

**Criminal Justice Information System  
Computerized Criminal History  
Electronic Disposition Reporting Guide**

Version 3.0.0  
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## Introduction

This Guide covers Electronic Disposition Reporting (EDR) of prosecution and court transactions to the Texas Department of Public Safety. It includes sections on submission via TxDPS's Criminal Justice Information System (CJIS) web site, transaction record formats, and certification procedures for new EDR counties.

EDR is now available via the TxDPS's Criminal Justice Information System (CJIS) Web site. As of 01/10/2006, migration is in progress from the current EDR Bulletin Board reporting system to the CJIS site. The Bulletin Board and the LU6.2 methods are being phased out.

EDR file histories are also available via the CJIS site. A record of the transmission and return file is available when the files are submitted via the CJIS site.

Note: Due to the nature of the legacy processes, the transmission files are not posted via the CJIS site.

## Contacts

HQ DPS	CHRIP Manager	Holly Morris	(512) 424-2686
HQ DPS	EDR Coordinator	Cassandra Richey	(512) 424-2479

## EDR FILE UPLOAD/DOWNLOAD

### DATA TRANSFER RECORD

Each record sent to the DPS will be comprised of a 25-byte header and a single variable length record. The length of the record will depend on the type of data being submitted. (i.e. Prosecutor, Court, etc.). The format of the transfer header is as follows:

#### TRANSFER RECORD FORMAT

```

      |          DATA TRANSFER HEADER          |          DATA AREA          |
      |-----|-----|-----|-----|-----|
FIELD= |TRAN|CDC|FILLER|<----- RECORD ----->|
      |-----|-----|-----|-----|-----|
LGTH=  |  4  4  17 |<- LENGTH OF RECORD----->|
      |<-- TRANSACTION - LENGTH OF HEADER AND RECORD ----->|

```

#### DATA TRANSFER HEADER FORMAT

Data Element	Field Location		Length	Definition
	Begin	End		
TRANSACTION	001	004	4	'CCHT' - TRANSACTION CODE FOR SENDING DATA TO THE DPS.
CDC	005	008	4	'CDC' OF THE ORGANIZATION SUBMITTING THE DATA.
DATE	009	016	8	CURRENT DATE (YYYYMMDD)
FILLER	017	025	17	THE FINAL 9 CHARACTERS ARE NOT USED BY DPS AND CAN BE USED FOR COUNTY INFORMATION. HOWEVER THE FULL HEADER WILL BE INCLUDED UNCHANGED AS THE FIRST 25 CHARACTERS OF EACH RECORD IN THE RETURN FILE. THEREFORE, THE SUBMITTER MAY CHOOSE TO INCLUDE THE LAST 9 BYTES IN ANY FORMAT THEY DESIRE. THIS MAY BE IMPORTANT IF THE SOFTWARE BEING USED LOCALLY TO PROCESS THE SUBSEQUENT RETURN FILE IS DEPENDENT ON THIS DATA.

## RETURN DATA PROCESSING

When requested, the return file will contain Identification (EH), Identification Supplemental (EHN), Arrest (ER2), Prosecutor (ER3), and Court (ER4, ER4J) records. Prosecutor and Court records that passed the file maintenance edits as well as those that did not pass the edits, will be in the file.

Records on the return file will only be sent when they are requested. Records returned to the requestor will be accompanied and preceded by a 25-byte header described below.

The end of each file will be accompanied by a 25-character record indicating the end of the file with a return code of '99.'

### RETURN RECORD FORMAT

```

      |          DATA TRANSFER HEADER          |          DATA AREA          |
      |-----|-----|-----|-----|
FIELD= |HEADER FROM INPUT TRANS          |<----- RECORD ----->|
      |-----|-----|-----|-----|
LGTH=  |          25          |<---- LENGTH OF RECORD ---->|
      |<----- TRANSACTION - LENGTH OF HEADER AND RECORD ----->|

```

### DATA RETURN HEADER FORMAT

Data Element	Field Location		Length	Definition
	Begin	End		
TRANSACTION	001	004	4	'CCHR' TRANSACTION CODE FOR REQUESTING DATA FROM THE RETURN FILE.
CDC	005	008	4	'CDC' OF THE ORGANIZATION REQUESTING THE DATA.
DATE	009	016	8	CURRENT DATE (YYYYMMDD)
RECORD COUNT	017	021	5	5-DIGIT SEQUENCE NUMBER BEGINNING WITH 00001 FOR THE FIRST RECORD RETURNED.
RETURN CODE	022	023	2	RETURN CODE: '99' = NO MORE DATA '00' = GOOD RETURN CODE
FILLER	024	025	2	'00' - CURRENTLY NOT USED.

## Criminal Justice Information System (CJIS) Web Site

The CJIS site supports automated and manual processes to both transmit EDR files to TxDPS and receive Return files from TxDPS. You may use the automated or the manual processes, whichever fits your needs.

The **Upload History** and **Return File History** options display all transmissions, regardless of whether or not the files were processed manually or via the automated method.

The CJIS site allows authorized county users to review CCH data for their county. It also provides for the manual submission of EDR transaction files, manual retrieval of the corresponding return files, and review of transmission histories.



The screenshot shows a web browser window with the address bar displaying <https://cch.dps.texas.gov/CJISAuth/login/CJIS>. The page features a blue header with the Texas Department of Public Safety logo and the text "Criminal Justice Information System". Below the header, the word "Login" is displayed. A usage policy box states: "Usage Policy: This is a secure web site. Users may only access this site with an authorized User ID and password. No person is permitted to use this site using another person's User ID and password." Below this, there is a "User ID" label and a text input field. A blue "Login" button is positioned below the input field, and a "Request Access" link is to its right. At the bottom of the page, contact information for the Texas Department of Public Safety is provided, including the address, email, and copyright notice.

Usage Policy: This is a secure web site. Users may only access this site with an authorized User ID and password. No person is permitted to use this site using another person's User ID and password.

User ID

Login Request Access

Texas Department of Public Safety  
PO Box 4143 Austin, Texas 78765-4143  
cjis@dps.texas.gov  
© 2014 Texas Department of Public Safety

The CJIS interfaces run over HTTPS which provides a secure encrypted channel for data communication. TxDPS supports test and production sites:

**TEST**                      <https://cchuat.dps.texas.gov>

**PRODUCTION**        <https://cch.dps.texas.gov>

Although it is not necessary to obtain a CJIS account to process EDR files, you do need a CJIS account to view or retrieve EDR and Return file histories.

Please notify the CJIS contact at TxDPS listed in the Contacts section of this document if you wish to be set up to access your county's CJIS/CCH data.

## Automated Transmission of EDR files

### Set up Procedures

#### 1. Download Curl.

TxDPS has chosen to support the automated EDR processes with an open source program called curl. Curl software is free and is available at <http://curl.haxx.se/> Curl is a command line program, may be used in scripts, and supports all common platforms.

#### 2. Download SSL libraries.

To use Curl, you will also need the SSL libraries referenced on the Curl download site. They are available for download at:

<http://www.shininglightpro.com/products/Win32OpenSSL.html>

To see if Curl is installed correctly, from a command line try

```
curl http://cchuat.dps.texas.gov
```

You should see something like:

```
content="0;url=https://cchuat.dps.texas.gov/cchuat/app">
```

CCHUAT Rewrite Website – TEST [Login](#)

By adding the **--output** flag, you can instruct Curl to write the data to a file instead of to the terminal.

```
curl --output test https://cchuat.dps.texas.gov  
(Later a different Curl URL will be used than the one above.)
```

#### 3. Obtain a CJIS KEY

The next step is to request a key from TxDPS. Please contact the EDR Coordinator listed at the beginning of this document. The key will be used for authentication and allow secure access to the CJIS EDR site. Separate keys are used for the TEST and PRODUCTION sites.

### Automatically Uploading an EDR Transaction File to TxDPS

Create a transaction file. Upload the file to TxDPS using the Curl upload option and the following URL:

```
curl -F "file=@sampletransactions.txt" -F "key=YourKey" -F  
"county=YourCountyNbr" https://cchuat.dps.texas.gov/cchServices/upload
```

The CJIS site will return the number of records uploaded. Because the transactions are processed in about 15 minutes, you might want to wait that long before trying to retrieve the Return file.



## Automatically Retrieving an EDR Return File from TxDPS

After receiving the key, execute:

```
curl --output returnfile  
https://cchuat.dps.texas.gov/cchServices/webservice/edr/ReturnFile?county=YourCountyN  
br&key=YourKey
```

This retrieves all the Return file transactions not downloaded previously. You may run this as often as you like, but once a day is recommended.

NOTE: Be careful with special characters in the **about** command. For example, because **&** is special to both DOS and Unix shells, your key may need to be uuencoded.

## Automating the Transmittal/Receiving Process

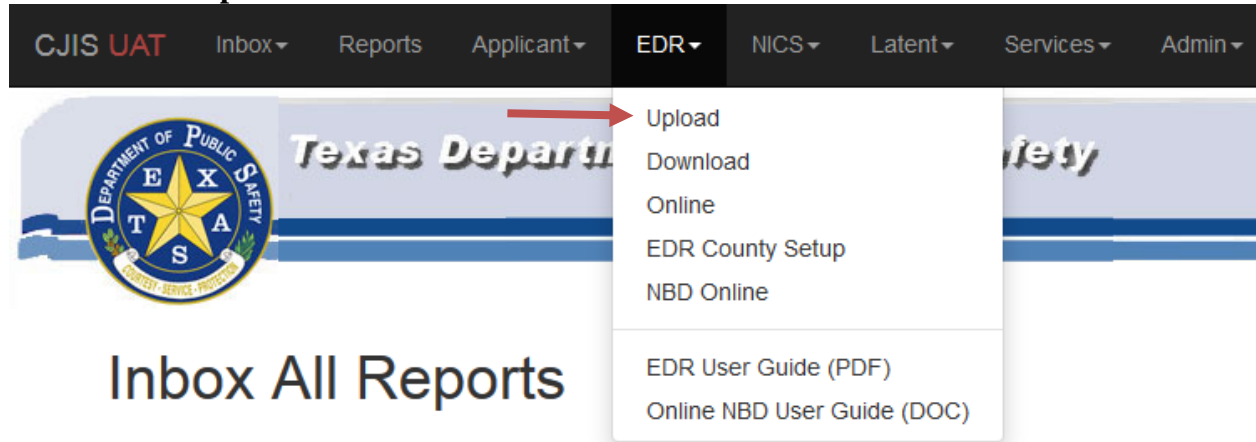
Optionally, you can also automate the scheduling of transmittal and receiving.

Most operating systems support the automated scheduling of processes. For example, Windows supports the automatic scheduling of .bat files, which in this instance would contain your Curl commands. Please refer to the documentation for your operating system for specifics procedures.

## Manual Transmission of EDR files

Uploading EDR File (to TxDPS)

Select **EDR > Upload**.



View: [Read](#) [Unread](#) [All](#) | [Current](#) [Archived](#) [All](#)

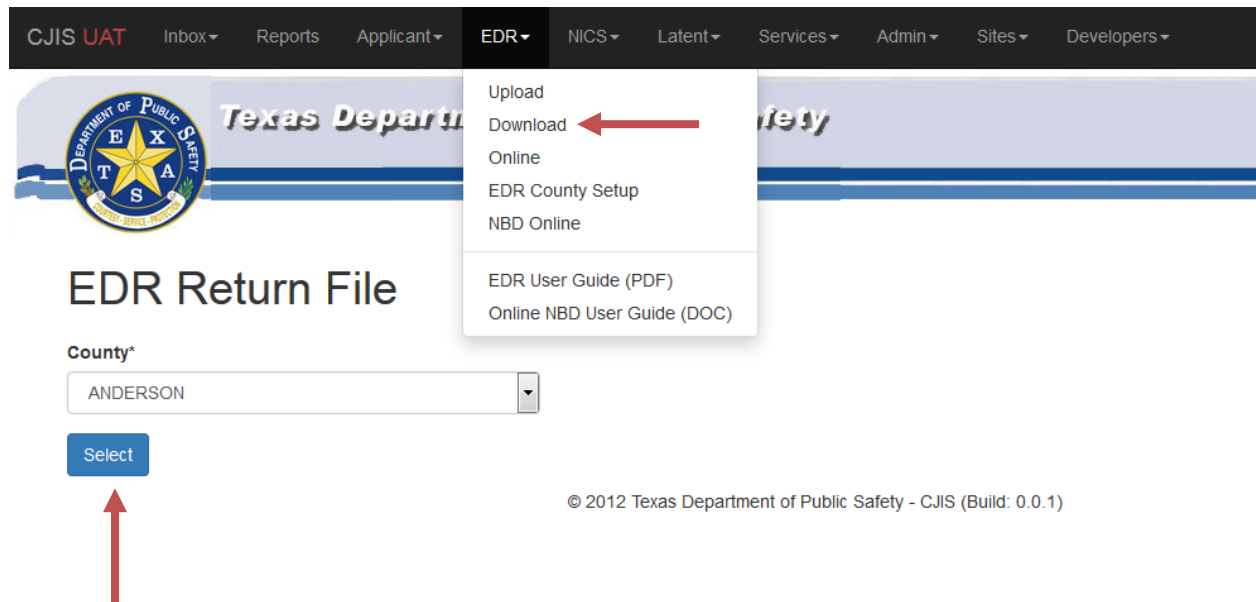
\*\* Note: Menu items may differ depending on permissions.

Select your **County** and use the **Browse** button to select the appropriate EDR transaction file from your workstation or network and click **Upload**. The transaction file will be transmitted to DPS and scheduled for processing. Files will generally process within 15 minutes of upload.

A screenshot of the 'EDR Upload' form. The form has a light gray background. At the top left is the Texas Department of Public Safety logo. Below the logo is the title 'EDR Upload'. The form contains two main sections: 'County\*' and 'File\*'. The 'County\*' section has a dropdown menu with 'BEXAR' selected. The 'File\*' section has a 'Browse...' button and the text 'No file selected.' Below these is a blue 'Upload' button. Two red arrows are present: one points to the 'County\*' dropdown menu, and the other points to the 'Upload' button. At the bottom right of the form area, there is a copyright notice: '© 2012 Texas Department of Public Safety - CJIS (Build: 0.0.1)'.

## Return File (from TxDPS)

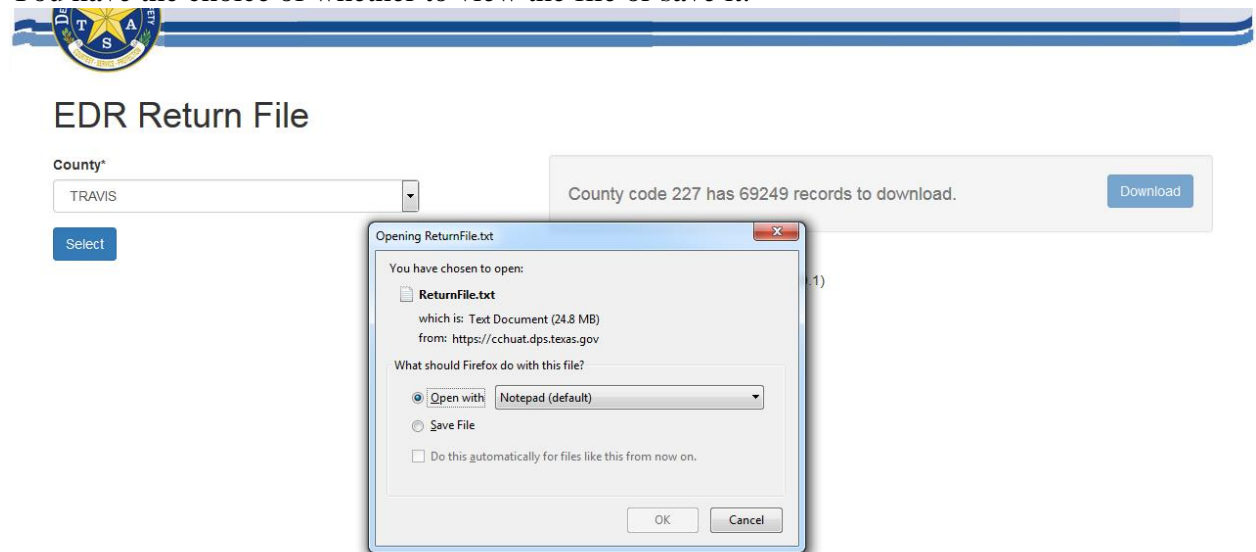
Select **EDR > Download** to retrieve an EDR return file from DPS. The return file consists of all transactions which have been processed since the previous **Return File** request and any arrest transactions for your county.



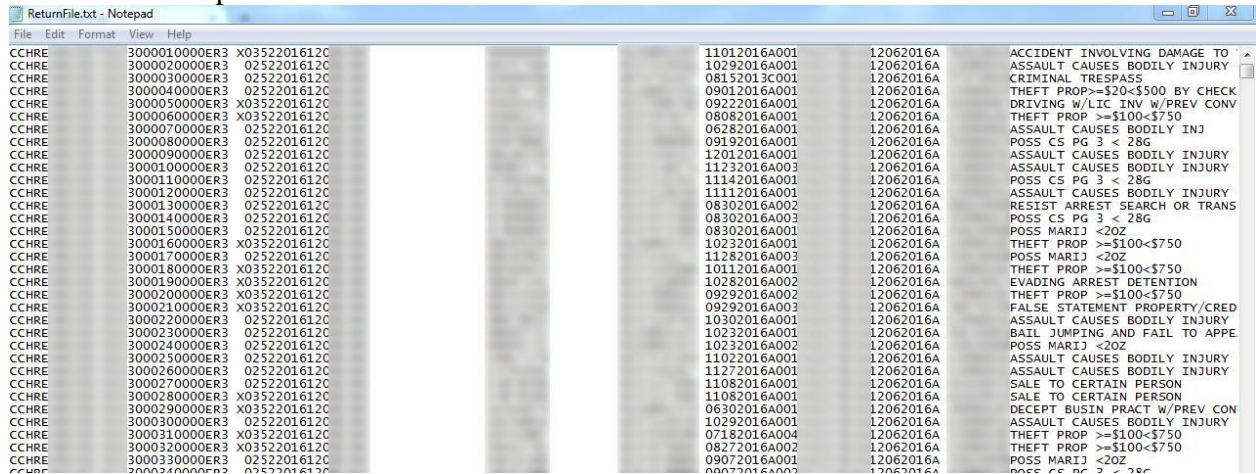
\*\* Note: Menu items may differ depending on permissions.

Click **Select**.

You have the choice of whether to view the file or save it.



Here is an example of a downloaded EDR Return File.

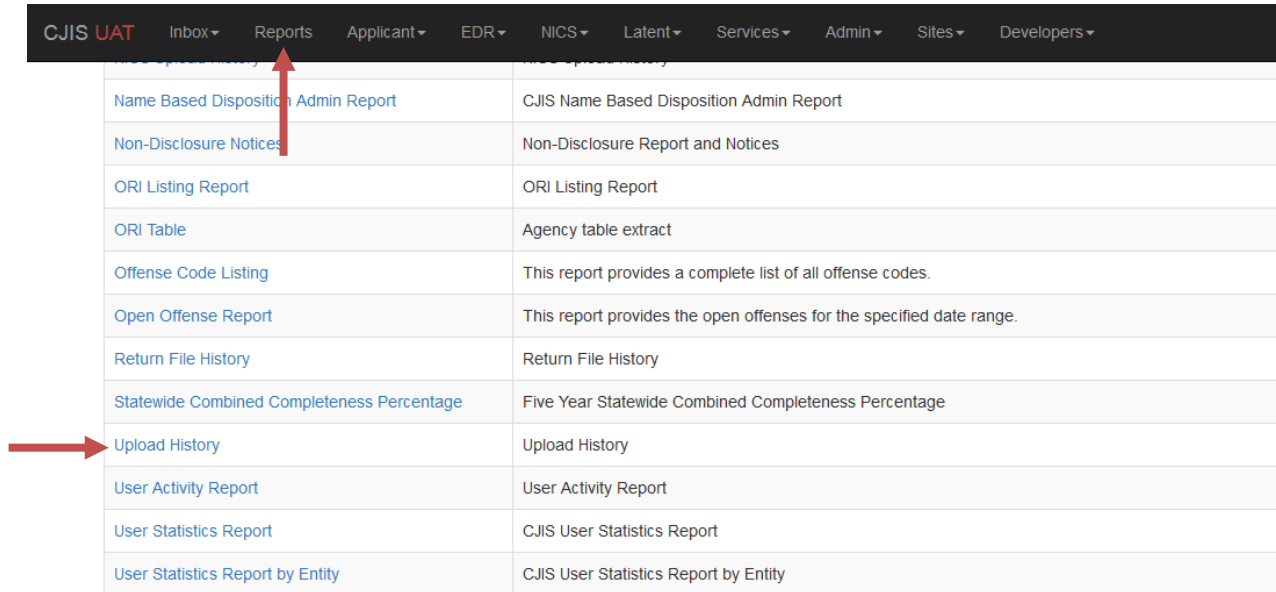


CCHRE	3000010000ER3	X0352201612C	11012016A001	12062016A	ACCIDENT INVOLVING DAMAGE TO
CCHRE	3000020000ER3	0252201612C	10292016A001	12062016A	ASSAULT CAUSES BODILY INJURY
CCHRE	3000030000ER3	0252201612C	08152013C001	12062016A	CRIMINAL TRESPASS
CCHRE	3000040000ER3	0252201612C	09012016A001	12062016A	THEFT PROP>=\$20<\$500 BY CHECK
CCHRE	3000050000ER3	X0352201612C	09222016A001	12062016A	DRIVING W/LIC INV W/PREV CONV
CCHRE	3000060000ER3	X0352201612C	08082016A001	12062016A	THEFT PROP >=\$100<\$750
CCHRE	3000070000ER3	0252201612C	06282016A001	12062016A	ASSAULT CAUSES BODILY INJ
CCHRE	3000080000ER3	0252201612C	09192016A001	12062016A	POSS CS PG 3 < 286
CCHRE	3000090000ER3	0252201612C	12012016A001	12062016A	ASSAULT CAUSES BODILY INJURY
CCHRE	3000100000ER3	0252201612C	11232016A003	12062016A	ASSAULT CAUSES BODILY INJURY
CCHRE	3000110000ER3	0252201612C	11142016A001	12062016A	POSS CS PG 3 < 286
CCHRE	3000120000ER3	0252201612C	11112016A001	12062016A	ASSAULT CAUSES BODILY INJURY
CCHRE	3000130000ER3	0252201612C	08302016A002	12062016A	RESIST ARREST SEARCH OR TRANS
CCHRE	3000140000ER3	0252201612C	08302016A003	12062016A	POSS CS PG 3 < 286
CCHRE	3000150000ER3	0252201612C	08302016A001	12062016A	POSS MARIJ <20Z
CCHRE	3000160000ER3	X0352201612C	10232016A001	12062016A	THEFT PROP >=\$100<\$750
CCHRE	3000170000ER3	0252201612C	11282016A003	12062016A	POSS MARIJ <20Z
CCHRE	3000180000ER3	X0352201612C	10112016A001	12062016A	THEFT PROP >=\$100<\$750
CCHRE	3000190000ER3	X0352201612C	10282016A002	12062016A	EVADING ARREST DETENTION
CCHRE	3000200000ER3	X0352201612C	09292016A002	12062016A	THEFT PROP >=\$100<\$750
CCHRE	3000210000ER3	X0352201612C	09292016A003	12062016A	FALSE STATEMENT PROPERTY/CRED
CCHRE	3000220000ER3	0252201612C	10302016A001	12062016A	ASSAULT CAUSES BODILY INJURY
CCHRE	3000230000ER3	0252201612C	10232016A001	12062016A	BAIL JUMPING AND FAIL TO APPE
CCHRE	3000240000ER3	0252201612C	10232016A002	12062016A	POSS MARIJ <20Z
CCHRE	3000250000ER3	0252201612C	11022016A001	12062016A	ASSAULT CAUSES BODILY INJURY
CCHRE	3000260000ER3	0252201612C	11272016A001	12062016A	ASSAULT CAUSES BODILY INJURY
CCHRE	3000270000ER3	0252201612C	11082016A001	12062016A	SALE TO CERTAIN PERSON
CCHRE	3000280000ER3	X0352201612C	11082016A001	12062016A	SALE TO CERTAIN PERSON
CCHRE	3000290000ER3	X0352201612C	06302016A001	12062016A	DECEPT BUSIN PRACT W/PREV CON
CCHRE	3000300000ER3	0252201612C	10292016A001	12062016A	ASSAULT CAUSES BODILY INJURY
CCHRE	3000310000ER3	X0352201612C	07182016A004	12062016A	THEFT PROP >=\$100<\$750
CCHRE	3000320000ER3	X0352201612C	08272016A002	12062016A	THEFT PROP >=\$100<\$750
CCHRE	3000330000ER3	0252201612C	09072016A001	12062016A	POSS MARIJ <20Z
CCHRE	3000340000ER3	0252201612C	09072016A002	12062016A	POSS CS PG 3 < 286

## EDR History Files

### Upload EDR History

Select **Reports** and **Upload History** to view what you have already “transmitted” to TxDPS for processing.



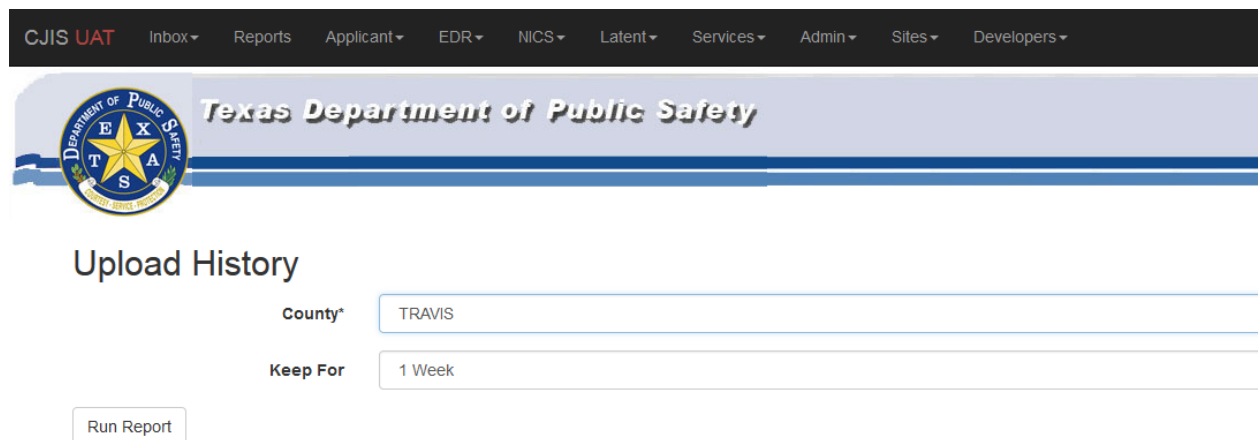
The screenshot shows the CJIS UAT navigation bar with the following items: CJIS UAT, Inbox, Reports, Applicant, EDR, NICS, Latent, Services, Admin, Sites, and Developers. The 'Reports' menu is expanded, showing a list of reports. A red arrow points to the 'Reports' menu item, and another red arrow points to the 'Upload History' report item in the expanded list.

Report Name	Description
Name Based Disposition Admin Report	CJIS Name Based Disposition Admin Report
Non-Disclosure Notices	Non-Disclosure Report and Notices
ORI Listing Report	ORI Listing Report
ORI Table	Agency table extract
Offense Code Listing	This report provides a complete list of all offense codes.
Open Offense Report	This report provides the open offenses for the specified date range.
Return File History	Return File History
Statewide Combined Completeness Percentage	Five Year Statewide Combined Completeness Percentage
Upload History	Upload History
User Activity Report	User Activity Report
User Statistics Report	CJIS User Statistics Report
User Statistics Report by Entity	CJIS User Statistics Report by Entity

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\*\* Note: Menu items may differ depending on permissions.

Select your **County** and click **Run Report**.




The screenshot shows the 'Upload History' form. At the top is the Texas Department of Public Safety logo and header. Below the header, the form has two input fields: 'County\*' with 'TRAVIS' selected and 'Keep For' with '1 Week' selected. A 'Run Report' button is located below these fields.

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\*\* Note: Menu items may differ depending on permissions.

Click **TEXT** to the right of the upload file you wish to see.

CJIS UATInboxReportsApplicantEDRNICSLatentServicesAdminSitesDevelopersHelp

Texas Department of Public Safety

## Upload History

[Back to inbox](#)

Mark UnreadArchive

Report Parameters

County:TRAVIS

Other formats available: CSVPDFShow: All

107 records returnedRun Date: 02/27/2017

Count	BATID	NAME	COUNTY	DATE	Download
55	54657		TRAVIS	2016-12-13-09:31.17.789911	<a href="#">TEXT</a>
2	53631		TRAVIS	2016-08-11-13:45:22.279273	<a href="#">TEXT</a>
1974	49636		TRAVIS	2015-10-30-10:56:59.936132	<a href="#">TEXT</a>

\*\* Note: Menu items may differ depending on permissions.

## Return File History


To view previous return files for your county, select **Reports** and **Return File History**.

CJIS UAT    Inbox ▾    Reports    Applicant ▾    EDR ▾    NICS ▾    Latent ▾    Services ▾    Admin ▾    Sites ▾    Developers ▾		
	Name Based Disposition Admin Report	CJIS Name Based Disposition Admin Report
	Non-Disclosure Notice	Non-Disclosure Report and Notices
	ORI Listing Report	ORI Listing Report
	ORI Table	Agency table extract
	Offense Code Listing	This report provides a complete list of all offense codes.
	Open Offense Report	This report provides the open offenses for the specified date range.
→	Return File History	Return File History
	Statewide Combined Completeness Percentage	Five Year Statewide Combined Completeness Percentage
	Upload History	Upload History
	User Activity Report	User Activity Report
	User Statistics Report	CJIS User Statistics Report
	User Statistics Report by Entity	CJIS User Statistics Report by Entity

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\*\* Note: Menu items may differ depending on permissions.

Select your **County** and a date range to search for Return Files (or leave the date range blank to retrieve all Return Files) and click **Run Report**.

CJIS UAT    Inbox ▾    Reports    Applicant ▾    EDR ▾    NICS ▾    Latent ▾    Services ▾    Admin ▾    Sites ▾    Developers ▾		
 <b>Texas Department of Public Safety</b>		
<b>Return File History</b>		
County*	TRAVIS	
Date Range	12/01/2016	to 01/01/2017 (leave blank for all dates)
Keep For	1 Week	
<input type="button" value="Run Report"/>		

© 2012 Texas Department of Public Safety - CJIS (Build: 0.0.1)

\*\* Note: Menu items may differ depending on permissions.

Click **RETURN\_FILE** on the right of the row whose Return File History you want to Open or Save and make a selection from the File Download window.

The screenshot shows the 'Return File History' page in the CJIS UAT system. The page includes a navigation bar with links like 'Inbox', 'Reports', 'Applicant', 'EDR', 'NICS', 'Latent', 'Services', 'Admin', 'Sites', 'Developers', and 'Help'. Below the navigation bar is a 'Return File History' section with a 'Back to Inbox' link. A 'Report Parameters' box shows filters for 'County: TRAVIS', 'Begin Date: 12/01/16', and 'End Date: 01/01/17'. Below this, there are 'Other formats available: CSV PDF' and a 'Show: All' dropdown. A table displays '1 record returned' with columns for 'Date', 'Count', 'County', 'Name', and 'Download'. The first row shows a date of '2016-12-13-09 44:07.570342', a count of '2613', and a county of 'TRAVIS'. The 'Download' column contains a 'RETURN\_FILE' link. A modal dialog titled 'Opening ReturnFile.txt' is open, asking 'What should Firefox do with this file?' with options 'Open with Notepad (default)' and 'Save File'. The 'Run Date: 02/27/2017' is shown at the bottom right. A copyright notice at the bottom reads '© 2012 Texas Department of Public Safety - CJIS (Build: 0.0.1)'.

\*\* Note: Menu items may differ depending on permissions.

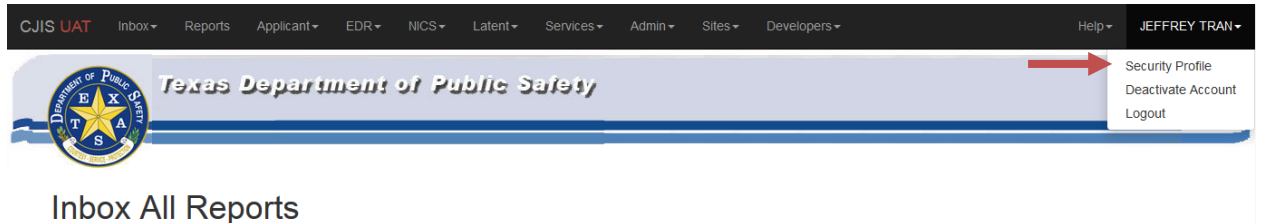
The following is an example of the downloaded records from a selected Return File History.

The screenshot shows a Notepad window titled 'ReturnFile-1.txt - Notepad'. The window contains a large block of text representing downloaded records. The text is organized into columns, with some fields highlighted in yellow. The records appear to be a list of identifiers and associated information, such as 'CCHRE3#Z201702270000100000ER3', 'X035220030922E3#Z000004TX227010007777777', '9165764560A05052003A001TX227015A', 'AA13990031M-0428478', 'CCHRE3#Z201702270000200000ER4', 'X063320030921E3#Z', 'TX227010007777777', '9165764560 05052003A001 0777771001', 'GTx2270113', 'CCHRE3#Z201702270000300000EH', '039620040921E3#Z YOUNG', '07777777', 'MBTXU504241946507150BROBLKFAR', 'CCHRE3#Z201702270000400000EHN', '035820040921E3#Z YOUNG', '07777777', 'CCHRE3#Z201702270000500000EHN', '035820040921E3#Z YOUNG', '07777777', 'CCHRE3#Z201702270000600000EHN', '035820040921E3#Z YOUNG', '07777777', 'CCHRE3#Z201702270000700000ER2', '047720040921E3#Z YOUNG', '07777777', '0000000027 05052004TX2270100', 'CCHRE3#Z201702270000800000EH', '039620040921E3#Z YOUNG', '07777777', 'FWYYU506291980000115BLKXXXXXX', 'CCHRE3#Z201702270000900000EHN', '035820040921E3#Z YOUNG', '07777777', 'CCHRE3#Z201702270001000000EHN', '035820040921E3#Z YOUNG', '07777777', 'CCHRE3#Z201702270001100000EHN', '035820040921E3#Z YOUNG', '07777777', 'CCHRE3#Z201702270001200000EHN', '035820040921E3#Z YOUNG', '07777777', 'CCHRE3#Z201702270001300000EHN', '035820040921E3#Z YOUNG', '07777777', 'CCHRE3#Z201702270001400000EHN', '035820040921E3#Z YOUNG', '07777777', 'CCHRE3#Z201702270001500000ER2', '047720040921E3#Z YOUNG', '07777777', '9135477776 05052004TX2270100', 'CCHRE3#Z201702270001600000EH', '039620040921E3#Z YOUNG', '07777777', 'MWYYU506291980000115BLKXXXXXX', 'CCHRE3#Z201702270001700000EHN', '035820040921E3#Z YOUNG', '07777777', 'CCHRE3#Z201702270001800000EHN', '035820040921E3#Z YOUNG', '07777777', 'CCHRE3#Z201702270001900000EHN', '035820040921E3#Z YOUNG', '07777777', 'CCHRE3#Z201702270002000000EHN', '035820040921E3#Z YOUNG', '07777777'.



**CJIS****Change Password**

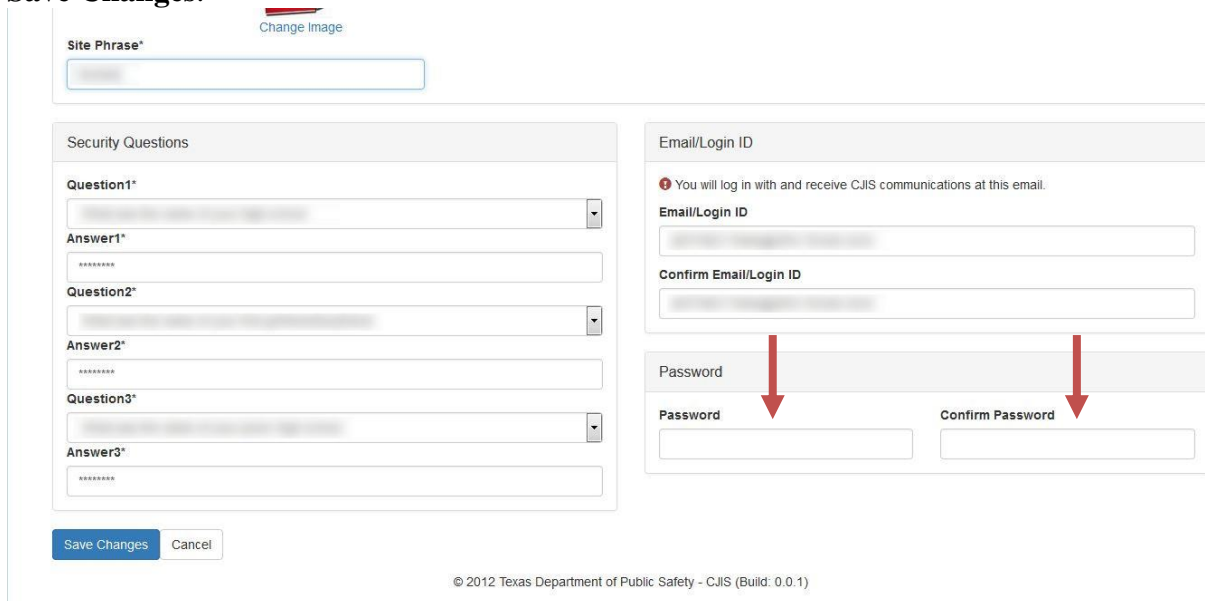
Click your name on the right side of the menu bar and select **Security Profile** to change your password.



Inbox All Reports

**\*\* Note: Menu items may differ depending on permissions.**

Enter your desired password in these two boxes to select and confirm your new password. Click **Save Changes**.



Site Phrase\*

Change Image

Security Questions

Question1\*

Answer1\*

Question2\*

Answer2\*

Question3\*

Answer3\*

Email/Login ID

You will log in with and receive CJIS communications at this email.

Email/Login ID

Confirm Email/Login ID

Password

Password

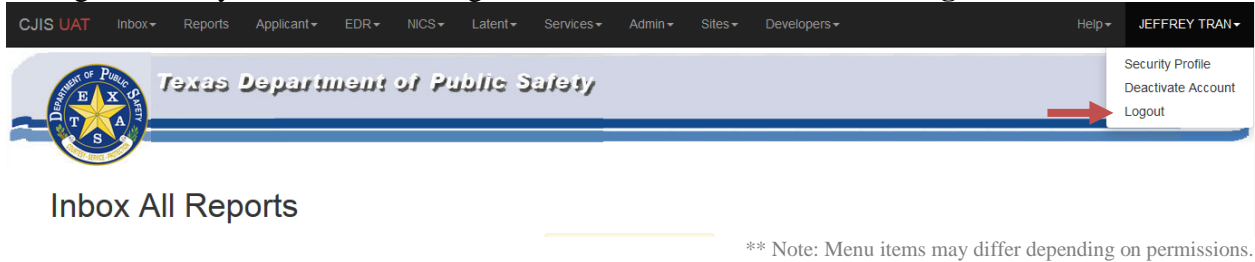
Confirm Password

Save Changes Cancel

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## Logout

To logout, click your name on the right side of the menu bar and then **Logout**.



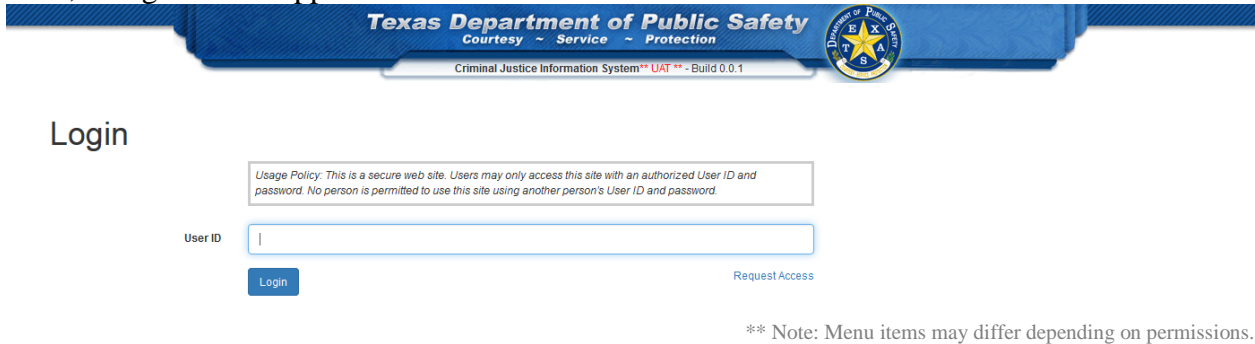
**Texas Department of Public Safety**

Security Profile  
Deactivate Account  
Logout

Inbox All Reports

\*\* Note: Menu items may differ depending on permissions.

Next, a Login screen appears.



**Texas Department of Public Safety**  
Courtesy ~ Service ~ Protection

Criminal Justice Information System<sup>TM</sup> UAT<sup>SM</sup> - Build 0.0.1

Usage Policy: This is a secure web site. Users may only access this site with an authorized User ID and password. No person is permitted to use this site using another person's User ID and password.

User ID

Login

Request Access

\*\* Note: Menu items may differ depending on permissions.

## SEGMENT FORMATS

### PROSECUTION SEGMENT

#### Transaction Format – Data Area

Note	Code	Field Location		Length	Data Type	Definition
		Begin	End			
X	MKE	001	004	4	ANLJ	MESSAGE KEY 'ER3 '. ADD A PROSECUTION RECORD.
	ERR	005	005	1	A	ON RETURN TO AGENCY - BLANK = NO ERRORS - X = 100 BYTE ERROR FIELD APPENDED TO RECORD.
X	LGH	006	009	4	NZFL	RECORD LENGTH (252)
X	DOE	010	017	8	N	DATE OF ENTRY (YYYYMMDD)
X	ORG	018	021	4	AN	CDC OF ORGANIZATION SUBMITTING DATA. (I.E.: AA#Z').
	OPR	022	027	6	AN	FOR COUNTY REFERENCE ONLY
	DES	028	036	9	AN	FIELD IS AVAILABLE FOR SUBMITTING AGENCY'S USE. DESTINATION ORI NO LONGER REQUIRED.
X	DPS	037	044	8	NZFL	DPS NUMBER. DEPARTMENT OF PUBLIC SAFETY IDENTIFICATION NUMBER.
		045	053	9		CURRENTLY NOT USED
X	TRN	054	063	10	AN	TRACKING INCIDENT NUMBER. CONTROL NUMBER ASSIGNED AT ARREST.
	SEQ	064	064	1	A	SEQUENCE. INDICATOR OF MULTIPLE ARRESTS OF AN INDIVIDUAL ON SAME DAY BY DIFFERENT AGENCIES.
X	DOA	065	072	8	N	DATE OF ARREST. MMDDYYYY. DATE SUBJECT WAS ARRESTED.
X	TRS	073	076	4	AN	(ANNN) TRACKING INCIDENT NUMBER SUFFIX (CHARGE NUMBER)
M	ORIP	077	085	9	ANLJ	ORI OF PROSECUTOR.
	PAD	086	093	8	N	PROSECUTOR ACTION DATE. (MMDDYYYY)
M	PAF	094	094	1	A	PROSECUTOR ACTION FIELD.

NOTE: X = MINIMUM CONTROL DATA REQUIRED TO SUBMIT THIS RECORD.

M = REQUIRED IF ARREST DISPOSITION DATE (ADA) ON OFFENSE IS PRESENT  
AND > 06/01/1994 OR DATE OF ARREST ON TRN IS > 06/01/1994  
IF ADA IS NOT PRESENT

DATA: A = ALPHA N = NUMERIC  
ZF = ZERO FILLED R = RIGHT L = LEFT J = JUSTIFIED  
IF THERE IS NO DATA FOR A FIELD IT WILL BE FILLED WITH BLANKS.

Note	Code	Field Location		Length	Data Type	Definition
		Begin	End			
	GOCP	095	095	1	A	GENERAL OFFENSE CHARACTER - PROSECUTOR.
M	PON	096	103	8	N	PROSECUTOR OFFENSE. THE 4 CHARACTER NCIC OFFENSE CODE FOLLOWED BY THE 4 CHARACTER STATE MODIFIER
	POL	104	149	46	ANLJ	PROSECUTION OFFENSE LITERAL. A FIELD USED TO EXPLAIN OR CLARIFY THE OFFENSE.
M	LDP	150	151	2	AN	LEVEL AND DEGREE OF PROSECUTED OFFENSE.
	CONS	152	159	8	NZFL	IF THIS DPS NUMBER HAS BEEN CONSOLIDATED, THEN THE TRANSACTION WILL BE REJECTED BUT THE NEW DPS NUMBER WILL BE PLACED IN THIS FIELD FOR INCLUSION IN THE RETURN FILE
	NAM	160	189	30	ALJ	PROSECUTION NAME (LAST, FIRST MIDDLE) NAME USED WHEN SUBJECT WAS PROSECUTED, OTHER THAN MASTER NAME
		190	191	2		CURRENTLY NOT USED
	DOB	192	199	8	N	DATE OF BIRTH (MMDDYYYY)
	DMV	200	200	1	AN	DOMESTIC VIOLENCE INDICATOR
		201	252	52		CURRENTLY NOT USED

NOTE: X = MINIMUM CONTROL DATA REQUIRED TO SUBMIT THIS RECORD.

M = REQUIRED IF ARREST DISPOSITION DATE (ADA) ON OFFENSE IS PRESENT  
AND > 06/01/1994 OR DATE OF ARREST ON TRN IS > 06/01/1994  
IF ADA IS NOT PRESENT

DATA: A = ALPHA N = NUMERIC

ZF = ZERO FILLED R = RIGHT L = LEFT J = JUSTIFIED

IF THERE IS NO DATA FOR A FIELD IT WILL BE FILLED WITH BLANKS.

## Error Indicator Attachment

FIRST 50 BYTES		LAST FIFTY BYTES	
Byte No.	RECORD FIELD IN ERROR	Byte No.	LOGIC ERROR INDICATIONS
1	MKE	51	DUP/UNS/NBF
2	DOE	52	PERP
3	ORG	53	TEM
4	DPS	54	CONS
5	FILLER	55	CONF
6	TRN		
7	SEQ		
8	DOA		
9	TRS		
10	ORIP		
11	PAD		
12	PAF		
13	GOCP		
14	PON		
15	LDP		
16	LGH		
17	NAM		
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## COURT SEGMENT

Submit one record for each 'TRS' within a 'TRN'. For example: If there was a court disposition to be reported on three charges, TRS A001, TRS A002, and TRS A003 then three separate 'ER3' records must be built and submitted to the DPS.

### Transaction Format – Data Area

Note	Code	Field Location		Length	Data Type	Definition
		Begin	End			
X	MKE	001	004	4	ANLJ	MESSAGE KEY 'ER4 '. ADD A COURT RECORD.
	ERR	005	005	1	A	ON RETURN TO AGENCY - BLANK = NO ERRORS - X = 100 BYTE ERROR FIELD APPENDED TO RECORD.
X	LGH	006	009	4	NZFL	RECORD LENGTH (533)
X	DOE	010	017	8	N	DATE OF ENTRY (YYYYMMDD)
	ORG	018	021	4	AN	CDC OF ORGANIZATION SUBMITTING DATA. (I.E.: AA#Z').
	OPR	022	027	6	AN	COUNTY REFERENCE ONLY
	AGY	028	036	9	AN	AGENCY ORI. ONLY USED FOR NAME BASED DISPOSITION/UNSUPPORTED
X	DPS	037	044	8	NZFL	DPS NUMBER. DEPARTMENT OF PUBLIC SAFETY IDENTIFICATION NUMBER.
		045	053	9		CURRENTLY NOT USED
X	TRN	054	063	10	AN	TRACKING INCIDENT NUMBER. CONTROL NUMBER ASSIGNED AT ARREST.
	SEQ	064	064	1	A	SEQUENCE. INDICATOR OF MULTIPLE ARRESTS OF AN INDIVIDUAL ON SAME DAY BY DIFFERENT AGENCIES.
X	DOA	065	072	8	N	DATE OF ARREST. MMDDYYYY. DATE SUBJECT WAS ARRESTED.
X	TRS	073	076	4	AN	(ANNN) TRACKING INCIDENT NUMBER SUFFIX (CHARGE NUMBER).
	CSC	077	077	1	A	COURT STATUS CHANGE.

NOTE: X = MINIMUM CONTROL DATA REQUIRED TO SUBMIT THIS RECORD.

M = REQUIRED IF ARREST DISPOSITION DATE (ADA) ON OFFENSE IS PRESENT AND > 06/01/1994 OR DATE OF ARREST ON TRN IS > 06/01/1994 IF ADA IS NOT PRESENT

D = THE DWI0 - DWI9 FIELDS ARE PROVIDED FOR DWI (DIC17) DATA SUBMISSION

DATA: A = ALPHA

N = NUMERIC

ZF = ZERO FILLED

R = RIGHT

L = LEFT

J = JUSTIFIED

IF THERE IS NO DATA FOR A FIELD IT WILL BE FILLED WITH BLANKS.

Note	Code	Field Location		Length	Data Type	Definition
		Begin	End			
	CAU	078	097	20	ANLJ	CAUSE NUMBER.
	FPO	098		1	A	FINAL PLEADING TO OFFENSE. FINAL PLEADING OF THE OFFENDER TO THE OFFENSE.
M	ORIC	099	127	29	ANLJ	ORIGINATING AGENCY ID OF COURT. ORI THAT IDENTIFIES THE COURT.
X	CDD	128	135	8	N	COURT DISPOSITION DATE. MMDDYYYY. THE DATE OF THE JUDICIAL DISPOSITION OF THE CASE.
	GOCC	136	136	1	A	GENERAL OFFENSE CHARACTER - COURT. DESCRIBES ACTION WHICH IS RELATED TO THE OFFENSE.
X	CON	137	144	8	N	COURT OFFENSE. THE 4 CHARACTER NCIC OFFENSE CODE FOLLOWED BY THE 4 CHARACTER STATE MODIFIER.
	COL	145	190	46	ANLJ	COURT OFFENSE LITERAL. A FIELD USED TO EXPLAIN OR CLARIFY THE OFFENSE.
		191	207	17		CURRENTLY NOT USED
M	LDC	208	109	2	AN	LEVEL AND DEGREE OF OFFENSE DISPOSED BY COURT.
X	CDN	210	212	3	N	COURT DISPOSITION NUMERIC. THE NUMERIC CODE FOR THE DISPOSITION OF THE CASE. (NOTE: FOR JUVENILE SUBMISSIONS: THIS FIELD WILL CONTAIN THE 'PAN' OR 'JAN' CODES)
	DOS	213	220	8	N	DATE OF SENTENCE OR STATUS CHANGE. (MMDDYYYY)
	CSS	221	232	12	ANLJ	COURT SENTENCE SUSPENDED - TIME. THE AMOUNT OF TIME ORDERED BY THE COURT BUT SUSPENDED, OR OTHERWISE NOT IMPOSED.

NOTE: X = MINIMUM CONTROL DATA REQUIRED TO SUBMIT THIS RECORD.

M = REQUIRED IF ARREST DISPOSITION DATE (ADA) ON OFFENSE IS PRESENT  
AND > 06/01/1994 OR DATE OF ARREST ON TRN IS > 06/01/1994  
IF ADA IS NOT PRESENT

D = THE DWI0 - DWI9 FIELDS ARE PROVIDED FOR DWI (DIC17)  
DATA SUBMISSION

DATA: A = ALPHA

N = NUMERIC

ZF = ZERO FILLED

R = RIGHT

L = LEFT

J = JUSTIFIED

IF THERE IS NO DATA FOR A FIELD IT WILL BE FILLED WITH BLANKS.

	CSF	233	240	8	NZFL	COURT SENTENCE SUSPENDED - FINE. THE AMOUNT OF FINE ORDERED BY THE COURT BUT SUSPENDED, OR OTHERWISE NOT IMPOSED. WHOLE DOLLARS.
	CMT	241	252	12	ANLJ	COURT CONFINEMENT. THE AMOUNT OF CONFINEMENT TIME FROM JUDICIAL ACTION.
	CPR	253	264	12	ANLJ	COURT PROBATION. THE AMOUNT OF TIME THE SUBJECT IS ON PROBATION.
	CFN	265	272	8	NZFL	COURT FINE. THE MONETARY AMOUNT OF A FINE ORDERED BY THE COURT. WHOLE DOLLARS.
	CST	273	278	6	NZFL	COURT COST. AMOUNT OF COURT COSTS. WHOLE DOLLARS.
	CPL	279	328	50	ANLJ	COURT PROVISION LITERAL. ADDITIONAL DATA WHICH FURTHER EXPLAINS JUDICIAL RULING.
	CPN	329	331	3	N	COURT PROVISION NUMERIC. A FIELD WHICH FURTHER EXPRESSED SPECIAL SENTENCE PROVISIONS. (NOTE: FOR JUVENILE SUBMISSIONS: THIS FIELD WILL CONTAIN THE 'JDN' CODES)
	DCA	332	339	8	N	DATE CASE APPEALED. MMDDYYYY. THE DATE OF APPEAL OF THE CHARGE.
	DDA	340	342	3	N	DISPOSITION OF OFFENDER DURING APPEAL. THE FINAL DISPOSITION OF THE OFFENDER DURING APPEAL.
	FCD	343	345	3	N	FINAL COURT DECISION ON APPEALED CASE. FINAL COURT DECISION ON A CASE THAT WAS APPEALED.
	ARC	346	374	29	AN	AGENCY RECEIVING CUSTODY. ORI OF THE AGENCY RECEIVING CUSTODY OF THE OFFENDER.
	MCC	375	376	2	A	MULTIPLE SENTENCES CONCURRENT (CC) OR CONSECUTIVE (CS).
	JUV	377	377	1	A	JUVENILE FLAG. 'J' IF JUVENILE.

NOTE: X = MINIMUM CONTROL DATA REQUIRED TO SUBMIT THIS RECORD.  
M = REQUIRED IF ARREST DISPOSITION DATE (ADA) ON OFFENSE IS PRESENT AND > 06/01/1994 OR DATE OF ARREST ON TRN IS > 06/01/1994 IF ADA IS NOT PRESENT  
D = THE DWI0 - DWI9 FIELDS ARE PROVIDED FOR DWI (DIC17) DATA SUBMISSION  
DATA: A = ALPHA N = NUMERIC  
ZF = ZERO FILLED R = RIGHT L = LEFT J = JUSTIFIED  
IF THERE IS NO DATA FOR A FIELD IT WILL BE FILLED WITH BLANKS.



D	DWI0	378	385	8	N	BEGINNING DATE OF SUSPENSION. (MMDDYYYY) NOT USED BY CCH - FOR PASS THRU TO DWI (DIC17)
D	DWI1	386	393	8	N	ENDING DATE OF SUSPENSION. (MMDDYYYY) NOT USED BY CCH - FOR PASS THRU TO DWI (DIC17)
D	DWI2	394	401	8	N	DATE DWI EDUCATION PROGRAM COMPLETED. (MMDDYYYY) NOT USED BY CCH - FOR PASS THRU TO DWI (DIC17)
D	DWI3	402	409	8	N	DATE DWI EDUCATION PROGRAM COMPLETED. (MMDDYYYY) NOT USED BY CCH - FOR PASS THRU TO DWI (DIC17)
D	DWI4	410	417	8	N	DATE EDUCATION PROGRAM WAIVED. (MMDDYYYY) NOT USED BY CCH - FOR PASS THRU TO DWI (DIC17)
D	DWI5	418	425	8	N	DATE DRUG EDUCATION PROGRAM COMPLETED. (MMDDYYYY) NOT USED BY CCH - FOR PASS THRU TO DWI (DIC17)
D	DWI6	426	433	8	N	DATE REPEAT OFFENDER PROGRAM REQUIRED. (MMDDYYYY) NOT USED BY CCH - FOR PASS THRU TO DWI (DIC17)
D	DWI7	434	441	8	N	DATE REPEAT OFFENDER PROGRAM COMPLETED. (MMDDYYYY) NOT USED BY CCH - FOR PASS THRU TO DWI (DIC17)
D	DWI8	442	449	8	N	DWI PROGRAM EXTENSION FROM DATE. NOT USED BY CCH - FOR PASS THRU TO DWI (DIC17)
D	DSI9	450	457	8	N	DWI PROGRAM EXTENSION TO DATE. (MMDDYYYY) NOT USED BY CCH - FOR PASS THRU TO DWI (DIC17)
	NAM	458	487	30	ALJ	NAME (LAST, FIRST MIDDLE)
		488	489	2		CURRENTLY NOT USED
	DOB	490	497	8	N	DATE OF BIRTH (MMDDYYYY)
		498	505	8		CURRENTLY NOT USED

NOTE: X = MINIMUM CONTROL DATA REQUIRED TO SUBMIT THIS RECORD.

M = REQUIRED IF ARREST DISPOSITION DATE (ADA) ON OFFENSE IS PRESENT  
AND > 06/01/1994 OR DATE OF ARREST ON TRN IS > 06/01/1994  
IF ADA IS NOT PRESENT

D = THE DWI0 - DWI9 FIELDS ARE PROVIDED FOR DWI (DIC17)  
DATA SUBMISSION

DATA: A = ALPHA N = NUMERIC  
ZF = ZERO FILLED R = RIGHT L = LEFT J = JUSTIFIED  
IF THERE IS NO DATA FOR A FIELD IT WILL BE FILLED WITH BLANKS.

	CONS	506	513	8	NZFL	IF THIS DPS NUMBER HAS BEEN CONSOLIDATED, THEN THE TRANSACTION WILL BE REJECTED BUT THE NEW DPS NUMBER WILL BE PLACED IN THIS FIELD FOR INCLUSION IN THE RETURN FILE
	DMV	514	514	1	AN	DOMESTIC VIOLENCE INDICATOR
		515	533	19		CURRENTLY NOT USED

NOTE: X = MINIMUM CONTROL DATA REQUIRED TO SUBMIT THIS RECORD.  
M = REQUIRED IF ARREST DISPOSITION DATE (ADA) ON OFFENSE IS PRESENT  
AND > 06/01/1994 OR DATE OF ARREST ON TRN IS > 06/01/1994  
IF ADA IS NOT PRESENT  
D = THE DWI0 - DWI9 FIELDS ARE PROVIDED FOR DWI (DIC17)  
DATA SUBMISSION  
DATA: A = ALPHA N = NUMERIC  
ZF = ZERO FILLED R = RIGHT L = LEFT J = JUSTIFIED  
IF THERE IS NO DATA FOR A FIELD IT WILL BE FILLED WITH BLANKS.

## Error Indicator Attachment

FIRST 50 BYTES		LAST FIFTY BYTES	
Byte No.	RECORD FIELD IN ERROR	Byte No.	LOGIC ERROR INDICATIONS
1	MKE	51	DUP/UNS/NBF
2	DOE	52	TEMA
3	ORG	53	PAF
4	DPS	54	CONS
5	FILLER	55	DUP
6	TRN		
7	SEQ		
8	DOA		
9	TRS		
10	FPO		
11	ORIC		
12	CDD		
13	GOCC		
14	CON		
15	LDC		
16	CDN		
17	DOS		
18	CPN		
19	DCA		
20	DDA		
21	FCD		
22	MCC		
23	CIT		
24	ARC		
25	CSF		
26	CFN		
27	CST		
28	LGH		
29	CMT		
30	NAM		
31	SEX		
32	RAC		
33	DOB		
34	JUV		
35	CSS		
36	CPR		
...		...	

**COURT SUPPLEMENTAL SEGMENT.**

The “Court Supplemental Segment” is used to apply up to five (5) court directed programs to a matching “SID, TRN, TRS” record in the CCH database. A second supplemental segment must be submitted if more than five (5) programs have been assigned by the court.

**Transaction Format – Data Area**

Note	Code	Field Location		Length	Data Type	Definition
		Begin	End			
X	MKE	001	004	4	ANLJ	MESSAGE KEY 'ER4J'. COURT SUPPLEMENTAL DATA FOR JUVENILE PROGRAMS.
	ERR	005	005	1	A	ON RETURN TO AGENCY - BLANK = NO ERRORS - X = 100 BYTE ERROR FIELD APPENDED TO RECORD.
X	LGH	006	009	4	NZFL	RECORD LENGTH (442)
X	DOE	010	017	8	N	DATE OF ENTRY (YYYYMMDD)
X	ORG	018	021	4	AN	CDC OF ORGANIZATION SUBMITTING DATA. (I.E.: AA#Z').
	OPR	022	027	6	AN	COUNTY REFERENCE ONLY
		028	036	9		CURRENTLY NOT USED
X	DPS	037	044	8	NZFL	DPS NUMBER. DEPARTMENT OF PUBLIC SAFETY IDENTIFICATION NUMBER.
	DOS	045	052	8	N	DATE OF SENTENCE (MMDDYYYY)
		053	053	1		CURRENTLY NOT USED
X	TRN	054	063	10	AN	TRACKING INCIDENT NUMBER. CONTROL NUMBER ASSIGNED AT ARREST.
	SEQ	064	064	1	A	SEQUENCE. INDICATOR OF MULTIPLE ARRESTS OF AN INDIVIDUAL ON SAME DAY BY DIFFERENT AGENCIES.
	DOA	065	072	8	N	DATE OF ARREST. MMDDYYYY. DATE SUBJECT WAS ARRESTED.
X	TRS	073	076	4	AN	(ANNN) TRACKING INCIDENT NUMBER SUFFIX (CHARGE NUMBER)
	CSC	077	077	1	A	COURT STATUS CHANGE.
P	PGMT1	078	080	3	AN	PROGRAM TYPE. IF USED: VALID PROGRAM TYPE
P	PGM1	081	130	50	ANLJ	PROGRAM NAME. CONTAINS FREE FORM TEXT FOR PROGRAM NAME.

NOTE: X = MINIMUM CONTROL DATA REQUIRED TO SUBMIT THIS RECORD.  
P = PROGRAM TYPE AND PROGRAM NAME MUST BE ENTERED AS A SET  
DATA: A = ALPHA N = NUMERIC  
ZF = ZERO FILLED R = RIGHT L = LEFT J = JUSTIFIED  
IF THERE IS NO DATA FOR A FIELD IT WILL BE FILLED WITH BLANKS.

P	PGMT2	131	133	3	AN	PROGRAM TYPE. IF USED: VALID PROGRAM TYPE
P	PGM2	134	183	50	ANLJ	PROGRAM NAME. CONTAINS FREE FORM TEXT FOR PROGRAM NAME.
P	PGMT3	184	186	3	AN	PROGRAM TYPE. IF USED: VALID PROGRAM TYPE
P	PGM3	187	236	50	ANLJ	PROGRAM NAME. CONTAINS FREE FORM TEXT FOR PROGRAM NAME.
P	PGMT4	237	239	3	AN	PROGRAM TYPE. IF USED: VALID PROGRAM TYPE
P	PGM4	240	289	50	ANLJ	PROGRAM NAME. CONTAINS FREE FORM TEXT FOR PROGRAM NAME.
P	PGMT5	290	292	3	AN	PROGRAM TYPE. IF USED: VALID PROGRAM TYPE
P	PGM5	293	342	50	ANLJ	PROGRAM NAME. CONTAINS FREE FORM TEXT FOR PROGRAM NAME.
		343	442	100	AN	CURRENTLY NOT USED

NOTE: X = MINIMUM CONTROL DATA REQUIRED TO SUBMIT THIS RECORD.  
P = PROGRAM TYPE AND PROGRAM NAME MUST BE ENTERED AS A SET  
DATA: A = ALPHA N = NUMERIC  
ZF = ZERO FILLED R = RIGHT L = LEFT J = JUSTIFIED  
IF THERE IS NO DATA FOR A FIELD IT WILL BE FILLED WITH BLANKS.

## Error Indicator Attachment

FIRST 50 BYTES		LAST FIFTY BYTES	
Byte No.	RECORD FIELD IN ERROR	Byte No.	LOGIC ERROR INDICATIONS
1	MKE	51	DUP/UNS/NBF
2	DOE	52	TEMA
3	ORG	53	DUP
4	DPS	54	CONS
5	FILLER	55	EXC
6	TRN		
7	SEQ		
8	DOA		
9	TRS		
10	CSC		
11	LGH		
12	PGMT1		
13	PGM1		
14	PGMT2		
15	PGM2		
16	PGMT3		
17	PGM3		
18	PGMT4		
19	PGM4		
20	PGMT5		
21	PGM5		
22	DOS		
23			
24			
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...		...	

## CODE DEFINITIONS

CODE	DESCRIPTION
ADA	ARREST DISPOSITION DATE. MMDDYYYY. DATE OF THE DISPOSITION BY THE ARRESTING AGENCY.
ADB	ALIAS DATES OF BIRTH. MMDDYYYY. ANY ADDITIONAL DATES OF BIRTH.
ADC	ADDRESS-CITY.
ADD	ARREST DISPOSITION DATA LITERAL. USED TO DESCRIBE OR CLARIFY THE ADN.
ADN	ARREST DISPOSITION NUMERIC. A CODE THAT EXPRESSES A DISPOSITION IMMEDIATE TO ARREST.
ADR	ADDRESS.
ADS	ADDRESS STATE OR COUNTRY CODE.
ADZ	ADDRESS ZIP CODE (NNNNN OR NNNNNNNNN).
AD1	ADDRESS STREET OF OFFENDER AT TIME OF ARREST.
AGN	AGENCY NUMBER. THE NUMBER ASSIGNED BY AN AGENCY TO IDENTIFY THE SUBJECT.
AKA	ANY ADDITIONAL NAME USED WHEN SUBJECT WAS ARRESTED. (LAST,FIRST MIDDLE).
ANA	ARREST NAME (LAST,FIRST MIDDLE). NAME USED WHEN SUBJECT WAS ARRESTED, OTHER THAN MASTER NAME.
AOL	ARREST OFFENSE LITERAL. A FIELD USED TO EXPLAIN OR CLARIFY THE OFFENSE.
AON	ARREST OFFENSE. THE 4 CHARACTER NCIC OFFENSE CODE FOLLOWED BY THE 4 CHARACTER STATE MODIFIER.
ARC	AGENCY RECEIVING CUSTODY. ORI OF THE AGENCY RECEIVING CUSTODY OF THE OFFENDER.
ARR	ARREST SEGMENT.
CAU	CAUSE NUMBER.
CDC	REQUESTOR'S CDC MNEMONIC CODE AND CONTROL INFO FOR 2L01 HEADER.
CDD	COURT DISPOSITION DATE. MMDDYYYY.
CDN	COURT DISPOSITION NUMERIC. THE NUMERIC CODE FOR THE DISPOSITION OF THE CASE.
CFN	COURT FINE. THE MONETARY AMOUNT OF A FINE ORDERED BY THE COURT. WHOLE DOLLARS.
CIT	STATUTE CITATION.
CMT	COURT CONFINEMENT. THE AMOUNT OF CONFINEMENT TIME FROM JUDICIAL ACTION.
CMV	OPERATING COMMERCIAL MOTOR VEHICLE DURING ARREST.
COL	COURT OFFENSE LITERAL. A FIELD USED TO EXPLAIN OR CLARIFY THE OFFENSE.
CON	COURT OFFENSE. THE 4 CHARACTER NCIC OFFENSE CODE FOLLOWED BY THE 4 CHARACTER STATE MODIFIER.
CONF	ADULT/JUVENILE SEGMENTS CONFLICT.
CONS	THIS RECORD'S DATA HAS BEEN CONSOLIDATED WITH ANOTHER RECORD.
CPL	COURT PROVISION LITERAL. ADDITIONAL DATA WHICH FURTHER EXPLAINS JUDICIAL RULING.
CPN	COURT PROVISION NUMERIC. A FIELD WHICH FURTHER EXPRESSED SPECIAL SENTENCE PROVISIONS.

CODE	DESCRIPTION
CPR	COURT PROBATION. THE AMOUNT OF TIME THE SUBJECT IS ON PROBATION.
CSC	COURT STATUS CHANGE.
CSF	COURT SENTENCE SUSPENDED - FINE.
CSS	COURT SENTENCE SUSPENDED - TIME.
CST	COURT COST. AMOUNT OF COURT COSTS. WHOLE DOLLARS.
CTZ	OFFENDER'S CITIZENSHIP STATUS.
DCA	DATE CASE APPEALED. MMDDYYYY. THE DATE OF APPEAL OF THE CHARGE.
DDA	DISPOSITION OF OFFENDER DURING APPEAL.
DOA	DATE OF ARREST. MMDDYYYY. DATE SUBJECT WAS ARRESTED.
DOB	DATE OF BIRTH. MMDDYYYY. MONTH, DAY, AND COMPLETE YEAR OF INDIVIDUAL'S BIRTH.
DOE	DATE OF ENTRY (YYYYMMDD).
DOO	DATE OF OFFENSE. MMDDYYYY. THE DATE THE OFFENSE OCCURRED.
DOS	DATE OF SENTENCE OR STATUS CHANGE. (MMDDYYYY).
DPS	DPS (SID) NUMBER. DEPARTMENT OF PUBLIC SAFETY STATE IDENTIFICATION NUMBER.
DUP	DUPLICATE RECORD TYPE.
EDR	ELECTRONIC DISPOSITION REPORTING.
ERR	RETURN RECORD UPDATE ERROR SWITCH.
ETH	ETHNICITY CODE. BLANK = UNKNOWN, 'N' = NON-HISPANIC, 'H' = HISPANIC.
EXC	EXCEEDS PROGRAM LIMIT OF TEN (10).
EYE	COLOR OF EYES.
FBI	FBI NUMBER. FEDERAL BUREAU OF INVESTIGATION IDENTIFICATION NUMBER.
FCD	FINAL COURT DECISION ON APPEALED CASE. FINAL COURT DECISION ON A CASE THAT WAS APPEALED.
FPC	NCIC FINGERPRINT CLASSIFICATION. DERIVED FROM THE HENRY FINGERPRINT CLASSIFICATION.
FPO	FINAL PLEADING TO OFFENSE. FINAL PLEADING OF THE OFFENDER TO THE OFFENSE.
GOCA	GENERAL OFFENSE CHARACTER - ARREST. DESCRIBES ACTION WHICH IS RELATED TO THE OFFENSE.
GOCC	GENERAL OFFENSE CHARACTER - COURT. DESCRIBES ACTION WHICH IS RELATED TO THE OFFENSE.
GOCP	GENERAL OFFENSE CHARACTER - PROSECUTOR.
GUN	NCIC GUN CODE IF GUN WAS PRESENT OR WAS USED.
HAI	COLOR OF HAIR.
HAZ	TRANSPORTING HAZARDOUS MATERIAL AT TIME OF ARREST.
HGT	HEIGHT. EXPRESSED IN FEET AND INCHES.
IDN	IDENTIFICATION CARD NUMBER.
IDEN	IDENTIFICATION SEGMENT.
IDS	STATE OR COUNTRY ISSUING IDENTIFICATION CARD.
IDSUP	IDENTIFICATION SUPPLEMENTAL SEGMENT.
JAN	JUVENILE ADJUDICATION NUMERIC (PLACED INTO COURT FIELD 'CDN' IF RECORD IS A JUVENILE).
JDN	JUVENILE DISPOSITION NUMERIC (PLACED INTO COURT FIELD 'CPN' IF RECORD IS A JUVENILE).
JUV	JUVENILE RECORD OR SEGMENT.
LDA	LEVEL AND DEGREE OF OFFENSE OF ARREST. WHETHER THE ARREST CHARGE IS A FELONY OR MISDEMEANOR.
LDC	LEVEL AND DEGREE OF OFFENSE DISPOSED BY COURT.



CODE	DESCRIPTION
LDP	LEVEL AND DEGREE OF PROSECUTED OFFENSE.
LGH	RECORD LENGTH
LIC	LICENSE PLATE NUMBER OF VEHICLE OPERATED DURING ARREST.
LIS	STATE OF VEHICLE REGISTRATION.
LIY	YEAR OF VEHICLE REGISTRATION
MCC	MULTIPLE SENTENCES CONCURRENT (CC) OR CONSECUTIVE (CS).
MDOA	MULTIPLE DATE OF ARREST.
MISC	RESERVED FOR EXPANSION IF NEEDED.
MKE	MESSAGE KEY
MNM	MASTER NAME MODIFY (LAST,FIRST MIDDLE). FIELD TO CHANGE MASTER NAME.
NAM	NAME (LAST,FIRST MIDDLE).
OCA	ORIGINATING AGENCY. NUMBER USED BY ARRESTING AGENCY TO FURTHER IDENTIFY INDIVIDUAL CASE.
OLN	OPERATOR LICENSE NUMBER. A STATE'S NUMBER ISSUED FOR EACH OPERATOR LICENSE.
OLS	OPERATOR LICENSE STATE. THE STATE THAT ISSUED THE OPERATOR LICENSE NUMBER.
OLT	OPERATOR LICENSE TYPE.
OPR	ORGANIZATION'S OPERATOR NUMBER CREATING DATA.
ORG	CDC OF ORGANIZATION SUBMITTING DATA. (I.E.: 'AA#Z').
ORI	ORIGINATING AGENCY.
ORIA	ORI OF ARRESTING AGENCY.
ORIP	ORI OF PROSECUTOR.
ORIC	ORI OF COURT.
PAF	PROSECUTOR ACTION FIELD.
PAD	PROSECUTOR ACTION DATE. (MMDDYYYY)
PAN	JUVENILE PRE-ADJUDICATION NUMERIC (PLACED INTO COURT 'CDN' IF RECORD IS A JUVENILE).
PERA	PERMANENT ARREST RECORD.
PERP	PERMANENT PROSECUTOR RECORD.
PGM	COURT ASSIGNED PROGRAM NAME. (NUMBERED 1 THRU 5)
PGMT	COURT ASSIGNED PROGRAM TYPE. (NUMBERED 1 THRU 5)
POB	PLACE OF BIRTH. STATE, TERRITORIAL POSSESSION, PROVINCE, OR COUNTRY OF BIRTH.
POL	PROSECUTION OFFENSE LITERAL. A FIELD USED TO EXPLAIN OR CLARIFY THE OFFENSE.
PON	PROSECUTOR OFFENSE. THE 4 CHARACTER NCIC OFFENSE CODE FOLLOWED BY THE 4 CHARACTER STATE MODIFIER.
PROS	PROSECUTION SEGMENT.
RAC	RACE CODE.
REF	ENTER ORI OF THE DA/PROSECUTOR THE CASE IS BEING REFERRED TO.
SEQ	SEQUENCE. INDICATOR OF MULTIPLE ARRESTS OF AN INDIVIDUAL ON SAME DAY BY DIFFERENT AGENCIES.
SEX	SEX. M = MALE, F = FEMALE.
SKN	SKIN. COLOR OF SKIN TONE.
SMT	SCARS, MARKS, TATTOOS. ANY IDENTIFYING MARKS OF PHYSICAL ATTRIBUTES.
SOC	SOCIAL SECURITY NUMBER. SUBJECT'S SOCIAL SECURITY NUMBER.
TRAN	TRANSMITTAL CODE
TRN	TRACKING INCIDENT NUMBER. CONTROL NUMBER ASSIGNED AT ARREST.
TRS	(ANNN) TRACKING INCIDENT NUMBER SUFFIX (OLD 'ACH' ARREST CHARGE NUMBER)
UNS	DUPLICATE, UNSUPPORTED ERROR, NAME BASED FILE.

CODE	DESCRIPTION
WGT	WEIGHT. SUBJECT'S WEIGHT IN POUNDS.
ZIP	MAILING ZIP CODE. LENGTH - 5 MIN, 9 MAX.

## Certification Process for new EDR Counties

The purpose of this section is to familiarize Texas Counties (and their vendors, if applicable) with the process for certification using the new Criminal Justice Information System (CJIS) based EDR process.

DPS has developed a certification procedure to ensure that all electronic contributors adhere to the technical and operational standards required for electronic reporting. The procedure not only tests a contributor's ability to send data, but also their ability to sustain submissions over a period of time. DPS will approve a contributor in the EDR process only after it has fulfilled the EDR testing requirements and has been in production for at least 30 days with an acceptable error rate.

For the relevant steps below, it does not matter whether the county uses the automated or manual EDR file method.

These steps do not have to be done in one file upload – the only restriction is that Prosecution (ER3) transactions must be processed before the corresponding Court (ER4) transactions.

### Steps

#	Who	Action
1	County	Notifies CJIS EDR Administrator that they want to initiate EDR certification process. Please allow 2 business days for initial setup before certification testing can begin.
2	CJIS EDR Administrator	Requests initial database setup for the county (only needs to be done once per county).
3	CJIS EDR Administrator	Runs CCH certification function which will, for the four certification DPS numbers (08601nnn, 08602nnn, 08603nnn, and 08604nnn, where 'nnn' is the county code): <ul style="list-style-type: none"> <li>• Delete any unreturned rows for that county</li> <li>• Delete (cancel) the four jackets from database</li> <li>• Run EH / EHN / ER2 transactions</li> </ul> When this process is completed, the county will be notified that they can begin their certification process, which includes the following steps.
4	County	Upload a file containing at least 10 ER3 and 10 ER4 transactions for the certification DPS numbers (these transactions are described below).
5	County	After waiting at least 30 minutes after the transactions are uploaded, request a return file.

		This file should contain EH / EHN / ER2 / ER3, ER4 and ER4J transactions.
6	County	If there are more transactions to process or if there are failed transactions to adjust, the corrected transactions can be uploaded. Then go to step 5 to request a new return file
7	County	Notify the CJIS EDR Administrator indicating whether the certification is complete or if the entire process is to be repeated (in which case the CJIS EDR Administrator who will re-start the process at step 3).

### ***Prosecution (ER3) and Court (ER4) transactions***

The following are the transactions which must be created, uploaded, and then downloaded before the certification testing can be considered complete.

DPS Number 08601nnn / TRN 010-602-6003

TRS A001 – Prosecution	District Attorney changes the charge to “Murder – intends serious bodily injury causing death” 19.02 (a)(2)PC.
TRS A002 – Prosecution	District Attorney rejects the charge on 8/10/2018. The rejection is not a result of a pre-trial diversion.
TRS A002 – Court	Subject pleads Not Guilty on cause no. 4545678 in the 297 <sup>th</sup> District Court, however, he is found guilty as charged on 8/30/2018. He is sentenced on the same day to 20 years in the Department of Criminal Justice, probated 10 years. He is also assessed a fine of \$1,000 and must pay court costs of \$37.50.

DPS Number 08602nnn / TRN 010-602-6011

TRS A001 – Prosecution	District Attorney accepts the charge as it is.
TRS A002 – Prosecution	Charges are dropped by the arresting agency.
TRS A002 – Court	Subject pleads Nolo Contendere. On 8/27/2018, the 297 <sup>th</sup> District court convicts the subject in cause no. 343478. The next day the subject is sentenced to 60 days in the county jail and assessed a fine of \$10,000 and court costs of \$37.50.

DPS Number 08603nnn / TRN 010-602-6024

TRS A001 – Prosecution	The District Attorney rejects the charge on 7/21/2018. The rejection is a result of a pre-trial diversion program.
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DPS Number 08604nnn / TRN 010-602-6038 (Juvenile jacket)

TRS A001 – Prosecution	The juvenile has been referred to intake on 09/05/18. Definition of referral: Referral as per Juvenile Probation Office is written documentation such as, offense/incident report, etc.
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The Intake section has referred the case to the prosecutor on 10/05/18. The prosecutor has received & reviewed the case & feels that there is enough evidence to proceed for trial. Therefore, the action is to petition/motion to go to court.

TRS A001 – Court	On 12/15/18 the juvenile has been adjudicated with 1 yr probation.
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## Document Revision History

**Change 4. May 15, 2019**

Version 3.0.0 document revised and released for use by DPS. *Editor Cassandra Richey*

**Change 3. September 25, 2006**

Version 2.0.0, document revised and released for use by DPS. *Editor Kathy Wells*

**Change 2. July 6, 2006**

Version 1.1.0, document revised and released for use by DPS. *Editor Kathy Wells*

**Change 1. January 14, 2006**

Version 1.1.0, document revised and released for use by DPS. *Editor Kathy Wells*

**Change 0. September 27, 2005**

Version 1.0.0, pilot document released for use by the vendor who was responsible for the pilot counties ...