

Arizona Department of Public Safety Arizona Criminal Justice Commission Procedure for Adds/Updates to Codes Non-A.R.S. Local Ordinance Codes

Effective 12/01/99, arrest and disposition processing in the state of Arizona requires the use of Arizona Revised Statute (A.R.S.) codes to identify the offense committed. These codes will be used instead of the previous 4-character ACCH/NCIC offense codes.

To allow agencies to use local statutes or ordinances, these non-A.R.S. codes must be submitted to the Arizona Department of Public Safety. Separate code tables must be created for “misdemeanor” criminal codes, civil codes, and tribal codes.

1) Table Reference Information

Web Page – City & County Criminal Codes

- Users may click to display the City & County Codes. To access the codes the user should click on the associated icon. The following displays are available:
 - “City & County Codes” – PDF Format
 - “Changes City & County Codes – Excel Format”
 - The Excel spreadsheet contains any additions/changes made to the “City & County Codes.”
- All files can be downloaded to the user’s desktop for future reference.
- Table in PDF format; users may click to download the current City-County code table in TEXT format to their desktop (format is text, fixed, non-delimited)
- Users may click “Submissions for Code Adds & Updates - File Layout & Documentation” to display a Microsoft word document showing the file layout for codes to be added or updated, as well as other details about the data, which may be viewed and/or saved to the user's desktop.
- Users may click “Current City & County Codes - File Layout & Documentation” to display a Microsoft word document showing the current code file layout and other details about the data, which may be viewed and/or saved to the user's desktop.
- Update Dates
 - All dates reflect the date the new information has been posted to the website. Note: These dates may not reflect the dates when codes become active (the starting date).
- Downloads
 - All codes can be downloaded for review or input into local electronic systems. Click download and save the file to the appropriate folder for use locally.
 - The file format and layouts are listed as follows:

2) File Download Format

Tables are to be submitted via electronic mail using the following specifications:

File Names: xxxCRI.TXT For "misdemeanor" criminal codes
xxxCIV.TXT For civil codes
"xxx" is your agency's 3-character AZAFIS identifier

Format: Use all "caps" (capital letters).

Use "Courier New" or "Courier" font.

Do not use a header/title or footer/page number/date, etc.

If sent via e-mail, send civil/county ordinance codes as an "attachment," not as part of the e-mail correspondence.

Save the attachment of city/county ordinance code changes as a ".txt" document.

ASCII text not delimited. This means each record is a fixed length and each field is the same length. If your data does not completely fill a field, then the field must be "padded out" with spaces (not tabs or columns).

See the examples below:

POSITION	LENGTH	FIELD
1	1	Statute/Ordinance X = Criminal, C = Civil, T = Tribal
2 - 4	3	Agency Identifier AZAFIS 3-character code
5-15	11	Statute/Ordinance Code *** CANNOT CONTAIN ANY COMMAS
16-45	30	Description of Statute/Ordinance *** CANNOT CONTAIN ANY COMMAS
46	1	Classification (must be "M" or "C" or "T") For criminal codes must be: M = Misdemeanor For civil codes must be: C = Civil For tribal codes must be: T = Tribal
47-54	8	Starting date (e.g., 20050314 = March 14, 2005). If a code is no longer active or in use, include the starting date of the code and the ending date when the code is no longer active.

Ending date (e.g., 20050325 = March 25, 2005), if needed. If no longer an active code, must include the date when the code was no longer active. A previously-used code cannot have an ending date that overlaps, or is the same date, as the starting date of the new code.

The pre-existing code will include the starting date and ending date and the new code will include the starting date.

The ending date is needed if a code number is being re-used for a different offense.

3) Example File Format

Each 15-character code has a unique value, but you can set up as a general code and more specific ones.

E.g.: XDPS12345-A.01 and PHX28-145

EXAMPLES:

POSITION

```
0          11111111112222222222333333333344444444445555555555666
12345678901234567890123456789012345678901234567890123456789012
```

```
12345678901234512345678901234567890123456789011234567812345678
```

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-----
XDPS12345-A.01 LOITERING IN PARK          M
XPHX28-145      FAILURE TO REGISTER DOG    M2003122520050321
XPHX28-145      FAILURE TO REGISTER CAT    M20050322
```

Note: In the above examples, spaces are used to ensure that each field starts and ends in the same position in each record.

There is one space after XDPS12345-A.01 since this code is only 14 characters long; there are 13 spaces after the description "LOITERING IN THE PARK" since this description is only 17 characters long. There are 5 spaces trailing XPHX28-145 since the code is only 10 characters long.

If you have questions, please call Dorothy Panches at the Arizona DPS AZAFIS Operations, Criminal Justice Service Bureau:

email: DPanches@azdps.gov, phone (602) 223-2523.

4) Schedule of Due-Dates - Non-A.R.S. local ordinance code table updates

1st Thu of the month = User agency deadline for final-form table updates to AZAFIS coordinator.

2nd Thu of the month = IT Deadline for processed table updates to ACJC for review.

3rd Thu of month = ACJC deadline for posting table updates to web page.

4th Thu of month, between 12:00 noon and 1:00 p.m. = AZAFIS deadline for posting updates to production AZAFIS Livescans/RMSs.