



HM Government



Criminal Justice System Exchange Data Standards Catalogue

Version 6

Document Control

Owner	Criminal Justice System Exchange Product Board
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Catalogue Distribution and Change Control

The CJS Data Standards Forum's 'Data Standards Catalogue' may be found on GOV.UK at [Criminal Justice System: Data Standards Forum guidance](#).

It is strongly recommended that all requests for the catalogue should be referred to the web-site in order that the recipient may find the latest version.

List of Reviewing Organisations

Version 6 of the catalogue has not been sent out for review in its entirety. This is because the issue of this version is to incorporate a small number of changes which were separately reviewed and approved at the time of their issue.

Foreword to Version 6 of the Catalogue

The CJS Data Standards Catalogue is a collection of data standards used by Criminal Justice Organisations in England & Wales to support interoperability between their different ICT systems.

The last version of the CJS Data Standards Catalogue (DSC) was version 5.0 published on the 2nd March 2014.

Whilst the change from version 4.3 to 5.0 was a significant restructuring of the layout of the Catalogue, together with a number of changes to the content, version 6 is very much more a 'maintenance release'. That is a re-issue incorporating the changes to a number of the standards that have been approved since 5.0 was released.

It is expected that further change will occur. If you are a member of a Criminal Justice Organisation and work in the area of data standards then you too can help to shape that change. If you have any questions then please raise them with the Forum representative for your organisation. The list of Forum members and the organisations they represent may be found at the [Criminal Justice System: Data Standards Forum](#).

Summary of Changes

Changes to Structures

Structure **2.3 Offence** (re-named from Offence Fixed) has been reduced in scope by the removal of a number of elements (see below).

Changes to Elements

The following updated elements have been incorporated into the main body:

Ref.	Title	Summary of Change
3.8	Case Marker Descriptive	Additional values added, and obsolete values removed
3.37	Ethnicity Self Defined Code	Reflects change from the 16+1 standard to the new 18+1 standard

The following elements have been removed from this version of the Catalogue

Ref.	Title	Summary of Change
3.1	ACPO Offence Code	Removed from structure 2.3 Offence
3.16	Consent	Removed from structure 2.3 Offence
3.42	Fixed Penalty Issued by LA Indicator	Removed from structure 2.3 Offence
3.43	Fixed Penalty Issued by Others Indicator	Removed from structure 2.3 Offence
3.44	Fixed Penalty Issued by Police Indicator	Removed from structure 2.3 Offence
3.53	HMCTS MIS Offence Classification	Removed from structure 2.3 Offence
3.55	Indictment Cross Reference	Removed from structure 2.3 Offence
3.56	Indictment Indicator	Removed from structure 2.3 Offence
3.79	Offence Code Key Words	Removed from structure 2.3 Offence
3.86	Old CJS Offence Code	Removed from structure 2.3 Offence
3.106	Points to Prove	Removed from structure 2.3 Offence
3.113	Powers of Arrest	Removed from structure 2.3 Offence
3.133	Standard Indictment Wording	Removed from structure 2.3 Offence
3.143	Time Limit for Prosecutions	Removed from structure 2.3 Offence
3.152	Welsh Indictment Wording	Removed from structure 2.3 Offence

Glossary of Acronyms

ACPO	Association of Chief Police officers
ASN	Arrest Summons Number
BSI	British Standards Institute
CCRN	Court Case Reference Number
CJIT	Criminal Justice Information Technology
CJO	Criminal Justice Organisation
CJS	Criminal Justice System
CJSE	Criminal Justice System Exchange
COMPASS	Crown Prosecution Service Case Management System
CorDM	Corporate Data Model (NPIA/PITO)
CREST	Crown Court Electronic Support case management system
CRO	Criminal Records Office
CPR	Criminal Prosecution Reference
CPS	Crown Prosecution Service
CV	Constrained Value
DCA	Department of Constitutional Affairs
DS	Data Standard
DSC	Data Standards Catalogue
DSF	Data Standards Forum
DVLA	Driver and Vehicle Licensing Agency
e-GIF	e-Government Interoperability Framework
FP	Fixed Penalty
GBP	GB Pounds sterling
HMCTS	Her Majesty's Courts and Tribunal Services
ISO	International Standards Organisation
LA	Local Authority
LIDS	Prison Service Database (being replaced by NOMIS)
MAPPA	Multi-Agency Public Protection Arrangements
NOMIS	National Offender Management Information System
NOMS	National Offender Management Service
NSPIS	National Strategy for Police Information Systems
ONS	Office for National Statistics
OU	Organisation Unit
PITO	Police Information Technology Organisation
PNC	Police National Computer
PNLD	Police National Legal Database
PSR	Pre-Sentence Report
RFC	Request for Change
SAON	Secondary Addressable Object Name
UK	United Kingdom
YJB	Youth Justice Board

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1 Introduction

1.1 Purpose of the Data Standards Catalogue

This document defines the data standards to be used to support systems interoperability between different Criminal Justice Organisations (CJOs) in England & Wales. It helps to achieve this by enabling consistency and the use of standardised data via a common set of data standards and, where appropriate, a common set of reference data (also known as constrained values (CVs)).

1.2 Management of the Data Standards Catalogue

Change Control to the content of the DSC is managed by the CJS Data Standards Forum (DSF). The DSF is a federated body that meets for the purpose of agreeing common CJS Data Standards. It is a technical group which reports to the CJSE Product Board.

The different CJOs that are represented at the DSF at the time of publication of this catalogue are:

- Ministry of Justice
 - HMCTS
 - NOMS
 - ICT Service Management
 - Technology Solution Delivery
 - Analytical Services
 - YJB (Arms-length body)
- Home Office
- Crown Prosecution Service
- Police Forces in England & Wales under the following groupings
 - NSPIS Users
 - NICHE Users
 - Consortium Users
 - Project Athena
 - PNC
 - ACPO
 - Police National Database
- Police National Legal Database

The DSF is concerned with the technical issues related to the use of data standards in the criminal justice space in England & Wales. Any business issues related to both the standards and use of those standards which cannot be resolved by the DSF are presented to the CJSE Product Board. The Product Board provides the business level governance and escalation path for the DSF.

Any CJO may propose a change to the contents of the DSC. The types of change include:

- Introduction of new Elements/Structures to the catalogue.
- Modifications to the existing composition of Elements/Structures. E.g. a change in formatting or the introduction of some Element to an existing structure.
- The removal of an Element or Structure from the catalogue.
- The introduction, modification or removal of values that comprise the domain of an existing Element.

In the first instance any CJO which would like to propose a change should contact their representative at the DSF who will, if necessary, raise this to the forum. For example, if a police force in England & Wales is using the NSPIS Case Management system then it should contact the NSPIS representative on the DSF who will represent the issue to the DSF on behalf of the originating CJO.

If a CJO wishes to propose a change but does not have a representative then it should contact the Chair of the DSF who will either attempt to find a representative or will represent the CJO for that particular change.

Both the Terms of Reference for the Data Standards Forum and information concerning its current composition and representatives' details may be found at [Criminal Justice System: Data Standards Forum](#).

The Data Standards Catalogue and associated artifacts are also published on GOV.UK and may be found at [Criminal Justice System: Data Standards Forum guidance](#).

Note that it is strongly advised that any interested party should always download the catalogue and related artifacts directly from this web-site whenever there are changes. A subscription facility to material published on GOV.UK is available for the [Ministry of Justice](#) which stewards the Data Standards Catalogue.

1.3 Version Control

Version control of the Data Standards Catalogue is managed at three levels:

1. Catalogue
2. Structure
3. Element

1.3.1 Catalogue Version Control

The catalogue version number will be a single place decimal.: $m.n$ (where m and n are integer values subject to the following rules:

1. If this is the first release in a particular calendar year then the m value will be increased by 1.
2. For each subsequent version of the catalogue released in the same calendar year the n value will be increased by 1.

For example, the last version of the catalogue was produced in 2007 and had the version number 4.3. This version of the catalogue is the first new version in 2014 therefore the new version number is 5.0. If there are further releases during 2014 then the decimal point of the version numbers will increase to 5.1, 5.2 and so on.

It is intended that the DSC will be published no more than twice a year but this is not a hard rule.

Note that a new version of the catalogue will be produced if and only if there is a change to one or more structures or elements.

1.3.2 Structure Version Control

The versions for Structures are whole integer values and will be incremented by 1 for each new version. This reflects the low volatility of the Structures.

The version number of a structure will change only if there are alterations to that structure.

(Note, the version of control of structures has changed since the last version of the catalogue. In the older version the version number was of the format $m.n$ – see section 1.3.1 above.)

1.3.3 Element Version Control

The versions for Elements are whole integer values and will be incremented by 1 for each new version. This reflects the low volatility of the Elements.

(Note, the version of control of structures has changed since the last version of the catalogue. In the older version the version number was of the format $m.n$ – see section 1.3.1 above.)

1.4 Structure of the Catalogue

In addition to this introductory section the Data Standards Catalogue has four main sections.

Section 2 represents the list of **Structures** whose Owner is a CJO organisation that is represented at the CJS Data Standards Forum. The Structures are listed in alphabetical order.

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A Structure can be thought of as a logical grouping of individual data Elements or attributes. An example is that the data structure Criminal Prosecution Reference is comprised of the Elements 'CPR Defendant or Offender', 'CPR Offence Reason' and 'CPR Offence Reason Sequence'.

Section 3 of the document comprises the list of **Elements** whose Owner is a CJO organisation that is represented at the CJS Data Standards Forum. The Elements are listed in alphabetical order.

Section 4 is similar to Section 2 in that it lists a set of Structures. However, in this case the Owner of the Structure is **not** a CJO and thus they are not represented at the Data Standards Forum. In essence these are owned by external organisations.

Section 5 is similar to Section 3 in that it comprises the list of Elements which form part of a Structure defined in section 4 and are thus subject to the same qualifiers re ownership and governance.

1.4.1 Data Structure Descriptors

This table provides an explanation of the descriptors for a data structure.

Data Item	Description
Description	A textual account, explanation or representation of a Structure in terms of <i>what</i> the Structure is, its intended purpose and the context in which it may be used.
Version	A number that uniquely specifies the particular revision of a Structure.
Approval Date	The date on which this particular version of the Structure was approved at a meeting of the CJS Data Standards Forum.
Component Parts	The name of the data Elements that compose the Structure.
Validation Rules	<p>Rules that apply to a Structure to ensure its correctness in terms of syntactic structure.</p> <p>For example, a structure is composed of a number of Elements. In any instance of such a Structure the presence of some of these Elements is mandatory. If one or more of these mandatory component elements is not present then the Structure is ill-formed. See, for instance, the Offence Fixed Structure. The validation rule (1) states that the following Elements are mandatory component Elements of the Offence Fixed Structure:</p> <ul style="list-style-type: none"> • CJS Offence Code • Offence Title • Home Office Classification • Fixed Penalty Issued By Police Indicator • Fixed Penalty Issued By LA Indicator • Fixed Penalty Issued By Others Indicator <p>Note that all of the Elements referenced in the rule above have links to their corresponding entry in the Data Elements section of the catalogue.</p> <p>Other elements in some validation rules do not have links as they do not have their own entry in the Data Elements section of the catalogue. Such elements are instance of other standards. In such case bold text is used. For example, validation rule (2) of the of the Offence Fixed structure is:</p> <p style="padding-left: 40px;">If Offence End Date is present then (a) Offence Start Date must be present and (b) Offence End Date must be greater than Offence Start Date.</p> <p>All of these dates are instances of the Data Element Generic Date as may be seen in their entries in the Component Parts section of the structure.</p>
Owner	The name(s) of the organisation which owns the Structure.
Steward	The organisation / organisational unit who maintains the Structure on behalf of the Owner of that Structure.
Based on	Any standard(s) upon which the structure was based such as e-GIF or British Standards.
Comments	This item is used to provide any additional notes or observations which help to further explain either the Structure's definition or the Structure's intended usage.

1.4.2 Data Element Descriptors

This table provides an explanation of the descriptors for a data element.

Data Item	Description
Description	A textual account, explanation or representation of an Element in terms of <i>what</i> the Element is, its intended purpose and the context in which it may be used.
Version	A number that uniquely specifies the particular revision of an Element.
Approval Date	The date on which there this particular version of the Element was approved at a meeting of the CJS Data Standards Forum.
Minimum	The minimum number of characters that must be used for an Element's value.
Maximum	The maximum number of characters that may be used for an Element's value.
Default	The default value is the value which is to be used unless some other value has been actively selected from the set of allowable values; see Values below.
Values	<p>The list of the acceptable values for the element along with each particular value's associated meaning.</p> <p>For example, the Element 'Gender Type Code' has the following set of values {0, 1, 2, 9}. The associated meanings for each of the individual values is as follows:</p> <p>0 (meaning is: "not known [not recorded i.e. enquiry as to gender may not have been made]")</p> <p>1 (meaning is: "male")</p> <p>2 (meaning is: "female")</p> <p>9 (meaning is: "not specified [indeterminate i.e. enquiry may have been made but gender was not determined]")</p> <p>See section 3.45.</p>
Validation	<p>Rules which apply to the values of an Element to ensure their correctness in terms of syntactic structure.</p> <p>For example the structure of a National Insurance Number is AANNNNNNA where "A" stands for an alphabetic character and "N" stands for a numeric character.</p>
Owner	The name(s) of the organisation which owns the standard.
Steward	The organisation / organisational unit who maintains the set of data values defining an Element on behalf of the Owner of that Element.
Based on	Any standard (s) upon which the structure was based such as e-GIF (e Government Interoperability Framework) or British Standards.
Comments	This item is used to provide any additional notes or observations which help to further explain either the Element's definition or the Element's intended usage.

1.5 Conventions Used Within the Catalogue

There are a number of conventions used within the catalogue to represent the type and characteristics of data. These are as follows:

Convention	Description	Notation	Possible Type Values
Alphabetic Characters	Used to represent alphabetic characters only	A	Character range which can be used is A to Z and space.
Numerical Values	Used to represent numerical values only	N	Numeric values 0 to 9 can be used.
Alphanumeric Characters	Used to represent the full character set available through a standard UK keyboard (including space), in compliance with the e-GIF definition of "Alpha"	X	All characters found on a standard UK keyboard can be used.
More than one character or number represented	Used in the instance in which more than one Numeral Value, Alphabetic or Alphanumeric character is required to be represented.	N (3) is short form for NNN	A (x) N (x) X (x)
Century	The Century	CC	Probable values are 19 & 20
Year	The Year i.e. 06	YY	Possible values are 00 to 99
Day	The Day i.e. the 18th	DD	Possible values are 1 to 31
Month	The Month i.e. July would be 07	MM	Possible values are 1 to 12
Hour	Hour in a twenty four hour format	hh	Possible values are 00 to 24
Minute	The Minute	mm	Possible values are 00 to 60
Second	The Second	ss	Possible values are 00 to 60

2 Standards for 'Data Structures'

2.1 Criminal Prosecution Reference

Name	Criminal Prosecution Reference	
Description	A nationally unique and non-reused reference for a person or organisation linked to an offence or another reason for the purposes of the preparation and prosecution of criminal cases or for offender management.	
Version	3	
Approval Date	17 th December 2013	
Component Parts	CPR Defendant Or Offender	CPR Defendant Or Offender
	CPR Offence Reason	CPR Offence Reason
	CPR Offence Reason Sequence	CPR Offence Reason Sequence
Validation Rules	1. All of the component parts of this structure are mandatory when using this structure.	
Owner	CJSE Product Board	
Steward	Data Standards Forum (secretariat)	
Based on	Existing Police Service data standard concatenating an Arrest/Summons Number (ASN) with an Offence Code, sequenced within ASN to ensure uniqueness.	
Comments	Note that some CJOs will store the CPR in an alternative format i.e. the CPR Defendant or Offender with the CPR Offence Reason Sequence linked to the CPR Offence Reason .	

2.2 Hearing

Name	Hearing	
Description	This is due to a requirement to identify Data Elements that are relevant to the hearing of a case that would otherwise be repeated for each offence within the case. See also the Case Data Structure	
Version	5	
Approval Date	17 th December 2013	
Component Parts	Court Hearing Location	An instance of an OU Code to identify a physical court room within a court house.
	Date Of Hearing	The date of the actual court hearing. This is an instance of Generic Date .
	Time Of Hearing	The time of the actual court hearing. This is an instance of Generic Time .
	Hearing Language Indicator	Hearing Language Indicator
	Hearing Documentation Language	Hearing Documentation Language
	Defendant Present at Hearing	Defendant Present at Hearing
	Report Requested Date	The date a specific report e.g. the Pre-Sentence Report (PSR) or the Specific Sentence Report (SSR) was requested. This is an instance of Generic Date .
	Report Completed Date	The date a specific report e.g. the Pre-Sentence Report (PSR) or the Specific Sentence Report (SSR) was completed by the court. This is an instance of Generic Date .
Validation Rules	<ol style="list-style-type: none"> The following component parts are mandatory for use if a Hearing structure is used: <ul style="list-style-type: none"> Court Hearing Location Date of Hearing Time of Hearing Hearing Language Indicator Defendant Present at Hearing If either Report Requested Date or Report Completed Date is present then they must be a valid Generic Date. Note also that DD or MM-DD may not be zero for these two fields. 	
Owner	CJSE Product Board	
Steward	Data Standards Forum (secretariat)	
Based on	None	
Comments	None	

2.3 Offence Fixed

Name	Offence	
Description	The fixed (static) CJS Data Standard Offence structure “Offence” is used in the generic sense covering the reasons for bringing a court case against a person, covering criminal offences, breach proceedings and civil proceedings. Local variations of offence wordings are not permitted.	
Version	6	
Approval Date	24/01/2020	
Component Parts	CJS Offence Code	CJS Offence Code
	Offence Category Code	Offence Category Code
	Offence Title	Offence Title
	Offence Welsh Title	Offence Welsh Title
	Standard Offence Wording	Standard Offence Wording
	Welsh Offence Wording	Welsh Offence Wording
	Standard Statement Of Facts	Standard Statement Of Facts
	Welsh Statement Of Facts	Welsh Statement Of Facts
	Legislation	Legislation ID
	Welsh Legislation	Welsh Legislation
	Offence Start Date	The effective date of the parent data structure (i.e. the effective date of an offence code).
	Offence End Date	This is an instance of Generic Date. The date that the parent data structure ceases to be effective (i.e. the date that an offence code ceased to be legal).
	Recordable On PNC Indicator	This is an instance of Generic Date. Recordable On PNC Indicator
	Notifiable To Home Office Indicator	Notifiable To Home Office Indicator
	Custodial Indicator	Custodial Indicator
	Fine Indicator	Fine Indicator
	Complex Penalty Details	Complex Penalty Details
	Max Custodial Sentence Length Mag Court	This is an instance of Courts Max Custodial Sentence Length.
	Max Custodial Sentence Length Crown Court	This is an instance of Courts Max Custodial Sentence Length.
	Max Custodial Sentence Unit Mag Court	This is an instance of Courts Max Custodial Sentence Unit.
	Max Custodial Sentence Unit Crown Court	This is an instance of Courts Max Custodial Sentence Unit.
	Max Fine Type Mag Court	Max Fine Type Mag Court
	Max Fine Type Crown Court	Max Fine Type Crown Court
	Max Fine Mag Court	Max Fine Mag Court
	Max Fine Crown Court	Max Fine Crown Court
	Disqualification Type Code	Disqualification Type Code
	Max Penalty Points	Max Penalty Points
	Min Penalty Points	Min Penalty Points
	DVLA Code	DVLA Code
	Home Office Classification	Home Office Classification
	Offence National Region Code	Offence National Region Code

Validation Rules	<ol style="list-style-type: none"> 1. The following component parts are mandatory for use if an Offence Fixed structure is used: <ul style="list-style-type: none"> • CJS Offence Code • Offence Title • Home Office Classification 2. If Offence End Date is present then (a) Offence Start Date must be present and (b) Offence End Date must be greater than Offence Start Date. 3. The Offence Category Code must be populated if any one of the following is populated: <ul style="list-style-type: none"> • Standard Offence Wording • Standard Statement of Facts 4. The Offence Title must be populated if Standard Offence Wording is populated. 5. The Standard Offence Wording must be populated if one of the following is populated: <ul style="list-style-type: none"> • Standard Statement of Facts 6. The Offence Welsh Title must be populated if Welsh Offence Wording is populated. 7. The Recordable On PNC Indicator must be 'Y' or 'N' if the Standard Offence Wording is populated: 8. The Notifiable to Home Office Indicator must be 'Y' or 'N' if the Standard Offence Wording is populated. 9. The Fine Indicator must be 'Y' or 'N' if Standard Offence Wording or Standard Statement of Facts or Standard Indictment Wording is populated. 10. If the Custodial Indicator is not equal to 'Y' then none of the following fields must be populated: <ul style="list-style-type: none"> • Max Custodial Sentence Length Crown Court • Max Custodial Sentence Length Mag Court • Max Custodial Sentence Unit Crown Court • Max Custodial Sentence Unit Mag Court 11. If the value of Max Custodial Sentence Unit Crown Court is "Life" then the value of Max Custodial Sentence Length Crown Court must be set to "1". 12. If the Fine Indicator is not equal to 'Y' then the following elements must not be populated: <ul style="list-style-type: none"> • Max Fine Type Crown Court • Max Fine Type Mag Court. 13. The Disqualification Type Code must be populated if Standard Offence Wording or Standard Statement of Facts or Standard indictment Wording is populated 14. Max Penalty Points, if present, must be equal to or greater than Min Penalty Points.
Owner	CJS Data Standards Forum
Steward	Standard Offence Wording Group of the Data Standards Forum. (Maintenance is undertaken by the PNLD).

Based on	None.
Comments	<p>The term “Offence Code” includes all criminal offences that have been allocated a CJS Code and certain other reasons for a court hearing or court proceeding e.g. applications (e.g. for an Anti Social Behaviour Injunction), civil applications relating to criminal matters, breaches of court orders and breaches of bail conditions. Each “offence” code is categorised in accordance with the Data Element “Offence Category”.</p> <p>The populated Offence Code Data Standard, as maintained by PNLD, includes Welsh versions of relevant Data Elements e.g. Standard Offence Wording. The same Offence Code is used for the English and Welsh versions, Welsh wording etc is included as a separate Data Element rather than a separate Offence. Welsh versions of wording etc are only added to PNLD on demand i.e. not all offences have Welsh wording versions.</p> <p>Inchoate offences (conspiring, attempting, aiding and abetting and inciting) are identified by an eighth character of the Offence Code (the “offence qualifier”).</p> <p>Local offences are treated in the same way as other criminal charges, local variations of offence wordings are not permitted.</p> <p>Common laws have an Offence Code commencing “COML” then NNNA.</p> <p>A number of Offence Wording and Statement of Facts sections contain “variable inserts”. These data Elements are large text fields of standard wording with spaces for the user to input the variable insert when creating a real instance of an offence.</p>

2.4 Organisation Unit Identifier

Name	Organisation Unit Identifier	
Description	<p>A code to represent a physical and/or logical organisation unit at a level within a Criminal Justice Organisation, or an external organisation which accesses the CJS Exchange.</p> <p>This “structure level” Data Element is defined using codes only, literal values exist for each subordinate Data Element and are shown in the following pages.</p> <p>Also used within CPR Defendant or Offender.</p>	
Version	5	
Approval Date	17 th December 2013	
Component Parts	OU Code Top Level	OU Code Top Level
	OU Code Second Level	OU Code Second Level
	OU Code Third Level	OU Code Third Level
	OU Code Bottom Level	OU Code Bottom Level
	OU Top Level Name	OU Top Level Name
	OU Second Level Name Or Type	OU Second Level Name Or Type
	OU Third Level Name	OU Third Level Name
	OU Third Level Legacy Code	OU Third Level Legacy Code
	OU Bottom Level Name	OU Bottom Level Name
	OU Start Date	<p>The effective date of the parent data structure (i.e. the effective date of the Organisation Unit entry in the DS).</p> <p>This is an instance of Generic Date.</p>
	OU End Date	<p>The end date of the parent data structure (i.e. the date the Organisation Unit entry in the DS ceases to be effective).</p> <p>This is an instance of Generic Date.</p>
	OU Notes	<p>Further description and explanation of the OU.</p> <p>This is an instance of Generic Long Note.</p>

Validation Rules	<p>FFFUUSS¹ where: F (the leading F) identifies a CJO (or that the organisation is an external organisation) FF (character positions 2 and 3) represents a top level organisation unit of a CJO (or a type of external organisation) UU represents a middle level organisation unit of a CJO, subordinate to FF (or of an external organisation) SS represents a bottom level organisation unit of a CJO (or a Police Service system), subordinate to UU (or of an organisation unit within an external organisation)</p> <p>Valid values of each subordinate element depend on the value of the leading F e.g. FFUUSS values for Police can only be valid Police organisations/service. The valid values are shown in the individual Data Elements.</p> <ol style="list-style-type: none"> If the Organisation Unit Identified structure is used the following elements are Mandatory: <ul style="list-style-type: none"> OU Code Second Level OU Code Third level OU Code Bottom Level OU Top Level Name OU Start Date The OU Start Date must be prior to the OU End Date if the latter is present.
Owner	CJSE Product Board
Steward	Data Standards Forum (secretariat) for the leading F level. The CJO identified at level 2 of the structure is the Steward for that CJO. (See validation rules for further detail.)
Based on	Police Service Force/Station/System codes as used in the Arrest/Summons Number (ASN) .
Comments	None

¹ An alternative validation must allow for FF rather than FFF by the Police Service in parallel until they have migrated their existing FF format to the FFF format.

2.5 Person

Name	Person	
Description	The Person Data Structure forms the Data Elements describing a Person (including a Defendant or Offender) as required by CJSE. Wherever applicable and possible the Data Elements comply with e-GIF/GMS.	
Version	5	
Approval Date	17 th December 2013	
Component Parts	Arrest Summons Number	Arrest Summons Number
	Criminal Records Office Number	Criminal Records Office Number
	Driving Licence Number	Driving Licence Number
	National Insurance Number	National Insurance Number
	Passport Number	Passport Number
	Police National Computer ID	Police National Computer ID
	Police Worker Collar Number	Police Worker Collar Number
	Police Worker Reference Number	Police Worker Reference Number
	NOMS Number	NOMS Number
	Person Name Type	Person Name Type
	Person Birth Date	The date the person was born or is officially deemed to have been born (if known). This is an instance of Generic Date .
	Gender Type Code	Gender Type Code
	Person Title	Person Title
	Name Change Sequence Number	Name Change Sequence Number
	Given Name	Given Name
	Family Name	Family Name
	Person Name Suffix	Person Name Suffix
	Person Requested Name	Person Requested Name
	Driving Licence Type Code	Driving Licence Type Code
	Driving Licence Issue Number	Driving Licence Issue Number
	Driving Licence Cpart Issue No	Driving Licence Cpart Issue No
	Ethnicity Self Defined Code	Ethnicity Self Defined Code
	Ethnicity Self Defined Extra Definition	Ethnicity Self Defined Extra Definition
	Ethnicity Observed 4 Plus 1 Code	Ethnicity Observed 4 Plus 1 Code
	Ethnicity Observed 6 plus 1 Code	Ethnicity Observed 6 plus 1 Code
	Language Requirement	Language Requirement
	Specific Requirements	Specific Requirements
	Security Remarks	Security Remarks
	Religion	Religion

	Person Notes	Person Notes
	Person Remand Status	Person Remand Status
	Disability Self Defined Code	Disability Self Defined Code
	Preferred Method Of Contact	Preferred Method Of Contact
	Vehicle Operators Licence Number	Vehicle Operator's Licence
	Perceived Birth Year	Perceived Birth Year
	Offender Code	Offender Code
	Occupation	The description of an occupation as obtained from the code description of Occupation Code .
	Occupation Code	Occupation Code
	Police Officer Rank Description	Police Officer Rank Description
	Police Officer Rank Input Code	Police Officer Rank Input Code
	Police Officer Rank Numeric Code	Police Officer Rank Numeric Code
	Person Stated Nationality	Person Stated Nationality
	Youth Offending Team Unique Person ID	Youth Offending Team Unique Person ID
	No Fixed Abode	No Fixed Abode
Validation Rules	<ol style="list-style-type: none"> If the Person structure is used the following elements are Mandatory: <ul style="list-style-type: none"> Gender Type Code Name Change Sequence Number Family Name Given Name Ethnicity Self Defined Code The Person Birth Date must not be in the future. The Person Birth Date must not be later than person's Death Date where held. The Given Name repeats as a Person can have multiple occurrences of a given name, hence usage of Name Change Sequence Number. The Ethnicity Self Defined Code is mandatory if the person's role is Defendant/Offender. 	
Owner	CJSE Product Board	
Steward	Data Standards Forum (secretariat)	
Based on	None	
Comments	See also the DSC Guidance document for details of related data structures (Role, Contact Details etc).	

2.6 Postal Address

Name	Postal Address	
Description	This is the postal address of a Person or Organisation. As a structure it is a subtype of an inferred structure "Contact Detail".	
Version	4	
Approval Date	25th August 2006	
Component Parts	UK Address	UK Address
	UK Postcode	UK Postcode
	Country	
Validation Rules	See individual data elements.	
Owner	CJSE Product Board	
Steward	Data Standards Forum (secretariat)	
Based on	None	
Comments	None	

2.7 Result Fixed

Name	Result Fixed	
Description	<p>The CJSE Result Structure, containing Data Elements that are a fixed part of a result and are used as reference data within a result code.</p> <p>Results can be one of three types:</p> <p>Interim – where a further decision relating to the offence is expected at some stage in the future. This means that the offence will remain in an ‘open’ state. e.g. adjournments or remands, including deferred sentences and adjournments sine die.</p> <p>Partial – which are decisions made on an offence but which cannot be the only result relating to the offence. e.g. licence endorsements, interim disqualifications and orders which can only be imposed in addition to some other penalty.</p> <p>Final – which are the final clearance of an offence and which have the effect of ‘closing’ or concluding the normal progress of the offence through the court, these are referred to as “disposals” in some CJOs but note that Police services refer to all Court Result codes as “disposals”. These fall into four main categories e.g. discharges, fines, community penalties and custodial sentences. They include a number of other orders which can be imposed instead of, or in addition to, imposing a penalty. NB “Administrative results” e.g. Listing officer re-scheduling a hearing (Result Code 4555), recording of receipt of appeal notices and appeal decisions, decisions on the reopening of a case are not categorised differently to any other results type.</p>	
Version	5	
Approval Date	17 th December 2013	
Component Parts	CJS Result Code	CJS Result Code
	Result Description	Result Description
	Result Type Code	Result Type Code
	England And Wales Indicator	England And Wales Indicator
	CJS Result Code Start Date	<p>The date that this result code became valid for use.</p> <p>This is an instance of Generic Date.</p>
	CJS Result Code Last Amended Date	<p>The date that this result code was last amended.</p> <p>This is an instance of Generic Date.</p> <p>Note: On adoption of this standard all result Codes were set to the date the standard became effective.</p>
	CJS Result Code End Date	<p>The date that that is result code ceased to be valid for use.</p> <p>This is an instance of Generic Date.</p>
	Result Applicable Qualifier Code	Result Applicable Qualifier Code
	Offence Remand Status Code	Offence Remand Status Code
	Duration Quantity	Duration Quantity
	Date Quantity	Date Quantity
	Time Quantity	Time Quantity
	Amount Quantity	Amount Quantity

	Number Quantity	Number Quantity
	Text Quantity	Text Quantity
	CJS Result Code Notes	Further description and explanation of the CJS Result Code and related Data Elements. This is an instance of Generic Short Note .
Validation Rules	<ol style="list-style-type: none"> The following component parts are mandatory for use if a Result Fixed structure is used: <ul style="list-style-type: none"> CJS Result Code Result Description Result Type Code England And Wales Indicator Offence Remand Status Code Duration Quantity Date Quantity Time Quantity Amount Quantity Number Quantity Text Quantity If the CJS Result Code End Date is present then it must be equal to or greater than CJS Result Code Start Date (if given). Time Quantity must only be greater than zero when date is used. 	
Owner	CJSE Product Board	
Steward	Data Standards Forum (secretariat)	
Based on	A result standard used by the Police Service and planned for use by Libra	
Comments	<p>Pre-court results e.g. police cautions and reprimands are not included in this Data Standard. Pre-court results are retained within Police services and are not exchanged with other CJOs.</p> <p>In version 4.3 of the catalogue, CJS Result Code Notes had no values provided for the maximum and minimum length. Investigation of data on HMCTS Libra system has indicated that this should fit within a Generic Short Note. This is subject to further investigation. Please confirm that this mapping is fit for purpose with your relevant CJO if you intend to use this structure.</p>	

2.8 Result Qualifier Fixed

Name	Result Qualifier Fixed	
Description	<p>Data Elements that are a fixed part of a Result Qualifier and are used as reference data within a Result Qualifier Code.</p> <p>A result qualifier gives additional information about an instance of a result e.g. Result Code 1002 is Imprisonment, Qualifier B added to that result shows that the offence was deemed to be racially aggravated. Without the added qualifier B the offender is still imprisoned but the offence was deemed not to be racially aggravated (by default).</p>	
Version	5	
Approval Date	25 th February 2013	
Component Parts	Result Qualifier Code	Result Qualifier Code
	Result Qualifier Code Description	The textual meaning of a qualifier as given in Result Qualifier Code .
	Result Qualifier Start Date	<p>The date that this qualifier became valid for use.</p> <p>Back record conversion to hold accurate dates prior to adoption of this Data Standard is not necessary or cost effective. No start date infers that the Result Qualifier was valid prior to adoption of this Data Standard.</p> <p>This is an instance of Generic Date.</p>
	Result Qualifier Last Amended Date	<p>The date that this qualifier was last amended.</p> <p>The date of any amendments done prior to 2004 are not recorded, “back conversion” to hold accurate dates prior to 2004 is not necessary or cost effective.</p> <p>This is an instance of Generic Date.</p>
	Result Qualifier End Date	<p>The date that this qualifier ceased to be valid for use.</p> <p>No end date infers that the Result Code is still effective.</p> <p>Back record conversion to hold accurate dates prior to adoption of this Data Standard is not necessary or cost effective. A date of 2003-12-31 (31st Dec 2003) infers that the Result Qualifier became obsolete prior to adoption of this Data Standard.</p> <p>This is an instance of Generic Date.</p>
	Result Qualifier Notes	<p>Further description and explanation of the Result Qualifier Code and related Data Elements.</p> <p>This is an instance of Generic Long Note.</p>

Validation Rules	<ol style="list-style-type: none">1. The following elements are mandatory if a Result Qualifier Structure is used:<ul style="list-style-type: none">• Result Qualifier Code• Result Qualifier Code Description2. The Result Qualifier End Date must be equal to or greater than Result Qualifier Start Date if present.
Owner	CJSE Product Board
Steward	Data Standards Forum (secretariat)
Based on	A result qualifier standard used by the Police Service and planned for use by Libra.
Comments	None

2.9 Role

Name	Role	
Description	This shows the role of a Person or an Organisation.	
Version	5	
Approval Date	17th December 2013	
Component Parts	Role Type Code	Role Type Code
	Role Type Description	See description for corresponding code in the element Role Type Code .
Validation Rules	None	
Owner	CJSE Product Board	
Steward	Data Standards Forum (secretariat)	
Based on	None	
Comments	None	

2.10 System ID

Name	System ID	
Description	<p>The OU Code Data Standard (OU DS) defines a consistent reference format for organisational units within the Criminal Justice System (CJS).</p> <p>This reference is a six or seven character alphanumeric string of the format [F]FFUUSS, where the first F is used to identify the CJO or other organisation, the FF represents the CJ area code, the UU (usually) represents a sub-unit of the area, and the SS represents a sub-unit of the UU unit.</p> <p>System IDs that were generated by the now disbanded CJIT have some correlation with the OU code.</p>	
Version	5	
Approval Date	17 th December 2013	
Component Parts	OU Code Top Level	OU Code Top Level
	OU Code Second Level	OU Code Second Level
	System Name	System Name
	System Instance	System Instance
	System ID Start Date	<p>The date that the parent data structure starts to be effective (i.e. the date that a System ID entry in the DS starts to be effective).</p> <p>A start date of 30th September 2005 has been used in instances where the System ID was allocated prior to publication of version 3.0 of the Data Standards Catalogue.</p> <p>This is an instance of Generic Date.</p>
	System ID End Date	<p>The date that the parent data structure ceases to be effective (i.e. the date that a System ID entry in the DS ceases to be effective).</p> <p>This is an instance of Generic Date.</p>
	System ID Notes	<p>Further description and explanation of the System ID.</p> <p>This is an instance of Generic Long Note.</p>

Validation Rules	<p>FFF<system name>NNN where:</p> <p>F represents (the leading F) identifies a CJO (or that the organisation is an external organisation).</p> <p>FF represents (character positions 2 and 3) represents a top level organisation unit of a CJO (or a type of external organisation) system name A string which identifies the system type in plain English, assigned and appended to the FFF. Police systems have numeric characters at the beginning but are deemed to be part of the string rather than separate values. System name contains no spaces and is in “camel case”, giving for example “01PoliceCaseSystem”, “CompassCMS”.</p> <p>NNN represents an optional three digit code that identifies a system instance within a CJS Area - only needs to be used where there is more than one instance of a system, i.e. not necessary for B00LIBRA but would be if area 62 had more than one MCS (giving B62MCS001, B62MCS002 etc i.e. allows for more than one MCS within area 62).</p> <ol style="list-style-type: none"> The following elements are mandatory when a System Id structure is used: <ul style="list-style-type: none"> OU Code Second Level If System ID End Date is present then it must be greater than System ID Start Date.
Owner	CJSE Product Board
Steward	Data Standards Forum (secretariat)
Based on	None
Comments	None

2.11 UK Internal Country

Name	UK Internal Country	
Description	A collection of UK Internal Country Code and UK Internal Country Name pairs representing the constituent internal countries of the United Kingdom of Great Britain and Northern Ireland.	
Version	5	
Approval Date	17th December 2013	
Component Parts	UK Internal Country Code	UK Internal Country Code
	UK Internal Country Description	A description of a unique code representing a constituent internal part of the United Kingdom of Great Britain and Northern Ireland. See the description of the code value provided in UK Internal Country Code .
Validation Rules	None	
Owner	CJSE Product Board	
Steward	Data Standards Forum (secretariat)	
Based on	e-GIF Standards	
Comments	<p>The e-GIF Data Standards specify that if Country Code value is GBR (United Kingdom of Great Britain & N. Ireland), then a UK Internal Code is mandatory. A decision was made by the Data Standards team this would be made as optional within the Data Standards Catalogue.</p> <p>As the e-GIF standards have been deprecated this standard is effectively branched and is now owned by the CJSE Product Board.</p>	

3 Standards for 'Data Elements'

3.1 Removed from v 6

3.2 Age At First Conviction

Description	Age young person was first convicted of an offence (in years).
Version	5
Approval Date	16/04/2014
Minimum	2
Maximum	14
Default	None
Values	Don't Know Not Applicable 10 11 12 13 14 15 16 17
Validation	None
Owner	YJB
Steward	YJB
Based On	YJB internal Data Standards
Comments	None

3.3 Age At First Caution

Description	Age at first caution (in years).
Version	5
Approval Date	16/04/2014
Minimum	2
Maximum	14
Default	None
Values	Don't Know Not Applicable 10 11 12 13 14 15 16 17
Validation	None
Owner	YJB
Steward	YJB
Based On	YJB internal Data Standards
Comments	Used to be 'Age at First Reprimand' but this was changed to Caution in 2014.

3.4 Age At First Use

Description	The age of the Young Person when he/she first used the particular substance (in years).
Version	5
Approval Date	16/04/2014
Minimum	1
Maximum	2
Default	None
Values	0 to 17
Validation	None
Owner	YJB
Steward	YJB
Based On	YJB internal Data Standards
Comments	None

3.5 Alcohol Level Amount

Description	<p>The amount of alcohol present in the blood urine or breath of the defendant. Where the Alcohol Level Method = Blood the value of this data item refers to the amount of alcohol in milligrams per 100 ml of blood.</p> <p>Where the Alcohol Level Method = Urine the value of this data item refers to the amount of alcohol in milligrams per 100 ml of urine.</p> <p>Where the Alcohol Level Method = Breath the value of this data item refers to the amount of alcohol in micrograms per 100 ml of blood</p>
Version	4
Approval Date	17/12/2013
Minimum	1
Maximum	3
Default	None
Values	1 - 999
Validation	Numeric
Owner	CJSE Product Board
Steward	Data Standards Forum (secretariat)
Based On	None
Comments	Alcohol Level Amount should be used with Alcohol Level Method.

3.6 Amount Quantity

Description	The quantity of monetary amounts that must be input with the result code e.g. a Fine would have an Amount Quantity of one.
Version	5
Approval Date	17/12/2013
Minimum	1
Maximum	1
Default	0
Values	0 to 9
Validation	Numeric
Owner	CJSE Product Board
Steward	Result Sub-Group of the DSF
Based On	None
Comments	None

3.7 Arrest Summons Number

Description	To identify a particular defendant by their arrest/summons number (ASN), allocated by Police (or other prosecutor) when a defendant is arrested or summonsed.
Version	4
Approval Date	26/06/2006
Minimum	20
Maximum	21
Default	None
Values	Refer to CPR Defendant Or Offender
Validation	None
Owner	Police
Steward	PNC
Based On	None
Comments	Only relevant when Role = Defendant/Offender

3.8 Case Markers (Descriptive)

Description	A marker to highlight a characteristic of the case (relating to the person and/or the offence) as being of particular interest to CJO partners when handling the Case.																																									
Version	3																																									
Approval Date	23/03/2019																																									
Minimum	Code: 2	Description: 4																																								
Maximum	Code: 2	Description: 40																																								
Default	None																																									
Values	<table border="1"> <tr><td>AE</td><td>Animal Rights Extremism</td></tr> <tr><td>CD</td><td>Civil Disobedience</td></tr> <tr><td>CO</td><td>Crime Against An Older Person</td></tr> <tr><td>CW</td><td>Child Witness</td></tr> <tr><td>DH</td><td>Hate Crime - Disability</td></tr> <tr><td>DV</td><td>Domestic Violence</td></tr> <tr><td>FM</td><td>Forced Marriage</td></tr> <tr><td>FT</td><td>Fatality</td></tr> <tr><td>HC</td><td>Honour Crime</td></tr> <tr><td>HP</td><td>Hate Crime - Sexual Orientation</td></tr> <tr><td>HT</td><td>Human Trafficking</td></tr> <tr><td>KD</td><td>Kidnap / false imprisonment</td></tr> <tr><td>PT</td><td>Persistently Targeted Victims</td></tr> <tr><td>PW</td><td>Prohibited Weapons</td></tr> <tr><td>RA</td><td>Hate Crime - Racist</td></tr> <tr><td>RE</td><td>Hate Crime - Religious</td></tr> <tr><td>RP</td><td>Rape</td></tr> <tr><td>SX</td><td>Sexual offence victim (other than Rape - see RP)</td></tr> <tr><td>TG</td><td>Hate Crime - Transgender</td></tr> <tr><td>VI</td><td>Vulnerable or Intimidated Victim</td></tr> </table>		AE	Animal Rights Extremism	CD	Civil Disobedience	CO	Crime Against An Older Person	CW	Child Witness	DH	Hate Crime - Disability	DV	Domestic Violence	FM	Forced Marriage	FT	Fatality	HC	Honour Crime	HP	Hate Crime - Sexual Orientation	HT	Human Trafficking	KD	Kidnap / false imprisonment	PT	Persistently Targeted Victims	PW	Prohibited Weapons	RA	Hate Crime - Racist	RE	Hate Crime - Religious	RP	Rape	SX	Sexual offence victim (other than Rape - see RP)	TG	Hate Crime - Transgender	VI	Vulnerable or Intimidated Victim
AE	Animal Rights Extremism																																									
CD	Civil Disobedience																																									
CO	Crime Against An Older Person																																									
CW	Child Witness																																									
DH	Hate Crime - Disability																																									
DV	Domestic Violence																																									
FM	Forced Marriage																																									
FT	Fatality																																									
HC	Honour Crime																																									
HP	Hate Crime - Sexual Orientation																																									
HT	Human Trafficking																																									
KD	Kidnap / false imprisonment																																									
PT	Persistently Targeted Victims																																									
PW	Prohibited Weapons																																									
RA	Hate Crime - Racist																																									
RE	Hate Crime - Religious																																									
RP	Rape																																									
SX	Sexual offence victim (other than Rape - see RP)																																									
TG	Hate Crime - Transgender																																									
VI	Vulnerable or Intimidated Victim																																									
Validation	Alphabetic																																									
Owner	CJSE Product Board																																									
Steward	Data Standards Forum (secretariat)																																									
Based On	None																																									
Comments	These markers relate to the circumstances of the alleged offence and are to some extent a subjective characterisation of the offence.																																									

3.9 Case Markers (Procedural)

Description	A marker to highlight the procedural characteristic of the case (relating to the person and/or the offence) as being of particular interest to CJO partners when handling the case.	
Version	1	
Approval Date	21/06/2012	
Minimum	2	
Maximum	2	
Default	None	
Values	Code	Description
	AA	ASBO Applied For
	AG	ASBO Granted
	AR	Asset Recovery
	CA	Substantial Charge Alteration
	DI	Drug Interventions Programme
	IV	Identified Victim
	MI	Media Interest
	PC	Police Complaints
	PD	Pre-Charge Decision
	SC	DV Specialist Court
	VC	Virtual Court
	VI	Vulnerable or Intimidated Victim
	WR	Pre-Trial Witness Interview Referral
Validation	Alphabetic	
Owner	CJSE Product Board	
Steward	Data Standards Forum (secretariat)	
Based On	None	
Comments	These markers represent a procedural or status 'flag' and may be used to guide workflow within the recipient organisation.	

3.10 Case Stage

Description	Current stage to which the the case has progressed.
Version	5
Approval Date	17/12/2013
Minimum	5
Maximum	32
Default	None
Values	Referral Order Pre-Sentence report Post sentence Mid Detention and Training order Review End order Other
Validation	None
Owner	YJB
Steward	YJB
Based On	YJB internal Data Standards
Comments	None

3.11 CJS Offence Code

Description	A code to represent an offence (where offence is used in the generic sense covering the reasons for bringing a court case against a defendant).
Version	5
Approval Date	17/12/2013
Minimum	7
Maximum	8
Default	None
Values	Must be a valid Offence Code on the PNLD-maintained Offence Codes Data Standard Database
Validation	<p>AAYNNN or COML NNN or XX00 NNN (all with an optional eighth character (A) to qualify an Offence Code as an offence of either attempting aiding and abetting conspiring or inciting to commit an offence). Note also that the quote marks are not part of the validation but are used here to show literal content (e.g. MD71101 [Misuse of Drugs Act 1971 class B drug (cannabis)]) where:</p> <p>AA is a code identifying an Act or other source (e.g. MD) YY is the year of the Act etc (e.g. 71)</p> <p>NNN is a three digit number with leading zeroes as required identifying an Offence Reason within the Act etc. (e.g. 101) not necessarily inferring 101 or more offences within the act in the example given.</p> <p>If the optional eighth character(A) is present then it must be one of the four following codes:</p> <ul style="list-style-type: none"> A attempting B aiding and abetting C conspiring I inciting <p>Or where:</p> <p>COML is a literal to denote common laws followed by NNNA as above.</p> <p>Or where:</p> <p>XX00 is a literal to denote an indictment rather than a charge followed by NNNA as above.</p>
Owner	CJSE Product Board
Steward	Standard Offence Wording Group of the Data Standards Forum.
Based On	Offence Code. The CJS Offence Code is managed by the Standard Offence Wording Group. It is published via the Police National Legal Database (PNLD)
Comments	<p>Includes nationally based local offences (and byelaws). Local offences fit the pattern AAYNNN (e.g. LO72NNN where LO72 refers to the local government act of 1972). Local variations of wording are not permitted.</p> <p>The PenTip (fixed penalty system) may use the optional eighth character to support internal business processes only. However, when data is exchanged to another CJO system the optional character must be removed at source before transmission.</p>

3.12 CJS Result Code

Description	A unique code representing a result
Version	5
Approval Date	25/02/2014
Minimum	4
Maximum	4
Default	None
Values	1001 - 9999
Validation	Numeric
Owner	CJSE Product Board
Steward	Result Sub-Group of the DSF
Based On	None
Comments	None

3.13 Closed Response 2

Description	A set of two fixed responses from which a respondent must choose; no other value for the response is allowed
Version	1
Approval Date	22/07/2013
Minimum	2
Maximum	10
Default	None
Values	Yes No
Validation	None
Owner	CJSE Product Board
Steward	Data Standards Forum (secretariat)
Based On	YJB internal Data Standards
Comments	This choice of response is usually in answer to a closed ended question. The meaning of the answer depends upon the specific business context.

3.14 Closed Response 4

Description	A set of four fixed responses from which a respondent must choose; no other value for the response is allowed (This choice of response is usually in answer to a closed ended question.)
Version	1
Approval Date	22/07/2013
Minimum	2
Maximum	10
Default	None
Values	Don't Know Not Applicable Yes No
Validation	None
Owner	CJSE Product Board
Steward	Data Standards Forum (secretariat)
Based On	YJB internal Data Standards
Comments	This choice of response is usually in answer to a closed ended question. The meaning of the answer depends upon the specific business context.

3.15 Complex Penalty Details

Description	Used for example where legislation dictates that maximum sentences vary according to the age of the defendant. Legislation often specifies that penalties can be an "and/or" mix of custody fine etc. This Data Element is therefore also used where the permutation of custody, fine and points is not "and/or" in the legislation for the offence. Also includes other penalties that can be awarded for this offence e.g. forfeiture, obligatory requirement to pass a test (free text).
Version	2
Approval Date	12/11/2004
Minimum	1
Maximum	250
Default	None
Values	The values are maintained within the PNL Database.
Validation	Alphanumeric
Owner	CJSE Product Board
Steward	Standard Offence Wording Group of the Data Standards Forum
Based On	None
Comments	None

3.16 Removed from v 6

3.17 Court Case Reference Number

Description	This is a unique reference number assigned to a new occurrence of a court case created on PNC. The CCRN is held by CJSE but may not be held by court systems relevant to all court types and may be used to identify cases in civil crown magistrates' courts etc. Will be held in CJSE sent from Police Case systems.
Version	4
Approval Date	07/06/2006
Minimum	15
Maximum	15
Default	None
Values	None
Validation	<p>Alphanumeric.YY/CCCC/NNNNNND</p> <p>where YY - 2 digit year/CCCC - 4 digit Court Code (OU Third Level Legacy Code)/NNNNNN - Sequential Number D - Check character Example - 05/9876/123456R</p> <p>Number must be of valid format. The court code must be a valid court code. The check digit will be generated and validated using the standard Modulus 23 algorithm as follows. The year court code and serial part are used to form a single value viz YYCCCCNNNNNN.</p> <p>This value is divided by 23 and the remainder value equated to a check digit (1 to A 2 to B etc up to 0 for Z; letters I O and S not used).</p>
Owner	CJSE Product Board
Steward	PNC
Based On	None
Comments	A mandatory data item for every Court Case (pending or otherwise). An optional data item for a Sentence Custody Record.

3.18 Court Type

Description	The type of court that made the adjudication.
Version	5
Approval Date	25/02/2014
Minimum	2
Maximum	15
Default	None
Values	Please contact HMCTS Libra Standing Data management Team for a list of court types.
Validation	Alphabetic
Owner	CJSE Product Board
Steward	HMCTS
Based On	None
Comments	None

3.19 Courts Max Custodial Sentence Length

Description	The maximum custodial sentence in 'units' that can be awarded for this offence in either a Crown Court or a Magistrates Court.
Version	5
Approval Date	25/02/2014
Minimum	1
Maximum	3
Default	None
Values	1 to 999
Validation	Numeric
Owner	CJSE Product Board
Steward	Standard Offence Wording Group of the Data Standards Forum
Based On	None
Comments	See also the element Courts Max Custodial Sentence Unit

3.20 Courts Max Custodial Sentence Unit

Description	The unit of custodial sentence paired with Courts Max Custodial Sentence Length which determines actual length.
Version	3
Approval Date	25/02/2014
Minimum	4
Maximum	6
Default	None
Values	Days Weeks Months Years Life
Validation	Alphabetic
Owner	CJSE Product Board
Steward	Standard Offence Wording Group of the Data Standards Forum
Based On	None
Comments	See also the element Courts Max Custodial Sentence Length .

3.21 CPR Defendant Or Offender

Description	The first Data Element within the Criminal Prosecution Reference (CPR) to identify the instance of a person or organisation as a Defendant or Offender in a case.																																																		
Version	3																																																		
Approval Date	17/12/2013																																																		
Minimum	20																																																		
Maximum	21																																																		
Default	None																																																		
Values	<p>Only applicable to FFFUUSS (refer to Organisation Unit Identifier for an explanation of FFUUUSS)</p> <p>YYFFFUUSSN(11)A</p> <p>e.g. 93105CE0101245932H (or optionally for display/printing: 93/105CE01/01245932H) where:</p> <p>YY is a year</p> <p>FFFUUSS are four levels of Organisation Unit Identifier.</p> <p>N(11) is an eleven digit number, with leading zeroes as required, within year/organisation unit (i.e. it starts at 1 each January 1st within each separately identified organisation unit which creates instances of the Data Element.). A is a check character generated using a specified check character algorithm as currently used by Police services for the ASN, this may be subject to change to accommodate the new leading F: To calculate the check character the station code and the oblique are stripped from the reference number (for more details see below); the serial number is expanded to 11 digits with leading zeros as required, and these characters are then arranged to form a number in the following format:</p> <p>FFSSYYnnnnnnnnnn</p> <p>This number is then divided by 23 which produces a remainder between 0 and 22; the check character is allocated according to the remainder as follows:</p> <table border="0"> <tr> <td>1</td><td>A</td><td>6</td><td>F</td><td>11</td><td>L</td><td>16</td><td>Q</td><td>21</td><td>V</td> </tr> <tr> <td>2</td><td>B</td><td>7</td><td>G</td><td>12</td><td>M</td><td>17</td><td>R</td><td>22</td><td>W</td> </tr> <tr> <td>3</td><td>C</td><td>8</td><td>H</td><td>13</td><td>N</td><td>18</td><td>S</td><td>23</td><td>X</td> </tr> <tr> <td>4</td><td>D</td><td>9</td><td>J</td><td>14</td><td>O</td><td>19</td><td>T</td><td>24</td><td>Y</td> </tr> <tr> <td>5</td><td>E</td><td>10</td><td>K</td><td>15</td><td>P</td><td>20</td><td>U</td><td>0</td><td>Z</td> </tr> </table> <p>Example</p> <p>The following Arrest/Summons reference number:</p> <p>93/52HQ/01/123456</p> <p>Once stripped of its oblique and station code, the serial number expanded to 11 digits, and the characters arranged as described above, becomes:-</p> <p>52019300000123456</p> <p>This number is then divided by 23 which produces a remainder of 13 and therefore the check character is N. Thus the full Arrest/Summons Reference Number is:</p> <p>93/52HQ/01/123456N</p>	1	A	6	F	11	L	16	Q	21	V	2	B	7	G	12	M	17	R	22	W	3	C	8	H	13	N	18	S	23	X	4	D	9	J	14	O	19	T	24	Y	5	E	10	K	15	P	20	U	0	Z
1	A	6	F	11	L	16	Q	21	V																																										
2	B	7	G	12	M	17	R	22	W																																										
3	C	8	H	13	N	18	S	23	X																																										
4	D	9	J	14	O	19	T	24	Y																																										
5	E	10	K	15	P	20	U	0	Z																																										
Validation	None																																																		
Owner	CJSE Product Board																																																		
Steward	CPS																																																		
Based On	Existing Police Service Arrest/Summons Number (ASN) data standard																																																		

Comments

This Data Element is based on the format of the existing Police Service [Arrest/Summons Number](#) to identify a person or organisation charged or summonsed. The existing allocation of PNC update values by the police service to the FF organisation unit level identifier (also used for other Police Service referencing) almost exhausts the possible range of these values for this level. Necessary expansion of usage of this level by the Police Service, and the much wider generic usage across the CJOs of this format adopted as part of the CPR, required a review of the format of this level.

It was decided to add a third leading F (i.e. to become FFF) to identify a CJO or other organisation as well as providing additional values for Police Service usage (refer to [Organisation Unit Identifier](#) for an explanation of FFUUSS).

3.22 CPR Offence Reason

Description	The second Data Element within the CPR. The Offence Code provides this Data Element.
Version	5
Approval Date	17/12/2013
Minimum	7
Maximum	8
Default	None
Values	Must be a valid Offence Code on the PNLD-maintained Offence Codes Data Standard Database
Validation	<p>AAYNNN or "COML"NNN or "XX00"NNN (all with an optional eighth character (A) to qualify an Offence Code as an offence of either attempting, aiding and abetting, conspiring or inciting to commit an offence). Note also that the quote marks are not part of the validation but are used here to show literal content. (e.g. MD71101 [Misuse of Drugs Act 1971, class B drug (cannabis)])</p> <p>where:</p> <p>AA is a code identifying an Act or other source (e.g. MD) YY is the year of the Act etc (e.g. 71) NNN is a three digit number, with leading zeroes as required, identifying an Offence Reason within the Act etc. (e.g. 101) not necessarily inferring 101 or more offences within the act in the example given.</p> <p>A, if present, is either: A attempting, B aiding and abetting, C conspiring I inciting</p> <p>Or where: "COML" is a literal to denote common laws, followed by NNNA as above.</p> <p>Or where: "XX00" is a literal to denote an indictment rather than a charge, followed by NNNA as above.</p>
Owner	CJSE Product Board
Steward	CPS
Based On	Based on CJS Offence Code .
Comments	Refer to "Offence Code" for details of length, validation and values.

3.23 CPR Offence Reason Sequence

Description	The third Data Element within the Criminal Prosecution Reference (CPR), the sequence of an Offence Reason within a Defendant or Offender. This is used to ensure the uniqueness of a CPR since more than one identical CPR Offence Reason can be linked to a CPR Defendant or Offender.
Version	3
Approval Date	17/12/2013
Minimum	3
Maximum	3
Default	None
Values	None
Validation	Numeric e.g. 001 This Data Element must be a three digit number, with leading zeroes. On allocation must be the next unused number in sequence for the CPR. Range is 001 to 999
Owner	CJSE Product Board
Steward	CPS
Based On	Existing Police Service data standard ASN/Offence Code concatenation sequence.
Comments	None

3.24 Criminal Records Office Number (CRO)

Description	To identify a particular person by their Criminal Records Office Number. The unique number assigned by the National Identification Service(NIS) or from late 1998 by National AutomatedFingerprint Identification System (NAFIS) to identify the subject.
Version	4
Approval Date	26/06/2006
Minimum	1
Maximum	12
Default	None
Values	None
Validation	<p>Up to 12 characters Either: NNNNNN/YYD i.e. a 1 to 6 digit serial number (leading zero suppressed) followed by an oblique, a two digit year part and a check character OR SF YY/NNNNNND i.e. the characters SF (no fingerprints held) followed by a 2 digit year part (39 - 95 inclusive) an oblique a 1 to digit (leading zero suppressed) serial number and a check character.</p> <p>The numeric part of the CRO/SF number having been converted to a single numeric value (YYNNNNNN for a full CRO Number YYNNNNNN for a post-64 SF Number and NNNNNN for a pre-65 SF Number (using leading zeroes for serial part) and passed through the standard Modulus 23 algorithm must generate a remainder value that matches the given check character. Check characters are A - Z excluding I O and S.</p>
Owner	CJSE Product Board
Steward	PNC
Based On	None
Comments	Only relevant when Role = Defendant/Offender

3.25 Current ETE Situation

Description	Describes his/her current 'Education, Training and Employment' situation.
Version	5
Approval Date	17/12/2013
Minimum	5
Maximum	40
Default	None
Values	Mainstream school Work experience College/further education Special school Full time work Other training course Pupil referral unit Part time work Unable to work (e.g. incapacity) Other specialist unit Casual/temporary work Looking after family Community home with education Unemployed Nothing currently arranged New Deal Home tuition Pre-employment/life skills training Other
Validation	None
Owner	YJB
Steward	YJB
Based On	YJB internal Data Standards
Comments	None

3.26 Custodial Indicator

Description	To indicate that the offence carries a custodial sentence i.e. that the Offender may be imprisoned for this offence. For “either way” offences different values may be set depending on whether it is tried as a summary offence or an indictment.
Version	2
Approval Date	12/11/2004
Minimum	1
Maximum	1
Default	N No
Values	Y Yes the offence carries a custodial sentence; N No the offence does not carry a custodial sentence; E The offence is an either-way offence and carries a custodial sentence if tried as an indictment but not if tried as a summary offence.
Validation	None
Owner	CJSE Product Board
Steward	Offence Subgroup of the Data Standards Forum
Based On	None
Comments	This is not mutually exclusive with the Fine Indicator i.e. any permutation can be set for an offence code.

3.27 Date Quantity

Description	The quantity of dates that must be input with the result code (not including hearing dates) e.g. an order to produce a driving licence by a particular date would have a Date Quantity of one.
Version	5
Approval Date	17/12/2013
Minimum	1
Maximum	1
Default	0
Values	0 to9
Validation	Numeric.
Owner	CJSE Product Board
Steward	Results Subgroup of the Data Standards Forum
Based On	None
Comments	None

3.28 Defendant Present At Hearing

Description	To show whether the defendant was present at the hearing not present at the hearing or appeared by the presence of his/her barrister or solicitor
Version	5
Approval Date	17/12/2013
Minimum	1
Maximum	1
Default	None
Values	Y = Yes defendant was present N = No defendant was not present A = Defendant was not present but appeared by the presence of his/her barrister or solicitor V = Defendant present via a live link (e.g. from prison etc)
Validation	Alphabetic
Owner	CJSE Product Board
Steward	HMCTS
Based On	None
Comments	None

3.29 Disability Self Defined Code

Description	A code for the self definition of disabilities	
Version	5	
Approval Date	17/012/2013	
Minimum	1	
Maximum	2	
Default	None	
Values	D	Dyslexia
	HD	Hearing Difficulties
	LD	Learning Difficulties
	MI	Mental Illness
	ND	No Disability
	OD	Other Disability
	PC	Progressive Condition
	RC	Reduced Physical Capacity
	RD	Refusal to Disclose
	RM	Reduced Mobility
	SD	Severe Disfigurement
	SI	Speech Impediment
	VI	Visual Impairment
Validation	Alphabetic	
Owner	CJSE Product Board	
Steward	NOMS	
Based On	None	
Comments	None	

3.30 Disqualification Type Code

Description	To indicate the type (code) of driving disqualification that can be awarded for the offence.
Version	3
Approval Date	17/12/2013
Minimum	1
Maximum	1
Default	None
Values	D = discretionary disqualification endorsable N = discretionary disqualification not endorsable O = obligatory disqualification
Validation	Alphabetic.
Owner	CJSE Product Board
Steward	PNC
Based On	None
Comments	Any offence can attract disqualification where the court decides to disqualify rather than impose a fine; Obligatory requirements to pass a test will be noted in Complex Penalty Details .

3.31 Duration Length

Description	The quantity of [Duration Unit] awarded e.g. for two years imprisonment Duration Length = 2 and Duration Unit = Y (years).
Version	5
Approval Date	17/12/2013
Minimum	1
Maximum	3
Default	None
Values	1 - 999
Validation	Numeric.
Owner	CJSE Product Board
Steward	HMCTS
Based On	None
Comments	None

3.32 Duration Quantity

Description	The quantity of durations that must be input with the result code e.g. a suspended sentence would have three durations one for the length of sentence one for the supervision period and one for the operational period.
Version	5
Approval Date	17/12/2013
Minimum	1
Maximum	1
Default	0
Values	0 to 9
Validation	Numeric
Owner	CJSE Product Board
Steward	HMCTS
Based On	None
Comments	None

3.33 Duration Unit

Description	The unit of Duration Length.
Version	5
Approval Date	17/12/2013
Minimum	1
Maximum	1
Default	None
Values	H Hours D Days W Weeks M Months Y Years L Life
Validation	Alphabetic
Owner	CJSE Product Board
Steward	HMCTS
Based On	None
Comments	None

3.34 England And Wales Indicator

Description	To show whether the CJS Result Code is outside the jurisdiction of the CJS.
Version	5
Approval Date	17/12/2013
Minimum	1
Maximum	1
Default	None
Values	Y Yes (the Result only applies to England and Wales) N No
Validation	Code is Alphabetic Literal is Alphabetic
Owner	CJSE Product Board
Steward	Result Sub-Group of the DSF
Based On	None
Comments	None

3.35 Ethnicity Observed 4 Plus 1 Code

Description	The Police 4+1 ETHNICITY code as used in the police identification.	
Version	4	
Approval Date	26/06/2006	
Minimum	Code: 1	Description: 5
Maximum	Code: 1	Description: 22
Default	None	
Values	0 not recorded/not known 1 White 2 Black 3 Asian 4 Other	
Validation	Code is an integer value from 0 to 4 inclusive..	
Owner	CJSE Product Board	
Steward	Police	
Based On	None	
Comments	Only relevant when Role = Defendant/Offender	

3.36 Ethnicity Observed 6 Plus 1 Code

Description	The seven values (6+1) used in various Police applications to describe a person's ethnic appearance to a third party.		
Version	4		
Approval Date	26/06/2006		
Minimum	Code: 1	Description: 5	
Maximum	Code: 1	Description: 47	
Default	None		
Values	<ul style="list-style-type: none"> 0 not recorded/not known 1 White - North European 2 White - South European 3 Black 4 Asian 5 Chinese, Japanese or any other South East Asian 6 Arabic or North African 		
Validation	Code is numeric, Values 0 thru 6.		
Owner	CJSE Product Board		
Steward	Police		
Based On	None		
Comments	Only relevant when Role = Defendant/Offender		

3.37 Ethnicity Self Defined Code

Description	The code used to indicate the source of the definition. Self defined or observed. The ONS 16+1 ETHNICITY code as used in the census.
Version	5
Approval Date	01/03/18
Minimum	2
Maximum	2
Default	None
Values	W1 British W2 Irish W3 Gypsy or Irish Traveller W9 Any other white background M1 White and Black Caribbean M2 White and Black African M3 White and Asian M9 Any other mixed A1 Indian A2 Pakistani A3 Bangladeshi A4 Chinese A9 Any other Asian background B1 Caribbean B2 African B9 Any other Black background O2 Arab O9 Any other NS Not stated
Validation	Code is Alphanumeric Literal is Alphabetic.
Owner	CJSE Product Board
Steward	Data Standards Forum (secretariat)
Based On	ONS 18+1 Ethnicity code
Comments	Only relevant when Role = Defendant/Offender

3.38 Ethnicity Self Defined Extra Defintion

Description	Free text to further define the Ethnicity Self Defined value e.g. Kosovan Roma Scottish. Only to be used where a Ethnicity Self Defined value is present.
Version	5
Approval Date	17/12/2013
Minimum	1
Maximum	32
Default	None
Values	None
Validation	Alphanumeric.
Owner	CJSE Product Board
Steward	Data Standards Forum (secretariat)
Based On	None
Comments	Only relevant when Role = Defendant/Offender

3.39 Family Name

Description	The part of a person's name used to describe family clan tribal group or marital association (e.g. a surname).
Version	5
Approval Date	17/12//2013
Minimum	1
Maximum	35
Default	None
Values	None
Validation	Alphanumeric no consecutive spaces (i.e. a space can not appear adjacent to another space).
Owner	CJSE Product Board
Steward	Data Standards Forum (secretariat)
Based On	e-GIF and BSEN 7372: 1993
Comments	None.

3.40 Features Of Harm Behaviour

Description	Nature of harmful behaviour.
Version	5
Approval Date	17/12/2013
Minimum	12
Maximum	30
Default	None
Values	Elaborate preparation/planning Loss of self-control Unduly Sophisticated methods Recklessness Use of acquisition Ritual or Bizarre elements
Validation	None
Owner	YJB
Steward	YJB
Based On	YJB internal Data Standards
Comments	None

3.41 Fine Indicator

Description	To indicate that the offence type carries a fine.
Version	3
Approval Date	17/12/2013
Minimum	1
Maximum	1
Default	N No
Values	Y Yes N No
Validation	None
Owner	CJSE Product Board
Steward	Standard Offence Wording Group of the Data Standards Forum
Based On	None
Comments	None

3.42 Removed from v 6

3.43 Removed from v 6

3.44 Removed from v 6

3.45 Gender Type Code

Description	The code that represents a gender.
Version	5
Approval Date	17/12/2013
Minimum	1
Maximum	1
Default	None
Values	<p>The text shown in square brackets below is not part of the literal value</p> <p>0 not known [not recorded i.e. enquiry as to gender may not have been made]</p> <p>1 male</p> <p>2 female</p> <p>9 not specified [indeterminate i.e. enquiry may have been made but gender was not determined]</p>
Validation	Numeric
Owner	CJSE Product Board
Steward	Data Standards Forum (secretariat)
Based On	e-GIF and ISO 5218 1977 (E)
Comments	Further values including pre and post operative transsexual and transvestite may be added at a later date.

3.46 Generic Date

Description	A generic data type for “Date” Data Elements.
Version	4
Approval Date	08/05/2006
Minimum	10
Maximum	10
Default	None
Values	None
Validation	Must be a valid date in the format CCYY-MM-DD.
Owner	CJSE Product Board
Steward	Data Standards Forum (secretariat)
Based On	None
Comments	None

3.47 Generic Long Note

Description	A Generic Data Type for “Note” Data Elements.
Version	4
Approval Date	08/05/2006
Minimum	1
Maximum	4000
Default	None
Values	None
Validation	Alphanumeric
Owner	CJSE Product Board
Steward	Data Standards Forum (secretariat)
Based On	None
Comments	Data Elements elsewhere within the DSC will refer to this entry for details of length and validation.

3.48 Generic Short Note

Description	A Generic Data Type for “Note” Data Elements.
Version	4
Approval Date	08/05/2006
Minimum	1
Maximum	500
Default	None
Values	None
Validation	Alphanumeric
Owner	CJSE Product Board
Steward	Data Standards Forum (secretariat)
Based On	None
Comments	Data Elements elsewhere within the DSC will refer to this entry for details of length and validation.

3.49 Generic Time

Description	Generic Data Type for elements where time is required.
Version	4
Approval Date	08/05/2006
Minimum	6
Maximum	6
Default	None
Values	None
Validation	Numeric. Must be in the format hhmmss. The 24 hour clock format must be used.
Owner	CJSE Product Board
Steward	Data Standards Forum (secretariat)
Based On	None
Comments	Data Elements elsewhere within the DSC will refer to this entry for details of length and validation.

3.50 Given Name

Description	The forename or given name of a person
Version	5
Approval Date	17/12/2013
Minimum	1
Maximum	35
Default	None
Values	None
Validation	Alphanumeric no consecutive spaces (i.e. a space can not appear adjacent to another space).
Owner	CJSE Product Board
Steward	Data Standards Forum (secretariat)
Based On	e-GIF and BSEN 7372: 1993
Comments	None

3.51 Hearing Documentation Language

Description	An indicator to show whether the documentation for/from a court hearing is to be provided in both Welsh and English languages.
Version	4
Approval Date	08/05/2006
Minimum	1
Maximum	1
Default	E
Values	W Documentation in both Welsh and English E Documentation only in English
Validation	Alphabetic
Owner	CJSE Product Board
Steward	HMCTS
Based On	None
Comments	None

3.52 Hearing Language Indicator

Description	An indicator to show whether the court hearing is to be held in the Welsh language.
Version	5
Approval Date	17/12/2013
Minimum	1
Maximum	1
Default	E
Values	W Hearing is in Welsh E Hearing is in English
Validation	Alphabetic
Owner	CJSE Product Board
Steward	HMCTS
Based On	None
Comments	None

3.53 Removed from v 6

3.54 Home Office Classification

Description	The Home Office Stats Code to which the offence belongs. This consists of two elements separated by a '/'. This is required for Home Office Management Information reporting.
Version	5
Approval Date	17/12/2013
Minimum	6
Maximum	6
Default	None
Values	None
Validation	Alphanumeric. Three numerics followed by / followed by two numerics i.e. NNN/NN
Owner	CJSE Product Board
Steward	Ministry of Justice (Analytical Services)
Based On	None
Comments	None

3.55 Removed from v 6

3.56 Removed from v 6

3.57 Language Requirement

Description	A free text field to provide notes about the defendant's language needs, e.g. interpreter details
Version	1
Approval Date	17/12/2013
Minimum	1
Maximum	150
Default	None
Values	None
Validation	Alphanumeric
Owner	CJSE Product Board
Steward	Data Standards Forum (secretariat)
Based On	Language Needs Standard Prosecutor Interface v. 6.0
Comments	Version 4.3 of the DSC refers to a Language Requirement element in the Person structure. However, there was no corresponding element of that name in that version of the catalogue. The field was mapped to the 'Language Needs' field of the SPI during the review for v. 5.0 of the DSC.

3.58 Legal Aid Status

Description	A code to describe the current status of an application for representation under legal aid.
Version	1
Approval Date	03/07/2014
Minimum	2
Maximum	2
Default	None
Values	AP Application Pending GR Granted (one advocate) FM Failed on Means FJ Failed on IOJ FB Failed Both IOJ and Means WD Withdrawn G2 Granted for two advocates GQ Granted with QC
Validation	Alphanumeric
Owner	CJSE Product Board
Steward	HMCTS
Based On	None
Comments	Agreed with Legal Aid Agency, May 2014. Used for exchange between HMCTS (Libra application) and LAA (MAAT).

3.59 Legislation ID

Description	Act and section in full (not coded) e.g. for the offence "No speedometer fitted" the contents of this Data Element will be "Contrary to regulation 35(1) of the Road Vehicles Construction and Use) Regulations 1986 Section 42 of the Road Traffic Act 1988 and Schedule 2 to the Road Traffic Offenders Act 1988."
Version	3
Approval Date	17/12/2013
Minimum	1
Maximum	350
Default	None
Values	A current list of legislation wordings is maintained by PNLD.
Validation	Alphanumeric
Owner	CJSE Product Board
Steward	Standard Offence Wording Group of the Data Standards Forum
Based On	PNLD
Comments	None

3.60 Likely Victims

Description	Identification of likely victim categories that the individual might offend against.
Version	5
Approval Date	17/12/2013
Minimum	5
Maximum	35
Default	None
Values	Siblings Younger Children Peers Vulnerable adult/s Parents/carers Staff/people in authority Public
Validation	None
Owner	YJB
Steward	YJB
Based On	YJB internal Data Standards
Comments	None

3.61 Living With

Description	Identification of the individuals that the Young person has mostly living with over past six months.
Version	5
Approval Date	17/12/2013
Minimum	6
Maximum	35
Default	None
Values	Mother Grandparent/s Friend/s Father Other Family Residents of home or institution Step-parent
Validation	None
Owner	YJB
Steward	YJB
Based On	YJB internal Data Standards
Comments	None

3.62 MAPPA Level

Description	Current most appropriate MAPPA level.
Version	5
Approval Date	16/04/2014
Minimum	7
Maximum	7
Default	None
Values	Category A – Level 1 Category A – Level 2 Category A – Level 3 Category B – Level 1 Category B – Level 2 Category B – Level 3 Category C – Level 1 Category C – Level 2 Category C – Level 3
Validation	None
Owner	YJB
Steward	YJB
Based On	YJB internal Data Standards
Comments	<p>Multi-Agency Public Protection Arrangements (MAPPA) support the assessment and management of the most serious sexual and violent offenders. The aim of MAPPA is to ensure that a risk management plan drawn up for the most serious offenders benefits from the information, skills and resources provided by the individual agencies being co-ordinated through MAPPA. MAPPA were introduced in 2001 and bring together the Police, Probation and Prison Services into what is known as the MAPPA Responsible Authority. Other agencies are under a duty to co-operate with the Responsible Authority, including social care, health, housing and education services.</p>

3.63 Max Fine Crown Court

Description	The amount (of a sum of money expressed in sterling) of the maximum fine that can be awarded for this offence in a Crown Court (to two decimal places). Always in GBP but a currency symbol is not included. Maximum value is 999,999,999,999.99 (commas are not included).
Version	4
Approval Date	08/05/2006
Minimum	5
Maximum	16
Default	None
Values	None
Validation	A sign (+) followed by a maximum of 14 numeric characters representing the amount expressed in pounds and pence to two decimal places
Owner	CJSE Product Board
Steward	Standard Offence Wording Group of the Data Standards Forum
Based On	e-GIF Amount Sterling
Comments	This allows for a minimum amount of +0.01 and a maximum amount of +999,999,999,999.99 Complies with the now deprecated e-GIF "Amount Sterling" hence inclusion of the + or - sign although fines are never "negative". Refer to "Max Fine Mag Court" for details of length, validation and values.

3.64 Max Fine Mag Court

Description	The amount (of a sum of money expressed in sterling) of the maximum fine that can be awarded for this offence in a Magistrates' Crown Court (to two decimal places). Always in GBP but a currency symbol is not included. Maximum value is 999,999,999,999.99 (commas are not included)
Version	2
Approval Date	12/11/2004
Minimum	5
Maximum	16
Default	None
Values	None
Validation	A sign (+) followed by a maximum of 14 numeric characters representing the amount expressed in pounds and pence to two decimal places
Owner	CJSE Product Board
Steward	Standard Offence Wording Group of the Data Standards Forum
Based On	e-GIF Amount Sterling
Comments	This allows for a minimum amount of +0.01 and a maximum amount of +999,999,999,999.99 Complies with e-GIF "Amount Sterling" hence inclusion of the + or - sign although fines are never "negative".

3.65 Max Fine Type Crown Court

Description	To indicate the maximum fine level for the offence when heard in the Crown Court.
Version	4
Approval Date	25/02/2014
Minimum	1
Maximum	1
Default	None
Values	F = Fixed amount U = Unlimited
Validation	Alphabetic
Owner	CJSE Product Board
Steward	Standard Offence Wording Group of the Data Standards Forum
Based On	None
Comments	None

3.66 Max Fine Type Mag Court

Description	To indicate the maximum fine level code for the offence when heard in the Magistrates' Court.
Version	3
Approval Date	25/02/2013
Minimum	1
Maximum	1
Default	None
Values	S Statutory maximum O Other maximum U Unlimited 1 fine not exceeding level one on the legislative standard scale 2 fine not exceeding level two on the legislative standard scale 3 fine not exceeding level three on the legislative standard scale 4 fine not exceeding level four on the legislative standard scale 5 fine not exceeding level five on the legislative standard scale
Validation	Alphanumeric
Owner	CJSE Product Board
Steward	Standard Offence Wording Group of the Data Standards Forum
Based On	None
Comments	Numeric values e.g. "1" to "5" = fine not exceeding level [one to five] on the legislative standard scale (the scale is from 1 to 5 where each level is a different fine amount of which a fine for this offence must not exceed). Where different levels are expressed in the legislation for different situations e.g. vehicle classes, the highest value should be recorded. The legislative standard scale is the scale of fine maxima, set by legislation and published by the Home Office.

3.67 Max Penalty Points

Description	The maximum penalty points that can be awarded for this offence. Current range 2 to 12.
Version	3
Approval Date	25/02/2014
Minimum	1
Maximum	2
Default	0
Values	0 plus 2 to 12
Validation	Numeric
Owner	CJSE Product Board
Steward	Standard Offence Wording Group of the Data Standards Forum
Based On	None
Comments	None

3.68 Min Penalty Points

Description	The minimum penalty points that can be awarded for this offence. Current range 2 to 12 and must be equal to or less than Max Penalty Points. (offences can attract less than the minimum specified where a Fixed Penalty Offence has been linked to it).
Version	3
Approval Date	25/02/2014
Minimum	1
Maximum	2
Default	0
Values	0 plus 2 to 12
Validation	Numeric
Owner	CJSE Product Board
Steward	Standard Offence Wording Group of the Data Standards Forum
Based On	None
Comments	None

3.69 Mode Of Trial Reason

Description	The type /reason code for the trial.
Version	5
Approval Date	25/02/2014
Minimum	2
Maximum	2
Default	None
Values	01 Summary-only offence 02 Indictable-only offence 03 Defendant consents to summary trial 04 Defendant chooses trial by jury 05 Magistrates direct trial by jury 06 Magistrates determine summary-only offence (Criminal Damage Offences & Active aggravated vehicle taking) 07 No mode of Trial - Either way offence 08 Offence triable only by court martial 09 Defendant chooses trial by court martial 10 Commanding Officer orders trial by court martial
Validation	Numeric
Owner	CJSE Product Board
Steward	HMCTS
Based On	None
Comments	None

3.70 Name Change Sequence Number

Description	A sequence number coupled with an instance of Person Given Name and/or Person Family Name to provide the correct sequence of individual names within the person's "full" name. As a person may order their given name with their family name in various ways (depending on culture etc) the Person Name Sequence repeats with each Person Given Name and each Person Family Name.
Version	5
Approval Date	17/12/2013
Minimum	1
Maximum	2
Default	None
Values	1 to 99
Validation	Numeric.
Owner	CJSE Product Board
Steward	Data Standards Forum (secretariat)
Based On	None
Comments	None

3.71 No Fixed Abode

Description	Indicator identifying if a person has no fixed permanent place of residence or abode.
Version	5
Approval Date	17/12/2013
Minimum	1
Maximum	1
Default	None
Values	Y = Yes N = No I = Don't Know (Indeterminate).
Validation	Alphabetic
Owner	CJSE Product Board
Steward	Data Standards Forum (secretariat).
Based On	None
Comments	None

3.72 NOMS Number

Description	To identify a particular person by their prisoner (or National Offender Management Service) number. Note that prisoner number is not necessarily unique and permanent.
Version	4
Approval Date	26/06/2006
Minimum	6
Maximum	6
Default	None
Values	None
Validation	<p>The current prisoner number is 6 characters, of three possible formats: NNNNNN OR ANNNNN where A can be A to H, J to N, P, R, T, V, W OR AANNNN where AA can be a combination of A to H, J to N, P, R, T, V, W, X</p> <p>The new NOMIS prisoner number (c.2007) will be 6 characters in the format ANNNNAA where A can be A, C to H, J to N, P to R, T, V to Z and where AA can be a combination of A, C to H, J to N, P to R, T, V to Z</p>
Owner	National Offender Management Service (NOMS)
Steward	NOMS
Based On	None
Comments	Only relevant when Role = Defendant/Offender

3.73 Notes

Description	Miscellaneous notes that are not catered for in unstructured fields.
Version	3
Approval Date	12/11/2004
Minimum	1
Maximum	2500
Default	None
Values	None
Validation	None
Owner	CJSE Product Board
Steward	Data Standards Forum (secretariat)
Based On	None
Comments	None

3.74 Notifiable To Home Office Indicator

Description	To indicate that an Offence is required to be notified to the Home Office Government Department (as crimes).
Version	5
Approval Date	17/12/2013
Minimum	1
Maximum	1
Default	N No
Values	Y Yes N No
Validation	None.
Owner	CJSE Product Board
Steward	Standard Offence Wording Group of the Data Standards Forum
Based On	None
Comments	None

3.75 Number Of Previous Convictions

Description	Number of previous convictions
Version	5
Approval Date	17/12/2013
Minimum	1
Maximum	14
Default	None
Values	Don't Know Not Applicable 1 2 3 4 5 6 to 7 7 to 8 10+
Validation	None
Owner	YJB
Steward	YJB
Based On	YJB internal Data Standards
Comments	None

3.76 Number Quantity

Description	The quantity of number quantities that must be input with the result code e.g. a driving licence to be endorsed with a number of points would have a Number Quantity of one.
Version	5
Approval Date	25/02/2014
Minimum	1
Maximum	1
Default	0
Values	0 to 9
Validation	Numeric
Owner	CJSE Product Board
Steward	Result Sub-Group of the DSF.
Based On	None
Comments	None

3.77 Occupation Code

Description	Identifies the code number relevant to the named occupation.		
Version	5		
Approval Date	17/12/2013		
Minimum	Code: 5	Description: 1	
Maximum	Code: 5	Description: 54	
Default	None		
Values	Please contact the Chair of the DSF for the list of values.		
Validation	Numeric		
Owner	CJSE Product Board		
Steward	Data Standards Forum (secretariat)		
Based On	None		
Comments	Previously known as Occupation Type. This list is no longer actively maintained and has not been updated since at least version 4.0 of the DSC.		

3.78 Offence Category Code

Description	The categories of offences. This covers criminal and non criminal court case/proceedings types i.e. enforcement family licensing and civil complaints and applications.
Version	5
Approval Date	25/02/2014
Minimum	2
Maximum	2
Default	None
Values	<p>In the list of values below the code is shown as two alphabetic characters. The text in square brackets is an explanatory note and NOT part of the literal.</p> <p>Criminal</p> <p>CB Non-Offence Breach [i.e. not either way summary or indictable]</p> <p>CE Either Way</p> <p>CI Indictable</p> <p>CM Summary Motoring [Note - CM is separate to CS for Magistrates' Courts and Home Office statistics purposes]</p> <p>CR Civil - Related to Criminal [not officially classed as criminal but impact on a criminal case they need to be recorded on the criminal case rather than treated as a new case (e.g. application to vary bail conditions application for directions application for an order).]</p> <p>CS Summary Non-motoring [Note - CM is separate to CS for Magistrates' Courts and Home Office statistics purposes. Note also that traffic and motoring have different definitions e.g. pedal cycle and horse drawn offences are traffic in the Police service but are non motoring in Magistrates' courts no vehicle excise licence is non motoring for statistical purposes. Categories CM and CS may or may not be imprisonable see Custodial Indicator]</p> <p>Enforcement</p> <p>EF Fines</p> <p>EM Maintenance Enforcement of Home Account</p> <p>EX Maintenance Enforcement of Foreign Account</p> <p>Civil (complaints)</p> <p>VA Miscellaneous Applications (Civil) e.g. Application to remit forfeiture of a security (Bail Act 1976 section 5(8B))</p> <p>VP Civil Proceedings e.g. Complaint for Attachment of Earnings Order (Attachment of Earnings Act 1971 section 3)</p> <p>OffenceCategory Validation List DataType value. List incomplete</p>
Validation	Code is Alphabetic.
Owner	CJSE Product Board
Steward	Standard Offence Wording Group of the Data Standards Forum
Based On	Libra case types (as amended by CJSE Data Standards Forum)
Comments	<p>It is possible that the category of offence may change during proceedings. Examples: The offence category changes from Either Way to Indictable: If the defendant has been convicted of two class A drug trafficking offences, then the third such offence becomes indictable only. Similar if an alleged offender has been convicted of two domestic burglary offences then the third such offence become indictable only. The previous convictions may not be known at the time the defendant</p>

was charged. Offences of this type remain categorised as Either Way

The offence category is reduced from Either Way to Summary only: Where the defendant is charged with a criminal damage offence and the value of the damage is under £5000 then the offence become punishable on summary conviction only. Similarly where a person is convicted of aggravated vehicle taking and the only aggravating circumstance is damage, then if the value is under £5000 the offence becomes summary only. Offences of this type have two Offence Codes depending on the value (of the damage caused) e.g. CD71038 and CD71039. If the Offence Category changes for this reason the following action should take place:

- Result the original offence with Result Code 2060 (withdrawn in favour of another offence)
- Create new offence
- Result the new offence with the appropriate Result Code

3.79 Removed from v 6

3.80 Offence Date Code

Description	The code for the offence date to be used within the offence wording e.g. 1 is used where the date does not specify a particular day or a particular day and month e.g. In July 2000 In the year 1997.
Version	3
Approval Date	25/02/2014
Minimum	1
Maximum	1
Default	None
Values	1 = on or in 2 = before 3 = after 4 = between 5 = on or about 6 = on or before
Validation	Code is Numeric. Literal is Alphabetic
Owner	CJSE Product Board
Steward	Standard Offence Wording Group of the Data Standards Forum
Based On	PNLD
Comments	None

3.81 Offence Initiation Code

Description	Identifies the type of initiation by code
Version	3
Approval Date	25/02/2014
Minimum	1
Maximum	1
Default	None
Values	C Charge O Other R Remitted Q Requisition S Summons
Validation	Code is Alphabetic
Owner	CJSE Product Board
Steward	HMCTS
Based On	None
Comments	None

3.82 Offence National Region Code

Description	Code for a region to which the offence applies.
Version	2
Approval Date	12/11/2004
Minimum	1
Maximum	4
Default	None
Values	E England; W Wales; EW England and Wales EWNI England, Wales and Northern Ireland GB Great Britain UK United Kingdom EC European Community
Validation	Alphabetic
Owner	CJSE Product Board
Steward	Standard Offence Wording Group of the Data Standards Forum
Based On	Refer to the PNLD-maintained Offence Codes Data Standard Database
Comments	The literals for each code are self explanatory and are not expected to be stored in CJS systems. This is different to the official regions as referred to by the Office of the Deputy Prime Minister, the values shown above are inherited from the Offence Codes Standard as maintained by PNLD.

3.83 Offence Remand Status Code

Description	This specifies the remand/bail code status that accompanies the CJS Result Code. This is for a specific offence. See also Person Remand Status.
Version	5
Approval Date	25/02/2014
Minimum	2
Maximum	2
Default	None
Values	S Remanded to youth detention accommodation C Custody or remanded into custody L Remanded into care of Local Authority R Re-arrested after release on bail P Conditional bail with pre-release conditions B Conditional bail U Unconditional bail
Validation	Code is Alphanumeric
Owner	CJSE Product Board
Steward	HMCTS.
Based On	None
Comments	None

3.84 Offence Title

Description	The unique offence title i.e. a shortened version of the offence wording.
Version	5
Approval Date	25/02/2014
Minimum	1
Maximum	120
Default	None
Values	PNLD-maintained. A current list can be provided by the data standards team.
Validation	Alphanumeric.
Owner	CJSE Product Board
Steward	Standard Offence Wording Group of the Data Standards Forum
Based On	The truncated offence description in PNLD
Comments	None

3.85 Offence Welsh Title

Description	The unique offence title in Welsh i.e. a shortened version of the Welsh offence wording.
Version	5
Approval Date	17/12/2013
Minimum	1
Maximum	120
Default	None
Values	None
Validation	Alphanumeric.
Owner	CJSE Product Board
Steward	Standard Offence Wording Group of the Data Standards Forum
Based On	The truncated offence description in PNLD
Comments	Welsh Language versions of offence wordings etc are produced on an “as required” basis.

3.86 Removed from v 6

3.87 Organisation Name

Description	The name by which an organisation wishes to be known or the official name given to an organisation.
Version	4
Approval Date	26/06/2006
Minimum	1
Maximum	255
Default	None
Values	None
Validation	Alphanumeric, no consecutive spaces. Only to be used where the role is Defendant/Offender. Any allowable character from UNICODE set of characters. Each element of the name must be separated by a space.
Owner	CJSE Product Board
Steward	Data Standards Forum (secretariat)
Based On	None
Comments	None

3.88 OU Bottom Level Name

Description	A name to represent the lowest level physical and/or logical organisation unit within a Criminal Justice Organisation or an external organisation which accesses the CJS Exchange.
Version	2
Approval Date	12/11/2004
Minimum	1
Maximum	255
Default	None
Values	Values will be within the managed content of the Organisation Unit Codes Data Structure
Validation	Alphanumeric
Owner	The owner is the individual CJO
Steward	The steward is the individual CJO
Based On	None
Comments	None

3.89 OU Code Bottom Level

Description	A code to represent the lowest physical and/or logical organisation unit within a Criminal Justice Organisation or an external organisation which accesses the CJS Exchange. Also used within CPR Defendant or Offender .
Version	3
Approval Date	17/12/2013
Minimum	2
Maximum	2
Default	Within the leading F see values above
Values	Police Service: SS used by the Police Service to identify systems e.g. PNC 00 Case 01 Custody 02 [refer to PITO which manages these values on behalf of the Police Service] CPS SS default 00 Magistrates' Courts SS default 00. To identify structures below Court House at the Building/Court Room level. Crown Courts SS default 00. To identify structures below Court House at the Building/Court Room level if required. Probation Service SS default 00 Prison Service SS where used Sub-Establishments LIDS codes (3rd/4th characters) e.g. the SS codes for Acklington are CM and VM as in the LIDS codes AKCM AKVM. default 00 Youth Justice SS default 00 Other Organisations SS Organisation Unit within UU if required. default 00
Validation	SS where: SS represents a bottom level organisation unit of a CJO (or a Police Service system) subordinate to UU (or an organisation unit within an external organisation)
Owner	The owner is the individual CJO.
Steward	The steward is the individual CJO
Based On	Police Service Force/Station/System codes as used in the ASN
Comments	None

3.90 OU Code Second Level

Description	A code to represent the highest physical and/or logical organisation unit level within a Criminal Justice Organisation or an external organisation which accesses the CJS Exchange Also used within CPR Defendant or Offender .
Version	5
Approval Date	17/12/2013
Minimum	2
Maximum	2
Default	None
Values	<p>This Data Element is the FF code only</p> <p>Police Service:</p> <p>FF identifies a police force:</p> <ul style="list-style-type: none"> 01 London - Metropolitan 02 London - Metropolitan 03 Cumbria 04 Lancashire 05 Merseyside 06 Greater Manchester 07 Cheshire 10 Northumbria 11 Durham County 12 North Yorkshire 13 West Yorkshire 14 South Yorkshire 16 Humberside 17 Cleveland 20 West Midlands 21 Staffordshire 22 West Mercia 23 Warwickshire 30 Derbyshire 31 Nottinghamshire 32 Lincolnshire 33 Leicestershire 34 Northamptonshire 35 Cambridgeshire 36 Norfolk 37 Suffolk 40 Bedfordshire 41 Hertfordshire 42 Essex 43 Thames Valley 44 Hampshire 45 Surrey 46 Kent 47 Sussex 48 London - City 50 Devon and Cornwall 52 Avon and Somerset 53 Gloucestershire 54 Wiltshire 55 Dorset 60 North Wales 61 Gwent

62 South Wales

63 Dyfed-Powys

CPS

FF CJ Area Codes (based on the Police Force codes shown above but only using 01 for London i.e. not 02 nor 48); national operational units ZZ downwards (to avoid confusion with CJ area Codes and other Police Service codes in the range 01-99); default 00

Magistrates' Courts

FF CJ Area Codes as for CPS; default 00

Crown Courts

FF CJ Area Codes as for CPS; default 00.

Probation Service

FF CJ Area Codes as for CPS; default 00

Prison Service

FF national operational units ZZ downwards details awaited; default 00 [NOMS planning may affect this structure]

Youth Justice

00 Youth Offending Team

YI Young Offenders Institutes

SC Secure Children's Homes

ST Secure Training Centres

Other Organisations

FF Organisation Type or Type/Area no current allocations AA upwards (e.g. solicitor barrister victim support scheme)

Validation	FF where: FF (character position 2 and 3) represents a top level organisation unit of a CJO (or a type of external organisation)
Owner	The owner is the individual CJO.
Steward	The steward is the individual CJO
Based On	Police Service Force/Station/System codes as used in the ASN.
Comments	None

3.91 OU Code Third Level

Description	A code to represent a middle level physical and/or logical organisation unit within a Criminal Justice Organisation or an external organisation which accesses the CJS Exchange. Also used within CPR Defendant or Offender .
Version	3
Approval Date	17/12/2013
Minimum	2
Maximum	2
Default	Within the leading F - see values above
Values	<p>Police Service: UU unit within a Police Force [refer to PITO which manages these values on behalf of the Police Service]</p> <p>CPS UU Area operational units AA upwards to be defined by CPS; default 00</p> <p>Magistrates' Courts UU To identify a Court House within an Area (associated varying administrative/judicial information will be linked to Court Houses) Court House codes are available within the managed content of the Organisation Unit Codes Data Structure.</p> <p>Crown Courts UU Crown Courts AA upwards (mapping to a Crown Court and its CREST four figure code); default 00. Court House codes are available within the managed content of the Organisation Unit Codes Data Structure.</p> <p>Probation Service UU default 00 (Area operational units need to be identified by the Probation Service if required AA upwards). [National Offender Management Service (NOMS) planning may affect this structure]</p> <p>Prison Service UU Prisons (Establishments) LIDS codes (1st/2nd characters) e.g. the UU for Acklington is AK as in the LIDS codes AKCM AKVM. default 00. Prison codes are available within the managed content of the Organisation Unit Codes Data Structure.</p> <p>Youth Justice UU Youth Offending Teams Yot codes are available within the managed content of the Organisation Unit Codes Data Structure. default 00</p> <p>Other Organisations UU Organisation Name within FF. default 00</p>
Validation	<p>UU where:</p> <p>UU represents a middle level organisation unit of a CJO subordinate to FF (or an external organisation)</p>
Owner	The owner is the individual CJO.
Steward	The steward is the individual CJO
Based On	Police Service Force/Station/System codes as used in the ASN
Comments	None

3.92 OU Code Top Level

Description	A code to represent a Criminal Justice Organisation or an external organisation which accesses the CJS Exchange Also used within CPR Defendant or Offender (see 1.2) * An alternative validation must allow for FF r
Version	4
Approval Date	07/06/2006
Minimum	1
Maximum	1
Default	None
Values	<p>This Data Element is the leading F code only, the literal values are shown below for clarity.</p> <p>Space/0-9 Police (nb The Police Service will continue to use its existing allocations without a leading F until it migrates to the leading F range 0-9)</p> <ul style="list-style-type: none"> A CPS B Magistrates' Courts C Crown Courts D Probation Service E Prison Service F Youth Justice G Non CJO Public Sector Organisation H Voluntary Sector I Legal Practitioners (e.g. solicitors and barristers) J Suppliers (IT) K Private Organisation L Escorts Z CJS Exchange
Validation	F where: F identifies a CJO (or that the organisation is an external organisation)
Owner	CJSE Product Board
Steward	Data Standards Forum (secretariat)
Based On	None
Comments	Values J-Y at the leading F level are unallocated at the time of publishing version 4.0 of the Data Standards Catalogue.

3.93 OU Second Level Name Or Type

Description	A name to represent the highest level physical and/or logical organisation unit within a Criminal Justice Organisation or an external organisation which accesses the CJS Exchange.
Version	2
Approval Date	12/11/2004
Minimum	1
Maximum	255
Default	None
Values	Values are within the managed content of the Organisation Unit Codes Data Structure (Police Service values delegated to PITO)
Validation	Alphanumeric
Owner	The owner is the individual CJO
Steward	The steward is the individual CJO
Based On	None
Comments	None

3.94 OU Third Level Legacy Code

Description	A code to represent a physical and/or logical organisation unit at a level within a Criminal Justice Organisation or an external organisation which accesses the CJS Exchange. This is for mapping reasons and for reasons of continuity from legacy systems.
Version	2
Approval Date	12/11/2006
Minimum	1
Maximum	4
Default	None
Values	Values are within the managed content of the Organisation Unit Codes Data Structure
Validation	Numeric
Owner	The owner is the individual CJO
Steward	The steward is the individual CJO
Based On	None
Comments	None

3.95 OU Third Level Name

Description	A name to represent the middle level physical and/or logical organisation unit within a Criminal Justice Organisation or an external organisation which accesses the CJS Exchange.
Version	2
Approval Date	12/11/2004
Minimum	1
Maximum	255
Default	None
Values	Values where available are within the managed content of the Organisation Unit Codes Data Structure
Validation	Alphanumeric
Owner	The owner is the individual CJO
Steward	The steward is the individual CJO
Based On	None
Comments	None

3.96 OU Top Level Name

Description	A name to represent a Criminal Justice Organisation or an external organisation which accesses the CJS Exchange.
Version	3
Approval Date	17/12/2013
Minimum	1
Maximum	255
Default	None
Values	See OU Code Top Level
Validation	Alphanumeric
Owner	The owner is the individual CJO
Steward	The steward is the individual CJO
Based On	None
Comments	None

3.97 Perceived Birth Year

Description	The perceived year in which a person was born, in the absence of Birth date information.
Version	4
Approval Date	26/06/2006
Minimum	4
Maximum	4
Default	None
Values	None
Validation	CCYY
Owner	CJSE Product Board
Steward	Data Standards Forum (secretariat)
Based On	None
Comments	Only relevant when Role = Defendant/Offender

3.98 Person Name Suffix

Description	A free text suffix added to a person's name. Suggested uses:OBE MBE BSc JP III Junior
Version	5
Approval Date	17/12/2013
Minimum	1
Maximum	35
Default	None
Values	None
Validation	Alphanumeric First character must be A-Z no consecutive spaces each occurrence separated by a space.
Owner	CJSE Product Board
Steward	Data Standards Forum (secretariat)
Based On	e-GIF and BSEN 7273: 1993
Comments	None

3.99 Person Name Type

Description	A coded classification of the PERSON NAME. Describes the name used by the Person in the specific context. No hierarchy or order of importance is inferred in the constrained list of values.
Version	4
Approval Date	26/06/2006
Minimum	5
Maximum	11
Default	None
Values	The text shown in square brackets below is not part of the literal value Alias [a known alias of the Person] Charge Name [the name used in charging the Defendant] Nickname [a name that the Person is known by colloquially] Real Name [the known real name of the Person]
Validation	Alphabetic. Note also that Charge Name is only to be used where the Role = Defendant/Offender
Owner	CJSE Product Board
Steward	Data Standards Forum (secretariat)
Based On	None
Comments	If not present it is assumed that the Person Name Type is not Known/not recorded

3.100 Person Notes

Description	Miscellaneous additional information about the person (free text).
Version	4
Approval Date	26/06/2006
Minimum	None
Maximum	None
Default	None
Values	None
Validation	None
Owner	CJSE Product Board
Steward	Data Standards Forum (secretariat)
Based On	None
Comments	None

3.101 Person Remand Status

Description	<p>This specifies the remand/bail status of a Person in the role of a defendant/offender resulting from a court hearing.</p> <p>For Crown Courts this is the only means of indicating the person's remand/bail status following a hearing, because remand/bail is not set at individual offence level.</p> <p>For Magistrates' Courts this data item, if populated, summarises the person's remand status following a hearing and it is the responsibility of the court to ensure that its value is consistent with the remand status held for each individual offence and that it is updated in line with offence level remand statuses (see Offence Remand Status in the Result Section).</p>
Version	5
Approval Date	17/12/2013
Minimum	None
Maximum	None
Default	None
Values	CB Conditional Bail HO Custody (hospital) LA Care NA Not Applicable PC Police and/or HM Customs Detention PR Custody SA Secure Care UB Unconditional Bail
Validation	None
Owner	CJSE Product Board
Steward	HMCTS
Based On	None
Comments	<p>Must only to be used where the Role = Defendant/Offender. This has been requested to set the remand status against a person in addition to being against individual results at the offence level. Individual CJO applications may set this Data Item automatically by taking the most serious remand status from all offence results for the defendant/offender. Care should be taken in circumstances where many offences/offence results were published against a defendant/offender but only one offence result carried a non-bail remand status. If that offence was then withdrawn the defendant/offender could then have a remand status allowing him/her to be released which may not have been the intention of the court. The court may have intended to set the remand status at case level. Refer to "Offence Remand Status" for details of length, validation and values.</p>

3.102 Person Requested Name

Description	The name a person wishes to use which is different from the values in Title, Given name, Family Name and Name Suffix fields. Each part of the Person Requested Name must be separated by a space. Consecutive spaces are not permitted.
Version	5
Approval Date	17/12/2013
Minimum	1
Maximum	70
Default	None
Values	None
Validation	Alphanumeric, no consecutive spaces.
Owner	CJSE Product Board
Steward	Data Standards Forum (secretariat)
Based On	None
Comments	The Requested Name field should be used where a person requests a particular style of address, for example, The Warden of St. Annes Rest Home or where a name which is longer than that allowed for within a particular package shall be abbreviated in a way other than that arising by default.

3.103 Person Stated Nationality

Description	Will assist courts with statistical returns and in the making of any recommendation for deportation.
Version	4
Approval Date	26/06/2006
Minimum	3
Maximum	3
Default	None
Values	None
Validation	Alphabetic
Owner	CJSE Product Board
Steward	Data Standards Forum (secretariat)
Based On	None
Comment	Constrained Values to conform to BSEN 3166. This is not the same Data Item as "Country" (see postal Address section in the DSC) but uses the same CV list. Country refers to a person's address while this data item is his/her stated nationality.

3.104 Person Title

Description	Form of address used to precede a person's name.
Version	4
Approval Date	26/06/2006
Minimum	2
Maximum	35
Default	None
Values	Free text.
Validation	<p>Alphabetic</p> <p>The full available range of generally recognised titles is permitted. However if any of the following are used the value must conform to the following (e.g. Mister must be Mr not Mstr or any other format):</p> <ul style="list-style-type: none"> Mr Mrs Ms Dr Rev Sir Lady Lord Dame
Owner	CJSE Product Board
Steward	Data Standards Forum (secretariat)
Based On	None
Comments	A person can have multiple occurrences of a title.

3.105 Plea Status Code

Description	The latest plea made by the defendant up to the end of the hearing being resulted in codified form.
Version	5
Approval Date	25/02/2014
Minimum	1
Maximum	1
Default	None
Values	<ul style="list-style-type: none"> 0 Not known 1 Guilty 2 Not guilty 3 No plea taken 4 Consented 5 Resisted 6 Guilty by post 7 Admitted 8 Denied
Validation	Alphabetic
Owner	CJSE Product Board
Steward	HMCTS
Based On	None
Comments	None

3.106 Removed from v 6

3.107 Police National Computer Id (PNC Id)

Description	To identify a particular person by the number allocated by police when creating a record on the PNC.
Version	4
Approval Date	26/06/2006
Minimum	13
Maximum	13
Default	None
Values	None
Validation	13 characters YYYY/NNNNNNND A single value made of 2 digit year part and a fixed 7 digit serial part, i.e. YYNNNNNNN, (leading zeroes used to expand serial part to 7 digits) is put through the Modulus 23 algorithm. The derived value is divided by 23 and the modulus (remainder) converted to a character i.e. 1 is A , 2 is B, 3 is C,to 0 is Z (ignoring I, O and S). (Note: Display format is YY/NNNNNNND i.e. the century and leading zeroes of the serial number part are suppressed.)
Owner	Police
Steward	PNC
Based On	None
Comments	Only relevant when Role = Defendant/Offender

3.108 Police Officer Rank Description

Description	A description of a police officer rank as maintained by ACPO.
Version	4
Approval Date	26/06/2006
Minimum	1
Maximum	35
Default	None
Values	A current list will be provided by ACPO.
Validation	Alphabetic
Owner	ACPO
Steward	Police
Based On	None
Comments	None

3.109 Police Officer Rank Input Code

Description	An abbreviated form of a police officer rank as maintained by ACPO.
Version	4
Approval Date	26/06/2006
Minimum	2
Maximum	10
Default	None
Values	A current list will be provided by ACPO.
Validation	Alphanumeric
Owner	ACPO
Steward	Police
Based On	None
Comments	None

3.110 Police Officer Rank Numeric Code

Description	A numeric version of a police officer rank as maintained by ACPO.
Version	4
Approval Date	26/06/2006
Minimum	2
Maximum	2
Default	None
Values	A current list will be provided by ACPO.
Validation	Numeric (01-99) - Police Office Rank - Numeric Code
Owner	ACPO
Steward	Police
Based On	None
Comments	None

3.111 Police Worker Collar Number

Description	To identify a particular person when that person is a police worker and has been allocated a collar number (for usual attachment to uniform).
Version	4
Approval Date	26/06/2006
Minimum	1
Maximum	7
Default	None
Values	None
Validation	Alphanumeric. Up to 7 characters (0-9 and A-Z)
Owner	ACPO
Steward	Police
Based On	None
Comments	None

3.112 Police Worker Reference Number

Description	The reference, unique within an individual Police Force, that identifies the Police Worker within the Human Resources system of that Force. This includes all police officers and civilian staff within the force. Unlike Police Worker Collar Number ID, it is unique within the force. However to be unique nationally it must be used in conjunction with Force code (OU Code Second Level).
Version	4
Approval Date	26/06/2006
Minimum	15
Maximum	15
Default	None
Values	None
Validation	Alphanumeric
Owner	ACPO
Steward	Police
Based On	CorDM
Comments	None

3.113 Removed from v 6

3.114 Pre-Charge Decision Indicator

Description	To show that the Case has been the subject of a pre-charge decision under the Statutory Charging programme
Version	4
Approval Date	08/05/2006
Minimum	1
Maximum	1
Default	N
Values	Y Yes N No
Validation	Alphabetic
Owner	CJSE Product Board
Steward	CPS.
Based On	None
Comments	The Criminal Justice Act 2003 shifts the responsibility for key charging decisions from the police to The CPS. Duty Prosecutors from CPS will be empowered to make charging decisions. Under the Director's Guidance the police will continue to be responsible for charging those cases which the custody officer considers suitable for early disposal in the magistrates' court as straightforward guilty pleas. This provision, however, does not permit the police to charge certain offences, including affray, Sections 20 and 47 of the Offences Against the Person Act, deception and handling stolen goods. In the longer term, prosecutors will make charging decisions in all indictable only, either-way and summary offences, except those excluded in the guidance. These include most motoring offences (except dangerous driving or where a death has resulted) and certain street offences

3.115 Preferred Method Of Contact

Description	The Preferred Method of Contact for a Person.
Version	4
Approval Date	15/08/2006
Minimum	4
Maximum	18
Default	None
Values	Email Home Telephone Mobile Telephone Post Work Telephone
Validation	Alphabetic
Owner	CJSE Product Board
Steward	Data Standards Forum (secretariat).
Based On	None
Comments	None

3.116 Pre-Trial Issues Unique Reference Number (PTI_URN)

Description	Identifies the Pre-Trial Issues Unique Reference Number (currently created by police systems).
Version	4
Approval Date	08/05/2006
Minimum	11
Maximum	11
Default	None
Values	None
Validation	Alphanumeric. FFFFNNNNYY where FFFF = force code (two digits and division/sub-division/ASU Code and where NNNNN = sequence number in ranges (1 to 49999 for charges and 50000 to 99999 for summonses). YY = year.
Owner	Police and CPS
Steward	Police and CPS
Based On	None
Comments	None

3.117 Pre-Trial Issues Unique Reference Number (PTI_URN) Suffix

Description	Identifies cases that have been split or merged by adding a suffix to the PTI_URN. Where it is a merge, the suffix will be added to the lead case URN only.
Version	1
Approval Date	06/10/2011
Minimum	AN(1)
Maximum	AN(1)
Default	None
Values	'M' Merged N Number indicating the 1 st , 2 nd , 3 rd
Validation	'M' or numeric
Owner	Police CPS
Steward	Police CPS
Based On	None
Comments	This is an extension of the Pre-Trial Issues Unique Reference Number (PTI_URN) and as such must always be used with a legitimate PTI_URN; it cannot be used on its own.

3.118 Previous Custodial Sentences

Description	Record of length of previous custodial sentences.
Version	5
Approval Date	17/12/2013
Minimum	8
Maximum	14
Default	None
Values	Don't Know Not Applicable 3 Months 6 Months 12 Months 1 Year +
Validation	None
Owner	YJB
Steward	YJB
Based On	YJB internal Data Standards
Comments	None

3.119 Primary Index Offence

Description	A code to represent an offence where offence is used in the generic sense covering the reasons for bringing a court case against a defendant.
Version	5
Approval Date	16/04/2014
Minimum	See individual elements of OFFENCE_TYPE structure.
Maximum	See individual elements of OFFENCE_TYPE structure.
Default	None
Values	None
Validation	None
Owner	YJB
Steward	YJB
Based On	YJB internal Data Standards
Comments	Contact YJB before using as this is under review.

3.120 Reasons For Non-Attendance of Education Training or Employment (ETE)

Description	Non-attendance reasons - for education, training and employment.
Version	5
Approval Date	16/04/2014
Minimum	7
Maximum	20
Default	None
Values	Permanent Exclusion Fixed-Term Exclusion Family Issues Illness
Validation	None
Owner	YJB
Steward	YJB
Based On	YJB internal Data Standards
Comments	None

3.121 Recordable On PNC Indicator

Description	To indicate that an Offence is required to be recorded on PNC. This includes all offences for which the offender may be imprisoned and any offences that are “recordable” by legislation.
Version	5
Approval Date	17/12/2013
Minimum	1
Maximum	1
Default	N No
Values	Y Yes N No
Validation	None.
Owner	CJSE Product Board
Steward	Standard Offence Wording Group of the Data Standards Forum
Based On	None
Comments	Recordable offences in general relate to the more serious crimes. Minor offences are currently categorised as ‘non-recordable’.

3.122 Religion

Description	A person’s religious faith.
Version	4
Approval Date	26/06/2006
Minimum	1
Maximum	30
Default	None
Values	Contact the DSF secretariat
Validation	Alphanumeric
Owner	CJSE Product Board
Steward	Data Standards Forum (secretariat)
Based On	None
Comments	None

3.123 Result Applicable Qualifier Code

Description	Each result may have a number of qualifiers. Each qualifier provides further detail of a result.
Version	3
Approval Date	17/12/2013
Minimum	1
Maximum	2
Default	None
Values	The values for this standard are managed by the Results Subgroup of the Data Standards Forum.
Validation	Alphabetic Each qualifier is shown as 1 or 2 characters.
Owner	CJSE Product Board
Steward	Result Sub-Group of the DSF.
Based On	None
Comments	None

3.124 Result Description

Description	The text description of a CJS Result Code
Version	5
Approval Date	17/12/2013
Minimum	1
Maximum	128
Default	None
Values	Refer to the table of CJS Result Qualifier Codes
Validation	Alphanumeric
Owner	CJSE Product Board
Steward	Result Sub-Group of the DSF.
Based On	None
Comments	None

3.125 Result Qualifier Code

Description	Each result may have a number of qualifiers. Each qualifier provides further detail of a result.	
Version	5	
Approval Date	17/12/2013	
Minimum	Code: 1	Description: 1
Maximum	Code: 2	Description: 128
Default	None	
Values	The values for this standard are managed by the Results Subgroup of the Data Standards Forum.	
Validation	Alphabetic. Each qualifier is shown as 1 or 2 characters.	
Owner	CJSE Product Board	
Steward	Result Subgroup of the Data Standards Forum	
Based On	None	
Comments	Repeats. Note that result codes and qualifiers have a many-to-many relationship i.e. a result may have many qualifiers and a qualifier may be relevant to many results. The table of CJS Result Codes shows the qualifiers allowable with each result, any number of the allowable qualifiers shown in the table may be used with the exception of those that are mutually exclusive.	

3.126 Result Type Code

Description	Each result is deemed to be either Partial (a result that cannot stand on its own and needs another result (final or interim) to accompany it, Interim (a result where a further hearing is expected, even if a date for a further hearing is not set) or Final (a result that has the effect of closing the CPR within that level of court).
Version	5
Approval Date	25/02/2014
Minimum	1
Maximum	1
Default	I Interim
Values	<p>Text shown in square brackets below is not part of the literal value:</p> <p>F Final ['disposals' of an offence and which have the effect of closing or concluding the normal progress of the offence through the court]</p> <p>I Interim [a further decision relating to the offence is expected at some stage in the future. This means that the offence will remain in an 'open' state]</p> <p>P Partial [decisions made on an offence but which cannot be the only result relating to the offence.]</p> <p>More detailed descriptions are given in the Description section of the Result Fixed structure.</p>
Validation	Alphabetic
Owner	CJSE Product Board
Steward	Result Sub-Group of the DSF.
Based On	None
Comments	None

3.127 Risk Assessment Rating

Description	A generic risk assessment scale.
Version	1
Approval Date	22/07/2013
Minimum	1
Maximum	1
Default	None
Values	<ul style="list-style-type: none"> 0 No risk 1 Low risk 2 Medium risk 3 High risk 4 Very high risk
Validation	None
Owner	CJSE Product Board (secretariat)
Steward	YJB
Based On	YJB internal Data Standards
Comments	If this standard is used in an interface then it is strongly recommended that in the interface description the values are given further specific meaning providing context and guidance for interpretation of the values for the specific business context in which it is being used.

3.128 Role Type Code

Description	The CJSE code associated with the type of role that an organisation or person may play within the criminal justice system	
Version	5	
Approval Date	17/12/2013	
Minimum	4	
Maximum	4	
Default	None	
Values	Appr	Appropriate Adult
	Defe	Defendant/Offender
	Info	Informant
	Inte	Interpreter
	Poli	Police Worker
	Pris	Prisoner
	Victi	Victim
	Witn	Witness
	Pers	Youth Offending Team Person Dealing At Court
	Prac	Youth Offending Team Practitioner
	Youn	Young Person
Validation	Alphanumeric	
Owner	CJSE Product Board	
Steward	Data Standards Forum (secretariat)	
Based On	None	
Comments	None	

3.129 Security Remarks

Description	Free text to record any aspect of the security requirements of the subject (or others) that CJOs etc should be aware of regarding the person e.g. danger to self, danger to others, suicidal (a.k.a. Warning Signals).	
Version	4	
Approval Date	26/06/2006	
Minimum	1	
Maximum	150	
Default	None	
Values	None	
Validation	None	
Owner	CJSE Product Board	
Steward	Data Standards Forum (secretariat).	
Based On	None	
Comments	None	

3.130 Seriousness Score

Description	Identifies the seriousness score assigned to an offence type.
Version	5
Approval Date	16/04/2014
Minimum	1
Maximum	2
Default	None
Values	The set of values is currently under review by the YJB.
Validation	None
Owner	YJB
Steward	YJB
Based On	YJB internal Data Standards
Comments	Contact the YJB before using this Element.

3.131 Sexual Orientation

Description	An individual's orientation towards persons of the same sex (gay/lesbians), the opposite sex (e.g. heterosexual men and women), or both sexes (this covers bisexual men and women).
Version	1
Approval Date	04/12/2012
Minimum	2
Maximum	3
Default	None
Values	HET Heterosexual/Straight HOM Gay/Lesbian BIS Bisexual OTH Other ND Not Disclosed
Validation	Alphabetic
Owner	CJSE Product Board
Steward	NOMS
Based On	Prison NOMIS Data Standard
Comments	This standard was developed in consultation with the NOMS Women and Equality Group.

3.132 Specific Requirements

Description	Free text to record any aspect that CJOs and others should be aware of regarding the person e.g. dietary, wheel chair access, learning difficulty, hearing impairment, visual impairment, Braille reader, sign language.
Version	4
Approval Date	06/09/2007
Minimum	1
Maximum	150
Default	None
Values	None
Validation	Alphanumeric
Owner	CJSE Product Board
Steward	Data Standards Forum (secretariat).
Based On	None
Comments	None

3.133 Removed from v 6

3.134 Standard Offence Wording

Description	The full wording of the offence as used in a charge against the defendant recorded on PNLD with spaces for variables.
Version	4
Approval Date	08/05/2006
Minimum	1
Maximum	2500
Default	None
Values	Refer to the PNLD-maintained Offence Codes.
Validation	Alphanumeric
Owner	CJSE Product Board
Steward	Standard Offence Wording Group of the Data Standards Forum
Based On	PNLD
Comments	In PNLD the variable data is identified as "***(..xxxxx..)" or "***[.xxxxx..]" where xxxxx is the value of the variable.

3.135 Standard Statement Of Facts

Description	The full wording of the statement of facts with spaces for variables.
Version	4
Approval Date	25/08/2006
Minimum	1
Maximum	4000
Default	None
Values	Refer to the PNLD-maintained Offence Codes.
Validation	Alphanumeric
Owner	CJSE Product Board
Steward	Standard Offence Wording Group of the Data Standards Forum
Based On	PNLD
Comments	In PNLD the variable data is identified as "***(..xxxxx..)" or "***[.xxxxx..]" where xxxxx is the value of the variable.

3.136 Substance Description

Description	Descriptive name of possible substance used by an offender defendant.
Version	4.3
Approval Date	06/09/2007
Minimum	3
Maximum	15
Default	None
Values	Alcohol Amphetamines Cannabis Cocaine Crack Ecstasy Heroin LSD Methadone Poppers Solvents Steroids Tobacco Tranquilisers Other
Validation	None
Owner	YJB
Steward	YJB
Based On	YJB internal Data Standards
Comments	None

3.137 Summons Code

Description	Identifies the type of summons by code,
Version	2
Approval Date	12/11/2004
Minimum	1
Maximum	1
Default	None
Values	Text shown in square brackets below is not part of the value: A On Application [for civil cases] E Serious and Either Way Offences [wider than the Offence Category "EW"] M MC Act [section 12 of the MC Act 1980, uses statement of fact procedure] W Witness Statement [witness statements served with the summons]
Validation	Alphabetic
Owner	CJSE Product Board
Steward	HMCTS
Based On	None
Comments	None

3.138 System Instance

Description	An optional three digit code that identifies a system instance within a CJS Area - only needs to be used where there is more than one instance of a system, e.g. necessary to allow for more than one MCS within area 62.
Version	3
Approval Date	07/09/2005
Minimum	3
Maximum	3
Default	None
Values	000-999
Validation	Numeric
Owner	CJSE Product Board
Steward	Data Standards Forum (secretariat).
Based On	None
Comments	Specific examples not used due to security reasons.

3.139 System Name

Description	A string which identifies the system type in plain English, assigned and appended to the FFF. Police systems have numeric characters at the beginning but are deemed to be part of the string rather than separate values. System name contains no spaces and is in "camel case."
Version	3
Approval Date	07/09/2005
Minimum	3
Maximum	32
Default	None
Values	Values are within the managed content of the System IDs Data Structure.
Validation	Alphanumeric. CamelCase, no spaces, no punctuation
Owner	CJSE Product Board
Steward	Data Standards Forum (secretariat).
Based On	None
Comments	Specific examples not used due to security reasons.

3.140 Target Court Type

Description	The type of court within which a hearing should be held.
Version	4.3
Approval Date	06/09/2007
Minimum	12
Maximum	20
Default	None
Values	Youth Court Magistrates' Court
Validation	Alphabetic. Must be one of the two valid values
Owner	CJSE Product Board
Steward	HMCTS
Based On	None
Comments	None

3.141 Telephone Type Code

Description	Free text to denote the type of telephone number e.g. Home Work Mobile fax	
Version	5	
Approval Date	17/12/2013	
Minimum	4	
Maximum	4	
Default	None	
Values	LANH	LANDLINE-HOME
	LANW	LANDLINE-WORK
	MOBH	MOBILE-HOME
	MOBW	MOBILE-WORK
	FAXH	FAX-HOME
	FAXW	FAX-WORK
	PAGH	PAGER-HOME
	PAGW	PAGER-WORK
	Note the above codes correspond sequentially to the telephone type descriptions i.e. the first code in the list corresponds to the first value within the telephone Type description	
Validation	Alphabetic	
Owner	CJSE Product Board	
Steward	Data Standards Forum (secretariat).	
Based On	None	
Comments	None	

3.142 Text Quantity

Description	The quantity of text inserts that must be input with the result code. An example is Result Code 3025 (Disqualification from having custody of) where the Text Quantity = 1 (an example of the text to be inserted: "a dog").
Version	5
Approval Date	25/02/2014
Minimum	1
Maximum	1
Default	0
Values	0 to 9
Validation	Numeric
Owner	CJSE Product Board
Steward	Result Sub-Group of the DSF.
Based On	None
Comments	None

3.143 Removed from v 6

3.144 Time Quantity

Description	The quantity of times of day that must be input with the result code (not including the time of next hearing) e.g. an order to appear at a Police Station at 3pm on a particular date would have a Time Quantity of one.
Version	5
Approval Date	25/02/2014
Minimum	1
Maximum	1
Default	0
Values	0 to 9
Validation	Numeric
Owner	CJSE Product Board
Steward	Result Sub-Group of the DSF.
Based On	None
Comments	None

3.145 Time Since Last Conviction

Description	This is a time specified in a result e.g. to report to a police station at a specific date and time (in years).
Version	5
Approval Date	16/04/2014
Minimum	1
Maximum	14
Default	None
Values	Don't Know Not Applicable 0 1 2+
Validation	None
Owner	YJB
Steward	YJB
Based On	YJB internal Data Standards
Comments	None

3.146 UK Internal Country Code

Description	A unique code representing a constituent internal part of the United Kingdom of Great Britain and Northern Ireland.	
Version	5	
Approval Date	17/12/2013	
Minimum	Code: 1	Description: 4
Maximum	Code: 2	Description: 16
Default	None	
Values	<ul style="list-style-type: none"> 1 England 2 Scotland 3 Wales 4 Northern Ireland 5 Isle of Man 6 Guernsey 7 Sark 8 Jersey 9 Alderney 10 Channel Islands <p>(Note: The numbers 1 -10 directly represent the accompanying value pairs within the UK Internal Country Name attribute. i.e. 1 = England, 2 = Scotland etc)</p>	
Validation	Alphanumeric If country code is If Country Code value is GBR (United Kingdom), then one of the UK Internal Codes must be used.	
Owner	CJSE Product Board	
Steward	Data Standards Forum (secretariat)	
Based On	e-GIF Standards	
Comments	The e-GIF Data Standards specify that if Country Code value is GBR (United Kingdom of Great Britain & N. Ireland), then a UK Internal Code is mandatory. A decision was made by the Data Standards team this would be made as optional within the Data Standards Catalogue.	

3.147 Usage

Description	Extent of defendant/offender use of a particular substance.
Version	5
Approval Date	17/12/2013
Minimum	9
Maximum	25
Default	None
Values	Ever used Recent use Not known to have used
Validation	None
Owner	YJB
Steward	YJB
Based On	YJB internal Data Standards
Comments	None

3.148 Vehicle Code

Description	Identifies offences involving an LGV or PCV that are of interest to the Department for Transport. Previously known in some circles as Vehicle Type.
Version	4
Approval Date	07/06/2006
Minimum	1
Maximum	1
Default	None
Values	L Large Goods Vehicle or Passenger carrying Vehicle, O Other
Validation	Alphabetic
Owner	CJSE Product Board
Steward	Data Standards Forum (secretariat)
Based On	None
Comments	None

3.149 Verdict Code

Description	The finding (decision) of the court.
Version	5
Approval Date	25/02/2014
Minimum	1
Maximum	1
Default	None
Values	A Not Guilty but Guilty of another offence C Caution G Guilty N Not Guilty O Non-conviction
Validation	Alphabetic
Owner	CJSE Product Board
Steward	HMCTS
Based On	None
Comments	None

3.150 Victim Type

Description	<p>One or more of the following values:</p> <ol style="list-style-type: none"> 1. Specific targeted victim. This includes any victim who is chosen for a particular reason (e.g. because they belong to a particular group – for instance a particular ethnic or religious group) or because the young person has a grudge against them. The key issue here is not whether the victim was already known to the young person/offender but whether s/he was selected for a specific reason. 2. Vulnerable victim. This includes the elderly, people with disabilities and children younger (or much smaller) than the offender. 3. Repeat victim. This means more than one offence by the young person against the victim of the current offence/s. 4. Victim not known to offender 5. Racially motivated offence 6. Same gender as young person/offender
Version	5
Approval Date	17/12/2013
Minimum	13
Maximum	35
Default	None
Values	<p>Vulnerable victim Specific targeted victim Not known to young person Same gender as young person Same ethnic group as young person Repeat victim</p>
Validation	None
Owner	YJB
Steward	YJB
Based On	YJB internal Data Standards
Comments	None

3.151 Warrant Issue Date

Description	The last date for a party to comply with the terms of a direction. It must be on or after the date that the court issued the direction.
Version	5
Approval Date	17/12/2013
Minimum	10
Maximum	10
Default	None
Values	CC – (00 to 99); YY – (00 to 99); MM – (01 to 12); DD – (01 to 31)
Validation	Must be a valid date in the format CCYY-MM-DD Where there is an accompanying start date, must be after the start date
Owner	CJSE Product Board
Steward	Data Standards Forum (secretariat).
Based On	None
Comments	None

3.152 Removed from v 6

3.153 Welsh Legislation

Description	Welsh version of the act and section in full (not coded) e.g. for the offence No speedometer fitted Contrary to regulation 35(1) of the Road Vehicles (Construction) - the contents of this Data Element will be written in the Welsh language.
Version	4
Approval Date	08/05/2006
Minimum	1
Maximum	350
Default	None
Values	None
Validation	Alphanumeric
Owner	CJSE Product Board
Steward	Standard Offence Wording Group of the Data Standards Forum
Based On	PNLD
Comments	None.

3.154 Welsh Offence Wording

Description	The full wording of the offence in Welsh as used in a charge against the defendant recorded on PNLD with spaces for variables.
Version	4
Approval Date	07/06/2006
Minimum	1
Maximum	2500
Default	None
Values	None
Validation	Alphanumeric. In PNLD the variable data is identified as "***(..xxxxx..)" or "***[.xxxxx..]" where xxxxx is the value of the variable.
Owner	CJSE Product Board
Steward	Standard Offence Wording Group of the Data Standards Forum
Based On	PNLD
Comments	Welsh Language versions of offence wordings etc are produced on an "as required" basis.

3.155 Welsh Statement Of Facts

Description	The full Welsh wording of the statement of facts with spaces for variables.
Version	4
Approval Date	25/06/2006
Minimum	1
Maximum	4000
Default	None
Values	None
Validation	Alphanumeric. In PNLD the variable data is identified as “**(..xxxxx..)” or “**[.xxxxx.]” where xxxxx is the value of the variable.
Owner	CJSE Product Board
Steward	Standard Offence Wording Group of the Data Standards Forum
Based On	PNLD
Comments	Welsh Language versions of offence wordings etc are produced on an “as required” basis.

3.156 Youth Offending Team Unique Person Id

Description	Code which uniquely identifies a young person (YP). The code is locally allocated by the Youth Offending Team (YOT). Subject to design finalisation the code is a six (6), digit number constructed using the Youth Offending Team (YOT) ID allocated by the legacy system concatenated with a sequential number uniquely identifying the young person. The code is not necessarily synonymous to the organisation unit, (OU) code third level.
Version	5
Approval Date	16/04/2014
Minimum	8
Maximum	8
Default	None
Values	None
Validation	Youth_Offending_Team_ID part of code must relate to a valid identifier for a YOT.
Owner	YJB
Steward	YJB
Based On	YJB internal Data Standards
Comments	Contact YJB before using as this is under YJB review.

4 Other Structures Used By CJOs

The various Criminal Justice Organisations have previously agreed to use structures which are owned and maintained by other bodies. Some of these standards are now deprecated. Other standards are outside the governance structure of the CJOs. Both of these types of standard have been moved to separate sections to make a clear distinction between the two. Those standards which are deprecated but which are still in use will be marked as 'Deprecated' in the standard name. For example,

4.1 BS7666 Address (Deprecated)

Many of the structures found in this section have been derived from the UK Government Data Standards Catalogue as part of the e-Government Interoperability Framework (e-GIF). This catalogue is now deprecated and those standards have now been moved to the National Archives.

The presence of deprecated structures in the catalogue reflects the fact that the various CJOs are working within "brown-field" sites; there are working systems which have implemented these standards. As such we will need to refer to those standards until such time as the standards are replaced.

As a pragmatic measure, the DSF have assumed ownership of these standards as an interim measure until such time as the UK Government's Open Standards Board mandates a new set of address related standards. It is expected that once new Open standards for address information have been mandated they will be used for all new systems and older systems will be migrated to support interoperability where necessary. The implementation plans for such migrations will be the responsibility of each individual CJO.

4.1 BS7666 Address (Deprecated)

Name	BS7666 Address	
Description	A collection of data describing the addressing of locations.	
Version	5	
Approval Date	17 th December 2013	
Component Parts	Unique Property Reference Number	Unique Property Reference Number
	Unique Street Reference Number	Unique Street Reference Number
	Primary Addressable Object Name	Primary Addressable Object Name
	Secondary Addressable Object Name	Secondary Addressable Object Name
	Street Descriptive Identifier	Street Descriptive Identifier
	UK Post Code	UK Post Code
Validation Rules	None	
Owner	CJSE Product Board	
Steward	Data Standards Forum (secretariat)	
Based on	Version 1.1 of the UK Government's deprecated e-GIF standard of the same name.	
Comments	<p>The Primary Addressable Object Name, Secondary Addressable Object Name and Street Descriptive Identifier are structures in their own right.</p> <p>The name for this structure reflects the fact that it is the old e-GIF profile that was based upon the BSI standard BS7666.</p> <p>All suppliers should check with the contracting agency before adopting this standard for all future work.</p>	

4.2 DX Address

Name	DX Address	
Description	<p>This is the Document Exchange (DX) address for organisations. As a structure it is a subtype of an inferred structure “Contact Detail”.</p> <p>A DX Address has two parts: DX Number e.g. DX 1234567891 DX Exchange e.g. Manchester 2</p> <p>The full DX Address in this example would be “DX 1234567891 Manchester 2”. Note also that “DX” may be replaced with “NI” for addresses in Northern Ireland and that “DX” (or “NI”) is followed by a space that is a part of the value.</p>	
Version	4	
Approval Date	25th August 2006	
Component Parts	DX Number	DX Number
	DX Exchange	DX Exchange
Validation Rules	None	
Owner	The DX Group .	
Steward	Data Standards Forum (secretariat)	
Based on	None	
Comments	None	

4.3 Primary Addressable Object Name (Deprecated)

Name	Primary Addressable Object Name	
Description	The Primary Addressable Object Name (PAON) is the designated premise number, and/or the premise name, where neither of these exist then the PAON is the name of the organisation in occupation, or a description of the addressable object.	
Version	5	
Approval Date	17 th December 2013	
Component Parts	Primary Addressable Object Name Description	Primary Addressable Object Name Description
	Primary Addressable Object Name Start Number	Primary Addressable Object Name Start Number
	Primary Addressable Object Name End Number	Primary Addressable Object Name End Number
Validation Rules	1. The following component parts are mandatory for use if a Primary Addressable Object Name structure is used: Primary Addressable Object Name Start Number	
Owner	CJSE Product Board	
Steward	Data Standards Forum (secretariat)	
Based on	Version 1.1 of the UK Government's deprecated e-GIF standard of the same name.	
Comments	<p>This structure is also a component part of the BS7666 Address structure.</p> <p>The name for this structure reflects the fact that it is the old e-GIF profile that was based upon the BSI standard BS7666.</p> <p>All suppliers should check with the contracting agency before adopting this standard for all future work.</p>	

4.4 Secondary Addressable Object Name (Deprecated)

Name	Secondary Addressable Object Name	
Description	The Secondary Addressable Object Name (SAON) is the number, name or description used to identify the secondary addressable object within or related to a primary addressable object.	
Version	5	
Approval Date	17 th December 2013	
Component Parts	Secondary Addressable Object Name Description	Secondary Addressable Object Name Description
	Secondary Addressable Object Name Start Number	Secondary Addressable Object Name Start Number
	Secondary Addressable Object Name End Number	Secondary Addressable Object Name End Number
Validation Rules	1. The following component parts are mandatory for use if a Primary Addressable Object Name structure is used: Secondary Addressable Object Name Start Number	
Owner	CJSE Product Board	
Steward	Data Standards Forum (secretariat)	
Based on	Version 1.1 of the UK Government's deprecated e-GIF standard of the same name.	
Comments	<p>This structure is also a component part of the BS7666 Address structure.</p> <p>The name for this structure reflects the fact that it is the old e-GIF profile that was based upon the BSI standard BS7666.</p> <p>All suppliers should check with the contracting agency before adopting this standard for all future work.</p>	

4.5 Street Descriptive Identifier (Deprecated)

Name	Secondary Addressable Object Name	
Description	A collection of data describing the addressing of locations.	
Version	5	
Approval Date	17 th December 2013	
Component Parts	Administrative Area	Administrative Area
	Street Descriptor	Street Descriptor
	Locality	Locality
	Town	Town
Validation Rules	<p>1. At least one of the following MUST be used:</p> <ul style="list-style-type: none"> • Administrative Area • Locality • Town 	
Owner	CJSE Product Board	
Steward	Data Standards Forum (secretariat)	
Based on	Version 1.1 of the UK Government's deprecated e-GIF standard of the same name.	
Comments	<p>This structure is also a component part of the BS7666 Address structure.</p> <p>The name for this structure reflects the fact that it is the old e-GIF profile that was based upon the BSI standard BS7666.</p> <p>All suppliers should check with the contracting agency before adopting this standard for all future work.</p>	

5 Elements

5.1 Administrative Area (Deprecated)

Description	The administrative area is a geographic area that may be the highest level local administrative area which may be a county or a unitary authority an island or island group or London.
Version	5
Approval Date	17/12/2013
Minimum	1
Maximum	30
Default	None
Values	None
Validation	Alpha-Numeric
Owner	CJSE Product Board
Steward	Data Standards Forum (secretariat)
Based On	Version 1.1 of the UK Government's deprecated e-GIF standard of the same name.
Comments	<p>This is a component part of the Street Descriptive Identifier structure.</p> <p>The name for this structure reflects the fact that it is the old e-GIF profile that was based upon the BSI standard BS7666.</p> <p>All suppliers should check with the contracting agency before adopting this standard for all future work.</p>

5.2 Alcohol Level Method

Description	The method used to obtain an alcohol level reading.
Version	4
Approval Date	25/02/2014
Minimum	1
Maximum	1
Default	None
Values	<ul style="list-style-type: none"> A Blood B Breath C Urine
Validation	Code is Alphabetic Literal is Alphabetic.
Owner	Driver and Vehicle Licensing Agency (an Executive Agency of the Department for Transport).
Steward	Driver and Vehicle Licensing Agency (an Executive Agency of the Department for Transport).
Based On	None
Comments	Alcohol Level Method should be used with Alcohol Level Amount.

5.3 Companies House Reference Number

Description	The reference number allocated by Companies House to registered companies e.g. Limited Companies.
Version	4
Approval Date	26/06/2006
Minimum	7
Maximum	8
Default	None
Values	None
Validation	Alphanumeric. The format must be one of the following:formats Two characters within the set: AC BR FC GE GN GS IC IP LP NA NF NI NL NO NP NR NZ OC OO RC SA SC SF SI SL SO SP SR SZ ZCfollowed by up to 6 numeric characters Or R followed by 7 numeric characters Or 7 numeric characters Or 8 numeric characters
Owner	Companies House
Steward	Data Standards Forum (secretariat)
Based On	Version 2.1 of the UK Government's deprecated e-GIF Standard.
Comments	Only to be used where the role is Defendant/Offender.

5.4 Country Code

Description	A unique code representing a country.
Version	4
Approval Date	26/06/2006
Minimum	3
Maximum	3
Default	GBR [Note that GBR is the code for United Kingdom]
Values	Refer to the ISO BSEN 3166 standard for actual list of alphabetic codes and countries. The alphabetic code to be used is the 3-char alphabetic code along with the short country name.
Validation	Alphabetic
Owner	ISO
Steward	It is the responsibility of each individual CJO to obtain Country Codes from ISO and to keep them up to date should their systems require country codes for the purposes of interoperating with other systems.
Based On	This is the e-GIF profile on the ISO Country Code (ISO BSEN 3166).
Comments	None

5.5 Driving Licence CPart Issue Number

Description	The issue number of the driving licence counterpart as allocated by DVLA.
Version	4
Approval Date	26/06/2006
Minimum	1
Maximum	1
Default	None
Values	None
Validation	Alphanumeric. Only to be used where Role = Defendant/Offender
Owner	Driver and Vehicle Licensing Agency (an Executive Agency of the Department for Transport).
Steward	Driver and Vehicle Licensing Agency (an Executive Agency of the Department for Transport).
Based On	None
Comments	Only relevant when Role = Defendant/Offender

5.6 Driving Licence Issue Number

Description	The issue number of the driving licence as allocated by DVLA
Version	4
Approval Date	26/06/2006
Minimum	1
Maximum	2
Default	None
Values	None
Validation	Alphanumeric. Only to be used where Role = Defendant/Offender
Owner	Driver and Vehicle Licensing Agency (an Executive Agency of the Department for Transport).
Steward	Driver and Vehicle Licensing Agency (an Executive Agency of the Department for Transport).
Based On	None
Comments	Only relevant when Role = Defendant/Offender

5.7 Driving Licence Number

Description	To identify a particular person by their driver number.
Version	4
Approval Date	26/06/2006
Minimum	16
Maximum	16
Default	None
Values	None
Validation	<p>Must be 16 characters</p> <p>First 5 characters are alphanumeric.</p> <p>Next 6 characters must be numeric</p> <p>Next 3 characters are alphanumeric</p> <p>Last 2 characters are alpha</p> <p>Second character of numeric section can only be 0, 1, 5 or 6.</p> <p>Fourth and fifth characters of numeric section must be in the range 01 to 31.</p>
Owner	Driver and Vehicle Licensing Agency (an Executive Agency of the Department for Transport).
Steward	Driver and Vehicle Licensing Agency (an Executive Agency of the Department for Transport).
Based On	None
Comments	Only relevant when Role = Defendant/Offender

5.8 Driving Licence Type Code

Description	To denote the code for the type of driving licence held.
Version	5
Approval Date	17/12/2013
Minimum	None
Maximum	None
Default	None
Values	None
Validation	None
Owner	Driver and Vehicle Licensing Agency (an Executive Agency of the Department for Transport).
Steward	Driver and Vehicle Licensing Agency (an Executive Agency of the Department for Transport).
Based On	None
Comments	None

5.9 DVLA Code

Description	UK Driving licence offence code e.g. SP30
Version	2
Approval Date	12/11/2004
Minimum	4
Maximum	4
Default	None
Values	Refer to CV static tables. Note also: Aiding Abetting Counselling or Procuring Offences as coded but with the 4 th Character 0 changed to 2; Causing or permitting Offences as coded but with the 4 th Character 0 changed to 4; Inciting Offences as coded but with the 4 th Character 0 changed to 6. (DVLA quote).
Validation	Code is AANN literal is Alphanumeric
Owner	Driver and Vehicle Licensing Agency (an Executive Agency of the Department for Transport).
Steward	Driver and Vehicle Licensing Agency (an Executive Agency of the Department for Transport).
Based On	DVLA
Comments	The originator of this Data Element lies outside the CJS – the Department for Transport, of which the DVLA is an executive agency.

5.10 DX Exchange

Description	The geographical area of an organisation's address. A DX Number completes a DX Address. Only relevant to organisations registered with the Document Exchange company
Version	4
Approval Date	06/12/2006
Minimum	20
Maximum	20
Default	None
Values	None
Validation	Alpha-Numeric
Owner	The DX Group .
Steward	The DX Group .
Based On	None
Comments	See also DX Number.

5.11 DX Number

Description	The number allocated to identify an organisation's address within a geographical area (known as DX Exchange . A DX Exchange completes a DX Address. Only relevant to organisations registered with the Document Exchange company.
Version	4
Approval Date	06/12/2006
Minimum	13
Maximum	13
Default	None
Values	None
Validation	DX constant, space character, N(10) or NI constant, space character, X(10).
Owner	The DX Group .
Steward	The DX Group .
Based On	None
Comments	See also DX Exchange

5.12 Language Code

Description	The coded type to denote LANGUAGE. Uses the ISO-639-2 standard to code various languages.
Version	4
Approval Date	26/06/2006
Minimum	3
Maximum	3
Default	None
Values	Refer to ISO 639-2 standard for actual list of alphabetic codes and languages.
Validation	Alphabetic
Owner	ISO
Steward	It is the responsibility of each individual CJO to obtain Language Codes from ISO and to keep them up to date should their systems require country codes for the purposes of interoperating with other systems.
Based On	None
Comments	Implementation of this standard should allow for one code having two values e.g. Punjabi and Panjabi as well as having two codes for the same language e.g. wel and cym for Welsh.

5.13 Locality (Deprecated)

Description	The locality name refers to a neighbourhood, suburb, district, village, estate, settlement or parish that may form part of a town or stand in its own right within the context of an administrative area. Where an industrial estate contains streets it is defined as a locality in its own right.
Version	5
Approval Date	17/12/2013
Minimum	1
Maximum	35
Default	None
Values	None
Validation	None
Owner	CJSE Product Board
Steward	Data Standards Forum (secretariat)
Based On	Version 1.1 of the UK Government's deprecated e-GIF standard of the same name.
Comments	<p>This is a component part of the Street Descriptive Identifier structure.</p> <p>The name for this structure reflects the fact that it is the old e-GIF profile that was based upon the BSI standard BS7666.</p> <p>All suppliers should check with the contracting agency before adopting this standard for all future work.</p>

5.14 Passport Number

Description	To identify a particular person by their passport number.
Version	4
Approval Date	26/06/2006
Minimum	7
Maximum	9
Default	None
Values	None
Validation	<p>A passport number can be one of two types (old and new).</p> <p>Old: Must be 7 characters: 1 alphabetic followed by 6 numeric</p> <p>OR</p> <p>6 numeric followed by 1 alphabetic</p> <p>New: Must be 9 characters; all 9 must be numeric.</p>
Owner	Her Majesty's Passport Office (an Executive Agency of the Home Office)
Steward	Her Majesty's Passport Office (an Executive Agency of the Home Office)
Based On	None
Comments	Only relevant when Role = Defendant/Offender

5.15 National Insurance Number

Description	To identify a particular person by their National Insurance Number (NINO)
Version	4
Approval Date	26/06/2006
Minimum	9
Maximum	9
Default	None
Values	None
Validation	<p>Must be 9 characters.</p> <p>First 2 characters must be alpha. Next 6 characters must be numeric. Final character can be A, B, C, D or space.</p> <p>First character must not be D,F,I,Q,U or V Second character must not be D, F, I, O, Q, U or V.</p> <p>First 2 characters must not be combinations of GB, NK, TN or ZZ (the term combinations covers both GB and BG etc.)</p>
Owner	Department for Work and Pensions
Steward	Department for Work and Pensions
Based On	None
Comments	<p>Only relevant when Role = Defendant/Offender</p> <p>(Note: there may be a need to seek permission from the Department for Work and Pensions before using the National Insurance Number as an identifier in an application.)</p>

5.16 Primary Addressable Object Name Description (Deprecated)

Description	This is a text description of the primary addressable object.
Version	5
Approval Date	17/12/2013
Minimum	1
Maximum	90
Default	None
Values	None
Validation	Alphanumeric (in addition to the standard Western character set the following can be used : ; < = > ? @ % & ' () * + - .)
Owner	CJSE Product Board
Steward	Data Standards Forum (secretariat)
Based On	Version 1.1 of the UK Government's deprecated e-GIF standard of the same name.
Comments	<p>This is a component part of the BS7666 Address structure.</p> <p>The name for this structure reflects the fact that it is the old e-GIF profile that was based upon the BSI standard BS7666.</p> <p>All suppliers should check with the contracting agency before adopting this standard for all future work.</p>

5.17 Primary Addressable Object Name End Number (Deprecated)

Description	This is the last in a range of numbers describing the primary addressable object. An optional suffix may be used where appropriate.
Version	5
Approval Date	17/12/2013
Minimum	5
Maximum	5
Default	None
Values	N(4)A (where N is an integer and A is a capital letter)
Validation	Numeric part is a positive integer less than 10000. The alpha part is a capital letter A-Z.
Owner	CJSE Product Board
Steward	Data Standards Forum (secretariat)
Based On	Version 1.1 of the UK Government's deprecated e-GIF standard of the same name.
Comments	<p>This is a component part of the BS7666 Address structure.</p> <p>The name for this structure reflects the fact that it is the old e-GIF profile that was based upon the BSI standard BS7666.</p> <p>All suppliers should check with the contracting agency before adopting this standard for all future work.</p>

5.18 Primary Addressable Object Name Start Number (Deprecated)

Description	This is the first in a range of numbers describing the primary addressable object. An optional suffix may be used where appropriate.
Version	5
Approval Date	17/12/2013
Minimum	5
Maximum	5
Default	None
Values	N(4)A (where N is an integer and A is a capital letter)
Validation	Numeric part is a positive integer less than 10000. The optional alpha part is a capital letter A-Z.
Owner	CJSE Product Board
Steward	Data Standards Forum (secretariat)
Based On	Version 1.1 of the UK Government's deprecated e-GIF standard of the same name.
Comments	<p>This is a component part of the BS7666 Address structure.</p> <p>The name for this structure reflects the fact that it is the old e-GIF profile that was based upon the BSI standard BS7666.</p> <p>All suppliers should check with the contracting agency before adopting this standard for all future work.</p>

5.19 Secondary Addressable Object Name Description (Deprecated)

Description	This is a text description of the secondary addressable object.
Version	5
Approval Date	17/12/2013
Minimum	1
Maximum	90
Default	None
Values	Alphanumeric (in addition to the standard Western character set the following can be used : ; < = > ? @ % & ' () * + - , .)
Validation	None
Owner	CJSE Product Board
Steward	Data Standards Forum (secretariat)
Based On	Version 1.1 of the UK Government's deprecated e-GIF standard of the same name.
Comments	<p>This is a component part of the BS7666 Address structure.</p> <p>The name for this structure reflects the fact that it is the old e-GIF profile that was based upon the BSI standard BS7666.</p> <p>All suppliers should check with the contracting agency before adopting this standard for all future work.</p>

5.20 Secondary Addressable Object Name End Number (Deprecated)

Description	This is the last in a range of (SAON) numbers describing the secondary addressable object. An optional suffix may be used where appropriate.
Version	5
Approval Date	17/12/2013
Minimum	5
Maximum	5
Default	None
Values	N(4)A (where N is an integer and A is a capital letter).
Validation	Numeric part is a positive integer less than 10000. The alpha part is a capital letter A-Z.
Owner	CJSE Product Board
Steward	Data Standards Forum (secretariat)
Based On	Version 1.1 of the UK Government's deprecated e-GIF standard of the same name.
Comments	<p>This is a component part of the BS7666 Address structure.</p> <p>The name for this structure reflects the fact that it is the old e-GIF profile that was based upon the BSI standard BS7666.</p> <p>All suppliers should check with the contracting agency before adopting this standard for all future work.</p>

5.21 Secondary Addressable Object Start Number (Deprecated)

Description	This is a number or the first in a range of (SAON) numbers describing the secondary addressable object. An optional suffix may be used where appropriate.
Version	5
Approval Date	17/12/2013
Minimum	5
Maximum	5
Default	None
Values	N(4)A (where N is an integer and A is a capital letter). Numeric part is a positive integer less than 10000. The optional alpha part is a capital letter A-Z.
Validation	None
Owner	CJSE Product Board
Steward	Data Standards Forum (secretariat)
Based On	Version 1.1 of the UK Government's deprecated e-GIF standard of the same name.
Comments	This is a component part of the BS7666 Address structure. The name for this structure reflects the fact that it is the old e-GIF profile that was based upon the BSI standard BS7666. All suppliers should check with the contracting agency before adopting this standard for all future work.

5.22 Street Descriptor (Deprecated)

Description	The designated street name or street description that has been allocated to a street by the street naming authority.
Version	5
Approval Date	17/12/2013
Minimum	1
Maximum	100
Default	None
Values	None
Validation	None
Owner	CJSE Product Board
Steward	Data Standards Forum (secretariat)
Based On	Version 1.1 of the UK Government's deprecated e-GIF standard of the same name.
Comments	This is a component part of the Street Descriptive Identifier structure The name for this structure reflects the fact that it is the old e-GIF profile that was based upon the BSI standard BS7666. All suppliers should check with the contracting agency before adopting this standard for all future work.

5.23 Town (Deprecated)

Description	The town name refers to a city or town that is not an administrative area, a suburb of an administrative area that does not form part of another town or a London district.
Version	5
Approval Date	17/12/2013
Minimum	1
Maximum	30
Default	None
Values	None
Validation	Alphanumeric
Owner	CJSE Product Board
Steward	Data Standards Forum (secretariat)
Based On	Version 1.1 of the UK Government's deprecated e-GIF standard of the same name.
Comments	<p>This is a component part of the Street Descriptive Identifier structure.</p> <p>The name for this structure reflects the fact that it is the old e-GIF profile that was based upon the BSI standard BS7666.</p> <p>All suppliers should check with the contracting agency before adopting this standard for all future work.</p>

5.24 UK Address

Description	The postal address of a person or organisation does not include UK Postcode or Country. The address has a minimum of 2 lines and a maximum of 5 lines. If a foreign address the overseas post code/zip code will be present in one of the five lines. A value of "No fixed abode" is permitted but note that the standard minimum is two lines.
Version	4
Approval Date	26/06/2006
Minimum	35 chars x 2 lines
Maximum	35 chars x 5 lines
Default	None
Values	None
Validation	Alphanumeric
Owner	CJSE Product Board
Steward	Data Standards Forum (secretariat)
Based On	Version 1.1 of the UK Government's deprecated e-GIF standard UK Postal Address.
Comments	<p>It is the e-GIF preferred format, e-GIF variants are:</p> <p>International Address: 7 lines, penultimate line is postcode/zip code, last line is Country.</p> <p>BS7666 which is a gazetteer rather than a standard for postal Addresses</p> <p>Some CJOs have addresses with more structure than five lines plus post code and country, it is expected that those CJOs will map to this standard for CJSE purposes.</p>

5.25 UK Post Code

Description	The code allocated by the Post Office to identify a group of postal delivery points.
Version	4
Approval Date	26/06/2006
Minimum	6
Maximum	8
Default	None
Values	None
Validation	<p>Alphanumeric</p> <p>The following formats are valid:</p> <p>AN NAA e.g. M1 1AA ANN NAA e.g. M60 1NW AAN NAA e.g. CR2 6XH AANN NAA e.g. DN55 1PT ANA NAA e.g. W1A 1HQ AANA NAA e.g. EC1A 1BB</p> <p>Please note the following:</p> <p>The letters Q V and X are not used in the first position. The letters I J and Z are not used in the second position. The only letters to appear in the third position are A B C D E F G H J K S T U and W. The only letters to appear in the fourth position are A B E H M N P R V W X and Y. The second half of the Postcode is always consistent numeric alpha alpha format and the letters C I K M O and V are never used.</p> <p>Note: GIR 0AA is a Postcode that was issued historically and does not conform to current rules on valid Postcode formats It is however still in use.</p>
Owner	Royal Mail
Steward	Royal Mail
Based On	Royal Mail - Postcode

Comments	<p>Valid UK post codes only. Invalid post codes and foreign postcodes/zip codes are removed to the fifth line of address. This is the e-GIF “Postcode”, it is referred to here as “UK Postcode”</p> <p>The Postcode is a combination of between five and seven letters / numbers which define four different levels of geographic unit. It is part of a coding system created and used by the Royal Mail across the United Kingdom for the sorting of mail. The Postcodes are an abbreviated form of address which enable a group of delivery points (a delivery point being a property or a post box) to be specifically identified. There are two types of Postcode, these being large and small user Postcodes.</p> <p>A large user Postcode is one that has been assigned to a single address due to the large volume of mail received at that address.</p> <p>A small user Postcode identifies a group of delivery points. On average there are 15 delivery points per Postcode, however this can vary between 1 and 100.</p> <p>Each Postcode consists of two parts. The first part is the Outward Postcode, or Outcode. This is separated by a single space from the second part which is the Inward Postcode, or Incode. The Outward Postcode enables mail to be sent to the correct local area for delivery. This part of the code contains the area and the district to which the mail is to be delivered. The Inward Postcode is used to sort the mail at the local area delivery office. It consists of a numeric character followed by two alphabetic characters. The numeric character identifies the sector within the postal district. The alphabetic characters then define one or more properties within the sector.</p> <p>The following characters are never used in the inward part of the Postcode: C I K M O V.</p> <p>An example Postcode is PO1 3AX. PO refers to the Postcode Area of Portsmouth. There are 124 Postcode Areas in the UK. PO1 refers to a Postcode District within the Postcode Area of Portsmouth. There are approximately 2900 Postcode Districts. PO1 3 refers to the Postcode Sector. There are approximately 9,650 Postcode Sectors. The AX completes the Postcode. The last two letters define the ‘Unit Postcode’ which identifies one or more small user delivery points or an individual Large User. There are approximately 1.71 million Unit Postcodes in the UK.</p>
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5.26 UK Telephone Number

Description	The UK telephone number e.g. +447710287657 (note no leading zero after country code and no spaces between characters).
Version	4
Approval Date	26/06/2006
Minimum	1
Maximum	35
Default	None
Values	None
Validation	Alphanumeric
Owner	CJSE Product Board
Steward	Data Standards Forum (secretariat)
Based On	e-GIF UK Telephone Number based on EDIFACT
Comments	NB e-GIF calls this UK Telephone Number but includes “+44” in the example inferring that it is international.

5.27 Unique Property Reference Number (Deprecated)

Description	A unique identifier for each land and property unit.
Version	5
Approval Date	17/12/2013
Minimum	1
Maximum	12
Default	None
Values	Positive integer in the range 1- 999999999999
Validation	The value of the UPRN should be verified as part of the address validation process using the National Land and Property Gazetteer (NLPG)
Owner	CJSE Product Board
Steward	Data Standards Forum (secretariat)
Based On	e-GIF Data Standards (e-GIF recommend the BS7666 address standard)
Comments	<p>This is a component part of the BS7666 Address structure.</p> <p>Only relevant when the National Street Gazetteer referencing system is used for referencing purposes.</p> <p>The name for this structure reflects the fact that it is the old e-GIF profile that was based upon the BSI standard BS7666.</p> <p>All suppliers should check with the contracting agency before adopting this standard for all future work.</p>

5.28 Unique Street Reference Number (Deprecated)

Description	A unique identifier for each street.
Version	5
Approval Date	17/12/2013
Minimum	1
Maximum	8
Default	None
Values	None
Validation	Positive integer in the range 1- 999999999
Owner	CJSE Product Board
Steward	Data Standards Forum (secretariat)
Based On	Version 1.1 of the UK Government's deprecated e-GIF standard of the same name.
Comments	<p>This is a component part of the BS7666 Address structure.</p> <p>Only relevant when the National Street Gazetteer referencing system is used for referencing purposes.</p> <p>The name for this structure reflects the fact that it is the old e-GIF profile that was based upon the BSI standard BS7666.</p> <p>All suppliers should check with the contracting agency before adopting this standard for all future work.</p>

5.29 Vehicle Operator's Licence Number

Description	Identifies the Vehicle Operator's Licence Number.
Version	5
Approval Date	17/12/2013
Minimum	None
Maximum	None
Default	None
Values	None
Validation	None
Owner	Vehicle and Operators Services Agency (VOSA)
Steward	Vehicle and Operators Services Agency (VOSA)
Based On	None
Comments	Only relevant when Role = Defendant/Offender.

5.30 Vehicle Registration Mark

Description	Identifies the unique registration mark of a vehicle.
Version	4
Approval Date	07/06/2006
Minimum	1
Maximum	11
Default	None
Values	None
Validation	Alphanumeric
Owner	Driver and Vehicle Licensing Agency (an Executive Agency of the Department for Transport).
Steward	Driver and Vehicle Licensing Agency (an Executive Agency of the Department for Transport).
Based On	None
Comments	None

6 Standards to Support MI

This section captures the details of a number of obsolete standards. They are published here for information purposes only; they are **not** current standards.

The purpose of this section is to record the values for standards which are now obsolete but which may provide contextual information for management information purposes.

6.1 Offender Code

Description	Identifies Persistent Offenders. Previously known as Offender Type.
Version	4
Approval Date	26/06/2006
Minimum	3
Maximum	3
Default	None
Values	PPO Persistent and Prolific Offender PYO Persistent Young Offender OffenderType validation list
Validation	Alphabetic
Owner	CJSE Product Board
Steward	HMCTS
Based On	None
Comments	Only relevant when Role = Defendant/Offender

7 PROGRESS Related Standards

A number of structures and elements have been removed from the catalogue as they are related to PROGRESS. PROGRESS was a Court Case progression tool for tracking defendants pleading 'not guilty'. This tool is no longer relevant. However, at the request of the CPS they have been listed here as they might provide useful background for on-going work. PROGRESS standards are **not** current and should **not** be used in systems development without consulting the Data Standards Forum first.

The details for the PROGRESS related standards may be found in a previous version of the catalogue (version 4.3).

The structures removed are:

1. Direction Fixed
2. Progress Application
3. Progress Defendant
4. Progress Direction Variable

The elements removed are:

1. Application ID
2. Application Reason
3. Application Response Due Date
4. Application Response Reasoning
5. Application Response Result
6. Application Result Action
7. Application Result Outcome
8. Application Result Reasoning
9. Application Status
10. Application Type
11. Application Withdrawal Comment
12. CPO Role
13. Direction Category
14. Direction Code
15. Direction Due Date
16. Direction Full Description Text
17. Direction ID
18. Direction Optional
19. Direction Party
20. Direction Short Description
21. Direction Status
22. Progress Defendant ID
23. Progress Defendant Status
24. Staff ID
25. Trial Comment
26. Trial Date
27. Trial ID
28. Trial OU Code

This section should be regarded as a temporary reminder. It is intended that it will be deleted in future releases.

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