

**ADULT CRIMINAL COURT SURVEY  
NATIONAL DATA REQUIREMENTS**

For information only

December 2001

## Table of Contents

Page

1. Overview of Survey.....	4
2. National Data Requirements.....	4
A. Units of Count .....	4
B. Standard Record Layout.....	6
AFINE     Amount of Fine.....	43
APPEAR    Appearance Type and Result .....	10
AREST     Amount of Restitution/Compensation.....	44
CONDTYPE  Type of Conditional Sentence of Imprisonment Conditions.....	31
CONSCUR   Consecutive/Concurrent Indicator .....	33
COURT     Court Location.....	9
CSEQ      Charge Sequence Number .....	16
DBIRTH    Date of Birth of Accused.....	50
DCOURT    Date of Court Appearance.....	12
DELECT    Accused or Defence Election.....	14
DINIT     Date of Initiation.....	18
DISP      Type of Disposition.....	26
DOFF     Date of Offence.....	17
IDENT     Local Accused/Defendant Identifier.....	47
INFO      Information Number.....	15
JURIS     Jurisdiction .....	7
LCONDIT   Length of Conditional Sentence of Imprisonment .....	34
LEVEL     Level of Court.....	8
LPRISON   Length of Prison .....	40
LPROB     Length of Probation .....	42
LREP      Legal Representation.....	13
NATURE    Nature of Offence .....	23
OSDETAIL   Other Sentence Detail .....	35
OTHER     Other Sentence Type.....	46
PARA      Statute Paragraph.....	22
PLEA      Type of Plea.....	25
PROBTYPE  Type of Probation .....	37
PROCEED   Crown Proceeding/Crown Election .....	24
SDX       Accused/Defendant Soundex Code.....	48
SECT      Statute Section Code.....	20
SENT      Type of Sentence .....	29
SEX       Sex of Accused .....	49
STAT      Type of Statute .....	19
SUBS      Statute Subsection .....	21
TIMESERV  Time Served.....	39
WARRANT   Bench/Arrest Warrant Issued .....	28
C. Use of Blank and Zero Values.....	51

3. System Specifications .....	52
A. Data Extraction Specifications.....	52
B. Updates.....	52
C. Data Transmittal Requirements.....	53
D. Edit Specifications.....	54
E. Deleted Fields for 1998 NDR Revisions (APRISON, APROB, INTER, PROP, TYPRISON).....	57

**APPENDICES**

1. CCJS Offence Library .....	62
2. Soundex System .....	63

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## 1. OVERVIEW OF THE SURVEY

The objective of the Adult Criminal Court Survey (ACCS) is to develop and maintain a national adult criminal court database of statistical information on appearances, charges, and cases. The survey is intended to be a census of federal statute charges heard in adult criminal trial courts in Canada. The ACCS collects micro data on completed charges, appearances, and cases for federal statute offences heard in provincial and superior criminal courts.

## 2. NATIONAL DATA REQUIREMENTS

The ACCS is a micro data survey of adult criminal activities at the provincial and superior court level. Further, the survey includes young offenders raised to adult court under provisions of the Young Offenders Act (YOA), as well as, adults charged under Sections 26 or 50 of the YOA.

The survey collects data on completed charges from which appearance, charge, and case units of count are derived.

### A. Units of Count

The basic units of count derived by the Adult Criminal Court Survey are the appearance, charge and case.

#### **Appearance:**

An appearance is defined as a court appearance by an accused. Each appearance in court is reported to the ACCS as a separate occurrence once a charge has been completed.

#### **Charge:**

A charge is a formal accusation against an accused involving a federal statute offence. The ACCS includes data only for completed charges. A charge is considered to be complete (receives a "final disposition") under any of the following conditions:

1. the accused has been acquitted, or found guilty and sentenced;
2. the accused has been found unfit to stand trial;
3. the charge has been stayed, withdrawn, dismissed, or discharged;
4. the charge has been waived in or out of the province or territory; or
5. the accused has been committed for trial in Superior Court (Section 96 court). This applies only to jurisdictions that do not provide the survey with superior court data. In jurisdictions that provide superior court data, elections to superior court, or to provincial court are not "final dispositions".

Charges are considered to be complete only if there is a formal court disposition, and the accused has no further scheduled appearances in the same provincial/territorial or superior court on the charge. Hearings that take place after sentencing (e.g. extension to comply with the final disposition), are out of scope, and thus not included in the survey.

It is recognized, however, that some charges may have two dispositions. For example:

1. In jurisdictions that do not provide superior court data, an accused committed for trial in superior court following a preliminary hearing could re-elect back to provincial court. This would result in further provincial court appearances and result in a "second" disposition.
2. Stays of proceeding that are re-started within the same reference period will result in more provincial court appearances, and a second disposition.

For both of the above examples, and other similar situations, the charge is considered as having "two" dispositions. However, the complete charge consists of all appearances, from the first appearance up to the last disposition.

**Case:**

A case is one or more charges against an accused person or corporation, where the charges receive a final disposition in the same court and level on the same date. Charges are linked to a case on the basis of the accused identifier (IDENT) and date of last court appearance (DCOURT).

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## B. STANDARD RECORD LAYOUT

Data Label	Name	Size	Type	Position
<b>JURIS*</b>	Jurisdiction	2	N	1-2
LEVEL	Level of Court	1	N	3
COURT	Court Location	14	AN	4-17
APPEAR	Appearance Type and Result	2	N	18-19
<b>DCOURT*</b>	Date of Court Appearance	8	N	20-27
LREP	Legal Representation	1	AN	28
DELECT	Accused or Defence Election	1	AN	29
<b>INFO*</b>	Information Number	20	AN	30-49
<b>CSEQ*</b>	Charge Sequence Number	3	AN	50-52
DOFF	Date of Offence	8	AN	53-60
DINIT	Date of Initiation	8	AN	61-68
STAT	Type of Statute	3	AN	69-71
SECT	Statute Section Code	6	AN	72-77
SUBS	Statute Subsection	3	AN	78-80
PARA	Statute Paragraph	4	AN	81-84
NATURE	Nature of Offence	1	AN	85
PROCED	Crown Proceeding/Crown Election	1	AN	86
PLEA	Type of Plea	1	AN	87
DISP	Type of Disposition	2	AN	88-89
WARRANT	Bench/Arrest Warrant Issued	1	AN	90
SENT	Type of Sentence	6	AN	91-96
CONDTYPE	Type of Conditional Sentence of Imprisonment Conditions	8	N	97-104
CONSCUR	Consecutive/Concurrent Indicator	1	N	105
LCONDIT	Length of Conditional Sentence of Imprisonment	3	N	106-108
OSDETAIL	Other Sentence Detail	8	N	109-116
PROBTYPE	Type of Probation	8	N	117-124
TIMESERV	Time Served	1	N	125
LPRISON	Length of Prison	4	AN	126-129
LPROB	Length of Probation	4	AN	130-133
AFINE	Amount of Fine	8	AN	134-141
AREST	Amount of Restitution	8	AN	142-149
OTHER	Other Sentence Type	1	N	150
<b>IDENT*</b>	Local Accused/Defendant Identifier	20	AN	151-170
SDX	Accused/Defendant Soundex Code	11	AN	171-181
SEX	Sex of Accused	1	AN	182
DBIRTH	Date of Birth of Accused	8	AN	183-190
[Filler]		60	Blank	191-250

\* **Key Fields**      AN = Alphanumeric    N = Numeric

**Label:** JURIS  
**Name:** JURISDICTION  
**Description:** A standard Statistics Canada code assigned to each record representing the Province/Territory in which the court appearance took place.

**Format** Numeric 2

**Value Range:** 10 Newfoundland and Labrador  
11 Prince Edward Island  
12 Nova Scotia  
13 New Brunswick  
24 Quebec  
35 Ontario  
46 Manitoba  
47 Saskatchewan  
48 Alberta  
59 British Columbia  
60 Yukon  
61 Northwest Territories (including Nunavut 1994/95 to 1998/99)  
62 Nunavut

**Comments:** Nunavut (62) added in the 1998 NDR revisions, to include the new Nunavut territory which came into effect April 1, 1999.

The ACCS uses the key fields JURIS, DCOURT, INFO, CSEQ, and IDENT to sort appearance records into charges and cases.

**Development Notes:**

This is a mandatory field generated by the interface that must have a valid value (see above) and must not be blank.

The ACCS extracts a separate appearance record for each new court based event. Within a jurisdiction (JURIS), the appearance record is identified by the following key fields; local accused identifier (IDENT), information number (INFO), charge sequence number (CSEQ), and date of court (DCOURT).

**Label:** LEVEL

**Name:** LEVEL OF COURT

**Description:** Level of court at which the appearance took place. Appearances at the provincial adult criminal court level and the superior court level are captured.

**Format** Numeric 1

**Value Range:** 1 Provincial Court  
2 Superior Court (section 96 courts)

**Comments:** Code 2, Superior Court (section 96 courts) was added in the 1998 NDR revisions, for jurisdictions that are able to provide superior court data at this time.

The term "Superior Court" refers to:  
Supreme Court in Newfoundland and Labrador, Prince Edward Island, Nova Scotia, British Columbia, Yukon and the Northwest Territories (including Nunavut 1994/95 to 1998/99);  
Court of Queen's Bench in Alberta, New Brunswick, Manitoba and Saskatchewan;  
Superior Court in Quebec; and  
in Ontario, as the Superior Court of Justice.

**Development Notes:**

This element should not be blank. If LEVEL is blank, the value will be imputed to 1, provincial court.



**Label:** COURT

**Name:** COURT CODE (COURT LOCATION and COURTROOM)

**Description:** The data element COURT CODE consists of two variables called COURT LOCATION and COURTROOM. COURT LOCATION is a unique identifier for each courthouse, circuit point or satellite court within the province/territory. COURTROOM is a unique identifier for each courtroom in the larger courthouses.

This data element has a standard format but non-standard content since the criteria used to assign the codes vary from jurisdiction to jurisdiction.

**Format:** Alphanumeric 14 - divided into two alphanumeric digits of 7, each left justified with trailing blanks.

COURT LOCATION is the first 7 digits of this data element beginning in position 1.

COURT ROOM, is also 7 digits beginning in position 8 following the court location.

**Value Range:** As defined in each Province/Territory.

**Comments:** Courtroom could mean the room within the court, or smaller towns within a court catchment area (circuit courts).

**Development Notes:**

This element is intended to capture the court of record. Where a case is transferred as a result of a waived within province or a change in the level of court, this field should reflect this change in the court location.

Changes in court location for the purposes of maximising the use of court resources should not be considered as a change in court location for survey purposes, therefore, the original court location should be maintained on all records.

**Label:** APPEAR

**Name:** APPEARANCE TYPE AND RESULT

**Description:** Appearance type is classified into five hearing type categories - judicial interim release (bail) hearing, preliminary hearing, fitness hearing, trial hearing and other. The first digit of the code (1,2,3,4,5) indicates which type of hearing it is. The second digit of the code (0,1,2) indicates the appearance result for three hearing types: judicial interim release, preliminary, and fitness.

**Format:** Numeric 2

**Value Range:**

- 10 Judicial interim release hearing - no decision
- 11 Judicial interim release hearing - decision to release accused
- 12 Judicial interim release hearing - decision not to release accused
- 20 Preliminary inquiry/hearing - no decision
- 21 Preliminary inquiry/hearing - decision to commit accused for trial<sup>1</sup>
- 22 Preliminary inquiry/hearing - decision to discharge accused<sup>2</sup>
- 30 Fitness hearing - no decision
- 31 Fitness hearing - decision to find accused fit<sup>5</sup>
- 32 Fitness hearing - decision to find accused unfit<sup>3</sup>
- 40 Trial hearing
- 50 Other appearance type<sup>4</sup>

- Comments:**
1. When APPEAR=21, the disposition field (DISP) should be coded to "70" indicating that the accused was transferred to superior court (section 96). In jurisdictions that do not provide superior court data, DISP 70 (transferred to superior court) is a final disposition. For jurisdictions that provide superior court data, DISP 70 (transferred to superior court) is no longer considered to be a final disposition.
  2. When APPEAR=22, the disposition field (DISP) should be coded to "52" indicating that the charge was discharged.
  3. When APPEAR=32, the disposition field (DISP) should be coded to "90" indicating a final disposition of "Other" since the accused was found unfit to stand trial.
  4. "Other Appearance Type" includes first appearances, adjournments, pre-sentence reports, etc.
  5. If a fitness hearing results in a decision to proceed with the trial (ie., APPEAR=31, the accused is found fit for trial) and that decision is not captured by the jurisdiction, it may be possible to derive this value.

**Development Notes:**

- ? This element is intended to capture the appearance type and the appearance outcome. The ACCS captures actual appearances, therefore the type of scheduled appearance should not be used if at all possible. The ACCS is only interested in system records related to appearances in a courtroom.
- ? The values 10, 20, and 30 reflect appearance types where a decision has not been reached that indicates an adjournment of that hearing type or some other break in the process.
- ? For most jurisdictions the value of 31 is implied when the trial continues.

For information only

**Label:** DCOURT

**Name:** DATE OF COURT APPEARANCE

**Description:** The date on which the court appearance took place.

**Format:** Numeric 8 [YYYYMMDD]

<b>Value Ranges:</b>	<b>Field Position</b>	<b>Value Range</b>	<b>Description</b>
	1-4	1990*	YEAR *(example only)
	5-6	01	January
	5-6	02	February
	5-6	03	March
	5-6	04	April
	5-6	05	May
	5-6	06	June
	5-6	07	July
	5-6	08	August
	5-6	09	September
	5-6	10	October
	5-6	11	November
	5-6	12	December
	7-8	01-31	DAY

**Comments:** Changed to a 4 digits year in the 1998 NDR revisions.

The ACCS uses the key fields JURIS, DCOURT, INFO, CSEQ, and IDENT to sort appearance records into charges and cases.

**Development Notes:**

This is a mandatory field that must have a valid value (see above) and must not be blank or zeros.

The ACCS extracts a separate appearance record for each new court based event. Within a jurisdiction (JURIS), the appearance record is identified by the following key fields; local accused identifier (IDENT), information number (INFO), charge sequence number (CSEQ), and date of court (DCOURT).

**Label:** LREP

**Name:** LEGAL REPRESENTATION

**Description:** A general indicator of whether or not a lawyer or agent was representing the accused at the court appearance. Legal representation includes: legal aid, duty council, court appointed council, private solicitors, and other types of legal council.

**Format:** Alphanumeric 1

**Value Range:**

Blank	Data element not available
0	Unknown (not stated/missing)
1	Legal representation
2	No legal representation

**Comments:** This data element captures LREP at the current court appearance.

For information only

**Label:** DELECT

**Name:** ACCUSED OR DEFENCE ELECTION

**Description:** An indicator of the mode of trial elected by the accused or defence for the current appearance.

If the accused has been charged with an indictable offence or the crown proceeds by indictment for a hybrid offence, then the accused may elect to be tried by provincial court judge, superior court judge alone or superior court judge and jury. An accused may also re-elect during or at the conclusion of a preliminary hearing. If, however, the accused is charged with a summary offence, or an offence under Criminal Code Section 553, then the accused is not eligible to make an election.

If the accused refuses to elect, the accused is deemed to elect trial by a superior court judge and jury. The Attorney General may require that an accused be tried by a judge and jury where charged with an indictable offence punishable by more than five years imprisonment. If the accused elects or is deemed to elect judge and jury but fails to attend trial, the accused is deemed to elect trial by superior court judge alone.

**Format:** Alphanumeric 1

**Value Range:**

Blank	Data element not available
0	Unknown - not stated/missing, or accused/defence have not yet elected therefore the type of election is not yet known.
1	Not eligible for election - accused charged with a summary offence or an offence under section 553 of the Criminal Code.
2	Provincial court judge
3	Superior court judge alone - the accused elected for superior court judge alone, or the accused elected judge & jury but failed to attend the trial therefore received superior court judge alone.
4	Superior court judge & jury - accused election, accused refused to elect, or superior court judge and jury required by the Attorney General.

**Comments:** Offences under CC section 469 are the exclusive jurisdiction of Superior Court, and offences under CC section 553 are the exclusive jurisdiction of Provincial Court, therefore, neither are eligible for election.

Once an accused has entered an election, DELECT is carried forward to all subsequent appearances unless the election is changed. If the election changes, the new DELECT should be recorded on the appearance where it occurred, and carried through to each new appearance.

**Label:** INFO

**Name:** INFORMATION NUMBER

**Description:** The number on an information that uniquely identifies an accused and the charges for which the accused stands trial.

**Format:** Alphanumeric 20, left justified, trailing blanks, **no special characters**

**Value Range:** As defined in each Province/Territory.

**Comments:** The ACCS uses the key fields JURIS, DCOURT, INFO, CSEQ, and IDENT to sort appearance records into charges and cases.

**Development Notes:**

This is a mandatory field defined by each province or territory, but must not be blank.

The ACCS extracts a separate appearance record for each new court based event. Within a jurisdiction (JURIS), the appearance record is identified by the following key fields; local accused identifier (IDENT), information number (INFO), charge sequence number (CSEQ), and date of court (DCOURT).

For information only

**Label:** CSEQ

**Name:** CHARGE SEQUENCE NUMBER

**Description:** A sequential reference number assigned to each charge/count on the information. It relates to a specific person facing charges. It is important to note that different charges may have the same charge sequence number on the same information, however, they would be related to different individuals. In the following example involving 2 accused and 6 charges, three pairs of charges would have the same "charge sequence numbers" - 001, 002 and 003.

Information #	Accused ID	Charge Sequence #
1958475HFR	B652601020M	001
		002
		003
	J451451213M	001
		002
		003

**Format:** Alphanumeric 3

**Value Range:**

001	1st charge
002	2nd charge
003	3rd charge
"	
"	
"	
999	999th charge

**Comments:** The ACCS uses the key fields JURIS, DCOURT, INFO, CSEQ, and IDENT to sort appearance records into charges and cases.

The ACCS extracts a separate appearance record for each new court based event. Within a jurisdiction (JURIS), the appearance record is identified by the following key fields; local accused identifier (IDENT), information number (INFO), charge sequence number (CSEQ), and date of court (DCOURT).

**Development Notes:**

This is a mandatory field that must have a valid value (see above) and must not be blank.



**Label:** DOFF

**Name:** DATE OF OFFENCE

**Description:** Date on which the offence took place, as reported by the police. If the offence occurred over a period of time or if the exact date is unknown but the police have determined that the offence occurred somewhere between two given dates, the latter date is to be captured by this field.

**Format:** Alphanumeric 8 [YYYYMMDD]

<b>Value Ranges:</b>	<b>Field Position</b>	<b>Value Range</b>	<b>Description</b>
	1-8	Blank	Data element not available
	1-8	000000	Unknown
	1-4	1960*	YEAR *(example only)
	5-6	01	January
	5-6	02	February
	5-6	03	March
	5-6	04	April
	5-6	05	May
	5-6	06	June
	5-6	07	July
	5-6	08	August
	5-6	09	September
	5-6	10	October
	5-6	11	November
	5-6	12	December
	7-8	01-31	DAY

**Comments:** Changed to a 4 digits year in the 1998 NDR revisions.

**Label:** DINIT

**Name:** DATE OF INITIATION

**Description:** Date on which the court received the information and opened a new file.

**Format:** Numeric 8 [YYYYMMDD]

<b>Value Ranges:</b>	<b>Field Position</b>	<b>Value Range</b>	<b>Description</b>
	1-8	Blank	Data element not available
	1-8	000000	Unknown
	1-4	1998*	YEAR *(example only)
	5-6	01	January
	5-6	02	February
	5-6	03	March
	5-6	04	April
	5-6	05	May
	5-6	06	June
	5-6	07	July
	5-6	08	August
	5-6	09	September
	5-6	10	October
	5-6	11	November
	5-6	12	December
	7-8	01-31	DAY

**Comments:** Changed to a 4 digits year in the 1998 NDR revisions.

The date of initiation (DINIT) should be before or equal to the date of the first court appearance (first DCOURT).

**Development Notes:**

The date of initiation could be the date the charge was laid in the court, the date the arrest warrant was issued, or the day the court opened a file on the charge.

**Label:** STAT

**Name:** TYPE OF STATUTE

**Description:** An indicator of the statute under which the charge was laid and the version of the Revised Statutes of Canada that was in force at the time of the offence.

**Format** Alphanumeric 3

**Value Range:**

_01	Criminal Code
_02	Narcotic Control Act (replaced by CDA)
_03	Food and Drugs Act (CDA replaces parts III and IV of the FDA)
_04	Young Offenders Act
_05	Customs Act
_06	Immigration Act
_07	Income Tax Act
_08	Indian Act
_09	Employment Insurance Act (includes the EIA repealed June 30, 1996)
_10	Canadian Environmental Protection Act
_11	Government Property Traffic Regulations
_12	Fisheries Act
_13	Fisheries Protection
_14	Fishing Regulations
022	Controlled Drugs and substances Act (enforced as of May 14, 1997)
023	Firearms Act (enforced as of December 1, 1998)
_99*	Other Federal Statutes not listed above.

**Comments:** The first digit corresponds to the Revised Statutes of Canada (R.S.C.) and can be either X or 0 (zero).

X indicates R.S.C. 1970 (offences occurring up to and including December 11, 1988)

0 indicates R.S.C. 1985 (offences occurring on or after December 12, 1988)

\* Where STAT = \_99, the variables SECT, SUBS and PARA should be blank.

The 1998 NDR revisions include the addition of two new codes to accommodate the Firearms Act, and the Controlled Drugs and substances Act which replaced the Narcotic Control Act and parts of the Food and Drugs Act.

**Development Note:**

Charges on or before December 11, 1988 fall under RSC 1970, should be coded as STAT = X\_\_.

Charges on or after December 12, 1988 fall under RSC 1985, should be coded as STAT = 0\_\_.

<b>Label:</b>	<b>SECT</b>
<b>Name:</b>	STATUTE SECTION CODE
<b>Description:</b>	The section of the statute under which the charge was laid. This element is to be completed for all types of federal statutes except for the "other federal statute" category (i.e. STAT = _99).
<b>Format:</b>	Alphanumeric 6, left justified, trailing blanks. The decimal point should be included if it is part of the section code (e.g. Criminal Code section 264.1).
<b>Value Range:</b>	See Appendix 1, Offence Library  Blank      Not available, STAT = 099 or X99 (Other Federal Statute)
<b>Comments:</b>	<p>This field should remain the same on all appearances for a charge except where the accused is either found guilty of a lesser/included offence or pleads guilty to a lesser charge.</p> <p>For analytical purposes, SECT is used in combination with NATURE to collect full charge characteristics on offences (e.g. completed, attempted, counselling and conspiring). Where SECT = 463, 464, 465 or 466, impute NATURE appropriately. Wherever possible, code the original offence section in this field. If the original offence value of SECT is not available, SECT should be coded to blanks (not available).</p> <p>Section 810 (peace bonds) are captured as a separate charge when not part of a sentence that is associated with a criminal charge. If a peace bond is ordered as part of a sentence in relation to a criminal charge, the peace bond is captured under either OSDETAIL, CONDTYPE or PROBTYPE depending on whether the peace bond was ordered as a conditional sentence, as a probation order condition, or as an other sentence.</p>
<b>Development Note:</b>	<p>Charges resulting in a conviction of a lesser or included offence should be coded as follows:</p> <ul style="list-style-type: none"> <li>? All appearances prior to the acceptance of the guilty plea to a lesser or included offence should contain offence information related to the original charge.</li> <li>? All appearances after the acceptance of the guilty plea should contain the lesser or included offence details.</li> </ul>

**Label:** SUBS

**Name:** STATUTE SUBSECTION CODE

**Description:** The subsection, if any, of the statute section under which the charge was laid. This data element is to be completed for all types of federal statutes for which a subsection exists excluding charges laid under the "other federal statute" category (i.e. STAT = \_99).

**Format:** Alphanumeric 3, left justified trailing blanks. The decimal point should be included if it is part of the subsection code (e.g. Criminal Code section 136 subsection 2.1) but the parentheses should be excluded.

**Value Range:** See Appendix 1, CCJS Offence Library

Blank Not available  
STAT=099, STAT=X99 or subsection does not exist

**Comments:** This field is used in combination with SECT and PARA to identify specific offences.

**Development Note:**

Charges resulting in a conviction of a lesser or included offence should be coded as follows:

- ? All appearances prior to the acceptance of the guilty plea to a lesser or included offence should contain offence information related to the original charge.
- ? All appearances after the acceptance of the guilty plea should contain the lesser or included offence details.

**Label:** PARA

**Name:** PARAGRAPH and SUBPARAGRAPH STATUTE CODE

**Description:** The paragraph and subparagraph of the subsection of the statute under which the charge was laid. This data element is to be completed for all types of federal statutes for which a paragraph or subparagraph exists, except for the "other federal statutes" category (i.e. STAT = \_99). Parentheses should be excluded.

**Format:** Alphanumeric 4, upper case, left justified, trailing blanks

**Value Range:** See Appendix 1, CCJS Offence Library

Blank Not available  
STAT=099, STAT=X99 or paragraph does not exist.

**Comments:** This field is used in combination with SECT and SUBS to identify specific offences.

**Development Note:**

Charges resulting in a conviction of a lesser or included offence should be coded as follows:

- ? All appearances prior to the acceptance of the guilty plea to a lesser or included offence should contain offence information related to the original charge.
- ? All appearances after the acceptance of the guilty plea should contain the lesser or included offence details.

**Label:** NATURE

**Name:** NATURE OF OFFENCE

**Description:** This data element describes the nature of the offence in that it indicates whether the offence was committed or whether there was only the intent to commit the offence. This element also indicates whether the accused was involved in counselling other persons or conspiring with other persons to commit an offence.

**Format:** Alphanumeric 1

**Value Range:**

Blank	Data element not available
0	Unknown (not stated/missing)
1	Completed
2	Attempted (s. 463)
3	Other (i.e. counselling (s. 464), conspiring, after the fact, other party offence (s. 465, 466)
4	Not applicable (i.e. non CC charge)

**Comments:** Sections 463-466 of the Criminal Code describe the terms "attempt to commit", "counselling other persons", "conspiracy to commit".

For analytical purposes, NATURE is used in combination with SECT to collect full charge characteristics on offences (e.g. completed, attempted, counselling and conspiring). Where STAT = 001 or X01SECT = 463, 464, 465 or 466, impute NATURE appropriately, as completed, attempted or other. Wherever possible, code the original offence section in the SECT field. If the original offence value of SECT is not available, SECT should be coded to blanks (not available).

**Label:** PROCED

**Name:** CROWN PROCEEDING/CROWN ELECTION

**Description:** A general indicator of whether the charge was proceeded by way of indictment or summary conviction. Offences that can be prosecuted either way, "hybrid offences", should be recorded as hybrid summary or hybrid indictable, depending on how the crown elects to proceed.

**Format:** Alphanumeric 1

**Value Range:**

Blank	Data element not available
0	Unknown (not stated/missing)
1	Summary by definition
2	Indictable by definition
3	Hybrid - summary procedure
4	Hybrid - crown elects indictable procedure

**Comments:**

**Development Notes:**

The class of the offence (hybrid or by definition) should be used in combination with the type of the proceeding (summary-indictable) to fill this element. Most interfaces require two Management Information System (MIS) elements to code this ACCS element.

Class	Proceeding	=	PROCED value
Blank	Summary (S)		1 (Summary by definition)
Blank	Indictable (I)		2 (Indictable by definition)
H (Hybrid)	Summary (S)		3 (Hybrid-Summary)
H (Hybrid)	Indictable (I)		4 (Hybrid-Indictable)



**Label:** PLEA

**Name:** TYPE OF PLEA

**Description:** This data element refers to the plea entered by the accused. The accused may:

- a) enter a plea of guilty or not guilty
- b) plead not guilty of the offence charged but guilty of another offence
- c) raise a special plea before pleading guilty or not guilty
- d) refuse to enter a plea, in which case a plea of "not guilty" is deemed
- e) enter no plea (i.e. plea is unknown)

If the accused pleads guilty, the accused will generally be convicted and sentenced but may withdraw the guilty plea, under the judge's direction, prior to sentencing.

If the plea is not guilty the accused will go to trial. The accused may also in some circumstances change the plea.

**Format:** Alphanumeric 1

<b>Value Range:</b>	Blank	Data element not available
	0	Unknown (not stated/missing)
	1	Guilty
	2	Not guilty
	3	Refuse to enter plea - deemed not guilty
	4	Special plea
	5	Guilty of lesser charge

**Comments:** Once an accused has entered a plea, it is carried forward to all subsequent appearances unless the plea is changed. If the plea changes, the new plea should be recorded on the appearance where it occurred, and carried through to each subsequent appearance.

**Label:** DISP

**Name:** TYPE OF DISPOSITION

**Description:** An indicator of whether or not the charge was disposed of and, if disposed of, the type of disposition. Several events may end the court process:

- a) the accused is found unfit to stand trial;
- b) the Attorney General or the Court directs a stay of proceedings;
- c) the charge is withdrawn, dismissed or discharged;
- d) the charge is transferred to another court level or court location;
- e) the accused is found guilty of the offence charged or of an included offence;
- f) the accused is found not guilty;
- g) the accused is found not guilty on account of insanity;
- h) the accused/defence raises Charter arguments;

**Format:** Alphanumeric 2

**Value Range:**

- 00 Unknown or not yet disposed<sup>2</sup>
- 10 Found guilty<sup>3</sup>
- 20 Convicted of a lesser or included offence
- 30 Acquitted of offence charged
- 40 Stay of proceedings
  - by Attorney General or by Court
  - includes 'Adjourn Sine Dis' - adjournment with no scheduled return date
- 50 Withdrawn<sup>4</sup>
- 51 Dismissed<sup>5</sup>
- 52 Discharged<sup>6</sup>
- 53 Stay or withdrawn due to alternative measures
- 60 Acquitted on account of mental disorder
- 70 Committed for trial in superior court, section 96<sup>1</sup>
  - accused committed for trial as a result of a preliminary inquiry
  - accused elects superior court
  - accused charged under section 469 of the Criminal Code, absolute jurisdiction of superior court
- 71 Re-election to provincial court<sup>1</sup>
- 80 Waived out of province<sup>7</sup>
- 81 Waived within province<sup>8</sup>
- 90 Other<sup>9</sup>

- Comments:**
1. In jurisdictions that provide superior court data, DISP=70 and DISP=71 are not considered to be final dispositions. As such, these dispositions should not trigger an extract of the appearance data.
  2. "00" is not a type of final disposition but rather is the value of this data element for appearances that occur prior to a final disposition.
  3. Found guilty (DISP = 10) includes accused receiving a conditional or absolute discharge, or a suspended sentence.
  4. Withdrawn (DISP = 50) refers to a failure to prosecute for a variety of reasons, e.g. the accused was deceased, or the charge was quashed.
  5. Dismissed (DISP = 51) refers to a failure to prosecute because the charge was found to be invalid.
  6. Discharged (DISP = 52) refers to a decision to discharge an accused at a preliminary hearing.
  7. Includes loss of jurisdiction out of province.
  8. Includes loss of jurisdiction within province.
  9. Options in "Other" (DISP = 90) include:
    - Nullity, mistrial, time limit expired
    - the court makes an order against the defendant which does not carry a "conviction".
    - a special plea (e.g. autrefois acquit) is accepted by the court
    - accused /defence raised Charter arguments
    - accused was found unfit to stand trial, following a fitness hearing (APPEAR=32).
    - Section 810 Peace Bonds where there are no charges or convictions associated with the s. 810 procedure.

In the 1998 NDR revisions DISP=50 was separated into 3 additional codes and DISP=71 "re-election to provincial court" was added.

**Development Notes:**

- ? Although most provincial/territorial ministries store justice data in relational databases, this file structure is beyond the capabilities of the central processing system used by the ACCS. Current processes require an ASCII file with fixed field format. As a result, every record extracted for the ACCS must include all elements in their specified location, as identified in the standard record layout.
- ? Records extracted for court events (appearances) that occur prior to the final disposition, should be coded as DISP = 00, which indicates that the trial has not been completed.
- ? If superior court data are available then the disposition values 70, 71, and 81 are non-final dispositions, and should not trigger an extract of the charge. The element SENT should be coded to 000000, and the charge is considered to be still active. In addition, all sentencing fields should be coded to '0's' not yet disposed.

**Label:** WARRANT

**Name:** BENCH/ARREST WARRANT ISSUED

**Description:** An indicator of whether or not a bench warrant for the arrest of the accused has been activated at the current appearance. If an indictment has been preferred against an accused at large, and that person does not appear or remain in attendance for his trial, the court may issue a warrant for his arrest.

**Format:** Alphanumeric 1

**Value Range:**

Blank	Data element not available
0	Unknown (not stated/missing)
1	Yes, arrest warrant was issued
2	No warrant issued

**Comments:**

**Development Notes:**

This is an indication of a bench warrant being issued. It does not include warrants executed or warrants quashed.

For information only

**Label:** SENT

**Name:** TYPE OF SENTENCE

**Description:** An indicator of the type of sentence received by the accused. The sentence types are not mutually exclusive since a combination of the sentences may be given for a conviction on a single offence. All combinations of 1's and 2's are possible, except an accused cannot receive a prison sentence in combination with a conditional sentence of imprisonment.

**Format:** Alphanumeric 6

<b>Value Range:</b>	<b>Field Position</b>	<b>Code</b>	<b>Description</b>
	1-6	000000	Unknown or not yet disposed
	1	1	Prison term
	1	2	No prison term
	2	1	Probation order
	2	2	No probation order
	3	1	Fine
	3	2	No fine
	4	1	Restitution/compensation
	4	2	No restitution/compensation
	5	1	Conditional sentence
	5	2	No conditional sentence
	6	1	Other sentence*
	6	2	No other sentence

**Comments:** This is a multiple-coded variable which must take a value for the final appearance (e.g. 212212, 112222, etc.).

A new position code was added in the 1998 NDR revisions, to accommodate conditional sentencing. SENT position 5 has become the conditional sentence indicator, and 'other' sentence has been moved to position 6.

\*Other sentence excludes probation order conditions and conditional sentences of imprisonment orders. SENT position 6 (other) should only be coded when the other sentence type is not part of a probation order or a conditional sentence of imprisonment. If there is a probation order it is captured in SENT position 2, and a conditional sentence order is captured in SENT position 5.

**Development Notes:**

- ? Although most provincial/territorial ministries store justice data in relational databases, this file structure is beyond the capabilities of the central processing system used by the ACCS. Current processes require an ASCII file with fixed field format. As a result, every record extracted for the ACCS must include all elements in their specified location, as identified in the standard record layout.
- ? All records extracted for court events (appearances) that occur prior to the final disposition, should have the SENT value of 000000 entered, indicating that the trial has not been completed unless an election to superior court or a re-election to provincial court has occurred. SENT=222222 is coded on non-final appearance records if the charge was committed for trial in superior court or was re-elected to provincial court (DISP=70 or 71). SENT=222222 is also valid on the final appearance record if there was no sentence given.

For information only

**Label:** CONDTYPE

**Name:** TYPE OF CONDITIONAL SENTENCE OF IMPRISONMENT CONDITIONS

**Description:** Indicates the type of conditions imposed as part of a conditional sentence of imprisonment.

**Format:** Numeric 8

<b>Value Range:</b>	<b>Field Position</b>	<b>Code</b>	<b>Description</b>
	Blank		Data element not available
	1-8	00000000	Unknown or not yet disposed
	1	1	Community service order
	1	2	No community service order
	2	1	Weapons prohibition
	2	2	No weapons prohibition
	3	1	Victim fine surcharge
	3	2	No victim fine surcharge
	4	1	Treatment program
	4	2	No treatment program
	5	1	Restitution/compensation
	5	2	No restitution/compensation
	6	1	Driving prohibition
	6	2	No driving prohibition
	7	1	Peace bond order
	7	2	No peace bond order
	8	1	Other
	8	2	No other
	1-8	99999999	Not applicable

**Comments:** New field added in the 1998 NDR revisions.

Where a conditional prison sentence is ordered (SENT position 5 = 1) and where conditions are imposed as part of a conditional sentence, code conditions under CONDTYPE. Do not code these sentence conditions under SENT position 6 (other).

**Development Notes:**

- ? Although most provincial/territorial ministries store justice data in relational databases, this file structure is beyond the capabilities of the central processing system used by the ACCS. Current processes require an ASCII file with fixed field format. As a result, every record extracted for the ACCS must include all elements in their specified location, as identified in the standard record layout.

- ? All records extracted for court events (appearances) that occur prior to the final disposition, should have the CONDTYPE value of 00000000 entered, indicating that the trial has not been completed.
- ? For final appearance records, code 99999999 (not applicable) if no conditional sentence ordered.

For information only



**Label:** CONSCUR

**Name:** CONSECUTIVE / CONCURRENT INDICATOR

**Description:** An indicator of whether the prison term is to be served consecutively or concurrently with other prison terms.

**Format:** Numeric 1

**Value Range:**

Blank	Data element not available
0	Unknown or not yet disposed
1	Consecutive
2	Concurrent
9	Not applicable, no prison ordered

**Comments:** New field added in the 1998 NDR revisions.

**Development Notes:**

- ? Although most provincial/territorial ministries store justice data in relational databases, this file structure is beyond the capabilities of the central processing system used by the ACCS. Current processes require an ASCII file with fixed field format. As a result, every record extracted for the ACCS must include all elements in their specified location, as identified in the Standard record layout.
- ? All records extracted for court events (appearances) that occur prior to the final disposition, should have the CONSCUR value of 0 entered, indicating that the trial has not been completed.
- ? CCC 2002, section 718.3 (4) states...‘the court that sentences the accused may direct that the terms of imprisonment that are imposed by the court’...’shall be served consecutively’. Annotations to this section indicate that it is possible for the court to impose a prison sentence consecutive to one already being served.
- ? If there is no indication that the prison sentence for a single-conviction case is to be served concurrently with a previous prison sentence, the prison sentence for the single-conviction case should be coded as a stand-alone sanction. (i.e., CONSCUR=1, consecutive to itself)
- ? For final appearance records, code 9 (not applicable) if no prison sentence ordered.

**Label:** LCONDIT

**Name:** LENGTH OF CONDITIONAL SENTENCE OF IMPRISONMENT

**Description:** An indicator of the length of the conditional sentence of imprisonment for conviction on the charge.

**Format:** Numeric 3

**Value Range:**

000	Unknown or not yet disposed
001	Range begins
730	to a maximum of 730 days
999	Not applicable

**Comments:** New field added in the 1998 NDR revisions.

Refers to length of conditional sentence of imprisonment to a maximum of 730 days (i.e. 2 years).

The maximum length of a conditional sentence of imprisonment, by law, is two years or 730 days, however, if the length of the conditional sentence ordered is greater than 730 days enter the actual number of days to a maximum of 998. If the actual number of days ordered is greater than 998, enter 998.

**Development Notes:**

- ? Although most provincial/territorial ministries store justice data in relational databases, this file structure is beyond the capabilities of the central processing system used by the ACCS. Current processes require an ASCII file with fixed field format. As a result, every record extracted for the ACCS must include all elements in their specified location, as identified in the Standard record layout.
- ? All records extracted for court events (appearances) that occur prior to the final disposition, should have the LCONDIT value of 000 entered, indicating that the trial has not been completed.
- ? For final appearance records, code LCONDIT to 999 (not applicable) if no conditional sentence of imprisonment is ordered.
- ? This data element is to be expressed in days (i.e. 1 month = 30 days; 1 year or 12 months = 365 days). It only takes a value on the final charge appearance record.

**Label:** OSDETAIL

**Name:** OTHER SENTENCE DETAIL

**Description:** An indicator of the types of OTHER sentences given.  
Excludes probation order conditions and conditions attached to conditional prison sentences, which are coded elsewhere.

**Format:** Numeric 8

<b>Value Range:</b>	<b>Field Position</b>	<b>Code</b>	<b>Description</b>
	1-8	Blank	Data element not available
	1-8	00000000	Unknown or not yet disposed
	1	1	Community service order
	1	2	No community service order
	2	1	Weapons prohibition
	2	2	No weapons prohibition
	3	1	Victim fine surcharge
	3	2	No victim fine surcharge
	4	1	Treatment program
	4	2	No treatment program
	5	1	Seizure of forfeiture
	5	2	No seizure or forfeiture
	6	1	Driving prohibition
	6	2	No driving prohibition
	7	1	Peace bond order
	7	2	No peace bond order
	8	1	Other
	8	2	No other
	1-8	99999999	Not applicable

**Comments:** New field added in the 1998 NDR revisions.

If SENT position 6 = 1, and if Other = 4, then OSDETAIL positions 1 to 7 are used to indicate other sentence(s).

Examples of OSDETAIL position 8 = 1 (other) include payment of legal costs, lost capacity to sell goods or services to the Crown, unable to hold public office, other prohibitions or anything else not listed in OSDETAIL positions 1 to 7.

**Development Notes:**

- ? Although most provincial/territorial ministries store justice data in relational databases, this file structure is beyond the capabilities of the central processing system used by the ACCS. Current processes require an ASCII file with fixed field format. As a result, every record extracted for the ACCS must include all elements in their specified location, as identified in the Standardrecord layout.
- ? All records extracted for court events (appearances) that occur prior to the final disposition, should have the OSDETAIL value of 00000000 entered, indicating that the trial has not been completed.
- ? For final appearance records, code OSDETAIL to 99999999 (not applicable) if no other sentence ordered.

For information only

**Label:** PROBTYP

**Name:** TYPE OF PROBATION CONDITIONS

**Description:** An indicator of the conditions imposed as part of a probation sentence.

**Format:** Numeric 8

<b>Value Range:</b>	<b>Field Position</b>	<b>Code</b>	<b>Description</b>
	1-8	Blank	Data element not available
	1-8	0000000	Unknown or not yet disposed
	1	1	Community service order
	1	2	No community service order
	2	1	Weapons prohibition
	2	2	No weapons prohibition
	3	1	Victim fine surcharge
	3	2	No victim fine surcharge
	4	1	Treatment program
	4	2	No treatment program
	5	1	Restitution/compensation
	5	2	No restitution/compensation
	6	1	Driving prohibition
	6	2	No driving prohibition
	7	1	Peace bond order
	7	2	No peace bond order
	8	1	Other
	8	2	No other
	1-8	99999999	Not applicable

**Comments:** New field added in the 1998 NDR revisions.

This element should be used only when these conditions are part of a probation order. If these conditions are not part of a probation order, they should be coded as part of other types of sentence orders, such as conditional sentences.

Where a probation sentence is ordered (SENT position 2 = 1), and where sentence conditions are imposed as part of the probation order, code under PROBTYP. Do not code these sentence conditions under SENT position 6 (other).

**Development Notes:**

- ? Although most provincial/territorial ministries store justice data in relational databases, this file structure is beyond the capabilities of the central processing system used by the ACCS. Current processes require an ASCII file with fixed field format. As a result, every record extracted for the ACCS must include all elements in their specified location, as identified in the Standardrecord layout.
- ? All records extracted for court events (appearances) that occur prior to the final disposition, should have the PROBTYP value of 00000000 entered, indicating that the trial has not been completed.
- ? For final appearance records, code PROBTYP to 99999999 (not applicable) if no probation ordered.

For information only

**Label:** TIMESERV

**Name:** TIME SERVED

**Description:** An indicator that the prison sentence ordered has already been served.

**Format:** Numeric 1

**Value Range:**

Blank	Data element not available
0	Unknown or not yet disposed
1	Yes
2	No
9	Not applicable

**Comments:** New field added in the 1998 NDR revisions.

**Development Notes:**

- ? Although most provincial/territorial ministries store justice data in relational databases, this file structure is beyond the capabilities of the central processing system used by the ACCS. Current processes require an ASCII file with fixed field format. As a result, every record extracted for the ACCS must include all elements in their specified location, as identified in the Standard record layout.
- ? All records extracted for court events (appearances) that occur prior to the final disposition, should have the TIMESERV value of 0 entered, indicating that the trial has not been completed.
- ? For final appearance records, if no prison sentence is ordered (SENT position 1 = 2), code TIMESERV to 9 (not applicable).
- ? When SENT position 1 = 1 and an accused receives time served (TIMESERV = 1), then LPRISON is coded as 0000 (unknown).

**Label:** LPRISON

**Name:** LENGTH OF PRISON TERM

**Description:** An indicator of length of custodial time for conviction on the charge. Where an accused other than a corporation is sentenced, the provincial court judge issues a warrant of committal for his detention. This field does not include those persons remanded to custody or committed to custody for default of fine payment or court costs.

For summary conviction charges, the maximum term of imprisonment is 18 months. For indictable offences, the maximum term of imprisonment is life, without eligibility for parole for 25 years.

**Format:** Alphanumeric 4, right justified with leading "0"s.

**Value Range:**

0000	Unknown or not yet disposed
0001	Range begins
5110	to a maximum of 5110 days (i.e. 14 years)
6666	Greater than 14 years, but not a life or indeterminate sentence
7777	Life
8888	Indeterminate*
9999	Not applicable since accused did not receive a prison sentence or was found not guilty

**Comments:** This variable refers to the length of the prison term ordered when variable SENT position 1 = 1.

Length of prison term is in days only. Years and Months are converted to days to a maximum of 5110 days (i.e. 14 years x 365) to permit calculations of means and medians in the ACCS client server database.

\* An indeterminate sentence may be ordered in relation to C.C.C. section 753, or in relation to a Dangerous Offender application by the Crown.

**Development Notes:**

- ? Although most provincial/territorial ministries store justice data in relational databases, this file structure is beyond the capabilities of the central processing system used by the ACCS. Current processes require an ASCII file with fixed field format. As a result, every record extracted for the ACCS must include all elements in their specified location, as identified in the Standardrecord layout.
- ? All records extracted for court events (appearances) that occur prior to the final disposition, should have the LPRISON value of 0000 entered, indicating that the trial has not been completed.



- ? For final appearance records, code LPRISON to 9999 (not applicable) if no prison sentence was ordered.
- ? This data element is to be expressed in the number of days (i.e. 1 month = 30 days; 1 year or 12 months = 365 days) received for the conviction on the charge. It only takes a value on the final charge appearance record.

For information only

**Label:** LPROB

**Name:** LENGTH OF PROBATION ORDER

**Description:** An indicator of the length of the probation order that the accused received for conviction on the charge.

**Format:** Alphanumeric 4, right justified with leading "0"s.

**Value Range:**

0000	Unknown or not yet disposed
0001	Range begins
1095	to a maximum of 1095 days*
9999	Not applicable since accused did not receive a probation sentence or was found not guilty.

**Comments:** Refers to length of probation term sentenced when SENT position 2 = 1.

Code 6666 (greater than 3 years) was deleted in the 1998 NDR revisions.

\* Length of probation order is converted to days to a maximum of 1095 days (i.e. 3 years). The maximum probation length as specified by law in Criminal Code section 738(2)(b) is three years (1095 days), however, if the length of the probation ordered is greater than 1095 days enter the actual number of days to a maximum of 9998. If the actual number of days ordered is greater than 9998, set to 9998.

**Development Notes:**

- ? Although most provincial/territorial ministries store justice data in relational databases, this file structure is beyond the capabilities of the central processing system used by the ACCS. Current processes require an ASCII file with fixed field format. As a result, every record extracted for the ACCS must include all elements in their specified location, as identified in the Standard record layout.
- ? All records extracted for court events (appearances) that occur prior to the final disposition, should have the LPROB value of 0000 entered, indicating that the trial has not been completed.
- ? For final appearance records, code LPROB to 9999 (not applicable) if no probation sentence was ordered.
- ? This data element is to be expressed in days (i.e. 1 month = 30 days; 1 year or 12 months = 365 days). It only takes a value on the final charge appearance record.

**Label:** AFINE

**Name:** AMOUNT OF FINE

**Description:** An indicator of the amount of fine to be paid by the accused for conviction on the charge. Both corporations and individuals may be fined. For Criminal Code summary offences, there are maximum fine amounts stated for both individuals and corporations. For Criminal Code indictable offences, there is no stated maximum fine.

**Format:** Alphanumeric 8, right justified with leading "0"s

**Value Range:**

00000000	Unknown or not yet disposed
00000001	Range begins
50000000	to a maximum of \$50,000,000
66666666	Greater than \$50,000,000
99999999	Not applicable, accused did not receive a fine sentence or was found not guilty

**Comments:** Refers to the amount of fine ordered when SENT position 3 = 1.

For non-final appearance records prior to sentencing, the value of 00000000 is entered. For final appearance records, code 99999999 (not applicable) if no fine ordered.

Dollar amount of fine is rounded to the nearest dollar. A fine may be imposed on an individual in lieu of imprisonment if the offence is punishable by five years or less and no minimum term of imprisonment is specified. It may be imposed in addition to imprisonment for most other offences except where life or an indeterminate detention is indicated.

**Development Notes:**

- ? Although most provincial/territorial ministries store justice data in relational databases, this file structure is beyond the capabilities of the central processing system used by the ACCS. Current processes require an ASCII file with fixed field format. As a result, every record extracted for the ACCS must include all elements in their specified location, as identified in the Standardrecord layout.
- ? All records extracted for court events (appearances) that occur prior to the final disposition, should have the AFINE value of 00000000 entered, indicating that the trial has not been completed.
- ? For final appearance records, code AFINE to 99999999 (not applicable) if no fine was ordered.

**Label:** AREST

**Name:** AMOUNT OF RESTITUTION/COMPENSATION

**Description:** An indicator of the total amount of restitution/compensation to be paid by the accused.

A convicted individual may be ordered to compensate for the loss of or damage to property. Where property obtained by the commission of an offence was sold to an innocent purchaser and then later returned to its former owner, an offender may be ordered to compensate the innocent purchaser for this loss.

This data element captures the total amount to be paid to the victim and/or innocent purchaser. For example, if the accused was ordered to compensate both the victim and the innocent purchaser for a \$10,000 item but could not return the property to the victim because of extensive damage, then the total compensation would be \$20,000. In the same case, if the property was returned to the victim, then the total amount of compensation would have been \$10,000 (the amount paid to the innocent purchaser).

It should be noted that there is no stated maximum dollar figure associated with a court order to pay compensation. This field is applicable for corporations and persons.

**Format:** Alphanumeric 8, right justified with leading "0"s

**Value Range:**

00000000	Unknown or not yet disposed
00000001	Range begins
10000000	to a maximum of \$10,000,000
66666666	Greater than \$10,000,000
99999999	Not applicable, accused did not receive a restitution sentence or was found not guilty.

**Comments:** Refers to the amount of restitution ordered when SENT position 4 = 1.

Dollar amount of restitution is rounded to the nearest dollar.

**Development Notes:**

- ? Although most provincial/territorial ministries store justice data in relational databases, this file structure is beyond the capabilities of the central processing system used by the ACCS. Current processes require an ASCII file with fixed field format. As a result, every record extracted for the ACCS must include all elements in their specified location, as identified in the Standardrecord layout.

- ? All records extracted for court events (appearances) that occur prior to the final disposition, should have the AREST value of 00000000 entered, indicating that the trial has not been completed.
- ? For final appearance records, code AREST to 99999999 (not applicable) if no restitution was ordered.

For information only

**Label:** OTHER

**Name:** OTHER SENTENCE TYPE

**Description:** A general indication of other sentence types ordered by the court upon sentencing of the accused, i.e. other than prison, probation, fine, restitution/compensation or conditional sentence types. Other sentence types include absolute or conditional discharge, suspended sentence, or some restriction or limitation upon the accused's property or privileges.

**Format:** Numeric 1

**Value Range:**

- 0 Unknown or not yet disposed
- 1 Absolute discharge
- 2 Conditional discharge
- 3 Suspended sentence
- 4 Other sentences identified in other sentence detail
- 9 Not applicable since accused did not receive an other sentence or was found not guilty

**Comments:** Sentence conditions imposed as part of a probation order or a conditional sentence should not be coded here. When OTHER = 4, OSDETAIL (Other Sentence Detail) should be coded to specify the other type of sentence given.

**Development Notes:**

- ? Although most provincial/territorial ministries store justice data in relational databases, this file structure is beyond the capabilities of the central processing system used by the ACCS. Current processes require an ASCII file with fixed field format. As a result, every record extracted for the ACCS must include all elements in their specified location, as identified in the Standardrecord layout.
- ? All records extracted for court events (appearances) that occur prior to the final disposition, should have the OTHER value of 0 entered, indicating that the trial has not been completed.
- ? For final appearance records, code OTHER to 9 (not applicable) if no Other sentence was ordered.

**Label:** IDENT

**Name:** LOCAL ACCUSED/DEFENDANT IDENTIFIER

**Description:** The unique identifier assigned to the accused/defendant in the jurisdiction's automated system.

This data element has a standard format but non-standard content since the criteria used to assign codes vary from jurisdiction to jurisdiction. This will allow a linkage back to the local operational system databases as the need arises.

**Format:** Alphanumeric 20, left justified, trailing blanks, no special characters

**Value Range:** As defined in each Province/Territory.

**Comments:** The ACCS uses the key fields JURIS, DCOURT, INFO, CSEQ, and IDENT to sort appearance records into charges and cases.

If possible, where a jurisdiction has accused identifiers that are used throughout the jurisdiction's criminal justice system, IDENT should capture that identifier rather than a localized court system identifier.

**Development Note:**

This is a mandatory field that must not be blank and must not contain special characters.

The objective of the local accused identifier is to enable the ACCS to identify an individual within a jurisdiction. The ACCS can accept an IDENT that is unique at the court location level.

The ACCS extracts a separate appearance record for each new court based event. Within a jurisdiction (JURIS), the appearance record is identified by the following key fields; local accused identifier (IDENT), information number (INFO), charge sequence number (CSEQ), and date of court (DCOURT).

**Label:** SDX

**Name:** ACCUSED/DEFENDANT SOUNDEX CODE

**Description:** A Russell-Soundex Code is used to uniquely identify accused individuals by transforming their name into an alphanumeric code. The four characters code must be followed by seven blanks.

**Format:** Alphanumeric 11, left justified, trailing blanks

**Value Range:** A000 to Z666      Person  
Blank                      Company

**Comments:**

**Development Note:**

See Appendix 2 for details on the criteria for deriving this data element.

For information only



**Label:** SEX

**Name:** SEX OF ACCUSED

**Description:** Gender of the accused or an indication that the accused is a company.

**Format:** Alphanumeric 1

**Value Range:**

Blank	Data element not available
0	Unknown (not stated/missing)
1	Male
2	Female
3	Company

**Comments:**

**Development Note:**

Where SEX = 3 (company), DBIRTH (birth date of accused) should be coded to "99999999" (not applicable).

For information only

**Label:** DBIRTH

**Name:** BIRTHDATE OF ACCUSED

**Description:** Date of birth of the accused.

**Format:** Alphanumeric 8 [YYYYMMDD]

<b>Value Ranges:</b>	<b>Field Position</b>	<b>Value Range</b>	<b>Description</b>
	1-8	Blank	Data element not available
	1-8	00000000	Unknown
	1-4	1960*	YEAR *(example only)
	5-6	01	January
	5-6	02	February
	5-6	03	March
	5-6	04	April
	5-6	05	May
	5-6	06	June
	5-6	07	July
	5-6	08	August
	5-6	09	September
	5-6	10	October
	5-6	11	November
	5-6	12	December
	7-8	01-31	DAY
	1-8	99999999	Not applicable (i.e. company)

**Comments:** An accused must be at least 14 years old at the date of offence (DOFF) in order to be tried in adult provincial or superior court.

**Development Notes:**

DBIRTH should be coded to "99999999" (not applicable) where SEX = 3 (company).

### C. Use of Blank and Zero Values

#### Blank Values:

A blank value indicates that a particular data element is not available from the jurisdictional operating system and therefore should be 'blank' for all records received from that jurisdiction.

#### Zero Values:

A zero value indicates that a particular data element is unknown because it is not stated by the jurisdiction, it is missing, or because the charge is not yet disposed of. A data element that captures disposition or sentencing information should contain zeros on all non-final appearances.

Blank and zero values are not acceptable on any appearance records for key fields of JURIS, INFO, IDENT, DCOURT, and CSEQ.

The following table indicates when a zero or blank is Yes, acceptable (Y) or No, not acceptable (N).

Element	Blank	Zeros		Element	Blank	Zeros	
		Initial Appearances	Final Appearance			Initial Appearances	Final Appearance
JURIS	N	N	N	PROCD	Y	Y	Y
LEVEL	N	N	N	DISP	N	Y	N
COURT	N	N	N	SENT	N	Y	N
APPEAR	N	N	N	COMDTYPE	Y	Y	N
DCOURT	N	N	N	CONSCUR	Y	Y	N
LREP	Y	Y	Y	LCONDIT	N	Y	Y
DELECT	Y	Y	Y	OSDETAIL	Y	Y	N
PLEA	Y	Y	Y	PROBTYPE	Y	Y	N
WARRANT	Y	Y	Y	TIMESERV	Y	Y	N
INFO	N	N	N	LPRISON	N	Y	Y
CSEQ	N	N	N	LPROB	N	Y	Y
DOFF	Y	Y	Y	AFINE	N	Y	Y
DINH	Y	Y	Y	AREST	N	Y	Y
STAT	N	N	N	OTHER	Y	Y	Y
SECT	Y	N	N	IDENT	N	N	N
SUBS	Y	N	N	SDX	Y	N	N
PARA	Y	N	N	SEX	Y	Y	Y
NATURE	Y	Y	Y	DBIRTH	Y	Y	Y

### **3. SYSTEM SPECIFICATIONS**

#### **A. Data Extraction Specifications**

The standard CCJS file is a sequential, fixed-field format, or flat file, containing appearance records such that a complete appearance history is present for each charge. Every time a charge is 'completed' or 'disposed of' in adult provincial criminal court (or in superior court, excluding DISP=71), all appearance records (each consisting of the 36 data elements) are to be extracted.

#### **B. Updates**

Given the nature of the extraction procedures, (collecting data at the end of a process), it is theoretically possible that updates will not be necessary since the data are 'final'. However, given system structures and the nature of the court process, it is possible that updates will occur. These occur when the system indicates that a record or records have been 'updated' and information has been added or changed after it has been sent to CCJS.

Generally, updates will be required when a charge has additional provincial or superior court appearances after it has been 'disposed of' in a previous reference period and therefore was already sent to CCJS. This can occur for two particular disposition types - stays of proceeding and transfers to superior court in jurisdictions that do not provide superior court data. For stays of proceeding, it is possible that a charge that has been 'stayed', is brought back to court and the trial continued. For charges where the accused is committed for trial to superior court, it is possible that the accused may re-elect back down to provincial court and complete the trial there.

For updates, the jurisdiction must send all appearances pertaining to that charge. The ACCS system will search the master file using key fields of JURIS, INFO, IDENT, CSEQ and first date of court and match the updated records with the records already on file, delete the previously sent record(s) and replace them with the updated records.

### C. Data Transmittal Requirements

Data may be sent to the CCJS on diskette, CD ROM, or by using the CCJS FTP drop box for encrypted data files.

File specifications:

- a. Logical Record Length = 250
- b. Fixed Block Format
- c. ASCII Standard
- d. Double sided, high density (5.25" or 3.5") if using diskette
- e. Standard disks created using DOS 3.0 or higher

Further instructions are available from an ACCS subject matter person for data transmittal using:

- ? CD-ROM, using compact disk filing system (CDFS) which complies with ISO9660 standard. The CCJS cannot accept file extensions (such as a series of extensions known as the Rock Ridge CD-ROM format, or the Macintosh Hierarchical File System (HFS) format) as Windows NT CD file systems cannot recognize these formats.
- ? FTP drop box for encrypted data. This is the preferred method of data and report transmittal to the CCJS whenever possible. This would require access to the Internet, an FTP client software package, and the encryption program "Entrust", adopted by the federal government as the standard for encryption software. Please contact the Canadian Centre for Justice Statistics for further information.

The preferred naming conventions for files are (for example):

CCPE00Q1.zip

- CC refers to the ACCS
- PE refers to the jurisdiction PEI (for example)
- 00 refers to the fiscal year 2000, and
- Q1 refers to the fiscal quarter (April to June) for the data file reference period.

## D. Edit Specifications

The following pages outline a number of on-line or batch edits which will be useful to each jurisdiction in enhancing the quality of the data both on their own systems and those data which are sent to CCJS. The edits, described below, will also provide interface designers with information regarding the values of data elements and the logical connections among data elements.

### 1. Field Edits

Field edits are applied to each data element individually to ensure that each contains an acceptable value or code. The following edits are suggested:

No.	Data Element	Valid Codes
1	JURIS	10-13, 24, 35, 46-48, 59-62.
2	LEVEL	1, 2
3	COURT	cannot be blank, must have valid codes provided from each jurisdiction.
4	APPEAR	10-12, 20-22, 30-32, 40, 50.
5	DCOURT	cannot be blank or 00000000, must have a valid year.
6	LREP	blank, 0-2.
7	DELECT	blank, 0-4.
8	INFO	cannot be blank, must use local codes.
9	CSEQ	cannot be blank, must have a value between 000-999.
10	DOFF	blank, 00000000 or 19600101-YYYY1231, where YYYY is equal to or less than the year of reporting (month and day must have valid values).
11	DINIT	blank, 00000000 or 19600101-YYYY1231, where YYYY is equal to or less than the year of reporting (month and day must have valid values).
12	STAT	X01-X14, X99, 001-014, 022, 023, 099.
13	SECT	blank, valid Federal Statute section in the ACCS offence library.
14	SUBS	blank, valid Federal Statute section in the ACCS offence library.
15	PARA	blank, valid Federal Statute section in the ACCS offence library.
16	NATURE	blank, 0-4.
17	PROCED	blank, 0-4.
18	PLEA	blank, 0-5.
19	DISP	00, 10, 20, 30, 40, 50-53, 60, 70, 71, 80, 81, 90.
20	WARRANT	blank, 0-2.
21	SENT	000000, uvwxyz where u,v, w, x, y, and z = 1 or 2.
22	CONDTYPE	blank, 00000000, s-z where s, t, u, v, w, x, y, z = 1 or 2, 99999999.
23	CONSCUR	blank, 0-2, 9.
24	LCONDIT	000-730, 999.
25	OSDETAIL	blank, 00000000, s-z where s, t, u, v, w, x, y, z = 1 or 2, 99999999.
26	PROBTYPE	blank, 00000000, s-z where s, t, u, v, w, x, y, z = 1 or 2, 99999999.
27	TIMESERV	blank, 0-2, 9.
28	LPRISON	0000-5110, 6666, 7777, 8888, 9999.
29	LPROB	0000-1095, 9999.
30	AFINE	00000000-500000000, 66666666, 99999999.
31	AREST	00000000-100000000, 66666666, 99999999.

32	OTHER	0-4, 9.
33	<b>IDENT</b>	cannot be blank, must use local codes.
34	SDX	0000, or ANNN (format).
35	SEX	blank, 0-3.
36	DBIRTH	blank, 00000000, 99999999, or 19000101-YYYY1231 with valid month.

(Note: Key fields are indicated in bold. With the 1998 NDR revisions, 6 new fields have been added and 5 fields; PROP, APRISON, TYPRISON, INTER, APROB have been deleted.)

## 2. Inter-field Edits

Inter-field edits examine the consistency between different data elements on the **same** appearance record. The edits are split into two parts: appearances before final disposition of the charge; and the final appearance.

### a. Appearances prior to final disposition

- (i) Date of offence (DOFF) must be before or the same day as Date of Initiation (DINIT).
- (ii) There cannot be a trial (APPEAR=40) in provincial court if the offence dealt with is in Criminal Code Section 469 (STAT=001 and SECT=469) - absolute superior court jurisdiction.
- (iii) There cannot be a preliminary inquiry (APPEAR=20, 21, or 22) if:
  - the charge is a summary or hybrid-summary conviction (PROCED=1 or 3), or
  - the charge is contained in Criminal Code Section 553 (STAT=001 and SECT=553) absolute provincial court jurisdiction.
- (iv) Defence election is ineligible (DELECT = 1) if:
  - the charge is a summary or hybrid-summary conviction (PROCED=1 or 3), or
  - the charge is contained in Criminal Code Section 553 (STAT=001 and SECT=553) absolute provincial court jurisdiction.
  - the charge is contained in Criminal Code Section 469 (STAT=001 and SECT=469) absolute superior court jurisdiction.
- (v) The accused must be at least 14 years of age at the time of the offence:

DOFF minus DBIRTH is greater than or equal to 14 years.
- (vi) A charge laid under a federal statute (STAT equal to 01 to 14, 022, 023) must contain a valid section (SECT not blank). If STAT =\_99, then SECT is blank.
- (vii) The maximum fine for a summary or hybrid-summary charge [(PROCED=1 or 3) and SENT = uv1xyz] is \$2,000 for a person (SEX = 1 or 2) and \$25,000 for a company (SEX = 3).

- (viii) Sentencing details must be coded zeros (or blanks where unavailable) on all non-final appearance records prior to the charge being disposed of, i.e. SENT, CONDTYPE, CONSCUR, LCONDIT, OSDETAIL, PROBTYPE, TIMESERV, LPRISON, LPROB, AFINE, ARREST, OTHER should be coded zeros (or blanks) on non-final appearances.

b. Final Appearances

- (i) If DISP = 30, 40, 50, 60, 70, 80, 81, or 90 then sentencing information should not be present (i.e. SENT = 222222 and other sentencing data elements are filled with '9's - not applicable).
- (ii) If DISP = 10 or 20 (guilty or guilty of a lesser charger), SENT should not equal 222222 - it must contain at least one sentence type.
- (iii) If PLEA = 1 (guilty), then DISP must equal 10 or 20. If PLEA = 5 (plea guilty to lesser charge), then DISP must equal 20 (this assumes that the plea has been accepted by the court).

### 3. Inter-record Edits

Inter-record edits examine the relationships among data elements from one record to another for logic and consistency. The following edits are suggested.

- (i) Within a jurisdiction, values for a given data element should be either all blanks, or all non-blanks.
- (ii) If a Preliminary Hearing takes place (APPEAR = 20, 21 or 22), it must take place before a trial hearing (APPEAR = 40).
- (iii) Date of offence (DOFF), date of birth (DBIRTH), soundex (SDX) and sex (SEX), as well as the KEY FIELDS of JURIS, INFO, IDENT and CSEQ must be the same on all records pertaining to the same charge.
- (iv) If on the current appearance, DISP = 20 or DISP = 20 and PLEA = 5, then the offence (STAT, SECT, SUBS, PARA) should be different from what it was on previous appearances, i.e. it should change to a lesser or included charge.



### E. Deleted Fields for 1998 NDR Revisions

**Label:** APRISON

**Name:** AGGREGATE PRISON TERM

**Description:** An indicator of total custodial time given to the accused for all charges dealt with at the time of sentencing.

When calculating aggregate prison length, the order of precedence is first life, then indeterminate and finally, total length of imprisonment. For example, if an accused is given life for any charge, then "7777" should be coded; if an indeterminate sentence is given, then "8888" is coded; if neither a life nor an indeterminate sentence are given, then the actual aggregate sentence length should be calculated for all charges where a prison sentence was received, based on consecutive and/or concurrent indicators.

This data element is to be expressed in total number of days (i.e. 1 month = 30 days; 1 year = 365 days).

This field is only to be filled on final charge appearance records where a prison term ordered was ordered. For example, if an accused is convicted on two charges, one for which the accused receives one year in prison, the other, two years of probation, APRISON would have a valid value only on the charge receiving prison and would have a value of 9999 on the charge receiving probation.

**Format:** Alphanumeric 4, right justified with leading "0"s

**Value Range:**

Blank	Data element is not available
0000	Unknown or the appearance is not the last
0001	Aggregate Length of Prison is:
0002	
0003	Years and Months converted to days to a maximum of 7300 days (i.e. 20 years)
7300	
7400	over 20 years
7777	life
8888	indeterminate
9999	accused not found guilty (i.e. DISP? 10 <u>and</u> DISP?20) or found guilty (i.e. DISP=10 <u>or</u> DISP=20) and no prison term ordered on this charge

**Comments:** If an accused is convicted of two offences and given a term of 2 years prison for one and 1 year prison for the other, then APRISON for both charges would have a value of 3 years (if the terms are to be served consecutively) or 2 years (if the terms are to be served concurrently).

**Status:** Deleted

**Label:** APROB

**Name:** AGGREGATE PROBATION ORDER

**Description:** Total probation time ordered for the accused on all charges dealt with at the same time of sentencing.

This data element is to be expressed in total number of days (i.e. 1 month = 30 days; 1 year = 365 days). It only takes a value on the final charge appearance record.

**Format:** Alphanumeric 4, right justified with leading "0"s

**Value Range:**

blank	Data element is not available
0000	Unknown or not yet sentenced
0001	Aggregate Length of Probation is:
0002	
0003	Years and Months converted to days to a maximum of 1095 days (i.e. 3 years)
1095	
6666	greater than 3 years
9999	accused not found guilty (i.e. DISP? 10 <u>and</u> DISP? 20) or found guilty (i.e. DISP=10 <u>or</u> DISP=20) but no probation is ordered

**Status:** Deleted

**Label:** INTER

**Name:** INTERMITTENT PRISON TERM

**Description:** An indicator of whether the prison term ordered for the accused is to be served on an intermittent basis (i.e. on weekends or selected days during the week).

**Format:** Alphanumeric 1

**Value Range:**

blank	Data element is not available
0	Unknown or not yet disposed of
1	intermittent
2	not intermittent
9	accused not found guilty (i.e. DISP? 10 and DISP? 20) or found guilty (i.e. DISP=10 or DISP=20) and no prison term ordered.

**Comments:** Where the court imposes a sentence of imprisonment that does not exceed ninety days, it may order that the sentence be served intermittently at the times specified in the warrant of committal and direct the accused at all other times when the accused is not in confinement, to comply with the conditions prescribed in a probation order.

This data element is only to be filled when there is a prison term ordered for the charge.

**Status:** Deleted

For information only

**Label:** PROP

**Name:** PROPERTY INDICATOR

**Type:** Charge data

**Description:** This field is also closely associated with the restitution/compensation indicator in "SENT". It indicates, where applicable, if property was returned to the victim.

**Format:** Numeric 1

**Value Range:**

blank	Data element is not available
0	Unknown or not the final appearance
1	property returned to victim
2	property not returned to victim
9	accused not found guilty (i.e. DISP? 10 and DISP? 20) or, found guilty (i.e. DISP=10 or DISP=20) and no property ordered returned.

**Status:** Deleted

For information only

**Label:** TYPRISON

**Name:** TYPE OF PRISON TERM

**Type:** Case data

**Description:** An indicator of whether the accused was sentenced to incarceration in a provincial facility or federal penitentiary respectively.

**Format:** Numeric 1

**Value Range:**

- 0 Unknown or not yet disposed of
- 1 Provincial term (2 yrs less 1 day)
- 2 Federal term (2 yrs and over)
- 9 Accused not found guilty (i.e. DISP? 10 and DISP? 20) or, found guilty (i.e. DISP=10 or DISP=20) and no prison term ordered.

**Comments:** This data element is only to be filled for charges that receive a prison term. If APRISON has a value, it is used to determine the value of TYPRISON. If APRISON is missing or unavailable, then use LPRISON to determine the value of TYPRISON.

**Status:** Deleted

For information only

## Appendix 1

### CCJS OFFENCE LIBRARY

The Canadian Centre for Justice Statistics' (CCJS) Offence Library contains a listing of all federal statute offences recognized by the Adult Criminal Court Survey. The listing consists of approximately 10,000 entries, including both definitional and sentencing sections of federal statutes.

The CCJS Offence Library is available on request in machine-readable format. The record layout of the file is the following.

Field Name:	Length:	Type:
stat	3	AN
sect	6	AN
subs	3	AN
para	4	AN, upper case
typeoff	1	AN
min_years	2	AN
max_years	2	AN
min_months	2	AN
max_months	2	AN
min_fine	8	AN
max_fine	8	AN
juris_sc	1	AN
juris_pc	1	AN
datstart	8	AN
datend	8	AN

#### Notes:

1. STAT indicates both type of Federal Statute and which numbering system, RSC 1970 or RSC 1985.
2. TYPEOFF indicates whether an offence is summary, indictable, or hybrid (summary or indictable).
3. MAXYEARS and MAXMONTH indicate the maximum length of sentence associated with each offence.
4. MAXFINE indicates the maximum fine associated with each offence (if stated in the criminal code).
5. JURIS\_SC indicates if the offence is contained in Criminal Code Section 469 - absolute superior court jurisdiction - according to the (RSC 1985) criminal code.
6. JURIS\_PC indicates if the offence is contained in Criminal Code Section 553 - absolute provincial court jurisdiction - according to the (RSC 1985) criminal code.
7. DATSTART indicates the date each offence was proclaimed.
8. DATEND indicates the date an offence was repealed.

## Appendix 2

### SOUNDEX SYSTEM

The Russell-Soundex Coding System is to be used to transform the accused's name into an alphanumeric code (SDX) in order that the CCJS central processing system will be capable of creating a unique identifier (i.e. SDX + date of birth + sex) for each accused. In addition, confidentiality of the individual will be ensured since it will be impossible to convert the code back to the original name. At the same time, this code will increase the likelihood of establishing statistical linkages among justice surveys at CCJS.

The soundex system is a method of grouping together all names that sound alike, but may be spelled differently. It is based on the fact that certain key letters in the alphabet cannot be eliminated from the name without making the name into another.

The first character of the code is the first letter of the surname. For instance, if the name is James Richards, the guide would be the "R" guide. The next three digits of the code are determined from the remainder of the name. In the Soundex Code there are six groupings of consonant letters. A list of these consonant groups and their numeric equivalents follows:

<u>Letters</u>	<u>Coding Number</u>
B,F,P,V	1
C,G,J,K,Q,S,X,Z	2
D,T	3
L	4
M,N	5
R	6

A, E, H, I, O, U, W and Y are not used. The code number consists of three digits. If the whole name, first name and other names do not include enough letters to make up the four characters, zeros are to be added.

#### Examples:

1. **Ferguson, James** is coded F622.
2. **Marshall, Bill** and **Marchill, Bill** are both coded M624.
3. **Brunson, Bronson** and **Brunsen** are all coded B652.
4. **Lee, Win** is coded L500.

When two or more consecutive consonants are represented by the same code number, they are coded as one letter.

Examples:

1. **Jackson, Bill** is coded J251; J is the initial letter; C, K, and S occur together and are all represented by code number 2; N is represented by 5; and B is represented by 1.
2. **Schneider, Paul** is coded S536, S is the initial letter; C follows the S and has the same number so is disregarded; N is represented by 5, the D by 3 and the R by 6.

If two letters are represented by the same code but separated by an A, E, I, O, U, or Y the two letters are coded separately. If however, the two letters represented by the same code number are separated by an H, W, or blank, the second of the letters represented by the same number is disregarded.

Examples:

1. **Crewman** would be coded C655; C is the initial letter; R is represented by 6; the E and the W are disregarded; M is represented by 5; A is disregarded; and the N is represented by 5.
2. **Ashcroft** would be coded A261; A is the initial letter, S is represented by 2; H is disregarded; C is represented by 2 the same as the S, and since it is separated from the S by an H, it is disregarded; R is represented by 6; and the F by 1.
3. **Aucoin, Michael** would be coded A252; A is the initial letter; U is disregarded; C is represented by 2; the O and I are disregarded; N is represented by 5; the blank between the names is disregarded; the M is represented by 5 the same as N, and since it is separated from the N by a blank, it is disregarded; I is disregarded; and the C is represented by a 2.



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**Subject:**  
**Author:** brenda belanger  
**Keywords:**  
**Comments:**  
**Creation Date:** 1/11/2002 9:41 AM  
**Change Number:** 4  
**Last Saved On:** 2/15/2002 9:33 AM  
**Last Saved By:** thommik  
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