Batch File Layout
Effective 7/1/08

Prisoner Record Format:

This is the prisoner record and is required. This record must be used for all prisoners who were confined any time during the reporting period.

Information Contained In the Record:

Transaction Code	Positions 1 through 1. Always a 'C'.
Jail ID	Positions 2 through 4. This is the Jail number associated with the transmission. This field must be numeric. This is a required field.
SSN	Positions 5 through 13. This is the prisoner's Social Security Number. This field must be numeric. This is a required field.
Transaction Date	Positions 14 through 21. This is the date of the transmission. Date must be in YYYYMMDD format where YYYY denotes the year (for example 1996); MM denotes the month (01 - 12); and, DD denotes the day (01 - 31). This is a required field.
Transaction Time	Positions 22 through 27. This is the time of the transmission. Time must be in HHMMSS format where HH denotes the hour (00 - 24); MM denotes the minute (00 - 59); and, SS denotes the second (00 - 59). Standard military time must be used. This is a required field.
Record ID	Positions 28 through 29. This is the record identifier for the prisoner record. This must always be set to '01'. This is a required field.
UNUSED	Positions 30 through 38.
Last Name	Positions 39 through 65. This is the prisoner's last name. This is a required field. Alias information must not be listed in this field.
First Name	Positions 66 through 77. This is the prisoner's first name. This is a required field. Alias information must not be listed in this field.
Middle Name	Positions 78 through 85. This is the prisoner's middle name. This is an optional field. Alias information must not be listed in this field.
Name Suffix	Positions 86 through 88. This is the prisoner's name suffix. For example, 'Jr', 'Sr', etc. This is an optional field. Alias information must not be listed in this field.
Hair Color	Position 89 through 91. This is the prisoner's hair color code. This is a required field unless your system does not capture this information. If your system does not capture this information, please see the note at the end of the batch file layout. The standard list of FBI hair color codes will be used. See attached list.
Eye Color	Positions 92 through 94. This is the prisoner's eye color code. This is a required field unless your system does not capture this information. If your system does not capture this information, please see the note at the end of the batch file layout. The standard list of FBI eye color codes will be used. See attached list.
Weight	Positions 95 through 98. This is the prisoner's weight as recorded in pounds. This is a required field unless your system does not capture this information. If your system does not capture this information, please see the note at the end of the batch file layout.
Height	Positions 99 through 102. This is the prisoner's height as recorded in inches. This is a required field unless your system does not capture this information. If your system does not capture this information, please see the note at the end of the batch file layout.
Date of Birth	Positions 103 through 110. This is the prisoner's date of birth. Date must be in YYYYMMDD format where YYYY denotes the year (for example, 1996); MM denotes the month (01 - 12); and, DD denotes the day (01 - 31). This is a required field.
Race	Positions 111 through 111. This is the prisoner's race code. This is a required field. Refer to the attached list for valid race codes.

Batch File Layout (continued)

Prisoner Record Format:

Information Contained In the Record (continued):

Sex
Positions 112 through 112. This is the prisoner's sex code. This is a required field. Valid values are 'M' for male and 'F' for female.

Country of Birth
Positions 113 through 114. This is the prisoner's country of birth if other than the United States. If the prisoner's country of birth is the United States, this field should be space filled. *This is a required field.* Standard FBI country codes will be used. See attached list of country codes.

Country of Citizenship
Positions 115 through 116. This is the prisoner's country of citizenship if other than the United States. If the prisoner's country of citizenship is the United States, this field should be space filled. *This is a required field.* Standard FBI country codes will be used. See attached list of country codes.

Immigration Identification Number
Positions 117 through 125. This is the prisoner's immigration number if the country of citizenship is other than the United States. This is an optional field and will not be edited.

Scars, Marks and Tattoos
Positions 126 through 145. This is a free form text area to be used to record any special identifying marks the prisoner may have. This is an optional field and will not be edited.

Medical Alert Information
Positions 146 through 223. This is a free form text area to be used to record any special medical information relating to the prisoner. This is an optional field.

Local Prisoner ID
Positions 224 through 235. This is the prisoner's identification number as found on the remote system. This is an optional field.

Commitment Date
Positions 236 through 243. This is the date of the prisoner's confinement. Date must be in YYYYMMDD format where YYYY denotes the year (for example, 1996); MM denotes the month (01 - 12); and, DD denotes the day (01 - 31). This is a required field.

Commitment Time
Positions 244 through 249. This is the time of the prisoner's confinement. Time must be in HHMMSS format where HH denotes the hour (00 - 24); MM denotes the minute (00 - 59) and SS denotes the second (00 - 59). Standard military time must be used. This is a required field.

Reason Confined
Positions 250 through 251. This is the code for the reason why the prisoner is confined. This is a required field. Refer to the current J7/J8 manual for a list of reasons confined.

Detainers
Positions 252 through 252. This field must be used to denote the prisoner has active Detainers. This is an optional field; however, if entered must be equal to 'Y' (for has active detainers); 'N' or blank (for does not have active detainers). If this field is set to 'Y' then, the detainer jails must also be specified.

Alert Flag
Positions 253 through 253. This field must be used to denote the prisoner has a special condition that warrants attention. This is an optional field; however, if entered must be valid. Valid options are 'Y' (for has special condition) or blank (does not have special condition). If the alert flag is equal to 'Y' then commitment comments must also be entered.

Commitment Comments
Positions 254 through 331. This is a free form text field to be used to record any special commitment comments; or the reason the alert flag has been turned on. This is an optional field; however, if the alert flag is equal to 'Y' then commitment comments must be entered. If the reason confined is '37' then the name of the Hospital must be entered in this field.

DOC Compliance Status
Positions 332 through 334. This is a local use field used to denote the compliance status as it relates to a state responsible prisoner. This is an optional field; however, if entered must be valid. Refer to the list of attached DOC compliance status codes.

DOC Inmate Number
Positions 335 through 340. This is the prisoner's DOC inmate number. This is an optional field and will not be edited.

Facility Location
Positions 341 through 343. This is location of the prisoner in the local jail facility. This field is a local use field. For inmates confined with reason confined of '73', '78', or '79' this field must contain 'MIN', 'MED', or 'MAX' to indicated the security level the inmate is housed in. For other inmates this field is for local use and is not required or edited.

Housing Status
Positions 344 through 346. This can be used to denote the housing status of the prisoner. This field is a local use field. For inmates confined with reason confined of '73', '78', or '79' this field must contain 'MIN', 'MED', or 'MAX' to indicated the security level required for the inmate. For other inmates this field is for local use and is not required or edited.

Batch File Layout (continued)

Prisoner Record Format:

Information Contained In the Record (continued):

Exemplary Goodtime Days Positions 347 through 350. This is used to record goodtime days as it relates to exemplary time. This is an optional field; however, if entered must be numeric.

Exemplary Goodtime Months Positions 351 through 354. This is used to record goodtime months as it relates to exemplary time. This is an optional field; however, if entered must be numeric.

Exemplary Goodtime Years Positions 355 through 358. This is used to record goodtime years as it relates to exemplary time. This is an optional field; however, if entered must be numeric.

Judicial Goodtime Days Positions 359 through 362. This is used to record goodtime days as it relates to judicial time. This is an optional field; however, if entered must be numeric.

Judicial Goodtime Months Positions 363 through 366. This is used to record goodtime months as it relates to judicial time. This is an optional field; however, if entered must be numeric.

Judicial Goodtime Years Positions 367 through 370. This is used to record goodtime years as it relates to judicial time. This is an optional field; however, if entered must be numeric.

Statutory Goodtime Days Positions 371 through 374. This is used to record goodtime days as it relates to statutory time. This is an optional field; however, if entered must be numeric.

Statutory Goodtime Months Positions 375 through 378. This is used to record goodtime months as it relates to statutory time. This is an optional field; however, if entered must be numeric.

Statutory Goodtime Years Positions 379 through 382. This is used to record goodtime years as it relates to statutory time. This is an optional field; however, if entered must be numeric.

Jail Credit Certification Date Positions 383 through 390. This is the date the jail time was certified for the prisoner. Date must be entered in YYYYMMDD format where YYYY denotes the year (for example, 1996); MM denotes the month (01 - 12); and, DD denotes the day (01 - 31). This is an optional field; however, if entered must be numeric.

Release Comments Positions 391 through 468. This is a free form text field used to record any release comments. This field is an optional field; however, if release date, time and reason are not specified, this field must be blank.

Release Date Positions 469 through 476. This is the date the prisoner was released/transferred from the local jail facility. Date must be entered in YYYYMMDD format where YYYY denotes the year (for example, 1996); MM denotes the month (01 - 12) and DD denotes the day (01 - 31). This is a required field; however, if the prisoner has not been released, this field must be equal to zeros.

Release Time Positions 477 through 482. This is the time the prisoner was released/transferred from the local jail facility. Time must be entered in HHMMSS format where HH denotes the hour (00 - 24); MM denotes the minute (00 - 59); and, SS denotes the second (00 - 59). Standard military time must be used. This is a required field. However, if the prisoner has not been released, this field must be equal to zeros.

Release Reason Positions 483 through 484, This is the code for the reason the prisoner was released/transferred from the local jail facility. This is a required field. However, if the prisoner has not been released, this field must be left blank. Refer to the current J7/J8 manual for a list of release reasons.

Conviction Date Positions 485 through 492. This is the date the prisoner was convicted of a specific offense. Date must be entered in YYYYMMDD format where YYYY denotes the year (for example, 2002); MM denotes the month (01-12) and DD denotes the day (01-31). Required if the offense sentence date is 7/1/2001 or after. Zero fill if not used.

Offense Tracking Number Positions 493 through 507. This is a required field for all charges committed on or after 7/1/06. Note: The OTN will not be required for parole or probation violations.

Contact Inmate Indicator: Position 508 through 508. This is a required field. Valid values are 'Y' (for yes) and 'N' (for No). Used to distinguish between a inmate that is being housed in another jail on a 'contractual' basis versus the inmate that is being held as a 'courtesy'. Example of when indicator should be set to 'Y' -- due to overcrowding Dinwiddie County is housing several of their inmates at Southside Regional Jail – these inmates would have a 'Y' in the Contract Inmate Indicator field. Example of when indicator should be set to 'N' -- a individual is stopped on a traffic violation in Glocester County and is found to have an outstanding warrant from Richmond City, the inmate is confined in Glocester County Jail and the Contract Inmate Indicator would be 'N'.

UNUSED Positions 509 through 515.
 State Identification

Number (SID)	Positions 516 through 526 This field is required if the inmate has been arrested on a felony. The SID number is supplied by the Virginia State Police when the inmate is fingerprinted. The first two positions of this field will be the state identification code; for example, 'VA' for Virginia.
Unused	Positions 527 through 562. Reserved for future use, leave blank.
Current Location	Positions 563 through 640. This is a free form text field used to record the prisoner's location if not in the local jail facility. For inmates confined with reason confined of '73', '78', or '79' this field must contain the identification of the agency the inmate is being held for, 'INS', 'FBI', etc . For other inmates this field is for local use and is not required or edited.

Batch File Layout (continued)

Prisoner Record Format:

Information Contained In the Record (continued):

Offense Code	Positions 641 through 649. The 9 character VCC code must be used. Please pay special attention to the changes in the offense code type. This is a required field.
Offense Sequence Number	Positions 650 through 653. This must be set to '0001'. Any additional offenses must be numbered '0002' through '9999'. This is a required field. Regarding the reporting of additional offenses, refer to the record layout for additional offense records.
Offense Date	Positions 654 through 661. This is the date the offense was committed. Date must be entered in YYYYMMDD format where YYYY denotes the year (for example, 1996); MM denotes the month (01 - 12); and, DD denotes the day (01 - 31). This is a required field.
Arrest Date	Positions 662 through 669. This is the date an arrest was made for the specific offense. Date must be entered in YYYYMMDD format where YYYY denotes the year (for example, 1996); MM denotes the month (01 - 12); and, DD denotes the day (01 - 31). This is an optional field; however, if entered must be valid.
Arrest Time	Positions 670 through 675. This is the time an arrest was made for the specific offense. Time must be entered in HHMMSS format where HH denotes the hour (00 - 24); MM denotes the minute (00 - 59) and SS denotes the second (00 - 59). Standard military time must be used. This is an optional field; however, if entered must be valid. If an arrest time is specified, the arrest date must also be entered.
Arresting Officer	Positions 676 through 705. This is the name of the officer making the arrest for the specific offense code. This field is optional; however, if entered, the arrest date must also be entered.
Assistant Arresting Officer	Positions 706 through 735. This is the name of the officer assisting with the arrest for the specific offense code. This field is optional; however, if entered, the arrest date must also be entered.
Court Jurisdiction	Positions 736 through 738. This is the FIPS number of the Court having jurisdiction. This is a required field.
Date Sentenced	Positions 739 through 746. This is the date the prisoner was sentenced for the specific offense code. Date must be entered in YYYYMMDD format where YYYY denotes the year (for example, 1996); MM denotes the month (01 - 12); and, DD denotes the day (01 - 31). This is a required field. However, if the prisoner has not been sentenced for the specific offense code this field must be equal to zeros.
Document Control Number (DCN)	Positions 747 through 758. This is the document Control Number as generated by CCRE. This field is required, if your system captures the DCN. If your system does not capture DCN, please contact the Compensation Board informing them of when your system will capture the DCN.
Court Type	Position 759. Required if the reason confined is '17', '18', or '19' otherwise must be blank. Valid values are '1' (Juvenile and Domestic Relations); '2' (General District); and '3' (Circuit).
Disposition	Positions 760 through 761. A disposition should be used if the offense has been satisfied and did not result in jail time. Valid values are listed at the end of the batch file layouts.
UNUSED	Position 762 through 762.
Approximate Age Recorded Date	Positions 763 through 770. Use with Approximate Age (positions 814-815) when date of birth is unknown
Unused	Position 771.
Offense As Sentenced	Positions 772 through 780. This field is required is the prisoner has been sentenced for the specific offense. However, if the prisoner has not been sentenced, this field must be left blank. . The 9

character VCC code must be used. Please pay special attention to the changes in the offense code type.

Sentence Length Years   Positions 781 through 784. This is the number of years the prisoner was sentenced to for the specific offense. This field must be right justified and zero filled. If the prisoner has not been sentenced, this field must be equal to zeros.

Batch File Layout (continued)

Prisoner Record Format:

Information Contained In the Record (continued):

Sentence Length Months	Positions 785 through 788. This is the number of months the prisoner was sentenced to for the specific offense. This field must be right justified and zero filled. If the prisoner has not been sentenced, this field must be equal to zeros.
Sentence Length Days	Positions 789 through 792. This is the number of days the prisoner was sentenced to for the specific offense. This field must be right justified and zero filled. If the prisoner has not been sentenced, this field must be equal to zeros.
Offense Type	Position 793. This is the type of offense. This is a required field. Valid values are: 'A' - Felony committed on or after 01/01/95 'B' - Felony committed before 01/01/95 'C' - Felony conspiracy 'T' - Felony attempt 'M' - Misdemeanor 'O' - Local Ordinance
Sentenced Offense Type	Position 794. This is the type of offense the prisoner was sentenced on. This is a required field if the prisoner has been sentenced. If the prisoner has not been sentenced on the offense, this field should be equal to spaces. Valid values are: 'A' - Felony committed on or after 01/01/95 'B' - Felony committed before 01/01/95 'C' - Felony conspiracy 'T' - Felony attempt 'M' - Misdemeanor 'O' - Local Ordinance
Concurrent/Non-concurrent	Positions 795 through 795. This field is used to denote whether the sentence is to be a concurrent or non-concurrent sentence. Valid values are 'C' (for concurrent) and 'N' (for non-concurrent). This field is required. However, if the prisoner has not been sentenced, this field must be left blank.
Data Source	Positions 796 through 796. This field must always be equal to a 'B' for Batch upload. This is a required field.
Transfer to Jail	Positions 797 through 799. This is a required field if the reason released is equal to '35'. If the release reason is not equal to '35' then this field should contain spaces.
Insurance Number Group	Positions 800 through 802.
Disposition Date	Positions 803 through 810. Date the Disposition was effective. Required if Disposition is not blank. If not used fill with zeros.
Held for Locality	Positions 811 through 813. This is the locality for which you are holding an inmate. This is a required field and must be a valid FIPS. If the inmate is being held for federal or out of state authorities you should use 801-888. Refer to the list of valid Federal/Out of state codes at the end of this document.
Approximate Age	Positions 814 through 815. Use with Approximate Age Recorded Date (763-770) when date of birth is unknown, right justify and zero fill.
Detainer Jail #1	Positions 816 through 818. This is the jail facility number associated with the detainers field. If the detainers field is equal to 'Y' then this field is required.
Detainer Jail # 2	Positions 819 through 821. This is the jail facility number associated with the detainers field. This field should be used to record the jail number if there is more than one jail associated with the detainers. This field is optional; however, if entered must be a valid jail facility number.
Detainer Jail # 3	Positions 822 through 824. This is the jail facility number associated with the detainers field. This field should be used to record the jail number if there are more than two jails associated with the detainers. This field is optional; however, if entered must be a valid jail facility number.
Detainer Jail # 4	Positions 825 through 827. This is the jail facility number associated with the detainers field. This field should be used to record the jail number if there are more than three jails associated with the detainers. This field is optional; however, if entered must be a valid jail facility number.
Detainer Jail # 5	Positions 828 through 830. This is the jail facility number associated with the detainers field. This field should be used to record the jail number if there are more than four jails associated with the detainers. This field is optional; however, if entered must be a valid jail facility number.

Batch File Layout (continued)

Prisoner Record Format:

Information Contained for the Additional Offense(s) Record Format: *This is a required record, if the prisoner has more than one offense.*

Transaction Code   Positions 1 through 1. Always a 'C'.

Jail ID   Positions 2 through 4. This is the Jail number associated with the transmission. This field must be numeric. This is a required field and must match the Jail ID as listed on the Prisoner Record.

SSN   Positions 5 through 13. This is the prisoner's Social Security Number. This field must be numeric. This is a required field and must match the SSN as listed on the Prisoner Record.

Transaction Date   Positions 14 through 21. This is the date of the transmission. Date must be in YYYYMMDD format where YYYY denotes the year (for example 1996); MM denotes the month (01 - 12); and, DD denotes the day (01 - 31). This is a required field and must match the Transaction Date as listed on the Prisoner Record.

Transaction Time   Positions 22 through 27. This is the time of the transmission. Time must be in HHMMSS format where HH denotes the hour (00 - 24); MM denotes the minute (00 - 59); and, SS denotes the second (00 - 59). Standard military time must be used. This is a required field and must match the Transaction Time as listed on the Prisoner Record.

Record ID   Positions 28 through 29. This field must always be set to '04'. This is a required field.

Offense Code   Positions 30 through 38. The nine (9) digit VCC offense code should be used. This is a required field when reporting additional offenses.

Offense Sequence Number Positions 39 through 42. This is the sequence number associated with the offense. This field must be a sequential number starting with '0002'. As mentioned previously, the most serious offense code must be recorded in the Prisoner Record.

Offense Date   Positions 43 through 50. This is the date the offense was committed. Date must be entered in YYYYMMDD format where YYYY denotes the year (for example, 1996); MM denotes the month (01 - 12); and, DD denotes the day. This is a required field.

Arrest Date   Positions 51 through 58. This is the date an arrest was made for the specific offense. Date must be entered in YYYYMMDD format where YYYY denotes the year (for example, 1996); MM denotes the month (01 - 12); and DD denotes the day (01 - 31). This is an optional field; however, if entered must be valid.

Arrest Time   Positions 59 through 64. This is the time an arrest was made for the specific offense. Time must be entered in HHMMSS format where HH denotes the hour (00 - 24); MM denotes the minute (00 - 59) and SS denotes the second (00 - 59). This is an optional field; however, if entered must be valid. If an arrest time is specified, then the arrest date must also be specified.

Arresting Officer   Positions 65 through 94. This is the name of the officer making the arrest of the specific offense. This is an optional field.

Assistant Arresting Officer   Positions 95 through 124. This is the name of the officer assisting in the arrest of the specific offense. This is an optional field.

Court Jurisdiction   Positions 125 through 127. This is the FIPS code of the court having jurisdiction. This is a required field.

Date Sentenced   Positions 128 through 135. This is the date the prisoner was sentenced for the specific offense. Date must be entered in YYYYMMDD format where YYYY denotes the year (for example, 1996); MM denotes the month (01 - 12); and, DD denotes the day (01 - 31). This is a required field; however, if the prisoner has not be sentenced, this field must be equal to zeros.

Document Control Number Positions 136 through 147. This is the document Control Number as generated by CCRE. This field is required, if your system captures the DCN. If your system does not capture DCN, please contact the Compensation Board informing them of when your system will capture the DCN.

Batch File Layout (continued)

Prisoner Record Format:

Information contained for the Additional Offense(s) Record Format (Continued): *This is a required record, if the prisoner has more than one offense.*

Court Type	Position 148. <u>Required if the reason confined is '17', '18', or '19' other it must be blank.</u> Valid values are '1' (Juvenile and Domestic Relations); '2' (General District); and '3' (Circuit).
Disposition	Positions 149 through 150. See dispositions at the end of the batch file layouts.
Disposition Date	Positions 151 through 158. Date the Disposition was effective. Required if Disposition is not blank. If not used fill with zeros.
Unused Area	Positions 159 through 160. This area is currently unused and must be equal to zeros or spaces.
Offense As Sentenced	Positions 161 through 169. This is the 9 character VCC code for which the prisoner has been sentenced. This field is required if the sentence date is entered. If the prisoner has not been sentenced, this field must be left blank.
Sentence Length Years	Positions 170 through 173. This is the number of years the prisoner was sentenced to for the specific offense. This field must be right justified and zero filled. If the prisoner has not been sentenced, this field must be equal to zeros.
Sentence Length Months	Positions 174 through 177. This is the number of months the prisoner was sentenced to for the specific offense. This field must be right justified and zero filled. If the prisoner has not been sentenced, this field must be equal to zeros.
Sentence Length Days	Positions 178 through 181. This is the number of days the prisoner was sentenced to for the specific offense. This field must be right justified and zero filled. If the prisoner has not been sentenced, this field must be equal to zeros.
Offense Type	Position 182. This is the type of offense. This is a required field. Valid values are: 'A' - Felony committed on or after 01/01/95 'B' - Felony committed before 01/01/95 'C' - Felony conspiracy 'T' - Felony attempt 'M' - Misdemeanor 'O' - Local Ordinance
Sentenced Offense Type	Position 183. This is the type of offense the prisoner was sentenced on. This is a required field if the prisoner has been sentenced. If the prisoner has not been sentenced on the offense, this field should be equal to spaces. Valid values are: 'A' - Felony committed on or after 01/01/95 'B' - Felony committed before 01/01/95 'C' - Felony conspiracy 'T' - Felony attempt 'M' - Misdemeanor 'O' - Local Ordinance
Concurrent/Non-concurrent	Positions 184 through 184. This field is used to denote whether the sentence is a concurrent or non-concurrent sentence. Valid values are 'C' (for concurrent) and 'N' (for non-concurrent). If the prisoner has not been sentenced, this field must be left blank. This field is required if the sentence date is entered.
Conviction Date	Positions 185 through 192. This is the date the prisoner was convicted on the specific offense. Required if the offense sentence date is 7/1/2001 or after. Zero fill if not used.
Offense Tracking Number	Positions 193 through 207. This is a required field for all charges committed on or after 7/1/06. Note: The OTN will not be required for parole or probation violations.

Batch File Layout (continued)

Prisoner Record Format:

Information Contained in the Alias Name Record Format: **This is an optional record and must be used to list alias names the prisoner may also be known as.**

Transaction Code Positions 1 through 1. Always a 'C'.

Jail ID Positions 2 through 4. This is the Jail number associated with the transmission. This field must be numeric. This is a required field and must match the Jail ID as listed on the Prisoner Record.

SSN Positions 5 through 13. This is the prisoner's Social Security Number. This field must be numeric. This is a required field and must match the SSN as listed on the Prisoner Record.

Transaction Date Positions 14 through 21. This is the date of the transmission. Date must be in YYYYMMDD format where YYYY denotes the year (for example 1996); MM denotes the month (01 - 12); and, DD denotes the day (01 - 31). This is a required field and must match the Transaction Date as listed on the Prisoner Record.

Transaction Time Positions 22 through 27. This is the time of the transmission. Time must be in HHMMSS format where HH denotes the hour (00 - 24); MM denotes the minute (00 - 59); and, SS denotes the second (00 - 59). Standard military time must be used. This is a required field and must match the Transaction Time as listed on the Prisoner Record.

Record ID Positions 28 through 29. This field must always be equal to '02'. This is a required field.

Last Name Positions 30 through 59. This field is used to list the alias last name for the prisoner. This is a required field.

First Name Positions 60 through 71. This field is used to the list alias first name for the prisoner. This is a required field.

Middle Name Positions 72 through 79. This field is used to list the alias middle name for the prisoner. This is an optional field.

Name Suffix Positions 80 through 82. This field is used to list the alias name suffix, for example 'Jr', 'Sr', etc. This is an optional field.

Batch File Layout (continued)

Gang Record Format:

Information Contained in theGang-InformationRecord Format: **This record is required if your system collects gang-related' information. If your system does not collect this information, please contact Anne Wilmoth at the Compensation Board to discuss when your system will be changed to capture this information.**

Transaction Code	Positions 1 through 1. Always a 'C'.
Jail ID	Positions 2 through 4. This is the Jail number associated with the transmission. This field must be numeric. This is a required field and must match the Jail ID as listed on the Prisoner Record.
SSN	Positions 5 through 13. This is the prisoner's Social Security Number. This field must be numeric. This is a required field and must match the SSN as listed on the Prisoner Record.
Transaction Date	Positions 14 through 21. This is the date of the transmission. Date must be in YYYYMMDD format where YYYY denotes the year (for example 1996); MM denotes the month (01 - 12); and, DD denotes the day (01 - 31). This is a required field and must match the Transaction Date as listed on the Prisoner Record.
Transaction Time	Positions 22 through 27. This is the time of the transmission. Time must be in HHMMSS format where HH denotes the hour (00 - 24); MM denotes the minute (00 - 59); and, SS denotes the second (00 - 59). Standard military time must be used. This is a required field and must match the Transaction Time as listed on the Prisoner Record.
Record ID	Positions 28 through 29. This field must always be equal to '03. This is a required field.
Gang Affiliation:	Position 30 through 30. This field is used to denote an inmate is affiliated with a gang. Valid values are 'Y' (for yes) and 'N' (for no).
Gang Name:	Positions 31 through 79. This is the name of the gang with whom the inmate is affiliated. This field should be equal to spaces if the value of gang_affiliation is 'N'.

Batch File Layout (continued)

Prisoner Record Format:

FBI CODES FOR EYE COLOR

BLK	Black
BLU	Blue
BRO	Brown
GRY	Gray
GRN	Green
HAZ	Hazel
MAR	Maroon
PNK	Pink
XXX	Unknown

FBI CODES FOR HAIR COLOR

BAL	Bald
BLK	Black
BLN	Blond or Strawberry
BRO	Brown
GRY	Gray or Partially Gray
RED	Red or Auburn
SDY	Sandy
WHI	White
XXX	Unknown

DOC COMPLIANCE STATUS CODES

ATJ	Assigned to Jail
RFP	Returned from Parole
PVR	Discretionary Parole Violator
MPV	Mandatory Parole Violator
JCB	Jail Classified Bed
RTJ	Returned to Jail
PBW	Parole Board Warrant

Batch File Layout (continued)

Prisoner Record Format:

VIRGINIA RACE CODES

A	Asian
B	Black
C	Chinese
H	Hispanic
I	Indian
J	Japanese
O	Other
W	White
X	Unknown

DISPOSITION VALUES

AM - Amended (Sentenced offense)
AP - Appealed (Sentenced offense)
AR - Awaiting Parole Revocation (Sentenced offense)
AS - Awaiting Probation /Show cause Revocation (Sentenced offense)
BC - Boot Camp (Sentenced offense)
BO - Bond (Unsentenced offense)
CC - Community Corrections (Sentenced offense)
CD - Charges Dismissed (Disregard charge as of disposition date)
CE - Certified (Unsentenced offense)
CO - Continued (Unsentenced offense)
CR - Court Ordered Release (Unsentenced offense)
CU - Court Ordered Release (Sentenced offense)
DN - Detention Center (Sentenced offense)
DT - Deferred Treatment (Sentenced offense)
DV - Diversion Center (Sentenced offense)
FI - Fined (Sentenced offense)
GU - Guilty (Sentenced offense)
IS - Imposition Sentence (Sentence offense)
NC - Null Code (Disregard charge as of disposition date)
NG - Not Guilty (Disregard charge as of disposition date)
NP - Nolle Prosequi (Disregard charge as of disposition date)
PA - Paroled (Sentenced offense)
PB - Plea Bargain (Disregard charge as of disposition date)
PD - Parole Dismissed (Unsentenced offense)
PR - Probation Dismissed (Unsentenced offense)
PS - Pre-Sentenced (Sentenced offense)
RE - Recognized (Unsentenced offense)
SE - State Sentence (Sentenced offense)
SS - Suspended Sentence (Sentenced offense - length will be disregarded)
TH - Temporary Hold Only (Unsentenced offense)
TS - Time Served (Sentenced offense - disregard charge as of disposition date)
UA - Under Advisement (Sentenced offense)