

ARREST PHASE

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DATA ELEMENT #	DATA ELEMENT	FIELD LENGTH	TYPE	INITIAL INPUT SOURCE	REQ'D BY DPS
23	Process Control Number (PCN)	10	A/N	Arr/Bkng	Yes
24	Juvenile Arrested as Adult	2	A	Arr/Bkng	Yes if juvenile
25	Date of Original Arrest or Summons Fingerprinting	8	N	Arr/Bkng	Yes
26	Originating (Arresting) Agency Identifier (ORI)	9	A/N	Arr/Bkng	Yes
27	Booking Number	20	A/N	Arr/Bkng	No
28	Arresting Agency Case Number or Departmental Report (DR) Number	20	A/N	Arr/Bkng	Yes
29	A.R.S. Charge	15	A/N	Arr/Bkng	Yes
30	A.R.S. Charge Type (Fel, Misd, x)	1	A	Arr/Bkng	Yes
31	Initial Charge Sequence Number	3	N	Arr/Bkng	Yes
32	ACCH Offense Code *not required after 12/01/99	4	N	Arr/Bkng	No
33	Preparatory Offense Code	1	A	Arr/Bkng	Yes If avail
34	Victim Code (multiple fields) (also in Prosecutor Phase)	1	A	Arr/Bkng	Yes If avail
35	Not Referred for Prosecution	2	A	Arr/Bkng	Yes If avail
36	Date Not Referred for Prosecution	8	N	Arr/Bkng	Yes If dipos'd by Law Enforcmt

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**DATA ELEMENT #23: PROCESS CONTROL NUMBER
(PCN)**

FIELD LENGTH	10
FIELD FORMAT	A/N
EXAMPLES	AX34567890
REQUIRED FIELD	Yes
DEFINITION	<p>A PCN is generated by the Arizona Automated Fingerprint Identification System (AzAFIS).</p> <p>A new PCN is assigned for each arrest, and identifies a specific arrest <i>event</i>.</p> <p>The first two characters identify the agency; the next two characters identify the specific AzAFIS fingerprinting device; and the last 6 characters identify the sequential arrest number for that arresting agency.</p> <p>The AzAFIS Unit at the Department of Public Safety may be contacted at (602) 223-2401.</p>
VALID CODES	A PCN is generated by the Arizona Automated Fingerprint Identification System (AzAFIS).
FIELD RESTRICTIONS	A PCN is generated by the Arizona Automated Fingerprint Identification System (AzAFIS).

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DATA ELEMENT #24: JUVENILE ARRESTED AS ADULT

FIELD LENGTH 2

FIELD FORMAT A

EXAMPLES **JT** = Juvenile Transfer
JM = Juvenile Mandatory
JD = Juvenile Discretionary

REQUIRED FIELD Yes, if juvenile is charged

DEFINITION Whether a juvenile is prosecuted as an adult may be either mandatory or discretionary, depending on the charge. This field indicates whether a juvenile was transferred to Superior Court from Juvenile Court (JT); the case was filed in Superior Court as a mandatory adult charge (JM); or whether the filing in Superior Court was discretionary (JD). See the following explanations.

VALID CODES **Transfers from Juvenile Court (JT)** = Juvenile defendants whose cases were initiated at the County Juvenile Court Center and then transferred to the jurisdiction of the Superior Court for disposition (initiated June 1994).

Mandatory Filings (JM) = Juvenile defendants (15 to 17 years of age) arrested for: First or Second Degree Murder, Forcible Sexual Assault, Armed Robbery, Aggravated DUI and other violent offenses. Also includes Chronic felony and Habitual offenders. Cases filed with County Superior Court (initiated January 1997).

Discretionary Filings (JD) = Juvenile defendants (at least 14 years of age) who have been cited under any one of a selected set of felony classes outlined under A.R.S. 13-501(B). Discretionary Filings are filed in County Superior Court at the discretion of the county attorney's office (initiated August 1997).

FIELD RESTRICTIONS Only the above valid codes (**JT**, **JM**, and **JD**) may be used.

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**DATA ELEMENT #25: DATE OF ARREST OR
SUMMONS FINGERPRINTING**

FIELD LENGTH 8

FIELD FORMAT N

EXAMPLES **20010315** = March 15, 2001
 19990116 = January 16, 1999
 20001120 = November 20, 2000

REQUIRED FIELD **Yes**

DEFINITION The **Date of Arrest** is the date the person charged is arrested and fingerprinted as reflected on the arrest document.

Use the date the subject is arrested even if different than the date the offense occurred.

If charges are added *to an existing case* by the prosecutor, use the date of the original charges, *not* the date the charges are added. If the added charges result in a new case and accompanying physical arrest, the Date of Arrest field should reflect the date of the new arrest.

The **Date of Summons Fingerprinting** refers to the date a summoned defendant *actually* appears at the fingerprinting facility for fingerprinting. The day the defendant appears for fingerprinting may or may *not* be the date the court has assigned for fingerprinting.

VALID CODES See restrictions below.

FIELD RESTRICTIONS Must be in CCYYMMDD format.

Must be eight (8) numeric characters. First four (4) characters indicate year, the next two (2) characters indicate the month, and the last two (2) characters indicate the day.

The month subfield must be 01 to 12.

The day subfield must be 01 to 28, 29, 30 or 31 depending on the number of days in the month.

The year subfield must be four (4) digits.

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DATA ELEMENT #26: ORIGINATING AGENCY IDENTIFIER (ORI)

FIELD LENGTH 9

FIELD FORMAT A/N

EXAMPLES **AZ#####** = Pima County Sheriff's Office
AZ##### = Tucson Police Department
AZ##### = U.S. FBI,Phoenix
AZ##### = AZ Dept Pub Sfty, HPB Dist #17
AZ##### = St. Johns Police Department
AZ##### = Flagstaff Police Department
AZ##### = Page Police Department
AZ##### = Globe Police Department
AZ##### = Maricopa County Sheriff's Office, Phoenix
AZ##### = Chandler Police Department
AZ##### = Peoria Police Department

REQUIRED FIELD Yes

DEFINITION The Originating Agency Identifier (ORI) is a required field, and indicates the agency responsible for arresting and/or booking the person charged.

VALID CODES The ORI list for all Arizona agencies is attached as **Appendix D**.

FIELD RESTRICTIONS Only valid codes listed in **Appendix D** may be used.

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**DATA ELEMENT #27: BOOKING AGENCY CASE
 NUMBER**

FIELD LENGTH 20

FIELD FORMAT A/N

EXAMPLES

REQUIRED FIELD No

DEFINITION The Booking Agency Case Number is a number assigned by the booking agency.

VALID CODES Each Booking Agency may assign its own Booking Agency Case Number.

FIELD RESTRICTIONS

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DATA ELEMENT #28: ARRESTING AGENCY CASE NUMBER OR DEPARTMENTAL REPORT (DR) NUMBER

FIELD LENGTH 20

FIELD FORMAT A/N

EXAMPLES

REQUIRED FIELD Yes

DEFINITION The Arresting Agency Case Number or Departmental Report Number is assigned by the arresting agency.

VALID CODES Each Arresting Agency may assign its own Arresting Agency Case or Departmental Report (DR) Number.

FIELD RESTRICTIONS Do not use hyphens, commas or slashes.

Departmental Report number must be left-justified.

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ARREST PHASE

DATA ELEMENT #29: A.R.S. CHARGE

FIELD LENGTH 15

FIELD FORMAT A/N

EXAMPLES **13-1103** (Manslaughter)
 13-1103A1 (Manslaughter-Reckless)
 28-701.02 (Excessive speeding)
 28-3473 (Drive w/ lic susp/revoke/canc)

 X22-01.03 (City ordinance violation)

REQUIRED FIELD **Yes**

DEFINITION The arrest charge will be listed by A.R.S. (Arizona Revised Statute) code number, or city or county ordinance number.

To obtain a diskette listing all offenses reportable to the Arizona Computerized Criminal History (ACCH) database, contact **Nancy LaPlaca** at the **Arizona Criminal Justice Commission** at **(602) 230-0252, extension 215**, and includes:

- # a 30-character standardized literal description of each offense;
- # whether the offense includes any special classifications such as domestic violence, dangerous crimes against children, or a crime against a vulnerable adult, law enforcement officer or minor;
- # starting and ending dates for all offenses; and
- # the ACCH code for each offense.

An updated diskette will be provided to all interested criminal justice agencies every year.

VALID CODES Any valid A.R.S. code or city or county ordinance may be used.

When reporting non-A.R.S. codes, such as city or county ordinance violations, please use an **X** as the first character to indicate that the charge is not an A.R.S. charge (for example, **X22-01.03**). You may enter the city ordinance violation number in this data field following the **X**.

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DATA ELEMENT #29: A.R.S. CHARGE

FIELD LENGTH 15

FIELD RESTRICTIONS **Do not use the text “ARS” or “A.R.S.” when reporting violations.**

**Please use dashes to separate the title from the chapter.
Example: 13-1101 or 28-3492.**

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DATA ELEMENT #30: CHARGE TYPE (Fel, Misd, X)

FIELD LENGTH	1
FIELD FORMAT	A
EXAMPLES	F = Felony M = Misdemeanor
REQUIRED FIELD	Yes
DEFINITION	Charges that are submitted to DPS <i>must</i> be classified either as a felony or misdemeanor.
VALID CODES	F = Felony M = Misdemeanor
FIELD RESTRICTIONS	Only the above valid codes may be used.

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DATA ELEMENT #31: INITIAL CHARGE SEQUENCE NUMBER

FIELD LENGTH 3
FIELD FORMAT N
EXAMPLES 001
002
003
004

REQUIRED FIELD Yes

DEFINITION **Charge sequence is critical.**

Charges that are added or amended by a Prosecuting agency and submitted to the Arizona Computerized Criminal History (ACCH) database *must be kept in the original sequence*. ACCH tracks each individual charge by its location in a sequence, rather than by the specific A.R.S. code charged.

In other words, if the Arresting Agency initially charges a criminal defendant with 3 charges, and the Booking Agency adds a charge, the Booking Agency's added charge would be charge number 4.

If the Prosecuting Agency adds an additional charge, the Prosecuting Agency's added charge would be indicated as charge number 5.

This field must be right-justified, and please use the full 3 characters (for example, "1" would be indicated as "001.")

Agencies need to be aware that keeping the original charge sequence is critical. Often, agencies will want to have an apparent sequence, that is visible to users; and a hidden sequence, that includes the original charge sequence plus any added charges.

VALID CODES

FIELD RESTRICTIONS

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DATA ELEMENT #32: ACCH OFFENSE CODE

FIELD LENGTH 4

FIELD FORMAT N

EXAMPLES

1350	=	13-1204	Aggravated Assault
5404	=	28-1381	DUI
5423	=	28-1382	Extreme DUI

REQUIRED FIELD *No
***This field will not be required after 12/01/99**

DEFINITION Use of the ACCH (Arizona Computerized Criminal History) code is scheduled to be phased out for use by charging agencies (law enforcement and prosecutors). Agencies will be notified when this change takes place.

VALID CODES Only ACCH codes published by the Department of Public Safety may be used.

FIELD RESTRICTIONS Only ACCH codes published by the Department of Public Safety may be used.

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DATA ELEMENT #34: VICTIM TYPE

FIELD LENGTH 5

FIELD FORMAT A

EXAMPLES M
A
D
L
C

REQUIRED FIELD Yes, if available.

DEFINITION These codes are to be used when the victim of the crime is a minor, a vulnerable adult, a law enforcement officer, or involves domestic violence or is classified as a dangerous crime against a child pursuant to A.R.S. 13-604.01.

VALID CODES M = Minor
A = Vulnerable Adult
D = Domestic Violence
L = Law Enforcement Officer
C = Dangerous Crimes Against Children pursuant to A.R.S. 13-604.01

FIELD RESTRICTIONS This field will be available after December 1, 1999.

This data element has multiple fields. Only the above listed valid codes may be used.

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DATA ELEMENT #35: NOT REFERRED FOR PROSECUTION

FIELD LENGTH 2

FIELD FORMAT A

EXAMPLES NR = Not Referred for Prosecution

REQUIRED FIELD Yes, if charge is disposed of by law enforcement agency.

DEFINITION This code is used when an arresting agency arrests and books an individual, but does not refer the charge(s) to the prosecutor to file the charge(s).

It is important that these charges be closed out by the arresting agency that decides not to refer the charge(s) to the prosecutor.

VALID CODES NR = Not Referred

FIELD RESTRICTIONS Only the above listed valid code may be used.

Please note that this data element is similar to data elements #62 (Charges Declined/Not Filed by Prosecutor) and #101 (Disposition Type submitted by Court). The purpose of all three data elements is to report the final disposition of the charge to DPS.

Please note that each charge has only one disposition.

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DATA ELEMENT #36: DATE NOT REFERRED FOR PROSECUTION

FIELD LENGTH 8

FIELD FORMAT N

EXAMPLES **19981021** = October 21, 1998
20000101 = January 1, 2000

REQUIRED FIELD **Yes**, if dispositioned by law enforcement agency.

DEFINITION This field indicates the date the charges were submitted to DPS as Not Referred for Prosecution.

VALID CODES See restrictions listed below.

FIELD RESTRICTIONS Must be in CCYYMMDD format.

 Must be eight (8) numeric characters. First four (4) characters indicate year, the next two (2) characters indicate the month, and the last two (2) characters indicate the day.

 The month subfield must be 01 to 12.

 The day subfield must be 01 to 28, 29, 30 or 31 depending on the number of days in the month.

 The year subfield must be four (4) digits.