

The Arizona Criminal Justice Commission

**Arizona Criminal Justice Information
Data Dictionary Project
1999**

Introduction

The following Data Dictionary is a list of common data elements used by law enforcement, prosecutors, courts, probation, pre-trial services and the Departments of Public Safety and Corrections. The data element includes the field name, definition, number of characters and format (alpha or numeric). The Data Dictionary will provide state, county and municipal criminal justice agencies with the first tool needed to develop an integrated statewide system. When information is standardized and defined, it can be easily used and shared. Shared information can be as simple as designating the code "BLU" to indicate "blue eyes", or as complex as defining what a "calendar event" is in Superior court.

This dictionary includes **113 total Data Elements** and **4 Appendices**. Our goal was to keep the number of elements to a minimum, and include only those data elements that are used by more than one agency. We encourage agencies to add more fields as needed. An element was only included if it is used by more than one agency. The size, format and definition of many data elements are determined by federal reporting requirements issued by the National Crime Information Center (NCIC). This document comports with those requirements.

The Dictionary took approximately one and one half years to develop, and could not have been produced without significant help from experienced and dedicated personnel working for the Administrative Office of the Courts, the Department of Public Safety, Superior Court, and County Attorneys' and Sheriffs' Offices. Pima County personnel were particularly helpful in developing this document.

Victim Information is included in the Prosecutor Phase. Starting October 1, 1999, Victim Information will initially be entered in the Arrest Phase.

Following is a description of each of the four phases:

Phase 1: Identification Phase: fundamental offender information.

Phase 2: Arrest Phase: initial charge information reported by a law enforcement agency.

Phase 3: Prosecutor Phase: information about charges actually filed against a defendant, charges that are declined (Not Filed), prosecuting attorney status, diversion and Victim information.

Phase 4: Court Phase: information generated by the courts, such as case, defendant and charge disposition; hearing results, sentencing and penalties or conditions imposed on the defendant by the court(s), diversion status, and defense attorneys and judges assigned to the case.

General Information

- # All textual fields should be left-justified.
- # Textual fields cannot begin with a space.
- # No embedded spaces. Example: the last name De La Corte would be reported without the space, as "Delacorte."

The following page includes a chart of data fields REQUIRED by the Department of Public Safety (DPS). DPS then provides this information to the FBI. For example, the FBI requires DPS to send information indicating the eye color, any scars or marks, and the race of a criminal defendant as a certain code. Other information, such as the case number assigned by the prosecuting agency, may be developed by each agency as needed. If you have any questions, please don't hesitate to call Arizona Criminal Justice Commission staff person Nancy LaPlaca at (602) 230-0252 x215.

Again, all data fields required by DPS are indicated both on the following page and within each section. These fields cannot be altered. If you have further questions about information required by the FBI, please call Joyce Dehnert at the Access Integrity Unit at DPS at (602) 223-2488.

DATA FIELDS REQUIRED BY DPS

IDENTIFICATION PHASE

DATA ELEMENT #	DATA ELEMENT	FIELD LENGTH	TYPE	INITIAL INPUT SOURCE	REQ'D BY DPS
1	Name of Individual as Offender or Name of Business as Offender	30	A/N	Arr/Bkng	Yes
3	Alias (multiple fields)	30	A/N	Arr/Bkng	Yes if avail
4	Sex	1	A	Arr/Bkng	Yes
5	Race	1	A	Arr/Bkng	Yes
6	Height	3	N	Arr/Bkng	Yes
7	Weight	3	N	Arr/Bkng	Yes
8	Eye Color	3	A	Arr/Bkng	Yes
9	Hair Color	3	A	Arr/Bkng	Yes
10	Scars/Marks/Tatoos and Other (multiple fields)	10	A/N	Arr/Bkng	Yes if avail
11	Birth Date (multiple fields)	8	N	Arr/Bkng	Yes
12	Place of Birth	2	A	Arr/Bkng	Yes
13	U.S. Citizen	1	A	Arr/Bkng	Yes if avail
14	Social Security Number (multiple fields)	9	N	Arr/Bkng	Yes if avail
16	State Identification Number (SID)	10	A/N	Arr/Bkng	Yes
17	Department of Corrections Inmate Number	7	A/N	Arr/Bkng	Yes if avail

DATA FIELDS REQUIRED BY DPS

18	FBI Number	9	A/N	Arr/Bkng	Yes if avail
ARREST PHASE					
23	Process Control Number (PCN)	10	A/N	Arr/Bkng	Yes
24	Juvenile Arrested As Adult	2	A	Arr/Bkng	Yes
25	Date of Original Arrest or Summons Fingerprinting	8	N	Arr/Bkng	Yes
26	Originating (Arresting) Agency ORI	9	A/N	Arr/Bkng	Yes
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
33	Preparatory Offense Code	1	A	Arr/Bkng	Yes if avail
34	Victim Code (multiple fields) (also in Prosecutor Phase)	5	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 dispo'd by Law Enfrcmt

DATA FIELDS REQUIRED BY DPS

PROSECUTOR PHASE

37	Prosecuting Agency ORI	9	A/N	Prosec	Yes, for Prosec dispos
38	Prosecuting Agency Case Number	15	A/N	Prosec	Yes, for Prosec dispos
62	Charges Declined/Not Filed	2	A	Prosec	Yes
63	Date Charges Declined/Not Filed	8	N	Prosec	Yes
64	A.R.S. Charges Added by Prosecutor	15	N	Prosec	Yes
65	A.R.S. Charge Type (Fel, Misd) for Charges Added by Prosecutor	1	A	Prosec	Yes
66	Count Sequence Number for Charges Added by Prosecutor	3	N	Prosec	Yes
67	Preparatory Offense Code	1	A	Prosec	Yes
68	Date of Occurrence or Charge Date or Charge From Date	8	N	Prosec	Yes

COURT PHASE

84	Justice of the Peace (JP) Court Case Number	15	A/N	Court	Yes
85	Superior Court Case Number	15	A/N	Court	Yes
99	Sentence Status	2	A	Court	Yes if avail
101	Disposition A.R.S.	15	N	Court	Yes

DATA FIELDS REQUIRED BY DPS

102	Disposition Type (AC, CD, GG etc)	2	A	Court	Yes
103	Disposition A.R.S. Count Sequence Number	3	N	Court	Yes
104	Date of Disposition ARS	8	N	Court	Yes
105	ORI of Court Submitting Disposition	9	A/N	Court	Yes
106	Length of Confinement	30	A/N	Court	Yes
107	Type of Confinement	2	A	Court	Yes if avail
108	Length of Probation	30	A/N	Court	Yes if avail
110	County Supervising Probation			Court	Yes

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