

Royal Canadian Mounted Police (RCMP) National Police Service (NPS)  
Canadian Criminal Real Time Identification Services (CCRTIS) Real Time Identification (RTID)  
Biometric Business Solutions (BBS)

# BEST PRACTICES FOR THE CAPTURE OF CHARGE INFORMATION IN SUPPORT OF NPS-NIST-ICD V.1.7.8 v 1.6

## IMPLEMENTATION AND USE OF THE FEDERAL STATUTES TABLE

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## Executive Summary

This document has been created to assist vendors and law enforcement agencies in interpreting the National Police Services National Institute of Standard Technology (NPS-NIST) Federal Statutes Table and to suggest “Best Practices” when updating their automated systems. It is focused specifically on “Best Practices” for the application and population of the Charge Information (Tag 2.829) of the NPS-NIST Interface Control Document (ICD) for External Contributors (version 1.7.8, revision 1.6). It provides the reader with a better understanding of the Federal Statutes Table structure and how it can be used to help facilitate the accurate charge selection and data entry process required to populate the Charge Information.

The following list highlights the most important Best Practices recommendations that should be considered in the development and implementation of the front-end application that will be used to capture the charge information. Examples and further details are provided within the main body of this document.

- ✓ Incorporate the most recent version of the Federal Statutes Table into the front-end application as soon as possible to avoid any future data synchronization problems.
- ✓ No changes should be made to the distributed Federal Statutes Table. All changes to this table must be made by the RCMP. Vendors are encouraged to use separate and distinct tables to store any additional attributes and/or entries that they want to link to the Federal Statutes Table.
- ✓ Populate the Charge Description sub-tags with the wording found on the Federal Statutes Table used by the front-end application.
- ✓ Make sure that the Federal Statutes Table version used by the agency’s front-end application matches exactly the table version supported on the RCMP NPS-NIST Server (NNS).
- ✓ Use free form entries only when the Statute, Section Number, and exact Wording cannot be found in the Federal Statutes Table, and only when the charges fall under a Federal Statute.
- ✓ Develop a context-sensitive key word search (by charge and/or charge wording) to enable users to search for charges. This search should only display those charges associated to the statute, language, and selected offence date.
- ✓ Enable users to enter a charge in free form only when the user has attempted to find the charge using this context-sensitive key word search.
- ✓ Set Young Person Flags automatically based on the person’s Date of Birth and Offence Date.
- ✓ Automatically populate the Caution Flag (Tag 2.816) based on the charge selected.
- ✓ Follow the rules defined in this document to populate the field Section # of an Attempt or Conspiracy (Section 2.5).
- ✓ Apply business rules against the Offence Date – such as:
  - Offence Date associated to the charge selected must be between the charge entry’s associated Proclamation Date and the Expired Date.
  - Offence Date must not be greater than the date on which the transaction is submitted.

# 1 Introduction

The RCMP has developed a NPS-NIST ICD for External contributors that describes the information and the structure of the data that needs to be submitted electronically by the contributor in order to submit a variety of transactions, including the Criminal Answer Required Retain Yes (CAR-Y) transaction. The CAR-Y is used to submit a person's biometric, biographical and criminal information to the RCMP's national repository of fingerprints and criminal record information. This information may be used to create or update an offender's criminal information to be forwarded through the NPS-NIST Server (NNS) and Criminal Justice Information Management System (CJIM) to the central repository on Canadian Police Information Centre (CPIC).

## 1.1 Purpose

This document has been created to assist vendors and law enforcement agencies in interpreting the Federal Statutes Table and to provide and identify the necessary requirements for implementing the table.

## 1.2 Scope

This document focuses specifically on "Best Practices" for application and population of the Charge Information (Tag 2.829) of the NPS-NIST ICD Version 1.7.8. It provides the reader with a better understanding of the Federal Statutes Table structure and how it can be used to help facilitate the charge selection and data entry process required to populate the Charge Information.

## 1.3 Background Information

### 1.3.1 Charge Information

The Charge Information (Tag 2.829) is found within the NPS-NIST ICD CAR-Y transaction. This tag defines the Charge Information that must be captured and transmitted with the submission. The Charge Information is validated at the RCMP NPS-NIST Server against the Identification of Criminals Act requirements prior to further processing of the submission. If validation fails, the submission will be rejected.

The full structure of the Charge Information tag and a description of each of the sub-tags can be found in Appendix A of this document. An example of what may be populated for Charge Information is described in Appendix D of this document.

### 1.3.2 Federal Statutes Table

The most common Section Numbers and Federal Statutes under which an individual may be charged are found in the Federal Statutes Table. The most current version will be the version of this table published and distributed to contributors that are certified to version 1.7.8 of the NPS-NIST ICD. Only when the appropriate Statute, Section, and exact wording cannot be found in the Federal Statutes Table should the contributor send in the information in free form. The Federal Statutes Table contains the charges that are most commonly used when sending in a Criminal Ten print submission. The values may change over time, as legislative changes may introduce the need to amend, add, or expire certain Sections within a Statute or even the Statute itself. As such, RCMP will amend the Federal Statutes Table centrally as required. The RCMP will also publish an updated Federal Statutes Table bi-yearly. The version number of the table will change every time a new version is published. It is mandatory that contributors use the Federal Statutes Table without making local amendments to it.

For submissions using version 1.7.8 of the NPS-NIST ICD, the RCMP NPS-NIST Server will reject the submission if the Federal Statutes Table version number does not correspond to an acceptable Federal Statutes Table version number applicable to a particular version of the NPS-NIST ICD. A cross-reference table will track legitimate combinations.



CCRTIS is currently backward compatible four Federal Statute Table version numbers. That is, for example if version 1.7.8. of the NPS-NIST ICD supports Federal Statutes Table version number 026, then versions 025, 024, and 023 of the Federal Statutes Table are valid.

The RCMP NPS-NIST Server will reject a submission where one or more of the Federal Statutes Table entries provided is not in effect on the date of offence. More than one Federal Statutes Table versions may be supported in version 1.7.8 of the NPS-NIST ICD. Each version of the Federal Statutes Table supported by NPS-NIST ICD V1.7.8 may expire over time. The expiry date may be augmented by a grace period.

The full structure of the Federal Statutes Table and a description of each of the fields defined within can be found In Appendix B of this document. An example of what may be populated for Charge Information is described in Appendix D of this document.

### 1.3.2.1 Loading the Federal Statutes Table

The Federal Statutes Table will be available bi-yearly to contributors. The table is a Comma-Separated Values (CSV) file, with each record separated by a CR/LF which can readily be imported into the front-end application. This is one record per available Charge occurrence for federal statutes defined in the RTID system. This file will contain both the English and French Federal Statutes Table entries. All entries will be in upper case, and contain no French accents.

A summary of all changes that have been made between each release will be provided each time a new Federal Statutes Table is published. It is the contributor's responsibility to integrate and load this table into its own system and reset Federal Statutes Table Version Number (Tag 2.831) to reflect the new Federal Statutes Table version.

### 1.3.2.2 Federal Statutes Table Version Number

When the RCMP issues a new Federal Statutes Table to contributors, it is essential that the agency make the update in its system as soon as possible and update the Federal Statutes Table Version Number (Tag 2.831) at the same time. The RCMP will indicate the new Federal Statutes Table version number with the new table being published. All subsequent CAR-Y transactions must contain the most recent Federal Statutes Table version number being used in the Federal Statutes Table Version Number (Tag 2.831).

Each published revision of the Federal Statutes Table is associated with a three-digit version number (for example 023 or 154) which serves to uniquely identify a particular release of the charge data.

### 1.3.2.3 Federal Statutes Table Distribution and Updates

The RCMP will publish the Federal Statutes Table updates twice yearly to coincide with the NNS release dates. CCRTIS Policy Centre distributes a communique by email advising agencies a new Federal Statute Table is available and provide the link to where the table was uploaded on CPIC so that the agencies can extract it. The Federal Statutes Table release notes are uploaded to the CPIC website as well. Upon release of a new version, the RCMP may provide notification of the retirement of one or more older versions of the Federal Statutes Table. CAR-Y submissions referring to an unsupported version number will fail validation.

All agencies using version 1.7.8 of the NPS-NIST ICD should incorporate the most recent version of the Federal Statutes Table into the front-end application as soon as possible – to avoid any data synchronization problems. It is also imperative that no changes be made to the Federal Statutes Table.

It is strongly recommended that agencies not add additional attributes to the Federal Statutes Table, but rather create a separate and distinct table that points to some or all Federal Statutes Table entries. This contributor-specific table may then be used to further drill-down on Federal Statutes Table wordings, where deemed appropriate (e.g., for municipal or local statistical purposes). This contributor-specific table may also be used to add any additional entries that the contributor may wish to include to support its own local requirements. The

information supplied in the Federal Statutes Table attributes must remain untouched. These additional attributes that contain non-RTID related information that is not sent to the RTID system must remain under the full control of the agency.

The wording numbers and descriptions, proclamation, and end dates are particularly sensitive to change. Modifications made at the contributor site will not be reflected on the Federal Statutes Table and will generate unexpected errors and synchronization issues that may go undetected for some period of time. If a contributor changes the wording of a charge, the Criminal Record may not represent what was intended, as the charge that the contributor submitted may be interpreted differently at the RCMP.

A series of guidelines have been established by the RCMP outlining the types of updates that they will initiate. For a list of these guidelines, refer to Appendix C of this document.

## 2 Implementation and Business Rules

The following sections list the practices to be considered in the development and implementation of the front-end application used to capture Charge Information.

### 2.1 Populating Charge Descriptions

In order to ensure there is no mismatch between the wording that was selected by the contributor from their copy of the Federal Statutes Table and the wording that exists on the Federal Statutes Table, the Charge Description sub-tags must be populated with the wording found on the Federal Statutes Table used by the front-end application. The Federal Statutes Table wording at the agency must match exactly the table wording supported at the RCMP NPS-NIST Server. When the charge wording is found to not be the same, the RCMP will assume that a synchronization problem has occurred, and may reject the submission. The information provided in these Charge Description sub-tags must be populated using the same language as what has been indicated in the Language Flag (Tag 2.819).

### 2.2 Strictly Summary Offences

Most offences can proceed by indictment or summary (dual procedure offences); however, some serious offences may only proceed by indictment (strictly indictable offences) and some minor offences may only proceed by summary (strictly summary offences.) The Identification of Criminals Act does not support the retention of fingerprints for strictly summary offences. The table below must be referenced to determine the appropriate procedure regarding whether a strictly summary offence should be added to the criminal record.

A strictly summary offence will show on the Federal Statutes Table when both the Summary Method and Trial Method fields show "S".

The EFCD must be able to determine whether or not a strictly summary charge should be sent to the NPS-NIST Server. The table below illustrates the combination(s) of whether or not a strictly summary offence should be sent to the NPS-NIST Server. Strictly summary offences that meet the not retainable criteria below may be rejected by the NPS-NIST Server.

**SSO** = Strictly Summary Offences; **DIO** = Dual or Indictable Offences

**Table 1 Offence Submissions**

Submitting Strictly Summary Offences	Adult Charges	Young Person Charges
SSO only	Not retainable – must not be submitted.	Not retainable – must not be submitted.
SSO with DIO	Both SSO and DIO charges can be submitted.	Both SSO and DIO charges can be submitted.

## 2.3 Free Form Entries

The Federal Statutes Table is key to the CAR-Y transaction. When properly used to submit Charge Information, it reduces the amount of time taken by the contributor and the RCMP to complete the transaction because requests for clarification from the agency are reduced. If the information on free text entries is NOT acceptable, the submission may be rejected. As such, the use of free form entries should only be used when the Statute, Section Number and exact Wording cannot be found in the Federal Statutes Table. Free form entries must only be used to submit charges that fall under the Federal Statutes. Provincial and municipal charges must not be submitted to the RCMP NPS-NIST Server using the free form entries.

The Language, Statute, Section Number, Wording Number and Wording description must be identical to the Federal Statutes Table.

When no valid combination of Statute, Section Number and Wording Number can be found in the Federal Statutes Table, the user is allowed to select the free formatting process and enter a charge in 'free form' on up to 20 lines of text. The first line is mandatory. The last line on which free form text is to appear should always contain, at a minimum, the following: "SEC" <space> Section Number <space> Statute Name. The system should prompt the user for the section number before the free format charge to ensure it is included. Free form text must be populated in the language identified by the Language Flag (Tag 2.819) for the transaction in question. Where the Free Form Flag is set to "Y", the wording in one of the following rows in the table should be used to populate the Statute Identifier:

**Table 2 Populating the Statute Identifier**

Statute Code	Description of Statute	Literal Used to Populate Statute Identifier
A	AERONAUTICS ACT	AERONAUTICS ACT
B	BANKRUPTCY AND INSOLVENCY ACT	BANKRUPTCY AND INSOLVENCY ACT
C	CRIMINAL CODE	CC
D	CONTROLLED DRUGS & SUBSTANCES ACT	CDS ACT
E	EXCISE ACT 2001	EXCISE ACT 2001
F	FOOD AND DRUG ACT	F & D ACT
G	CANADA ELECTIONS ACT	CANADA ELECTIONS ACT
H	CANNABIS ACT	CANNABIS ACT
I	IMMIGRATION ACT*	IMMIG ACT
J	YOUTH CRIMINAL JUSTICE ACT	YCJ ACT
K	CORRECTIONS AND CONDITIONAL RELEASE ACT	CORRECTIONS AND CONDITIONAL RELEASE ACT
L	INCOME TAX ACT	INCOME TAX ACT
M	IMMIGRATION AND REFUGEE PROTECTION ACT	IMMIGRATION AND REFUGEE PROTECTION ACT
N	NARCOTIC CONTROL ACT*	NC ACT
O	OTHER FEDERAL STATUTES	<FULL NAME OF STATUTE>
P	COPYRIGHT ACT	COPYRIGHT ACT
Q	CITIZENSHIP ACT	CITIZENSHIP ACT

Statute Code	Description of Statute	Literal Used to Populate Statute Identifier
R	RAILWAY SAFETY ACT	RAILWAY SAFETY ACT
S	EXCISE TAX ACT	EXCISE TAX ACT
T	PROCEEDS OF CRIME (MONEY LAUNDERING) AND TERRORIST FINANCING ACT	PROCEEDS OF CRIME (MONEY LAUNDERING) AND TERRORIST FINANCING ACT
U	CUSTOMS ACT	CUSTOMS ACT
X	EXCISE ACT*	EXCISE ACT
Y	YOUNG OFFENDERS ACT*	YO ACT

\* The Immigration Act, the Young Offenders Act, the Narcotic Control Act and the Excise Act have all expired but can still be found in the table.

When Free Form Flag is “Y”:

- The Section Number sub-tag must not be populated.
- The Charge Description sub-tags must be populated with free form text.
- Only full words can be populated within each Charge Description sub-tag.
- If a word cannot be fully captured within a given allotted character description field, the word must be placed in the next description field available.
- The last line of description must be used to capture the complete section number and the statute. In some case; however, it may be necessary to use more than one line to populate the section number and statute. It is recommended that the user is prompted to enter the complete section number and to ensure the complete section number and statute is added. Should the complete section and statute not be in the last line of the free format entry the submission will be rejected.

Example:

**Correct** way to enter free form charge descriptions:

Charge Description 1: NO PERSON SHALL MAKE FALSE  
 Charge Description 2: REPRESENTATION FOR THE  
 Charge Description 3: PURPOSE OF OBTAINING A  
 Charge Description 4: CANADIAN AVIATION DOCUMENT  
 Charge Description 5: SEC 7.3(1) AERONAUTICS ACT

**Incorrect** way to enter free form charge descriptions:

Charge Description 1: NO PERSON SHALL MAKE FALSE  
 Charge Description 2: REPRESENTATION FOR THE PUR  
 Charge Description 3: POSE OF OBTAINING A CANADI  
 Charge Description 4: AN AVIATION DOCUMENT SEC 7  
 Charge Description 5: .3(1) AERONAUTICS ACT

Further details and an example pertaining to free form entry capabilities can be found in Appendix D of this document.

Online help should be used where possible to provide assistance to those who are unclear as to how to enter information. In this particular example, the words: “(enter Section / sub-section numbers and statute on last line of description)” could form part of the online help.

## 2.4 Context-Sensitive Search Capability

Some users of the front-end application have found it beneficial to be able to search for one or more key words when attempting to find the section number(s) associated to a charge. It is recommended that a context-sensitive key word search (by charge and/or charge wording) be used to search for charges that:

- contain ALL the search term(s) that are typed in;
- contain the exact phrase that is typed in;
- contain at least one of the words that are typed in;
- exclude specific words that are typed in;
- contain section numbers that fall within a certain range; and/or
- use a wildcard.

The search should always limit itself to searching in one particular language, and only display those section numbers related to the statute selected that are within the Proclamation and Expired date range of the date of the offence.

It is also recommended that users be required to use this search feature before being able to enter a charge in free form. See section 2.3 Free Form Entries.

Further details and examples pertaining to context-sensitive search capabilities can be found in Appendix D of this document.

## 2.5 Section # of an Attempt or Conspiracy

To specify that a person has been charged with an “Attempt to commit an offence” or “Conspiracy to commit an offence” the *Section # of an Attempt or Conspiracy* sub-tag must be populated with the section number that is associated to the Attempt or Conspiracy and not with the Section Number of the actual charge associated within.

The only section numbers that can be selected to populate this sub-tag are those Section Numbers that have one of the following Attempt / Conspiracy field indicators:

- A - “Attempt”;
- C - “Conspiracy”;

These Section Numbers should not be available for selection unless being used to populate this sub-tag. These numbers should not be available to be used in the Section Number of Charge sub-tag.

### Example:

Should a contributor charge a person with an Attempt to Commit an Indictable Offence under Section 463(B) of the Criminal Code where the Indictable Offence was Fraud Over \$5000 under Section 380(1)(A) of the Criminal Code, the user should have the ability to select both 463(B) and 380(1)(A) as part of the same Charge Number.

To do so, the front-end application should display all Federal Statutes Table entries containing an “A”, or “C” in the Attempt/Conspiracy column.

For purposes of this example, it is assumed that the values that would be displayed would be:

**Table 3 Section Numbers**

<b>For Attempt to Commit:</b>	
463	ATTEMPT SEC 463 CC
463(A)	ATTEMPT TO COMMIT INDICTABLE OFFENCE SEC 463(A) CC
463(B)	ATTEMPT TO COMMIT INDICTABLE OFFENCE SEC 463(B) CC
463(C)	ATTEMPT TO COMMIT SUMMARY OFFENCE SEC 463(C) CC
463(D)	ATTEMPT TO COMMIT SUMMARY OFFENCE SEC 463(D) CC
463(D)(I)	ATTEMPT TO COMMIT SUMMARY OFFENCE SEC 463(C) CC
463(D)(II)	ATTEMPT TO COMMIT SUMMARY OFFENCE SEC 463(C) CC
<b>For Conspiracy to Commit:</b>	
465	CONSPIRACY SEC 465 CC
465(1)	CONSPIRACY SEC 465(1) CC
465(1)(C)	CONSPIRACY TO COMMIT AN INDICTABLE OFFENCE SEC 465(1)(C) CC
465(1)(D)	CONSPIRACY SEC 465(1)(D) CC

The user would then select 463(B) from the list of available values, then move to the Section Number field, where they would select, as per the example, section 380(1)(A) Fraud over \$5000, by either typing in the section number directly, or by searching by section number or key word search. Note that in this example, 463(B) should be selected – and not 463(A), as Sec 463(A) is reserved for those offences committed that on conviction the accused is liable to be sentenced to imprisonment for life. Note that in the example above, it is presumed that the 26 character descriptions have been concatenated together.

## 2.6 Offence Date Rules

Where the Federal Statutes Table is used to choose an entry, the Statute, Section Number, and Wording Number selected must be one that is in effect on the date on which the offence was committed. The Offence Date associated to the Statute, Section Number, and Wording Number selected must be greater than or equal to the Proclamation Date and less than the Expired Date. The Offence Date must not be greater than the date on which the CAR-Y transaction is submitted.

### Example:

On December 12, 1988, it was proclaimed that those charged with “Possession of a Weapon” would be charged under Section 87 of the Criminal Code. On December 1, 1998, that law was rescinded, and it was proclaimed that those charged with “Pointing a firearm” would be charged under Section 87 of the Criminal Code, and those charged with “Possession of a Weapon” would be charged under Section 88 of the Criminal Code. As a result of these proclamations and subsequent changes in the law, the following type of information would have been captured in the Federal Statutes Table:

**Table 4 Charge Proclamation and Expiry Date**

Section Number	Statute	Wording	Proclamation Date	Expiry Date
87	Criminal Code	Possession of a weapon	1988/12/12	1998/12/01
87	Criminal Code	Pointing a firearm	1988/12/01	2050/01/01
88	Criminal Code	Possession of a weapon	1988/12/01	2050/01/01

*Note: All instances where the entry is still valid, is still in effect, and has an Expired Date that is greater than today's date, is available for use.*

Based on the above Federal Statutes Table entries, a person charged with "Possession of a Weapon" where the Date of Offence was January 1990 would be charged under Section Number 87 of the Criminal Code. A person charged with "Possession of a Weapon" where the Date of Offence was January 1999 would be charged under Section 88 of the Criminal Code.

## 2.7 Uniqueness of Section Number within Statute Rule

The same Section Number may be used within a different Statute. Where such is the case, the wording and meaning of the Section will be completely different. The user must always specify the Statute under which the Section falls. When searching for a particular Section Number, only those numbers associated with the statute that has been entered for that Charge Information entry should be displayed.

### Example:

Two occurrences of Section 155 exist, one under the Customs Act, the other under the Criminal Code. They are as follows:

"SEC 155 CUSTOMS ACT UNLAWFUL POSSESSION OF IMPORTED GOODS"

and "SEC 155 CC INCEST"

If the statute selected is the Criminal Code, only the charge containing SEC 155 CC INCEST should be displayed.

## 2.8 Young Person

There are two Young Person Flags found in the CAR-Y transaction. If the individual is equal to or greater than the age of 12 and less than the age of 18 for any offence, then set Tag 2.829 Young Person Flag to "J". If the Young Person Flag in Tag 2.829 is set to "J" for any offence then Tag 2.818 must be set to "J" which means the entire transaction is considered a Young Person. It is recommended that these flags be set automatically and not be left to the contributor to set, as both of these flags can be calculated automatically, based on Date of Birth and Offence Date.

## 2.9 Caution Flags

The Caution Flag (Tag 2.816) should be generated automatically based on the Caution Flag value(s) set on the Federal Statutes Table for the Language / Statute / Section / Wording / Proclamation Date and Expired Date in question. When generated, the flag(s) should be presented to the user. The displayed value(s) should not be modifiable, but the user should be allowed to add any of the other Caution Flags that are not automatically displayed.



## Appendix A Charge Information Tag

### Contents

Each occurrence of Charge Information contains a Charge Number, which is numbered sequentially starting at 001 and incremented by 1 (i.e.: 001, 002, etc.) for each subsequent occurrence. Each occurrence also contains a Statute, Section Number, and Wording Number that is either derived from codes found in the Federal Statutes Table or provided in free form text. When changes are made to the table, a new Federal Statutes Table and a new Federal Statutes Table Version Number (tag 2.831) will be provided.

This table must be used whenever possible for the charge description. Free form entries are only to be used when the Statute, Section Number, and Wording Number cannot be found in the Federal Statutes Table. When applicable, Offence Information Code (OIC), formerly known as the Volunteer Screening Initiative (VSI) information related to a charge may be supplied. Note that although this information is being captured when the subject is charged, it is not until a finding of guilt is received for that charge that this information will be used to update CPIC.

At least one occurrence of Charge Information must be submitted on a CAR-Y transaction.

### Structure

The following describes the Charge Information Tag (2.829) as defined in version 1.7.8 of the External NPS-NIST ICD. The most recent version of the ICD should be referenced when implementing this tag to ensure no changes have been made.

#### Tag (2.829)

- The Charge Description sub tag has increased from seven description lines to twenty description lines. The sub tags have been added to the end of the tag in the CAR-Y logical record in the ICD. Although the additional sub tags have been added to the end of the tag, for ease and operational use, the vendor is to ensure that sub tag charge descriptions one to twenty remain in consecutive order on the device.



Table 5 Charge Information Tags

Charge Information Tag	
Charge Information Sub-Tags	Sub-Tag Definition
Charge Number Numeric Min: 3 Max: 3	This field is Mandatory. This is a sequential number that starts at 001 and is used to identify each charge. The valid values are 001 to 999. This number must be entered as 3 numeric digits (e.g.: 1=001). Each new occurrence must increment the Charge Number by 1. Leading zeros are required if the Charge Number is less than 100.
Offence Date Numeric Date Min: 8 Max: 8	This field is Mandatory. Format: CCYYMMDD. This represents the date on which the offence was actually committed. Offence Date must be less than or equal to the date on which the CAR-Y transaction is submitted. This date must be greater than or equal to the Proclamation Date and less than the Expired Date of the charge that is selected for the occurrence in question.
Investigating Agency Alpha numeric & Special chars Min: 1 Max: 35	This field is Mandatory. This contains the name and type of agency responsible for investigating the case associated with the charge. Default value should be the Contributing Agency Name. Example: OTTAWA PS
Occurrence Number Alpha numeric & Special chars Min: 1 Max: 20	This field is Optional. This contains the occurrence or case number associated to the charge. The format of this number will vary from one contributor to another.
Number of Counts Numeric Min: 3 Max: 3	This field is Mandatory. Default should be set to 001 but field should be configurable. This contains the number of counts of this particular charge. The valid values are 001 to 999. This number must be entered as 3 numeric digits (e.g.: 1=001). Leading zeros are required if the Number of Counts is less than 100.
Young Person Flag Alpha Min: 1 Max: 1	This field is Conditional (and should be calculated by the system). Set to "J" if the subject's DOB makes the person equal to or greater than the age of 12 and less than the age of 18 on the date that the offence was committed - otherwise no flag required Tag 2.818 Young Person Flag must automatically be populated with a "J" if one or more occurrences of this Young Person Flag sub-tag is/are set to "J".
Court Information Number Alpha numeric & Special chars Min: 1 Max: 15	This field is Optional. This is the reference number used by the court to reference this charge. The format of this number will vary from one court to another.
Statute of the charge Alpha numeric Min: 1 Max: 2	This field is Mandatory. Default may be set to Criminal Code. This is the Statute Code found on the Federal Statutes Table. The description associated to the Statute Code is what should be displayed to the user – and not the Statute Code itself. Refer to <i>Appendix B Federal Statutes Table</i> for a list of valid Statute Codes. Where Free Form Flag = "N", this field must be populated with the statute associated with the language, section, wording, proclamation and end date and wording description being selected from the Federal Statutes Table. Where Free Form Flag = "Y", any Statute Code can be selected.

Charge Information Tag	
Charge Information Sub-Tags	Sub-Tag Definition
Section Number of Charge Alpha numeric & Special chars Min: 1 Max: 30	<p>This field is Conditional Mandatory.</p> <p>It should only be entered when the Free Form flag is set to "N". When the Free Form Flag is set to "Y", this field must not be populated.</p> <p>Where Free Form Flag = "N", this field must be populated with the section number associated with the language, statute, wording, proclamation and end date and wording description being selected from the Federal Statutes Table.</p>
Wording Number Numeric Min: 1 Max: 2	<p>This field is Conditional Mandatory.</p> <p>It should only be entered when the Free Form Flag is set to "N". When the Free Form Flag is set to "Y" this field must not be populated.</p> <p>The wording description is what should be displayed to the user – and not the Wording Number itself.</p> <p>If the Free Form Flag is set to "N", this numeric tag is used to identify which wording to select. More than one wording may be available for the same Statute/Section Number.</p> <p>"Language + Statute + Section Number + Wording Number" form a unique key in Federal Statutes Table.</p> <p>It is not recommended to display wordings in order by Wording Number – but rather in descending order by Proclamation Date / Expired Date.</p> <p>Note that some Wording Numbers found on the Federal Statutes Table are 2 numeric characters long rather than 1.</p>
Section # of an Attempt or Conspiracy Alpha numeric & Special chars Min: 1 Max: 38	<p>This field is Optional, Conditional Mandatory.</p> <p>The only section numbers that should be selected to populate this sub-tag are as follows:</p> <ul style="list-style-type: none"> <li>For "Attempt": those identified with an "A" in the Federal Statutes Table's Attempt / Conspiracy field;</li> <li>For "Conspiracy": those identified with a "C" in the Federal Statutes Table's Attempt / Conspiracy field;</li> </ul> <p>These Section Numbers should not be available to be selected unless being used to populate this tag. These numbers should not be available to be used in the Section Number of Charge tag. Section 2.5 of this document provides an example of how this field should be populated.</p>
Charge Status Flag	Not currently in use.
Free Form Flag Alpha Min: 1 Max: 1	<p>This field is Mandatory, and must have a value of either "Y" (Yes) or "N" (No). Recommend setting the default to "N".</p> <p>If Free Form Flag = "Y", the Charge's Statute / Section Number / Wording Number / Wording could not be found in the Federal Statutes Table, and the Charge Description will contain the free form wording, as well as the Section Number and Statute – all in the language specified in Tag 2.819 (Language Flag).</p> <p>If upon receiving this information at the RCMP, the charge is found to be in the Federal Statutes Table and the Free Form Flag="Y", the transaction may be rejected.</p> <p>If Free Form Flag = "N", the Charge's Statute / Section Number / Wording Number / Wording could be found in the Federal Statutes Table, and the Charge Description will contain the exact wording found on the Federal Statutes Table – in the language specified in Tag 2.819 (Language Flag).</p>
Charge Description 1 Alpha numeric & Special chars Min: 1 Max: 26	<p>This field is Mandatory.</p> <p>Charge Description 1 will be populated as described in Free Form Flag when Free Form Flag is set to "N".</p> <p>When Free Form Flag is "Y", and this field is to be populated with free form text, only full words should be populated within this sub-tag. If a word cannot be fully captured within a given description field, the word should be placed in the next description field available. The last line of description should be used to capture the section number and the statute. (Refer to the example given in Section 2.3 of this document.</p>
Charge Description 2 Alpha numeric & Special chars Min: 1 Max: 26	<p>This field is Optional.</p> <p>This field only needs to be populated if not all text will fit in Charge Description 1.</p> <p>This field cannot be left blank if any of Charge Description fields 3 to 20 are populated.</p> <p>If it is the last line of text, and Free Form Flag is "Y", it must contain "SEC" + actual section number + Statute Identifier.</p>
Charge Description 3 Alpha numeric & Special chars Min: 1 Max: 26	<p>This field is Conditional.</p> <p>This field only needs to be populated if not all text will fit in Charge Description 2.</p> <p>This field cannot be left blank if any of Charge Description fields 4 to 20 are populated.</p> <p>If it is the last line of text, and Free Form Flag is "Y", it must contain "SEC" + actual section number + Statute Identifier.</p>
Charge Description 4 Alpha numeric & Special chars Min: 1 Max: 26	<p>This field is Conditional.</p> <p>This field only needs to be populated if not all text will fit in Charge Description 3.</p> <p>This field cannot be left blank if any of Charge Description fields 5 to 20 are populated.</p> <p>If it is the last line of text, and Free Form Flag is "Y", it must contain "SEC" + actual section number + Statute Identifier.</p>

Charge Information Tag	
Charge Information Sub-Tags	Sub-Tag Definition
Charge Description 5 Alpha numeric & Special chars Min: 1 Max: 26	This field is Conditional. This field only needs to be populated if not all text will fit in Charge Description 4. This field cannot be left blank if any of Charge Description fields 6 to 20 are populated. If it is the last line of text, and Free Form Flag is "Y", it must contain "SEC" + actual section number + Statute Identifier.
Charge Description 6 Alpha numeric & Special chars Min: 1 Max: 26	This field is Conditional. This field only needs to be populated if not all text will fit in Charge Description 5. This field cannot be left blank if any of Charge Description fields 7 to 20 are populated. If it is the last line of text, and Free Form Flag is "Y", it must contain "SEC" + actual section number + Statute Identifier.
Charge Description 7 Alpha numeric & Special chars Min: 1 Max: 26	This field is Conditional. This field only needs to be populated if not all text will fit in Charge Description 6. This field cannot be left blank if any of Charge Description fields 8 to 20 are populated. If populated, and Free Form Flag is "Y", it must contain "SEC" + actual section number + Statute Identifier.
Offence Information Code Alpha Min: 1 Max: 1	This field is Optional. Only one occurrence can be captured for each charge. Note that although this information is being captured once the subject is charged, it is not until a finding of guilt is received for that charge that this information will be used to update CPIC. Valid values are: C – Child Sex Offender; R – Sex Related; A – Spousal Assault; and O – Other Family Violence. Note: This list is subject to change – refer to latest ICD for more up-to-date information. The Offence Information Code Flag description is what should be displayed to the user – and not the Offence Information Code letter.
Victim Age Group Code Alpha Min: 1 Max: 1	This field is Conditional Mandatory – i.e., it can only be entered if an Offence Information Code Flag of "C" (Child Sex Offender) is specified. Only one occurrence can be captured for each charge. Note that although this information is being captured once the subject is charged, it is not until a finding of guilt is received for that charge that this information will be used to update CPIC. Valid values are: A – 0-1 B – 1-3 C – 4-5 D – 6-8 E – 9-11 F – 12-13 G – 14-15 H – 16-17 U - UNKNOWN Note: This list is subject to change – refer to latest ICD for more up-to-date information. The Victim Age Group description is what should be displayed to the user – and not the Victim Age Group Code itself.

Charge Information Tag	
Charge Information Sub-Tags	Sub-Tag Definition
Victim Sex Code Alpha Min: 1 Max: 1	<p>This field is Conditional Mandatory – i.e., it can only be entered if an Offence Information Code Flag of "C" (Child Sex Offender) has been specified.</p> <p>Only one occurrence can be captured for each charge.</p> <p>Note that although this information is being captured once the subject is charged, it is not until a finding of guilt is received for that charge that this information will be used to update CPIC.</p> <p>Valid values are:</p> <p>F – Female M – Male B – Both U - Unknown</p> <p>Note:</p> <p>This list is subject to change – refer to latest ICD for more up-to-date information.</p> <p>The Victim Sex description is what should be displayed to the user – and not the Victim Sex Code itself.</p>
Publication Ban Indicator Numeric Min: 1 Max: 1	<p>This field is Optional.</p> <p>Valid values are 1 for Yes and 0 for No. Default is 0.</p> <p>Publication Ban only applies to those charges for which an Offence Information Code Flag has been set and a court ordered Publication Ban is in effect.</p> <p>Note that although this information is being captured when the subject is charged, it is not until a finding of guilt is received for that charge that this information will be used to update CPIC.</p>
Charge Description 8 Alpha numeric & Special chars Min: 1 Max: 26	<p>This field is Conditional.</p> <p>This field only needs to be populated if not all text will fit in Charge Description 7.</p> <p>This field cannot be left blank if any of Charge Description fields 9 to 20 are populated.</p> <p>If populated, and Free Form Flag is "Y", it must contain "SEC" + actual section number + Statute Identifier.</p>
Charge Description 9 Alpha numeric & Special chars Min: 1 Max: 26	<p>This field is Conditional.</p> <p>This field only needs to be populated if not all text will fit in Charge Description 8.</p> <p>This field cannot be left blank if any of Charge Description fields 10 to 20 are populated.</p> <p>If populated, and Free Form Flag is "Y", it must contain "SEC" + actual section number + Statute Identifier.</p>
Charge Description 10 Alpha numeric & Special chars Min: 1 Max: 26	<p>This field is Conditional.</p> <p>This field only needs to be populated if not all text will fit in Charge Description 9.</p> <p>This field cannot be left blank if any of Charge Description fields 11 to 20 are populated.</p> <p>If populated, and Free Form Flag is "Y", it must contain "SEC" + actual section number + Statute Identifier.</p>
Charge Description 11 Alpha numeric & Special chars Min: 1 Max: 26	<p>This field is Conditional.</p> <p>This field only needs to be populated if not all text will fit in Charge Description 10.</p> <p>This field cannot be left blank if any of Charge Description fields 12 to 20 are populated.</p> <p>If populated, and Free Form Flag is "Y", it must contain "SEC" + actual section number + Statute Identifier.</p>
Charge Description 12 Alpha numeric & Special chars Min: 1 Max: 26	<p>This field is Conditional.</p> <p>This field only needs to be populated if not all text will fit in Charge Description 11.</p> <p>This field cannot be left blank if any of Charge Description fields 13 to 20 are populated.</p> <p>If populated, and Free Form Flag is "Y", it must contain "SEC" + actual section number + Statute Identifier.</p>
Charge Description 13 Alpha numeric & Special chars Min: 1 Max: 26	<p>This field is Conditional.</p> <p>This field only needs to be populated if not all text will fit in Charge Description 12.</p> <p>This field cannot be left blank if any of Charge Description fields 14 to 20 are populated.</p> <p>If populated, and Free Form Flag is "Y", it must contain "SEC" + actual section number + Statute Identifier.</p>

Charge Information Tag	
Charge Information Sub-Tags	Sub-Tag Definition
Charge Description 14 Alpha numeric & Special chars Min: 1 Max: 26	This field is Conditional. This field only needs to be populated if not all text will fit in Charge Description 13. This field cannot be left blank if any of Charge Description fields 15 to 20 are populated. If populated, and Free Form Flag is "Y", it must contain "SEC" + actual section number + Statute Identifier.
Charge Description 15 Alpha numeric & Special chars Min: 1 Max: 26	This field is Conditional. This field only needs to be populated if not all text will fit in Charge Description 14. This field cannot be left blank if any of Charge Description fields 16 to 20 are populated. If populated, and Free Form Flag is "Y", it must contain "SEC" + actual section number + Statute Identifier.
Charge Description 16 Alpha numeric & Special chars Min: 1 Max: 26	This field is Conditional. This field only needs to be populated if not all text will fit in Charge Description 15. This field cannot be left blank if any of Charge Description fields 17 to 20 are populated. If populated, and Free Form Flag is "Y", it must contain "SEC" + actual section number + Statute Identifier.
Charge Description 17 Alpha numeric & Special chars Min: 1 Max: 26	This field is Conditional. This field only needs to be populated if not all text will fit in Charge Description 16. This field cannot be left blank if any of Charge Description fields 18 to 20 are populated. If populated, and Free Form Flag is "Y", it must contain "SEC" + actual section number + Statute Identifier.
Charge Description 18 Alpha numeric & Special chars Min: 1 Max: 26	This field is Conditional. This field only needs to be populated if not all text will fit in Charge Description 17. This field cannot be left blank if any of Charge Description fields 19 to 20 are populated. If populated, and Free Form Flag is "Y", it must contain "SEC" + actual section number + Statute Identifier.
Charge Description 19 Alpha numeric & Special chars Min: 1 Max: 26	This field is Conditional. This field only needs to be populated if not all text will fit in Charge Description 18. This field cannot be left blank if Charge Description field 20 is populated. If populated, and Free Form Flag is "Y", it must contain "SEC" + actual section number + Statute Identifier.
Charge Description 20 Alpha numeric & Special chars Min: 1 Max: 26	This field is Conditional. This field only needs to be populated if not all text will fit in Charge Description 19. If populated, and Free Form Flag is "Y", it must contain "SEC" + actual section number + Statute Identifier.

Appendix B Federal Statutes Table

Contents

Each entry within the table is made up of a unique combination of Language, Statute, Section Number, Wording Number, and Proclamation Date. Proclamation Date is the date on which the Statute, Section Number and wording for that entry came into law or was amended. Every entry within the table also has an Expired Date. When the Statute, Section Number or Wording Number is amended, repealed or ceases to exist, an Expired Date is used to expire the entry for offences committed on or after that date. Note that all instances where the entry is still valid and in effect have an Expired Date that is greater than today’s date.

It is mandatory that contributors use the Federal Statutes Table without making local amendments to it. If the Language, Statute, Section Number, Wording Number and Wording description is not identical to the Federal Statutes Table, then the contributor will be notified. Similarly, if a contributor submits a charge that is expired before the offence was committed, the RCMP’s NPS-NIST Server will reject the transaction.

## Structure

The following describes the Federal Statutes Table structure.

**Table 6 Federal Statutes Table: Definitions**

Federal Statutes Table	
	Field Definitions
Language Alpha Min: 1 Max: 1	<p>This field is Mandatory. It always contains a valid value.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> <li>• E (English)</li> <li>• F (French)</li> </ul>
Federal Statute Alpha Min: 1 Max: 1	<p>This field is Mandatory. It always contains a valid value.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> <li>• A (Aeronautics Act)</li> <li>• B (Bankruptcy and Insolvency Act)</li> <li>• C (Criminal Code)</li> <li>• D (Controlled Drugs &amp; Substances Act)</li> <li>• E (Excise Act 2001)</li> <li>• F (Food and Drug Act)</li> <li>• G (Canada Elections Act)</li> <li>• H (Cannabis Act)</li> <li>• I (Immigration Act*)</li> <li>• J (Youth Criminal Justice Act)</li> <li>• K (Corrections and Conditional Release Act)</li> <li>• L (Income Tax Act)</li> <li>• M (Immigration and Refugee Protection Act)</li> <li>• N (Narcotic Control Act*)</li> <li>• O (Other Federal Statutes)</li> <li>• P (Copyright Act)</li> <li>• Q (Citizenship Act)</li> <li>• R (Railway Safety Act)</li> <li>• S (Excise Tax Act)</li> <li>• T (Proceeds of Crime (Money Laundering) and Terrorist Financing Act)</li> <li>• U (Customs Act)</li> <li>• X (Excise Act*)</li> <li>• Y (Young Offenders Act*)</li> </ul> <p>Note: These statutes are all Acts of Parliament. No provincial or municipal statutes are included in this list.</p> <p>This list is subject to change – refer to latest ICD for more up-to-date information.</p> <p>The Federal Statute description is what should be displayed to the user and not the Federal Statute Code itself.</p> <p>The date of offence will determine under which act and section an individual will be charged.</p> <p>*The Immigration Act, the Young Offenders Act, the Narcotic Control Act, and the Excise Act have all expired but can still be found in the table.</p> <p>Other Federal Statutes (O) is used when an individual is charged under a statute for which there is no statute code.</p>
Section Number Alpha numeric & Special chars Min: 1 Max: 30	<p>This field is Mandatory. It always contains a valid value.</p> <p>This field represents the number of the section (and subsections) within the Statute under which the person was charged.</p> <p>The Section Number and Wording combination are particular to the Statute.</p> <p>This number may be repeated across statutes.</p>
Wording Number Numeric Min: 1 Max: 2	<p>This field is Mandatory. It always contains a valid numeric value.</p> <p>Valid values are 1 to 99.</p> <p>Wording Numbers should not be displayed to the user – but rather the Wording description itself.</p> <p>Its numeric value points to the unique wording of that particular statute and section.</p> <p>A Section Number within a Statute can have multiple wordings.</p> <p>In some cases, more than 9 wordings may occur.</p>

Federal Statutes Table	
	Field Definitions
<b>Proclamation Date</b> Date Min: 10 Max: 10	This field is Mandatory. It always contains a valid date that is stored in the format of YYYY/MM/DD. It is the date on which the Statute / Section Number / Wording Number combination was proclaimed as law.
<b>Expiry Date</b> Date Min: 10 Max: 10	This field is Mandatory. It always contains a valid date that is stored in the format of YYYY/MM/DD. It is the date on which the Statute / Section Number / Wording was repealed or ceased to exist. All instances where the entry is still valid and in effect have an Expired Date that is greater than today's date.
<b>Offence Category Codes</b> Alpha Min: 1 Max: 4*	This field is Mandatory. It always contains at least one value, but may contain multiple occurrences. This field represents the CPIC Offence Codes. These codes give a summary of the subject's criminal history in relation to the types of offences he / she has been fingerprinted and charged for. These codes are used to update CPIC's criminal profile of the subject in question – at the appropriate point in time. They are not used by the front-end application and are not used to populate any of the NPS-NIST tags found in the External NPS-NIST ICD. Valid values are: <ul style="list-style-type: none"> <li>• F (Fail to Attend)</li> <li>• T (Theft)</li> <li>• A (Theft Vehicle)</li> <li>• W (Offence-Weapon)</li> <li>• V (Violence)</li> <li>• K (Sex)</li> <li>• L (Driving Offence)</li> <li>• M (Other CC)</li> <li>• O (Robbery)</li> <li>• D (Drugs)</li> <li>• R (Arson)</li> <li>• G (Break &amp; Enter)</li> <li>• U (Other Federal Statutes)</li> <li>• H (Fraud)</li> </ul> *There can be more than one offence code per section. Therefore, combinations of the above codes are possible. Each code is represented by 1 character. There are currently no more than 4 offence codes per charge. Recommend allowing for additional codes for future use. Note: This list is subject to change – refer to latest ICD for more up-to-date information. This code and its corresponding description does not need to be presented to the user.
<b>Caution Flag</b> Alpha Min: 0 Max: 1	This field is Optional. This field should be used to automatically populate the Caution Flag (Tag 2.816) for the Language / Statute / Section / Wording / Proclamation Date and Expired Date in question. Valid Values are: <ul style="list-style-type: none"> <li>• F (Violence)</li> <li>• E (Escape)</li> </ul> Note: This list is subject to change – refer to latest ICD for more up-to-date information. The Caution Flag description is what should be displayed to the user and not the Caution Flag Code itself.
<b>Trial Method</b> Alpha Min: 1 Max: 1	This field is Mandatory. It always contains a valid value. Valid Values are: <ul style="list-style-type: none"> <li>• S (Summary)</li> <li>• I (Indictable)</li> <li>• D (Hybrid)</li> <li>• A (Administrative Procedure)</li> </ul> Note: This list is subject to change – refer to latest ICD for more up-to-date information. A – Administrative Procedure is used for deportations only. There is only 1 “charge” on the table with a valid value of A. SEC 48 IMMIGRATION AND REFUGEE PROTECTION ACT



Federal Statutes Table	
	Field Definitions
Attempt/ Conspiracy Alpha Min: 0 Max: 1	<p>This field is Optional.</p> <p>This field is used to indicate whether this charge can be used in conjunction with another valid charge in order to denote an Attempt or Conspiracy to commit.</p> <p>These Section Numbers should not be available to be selected unless being used to populate this tag. These numbers should not be available to be used in the Section Number of Charge tag.</p> <p>Valid Values are:</p> <ul style="list-style-type: none"> <li>• A (Attempt)</li> <li>• C (Conspiracy)</li> </ul> <p>Note:</p> <p>This list is subject to change – refer to latest ICD for more up-to-date information.</p> <p>The Attempt / Conspiracy description is what should be displayed to the user and not the Attempt / Conspiracy Code itself.</p>
Wording – Line 1 Alpha numeric & Special chars Min: 1 Max: 26	<p>This field is Mandatory. It always contains a valid value.</p> <p>This field is used to store the first 26 characters of the actual wording of the charge as installed on CPIC CR11.</p> <p>Notes:</p> <p>Line 1 to line 20 make up the actual wording of the charge as installed on CPIC CR11. Each line can contain no more than 26 characters.</p> <p>The last wording line is reserved for the Section number and statute reference.</p>
Wording – Line 2 Alpha numeric & Special chars Min: 0 Max: 26	<p>This field is Optional.</p> <p>This field is used to store the second 26 characters of the actual wording of the charge as installed on CPIC CR11, where the wording is more than 26 characters in length.</p>
Wording – Line 3 Alpha numeric & Special chars Min: 0 Max: 26	<p>This field is Optional.</p> <p>This field is used to store the third 26 characters of the actual wording of the charge as installed on CPIC CR11, where the wording is more than 2 times 26 characters in length.</p>
Wording – Line 4 Alpha numeric & Special chars Min: 0 Max: 26	<p>This field is Optional.</p> <p>This field is used to store the fourth 26 characters of the actual wording of the charge as installed on CPIC CR11, where the wording is more than 3 times 26 characters in length.</p>
Wording – Line 5 Alpha numeric & Special chars Min: 0 Max: 26	<p>This field is Optional.</p> <p>This field is used to store the fifth 26 characters of the actual wording of the charge as installed on CPIC CR11, where the wording is more than 4 times 26 characters in length.</p>
Wording – Line 6 Alpha numeric & Special chars Min: 0 Max: 26	<p>This field is Optional.</p> <p>This field is used to store the sixth 26 characters of the actual wording of the charge as installed on CPIC CR11, where the wording is more than 5 times 26 characters in length.</p>
Wording – Line 7 Alpha numeric & Special chars Min: 0 Max: 26	<p>This field is Optional.</p> <p>This field is used to store the seventh 26 characters of the actual wording of the charge as installed on CPIC CR11, where the wording is more than 6 times 26 characters in length.</p>
Wording – Line 8 Alpha numeric & Special chars Min: 0 Max: 26	<p>This field is Optional.</p> <p>This field is used to store the eight 26 characters of the actual wording of the charge as installed on CPIC CR11, where the wording is more than 7 times 26 characters in length.</p>



Federal Statutes Table	
	Field Definitions
Wording – Line 9 Alpha numeric & Special chars Min: 0 Max: 26	This field is Optional. This field is used to store the ninth 26 characters of the actual wording of the charge as installed on CPIC CR11, where the wording is more than 8 times 26 characters in length.
Wording – Line 10 Alpha numeric & Special chars Min: 0 Max: 26	This field is Optional. This field is used to store the tenth 26 characters of the actual wording of the charge as installed on CPIC CR11, where the wording is more than 9 times 26 characters in length.
Wording – Line 11 Alpha numeric & Special chars Min: 0 Max: 26	This field is Optional. This field is used to store the eleventh 26 characters of the actual wording of the charge as installed on CPIC CR11, where the wording is more than 10 times 26 characters in length.
Wording – Line 12 Alpha numeric & Special chars Min: 0 Max: 26	This field is Optional. This field is used to store the twelfth 26 characters of the actual wording of the charge as installed on CPIC CR11, where the wording is more than 11 times 26 characters in length.
Wording – Line 13 Alpha numeric & Special chars Min: 0 Max: 26	This field is Optional. This field is used to store the thirteenth 26 characters of the actual wording of the charge as installed on CPIC CR11, where the wording is more than 12 times 26 characters in length.
Wording – Line 14 Alpha numeric & Special chars Min: 0 Max: 26	This field is Optional. This field is used to store the fourteenth 26 characters of the actual wording of the charge as installed on CPIC CR11, where the wording is more than 13 times 26 characters in length.
Wording – Line 15 Alpha numeric & Special chars Min: 0 Max: 26	This field is Optional. This field is used to store the fifteenth 26 characters of the actual wording of the charge as installed on CPIC CR11, where the wording is more than 14 times 26 characters in length.
Wording – Line 16 Alpha numeric & Special chars Min: 0 Max: 26	This field is Optional. This field is used to store the sixteenth 26 characters of the actual wording of the charge as installed on CPIC CR11, where the wording is more than 15 times 26 characters in length.
Wording – Line 17 Alpha numeric & Special chars Min: 0 Max: 26	This field is Optional. This field is used to store the seventeenth 26 characters of the actual wording of the charge as installed on CPIC CR11, where the wording is more than 16 times 26 characters in length.
Wording – Line 18 Alpha numeric & Special chars Min: 0 Max: 26	This field is Optional. This field is used to store the eighteenth 26 characters of the actual wording of the charge as installed on CPIC CR11, where the wording is more than 17 times 26 characters in length.

Federal Statutes Table	
	Field Definitions
Wording – Line 19 Alpha numeric & Special chars Min: 0 Max: 26	This field is Optional. This field is used to store the nineteenth 26 characters of the actual wording of the charge as installed on CPIC CR11, where the wording is more than 18 times 26 characters in length.
Wording – Line 20 Alpha numeric & Special chars Min: 0 Max: 26	This field is Optional. This field is used to store the twentieth 26 characters of the actual wording of the charge as installed on CPIC CR11, where the wording is more than 19 times 26 characters in length.
Modify Timestamp Date Min: 26 Max: 26	This field is Mandatory. It will always contain a valid date that is stored in the format of “YYYY-MM-DD-hh.mm.ss.nnnnnn.  This will contain the date on which information pertaining to the entry on the Federal Statutes Table was last modified. Should there be a need to contact the RCMP about any given Federal Statutes Table entry, this field will need to be referenced to ensure that the Federal Statutes Table entry being viewed on the RCMP NPS-NIST Server has the same Date Last Modified as the Federal Statutes Table entry being used by the contributor.



## Appendix C Federal Statutes Table Update Rules

The Federal Statutes Table will be manually maintained by the RCMP as follows:

- All changes to the Federal Statutes Table will be recorded manually in a change log. Only the following types of updates will be allowed:
  - add new charge(s)
  - expire existing charge(s)
  - correct typo errors without modifying the context of the charge
- The list of changes will be communicated to Operational Support and Client Services to distribute to RTID contributors. This list, together with the release notes, is uploaded to CPIC Web with the new Federal Statutes Table version.
- The Federal Statutes Table on the NNS will remain backwards compatible up to three tables. That is, for example if the Federal Statutes Table version number is 026 then versions 025, 024 and 023 of the Federal Statutes Table will be accepted.

### Federal Statutes Table Update Rules

#### Insert

- new charges may be added to the Federal Statutes Table (e.g., new act, new wording of existing act)

#### Update

- Re-arranging wording numbers will not be permitted. A wording number will not be re-used for another charge of the same act.
- The following changes to existing charges will be allowed:
  - correction of typo errors,
  - reformatting charge description,
  - adding word into description for clarification

#### Delete

- existing charges will not be removed from the Federal Statutes Table. If a charge is no longer valid, its Expired date will be updated instead.
- to replace a charge with another charge, the old charge will be expired, and a new charge added with a new wording number.

*Note: When adding a charge, wording numbers will not be skipped, i.e. if the last wording# is 6, the new charge of the same act will have wording #7.*

#### Other Restrictions

- Maximum value for wording number is 99.
- A charge can have up to 20 lines of descriptions with a maximum of 26 characters each.

## Appendix D Examples

### Populating the Charge Information Using the Federal Statutes Table

The following example describes the information that will be populated for Charge Information when the charge can be found on the Federal Statutes Table.

John Doe is 17 years of age. His date of birth is January 1st, 1990. On October 20th, 2007, he is stopped by the Ottawa Police Service and charged with impaired driving under Section 253(A) of the Criminal Code. The agency responsible for investigating the case associated with this charge will be Ottawa PS. The person capturing the charge details that will be used to send in an NPS-NIST ICD compliant CAR-Y transaction prefers to communicate in English. A Court reference number of 123-456 will be assigned to this case. An Occurrence number of 2007-10-20-123 is assigned by Ottawa's Records Management System.

The following entry from the Federal Statutes Table will be used to explain this example:

**Table 7 Federal Statutes Table: Contents**

Federal Statutes Table	
	Contents
Language	E (English)
Federal Statute	C (Criminal Code)
Section Number	253(A)
Wording Number	1
Proclamation Date	12/12/1988
Expired Date	01/01/2050
Offence Code(s)	L (Driving Offence)
Caution Flag	
Trial Method	D (Hybrid)
Attempt/Conspiracy	
Wording – Line 1	DRIVING WHILE ABILITY
Wording – Line 2	IMPAIRED SEC 253(A) CC
Wording – Line 3	
Wording – Line 4	
Wording – Line 5	
Wording – Line 6	
Wording – Line 7	
Wording – Line 8	
Wording – Line 9	
Wording – Line 10	
Wording – Line 11	
Wording – Line 12	
Wording – Line 13	
Wording – Line 14	
Wording – Line 15	
Wording – Line 16	
Wording – Line 17	
Wording – Line 18	
Wording – Line 19	
Wording – Line 20	
CPIC Abbreviation	
Date Last Modified	07/04/1997

Based on this Federal Statutes Table entry being used for this example, the Charge Information (Tag 2.829) would be displayed as follows:

**Table 8 Tag 2.829 – CAR-Y Charge Information Entry: Sub-Tags and Contents**

Charge Information Tag	
Charge Information Sub-Tags	Sub-Tag Content
Charge Number	001
Offence Date	20071020
Investigating Agency	OTTAWA PS
Occurrence Number	2007-10-20-123
Number of Counts	001
Young Person Flag	J
Court Information Number	123-456
Statute of the charge	C
Section Number of Charge	253(A)
Section # of an Attempt or Conspiracy	
Free Form Flag	N
Charge Description 1	DRIVING WHILE ABILITY
Charge Description 2	IMPAIRED SEC 253(A) CC
Charge Description 3	
Charge Description 4	
Charge Description 5	
Charge Description 6	
Charge Description 7	
Charge Description 8	
Charge Description 9	
Charge Description 10	
Charge Description 11	
Charge Description 12	
Charge Description 13	
Charge Description 14	
Charge Description 15	
Charge Description 16	
Charge Description 17	
Charge Description 18	
Charge Description 19	
Charge Description 20	
Offence Information Code	
Victim Age Group Code	
Victim Sex Code	
Publication Ban Indicator	

The Charge Description text must be entered consecutively from Charge Description 1 through to Charge Description 20. No blank lines should appear in between any two given charge descriptions.

*Note: The wording field is not included in this example since it is not application for this example and should not be displayed to the front-end user.*

### Providing Context-Sensitive Search Capabilities

The following describes the types of context-sensitive search capabilities that could be used to help users readily find Federal Statutes Table entries. Two separate concepts are described:

- Section Number View; and

- Section Number Search Capability, which includes an example of a Search by Section Number and a Search by Charge Description Key word.

### **Section Number View**

#### Recommendations

As a Section Number is being keyed in, it is recommended that only the following Section Numbers and corresponding wordings be displayed:

- those that contain exactly the same characters (from left to right) that are found in the Federal Statutes Table Section Number field;
- those that are associated to the Statute that has been specified; and
- those where the entry's Offence Date is greater than or equal to the Proclamation Date and less than the Expired Date found on the Federal Statutes Table for the Statute and Section Number specified.

Where multiple wordings exist for the same section number and statute, it is recommended that the sort be done in descending order by Proclamation / Expired Date, and alphabetically – based on the wording description field, and not by the wording number.

### **Section Number Search Capability**

#### Recommendations

It is recommended that a search capability be provided that will allow the user to search for a given Section Number by enabling the user to:

- specify the exact Section Number they are looking for; or
- specify one or more key words – that will be used to search against all wordings found on the Federal Statutes Table.

It is recommended that each instance of a search be limited to searching against:

- English-only entries or French-only entries, depending on the user's language preference;
- those entries where the Offence Date falls within the Proclamation and Expired Dates found on the Federal Statutes Table; and
- those entries that have the same Statute as what was specified by the user.

Again, where multiple wordings exist for the same section number and statute, it is recommended that the sort be done in descending order by Proclamation / Expired Date, and alphabetically – based on the wording description field, and not by the wording number. Proclamation Date, Expired Date, and Trial Method should also be displayed in the drop-down list. These fields should be shown whenever multiple section numbers are being displayed.

### **Free form**

The following describes the circumstances under which free form information may be provided by the contributor. It also provides recommendations as to what might be applied to promote the use of the search capabilities prior to determining whether or not the information needs to be captured in free form.

#### Recommendations

It is recommended that the user only be permitted to enter a free form charge once a search has been performed against the Federal Statutes Table and no charge was found. Each line of text can be no greater than 26 characters in length. Users must be prevented from leaving blank Charge Description lines between two lines of text. Charge

Description Line 2, for example, cannot be blank if both Charge Description Line 1 and Charge Description Line 3 contain text.

### Preview of Work

The following provides recommendations as to what a user might want to be able to preview while entering one or more charges.

### Recommendations

It is recommended that a feature be provided that allows the user to view all charges that have been captured to date in a format similar to what is found on the bottom of the C216 form.

## Appendix E CSV File format - Federal Statutes Table

The following describes the CSV File Format of the Federal Statutes Table.

**Table 9 Federal Statutes Table: CSV File Format**

Field Number	Field Name	Data Type	Min Length	Max Length	Description
1	Charge Identifier	N	1	7	A system-assigned number uniquely identifying a charge occurrence.
2	Statute Code	A	1	1	An alpha code identifying a specific federal statute per ICD code set.
3	Section Number	ANS	1	30	A section number within the statute containing offence and/or punishment provisions. May contain brackets “(, )”, hyphen “-” and/or decimal point “.” characters.
4	Wording Number	N	1	2	A sequence number within Statute Code and Section Number. The composite key of Statute Code + Section Number + Wording Number uniquely identifies a charge occurrence.
5	Caution Flag	A	0	1	An alpha code identifying a charge- related caution as per ICD code set. A space and null value are equivalent – no caution applies.
6	Offence Category Codes	A	1	4	One to four single-character offence category codes as per the ICD code set.
7	Trial Method Code	A	1	1	An alpha code identifying the trial method of proceeding as per the ICD code set.
8	Attempt/Conspiracy Code	A	0	1	A seldom-used alpha code to denote a Criminal Code provision for an Attempt to commit or Conspiracy to commit an offence. A space and null value are equivalent, signifying that Attempt/Conspiracy does not apply.
9	Wording – Line 1 – English	ANS	1	26	Line 1 of the charge wording expressed in English.
10	Wording – Line 2 – English	ANS	0	26	Line 2 of the charge wording expressed in English.
11	Wording – Line 3 – English	ANS	0	26	Line 3 of the charge wording expressed in English.
12	Wording – Line 4 – English	ANS	0	26	Line 4 of the charge wording expressed in English.
13	Wording – Line 5 – English	ANS	0	26	Line 5 of the charge wording expressed in English.
14	Wording – Line 6 – English	ANS	0	26	Line 6 of the charge wording expressed in English.
15	Wording – Line 7 - English	ANS	0	26	Line 7 of the charge wording expressed in English.
16	Wording – Line 1 – French	ANS	1	26	Line 1 of the charge wording expressed in French.
17	Wording – Line 2 – French	ANS	0	26	Line 2 of the charge wording expressed in French.





Field Number	Field Name	Data Type	Min Length	Max Length	Description
18	Wording – Line 3 – French	ANS	0	26	Line 3 of the charge wording expressed in French.
19	Wording – Line 4 – French	ANS	0	26	Line 4 of the charge wording expressed in French.
20	Wording – Line 5 – French	ANS	0	26	Line 5 of the charge wording expressed in French.
21	Wording – Line 6 – French	ANS	0	26	Line 6 of the charge wording expressed in French.
22	Wording – Line 7 – French	ANS	0	26	Line 7 of the charge wording expressed in French.
23	Summary Only Code	A	0	1	An alpha code valued as “S” to denote a charge where the trial method of proceeding can only be summary – no indictable variant is available. A space and null value are equivalent, signifying that Summary Only does not apply.
24	Proclamation Date	NS	10	10	The date on which the charge comes into force, currently formatted in timestamp notation “YYYY-MM-DD”
25	Expiry Date	NS	10	10	The last date on which the charge shall be enforced, currently formatted in timestamp notation “YYYY-MM-DD”. All charges currently in force contain an expiry date set in the future, such as 2050-01- 01.
26	Create UID	AN	11	11	An identifier assigned by the RCMP to determine the person creating this charge.
27	Create Timestamp	NS	26	26	The date/time when the charge was created by the RCMP. All values are expressed in date/time notation including micro seconds. “YYYY-MM-DD-hh.mm.ss.nnnnnn”.
28	Modify UID	AN	11	11	An identifier assigned by the RCMP to determine the person last modifying this charge.
29	Modify Timestamp	NS	26	26	The date/time when the charge was last modified by the RCMP. All values are expressed in date/time notation including micro seconds. “YYYY-MM-DD-hh.mm.ss.nnnnnn”.
30	Wording – Line 8 – English	ANS	0	26	Line 8 of the charge wording expressed in English.
31	Wording – Line 9 – English	ANS	0	26	Line 9 of the charge wording expressed in English.
32	Wording – Line 10 – English	ANS	0	26	Line 10 of the charge wording expressed in English.
33	Wording – Line 11 – English	ANS	0	26	Line 11 of the charge wording expressed in English.
34	Wording – Line 12 – English	ANS	0	26	Line 12 of the charge wording expressed in English.
35	Wording – Line 13 – English	ANS	0	26	Line 13 of the charge wording expressed in English.
36	Wording – Line 14 - English	ANS	0	26	Line 14 of the charge wording expressed in English.
37	Wording – Line 15 – English	ANS	0	26	Line 15 of the charge wording expressed in English.
38	Wording – Line 16 – English	ANS	0	26	Line 16 of the charge wording expressed in English.
39	Wording – Line 17 – English	ANS	0	26	Line 17 of the charge wording expressed in English.
40	Wording – Line 18 – English	ANS	0	26	Line 18 of the charge wording expressed in English.
41	Wording – Line 19 – English	ANS	0	26	Line 19 of the charge wording expressed in English.
42	Wording – Line 20 – English	ANS	0	26	Line 20 of the charge wording expressed in English.



Field Number	Field Name	Data Type	Min Length	Max Length	Description
43	Wording – Line 8 – French	ANS	0	26	Line 8 of the charge wording expressed in French.
44	Wording – Line 9 – French	ANS	0	26	Line 9 of the charge wording expressed in French.
45	Wording – Line 10 – French	ANS	0	26	Line 10 of the charge wording expressed in French.
46	Wording – Line 11 – French	ANS	0	26	Line 11 of the charge wording expressed in French.
47	Wording – Line 12 – French	ANS	0	26	Line 12 of the charge wording expressed in French.
48	Wording – Line 13 – French	ANS	0	26	Line 13 of the charge wording expressed in French.
49	Wording – Line 14 – French	ANS	0	26	Line 14 of the charge wording expressed in French.
50	Wording – Line 15 – French	ANS	0	26	Line 15 of the charge wording expressed in French.
51	Wording – Line 16 – French	ANS	0	26	Line 16 of the charge wording expressed in French.
52	Wording – Line 17 – French	ANS	0	26	Line 17 of the charge wording expressed in French.
53	Wording – Line 18 – French	ANS	0	26	Line 18 of the charge wording expressed in French.
54	Wording – Line 19 – French	ANS	0	26	Line 19 of the charge wording expressed in French.
55	Wording – Line 20 – French	ANS	0	26	Line 20 of the charge wording expressed in French.

## Appendix F Acronyms

Below is a list of acronyms used in this document.

**Table 10 Acronyms**

Acronym	Term
CAR	Criminal Answer Required (Transaction Type)
CAR-Y	Criminal Answer Required – Retain – Yes (Transaction Type)
CCRTIS	Canadian Criminal Real Time Identification Services
CJIM	Criminal Justice Information Modernization
CPIC	Canadian Police Information Centre
CR/LF	Carriage Return / Line Feed
ICD	Internal Control Document
NIST	National Institute of Standards and Technology
NNS	NPS-NIST Server
NPS	National Police Services
RCMP	Royal Canadian Mounted Police
RTID	Real Time Identification
VSI	Volunteer Screening Initiative