**Digital Case File**

Data Requirements

Version 1.0.0

Contents

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## Change History

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Date | Record of change | Author |
| 0.1 | 22/08/2014 | Initial Draft | Paul Spinks |
| 0.2 | 26/08/2014 | Updated following comments from Scott Ashdown. | Paul Spinks |
| 0.3 | 08/09/2014 | Updated following Legal Advisor comments & Input from Steve Walmsley regarding PNLD referencing:   * Plea changed to “Anticipated Plea”. * Offence groups added in place of individual properties for each offence to improve future maintainability. * Witness object created off of Case to consolidate handling of witnesses into one object for the entire case regardless of type and purpose. * PNC record merged into defendant as this will always be received in unstructured form whilst PNC is in existence. * PNLD offence codes added. (See Issue 2). * Pattern of URN corrected. * EEC Request(s) changed to accommodate 1 single unstructured response from the EEC information sharing authority. * AssaultOffence:   + Victim’s code compliance question added.   + Injury questions added. * Court Order is now related to Defendant as it may be requested on the basis of multiple offences. * Court orders list added from Ancillary orders booklet. * “Question” column added for each Object. Completed where specific text must accompany a data field and/or the attribute name alone is not self-explanatory. * Changes made for compliance with Digital Witness Statement business process v1.1 26/06/2014:   + WitnessStatementType added for compliance with section 3.12.   + Attributes added for compliance with section 3.6.2.1:     - taker\_rank\_or\_role:String     - taker\_id\_number     - taker\_surname     - taker\_home\_police\_station * Fields from the remand file have been incorporated:   + ExistingBail object added for Offence containing existing bail details required on Remand form.   + Merged List of requested court orders in existence across the 2 forms.   + Attributes “reason\_for\_request” and “conditions” added to CourtOrder“details” removed.   + Attribute “details\_in\_support\_of \_compensation” added to Offence.   + Attribute “received\_medical\_treatment” added to AssaultOffences.   + Attribute “witness\_type” added to Witness.   + Attribute “evidence\_they\_can\_give” added to Witness.   + Attribute “case\_category” added to Case object. * CaseFile name changed to Case. * The CCTV Object(s) have been renamed to “Visual Evidence” to accommodate evidence from other digital sources such as Body Worn Video; Facewatch; and CCTV. Additional attribute “vre\_type” has been added.   The following changes have been made for compliance with the Home Office Data Standards:   * Instances of Forename(s) has been changed to Given\_names. * Instances of Dob has been changes to date\_of\_birth. | Paul Spinks & Linda Melia |
| 0.4 | 12/09/2014 | Enumeration of pnld\_offence\_code[s] removed for GenericOffence.  EEC Request changed:   * 1 Request per country re-instated. * EEC Conviction object replaces “details” string to define required information for each EecConviction.   Unstructured attribute Defendant -> pnc\_court\_defence\_probation\_record replaced with:   * pnc\_record * PncConviction * LastPeriodInCustody.   breach\_order and breach\_order\_details added to Defendant.  Police system and CPS system implementation requirements added.  Witness occupation removed.  Security and Audit requirements have been removed.  Visual Evidence re-named to VRE. Visually Recorded Evidence.  VRERecordedRetailTheft removed and incorporated into VRERecorded. Simplification of VRE, by moving into Offence object.  Witness Special\_measures, changed to a Boolean type. Also added to Defendant  related\_urns added to cover case where these are currently required on the Remand form.  objections\_to\_bail changed to an array of Strings to account to multiple objections. Description added as to the grounds for objection.  Case supervising officer changed to signatory as who will sign the DCF will differ from force to force.  victim\_wishes\_to\_attend\_court changed to Enumeration of options.  aggravating\_features added to Standard Interview.  Offence PNLD codes set to actual values.  court\_order\_type relaxed to a string as no definitive list or reference data is available to fully qualify this.  Interpreter\_required and interpreter\_language\_or\_dialect moved from StandardInterview to Defendant.  Offence details added:   * signed\_charge\_sheet and * witness\_statements\_meet\_points\_to\_prove   RetailTheft Offence questions added:   * property\_stolen * value\_property\_stolen * property\_recovered * in\_saleable\_condition * any\_loss\_or\_damage * specify\_loss\_or\_damage * value\_loss\_or\_damage   VRE Recorded and VRE Not Recorded now include:   * how\_is\_identification\_established   Disclosure sections changed to accommodate 3 different disclosure types:   * GAP * NGAP – Disclosable Material * NGAP – No Disclosable material.   Home Office Data Standards compliance updated.  Change made for closer alignment with CJSE Data Standards:   * Urn changed to PTI\_URN. * Case Category changed to CaseMarker. * Date type references made to CJSE v5.0 * ExistingBail -> bailtype, changed to Person Remand Status * RemandRequest -> charged by changed to comply with OU Code Top Level. * WitnessStatement ->place\_statement\_made, changed to comply with OU Second Level Name. | Paul Spinks & Linda Melia |
| 0.5 | 31/10/2014 | VRE Changes:   * Renamed to MME (Multi-media evidence) to include audio (e.g. 999 calls) * MME object moved into Case, to avoid this needing to be completed individually for each defendant / offence. * URL added for future integration with multi-media evidence systems. * VRERecorded & VRENotRecorded moved to the defendant level, so that questions can be answered generally for all offences, rather than each offence. * MME is now 1..\* to account for MME from multiple sources in once case.   Standard Interview moved to Defendant level (from Offence) so that it only occurs once per defendant and not per-offence.  Offence Groups introduced:   * Offence Groups rather than individual offences linked to Defendant. Each Offence group will only occur once per group of offences of the same type. Previously all offence specific questions were asked per offence. * Victim related questions moved to a new Victim object which inherits from Witness. Allows Victim(s) to be identified and ensures victim related procedural questions only occur once per case.   Presentation changed so that abstract types are shown separately, slightly de-cluttering the diagram.  Community Impact Statement (CIS) added to new Victim object.  Court Orders:   * Restraint Order added. * Relationship to Defendant is now 1..\* (rather than 0..\*). CourtOrderTitle no\_orders\_required must be provided if no orders are required.   Special Measures removed from Defendant.  Witness non-availability now only required for Cases where there is 1 or more NGAP offences.  Application to provided hearsay evidence added at case level.  Application to provide bad character evidence added at Defendant Level.  Offence title added to offence.  Additional question added to Defendant as to whether they wish to be dealt with in Welsh.  A brief\_description\_of\_casehas been added to Case. The Case summary will be used by the officer to provide a brief overview of the case contents.  Witness Statement “taker” details removed as DCF is working copy and these details are not required for first hearing.  Victim personal statement (vps) is now provided as a Witness Statement in line with the DWS. As such Witness statement is now 0.\* to allow for a Witness with a Statement and Victim Personal Statement.  Remand Request re-named to Remand Application.  New\_charge, no longer required for each offence. Asked once for the Remand Application by inclusion of a new BreachOfBail object.  Moved to Case from Remand Application:   * Test Code * Pre-charge decision (formally charged-by)   Aggravating features moved to standard interview.  Compensation questions removed. This information should be provided as “details” for a compensation order.  GAP and NGAP disclosure schedules removed, and replaced with Common Law disclosure applicable to all cases regardless of plea and mode of trial.  Witnesses changed substantially to account for different requirements for:   * Witnesses providing a statement * Victims * Other witnesses (provided in NGAP cases only).   Domestic Violence Interview added for all Cases which contain the DomesticViolence case marker.  Hate Crime questions added for all cases which include a Hate Crime marker.  Person remand status moved to Defendant as a mandatory question applicable to both court and police bail.  Binary representation of photos removed.  PropertyStolen object introduced as part of RetailTheft. Questions are now asked per item of stolen property.  PNC Object introduced to encapsulate all PNC acquired data.  cash\_possessed\_on\_arrest now only required for Retail theft offences. |  |
| 0.6 | 30/01/2015 | Various typo’s, and inconsistencies corrected.  European protection order added.  Hate Crime and Domestic Violence Definitions updated.  Added OrganisationLocation in compliance with CJSE data standards for the provision of complete and human readable locations. (Previous details were incorrect).  Aligned CaseMarkers away from those presented in the CJSE data standards and to those currently in use within the CJSE (List taken from TWIF Standard).  related\_urns renamed to associated\_case\_urns for clarity.  Extended and renamed Case Markers to the complete list in the TWIF 1.0 standard. This list meets and exceeds that in the CJSE data standards and is already in established use within the CPS.  Victim is no longer a Witness\_type. Object type is specified separately from inheritance.  List of witness types extended to include those currently in use within the TWIF and CMS systems from Police to the CPS.  Witness type is now 1..\*  Removed Witness Statement, EEC Request and PNC Record from Standard for Version 1.0 release.  Business Impact Statement (BIS) and Community Impact Statement (CIS) removed along with witness statement. These will now be provided separately as part of the MG11.  Added request for compensation question at Case Level.  Significant changes to BoB section to align with separate BoB DCF concept. DCF can now be part completed for Breach of Bail hearings. | Paul Spinks & Linda Melia |
| 0.7 | 17/02/2015 | Breach of Bail and Remand application are now separated. Previously breach of bail could only be added in support of a Remand Application, this was incorrect.  opposition\_to\_bail is now oppositions\_to\_bail and provides a structured set of oppositions (BailOppositionReason) to make selection by the officer easier.  For Witnesses, nature of involvement and evidence they can give is now asked for all Witnesses as Statements will not be disclosed in GAP cases.  List of witness types corrected from version 0.6 where some were listed in an incorrect enumeration in nature\_of\_involvement.  request\_for\_compensation removed from case and added as a detailed section as part of Victim under CompensationApplication.  explainations\_made added to Standard Interview. | Paul Spinks, Linda Melia,  Simon Wilson |
| 0.8 | 19/03/2015 | CJS Codes corrected, previously PNLD codes were being used mistakenly.  disclosure\_certificate\_completed added to CommonLawForDisclosure.  Transgender added to list of case\_markers. Note, this is not in the TWIF list as it has been added subsequent to the TWIF release.  VulnerableIntimidatedVictim and PoliceComplaints removed from case\_markers as this should not be disclosed.  New inherited Witness type of ExpertWitness introduced in order to correctly identified expert evidence as a Witness type.  Validation questions added to Multi-media evidence to prevent details being given on irrelevant material. These are evidential\_value, relied\_upon\_trial, relied\_upon\_sentence.  Organisation object added to ExpertWitness and Defendant name attributes.  Name object renamed to PersonName for clarity.  Question / notes for officer column redesigned to provide a key system and explain the use of notes.  Field names now provided for all fields to provide clarity.  Notes for officer extensively reviewed throughout and extended throughout to provide guidance.  Common Law Disclosure changed, such that it is now only required in GAP cases. A separate NGAP Streamlined Disclosure certificate will be provided in NGAP cases.  Safeguarding levels changed to comply with relevant legislation.  Multi-media evidence questions added to ensure that multi-media added is of appropriate evidential value and is being relied up for the, hearing, trial or sentencing.  Arrest object created encompassing Arrest date and comments on caution and arrest for both the First hearing DCF and BoB DCF.  Contact details added for defendant to ensure they appear in the IDPC when the DCF is rendered.  Conditional Caution questions added for defendant to ensure reasons not considered are known to the court.  Role\_in\_case added for each defendant where a DCF contains multiple defendants.  Accepts\_drugs\_result added for drugs tests.  Eec\_check and foregin\_nation\_offender questions added.  Given\_charges, signed\_change\_sheet, charged\_by\_post, parent\_guardian\_copy, bail\_conditions\_provided, signed\_for\_bail added to defendant.  BailCondition added to provide structured bail condition options.  To\_date added to offence to accommodate offences where the exact date is not known.  Reply\_to\_charge added.  PropertyStolen and PropertyDamaged merged into a single object to reduce duplication when property is both stolen and damaged.  Special\_warnings and no\_comment\_response questions added to standard interview.  Standard interview questions extended to provide a more structured response. Now encompases denial, defences, explanations, mitigating\_circumstances and aggravating\_features as separate structured questions.  Court order list updated.  Compensation application extended to provide sufficient information for a first hearing if the MG19 is not returned in time.  Structural changes to the interview object(s) to reduce duplication and representation of a single event as multiple events. | Paul Spinks,  Linda Melia,  Richard Hall  Simon Willson  Jo Gleeson |
| 19/03/2015 | 1.0.0 | Released as 1.0.0 |  |

Table 1: Version history

## Known Issues

|  |  |
| --- | --- |
| Version | Known Issue |
| 1 | Free text/String fields do not have character limits, allowing for potential over population of these fields with irrelevant information.  Word limits have been set only where there is a known potential for content overbuild. |
| 2 | It is recognised that no forces will currently be able to provide structured data for pnc due to limitations with the PNC system itself. The data requirements included in DCF are intended to show the actual data that the CPS, court and Defence need. Implementation (at least in the interim) may require PNC information to be sent in unstructured form, separately to the DCF. |
| 3 | It is recognised that no forces will currently be able to provide structured data for EEC requests due to limitations with the way the data is provided. The data requirements included in DCF are intended to show the actual data that the CPS, court and Defence need. Implementation (at least in the interim) may require EEC information to be sent in unstructured form, separately to the DCF. |

Table 2: Known Issues

# Overview

## Background

At the conclusion of each Police investigation in which a defendant or defendants is to be prosecuted, the Police Force (Police) will initiate proceedings with the Crown Prosecution Service (CPS). The process is initiated with the production of a Case File which is sent to the CPS and used to present the case at the first hearing. The Case File is also served upon the defence, unrepresented defendant and the court as the IDPC – Initial Details of the Prosecution Case. In some cases it will also be provided to NPS (National Probation Service) upon request and when the court directs NPS to prepare a PSR (Pre –Sentence Report) at the first hearing.

The current process for engagement with the CPS by police forces is based on a combination of the MoG and MG series and one of two electronic interfaces - Exiss and TWIF.

Both interfaces comprise of a number of “messages” which contain both structured data about the case and potentially one or more “attachments”. Attachments typically comprise an MG form or scanned paper document, such as a witness statement.

The Digital Case File (DCF) is part of the Criminal Justice System Efficiency Programme (CJSEP) and will provide a new single digital file data requirement defining the initial details/case summary required by the CPS and other parties for a first hearing, in place of one or more of the MG forms and/or defined by the National File Standard (NFS).

The launch of the DCF is a ministerial commitment set out in the CJS Strategy and Action plan. The DCF will principally generate benefits in:

* Cost of production and physical storage of digital case-files by rationalising the information prepared by police and required by prosecutors.
* Streamlined processes – enabling a streamlined administration process improving end to end timeliness and consequent reduction in administration costs both in pre-court preparation of case files and in court presentation.
* Ensure compliance with many aspects of the 10 Transforming Summary Justice characteristics.
* Improve quality of case-files- thereby reducing unnecessary preparation time for both CPS and police.
* Public Confidence – by enabling a more efficient criminal justice system and more timely justice outcomes.
* Enabling delivery of a common IT platform – moving to a single shared national standard case-file which minimises the data required for transfer and storage. In advance of the strategic unification of Her Majesty’s Courts and Tribunals Service (HMCTS) and Crown Prosecution Service (CPS) business processes and case management systems this simplifies the incremental change to be delivered and builds a culture that will make new systems more likely to deliver desired outcomes.

For an initial interim implementation the following key implementation objectives have been identified:

* Reduce clerical overhead for First Hearing.
* Streamline information requested from officers by providing them with structured questions and guidance.
* Reduce the need for case bundling.

## Purpose

The purpose of this specification is to detail the information requirements for the **content** of the digital case file to be transferred by forces to the CPS. In addition to this some requirements have been added for both the police and cps systems to ensure that the benefits of the Digital Case File, outlined above, are met.

In the overall context of the “What”, “When”, “Who”, “How”, this standard describes the **“What”**. i.e. What information is shared by the CPS, Court and Defence for a first hearing.

## Scope

The Scope of the DCF is:

* To define the structured case information and case summary required by the CPS for a first hearing, including that which must be served on to the court, defence and self-represented defendant as IDPC.
* For all offences listed for a first hearing in the Magistrates Court by way of a charge sheet, summons or requisition.
* To be used post-charge following either a police charge or cps pre-charge advice decision.
* To be used for cases containing multiple defendants and offences.
* For both anticipated guilty and not-guilty pleas.
* For breach of bail (BoB) hearings.
* For all remand applications listed for a first hearing in the Magistrates Court.

This specification defines:

* The content and data structure of the DCF, as required by the CPS and provided by the police for a case summary listed for a first hearing in the Magistrates Court.
* Very high level implementation requirements:
  + with respect to Information to be presented to the officer during the completion of the data contained with the DCF.
  + Presentation of the DCF to the prosecutor within the CPS.
  + Output(s) required to be produced by the CPS for the Defence and Court.

## Out of Scope

The Scope of the DCF is not to:

* define ALL information required by the CPS for purposes other than first hearing, such as Case Registration or Witness personal details.
* define ALL information required under the National File Standard
* define ALL information required by CPS in a prosecutor bundle
* handle “sensitive” or “confidential” material that must not be disclosed to the defence / self-represented defendant.
* contain information for or impact on the pre-charge decision process.
* handle information or business process requirements, post first hearing in the Magistrates Court or cases listed in the Crown Court.
* handle information or business processes for sharing hearing outcomes.

This specification explicitly does not define:

* the computer systems, technologies or networks used in an implementation.
* the format in which data within DCF should be stored at rest.
* the format in which the DCF will be transported between parties.
* the complete functional and non-functional requirements of a computer system or systems which may be required to implement this specification.
* the implementation level detail required in order to create or transport the content of the DCF from the Police to the CPS.

## DCF Types

DCF can be completed to two standard of completion depending on the scenario in which it is used:

First Hearing DCF – The initial details of the prosecution Case file for use at the First Hearing.

Breach of Bail (BoB) Hearing DCF – A “cut-down” DCF for 1 Defendant for use at a Breach of Bail / Remand Hearing.

This data standard defines the data requirements for both the First Hearing DCF and BoB DCF.

Note that both file types use the same data schema. There are three key differences between a BoB DCF and a First Hearing DCF, they are:

A BoB DCF **must** only contain 1 Defendant

A BoB DCF **must** not contain any Offences. If new offences are charged as part of a Breach of Bail a hearing DCF is required as part of a new case.

The validity of a BoB DCF (and therefore the need to maintain it) expires upon completion of the BoB hearing.

## Classification

This standard is NOT PROTECTIVELY MARKED. The Classification of a DCF when completed is OFFICIAL.

## Usage

It is intended that this specification will be used as a basis for further elaboration and development work to develop the computer systems and business processes required in order to meet the objectives of the DCF.

## Document Conventions

#### Diagrams

The diagram notation used in this specification is compliant with Unified Modelling Language (UML) 2.0.

#### Specification wording

The key words **must**, **must not**, **shall**, **shall not**, **should**, **should not**, **recommended**, **may**, and **optional** in this document are to be interpreted as described in RFC 2119 and have been highlighted where used for convenience.

#### Document versioning

Versioning **shall** use a single decimal system of <major version>.<minor version>

* **Minor version:** Contains no functional or breaking changes. New **optional** elements may be added to a minor version.
* **Major version:** Contains breaking changes from the previous or next version of the specification.

#### Object/Resource names

Object / Resource names are specified using CamelCase with a Capital initial letter.

#### Attributes

snake\_case has been used in preference to CamelCase for attribute names for ease of reading.

The use of **bold** text for attribute names within the Data Dictionary indicates that they are mandatory.

#### Date and Time

All references to DateTime are ISO 8601 date and time conformant and in UTC. E.g. 2007-04-05T14:30Z. This approach is compliant with Home Office Data Standard and CJSE Data standard version 5.0.

#### Date

All references to Date is ISO 8601 date conformant and in UTC. E.g. 2007-04-05. This approach is compliant with Home Office Data Standard and CJSE Data standard version 5.0.

#### Notation

Appendix 1 of this specification describes the data content and provided examples using the JSON-Schema version 04 as defined at [http://json-schema.org/draft-04/schema#](http://json-schema.org/draft-04/schema). Note that this notation is used to provide a mechanism for un-ambiguously defining the data content and structure and does not imply an implementation using JSON. The DCF could, for example equally be represented in XML.

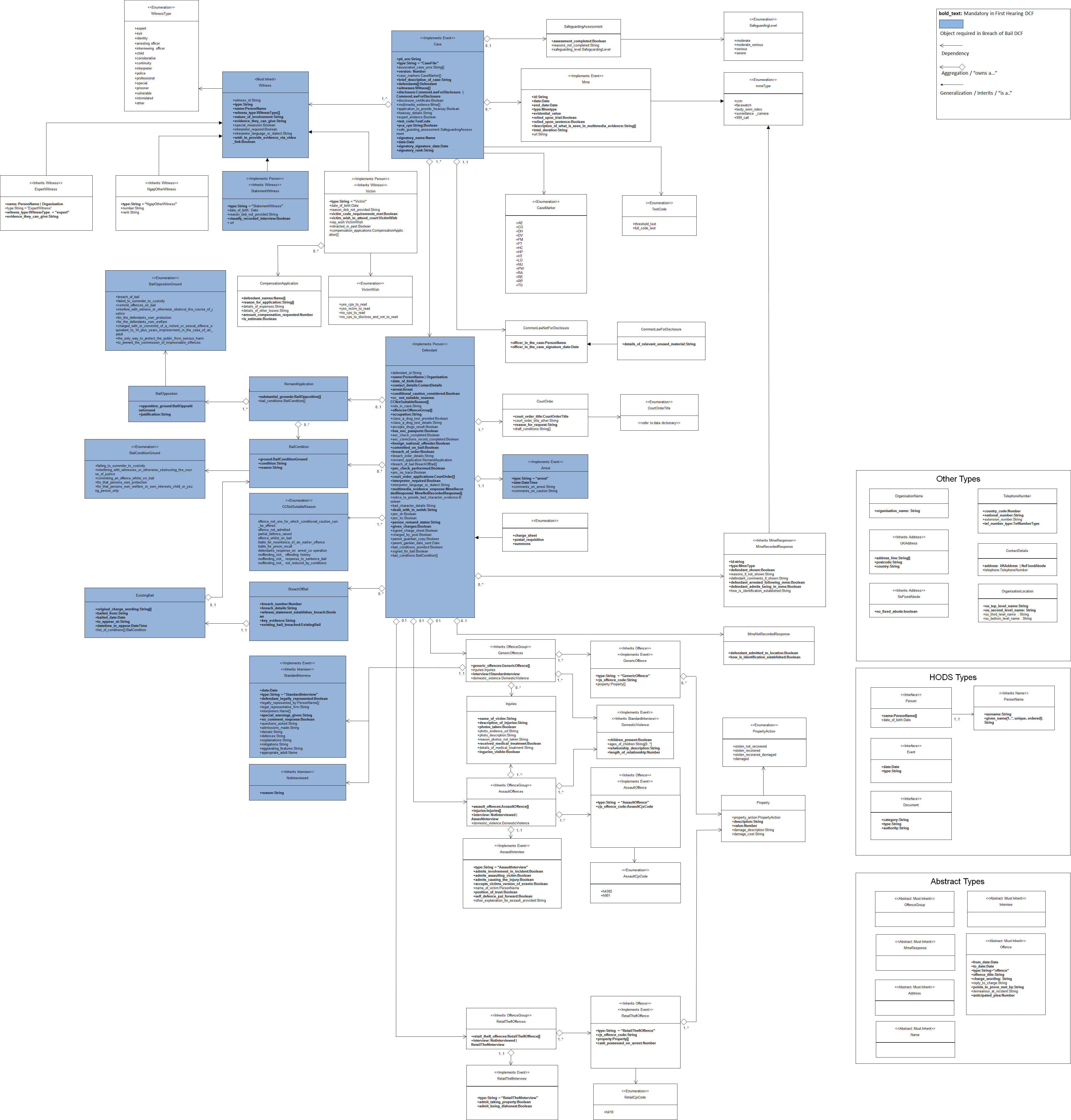
## Compliance

|  |  |  |
| --- | --- | --- |
| Standard | Version | Compliance statement. |
| Home Office Data Standard Policy |  | Relevant compliance:   * The data structure is represented in JSON. * Use of ISO 8601 Date and Time formats. * Numbers in Integer or Decimal format. * Reference data used where known to be available (i.e. PNLD).   Not compliant:   * Not compliant with rules on De-normalisation. Questions are separated into Boolean Yes/No with a separate questions following. |
| HODS | 2.0 | Relevant compliance:   * Base Standards:   + The data structure is represented in JSON (could be provided in XML if implementation requires it).   + Compatible with the use of UTF8 encoding and HTTP data transfer (by virtue of using JSON). * Field Format Micro-standards:   + Use of ISO 8601 Date and Time formats.   + Numbers in Integer or Decimal format.   + Reference data used where known to be available (i.e. PNLD).   + Standardised reference values have been used where appropriate. (e.g. PNLD). * DCF is compliant with HODS objects by the implementation of HODS compliant interfaces for appropriate DCF objects. As such the HODS subset of data could be passed in flight to a different HODS compliant system. * Person   + Standard applied to Witness and Defendant.   + Compliant Fields:     - Given\_name (Mandatory)     - Surname (Mandatory)     - Data of Birth (Optional) * Event   + Standard applied to:     - Offence(s)     - Interview(s)     - MME   Not compliant:   * Field Format Micro-standards   + Text Lengths have not been set.   Event & Document: Subject not included as DCF is Person (Defendant Centric). As such an event or Document are a property of a person. If it becomes necessary to interface with an event or document centric system, this could easily be reverse for data in flight. |
| Exiss & TWIF | 1.0 | This standard can be used along-side the Exiss and TWIF Interfaces for the provision of the DCF over the Criminal Justice System Exchange (CJSE). This is detailed in Document “CJSE Implementation Design”. |
| CJSE Data Standards | 5.0 | The following elements have been used from the CJSE Data Standards released on 6 October 2014 to ensure matching elements in DCF comply with those defined within CJSE DS.  3.11 CJS Offence Code  3.39 Family Name  3.46 Generic Date  3.50 Given Name  3.93 OU Second Level Name or Type  3.96 OU Top Level Name  3.101 Person Remand Status  3.108 Police Officer Rank Description  3.134 Standard Offence Wording |
| Disclosure Schedules | Aug 2014 | The Common Law Disclosure Certifications included within DCF are based on the latest GUIDANCE FOR STREAMLINED SUMMARY DISCLOSURE issued in January 2015. |

Table : Compliance

# UML Model

See separate attachment DCF Data Model 1.0.0



# Data Dictionary

This section provides a dictionary of every attribute within the Digital Case File. Each object (box) on the UML diagram in section 3.

For each attribute the following information is given:

|  |  |
| --- | --- |
| Attribute | Description |
| Attribute | The name of the attribute.  Where shown in **bold** the attribute is mandatory (or at least 1 must be provided) on the First Hearing DCF. |
| Type | The simple or complex type of the attribute. Simple types, in box XML and JSON are:  String  Number  Boolean  Where a complex type is listed reference will be made to it within the *description*field in the following ways:  “Enumeration:” The list within the enumeration will be provided within the description field.  “See section..” A reference will be provided to the relevant section where the complex type is elaborated. |
| BoB DCF Multi\* | Provides the multiplicity / cardinality in a BoB DCF.  Objects which form part of the BoB DCF are indicated on the UML diagram with a shaded blue background. |
| First Hearing DCF Multi\* | Provides the multiplicity / cardinality in a First Hearing DCF. |
| Question / notes for officer | The Digital Case File Standard not only provides a definition of the fields which must be transferred, but also the question and supplementary notes which should be presented to the officer when they provided the information at the capture stage.  Item’s within this column are identified with the following code:  **Q:** Question text which **must** be provided to the completing officer when completing the value for the attribute. See implementation requirement POL20.  **FN:** The name of the field which **should** be presented to the officer. See implementation requirement POL21.  **K Note** (Key Note)**:** A section of text which **must** be presented to the officer at the time of completing the field and remain visible throughout. See implementation requirement POL22.  **Note:** A section of text which **must** be made easily available to the officer. Such as information provided in a pop-up or when pressing a contextual “help” button. See implementation requirement POL23.  **Auto:** Identifies a field which the officer **should** not be asked directly, but which should be auto-generated by the computer system.  **Qual Q** (Qualification Question)**:** A question which **could** be asked prior to adding a new object/complex type. For example, prior to adding MME the question “Add multimedia evidence?” should be presented?  **NFS Link:** Identifies the requirement for an item of supplementary material to be provided in accordance with the National File Standard (NFS). |
| Description | Contains instructions and information for the implementor. |

Table : Data Dictionary Field Definitions

## Case

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Object name: Case | | | | | |
| Inherits: | | | | | |
| Implements: Event | | | | | |
| Comment: Root element for the DCF contains information relevant to the entire case.  **DO NOT INCLUDE SENSITIVE OR CONFIDENTIAL INFORMATION – THIS FILE WILL BE DISCLOSED TO THE DEFENCE IN FULL** | | | | | |
| Attribute | Type | BoB DCF  Multi\* | First Hearing DCF  Multi\* | Question / notes for officer | Description |
| **pti\_urn** | String | 1 | 1 | **FN:** URN  **Note:** Only one URN should be used for each case. Checks should be made if an earlier URN has been allocated e.g. requesting early investigative advice from CPS. If there is, then this must be used. | The Unique Reference Number of the Case File.  Alphanumeric. FFFFNNNNNYY 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.  CJSE Data Standards v5.0 Compliant Pre-trial issued unique reference number (PTIURN). Section 3.116. |
| **type** | String | 1 | 1 | **Auto** | Compliant with HODS Event Interface.  Value = “CaseFile”. |
| associated\_case\_urns | String | 0..\* | 0..\*, unique | **FN:** Associated Case URN(s)  **Note:** To be used for:  Breach of bail cases to access original case details.  Linking defendants in an Operation.  Associating defendants who may have been initially split.  To link with other criminal proceedings for same defendant. | URNs of associated cases.  Alphanumeric. FFFFNNNNNYY 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.  CJSE Data Standards v5.0 Compliant Pre-trial issued unique reference number (PTIURN). Section 3.116. |
| **version** | Number | 1 | 1 | **Auto** | A number, starting at 1 and increased each time any part of the DCF is added to or updated by the police and the DCF resent.  The purpose of this is to ensure that should a DCF be re-sent (for whatever reason), the different version can be identified.  For clarity the version number, should not be increased/changed by the CPS. |
| case\_markers | CaseMarker | 0 | 0..\*, unique | **FN**: Case Markers  **K Note:** Provide all case markers which apply. More than one may apply: | Markers compliant with CJSE Data Standards 5.0. Section 3.8.  Enumeration:  AssetRecovery  ChildAbuse  CrimeAgainstAnOlderPerson  DrugInterventionProgramme  DisabilityHateCrime  DomesticViolence  Fatality  ForcedMarriage  Homophobic  HonourCrime  IdentifiedVictim  MediaInterest  Rape  RacistCrime  ReligiousCrime  Transgender  YoungWitnessInitiative  Note:If witness is 10 or under Case must be marked as YoungWitnessInitiative  Note: If a Witness is over 60 years old Case must be marked as CrimeAgainstAnOlderPerson |
| **brief\_description\_of\_case** |  | 1 | 1 | **FN:** Brief description of the case  **K Note:** Describe what happened in a chronological order covering the essential case facts.  Your description must be objective, fair and balanced. Where there is more than one Defendant you must identify the part played by each defendant.  Your description should be short and not repeat facts contained elsewhere in the DCF. | Length **Must** not exceed 1200 words.  Note: It is anticipated that this field will be more appropriately completed by officers if it is presented to them at the end of the Case File preparation, not at the start.  Presenting this field at the start of Case file preparation is likely to lead to details being included here which should be provided in structured questions elsewhere. |
| **defendants** | Defendant | 1 | 1..\*, unique | **Qual Q:** Add Defendant?  Note: DCF can be used for more than one defendant. | DCF can be used for multiple defendants.  See section 4.5. |
| **witnesses** | Witness | 1..\* | 1..\*, unique | **Qual Q:** Add Witness?  Note: DCF can be used for more than one witness. | See section 4.30. |
| disclosure | Disclosure | 0 | 0..1 | **Qual Q:** Are there items to Disclose?  **Note:** Where there are mixed pleas the DCF is built on the basis that it is a NGAP case. | **Must** (and must only) be provided where the Case is GAP (anticipated plea = Not Guilty = 0)  Where items are to be disclosed use CommonLawForDisclosure object, else use CommonLawNotForDisclosure.  See section 4.2. |
| disclosure\_certificate | Boolean | 0..1 | 0..1 | **Q:** Has a Streamlined Disclosure Certificate been completed?  **NFS Link:** Streamlined Disclosure certificate. | Requires a Yes/No, True / False response.  **Must** (and must only) be completed if the Case file is NGAP (anticipated\_plea = Guilty > 0). |
| multimedia\_evidence | Mme[] | 0 | 0..\*, unique | **Qual Q:** Add multimedia evidence? | See section 4.5. |
| application\_to\_provide\_hearsay | Boolean | 0 | 0..1 | **Q:** Is there a notice to introduce hearsay evidence? | Requires a Yes/No, True / False response.  **Must** (and must only) be provided if anticipated\_plea = Not Guilty > 0 |
| hearsay\_details | String | 0 | 0..1 | **Q:** If Yes, provide brief details of the key evidence to support application:  Note: e.g. witness statement of XY; exhibit AB1 – bank account statements. | **Must** (and must only) be provided if application\_to\_provide\_hearsay = true. |
| **expert\_evidence** | Boolean | 0 | 1 | **Q:**Is there any expert evidence to be relied upon? | Requires a Yes/No, True / False response.  If true an ExpertWitness **must** be included in the DCF. |
| **test\_code** | TestCode | 1 | 1 | **FN:** Indicate the test applied  **K Note:** If police use threshold test to charge an imprisonable summary only offence, **MUST** provide CPS with a MG6 to record how Threshold Test requirements are met and how the evidential stage is satisfied.  **NFS Link:** MG6  **Note:** Police CANNOT use threshold test for a non imprisonable summary only offence. | Enumeration:  threshold\_test  full\_code\_test |
| **pca\_cps** | Boolean | 0 | 1 | **Q:** Was a pre-charge advice provided by the CPS? | Requires a Yes/No, True / False response. |
| safeguarding\_assessment | Safeguarding | 0 | 0..1 | **Q:** Has a Safeguarding Risk Assessment been completed? | **Must** (and must only) be provided if Case – case\_marker = DomesticViolence.  See Implementation requirement POL19. |
| **signatory\_name** | Name | 1 | 1 | **Auto** | See Section 4.35.  The name of the individual who has signed the DCF declaration.  See Implementation Requirement POL12. |
| **date** | Date | 1 | 1 | **Auto** | The Date that the signatory signed the DCF for issue to the CPS.  Note: This **could** be a date prior to the Case -> date, but **must** **not** be a date later than.  ISO 8601 conformant Date.  CJSE Data Standards v5.0 compliant generic date, section 3.46.  See Implementation Requirement POL12. |
| **signatory\_rank** | String | 1 | 1 | **Auto** | See Implementation Requirement POL12.  A Police officer Rank description as per CJSE Data Standards Section 3.108. |

## Common Law Not For Disclosure

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Object name: CommonLawNotForDisclosure | | | | | |
| Inherits: Disclosure | | | | | |
| Implements: | | | | | |
| Comment:  **Must** only be provided if the Case is GAP (anticipated\_plea = Guilty = 0). Else a Streamlined Disclosure certificate must be provided separately.  AND  **Must** be provided if CommonLawForDisclosure = Null. | | | | | |
| Attribute | Type | BoB DCF  Multi\* | First Hearing DCF  Multi\* | Question / notes for officer | Description |
| **officer\_in\_the\_case** | PersonName | N/A | 1 | **FN:** Officer in the case | The name of the officer who has completed the Common Law certification / streamlined disclosure certification.  See section 4.35.  See Implementation requirement POL13 for reporting\_officer . |
| **officer\_in\_the\_case\_signature\_date** | Date | N/A | 1 | **FN:** Signed date | ISO 8601 conformant Date.  CJSE Data Standards v5.0 compliant generic date, section 3.46. |

## Common Law For Disclosure

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Object name: CommonLawForDisclosure | | | | | |
| Inherits: CommonLawNotForDisclosure | | | | | |
| Implements: | | | | | |
| Comment:  **Must** only be provided if the Case is GAP (anticipated\_plea = Guilty = 0). Else a Streamlined Disclosure certificate must be provided separately.  AND  **Must** be provided if CommonLawNotForDisclosure = Null. | | | | | |
| Attribute | Type | BoB DCF  Multi\* | First Hearing DCF  Multi\* | Question / notes for officer | Description |
| **details\_of\_relevant\_unused\_material** | String | N/A | 1 | **FN:** Provide brief details of the relevant non-sensitive unused material:  **Note:** e.g. prosecution witness CD has PNC record for offences of dishonesty; witness AB has made a retraction statement involving this defendant.  **Note:** The PNC or other relevant unused material is sent to CPS separately for CPS to make the final decision to disclose to defence.  ALL sensitive unused material is noted on MG6D  Refer to updated CPIA 2015 & TSJ Summary Disclosure Guidance 2015 for more details on disclosure. |  |

## Safeguarding Assessment

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Object name: SafeguardingAssessment | | | | | |
| Inherits: | | | | | |
| Implements: | | | | | |
| Comment:  **Must** be provided if Case – case\_marker = DomesticViolence.  The assessment / DV checklist must be provided to the CPS as a separate message. It **must not** be included in the DCF. | | | | | |
| Attribute | Type | BoB DCF  Multi\* | First Hearing DCF  Multi\* | Question / notes for officer | Description |
| **assessment\_completed** | Boolean | N/A | 1 | **Q:** Has a safeguarding assessment been completed?  **M Note:** The assessment / DV checklist must be provided to the CPS.  **NFS Link:** Safeguarding assessment. | Requires a Yes/No, True / False response. |
| reasons\_not\_completed | String | N/A | 0..1 | **Q:** If No, state reasons not completed: | **Must** (and must only) be provided if **assessment\_completed** = false. |
| safeguarding\_level | SafeguardingLevel | N/A | 0..1 | **Q:** If Yes, state the risk assessment level. | **Must** (and must only) be provided if **assessment\_completed** = true.  Enumeration:  moderate  moderate\_serious  serious  severe |

## Multi-media Evidence (Mme)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Object name: Mme | | | | | |
| Inherits: | | | | | |
| Implements: Event | | | | | |
| Comment: Media itself should only be provided where it is the key evidence to explain or supplement the case summary; is of evidential value and to be relied upon at any trial. | | | | | |
| Attribute | Type | BoB DCF  Multi\* | First Hearing DCF  Multi\* | Question / notes for officer | Description |
| **id** | String | N/A | 1 | **FN:** Provide an ID for this Multi-media Evidence.  **K Note:** The ID may be text or a numerical reference (i.e. 1,2,3). | A unique identifier for this Multimedia evidence.  Note: Needs only to be unique within the Case.  Note: An ID is used here to link the Defendant’s comments to a specific item of MME. |
| **date** | Date | N/A | 1 | **FN:** Date the multi-media evidence was captured, or the start date of Multi-media evidence captured over a period of days: | ISO 8601 conformant Date.  CJSE Data Standards v5.0 compliant generic date, section 3.46. |
| end\_date | Date | N/A | 0..1 | **FN:** The last date over which the multi-media evidence was captured. | ISO 8601 conformant Date.  CJSE Data Standards v5.0 compliant generic date, section 3.46. |
| **type** | MmeType | N/A | 1 | **FN:** Type of the multi-media evidence. | Enumeration:  cctv  facewatch  body\_worn\_video  surveillance\_camera  999\_call |
| **evidential\_value** | Boolean | N/A | 1 | **Q:** Is the Multi-media evidence of evidential value?  **K Note:** If the MME is of no evidential value or is not being relied upon it should be listed on the disclosure schedules (streamlined or MG6 series)  **NFS Link:** SDS / MG6D | Requires a Yes/No, True / False response.  **Must** = true, see K Note.  Note: The multi-media evidence must be of evidential value and relied upon either at trial or sentence in order to be included in DCF as multi-media evidence. |
| **relied\_upon\_trial** | Boolean | N/A | 1 | **Q:** Is this Multi-media evidence to be relied upon at any trial hearing?  **K Note:** If the MME is of no evidential value or is not being relied upon it should be listed on the disclosure schedules (streamlined or MG6 series)  **NFS Link:** SDC / MG6C / MC6D | Requires a Yes/No, True / False response.  **Must** (and must only) be provided if evidential\_value = true.  **Must =** true if relied\_upon\_sentence = false.  Note: The multi-media evidence must be of evidential value and relied upon either at trial or sentence in order to be included in DCF as multi-media evidence. |
| **relied\_upon\_sentence** | Boolean | N/A | 1 | **Q:** Is this Multi-media evidence to be relied upon at any sentence hearing?  **K Note:** If the MME is of no evidential value or is not being relied upon it should be listed on the disclosure schedules (streamlined or MG6 series)  **NFS Link:** SDS / MG6D | Requires a Yes/No, True / False response.  **Must** (and must only) be provided if evidential\_value = true.  **Must =** true if relied\_upon\_trial = false.  Note: The multi-media evidence must be of evidential value and relied upon either at trial or sentence in order to be included in DCF as multi-media evidence. |
| **description\_of\_what\_is\_seen\_in\_multimedia\_evidence** | String | N/A | 1 | **FN:** Description of what is seen in multimedia evidence.  **K Note:** Describe in detail with reference to start/finish counter reference times what is shown in the multi-media evidence. Counter reference times may be digitally/manually recorded depending in the format of the media.  **Note:** Details are provided as the multi-media evidence is being **relied** upon as evidence to meet the points to prove. |  |
| **total\_duration** | Time | N/A | 1 | **FN:** Total Duration | A string representing a duration in ISO 8601 extended format, accurate to 1 minute.  Hh:mm  e.g 01:20. (1 Hour 20 Minutes).  e.g 01:20 (20 Minutes)  mm **shall** not exceed the carry over point of 59. |
| url | String | N/A | 0..1 | **FN:** URL to evidence | A url from which the multi-media evidence can be obtained.  Note: Requirements for / infrastructure to ensure that links are accessible to DCF recipients to access the URL are out of scope of the DCF. |

## Defendant

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Object name: Defendant | | | | | |
| Inherits: | | | | | |
| Implements: Person | | | | | |
| Comment: Root element for each Defendant who forms part of the case. | | | | | |
| Attribute | Type | BoB DCF  Multi\* | First Hearing DCF  Multi\* | Question / notes for officer | Description |
| defendant\_id | String | 0..1 | 0..1 | **Auto** | Note: Needs only to be unique to the Case.  Note: Included only to assist system implementers in keeping track of Defendants within the DCF, vs external data in their Case Management Systems. |
| **name** | PersonName | Organisation | 1 | 1 | **Q:** Name | See section 4.35. |
| **date\_of\_birth** | Date | 1 | 1 | **Note:** All printed material will display the Defendant’s date of birth. | ISO 8601 conformant Date.  CJSE Data Standards v5.0 compliant generic date, section 3.46. |
| **arrest** | Arrest | 1 | 1 |  | See section 4.7. |
| **conditional\_caution\_considered** | Boolean | 1 | 1 | **Q:** Was a conditional caution considered?  **K Note:** A conditional caution must be considered If it has not, then stop completing the DCF and refer to CC guidance/police supervisor. | Requires a Yes/No (true / false) response to be indicated.  **Must** = True. |
| **cc\_ not\_suitable\_reasons** | CCNotSuitableReason[unique] | 1..\*, unique | 1..\*, unique | **FN:** Reasons not suitable for conditional caution | Enumeration:  offence\_not\_one\_for\_which\_conditional\_caution\_can\_be\_offered  offence\_not\_admitted  partial\_defence\_raised  offence\_whilst\_on\_bail  liable\_for\_resentence\_of\_an\_earlier\_offence  liable\_for\_prison\_recall  defendants\_response\_on arrest\_co operation  reoffending\_risk\_ offending history  reoffending\_risk\_ response\_to\_sentence\_bail  reoffending\_risk\_ not\_reduced\_by\_conditions |
| role\_in\_case | String | 0 | 0..1 | **Q:** What is the Defendant’s role in the case? | **Must** (and must only) be provided if the Number of Defendant’s in the case file is > 1. |
| **offences** | OffenceGroup[] | 0 | 1..\*, unique | **Qual Q:** Add Offence to Defendant? | Note: Multiple offences of the same type or different types can be included in the DCF for each defendant.  See section 4.12. |
| **occupation** | String | 1 | 1 | **FN:** Defendant’s occupation. | Name CJSE v5.0 occupation code deliberately not used as list is no longer actively maintained.  May supply either a string, or a text value from a previously defined “Occupation Type” from CJSE Data Standards 4.0, provided that the description provided is an adequate match for the Defendant’s employment.  If un-employed, provide “Unemployed”. |
| class\_a\_drug\_test\_provided | Boolean | 0 | 1 | **Q:** Has a positive class A drug test been provided? | Requires a Yes/No (true / false) response to be indicated.  **Should** (and should only) be provided if the Offence(s) within this DCF for this defendant are “trigger” offences.  List of Trigger Offences (with effect from 1 August 2007).   1. Offences under the following provisions of the Theft Act 1968:   section 1 (theft)  section 8 (robbery)  section 9 (burglary)  section 10 (aggravated burglary)  section 12 (taking motor vehicle or other conveyance without authority)  section 12A (aggravated vehicle-taking)  section 22 (handling stolen goods) \*  section 25 (going equipped for stealing, etc.)  2. Offences under the following provisions of the Misuse of Drugs Act 1971, are trigger offences if  committed in respect of a specified Class A drug:  section 4 (restriction on production and supply of controlled drugs)  section 5(2) (possession of controlled drug)  section 5(3) (possession of controlled drug with intent to supply)  3. Offences under the following provisions of the Fraud Act 2006\*\*:  section 1 (fraud)  section 6 (possession etc. of articles for use in frauds)  section 7 (making or supplying articles for use in frauds)  3A. An offence under section 1(1) of the Criminal Attempts Act 1981 is a trigger offence, if  committed in respect of an offence under –   1. any of the following provisions of the Theft Act 1968\*:   section 1 (theft)  section 8 (robbery)  section 9 (burglary)  section 22 (handling stolen goods)  (b) section 1 of the Fraud Act 2006 (fraud) **\*\*\*:**  4. Offences under the following provisions of the Vagrancy Act 1824 are trigger offences: **\***  section 3 (begging)  section 4 (persistent begging)  4. Offences added to the trigger offences in Schedule 6 to the Criminal Jus e and Court services Act 2000 by The Criminal Justice and Court Services Act 2000 (Amendment) Order 2004, (S.I.2004/1892), which came into force on 27th July 2004.  5. Offences added by the Fraud Act 2006, which came into force on 15 January 2007-08-20  6.Offences added by the Criminal Justice and Court Services Act 2000 (Amendment) Order 2007 which came into force on 1 August 2007. |
| class\_a\_drug\_test\_details | String | 0 | 0..1 | **FN:** Drug type.  **K Note:** Must only be a class A type. e.g heroin ; cocaine.  **Note:** | **Must** (and must only) be provided if class\_a\_drug\_test\_provided = true. |
| accepts\_drugs\_result | Boolean | 0 | 0..1 | **Q:** Does the Defendant accept the drugs test result? | Requires a Yes/No, True / False response.  **Must** (and must only) be provided if class\_a\_drug\_test\_provided = true. |
| **has\_eec\_passports** | Boolean | 0 | 1 | **Q:** Does the defendant have an EEC passport?  **K Note:** Checks **Must** be made to establish if any convictions are recorded in any other EEC country,  These checks can also apply where the defendant has a UK passport as applies to all EU countries. | Requires a Yes/No (True/False) response to be indicated. |
| eec\_check\_completed | Boolean | 0 | 0..1 | **Q:** Has an EEC check been completed?  **K Note:** If Yes, EEC check response **must** be provided to the CPS.  **Note:** e.g. Record print / PDF, email.  **NFS Link**: EEC Check Response. | Requires a Yes/No, True / False response.  **Must** (and must only) only be provided if has\_eec\_passports = true.  If value = true then EEC Check response must be provided to the CPS. |
| eec\_convictions\_record\_completed | Boolean | 0 | 0..1 | **Q:** Has an EEC conviction record been completed on the Defendant?  **NFS Link:** EEC Convictions record. | Requires a Yes/No, True / False response.  **Must** (and must only) be provided if has\_eec\_passports = true. |
| **foreign\_national\_offender** | Boolean | 0 | 1 | **Q:** Is the Defendant a foreign national offender? | Requires a Yes/No, True / False response. |
| **committed\_on\_bail** | Boolean | 0 | 1 | **Q:** Have the offences been committed on Bail? | Requires a Yes/No (True/False) response to be indicated. |
| **breach\_of\_order** | Boolean | 1 | 1 | **Q:** Have the offences been committed in breach of a current court order? | Requires a Yes/No (True/False) response to be indicated. |
| breach\_order\_details | String | 0..1 | 0..1 | **FN:** Specify details of the court order in breach.  **Note:** Will be found in PNC record. | **Must** (and must only)be provided if **breach\_of\_order** = true |
| remand\_application | RemandApplication | 1 | 0..1 | **Qual Q 1:** Apply to Remand this Defendant in Custody (adult only)?  **Qual Q 2:** Is there a request for the defendant to be remanded in Local Authority Accommodation / Secure Accommodation (youth only) | **Must** (and must only)be provided if an application for remand is being made.  See section 4.8  If Defendant is an adult **should** use Qual Q 1, if defendant is a youth **should** use Qual Q 2 |
| breach\_of\_bail | BreachOfBail | 0..1 | 0..1 | **Qual Q:** Has the Defendant breached bail? |  |
| **pnc\_check\_performed** | Boolean | 1 | 1 | **Q:** Has a PNC check been performed?  **K Note:** PNC Prints may be provided to the CPS. | Requires a Yes/No, True / False response. |
| pnc\_no\_trace | Boolean | 0..1 | 0..1 | **Q:** Is the PNC Check “No trace”?  **NFS Link:** PNC Print | Requires a Yes/No, True / False response.  **Must** (and must only) be provided if pnc\_check\_performed = true. |
| **court\_order\_applications** | CourtOrder | 0 | 1..\* | **Qual Q:** Is there a request for a court order? | Court Orders requested.  See section 4.29.  Note: Court order applications are a mandatory part of the Defendant object. If no court orders are required the value no\_orders\_required must be provided. Officers **Must** positively acknowledge that no court order are required. |
| **interpreter\_required** | Boolean | 1 | 1 | **Q:** Is an interpreter required? | Requires a Yes/No (True/False) response to be indicated. |
| interpreter\_language\_or\_dialect | String | 0..1 | 0..1 | **Q:** If yes please provide language and/or dialect. | Shall be provided if interpreter\_required = true. |
| **multimedia\_evidence\_response** | MmeRecordedResponse or  MmeNotRecordedResponse | 0 | 1..\*, unique |  | See sections 0 & 4.23.  IfMME > 0MmeRecorded **Must** be provided for each MME associated with the case.  If MME = 0 MmeNotRecorded **Must** be provided. |
| notice\_to\_provide\_bad\_character\_evidence | Boolean | 0 | 0..1 | **Q:** Is there a notice to introduce the Defendant’s bad character evidence?  **NFS Link:** MG16 | Requires a Yes/No, True / False response.  **Must** (and must only) be provided if anticipated\_plea = Not Guilty > 0. |
| bad\_character\_details | String | 0 | 0..1 | **Q:** If yes, provide brief details of the relevant bad character evidence.  **K Note:** Officer to complete and send to CPS MG16 as a separate document.  **Note:** e.g. PNC record numbers 1,5,6 for same offence type | **Must** (and must only) be provided if application\_to\_provide\_bad\_character\_evidence = true. |
| **dealt\_with\_in\_welsh** | Boolean | 1 | 1 | **Q:** Does the Defendant wish to be dealt with in Welsh?  **Note:** Section 22(1) of the Welsh Language Act 1993 states that any party, witness or other person has the right to speak Welsh in a court in Wales.  A Welsh speaking Prosecutor should be provided in such cases.  Where this cannot be done, a short adjournment should be sought to enable a Welsh speaking Prosecutor to attend or a court interpreter should be used.  As soon as it becomes known that the Welsh language is likely to be used, the court should be informed, in compliance with the Practice Direction of Lord Bingham, (1995 1 All ER. 575). Failure to comply with the Practice Direction may result in a wasted costs order being made against the defaulting party.  Composition of the court and sittings  (Criminal Procedure Rules 37.1, 37.2, 37.13 and Part 3)  A summary (Magistrates) court - If the hearing takes place in Wales any party or witness may use the Welsh language. | Requires a Yes/No (True/False) response to be indicated. |
| pnc\_dv | Boolean | 0 | 0..1 | **Q:** Are there any previous domestic violence related offences on the PNC record? | Requires a Yes/No, True / False response.  **Must** (and must only) be provided if Case – case\_marker = Domestic Violence. |
| pnc\_hc | Boolean | 0 | 0..1 | **Q:** Are there any previous hate crime related offences on the PNC Record? | Requires a Yes/No, True / False response.  **Must** (and must only) be provided if Case – case\_marker = DisabilityHateCrime, Homophobic, RacistCrime, ReligiousCrime. |
| person\_remand\_status | String | 1 | 1 | **Q:** What is the Remand status of the Defendant?  **K Note:** If defendant on conditional bail , the conditions do not need to be given as these will be provided in the PNC record. These are only required for Remand Applications.  **Note:** NA to be used if initiation type is by summons or postal requisition. | A CJSE Version 5.0 Person Remand Status, section 3.101.  Only the following remand status’ **must** be used:  PR Custody  UB Unconditional Bail  CB Conditional Bail  NA Not Applicable |
| **given\_charges** | Boolean | 0 | 1 | **Q:** Was the Defendant given a copy of the charges? | Requires a Yes/No, True / False response. |
| **initiation\_type** | InitiationType | 0 | 1 | **Q:** How has the case been initiated with the Defendant? | Enumeration:  charge\_sheet  postal\_requisition  summons |
| signed\_charge\_sheet | Boolean | 0 | 0..1 | **Q:** Did the Defendant sign the charge sheet? | Requires a Yes/No, True / False response.  **Must** (and must only) be provided if initiation\_type = charge\_sheet, |
| date\_sent | Date | 0 | 00.1 | **FN:** Date sent | **Must** (and must only) be provided if initiation\_type = postal\_requisition, summons. |
| parent\_gardian\_copy | Boolean | 0 | 0..1 | **Q:** Has the parent/guardian been given the charges by post? | Requires a Yes/No, True / False response.  **Must** (and must only) be provided if Defendant is < 18 years of age as determined by their Date of Birth. |
| parent\_gardian\_date\_sent | Date | 0 | 0..1 | **FN:** Date sent to parent / guardian. | ISO 8601 conformant Date.  CJSE Data Standards v5.0 compliant generic date, section 3.46.  **Must** (and must only) be provided if parent\_gardian\_copy = true. |
| bail\_conditions\_provided | Boolean | 0 | 0..1 | **Q:** Was the Defendant given a copy of the bail conditions? | Requires a Yes/No, True / False response.  **Must** (and must only) be provided if Defendant -> person\_remand\_status = UB, CB |
| signed\_for\_bail | Boolean | 0 | 0..1 | **Q:** Did the defendant sign the copy of the bail conditions? | Requires a Yes/No, True / False response.  **Must** (and must only) be provided if bail\_conditions\_provided = true. |
| bail\_conditions | BailCondition | 0 | 0..1 |  | **Must** (and must only) be provided if person\_remand\_status = CB |
| **interview** | StandardInterview | NotInterviewed | 1 | 1 |  | Standard interview questions are to be answered once in this case for this defendant. |
| domestic\_violence | DomesticViolence | N/A | 0..1 |  | **Must** be provided if Case –> Case Marker = DomesticViolence |

## Arrest

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Object name: Defendant | | | | | |
| Inherits: | | | | | |
| Implements: Person | | | | | |
| Comment: Root element for each Defendant who forms part of the case. | | | | | |
| Attribute | Type | BoB DCF  Multi\* | First Hearing DCF  Multi\* | Question / notes for officer | Description |
| **type** | String | 1 | 1 | **Auto** | Value **must** = “Arrest”. |
| **date** | DateTime | 1 | 1 | **FN:** Date and time of arrest. | ISO 8601 conformant Date.  CJSE Data Standards v5.0 compliant generic date, section 3.46. |
| comments\_on\_arrest | String | 0..1 | 0..1 | **FN:** Comments made on arrest.  **K Note:** Comments provided should be of evidential value and written in “direct speech” and not paraphrasing. |  |
| comments\_on\_caution | String | 0..1 | 0..1 | **FN:** Comments made on caution.  **K Note:** Comments provided should be of evidential value and written in “direct speech” and not paraphrasing. |  |

## Remand Application

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Object name: RemandApplication | | | | | |
| Inherits: | | | | | |
| Implements: | | | | | |
| Comment: Additional details required if a remand application is to be made. | | | | | |
| Attribute | Type | BoB DCF  Multi\* | First Hearing DCF  Multi\* | Question / notes for officer | Description |
| **substantial\_grounds** | BailOpposition | 1..\* | 1…\* | **Qual Q:** What are the substantial ground(s) to seek a remand in custody? |  |
| bail\_conditons | BailCondition | 0..\* , unique | 0..\*, unique | **Q:** If the remand application is not granted, what bail conditions are to be represented to the court?  **Note:** The following are suggested bail conditions which can be sought from the court:   * To report to a police station (daily, weekly, or other period). * Not to enter a certain area or building (it is essential to state the road boundaries for an area and include a map where possible). * Not to contact (directly or indirectly) the victim and/or any prosecution witness. * To surrender his/her passport. * To observe a curfew between set times (consider the ‘doorstep condition’ where the defendant must appear at the door when required by police). * A condition of residence at a bail hostel. * Electronic monitoring of a child or young person (youth only). |  |

## Bail Opposition

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Object name: BailOpposition | | | | | |
| Inherits: | | | | | |
| Implements: | | | | | |
| Comment: An opposition to bail in statute, along with an explanatory justification. | | | | | |
| Attribute | Type | BoB DCF  Multi\* | First Hearing DCF  Multi\* | Question / notes for officer | Description |
| **opposition\_ground** | BailOppositionGround | 1 | 1 | **Note:** If “Obstruct the course of justice and/or interfere with witnesses” ground chosen officers must complete the relevant section on the MG6 to ensure that the defendant is restricted from contacting vulnerable witnesses/victims whilst detained on remand)  **NFS Link**: MG6 | +breach\_of\_bail  +failed\_to\_surrender\_to\_custody  +commit\_offences\_on\_bail  +interfere\_with\_witness\_or\_otherwise\_obstrcut\_the\_course\_of\_justice  +for\_the\_defendants\_own\_protection  +for\_the\_defendants\_own\_welfare  +charged\_with\_or\_convicted\_of\_a\_violent\_or\_sexual\_offence\_equivalent\_to\_14\_plus\_years\_imprisonment\_in\_the\_case\_of\_an\_adult  +the\_only\_way\_to\_protect\_the\_public\_from\_serious\_harm  +to\_prevent\_the\_commission\_of\_imprisonable\_offences |
| **justification** | String | 1 | 1 | **Q:** Justify the reason for the objection to bail.  **K Note:** specify the supporting details to substantiate in accordance with statute in particular s90LAPSO; PACE and Bail Act.  **K Note:** Any information of a confidential, sensitive or medical nature must not be included and if necessary, must be communicated to the prosecutor verbally or in a separate communication, or on the MG6, clearly labelled so that it will not accidently be sent to the defence in breach of confidentiality.  **Note:** s90 LASPO applies to these grounds which removes the option of remand in custody where there is **no real prospect** that the defendant will receive a custodial sentence on conviction.  **Note:** Example Justifications  Fail to Surrender:   * Conviction for absconding. * Defendant has no fixed abode, community ties, or is a foreign visitor to the UK. * Likely sentence may be an incentive to abscond. * Defendant has expressed an intention not to attend court etc.   Commit Offences on Bail:   * Current offence committed on bail or in breach of sentence (if so, give details of previous offence(s), dates, conditions etc). * Current offence committed on licence and/or electronically tagged. * Number of charges/TICs/previous convictions show persistent and continuous   offending over a period of time.   Offender has said that he/she will continue to offend.   * ‘Lifestyle’, e.g. commission of further offences may be likely to support drug habit. * Current offence involved substantial planning by defendant.   Interfere with Witnesses / Obstruct the Course of Justice:   * Defendant has a history of such behaviour, or has made threats to interfere with witnesses, the recovery of property or the arrest of accomplices. * Although intimidation may be hard to substantiate, the court will need to be   presented with real grounds for the objection to bail.  Defendant’s Own Protection or Welfare:   * Defendant has threatened self-harm or medical evidence suggests that this may occur. * Declaration by victim, their family/friends, or wider community to seek revenge; or conduct/atmosphere that suggests this is a possibility. |  |

## Breach of Bail

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Object name: BreachOfBail | | | | | |
| Inherits: | | | | | |
| Implements: | | | | | |
| Comment: Include for each breach of an existing bail. | | | | | |
| Attribute | Type | BoB DCF  Multi\* | First Hearing DCF  Multi\* | Question / notes for officer | Description |
| **breach\_number** | Number | 1 | 1 | **Q:** How many times has the defendant breached one or more conditions of the associated bail?  **K Note:** This only applies to the associated bail, not previous or other active bail statuses.  **K Note:** If this is the first breach, provide 1. | Value **must** be >0. |
| **breach\_details** | String | 1 | 1 | **FN:** Describe the details of the alleged breaches. |  |
| **witness\_statement\_establishes\_breach** | Boolean | 1 | 1 | **Q:** Does the key witness statement establish the breach? | Requires a Yes/No, True / False response. |
| **key\_evidence** | String | 1 | 1 | **FN:** Provide brief details of the key evidence to establish the breach. |  |
| **existing\_bail\_breached** | ExistingBail | 1 | 1 | Existing bail to be included here |  |
| interview | StandardInterview | 0..1 | 0..1 |  | **Must** (and must only) be provided |

## Existing Bail

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Object name: ExistingBail | | | | | |
| Inherits: | | | | | |
| Implements: | | | | | |
| Comment: **Must** (and **must** only) be provided if the remand application relies on a breach of bail.  Where applicable the related case **should** be linked to this Case using the Case -> related\_pti\_urns field. | | | | | |
| Attribute | Type | BoB DCF  Multi\* | First Hearing DCF  Multi\* | Question / notes for officer | Description |
| **original\_charge\_wording** | String[] | 1..\* | 1..\* | **FN:** Original charge wording. | CJSE Data Standards V5.0 compliant. “Standard Offence Wording”, section 3.113.  The above section refers directly to the PNLD compliant charge wording. |
| **bailed\_from** | OrganisationLocation | 1 | 1 | **FN:** Bailed from  **Note:** Police station or Court from which bail was granted. | A name to represent the highest level physical and/or logical organisation unit within a Criminal Justice Organisation or an external organisation. |
| **bailed\_date** | Date | 1 | 1 | **FN:** Bailed date | ISO 8601 conformant Date.  CJSE Data Standards v5.0 compliant generic date, section 3.46. |
| **to\_appear\_at** | OrganisationLocation | 1 | 1 | **FN:** To appear at  **Note:** The court venue for the 1st hearing for the original offence for which the original conditions were granted. | A name to represent the highest level physical and/or logical organisation unit within a Criminal Justice Organisation or an external organisation. |
| **datetime\_to\_appear** | DateTime | 1 | 1 | **FN:** Date & time to appear. | ISO 8601 conformant Date.  CJSE Data Standards v5.0 compliant generic date, section 3.46. |
| list\_of\_conditions | BailCondition | 0..\* | 0..\* | **Qual Q:** Are there any conditions bail conditions?  **FN:** List of condition. | One condition to be provided per String. |

## Bail Condition

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Object name: Bail Condition | | | | | |
| Inherits: | | | | | |
| Implements: | | | | | |
| Comment: | | | | | |
| Attribute | Type | BoB DCF  Multi\* | First Hearing DCF  Multi\* | Question / notes for officer | Description |
| **ground** | BailConditionGround | 1 | 1 | **FN:** Ground for imposing conditions | Enumeration:  failing\_to\_surrender\_to\_custody  interfering\_with\_witnesses\_or\_otherwise\_obstructing\_the\_course\_of\_justice  commiting\_an\_offence\_whilst\_on\_bail  for\_that\_persons\_own\_protection  for\_that\_persons\_own\_welfare\_or\_own\_interests\_child\_or\_young\_person\_only |
| **condition** | String | 1 | 1 | **FN:** Condition |  |
| **reason** | String | 1 | 1 | **FN:** Reasons why conditions appear necessary |  |

## Offence

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Object name: Offence | | | | | |
| Inherits: | | | | | |
| Implements: Event | | | | | |
| Comment: This object cannot be instantiated and must be inherited buy one of Generic Offence, Assault Offence or Retail Theft Offence. | | | | | |
| Attribute | Type | BoB DCF  Multi\* | First Hearing DCF  Multi\* | Question / notes for officer | Description |
| **type** | String | N/A | 1 | **Auto** | Value = “Offence”. |
| **from\_date** | Date | N/A | 1 | **FN:** Date from  **Note:** The date from which the offence may have been commited. | ISO 8601 conformant Date.  CJSE Data Standards v5.0 compliant generic date, section 3.46.  The date the Offence occurred. |
| **to\_date** | Date | N/A | 1 | **FN:** Date to  **Note:** The latest possible date in which the offence could have been commited. | ISO 8601 conformant Date.  CJSE Data Standards v5.0 compliant generic date, section 3.46.  The date the Offence occurred. |
| **offence\_title** | String | N/A | 1 | **FN:** Offence title | CJSE Data Standards v5.0 compliant offence title, section 3.84. |
| **charge\_wording** | String | N/A | 1 | **FN:** Charge Wording | CJSE Data Standards V5.0 compliant. “Standard Offence Wording”, section 3.113.  The above section refers directly to the PNLD compliant charge wording. |
| reply\_to\_charge | String | N/A | 0..1 | **FN:** Defendant’s reply to the charge(s)? |  |
| **points\_to\_prove\_met\_by** | String | N/A | 1 | **FN:** State the evidence that establishes the points to prove.  **K Note:** Refer to each point to prove and state how it is met by the evidence supplied. |  |
| demeanour\_at\_incident | String | N/A | 0..1 | **FN:** Describe the demeanour of the defendant on attending the incident. | **Must** only be provided if Case – case\_marker = DomesticViolence. |
| **anticipated\_plea** | Number | N/A | 1 | **FN:** Anticipated Plea for this Offence. | A Plea code compliant with CJSE Data Standards v5.0, section 3.105.  Permitted values are restricted to:  1 Guilty  2 Not guilty |

## Generic Offences

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Object name: GenericOffences | | | | | |
| Inherits: OffenceGroup | | | | | |
| Implements: | | | | | |
| Comment: To be used for all offences other than Assault Offences and Retail Theft Offences. | | | | | |
| Attribute | Type | BoB DCF  Multi\* | First Hearing DCF  Multi\* | Question / notes for officer | Description |
| **generic\_offences** | GenericOffence[] | N/A | 1.\* |  | If this group exists it must contain at least one Generic Offence.  See section 4.15. |
| injuries | Injuries | N/A | 0..\* | **Qual Q:** Do the victim(s) have any injuries? | See section 4.21. |

## Generic Offence

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Object name: GenericOffence | | | | | |
| Inherits: Offence | | | | | |
| Implements: Event | | | | | |
| Comment: To be used for all offences other than Assault Offences and Retail Theft Offences. | | | | | |
| Attribute | Type | BoB DCF  Multi\* | First Hearing DCF  Multi\* | Question / notes for officer | Description |
| **type** | String | N/A | 1 | **Auto** | Value = “GenericOffence”. |
| **cjs\_offence\_code** | CJSCode | N/A | 1 | **FN:** CJS Offence Code | Any CJS Offence code not specifically listed in an enumeration in any other group.  A CJSE Data Standards v5.0 “CJS Offence Code”, see section 3.11.  See POL1 & POL16. |
| property | Property | N/A | 0..\*, unique | **Qual Q:** Add item of stolen or damaged property. | See section 4.20. |

## Assault Offences

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Object name: AssaultOffences | | | | | |
| Inherits: OffenceGroup | | | | | |
| Implements: | | | | | |
| Comment: A group of Assault Offences. Questions in this section are answered in relation to all Assault Offences for this Defendant. | | | | | |
| Attribute | Type | BoB DCF  Multi\* | First Hearing DCF  Multi\* | Question / notes for officer | Description |
| **assault\_offences** | AssaultOffence | N/A | 1.\* | **Qual Q:** Add Assault Offence | If this group exists it must contain at least one Assault Offence.  See section 4.17. |
| **injuries** | Injuries | N/A | 1..\* | **Qual Q:** Do the victim(s) have any injuries? | See section 1.1. |
| **assault\_interview\_extension** | AssaultInterviewExtension | N/A | 1 |  |  |

## Assault Offence

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Object name: AssaultOffence | | | | | |
| Inherits: Offence | | | | | |
| Implements: Event | | | | | |
| Comment: All Assault Offences (identified by being present in the pnld\_offence\_code enumeration) **shall** be of this type. | | | | | |
| Attribute | Type | BoB DCF  Multi\* | First Hearing DCF  Multi\* | Question / notes for officer | Description |
| **type** | String | N/A | 1 | **Auto** | Value = “AssaultOffence”. |
| **cjs\_offence\_code** | AssaultCjsCode | N/A | 1 | **FN:** CJS Offence Code | Enumeration:  +h2083, +cj88001, +cj88116, +cj88001b, +cj88001a, +th68025, +pl96001, +pl96002, +pl96004, +cj91034, +cj91010, +ba07004, +tm04001, +ca05006, +of61095, +of61102a, +of61102, +of61131, +of61016, +of61017, +cd98073, +cd98070, +of61022, +of61127, +of61060, +of61126, +of61050, +of61059, +cy33049  See Appendix A for Offence titles.  See POL1 & POL14.  A CJSE Data Standards v5.0 “CJS Offence Code”, see section 3.11. |

## Retail Theft Offences

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Object name: RetailTheftOffences | | | | | |
| Inherits: OffenceGroup | | | | | |
| Implements: | | | | | |
| Comment: A group of Retail Theft Offences. | | | | | |
| Attribute | Type | BoB DCF  Multi\* | First Hearing DCF  Multi\* | Question / notes for officer | Description |
| **retail\_theft\_offences** | RetailTheftOffence | N/A | 1.\* |  | If this group exists it must contain at least one Retain Theft Offence.  See section 4.19. |
| **retail\_theft\_interview\_extension** | RetailTheftInterviewExtension | N/A | 1 |  |  |

## Retail Theft Offence

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Object name: RetailTheftOffence | | | | | |
| Inherits: Offence | | | | | |
| Implements: Event | | | | | |
| Comment: All Retail Theft Offences (identified by being present in the pnld\_offence\_code enumeration) **shall** be of this type. | | | | | |
| Attribute | Type | BoB DCF  Multi\* | First Hearing DCF  Multi\* | Question / notes for officer | Description |
| **type** | String | N/A | 1 | **Auto** | Value = “RetailTheftOffence”. |
| **cjs\_offence\_code** | RetailCjsCode | N/A | 1 | **FN:** CJS Offence Code | Enumeration:  TH68010  See POL1 & POL14.  A CJSE Data Standards v5.0 “CJS Offence Code”, see section 3.11. |
| **property** | Property | N/A | 1..\*, unique | **Qual Q:** Add item of stolen or damaged property. | See Section 4.20. |
| **cash\_possessed\_on\_arrest** | Number | N/A | 1 | **Q:** Was the defendant in possession of any cash on arrest?  **Note:** This Q has been included to assist with establishing / inferring dishonest intent where this is a point to prove in the offences charged. | Value to be provided in £.  If no cash is found on arrest 0 (nil) **must** be provided.  If the currency was not £, then the cash equivalent in £’s should be entered. |

## Property

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Object name: Property | | | | | |
| Inherits: | | | | | |
| Implements: | | | | | |
| Comment: | | | | | |
| Attribute | Type | BoB DCF  Multi\* | First Hearing DCF  Multi\* | Question / notes for officer | Description |
| **property\_action** | PropertyAction | N/A | 1 | **Q:** What has happened to the property? | Enumeration:  stolen\_not\_recovered  stolen\_recovered  stolen\_recovered\_damaged  damaged |
| **description** | String | N/A | 1 | **FN:** Description of the property |  |
| **value** | Number | N/A | 1 | **FN:** Value | Value to be provided in £. |
| damage\_description | String | N/A | 0..1 | **FN:** If property damaged, describe the damage. | **Must** (and must only) be provided if property\_action = stolen\_recovered\_damaged  or damaged. |
| damage\_cost | Number | N/A | 0..1 | **FN:** If property damaged, state the cost of the damage.  **Note:** The cost to repair or replace the property. | **Must** (and must only) be provided if property\_action = stolen\_recovered\_damaged  or damaged.  Value to be provided in £. |
| recovered\_from | String | N/A | 0.1 | **K Note:** Officer should not give a victim address but give a more generic description eg. Found on pavement 25 m from victim home | **Must** (and must only be provided if property\_action = stolen\_recovered |

## Injuries

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Object name: Injuries | | | | | |
| Inherits: | | | | | |
| Implements: | | | | | |
| Comment: | | | | | |
| Attribute | Type | BoB DCF  Multi\* | First Hearing DCF  Multi\* | Question / notes for officer | Description |
| **name\_of\_victim** | Name | N/A | 1 | **FN:** Name of victim |  |
| **description\_of\_injuries** | String | N/A | 1 | **FN:** Describe the injuries  **K Note:** Description of injuries must be provided by either victim/eye witness/police officer.  **Note:** Medical statement is ONLY required if injuries are not visible and required to interpret any x-rays or to describe injuries not visible. If not available indicate on the **MG6** the date requested and timescales for medical information to be returned / available. |  |
| **photos\_taken** | Boolean | N/A | 1 | **Q:** Has a photograph been taken of the injuries? | Requires a Yes/No (true / false) response to be indicated. |
| photo\_evidence\_urls | String[] | N/A | 0..1 | **FN:** URL link to photos | A URL from which photo graphic evidence can be obtained.  Note: Requirements for / infrastructure to ensure that links are accessible to DCF recipients to access the URL are out of scope of the DCF. |
| photos\_description | String | N/A | 0..1 | Provide a description of what is seen in the photos: | **Must** be provided if photos [].length or photo\_evidence\_urls[].length > 0. |
| reason\_photos\_not\_taken | String | N/A | 0..1 | If photograph not taken, please explain why: | **Must** be provided if photos [].length = 0 or photo\_evidence\_urls[].length = 0. |
| **received\_medical\_treatment** | Boolean | N/A | 1 | **Q:** Has the victim received medical treatment? | Requires a Yes/No (True/False) response. |
| details\_of\_medical\_treatment | String | N/A | 0..1 | **FN:** Brief outline of the treatment received  **Note:** **Medical evidence is not required** to prove an assault by beating. Any available medical notes or evidence is to be listed the disclosure schedules in the event of a not guilty plea and treated as unused material. | **Must** be provided if received\_medical\_treatment = true. |
| **injuries\_visible** | Boolean | N/A | 1 | **Q:** Were any injuries visible at the time the statement was taken from the victim? | Requires a Yes/No (True/False) response. |

## MME (Multi-media evidence) Not Recorded Response

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Object name: MmeNotRecordedResponse | | | | | |
| Inherits: Mme | | | | | |
| Implements: Event | | | | | |
| Comment: To be provided if no multi-media evidence has been recorded.  Note: If Mme not shown and no admission made the case is to be prepared as anticipated not guilty plea (NGAP). | | | | | |
| Attribute | Type | BoB DCF  Multi\* | First Hearing DCF  Multi\* | Question / notes for officer | Description |
| **type** | String | N/A | 1 | **Auto** | **Must** = “MmeNotRecordedResponse” |
| **defendant\_admitted\_to\_location** | Boolean | N/A | 1 | **Q:** Did the defendant admit being at the location at the time of the offence? | Requires a Yes/No (True/False) response to be indicated. |
| **how\_is\_identification\_established** | String | N/A | 1 | **FN:** Provide details of how the identification of the Defendant is established? |  |

## MME (Multi-media evidence) Recorded Response

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Object name: MmeRecordedResponse | | | | | |
| Inherits: Mme | | | | | |
| Implements: | | | | | |
| Comment: To be provided if multi-media evidence has been recorded.  **Must** be provided for each Case ->multimedia\_evidence | | | | | |
| Attribute | Type | BoB DCF  Multi\* | First Hearing DCF  Multi\* | Question / notes for officer | Description |
| **type** | String | N/A | 1 | **Auto** | **Must** = “MmeRecordedResponse” |
| **id** | String | N/A | 1 | **FN:** Id of MME shown to the Defendant | **Must** equal Case -> multimedia\_evidence -> mme -> id.  Note: An ID is used here to link the Defendant’s comments to a specific item of MME. |
| **mme\_type** | MmeType | N/A | 1 | **Q:** In what format was the multi-media evidence captured? | Enumeration:  cctv  facewatch  body\_worn\_video  surveillance\_camera  999\_call |
| **defendant\_shown** | Boolean | N/A | 1 | **Q:** Was any relevant multi-media evidence, shown to the Defendant during interview? | Requires a Yes/No (true / false) response to be indicated. |
| reasons\_if\_not\_shown | String | N/A | 0..1 | **FN:** If the defendant was not shown the multi-media evidence, specify the reasons. | **Shall** be provided if defendant\_shown = false. |
| defendant\_comments\_if\_shown | String | N/A | 0..1 | **FN:** Specify the defendant’s comments when the multi-media evidence was played. | **Shall** be provided if defendant\_shown = true. |
| **defendant\_arrested\_following\_mme** | Boolean | N/A | 1 | **Q:** Was the defendant arrested as a result of the multi-media evidence? | Requires a Yes/No (True/False) response. |
| **defendant\_admits\_being\_in\_mme** | Boolean | N/A | 1 | **Q:** Does the defendant admit to being in the multi-media evidence? | Requires a Yes/No (True/False) response. |
| how\_is\_identification\_established | String | N/A | 0..1 | **Q:** How is identification established?  **Note:** If Defendant does not admit to being in the multi-media evidence, and multi-media evidence was not shown. Provide details of how is the identification of the Defendant is established. | Must be provided if:  defendant\_shown = false  or  defendant\_admits\_being\_in\_mme = false. |

## Standard Interview

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Object name: StandardInterview | | | | | |
| Inherits: Interview | | | | | |
| Implements: Event | | | | | |
| Comments: Standard Interview questions applicable to all offences, if the Defendant was interviewed. | | | | | |
| Attribute | Type | BoB DCF  Multi\* | First Hearing DCF  Multi\* | Question / notes for officer | Description |
| **type** | String | 1 | 1 |  | Value = “StandardInterview”. |
| **date** | Date | 1 | 1 | **FN:** Date of Interview:  Note: If multiple interviews have been completed, date of last (most recent) interview. | ISO 8601 conformant Date.  CJSE Data Standards v5.0 compliant generic date, section 3.46. |
| **defendant\_legally\_represented** | Boolean | 1 | 1 | **Q:** Was the Defendant Legally represented? | Requires a Yes/No (True/False) response. |
| legally\_represented\_by | Name | 0..1 | 0..1 | **Q:** If Yes, name of legal representative and firm. | **Must** be provided if defendant\_legally\_represented = true. |
| legal\_representative\_firm | String | 0..1 | 0..1 | **FN:** Name of Legal firm: | **Must** be provided if defendant\_legally\_represented. |
| interpreters | PersonName | 0..\* | 0..\* , unique | **FN:** Names of interpreters used during interview(s). |  |
| **special\_warnings\_given** | Boolean | 1 | 1 | **Q:** Was the defendant given any special warnings?  **Note:**  If an adverse inference is to be drawn officer must record that the suspect WAS told, in ordinary language:  a) What offence is being investigated.  b) What fact they are being asked to account for.  c) This fact may be due to them taking part in the commission of the offence.  d) A court may draw a proper inference if they fail or refuse to account for this fact.  e) A record is being made of the interview and it may be given in evidence if they are brought to trial.  **Note:** Refer to <http://www.cps.gov.uk/legal/a_to_c/adverse_inferences/> | Requires a Yes/No (true / false) response to be indicated. |
| **no\_comment\_response** | Boolean | 1 | 1 | **Q:** Did the Defendant make a no comment response? | Requires a Yes/No (True/False) response to be indicated. |
| questions\_asked | String | 0..1 | 0..1 | **FN:** List the key questions asked.  **K Note:** Note: only the key questions to establish the points to prove should be listed using the exact wording (NOT paraphrasing) and only those asked AFTER any special warnings | **Must** (and must only) be provided if no\_comment\_response = true. |
| admissions\_made | String | 0..1 | 0..1 | **Qual Q:** Did the Defendant make any admissions?  **FN:** State the admissions to the offence(s).  **K Note: K Note:** Admissions must be written in direct speech & if provided should be of evidential value to establish points to prove for each offence.  **K Note:** It is not sufficient to say ‘the defendant fully admitted the offence’. The words ‘full and frank admission’ should also be avoided. |  |
| denials | String | 0..1 | 0..1 | **Qual Q:** Did the Defendant deny any of the points to prove?  **FN:** State the denials made.  **K Note:** officer must include details of any facts or evidence which is disputed.  **K Note:** Denials must be written in direct speech & if provided should be of evidential value to establish points to prove for each offence. |  |
| defences | String | 0..1 | 0..1 | **Qual Q:** Did the defendant raise any defences?  **FN:** State the defences made.  **K Note:** Defences must be written in direct speech & if provided should be of evidential value to establish points to prove for each offence. |  |
| explanations | String | 0..1 | 0..1 | **Qual Q:** Did the defendant provide any explanation for the offence(s).  **FN:** State the explanations made.  **K Note:** Explanations must be written in direct speech & if provided should be of evidential value to establish points to prove for each offence. |  |
| mitigations | String | 0 | 0..1 | **Qual Q:** Did the defendant provide any mitigations for the offence(s)?  **FN:** State the mitigations made.  **Note:** Refer to PNLD for the offence charged as this will indicate mitigating factors or will have a link to Sentencing Guidelines which also outlines mitigating factors for the offence.  If details have previously been provided in statement(s) or in previous questions then NOT to be repeat here. |  |
| aggravating\_features | String | 0 | 0..1 | **Qual Q:** Are there any aggravating features in the case?  **FN:** State the aggravating features  **Note:** Refer to PNLD for offence charged which will indicate aggravating factors or will have a link to Sentencing Guidelines which also outlines aggravating factors for the offence which may lead to the offence being viewed by the courts more seriously; e.g. defendant admits victim was targeted due to vulnerability, or admits using excessive force, or abuse of a position of responsibility or trust.  If details have previously been provided in statement(s) or in previous questions then NOT to be repeated. |  |
| appropriate\_adult | Name | 0..1 | 0..1 | Q: If applicable, name of an appropriate adult. | **Must** be provided for all youth cases or in adult cases where applicable. |

## Domestic Violence interview

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Object name: DomesticViolence | | | | | |
| Inherits: | | | | | |
| Implements: Event | | | | | |
| Comments: **Must** be provided if Case –> Case Marker = DomesticViolence. | | | | | |
| Attribute | Type | BoB DCF  Multi\* | First Hearing DCF  Multi\* | Question / notes for officer | Description |
| **children\_present** | Boolean | N/A | 1 | **Q:** Were any children present? | Requires a Yes/No (true / false) response to be indicated. |
| ages\_of\_children | String[] | N/A | 0..1 | **FN:** Ages of children | **Must** be provided if children\_present = true.  Ages to the nearest year should be given where possible, or provide a range. |
| **relationship\_description** | String | N/A | 1 | **FN:** Provide a description of the relationship between the two parties. |  |
| **length\_of\_relationship** | Number | N/A | 1 | **FN:** Length of the relationship: | Provide the answer in years. |

## Not Interviewed

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Object name: NotInterviewed | | | | | |
| Inherits: Interview | | | | | |
| Implements: | | | | | |
| Comment: To be provided if the Defendant has not been interviewed. | | | | | |
| Attribute | Type | BoB DCF  Multi\* | First Hearing DCF  Multi\* | Question / notes for officer | Description |
| **reason** | String | 1 | 1 | **FN:** If not interviewed, please provide a reason why: |  |

## Retail Theft Interview Extension

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Object name: RetailTheftInterviewExtension | | | | | |
| Inherits: | | | | | |
| Implements: Event | | | | | |
| Comment: Additional interview questions to be provided for a Retail Theft Offence, for each Defendant. | | | | | |
| Attribute | Type | BoB DCF  Multi\* | First Hearing DCF  Multi\* | Question / notes for officer | Description |
| **admit\_taking\_property** | Boolean | N/A | 1 | **Q:** Does the Defendant admit taking the property? | Requires a Yes/No (true / false) response to be indicated. |
| **admit\_being\_dishonest** | Boolean | N/A | 1 | **Q:** Does the Defendant admit taking the property dishonestly?  **Note:** Dishonest Appropriation (taking is dishonest if an ordinary person considers it is and the court concludes that the defendant must have realised it was: R v Ghosh) | Requires a Yes/No (true / false) response to be indicated. |

## Assault Interview Extension

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Object name: AssaultInterviewExtension | | | | | |
| Inherits: | | | | | |
| Implements: Event | | | | | |
| Comment: Additional interview questions to be provided for an Assault Offence, for each Defendant. | | | | | |
| Attribute | Type | BoB DCF  Multi\* | First Hearing DCF  Multi\* | Question / notes for officer | Description |
| **admits\_involvement\_in\_incident** | Boolean | N/A | 1 | **Q:** Did the defendant admit being involved in the incident? | Requires a Yes/No (True/False) response to be indicated. |
| **admits\_assaulting\_victim** | Boolean | N/A | 1 | **Q:** Did the defendant admit assaulting the victim? | Requires a Yes/No (True/False) response to be indicated. |
| **admits\_causing\_the\_injury** | Boolean | N/A | 1 | **Q:** Did the defendant admit causing the injury? | Requires a Yes/No (True/False) response to be indicated. |
| **accepts\_victims\_version\_of\_events** | Boolean | N/A | 1 | **Q:** Did the defendant accept the victim’s version of events? | Requires a Yes/No (True/False) response to be indicated. |
| name\_of\_victim | PersonName | N/A | 0..1 | **FN:** Victim Name  **Note** The name of the victim who’s version of events is accepted by the Defendant. | See section 4.36.  A Victim with the same PersonName **must** exist in DCF. |
| **position\_of\_trust** | Boolean | N/A | 1 | **Q:** Was the defendant in a position of trust towards the victim? | Requires a Yes/No (True/False) response to be indicated. |
| **self\_defence\_put\_forward** | Boolean | N/A | 1 | **Q:** Has the defendant put forward self-defence? | Requires a Yes/No (True/False) response to be indicated. |
| other\_explaination\_of\_assault\_put\_forward | String | N/A | 0..1 | **Q:** Has the defendant provided any other explanation for the assault? |  |

## Court Order

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Object name: Court Order | | | | | |
| Inherits: | | | | | |
| Implements: | | | | | |
| Comment: The criminal behaviour order is a civil order to which Part 50 Criminal Procedure Rules 2014 applies. This means that the prosecution must serve notice of its intention to apply for an order (summarise the relevant facts; identifying the evidence on which the prosecutor relies in support; attaching any written statement that the prosecutor has not already served; and specifying the order that the prosecutor wants the court to make. | | | | | |
| Attribute | Type | BoB DCF  Multi\* | First Hearing DCF  Multi\* | Question / notes for officer text | Description |
| **court\_order\_title** | String | N/A | 1 | **FN:** Court order requested | antisocial\_behaviour\_order  application\_for\_costs\_against\_convicted\_defendant  bind\_over  bind\_over\_to\_keep\_the\_peace  breach\_of\_non\_molestation\_order  cash\_seizure\_and\_forfeiture\_order  civil\_disclosure\_order  civil\_recovery\_order  closure\_notice\_for\_premesis  confiscation\_order  criminal\_antisocial\_behaviour\_order  criminal\_behaviour\_order  criminal\_proceeds\_of\_crime\_act\_disclosure\_orders  deportation\_of\_foreign\_national\_prisoners  deportation\_order  deprivation\_of\_property  disclosure\_notice\_for\_the\_purpose\_of\_terrorist\_investigations  discretionary\_driving\_disqualification  disqualification\_from\_working\_with\_children  disruption\_of\_legal\_professionals\_facilitating\_serious\_organised\_crime  dog\_control\_order  domestic\_violence\_protection\_order  enforcement\_receivership\_order  european\_arrest\_warrant  european\_protection\_order  exclusion\_order\_licenced\_premesis  financial\_reporting\_order  football\_banning\_order  forced\_marriage\_protection\_order  forfeiture\_and\_destruction\_of\_dog\_order  forfeiture\_and\_destruction\_of\_drugs\_order  forfeiture\_and\_destruction\_of\_property  forfeiture\_and\_destruction\_of\_weapon\_order  forfeiture\_and\_destruction\_order  forfeiture\_of\_indecent\_photograph  forfeiture\_of\_motor\_vehicle\_order  forfeiture\_of\_obscene\_publications  immunity\_agreements  interim\_receiving\_order  no\_orders\_required  notification\_requirements\_sex\_offender\_register  obligatory\_driving\_disqualification  other  parental\_bind\_order  parenting\_order  property\_freezing\_order  refusal\_and\_revocation\_of\_citizenship  restitution\_order  restraining\_order  restraint\_order  restricted\_use\_publications  revocation\_of\_a\_pilots\_licence  sentence\_discount\_agreement  serious\_crime\_prevention\_order  sexual\_risk\_order  travel\_restriction\_order  violent\_offender\_order |
| court\_order\_title\_other | String | N/A | 0..1 | **Q:** If “other” is selected in the list above, please provide the title of the court order here. | Must be provided if court\_order\_title = “other”. |
| **reason\_for\_request** | String | N/A | 1 | **Q:** Specify reason(s) for the request  **K Note:** sensitive information MUST NOT be included.  **NFS Link:** Court order application. | Note: officers should be linked to offence related guidance in PNLD for the specific criteria for the order requested. |
| draft\_conditions | String[] | N/A | 0..\* | **FN:** Details of draft conditions for the court order. | A list of requested draft conditions. |

## Witness

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Object name: Witness | | | | | |
| Inherits: | | | | | |
| Implements: | | | | | |
| Comment:  Abstract type, one of the inherited types (Victim, StatementWitness or NGAPOtherWitness, ExpertWitness) **must** be used. | | | | | |
| Attribute | Type | BoB DCF  Multi\* | First Hearing DCF  Multi\* | Question / notes for officer | Description |
| witness\_id | String | 0..1 | 0..1 | **Auto** | Note: Needs only to be unique to the Case.  Note: Included only to assist system implementers in keeping track of Defendants within the DCF, vs external data in their Case Management Systems. |
| **type** | String | 1 | 1 | **Auto** | Object type, statically set for each inherited object. |
| **name** | PersonName | 1 | 1 | **FN:** Name | See section 4.35. |
| **witness\_type** | WitnessType | 1..\*, unique | 1..\*, unique | **FN:** Witness Type  **Note:** Eye/key Witness is a witness or combination of witnesses who describe the commission of the offence as linked to the points to prove and/or can identify the offender.  **Note:** In BOB only cases, the Eye/key Witness is a witness or combination of witnesses who describe the breach of bail  **Note:** If child is under 10 years then officer must be referred to the young witness initiative protocol. AND case must be marked Young Witness Initiative | Enumeration;  expert  eye  identity  arresting officer  interviewing officer  child  corroborative  continuity  interpreter  police  professional  special  prisoner  other |
| **nature\_of\_involvement** | String | N/A | 1 | **Q:** What is the nature of the Witnesses involvement in the Case? |  |
| **evidence\_they\_can\_give** | String | N/A | 1 | **Q:** What evidence can they provide?  **K Note:** e.g confirms the identity of the defendant |  |
| special\_measures | Boolean | 0 | 0..1 | **Q:** Are special measures required?  **Note:** Officers to identify all witnesses listed in the DCF (whether statements provided or not) requiring special measures at trial.  Note: If special measures required. Must complete a separate MG2 for each witness and send to CPS. Any sensitive material or details MUST NOT be inserted in the DCF.  **NFS Link:** MG2. | Requires a Yes/No (true / false) response to be indicated.  **Must** only be provided for where the case is NGAP (offence – anticipated\_plea = not\_guilty > 0). |
| interpreter\_required | Boolean | 0 | 0..1 | **Q:** Interpreter required?  **Note:** Officers to identify all witnesses listed in the DCF (whether statements provided or not) requiring an interpreter at trial. | Requires a Yes/No (true / false) response to be indicated.  **Must** only be provided for “other witnesses” where the case is NGAP (offence – anticipated\_plea = not\_guilty > 0) |
| interpreter\_language\_or\_dialect | String | 0..1 | 0..1 | **FN:** Please provide language or dialect. | Shall be provided if interpreter\_required = true. |
| **wish\_to\_provide\_evidence\_via\_video\_link** | Boolean | 1 | 1 | **Q:** Does the Witness wish to provide evidence via video link?  **Note:** Where evidence by live link is a special measure then MG2 must be completed.  **NFS Link:** MG2. | Requires a Yes/No (true / false) response to be indicated. |

## Victim

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Object name: Victim | | | | | |
| Inherits: Witness | | | | | |
| Implements: Person | | | | | |
| Comment:  Where the Witness is a victim, the Victim object should be included.  This object **Must** be present if the AssaultOffences group is present, to ensure victim code requirements have been met. | | | | | |
| Attribute | Type | BoB DCF  Multi\* | First Hearing DCF  Multi\* | Question / notes for officer | Description |
| **type** | WitnessType | N/A | 1 | **Auto** | **Must** equal “Victim” |
| **witness\_type** | WitnessType | 1..\*, unique | 1..\*, unique | **FN:** Witness Type  **Note:** Eye/key Witness is a witness or combination of witnesses who describe the commission of the offence as linked to the points to prove and/or can identify the offender.  **Note:** In BOB only cases, the Eye/key Witness is a witness or combination of witnesses who describe the breach of bail  **Note:** If child is under 10 years then officer must be referred to the young witness initiative protocol. AND case must be marked Young Witness Initiative | Overrides Witness:  Enumeration;  eye  identity  arresting officer  child  police  prisoner  other |
| date\_of\_birth | Date | N/A | 0..1 | **FN:** Date of birth.  **Note:** If aged 10 years or under then young witness initiative applies | ISO 8601 conformant Date.  CJSE Data Standards v5.0 compliant generic date, section 3.46.  See Implementation Requirement CPS4. |
| reason\_dob\_not\_provided | String | N/A | 0..1 | **FN:** If the Witness is unable or un-willing to provide a date of birth, please provide a reason. | **Must** be provided if date\_of\_birth = null.  To be used in the case where the witness is unable or un-willing to provide a date of birth. |
| **victim\_code\_requirements\_met** | Boolean | N/A | 1 | **Q:** Has the victim been advised about their right to make a Victim Personal Statement (or Impact Statement for Business)? | Requires a Yes/No, True / False response. |
| **victim\_wish\_to\_attend\_court** | VictimWish | N/A | 1 | **Q:** Does the victim wish to attend court to read their VPS/ISB to the court? | Enumeration:  yes\_cps\_to\_read  yes\_victim\_to\_read  no\_cps\_to\_read  no\_cps\_to\_disclose\_and\_not\_to\_read |
| rep\_wish | VictimWish | N/A | 0..1 | **Q:** Does a community representative wish to attend court to read their VPS/ISB to the court? | Enumeration:  yes\_cps\_to\_read  yes\_rep\_to\_read  no\_cps\_to\_read  no\_cps\_to\_disclose\_and\_not\_to\_read |
| retracted\_in\_past | Boolean | N/A | 0..1 | **Q:** Has the victim retracted in the past? | Requires a Yes/No (true / false) response to be indicated.  **Must** be provided if Case – case\_marker = DomesticViolence, DisabilityHateCrime, Homophobic, RacistCrime, ReligiousCrime. |
| compensation\_applications | CompensationApplication | N/A | 0..\* | **Qual Q:** Does the victim(s) wish to make an application for compensation? | See section 4.32. |

## Compensation Application

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Object name: CompensationApplication | | | | | |
| Inherits: | | | | | |
| Implements: | | | | | |
| Comment:  If compensation requested officer MUST complete MG19 as a separate document to DCF – see guidance notes for MG19 in MoG.  This section must be completed if compensation is required irrespective of whether the person seeking compensation has been sent an MG19 and/or has completed it. This is because the MG19 may not have been returned in time for the first court hearing and if the defendant pleads guilty the award of compensation will rely on the details contained here.  Do not include any sensitive information within this section. Sensitive information is not required for the Compensation request to be presented to the court. | | | | | |
| Attribute | Type | BoB DCF  Multi\* | First Hearing DCF  Multi\* | Question / notes for officer | Description |
| **defendant\_names** | Name[] | N/A | 1..\* | **FN:** Name of the Defendant from which compensation is sought. | The Defendant must exist with the DCF with a matching name. |
| **reasons\_for\_application** | CompensationReason[unique] | N/A | 1..\* | **FN:** Reason compensation is sought. | Enumeration:  personal\_injury  property\_loss  property\_damage  other\_expenses  other\_losses |
| details\_of\_expenses | String | N/A | 0..1 | **FN:** Details of expenses | **Must** (and must only) be provided if reasons\_for\_application = other\_expenses. |
| details\_of\_other\_losses | String | N/A | 0..1 | **FN:** Details of losses | **Must** (and must only) be provided if reasons\_for\_application = other\_losses |
| **amount\_compensation\_requested** | Number | N/A | 1 | **FN:** Amount of Compensation requested. | Value to be provided in £. |
| **is\_estimate** | Boolean | N/A | 1 | **FN:** Is the amount requested an estimate?  **Note**: Yes, indicate on the MG6 the date the MG19 was requested and timescales for the MG19 to be returned / available. | Requires a Yes/No (true / false) response to be indicated. |

## Statement Witness

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Object name: StatementWitness | | | | | |
| Inherits: Witness | | | | | |
| Implements: Person | | | | | |
| Comment:  There **should** be just 1 principal “key/eye” witness & associated statement (sent separately) in most cases.  If there are other “key/eye” Witnesses, these should be provided along with their statements. | | | | | |
| Attribute | Type | BoB DCF  Multi\* | First Hearing DCF  Multi\* | Question / notes for officer | Description |
| **type** | WitnessType | 1 | 1 | **Auto** | **Must** equal “StatementWitness” |
| **witness\_type** | WitnessType | 1..\*, unique | 1..\*, unique | **FN:** Witness Type  **Note:** Eye/key Witness is a witness or combination of witnesses who describe the commission of the offence as linked to the points to prove and/or can identify the offender.  **Note:** In BOB only cases, the Eye/key Witness is a witness or combination of witnesses who describe the breach of bail  **Note:** If child is under 10 years then officer must be referred to the young witness initiative protocol. AND case must be marked Young Witness Initiative | Overrides Witness  Enumeration;  eye  identity  arresting officer  interviewing officer  child  corroborative  continuity  interpreter  police  professional  special  prisoner  other |
| date\_of\_birth | Date | 0..1 | 0..1 | **FN:** Date of birth  **Note:** If aged 10 years or under then young witness initiative applies | ISO 8601 conformant Date.  CJSE Data Standards v5.0 compliant generic date, section 3.46.  See Implementation Requirement CPS4. |
| reason\_dob\_not\_provided | String | 0..1 | 0..1 | **Q:** If the Witness is unable or un-willing to provide a date of birth, please provide a reason. | **Must** be provided is date\_of\_birth = null.  To be used in the case where the witness is unable or un-willing to provide a date of birth. |
| **visually\_recorded\_interview** | Boolean | 1 | 1 | **Q:** Have they provided a visually recorded interview?  **K Note:** MUST complete MG2  **NFS Link:** MG2 | Requires a Yes/No (true / false) response to be indicated. |
| url | String | 0..1 | 0..1 | **FN:** URL Link | URL where the visual recorded interview can be accessed.  **Must** only be provided if visually\_recorded\_interview = true. |

## NGAP Other Witness

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Object name: NgapOtherWitness | | | | | |
| Inherits: Witness | | | | | |
| Implements: Person | | | | | |
| Comment: Details of any other police and civilian witnesses, and the nature of their involvement in establishing or contributing to the points to prove or the identification of the defendant. These witness statements are only to be provided post first hearing and requested by the CPS  **Must** only be included for NGAP cases (offence – anticipated\_plea = not\_guilty > 0) Statements **shall** not be provided for “Other” Witnesses. | | | | | |
| Attribute | Type | BoB DCF  Multi\* | First Hearing DCF  Multi\* | Question / notes for officer | Description |
| **type** | WitnessType | N/A | 1 | **Auto** | **Must** equal “ngap\_other\_witness” |
| **witness\_type** | WitnessType | 1..\*, unique | 1..\*, unique | **FN:** Witness Type  **Note:** Eye/key Witness is a witness or combination of witnesses who describe the commission of the offence as linked to the points to prove and/or can identify the offender.  **Note:** In BOB only cases, the Eye/key Witness is a witness or combination of witnesses who describe the breach of bail  **Note:** If child is under 10 years then officer must be referred to the young witness initiative protocol. AND case must be marked Young Witness Initiative | Overrides Witness  Enumeration:  eye  identity  arresting officer  interviewing officer  child  corroborative  continuity  interpreter  police  professional  special  prisoner  other |
| number | String | N/A | 0..1 | **FN:** Number  **Note:** Witnesses should be numbered/listed in order of importance as follows:  Victim/main witness  Non-police witness(es)  Expert witness(es)  Other police officers (in order they witnessed events)  Officer in case (OIC) | A number allocated to the Witness by the Police Force. |
| rank | String | N/A | 0..1 | **FN:** Police officer rank. | **Must** only be provided if the Witness is an officer. |

## Expert Witness

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Object name: ExpertWitness | | | | | |
| Inherits: Witness | | | | | |
| Implements: Person | | | | | |
| Comment: | | | | | |
| Attribute | Type | BoB DCF  Multi\* | First Hearing DCF  Multi\* | Question / notes for officer | Description |
| **name** | Name, Organisation | N/A | 1 | **FN:** Person Name, or Organisation name | Overrides Witness “name” to allow an Organisation name to be entered. |
| **type** | WitnessType | N/A | 1 | **Auto** | **Must** equal “ExpertWitness” |
| **witness\_type** | String | N/A | 1 | **Auto** | Overrides Witness  **Must** equal “expert” |
| **evidence\_they\_can\_give** | String | N/A | 1 | **FN:** Evidence they can give  **K Note:** Provide a brief summary of the evidence, e.g. forensic, medical reports describing injuries of fracture to right femur, drugs analysis tested positive as heroin, weight. number of wraps,street value purity; DNA, finger-print analysis confirmed identification of defendant.  **Note:** where the expert material is forensic the officer MUST send the MG22/Streamlined Forensic Report Stage 1 (SFR1)to the CPS as a separate document.  If expert evidence is not available MUST indicate on the MG6 the date requested and timescales for results to be returned/available.  **NFS Link:** MG22  **NFS Link:** MG6 | Overrides Question / Notes from Witness. |

## Person Name

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Object name: PersonName | | | | |
| Inherits: Name | | | | |
| Comments: | | | | |
| Attribute | Type | Multi\* | Question / notes for officer | Description |
| **surname** | String | 1 | **FN:** Surname | Hyphenated surnames can be included in this field.  Contents **must** comply with CJSE 5.0 “Family Name” Section 3.39. |
| **given\_name** | String[unique, ordered] | 1..\*, unique, ordered | **FN:** Given name | More than one given name can be included in this field, each should be included in a separate string within the Array.  Each given name **must** comply with CJSE 5.0 “Given Name” Section 3.50. |

## Organisation Name

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Object name: OrganisationName | | | | |
| Comments: | | | | |
| Attribute | Type | Multi\* | Question / notes for officer | Description |
| **organisation\_name** | String | 1 | **FN:** Organisation name | The name of the Organisation. |

## Organisation Location

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Object name: OrganisationLocation | | | | |
| Inherits: Name | | | | |
| Comments: | | | | |
| Attribute | Type | Multi\* | Question / notes for officer | Description |
| **ou\_top\_level\_name** | String | 1 |  | Provide a CJSE Data Standards V5.0 compliant OU Top Level Name or Type, section 3.96. |
| **ou\_second\_level\_name** | String | 1 |  | Provide a CJSE Data Standards V5.0 compliant OU Second Level Name or Type, section 3.93. |
| ou\_third\_level\_name | String | 0..1 |  | Provide a CJSE Data Standards V5.0 compliant OU Third Level Name or Type, section 3.95. |
| ou\_bottom\_level\_name | String | 0..1 |  | Provide a CJSE Data Standards V5.0 compliant OU Bottom Level Name or Type, section 3.88. |

## Interfaces

The following section defines 3 Home Office Data Standard (HODS) interfaces which this DCF will comply. They are Person, Event and Document. Objects which comply with HODS can be identified by Implementing one of these interfaces.

### Person

|  |  |  |  |
| --- | --- | --- | --- |
| Interface name: Person | | | |
| Comments: | | | |
| Attribute | Type | Multi\* | Question / notes for officer |
| **name** | Name | 1 | See section 4.35. |
| date\_of\_birth | Date | 0..1 | ISO 8601 conformant Date.  CJSE Data Standards v5.0 compliant generic date, section 3.46. |

### Event

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Interface name: Event | | | | |
| Comments: | | | | |
| Attribute | Type |  | Multi\* | Question / notes for officer |
| **date** | Date | | 1 | ISO 8601 conformant Date.  CJSE Data Standards v5.0 compliant generic date, section 3.46. |
| **type** | String | | 1 |  |

### Document

|  |  |  |  |
| --- | --- | --- | --- |
| Interface name: Document | | | |
| Comments: | | | |
| Attribute | Type | Multi\* | Question / notes for officer |
| **category** | String | 1 |  |
| **type** | String | 1 |  |
| **authority** | String | 1 |  |

# Implementation Requirements

This section specifies the requirements that the CPS have on the implementation of systems within the Police and CPS in order to ensure that the objectives of the DCF are achieved.

The requirements detailed in this section are not intended to form the entire requirement set for a system implementation. The requirements included here are only those considered essential to ensuring that the original objectives of DCF are met in each implementation.

## Approach

The nature of the Digital Case File data standard differs from the previous MG forms that it replaces by being more intuitive and flexible than the static free-form text boxes. In a constantly changing criminal justice landscape the data standard should be implemented to be adaptable to accommodate and give any up to date direction or guidance to officers about what is required in line with Criminal justice changes.

This is a positive change as it means that any specific version of the DCF is more closely tied to the law and current working practices, than the free forms it replaces. As a result we would expect revisions and updates to the DCF to be made over-time to reflect changes in either the law and/or working practices. Such updates would replace the current process of updating guidance which officers must take on board personally. It would also address the current concerns around the existing interfaces and MG documents no longer reflecting current practices and requirements.

Therefore, it is vital that Forces, the CPS and system implementers take this on board when building their solutions to provide the Digital Case File, by ‘designing in’ the ability to quickly change, add or remove questions as and when it is necessary to keep up with the inevitable changes to our Criminal Justice System.

## Police System

The requirements in this section are applicable to the implementation of a computer system within the Police force, used for the purpose of creating, updating and sending the DCF.

|  |  |  |
| --- | --- | --- |
| **Ref** | **Requirement** | **MOSCOW** |
| POL1 | Upon selection/entry of an Offence code (cjs\_offence\_code) the officer **shall** be presented with the “Points to Prove” referenced from PNLD. | **MUST** |
| POL2 | The “Points to Prove” **shall** be available for reference by the officer during the completion of data regarding the offence. | **MUST** |
| POL3 | A spell-check facility **must** be applied to all text fields prior to the DCF being considered complete by the Police the force, with the exception of the Witness Statement. Spell checking of the witness statement **shall** comply with that specified in DWSv1.1 section 3.11. | **MUST** |
| POL5 | Users **should** not be presented with data fields which are not relevant based on their previous selections. For example, if a “Guilty” Plea is selected, the fields specific only to a “Not Guilty” Plea **Should** not be displayed. | **SHOULD** |
| POL6 | Enumerations used in the data specification **must** be presented to the user as a list of options using the exact wording in the specification (or referenced standard).  e.g. enumeration\_item\_number\_1 = Enumeration item number 1 | **MUST** |
| POL8 | It **must** be possible to re-send the DCF in full or in part to the CPS where updates or changes have been made. | **MUST** |
| POL9 | A human readable presentation (on screen or paper) **must** be available which summarises all information that will be sent to the CPS. | **MUST** |
| POL10 | The computer system **should** “pull-in” case information from existing systems where it is stored elsewhere to avoid data duplication, inaccuracies and re-keying. | **SHOULD** |
| POL10a | The creation of the DCF **must** be a deliberate action on the part of the user, such that the user is aware that they are creating material to be sent to the CPS. | **MUST** |
| POL11 | All data generated for transmission **must** be validated against a data schema. | **MUST** |
| POL12 | A mechanism **must** be in place to ensure that the Case -> signatory\_name value is genuine and can be verified either electronically or manually by the sending police force.  A human readable presentation (on screen or on paper) and the following declaration mustbe present when the supervising officer signs a DCF.  *“The content of this file is an accurate summary of the available evidence and complies with the DPP’s guidance. The file has been built to the required standard”.* | **MUST** |
| POL13 | A mechanism **must** be in place to ensure that the CommonLawForDisclosure -> officer\_in\_the\_case value for “Disclosure” is genuine and can be verified either electronically or manually by the sending police force.  The following declaration **must** be present when the officer in the case signs a DCF:  **Officer’s in Case Certification**  In accordance with Common Law I certify to the best of my knowledge and belief that there is relevant unused material that might reasonably assist the defence with the early preparation of their case or at a bail hearing and brief details are provided below:- | **MUST** |
| POL14 | A mechanism **must** be in place to ensure that the CommonLawNotForDisclosure -> officer\_in\_the\_case value for “Disclosure” is genuine and can be verified either electronically or manually by the sending police force.  **Officer’s in Case Certification**  In accordance with Common Law I certify to the best of my knowledge and belief that there is no relevant unused material that might reasonably assist the defence with the early preparation of their case or at a bail hearing. | **MUST** |
| POL17 | If the “DomesticViolence” (Domestic Violence) case marker is selected the following text **must** be presented to the Officer prior to completing any further details of the DCF:  Any incident or pattern of incidents of controlling coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members, regardless of gender or sexuality.  This can encompass, but is not limited to, the following types of abuse:  1. psychological  2. physical  3. sexual  4. financial  5. emotional  Family members are defined as mother, father, son, daughter, brother, sister and grandparents whether directly related, in-laws or step-family.” | **MUST** |
| POL18 | If the =, DisabilityHateCrime, Homophobic, RacistCrime, ReligiousCrime. (Hate Crime) case markers are selected the following text **must** be presented to the Officer prior to completing any further details of the DCF:   * “A Hate Crime is any criminal offence which is perceived, by the victim or any other person, to be motivated by a hostility or prejudice based on a person's race or perceived race" or * "Any criminal offence which is perceived, by the victim or any other person, to be motivated by a hostility or prejudice based on a person's religion or perceived religion" or * "Any criminal offence which is perceived, by the victim or any other person, to be motivated by a hostility or prejudice based on a person's sexual orientation or perceived sexual orientation" or * "Any criminal offence which is perceived, by the victim or any other person, to be motivated by a hostility or prejudice based on a person's disability or perceived disability" or * "Any criminal offence which is perceived, by the victim or any other person, to be motivated by a hostility or prejudice against a person who is transgender or perceived to be transgender". | **MUST** |
| POL19 | If Case -> case\_markers = DH, HP, RA, RE or TG the following **must** be presented to the officer:  “Upon conviction in this case the prosecution will seek a sentence uplift or enhancement to any sentence arising as provided by the Crime and Disorder Act 1998 (CDA 1998) and the Criminal Justice Act 2003 (CJA 2003).” | **MUST** |
| POL20 | Where **Q** is specified within the “Question / notes for officer” column of the Data Dictionary. This specified text **must** be used when requesting the data from the officer. | **MUST** |
| POL21 | Where **FN** is specified within the “Question / notes for officer” column of the Data Dictionary. This text should be used when requesting the data from the officer. | **SHOULD** |
| POL22 | Where **K Note** is specified within the “Question / notes for officer” column of the Data Dictionary. This text **must** be presented to the officer at the time of completing the field and remain visible throughout. | **MUST** |
| POL23 | Where **Note** is specified within the “Question / notes for officer” column of the Data Dictionary. This text **must** be made easily availables to the officer. Such as information provided in a pop-up or when pressing a contextual “help” button. | **MUST** |
| POL24 | Where NFS Links are identified (as shown in section 5.3), the officer **should** be prompted to provide / upload the NFS Document. | **SHOULD** |

Table 5: Police System Requirements

## National File Standard DCF Prompts

Selected questions throughout the Digital Case File refer to the inclusion of supplementary material in line with the National File Standard (NFS).

|  |  |  |
| --- | --- | --- |
| **NFS Material** | **DCF Attribute** | **Value** |
| Streamlined Disclosure Certificate | Case -> disclosure\_certificate | True |
| Streamlined Disclosure Certificate | evidential\_value  and  (relied\_upon\_trial  or  relied\_upon\_sentence ) | False  False  False |
| MG2 | Witness -> special\_measures | True |
| MG2 | Witness -> wish\_to\_provide\_evidence\_via\_video\_link | True |
| MG2 | Statement Witness -> visually\_recorded\_interview | True |
| MG6 | Case -> test\_code | threshold\_test |
| MG6 | Bail Ground -> opposition\_ground | interfere\_with\_witness\_or\_otherwise\_obstrcut\_the\_course\_of\_justice |
| MG6 | Compensation Application -> <<exists>> | N/A |
| MG16 | Defendant -> notice\_to\_provide\_bad\_character\_evidence | True |
| MG19 | Compensation Application -> <<exists>> | N/A |
| MG22 / SFR1 | Expert Witness -> <<manual determination>> | N/A |
| Safeguarding assessment | Safeguarding assessment -> assessment\_completed | True |
| EEC Check Response | Defendant -> eec\_check\_completed | True |
| EEC Convictions Record | Defendant -> eec\_convictions\_record | True |
| PNC Print | Defendant -> pnc\_no\_trace | False |
| Court Order Application | Court Order -> <<exists>> | N/A |

Table : CPS National File Standard Links

## CPS System

The requirements in this section are applicable to the implementation of a computer system within the CPS, used for the purpose of reading the DCF.

|  |  |  |
| --- | --- | --- |
| **Ref** | **Requirement** | **MOSCOW** |
| CPS1 | A human readable printed presentation **must** be available which summarises all information that will be sent to the Defence. i.e a human readable version of the DCF must be viewable. | **MUST** |
| CPS1a | A human readable printed presentation **must** be available which summarises all information that will be served on the Court. | **MUST** |
| CPS2 | All data received **must** be validated prior to interpretation or presentation. | **MUST** |
| CPS4 | Any report generated for consumption by the Defendant **must** not contain the Date of Birth of any Witness, where their type is “eye” or “victim”. In this case the following **must** be shown:  Witness < 18 then [Age of Witness].  Witness >= 18 then literal text “Over 18” or “18+” | **MUST** |
| CPS5 | Non-mandatory fields which have not been provided **should** not be presented on screen or in printed reports to maximise screen and paper real-estate. | **SHOULD** |

Table 7: CPS System Requirements