**M**issouri **S**tate **H**ighway **P**atrol



DWI Tracking System

2017 DWITS

Functional Specification

Auto-Entry Data Provisioning Instructions for 2017 DWI Tracking System

Version 1.0

January 24, 2017

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# 1.0 Overview of Requirement

The Missouri State Highway Patrol (MSHP), the Missouri Department of Transportation (MoDOT), local and county police, as well as other local, county and state agencies are desirous of finding ways to reduce the effort/time required to enter DWI arrest information in their Statewide DWI Tracking System (DWITS).

One way to do this is to provide a process for agencies to electronically submit their arrest data. This will allow MSHP to automatically validate and load arrest information, and improve data accuracy, completeness, and timeliness.

Currently the DWI arrest entry for a significant number of law enforcement agencies is a manual process requiring users to first register for access to DWITS and then manually key arrest data into the application. Since every data field must be manually entered, the probability for data entry error is increased. The user also enters DWI arrest data in a somewhat random “non-citation report form flow format”, i.e., data is not entered as it appears on the citation. This forces the user to “screen hop” around fields to enter the data in the system. The electronic auto entry system will eliminate most of this error prone entry procedure.

This document presents what an agency or vendor must provide to successfully submit electronic arrest data to the MSHP. The documented processes center on the production of a file to be sent to MSHP and includes edits that should be performed in order to validate the data.

This will allow an agency or vendor to build an application with the appropriate validation rules to ensure electronic arrest data is accepted into the DWITS database.

In summary, this automated approach should be followed as it provides the following benefits:

* Streamlining DWI arrest data submissions.
* Improved accuracy and completeness of data.
* Improved data entry clerk throughput.
* Increased timeliness of data entry and reduction of backlog.

# 2.0 Processing Flowchart

The schematic below illustrates what the MSHP views as the ideal working relationship between themselves and agencies supplying arrest data.

* Agency will develop an application using the supplied information to migrate data from a DWI arrest to an automated system, such as a local record management system.
* Agency will extract arrest data and electronically submit this data to the MSHP as an input file.
* The MSHP will accept the input file and validate the data. If the data passes the edit validations, it will be loaded into the DWITS database.
* Data errors will be identified and an error report will be sent back to the agency so erroneous arrest records can be corrected and resubmitted.

###### **Figure 1 Agency / Vendor & Highway Patrol Flow**

bs00135_

Arrest

Data

DWITS

Repository

Error

File

bd05011_

Arrest Data

File

Arrest Data Extract

FTP

Server

Validation Edits

Agency / Vendor Application

1. Process Arrest

File

2. Load Data

**Missouri State Highway Patrol**

**Vendor**/**Agency**

# 3.0 File Layout

## 3.1 Arrest Data File

The arrest data file may only contain records pertaining to DWI Arrests. The record is of fixed length.

**Length: 600 fixed bytes.**

Only one DWI arrest record can exist for each Citation Number.

|  |  |  |  |
| --- | --- | --- | --- |
| **Field Name:** | **Position:** | **Length:** | **Validations** |
| Record Source Indicator | 1-1 | 1 | This should indicate where the data is coming from. R (REJIS), I (ITI), etc. |
| Filler | 2-3 | 2 |  |
| Transmission Date | 4-13 | 10 | Required. Format YYYY-MM-DD |
| Tracking Number | 14-23 | 10 |  |
| Sequence Number | 24-26 | 3 | Optional. If used, left justify with no leading zeroes. |
| UC Number | 27-39 | 13 | Uniform Citation number (UC #) is a required field and cannot be left blank unless the generated UC indicator equals “Y”. In that case, the system will generate a UC # for the record.  UC#s must be a 9-digit numeric value that has not yet been entered into DWITS.  If length is less than 9, left-pad UC number with zeroes. |
| Arresting ORI | 40-48 | 9 | Required and must be a valid ORI. |
| Originating Case Agency NO (OCA) | 49-63 | 15 | Not required. This is the original LEA Report Number. |
| Offense Cycle Number (OCN) | 64-93 | 30 | Not required. |
| Offense Date | 94-103 | 10 | Required. Must be a valid date and less than or equal to the current date. Offense Date must be greater than the Date of Birth. Format MM/DD/YYYY  (System will remove slashes in date when saved to the database.) |
| Offense Time | 104-107 | 4 | Required. This is military time with valid values from 0001-2400 inclusive. The last 2 digits can only be 00-59. |
| Filler | 108-110 | 3 |  |
| Offense County | 111-113 | 3 | Required. This is the 3-digit numeric county code where the offense occurred. |
| Highway Street Code | 114-116 | 3 | Required if Highway Class Code is equal A-G. Indicates the Highway/Roadway where the offense occurred. |
| Highway Class Code | 117-117 | 1 | Not required. Valid values are A-I. A=Interstate, B=US Highway, C=State Numbered, D=State Lettered, E=Alt Route, F=Bypass Route, G=Business Route, H=Outer Rd, I=County Rd |
| Filler | 118-126 | 9 |  |
| OLN | 127-146 | 20 | Operator License Number of the violator. If the OLN is blank and there is an Offender SSN, the SSN will be copied to the OLN. If the OLN and the Offender SSN are both blank, then State must be set to "MO" and the Generate License Number to “Y” so it will generate an OLN. |
| OLN State | 147-148 | 2 | Required. Must be a valid State Code. |
| Filler | 149-151 | 3 |  |
| Last Name | 152-181 | 30 | Required. Violator's Last Name. |
| First Name | 182-211 | 30 | Required. Violator's First Name. |
| Middle Name | 212-241 | 30 | Optional. Violator's Middle Name. |
| Suffix | 242-242 | 1 | Optional. Violator's name Suffix. Valid values are 1-9, J, and S. |
| Filler | 243-245 | 3 |  |
| House Number | 246-252 | 7 | Optional. Violator's House Number. |
| Street | 253-302 | 50 | Required. Violators Street Name or PO Box. |
| City | 303-332 | 30 | Required. Violator's City. |
| State | 333-334 | 2 | Required. Violator's State. |
| Filler | 335-337 | 3 |  |
| Zip | 338-346 | 9 | Zip Code is an optional field and can be left blank, but must be entered as either a 5 or 9 digit numeric codes if used. |
| Sex | 347-347 | 1 | Required. Sex must be F for Female or M for Male. |
| Filler | 348-349 | 2 |  |
| Race | 350-350 | 1 | Race is an optional field, but must be entered as a 1-character valid race code if used. "I"=American Indian/Alaskan Native, "A"=Asian/Pacific Islander, "B"=Black, "H"=Hispanic, "U"=Unknown, "W"=White. |
| Filler | 351-353 | 3 |  |
| DOB | 354-363 | 10 | Required. Format is MM/DD/YYYY. Must be less than the Offense Date. |
| HGT | 364-366 | 3 | Height is an optional field and can be left blank, but must be entered as a 3-digit value for feet and inches if used, i.e. 5 feet 6 inches, must be entered as 506. |
| WGT | 367-369 | 3 | Weight is an optional field and can be left blank, but must be entered as a 2 or 3-digit value for pounds if used. Cannot be zero or a single digit. Cannot be less than 10 or more than 999. |
| Statute ID | 370-370 | 1 | Required. This is the Revised Statutes of Missouri Ordinance/City or County Ordinance Indicator. Valid values are "L"=Local, "I"=Infraction, "M"=Misdemeanor, "F"=Felony. |
| Filler | 371-376 | 6 |  |
| Statute Number | 377-387 | 11 | Not required. This field is now the Statute part of the Charge Code. |
| Charge Code | 388-395 | 8 | This field is no longer used as the Charge Code format changed effective January 1, 2016. |
| Fatal Indicator | 396-396 | 1 | Required. **Y** for Yes or **N** for No to indicate if there was a Fatality related to this UC. |
| Filler | 397-400 | 4 |  |
| Accident Indicator | 401-401 | 1 | Required. **Y** for Yes or **N** for No to indicate if this UC is a result of an Accident. |
| Filler | 402-403 | 2 |  |
| DWI/BAC Indicator | 404-404 | 1 | Required. Must always equal “Y” for DWI charge. |
| Filler | 405-406 | 2 |  |
| DSN (Badge) | 407-416 | 10 | Required. This is the Officer Badge No and should be left justified. |
| Offender SSN | 417-425 | 9 | Optional. Must be 9 digit numeric. When OLN is blank and SSN is populated, the SSN will be copied to the OLN field. |
| Court Date | 426-435 | 10 | Not required. Scheduled Court Date must be a valid date in the format MM/DD/YYYY. Scheduled Court Date should be on or after the Date of Offense |
| UC Indicator | 436-436 | 1 | If Generated UC Indicator = “Y”, then the UC # must be blank. In this case, we will generate the UC # for the record. |
| Filler | 437-438 | 2 |  |
| Record Delete Indicator | 439-439 | 1 | Not required. This field should contain a 'D' if the record should be deleted. If the record in DWITS already has Prosecutor or Court Data, the record cannot be deleted. (An error will be returned if the record already has Prosecutor or Court Data). |
| Filler | 440-441 | 2 |  |
| Arrest Location | 442-506 | 65 | Required if Hwy Street Code and Hwy Class Codes are blank. This field is used by the Patrol Records Division at MSHP to encode the Highway Class and Highway Street fields in the DWITS application after the data is loaded. |
| Filler | 507-508 | 2 |  |
| Rejis Disposition | 509-511 | 3 | This is specific to REJIS ONLY. |
| Filler | 512-513 | 2 |  |
| UC Notes | 514-551 | 38 | Not required. |
| Charge Code (New) | 552-578 | 27 | Required for both state and ordinance offenses. New format (include all periods, NCIC, and state modifier). i.e. State = 577.010-008Y19795403.0 Local Ordinance = ORDIN.0-085Y20005404.0 |
| Filler | 579-600 | 22 |  |
|  |  |  |  |

## 3.2 Modify Arrest Record Requests

To modify an arrest record previously submitted to DWITS, agencies should just resubmit the record with the changes. Cannot modify UC Number. A record that already contains Prosecutor or Court data cannot be modified. (An error will be returned).

## 3.2 Delete Arrest Record Requests

To delete an arrest record previously submitted to the statewide repository, agencies should resubmit the record with a 'D' in Record Indicator field, position 439 of the above record layout. A record that already contains Prosecutor or Court data cannot be deleted. (An error will be returned).

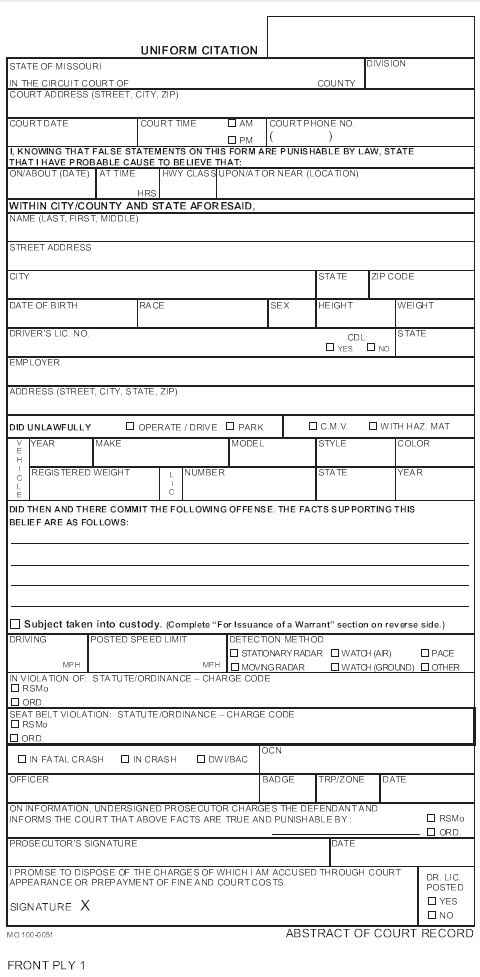
# 4.0 The Auto-Input Process

## 4.1 Explanation of Materials Provided

This document has been provided so that any agency can form an overall picture of what needs to be done to submit arrest data electronically.

### 4.1.1 Uniform Citation

This form is required to accurately record a citation/arrest. This is a copy of the first ply of the Missouri Uniform Citation, MO 100-0051.



## 4.2 Hardware and Software Requirements

File Transfer Protocol (FTP) can be used by agencies to submit DWI Arrest Data to MSHP-DWITS using a flat .txt file.

Another option is to utilize a web service, which would submit and receive errors in real time. MSHP will create a web service and xml schema to be utilized should the agency desire to utilize this option.

## 4.3 Processing

The intent of the processing described above is not to dictate the manner in which an agency solution is implemented, but to provide a guideline for capturing citation/arrest data that ensures data sent to the MSHP can be processed and accepted in the MSHP-DWITS database. If MSHP receives a record that is already on file, it will update the record in DWITS as long as there is no Prosecutor or Court data already on the record. Should the agency desire to delete the record from DWITS, they will send a 'D' in the Record Delete Indicator field. The record will be deleted provided there is no Prosecutor or Court data already on the record.

Should a submitting agency find it necessary to change its submission type (ftp to web service) during or after system testing, the agency will need to contact MSHP so the web services can be coordinated.

Should a web service protocol be desired, the agency would call MSHP's web service to send their data and MSHP will process the data. The agency would then have to stand up a web service that MSHP would call to send the results back to.

## 4.4 Exception Processing

## Electronic Submission Compliance Testing

During the initial start-up phase, a period of testing will be required during which an agency must submit citation/arrest data to validate the record layout and connection/processing methodology.

Any errors that are encountered when editing the data will cause the database to not be updated and an exception file will be generated detailing the error(s) and the agency or vendor will be notified of the errors and of the need to resubmit the record again.

Depending on the methodology utilized, this exception file (.txt file) will be provided by in a batch file (.txt file) via ftp on a specified time basis (daily, weekly, monthly), or by a web service (real time) with the success of failure.

The error file will contain the entire arrest record received by MSHP along with a description of the error(s). The submitting agency must correct erroneous records and resubmit them.

The following is an example of the exception report that will be generated when an error is encountered during processing:

ERROR loading record at line 000000005: 2017-01-16T08058820802 16XXXXXXX MOKPD0000170003539 B2107459 01/15/20170012 KPD N203336014 MO LASTNAME FIRSTNAME K 11111 TESTING AVE KANSAS CITY MO 64137 M B 01/14/1966506165L Y 05822 XXXXXXXXX Y E 69 ST S PROSPECT AVE KANSAS CITY MO 64130 CIT 160862593 UT ORDIN.0-089Y20005404.0

Arrest Charge Code is invalid (NCIC modifier not found)

ERROR loading record at line 000000014: 2017-01-17T07137973601 MO0950000120038011 D6066815 06/27/20120340 095 J166258002 MO LASTNAME LAURA D 6300 WEST MAIN STL MO 63128 F W 12/14/1973502127L Y 03480 XXXXXXXXX N 55 REAVIS BARRACKS MO CIT ORDIN.0-085Y20005404.0

Record cannot be updated because it already has had a court or prosecutor disposition added (REJIS tracking number = T071379736, seq number = 01)

A job summary will be included if ftp methodology is utilized

JOB SUMMARY-----------

Records processed: 40Records that could not be parsed: 1Records successfully added and verified: 6Records that could not be verified and currently in unverified status: 0Records that failed to load due to validation errors: 7Records successfully updated: 16Records successfully deleted: 1Records ignored: 9

The MSHP reserves the right to discontinue the citation/arrest auto entry submission process with any submitting entity for any reason(s) it deems necessary. The MSHP will inform the affected submitting agency of the action in writing and the reason(s) for the discontinuance.

## 4.5 Testing Process

Testing prior to submissions of a new agency or vendor’s data will be comprised of three parts.

### 4.5.1 Data Layout

The agency will provide a sample of test citation/arrest records to insure that the data being submitted is in the correct layout as outlined at section **3.1 Arrest Data File**.

### 4.5.2 Data Quality Control

Data quality control edits and code validation edits will be conducted on the same test citation/arrest records as the data layout testing.

## 4.6 Specification Disclaimer

The data specifications provided in this document are believed to be thorough and complete. However, there is always the possibility that these specifications may change due to oversights. Should this occur, agencies that electronically submit data to the DWITS must agree to change their citation/arrest file processing.