UWA Offenders Database Portal

Overview/Manual

2014

Developed by J. Kirstein/JayKSoft
for Wildlife Conservation Society

DESCRIPTION OF DATABASE

The Uganda Wildlife Authority (UWA) uses ranger patrols and roadblocks to arrest people entering their protected areas to undertake illegal activities. At present the names and cases of these people arrested are simply noted in ledger books without any ability to easily query or find information about them. There was a need to develop an online database where records of people arrested and the follow up of their cases is documented and tracked. This would also enable UWA to identify repeat offenders and track the results of their arrests. The Wildlife Conservation Society (WCS) was contacted by UWA to help them develop such a database. WCS had been working with Jan Kirstein of JayKSoft to develop an online database for a REDD+ project in Uganda and engaged him to develop the UWA database. The contract was to build an online database to be able to manage data on arrests that will be uploaded from the ten national parks and 14 Wildlife Reserves in Uganda managed by UWA. Major pages of the database would include (but not be limited to) information about the person arrested, information about the crime committed, information about the prosecution and also information about any appeals. The database would have some built in queries to summarise the data collected and a hierarchy of access to the data would be incorporated as much of it would be confidential and would need to be kept secure.

It was decided to make the database an online database because UWA protected areas now have access to the internet and it would therefore allow immediate updating of the database and access to the data across the protected area network immediately. This would allow offenders to be identified if they have been caught previously in a different protected area across UWA's protected area network.

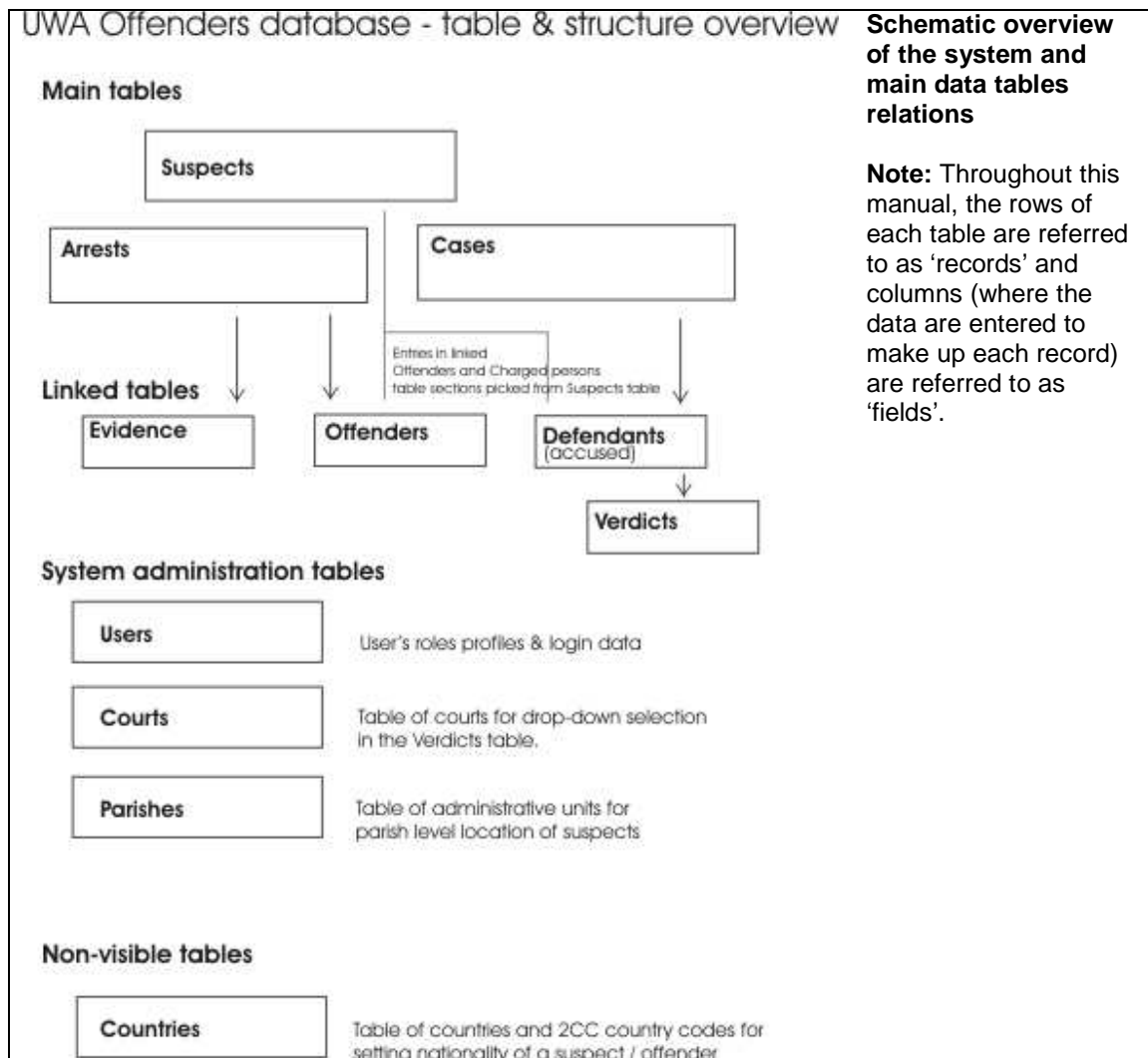The database consists of three main forms:
1. The Suspects form – details about the offender including photo, fingerprints, identity card/passport numbers and contact details.
2. The Arrests form - details about the arrests and who was involved
3. The Cases form – details about the prosecution of the person and the results of the prosecution and of any appeals.

A summaries tab provides simple queries of the database to provide summaries about the past history of an offender, tracking of vehicle number plates, summaries of arrests made and equipment confiscated and summaries by crime type. A list of the queries available is given in annex 1.

All queries allow a date period to be specified (ie. you can select between two dates for analysis) so that results for that period can be calculated.

1.0 STRUCTURE

The figure below shows the outline of the database structure and how tables are linked in the database.

Schematic overview of the system and main data tables relations

Note: Throughout this manual, the rows of each table are referred to as 'records' and columns (where the data are entered to make up each record) are referred to as 'fields'.

1.1 Data Entry Tables
The structure and data entry usage of the database is primarily centered around the data table Suspects. I.e.: Any suspect encountered in a park under suspicious circumstances is first listed in this data table (Menu item: "Suspects").

The tables listing arrests and court cases both are linked to sub-tables, (Arrests: 2; Cases: 1 with 1 further sub-table listing courts, court dates and verdicts). All containing records linked to the individual arrests, court cases and defendants respectively.

Sub-tables are summarized, and segments displayed for each arrest / court case, and are linked to each entry in Arrests / Cases tables with only the records referring to the individuals being arrested and / or accused showing for each entry in the Arrests and Cases tables respectively.

A further sub-table to the Accused's table – the 'verdicts' table holds information on court, court date, verdicts and appeals for each defendant.

The order of relevant data entry is thus:
1) List any suspect with personal- and other data in the 'Suspects' table.
2) Enter any required / relevant data in 'Arrests' table.
3) Enter any case relevant data in 'Cases' table.

For both the 'Arrests' and the 'Cases' data tables, perpetrators and accused respectively are picked from the 'Suspects' table in order to maintain full personal profiling of offenders and maintain best possible data consistency and reliability.

For the same reason, home parish for the address information of each suspect is picked from the 'parishes' table.

Suspects' nationality is picked from a drop-down list generated from the 'countries' table also for the reason of maintaining the best possible data consistency and reliability. In the 'suspects' data table, nationality is stored in the ICC2 format (2-letter International Country Code – se further below).

The 'parishes' and 'country' tables can be maintained and updated by the system administrator (ROLE = SYSADMIN).

1.2 Person profile

The 'Suspects' data table offers the function of summarizing the arrests / court cases history of anyone listed there by clicking the 'profile' icon (see below).

This profile report page also allows for upload of fingerprints / facial photo images of the suspect, and thus renders the system prepared for biometric identification (fingerprints) although as yet this is not programmed into the database in the current version.

The aim of the profile page is to provide a summary of what is known about an offender including where they live, where they have been previously arrested, previous cases and prosecutions and also who they have been associated with in the past. The figure below gives an example of a profile page.

Profile display screenshot:

| Profile: Axel Rose | | Close |

Born: 0
Gender: M
ID:
Nationality: UG
Passport No.:
Driving Licence No.:
Voters card No.:
Tel.:
Parish (2010): Murchison Falls Np
Village (LCI): Snoozeville
Home (Lat;Lon):
UTMz:
Wives: 0
Children: 0
Other dependants: 0
Ethncity:
Education: Vocational
Occupation:
Legal income:
Monthly income (UGX): 0

Fingerprints

R1 R2 R3 R4 R5

L1 L2 L3 L4 L5

Arrests

28/07-2013 22:45 Bushwhere
Detection: Routine patrol by rangers
Action taken: Released with warning

05/08-2013 12:47 Loc
Detection: Routine patrol by rangers
Action taken: Charged

Prosecutions

31/07-2013 Ivory poaching
Verdict: Cautioned

04/08-2013 Ivory poaching
Verdict: Fined 800 UGX

04/08-2013 Hunting for trophies
Verdict: Fined 640.000 UGX

Associates

Arrests-
Frank Johnson
Frank Vorden

Court cases-
Frank Johnson
Frank Vorden

Notes

aaaah(hd)'h h(hd')dh(hd)d

some other note

1.3 Reports (summaries)

The menu entry 'Summaries' (available to those users permitted access to this) generates the following reports:
- Reports (summaries) for each crime type summarizes the following between selected dates for each crime type, arresting station + totals for all stations:
- Sentences (prison terms, fines, community service and others).
- Average fines, prison term- and community service days for one-time / repeat offenders respectively.

Date span to be covered, along with report type and the specific CSV file delimiter to be used (in a CSV file offered for download with the report generation) for each of the reports is selected from the sub-menu & settings in the top part of the "Summaries" page.

The 'Trace item' selection in the 'Summaries' page sub-menu, scans through the 'Specify' field in the table of evidence material impounded during arrests, so that for example a vehicle, whose license plate is specified in this field can be examined for connections to other arrests / crimes committed.

A user guide is displayed on-line upon clicking the "Summaries" menu item.

1.4 *Table extracts*

The menu entry 'Table extracts' (available to those users permitted access to this) opens an interface for extracting user selected data fields from each of the main tables, optionally adding associated data from sub-tables for each record.

The data are extracted in the form of a CSV file offered for download, when the 'Extract data' button for the table is clicked.

Table extracts screenshot:

For each of the tables a keyword can be entered in the Search filter input box. This works exactly the same way as the search filter in the table displays. Clicking the [i] button will produce a message box listing the fields, in which the keyword is searched for.

At the top of the screen, there is a further header with two calendar interfaces to set start- and end dates for extracts from the arrests- and court cases tables. Also it contains a drop-down box, where the desired field delimiter in the resulting CSV file can be selected.

A further 3 check boxes allows the user to select the following:

a) Translate nationality (from ICC2 format to Country name) - applies to Suspects table data.
b) Expand names (from table indexes) - applies to Suspects (Parish), Arrests/Offenders (Offender) and Court cases/Defendants (Accused - Name) table data.
c) Translate dates (from linux date stamps to readable format) - applies to Arrests (Arrest date), Court cases (Starting dates) and Verdicts (Court dates) table data.

The use of the extracts function is straight forward:
1) Check the boxes for the fields wanted in the extract for each data table.
2) For Arrests and Court cases: Check the boxes for which sub-table data is wanted along with each main table record extracted.
3) Clicking the 'Save settings' button will preserve these settings for later sessions. Clicking the 'Clear all' button clears all check boxes.
4) Enter a keyword in the Search filter input box – if desired.

For the Court cases, a further drop-down box can be used to select 'All cases', 'Finalized cases' or 'Ongoing cases'.

For extracting only Court cases involving a specific court, check the Verdicts box and select the court in the drop-down box below.

Note: Without search filtering (or other filtering settings in the Court cases extract), data from all records in the tables will be extracted. This can soon become a pretty large CSV file to download and process!

Feature: The format of currently auto-generated arrests- and case numbers ([UNIT]-user ID-year-month-day-serial) makes it possible to easily extract information on arrests and cases for any given NP / officer and any given period from the table extracts by entering a search string into the search filter input field.

Examples:
"QENP-%-2014-01-" gets arrests (or cases) records listed by QENP affiliated officers in jan. 2014
"-2014-01-" gets all arrests (or cases) data entered for that month.
"%-3-%" gets all arrests (or cases) data entered by the user (officer) listed in the 3rd entry in the Users table (user ID).

The use of several hyphens in the numbering makes it unlikely that these search strings matches anything else than arrests- and case numbers.

2.0 LOGGING IN

Following log-in with valid username & password, a menu listing the data tables / portal pages accessible to the user is displayed on the left. Clicking any of these menu items will open the corresponding data table / page. Different users will typically have different access to viewing / editing data and accessing other pages (e.g. summaries, report generation) in the system, in accordance with the ROLE specification and corresponding access rights defined by the system administrator. The menu items shown will automatically be limited to the tables / pages the user is allowed to access.

For all users there is an activity time-out (default: 5 minutes), meaning that if no user activity is registered within this period, the user will have to log in again. This is implemented for security reasons, i.e. To reduce the risk of un-authorized access in case a user leaves a computer on-line while logged-in to the portal. The log-out link in the top right of the portal display should always be used before leaving the computer un-attended!

3.0 DATA ENTRY TABLES

3.1 Data tables - generic properties & functions

The data tables making up the database portal system are all displayed in the same basic lay-out with a header row displaying the names / labels of the fields displayed in the list view, optionally with a form for entering keyword / phrase or other settings for searching the data table / filtering the records listed. Clicking the **[i]** button in the header (next to the 'Search' button) opens a message box, showing which data columns (fields) will be included in the search.

Table view example:

Default sort order for the table view is ascending by record 'id', i.e. The order in which records have been added to the table.
The white arrow to the right in the table header indicates the sort order (ascending / descending). Clicking on the white arrow reverses the sort order.

Column names in the header with a grey dot ('•') can be clicked to set the sorting to be done relative to the values in that column. When a table is viewed sorted by the column, it is marked with a yellow dot instead of a grey.

When a column is selected for sort order, clicking the column name in the header again reverses the sort order from ascending to descending and vice versa.
Clicking the white sort order indicator arrow to the right in the table header will reset the sort to 'id' (order of data record entry) or, if already set to this, reverse the sort order.

To add a new record to a data table (for users with access to add new data records): Click the "Add NEW Entry" button in the bottom of the list view.

Using the search form

To filter the table views, a keyword - i.e.: Name, or part of a name or case number, nationality (2-letter ICC form, like CN for China etc.) - can be entered in the search form at the top of the table view. This works exactly the same way as for the table extracts (see above).

Searches are NOT case sensitive! And only a part of a name or case number (for arrests and cases tables) needs to be typed. The system will, of course, list all entries with characters matching what is entered within the fields searched.

The '%' character can be used as a wild-card, denoting one or more of any characters in its place.

Example: To search for a suspect named Daffy Duck, enter "daffy" or "daffy duck" or "daf%duck". Use the '%' character for parts of a name, for which there is doubt about the correct spelling of the name searched for.

> ***Note on the following sections:***
> For icons displayed in two colors / shades, the color or shade of the icon in each row indicates whether or not data, notes or documents has been entered / uploaded or not.

full record view icon	Data tables may contain more fields in each record, than displayed in the list view columns. In that case, clicking on the full record view icon will open a frame showing all fields and their respective data as entered.

For some data tables, the full record view will open automatically, when the 'Add NEW Entry' button is clicked.

These are: Suspects (where the full record view opens after entering a name in the 'name' field), Arrests, Evidence and offenders.

Full record view – example (verdicts table entry):

Fields marked with an orange dot are mandatory – in order to maintain data integrity for offenders profile and summaries report generation. If one of these is not filled in, a notification box will pop up when clicking the 'Close' button!

☐ or ▤ notes icon	A data table may have a notepad containing notes in plain text format attached to each record. Clicking the notes icon in the row will open this for reading / editing.

☐ or ☐ documents icon	A data table may have a documents placeholder containing various documents / images etc. in any valid file format attached to each record. Clicking the documents icon in the row will open this for listing and up- / down-loading documents.

🖋 delete icon	For users with access to delete records, clicking the delete icon in any given row will mark the record as deleted (following confirmation of delete action in a pop-up message frame).

♻ ▥ refresh / changed icons	The refresh icon is located in the top right corner of the main tables. If another user makes changes to the table while being worked on, a message will pop up indicating this, and the refresh icon will be replaced by the 'changed' icon. Clicking this will refresh the table view, thus showing changes made by the other user.

3.2 Data tables - entering / editing data

Editing data in any given record (for users with access to edit data in any given table) is straight forward. In both the list- and full record views:

1) Move the mouse to place the pointer over the field to be edited.
2) Click on the field. A pop-up frame will appear with the column name and a form field for entering a new value.
3) Click the "Save" button, to update the value in the data table. Both list- and record views are automatically updated with the new value.

Note: Some fields are automatically maintained and updated by the system. For those fields, the hand icon indicating that the field can be edited, when passing the mouse cursor over the field will not show.

There are 5 different types of fields, field editing and corresponding data which can be entered. These consist of:

a) Text (fields containing either characters strings like names etc. or numeric values).
b) Fixed values selected from a list of choices (i.e.: a drop-down box).
c) Dates – selected from a calendar display.
d) Data table record references selected from a table display by clicking on the relevant record (examples: Offenders in arrest records and court case records and offender's parish in home location information).
e) Multiple value selects from check boxes representing the possible values.

In case of values selected from a list of fixed choices, the form field will be a drop-down box containing the available choices. Example:

In case of values containing a date, this will be picked from a calendar display. One click on any given date in the display marks this for selection; a second click on the same date selects it, closes the calendar display and updates the data table and corresponding active views. Calendar screenshot:

For strings (i.e.: Free-form lines of text), the maximum possible number of characters that can be entered, is automatically limited to the maximum available line length in the data table for the field.

In case the string contains a name, the entry will typically be automatically converted on saving to lower case letters with the first letter of each word in uppercase.

For numeric fields, the value entered will automatically be checked to make sure it falls within any pre-defined, acceptable value range.

Text strings and numeric fields' entry screenshot:

Note that for fields containing numeric values, data entry MUST be done without thousands-separators (commas or points), and ONLY a decimal point (.) used for decimal separation in the entry (for non-integer values)!

All data entries will be checked for zero-values, and a warning raised if the field is required to have a value other than 'empty' or '0' for the overall system data integrity.

Multiple select check-box entry, screenshot:
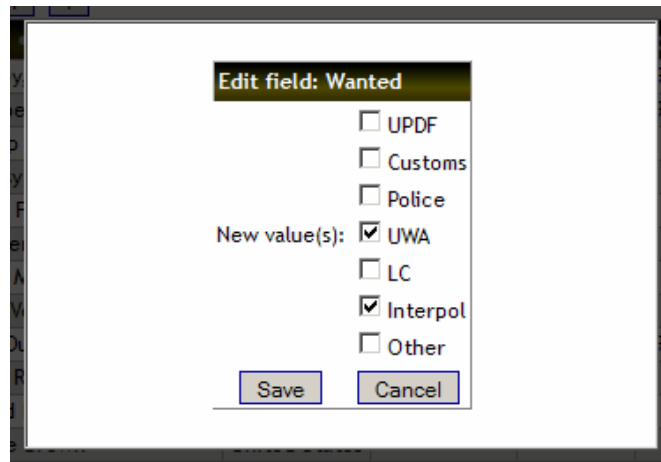
Multiple select by check-boxes is used to check one or more predefined values. In the table display, the values set will be shown joined by '/' (slashes).

3.3 Data tables – Other specific properties & functions

or evidence icon	Evidence confiscated in connection with each arrest of one or more suspects made, is listed in a section of the evidence data table linked to the record holding the basic data relevant to the arrest. Clicking the evidence icon in any arrests table row or its corresponding full record view opens the evidence data table for entering / editing the data linked to the evidence objects.

or offenders icon	Offenders detained in any given arrest scenario are linked to the Arrests data table record the same way. Clicking the offenders icon in any arrests table row or its corresponding full record view opens the offenders data sub-table for listing suspects picked from the Suspects table and editing the data linked to the arrest and action taken for each of these.

or accused icon	Accused persons are linked to any given entry in the Cases data table in the same way. Clicking the accused icon in any cases table row or its corresponding full record view opens the accused data table for listing persons picked from the Suspects table and editing the data linked to the case and verdicts (including possible appeals, appeals court dates and appeal verdicts) in a further sub-table (verdicts) for each of these.

⚠️ verdicts icon	The 'verdicts' table is a further sub-table to the 'accused's table. Court dates and verdicts of any accused person is linked to any given entry in the Accused's table in the same way in the same way the Defendants (Accused) table is linked to any given record in the Court cases table. Clicking the verdicts icon in any of the 'accused's table rows opens the verdicts data table for listing court dates, court, verdict, possible appeals, appeals court dates and appeal verdicts for each of these.

📄 profile icon	To view a suspect's full profile – including (if available) facial shot and fingerprints, along with full record data, arrests- and prosecutions history – click on the profile icon for the suspect in the Suspects table.

Upload of facial image / fingerprint images (displayed in the Person Profile) is done by clicking on the respective images / image placeholders in the Profile display page. In order to maintain the system prepared for possible fingerprint matching of unknown offenders, the fingerprint image upload requires also the upload of a text file containing minutiae or minutiae vectors (depending on which matching algorithm may be deployed) extracted from the fingerprint image. Minutiae files for upload requires the filename extension '.dat'.

3.4 Data tables – By fields

This section lists the fields (columns) implemented in each of the data tables along with their editing properties.

3.4.1 Suspects table

For each suspect listed in the Suspects table, the Add NEW Entry button first opens a text string editing box in which to enter the suspect's name. Following this, the full record view will be displayed.

Field (column-) name	Use	Format	Required	Editing specs.
Name	Suspect's name	Text string (max. 48 characters)	yes	Text string editing. Automatically saved in lower case with first

				letter of each word in uppercase.
ID	Suspect's ID card number	Text string (max. 48 characters)		Text string editing.
Passport No.	Suspect's passport number	Text string (max. 48 characters)		Text string editing.
Driving License No.	Suspect's driving license number	Text string (max. 48 characters)		Text string editing.
Voters card No.	Suspect's voters' card number	Text string (max. 48 characters)		Text string editing.
Nationality	Suspect's nationality	Text string containing an ICC2 country code (2- letter international country code)	yes	Selected by country name from a drop-down box generated from the 'countries' table (see above).
Wanted	Listing the authorities currently known to have issued an arrest warrant for the suspect.	Text string (max. 24 characters)		Multiple select check-box list. The field 'W-date' is set to current date whenever this field is edited.
W-date	Last date of updating of information on authorities currently known to have issued an arrest warrant for the suspect.	Date stamp (integer number)		Not editable – is set automatically and reset (cleared) when suspect is reported as arrested in the arrests table along with the 'Wanted' field.
Offence	Primary offence for which the suspect is currently wanted or suspected of.	Text string (max. 48 characters)		Value selected from a drop-down box of offences (crimes).
Tel.	Suspect's telephone number	Text string (max. 16 characters)		Text string editing.
YOB (year of birth)	Suspect's year of birth	4 digit integer value > 1940		Numerical text string editing.
Gnd (gender)	Suspect's gender	single character	yes	Value selected from a drop-down box ('M' or 'F')
Village (LCI)	Suspect's last know home village	Text string (max. 46 characters)	yes	Text string editing. (*)
Parish	Suspect's last know home parish	Table reference	yes	Value picked from the 'parishes' table. (*)
Home Lat.	Suspect's home GPS latitude.	Text string holding decimal number value (max. 24 characters)		Text string editing. (*)
Home Lon.	Suspect's home	Text string		Text string editing. (*)

	GPS longitude.	holding decimal number value (max. 24 characters)		
UTMz	UTM zone of GPS lat./lon. coordinates.	Text string (max. 6 characters)		Value selected from a drop-down box. (*)
Datum	Datum used in the GPS lat./lon. coordinates.	Text string (max. 6 characters)		Value selected from a drop-down box. (*)
Wives	Number of wives associated with suspect.	integer value >= 0.		Text string editing.
Chld. (children)	Number of children catered for by suspect.	integer value >= 0.		Text string editing.
Depnd. (dependants)	Number of others depending on suspect.	integer value >= 0.		Text string editing.
Ethnicity	Tribal- or other ethnic affiliation.	Text string (max. 48 characters)		Text string editing.
Education	Level of education	Text string (max. 14 characters)		Value selected from a drop-down box.
Occupation	Level of education	Text string (max. 48 characters)		Text string editing.
Occupation	Level of education	Text string (max. 48 characters)		Text string editing.
Other means of income	Suspect's other income generating activities	Text – up to 64000 characters		Text editing.
Monthly income (UGX)	Estimated or reported monthly income	integer value >= 0.		Text string editing.

(*) The address information in the 'suspects' table is maintained as the last known address. Often this will be based on intelligence, while a wanted suspect is at large.
When a person is arrested, this information will automatically be transferred to the 'offenders' sub-table in the arrests table, when an arrestee is selected for an entry there. If it turns out that the suspect has changed address at the time of arrest, the 'last known address' automatically transferred to the 'offenders' sub-table, can be flagged as 'Address mark' in the 'Action taken' field and thus hold the address known at the time of previous crimes. The offender is then entered again in the Suspects table in a new record entry, where the new address can be typed along with the actual action taken.

Upon editing any of the address fields in the new record for the same offender in the 'offenders' sub-table, the address information in the 'suspects' table will automatically be updated to this. I.e.: Keeping the old one, while making sure that the 'suspects' table holds the last known address at all times (without having to manually set this information in two tables, when making an arrest).

3.4.2 Arrests table

For each arrest listed in the Arrests table, clicking the Add NEW Entry button will cause a full record view to be displayed.

Field (column-) name	Use	Format	Required	Editing specs.
UWA Arrest ID	UWA arrest document number	Text string (max. 24 characters)	yes	Automatically generated when establishing a new record.
POLICE Case ID	Police case number (if available)	Text string (max. 24 characters)		Text string editing.
Participants	Listing the authorities involved in the arrest.	Text string (max. 24 characters)		Multiple select check-box list.
Arresting officer	Name of arresting officer.	Text string (max. 48 characters)	yes	Text string editing.
Date	Date of arrest		yes	Date picked from calendar.
Time	Time of arrest	Text string (max. 5 characters)	yes	Text string editing (i.e.: like 12:47).
Station	Protected area managing the arrest.	Text string (max. 24 characters)	yes	Value selected from a drop-down box.
Outpost name	Name of nearest outpost to where arrest was made.	Text string (max. 48 characters)	yes	Text string editing.
Location Lat.	GPS latitude of place of arrest. (Northing value)	Text string holding decimal number value (max. 24 characters)		Text string editing.
LocationLon.	GPS longitude of place of arrest.	Text string holding decimal		Text string editing.

	(Easting value)	number value (max. 24 characters)		
UTMz	UTM zone of GPS lat./lon. coordinates.	Text string (max. 6 characters)		Value selected from a drop-down box.
Datum	Datum used in the GPS lat./lon. coordinates.	Text string (max. 6 characters)		Value selected from a drop-down box.
Location name	Name of location of arrest	Text string (max. 48 characters)		Text string editing.
Detection	How the arrestee's whereabouts were detected.	Text string (max. 48 characters)	yes	Value selected from a drop-down box.
Crime type	Crime committed.	Text string (max. 48 characters)	yes	Value selected from a drop-down box.
Offence Loc.	Name of location (park or post) of offence committed	Text string (max. 24 characters)	yes	Value selected from a drop-down box.
Motivation	Suspected motivation for crime.	Text string (max. 24 characters)		Value selected from a drop-down box.

Note: Data entries in the 'evidence' and 'offenders' sub-tables are also required for each entry in the 'arrests' table!

3.4.2.1 Sub-tables to 'arrests':

Evidence table

For each arrest listed in the Evidence table, clicking the Add NEW Entry button will cause a full record view to be displayed.

Field (column-)name	Use	Format	Required	Editing specs.
Item / evidence	Type of evidence confiscated at arrest.	Text string (max. 48 characters)	yes	Value selected from a drop-down box.
Species	Animal species (if evidence is any animals)	Text string (max. 48 characters)		Value selected from a drop-down box.

Serial / Spec.	Serial number (like registration plate no.) or other labeling affiliated with evidence item(s).	Text string (max. 48 characters)		Text string editing.
qty	Number of items / animals	integer value > 0.	yes	Text string editing.
Value	Estimated value of evidence	integer value > 0.		Text string editing.
Units	Units associated with number entered in 'qty'	Text string (max. 8 characters)	yes	Value selected from a drop-down box.
Evidence No.	UWA identification number tagged to the evidence	Text string (max. 24 characters)	yes	Automatically generated when establishing a new record.
Status	Evidence status (to be updated when changing!)	Text string (max. 24 characters)	yes	Value selected from a drop-down box.
Location	Location of evidence (to be updated when changing!)	Text string (max. 40 characters)	yes	Value selected from a drop-down box.

Offenders table

For each arrest listed in the Offenders table, clicking the Add NEW Entry button will cause a full record view to be displayed.

Field (column-)name	Use	Format	Required	Editing specs.
UWA Arrest ID	UWA arrest document number	Text string (max. 24 characters)	yes	Value automatically copied from arrest record.
Offender	Name of offender arrested	Integer number referencing to offender in the 'suspects' table	yes	Picked from Suspects table
Village (LCI)	Suspect's last know home village	Text string (max. 46 characters)	yes	Text string editing. (*)
Parish	Suspect's last	Table reference	yes	Value picked from the

	know home parish			'parishes' table. (*)
Home Lat.	Suspect's home GPS latitude. (Northing value)	Text string holding decimal number value (max. 24 characters)		Text string editing. (*)
Home Lon.	Suspect's home GPS longitude. (Easting value)	Text string holding decimal number value (max. 24 characters)		Text string editing. (*)
UTMz	UTM zone of GPS lat./lon. coordinates.	Text string (max. 6 characters)		Value selected from a drop-down box. (*)
Datum	Datum used in the GPS lat./lon. coordinates.	Text string (max. 6 characters)		Value selected from a drop-down box. (*)
Action taken	Status of arrestee or action taken	Text string (max. 48 characters)	yes	Value selected from a drop-down box.
Informant	Set to 'yes' if offender is assisting authorities as an informant.	Text string (max. 3 characters)		Value selected from a drop-down box.

(*) See Suspects table above.

3.4.3 Court cases table

For each case listed in the Court cases table, clicking the Add NEW Entry button will cause a full record view to be displayed.

Field (column-)name	Use	Format	Required	Editing specs.
UWA Case ID	UWA case document number	Text string (max. 24 characters)	yes	Automatically generated when establishing a new record.
COURT case no.	Court case number (if available)	Text string (max. 24 characters)		Text string editing.
Crime type	Crime committed.	Text string (max. 48 characters)	yes	Value selected from a drop-down box.
Start date	First court date	date stamp (number)		Automatically maintained from entries in the 'verdicts' sub-table.
Finalized	Date of last court verdict in case	date stamp (number)		Automatically maintained from entries in the 'verdicts' sub-table.
UWA prosecutor	Name of UWA prosecutor	Text string (max. 48 characters)		Text string editing.
State prosecutor	Name of State prosecutor.	Text string (max. 48 characters)		Text string editing.
Judicial Officer	Name of Judicial Officer.	Text string (max. 48 characters)	yes	Text string editing.

Note: Data entries in the 'defendants and 'verdicts' sub-tables are also required for each entry in the Court cases table!

3.4.3.1 Sub-tables to 'Cases' table:

Defendants (accused-) table

For each arrest listed in the Defendants table, clicking the Add NEW Entry button will cause a full record view to be displayed.

Field (column-) name	Use	Format	Required	Editing specs.
Name	Name of defendant	Integer number referencing to offender in the 'suspects' table	yes	Picked from Suspects table
Crime	Crime committed.	Text string (max. 48 characters)	yes	Value selected from a drop-down box.

Note: Click on the verdicts icon in the table view for each defendant entered, to enter court dates and verdicts etc. for each of these (**required!**).

Verdicts table

For each arrest listed in the Verdicts table, clicking the Add NEW Entry button will cause a full record view to be displayed.

Field (column-) name	Use	Format	Required	Editing specs.
UWA Case ID	UWA case document number	Text string (max. 24 characters)	yes	Automatically copied from the 'cases' table.
Court Date	Date of court session	I date stamp (number)	yes	Date picked from calendar
Court	Court name.	Text string (max. 48 characters)	yes	Value selected from a drop-down box.
Verdict	Verdict given or 'Pending flag'.	Text string (max. 48 characters)	yes	Value selected from a drop-down box.
Specify	Brief specification relevant to entry.	Text string (max. 48 characters)		Text string editing.
qty	Number (verdict) of days/months/years or amount of UGX fined	integer value >= 0		Text string editing.
Units	Days/months/years/UGX	Text string (max. 8 characters)		Value selected from a drop-down box.
Appealed	Set to 'yes' if verdict has been appealed.	Text string (max. 4 characters)		Value selected from a drop-down box.

4.0 DATA TABLES - SYSTEM ADMINISTRATION SPECIFIC INFORMATION

4.1 Users table (Users Administration)

Access rights for each user is defined by the ROLE setting.

These are set in the <server_root>/_uwa_conf/roles.txt file – accessible by the hosting account's c-panel / ftp. Access rights are instilled this way for security reasons.

The roles specified are:

ROLE	Assumed function	Has access to
SYSADMIN	Global system administrator	Suspects Arrests Court Cases Summaries Table Extracts User Administration Parishes Administration (in case new parishes are defined etc.) Courts Administration (adding / deleting relevant Court Names)
FIELDOFFICER	UWA Field Officer	Suspects Arrests
FIELDOFFICER2	UWA 2'nd level Field Officer	Suspects Arrests Table Extracts
SUPERVISOR	UWA Supervisor	Suspects Arrests Summaries Table Extracts
HQ REP	HQ Representative	Suspects Arrests Court Cases Summaries Table Extracts
SECRETARY	Secretary	Summaries

For each user listed in the User Administration ('users') table - apart from the Formal name, Username and Password along with Role and Unit affiliations set for each user in accordance with the overall system specifications - each user record also has 3 further fields: 'Sep.', 'Date' and 'Time'. The content of these fields specifies the preferred format of the display of numeric values (Sep.), dates (Date) and time (Time) respectively in the table- and record views.

4.2 Numeric values display formatting

The field 'NUMSEPARATORS' (the column titled 'Sepr.') is a 2 character wide string holding the user's preferred thousands- and decimal point separators.
Default value on new record creation is ',.',

If editing this field, use '|' for ' ' (space) for either of the values (typically only the thousands separator, i.e.: the first character in the two-character string); and '-' for no separator (also typically only the thousands separator). Default value is '-.', i.e.: No thousands separator and '.' for decimals separator.

The following characters may be used in date and time display format specification fields:

Format character	Description	Example displayed values
Day	---	---
d	Day of the month, 2 digits with leading zeros	01 to 31
D	A textual representation of a day, three letters	Mon through Sun
j	Day of the month without leading zeros	1 to 31
l (lowercase 'L')	A full textual representation of the day of the week	Sunday through Saturday
Month	---	---
F	A full textual representation of a month, such as January or March	January through December
m	Numeric representation of a month, with leading zeros	01 through 12
M	A short textual representation of a month, three letters	Jan through Dec
n	Numeric representation of a month, without leading zeros	1 through 12
Year	---	---
Y	A full numeric representation of a year, 4 digits	Examples: 1999 or 2003
y	A two digit representation of a year	Examples: 99 or 03
Time	---	---
a	Lowercase Ante meridiem and Post meridiem	am or pm
A	Uppercase Ante meridiem and Post meridiem	AM or PM
g	12-hour format of an hour without leading zeros	1 through 12
h	12-hour format of an hour with leading zeros	01 through 12
G	24-hour format of an hour without leading zeros	0 through 23
H	24-hour format of an hour with leading zeros	00 through 23
i	Minutes with leading zeros	00 to 59
s	Seconds, with leading zeros	00 through 59

Default date displaying is "d/m-Y". I.e: day (2 digits) / month (2 digits) – year (4 digits).

4.3 Parishes table (Parishes Administration)

District (2010) *	District (2006)	County (2006) *	Subcounty (2010) *	Subcounty (2006)	Parish (2010) *	Parish (2006)	Subregion
Kalangala	Kalangala	Kyamuswa	Bubeke	Bubeke	Jaana	Jaana	Central 1
Kalangala	Kalangala	Kyamuswa	Bubeke	Bubeke	Bubeke	Bubeke	Central 1
Kalangala	Kalangala	Kyamuswa	Kyamuswa	Kyamuswa	Buwanga	Buwanga	Central 1
Kampala	Kampala	Kampala City Council	Central Division	Central Division	Kamwokya II	Kamwokya II	Central 1
Kampala	Kampala	Kampala City Council	Central Division	Central Division	Kamwokya I	Kamwokya I	Central 1
Kampala	Kampala	Kampala City Council	Central Division	Central Division	Kololo I	Kololo I	Central 1
Kampala	Kampala	Kampala City Council	Central Division	Central Division	Kololo II	Kololo II	Central 1
Kampala	Kampala	Kampala City Council	Central Division	Central Division	Kololo III	Kololo III	Central 1
Kampala	Kampala	Kampala City Council	Central Division	Central Division	Nakasero I	Nakasero I	Central 1
Kampala	Kampala	Kampala City Council	Central Division	Central Division	Nakasero II	Nakasero II	Central 1
Kampala	Kampala	Kampala City Council	Central Division	Central Division	Nakasero III	Nakasero III	Central 1
Kampala	Kampala	Kampala City Council	Central Division	Central Division	Kagugube	Kagugube	Central 1
Kampala	Kampala	Kampala City Council	Central Division	Central Division	Kololo IV	Kololo IV	Central 1
Kampala	Kampala	Kampala City Council	Central Division	Central Division	Bukesa	Bukesa	Central 1
Kampala	Kampala	Kampala City Council	Central Division	Central Division	Industrial Area	Industrial Area	Central 1
Kampala	Kampala	Kampala City Council	Central Division	Central Division	Old Kampala	Old Kampala	Central 1
Kampala	Kampala	Kampala City Council	Central Division	Central Division	Civic Centre	Civic Centre	Central 1
Kampala	Kampala	Kampala City Council	Central Division	Central Division	Nakivubo Shauliyako	Nakivubo Shauliyako	Central 1
Kampala	Kampala	Kampala City Council	Central Division	Central Division	Nakasero IV	Nakasero IV	Central 1
Kampala	Kampala	Kampala City Council	Central Division	Central Division	Mengo	Mengo	Central 1

This table can be updated as parishes change and are gained or lost. Records in the Parishes table can be deleted if any parish ceases to exist as a separate parish entity. The record information will be retained in the data tables, although will no longer show in the list display for selecting a suspect's home parish for location information. New parishes that may be established can be added as well.

4.4 Courts table (Courts Administration)

Records in the Courts table can be added / edited the same as records in the Parishes table. The drop-down selection box for editing the 'Court' field in the Verdicts table is generated from the records in this table.

Note: Keep existing records for the sake of data integrity and extracting verdicts data, and add new, if a court is not yet listed.