

FY2014 SCAAP Inmate Data Elements

The table below shows the required inmate data elements and the required ASCII fixed-field format. Two elements are not mandatory but should be included if available. When creating your inmate data file for uploading in GMS, follow the format requirements very carefully. **DO NOT USE THE TAB KEY** when filling in your data - **USE THE SPACE BAR** when your inmate information does not require the use of all the available spaces in a given field and you need to advance to the beginning of the next field.

Data Field Specifications					Instructions
Order in Data String	Data Element Name	Field Length	Begin At Column	Mandatory Item	
1	A-number	9	1	Yes, two options available	This is an Alien Registration number assigned by ICE, used for tracking individuals and verifying identity. It is not a detainer number. If this number is not available, enter 9 zeros (0). Do not use letters (A) or symbols (dashes, etc.). Also, use zeros (0) as the beginning digit(s) if the A-number is fewer than 9 digits.
2	Last name(s)	40	10	Yes	Many Hispanics have two last names; both should be entered in this field. If there are two names, leave in the hyphen or space between the names. If the name is fewer than 40 characters, enter the name and leave the remainder of the field blank.
3	First name(s)	25	50	Yes	If there are two names, leave in the hyphen or space between the names. If the name is fewer than 25 characters, enter the name and leave the remainder of the field blank.
4	Middle name(s)	25	75	No, but provide if available	If there are two names, leave in the hyphen or space between the names. If the name is fewer than 25 characters, enter the name and leave the remainder of the field blank.
5	Date of birth	8	100	Yes	The date must be in the format YYYYMMDD. Insert a zero "0" in the sequence, as necessary, to fill in all spaces; e. g., "19830305" is March 5, 1983.
6	Unique inmate identifier number	15	108	Yes	This number is the unique inmate identifier assigned by the jurisdiction. Use the same identifier for all records associated with one inmate. If the number is fewer than 15 characters, enter the number and leave the remainder of the field blank.
7	Foreign country of birth	10	123	Yes	Enter the standard ICE Country Code for the country of birth. Only official country codes may be used. ICE Country Codes vary in length from 2 to 5 letters. Enter the appropriate code and add spaces after the code to complete the section to a maximum field length of 10 characters.
8	Date taken into custody	8	133	Yes	The date must be in the format YYYYMMDD. If the incarceration began prior to July 1, 2012, use the actual date the inmate was taken into custody <u>or</u> July 1, 2012.
9	Date released from custody	8	141	Yes	The date must be formatted YYYYMMDD. If the inmate was released after June 30, 2013, use June 30, 2013. The system will only consider those inmates with at least four consecutive days during the reporting period.
10	FBI number	10	149	No, but provide if available	This number is issued by the FBI to track arrests and fingerprint records. If this number is not available, leave this field blank by inserting 10 spaces. If the FBI number is fewer than 10 characters, enter the number first, and then insert spaces for the remainder of the field length.