

CRIMINAL DISPOSITION REPORTING (CDR)

WHAT IS A CRIMINAL DISPOSITION REPORT (CDR) AND WHEN TO REPORT

- ▶ UCS CDR 540 is a Criminal Disposition Report that is used by the court to produce a record of the actions taken by the court on all fingerprintable criminal matters. These forms can be filled out manually or by using a computer case management system.

- ▶ Reporting the UCS 540 CDR
- ▶ - As case progresses
 - Arraignment (FIRST CDR REPORT). Do not report arrest warrants until arraignment.
 - Interim Action (BW/WO/ROW/WV should be reported)
 - Final Disposition of the case **even if all fines and fees are not paid.**
 - ACD dispositions should be reported at adjudication and again at the deemed dismiss date with the seal.

 - UCS 540C CDR Form – Post final disposition action.
 - Resentence
 - Return from Grand Jury
 - Corrections
 - Appeal Overturn

REPORTING REQUIREMENTS FOR CRIMINAL DISPOSITION REPORTS (CDR'S)

- Report **ONLY** if Highest Arrest Charge is Fingerprintable.
 - All Felonies
 - All Penal Law Misdemeanors
 - A Few Misdemeanors Outside the Penal Law. Some examples are: VTL 1192.2, VTL-1192.3, VTL-1192.2AA, VTL-1192.4.
- Report All Lesser Arrest Charges Accompanying the Fingerprintable Charges.

KEY IDENTIFIERS AND WHERE TO FIND THEM

- **CRIMINAL JUSTICE TRACKING #**
(CJTN) (FORMERLY KNOWN AS CCN # or 501 #)
- **NYSID #**
 - Fingerprint card or booking sheet
 - Fingerprint based rapsheet found on eJustice Portal (court's inbox).
 - OCA website under Open Arrests (Current Open Arrests 1/1/00 to present).

NOTE – The judge can order that the defendant be printed up until sentencing. The judge can postpone sentencing to ensure that the defendant is printed.

REPORTING

REPORT FINGERPRINTABLE CHARGES TO OCA/DCJS

- CDR'S must be done for all fingerprintable charges including VTL's even if the agency did not fingerprint or the fingerprints were not processed.

IGNITION INTERLOCK (IID) SENTENCING REQUIREMENTS

- The following plea/conviction charges **require a sentence of IID AND PROBATION OR CONDITIONAL DISCHARGE** in addition to any other sentence imposed by the court if the **crime occurred on or after 11/18/09** and the **sentence was on or after 8/15/10**:
 - MISDEMEANOR CONVICTION CHARGES:
 - VTL-1192.2
 - VTL-1192.2AA
 - VTL-1192.3

IID time is required

Remember, the IID indicator goes on a driving record so even if the motorist does not own or have access to a car, the IID sentence is mandatory. The IID sentence **is not required** on covered by or dismissed charges.

THERE ARE NO EXCEPTIONS!!!

“COVERED BY” VS “DISM”

- WHEN TO USE “COVERED BY” AS DISPOSITION:
 - PLEA involved
 - All other charges are in satisfaction of the plea
 - Disposition code should be C0X (X = CHARGE #) or COVO (covered by a charge in another case).
 - May be sealed, depending on charge pled to or outcome of covered by case.
- WHEN TO USE “DISM” AS DISPOSITION:
 - No plea involved
 - Charge(s) are outright dismissed
 - Disposition reported should be DISM
- The intent of the judge/DA needs to be very clear because of sealing issues that come up with using the incorrect disposition code (what is posted/not posted to the rap sheet).

PROSECUTOR'S INFORMATION

- Felony charge(s) sent to County Court and returned to local court or Prosecutor amends accusatory in local court by either updating the paperwork or filing a Prosecutor's Information:
 - Ask the following questions:
 - Was the felony dismissed? If so, should it be sealed?
 - Was the felony reduced?

Note: Do not open a new case on a return from County Court. Go back to the original case. If the felony charge was arraigned, it can't be removed off the case. It must have a disposition.

DOUBLE REDUCTIONS

- Felony charge is reduced to a misdemeanor then reduced again to a violation:
- Example:
 - Charge 1: PL-155.30
 - Reduced Charge 1: PL-155.25
 - Disposition for charge 1 = R2
 - Add the violation as charge 2 – PL-240.20
 - Enter the PG disposition and sentence for that charge.

ADJOURNMENT IN CONTEMPLATION OF DISMISSAL (ACD55 AND ACD56)

- **Adjournment in Contemplation of Dismissal - CPL-170.55**

Disposition Code ACD55 – use this disposition code for any charge. The length of the ACD can be up to 6M or 1Y for a family offense. Enter the adjudication date and on the CDR, enter the deemed dismiss date at the time the ACD is granted. Send the CDR. At the deem dismiss date, enter the 160.50 seal and resend another CDR. Do not change the ACD disposition to DISM.

- **Adjournment in Contemplation of Dismissal - MARIHUANA ONLY – CPL-170.56**

Disposition Code of ACD56 – use this disposition code for marihuana charges only. The length of the ACD can be up to 1Y. Enter the adjudication date and on the CDR, enter the deemed dismiss date at the time the ACD is granted. Send the CDR. At the deem dismiss date, enter the 160.50 seal and resend another CDR. Do not change the ACD disposition to DISM.

HOW TO REPORT A RESENTENCE

- Do not open a new case for these resentence codes. Go back to the original case.
 - RSNT – RESENTENCE
 - VOCD – VIOLATION OF A CONDITIONAL DISCHARGE
 - VOP – VIOLATION OF PROBATION
- Open a new case for this resentence code.
 - VOP-T - VIOLATION OF PROBATION TRANSFER

Only report a resentence if there was a change in the original sentence.

HOW TO REPORT A GRAND JURY RETURN, APPELLATE RETURN OR A CORRECTION

- Report a GJ Return - DO NOT OPEN A NEW CASE
 - Open the original case, take out the disposition reported and update the case with the new disposition. Submit the CDR again.
- Report an Appellate Return
 - Contact OCA for instructions.
- Report a correction
 - Open the original case, update the information and submit the CDR again.

DOMESTIC VIOLENCE DISPOSITION CODES

- MISDEMEANOR CRIMES OF DOMESTIC VIOLENCE (MCDV) –PG-DV

- **EFFECTIVE 06/11/2018**

- CONVICTION CHARGES INCLUDE:

- PL-120.00/110-120.00 – ASSAULT/ATTEMPTED ASSAULT 3RD
- PL-120.14/110-120.14 – MENACING/ATTEMPTED MENACING 3RD
- PL-121.11/110-121.11 – CRIMINAL OBSTRUCTION OF BREATHING OR BLOOD CIRCULATION/ATTEMPTED CRIMINAL OBSTRUCTION OF BREATHING OR BLOOD CIRCULATION
- PL-135.05/110-135.05 – UNLAWFUL IMPRISONMENT 2ND DEGREEE/ATTEMPTED UNLAWFUL IMPRISONMENT 2ND DEGREE
- PL-135.60/110-135.60 – COERCION 3RD DEGREE/ATTEMPTED COERCION 3RD DEGREE
- PL-145.14/110-145.14 – CRIMINAL TAMPERING 3RD DEGREE/ATTEMPTED CRIMINAL TAMERING 3RD DEGREE
- PL-215.50/110-215.50 – CRIMINAL CONTEMPT 2ND DEGREE/ATTEMPTED CRIMINAL CONTEMPT 2ND DEGREE
- PL-240.25/110-240.25 – HARRASSMENT 1ST DEGREE/ATTEMPTED HARRASSMENT 1ST DEGREE
- PL-240.30/110-240.30 – AGGRAVATED HARASSMENT 2ND DEGREE/ATTEMPTED AGGRAVATED HARASSMENT 2ND DEGREE
- PL-140.10/110-140.10 – CRIMINAL TRESPASS 3RD DEGREE/ATTEMPTED CRIMINAL TRESPASS 3RD DEGREE
- PL-140.15/110-140/15 – CRIMINAL TRESPASS 2ND DEGREE/ATTEMPTED CRIMINAL TRESPASS 2ND DEGREE
- PL-150.01 -/110-150.01` - ARSON 5TH DEGREEE/ATTEMPTED ARSON 5TH DEGREE

If the defendant is charged with one of the qualifying PL misdemeanor offenses, and the crime arises in the context of domestic violence, the district attorney may, “at arraignment or within 45 days thereafter serve on the defendant and file with the court a notice alleging that the defendant is related to the victim of the crime in the manner specified in CPL 530.11 (CPL-370.15(1)). If the defendant is found guilty of one of the above offenses, the court will report a disposition code of PG-DV. This outcome will not allow the defendant to obtain a firearm. FYI – the notice does not get mailed to DCJS. It should remain in the court file.

DOMESTIC VIOLENCE DISPOSITION CODES con't

- **PG-F; TFG-F; CONV-F**
 - **Only use when:**
 - CONVICTION CHARGE: PL-240.26
 - The DA files papers with the court and the judge has determined that this is a family offense. This code should be used to alert DCJS that the prints should not be destroyed. The PL-160.55 seal still applies and the disposition is only released for criminal purposes.

OCA WEBSITE

- CDR REPORTING
- TSLED
- E-TICKETS
- OPEN ARRESTS
- DICTIONARIES



New York State Unified Court System

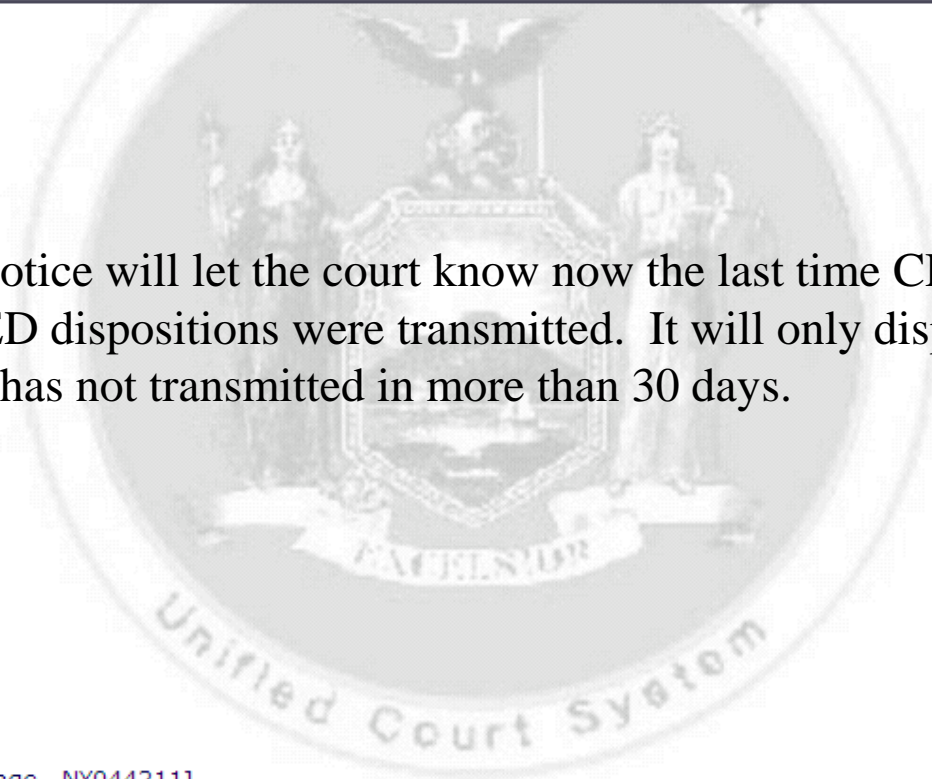
Back File Print Help

- Main Menu**
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Welcome to Office of Court Administration's website for Reporting Court Dispositions.

Notice:	
2/10/11	Your last successful CDR upload was 779 days ago on 12/22/2008
2/10/11	Your last successful TSLED upload was 1416 days ago on 03/26/2007

The notice will let the court know now the last time CDR and TSLED dispositions were transmitted. It will only display if the court has not transmitted in more than 30 days.



Active Court: Gouverneur-Village - NY044211J

OPEN ARREST REPORTS

- OPEN ARREST – Arrests from 1/1/90-12/31/99
- CURRENT OPEN ARREST REPORT – Arrests from 1/1/00 – Present

- PROBLEMS WITH OPEN ARRESTS:

Civil prints done for employment/licensing

Foster care/Adoptions

DNA submission

Accuracy of the criminal history

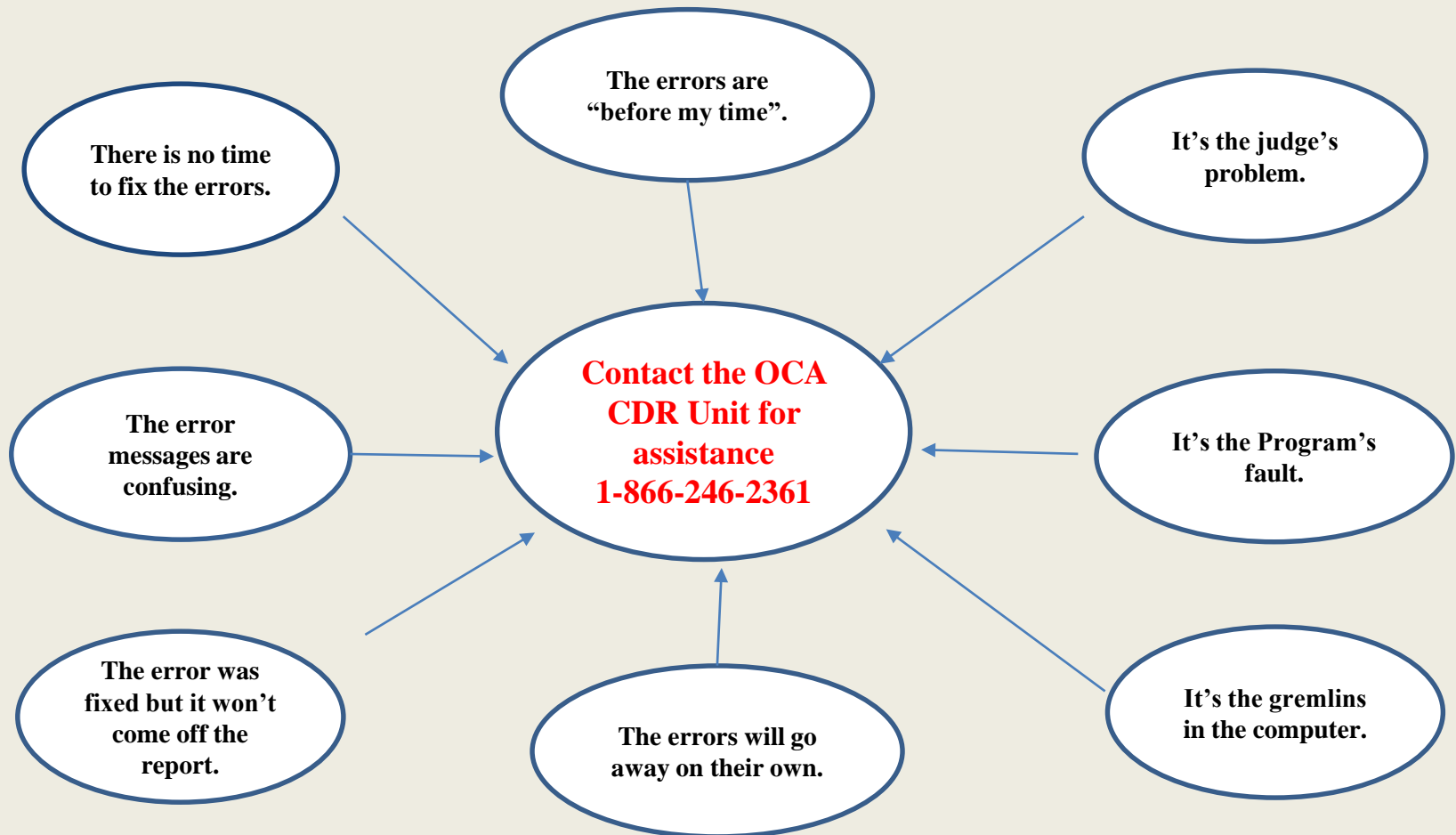
Border issue

Firearms issue

DID YOU KNOW?

- If a case is on the court's CDR error report, it is not on the OCA database or the raphseet.

Below are some reasons why errors are not being corrected.



ELECTRONIC TRAFFIC TICKETS

- OCA Website
 - Import/View e-tickets/supporting depositions
 - Print e-tickets/supporting depositions
 - Search for a ticket
 - View a calendar
 - Update tickets as received

HOW TO GET ACCESS TO THE OCA WEBSITE

- To obtain a USER ID AND PASSWORD, complete the CDR/WEB SECURITY FORM (available on the Town and Village Resource Center website). If you need to add new users or take users off the system, please fill out the Security Form and fax to the number on the form or scan it to the e-mail on the form. It's important to remove any user that has left the court. The judge must signed the form.
- Contact the OCA CDR Unit to set up an on-site or remote training session at 1-866-246-2361.

THIS AND THAT.....

ALL THE NUMBERS

- CDR SERIAL #'S FOR CASE MANAGEMENT SYSTEM
 - To order more CDR #'s, please fill out the Serial # request form (available on the Town and Village Resource Center website).
- CDR 540 COURT CODE
 - The criminal court code is six digits and one letter. It's assigned to the court and not to a specific judge so it never changes. It is only used on the CDR's. This is different than the justice code used for TSLED.
- ORI NUMBER (AGENCY ORIGNIATION IDENTIFIER)
 - The ORI number starts with NY followed by six digits then the letter J. It's assigned to the court and not to a specific judge so it never changes.

OTHER NUMBERS AND WHERE TO GET THEM FOR NEW JUDGES

- First contact:
 - Audit and Control # for new judge:
 - Office of the State Comptroller/Justice Court Fund @ 1-866-321-8503
(NUMBER USED FOR BANKING AND MONTHLY REPORT)
- Then contact:
 - Justice Court code # for TSLED reporting:
 - Department of Motor Vehicles @ 1-800-948-7533 (Courts only)
E-MAIL: tsledsupport@dmv.ny.gov

Note: Both of these numbers are unique to a judge. Once the judge leaves office, the numbers are no longer used.

NEW PHONE TREE

- **OCA Help Desk - 1-800-622-2522**
 - Helpcenter@nycourts.gov
- **Main Menu**
- **Press 1** for all Town and Village Justice Court-related support calls.
- **Press 2** for Technical Support with all other areas.

- **Option 1- Town and Village Justice Court**
- **Press 1** – Office of Justice Court Support regarding legal or procedural questions, education and training inquiries, credit card machines, or JCAP (1-800-232-0630).
- **Press 2** - The CourtRoom Program staff in Victor.
- **Press 3** – CDR Unit - for questions regarding WebDVS, CDR, or e-tickets. (1-866-246-2361).
- **Press 4** – Justice Court Fund - for questions regarding your financial monthly report (518-473-6438).
- **Press 5** - DCJS - for questions regarding DCJS, e-Justice, and rap sheets (1-800-262-3257).
- **Press 6** - TSLED - for questions regarding traffic tickets (1-800-948-7533).
- **Press 7** – Technical Support - for WebDVS or CDR password resets, and all other technical support calls.

QUESTIONS

THANK YOU