

CHP/LEA Interfaces

Cover Sheet

Description: This document describes the functional processes of all interfaces between the Courts and local Law Enforcement Agencies (LEA) and the California Highway Patrol (CHP).

Author: Rosalie Mason

Status: Updated **Date:** 03/02/01

Next Action: Final Review **Date:** 10/14/98

Outstanding Issues:**File Changes Needed From LEA**

Date format required from CHP/LEA is MMDDCCYY

Person Indicator for driver and registered owner. Indicator should reflect Business or Person.

Separate fields for Business Name and Person Name.

Address Type of PO Box, Street or Military.

Address Role of Residential, Mailing or Business.

Separate fields for Street Number, Direction, Street Type and Unit.

Zip Code with no hyphen if extended zip code.

Citation Indicators for Construction Zone, Commercial Vehicle, Pedestrian, Bicycle, Photo Red Light or Radar.

Violation Location Code from CHP and VSO. The location code for city agencies default to the issuing agency's city.

Overweight and Over Limit Amount.

Separate fields for First, Middle, Suffix and Last Name for officer's name, driver's name and owner's name.

Send Issuing Agency as part of header record.

Code Values for Hair, Eyes, Vehicle Style, Make, Type and Vehicle Color must match with the VCIJIS system.

CHP/LEA Interfaces

Functional Overview

Data is exchanged between the Courts and CHP and LEA on a daily basis. CHP/LEA are external agencies and have systems that exist outside of the County's Network and are not a part of VCIJIS. The interface between the Court and CHP/LEA takes place via the exchange of ASCII files using the File Transfer Process (FTP). The interfacing systems require an interface program that performs translation, validation, edit checking and formatting of data being transferred.

In order to process electronic citations received from the many agencies, the system would need to receive a fixed file format from the agencies. In addition, the agencies would need to provide data that the agency does not currently capture on the citations. In particular, overweight/over limit amount, person or business indicator, address type, owner's name in separate columns of first name, middle name and last name, as well as street number, street direction and address unit in separate columns. Also, the location of the violation, i.e. municipality or unincorporated county from the Ventura Sheriffs Office and California Highway Patrol is needed by the Courts system to process distribution of fines. The input file from CHP/LEA would need to be re-worked because the new system requires data in a different format or data that is not currently transferred in the CHP/LEA file.

If the data such as the person, address and phone data is determined to be unique upon saving to the database, then new records are created in the person, address and phone tables.

Often times the data in the file transferred is incorrect. Depending on the level of severity of errors encountered, the citation can be saved in an open status in VCIJIS, a temporary status in VCIJIS or rejected and placed on an error report. Errors can occur where the citation is added in an open status, however, the columns in error are not saved to the database.

CHP/LEA Interfaces**Data Exchange**

Data transfers between the CHP/LEA systems and MUSIC is exchanged via FTP of ASCII files. The recipient systems will utilize batch processing for import of the ASCII files. The data transfer will be conducted via a monthly batch process. MUSIC and CHP/LEA exchange data in the following areas:

Export (MUSIC to CHP/LEA)

- Traffic citation disposition information

Data Element	Data Source	Required Width	Notes/Valid Values
Agency	Citation.agency	12	
Reporting Period Begin Date		8	
Reporting Period End Date		8	
Citation Number	Citation.citation_id	20	
Case Number	Citation.case_nbr	20	
Fine Amount		10	
Disposition Date	Case_defendant.dt_dispo	8	
Case Status	Cases.stage	12	

Select cases by issuing agency, citations indicator and citation's dispositions date which must fall within the reporting period. Report by agency and citation date.

Import (LEA to MUSIC)

- Traffic citation information - citation filing

Data Element from CHP/LEA Header Record	CHP/LEA Field Length	Data Destination	Edits	Validation Tables	Notes/Valid Values
Issuing Agency	12	Court_action_instrument.age ncy Citation.agency Cases.pri_orig_agency Case_xref.agency	1	Agency where agency_qualifi er.qualifier_co de = "ISSAGY"	
Date of Transfer	8				
Number of Citations	4				
Filler	2672				
Total Record Length	2696				

CHP/LEA Interfaces

Data Element from CHP/LEA Record	CHP/LEA Field Length	Data Destination	Edits	Validation Tables	Notes/Valid Values
Court Location	1	Case_defendant.court_location	1	Unit where agency = VCCT and unit = Criminal 118 (Ventura) or Criminal EC (Simi Valley)	V = Criminal 118 S = Criminal EC See assignment of court special processing
Issuing Agency	12	Court_action_instrument.filing_agency Citation.agency Cases.pri_orig_agency Case_xref.agency	1	Agency where agency_qualifier.qualifier_code = "ISSAGY"	
Location Code	12	Case_defendant.Location_agency	1	Agency where agency_qualifier.qualifier_code = 'RECAGY'	See Violation Location Code section
Citation Number	14	Citation.citation_id Case_xref.xref_case	1		
Violation Date	8	Count_case_defendant.dt_violation	1,11,12, 18		MMDDCCYY format
Violation Time	4	Count_case_defendant.dt_violation			
Violation Time am/pm	1	Count_case_defendant.dt_violation			File contains "A" or "P". Store time in 24 hour format
Person Type	1	person.person_type		Person Type (PERSTY)	
First Name	30	person_name.first_name			Person Type = P (Person). See adding a person
Middle Name	30	person_name.middle_name			Person Type = P (Person). See adding a person
Last Name	30	person_name.last_name	2		Person Type = P (Person). See adding a person
Suffix	18	person_name.suffix			Person Type = P (Person). See adding a person
Business Name	255	enterprise_name.description	2		Person Type = E (Enterprise)
Address Type	12	address.address_type	6	Address Type (ADDTP)	Default = Street Address
Number	6	address.street_nbr	6		

CHP/LEA Interfaces

Data Element from CHP/LEA Record	CHP/LEA Field Length	Data Destination	Edits	Validation Tables	Notes/Valid Values
Direction	12	address.direction	6		Address Type = Street Address
Street	60	address.street_name	6		Address Type = Street Address
Street Type	12	address.street_type		Street Type (STRETP)	Address Type = Street Address
Unit	10	address.unit_designator			Address Type = Street Address
Address Line 2	255	address.address_2			
City	30	address.city	6	Cities	
State	2	address.state	6	States	
Zip	9	address.zip		Zip codes	
Country	30	address.nation		Nations	
Address Role	12	person_address_assoc.address_role	6	Address Role (ADDRL)	
Driver's License Number	12	person_indicies.identifier person_indicies.index_code=50	7, 17	Index Type (INDXTP)	Code = 'DLN'
Driver's License State	2	Person_indices.state	7, 17	States	
Date of Birth	8	person_name.dt_dob	12		
Social Security Number	9	Person_indices.identifier person_indicies.index_code=49		Index Type (INDXTP)	Code = 'SSN'
Phone Number	10	Phone Person_phone_association			Parse number into area code and number. Add with phone number role of "citation".
Sex	1	person_demographics.gender_code		Gender (GENCDE)	
Eye Color	12	person_demographics.eye_color		Eye Color (EYECLR)	
Hair Color	12	person_demographics.hair_color		Hair Color (HAIRCL)	
Height feet	3	person_demographics.height			Compute height value by multiplying feet by 12 and adding to inches value.
Height inches	3	person_demographics.height			
Weight	3	person_demographics.weight			
Race	12	person_demographics.ethnicity		Ethnicity (RACECD)	
Vehicle License	18	Vehicle.License_Number Person_Vehicle_Assoc.Vehicle_id_nbr	7		See vehicle add section.
Vehicle License State	2	Vehicle.state	7	State	See vehicle add section.

CHP/LEA Interfaces

Data Element from CHP/LEA Record	CHP/LEA Field Length	Data Destination	Edits	Validation Tables	Notes/Valid Values
Vehicle Year	4	Vehicle.Year			See vehicle add section.
Vehicle Make	12	Vehicle.Make		Vehicle Make (Code table)	See vehicle add section.
Vehicle Style	12	Vehicle.Style		Vehicle Style (VEHDCD)	See vehicle add section.
Vehicle Color	12	Vehicle.Color		Vehicle Color (VEHCLR)	See vehicle add section.
Vehicle Type	12	Vehicle.Model		Vehicle Type (VEHMOD)	
Owner's Responsibility	1	Citation_qualifiers.qualifier_code	19	Citation Codes (CITECD)	Code = OWNR. See owner's responsibility processing
Person Type	1	Person.person_type		PERTYP	
Name Same As Recipient	1				Use citation recipient data above as owner information.
Owner First Name	30	person_name.first_name			Person Type = P (Person)
Owner Middle Name	30	person_name.middle_name			Person Type = P (Person)
Owner Last Name	30	person_name.last_name	19		Person Type = P (Person)
Owner Suffix	18	person_name.suffix			Person Type = P (Person)
Owner Enterprise Name	255	enterprise_name.descrip	19		Person Type = E (Enterprise)
Owner Address:			19		See Address processing for citation recipient/driver above. Address edits apply if owner information is entered.
Address Type	12	address.address_type	6	Address Type (ADDTP)	Default = Street Address
Number	6	address.street_nbr	6		
Direction	12	address.direction	6		Address Type = Street Address
Street	60	address.street_name	6		Address Type = Street Address
Street Type	12	address.street_type		Street Type (STRETP)	Address Type = Street Address
Unit	10	address.unit_designator			Address Type = Street Address

CHP/LEA Interfaces

Data Element from CHP/LEA Record	CHP/LEA Field Length	Data Destination	Edits	Validation Tables	Notes/Valid Values
Address Line 2	255	address.address_2			
City	30	address.city	6	cities	
State	2	address.state	6	states	
Zip	9	address.zip		zip_codes.zip	
Country	30	address.nation		Nations	
Approx. Speed	3	Citation.actual_speed	5		
Speed Limit	3	Citation.speed_limit	5		
Safe Speed	3	Citation.safe_speed	5		
Radar	1	Citation_qualifiers.qualifier_code		Citation Indicator code: (CITIND)	Code = 'RADAR'
Accident Indicator	1	Citation_qualifiers.qualifier_code		Citation Indicator code: (CITIND)	Code='ACCDNT'
Violation Location Description	255	Citation.location_desc			Free form text entry.
Issuing Officer:					
Badge Number	10	Person_Indicies.Identifier	9		Person_Indicies.Index_Code =Officer Badge Number, Person_indices.Agency = Issuing_Agency. Default officer name to look up table
Officer First Name	30	Person_Name.First_Name			See Officer Add section
Officer Last Name	30	Person_Name.Last_Name	9, 10		See Officer Add section
Vacation Start Date	8	Calendar, Calendar Detail	7, 15		See Officer Add section
Vacation End Date	8	Calendar, Calendar Detail	7, 15		See Officer Add section
Appearance Date	8	Citation.dt_appear Payment_dt_due.dt_due	1, 11		
Appearance Time	4	Citation.dt_appear			
Appearance Time am/pm	1	Citation.dt_appear			File contains "A" or "P". Store time in 24 hour format
Signed	1	Citation_qualifiers.qualifier_code		Citation Indicator code: (CITIND)	Code = 'SIGN'
Hazard Material	1	Citation_qualifiers.qualifier_code		Citation Indicator code: (CITIND)	Code = 'HAZMAT'
Commercial Vehicle	1	Citation_qualifiers.qualifier_code		Citation Indicator code:	Code = 'COMVEH'

CHP/LEA Interfaces

Data Element from CHP/LEA Record	CHP/LEA Field Length	Data Destination	Edits	Validation Tables	Notes/Valid Values
				(CITIND)	
Construction Zone	1	Citation_qualifiers.qualifier_code		Citation Indicator code: (CITIND)	Checkbox Code = 'CONSTR'
Pedestrian	1	Citation.citation_type	13	Citation Types: (CITETP)	Code='PED'
Bicycle	1	Citation.citation_type	13	Citation Types: (CITETP)	Code='BIKE'
Photo Red Light	1	Citation_qualifiers.qualifier_code		Citation Indicator code: (CITIND)	Code = 'REDL'
Officer Remarks	255	Citation.comments			
Violations (1 to 8):					
Charge Section	20	Count_case_defendant.viol_id_nbr	3, 14	Violations.charge_section	See charge add processing section
Charge Statute	4	Count_case_defendant.viol_id_nbr	3, 14	Violations.statute_code	See charge add processing section
Over limit	6	Count_case_def_qualifiers.qualifier_value	4		Ignore unless charge codes bail schedule special schedule value is not null and is not = speed.
Total Record Length	2696				

- 1 (Fieldname) is required.
- 2 (Fieldname) is required when person type is (Person Type)
- 3 Citation requires at least one count.
- 4 Over limit amount required when charge code bail schedule record indicates the use of the special limit bail schedule.
- 5 Safe speed and approximate speed are required when speed charge added (bail schedule for charge indicates use of speed bail schedule).
- 6 If street type = street address, street number, street name, city and state are required. If street type = PO Box or APO, street number is required. If address role is set to unknown or transient, no address fields are required.
- 7 If (fieldname) is entered, (fieldname) must also be entered. This edit is set to ensure if one field of a set are entered, the other field is also entered. Related fields are DLN and DLN state, VLN and VLN state, vacation start and end date.
- 8 Owner's data is required if citation is an owner's responsibility case. Owner's data includes Last Name or Enterprise name, depending on the type of name.
- 9 Officer name does not match name assigned to badge number.
- 10 Officer name required if badge number is not found in the database.

CHP/LEA Interfaces

- 11 Appearance date must be greater than violation date.
- 12 DOB must be less than violation date.
- 13 Pedestrian and Bicycle can not both be checked.
- 14 Charge statute and section must be valid. Check the bail schedule for the violation date specified and if no record is found, error is set.
- 15 Vacation end date must be greater than or equal to start date.
- 16 Warning - Citation number/Agency already exists – see case number (case number)
- 17 Warning – not a valid California DLN.
- 18 Date must be less than or equal to the current date
- 19 Owner's Name and Address are required for Owner's Responsibility cases.

Special Processing**Assignment of Court and Court Location**

The court assigned can be either Ventura or Simi Valley. The selection list for the court location is retrieved from the common code table where table code = 'CTLOC' and code = 'Ventura' or 'Simi'. The selected court location is stored in the case defendant table.

Adding Violation Location Code

In many instances, law enforcement agencies write citations for a single location. For example, the Oxnard PD writes citations for the City of Oxnard. For these agencies, a table (agency_location_xref) is accessed to determine the location assigned to an issuing agency. Note that the valid locations are stored as entries in the agency table. When an agency_location_xref entry is found for an issuing agency, the violation location agency is set to the agency_location_xref.agency value and protected from user entry.

Agencies writing citations in multiple jurisdictions (i.e. CHP, VSO) are not assigned a default location. When an agency_location_xref record is not found for an issuing agency, then add the citation in temporary status.

The valid values in the violation location code selection list include the incorporated cities within the county, and an entry for the unincorporated areas of the county.

Adding a Person

The Person Add process is used to add citation recipient (usually the driver) and owner information to the database. Prior to adding a person to the system, the database must be checked for the existence of the person in the database. This check is accomplished using the person matching object. If the person matching object returns an exact match on person, the person number returned is passed to the person add object. The person add object adds the person attributes associated with the citation to the database. The person add object must be called even when the person already exists in the database in order to add the specific person attributes recorded on the citation. If any changes are made to the person's demographics then add a new record to person_demographics table and associate the record to the case.

CHP/LEA Interfaces

If the person matching object returns one or more possible matches, call the person add object to add the person named on the citation as a new person.

If the person matching object returns no matches, call the person add object to add a new person. For juveniles (age < 18) set the juvenile indicator in case_defendant. Age calculation is based on violation date and birth date of a person.

For additional information on adding a person, see the person matching and person add specifications.

Owner's Responsibility Processing

When the owner's responsibility indicator (citation_indicators.code=owner responsibility) is checked on a citation, the owner of the vehicle is the case defendant and the driver is a party to the case. To support this process, when an owner's responsibility case is saved and the owner is not the driver, the case_defendant record is created using the owner's data and a defendant_person_assoc record is created with role of 'driver' pointing to the driver's person information. Similarly, when the owner's information is entered but the case is not an owner's responsibility case, a record pointing to the owner's person data is added to the defendant_person_assoc with role of 'owner'.

If the owner of the vehicle is also the driver, no special processing is required.

Finally, when saving an owner's responsibility case, add a count with a charge code of '40001A VC' as the last count on the case if the charge was not electronically transferred.

Officer Add

The addition of officer information is based on the use of the officer badge number. When the badge number is entered, the person indices table is accessed using the issuing agency code and the badge number.

If a person indices record is found for the badge number and the officer's name was entered on the citation, the officer's last name is compared for an exact match. When comparing the last name, all person name records are retrieved for the associated person number to ensure alias names are checked. If a name match is found, the person number from the person indices table is used to record the officer's data.

If a person indices record is found and the last name does not match, add the officer as a new person. If a person indices record is found and the last name was not entered on the citation window, populate the officer name with the first and last name fields from the person_name record where the alias_type = 'courtname'.

If a person indices record is not found and the officer last name is not entered, set an error.

CHP/LEA Interfaces

To record officer vacation information, add an entry in the calendar and calendar detail tables for each day in the date range entered in the officer vacation fields.

Charge Add

Only electronically transferred infraction violations are accepted. A citation, which contains a charge that has a misdemeanor offense level and that can wobble to an infraction, is added with an infraction offense level. Add charges to counts table starting with count sequence one and increment by one.

Vehicle Add

When vehicle data is entered on the citation, the vehicle table is checked for an existing vehicle with a matching vehicle state, license number, make and model. If a match is found, the vehicle number from the existing record is used to update the citation data. If no match is found, a new vehicle number is assigned. In addition, a vehicle_person_assoc record is added for both the citation recipient and vehicle owner when available.

Address Add

When address information is entered on the citation, the address table is checked to see if the address exists in the system. If the existing address matches the new address' on address type, street number, street name, street type, city, state, and zip code, the existing address number is used to update the citation data. If an address record is not found, a new address record is added and is associated to the citation. The address values are stored in the address table, the defendant's address number is stored in the court_action_instr_pers_association table, the vehicle owner's address number is stored in the citation, and the address is associated to the defendant and owner through the person_address_assoc table. Person_address_assoc_role is set based on the address role transferred.

Offense Level

Upon saving the citation determine the offense level for the case by choosing the highest offense level of the charges on the case. The highest offense level is felony, followed by misdemeanor and lastly infraction.

Citation Error Queue Processing

Often times the data in the file transferred is incorrect. Certain errors encountered are placed into the citation error queue and the citation is saved in a temporary case status. When adding a citation in a temporary status, the Calendar and JBSIS Category tables are not updated. If 3 or more errors occur to one data record, this indicates that the file transferred to the Courts may have been a bad data transfer. For this reason, if the electronic citation entry program detects 3 or more errors that will place the citation in temporary status then the record is not saved in a temporary status but is rejected. The rejected citations are displayed on an error report. If other errors occur such as columns that don't validate against VCIJIS code tables, then they are displayed to the error report and the case is added to the database. If a value in error is of the wrong data type or does not validate against VCIJIS code tables, the value is set to null and displayed on the error report.

CHP/LEA Interfaces

When a temporary citation is retrieved, corrected and updated, the associated citation_error_queue is cleared when the user re-attempts to save the citation with valid data. The case remains in a temporary status until there are no errors in the citation_error_queue table for that citation.

A case is created where the valid data entered is stored in such tables as the person, address, phones, citation, case, case_defendant, counts, and counts_case_defendant tables. The invalid data is stored in the citation_error_queue table which includes the case number, person number, error number, error code, invalid data and citation_id. For example, if count 1 is valid and count 2 is invalid then count 1 is saved to the counts and counts_case_defendant tables and count 2 is recorded in the citation_error_queue table. The citation_error_queue will store the following data:

```
Case_nbr      12345
Person_nbr    222
Error_nbr     1
Dt_error      199807051015
Error_code    invalid charge
Invalid_data  0002 9999 cvc
User_id       5
Dt_updated    199807051015
```

The following missing or invalid data places a citation into temporary status:

- Agency
- Citation number
- Name
- Violation date
- Violation location code
- Charge
- Speed violation and no safe speed
- Speed violation and no approximate speed
- Approximate speed does not exceed safe posted speed
- Over limit citation and no over limit amount

Docket Codes

- Case Filed
- Name Recorded
- Counts Filed
- Officer Remarks

Special Table Updates**Cases**

Retrieve the next case number value from the traffic case pool. Create a record for the cases table where the court type is determined by the offense level of the citation. All infraction cases are court type

CHP/LEA Interfaces

traffic. Defendants 18 years and over are adults while defendants under 18 are juveniles (age is calculated as of the date violation). If the citation is transferred with 3 or more errors then reject the citation, if citation is transferred without any errors then add the citation in open case stage, otherwise the case stage is set to temporary.

Court Action Instrument

Create a court action instrument record with an instrument code of citation. Add the date the citation entered as the file date, the issuing agency as the agency, and set the amendment number to zero.

Case Defendant

When creating the case_defendant record, set the defendant status to cite and release, set the date status to the current date, set the case defendant address the address number assigned the defendant, and store the date entered value from the defendant's name in the case_defendant.dt_entered.

Calendar

Add a calendar record for the issuance of a warrant/civa warning letter. The calendar date is equal to the citation appearance date. Add a calendar event to initiate the DMV priors checking process if the violation codes are DMV reportable. Add a calendar event to send a courtesy notice if the hold courtesy notice indicator is not set to true.

Case Status

Set the case.case_stage to 'Open' or 'Temporary'.

Case Professionals

Issuing officer is connected to the case through the use of the case professional's table and defendants professional association table. To establish this relationship, a case professionals record is created with the person number set to the issuing officers person number, the agency set to the issuing agency, and the unit set to null. In addition, a defendant_prof_assoc record is created with the defendant_nbr set to the defendants person number, the professionals_nbr set to the issuing officer's person number and the role code set to issuing officer.

Vehicle Person Association

A vehicle person association record is added for both the citation recipient and vehicle owner when available.

Related Common Objects

Person Search
Person Matching
Person Add
Alias Add
Address Add
Phone Add

CHP/LEA Interfaces

Calendar Add
Count Add

CHP/LEA Interfaces

Report – Electronic Citations

This window provides reports of electronic citations sent to the Courts by law enforcement agencies. Electronic citations are either saved to VCIJIS in open or temporary case status or are rejected because the interface program detected 3 or more errors to a record. See the Citation Entry Specifications document for processing citations in temporary status.

Report Objects – Electronic Citations

Each data element associated with this window has been identified in the table below. Attributes corresponding to each element are also identified.

Report Information				
Data Element	Edits	Data Source	Validation Table	Notes/Valid Values
Issuing Agency		Citation.citing_agency		
Added Date		Citation_error_queue.dt_error		
Case Number		Citation_error_queue.case_nbr		
Defendant Case Status		Case_defendant.status_code		
Citation Number		Citation.citation_id		
Defendant's Name		Person_name.first_name Person_name.last_name		
Invalid Data		Citation_error_queue.invalid_data		
Officer Name		Person_name.first_name Person_name.last_name		Retrieve person number from professional_nbr of defendant_prof_assoc table
Officer Badge Number		Citation.citation_officer_badge		
Total # of citations saved in open status				
Total # of citations saved in temporary status				
Total # of rejected citations				
Total # of citations Transferred				