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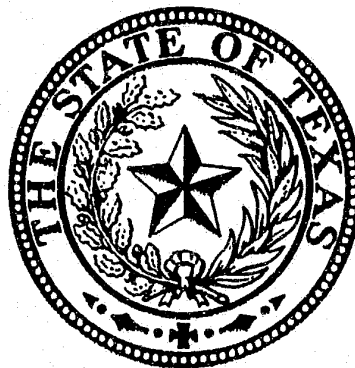


TECHNICAL ASSISTANCE GUIDE
FOR THE
ANTI-DRUG ABUSE DATA
ELEMENT FORM

NCJRS

JUN 2 1993

ACQUISITIONS



CRIMINAL JUSTICE POLICY COUNCIL

Anti-Drug Abuse Data Collection & Analysis Program

October 1991

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FOR THE
ANTI-DRUG ABUSE DATA
ELEMENT FORM

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U.S. Department of Justice
National Institute of Justice

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CRIMINAL JUSTICE POLICY COUNCIL
Anti-Drug Abuse Data Collection & Analysis Program

October 1991

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TECHNICAL ASSISTANCE GUIDE

OVERVIEW

The Texas Narcotics Control Program (TNCP) of the Office of the Governor, Criminal Justice Division is responsible for administering Formula Grant Funds, from the U.S. Department of Justice, Bureau of Justice Assistance, to local and state governmental entities for drug control interdiction programs. As part of the federal drug control interdiction effort, an evaluation of TNCP Task Force Projects is required. To fulfill this requirement, the Criminal Justice Policy Council (CJPC) over the past four years has been evaluating the TNCP Task Force Projects through the Anti-Drug Abuse Data Collection & Analysis Program. Approximately 31,000 extensive case summaries involving TNCP Task Force Project arrests and dispositions have been collected by the CJPC. The information is analyzed and transformed into various reports and publications detailing the current drug control interdiction efforts in this state.

The CJPC is an independent state agency mandated to conduct strategic planning and evaluations of programs and policies affecting the criminal justice system in Texas. The CJPC also serves as the Statistical Analysis Center (SAC) in conjunction with the U.S. Department of Justice, Bureau of Justice Statistics and as a member of the Consortium for Drug Strategy Impact Assessment. The Consortium is a cooperative research effort of 21 participating states generating standardized data and evaluating the impact of these federally funded efforts.

PURPOSE

The following Technical Assistance Guide (TAG) has been written to provide assistance to task force personnel in completing and submitting the three-part NCR Anti-Drug Abuse Data Element Forms to the CJPC. The TAG is designed to follow the data element form thereby allowing easy access to important information. Each section on the data element form is represented by a section within the TAG. Addenda to the TAG will be provided as future revisions are made to the data element form.

Contact either Scott Carruth or Judi Tracy if you have a question concerning the data element forms or if you need some form of technical assistance not provided in this TAG. If you have any questions concerning the Drug Abuse Data Collection & Analysis Program contact Gene Draper, Acting Deputy Director. The mailing address for the Criminal Justice Policy Council is P.O. Box 13332, Austin, Texas, 78711. The telephone number for the Criminal Justice Policy Council is 512-463-1810.

TECHNICAL ASSISTANCE GUIDE

The CJPC collects and analyzes case summaries of all TNCP Task Force Project arrests and dispositions submitted on the Anti-Drug Abuse Data Element Forms (see Appendix A). This three-part data element form is composed of a white, yellow, and pink copy and is used:

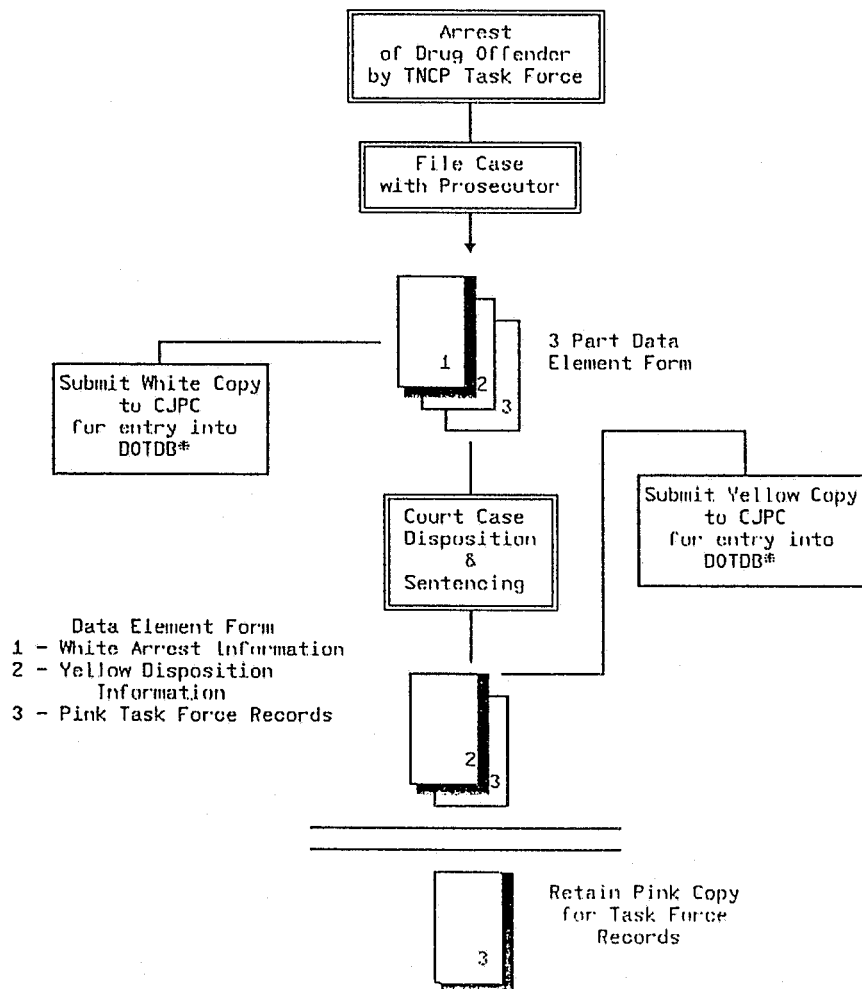
- 1) to submit suspect demographic, prior criminal history, arrest, and available case filing information (white copy);
- 2) to submit remaining case filing information, court disposition, and sentencing information (yellow copy); and,
- 3) to be retained by the Task Force Projects for program records (pink copy).

The data element form itself contains three data sections: Suspect, Arrest, and Court. The first section (Suspect Data), is designed for reporting suspect demographic and prior criminal history information. The second section (Arrest Data), is designed for reporting the arrest information. The third section (Court Data), is divided into two subsections: case filing and case disposition. These two subsections are designed for reporting the court proceedings and court disposition information.

Chart 1 (page 4) shows the flow of information using the data element form from a suspect's arrest to disposition. After a suspect has been arrested, you (task force staff member) should fill out a new data element form with the suspect's demographic, prior criminal history, arrest, and available case filing information. At this point you should remove the white copy and mail it to the CJPC, where it will be entered into the Drug Offender Tracking Database (DOTDB). Once the defendant has been disposed by the courts, you should complete the remainder of the data element form by entering the court disposition information found in court documents. The

yellow copy should then be removed and mailed to the CJPC, where the offender's records are updated. You are to retain all pink copies of the data element forms submitted to the CJPC for program records. This will allow CJPC staff to follow-up on additional information if it is necessary.

Chart 1: Information Flow:
Criminal Justice Policy Council
Anti-Drug Abuse Data Element Form



* All Data Element Forms sent by Task Force are entered into the CJPC Drug Offender Tracking Database (DOTDB).

Nomenclature

Before you begin to use the TAG, it's is important to understand the notation conventions used throughout this document.

Text that appears capitalized and **BOLD** simultaneously refer to words that you should use in specific fields, (i.e., **FEDERAL**).

Text that appears within double quotations refer to field names on the data element form, (i.e., "Last Name")

Text that appears after the text item # within parentheses refers to items within a field, (i.e., item 5 (TDCJ-ID/FEDERAL)).

Note: A note is used to clarify points, emphasize vital information, or describe options and/or alternatives.

Caution: A caution is used to prevent possible minor mistakes.

Example: An example explains a subject in great detail by giving a situation by which you can equate information.

Reference: A reference refers to pieces of information that might be interesting.

Warning: A warning alerts you against making serious mistakes that could lead to information being misrepresented.

Special Situations

When you are filling out a data element form on a suspect that your task force has apprehended there will invariably be problems or situations that you need find answers to before completing and mailing in the forms. Discussed below are some of the recurring problems or situations that often turn-up when filling out a data element form.

Multiple Charges:

When a task force makes an arrest of a suspect for drug law violations and there are multiple charges filed against the suspect, report each charge on a separate data element form.

Example: John Doe is arrested and charged with possession of cocaine. During the arrest it is discovered that he was in illegal possession of a weapon and that he failed to have tax stamps for the amount of cocaine he was in his possession. The charges filed against him could be:

- 1) Possession of cocaine
- 2) Illegal possession of a weapon, and
- 3) Violation of the tax stamp laws

Use separate data element forms for each charge.

Charge Not Clear/Arrest Data Not Received:

Enter in the field "Non-Drug (NCIC Code)" either **0001 - Charge Not Clear** or **0002 - Arrest Data Not Received** if you are unable at the time of filling out the white copy of the data element to ascertain the offense committed by the suspect. When the suspect is formally charged, tried, and convicted fill out the yellow copy of the data element form with the proper offense information.

Warning: Do not use these codes unless there is no other alternative.

Conspiracy to Commit/With Intent to Commit Charges:

Under the National Crime Information Center - Uniform Offense Classification Codes (NCIC Codes) there are no codes for "conspiracy to commit" or "with intent to commit" offenses. The Texas Department of Public Safety (DPS) states that when an offense falls into one of these categories, the arresting agency (task force) should seek advice from the local prosecuting district or county attorney's office, as to what charge should be filed against the suspect. If no charge is specified, then place a mark in the appropriate item (1 through 8) of the field "Arrested For" for the primary offense and then write out to the side what offense is being filed with the prosecuting attorney.

Example: A suspect is arrested for "Conspiracy to Commit Possession of Cocaine". If the district attorney's office does not specify otherwise, item 4 (Possess/Conceal) should be marked. Additionally, a mark should be placed in the item 1 (Cocaine) to specify the narcotic/drug. Underneath the field "Arrested For" the words "conspiracy to commit" should be typed. This will allow the CJPC to capture this information for future use when NCIC codes are made available. The same should be done for cases involving "with intent to commit" charges, i.e., Possession of Cocaine with intent to deliver equals a possession charge (mark item 03 (Possess/Conceal) in the field "Arrested For") and (mark item 01 (Cocaine) in field "Narcotic/Drug") and the words "with intent to deliver" next to the "Arrested For" field.

Synthetic Narcotics:

Synthetic Narcotics are chemically produced narcotics/drugs otherwise known as designer drugs. These type of narcotics/drugs were domestically produced to take advantage of loopholes in local, state, and federal drug laws. Synthetic narcotics have no organic components within their chemical composition. For substances such as these place a mark in the "Narcotic/Drug" fields: item 8 (Other Narcotics), item 17 (Other Drugs), or item 18 (Unknown Drugs). Additionally, you can refer to the NCIC Codes, see appendix C, and use codes 3540 through 3543 and place the code in the field "Non-Drug (NCIC Code)".

Simulated Substances:

Simulated Substance is any substance passed off as a drug that is used in the commission of a crime. If your task force has been experiencing cases in which a suspect sells, possesses, etc. a simulated substance and an arrest occurs, mark item 18 (Unknown Drug) of the field "Narcotic/Drug" or write out to the side of the data element form what the substance is composed of, i.e, sugar, aspirin, rat poison, etc. We are considering adding another item to the field "Narcotic/Drug" (found in the Arrest Data and Court Data Sections), to identify simulated substances in future revisions of the data element form.

Illegal Investment Charge:

Illegal Investment is coded 3584 under the NCIC Codes. Place the code 3584 for Illegal Investment in the field "Non-Drug (NCIC Code)" for the fields "Arrested For", "Offense Filed", and/or "Tried For".

Non-Drug Offenses:

Report all arrests, whether they are for a drug or non-drug offense, by TNCP Task Force Projects. If you have a case that is non-drug related, then refer to appendix C in the back of this TAG and find the NCIC Codes for the offense in question. If you are unsure as to the correct NCIC offense code, then contact our office, we will be glad to assist.

The following is a breakdown by section explaining how and what to report on the data element forms.

SUSPECT DATA SECTION

Suspect's Last Name: _____ First Name: _____ M.I. _____

Enter the suspect's name as shown on a Texas Department of Public Safety (DPS) rap sheet in the appropriate fields above; for example, Doe, John B.

Note: Enter the suspects's real name as verified by the DPS based on fingerprint cards and not an alias.

If the suspect arrested is a juvenile, your task force does not have to give the suspect's name (but may do so), or indicate **JUVENILE** in the field "Last Name". Juvenile offenders are defined by state law as being 16 years old and under.

Date of Birth (MM/DD/YY): ___/___/___

Enter the suspect's date of birth as numeric digits, for example 01/12/64 in the month/day/year format.

Caution: Do not mistakenly enter the suspect's date of arrest in this field.

Sex: 1 Male ___ 2 Female ___

Place a mark in the appropriate item to specify the suspect's gender (male or female).

Race/Ethnicity: 1 White__ 2 Black__ 3 Hispanic__ 4 Other__ 5 Unknown__

Place a mark in the appropriate item to designate the suspect's race/ethnicity.

Note: Sometimes, a suspect with a Hispanic surname may claim to be white or black, if this occurs, mark the item that the suspect reports.

Item 4 (Other) should be used if the suspect is of another origin, i.e., Asian.

If the suspect's race/ethnicity is unknown and there is no other explanation, use item 5 (Unknown).

Suspect's DPS#: _____

Enter the suspect's Department of Public Safety number¹ in the above field. This number is found in the upper left hand corner of a DPS rap sheet and consists of eight numeric digits, i.e., DPS No. 09876543.

Caution: This number should not be confused with the suspect's Texas Drivers License number or Federal Bureau of Investigation Identification number.

Note: If you are unable to obtain the suspect's DPS# while filling out the white copy of the data element form, enter it on the yellow copy before sending in court disposition data.

Task Forces can obtain a suspect's DPS# from the Texas Department of Public Safety (DPS), through a teletype terminal connected to the Texas Law Enforcement Telecommunications Network (TLETS). If you have any information on the suspect's prior criminal history, then you should have a DPS# on the suspect. See appendix E for an example of a DPS rap sheet.

¹ Suspect's Department of Public Safety number (DPS#) is sometimes referred to as the suspects' State Identification number (SID#).

Number of Prior: Arrests _____ Convictions _____ Probations _____ Prison Sentences _____

Enter the appropriate number of prior arrests, convictions, probations, and prison sentences by reviewing all available DPS rap sheets. Refer to appendix E for a sample DPS rap sheet. You can obtain a rap sheet from the Texas Department of Public Safety, through a teletype terminal connected to the TLETS Network.

Caution: When you review a DPS rap sheet pay careful attention to the prior criminal history information on the suspects. A suspect's DPS rap sheet can be very confusing to read, much less understand. Therefore, look for and calculate the total number of prior arrests on the left hand side of the rap sheet. Then scan over to the right hand side of the rap sheet and count the total number of prior convictions, probations, and/or prison sentences. It is important to review all available prior criminal activities on the rap sheets while reporting the information on the data element forms to avoid errors.

Note: If the suspect has a DPS# then he/she should have at least some prior criminal history.

ARREST DATA SECTION

Date of Arrest (MM/DD/YY): ___/___/___

Enter the date the suspect was arrested by your task force as numeric digits, for example 04/09/91 in the month/day/year format.

Caution: Be sure not to use the suspect's date of birth when entering the date of arrest.

Note: Occasionally, your task force may have been conducting an investigation on a drug offender who has fled and therefore, has not been formally arrested. You can file a data element form with the CJPC, however, data element forms are stored and analyzed in our offender base tracking system by date of arrest. If this field is left blank, for all analyses conducted, your data element form will be ignored. It is imperative, therefore, that either a date of arrest or a date of warrant issued should be provided.

Be sure to inform our office that this is the date that a warrant was issued, and not an arrest, by typing **WARRANT** on some portion of the data element form. Additionally, if you should have a suspect that has escaped custody, place **ESCAPE** on some portion of the data element form to notify us that further information might not be available until the suspect is apprehended.

Arresting Agency: _____

Enter the arresting agency's name (TNCP Task Force), not the Sheriff's Office or City Police Department.

Note: This will ensure that your Task Force receives proper credit for the arrest.

Warning: Claim only your own task force's arrests. There have been many instances in which two task forces working together have claimed multiple arrests on the same individual (double counting). Since the CJPC focuses on disposition data, our computer program will ignore an arrest by a task force if another task force also performed the arrest and disposed of the case in court.

To avoid this from happening in the future, we are considering adding another field to identify the "Investigating Agency" versus the "Arresting Agency". For now, task forces working together should decide who claims which arrests, at the time cases are reported to the CJPC.

Arrested For: 1 Buying__ ; 2 Cultivating/Manufacture__ ; 3 Distribute/Sell__ ; 4 Possess/Conceal__ ; 5 Transport/Import__ ;
6 Using/Consuming__ ; 7 Tax Stamp__ ; 8 Other__ Non-Drug(NCIC Code):_____

Place a mark in the appropriate item for the offense committed.

Note: Item 8 (Other) should be used if the offense was drug related but does not conform to any other item.

Enter the appropriate NCIC Code (see Appendix C) in the field "Non-Drug (NCIC Code)" if the charge against the defendant is non-drug related. If you enter an NCIC Code in this field, do not mark any of the preceding items. An offense is either included in items 1 through 8 or it is a non-drug offense, the offense cannot be both. An exception to this is for conspiracy, synthetic narcotics, or simulated substances (see page 6).

Narcotic- 01 Cocaine__ ; 02 Crack__ ; 03 Hashish__ ; 04 Heroin__ ; 05 Marijuana__ ; 06 Morphine__ ; 07 Opium__ ;
08 Other Narcotics__
Drug- 09 Amphetamine/Meth__ ; 10 Ice__ 11 Other Stimulant__ ; 12 Barbiturate__ ; 13 Other Depressant__ ;
14 LSD__ ; 15 PCP__ ; 16 Other Hallucinogen__ ; 17 Other Drug__ ; 18 Unknown Drug__

Place a mark in the appropriate item for the type of narcotic/drug for the offense committed.

Note: If at anytime you are unsure of the narcotic/drug in question, and there is no way of obtaining this information, mark either item 8 (Other Narcotic), item 17 (Other Drug), or item 18 (Unknown drug).

If you have entered a NCIC Code for a non-drug offense in the field "Arrested For" (see previous field), then items 1 through 18 in this field must remain blank.

If the offense is for a simulated substance, use item 18 (Unknown Drug) and/or write out to the side of the data element form what the substance is composed of, i.e., sugar, aspirin, rat poison, etc.

Amount of Narcotic/Drug Seized: _____ Units(gm,lb): _____

Enter the amount and unit of the narcotic/drug seized at the time of arrest.

Example: If the suspect was arrested for possession of 28 grams of cocaine, enter 28 in the field "Amount of Narcotic/Drug Seized" and the unit gm for grams in the field "Units". Refer to appendix D for a list of acceptable units of measurement. Report the suspected narcotic/drug and the estimated quantity at the time of arrest.

Note: If you have entered a NCIC Code for a non-drug offense in the field "Arrested For" (see previous fields), then these two fields (Amount and Unit) must remain blank.

COURT DATA SECTION

The Case Filing fields are:

County of Jurisdiction: _____

Enter the county in which the defendant will be tried.

Note: Enter 'FEDERAL'² in the above field if the case will be tried in federal court.

² If your task force cannot collect disposition information on a suspect who is being tried in a federal court, place a mark in item 8 (Filed in Federal Court/Other State) in the field "Disposition". If your task force will be receiving information from the federal courts, disregard and continue to fill out the data element form.

Level of Case Filed: 1 Felony__ 2 Misd__

Identify whether the charge filed against the defendant by the District or County Attorney is a felony or misdemeanor.

Date Case Filed (MM/DD/YY): ___/___/___

Enter the date the charge was filed against the defendant as numeric digits, for example 04/20/91 in the month/day/year format.

Note: The date of case filing cannot be before the defendant's date of disposition. It can, however, be before the date of arrest.

Court Cause Number: _____

Enter the court cause number of the case filed in District Court or County Court of Law.

Note: This number is used by some task forces for tracking the suspect through the courts and gives us a specific case reference when we need to follow-up with your task force.

Offense Filed: 1 Buying__ ; 2 Cultivating/Manufacture__ ; 3 Distribute/Sell__ ; 4 Possess/Conceal__ ; 5 Transport/Import__ ;
6 Using/Consuming__ ; 7 Tax Stamp__ ; 8 Other__ Non-Drug(NCIC Code):_____

Place a mark in the appropriate item for the charge the prosecutor is filing against the defendant.

Note: Item 8 (Other) should be used if the charge was drug related but does not conform to any other item.

Enter the appropriate NCIC Code (see Appendix C) in the field "Non-Drug (NCIC Code)" if the charge against the defendant is non-drug related. If you enter an NCIC Code in this field, do not mark any of the preceding items. An offense is either included in items 1 through 8 or it is a non-drug offense, the offense cannot be both. An exception to this is for conspiracy, synthetic narcotics, or simulated substances (see page 6).

Narcotic- 01 Cocaine__ ; 02 Crack__ ; 03 Hashish__ ; 04 Heroin__ ; 05 Marijuana__ ; 06 Morphine__ ; 07 Opium__ ;
08 Other Narcotics__
Drug- 09 Amphetamine/Meth__ ; 10 Ice__ 11 Other Stimulant__ ; 12 Barbiturate__ ; 13 Other Depressant__ ;
14 LSD__ ; 15 PCP__ ; 16 Other Hallucinogen__ ; 17 Other Drug__ ; 18 Unknown Drug__

Place a mark in the appropriate item for the type of narcotic/drug for which the prosecutor is filing the case.

Note: If at anytime you are unsure of the narcotic/drug in question, and there is no way of obtaining this information, mark either item 8 (Other Narcotic), item 17 (Other Drug), or item 18 (Unknown Drug).

If you have entered a NCIC Code for a non-drug offense in the field "Offense Filed" (see previous field), then items 1 through 18 in this field must remain blank.

If the charge is for a simulated substance, use item 18 (Unknown Drug) and/or write out to the side of the data element form what the substance is composed of, i.e., sugar, aspirin, rat poison, etc.

The Court Disposition fields are:

Court Disposition Date (MM/DD/YY): ___/___/___

Enter the date the court disposed of this case as numeric digits, for example 08/20/91 in the month/day/year format.

Note: The court disposition date cannot occur before the defendant's arrest date or case filing date.

Level of Disposition: 1 Felony__ 2 Misd__

Indicate whether the charge disposed by the courts is a felony or misdemeanor.

Note: The disposition level is a felony if the defendant is sentenced (field "Sentence") to state prison or a probated prison term. The level of disposition is a misdemeanor if the defendant is sentenced to serve time in county jail or sentenced to a probated jail term.

Disposition: 1 Acquitted__ 2 Dismissed__ 3 Convicted__ 4 No Bill__ 5 Rejected by Prosecutor__
 6 Deported__ 7 Filed/Seizure-No Arrest__ 8 Filed in Federal Court/Other State__
 9 Dismissed-Probation/Parole Revoked__ 10 Dismissed-Convicted in Another Case__
 11 Dismissed for Defendant's Cooperation__

Place a mark in **only one** of the following items (1 through 11) that represents the proper disposition of the defendant.

- Item 1 (Acquitted) if the defendant is acquitted (found innocent by the court) of the charge recorded on the data element form.
- Item 2 (Dismissed) if the charge against the defendant is dismissed after filing.
- Item 3 (Convicted) if the defendant is convicted (found guilty).
- Item 4 (No Bill) if the evidence on the defendant is found to be lacking by a Grand Jury and no charge is filed.
- Item 5 (Rejected by Prosecutor) if the prosecutor refuses to file a case in court.
- Item 6 (Deported) if the defendant is deported before trial or immediately upon conviction.
- Item 7 (Filed/Seizure-No Arrest) if no arrest occurs, but there is a case filed against the suspect or a seizure of some sort is made. Mark this item if an arrest is unlikely to occur.
- Item 8 (Filed in Federal Court/Other State) only if you are unable to obtain any further information after the suspect is arrested and is in federal or another state's custody.
- Item 9 (Dismissed-Probation/Parole Revocation) if the charge on the data element form is dismissed because the defendant was on probation or parole and he was revoked to prison or a higher level of probation supervision. Mark this item only when the defendant did not stand trial for the charge shown on this data element form.
- Item 10 (Dismissed-Convicted in Another Case) if the charge on the data element form is dismissed because the defendant has been convicted in another case. If the defendant is convicted in another case and a data element form was reported to CJPC with that charge, cite the data element form sequence number by item 10 on this data element form. This will ensure that there is a link between cases.
- Item 11 (Dismissed for Defendant's Cooperation) if the charge on the data element form is dismissed because the defendant has cooperated with the prosecutor's office.

Type of Trial: 1 Trial by Judge__ 2 Trial By Jury__

Indicate whether there was a trial before a judge or jury.

Note: There is a misperception held by some that a 'guilty plea' is not a trial. Anytime a defendant is brought in front of a judge (court) or court with a judge and a jury, then a trial of some form is in process. A trial before a judge resulting in a guilty plea by the defendant constitutes a trial.

Reference: Guilty pleas before the court (trial by judge) constitute approximately 95% of all convictions.

Plea: 1 Guilty__ 2 Not Guilty__ 3 Nolo Contendere__

Indicate the defendant's final plea (guilty, not guilty, or nolo contendere³) to the court.

Caution: A defendant often may initially plead 'not guilty' and after plea bargaining will change the plea to 'guilty'. If this occurs, indicate a plea of guilty.

³ Nolo contendere or no contest is the plea a defendant gives the court, if the defendant wishes not to plead guilty to the charges, but does not wish to contest the charge. In other words, he is not going to say that he did not commit the offense, but neither is he going to contest the charges brought against him. Additionally, a plea of nolo contendere removes the liability of the defendant, thereby, removing possible civil legal action against the defendant.

Tried For: 1 Buying__ ; 2 Cultivating/Manufacture__ ; 3 Distribute/Sell__ ; 4 Possess/Conceal__ ; 5 Transport/Import__ ;
6 Using/Consuming__ ; 7 Tax Stamp__ ; 8 Other__ Non-Drug(NCIC Code): ____

Place a mark in the appropriate item to indicate the charge for which the defendant was finally tried.

Note: Item 8 (Other) should be used if the defendant is tried for a drug related offense but the charge does not conform to any other item.

Enter the appropriate NCIC Code (see Appendix C) in the field "Non-Drug (NCIC Code)" if the charge against the defendant is non-drug related. If you enter an NCIC Code in this field, do not mark any of the preceding items. An offense is either included in items 1 through 8 or it is a non-drug offense, the offense cannot be both. An exception to this is for conspiracy, synthetic narcotics, or simulated substances (see page 6).

Narcotic- 01 Cocaine__ ; 02 Crack__ ; 03 Hashish__ ; 04 Heroin__ ; 05 Marijuana__ ; 06 Morphine__ ; 07 Opium__ ;
08 Other Narcotics__
Drug- 09 Amphetamine/Meth__ ; 10 Ice__ 11 Other Stimulant__ ; 12 Barbiturate__ ; 13 Other Depressant__ ;
14 LSD__ ; 15 PCP__ ; 16 Other Hallucinogen__ ; 17 Other Drug__ ; 18 Unknown Drug__

Place a mark in the appropriate item for the narcotic/drug for which the defendant was tried.

Note: If at anytime you are unsure of the narcotic/drug in question, and there is no way of obtaining this information, mark either item 8 (Other Narcotic), item 17 (Other Drug), or item 18 (Unknown Drug).

If you have entered a NCIC Code for a non-drug offense in the field "Tried For" (see previous field), then items 1 through 18 in this field must remain blank.

If the offense for which the defendant was tried was a simulated substance, use item 18 (Unknown Drug) and/or write out to the side of the data element form what the substance is composed of, i.e., sugar, aspirin, rat poison, etc.

Sentence: 1 Fine: \$ _____ 2 Probated Fine: \$ _____
 3 Jail: _____ Months 4 Probated Jail: _____ Months
 5 TDCJ-ID/FEDERAL: _____ Years 6 Probated TDCJ-ID/FEDERAL: _____ Years
 7 Deferred Adjudication: Yes ___ No ___

All convicted offenders/defendants receive a sanction at the community, state, or federal level. Enter the sentence a defendant receives into one of the seven above items. A defendant can also receive a prison or jail term, and a fine. If so, enter all the information into the appropriate items.

Enter the appropriate dollar amount in item 1 (Fine) if a defendant receives a sanction of paying a fine (only). Enter the appropriate dollar amount in item 2 (Probated Fine) if the defendant receives a sanction of paying a fine that is waived.

Enter the sentence length in terms of months in item 3 (Jail) if a defendant is sentenced to serve time in county jail. If the defendant is sentenced to serve a probated county jail term, then enter the sentence length in item 4 (Probated Jail).

Note: The level of disposition is a misdemeanor if the defendant is sentenced to serve time in county jail (only) or sentenced to a probated county jail term (only).

Enter the sentence length in terms of years if the defendant is sentenced to state prison (item 5-TDCJ-ID/FEDERAL) or probated state prison (item 6-Probated TDCJ-ID/FEDERAL). All state prison sentences are for one year or more. Enter the text **LIFE** if the defendant is sentenced to life imprisonment in state prison in item 5 (TDCJ-ID/FEDERAL). All probated prison terms are for one to ten years.

Note: The disposition level is a felony if the defendant is sentenced to state prison or a probated prison term.

Place a mark in 'Yes' in item 7 (Deferred Adjudication) if the defendant is sentenced to deferred adjudication. Additionally, enter the sentence length the defendant has to serve in item 4 (Probated Jail) or item 6 (Probated **TDCJ-ID/FEDERAL**).

Reference: Deferred adjudication is a form of probation by which the defendant pleads guilty and receives a fixed term to serve while the court monitors the defendant's activities. Court proceedings are deferred until the defendant completes the probationary term. If the defendant does not commit a new offense or violate probation, the charge or charges are dismissed. Otherwise, the court could impose a sentence that may include prison as a sanction.

Enter the sentence length in terms of years for all federal sentences. If the defendant is sentenced to serve time in a Federal Correctional Institution (FCI), enter the number of years the defendant will serve in item 5 (**TDCJ-ID/FEDERAL**). If the defendant is sentenced to federal probation, enter the number of years the defendant will serve in item 6 (Probated **TDCJ-ID/FEDERAL**). Circle the text **FEDERAL** to highlight the sentence as being a federal sentence.

Caution: Federal sentences are imposed in terms of months not years. Therefore, when entering the sentence length in item 5 (**TDCJ-ID/FEDERAL**) or item 6 (Probated **TDCJ-ID/FEDERAL**) convert the months into years, i.e., 12 months equals 1 year.

Sentenced by: 1 Judge__ 2 Jury__

Place a mark in the appropriate item to indicate whether the sentence imposed on the defendant was ordered by a judge or a jury.

EXAMPLE

The following is an example on filling out a data element form and submitting it to the Criminal Justice Policy Council. John Doe, 31 years old, is a white male who was arrested by TNCP Task Force Alpha on January 14, 1991 for distribution of 30 grams of cocaine. John Doe's rap sheet (Appendix E) shows: September 3, 1960 as his date of birth; DPS number as 98765432; and, prior criminal history of 2 prior arrests (not including current), 2 convictions, 0 probations, and 1 prison term (currently on parole). After filling in the appropriate information, on the data element form, remove the white copy and mail to CJPC.

Suspect Data Section

Suspect's Last Name: DOE First Name: JOHN M.I. B
 Date of Birth (MM/DD/YY): 09 / 03 / 60 Sex: 1 Male X 2 Female ___
 Race/Ethnicity: 1 White X 2 Black ___ 3 Hispanic ___ 4 Other ___ 5 Unknown ___ Suspect's DPS#: 98765432
 Number of Prior: Arrests 2 Convictions 2 Probations 0 Prison Sentences 1

Arrest Data Section

Date of Arrest (MM/DD/YY): 01 / 14 / 91 Arresting Agency: ALPHA

Arrested For: 1 Buying ___; 2 Cultivating/Manufacture ___; 3 Distribute/Sell <u>X</u> ; 4 Possess/Conceal ___; 5 Transport/Import ___; 6 Using/Consuming ___; 7 Tax Stamp ___; 8 Other ___ Non-Drug(NCIC Code): ___
Narcotic- 01 Cocaine <u>X</u> ; 02 Crack ___; 03 Hashish ___; 04 Heroin ___; 05 Marijuana ___; 06 Morphine ___; 07 Opium ___; 08 Other Narcotics ___ Drug- 09 Amphetamine/Meth ___; 10 Ice ___ 11 Other Stimulant ___; 12 Barbiturate ___; 13 Other Depressant ___; 14 LSD ___; 15 PCP ___; 16 Other Hallucinogen ___; 17 Other Drug ___; 18 Unknown Drug ___

Amount of Narcotic/Drug Seized: 30 Units(gm,lb): GM

Task Force Alpha has sent the case to the district attorney's office in Daile County. The date of filing by the prosecutor is January 22, 1991, and the case will be tried as a felony for distribution of cocaine. The court cause number has been issued, 91-PC7688, and the case awaits trial.

Court Data Section

County of Jurisdiction: DAILE

Level of Case Filed: 1 Felony X 2 Misd__

Date Case Filed(MM/DD/YY): 01 / 22 / 91

Court Cause Number: 91-PC7688

Offense Filed: 1 Buying__ ; 2 Cultivating/Manufacture__ ; 3 Distribute/Sell <u>X</u> ; 4 Possess/Conceal__ ; 5 Transport/Import__ ; 6 Using/Consuming__ ; 7 Tax Stamp__ ; 8 Other__	Non-Drug(NCIC Code):_ _ _ _
Narcotic- 01 Cocaine <u>X</u> ; 02 Crack__ ; 03 Hashish__ ; 04 Heroin__ ; 05 Marijuana__ ; 06 Morphine__ ; 07 Opium__ ; 08 Other Narcotics__	
Drug- 09 Amphetamine/Meth__ ; 10 Ice__ 11 Other Stimulant__ ; 12 Barbiturate__ ; 13 Other Depressant__ ; 14 LSD__ ; 15 PCP__ ; 16 Other Hallucinogen__ ; 17 Other Drug__ ; 18 Unknown Drug__	

After the case has been tried in court, Task Force Alpha receives the following information from the district attorney's office. The defendant John Doe was disposed on March 27, 1991, on a felony charge for distribution of cocaine. The defendant pled not guilty, was convicted by a jury, and sentenced to ten years in TDCJ-ID. Finish the data element form with the following information and remove the yellow copy and mail it to CJPC. Retain the pink copy for task force records.

Court Disposition Date (MM/DD/YY): 03 / 27 / 91

Level of Disposition: 1 Felony X 2 Misd__

Disposition: 1 Acquitted__ 2 Dismissed__ 3 Convicted X 4 No Bill__ 5 Rejected by Prosecutor__
6 Deported__ 7 Filed/Seizure-No Arrest__ 8 Filed in Federal Court/Other State__
9 Dismissed-Probation/Parole Revoked__ 10 Dismissed-Convicted in Another Case__
11 Dismissed for Defendant's Cooperation__

Type of Trial: 1 Trial by Judge__ 2 Trial By Jury X Plea: 1 Guilty__ 2 Not Guilty X 3 Nolo Contendere__

Tried For: 1 Buying__ ; 2 Cultivating/Manufacture__ ; 3 Distribute/Sell <u>X</u> ; 4 Possess/Conceal__ ; 5 Transport/Import__ ; 6 Using/Consuming__ ; 7 Tax Stamp__ ; 8 Other__	Non-Drug(NCIC Code):_ _ _ _
Narcotic- 01 Cocaine <u>X</u> ; 02 Crack__ ; 03 Hashish__ ; 04 Heroin__ ; 05 Marijuana__ ; 06 Morphine__ ; 07 Opium__ ; 08 Other Narcotics__	
Drug- 09 Amphetamine/Meth__ ; 10 Ice__ 11 Other Stimulant__ ; 12 Barbiturate__ ; 13 Other Depressant__ ; 14 LSD__ ; 15 PCP__ ; 16 Other Hallucinogen__ ; 17 Other Drug__ ; 18 Unknown Drug__	

Sentence: 1 Fine: \$ _____ 2 Probated Fine: \$ _____
3 Jail: _____ Months 4 Probated Jail: _____ Months
5 TDCJ-ID/FED: 10 Years 6 Probated TDCJ-ID/FED: _____ Years
7 Deferred Adjudication: Yes__ No__

Sentenced by: 1 Judge__ 2 Jury X

APPENDIX A

DATA ELEMENTS FOR ANTI-DRUG ABUSE PROGRAM

(Preprinted Sequence #)

SUSPECT DATA

Suspect's Last Name: _____ First Name: _____ M.I. _____

Date of Birth (MM/DD/YY): ____/____/____

Sex: 1. Male ____ 2. Female ____

Race/Ethnicity: 1. White ____ 2. Black ____ 3. Hispanic ____ 4. Other ____ 5. Unknown ____

Suspect's DPS #: _____

Number of Prior: Arrests ____ Convictions ____ Probations ____ Prison Sentences ____

ARREST DATA

Date of Arrest (MM/DD/YY): ____/____/____ Arresting Agency: _____

Arrested For: 1 Buying ____; 2 Cultivate/Manufacture ____; 3 Distribute/Sell ____; 4 Possess/Conceal ____; 5 Transport/Import ____; 6 Using/Consuming ____; 7 Tax Stamp ____; 8 Other ____ Non-Drug (NCIC Code): _____
Narcotic - 01 Cocaine ____; 02 Crack ____; 03 Hashish ____; 04 Heroin ____; 05 Marijuana ____; 06 Morphine ____; 07 Opium ____; 08 Other Narcotics ____
Drug - 09 Amphetamine/Meth ____; 10 Ice ____ 11 Other Stimulant ____; 12 Barbiturate ____; 13 Other Depressant ____; 14 LSD ____; 15 PCP ____; 16 Other Hallucinogen ____; 17 Other Drug ____; 18 Unknown Drug ____

Amount of Narcotic/Drug Seized: _____ Units(gr.,lb.): _____

COURT DATA

County of Jurisdiction: _____

Level Of Case Filed: 1. Felony ____ 2. Misd ____

Date Case Filed (MM/DD/YY): ____/____/____

Court Cause Number: _____

Offense Filed: 1 Buying ____; 2 Cultivate/Manufacture ____; 3 Distribute/Sell ____; 4 Possess/Conceal ____; 5 Transport/Import ____; 6 Using/Consuming ____; 7 Tax Stamp ____; 8 Other ____ Non-Drug (NCIC Code): _____
Narcotic - 01 Cocaine ____; 02 Crack ____; 03 Hashish ____; 04 Heroin ____; 05 Marijuana ____; 06 Morphine ____; 07 Opium ____; 08 Other Narcotics ____
Drug - 09 Amphetamine/Meth ____; 10 Ice ____ 11 Other Stimulant ____; 12 Barbiturate ____; 13 Other Depressant ____; 14 LSD ____; 15 PCP ____; 16 Other Hallucinogen ____; 17 Other Drug ____; 18 Unknown Drug ____

Court Disposition Date (MM/DD/YY): ____/____/____

Level Of Disposition : 1. Felony ____ 2. Misd ____

Disposition: 1. Acquitted ____ 2. Dismissed ____ 3. Convicted ____ 4. No Bill ____ 5. Rejected by Prosecutor ____
6. Deported ____ 7. Filed/Seizure - No Arrest ____ 8. Filed In Federal Court/Other State ____
9. Dismissed - Probation/Parole Revoked ____ 10. Dismissed - Convicted In Another Case ____
11. Dismissed for Defendant's Cooperation ____

Type of Trial: 1. Trial By Judge ____ 2. Trial By Jury ____

Plea: 1. Guilty ____ 2. Not Guilty ____ 3. Nolo Contendere ____

Tried For: 1 Buying ____; 2 Cultivate/Manufacture ____; 3 Distribute/Sell ____; 4 Possess/Conceal ____; 5 Transport/Import ____; 6 Using/Consuming ____; 7 Tax Stamp ____; 8 Other ____ Non-Drug (NCIC Code): _____
Narcotic - 01 Cocaine ____; 02 Crack ____; 03 Hashish ____; 04 Heroin ____; 05 Marijuana ____; 06 Morphine ____; 07 Opium ____; 08 Other Narcotics ____
Drug - 09 Amphetamine/Meth ____; 10 Ice ____ 11 Other Stimulant ____; 12 Barbiturate ____; 13 Other Depressant ____; 14 LSD ____; 15 PCP ____; 16 Other Hallucinogen ____; 17 Other Drug ____; 18 Unknown Drug ____

Sentence: 1. Fine: \$ _____ 2. Probated Fine: \$ _____
3. Jail: _____ Months 4. Probated Jail: _____ Months
5. TDC/Federal: _____ Years 6. Probated TDC/Federal: _____ Years
7. Deferred Adjudication: Yes ____ No ____

Sentenced by: 1. Judge ____ 2. Jury ____
(Criminal Justice Policy Council DRUGLST9 TMSRMN-10)

APPENDIX B

INCIDENT BASED REPORTING SYSTEM

BUYING

101	Cocaine
102	Crack
103	Hashish
104	Heroin
105	Marijuana
106	Morphine
107	Opium
108	Other Narcotics
109	Amphetamine/ Methamphetamine
110	Ice
111	Other Stimulant
112	Barbiturate
113	Other Depressant
114	LSD - lysergic acid diethylamide
115	PCP - phencyclidine or angel dust
116	Other Hallucinogen
117	Other Drug
118	Unknown Drug

CULTIVATE/MANUFACTURE

201	Cocaine
202	Crack
203	Hashish
204	Heroin
205	Marijuana
206	Morphine
207	Opium
208	Other Narcotics
209	Amphetamine/ Methamphetamine
210	Ice
211	Other Stimulant
212	Barbiturate
213	Other Depressant
214	LSD - lysergic acid diethylamide
215	PCP - phencyclidine or angel dust
216	Other Hallucinogen
217	Other Drug
218	Unknown Drug

DISTRIBUTE/SELL

301	Cocaine
302	Crack
303	Hashish
304	Heroin
305	Marijuana
306	Morphine
307	Opium
308	Other Narcotics
309	Amphetamine/ Methamphetamine
310	Ice
311	Other Stimulant
312	Barbiturate
313	Other Depressant
314	LSD - lysergic acid diethylamide
315	PCP - phencyclidine or angel dust
316	Other Hallucinogen
317	Other Drug
318	Unknown Drug

POSSESSION/CONCEAL

401	Cocaine
402	Crack
403	Hashish
404	Heroin
405	Marijuana
406	Morphine
407	Opium
408	Other Narcotics
409	Amphetamine/ Methamphetamine
410	Ice
411	Other Stimulant
412	Barbiturate
413	Other Depressant
414	LSD - lysergic acid diethylamide
415	PCP - phencyclidine or angel dust
416	Other Hallucinogen
417	Other Drug
418	Unknown Drug

TRANSPORT/IMPORT

501	Cocaine
502	Crack
503	Hashish
504	Heroin
505	Marijuana
506	Morphine
507	Opium
508	Other Narcotics
509	Amphetamine/ Methamphetamine
510	Ice
511	Other Stimulant
512	Barbiturate
513	Other Depressant
514	LSD - lysergic acid diethylamide
515	PCP - phencyclidine or angel dust
516	Other Hallucinogen
517	Other Drug
518	Unknown Drug

USING/CONSUMING

601	Cocaine
602	Crack
603	Hashish
604	Heroin
605	Marijuana
606	Morphine
607	Opium
608	Other Narcotics
609	Amphetamine/ Methamphetamine
610	Ice
611	Other Stimulant
612	Barbiturate
613	Other Depressant
614	LSD - lysergic acid diethylamide
615	PCP - phencyclidine or angel dust
616	Other Hallucinogen
617	Other Drug
618	Unknown Drug

TAX STAMP

701	Cocaine
702	Crack
703	Hashish
704	Heroin
705	Marijuana
706	Morphine
707	Opium
708	Other Narcotics
709	Amphetamine/ Methamphetamine
710	Ice
711	Other Stimulant
712	Barbiturate
713	Other Depressant
714	LSD - lysergic acid diethylamide
715	PCP - phencyclidine or angel dust
716	Other Hallucinogen
717	Other Drug
718	Unknown Drug

OTHER

801	Cocaine
802	Crack
803	Hashish
804	Heroin
805	Marijuana
806	Morphine
807	Opium
808	Other Narcotics
809	Amphetamine/ Methamphetamine
810	Ice
811	Other Stimulant
812	Barbiturate
813	Other Depressant
814	LSD - lysergic acid diethylamide
815	PCP - phencyclidine or angel dust
816	Other Hallucinogen
817	Other Drug
818	Unknown Drug

APPENDIX C

NATIONAL CRIME INFORMATION CENTER
UNIFORM OFFENSE CLASSIFICATIONS

Stated Charge Not Clear - (22) 0001
Arrest Data Not Received - (21) 0002

SEXUAL ASSAULT (continued)

SOVEREIGNTY

Treason - (38) 0101
Treason Misprision - (27) 0102
Espionage - (36) 0103
Sabotage - (37) 0104
Sedition - (37) 0105
Selective Service - (28) 0106
(free text) (46) 0199

Sex Asslt-Sodomy-Man - (identify weapon) (25) 1109
Sex Asslt-Sodomy-Girl - (identify weapon) (24) 1110
Sex Asslt-Sodomy-Woman - (identify weapon) (23) 1111
Sex Asslt-Sodomy-Boy-Stgarm - (18) 1112
Sex Asslt-Sodomy-Man-Stgarm - (18) 1113
Sex Asslt-Sodomy-Girl-Stgarm - (17) 1114
Sex Asslt-Sodomy-Woman-Stgarm - (16) 1115
Stat Rape-No Force- (27) 1116
Sex Asslt-Carnal Abuse- (23) 1117
Sex Asslt - (free text) (36) 1199

MILITARY

Desertion - (36) 0201
(free text) (46) 0299

ROBBERY

Robbery - (free text) (38) 1200
Robbery-Business-Gun - (25) 1201
Robbery-Business - (identify weapon) (29) 1202
Robbery-Business-Stgarm - (22) 1203
Robbery-Street-Gun - (27) 1204
Robbery-Street - (identify weapon) (31) 1205
Robbery-Street-Stgarm - (24) 1206
Robbery-Resid-Gun - (28) 1207
Robbery-Resid - (identify weapon) (32) 1208
Robbery-Resid-Stgarm - (25) 1209
Forcible Purse Snatching - (21) 1210
Robbery-Banking-Type Inst - (20) 1211
Robbery - (free text) (38) 1299

IMMIGRATION

Illegal Entry - (32) 0301
False Citizenship - (28) 0302
Smuggling Aliens - (29) 0303
(free text) (46) 0399

HOMICIDE

Homicide - (free text) (37) 0900
Homicide-Wilful Kill-Family-Gun - (14) 0901
Homicide-Wilful Kill-Family - (identify weapon) (18) 0902
Homicide-Wilful Kill-Nonfamily-Gun - (11) 0903
Homicide-Wilful Kill-Nonfamily - (identify weapon) (15) 0904
Homicide-Wilful Kill-Pub Off-Gun - (13) 0905
Homicide-Wilful Kill-Pub Off - (identify weapon) (17) 0906
Homicide-Wilful Kill-Pol Off-Gun - (13) 0907
Homicide-Wilful Kill-Pol Off - (identify weapon) (17) 0908
Homicide-Neglig Mansl-Veh - (20) 0909
Homicide-Neglig Mansl - (identify weapon) (24) 0910
Homicide-Wilful Kill-Gun - (21) 0911
Homicide-Wilful Kill - (identify weapon) (25) 0912
Homicide - (free text) (37) 0999

ASSAULT

Asslt - (free text) (40) 1300
Aggrav Asslt-Family-Gun - (22) 1301
Aggrav Asslt-Family - (identify weapon) (26) 1302
Aggrav Asslt-Family-Stgarm - (19) 1303
Aggrav Asslt-Nonfamily-Gun - (19) 1304
Aggrav Asslt-Nonfamily - (identify weapon) (23) 1305
Aggrav Asslt-Nonfamily-Stgarm - (16) 1306
Aggrav Asslt-Pub Off-Gun - (21) 1307
Aggrav Asslt-Pub Off - (identify weapon) (25) 1308
Aggrav Asslt-Pub Off-Stgarm - (18) 1309
Aggrav Asslt-Pol Off-Gun - (21) 1310
Aggrav Asslt-Pol Off - (identify weapon) (25) 1311
Aggrav Asslt-Pol Off-Stgarm - (18) 1312
Simple Asslt - (33) 1313
Aggrav Asslt-Gun - (29) 1314
Aggrav Asslt - (identify weapon) (33) 1315
Intimidation - (33) 1316
Asslt - (free text) (40) 1399

KIDNAPPING

Kidnap - (free text) (39) 1000
Kidnap Minor For Ransom - (22) 1001
Kidnap Adult For Ransom - (22) 1002
Kidnap Minor To Sexually Asslt - (15) 1003
Kidnap Adult To Sexually Asslt - (15) 1004
Kidnap Minor - (33) 1005
Kidnap Adult - (33) 1006
Kidnap Hostage For Escape - (20) 1007
Abduct-No Ransom Or Asslt - (20) 1008
Kidnap-Hijack Aircraft - (23) 1009
Kidnap - (free text) (39) 1099

ABORTION

Abortion - (free text) (37) 1400
Abortional Act On Other - (22) 1401
Abortional Act On Self - (23) 1402
Submission To Abortional Act - (17) 1403
Abortifacient - (selling, mfg., delivering, etc.) (32) 1404
Abortion - (free text) (37) 1499

SEXUAL ASSAULT

Sex Asslt - (free text) (36) 1100
Rape-Gun - (37) 1101
Rape With - (identify weapon) (36) 1102
Rape-Strongarm - (31) 1103
Sex Asslt-Sodomy-Boy-Gun - (21) 1104
Sex Asslt-Sodomy-Man-Gun - (21) 1105
Sex Asslt-Sodomy-Girl-Gun - (20) 1106
Sex Asslt-Sodomy-Woman-Gun - (19) 1107
Sex Asslt-Sodomy-Boy - (identify weapon) (25) 1108

ARSON

Arson - (free text) (40) 2000
Arson-Business-Endangered Life - (15) 2001
Arson-Resid-Endangered Life - (18) 2002
Arson-Business-Defraud Insurer - (15) 2003
Arson-Resid-Defraud Insurer - (18) 2004
Arson-Business - (31) 2005
Arson-Resid - (34) 2006
Burning Of - (35) 2007

The words "free text" designate areas where the literal data further describing the crime may be entered. The numbers in parenthesis indicate the number of characters available for that purpose.

The free text areas in which the last two characters of the offense numeric are 99, are those intended for use of police agencies in reporting current crimes. Those ending in 00 are for the conversion of historical data only.

ARSON (continued)

Arson-Pub-Bldg-Endangered Life -	(15)	2008
Arson-Pub Bldg -	(31)	2009
Arson - (free text)	(40)	2099

EXTORTION

Extort - (free text)	(39)	2100
Extort-Threat Injure Person -	(18)	2101
Extort-Threat Damage Prop -	(20)	2102
Extort-Threat Injure Reputation -	(14)	2103
Extort-Threat Accuse Person Of Crime -	(9)	2104
Extort-Threat Of Informing Of Vio -	(12)	2105
Extort - (free text)	(39)	2199

BURGLARY

Burgl - (free text)	(40)	2200
Burgl-Safe-Vault -	(29)	2201
Burgl-Forced Entry-Resid -	(21)	2202
Burgl-Forced Entry-Nonresid -	(18)	2203
Burgl-No Forced Entry-Resid -	(18)	2204
Burgl-No Forced Entry- Nonresid -	(15)	2205
Burgl Tools-Possess -	(26)	2206
Burgl-Banking-Type Inst -	(22)	2207
Burgl - (free text)	(40)	2299

LARCENY

Larc - (free text)	(41)	2300
Pocketpicking -	(32)	2301
Purse Snatching-No Force -	(21)	2302
Shoplifting -	(34)	2303
Larc-Parts From Veh -	(26)	2304
Larc-From Auto -	(31)	2305
Larc-From Shipment -	(27)	2306
Larc-From Coin Machine -	(23)	2307
Larc-From Bldg -	(31)	2308
Larc-From Yards -	(30)	2309
Larc-From Malls -	(30)	2310
Larc-From Banking-Type Inst -	(18)	2311
Larc-From Interstate Shipment -	(16)	2312
Obstruct Correspondence - (postal violation)	(22)	2313
Theft Of US Govt Prop -	(24)	2314
Larc On US Govt Reserv -	(23)	2315
Larc-Postal -	(34)	2316
Larc-(free text)	(41)	2399

STOLEN VEHICLE (theft, sale, receipt, etc.)

Stolen Vehicle - (free text)	(38)	2400
Theft And Sale Veh -	(27)	2401
Theft And Strip Veh -	(26)	2402
Theft And Use Veh Other Crime -	(16)	2403
Veh Theft -	(36)	2404
Theft Veh By Bailee -	(26)	2405
Receiv Stolen Veh -	(28)	2406
Strip Stolen Veh -	(29)	2407
Possess Stolen Veh -	(27)	2408
Interstate Transp Stolen Veh -	(17)	2409
Aircraft Theft -	(31)	2410
Unauth Use Of Veh - (includes joy-riding)	(28)	2411
Stolen Vehicle - (free text)	(31)	2499

FORGERY (COUNTERFEITING)

Forgery - (free text)	(38)	2500
Forgery Of Checks -	(28)	2501
Forgery Of - (identify object)	(35)	2502
Counterfeiting Of - (identify object)	(28)	2503
Pass Forged - (use "pass" for "utter" and/or "distribute) - (identify object)	(34)	2504
Pass Counterfeited - (use "pass" for "utter" and/or "distribute) - (identify object)	(27)	2505
Possess Forged - (identify object)	(31)	2506
Possess Counterfeited - (identify object)	(24)	2507
Possess Tools For - ("forgery" or "counterfeiting")	(28)	2508
Transport Forged - (identify object)	(29)	2509
Transport Counterfeited - (identify object)	(22)	2510
Transport Tools For-("forgery" or "counterfeiting")	(26)	2511
Forgery - (free text)	(38)	2589
Counterfeiting - (free text)	(31)	2599

FRAUDULENT ACTIVITIES

Fraud - (free text)	(40)	2600
Fraud - Confidence Game -	(24)	2601
Fraud - Swindle -	(32)	2602
Mail Fraud -	(35)	2603
Fraud-Imperson -	(31)	2604
Fraud-Illeg Use Credit Cards -	(17)	2605
Fraud-Insuff Funds Check -	(21)	2606
Fraud-False Statement -	(24)	2607
Fraud By Wire -	(32)	2608
Fraud - (free text)	(40)	2699

EMBEZZLEMENT

Embezzle - (free text)	(37)	2700
Embezzle-Business Prop -	(23)	2701
Embezzle-Interstate Shipment -	(17)	2702
Embezzle-Banking-Type Inst -	(19)	2703
Embezzle-Public Prop - (U.S., state, city prop.)	(25)	2704
Embezzle-Postal -	(30)	2705
Embezzle - (free text)	(37)	2799

STOLEN PROPERTY

Stolen Prop - (free text)	(34)	2800
Sale Of Stolen Prop -	(26)	2801
Transport Interstate Stolen Prop -	(13)	2802
Receiv Stolen Prop -	(27)	2803
Possess Stolen Prop -	(26)	2804
Conceal Stolen Prop -	(26)	2805
Stolen Prop - (free text)	(34)	2899

DAMAGE PROPERTY

Damage Prop - (free text)	(34)	2900
Damage Prop-Business -	(25)	2901
Damage Prop-Private -	(26)	2902
Damage Prop-Public -	(27)	2903
Damage Prop-Business-With Explosive -	(10)	2904
Damage Prop-Private With Explosive -	(11)	2905
Damage Prop-Public-With Explosive -	(12)	2906
Damage Prop - (free text)	(34)	2999

DANGEROUS DRUGS

Dangerous Drugs - (free text)	(30)	3500
*Hallucinogen-Mfr -	(29)	3501
*Hallucinogen-Distrib -	(25)	3502
*Hallucinogen-Sell -	(28)	3503
*Hallucinogen-Possess -	(25)	3504
*Hallucinogen - (free text)	(33)	3505

*-Not to include marijuana

DANGEROUS DRUGS (continued)

Heroin-Sell -	(34)	3510
Heroin-Smuggl -	(32)	3511
Heroin-Possess -	(31)	3512
Heroin - (free text)	(39)	3513
Opium Or Deriv-Sell -	(26)	3520
Opium Or Deriv-Smuggl -	(24)	3521
Opium Or Deriv-Possess -	(23)	3522
Opium Or Deriv - (free text)	(31)	3523
Cocaine-Sell -	(33)	3530
Cocaine-Smuggl -	(31)	3531
Cocaine-Possess -	(30)	3532
Cocaine - (free text)	(38)	3533
Synth Narcotic-Sell -	(26)	3540
Synth Narcotic-Smuggl -	(24)	3541
Synth Narcotic-Possess -	(23)	3542
Synth Narcotic - (free text)	(31)	3543
Narcotic Equip-Possess -	(23)	3550
Marijuana-Sell -	(31)	3560
Marijuana-Smuggl -	(29)	3561
Marijuana-Possess -	(28)	3562
Marijuana-Producing -	(26)	3563
Marijuana - (free text)	(36)	3564
Amphetamine-Mfr -	(30)	3570
Amphetamine-Sell -	(29)	3571
Amphetamine-Possess -	(26)	3572
Amphetamine - (free text)	(34)	3573
Barbiturate-Mfr -	(30)	3580
Barbiturate-Sell -	(29)	3581
Barbiturate-Possess -	(26)	3582
Barbiturate - (free text)	(34)	3583
Dangerous Drugs - (free text)	(30)	3599

SEX OFFENSES (Not involving sexual assault or commercialized sex)

Sex Offense - (free text)	(34)	3600
Sex Offense-Against Child-Fondling -	(11)	3601
Homosexual Act With Girl -	(21)	3602
Homosexual Act With Boy -	(22)	3603
Incest With Minor -	(28)	3604
Indecent Exposure -	(28)	3605
Bestiality -	(35)	3606
Incest With Adult -	(28)	3607
Seduction Of Adult -	(27)	3608
Homosexual Act With Woman -	(20)	3609
Homosexual Act With Man -	(22)	3610
Peeping Tom -	(34)	3611
Sex Offense - (free text)	(34)	3699

OBSCENITY

Obscene Material - (free text)	(29)	3700
Obscene Material-Mfr -	(25)	3701
Obscene Material-Sell -	(24)	3702
Obscene Material-Mailing -	(21)	3703
Obscene Material-Possess -	(21)	3704
Obscene Material-Distrib -	(21)	3705
Obscene Material-Transport -	(19)	3706
Obscene Communication -	(24)	3707
Obscenity - (free text)	(36)	3799

FAMILY OFFENSES

Family Offense - (free text)	(31)	3800
Neglect Family -	(31)	3801
Cruelty Toward Child -	(25)	3802
Cruelty Toward Wife -	(26)	3803
Bigamy -	(39)	3804

FAMILY OFFENSES (continued)

Contrib Delinq Minor -	(25)	3805
Neglect Child -	(32)	3806
Nonpayment Of Alimony -	(24)	3807
Nonsupport Of Parent -	(25)	3808
Family Offense - (free text)	(31)	3899

GAMBLING

Gambling - (free text)	(37)	3900
Bookmaking -	(35)	3901
Card Game-Operating -	(26)	3902
**Card Game-Playing -	** (28)	3903
Card Game -	(36)	3904
Dice Game-Operating -	(26)	3905
**Dice Game-Playing -	** (28)	3906
Dice Game -	(36)	3907
Gambling Device-Possess-	(22)	3908
Gambling Device-Transport -	(20)	3909
Gambling Device-Not Registered -	(15)	3910
Gambling Device -	(30)	3911
Gambling Goods-Possess-	(23)	3912
Gambling Goods-Transport -	(21)	3913
Gambling Goods -	(31)	3914
Lottery-Operating -	(28)	3915
Lottery-Runner -	(31)	3916
**Lottery-Playing -	(30)	3917
Lottery -	(38)	3918
Sports Tampering -	(29)	3919
Transmit Wager Information -	(19)	3920
Establish Gambling Place -	(21)	3921
Gambling - (free text)	(37)	3999

COMMERCIALIZED SEXUAL OFFENSES

Commercial Sex - (free text)	(31)	4000
Keeping House Ill Fame -	(23)	4001
Procure For Prostitute - (pimping)	(23)	4002
Commercial Sex-Homosexual Prostitution -	(7)	4003
Prostitution -	(33)	4004
Frequent House Ill Fame -	(22)	4005
Trasp Female Interstate For Immoral Purp -	(5)	4006
Commercial Sex - (free text)	(31)	4099

LIQUOR (Not to include tax and revenue matters or driving under the influence of liquor)

Liquor - (free text)	(39)	4100
Liquor-Mfr -	(35)	4101
Liquor-Sell -	(34)	4102
Liquor Transport -	(29)	4103
Liquor-Possess -	(31)	4104
**Misrepresenting Age-Minor -	** (20)	4105
Liquor - (free text)	(39)	4199

DRUNKENNESS

**Drunkenness - (free text)	** (34)	4200
**Drunkenness - (free text)	** (34)	4299

OBSTRUCTING THE POLICE

Obstruct Police - (free text)	(30)	4800
Resisting Officer -	(28)	4801
Obstruct Criminal Invest -	(21)	4802
Making False Report -	(26)	4803
Evidence-Destroying -	(26)	4804
Witness-Dissuading -	(27)	4805

**--Offense not to be entered in National Index.

OBSTRUCTING THE POLICE (continued)

Witness-Deceiving - (28) 4806
 Refusing To Aid Officer - (22) 4807
 Compounding Crime - (28) 4808
 Unauth Communication With Prisoner - (11) 4809
 Illegal Arrest - (31) 4810
 Crossing Police Lines - (24) 4811
 Failure Report Crime - (25) 4812
 Failing To Move On - (27) 4813
 Obstruct Police - (free text) (30) 4899

FLIGHT-ESCAPE

Escape - (identify type institution) (39) 4901
 Flight To Avoid-(prosecution, confinement, etc.) (30) 4902
 Aiding Prisoner Escape - (identify type institution) (23) 4903
 Harboring - (escapee or fugitive) (36) 4904
 Flight-Escape - (free text) (32) 4999

OBSTRUCTING JUDICIARY, CONGRESS, LEGISLATURE, OR A COMMISSION

Obstruct - (specify Judic, Congr, Legis, Commsn) (free text) (37) 5000
 Bail-Secured Bond - (28) 5001
 Bail-Personal Recog - (26) 5002
 Perjury - (38) 5003
 Perjury-Subornation Of - (23) 5004
 Contempt Of Court - (28) 5005
 Obstructing Justice - (26) 5006
 Obstructing Court Order - (22) 5007
 Misconduct-Judic Officer - (21) 5008
 Contempt Of Congress - (25) 5009
 Contempt Of Legislature - (22) 5010
 Parole Violation - (29) 5011
 Prob Violation - (31) 5012
 Condit Release Violation - (21) 5013
 Mandatory Release Violation - (18) 5014
 Failure To Appear - (28) 5015
 Obstruct-(specify Judic, Congr, Legis, Commsn) (free text) (37) 5099

BRIBERY

Bribery - (free text) (38) 5100
 Bribe-Giving - (33) 5101
 Bribe-Offering - (31) 5102
 Bribe-Receiving - (30) 5103
 Bribe - (free text) (40) 5104
 Conflict Of Interest - (25) 5105
 Gratuity-Giving - (30) 5106
 Gratuity-Offering - (28) 5107
 Gratuity-Receiving - (27) 5108
 Gratuity - (free text) (37) 5109
 Kickback-Giving - (30) 5110
 Kickback-Offering - (28) 5111
 Kickback-Receiving - (27) 5112
 Kickback- (free text) (37) 5113
 Bribery - (free text) (38) 5199

WEAPON OFFENSES

Weapon Offense - (free text) (specify offense) (31) 5200
 Altering Identification On-(specify wpn)(19) 5201
 Carrying Concealed - (specify weapon) (27) 5202
 Carrying Prohibited-(specify weapon) (26) 5203
 Explosives-Teaching Use-(specify) (22) 5204
 Explosives-Transporting-(specify) (22) 5205
 Explosives-Using-(specify) (29) 5206
 Incendiary Device-Possess-(specify) (20) 5207
 Incendiary Device-Using - (specify) (22) 5208
 Incendiary Device-Teaching Use-(specify)(15) 5209
 (Do not use if ARSON)

WEAPON OFFENSES (continued)

Licensing-Registration -(specify wpn) (23) 5210
 Explosives-Possessing-(specify) (24) 5211
 Possession Of-(specify) (32) 5212
 Firing-(specify weapon) (39) 5213
 Selling-(specify weapon) (38) 5214
 Threat To Bomb-(specify) (31) 5215
 Threat To Burn-(specify) (31) 5216
 Weapon Offense-(free text) (31) 5299

PUBLIC PEACE

Public Peace-(free text) (33) 5300
 Anarchism - (36) 5301
 Riot-Inciting - (32) 5302
 Riot-Engaging In - (29) 5303
 Riot-Interfere Fireman - (23) 5304
 Riot-Interfere Officer - (23) 5305
 Riot - (free text) (41) 5306
 Assembly-Unlawful - (28) 5307
 *False Fire Alarm - (29)**5308
 Harassing Communication - (22) 5309
 Desecrating Flag - (29) 5310
 Disord Conduct-(specify conduct) (31) 5311
 *Disturb Peace-(specify conduct) (32)**5312
 *Curfew - (39)**5313
 *Loitering - (36)**5314
 Public Peace - (free text) (33) 5399

TRAFFIC OFFENSE

Traffic Offense - (free text) (30) 5400
 Hit And Run - (34) 5401
 Transp Dangerous Material - (20) 5402
 Driving Under Influence Drugs - (16) 5403
 Driving Under Influence Liquor - (15) 5404
 *Moving Traffic Viol - (20)**5405
 *Nonmoving Traffic Viol - (23)**5406
 Traffic Offense - (free text) (30) 5499

HEALTH-SAFETY

Health-safety - (free text) (32) 5500
 Drugs-Adulterated - (28) 5501
 Drugs-Misbranded - (29) 5502
 Drugs - (free text) (40) 5503
 Food-Adulterated - (29) 5504
 Food-Misbranded - (30) 5511
 Food-(free text) (41) 5512
 *Cosmetics-Adulterated - (24) 5520
 *Cosmetics-Misbranded - (25) 5521
 *Cosmetics-(free text) (36) 5522
 Health-Safety - (free text) (32) 5599

CIVIL RIGHTS

Civil Rights - (free text) (33) 5600
 Civil Rights - (free text) (33) 5699

INVASION OF PRIVACY

Invade Privacy - (free text) (31) 5700
 Divulge Eavesdrop Info - (23) 5701
 Divulge Eavesdrop Order - (22) 5702
 Divulge Message Contents - (21) 5703
 Eavesdropping - (free text) (32) 5704
 Eavesdrop Equip - (free text) (30) 5705
 Opening Sealed Communication - (17) 5706
 Trespassing-(free text) (34) 5707
 Wiretap-Failure To Report - (20) 5708
 Invade Privacy - (free text) (31) 5799

SMUGGLING

Smuggling - (free text) (36) 5800
 Smuggle Contraband-(specify type) (27) 5801
 Smuggle Contraband Into Prison-(specify type) (15) 5802

SMUGGLING (continued)

Smuggle To Avoid Paying Duty-(specify type) (17) 5803
 Smuggling-(free text to further describe) (36) 5899

ELECTION LAWS

Election Laws - (free text) (32) 5900
 Election Laws - (free text to further describe) (32) 5999

ANTITRUST

Antitrust - (free text) (36) 6000
 Antitrust - (free text to further describe) (36) 6099

TAX REVENUE

Tax-Revenue - (free text) (34) 6100
 Income Tax-(further describe)(35) 6101
 Sales Tax - (further describe)(36) 6102
 Liquor Tax - (further describe) (35) 6103
 Tax Revenue - (free text to further describe) (34) 6199

CONSERVATION

Conservation-(free text) (33) 6200
 Conservation-Animals-(describe offense further) (25) 6201
 Conservation-Fish-(describe offense further) (28) 6202
 Conservation-Birds-(describe offense further) (27) 6203
 Conservation-License-Stamp-(describe offense) (19) 6204
 Conservation-Environment - (describe offense) (21) 6205
 Conservation - (free text) (33) 6299

VAGRANCY

*Vagrancy - (free text) (37)**6300
 *Vagrancy - (free text to describe further) (37)**6399

CRIMES AGAINST PERSON

(free text) (46) 7099

PROPERTY CRIMES -

(free text) (46) 7199

MORALS-DECENCY CRIMES -

(free text) (46) 7299

PUBLIC ORDER CRIMES

(free text) (46) 7399

** - Offense not to be entered in National Index

APPENDIX D

UNITS OF MEASUREMENTS OF NARCOTIC/DRUGS SEIZED

<u>Unit</u>	<u>Glosary</u>	<u>Common type of Drug</u>	<u>Type of Measurement</u>
BAG	Bag(s) try to give count of pills per bag	Bag of amphetamine pills	
BRICK	Brick(s)	marijuana	
CC	Cubic Centimeter		liquid
CIG	Cigarette(s)	marijuana	
DU	Dose Unit(s) tablets, capsules, pills, units	Amphetamines, etc	
FLOZ	Fluid Ounce		liquid
GL	Gallon(s)		liquid
GM	Gram(s), gm.	cocaine, heroin, etc.	dry
HIT	Hit(s) of,	hallucinogens, LSD	
KILO	Kilo(s), kilogram	cocaine, etc.	
LB	Pound(s), lb.	marijuana, etc.	dry
LT	Liter(s)		liquid
MG	Milligram(s), mg.		dry
ML	Milliliter(s),		liquid
NP	Number of plants	marijuana plants	
OZ	Ounce(s)	cocaine, marijuana, etc.	dry
QT	Quart(s)		liquid
ROCK	Rock(s)	crack cocaine	
SEED	Seed(s)	marijuana seeds, etc	
SHEET	Sheet(s)	LSD (Average 100 Hits per sheet)	
TRACE	Trace Amount of any trace substance is equal to .0001 grams		

APPENDIX E

TEXAS DEPARTMENT OF PUBLIC SAFETY

CRIMINAL HISTORY

Crime Records Division
 P.O. Box 4143
 Austin, Texas 78765-4143
 Phone 512-465-2079

The contents of this record are confidential and intended for dissemination only to criminal justice agencies or other individuals or agencies authorized by law to receive criminal history record information. Charges and dispositions contained herein have been coded under the standardized uniform offense and disposition classifications established for computerized criminal history records. Contact the contributing agency for specific or additional information regarding charges or dispositions. The use of the information contained herein must be in accordance with 28 CFR Chapter 1 Part 20 (Federal Register, Vol. 40, No. 98, PP 22114-22119, as amended) and 42 USC §3789g.

DPS NO. 98765432 FBI NO. 987654ABC SOC SEC NO. 123-45-6789 REPORT DATE 04-04-88

NAME SEX RACE HGT WGT EYES HAIR DOB POB SMT SKN
 DOE, JOHN BENJAMIN M W 5-07 155 BLU BLN 09-03-60 LA UNKNOWN FAR

DL NO. DL STATE MISC NO. NCIC FINGERPRINT CLASS HENRY FINGERPRINT CLASS
 99999999 TX UNKNOWN PD TT 12 56 00 12 0 5 T-R 01 10 MS
 DRE: 11-17-87 DOLT 04-01-88 III S/S PI 10 15 TT 00 I 17 U-T 00 ML
 IDENTIFICATION COMMENTS - UNKNOWN

ARRESTED OR RECEIVED	IDENTIFIER, AGENCY, & AGENCY NUMBER	NAME	CITATION, CHARGE, & DATE OF OFFENSE	DISPOSITION
10-23-87	TX0200200 ANGLETON PD	E	FORGERY	
11-05-87	TX0200800 LAKE JACKSON PD	T	FORGERY	
	COURT		FORGERY	CONVICTED CONFINEMENT- 3 YEARS
	COURT		POSS CONTROLLED SUBSTANCE	CONVICTED CONFINEMENT- 3 YEARS CONCURRENT SENTENCE
03-25-88	TX236065C TX DEPT CORRECTION			RECEIVED

