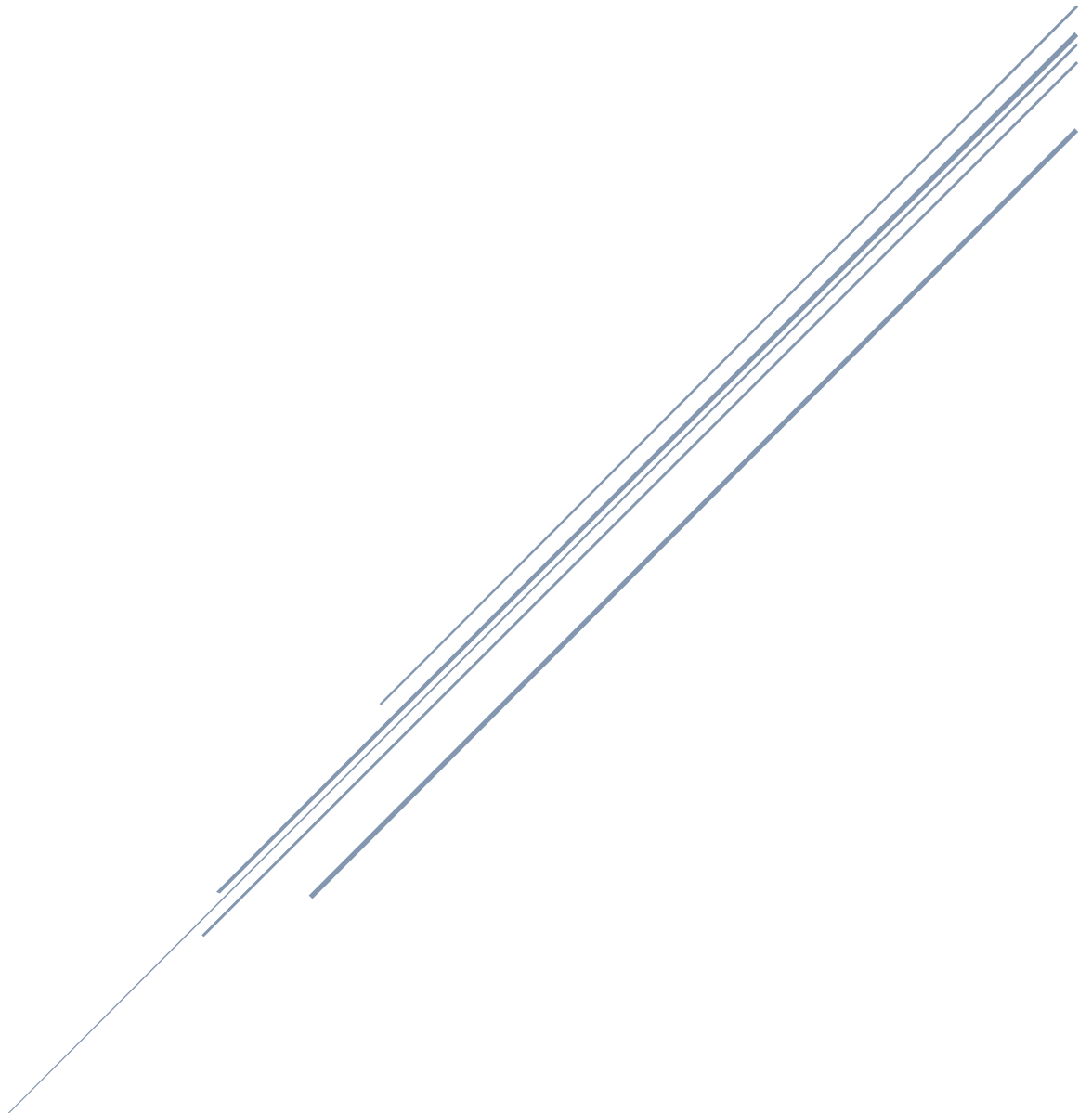


ELECTRONIC ADULT COURT REPORTING USER'S MANUAL

Ohio Bureau of Criminal Investigation



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Background and Organization

The Ohio Attorney General's Bureau of Criminal Investigation, known as BCI, is the state's official crime lab serving the criminal justice community and protecting Ohio families. BCI also provides expert criminal investigative services to local, state, and federal law enforcement agencies upon request. With offices throughout the state, BCI stands ready to respond 24/7 to local law enforcement agencies' needs at no cost to the requesting agency.

Staff at BCI work every day to provide the highest level of service. This includes special agents who are on call 24/7 to offer investigative assistance at crime scenes, knowledgeable scientists and forensic specialists using cutting-edge technology to process evidence to bring criminals to justice, and criminal intelligence analysts and identification specialists who help local law enforcement solve cases.

Experienced special agents, forensic scientists, and other law enforcement experts staff BCI's three main divisions:

- Identification Division
- Investigations Division
- Laboratory Division

The Identification Division provides up-to-date records and state-of-the-art technology to law enforcement and other criminal justice agencies throughout Ohio. The division serves as the central repository for all criminal records for the state of Ohio and maintains fingerprints, palm prints, photographs, and other information related to arrests within the state. The division is made up of the following units:

- The **Criminal Unit** processes criminal arrest and disposition transactions received by the bureau. This entails data entry, making corrections to submitted records, processing juvenile arrest submissions and updating the criminal repository with disposition information.
- Processing more than 1 million background checks a year, the **Civilian Unit** processes all fingerprint background check requests, including FBI background checks. The personnel in this unit scan manual cards and perform data entry of demographic data for the cards, update prior background checks upon request and answer questions from the public and background check vendors. Background check results, including criminal history records, are reported directly electronically or printed and mailed from this unit.
- The **Quality Assurance Unit** is responsible for checking the completeness and accuracy of the computerized criminal history database, and training law enforcement agencies and courts throughout the state on Ohio laws as they relate to criminal history reporting. The unit also conducts audits of Webcheck agencies to determine the degree of compliance and adherence to policies established by the Attorney General's Office and the FBI. The Unit also provides training on the National Webcheck system.
- The **Technical Unit** is responsible for the verification of all incoming civilian and criminal fingerprint transactions which have been identified with an existing BCI record. Fingerprint Examiners also classify, file and search fingerprint files. They also process all expungement and sealed record requests.

Automated Fingerprint Identification System and Computerized Criminal History Repository

The Bureau of Criminal Investigations Automated Fingerprint Identification System (AFIS) is the state repository of biometric fingerprint information. This database contains all fingerprints submitted to BCI by Law Enforcement agencies when a person is arrested and fingerprints submitted for the purpose of a background check. These databases are described below.

- Criminal ID Information – Fingerprint images submitted to BCI by Law Enforcement agencies with demographic and arrest information. Incoming arrests are compared to existing fingerprints in the database and verified by BCI Fingerprint Examiners if a match. The information is then added to the person’s existing record. If no match is found, a new record is established under a new BCI number.
- Civil ID Information – Fingerprint images and related data associated with subjects applying for a job which requires a state mandated background check. These fingerprints are searched against the Criminal ID information to see if there is a match. If a verified match is made, a record (rap sheet) will go out to the agency or individual requesting the information. Fingerprints are also submitted for Carry Concealed weapon licensing and follow the same procedure.

The Computerized Criminal History (CCH) is the repository of fingerprint based criminal arrest records submitted by Law Enforcement agencies and disposition information submitted by courts which is linked to the corresponding arrest information. This information is commonly referred to as the RAP sheet. Major data sets within CCH include:

- Law Enforcement Arrests – Consists of information submitted by law enforcement, typically when an arrest takes place. Information includes person demographics, charges, and data related to the arrest/booking event. This information is mostly contributed electronically via live scan machines that electronically capture fingerprints and charges, then forward that information to AFIS, which then shares it with CCH.
- Court Dispositions – These are the outcomes of legal proceedings associated with the law enforcement charges. This includes prosecuting attorney actions and court dispositions (i.e. judgments, rulings, sentences). Ideally, dispositions are reported to the CCH repository electronically with the necessary demographic information to match them to the law enforcement arrest
- Custody Status – This information typically indicates the whereabouts of a convicted person when remanded to the custody of the state corrections program. In Ohio, a live scan-based “intake” transaction provides proof that the subject arrived at a correctional facility. In some instances, the CCH repository may receive information regarding the movement of a person from one facility to another, or related logistical events (death, release, etc.).

- Court Supplements – On occasion, supplemental information relative to a person could be contributed from the court. This includes actions related to previous convictions that have been vacated, relief from disability orders, or instances when a person has been pardoned. These actions are processed using the supplemental functions of the CCH. Currently this information cannot be submitted electronically; the court reports this manually on a 2-71 disposition form.

Information contained in AFIS and CCH is used in the daily protection of the public and law enforcement. Information is used in confirming the identity of people, in determining eligibility for civil rights and privileges, and in determining jail/prison sentence terms. If they are in error, unreliable or unavailable, the records can:

- Affect law enforcement officers' safety during routine encounters.
- Cause out of state and Law enforcement agencies in other countries to misinterpret a criminal's RAP sheet or possibly not find one
- Allow criminals to have access to vulnerable populations (childcare, nursing homes, etc.).
- Allow prohibited people to have access to firearms permits.
- Delay lawful purchases of firearms.
- Allow repeat criminals to have lesser sentences and incorrectly calculated jail times.

The information in CCH is only as good as the information that is submitted to the database by Law Enforcement and courts. It is essential that the information received is accurate and complete.

Court Reporting Requirements

In accordance with Ohio Revised Code (ORC) 109.60 (A)(3), every court with jurisdiction over criminal felony and escalating misdemeanor cases must inquire as to whether the adult or has been fingerprinted **for this incident**. If not, the court shall order the person to appear before the Sheriff or Chief of Police within 24 hours to have fingerprints taken. Furthermore, if fingerprints were not taken upon arrest, the court has the authority to have a person's fingerprints taken at the time of sentencing or adjudication. Either of these actions will produce the arrest ITN that can then be used to submit the corresponding disposition information to CCH.

109.60(A)(3):

(3) Every court with jurisdiction over a case involving a person or child with respect to whom division (A)(1) or (2) of this section requires a sheriff or chief of police to take the person's or child's fingerprints shall inquire at the time of the person's or child's sentencing or adjudication whether or not the person or child has been fingerprinted pursuant to division (A)(1) or (2) of this section for the original arrest or court appearance upon which the sentence or adjudication is based. If the person or child was not fingerprinted for the original arrest or court appearance upon which the sentence or adjudication is based, the court shall take the person's or child's fingerprints or shall order the person or child to appear before the sheriff or chief of police within twenty-four hours to have the person's or child's fingerprints taken. If the court orders the person or child to appear before the sheriff or chief of police to have the person's or child's fingerprints taken, the sheriff or chief of police shall take the person's or child's fingerprints, or cause the fingerprints to be taken, according to the fingerprint system of identification on the forms furnished by the superintendent of the bureau of criminal identification and investigation and immediately forward copies of the completed forms, any other description that may be required, and the history of the offense committed to the bureau to be classified and filed and to the clerk of the court.

BCI recognizes there is some tension between when law enforcement is obligated to fingerprint and when a court is required to report the disposition.

Law enforcement must print for **any** criminal offense. See R.C. 109.60(A)(1), which references R.C. 109.572(A)(8) and (10). The subsections of R.C. 109.572 require **any** criminal offense to be printed and sent to BCI and the clerk of courts.

Clerks of court must report the disposition of offenses under R.C. 109.572(A)(1), (4) and (6). Those subsections do not mandate that theft be reported unless it is a felony. However, if you look at subdivisions (A)(2), (3), (5), and (12), theft is a disqualifying offense for those background check purposes. In addition, subdivisions (A)(7)-(11) and (13)-(19) make **any** criminal offense a disqualifier from licenses for those purposes. So, BCI does need the disposition for **any** offense even though the statute does not require the clerk to report it to BCI.

There is legislation pending to correct this, but until that occurs, consult with your legal counsel concerning your obligations under the Ohio Revised Code.

Data Submission Process

There are several ways for courts to submit disposition information to BCI. The preferred method is electronically via File Transfer Protocol (FTP). This automated process involves mapping data from a court system to a standard file layout from BCI and sending it electronically to populate CCH. The specification document can be found here: <https://www.ohioattorneygeneral.gov/Files/Forms/Forms-for-BCI-Criminal-Records-and-Background-Chec/Forms-for-Court/Electronic-Disposition-Specifications> For guidance in setting up this method, contact the Ohio Attorney General's Information Technology Section by email at ITSSupport@OhioAttorneyGeneral.gov or by phone at 800-750-7922.

The second way to submit disposition information to BCI is by completing a paper Final Disposition Form (form 2-71). How to fill out a 2-71 form: <https://www.ohioattorneygeneral.gov/Files/Publications-Files/Background-Check-Publications/2-71-form-with-field-descriptions.aspx>

This form should follow the incident from arrest through disposition, which means the form will originate with the law enforcement agency and then be completed by the court with disposition information and mailed to BCI Attn: Identification at P.O. Box 365 London, OH 43140. If a court receives a 2-71 form from law enforcement without an ITN, the disposition can be submitted. If it does not attach because the arrest is not on file, the BCI Quality Assurance Unit or the prospective court can follow up with the arresting agency to obtain fingerprints for that arrest. Once the fingerprints are submitted to BCI, the disposition can be resubmitted.

Below is a copy of the latest version of the 2-71 form. Read the front and back carefully, as instructions have been provided on both sides.

Fields in bold are required

Arresting agency completes left side, ITN number on right and provide fingerprints at bottom right. Charges must have Ohio Revised Code with literal translation.

Court completes right side. Each charge must have a final disposition. Charges must have ORC with subsections if applicable, literal translation and level of offense.

Previous Assigned ITN Numbers _____

Insert ITN Number _____

To be completed by arresting agency		To be completed by court	
Name on fingerprint card submitted Last First Middle		Final Disposition and date If more than one charge, make copies of form or attach sentencing sheet	
Date of birth _____ Sex _____		Disposition date _____ Outcome _____	
FBI Number _____		Charge & level of offense _____	
State Bureau number Social Security No. (SOC)		Guilty of lesser offense & level _____	
Contributor of fingerprints/Arresting Agency		Fine \$ _____ Suspended fine _____	
		Cost \$ _____ Suspended cost _____	
		Jail/prison time _____ Suspended time _____	
		Probation _____ Case # _____	
		This form submitted by (Name of Court & ORI) _____	
		Signature _____ Date _____	
		<input type="checkbox"/> Court ordered expungement <input type="checkbox"/> If marked, attach court order to this form & provide disposition	
MNU/OCA	Date Fingerprinted	Right four fingers taken simultaneously	
Offenses charged at arrest			

OHIO BUREAU OF CRIMINAL INVESTIGATIONS
PO BOX 365
LONDON, OH 43140
740-845-2000

If disposition is manually filled out mail to address listed above OR email questions to
electronic_dispositions@ohioattorneygeneral.gov

COURT DISPOSITION FORM

This form records the initial date of an arrest(s) the final disposition of said arrest(s). The initial arrest data is reported on the left side and the outcome of the case or final disposition is recorded on the right side.

INSTRUCTIONS**A. ARRESTING AGENCY – FILL OUT LEFT SIDE AND 2 FIELDS ON RIGHT**

1. If fingerprints taken by ODRC, do not complete this form. Note the sentence(s) in the court disposition field of the fingerprint card.
2. If the charges(s) do not proceed to court, if the person is released without charge etc., complete this form and forward to BCI.
3. Fill out all arrest data on left side of form and obtain simultaneous right four fingerprints (slap prints) *Note any amputations. If all four right hand fingers are missing, use the left hand fingers and so note. If submitting electronically, print form from Livescan machine.
4. Copy the unique ITN (Incident Tracking Number) located on the front upper left corner of the fingerprint card to the upper right hand corner of this form.
5. Forward the disposition form to the appropriate court.

B. COURT – FILL OUT RIGHT HAND SIDE

1. If previous ITN's submitted by Law Enforcement, write in the upper right field.
2. Report all convictions and non-convictions
 - a. Non-convictions include: no bill, indictment not found, intervention in lieu of conviction, pretrial diversions (or any similar program), NGRI (Not Guilty Reason Insanity) or mental incompetency related non-convictions.
3. Report relief from disability order, vacate orders, modification and resentenced orders and appeals.
4. Fill out sentence information OR attach official court docket (sentencing sheet).
5. Sealing of convictions or non-convictions
 - a. Attach certified copy of court order to this form and forward to BCI
 - b. Link to expungement request form. https://www.ohioattorneygeneral.gov/Files/Forms/Forms-for-BCI-Criminal-Records-and-Background-Chec/Forms-for-Court/2012-02-15_SealingsExpungements-RequestExtended-pdf.aspx
6. If you would like to submit electronically, email ITSSupport@ohioattorneygeneral.gov or call 1-800-750-7922.
7. Link for instructions on how to fill out complete the disposition. <https://www.ohioattorneygeneral.gov/Files/Publications-Files/Background-Check-Publications/2-71-form-with-field-descriptions.aspx>



The court can also submit to BCI electronically via the Ohio Courts Network (OCN), a program managed by the Supreme Court. If the court already submits information to OCN, it is not automatically forwarded to BCI. If an agency wants to use the OCN method to submit data to BCI, the agency needs to specify this when signing up with OCN. Indicating that the information needs to be sent to BCI and not only maintained as a part of the OCN file will ensure the dispositions reach the CCH. To participate in this program, contact the OCN Helpdesk at 614-387-9980 or via email at OCNHelpdesk@sc.ohio.gov

Be aware that legislation is pending that would require electronic reporting "in the manner prescribed by the superintendent." Because of the high error rates of submissions through OCN, reporting through OCN will not be an approved method forever (if that legislation passes as currently written).

Another way to submit dispositions to BCI is via the eDisposition portal in OHLEG. Contact OHLEGSupport@ohioago.gov if you are interested in applying for an account. The portal is a way for courts to submit dispositions electronically via the portal. Instructions on how to use the portal can be found on pages 49-67.

Submitting dispositions via FTP

How do I start submitting via FTP?

Contact the Ohio Attorney General's Information Technology Section by email at ITSSupport@OhioAttorneyGeneral.gov or by phone at 800-750-7922.

How does it work?

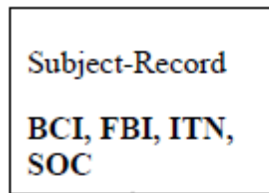
Electronic submissions are linked to an arrest in CCH by various fields. The preferred field that successfully attaches a disposition to an arrest is the Incident Tracking Number (ITN). This number is automatically generated by the Livescan machine every time a Law Enforcement agency fingerprints someone and transmits the information to BCI. If manually taking prints and mailing the fingerprint cards to BCI, the ITN number is still the preferred method. BCI provides ten print fingerprint cards with preprinted ITN numbers to agencies free of charge. There are various other fields that can be searched in CCH if the ITN number is not present as listed below (a diagram of the workflow is also included):

The BCI, UCN (FBI), Incident tracking number (ITN), or the social security number (SOC) is used to locate offenders in the CCH database. The UCN (FBI), ITN, and SOC are not always unique and may result in a list of possible offenders. The ITN is the preferred key used to locate offenders. If the ITN is missing or occurs multiple times in the CCH database, the Date of arrest or date fingerprinted (DOA) is required to verify the arrest. The arrests under each possible offender are checked against the DOA on the disposition record. If the disposition DOA does not match the arrest DOA, the disposition will not be stored.

The Judicial tracking number (JUD-TRN) is required to locate a specific disposition pertaining to the arrest. *Each disposition pertaining to an arrest must have a unique JUD-TRN.* The JUD-TRN will prevent duplicate disposition records from being stored. The JUD-TRN will make it possible for courts to submit modify or delete disposition records using record types MR3B and XR3B respectively. If a disposition without a JUD-TRN already exists for an arrest, then additional dispositions cannot be added. Dispositions entered manually by a BCII operator will not have JUD-TRNs.

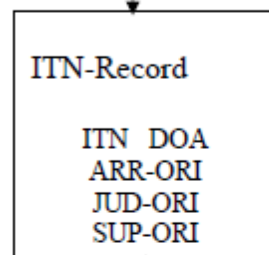
CCH Database Structure

The arrows represent (one to many) relationships.



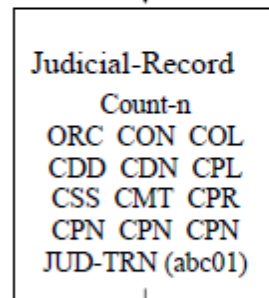
1) Locate the Subject

The BCI, FBI, ITN , or SOC is used to locate the offender in the CCH database. At least one of these numbers must be known to process the record.

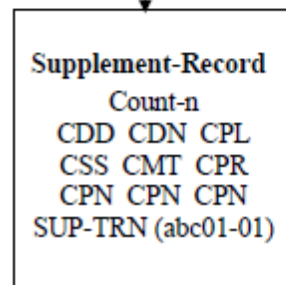


2) Locate/Verify Cycle

The ITN and/or DOA are used to verify the correct cycle. In some cases, there may be multiple cycles with the same DOA but the ITNs will be different.



3) The JUD-TRN is used to distinguish one Judicial record from another. The JUD-TRN will be used to avoid storing duplicate judicial records and to locate judicial records that need to be modified or deleted.



4) Supplemental Information

Courts must continue to report supplemental information via US MAIL. Currently, BCI&I does not have an automated process to handle this information.

Disposition Data Elements Definitions

Acronym	Description	Definition
ARR ORI	Arresting Originating Identifier	NCIC agency identifier obtained from LEADS identifying the law enforcement agency that arrested the individual
BCI	State ID number	Number assigned by BCI that identifies an offender record in CCH
CDD	Court disposition date	The date the offender received the sentence from the court Format: MMDDCCYY
CDN	Court disposition number	The outcome of the case in numeric code
CFN	Court Fine	Format: Whole dollar amount without any punctuation; cannot exceed 6 digits. Ex: if fine is \$38.75; submit as \$39; if larger than 6 digits type the amount in the CPL field (see below)
CMT	Confinement	Total sentence time Format: M for months, D for days, and Y for years. Can be entered as a combination or singly Ex: 1Y6M3D, 5Y If a life sentence: LIFE

COL	Court offense literal	<p>Exact wording of the charge; usually the same as the ORC translation with the conviction type Ex: Drug Trafficking F3</p> <p>If submitting Conspiracy, Attempt or Complicity the ORC would be for these (292301, 292302 & 292303) but the Col will be listed as Complicity to Burglary</p>
CON	Conviction type	<p>Felony or misdemeanor indicator: F1, F2, F3, F4, F5, M1, M2, M3, M4. If level unknown: FEL or MIS</p> <p>This field should be left blank if not a conviction</p>
CPL	Court Provision Literal	<p>Additional court information or provisions which cannot be described using CPN codes</p> <p>NOTE: Date fields must contain a zero in first position if the month is less than 10. Ex: 01011998</p>
CPN	Court Provisions Numeric	3-digit codes describing common provisions
CPR	Probation	Format: M for months, D for days, and Y for years. Can be entered as a combination or singly Ex: 1Y6M3D, 5Y
CSS	Court Suspended Sentence	<p>The amount cannot exceed the confinement time. Ex: Sentence 180 days, suspended time cannot be 181 days</p> <p>Format: M for months, D for days, and Y for years. Can be entered as a combination or singly Ex: 1Y6M3D, 5Y</p>

DATE-SUB	Date submitted	The date the disposition was electronically submitted
DLN	Driver license number	
DLS	Driver license state	
DOA	Date of arrest	Date the law enforcement agency fingerprinted the individual.
DOB	Date of birth	Format: MMDDCCYY
Employee-ID		Code identifying the employee who entered the data
ITN	Incident Tracking Number	<p>Number automatically assigned from a Livescan machine when fingerprints are submitted to BCI with arrest information. The number is also printed on the 2-71 disposition form which is forwarded to the court. If submitting manually, BCI supplies fingerprint cards with preprinted ITN numbers which are then written on a 2-71 disposition form and forwarded to the court.</p> <p>Link to order form:</p> <p>https://www.ohioattorneygeneral.gov/Files/Forms/Forms-for-BCI-Criminal-Records-and-Background-Chec/Forms-for-Law-Enforcement/2019-07-09_SupplyRequisitionForm_BCI-pdf</p>

JUD-ORI	Judicial Originating Identifier	NCIC agency identifier obtained from LEADS identifying the court
MKE	Message Key	The type of transaction that is being submitted electronically
ER3B	Message Key	Electronic submission of initial disposition information
MR3B	Message Key	A modification to previously submitted disposition information
ORC	Ohio Revised Code	Also referred to as CIT or statute citation Format: condensed without periods Ex: 292511A1A Local codes can also be submitted and should follow the format above. If the code only has 5 digits, the code should be entered with a leading zero. Ex: 095919
SOC	Offender's social security number	
TRN	Tracking number	The number assigned by the court to identify the record in their own court system; preferably the court case number
UCN (FBI)	National ID number	Number assigned by the FBI that identifies an offender record in the NCIC database

Detailed Description of Disposition Data Elements

CDN

Name: Court Disposition Number

This code is used to report the outcome of a sentence

Field Size: 3

Condition: Required field for record types ER3B and MR3B

If valid, the disposition will be stored

If invalid, a fatal error will occur, the record will be rejected and will appear on the Summary report

The court is responsible for fixing this error and resubmitting the disposition

CFN

Name: Court Fine

Expressed in whole dollar amounts

Field Size: 6

Condition: Blank if no fine

Blank if CDN = 301,302, 303, 305, 306, 307, 308, 309, 313, 318, 319, 320, 322, 323, 324, 350

If valid data will be stored

If invalid, a fatal error will occur, the record will be rejected and will appear on the Summary report

Acceptable Formats or values:

nzzzzz Ex: 150000 WHERE: n = 1 thru 9

nzzzz Ex: 25000 z = 0 thru 9

nzzz Ex: 5000

nzz Ex: 250

nz Ex: 50

n Ex: 5

The court is responsible for fixing this error and resubmitting the disposition

CMT

Name: Confinement

Field Size: 12

Condition: Blank if CDN = 301,302, 303, 305, 306, 307, 308, 309, 313, 318, 319, 320, 322, 323, 324, 325, 336, 350,356 (non-conviction codes) and 312, 314 and 321 (conviction codes)

Required for ER3B and MR3B if CDN = 310, 311, 332, 333 and 390 (conviction codes) **and** CPR, CFN, CPN and CPL are missing

Required if a suspended sentence (CSS) entry has been entered

Stored if valid

If invalid, a fatal error will occur, the record will be rejected and will appear on the Summary report

The court is responsible for fixing this error and resubmitting the disposition

Acceptable formats or values:

- Minimum to Maximum times or Maximum times only Ex: 5Y-25Y
- Hyphen is used to separate minimum and maximum times Ex: 6M-1Y
- Minimum time must be on the left side of the hyphen

- Left should be justified with remainder of field containing spaces
- Embedded spaces not allowed Ex: 12 Y – 15 Y
- Confinement is total sentence time
- Show years before months and months before days Ex: 1Y6M30D
- **Y** = Years
- **M** = Months
- **D** = Days
- **LIFE** = Life sentence
- **1Y-AGE** = Sentence where a **juvenile** will either serve 1 year or until he/she reaches the age of 21

Examples	Valid Entries	Invalid Entries	Reason Invalid
30 days to 18 months	30D-18M	30D-18	Missing M for months
18 months to 5 years	18M-5Y	18M – 5Y	Embedded spaces
5 years 2 days to Life	5Y2D-LIFE	5YEARS2D-LIFE	Must use Y for Years
30 days to 6 months	30D-6M	30-180D	Missing D for days
1 ½ years to 5 years	18M-60M or 1Y6M-5Y	018M – 60M 5Y-1Y6M	Leading zeros not allowed, embedded space Minimum time must be on left side of hyphen
5 years to 10 years	5Y-10Y	5YEARS-10YEARS	Must use Y for Years
7 years	7Y	7Y-7Y	Show maximum only
10 years and 2 months	10Y2M	2M10Y	Show years before months
LIFE	LIFE		
1 year to age 21	1Y-AGE	1Y-AGE21	Must use AGE only

COL

Name: Court Offense Literal

Field Size: 100

Condition: Required for ER3B & MR3B

Stored if valid

If invalid, a fatal error will occur, the record will be rejected and will appear on the Summary report
The court is responsible for fixing this error and resubmitting the disposition

Acceptable Formats or values: FREE TEXT

The Ohio Revised Code translation with additional information describing the type and degree of the charge. For example, if the charge is a 4th degree felony, F4 should be included in the COL –
Drug Trafficking F4

It will differ from the ORC translation if the Revised Code pertains to Conspiracy, Attempted or Complicity. For example, if Attempted Murder, the ORC will be 2923.02 (Attempted) and the COL will contain Attempted Murder

CON

Name: Conviction type – Felony or Misdemeanor indicator

Field Size: 3

Condition: Blank if not convicted. CDN = 301,302, 303, 305, 306, 307, 308, 309, 313, 318, 319, 320, 322, 323, 324, 325, 336, 350,356 (non-conviction codes) and 314 and 321 (conviction codes)

Required for ER3B & MR3B if convicted

Stored if valid

If invalid, a fatal error will occur, the record will be rejected and will appear on the Summary report
The court is responsible for fixing this error and resubmitting the disposition

Acceptable Formats or values:

F1, F2, F3, F4, F5, FEL (where level is unknown), M1, M2, M3, M4, MIS (where level is unknown) or BLANK if not convicted

CPL

Name: Court Provisions Literal

The CPL is used to describe court provisions in more detail or provisions that could not be identified using another field (CMT, CPR, CFN)

Field Size: 150

Condition: Required for ER3B & MR3B if CDN = 310, 311,332, 333 or 390 (Conviction codes) and CPR, CFN, CPN and CMT are missing

Stored if valid

If invalid, a fatal error will occur, the record will be rejected and will appear on the Summary report
The court is responsible for fixing this error and resubmitting the disposition

Acceptable Formats or values: FREE TEXT

Examples of information commonly found in the CPL field

- Credit 10D for time served
- 30D house arrest
- \$25 costs, \$150 fine suspended (when there is an amount in the CFN field), \$300 restitution (if amount unknown, use CPN code for restitution)
- 1Y license suspension
- Anger Management program
- 3D Driver Intervention Program

Whenever possible, information in the CPL should not be abbreviated (except for accepted formats established for time (days, months, years). If due to space limitations abbreviations are necessary, they should be common abbreviations that the public in general would understand. Rap Sheets are regularly mailed to non-criminal justice agencies or individuals, therefore, using abbreviations that only Law Enforcement could understand would lead to numerous phone calls from the public. If abbreviations must be used, please refer to the following examples:

Abbreviation	Meaning
30D Comm Serv	30 days community service
100HRS Comm Serv	100 hours community service
15D Credit FTS	15 days credit for time served
Susp	Suspended
Prob	Probation
DOA	Date of Arrest
Sent	Sentence
\$500 Rest	\$500 Restitution
\$200 Cost	\$200 court cost
30D Lic Susp	30 days license suspension

CPN

Name: Court Provisions Numeric – up to 3 per record

Field Size: 3

Condition: Required for ER3B and MR3B if CDN = 310, 311, 312, 332, 333 and 390 (Conviction Codes) **and** CPR, CFN, CPL, and CMT are missing

Stored if valid

If invalid, a fatal error will occur, the record will be rejected and will appear on the Summary report

The court is responsible for fixing this error and resubmitting the disposition

Acceptable formats or values: must be a valid code from the CPN table

Note: CPN codes have been assigned to the most common provisions to speed up data entry and save space in the CCH database. However, the data entry operator may choose to ignore this field and describe all provisions in the CPL field.

CPR

Name: Court Probation

Field Size: 12

Condition: Blank if CDN = 301,302, 303, 305, 306, 307, 308, 309, 313, 319, 320, 322, 323, 324, 325, 336, 350,356 (non-conviction codes) and 314 and 321 (conviction codes)

Required for ER3B and MR3B if CDN = 310, 311, 312, 332, 333 and 390 (conviction Codes) **and** CPR, CFN, CPL, and CMT are missing

Stored if valid

If invalid, a fatal error will occur, the record will be rejected and will appear on the Summary report

The court is responsible for fixing this error and resubmitting the disposition

Acceptable formats or values:

- Minimum to Maximum times or Maximum times only Ex: 5Y-25Y
- Hyphen is used to separate minimum and maximum times Ex: 6M-1Y
- Minimum time must be on the left side of the hyphen
- Left should be justified with remainder of field containing spaces
- Embedded spaces not allowed Ex: 12 Y – 15 Y
- Confinement is total sentence time
- Show years before months and months before days Ex: 1Y6M30D
- **Y** = Years
- **M** = Months
- **D** = Days
- **LIFE** = Life sentence
- **1Y-AGE** = Sentence where a **juvenile** will either serve 1 year or until he/she reaches the age of 21

Examples	Valid Entries	Invalid Entries	Reason Invalid
30 days to 18 months	30D-18M	30D-18	Missing M for months
18 months to 5 years	18M-5Y	18M – 5Y	Embedded spaces
5 years 2 days to Life	5Y2D-LIFE	5YEARS2D-LIFE	Must use Y for Years
30 days to 6 months	30D-6M	30-180D	Missing D for days
1 ½ years to 5 years	18M-60M or 1Y6M-5Y	018M – 60M 5Y-1Y6M	Leading zeros not allowed, embedded space Minimum time must be on left side of hyphen
5 years to 10 years	5Y-10Y	5YEARS-10YEARS	Must use Y for Years
7 years	7Y	7Y-7Y	Show maximum only
10 years and 2 months	10Y2M	2M10Y	Show years before months
LIFE	LIFE		
1 year to age 21	1Y-AGE	1Y-AGE21	Must use AGE only

CSS

Name: Court Suspended Sentence

Field Size: 12

Condition: Blank if CDN = 301,302, 303, 305, 306, 307, 308, 309, 313, 319, 320, 322, 323, 324, 325, 336, 350,356 (non-conviction codes) and 314 and 321 (conviction codes)

Stored if valid

If invalid, a fatal error will occur, the record will be rejected and will appear on the Summary report

The court is responsible for fixing this error and resubmitting the disposition

Acceptable formats or values:

- Minimum to Maximum times or Maximum times only Ex: 5Y-25Y
- Hyphen is used to separate minimum and maximum times Ex: 6M-1Y
- Minimum time must be on the left side of the hyphen
- Left should be justified with remainder of field containing spaces
- Embedded spaces not allowed Ex: 12 Y – 15 Y
- Suspended sentences cannot exceed Maximum confinement time entered in the CMT field

- If there is nothing in the CMT field, CSS data will cause the record to be rejected
- Show years before months and months before days Ex: 1Y6M30D
- **Y** = Years
- **M** = Months
- **D** = Days
- **LIFE** = Life sentence
- **1Y-AGE** = Sentence where a **juvenile** will either serve 1 year or until he/she reaches the age of 21

Examples	Valid Entries	Invalid Entries	Reason Invalid
30 days to 18 months	30D-18M	30D-18	Missing M for months
18 months to 5 years	18M-5Y	18M – 5Y	Embedded spaces
5 years 2 days to Life	5Y2D-LIFE	5YEARS2D-LIFE	Must use Y for Years
30 days to 6 months	30D-6M	30-180D	Missing D for days
1 ½ years to 5 years	18M-60M or 1Y6M-5Y	018M – 60M 5Y-1Y6M	Leading zeros not allowed, embedded space Minimum time must be on left side of hyphen
5 years to 10 years	5Y-10Y	5YEARS-10YEARS	Must use Y for Years
7 years	7Y	7Y-7Y	Show maximum only
10 years and 2 months	10Y2M	2M10Y	Show years before months
LIFE	LIFE		
1 year to age 21	1Y-AGE	1Y-AGE21	Must use AGE only

DATE-SUB

Name: Date Submitted

Field Size: 8

Condition: Required

Purpose: Determines the order in which disposition records are processed

If invalid, a fatal error will occur, the record will be rejected and will appear on the Summary report

The court is responsible for fixing this error and resubmitting the disposition

Acceptable Formats or values:

MMDDCCYY

Must be a valid date

Must be equal to or later than the submitted Date of arrest

Must be equal or earlier than system date

DLN

Name: Driving license number

Field size: 12

Condition: optional for ER3B and MR3B

Acceptable Formats or values:

Must be a valid driver's license number

DLS

Name: Driving license state

Field size: 2

Condition: optional for ER3B and MR3B

Acceptable Formats or values:

Must be a valid 2-character abbreviation for a state

DOA

Name: Date of Arrest (**DATE FINGERPRINTED**)

Used to locate/verify arrest cycle in CCH

Field Size: 8

Condition: optional if ITN is provided

Required (along with UCN, BCI or SOC) if ITN is missing

Fatal error if ITN is missing

The court is responsible for fixing this error and resubmitting the disposition

Acceptable Formats or values:

MMDDCCYY

Must be a valid date

Must be equal to or later than the date submitted or Court disposition date

Must be equal to or earlier than system date

DOB

Name: Date of birth

Field size: 8

Condition: optional for ER3B and MR3B

Acceptable Formats or values:

MMDDCCYY

Must be a valid date

Must be earlier than the date of arrest

Employee-ID

Used to trace the information back to the employee who originally entered or modified it

Name: Employee identifier

Field size: 4

Condition: required for ER3B and MR3B

If invalid, a fatal error will occur, the record will be rejected and will appear on the Summary report

The court is responsible for fixing this error and resubmitting the disposition

Acceptable Formats or values:

Must be at least 3 characters in length

May contain letters and numbers only

May not contain embedded spaces

FN

Used to verify offender in CCH

Name: First Name

Field Size: 30

Condition: required for ER3B and MR3B

If invalid, a fatal error will occur, the record will be rejected and will appear on the Summary report

The court is responsible for fixing this error and resubmitting the disposition

Acceptable Formats or values:

Must be 2 characters in length

May contain letters, hyphens, and spaces only

ITN

Used to locate and/or verify offender in CCH

Name: Incident tracking number – preprinted number on arrest card

Field Size: 8

Condition: Optional if date of arrest is given along with UCN or BCI or SOC

Required if UCN, DOA, BCI and SOC are missing

Fatal error if UCN, BCI or SOC and DOA are missing or invalid

The court is responsible for fixing this error and resubmitting the disposition

Edits applied:

Must be 6, 7 or 8 characters in length

Must end with a letter

Must contain at least 1 letter

May not contain more than 2 letters

All ITNs which end with 2 letters must contain 6 numbers – nnnnnnXX

All numbers in ITNS are significant numbers **including** leading zeros

Some ITNS contain leading zeros

DO NOT suppress these leading zeros if they are part of the number

DO NOT add leading zeros if they are not part of the number **Ex:** If a card transaction has 8 characters and a Livescan transaction had 7, do not add a leading 0 to the ITN for Livescan transactions

JUD-ORI

Name: Judicial originating identifier

Field Size: 9

Condition: required

If invalid, a fatal error will occur, the record will be rejected and will appear on the Summary report

The court is responsible for fixing this error and resubmitting the disposition

Acceptable Formats or values:

OH?????nG (most juvenile courts end in G)

OH?????nJ (other courts usually end with J)

? = 0 thru 9

n = 1, 3, 5, or 7 (the numbers reflect the county it originates from) Ex: Franklin county's number is 25, the common pleas court ORI is OH025353J

must end with G or J

LN

Used to verify offender in CCH

Name: Last Name

Field Size: 30

Condition: required for ER3B and MR3B

If invalid, a fatal error will occur, the record will be rejected and will appear on the Summary report
The court is responsible for fixing this error and resubmitting the disposition

Acceptable Formats or values:

Must be at least 2 characters in length

May contain letters, hyphens and spaces only

MKE

Indicates record type

Name: Message Key

Field Size: 4

Condition: Required

If invalid, a fatal error will occur, the record will be rejected and will appear on the Summary report
The court is responsible for fixing this error and resubmitting the disposition

Acceptable Formats or values:

ER3B – Enter judicial record

MR3B – Modify judicial record

ORC

Sometimes referred to as a CIT or Statute Citation

Name: Ohio Revised Code

Field Size: 20

Condition: required for ER3B and MR3B

If invalid, a fatal error will occur, the record will be rejected and will appear on the Summary report
The court is responsible for fixing this error and resubmitting the disposition

Edits applied:

Must be at least 3 characters in length

Must contain periods (example: 2925.11 or for local codes 959.16)

May not exceed 20 characters in length

May not contain embedded spaces

May not contain the letter F or M (if subsections are included – Ex: 2925.11A1C1A)

If the letter F is in a subsection, the court can either submit the ORC without the F, or submit these manually

Acceptable Formats or values:

NZZZZZZZ

N = 1 thru 9

Z = 0 thru 9

To report Conspiracy to commit murder:

Use the ORC (2923.01) for Conspiracy; place the description Conspiracy to commit murder in the COL field

To report Attempted Murder:

Use the ORC (2923.02) for attempted; place the description Attempted Murder in the COL field

To report Complicity to commit murder:

Use the ORC (2923.03) for Complicity; place the description Complicity to Commit Murder in the COL field

SOC

Used to locate offender in CCH

Name: Social Security Number

Field Size: 9

Condition: Optional if ITN is given

Required (along with DOA) if UCN, ITN and BCI are missing

Fatal error if BCI, ITN or UCN and the DOA are missing

The court is responsible for fixing this error and resubmitting the disposition

Acceptable Formats or values:

NZZZZZZZ

N = 0 thru 9

Z = 0 thru 9

TRN

Name: Tracking number

Assigned to the disposition by the contributor (submitting court)

Field Size: 16

Condition: required for ER3B and MR3B

If invalid, a fatal error will occur, the record will be rejected and will appear on the Summary report

The court is responsible for fixing this error and resubmitting the disposition

Acceptable Formats or values:

Free Text usually contains the case number followed by a 2-digit number. The JUD-TRN is used to distinguish one disposition from another. The JUD-TRN will be used to avoid storing duplicate Judicial records and to locate Judicial records which need to be modified or deleted. The TRN is required and cannot be blank or null.

Recommended format: Case number hyphen 2-digit number

UCN

Name: Universal Control Number

Number assigned to the offender by the FBI. Used to locate an or verify offender in CCH

Field Size: 9

Condition: Optional if ITN is given

Required (along with DOA) if BCI, ITN and SOC are missing

Fatal error if BCI, ITN or SOC and the DOA are missing

The court is responsible for fixing this error and resubmitting the disposition

Edits applied:

Must be at least 3 characters in length

May contain letters and numbers only

May not contain embedded spaces

May not consist of all zeros

WHAT SHOULD I SUBMIT?

- Intervention in lieu of conviction, pretrial diversion, drug court, followed by the actual outcome of the case after the period of intervention, diversion or program is completed/not completed.
- All outcomes related to mental incompetency; NGRI (Not Guilty Reason Insanity), cases pending mental incompetency, found insane, dismissed reason insanity, etc.
- Cases in which charges were not filed in court. The arresting agency can also submit a request asking BCI to remove the arrest from CCH since an expungement will not be available from the court since there wasn't a case. ***This should be reported manually.***
- Cases in which the prosecutor declined to file charges and that did not get forwarded to the court. ***Report these manually as "prosecutor declined to file charges".***
- Arrests in which the arresting agency released the person without charging them. The court can submit the information if available to them, or the submitting agency can request that BCI remove the arrest from CCH. ***This should be reported manually.***
- **NOTE** – Courts should submit all outcomes of a case regardless of whether the charge is reportable or not.

CONVICTIONS (CDN – court disposition numeric codes with computer translation and definition)

- The following fields are always required:

CDN, Date-Sub, Employee-ID, Jud-ORI, Jud-ORI, MKE, ORC, TRN

If sentence fields are not filled out a CPN code is required. A Conviction entry will be rejected if it is submitted without these fields.

Ex: 310 (Convicted) 180D, with 150D suspended, 3Y probation, \$500 fine, CPN codes can also be entered

310 (Convicted) no sentence information; requires a CPN code

Conviction Code	Translation	Definition	Your court's corresponding code(s)
310	Convicted	Found Guilty	
311	Convicted of a lesser offense	Found guilty of a lesser offense	
312	Deferred	Subject was found guilty, but sentencing is deferred to a later date by the judge	
314	Extradited	One state surrenders to another an individual accused or convicted of an offense outside the state having custody and within the jurisdiction of the other state	
321	Executive Clemency	An executive clemency exempts an individual from punishment for a crime he/she committed	

NON-CONVICTIONS (CDN codes with computer translation and definition)

- The following fields are always required:
CDN, Date-Sub, Employee-ID, Jud-ORI, First name, Last name, Jud-ORI, MKE, ORC, TRN
- The following fields should not be entered:
CON – this field is used for convictions and flags a criminal record with the following if any type of FEL is entered: Convicted of a felony. This caveat will appear if the field is entered on a non-conviction
CSS, CMT, CPR, CFR

Non-Conviction Code	Translation	Your court's corresponding code(s)
300	Turned over to another agency	
301	Not guilty/Acquitted	
302	Not Guilty by Reason of Insanity	
303	Not Guilty/Acquitted Mental Incompetence	
305	Dismissed	
306	Charge Dismissed Insanity	

Non-Conviction Code	Translation	Your court's corresponding code(s)
307	Charge dismissed Mental Incompetence	
308	Charge Pending Insanity	
309	Pending Mental Incompetency	
313	Dismissed Civil Action	
318	Adjudication Withheld	
319 (NEW)	Bound over to Common Pleas Court	
320	Mistrial	
322	Found Insane	
323	Found Mentally Incompetent	

Non-Conviction Code	Translation	Your court's corresponding code(s)
324	No True Bill	
325 (NEW)	Dismissed Not Final	
336	Intervention in Lieu of Conviction	
350	Nolle Prosequi	
356	Pre-trial Diversion	

Court Provision Numeric (CPN) codes

3-digit numeric codes describing common sentence provisions in more detail or provisions that could not be identified using another field (CMT, CPR or CFN)

CPN Code	Translation	Definition	Your court's corresponding code(s)
333	Confinement in Hospital	Subject is confined in hospital as part of the sentence (used with mental incompetency sentencing)	

CPN Code	Translation	Definition	Your court's corresponding code(s)
334	Court Costs	The person received court costs as part of the sentence and the amount is unknown. If the amount is known, it should be entered in the CPL field only, this code should not be used	
335	Death Sentence	Subject is given the death sentence	
338	Fine & Court Costs	The monetary amount to be paid is a combination of fine and court costs and the amount is unknown. If known, the amount should be entered in the CPL field, and the code should not be used	
344	Charge dropped/abandoned	A sentence is dismissed because of charges being dropped	
345	Probation	Subject receives a probation sentence, but the length of probation is unknown. If using this code, the	

CPN Code	Translation	Definition	Your court's corresponding code(s)
		Court Probation (CPR) field should be left blank	
346	Restitution	Subject must pay restitution. The amount, if known, should be entered in the CPL field and the code should not be used.	
347	Restitution and Cost	Subject must pay restitution and court costs, but the amount is unknown. The amount for each, if known, should be entered separately in the CPL field and the code should not be used	
349	Restitution or Cost Paid	The charge is dismissed with the payment of restitution and/or costs. The amounts, if known, should be entered separately in the CPL field and the code should not be used	

CPN Code	Translation	Definition	Your court's corresponding code(s)
358	Sentence Unknown	Subject was convicted but the sentence is unknown	
361	Probation Denied	Court has denied a request for probation	
363	Concurrent	The sentence is concurrent to another sentence. If concurrent with a different case number than the one being submitted, list that case number in the CPL. If the sentences are concurrent with each other, the code should not be used on the first sentence entry, only on the following sentences if applicable	
364	Consecutive	The sentence is consecutive to another sentence. If consecutive with a different case number than the one being submitted, list that case number in the CPL. If the sentences are consecutive with each other, the code should not be used on	

CPN Code	Translation	Definition	Your court's corresponding code(s)
		the first sentence entry, only on the following sentences if applicable	
365	Credited with time served	Subject is credited with an unknown amount of time while awaiting trial. If amount is known, enter it in the CPL field and do not use the code	
366	Appealed	Subject appealed the sentence	
369	Pretrial diversion completed	The charge is dismissed because the subject completed a pretrial diversion program	
370	Combined charge	Court applies one sentence to all charges or another charge. The merged charge can be a conviction or a dismissal. Count one should show a conviction code and the sentence. Count two (and any other applicable charges) should show a	

CPN Code	Translation	Definition	Your court's corresponding code(s)
		conviction or dismissal code with this code in the CPN field	
373	Successful completion of ILC	The charge is dismissed because the subject completed an Intervention in Lieu of Conviction program	

Basic Summary and Detailed Reports

When a court file is downloaded into CCH, the court receives a basic and detailed report that lists what happened to all the files. This report also lists any fatal errors that might have occurred while processing the file. Fatal errors are ones in which the data has been rejected, and the court will need to fix and resubmit the transaction for the information to attach to CCH.

BASIC SUMMARY REPORT

The top portion of the basic report lists the number of files processed and what the status is for each.

OHIO BCI&I ELECTRONIC DISPOSITION-FILE REPORT	
FILE NAME:	BC17041J.4C4
REPORT DATE:	4/12/2024 21:00
RECORDS PROCESSED	30
RECORDS LOADED INTO CCH	27
NO CORRESPONDING ARREST ON FILE	1
DISPOSITION WITHOUT TRN IS ON FILE	2
RECORDS CONTAINING ERRORS	0

Any fatal errors will be listed separately underneath the top portion in the detailed portion of the report. The message key will be listed first, then the status of each transaction and all the fields sent with each one. If the status listed is an error, the data containing the error would be reviewed, fixed, and resent with the next transmission of dispositions.

MKE	Reason	ORI	JudTRN	DOA	ITN	BCI	FBI	DATE SUB	EMPLOYEE ID	ARR-ORI	SOC			
DLS	DLN	CDD	ORC	CON	COL	CDN	CSS	CMT	CPR	CFN	CPN1	CPN2	CPN3	CPL

Electronic Disposition Errors and Definitions

Fatal errors = Rejected status of Y

ERROR MESSAGE	DEFINITION	REJECTED	CORRECTIVE ACTION REQUIRED BY COURT	NO ACTION REQUIRED
Offender not on file	Unable to locate an offender in CCH. This means that BCI did not receive a fingerprint card for this individual.	Y	If no ITN submitted: resubmit with valid ITN. If no ITN is available, offender fingerprints must be submitted to BCI. Resubmit record with ITN after fingerprints are submitted	If an ITN was submitted, QA will contact arresting agency and try to obtain a fingerprint card
No corresponding arrest on file	An offender has been located, but this incident or date of arrest is not on file	Y	If no ITN submitted: resubmit with valid ITN. If no ITN is available, offender fingerprints must be submitted to BCI. Resubmit record with ITN after fingerprints are submitted	If an ITN was submitted, QA will contact arresting agency and try to obtain a fingerprint card
Disp without TRN is on file	A disposition is already on file because it has been manually entered by BCI staff			X
Disposition already on file	Either a disposition has already been sent electronically and accepted, or BCI staff has entered it manually.			X
Disposition not on file/No matching disposition to modify/delete	No disposition was found to modify or delete	Y	Check TRN, review information on CCH to verify that an initial disposition was accepted, or resend as a new disposition (ER3B message key) instead of a modify message key (MR3B)	
Multi-cycle on file	There are 2 or more arrests on file that occurred on the same day. The program cannot			X

ERROR MESSAGE	DEFINITION	REJECTED	CORRECTIVE ACTION REQUIRED BY COURT	NO ACTION REQUIRED
	determine which arrest corresponds to the disposition			
Dispo code invalid for conviction CDN	The CPN (court provision numeric) code submitted is not a valid code.	Y	Court should resubmit the disposition with a valid CPN code from the list provided by BCI	
Invalid CDN	The disposition code submitted is not a valid code.	Y	Court should resubmit the disposition with a valid CDN code from the list provided by BCI	
Sentence info missing for conviction CDN	Per specifications, a conviction must contain either sentence information (confinement, probation or fine) or court provisions (CPN codes)	Y	Court should resubmit the disposition with sentence information	
ITN/DOA missing	The disposition cannot be located due to missing required fields - Incident tracking number and date of arrest	Y	Court should check the ITN and DOA fields, provide field that is missing and resubmit	
Missing/Invalid BCI	The BCI number submitted with the disposition is invalid or missing	Y	The court should resubmit the disposition with a valid BCI number	
CDN missing	The conviction code is missing (required field)	Y	Enter a valid disposition information (CDN code) from the list provided by BCI	
Invalid CON for conviction CDN	The CON field (level of offense) is invalid	Y	Resubmit entry with a valid level of offense code (CON) from the list provided by BCI	
CON missing for conviction CDN	Convictions require a level of offense	Y	Resubmit entry with a valid level of offense code (CON) from the list provided by BCI	
Sentence info present for non-conviction CDN	If the code submitted is a non-conviction code,	Y	The court should remove the sentence information and resubmit the disposition	

ERROR MESSAGE	DEFINITION	REJECTED	CORRECTIVE ACTION REQUIRED BY COURT	NO ACTION REQUIRED
	there should not be any sentence information (no confinement, no probation, no fine)			
Invalid MKE	The message key sent is invalid. The message keys are as follows: ER3B - enter an initial disposition; MR3B - modify a disposition previously submitted; XR3B - delete a disposition previously submitted	Y	The court should check the message key field and all other fields to make sure that fields are in the correct place, and the message key is either ER3B, MR3B or XR3B. Correct the message key or contact your IT section/vendor to check file format and resubmit	
Record deleted	Court submitted an XR3B message key and the disposition was deleted successfully			X
Record added	Court submitted an ER3B message key and the disposition was added to the arrest successfully			X
Record updated	Court submitted an MR3B message key and the disposition was modified successfully			X
Invalid date submitted	The date submitted (any field that requires a date) was submitted in the wrong format. Format should be MMDDCCYY	Y	The court should correct the date in proper format MMDDYYYY and resubmit	
Invalid or missing Judicial ORI/Judicial ORI does not exist	The judicial ORI is incorrect or in the wrong format, or it is missing	Y	Correct or enter the judicial ORI and resubmit	

ERROR MESSAGE	DEFINITION	REJECTED	CORRECTIVE ACTION REQUIRED BY COURT	NO ACTION REQUIRED
Required field missing-COL ORC	The court offense literal (COL)/Ohio Revised Code (ORC) field missing	Y	Check COL and ORC fields. If missing, enter the fields and resubmit	
Required field missing	A required field is missing	Y	Check ORI, judicial TRN, DOA, ORC and CDN fields. If any are missing, enter the fields and resubmit	
Date sub <DOA; DOA>Date submitted	The court date is before the date of arrest; the date of arrest is after the court date			X
BCI number provided does not match other provided information	The BCI number provided does not match the BCI number found with the other provided information	Y	The court should resubmit the disposition with the correct BCI number or exclude the BCI number and verify any ITN, SSN, date of arrest, and FBI number fields are correct and resubmit	
Confinement invalid for Convict CDN	Confinement field (CMT) is in an invalid format	Y	Enter the confinement field in the correct format and resubmit	
Probation invalid for Convict CDN	Probation field (CPR) is in an invalid format	Y	Enter the probation field in the correct format and resubmit	
Suspended sentence invalid for convict CDN	Only the suspended part of the sentence was reported without listing the actual sentence	Y	Enter information in the confinement (CMT) field and resubmit	
Court fine invalid for convict CDN	Fine field (CFN) is in an invalid format	Y	Enter the fine field in the correct format and resubmit	
DOA format should be MMDDYYYY	Date of arrest (DOA) field is in an invalid format	Y	Enter the date of arrest in the following format: MMDDYYYY and resubmit	

No need to submit dispositions for the following charges

1. Probation Violations
2. Contempt of Court
3. Failure to appear
4. Any type of warrant
5. Parole Violations

How to submit duplicate incidents

Some counties will fingerprint a person for the same offense when they are transferred to jail, when they are bonded out, when they are indicted, etc. This causes duplicate arrests on a person's record with different dates of arrest that are all linked to the same incident.

Report the disposition electronically on any of the ITN numbers.

These can be submitted in 3 different ways:

1. Via FTP

First check that the ITN number you want to connect is on CCH.

Add the CDN (court disposition numeric) code for "Connected to" to your CMS – 377. Submit 377 as the disposition code on the ITN number that you are connecting. To connect an arrest to another, the disposition should already have been submitted for the ITN number of the arrest that you are going to be connecting the other one to. For example, a disposition has been submitted for ITN 111222A and the law enforcement agency fingerprinted an individual for the same offense on ITN 111333A. To connect ITN 111333A, submit the code 377 for 111333A and in the CPL (Court Provision Literal) field enter Date of arrest (DOA) and ITN that it is connected to.

CDN: 377

CPL: 010226 111222A

If there is more than one charge associated with the arrest, it is not necessary to submit a connection for each charge. Submit the 377 on the first charge, and in the CPL enter: 010226 111222A APPLIES TO ALL CHARGES

2. OHLEG eDisp portal

- Select the arrest that you want to connect (if it is not there, no need to worry about it as there will be nothing to connect)

Export	Dispositions	Aliases	First Name	Middle Name	Last Name	SSN	Date of Arrest	BCI	FBI
<input type="checkbox"/>		Aliases	JOHN	Q	TEST	SSNs	09/13/1984	A123456	9018000
<input type="checkbox"/>		Aliases	JOHN	Q	TEST	SSNs	06/18/2016	A123456	9018000

- Fill out all required fields (a red dot will be beside them)

- Select Connected To from the final disposition dropdown. It will instruct you what to enter in the Comment field

Add Disposition

Agency: BUR CRIM IDENT LONDON, Arrest ID: 6586632, TCN: XR-7328, Case

Numbers:

Arrested Person: JOHN TEST

● Required fields

 Court Date

Please enter **DOA** and **ITN** in **Comment** for **CONNECTED TO** Final Disposition.

Final Disposition ●
CONNECTED TO ×

■ Conviction type final disposition

- Enter the case number and the charge. The case number should be the same one that applies to the disposition that you are connecting this arrest to.

TRN ●

ORC ●

ORCs list ×
Select ORC from list

ORC
Type in ORC

Literal Charge ●

Offense Level ●

- To enter the charge information, scroll through the ORC list
Begin typing the name of the charge (it cannot search by Ohio Revised Code number)
If ORC is selected from the dropdown, it auto populates the Literal Charge field. Statute Subsections are not included in the dropdown and must be typed in.
If you choose to type in the ORC, you will then be required to type in the Literal Charge
If the charge is Attempted, Complicity to or Conspiracy to, the ORC for those should be entered in the ORC field (292302, 292303 or 292301) and the literal should contain one of these along with the underlying offense.
For example: Attempted Assault should be entered as:

ORC ●

ORCs list
Select ORC from list

ORC
292302 ×
Type in ORC

Literal Charge ●

ATTEMPTED ASSAULT ×

- Scroll down to the comment field and type in the date of arrest and the ITN number that you are connecting this arrest to. It should be the arrest for which a disposition was already submitted. *The example below is for an arrest that has more than one charge.* If you are only connecting one charge out of several, you would enter the connection for only that charge.

Court Provision ▾

Please enter **DOA** and **ITN** in **Comment** for **CONNECTED TO** Final Disposition.

Comment ●

012526 123456B APPLIES TO ALL CHARGES ×

Add [Reset](#) [Cancel](#)

3. Correction form

Fill out a correction form and either fax or email it to the number/address listed in the upper right-hand corner of the form. Below is an example of how to fill out a BCI court correction form to connect arrests

BCI CORRECTION FORM FOR COURTS

Please add/delete/modify the following disposition:

Date: _____
Submitting court: _____

INFORMATION INITIALLY SUBMITTED & ON CCH:

ITN Number **043272D** _____

Name _____

DOB & SSN _____

DOA _____

CHARGE _____

Disposition submitted under above ITN _____

CHANGES TO BE MADE TO WHAT WAS ORIGINALLY SUBMITTED OR ON CCH:

Additional conviction/dismissal(s): _____

Delete conviction/dismissal(s): _____

Modify conviction/dismissal(s) or case number(s): _____

Report a vacate order: _____

Report a duplicate ITN number: **101136UB**

Prosecutor declined/did not file charges: _____

Submitted by: _____
Phone # _____
Fax # _____
E-mail address _____

1560 State Route 56 SW P.O. Box 365 43140
www.OhioAttorneyGeneral.gov

4. Mail

BCI Form 2-71 Final Disposition Bureau of Criminal Investigation

Each arrest cycle must include a **Final Disposition**. Arrests and Number (ITN) which is unique throughout the incident. The ITN space is provided for the ITN on this Disposition Form. To ensure please reproduce or hand copy the ITN from the Arrest Tenprint P.O. Box 365, London, OH 43140-0365.

(See instructions on reverse side)

FBI number	
Name on fingerprint card submitted	
Last	First
[REDACTED]	[REDACTED]
Furnish in all cases:	
Date of birth	Sex
3-15-1990	M
Fingerprint classification	

Previously sent electronically 3-24-17 @ ITN # 4R3503MB fingerprinted @ CCNO @ that # when incarcerated

fingerprinted @ Defiance P.D. @ this ITN # when arrested.

Leave Blank
Insert ITN Number
974 000C

charge, include this

OHLEG eDisp Portal

Logging in

1. Enter your OHLEG username and password and press the login button

OHLEG
OHIO LAW ENFORCEMENT GATEWAY

DAVE YOST
OHIO ATTORNEY GENERAL

OHLEG Pre-production OHLEG Support

Login

TEST WEBSITE
This is the TEST website for OHLEG. If you are looking to log in normally, please type www.ohleg.org in the web address bar and hit ENTER.

Username
Password

Log on
Forgot Password

OHLEG Support
1 (866) 40-OHLEG (866-406-4334)
OHLEG Rules and Regulations
OHLEG Security Training Video
eOPOTA Learning Management System

The Ohio Law Enforcement Gateway is a state-of-the-art electronic information network that allows Ohio law enforcement agencies to share criminal justice data efficiently and securely. OHLEG provides law enforcement with dozens of investigative tools and training applications to help solve and prevent crime, including data from a wide range of topics. Ohio is a national leader in providing multiple web-based resources to law enforcement statewide.

Use of OHLEG is limited to those employed by criminal justice agencies.

To obtain access to OHLEG, you must do the following:

1. Be sure to watch the required OHLEG Security Training Video located on the left of this screen before applying for access.
2. A current OHLEG user from your agency can log in to OHLEG and click "OHLEG Online Account Application."
3. Complete the Application Request Form for the new user and click the "Submit Application" Button.
4. The Agency Chief/Sheriff/CEO or the designated "Approver" will log into OHLEG and click "OHLEG Online Account Application".
5. The Chief/Sheriff/CEO or the designated "Approver" will click "OHLEG Account Requests Awaiting Agency Approval" from the dropdown under "Agency Administration." They will click "select" next to the application they wish to approve.
6. Assign OHLEG Apps, confirm Required Security Training Completed by the Applicant, and Enter their Title. Click "Approve".

2. Select Session Agency

Action Required - Select Session Agency

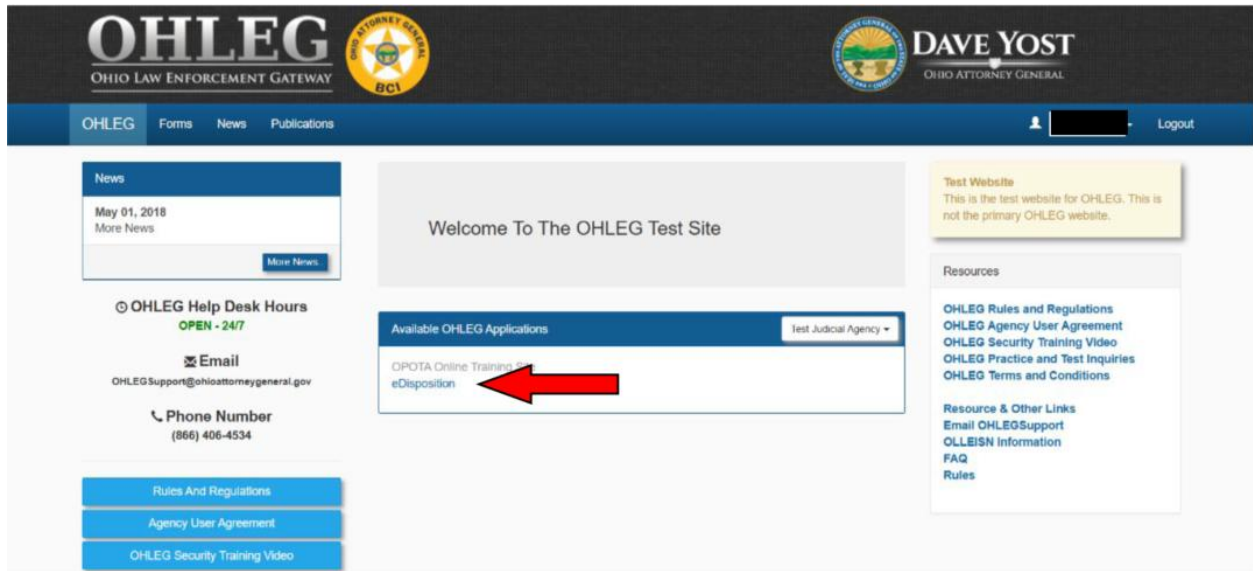
Your account is associated with more than one Agency. In order to continue you must select which agency you would like to complete your login

- OHLEG Support
- Test A Police Department
- OHLEG RMS Root
- AGO - BCI&I - Communications
- AGO - BCI - OHLEG Audits
- AGO - BCI&I
- BCI OHLEG RR
- Fulton County Sheriffs Office

Remember my choice

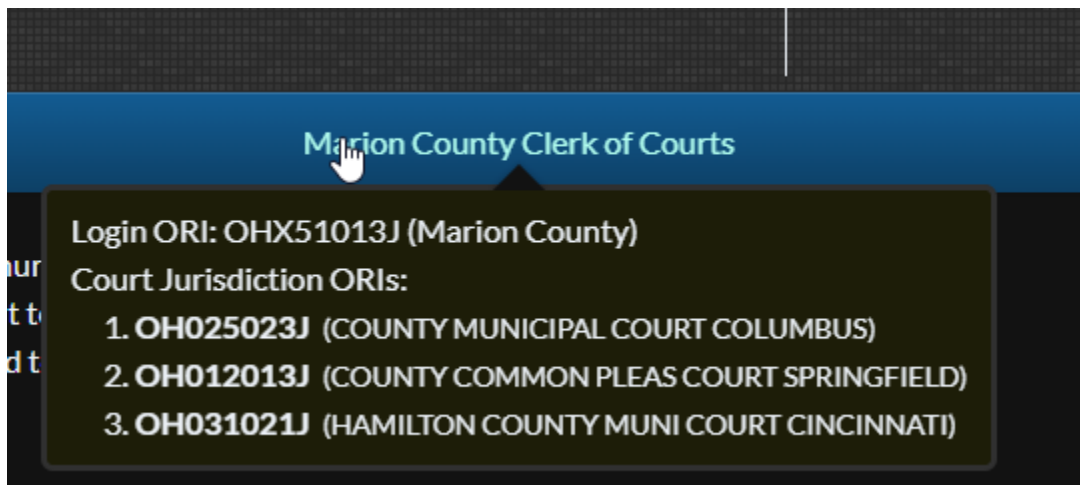
You can change your default agency at anytime from your profile page.

3. Select eDisposition Portal

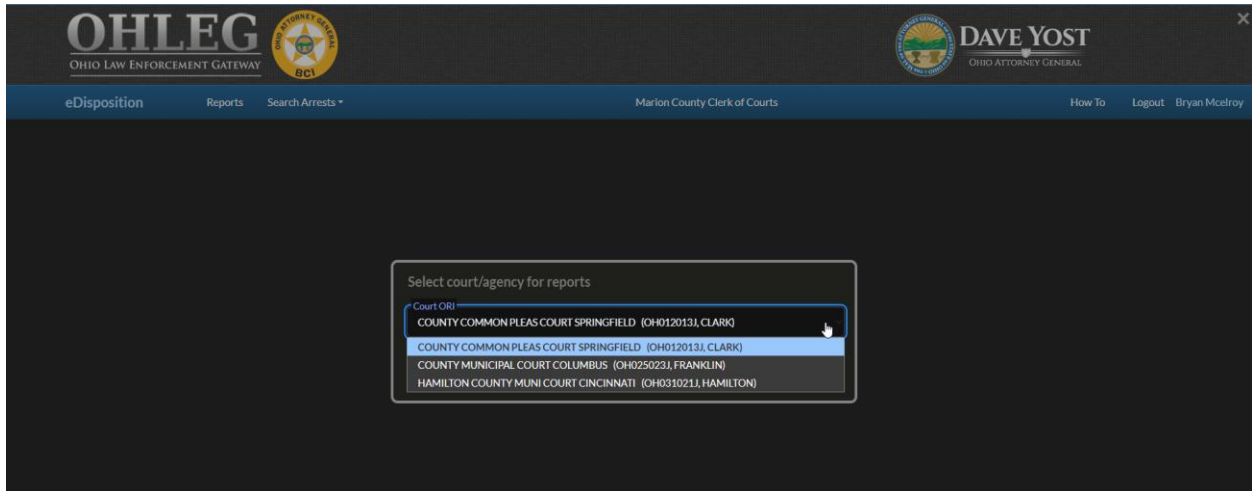


Logging in as a clerk with multiple courts:

This test clerk has three courts assigned:



After authentication, the user will be presented with a dropdown to select one of the courts assigned to them



Whichever court is selected, the related reports will be loaded.

Reports

2 reports will automatically display upon login based on the judicial ORI of the user that signed in

Electronic Disposition Submission Results

This report is based on dispositions submitted electronically via FTP. It shows the number of dispositions accepted, rejected for errors and rejected because the fingerprints/ITN numbers were not on file.

CATEGORY	COUNT LAST 30 DAYS	COUNT LAST 90 DAYS	COUNT LAST 120 DAYS
Dispositions Accepted	1442 (~91.73%)	5225 (~94.23%)	6644 (~94.50%)
Dispositions Rejected	130 (~8.27%)	320 (~5.77%)	387 (~5.50%)
Rejected for the lack of ITN or Fingerprints on file	81	232	277

Aggregate numbers do not include submissions where a disposition for the arrest was already on file at BCI

Aggregate Arrest Report

This report can only be retrieved by county and not by court; there might be arrests without dispositions reflected here that may not pertain to your court.

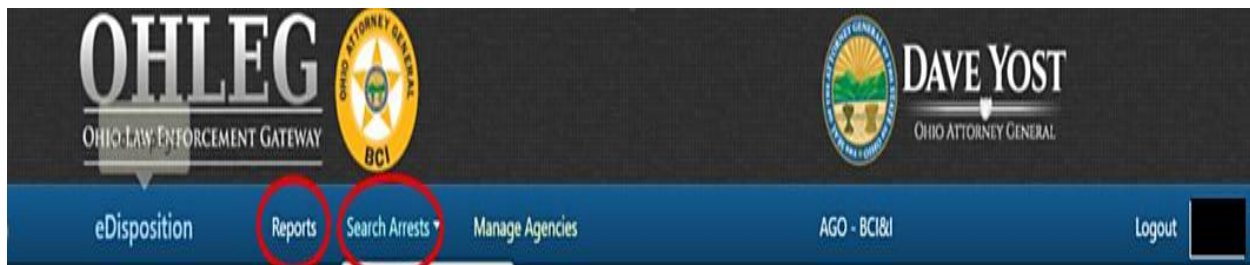
Things to note:

- The portal does not return any arrest records that have been marked by BCI staff as “disposition not expected” (probation violations, contempt of court, failure to appear, registrations, etc.)
- The count includes *arrest records*, not arrest charges. If the arrest contains 10 charges without dispositions, the count will be added as 1, not as 10. If a court is comparing their arrest without disposition report obtained from BCI QA to the portal report, keep this in mind.

CATEGORY	Less Than 12 Months	12 - 24 Months	24 - 60 Months	60 - 120 Months	Greater Than 120 Months	Total
Felony Arrests	12906	13959	36259	57168	191676	311968
Misdemeanor Arrests	19616	20693	56436	106526	284265	487536
Juvenile Arrests	1879	2354	3970	4	4	8211
Other Arrests(unspecified offense level)	922	55	1289	15437	311200	328903

Aggregate arrest records can only be retrieved by county (and not by court). Charges for any adult arrest may have been filed in a county court, municipal court, or common pleas court.

Search Features



Information displayed on the "Electronic Disposition Report" below reflects the total number of records that were successfully added or updated during the reporting period. Records that were rejected will not include records sent to BCI by mail. Details explaining why individual dispositions were rejected can be found in the disposition report emailed to each agency after the reporting period.

Search by person or case

If using the arrest without disposition report you can search by ITN, BCI or FBI number and TRN (case number)

Each field should be in a certain format. The application will prompt you if something is entered in the wrong format.

● Search by ITN, BCI, FBI or TRN



A form with four input fields stacked vertically. Each field has a blue information icon on its right side. The fields are labeled: 'ITN (Incident Tracking Number)', 'BCI (Bureau Crime Investigation)', 'FBI (Federal Bureau of Investigation)', and 'TRN (Case Number)'.

ITN must:

- end with a letter
- not have more than 2 letters
- have 6 leading digits if it ends with 2 letters (nnnnnXX)

Where:

n = 0-9

X = letter

BCI format: Xnnnnnn

Where:

X = A, B, C, D, J or no character

n = 0-9 (nnnnnn are 6 digits)

FBI must be 3-9 characters.

TRN: Allows alpha and numeric characters. Limit of 16.

If searching by person, SSN and DOB have specific formats and a combination of fields is necessary to launch the search. For example, if you type in only a first name or a DOB, an error will pop up prompting you to enter more fields



A form with five input fields stacked vertically. The fields are labeled: 'SSN (Social Security Number)', 'Last Name', 'First Name', 'Middle Name', and 'DOB (Date of Birth)'. There is a small calendar icon to the left of the DOB field.

• SSN must have 9 digits

Last Name, First Name, Middle Name and DOB: If only the last, first, and middle name or DOB are entered the system returns the following error message:

Valid combinations of fields:

- SSN
- SSN and Last Name
- At least one of First Name, Middle Name or Date of Birth together with Last Name
- All fields

Search by date range

You must select the agencies you want to search for first

Search Arrests

• Required fields

Agencies • ▼

Arrow to expand list of agencies

Disposition •

With and Without Disposition

With Disposition

Without Disposition

Date Range •

Agencies • ▲

- Test Judicial Agency** (OHA000000J)
- CLARK CO SO SPRINGFIELD (OH0120000)
- CLEVELAND PD (OHCLP0000)
- COLUMBUS PD (OHCOP0003)
- FRANKLIN CO SO COLUMBUS (OH0250000)

[Select all agencies](#) [Clear](#)

Select what you want to search then type in the date range. If you add a date range greater than five years, the date color will turn red, and a system error will display

Disposition •

With and Without Disposition

With Disposition

Without Disposition

Date Range •

x

04/01/2022

x

04/01/2025

If a date is added greater than five years the date color will turn red and a system error will display.

Note: If running a date search and no results come back:

- Make sure the boxes for the arresting agencies are checked



Search Arrests



• Required fields

Agencies ^

AGO - ITS (OHITS0000)

Disposition •

- With and Without Disposition
- With Disposition
- Without Disposition

Date Range -

Boxes need checked to include in search



Running Reports

This is done from the Arrest Results page after you have completed a date range search.

Only 300 records are displayed. If you have more than 300 you will need to refine the search by limiting the date range

Arrests

Number of records (104,389) found exceeded the threshold (300). Please refine your search criteria.

Only 300 records are displayed 2/17/2026 10:40 AM [Export](#) [Cancel](#)

Reports can be exported to a .csv file and saved to your workstation.

If you hover over the Export option at the top, it tells you how to put all rows on one page so you can export everything at once. At the bottom of the screen, you will find the page numbers and at the far right, a dropdown arrow where you can select the number of rows per page. Change that to "All" so you can export all records in the date range at one time.

The screenshot shows the 'Arrests' report interface. At the top, it displays '14 record(s) found' and the date '2/16/2026 11:17 AM'. There are 'Export' and 'Cancel' buttons. A tooltip for the 'Export' button reads: 'Export selected arrests on this page to a .csv file. Set a number of rows per page at the bottom of the page to All to show all arrests on this page.' The table below has columns: Dispositions, Aliases, First Name, Middle Name, Last Name, and SSN. The 'Export' button is highlighted with a yellow circle. At the bottom, there is a pagination control with page numbers 1, 2, 3, 4, 5 and a dropdown menu currently set to '50'. A red circle highlights the dropdown menu, with a tooltip that says 'Click here and select "All"'. The table contains 14 rows of data, each with a checkbox in the first column.

Export	Dispositions	Aliases	First Name	Middle Name	Last Name	SSN
<input checked="" type="checkbox"/>			MIDDLE	NAME IN SAME FIELD	TESTING	1223:
<input checked="" type="checkbox"/>			TEST		TEST	1223:
<input checked="" type="checkbox"/>			MIDDLE	NAME IN SAME FIELD	TESTING	1223:
<input checked="" type="checkbox"/>			MIDDLE	NAME IN SAME FIELD	TESTING	1223:
<input checked="" type="checkbox"/>			MIDDLE	NAME IN SAME FIELD	TESTING	1223:
<input checked="" type="checkbox"/>			MIDDLE	NAME IN SAME FIELD	TESTING	1223:
<input checked="" type="checkbox"/>			MIDDLE	NAME IN SAME FIELD	TESTING	1223:
<input checked="" type="checkbox"/>			MIDDLE	NAME IN SAME FIELD	TESTING	1223:
<input checked="" type="checkbox"/>			MIDDLE	NAME IN SAME FIELD	TESTING	1223:
<input checked="" type="checkbox"/>			MIDDLE	NAME IN SAME FIELD	TESTING	1223:
<input checked="" type="checkbox"/>			CLINT		EASTWOOD	1234:
<input checked="" type="checkbox"/>			MIDDLE	NAME IN SAME FIELD	TESTING	1223:
<input checked="" type="checkbox"/>			MIDDLE	NAME IN SAME FIELD	TESTING	1223:
<input checked="" type="checkbox"/>			MIDDLE	NAME IN SAME FIELD	TESTING	1223:

Hit the export button and you will be prompted to redact certain data if you wish

Optional Data Redaction

Select any of the following fields to redact data before exporting.

SSN BCI FBI

ContinueCancel

After selecting what you want redacted (if anything) and selecting continue it will prompt you to save the file

The screenshot shows a Windows File Explorer window with a search bar at the top containing '<< IDENT > Conchita'. The left sidebar shows the 'Conchita' folder selected. The main pane displays a table of files:

Name	Date modified
prob_fel	7/11/2018 4:24 PM
prob_mis	7/11/2018 4:01 PM
prob_unk	7/11/2018 4:05 PM

At the bottom, the 'File name' field contains 'arrests-02-16-2026' and the 'Save as type' dropdown is set to 'Microsoft Excel Comma Separated Values File'. 'Save' and 'Cancel' buttons are visible at the bottom right.

They will be saved as an excel spreadsheet

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	First Name	Last Name	Middle Name	Aliases	SSN	Date of Arrest	BCI	FBI	ITN	TRN	Charges	Case Num	Arresting Agency		
2	MIDDLE	TESTING	NAME IN S	N/A	1.22E+08	2/9/2026	A123456	9018000	N/A	N/A	1 N/A	N/A	BUR CRIM IDENT LONDON		
3	MIDDLE	TESTING	NAME IN S	N/A	1.22E+08	2/9/2026	A123456	9018000	N/A	N/A	1 N/A	N/A	BUR CRIM IDENT LONDON		
4	MIDDLE	TESTING	NAME IN S	N/A	1.22E+08	1/1/2026	A123456	9018000	N/A	2025TEST	1 N/A	N/A	BCI TEST AGENCY 1		
5	MIDDLE	TESTING	NAME IN S	N/A	1.22E+08	2/3/2022	A123456	9018000	N/A	N/A	1 N/A	N/A	BUR CRIM IDENT LONDON		
6	CLINT	EASTWOOD	N/A	N/A	1.23E+08	6/25/2024	A123456	9018000	N/A	N/A	1 34567;123	N/A	BUR CRIM IDENT LONDON		
7	MIDDLE	TESTING	NAME IN S	N/A	1.22E+08	8/30/2021	A123456	9018000	N/A	N/A	1 N/A	N/A	BUR CRIM IDENT LONDON		
8	MIDDLE	TESTING	NAME IN S	N/A	1.22E+08	8/18/2021	A123456	9018000	N/A	N/A	1 N/A	N/A	BUR CRIM IDENT LONDON		
9	MIDDLE	TESTING	NAME IN S	N/A	1.22E+08	3/2/2021	A123456	9018000	N/A	N/A	1 N/A	N/A	BUR CRIM IDENT LONDON		
10	MIDDLE	TESTING	NAME IN S	N/A	1.22E+08	10/12/2016	A123456	9018000	1111111D	N/A	1 N/A	N/A	BUR CRIM IDENT LONDON		
11	TEST	TEST	N/A	N/A	1.22E+08	6/18/2016	A123456	9018000	1291234A	N/A	2 888888	N/A	BUR CRIM IDENT LONDON		
12	MIDDLE	TESTING	NAME IN S	N/A	1.22E+08	10/2/2018	A123456	9018000	N/A	N/A	3 N/A	N/A	BUR CRIM IDENT LONDON		
13	MIDDLE	TESTING	NAME IN S	N/A	1.22E+08	9/13/1984	A123456	9018000	1909127A	N/A	3 N/A	N/A	BUR CRIM IDENT LONDON		
14	MIDDLE	TESTING	NAME IN S	N/A	1.22E+08	4/4/2019	A123456	9018000	123459DD	N/A	1 N/A	N/A	BUR CRIM IDENT LONDON		
15	MIDDLE	TESTING	NAME IN S	N/A	1.22E+08	7/31/2019	A123456	9018000	N/A	N/A	1 N/A	N/A	BUR CRIM IDENT LONDON		
16															

Arrest Results

eDisposition
Reports Search Arrests Manage Agencies
AGO - BCI&I
Logout Conchita Matson

Arrests

5 record(s) found 8/13/2025 9:37 AM [Export](#) [Cancel](#)

[scroll to bottom](#) Search 5 record(s)

Export	Dispositions	Aliases	First Name	Middle Name	Last Name	SSN	Date of Arrest	BCI	FBI	ITN	TRN	Charges	Case Number	Arresting Agency
<input type="checkbox"/>		Aliases	POOR	QUALITY	ALIAS	SSNs	10/02/2018	A123456	9018000			Charge		BUR
<input type="checkbox"/>		Aliases	POOR	QUALITY	ALIAS	SSNs	04/04/2019	A123456	9018000	123459DD		Charge		BUR
<input type="checkbox"/>		Aliases	POOR	QUALITY	ALIAS	SSNs	03/02/2021	A123456	9018000			Charge		BUR
<input type="checkbox"/>		Aliases	POOR	QUALITY	ALIAS	SSNs	08/18/2021	A123456	9018000			Charge		BUR
<input type="checkbox"/>		Aliases	POOR	QUALITY	ALIAS	SSNs	08/30/2021	A123456	9018000			Charge		BUR

- Any arrest with disposition information entered by BCI staff cannot be modified or deleted. The reason for this is because the portal works the same as an FTP submission. To modify anything, a TRN is necessary to locate the previously submitted disposition for modification. When BCI staff enter dispositions manually, a TRN is not entered. The eDisp program would not be able to locate a disposition without a TRN and would reject
- Probation violations, parole violations, contempt of court, fail to appear and warrants might not be visible. Arrests that contain any of those charges gets a code that translates to “disposition not expected” automatically applied to that charge. If the code is present, the portal doesn’t

display that arrest. Historical records were not processed the same way, so some of these will be visible in the portal.

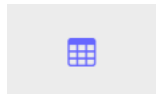
- ODRC/institution entries are not visible in the portal, as these contain disposition information that should not be modified by the court
- Another court's disposition entry will only be displayed as read only. A court can add a disposition to an arrest that has a disposition from another court on file, but cannot modify or delete a disposition entered by another court

Delete is **not allowed** because disposition court ORI OH018071J is not your agency ORI OHA00000J

- If you do not see an arrest you think you should, it could be that your account was not set up in OHLEG to view that ORI. Contact OHLEGSupport@ohioago.gov to inquire. It could also be that the livescan submission was rejected when submitted by the law enforcement agency. You can also contact BCI Quality Assurance.

Adding a disposition

The list of arrest results has symbols beside them. If you hover over them, a message will display telling you what they each mean



There is one disposition on file



There is more than one disposition on file



No disposition

The court can add a disposition to any of these.


Once selection is made the Add Disposition screen will display

Court Date, Final Disposition and Court ORI fields

Add Disposition

Agency: BUR CRIM IDENT LONDON, Arrest ID: 4984625, Date Of Arrest: 09/13/1984,
TCN: XR-7322, Case Numbers:
Arrested Person: MIDDLE TESTING

● Required fields

 Court Date

Final Disposition ●

■ Conviction type final disposition

Court ORI

Anything with a red dot beside it is a required field. *Note:* Court Date is not a required field. If the court date is before the date of arrest this will cause an error. Leave the court date blank and enter the disposition.

The Final Disposition field contains a dropdown of the descriptions of the outcomes of a case; it does not contain the CDN codes.

The court ORI should automatically populate.

TRN Field

TRN field is a required field. When entering more than one disposition, each TRN number must differ. The reason for this is if a court wants to modify or delete something they have previously submitted, they will locate the disposition by the TRN (case number). They must differ for the eDisp program to locate them

Example: Entering 3 dispositions

- Petty Theft 2026CRB001
- Disorderly Conduct 2026CRB001-B
- Criminal Trespass 2026CRB0001-C

TRN ●

ORC, Literal Charge and Offense Level

Selecting an ORC

Scroll through the list

Begin typing the name of the charge (it cannot search by Ohio Revised Code number)

If ORC is selected from the dropdown, it auto populates the Literal Charge field. Statute Subsections are not included in the dropdown and must be typed in.

If you choose to type in the ORC, you will then be required to type in the Literal Charge

If the charge is Attempted, Complicity to or Conspiracy to, the ORC for those should be entered in the ORC field (292302, 292303 or 292301) and the literal should contain one of these along with the underlying offense.

For example: Attempted Assault should be entered as:

The screenshot shows a form with two main sections. The first section is titled "ORC" and contains two radio button options. The first option is "ORCs list" with the subtext "Select ORC from list". The second option is selected and is labeled "292302" with the subtext "Type in ORC". The second section is titled "Literal Charge" and contains a text input field with the text "ATTEMPTED ASSAULT".

The Offense Level is a required field

The screenshot shows a form with three sections. The first section is titled "ORC" and contains two radio button options. The first option is selected and is labeled "ORCs list" with the subtext "Select ORC from list". The second option is labeled "ORC" with the subtext "Type in ORC". The second section is titled "Literal Charge" and contains a text input field. The third section is titled "Offense Level" and contains a text input field.

Confinement time

There are minimum and maximum fields for the Jail/Prison time. If you don't have a confinement time that has a minimum/maximum (5Y-25Y), enter the time under the minimum field only. You can only enter numbers in these fields

Jail/Prison Time

Minimum

Year Month Day

Maximum

LIFE

Year Month Day

1 would be entered in this section

5 would be entered in this section

The image shows a form titled "Jail/Prison Time" with two main sections: "Minimum" and "Maximum". The "Minimum" section contains three input fields labeled "Year", "Month", and "Day". A callout box points to the "Year" field with the text "1 would be entered in this section". The "Maximum" section contains a radio button labeled "LIFE" and three input fields labeled "Year", "Month", and "Day". A callout box points to the "Year" field with the text "5 would be entered in this section".

Suspended time

The same rules apply as prison/jail time. You can only enter numbers in these fields

Suspended Time

Minimum

Year Month Day

Maximum

LIFE

Year Month Day

The image shows a form titled "Suspended Time" with two main sections: "Minimum" and "Maximum". The "Minimum" section contains three input fields labeled "Year", "Month", and "Day". The "Maximum" section contains a radio button labeled "LIFE" and three input fields labeled "Year", "Month", and "Day".

Probation time

The same rules apply as above. You can only enter numbers in these fields.

Probation

Minimum

Year Month Day

Maximum

LIFE

Year Month Day

Fine and Court Provision Fields

The fine field should be entered as a whole number – dollars only without cents. Round it up.

The Court provisions field is for extra information and has a dropdown. If it is a conviction and you haven't entered any information in the confinement, probation or fine fields, it will require you to provide a court provision. It is also where you would indicate if a charge is concurrent or consecutive to another if there is more than one charge.

Fine

For **Fine** greater than 999999 enter the amount in the Comment field.

Court Provision ▼

Comment
PLEA OF GUILTY

Comment Field

The comments field is for any information you haven't covered in the other part of the sentence. For example, license suspensions, anger management, etc. It also may be required if no sentencing information or CPN code was selected on a conviction.

A Comment may be required depending upon the Convict Type, Fine, and Court Provision

Add

[Reset](#)

[Cancel](#)

Comment is required when Disposition is convict type (**DEFERRED**) and **Jail/Suspend/Probation** time and **Fine** and **Court Provision** are not specified.

Update

Once all required information is entered, click update

Court Provision ▼

Comment
PLEA OF GUILTY

Update [Reset](#) [Cancel](#)

Once the update is complete press Update

You should see this message if the disposition was entered successfully

Submitted ×

Updated disposition data is scheduled for processing.

****Note: Any updates you submit will not be visible after you close your browser window and may not be reflected in the portal until the next business day. Please do not attempt to make additional changes to an arrest record for at least 24 hours after updating any information.****

eDisp files are processed in the morning and evening. Your updates won't be reflected in the portal until the next business day when you should receive a report showing the outcome of each submission. The updates will not be reflected on the screen either until the next day.

Modifying a disposition

You can search by a specific ITN or by a TRN (case number) that the court previously submitted to locate what you want to modify.

Select the icon, then select the pen on the Disposition screen

Export	Dispositions	Aliases	First Name	Middle Name	Last Name	SSN	Date of Arrest	BCI	FBI
<input type="checkbox"/>		Aliases	JOHN	Q	TEST	SSNs	09/13/1984	A123456	9018000
<input type="checkbox"/>		Aliases	JOHN	Q	TEST	SSNs	06/18/2016	A123456	9018000
<input type="checkbox"/>		Aliases	JOHN	Q	TEST	SSNs	06/18/2016	A123456	9018000
<input type="checkbox"/>		Aliases	JOHN	Q	TEST	SSNs	10/12/2016	A123456	9018000

[Add Disposition](#) [Cancel](#)

		Court Date	Final Disposition	Court ORI	Literal Charge	Offense Level	ORC
1			DISMISSED		AGGRAVATED BURGLARY 3CTS		2911.11
2			ACQUITTED		AGGRAVATED BURGLARY 5CTS		2911.11
3			CONVICTED LESSER OFFENSE		BURGLARY 2CTS		2911.12
4		12/06/2016	CONVICTED LESSER OFFENSE	OHBCI000J	DISORDERLY CONDUCT		2917.11A1

The update disposition screen will appear

Update Disposition

Agency: COLUMBUS PD, Arrest ID: [REDACTED] TCN: [REDACTED] Case Numbers: C-[REDACTED]
 Arrested Person: [REDACTED]

● Required fields

Court Date

Final Disposition ●

■ Conviction type final disposition

Court ORI









TRN

You can update anything that was submitted electronically under your ORI. You will see a prompt if you aren't able to update the disposition.

Deleting a Disposition

You would follow the same steps as modifying a disposition, the only difference is that you will select the delete icon instead of the pen

[Add Disposition](#) [Cancel](#)

			Court Date ↑↓ ▾	Final Disposition ↑↓ ▾	Court ORI ↑↓ ▾	Literal Charge ↑↓ ▾	Offense Level ↑↓ ▾	ORC ↑↓ ▾
1				DISMISSED		AGGRAVATED BURGLARY 3CTS		2911.11
2				ACQUITTED		AGGRAVATED BURGLARY 5CTS		2911.11
3				CONVICTED LESSER OFFENSE		BURGLARY 2CTS		2911.12
4			12/06/2016	CONVICTED LESSER OFFENSE	OHBCI000J	DISORDERLY CONDUCT		2917.11A1

When you delete something, the following prompt will come up

Delete this disposition?

Connecting Arrests

Select the arrest that you want to connect (if it is not there, no need to worry about it as there will be nothing to connect)

Export	Dispositions	Aliases	First Name	Middle Name	Last Name	SSN	Date of Arrest	BCI	FBI
<input type="checkbox"/>		Aliases	JOHN	Q	TEST	SSNs	09/13/1984	A123456	9018000
<input type="checkbox"/>		Aliases	JOHN	Q	TEST	SSNs	06/18/2016	A123456	9018000

Fill out all required fields (a red dot will be beside them)

Select Connected To from the final disposition dropdown. It will instruct you what to enter in the Comment field

Add Disposition

Agency: BUR CRIM IDENT LONDON, Arrest ID: 6586632, TCN: XR-7328, Case Numbers:
Arrested Person: JOHN TEST

● Required fields

Please enter **DOA** and **ITN** in **Comment** for **CONNECTED TO** Final Disposition.

● Final Disposition

■ Conviction type final disposition

Enter the case number and the charge. The case number should be the same one that applies to the disposition that you are connecting this arrest to.

● ORC

ORCs list

Select ORC from list

ORC

Type in ORC

To enter the charge information, scroll through the ORC list

Begin typing the name of the charge (it cannot search by Ohio Revised Code number)

If ORC is selected from the dropdown, it auto populates the Literal Charge field. Statute Subsections are not included in the dropdown and must be typed in.

If you choose to type in the ORC, you will then be required to type in the Literal Charge

If the charge is Attempted, Complicity to or Conspiracy to, the ORC for those should be entered in the ORC field (292302, 292303 or 292301) and the literal should contain one of these along with the underlying offense.

For example: Attempted Assault should be entered as:

The screenshot shows two input fields. The first is labeled "ORC" and has two options: "ORCs list" (unselected) and "292302" (selected). Below "ORCs list" is the text "Select ORC from list". Below "292302" is the text "Type in ORC". The second field is labeled "Literal Charge" and contains the text "ATTEMPTED ASSAULT". Both fields have a close button (X) on the right side.

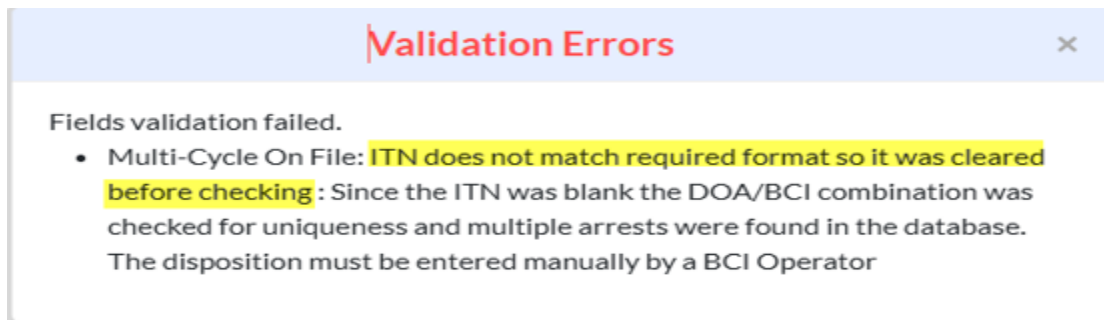
Scroll down to the comment field and type in the date of arrest and the ITN number that you are connecting this arrest to. It should be the arrest for which a disposition was already submitted. The example below is for an arrest that has more than one charge. Enter the first charge, then indicate in the comments field that the connection applies to all charges. If you are only connecting one charge out of several, you would enter the connection for only that charge.

The screenshot shows a "Court Provision" dropdown menu. Below it is a yellow warning box that says "Please enter DOA and ITN in Comment for CONNECTED TO Final Disposition." Below the warning is a "Comment" field with the text "012526 123456B APPLIES TO ALL CHARGES". At the bottom are three buttons: "Add", "Reset", and "Cancel".

Validation Errors

Multi-cycle on File error

This error will display when a court is trying to enter a disposition on an arrest that has a duplicate ITN number on file or the same date of arrest. The reason this happens is because the portal functions on eDisp specifications. When a disposition is electronically submitted for an arrest which has an ITN number in CCH twice or a date of arrest that is the same, the program does not know which arrest to attach it to. These are sent to a queue at BCI where staff review the information. If a match is found, the transaction is forwarded to CCH. This error can also occur if the arrest has an invalid ITN. If a portal user sees this validation error, contact BCI for further information.



If the court can tell that the ITN number has been duplicated, reach out to BCI to have one of the ITN numbers deleted. If the arrest is a true duplicate (the charges and everything else are exactly the same), BCI staff can delete it from the criminal history.

A Disposition without TRN exists for arrest cycle

BCI staff have manually entered the disposition. Courts cannot add, modify or delete the disposition. The reason for this is because the portal works the same as an FTP submission. To modify anything, a TRN is necessary. When BCI staff enter dispositions manually, we do not enter a TRN, we use a different field to enter the case number. If you were to try to modify something we entered manually, the program wouldn't have a TRN to find the disposition, and it would reject. Contact BCI staff at Electronic_Dispositions@OhioAGO.gov

How to submit dispositions that don't have a CDN code

- **Note:** anything listed below that **has a case number** can be submitted electronically
- No indictment found – submit manually as “no indictment found”
- Prosecutor declined to file charges – submit manually as “prosecutor declined to file charges”
- Withdrawn by prosecutor – submit manually “withdrawn by prosecutor”
- Off docket or taken off docket – use CDN code 305 (dismissal) with “off docket” or “taken off docket” in CPL
- Nollied, Nolle Prosequi – use CDN code 350
- Ignored – use CDN code 305 (dismissal) with “ignored” in CPL *These can only be reported if the case was heard at the court and has a case number*
- Withdrawn – use CDN code 305 (dismissal) *These can only be reported if the case was heard at the court and has a case number*

Correction Requests – When and What should not be transmitted electronically?

These apply when the court is unable to send them electronically via FTP or the portal

1. To correct information submitted incorrectly
2. Relief from disability – these must contain the person’s demographics and the case number(s) the person has been granted relief of disability for along with the journal entry signed by the judge. A copy or a fax is acceptable, it does not have to be an original document. Please check that a disposition has been submitted for the arrest. If not, please provide the disposition along with the order granting relief from disability. A cover letter provided by BCI can be located here <https://www.ohioattorneygeneral.gov/Files/Forms/Forms-for-BCI-Criminal-Records-and-Background-Chec/Forms-for-Court/Relief-from-disability-form.aspx>
3. Vacate orders/Sentence modifications or corrections –These can be submitted on court letterhead, on a journal entry or a correction form provided by BCI <https://www.ohioattorneygeneral.gov/Files/Forms/Forms-for-BCI-Criminal-Records-and-Background-Chec/Forms-for-Court/BCI-CORRECTION-FORM-COURT-DISPOS> and must contain the person’s demographics; the initial sentencing information and the case number.
4. Cases in which charges were not filed in court. The arresting agency can also submit a request asking BCI to remove the arrest from CCH since an expungement will not be available from the court since there wasn't a case.
5. Arrests in which the arresting agency released the person without charging them. The court can submit the information if available to them, or the submitting agency can request that BCI remove the arrest from CCH.
6. To report the outcome of an intervention in lieu of conviction (after reporting the intervention previously)

Sealing Orders

These are processed by BCI in the order in which they are received.

It is advisable for the court to review the person's criminal history before sending the sealing order to BCI to ascertain whether the arrest is on file and to identify arrests that might be linked to the arrest requested to be sealed (institution entries, subsequent arrests of the same incident, etc.).

How to submit

- By mailing to BCI P.O. Box 365 London, OH 43140
- By emailing them to Expungement.submissions@ohioago.gov **Preferred method**

NOTE: If emailing the order, please do not submit it by mail also and vice versa. Please choose only one method of submitting the orders.

Necessary information

- Name and demographics of the person
- ITN number(s)
- Date(s) of arrest
- Sentencing information – must include Ohio Revised Code with subsections if applicable, Literal translation of the Ohio Revised Code, and level of offense
- Sealing order with correct Ohio Revised Code that refers to the type of sealing signed by the judge
- Fill out the sealing and expungement form provided by BCI and send it with the sealing order signed by the judge. Below is a link of the BCI provided expungement order form. The order form contains all the information necessary for BCI to identify the correct arrest to seal.

<https://www.ohioattorneygeneral.gov/Files/Forms/Forms-for-BCI-Criminal-Records-and-Background-Chec/Forms-for-Court/Sealings-and-Expungements-Request.aspx>

Note: If a case has been dismissed in municipal court and subsequently bound over to the common pleas court level, please refrain from submitting an expungement order for that arrest. It may result in the arrest being removed from the criminal history while a disposition is still pending from the common pleas court, which could ultimately lead to a conviction, which would then not be recorded on the criminal history.