

CIRCUIT CRIMINAL

OFFENDER BASED TRANSACTION SYSTEM

The following is a description of how the criminal Summary Reporting System (SRS) reports are calculated from the Offender Based Transaction System (OBTS) data. It is imperative that the data is entered correctly into the data fields; otherwise, your statistical reports will not reflect accurate judicial workload. Each data element listed also includes the page number where it can be located in the **OBTS Data Element Dictionary**.

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Prosecutor Phase

Defendants Accused and Counts Filed

The following data elements are used to extract SRS filing data:

- < Prosecutor Filing Date (page 81)
- < Florida Statute Violation Number (page 70)
- < Level of Charge (page 66)
- < Degree of Charge (page 67)
- < General Offense Character (page 68)

Defendants and Counts Disposed

The following data elements are used to extract SRS disposition data:

- < Prosecutor Final Decision Date (page 82)
- < Final Action by Prosecutor/Grand Jury (page 83)
- < Level of charge (page 66)
- < Degree of Charge (page 67)
- < General Offense Character (page 68)
- < Florida Statute Violation Number (page 70)

Court Phase

Defendants and Counts Disposed

The following data elements are used to extract SRS disposition data:

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- < Court Decision Date (page 103)
- < Court Action Taken (page 104)
- < Type of Trial (page 108)
- < Defendant's Final Plea (page 109)
- < Level of Charge (page 88)
- < Degree of Charge (page 89)
- < General Offense Character (page 90)
- < Florida Statute Violation Number (page 92)

Post Sentence Phase

Reopened Cases

The following data elements are used to extract the number of reopened cases:

- < Date Charge Reopened (page 138)
- < Reason Charge Reopened (page 139) (code O)

Special Proceedings - Initial Phase

Bond Hearings

The following data element is used to extract the number of bond hearings:

- < Date of Bond Hearing (page 62)

Adversary Preliminary Hearings

The following data element is used to extract the number of adversary preliminary hearings:

- < Date of Adversary Preliminary Hearing (page 63)

Prosecutor Phase

No Files

The following data elements are used to extract the number of no files:

- < Prosecutor Final Decision Date (page 82)

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< Final Action by Prosecutor/Grand Jury (page 83) (code L)

Note: A case will not count as a no file unless all charges reflect code "L" in the prosecutor final action field.

Post Sentence Phase

Violations of Probation

The following data elements are used to extract the number of the number of violations of probation:

< Date Charge Reopened (page 138)
< Reason Charge Reopened (page 139) (code V)

Post Conviction Relief Motions

The following data element is used to extract the number of post conviction relief motions:

< Date Charge Reopened (page 138)
< Reason Charge Reopened (page 139) (code P)

Appeals Filed From County Court

The following data elements are used to extract the number of appeals filed from county court:

< Date of Notice of Appeal (page 141)

Note: The number of appeals filed are derived from county court OBTS records.

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The SRS software will only report one filing or disposition if an individual has more than one case filed or disposed on the same day. For filings, the SRS software uses the name at arrest, date of birth, and arrest date or prosecutor filing date to make this determination. For dispositions, the SRS software uses the name at final disposition, date of birth, and prosecutor final decision date or court decision date to make this determination.

It should be noted that for circuit and county criminal cases that have been initiated by a summons or notice to appear rather than an arrest, the date the summons or notice to appear is served must be entered for the date of arrest when a case is opened or updated. This date is used to count filings in county court. If an arrest is subsequently made, the date of arrest should be entered.

If a case is initiated by a sworn complaint, then the date the sworn complaint is filed is used for the date of arrest. However, if a capias or summons is subsequently served, the service date should be entered for the date of arrest.

Basic, Initial and Prosecutor Phases

Defendants Accused

The following data elements are used to extract the SRS filing data:

- < Date of Arrest (page 40)
- < Florida Statute Violation Number (page 51)
- < Name at Arrest (page 10)
- < Date of Birth (page 14)
- < Prosecutor Filing Date (in the case of a direct file) (page 81)

Prosecutor Phase

Defendants Disposed

The following data elements are used to extract the SRS disposition data:

- < Name at Final Disposition (page 11)
- < Date of Birth (page 14)
- < Prosecutor Final Decision Date (page 82)
- < Final Action by Prosecutor/Grand Jury (page 83)
- < Florida Statute Violation Number (page 70)

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Court Phase

Defendants Disposed

The following data elements are used to extract SRS disposition data:

- < Name at Final Disposition (page 11)
- < Date of Birth (page 14)
- < Court Decision Date (page 103)
- < Court Action Taken (page 104)
- < Type of Trial (page 108)
- < Defendant's Final Plea (page 109)
- < Florida Statute Violation Number (page 92)

Post Sentence Phase

Reopened Cases

The following data elements are used to extract the number of reopened cases:

- < Date Charge Reopened (page 138)
- < Reason Charge Reopened (page 139) (code O)

Special Proceedings - Initial Phase

Bond Hearings

The following data element is used to extract the number of bond hearings:

- < Date of Bond Hearing (page 62)

Adversary Preliminary Hearings

The following data element is used to extract the number of adversary preliminary hearings:

- < Date of Adversary Preliminary Hearing (page 63)

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Post Sentence Phase

Violations of Probation

The following data elements are used to extract the number of the number of violations of probation:

- < Date Charge Reopened (page 138)
- < Reason Charge Reopened (page 139) (code V)

Post Conviction Relief Motions

The following data elements are used to extract the number of post conviction relief motions:

- < Date Charge Reopened (page 138)
- < Reason Charge Reopened (page 139) (code P)

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The following chart depicts the OBTS data elements needed to calculate SRS filings, dispositions and special proceedings for circuit and county criminal. The chart also includes the data elements used to compile the Circuit Criminal Pending Caseload data. Each data element can be located in the OBTS data element dictionary on the page number indicated on the chart.

<u>Page</u>	<u>Elements needed for filings</u>	<u>Circuit</u>	<u>County</u>	<u>Pending</u>
4	Court Docket Number	x	x	x
5	Sequence Number	x	x	x
7	Court Designator	x	x	x
8	Disposition Contributor	x	x	x
10	Name at Arrest		x	
14	Date of Birth		x	
40	Date of Arrest		x	x
51	Statute Number (I)		x	
66	Level of Charge (P)	x		
67	Degree of Charge(P)	x		
68	General Offense Character (P)	x		x
70	Statute Number (P)	x	x	x
81	Prosecutor Filing Date	x	x	x
<u>Elements needed for disposition</u>				
11	Name at Disposition		x	
82	Prosecutor Final Decision Date	x	x	x
83	Prosecutor Final Action	x	x	x
88	Level of Charge (C)	x		
89	Degree of Charge (C)	x		
90	General Offense Character (C)	x		
92	Statute Number (C)	x	x	
103	Court Decision Date	x	x	x
104	Court Action	x	x	x
108	Type of Trial	x	x	
109	Defendants Final Plea	x	x	
<u>Elements needed for special proceedings</u>				
62	Date of Bond Hearing	x	x	
63	Date of Adversary Hearing	x	x	
138	Date Charge Reopened	x	x	x
139	Reason Charge Reopened	x	x	x
141	Date of Notice of Appeal	x		

OBTS ELEMENTS USED FOR SRS AND PENDING CASELOAD REPORTS

Elements needed for pending only

42	Date Capias Issued	X
43	Date of Rearrest	X
140	Date Reopened Charge Closed	X

OBTS ELEMENTS USED FOR SRS AND PENDING CASELOAD REPORTS

If the same type of special proceeding occurs within the same reporting period, each additional occurrence must create another 750 character record using the following criteria:

- U** The basic phase must contain the same information as the master record except that the OBTS number must be all 8's, and the sequence number for the second record will be 900, the third record, 901, etc.
- U** The initial status must contain a "P" in the status field. The rest of the information should be the same as the initial phase of the master record with the exception of the bond hearing date or adversary preliminary hearing date. If either a bond hearing or adversary preliminary hearing is being reported then the date field should reflect the most recent date for the event.
- U** The prosecutor status must contain an "N." The rest of the fields in the prosecutor phase should be blank or contain the allowable default values.
- U** The court phase must contain the same information as the master record.
- U** The sentence phase can contain the same information as the master record or the allowable default values.
- U** The post sentence phase must contain the reopened date and reopened reason for the new event.

DEFENDANTS ON PRETRIAL DIVERSION

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Before an Information is Filed

These procedures should be followed when a defendant is placed on pretrial diversion prior to the filing of an information or indictment:

- C The prosecutor phase should be completed.
- C The **final action by the prosecutor** (page 83) should reflect code P (pretrial diversion).
- C The **prosecutor filing date field** (page 81) should contain all 8's for not applicable.

Successful Completion of Pretrial Diversion Program

These procedures should be followed if a defendant successfully completes a pretrial diversion and the state attorney subsequently drops the charge(s):

- C The **prosecutor final decision date** (page 82) should be changed to reflect the date the paperwork is filed which dismisses the case.
- C The **final action by the prosecutor** (page 83) should be changed to reflect code L (dropped or abandoned).

Failure to Complete Pretrial Diversion

These procedures should be followed if the defendant fails to complete pretrial diversion and an information is subsequently filed:

- C The **prosecutor filing date** (page 81) should be changed to reflect the date the information is filed.
- C The **prosecutor final decision date** (page 82) should be changed to reflect the date the information is filed.
- C The **final action by the prosecutor** (page 83) should be changed to reflect code N (filed).

DEFENDANTS ON PRETRIAL DIVERSION

Note: These records will not be reported as filings or dispositions on the SRS report unless an information is filed.

After an Information is Filed

These procedures should be followed when a defendant is placed on pretrial diversion after an information is filed:

- C The prosecutor phase of the record should be completed.
- C The **prosecutor filing date** (page 81) should reflect the date the information is filed.
- C The **prosecutor final decision date** (page 82) should reflect the date the information is filed.
- C The **prosecutor final action** (page 83) should reflect N (filed).
- C The court phase of the record should be completed.
- C The **court action taken** (page 104) should reflect H (pretrial diversion).

Successful Completion of Pretrial Diversion

These procedures should be followed when the defendant successfully completes a pretrial diversion and the state attorney subsequently drops the charge(s):

- C The **prosecutor final decision date** (page 82) should be changed to reflect the date the paperwork is filed which dismisses the case.
- C The **final action by the prosecutor** (page 83) should be changed to reflect code O (nolle prossed).

Note: The disposition codes in the court phase take precedence over the disposition codes in the prosecutor phase; therefore, these cases will continue to be counted in the other disposition category even after the nolle prosequi is entered.

DEFENDANTS ON PRETRIAL DIVERSION

Failure to Complete Pretrial Diversion

These procedures should be followed when a defendant fails to complete a pretrial diversion:

- C The **date charge reopened** (page 138) should reflect the date the paper work is filed which reopens the case.
- C The **reason charge reopened** (page 139) should reflect code O (other).

Note: These cases are returned to the Pending Caseload report using the reopened date to calculate the time the case is pending.

Sentencing After Failure to Complete Pretrial Diversion

These procedures should be followed when a defendant is sentenced after failing to complete pretrial diversion:

- C The court phase of the record should reflect the new **court decision date** (page 103).
- C The **court action taken** (page 104) information should be entered.
- C The **type of trial** (page 108) information should be entered.
- C The **defendant's final plea** (page 109) should be entered.

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The court phase of the record is used when a defendant is placed on pretrial diversion prior to or after an information is filed. These procedures should be followed:

- C The **court decision date** (page 103) should reflect the date the pretrial diversion order is filed.
- C The **court action taken** (page 104) should reflect code H (pretrial diversion).

DEFENDANTS ON PRETRIAL DIVERSION

Successful Completion of Pretrial Diversion

These procedures should be followed when the defendant successfully completes pretrial diversion and the state attorney subsequently drops the charge(s):

- C The **prosecutor final decision date** (page 82) should be changed to reflect the date the paperwork is filed which dismisses the case.
- C The **final action by the prosecutor** (page 83) should be changed to reflect code O (nolle prossed) or L (dropped/abandoned) depending upon the type of dismissal filed.

Note: The disposition codes in the court phase take precedence over the disposition codes in the prosecutor phase; therefore, these cases will continue to be counted in the other disposition category, even after the nolle prosequi is entered.

Failure to Complete Pretrial Diversion

If the defendant fails to complete pretrial diversion, the court phase should be deleted until the defendant is sentenced. The court phase should be reentered when the defendant is sentenced.

DEFENDANTS ON PRETRIAL DIVERSION

A separate record will be needed for all original arrest charges that are still pending at the time of the rearrest.

If failure to appear, violation of probation and other similar actions are officially charged, a new case should be opened or a new charge should be added to an existing case. A rearrest record does not have to be reported.

Rearrest Data Elements

The following chart identifies the data elements that must be reported on a rearrest, the locator page in the OBTS Data Element Dictionary, and derivation of the information that is entered for each data element:

<u>Page</u>	<u>Data Element</u>	<u>Data Derived From</u>
1	Message Type	Use code "N"
2	OBTS Number	From rearrest documents
4	Court Docket Number	From original case information
5	Sequence Number	From original case information
6	Number of Counts	Always "001"
7	Court Designator	From original case information
8	Disposition Contributor	From original case information
10	Name at Arrest	From rearrest documents
11	Name at Final Dispo.	From rearrest documents
12	Sex	From original case information
13	Race	From original case information
14	Birth Date	From rearrest documents
15	Place of Birth	From original case information
19	Citizenship	From original case information
20	Social Security Number	From original case information
21	Local Case Number	From rearrest documents if available
22	State ID Number	From original case information
23	DOC Number	From original case information
24	FBI Number	From original case information
25	Arresting Agency ORI#	From rearrest documents
40	Date of Arrest	From rearrest documents
41	Date of Offense	Always NA value of all 8's
42	Date Capias Issued	From original case information
43	Date of Rearrest	From rearrest documents - (write to #43 in original case)
44	Charge Status	Always "C"
46	OBTS# Relating to Rearrest	From original case element #3
47	Level of Charge	From original case information

REARRESTS

56	Charge Code	(see below)
61	Charge Description	Description of original charge from original case information

Rearrest Reasons

Select one of the following reasons for rearrest and insert in the charge code field (page 56):

- C Failure to Appear No Bond - 5015
- C Failure to Appear on Bond - 5001
- C Violation of Probation/Community Control - 5012
- C Violation of Parole - 5011
- C Contempt of Court - 5005