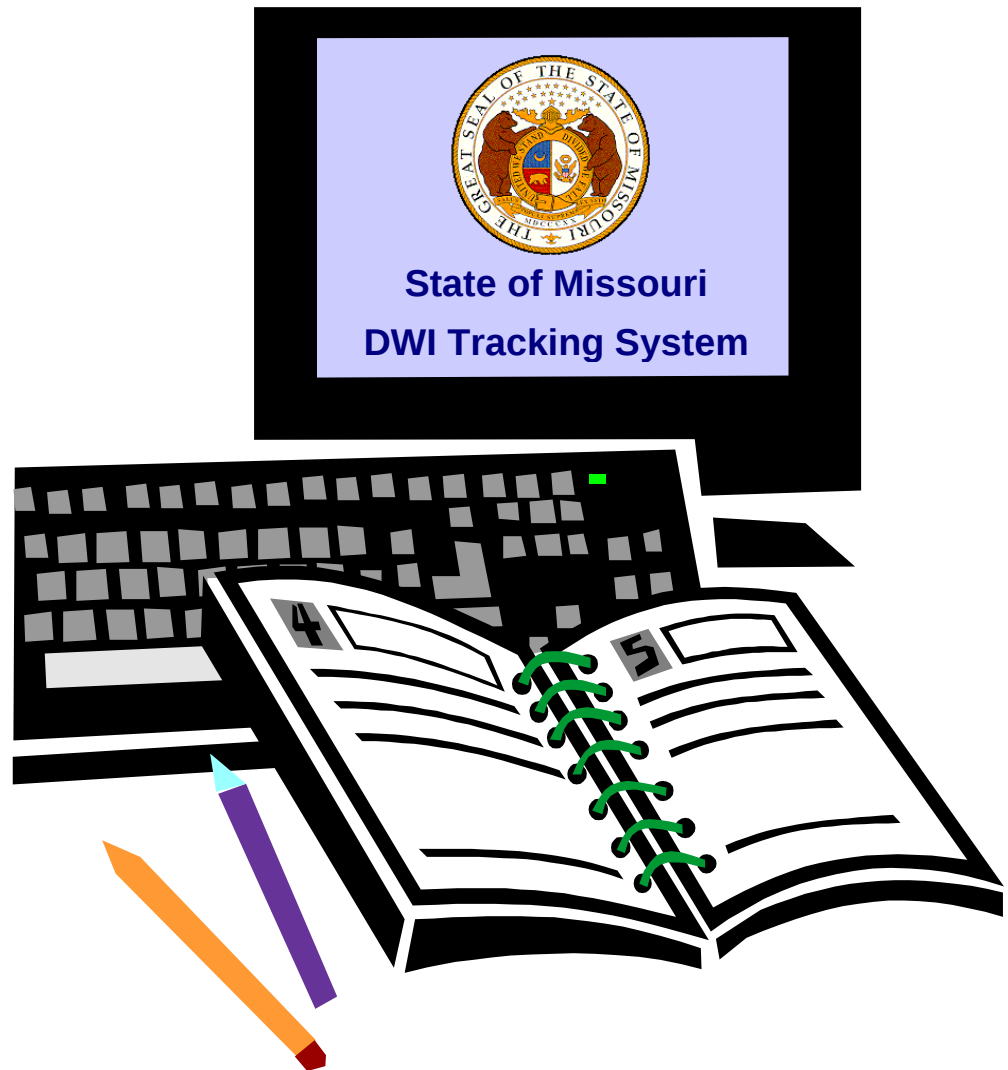


Prosecutors



Prosecutors

Table of Contents

Prosecutor Home Page	4
Lesson 1	5
User Access	5
New User Registration.....	6
Login to DWITS	11
Changing Your Password	13
Request a Forgotten Password	15
Logout of DWITS	17
Lesson 2	19
DWI Prosecution Record	19
Add Full DWI Record.....	20
Add DWI Prosecution Data	30
Modify Prosecutor Data only	35
Remove DWI Prosecution Data.....	37
Delete Request of DWI Record	40
Lesson 3	43
ORI Jurisdiction Maintenance	43
Prosecutor ORI Jurisdiction Report	44
Add ORI Jurisdictions.....	45
Delete ORI Jurisdictions	47
Lesson 4	49
Code Files/Reports	49
Query Code Files	50
Query Charge Codes	53
LEA Statistical Reports.....	55
Lesson 5	57
Query DWI UCs.....	57
Query DWI UCs	58

Prosecutor Home Page

TAS/DWITS Prosecutor Home Page
Prosecutor Agency ORI: MO095361A Prosecutor Agency Name: BALLWIN CITY PROSECUTING ATTORNEY

DWI Record
[Add Full DWI Record \(Arrest and Prosecutor Data\)](#)
[Add Prosecutor Data to DWI Record](#)
[Modify Prosecutor Data](#)
[Remove Prosecutor Data \(if no court finding exists\)](#)
[Delete Request of DWI Record \(if no court finding exists\)](#)

ORI Jurisdiction Maintenance
[ORI Jurisdiction Report](#)
[Add ORI Jurisdictions](#)
[Delete ORI Jurisdictions](#)

Code Files / Reports
[Code Inquiry - CDFI](#)
[Charge Inquiry - CHGI](#)
[LEA Statistical Reports](#)

Queries

☐ By LName, FName, Off Year, Birth Year
☐ By Phonetic Name, FName
☐ By OCN
☐ By Operator Lic No
☐ By Police Rpt # (OCA)
☐ By Prosecutor Case No
☐ By UC/Arrest No
 1. Select the type of query to be performed.
2. Enter the search string below.
3. Click "Go" to perform the query.

Lesson 1

User Access

In this lesson you will learn how to:

- Complete the New User Registration form
- Login to DWITS
- Change your Password
- Request a Forgotten Password
- Logout of DWITS

NEW USER REGISTRATION

All **first time users** of the DWI Tracking System will use this to register their profile and submit a request for becoming an authorized user to access the system.

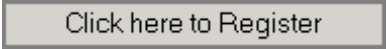


Step-by-Step

1. Open a browser window from your desktop by clicking on the  **Internet Explorer** icon.
2. Enter the DWITS address dwits.mshp.dps.mo.gov to go to the DWITS home page.
3. Single click the **GO** button.



your screen will look similar to this:

4. Single click the  button.

your screen will look similar to this:

New User Registration

NOTE: The fields indicated with an asterisk (*) below are required to complete this form

*Agency ORI:

*First Name:

*Middle Name:

*Last Name:

Title:

Address:

*City:

*State:

Zip Code:

*Phone:

E-Mail:

Fax:

*Enter Password:

*Re-enter Password:

Note: Passwords must be between 6 and 15 characters in length, cannot contain spaces, and must contain at least one upper case character, lower case character, number, and at least one of the following special characters !@#\$\$%^&*()+=

The first character must be an upper case character, lower case character or number.

1. Enter your **ORI**.
This is a critical piece of your identity in DWITS! Your ORI must be 9 alpha and numeric characters and always begin with MO. Be sure to enter this correctly.
2. Enter your **First Name**.
First Name must be between 1 and 30 characters in length.
3. Enter your **Middle Name**.
Middle name must be between 1 and 30 characters in length.
4. Enter your **Last Name**.
Last name must be between 1 and 30 characters in length.
This is the name of the person requesting a User Id and password for access to DWITS. You are not creating a user id here.
5. Enter your **Title** if applicable (*optional*).
6. Enter your mailing **Address**.
7. Enter the **City** of your mailing address.
City must be between 1 and 30 characters in length.
8. Select a **State** for your mailing address.

This field will default to Missouri for you. You may Tab past it.

9. Enter the **Zip Code** for your mailing address.

10. Enter your **Phone** number.

Phone must be between 10 and 15 characters in length.

This number will be used to contact you if we have a question about your registration.

11. Enter your **E-Mail** address.

Email address must be between 7 and 50 characters in length.

This address will be used to contact you with your User ID and Password once you have been registered.

12. Enter your **Fax** number.

*Enter Password:	13
*Re-enter Password:	14
Note: Passwords must be between 6 and 15 characters in length, cannot contain spaces, and must contain at least one upper case character, lower case character, number, and at least one of the following special characters !@#%&*()+= The first character must be an upper case character, lower case character or number.	

13. Enter the **Password** you wish to have set with your new User ID.

Passwords must be between 6 and 15 characters in length, cannot contain spaces and must contain at least one upper case character, one lower case character, one number and at least one of the following special characters, !@#%\$^&*()+=.

The first character must be an upper case character, lower case character or number.

Your password will be case sensitive!

14. **Re-enter** your Password.

This will verify that you have typed the password the exactly the same twice.

To ensure Missouri State Highway Patrol has enough information necessary to verify your identity, please provide contact information below for the person that is responsible for your ORI. :

*ORI Contact Name:

*ORI Contact Phone:

ORI Contact E-mail:

- 15.** Enter the **Contact Name** for a responsible person at your ORI.

This person will be contacted, phone or email, to verify your identify, before you are given a User Id and password to DWITS.

- 16.** Enter a **Phone** number for a contact person at your ORI.

- 17.** Enter an **E-mail** address for a contact person at your ORI.

Check this box to receive a TAS/DWITS tutorial CD: ☐

**Missouri State Highway Patrol
TRAFFIC ARREST SYSTEM / DWI TRACKING SYSTEM
CONFIDENTIALITY COMPLIANCE STATEMENT**

System users have access to information that is considered privacy protected, sensitive, and / or classified. You are responsible for properly accessing and / or disseminating data obtained from the Traffic Arrest System / DWI Tracking System (hereinafter referred to as TAS / DWITS). Limitations for the use of restricted material is stipulated in several documents, including the Revised Statutes of Missouri. The following list highlights some of the standards pertaining to TAS / DWITS access and system responses.

1. As a TAS / DWITS user you may make authorized transactions necessary to fulfill requests of the officers you serve or to fulfill your authorized duties as an employee of a criminal justice agency.
2. Information obtained via TAS / DWITS may not be used for any purpose outside the criminal justice activities of your agency and the agencies served. Because dissemination logs are automatically recorded for TAS / DWITS data obtained from MULES queries, you will use MULES queries for information to be disseminated outside of your agency or agencies served. If data obtained directly from TAS / DWITS is disseminated, you are responsible for maintaining a log of these. Because only the MSHP Traffic Records Division is allowed to disseminate archived information, you should contact this agency for dissemination of such information.
3. You may not disclose information properly obtained from TAS / DWITS for any purpose other than the criminal justice purpose for which it was obtained.
4. Severe criminal penalties and civil liabilities may result from misuse of the restricted information obtained from TAS/DWITS.

By clicking the REGISTER button below, you agree that you fully understand these standards and agree to abide by the standards as outlined in the various documents and statutes, as well as any additional standards that may be established at some later date. If you do NOT agree with this policy, please click the CANCEL button instead to cancel your registration.

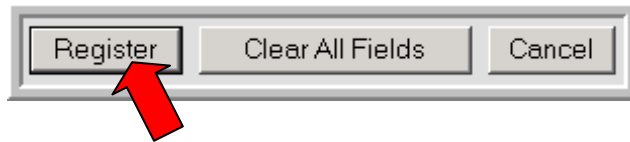
Register

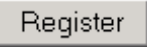
Clear All Fields

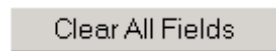
Cancel

- 18.** Single click the check box for “**Check this box to receive a TAS/DWITS tutorial CD**”. If you would like a Training tutorial sent to your ORI.

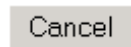
- 19.** **Read** the Confidentiality Compliance Statement.



20. Single click the  button to submit your new user registration request.

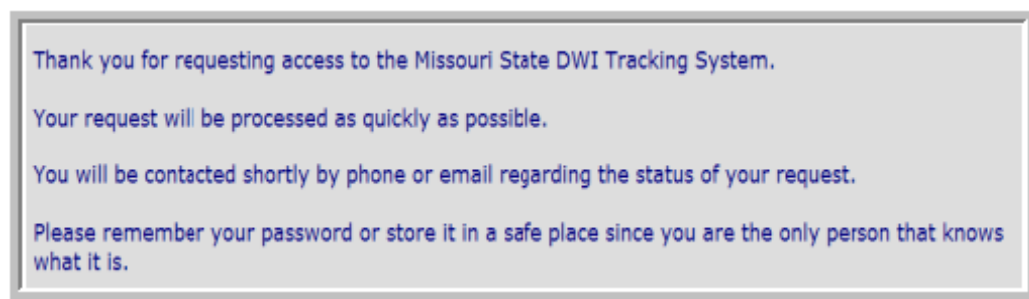


will empty all fields of their current data, allowing you to start again



will return you to the DWITS Login homepage

your screen will look similar to this:



NOTE: If you do not complete a required field or have input information erroneously, you will be presented with the New User Registration input screen again.

your screen will look similar to this:

New User Registration

NOTE: The fields indicated with an asterisk (*) below are required to complete this form

Please correct the following errors and try again:
* The passwords entered in the two password fields did not match.

* Agency ORI: MOMHPCC01
* First Name: John
* Middle Name: Robert
* Last Name: Smith

You will be given a list (in red) of each error that needs to be corrected.

You will need to re-enter both password fields if you encounter any errors.

Correct each error noted in red and single click the Register button again.

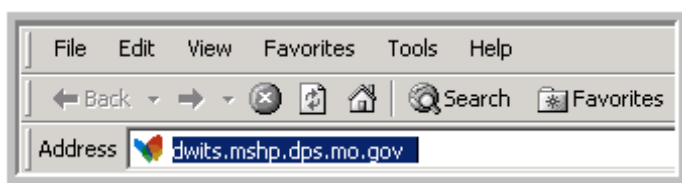
LOGIN TO DWITS

All DWITS registered users will use this process to Login and gain secure access to DWITS.



Step-by-Step

1. Open a browser window from your desktop by clicking on the  **Internet Explorer** icon.
2. Enter the DWITS address dwits.mshp.dps.mo.gov to go to the DWITS home page.
3. Single click the **GO** button.



your screen will look similar to this:

4. Enter your **User Id**.

This will be the User Id that was sent to you from MSHP.

5. Enter the **Password** that you requested be set for you when you submitted your New User Registration information.

6. Single click the **Login** button.

Reset will empty all fields of their current data, allowing you to start again.

Successful login will take you to the DWITS Home page for your ORI.

If you do not complete a required field or have input information erroneously, you will be presented with Login Failed message.

your screen will look similar to this:

1. Single click the **Back** button in the browser window to return to the Login screen and re-enter your User Id and Password.

CHANGING YOUR PASSWORD

If you feel your password security has been compromised, you may change your password at any time.

[return home](#) | [go back](#) | [change password](#) | [logout](#) | [help](#)



Step-by Step

After having successfully logged into DWITS, you will find the above Change Password link on all screens.

1. Single click the [change password](#) link in the top right corner of your screen.

your screen will look similar to this:

Changing Password For User ID: Troop

Enter Old Password:

Enter New Password:

Verify New Password:

Note: Passwords must be between 6 and 15 characters in length, cannot contain spaces, and must contain at least one upper case character, lower case character, number, and at least one of the following special characters !@#%&*()+=

The first character must be an upper case character, lower case character or number.

5



2. Enter your **OLD Password**.
3. Enter the **NEW Password** you wish to set.

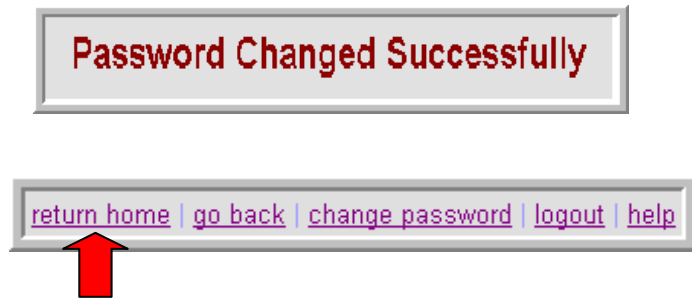
Passwords must be between 6 and 15 characters in length, cannot contain spaces and must contain at least one upper case character, one lower case character, one number and at least one of the following special characters, !@#%&*()+=.

The first character must be an upper case character, lower case character or number.

Your password will be case sensitive!
4. Enter the **NEW Password** again.

This will verify that you have typed the password the exactly the same twice.
5. Single click the button to submit your request for a new password.

your screen will look similar to this:



1. Single click the [return home](#) link in the top right corner of your screen.

REQUEST A FORGOTTEN PASSWORD

Your User Id and Password will allow you to access the DWI Tracking System. If you forget your password you may call technical support and request your password.

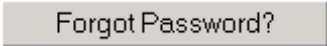


Step-by Step

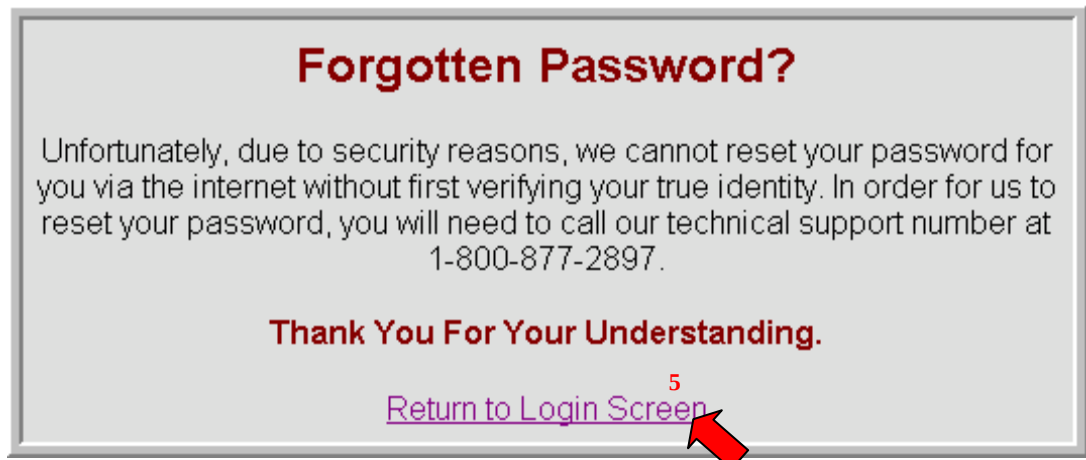
1. Open a browser window from your desktop by clicking on the  **Internet Explorer** icon.
2. Enter the DWITS address dwits.mshp.dps.mo.gov to go to the DWITS home page.
3. Single click the **GO** button.



your screen will look similar to this:

4. Single click the  button.

your screen will look similar to this:



5. Note the 800 number and single click the [Return to Login Screen](#) link.

LOGOUT OF DWITS

It is important to Logout of DWITS to ensure that only those users with a User ID and password gain access to the system from your PC.

[return home](#) | [go back](#) | [change password](#) | [logout](#) | [help](#) | [context help](#)

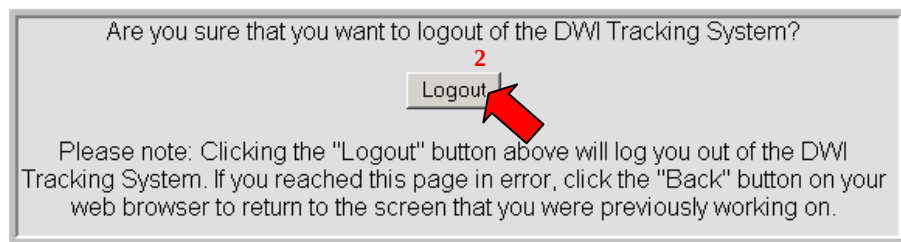


Step-by Step

After having successfully logged into DWITS, you will find the above Logout link on all screens.

1. Single click the [logout](#) link in the top right corner of your screen.

your screen will look similar to this:



2. Single click the [Logout](#) button.

your screen will look similar to this:

You Have Been Successfully Logged Out.

Lesson 2

DWI Prosecution Record

In this lesson you will learn how to:

- Add Full DWI record
- Add/Modify DWI Prosecution Data
- Remove Prosecution Data
- Request Deletion of Prosecution Data

ADD FULL DWI RECORD

Prosecutors will use this to post (ADD) issued Uniform Citations (UCs) to DWITS.



Step-by-Step

1. From the Prosecutor Home Page.

Prosecutor Home Page

2. Single click the  button.

your screen will look similar to this:

*****FULL ADD DWI PROSECUTION RECORD*****

OFFENDER ARREST INFORMATION ON FILE

Arresting Agency ORI:		Generate UC#: ☐	
* Arrest/UC No:	* County:	Scheduled Court Date: / /	Police Report # (OCA):
OCN:	* FCC:	* Offense Date: / /	Offense Time:
* HWY Class:	* HWY Street:	* Last Name:	* First Name:
Middle Name:	Suffix:	* Street Address:	* City:
* State:	Zip Code:	* DOB: / /	Race: * Sex:
Height:	Weight:	* Offender License No:	* Offender License State:
* RSMO/ORD ID:	* RSMO/ORD:	* CHARGE CODE:	
Fatal Acc Ind:	Acc Ind:	DWI/BAC Ind:	
Arresting Officer ID:	Offender SSN:		

1. Select the **Arresting Agency ORI** that issued this UC.

Note: If you are filing this UC on information and do not have a UC number to include in this Add, a UC# will be generated for you when this Add is Saved by checking the Generate UC # box.

If this Add is based on data from a UC ticket and not on information, then proceed to step 2 below and enter the actual UC Number.

2. Enter the **Arrest/UC Number**.

Uniform Citation number (UC #) is a required field and cannot be left blank, unless you checked the Generate Felony UC # box.

UC#s must be a 9-digit numeric value that has not yet been entered into DWITS.

The UC# entered must have been assigned to the agency's ORI that you specified in step 1.

3. Enter the **County** of Offense.

County is a required field and cannot be left blank.

County entered must be a valid 3-digit numeric County Code.

4. Enter the **Month** of the **Scheduled Court Date**.

Months are entered as two digits, i.e. 03.

5. Enter the **Day** of the **Scheduled Court Date**.

Days are entered as two digits, i.e. 31.

6. Enter the **Year** of the **Scheduled Court Date**.

Years are entered as four digits, i.e. 2004.

Scheduled Court Dates must be greater than or equal to the Offense Date and greater than or equal to today's date.

7. Enter the **OCA** number *if applicable* for this UC.

Other Charge Number by Agencies is an optional field and can be left blank.

OCA is limited to 15-characters.

OCN:	8	*FCC:	9		*Offense Date:	10	11	12	*Offense Time:	13
*HWY Class:	14	*HWY Street:	15		*Last Name:	16			*First Name:	17

8. Enter the **OCN** number *if applicable* for this UC.
Offense Cycle Number is an optional field and can be left blank.
OCN is limited to 30-characters.
9. Single click the drop down arrow to select **Y** for Yes or **N** for No to indicate if there is a **FCC** for this UC.
Fine Collection Center is a required field and cannot be left blank.
10. Enter the **Month** of the **Offense Date**.
Months are entered as two digits, i.e. 03.
11. Enter the **Day** of the **Offense Date**.
Days are entered as two digits, i.e. 31.
12. Enter the **Year** of the **Offense Date**.
Years are entered as four digits, i.e. 2004.
Offense Date is a required field and cannot be left blank.
Offense Date must be greater than or equal to the date this UC was assigned to arresting agency's ORI and equal to or less than today's date.
13. Enter the **Offense Time**.
Offense Time is a required field and cannot be left blank
Offense Time must be entered in a 4-digit military format between 0001 and 2400, i.e. 0930
14. Enter the **HWY Class**.
Highway Class is a required field and cannot be left blank.
Highway Class must be a valid 1-digit numeric Highway Class code.
Use Highway Class J for local streets. If you do not have a Highway Class stated on the UC, use class O.
15. Enter the **HWY Street**.
Highway Street is a required field and cannot be left blank.
If HWY Class was equal to A, B, C, E, F, G, H, or I, then Highway Street must be a valid 3-digit numeric Highway Street code.
If HWY Class was equal to D, then Highway Street may be a valid 1, 2 or -3-digit numeric Highway Street code.
16. Enter the offender's **Last Name**.
Last Name is a required field and cannot be left blank.
Last Names are limited to 20-characters.

17. Enter the offender's First Name.

First Name is a required field and cannot be left blank.

Last Names are limited to 20-characters.

Middle Name:	18	Suffix:	19	*Street Address:	20	*City:	21		
*State:	22	Zip Code:	23	*DOB:	24 / 25 / 26	Race:	27	*Sex:	28

18. Enter the offender's Middle Name if available.

Middle Name is an optional field and can be left blank.

Middle Names are limited to 10-characters.

19. Enter a Suffix for the offender if available.

Suffix is an optional field and can be left blank

Suffix is limited to 1-character.

20. Enter the offender's Street Address.

Street Address is a required field and cannot be left blank.

Street Address is limited to 50-characters.

21. Enter the offender's City.

City is a required field and cannot be left blank.

City is limited to 30-characters.

22. Enter the offender's State.

State is a required field and cannot be left blank.

State must be entered as a valid 2-character NCIC State identifier.

23. Enter the offender's Zip Code if available.

Zip Code is an optional field and can be left blank, but must be entered as either a 5 or 9 digit numeric codes if used.

24. Enter the Month of the offender's DOB.

Months are entered as two digits, i.e. 03.

25. Enter the Day of the offender's DOB.

Days are entered as two digits, i.e. 31.

26. Enter the Year of the offender's DOB.

Years are entered as four digits, i.e. 2004.

Date of Birth is a required field and cannot be left blank.

Date of Birth should always be less than the Offense Date of this UC and must be less than today's date.

Date of Birth cannot be for a juvenile and therefore must be equal to or greater than 15 ½ years.

27. Enter the offender's **Race** *if available*.

Race is an optional field, but must be entered as a 1-character valid race code if used.

28. Single click the drop down arrow to select **F** for Female or **M** for Male to indicate the offender's **Sex** for this UC.

Sex is a required field and cannot be left blank.

Height:	29	Weight:	30	*Offender License No :	31	*Offender License State:	32
*RSMO/ORD ID:	33	*RSMO/ORD:	34	*CHARGE CODE:	35		

29. Enter the offender's **Height**.

Height is an optional field and can be left blank, but, must be entered as a 3-digit value for feet and inches if used, i.e. 5 feet 6 inches, must be entered as 506.

30. Enter the offender's **Weight**.

Weight is an optional field and can be left blank, but must be entered as a 2 or 3-digit value for pounds if used.

Weight cannot be entered as zero or a single digit and is limited to a minimum of 10 and a maximum of 999.

31. Enter the **Offender's License No.**

Offender's License Number is a required field and cannot be left blank.

Offender's License Number is limited to a maximum of 20-characters.

NOTE: If OLN is not listed on this UC, query the MULES system to obtain a OLN for this offender. If no OLN is available, leave the OLN blank, but be sure to enter the OLN State. With an OLN State, an OLN will be generated when this UC is saved.

32. Enter the **Offenders' License State**.

Offender's License State is a required field and cannot be left blank.

Offender's License State must be entered as a valid 2-character NCIC State identifier.

NOTE: If Offender's License State is any other state than MO, Offender's License Number must begin with the 2-character NCIC State identifier code of the offender's License State.

33. Enter the **RSMO/ORD ID**.

The Revised Statutes of Missouri Ordinance/City or County Ordinance Indicator is a required field and cannot be left blank.

RSMO/ORD ID must be entered as a valid 1-character Statute Code.

RSMO/ORD ID for Local ordinances should be entered as an L (see RSMO/ORD note for local ordinances).

34. Enter the RSMO/ORD.

The Revised Statutes of Missouri Ordinance/City or County Ordinance number is a required field and cannot be left blank.

RSMO/ORD must be entered as a valid 6 to 11-character Statute Code.

If an L was entered for the RSMO/ORD ID, then the RSMO/ORD must be left blank. (see charge code note for local ordinances).

35. Enter the Charge Code.

Charge Code is a required field and cannot be left blank and may not contain a decimal point.

Charge Codes must be entered as a valid 8-digit numeric Missouri Charge Code.

Local DWI ordinances must be a State accepted local ordinance. State accepted local ordinance DWI charges are available in section III of the Ordinance of the Missouri Charge Code manual.

Fatal Acc Ind:	v	Acc Ind:	v	DWI/BAC Ind:	v
Arresting Officer ID:		Offender SSN:			

36. Single click the drop down arrow to select Y for Yes or N for No to indicate if there is a Fatal Acc Ind.

Fatal Accident Indicator is an optional field and can be left blank.

37. Single click the drop down arrow to select Y for Yes or N for No to indicate if there is an Acc Ind.

Accident Indicator is an optional field and can be left blank.

38. Single click the drop down arrow to select Y for Yes or N for No to indicate if there is a DWI/BAC Ind.

DWI Blood Alcohol Content is an optional field and can be left blank.

39. Enter the Arresting Officer ID.

Arresting Officer ID is an optional field and can be left blank.

40. Enter the Offender SSN.

Offender Social Security Number is an optional field and can be left blank.

Offender SSN must be 9-digit numeric value.

ADD PROSECUTION INFORMATION					
Prosecutor ORI:	MO007011A	Prosecutor Name:	CITY ATTORNEY-BUTLER	Prosecutor Case No:	43
Prosecutor Charge Details			Amended Charge Details		
*Prosecutor Charge Code:	44	Amended Charge Code:	45		
*Prosecutor Action Code:	46	Amendment Action Code:	47		
Reason DWI Not Filed:	48	Reason DWI Not Filed:	49		
Prosecutor Action Date:	50 / 51 / 52	Date Amended:	53 / 54 / 55		
Prosecutor Comment:		56			
		57 SAVE Cancel			

41. Enter the **Prosecutor Case Number.**

Prosecutor Case Number is an optional field and can be left blank.

Prosecutor Case Number is limited to a maximum of 15-characters

42. Enter the **Prosecutor Charge Code.**

Prosecutor Charge Code is a required field and can not be left blank.

Prosecutor Charge Codes must be entered as a valid 8-digit numeric Missouri Charge Code.

43. Enter the **Amended Charge Code *if applicable* for this UC.**

Amended Charge Code is an optional field and can be left blank.

Amended Charge Codes must be entered as a valid 8-digit numeric Missouri Charge Code.

*Prosecutor Action Code:	46
Reason DWI Not Filed:	
Prosecutor	

CHARGES NOT FILED
 CHARGES FILED
 DEFERRED

44. Single click the drop down arrow to select a **Prosecutor Action Code from the list.**

Prosecutor Action Code is a required field and cannot be left blank.

Amendment Action Code:

Reason DWI Not Filed:

47

NOLLE PROS
COMBINED
AMENDED
NO BILL
DEFERRED
DIVERSION

45. Single click the drop down arrow  to select an **Amendment Action Code** from the list *if applicable* for this UC.

Amendment Action Code is a required field *if* an Amended Charge Code was entered for this UC.

Reason DWI Not Filed:

48

Lack Of Admissible Evidence
Defendant Incarcerated On Other Charge
Charges Not Filed
Witness Availability
BAC Filed
Greater Charge Filed

46. Single click the drop down arrow  to select an **Reason DWI Not Filed** from the list.

Reason DWI Not Filed must be left blank *if*, Prosecutor Action Code is equal to Charges Filed.

Reason DWI Not Filed is a required field and cannot be left blank *if*, Prosecutor Action Code is equal to Charges not Filed.

Reason DWI Not Filed:

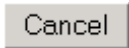
49

Lack Of Admissible Evidence
Defendant Incarcerated On Other Charge
Charges Not Filed
Witness Availability
BAC Filed
Greater Charge Filed

47. Single click the drop down arrow  to select an **Amended Reason DWI Not Filed** from the list *if applicable* for this UC.

Amended Reason DWI Not Filed is an optional field and can be left blank.

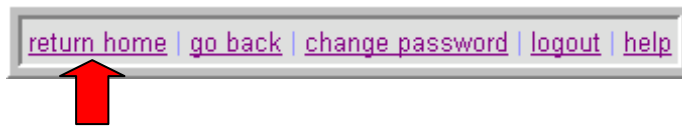
- 48.** Enter the **Month** of the **Prosecutor Action Date**.
Months are entered as two digits, i.e. 03.
- 49.** Enter the **Day** of the **Prosecutor Action Date**.
Days are entered as two digits, i.e. 31.
- 50.** Enter the **Year** of the **Prosecutor Action Date**.
Years are entered as four digits, i.e. 2004.
Date Field with Court is a required field and cannot be left blank.
Date Field with Court must be equal to or less than today's date.
- 51.** Enter the **Month** of the **Date Amended** *if applicable* for this UC.
Months are entered as two digits, i.e. 03.
- 52.** Enter the **Day** of the **Date Amended** *if applicable* for this UC.
Days are entered as two digits, i.e. 31.
- 53.** Enter the **Year** of the **Date Amended** *if applicable* for this UC.
Years are entered as four digits, i.e. 2004.
Date Amended is a required field and cannot be left blank if, Amended Charge Code is entered for this UC.
Date Amended with Court must be equal to or less than today's date.
- 54.** Enter the **Prosecutor Comment**.
Prosecutor Comment is an optional field and can be left blank.
- 55.** Single click the  button to **Save** this UC.
- 

will submit this UC to DWITS. All field requirements will be checked at the time you click the Save button. *If* there are errors on any fields, you will be presented with a list of red errors explaining which fields need attention.
- 

will return you the to DWITS Login homepage

your screen will look similar to this:





1. Single click the [return home](#) link in the top right corner of your screen.

ADD DWI PROSECUTION DATA

Prosecution Services will use this to Add Prosecution Data only to a Uniform Citations (UCs) that has been Added to DWITS.



Step-by-Step

1. From the Prosecutor Home Page.

Prosecutor Home Page

2. Single click the  button.

your screen will look similar to this:

A screenshot of a web form titled "PLEASE ENTER ARREST/UNIFORM CITATION NUMBER OF THE DWI RECORD YOU WANT TO ADD PROSECUTION DATA FOR". Below the title is a label "* Arrest/Uniform Citation No:" followed by a text input field containing the number "3". To the right of the input field are two buttons: "Submit" and "Cancel". A red arrow points to the "Submit" button, which is labeled with a red "4".

3. Enter the **UC number** that you want to Add Prosecution Data to.
4. Single click the  button.

your screen will look similar to this:

OFFENDER ARREST INFORMATION ON FILE			
Arresting Agency: MOMHPBB00		Arrest/UC No: 021340712	County: 088
Scheduled Court Date: 03/16/2004		OCA:	
OCN:	FCC: Y	Date Offense: 01/10/2004	Offense Time: 2228
HWY Class: B	HWY Street: 63	Last Name: SEPPELT	First Name: TAMRA
Middle Name: SUZANNE	Street Address: 415 N ADAMS	City: MEMPHIS	State: MO
Zip Code: 63555	DOB: 04/11/1964	Race: W	Sex: F
Height: 508	Weight: 158	Offender License No: 490663754	Offender License State: MO
CDL Holder:	CMV Ind:	CMV Haz Mat Ind:	
Vehicle Year: 1998	Vehicle Make: CHEV	Vehicle Model: MAL	Vehicle Style: 4D
Vehicle Color: MAR	Vehicle License No: 923HLT	Vehicle License State: MO	Vehicle License Year: 2004
Violator Speed Travel:	Speed Posted:	Detection Method:	Ground Speed:
Fatal Acc Ind: null	Acc Ind: null	DWI/BAC Ind: null	
Arresting Officer Badge: 0776	TROOP: B	ZONE: 11	
CVE:	ADM SUSP: N	WRNT: N	Record Status:

ADD PROSECUTION INFORMATION			
Prosecutor ORI: MO007011A	Prosecutor Name: CITY ATTORNEY-BUTLER	Prosecutor Case No: 5	
Prosecutor Charge Details		Amended Charge Details	
* Prosecutor Charge Code: 6	Amended Charge Code: 7		
* Prosecutor Action Code: 8	Amendment Action Code: 9		
Reason DWI Not Filed: 10	Reason DWI Not Filed: 11		
Prosecutor Action Date: 12 / 13 / 14	Date Amended: 15 / 16 / 17		
Prosecutor Comment: 18			
19 SAVE Cancel			

5. Enter the Prosecutor Case Number.

Prosecutor Case Number is an optional field and can be left blank.

Prosecutor Case Number is limited to a maximum of 15-characters

6. Enter the Prosecutor Charge Code.

Prosecutor Charge Code is a required field and can not be left blank.

Prosecutor Charge Codes must be entered as a valid 8-digit numeric Missouri Charge Code.

7. Enter the **Amended Charge Code** *if applicable* for this UC.

Amended Charge Code is an optional field and can be left blank.

Amended Charge Codes must be entered as a valid 8-digit numeric Missouri Charge Code.

A screenshot of a software interface showing a dropdown menu for 'Prosecutor Action Code'. The menu is open, displaying three options: 'CHARGES NOT FILED', 'CHARGES FILED', and 'DEFERRED'. The dropdown is currently set to '8'. The background shows a form with labels: '* Prosecutor Action Code:', 'Reason DWI Not Filed:', and 'Prosecutor'.

8. Single click the drop down arrow  to select a **Prosecutor Action Code** from the list.

Prosecutor Action Code is a required field and cannot be left blank.

A screenshot of a software interface showing a dropdown menu for 'Amendment Action Code'. The menu is open, displaying six options: 'NOLLE PROS', 'COMBINED', 'AMENDED', 'NO BILL', 'DEFERRED', and 'DIVERSION'. The dropdown is currently set to '9'. The background shows a form with labels: 'Amendment Action Code:', 'Reason DWI Not Filed:', and 'Prosecutor'.

9. Single click the drop down arrow  to select an **Amendment Action Code** from the list *if applicable* for this UC.

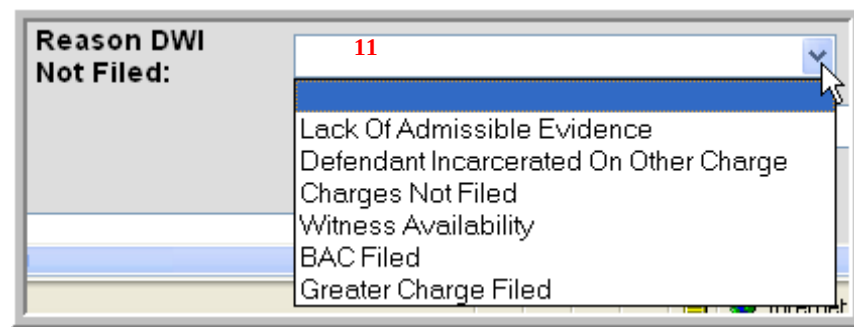
Amendment Action Code is a required field *if* an Amended Charge Code was entered for this UC.

A screenshot of a software interface showing a dropdown menu for 'Reason DWI Not Filed'. The menu is open, displaying six options: 'Lack Of Admissible Evidence', 'Defendant Incarcerated On Other Charge', 'Charges Not Filed', 'Witness Availability', 'BAC Filed', and 'Greater Charge Filed'. The dropdown is currently set to '10'. The background shows a form with labels: 'Reason DWI Not Filed:', 'Prosecutor Action Code:', and 'Amendment Action Code:'.

10. Single click the drop down arrow  to select an **Reason DWI Not Filed** from the list.

Reason DWI Not Filed must be left blank *if*, Prosecutor Action Code is equal to Charges Filed.

Reason DWI Not Filed is a required field and cannot be left blank *if*, Prosecutor Action Code is equal to Charges not Filed.



11. Single click the drop down arrow  to select an **Amended Reason DWI Not Filed** from the list *if applicable* for this UC.

Amended Reason DWI Not Filed is an optional field and can be left blank.

12. Enter the **Month** of the **Prosecutor Action Date**.

Months are entered as two digits, i.e. 03.

13. Enter the **Day** of the **Prosecutor Action Date**.

Days are entered as two digits, i.e. 31.

14. Enter the **Year** of the **Prosecutor Action Date**.

Years are entered as four digits, i.e. 2004.

Date Field with Court is a required field and cannot be left blank.

Date Field with Court must be equal to or less than today's date.

15. Enter the **Month** of the **Date Amended** *if applicable* for this UC.

Months are entered as two digits, i.e. 03.

16. Enter the **Day** of the **Date Amended** *if applicable* for this UC.

Days are entered as two digits, i.e. 31.

17. Enter the **Year** of the **Date Amended** *if applicable* for this UC.

Years are entered as four digits, i.e. 2004.

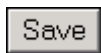
Date Amended is a required field and cannot be left blank if, Amended Charge Code is entered for this UC.

Date Amended with Court must be equal to or less than today's date.

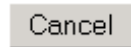
18. Enter the **Prosecutor Comment**.

Prosecutor Comment is an optional field and can be left blank.

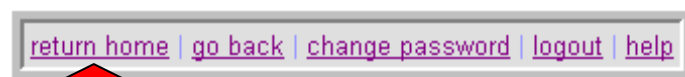
19. Single click the  button to **Save** this UC.



will submit this UC to DWITS. All field requirements will be checked at the time you click the Save button. *If* there are errors on any fields, you will be presented with a list of red errors explaining which fields need attention.



will return you the to DWITS Login homepage



1. Single click the [return_home](#) link in the top right corner of your screen.

NOTE: The Add Prosecutor data only link, allows you to add the Prosecution data on a UC that has already been added to DWITS. IF you request a UC with this link that has not yet been added to DWITS. You will be presented with A Full Add UC session, see page 19 for Full Add steps.

MODIFY PROSECUTOR DATA ONLY

Prosecution Services will use this to Modify Prosecution data *only* on a Uniform Citations (UCs) that have been Added to DWITS, if the Court findings have not yet been posted to the UC.



Step-by-Step

1. From the Prosecutor Home Page.

Prosecutor Home Page

2. Single click the  button.

your screen will look similar to this:

A screenshot of a data entry form. At the top, a black banner with white text reads: "*** PLEASE ENTER ARREST/UNIFORM CITATION NUMBER OF THE DWI RECORD YOU WANT TO MODIFY PROSECUTION DATA FOR ***". Below this, there is a label "* Arrest/Uniform Citation No:" followed by a text input field containing the number "3". To the right of the input field is a "Submit" button and a "Cancel" button. A red arrow points to the "Submit" button, and a small red number "4" is placed next to it.

3. Enter the **UC number** that you want to Modify the Prosecutor data on.
4. Single click the **Submit** button.

your screen will look similar to this:

ADD PROSECUTION INFORMATION					
Prosecutor ORI:	MO007011A	Prosecutor Name:	CITY ATTORNEY-BUTLER	Prosecutor Case No:	041467980
Prosecutor Charge Details			Amended Charge Details		
*Prosecutor Charge Code:	47420040	Amended Charge Code:			
*Prosecutor Action Code:	Charges Filed	*Prosecutor Action Code:			
Reason DWI Not Filed:		Reason DWI Not Filed:			
*Date Filed w/Court:	08 / 10 / 2004	Date Amended:			

5. Edit the data on the UC that needs to be modified.

6. Single click the **SAVE** button to apply the changes.

Cancel

Will prompt you to cancel the UC Modify and return you to the Home Page.

your screen will look similar to this:

Arrest Record Successfully Modified
The arrest record has been successfully modified in the system.

return home go back change password logout help



1. Single click the [return home](#) link in the top right corner of your screen.

NOTE: The Modify Prosecutor data only link allows you to modify the Prosecution data on a UC that has already been added to DWITS. IF you request a UC with this link that has not yet had Prosecution data entered, DWITS will warn you that must first enter the data and no modification can be done.

your screen will look similar to this:

Pros Record Does Not Exist Yet
A pros record does not exist yet. You need to click add pros record instead

REMOVE DWI PROSECUTION DATA

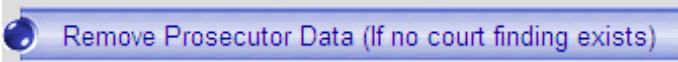
Prosecutors will use this to remove Prosecution Data on Uniform Citations (UCs)
Only if No Court Findings Exists for the UC.



Step-by-Step

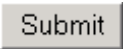
1. From the Prosecutor Home Page.

Prosecutor Home Page

2. Single click the  button.

your screen will look similar to this:

A screenshot of a dialog box with a black header bar containing the text "PLEASE ENTER ARREST/UNIFORM CITATION NUMBER OF THE PROSECUTION RECORD YOU WANT TO REMOVE PROSECUTION DATA FOR" in white. Below the header, there is a label "* Arrest/Uniform Citation No:" followed by a text input field containing the number "3". To the right of the input field are two buttons: "Submit" and "Cancel". A red arrow points to the "Submit" button, which has a small red number "4" above it.

3. Enter the **UC number** that you want to Remove DWI Prosecution Data from.
You can only remove prosecution data from a UC that you entered the Prosecution data to and *has not yet* had court findings added.
4. Single click the  button.

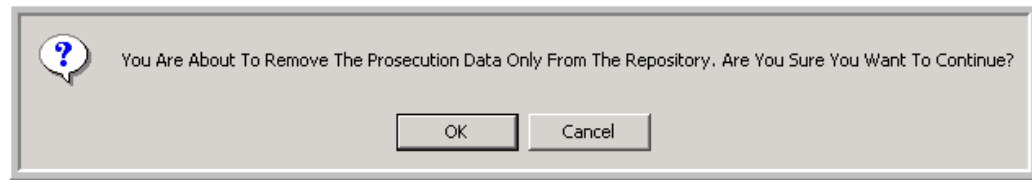
your screen will look similar to this:

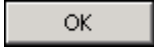
REMOVE PROSECUTION DATA ONLY				
OFFENDER ARREST INFORMATION ON FILE				
Arresting Agency ORI:	MO0010000	Arrest/UC No:	041467994	OCA:
County:	024	Offense Date:	08/10/2004	Offense Time:
Hwy Street:	001	Offender Name: Last:	BUGS	First:
Suffix:		Offender 12	BUNNY	Middle:
		Address:	MAIN	City:
			ANYTOWN	State:
			MO	DOB:
Zip Code:		Offender's License No:	1122334455	Issuing Lic:
Race:		Sex:	M	Height (inches):
				Weight (lbs):
----- Arresting Officer's Action(s) -----				
Driving Speed:		Rsmo/Ord Id:		M
Posted Speed:		Rsmo/Ord:		577010
Detection Method:		Arrest Charge Code:		47420040
In Fatal Accident:				
In Accident:				
DWI/BAC:				
Seat Belt Violation:				N
OFFENDER PROSECUTION INFORMATION ON FILE				
Prosecutor ORI:	MO007011A	Prosecutor Name:	CITY ATTORNEY-BUTLER	Prosecutor Case No:
<u>Prosecutor Charge Details</u>		<u>Amended Charge Details</u>		
Prosecutor Charge Code:		47420040	Amended Charge Code:	
Prosecutor Action Code:	A		Reason DWI Not Filed:	
Date Filed w/Court:	08/08/2004		Date Amended:	
		Delete	Cancel	

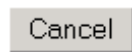
5. Single click the button to remove all the Prosecution data from the fields.

Will prompt you to cancel the Remove and return you to the Home Page.

your screen will look similar to this:

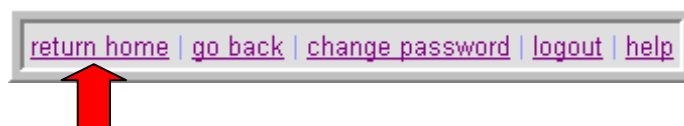
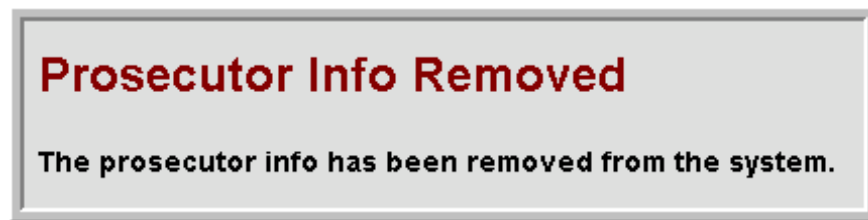


6. Single click the  button to **Remove the Prosecution Data only** from the UC.



Will prompt you to cancel the Remove and return you to the Home Page.

your screen will look similar to this:



1. Single click the [return home](#) link in the top right corner of your screen.

DELETE REQUEST OF DWI RECORD

Prosecutors will use this to request that a UC that has been added by their ORI, and *No Court Findings Exists* for, be deleted from DWITS. A request for deletion will be sent to the Traffic Division manager.

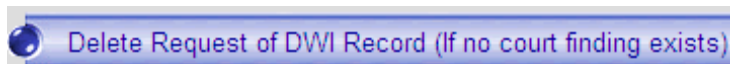


Step-by-Step

1. From the Prosecutor Home Page.

Prosecutor Home Page

2. Single click the button.



your screen will look similar to this:

A screenshot of a web form. At the top, a black banner contains white text: "PLEASE ENTER ARREST/UNIFORM CITATION NUMBER OF THE PROSECUTION RECORD YOU WANT TO SEND A DELETE REQUEST FOR". Below this, a grey box contains the text: "(Please Note: Only A Person With MSHP Traffic Manager Role Can Delete A Prosecution Record, All Other Persons Have To Send A Delete Request To The MSHP Traffic Manager)". At the bottom, there is a label "* Arrest/Uniform Citation No:" followed by a text input field containing the number "3". To the right of the input field are two buttons: "Submit" and "Cancel". A red arrow points to the "Submit" button, which is labeled with a red "4" above it.

3. Enter the **UC number** that you want to **request** be Deleted from DWITS.
This entry will not delete the prosecution data, a request for its deletion will be sent to the Traffic Division manager.
4. Single click the **Submit** button.

your screen will look similar to this:

State of Missouri
Traffic Arrest System (TAS/DWITS)

[return home](#) | [go back](#) | [change password](#) | [logout](#) | [help](#)

DWI ARREST RECORD DELETION REQUEST

OFFENDER ARREST INFORMATION ON FILE

Arresting Agency ORI: MOKPD0000 Arrest/UC No: 060863776 Police Rpt # (OCA): OCN:
County: 071 Offense Date: 02/06/2006 Offense Time: 1230 Hwy Class: C
Hwy Street: 005 Offender Name: Last:MOUSE First:MICKEY Middle:
Suffix: Offender 12 City: ANYTOWN State: MO
Address: MAIN
Zip Code: Offender's License No: 1234567890 State Issuing Lic: MO DOB: 12/31/1980
Race: Sex: M Height (Inchs): Weight (lbs):
----- Arresting Officer's Action(s) -----
Driving Speed: Rsmo/Ord Id: M
Posted Speed: Rsmo/Ord: 577010
Detection Method: Arrest Charge Code: 47420040
In Fatal Accident:
In Accident:
DWI/BAC: Y
Seat Belt Violation:

OFFENDER PROSECUTION INFORMATION ON FILE

Prosecutor ORI: Prosecutor Name: Prosecutor Case No:
Prosecutor Charge Details Amended Charge Details
Prosecutor Charge Code: Amended Charge Code:
Prosecutor Action Code: Reason DWI Not Filed:
Date Filed w/Court: Date Amended:
Prosecutor Comment:
Delete Request Reason: offender deased 5
Delete Request Cancel

5. Enter the **Delete Reason Reason**.

6. Single click the **Delete Request** button.

Cancel Will prompt you to cancel the Remove and return you to the Home Page.

your screen will look similar to this:

Microsoft Internet Explorer

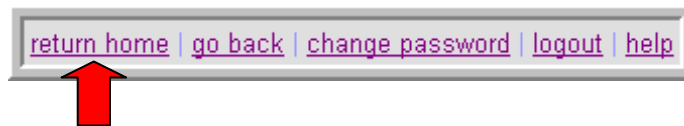
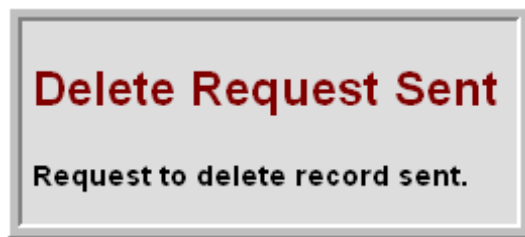
You Are About To Send A Request To The MSHP Traffic Manager To Delete This Record From The Repository. Are You Sure You Want To Continue?

OK Cancel

7. Single click the **OK** button to **Send a Delete Request** for this UC.

Cancel Will prompt you to cancel the Request and return you to the Home Page.

your screen will look similar to this:



1. Single click the [return home](#) link in the top right corner of your screen.

Lesson 3

ORI Jurisdiction Maintenance

In this lesson you will learn how to:

- Prosecutor ORI Jurisdiction Report
- Add ORI Jurisdictions
- Delete ORI Jurisdictions

PROSECUTOR ORI JURISDICTION REPORT

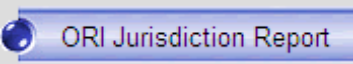
Prosecutors will use this to view an online report showing them all of the ORI's within their jurisdiction.



Step-by-Step

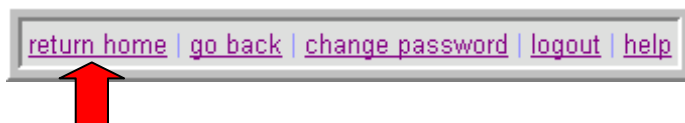
1. From the Prosecutor Home Page

Prosecutor Home Page

2. Single click the  button.

your screen will look similar to this:

Authorized ORI Jurisdiction List For ORI MO007011A			
Member ORI Code	Member Name	Domain ORI Code	Domain Name
MO007011A	CITY ATTORNEY-BUTLER	MO0010000	SO ADAIR COUNTY-KIRKSVILLE
MO007011A	CITY ATTORNEY-BUTLER	MO007011A	CITY ATTORNEY-BUTLER



1. Single click the [return home](#) link in the top right corner of your screen.

ADD ORI JURISDICTIONS

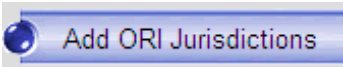
Prosecutors will use this to add additional ORIs that are within their jurisdictional domain, to DWITS.



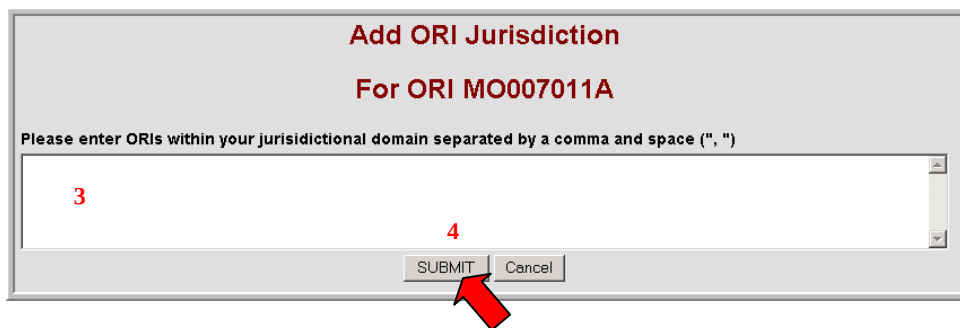
Step-by-Step

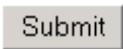
1. From the Prosecutor Home Page

Prosecutor Home Page

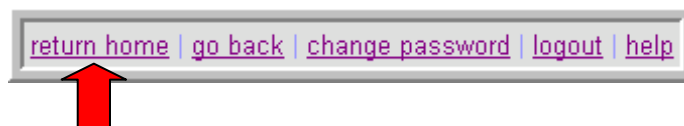
2. Single click the  button.

your screen will look similar to this:

A screenshot of a web form titled "Add ORI Jurisdiction" in red text. Below the title is the text "For ORI MO007011A" in red. A instruction in black text says "Please enter ORIs within your jurisdictional domain separated by a comma and space (\", \")". Below this is a large white text input field with a red number "3" inside. At the bottom of the form are two buttons: "SUBMIT" and "Cancel". A red arrow points to the "SUBMIT" button, which has a red number "4" above it.

3. **Enter the ORI number** that you want to add to your ORI Jurisdiction list.
ORIs must be entered as 9 alpha and numeric characters and always be within your jurisdictional domain in Missouri.
To enter more than one ORI, be sure to separate each ORI with a comma and a space.
4. Single click the  button.

your screen will look similar to this:



1. Single click the [return home](#) link in the top right corner of your screen.

DELETE ORI JURISDICTIONS

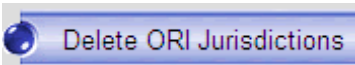
Prosecutors will use this to remove ORIs that are listed in DWITS as part of their jurisdictional domain, from DWITS.



Step-by-Step

1. From the Prosecutor Home Page

Prosecutor Home Page

2. Single click the  button.

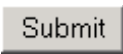
your screen will look similar to this:

A screenshot of a web form titled "Delete ORI Jurisdiction For ORI MO007011A" in red text. Below the title is a text box with the instruction "Please enter ORIs you wish to remove from your jurisdictional domain separated by a comma and space (\", \")". The text box is empty and has a red "3" next to it. At the bottom of the form are two buttons: "SUBMIT" and "Cancel". A red arrow points to the "SUBMIT" button, which has a red "4" next to it.

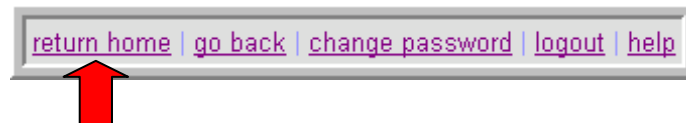
3. **Enter the ORI number** that you want to remove from your list of ORI Jurisdictions.

ORIs must be entered as 9 alpha and numeric characters and always be within your jurisdictional domain in Missouri.

To remove more than one ORI, be sure to separate each ORI entered with a comma and a space.

4. Single click the  button.

your screen will look similar to this:



1. Single click the [return home](#) link in the top right corner of your screen.

Lesson 4

Code Files/Reports

In this lesson you will learn how to:

- Query Code Files
- Query Charge Codes
- Access LEA DWI Statistical Reports

QUERY CODE FILES

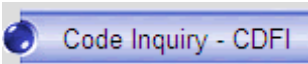
Prosecutors will use this search for appropriate Code Files entries to ensure accurate data while submitting UCs to DWITS.



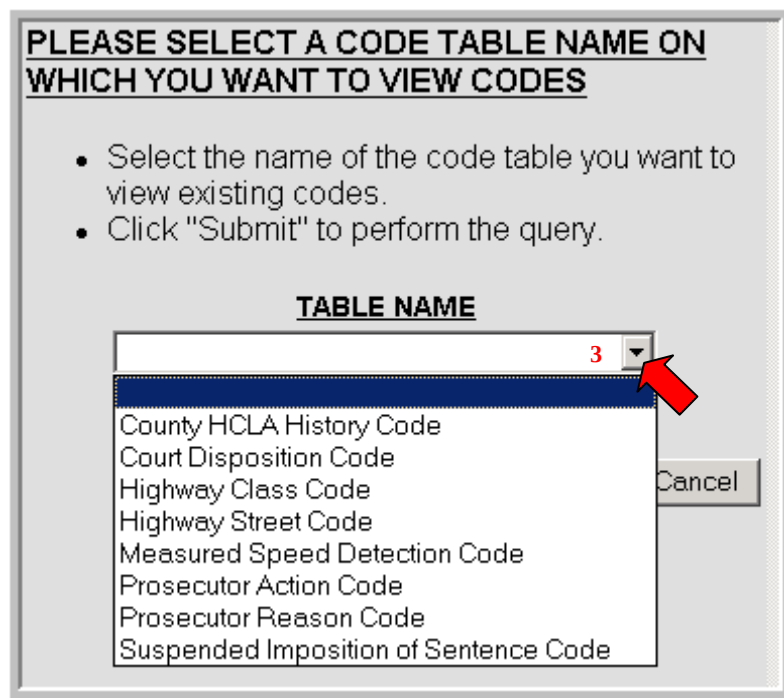
Step-by-Step

1. From the Prosecutor Home Page.

Prosecutor Home Page

2. Single click the  button.

your screen will look similar to this:



3. Single click the  drop down arrow to view a list of code tables to choose from.

your screen will look similar to this:

PLEASE SELECT A CODE TABLE NAME ON WHICH YOU WANT TO VIEW CODES

- Select the name of the code table you want to view existing codes.
- Click "Submit" to perform the query.

TABLE NAME

County HCLA History Code
Court Disposition Code
Highway Class Code 4
Highway Street Code
Measured Speed Detection Code
Prosecutor Action Code
Prosecutor Reason Code
Suspended Imposition of Sentence Code

Cancel

4. Single click on the **Table Name** that you need to view.

your screen will look similar to this:

PLEASE SELECT A CODE TABLE NAME ON WHICH YOU WANT TO VIEW CODES

- Select the name of the code table you want to view existing codes.
- Click "Submit" to perform the query.

TABLE NAME

Highway Class Code

5

Submit Cancel

5. Single click the **Submit** button.

your screen will look similar to this:

<u>ALL EXISTING CODES IN CODE TABLE - Highway Class Code</u>			
<u>QM12 HWY</u>		<u>CLA</u>	<u>CODE</u>
		A	INTERSTATE HIGHWAY
		B	U.S. HIGHWAY
		C	STATE NUMBERED

[return home](#) | [go back](#) | [change password](#) | [logout](#) | [help](#)



1. Single click the [return home](#) link in the top right corner of your screen.

QUERY CHARGE CODES

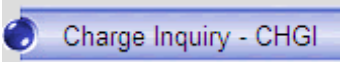
Agencies will use this search for a Charge Code to ensure accurate data while submitting UCs to DWITS.



Step-by-Step

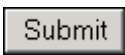
1. From the Prosecutor Home Page.

Prosecutor Home Page

2. Single click the  button.

your screen will look similar to this:

A screenshot of a web form titled "Charge Code Details Inquiry". It contains the text "Please enter a charge code to query:" followed by a text input field containing the number "3" and a "Submit" button. A red arrow points to the "Submit" button, which is labeled with a small red "4".

3. Enter the **Charge Code** you wish to search for.
4. Single click the  button.

your screen will look similar to this:

A screenshot of the "Charge Code Details Inquiry" form showing search results. The form displays the following information: "Please enter another charge code to query:" followed by a text input field containing "91435" and a "Submit" button. Below this, the results are listed: "Charge Code: 91435", "Short Description: DWI-ALCOHOL", "RSMO ORD ID: L", "RSMO ORD:", "Date Enacted: 08/28/2000", "Date Repealed: 12/31/9999", "Field Ops Code: LOCOFF", "Field Ops Category: 2312AD", "Offense Modifier: 0", "NCIC Modifiers: 04 99", "Replacement Code:", and "Long Description: DWI - ALCOHOL". A white arrow points to the "Date Repealed" field.

Note: Charge Code queries will display a detailed description of an available charge code.

Your data entry on a UC Add or Modify will require an 8-digit charge code.

Positions 1 thru 5 are the base charge code

Positions 6 and 7 will be one valid NCIC Modifier from the list

Position 8 will be one valid Offense Modifier from the list

*In this example your charge code would be 91435**040** or 91435**990***

Note: Be sure to check the Date Enacted and Date Repealed to ensure that the charge code is currently active.

Valid NCIC Modifiers

01 = Hit and Run

02 = Transport Dangerous Material

03 = Driving Under the Influence of Drugs

04 = Driving Under the Influence of Alcohol

05 = Moving Traffic Violation

06 = Non-moving Traffic Violation

99 = Traffic Offense

Valid Offense Modifiers

0 = Not Applicable

1 = Attempt

2 = Accessory

3 = Conspiracy



1. Single click the [return home](#) link in the top right corner of your screen.

LEA STATISTICAL REPORTS

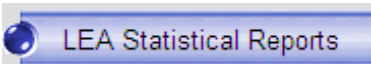
Agencies will use this to run online statistical reports.



Step-by-Step

1. From the Prosecutor Home Page

Prosecutor Home Page

2. Single click the  button.

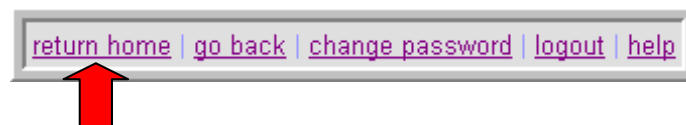
your screen will look similar to this:

A screenshot of a web form titled '*** Statistical Reports - DWI Tracking System ***'. The form contains several fields: 'Report:' with a dropdown menu showing 'Summary Statistics By Disposition'; 'Begin Month, Day, Year:' with three dropdown menus for month (June), day (01), and year (2005); 'End Month, Day, Year:' with three dropdown menus for month (June), day (29), and year (2005); 'ORI:' with a dropdown menu showing 'MO HP TROOP F-JEFFERSON CITY'; 'County:' with a dropdown menu showing 'STATEWIDE'; and 'Output Format:' with a dropdown menu showing 'PDF'. A 'Submit' button is located at the bottom right of the form.

1. Single click the drop down list to select a **Report**.
2. Single click the drop down lists to select a **Begin Month, Day and Year**.
3. Single click the drop down lists to select an **End Month, Day and Year**.
4. Single click the drop down list to select your **ORI**
5. Single click the drop down list to select your **County**
6. Single click the drop down list to select an **Output Format**.
7. Single click the **Submit** button to complete the report.

your screen will look similar to this:

Missouri State Highway Patrol											
Traffic Arrest / DWI Tracking System											
Arrest Charge By ORI											
Report: CJ350301 Page of Return to LEA Statistics											
Time Frame 06/01/2002 TO 08/31/2002 Run Time: 06/29/2005 21:42:59											
Invl				DWI	DWI	DWI	BAC	+0.08%			
Manslghtr	Veh Asslt	Seatbelt	Persist	Prior	Not Prior	Persist	BAC	Drinking	DWI		
ORI	10053090	13033990	47367060	Offender	Offender	Or Persist	/Prior Off	47481040	Other	Municipal	TOTAL



Single click the [return home](#) link in the top right corner of your screen.

Lesson 5

Query DWI UCs

In this lesson you will learn how to:

- Query DWI UCs by specific detail

QUERY DWI UCs

Prosecutors will use these Queries to search for specific UC information that has been posted (added) to DWITS.



The screenshot shows a web interface titled "Queries". It features a search input field, a "Go" button, and a list of search criteria with radio buttons. To the right of the "Go" button, there are three numbered instructions: 1. Select the type of query to be performed. 2. Enter the search string below. 3. Click "Go" to perform the query.

Queries

1. Select the type of query to be performed.
2. Enter the search string below.
3. Click "Go" to perform the query.

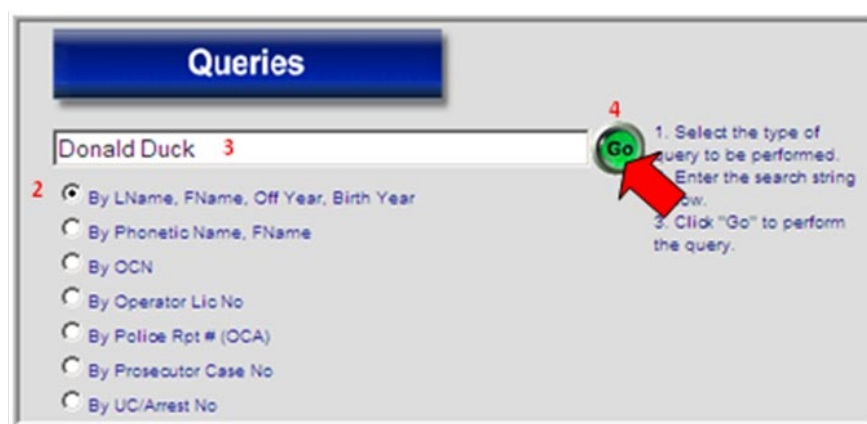
☐ By LName, FName, Off Year, Birth Year
☐ By Phonetic Name, FName
☐ By OCN
☐ By Operator Lic No
☐ By Police Rpt # (OCA)
☐ By Prosecutor Case No
☐ By UC/Arrest No



Step-by-Step

1. From the Prosecutor Home Page.

Prosecutor Home Page



The screenshot shows the "Queries" interface with the search criteria "By LName, FName, Off Year, Birth Year" selected. The search input field contains "Donald Duck" and the "Go" button is highlighted with a red arrow. The numbered instructions are also present.

Queries

1. Select the type of query to be performed.
2. Enter the search string below.
3. Click "Go" to perform the query.

2 ☒ By LName, FName, Off Year, Birth Year
☐ By Phonetic Name, FName
☐ By OCN
☐ By Operator Lic No
☐ By Police Rpt # (OCA)
☐ By Prosecutor Case No
☐ By UC/Arrest No

Donald Duck 3

4 Go

your screen will look similar to this:

2. Single click the ☐ bullet for the **type of query** you choose.
3. Enter the **detail** you are querying for example "last name on UC".
4. Single click the button.

your screen will look similar to this:

*** INQUIRY BY LAST NAME FOR SMITH,MARY,2002 ***								
(Please Click On The Uniform Citation Number Hyperlink To Go To The Details Of A Particular Record)								
LAST NAME	FIRST NAME	MI	COURT FINDING	ARR CHARGE	UNIFORM CITATION NO	OFFENSE DATE	DOB	OLN
SMITH		ANN	S	47420040	021075414	03/30/2003	08/03/1962	
SMITH		J	G	90600040	001477573	09/21/2001	09/23/1950	
SMITH		J	G	90600040	011847879	03/30/2003	09/23/1950	
SMITH		K	S	90600040	001245817	01/18/2001	05/11/1959	
SMITH		KRISTIN	G	90625040	990736626	11/30/2001	03/30/1982	
SMITH		L	S	90600040	001357365	07/24/2001	08/26/1957	
SMITH		L	G	47420040	021188009	10/17/2003	08/10/1962	
SMITH		L	S	90600040	839755655	05/18/2001	04/24/1964	
SMITH		RENE	G	47415040	030171320	09/23/2003	08/26/1981	

5. Single click the [UC # link](#).

NOTE: If the UC that you have opened is a Closed Record, you will be given the following disclosure warning

your screen will look similar to this:

*** ARREST/PROSECUTION/DISPOSITION RECORD INQUIRY ***			
PLEASE NOTE THAT THIS IS A CLOSED RECORD. CLOSED RECORDS SHALL BE INACCESSIBLE TO THE GENERAL PUBLIC. THEY SHALL BE AVAILABLE ONLY TO COURTS, LAW ENFORCEMENT AGENCIES AND FEDERAL AGENCIES FOR THE PURPOSE OF PROSECUTION, SENTENCING, PAROLE CONSIDERATION, CRIMINAL JUSTICE EMPLOYMENT AND TO FEDERAL AGENCIES FOR SUCH INVESTIGATIVE PURPOSES AS AUTHORIZED BY LAW OR PRESIDENTIAL EXECUTIVE ORDER. SECTION 610.120 RSMO 1989			
OFFENDER ARREST INFORMATION ON FILE			
Arrest/UC No: 021075414	Arresting Agency ORI: MOMHPBB00	Arresting Agency Name: MO HP TROOP B - MACON	
Police Rpt # (OCA):	OCN:	Scheduled Court Date: 05/13/2003	
County: 086	HWY Class: B	HWY Street: 136	FCC: N
Offense Date: 03/30/2003	Offense Time: 0500	DOB: 08/03/1962	Race: W Sex: F
Last Name:	First Name:	Middle Name:	Suffix:
Street Address: RT2 BOX 2		City: LUCERNE	State: MO
Height: 503	Weight: 110	OLN:	OLN State: MO
Vehicle Year: 1989	Make: PONT	Model: GRA	Style: 2D
Vehicle Color: BLK	Vehicle Lic Number:	Vehicle Lic State: MO	Vehicle Lic Year: 2003
Violator Speed Travel:	Speed Posted:	Detection Method:	Ground Speed:
RSMO/ORD ID: M	RSMO/ORD: 577010	Charge Code: 47420040	DWI/ALCOHOL
Fatal Acc Ind:	Acc Ind: N	DWI/BAC Ind: Y	Record Source: Online
Arresting Officer Badge: 0397	Troop/Zone: B04	AIR Recd Date:	BAC Level:
CVE Ind:	CVE Troop/Zone:	Warrant: N	Record Status: Verified Record
Record Created: 04/08/2003	Created By: D.M.	Record Last Updated: 07/12/2005	Updated By: stegem
FINAL DISPOSITION INFORMATION ON FILE			
Court ORI: MO086023J	Court Name: CIR CRT-ASSOC DIV-UNIONVILLE		
Court Case No: 03CR62432	Court Disposition: S	Juvenile Ind: A	
Conviction Disposition Date: 07/09/2003	Disp RSMO/ORD ID: M	Disp RSMO/ORD: 577010	
Charge Code As Disposed: 47420040	DWI/ALCOHOL		
Fine Ordered:	Confinement Term:		
Suspended Imposition Sentence (SIS): S	Probation Term: 731 days		
Suspended Execution of Sentence (SES): N	SES Fine Suspended:	SES Term:	
Bond Forfeiture Previously Sent to DOR: N	Defendant Represent By Counsel: Y	Defendant Waived Right To Counsel In Writing: N	
Disp Info: REF.0303302046	UPDATED ELECT		
Judge Name:	Judge Lawyer: N		

[return home](#) | [go back](#) | [change password](#) | [logout](#) | [help](#)

1. Single click the [return home](#) link in the top right corner of your screen.

Missouri Law Enforcement Agency Home Page

Agency ORI: MO0010000 Agency Name: SO ADAIR COUNTY-KIRKSVILLE

Present Data Status

DWI Drafts0

DWI Errors0

Unverified DWI Arrests0

View Pending DWI Arrest Record0

Del Reqsts0

DWI Arrest

Code Files

Query DWI UC's

Go

Add

Modify

Delete/Delete Request

Verify

Code Inquiry - CDFI

Charge Inquiry - CHGI

By LName, FName, Of Year, Birth Year

By Phonetic Name.FName

By OLN

By Police Report # (OCA)

By OCN

By Court Case No

By UC/Arrest No

UC # Assignment

Reports

Request UC Number Assignment - RADD

Inquiry UC Number Request - AUTT

LEA Authorized ORI Report

LEA Statistical Reports