

PENNSYLVANIA STATE POLICE

AUTHORIZED JURISDICTION

SUBMISSION REQUIREMENTS

FOR

FILE UPLOAD

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Pennsylvania State Police
And
Electronic Data Systems

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**COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA STATE POLICE
AUTHORIZED JURISDICTION SUBMISSION REQUIREMENTS**

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1. INTRODUCTION

Pennsylvania allows jurisdictions to submit Pennsylvania Uniform Crime Reports (PAUCR) data for other jurisdictions. Before a jurisdiction can submit data for other jurisdictions that jurisdiction must make a request to the PAUCR administrator to become an Authorized Jurisdiction. The procedures for this request can be obtained by contacting the PAUCR administrator.

This technical document was developed to provide computer vendors with guidelines for submitting Authorized Jurisdiction upload files. It is designed to establish the criteria that will serve as a reference for computer vendors.

The instructions and record layouts contained in this document focus on the additional information needed when a jurisdiction transmits or uploads a file that contains submission data for other jurisdictions. The “Summary Files Upload Specification” and “PA IBR File Upload Specifications” contain the instructions and record layouts for Summary and Incident-Based upload files, respectively. These documents are available at the Download area of the PAUCR web-based system. End-user information on the File Upload process is available at the Help area of the PAUCR web-based system.

Jurisdictions submitting upload files for only their jurisdiction may disregard this document.

Any computer vendor may use this document, since it is hardware and software independent.

2. PROCESS OVERVIEW

The Summary and Incident-Based processes are similar in some respects and differ in others. The Authorized Jurisdiction process takes advantage of the similarities so that minimal additional processing is required by the jurisdictions to create an Authorized Jurisdiction file.

Authorized Jurisdiction files must contain ASCII text data with the appropriate record formats as described in “Summary Files Upload Specification” and “PA IBR File Upload Specifications”. The requirements to enable a file to contain data for other jurisdictions depend upon the type of submission – Summary or Incident-Based.

The following sections cover the topics relevant to Authorized Jurisdiction submissions. These topics are Single and Multiple Jurisdiction submissions and Authorized Jurisdiction File Preparation.

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3. SINGLE AND MULTIPLE JURISDICTION SUBMISSIONS

A uploaded file can contain data for only one jurisdiction or data for multiple jurisdictions. The following subsections explain the filename standards for single and multiple jurisdiction submissions and special processing related to multiple jurisdiction submissions.

3.1 SINGLE AND MULTIPLE JURISDICTION SUBMISSIONS FILENAME STANDARDS

A Single submission is when a file contains submission data for a single submission period (e.g. June 2002) and the data is for the submitting jurisdiction. A Single submission file should have a file extension of "UCR". In all other cases, the file's extension must be "MCR". The "MCR" extension must be used when a file contains data for more than one submission period or contains data for more than one jurisdiction or contains data for a jurisdiction other than the submitting jurisdiction. The first of these is a regular Multiple submission. The second is an Authorized Jurisdiction Multiple submission. The third is an Authorized Jurisdiction submission. Authorized Jurisdiction submissions are covered in section 4.

Single Jurisdiction Filename Examples

- **0243308I.UCR** – A file submitted by jurisdiction 02433 containing Incident-Based data for only jurisdiction 02433
- **0243308.UCR** – A file submitted by jurisdiction 02433 containing Summary data for only jurisdiction 02433

Multiple Jurisdiction/Authorized Jurisdiction Multiple/Authorized Jurisdiction Filename Examples

- **0243308I.MCR** – A file submitted by jurisdiction 02433 containing June through August Incident-Based data for jurisdiction 02433 only (Multiple Jurisdiction)
- **0243308I.MCR** – A file submitted by jurisdiction 02433 containing August Incident-Based data for jurisdiction 02433 and other jurisdictions (Authorized Jurisdiction Multiple)
- **0243308I.MCR** – A file submitted by jurisdiction 02433 containing August Incident-Based data for another jurisdiction only (Authorized Jurisdiction)
- **0243303.MCR** – A file submitted by jurisdiction 02433 containing January through March Summary data for jurisdiction 02433 and other jurisdictions (Multiple Jurisdiction)
- **0243301.MCR** – A file submitted by jurisdiction 02433 containing January Summary data for jurisdiction 02433 and other jurisdictions (Authorized Jurisdiction Multiple)
- **0243302.MCR** – A file submitted by jurisdiction 02433 containing February Summary data for another jurisdiction only (Authorized Jurisdiction)

See "Summary Files Upload Specification" and "PA IBR File Upload Specifications" for more information on upload filename requirements.

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3.2 MULTIPLE JURISDICTION SUBMISSION PROCESSING

Uploaded files with a “MCR” extension undergo pre-processing by the PAUCR system before File Upload processing. The pre-process is called File Splitter. File Splitter copies records from the uploaded file and writes them out to separate files by jurisdiction. Each of the files created by File Splitter are named according to the filename standards in “Summary Files Upload Specification” and “PA IBR File Upload Specifications”. When File Splitter creates a file it also creates a File Upload Control record for that file. The control record is used by the File Upload scheduling process and provides a mechanism to associate a file with error records, should the submission encounter issues. A control record is also created for the uploaded file itself because it is subjected to a scheduling process and could also encounter issues that need to be investigated by the person uploading the file.

The status (Awaiting process, Processed and has issues, or Processed without issues) of an uploaded file and its related files, created by File Splitter, are viewable on the “Status Of Files” page of the PAUCR system. For files that have issues, the system provides a link (on the filename itself) that presents the problems encountered during processing of the file. For files that processed without issues, a link is provided (on the filename itself) to view the submission data.

File Splitter Examples

- A file named **0243308.MCR** that contains **Summary** data for jurisdictions **02433**, **02562**, and **02914** would result in File Splitter creating three files. The files created would be named **0243308.UCR**, **0256208.UCR**, and **0291408.UCR**.
- A file named **0243308.MCR** that contains **Summary** data for jurisdiction **02914** would result in File Splitter creating one file. The file created would be named **0291408.UCR**.
- A file named **0243305I.MCR** that contains **Incident** data for jurisdictions **02433** and **02111** would result in File Splitter creating two files. The files created would be named **0243305I.UCR** and **0211105I.UCR**.
- A file named **0243305I.MCR** that contains **Incident** data for jurisdictions **02111** would result in File Splitter creating one file. The file created would be named **0211105I.UCR**.

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4. AUTHORIZED JURISDICTION FILE PREPARATION

Authorized Jurisdiction file preparation for uploaded files is covered in the following sections. Within the following subsections the term Authorized Jurisdiction represents both Authorized Jurisdiction files that contain data for a single jurisdiction and Authorized Jurisdiction files that contain data for multiple jurisdictions.

4.1 SUMMARY FILE PREPARATION FOR UPLOADED FILES

An Authorized Jurisdiction file containing Summary data that is uploaded using the PAUCR web-based upload page must have a filename extension of “MCR” (see section 3). The “MCR” extension subjects the file to File Splitter processing. The existing Summary Header records, as described in “Summary Files Upload Specification”, are used by File Splitter to determine which jurisdiction each set of records is associated to (see section 3.2).

4.2 INCIDENT-BASED FILE PREPARATION FOR UPLOADED FILES

An Authorized Jurisdiction file containing Incident-Based data that is uploaded using the PAUCR web-based upload page must have a filename extension of “MCR” (see section 3) and contain Control-Break records. The “MCR” extension subjects the file to File Splitter processing. A Control-Break record is required and must precede each jurisdiction’s set of records in the file. The Control-Break record is used by File Splitter to determine which jurisdiction each set of records is associated to and to apply a Sequence Number to the filename created for those records (see section 3.2). The Sequence Number of each Control-Break record within a given file should be the same as the 6th and 7th position of the filename that contains those records. For example, if the filename were 0120306I.MCR then the Sequence Number for the Control-Break records would be “06”. Section 4.2.1 details the format for the Control-Break record and section 4.2.2 has an example of a Control-Break record.

4.2.1 INCIDENT CONTROL-BREAK RECORD FORMAT

FIELD	POSITION	SIZE	DATA	COMMENT
RECORD TYPE	1	2	CHARACTER	“CB”
FIELD DELIMITER	3	1	CHARACTER	COMMA
JURISDICTION NUMBER	4	5	CHARACTER	JURIS NUMBER
FIELD DELIMITER	9	1	CHARACTER	COMMA
SEQUENCE NUMBER	10	2	NUMERIC	NUMBER (00-99)
CARRIAGE RETURN	12	1	CHARACTER	HEX OD
LINE FEED	13	1	CHARACTER	HEX OA

- The Carriage Return and the Line Feed indicate the end of the record.

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4.2.2 INCIDENT CONTROL-BREAK RECORD EXAMPLE

In this example the letter 'C' represents the non-printable HEX 0D and 'L' represents the non-printable HEX 0A for positions 12 and 13, respectively. This example does not include the Record Group Terminator record that must immediately follow the Control-Break record.

CB,12345,33CL

POSITION	VALUE	FIELD
1-2	CB	RECORD TYPE
3	,	FIELD DELIMITER
4-8	12345	JURISDICTION NUMBER
9	,	FIELD DELIMITER
13-14	33	SEQUENCE NUMBER
15	C	CARRIAGE RETURN
16	L	LINE FEED

4.3 DETAILED EXAMPLES OF AUTHORIZED JURISDICTION FILES

The following subsections contain examples of correctly formatted and sequenced records for Authorized Jurisdiction files. The examples cover basic submissions intended to demonstrate the proper placement of the special record (CB) required within Authorized Jurisdiction files. Most "real world" submissions will contain more data and more record types. The examples do not show the non-display **HEX characters 0D0A that must be at the end of every record**, including the record group terminator records (the "[" for Summary and the "]" for Incident-Based). Failure to include the HEX 0D0A at the end of every record will result in file length errors.

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4.3.1 AUTHORIZED JURISDICTION SUMMARY UPLOADED FILE EXAMPLE

This example is for an uploaded Authorized Jurisdiction file of Summary data for jurisdictions 46405 and 23111 submitted by jurisdiction 46405. These records would be in a file named for jurisdiction 46405 (e.g. 4640502.MCR). The first two records (the A0 record and the “[“ record) are related to jurisdiction 23111. The rest of the records are related to jurisdiction 46405. When this file is successfully processed, two files named 2311102.UCR and 4640502.UCR will be split out and processed.

```
A0,23111,02,02,ZS
[
A0,46405,02,02,AU
04B,2,,,,,
04D,2,,1,,,,
000,,,,,
[
B1,46405,02,02,ZR
[
B2,46405,02,02,C3
040,M,,,,,1,,,,,1,,,,,1
[
B3,46405,02,02,C4
060,M,,1,,,,1,,,,1,
170,F,,1,,,,1,,,,1,
[
B4,46405,02,02,AU
040,F,,,,,1,,,,1,,,,1,1,,2,
[
C0,46405,02,02,AU
040,1,,1,,1,
[
D1,46405,02,02,ZR
[
D2,46405,02,02,ZR
[
E0,46405,02,02,ZR
[
F0,46405,02,02,ZR
[
G0,46405,02,02,ZR
[
H0,46405,02,02,AU
1,9,13,5,2,3,68
[
J0,46405,02,02,AU
001,12389A,1998/02/02,23:10,1998/02/03,01:23,01,2,11111,01,3701
A1II,03A,01,25,01,01,I,45,50,F,W,N,MU,B,L,U,N,T,01,01,00,,U,U,U,U,N,14,N,14,Y,12,N
[
```

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4.3.2 AUTHORIZED JURISDICTION INCIDENT-BASED UPLOADED FILE EXAMPLE

This example is for an uploaded Authorized Jurisdiction file of Incident-based data for jurisdictions 01203 and 01001 submitted by jurisdiction 01203. These records would be in a file named for jurisdiction 01203 (e.g. 0120362I.MCR). The first group of records (records 2 through 8) is related to jurisdiction 01203. The next group of records (records 10 through 21) is related to jurisdiction 01001. Notice that a record group terminator record (i.e. “]]”) is not to follow the CB records. When this file is successfully processed, two files named 0120301I.UCR and 0100101I.UCR will be split out and processed.

```
CB,01203,01
1B,D,11,2002,PA00103,RJ1234ARR002
]]
1T,A,01,2002,PA00103,RJ1234T00001
6T,A,01,2002,PA00103,RJ1234T00001,RJ1234A0001,1,01/23/2002,T,N,3921
A,240,01,N,,29,,M,B,N,R,,N
2T,A,01,2002,PA00103,RJ1234T00001,2502 A,09A
]]
CB,01001,01
1A,A,12,2002,PA00101,RJ1234INC001,12/1/2002,12:01,12/2/2002,N,21,404,N,
2A,A,12,2002,PA00101,RJ1234INC001,3502 A,220,C,20,0,F,88
2B,A,12,2002,PA00101,RJ1234INC001,3502 A,220,N
3A,A,12,2002,PA00101,RJ1234INC001,0,, , , ,
4A,A,12,2002,PA00101,RJ1234INC001,1,I,40,,M,W,N,R,P, , ,
4D,A,12,2002,PA00101,RJ1234INC001,1,3502 A,220
5A,A,12,2002,PA00101,RJ1234INC001,7,0,0
5C,A,12,2002,PA00101,RJ1234INC001,7,3502 A,220,1,17,5,37000,
5A,A,12,2002,PA00101,RJ1234INC001,5,0,0
5C,A,12,2002,PA00101,RJ1234INC001,5,3502 A,220,1,17,1,2000,12/12/2002
5C,A,12,2002,PA00101,RJ1234INC001,5,3502 A,220,1,17,1,3300,12/22/2002
]]
```