

IN THE SUPREME COURT OF THE STATE OF ARIZONA

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In the Matter of: )  
 )  
APPROVAL OF THE CRIMINAL ) Administrative Order  
DISPOSITION REPORT FORM, ) No. 2002 - 33  
FORMERLY FORM XXVII OF THE ) (Replacing Administrative  
RULES OF CRIMINAL PROCEDURE ) Order No. 99-60)  
\_\_\_\_\_ )

A.R.S. 41-1750 (U)(3) requires certain criminal dispositions be reported to the central state repository of the Arizona Department of Public Safety (DPS) on a form or in a manner specified by the rules approved by the Supreme Court. Rule 37.1 of the Arizona Rules of Criminal Procedure requires that criminal dispositions be reported to DPS in a form approved by the Supreme Court. Form XXVII (Criminal Disposition Report) was recently removed from the Arizona Rules of Criminal Procedure pursuant to Rule Change Petition R-01-0022. This rule change came about as a result of a collaborative effort among state agencies involved in analysis and improvement of the disposition reporting process. Modifications to the Criminal Disposition Report form (attached) previously approved in Administrative Order 99-60 have been made. These modifications include a decrease from five fields to three fields for listing charges, two complaint number fields were merged, a date of violation field, and court name field are added for each charge. Implementation of the revised form is scheduled for June 11, 2002.

Now, therefore, pursuant to Article VI, Section 3, of the Arizona Constitution,

IT IS ORDERED the attached Disposition Report form is hereby approved for statewide use and replaces all previous Disposition Report forms as of June 11, 2002. Any variations to the attached form shall be submitted to the Administrative Office of the Courts (AOC) for review and approval prior to modification by any court or agency.

IT IS FURTHER ORDERED Rule 37.1 of the Arizona Rules of Criminal Procedure shall be alternatively satisfied by electronic criminal disposition transmission from a court to DPS without a paper record, provided all data required by DPS is successfully transmitted. Courts shall establish a quality control mechanism to ensure their transmission error rate is within acceptable levels as established by the courts and DPS.

Dated this 23 day of April, 2002.

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CHARLES E. JONES  
Chief Justice

1] SID NUMBER

AZ



ARIZONA DEPARTMENT OF PUBLIC SAFETY  
DISPOSITION REPORT

Mail to: Criminal History Records  
AZ Department of Public Safety  
P O Box 18450  
Phoenix AZ 85005-8450

2] NAME (Last, First, Middle) \_\_\_\_\_ 3] DATE OF BIRTH (MM) / (DD) / (CCYY) \_\_\_\_\_ 4] DATE OF ARREST (MM) / (DD) / (CCYY) \_\_\_\_\_ 5] PCN \_\_\_\_\_

6] ARRESTING AGENCY ORI \_\_\_\_\_ 7] ARRESTING AGENCY CASE NO. \_\_\_\_\_ 8] BOOKING AGENCY ORI \_\_\_\_\_ 9] BOOKING NUMBER \_\_\_\_\_

10] CHARGES / AMENDED CHARGES <small>CHARGES: Please write literal if more than three (3) charges list on second (2nd) form. LAW ENFORCEMENT AGENCY: Fill in original charge(s) on line(s) 1a, 2a, etc. PROSECUTOR / COURT: Fill in amended charge(s) on line(s) 1b, 2b, etc.</small>	11] ARIZONA REVISED STATUTE OR ORDINANCE	12] DATE OF OFFENSE / VIOLATION	13] OFFENSE TYPE	14] PREPARATORY OFFENSE	15] DOMESTIC VIOLENCE & VICTIM INFO	16] DESIGNATED COURT NAME / IDENTIFIER	17] AMENDED TO (X)	18] DISPOSITION CODE	19] PRISON OR JAIL	20] LENGTH OF CONFINEMENT (da, mo, yr)	21] SENTENCE CODE	22] PROBATION LENGTH (da, mo, yr)	23] FINE YES OR NO	24] COURT CASE / COMPLAINT NUMBER	25] DISPOSITION DATE	26] AGENCY ORI MAKING DISPOSITION DECISION
1a			M F						P J				Y N			
1b			M F						P J				Y N			
2a			M F						P J				Y N			
2b			M F						P J				Y N			
3a			M F						P J				Y N			
3b			M F						P J				Y N			

27] FURTHER EXPLANATIONS OR MODIFICATIONS \_\_\_\_\_ 28] RIGHT INDEX FINGERPRINT \_\_\_\_\_

<p><b>DISPOSITION REPORT</b> A Disposition Report is required from the disposition agency (arrest, prosecutor or court) pursuant to the AZ Rules of Criminal Procedure (Rule 37) for each person fingerprinted for a reportable crime pursuant to ARS §41-1750.</p> <p><i>Please call DPS Criminal History Records (602) 223-2222 for assistance with this form.</i></p>	<p>14] PREPARATORY OFFENSE CODES A - Attempted C - Conspiracy to commit F - Facilitate S - Solicit</p>	<p>15] DOMESTIC VIOLENCE OR VICTIM INFORMATION CODES D - Crime involves domestic violence M - Victim is a minor A - Victim is a vulnerable Adult L - Victim is a law enforcement officer C - Dangerous crimes against children</p>	<p>18] DISPOSITION CODES AC - Acquitted / Not guilty CD - Court Dismissed DP - Deferred Prosecution DS - Deferred Sentencing GG - Guilty GI - Guilty but Insane NF - No complaint filed NP - Nolo Contendre plea NR - Not referred for prosecution PD - Pardoned PM - Pending due to mental incompetency PO - Plea to other charges RI - Not responsible by reason of insanity</p>	<p>APPELLATE CODES AF - Affirmed AR - Affirmed, Remanded RR - Reversed and Remanded RV - Reversed and Conviction Overturned SM - Sentence Modified</p>	<p>21] SENTENCE CODES CC - Concurrent CS - Consecutive PS - Public or Community Service SS - Court Suspended Sentence</p>
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## DISPOSITION REPORT - COMPLETION INSTRUCTIONS

1. **SID NUMBER/AZ:** If subject was previously arrested, the State Identification number may be obtained from the Arizona Computerized Criminal History (ACCH) file via terminal inquiry.
2. **NAME:** Subject's complete name as shown on the arrest fingerprint card which was completed for this arrest.
3. **DATE OF BIRTH (DOB):** As shown on the arrest fingerprint card (MMDDCCYY)  
(MM = month, DD = day, CCYY = full year; example 03/20/1954).
4. **DATE OF ARREST:** Enter the date of arrest (MMDDCCYY).
5. **PCN:** Processing control number (PCN) assigned for specific arrest incident via the AZAFIS system.
6. **ARRESTING AGENCY ORI NUMBER:** The NCIC-assigned originating agency identifier (ORI) number.
7. **ARRESTING AGENCY CASE NUMBER:** The arresting agency's case number.
8. **BOOKING AGENCY ORI NUMBER:** The NCIC-assigned originating agency identifier (ORI) number.
9. **BOOKING NUMBER:** The number assigned by the detention facility.
10. **CHARGES:** Each offense charged at the time of arrest **MUST** be listed on Line "a". Line "b" is used only for subsequent amendment to the initial arrest charge(s).
11. **ARIZONA REVISED STATUTE:** Enter the correct Arizona Revised Statute (ARS) number or the County/City Ordinance number for each charge (as indicated on the arrest fingerprint card).
12. **DATE OF OFFENSE / VIOLATION:** Enter the date of the offense / violation (MMDDCCYY).
13. **OFFENSE TYPE:** Circle "M" for misdemeanor  
Circle "F" for felony
14. **PREPARATORY OFFENSE CODE:** Enter the appropriate code from the list on the front of this form.
15. **DOMESTIC VIOLENCE & VICTIM INFORMATION CODE:** Enter the appropriate code from the list on the front of this form.
16. **DESIGNATED COURT NAME / IDENTIFIER:** Enter the designated court name or NCIC assigned originating agency identifier (ORI) for each charge.
17. **AMENDED TO:** Enter the letter "X" in box 17, line "a"; then write amended charge(s) and sentence information on the corresponding "b" line, beginning in box 10, completing all applicable boxes through to box 27.
18. **DISPOSITION CODE:** Enter the appropriate disposition or appellate code from the list on the front of this form.
19. **PRISON/JAIL:** If the subject was confined: Circle "P" for Prison OR Circle "J" for Jail.
20. **LENGTH OF CONFINEMENT:** Indicate the length of confinement (in days, months, years, etc.), to which the subject is sentenced. Example: 1 yr./2 mo.
21. **SENTENCE CODE:** Enter the appropriate sentence code from the list on the front of this form.
22. **PROBATION LENGTH:** Indicate the length of probation (in days, months, years, etc.,) to which the subject is sentenced. Example: 3 yr.
23. **FINE:** Circle "Y" for Yes, to indicate that a fine was imposed.  
Circle "N" for No, to indicate there was no fine imposed.
24. **COURT CASE / COMPLAINT NUMBER:** The case or complaint number assigned by the Court.
25. **DISPOSITION DATE:** Enter the official disposition date (MMDDCCYY).
26. **AGENCY ORI MAKING DISPOSITION DECISION:** The NCIC-assigned originating agency identifier (ORI) of the agency making the disposition decision.
27. **FURTHER EXPLANATIONS OR MODIFICATIONS:** Further explanation regarding a particular charge/disposition (list the charge number) may be entered in this section.
28. **INDEX FINGERPRINT:** (lower right corner of this form) At the time of arrest/fingerprinting, the subject's right index fingerprint may be placed in this box.

## GENERAL INSTRUCTIONS

- A. **ARRESTING AGENCY MUST** submit two (2) complete fingerprint arrest cards to the Department of Public Safety, Criminal History Records (CHRU) in order for this disposition to be processed. The arresting agency must fill in all of the arrest data. If the arrest is disposed of by the arresting agency, as where the subject is not referred for prosecution, THEN the arresting agency must fill in the Disposition Report and mail this report to DPS. In the event the case goes to the prosecutor, this report must be forwarded to the prosecutor with the subject's file.
- B. **PROSECUTOR MUST** complete the Disposition Report to show the disposition at the prosecutorial level, if the matter is not being forwarded to the court for action. Thereafter submit the Disposition Report directly to DPS. If court action is required, the prosecutor must forward this the Disposition Report report with the case file to the court having jurisdiction.
- C. **COURT MUST** place its case or complaint number in box 24 and on the line corresponding to the charge. The court determines the disposition of the offense and notes it on the Disposition Report after the subject's court appearance. NOTE: After insuring that Boxes 10 and 11 have been filled out, and Boxes 12-26 as appropriate, the Disposition Report is forwarded to DPS.
- APPELLATE COURT MUST complete the Disposition Report when applicable. Modification of conviction or sentence should be indicated on "Line b" for EACH court.
- D. **SPLIT CHARGE:** If there is more than one charge and the disposition for each charge is to be made in different courts, it will be necessary for the law enforcement agency or prosecutor to submit the original Disposition Report to one court and a LEGIBLE photocopy of the Disposition Report to the other court.

