ISCJIS – DATA STANDARDS

UPDATE DATE – 25/11/25	Version 1.59

THE DATA DEFINITIONS AND CODE LISTS CONTAINED WITHIN THIS MANUAL ARE THE CURRENT ISCJIS DATA STANDARDS. THE MANUAL IS HELD BY THE SCOTTISH GOVERNMENT WHICH, IN COLLABORATION WITH CRIMINAL JUSTICE PARTNER ORGANISATIONS, IS RESPONSIBLE FOR ANY CHANGES. QUERIES ABOUT THE CONTENT OF THE MANUAL SHOULD BE DIRECTED TO THE JUSTICE TRANSFORMATION UNIT IN THE JUSTICE DIRECTORATE OF THE SCOTTISH GOVERNMENT AT justicedigitaltransformation@gov.scot

THIS VERSION IS EFFECTIVE FROM 25/11/2025

The current version is version 1.59

CONTENTS

VERSION CONTROL 6

3. OWNERSHIP OF DATA STANDARDS 9
4. DATA ENTITIES 9
5 INDEX OF DATA ITEMS DEFINED IN SPR2 XML SCHEMA 15
6 INTRODUCTION 19
7 DEFINITIONS 19
8 USER'S GUIDE 19
9 LAYOUT 20

ACCUSED STATUS 21

ADDRESS 22

ADDRESS TYPES 24

ADMIT 25

AGE 26

ALCOHOL LEVEL 27

ALPHANUMERIC 28

BACKGROUND 29

BAIL – ADDITIONAL CONDITIONS 30

BAIL REASON 31

CASE CATEGORY 32

CHARGE NUMBER (WITHIN THE COMPLAINT) 34

COMPENSATION 35

CONSECUTIVE ACCUSED NUMBER (WITHIN THE COMPLAINT) 36

COURT 37

COURT CODES – HIGH COURTS 38
COURT CODES – SHERIFF COURTS 39
COURT CODES – JUSTICE OF THE PEACE COURTS 40
COURT CODES – APPEAL COURTS 41

COURT TYPES 42

CRIME/OFFENCE/AGENCY REFERENCE NUMBER 43

DATE 44

DEATH REPORT CONTACT TYPE 45

DIET TYPE 46

DIET TYPE CODES – HIGH COURT 46
DIET TYPE CODES – SUMMARY COMPLAINTS 46
DIET TYPE CODES – PETITION 48
DIET TYPE CODES – INDICTMENT 48
DIET TYPE CODES – OTHERS 48

DISPOSAL 50

DISPOSAL CODES – COURTS 51
DISPOSAL CODES – FISCAL FINES 53
DISPOSAL CODES – FORMAL ADULT WARNING (RECORDED POLICE WARNING) 53

DISPOSAL CODES – CENTRAL SCOTLAND (LEGACY POLICE FORCE AREA) – EARLY AND EFFECTIVE INTERVENTION 53
DOCUMENT TYPE **54**
DURATION **55**
DVLA DRIVER NUMBER **56**
EMAIL ADDRESS **57**
ETHNICITY **58**
EVIDENCE TYPE **59**
FIXED PENALTY NOTICE OFFENCE CODE **60**
FIXED PENALTY TICKET NUMBER **61**
FORENAME(S) **62**
GENDER **63**
LANGUAGE **64**
LEGAL AID NUMBER **67**
LOCAL AUTHORITY **68**
LOCAL AUTHORITY CODES 68
MEANS TO PAY RATING **70**
MEANS TO PAY NOTE **71**
MENTAL HEALTH HOSPITALS AND SECURE UNITS **72**
SECURE YOUTH ACCOMMODATION, SCOTLAND 73
MONEY **74**
NATIONAL ID NUMBER **75**
NATIONALITY **76**
NEXT OF KIN **80**
NOTIFICATION TYPE **81**
NUMERIC **82**
OCCUPATION CODES **83**
1. HEALTH OCCUPATIONS 84
2. EDUCATION OCCUPATIONS 84
3. SOCIAL WORK OCCUPATIONS 84
4. GOVERNMENT OCCUPATIONS 85
5. INDUSTRY/COMMERCE OCCUPATIONS 85
6. OTHER 85
OCCUPATION (TEXT) **86**
OFFENCE/CHARGE CODE **87**
OFFENCE/CHARGE AGGRAVATION **88**
OFFENCE/CHARGE MODIFIER **89**
ORGANISATION NAME/COMPANY NAME **91**
PERSONAL TITLE **92**
PLEA **93**

PLEA METHOD **94**
POLICE FORCE/STATION CODES **95**
POLICE FORCE CODES 96
POLICE STATION CODES 98
BRITISH TRANSPORT POLICE 98
CENTRAL POLICE FORCE 98
DUMFRIES AND GALLOWAY 98
FIFE CONSTABULARY 99
GRAMPIAN 99
LOTHIAN & BORDERS 99
NORTHERN CONSTABULARY 101
STRATHCLYDE POLICE *REVISED CODES 2 JULY 2008* 101
TAYSIDE POLICE 103
SCDEA PNC CODES 104
POLICE OFFICER RANK CODES **105**
POSTCODE **106**
PREJUDICE INCIDENT TYPE **107**
PREVIOUS CONVICTIONS **108**
PREVIOUS CONVICTIONS INDICATOR **109**
PREVIOUS JUVENILE WARNING **110**
PRISON **111**
PRISON CODES – IBIS AND PHOENIX 112
PRISONER MOVEMENT/ABSENCE REASONS **113**
MOVEMENT CATEGORIES. 113
MOVEMENT TYPES. 113
MOVEMENT REASONS 114
PROCURATOR FISCAL **116**
PROCURATOR FISCAL OFFICE CODES: 116
PROCURATOR FISCAL REFERENCE NUMBER **119**
PRODUCTION TYPE **120**
REPORTING OFFICER **121**
RESCHEDULED REASON **122**
RESPONSIBLE PERSON TYPE **123**
RESULT **124**
SCRA OFFICE TYPE **125**
SENT TO **126**
SENTENCE TYPE **127**
SHOULDER NUMBER **128**
SPECIALIST REPORTING AGENCY CODES **129**
SUBSTANCE **132**
SUBJECT REFERENCE NUMBER **133**
SUBJECT STATUS **134**
SURNAME **135**

TELEPHONE NUMBER 136
TEXT 137
TIME 138
VEHICLE REGISTRATION MARK 139
VERDICT 140
VULNERABILITY 141
VULNERABILITY SPECIFIC TYPE (VST) 142
WITNESS NUMBER 143
WITNESS TYPE 144
WORK ORDER TYPE 145
YES/NO FLAG 146
ANNEX 1 – COURT RESULT DATA EXCHANGE 147
COURT DATA COPLINK FILES SENT FROM SCS 147
COURT DATA COPLINK FILE SENT FROM COPFS 150
VALUE NPRO / MERG 154
ANNEX 2 – DIRECT MEASURES DATA STANDARDS 155
NON-COURT FILE FROM COPFS (DATA FLOW NUMBER 2) 155
NON-COURT FILE TO COPFS AND SCRO (DATA FLOW NUMBER 3) 159
CHANGE ADDRESS DETAILS (DATA FLOW NUMBER 6) 160
WORK OFFER EXTRACT FROM COPFS (DATA FLOW NUMBER 7) 160
WORK OFFER SUITABILITY (DATA FLOW NUMBER 8) 163
WORK ORDER UPDATE (DATA FLOW NUMBER 9) 164
CONDITIONAL OFFER TO COURT (DATA FLOW NUMBER 10) 164
CONDITIONAL OFFER FROM COURT (DATA FLOW NUMBER 11) 166
CANCEL/AMEND UNDERTAKING RECORD/CONDITIONS 168
ANNEX 3 – XML SCHEMA DEFINITION FILES 169
ANNEX 4 – DIRECT MEASURES 177
NAMING CONVENTIONS DIRECT MEASURES INTERFACE FILES 177
ANNEX 5 – PROTOCOL FOR THE ISSUE OF NEW CHARGE CODES AND STYLES – INCLUDES LINK TO SPREADSHEET 182
ANNEX 6 – FORMAT OF DATA FILES 186
ANNEX 7 – PROTOCOL FOR FILE NAMES FOR PASSING BETWEEN CRIMINAL JUSTICE ORGANISATIONS 189
ANNEX 8 – FILE NAMING CONVENTION FOR CHARGE CODE UPDATES 190
ANNEX 9 – DEVELOPMENT OF DOCUMENT HEADERS FOR RETURN DATA TO ISCJIS PARTNERS 191
ANNEX 10 – INDIVIDUAL MAIL TO THE POLICE 194
ANNEX 11 – OFFENCE AGGRAVATIONS COMBINATION CODES 196
ANNEX 12 – FILE FORMATS SUPPORTED BY THE COURTROOM PC MEDIA CODEX 197

VERSION CONTROL

VERSION	DATE ISSUED	COMMENT
Version 0.1	August 2007	First draft
Version 0.2	20/09/2007	Discussed at JSITS September 2007
Version 0.3	10/10/2007	Discussed at JSITS October 2007
Version 0.4	12/11/2007	Discussed at JSITS 16 Nov 2007
Version 0.5	30/11/2007	SJR Data
Version 1.0	10/12/2007	SJR Data
Version 1.1	25/01/ 2008	Court Report
Version 1.2	4/02/ 2008	New Aggravators
Version 1.3	10/03/ 2008	Fixed Penalty Ticket
Version 1.4	18 /04/ 2008	JP Courts
Version 1.5	2/07/ 2008	Work Offers
Version 1.6	4/08/ 2008	Next of Kin
Version 1.7	27/08/ 2008	Youth Courts
Version 1.8	14 /10/2008	SCRA Office type
Version 1.9	6 /11/ 2008	New Prison Codes
Version 1.10	6 /01/2009	New Station Codes for L&B
Version 1.11	26/01/ 2009	New Modifiers /Drugs/Weapon
Version 1.12	19 /03/2009	Court Code/ Disposal/ PF Office
Version 1.13	14/04/ 2009	New Station Codes for Northern
Version 1.14	2 /06/2009	New Language
Version 1.15	2 /06/2009	New Drug
Version 1.16	9 /06/2009	Ethnic Codes
Version 1.17	9 /06/2009	Aggravators Codes
Version 1.18	21 /07/2009	Mental Health./Secure Units
Version 1.19	21 /07/2009	Court Type
Version 1.20	24/11/ 2009	New Diet Type
Version 1.21	1/12/2009	Nationality Country codes
Version 1.22	2/02/ 2010	SCDEA PNC Codes
Version 1.23	2 /02/ 2010	New PF Office Code
Version 1.24	3/02/2010	New Drug Modifier
Version 1.25	22/02/2010	Drug and Weapon Modifier
Version 1.26	16/04/2010	New Drug Modifier Amendment
Version 1.27	20/4/2010	New Diet Type
Version 1.28	26/07/10	Amendment to PF Office codes
Version 1.29	11/08/2010	Sexual Modifiers
Version 1.30	12/10/2010	Changes to format of document
Version 1.31	25/10/2010	Central Police Codes added and contents page moved
Version 1.32	15/11/2010	Amendment to sexual modifiers
Version 1.33	14/02/2011	An addition to Court disposals; amendment to wording of the subject reference number and example; and an addition to diet type.
Version 1.34	18/03/2011	New verdict code; Addition of codes for change of boundaries for Fife Constabulary
Version 1.35	19/05/2011	Two additional drug modifiers
Version 1.36	31/05/2011	One additional drug modifier
Version 1.37	28/10/2011	Two additional drug modifiers
Version 1.38	7/12/2011	Correction of error in drug modifier numbers (C127-132)

		Removal of District Court Codes and replacement with JP Court Codes. Addition of sub headings to offence modifier table
Version 1.39	3/2/2012	Change to nationality section – removal of 'Holy See (Vatican City State)'. Correction of error in weapons codes.
Version 1.40	15/3/2012	Two New Disposal Codes as requested by Central Scotland Police
Version 1.41	2/4/2012	New code for Forth Valley Royal Hospital. Updating prison codes including a new code for Low Moss.
Version 1.42	2/7/2012	Addition of new drugs modifiers. Amendment of court disposal code of 'INS' to 'UFT' (unfit for trial) under a commencement order of The Criminal Justice and Licensing (Scotland) Act 2010.
Version 1.43	6/8/2012	Addition of new drugs modifier C150.
Version 1.44	21/08/2012	Tidy up / Standardisation of Data Items
Version 1.45	01/11/2012	Addition of new court disposal codes for Victims and Witnesses and AHW Act.
Version 1.46	22/04/2014	Update of text at beginning of document to reflect SG's role as maintainer of the document. Various updates from partners including new modifiers for football related offences, revised text for subject reference number.
Version 1.47	12/08/2014	Removed modifier list into separate document. Amended definition of Specialist Reporting Agencies and linked to separate spreadsheet. Added link to Charge codes spreadsheet. Updated court codes to account for court closures. Added new court disposal codes for Publicity Order and Remediation Order. Updated list of prison codes.
Version 1.48	01/04/2015	Added new case categories, death report next of kin type, occupations, disposal codes, schedule court appearance type, PF office and vulnerability codes linked to the Victims and Witnesses Bill.
Version 1.49	01/03/2016	Full review of Data Standards Manual with various changes throughout including; Change of table formatting which now contains a new 'Active' column, Wishaw General Hospital Secure Unit added, Scottish Road Traffic Fatalities Investigation Unit (SRTFIU) entry added, inactived old vulnerability codes and SCRA Document Type removed.
Version 1.50	20/09/2016	Addition of a new Fiscal Office code: WE – Wildlife and Environmental Crime Unit.

Version 1.51	18/04/2017	Addition of new document type; ILF (Interim liberation Form)
Version 1.52	16/02/2018	Addition of new Diet Types; M1 – Challenge to investigative liberation conditions; M2 – Challenge to undertaking conditions; M3 – Post-Charge Questioning (Prior to 1st Appearance); M4 – Post-Charge Questioning (After 1st Appearance) Addition of aggravation IL – Investigative Liberation Addition of new verdicts/disposals; IL – (IL Application – Closed); PCQ – (PCQ – Closed) Addition of new case category; PQ (Post Charge Quest Application) Addition of new verdicts/disposals; ILNA (Invest Lib – No Application)
Version 1.53	05/06/2018	Addtion of New Court Appearance Types; UW – UT After Warrant (Summary); UP – UT After Warrant (Petition)
Version 1.54	26/02/2020	New code 'RH' added on page 71 under Mental Health Hospitals and Secure Units
Version 1.55	19/11/2020	New tables for special measures and notice type insertion New Supreme Court code p37 New Diet Type code p 48 New Agensy reporting code – p 128 New case category codes – p32 New Station code PSS – p103 New Offence charge modifier – p89 New Modifier code – Weapon – p89
Version 1.56	22/11/2021	New Aggravator code - p89 New Modifier – Service animal
Version 1.57	27/04/2024	Change in aggravator format and addition of hate crime codes – p88. Change to allow 12 x 4 character codes per charge (48 characters)
Version 1.58	29/05/2024	Copied modifier list back into this document so can all be maintained together.
Version 1.59	25/11/2025	New aggravator code for Terrorist Connection

1. RESPONSIBILITY FOR DOCUMENT

This document is owned by ISCJIS and maintained by the Justice Transformation Unit in the Criminal Justice Division of the Scottish Government.

2. AUTHORITY TO CHANGE

Any proposed changes to the ISCJIS data standards and/or this document will be subject to acceptance by the ISCJIS Data Standards Change Control Group

(consisting of the Scottish Government, Crown Office and Procurator Fiscal Service, Scottish Court Service and Police Scotland).

3. OWNERSHIP OF DATA STANDARDS

3.1 It is important to establish the ownership of any data standard within the criminal justice system in order that, in the event of extending code-lists or any other problems with the standard, the agency with the authority or right to change the standard is identified.

3.2 Throughout the manual, ownership of each standard has been attributed to one or more agencies.

3.3 Where one agency has been designated owner of the standard, then any changes can only be made by that agency and any requests for changes to that standard must be made to that agency.

3.4 Where two agencies have been designated as having joint ownership, then any change must be made only after both agencies have consulted together. The most common example of this is joint ownership by Crown Office and Scottish Court Service. Both agencies wish to record, for example, diet type, and so any change to the code list would affect both of them equally.

3.5 Where the ownership is designated as being common, then the standard is one which is used by all the agencies, for example, name and address standards. Any change will affect all the agencies equally, and therefore no decision to change the standard should be taken without consultation with, and agreement of, all the agencies.

4. DATA ENTITIES

4.1 It is important to establish the ownership of any data entity within the criminal justice system in order that, at any point in the criminal justice procedure, the agency currently responsible for the accuracy of the data is defined. There are two models of data ownership - 'originator ownership' and 'final ownership'.

4.2 The entity ownership model (Appendix D of the ISE Project report) documented the ownership of data throughout the criminal justice system and is a 'final ownership' model.

4.3 The Ownership Table maps out the major data entities identified within the SCJS and traces their passage from entering the system to final ownership. It is acknowledged that in almost all instances, agencies will retain a reference copy of the information for internal use. This copy cannot, in most cases, be altered or amended, as to do so would cause confusion, endanger the integrity of the criminal justice system and could be unfair to the accused.

4.4 In the Ownership Table, 'final ownership' has been attributed to the agency which maintains the data entity in its final format and to whom updating or amending information would pass within the proposed system. For example, ACCUSED DETAILS would ultimately be the property of SPSA as updates regarding future pending cases, changes of address, physical appearance, conviction, wanted/missing information etc. would be passed there from other agencies, although they themselves may keep the updated information for internal reference purposes.

4.5 The table identifies the data entity, the agency which gathers the information initially and any subsequent transfers of ownership prior to the entity's final destination and ownership. The last column identifies the data store (which in most cases will be a document) in which the entity is found.

4.6 The 'originator ownership' model is that favoured by the PHOENIX standards team. In this model, responsibility for the accuracy of the information contained in the data entity remains with the agency/person who originated the information.

4.7 In this model, the question arises -'who is responsible for maintaining the accuracy of the record?' In many cases, the Reporting Officer is responsible for entering the information onto the system initially, but over the space of time during which the record is live, parts of the information may change. The accused may change address or name. It would be unfair to expect the Reporting Officer to be responsible for updating the record, in some cases long after the initial entries were made. Such responsibility must pass to other agencies further along the criminal justice system. At issue is the point at which the Reporting Officer's responsibility ceases and, for example, the fiscal's begins.

4.8 At this point, the two models overlap. The issue has not been resolved because of the underlying uncertainty of the future dataflow.

SCJS DATA ENTITIES - OWNERSHIP TABLE

ENTITY	OWNERSHIP				COMMENTS
	INITIAL >	**1st >**	**2nd >**	**FINAL**	
Case details	Police	**>**	**>**	P.F.	Police Report, Statements
	P.F	**>**	**>**	Court	Complaint
	Police	SPSA			Pending Case
	P.F.	Police	P.F		Copy Complaint
	Police	**>**	**>**	Reporter	Police Report
	Reporter	P.F.	**>**	Court	
Evidence "					
Productions "	Police	**>**	**>**	P.F.	Police Reports, Statements
Reporting Officer ">"	Police	**>**	**>**	Reporter	Police Reports, Statements
Supervisory Officer "	Reporter	**>**	**>**	P.F.	
Case Documents "					
	Police	P.F	Court/P.F	Police	Police Report
Production Schedule	Police	PF/Reporter	**>**	Police	Police Report, Disposals
Accused details	Police	P.F.	Court	SPSA	Police Report, Complaint
	Police	SPSA			Pending Case
	P.F	Police	P.F		Citation, Copy Complaint
	Court	SWSG			Disposals
	Prisons	SWSG			Releases
	Prisons	Police	SPSA		Releases, Parole
	Police	Reporter	Hearing	Reporter	Police report

ENTITY	OWNERSHIP				COMMENTS
	INITIAL >	**1st >**	**2nd >**	**FINAL**	
	Reporter	Police	**>**	SPSA	Disposal
	Reporter	P.F.	Court	SPSA	Disposal
Charge details	Police	P.F.	Court	SPSA	Police Report, Complaint, Disposals
	Police	SPSA			Pending Case
	P.F.	Police	P.F.		Copy Complaint
	Court	P.F.	Police		Warrant
	Police	Reporter	Hearing	Reporter	Police report
	Reporter	Police	**>**	SPSA	Disposal
	Reporter	P.F.	Court	SPSA	Disposal
Witness details	Police	**>**	**>**	P.F.	Police Report, Statements
	Police	Agent			Precognition
	P.F	Police	P.F.		Citation
	Police	**>**	**>**	Reporter	Police report, Statements
	Reporter	**>**	**>**	P.F.	Police report, Statements
Previous Convictions	SPSA	P.F.	**>**	SPSA	Proposed direct link
	P.F.	Accused			Copy Complaint
	SPSA	Reporter	**>**	SPSA	
Hearing/Appearance	P.F.	>Accused	**>**	Court	Court List, Complaint
	P.F.				Copy Complaint, Citation
	P.F.	Police			Citation
	Reporter	Offender			Referral
	Reporter	Police			Citation

ENTITY	OWNERSHIP				COMMENTS
	INITIAL >	**1st >**	**2nd >**	**FINAL**	
Legal Aid Application	Agent	SLAB	Court	SLAB	Legal Aid Application
Bail Order / Recall	Court	P.F.	**>**	SPSA	Disposal
Warrant	Court	P.F.	Police	Court	Apprehension Warrants
	Court	Police	**>**	Court	Non payment/Non Appear. --->FEC)
	Court	Police	**>**	Prison	Extract Conviction warrant
	L.A.	Police	**>**	Reporter	L.A. Warrant
Background Report	SWSG	**>**	**>**	Court	
	SWSG	**>**	**>**	Reporter	
Financial Penalty	Court	**>**	**>**	Court	Sentence
	Court	P.F	SPSA	Court	Disposal
Community Serv. Order	Court	**>**	**>**	SWSG	Sentence
	Court	P.F	SPSA		Disposal
Attendance Order	Court	**>**	**>**	SWSG	Sentence
	Court	P.F.	SPSA		Disposal
Probation Order	Court	**>**	**>**	SWSG	Sentence
	Court	P.F.	SPSA		Disposal
Custody Order	Court	Police	**>**	Prisons	Sentence

ENTITY	OWNERSHIP				COMMENTS
	INITIAL >	**1st >**	**2nd >**	**FINAL**	
	Court	P.F.	SPSA		Disposal
Discharge	Court	**>**	**>**	Court	Sentence
	Court	P.F.	**>**	SPSA	Disposal
Not Guilty					
Not Proven					
Admonished					
Release	Prisons	SWSG			Release Order
	Prisons	**>**	**>**	SPSA	Release Order
Appeal	Agent	Court	P.F	Court	Disposal
Juror	LA	**>**	**>**	Court	Jury List

5 INDEX OF DATA ITEMS DEFINED IN SPR2 XML SCHEMA

5.1 To assist in locating the correct XML tag for a given data item or application of a data standard, an additional column has been added to the Data Standards index table indicating the most appropriate XML tag to use when exchanging a given piece of data.

This new column has been filled with the tag-names relating to the new and modified entries to the index that have been added in this update to the data standard manual which are based on changes made to the "SPR" XML schema documents. When future updates are made to this document based on the XML schemas from other contributing bodies, it is anticipated that the updaters in each case can add in the appropriate tags corresponding to the data standards that their schemas own or contribute towards.

DATA ITEM	XML TAG NAME
Top Level	
Agency Reference	ISCJISCore:Agency reference
Category	ISCJISCore:CategoryType
SPR Document Type	ISCJISCore:DocType
Prejudice Incident	ISCJISCore:Yes/NoType
Date of first Offence	ISCJIS:DoFo
Recipient of Report	ISCJISCore:SentToType
Accused Details	
SCRO Number	ISCJISCore:SCRONoType
Accused Number	ISCJISCore:AccusedNoType
National Identity Number	ISCJISCore:NationalIDNo
Forename	ISCJISCore:ForenameType
Surname	ISCJISCore:SurnameType
Alias Forename	ISCJISCore:ForenameType
Alias Surname	ISCJISCore:SurnameType
Date of Birth	ISCJISCore:DOBType
Age	ISCJISCore:AgeType
Place of Birth	ISCJISCore:PlaceOfBirthType
Driver Number	ISCJISCore:DriverNoType
Occupation Code	ISCJISCore:OccType
Occupation	ISCJISCore:OccupationType
Gender	ISCJISCore:GenderType
Status	ISCJISCore:StatusType
Ethnicity	ISCJISCore:EthnicityType
Sex Offenders Register	ISCJISCore:Yes/NoType
OLR Recommendation	ISCJISCore:Yes/NoType
Juvenile Section	ISCJISCore:JUVSectionType
Bail Opinion	ISCJISCore:String600Type
Additional needs	ISCJISCore:String500Type
Work Order	ISCJISCore:String600Type
Juvenile Section	
PF Referral Reason	ISCJISCore:PFReferralReason
Responsible Person Forename	ISCJISCore:ResponsiblePersonForename
Responsible Person Surname	ISCJISCore:ResponsiblePersonSurname
Responsible Person Address	
BS Address Structure	
SAON	
PAON	

Street Description	
Unique Street Reference number	
Locality	
Town	
Administrative Area	
Post Code	
Unique Property Reference Number	
JLO Recommendation	ISCJISCore:JLORecommendation
General Attitude	ISCJISCore:AttitudeType
Position in Family	ISCJISCore:PositionInfamily
Home Condition	ISCJISCore:HomeCondition
Previous Juvenile Warning	ISCJISCore:PrevJuvWarnType
Previous Juvenile Know	ISCJISCore:PrevJuvKnow
Previous Family Knowledge	ISCJISCore:PrevFamKnow
Behaviour	ISCJISCore:CoreBehaviourType
School	ISCJISCore:SchoolType
Substance Abuse	ISCJISCore:SubstanceType
Domestic Abuse Type	
Location of Domestic Abuse Incident	ISCJISCore:DALocType
Perpetrator of Domestic Abuse	ISCJISCore:DAPerpType
Juvenile Present at DA Incident	ISCJISCore:Yes/NoType
Other Agencies Involved	ISCJISCore:Other Agencies
Victim Advice	ISCJISCore:VictimAdvice
Victim Injuries	ISCJISCore:VictimInjuries
Charge Details Type Content	
Incident Number	ISCJISCore:AgencyReference
Charge Code	ISCJISCore:ChargeCode
Modifier	ISCJISCore:ModifierType
Known Date	xsd:date
PropertyValue	ISCJISCore:Compensation
Recovered Amount	ISCJISCore:Compensation
Loss Amount	ISCJISCore:Compensation
Compensation Required	ISCJISCore:YesNoType
Charged Accused Type	
SCRO Number	ISCJISCore:SCRONoType
Aggravation Code	ISCJISCore:allowedAggravation
Admit	ISCJISCore:AdmitType
Caution date	xsd:Date
Forename	ISCJISCore:ForenameType
Surname	ISCJISCore:SurnameType
Victim Organisation	ISCJISCore:CompanyType
Charge Variable Type	
Variable Name	ISCJISCore:VariableNameType
Variable Text	ISCJISCore:PopulatedString
Offence date	xsd:date
Produtions Type	
Case Production Number	ISCJISCore:ItemNumberType
Type	ISCJISCore:ProductionType
Description	ISCJISCore:String600Type
Location	ISCJISCore:String100Type
Agency Register Number	ISCJISCore:String50Type
Owner	ISCJISCore:String500Type
Remarks	ISCJISCore:String100Type
Case Related Documents	ISCJISCore:CDATAType
Photograph	ISCJISCore:Yes/NoType

Officer Type	
Forename	ISCJISCore:ForenameType
Surname	ISCJISCore:SurnameType
Officer Agency	ISCJISCore:OfficerAgencyType
Officer unique Number	ISCJISCore:OfficerUniqueReferenceNumberTtype
Shoulder number	ISCJISCore:Shouldernumbertype
Rank	ISCJISCore:RankType
Station Code	ISCJISCore:DivisionType
EMail	ISCJISCore:EmailType
Police Witness Type	
SCRO Number	ISCJISCore:SCRONoType
Witness Number	ISCJISCore:ItemNumberType
Forenames	ISCJISCore:ForenameType
Surname	ISCJISCore:SurnameType
Date of involvement	xsd:date
Ethnicity	ISCJISCore:EthnicityType
Shoulder Number	ISCJISCore:ShoulderNo
Officer Agency	ISCJISCore:OfficerAgencyType
Officer Unique Reference Number	ISCJISCore:Officeruniquereferencenumbertype
Rank	ISCJISCore:RankType
Station Code	ISCJISCore:DivisionType
Email	ISCJISCore:EmailType
Family Liaison Officer	ISCJISCore:Yes/NoType
Additional Needs	ISCJISCore:String500Type
Civilian Witness	
Witness Number	ISCJISCore:ItemNumberType
Witness SCRO number	ISCJISCore:SCRONoType
Forenames	ISCJISCore:ForenameType
Surname	ISCJISCore:SurnameType
Alias Forenames	ISCJISCore:ForenameType
Alias Surname	ISCJISCore:SurnameType
National ID number	ISCJISCore:CDATAType
Ethnicity	ISCJISCore:Ethnicity Type
Occupation Code	ISCJISCore:OccType
Date of Birth	ISCJISCore:DOBType
Age	ISCJISCore:AgeType
Vulnerability Category	ISCJISCore:KnownVulnerabilityType
Vulnerability Specific	ISCJISCore:KnownVulnerabilityType
Gender	ISCJISCore:GenderType
Responsible Person Number	ISCJISCore:ItemNumberType
Hostile Witness Flag	ISCJISCore:Yes/NoType
Additional Needs	ISCJISCore:String500Type
Contact Details	
Address	ISCJISCore:AddressType
Telephone Number	ISCJISCore:TelephoneType
Mobile Number	ISCJISCore:telephoneType
Email	ISCJISCore:EmailType
Contact By Email	ISCJISCore:Yes/NoType
Local Division	ISCJISCore:DivisionType
BS Address Structure	
SAON	
PAON	
Street Description	
Unique Street Reference number	
Locality	

Town	
Administrative Area	
Post Code	
Unique Property Reference Number	
Prejudice Incident Type	
Prejudice Incident Type	ISCJISCore:StringAlphaNumeric
Background	ISCJISCore: StringAlphaNumeric
Impact Complainer	ISCJISCore:String500Type
Complainer Family	ISCJISCore: String500Type
Complainer Community	ISCJISCore: String500Type
Complainer Property	ISCJISCore: String500Type
Prejudice Incident Details	
Prejudice Flag	ISCJISCore:YesType
Prejudice Incident Type	ISCJISCore:StringAlphaNumeric
Background	ISCJISCore: StringAlphaNumeric
Impact Complainer	ISCJISCore:String500Type
Complainer Family	ISCJISCore: String500Type
Complainer Community	ISCJISCore: String500Type
Complainer Property	ISCJISCore: String500Type
Interpreter Flag	ISCJISCore:YesType
Language	ISCJISCore:LanguageType
Interpreter Flag II	ISCJISCore:NoType
Date of Involvement	
Date Involvement	Xsd:date
Responsible person	ISCJISCore:ResonsiblePerson
Civilian Witness Details	
Witness Civilian Code	ISCJISCore:CivilianCodeType
Witness Occupation	ISCJISCore:OccupationType
Witness professional Code	ISCJISCore:ProfessionalCode
Recommendation Details	
Recommend Bail	ISCJISCore:Yes/NoType
Bail Reason Code	ISCJISCore:ReasonCodeType
Description	ISCJISCore:String600Type
English Previous Convictions Obtained	ISCJISCore:Yes/NoType
NI Previous Convictions Obtained	ISCJISCore:Yes/NoType
Euro Previous Convictions Obtained	ISCJISCore:Yes/NoType
Liberation on Undertakings	
Date of Appearance	Xsd:date
Time of Appearance	Xsd:time
Court ID	ISCJISCore:CourtIDType
Supervising Officer	SPR:OfficerType
Standard Conditions	ISCJISCore:Yes/NoType
Special Conditions	ISCJISCore:String600Type
Officer Notes	ISCJISCore:String600Type
Report Submitted	ISCJISCore:Yes/NoType
Accused Company Type	
Company Name	ISCJISCore:CompanyType
Representative Forename	ISCJISCore:ForenameType
Representative Surname	ISCJISCore:SurnameType
Position in Company	ISCJISCore:String100Type
Means to Pay	
Means to pay rating	ISCJISCore:StringAlphaNumeric
Means to pay Note	ISCJISCore:String600Type

6 INTRODUCTION

6.1 The first version of the ISCJIS Data Standards Manual was developed and released in March 1994. The purpose of the Data Standards Manual was to facilitate the exchange and sharing of information, not to impose a uniform system throughout the Scottish Criminal Justice Organisations (SCJOs).

6.2 Since the Data Standards Manual was developed in March 1994, it became apparent that to improve information interchange between SCJOs more than common data standards were required. From this recognition, the Integration of Scottish Criminal Justice Information Systems (ISCJIS) programme was established to develop a methodology that would enhance the interchange of data by developing common (between SCJOs) tracking systems. This revision to the Data Standards Manual included the new data elements that establish the format of these tracking numbering systems.

7 DEFINITIONS

7.1 Formats and codes for data items are a fundamental part of a computerised system. The ISCJIS data standards are for the EXCHANGE and SHARING of information BETWEEN agencies. Provided information is passed to the ISCJIS STANDARD the wider interests of ISCJIS will be met. Whether they are used for all purposes within agencies is a matter for each agency, not for ISCJIS.

8 USER'S GUIDE

8.1 A list of Standards for the format and content of each individual data item follows. The adoption of these standards by all ISCJIS SCJOs makes it easier not only to exchange and share data, but to track information between one agency and another.

8.2 Code lists will remain the responsibility of the originating agency, which has been identified as **OWNER** in the description of the standard, although any changes will be subject to the ISCJIS change control procedure (see para 2 (Authority to Change) for details of ISCJIS change control procedure).

8.3 Where the owner of a data standard is described as **COMMON** this indicates that two or more SCJOs own/use the data standard.

8.4 As each ISCJIS agency uses their own internal numbering system the ISCJIS '*Tracking Number*' was established to facilitate the cross-referencing of data between the various computer systems. The *'Tracking Number*' consists of 4 separate ISCJIS data standards; namely:-

1 S Number
2 Agency Reference Number
3 Procurator Fiscal's Complaint Number
4 Procurator Fiscal's Charge Number, within the Complaint

8.5 It has been agreed that all accused details passed by ISCJIS reporting agencies will have an associated 'S' Number.

8.6 Annex 11 refers to the agreed format of the revised Standard Prosecution Report 2 (SPR2) that details the structure and layout for the electronic interchange of data.

9 LAYOUT

9.1 The layout of each standard is the same structure:-

Definition of the data which the standard formats
The **data items** to which the standard relates
The **permissible character set**.
The **range/values**
The **ownership** of the standard
XML Tag-Name
The **codes** to be used in the standard

9.2 Each standard is on a separate page, and the relevant codes, if extensive, are also on separate pages, for ease of updating.

9.3 Owing to the sheer volume of **Charge Codes** the individual codes are not shown within this document. These codes will be supplied in an electronic form, by Crown Office, which will maintain these codes on behalf of ISCJIS. The Charge Code Spreadsheet containing SEJD codes, charge codes and modifers is available on the Scottish Government website at:

http://www.scotland.gov.uk/Topics/Statistics/Browse/Crime-Justice/DataSource

ACCUSED STATUS

DEFINITION: The current status of the accused.

DATA ITEMS: Accused Status.

PERMISSIBLE CHARACTER SET: Restricted alphabetic code, see table below.

RANGES/VALUES: Restricted alphabetic code, see table below.

XML TAG-NAME: ISCJISCore:StatusType

PRIMARY OWNERSHIP: Common.

CODES:

CODE	DESCRIPTION	ACTIVE
C	Custody	Yes
R	Report	Yes
U	Undertaking	Yes
W	Warrant	Yes

ADDRESS

DEFINITION:	The address of the relevant person, firm, organisation or event.
DATA ITEMS:	Accused Address (SPR) Accused Other Addresses (SPR) Accused Address (Occurrence Report) Accused Other Addresses (Occurrence Report)Civilian Witness Disclosable Address Civilian Witness Other Addresses Deceased Address Deceased Other Addresses Detention Address Local Authority Address Responsible Person Address Victim Address Victim Organisation Address Witness Business Address (Statements) Witness Disclosable Address (Statements) Witness Home Address (Statements)
PERMISSIBLE CHARACTER SET:	Controlled by Schema. If flat numbers are used then a – (hyphen) should be used instead of a / (forward slash)
RANGES/VALUES:	An address can be defined in two forms: either using the following set of value ranges OR conforming to the separate BS7666 standard.
XML TAG-NAME:	bs7666:BSaddressStructure
PRIMARY OWNERSHIP:	Common.

Address value ranges:

An address must be compliant with BSB7666 standard
An address must also have a postcode which may be either a conformant "BS7666 postcode" or a so-called partial postcode that is defined as:

One or two characters in the A-Z range followed by…
One character from the range 0-9 or R followed by…
One or more characters from the 0-9 or A-Z ranges.

For **no fixed abode** – retain the current practice of inserting 'no fixed abode' across the three mandatory lines, e.g.

```
<SPR:Address>
<bs7666:PAON>
<bs7666:Description>No</bs7666:Description>
```

```
</bs7666:PAON>
<bs7666:StreetDescription>fixed</bs7666:StreetDescription>
<bs7666:AdministrativeArea>abode</bs7666:AdministrativeArea>
</SPR:Address>
```

The DISC address must exist for **both** the accused and civilian witnesses.

ADDRESS TYPES

DEFINITION: A coded item used to identify the type of addresses being submitted to the Procurator Fiscal.

DATA ITEMS: Accused Address (SPR)
Accused Other Addresses (SPR)
Accused Address (Occurrence Report)
Accused Other Addresses (Occurrence Report)
Civilian Witness Disclosable Address
Civilian Witness Other Addresses
Deceased Address
Deceased Other Addresses
Detention Address
Local Authority Address

PERMISSIBLE CHARACTER SET: Restricted alphabetic code, see table below.

RANGES/VALUES: Restricted alphabetic code, see table below.

XML TAG-NAME: ISCJISCore:AddressTypeType

PRIMARY OWNERSHIP: Crown Office.

CODES:

CODE	DESCRIPTION	ACTIVE
B	Business address	Yes
CBAD	Custody/bail address	Yes
CITE	Cite address	Yes
C	Care of police	Yes
~~CONV~~	~~Conversion~~	No
H	Home address	Yes
~~POSA~~	~~Place of safety~~	No
OLD	Previous address	Yes
WTNI	Witness intimation address	Yes
DISC	Disclosable address	Yes
NEW	Used to indicate an updated address from that previously submitted (Needed so the Subject report can update an existing address)	Yes
NFA	No Fixed Abode	Yes
VADD	Victim Address	Yes

ADMIT

DEFINITION: Comment on any acknowledgement of responsibility/guilt.

DATA ITEMS: Charge Accused Admit

PERMISSIBLE CHARACTER SET: Restricted alphabetic code, see table below.

RANGES/VALUES: Restricted alphabetic code, see table below.

XML TAG-NAME: ISCJISCore:AdmitType

PRIMARY OWNERSHIP: Common.

CODES:

CODE	DESCRIPTION	ACTIVE
A	Accept	Yes
D	Deny	Yes
N	Not Applicable	Yes

AGE

DEFINITION:	The age of an individual at a specific point.
DATA ITEMS:	Accused Age (SPR) Accused Age (Occurrence Report) Civilian Witness Age (SPR) Civilian Witness Disclosable Age (Statements) Deceased Age Police Witness Disclosable Age (Statements)
PERMISSIBLE CHARACTER SET:	Alphanumeric.
RANGES/VALUES:	'N/K' or a numeric value. (1-120).
XML TAG-NAME:	ISCJISCore:AgeType
PRIMARY OWNERSHIP:	Common.

ALCOHOL LEVEL

DEFINITION:	The level of alcohol measured on the subject in question.
DATA ITEMS:	Alcohol Level.
PERMISSIBLE CHARACTER SET:	Single Alphabetic Character (A, B or U) followed by 3 digits.
RANGES/VALUES:	The field is 4 characters long. The first character indicates the measurement was of **Blood - A, Breath - B** or **Urine - U.** The following three characters show the **Alcohol level** and give the exact measurement in micrograms of alcohol per 100ml of blood, breath or urine.
XML TAG NAME:	N/A
PRIMARY OWNERSHIP:	Scottish Court Service.
CODES:	Single letter (A, B or U) followed by 3 digits.

ALPHANUMERIC

DEFINITION: Used for simple alphanumeric fields.

PERMISSIBLE CHARACTER SET: Alphanumeric.

RANGES/VALUES: Field length is given in the index entry for a respective data item.

e.g.: "ALPHANUMERIC (500)" would represent a text field that is a maximum of 500 characters in length. This definition carries an implied minimum length of zero characters. If a field has a non-zero minimum length, then the field length range is given instead, i.e.; "ALPHANUMERIC (1-500)" for example.

PRIMARY OWNERSHIP: Common.

BACKGROUND

DEFINITION: A coded item used to identify the type of background relating to prejudice information.

DATA ITEMS: Prejudice Incident Background (Accused)
Prejudice Incident Background (Civilian Witness)
Prejudice Incident Background (Police Witness)

PERMISSIBLE CHARACTER SET: Restricted alphanumeric code, see table below.

RANGES/VALUES: Restricted alphanumeric code, see table below.

XML TAG-NAME: ISCJISCore:StringAlphaNum4Type

PRIMARY OWNERSHIP: Crown Office.

CODES:

Code	Description	ACTIVE
ASUB	Accused, SPR submitted to PF	Yes
WSUB	Witness, SPR submitted to PF	Yes
LSUB	Location, SPR submitted to PF	Yes
CSUB	Combination, SPR submitted to PF	Yes
ANUB	Accused, SPR not submitted to PF	Yes
WNUB	Witness, SPR not submitted to PF	Yes
LNUB	Location, SPR not submitted to PF	Yes
CNUB	Combination, SPR not submitted to PF	Yes
NREC	No record of previous prejudice incident.	Yes
UNRS	Unknown at report submission(Custody Only)	Yes
NSPR	Previous reported case prejudice incident – No SPR	Yes
SPRP	Previous reported prejudice incident – SPR submitted to PF	Yes

BAIL – ADDITIONAL CONDITIONS

DEFINITION:	The conditions of bail imposed by a court in addition to the standard conditions.
DATA ITEMS:	Pending Case Bail Details. Bail Conditions.
PERMISSIBLE CHARACTER SET:	Alphanumeric (0-500).
RANGES/VALUES:	The field is 500 characters long.
XML TAG NAME:	N/A
PRIMARY OWNERSHIP:	Scottish Court Service.

BAIL REASON

DEFINITION: A coded item used to identify the type of Bail Reasons being submitted to the Procurator Fiscal.

DATA ITEMS: Bail Reason Code

PERMISSIBLE CHARACTER SET: Restricted numeric code, see table below.

RANGES/VALUES: Restricted numeric code, see table below.

XML TAG-NAME: ISCJISCore:ReasonCodeType

PRIMARY OWNERSHIP: Crown Office.

CODES:

CODE	Description	Active
1	Is there any reason to believe that the accused would fail to attend for court appearances?	Yes
2	Is there any reason to believe the accused would take action to interfere with the administration of justice?	Yes
3	Is there any reason to believe the accused is likely to re-offend?	Yes
4	Is there any reason to believe the accused is likely to cause public disorder?	Yes
5	Is there any information to suggest at the time of the offence that the accused was subject to a bail order or any other court order?	Yes
6	Is there any other information to suggest that the accused should be remanded in custody?	Yes
7	Is there any information to suggest that special conditions would be appropriate should the accused be released on bail?	Yes

CASE CATEGORY

DEFINITION: A coded item used to identify the type of report being submitted to the Procurator Fiscal.

DATA ITEMS: Case Category.

PERMISSIBLE CHARACTER SET: Restricted alphabetic code, see table below.

RANGES/VALUES: Restricted alphabetic code, see table below.

XML TAG-NAME: ISCJISCore:CategoryType

PRIMARY OWNERSHIP: Crown Office / SCRA.

CODES:

Category	Code	Active
Account Monitoring Orders	AO	Yes
Breach of order	BR	Yes
Camera Fixed Penalty Defaults	CD	Yes
Camera Offences (Non-Fixed Penalty)	CO	Yes
Case Against a Police Officer	CM	Yes
Case Against Prison Officer	CW	Yes
Customer Information Orders	CI	Yes
Common Law	CL	Yes
Commonwealth Games	CG	Yes
Consumer protection	CP	Yes
~~Conversion~~	~~CC~~	No
Death	DE	Yes
Declined Adult Warning	DA	Yes
Declined Fixed Penalty	DF	Yes
Driver Improvement Scheme	DS	Yes
Extradition Order	ED	Yes
FAI/Public Inq	DI	Yes
Fire	FI	Yes
~~Foreign Precognition~~	~~FP~~	No
Miscellaneous	MI	Yes
Occurrence Report – (Advice and Direction – Non Sexual)	OR	Yes
Occurrence Report (Advice and Direction - Sexual)	AD	Yes
Outside tapes	OT	Yes
Parking	PA	Yes
Penalty Declined	PD	Yes
Police Fixed Penalty Defaults (Non-Camera)	FD	Yes

Production Order	PR	Yes
Racial Indicator	RI	Yes
Road Traffic (ex speeding/parking)	RT	Yes
Ryder cup	RC	Yes
Speeding	SP	Yes
Statutory (except traffic)	ST	Yes
Search Warrant	SW	Yes
Ultimus Haeres	UH	Yes
Vehicle Excises	VE	Yes
Wireless Telegraphy	WY	Yes
Post Charge Quest Application	PQ	Yes

CHARGE NUMBER (WITHIN THE COMPLAINT)

DEFINITION:	The consecutive number which corresponds to a particular charge libelled in a copy complaint or indictment.
DATA ITEMS:	Charge Number (within the complaint).
PERMISSIBLE CHARACTER SET:	Numeric only.
RANGES/VALUES:	The field is 3 characters long.
XML TAG-NAME:	N/A
PRIMARY OWNERSHIP:	Crown Office.

COMPENSATION

DEFINITION: A coded item used to identify the type of Compensation being submitted to the Procurator Fiscal.

DATA ITEMS: Compensation.

PERMISSIBLE CHARACTER SET: Restricted alphabetic code, see table below.

RANGES/VALUES: Restricted alphabetic code, see table below.

XML TAG-NAME: N/A

PRIMARY OWNERSHIP: Crown Office.

CODES:

CODE	Description	Active
LOSS	LOSS OR DAMAGE	Yes
IAAD	INJURY, ALARM AND DISTRESS	Yes

CONSECUTIVE ACCUSED NUMBER (WITHIN THE COMPLAINT)

DEFINITION:	The consecutive number which corresponds to an accused person, named individually or along with other accused persons, in a copy complaint or indictment.
DATA ITEMS:	Charge Number (within the complaint) Civilian Witness SCR Number
PERMISSIBLE CHARACTER SET:	Numeric only.
RANGES/VALUES:	The field is 3 characters long.
XML TAG-NAME:	N/A
PRIMARY OWNERSHIP:	Crown Office.

COURT

DEFINITION: The court at which a case is heard or a warrant raised.

DATA ITEMS: Conviction - Place of Court
Original court.
Accused Undertaking Details – Court (SPR)

PERMISSIBLE CHARACTER SET: Restricted alphanumeric code, see table below.

RANGES/VALUES: The field is 5 characters long. The first 4 characters will be numeric followed by a non-mandatory alpha-character containing the court identifier. The court identifiers will be:

A	High Court Lawnmarket
B	High Court Parliament House
H	High Court Aberdeen Annex
Y	Youth Court

XML TAG-NAME: ISCJISCore:CourtIDType

PRIMARY OWNERSHIP: Scottish Court Service.

CODES: See next page.

COURT CODES – SUPREME COURT

Code	Court	Active
9988	Supreme	Yes

COURT CODES - HIGH COURTS

Code	Court	Active
0901	Edinburgh	Yes
0901A	Edinburgh Lawnmarket	Yes
0901B	Edinburgh Judiciary	Yes
0902	Glasgow	Yes
0903	Stirling	Yes
0904	Oban	Yes
0905	Airdrie	Yes
0906	Alloa	Yes
~~0907~~	~~Arbroath~~	No
0908	Banff	Yes
0909	Campbeltown	Yes
~~0910~~	~~Cupar~~	No
0911	Jedburgh	Yes
0912	Dumfries	Yes
0913	Ayr	Yes
0914	Dingwall	Yes
~~0915~~	~~Dornoch~~	No
0916	Dumbarton	Yes
0917	Dunfermline	Yes
0918	Dunoon	Yes
0919	Duns	Yes
0920	Elgin	Yes
0921	Aberdeen	Yes
0922	Inverness	Yes
0923	Perth	Yes
0924	Dundee	Yes
0925	Forfar	Yes
0926	Fort William	Yes
0927	Greenock	Yes
0928	Haddington	Yes
0929	Hamilton	Yes
0930	Kilmarnock	Yes
0931	Kirkcaldy	Yes
~~0932~~	~~Kirkcudbright~~	No
0933	Kirkwall	Yes
0934	Lanark	Yes
0935	Lerwick	Yes
0936	Linlithgow	Yes
0937	Lochmaddy	Yes
0938	Falkirk	Yes
0939	Paisley	Yes
0940	Peebles	Yes
0941	Peterhead	Yes
0942	Portree	Yes
~~0943~~	~~Rothesay~~	No
0944	Selkirk	Yes
~~0945~~	~~Stonehaven~~	No
0946	Stornoway	Yes
0947	Stranraer	Yes
0948	Tain	Yes
0949	Wick	Yes
0950	Livingston	Yes
PRVY	Privy Council	Yes

NOTE:

- **In November 2013, the following Sheriff Courts closed:**

  Dornoch, Kirkcudbright, Rothesay

- **In May 2014, the following Sheriff Courts closed:**

  Arbroath, Cupar, Stonehaven

COURT CODES - SHERIFF COURTS

Code	Court	Active
9701	Aberdeen	Yes
9701H	Aberdeen Annexe	Yes
9702	Airdrie	Yes
9702Y	Youth Court Airdrie	Yes
9703	Alloa	Yes
9704	Ayr	Yes
~~9705~~	~~Arbroath~~	~~No~~
9711	Banff	Yes
9716	Campbeltown	Yes
~~9717~~	~~Cupar~~	No
~~9721~~	~~Dingwall~~	No
~~9722~~	~~Dornoch~~	No
9723	Dumbarton	Yes
9724	Dumfries	Yes
9726	Dundee	Yes
9727	Dunfermline	Yes
9728	Dunoon	Yes
~~9729~~	~~Duns~~	No
9730	Lochgilphead	Yes
9741	Edinburgh	Yes
9742	Elgin	Yes
9751	Falkirk	Yes
9752	Forfar	Yes
9753	Fort William	Yes
9761	Glasgow & Strathkelvin	Yes
9762	Greenock	Yes
~~9771~~	~~Haddington~~	No

9772	Hamilton	Yes
9772Y	Youth Court Hamilton	Yes
9781	Inverness	Yes
9791	Jedburgh	Yes
9801	Kilmarnock	Yes
9803	Kirkcaldy	Yes
~~9804~~	~~Kirkcudbright~~	No
9805	Kirkwall	Yes
9811	Lanark	Yes
9812	Lerwick	Yes
9813	Linlithgow	Yes
9814	Lochmaddy	Yes
9815	Livingston	Yes
9841	Oban	Yes
9851	Paisley	Yes
~~9852~~	~~Peebles~~	No
9853	Perth	Yes
9854	Peterhead	Yes
9855	Portree	Yes
~~9861~~	~~Rothesay~~	No
9871	Selkirk	Yes
9872	Stirling	Yes
~~9873~~	~~Stonehaven~~	No
9874	Stornoway	Yes
9875	Stranraer	Yes
9881	Tain	Yes
9891	Wick	Yes

NOTE:

- **In November 2013, the following Sheriff Courts closed:**

  Dornoch, Kirkcudbright, Rothesay

- **In May 2014, the following Sheriff Courts closed:**

  Arbroath, Cupar, Stonehaven

- **In January 2015, the following Sheriff Courts closed:**

  Dingwall, Duns, Haddington, Peebles

COURT CODES – JUSTICE OF THE PEACE COURTS

Code	Court	Active
9251	Aberdeen	Yes
9240	Alloa	Yes
~~9245~~	~~Annan~~	No
~~9263~~	~~Arbroath~~	No
9360	Ayr	Yes
9252	Banff	Yes
9289	Campbeltown	Yes
9355	Coatbridge	Yes
~~9356~~	~~Cumbernauld~~	No
~~9285~~	~~Cupar~~	No
~~9343~~	~~Dingwall~~	No
~~9344~~	~~Dornoch~~	No
9376	Dumbarton	Yes
9246	Dumfries	Yes
9256	Dundee	Yes
9286	Dunfermline	Yes
9290	Dunoon	Yes
~~9350~~	~~Duns~~	No
9278	Edinburgh	Yes
9341	Elgin	Yes
9282	Falkirk	Yes
9264	Forfar	Yes
9345	Fort William	Yes
9295	Glasgow	Yes
9340	Greenock	Yes
~~9270~~	~~Haddington~~	No

Code	Court	Active
9366	Hamilton	Yes
9346	Inverness	Yes
~~9354~~	~~Irvine~~	No
9351	Jedburgh	Yes
9261	Kilmarnock	Yes
9287	Kirkcaldy	Yes
~~9247~~	~~Kirkcudbright~~	No
n/a*	Kirkwall	Yes
9367	Lanark	Yes
n/a*	Lerwick	Yes
9380	Livingston	Yes
9292	Lochgilphead	Yes
n/a*	Lochmaddy	Yes
9342	Paisley	Yes
~~9357~~	~~Motherwell~~	No
9293	Oban	Yes
9342	Paisley	Yes
~~9352~~	~~Peebles~~	No
9358	Perth	Yes
9253	Peterhead	Yes
~~9347~~	~~Portree~~	No
9353	Selkirk	Yes
9372	Stirling	Yes
~~9254~~	~~Stonehaven~~	No
~~9384~~	~~Stornoway~~	No
9250	Stranraer	Yes
9348	Tain	Yes

*There are no JP Courts at Kirkwall, Lerwick or Lochmaddy. JP Court business in these locations is handled by the local Sheriff Court and the appropriate Sheriff Court Code must be used.

NOTE:

- **In November 2013 the following JP courts closed:**

  Annan, Cumbernauld, Irvine, Motherwell, Dornoch, Kirkcudbright, Portree, Stornoway, Wick.

- **In May 2014 the following JP courts closed:**

  Arbroath, Cupar, Stonehaven

- **In January 2015, the following JP Courts closed:**

  Dingwall, Duns, Haddington, Peebles

COURT CODES – APPEAL COURTS

Code	Court	Active
960	Sheriff	Yes

COURT TYPES

DEFINITION: A code to describe the type of court.

PERMISSIBLE CHARACTER SET: Restricted alphanumeric code, see table below.

RANGES/VALUES: Restricted alphanumeric code, see table below.

XML TAG NAME: N/A

PRIMARY OWNERSHIP: Crown Office / Scottish Court Service.

CODES:

CODE	Description	Active
16	Section 16	Yes
76	Section 76	Yes
AC	Appeal Court	Yes
CU	Custody	Yes
DI	Indictment Deferred	Yes
DT	Diet	Yes
EX	Further examination	Yes
FA	Fatal Accident Enquiry	Yes
FC	Full Committal	Yes
HC	High	Yes
ID	Intermediate Diet	Yes
IP	Initial Petition	Yes
JE	Judicial Examination	Yes
MP	Minute of Postponement	Yes
NO	Noble Officium	Yes
PD	Pleading Diet	Yes
PH	Preliminary Hearing	Yes
RS	Reduction to Summary	Yes
SC	Stipendiary Custody	Yes
SJ	Sheriff & Jury	Yes
SM	Summary	Yes
SP	Stipendiary Pleading Diet	Yes
SU	Stipendiary Undertaking	Yes
ST	Stipendiary Trial	Yes
TP	Transfer of Proceedings	Yes
TR	Trial	Yes
UP	UT After Warrant (Petition)	Yes
UT	Undertaking	Yes
UW	UT after Warrant (Summary)	Yes
WT	Initiating Warrant	Yes

CRIME/OFFENCE/AGENCY REFERENCE NUMBER

DEFINITION:	This number is charge orientated and is the unique reference number issued by the reporting agency which relates to a particular charge or charges contained within a report to the Procurator Fiscal.
DATA ITEMS:	Crime/Offence Number.
PERMISSIBLE CHARACTER SET:	Upper-case alpha, oblique and numeric.
RANGES/VALUES:	The field is 13 characters long and consists of 4 elements as follows: The first 3 characters identify the agency, next 6 relate to the agency's internal sequential identifier, next 2 numbers are the month and the last 2 numbers are the year. Other agencies will be issued an identifier by SCJS.
EXAMPLE:	PSP1234560199
XML TAG-NAME:	ISCJISCore:AgencyReference Type
PRIMARY OWNERSHIP:	Common

DATE

DEFINITION: The day, month and year of the relevant event or document.

DATA ITEMS:

Accused Undertaking Date
Alias date of birth
Annual Leave Date(s)
Civilian Witness Date of Involvement
Civilian Witness DoB
Civilian Witness Unavailability Dates
Crime/Offence Caution Date
Crime/Offence Earliest Date
Crime/Offence Known Date
Crime/Offence Latest Date
Crime/Offence Offence Date
Date of Birth
Date of first offence
Date of next appearance
Date of order
Date of Police Involvement (Death Report)
Disposal Date
Instalment Date
Pending Case Date
Plea Date
Police Witness Date of Involvement
Civilian Witness Unavailability Dates
Scheduled Court Date
Sentence Date
Witness Statement Taken Date

PERMISSIBLE CHARACTER SET: Numeric only.

RANGES/VALUES: The field is 8 characters long for data transfer but may be 3 separate fields within systems.

DEPENDING ON FILE TYPE

The first 2 characters represent the day, the next 2 the month, and the last 4 the year. Value less than 10 should be indicated by a zero in the first position.

EXAMPLES: 26061992 = 26 June 1992.

For SPR2: yyyy-mm-dd so 1992-06-26 = 26 June 1992.

XML TAG-NAME: xsd:date

PRIMARY OWNERSHIP: Common.

DEATH REPORT CONTACT TYPE

DEFINITION: A coded item used to identify the type of Death Contact being submitted to the Procurator Fiscal.

DATA ITEMS: Death Contact Type.

PERMISSIBLE CHARACTER SET: Restricted alphabetic code, see table below.

RANGES/VALUES: Restricted alphabetic code, see table below.

XML TAG-NAME: SPR:ContactType

PRIMARY OWNERSHIP: Crown Office.

CODES:

CODE	Description	Active
MEDI	Medical	Yes
PART	Partner	Yes
RELA	Nearest relative	Yes
CONT	Point of contact	Yes
FAMI	Family member	Yes
POLC	Police Officer	Yes
OTHR	Other	Yes

DIET TYPE

DEFINITION: The type of criminal justice process in question.

DATA ITEMS: Appearance Type
Case Type
Continuation Type
Breach of Order

PERMISSIBLE CHARACTER SET: Restricted alphanumeric code, see table below.

RANGES/VALUES: Restricted alphanumeric code, see table below.

XML TAG NAME: N/A

PRIMARY OWNERSHIP: Scottish Court Service

CODES: See Diet type codes:

High Court, Summary complaints, Petition, Indictment, Others

DIET TYPE CODES – High Court

CODE	Description	Active
73	Confiscation Hearing – Notional	Yes
74	Confiscation Proof	Yes
CS	Commission Hearing	Yes
CM	Commission Hearing Continued	Yes
EH	Evidential Hearing	Yes
EC	Evidential Hearing Continued	Yes
S2	Provisional Prelim Hearing	Yes

DIET TYPE CODES – Summary complaints

CODE	Description	Active
10	New	Yes
11	Deferred	Yes
12	Continued Without Plea	Yes
13	Trial	Yes
14	Accelerated	Yes
15	After Warrant	Yes
16	Intermediate Diet	Yes
17	Contempt of Court	Yes
18	Examination of Facts	Yes

19	Notional Diet	Yes
52	Adjourned Trial	Yes
53	Part Heard Trial	Yes

DIET TYPE CODES – Petition

CODE	Description	Active
20	Committal for Further Examination	Yes
21	Full committal	Yes
22	Judicial Examination	Yes
23	New	Yes
24	Petition After Warrant	Yes

DIET TYPE CODES – Indictment

CODE	Description	Active
29	Indictment contd prelim diet	Yes
30	Accelerated Procedure (Section 76)	Yes
31	Preliminary Diet	Yes
32	Trial	Yes
33	Deferred	Yes
34	Accelerated	Yes
35	After Warrant	Yes
36	Contempt	Yes
37	Examination of Facts	Yes
54	Adjourned Trial	Yes
55	Part Heard Trial	Yes
38	Reduction to Summary	Yes
PH	Preliminary Hearing	Yes

DIET TYPE CODES – Others

CODE	Description	Active
40	Means Enquiry	Yes
41	Arrested Drug Court Custody	Yes
42	Undertaking for Drug Court,	Yes
43	Warrant Drug Court,	Yes
44	Sentence Deferred Drug Court	Yes
45	Drug Court (Adjourned Diet)	Yes
46	Fines Enquiry – After Warrant	Yes
47	Fines Enforcement Court	Yes
48	Fines Enforcement Court – After Warrant	Yes
50	Private Prosecution	Yes
60	Breach of Order	Yes
61	Attendance Order Breach	Yes
65	Change of Order	Yes
66	Drug Treatment Order Review	Yes
67	DTTO/Probation Order Review	Yes
68	Community Payback Order Review Hearing	Yes
70	Disqualification Removal	Yes
71	Special Reasons Proof	Yes
72	Mitigating Reasons Proof	Yes
80	Debate	Yes

81	Diet of Debate and Continued without Plea	Yes
82	Diet of Debate and Notional Diet	Yes
83	Diet of Debate and Deferred Sentence	Yes
84	Notional Diet and Deferred Sentence	Yes
85	Intermediate Diet Adjourned	Yes
86	Case Adjourned	Yes
90	Bail Hearing	Yes
91	Bail Review	Yes
92	Duty Arrear Proof	Yes
95	Section 195 Hearing	Yes
96	CWP& Deferred Sentence	Yes
97	Appeal Hearing	Yes
98	Intermediate Diet and Sentence Deferred	Yes
99	Trial and Sentence Deferred	Yes
C1	Provisional High Court	Yes
C2	FAI Mandatory	Yes
C3	FAI Discretionary	Yes
C4	Public Enquiry	Yes
A1	Appeal Procedural Hearing	Yes
A2	Appeal interim liberation def	Yes
A3	Appeal substantive hearing	Yes
A4	Appeal advising	Yes
A5	Appeal pre-trial	Yes
AW	Written judgment	Yes
BL	Crown Bail appeal	Yes
BO	Defence bail appeal	Yes
EF	Examination of facts	Yes
F1	Prelim Mandatory FAI Hearing	Yes
F2	Cont Preliminary Mandatory FAI	Yes
F3	Prelim Discretionary FAI Hearing	Yes
F4	Cont Prelim Discretionary FAI	Yes
H1	Preliminary hearing contd	Yes
H2	Preliminary hearing adj	Yes
H3	Preliminary hearing sec 72	Yes
H4	Further pre-trial diet sec 72	Yes
H5	Fixed trial diet	Yes
H6	Dedicated floating trial	Yes
H7	Floating trial diet	Yes
H8	Alteration of diet application	Yes
H9	Joint application no prelim hearing	Yes
RD	Recovery of documents	Yes
RL	S16 recall of licence	Yes
EX	Section 65 Hearing	Yes
M1	Challenge to investigative liberation codes	Yes
M2	Challenge to undertaking conditions	Yes
M3	Post-Charge Questioning (Prior to 1st Appearance)	Yes
M4	Post-Charge Questioning (After 1st Appearance)	Yes

DISPOSAL

DEFINITION: The disposal by the court of the proceedings against the subject.

DATA ITEMS:
Conviction – Disposal
Financial Disposal Type
Type of Detention
Alternative Imposed
Type of Order

PERMISSIBLE CHARACTER SET: Restricted alphabetic code, see table below.

RANGES/VALUES: Restricted alphabetic code, see table below.

XML TAG NAME: N/A

PRIMARY OWNERSHIP: Common

CODES: Disposal Codes - See next page.

Courts
Fiscal Fines
Early and Effective Intervention (Central Scotland Police area only)

DISPOSAL CODES - Courts

Disposal Code	Description	Active
ABS	Absolute Discharge	Yes
ANG	Accepted not guilty	Yes
ADM	Admonition	Yes
ADSQ	AHW Disqualification Order	Yes
ADEP	AHW Deprivation Order	Yes
TEXT	All other disposals not covered by the rest of the codes	Yes
ASB	Antisocial Behaviour Orders	Yes
DVLA	Any DVLA disposals (inc disqualification and Penalty Points)	Yes
ASSC	Associate	Yes
DUTY	Back Duty	Yes
CAPS	CAP closure marking	Yes
CAU	Caution	Yes
CDEN	Child Detention	Yes
CH	Children's Hearing	Yes
CRO	Community reparation order	Yes
CP	Community Payback Order	Yes
CS	Community Service Order	Yes
CWN	Community warning notice	Yes
COMP	Compensation	Yes
CMPO	Compulsion order	Yes
COMD	Compulsion order by reason of mental disorder	Yes
CCRO	Compulsion restriction order	Yes
CONF	Confiscation Orders	Yes
DOG	Dangerous dogs act	Yes
DTBD	Dog to be destroyed	Yes
DQKD	Disqualified from keeping dogs	Yes
DETH	Death closure marking	Yes
DEC	Declaration	Yes
DPRT	Deportation	Yes
DSP	Desert Simpliciter	Yes
DISC	Discontinued	Yes
DIS	Dismissed	Yes
C1	Divert	Yes
DVRT	Diverted	Yes
DTO	Drug Treatment Order	Yes
EXCL	Exclusion Orders (normally from Licensed Premises)	Yes
EXP	Expenses	Yes
IMPE	Extended Sentence	Yes
FINE	Fines	Yes
COFP	Fiscal conditional offer of Fixed Penalty	Yes
COFF	Fiscal fine	Yes
COMB	Fiscal Fine / Fiscal Compensation combined	Yes
FFDF	Fiscal fine defaulted	Yes
PAD	Fixed penalty paid	Yes
FBO	Football banning orders	Yes
FRI	Football related incident	Yes
FTO	Foreign travel order	Yes
FORF	Forfeiture of drugs, money, guns etc	Yes
FNG	Found not guilty	Yes
GB	Good Behaviour	Yes
GO	Guardianship Order	Yes

HARR	Harassment Order	Yes
HODI	Hospital direction	Yes
HOSP	Hospital Order	Yes
IMP	Imprisonment	Yes
INAS	Insufficient assets	Yes
MERG	Merge charges	Yes
ACQ	No case to answer	Yes
NO	No Order	Yes
NPIA	No pro industrial action	Yes
NPRO	No proceedings	Yes
NSP	No sentence passed	Yes
FNP	Not proven	Yes
ORDA	Order amended	Yes
ORDC	Order continued	Yes
ORDD	Order discharged	Yes
ORDE	Order extended	Yes
LLR	Order for lifelong restriction	Yes
ORDR	Order revoked	Yes
ORDV	Order varied	Yes
PRW	Police restorative warning	Yes
PC	Probation Compensation	Yes
PO	Probation Order	Yes
POD	Probation Order Drug	Yes
PCA	Protection of children act	Yes
PUBO	Publicity Order	Yes
REME	Remediation Order	Yes
RHC	Remit to High Court	Yes
RSC	Remit to Sheriff Court	Yes
SCRA	Reporter	Yes
REST	Restitution Order	Yes
RELO	Restriction of Liberty Order	Yes
RSHO	Risk of sexual harm order	Yes
ROLL	Roll up	Yes
SCH	Schedule 1 Offender	Yes
SCHC	Schedule 1 Offender (Care)	Yes
SCHS	Schedule 1 Offender (Sex)	Yes
SCHV	Schedule 1 Offender (Violence)	Yes
SOO	Sex Offenders Order	Yes
SO	Sex Offenders Register	Yes
SOPO	Sexual offences prevention order	Yes
SAO	Supervised Attendance Order	Yes
RSAO	Supervised Attendance Order (revocation)	Yes
SRO	Supervised Release Order	Yes
STO	Supervision and Treatment Orders	Yes
UFT	Unfit for trial	Yes
VSUR	Victim Surcharge	Yes
WARN	Warning	Yes
YOI	Young Offenders Institute	Yes
IL	IL Application – Closed	Yes
PCQ	PCQ – Closed	Yes
ILNA	Invest Lib – No Application	Yes

DISPOSAL CODES - Fiscal Fines

Disposal Code	Description	Active
FCC	Pending Cheque Clearance	Yes
FPD	Fine Paid	Yes
FUD	Fine Unpaid	Yes
FWD	Withdrawn	Yes
FDL	Non DVLA Driving Licence	Yes
FRF	Refused	Yes
FDA	Deemed acceptance	Yes
FRC	Recalled	Yes
FPT	Too many points	Yes
DAL	Deemed Acceptance Letter	Yes
FRJ	Fine Rejected – ASBO's only	Yes
FAD	FAD Address Changes	Yes
UNSD	Unused Draft Indictment Charge	Yes
DUFF	Charge Added in Error	Yes

DISPOSAL CODES – Formal Adult Warning (Recorded Police Warning)

Disposal Code	Description	Active
RPWA	All ASB offences including BOP & Sec 38	Yes
RPWT	All acquisitive crimes	Yes
RPWR	All Road Traffic offences	Yes
RPWD	MDA 1971, Sec 5(2) offence	Yes
RPWC	All other common law offences	Yes

DISPOSAL CODES – Central Scotland (Legacy Police Force Area) – Early and Effective Intervention

As part of the Forth Valley EEI Multiagency Protocol, two new CHS disposal codes have been developed to accommodate the revised processes put in place under the protocol and ensure that information is properly recorded about offending episodes for children. These codes are for use by Central Scotland Police only.

- EEI Co-ordinator – Single Agency Referral
- EEI Co-ordinator – No Further Action

New Disposal	EEI Co-ordinator – Single Agency Referral	EEI Co-ordinator – No Further Action
4 alpha character ISCJIS compliant disposal code	ESAR	ENFA
Text Description	EEI Co-ordinator – Single Agency Referral	EEI Co-ordinator – No Further Action
Retention Type	T (Temporary Retention)	T (Temporary Retention)
Disposal Type	R	R
Note	No Notes	No Notes
Adjudication Type (PNC)	O (Other)	O (Other)
Conviction Status (PNC)	Non-conviction	Non-conviction
IBIS Code (PNC Transfer)	**1158**	**2071**

DOCUMENT TYPE

DEFINITION: Types of Documents.

DATA ITEMS: Listed below.

PERMISSIBLE CHARACTER SET: Restricted alphabetic code, see table below.

RANGES/VALUES: Restricted alphabetic code, see table below.

XML TAG NAME: ISCJIS:SPRDocType

PRIMARY OWNERSHIP: Common

CODES:

CODE	Document Type	Active
SPR	Sheriff Prosecution report	Yes
SUR	Sheriff Undertaking Report	Yes
SCR	Sheriff Custody Report	Yes
~~SWR~~	~~Sheriff Warrant Report~~	No
YPR	Youth Prosecution Report	Yes
YUR	Youth Undertaking Report	Yes
YCR	Youth Custody Report	Yes
~~YWR~~	~~Youth warrant report~~	No
DPR	District Prosecution Report	Yes
DUR	District Undertaking Report	Yes
DCR	District Custody Report	Yes
~~DWR~~	~~District Warrant Report~~	No
SR	Subject Report	Yes
PR	Production Report	Yes
WR	Witness Report	Yes
WS	Witness Statement	Yes
MR	Memo Report	Yes
OR	Occurrence Report	Yes
DR	Death Report	Yes
PC	Previous Conviction	Yes
COM	Summary Complaint	Yes
PET	Petition	Yes
IND	Indictment	Yes
Let	Letter	Yes
BAI	Bail Order	Yes
FFL	Fiscal Fine Letter	Yes
SER	Social Enquiry Report	Yes
ILF	Interim liberation Form	No

DURATION

DEFINITION: The length or period of time in question.

DATA ITEMS: Detention Period
Disqualification Period
Alternative Period
Order Period.

PERMISSIBLE CHARACTER SET: Identifier field: Restricted alphabetic code, see table below.
Quantity field: Numeric and full stop.

RANGES/VALUES: The identifier field is 1 character long.
The quantity field is 4 characters long.
In the identifier field, there are six possible units of duration.
In the quantity field the permissible ranges are:
(a) Any whole number from 1 to 999 inclusive
(b) Any number containing a half (expressed as a decimal, ie 0.5) from 0.5 to 99.5 inclusive.
If two or more units need to be combined, eg 2 years 4 months, the fields should be re-used as appropriate.

XML TAG NAME: N/A

PRIMARY OWNERSHIP: Common.

CODES:

Code	Meaning	Active
H	Hours	Yes
D	Days	Yes
W	Weeks	Yes
M	Months	Yes
Y	Years	Yes
L	Life	Yes

DVLA DRIVER NUMBER

DEFINITION:	A unique key allocated to individual driver records held by DVLA.
DATA ITEMS:	Accused Driver Number (SPR) Accused Driver Number (Occurrence Report) Deceased Driver Number (Death Report)
PERMISSIBLE CHARACTER SET:	Upper-case alphanumeric; an asterisk may appear on manually produced licences.
RANGES/VALUES:	The field is 16 characters long, and consists of 5 sub-fields:- (a) First 5 characters of surname (b) Date of birth scrambled – 6 characters (c) Initial letters of first and second forenames (d) Alpha or numeric 'tie-breaker' character (e) 2 alpha check characters
XML TAG NAME:	ISCJISCore:DriverNoType
PRIMARY OWNERSHIP:	DVLA

EMAIL ADDRESS

DEFINITION:	An email address.
DATA ITEMS:	Accused Email Address Civilian Witness Email Address Police Witness Email Address Reporting Officer Email Address Supervising Officer Email Address.
PERMISSIBLE CHARACTER SET:	Upper-case alpha characters (A-Z), lower case alpha characters (a-z), numeric (0-9), fullstop (.), apostrophe (') and underscore (_).
RANGES/VALUES:	Up to 127 characters, an "@" symbol followed by up to 127 further characters.
XML TAG-NAME:	ISCJISCore:EmailType
PRIMARY OWNERSHIP:	Common

ETHNICITY

DEFINITION: The ethnicity of an entity.

DATA ITEMS: Accused Ethnicity
Deceased Ethnicity
Civilian Witness Ethnicity
Police Witness Ethnicity.

PERMISSIBLE CHARACTER SET: Restricted alphabetic code, see table below.

RANGES/VALUES: Restricted alphabetic code, see table below.

XML TAG-NAME: ISCJISCore: Ethnicity Type

PRIMARY OWNERSHIP: Common

ETHNICITY	CODE	ACTIVE
White Scottish	WSCO	Yes
White English	WENG	Yes
White Welsh	WWEL	Yes
White Northern Ireland	WNIR	Yes
White British	BRIT	Yes
White Irish	WLRI	Yes
White Gypsy/Traveller	WGTR	Yes
White Polish	WPOL	Yes
Other White	WOTW	Yes
Any Mixed Ethnic group	MOTM	Yes
Pakistani	PACK	Yes
Indian	AIND	Yes
Bangladeshi	ABAN	Yes
Chinese	MCOE	Yes
Other Asian	AOTA	Yes
African	AAFR	Yes
Caribbean	BCRB	Yes
Black Scottish or Other Black	BOTB	Yes
Other African, Caribbean or Black	AOTB	Yes
Arab	ARAB	Yes
Other Ethnic Group	OOEG	Yes
Unknown	UNKN	Yes
~~Other White British~~	~~WOWB~~	No

EVIDENCE TYPE

DEFINITION: A measure of the length of a trial.

PERMISSIBLE CHARACTER SET: Restricted alphabetic code, see table below.

RANGES/VALUES: Restricted alphabetic code, see table below.

XML TAG NAME: N/A

PRIMARY OWNERSHIP: Crown Office / Scottish Court Service

CODES:

Code	Meaning	Active
E	Evidence Led	Yes
P	Plea Recorded	Yes
N	No Evidence Led	Yes

FIXED PENALTY NOTICE OFFENCE CODE

DEFINITION: The code for the category of traffic offence covered by fixed penalty notices issued by the Police or Traffic Wardens.

This information is relevant to the transfer of information between Police and Courts. Each legacy police force maintains its own set of local codes of traffic offences for which fixed penalty notices can be issued. These codes vary by legacy force. However, courts require only a broad categorisation of the type of offence involved, and this data standard defines the categories to which the local offence codes should be mapped before fixed penalty notice data are transmitted by the police to the courts. These are consistent with the categories used in the national statistics on fixed penalty notices collected from the police by the Scottish Government Analytical Services Division.

PERMISSIBLE CHARACTER SET: Restricted alphabetic code, see table below.

RANGES/VALUES: The field is four characters long. It consists of an alphanumeric code which identifies the category of traffic offence that is the subject of a fixed penalty notice. The description may be held in a text field within individual systems and will be an automatic expansion of the code into text to specify the general nature of the offence.

PRIMARY OWNERSHIP: ISCJIS

CODES:

Code	Description	Active
PAR	parking place offence	Yes
RES	Restricted street offence (excluding clearway offences)	Yes
CLE	Clearway offences	Yes
TAX	Non-display of current vehicle excise licence	Yes
OTH	Other offences (vehicle lighting, prescribed route, infringement of construction & use regulations)	Yes
PCOA	Police Conditional Fixed Penalty (ASBO)	Yes
PCOC	Police Conditional Offer Fixed Penalty (Camera endorsable and non endorsable)	Yes
PCOT	Police Conditional Offer Fixed Penalty (Road Traffic - endorsable and non endorsable)	Yes
PCPF	Criminalised Parking Fines	Yes
PRAS	Registered Fines (ASBOs)	Yes
PREG	Registered fines former Criminalised parking Fines)	Yes

FIXED PENALTY TICKET NUMBER

DEFINITION: The number of the ticket issued in respect of all fixed-penalty tickets

DATA ITEMS: Fixed Penalty Ticket Number.

PERMISSIBLE CHARACTER SET: Alphanumeric.

RANGES/VALUES: The data standard agreed is as follows:-

Up to 20 characters alpha/numeric until date of unification.

The first two to three characters must be unique and contain the Police force PNC identifier e.g. legacy Strathclyde 074 or 74

Following the police identifier, the next 1-4 characters will contain a ticket type

After ticket type, there must be a minimum of 6 additional characters to identify the ticket number
e.g. 74A123456 – this is the minimum specification for the ticket number.

From the date of unification of the Sheriffdom the ticket number must be **unique** to enable tickets to be distinguishable between forces.

PRIMARY OWNERSHIP: Common

Dates of Unification

Sheriffdom	**Date of Court Unification**
Lothian & Borders	10 March 2008
Grampian, Highlands & Islands	2 June 2008
Rolling Programme Estimated dates* extracted from Press release on 2 June	
Glasgow	*December 2008
Tayside, Central & Fife	*February 2009
South Strathclyde	*June 2009
Dumfries & Galloway North Strathclyde	*October 2009

FORENAME(S)

DEFINITION: The given name of the relevant person.

DATA ITEMS:
Accused Company Representive Forename
Accused Forenames (SPR)
Accused Alias Forenames (SPR)
Accused Forenames (Occurrence Report)
Accused Alias Forenames (Occurrence Report)
Deceased Forenames
Deceased Alias Forenames
CHS Filename
Civilian Witness Forenames
Civilian Witness Alias Forename
Compensation Victim Forename
Juvenille Responsible Person
Police Witness Forenames
Reporting Officer Forenames
Supervisor Officer Forenames
Witness Forename (Statement)

PERMISSIBLE CHARACTER SET: Alphabetic, space, apostrophe, and hyphen.

RANGES/VALUES: The field is 120 characters long.
The first given name should be entered followed by the other component names in their normal order. Spaces, apostrophes and hyphens that occur within a component name should be entered as such.
Maiden surnames and, if married more than once, all previous married surnames should be entered in this field with the current surname entered in the SURNAME field.

XML TAG-NAME: ISCJISCore:ForenameType

PRIMARY OWNERSHIP: Common.

GENDER

DEFINITION: The gender of the relevant person.

DATA ITEMS: Accused Gender (SPR)
Accused Gender (Occurrence Report)
Civilian Witness Gender
Deceased Gender

PERMISSIBLE CHARACTER SET: Restricted alphabetic code, see table below.

RANGES/VALUES: Restricted alphabetic code, see table below.

XML TAG-NAME: ISCJISCore:GenderType

PRIMARY OWNERSHIP: Common.

CODES:

Code	Meaning	Active
M	Male	Yes
F	Female	Yes
C	Company	Yes
U	Unknown	Yes

LANGUAGE

DEFINITION:	Language should relate to the language declared by the individual, considering their ability to understand court proceedings, or formal correspondence
DATA ITEMS:	Accused Interpreter Required Language (SPR) Accused Interpreter Required Language (Occurrence Report) Civilian Witness Interpreter Required Language
PERMISSIBLE CHARACTER SET:	Restricted alphabetic code, see table below.
RANGES/VALUES:	Restricted alphabetic code, see table below.
XML TAG-NAME:	ISCJISCore:LanguageType
PRIMARY OWNERSHIP:	Common.
CODES:	See next page for list of language types

Language Types

Code	Language	Active
AFRI	AFRIKAANS	Yes
ALBA	ALBANIAN	Yes
AMHA	AMHARIC	Yes
ARAB	ARABIC	Yes
ARME	ARMENIAN	Yes
BENG	BENGALI	Yes
BERB	BERBER	Yes
BOSN	BOSNIAN	Yes
BULG	BULGARIAN	Yes
BURM	BURMESE	Yes
CAMB	CAMBODIAN	Yes
CANT	CANTONESE	Yes
CATA	CATALAN	Yes
CROA	CROATIAN	Yes
CZEC	CZECH	Yes
DANI	DANISH	Yes
DARI	DARI	Yes
DUTC	DUTCH	Yes
ENGL	ENGLISH	Yes
ESTO	ESTONIAN	Yes
FARS	FARSI	Yes
FILI	FILIPINO	Yes
FINN	FINNISH	Yes
FLEM	FLEMISH	Yes
FREN	FRENCH	Yes
GAAA	GA	Yes
GAEW	GAELIC (WELSH)	Yes
GAES	GAELIC (SCOTTISH)	Yes
GEOR	GEORGIAN	Yes
GERM	GERMAN	Yes
GREE	GREEK	Yes
GUJA	GUJARATI	Yes
HAKK	HAKKA	Yes
HEBR	HEBREW	Yes
HIND	HINDI	Yes
HUNG	HUNGARIAN	Yes
ICEL	ICELANDIC	Yes
IGBO	IGBO	Yes
INDO	INDONESIAN	Yes
ITAL	ITALIAN	Yes
JAPA	JAPANESE	Yes
KAZA	KAZAKH	Yes
KORE	KOREAN	Yes
KURD	KURDISH	Yes
LAO	LAO	Yes
LATV	LATVIAN	Yes
LING	LINGALA	Yes
LITH	LITHUANIAN	Yes
MACE	MACEDONIAN	Yes

MALA	MALAYALAM	Yes
MAND	MANDARIN	Yes
MARA	MARATHI	Yes
MIRP	MIRPURI	Yes
MONG	MONGOLIAN	Yes
NEPA	NEPALESE	Yes
NORW	NORWEGIAN	Yes
OTHE	OTHER	Yes
POLI	POLISH	Yes
PORT	PORTUGUESE	Yes
PUNJ	PUNJABI	Yes
PUSH	PUSHTU	Yes
ROMA	ROMANIAN	Yes
RUSS	RUSSIAN	Yes
SERB	SERBIAN	Yes
SIGN	Sign Language	Yes
SINH	SINHALESE	Yes
SLOV	SLOVAK	Yes
SLOE	SLOVENE	Yes
SOMA	SOMALI	Yes
SPAN	SPANISH	Yes
SWAH	SWAHILI	Yes
SWED	SWEDISH	Yes
SYLH	SYLHETI	Yes
TAGA	TAGALOG	Yes
TAIW	TAIWANESE	Yes
TAMI	TAMIL	Yes
THAI	THAI	Yes
TIGR	TIGRINIAN	Yes
TURK	TURKISH	Yes
TWIA	TWI	Yes
UKRA	UKRAINIAN	Yes
URDU	URDU	Yes
UZBE	UZBEK	Yes
VIET	VIETNAMESE	Yes
WELS	WELSH	Yes
YIDD	YIDDISH	Yes
YORU	YORUBA	Yes

LEGAL AID NUMBER

DEFINITION:	The number assigned on the first legal aid application.
DATA ITEMS:	Legal Aid Code Number.
PERMISSIBLE CHARACTER SET:	'LA', numeric and oblique only.
RANGES/VALUES:	The field is 17 characters long, and is constructed as follows: The alphabetic characters **LA** followed by an oblique; 4 numeric characters constituting the court code followed by an oblique; 2 numeric characters representing the year of issue followed by an oblique; 6 numeric characters constituting the serial number.
XML TAG NAME:	N/A
PRIMARY OWNERSHIP:	Scottish Legal Aid Board.
EXAMPLE:	LA/1234/92/123456

LOCAL AUTHORITY

DEFINITION: The local authority responsible for dealing with a particular aspect of the case at the particular stage in question.

DATA ITEMS: Local Authority Name
Regional Authority.

PERMISSIBLE CHARACTER SET: Restricted alphanumeric code, see table below.

RANGES/VALUES: Restricted alphanumeric code, see table below.

XML TAG NAME: N/A

PRIMARY OWNERSHIP: Common.

CODES: See local authority codes.

LOCAL AUTHORITY CODES

CODE	LOCAL AUTHORITY LOCATION	ACTIVE
94051	Aberdeenshire at Banff	Yes
94001	Aberdeen City	Yes
94061	Aberdeenshire at Fraserburgh	Yes
94071	Aberdeenshire at Inverurie	Yes
94081	Aberdeenshire at Peterhead	Yes
94091	Aberdeenshire at Stonehaven	Yes
94151	Angus at Arbroath	Yes
94161	Angus at Brechin	Yes
94171	Angus at Forfar	Yes
94251	Argyll & Bute at Bowmore	Yes
94261	Argyll & Bute at Campbeltown	Yes
94271	Argyll & Bute at Dunoon	Yes
94281	Argyll & Bute at Helensburgh	Yes
94291	Argyll & Bute at Lochgilphead	Yes
94301	Argyll & Bute at Oban	Yes
94311	Argyll & Bute at Rothesay	Yes
94401	Clackmannanshire at Alloa	Yes
94451	Dumfries at Annan	Yes
94461	Dumfries at Dumfries	Yes
94471	Dumfries at Kirkcudbright	Yes
94481	Dumfries at Lockerbie	Yes
94491	Dumfries at Sanquhar	Yes
94501	Dumfries at Stranraer	Yes

94511	Dumfries at Wigtown	Yes
94561	Dundee	Yes
94601	East Ayrshire at Cumnock	Yes
94611	East Ayrshire at Kilmarnock	Yes
94651	East Dunbartonshire at Kirktintilloch	Yes
94661	East Dunbartonshire at Milngavie	Yes
95762	East Dunbartonshire at Bearsden	Yes
94701	East Lothian at Haddington	Yes
94741	East Renfrewshire at Giffnock	Yes
94781	Edinburgh	Yes
94821	Falkirk	Yes
94851	Fife at Cupar	Yes
94861	Fife at Dunfermline	Yes
94871	Fife at Kirkcaldy	Yes
94951	Glasgow	Yes
95001	Highland at Dingwall	Yes
95011	Highland at Dornoch	Yes
95021	Highland at Fort William	Yes
95031	Highland at Inverness	Yes
95041	Highland at Kingussie	Yes
98051	Highland at Kirkwall	Yes
98121	Highland at Lerwick	Yes
98141	Highland at Lochmaddy	Yes
95051	Highland at Nairn	Yes
95061	Highland at Portree	Yes
95071	Highland at Thurso	Yes
95081	Highland at Wick	Yes
95091	Highland at Tain	Yes
95141	Inverclyde at Greenock	Yes
95181	Midlothian at Penicuik	Yes
95221	Moray at Elgin	Yes
95261	North Ayrshire at Irvine	Yes
95301	North Lanarkshire at Coatbridge	Yes
95302	North Lanarkshire at Kilsyth	Yes
95311	North Lanarkshire at Cumbernauld	Yes
95321	North Lanarkshire at Motherwell	Yes
95381	Perth and Kinross at Perth	Yes
95421	Renfrewshire at Paisley	Yes
95501	Scottish Borders at Duns	Yes
95511	Scottish Borders at Jedburgh	Yes
95521	Scottish Borders at Peebles	Yes
95531	Scottish Borders at Selkirk	Yes
95601	South Ayrshire at Ayr	Yes
95611	South Ayrshire at Girvan	Yes
95651	South Lanarkshire at East Kilbride	Yes
95661	South Lanarkshire at Hamilton	Yes
95671	South Lanarkshire at Lanark	Yes
95681	South Lanarkshire at Rutherglen	Yes
95721	Stirling	Yes
95751	West Dunbartonshire at Clydebank	Yes
95761	West Dunbartonshire at Dumbarton	Yes
95801	West Lothian at Livingston	Yes
95841	Western Isles at Stornoway	Yes

MEANS TO PAY RATING

DEFINITION: The information field relates to the income of the subject only.

DATA ITEMS: Means to Pay Rating

PERMISSIBLE CHARACTER SET: Restricted alphabetic code, see table below.

RANGES/VALUES: Restricted alphabetic code, see table below.

XML TAG-NAME: SPR:MeansToPayRating

PRIMARY OWNERSHIP: Common.

Bandings

CODE	Description	Active
BNDA	BAND A - UNDER £10,000 (To include benefits)	Yes
BNDB	BAND B - £10,000 - £30,000	Yes
BNDC	BAND C - OVER £30,000	Yes
NOTP	NOT PROVIDED	Yes

MEANS TO PAY NOTE

DEFINITION:	Where the reporting officer believes there is additional relevant information to convey regarding the ability of the accused to pay either compensation, or a Fiscal Fine, they should record this in the text field "Means to Pay Note
DATA ITEMS:	Means to Pay Note
PERMISSIBLE CHARACTER SET:	Alphanumeric
RANGES/VALUES:	The field is 600 characters long.
XML TAG-NAME:	SPR:MeansToPayNote
PRIMARY OWNERSHIP:	Common.

MENTAL HEALTH HOSPITALS AND SECURE UNITS

DEFINITION:	TBC
DATA ITEMS:	TBC
PERMISSIBLE CHARACTER SET:	Restricted alphabetic code, see table below.
RANGES/VALUES:	Restricted alphabetic code, see table below.
XML TAG-NAME:	N/A
PRIMARY OWNERSHIP:	TBC
CODES:	See next page.

LOCATION	CODE	ACTIVE
AILSA HOSPITAL, AYR	**AH**	Yes
ARGYLL & BUTE HOSPITAL, LOCHGILPHEAD	**AR**	Yes
ARROL PARK RESOURCE CENTER, AYR	**AP**	Yes
BELLSDYKE HOSPITAL, LARBERT	**BL**	Yes
CRICHTON ROYAL HOSPITAL, DUMFRIES	**CT**	Yes
CROSSHOUSE HOSPITAL, KILMARNOCK	**CH**	Yes
DYKEBAR HOSPITAL, PAISLEY	**DK**	Yes
FORTH VALLEY ROYAL HOSPITAL, LARBERT	**FV**	Yes
GARTNAVEL ROYAL HOSPITAL, GLASGOW	**GR**	Yes
HARTWOODHILL HOSPITAL, HARTWOOD, SHOTTS	**HW**	Yes
HERDMANFLAT HOSPITAL, HADDINGTON,	**HE**	Yes
HUNTL YBURN HOUSE, MELROSE, SCOTTISH BORDERS	**HB**	Yes
INVERCLYDE ROYAL HOSPITAL, GREENOCK	**IC**	Yes
LEVERNDALE HOSPITAL , GLASGOW	**LV**	Yes
MONKLANDS HOSPITAL, AIRDRIE	**MO**	Yes
MURRAY ROYAL HOSPITAL, PERTH	**MU**	Yes
NEW CRAIGS HOSPITAL, INVERNESS	**NC**	Yes
PARKHEAD HOSPITAL, GLASGOW	**PH**	Yes
RAVENSCRAIG HOSPITAL, GREENOCK	**RC**	Yes
ROWANBAMK CLINIC, GLASGOW	**RB**	Yes
ROSSLYNLEE HOSPITAL, MIDLOTHIAN	**RL**	Yes
ROHALLION SECURE CARE CLINIC, MUIR HALL ROAD, PERTH, PH2 7BH	**RH**	Yes
ROYAL CORNHILL HOSPITAL, ABERDEEN	**CO**	Yes
ROYAL DUNDEE LIFF, HOSPITAL , DUNDEE	**LI**	Yes
ROYAL EDINBURGH HOSPITAL, EDINBURGH	**RE**	Yes
SOUTHERN GENERAL PSYCHIATRIC , GLASGOW	**SG**	Yes
ST JOHN'S HOSPITAL, LIVINGSTON, WEST LOTHIAN	**SJ**	Yes
STOBHILL HOSPITAL , GLASGOW G21 3UW	**SH**	Yes
STRATHEDEN HOSPITAL, CUPAR	**SD**	Yes
STRATHLEA RESOURCE CENTRE, KILMARNOCK	**SL**	Yes
STRATHMARTINE HOSPITAL, DUNDEE	**SM**	Yes
ST MICHAEL'S COTTAGE, DUMFRIES	**SC**	Yes
SUNNYSIDE ROYAL HOSPITAL, MONTROSE	**SU**	Yes
THE STATE HOSPITAL, CARSTAIRS, LANARK	**CS**	Yes
VALE OF LEVEN DISTRICT HOSPTIAL, ALEXANDRIA	**VL**	Yes
WILLIAM FRASER CENTRE, MORNINGSIDE, EDINBURGH	**WF**	Yes
WISHAW GENERAL HOSPITAL, 58 NETHERTON STREET, WISHAW, ML2 0DP	**WG**	Yes

SECURE YOUTH ACCOMMODATION, SCOTLAND

Location	Code	Active
KIBBLE SECURE UNIT, PAISLEY	**KS**	Yes
ST PHILIPS SECURE UNIT, AIRDRIE	**PS**	Yes
THE GOOD SHEPERD CENTRE, RENFREWSHIRE	**GS**	Yes
ROSSIE, MONTROSE	**RO**	Yes
ST MARY'S KENMURE, GLASGOW	**SK**	Yes

HOWDEANHALL, EDINBURGH	**HD**	Yes
THE ELMS, DUNDEE	**TE**	Yes

MONEY

DEFINITION: The amount of money or value in question.

DATA ITEMS:
Financial Amount
Instalment Amount
Money in Possession
Property Value
Recovered value
Loss Amount
Fine Amount
Additional Amount.

PERMISSIBLE CHARACTER SET: Numeric only, with last three digits the decimal point followed by pence**.**

RANGES/VALUES: The field is 10 characters long.

XML TAG NAME: ISCJISCore:CompensationCashType

PRIMARY OWNERSHIP: Common.

EXAMPLES: The amount allowed is up to £10 million less 1p and is shown in pounds, pence format e.g. 9999999.99

NATIONAL ID NUMBER

DEFINITION:	A data item that represents a national id number**.**
DATA ITEMS:	Accused National ID Number (SPR) Accused National ID Number (Occurrence Report) Civilian Witness National ID Number Deceased National ID Number
PERMISSIBLE CHARACTER SET:	Alphanumeric
RANGES/VALUES:	Up to 20 characters.
XML TAG-NAME:	SPR:NationalIDNo
PRIMARY OWNERSHIP:	Common

NATIONALITY

DEFINITION:	The coded item used to identify the nationality of the accused person.
DATA ITEMS:	Nationality.
PERMISSIBLE CHARACTER SET:	Restricted alphabetic code, see table below.
RANGES/VALUES:	Restricted alphabetic code, see table below.
PRIMARY OWNERSHIP:	ISCJIS - Maintained through standard ISO Nationality list.
CODES	See next page for codes

Country	Code
A	
Afghanistan	AFG
Åland Islands	ALA
Albania	ALB
Algeria	DZA
American Samoa	ASM
Andorra	AND
Angola	AGO
Anguilla	AIA
Antarctica	ATA
Antigua and Barbuda	ATG
Argentina	ARG
Armenia	ARM
Aruba	ABW
Australia	AUS
Austria	AUT
Azerbaijan	AZE
B	
Bahamas	BHS
Bahrain	BHR
Bangladesh	BGD
Barbados	BRB
Belarus	BLR
Belgium	BEL
Belize	BLZ
Benin	BEN
Bermuda	BMU
Bhutan	BTN
Bolivia	BOL
Bosnia and Herzegovina	BIH
Botswana	BWA
Bouvet Island	BVT
Brazil	BRA
British Indian Ocean Territory	IOT
Brunei Darussalam	BRN
Bulgaria	BGR
Burkina Faso	BFA
Burundi	BDI
C	
Cambodia	KHM
Cameroon	CMR
Canada	CAN
Cape Verde	CPV
Cayman Islands	CYM
Central African Republic	CAF
Chad	TCD
Chile	CHL
China	CHN
Christmas Island	CXR
Cocos (Keeling) Islands	CCK
Colombia	COL
Comoros	COM
Congo	COG
Cook Islands	COK
Costa Rica	CRI
Côte d.Ivoire	CIV
Croatia	HRV
Cuba	CUB
Cyprus	CYP
Czech Republic	CZE
D	
Democratic People's Republic of Korea	PRK
Democratic Republic of the Congo	COD
Denmark	DNK
Djibouti	DJI
Dominica	DMA
Dominican Republic	DOM
E	
Ecuador	ECU
Egypt	EGY
El Salvador	SLV
Equatorial Guinea	GNQ
Eritrea	ERI
Estonia	EST
Ethiopia	ETH
F	
Falkland Islands (Malvinas)	FLK4
Faroe Islands	FRO
Fiji	FJI
Finland	FIN
France	FRA
France, Metropolitan	FXX
French Guiana	GUF
French Polynesia	PYF
French Southern Territories	ATF
G	
Gabon	GAB
Gambia	GMB
Georgia	GEO
Germany	DEU
Ghana	GHA
Gibraltar	GIB
Greece	GRC
Greenland	GRL
Grenada	GRD
Guadeloupe	GLP
Guam	GUM
Guatemala	GTM
Guernsey	GGY
Guinea	GIN
Guinea-Bissau	GNB
Guyana	GUY
H	

Haiti	HTI
Heard and McDonald Islands	HMD
Honduras	HND
Hong Kong Special Administrative Region of China	HKG
Hungary	HUN
I	
Iceland	ISL
India	IND
Indonesia	IDN
Iran (Islamic Republic of)	IRN
Iraq	IRQ
Ireland	IRL
Isle of Man	IMN
Israel	ISR
Italy	ITA
J	
Jamaica	JAM
Japan	JPN
Jersey	JEY
Jordan	JOR
K	
Kazakhstan	KAZ
Kenya	KEN
Kiribati	KIR
Korea (Republic of)	KOR
Korea (Democratic Peoples Republic of)	PRK
Kuwait	KWT
Kyrgyzstan	KGZ
L	
Lao People's Democratic Republic	LAO
Latvia	LVA
Lebanon	LBN
Lesotho	LSO
Liberia	LBR
Libyan Arab Jamahiriya	LBY
Liechtenstein	LIE
Lithuania	LTU
Luxembourg	LUX
M	
Macau Special Administrative Region of China	MAC
Macedonia (The former Yugoslav Republic of)	MKD
Madagascar	MDG
Malawi	MWI
Malaysia	MYS
Maldives	MDV
Mali	MLI
Malta	MLT

Marshall Islands	MHL
Martinique	MTQ
Mauritania	MRT
Mauritius	MUS
Mayotte	MYT
Mexico	MEX
Micronesia (Federation States of)	FSM
Moldova (Republic of)	MDA
Monaco	MCO
Mongolia	MNG
Montserrat	MSR
Morocco	MAR
Mozambique	MOZ
Myanmar	MMR
N	
Namibia	NAM
Nauru	NRU
Nepal	NPL
Netherlands	NLD
Netherlands Antilles	ANT
Neutral Zone	NTZ
New Caledonia	NCL
New Zealand	NZL
Nicaragua	NIC
Niger	NER
Nigeria	NGA
Niue	NIU
Norfolk Island	NFK
Northern Mariana Islands	MNP
Norway	NOR
O	
Oman	OMN
P	
Pakistan	PAK
Palau	PLW
Panama	PAN
Papua New Guinea	PNG
Palestinian Territory, Occupied	PSE
Paraguay	PRY
Peru	PER
Philippines	PHL
Pitcairn	PCN
Poland	POL
Portugal	PRT
Puerto Rico	PRI
Q	
Qatar	QAT
R	
Réunion	REU
Romania	ROU
Russian Federation	RUS
Rwanda	RWA

S		
St. Helena		SHN
Saint Kitts and Nevis		KNA
Saint Lucia		LCA
St. Pierre and Miquelon		SPM
Saint Vincent and the Grenadines		VCT
Samoa		WSM
San Marino		SMR
Sao Tome and Principe		STP
Saudi Arabia		SAU
Senegal		SEN
Serbia and Montenegro		SCG
Seychelles		SYC
Sierra Leone		SLE
Singapore		SGP
Slovakia		SVK
Slovenia		SVN
Solomon Islands		SLB
Somalia		SOM
South Africa		ZAF
South Georgia and the South Sandwich Islands		SGS
Spain		ESP
Sri Lanka		LKA
Sudan		SDN
Suriname		SUR
Svalbard and Jan Mayen Islands		SJM
Swaziland		SWZ
Sweden		SWE
Switzerland		CHE
Syrian Arab Republic		SYR
T		
Taiwan, Province of China		TWN
Tajikistan		TJK
Thailand		THA
Timor-Leste		TLS
Togo		TGO
Tokelau		TKL
Tonga		TON
Trinidad and Tobago		TTO
Tunisia		TUN
Turkey		TUR
Turkmenistan		TKM
Turks and Caicos Islands		TCA
Tuvalu		TUV
U		
Uganda		UGA
Ukraine		UKR
United Arab Emirates		ARE
United Kingdom	British Citizen	GBR
	Dependent territories citizen	GBD*
	National (Overseas)	GBN*
	Overseas citizen	GBO*
	Protected person	GBP*
	Subject	GBS*
United Republic of Tanzania		TZA
United States		USA
United States Minor Outlying Islands		UMI
Uruguay		URY
Uzbekistan		UZB
V		
Vanuatu		VUT
Vatican City State (Holy See)		VAT
Venezuela		VEN
Vietnam		VNM
Virgin Islands (British)		VGB
Virgin Islands (U.S.)		VIR
W		
Wallis and Futuna Islands		WLF
Western Sahara		ESH
Y		
Yemen		YEM
Z		
Zambia		ZMB
Zimbabwe		ZWE

NEXT OF KIN

DEFINITION: A coded item used to identify the Next of Kin of the Deceased

DATA ITEMS: Next of Kin Type (Death Report)

PERMISSIBLE CHARACTER SET: Restricted alphabetic code, see table below.

RANGES/VALUES: Restricted alphabetic code, see table below.

XML TAG-NAME: ISCJISCore:NextOfKinType

PRIMARY OWNERSHIP: Crown Office.

CODES:

NEXT OF KIN DESCRIPTION

Relationship	Code	Active
AUNT	AU	Yes
BROTHER IN_LAW	BL	Yes
BROTHER	BR	Yes
CONVERSION	CC	Yes
COUSIN	CO	Yes
DAUGHTER	DA	Yes
DAUGHTER IN_LAW	DL	Yes
FATHER	FA	Yes
FATHER IN_LAW	FL	Yes
FRIEND	FR	Yes
GRANDCHILD	GC	Yes
GRANDFATHER	GF	Yes
GRANDMOTHER	GM	Yes
HUSBAND	HB	Yes
LEGAL GUARDIAN	LG	Yes
MOTHER IN_LAW	ML	Yes

Relationship	Code	Active
MOTHER	MO	Yes
NEPHEW	NE	Yes
NIECE	NI	Yes
PARTNER	PR	Yes
STEP BROTHER	SB	Yes
STEP DAUGHTER	SD	Yes
STEP FATHER	SF	Yes
SISTER	SI	Yes
SON IN_LAW	SL	Yes
STEP MOTHER	SM	Yes
SON	SO	Yes
STEP SON	SS	Yes
STEP SISTER	ST	Yes
SISTER IN_LAW	TL	Yes
UNCLE	UN	Yes
WIFE	WF	Yes

NOTIFICATION TYPE

DEFINITION: A coded item used to identify the type of notification.

DATA ITEMS: Notification.

PERMISSIBLE CHARACTER SET: Restricted alphabetic code, see table below.

RANGES/VALUES: Restricted alphabetic code, see table below.

XML TAG-NAME: N/A

PRIMARY OWNERSHIP: Crown Office

CODES:

Code	Description	Active
CWN	Child witness notice	Yes
CLA	Common law application	Yes
VWN	Vulnerable witness notice	Yes

NUMERIC

DEFINITION: A data item that represents a simple numerical value.

DATA ITEMS:
Accused number (within the complaint)
Civilian Witness Responsible Person Number
Juvenile Position in Family
Case Production Number
Civilian Witness Number
Police Witness Number

PERMISSIBLE CHARACTER SET: Numeric only.

RANGES/VALUES: The length or range of the field is advised in the index entry for data items conforming to this data standard.

E.g.: A data item may be listed as "NUMERIC (5)" to indicate a field that conforms to the Numeric standard and exists in the range 0-99999. If a data-item does not conform to the 0-9x value range for its length, the range is given in the index instead. I.e.: "Numeric (1-99999).

PRIMARY OWNERSHIP: Common

OCCUPATION CODES

DEFINITION: The current occupation of the subject, including rank held, or unemployed.

DATA ITEMS:
Accused Occupation Code
Civilian Witness Occupation Code
Deceased Occupation Code

PERMISSIBLE CHARACTER SET: Restricted alphabetic code, see table below, and followed by a suffix letter:
E - Employed
R - Retired
S - Student
U - Unemployed

RANGES/VALUES: Restricted alphabetic code, see table below, and followed by a suffix letter.

XML TAG-NAME: ISCJISCore:OccType

PRIMARY OWNERSHIP: Common

CODES: Occupation codes – see next page

1. Health Occupations
2. Education Occupations
3. Social Work Occupations
4. Government Occupations
5. Industry/Commerce Occupations
6. Other

1. HEALTH OCCUPATIONS

Code	Description	Active
100	Health Managers & Administrators	Yes
110	Health Professional	Yes
111	Doctor	Yes
112	Nurse	Yes
113	Dentist	Yes
114	Other Healthcare	Yes
120	Health Clerical & Secretarial	Yes
130	Health Scientific/Technical	Yes
140	Health Legal	Yes
150	Health Craft & Related	Yes
160	Health Personal & Protective	Yes
170	Health Plant & Machine Operatives	Yes
190	Health Other	Yes

2. EDUCATION OCCUPATIONS

Code	Description	Active
200	Education Managers & Administrators	Yes
210	Education Professional	Yes
211	Teacher	Yes
212	Lecturer	Yes
213	Other Education	Yes
220	Education Clerical & Secretarial	Yes
230	Education Scientific/Technical	Yes
240	Education Legal	Yes
250	Education Craft & Related	Yes
260	Education Personal & Protective	Yes
270	Education Plant & Machine Operatives	Yes
290	Education Other	Yes

3. SOCIAL WORK OCCUPATIONS

Code	Description	Active
300	Social Work Managers & Administrators	Yes
310	Social Work Professional	Yes
311	Social Worker	Yes
312	Children's Home Worker	Yes
313	Old Folks Home Worker	Yes
320	Social Work Clerical & Secretarial	Yes
330	Social Work Scientific/Technical	Yes
340	Social Work Legal	Yes
350	Social Work Craft & Related	Yes
360	Social Work Personal & Protective	Yes
361	Careworker (residential)	Yes
362	Careworker (community)	Yes
370	Social Work Plant & Machine Operatives	Yes
390	Social Work Other	Yes

4. GOVERNMENT OCCUPATIONS

Code	Description	Active
400	Government Managers & Administrators	Yes
401	Central Government Managers & Administrators	Yes
402	Local Government Managers & Administrators	Yes
410	Government Professional Occupations	Yes
411	Central Government Professional Occupations	Yes
412	Local Government Professional Occupations	Yes
420	Government Clerical & Secretarial	Yes
421	Central Government Clerical & Secretarial	Yes
422	Local Government Clerical & Secretarial	Yes
430	Government Scientific/Technical	Yes
431	Central Government Scientific/Technical	Yes
432	Local Government Scientific/Technical	Yes
440	Government Legal	Yes
441	Central Government Legal	Yes
442	Local Government Legal	Yes
450	Government Craft & Related	Yes
451	Central Government Craft & Related	Yes
452	Local Government Craft & Related	Yes
460	Government Personal & Protective	Yes
461	Central Government (Military)	Yes
462	Local Government (Police)	Yes
470	Government Plant & Machine Operatives	Yes
490	Government Other	Yes

5. INDUSTRY/COMMERCE OCCUPATIONS

Code	Description	Active
500	Industry/Commerce Managers & Administrators	Yes
510	Industry/Commerce Professional	Yes
520	Industry/Commerce Clerical & Secretarial	Yes
530	Industry/Commerce Scientific/Technical	Yes
540	Industry/Commerce Legal	Yes
550	Industry/Commerce Craft & Related	Yes
560	Industry/Commerce Personal & Protective	Yes
561	Industry/Commerce Private Security	Yes
562	Industry/Commerce Other	Yes
570	Industry/Commerce Plant & Machine Operatives	Yes
590	Industry/Commerce Other	Yes

6. OTHER

Code	Description	Active
601	Other Unemployed	Yes
602	Other Retired	Yes
603	Other Housewife/Househusband	Yes

OCCUPATION (Text)

DEFINITION:	The current occupation of the subject including rank held, or unemployed.
DATA ITEMS:	Accused Occupation Civilian Witness Occupation Civilian Witness Disclosable Occupation Civilian Witness Disclosable Other Occupation Deceased Occupation
PERMISSIBLE CHARACTER SET:	Alphanumeric, space, apostrophe, and hyphen..
RANGES/VALUES:	The field is 100 characters long.
XML TAG-NAME:	ISCJISCore:OccupationType
PRIMARY OWNERSHIP:	Common

OFFENCE/CHARGE CODE

DEFINITION: The code for a crime or offence with which an accused person is charged, proceeded or convicted.

DATA ITEMS: Charge Code
Crime/Offence Code
Disposal/Charge Section
Pending Case Charge Detail

PERMISSIBLE CHARACTER SET: Code field - Alphanumeric.

RANGES/VALUES: The code field is 16 characters long and consists of an alphanumeric code, which identifies the offence. The character positions within the offence codagge differ between Common Law and Statutory offences. The following detail individual elements for each type of offence.

1. COMMON LAW

Characters 1 - 4 relate to the first element of the charge
Characters 5 - 8 are always 0 (zero)

Characters 9 - 12 relate to the second element of the charge
Characters 13 - 16 relate to the third element of the charge.

If there is no second or third element these parts of the code will be 0 (zero) filled. If a charge has more than 3 elements a combination element will be created for the first element.
Character positions 1, 9 and 13 indicate whether it is the full charge, an attempt or intent to.

2. STATUTORY

Characters 1 - 4 relate to the Act, Regulation or Order.
Characters 5 - 8 relates to the year that the Act, Regulation or Order came into force.
Characters 9 - 12 relate to the principal Section of the Act, Regulation or Order.
Characters 13 - 14 relate to the first sub-section of the Act, Regulation or Order.
Characters 15 - 16 are a sequence to hold variations within the principal Section and first sub-section of the Act, Regulation or Order.

An Offence description may be held in a text field within individual systems and will be an automatic expansion of the Offence code into text to specify the nature of the Offence.

XML TAG NAME: ISCJISCore:ChargeCodeType

PRIMARY OWNERSHIP: ISCJIS - maintained by Crown Office

OFFENCE/CHARGE AGGRAVATION

DEFINITION: The code for a crime or offence that adds to the **Offence Code** by highlighting particular circumstances relating to the specific incident as opposed to the actual charge.

DATA ITEMS: Charge Accused Aggravator
Crime/Offence Aggravator.

PERMISSIBLE CHARACTER SET: Restricted alphanumeric code, see table below.

RANGES/VALUES: The code field is 4 characters long (XX99) and consists of an alpha numeric code, which identifies the Aggravation to the offence committed. It is possible that a charge can have a combination of up to 12 aggravations. An Aggravation description may be held in a text field within individual systems and will be an automatic expansion of the Offence Aggravation code into text to specify the nature of the Aggravation.

XML TAG NAME: ISCJISCore:allowedAggravatorsType

PRIMARY OWNERSHIP: ISCJIS - maintained by Crown Office

CODES:

Mapping of Old Codes to New Codes and new Hate crime Act Codes.

New Code	Pre April 2024	Aggravation – Pre April 2024	Formal naming of Aggravator	Active
0000	0	No Aggravation	No Aggravation	Yes
ZA01	A	Anti-Social Behaviour	Anti-Social Behaviour	Yes
ZB01	B	Offending whilst on Bail	Offending whilst on Bail	Yes
ZC01	C	Cancelled	Cancelled	No
ZD01	D	Domestic Abuse	Domestic Abuse	Yes
ZE01	E	Disability	Disability (pre April 2024)	Yes
ZF01	F	Football	Football	Yes
ZG01	G	Football Banning Order	Football Banning Order	Yes
ZH01	H	Harassment	Harassment	Yes
ZI01	I	Harassment Order	Harassment Order	Yes
ZJ01	J	Connected to Serious Crime	Connected to Serious Crime	Yes
ZK01	K	Offence against a child	Offence against a child	Yes
ZL01	L	Breach of undertaking	Breach of undertaking	Yes
ZM01	M	Trafficking Child	Trafficking Child	Yes
ZN01	N	Sexual Orientation	Sexual Orientation (pre April 2024)	Yes
ZO01	O	Sex Offenders Order	Sex Offenders Order	Yes
ZP01	P	Religious	Religious (pre April 2024)	Yes
ZQ01	Q	Trafficking Public PO's	Trafficking abusing Public Position	Yes

ZR01	R	Racial	Racial (pre April 2024)	Yes
ZS01	S	Sexual	Sexual	Yes
ZT01	T	Transgender	Transgender (pre April 2024)	Yes
ZU01	U	Trafficking	Trafficking	Yes
ZV01	V	Investigative Liberation	Investigative Liberation	Yes
ZW01	W	Dom abuse stat aggravation	Domestic abuse statutory aggravation	Yes
ZX01	X	Fireworks	Firework Pyrotechnic Emergency Worker	Yes
ZY01	Y	Domestic Abuse Statutory Aggravation involving a child	Domestic Abuse Statutory Aggravation involving a child	Yes
ZZ01	Z	Enforcing stat. age restriction	Enforcing Statutory Age Restriction	Yes
AA01		Disability		Yes
AA02		Sexual Orientation		Yes
AA03		Religious		Yes
AA04		Racial		Yes
AA05		Transgender		Yes
AA06		Age		Yes
AA07		Variations in sex characteristics		Yes
AA08		Terrorist Connection		Yes

OFFENCE/CHARGE MODIFIER

DEFINITION: The code for a crime or offence which provides additional information for the specific incident as opposed to the actual charge.

PERMISSIBLE CHARACTER SET: Restricted alphanumeric code, see table below.

RANGES/VALUES: The code field is 4 characters long and consists of an alphanumeric code, which identifies additional elements of the charge. The code will consist of an alphabetic character followed by 3 numeric characters. If no modifier exists, 4 0's (zeroes) characters will be transferred.
An Offence Modifier description may be held in a text field within individual systems and will be an automatic expansion of the Offence Modifier code into text to specify the nature of the Offence Modifier.

XML TAG NAME: ISCJISCore:ModifierType

PRIMARY OWNERSHIP: ISCJIS maintained by Crown Office

CODES:- See offence modifier codes. The current definitions are:-

A	***For Class A Drugs***
B	***For Class B Drugs***
C	***For Class C Drugs***
D	**For Psychoactive Substances**
W	***For Weapons***
F	***For Fixed Penalty Notices***
S	***For Sexual Offences***
T	***For Football***

The entire list of modifiers is contained in Annex 13 of this document.

ORGANISATION NAME/COMPANY NAME

DEFINITION:	The name of the subject where this is an organisation rather than an Individual person.
DATA ITEMS:	Accused Name (Company) Solicitor's Firm **Compensation –** Victim Organisation name
PERMISSIBLE CHARACTER SET:	Alphanumeric (a-zA-Z0-9), space ( ), hypen (-), apostrophe (‘), ampersand (&), pound sign (£), euro sign (€), underscore (_) and the at-sign (@)
RANGES/VALUES:	The field is 100 characters long.
XML TAG-NAME:	ISCJISCore:CompanyType
PRIMARY OWNERSHIP:	Common.
EXAMPLES:	Domestic and Catering Staffing Agency Marks & Spencer plc Littlewoods Chain Stores Ltd John Lewis Partnership

PERSONAL TITLE

DEFINITION:	The title used by the subject.
DATA ITEMS:	Personal Title.
PERMISSIBLE CHARACTER SET:	Unrestricted.
RANGES/VALUES:	The field length is 10 characters long. Where the title exceeds the field length, it should be abbreviated.
XML TAG NAME:	N/A
PRIMARY OWNERSHIP:	Common.
EXAMPLES:	'Mr', 'Dr', 'Sir', 'Rev', 'Professor', 'Major', etc.

PLEA

DEFINITION: The subject's plea to the charge.

DATA ITEMS: Intended Plea
Plea

PERMISSIBLE CHARACTER SET: Restricted alphabetic code, see table below.

RANGES/VALUES: Restricted alphabetic code, see table below.

XML TAG NAME: N/A

PRIMARY OWNERSHIP: Scottish Court Service.

CODES:

Plea	Code	Active
No plea taken	NP	Yes
Guilty	PG	Yes
Not guilty	NG	Yes
No plea, no declaration	ND	Yes
Plea requiring additional text	PT	Yes
Plea of Competency & Relevancy	CR	Yes
Plea of Competency	PC	Yes
Plea of Relevancy	PR	Yes
Pled Guilty to Amended Charge	PB	Yes
Pled Guilty to Alternative Charge	PA	Yes
Pled Guilty Under Deletion	PD	Yes
Pled Guilty Under Insertion	PI	Yes
Breach admitted	BA	Yes
Breach not admitted	BD	Yes
Withdraw guilty prev tendered	WG	Yes

PLEA METHOD

DEFINITION: The method used to submit a plea to the court.

DATA ITEMS: Plea Method
Plea
Representation in court
How Compared

PERMISSIBLE CHARACTER SET: Restricted alphabetic code, see table below.

RANGES/VALUES: Restricted alphabetic code, see table below.

XML TAG NAME: N/A

PRIMARY OWNERSHIP: Scottish Court Service

CODES: Plea submitted by:-

Description	Code	Active
Absent	A	Yes
Accused (personal appearance)	P	Yes
Accused's Solicitor	S	Yes
Letter	L	Yes
Not known	N	Yes
Other Representative	O	Yes
Video	V	Yes

POLICE FORCE/STATION CODES

DEFINITION: The police force and station responsible for dealing with the case at the particular stage in question.

DATA ITEMS:
Accused Custody Location
Civilian Witness Police Contact
Police Force/Station
Police Witness Station Code
Reporting Officer Police Force
Accused Addresses Local Division
Civilian Witness Addresses Local Division
Deceased Addresses Local Division (Death Report)
Non Police Contacts Addresses Local Division (Death Report)
Police Division of Deceased (Death Report)
Police Officer Contacts Station Code (Death Report)
Reporting Officer Station Code
Supervisor Officer Station Code

PERMISSIBLE CHARACTER SET: Alphanumeric. The first 2 characters are numeric, the third character is alphabetic, and the fourth character may be either alphabetic or numeric.

RANGES/VALUES:
The field is 4 characters long.
The first 2 characters are numeric and constitute the force code. A list of valid codes, and the forces they identify, is given below.
The third character is alphabetic, and the fourth character may be either alphabetic or numeric. These characters identify the relevant station within the force area.
The station codes to be used are those in the **PNC Combined Directory.**

XML TAG NAME: ISCJISCore:DivisionType

OWNERSHIP: PNC

CODES: See next page

POLICE FORCE CODES

Force	Code	Active
Dumfries & Galloway	70	Yes
Strathclyde	74	Yes
Lothian & Borders	76	Yes
Fife	78	Yes
Tayside	80	Yes
Grampian	82	Yes
Central Scotland	84	Yes
Northern	87	Yes
SCDEA	90	Yes
SPSA	96	Yes
Metropolitan Police	01	Yes
Metropolitan Police	02	Yes
British Transport Police	93	Yes
MoD Police	24	Yes
Cumbria	03	Yes
Lancashire	04	Yes
Merseyside	05	Yes
Greater Manchester	06	Yes
Cheshire	07	Yes
Criminal Cases Review	08	Yes
PO Security	09	Yes
Northumbria	10	Yes
Durham	11	Yes
North Yorkshire	12	Yes
West Yorkshire	13	Yes
South Yorkshire	14	Yes
RMP Provost	15	Yes
Humberside	16	Yes
Cleveland	17	Yes
Dept Trade & Industry	18	Yes
X400 Interface Broadcasts	19	Yes
Departmental Security Unit	2A	Yes
West Midlands	20	Yes
Staffordshire	21	Yes
West Mercia	22	Yes
Warwickshire	23	Yes
PNC Hendon	25	Yes
PNC Horseferry (Testing)	26	Yes
PNC Testing	27	Yes
PNC Restart terminals 1	28	Yes
PNC Restart terminals 2	29	Yes
Derbyshire	30	Yes
Nottinghamshire	31	Yes
Lincolnshire	32	Yes
Leicestershire	33	Yes
Northamptonshire	34	Yes
Cambridgeshire	35	Yes
Norfolk	36	Yes
Suffolk	37	Yes
RAF Provost	38	Yes
NPT (Formerly CTS)	39	Yes
Bedfordshire	40	Yes

Hertfordshire	41	Yes
Essex	42	Yes
Thames Valley	43	Yes
Hampshire	44	Yes
Surrey	45	Yes
Kent	46	Yes
Sussex	47	Yes
City of London	48	Yes
Kent Ports	49	Yes
Devon & Cornwall	50	Yes
Force 51	51	Yes
Avon & Somerset	52	Yes
Gloucestershire	53	Yes
Wiltshire	54	Yes
Dorset	55	Yes
Guernsey	56	Yes
Jersey (States)	57	Yes
Dover Harbour Board Police	58	Yes
UKAEA	59	Yes
North Wales	60	Yes
Gwent	61	Yes
South Wales	62	Yes
Dyfed-Powys	63	Yes
National Ports Office	64	Yes
National Joint Unit	65	Yes
NIS	66	Yes
NCIS	67	Yes
Govt Communications	68	Yes
Force 69	69	Yes
Royal Navy NIS Liaison	71	Yes
RAF	72	Yes
Army NIS Liaison	73	Yes
Dir Civil Nuclear	75	Yes
DSS	77	Yes
Bramshill Police College	79	Yes
MoD Security	81	Yes
Scottish Police College	83	Yes
Inland Revenue	85	Yes
Prison Service	86	Yes
Customs & Excise	88	Yes
Dept of Environment	89	Yes
National Crime Squad	91	Yes
NAFIS TRW	92	Yes
DVLA	94	Yes
Criminal Records Office	95	Yes
Isle Of Man	97	Yes
PSNI - Police Service Northern Ireland	98	Yes
Criminal Records Office	99	Yes

POLICE STATION CODES

British Transport Police

Description	Code	Active
Aberdeen	93DJ	Yes
Dalmuir	93DU	Yes
Dundee	93DL	Yes
Edinburgh	93DE	Yes
Falkirk	93DF	Yes
Glasgow	93DG	Yes
Inverness	93DI	Yes
Kilwinning	93DK	Yes
Kirkcaldy	93DC	Yes
Motherwell	93DW	Yes
Paisley	93DP	Yes
Perth	93DD	Yes

Central Police Force

Description	Code	Active
ALLOA	84AA	Yes
CALLANDER	84AB	Yes
BALFRON	84AC	Yes
STIRLING	84AD	Yes
BRIDGE OF ALLAN	84AE	Yes
DUNBLANE	84AF	Yes
TULLIBODY	84AG	Yes
TILLICOULTRY	84AH	Yes
BANNOCKBURN	84AI	Yes
BO'NESS	84BB	Yes
CAMELON	84BC	Yes
FALKIRK	84BD	Yes
DENNY	84BE	Yes
GRANGEMOUTH	84BG	Yes
MADDISTON	84BM	Yes
STENHOUSEMUIR	84BS	Yes
FIRARMS LICENSING	84FL	Yes
TRAFFIC DEPARTMENT	84HA	Yes
SUPPORT SERVICES	84HB	Yes
CONTROL ROOM	84HQ	Yes
RECORDS OFFICE	84HR	Yes
TRAINING	84HT	Yes

Dumfries and Galloway

Description	Code	Active
Annan	70AN	Yes
Castle Douglas	70CD	Yes
Dalbeattie	70DB	Yes
Dumfries	70DF	Yes
Headquarters	70HQ	Yes
Kirkcudbright	70KB	Yes
Lockerbie	70LO	Yes

Newton Stewart	70NS	Yes
Sanquhar	70SA	Yes
Stranraer	70ST	Yes

Fife Constabulary

Description	Code	Active
Anstruther	78AN	Yes
Auchtermuchty	78AU	Yes
Ballingry	78BA	Yes
Burntisland	78BU	Yes
Cardenden	78CA	Yes
Cowdenbeath	78CO	Yes
Cupar	78EA	Yes
Dalgety Bay	78DB	Yes
Dunfermline	78WE	Yes
Glenrothes	78GL	Yes
Kennoway	78KW	Yes
Kirkcaldy	78CE	Yes
Levenmouth	78LM	Yes
Newmills	78NM	Yes
Newport-on-Tay	78NT	Yes
Oakley	78OA	Yes
St Andrews	78SA	Yes
North East Fife	78NE	Yes
South West Fife	78SW	Yes

Grampian

Description	Code	Active
Aberdeen (Police HQ)	82C1	Yes
Moray	82A1	Yes
Peterhead	82A3	Yes
Stonehaven	82D1	Yes

Lothian & Borders

Description	Code	Active
Armadale	76AR	Yes
Balerno	76PB	Yes
Bathgate	76BT	Yes
Blackburn	76BB	Yes
Bonnyrigg	76BD	Yes
Borders Traffic	76GT	Yes
Broughton	76BR	Yes
Broxburn	76BX	Yes
Camera Unit (Edinburgh)	76OC	Yes
Coldstream	76GC	Yes
Corstorphine	76WV	Yes
Craigmillar	76EC	Yes
Criminal Intelligence Section	76AC	Yes
Dalkeith	76DK	Yes
Dalkeith Traffic	76ET	Yes

Drylaw	76ND	Yes
Dunbar	76DB	Yes
Duns	76DU	Yes
Earlston	76EA	Yes
Edinburgh Airport	76WA	Yes
Edinburgh Traffic	76TE	Yes
Eyemouth	76EY	Yes
Fauldhouse	76FH	Yes
Force Headquarters	76HQ	Yes
Galashiels	76GL	Yes
Gayfield Square	76CG	Yes
Gorebridge	76GO	Yes
Haddington	76HD	Yes
Hawick	76HA	Yes
Howdenhall	76SH	Yes
Innerleithen	76IN	Yes
Jedburgh	76JE	Yes
Kelso	76KE	Yes
Lauder	76LA	Yes
Leith	76NL	Yes
Linlithgow	76LG	Yes
Livingston	76LV	Yes
Livingston Traffic	76FT	Yes
Loanhead	76LH	Yes
Melrose	76ME	Yes
Mid Calder	76MC	Yes
Musselburgh	76MU	Yes
Newbattle	76NE	Yes
Newcastleton	76NC	Yes
North Berwick	76NB	Yes
Oxgangs	76PO	Yes
Peebles	76PE	Yes
Penicuik	76PK	Yes
Portobello	76EP	Yes
Prestonpans	76PP	Yes
Selkirk	76SE	Yes
South Queensferry	76WQ	Yes
Southside	76CS	Yes
St Boswells	76SB	Yes
Stow	76ST	Yes
Tollcross	76CT	Yes
Tranent	76TR	Yes
West Calder	76WC	Yes
West Linton	76WL	Yes
Wester Hailes	76PW	Yes
Whitburn	76WH	Yes

Northern Constabulary

Description	Code	Active
Alness	87DB	Yes
Aviemore	87GC	Yes
Dingwall	87DA	Yes
Dornoch	87CH	Yes
Fort William	87FB	Yes
Inverness HQ	87HQ	Yes
Inverness (Burnett Road)	87IA	Yes
Kirkwall	87BD	Yes
Lerwick	87AB	Yes
Nairn	87IE	Yes
Portree	87DC	Yes
Road Policing	87RP	Yes
Stornoway	87ED	Yes
Thurso	87CE	Yes
Wick	87CA	Yes
Lochmaddy	87EI	Yes
Fixed Penalty Ticket	87HF	Yes
Information Management	87HR	Yes
Firearms Licensing Dept	87FL	Yes
HQ CID	87HC	Yes

Strathclyde Police ***Revised Codes 2 July 2008***

Description	Code	Active
Stewart Street Police Office, 50 Stewart Street, Glasgow G4 0HY	74AB	Yes
Anderson Police Office, 945 Argyle Street, Glasgow G3 8JG	74AC	Yes
Partick Police Office, 609-611 Dumbarton Road, Glasgow G11 6HY	74AD	Yes
Drumchapel Police Office, 300 Kinfauns Drive, Glasgow G15 7HA	74AE	Yes
A Division Headquarters, 50 Stewart Street, Glasgow G4 0HY	74AZ	Yes
London Road Police Office, 851 London Road, Glasgow G40 3RX	74BA	Yes
Baird Street Police Office, 6 Baird Street, Glasgow G4 0EX	74BC	Yes
Shettleston Police Office, 1051 Shettleston Road, Glasgow G32 7PE	74BD	Yes
Maryhill Police Office, 1380 Maryhill Road, Glasgow G20 9TX	74BE	Yes
Kirkintilloch Police Office, 45 Southbank Drive, Kirkintilloch G66 1XJ	74BF	Yes
B Division Headquarters, 851 London Road, Glasgow G40 3RX	74BZ	Yes
Govan Police Office, 923 Helen Street, Glasgow G52 1EE	74GA	Yes
Pollok Police Office, 3 Brockburn Crescent, Glasgow G53 5AF	74GB	Yes
Giffnock Police Office,	74GC	Yes

Braidholm Road, Glasgow G46 6HA		
Aikenhead Road Police Office, 744 Aikenhead Road, Glasgow G42 0NS	74GD	Yes
Gorbals Police Office, 383 Cumberland Street, Glasgow G5 0ST	74GE	Yes
Barrhead Police Office, Main Street, Barrhead G78 2RA	74GF	Yes
G Division Headquarters, 923 Helen Street, Glasgow G52 1EE	74GZ	Yes
Paisley Police Office, Mill Street, Paisley PA1 1JU	74KA	Yes
Johnstone Police Office, Quarry Street, Johnstone PA5 8DY	74KB	Yes
Greenock Police Office, 160 Rue End Street, Greenock PA15 1HX	74KC	Yes
Glasgow Airport Police Office, St Andrews Drive, Renfrew PA3 2ST	74KX	Yes
K Division Headquarters, Mill Street, Paisley PA1 1JU	74KZ	Yes
Ports Unit, Glasgow Airport Police Office, St Andrews Drive, Renfrew PA3 2ST	74HA	Yes
Dumbarton Police Office, Stirling Road, Dumbarton G82 3PT	74LA	Yes
Oban Police Office, Albany Street, Oban PA34 4AJ	74LB	Yes
Clydebank Police Office, 50 Montrose Street, Clydebank G81 2QD	74LC	Yes
Dunoon Police Office, Argyll Road, Dunoon PA23 8ES	74LD	Yes
Helensburgh Police Office, East King Street, Helensburgh G84 7QP	74LF	Yes
Alexandria Police Office, Hill Street, Alexandria G83 0DU	74LG	Yes
Campbeltown Police Office, Castlehill, Campbeltown PA28 6AN	74LH	Yes
Lochgilphead Police Office, Lochnell Street, Argyll PA31 8JJ	74LL	Yes
Rothesay Police Office, High Street, Rothesay PA20 9AZ	74LR	Yes
L Division Headquarters, Stirling Road, Dumbarton G82 3PT	74LZ	Yes
Coatbridge Police Office, Whittington Street, Coatbridge ML5 3AD	74NA	Yes
Airdrie Police Office, Anderson Street, Airdrie ML6 0AA	74NB	Yes
Cumbernauld Police Office, South Muirhead Road, Cumbernauld G67 1AX	74NC	Yes
Bellshill Police Office, 5 Thorn Road, Bellshill ML4 1PB	74ND	Yes
Wishaw Police Office, 100 Stewarton Street, Wishaw ML2 8AG	74NE	Yes
Kilsyth Police Office, Parkfoot Street, Glasgow G65 0SW	74NK	Yes
Motherwell Police Office, 217 Windmillhill Street, Motherwell ML1 1RZ	74PA	Yes
N Division Headquarters,	74NZ	Yes

217 Windmillhill Street, Motherwell ML1 1RZ		
East Kilbride Police Office, Andrew Street, East Kilbride G74 1AA	74QA	Yes
Hamilton Police Office, Campbell Street, Hamilton ML3 6AT	74QB	Yes
Lanark Police Office, 27 Westport, Lanark ML11 9HD	74QC	Yes
Rutherglen Police Office, King Street, Rutherglen G73 1DG	74QD	Yes
Q Division Headquarters, Campbell Street, Hamilton ML3 6AT	74QZ	Yes
Traffic (Ayr), c/o Road Policing Complex, 433 Helen Street, Glasgow G51 3HH	74TA	Yes
Traffic (Administration), c/o Road Policing Complex, 433 Helen Street, Glasgow G51 3HH	74TD	Yes
Traffic (Greenock), c/o Road Policing Complex, 433 Helen Street, Glasgow G51 3HH	74TG	Yes
Road Policing Complex, 433 Helen Street, Glasgow G51 3HH	74TH	Yes
Traffic (Dumbarton), c/o Road Policing Complex, 433 Helen Street, Glasgow G51 3HH	74TL	Yes
Traffic (Motherwell), c/o Road Policing Complex, 433 Helen Street, Glasgow G51 3HH	74TM	Yes
Irvine Police Office, 25 Kilwinning Road, Irvine KA12 8RR	74UA	Yes
Kilmarnock Police Office, 10 St Marnock Street, Kilmarnock KA1 1TJ	74UC	Yes
Ayr Police Office, 1 King Street, Ayr KA8 0BU	74UD	Yes
U Division Headquarters, 10 St Marnock Street, Kilmarnock KA1 1TJ	74UZ	Yes
Nationality and Special Branch, Force Headquarters, 173 Pitt Street, Glasgow G2 4JS	74HB	Yes
Force Surveillance Unit (Drug Squad), Force Headquarters, 173 Pitt Street, Glasgow G2 4JS	74HD	Yes
Complaints and Discipline, Force Headquarters, 173 Pitt Street, Glasgow G2 4JS	74HE	Yes
Fraud Squad, 923 Helen Street, Glasgow G52 1EE	74HF	Yes
Serious Crime Squad, 923 Helen Street, Glasgow G52 1EE	74HS	Yes
V Division, 755 Hawthorn Street, Glasgow G22 6AY	74HV	Yes
Stolen Vehicle Section, Meiklewood Road Complex, 91 Meiklewood Road, Glasgow G51 4DU	74SV	Yes

Tayside Police

Description	Code	Active
Central (Dundee)	80CD	Yes
Eastern (Forfar)	80ED	Yes
Headquarters (Dundee)	80HQ	Yes
Western (Perth)	80WD	Yes

SCDEA PNC Codes

Force	PNC CODE	ACTIVE
CENTRAL	90AC	Yes
FIFE	90AF	Yes
DUMFRIES AND GALLOWAY	90AD	Yes
GRAMPIAN	90AG	Yes
LOTHIAN AND BORDERS	90AL	Yes
NORTHERN	90AN	Yes
STRATHCLYDE	90AS	Yes
TAYSIDE	90AT	Yes
BRITISH TRANSPORT POLICE	90AX	Yes
MOD POLICE	90AM	Yes

POLICE OFFICER RANK CODES

DEFINITION: The police officer rank please note this includes force support officers including all police support staff such as SOCO's etc.

DATA ITEMS: Police Contact Rank (Death Report)
Police Witness Rank
Reporting Officer Rank
Supervisor Officer Rank

PERMISSIBLE CHARACTER SET: Restricted alphabetic code, see table below.

RANGES/VALUES: Restricted alphabetic code, see table below

XML TAG-NAME: ISCJISCore:RankType

PRIMARY OWNERSHIP: Police

CODES:

Rank	Code	Active
Chief Constable	CC	Yes
Deputy Chief Constable	DCC	Yes
Assistant Chief Constable	ACC	Yes
Police Constable	PC	Yes
Police Sergeant	PS	Yes
Police Inspector	PI	Yes
Chief Inspector	CI	Yes
Superintendent	SU	Yes
Chief Superintendent	CS	Yes
Detective Constable	DC	Yes
Detective Sergeant	DSGT	Yes
Detective Inspector	DI	Yes
Detective Chief Inspector	IC	Yes
Detective Superintendent	DSUP	Yes
Detective Chief Superintendent	DCSU	Yes
Force Support Officer	FSO	Yes
Traffic Warden	TW	Yes
Special Constable (All ranks)	SC	Yes
Non Police Reporting Officer	NPRO	Yes
Non Police Agency Witness	NPAW	Yes
Police Cadet	PCAD	Yes

POSTCODE

DEFINITION:	The postcode for the relevant address.
DATA ITEMS	Postcode
PERMISSIBLE CHARACTER SET:	Upper-case Alpha, numeric and space.
RANGES/VALUES:	The postcode field is 8 characters long. Only alphanumeric characters and a space are permissible in the postcode field. The format must be 2-4 alphanumeric characters (the first of them alpha), followed by 1 space, 1 numeric and 2 alpha characters. Where only the first part of a postcode is known, the field should be padded with spaces. **Note**: Postcodes recorded in SPR2 XML Documents must validate against the BS7666 Postcode format which does **NOT** permit padding as described above
XML TAG NAME:	bs7666:PostCodeType
PRIMARY OWNERSHIP:	Common.

PREJUDICE INCIDENT TYPE

DEFINITION: Category used where it is considered that prejudice has been a motivating or contributing factor with respect to the matter reported.

DATA ITEMS: Accused Prejudice Incident Type
Civilian Witness Prejudice Incident Type
Police Witness Prejudice Incident Type

PERMISSIBLE CHARACTER SET: Restricted alphabetic code, see table below.

RANGES/VALUES: Restricted alphabetic code, see table below.

XML TAG-NAME: ISCJISCore:StringAlphaNum4Type

PRIMARY OWNERSHIP: Common

Type	Code	Active
Religious	RELG	Yes
Racial Group	RACG	Yes
Sexual Bias	SEXB	Yes
Disability	DISY	Yes

PREVIOUS CONVICTIONS

DEFINITION: Contains previous conviction information for all accused detailed in the report.

Note: The Previous Conviction information must be provided with the Scottish precons followed by the PNC precons for each of the accused.

For example:

Accused 1 – Scottish Convictions
Accused 1 – PNC Convictions
Accused 2 – Scottish Convictions
Accused 2 – PNC Convictions
Accused 3 – Scottish Convictions
Accused 3 – PNC Convictions
.
.
Accused N – Scottish Convictions
Accused N – PNC Convictions

DATA ITEMS: Previous Convictions

PERMISSIBLE CHARACTER SET: Alphanumeric

RANGES/VALUES: Alphanumeric

XML TAG NAME: ISCJIS:PreviousConvictoins

PRIMARY OWNERSHIP: Common

PREVIOUS CONVICTIONS INDICATOR

DEFINITION: An indication as to whether the accused has been previously convicted in a court of law.

DATA ITEMS:
English Previous Convictions
Northern Irish Previous Convictions
European Previous Convictions

PERMISSIBLE CHARACTER SET: Restricted alphabetic code, see table below.

RANGES/VALUES: Restricted alphabetic code, see table below.

XML TAG NAME:
SPR:EnglishPCsObtained
SPR:NIPCsObtained
SPR:EuroPCsObtained

PRIMARY OWNERSHIP: Common.

CODES:
Y = has previous convictions*
N = has no previous convictions.

Note: For European Convictions a **Y** may indicate that convictions have been requested.

PREVIOUS JUVENILE WARNING

DEFINITION: A coded item used to identify the type of Previous Juvenile Warning.

DATA ITEMS: Previous Juvenile Warning

PERMISSIBLE CHARACTER SET: Restricted alphanumeric code, see table below.

RANGES/VALUES: Restricted alphanumeric code, see table below.

XML TAG-NAME: ISCJISCore:PrevJuvWarnType

PRIMARY OWNERSHIP: Police / SCRA

CODES:

Code	Description	Active
0000	NOT KNOWN	Yes
W000	NO PREVIOUS WARNINGS	Yes
W001	1 PREVIOUS WARNING	Yes
W002	2 PREVIOUS WARNINGS	Yes
W003	3 PREVIOUS WARNINGS	Yes
W004	4 PREVIOUS WARNINGS	Yes
W005	5 PREVIOUS WARNINGS	Yes
W006	6 PREVIOUS WARNINGS	Yes
W007	7 PREVIOUS WARNINGS	Yes
W008	8 PREVIOUS WARNINGS	Yes
W009	9 PREVIOUS WARNINGS	Yes
W010	10 PREVIOUS WARNINGS	Yes
W011	11 PREVIOUS WARNINGS	Yes
W012	12 PREVIOUS WARNINGS	Yes
W013	13 PREVIOUS WARNINGS	Yes
W014	14 PREVIOUS WARNINGS	Yes
W015	15 PREVIOUS WARNINGS	Yes
W016	16 PREVIOUS WARNINGS	Yes
W017	17 PREVIOUS WARNINGS	Yes
W018	18 PREVIOUS WARNINGS	Yes
W019	19 PREVIOUS WARNINGS	Yes
W020	20 PREVIOUS WARNINGS	Yes
W021	21 PREVIOUS WARNINGS	Yes
W022	22 PREVIOUS WARNINGS	Yes
W023	23 PREVIOUS WARNINGS	Yes
W024	24 PREVIOUS WARNINGS	Yes

Code	Description	Active
W025	25 PREVIOUS WARNINGS	Yes
W026	26 PREVIOUS WARNINGS	Yes
W027	27 PREVIOUS WARNINGS	Yes
W028	28 PREVIOUS WARNINGS	Yes
W029	29 PREVIOUS WARNINGS	Yes
W030	30 PREVIOUS WARNINGS	Yes
W031	31 PREVIOUS WARNINGS	Yes
W032	32 PREVIOUS WARNINGS	Yes
W033	33 PREVIOUS WARNINGS	Yes
W034	34 PREVIOUS WARNINGS	Yes
W035	35 PREVIOUS WARNINGS	Yes
W036	36 PREVIOUS WARNINGS	Yes
W037	37 PREVIOUS WARNINGS	Yes
W038	38 PREVIOUS WARNINGS	Yes
W039	39 PREVIOUS WARNINGS	Yes
W040	40 PREVIOUS WARNINGS	Yes
W041	41 PREVIOUS WARNINGS	Yes
W042	42 PREVIOUS WARNINGS	Yes
W043	43 PREVIOUS WARNINGS	Yes
W044	44 PREVIOUS WARNINGS	Yes
W045	45 PREVIOUS WARNINGS	Yes
W046	46 PREVIOUS WARNINGS	Yes
W047	47 PREVIOUS WARNINGS	Yes
W048	48 PREVIOUS WARNINGS	Yes
W049	49 PREVIOUS WARNINGS	Yes

PRISON

DEFINITION:	The prison establishment having control of the subject at the material time.
DATA ITEMS	Penal Establishment Place of Detention
PERMISSIBLE CHARACTER SET:	Restricted alphabetc code, see Prison Codes data item.
RANGES/VALUES:	The field is 2 characters long. In the event of the data item being transmitted to a location out with the Scottish criminal justice system, the addition of a further 2 characters to the 2 character codes listed overleaf will comply with the standards of both the IBIS and PHOENIX systems. The two characters are:- (a) a third character **X**, for all except the Special Units at Barlinnie and Shotts, for which the third character is **S** and (b) a fourth character **S** for **S**cotland/ **S**cottish.
XML TAG NAME:	N/A
PRIMARY OWNERSHIP:	Scottish Prison Service.
CODES:	See next page for prison codes.

Prison Codes – IBIS AND PHOENIX

Establishment	Establishment Code	IBIS Phoenix Code	Active
Addiewell	AW	AWXS	Yes
Barlinnie	BA	BAXS	Yes
Cornton Vale	CV	CVXS	Yes
Dumfries	DF	DFXS	Yes
Edinburgh	ED	EDXS	Yes
Glenochil	GL	GLXS	Yes
Grampian	GN	GNXS	Yes
Greenock	GR	GRXS	Yes
Inverness	IN	INXS	Yes
Kilmarnock	KM	KMXS	Yes
Low Moss	LM	LMXS	Yes
Open Estate	OP	OPXS	Yes
Polmont	PL	PLXS	Yes
Perth	PR	PRXS	Yes
Shotts	SO	SOXS	Yes

PRISONER MOVEMENT/ABSENCE REASONS

DEFINITION: A reason for a prisoner being absent / moved from prison.

DATA ITEMS: TBC

PERMISSIBLE CHARACTER SET: Any alphanumeric.

RANGES/VALUES: The field is 50 characters long.

XML TAG NAME: N/A

PRIMARY OWNERSHIP: Scottish Prison Service

Movement Categories.

ID	Category	Active
EXT	External Movement	Yes
TMP	Temporary Absence	Yes

Movement Types.

MOVEMENT TYPE ID	DESCRIPTION	CATEGORY	ACTIVE
1	Court Productions	TMP	Yes
2	Establishment Transfers	EXT	Yes
3	Liberations	EXT	Yes
4	Liberation to Court	EXT	Yes
5	Other Temporary Absence	TMP	Yes
6	Out of Estate Transfers	EXT	Yes
7	Placement	TMP	Yes
8	To Police Custody	TMP	Yes
9	Unlawfully at Large	TMP	Yes
11	HDC Release	EXT	Yes
15	UAL following HDC Breach	EXT	Yes

Movement Reasons

MOVEMENT REASON ID	DESCRIPTION	MOVEMENT TYPE ID	ACTIVE
1	Court	1	Yes
2	Court Must Return	1	Yes
3	Civil Court Case	1	Yes
4	Home Leave - 48 Hours	5	Yes
5	Home Leave - 5 Days	5	Yes
6	Accumulated Visits	5	Yes
7	Criminal Injuries Board	5	Yes
8	Hospital	5	Yes
9	Education	5	Yes
10	Marriage	5	Yes
11	Escaped	9	Yes
12	Funeral	5	Yes
13	Pre Parole Leave	5	Yes
14	Children's Panel	5	Yes
15	Placement	7	Yes
16	Compassionate Leave (Escorted)	5	Yes
17	Compassionate Leave (Unescorted)	5	Yes
18	Compassionate Visit (Escorted)	5	Yes
19	Compassionate Visit (Unescorted)	5	Yes
20	Sels	5	Yes
21	Temporary Licence	5	Yes
22	ID Parade	5	Yes
23	Cross Border Transfer	5	Yes
25	Mental Hospital - Section 70	5	Yes
26	Mental Hospital - Section 71	5	Yes
27	Absconder	9	Yes
28	Industrial Tribunal	5	Yes
29	Community Work	5	Yes
30	Employment Interview	5	Yes
31	Medical - Dentist	5	Yes
32	Medical - Optician	5	Yes
33	Medical - Chiropodist	5	Yes
34	Medical - Physiotherapist	5	Yes
35	Medical - Other	5	Yes
36	TFF	5	Yes
37	Parole Licence Revoked	5	Yes
38	Recreation	5	Yes
39	Inter Prisoner Visit	5	Yes
40	Interim Liberation	9	Yes
41	Bail	1	Yes
42	Summer Leave	5	Yes

43	Transfer Out	2	Yes
44	Accum. Visits	2	Yes
45	X-Border Trans.	6	Yes
46	Hospital	6	Yes
47	Mental Hospital	6	Yes
48	Lib On Appeal	3	Yes
49	Lib From Court	3	Yes
50	Lib On Parole	3	Yes
51	Lib Fine Paid	3	Yes
52	Lib Sent. Exp.	3	Yes
53	Lib To Interlib	3	Yes
54	Lib To List D	3	Yes
55	Repatriation	3	Yes
56	Pardon	3	Yes
57	Proc. Fiscal	3	Yes
58	Lib Imm. Author	3	Yes
59	Police Int'view	3	Yes
60	Lib To S.R.O	3	Yes
61	Lib Dungavel DC	3	Yes
62	To Bail	3	Yes
63	Deported	3	Yes
64	Deceased	3	Yes
65	Fail To Return	3	Yes
66	Lib On Licence	3	Yes
67	Local Authority	3	Yes
68	Court	4	Yes
69	Due to Recall	10	Yes
70	ID Parade	8	Yes
71	Questioning	8	Yes
72	Duplicate Record	3	Yes
73	3 Day Home Leave	5	Yes
74	Lib To Mental Hosp	3	Yes
75	Police Interview	5	Yes
76	Temporary Transfer	2	Yes
77	Bail Hearing	5	Yes
78	HDC Breach	15	Yes

PROCURATOR FISCAL

DEFINITION: The Procurator Fiscal's office responsible for dealing with the case.

DATA ITEMS PF Office.

PERMISSIBLE CHARACTER SET: Restricted alphabetic code, see table below.

RANGES/VALUES: Restricted alphabetic code, see table below.

XML TAG NAME: N/A

PRIMARY OWNERSHIP: Crown Office.

CODES: See below.

PROCURATOR FISCAL OFFICE CODES:

Regional PF Office	Code	Active*	No New Cases*	Inactive*	Internal COPFS*
Aberdeen	AB	Yes			
Airdrie	AI	Yes			
Alloa	AL	Yes			
Arbroath	AR		Yes		
Ayr	AY	Yes			
Banff	BA	Yes			
Campbeltown	CM	Yes			
Cupar	CU		Yes		
Dingwall	DI		Yes		
Dornoch	DO		Yes		
Dumbarton	DB	Yes			
Dumfries	DF	Yes			
Dundee	DN	Yes			
Dunfermline	DR	Yes			
Dunoon	DU	Yes			
Duns	DS		Yes		
East Kilbride District	HE			Yes	
Edinburgh	ED	Yes			
Edinburgh	EC			Yes	
Edinburgh	ES			Yes	
Edinburgh	EW			Yes	
Elgin	EL	Yes			
Falkirk	FA	Yes			
Forfar	FO	Yes			
Fort William	FW	Yes			
Glasgow	GL			Yes	

Glasgow District	GD			Yes	
Glasgow Office A	GA	Yes			
Glasgow Office C	GC			Yes	
Glasgow Office E	GE	Yes			
Glasgow Office G	GG	Yes			
Greenock	GR	Yes			
Haddington	HA		Yes		
Hamilton	HM	Yes			
Hamilton District	HD			Yes	
Inverness	IN	Yes			
Jedburgh	JE	Yes			
Kilmarnock	KM	Yes			
Kirkcaldy	KC	Yes			
Kirkcudbright	KS			Yes	
Kirkcudbright Old	KB		Yes		
Kirkintilloch	GK			Yes	
Kirkwall	KW	Yes			
Lanark	LN	Yes			
Lerwick	LE	Yes			
Linlithgow	LI	Yes			
Lochmaddy	LO		Yes		
Monklands District	AM			Yes	
Motherwell District	HW			Yes	
Oban	OB	Yes			
Paisley	PA	Yes			
Peebles	PE		Yes		
Perth	PR	Yes			
Peterhead	PT	Yes			
Portree	PO	Yes			
Rothesay	RO		Yes		
Selkirk	SE	Yes			
Stirling	ST	Yes			
Stonehaven	SH		Yes		
Stornoway	SW	Yes			
Stranraer	SR	Yes			
Tain	TA	Yes			
Wick	WI	Yes			

**** The following defines the meaning of each the Office status used above:**

- **Active -** Active and will accept new cases
- **No New Cases -** Inactive but will accept ancillary correspondence for previously submitted cases
- **Inactive -** inactive and shouldn't be used under any circumstances
- **Internal COPFS -** For internal COPFS use only

National Offices	Code	Active*	No New Cases*	Inactive*	Internal COPFS*
Conversion	CC			Yes	
COPFS Training Session	TR				Yes
Criminal Allegations Against The Police Division	CA	Yes			
Crown Office	CO	Yes			
Crown Office High Court	HC			Yes	
Health and Safety Division	HS	Yes			
National Casework Division	NC				Yes
National Casework Division - Private	CP			Yes	
Scottish Road Traffic Fatalities Investigation Unit	SRTFIU	Yes			
Special Investigation Team	SI			Yes	
Wildlife and Environmental Crime Unit	WE	Yes			

**** The following defines the meaning of each the Office status used above:**

- **Active -** Active and will accept new cases
- **No New Cases -** Inactive but will accept ancillary corresopondence for previously submitted cases
- **Inactive -** inactive and shouldn't be used under any circumstances
- **Internal COPFS -** For internal COPFS use only

PROCURATOR FISCAL REFERENCE NUMBER

DEFINITION: The case identification number created on the PF's PROMIS system and attached to that individual case.

DATA ITEMS: Case Reference Number (PF Reference Number)
Case Number (Standard Receipts)
PF Case Number (Ancillary Documents)
PF Reference (Statements)

PERMISSIBLE CHARACTER SET: Alpha-numeric. Two alpha characters representing the Fiscal's office generating the code.

RANGES/VALUES: The field is 10 characters long and is comprised of:

Positions 1 and 2: the location of the PF system that generated the number.

Positions 3 and 4: represent the year that the number was generated.

Positions 5 to 10: represent the fiscal sequence number.

XML TAG NAME: ISCJISCore:PFCaseNumberType (Receipts & Ancillary)
ISCJISCore:PFReferenceType (Statements)

PRIMARY OWNERSHIP: Crown Office.

EXAMPLE: AB9912345.

PRODUCTION TYPE

DEFINITION: The codes used to identify productions. **Please Note the longer list of codes below is for use internally by COPFS ONLY**.

DATA ITEMS: Production Types

PERMISSIBLE CHARACTER SET: Restricted alphabetic code, see table below.

RANGES/VALUES: Restricted alphabetic code, see table below.

XML TAG NAME: ISCJISCore:ProductionTypeType

PRIMARY OWNERSHIP: Crown Office.

Codes used in SPR2 for STANDARD PRODUCTIONS are:-

Code	Description	Active
DOCS	Documentation	Yes
LABL	Label	Yes

The Following production codes are used internally by COPFS only

Code	Production	Active
FORN	FORENSIC	Yes
COMP	COMPUTERS	Yes
CLOT	CLOTHING	Yes
DRGS	DRUGS	Yes
MONY	MONEY	Yes
WPON	WEAPON	Yes
VIDT	VIDEO TAPE	Yes
ANML	LIVESTOCK	Yes
VCLS	VEHICLES	Yes
FDRK	FOOD/DRINK	Yes
AMMO	AMMUNITION	Yes
MEDA	MEDIA	Yes
CC	CONVERSION	Yes
ARMS	FIREARMS	Yes

Code	Production	Active
HHLD	HOUSEHOLD	Yes
AUDT	AUDIO TAPE	Yes
BHZD	BIO HAZARD	Yes
PERS	PERSONAL EFFECTS	Yes
MEDL	MEDICAL LABEL	Yes
MEDD	MEDICAL DOCUMENT	Yes
PICS	PHOTOGRAPHS	Yes
RDCT	REDACTED DOCUMENT	Yes
WS	WITNESS STATEMENTS	Yes
WPC	WITNESS PRODUCTIONS	Yes
CD	COMPACT DISC	Yes
DRPA	DRUG PARAPHANELIA	Yes
DVD	DIGITAL VIDEO DISC	Yes

REPORTING OFFICER

DEFINITION: The unique Police Officer identifier.

DATA ITEMS: Reporting Officer
Supervisor
Police Witness

PERMISSIBLE CHARACTER SET: Alphanumeric.

RANGES/VALUES: Please note that this is represented in 2 fields in SPR2 XML documents.

The first element '*OfficerAgency*' records the Agency the officer belongs to which is 3 characters long.

The next element '*OfficerUniqueNo*' records the Officers Unique Identifer which can be up to 7 characters.

For Witness Statememts it is represented as a single field which has a max length of 10 characters which is recored in the '*OfficerURN*' element. The first 3 characters represents the Officers agency followed by the Officers Unique Identifier which can be up to 7 characters.

XML TAG-NAME: ISCJISCore:OfficerURNType (Statements)
or
ISCJISCore:OfficerAgencyType (SPR2 Docs)
ISCJISCore:OfficerUniqueNoType (SPR2 Docs)

PRIMARY OWNERSHIP: Police.

RESCHEDULED REASON

DEFINITION: A reason for rescheduling a court appearance.

PERMISSIBLE CHARACTER SET: Restricted alphabetic code, see table below.

RANGES/VALUES: The field is 4 characters long.

XML TAG NAME: N/A

PRIMARY OWNERSHIP: Crown Office / Scottish Court Service

CODES:

Code	Description	Active
AALA	Allow accused to get legal advice	Yes
AFTA	Accused failed to attend	Yes
ANBC	Acc not brought from custody	Yes
CFTA	Co-accused failed to attend	Yes
CMON	Crown motion	Yes
ECWA	Essential crown witness absent	Yes
DMON	Defence motion	Yes
EDWA	Essential defence wit. Absent	Yes
ILAC	Illness of accused	Yes
ILCO	Illness of co accused	Yes
IPTC	Inadequate prepare time crown	Yes
IPTD	Inadequate prepare time def	Yes
JOIN	On joint motion	Yes
LANG	Legal aid not granted	Yes
LOCT	Lack of court time	Yes
MPRD	Missing productions	Yes
TECP	Technical problems	Yes
POFB	Pressure of business	Yes
JMON	Joint minute	Yes
EXPM	Ex proprio motu	Yes
STOUT	For outcome of sheriff court case	Yes
SWRQ	Social work request	Yes
NCOW	No citation of witness	Yes

RESPONSIBLE PERSON TYPE

DEFINITION: Applied For individuals who are required to assist the witness in providing their statements to the police and in providing evidence in court.

DATA ITEMS: Civilian Witness Reposible Person

PERMISSIBLE CHARACTER SET: Restricted alphabetic code, see table below.

RANGES/VALUES: Restricted alphabetic code, see table below.

XML TAG-NAME: ISCJISCore:ResponsiblePersonType

PRIMARY OWNERSHIP: Common

CODES:

Category	Code	Active
Parent/Guardian	PG	Yes
Appropriate Adult	AA	Yes
Social Worker	SW	Yes
Carer	CR	Yes

RESULT

DEFINITION: TBC

DATA ITEMS: TBC

PERMISSIBLE CHARACTER SET: Restricted alphabetic code, see table below.

RANGES/VALUES: Restricted alphabetic code, see table below.

XML TAG NAME: N/A

PRIMARY OWNERSHIP: Common

CODES:

Code	Result	Active
A	CONTINUED	Yes
B	CONTINUED WITHOUT PLEA	Yes
C	DEBATE	Yes
CONV	CONVERSION	Yes
D	DEFERRED	Yes
E	D.P.L.E.T.	Yes
F	NOT CALLED	Yes
G	INTERMEDIATE DIET	Yes
H	APPLICATION GRANTED	Yes
I	APPLICATION REFUSED	Yes
J	LIBERATE PRIOR TO FC	Yes
K	REMIT TO CHILDRENS PANEL	Yes
M	EXAMINATION OF THE FACTS	Yes
N	CONT FURTHER EXAM BAIL	Yes
O	CONT FURTHER EXAM CUSTODY	Yes
P	PETITION	Yes
Q	BAIL GRANTED PRE FULL COMMITTAL	Yes
R	REMIT TO HIGH COURT	Yes
S	TRIAL AND SENTENCE DEFFERED	Yes
T	TRIAL	Yes
U	BAIL GRANTED POST FULL COMMITTAL	Yes
V	REMIT TO SHERIFF COURT	Yes
W	WARRANT	Yes
X	FULL COMMITAL BAIL	Yes
Y	FULL COMMITAL CUSTODY	Yes
Z	FINAL	Yes
APHW	APPEAL HEARING WITHDRAWN	Yes
PRVY	PRIVY COUNCIL	Yes
FAIA	FAI TO AVIZANDUM	Yes

SCRA OFFICE TYPE

DEFINITION: Code lists for SCRA Offices.

DATA ITEMS: Listed below

PERMISSIBLE CHARACTER SET: Numeric

RANGES/VALUES: The field is up to 2 characters

XML TAG NAME: N/A

PRIMARY OWNERSHIP: SCRA

CODES:

Region	SCRA Destination Electronic Mail Box Names	E-mail Box Team Code	Active
Central West	Stirling	01	Yes
	Clackmannan	02	Yes
	Falkirk	03	Yes
	South Lanarkshire	04	Yes
	North Lanarkshire A	05	Yes
	North Lanarkshire B	06	Yes
	South Ayrshire	07	Yes
	North Ayrshire	08	Yes
	East Ayrshire	09	Yes
	D&G - Dumfries	10	Yes
	D&G - Stranraer	11	Yes
East	Angus	12	Yes
	Dundee	13	Yes
	East Lothian	14	Yes
	Midlothian	15	Yes
	West Lothian	16	Yes
	Edinburgh	17	Yes
	Perth & Kinross	18	Yes
	The Scottish Borders	19	Yes
	Fife	20	Yes
North	Aberdeenshire	21	Yes
	City of Aberdeen	22	Yes
	Highland - Inverness	23	Yes
	Highland - Thurso	24	Yes
	Moray	25	Yes
	Orkney	26	Yes
	Shetland	27	Yes
	Western Isles	28	Yes
West	Glasgow	29	Yes
	East Dunbartonshire	30	Yes
	East Renfrewshire	31	Yes
	Renfrewshire	32	Yes
	West Dunbartonshire	33	Yes
	Argyll & Bute - Lochgilphead	34	Yes
	Argyll & Bute - Helensburgh	35	Yes
	Inverclyde	36	Yes

SENT TO

DEFINITION: This is used to identify which agencies the police have submitted SPR to.

DATA ITEMS: SPR Sent To

PERMISSIBLE CHARACTER SET: Restricted alphabetic code, see table below.

RANGES/VALUES: Restricted alphabetic code, see table below.

XML TAG NAME: ISCJISCore:SentToType

PRIMARY OWNERSHIP: Common

CODES:

Code	Description	Active
Fiscal	Indicates that the Report was submitted to the COPFS only	Yes
SCRA	Indicates that the Report was submitted to the SCRA only	Yes
Both	Indicates that the Report was submitted to both the COPFS and the SCRA	Yes
Joint	Indicates that the Report was submitted jointly to the COPFS and the SCRA	Yes

Please note that these list values are explicitly defined with the ISCJIS-SimpleTypes schema.

SENTENCE TYPE

DEFINITION: The type of sentence.

DATA ITEMS: TBC

PERMISSIBLE CHARACTER SET: Restricted alphabetic code, see table below.

RANGES/VALUES: Restricted alphabetic code, see table below.

XML TAG NAME: N/A

PRIMARY OWNERSHIP: Crown Office.

CODES:

Code	Description	Active
CUMU	CUMULATIVE	Yes
INDV	INDIVIDUAL	Yes
REPD	REPEATED	Yes

SHOULDER NUMBER

DEFINITION: The identifying shoulder number for a police officer.

DATA ITEMS: Police Officer shoulder number.
Police Witness Shoulder Number
Reporting Officer Shoulder Number
Supervising Officer Shoulder Number

PERMISSIBLE CHARACTER SET: Alphanumeric.

RANGES/VALUES: The maximum string length is 6 characters.

XML TAG-NAME: ISCJISCore:ShoulderNo

PRIMARY OWNERSHIP: Police

Notice Type

DEFINITION: The category of notice type for the given civilian witness

DATA ITEMS: Civilian notice type category

PERMISSIBLE CHARACTER SET: Restricted alphanumeric code, see table below.

RANGES/VALUES: Restricted alphanumeric code, see table below.

XML TAG-NAME:

PRIMARY OWNERSHIP: COPFS/SCTS

CODES:

Code	Description	Active
CANC	CANCEL - NOT REQUIRED	Yes
CH12	CHILD UNDER 12 YEARS	Yes
CH15	CHILD 12 - 15 YEARS	Yes
CH17	CHILD 16 - 17 YEARS	Yes
DVSO	DMD VULN ADULT - SEXUAL OFFENCE COMPLAINER	Yes
DVHC	DMD VULN ADULT - HUMAN TRAFFICKING COMP SECT 22 CJ(S)A 2003	Yes
DVHA	DMD VULN ADULT - HUMAN TRAFFICKING COMP SECT 4 AI(TOC)A 2004	Yes
DVHH	DMD VULN ADULT - HUMAN TRAFFICKING COMP SECT 1 HTE(S)A 2015	Yes
DVDA	DMD VULN ADULT - DOMESTIC ABUSE COMPLAINER	Yes
DVSC	DMD VULN ADULT - STALKING COMPLAINER	Yes
NVMD	NON-DEEMED VULNERABLE ADULT - MENTAL DISORDER	Yes
NVFD	NON-DEEMED VULNERABLE ADULT - FEAR OR DISTRESS	Yes
NVRH	NON-DEEMED VULNERABLE	Yes

	ADULT - SIGNIFICANT RISK OF HARM	
CLA	COMMON LAW APPLICATION	No
CWN	CHILD WITNESS NOTICE	No
VWN	VULNERABLE WITNESS NOTICE	No

SPECIAL MEASURES

DEFINITION: The category of special measures for the given civilian witness

DATA ITEMS: Civilian special measures category

PERMISSIBLE CHARACTER SET: Restricted alphanumeric code, see table below.

RANGES/VALUES: Restricted alphanumeric code, see table below.

XML TAG-NAME:

PRIMARY OWNERSHIP: COPFS/SCTS

CODES:

Code	Description	Active
ADD	ADDITIONAL NEEDS	No
CCTV	LIVE TV LINK - COURT BUILDING	Yes
COMM	EVIDENCE BY COMMISSIONER	Yes
CONV	CONVERSION	No
DACS	DISABLED ACCESS	No
EVCR	EV BY COMMISIONER	Yes
EVJI	EV IN CHIEF-PRIOR STATEMENT JII	Yes
EVSV	EV IN CHIEF-PRIOR STATEMENT VRI	Yes
EVSW	EV IN CHIEF-PRIOR STATEMENT WRITTEN	Yes
EVZA	EV BY COMMISIONER S271BZA	Yes
EXPU	EXCLUSION OF THE PUBLIC	Yes
INT	INTERPRETER	No
LLCC	LIVE TV LINK - COURT TO COURT	Yes
NOMR	NO SPECIAL MEASURES	Yes
PCVT	PRE-COURT VISIT	Yes
REMT	LIVE TV LINK - REMOTE SITE	Yes
SCRN	SCREEN	Yes

SOTR	SUPPORTER OTHER	Yes
SRCS	SUPPORTER RAPE CRISIS SCOTLAND	Yes
STAT	EV IN CHIEF - PRIOR STATEMENT	Yes
SUFR	SUPPORTER FRIEND OR RELATIVE	Yes
SUPP	SUPPORTER	No
SUWA	SUPPORTER WOMENS AID	Yes
SUWS	SUPPORTER WITNESS SERVICE	Yes

SPECIALIST REPORTING AGENCY CODES

DEFINITION: Agencies who may report cases to the Procurator Fiscal or prosecute cases in court.

DATA ITEMS: Agency code.
Officer Agency

PERMISSIBLE CHARACTER SET: Restricted alphanumeric code.

RANGES/VALUES: 3 characters – the middle character identifies the police force the agency updates the CHS (Criminal History System) through.

XML TAG-NAME: ISCJISCore:OfficerAgencyType

PRIMARY OWNERSHIP: Common.

EXAMPLE:

GLV - Driver and Vehical Standards Agency reporting to Lothian & Borders Police
GTV –Driver and Vehical Standards Agency reporting to Tayside Police.
ZLY – HM Revenue & Customs reporting to Lothian & Borders Police
ZCY – HM Revenue & Customs reporting to Central Scotland Police

The full current list of agency codes can be found on the Scottish Government website at:

http://www.scotland.gov.uk/Topics/Justice/policies/enhancing-efficiency/justice-digital-strategy

SUBSTANCE

DEFINITION: A coded item used to identify the type of substance.

DATA ITEMS: Substance.

PERMISSIBLE CHARACTER SET: Restricted alphabetic code, see table below.

RANGES/VALUES: Restricted alphabetic code, see table below.

XML TAG-NAME: ISCJISCore:SubstanceType

PRIMARY OWNERSHIP: SCRA

CODES:

Code	Description	Active
NONE	None	Yes
UNDT	Undetermined	Yes
CMBI	Combination	Yes
ALUN	Alcohol unknown	Yes
FUOA	Frequent use of alcohol	Yes
OUOA	Occasional use of alcohol	Yes
DRUN	Drugs unknown	Yes
FUOD	Frequent use of drugs	Yes
OUOD	Occasional use of drugs	Yes
INUN	Inhalant unknown	Yes
FUOI	Frequent use of inhalant	Yes
OUOI	Occasional use of inhalant	Yes

SUBJECT REFERENCE NUMBER

DEFINITION: A unique reference number for an accused subject – Also referred to as URN (Unique Record/Reference Number) or S Number.

DATA ITEMS:
Accused SCRO Number
Civilian Witness SCRO Number
Police Witness SCRO Number
Deceased SCRO Number

DATA STANDARDS, CODES & CONVENTIONS: Subject Record Number (System generated).

PERMISSIBLE CHARACTER SET: Upper-case alpha characters (A-Z, 'I', 'O' and 'S' omitted), oblique (/) and numeric (0-9).

RANGES/VALUES: The field is 6-11 characters long. Format comprises:-

- First character value as **S**,
- Sequence number 1-6 numeric characters
- One character value '/'
- Year represented by a two-digit number
- Check character, based on modulus 23, alphabetic characters 'I', 'O' and 'S' are omitted

Example: **S999999/99A**

XML TAG-NAME: ISCJISCore:SCRONoType

PRIMARY OWNERSHIP: Police Scotland

CONVERSION CHART

Remainder	1	2	3	4	5	6	7	8	9	10	11	12
	A	B	C	D	E	F	G	H	J	K	L	M

Remainder	13	14	15	16	17	18	19	20	21	22	0
	N	P	Q	R	T	U	V	W	X	Y	Z

SUBJECT STATUS

DEFINITION: The accused's status during any court proceedings.

DATA ITEMS: Remand Status
Continuation Status
Mental Condition
Scheduled Appearance Type

PERMISSIBLE CHARACTER SET: Restricted alphabetic code, see table below.

RANGES/VALUES: Restricted alphabetic code, see table below.

XML TAG-NAME: N/A

PRIMARY OWNERSHIP: Scottish Court Service

CODES:

Status		Code	Active
Remand	In custody	CU	Yes
	Bail	BA	Yes
	Bail continued	BC	Yes
	Bail Refused	BR	Yes
	Bail Revoked	RV	Yes
	Ordained	OR	Yes
	In care	IC	Yes
	Reported	RE	Yes
	Not applicable (company)	NA	Yes
Mental Disorders	Mental illness	MI	Yes
	Mental handicap	MH	Yes
	Illness & Handicap	IH	Yes
Unruly Reasons	Depraved	DP	Yes
	Unruly	UR	Yes

SURNAME

DEFINITION: The surname of the relevant person.

DATA ITEMS:
Accused Company Representative Surname
Accused Surname
Accused Alias Surname
Civilian Witness Surname
Civilian Witness Alias Surname
Civilian Witness Other Name
Clerk of Court
Compensation – Victim Surname
Deceased Surname
Deceased Alias Surname
Filename
PF Depute Surname
Police Witness Surname
Police Witness Other Name
Reporting Officer Surname
Responsible Person Surname
Sheriff Surname
Solicitor's Name
Supervisor Office Surname

PERMISSIBLE CHARACTER SET: Alphabetic, space, apostrophe, and hyphen.

Note: Hypens can **NOT** be used in Witness Surnames using Statement schema v6.0 or Statement Receipt schema v6.2

RANGES/VALUES: The field is 30 characters long.

XML TAG-NAME: ISCJISCore:SurnameType

PRIMARY OWNERSHIP: Common.

TELEPHONE NUMBER

DEFINITION:	The number and associated details of the telephone concerned. This includes fax number.
DATA ITEMS:	Accused Telephone Number Accused Modile Telephone Number Civilian Witness Business Telephone Number (Statement) Civilian Witness Fax Telephone Number (Statement) Civilian Witness Home Telephone Number (Statement) Civilian Witness Mobile Telephone Number (Statement) Civilian Witness Telephone Number (SPR) Civilian Witness Mobile Number (SPR)
PERMISSIBLE CHARACTER SET:	Numeric, hyphen, literals "EXT".
RANGES/VALUES:	The field is up to 22 characters long.
XML TAG-NAME:	ISCJISCore:TelephoneType
PRIMARY OWNERSHIP:	Common.

TEXT

DEFINITION: Used for simple text fields.

DATA ITEMS:

Accused Additional Needs
Civilian Witness Additional Needs
Civilian Witness Occupation
Crime/Offence Date Range Qualifier
Crime/Offence Variable Text
Domestic Abuse Juvenile Present
Domestic Abuse Location
Domestic Abuse Other Agencies
Domestic Abuse Perpetrator
Domestic Abuse Victim Advice
Domestic Abuse Victim Injuries
Behaviour
Home Condition
Liaison Officer Recommendation
PF Referral Reason
Previously Family Known
Previously Known
School
Police Witness Additional Needs
Prejudice Incident Impact Complainer Community
Prejudice Incident Impact Complainer Family
Production Description
Production Location
Production Owner
Production Remarks
Summary Analysis
Summary Caution Charge
Summary Event Description
Summary Further Enquiries
Summary Interview
Summary Locus Description
Summary Medical Evidence
Summary Remarks Bail
Summary Remarks General

PERMISSIBLE CHARACTER SET: No restrictions, any strings permitted.

RANGES/VALUES: Field length is given in the index entry for a respective data item. e.g.: "TEXT (500)" would represent a text field that is a maximum of 500 characters in length. This definition carries an implied minimum length of zero characters. If a field has a non-zero minimum length, then the field length range is given instead, i.e.; "TEXT (1-500)" for example.

XML TAG NAME: xsd:string
ISCJIS:PopulatedStringType
or restrictions of type
ISCJIS:PopulatedStringType

PRIMARY OWNERSHIP: Common

TIME

DEFINITION:	The time of the event in question.
DATA ITEMS:	Detention Period Scheduled Court Time Statement Taken Time
PERMISSIBLE CHARACTER SET:	Numeric only.
RANGES/VALUES:	For non-XML messages the field is 4 characters long. The time prevailing at the time and place of the event in question should be entered using the 24 hour format. **Midnight** should be recorded as either 2359 or 0001, and not as 2400 or 0000. For XML messages the format is hh:mm:ss and there is no restrictions on how midnight should be recorded.
XML TAG NAME:	xsd:time
PRIMARY OWNERSHIP:	Common

VEHICLE REGISTRATION MARK

DEFINITION:	The identifying mark issued by the relevant licensing authority which is required to be displayed on the vehicle in question.
DATA ITEMS:	Vehicle Registration Number.
PERMISSABLE CHARACTER SET:	Upper-case alpha, numeric, space.
RANGES/VALUES:	The field is 11 characters long. The mark should be recorded as shown on the vehicle or relevant documentation, but with any spaces tripped out. Example: - UXS 538 J should be transmitted as UXS538J.
XML TAG NAME:	N/A
PRIMARY OWNERSHIP:	DVLA

VERDICT

DEFINITION: The adjudication of a court in respect of proceedings taking against the subject.

DATA ITEMS: Verdict.

PERMISSIBLE CHARACTER SET: Restricted alphabetic code, see table below.

RANGES/VALUES: Restricted alphabetic code, see table below.

XML TAG NAME: N/A

PRIMARY OWNERSHIP: Scottish Court Service

CODES:

Verdict	Code Courts
Pled Guilty	PLG
Pled Guilty to Amended Charge	PGT
Pled Guilty to Alternative Charge	PGA
Pled Guilty under Deletion	PGD
Pled Guilty under Insertion	PGI
Then Pled Guilty	TPG
Found Guilty	FDG
Found Guilty under Deletion	FGD
Found Guilty under Insertion	FGI
Breach not established	BNE
Found Guilty Amended	FGT
Found Insane	INS
Found Not Guilty	FNG
Found Not Proven	FNP
Deserted pro loco et tempore	DPL
Deserted simpliciter	DSP
Acquitted	ACQ
Dismissed	DIS
Not Called	NCD
Accepted Not Guilty	ANG
Declaration	DEC
No Plea or Declaration	NPD
Breach Established	BE
Fixed penalty paid	PAD
IL Application - Closed	IL
PCQ – Closed	PCQ
Invest Lib – No Application	ILNA

Fiscal Fines	
Pending Cheque Clearance	FCC
Fine Paid	FPD
Fine Unpaid	FUD
Withdrawn	FWD
Non DVLA Driving Licence	FDL
Refused	FRF
Deemed acceptance	FDA
Recalled	FRC
Too many points	FPT
Deemed Acceptance Letter	DAL
Fine Rejected – ASBO's only	FRJ
FAD Address Changes	FAD
Unused Draft Indictment Charge	UNSD
Charge Added in Error	DUFF
WARNING	WARN
Charge Not Allowed	CNA

VULNERABILITY

DEFINITION: The category of vulnerability for the given Civilian Witness

DATA ITEMS: Civilian Witness Vulnerability Category

PERMISSIBLE CHARACTER SET: Restricted alphanumeric code, see table below.

RANGES/VALUES: Restricted alphanumeric code, see table below.

XML TAG-NAME: ISCJISCore:KnownVulnerabilityType

PRIMARY OWNERSHIP: Common

CODES:

Code	Description	Active
CHLD	Child	Yes
VULN	Vulnerable	Yes
0000	None	Yes
~~0001~~	~~Vulnerability assessed by the Police no special measures required~~	No
~~0002~~	~~No special measures required after COPFS review~~	No
~~0003~~	~~No special measures required after self referral~~	No
~~VRCO~~	~~No vulnerability assessed by the Police, COPFS review~~	No
~~VCSP~~	~~No vulnerability assessed by the Police, special measures required following COPFS review~~	No
~~VRSP~~	~~Self referral, COPFS review~~	No
~~VCSR~~	~~Self referral special measure required after COPFS review~~	No

VULNERABILITY SPECIFIC TYPE (VST)

DEFINITION: The Vulnerability Specific Type conveys additional information it does not replace existing vulnerability field. The given name of the relevant person.

DATA ITEMS: Civilian Witness Vulnerability Specific Victim

PERMISSIBLE CHARACTER SET: Restricted alphabetic code, see table below.

RANGES/VALUES: Restricted alphabetic code, see table below.

XML TAG-NAME: ISCJISCore:KnownVulnerabilityType

PRIMARY OWNERSHIP: Common

CODES:

Code	Description	Active
~~ORIE~~	~~Sexual~~	No
~~AGED~~	~~Age~~	No
~~LEAR~~	~~Learning Difficulty~~	No
~~MHIS~~	~~Mental Health Issues~~	No
~~SENS~~	~~Sensory Disability~~	No
~~PHYS~~	~~Physical Disability~~	No
~~OTHE~~	~~Other Vulnerability~~	No
~~VIST~~	~~Victim/Witness of Sex offence~~	No
DV15	Deemed Vulnerable – Child Under 16 Years	Yes
DV16	Deemed Vulnerable – Child 16-17 Years	Yes
DVVE	Deemed Vulnerable – Victim of Trafficking for Exploitation	Yes
DVVP	Deemed Vulnerable – Victim of Trafficking for Prostitution	Yes
DVSO	Deemed Vulnerable – Victim of Sexual Offence	Yes
DVDA	Deemed Vulnerable – Victim of Domestic Abuse	Yes
DVVS	Deemed Vulnerable – Victim of Stalking	Yes
VUMH	Vulnerable – Mental Health	Yes
VFOD	Vulnerable – Fear or Distress	Yes
VROH	Vulnerable – Risk of Harm	Yes

WITNESS NUMBER

DEFINITION:	Witness Number.
DATA ITEMS:	Civilian Witness Number (within the complaint) Police Witness Number (within the complaint)
PERMISSIBLE CHARACTER SET:	Numeric
RANGES/VALUES:	1-99999
XML TAG-NAME:	ISCJISCore:ItemNumberType
PRIMARY OWNERSHIP:	Common.

WITNESS TYPE

DEFINITION: Witness Type.

DATA ITEMS: Civilian Witness Type
Police Witness Type
Professional/Expert/Official Witness Type

PERMISSIBLE CHARACTER SET: Restricted alphabetic code, see table below.

RANGES/VALUES: Restricted alphabetic code, see table below.

XML TAG NAME: ISCJISCore:CivilianCodeType (SPR)
ISCJISCore:ProfessionalCodeType (SPR)
WS:CivilianWitnessType
WS:PEOWitnessType
WS:PoliceWitnessType

PRIMARY OWNERSHIP: Common.

CODES:

CODE	Description	Active
CIVI	Civilian	Yes
PEOW	Professional/Expert/Official	Yes
POLC	Police	Yes
~~POLX~~	~~relates to Police Witness out with reporting force~~	No

Please note the codes CIVI and PEOW are defined in the ISCJIS-SimpleTypes schema with the POLC code defined in the StatementType schema.

WORK ORDER TYPE

DEFINITION: A coded item used to identify the type of Work Order being submitted to the Procurator Fiscal.

DATA ITEMS: Work Order Type

PERMISSIBLE CHARACTER SET: Restricted alphanumeric code, see table below.

RANGES/VALUES: Restricted alphanumeric code, see table below

XML TAG-NAME: SPR:WorkOrder

PRIMARY OWNERSHIP: Crown Office

CODES:

Code	Description	Active
WO10	Work Offer/Order 10 Hours	Yes
WO20	Work Offer/Order 20 Hours	Yes
WO30	Work Offer/Order 30 Hours	Yes
WO40	Work Offer/Order 40 Hours	Yes
WO50	Work Offer/Order 50 Hours	Yes

YES/NO FLAG

DEFINITION: Used to indicate flag status of some condition.

DATA ITEMS:
Accused Sex Offender's Register
OLR Recommendation
Civilian Witness Hostile Witness Flag
Crime/Offence Warning
Police Witness Liaison Officer
Prejudice Incident Flag
Prejudice Incident Interpreter
English Previous Convictions Obained
Northern Irish Previous Convictions Obtained
European Previous Convictions Obtained
Undertaking Standard Condition
Compensation Required
Domestic Abuse Incident Juvenille Present
Contact By Email
Liberation on Undertaking Report Submitted
Production Photograph
Recommend Bail
Police Principal Contact (Death Report)
Police Contact Found Body (Death Report)
Police Contact Reported Dead (Death Report)
Police Contact Moved Body (Death Report)
Police Contact Report Position (Death Report)
Non-Police Principal Contact (Death Report)
Non-Police Contact Found Body (Death Report)
Non-Police Contact Reported Dead (Death Report)
Non-Police Contact Moved Body (Death Report)
Attending Doctor (Death Report)
Doctor Pronouced Death (Death Report)
Doctor Issued Death Certificate (Death Report)

PERMISSIBLE CHARACTER SET: Restricted alphabetic code, 'Y' or 'N' only.

RANGES/VALUES: Restricted alphabetic code, 'Y' or 'N' only.

XML TAG-NAME: ISCJISCore:YesNoType

PRIMARY OWNERSHIP: Common.

Annex 1 - COURT RESULT DATA EXCHANGE

COURT DATA COPLINK FILES SENT FROM SCS

Record 1 – Court Details JSITSREF: CX001

Description	Data Type	Length	Comments
Value 1			Record Identifier
SCRO Number	Alphanumeric	11	
Agency Reference Number	Alphanumeric	13	
Case Number	Alphanumeric	10	
Subject Sequence Number	Alphanumeric	3	
Scheduled Appearance Date	Date	8	
Scheduled Court Type (Appearance Type)	Alphanumeric	2	
Result	Alphanumeric	4	
Plea Method	Alphanumeric	1	
Bench ID	Alphanumeric	10	
Depute	Alphanumeric	10	
Information (Custody Date)	Alphanumeric	15	
Evidence Type	Alphabetic	1	
Rescheduled Reason	Alphanumeric	4	
Rescheduled Indicator	Alphabetic	1	"Y" if rescheduled reason given
Bail Text	Alphanumeric	500	
Court Room Number	Alphanumeric	2	

Record 2 – Charge Details JSITSREF: CX002

Description	Data Type	Length	Comments
Value 2			Record Identifier
SCRO Number	Alphanumeric	11	
Incident Number	Alphanumeric	13	
Complaint Number	Integer	2	
Charge Priority Number	Alphanumeric	3	
Charge Sequence Number	Integer	3	
Case Number	Alphanumeric	10	
Subject Sequence Number	Alphanumeric	3	
Plea	Alphanumeric	2	
Plea Date	Date	8	Must be completed if plea

Description	Data Type	Length	Comments
			taken
Disposal Aggravation	Alphanumeric	48	Changed from 2 - 6
Disposal Charge	Alphanumeric	16	
Disposal Modifier	Alphanumeric	4	
Result Indicator	Alphabetic	1	"Y" or Blank
Disposal	Alphanumeric	4	
Date Closed	Date	8	Must be completed if Disposal given
Verdict	Alphanumeric	4	
Verdict Date	Date	8	Must be completed if verdict given

Record 3 – Sentence Record JSITSREF: CX003

Description	Data Type	Length	Comments
Value 3			Record Identifier
SCRO Number	Alphanumeric	11	
Incident Number	Alphanumeric	13	
Complaint Number	Integer	2	
Charge Priority Number	Alphanumeric	3	
Charge Sequence Number	Integer	3	
Case Number	Alphanumeric	10	
Subject Sequence Number	Alphanumeric	3	
Sentence Date	Date	8	
Cumulo	Alphanumeric	4	
Disposal	Alphanumeric	4	25.02.2000
Detention/ Order Type	Alphanumeric	4	
Years/ Months/ Days / Hours	Integer	3	Amount of detention
Years/ Months/ Days / Hours Type	Alphanumeric	1	Type of detention
Consecutive/Concurrent	Alphabetic	1	
Disqualified Years/ Months/ Days	Integer	3	Amount of disqualification
Disqualified Years/ Months/ Days	Alphanumeric	1	Type of disqualification
Fine Amount	Real	9.2	
Additional Type	Alphanumeric	4	
Additional Amount	Real	9.2	
Alternate Months / Alternate Days	Integer	3	Alternative period detention
Alternate Months / Alternate Days	Alphanumeric	1	Type of alternative detention
Penalty Points	Alphanumeric	3	

Description	Data Type	Length	Comments
Forfeiture Description	Alphanumeric	120	
Sentence Note	Alphanumeric	500	

Record 4 – Scheduled Court Appearance Record JSITSREF: CX004

Description	Data Type	Length	Comments
Value 4			Record Identifier
SCRO Number	Alphanumeric	11	
Agency Reference Number	Alphanumeric	13	
Case Number	Alphanumeric	10	
Subject Sequence Number	Alphanumeric	3	
Scheduled Appearance Date	Date	8	
Time	Alphanumeric	4	
Scheduled Court Appearance	Alphanumeric	2	
Court Room Number	Alphanumeric	10	
Court ID	Alphanumeric	5	Changed from 4 to 5
List Number	Alphanumeric	5	

Record 7 - Data from Court Bail Details JSITSREF: CX005

Description	Data Type	Length	Comments
Court Details			
Value 7			Record Identifier
SCRO Number	Alphanumeric	11	
Agency Reference Number	Alphanumeric	13	Police Case Reference / Lead Incident No
Case Number	Alphanumeric	10	PF Reference No
Subject Sequence Number	Alphanumeric	3	
Scheduled Appearance Date	Date	8	Date Bail granted / amended
Scheduled Court Type (Appearance Type)	Alphanumeric	2	Court Type i.e. (10, 15 etc)
Result	Alphanumeric	4	Null
Plea Method	Alphanumeric	1	Present absent etc
Bench ID	Alphanumeric	10	Currently 0000
Depute	Alphanumeric	10	PF depute no.
Information	Alphanumeric	15	BAIL or BAIL CONTINUED
Evidence Type	Alphabetic	1	Null
Rescheduled Reason	Alphanumeric	4	As above
Rescheduled	Alphabetic	1	As above

Description	Data Type	Length	Comments
Indicator			
Bail Text	Alphanumeric	500	Extra conditions of Bail
Court ID	Alphanumeric	5	Court room in which the case called Changed from 4 to 5
Accused Bail address 1	Alphanumeric	30	}Only inserted if address
Accused Bail address 2	Alphanumeric	30	}different from the address
Accused Bail address 3	Alphanumeric	30	}on the
Accused Bail address 4	Alphanumeric	30	}complaint
Accused Bail Post Code	Alphanumeric	8	

COURT DATA COPLINK FILE SENT FROM COPFS

Record 0 - Header File JSITSREF: CX006

Description	Data Type	Length	Comments
Value 0			
Court/ Council/PF ID	Alphanumeric	5	
Date	Date	8	
Time	Alphanumeric	4	

Record 1 - Case Details JSITSREF: CX007

Description	Data Type	Length	Comments
Value 1			Record Identifier
Agency Reference Number	Alphanumeric	13	
Complaint Number	Integer	2	
Case Number	Alphanumeric	10	
Scheduled Appearance Date	Date	8	
Time	Alphanumeric	4	
Scheduled Appearance Type	Alphanumeric	2	
Depute	Alphanumeric	10	
Court ID	Alphanumeric	5	
Court Type	Alphanumeric	2	
Court Room Number	Alphanumeric	10	

SCRO Extract JSITSREF: CX008

Description	Data Type	Length	Comments
Value 1			Record Identifier
Agency Reference Number	Alphanumeric	13	
Complaint Number	Integer	2	
Case Number	Alphanumeric	10	
Scheduled Appearance Date	Date	8	
Time	Alphanumeric	4	
Scheduled Appearance Type	Alphanumeric	2	
Court ID	Alphanumeric	5	

Record 2 - Accused Details JSITSREF: CX009

Description	Data Type	Length	Comments
Value 2			Record Identifier
SCRO Number	Alphanumeric	11	
Agency Reference Number	Alphanumeric	13	
DVLA Number	Alphanumeric	16	
Case Number	Alphanumeric	10	
Subject Sequence Number	Integer	3	
Subject Priority Number	Integer	3	
Subject Forenames	Alphanumeric	** <= 120	
Subject Surname	Alphanumeric	** <= 30	
Company Name	Alphanumeric	100	Only if gender is “C”
Date of Birth	Date	8	
Ethnicity	Alphanumeric	6	
Interpreter	Indicator	1	Y or N
Language	Alphanumeric	4	
Gender	Alphanumeric	1	Changed label to gender
Scheduled Court Appearance	Alphanumeric	2	
PAON	Alphanumeric	100	Replaces Address line 1 New Field
SAON	Alphanumeric	100	New Field
Street Description	Alphanumeric	100	Replaces Address line 2 New Field
Unique Street Ref No	Numeric	8	New Field
Locality	Alphanumeric	35	Replaces Address line 3 New Field

Town	Alphanumeric	30	Replaces Address line 4 New Field
Post Town	Alphanumeric	30	New Field
Administrative Area	Alphanumeric	30	New Field
Unique Property Ref No	Numeric	**12**	New Field
Post Code	Alphanumeric	8	
Alias Forenames	Alphanumeric	* <= 120	
Alias Surname	Alphanumeric	* <= 30	

SCRO Extract JSITSREF: CX010

Description	Data Type	Length	Comments
Value 2			Record Identifier
SCRO Number	Alphanumeric	11	
Agency Reference Number	Alphanumeric	13	
DVLA Number	Alphanumeric	16	
Case Number	Alphanumeric	10	
PAON	Alphanumeric	100	Replaces Address line 1 New Field
SAON	Alphanumeric	100	New Field
Street Description	Alphanumeric	100	Replaces Address line 2 New Field
Unique Street Ref No	Numeric	8	New Field
Locality	Alphanumeric	35	Replaces Address line 3 New Field
Town	Alphanumeric	30	Replaces Address line 4 New Field
Post Town	Alphanumeric	30	New Field
Administrative Area	Alphanumeric	30	New Field
Unique Property Ref No	Numeric	9	New Field

Record 3 – Charge Details JSITSREF: CX011

Description	Data Type	Length	Comments
Value 3			Record Identifier
SCRO Number	Alphanumeric	11	
Incident Number	Alphanumeric	13	
Complaint Number	Integer	2	
Charge Priority Number	Alphanumeric	3	
Charge Sequence Number	Integer	3	
Case Number	Alphanumeric	10	
Subject Sequence Number	Integer	3	
Subject Priority Number	Integer	3	

Primary Aggravation	Alphanumeric	48	Changed from 2
Primary Charge	Alphanumeric	16	
Primary Modifier	Alphanumeric	4	
Aggravation	Alphanumeric	* 6	Changed from 2 1st alternative
Charge Code	Alphanumeric	* 16	1st alternative
Modifier	Alphanumeric	* 4	1st alternative
Aggravation	Alphanumeric	*48	Changed from 2 2nd alternative
Charge Code	Alphanumeric	* 16	2nd alternative
Modifier	Alphanumeric	* 4	2nd alternative
Back Duty Amount	Real	7.2	
Offence Date	Date	8	
Charge Variable Text (LOCAL ORDER)	Alphanumeric	<=200	
Charge Variable Text (REG NO)	Alphanumeric	<=200	

SCRO extract JSITSREF: CX012

Description	Data Type	Length	Comments
Value 3			Record Identifier
SCRO Number	Alphanumeric	11	
Incident Number	Alphanumeric	13	
Complaint Number	Integer	2	
Charge Priority Number	Alphanumeric	3	
Charge Sequence Number	Integer	3	
Case Number	Alphanumeric	10	
Subject Sequence Number	Integer	3	
Subject Priority Number	Integer	3	
Primary Aggravation	Alphanumeric	48	Changed from 2
Primary Charge	Alphanumeric	16	
Primary Modifier	Alphanumeric	4	
Aggravation	Alphanumeric	* 48	Changed from 2 1st alternative
Charge Code	Alphanumeric	* 16	1st alternative
Modifier	Alphanumeric	* 4	1st alternative
Aggravation	Alphanumeric	* 48	2nd alternative
Charge Code	Alphanumeric	* 16	2nd alternative
Modifier	Alphanumeric	* 4	2nd alternative

Record 9 - End of File JSITSREF: CX013

Description	Data Type	Length	Comments
Value 9			Record Identifier
Record Count	Integer	99999	The number of records in the file
Trailer Identifier	Alphanumeric	3	This file will contain the word "End"

Roll up information sent to SCRO JSITSREF: CX014

Description	Data Type	Length	Comments
Roll Up Information to SCRO			
Value 8			Record Identifier
SCRO Number	Alphanumeric	11	
Original Agency Reference Number	Alphanumeric	13	
Incident Number	Alphanumeric	13	
Complaint	Integer	3	
Original Charge Priority Number	Alphanumeric	3	
Original Charge Sequence Number	Integer	3	
Original Case Number	Alphanumeric	10	
Disposal	Alphanumeric	4	Value ROLL
Date Closed	Alphanumeric	8	
New Agency Reference Number	Alphanumeric	13	

NoPro information sent to SCRO JSITSREF: CX015

Description	Data Type	Length	Comments
No Pro Information to SCRO			
Value 7			Record Identifier
SCRO Number	Alphanumeric	11	
Incident Number	Alphanumeric	13	
Complaint	Integer	3	
Charge Priority Number	Alphanumeric	3	
Charge Sequence Number	Integer	3	
Subject Sequence Number	Integer	3	
Subject Priority Number	Alphanumeric	3	
Case Number	Alphanumeric	10	
Disposal	Alphanumeric	4	**Value NPRO / MERG**
Date Closed	Alphanumeric	8	

Annex 2 – DIRECT MEASURES DATA STANDARDS

Non-Court file from COPFS (data flow number 2)
Record 0 - Header File JSITSREF: CX006

Description	Data Type	Length	Comments
Value 0			
Court/ Council/PF ID	Alphanumeric	5	The format of this field will a 2 char fiscal office identifier followed by PFS
Date	Date	8	Production date
Time	Alphanumeric	4	

Record 4 - Accused Details JSITSREF: CX016

Description	Data Type	Length	Comments
Value 4			Record Identifier
SCRO Number	Alphanumeric	11	
Incident Number	Alphanumeric	13	
DVLA Number	Alphanumeric	16	
Case Number	Alphanumeric	10	
Gender	Alphanumeric	1	
Subject Surname	Alphanumeric	<= 30	
Subject Forenames	Alphanumeric	<= 120	
Company Name	Alphanumeric	120	
Subject Sequence No	Alphanumeric	3	
Subject Priority Number	Integer	3	
Complaint Number	Integer	2	
Fiscal Marking	Alphanumeric	4	
Charge Priority No	Alphanumeric	3	
Charge Sequence No	Integer	3	
SYS DATE	Date	8	
Date of Birth	Date	8	
PAON	Alphanumeric	100	New Field
SAON	Alphanumeric	100	New Field
Street Description	Alphanumeric	100	New Field
Unique Street Ref No	Numeric	8	New Field
Locality	Alphanumeric	35	New Field
Town	Alphanumeric	30	New Field
Administrative Area	Alphanumeric	30	New Field
Unique Property Ref No	Numeric	12	New Field
Post Code	Alphanumeric	8	
Issue Date	Date	8	New Field. This is the date that the letter was issued

SCRO Extract JSITSREF: CX017

Value 4			
SCRO Number	Alphanumeric	11	
Incident Number	Alphanumeric	13	
DVLA Number	Alphanumeric	16	
Case Number	Alphanumeric	10	
Complaint Number	Alphanumeric	2	
Fiscal Marking	Alphanumeric	4	
Charge Priority No	Alphanumeric	3	
Charge Sequence No	Integer	3	
SYS Date	Date	8	

Record 5 - Payment Record JSITSREF: CX018

Description	Data Type	Length	Comments
Value 5			Record Identifier
SCRO Number	Alphanumeric	11	
Incident Number	Alphanumeric	13	
Complaint Number	Integer	2	
Charge Priority Number	Alphanumeric	3	
Charge Sequence Number	Integer	3	
Case Number	Alphanumeric	10	
Subject Sequence Number	Alphanumeric	3	
Subject Priority Number	Integer	3	
Amount of Compensation	Real	6.2	New Field
Fine Amount	Real	6.2	
Payments	Real	5.2	
Number of Payment	Numeric	3	
Last Payment	Real	5.2	Change from First Payment
Council\Court ID	Alphanumeric	5	
Fixed Penalty Offer Number	Alphanumeric	10	
Penalty Points	Alphanumeric	8	

SCRO Extract JSITSREF: CX019

Value 5			Record Identifier
SCRO Number	Alphanumeric	11	
Incident Number	Alphanumeric	13	
Complaint Number	Integer	2	
Charge Priority Number	Alphanumeric	3	

Charge Sequence Number	Integer	3	
Fiscal Case Number	Alphanumeric	10	
Amount of Compensation to be Paid	Real	6.2	New Field
Fine Amount	Real	6.2	
Council ID	Alphanumeric	5	

New Record 5a - Penalty Record JSITSREF: CX020

Value 5A			
SCRO Number	Alphanumeric	11	
Incident Number	Alphanumeric	13	
Complaint Number	Integer	2	
Charge Priority Number	Alphanumeric	3	
Charge Sequence Number	Integer	3	
Case Number	Alphanumeric	10	
Subject Sequence No	Alphanumeric	3	
Subject Priority Number	Integer	3	
Cumulo Indicator	Integer	1	
Reason	Alphanumeric	4	
Payee Sequence Number	Alphanumeric	3	
Payee Forename	Alphanumeric	120	
Payee Surname	Alphanumeric	30	
Company Name	Alphanumeric	120	
Payee PAON	Alphanumeric	100	
Payee SAON	Alphanumeric	100	
Payee Street Description	Alphanumeric	100	
Payee Unique Street Ref	Numeric	8	
Payee Locality	Alphanumeric	35	
Payee Town	Alphanumeric	30	
Payee Administrative Area	Alphanumeric	30	
Payee Unique Property Reference	Numeric	12	
Payee Post Code	Alphanumeric	8	
Payee Amount	Real	6.2	

Record 6 - Charge Details JSITSREF: CX021

Description	Data Type	Length	Comments
Value 6			Record Identifier
SCRO Number	Alphanumeric	11	
Incident Number	Alphanumeric	13	
Complaint Number	Integer	2	
Charge Priority Number	Alphanumeric	3	
Charge Sequence Number	Integer	3	
Case Number	Alphanumeric	10	
Primary Aggravation	Alphanumeric	48	Change to 6 Characters
Primary Charge	Alphanumeric	16	
Primary Modifier	Alphanumeric	4	
Alt Text	Alphanumeric	200	This will hold the details of the FF or FP text
Charge Variable Text (LOCUS)	Alphanumeric	<= 200	
Offence Date	Date	8	
Charge Variable Text (LOCAL ORDER)	Alphanumeric	<= 200	
Charge Variable Text (REG NO)	Alphanumeric	<= 200	

SCRO Extract JSITSREF: CX022

Description	Data Type	Length	Comments
Value 6			Record Identifier
SCRO Number	Alphanumeric	11	
Incident Number	Alphanumeric	13	
Complaint Number	Integer	2	
Charge Priority Number	Alphanumeric	3	
Charge Sequence Number	Integer	3	
Fiscal Case Number	Alphanumeric	10	
Primary Aggravation	Alphanumeric	6	Change to 6 Characters
Primary Charge	Alphanumeric	16	
Primary Modifier	Alphanumeric	4	

Record 9- ends of File JSITSREF: CX013

Description	Data Type	Length	Comments
Value 9			Record Identifier
Record Count	Integer	99999	The number of records in the file
Trailer Identifier	Alphanumeric	3	This file will contain the word "End"

Non-Court file to COPFS and SCRO (data flow number 3)

Record 0 - Header File JSITSREF: CX006

Description	Data Type	Length	Comments
Value 0			
Court/ Council ID/PF	Alphanumeric	5	The format of this field will 9999A
Date	Date	8	Production date
Time	Alphanumeric	4	

Record 5 - Charge Details JSITSREF: CX023

Description	Data Type	Length	Comments
Value 5			Record Identifier
SCRO Number	Alphanumeric	11	
Incident Number	Alphanumeric	13	
Complaint Number	Alphanumeric	3	
Charge Priority Number	Integer	3	
Charge Sequence Number	Integer	3	
Case Number	Alphanumeric	10	
Subject Sequence Number	Alphanumeric	3	
Subject Priority Number	Integer	3	
Result Indicator	Alphabetic	1	Y or Blank
Date Closed	Date	8	Completed only where fine paid
Disposal	Alphanumeric	4	
Verdict	Alphanumeric	4	
Verdict Date	Date	8	Must be completed if verdict given
Fixed Penalty Offer Number	Alphanumeric	10	

Record 9 - ends of File JSITSREF: CX013

Description	Data Type	Length	Comments
Value 9			Record Identifier
Record Count	Integer	99999	The number of records in the file
Trailer Identifier	Alphanumeric	3	This file will contain the word "End"

Change Address Details (data flow number 6)
Record 0 - Header File JSITSREF: CX006

Description	Data Type	Length	Comments
Value 0			
Court/ Council ID/PF	Alphanumeric	5	The format of this field will 9999A
Date	Date	8	Production date
Time	Alphanumeric	4	

Record 6A JSITSREF: CX024

Description	Data Type	Length	Comments
Value 6A			Record Identifier
SCRO Number	Alphanumeric	11	
Incident Number	Alphanumeric	13	
Complaint Number	Alphanumeric	3	
Case Number	Alphanumeric	10	
Subject Sequence Number	Alphanumeric	3	
Subject Priority Number	Integer	3	
Address 1	Alphanumeric	<= 30	
Address 2	Alphanumeric	<= 30	
Address 3	Alphanumeric	* <= 30	
Address 4	Alphanumeric	* <= 30	

Record 9 - End of File JSITSREF: CX013

Description	Data Type	Length	Comments
Value 9			Record Identifier
Record Count	Integer	99999	The number of records in the file
Trailer Identifier	Alphanumeric	3	This file will contain the word "End"

Work Offer Extract from COPFS (data flow number 7)

Record 0 - Header File JSITSREF: CX006

Description	Data Type	Length	Comments
Value 0			
Court/ Council ID/PF	Alphanumeric	5	
Date	Date	8	Production date
Time	Alphanumeric	4	

Record 4 - Accused Details JSITSREF: CX025

Description	Data Type	Length	Comments
Value 4			Record Identifier
SCRO Number	Alphanumeric	11	
Incident Number	Alphanumeric	13	
DVLA Number	Alphanumeric	16	
Case Number	Alphanumeric	10	
Subject Surname	Alphanumeric	<= 30	
Subject Forenames	Alphanumeric	<= 120	
Subject Sequence No	Alphanumeric	3	
Subject Priority Number	Integer	3	
Complaint Number	Integer	2	
Charge Priority No	Alphanumeric	3	
Charge Sequence No	Integer	3	
SYS DATE	Date	8	
Date of Birth	Date	8	
PAON	Alphanumeric	100	
SAON	Alphanumeric	100	
Street Description	Alphanumeric	100	
Unique Street Ref No	Numeric	8	
Locality	Alphanumeric	35	
Town	Alphanumeric	30	
Administrative Area	Alphanumeric	30	
Unique Property Ref No	Numeric	12	
Post Code	Alphanumeric	8	

SCRO Extract JSITSREF: CX026

Value 4			
SCRO Number	Alphanumeric	11	
Incident Number	Alphanumeric	13	
DVLA Number	Alphanumeric	16	
Case Number	Alphanumeric	10	
Complaint Number	Alphanumeric	2	
Charge Priority No	Alphanumeric	3	
Charge Sequence No	Integer	3	
SYS Date			

Record 7A - Work Offer Record JSITSREF: CX027

Description	Data Type	Length	Comments
Value 7A			Record Identifier
SCRO Number	Alphanumeric	11	
Incident Number	Alphanumeric	13	
Complaint Number	Integer	2	
Charge Priority Number	Alphanumeric	3	
Charge Sequence Number	Integer	3	
Case Number	Alphanumeric	10	
Subject Sequence Number	Alphanumeric	3	
Subject Priority Number	Integer	3	
Type of Work Offer	Alphanumeric	4	
Date work offer accepted	Date	8	

Record 6 - Charge Details JSITSREF: CX028

Description	Data Type	Length	Comments
Value 6			Record Identifier
SCRO Number	Alphanumeric	11	
Incident Number	Alphanumeric	13	
Complaint Number	Integer	2	
Charge Priority Number	Alphanumeric	3	
Charge Sequence Number	Integer	3	
Case Number	Alphanumeric	10	
Primary Aggravation	Alphanumeric	48	
Primary Charge	Alphanumeric	16	
Primary Modifier	Alphanumeric	4	

Description	Data Type	Length	Comments
FF Text	Alphanumeric	200	
FP Text	Alphanumeric	200	
Charge Variable Text (LOCUS)	Alphanumeric	<= 200	
Offence Date	Date	8	
Charge Variable Text (LOCAL ORDER)	Alphanumeric	<= 200	
Charge Variable Text (REG NO)	Alphanumeric	<= 200	

Record 9 - End of File JSITSREF: CX013

Description	Data Type	Length	Comments
Value 9			Record Identifier
Record Count	Integer	99999	The number of records in the file
Trailer Identifier	Alphanumeric	3	This file will contain the word "End"

Work Offer Suitability (data flow number 8)

Record 0 - Header File JSITSREF: CX006

Description	Data Type	Length	Comments
Value 0			
Court/ Council ID/PF	Alphanumeric	5	
Date	Date	8	Production date
Time	Alphanumeric	4	

Record 8A - Work Offer Suitability JSITSREF: CX029

Description	Data Type	Length	Comments
Value 8A			Record Identifier
SCRO Number	Alphanumeric	11	
Incident Number	Alphanumeric	13	
Complaint Number	Integer	2	
Charge Priority Number	Alphanumeric	3	
Charge Sequence Number	Integer	3	
Case Number	Alphanumeric	10	
Authority ID	Alphanumeric	5	
Date	Alphanumeric	8	
Accepted/Rejected	Alphanumeric	1	A or R

Record 9 - End of File JSITSREF: CX013

Description	Data Type	Length	Comments
Value 9			Record Identifier
Record Count	Integer	99999	The number of records in the file
Trailer Identifier	Alphanumeric	3	This file will contain the word "End"

Work Order Update (data flow number 9)

Record 0 - Header File JSITSREF: CX006

Description	Data Type	Length	Comments
Value 0			
Court/ Council ID/PF	Alphanumeric	5	
Date	Date	8	Production date
Time	Alphanumeric	4	

Record 9A - Work Offer Update JSITSREF: CX030

Description	Data Type	Length	Comments
Value 9A			Record Identifier
SCRO Number	Alphanumeric	11	
Incident Number	Alphanumeric	13	
Complaint Number	Integer	2	
Charge Priority Number	Alphanumeric	3	
Charge Sequence Number	Integer	3	
Case Number	Alphanumeric	10	
Authority ID	Alphanumeric	5	
Work Order Complete	Indicator	1	Y or N
Date Completed	Alphanumeric	18	
Date	Date	8	

Record 9 - End of File JSITSREF: CX013

Description	Data Type	Length	Comments
Value 9			Record Identifier
Record Count	Integer	99999	The number of records in the file
Trailer Identifier	Alphanumeric	3	This file will contain the word "End"

Conditional Offer to Court (data flow number 10)

Police to Court Header Record JSITSREF: CX031

Description	Data Type	Length	Mandatory	XML Tag Name	ISCJIS Standard
File	Alphanumeric	N/A	Yes – this is the root element of the XML file	<File>	N/A – no ISCJIS standard
Originator	Alphanumeric	30	Yes – who has created the file	<Originator>	N/A – no ISCJIS standard
Recipient	Alphanumeric	30	Yes – who the file is intended for	<Recipient>	N/A – no ISCJIS standard
DVLA Code	Alphanumeric	4	Yes – DVLA code of the District Court concerned	<DVLACode>	Court Codes
Creation date	Date	8	Yes – date the file was created	<CreationDate>	Date
Creation Time	Numeric	6	Yes – time the file was created	<CreationTime>	Time
Police Force Code	Alphanumeric	2	Yes	<PolForceCode>	DVLA Police Code
Batch type	Alphanumeric	4	Yes	<BatchType>	

Police to Court Detail Record JSITSREF: CX032

Description	Data Type	Length	Mandatory	XML Tag Name	ISCJIS Standard
SCRO Number	Alphanumeric	11	No	<SCRONo>	
DVLA Licence Number	Alphanumeric	16	No - not available for foreign drivers	<DVLADriver>	DVLA Driver Number
File Creation Date	Date	8	Yes - date on which export from EROS is run	<FileDate>	Date
Date of Birth	Date	8	No	<Dob>	Date
Offer Date	Date	8	Yes	<OfferDate>	Date
Forenames	Alphanumeric	120	No	<Forenames>	Forename(s)
Surname	Alphanumeric	30	Yes	<Surname>	Surname
Address 1	Alphanumeric	30	Yes	<Add1>	Address
Address 2	Alphanumeric	30	No	<Add2>	Address
Address 3	Alphanumeric	30	No	<Add3>	Address
Address 4	Alphanumeric	30	No	<Add4>	Address
Post Code	Alphanumeric	8	No	<Pcode>	Postcode

Fine Amount	Real	9.2	Yes - standard fine (in pence)	<FineAm>	Money
Police CO Number	Alphanumeric	20	Yes	<PolOffNo>	Conditional Offer Number
Penalty Points	Alphanumeric	2	Yes	<PenPts>	N/A – no ISCJIS standard
DVLA Offence Code	Alphanumeric	4	No - Standard offence code e.g. SP30	<DVLAOffCode>	N/A – no ISCJIS standard
Police (SEJD) Offence Code	Numeric	6	No - this is the Scottish Executive Offence Code	<SEJDCode>	N/A – no ISCJIS standard
Charge Code	Alphanumeric	16	No - this is the ISCJIS offence code	<ChgCode>	Offence Code
Charge Variable Text (LOCUS)	Alphanumeric	200	No	<Locus>	N/A – no ISCJIS standard
Offence Date	Date	8	Yes	<OffDate>	Date
Charge Variable Text (LOCAL ORDER)	Alphanumeric	200	No - Maximum length to be confirmed	<LocalOrd>	N/A – no ISCJIS standard
Vehicle Registration Mark	Alphanumeric	11	No	<RegNo>	Vehicle Registration Mark
Offence Time	Numeric	6	No	<OffenceTime>	Time

Conditional Offer from Court (data flow number 11)

Court to Police Header Record JSITSREF: CX033

Description	Data Type	Length	Mandatory	XML Tag Name	ISCJIS Standard
File	Alphanumeric	N/A	Yes – this is the root element of the XML file	<File>	N/A – no ISCJIS standard
Originator	Alphanumeric	30	Yes – who has created the file	<Originator>	N/A – no ISCJIS standard
Recipient	Alphanumeric	30	Yes – who the file is intended for	<Recipient>	N/A – no ISCJIS standard
DVLA Code	Alphanumeric	4	Yes – DVLA code of the District Court	<DVLACode>	Court Codes

			concerned		
Creation date	Date	8	Yes – date the file was created	<CreationDate>	Date
Creation Time	Numeric	6	Yes – time the file was created	<CreationTime>	Time
Police Force Code	Alphanumeric	2	Yes	<PolForceCode>	DVLA Police Code

Court to Police Detail Record JSITSREF: CX034

Description	Data Type	Length	Mandatory	XML Tag Name	ISCJIS Standard
SCRO Number	Alphanumeric	11	No	<SCRONo>	
File Creation Date	Date	8	Yes - date on which export from Anite Court System is run	<FileDate>	Date
Date Paid	Date	8	Completed only where fine paid	<DatePaid>	Date
Police CO Number	Alphanumeric	20	Yes - this is the EROS Offence Reference Number	<PolOffNo>	Conditional Offer Number
Non-Court Verdict	Alphanumeric	3	FPD = Paid, FUD = Unpaid, FWD = Withdrawn/Cancelled, FPT = Refused Too Many Points, FCC = Paid Pending Cheque Clearance FDL= Non DVLA Driving Licence	<Verdict>	Disposal Codes
Non-Court Verdict Date	Date	8	Must be completed if verdict given.	<VerdictDate>	Date
DVLA Licence Number	Alphanumeric	16	No, only if paid (potentially only if supplied by Police)	<DVLADriver>	DVLA Driver Number

Cancel/Amend Undertaking Record/Conditions

Record 0 - Header File JSITSREF: CX006

Description	Data Type	Length	Comments
Court/ Council/PF ID	Alphanumeric	5	
Date	Date	8	
Time	Alphanumeric	4	

Record 10 – Remove/Amend Undertaking Conditions JSITSREF: CX035

Description	Data Type	Length	Comments
Value 10			Record Identifier
SCRO Number	Alphanumeric	11	
Agency Reference Number	Alphanumeric	13	
PF Case Number	Alphanumeric	10	
Subject Sequence Number	Numeric	3	
Undertaking Court ID	Alphanumeric	5	
Undertaking Date	Date	8	
Undertaking Time	Time	4	
Undertaking Conditions	Indicator	1	Trigger to notify SCRO to add the standard bail conditions against the accused for the undertaking
Additional Undertaking Conditions	Alphanumeric	400	Description of new/amended bail conditions

Record 9 - End of File JSITSREF: CX013

Description	Data Type	Length	Comments
Value 9			Record Identifier
Record Count	Integer	99999	The number of records in the file
Trailer Identifier	Alphanumeric	3	This file will contain the word “End”

Annex 3 – XML Schema Definition Files

ASBO - Example of Police CO Fixed Penalty (ASBO) from Court to Police

```
<?xml version="1.0" encoding="UTF-8"?>
<?xml-stylesheet type="text/xsl"
href="http://www.aniteps.com/braidhill/xsl/crt_to_pol.xsl"?>
<File>
 <Head>
  <Originator>DCS</Originator>
  <Recipient>POL</Recipient>
  <DvlaCode>9445</DvlaCode>
  <CreationDate>03102006</CreationDate>
  <CreationTime>144024</CreationTime>
  <PolForceCode>70</PolForceCode>
 </Head>
 <Fine>
  <DatePaid>28092006</DatePaid>
  <PolOffNo>2944/06/0040</PolOffNo>
  <Verdict>FPD</Verdict>
  <VerdictDate>20060928</VerdictDate>
  <DVLADriver>MUSS9603089PM9EZ</DVLADriver>
  <ADD1>10 THORNTON ROAD</ADD1>
  <ADD2>KIRKMUIRHILL</ADD2>
  <ADD3>LANARKSHIRE</ADD3>
  <PCODE>ML119QE</PCODE>
 </Fine>
 <Fine>
  <PolOffNo>2961/06/0068</PolOffNo>
  <Verdict>FUD</Verdict>
  <VerdictDate>20061003</VerdictDate>
  <DVLADriver>LEMME754213J99PK</DVLADriver>
  <ADD1>91 OULTON ROAD</ADD1>
  <ADD2>LOWESTOFT</ADD2>
  <ADD3>SUFFOLK</ADD3>
  <PCODE>NR324QW</PCODE>
 </Fine>
 <Fine>
  <DatePaid>02102006</DatePaid>
  <PolOffNo>3032/06/0032</PolOffNo>
  <Verdict>FPD</Verdict>
  <VerdictDate>20061002</VerdictDate>
  <DVLADriver>WINST662094HW9CY</DVLADriver>
  <ADD1>7 SHAKESPEARE CLOSE</ADD1>
  <ADD2>NORTHWICH</ADD2>
  <ADD3>CHESHIRE</ADD3>
  <PCODE>CW97GB</PCODE>
 </Fine>
 <Fine>
  <DatePaid>02102006</DatePaid>
  <PolOffNo>3032/06/0039</PolOffNo>
  <Verdict>FPD</Verdict>
  <VerdictDate>20061002</VerdictDate>
  <DVLADriver>PLATT701223DH9DY</DVLADriver>
  <ADD1>91B GORE ROAD</ADD1>
  <ADD2>BURNHAM</ADD2>
```

```
 <ADD3>SLOUGH</ADD3>
 <ADD4>BERKSHIRE</ADD4>
 <PCODE>SL17DD</PCODE>
</Fine>
<Fine>
 <DatePaid>03102006</DatePaid>
 <PolOffNo>3032/06/0081</PolOffNo>
 <Verdict>FCC</Verdict>
 <VerdictDate>20061003</VerdictDate>
 <DVLADriver>BLACK610080DS9XC</DVLADriver>
 <ADD1>CHURCH FARM COTTAGE</ADD1>
 <ADD2>CHURCH LANE</ADD2>
 <ADD3>KINGS BROMLEY</ADD3>
 <ADD4>BURTON ON TRENT</ADD4>
 <PCODE>DE137JL</PCODE>
</Fine>
<Fine>
 <PolOffNo>3042/06/0052</PolOffNo>
 <Verdict>FUD</Verdict>
 <VerdictDate>20061003</VerdictDate>
 <DVLADriver>AIRD6804261R99NY</DVLADriver>
 <ADD1>5 DONALDSON STREET</ADD1>
 <ADD2>BURNBANK</ADD2>
 <ADD3>HAMILTON</ADD3>
 <PCODE>ML30NT</PCODE>
</Fine>
<Fine>
 <PolOffNo>3042/06/0106</PolOffNo>
 <Verdict>FWD</Verdict>
 <VerdictDate>20060928</VerdictDate>
 <ADD1>13 WOODLEA</ADD1>
 <ADD2>WOODSTREET</ADD2>
 <ADD3>GALASHIELS</ADD3>
 <PCODE>TD11QW</PCODE>
</Fine>
<Fine>
 <DatePaid>03102006</DatePaid>
 <PolOffNo>3059/06/0056</PolOffNo>
 <Verdict>FCC</Verdict>
 <VerdictDate>20061003</VerdictDate>
 <DVLADriver>SCOTT705179TG9XE</DVLADriver>
 <ADD1>MERTON GRANGE</ADD1>
 <ADD2>WHEELERS LANE</ADD2>
 <ADD3>BEARWOOD</ADD3>
 <ADD4>BOURNEMOUTH</ADD4>
 <PCODE>BH119QJ</PCODE>
</Fine>
</File>
```

XML SCHEMA Definition Files

Direct Measures - Court to Police – crt_to_pol.xsd

```
<?xml version="1.0" encoding="UTF-8"?>
<!-- edited with XMLSPY v5 U (http://www.xmlspy.com) by Paul Gales (Anite
Public Sector) -->
```

```
<!-- Created by Paul Gales (Anite Scotland) -->
<!-- V1.01 - PG - Initial Version -->
<!-- V1.02 - PG - ISCJIS Types added -->
<!-- V1.03 - PG - Moved <PolForceCode> to <Head> element and removed
<CrtCode> child element from <Fine> parent element -->
<!-- V1.04 - PG - Added <DVLADriver> child element to <Fine> parent tag -->
<!-- V1.05 - JGD- Amended <VerdictType> values -->
<!-- V1.06 - JGD- Amended <VerdictType> values and added <Addx> and
<PCode> tags-->

<xs:schema xmlns:xs="http://www.w3.org/2001/XMLSchema"
elementFormDefault="qualified" attributeFormDefault="unqualified">
	<xs:element name="File">
		<xs:complexType>
			<xs:sequence>
				<xs:element ref="Head"/>
				<xs:element ref="Fine" maxOccurs="unbounded"/>
			</xs:sequence>
		</xs:complexType>
	</xs:element>
	<xs:element name="Head">
		<xs:complexType>
			<xs:sequence>
				<xs:element name="Originator"
type="StringType"/>
				<xs:element name="Recipient" type=""/>
				<xs:element name="DVLACode"
type="DVLACodeType"/>
				<xs:element name="CreationDate"
type="ISCJISDateType"/>
				<xs:element name="CreationTime"
type="ISCJISTimeType"/>
				<xs:element name="PolForceCode"
type="PolForceCodeType"/>
			</xs:sequence>
		</xs:complexType>
	</xs:element>
	<xs:element name="Fine">
		<xs:complexType>
			<xs:sequence>
				<xs:element name="DatePaid" type="StringType"/>
				<xs:element name="PolOffNo"
type="PolOffNoType"/>
				<xs:element name="Verdict" type="VerdictType"/>
				<xs:element name="VerdictDate"
type="ISCJISDateType"/>
				<xs:element name="DVLADriver"
type="DVLADriverType"/>
				<xs:element name="Add1" type="StringType"/>
				<xs:element name="Add2" type="StringType"
minOccurs="0"/>
				<xs:element name="Add3" type="StringType"
minOccurs="0"/>
				<xs:element name="Add4" type="StringType"
minOccurs="0"/>
				<xs:element name="Pcode" type="StringType"
minOccurs="0"/>
```

```
                </xs:sequence>
            </xs:complexType>
        </xs:element>
        <xs:simpleType name="StringType">
            <xs:restriction base="xs:string">
                <xs:maxLength value="30"/>
            </xs:restriction>
        </xs:simpleType>
        <xs:simpleType name="ISCJISDateType">
                <xs:restriction base="xs:string">
                    <xs:maxLength value="8"/>
                </xs:restriction>
        </xs:simpleType>
        <xs:simpleType name="ISCJISTimeType">
                <xs:restriction base="xs:string">
                    <xs:maxLength value="8"/>
                </xs:restriction>
        </xs:simpleType>
        <xs:simpleType name="DVLACodeType">
            <xs:restriction base="xs:string">
                <xs:maxLength value="4"/>
            </xs:restriction>
        </xs:simpleType>
        <xs:simpleType name="PolOffNoType">
            <xs:restriction base="xs:string">
                <xs:maxLength value="20"/>
            </xs:restriction>
        </xs:simpleType>
        <xs:simpleType name="VerdictType">
            <xs:restriction base="xs:string">
                <xs:maxLength value="3"/>
                <xs:enumeration value="FPD"/>
                <xs:enumeration value="FUD"/>
                <xs:enumeration value="FWD"/>
                <xs:enumeration value="FPT"/>
                <xs:enumeration value="FCC"/>
                <xs:enumeration value="FDL"/>
                <xs:enumeration value="FIN"/>
                <xs:enumeration value="FRF"/>
                <xs:enumeration value="FDA"/>
                <xs:enumeration value="FRC"/>
                <xs:enumeration value="FAD"/>
                <xs:enumeration value="FIN"/>
                <xs:enumeration value="DAL"/>
            </xs:restriction>
        </xs:simpleType>
        <xs:simpleType name="PolForceCodeType">
            <xs:restriction base="xs:string">
                <xs:maxLength value="2"/>
            </xs:restriction>
        </xs:simpleType>
        <xs:simpleType name="DVLADriverType">
            <xs:restriction base="xs:string">
                <xs:maxLength value="16"/>
            </xs:restriction>
        </xs:simpleType>
</xs:schema>
```

XML SCHEMA Definition Files

Direct Measures - Police to Court pol_to_crt.xsd

```
<?xml version="1.0" encoding="UTF-8"?>
<!-- edited with XMLSPY v5 U (http://www.xmlspy.com) by Paul Gales (Anite
Public Sector) -->
<!-- Created by Paul Gales (Anite Scotland) -->
<!-- V1.01 - PG - Initial Version -->
<!-- V1.02 - PG - ISCJIS Types added -->
<!-- V1.03 - PG - Moved <PolForceCode> from <Fine> element to the <Head>
element & added <OffenceTime> child element to the <Fine> parent element -->
<!-- V1.04 - PG - Removed <OffCode> tag and replaced this with
<DVLAOffCode> tag -->
<!-- V1.05 - PG - Added <SCRONo>, <AltSearch> and <Detail> tags to facilitate
the Police FP link -->
<!-- V1.05 - PG - Added <BatchType> tag to <Header> record to distinguish fine
type of file -->
<xs:schema xmlns:xs="http://www.w3.org/2001/XMLSchema"
elementFormDefault="qualified" attributeFormDefault="unqualified">
	<xs:element name="File">
		<xs:complexType>
			<xs:sequence>
				<xs:element ref="Head"/>
				<xs:element ref="Person"
maxOccurs="unbounded"/>
			</xs:sequence>
		</xs:complexType>
	</xs:element>
	<xs:element name="Head">
		<xs:complexType>
			<xs:sequence>
				<xs:element name="Originator"
type="StringType"/>
				<xs:element name="Recipient" type="StringType"/>
				<xs:element name="DVLACode"
type="DVLACodeType"/>
				<xs:element name="CreationDate"
type="ISCJISDateType"/>
				<xs:element name="CreationTime"
type="ISCJISTimeType"/>
				<xs:element name="PolForceCode"
type="PolForceCodeType"/>
				<xs:element name="BatchType"
type="BatchType"/>
			</xs:sequence>
		</xs:complexType>
	</xs:element>
	<xs:element name="Person">
		<xs:complexType>
			<xs:sequence>
				<xs:element name="DVLADriver"
type="DVLADriverType" minOccurs="0"/>
				<xs:element name="Dob" type="ISCJISDateType"
minOccurs="0"/>
```

```
                        <xs:element name="OfferDate"
type="ISCJISDateType"/>
                        <xs:element name="Forenames"
type="ForenamesType" minOccurs="0"/>
                        <xs:element name="Surname" type="StringType"/>
                        <xs:element name="Add1" type="StringType"/>
                        <xs:element name="Add2" type="StringType"
minOccurs="0"/>
                        <xs:element name="Add3" type="StringType"
minOccurs="0"/>
                        <xs:element name="Add4" type="StringType"
minOccurs="0"/>
                        <xs:element name="Pcode" type="StringType"
minOccurs="0"/>
                        <xsd:element name="SCRONo" type="SCRONoType"
minOccurs="0"/>
                        <xs:element ref="Fine" maxOccurs="unbounded"/>
                    </xs:sequence>
                </xs:complexType>
        </xs:element>
        <xs:element name="Fine">
                <xs:complexType>
                    <xs:sequence>
                        <xs:element name="FineAm"
type="ISCJISAmountType"/>
                        <xs:element name="PolOffNo"
type="PolOffNoType"/>
                        <xs:element name="PenPts" type="PenPtsType"/>
                        <xs:element name="DVLAOffCode"
type="DVLAOffCodeType" minOccurs="0"/>
                        <xs:element name="SEJDCode"
type="SEJDCodeType" minOccurs="0"/>
                        <xs:element name="ChgCode" type="ChgCodeType"
minOccurs="0"/>
                        <xs:element name="Locus" type="StringTypeLg"
minOccurs="0"/>
                        <xs:element name="OffDate"
type="ISCJISDateType"/>
                        <xs:element name="LocalOrd" type="StringTypeLg"
minOccurs="0"/>
                        <xs:element name="RegNo" type="RegNoType"
minOccurs="0"/>
                        <xs:element name="OffenceTime"
type="ISCJISTimeType" minOccurs="0"/>
                        <xs:element name="AltSearch"
type="AltSearchType"/>
                        <xs:element name="Detail" type="DetailType"
minOccurs="0"/>
                    </xs:sequence>
                </xs:complexType>
        </xs:element>
        <xs:simpleType name="StringType">
                <xs:restriction base="xs:string">
                    <xs:maxLength value="30"/>
                </xs:restriction>
        </xs:simpleType>
        <xs:simpleType name="StringTypeLg">
```

```
        <xs:restriction base="xs:string">
                <xs:maxLength value="200"/>
        </xs:restriction>
</xs:simpleType>
<xs:simpleType name="ISCJISDateType">
                <xs:restriction base="xs:string">
                        <xs:maxLength value="8"/>
                </xs:restriction>
</xs:simpleType>
<xs:simpleType name="ISCJISTimeType">
                <xs:restriction base="xs:string">
                        <xs:maxLength value="8"/>
                </xs:restriction>
</xs:simpleType>
<xs:simpleType name="ISCJISAmountType">
                <xs:restriction base="xs:string">
                        <xs:maxLength value="8"/>
                </xs:restriction>
</xs:simpleType>
<xs:simpleType name="DVLACodeType">
        <xs:restriction base="xs:string">
                <xs:maxLength value="4"/>
        </xs:restriction>
</xs:simpleType>
<xs:simpleType name="DVLADriverType">
        <xs:restriction base="xs:string">
                <xs:maxLength value="16"/>
        </xs:restriction>
</xs:simpleType>
<xs:simpleType name="ForenamesType">
        <xs:restriction base="xs:string">
                <xs:maxLength value="120"/>
        </xs:restriction>
</xs:simpleType>
<xs:simpleType name="PolOffNoType">
        <xs:restriction base="xs:string">
                <xs:maxLength value="20"/>
        </xs:restriction>
</xs:simpleType>
<xs:simpleType name="PenPtsType">
        <xs:restriction base="xs:string">
                <xs:maxLength value="2"/>
        </xs:restriction>
</xs:simpleType>
<xs:simpleType name="DVLAOffCodeType">
        <xs:restriction base="xs:string">
                <xs:maxLength value="4"/>
        </xs:restriction>
</xs:simpleType>
<xs:simpleType name="SEJDCodeType">
        <xs:restriction base="xs:string">
                <xs:maxLength value="6"/>
        </xs:restriction>
</xs:simpleType>
<xs:simpleType name="ChgCodeType">
        <xs:restriction base="xs:string">
                <xs:maxLength value="16"/>
```

```
		</xs:restriction>
	</xs:simpleType>
	<xs:simpleType name="RegNoType">
		<xs:restriction base="xs:string">
			<xs:maxLength value="11"/>
		</xs:restriction>
	</xs:simpleType>
	<xs:simpleType name="PolForceCodeType">
		<xs:restriction base="xs:string">
			<xs:maxLength value="2"/>
		</xs:restriction>
	</xs:simpleType>
	<xs:simpleType name="BatchType">
		<xs:restriction base="xs:string">
			<xs:maxLength value="3"/>
			<xs:enumeration value="FP"/>
			<xs:enumeration value="CO"/>
			<xs:enumeration value="CAM"/>
		</xs:restriction>
	</xs:simpleType>
	<xsd:simpleType name="SCRONoType">
		<xsd:restriction base="xsd:string">
			<xsd:maxLength value="11"/>
			<xsd:pattern value="S[0-9]{1,6}/[0-9]{2}[A-Z]{1}"/>
		</xsd:restriction>
	</xsd:simpleType>
	<xsd:simpleType name="AltSearchType">
		<xsd:restriction base="xsd:string">
			<xsd:maxLength value="11"/>
		</xsd:restriction>
	</xsd:simpleType>
	<xsd:simpleType name="DetailType">
		<xsd:restriction base="xsd:string">
			<xsd:maxLength value="25"/>
		</xsd:restriction>
	</xsd:simpleType>
</xs:schema>
```

Annex 4 - DIRECT MEASURES

Naming Conventions Direct Measures Interface Files

The following section details the file naming conventions to be used for the new Direct Measures Interface files, both incoming and outgoing. It is proposed that both the subject headers in the e-mails and the attachments should correspond with these naming conventions.

Fiscal Accounts Incoming Interface Files

For Non-Unified JP Courts the file naming convention for incoming Fiscal Account files will be:

XXPNDNNNN1DDMMYYYYHHMMSS

Where:

- XX = 2 character PF Office Reference (e.g. ED),
- PND = the Origin and will always be the same,
- NNNN1 = the Court Id that the accounts in the file relate to, with the fifth character always set to 1,
- DDMMYYYYHHMMSS = Date/Time stamp

For Unified JP Courts the file naming convention for incoming Fiscal Account files will be:

XXPND99991DDMMYYYYHHMMSS

Where:

- XX = 2 character PF Office Reference (e.g. CO),
- PND = the Origin and will always be the same,
- 99991 = the Court Id and when set to 9999 will signify that the file relates to multiple courts, with the fifth character always set to 1,
- DDMMYYYYHHMMSS = Date/Time stamp

Fiscal Outgoing Notification Interface Files

For Notification files sent to **COPFS**, where one file is sent for all courts for all Notifications other than address change (FAD):

CODNC99991DDMMYYYYHHMMSSTTTT

Where:

- CO = 2 character Reference and will always be the same,
- DNC = sender will always be the same,
- 99991 = will always be the same and signifies that the file relates to multiple courts, with the fifth character always set to 1,
- DDMMYYYYHHMMSSTTTT = Date/Time stamp, where TTTT relates to thousandth of a second

For Notification files sent to **COPFS**, where one file is sent for all courts for address change (FAD) Notifications only:

COSCSDDMMYYYYHHMMSSTTTTAD

Where:

- CO = 2 character Reference and will always be the same,
- SCS = sender will always be the same,
- DDMMYYYYHHMMSSTTTT = Date/Time stamp, where TTTT relates to thousandth of a second,
- AD = signifies that the file contains address change Notifications

For Notification files sent to **SCRO**, where one file is sent per court:

XXDNCNNNN1DDMMYYYYHHMMSSTTTT

Where:

- XX = 2 character PF Office Reference (e.g. ED),
- DNC = sender will always be the same,
- NNNN1 = the Enforcing Court Id of the accounts included in the file, with the fifth character always set to 1,
- DDMMYYYYHHMMSSTTTT = Date/Time stamp, where TTTT relates to thousandth of a second

Police Accounts Incoming Interface Files

For Police Accounts the file naming convention will be:

NNPOLNNNNDDMMYYYYHHMMSS

Where:

- NN = 2 digit Police Constabuary Code (e.g. 70),
- POL = the Origin and will always be the same,
- NNNN = the Court Id that the accounts in the file relate to,
- DDMMYYYYHHMMSS = Date/Time stamp

Police Outgoing Notification Interface Files

For outgoing Police Notifications the file naming convention will be:

NNDCSNNNNDDMMYYYYHHMMSS

Where:

- NN = 2 digit Police Constabuary Code (e.g. 70),
- DCS = the Origin and will always be the same,
- NNNN = the Enforcing Court Id of the accounts included in the file,
- DDMMYYYYHHMMSS = Date/Time stamp

Fiscal Fine Letters Incoming Interface Files

For Fiscal Fine Letters the file naming convention will be:

XXDOC99991AB12345678001DDMMYYYYHHMMSS

Where:

- XX = 2 character PF Office Reference (e.g. ED),
- DOC = the Origin and will always be the same,
- 99991 = the Court Id and when set to 9999 will signify that the file relates to multiple courts, with the fifth character always set to 1,
- AB12345678 = the Case Number from the PF Office (e.g. Aberdeen PF),
- 001 = the Subject Sequence Number relating to the Case Number (Note: the file may contain more than one Subject Sequence Number, for instance, where a Case has more than one accused, but the naming convention will only contain one of them)
- DDMMYYYYHHMMSS = Date/Time stamp

DIRECT MEASURES - FISCAL FINE LETTER – XML File for Transmission of Fiscal Fine Letters from COPFS to SCS

Input Data Flow: Fiscal Fine Letter: XML Schema Definition

```
<?xml version="1.0" encoding="UTF-8"?>
<!-- edited with XMLSpy v2006 sp1 U (http://www.altova.com) by Rosemary
Paris (Crown Office & Procurator Fiscal Service) -->
<xsd:schema xmlns:bs7666="http://www.govtalk.gov.uk/people/bs7666"
xmlns:ISCJIS="http://www.iscjis.gov.uk"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:ISCJISCore="http://www.iscjis.gov.uk/ISCJISCore"
xmlns:SPR="http://www.iscjis.gov.uk/ISCJISSPR"
targetNamespace="http://www.iscjis.gov.uk" elementFormDefault="qualified"
version="0.1">
    <xsd:import namespace="http://www.iscjis.gov.uk/ISCJISCore"
schemaLocation="ISCJIS-Core-v-03_1.xsd"/>
    <xsd:element name="Batch">
        <xsd:complexType>
            <xsd:sequence>
                <xsd:element name="Sender"
type="ISCJISCore:OrganisationType"/>
                <xsd:element name="Receiver"
type="ISCJISCore:OrganisationType"/>
                <xsd:element name="AgencyReference"
type="ISCJISCore:AgencyReferenceType"/>
                <xsd:element name="CaseData" maxOccurs="unbounded">
                    <xsd:complexType>
                        <xsd:sequence>
                            <xsd:element name="CaseNumber"
type="ISCJISCore:PFCaseNumberType"/>
                            <xsd:element name="CaseDocuments"
maxOccurs="unbounded">
                                <xsd:complexType>
                                    <xsd:sequence>
                                        <xsd:element name="SCRONumber"
type="ISCJISCore:SCRONoType"/>
```

```
                                        <xsd:element
name="SubjectSeqNumber" type="ISCJISCore:ItemNumberType"/>
                                        <xsd:element
name="SubjectPriorityNumber" type="ISCJISCore:ItemNumberType"/>
                                        <xsd:element
name="ComplaintNumber" type="ISCJISCore:ItemNumberType"/>
                                        <xsd:element name="PDFDocument"
type="ISCJISCore:CDATAType"/>
                                        <xsd:element name="IssueDate"
type="xsd:date"/>
                                        <xsd:element name="DocumentType"
type="ISCJISCore:DocumentType"/>
                                    </xsd:sequence>
                                </xsd:complexType>
                            </xsd:element>
                        </xsd:sequence>
                    </xsd:complexType>
                </xsd:element>
            </xsd:sequence>
        </xsd:complexType>
    </xsd:element>
</xsd:schema>
```

Fiscal Fine Letter: Data Elements: XML Schema Definition

```
<?xml version="1.0" encoding="UTF-8"?>
<!-- edited with XMLSpy v2006 sp1 U (http://www.altova.com) by Doug
Chisholm (Crown Office & Procurator Fiscal Service) -->
<xsd:schema xmlns:ISCJIS="http://www.iscjis.gov.uk/ISCJISCore"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
targetNamespace="http://www.iscjis.gov.uk/ISCJISCore"
elementFormDefault="qualified" version="0.2">
    <!--Simple Types-->
    <xsd:simpleType name="OrganisationType">
        <xsd:restriction base="xsd:string">
            <xsd:enumeration value="COPFS"/>
            <xsd:enumeration value="SCRO"/>
            <xsd:enumeration value="POLICE"/>
            <xsd:enumeration value="SCS"/>
        </xsd:restriction>
    </xsd:simpleType>
    <xsd:simpleType name="AgencyReferenceType">
        <xsd:restriction base="xsd:string">
            <xsd:length value="13"/>
            <xsd:pattern value="[A-Z]{3}[0-9a-zA-Z]{6}[0-9]{4}"/>
        </xsd:restriction>
    </xsd:simpleType>
    <xsd:simpleType name="PFCaseNumberType">
        <xsd:restriction base="xsd:string">
            <xsd:length value="10"/>
            <xsd:pattern value="[A-Z]{2}[0-9]{8}"/>
        </xsd:restriction>
    </xsd:simpleType>
    <xsd:simpleType name="SCRONoType">
        <xsd:restriction base="xsd:string">
```

```
            <xsd:maxLength value="11"/>
            <xsd:pattern value="S[0-9]{1,6}/[0-9]{2}[A-Z]{1}"/>
        </xsd:restriction>
    </xsd:simpleType>
    <xsd:simpleType name="ItemNumberType">
        <xsd:restriction base="xsd:positiveInteger">
            <xsd:minInclusive value="1"/>
            <xsd:maxInclusive value="99999"/>
        </xsd:restriction>
    </xsd:simpleType>
    <xsd:simpleType name="CDATAType">
        <xsd:restriction base="ISCJIS:PopulatedStringType"/>
    </xsd:simpleType>
    <xsd:simpleType name="DocumentType">
        <xsd:restriction base="xsd:string">
            <xsd:enumeration value="FiscalFineLetter"/>
            <xsd:enumeration value="Indictment"/>
            <xsd:enumeration value="SocialWorkReport"/>
        </xsd:restriction>
    </xsd:simpleType>
</xsd:schema>
```

Annex 5 - PROTOCOL FOR THE ISSUE OF NEW CHARGE CODES AND STYLES - INCLUDES LINK TO SPREADSHEET

Circumstances in which a new ISCJIS code can be requested

A request for a new ISCJIS charge code must **only** be made if the new code is required for an entry under ISCJIS into an information management system either to record a crime made known or when an SPR is generated for onward transmission to another Criminal Justice agency. New codes must not be requested unless there is a specific need.

If circumstances justify, a request for a new code may be dealt with under a "fast track" procedure, described separately below. "Fast track" procedures will only be justified in cases, which are "Custody", "Undertaking" or "Time Bar".

NORMAL PROCEDURES

Action of Crown Office on receipt of request for new ISCJIS code

REQUESTS FOR NEW "CODES" OR "STYLES" SHOULD BE SUBMITTED TO THE DOCUMENT ADMINISTRATOR AT CROWN OFFICE. IDEALLY THE REQUEST SHOULD BE SENT BY E-MAIL TO ChargeCodes@copfs.gsi.gov.uk (IF E-MAIL IS UNAVAILABLE THE REQUEST SHOULD BE SET BY 'FAX' to 'CHARGE CODES' ON 0131 247 2650). THE REQUEST SHOULD CONTAIN AS MUCH INFORMATION REGARDING THE CIRCUMSTANCES OF THE OFFENCE AS POSSIBLE. IF INSUFFICIENT DETAIL IS PROVIDED THIS WILL BE REQUESTED PRIOR TO ANY ACTION BEING TAKEN ON THE REQUEST. THE REQUEST WILL THEN BE FORWARDED TO THE CROWN OFFICE Policy Group who will examine the request for a new code and check the legislation. They will decide whether a new code is justified or consider an alternative.

If a new code is ***NOT REGARDED AS APPROPRIATE***, Crown Office will ***ADVISE*** the agency requesting the code directly, explaining any problem and proposing alternative action.

If ***ACCEPTED***, Crown Office Policy Group will prepare the requested new code and associated style.

This protocol does not set out any time limit for Crown Office action on the above because the time allowed depends on the urgency/importance of the request and may vary from as little as 1-2 days to 2 weeks and over. However, such requests will be treated as high priority.

For non "fast path" requests, Crown Office will **not** issue new codes and styles directly to police forces. Instead, **in the first full calendar week** in each calendar month Crown Office will issue to Police Scotland, copied to Scottish Government Justice Analytical Services, the up to date versions of the Charge Codes and Charge Styles data sets, incorporating any new codes issued.

CROWN OFFICE WILL ADVISE AN IMPLEMENTATION DATE FOR THE SWITCHOVER TO THE LATEST VERSION OF THE 'CODES'. IT IS IMPERATIVE THAT REPORTING AGENCIES DO NOT IMPLEMENT THE CHANGES UNTIL THE AGREED DATE.

NB: FAILURE TO IMPLEMENT CHANGES ON THE AGREED DATE WILL RESULT IN UNSPECIFIED ERRORS

Note: The format of these data sets is set out in the Annex: "Format of Data Files" at sections 1.1 and 1.2. ***CROWN OFFICE WILL ONLY ISSUE THE COMPLETE FILES FOR THE REGULAR UPDATE RATHER THAN AN AMENDMENTS FILE.***

If, exceptionally, the data sets have not been updated that month, Crown Office will send a 'Nil Return' to SPSA copied to SEJD Justice Statistics Unit.

IN ADDITION, TO THE CHARGE 'CODE' AND 'STYLE' FILES CROWN OFFICE WILL INCLUDE A TEXT FILE INDICATING WHAT THE CHANGES ARE.

Action of Crown Office on receipt of request for other changes to ISCJIS codes/styles

Other changes, for examples requests for correction of typographical errors in styles, requested from Crown Office, will not be cleared with the Crown Office policy branch but will be enacted directly. These changes will be incorporated in the data sets 1.1 and 1.2 sent to Police Scotland, copied to Scottish Government Justice Analytical Services, each month.

Action of Police Scotland on receipt of data sets 1.1 and 1.2 each month

Police Scotland, on receipt of the data sets 1.1 and 1.4 from the Crown Office (or 'Nil Return'), will **immediately** transmit these by e-mail to the 8 **nominated** police force representatives and all other interested Criminal Justice agencies. (Police Scotland will insist that each legacy police force nominates a **single** representative to receive the data sets and supplies an e-mail address for this representative. This is necessary to avoid delays occurring in forces' activation of the new data sets due to their receipt by an inappropriate officer.) Forces and other agencies should therefore be in a position to ***RECEIVE*** the charge codes and styles into their information systems **in the first full calendar week** in each calendar month. At this point, any new codes will **not** have an allocated SEJD mapping; these will be supplied later, as described below. ***REPORTING AGENCIES MUST BE ABLE TO IMPLEMENT THE AGREED CHANGES ON THE AGREED DATE THAT WILL BE CIRCULATED WITH THE FILES.***

Note: The formats of these data sets are set out in the Annex: "Format of Data Files" at sections 1.1 and 1.2.

Action of Scottish Government Justice Analytical Services on receipt of data sets 1.1 and 1.2 each month

SGJAS will translate the data set 1.1 from TEXT file to EXCEL spreadsheet format. They will compare the updated version of the data set with the previously held version to identify any **new charge codes** issued by the Crown Office.

SGJAS will allocate an SEJD crime code to each new ISCJIS charge code identified above. (The SEJD code may be an 'X' (if it is felt that the ISCJIS charge code should not be used for recording crimes made known) or an 'M' (if a modifier is required in order to allocate a unique SEJD code.))

SGJAS will send a data set in EXCEL spreadsheet format to Police Scotland covering all **new** ISCJIS codes identified, which shows the SEJD codes allocated.

Note: The format of this data set is set out in the Annex: "Format of Data Files" at section 1.3.

SGJAS will send the data set 1.3 to Police Scotland **within 5 working days**.

If a new ISCJIS charge code has been allocated an SEJD code of 'M', this means that the list of charge codes requiring a modifier, held in EXCEL spreadsheet format, will also be updated. On the occasions when this happens, an updated version of this spreadsheet will be sent to Police Scotland at the same time as the data set 1.3.

Action of Police Scotland on receipt of data sets 1.3 each month

Police Scotland on receipt of the data set 1.5 from SGJAS will **immediately** transmit it by e-mail to the 8 **nominated** police force representatives **only**. Forces should therefore be in a position to load the SEJD mappings for the new charge codes into their information systems for use **in the second full calendar week** in each calendar month.

"FAST PATH" PROCEDURES

NB: "Fast path" procedures will only be justified in cases, which are "Custody", "Undertaking" or "Time Bar".

Action of Crown Office on receipt of "fast path" request for new ISCJIS code

As with the normal procedure, Crown Office Policy Group will examine the request for a new code and check the legislation. They will decide whether a new code is justified or consider an alternative.

If a new code is not ***REGARDED AS APPROPRIATE***, Crown Office will ***ADVISE*** the agency requesting the code directly, explaining any problem and proposing alternative action.

If ***ACCEPTED***, Crown Office Policy Group will prepare the requested new code and associated style. This will be carried out at a speed commensurate with the urgency of request – in a matter of hours, if necessary.

The new charge code and associated style will be copied to Police Scotland for immediate transmission to all criminal justice agencies.

Crown Office will add the new code and style to the Charge Codes and Charge Styles data sets to be sent to Police Scotland in the first full week of the following calendar month and procedures thereon will follow the normal procedure.

Forces and other agencies should therefore be in a position to load "fast track" charge codes and styles into their information systems for use within the timescale required. However, forces will not be in a position to load the SEJD mappings for these new charge codes into their information systems until **the second full calendar week** in the following calendar month.

"STATISTICAL APPLICATION" TO ASSIST POLICE FORCES COMPILE THEIR QUARTERLY MKQ DATA AND COLLATE STATISTICS FOR INTERNAL INTELLIGENCE PURPOSES

In some police forces, the SEJD codes associated with the ISCJIS charge codes are not held within the force information system. This means that the information system can only provide counts of crimes recorded and crimes cleared up by ISCJIS charge code. To assist such forces in the production of their MKQ returns (by SEJD code) each quarter and to collate statistics meaningful for their internal intelligence purposes, SEJD is developing an "application" which converts counts by ISCJIS charge code to counts by SEJD code or SEJD code groupings. So far, only Fife Constabulary requires to use this application but other forces may also require it as they become ISCJIS compliant.

Intrinsic in this application is the mapping of an SEJD code for each (permitted) ISCJIS charge code/modifier combination. Through the protocols described above, these mappings will be updated monthly. However, MKQ returns are required only on a quarterly basis. SGJAS will therefore supply force statistical officers, copied to Police Scotland, with the information needed to update the application **in the final fortnight of each quarter**.

SGJAS will include with this information a copy of the ISCJIS charge code list used in the application, sorted by the associated SEJD code and the list of modifiers with associated SEJD code mappings. Forces will be able, if they wish, to use this list as a check that they are holding a consistent list of charge codes in their information systems.

The Charge Code Spreadsheet containing SEJD codes, charge codes and modifers is available on the Scottish Government website at:

http://www.scotland.gov.uk/Topics/Statistics/Browse/Crime-Justice/DataSource

Annex 6 – Format of Data Files

This section describes the format of data within each of the data files. All files will be text files with no column headings.

1.1 Charge Codes

The fields in these records are separated by "@" signs. There will be no "quotes" within this file. Each record contains the following fields:

Field Name	Comments
Charge Code	Must be 16 characters with no spaces or the record will be rejected.
Charge Type	Up to 2 characters this is used by Crown Office
Search Description	Up to 60 characters
Effective Date	8 digits (ddmmyyyy) mandatory
Inactive Date	8 digits (ddmmyyyy) or empty. If value is supplied the Charge should no longer be used. It is effectively deleted.
Endorsable	Up to 1 character ('Y' if endorsable, otherwise 'N')
Act	Up to 104 characters
Section	Up to 16 characters
Description	Section narrative – Up to 120 characters
UPDATE VERSION	This will show 'Original' or Month/Year of change
Changed	Will be "" or "new" or amended". Charges that are 'deleted' will be marked "amended" as the inactive date has changed from 'blank' to a value.

Example records:

0ABD000000000000@CL@Abduction@@@@Abduction@@Abduction@November 1999@new
0ASS000000000000@@Assault@@@@Assault@@Assault@Original@
0BOP000000000000@X@Breach of the Peace@@@@Breach of the Peace@@Breach of the Peace@November 1999@amended

1.2 Charge Styles

This file contains the charge style for every charge code. Each record can contain up to 600 characters of charge style text. If the charge style requires more than 600 characters then this is handled by using consecutive records with ascending sequence numbers.

In this file, the fields are separated by "@" signs and the Charge Text will be surrounded with "quotes":

Field Name	Comments
Charge Code	Must be 16 characters
Sequence Numbers	3 digits
Charge text	An opening double quotes followed by up to 600 characters and a closing double quotes.

NOTE: Charges Styles will only be sent when these have been added or amended. Consequently, there is no requirement to put a version ID on the data sent

Example records:

0AED000000000000@001@"on [OFFDATE:TYPE OFFENCE DATE] at [LOCUS:TYPE LOCUS] you [ACCNAME:TYPE ACCUSED NAME] did assault [NAME:TYPE VICTIM NAME], [ADDRESS:TYPE VICTIM ADDRESS] and did [DETAILS:TYPE DETAILS OF EXPLOSIVE DEVICE]"

RTA0198801640205@001@"on [OFFDATE:TYPE OFFENCE DATE] at [LOCUS:TYPE LOCUS] you [ACCNAME:TYPE ACCUSED NAME] being a person whom a [RANK:TYPE RANK] had reasonable cause to believe was supervising the holder of a provisional licence while driving at a time when an accident occurred owing to the presence of a motor vehicle namely motor [VEH:TYPE KIND OF VEHICLE] registered number [REGNO:TYPE REGISTERED NUMBER] on a road, namely [DETAILS:TYPE NAME OF ROAD] and on being required by said [RANK:TYPE RANK], namely [NAME:TYPE NAME], [RANK:TYPE RANK], [FORCE:TYPE POLICE OFFICE] to state your date of birth you did "RTA0198801640205@002@"fail to do so; CONTRARY to the Road Traffic Act 1988, Section 164(2) and (6) as amended"

NOTE: The above example indicates a file containing 3 records. The blank lines have been included for readability. Variable always consist of open square bracket, a word, a colon, other word(s) and a closing square bracket as indicated in the examples.

1.3 Update Guide

This file describes the layout of the complimentary Information file that will accompany Charge Code updates from the April 2001 update. This file has been introduced following the acceptance of the revised protocol for introducing Charge Code/Style updates.

The layout for each item in the information file will be:-
SECU198500040000 (*1)* Both(*2)* Amendment(*3)* Modified the [CHOICE] and [CHOICE2] tags.(*4)*
Security for Private Road Works (Scotland) Regulations 1985 Commence building works before consent obt/security prov/two weeks before written notice of intention(*5)*

Explanation

(1) This is the Charge Code

(2) This indicates what has been changed
Both = Charge Code & Style
Code = Charge Code only
Style = Charge Style only

(3) This indicates the nature of the change
Amendment = an existing item has been altered
Deletion = an existing item now has an 'Inactive Date'

Insertion = this is a new item

(4) This narrative details what has changed and provides additional information.

(5) This is a copy of the Section Narrative to assist the proper identification of the Charge Code.

The information file will be output in the following order:-

1 Changes affecting Charge Code & Style (i.e. both)
2 Within that Amendments, followed by Deletions, and finally Insertions
3 Changes affecting Charge Code only
4 Within that Amendments, followed by Deletions, and finally Insertions
5 Changes affecting Charge Styles only
6 Within that Amendments, followed by Deletions, and finally Insertions

Annex 7 - PROTOCOL FOR FILE NAMES FOR PASSING BETWEEN CRIMINAL JUSTICE ORGANISATIONS

There is a tri-lateral convention as follows:

PF Office ID (2 chars) (eg AB = Aberdeen, full list in standards manual)
Origin (3 chars) (eg PFS = Proc. Fiscal, SCS = Scottish Court Service)
Court ID (4 chars) (eg 9456 = Dundee District)
Date/time (14 chars) DDMMYYYYHHMMSS

Files from the police should contain their agency ID in the "origin" part (e.g. PTP for Tayside).

Example: ABPFS9456DDMMYYYYMMSS

Annex 8 - FILE NAMING CONVENTION FOR CHARGE CODE UPDATES

Charge codes: yyymmcd.txt
Charge style: yyymmst.txt

Annex 9 - DEVELOPMENT OF DOCUMENT HEADERS FOR RETURN DATA TO ISCJIS PARTNERS

JSITS STANDARDS FOR SUBJECT HEADERS

Outgoing Files

court file

Office Code	(2)
PFS, PFD, PFH(3)	
Court id	(5)
DDMMYYYY	(6)
SSSSSS	(6)
.SCRO	(5)

Examples

EDPFS974114062007385660

EDPFS97411406200738566.SCRO104249

EDPFD947820062007686300

EDPFD94782006200768630.SCRO190435

SCS have asked that the court id be "packed" to 5 characters. Add a 1 to the end of each court id. These below do not need packed.

EDPFH0901A04072007702840 EDPFH0901A0407200770284.SCRO193203

HMPFS9772Y08062007353240 HMPFS9772Y0806200735324.SCRO094851

non court file

Office Code	(2)
PND	(3)
Court id	(5)
DDMMYYYY	(6)
SSSSSS	(6)
.SCRO	(5)

Examples

In a Non Unified court the sending office and receipting court id are used.

EDPND9518112062007190435 EDPND9518112062007.SCRO190435

In a Unified court we will use the generic office code CO and court id of 9999.

COPND9999112062007190435 EDPND9518112062007.SCRO190435

Direct Measures Document

Office Code	(2)
Doc	(3)
Court id	(5)
Case num	(10)
SUBJSEQ	(3)
DDMMYYYY	(6)
SSSSSS	(6)

Example: EDDOC9741ED07003847001140620071105 30

SCRO files only

Rollup

Office Code	(2)
DDMMYYYY	(6)
.ROLL	(5)
SSSSSS	(6)

Example: ED12062007.ROLL190435

Nopro

Office Code	(2)
DDMMYYYY	(6)
.NOPRO	(6)
SSSSSS	(6)

Example: ED12062007.NOPRO190435

BATCH REPORTS

These reports are only submitted to the police. The key elements that the police want is that all requests are submitted as individual items each with their own subject header.

The format will have the following structure:-

OOPFSDOCTAGENCY REFDDMMYYYYROUNIQREFN

Where OO = The Fiscal Office Code for the sending office
PFS = Static value to signify a message from the Procurator Fiscal service
DOCT = Type of document being sent
AGENCY REF = Lead Incident Number (will not be required for some documents)
DDMMYYYY = required by (will not be required for some documents)
ROURN = Reporting Officer Unique Reference Number (will not be required for some documents

MISCELANEOUS MEMOS

This is perhaps the most difficult area to address because the originator types the subject header. I do not think that it is reasonable to ask out staff to lookup then type the Lead Incident Number. Consequently, the best that we can do would be:-

OOPFSMEMCASE NUMBER

Where OO = The Fiscal Office Code for the sending office
PFS = Static value to signify a message from the Procurator Fiscal service
MEM = Memo (There is scope to add different document types)
Case Number = Fiscal's Case Number

OUTGOING FILES TO SCRA

This replicates the COPFS implementation of their 2 digit office code. The ISCJIS Email Header, for SPR Reports, is currently constructed in two elements (i.e. OODOC) where:-

OO = A valid Procurator Fiscal Office code;
DOC = A valid ISCJIS Document Type

SCRA will use the OO for sending to a valid SCRA Office. Therefore to decipher whether the code relates to a COPFS office or an SCRA office it will be necessary to examine the 'Sent to' field of the email.

This obviously means that when the when there is an ISCJIS Core: Sent To Type of 'Joint' or 'Both', two separate SPR2s must be produced each with the appropriate ISCJIS Email Header.

Examples

Email sent to COPFS only

A Sheriff Custody Report to be sent to COPFS City of Aberdeen Office only will require the following ISCJIS Email Header

ABSCR

Where AB will be the 2 digit code for the COPFS City of Aberdeen office

ISCJISCore:SentToType: Fiscal

Email sent to SCRA only

A Youth Custody Report to be sent to SCRA City of Aberdeen office only will require the following ISCJIS Email Header

22YCR

Where 22 is the 2 digit code for the SCRA City of Aberdeen office (as indicated in the 2 digit codes above)

ISCJISCore:SentToType: SCRA

Email sent to SCRA and COPFS

A Standard Prosecution report relating to a City of Aberdeen case, which has the accused as both an adult and a juvenile, then two distinct SPR2's are required to be sent.

1) The report sent to COPFS City of Aberdeen Office only will require the following ISCJIS Email Header

ABSPR

Where AB will be the 2 digit code for the COPFS City of Aberdeen office

ISCJISCore:SentToType: Both (or could be joint)

2) The report sent to SCRA City of Aberdeen Office only will require the following ISCJIS Email Header

22SPR

Where 22 is the 2 digit code for the SCRA City of Aberdeen office.

ISCJISCore:SentToType: Both (or could be joint)

Annex 10 - INDIVIDUAL MAIL TO THE POLICE

The following is a list of the codes used to identify the individual request files sent from the Procurator Fiscals Standard Office System (SOS) to the police systems.

NAME	DESCRIPTION
FSPC	Petition Custody
FSPB	Petition Bail
FSSC	Summary Custody or High profile
FSSB	Summary Bail/Ordained
FSTN	Full Statement Not Guilty – Accused has pled Not Guilty and Fiscal has requested full statements for **all Accused on all Charges**
PSTN	Partial Statement Not Guilty – Accused has pled Not Guilty and Fiscal has requested full statements for **Accused and Charges listed at A:**
FSTM	Full Statement Marking –Fiscal has requested full statements for **all Accused on all Charges** prior to marking the case
PSTM	Full Statement Marking –Fiscal has requested full statements for **Accused and Charges listed at A:** prior to marking the case
FSPT	Full Statement Petition –Fiscal has requested full statements for **all Accused on all Charges** for a Petition case
PSPT	Full Statement Petition –Fiscal has requested full statements for **Accused and Charges listed at A:** for a Petition case
FSRN	Full Statement Not Guilty – Accused has pled Not Guilty and Fiscal has requested full statements for **all Accused on all Charges**. Reminder that statements are due following week and have not been received.
PSRN	Partial Statement Not Guilty – Accused has pled Not Guilty and Fiscal has requested full statements for **Accused and Charges listed at A:** Reminder that statements are due following week and have not been received.
FSRM	Full Statement Marking –Fiscal has requested full statements for **all Accused on all Charges** prior to marking the case. Reminder that statements are due following week and have not been received.
PSRM	Full Statement Marking –Fiscal has requested full statements for **Accused and Charges listed at A:** prior to marking the case. Reminder that statements are due following week and have not been received.
FSLN	Full Statement Not Guilty – Accused has pled Not Guilty and Fiscal has requested full statements for **all Accused on all Charges**. Notification that the statements have not been received by the due date.
PSLN	Partial Statement Not Guilty – Accused has pled Not Guilty and Fiscal has requested full statements for **Accused and Charges listed at A:** Notification that the statements have not been received by the due date.
FSLM	Full Statement Marking –Fiscal has requested full statements for **all Accused on all Charges** prior to marking the case. Notification that the statements have not been received by the due date.
PSLM	Full Statement Marking –Fiscal has requested full statements for **Accused and Charges listed at A:** prior to marking the case. Notification that the statements have not been received by the due date.
FSLT	Full Statement Petition –Fiscal has requested full statements for **all**

NAME	DESCRIPTION
	Accused on all Charges for a Petition case. Notification that the statements have not been received by the due date.
PSLT	Full Statement Petition –Fiscal has requested full statements for **Accused and Charges listed at A:** for a Petition case. Notification that the statements have not been received by the due date.
FORC	Bail Order Cancellation – Notification that the Fiscal has terminated proceedings for the Accused on the notified case and that the Bail Conditions associated for the Accused on this case have been cancelled.
GOOD	A request for a Good Behaviour report for Accused
GORD	A request for a Good Behaviour report for Accused. Reminder that Good Behaviour report is due the following week and has not been received.
GOLD	A request for a Good Behaviour report for Accused. Notification that the Good Behaviour Report has not been received by the due date.

In addition to the Individual requests the following batch files are sent: -

NAME	DESCRIPTION
GGRC	Daily Case Receipt list
FSRC	Daily Witness Receipt List
CHNP	Monthly list of Charges closed where Subject has no S Number
NPRO	Monthly list of Cases closed where Subject has no S Number
FINE	Monthly Fine Paid report

Annex 11 – Offence Aggravations Combination Codes

Procedure for Obtaining a new Aggravation Combination Code
This process assumes the SPR will be the first point of failure whereas in reality it will be the entry onto CHS by a force Records Office. This is because CHS must be updated first before a SPR is submitted to COPFS.

1. Where an update to /creation of a CHS record fails due to the aggravator string not being recognised the operator will
2. Establish that the characters provided are accurate and thereafter contact the CHS Service Desk.
3. CHS will investigate to determine if the code is not missing or inactive
4. Where it is recognised that the string requires a new code then the CHS Service Desk will submit a request to COPFS Help Desk at helpdesk2@copfs.gsi.gov.uk
5. COPFS helpdesk will investigate and if needed will create the new code and advise the CHS Service Desk of the new code and also inform JSITS to get the value added to the list of combination codes held in the Data Standards Manual.
6. The CHS Service Desk will cause the CHS list to be updated and thereafter notify the relevant force Records Office. They will hold a full list of aggravator codes and be contacted at service.desk@spsa.pnn.police.uk or telephone 0141-585-8333
7. The force Records Office will thereafter progress the record update/creation of the affected record.

This creates a single point of contact with police to CHS and CHS to COPFS. It also addresses the need for the string rejection to be explored at the first stage of failure on a 24/7 basis.

Annex 12 - FILE FORMATS SUPPORTED BY THE COURTROOM PC MEDIA CODEX

Microsoft Word (.doc, .rtf, .txt)
Microsoft PowerPoint (.ppt, .pps)
Microsoft Excel (.xls)
Portable Document Format (.PDF)

Graphics (Xnview):

ADEX	img,rle
AIM Grey Scale	ima,im
ARF	arf
AT&T Group 4	att
Access	g4
Aces200	ace
Acorn Sprite	
Adobe Illustrator	ai
Adobe PhotoParade	php
Adobe Photoshop	psd
Advanced Art Studio	ocp,art,pic
AirNav	anv
Alias Image File	pix,als,alias
Alpha Microsystems BMP	bmp
Amapi	2d
Amica Paint	ami,[b]
Amiga IFF	iff,blk
Amiga icon	info
Amstrad Cpc Screen	
Andrew Toolkit raster object	atk
Apollo HDRU	hdru,hdr
ArcInfo Binary	hdr
Art Director	art
Artisan	art
Artist 64	a64
Astronomical Research Network	arn
Aurora	sim
Auto F/X	afx
Autocad CAD-Camera	img
AutoCAD DXF	dxf
AutoCAD DWG	dwg
Autodesk Animator	fli,flc
Autodesk SKETCH thumbnail	skf
Autodesk SketchUp component	skp
Autologic	gm,gm2,gm4
Award Bios Logo	epa
Axialis Screensaver	ssp
B3D (images)	b3d
BFLI	bfl,bfli
BMF	bmf
BYU SIR	sir
Bfx Bitware	bfx
Bio-Rad confocal	pic

Blazing Paddles	pi
Bob Raytracer	bob
Brooktrout 301	brk,301,brt
Buttonz & Tilez texture	til
byLight	bif
CALS Raster	cal,cals
CDU Paint	cdu
CMU Window Manager	cmu
CP8 256 Gray Scale	cp8
Calamus	cpi,crg
Canon Navigator Fax	can
Canon PowerShot	crw
Cartes Michelin	big
Casio QV-10/100 Camera	cam
Chinon ES-1000 digital camera	cmt
Cloe Ray-Tracer	clo,cloe
ColoRIX	rix,sci,scx,sc?
CompW	wlm
CompuServe GIF	gif,giff
Computer Eyes, Digital Vision	ce
ComputerEyes Raw	ce1,ce2
Core IDC	idc
Corel Draw Bitmap (preview)	cdr
Corel Draw Pattern (preview)	pat
Corel Flow	bmf
Corel Metafile Exchange (preview)	cmx
Corel PhotoPaint 6.0	cpt
CoverDesigner	ncd
CoverDesigner Template	nct
DBW Render	
DIV Game Studio Map	map
DIV Game Studio Multi Map	fpg
DKB Ray-Tracer	dis
DPX	dpx
Dali Raw	sd0,sd1,sd2
Datacopy	img
Degas & Degas Elite	pi1,pc1,pi2, pc2,pi3,pc3, pi4,pi5,pi6
Deluxe Paint, Electronic Arts	lbm,ilbm
Dicom	dcm,acr
Digital F/X	tdim
Digital Research (GEM Paint)	img,gem
Discorp CMP Image	cmp
DjVu	djvu,djv,iw4
Doodle Atari	doo
Doodle C64	dd
Doodle C64 (Compressed)	jj
Dr Halo	cut
Draz Paint	drz
EA Sports FSH	fsh
EPS Interchange Format	epi
ERI-chan (Entis Rasterized Image)	eri
ESM Software Pix	pix
Ecchi	ecc
Eclipse	tile

Edmics	c4
Electric Image	ei,eidi
Embroidery	bmc
Encapsulated Postscript(Preview)	eps
Enhance Simplex	esm
Eroiica	eif
Enhanced Compressed Wavelet	ecw
Explore (TDI) & Maya	tdi,iff
FIF (Iterated System)	fif
FIT	fit
Fax Group 3	g3,fax
Fenix Map	map
Fenix Multi Map	fpg
Flash Image	fi
FlashPix Format	fpx
Flexible Image Transport System	fts,fits,fit
Fuzzy bitmap	fbm,cbm
GeoPaint	geo
Gfa Raytrace	sul
Gimp Bitmap	xcf
Gimp Brush	gbr
Gimp Icon	ico
Gimp Pattern	pat
GoDot	4bt,4bit,clp
HF	hf
HP-48/49 GROB	gro,grb
HRU	hru
HSI Raw	raw
Half-Life Model	mdl
Hayes JTFax	jtf
Hemera Photo Image	hpi
Hemera Thumbs	hta
Heretic II MipMap	m8
Hi-Eddi	hed
Hires C64	hir
Homeworld Texture	lif
HPGL/2	plt, hgl, hg, hpg, plo, hp, hp1, hp2, hpgl, hpgl2, gl2, prn, spl
IBM Kips	kps
IBM Printer Page Segment	pse
IM5 (Visilog)	im5
IMNET Image	imt
IOCA	ica,ioca
ISS	iss
Icon Library	icl
Image Capture Board	icb
Image Magick file	mif,miff
Image Speeder	ish
Image System (Hires)	ish
Image System (Multicolor)	ism
Image Systems RLC2 Graphic	rlc
ImageLab	b&w,b_w
Imaging Fax	g3n
Imaging Technology	img
Img Software Set	img

Inshape	iim
InterPaint (Hires)	iph
InterPaint (Multicolor)	ipt
Intergraph Format	itg,cit,rle
Interleaf	iimg
Iris CT	ct
Iris graphic	iris
J Wavelet Image Codec	wic
JBIG	jbg,bie,jbig
JPEG / JFIF	jpg,jpeg,jif,jfif,J,jpe
JPEG-2000 Code Stream	jpc
JPEG-2000 JP2 File Format	jp2,j2k,jpx
JPEG-LS	jls
Jeff's Image Format	jif
Jovian VI	vi
Jpeg Network Graphics	jng
JustButtons animated bitmap	btn
Khoros Visualization Image file	vif,viff,xv
KinuPix Skin	thb
Kiss Cel	cel
Koala Paint	koa
Koala Paint (Compressed)	gg
Kodak Cineon	cin
Kodak DC120 Digital Camera	kdc
Kodak DC25 Camera	k25
Kodak Photo CD	pcd
Kofax Group 4	kfx
Konica Camera File	kqp
LSS16	16
LView Pro	lvp
LaserData	lda
Light Work Image	lwi
LucasFilm Format	lff
Lumena CEL	cel
LuraDocument Format	ldf
LuraWave Format	lwf
LuraWave JPEG-2000 Code Stream	jpc
LuraWave JPEG-2000 Format	jp2,j2k,jpx
MAGIchan Graphics	mag
MGI Photosuite Project	pzp
MGR bitmap	mgr
MTV Ray-Tracer	mtv
Mac Paint	mac,mpnt,macp,pntg,pnt,paint
Macintosh Quickdraw/Pict	pic,pict,pict2, pct
Maggi Hairstyles & Cosmetics	fff
Male MRI	pd,t1,t2
Male Normal CT	fre
Marks Russel File	mrf
Mavica	411
Maw-Ware Textures	mtx
Mayura Draw	pdx
MegaPaint	bld
Megalux Frame	frm
Micro Dynamics MARS	pbt
Micro Illustrator Uncompressed	mil

Micrografx Picture Publisher 4.0	pp4
Micrografx Picture Publisher 5.0	pp5
Microsoft Paint	msp
Microtek Eyestar	img
Mindjongg Format	ipg
MonkeyCard	pdb
MonkeyLogo	pdb
MrSid	sid
Msx 2 Screen	sc2
Multiple Network Graphics	mng
Multiple Network Graphics	mng
NCR Image	ncr
NIST ihdr	pct
National Imagery Transmission	nitf
NeoBook Cartoon	car
Neochrome (ST & TT)	neo
Neopaint Mask	npm
Neopaint Stamp	stw
Nikon D1 digital camera	nef
Nokia Group Graphics	ngg
Nokia Logo File	nlm
Nokia Operator Logo	nol
Nokia OTA bitmap	otb
OAZ Fax	oaz
OS/2 Bitmap	bmp,bga
Olicom Fax	ofx
Open Image Library Format	oil
Optigraphics	cft
Optigraphics Tiled	ttf
Optocat	abs
Oric Hires	hir
Oric TAP	tap
Os/2 Warp	bga
PABX background	pix
PC Paint / Pictor Page	pic,clp
PCO	b16
PM	pm
PWC	pwc
Page Control Language	pcl
Paint Magic	pmg
PaintShopPro Browser Cache File	jbf
PaintShopPro Frame	pfr
PaintShopPro Image	psp
PaintShopPro Mask	msk
PaintShopPro Pattern	pat
PaintShopPro Picture Tube	tub
PaintShopPro Texture	tex
Palm Pilot	pdb
Pegs	pxs,pxa
Pfs Art Publisher	art
Photo Deluxe	pdd,pdb
PhotoFantasy Image	fsy
PhotoFrame	frm
PhotoStudio File	psf
PhotoStudio Stamp	stm

Photomatrix	cat
Pict2	p2
Photopaint Image	apx
Picasso 64	p64
Picture Gear Pocket	prc
Pixar picture file	pic,pxr,picio, pixar
Pixel Power Collage	ib7,i17,i18, if9
Pixia	pxa
Pixibox	pxb
Planetary Data System	pds,img
Playback Bitmap Sequence	bms
Pocket PC Bitmap	2bp
Polychrome Recursive Format	prf
Portable Bitmap	pbm,rpbm
Portable Document Format	pdf
Portable Greyscale	pgm,rpgm
Portable Image	pnm,rpnm,pbm, rpbm,pgm,rpgm, ppm,rppm
Portable Network Graphics	png
Portable Pixmap	ppm,rppm
Portfolio Graphics	pgf
Portfolio Graphics Compressed	pgc
Portrait	cvp
Poser Bump	bum
Postscript	ps,eps
PowerPoint (images)	pps
PowerPoint Presentation (images)	ppt
Printfox/Pagefox	bs,pg,gb
Prisms	pri
Psion Series 3 Bitmap	pic
Psion Series 5 Bitmap	mbm
Punk Productions Picture	ppp
Puzzle	pzl
Q0	q0,rgb
Qdv (Random Dot Software)	qdv
Qrt Ray-Tracer	qrt
Quake Texture	wal
Quantel VPB	vpb
RIPTerm Image	icn
Radiance	rad,img,pic
Rainbow Painter	rp
Raw	raw,gry,grey
Rayshade	pic
Red Storm File Format	rsb
Ricoh Digital Camera	j6i
Ricoh Fax	001
Ricoh IS30	pig
RunPaint (Multicolor)	rpm
SBIG CCD camera ST-4	st4
SBIG CCD camera ST-X	stx,st4,st5, st6,st7,st8
SPOT	dat
Saracen Paint	sar
SciFax	sci
SciTex Continuous Tone	sct,ct
Seattle Film Works	sfw

Seattle Film Works multi-image	pwp,sfw
SecretPhotos puzzle	xp0
Sega SJ-1 DIGIO	sj1
Sharp GPB	img
Silicon Graphics RGB	rgb,rgba,bw, iris,sgi
Skantek	skn
Slow Scan Television	hrz
SmartDraw 6 template	sdt
SmartFax	001
SmoothMove Pan Viewer	pan
Softimage	pic,si
Solitaire Image Recorder	sir
Sony DSC-F1 Cyber-shot	pmp
Sony Playstation TIM	tim
Spectrum 512	spu
Spectrum 512 (Compressed)	spc
Spectrum 512 (Smooshed)	sps
SriSun	ssi
Stad	pic,pac,seq
Star Office Gallery	sdg
Starbase	img
Stardent AVS X	x,avs,mbfs, mbfavs
Starlight Xpress SX 500x291 RAW	
Stereo Image	jps
Structured Fax Format	sff
Sun Icon/Cursor	icon,cursor,ico,pr
Sun Rasterfile	ras,rast,sun, sr,scr,rs
Sun TAAC file	iff,vff,suniff, taac
Synthetic Universe	syn,synu
TG4	tg4
TI Bitmap	92i,73i,82i, 83i,85i,86i, 89i
TIFF Revision 6	tif,tim,tiff
TRS 80	hr
TealPaint	pdb
Thumbnail	tnl
Tiny	tny,tn1,tn2,tn3
Total Annihilation	gaf
Truevision Targa	tga,targa,pix, bpx,ivb
Ulead Pattern	pst
Ulead PhotoImpact	upi
Ulead Texture	pe4
Usenix FaceServer	fac,face
Utah raster image	rle,urt
VITec	vit
VRML2	wrl
Verity	vif
Vicar	vic,vicar,img
Vidcom 64	vid
Video Display Adapter	vda
Vista	vst
Vivid Ray-Tracer	img
Vort	pix
Vue d'esprit	vob
WAD (Half Life)	wad
WaveL	iwc

Wavefront Raster file	rla,rlb
WebShots	wbc,wbz
WhyPic	ypc
WinFAX	fxs,fxo,wfx
WinMIPS	pic
Windows & Aldus Metafile	wmf
Windows Animated Cursor	ani
Windows Bitmap	bmp,rle,vga, rl4,rl8,sys
Windows Clipboard	clp
Windows Cursor	cur
Windows DIB	dib
Windows Enhanced Metafile	emf
Windows Icon	ico
Wireless Bitmap (level 0)	wbmp,wbm,wap
Word Perfect Graphics	wpg
X Windows System dump	xwd,x11
X11 Bitmap	xbm,bm
X11 Pixmap	xpm,pm
XV Visual Schnauzer	p7
Xara (images)	xar
Xerox DIFF	xif
Ximage	xim
Xionics SMP	smp
YUV 16Bits	yuv,qtl,uyvy
YUV 16Bits Interleaved	yuv,qtl,uyvy
YUV 4:1:1	yuv,qtl
YUV 4:2:2	yuv,qtl
YUV 4:4:4	yuv,qtl
ZX Spectrum Hobetta	$s,$c,!s
ZX Spectrum Snapshot	sna
ZX Spectrum standard screen	scr
ZZ Rough	rgh
Zoner Callisto Metafile (preview)	zmf
Zoner Zebra Metafile (preview)	zbr
Zsoft Multi-page Paintbrush	dcx
Zsoft Publisher's Paintbrush	pcx,pcc,dcx

Audio/Video/Graphics (Quicktime)

3DMF (Mac OS 9 & Windows)
3GPP
3GPP2
AIFF
AMC
AMR
Animated GIF
AU
Audio CD Data (Mac OS 9)
AVI
BMP
CAF (Mac OS X)
Cubic VR
DLS
DV
FLC

GIF
GSM
JPEG/JFIF
Karaoke
MacPaint
MIDI
MPEG-1
MP3 (MPEG-1, Layer 3)
M3U (MP3 Playlist files)
MPEG-2**
MPEG-4
MQV
M4A, M4B, M4P (iTunes 4 audio), M4V (iTunes video)
PDF (Mac OS X)
Photoshop*
PICS
PICT
PLS
PNG
Quartz Composer Composition (Mac OS X)
QCP (Mac OS 9 & Windows)
QuickTime Image File
QuickTime Movie
SD2 (Mac OS 9 & Windows)
SDP
SDV
SF2 (SoundFont 2)
SGI
SMIL
Targa
Text
TIFF*
TIFF Fax
VDU (Sony Video Disk Unit)
Virtual Reality (VR)
Wave

Audio/Video (Windows Media Player)

Advanced Systems Format (.asf)
Audio Visual Interleave (.avi)
Audio for Windows (.wav)
Microsoft® Digital Video Recording (.dvr-ms)
Windows Media Audio (.wma)
Windows Media Video (.wmv, .wm)
Advanced Stream Redirector (.asx)
Windows Media Audio Redirector (.wax)
Windows Media Download Package (.wmd)
Windows Media Player Playlist (.wpl)
Windows Media Redirector (.wmx)
Windows Media Video Redirector (.wvx)
MPEG-1 (.mpeg, .mpg, .m1v)
MPEG Audio Layer III (.mp3)
MPEG Audio Layer II (.mp2, .mpa)
Metafile Playlist (.m3u)
Audio Interchange File Format (.aif, .aifc, .aiff)
CD Audio Track (.cda)

Musical Instrument Digital Interface (.mid, .midi, .rmi)
Sun Microsystems and NeXT (.au, .snd)

Audio/Video (VLC)

3GP, ASF, AVI, FLV, MKV, QuickTime, MP4, Ogg, OGM, WAV, MPEG-2 (ES, PS, TS, PVA, MP3), AIFF, Raw audio, Raw DV, MXF, VOB.
Video formats
Cinepak, DV, H.263, H.264/MPEG-4 AVC, HuffYUV, Indeo 3,[16] MJPEG, MPEG-1, MPEG-2, MPEG-4 Part 2, WMV.

The XP Codec Pack is also installed and provides the following "filters" to enable other software to increase the number of supported file types…

AC3Filter 1.51a
AVI Splitter 1.0.0.9
CDXA Reader 1.0.0.2
CoreAAC (AAC DirectShow Decoder) 1.2.0
CoreFlac Decoder 0.4
FFDShow MPEG-4 Video Decoder 2008.12.19
GPL MPEG-1/2 Decoder 0.1.2.0
Matroska Splitter 1.0.3.0
Media Player Classic 6.4.9.1
OggSplitter/CoreVorbis 1.1.0.79
RealMedia Splitter 1.0.1.2
RadLight MPC Filter 1.0.0.4
RadLight APE Filter 1.0.0.4
RadLight OFR Filter 1.0.0.4
RadLight TTA Filter 1.0.0.2
The Codec Detective 2.0
VSFilter (DirectVobSub) 2.39

Annex 13 – Scottish Offence Modifiers

Offence modifiers are the code for a crime or offence which provides additional information for the specific incident as opposed to the actual charge. This document contains all of the offence modifiers which are currently in use in the Scottish justice system.

The offence modifiers in this document are grouped as follows:

A	***For Class A Drugs***
B	***For Class B Drugs***
C	***For Class C Drugs***
D	***For Psychoactive Substances***
W	***For Weapons***
F	***For Fixed Penalty Notices***
S	***For Sexual Offences***
T	***For Football Offences***
G	***For Service Animals***

Where there is no modifier, the following code should be used:

CODE	Description
0000	No Modifier

A - Class A Drugs

CODE	Description
A001	1-Methyl-4-phenylpiperidine-4-carboxylic acid
A002	2,5-Dimethoxy-a,4-dimethylphenethylamine
A003	2-Methyl-3-morpholino-1,1-diphenylpropanecarboxylic acid
A004	4-Bromo-2,5-dimethoxy-methylphenethylamine
A005	4-Cyano-1-methyl-4phenylpiperidine
A006	4-Cyano-2-dimethylamino-4,4-diphenylbutane
A007	4-Methyl-aminorex
A008	4-Phenylpiperidine-4-carboxylic acid athyl ester
A009	Acetorphine
A010	Alfentanil (Rapifen)
A011	Allylprodine
A012	Alphacetylmethadol
A013	Alphameprodine
A014	Alphamethadol
A015	Alphaprodine
A016	Anileridine
A017	Benzethidine
A018	Benzylmorphine (3-benzylmorphine)
A019	Betacetylmethadol
A020	Betameprodine
A021	Betamethadol
A022	Betaprodine
A023	Bezitramide
A024	Bufotenine
A025	Cannabinol
A026	Cannabinol Derivatives
A027	Carfentanil
A028	Clonitazene
A029	Coca leaf
A030	Cocaine
A031	Desomorphine
A032	Dextromoramide
A033	Diamorphine (Heroin)
A034	Diampromide
A035	Diethylthiambutene
A036	Difenoxin (diphenylpropyl) phenylpiperdine-4-carboxylic acid
A037	Dihydrocodienone carboxymethyloxime
A038	Dihydromorphine
A039	Dimenoxadole
A040	Dimepheptanol
A041	Dimethylthiambutene
A042	Dioxaphethyl butyrate
A043	Diphenoxylate
A044	Dipipanone
A045	Drotebanol (3,4-dimethoxy-17-methylmorphinan-6B, 14-diol)
A046	Ecgonine
A047	Ecstasy
A048	Ethylmethylthiambutene
A049	Eticyclidine

A050	Etonitazene
A051	Etorphine
A052	Etoxeridine
A053	Etryptamine
A054	Fentanyl
A055	Furethidine
A056	Hydrocodone
A057	Hydromorphinol
A058	Hydromorphone
A059	Hydroxypethidine
A060	Isomethadone
A061	Ketobemidone
A062	Levomethorphan
A063	Levomoramide
A064	Levophenacylmorphan
A065	Levorphanol
A066	Lofentanil
A067	Lysergamide
A068	Lysergide
A069	Mescaline
A070	Metazocine
A071	Methadone
A072	Methadyl acetate
A073	Methyldesorphine
A074	Methyldihydromorphine (6-methyldihydromorphine)
A075	Metopon
A076	Morpheridine
A077	Morphine
A078	Morphine methobromide
A079	Morphine N-oxide
A080	Myrophine
A081	N,N-diethyltryptamine
A082	N,N-dimethyltryptamine
A083	N-alkyl derivatives of lysergamide
A084	N-Hydroxy-tenamphetamine
A085	N-methyl-1(1,3-benzodioxol-5-yl)-2-butanamine
A086	Nicomorphine
A087	Noracymethadol
A088	Norlevorphanol
A089	Normethadone
A090	Normorphine
A091	Norpipanone
A092	Omnopon
A093	Opium
A094	Oxycodone
A095	Oxymorphone
A096	Papaverinum
A097	Pethidine
A098	Phenadoxone
A099	Phenampromide
A100	Phenazocine
A101	Phencyclidine
A102	Phenethylamine
A103	Phenomorphan
A104	Phenoperdine

A105	Piminodine	
A106	Piritramide	
A107	Pitramide	
A108	Poppy-straw	
A109	Proheptazine	
A110	Properidine	
A111	Psilocin	
A112	Racemethorphan	
A113	Racemoramide	
A114	Racemorphan	
A115	Rolicyclidine	
A116	Sufentanil	
A117	Tenocylidine	
A118	Thebacon	
A119	Thebaine	
A120	Tilidate	
A121	Trimeperidine	
A122	Remifentanil	
A123	Dihydroetorphine	
A124	Methylamphetamine	
A125	Fluoroamphetamine	
A126	Tapentadol	
A127	Monoacetylmorphine	
A128	2,5-Dimethoxy-4-Chlorophenethylamine	
A129	2,5-Dimethoxy-4-Chloro-Amphetamine	
A130	2,5-Dimethoxy-4-Bromophenethylamine	
A131	Methylenedioxymethylamphetamine	
A132	1 - methoxyphenyl - propan - 2 - amine	
A133	1 - methoxyphenyl - N - methyl - propan - 2 - amine	
A134	1 - methylphenyl - propan - 2 - amine	
A135	Methoxyamphetamine	
A136	NBOMe	
A137	1-cyclohexyl-4-(1,2-diphenylethyl)piperazine	**NOTE:** The short form is: *MT-45*
A138	4-methyl-5-(4-methylphenyl)-4,5-dihydrooxazol-2-amine	**NOTE:** The short form is: *4,4'-DMAR*
A139	U-47 , 700	
A140	4-Bromo-2, 5-dimethyloxy-phenethylamine	

B - Class B Drugs

CODE	Description
B001	Acetyldihydrocodeine
B002	Amphetamine
B003	Cannabis
B004	Cannabis Resin
B005	Codeine
B006	Dexamphetamine
B007	Dihydrocodeine
B008	Drinayl
B009	Ethylmorphine-ethylmorphine)
B010	Glutethimide
B011	Lefetamine
B012	Macloqualone

B013	Methaqualone	
B014	Methcathinone	
B015	Methylamphetamine	Inactive
B016	Methylphenidate	
B017	Methylphenobarbitone	
B018	Nembutal	
B019	Nicocodine	
B020	Nicodicodine-nicotinoyldihydrocodeine)	
B021	Nobese	
B022	Noludar	
B023	Norcodeine	
B024	Pentazocine	
B025	Pentobarbitone Sodium	
B026	Phanodom	
B027	Phenmetrazine	
B028	Phenobarbitone	
B029	Pholcodine	
B030	Propiram	
B031	Zipeprol	
B032	Cannabinol	
B033	Cannabinol Derivatives	
B034	Nabilone	
B035	3-Dimethylheptyl-11-Hydroxyhexahydrocannabinol	
B036	3-(1-Naphthoyl) Indole Derivatives	
B037	1*H*-Indol-3-YL-(1-Naphthyl) Methane Derivatives	
B038	3-(1-Naphthoyl) Pyrrole Derivatives	
B039	1-(1-Naphthylmethyl) Indene Derivatives	
B040	3-Phenylacetylindole Derivatives	
B041	2-(3-Hydroxycyclohexyl) Phenol Derivatives	
B042	Win 55,212-2	
B043	Levonantradol	
B044	HU-210	
B045	Mephedrone	
B046	Naphyrone	
B047	Other Cathinones	
B048	Methylenedioxymethcathinone	
B049	2-Naphthylpyrovalerone	
B050	Methylethcathinone	
B051	(methylamino) - 1 - phenyl pentan - 1 - one	
B052	pyrrolidinovalerophenon	
~~B053~~	~~NBOMe~~	Inactive - reclassified
B054	Benzofuran	
B055	Methoxetamine	
B056	Lisdexamphetamine	
B057	Ketamine	
B059	3,4-DICHLOROETHYLPHENIDATE	
B060	3,4-DICHLOROMETHYLPHENIDATE	
B061	4-FLUOROETHYLPHENIDATE	
B062	4-FLUOROMETHYLPHENIDATE	
B063	4-METHYLMETHYLPHENIDATE	
B064	ETHYLNAPHTHIDATE	
B065	ETHYLPHENIDATE	
B066	ISOPROPYLPHENIDATE	
B067	METHYLMORPHENATE	
B068	METHYLNAPHTHIDATE	

B069	N-BENZYL-ETHYLPHENIDATE
B070	PROPYLPHENIDATE
B071	METHYL METHCATHINONE

C - Class C Drugs

CODE	Description
C001	4-Chloromethandienone
C002	Alprazolam
C003	Aminorex
C004	Atamestane
C005	Benzphetamine
C006	Bolandiol
C007	Bolasterone
C008	Bolazine
C009	Boldenone
C010	Bolenol
C011	Bolmantalate
C012	Bromazepam
C013	Brotizolam
C014	Buprenorphine (Temgesic)
C015	Calusterone
C016	Camazapam
C017	Cathine
C018	Cathinone
C019	Chlordiazepoxide
C020	Chlorphentermine
C021	Clobazam
C022	Clonazepam
C023	Clorazepic acid
C024	Clostebol
C025	Clotiazepam
C026	Cloxazolam
C027	Delorazepam
C028	Dextropropoxyphene
C029	Diazepam
C030	Diethylpropion (Tenuate Dosipan)
C031	Drostanolone
C032	Enestebol
C033	Epitiostanol
C034	Estazolam
C035	Ethchlorvynol
C036	Ethinamate
C037	Ethyl loflazepate
C038	Ethyloestrenol
C039	Fencamfamin
C040	Fenethylline
C041	Fenproporex
C042	Fludiazepam
C043	Flunitrazepam
C044	Fluoxymesterone
C045	Flurazepam
C046	Formebolone
C047	Furazabol

C048	Halazepam
C049	Haloxazolam
C050	Humanchorionic gonadotrophin
C051	Ketazolam
C052	Loprazolam
C053	Lorazepam
C054	Lormetazepam
C055	Mazindol
C056	Mebolazine
C057	Medazepam
C058	Mefenorex
C059	Mephentermine
C060	Mepitiostane
C061	Meprobamate
C062	Mesabolone
C063	Mesocarb
C064	Mestanolone
C065	Mesterolone
C066	Methandienone (Dianabol)
C067	Methandriol
C068	Methenolone
C069	Methyltestosterone
C070	Methyprylone
C071	Metribolone
C072	Mibolerone
C073	Midazolam (Hypnovel)
C074	Mirapront
C075	N-Ethylamphetamine
C076	Nandrolone
C077	Nimetazepam
C078	Nitrazepam
C079	Non-human chorionic gonadotrophin
C080	Norboletone
C081	Norclostebol
C082	Nordazepam
C083	Norethandrolone
C084	Ovandrotone
C085	Oxabolone
C086	Oxandrolone
C087	Oxazepam
C088	Oxazolam
C089	Oxymesterone
C090	Oxymetholone
C091	Pemoline
C092	Phendimetrazine
C093	Phentermine
C094	Pinazepam
C095	Pipradrol
C096	Prasterone
C097	Prazepam
C098	Prolintane
C099	Propetandrol
C100	Propylhexedrine
C101	Pyrovalerone
C102	Quinbolone

C103	Roxibolone	
C104	Silandrone	
C105	Stanolone	
C106	Stanozolol	
C107	Stenbolone	
C108	Temazepam	
C109	Testosterone	
C110	Tetrazepam	
C111	Thiomesterone	
C112	Trenbolone	
C113	Triazolam	
C114	4-Hydroxy-N-Butyric Acid	
C115	Zolpidem	
C116	4-Androstene-3 17-Dione	
C117	19-Nor-4-Androstene-3 17-Dione	
C118	5-Androstene-3 17-Diol	
C119	19-Nor-5-Androstene-3 17-Diol	
~~C120~~	~~Cannabis~~	Inactive
~~C121~~	~~Cannabis Resin~~	Inactive
C122	Cannabinol	
C123	Cannabinol Derivatives	
~~C124~~	~~Ketamine~~	Inactive - reclassified
C125	GHB Gamma Hydroxybutyrat	
C126	Fluoxetine	
C127	Danazol	
C128	Zeranol	
C129	Boldione	
C130	Oripavine	
C131	Gestrinone	
C132	Zilpaterol	
C133	Prostanozol	
C134	1,4-Butanediol	
C135	1-Androstenediol	
C136	1-Androstenedione	
C137	5-Androstenedione	
C138	19-Norandrosterone	
C139	Gamma-Butyrolactone	
C140	Tetrahydrogestrinone	
C141	19-Norandrostenedione	
C142	19-Noretiocholanolone	
C143	5A-Androstane-3,17-Diol	
C144	Androst-4-ENE-3,17-Diol	
C145	Desoxymethyltestosterone	
C146	3-Hydroxy-5A-Androstan-17-One	
C147	1-Benzylpiperazine Derivatives	
C148	1-Phenylpiperazine Derivatives	
C149	Amineptine	
C150	Phenazepam	
C151	Khat	
C152	Trifluoromethylphenylpiperazine	
C153	Tramadol	
C154	Zaleplon	
C155	Zopiclone	
C156	Dienedione	
C157	3-HYDROXYPHENAZEPAM	

C158	4’-CHLORODIAZEPAM
C159	ADINAZOLAM
C160	BROMAZOLAM
C161	CLONAZOLAM
C162	DESCHLOROETIZOLAM
C163	DICLAZEPAM
C164	ETIZOLAM
C165	FLUBROMAZEPAM
C166	FLUBROMAZOLAM
C167	FONAZEPAM
C168	MECLONAZEPAM
C169	METIZOLAM
C170	NIFOXIPAM
C171	NITRAZOLAM
C172	PYRAZOLAM
C173	GABAPENTINOIDS
C174	CLENBUTEROL
C175	FLUALPRAZOLAM
C176	FLUNITRAZOLAM
C177	NORFLUDIAZEPAM

D - Psychoactive Substances

D001	Psychoactive Substances

W - Weapons

CODE	Description
W001	Aerosol
W002	Air gun
W003	Air Rifle
W004	Axe
W005	Baseball bat
W006	Belt
W007	Blunt object
W008	Bottle
W009	Brick
W010	Shovel
W011	Cattle prod
W012	Chain
W013	Shotgun
W014	Crossbow
W015	Crowbar
W016	Explosive
W017	Firework
W018	Glass
W019	Golf club
W020	Sharp object
W021	Hammer
W022	Hand gun
W023	Screwdriver
W024	Scissors

W025	Hypodermic needle
W026	Japanese fighting sticks
W027	Knife
W028	Scaffolding pole
W029	Cosh
W030	Laser pen
W031	Rope
W032	Mace
W033	Metal pole
W034	Nanchucks
W035	Open blade razor
W036	Rifle
W037	Pick axe
W038	Piece of wood
W039	Pitch fork
W040	Cue
W041	Blow torch
W042	Helmet
W043	Stun Gun
W044	Machete
W045	Sword
W046	Metal bar
W047	Knuckleduster
W048	Imitation Firearm
W049	Truncheon
W050	Saw
W051	Footwear
W052	Ski Pole
W053	Corrosive Substance
W054	Coronavirus
W055	Vehicle Used

F - Fixed Penalty Notices

CODE	Description
F001	FPN (Fixed Penalty Issued
F002	FPN (FPN Issued Court Hearing Requested)

S - Sexual Offences

CODE	Description
S001	Sexual offence against a female aged under 13
S002	Sexual offence against a female 13 or over, and under 16
S003	Sexual offence against a female 16 or over
S004	Sexual offence against a male aged under 13
S005	Sexual offence against a male 13 or over, and under 16
S006	Sexual offence against a male 16 or over

T - Football Offences

CODE	Description
T001	Football - Colour

T002	Football - Disability
T003	Football - Ethnic
T004	Football - Nationality
T005	Football - Race
T006	Football - Religion
T007	Football - Sexual Orientation
T008	Football - Transgender Identity

G - Service Animal

G001	Service Animals