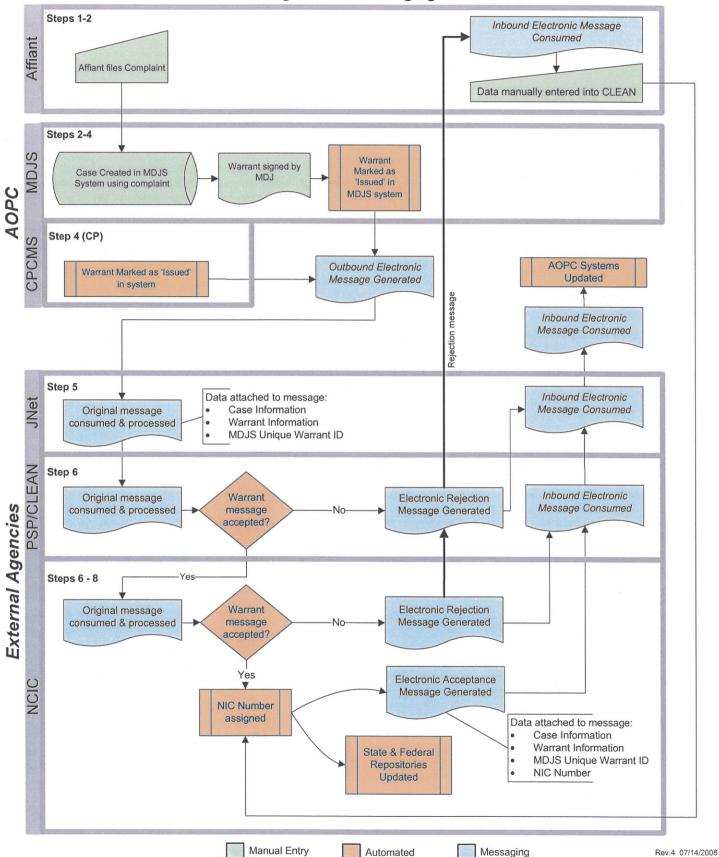




Administrative Office of Pennsylvania Courts

Initiating Warrant Messaging Process



STATEWIDE WARRANT PROJECT WARRANT DATA FLOW

Warrant Project Summary -

The Governor's Office, working with JNET, the Pennsylvania State Police (PSP) and the Administrative Office of Pennsylvania Courts (AOPC), asked the three agencies to participate in a project to electronically transfer warrants from the Court's case management systems directly to the FBI's National Crime Information Center (NCIC) and the Commonwealth's Law Enforcement Assistance Network (CLEAN), because it was reported that almost 60% of warrants issued statewide were not being entered by law enforcement officials into either warrant repository.

In order for this electronic transfer to occur, and to eliminate the need for law enforcement officers to manually enter warrants, changes were required to the criminal complaint, providing the required data fields needed by NCIC and CLEAN. The AOPC worked hand-in-hand with PSP and JNET when designing the new complaint. Other minor changes were made to accommodate the new statewide criminal court system (CPCMS) and the movement of some electronic charging data electronically between CPCMS and district attorneys offices.

The new criminal complaint was pilot tested in Cumberland County for ten months before statewide rollout began in January, 2008, so as to test the complaint, law enforcement compliance and to identify data entry issues with the Magisterial District Court staff. The pilot test was successful (as determined by PSP, the emergency 911 center and staff within Cumberland County). The new Police Criminal Complaint is required as the warrant project is rolled out to counties through the first half of 2008.

As part of the implementation of the rollout project, the Attorney General's Office (AG), and the Pennsylvania State Police have requested that AOPC provide functionality that permits, on a case-by-case basis, a court to order the warrant information "held" for three days prior to its release to NCIC and CLEAN. There are certain times when a law enforcement officer does not want the fact that a warrant has been issued, made know to others because of officer safety concerns. Sometimes, the "premature" release of the warrant information could compromise the success of an ongoing operation as a defendant could be alerted and flee prior to apprehension. At this time, the Attorney General, District Attorney, a PSP or local law enforcement officer can request the issuing court, in writing, to withhold the release of the specific case's warrant information to NCIC and CLEAN and to prevent the case's docket sheet information from appearing on AOPC's UJSPortal for up to 72 hours. If the issuing authority grants the request, an Order is generated and signed by the issuing authority. Once 72 hours has passed, the warrant information will be electronically transmitted to NCIC and CLEAN and using the JNET infrastructure.

Warrant Project Workflow -

- 1. Law Enforcement Officer completes the Police Criminal Complaint, (412A-Rev. 12/07) with all required and additional data fields, as needed.
- 2. The Officer files the completed Police Criminal Complaint with the appropriate Magisterial District Court.
- The Magisterial District Court staff enters the complaint information into the Magisterial District Judge System (MDJS), recording all case data supplied by the officer. The MDJS staff member can only enter the information recorded on the complaint.
- 4. The MDJ issues a warrant from the MDJS system. A warrant is printed, signed by the Magisterial District Court Judge, and then marked "Issued" within the MDJS system. The paper copy of the warrant is identified with a unique warrant number and sent to the appropriate official for service.
- 5. The marking of the warrant as "Issued" within the MDJS system, generates an electronic message to JNET. JNET then forwards the message to the Pennsylvania State Police (PSP). The electronic message includes case and warrant information, as submitted on the Police Criminal Complaint.
- 6. PSP consumes the message and forwards it to NCIC and CLEAN. If the message includes all required fields and is accepted, a NIC number is assigned for tracking purposes and the state and federal repositories are updated. An acceptance message is returned through JNET to the AOPC, and the wanted person entry is forwarded to the ORI of the officer that filed the complaint.
- 7. If the electronic warrant message is rejected by NCIC and CLEAN, a reject message is forwarded to the "Issued to" agency for manual update and entry into CLEAN. The warrant ID number on the paper copy of the warrant needs to be entered into CLEAN for subsequent warrant action to be updated by electronic messaging.
- 8. Once a NIC number is assigned, AOPC will receive that information so that subsequent warrant actions can be updated electronically through the messaging infrastructure.
- 9. There are warrants that are issued later in the lifecycle of a case that are also sent electronically to CLEAN and NCIC. The warrants may be for failure to appear, failure to pay fines and costs, probation violations and other actions that require an individual to come before the court. These warrants may be initiated in MDJS or in CPCMS, the Common Pleas Case Management System. These warrants follow the actions described in steps 5-7, once they are issued. In many instances, these later warrants may be issued on cases where the old criminal complaint was used when a county initially goes live. They may be rejected at first due to lack of the required fields for insertion into NCIC.

Attachments – Police Criminal Complaint with required fields identified

COMMONWEALTH OF PENNSYLVANIA COUNTY OF:		Required to enter into the MDJS		Additional Fields No location to		Required by PSP for NCIC	Conditional: Required by PSP for NCIC if	
Magisterial District Number:				enter in MDJS - Data stored			certain conditions exist	
MDJ: Hon. Address:	First Name		Middle Name		Last Name	Gen.		
Telephone: ()								
		NCIC Extra						
1-Felony Full	4-Felony No Ext.			eanor Limited	Ct-t	☐ E-Misdemeanor	r Pending	
☐ 2-Felony Ltd. ☐ 3-Felony Surrounding States	☐ 5-Felony Pend. ☐ A-Misdemeanor Full			eanor Surroundi				
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Native GENDER	First Name		Middle	Name	Last	Name	Gen.	
☐ Unknown ☐ Male ☐ Female	AKA							
SID:	HAIR COLOR GRY	(Gray)	RED	(Red/Aubn.)	EYE COLOR			
Request Lab Services?	☐ BLK (Black) ☐ ONG	(Orange)		(Blonde /		GRN (Green)	PNK (Pink)	
☐ YES ☐ NO	☐ BLU (Blue) ☐ PLE		Strawberry) WHI (White) XXX (Unk./Bald)		BLK (Black)	GRY (Gray)	☐ MUL	
	BRO (Brown) PNK	(Pink)			BLU (Blue)	☐ HAZ (Hazel)	(Multicolored)	
Driver License State	GRN (Green) SDY		and the second		BRO (Brown)	MAR (Maroon)	XXX (Unknown)	
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FBI Number		M	NU Numb	er			Ft. HEIGHT In.	
Fingerprint Classification:				The Market (Miles Cont.)				
				NFORMATION				
Plate # State	Hazmat Registrat Sticker (MN		Co	mm'l Veh. [□ School Veh.	Oth. NO Veh. Co		
VIN	Model Style Color							
Office of the attorney for the Commonwealth ☐ Approved ☐ Disapproved because:								
(The attorney for the Commonwe to filing. See Pa.R.Crim.P. 507).	alth may require that the co	mplaint, arrest	warrant a	affidavit, or both	be approved by	y the attorney for the	Commonwealth prior	
							/ /	
(Name of the attorney for the Commo	nwealth)	(Signature of the	ne attorney	for the Commonv	vealth)	(Date)		
		-						
I, (Name of the Affiant)			(F	SP/MPOETC -	Assigned Affian	t ID Number & Badge	e #	
				, , , ,		- Land		
Of (Identify Department or Agend	cy Represented and Politica	l Subdivision)	(F	Police Agency O	RI Number)			
do hereby state: (check								
□ I accuse the above								
☐ I accuse the defend	dant whose name is ur	nknown to n	ne but w	ho is descril	bed as——			
☐ I accuse the defend	dant whose name and	popular des	signatio	n or nick nan	ne are unkno	own to me and w	hom I have	
with violating the per	nal laws of the Commo	nwealth of	Pennsyl		[] vision Code	(Place-Political Su	ibdivision)	
in County	on or about	(Date of	f offense)					



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Docket Number:	Date Filed:	OTN/LiveScan	Number		Comp	olaint/Incident Nu	mber
Defendant Name	First:		Middle:		Last:		
The acts committed by (Set forth a <i>brief</i> summary of is not sufficient. In a summary	the facts sufficient to	advise the defenda	ant of the nature of th	ne offense(s) ch	narged. A citatio	on to the statute(s) viol	ated, without more.
Inchoate Attempt Offense 18 901 A	☐ Solicitation 18 902 A	on Conspiracy 18 903	☐ A1 (Engaging)	☐ A2 (Aiding)	☐ B (Knowledge		(Title 75 Only) 575 A
	Continu	of the	DA OLL L. (Till.)				
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AOPC 412A- REV. 12/07



Docket Number:	Date Filed:	OTN/LiveScan Number	Complaint/Incident Number						
Defendant Name	First:	Middle:	Last:						
I ask that a warran made.	it of arrest or a s	ummons be issued and that the defendant	be required to answer the charges I have						
3. I verify that the facts set forth in this complaint are true and correct to the best of my knowledge or information and belief. This verification is made subject to the penalties of Section 4904 of the Crimes Code (18 PA.C.S.§4904) relating to unsworn falsification to authorities.									
	4. This complaint is comprised of the preceding Page, as well as the attached pages that follow, numbered through, specifying offenses and Participants, if any.								
The acts committed by the accused, as listed and hereafter, were against the peace and dignity of the Commonwealth of Pennsylvania and were contrary to the Act(s) of the Assembly, or in violation of the statutes cited. (Before a warrant of arrest can be issued, an affidavit of probable cause must be completed, sworn to before the issuing authority, and attached.)									
	(Date	*)	(Signature of Affiant)						
AND NOW, on this date	e I certify the	at the complaint has been properly completed a	and verified.						
An affidavit of probable cause must be completed before a warrant can be issued.									
(Magisterial District Cou	urt Number)	(Issuing Authority)	SEAL						

CONFIDENTIAL

Required to enter into the MDJS

Additional Fields No location to enter in MDJS - Data stored

Required by PSP for NCIC

Conditional: Required by PSP for NCIC if certain conditions exist

Docket Number:	Date Filed:	OTN/LiveScan Number (Live	eScan number preferred)	Complaint/Incident Number
Defendant Name	First:	Middle:	Last:	
		NCIC Cautions and Medical Co	nditions (check up to 9)	
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□ 05	□ 25	□ 55	□ 80	
□ 10	□ 30	□ 60	□ 85	
□ 15	□ 40	□ 65	□ 90	
Scars, Marks, (NCIC Cod				

COMMONWEALTH OF PENNSYLVANIA COUNTY OF:		POLICE CRIMINAL COMPLAINT COMMONWEALTH OF PENNSYLVANIA VS.	
Magisterial District Number:		v5.	
MDJ: Hon.	DEFENDANT:	(NAME and ADDRESS):	
Address:			
Telephone: ()	First Name	Middle Name Last Name Ge	en.
	NCIC Extradition Code	Type	
☐ 1-Felony Full ☐ 4-Felony No Ext.	☐ B-Misdemeano		
☐ 2-Felony Ltd. ☐ 5-Felony Pend.	☐ C-Misdemeano	r Surrounding States	
☐ 3-Felony Surrounding States ☐ A-Misdemeanor F		r No Extradition	
	FENDANT IDENTIFICATION I		
Docket Number Date Filed OTN/L	veScan Number Complain	nt/Incident Number SID Request Lab Services	5?
GENDER DOB / / POB	5.15		
☐ Male First Name	Middle Nam	ne Last Name Gen.	
☐ Female AKA			
RACE White Asian ETHNICITY Hispanic	☐ Black ☐ Non-Hispanic	Native American Unknown	
	ED (Red/Aubn.) SDY (Sand		
	NG (Orange) WHI (White		
☐ BLN (Blonde / Strawbe		e, Entries and Ent	
EYE COLOR BLK (Black)		(Brown) GRN (Green) GRY (Gray)	
☐ HAZ (Hazel)	☐ MAR (Maroon) ☐ PNK	The second secon	
Driver License State License Nur	nber	Expires: / / WEIGHT (lbs.))
DNA YES NO DNA Location	on		
FBI Number	MNU Number	Ft. HEIGHT In	n.
Defendant Fingerprinted YES NO			
Fingerprint Classification:	DESENDANT VEHICLE INC	NO. MATION	
Plate # State Hazmat Registr		'I Veh. School Oth. NCIC Veh. Code Reg	-
VIN Year Make		Style Color	Def.
Office of the attorney for the Commonwealth I	Approved Discourse		
Office of the attorney for the Commonwealth [☐ Approved ☐ Disappro	oved because:	
(The attorney for the Commonwealth may require that the	complaint, arrest warrant affida	avit, or both be approved by the attorney for the Commonwealth price	ior
to filing. See Pa.R.Crim.P. 507).			
		/ /	
(Name of the attorney for the Commonwealth)	(Signature of the attorney for the	ne Commonwealth) (Date)	
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I accuse the above named defendant w	ho lives at the address s	et forth above	
☐ I accuse the defendant whose name is			
_			-
therefore designated as John Doe or Ja	ne Doe	nickname are unknown to me and whom I have	-
with violating the penal laws of the Comr	nonwealth of Pennsylvan	ia at [] (Subdivision Code) (Place-Political Subdivision)	_
		, , , , , , , , , , , , , , , , , , ,	_
in County []	on or about		_
(County Code)			



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tatute Description (inc	clude the name o	of statute or ordi	nance):					
et forth a <i>brief</i> summary of olated, without more, is no	the facts sufficient t	o advise the defend	lant of the nature					



Docket Number:	/ /	OTN/LiveScan	N/LiveScan Number			Complaint/Incident Number		
Defendant Name	First:		Middle:		Last:			
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Statute Description (in		of statute or ordir	nance):	· ·				
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Offense 18 901 A		18 902				Conspiracy 18 903		
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PennDOT Data (if applicable)	Accident Number			☐ Safety Zone ☐ Work Zone				
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Acts of the accused as	sociated with thi	s Offense:						
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Statute Description (in	clude the name	of statute or ordir	nance):					
Acts of the accused as	ssociated with thi	s Offense:						



			430004	OL	ICE CRIMINAL COMPLAIN			
Docket Number:	Date Filed: / /	OTN/LiveScan	OTN/LiveScan Number		Complaint/Incident Number			
Defendant Name	First:		Middle: L		ot:			
I ask that a warrar made.	nt of arrest or a s	summons be issu	ed and that the defendant	be re	equired to answer the charges I have			
	made subject to	the penalties of			ny knowledge or information and belief. de (18 Pa.C.S. § 4904) relating to			
4. This complaint co	nsists of the pred	ceding page(s) n	umbered through					
of Pennsylvania and	were contrary to farrest can be	the Act(s) of the	Assembly, or in violation	of the	and dignity of the Commonwealth e statutes cited. be completed, sworn to before the			
		(Date)			(Signature of Affiant)			
AND NOW, on this date I certify that the complaint has been properly completed and verified.								
An affidavit of probable	cause must be co	ompleted before a	warrant can be issued.					
(Magisterial District Co	urt Number)	(Is	suing Authority)					