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HPG 9/20/76

FINAL REPORT

Project Number: 76-DF-04-0003

Subgrantee: Florida Department of Criminal Law Enforcement (FDCLE)

Project Title: Offender Based Transaction Statistical System

Name of Person Preparing Report: Gerald Bailey

Title: Research and Development Supervisor

Date: 6 July 1976

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ACQUISITIONS

The Following Format Should Be Utilized in the Preparation of the Final Report:

I. Project Summary: Summarize (in 200 words or less) the project's goals and the progress made towards meeting these goals.

II. Project Assessment: Assess the extent to which the project met its stated measurable objectives. Verify and validate with supporting data.

III. Project Conclusions: What conclusions can be drawn and what recommendations can be made based on these considerations?

IV. Project Side Effects: Were there any side effects, desirable or undesirable that resulted from project activities?

V. Project By-products: Include any by-products such as manuals, evaluation instruments, tests, etc. that were generated by project activities.

I. Project Summary

The OBTS system is an identification-based statistical system that describes the aggregate experiences of offenders in terms of the type, relation, and time frame of the criminal justice processes that they encounter. As such it provides legislators, administrators, criminal justice planners, and other potential users with timely information regarding the criminal justice system and its operations.

The following were the basic goals of the OBTS program for fiscal year 1975-76.

1. The release of the pilot study analysis. (attachment #1)
2. The establishment of an inter-agency liaison.
3. Review out-of-state OBTS programs.
4. Review in-state records keeping methods.

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5. Coordinate information requirements analysis. (attachment #2)

6. Assist the courts in the preliminary identification of the OBTS data elements. (attachment #3)

7. Assist in the design of forms for the courts pilot project.

8. The development of procedures and standards for the collection and storage of data.

9. The development of reporting procedures for the State Attorneys Reporting System. (attachment #4)

10. The development of requirements for software storage and information retrieval.

11. Participate in the cost benefit analysis conducted by the courts.

12. Preparation of agreements on data submissions. (attachment #5)

13. Development of a user's manual. (attachment #6)

14. Systems design of OBTS program.

15. Implementation of the OBTS System statewide in the Law Enforcement segment.

16. Attend OBTS related conferences and seminars.

17. Design of OBTS statistics. (attachment #7)

18. Coordinate training and render assistance to local criminal justice agencies.

19. Establish time tables and statewide implementation schedule.

20. Prepare the final recommendations.

Seventeen of the twenty objectives were fully completed leaving three partially completed objectives.

II. Project Assessment

1. The first major goal was to release and review the analysis of the Pilot Study, which has been finalized. Copies of the analysis were distributed to all participants who assisted in the Pilot Study in the First Judicial Circuit. Copies were also distributed to the various members of the Legislature, the Criminal Justice Information System (CJIS) Council, state criminal justice agencies, and other potential users. (See attachment #1)

2. The next major objective was the establishment of an inter-agency liaison for coordination of all criminal justice information systems development at the state level.

Each member of the OBTS staff was assigned to a specific segment of the Criminal Justice Community in order to become more closely associated with each entity. In addition, weekly meetings were established, which included all segments of the Criminal Justice Community, to facilitate the coordination of Florida's Offender-Based Systems.

3. The next objective was the review of out-of-state OBTS programs. Members of the OBTS staff have reviewed California's operational OBTS system. The staff was able to exchange ideas and opinions concerning the direction of Florida's OBTS system. Also, a thorough review of California's data base was conducted.

4. Next, in an effort to familiarize the OBTS staff with the operations and records keeping systems throughout the state, studies were commenced at both the state and local level. More specifically, contact was made with FDCLE's Model Records staff, Corrections, Parole and Probation, and the courts concerning records management. An extensive effort was made with the local level law enforcement agencies during the "Requirements Analysis."

5. A thorough requirements analysis was completed in the law enforcement segment to establish user needs of the OBTS information. Additional information was obtained from selected members of the following groups:
   - A. Legislators
   - B. CJIS Council
   - C. Attorney General
   - D. Governor's Office and Commission
   - E. Corrections
   - F. Parole and Probation
   - G. State Attorneys and SA Coordination Office
   - H. Courts
   - I. Division of Youth Services
   - J. BCJPA
   - K. Public Defenders

   (See attachment #2)

6. The OBTS staff prepared and disseminated a tentative listing of the OBTS court data elements, in concert with LEAA's PROJECT SEARCH recommendations. In addition to the listing of data elements, the OBTS staff included a "Tentative Justification of OBTS Data Elements Needed From the Court Segment."

   Daily contact was made with the courts to identify and finalize the OBTS data elements. These data elements were identified and justified. In addition, members of the OBTS staff attended the Clerk of Court Automated Users Meetings in order to allow clerk representatives an opportunity to evaluate the data lists. Members of the CCH staff have also attended the Automated Users Meetings with OBTS staff representatives. The data elements have been finalized and copies presented to the State Court Administrator's office, as well as to the Automated Users Meetings. (See attachment #3)

7. OBTS staff members assisted the JMIS staff in many informal work sessions regarding the Court's pilot study. Primarily these sessions were for the purpose of designing the uniform progress docket for use in the pilot study in the Second Judicial Circuit. OBTS staff members also contacted on numerous occassions all field agencies within the circuit to assure smooth data flow.

8. The development of procedures and standards for OBTS data collection and storage was only partially fulfilled. Since OBTS is a program that incorporates all segments of the criminal justice system, it is necessary that all Offender-Based information systems be coordinated in a simultaneous effort in these areas. Due to the remaining segments' different stages of readiness, it was impossible to complete this task this year.

9. Members of the OBTS staff have been working closely with the Florida Prosecuting Attorneys Association in developing a State Attorney Reporting System. In conjunction with this, a budgetary funding formula has been documented and proposed for the State Attorney's consideration. Also, members of the staff have held numerous meetings with researchers of the Florida Technological University regarding the State Attorney Reporting System. Data was collected to illustrate the mechanism of the proposed funding formula using realistic figures. (See attachment #4)

10. The development of requirements for soft-ware storage and information was the second of the three objectives which were not totally fulfilled. Although various alternatives have been weighed and compared from a realistic/technical viewpoint, no final conclusion has been reached regarding all segments of the criminal justice system. It is believed that a further intensive study is needed before finalization of this task can be accomplished.

11. The OBTS staff held several meetings with the staff of the Florida State University who performed the Cost Benefit Analysis for the Courts. All documentations and OBTS papers have been provided to the FSU staff in order to assist in the analysis. In addition, meetings have been held with representatives of the Courts concerning cost and the various approaches of analyzing it.

12. The OBTS staff along with representatives from the Courts, State Attorneys, Parole & Probation, and Corrections have participated in lengthy meetings and work sessions in in order to finalize mutually agreed upon data elements. These sessions were held with several basic premises in mind regarding the establishment of the final data base. Some of the premises included such items as avoidance of duplicative efforts, common interest in data needs, national requirements, local compatibility, integration of data elements, availability of data, faster response to users needs, natural data flow, and a minimum effort in reporting. (See attachment #5)

13. The development of the User's Manual for the law enforcement segment has been completed. Members of the law enforcement community were instructed on the proper usage of the OBTS elements and their benefits. (See attachment #6)

14. OBTS systems design is the last of the three objectives which were not fully completed. Due to the different stages of completeness in the various segments it was impossible to realistically complete this task at the present time. OBTS is not a canned concept. Therefore, it is not possible to complete the systems design until all users are operationally alligned and data submissions become a reality.

15. The OBTS staff completed the implementation of OBTS in the law enforcement segment of the criminal justice system. The Department's fingerprint card program was utilized in establishing the initial phase of the OBTS system.

The Fingerprint card contains all necessary OBTS data elements. OBTS numbers are now being pre-printed on all Fingerprint cards to establish a proper data linkage on an individual offender basis and to enhance final implementation.

16. The OBTS staff, throughout the year, attended all criminal justice related conferences and seminars as required. Such conferences as; Automated Users Conferences, CJIS Council meetings, State Attorneys Steering Committee meetings, Courts Steering Committee meetings, and SEARCH Symposiums were attended.

17. Based on the requirements analysis (task #5) statistical designs were made to reflect the needs of the criminal justice community. OBTS as a statistical system supplies the criminal justice community with timely information on such items as:
    A. Mortality Analysis
    B. Time Analysis
    C. Status Analysis
    D. Impact Analysis
    E. Trend Analysis
    F. Other

    (See Attachment #7)

18. During the implementation process, the OBTS staff has conducted various training sessions with members of the criminal justice community relating to OBTS and other matters of general interest.

19. The OBTS staff established the following timetable for statewide implementation:

TIMETABLE FOR IMPLEMENTATION

	1976	1977
Law Enforcement (CCH/OBTS)	X	
Courts (JMIS)*		X
Parole and Probation (FPPCIS)	X	
Corrections (OBSCIS)	X	

*The Florida Supreme Court anticipates having its JMIS system operational in the Second Judicial Circuit by January 1977.

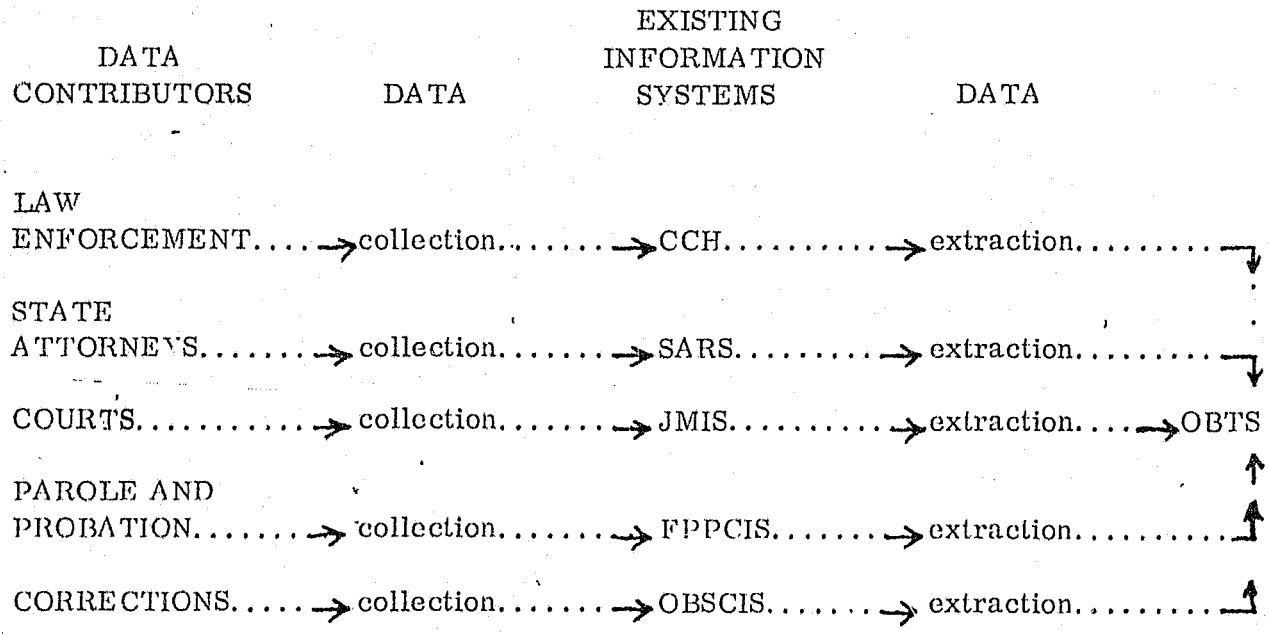
20. For final recommendations, refer to the following section (III, Project Conclusions).

Final Recommendations

In fulfilling the 1975-76 OBTS grant objectives, a final recommendation is offered regarding continued development of the Offender-Based Criminal Information System and a processing approach which will be non-duplicative and cost beneficial. Since the goal of the OBTS system is to reduce crime by providing vital information to lawmakers, criminal justice policymakers, administrators, planners, and researchers, these recommendations are offered to assist in the accomplishment of this goal.

These recommendations are made in light of the accomplishments achieved by FDCLE in developing and implementing the Offender-Based Transaction Statistics (OBTS) System thus far.

It is the consensus of FDCLE'S OBTS staff that Florida's OBTS program should continue utilizing the "Data Extraction" approach, as is currently being used. In Florida, Criminal Justice segments (e.g. law enforcement, prosecution, courts, parole and probation, and corrections) are required to develop their respective information systems which will serve the everyday operational and managerial purposes. This is not only in line with Florida's Master Plan for Criminal Justice Systems, but is imperative from a realistic viewpoint. These respective information systems should be able to provide OBTS with all necessary data for an OBTS "Data Extraction" program (procedure whereby data is extracted from the already existing and available data bases at each segment of the Criminal Justice Community). The "Data Extraction" concept is illustrated by the following diagram:



The data extraction approach has numerous advantages over a data collection process. First, the cost for an OBTS program using an extraction process is only a small percentage of what collection process requires. For example, collecting data directly from local agencies would necessitate a complete field staff along with additional operational costs for postage, forms, per diem, etc., to coordinate the entire program. Also various in-house positions and facilities would be necessary for duties such as receiving, checking, coding, tallying, auditing, and system input. A collection system could easily require a

staff, at the state level, of fifty (50) persons and a budget which could amount to millions of dollars. With the data extraction concept, many of these expenses are dispensed, and a much smaller staff with minimum expenditures cannot only perform the same duties, but can perform them with a higher degree of proficiency.

Secondly, the use of each criminal justice segments information system will not produce additional workload at the local level as an OBTS collections approach would. This eliminates the problem of duplications in reporting.

The extraction approach allows each criminal justice segment to establish its own collection process. The desire for each entity to collect its own information has been justifiably expressed from the outset and is proven by the establishment of the various offender-based systems. This extraction approach would allow each criminal justice module to maintain its own identity and autonomy, and thus greatly promote the cooperative spirit needed to implement an OBTS system.

Finally, it is only necessary to extract data on a regular basis, monthly or quarterly, rather than daily. The term "extraction" is very descriptive of its essence as OBTS requires only a fraction of data elements collected for operational purposes from respective agencies.

In order to have an OBTS program which can accurately reflect the overall criminal justice functions in Florida, a legislative mandate requiring uniform submissions of the necessary data from each segment would significantly enhance the overall operation and credibility of the program. Developing a viable OBTS program requires complete cooperation in order to overcome the ever present implementation problems. Without complete cooperation of all concerned criminal justices agencies, OBTS can never be a reality. One factor which seems to hinder cooperation among concerned criminal justice agencies is lack of the clearly defined areas of responsibility with regard to each segments, participation in the development and implementation of OBTS. Once each criminal justice segments area of responsibility is spelled out and the "coordination responsibilities" are affixed to a particular agency by legislative action, Florida's OBTS program could progress more smoothly. With the aforementioned "coordination responsibilities" in mind, FDCLE concurs with the Criminal Justice Information Systems (CJIS) Council's recommendation regarding Florida's OBTS program. (See attached letter.) The CJIS council recommended that the development and implementation responsibilities of OBTS be assigned to an agency independent of the day-to-day operational criminal justice community activities. Further, the council recommended that a committee comprised of members from the various criminal justice agencies be created to guide and oversee the development, implementation, and operation of Florida's OBTS program.

These recommendations were made due to concerns expressed by other participating agencies regarding the overall "objectivity" of statistical reports generated from OBTS by FDCLE. Since FDCLE is a "line" function agency within the criminal justice community, the other members have expressed concern over one operational agency possibly evaluating the others. In conjunction with the aforementioned recommendations, FDCLE offers the following: Due to the similarity and the overlapping functions of OBTS and the stated objectives of the Statistical Analysis Unit (SAU) of the Department of Administration's Bureau of Criminal Justice Planning and Assistance, this Department feels that OBTS should be developed and implemented in conjunction with the SAU so as to avoid duplication of efforts. It is further recommended that the Legislature clearly define both OBTS and SAU in relation to their

respective goals and objectives. As stated before, this Department feels that one compliments the other, therefore they should be developed together to avoid unnecessary duplication.

If the "coordination responsibilities" are affixed with an agency other than FDCLE, this Department will continue to serve as the coordinating agency for all of law enforcement's involvement in the program.

IV. Project Side-Effects

OBTS activities for the FY 1975-76 revolved around the implementation of OBTS in the law enforcement community. Thus, most side effects and knowledge gained are directly attributed to the implementation of the program. Examples of the side effects include such items as:

1. The program contributed to a smoother working, more reliable records flow in the law enforcement segment.

2. The program provided linkage of the OBTS system from the arrest to the offenders exit from the system.

3. The Department's CCH program has steadily increased the number of final dispositions received and the accuracy of the final disposition data.

4. Through the OBTS staff's coordinative effort it has been realized that offender-based data should be fully utilized. It has become more apparent that the offender is the key factor in all involved systems.

5. A new direction and unified approach in Criminal Justice Information Systems have been agreed upon by Florida's criminal justice agencies. This was a result of the OBTS coordination meetings which were held biweekly throughout most of the fiscal year 1975-76.

V. Project By-Products

See all attachments Nos. 1 through 7.

ATTACHMENTS 1-7

1. Pilot Study Analysis
2. Requirements Analysis
3. Data Elements, Court Segment
4. State Attorneys Funding Formula
5. Criminal Justice Data Elements
6. Law Enforcement Users Manual
7. OBTS Statistics

FLORIDA'S OBTS PROGRAM

PILOT STUDY ANALYSIS
OF THE
FIRST JUDICIAL CIRCUIT

Escambia, Okaloosa, Santa Rosa, and Walton Counties

Division of Criminal Justice
Information Systems

Florida Department of Criminal
Law Enforcement

Tallahassee, Florida

July 1975

FOREWORD

In September of 1974, the Florida Department of Criminal Law Enforcement (FDCLE) pioneered a pilot study of the Offender Based Transaction Statistical (OBTS) Program in the First Judicial Circuit of Florida.

Through the combined efforts of the Florida Department of Criminal Law Enforcement (FDCLE) and the criminal justice agencies within the First Judicial Circuit, the pilot program was instrumental in assisting FDCLE's OBTS staff in ascertaining the feasibility and applicability of the OBTS concept on a statewide basis.

Not only did the pilot study fulfill its intended purpose, it is, at present, operational in the First Judicial Circuit.

With the cooperation of Florida's criminal justice agencies, FDCLE's OBTS staff is striving to develop a viable statewide OBTS Program. Through implementation of the OBTS concept statewide, all criminal justice agencies, on the local, state, and national level, will be provided with information that will enhance the entire criminal justice community.

This is an interim statistical report of the data collected and compiled during the OBTS pilot study. The task of experimentation of an OBTS system in Florida has been greatly

advanced as a result of the cooperation and assistance received from the criminal justice agencies within Florida's First Judicial Circuit.

The Department would like to express its sincere gratitude to the following OBTS participants who assisted in the implementation and continuation of the OBTS program:

LAW ENFORCEMENT AGENCIES

Escambia County Sheriff's Department
Pensacola Police Department
South Flomaton Police Department
Okaloosa County Sheriff's Department
Crestview Police Department
Niceville Police Department
Valparaiso Police Department
Fort Walton Beach Police Department
Santa Rosa County Sheriff's Department
Milton Police Department
Gulf Breeze Police Department
Walton County Sheriff's Department
DeFuniak Springs Police Department

PROSECUTION

State Attorney's Offices of the First Judicial Circuit

COURTS

State Court Administrator of the First Judicial Circuit

Clerk of the Court - Escambia County

Clerk of the Court - Okaloosa County

Clerk of the Court - Santa Rosa County

Clerk of the Court - Walton County

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I. NARRATIVE

In March 1970 Project SEARCH (System for Electronic Analysis and Retrieval of Criminal Histories) pioneered a prototype study of OBTS by tracking a select group of adult felony offenders through the criminal justice system from entry at the point of arrest to the point of departure. Florida, because of its experience and progressiveness in criminal justice information systems, was designated along with California, Michigan, Minnesota and New Jersey to commence a parallel effort toward an eventual statewide OBTS program. The task of experimentation and implementation of an OBTS system was then assigned to FDCLE. Through the SEARCH project as a charter state and through experimental studies, the Department has been striving to materialize a viable OBTS program which will benefit the entire criminal justice community. The Department defines the OBTS system of Florida as an identification-based statistical system that describes the aggregate experiences of offenders in terms of the type, relation and time frame of the criminal justice process that they encounter.

In responding to the appointed task, the Department has sought through various channels the realization of the proposed objectives and concepts. This includes an experimental study conducted in Brevard and Duval Counties, participation in the development of the Case Disposition Reporting System, examination of various out-of-state OBTS programs, planning and designing Florida's OBTS system, and various other related activities.

In June of 1974, the Department's OBTS staff conducted a mini-pilot study in Escambia County, which is located in Florida's First Judicial Circuit. This study was intended to test the designed system and to prepare for the anticipated OBTS Pilot Study to be conducted later in 1974. In the mini-pilot study 142 offenders were selected and tracked from arrest to disposition. The offenses ranged from serious misdemeanors to capital crimes. The mini-pilot study assisted in determining the feasibility of collecting OBTS data necessary in tracking offenders through the criminal justice system. Efforts were made to ascertain difficulties and correct problems in the tracking process, and thus gain knowledge and experience which would aid in the development of the full-scale pilot project to be later implemented in the First Judicial Circuit.

After careful evaluation and review of the mini-pilot, the OBTS staff implemented the three month pilot program throughout the First Judicial Circuit of Florida in September 1974. Some of the reasons the First Judicial Circuit was selected as the pilot study site are as follows:

1. Prior participation in the Department's Single Fingerprint Card Submission Program.
2. The willingness of the First Circuit Agencies to participate in the OBTS program.
3. The cost effectiveness due to the close proximity to the Tallahassee area.

4. A good selection of both rural and urban areas within the First Circuit constituting a population of almost 400,000.

5. The First Circuit at the time was addressing the feasibility of a possible automated Management Information System, thus the OBTS program was of vital concern when considering the integration of local and state systems.

This report has been generated from data compiled in the aforementioned pilot study conducted in the First Judicial Circuit of Florida. The pilot study evolved into the currently operational OBTS program in the First Judicial Circuit. Throughout the history of the OBTS program, the various studies and stages of progress, FDCLE's OBTS program has been funded with Law Enforcement Assistance Administration (LEAA) grants.

As explained earlier, the purpose of the pilot study was to determine the feasibility of the OBTS forms, to ascertain the difficulities present in tracking an offender and determining his or her status in the process at any given time, and to gain knowledge of the total criminal justice system. In order to establish the positive identity of an offender and continue to track the offender as he moves through the system, the OBTS forms were designed to use the fingerprint card as the initial step in the tracking process. The OBTS forms were designed with the following numbers and headings (cf. Appendix --- OBTS forms):

OBTS-1 . . . . . Law Enforcement Form

OBTS-2 . . . . . State Attorney Form

OBTS-3 . . . . . Court Form

OBTS-6 . . . . . Revision Form

These forms were printed by FDCLE and forwarded to the respective agencies for initiation and completion as each offender appeared at their location. The OBTS-1, Law Enforcement Form, contained a pre-printed OBTS number, which established the proper transactional linkage as the offender began the criminal justice process. This form was initiated at the time of arrest, as the offender was fingerprinted. The following information was recorded at this time:

A. Arresting Agency ORI Identifier

B. Offender Identification Data

C. Arrest Number and Date

D. Charges

E. Release Action.

Upon completion of this form copies were forwarded to the State Attorney of jurisdiction and FDCLE.

The OBTS-2, State Attorney Form, was initiated by transposing the offender identification data and OBTS number from the OBTS-1 form to the OBTS-2 form. The following information was obtained by this form:

A. State Attorney ORI Identifier

B. State Attorney Case Number

C. Filing Information and Date.

Upon completion of this form, a copy was forwarded to the Clerk of Court of Jurisdiction and FDCLE.

The OBTS-3, Court Form, was initiated upon receipt of the OBTS-2 form from the State Attorney, the Clerk of Court transposed the offender identification data and OBTS number from the OBTS-2 form. The following data was collected by this form:

A. Courts ORI Identifier

B. CDR Number

C. Dates and action taken at each segment of the court proceedings; First Appearance, Preliminary Hearing, Arraignment, and Trial.

The Court Forms were forwarded to FDCLE upon completion of all court proceedings.

The OBTS-6, Revision Form, was utilized by all agencies in making corrections, deletions and up-datings of OBTS data, as needed, and forwarded to FDCLE.

As the OBTS forms were received by FDCLE's OBTS section, they were reviewed for obvious errors and filed into personal offender jackets until the final dispostions were received. Upon completion of the jackets the information was input into the Department's Computerized Criminal Histories Files. The information captured via OBTS forms was then coded and tallied for statistical analysis.

Some of the basic rules and guidelines used in the pilot study and analysis are as follows:

1. In the pilot study only arrest which occurred between 1 September 1974 and 30 November 1974 are included in the analysis. However, due to the necessity for obtaining dispositions on the charges reported during the pilot period, submission of dispositions on all charges was granted a three month extension through 28 February 1975.
2. Only fingerprinted adult offenders with charges which met NCIC criteria were tracked through the system.
3. Misdemeanor citations were collected during the pilot study; however, they are not reflected in this interim report. Due to problems encountered in tracking these offenders the data gathered to this date is incomplete, but will be included in future reports.
4. The time analysis does not reflect those charges whose arrests were preceded by the State Attorney's filing charges.
5. Felony charges which were reduced to misdemeanors are not reflected in the misdemeanor section.
6. Actual numbers are expressed along with percentages as an indicator of the stability or significance of the derived percentages.
7. The data used in the analysis was supplemented by the Computerized Criminal Histories data, e.g., prior arrest analysis.
8. The percentages are rounded off at the first place after the decimal point and figures may not add to 100% in every case due to roundings.

9. Caution should be used when reviewing the percentages contained in the tables with a small number of charges or offenders. See Statistical Note (Page 13).

10. All data compiled in the pilot study was reviewed in detail and only that with a high degree of validity is presented in the analysis.

An OBTS program should supply the criminal justice community with statistical information. The following are a few of the basic utilities which can be provided by an OBTS system. OBTS provides administrators with planning information regarding what the criminal justice system is and how it operates. This involves the following three groups of information:

A. Mortality Analysis. This is the percentage breakdown of individuals at each decision point of the system categorized by penalty classes. It is termed as mortality analysis since it reflects the cycle of exits from the criminal justice system at each level or segment; and is useful to legislators, administrators and criminal justice planners because it allows them to anticipate increases in the number of individuals at various criminal justice levels as a result of increases in the number of, for instance, arrested persons. Moreover, it can give those figures often requested by the criminal justice community such as the percentage of those prosecuted that are acquitted, etc.

B. Time Analysis. The second type of planning information is the analysis, by penalty classes, of the amount of time it takes to process an offender from one stage in the system to another. For example, the following are typical time analysis that can be

generated for all penalty classes:

- The average time from arrest to trial
- The average time from release to subsequent contact with the criminal justice system
- The average time involved in the appeal process
- The average time from offense to arrest
- The average time needed for pre-sentence investigations
- The average number of months on probation

The time analysis is vital for legislators, administrators and criminal justice planners, because it describes the time-flow of offenders through the system and measures the efficacy of the system.

C. Status Analysis. Status analysis is the status information of the criminal justice system at any given point in time. The "status" in this context means the number of individuals involved at any decision point or segment in the system at a given point in time. Such status information is vital because it provides legislators, administrators and criminal justice planners with the capability of determining bottlenecks and workloads in the system and also because it can be used to anticipate and plan the additional manpower and facilities needed at each level or segment of the system. Proper analysis can describe the impact of decisions made at one level of the criminal justice system on the activities associated with the subsequent levels or segments of the system, i.e., the relationship as to how the criminal justice components and functions are associated with one another. Prime examples of this category are:

- Impact of increases in number of arrests on prosecutors' or courts' workloads
- Impact of the use of probation on projected prison population
- Impact of the bail/bond policies on pretrial jail population
- Impact of pretrial intervention programs on recidivism
- Impact of additional prisons on the criminal justice system
- Impact of recidivism, plea-bargaining, reduction of charges or rehabilitation on the activities of the related segments of the system
- Impact of pardon upon subsequent behavior of offenders
- Impact of mandatory conditional release on society

Since OBTS is a statistical system, it is clear that an emphasis has to be placed on output rather than on data acquisition. With this in mind, Florida's OBTS program intends to pursue a policy of maximizing the use of the data which is already being collected, on a local and state level, by the various segments which comprise the criminal justice system. In so doing, an OBTS system can be created which will more than meet the requirements of the criminal justice community while at the same time minimizing the impact on those agencies contributing to the program.

The tables and charts section of this report is divided into four specific areas dealing with general topics, felony percentage distributions, felony time analysis, and misdemeanors.

The general section consisting of Tables 1, 2, and 3 deal with a general overview of the pilot study. Table 1 represents information obtained through the Department's Computerized Criminal Histories (CCH) program and reflects the prior arrest records of the felony offenders studied. It can be seen from Table 1 that in the First Judicial Circuit the CCH data indicates that approximately 66% (= 51.8% + 14.1%) of the felony offenders had prior arrest records. Table 2 outlines the number of offenders studied in the report and Table 3 gives an overview of the total charges reported during the pilot study period. They are tabulated here in order to give an indication as to the size or bulk of the workload involved.

Section B, Felony Percentage Distribution, consists of a criminal justice flow chart, which presents an overview of the total criminal justice system from the point of arrest through the sentencing process. The percentage figures in Chart 1 represent percentages based on the total 515 original felony charges.

Section B also contains tables depicting specific areas of interest which relates to Chart 1. Table F1 shows a general view of the total 515 felony charges and what particular action the State Attorney took in dealing with these felony charges. Illustration by Example, † marked, will be used throughout the report to demonstrate and further clarify the correct usage of each table and hopefully point out many key points contained in the tables. Table F2 represents an overview of the arraignment action of all the 410 felony charges filed by the State Attorney. Tables F3 and

F4 illustrate the adjudications of the felony charges. Tables F5 through F8 depict the final dispositions of felony charges grouped by adjudications and pleas. Tables F9, F10, and F11 summarize the final dispositions in terms of the original 515 felony charges, 410 filed felony charges and 306 convicted felony charges, respectively. The last two Tables F12 and F13 represent, on an offense by offense basis, the total 515 felony charges and their dispositions.

Section C, Felony Time Analysis, describes the time in calendar days needed to complete various criminal justice processes. Chart 2 presents an overview of the average time needed from arrest to each decision point within the criminal justice system through the sentencing process. Section C also includes tables indicating minimum, maximum, and average number of calendar days needed for criminal justice processing. Table F14 shows the time from arrest to the State Attorney's action, with F15, F16, and F17 concentrating on the time from State Attorney's action to arraignment, arraignment to trial, and trial to sentence. Table F18 provides the time analysis on felony charges with guilty pleas from the trial to sentence, with F19 showing an overall picture of the felony charges from arrest to disposition.

Section D, Misdemeanor Section, presents an overview of the misdemeanor charges studied during the pilot. Items addressed in this section cover such specific areas as reported misdemeanor charges (Table M1), adjudications of misdemeanor charges (Table M2), adjudications of traffic charges (Table M3), sentences for misdemeanors (Table M4) and the time analysis of misdemeanor charges

from arrest to dispositions (Table M5).

II. STATISTICAL NOTE

Some statistical figures in this report, such as percentage distributions or average number of days for certain criminal justice decisions to be made, were derived from relatively small samples due to the limited amount of data. Although these figures are tabulated up to the first place after the decimal point, their significance varies according to the samples from which they were derived. In fact, it is the theme of this short section to point out that care has to be exercised in interpreting or applying the statistics particularly when they were obtained from small samples. For this reason sample sizes are specified in tables and charts to be used as a gauge of accuracy or stability of statistical figures (percentages, averages) under consideration. One device for indicating their accuracy is to give what has been called the confidence interval of an estimate. Therefore, in the sequel confidence intervals of percentage distributions and the average number of days will be discussed.

For Percentage Distributions: Consider a sample $(x_1, \ldots, x_n)$ from a population having a Bernoulli distribution with parameter p. Then the sample mean $\bar{x}$ has the binomial distribution over its sample space $\left\{0, \frac{1}{n}, \frac{2}{n}, \ldots, \frac{n}{n}\right\}$ and is a consistent estimator of p. The cumulative distribution function of $\bar{x}$ is $V(\bar{x}\,;\,p) = \sum_{i=0}^{n\bar{x}} \binom{n}{i} p^i \cdot (1-p)^{n-i}$. V is monotone decreasing in p for $p > n\bar{x} > 0$, $V=1$ for $p=0$, and $V=0$ for $p=1$. Therefore, if p_1 and p_2 are solutions of $V(\bar{x};p)=\alpha$ and $V(\bar{x};p) = 1-\alpha$, then $P(p_1 \leqq p \leqq p_2 | p) \geqq 1-2\alpha$; i.e.,

(p_1, p_2) is a confidence interval for p with confidence coefficient $\geq 1-2\alpha$.

Percentage distribution of a certain criminal justice event may be viewed, upon division by 100, as an estimator for a Bernoulli parameter p representing the rate or proportion of that criminal justice decision to be made. The lower bound p_1 is an increasing function of n, and the upper bound p_2 decreasing in n, the sample size. Therefore, confidence interval (p_1, p_2) tends to be broad when n is small. For example, the 34.8% confinement rate of Table F7 indicates that the real percentage lies somewhere between 16.4% and 57.3% with 95% confidence. For other figures, e.g., refer to the Handbook of Tables for Probability and Statistics, The Chemical Rubber Co, pp. 219-237.

For Average Number of Calendar Days:

In time analysis, the time t from one decision point to another is viewed to have a negative exponential distribution $g(t)=\lambda e^{-\lambda t}$ with parameter λ, mean $\frac{1}{\lambda}$ and variance $\frac{1}{\lambda^2}$.

The joint probability density of the observations t_j, for $j=1,2, \ldots ,m$, is $g(t_1, t_2, \ldots, t_m) = \lambda^m e^{-\lambda \sum t_j}$. The likelihood function is maximized by $\lambda = \frac{n}{T}$, where $T = \sum t_j$, and the maximum likelihood estimate of the mean $\frac{1}{\lambda}$ is therefore $\frac{T}{n}$.

$2\lambda T$ has a chi-square χ^2 distribution with 2m degree of freedom and the acceptance region of the most powerful test of $H(\lambda_0) : \lambda=\lambda_0$ against $\lambda<\lambda_0$ is $2\lambda_0 T \leq C$ where C is determined by the equation

$$\int_0^C \chi^2_{2m} = 1-\alpha .$$

Thus, $\overline{\lambda} = \frac{C}{2T}$ is the uniformly most accurate upper confidence bound for λ. Similar method applies for lower bound.

III. TABLES AND CHARTS

TABLE 1

ARREST RECORD OF FELONY OFFENDERS

Arrest Record	White		Black		Total Number	Percentage Distribution
	Male	Female	Male	Female		
First Time Offenders	91	21	22	8	142	34.1%
Single-State Offenders	127	14	60	15	216	51.8
Multi-State Offenders	39	4	15	1	59	14.1
Total	257	39	97	24	417	100.0%

Note: The above information was obtained through the Computerized Criminal Histories (CCH) program of FDCLE, and reflects the prior arrest records of the total 417 felony offenders under study. These arrests were reported during the OBTS Pilot Study and the final dispositions submitted before 1 March 1975. These 417 offender arrests resulted in 515 total felony charges studied in this report: Cf. Table F1. There were no other races arrested during the stated Pilot Program.

TABLE 2

NUMBER OF OFFENDERS

PENDING AND COMPLETED

Offenders	Pending	Completed	Total
Felony Offenders	390	417	807
Misdemeanor Offenders	444	920	1,364
Total Offenders	834	1,337	2,171

Note: The OBTS Pilot Study was conducted from 1 September 1974 through 30 November 1974. During this period, 2,171 fingerprinted arrests were reported in the First Judicial Circuit. Of the total 2,171 offenders, 1,337 received final dispositions prior to 1 March 1975, and the remaining 834 offenders were pending final dispositions as of 1 March 1975.

TABLE 3

NUMBER OF CHARGES

PENDING AND COMPLETED

Charges	Pending	Completed	Total
Felony Charges	535	515	1,050
Misdemeanor Charges	679	1,018	1,697
Total Charges	1,214	1,533	2,747

Note: The OBTS Pilot Study was conducted from 1 September 1974 through 30 November 1974. However, due to the necessity for obtaining final dispositions on the charges reported during the pilot study period, submission of final dispositions on all charges was granted a three month extension through 28 February 1975. Thus, in reality, the charges examined occurred 1 September 1974 through 30 November 1974 with final dispositions of these charges continuing to be accepted until 1 March 1975.

CHART 1
CRIMINAL JUSTICE FLOW OF FELONY CHARGES

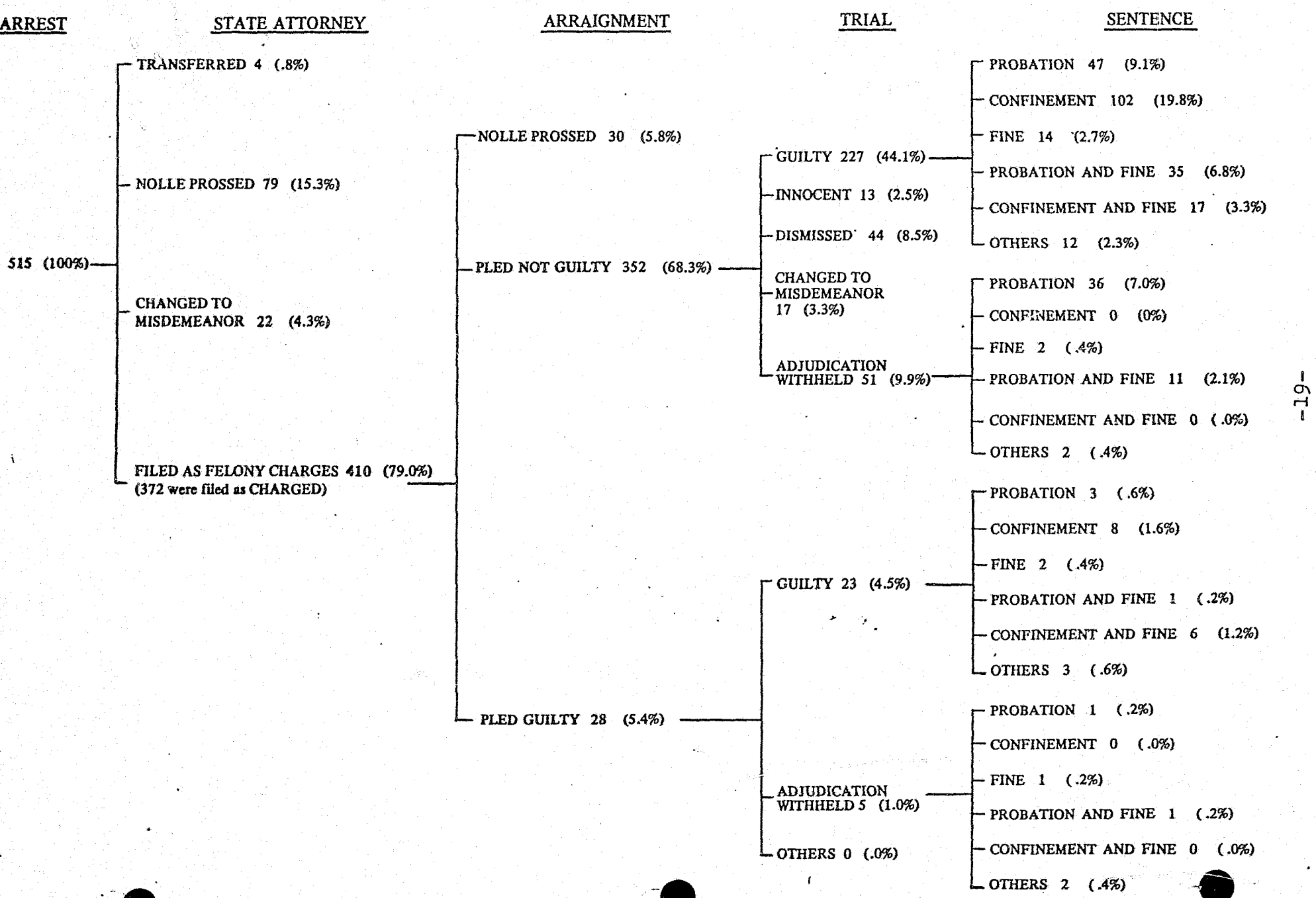


TABLE F1

STATE ATTORNEY'S ACTION ON FELONY CHARGES

State Attorney's Action	1 Number of Reported Charges	2 Percentage Distribution of Column 1
Transferred	4	.8 %
Nolle Prossed	79	15.3
Changed to Misdemeanor	22	4.3
† Filed as Charged	372	72.2
Changed to Other Felony Charges	38	7.4
Total	515	100.0 %

† Illustration by Example: There were 515 felony charges reported with fingerprints for which final dispositions were submitted. Of these 515 charges, 372 were filed as charged, thus constituting 72.2% of the above-mentioned total.

TABLE F2

ARRAIGNMENT ACTION ON FILED FELONY CHARGES

Arraignment Action	1 Number of Charges Filed	2 Percentage Distribution of Column 1	3 Percent of Column 1 in the Total Charges Made
Nolle Prossed	30	7.3 %	5.8 %
† Pled Not Guilty	352	85.9	68.3
Pled Guilty	28	6.8	5.4
Others	0	.0	.0
Total	410	100.0 %	79.6 %

† Illustration by Example: Out of the 410 felony charges filed by State Attorney's, 352 "not guilty" pleas were made at arraignment, constituting 85.9% of the total 410 filed felony charges. These 352 "not guilty" pleas constitute 68.3% of all reported 515 felony charges whose final dispositions were submitted.

TABLE F3

ADJUDICATION OF FELONY CHARGES (NOT GUILTY PLEAS)

Adjudication	1 Number of Charges with Not Guilty Plea at Trial	2 Percentage Distribution of Column 1	3 Percent of Column 1 in the Total Charges Made
Changed to Misdemeanor	17	4.8 %	3.3 %
Innocent	13	3.7	2.5
Dismissed	44	12.5	8.5
† Convicted	227	64.5	44.1
Adjudication Withheld	51	14.5	9.9
Total	352	100.0 %	68.3 %

† Illustration by Example: Of the 352 felony charges with not guilty pleas at trial, 227 were convicted. These 227 convicted charges constitute 64.5% of the 352 charges mentioned above, and 44.1% of the total 515 charges studied in this report.

TABLE F4

ADJUDICATION OF FELONY CHARGES (GUILTY PLEAS)

Adjudication	1 Number of Charges with Guilty Pleas	2 Percentage Distribution of Column 1	3 Percent of Column 1 in the Total Charges Made
Convicted	23	82.1 %	4.5 %
† Adjudication Withheld	5	17.9	1.0
Others	0	.0	.0
Total	28	100.0 %	5.5 %

† Illustration by Example: Adjudications were withheld for 5 charges or 17.9% of all 28 felony charges with guilty pleas. Moreover, 1.0% of the total 515 charges under study were filed by state attorney, pled guilty and adjudications withheld.

TABLE F5

DISPOSITIONS OF CONVICTED FELONY CHARGES (NOT GUILTY PLEAS)

Dispositions	1 Number of Convicted Felony Charges with Not Guilty Pleas	2 Percentage Distribution of Column 1	3 Percent of Column 1 in the Total Charges Made
† Probation	47	20.7 %	9.1 %
Confinement	102	44.9	19.8
Fine	14	6.2	2.7
Probation and Fine	35	15.4	6.8
Confinement and Fine	17	7.5	3.3
Others	12	5.3	2.3
Total	227	100.0 %	44.1 %

† Illustration by Example: There were 227 convicted felony charges with not guilty pleas, of which 47 charges received probation as the final disposition. These 47 constitute 20.7% of the 227 felony charges convicted after not guilty pleas, and 9.1% of the total 515 felony charges under study.

TABLE F6

DISPOSITIONS OF FELONY CHARGES WITH ADJUDICATIONS WITHHELD
(NOT GUILTY PLEAS)

Dispositions	1 Number of Charges	2 Percentage Distribution of Column 1	3 Percent of Column 1 in the Total Charges Made
† Probation	36	70.6 %	7.0 %
Confinement	0	.0	.0
Fine	2	3.9	.4
Probation and Fine	11	21.6	2.1
Confinement and Fine	0	.0	.0
Others	2	3.9	.4
Total	51	100.0 %	9.9 %

† Illustration by Example: Of all 51 felony charges whose adjudications were withheld after a not guilty plea, 36 received probation as the final disposition. The 36 charges constitute 70.6% of the 51 charges and 7.0% of the total 515 reported felony charges whose final dispositions have been submitted.

TABLE F7

DISPOSITIONS OF CONVICTED FELONY CHARGES
(GUILTY PLEAS)

Dispositions	1 Number of Charges	2 Percentage Distribution of Column 1	3 Percent of Column 1 in the Total Charges Made
Probation	3	13.0 %	.6 %
† Confinement	8	34.8	1.6
Fine	2	8.7	.4
Probation and Fine	1	4.3	.2
Confinement and Fine	6	26.1	1.2
Others	3	13.0	.6
Total	23	100.0 %	4.5 %

† Illustration by Example: There were 23 felony charges (out of the 515 charges under study) convicted with a guilty plea. Of these 23 charges, 8 received confinement as the final disposition, composing 34.8%. Likewise, the 8 charges constitute 1.6% of the afore-mentioned total 515 charges.

TABLE F8

DISPOSITIONS OF FELONY CHARGES WITH ADJUDICATIONS WITHHELD (GUILTY PLEAS)

Dispositions	1 Number of Charges	2 Percentage Distribution of Column 1	3 Percent of Column 1 in the Total Charges Made
Probation	1	20.0 %	.2 %
Confinement	0	.0	.0
Fine	1	20.0	.2
Probation and Fine	1	20.0	.2
Confinement and Fine	0	.0	.0
Others	2	40.0	.4
† Total	5	100.0 %	1.0 %

† Illustration by Example: Five (5) felony charges or 1.0% of the total 515 charges had their adjudications withheld after guilty pleas.

Note: Due to the small sample of charges, five (5) used in this table, care should be exercised in interpreting or applying these percentage figures. The primary purpose of the table is to illustrate the type of analysis which can be produced with sufficient data. For details see Statistical Note page 13.

TABLE F 9

DISPOSITIONS OF REPORTED FELONY CHARGES

Dispositions	1 Number of Felony Charges Reported at Arrest	2 Percentage Distribution of Column 1
Dismissed	44	8.5 %
Nolle Prossed	109	21.2
Innocent	13	2.5
† Convicted	250	48.5
Adjudication Withheld	56	10.9
* Others	43	8.3
Total	515	100.0 %

† Illustration by Example: Of all 515 felony charges reported at the time of arrest, 250 charges or 48.5% were convicted.

* Includes felony charges that were transferred or changed to misdemeanor charges.

TABLE F10

DISPOSITIONS OF FILED FELONY CHARGES

Dispositions	1 Number of Felony Charges Filed	2 Percentage Distribution of Column 1	3 Percent of Column 1 in the Total Charges Made
Dismissed	44	10.7 %	8.5 %
Nolle Prossed	30	7.3	5.8
Innocent	13	3.2	2.5
†Convicted	250	61.0	48.5
Adjudication Withheld	56	13.7	10.9
Others	17	4.1	3.3
Total	410	100.0 %	79.6 %

† Illustration by Example: 250 felony charges or 61.0% were convicted out of the 410 filed felony charges. These 250 charges constitute 48.5% of the total 515 felony charges under study. 79.6% of the total felony charges reported at the time of arrest were filed.

TABLE F11

DISPOSITIONS OF CONVICTED FELONY CHARGES

Dispositions	1 Number of Convicted Felony Charges	2 Percentage Distribution of Column 1	3 Percent of Column 1 in the Total Charges Made
Probation	87	28.4 %	16.9 %
† Confinement	110	35.9	21.4
Fine	19	6.2	3.7
Probation and Fine	48	15.7	9.3
Confinement and Fine	23	7.5	4.5
Others	19	6.2	3.7
Total	306%	100.0 %	59.4 %

† Illustration by Example: 110 felony charges or 35.9% received confinement dispositions out of the total 306 convicted felony charges These 110 charges amount to 21.4% of the total 515 felony charges under study.

TABLE F12

REPORTED FELONY CHARGES BY OFFENSE

Offenses	Number of Charges at Arrest	Percentage Distribution
† Dangerous Drugs	107	20.8 %
Burglary	79	15.3
Assault	72	14.0
Larceny	63	12.2
Weapon Offense	37	7.2
Stolen Property	34	6.6
Robbery	28	5.4
Forgery	22	4.3
Obstructing Police	19	3.7
Stolen Vehicle	13	2.5
Other Felony Offenses	41	8.0
All Felony Charges	515	100.0 %

† Illustration by Example: Of the total 515 reported felony charges, the category of dangerous drugs constituted 107 or 20.8% of the charges.

TABLE F13

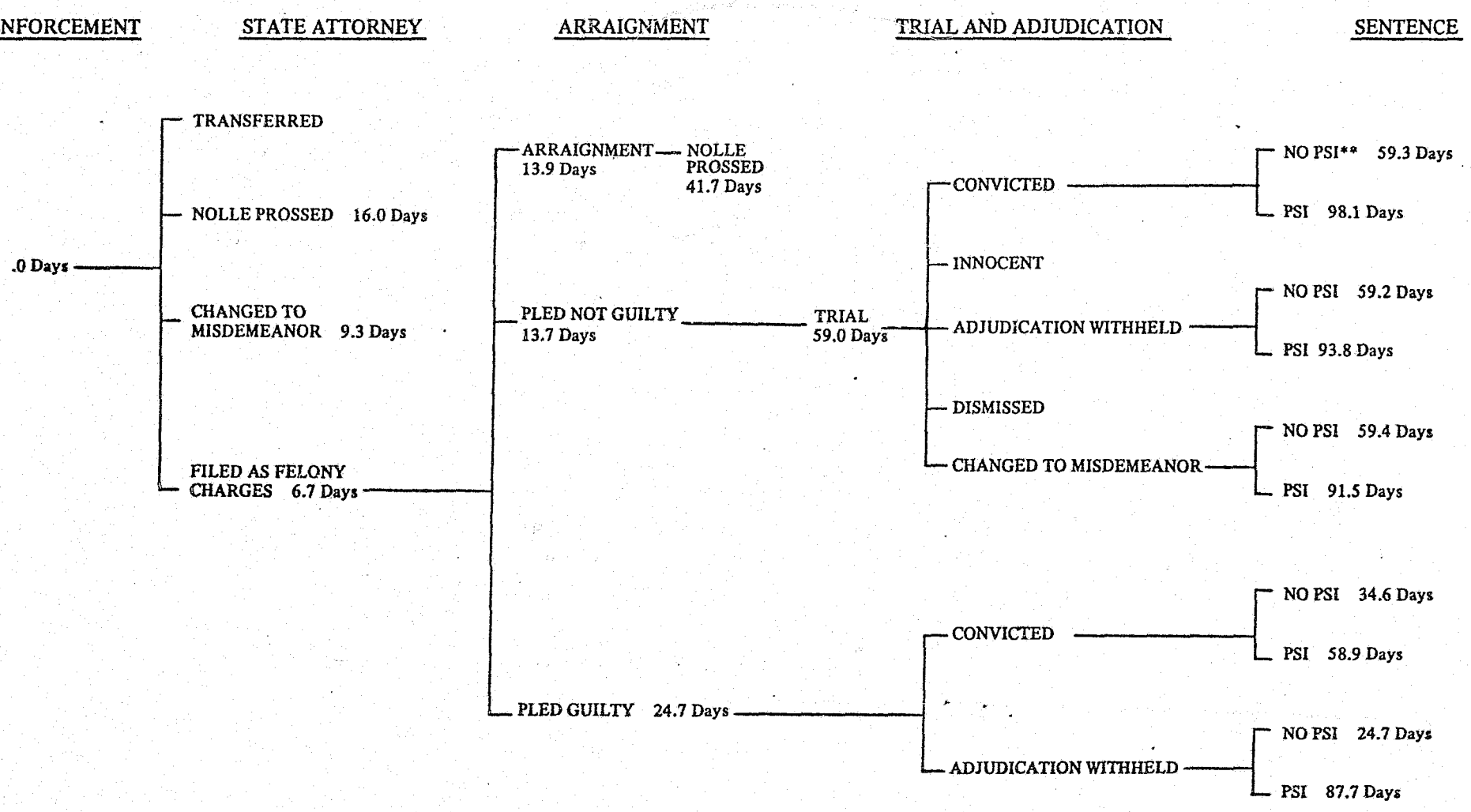
DISPOSITION OF FELONY CHARGES BY OFFENSE

Offenses		Nolle Prossed / Dismissed	Innocent	Convicted	Adjudication Withheld	Reduced to Misdemeanor	Total
†Dangerous Drugs	No.	47	3	39	15	3	107
	%	43.9%	2.8%	36.4%	14.0%	2.8%	100.0%
Burglary	No.	13	0	60	6	0	79
	%	16.5%	.0%	75.9%	7.6%	.0%	100.0%
Assault	No.	22	1	31	8	10	72
	%	30.6%	1.4%	43.1%	11.1%	13.9%	100.0%
Larceny	No.	10	1	38	10	4	63
	%	15.9%	1.6%	60.3%	15.9%	6.3%	100.0%
Weapon Offense	No	12	2	16	7	0	37
	%	32.4%	5.4%	43.2%	18.9%	.0%	100.0%
Stolen Property	No.	21	3	7	3	0	34
	%	61.8%	8.8%	20.6%	8.8%	.0%	100.0%
Robbery	No.	6	2	16	2	2	28
	%	21.4%	7.1%	57.1%	7.1%	7.1%	100.0%
Forgery	No.	1	1	18	2	0	22
	%	4.5%	4.5%	81.8%	9.1%	.0%	100.0%
Obstructing Police	No.	3	0	13	1	2	19
	%	15.8%	.0%	68.4%	5.3%	10.5%	100.0%
Stolen Vehicle	No.	5	0	6	1	1	13
	%	38.5%	.0%	46.2%	7.7%	7.7%	100.0%

† Illustration by Example: In the category of dangerous drugs, 47 charges or 43.9% of the total (107) were either nolle prossed or dismissed, 3 charges or 2.8% were found innocent, 39 charges or 36.4% were convicted, 15 charges or 14.0% received adjudications withheld, and 3 charges or 2.8% were reduced to misdemeanor charges.

CHART 2

TIME* ANALYSIS OF CRIMINAL JUSTICE FLOW



* Time is expressed in calendar days from arrest.

** Pre-Sentence Investigation.

TABLE F14

TIME ANALYSIS OF FELONY CHARGES (FROM ARREST TO STATE ATTORNEY'S ACTION)

State Attorney's Action	1	2	3
	Minimum *	Maximum *	Average *
Nolle Prossed	0 days	77 days	16.0 days
Reduced to Misdemeanor	0	33	9.3
†Filed as Charged	0	54	6.7
Filed as Other Felony Charges	0	22	6.8
Total	0 days	77 days	8.3 days

† Illustration by Example: In this category, the minimun number of days from arrest to State Attorney's action was zero while the maximum was 54 calendar days. The average number of days for processing charges as filed was 6.7 days.

* Unit of count is expressed in calendar days.

TABLE F15

TIME ANYLYSIS OF FILED FELONY CHARGES
(FROM STATE ATTORNEY'S ACTION TO ARRAIGNMENT)

Arraignment Action	1	2	3
	Minimum *	Maximum *	Average *
Nolle Prossed	0 days	31 days	7.2 days
† Pled Not Guilty	0	52	18.0
Pled Guilty	0	76	7.0
Total	0 days	76 days	7.8 days

† Illustration by Example: In this category, the minumum number of days from state attorney's action to the day of arraignment was zero while the maximum was 52 calendar days. The average number of days for processing charges with not guilty pleas was 18.0 calendar days.

* Unit of count is expressed in calendar days.

TABLE F16

TIME ANALYSIS OF FELONY CHARGES WITH NOT GUILTY PLEAS
(FROM ARRAIGNMENT TO TRIAL)

1	2	3
Minimum *	Maximum *	Average *
0 days	126 days	45.3 days

† Illustration: The minimum number of days required from the date of arraignment to trial for felony charges with not guilty pleas was zero, and the maximum was 126 calendar days. The average number of days for this category was 45.3 days.

* The unit of count is expressed in calendar days.

TABLE F17

TIME ANALYSIS OF FELONY CHARGES WITH NOT GUILTY PLEAS
(FROM TRIAL TO SENTENCE)

Adjudication		1 Minimum*	2 Maximum*	3 Average*
Changed to Misdemeanor	No PSI	0 days	5 days	.4 days
	PSI	29	36	32.5
	Total	0	36	4.4
Adjudication Withheld	No PSI	0	4	.2
	PSI	6	80	34.8
	Total	0	80	16.4
Convicted	No PSI	0	11	.3
	† PSI	9	73	39.1
	Total	0	73	21.3
Total	No PSI	0	11	.3
	PSI	6	80	38.3
	Total	0	80	19.1

† Illustration by Example: For convicted charges with not guilty pleas and pre-sentence investigations (PSI), the minimum number of days from trial to sentence was 9 calendar days and the maximum was 73. The average number of days from trial to sentence with PSI reports was 39.1 calendar days.

* Unit of count is expressed in calendar days.

TABLE F18

TIME ANALYSIS OF FELONY CHARGES WITH GUILTY PLEAS
(FROM TRIAL TO SENTENCE)

Adjudication		1 Minimum *	2 Maximum*	3 Average*
Convicted	No PSI	0 days	47 days	9.9 days
	† PSI	14	64	34.2
	Total	0	64	16.8
Adjudication Withheld	No PSI	0	0	.0
	PSI	49	77	63.0
	Total	0	77	25.2
Total	No PSI	0	47	8.3
	PSI	14	77	41.4
	Total	0	77	18.5

† Illustration by Example: For convicted charges with guilty pleas and presentence investigations (PSI), the minimum number of days from trial to sentence was 14 calendar days and the maximum was 64. The average number of days from trial to sentence for this category with PSI reports was 34.2 calendar days.

* Unit of count is expressed in calendar days.

TABLE F19

TIME ANALYSIS OF FELONY CHARGES
(FROM ARREST TO DISPOSITIONS)

Dispositions	Average Number of Calendar Days
Dismissed	59.0 days
Nolle Prossed	23.0
Innocent	59.0
† Sentence after Conviction	76.8
Sentence after Adjudication Withheld	72.9

† Illustration by Example: The average number of calendar days from arrest to disposition was 76.8 days for convicted charges.

TABLE M1

REPORTED MISDEMEANOR CHARGES BY OFFENSE

Offenses	Number of Misd. Charges	Percentage Distribution
† Traffic Offenses	402	39.5 %
Fraudulent Activities	117	11.5
Larceny	105	10.3
Public Peace	98	9.6
Assault	76	7.5
Weapon Offenses	42	4.1
Dangerous Drugs	39	3.8
Obstructing the Police	29	2.8
Obstructing Justice	15	1.5
Sex Offenses	15	1.5
Damage Property	14	1.4
Invasion of Privacy	13	1.3
Family Offenses	10	1.0
Public Order Crime	10	1.0
Gambling	6	0.6
Others	27	2.7
All Misdemeanor Charges	1,018	100.0 %

† Illustration by Example: Traffic offenses include only fingerprinted offenses such as driving under influence. This category had 402 charges or 39.5% of the total 1,018 misdemeanor charges.

Note: Offense classification followed the NCIC guidelines.

TABLE M2

ADJUDICATION OF MISDEMEANOR CHARGES

Adjudications	Number of Misd. Charges	Percent Distribution
Innocent	33	3.2 %
Dismissed/Nolle Prossed	111	10.9
† Convicted	678	66.6
Adjudication Withheld	112	11.0
Bond Estreatures	84	8.3
Total	1,018	100.0 %

† Illustration by Example: Of all 1,018 misdemeanor charges reported at the time of arrest, 678 charges or 66.6% were convicted. Cf. Table F9 for felony charges.

TABLE M3

ADJUDICATION OF TRAFFIC CHARGES

Adjudications	Number of Traffic Charges	Percent Distribution
Innocent	0	.0 %
Dismissed/Nolle Prossed	17	4.2
† Convicted	322	80.1
Adjudication Withheld	53	13.2
Bond Estreatures	10	2.5
Total	402	100.0 %

† Illustration by Example: Of all 402 traffic charges (which constitute approximately 40% of all misdemeanor charges under study), 322 charges or 80.1% were convicted.

Note: Traffic charges include only driving under influence.

TABLE M4

SENTENCES FOR MISDEMEANOR CHARGES

Sentences	Number of Charges	Percentage Distribution
† Probation	241	64.3 %
Confinement	49	13.1
Fine	39	10.4
Probation and Fine	32	8.5
Others	14	3.7
Total	375	100.0 %

† Illustration by Example: There were 375 misdemeanor charges which resulted in either a conviction or adjudication withheld. Of this total, 241 charges received probation constituting 64.3% of the total.

TABLE M5

TIME ANALYSIS OF MISDEMEANOR CHARGES
(FROM ARREST TO DISPOSITION)

Offenses	Minimum*	Maximum*	Average*
Traffic Offense	0 days	152 days	47.3 days
†Fradulent Act.	1	161	32.8
Larceny	1	154	41.0
Public Peace	0	131	25.1
Assault	1	118	37.4
Weapon Offenses	1	102	43.2
Dangerous Drugs	0	128	45.3
Obstructing the Police	0	131	48.9
Obstructing Justice	6	92	28.0
Sex Offenses	9	98	39.0
Damage Property	1	106	38.5
Invasion of Privacy	1	102	31.0
Family Offenses	1	97	46.2
Public Order Crimes	3	74	22.2
Gambling	0	81	26.7
Others	0	102	35.4
Total	0 days	161 days	42.2 days

† Illustration by Example: The minimum number of days to process fraudulent activity charges was 1 day while the maximum was 161 days with the average being 32.8 calendar days.

* The unit of count is expressed in calendar days.

IV. APPENDIX
OBTS FORMS

PLEASE COMPLETE AND FORWARD ORIGINAL WITH FINGERPRINT CARD TO FDCLE

OBTS - 1 LAW ENFORCEMENT	OFFENDER IDENTIFICATION DATA							
OBTS NUMBER	NAME: LAST	FIRST	MIDDLE			ALIAS:		
FDCLE NUMBER	Date of Birth M D Y	Sex	Race	Social Security Number	Date of Arrest M D Y	FBI NUMBER	ORI NUMBER	
ARREST NUMBER	SAC NUMBER		CDR NUMBER		PPC NUMBER		CC NUMBER	

CHARGE/RELEASE ACTION
(TO BE COMPLETED BY ARRESTING AGENCY ONLY)

CHG.	STATE STATUTE AND *LITERAL CHARGE	CTS	GOC	NCIC Offense Code	BAIL/BOND SET				Bail/ Bond Rvked	ROR	ROR Re-vked	Held	Bail/ Bond Posted	OTHER	DATE
					YES	NO	DATE	AMOUNT							
1							M D Y								M D Y
2							M D Y								M D Y
3							M D Y								M D Y
4							M D Y								M D Y
5							M D Y								M D Y

*NOTE: Give the complete State Statute Number and the Literal Charge.
If a State Statute is not appropriate for a municipal or county ordinance, reflect the ordinance with the proper prefix (MO or CO) and give the literal charge.

If the offender was arrested on a warrant issued by another agency complete the following:

Agency's Warrant Number(s) _____

Agency's Name and ORI Number _____

REMARKS:

PLEASE COMPLETE AND FORWARD ORIGINAL TO FDCLE

OBTS-2 STATE ATTORNEY	OFFENDER IDENTIFICATION DATA

OBTS NUMBER	NAME: LAST	FIRST	MIDDLE	ALIAS:

FDCLE NUMBER	Date of Birth M D Y	Sex	Race	Social Security Number	Date of Arrest M D Y	FBI NUMBER	ORI NUMBER

ARREST NUMBER	SAC NUMBER	CDR NUMBER	PPC NUMBER	CC NUMBER

FILING INFORMATION

CHG.	STATE STATUTE AND *LITERAL CHARGE	COUNTS	GOC	NCIC OFFENSE CODE	STATE ATTORNEY CASE NUMBER	STATE ATTORNEY ACTION	DATE
1							M D Y
2							M D Y
3							M D Y
4							M D Y
5							M D Y

*NOTE: Give the complete State Statute Number and the Literal Charge.
If a State Statute is not appropriate for a municipal or county ordinance, reflect the ordinance with the proper prefix (MO or CO) and give the literal charge.

REMARKS:

Please complete each section and forward original to FDCLE

OBTS-3 COURT	OFFENDER IDENTIFICATION DATA						
OBTS Number	Name: Last	First	Middle	Alias:			
FDCLE Number	Date of Birth M D Y	Sex	Race	Social Security Number	Date of Arrest M D Y	FBI Number	ORI Number
Arrest Number and Arresting Agency				SAC Number		CDR Number	

SECTION 1 - FIRST APPEARANCE

Date: M D Y

CHG.	State Statute and Literal Charge	CTS	GOC	NCIC Offense Code	Disp.	Sentence	RELEASE ACTION		
							ACTION	AMOUNT	DATE
1							Bail/Bond Set		M D Y
2							Bail/Bond Posted		M D Y
3							Bail/Bond Revoked		M D Y
4							ROR		M D Y

SECTION 2 - PRELIMINARY HEARING

CHG.	State Statute and Literal Charge	CTS	GOC	NCIC Offense Code	Date Hearing Commenced	Disp.	Date Hearing Terminated	RELEASE ACTION		
								ACTION	AMOUNT	DATE
1					M D Y		M D Y	Bail/Bond Set		M D Y
2					M D Y		M D Y	Bail/Bond Posted		M D Y
					M D Y		M D Y	Bail/Bond Revoked		M D Y
					M D Y		M D Y	ROR		M D Y

SECTION 3 - ARRAIGNMENT

CHG.	State Statute and Literal Charge	CTS	GOC	NCIC Offense Code	Disp.	Initial Plea	Date Arraigned	RELEASE ACTION		
								ACTION	AMOUNT	DATE
1							M D Y	Bail/Bond Set		M D Y
2							M D Y	Bail/Bond Posted		M D Y
3							M D Y	Bail/Bond Revoked		M D Y
4							M D Y	ROR		M D Y

SECTION 4 - TRIAL

Type of Trial | Type of Counsel | Total Defendants per Trial

CHG.	Initial Charge and State Statute	CTS	GOC	NCIC Offense Code	Final Plea	Date of Final Plea	Date Trial Commenced	Court Disposition Date	Disp.	PSI Conducted	
										Yes	No
1						M D Y	M D Y	M D Y			
2						M D Y	M D Y	M D Y			
3						M D Y	M D Y	M D Y			
4						M D Y	M D Y	M D Y			

CHG.	Final Charge and State Statute	Date of Sentence	CTS	GOC	NCIC Offense Code	SENTENCE PROVISIONS
2						
3						

OBTS-6

REVISION FORM

OBTS NUMBER	LAST	FIRST	MIDDLE	Alias:
Initial	Initial Name:			
Corrected:	Corrected Name:			

DLE NUMBER	Date Of Birth	Sex	Race	Social Security Number	Date of Arrest	FBI Number	ORI Number
	Initial: M D Y			Initial:	Initial: M D Y		
	Corrected:			Corrected:	Corrected:		

Arrest Number	SAC Number	CDR Number	PPC Number	CC Number
Initial:	Initial:	Initial:	Initial:	Initial:
Corrected:	Corrected:	Corrected:	Corrected:	Corrected:

☐ First Appearance ☐ Filing Information ☐ Preliminary Hearing ☐ Arraignment ☐ Trial ☐ Appeal

INITIAL ENTRY

CHG	State Statute	Counts	GOC	Fine: Amount	Susp. Sent.	Guilty Plea	Action Taken	Filed or Refiled	Initial Plea	Final Plea	Absentee Docket	Offense Code	Disposition	Sentence	Date M D Y

CORRECTED ENTRY

C...	State Statute	Counts	GOC	Fine: Amount	Susp. Sent.	Guilty Plea	Action Taken	Filed or Refiled	Initial Plea	Final Plea	Absentee Docket	Offense Code	Disposition	Sentence	Date M D Y

Type of Trial: Initial	Corrected	Type of Counsel: Initial	Corrected

☐ Initial Charge ☐ Final Charge ☐ Charge Reduced ☐ Charge Arraigned ☐ Charge Dropped ☐ Probation

INITIAL RELEASE ACTION

CHG	State Statute		Bail/Bond Set Yes	No	Date M D Y	Amount	Bail/Bond Revoked	ROR	ROR Revoked	Held	OTHER	Date M D Y

CORRECTED RELEASE ACTION

State Statute	Counts	Bail/Bond Set Yes	No	Date M D Y	Amount	Bail/Bond Revoked	ROR	ROR Revoked	Held	OTHER	Date M D Y

REQUIREMENTS ANALYSIS

During the latter portion of 1975 the Offender Based Transaction Statistics (OBTS) program staff conducted a requirements analysis in 45 of the over 350 law enforcement agencies in Florida. The 45 agencies were representative of the entire law enforcement community with regard to community type, population, number of officers, etc. In addition, this sample represented the agencies who daily submit nearly 80% of the state's criminal fingerprint cards.

After contacting the agencies, the OBTS staff left a sample of the types of data that OBTS can supply and some examples of data presently being supplied through other criminal statistics programs. The agency representatives were requested to evaluate the types of data as to its relative importance, and so indicate in the available space.

We also solicited additional requests for other types of information which would be of interest to their particular agency.

We received a total of 47 responses. The apparent discrepancy in the responses received and the agencies visited is explained in that some agencies circulated the form within their department and to neighboring departments and as in all surveys, some agencies did not respond at all. However, for the most part, the response was very good.

This information was used in identifying the data elements which will need to be captured and to test the importance of some areas to determine if analyses will be required.

The OBTS staff has prepared a summary of the responses received from the requirements analysis for your personal information.

You will find the total number of responses, the percentage distribution for each degree of importance, and the actual number for each degree of importance. In addition, we provide a list of each request made by a particular agency with a statement indicating the degree of probability of that information being available.

	HIGHLY IMPORTANT		MODERATELY IMPORTANT		NO IMPORTANCE		TOTAL RESPONSES
	#	%	#	%	#	%	
Effect of bail/bond R.O.R. policies on pretrial jail population.	14	31.1	25	55.6	6	13.3	45
The number of offender/arrests initiated by your agency.	32	78.0	8	19.5	1	2.4	41
The number of offender/arrests initiated by another agency and processed by your agency.	26	57.8	14	31.1	5	11.1	45
The number of offenders whose offense was associated with the use of drugs and/or alcohol.	20	44.4	23	51.1	2	4.4	45
The number of rape homicides.	24	52.2	18	39.1	4	8.7	46
The number of each category of offense processed by your agency.	28	65.1	15	34.8	0	0	43
Characteristics of offenders who commit crimes with the use of a gun.	28	63.6	15	34.1	1	2.3	44
Recidivism rates by race, sex, age, etc.	32	71.1	7	15.6	6	13.3	45
Average number of days spent investigating each category of offense by your agency and comparatively.	25	53.2	18	38.3	4	8.5	47
Breakdown of offenders according to category of offense committed.	21	45.7	23	50.0	2	4.4	46

	HIGHLY IMPORTANT		MODERATELY IMPORTANT		NO IMPORTANCE		TOTAL RESPONSES
	#	%	#	%	#	%	
Conviction aquital rate for offense category; the stage where disposition took place.	33	70.2	14	29.8	0	0	47
Average sentence of offender by category of crime.	18	40.0	19	42.2	8	17.8	45
Average processing time for misdemeanor vs. felonies.	19	42.2	17	37.8	9	20.0	45
Analysis of crime trends within your jurisdiction.	39	88.6	5	11.4	0	0	44
Percentage of transient offenders analysis of offenses committed.	20	43.5	24	52.2	2	4.4	46
Projected jail population based upon crime trends.	23	52.3	18	40.9	3	6.8	44
Measure impact of statutory revisions, additions, or deletions on law enforcement agency.	26	57.8	11	24.4	8	17.8	45

The following is a summary of the additional types of data requests with the probability of their availability:

Requests: Official Population.
Probability: Provided by Uniform Crime Reports (UCR) through the University of Florida.

Requests: Number of Personnel.
Probability: Provided by Uniform Crime Reports.

Requests: Number, types, and costs of vehicles and miles traveled per year before trade in.
Probability: Probable, but will require data additional to that presently available. Can be done on individual agency request basis only.

Requests: Total number of hours spent on all different types of crimes; uniform, investigative, and court time.
Probability: Again, this will require data not presently available, however, could be worked on individual basis.

Requests: Provide a means of identifying suspects for crimes committed within a given jurisdiction based on physical characteristics of the suspect.
Probability: This information is available and will be a

part of the OBTS program.

Request: Ability to request analyses over FCIC terminal rather than through formal means of communication.

Probability: Appears to be no problem.

Request: The ability to be able to obtain dispositions on cases by specific case, a group of cases.

Probability: When OBTS is a statewide operational program, dispositions will be reported in 100% of the cases. There will be no problem in obtaining dispositions for a specific case. For groups of cases according to the offense may be more difficult. This issue will need to be addressed further.

Request: Interested in the reasons for cases being nolle prossed.

Probability: If specific reasons for specific cases are sought, the probability will be slight. However, a general picture can be given within the limits of the available data.

Request: Interest in the amounts and kinds of plea negotiations.

Probability: Will pose no problems.

Request: Interested in the number of R.O.R. who are diverted from the criminal justice system to various community agencies.

Probability: Again, should be easily obtainable.

Request: Revocation to warrant issued percentage.

Probability: Will be very difficult through the OBTS program. May be available through other sources.

Request: Interested in knowing how juvenile cases will be analyzed.

Probability: For the immediate future juveniles will not be picked up. As OBTS became more sophisticated probability seems likely.

Request: Recidivism rates by:

(1) Crime

(2) First offender status

(3) Second offender status

(4) Habitual offender

Probability: No problem, all information currently available.

Request: Average processing time from arrest to Court.

Probability: Time analyses are an objective of OBTS.

Requests: Conviction rates per category of crime for Department and Division.

Probability: Most likely.

Request: Cost analysis of investigation i.e., arrest housing of prisoner etc.

Probability: Will require more data than is presently available. When OBTS is implemented it can be done if individual agency is willing to provide the additional data.

AGENCIES CONTACTED

1. Jackson County S.O.
2. Dade County Public Safety Department
3. Duval County S.O.
4. Escambia County S.O.
5. Collier County S.O.
6. Marion County S.O.
7. Pinellas County S.O.
8. Osceola County S.O.
9. DeSoto County S.O.
10. Orange County S.O.
11. Lake County S.O.
12. Alachua County S.O.
13. Bay County S.O.
14. Nassau County S.O.
15. Brevard County S.O.
16. Polk County S.O.
17. St. Johns County S.O.
18. Clay County S.O.
19. Palm Beach County S.O.
20. Broward County S.O.
21. Monroe County S.O.
22. Sarasota County S.O.

23. Manatee County S.O.
24. Sebring P.D.
25. Ft. Walton Beach P.D.
26. Live Oak P.D.
27. Winter Park P.D.
28. Sarasota P.D.
29. Jacksonville Beach P.D.
30. Miami P.D.
31. Tampa P.D.
32. Ft. Lauderdale P.D.
33. Orlando P.
34. Daytona Beach P.D.
35. Gainesville P.D.
36. Pensacola P.D.
37. Tallahassee P.D.
38. West Palm Beach P.D.
39. Ft. Pierce P.D.
40. Ft. Myers P.D.
41. Panama City P.D.
42. Perry P.D.
43. Ocala P.D.
44. Lakeland P.D.
45. Fernandina Beach P.D.

TENTATIVE JUSTIFICATION OF OBTS DATA ELEMENTS NEEDED FROM THE COURT SEGMENT

October 31, 1975

JUSTIFICATION OF OBTS DATA ELEMENTS NEEDED FROM THE COURT SEGMENT

The OBTS system of Florida is an identification-based statistical system that describes the aggregate experiences of offenders in terms of the type, relation, and time frame of the criminal justice processes that they encounter.

As a statistical system, a functional OBTS program should be able to generate the following basic types of information:

1. Percentage Analysis: This is the percentage breakdown of offenders at each decision point in the criminal justice process.

2. Time Analysis: This reflects the amount of time it takes to process an offender from one stage to another in the system.

3. Status Analysis: This is the status information of the criminal justice system at a given point in time, reflecting the number of offenders involved at each segment of the system.

4. Impact Analysis: This describes the impact of decisions made at one level of the criminal justice system on the activities associated with the subsequent levels of the system.

5. Trend Analysis: This is used to alert the criminal justice community to sudden shifts in trends in the criminal justice system.

6. Other Analysis and Research: Further analysis should be conducted on a need/request basis.

The activity of OBTS should therefore be oriented toward gathering quality data which enables the above-mentioned statistical analysis.

As specified in Project SEARCH, Technical Report No. 4 entitled Implementing Statewide Criminal Justice Systems--The Model and Implementation Enviroment, the following list of data elements are deemed essential, at a minimum, for an Offender Based Transaction Statistics System.*

* A supplement listing of each data element and the particular statistical analysis application will appear as Attachment A.

OBTS DATA ELEMENTS RECOMMENDED BY PROJECT SEARCH, TECHNICAL REPORT NO. 4. REQUESTED FROM THE COURT SEGMENT

		YES	NO
1.	OBTS NUMBER	X	
2.	TYPE OF COUNSEL	X	
3.	CLASSIFICATION OF OFFENSE	X	
4.	DATE INFORMATION FILED	X	
5.	RELEASE ACTION	X	
a.	AMOUNT	X	
b.	DATE	X	
6.	DATE - FIRST APPEARANCE	X	
7.	DATE - PRELIMINARY HEARING		X
8.	DATE - ARRAIGNMENT	X	
9.	INITIAL PLEA	X	
10.	FINAL CHARGES - LITERAL	X	
11.	FINAL CHARGES - NCIC CODE		X
12.	FINAL CHARGES - COUNTS		X
13.	FINAL CHARGES - STATUTES		X
14.	FINAL PLEA	X	
15.	DATE TRIAL BEGAN	X	
16.	TYPE OF TRIAL	X	
17.	ADJUDICATION (GUILTY, ACQUITTED, ETC.)	X	
18.	DATE OF ADJUDICATION	X	
19.	PSI - YES OR NO		X
20.	DATE OF SENTENCE	X	
21.	SENTENCE PROVISIONS	X	
22.	DATE OF APPEAL		X
23.	DATE OF APPEAL DECISION		X
24.	RESULT OF APPEAL		X

JUSTIFICATION NARRATIVE

OBTS NUMBER

Since OBTS is a system that is related to all components of the criminal justice system, with each component striving to achieve independent goals, it is essential that OBTS data be properly linked. To be more specific, partial accounts of the offenders' transactions are reported at the various segments of the system, thus allowing for a complete picture (offender's criminal history) only upon a proper linkage of each criminal justice entity from beginning to exit. Therefore, this goes beyond the necessity of unified and compatible data bases. It is necessary that individual offender's records be properly linked from the point of entry to his departure from the system. Valid analysis cannot be conducted unless individual data from the various segments are consolidated and tied together. In particular, for time analysis of the criminal justice processes, it is vital that a proper transactional linkage be established between segments in order to describe the exact time frames of the criminal justice flow.

TYPE OF COUNSEL

This data element must be captured as it will be useful in determining responsibility for movement of cases, permitting judgements to be made about the case loads of court appointed counsel and public defenders and permitting comparison outcomes based on the type of representation. This information will prove a useful tool in the continually evolving process of developing a sound funding base and the analysis and development of performance standards. While this information will be relevant at the state level in such areas as planning, priority establishment, and funding, it will also be available to each office for application to the complexities of individual office management.

CLASSIFICATION OF OFFENSE (M OR F)

The inclusion of this data element is intrinsic in the determination of felony caseloads in the various circuit and county misdemeanor courts. This management information will have statewide and local applicability.

Further, utilization of this data element will assist in determining the disparity in sentence severity from circuit to circuit, county to county. This information will allow a legislative body to evaluate, knowledgeably, statistics regarding uniform sentencing.

DATE INFORMATION FILED

This data element will provide the necessary information to determine at what point in time the offender actually entered the court segment of the criminal justice system, and be indispensable in the time analyses function of OBTS as it pertains to offender movement through the criminal justice system. Further, this data will be of utmost importance in status analyses reflecting the number of offenders involved at each segment of the system at any given time. (See Attachment B)

RELEASE ACTION

This data element will be essential in determining the effectiveness of bail bond and ROR versus incarceration in relation to recidivism. The inclusion of this data element will also contribute significantly to the analysis of the impact of bail/bond ROR policies on pretrial jail population.

The importance of this data element is further amplified by the fact that many offenders will exit the criminal justice system as a result of this action.

AMOUNT OF BAIL

In order to evaluate policies concerning bail/bond with regard to variance from circuit to circuit, county to county, an amount must be reported.

DATE OF RELEASE ACTION

Because offenders exit the criminal justice system at this stage, the date of release action must be requested. In cases of bail/bond and ROR, it is important to ascertain the amount of time from the date of release to the date of trial for analysis.

This data element is also important in status analyses, to determine the number of offenders involved at this segment of the criminal justice system.

DATE FIRST APPEARANCE
(See Attachment B)

DATE PRELIMINARY HEARING
(See Attachment B)

DATA ARRAIGNMENT
(See Attachment B)

INITIAL PLEA

The initial plea must be captured, as this element, in conjunction with the final plea, provides the only means for determining where plea negotiations have occurred.

FINAL CHARGES - LITERAL

For impact analyses, this data element will be a necessary requirement. More specifically, to determine where charges have been reduced, raised or substantially altered reflecting an action taken by one segment of the criminal justice system which will have a significant impact on a subsequent level.

It is recognized that alone this data element will be difficult to utilize for the gathering of derivative statistics, but, when used in concert with the NCIC Code, it will be of great benefit in obtaining offender based criminal justice statistics.

FINAL CHARGES - NCIC CODE

In developing the data elements for the offender-based transaction statistics system, existing and evolving criminal justice statistics system were considered. In particular, the codes for the various data elements are everywhere compatible with the coding structure of NCIC. (Project SEARCH Technical Report, No. 4, page 16). Because of the nature of the mode of exchange between the court segment and FDCLE/OBTS, inclusion of the NCIC Code will be vital. Derivative statistics can not be obtained from literal fields utilized by the FDCLE/CCH. However, by including the NCIC Code as a required data element, these statistics may be gathered.

FINAL CHARGES - COUNTS

This data element will enable the court segment to reflect the final charges at time of trial in their most complete form. A more specific application of this data to the statistical analysis function of OBTS will enhance the understanding of plea negotiation.

FINAL CHARGES - STATUTE*

This element will be useful in determining actual sentencing patterns as compared to the prescribed sentencing patterns by statute for each offense.

* It would appear that this data element would be easier justified from a CCH point of view.

FINAL PLEA

This element, in conjunction with the previously mentioned initial plea, will facilitate the determination of the extent and impact of plea negotiations as well as the relationship between plea negotiations and adjudication and ultimate sentencing.

Final plea will be an intregal part of both trend and impact statistical analyses.

DATE TRIAL BEGAN
(See Attachment B)

TYPE OF TRIAL

The type of trial (jury, non-jury) will be important in determining the variances in adjudication between jury and non-jury trials. This data will allow comparisons of the categories of sentences for the different types of trials. This data element will assist in providing impact analyses as well as time analyses.

ADJUDICATION (GUILTY, ACQUITTED, ETC.)

Essential in relation to percentage and trend analysis. Acquisition of this data will provide criminal justice planners and managers with useful statistical information.

DATE OF ADJUDICATION
(See Attachment B)

PSI - YES OR NO

This fact would help in determining the projected caseloads of the Parole and Probation offices. This data will enable percentage analyses of the number of cases which require a PSI versus the number of cases that can be expediently disposed of by the Courts.

With this data element, statistical analysis can be made as to the effect a PSI has on recidivism and any disparity in sentencing.

DATE OF SENTENCE
(SEE ATTACHMENT B)

SENTENCE PROVISIONS

Due to the numerous amount of sentence types and variations, it is necessary to collect, specifically, the detailed sentence provisions in order for meaningful analyses to be provided to the criminal justice community. Facts such as the number of offenders incarcerated in state facilities, county facilities, the number of offenders fined, placed

on, probation, etc., or any combination of the above will enhance the statistical analyses.

Further, it will assist in recognizing disparities in sentencing patterns throughout the state.

DATE OF APPEAL
(See Attachment B)

DATE OF APPEAL DECISION
(See Attachment B)

RESULT OF APPEAL

This element will be useful in determining the similarities between time frames in the lower courts as compared to the appellate courts. It goes without saying that it will be useful to know how many cases are appealed and what kind of offenses are appealed most frequently. Without collecting this appeal data, it will not be possible to track an offender through the entire court system.

ATTACHMENT - A

		Percentage Analysis	Time Analysis	Status Analysis	Impact Analysis	Trend Analysis	Linkage Factor
1.	OBTS NUMBER						X
2.	TYPE OF COUNSEL				X	X	
3.	CLASSIFICATION OF OFFENSE	X			X		
4.	DATE INFORMATION FILED		X	X	X		
5.	RELEASE ACTION				X		
a.	AMOUNT/DATE		X			X	
6.	DATE - FIRST APPEARANCE		X	X	X		
7.	DATE - PRELIMINARY HEARING		X	X	X		
8.	DATE - ARRAIGNMENT		X	X	X		
9.	INITIAL PLEA				X	X	
10.	FINAL CHARGES - LITERAL			X			
11.	FINAL CHARGES - NCIC CODE			X			
12.	FINAL CHARGES - COUNTS	X					
13.	FINAL CHARGES - STATUTES		X			X	
14.	FINAL PLEA	X			X	X	
15.	DATE TRIAL BEGAN		X	X	X		
16.	TYPE OF TRIAL				X	X	
17.	ADJUDICATION (GUILTY, ACQUITTED, ETC.)	X		X		X	
18.	DATE OF ADJUDICATION		X	X	X	X	
19.	PSI - YES OR NO	X			X		
20.	DATE OF SENTENCE		X	X	X		
21.	SENTENCE PROVISIONS	X		X		X	
22.	DATE OF APPEAL	X	X	X			
23.	DATE OF APPEAL DECISION	X	X	X			
24.	RESULT OF APPEAL	X		X		X	

ATTACHMENT - B

"POSITIVE STATEMENT FOR THE INCLUSION OF ALL DATES OF TRANSACTION BETWEEN OFFENDER AND COURT SEGMENT"

All significant transactions between the offender and the court segment must be recorded. Moreover, the dates for which each transaction occurred must be, in all cases, reflected. Without these essential dates, it would be impossible to conduct meaningful time and impact analyses based upon emperical data. Likewise, the quality of the status analyses would inevitably suffer, for without these dates, the status of offenders at a given point in time within the court segment of the criminal justice system would be unobtainable.

Further, this data will prove most beneficial to criminal justice planners in forecasting where "bottlenecks" will occur so that adequate precautionary measurers may be taken.

ATTACHMENT - C

	TENTATIVE OBTS AND CCH DATA ELEMENTS NEEDED FROM JUDICIAL SEGMENT	********NEEDED BY******** CCH	OBTS	JMIS/CDR(A)
1.	NAME	X	X	X
2.	SEX	X		
3.	RACE	X		
4.	DATE OF BIRTH	X		X
5.	OBTS NUMBER	X	X	
6.	AVAILABLE IDENTIFIERS	X		X
7.	ARRESTING AGENCY ORI	X		
8.	DATE OF ARREST	X		
9.	OFFENSE(S) ARRESTED FOR	X		
10.	NCIC OFFENSE CODE	X		
11.	FLORIDA STATUTE	X		
12.	LOCAL ARREST NUMBER	X		X
13.	COUNTS	X		
14.	TYPE OF COUNSEL		X	X
15.	CLASSIFICATION OF OFFENSE (M OR F)		X	X
16.	DATE INFORMATION FILED		X	X
17.	RELEASE ACTION		X	X
18.	AMOUNT		X	X
19.	DATE		X	X
20.	DATE - FIRST APPEARANCE	X	X	X
21.	DATE - PRELIMINARY HEARING	X	X	
22.	DATE - ARRAIGNMENT	X	X	
23.	INITIAL PLEA		X	X
24.	SUBMITTING COURT ORI	X		
25.	COURT DOCKET NUMBER	X		X

ATTACHMENT - C (continued)

TENTATIVE OBTS AND CCH DATA ELEMENTS NEEDED FROM JUDICIAL SEGMENT	********NEEDED BY******** CCH	OBTS	JMIS/CDR(*)
26. FINAL CHARGES - LITERAL		X	X
27. FINAL CHARGES - NCIC CODE	X	X	
28. FINAL CHARGES - COUNTS	X	X	X
29. FINAL CHARGES - STATUTES	X	X	X
30. FINAL PLEA		X	X
31. DATE TRIAL BEGAN		X	X
32. TYPE OF TRIAL		X	X
33. ADJUDICATION (GUILTY, ACQUITTED, ECT.)	X	X	X
34. DATE OF ADJUDICATION	X	X	X
35. PSI - YES OR NO		X	X
36. DATE OF SENTENCE		X	X
37. SENTENCE PROVISIONS	X	X	X
38. DATE OF APPEAL	X	X	X
39. DATE OF APPEAL DECISIONS		X	X
40. RESULT OF APPEAL		X	X
41. STAGE OF DISPOSITION	X	X	X

(*) Suggested by Initial Report and Recommendation of the SJIS Project Committee (Appendix A).

STATEWIDE FUNDING FORMULA

FOR

STATE ATTORNEYS

***** REVISED VERSION *****

FLORIDA DEPARTMENT OF CRIMINAL

LAW ENFORCEMENT

TALLAHASSEE, FLORIDA

January, 1976

1. INTRODUCTION.

The need for State Attorneys' funding formula is defined in Florida Statute 27.25(4):

> The appropriations for the offices of state attorneys shall be determined by a funding formula based on population and such other factors as may be deemed appropriate in a manner to be determined by this subsection and any subsequent appropriations act.

The proposed formula has been generated in an effort to satisfy the above need, and computes the total needs of appropriations for each State Attorney's office.

In working out a possible formula for this purpose, funding factors were designated as a first step in order to express State Attorneys' functions, activities, workload, and needs. In selecting factors as a basis of funding, the following points were kept in mind:

- Funding factors must be exhaustive and all inclusive of overall State Attorneys' functions, activities, workload, and needs.
- Factors must be objective and concrete so as to be auditable when a need arises.
- Factors must be limited to accessible data that can be obtained without much extended effort or expenditures. As an example, recording of the number of telephone calls for each State Attorney's office was decided, after some study, to be only cumbersome.
- Funding factors must be well-defined objects. For example,

the concept of a "case" differs from one circuit to another thus making it meaningless to compare the number of cases.

- Factors must measure, as accurately as possible, the amount of work done in State Attorneys' offices, i.e., factors external to State Attorneys' activities (such as population), while they may express State Attorneys' needs, do not measure the work done.
- For each factor, the number of incidents is counted rather than keeping record of the time spent on each activity. This is an immediate result of #2(auditability) and #3 (minimum additional workload for reporting). It has to be also remembered that the amount of time is not by itself monetary, unless an accurate conversion formula is established elsewhere to associate dollar values with time spent for various State Attorneys' activities.
- Elements closely related (or proportional) to already established factors should not be repeated. The number of male population, for instance, is obviously proportional to the total population, and hence has no independent value. The situation would be less obvious when transient population and out-of-circuit arrests are compared, but for simplicity they could be viewed as being closely associated.
- Whenever possible, data for funding factors should be gathered from outside sources for the sake of data objectivity and minimum additional workload for reporting.
- Factors are counted only when the particular incidents are completed, irrespective of the time they were initiated.

After grouping various items and elements thus identified, ten (10) funding factors were obtained as will be described in Chapter 2.

Once the funding factors are designated, the step is then taken to establish a method to associate a monetary value (weight) to each factor. The weights enable the computation of total appropriations. A fixed monetary value or weight is applied for computation for each factor throughout all circuits. But the weights vary from year to year according to the possible changes in economics and funding factors. In determining these weights the method of the least squares sum is used to the past year's funding factors and the economically adjusted budgetary figures of the current fiscal year. This method determines the weights in such a way that the budgets computed via thus obtained weights fluctuate least from the given data, the given data here being the past year's funding factors and the economically adjusted budgetary figures of the current fiscal year. This implies that the proposed formula assumes the currently approved appropriations as a starting point rather than seeking alternative foundations, and concentrates more on the year-to-year changes in needs and workload. This is based on the following reasons:

- It is not desirable to create a drastic change in appropriations (especially if it ever results in an unexpected reduction of the budgets). Foundations other than the currently approved appropriations could cause drastic changes in budgets.

much on the types and quality of the principles initially laid prior to its formulation. The more desired principles or rules one includes in the beginning, the more complicated the resulting formula and reporting procedures would tend to be. A formula has to maintain an acceptable balance between simplicity and the amount of desired properties reflected in the formula.

2. FUNDING FACTORS AND REPORTING FORMS.

As a basis of budget calculation, the following factors were chosen. For each of the twenty State Attorneys' offices the following funding factors need to be accurately captured.

1. Population is the number of residents, including inmates, within a circuit as of 1 July of a given year, as established by the Bureau of Economics and Business Research, University of Florida, Gainesville, Florida.
2. Number of Counties is the number of counties that are under the jurisdiction of a judicial circuit.
3. Number of Arrests is the annual total of all arrests within the geographic boundaries of a judicial circuit, reflected in the annual UCR report, Crime in Florida, released by the Florida Department of Criminal Law Enforcement. The figure includes adult and juvenile arrests both for Part I and Part II offenses, but excludes traffic offenses except for driving while under the influence and vehicular manslaughter.
4. Judicial stages need to be defined before the OBTS factor is defined:

   A. Intake:

      That activity on offenders which occurs prior to the accusatory instrument.

   B. Trial Preparation:

      That activity which occurs subsequent to the filing of an accusatory instrument and

prior to the initiation of the trial process.

C. Trial:

That activity which may initiate with the process of selection of jurors and may extend up to the final adjudication (if acquitted) or disposition including sentencing (if convicted).

D. Post Trial:

That activity which occurs after the trial period. This period includes such activity as appeals, post conviction, relief, collateral attack, etc.

Number of OBTS factor is the count of OBTS numbers that have gone through each of the above-mentioned four judicial stages. If felony and misdemeanor charges are made in one OBTS number, it is counted in felony. The data will be obtained via OBTS program of FDCLE. One person may be counted as many times as OBTS numbers are associated or as different judicial stages are completed. The OBTS factor is defined to be three times the felony total (F) plus the misdemeanor total (M) in the table below.

OBTS Factor

Stages	Felony	Misdemeanor
Intake	*	*
Trial Preparation	*	*
Trial	*	*
Post Trial	*	*
Total	(F)	(M)

Under factors 5 through 10, counting is made only for those events, as specified by statutes, that were completed in a judicial circuit by a State Attorney irrestective of the time they were initiated.

5. Juvenile:

* Juvenile Proceedings (F.S.39)
* Probation Revocation Hearings (F.S.39)

6. Civil:

* Federal Civil Right Suits
* Public Nuisance Suits (F.S.60)
* Bond Validation Suits (F.S.705)
* URESA (F.S.88)
* Baker Act
* Myers Act

7. Crime Related Factors:

* Extraditions (F.S.941)
* Habeas Corpus (Federal & F.S.79)
* B/B Estreatures (F.S.903)
* Forfeitures (F.S.943, 372, 849,893)
* Wiretap Applications (F.S.934)
* Rule One Motions (CR.PR.3.850)
* Probation Revocations (F.S.948)
* Implied Consent Hearings (F.S.322)
* Deceptive, Unfair Trades (F.S.501)
* Search Warrant Applications (F.S.933)
* Grand Juries (F.S.905).

8. Other Statutory Factors:

* Extradition of Witnesses (F.S.942)
* Appeals from County to Circuit (F.A.R.61.)
* Interlocutory Appeals to District (F.S.924)
* Administrative Procedure Act Hearings
* Pohibition/Mandamus Actions (F.A.R.4.5)
* Governor's Inquiries (Fla. Con. Art. IV,1A)

9. Investigation Without Case is an investigation performed in a judicial circuit by a State Attorney that did not result in charges being filed.

10. Complaint is a signed complaint by a citizen or by a law enforcement officer filed with a State Attorney's office.

The following is the summary list of funding factors that will later be associated with weights:

(a) External Factors:

1. Population
2. Number of Counties within a Circuit
3. Number of Arrests within a Circuit

(b) OBTS Factor:

4. OBTS Numbers by Types and Stages

(c) Statutory Factors:

5. Juvenile Proceedings
6. Civil Proceedings
7. Crime Related Proceedings
8. Other Statutory Factors

(d) Miscellaneous Factors:

9. Investigation without Cases

10. Complaints.

Factors (a) and (b) require no direct reporting from State Attorneys, but (c) and (d) do.

Tentative reporting forms are shown in the next two pages. Reporting can be done either by Form B after the data is captured by the daily log (Form A), or Form A could be used as a reporting form instead of Form B.

CONTINUED

1 OF 3

Form A

DAILY LOG FOR STATE ATTORNEYS
BUDGET REPORTING FORM

Month _____ 197__

		DAY OF THE MONTH											TOTAL OF THE MONTH
		1	2	3	4	5	6	7	8	9 ------	30	31	
	JUVENILE PROCEEDINGS												
UV	PROBATION REVOCATION HEARINGS												
CIVIL	FEDERAL CIVIL RIGHTS SUITS												
	PUBLIC NUISANCE SUITS												
	BOND VALIDATION SUITS												
	URESA												
	BAKER ACT												
	MYERS ACT												
CRIMINAL RELATED	EXTRADITIONS												
	HABEAS CORPUS												
	B/B ESTREATURES												
	FORFEITURES												
	WIRETAP APPLICATIONS												
	RULE ONE MOTIONS												
	PROBATION REVOCATION												
	IMPLIED CONSENT HEARINGS												
	DECEPTIVE, UNFAIR TRADE												
	SEARCH WARRANT APPLICATIONS												
	GRAND JURY												
OTHER	EXTRADITION OF WITNESSES												
	APPEALS FROM COUNTY												
	INTERLOCUTORY APPEALS TO DISTRICT												
	ADMINISTRATIVE PROCEDURE ACT HEARINGS												
	PROHIBITION/MANDAMUS ACTIONS												
	GOVERNOR'S INQUIRIES												
MISC	INVESTIGATIONS WITHOUT CASE												
	COMPLAINTS												

Form B

MONTHLY

STATE ATTORNEY BUDGET REPORTING FORM

Circuit Number _____

Agency Identifier _____

Date _____

Authorized by

- Juvenile
  - Juvenile Proceedings _____
  - Probation Revocation Hearing _____
- Civil
  - Federal Civil Rights Suits _____
  - Public Nuisance Suits _____
  - Bond Validation Suits _____
  - Uresa _____
  - Baker Act _____
  - Myers Act _____
- Crime Related Factors
  - Extraditions _____
  - Habeas Corpus _____
  - B/B Estreatures _____
  - Forfeitures _____
  - Wiretap Applications _____
  - Rule One Motions _____
  - Probation Revocation _____
  - Implied Consent Hearings _____
  - Deceptive, Unfair Trade _____
  - Search Warrant Applications _____
  - Grand Jury _____
- Other Statutory Factors
  - Extradition of Witnesses _____
  - Appeals from County _____
  - Interlocutory Appeals to District _____
  - Administrative Procedure Act Hearings _____
  - Prohibition/Mandamus Actions _____
  - Governor's Inquiries _____
- Miscellaneous
  - Investigations Without Case _____
  - Complaints _____

3. FUNDING FORMULA - DERIVATION AND MECHANISM.

In this chapter, basic concepts of how the formula is derived and how it works is explained without going into technicalities. Its mathematical derivation is available in the Appendix at the end of this chapter.

Appropriations are grouped into four categories in the proposed formula:

- Basic Budget
- New Judges' Unit
- Matching Funds
- Contingency Funds.

The funding formula computes the State Attorneys' appropriations in the following steps.

Step I - Economic and Salary Adjustments:

In preparation of new budgets, the lump sum of the basic budget and the budget for new judges is computed for each circuit. The figures used for this purpose are of the current fiscal year. This lump sum is adjusted to economic/salary changes of the State in the following manner. First, the lump sum is divided into salary portion and non-salary portion. The salary portion is then adjusted by using the salary increase rate of the State for the coming year. As an example, if the salary increase rate is 4%, the adjusted salary portion equals the current year's salary portion times 1.04. The non-salary portion is similarly adjusted to the State's economic changes of the year. The index of change used here for the above computation is provided by DOA.

The sum of the adjusted salary portion and adjusted non-salary portion will hereafter be called the adjusted basic budget. The term "adjusted basic budget" is, on the surface, a misnomer, as what has really been adjusted is the lump sum rather than the basic budget. However, this intentional abuse of terminology is based on the philosophy that the budget allocated for the newly approved positions for judges should be regarded as assimilative to the basic budget of the coming year.

The adjusted basic budget reflects the economic/salary changes of the past year and represents what is needed to State Attorneys to maintain the same activities as in the current year under the shifted economic/salary conditions. Since the salary and non-salary portions would occupy different percentages in the total lump sums, the above adjustment has to be done separately for each circuit. The economic or salary adjustment rate is applied uniformly to all circuits for a given year.

Step 2 - Determination of Weights:

In order to achieve uniformity for all twenty circuits, weights are introduced. As briefly explained in Chapter 1, the method of the least squares sum is used on the adjusted basic budget (see Step 1) and on the past year's funding factors. The method associates a weight or a fixed monetary value to each of the ten funding factors in such a way that if the coming year's basic budgets (to be defined later) are computed by using these dollar values, then the resulting budgets will best approximate the adjusted basic budgets throughout the State.

Here the term "best approximate" is used to mean that the sum of the squares of the differences between the adjusted basic budgets and allocations computed by using weights is minimum among all possible choices of dollar values.

Approximation as above achieves no absolute budgetary justice. But they do achieve relative equilibrium among State Attorneys, i.e., each State Attorney's office will be funded properly in relation with other State Attorneys' offices.

The procedure of computation is as follows. By tentatively pretending that weights have been properly established, the total of the following eleven categories of monies is considered:

- (Number of the 1st factor)x(Weight of the 1st factor)
- (. . . . . 2nd . . .)x(. . . . . 2nd . . .)
- (. . . . . 3rd . . .)x(. . . . . 3rd . . .)
- (. . . . . 4th . . .)x(. . . . . 4th . . .)
- (. . . . . 5th . . .)x(. . . . . 5th . . .)
- (. . . . . 6th . . .)x(. . . . . 6th . . .)
- (. . . . . 7th . . .)x(. . . . . 7th . . .)
- (. . . . . 8th . . .)x(. . . . . 8th . . .)
- (. . . . . 9th . . .)x(. . . . . 9th . . .)
- (. . . . . .10th . . .)x(. . . . . .10th . . .)
- (Minimum Allocation).

The above total is considered for each circuit. The minimum allocation is fixed, for a given year, for all circuits. The defference between the above total and the adjusted basic budget is considered, and the sum of the squares of these

differences are expressed. The weights and a fixed minimum allocation are mathematically solved so that the above sum assumes the minimum value.

There is no guarantee, particularly in the first year of transition into the funding formula, that all of the weights or even the minimum allocation will be of positive value. This is because the formula assumes the existing or approved funds, which may not be totally rational, as its starting point. To rectify such situations (if they ever happen) of negative monies, additional conditions are laid to redefine their values so that

1. Each circuit receives at least $1000 (tentative) for each category of the ten funding factors, and
2. The value of the fixed minimum allocation has to be non-negative.

These conditions are strictly for precautionary measures provided for atypical situations that may arise in the first few years of transition into the formula funding, and do not represent a normal situation. Specifics are described in the Appendix at the end of this chapter.

Step 3 - Reflection of Changes in Funding Factors:

The total of the eleven categories of monies discussed in Step 2 reflects only the economic/salary changes, but does not reflect the changes in funding factors. However, when the weights determined in Step 2 are used together with the current year's funding factors, the resulting total of the same eleven types of monies does reflect the changes in funding factors.

The total of eleven monies, with the past year's funding factors, is called the linearly adjusted basic budget for the coming year. Similarly, the total of eleven types of monies is referred to as the linearly re-adjusted basic budget if the current year's funding factors are used for computation. The linearly adjusted basic budget minus the linearly re-adjusted basic budget is named the increment.

Step 4 - Continuous Transitions:

Changes in appropriations should be gradual and continuous as was discussed in Chapter 1. A sudden shift in budgets should also be avoided when transition is made from the current funding system to the formula funding. From this point of view, continuous phasing-in is made in the following procedures. The sum of the adjusted basic budget and the increment, which reflects both economic/salary changes and changes in factors, is called the quasi-linearly re-adjusted basic budget. The average of the linearly re-adjusted basic budget and the quasi-linearly re-adjusted basic budget is called the basic budget and is adopted as a buffer against sudden discontinuity. If, in a circuit, this average is smaller than the adjusted basic budget (defined in Step 1, page 14), then the circuit has been "overfunded" in comparison with other State Attorneys' offices. If this happens in the first year of transition, the adjusted basic budget (which is larger than the average) is used in place of the basic budget, i.e., in the first year of transition the larger of the average and the adjusted basic budget will be called the basic budget for the coming year. From the second

year on, the average will always be the basic budget. It has to be noted that what is used for the next year's budget computation has to be the approved basic budget rather than the basic budget defined above (see Step 1).

Step 5 - Other Funding Elements:

The following three elements constitute appropriations beside the above defined basic budget.

1. New Judges' Unit:
   - $_____ times the number of newly approved positions for circuit judges.
   - $_____times the number of newly approved positions for County judges.
2. Matching Funds:

   A fixed percentage is used to compute the matching funds, i.e., a fixed rate is multiplied to the sum of the basic budget and the new judges' unit. The fixed rate is applied for all circuits and is invariant with years.
3. Contingency Funds:

   Contingency funds have to be justified on a circuit-by-circuit basis for expected contingencies.

Step 6 - Total Appropriations:

The total appropriations for circuit is the total of four (4) categories of funds described in the beginning of this chapter. Again, they are:

- Basic Budget
- New Judges' Unit
- Matching Funds
- Contingency Funds.

***** APPENDIX *****

STATEWIDE FUNDING FORMULA

FOR

STATE ATTORNEYS

For the j-th circuit, let B_j be the portion (called the basic budget) of current year's budget that doesn't include the matching/contingency funds, and S_j be the total salaries. Further, let α and β be the indicators reflecting, respectively, the economic and salary changes over the past year. Define U_j by the formula: $U_j = (B_j - S_j)\cdot(1+\alpha) + S_j\cdot(1+\beta)$, $j = 1,2,\ldots,20$.

Let Y_{ij} be current year's total of the i-th factor for the j-th circuit. Let X_{ij} be similarly defined for the last fiscal year. In the first year of transition into the formula funding, last year's data is not totally available; hence set $X_{ij} = Y_{ij}$ if X_{ij} is not available. Let a_i be a monetary weight for the i-th factor, expressed up to pennies. The a_i are unknown at this stage, but are uniform throughout all circuits.

Consider the function $f(a_1,a_2,\ldots;c)$ defined by $f = \sum_{j=1}^{20} \left(\sum_i a_i X_{ij} + c - U_j \right)^2$. The a_i and c minimizing f determine the fitting plane that best approximates, in the least squares sense, the given set of data $(X_{1j},X_{2j},\ldots;U_j)$, $j = 1,2,\ldots,20$. Such a_i and c are obtained by partially differentiating f in terms of a_i and c, and solving the resulting system of normal equations for a_i and c:

$$\begin{cases} (1/2)\cdot(\partial f/\partial a_k) = \sum_{j=1}^{20} \left(\sum_i a_i X_{ij} + c - U_j\right)\cdot X_{kj} = 0, & k = 1,2,\ldots; \\ (1/2)\cdot(\partial f/\partial c) = \sum_{j=1}^{20} \left(\sum_i a_i X_{ij} + c - U_j\right) = 0. \end{cases}$$

The above system can be rewritten as:

$$\begin{cases} \sum_i (\sum_j X_{ij}X_{1j}) \cdot a_i + (\sum_j X_{1j}) \cdot c = \sum_j U_j X_{1j} \\ \sum_i (\sum_j X_{ij}X_{2j}) \cdot a_i + (\sum_j X_{2j}) \cdot c = \sum_j U_j X_{2j} \\ \quad \cdots\cdots\cdots\cdots\cdots\cdots \\ \sum_i (\sum_j X_{ij}) \cdot a_i \quad + \quad 20c = \sum_j U_j \end{cases}$$

Let $\hat{a}_i$ and $\hat{c}$ be the solution of the system. Since the formula assumes the current funds as given and does not seek a different starting point, a situation might arise where $\hat{c} < 0$ or $\hat{a}_i < 0$ for some i. To avoid this, the following precautions are taken:

1. Define $a_i = \text{Max}\{\hat{a}_i, 1000/X_{ij} : j = 1,2,\ldots,20\}$. This makes $a_i X_{ij} \geq 1000$ for all i and j. (The amount \$1000 is tentative).

2. Define $c = \text{Max}\{\hat{c}, 0\}$, so that $c \geq 0$.

Let $V_j = \sum_i a_i X_{ij} + c$ and $W_j = \sum_i a_i Y_{ij} + c$. The quantity $\Delta_j = W_j - V_j$ expresses, in dollars, the increment of factors. Although U_j does not reflect the increment of factors, $U_j + \Delta_j$ does. Let $H_j = (1/2)\{W_j + (U_j+\Delta_j)\}$. If $H_j < U_j$, H_j is redefined to be U_j in the first year of transition into the formula.

The proposed total budget for the coming year, for the j-th circuit, is $H_j + J_j + K_j + L_j$, where J_j = (fixed rate)·(no. of new judges), K_j = (fixed %)·(H_j+J_j), and L_j = contingency funds to be justified on a circuit by circuit basis.

In the subsequent year, $H_j + J_j$ is used as the basic budget B_j in calculation.

	TENTATIVE OBTS AND CCH DATA ELEMENTS NEEDED FROM JUDICIAL SEGMENT	********NEEDED BY******** CCH	OBTS	JMIS/CDR(*)
1.	NAME	X	X	X
2.	SEX	X		
3.	RACE	X		
4.	DATE OF BIRTH	X		X
5.	OBTS NUMBER	X	X	
6.	AVAILABLE IDENTIFIERS	X		X
7.	ARRESTING AGENCY ORI	X		
8.	DATE OF ARREST	X		
9.	OFFENSE(S) ARRESTED FOR	X		
10.	NCIC OFFENSE CODE	X		
11.	FLORIDA STATUTE	X		
12.	LOCAL ARREST NUMBER	X		X
13.	COUNTS	X		
14.	TYPE OF COUNSEL		X	X
15.	CLASSIFICATION OF OFFENSE (M OR F)		X	X
16.	DATE INFORMATION FILED		X	X
17.	RELEASE ACTION		X	X
18.	AMOUNT		X	X
19.	DATE		X	X
20.	DATE - FIRST APPEARANCE	X	X	X
21.	DATE - PRELIMINARY HEARING	X	X	
22.	DATE - ARRAIGNMENT	X	X	
23.	INITIAL PLEA		X	X
24.	SUBMITTING COURT ORI	X		
25.	COURT DOCKET NUMBER	X		X

TENTATIVE OBTS AND CCH DATA ELEMENTS NEEDED FROM JUDICIAL SEGMENT	********NEEDED BY******** CCH	OBTS	JMIS/CDR(*)
26. FINAL CHARGES - LITERAL		X	X
27. FINAL CHARGES - NCIC CODE	X	X	
28. FINAL CHARGES - COUNTS	X	X	X
29. FINAL CHARGES - STATUTES	X	X	X
30. FINAL PLEA		X	X
31. DATE TRIAL BEGAN		X	X
32. TYPE OF TRIAL		X	X
33. ADJUDICATION (GUILTY, ACQUITTED, ECT.)	X	X	X
34. DATE OF ADJUDICATION	X	X	X
35. PSI - YES OR NO		X	X
36. DATE OF SENTENCE		X	X
37. SENTENCE PROVISIONS	X	X	X
38. DATE OF APPEAL	X	X	X
39. DATE OF APPEAL DECISIONS		X	X
40. RESULT OF APPEAL		X	X
41. STAGE OF DISPOSITION	X	X	X

(*) Suggested by Initial Report and Recommendation of the SJIS Project Committee (Appendix A).

JUSTIFICATION OF CCH DATA ELEMENTS NEEDED FROM THE COURT SEGMENT

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INTRODUCTION

Florida's Computerized Criminal History (CCH) System's primary goal and purpose is the collection, storage, maintenance, retrieval and dissemination of identification and criminal history information so that it is readily available to the entire criminal justice community.

The Law Enforcement Act of 1967, instructed FDCLE to establish a system for intrastate communication of vital statistics and information relating to crimes, criminals and criminal activity. (See FSS 943.)(FSS 23.089)

In order to accomplish this goal, this department committed itself to the National Crime Information Center's (NCIC) Computerized Criminal History (CCH) program. As a computerized system, NCIC's Advisory Board sets forth standardized guidelines to be followed by participating states. These guidelines include, specifically, a standard set of data elements and their definitions.

The data elements to follow are those recommended by the NCIC Advisory Board as is shown in the publication.

"National Crime Information Center"
"Computerized Criminal History File
Policies, Formats and Procedures"
July 16, 1971 (See Attachment A)

Further, Project SEARCH Technical Report No. 1 "Standardized Data Elements For Criminal History Files" also recommends these data elements for collecting the necessary judicial information.

The guidelines and recommendations set forth by both NCIC and Project SEARCH are deemed essential in order to effectively accomplish intrastate and interstate exchange of computerized criminal history records with standardized, uniform data elements understandable to all participants within the Criminal Justice Community.

The data elements defined in this paper, again are synonymous with the recommendations of both the NCIC Policy Advisory Board and Project SEARCH and have been utilized by FDCLE's Crime Information Bureau since becoming an NCIC participant in November of 1971.

CCH DATA ELEMENT JUSTIFICATION NARRATIVE

Name, Sex, Race, Date of Birth

These data elements are essential in the retrieval and identification of criminal histories stored within the FCIC/CCH System. Inquiries into the computer system are routinely done using these elements, both with or without the state control number (SID number). Name, Sex, Race, and Date of Birth on a source document are used as other identifiers for comparison against existing records to be sure that information for additional entries is posted to the correct CCH record.

OBTS Number

From a CCH standpoint, the OBTS number can be used to assist in the identification of criminal histories stored within the FCIC/CCH Data Base. Through the use of the OBTS number, a proper linkage of each criminal justice entity from the beginning to the exit of the criminal justice system can be achieved for a complete criminal history.

Additional Identifiers (FDCLE and FBI Number)

These data elements are also beneficial in the retrieval and identification of criminal histories stored within the FCIC/CCH System. It is also valuable information when criminal justice agencies are contacted for additional information in conjunction with arrest, judicial or custody entries on CCH records.

Original Arrest Data Elements (Arresting Agency ORI), Date of Arrest, Offense(s) Arrested for)

Frequently offenses are reduced and/or changed significantly between arrest and court action, e.g. burglary to trespassing. Without the original arrest data, it would be extremely difficult to accurately post a current disposition to an arrest entry.

Submitting Court ORI

It is vitally important to identify the agency submitting the entries to the file. Any queries or further information concerning the entries could not transpire without identifying the source of the original court segment.

Court Docket Number

This data element is a requirement in that court cases are routinely handled and filed by their docket number. All inquiries and references to cases can be expedited with the knowledge of the docket number. Through use of the docket number, the accuracy of all transactions and information is insured.

Final Charges - NCIC Code

Accuracy is increased when the agency with the most facts about the offense selects the NCIC numeric code. Through the use of numeric codes both time and computer space is best utilized. These codes on their uses are standardized, thus enabling the interstate and intrastate transmission of computerized criminal

histories.

Final Charge(s) - Counts

Many times the number of counts are modified from arrest to judicial action which significantly alters the initial charges. To insure the integrity of the FCIC/CCH System, this data element must be captured.

Final Charge(s) - Statutes

Definition of the offense, elements of the crime and penalties can be obtained when the statute for the final charge is incorporated within the CCH record.

Date of Adjudication

This data element will provide the necessary information for determing at what point in time the offender received a final disposition. Many times the initial stages of court action is where the offender's case is discharged, Nolle Processed, etc. Dates of court action are very useful when criminal justice agencies contact the courts for additional information in regard to a trial.

Adjudication

Adjudication is essential in completing the criminal history. This data will provide criminal justice agencies with the conviction, acquittals, etc. of the offender.

Sentence Provisions

Sentence provisions are also essential in completing the criminal history e.g. choice between confinement or fine, indeterment sentences and conditions, etc. The provisions help to complete and accurately describe the sentence imposed upon the offender and to identify where the offender is in the Criminal Justice System.

CCH Data Elements Recommended by Project Search, Technical Report No. 1 and Required by FCIC/NCIC

		Required by FCIC/NCIC
1.	Name	X
2.	Sex	X
3.	Race	X
4.	Date of Birth	X
5.	OBTS Number	X
6.	Additional Identifiers (FDCLE and FBI Number)	X
7.	Arresting Agency ORI	X
8.	Date of Arrest	X
9.	Offense(s) Arrested For	X
10.	Submitting Court ORI	X
11.	Court Docket Number	X
12.	Final Charge(s)-NCIC Code	X
13.	Final Charge(s)-Counts	X
14.	Final Charge(s)-Statues	X
15.	Adjudication	X
16.	Date of Adjudication	X
17.	Sentence Provisions	X

CONCLUSION

The aforementioned data elements are essential in acquiring the necessary judicial information needed to enhance criminal history record sheets (rap sheets).

The proposed plan of extracting the necessary judicial data from the state level Judicial Management Information System (JMIS) would definitely further FDCLE's efforts toward collecting 100% disposition data.

In conjunction with enhancing the quality and quanity of disposition data, their proposed mode of collecting judicial data will facilitate FDCLE's Crime Information Bureau in complying with the U. S. Attorney General's rules and regulations regarding the dissemination of criminal histories.

NATIONAL CRIME INFORMATION CENTER

COMPUTERIZED CRIMINAL HISTORY FILE

POLICIES, FORMATS, PROCEDURES

July 16, 1971

ATTACHMENT "A"

ENTRY OF IDENTIFICATION SEGMENT

Entry of the Identification Segment of a record requires the following data be included, except that in initial loads data is not required to be entered in fields preceded below by an asterisk (*):

Message Key	MKE
Originating Agency (not stored)	ORI
FBI Identification Number	FBI
Name (name as established at time of arrest)	NAM
Sex	SEX
Race	RAC
*Place of Birth	POB
Date of Birth	DOB
Height	HGT
*Fingerprint Classification	FPC
State Establishing Record (generated by NCIC computer)	EST
Date Record Established (generated by NCIC computer)	DRE
Date of Latest Update (generated by NCIC computer)	DLU

The following field is required for entry when the caution indicator (-C) is included in the Message Key (MKE) field. Basis for the caution indicator must be included as the first item in this field when -C is included in MKE.

Identification Comments	ICO

The following data is recommended for inclusion in the Identification Segment so that more complete descriptive information will be available but is not required at time of entry:

Weight	WGT
Color of Eyes	EYE
Color of Hair	HAI
Skin Tone (complexion)	SKN
Scars, Marks, Tattoos, Etc.	SMT
Social Security Number	SOC
Miscellaneous Identification Number	MNU

MODIFICATION (CHANGE) OF IDENTIFICATION SEGMENT

Any state which has data in the record may:

(1) Modify (change) the following fields in the Identification Segment of the record:

Message Key (MKE) - To add or delete a caution indicator (-C). (When the caution indicator is deleted, the entire contents of the Identification Comments (ICO) field will be deleted at the same time, requiring the agency taking such action to re-enter any data which was in the ICO field which should not be permanently deleted. Conversely, when the caution indicator is added, any contents in the Identification Comments (ICO) field will be deleted since the caution comments will be the first data in the ICO field. This would necessitate the agency taking such action to re-enter any data which was in the ICO field prior to inclusion of the caution comments.
Sex (SEX)
Race (RAC)
Place of Birth (POB)
Height (HGT)
Weight (WGT)
Color of Eyes (EYE)
Color of Hair (HAI)
Skin Tone (SKN)
Identification Comments (ICO)

(2) Append data to the following fields in the Identification Segment of the record:
Name (NAM) - For aliases, using AKA
Date of Birth (DOB)
Scars, Marks, Tattoos, Etc. (SMT)
Social Security Number (SOC)
Miscellaneous Identification Number (MNU)

Once entered in the record, data in the following fields of the Identification Segment cannot be modified (changed) by any agency. To change the data in one of these fields, the entire record must be canceled (deleted) or an off-line request in writing can be made to the Director, FBI (Attention: NCIC) to have the change made in the appropriate record:
Date of Birth first entered (DOB)
FBI Identification Number (FBI)

Fingerprint Classification (FPC)
(If the field is blank, any agency which has entered data in the record may enter the NCIC fingerprint classification for the subject in the blank field. If amputation(s) of finger(s) is noted during subsequent fingerprinting, this fact should be made known by off-line communication in writing to the Director, FBI (Attention: NCIC) with request that the NCIC Fingerprint Classification in the appropriate record, as identified by name and FBI number, be changed to show amputation(s).)
State Establishing Record (EST)
Date Record Established (DRE)
Date of Latest Update (DLU)

ENTRY OF ARREST SEGMENT

Entry of the Arrest Segment for a record requires the following data be included, except that in converting historical records data, if not available, is not required to be entered in fields preceded below by an asterisk.

Message Key	MKE
*Arresting Agency Identifier	ORI
Date of Birth (as in Segment 1) - not stored; use only where no previous State Identification Number in record for agency)	DOB
*State Identification Number for subject in state of the current entry (Federal submissions will use "F" and date of birth)	SID
FBI Identification Number	FBI
Name Arrestee Used only if different from Name in Identification Segment	ANA
Date of Arrest or Print	DOA
# Arrest Charge Number (If single charge, this would be indicated (01), rather than leave field blank)	ACH
# Arrest-Offense Classification-Numeric	AON
# Arrest-Offense Classification-Literal (If free text offense information included)	AOL

Fields prefaced by a "#" are part of a set of data relating to one arrest charge number.

The following data is recommended for entry, as applicable, so that more complete arrest information will be available in the Arrest Segment but is not required for entry:

# Date of Offense (only temporarily optional - will be required field at an early date)	DOO
# Statute Citation (only temporarily optional - will be required field at an early date)	CIT

# General Offense Character	GOC
# Arrest (pre-trial) Disposition-Numeric (only temporarily optional - will be required field at an early date)	ADN
Additional Arrest Disposition Data	ADD

Fields prefaced by a "#" are part of a set of data relating to one arrest charge number.

The ADN field is translated as indicated on page 3 - 13.

When fingerprints have been taken and submitted with respect to a given offense(s) and another agency subsequently takes and submits fingerprints of the same individual for custody purposes with respect to the same arrest and not as a result of a conviction involving confinement, any fingerprints taken and submitted by the second fingerprinting agency are not to be the basis for an entry in the Arrest Segment.

MODIFICATION OF STATE IDENTIFICATION NUMBER

An erroneously entered SID can be corrected (changed but not deleted) by the state of entry only by appropriate modify message. Such message cannot include any other fields to be modified. One modify message will result in modification of the SID in all locations in which it appears in the record.

ENTRY OF JUDICIAL SEGMENT

Entry of the Judicial Segment of a cycle in a record requires the following data be included, except that when converting historic records data, if not available, is not required to be entered in fields preceded below by an asterisk:

Message Key	MKE
*State Identification Number	SID
FBI Identification Number	FBI
Date of Arrest or Print	DOA
# Court- Count Number	CCT
#*Court Disposition Date	CDD
# Court-Offense Classification-Numeric	CON
# Court-Offense Classification-Literal (if free text offense information included)	COL
# Court Disposition-Numeric	CDN

Fields prefaced by a "#" are part of a set of data relating to a count number.

Data also is to be entered to complete the record with respect to the agency identifier (ORI), the statute citation (CIT), the general offenses charged (i.e. General Offense Classification (GOC)), disposition by the court of the offenses, sentences as suspended and imposed (i.e. Sentence Suspended (CSS), Confinement (CMT), Probation (CPR), Fine (CFN), Other Sentence Provisions-Literal (CPL), and Other Court Sentence Provision-Numeric (CPN)), date case appealed (DCA) and subject on bail pending results of appeal (CBL).

Because of their importance in the criminal history record, the Agency Identifier (ORI) and Statute Citation (CIT) fields are only temporarily being designated as optional fields. At an early date edits will be placed on these fields requiring such data be included except for converted non-current cycles. States must develop and implement procedures to obtain the necessary data to complete the record as soon as possible.

The code in the CDN field is translated as indicated in the ALPHA CODE column on page 4 - 10.

ENTRY OF SUPPLEMENTAL SEGMENT

Entry of the Supplemental Segment of a cycle in a record requires the following data be included, except that when converting historic records data, if not available, is not required to be entered in the field preceded below by an asterisk (*).

Message Key	MKE
*State Identification Number	SID
FBI Identification Number	FBI
Date of Arrest or Print	DOA
# Court Count Number(s)	CCT
#*Court (Chief Executive) Disposition Date	CDD
# Court (Chief Executive) Disposition-Numeric	CDN

Fields prefaced by a "#" are part of a set of data relating to a count number (or count numbers, if disposition so grouped).

Data also is to be entered to complete the record with respect to agency identifier (ORI), sentences as suspended and imposed (i.e. Sentence Suspended (CSS), Confinement (CMT), Probation (CPR), Fine (CFN), Other Court Sentence Provisions-Literal (CPL), and Other Court Sentence Provisions-Numeric (CPN)). The Agency Identifier (ORI) field is being designated as an optional field only temporarily. Because of its importance to the record, an edit will be placed on this field at an early date requiring such data be included except for converted non-current cycles.

The code in the CDN field is translated as indicated in the ALPHA CODE column on page 4 - 10.

ENTRY OF CUSTODY-SUPERVISION SEGMENT

The Custody-Supervision Segment of an NCIC Computerized Criminal History record is provided to allow the recording within a cycle of custody and supervision status and location changes following conviction. Several entries may be made to a cycle in this segment, one entry for each change.

It is not intended that only one entry will be made for a cycle in the Custody-Supervision Segment following conviction. Inasmuch as ordinarily a subject will, at least, be (1) placed on probation and later (2) discharged from the criminal justice system or be (1) received in a penal institution and later (2) discharged from the criminal justice system when released from the institution, it appears that a minimum of two entries ordinarily will be required. When two or more entries are made in one cycle, each entry is treated as a separate set of data (see Date of Arrest or Print (DOA), below) within the cycle. Review of the Custody-Supervision Segment of a cycle should disclose all changes of status.

An entry in a cycle of the Custody-Supervision Segment of a record requires the following data be included, except that when converting historic records (non-current cycles) data, if not available, is not required to be entered in the field preceded below by an asterisk:

Message Key	MKE
Agency Identifier	ORI
*State Identification Number	SID
FBI Identification Number	FBI
Date of Arrest or Print	DOA
Status Change Character	SCC
*Custody or Supervision Status Starting Date	SSD
Custody or Supervision Status-Numeric	SSN

The code in the SSN field is translated as indicated in the ALPHA CODE column on page 6 - 8.

The Custody or Supervision Status-Literal Extended (SLE) field is to be used when the Custody or Supervision Status-Numeric does not or will not adequately describe the status change.

FIELD EDIT SPECIFICATIONS
IDENTIFICATION SEGMENT
(SEGMENT 1)

MKE	Must be "EII", "EIIØØ" (initial load) or "EII-C". (EIIN for entering supplemental data to NAM, DOB, SMT, SOC and MNU fields.)
ORI	Must be a nine-character ORI and the ORI must agree with the line control designation.
FBI	Positions 1 to 6 must be blank or numeric (Ø to 9). Positions 7 and 8 must be alpha (characters J or higher, only), blank, or numeric (Ø to 9). Position 9 must be alpha (characters A through H, only) or a numeric (Ø to 9).
NAM	Cannot be all blanks, blank in first position, or two spaces between characters. Valid characters are A to Z, Ø, comma, and hyphen. Must have alpha character on both sides of hyphen. Comma present, to indicate end of surname (last name). No more than one space after comma and must be followed by another character. Only one comma.
SEX	"M" or "F" only.
RAC	W, N, I, C, J, O, and X (for unknown), only.
POB	Optional on initial load. Each character must be in range A to Z or Ø.
DOB	(MM/DD/YR) Must be numeric characters and may be all zeros. Month must be in range ØØ to 12. Day may be zeros and must not exceed the maximum number of days for a given month. Must fill field.
HGT	Must be numeric in range 4ØØ to 711. Last two positions cannot exceed 11.
WGT	Optional. If not filled, must be blank. If used must be numeric characters in range Ø5Ø to 499.
EYE	Optional. If used must be BLK, BLU, BRO, GRY, GRN, HAZ, MAR, PNK, XXX.
HAI	Optional. If used must be BLK, BRO, BLN, RED, WHI, GRY, SDY, BAL, XXX.

SKN	Optional. If used must be ALB, BLK, DRK, DBR, FAR, LGT, LBR, MED, MBR, OLV, RUD, SAL, YEL.
SMT	Optional. If used must be alpha characters and blank characters.
SOC	Optional. If used must be numeric characters and fill field.
MNU	Optional. If used, first two characters must be valid code followed by a hyphen. Cannot be spaces to right of the hyphen.
FPC	Optional for initial load. If used, must contain 20 characters, A to Z and Ø to 9. Must be an authorized FPC code.
ICO	If MKE = EH-C this field cannot be blank.
EST	Not used by entering agency. Two-character state code for state establishing record is entered in field by NCIC computer.
DRE	Not used by entering agency. Date of entry is entered in field by NCIC computer.
DLU	Not used by entering agency. Date of update is entered in field by NCIC computer.

ARREST SEGMENT
(SEGMENT 2)

MKE — Must be "ER2" or "ER2Ø" (initial load).

ORI — Required for entry unless "0002" entered in AON field for same cycle. First seven characters of a U.S. or Canadian ORI which is nine characters in length must be included in the look-up table for ORI's unless there is an alpha character in position 9. First two characters must be a valid two-character code and must have a minimum of nine characters. If a space (blank) is in position 3, this indicates an agency abbreviation (not an approved coded identifier) is being used. ORI must agree with line control designation.

DOB — Must match the date of birth (not an appended date of birth) stored in the Identification Segment.

SID — Cannot be embedded spaces or all zeros. First two positions must be valid two-character state code or "F". (First two characters of a state agency SID being entered must match first two characters of ORI in message if ORI is included in message.) SID (when DOB not included in entry of segment) must match previously entered SID for state of entry.

FBI — See FBI, Segment 1.

ANA — Optional. Use only if different from NAM in Segment 1. If used, see NAM, Segment 1.

DOA — (X/MM/DD/YY). Position 1 must be blank or alpha. Positions 2 through 7 must be numeric and valid MM/DD. Cannot be later than current date. Must be later than 12/31/19. Day or month and day can be zero if earlier than 01/01/71.

ACH — Must be two-character numeric, not ØØ.

DOO — Optional. If entered, see MM/DD/YY requirements for DOA, above.

CIT — Optional. No checks.

GOC — Optional. If used, must be A, B, C, F, S, T, X, Y, Z.

AON — Must be numeric characters and a valid four-digit code. If "0002" (ARREST DATA NOT RECEIVED), Segments 3 and 4 must be included for the same cycle in the same message block

OL — Optional. No checks.

ADN	Optional for non-current cycles. Must be valid three-character numeric code.
ADD	Optional. No checks.

JUDICIAL SEGMENT
(SEGMENT 3)

MKE — Must be "ER3" or "ER3Ø" (initial load).

ORI — Optional at this time. First two characters must be a valid two-character code. If length of ORI is nine characters and a space (blank) is not in the third position, the character in position 9 must be an alpha character. If a space (blank) is in position 3 this indicates an agency abbreviation (not an approved coded identifier) is being used. ORI must agree with line control designation.

SID — Optional for non-current cycles. See SID, Segment 2.

FBI — See FBI, Segment 1.

DOA — (X/MM/DD/YY). Position 1 must be blank or alpha. Positions 2 through 7 must be numeric and valid MM/DD. Cannot be later than current date. Must be later than 12/31/19. Day or month and day can be zero if earlier than 01/01/71.

CCT — Must be two-character numeric, not ØØ.

CDD — Optional for non-current cycles. If entered, see DOO, Segment 2.

CIT — Optional. No checks.

GOC — Optional. If used, must be A, B, C, F, S, T, X, Y, Z.

CON — Must be numeric and a valid four-digit code.

COL — Optional. No check.

CDN — Must be valid three-character numeric code.

CSS — Optional. Alphas Y, M and D; numerics Ø to 9; and hyphen, only, allowed. Cannot contain two Y's, two M's, or two D's on same side of hyphen (if hyphen is used to indicate range). Character before hyphen must be Y, M, or D. Hyphen must be followed by at least one number. First character in field must be numeric and last character must be Y, M, or D. Sentence to the left of hyphen must be less than right portion, e.g. 120D-200D, not 12M-3D.

CMT — Optional. See CSS, above.

CPR	Optional. See CSS, above.
CFN	Optional. Numeric characters only. Cannot be all Ø. No special or alpha characters.
CPL	Optional. If used, must start in first position. May not be Ø if not used.
CPN	Optional. Must be valid three-character numeric code 330, 331, 333, 334, 335, 336, 338, 339, 340, 342, 345, 346, 347.
DCA	Optional. Must be numeric and valid MM/DD. Cannot be later than current date.
CBL	Optional. If entered, must be "B".

SUPPLEMENTAL SEGMENT
(SEGMENT 3A)

MKE	Must be "ER3A".
ORI	See ORI, Segment 3.
SID	Optional for non-current cycles. If used, see SID, Segment 2.
FBI	See FBI, Segment 1.
DOA	See DOA, Segment 3.
CCT	Characters may be Ø to 9 and hyphen. Minimum of two numeric characters. May have any of the following combinations (N=numeric character). The number to the right of the hyphen must be greater than the number to the left. NN (may be ØN) NN-NN (may be ØN-ØN, ØN-NN, or NN-NN).
CDD	Optional for non-current cycles. If used, see DOO, Segment 2.
CDN	Must be valid three-character numeric code (301 to 323).
CSS	Optional. See CSS, Segment 3.
CMT	Optional. See CSS, Segment 3.
CPR	Optional. See CSS, Segment 3.
CFN	Optional. See CFN, Segment 3.
CPL	Optional. See CPL, Segment 3.
CPN	Optional. See CPN, Segment 3.

CUSTODY-SUPERVISION SEGMENT
(SEGMENT 4)

MKE	Must be "ER4" or "ER4Ø" (initial load).
ORI	First two characters must be a valid two-character code If a space (blank) is in position 3, this indicates an agency abbreviation (not an approved coded identifier) is being used. ORI must agree with line control designation.
SID	Cannot be embedded spaces or all zeros. First two positions must be valid two-character state code or "F". (First two characters of a state agency SID being entered must match first two characters of ORI in message.)
FBI	See FBI, Segment 1.
DOA	See DOA, Segment 3.
SCC	Must be alpha character.
SSD	Optional for non-current cycles. See DOO, Segment 2.
SSN	Numeric in the range 4Ø1 to 43Ø.
SLE	Optional. No checks.

SECTION A

File and Line Description

1. Introduction

The Florida Court System Criminal Case Management Module will store information on three related files:

Basic
Index
Statistical

Basic File

This file will contain basic case information such as entitlement, case type, filing data. Also contained within this record will be names of persons related to the case, such as, defendant, State Attorney, Public Defender Attorney, and witness information, bond information, charge, judgement and calendar information.

Index File

This file will contain basic information that will give access to the basic record on a priority basis, it will also serve as an access point to the statistical file.

Statistical File

This file will contain court related statistical information that can be used by Management for decision making, and other criminal justice agencies such as FDCLE (CCH) (OBTS), DOR, Parole and Probation and the Florida Legislature.

Numbering Lines

1. Introduction

Each line of information in the basic court information is numbered. This number is positioned immediately after the letter representing the type of line and consists of three digits.

The numbers are broken down into three types.

HEADING NUMBERS --- *The heading number consists of three zeros and automatically appear on every heading line.*

PRIMARY NUMBERS --- *The primary numbers end in zero and require all information entered in that line to be entered in the format called for by the heading.*

SECONDARY NUMBERS -- *The secondary numbers end in digits 1 - 9. Each primary line has 9 Secondary lines available with which to expand information. Secondary numbers are placed directly below the primary numbers to which they relate and information is entered in free-form style.*

Examples of the three lines are as follows:

Heading	---	*D000*	*PARTY*	*BOND-DATE*	*BOND #*	*BT*	*AMOUNT*
Primary	---	*D010*	*A*	*042976*	*01234567*	*A*	*10000*
Secondary	--	*D011*	*Bonding Agency*	*Tripple AAA*			

2. Sequence of Numbers

All line types have the following Primary Number Sequence:

010 -- First Primary Line Number
020
030 -- Sequence of 10's
040
050

2. Contents of Files

Within each file, information is categorized according to lettered lines, with each letter representing a certain type of information.

The Basic File may contain the following types of lines.

"A" LINE --- Basic Information

"B" LINE --- Name Information

"C" LINE --- Charge Information

"D" LINE --- Bond Information

"E" LINE --- Calendar Information

"F" LINE --- Judgement Information

Basic File

"A" LINE

1	2	3	4	5
A000	PARTY	UNIFORM CASE #	D-O-F	
A010	A	0213F76000101F	042776	COMPLAINT #

(1) Letter Type and Sequence Number for "A" Line

(2) Total Number of Parties in Case

(3) Uniform Case Number

Circuit
County
Type
Year
Number
Original or Supplemental

(4) Date of Filing (Month, Day, Year)

ORI Computee Gen.

"B" LINE

1	2	3	4	5	6	7	8	9	10	11	1
BOOO	PARTY	CON	LAST NAME	FIRST	MI	TI	DOB	R	S	FDCLE #	OI
BOlO	A	Def	Chiquelin	William	L	Jr	020445	W	M	FL1234567	12

(1) Letter Type and Sequence Number for "B" Line

* (2) Individual Party Number

(3) Persons Connection to Case (Connection Codes)

(4) Last Name

(5) First Name

(6) Middle Initial

(7) Title

** (8) Date of Birth

(9) Race

(10) Sex

*** (11) FDCLE Number

**** (12) OBTS Number

* Party Numbers will vary according to case. If more than one defendant exists in a single case each must receive their own party number. All additional names filed under a specific case number must refer to the party number of one of the defendants.

** Date of Birth will revert to date enter case if Connection Code refers to Attorney, State Attorney or Public Defender

*** Number assigned by the Florida Department of Criminal Law Enforcement to a person in the Criminal Justice System.

**** Unique number used to track occur nces through the Criminal Justice System.

"C" LINE

1	*2*	*3*	*4*	*5*	*6*	*7*	*8*
COOO	*PARTY*	*SEQ*	*STATUTE*	*DRUG*	*COUNTS*	*OFFENSE DESCRIPTION*	*PLEA*
CO1O	*A*		*813.010*	*(A)(B)*	*1*	*Murder I*	*NG*

9	*10*
DISPOSITION	*DATE-DISP*
	042876

(1) Letter Type and Sequence Number for "C" Line

(2) Party Number whom specific line refers

(3) Sequence of Event

(4) Statute Number for Violation

(5) Suffix Code - further defines drug or narcotic violation

(6) Total Counts charged

(7) Offense Description (Computer Generated)

(8) Plea entered at alleged violation

(9) Disposition

(10) Date of Final Disposition

NCIC Computer Generated

"D" LINE

1	2	3	4	5	6	7	8
DOOO	*PARTY*	*BOND-DATE*	*BOND #*	*TYPE*	*AMT/VALUE*	*ADJ. AMT*	*ACT*
DØ1Ø	*A*	*042876*	*1234567*	*A*	*0001000*	*0000500*	*Res*

9	
DOOO	*ACT-DATE*
DO1O	*042976*

(1) Letter Type and Sequence Number for "D" Line

(2) Party Number to whom specific line refers

(3) Date that original Bond was made

(4) Bond Number

(5) Type of Bond Code

(6) Amount of original Bond

(7) Adjustment amount of Bond - each time the orginal amount of Bond is reset, this area should be changed to read the most recent amount of Bond

(8) Action Code - each time any action is taken on the Bond, this area should be changed to read the most recent action

(9) Action Date - Date of any action taken referring to Bond. Each time any action is taken on the Bond, this area should read the most recent action date

"E" LINE

1	2	3	4	5	6	7	8	9
EØØØ	*PARTY*	*CAL-DATE*	*CR*	*TIME*	*J.I.*	*P*	*REASON*	*DESCRIPTION*
EO1O	*A*	*042976*	*010*	*0900*	*JCA*	*9*	*Plea*	

	10	11	12
EØØØ	*ACT/EST*	*DISP*	*FUTURE-DATE*
EO1O	*0130*	*CONT*	*050276*

(1) Letter Type and Sequence Number for "E" Line

(2) Party Number to who specific calendar line refers

(3) Calendar Date of next scheduled court appearance

(4) Court Room Number of next scheduled appearance

(5) Time of scheduled court appearance (military time)

(6) Assigned Judge's Initials

(7) Priority Code

(8) Reason Code for assigned appearance

(9) Free Form area for descriptive information related tc reason

(10) Estimated/Actual Time of court appearance.

(11) Disposition of action taken on the case for the particular court date

(12) Date of any future court appearance scheduled

"F" LINE

1	*2*	*3*	*4*	*5*	*6*	*7*
FOOO	*PARTY*	*JUDGE-DATE*	*ORDER*	*IND*	*MIN-MAY*	*FINE*
FØ1Ø	*A*	*051076*	*Pent*	*CC*	*01Y-06Y*	*10000*

(1) Letter Type and Sequence Number for "F" Line

(2) Party Number to whom specific judgement refers

(3) Date judgement order issued

(4) Order Code - Designates what type of order has been issued

(5) Indicator - Further defines the Order Code or indicates a deferment

(6) Minimum and Maximum time the defendant has been ordered to serve or has been granted probation

(7) Amount of money defendant has been fined

SECTION B

Index File

SECTION C

Statistical File

SECTION D

Requesting Information

The information contained in any of the files can be displayed at the request of the terminal operator by using the following display codes.

Display Codes

CAS -- Display case file

1. Requesting case information

An individuals case may be displayed by keying the Case File Display Code and information called for in the following format.

FORMAT: CAS, CIRCUIT, COUNTY, TYPE, YEAR, NUMBER, STATUS

EXAMPLE: CAS, 02, 20, CF, 76, 000101, F

A particular line type (such as Bond information) may be querued in the following manner:

FORMAT: CAS, CIRCUIT, COUNTY, TYPE, YEAR, NUMBER, STATUS, LINE TYPE

EXAMPLE: CAS, 02,20, CF 76, 000101, F, D

A particular line number (such as 020 of a bond line) may also be requested as shown below:

FORMAT: CAS, CIRCUIT, COUNTY, TYPE, YEAR, NUMBER, STATUS, LINE TYPE, LINE NUMBER

EXAMPLE: CAS, 02, 20, CF, 76, 000101, F, D, 020

SECTION E

Entering Information

1. Operation Codes

In order to add, change, or delete information within a file, one of the three follow operation codes must be used.

"A" - used to add a new line of information

"C" - used to change an existing line of information

"D" - used to delete an existing line of information

The operation code will be the fifth position of the line, immediately following the line number.

SECTION F. ENTERING INFORMATION

I. OPERATION CODES

In order to add, change, or delete information within a file, you must use one of the three Operation Codes below:

'A' - used to Add a new line of information;

'C' - used to Change an existing line of information;

'D' - used to Delete an existing line of information.

The Operation Code is keyed in the fifth position of the line, immediately following the Line Number.

II. NEW CASE ENTRY

A. The NCR code, when entered, will provide the operator with both the A010 and A011 lines. One or both of these lines can be added with an 'A' code in the proper position and the correct information needed in the record.

B. Enter the A010/A011 lines. After acceptance of these records (the case is now set up), the CRT screen will display the remainder of the records necessary to complete new case entry. The required record for each case type will appear automatically: B and C for Criminal.

C. Any number of records can be added at this time. If more than one record is required, as in B (name) records, these can be added on any blank line that is available, so long as the format for that line is followed. Any line not needed at this time can be typed over (erased) or just left blank.

III. COMPUTER RESPONSE

If all the lines are successfully entered, the operator will get the message, "Record Updated - Verify Affected Lines". At this point the operator should check each line entered for completeness and accuracy. Should any line not be accepted, the computer will display an error message on the top of the CRT screen. In order to find the bad line, simply look down column 5 on each line (the spot on the line you put the 'A', 'C', or 'D' in). You will see that some lines have an asterisk (*) in that position -- this means that that particular line is O.K. and has been accepted. The line that has the error and has not been accepted will still contain the 'A'.

Correct the error. Repeat this procedure until the successful maintenance message is given.

Note that when all entries are accepted, no 'A' or '*' will remain on the screen

IV. CASE UPDATE

A. Existing cases can be updated the same way the new cases are entered. The operator need only call the case up on the screen and proceed to add, change, or delete as many lines as necessary, on one full screen at a time. This will especially aid the criminal area where many different records must be updated from the minutes (C, D, E and F).

ØØ	PARTY	UNIFORM-CASE NUMBER	DATE-FILED	ENTITLEMENT
xx	xx	xx xx xx xx xxxxxxx	xxxxxx	FLA VS

ØØ	PARTY	CON	LAST NAME	FIRST NAME	MI	TI	D-O-B	RACE	SEX	FDCLE #	OBTS #
xx	x	xxx	xxxxxxxxxxxxxxx	xxxxxxxxxx	x	xx	xxxxxx	x	x	xxxxxxxxxx	xxxxx

ØØ	PARTY	SEQ	STATUTE	DRUG	CTS	DESCRIPTION	PLEA	DISP	DATE-DISP
	x	xxx	xxx.xxx (x) (x)	xx	xxx	xxxxxxxxxxxxxxxxxxxxxx	xxxx	xxxx	xxxxxx

Ø	PARTY	BOND-DATE	BOND-NUMBER	TYPE	AMT/VALUE	ADJ/AMT	ACTION	DATE-ACTION
xx	x	xxxxxx	xxxxxxxx	xx	xxxxxxx	xxxxxxx	xxx	xxxxxx

ØØ	PARTY	DATE-CALENDAR	CR	TIME	JUDGE	P	REAS	DESCRIPTION	DISP	DATE-FUT
xx	x	xxxxxx	xx	xxxx	xxxx	x	xxxx		xxxx	xxxxxx

ØØ	PARTY	DATE-JUDGEMENT	ORDER	IND	TIME-MIN-MAX	FINE
xx	x	xxxxxx	xxxx	xx	xxx xxx	xxxxxxx

Description of Data Elements in Detail
and
Who Will Use Them

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SECTION 1 - Identification Data

NAM - Name
CDR - Case Disposition Reporting Number
RAC - Defendant's Race
SEX - Defendant's Sex
DOB - Date of Birth
ORI - Originating Agency (Arrest)
DOA - Date of Arrest
OBTS - OBTS Number

*SOC - Social Security Number
*SID - State Identification Number

SECTION 2 - Filing Data

TOF - Type of Filing
DOF - Date of Filing
COL - Court Offense Classification (Literal)
CNT - Number of Counts
CIT - Statute Citation
CON - Court Offense Classification (Numeric Code)
TOC - Type of Councel

SECTION 3 - Trial and Disposition Information

DFA - Date of First Appearance
PLE - Plea at First Appearance
PRA - Pre-Trial Release Action
PTA - Pre-Trial Release Action
DPA - Date Pre-Trial Release Action
DPH - Date Preliminary Hearing
DAR - Date of Arraignment
DSW - Date Speedy Trial Waiver
DTC - Date Trial Commences
TOT - Type of Trial
PSI - Date Pre-Sentence Investigation Ordered
COL - Court Offense Classification Literal
CCT - Court Charge Count
CIT - Statute Citation
CON - Court Offense Classification (Numeric Code)
FPA - Final Plea
DFP - Date Final Plea
CDN - Court Disposition Code
CDD - Court Disposition Date

SECTION 4 - Sentence Information

CPL - Court Sentence Provision (Literal)
CPN - Court Sentence Provision (Numeric)
CMT - Confinement
CPR - Court Probation

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CFN - Court Fine
CSS - Court Sentence Suspended
SLE - Custody or Supervision Status (Literal)
SSN - Custody or Supervision Status (Numeric)
SSD - Custody or Supervision Date Start
DLT - Date of Last Transaction

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DATA ELEMENT: Name of Person

NAME: NAM
NAME

LENGTH: 30 Characters

REFERENCE:

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

REMARKS:

1. Surname followed by comma, first name or initial, space, middle name or initial, space, followed by additional names or titles.
2. Only one comma is used.
3. No periods after initials.
4. No special characters except hyphenated names (-) preceeded and followed by alphabetic characters.
5. Comma is included in character count.
6. Spaces are included in character count.
7. Left justified, cannot be all blanks, blank in first position or two spaces between characters.
8. Valid characters are 'A' to "Z", 0, comma, and hyphen.
9. Must have alpha characters on both sides of hyphen.

X DOR	_____ Public Defender
X FDCLE	X State Attorney
X Parole and Probation	_____ Supreme Court

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DATA ELEMENT: Uniform Case Number (Case Disposition Reporting)

NAME: CDR

LENGTH: 12 Characters

REFERENCE: Fla. Case Disposition Reporting System, Chap 4, Page 4.1.

EXAMPLES: 731015CFAA02
730003FM A04

REMARKS:

1. Format = YYNumberTypeDefendentLocation.
   YY is the last two digits of the year.
   N is a six digit unique case number.
   T is Case and Court type.
   D is an alphabetic code for each person involved (A-Z = 1 to 26, AA to AZ = 27 to 52, BA to BZ = 53 to 78 etc)
   L is court clerks office number within a county which assigns case numbers to filings.
2. Type code must be one of the following:
   CF - Circuit, Criminal
   CO- County, Ordinance
   FM - County, Felony
   MO - Municipal, Ordinance

X	DOR		Public Defender
X	FDCLE	X	State Attorney
X	Parole and Probation	X	Supreme Court

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DATA ELEMENT: Race

NAME: RAC

LENGTH: 1 Character

REFERENCE:

EXAMPLES:
W
I
X

REMARKS:

1. Must be one of the following codes:

W	White (includes Mexicans and Latins)
N	Negro
C	Chinese
J	Japanese
I	Indian
O	All Others**
X	Unknown

** Includes: Asian Indians, Eskimos, Filipinos, Indonesians, Koreans, Polynesians, and other non-whites.

X DOR	____ Public Defender
X FDCLE	X State Attorney
X Parole and Probation	X Supreme Court

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DATA ELEMENT: Sex

NAME: SEX

LENGTH: 1 Character

REFERENCE:

EXAMPLES: M
F

REMARKS:

1. Must be M or F.
2. There is no "unknown" code.

X	DOR		Public Defender
X	FDCLE	X	State Attorney
X	Parole and Probation	X	Supreme Court

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DATA ELEMENT: Date of Birth

NAME: DOB

LENGTH: 6 Characters

REFERENCE:

EXAMPLES: 031543
072254

REMARKS:

1. Must be numeric.
2. First two digits month, second two are day, last two are year (MMDDYY).
3. Month must be 00 to 12.
4. Day can be 00 if month is 00.
5. Year 00 indicates 1900.
6. May appear more than once.
7. Actual age based on DOB cannot be greater than 80.
8. Actual age based on DOB must not be less than 14.

X	DOR		Public Defender
X	FDCLE	X	State Attorney
X	Parole and Probation	X	Supreme Court

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DATA ELEMENT: Originating Agency

NAME: ORI

LENGTH: 29 Characters Maximum

REFERENCE: NCIC Manual

EXAMPLES: FL004023J
FL005031J
FL 1st CIR CT PENSACOLA

REMARKS:

1. First two characters must be alphabetic state code.
2. If nine-digit ORI(Originating Agency) is available, no other data should appear.
3. If ORI not available, position three must be blank followed by literal to identify the agency by name and city.
4. No commas, periods, or special characters within the data.
5. See Code Sheet labeled ORI in back of this book for specific identifier structure.

_____ DOR	_____ Public Defender
X FDCLE	X State Attorney
_____ Parole and Probation	X Supreme Court

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DATA ELEMENT: Date of Arrest

NAME: DOA

LENGTH: 6 Characters

REFERENCE:

EXAMPLES: 061271
022673
010172

REMARKS:

1. Date the offender was arrested.
2. First two digits month, second two are day, last two are year (MMDDYY).
3. Month must be 01 to 12.
4. Day must be valid for that month (1-28, 1-30, etc.)
5. Cannot be later than current date.
6. Should be current date if fingerprints are not taken on DOA.

X DOR	___ Public Defender
X FDCLE	X State Attorney
X Parole and Probation	X Supreme Court

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DATA ELEMENT: Unique Number Assigned to an Arrestee for OBTS Purposes

NAME: OBTS

LENGTH: 9 Characters

REFERENCE:

EXAMPLES:

REMARKS:
Not specifically defined as of 10/30/74.

X	DOR		Public Defender
X	FDCLE	X	State Attorney
X	Parole and Probation		Supreme Court

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DATA ELEMENT: Social Security Number

NAME: SOC

LENGTH: 9 Characters

REFERENCE:

EXAMPLES: 123456789

REMARKS:

1. Must be numeric, no dashes.
2. May appear more than once (i.e., a person may have more than one social security number).

_____ DOR	_____ Public Defender
_____ FDCLE	___X___ State Attorney
___X___ Parole and Probation	_____ Supreme Court

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DATA ELEMENT: State Identification Number (DLE Number)

NAME: DLE
FDLE
SID

LENGTH: 8 Characters

REFERENCE:

EXAMPLES: 00279948
77502341
FL65432782 (NCIC)

REMARKS:

1. Unique number assigned to persons by FDLE, and based on fingerprint identification.
2. Field must be filled and numeric.
3. For the purpose of identifying the state which established the computerized record in NCIC, the two character alpha code for the establishing state will be entered automatically by the NCIC computer in the EST (State Establishing Record) of the Identification segment in the NCIC/CCH data base.
4. Corresponds to State Identification Number (SID) in NCIC. The FDLE number is prefixed with the appropriate state code (FL for Fla.), for submission to NCIC.

X DOR	____ Public Defender
X FDCLE	____ State Attorney
____ Parole and Probation	____ Supreme Court

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DATA ELEMENT: Type of Filing

NAME: TOF

LENGTH: 1 Character

REFERENCE: CDR

EXAMPLES:

REMARKS: This data element is designed to indicate whether the matter before the court is an original criminal action or something else, such as a reinstated or reopened matter or a post conviction proceeding.

_____ DOR	_____ Public Defender
_____ FDCLE	_____ State Attorney
_____ Parole and Probation	X Supreme Court

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DATA ELEMENT: Date of Filing

NAME: DOF

LENGTH: 06 Characters

REFERENCE: Clerk

EXAMPLES:

011272

101275

REMARKS:

1. Court Date of Filing
2. Format = MMDDYY
3. Must Be Numeric
4. The time when papers initiating a proceeding are filed with the Clerk of Court and assigned a number.

____ DOR	____ Public Defender
X FDCLE	X State Attorney
X Parole and Probation	X Supreme Court

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DATA ELEMENT: Court Offense Classification Literal

NAME: COL

LENGTH: 46 Characters, Varies in length by CON literal length.

REFERENCE: NCIC Manual

EXAMPLES: ROBBERY-STREET-KNIFE-50 DOLLARS TAKEN

REMARKS:

1. Offense literal description.
2. Supplements GOC and CON fields.
3. See Code Sheet labeled CON in back of this book for Codes, Literals and Free Text size.

X	DOR		Public Defender
X	FDCLE	X	State Attorney
X	Parole and Probation	X	Supreme Court

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DATA ELEMENT: Number of Counts for a Particular Offense

NAME: CNT

LENGTH: 3 Characters

REFERENCE:

EXAMPLES: 001
005
010

REMARKS:

1. Must be numeric.

____ DOR	____ Public Defender
____ FDCLE	_X_ State Attorney
____ Parole and Probation	_X_ Supreme Court

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DATA ELEMENT: Statute Citation

NAME: CIT

LENGTH: 17 Characters Maximum

REFERENCE:

EXAMPLES: FL813-011
FL784-06

REMARKS:

1. Used to quote the legal statute.
2. Correlate to NCIC Uniform Offense Classification.
3. Prefixes may be used
   TT for Federal
   CO for County
   MO for Municipal Ordinance
   FL for Florida Statute
4. For Florida Statute, coded as FL followed by chapter number, dash (-), and section number.

X DOR	___ Public Defender
X FDCLE	X State Attorney
X Parole and Probation	X Supreme Court

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DATA ELEMENT: Court Offense Classification-Numeric Code

NAME: CON

LENGTH: 4 Characters

REFERENCE: NCIC Manual

EXAMPLES: 2306

REMARKS:

1. Numeric code for offense classification.
2. Must be numeric.
3. See code sheet labeled CON in back of this book for specific coding.

__X__ DOR	_____ Public Defender
__X__ FDCLE	_____ State Attorney
_____ Parole and Probation	__X__ Supreme Court

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DATA ELEMENT: Type of Counsel

NAME: TOC

LENGTH: 02 Characters

REFERENCE: Clerk

EXAMPLES:

REMARKS:

1. Private = PR
2. Public Appointed = PA
3. Public Defender = PD
4. Self = SF

X	DOR		Public Defender
X	FDCLE	X	State Attorney
X	Parole and Probation	X	Supreme Court

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DATA ELEMENT: Date of First Appearance

NAME: DFA

LENGTH: 6 Characters

REFERENCE:

EXAMPLES: 101071

011572

REMARKS:

1. Court Date of First Appearance
2. Format = MMDDYY
3. Must be numeric.
4. Must be later than Date of Arrest (DOA).

____	DOR	____	Public Defender
X	FDCLE	X	State Attorney
X	Parole and Probation	X	Supreme Court

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DATA ELEMENT: Plea (Entered at First Appearance)

NAME: PLE

LENGTH: 01 Character

REFERENCE:

EXAMPLES:

REMARKS:

1. Not Guilty = N
2. Guilty = G
3. Nolo Contendere = C

X	DOR		Public Defender
X	FDCLE	X	State Attorney
	Parole and Probation		Supreme Court

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DATA ELEMENT: Pre-Trial Release Action

NAME: PRA

LENGTH: 02 Characters

REFERENCE: Clerk

EXAMPLES:

REMARKS:

1. Must be numeric.
2. Release Own Recognizance = 01
3. Cash Bail = 02
4. Surety Bond = 03

X DOR	Public Defender
X FDCLE	X State Attorney
X Parole and Probation	X Supreme Court

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DATA ELEMENT: Pre-Trial Release Action (Amount)

NAME: PTA

LENGTH: 09 Characters

REFERENCE:

EXAMPLES: Surety Bond $9000.00

REMARKS:

1. Must be numeric.
2. Must be right justified.
3. $9000.00 = 000009000.

X	DOR	____	Public Defender
X	FDCLE	X	State Attorney
X	Parole and Probation	X	Supreme Court

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DATA ELEMENT: Date of Pre-Trial Release Action

NAME: DPA

LENGTH: 06 Characters

REFERENCE: NCIC Manual

EXAMPLES: 101071

011572

REMARKS:

1. Court Date of Pre-Trial Release Action
2. Format = MMDDYY
3. Must be numeric.

X DOR	____ Public Defender
X FDCLE	X State Attorney
X Parole and Probation	____ Supreme Court

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DATA ELEMENT: Date of Preliminary Hearing

NAME: DPH

LENGTH: 06 Characters

REFERENCE: Clerk

EXAMPLES: 101071

011572

REMARKS:

1. Court Date of Preliminary Hearing
2. Format = MMDDYY
3. Must be numeric.

This hearing takes place in felony case after the initial presentation and before the case goes to trial. The object is to allow the court to decide whether or not there is probable cause to believe that a crime was committed and that it was committed by the accused in court.

____ DOR	____ Public Defender
X FDCLE	X State Attorney
____ Parole and Probation	X Supreme Court

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DATA ELEMENT: Date of Arraignment

NAME: DAR

LENGTH: 06 Characters

REFERENCE: Clerk

EXAMPLES:

101771

012172

REMARKS:

1. Court Date of Arraignment
2. Format = MMDDYY
3. Must be numeric.
4. Must be greater than filing date.

The date on which the accused is held to answer for the charges against him before the court. The arraignment brings the accused under the jurisdiction of the court and establishes him as the defendant in the case. The defendant enters his plea, the court sets a trial date and establishes the conditions of the defendant's release

____ DOR	____ Public Defender.
X FDCLE	X State Attorney
X Parole and Probation	X Supreme Court

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DATA ELEMENT: Date Speedy Trial Waiver

NAME: DSW

LENGTH: 06 Characters

REFERENCE: Clerk

EXAMPLES:

101272

011275

REMARKS:

1. Date of Speedy Trial Waiver
2. Format = MMDDYY
3. Must be numeric.

_____ DOR

_____ FDCLE

_____ Parole and Probation

_____ Public Defender

_____ State Attorney

__X__ Supreme Court

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DATA ELEMENT: Date Trial Commences

NAME: DTC

LENGTH: 06 Characters

REFERENCE: Clerk

EXAMPLES:

101771

022172

REMARKS:

1. Court Date Trial Starts
2. Format = MMDDYY
3. Must be numeric.
4. Must be greater than filing date.

____	DOR	____	Public Defender
X	FDCLE	X	State Attorney
____	Parole and Probation	X	Supreme Court

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DATA ELEMENT: Type of Trial

NAME: TOT

LENGTH: 01 Character

REFERENCE: Clerk

EXAMPLES:

REMARKS:

1. Non Jury = N
2. Jury = J

X	DOR		Public Defender
X	FDCLE	X	State Attorney
X	Parole and Probation	X	Supreme Court

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DATA ELEMENT: Date Pre-Sentence Investigation Ordered

NAME: PSI

LENGTH: 06 Characters

REFERENCE: Clerk

EXAMPLES:

101771

011272

REMARKS:

1. Court: Date Pre-Sentence Invesigation Ordered
2. Format = MMDDYY
3. Must be numeric.

This is the date the court orders a pre-sentence investigation done on the defendant by Parole and Probation.

X	DOR	____	Public Defender.
X	FDCLE	____	State Attorney
X	Parole and Probation	X	Supreme Court

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DATA ELEMENT: Court Offense Classification Literal

NAME: COL

LENGTH: 46 Characters, Varies in length by CON literal length.

REFERENCE: NCIC Manual

EXAMPLES: ROBBERY-STREET-KNIFE-50 DOLLARS TAKEN

REMARKS:

1. Offense literal description.
2. Supplements GOC and CON fields.
3. See Code Sheet labeled CON in back of this book for Codes, Literals and Free Text size.

x DOR	____ Public Defender
x FDCLE	x State Attorney
x Parole and Probation	x Supreme Court

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DATA ELEMENT: Court Charge Count

NAME: CCT

LENGTH: 2 Characters

REFERENCE: NCIC Manual

EXAMPLES: 02
03
15

REMARKS:

1. Ascending number for additional charges at time of trial.
2. Cannot be greater than 50.
3. Must be numeric.

x DOR	____ Public Defender
x FDCLE	x State Attorney
x Parole and Probation	x Supreme Court

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DATA ELEMENT: Statute Citation

NAME: CIT

LENGTH: 17 Characters Maximum

REFERENCE:

EXAMPLES: FL813-011
FL784-06

REMARKS:

1. Used to quote the legal statute.
2. Correlate to NCIC Uniform Offense Classification.
3. Prefixes may be used
   TT for Federal
   CO for County
   MO for Municipal Ordinance
   FL for Florida Statute
4. For Florida Statute, coded as FL followed by chapter number, dash (-), and section number.

x	DOR		Public Defender
x	FDCLE	x	State Attorney
x	Parole and Probation	x	Supreme Court

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DATA ELEMENT: Court Offense Classification-Numeric Code

NAME: CON

LENGTH: 4 Characters

REFERENCE: NCIC Manual

EXAMPLES: 2306

REMARKS:

1. Numeric code for offense classification.
2. Must be numeric.
3. See code sheet labeled CON in back of this book for specific coding.

x DOR	____ Public Defender
x FDCLE	____ State Attorney
x Parole and Probation	____ Supreme Court

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DATA ELEMENT: Final Plea

NAME: FPA

LENGTH: 01 Character

REFERENCE: Clerk

EXAMPLES:

REMARKS:

1. Not Guilty = N
2. Guilty = G
3. Nolo Contendere = C

x DOR	____ Public Defender
x FDCLE	____ State Attorney
x Parole and Probation	X Supreme Court

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DATA ELEMENT: Date of Final Plea

NAME: DFP

LENGTH: 06 Characters

REFERENCE: Clerk

EXAMPLES:

121272

011075

REMARKS:

1. Court Date of Final Plea
2. Format = MMDDYY
3. Must be numeric.

____ DOR	____ Public Defender
x FDCLE	x State Attorney
x Parole and Probation	X Supreme Court

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DATA ELEMENT: Court Disposition Numeric Code

NAME: CDN

LENGTH: 2 Characters

REFERENCE: NCIC Manual

EXAMPLES:

01

50

REMARKS:

1. Preliminary Hearing Waived, Case Bound Over
2. Preliminary Hearing, Established Probable Cause
3. Preliminary Hearing, Case Dismissed
4. Preliminary Hearing, Jurisdiction Terminated by Filing of a Direct Information
5. Acquitted
6. Acquitted by Reason of Insanity
7. Acquitted by Reason of Mental Incompetence
8. Case Continued Without Finding
9. Charge Dismissed by Judge
10. Dismissed on Speedy Trial Rule
11. Charge Dismissed Due to Insanity
12. Charge Dismissed Due to Mental Incompetence
13. Charge Still Pending Due to Insanity
14. Charge Still Pending Due to Mental Incompetence
15. Convicted
16. Deceased
17. Deferred Disposition
18. Dismissed - Civil Action
19. Extradited
20. Found Insane
21. Found Mentally Incompetent
22. Pardoned
23. Deferred Prosecution
24. Probation Before Conviction

x DOR	____ Public Defender
x FDCLE	x State Attorney
x Parole and Probation	X Supreme Court

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25. Probation revoked, terminated, modified or unchanged.
26. Sentence Commuted
27. Post-Conviction Relief Granted, Denied or Dismissed.
28. Adjudication Withheld
29. Mistrial-Defendant Discharged
30. Executive Clemency Granted
31. TRansferred Within Same Court
32. Transferred to Another Court (Change of Venue)
33. Transferred to Court with Different Jurisdiction
34. Transferred to Mental Health Agency
35. Consolidated With Other Proceeding Involving Same Defendant
36. Consolidated With Other Proceeding Involving Different Defendants
37. Off Calendar/Stet
38. Other
39. Bond Estreature
40. No Infomration
41. Fugitive Warrant
42. Absentee Docket
43. Decision Reversed
44. Decision Upheld
45. Decision Remanded
46. Appeal Denied
47. Decline to Prosecute (guilty disposition in another case.)
48. Nol Pros
49. New Information or Indictment Filed
50. Essential Witness absent w/o whom case cannot be tried - Continuance denied
51. Defendant plead guilty to a crime involving same criminal episode, or to another higher offense.
52. New information gained by S.A. which was not known to law enforcement agencies, of exculpatory or defensive nature.
53. No Bill (other than for reason listed below)
54. Other information or indictment filed.
55. Victim or essential witness declines to prosecute, uncooperative, unavailable, or other witness related problems
56. Evidence submitted by law enforcement agency inadequate under Supreme Court of Florida case #44,958. (Possibility of proof beyond reasonable doubt).
57. Absence of police reports and/or evidence as requested.
58. Defendant released to other jurisdiction, cannot be extradited or completed supervised pre-trial diversion.

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DATA ELEMENT: Court Disposition Date

NAME: CDD

LENGTH: 6 Characters

REFERENCE: NCIC Manual

EXAMPLES: 101071
011572

REMARKS:

1. Court final case disposition date.
2. Format = MMDDYY.
3. Must be numeric.
4. Must be later then Date of Arrest (DOA).

x DOR	____ Public Defender
x FDCLE	x State Attorney
x Parole and Probation	X Supreme Court

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DATA ELEMENT: Court Sentence Provision-Literal

NAME: CPL

LENGTH: 50 Characters

REFERENCE: NCIC Manual

EXAMPLES: CLEAN 3 MILE STRETCH HWY 95 WKENDS
PAY VICTIM WIDOW 300 MONTH 3 YEARS

REMARKS:

1. Basically describes court sentence provisions that are not appropriate to CSS, CMT, CPR, CFN fields.

X DOR	___ Public Defender
X FDCLE	X State Attorney
X Parole and Probation	X Supreme Court

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DATA ELEMENT: Court Sentence Provision-Numeric

NAME: CPN

LENGTH: 3 Characters

REFERENCE: NCIC Manual

EXAMPLES: 330
334
342

REMARKS:

1. Numeric code for court sentences.
2. Must be numeric.
3. See code sheet labeled COURT in back of this book for specific coding.

X	DOR	____	Public Defender
X	FDCLE	X	State Attorney
X	Parole and Probation	____	Supreme Court

CONTINUED

2 OF 3

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DATA ELEMENT: Confinement

NAME: CMT

LENGTH: 12 Characters

REFERENCE: NCIC Manual

EXAMPLES: 5Y6M (5 Years and 6 Months)
2Y-5Y (Two to Five Years)

REMARKS:

1. Basically describes any imposed confinement of an offender.
2. See code sheet labeled COURT in back of this book for specific coding.
3. Periods of confinement will be expressed in Years(Y), Months(M) and Days(D).
4. A Court Sentence imposing confinement of 2 years and 6 months would be expressed as 2Y6M.
5. A Court Sentence imposing confinement of from 3 to 5 years would be expressed as 3Y-5Y.

X DOR	____ Public Defender
X FDCLE	X State Attorney
X Parole and Probation	X Supreme Court

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DATA ELEMENT: Court Probation

NAME: CPR

LENGTH: 12 Characters

REFERENCE: NCIC Manual

EXAMPLES: 5Y6M (5 years and 6 months)
2Y-5Y (two to 5 years)

REMARKS:

1. Basically describes the probationary period for an offender.
2. Periods of Probation will be expressed in Years(Y), Months(M) and Days(D).
3. A Court sentence imposing Probation of 2 years and 6 months would be expressed as 2Y6M.
4. A Court sentence imposing Probation of from 3 to 5 years would be expressed as 3Y-5Y.

X DOR	____ PUblic Defender
X FDCLE	X State Attorney
X Parole and Probation	X Supreme Court

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DATA ELEMENT: Court Fine

NAME: CFN

LENGTH: 6 Characters

REFERENCE: NCIC Manual

EXAMPLES: 000100
001000
015000

REMARKS:

1. Must be numeric.
2. Must be right justified.
3. Amount is in whole dollars only.

X DOR	____ Public Defender
X FDCLE	X State Attorney
X Parole and Probation	____ Supreme Court

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DATA ELEMENT: Court Sentence Suspended

NAME: CSS

LENGTH: 12 Characters

REFERENCE: NCIC Manual

EXAMPLES: 5Y6M (5 Years and 6 Months)
6Y-8Y (Six to Eight Years)

REMARKS:

1. Basically describes suspension action by a court.
2. See code sheet labeled COURT in back of this book for specific coding.
3. Periods of suspension will be expressed in Years(Y), Months (M), and Days(D).
4. A Court Sentence suspended for 2 Years and 6 Months would be expressed as 2Y6M or 30M.

X	DOR	____	Public Defender
X	FDCLE	X	State Attorney
X	Parole and Probation	____	Supreme Court

DRAFT COPY

DATA ELEMENT: Custody or Supervision Status-Literal Extended

NAME: SLE

LENGTH: 47 Characters

REFERENCE: NCIC Manual

EXAMPLES: PAROLE REDUC TO 3Y6M FROM 5Y6M
REFUSED PAROLE

REMARKS:

1. Used when SSN Codes are not appropriate.
2. Used in record conversion for historic data that does not fit SSN codes.
3. Data may be in abbreviated easily recognizable words.
4. Left Justified

X	DOR		Public Defender
X	FDCLE	X	State Attorney
X	Parole and Probation		Supreme Court

DRAFT COPY

DATA ELEMENT: Custody or Supervision Status-Numeric

NAME: SSN

LENGTH: 3 Characters

REFERENCE: NCIC Manual

EXAMPLES: 401
422
430

REMARKS:

1. Indicates type of change in Custody or Supervision status or for jurisdiction.
2. Must be numeric.
3. See code sheet labeled SSN in back of this book for specific coding.

X DOR	____ PUblic Defender
X FDCLE	X State Attorney
X Parole and Probation	____ Supreme Court

DRAFT COPY

DATA ELEMENT: Custody or Supervision Status Start Date

NAME: SSD

LENGTH: 6 Characters

REFERENCE: NCIC Manual

EXAMPLES: 101071
010573

REMARKS:

1. Must be numeric.
2. Format = MMDDYY.

X DOR	___ Public Defender
X FDCLE	X State Attorney
X Parole and Probation	___ Supreme Court

DRAFT COPY

DATA ELEMENT: Date of Last Transaction

NAME: DLT

LENGTH: 6 Characters

REFERENCE:

EXAMPLES: 101071
C60273

REMARKS:

1. Field must be filled and numeric.
2. Month must be 01 to 12.
3. Format = MMDDYY.
4. Indicates the last update action to any segment for that DLE Control Number.

X DOR	____ Public Defender
X FDCLE	X State Attorney
X Parole and Probation	____ Supreme Court

FLORIDA PAROLE AND PROBATION COMMISSION

OFFENDER SUPERVISION MANAGEMENT INFORMATION SYSTEM

MANUAL

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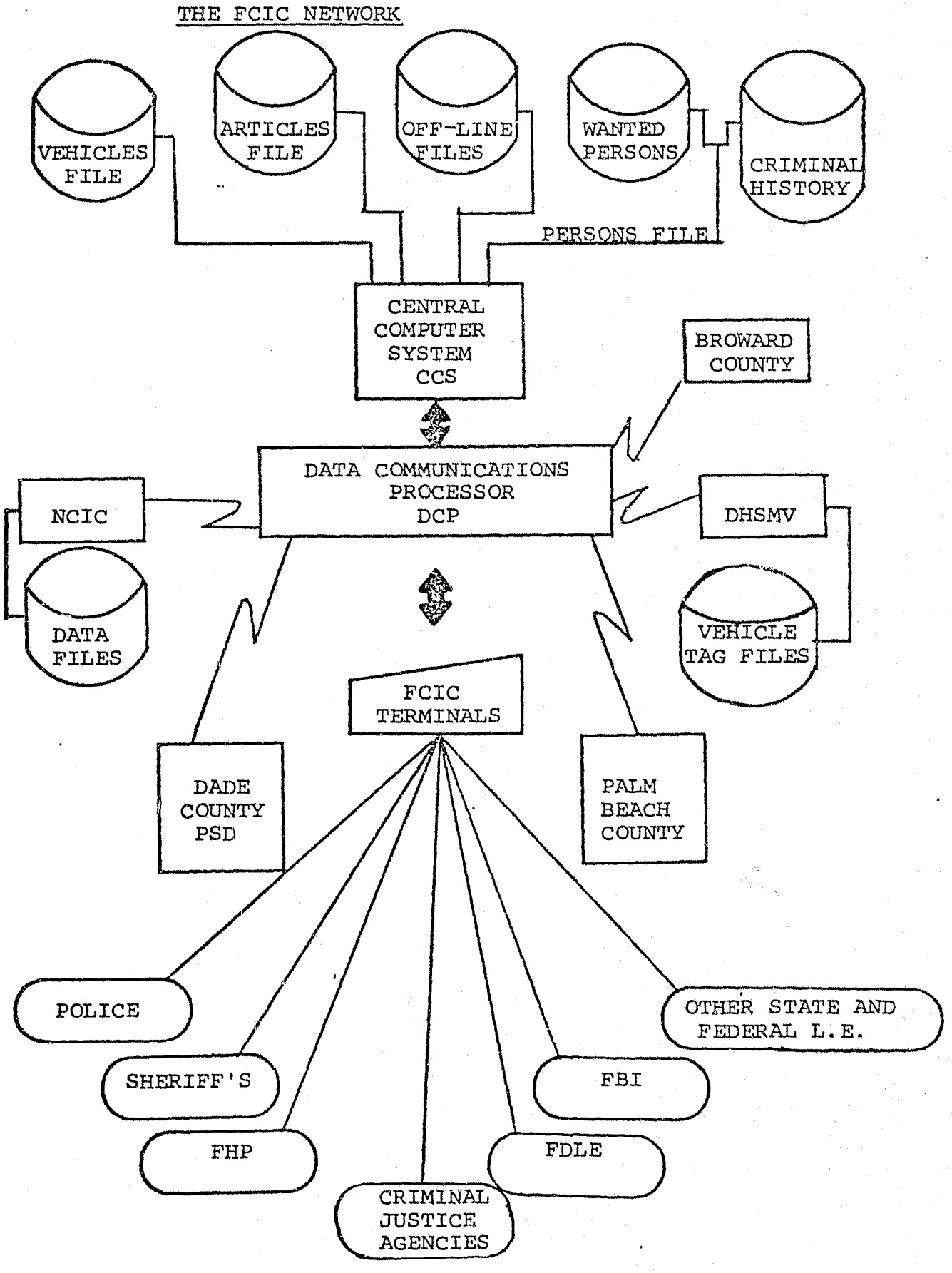
THE FCIC NETWORK
VEHICLES FILE
ARTICLES FILE
OFF-LINE FILES
WANTED PERSONS
CRIMINAL HISTORY
PERSONS FILE
CENTRAL COMPUTER SYSTEM CCS
BROWARD COUNTY
DATA COMMUNICATIONS PROCESSOR DCP
NCIC
DHSMV
DATA FILES
VEHICLE TAG FILES
FCIC TERMINALS
DADE COUNTY PSD
PALM BEACH COUNTY
POLICE
OTHER STATE AND FEDERAL L.E.
SHERIFF'S
FBI
FHP
FDLE
CRIMINAL JUSTICE AGENCIES

FCIC - THE SYSTEM

FCIC is a service facility under the management of the Florida Department of Law Enforcement (FDLE), providing operational support to Florida's law enforcement and criminal justice community. The primary function of FCIC is to provide a means of storage and retrieval of the information relating to crime, criminals and criminal activity that is needed by law enforcement and criminal justice agencies throughout the State in the performance of their official duties. This information is accepted and immediately made available anywhere in the State of Florida, twenty-four hours a day. Vital information is as near to the "officer on the beat" as is his radio and dispatcher.

FCIC consists of a statewide data communications network and is a computerized system for the storage and retrieval of information basically. FCIC contains three major types of on-line information:

-VEHICLES
-PERSONS
-ARTICLES

Vehicles

-Stolen Vehicles
-Recovered Vehicles
-Abandoned Vehicles
-Impounded Vehicles
-Vehicles Operated by Surveillance Subjects
-Vehicles Wanted in Connection with Crimes
-Stolen Plates
-Lost Plates
-Recovered Plates
-Felony Vehicles
-Stolen Vehicle Parts
-Be on Lookout for
-Stolen Boats
-Stolen Aircraft
-Stolen Trailers

Persons

-Wanted Persons
-Wanted For Questioning
-Surveillance Subjects
-Missing Persons
-Revoked and Suspended Driver Licenses
-Criminal History - includes:
  Arrest data
  Conviction data
  Aliases/nicknames
  Physical characteristics
-Parole & Probation Status

Articles (non-vehicular)

-Stolen Articles
-Stolen - Lost and Recovered Guns
-Stolen Livestock

The system is directly interfaced to the FBI's NCIC computer in Washington, D.C.

The FCIC System is also interfaced with the Department of Highway Safety and Motor Vehicles (DHSMV). This interface provides FCIC users with the capabilities to obtain Florida Vehicle Registration information by tag (license) number. This information is obtained by making a QR type inquiry.

FCIC user agencies are provided the capability to communicate and receive information from the other forty-seven (47) continental United States via a semi-automatic interface with the National Law Enforcement Telecommunications System (NLETS).

FCIC is presently interfaced with Dade County Public Safety (DADE), Palm Beach County Sheriff's Department, and the Broward County Sheriff's Department. Plans are underway to interface FCIC with other local law enforcement information systems.

FCIC OPERATING RULES AND PROCEDURES

This section describes the general rules and procedures which MUST be followed by all users of FCIC. They are not intended to be restrictive, but are intended to ensure maximum service to the law enforcement and criminal justice community, and to protect the system and the information contained therein.

-Terminals shall remain turned ON and in COMMUNICATE mode 24 hours a day. (See section 1.4, Terminal Operation)

-Terminals shall be located so as to eliminate access by unauthorized personnel.

-All FCIC messages shall be treated as confidential, unless otherwise specified by the originating agency.

-Persons wanted for extraditable felonies (Warrants issued), that are entered in FCIC will be automatically entered in NCIC. Persons wanted for misdemeanors or felonies, that do not meet NCIC criteria (extraditable felon-warrant issued), can be entered into FCIC only if the entering agency has a warrant, or will obtain a warrant, and will pick up and return the person from anywhere in Florida, if the person is apprehended.

-Wants shall be entered into the FCIC files and NOT distributed by Administrative Message.

-On receiving a positive response from FCIC, agencies shall immediately notify the agency of record (by Administrative Message or telephone) for follow-up purposes.

-Agencies entering information into FCIC are solely responsible for the accuracy of the information and shall immediately update this information as its status changes (recovery of stolen vehicles, etc.).

-All participating agencies and organizations shall answer requests from other agencies and organizations in a minimum amount of time. This is essential to supplement the computer and communications network system in providing a rapid means for the exchange of law enforcement information.

-Administrative messages shall only be sent when necessary.

-The FCIC System will be used only by law enforcement and criminal justice agencies and for official purposes only.

FCIC MESSAGE SYSTEM

ADMINISTRATIVE MESSAGES (AM):

The Communication between two or more terminals in sending and receiving messages within the state of Florida. Messages may be sent through the FCIC terminals to other agencies in the state which have FCIC terminals. A message may be sent to a maximum of six receiving terminals. The receiving terminal will receive the message pre-fixed by the message sequence number, date, time, and sending agencies identifier:

FORMAT FOR ADMINISTRATIVE MESSAGE:

AM.TERM1, TERM2,,,,TERM6.

(TEXT OF MESSAGE-FREE FORM)

AUTH:_____

OPR: _____

EXAMPLE:

AM.PANA1.

AM CONDUCTING PSI ON GEORGE WILLIAM PARKER W M, DOB 1-10-22.

WAS ARRESTED BAY CO.SO 11-12-73 FOR AGG.ASSLT.PLEASE OBTAIN DISPOSITION

AUTH.BILL JONES

OPR.BROOKS

OUTPUT AT RECEIVING TERMINAL:

0313 0507 0935 TAMP9
AM. PANAl

AM CONDUCTING PSI ON GEORGE WILLIAM PARKER W M, DOB 1-10-22. WAS ARRESTED BAY CO.SO 11-12-73 FOR AGG.ASSLT.PLEASE OBTAIN DISPOSITION

AUTH.BILL JONES

OPR.BROOKS

NOTE: When a receiving Terminal is down the sender will be informed of the situation by the FCIC upon the transmission of a message for that terminal.

ADMINISTRATIVE MESSAGES TO OTHER STATE AGENCIES - Information housed in the following state agencies are available via an administrative message:

Department of Highway Safety and Motor Vehicle
Department of Law Enforcement
Department of Health and Rehabilitative Services, Division of Adult Corrections
Department of Business Regulations, Beverage Division
Department of Natural Resources, Florida Marine Patrol

When conducting investigations, requests may be made of other districts or law enforcement agencies (if terminals are listed in the FCIC Manual) for record checks, dispositions, etc. It is simpler to request information directly from a police or sheriff's agency regarding a disposition rather than inquiring of a district office to obtain it. Criminal histories: Florida Summaries (FS), National Summaries (CS), or FBI Rap Sheets (CH) are available through the terminals. Florida Rap Sheets can be obtained by an administrative message to the Florida Department of Law Enforcement Crime Information Bureau (TALLC). Request for other assistance in investigations may be made to other District offices, however extensive or long requests or replies should not be sent over the terminals except in emergencies. In all messages, ALWAYS IDENTIFY THE SUBJECT FULLY, using identifying number where available or identifying characteristics.

The FCIC terminals are not to be used for personal messages and are limited to official use only. Statewide messages or Group Messages to all FPPC or other Group Terminals are prohibited except by authority of the CO. Only common, standard and recognizable abbreviations are to be used, with no codes or 10 - signals.

LETS MESSAGES (LM):

The National Law Enforcement Telecommunications System (NLETS) is a computerized system for transmitting messages to criminal justice agencies between various states. All NLETS are limited to 800 characters. NLETS messages are referred to as LETS messages in Florida.

SYSTEM STATUS NUMBER (DLE)

There are three types of DLE numbers:

1 - Permanent DLE number is a permanent identifying number that begins with "ZERO" and remains with the person throughout his life. It is required in order to obtain Criminal Histories and Florida Summaries.

2 - Parole and Probation DLE number begins with a "P" and indicates active parole or probation status. It is not permanent and does not carry over if the case comes back into the system as a new probationer or parolee at a later date.

3 - Wanted DLE number is a temporary number and begins with a "T". It indicates that the individual is wanted and that a warrant is outstanding.

ON-LINE INFORMATION RETRIEVAL

This system provides for retrieving specific data regarding offenders that is stored for information purposes, i.e. Criminal Histories, FBI "rap sheets", etc.

When first checking to see if an individual has a criminal record, it is recommended that a Query Identification (QI) be used. This will furnish a Criminal History Identification, if the person is wanted, and parole and probation status. The Criminal History Identification is made up of the following components:

Permanent DLE Number (DLE) (See page 6)
FBI Number (FBI)
Social Security Number (SOC)
Fingerprint Classification (FPC)
Last Reported Address (LRA)
Last Reported City & State (CIT)
Alias (AKA)
Occupation (OCC)

Besides the above, if the name and identifying information is not identified as one particular person, the officer will receive information on the five closest persons to the identifying information entered.

The response will also indicate whether the person is a Multi-state offender which means that he has files in Florida and other states. In this case NCIC has a file and a Criminal Summary (CS) should be requested for a quick summary and a Criminal History (CH) made for a complete criminal history (FBI Rap Sheet).

If the individual is a Single State Offender, it indicates that he only has a record in Florida and a quick Florida Summary may be obtained by an FS. An AM to TALLC will get a complete Florida Criminal History (Florida Rap Sheet).

It is recommended that a quick summary by requesting a FS or CS be used before requesting the full history as the Florida Rap Sheet and FBI Rap Sheet will be mailed to the officer. See attached INFORMATIONAL RESOURCES FCIC/NCIC.

PERSON HIT SCORE

Occasionally when making a QI on a person, information may be received back on several persons of similar name, race sex, DOB, etc. For example, a QI on a John Smith, may discover many John Smiths in the system. Depending upon the additional information included in the request, FCIC will furnish the top five persons who come closest to the identifying data entered. These five will be in order of closeness and show a score (SCO) number. A SCO number of over 80 is significant with a maximum number of 123 showing a perfect

match. The more information included in the QI (social security number, FBI number, etc.) the easier it is to determine the identity of the person.

DATA ELEMENTS FOR PERSONS

DATA ELEMENT	DESCRIPTION
AGE	Age of Person
AKA	Alias of Person
CIT	City and State
CTL	Control Field
DOB	Date of Birth
DLE	FDLE Number
DOW	Date of Warrant
EYE	Eye Color
FBI	FBI Number
FPC	Fingerprint Classification
HAI	Hair Color
HGT	Height
INC	Incident Type
LIC	Vehicle License Number
LRA	Last Reported Address
MNU	Miscellaneous Number
NAM	Name of Person
NIC	NCIC Number
OCA	Entering Agency Case Number
OCC	Occupation
OFF	Offense Code
OLN	Drivers License Number
PIK	Pick-up Code
RAC	Race
REM	Remarks
SEX	Sex
SOC	Social Security Number
SPC	Special Interest Code
TRM	Incident Termination Date
VIN	Vehicle Identification Number
WGT	Weight

LOG

A record log must be kept in each District Office of all requests for Criminal Summaries (CS) and Criminal Histories (CH). The Log shall contain the date, person requesting and reason requested and will be maintained for 90 days.

INFORMATIONAL RESOURCES FCIC/NCIC

INQUIRY	DATA REQUIRED	RESPONSE TYPE	INFORMATION ATTAINED	EXAMPLE
PERSONS INQUIRIES				
QP. (Cont.)	DLE Number (T) - **wanted**	FCIC On-Line	Wanted Person	QP. DLE/T0085063.
	OR			OR
	DLE Number (P) - **Parole & Probation**	FCIC On-Line	Parole and Probation	QP. DLE/P0008004.
QI. Note (2)	Name, Race, Sex, DOB	FCIC On-Line	CCH/Wanted Person/Parole and Probation Status	QI.NAM/DOE,JOHN.RAC/W.SEX/M.DOB/011542.
	OR			OR
	Name, Race, Sex, Age	FCIC On-Line	CCH/Wanted Person/Parole and Probation Status	QI.NAM/DOE,JOHN.RAC/W. SEX/M.AGE/33.
	OR			OR
	Social Security Number	FCIC On-Line	CCH/Wanted Person/Parole and Probation Status	QI. SOC/511301154.
	OR			OR
	Drivers License Number	FCIC On-Line	CCH/Wanted Person/Parole and Probation Status	QI. OLN/S31514151303784.
	DLE Number (Permanent)	FCIC On-Line	Criminal History Ident.	QI. DLE/00041660.
CCH RETRIEVAL				
FS. Note (3)	DLE Number (O) - **Permanent**	FCIC On-Line	Criminal History Summary	FS. DLE/00041660.
CS.	Name, Race, Sex, DOB	NCIC On-Line	Criminal History Summary	CS. NAM/DOE, JOHN. RAC/W. SEX/M. DOB/010101.
	OR			OR
	Name, Race, Sex, DOB, Soc. Sec. No.	NCIC On-Line	Criminal History Summary	CS.NAM/DOE,JOHN. RAC/W. SEX/M. DOB/010101. SOC/511301154.
	OR			OR
	Name, Race, Sex, DOB, Misc. No.	NCIC On-Line	Criminal History Summary	CS. NAM/DOE, JOHN RAC/W. SEX/M. DOB/010101. MNU/AS-420190213.
	OR			OR
	Name, State Ident. No. (SID)	NCIC On-Line	Criminal History Summary	CS. NAM/DOE, JOHN. SID/FL00651357.
	OR			OR
	Name, FBI No.	NCIC On-Line	Criminal History Summary	CS. NAM/DOE, JOHN. FBI/983179E.
	OR			OR
	Name, Soc. Sec. No.	NCIC On-Line	Criminal History Summary	CS. NAM/DOE, JOHN. SOC/511301154.
	OR			OR
	Name, Misc. No.	NCIC On-Line	Criminal History Summary	CS. NAM/DOE, JOHN. MNU/AS-420190213.
CH.	Name, State Ident. No.	NCIC (Mail-Out)	Complete Criminal History	CH. NAM/DOE, JOHN. SID/FL00651357.
	OR			OR
	Name, FBI No.	NCIC (Mail-Out)	Complete Criminal History	CH. NAM/DOE, JOHN. FBI/983179E.

* **Army number, veteran number, etc.**

INFORMATIONAL RESOURCES FCIC/NCIC

INQUIRY	DATA REQUIRED	RESPONSE TYPE	INFORMATION ATTAINED	EXAMPLE
VEHICLE INQUIRIES				
QV. Note (1)	License Number, License State OR VIN Number (Vehicle Identification #)	FCIC/NCIC On-Line	Wanted Florida/U. S. Vehicles	QV. LIC/16W1356. LIS/FL. OR QV. VIN/12345AB15.
QB.	Registration Number OR Boat Hull Number	FCIC/NCIC On-Line	Wanted Florida/U. S. Boats	QB. REG/FL124AY. OR QB. BHN/5643217.
QR.	Vehicle Identification Number OR License Number, License Year	FCIC (DHSMV) On-Line	DHSMV Registration Record and FCIC Wanted Vehicles	QR. VIN/13782AXY37. OR QR. LIC/13WW8632. LIY/73.
DRIVER INQUIRIES				
QD.	Operators License Number OR Name, DOB, Sex	FCIC (DHSMV) On-Line	Drivers License Information and Status of License	QD. OLN/S315141513037 84. OR QD. NAM/CHARLES,S,AUBREY, 082351, M.
ARTICLE INQUIRIES				
QA.	Serial Number	FCIC/NCIC On-Line	Stolen/Lost Articles from FCIC, Stolen Articles from NCIC	QA. SER/56AB123.
QG.	Serial Number	FCIC/NCIC On-Line	Stolen/Lost Guns from FCIC, Stolen Guns from NCIC	QG. SER/967B123.
PERSONS INQUIRIES				
QP.	Name, Race, Sex, DOB OR	FCIC/NCIC On-Line	Wanted Person/Parole and Probation Status	QP.NAM/DOE,JOHN. RAC/W. SEX/M.DOB/011542. OR
	Name, Race, Sex, Age OR	FCIC On-Line	Wanted Person/Parole and Probation Status	QP.NAM/DOE,JOHN. RAC/W.SEX/M. AGE/35. OR
	Social Security Number OR	FCIC/NCIC On-Line	Wanted Person/Parole and Probation Status	QP. SOC/263025459. OR
	FBI Number OR	FCIC/NCIC On-Line	Wanted Person/Parole and Probation Status	QP. FBI/0272389. OR
	Drivers License Number OR	FCIC/NCIC On-Line	Wanted Person/Parole and Probation Status	QP. OLN/S315141513033784. OR
	Miscellaneous Number OR	FCIC/NCIC On-Line	Wanted Person/Parole and Probation Status	QP. MNU/AS-420190213. OR

INFORMATIONAL RESOURCES FCIC/NCIC

INQUIRY	DATA REQUIRED	RESPONSE TYPE	INFORMATION ATTAINED	EXAMPLE
SECURITIES INQUIRIES				
QS. (Note 4)	Type, Serial Number, Denomination, Issuer	NCIC On-Line	Stolen Securities	NC.QS. FL0370100. TYP/BD. SER/D30232. DEN/1000. ISS/CONEDIS.
	OR			OR
	Type, Owner	NCIC On-Line	Stolen Securities	NC.QS. FL0370100. TYP/BD. OWN/DOE,JOHN E.
	OR			OR
	Owner, OCA	NCIC On-Line	Stolen Securities	NC.QS. FL0370100. OWN/DOE,JOHN E. OCA/75-124.
	OR			OR
	Social Security Number	NCIC On-Line	Stolen Securities	NC.QS.FL0370100. SOC/511301154.
CCH SEGMENT INQUIRIES				
YR.	FBI Number	NCIC On-Line	Availability of Criminal History	YR. FBI/983179E.
	OR			OR
	SID Number	NCIC On-Line	Availability of Criminal History	YR. SID/FL00651357.
YI.	FBI Number	NCIC On-Line	Identity Segment Only	YI. FBI/983179E.
	OR			OR
	SID Number	NCIC On-Line	Identity Segment Only	YI. SID/FL00651357.
YC.	FBI Number, Date of Arrest	NCIC On-Line	Specific Cycle of Record	YC. FBI/983179E. DOA/120174.
	OR			OR
	SID Number, Date of Arrest	NCIC On-Line	Specific Cycle of Record	YC. SID/FL00651357. DOA/120174.

NOTE (1): A vehicle licensed by the state of Florida can be inquired on in FCIC by simply typing in the license number.
NOTE (2): A query identification (QI) will also check both the FCIC and NCIC wanted persons file.
NOTE (3): If a complete Florida Criminal History is desired, send administrative (AM) message to TALLC.
NOTE (4): Use your own agency NCIC ORI Number.

FLORIDA SUMMARY (FS)

0877 0129 1201
FLA SUMMARY/DOE,JOHN,ECHO FLFDLE200 00104879
W M 02/05/44 507 135 BRO BRO SPC/ ARREST HISTORY ON FILE,
MULTI-STATE OFFENDER, FBI/983179E DLT/121774

AKA/DOE,JACOB

COUNTS	CONVICTIONS	ACQT/DISMIS/PEND	OFFENSE
3	1	1	PUBLIC PEACE
3	0	0	FORGERY
5	0	0	TRAFFIC OFFENSE
4	0	0	LARCENY
1	0	0	STOLEN PROPERTY
2	1	0	OBSTR. JUSTICE
1	0	1	FAMILY OFFENSES
1	0	0	DANGEROUS DRUGS
3	0	0	VAGRANCY
1	0	0	BURGLARY
1	1	0	FRAUDULENT ACTIVITY

LAST ARREST - 050474 FL0060500 OCA/28291
01 2605 FRAUDULENT ACTIVITY - CONVICTED
02 5015 OBSTR. JUSTICE - CONVICTED

END

NATIONAL SUMMARY (CS)

1643 0129 1701

4001130002457S01863
FL0370100
NCIC SUMMARY MULTIPLE STATE FBI/983179E 01/29/75
EH DOE, JOHN ECHO M W CT DOB/020544 HGT/507 WGT/135
EYE/BRO HAI/BRO SMT/TAT LF ARM SOC/212449874 FPC/P0P120PMPM25P019PMPI
ADDITIONAL IDENTIFIERS-
SID/FL001048[illegible]9
AKA/DOE, JAC[illegible]B
DLU/192474
TOTAL ARRESTS - 18

CHARGES	CONVICTIONS	OFFENSE
1	0	BURGLARY
4	0	LARCENY
3	0	FORGERY AND COUNTERFEITING
1	1	FRAUDULENT ACTIVITIES
1	0	STOLEN PROPERTY
3	0	DANGEROUS DRUGS

1645 0129 1701

4004130002457S01863
FL0370100
LAST ARREST STATUS @INCLUDED ABOVE@-
050474 FL0060500 HOLLYWOOD PD FL
COURT STATUS @INCLUDED ABOVE@-
FL FL0060500
01 2605 FRAUD-ILLEG USE CREDIT CARDS--CONVICTED
DISP DATE/050674 FINE/300
OTHER/FINE CTCOST
02 5015 FAILURE TO APPEAR-OR PAY-CONVICTED
DISP DATE/050674 FINE/35

1646 0129 1701

4L05130002457S01863
FL0370100
OTHER/FINE CTCOST
END
BASED ON FBI NUMBER ONLY

ON-LINE CASE SUMMARY INFORMATION SYSTEM

Procedure has been developed whereby persons under supervision may be entered into the FCIC System through the local terminal. This will permit instant notification at the District level when individuals under supervision are apprehended by law enforcement authorities in the state; the District entry of individuals under supervision will replace the need for manual notification of local sheriff; will provide to all Commission terminals, access to all persons currently under supervision in the State; and will provide the capability of off-line retrieval of statistics based on the status entry for the current population under supervision. A person entering the system would be entered through the local terminal with certain required information so as to be identified. Upon arrest, any law enforcement agency in the State would have the capability of inquiring of the FCIC System and thus be informed that the individual was under supervision for a misdemeanor or a felony and where.

Because the FCIC System is "open" 24 hours a day and there are times that staff must be contacted after 5:00 P.M. or weekends in order to verify a probation or parole status, the District Supervisor will see that a telephone number is on record with the Sheriff in the County in which the office having the FCIC Terminal is located. The Department of Law Enforcement will supply a message to alert anyone that when our offices are closed other inquiries could be made through the County Sheriff's Department where the telephone numbers are available.

FLORIDA ENTERING AGENCY IDENTIFIERS (ORI)

Entering agency identifier is a unique number assigned by NCIC to each criminal justice, law enforcement agency on a national scale. This agency identifier is inserted by the FCIC computer into all inquiries or entries made into the FCIC/NCIC data base.

PROCEDURE

NEW IN-TAKE PROCEDURE

All new probationers, parolees and mandatory conditional releasees will be entered at the District Office level using the "EW" message. The following data, taken from the Form 1.1 which is filled out by the officer, will be required to be entered on each case, but not necessarily in this order:

Name (NAM)
Race (RAC)
Sex (SEX)
Date of Birth (DOB)
District Case Number (OCA)
Type of Supervision (INC) - L=Parole B=Probation
Date of Scheduled Termination (TRM)
Type of Offense (OFF)
Eye Color (EYE)
Hair Color (HAI)

Weight (WGT)
Height (HGT)
Social Security Number (SOC)
Alias (AKA)

NOTE: Make record of temporary DLE (P) number in file.

INDIVIDUALS GAINED BY TRANSFER FROM IN-STATE DISTRICT

Upon a person being transferred, the sending District shall supply the DLE (P) number. The receiving District will enter a "QP" with the DLE and the response will be the current status entry. The receiving District will then append a status incident to this entry using the "EI" message using the following data:

District Case Number (OCA)
Temporary System Status Number (DLE-P)
Type of Supervision (INC)
Date of Termination (TRM)
Offense (OFF)

This "EI" message will immediately cancel the sending Districts incident and notify the sending District.

PERSONS TRANSFERRED TO AN IN-STATE DISTRICT

The entry of the receiving districts "EI" will automatically cancel the sending districts incident. It is not necessary for the sending district to cancel the incident.

MULTIPHASIC TRANSFERS

Persons transferred to Multiphasic Centers will be retained in the District Terminal. If it is believed necessary the "incident" may be amended as indicated under OUT OF STATE TRANSFER - PROBATIONER to show the transfer under "REMARKS".

OUT OF STATE TRANSFER - PROBATION

For individuals received from supervision and immediately transferred to another state, the "New Intake Procedure" shall be followed, however under REMARKS there should be included the date and state to where transferred, e.g. "1/15/75 transferred to California".

If a case under supervision transfers to another state it is necessary to amend the incident to include the Remarks. This is done by using an "EI" message including:

District Case Number (OCA)
Temporary System Status Number (DLE-P)
Type of Supervision (INC)
Date of Termination (TRM)
Offense (OFF)
Remarks* (REM)

*Remarks will show date and state to where transferred.

The "EI" message will automatically cancel the previous incident.

If a probationer transferred out of state originated from another district, the district where first placed on probation should be the one to be notified in case of arrest, therefore the case should be "transferred" to the terminal of original jurisdiction where the transfer out of state is to be entered.

If the case is returned to Florida, the incident is amended as done above, excluding "Remarks".

OUT OF STATE TRANSFER - PAROLE

This case will be transferred to the Central Office per in-state procedure. The CO will show the transfer to the other state using "Remarks" and the sending districts incident will be automatically cancelled, with the sending district being notified.

If the case returns to Florida the CO shall transfer to the district thru transfer procedures.

TERMINATION

Individuals who are terminated shall be cancelled by the supervising district from the local status entry using the "CI" message. The data required is:

Temporary System Status Number (DLE-P)
District Case Number (OCA)

WARRANT ISSUED

PROBATIONER - NOT IN CUSTODY

The local office will cancel the status entry using the "CI" message. The warrant will be delivered to the Sheriff's Department who will enter the Wanted Notice "EW" in their terminal. Our "EW" and the Sheriff's "EW" should not be in the system at the same time.

PROBATIONER - IN CUSTODY

The individual will be retained in current status until final disposition. If the case is revoked, the individual will be cancelled by using the "CI" message. If the individual is restored to supervision, the case will be continued in active status.

PAROLE AND MCR - NOT IN CUSTODY (CO USE ONLY)

The CO will enter an "EW" using the following data elements:

Name (NAM)
Race (RAC)
Sex (SEX)
Date of Birth (DOB)
Case Number (OCA) - CO Number
Type of Supervision (INC) L = Parole
Offense (OFF) (FCIC Manual pg. 6.55)
Date of Warrant (DOW)
Eyes (EYE)
Hair (HAI)
Weight (WGT)
Height (HGT)
Pick up Code (PIK) S=Will not extradite; F=Will Extradite
Alias (AKA)

showing that a warrant has been issued. The local office will cancel their status entry using the "CI" message upon being notified via an "AM" message from the Central Office that a warrant has been issued, using DLE-P and OCA.

PAROLE AND MCR - IN CUSTODY

The case will be retained in the present status until the local office is notified of the revocation. Should the individual be restored to supervision, the case will be continued in active status. Upon notification of revocation, the district shall enter the "CI" message using DLE-P and OCA.

CORRECTIONS TO MESSAGE COMPOSITION

The On-Line Information Message about a person is made up of two parts. One part contains the "identification factors" and the other part contains the "incident factors". The "identification" part gives identifying information about the person i.e. race, sex, etc., and the "incident" portion shows the status of the person i.e. probationer, termination date, etc.

If errors or corrections* occur in:

OCA - District Case Number
INC - Type of Supervision (parole - probation)
TRM - Date of Termination; *modification, extention
OFF - Offense (felony - misdemeanor)
REM - Remarks

re-enter new corrected incident (EI) using the DLE number and all of the "incident" factors. The old "incident" factors are then automatically cancelled.

If errors occur in any of the following:

SEX - Sex
RAC - Race
DOB - Date of Birth
EYE - Eye Color
HAI - Hair Color
WGT - Weight
HGT - Height

modification is made on each individual item by a "MW" using the DLE (P) number and only whatever correction is necessary on the particular item.

The NAM - Name cannot be modified. It is necessary to cancel the entire incident (CI) and re-enter the entire message (EW) with the correction made.

If the SOC - Social Security and AKA - Alias are incorrect, it is necessary to cancel the entire incident (CI) and re-enter the entire message (EW) with the correction made.

If additional AKA's - Alias are to be added after the total message has been entered, it is necessary to enter a "MW" message using DLE (P) plus other aliases, one alias per "MW".

ON-LINE INFORMATION

ORI - The entering agency identifier. This number is assigned to each District Terminal and can be found in the FCIC Line - Terminal Listing the appendix. It is the number that identifies the individual case with your particular District.

Name - The court name of the case. Note that after the last name, do not leave an empty space on either side of the "comma", e.g. SMITH,JOHN JAMES.

The computer will not accept a last name with a space in it. Therefore any two-word last name should be combined, such as VAN HOOSE, which should read VANHOOSE.

The computer will also not accept apostrophes. Therefore such names as O'NEILL, should read ONEILL.

ALIAS - The most common name, other than the court name, the person is known by. Do not confuse alias with a nickname. The computer will not accept a one-name alias, e.g. Butch, Slim, etc. To enter a one-name alias the surname must be included. For example, Slim as an alias for John Smith, enter as SMITH,SLIM. Also do not include shortening of a name: Greg, Sam, etc., as an alias. If the name Jones,William is entered, do not include Jones,Billy as an alias. Titles should be avoided unless they are part of an actual alias.

HEIGHT - Please round off a client's height to the nearest inch. Do not include fractions such as "½" or "¼", etc.

DATE OF BIRTH - Where it is not possible to determine a date of birth or where only a partial date of birth is known, the remainder of the spaces should be filled in with zeroes. Since the actual date of birth is very important to the identification of the individual, it is suggested that all attempts be made to determine and verify same.

TERMINATION DATE - This is the date the probation or parole is scheduled to expire. If a person under Life Sentence, enter all zeroes and enter "Life Sentence" under REMARKS.

SOCIAL SECURITY NUMBER - It is very important that the social security number be available at the time the case is entered, especially for Revenue Collection. Do not enter "temporary social security number". (Temporary numbers begin with number nine). New or additional social security number may be entered by: MP.DLE/___.SOC/___. If an incorrect social security number is entered, it is necessary to cancel the entire entry (CI) and reenter the person entirely.

REMARKS - It must be remembered that the purpose of the FCIC On-line System is for quick identification of the person, in most cases after he has already been arrested. It is therefore not necessary to enter extra identifying data unless this is requested by the law enforcement agency in trying to verify the identification of the person in custody. The REMARKS section is not a "catch-all" section and should not be cluttered with information that is not necessary. For example: Remarks such as "an alcoholic", "has long red hair and mustache", "schizophrenic", "dangerous when drinking", "watch out for weapon", "violent temper", etc., should not be entered. It is not necessary to enter the offense committed or special conditions of probation or parole.

It has been determined that if a period "." is not used at the end of any message or entry in the REMARKS section, the last character will be dropped by the computer. Always end any message in the REMARKS with a period.

It should also be noted that the only characters that can be entered in the REMARKS fields are A thru Z, Ø thru 9, a space or a hyphen. Anything else will cause a REMARKS Error. For example do not use slashes in dates, such as 10/04/75, etc.

For County Work-Release cases, the REMARKS section should show "On Work Release".

EXAMPLE - ON-LINE ENTRY

ENTER WANTED PERSON FORMAT

EW.NAM/_____.RAC/_____.SEX/_____.DOB/_____.

OCA/___(1)___.INC/___(2)___.OFF/___(3)___.HAI/_____.

WGT/_____.HGT/_____.EYE/_____.SOC/_____.

TRM/___(4)___.AKA/_____.REM/_____.

(1) Enter District Case Number
(2) "L" = Parole, "B" = Probation
(3) "99ØØ" = Felony, "99Ø1" = Misdemeanor
(4) Termination Date of Supervision (Life = all zeroes)
(5) Non-mandatory field (Out-of-state, Life Sentence, etc.)

(1) Input: EW.NAM/JONES,JOHN PAUL.RAC/W.SEX/M.DOBØ82634.
OCA/ØØ-123456.INC/L.OFF/99ØØ.EYE/BLUE.HAIR/
BRO.WGT/2ØØ.HGT/6Ø2.SOC/156281345.TRM/123174.
AKA/JONATHAN,PAUL.

Response: RCD ENTRD NAM/JONES, JOHN,PAUL
DLE/P-124735. OCA/ 123456

(2) Input: QP.NAM/JONES,JOHN PAUL.RAC/W.SEX/M.DOB/Ø82634.

Response: SUBJ MAY BE ON SUP FLA PAROLE-PROB COMM-FOR
CONFIRM CONTACT ORI 8 AM - 5 PM, M-F, ALL
OTHER HRS INQUIRE CO SHERIFF FROM ORI

ØØ1Ø Ø826 114Ø

JONES,JOHN,PAUL FLDLEO7ØØ PØ124735 W M Ø8/26/34
SCO/ØØ91 6Ø2 2ØØ BRO BLU ,AKA/JONATHAN,PAUL
PROL/ FLDLEO7ØØ 123456 ,99ØØ 12/31/74

JONES,JOHN,W FLØ29ØØØØ TØ112824 WM Ø2/Ø9/32
SCO/ØØ71,,,,, MISD/FLØ29ØØØØ 424-322 5Ø12
Ø4/Ø9/74 ,S , RMKS/NO BOND CO CT TRAFF DIV
CAPIAS.

OFFENDER SUPERVISION MANAGEMENT INFORMATION SYSTEM

OVERVIEW

RED BALLPOINT PEN

In this Supervision Management Information System all forms and documents are to be filled out using a red ballpoint pen only.

ON-LINE SYSTEM

The On-line System will continue but will be expanded to include total caseload. The only exceptions are:

1. All pre-trial intervention cases are excluded.
2. Include only those county court misdemeanor cases which are officially under supervision.

Complete Form 1.1 for:

1. All misdemeanor and felony probationers, parolees mandatory conditional releasees, other-state parolees, probationers and work-releasees not presently in the On-line System.

2. All new cases each month (complete Form 1.1 immediately after the individual is received for supervision).

Form 2.1 will continue to be filled out on all transactions, transfers and cancellations as they occur and given to the terminal operator.

STATISTICAL PROFILE

Complete Form 1.2 for all new cases each month. Correct profile data on the monthly printout (Section II - Caselist), as changes occur, using a red ballpoint pen.

STATE RECAPITULATION REPORT

Enter recap data each month on the monthly printout (Section III - Investigation Recap), using a red ballpoint pen.

Make corrections by changing previous month total on the monthly printout (Section III - Investigation Recap). Cross out the figure that was erroneously printed and enter the correct number.

REVENUE COLLECTION

When the Input Form (Form 1.1 and 1.2) is completed on new cases, FCIC will forward the necessary information to the Revenue Collection System so they can begin billing procedures.

Whenever any of the Revenue Collection Information changes (i.e. address, client's status, termination) make these changes on the monthly printout (Section II - Caselist) and FCIC will also forward the changes to the Revenue Collection System.

Waivers will be continued to be processed by the Commission and directed to the Revenue Collection System as is currently done.

OSMIS PRINTOUTS

ERROR LIST - CASELIST

ERROR LIST - INVESTIGATIONS

SECTION I - PROFILE DATA

SECTION II - CASELIST

SECTION III - INVESTIGATIONS RECAP

DEFINITIONS

INPUT FORM: This is the combination Form FPPC 1.1 FCIC and FPPC 1.2 FCIC.

TURNAROUND DOCUMENT: This is Section II - Caselist and Section III - Investigations Recap that is received by the officer each month. Corrections or changes are made on this document with a RED BALLPOINT PEN ONLY, and the original is returned to the District Screening Person. It is then forwarded to the Central Office. The document is in duplicate, the carbon copy is not to be separated from the original until the end of the month when the document is screened.

PERMANENT DLE NUMBER: This is the number assigned by the Department of Criminal Law Enforcement to all offenders arrested in the State of Florida. It is a unique number for each offender based on fingerprints. It is obtained from the Florida Rap Sheet or by "QI" from the FCIC Terminal. If the permanent DLE number is obtained by a "QI", it must be verified with a Florida Rap Sheet. This number sometimes can be found on the FBI or National Rap

Sheet, opposite a Florida arrest and may be shown as the "State ID Number" or "SID" number. The officer should make sure that the number is connected to a Florida arrest so as not to confuse it with an other-state's identification number. The permanent DLE number is eight (8) digits and when prefixed by "FL" makes the State Identification Number. Florida cases that do not have permanent numbers are to be fingerprinted on the special card made available to us from FDCLE. The Temporary (P) DLE number will be used until the permanent number is received. On other-state cases with no Florida record, the person may be entered by using the Temporary (P) DLE number from the On-line. If at any time while under supervision the other-state case is arrested in Florida, the permanent DLE number should be substituted.

OFFICER LOCATION NUMBER

This was formerly known as the Supervisor Location Number in the Cost of Supervision Manual. It is made up of three elements:

1. District Case Number (2 digits)
2. Office Identifier (1 digit) (see appendix)
3. Officer Position Number (5 digits).

If position number is not five (5) digits (i.e. 151) insert enough zeroes to the left of the number to make it five digits (i.e. 00151).

DATE

Any date called for should be coded MMDDYY, where

MM = Month (must be ØØ thru 12)
DD = Day (must be ØØ thru 31)
YY = Year (must be ØØ thru 99 except
Year of Birth can range from 1870 thru 1969
Year of Scheduled Termination Date can range from 1975 thru 2074.

Exceptions to this are elements number:

49 - Effective Date of Original Sentence (parolees only)
5Ø - Date Admitted to Prison (parolees only)

which omit Day and Code only MMYY as defined above.

KEYPUNCH USE ONLY

This is a "BOX" found in the upper lefthand corner of Form 1.1. It is checked by the Terminal Operator after a case has been successfully entered on-line and before sending the Form 1.2 to the CO.

CLIENT SUPERVISION NUMBER

This number is a suffix to the permanent DLE number and is computer generated. It reflects the number of times the person has been through the system. If this number = 1, then this is the person's first time since the system began. A client's supervision number = 2 can only occur if a second intake is received with the same permanent DLE number and the first record shows a status of some type of termination and an actual date of termination earlier than the beginning date of supervision for the second intake. This number is for the Parole and Probation Commission system only. When the officer first enters the person at intake, the Client's Supervision Number will not be known. The computer assigns the number and when the officer receives his printout, there will be a Section I - Profile sheet on the client, under each of his previous supervisions, if any exist, as well as for the new entry just made.

ERROR LIST

When the officer omits one or more of the data elements, a printout will be received in DLE Number order showing each case in which an error occured and will inform the officer of the specific error or omission made. Corrections are to be made on the Section II or in the case fatal errors, it will be necessary to resubmit the Input Form. Every error is shown to be either "fatal" or a "warning".

FATAL ERROR

This kind of error is on a required data item (indicated by "*" in data elements) and prevents a person from being added to the computer. Therefore, the officer would be required to resubmit the Input Form (Form 1.1 and 1.2). The officer will receive an Error List which will show which errors were on the particular case. The entire Input Form must be resubmitted and screened before being sent to the Central Office, but does not have to go through the Terminal Operator again. The officer should check the box "For KeyPunch Use Only" and mark the resubmitted form "CORRECTION" so the secretary or operator will not enter the 1.1 information into the on-line system again.

WARNING ERROR

This kind of error is on a non-critical data element which allows a person to be accepted by the computer even though

certain elements are omitted. The elements are important and should be corrected or supplied on the next turnaround document. The case will appear on the Error List showing the error as well as on Section I and Section II, although these elements will be blank. The officer is to correct all errors immediately on the Section II.

STATUS CODE

Depending upon what the status code is, determines whether the client will be on the officer's next printout. If the status is for "warrant" the client will remain on the officer's printout for up to 12 months. All "terminations", "revocations", "deaths", "transfers" and "pardon board actions" will cause the client not to appear on the caselist.

COMPUTER GENERATED OR MACHINE GENERATED ITEMS

This means that the computer will insert the particular data based on certain rules. No input is necessary from the field officer. In the case of Client Supervision Number the machine initally assigns the number but after that it must be included for any correction or changes to be successfully processed.

LEFT-JUSTIFIED

Data begins in the left most box. All unused spaces occur at the right.

ZERO (Ø)

This is to differentiate between a zero and the letter "O". Code all zeroes as Ø.

MNEMONIC

Alphabetical abbreviation.

DATA ELEMENTS

*Indicates this is a required data element. Omission of this element will cause a fatal error.

**For parolees only

ELEMENT #	DESCRIPTION
Ø1*	DISTRICT NUMBER - Indicates the number of the district to which this officer is assigned.
Ø2*	OFFICE IDENTIFIER - Indicates the physical location of the supervising officer within each

district. The main district office is designated "Ø" and each satellite office arbitrarily assigned "1" thru "9". Use of this element is to expedite the distribution of printouts to the field. See Appendix.

Ø3* CURRENT OFFICER BUDGET POSITION NUMBER - Five digit budget position number of the officer currently maintaining supervision of this client. Example: ØØØ45.

Ø4* PERMANENT DLE NUMBER - The unique identifying number assigned to a person by the Florida Department of Criminal Law Enforcement based on fingerprint identification. Does not correspond to the temporary or parole & probation DLE numbers assigned by terminals when status information is entered on-line. (The permanent DLE number becomes the State ID (SID) number on rap sheets by prefixing it with FL). It may be obtained by doing a QI with name, race, sex, and date of birth in most cases. However, if the permanent DLE number is obtained with "QI", it must be verified with a Florida Rap Sheet. Client supervision number will be attached to permanent DLE number as the key data elements to access a client's record. For persons with no permanent DLE number (other-state cases only), temporary (P) DLE number will be used. Permanent number is to be entered later if client is subsequently arrested in Florida and given a permanent number. The Temporary (P) DLE Number may be used while awaiting verification of Permanent DLE Number, but this will cause a "warning error" each month as a reminder to the officer until the permanent number is inserted.

If the number is less than eight digits, code zeroes to the left of the number so total length is eight digits long. If temporary (P) number is used, first space should contain the "P".

CLIENT SUPERVISION NUMBER - A machine-generated digit to show whether this is the first, second, etc., term of supervision. Use of this digit, when attached to the permanent DLE number, will allow duplicate DLE numbers if the previous period of supervision has been completed. Each time a new intake is submitted, this number will be incremented and thereafter must be attached to DLE to make any changes to that period of supervision.

Ø5* CLIENT NAME - Full name of the client under supervision by the Florida Parole & Probation Commission. This should be the name on the parole/probation Order. If true name is not used on the parole/probation Order, true name should be entered as the alias.

1. Surname followed by comma, first name or initial, space, middle name or initial, space, followed by additional names.
2. Only one comma is used.
3. No periods after initials.
4. No special characters except hyphenated names (-) immediately preceded and followed by alphabetic characters not spaces.
5. Comma and spaces are included in the character count.
6. Left-justified, cannot be all blanks, first position cannot be blank, no two successive blanks between characters.
7. Only valid characters are A-Z, zero, comma, and hyphen.

Ø6* RACE - One digit numerical code to indicate clients race. At times this code will be translated to the Standard NCIC alphabetic mnemonic to indicate race (see below).

1 = W-White (including Mexicans and Latins)
2 = N-Negro
3 = C-Chinese
4 = I-American Indians
5 = J-Japenese
6 = O-All Others (including Asian Indians, Eskimos, Filipinos, Indonesians, Koreans, Polynesians and other non-whites).
7 = X-Unknown

Ø7* SEX - One digit numerical code to identify client's sex. At times this code will be translated to the Standard NCIC alphabetic, mnemonic to indicate sex (see below).

1 = M-Male
2 = F-Female
There is no "unknown" code.

Ø8* DATE OF BIRTH - Client's date of birth. MMDDYY. (See definition DATE)

Ø9* CLIENT STATUS - The status of the client's supervision regarding whether he is currently reporting to his parole/probation officer. This

is the status as of the last day of the reporting period.

- Ø1 = Active
- Ø2 = Normal termination
- Ø3 = Early termination
- Ø4 = Non-reporting (in other institutions, military, etc.)
- Ø5 = Capias or Warrant issued - Absconder
- Ø6 = Capias or Warrant issued - In Custody
- Ø7 = Capias or Warrant issued - Active Supervision
- Ø8 = In Custody - No warrant issued
- Ø9 = Supervision revoked due to new offense, felony (found guilty)
- 1Ø = Supervision revoked due to new offense, misdemeanor (found guilty)
- 11 = Supervision revoked due to technical violation
- 12 = Pardon Board action (Office of Executive Clemency)
- 13 = Death - in commission of crime
- 14 = Death - all other reasons
- 15 = Other state case transferred back to the originating state or to another state

1Ø* CLIENT SOCIAL SECURITY NUMBER - The nine-digit Social Security Number of the client under supervision, excluding hyphens.

11 ALIAS - Name used by the client in addition to his true name. Only one alias is allowed. (Note: more than one alias can be entered to the on-line system by using Form 2.1). When parole/probation Order does not use true name, the true name should be given here.

1. Surname followed by comma, first name or initial, space, middle name or initial, space, followed by additional names or titles.
2. Only one comma is used.
3. No periods after initials.
4. No special character except hyphenated names (-) preceded and followed by alphabetic characters.
5. Comma and spaces included in the character count.
6. Nick-names when placed within Alias field must include surname. (Surname, comma, nickname)
7. Female names with maiden names included will be in name field, maiden name as surname would be entered as alias where it is used as an alias.

12* EYE COLOR - One digit numerical code to indicate the client's eye color. At times this code will be translated to the Standard NCIC alphabetic, mnemonic to indicate eye color.

1 = BLU - Blue
2 = BLK - Black
3 = BRO - Brown
4 = GRN - Green
5 = GRY - Grey
6 = HAZ - Hazel
7 = PNK - Pink
8 = MAR - Maroon
9 = XXX - Unknown

13* HAIR COLOR - One digit numerical code to indicate client's hair color. At times this code will be translated to the Standard NCIC alphabetic, mnemonic to indicate hair color.

1 = BLK - Black
2 = BLN - Blonde/Strawberry
3 = BRO - Brown
4 = GRY - Gray/Partially Gray
5 = BAL - Bald (Hairless or missing most of hair on top of head)
6 = RED - Red/Auburn
7 = SDY - Sandy
8 = WHI - White
9 = XXX - Unknown

14* HEIGHT - Client height in feet and inches.

FII where
F = Feet (4 thru 11)
II = Inches (ØØ thru 11)

15* WEIGHT - Client's weight in pounds.

Ø5Ø thru 499

16 MARITAL STATUS - Client's current marital status.

1 = Single (never married)
2 = Married (living with spouse)
3 = Widowed (never remarried)
4 = Divorced (never remarried)
5 = Separated (married but not living with spouse)
6 = Illegal Relationship (unmarried, homosexual, etc).
7 = Remarried (married more than once and living with spouse)
9 = Unknown

17 EDUCATION LEVEL - The highest grade or educational level completed by the client.

ØØ = No education
Ø1-12 = Highest Grade Completed
13 = One year Post-secondary (college, business, or trade school) completed
14 = Two years Post-secondary (Assoc. degree, trade or business) completed
15 = Three years Post-secondary completed
16 = Four years Post-secondary (Bachelors degree, etc.)
17 = Five years Post-secondary (Masters degree, etc.)
18 = Six years Post-secondary (Specialist degree, Ph.d., etc.)
19 = Seven or more years Post-secondary (Post-doctoral study, Professional, Law or Medical degree)
99 = Unknown

18 CLIENT OCCUPATIONAL TYPE - The type of occupation most commonly engaged in by the client.

1 = Unskilled - lacking technical training Example: dishwasher, laborer, etc.
2 = Semi-skilled - having or requiring less training than skilled labor and more than unskilled labor. Example: store clerk, gas station attendant, etc.
3 = Skilled - worker or laborer with skill and training in a particular craft or trade. Example: mechanic, electrician, plumber, etc.
4 = Professional - client engaged in an occupation that requires specialized knowledge and often long and intensive academic preparation
9 = Unknown

19 NUMBER OF MINOR DEPENDANTS - The number of minor age dependants for whose support the client is responsible. A minor is anyone under 18 years of age or a full-time student under 22 years of age.

ØØ thru 98
99 = Unknown

2Ø ALCOHOL USE HISTORY - Degree of alcohol use by a client and whether alcohol use was a contributing factor in commission of the crime which placed the client under supervision.

1 = No history of use

2 = Uses moderately
3 = Uses moderately and was a factor in offense
4 = Uses excessively
5 = Uses excessively and was a factor in offense
9 = Use is unknown

21 DRUG USE HISTORY - Degree of drug use by a client and whether drug use was a contributing factor in commission of the crime which placed the client under supervision.

Ø1 = No history of use
Ø2 = Exclusive use of marijuana or past convictions for possession or sale
Ø3 = Exclusive use of marijuana or past convictions for possession or sale and was a factor in offense
Ø4 = Experimental use of any narcotic or dangerous drug
Ø5 = Experimental use of any narcotic or dangerous drug and was a factor in offense
Ø6 = Frequent use of any dangerous drug or past conviction for possession or sale
Ø7 = Frequent use of any dangerous drug or past conviction for possession or sale and was a factor in offense
Ø8 = Addiction to any narcotic or past conviction for possession or sale
Ø9 = Addiction to any narcotic or past conviction for possession or sale and was a factor in offense
99 = Use is unknown

22* CLIENT STREET ADDRESS - The complete mailing street address of the client under supervision. Use standard postal abbreviations where necessary. (Thirty-five characters are allowed.)

23* CLIENT CITY ADDRESS - The fifteen characters of the city where client receives his mail. Abbreviate where necessary.

24* CLIENT STATE ADDRESS - The two character state where client receives his mail.

Use standard 2 character alphabetical postal abbreviations for state. See Appendix

25* CLIENT ZIPCODE ADDRESS - The five digit zipcode assigned to the area in which the client receives his mail. See US Postal Service Zipcode Directory.

26* COUNTY NUMBER OF SUPERVISION - The two-digit county number in which the client's supervision occurs. (See Appendix)

27* DISTRICT CASE NUMBER - The offender case number assigned by the supervising district office to each case. It is the combination of the two-digit district identifying number and the six-digit number assigned to that case.

DD-CCCCCC where
DD = District Number (Ø1 thru 49)
"-" = Dash
CCCCCC = Case Number assigned by the District - insert enough zeroes to the left of the number to have a six-digit number.

28 CENTRAL OFFICE NUMBER - Six digit Central Office number assigned to all parole cases and the number assigned by FPPC to other-state cases.

ØØØØØ1 thru ØØØØØ8 = Central Office Number
999999 = Unknown or no Central Office number assigned

29* SUPERVISION TYPE - This gives a finer indication of the actual type of supervision than the codes in the on-line system.

1 = Probation Felony (on probation supervision for a felony offense)
2 = Probation Misdemeanor (on probation supervision for a misdemeanor offense)
3 = Parole- State Prison (on parole from a state prison)
4 = Parole - County Jail (on parole from a county jail)
5 = MCR (Mandatory Conditional Release)
6 = Conditional Pardon
7 = Work Release
8 = Pre-trial Intervention

3Ø* RISK CLASSIFICATION - Indication of the amount of risk to society that is involved by allowing the offender to be placed under supervision and the degree of supervision necessary to provide a successful rehabilitation for the offender. May be changed dependant upon progress or deterioration. Progress is defined as absence of convictions and technical violations for six months (parolees) or three to six months

(probationers) plus stable family, employment and social adjustment. Deterioration is defined as incurring convictions for three to six months plus maladjustment to family, employment and society.

1 = Maximized Parole Program (all cases assigned to the maximized parole.)
2 = Maximum Risk Caseload
all new parole and MCR cases
felon probationers - crime against person
- one or more felony convictions within the past three years.
- history of mental or emotional illness including drug or alcohol use.
- three or more misdemeanor convictions within past two years, excl. traffic
3 = Medium Risk Caseload
all felon probationers not classified maximum
misdemeanor probationers - with any previous felony convictions
- with two or more misdemeanor convictions within the past three years excl. traffic
4 = Minimum Risk Caseload
all misdemeanor probationers not classified medium

31 OUT-OF-STATE INDICATOR - Indicates whether client is a Florida case (prosecuted in Florida and under supervision in Florida), an out-of-state case (prosecuted in Florida but transferred to another state for supervision), or an other-state case (prosecuted in an other state but transferred to Florida for supervision).

1 = Florida Case
2 = Out-of-state Case - Florida case under supervision in another state
3 = Other State Case - Other state case under supervision in Florida

32* TERMINAL SUPERVISION TYPE - Indicator to show whether client was classed as a parolee or probationer in the on-line status file. At times this code will be translated to the Standard NCIC alphabetic mnemonic to indicate incident.

1 = L - Parolee
2 = B - Probationer

33* TERMINAL OFFENSE TYPE - Identifies whether the client is under supervision for a felony or a misdemeanor offense. Where multiple offenses are involved, indicate supervision type for the most serious offense. At times this code is translated to the Standard FCIC/NCIC code to indicate supervision type.

1 = 99ØØ - Felony Supervision
2 = 99Ø1 - Misdemeanor Supervision

34 OFFENSE CODE - The four-digit NCIC/FCIC code of the most serious offense for which the offender is currently under supervision. See Appendix.

35 OFFENSE GOC INDICATOR - The appropriate alphabetical General Offense Character (GOC) will be used to supplement the offense code. Leave blank if none is applicable.

Z = Accessory After the Fact
Y = Accessory Before the Fact
X = Aid/Abet
B = Assault to Commit
A = Attempt to Commit
C = Conspiracy to Commit
F = Facilitation of
S = Solicitation to Commit
T = Threat to Commit

36 DATE OF ARREST - The date of the arrest for the most serious offense for which the client is under supervision - MMDDYY.

37 COUNTY OF ARRESTING AGENCY - The originating agency county, as noted in the appendix, of the law enforcement agency which arrested the client for the most serious offense for which he is currently under supervision by the Florida Parole and Probation Commission. If unknown enter 99. (See Appendix.)

38 PLEA BARGAIN INDICATOR - An indicator to show if the offense for which the client is under supervision was a reduction from the crime for which the client was originally charged.

1 = Yes
2 = No
9 = Unknown

39 LENGTH OF SENTENCE - INCARCERATION TIME - The number of months that the client was sentenced by the court to be incarcerated.

Actual number of months
999 = Life Sentence

40 LENGTH OF SENTENCE - SUPERVISION TIME - This is the length of time in months that the client will be under supervision by the Florida Parole and Probation Commission as specified by either the court or FPPC.

Actual number of months
999 = Life Sentence

41** TIME SERVED - Actual number of months served on sentence before beginning supervision (includes both jail and prison time). Parolee and MCR only. For probationer leave blank.

42* BEGINNING DATE OF SUPERVISION - The actual date upon which a client reports for supervision by the Florida Parole and Probation Commission. MMDDYY.

43 TYPE OF COURT - This is the type of court in which the individual was originally sentenced or placed on probation.

1 = County
2 = Circuit
3 = Other
9 = Unknown

44 PRE-SENTENCE INVESTIGATION - This data element will indicate if a pre-sentence or post sentence investigation was or is to be completed on a client under supervision.

1 = Pre-sentence Investigation A completed
2 = Pre-sentence Investigation B required
3 = Post-sentence Investigation completed
4 = No investigation done
9 = Unknown

45 ADJUDICATION - Indicates whether adjudication of guilt was passed on the client by the court.

1 = Adjudicated guilty
2 = Adjudication withheld
9 = Unknown

46 SPLIT SENTENCE - Indicates whether the sentence given the offender by the court was split between prison and probation or jail and probation.

1 = Prison sentence plus probation
2 = Jail sentence plus probation
3 = No split sentence
9 = Unknown

47* SUPERVISION SCHEDULED TERMINATION DATE - Date upon which offender is tentatively scheduled to terminate supervision. MMDDYY. If LIFE sentence show Year = 74. (Note: On-line Information System - the Terminal Operator will continue to enter all zeroes for the LIFE sentence. (See Definition DATE)

48** DEPARTMENT OF OFFENDER REHABILITATION PRISON NUMBER - Department of Offender Rehabilitation identification number assigned to inmates during their incarceration. Not applicable to probationers, jail parolees, or out-of-state cases. Parolee and MCR only. For probationers leave blank.

49** EFFECTIVE DATE OF ORIGINAL SENTENCE - Enter the date on which the sentence began for the offense associated with the current admission. In case of person admitted as a parole violator with a new offense, the date that the first sentence began should be used (do not show the date of the sentence for the new offense). MMYY. Parolee and MCR only. For probationer leave blank.

50** DATE OF ADMISSION TO PRISON - Date of the most recent confinement in prison previous to the present release. If the present release is a reparole then this date of admission is the date of the most recent return to prison as a parole violator. MMYY. Parolee and MCR only. For probationer leave blank.

51** TYPE OF ADMISSION - Procedure whereby person was admitted to incarceration for which he is presently being paroled. Parolee and MCR only. For probationer leave blank.

1 = New court commitment (not by revocation of probation)
2 = Probation Violator (probation revocation)
3 = Parole Violator - technical violator (without new court commitment)
4 = Parole Violator - new offense (new court commitment)

52 NUMBER OF CURRENT CONCURRENT SENTENCES - Indicates the actual number of concurrent sentences currently being served by the client. "Sentences" include periods of probation.

Ø = No known concurrent sentences
1 - 7 = Number of concurrent sentences
8 = Eight or more concurrent sentences
9 = Unknown

53 NUMBER OF CURRENT CONSECUTIVE SENTENCES - Indicates the actual number of consecutive sentences currently being served by the client. "Sentence" includes periods of probation.

Ø = No known consecutive sentences
1 - 7 = Number of consecutive sentences
8 = Eight or more consecutive sentences
9 = Unknown

54 PRIOR JUVENILE RECORD - FLORIDA ONLY - Indicates the number of referrals to Florida juvenile authorities on this client.

Ø = No known referrals
1 - 7 = Number of referrals
8 = Eight or more referrals
9 = Unknown

55 PRIOR JUVENILE RECORD - NON-FLORIDA - Indicates the number of referrals to juvenile authorities in all states other than Florida on this client.

Ø = No known referrals
1 - 7 = Number of referrals
8 = Eight or more referrals
9 = Unknown

56 PRIOR PRISON TERMS - The actual number of prior prison terms served by the client.

Ø = No known prior prison terms
1 - 7 = Actual number of prior prison terms
8 = Eight or more prior prison terms
9 = Unknown

57 PRIOR JAIL TERMS - The actual number of prior jail terms served by this client.

Ø = No known prior jail terms
1 - 7 = Actual number of prior jail terms
8 = Eight or more prior jail terms
9 = Unknown

58 PRIOR PAROLES - The actual number of prior parole terms served by the client.

Ø = No known prior parole terms
1 - 7 = Actual number of prior parole terms
8 = Eight or more prior parole terms
9 = Unknown

59 PRIOR PROBATIONS - The actual number of prior probation terms served by the client.

Ø = No known prior probation terms
1 - 7 = Actual number of prior probation terms
8 = Eight or more prior probation terms
9 = Unknown

6Ø PRIOR FELONY CONVICTIONS - The actual number of client's prior convictions.

Ø = No known prior felony convictions
1 - 7 = Actual number of prior felony convictions
8 = Eight or more prior felony convictions
9 = Unknown

61 PRIOR MISDEMEANOR CONVICTIONS - The actual number of client's prior misdemeanor convictions excluding traffic violations but including DWI's.

Ø = No known prior misdemeanor convictions
1 - 7 = Actual number of prior misdemeanor convictions
8 = Eight or more prior misdemeanor convictions
9 = Unknown

62 OTHER STATE NUMBER - For Other-State cases this will be the originating state. For Out-of-state cases this will be the destination state. (See Appendix)

63 DATE OF DIFFICULTY - The date of the first difficulty encountered by the client while under supervision which resulted in revocation. This may be the date of a technical violation or the date of a new offense. MMDDYY.

64 NEW OFFENSE CODE - Indicates the FCIC Offense Code of the most recent new offense committed and found guilty in court by a client currently under supervision. See appendix.

65 NEW OFFENSE GOC INDICATOR - The appropriate alphabetical General Offense Character (GOC) will be

used to supplement the offense. Leave blank if code not applicable.

Z = Accessory After the Fact
Y = Accessory Before the Fact
X = Aid/Abet
B = Assault to Commit
A = Attempt to Commit
C = Conspiracy to Commit
F = Facilitation of
S = Solicitation to Commit
T = Threat to Commit

67 ACTUAL DATE OF TERMINATION - Indicates the actual date upon which a client completed supervision with FPPC. MMDDYY. A date supervision ceases due to:

termination
revocation
early termination
death
pardon board action

68 A. TREATMENT - PROGRAM (1Ø OCCURRENCES) - The two digit program number of the treatment program(s) for this client. Up to ten programs may be specified.

Ø1 = Offender Orientation
Ø2 = Alcohol Program
Ø3 = Halfway House - non Multiphasic
Ø4 = Volunteer - one to one
Ø5 = Volunteer - Specialist
Ø6 = Drug
Ø7 - Educational
Ø8 = Vocational
Ø9 = Motivational
1Ø = Psychological
11 = Miscellaneous Group
12 = Testing
13 = Multiphasic - In House
14 = Multiphasic - Out Patient
99 = Other Programs

B. TREATMENT STATUS (1Ø OCCURENCES) - Identifies the current status of a particular treatment program. Each of the up to ten programs has a separate status indicator. This data element identifies if a program is planned, if the client is currently enrolled, if the program is completed, if the client has withdrawn after beginning a program, if the program was needed but unavailable, or if the client needs to have a program removed that was already entered for him.

C = Completed
P = Planned
E = Currently Enrolled
W = Withdrew
U = Unavailable, but needed
X = Removed From the Computer

PROCEDURES FOR CONVERSION

The conversion beginning date is tentatively scheduled for 11/1/75. Upon notification of the beginning date, these procedures will be followed:

CASES UNDER SUPERVISION ON THE CONVERSION BEGINNING DATE WHICH ARE IN THE ON-LINE SYSTEM REGARDLESS OF TERMINATION DATE

Enter District Case Number only on Form 1.1.
Complete 1.2 in total.
Forward Forms 1.1 and 1.2 to Screening Person.

CASES NOW UNDER SUPERVISION ON THE CONVERSION BEGINNING DATE NOT IN THE ON-LINE SYSTEM REGARDLESS OF TERMINATION DATE

Complete Form 1.1 and Form 1.2 in total.
Forward Forms 1.1 and 1.2 to Screening Person.

NEW CASES RECEIVED DURING CONVERSION PERIOD

Complete Form 1.1 and Form 1.2 in total.
Forward Form 1.1 and 1.2 to Screening Person.

ALL CASES UNDER SUPERVISION ON 11/1/75, EVEN THOUGH THEY MAY BE SCHEDULED TO TERMINATE DURING NOVEMBER, WILL BE ENTERED INTO THE SYSTEM. CASES THAT TERMINATE OR TRANSFER IN NOVEMBER WILL BE TAKEN CARE OF ON THE DECEMBER PRINTOUT.

EACH OFFICE WILL ESTABLISH A PERSON RESPONSIBLE FOR SCREENING THESE FORMS FOR OMISSIONS OR POSSIBLE ERRORS. AS SOON AS THESE FORMS HAVE BEEN SCREENED AND ANY CORRECTIONS COMPLETED BY THE OFFICER, THE FORMS ARE MAILED TO THE CENTRAL OFFICE. THE DEADLINE FOR THIS IS 12/5/75.

All new cases and those not currently in the On-line System will be entered into the On-line System by FCIC during the conversion period.

During the conversion period the Terminal Operator will make no entries, no transfers and no cancellations. There will be no exceptions to this whatsoever. A list should be kept of all terminations and transfers which occur for later transactions.

After 11/30/75 the officer will continue to complete the Input Form for each new intake. He will forward these forms to the Terminal Operator thereafter. The Terminal Operator will enter the case into the On-line System, check the box "FOR KEYPUNCH USE ONLY" in the upper left-hand corner of the Form 1.1, and forward to the Screening Person. The Screening Person screens the forms and holds them until the end of the month when the forms are to be forwarded to the Central Office.

Also after 11/30/75 the Terminal Operator will go back and make all the transfers and cancellations in the On-line System which occurred during the conversion period. The Terminal Operator will also continue to make all transfers and cancellations which occur after the end of the conversion period.

Any fatal errors occurring during the conversion period, appearing on the first printout, require that the officer resubmit the entire input form. The Terminal Operator upon receiving the resubmitted input form marked "Correction" will do a "QP" and if the case is not on-line, enter the information from the Form 1.1. If the "QP" reveals the case is on-line, the Terminal Operator will check the box "FOR KEYPUNCH USE ONLY" and forward the form to the Screening Person to be sent to the CO.

PROCEDURE FOR OFF-LINE MIS SYSTEM

I. NEW INTAKE

A. Determine permanent DLE number.

B. Complete Input Form (FPPC 1.1 and 1.2). All information is required except for Alias and Remarks. Certain items are vital and will cause the record to be totally rejected (fatal errors) if omitted. Other items are necessary but not required and these will be (warning errors) to show the item the Input Form does not have to be resubmitted.

C. Input Form is immediately delivered to the Terminal Operator for entering the Form 1.1 information into

the On-line System. The Input Form is then forwarded to the CO at the end of the month after being thoroughly screened for any omissions or possible errors. They should be received by the CO not later than five (5) days after the end of the month.

D. On the next printout, Section I - Profile will show all of the information entered by the officer which is to be validated and filed in the individual case file.

E. The client will also appear on Section II - Officer Caselist.

II. IN DISTRICT TRANSFER

A. Under the transfer column for that client's name on Section II - Caselist, enter the new Officer Location Number (comprised of the new District, Officer Identifier, and Officer Number), even though the new District and Officer Identifier are the same as the old number. RED BALLPOINT PEN ONLY.

B. The next printout will show the client on the new officer's Section I - Profile and the Section II - Caselist.

III. OUT OF DISTRICT TRANSFER

A. Under the transfer column for that client's name on Section II - Caselist, enter the new Officer Location Number. If the Office Identifier and Officer Number are not known, it is sufficient to enter the new District Number plus six zeroes. RED BALLPOINT PEN ONLY.

B. The next printout will show the client on the new Officer's Section I - Profile and Section II - Caselist. If the Officer Number was unknown, the client will appear on the District "Limbo" caselist for transfer to the appropriate officer in the District by the District Supervisor.

C. The Form 2.1 is filled out and submitted to the Terminal Operator to make the transfer in the On-line System.

IV. OTHER-STATE CASE

A. If the client is a prior Florida offender, use the permanent DLE number. If the case has never been arrested in Florida, use the On-line Temporary (P) DLE number in place of the permanent DLE number. Mark the case "Other-State" in box number 31 and indicate

the number of the state he is from as Element Number 62 (see appendix for state number code).

B. The case is then handled as a New Intake.

V. OUT-OF-STATE CASE

A. For new Florida intakes who immediately transfer out-of-state, the record is entered completely as in New Intake except the case is marked Out-of-State in box 31 and the number of the destination state is entered in Element Number 62 (see appendix for state code). The client will appear on the Officer's next Section I - Profile and Section II - Caselist and then he is to be transferred to Interstate Compact as outlined below.

B. If the client is a parolee or MCR, he is then transferred to Mr. Lawson (ØØ-Ø-ØØØ33). Other-state probationers are also transferred to Mr. Lawson. Florida probationers will be transferred to the Regional Interstate Compact Specialist covering the county where the client was originally placed on probation. These cases will subsequently appear on a special caselist for the Interstate Specialist. The Officer Location Number to be used for transfers out-of-state are as follows:

AREA	CITY	LOCATION #
I	Pensacola	Ø1-Ø-ØØØ55
II	Jacksonville	Ø4-Ø-ØØ615
III	Tampa	Ø8-Ø-ØØØ57
IV	Bartow	Ø6-Ø-ØØØ58
V	Ft. Lauderdale	18-Ø-Ø1191
VI	St. Petersburg	Ø3-1-ØØØ6Ø
VII	Orlando	Ø5-Ø-ØØØ61
VIII	Ft. Lauderdale	18-Ø-Ø1191
IX	Ft. Lauderdale	18-Ø-Ø1191
X	CO - Tallahassee	ØØ-Ø-ØØØ33

It is important to remember that when a Florida probationer is transferred out-of-state, that the case be transferred to the Interstate Specialist who covers the county where the individual was originally placed on probation.

C. Subsequent transfer of cases out-of-state are handled on the turnaround document (Section II) by transferring the individual to the appropriate Interstate Specialist.

D. Form 2.1 is filled out and delivered to the Terminal Operator to make the On-line transfer. (Refer to On-line procedures in Manual). A Florida probationer

who is transferred to another state, should be maintained in the on-line system of the District in which he was originally placed on probation. In case of arrest, law enforcement would thus alert the District having jurisdiction over the case, even though the individual was transferred out-of-state.

VI. WARRANT ISSUED

A. Change Client Status (Element Number Ø9) on the Caselist to indicate warrant

Ø5 = Capias or Warrant issued - Absconder
Ø6 = Capias or Warrant issued - In Custody
Ø7 = Capias or Warrant issued - Active Supervision

B. The client will remain on the caselist for 12 months from the time the officer changes the status, unless the status is changed again.

C. After 12 months, the client will no longer appear on the caselist. Periodically the officer will receive a separate list of those cases with warrants outstanding.

VII. HOW TO REACTIVATE WHEN CASE NO LONGER ON CASELIST

A. If for any reason the client is restored to supervision from "Warrant" status or an absconder is returned for potential change to "Revocation" or returned to "Active" status, and the case does not appear on the Officer's Caselist, the following procedure will be followed. The permanent DLE number is obtained from the Profile in the file. At the bottom of the current caselist (Section II), enter the client's permanent DLE Number, Client Supervision Number, Element Number Ø9 (for status change) and the Current Status (Active, Revocation, etc.). Also enter any other Element Numbers to be changed and the corrected or updated information such as address, marital status, etc.

B. If a different Officer is reactivating the client then the last Officer who was supervising the case at the time the client was placed in "Warrant" status, the new Officer's Officer's Location Number must be entered or the case will automatically appear on the previous Officer's next printout.

VIII. REVOCATIONS

A. Upon revocation, change the Client's Status (Element Number Ø9) to reflect the proper revocation:

Ø9 = New Offense - Felony
1Ø = New Offense - Misdemeanor
11 = Technical Violation

B. If a new offense resulted in revocation, enter the New Offense Code (Element Number 64), New GOC Indicator (Element Number 65), if needed, Actual Termination Date (Date revoked) (Element Number 67) and Date of Difficulty (Element Number 63) on the Caselist.

C. The client will no longer appear on the Officer's Caselist.

IX. TERMINATION

A. Change the Status (Element Number Ø9) to reflect Normal Termination (Ø2) or Early Termination (Ø3) and enter the Actual Date of Termination (Element Number 67) in the Actual Date of Termination field.

B. The client will no longer appear on the Officer's Caselist.

X. DEATH

A. Change the Status (Element Number Ø9) of the client to Death: in commission crime (13), or Death: all other reasons (14) and enter the Actual Date of Termination (Element Number 67).

B. The client will no longer appear on the Officer's Caselist.

XI. NEW OFFENSE WITHOUT REVOCATION

A. Change the Status (Element Number Ø9) if necessary (warrant, death, etc.) and enter the New Offense Code (Element Number 64) and the new GOC Indicator (Element Number 65) if needed, and the Date of Difficulty (Element Number 63).

XII. SPLIT SENTENCE

A. If the client is serving a sentence split between prison and probation or jail and probation, the Split Sentence Field (Element Number 46) should reflect which one. The client is not entered as a new intake until supervision begins. The DOOR Prison Number (Element Number 48) should be entered if the case was in prison. Also enter Length of Sentence (in months) of jail time (Element Number 39), Actual Time Served (Element Number 41), Type of Admission (Element Number 51), Effective Date of Original Sentence (Element Number 49) and Date Admitted to Prison (Element Number 50).

XIII. CONCURRENT AND CONSECUTIVE SENTENCES

A. If the client is serving concurrent sentences, enter the number of concurrent sentences in the appropriate field (Element Number 52). The Offense Code (Element Number 34) and GOC Indicator (Element Number 35), if needed, entered for the client should reflect the most serious offense.

B. If the client has been sentenced to consecutive sentences, enter the number of consecutive sentences in that field, (Element Number 53). The Offense Code (Element Number 34) and GOC Indicator (Element Number 35) if needed, entered for the client should reflect the most serious offense.

XIV. PRE-TRIAL AND COUNTY COURT MISDEMEANORS

A. No pre-trial cases will be entered into this system at this time.

B. No county court misdemeanor cases will be entered into this system unless the person is officially under the supervision of the Commission.

XV. ADDRESS FOR REVENUE COLLECTION

A. If the address is unknown at the time of Intake, enter the office mailing address of the Officer until the client's correct address is obtained.

B. See appendix for state abbreviations.

XVI. PRINTOUT FORMS

A. Sections II - Caselist and Section III - Investigations Recap will be received in duplicate and should remain together until all corrections or entries are made and the forms signed by the Officer. The original is sent to the Screening Person with the Officer retaining the carbon copy. Any errors or omissions discovered by the Screening Person should be corrected by the Officer before the original copy is sent to the CO.

XVII. SECTION I - PROFILE DATA

A. This section contains the information from the Input Form. One sheet per client is received by the Officer upon Intake or upon receiving the case as the result of a transfer. Receipt of Section I assures the Officer that the case was successfully entered without any fatal errors.

B. The Officer will only receive one Profile Printout on a client upon Intake or Transfer. If another copy of the Profile Sheet is desired, the Officer can transfer the client to himself, thereby generating another Section I - Profile Data for the client.

C. Upon receipt of Section I - Profile Data, the Officer should check it for accuracy and check "error list" for any warning errors. If there are no errors, file the Profile Data Sheet in the case folder. If a correction needs to be made to an element that does not print on the Section II - Caselist, the Officer must locate the clienton the Section II portion of the Caselist. See Section XVIII B and C for details on correcting Profile data. For example, to correct Marital Status, the Officer should show: "13 = 4". This will change Marital Status to Divorced.

D. A large red checkmark must be made next to the client's entry on the left margin to indicate to keypunch that a change needs to be punched. Failure to place a check-mark will probably result in the change not being made.

E. If the data being changed is part of the On-line System (which appeared on Form 1.1), a Form 2.1 needs to be completed and given to the Terminal Operator also.

XVIII. SECTION II - CASELIST

A. This is a list of all the Officer's active, non-reporting or warrant status (if less than 12 months) cases in alphabetical order by status.

B. If any changes to data printed on the Caselist needs to be made, using a RED BALLPOINT PEN ONLY, cross out the incorrect data and write the correct information above it.

C. If any changes need to be made to Profile Data not printed on the Caselist, using a RED BALLPOINT PEN ONLY, on the last blank line for that client, write the Element Number followed by an equals "=" sign and the corrected data.

D. A large red checkmark must be made next to the client entry on the left margin to indicate to keypunch that a change needs to be punched. Failure to place check-mark probably will result in the change not being made.

E. If the Element being changed is part of the On-line system, the Form 2.1 needs to be completed and given to the Terminal Operator.

XIX. SECTION III - INVESTIGATIONS

A. Previous months total

1. This is a record of the total number of investigations completed by county for that Officer's position number.
2. One line per county will show the previous months investigative total. If any of these figures are incorrect, using a RED BALLPOINT PEN ONLY, cross out the incorrect figure and enter the correct figure above it. It is important to remember to enter what the entire previous months figures should have been for that item and not the adjustment. No red check is necessary in the left margin.
3. It will be necessary to notify the Planning and Evaluation Office in the Central Office by telephone of any corrections made in Section III so that the State Recap Report can be corrected promptly.

B. Current months total

1. Blank lines will be provided for total investigations up to five different counties for each officer. If the officer previously did investigations in this county, the officer will fill in the number of each type of investigation completed in that county for the current month. If no investigations were done in that county, the officer will leave all lines blank for that county.
2. If investigations were done in a new county for the first time this year, there will be no Previous Months figures printed. The officer should enter the current months figures on the next blank row, showing the County Number for these investigations (see appendix for county code numbers).

XX. MONTHLY CYCLE

A. On the last working day of the month, the original copy of the Section II - Caselist and Section III - Investigations is signed by the Officer, the Forms separated and the original given to the District Screening Point to be checked for omissions and possible errors, and for check-marks. The officer retains the carbon copy while the original is sent to the Central Office along with that months Input Forms, not later than five (5) days after the end of the month.

B. Until receiving the next printout, Section II - Caselist and Section III - Investigations, the Officer is to post in red pen on the carbon copy of the printout retained, any changes that occur.

C. When the officer receives the next printout, any changes from the carbon copy are to be transferred to the new printout.

D. It is important that the Officer make all changes to the Caselist as they occur. It will be much simpler and will not result in the Officer trying to remember at the end of the month what transpired during the entire month. At the end of the month the Officer needs only to total his investigations before submitting the forms for screening. A delay in forms being submitted to the CO can result in a delay in the entire state receiving the next printouts.

XXI. COUNTY WORK-RELEASE

A. These cases will be included in the system. The Input Form will be filled out as for a parolee, except Element Number 29 will show work-release supervision type (7). The REMARKS section of Form 1.1 should show "on work-release". The work-release cases will appear on the officer's printout like the other cases.

APPENDIX

AREA/DIST. SATELLITE NO.	OFFICE LOCATION
01-0	Pensacola
01-1	Cervantes Street
01-2	Plaza Building - Suite 210
01-4	Plaza Building - Suite 101
01-8	Pre-trial
02-0	Live Oak
03-0	Clearwater
03-1	St. Petersburg
03-2	Pinellas Park
03-4	Turner Street
03-8	Pre-trial
03-9	Multiphasic
04-0	Jacksonville (E. Forsyth St.)
04-1	Sherwood Plaza
04-3	Woodcock Drive
04-4	Expressway
04-5	Fairmont
05-0	Orlando
05-1	Orange Blossom Trail
05-2	Diplomat Circle
06-0	Bartow
06-1	Lakeland
06-2	Winter Haven
07-0	Miami (Flagler)
07-1	1350 NW 12 Ave. - Room 461
07-2	619 NW 12 Ave.
07-3	NW 79 Ave.
07-4	NE 2 Ave.
07-5	Coral Gables
07-6	Homestead
07-7	1350 NW 12 Ave. - Room 267
07-8	Opa Locka
07-9	Multiphasic
08-0	Tampa
08-1	Plant City
08-2	Fla. Ave.
08-3	Twiggs St.
08-4	Fowler Ave.
08-8	Pre-trial
08-9	Multiphasic

09-0	Lake City
10-0	Gainesville
10-8	Pre-trial
11-0	Tallahassee
11-2	Monticello
11-3	Crawfordville
12-0	Vero Beach
13-0	Bradenton
14-0	Marianna
14-1	Blountstown
14-2	Chipley
15-0	DeLand
15-1	Daytona Beach
16-0	West Palm Beach
16-1	Belle Glade
16-2	Delray Beach
16-3	Citizens Building
16-8	Pre-trial
17-0	Ocala
17-1	Concord Square
18-0	Ft. Lauderdale
18-1	Lighthouse Point
18-2	Miramar
19-0	Crestview
19-1	Mary Esther
19-2	DeFuniak Springs
20-0	Titusville
20-1	Melbourne
20-2	Merritt Island
21-0	St. Augustine
21-1	Bunnell

22-0	Tavares
22-1	Leesburg
23-0	Ft. Myers
24-0	Perry
25-0	Panama City
26-0	Key West
26-1	Marathon
27-0	Sarasota
27-1	Gulfgate
28-0	Sanford
29-0	Palatka
30-0	Milton
31-0	Dade City
31-1	New Port Richey
32-0	Sebring
33-0	Arcadia
34-0	Bushnell
35-0	LaBelle
36-0	Naples
37-0	Madison
38-0	Ft.Pierce
39-0	Kissimmee

COUNTY CODES

01	Alachua
02	Baker
03	Bay
04	Bradford
05	Brevard
06	Broward
07	Calhoun
08	Charlotte
09	Citrus
10	Clay
11	Collier
12	Columbia
13	Dade
14	Desota
15	Dixie
16	Duval
17	Escambia
18	Flagler
19	Franklin
20	Gadsden
21	Gilchrist
22	Glades
23	Gulf
24	Hamilton
25	Hardee
26	Hendry
27	Hernando
28	Highlands
29	Hillsborough
30	Holmes
31	Indian River
32	Jackson
33	Jefferson
34	Lafayette
35	Lake
36	Lee
37	Leon
38	Levy
39	Liberty
40	Madison
41	Manatee
42	Marion
43	Martin
44	Monroe
45	Nassau
46	Okaloosa
47	Okeechobee
48	Orange
49	Osceola
50	Palm Beach
51	Pasco
52	Pinellas
53	Polk
54	Putnam
55	St. Johns
56	St. Lucie
57	Santa Rosa
58	Sarasota
59	Seminole
60	Sumter
61	Suwanee
62	Taylor
63	Union
64	Volusia
65	Wakulla
66	Walton
67	Washington

STATE LIST

STATE	STATE NUMBER	2 LETTER DESIGNATION FOR STATE
ALABAMA	01	AL
ALASKA	02	AK
ARIZONA	03	AZ
ARKANSAS	04	AR
CALIFORNIA	05	CA
COLORADO	06	CO
CONNECTICUT	07	CT
DELAWARE	08	DE
DISTRICT OF COLUMBIA	09	DC
FLORIDA	10	FL
GEORGIA	11	GA
HAWAII	12	HI
IDAHO	13	ID
ILLINOIS	14	IL
INDIANA	15	IN
IOWA	16	IA
KANSAS	17	KS
KENTUCKY	18	KY
LOUISIANA	19	LA
MAINE	20	ME
MARYLAND	21	MD
MASSACHUSETTS	22	MA
MICHIGAN	23	MI
MINNESOTA	24	MN
MISSISSIPPI	25	MS
MISSOURI	26	MO
MONTANA	27	MT
NEBRASKA	28	NE
NEVADA	29	NV
NEW HAMPSHIRE	30	NH
NEW JERSEY	31	NJ
NEW MEXICO	32	NM
NEW YORK	33	NY
NORTH CAROLINA	34	NC
NORTH DAKOTA	35	ND
OHIO	36	OH
OKLAHOMA	37	OK
OREGON	38	OR
PENNSYLVANIA	39	PA
RHODE ISLAND	40	RI
SOUTH CAROLINA	41	SC
SOUTH DAKOTA	42	SD
TENNESSEE	43	TN
TEXAS	44	TX
UTAH	45	UT
VERMONT	46	VT
VIRGINIA	47	VA
WASHINGTON	48	WA
WEST VIRGINIA	49	WV
WISCONSIN	50	WI
WYOMING	51	WY
U.S. POSSESSIONS	52	US
CANADA	53	CN
OTHER COUNTRIES	54	OC
UNKNOWN	99	UK

OFFENSE CODES

OFFENSES	CODES
SOVEREIGNTY	
Treason	0101
Treason Misprision	0102
Espionage	0103
Sabotage	0104
Sedition	0105
Selective Service	0106
(Other)	0199
MILITARY	
Desertion	0201
(Other)	0299
IMMIGRATION	
Illegal Entry	0301
False Citizenship	0302
Smuggling Aliens	0303
(Other)	0399
HOMICIDE	
Homicide - Willful Kill-Family-Gun	0901
Homicide - Willful Kill-Family-(other weapon)	0902
Homicide - Willful Kill - Nonfamily-Gun	0903
Homicide - Willful Kill - Nonfamily-(other weapon)	0904
Homicide - Willful Kill - Pub Off-Gun	0905
Homicide - Willful Kill - Pub Off-(other weapon)	0906
Homicide - Willful Kill-Pol Off-Gun	0907
Homicide - Willful Kill-Pol Off-(other weapon)	0908
Homicide - Neglig Mansl-Veh	0909
Homicide - Neglig Mansl-(other weapon	0910
Homicide - Willful Kill-Gun	0911
Homicide - Willful Kill-(other weapon)	0912
Homicide - (other)	0999
KIDNAPPING	
Kidnap Minor For Ransom	1001
Kidnap Adult For Ransom	1002
Kidnap Minor To Sexually Asslt	1003
Kidnap Adult To Sexually Asslt	1004
Kidnap Minor	1005
Kidnap Adult	1006
Kidnap Hostage For Escape	1007
Abduct - No Ransom Or Asslt	1008

OFFENSES	CODE
Kidnap - Hijack Aircraft	1009
Kidnap - (other)	1099

SEXUAL ASSAULT

Rape - Gun	1101
Rape With - (other Weapon)	1102
Rape - Strongarm	1103
Sex Asslt - Sodomy-Boy-Gun	1104
Sex Asslt - Sodomy-Man-Gun	1105
Sex Asslt - Sodomy-Girl-Gun	1106
Sex Asslt - Sodomy-Woman-Gun	1107
Sex Asslt - Sodomy-Boy-(other weapon)	1108
Sex Asslt - Sodomy-Man-(other weapon)	1109
Sex Asslt - Sodomy-Girl-(other weapon)	1110
Sex Asslt - Sodomy-Woman-(other weapon)	1111
Sex Asslt - Sodomy-Boy-Stgarm	1112
Sex Asslt - Sodomy-Man-Stgarm	1113
Sex Asslt - Sodomy-Girl-Stgarm	1114
Sex Asslt - Sodomy-Woman-Stgarm	1115
Stat Rape - No Force	1116
Sex Asslt - Carnal Abuse	1117
Sex Asslt - (other)	1199

ROBBERY

Robbery - Business-Gun	1201
Robbery - Business-(other weapon)	1202
Robbery - Business-Stgarm	1203
Robbery - Street-Gun	1204
Robbery - Street-(other weapon)	1205
Robbery - Street-Stgarm	1206
Robbery - Resid-Gun	1207
Robbery - Resid-(other weapon)	1208
Robbery - Resid-Stgarm	1209
Forcible Purse Snatching	1210
Robbery - Banking-Type Inst	1211
Robbery - (other)	1299

ASSAULT

Aggrav Asslt - Family-Gun	1301
Aggrav Asslt - Family-(other weapon)	1302
Aggrav Asslt - Family-Stgarm	1303
Aggrav Asslt - Nonfamily-Gun	1304
Aggrav Asslt - Nonfamily-(other weapon)	1305
Aggrav Asslt - Nonfamily-Stgarm	1306
Aggrav Asslt - Pub Off-Gun	1307
Aggrav Asslt - Pub Off-(other weapon)	1308
Aggrav Asslt - Pub Off-Stgarm	1309
Aggrav Asslt - Pol Off-Gun	1310

OFFENSES	CODE
Aggrav Asslt - Pol Off-(other weapon)	1311
Aggrav Asslt - Pol Off-Stgarm	1312
Simple Asslt	1313
Aggrav Asslt - Gun	1314
Aggrav Asslt - (other weapon)	1315
Intimidation	1316
Asslt - (other)	1399
ABORTION	
Abortional Act On Other	1401
Abortional Act On Self	1402
Submission to Abortional Act	1403
Abortifacient - (selling,mfg.,delivering,etc.)	1404
Abortion - (other)	1499
ARSON	
Arson - Business-Endangered Life	2001
Arson - Resid-Endangered Life	2002
Arson - Business-Defraud Insurer	2003
Arson - Resid-Defraud Insurer	2004
Arson - Business	2005
Arson - Resid	2006
Arson - Pub-Bldg-Endangered Life	2008
Arson - Pub Bldg	2009
Arson - (other)	2099
EXTORTION	
Extort - Threat Injure Person	2101
Extort - Threat Damage Prop	2102
Extort - Threat Injure Reputation	2103
Extort - Threat Accuse Person Of Crime	2104
Extort - Threat Of Informing Of Vio	2105
Extort - (other)	2199
BURGLARY	
Burgl - Safe-Vault	2201
Burgl - Forced Entry-Resid	2202
Burgl - Forced Entry-Nonresid	2203
Burgl - No Forced Entry-Resid	2204
Burgl - No Forced Entry-Nonresid	2205
Burgl Tools - Possess	2206
Burgl - Banking-Type Inst	2207
Burgl - (other)	2299
LARCENY	
Pocketpicking	2301
Purse Snatching - No Force	2302

OFFENSES	CODE
Shoplifting	2303
Larc - Parts From Veh	2304
Larc - From Auto	2305
Larc - From Shipment	2306
Larc - From Coin Machine	2307
Larc - From Bldg	2308
Larc - From Yards	2309
Larc - From Mails	2310
Larc - From Banking-Type Inst	2311
Larc - From Interstate Shipment	2312
Obstruct Correspondence - (postal violation)	2313
Theft Of US Govt Prop	2314
Larc On US Govt Reserv	2315
Larc - Postal	2316
Larc - (other)	2399

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

Theft And Sale Veh	2401
Theft And Strip Veh	2402
Theft And Use Veh Other Crime	2403
Veh Theft	2404
Theft Veh By Bailee	2405
Receiv Stolen Veh	2406
Strip Stolen Veh	2407
Possess Stolen Veh	2408
Interstate Transp Stolen Veh	2409
Aircraft Theft	2410
Unauth Use Of Veh - (includes joy-riding)	2411
Stolen Vehicle - (other)	2499

FORGERY (COUNTERFEITING)

Forgery Of Checks	2501
Forgery Of - (other)	2502
Counterfeiting Of - (other)	2503
Pass Forged - (use "pass" for "utter" and/or "distribute") - (other)	2504
Pass Counterfeited - (use "pass" for "utter" and/or "distribute) - (other)	2505
Possess Forged - (other)	2506
Possess Counterfeited - (other)	2507
Possess Tools For - ("forgery" or "counterfeiting")	2508
Transport Forged - (other)	2509
Transport Counterfeited - (other)	2510
Transport Tools For - ("forgery" or "counterfeiting")	2511

FRAUDULENT ACTIVITIES

Fraud - Confidence Game	2601
Fraud - Swindle	2602
Mail Fraud	2603

OFFENSES	CODE
Fraud - Imperson	2604
Fraud - Illeg Use Credit Cards	2605
Fraud - Insuff Funds Check	2606
Fraud - False Statement	2607
Fraud By Wire	2608
Fraud - (other)	2699
EMBEZZLEMENT	
Embezzle - Business Prop	2701
Embezzle - Interstate Shipment	2702
Embezzle - Banking-Type Inst	2703
Embezzle - Public Prop-(U.S., state, city prop.)	2704
Embezzle - Postal	2705
Embezzle - (other)	2799
STOLEN PROPERTY	
Sale Of Stolen Prop	2801
Transport Interstate Stolen Prop	2802
Receiv Stolen Prop	2803
Possess Stolen Prop	2804
Conceal Stolen Prop	2805
Stolen Prop - (other)	2899
DAMAGE PROPERTY	
Damage Prop - Business	2901
Damage Prop - Private	2902
Damage Prop - Public	2903
Damage Prop - Business-With Explosive	2904
Damage Prop - Private With Explosive	2905
Damage Prop - Public-With Explosive	2906
Damage Prop - (other)	2999
DANGEROUS DRUGS	
**Hallucinogen - Mgr	3501
**Hallucinogen - Distrib	3502
**Hallucinogen - Sell	3503
**Hallucinogen - Possess	3504
**Hallucinogen - (other)	3505
Heroin - Sell	3510
Heroin - Smuggl	3511
Heroin - Possess	3512
Heroin - (other)	3513
Opium Or Deriv - Sell	3520
Opium Or Deriv - Smuggl	3521
Opium Or Deriv - Possess	3522
Opium Or Deriv - (other)	3523
Cocaine - Sell	3530
Cocaine - Smuggl	3531

**Not to include marijuana.

OFFENSES	CODE
Cocaine - Possess	3532
Cocaine - (other)	3533
Synth Narcotic - Sell	3540
Synth Narcotic - Smuggl	3541
Synth Narcotic - Possess	3542
Synth Narcotic - (other)	3543
Narcotic Equip - Possess	3550
Marijuana - Sell	3560
Marijuana - Smuggl	3561
Marijuana - Possess	3562
Marijuana - Producing	3563
Marijuana - (other)	3564
Amphetamine - Mft	3570
Amphetamine - Sell	3571
Amphetamine - Possess	3572
Amphetamine - (other)	3573
Barbituarte - Mgr	3580
Barbituarte - Sell	3581
Barbituarte - Possess	3582
Barbituarte - (other)	3583
Dangerous Drugs - (other)	3599

SEX OFFENSES (Not involving sexual assault or commercialized sex)

Sex Offense - Against Child-Fondling	3601
Homosexual Act With Girl	3602
Homosexual Act With Boy	3603
Incest With Minor	3604
Indecent Exposure	3605
Bestiality	3606
Incest With Adult	3607
Seduction Of Adult	3608
Homosexual Act With Woman	3609
Homosexual Act With Man	3610
Peeping Tom	3611
Sex Offense (other)	3699

OBSCENITY

Obscene Material - (other)	3700
Obscene Material - Mfr	3701
Obscene Material - Sell	3702
Obscene Material - Mailing	3703
Obscene Material - Possess	3704
Obscene Material - Distrib	3705
Obscene Material - Transport	3706
Obscene Communication	3707
Obscenity - (other)	3799

OFFENSES	CODE
FAMILY OFFENSES	
Neglect Family	3801
Cruelty Toward Child	3802
Cruelty Toward Wife	3803
Bigamy	3804
Contrib Delinq Minor	3805
Neglect Child	3806
Nonpayment of Alimony	3807
Nonsupport Of Parent	3808
Family Offense (other)	3899
GAMBLING	
Bookmaking	3901
Card Game - Operating	3902
Dice Game - Operating	3905
Gambling Device - Possess	3908
Gambling Device - Transport	3909
Gambling Device - Not Registered	3910
Gambling Goods - Possess	3912
Gambling Goods - Transport	3913
Lottery - Operating	3915
Lottery - Runner	3916
Sports Tampering	3919
Transmit Wager Information	3920
Establish Gambling Place	3921
Gambling - (other)	3999
COMMERCIALIZED SEXUAL OFFENSES	
Keeping House Ill Fame	4001
Procure For Prostitute - (pimping)	4002
Commercial Sex - Homosexual Prostitution	4003
Prostitution	4004
Frequent House Ill Fame	4005
Trnsp Female Interstate For Immoral Purp	4006
Commercial Sex - (other)	4099
LIQUOR (not to include tax and revenue matters or driving under the influence of liquor)	
Liquor - Mgr	4101
Liquor - Sell	4102
Liquor - Transport	4103
Liquor - Possess	4104
Liquor - (other)	4199

OFFENSES	CODE
OBSTRUCTING THE POLICE	
Resisting Officer	4801
Obstruct Criminal Invest	4802
Making False Report	4803
Evidence - Destroying	4804
Witness - Dissuading	4805
Witness - Deceiving	4806
Refusing To Aid Officer	4807
Compounding Crime	4808
Unauth Communication With Prisoner	4809
Illegal Arrest	4810
Crossing Police Lines	4811
Failure Report Crime	4812
Failing To Move On	4813
Obstruct Police - (other)	4899
FLIGHT - ESCAPE	
Escape	4901
Flight To Avoid - (prosecution, confinement, etc.)	4902
Aiding Prisoner Escape - (identify type inst.)	4903
Harboring - (escapee or fugitive)	4904
Flight-Escape - (other)	4999
OBSTRUCTING JUDICIARY, CONGRESS, LEGISLATURE, OR A COMMISSION	
Bail - Secured Bond	5001
Bail - Person Recog	5002
Perjury	5003
Perjury - Subornation Of	5004
Contempt Of Court	5005
Obstructing Justice	5006
Obstructing Court Order	5007
Misconduct - Judic Officer	5008
Contempt Of Congress	5009
Contempt Of Legislature	5010
Parole Violation	5011
Prob Violation	5012
Condit Release Violation	5013
Mandatory Release Violation	5014
Failure To Appear	5015
Obstruct - (other)	5099
BRIBERY	
Bribe - Giving	5101
Bribe - Offering	5102
Bribe - Receiving	5103
Bribe - (other)	5104
Conflict Of Interest	5105

OFFENSES	CODE
Gratuity - Giving	5106
Gratuity - Offering	5107
Gratuity - Receiving	5108
Gratuity - (other)	5109
Kickback - Giving	5110
Kickback - Offering	5111
Kickback - Receiving	5112
Kickback - (other)	5113
Bribery - (other)	5199

WEAPON OFFENSES

Altering Identification On	5201
Carrying Concealed	5202
Carrying Prohibited	5203
Explosives - Teaching Use	5204
Explosives - Transporting	5205
Explosives - Using	5206
Incendiary Device - Possess	5207
Incendiary Device - Using	5208
Incendiary Device - Teaching Use (Do not use if ARSON)	5209
Licensing - Registration	5210
Explosives - Possessing	5211
Possession Of	5212
Firing	5213
Selling	5214
Threat To Bomb	5215
Threat To Burn	5216
Weapon Offense (other)	5299

PUBLIC PEACE

Anarchism	5301
Riot - Inciting	5302
Riot - Engaging In	5303
Riot - Interfere Fireman	5304
Riot - Interfere Officer	5305
Riot - (other)	5306
Assembly - Unlawful	5307
Harassing Communication	5309
Desecrating Flag	5310
Disord Conduct	5311
Public Peace (other)	5399

TRAFFIC OFFENSE

Hit and Run	5401
Transp Dangerous Material	5402

OFFENSES	CODE
Driving Under Influence Drugs	5403
Driving Under Influence Liquor	5404
Traffic Offense - (other)	5499
HEALTH - SAFETY	
Drugs - Adulterated	5501
Drugs - Misbranded	5502
Drugs - (other)	5503
Food - Adulterated	5504
Food - Misbranded	5511
Food - (other)	5512
Cosmetics - Adulterated	5520
Cosmetics - Misbranded	5521
Cosmetics - (other)	5522
Health-Safety - (other)	5599
CIVIL RIGHTS	
Civil Rights	5699
INVASION OF PRIVACY	
Divulge Eavesdrop Info	5701
Divulge Eavesdrop Order	5702
Divulge Message Contents	5703
Eavesdropping	5704
Eavesdrop Equip	5705
Opening Sealed Communication	5706
Trespassing	5707
Wiretap - Failure To Report	5708
Invade Privacy -(other)	5799
SMUGGLING	
Smuggle Contraband	5801
Smuggle Contraband Into Prison	5802
Smuggle To Avoid Paying Duty	5803
Smuggling - (other)	5899
ELECTION LAWS	
Election Laws	5999
ANTITRUST	
Antitrust	6099

OFFENSES	CODE
TAX REVENUE	
Income Tax	6101
Sales Tax	6102
Liquor Tax	6103
Tax Revenue	6199
CONSERVATION	
Conservation - Animals	6201
Conservation - Fish	6202
Conservation - Birds	6203
Conservation - License-Stamp	6204
Conservation - Environment	6205
Conservation - (other)	6299

FCIC LINE-TERMINAL LISTING

PPP LISTING

TERMINAL	OFFICE	DISTRICT	ORI
ARCA4	ARCADIA PP	33	FLO14205G
BART3	BARTOW PP	06	FLO53205G
BRKV3	BROOKSVILLE PP	43	FLO27205G
BRTN4	BRADENTON PP	13	FLO41205G
BUSH2	BUSHNELL PP	34	FLO60205G
CLRW6	CLEARWATER PP	03	FLO52205G
CRES4	CRESTVIEW PP	19	FLO46205G
DACY3	DADE CITY PP	31	FLO51205G
DLND4	DELAND PP	15	FLO64205G
FRNB3	FERNANDINA BEACH PP	49	FLO45205G
FTLD7	FT LAUDERDALE PP	18	FLO06205G
FTMY4	FORT MYERS PP	23	FLO36205G
FTPC4	FT. PIERCE PP	38	FLO56205G
GAIN5	GAINESVILLE	10	FLO01205G
GCSP2	GREEN COVE SPRINGS PP	48	FLO10205G
INVR2	INVERNESS PP	42	FLO09205G
JKVLC	JACKSONVILLE PP	04	FLO16205G
KISS3	KISSIMMEE PP	39	FLO49205G
KYWS6	KEY WEST PP	26	FLO44205G
LABL2	LABELLE PP	35	FLO26205G
LKCY4	LAKE CITY PP	09	FLO12205G
LVOK2	LIVE OAK PP	02	FLO61205G
MDSN3	MADISON PP	37	FLO40205G
MIAMC	MIAMI PP	07	FLO13205G
MILT3	MILTON PP	30	FLO57205G
MRNA3	MARIANNA PP	14	FLO32205G
NAPL3	NAPLES PP	36	FLO11205G
OCAL4	OCALA PP	17	FLO42205G
OKCH2	OKEECHOBEE PP	44	FL047205G
ORLAP	ORLANDO PP	05	FLO48205G
PANA4	PANAMA CITY PP	25	FLO03205G
PERY3	PERRY PP	24	FLO62205G
PLTK4	PALATKA PP	29	FLO54205G
PNSA7	PENSACOLA PP	01	FLO17205G
PUNT3	PUNTA GORDA PP	46	FL008205G
QUIN4	QUINCY PP	40	FL020205G
SANF3	SANFORD PP	28	FL059205G
SARA3	SARASOTA PP	27	FL058205G
SAUG4	ST. AUGUSTINE PP	21	FL055205G
SEBR3	SEBRING PP	32	FL028205G
STRK4	STARKE PP	41	FL004205G
STUA3	STUART PP	47	FL043205G
TALLE	TALLAHASSEE PP	CO	FL037035G
TALLF	TALLAHASSEE PP	11	FL037205G
TAMP9	TAMPA PP	08	FL029205G
TAVA2	TAVARES PP	22	FL035205G
TITU4	TITUSVILLE PP	20	FL005205G
VERO3	VERO BEACH PP	12	FL031205G
WAUC2	WAUCHULA	45	FL025205G
WPMB8	W. PALM BEACH PP	16	FL050205G
FCIC1	DLE COMMAND CENTER		FL0370100

FOR KEYPUNCH USE ONLY:

27 - DISTRICT CASE NUMBER

District | Case Number

AGENCY ORI: F L 0 _ _ 2 0 5 G

05 - NAME

(Last Name, Comma, First Name, Space, Middle Name)

11 - ALIAS (optional)

(Last Name, Comma, First Name, Space, Middle Name)

06 - RACE (check one)

	1	W - White (including Mexican & Latin)
	2	N - Negro
	3	C - Chinese
	4	I - American Indian
	5	J - Japanese
	6	O - Other
	7	X - Unknown

12 - EYE (check one)

	1	BLU - Blue
	2	BLK - Black
	3	BRO - Brown
	4	GRN - Green
	5	GRY - Grey
	6	HAZ - Hazel
	7	PNK - Pink
	8	AR - Maroon
	9	XXX - Unknown

13 - HAIR (check one)

	1	BLK - Black
	2	BLN - Blonde/Strawberry
	3	BRO - Brown
	4	GRY - Gray/Partially Gray
	5	BAL - Bald (Hairless or missing most of hair on top)
	6	RED - Red/Auburn
	7	SDY - Sandy
	8	WHI - White
	9	XXX - Unknown

07 - SEX (check one)

	1	M - Male
	2	F - Female

08 - DATE OF BIRTH: Month / Day / Year

15 - WEIGHT

14 - HEIGHT: Feet | Inches

32 - SUPERVISION TYPE (check one)

	7	L - Parole
	8	B - Probation

47 - TERMINATION DATE: Month / Day / Year

33 - OFFENSE (check one)

	9	9	0	0	Felony Supervision
	9	9	0	1	Misdemeanor Supervision

10 - SOCIAL SECURITY NUMBER

REMARKS (optional)

FORM NO. FPPC-1.1 (9/75) FCIC

04 - PERMANENT FDCLE NO.

28 - CENTRAL OFFICE NO.

09 - CLIENT STATUS

01	Active
01	Non-Reporting

29 - TYPE OF SUPERVISION

1	Probation Felony
2	Probation Misdemeanor
3	Parole - State Prison
4	Parole - County Jail
5	MCR
6	Conditional Pardon
7	Work Release
8	Pre-Trial Intervention

01- DISTRICT 02- OFFICE 03 - OFFICER POSITION NO.

26 - COUNTY OF SUPERVISION

30 - RISK

1	Maximized Parole
2	Maximum
3	Medium
4	Minimum

42 - BEGINNING DATE OF SUPERVISION Month Day Year

31 - OUT OF STATE

1	Florida Cases
2	Out-of-State
3	Other State

62 - OTHER STATE #

16 - MARITAL STATUS

1	Single
2	Married
3	Widowed
4	Divorced
5	Separated
6	Illegal Relationship
7	Remarried
9	Unknown

18 - OCCUPATIONAL TYPE

1	Unskilled
2	Semi-skilled
3	Skilled
4	Professional
9	Unknown

17 - EDUCATIONAL LEVEL

20 - ALCOHOL USE

1	No history of use
2	Moderate
3	Moderate/Factor
4	Excessive
5	Excessive/Factor
9	Unknown

19 - NUMBER OF MINOR DEPENDANTS

21 - DRUG USE

01	No history of use
02	Marijuana only
03	Marijuana/Factor
04	Experimental
05	Experimental/Factor
06	Frequent
07	Frequent/Factor
08	Addiction
09	Addiction/Factor
99	Unknown

34 - NCIC/FCIC OFFENSE CODE

35 - GOC INDICATOR

38 - PLEA BARGAIN INDICATOR

1	Yes - reduced
2	No - as charged
9	Unknown

36 - DATE OF ARREST Month Day Year

LENGTH OF SENTENCE (Months)

39 - JAIL TIME

40 - SUPERVISION TIME

37 - COUNTY OF ARREST

43 - TYPE OF COURT

1	County
2	Circuit
3	Other
9	Unknown

45 ADJUDICATION

1	Guilty
2	Withheld
9	Unknown

46 - SPLIT SENTENCE

1	Prison & Probation
2	& Probation
3	to split sentence
9	Unknown

44 - PSI

1	PSI-A completed
2	PSI-B required
3	Post completed
5	No Investigation
9	Unknown

22 - CLIENT STREET ADDRESS

23 - CLIENT CITY

24 - STATE

25 - ZIP CODE

48 - DOOR PRISON NO.

CURRENT SENTENCE (fill in number of each)

52 - NUMBER OF CONCURRENT

53 - NUMBER OF CONSECUTIVE

49 - EFFECTIVE DATE OF ORIGINAL SENTENCE Month Year

50 - DATE ADMITTED TO PRISON Month Year

PRIOR RECORD (fill in number of each)

54 - FL JUVENILE

55 - NON-FL JUVENILE

56 - PRISON TERMS

57 - JAIL TERMS

58 - PAROLES

59 - PROBATIONS

60 - FELONY CONVICTIONS

61 - MISD. CONVICTIONS

41 - TIME SERVED (Months)

51 - TYPE ADMISSION

1	New Commitment
2	Probation Violation
3	Parole Viol. - Tech.
4	Parole Viol. - N. OF.

68 - TREATMENT PROGRAMS (check one box beside any program used for this client)

PLAN	UNAVL	ENR	COMP	WITHD		
					01	Orientation
					02	Alcohol Program
					03	Halfway (Non-Multiphasic)
					04	Volunteer (One-to-One)
					05	Volunteer (Specialist)
					06	Drug
					07	Educational
					08	Vocational
					09	Motivational
					10	Psychological
					11	Miscellaneous Groups
					12	Testing
					13	Multiphasic (In-House)
					14	Multiphasic (Out Patient)
					99	Other Programs

FOR KEYPUNCH USE ONLY:

27 - DISTRICT CASE NUMBER

District		Case Number						
		—						

AGENCY ORI

F	L	0			2	0	5	G

05 - NAME

(Last Name, Comma, First Name, Space, Middle Name)

11 - ALIAS (optional)

(Last Name, Comma, First Name, Space, Middle Name)

06 - RACE (check one)

	1	W - White (including Mexican & Latin)
	2	N - Negro
	3	C - Chinese
	4	I - American Indian
	5	J - Japanese
	6	O - Other
	7	X - Unknown

12 - EYE (check one)

	1	BLU - Blue
	2	BLK - Black
	3	BRO - Brown
	4	GRN - Green
	5	GRY - Grey
	6	HAZ - Hazel
	7	PNK - Pink
	8	MAR - Maroon
	9	XXX - Unknown

13 - HAIR (check one)

	1	BLK - Black
	2	BLN - Blonde/Strawberry
	3	BRO - Brown
	4	GRY - Gray/Partially Gray
	5	BAL - Bald (Hairless or missing most of hair on top)
	6	RED - Red/Auburn
	7	SDY - Sandy
	8	WHI - White
	9	XXX - Unknown

07 - SEX (check one)

	1	M - Male
	2	F - Female

08 - DATE OF BIRTH

Month / Day / Year

15 - WEIGHT

14 - HEIGHT

Feet / Inches

32 - SUPERVISION TYPE (check one)

	7	L - Parole
	8	B - Probation

47 - TERMINATION DATE

Month / Day / Year

33 - OFFENSE (check one)

	9	9	0	0	Felony Supervision
	9	9	0	1	Misdemeanor Supervision

10 - SOCIAL SECURITY NUMBER

REMARKS (optional)

FORM NO. FPPC-1.1 (9/75) FCIC

04 - PERMANENT FDCLE NO.

28 - CENTRAL OFFICE NO.

09 - CLIENT STATUS

01	Active
04	Non-Reporting

29 - TYPE OF SUPERVISION

1	Probation-Felony
2	Probation-Misdemeanor
3	Parole - State Prison
4	Parole - County Jail
5	MCR
6	Conditional Pardon
7	Work Release
8	Pre-Trial Intervention

01- DISTRICT 02- OFFICE 03 - OFFICER POSITION NO.

26 - COUNTY OF SUPERVISION

30 - RISK

1	Maximized Parole
2	Maximum
3	Medium
4	Minimum

42 - BEGINNING DATE OF SUPERVISION Month Day Year

31 - OUT OF STATE

1	Florida Cases
2	Out-of-State
3	Other State

62 - OTHER STATE#

16 - MARITAL STATUS

1	Single
2	Married
3	Widowed
4	Divorced
5	Separated
6	Illegal Relationship
7	Remarried
9	Unknown

18 - OCCUPATIONAL TYPE

1	Unskilled
2	Semi-skilled
3	Skilled
4	Professional
9	Unknown

20 - ALCOHOL USE

1	No history of use
2	Moderate
3	Moderate/Factor
4	Excessive
5	Excessive/Factor
9	Unknown

21 - DRUG USE

01	No history of use
02	Marijuana only
03	Marijuana/Factor
04	Experimental
05	Experimental/Factor
06	Frequent
07	Frequent/Factor
08	Addiction
09	Addiction/Factor
99	Unknown

17 - EDUCATIONAL LEVEL

19 - NUMBER OF MINOR DEPENDANTS

34 - NCIC/FCIC OFFENSE CODE

35 - GOC INDICATOR

38 - PLEA BARGAIN INDICATOR

1	Yes - reduced
2	No - as charged
9	Unknown

36 - DATE OF ARREST Month Day Year

LENGTH OF SENTENCE (Months)

39 - JAIL TIME

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45 - ADJUDICATION

1	Guilty
2	Withheld
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46 - SPLIT SENTENCE

1	Jail & Probation
2	Jail & Probation
3	No split sentence
9	Unknown

44 - PSI

1	PSI-A completed
2	PSI-B received
3	PSI completed
4	No Investigation
9	Unknown

22 - CLIENT STREET ADDRESS

23 - CLIENT CITY

24 - STATE

25 - ZIP CODE

48 - DOOR PRISON NO.

CURRENT SENTENCE (fill in number of each)

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					05	Volunteer (Specialist)
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					07	Educational
					08	Vocational
					09	Motivational
					10	Psychological
					11	Miscellaneous Groups
					12	Testing
					13	Multiphasic (In-House)
					14	Multiphasic (Out Patient)
					99	Other Programs

Corrections Data Base
BASIS MASTER FILE LAYOUT

Custody-D	1, A 1	Variable	1 C01
ID-No-D	2, A 7	Variable	2 P3F & C04
Family-No-D	9, A10	Variable	3
Name-D	19, A33	Variable	4
True-Name-D	52, A33	Variable	5
Location-D	85, 2	Variable	6 P3F
Prev-Location-D	87, A 2	Variable	7
Date-Admitted-D	89, A 6	Variable	8 P3F
Date-Team-Rec-D	95, A 6	Variable	9 C01
Movement-Code-D	101, A 2	Variable	10
Date-Last-Move-D	103, A 6	Variable	11
In-Number-D	109, 5	Variable	12 P3F
MED-D	114, 5	Variable	13
TED-D	119, A 5	Variable	14 P3F
Destination-D	124, A 2	Variable	15
Extra-Gain-Time-D	126, 3	Variable	16
Lump-Sum-Gain-Time-D	129, 3	Variable	17
Gain-Time-D	132, 4	Variable	18
Loss-Time-D	136, 4	Variable	19
Violator-D	140, A 1	Variable	20 P3F
Filler-D	141, A43	Variable	21
Alcoh-Narco-D	184, A 1	Variable	22
Serving-Consec-Sent-D	185, A 1	Variable	23 P3F
Offense-Primary-D	186, 3	Variable	24 P3F
Cnty-Of-Sent-D	189, A 2	Variable	25 P3F

DATE-SENT-D

Mon-s-D	191, A 2	Variable	26	P3F
Day-s-D	193, A 2	Variable	27	P3F
Yr-S	195, A 2	Variable	28	P3F
Minimum-D	197, A 6	Variable	29	P3F
Maximum-D	203, A 6	Variable	30	P3F
Court-D	209, A 1	Variable	31	C04
Offense-Secondary	210, A 3	Variable	32	P3F
Continue-Custody-D	213, A 1	Variable	33	
Date-Releases-D	214, A 6	Variable	34	
Type-Release-D	220, A 1	Variable	35	
S-R-D	221, A 1	Variable	36	P3F
DOB-D	222, A 6	Variable	37	P3F
Fla-Cnty-Birth-D	228, A 2	Variable	38	P3F
Height-D	230, A 3	Variable	39	P3F
Weight-D	233, A 3	Variable	40	P3F
Hair-D	236, A 1	Variable	41	P3F
Eyes-D	237, A 1	Variable	42	P3F
Religs-Pref-D	238, A 1	Variable	43	C04
Religs-Part-D	239, A 1	Variable	44	C04
Birth-Pl-D	240, A17	Variable	45	P3F
Time-In-Fla-D	257, A 4	Variable	46	C04
✓Legal-Res-D	261, A 2	Variable	47	C04
Citzn-D	263, A 1	Variable	48	C04
Marital-Stat-D	264, A 1	Variable	49	C04
No-Depend-D	265, A 1	Variable	50	C04

TOT-TIME-INCAR

EDUCATION

Claim-D	266, A 2	Variable	51 COM
Reading-Levl-D	268, A 3	Variable	52 COM
Aver-Grade-D	271, A 3	Variable	53 COM
Fren-Lang-D	274, A 1	Variable	54 COM
IQ-D	275, A 3	Variable	55 COM
Empl-Stat-D	278, A 1	Variable	56 COM
Occupation-Prim-D	279, A 3	Variable	57 COM
Exper-D	282, A 2	Variable	58 COM
Level-D	284, A 1	Variable	59 COM
Occupation-Sec-D	285, A 3	Variable	60 COM
Exper-D	288, A 2	Variable	61 COM
Level-D	290, A 1	Variable	62 COM
Ave-Wkly-Pay-D	291, A 3	Variable	63 COM
Soc-Sec-No-D	294, A 9	Variable	64 COM
Med-Grade-D	303, A 1	Variable	65 COM
Dent-Grade-D	304, A 1	Variable	66 COM
Phy-Ment-Disab-Pri-D	305, A 3	Variable	67 COM
Phy-Ment-Disab-Sec-D	308, A 3	Variable	68 COM

NOTIFICATION-RELATIVE

Name-Of Rel-D	311, A 33	Variable	69 COM
Addr-Of-Rel-D	344, A 44	Variable	70 COM
Relationship-D	388, A 2	Variable	71 COM

MILITARY-INFO

Service-D	390, A 1	Variable	72 COM
Length-Of-Serv-D	391, A 4	Variable	73 COM
Type-Disch-D	395, A 1	Variable	74 COM

JUVENILE-INFO

Guard-Status-D	396, A 1	Variable	75 C04
Famly-Status-D	397, A 1	Variable	76 C04
Age-Brkn-Home-D	398, A 2	Variable	77 C04
Prnts-Mar-Stst-D	400, A 1	Variable	78 C04
No-In-Family-D	401, A 1	Variable	79 C04
Deviant-Infl-D	402, A 1	Variable	80 C04
Home-Community-D	403, A 1	Variable	81 C04
Prnts-Occup-D	404, A 3	Variable	82 C04
FBI-No-D	407, A 9	Variable	83 C04
FBI-Prior-Arrests	416, A 2	Variable	84 C04
Under-1-yr-D	418, A 2	Variable	85 C04
One-And-Over-D	420, A 2	Variable	86 C04
No-Juv-Comits-D	422, A 2	Variable	87 C04
No-Prior-Escap-D	424, A 2	Variable	88 C04
No-Parol-~~Viol~~-D	426, A 2	Variable	89 C04
No-Parol-Viol-D	428, A 2	Variable	90 C04

NO-PROBATIONS

Felony-D	430, A 2	Variable	91 C04
Misdemnrs-D	432, A 2	Variable	92 C04
In-State-Othr-D	434, A 2	Variable	93 C04
In-State-FBI-D	436, A 2	Variable	94 C04
Out-State-FBI-D	438, A 2	Variable	95 C04
No-Prior-Drunk-D	440, A 2	Variable	96 C04
No-Prior-Narc-D	442, A 2	Variable	97
Tot-Life-Time	444, A 4	Variable	98
Frst-Rel-D	448, A 5	Variable	99
Sec-Rel-D	453, A 5	Variable	100

Prev-Offense-D	458, A 3	Variable 101
Date-Arrest-New-D	461, A 4	Variable 102
FDLE-No	465, A 6	Variable 103
No-Days-Sent-D	471, A 5	Variable 104
Jail-Time-D	476, 3	Variable 105
Date-Of-Update	479, A 6	Variable 106
Group-Off	485, 1	Variable 107
C-IQ	486, A 4	Variable 108
Age-Yrs	490, 3	Variable 109
Age-Code	493, A 1	Variable 110
Rs-Code	494, A 1	Variable 111
Avg-Tst-CD	495, A 1	Variable 112
Prior-Arr-CD	496, A 1	Variable 113
ID Pref-CD	497, 1	Variable 114
IQ-Code	498, A 1	Variable 115
Sent-CD	499, A 1	Variable 116
Mart-Code	500, 1	Variable 117
Inst-Code	501, 1	Variable 118
Claim	502, A 3	Variable 119

13. Preparation of Law Enforcement Users Manual

The OBTS staff has prepared an addition to the FDCLE Ident Manual explaining the OBTS concept and the function of local law enforcement agencies in transmitting the OBTS number to the Court and State Attorney segments of the Criminal Justice System. (Copy attached)

Tentatively, this addition, in its final form, will be reproduced by offset printing on $8\frac{1}{2}$ X 11 card stock and will be included in the FDCLE Ident Manual as Part V.

I. Introduction

The Criminal Justice System is the institution charged with direct responsibility for the prevention and control of crime. If an individual is found to be an offender, the system identifies, accuses, tries, convicts, punishes, and/or rehabilitates him for violating the norms of society as expressed in the law. This system involves interacting parts and is the process through which an offender moves.

Where an offender enters and exists the system is of great importance to all segments of the Criminal Justice Community so they can adequately understand what has, is, or will occur to the offender as he moves through the system.

Consequently, Florida's Criminal Justice System has developed an Offender Based Transactional Statistics (OBTS) program. The OBTS program of Florida is an identification based statistical system that describes the aggregate experiences of offenders in terms of type, relation, and time frame of the criminal justice processes that they encounter.

As a statistical system OBTS will generate, by obtaining quality data from all levels of the Criminal Justice System, administrative statistical data which will aid all levels in their pursuits to ultimately reduce crime.

In Florida, criminal justice segments have been required to develop their respective information systems which will serve their day-to-day operational and managerial purposes. They are:

1. Judicial Management Information System (JMIS)-Supreme Court.

2. Florida Parole and Probation Commission Information System (FPPCIS) - Parole and Probation Commission.

3. Offender Based State Corrections Information System (OBSCIS) - Division of Offender Rehabilitation.

4. Computerized Criminal Histories (CCH) - FDCLE.

5. State Attorney Reporting System (SARS) - Florida State Attorneys.

These systems are all offender based operationally oriented systems, each with its own data collection mechanism.

These systems will ultimately be able to provide all necessary data for Florida's OBTS program. There is no need for a second data collection mechanism. It is only necessary to extract data on a regular basis, monthly or quarterly, rather than daily.

II. Linkage of OBTS Data

Since OBTS is a program that is related to all components of the Criminal Justice System, with each component striving to achieve independant goals, it is essential that OBTS data be properly linked. To be more specific, partial accounts of the offender's transactions are reported at the various segments of the system, thus allowing for a complete picture (offender's criminal history) only upon a proper linkage of each criminal justice entity from beginning to exit.

Therefore, this goes beyond the necessity of unified and compatible data bases. It is necessary that individual offenders records be properly linked from the point of entry to their departure from the system. Valid analysis cannot be conducted unless individuals data, from the various segments, are consolidated and tied together. In particular, for time analysis of the criminal justice processes, it

is vital that a proper transactional linkage be established between segments in order to describe the exact time frames of the criminal justice flow. For these reasons a linking number has been conceived and will be utilized to link or connect individual offenders data from one criminal justice entity to another, including Law Enforcement, Prosecution, Courts, Parole and Probation, and Corrections components.

The adoption of an OBTS number will contribute significantly to the accuracy of data input to their files. Obviously, additional identifiers, in this case the OBTS number, will provide less opportunity for input mistakes and increase audit capabilities.

Finally, it was extensively observed during the OBTS pilot study that the OBTS number, or linking capability served to assist the local criminal justice agencies in establishing a smoother operational process particularly in terms of the data exchange and communications capability. For example, the OBTS number provided a common denominator for the separate entities to exchange information on an individual offender as he "flows" through the Criminal Justice System. Therefore, the OBTS number adds significantly to the total criminal justice process at both the local and state levels with very little or no additional workload on agencies at the local level.

III. Law Enforcement Function

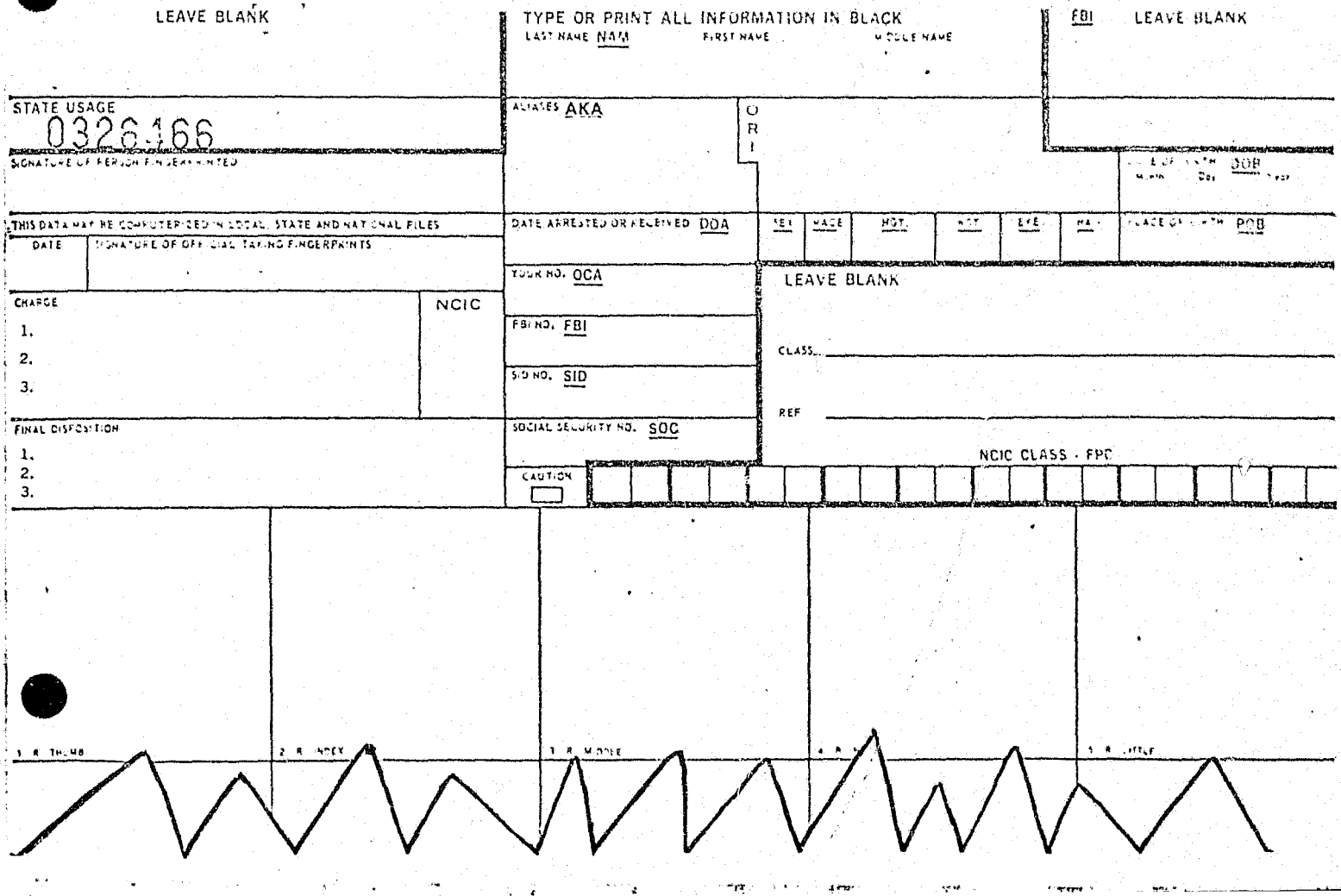
After thorough research by the OBTS staff, it has been established that the OBTS number is both necessary and practical for the Law Enforcement, State Attorney, and Courts segments of the Criminal Justice Community. However, it will not

be practical to use exactly the same approach with the OBTS number in the Parole and Probation and Correction segments. The OBTS number as established by the OBTS staff is a seven (7) digit cycle number representing sequentially and uniquely the actual OBTS identifiers applicable throughout the State.

The OBTS staff has realized that the local law enforcement agencies participation in the Department's Computerized Criminal History (CCH) program, via the fingerprint card submissions, provides an adequate data base for the initial phase of the OBTS program. It is therefore not necessary for the law enforcement agencies to report any additional OBTS data beyond what is required in the Fingerprint Card Submission program.

The OBTS number will be preprinted by the OBTS staff on FDCLE's fingerprint cards and forwarded to local law enforcement agencies.

EXAMPLE:



As the offender is fingerprinted, the law enforcement agencies will transpose the OBTS number from the criminal fingerprint card to a prominent position on the affidavit, offense report, or other form used in your jurisdiction, which is most frequently sent to the State Attorney's office. (For detailed instructions on completing the criminal fingerprint card, see Section II FDCLE Ident Manual.)

EXAMPLE:

☐ COMPLAINT AFFIDAVIT ☐ ARREST FORM

SHERIFF'S DEPARTMENT OBTS-0326466 FILING AGENCY _____

ARREST NO. | CASE NO. | ARRESTING AGENCY _____

DEFENDANT'S LAST NAME | FIRST | MIDDLE | SOCIAL SECURITY NO. | ALIAS

RACE | AGE | SEX | EYES | HAIR | WGT. | HGT. | BIRTHDATE | BIRTHPLACE | TIME OF ARREST | DATE OF ARREST

PERMANENT ADDRESS | LOCAL ADDRESS

PLACE OF ARREST | PLACE OF EMPLOYMENT

HOW LONG DEFENDANT IN BROWARD COUNTY | SCARS, MARKS, TATTOOS, ETC. | DEF. ON PROB. YES ☐ NO ☐ | ARRESTING OFFICER

DATE	OFFENSES CHARGED	F.S. # OR CAPIAS/WARRANT #	BOND	DISPOSITION

PRINTS/PHOTO BY (BOOK-IN) | BREATHALYZER BY | WANTED | UNWANTED | DEF. ADVISED OF RIGHTS YES ☐ NO ☐ | NO. OF PHONE CALLS ALLOWED

CASH ☐ SURETY ☐ NAME OF SURETY OR OTHER | RELEASED BY | DATE RELEASED | TIME RELEASED

NAME OF VICTIM (IF CORPORATION, EXACT LEGAL NAME AND STATE OF INCORPORATION) ADDRESS PHONE

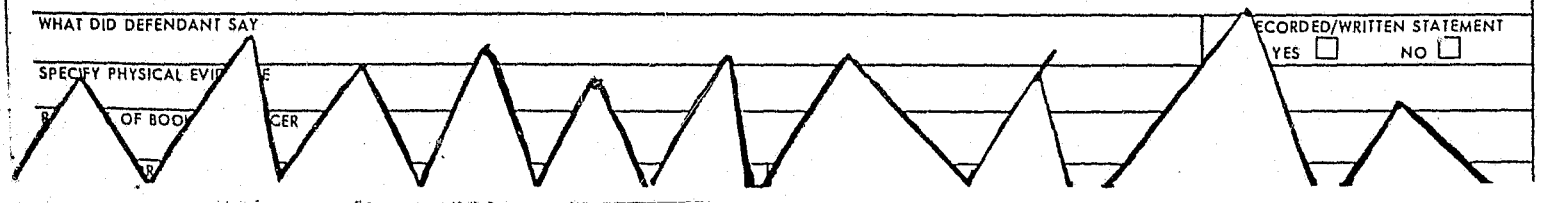
CRIME SCENE PROCESSED BY | LATENTS FOUND YES ☐ NO ☐ | PHOTOGRAPHS TAKEN BY | PHYSICAL EVIDENCE YES ☐ NO ☐

CHAIN OF CUSTODY OF EVIDENCE

WHAT DID DEFENDANT SAY | RECORDED/WRITTEN STATEMENT YES ☐ NO ☐

SPECIFY PHYSICAL EVIDENCE

BOOKING OFFICER



This step in passing the OBTS number from Law Enforcement to the State Attorney segment is the single most important step, for Law Enforcement has the initial and only knowledge of the correct OBTS number.

Once the State Attorney receives his case file from Law Enforcement, he will in turn transpose the OBTS number from his case file to the file transferred to the Clerk of Court, thus the OBTS number follows the individual offender through the Criminal Justice System.

#17 Design of OBTS Statistics

OBTS is, as its name indicates, a statistical system; and as such it supplies the criminal justice community with statistical information. The following are the basic types of the statistical information which will be generated by the OBTS system;

A. Mortality Analysis. This is the percentage breakdown of individuals at each decision point of the system categorized by penalty classes. It is termed as mortality analysis since it reflects the cycle of exits from the criminal justice system at each level or segment; and is necessary for criminal justice administration because it allows them to anticipate increases in the number of individuals at various criminal justice levels as a result of increases in the number of, for instance, arrested persons. Moreover, it gives those figures often requested by the criminal justice community such as the percentage of those prosecuted that are acquitted. Chart 1 in Appendix (P. 19) is a typical example of mortality analysis.

B. Time Analysis. The second type of planning information is the analysis, by penalty classes, of the amount of time it takes to process an offender from one stage in the system to another. For example, the following are typical time analyses that will be generated for all penalty classes:

*The average time from arrest to trial

*The average time in jail awaiting trial

*The average time from arrest to final disposition

*The average time from release to subsequent contact with the criminal justice system

*The average time from offense to arrest

*The average time involved in the appeal process

*The average time needed for presentence investigation

*The average number of months on probation.

The time analysis is vital because it describes the time-flow of offenders through the system and measures the efficacy of the system. Chart 2 in Appendix (P. 33) is a typical example of time analysis.

C. Status Analysis. Status analysis is the status information of the criminal justice system at any given point in time. The "status" in this context means "the number of individuals involved at any decision or segment in the system at a given point in time." It has to be noted that it is the status of the system, not of individuals, upon which OBTS provides information. Such status information is vital because it provides criminal justice administrators with the capability of determining bottlenecks and workloads in the system and also because it can be used to anticipate and plan the additional manpower and facilities needed at each level or segment of the system.

All analyses are generated in four dimensional perspectives - event, offender, agency, and process; and will be regularly disseminated to all contributing agencies and potential users of OBTS.

D. Impact Analysis. This analysis describes the impact of decisions made at one level of the criminal justice system on the activities associated with the subsequent levels or segments of the system, i.e., the relationship as to how the criminal justice components and functions are associated with one another. Prime examples of this category are:

*Impact of increases of inumber of arrests on prosecutors' or courts' workloads

*Impact of the use of probation on projected prison population

*Impact of the bail/bond policies on pretrial jail population

*Impact of pretrial intervention program on recidivism

*Impact of additional prisions on the criminal justice system

*Impact of recidivism, plea-bargaining, reduction of charges, or rehabilitation on the activities of the related segments of the system

*Impact of pardon upon subsequent behavior of offenders

*Impact of mandatory conditional release on society.

E. Trend Analysis. Historical data on OBTS is used to depict trends in criminal justice operations. Trend analysis will be used to alert the criminal justice community to sudden shifts in trends in the system. When historical OBTS data is viewed as a time series, many statistical problems can be answered by analyzing it from a managerial standpoint.

F. Other Analysis and Research. This is the most important category of the OBTS statistical activity. OBTS conducts both technical and routine statistical analyses on a request-response basis, i.e., OBTS generates, within the limit of its data base and resources, information that is needed or requested by its users. If OBTS is of value, the statistical activity should be versatile enough to respond and anticipate the changing needs of the criminal justice community.

There are various sophisticated statistical packages available, e.g.; Bio-Medical Program (BMP), Statistical Package for Social Science (SPSS), etc. Below are listed some of the various routine descriptive statistics associated with OBTS data, which must be designed for the specific application.

Descriptive reports in this category are:

1. The number of each case type (misdemeanor, felony, ordinance), and the percentage of the total number of cases.
2. The number of pending cases of each case type.
3. The number of defendants based on race and the percentage of the total number of

CONTINUED

3 OF 4

*Impact of pretrial intervention program on recidivism

*Impact of additional prisions on the criminal justice system

*Impact of recidivism, plea-bargaining, reduction of charges, or rehabilitation on the activities of the related segments of the system

*Impact of pardon upon subsequent behavior of offenders

*Impact of mandatory conditional release on society.

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Descriptive reports in this category are:

1. The number of each case type (misdemeanor, felony, ordinance), and the percentage of the total number of cases.
2. The number of pending cases of each case type.
3. The number of defendants based on race and the percentage of the total number of

defendants.

4. The breakdown of male and female defendants, and the percentage of the total number of defendants.

5. The breakdown of defendants in each age group, and the percentage of the total number of defendants.

6. The number of cases based on type of counsel (public defender, court appointed, private, self), and the percentage is each of the total.

7. The number of cases by offense type, and the percentage is each of the total.

8. The number of cases based on type of release action, and the percentage of the total.

9. The number of cases based on amount of bond, and the percentage of the total.

10. The number of cases based on amount of surety, and the percentage of the total.

11. The amount of time between date of arrest and first appearance date, the percentage of the total.

12. The amount of time between arrest and first appearance.

13. The amount of time between date of arrest and the trial date and the percentage of the total.

14. The amount of time between date of arrest and arraignment, and the percentage of the total.

15. The amount of time between first appearance and preliminary hearing, and the percentage of the total.

16. The amount of time between date of arrest and preliminary hearing date, and the percentage of the total.

17. The amount of time between date of arraignment and trial date, and the percentage of the total.

18. The number of cases with campanion cases (not co-defendants), and the percentage of the total.

19. The number of cases by type of filing status (initial, supplemental, refiling with capias, refiling for probation), and the percentage of the total.

20. The number of cases with co-defendants, and the percentage of the total.

21. The number of cases by type of trial (jury, non-jury, plea), and the percentage of the total.

22. The number of cases for which the speedy trial rule has been waived, and what percentage of the total.

23. If a pre-sentence investigation is ordered, what was the offense, and what percentage is that of the total?

24. The number of pre-sentence investigations which are ordered, and the percentage of the total.

25. The number of offenses at disposition, and the percentage of the total.

26. The number of dispositions by type, and the percentage of the total.

27. The amount of time between trial date and the date of sentence, and the percentage of the total.

28. The number of cases by type of sentence (court sentence, suspended, court fine, court probation, confinement), and the percentage of the total.

29. The number of defendants by length of sentence (confinement), and the percentage of the total.

30. The number of defendants by length of court probation, and the percentage of the total.

31. The number of defendants based on amount of court fine, and the percentage of the total.

32. The number of defendants by race at filing by type of offense, and the percentages by race, by offense, and total.

33. The number of defendants by race charged at disposition by type of offense, and the percentages by race, offense and total.

34. The number of defendants by sex charged at filing with each type of offense, and the percentages by sex, offense, and total.

35. The number of defendants by sex charges at disposition with each type of offense, and the percentages by sex, offense, and total.

36. The number of defendants based on age group at filing by type of offense, and the percentages by age group, offense, and total.

37. The number of defendants of each age group at disposition by type of offense, and the percentages by age group, offense, and total.

38. The number of defendants by race, by type of counsel, and percentages by race group, by counsel.

39. The number of defendants of sex by each type of counsel, and percentages by sex, by type of counsel.

40. The number of cases by type of offense with companion cases and percentage.

41. The number of cases by type of offense with co-defendants, and the percentage of the total.

42. The number of defendants by age group based on type of counsel, and what percentage is this of the age group, of the type of counsel and of the total?

43. Has the speedy trial rule been met?

44. Characteristics of a case that are refiled (age, sex, race, type of counsel, offense)?

45. Sentence disparity between races for similar offenses.

46. Sentence disparity between age groups for similar offenses.

47. Sentence disparity between the sexes for similar offenses.

48. Sentence disparity for similar offenses based on type of counsel.

49. Sentence disparity for similar offenses based on plead guilty versus found guilty.

50. Sentence disparity between jurisdictions for similar offenses.

51. Bond disparity between races for similar offenses.

52. Bond disparity between age groups for similar offenses?

53. Bond disparity between the sexes for similar offenses.

54. Bond disparity for similar offenses based on type of counsel?

55. Bond disparity between jurisdictions for similar offenses?

56. Differences in disposition based on the race of the defendant.

57. Relationship between the sex of defendant and type of disposition.

58. Relationship between defendant's age and the type of disposition.

59. Relationship between defendant's type of counsel and the type of disposition.

60. Difference in the type of disposition for different jurisdictions.

61. For similar offenses, is there a difference in the length of time that the case is in the system based on whether or not it has a companion case?

62. For similar offenses, is there a difference in the length of time that the case is in the system based on filing status?

63. For similar offenses, is there a difference in the length of time that the case is in the system according to the race of the defendant?

64. For similar offenses, is there a difference in the length of time that the case is in the system based on sex of the defendant?

65. For similar offenses, is there a difference in the length of time that the case is in the system based on the age of the defendant?

66. For similar offenses, is there a difference in the length of time that the case is in the system based on the defendant's type of counsel?

67. For similar offenses, is there a difference in the length of time that the case is in the system according to the jurisdiction?

68. The number of cases by type of offense with each type of trial, and percentage of the type of offense, type of trial, and total.

69. The number of cases with surety that come to trial on capias.

70. The number of cases of each offense type which go out on surety.

71. Recidivision rate according to race, sex, age, and category of crime.

72. Relationship between reported crime vs. actual crime at arrest.

73. Effect of rehabilitation policies and/or procedures on recidivision rates.

74. Projected prision population.

75. Projected crime rate and impact on the criminal justice system.

76. Who are the "clients" of the Criminal Justice System?

77. What is the effect of Bail bond/ROR policies on recidivision rates?

78. What impact do demographis and sociologeral relationship have on parole probation and rehabilitation programs?

79. What is tourist influence on Florida's crime rate?

80. Relationship between reported clearance rates and convictions.

If the statistical system can approximate the relationship existing between criminal justice components, then it is possible to simulate changes in one part of the system and project the impact on the other parts, and vice versa. This kind of capability would enable criminal justice planners to evaluate alternative policies at various points in the system. It would also help them in determining whether criminal justice operations are meeting their stated standards and goals, and in alerting administrators to sudden shifts in the system so that they can uncover reasons and re-structure activities if necessary.

Beyond the scope of routine descriptive statistics, as need arises more advanced techniques of statistics will be designed including; regression analysis, correlation analysis, analysis

of variances, hypotheses testing, autocorrelation analysis, linear programming, decision models, and similation.

Reference: Florida's/OBTS Program - Pilot Study Analysis.

END