	<b>CLERK OF THE COURT INTERNAL POLICY</b>	
	<b>Area: Records Management</b> <b>Document Number: POL-RECMAN-1011</b> <b>Subject: Disposition Reporting</b>	<b>Effective Date: 5/06/15</b>
	Page: 1 of 2	<b>Revision Level: A</b> <b>Last Revised Date:</b>

**PURPOSE:**

It is the purpose of this policy to establish guidelines to implement the Simplified Segmented Approach to disposition reporting and to outline the circumstances when Clerk of the Superior Court (COSC) staff may add or amend charges to a disposition report.

**POLICY:**

Criminal records are generated by arrests and the filing of charges. A Process Control Number (PCN) associates individuals with their related criminal matters. The COSC reports the final disposition of filed charges to the Department of Public Safety (DPS) per A.R.S. § 41-1751.

COSC staff may add or amend charges to a disposition report/PCN to match the court's final disposition when the prosecuting agency files criminal charges, including grand jury indictments, that do not match the crimes for which the defendant was arrested and COSC staff have identified the PCN.

COSC staff may add or amend charges to the disposition report either by writing the information on a paper disposition form or by entering data into the ADRS.

**APPLICABILITY:**

This policy applies to all employees of the COSC who are responsible for reporting final dispositions to DPS.


**DEFINITIONS:**

Simplified Segmented Approach – a method of record keeping where the person or agency that has the appropriate information updates that information rather than relying on one person or agency alone to update information.

Process Control Number (PCN) – A number assigned by law enforcement when an individual is fingerprinted for a criminal matter. The PCN associates individuals with individual criminal matters.

Final disposition – the outcome of criminal proceedings in the Superior Court in Maricopa County. The COSC must report this outcome to DPS per A.R.S. § 14-1751.

Department of Public Safety (DPS) – the law enforcement agency tasked with maintaining criminal history information in and for Arizona.

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Arizona Disposition Reporting System (ADRS) – a central repository maintained by DPS that reflects the final outcome of criminal cases in Arizona.

**REVISION HISTORY:**

Revision Number	Issuing Authority	Summary of Changes	Approval Date
-	N/A	Document Origination	5/06/15
A	Christine Kelly	Updated to Controlled Document Index	7/13/15

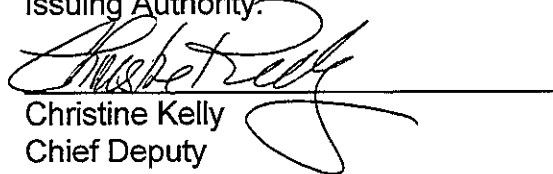
**AUTHORIZED SIGNATURES:**

Reviewed by:



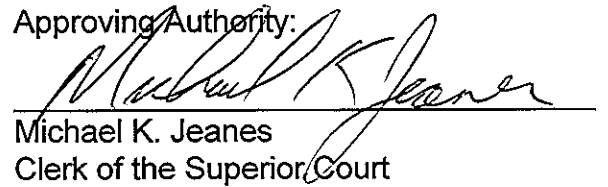
Nancy Rodriguez  
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Clerk of the Superior Court

Date Signed: 7/17/15