



Odyssey CMS Cheatsheet

Topic: Updating Cases for Criminal Disposition Interface (CHRIS)

Date: 2/5/2016

Summary: In order for a case to be sent to the Indiana State Police for updating of the CHRIS and NCIC databases, the following information must be contained on cases.

Important: Odyssey is software owned by Tyler Technologies, Inc. Any screenshots of Odyssey may contain proprietary information that should not be disclosed to non-Odyssey users.

- 1. TCN Events:** The case must contain a TCN event. (TCN is the Transaction Control Number. Per Criminal Rule 2.1 (5), the appearance form filed by the Prosecutor should contain this information). There are 3 TCN event options:
 - a. **TCN:** This event should be added at the time the appearance is received from the Prosecutor.
*If the case is a converted case, this information can be added at the time of the conviction or dismissal. **The TCN number should be typed in the comment box as shown in the screenshot below. Please do not enter other information in this comment box.**
 - b. **TCNNA:** This event should be added if there is no applicable TCN for the case. Example: the person received a summons instead of being arrested and was not convicted.
 - i. Adding this event will remove the case from the error report that the County receives.
 - ii. This case will be removed from the error report until another "State Police Repository action" occurs on the case.
 - c. **TCNU:** This event is used if the case was filed prior to the existence of the TCN. The conviction information will need to be manually sent to ISP.
 - i. This case will be removed from the error report. A TCN is per arrest, so if there is a possibility that the person could be rearrested on this case in the future, this event should not be used.

IMPORTANT: Please note, if the TCN is entered and saved and the TCN is incorrect, you need to reopen the existing TCN event, correct the TCN and then hit 'save'. IF you add a second TCN to the case in error, make a correcting event to note the error. In this scenario, you will also have to enter the correct TCN event again. This is due to the fact that the entry of the second TCN has overwritten the original TCN for the CHRIS interface.



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2. Domestic Flags:

- a. If the case is determined to be domestic in nature, the user should add the Domestic Violence Determination event (DVD) to the case.
- b. This event will trigger a case flag.

The following form can be used to assist the Court in making this determination:

<http://www.in.gov/judiciary/2703.htm>

IC 35-38-1-7.7 Crime of domestic violence; sentence procedures

- (a) At the time of sentencing, a court shall determine whether a person has committed a crime of domestic violence (as defined in IC 35-31.5-2-78).
- (b) A determination under subsection (a) must be based upon:
 - (1) evidence introduced at trial; or
 - (2) a factual basis provided as part of a guilty plea.
- (c) Upon determining that a defendant has committed a crime of domestic violence, a court shall advise the defendant of the consequences of this finding.
- (d) A judge shall record a determination that a defendant has committed a crime of domestic violence on a form prepared by the division of state court administration.

As added by P.L.195-2003, SEC.4. Amended by P.L.114-2012, SEC.76.

IC 35-31.5-2-78 "Crime of domestic violence"

"Crime of domestic violence," for purposes of IC 5-2-6.1, IC 35-38-9, and IC 35-47-4-7, means an offense or the attempt to commit an offense that:

- (1) has as an element the:
 - (A) use of physical force; or
 - (B) threatened use of a deadly weapon; and
- (2) is committed against a:
 - (A) current or former spouse, parent, or guardian of the defendant;
 - (B) person with whom the defendant shared a child in common;
 - (C) person who was cohabiting with or had cohabited with the defendant as a spouse, parent, or guardian; or
 - (D) person who was or had been similarly situated to a spouse, parent, or guardian of the defendant.

As added by P.L.114-2012, SEC.67. Amended by P.L.181-2014, SEC.2.



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- 3. Sexually Violent Predator:** If the Court has determined that the Defendant is a Sexually Violent Predator, the party record needs to be updated to reflect this information.
- Click on the Party Tab.
 - Click on the appropriate party name.
 - Click on the case name to get to the party record.
 - Click on the Additional Tab.
 - Click the "+" next to the Caution Flag and select Sexually Violent Predator (Code 30).
 - Click Continue and Save until you are back on the Party Tab of the case.

Modify Party

General **Additional** Employment Relationships Cases Hearings Jailings

Smith, John A DOB: 11/14/1982 SSN: 314-88-3044

State ID + FBI Number + Sex Offender Registration

SO Number + Person ID

Other Agency Number +

Scars, Marks and Tattoos +

Physical Descriptors +

Caution Flags + Special Conditions +

Sexually Violent Predator - Contact ORI for Detailed Info

Languages +

Needs Interpreter

Sex Offender Registration

Registered Sex Offender

Date Last Registered

Place of Birth

Hospital

Birth Record File #

Time

City

State

County

Country

Miscellaneous

Citizenship

Complexion

Save Exit Party ID 9574997

Select Caution Flags

Description Code

Show Selected Codes Only Sort

Description	Code
1. <input checked="" type="checkbox"/> Sexually Violent Predator - Contact ORI for Detailed Info	30

Get All Codes Clear All

1 Results - Page 1 of 1

<<Back Next>> Search Continue Exit



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4. Sex Offense:

- a. Information regarding sex offenses will be sent to ISP based on the criminal charges on the case that have a disposition.
- b. If conviction information is entered on a charge that is deemed a sex offense, the information will be flagged based on the I.C. Code.

5. Updating converted cases for the interface:

- a. The interface requires the use of the Confinement Component on the Disposition Tab.
- b. If you are working with a converted case and the Judgment information states "**Conversion Unknown**", you will need to update that information to a valid judgment.
 - i. While on the Disposition Tab, click the yellow *Judgment* link.
 - ii. Click **Amend Judgment**.
 - iii. Select reason of "*Other*" and add a comment. The comment should clarify that you are entering the original judgment information and the date it was originally entered.
 - iv. The Sentence can then be entered using the Confinement Component. The sentence information should be entered on the Disposition Tab for all scenarios; original sentence, amended sentence, and violation of probation. For steps on this process, please see the cheat sheet for entering conviction information.

6. The interface will add the event **DISP – Disposition Sent Electronically to Indiana State Police** to the cases that go electronically. An event listing report can be set up to track this event.

7. The interface will add the event **DISPE – State Police Manually Updated Disposition** if a record has been updated manually. No further action is needed.



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ERROR MESSAGE	DEFINITION SCENERIO	WHAT TO DO
TCN IS MISSING	TCN is not on the case. You will get the TCN from the appearance form filed by the prosecutor. If the defendant was not arrested, the TCN may be provided at disposition when ordered to be printed by the Sheriff.	In Odyssey, add the TCN event. In the comment field, enter the TCN. This error will not be on the next report.
TCN DOES NOT MATCH	TCN does not match arrest. The State Police has likely not processed or received the arrest information yet.	Users can add the TCNNA event to these or leave them in hopes that they will match later. Adding the TCNNA event will archive the cases in the process. When a disposition is added to the case, the process will un-archive the case and try to match again.
INVALID CAUSE NUMBER	This is an error we get back from ISP when we attempt to send the disposition. They are saying they don't recognize the cause number, because the assignment failed as a result of the name/DOB mismatch. The cause number assignment requires that ISP have a TCN match, but the name/DOB does not match. Sometimes this error occurs because ISP does not have the TCN we attempt to send them with a disposition.	Verify that the name/DOB is not an issue within Odyssey. If the issue appears to be with the arrest record, the agency that provides the arrest record to ISP for your county will need to be contacted so that they send the correct information to ISP.
NAME OR DOB DOES NOT MATCH	Name or DOB is entered incorrectly	Verify Name and/or DOB. If incorrect in Odyssey, add a new name or date of birth to the case. If correct in Odyssey but not at ISP, the agency that provides the arrest record to ISP for your county will need to be contacted so that they send the correct information to ISP.
CAUSE NUMBER ALREADY ASSIGNED	TCN was entered in manually by ISP and it shows up multiple times.	Contact ISP and inform them of the additional cause number, so that they can remove it.
RACE IS MISSING	Race is a required field for matching purposes with the arrest record at ISP.	Verify the party's race and enter it into Odyssey.

***NOTE:** When a criminal booking is submitted to the Indiana State Police with incorrect information, the submitting agency will now need to send an email or fax on their letterhead to: Veronica Eldridge (veldridge@isp.in.gov) or AnnaMary Sullivan (asullivan@isp.in.gov), or 317-233-8813 (fax).

ISP will need the incorrect information submitted and what the correct information is. The request should include: Name, Date of Birth, Date of Arrest and TCN (*if possible*). The State records will be corrected and the request forwarded to the FBI for correction of their records. If the requesting agency would like to be notified as to when the correction has been made please include your contact information in the email or fax.