

**PACC/PAAM**

**CRIMINAL HISTORY**

**GUIDE/HANDBOOK**

# **Prosecuting Attorney Guide/Handbook**

## **Introduction**

Prosecuting Attorney Offices are represented in the development of Michigan's Criminal Record Reporting system through two bodies: the Prosecuting Attorneys Association of Michigan (PAAM) and the Prosecuting Attorneys Coordinating Council (PACC). PACC is governed by members consisting of the Attorney General of Michigan and four Prosecuting Attorneys. The responsibilities of PACC include the development and assignment of charge codes which are used to define and specify offenses within the entire criminal reporting system which consists of prosecutors, courts and corrections. The PAAM is a non-profit organization comprised of 83 county prosecutors, the Attorney General, and Michigan's U.S. Attorneys. PAAM, through its officers, Board of Directors, and committees represents the prosecuting Attorneys on such issues as computerized criminal history, automated fingerprint identification system, and in continuing dialogue with courts and police agencies.

## **Prosecuting Attorney Case Management Systems**

Currently, there are three types of case management systems used in the state: PACC/PAAM, Maximus and in house developed application.

## **Prosecutor Notification**

Current options that are available for livescan agencies to notify prosecutor staff of reported arrest and fingerprints:

1. Criminal History Record
  - Arrest segment already populated with arrest data including TCN/OCA
2. Email notification available for ID Networks Agencies only
  - Sends email message to the Prosecutor's office for each livescan transmission
  - Also available for courts to receive the same email notification
  - Adult Case Tracking (ACT) database has a Livescan Table to where you are able to view the CHR with a specific TCN/OCA number, once that arrest is populated on to the CHR. This is another tool to use to be notified if the arrest data is on the CHR with the TCN/OCA.

## **Submitting Data From NON-PACC/PAAM Agencies**

Refer to specifications for “Remote Entry of Prosecutor Data to the MSP Criminal History Records System” manual.

## **Reporting Time Frame**

Prosecutor’s decision to charge or to NOT charge should be entered electronically within 30 days of receiving arrest information.

If there is an arrest segment and NO charges populated on the Criminal History Record (CHR), that arrest will be deleted from the CHR after 12 months.

## **PACC/PAAM Data Exchange**

In order to facilitate communication of the county Office of the Prosecuting Attorney’s (OPA) charging decisions to the Criminal History Repository (CHR) at the Michigan State Police, there is an interface to connect the prosecutor’s Adult Case Tracking (ACT) system database through the existing LEIN messaging process.

This interface utilizes a central application and database that resides at the PACC/PAAM offices in Lansing. The application leverages the state network connectivity available at this site to make direct connections to each county office. The application collects the information needed to compose the LEIN messages, which are then transmitted to a LEIN terminal, then to the PACC/PAAM database. The central database maintains the records of all LEIN traffic it originates to satisfy the reporting requirements of that system. It also maintains the TCN and charging data for future processes.

## **The Interface Operation**

The interface is composed of many concurrent threads of operation, most of which are for internal coordination and fault tolerance, but there are several threads that are of interest to outside parties.

The process starts by querying the OPA’s database for charge data matching the selection criteria described at the end of this document. If data is found that fits the criteria, it is uploaded to the central database and the TCN status field of the OPA record is updated to “Acknowledged” (ACK). If there is a problem with any of the data elements that the central application can determine, the data is not collected, then an error will occur and the “error code” results will show in the TCN status field.

Once in the central database, the data is formatted as a LEIN message key and transmitted to the CHR. If the message meets the CHR requirements and is accepted into the record, a SID is returned to the central database and stored there. If not, then an error is returned and stored. The process is repeated constantly. Once per day, a compilation of all the records which were not posted to the CHR due to an error in the data is created. This data is then emailed to the MSP staff the following day to research and resolve the errors.

### TCN UPDATE SCREEN

#### Extracts CTN and PACC information from ACT records with:

##### A. Case/Defendant Screen

- Arresting Agency
- Complaint or incident number
- TCN (Transaction Control Number)
- Share Data Flag = A (indicates warrant authorized)
- Share Data Flag = D (denied cases)

##### B. Charge Screen

- There must be charges for the record to be processed

The screenshot displays the 'FingerPrint Card Update -- MACOMB' application window. The interface is organized into several functional areas:

- Navigation and Action Bar:** Located at the top, it includes icons for 'First', 'Prior', 'Next', 'Last', 'Edit', 'Save', 'Cancel', 'Refresh', 'Load', 'Max', 'Pick', and 'Close'.
- Main Data Entry Section:**
  - Pending TCNs | TCN Status | Enter Data | Query Defn:** A tabbed interface where 'Enter Data' is active.
  - Case Information:** Case Key: 2011004613; Name: MOSLEY, DARRIN ALI-CORTEZ; CTN: 50 11004613 01; DOB: 10/11/1992.
  - Summary Statistics:** Total cases with this Name and DOB: 0; Total cases with this SID: 0.
  - Defendant Details:** Defendant TCN: F711123003K; Complaint Number: 11-17082; Incident Number (as on card): 11-17082; Printed: Y; CRD Date: 5/3/2011; District Court -- ORI: 41A3 MI500095J.
  - Share Data:** Share Data: A; Arrest Agency: 50STPD; Agency ORI: MI5076500; Defendant SID: 3730924J.
  - TCN Status:** TCN Status: ERR; TCN Status Date: 5/6/2011 9:13:23 AM; Warrant Date: 5/4/2011.
  - Query Defendant By:** A search box containing 'F711123003K' with buttons for 'Find Name', 'Find TCN', 'Find Key', and 'Find SID'.
- Charge Table:** A table on the right side of the screen listing charges:
 

Count	PACC Code	ACS	Dispost	Title
001	750/356A1			LARCENY - FROM A MOTOR VE
002	750/356A1			LARCENY - FROM A MOTOR VE
003	750/356A1			LARCENY - FROM A MOTOR VE
004	750/81D1			POLICE OFFICER-ASSAULT/RE
- Status Bar:** Located at the bottom, it shows 'Data Mode: Browse', 'Record 1 of 1', 'Searching TCN: F711123003K', 'Current User: SYSDBA', and 'Connected!'.

## ACT – Case Defendant Screen

In the TCN field, click on the highlighted box (below) and this will take you to the Livescan Table. There you will be able to extract the arrest/TCN information needed to populate the rest of the fields and to ensure the offender has been finger printed.

The screenshot displays the 'Case Tracking (Adult)' application window. The title bar reads 'Case Tracking (Adult)'. The menu bar includes 'File', 'Database', 'Word Processing', 'Functions', and 'Help'. The toolbar contains icons for navigation (First, Prior, Next, Last), search (Query (F3)), add (Add (Insert)), save, delete (Delete (Sh+Del)), cancel (Cancel (Ctrl+K)), sort records, and quick view. The status bar shows 'Case Key: 2007005066', 'Case #: 2007005066', 'Status: I', 'Defendant: Danny', 'Defendant', '23 07005066 01', and navigation arrows. Below the toolbar is a tabbed interface with 'Warrant Request(s)', 'Defendant(s)', 'Charge(s)', 'Witness(es)', 'Victim(s)', 'Events', 'Sentence', and 'Documents/Reports'. The main content area is divided into two sections: 'Case Information - Case Notes Present' and 'Defendant Information - Defendant Note Present'. The 'Case Information' section includes fields for Case Key, Case No, File No, District Ct No, Status, Class, Court, County, DC Court, CC Court, Judge, and APA. It also features dropdown menus for Privacy, In Custody, Vehicle, Waiting, Ticket Case, Stalking, Child Abuse, Tribe, High Visibility, Deferred Court, and Domestic Violence. The 'Defendant Information' section includes fields for Defn Case No, CTN No, Name, Sex, Race, AKA, Address1, Address2, Zip Code, Country, Phone, and D/M. It also features dropdown menus for SID No, Disp, Disposition Date, TCN Result, Share Data, Date Data Last Sent to MCVNN, TCN, Social Security #, Incident Number, Fingerprinted, CRD Date, Booking, Defense Atty, Atty Type, Defense, School Code, School Emp, and School Emp Letter Run Date. The status bar at the bottom shows 'View Mode', 'Record 1 of 1', 'Current User: danb', and 'Build: 3.2.0.268'.

Case Information - Case Notes Present	
Case Key	2007005066
Case No	2007005066
File No	2007005066
District Ct No	2007005066
Status	In Screening
Class	Felony
Court	District Court
County	Eaton
DC Court	56TH Charlotte, MI
CC Court	56th Charlotte, MI
Judge	
APA	P54873 Natalie Clinkscales

Defendant Information - Defendant Note Present	
Defn Case No	2007005066
CTN No	23 07005066 01
Name	Danny Defendant
Sex	Male
Race	
Address1	
Address2	
Zip Code	
Country	
Phone	
D/M	

## Livescan Table

Livescan Record Selection for 23-07005066-01

Query  Clear All Search Fields on Query First ← Prior Next → Last Clear Grid Stop More

Case Class	Case Key	Request Date	Case Status	TCNStatus	Warrant Status	Warrant Date	Defendant Name
Felony	2007005066	07/29/2008	In Screening		Blank	10/28/2008	Danny Defendant

[Restore Default Columns](#)

FirstName	LastName	BirthDate	SEX	Agency

**Last Name:**  
DEFENDANT

**First Name:**  
DANNY

**Alias:**

**DOB:** **Sex:**  
M

**Race:**

**Driver License**

**Social Security**

**ICN:**

**Incident:** 12345-89

**SID:** X070050661

Search Options  
 Exact Match  Vary Age by +/- 1  Used Records  Agency Only  
 All Requests  Warrants Only  Petitions Only

OK (Return with current selection)  
Cancel (Return with no selection)

Waiting for input... 10.3.254.36:E:\Databases\FBData\ User: danb

For problems/questions regarding issues with the ACT system, please contact: Dan Barnette at: (517) 334-6060 ext. 824

For problems/questions regarding Criminal History Record (CHR) corrections/concerns, please contact our corrections email at: [MSPCHR-Prosecutor-Errors@michigan.gov](mailto:MSPCHR-Prosecutor-Errors@michigan.gov)  
Or contact Paula Campbell at: (517) 241-0623 or email [campbellp12@michigan.gov](mailto:campbellp12@michigan.gov)