

**Ohio Department of Public Safety**

**Technical Specifications for Do Not Buy List Submissions**

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# 1 Revision History

Technical Specifications for Do Not Buy List Submissions		
Date	Version	Description
08/1/2013	1.0	Original draft
2/7/2014	1.0	First release
5/23/14	1.1	Combined the Race and Ethnicity fields, changed Gender field to Sex
6/10/14	1.2	Updated SCR002
11/24/14	1.3	Updated field specifications in 3.2.2

## 2 Introduction

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The objective of this document is to step through the technical requirements for local law enforcement to submit their 'Do Not Buy' list to the Ohio Department of Public Safety as required by ORC 4737.04 (F) (2).

## 3 Submission Specifications

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All information has to be submitted in the form of Comma Separated Value (CSV) files. The "\$" sign is to be used within the CSV file as the delimiter.

### 3.1 Submission Frequency

Law Enforcement should submit a new file anytime any changes are made to the list at their end.

**On submission the previous submission will be replaced by the new submission.**

If, for example there are currently 10 records, and two additional records are added, the user will upload the new file that contains 12 records (the original 10, plus the additional two new records). When an upload is committed to the system, the previous file/record is overwritten.

### 3.2 Submission Process

Submission is done by logging into CIMS and selecting the option for Do Not Buy Upload as shown in screen SCR001 below.

SCR001

OHIO DEPARTMENT OF PUBLIC SAFETY  
EDUCATION • SERVICE • PROTECTION

# CIMS

Contact & Information Management System

SAIC  
OHIO  
HOMELAND SECURITY

OHIO  
Homeland  
SECURITY

Inactivity : 00:21  
Wednesday, April 03, 2013

[Click to Report Suspicious Activity or Call 877-OHS-INTEL \(647-4683\)](#)

No Current Threats

Search Published Content

Welcome: Benjamin

## LOCAL DO NOT BUY (DNB) LIST

Per ORC 4737.04(F)(2) law enforcement agencies are required to provide their Do Not Buy list to the Ohio Department of Public Safety. Provision of this information does not relieve the agency of its obligation or statutory requirement to provide this list to all scrap metal and bulk merchandise dealers within your jurisdiction

[CLICK HERE TO CONTINUE](#)

*Please verify the accuracy of the information. Once uploaded it will be made available to law enforcement and scrap dealers pursuant to ORC 4737.045(E)1(d)*

OHLEG  
Northeast Ohio Regional Fusion Center  
Hamilton County Terrorism Early Warning Group  
Columbus Police Terrorism Early Warning Group  
Ohio State Highway Patrol Criminal Intelligence Unit

### 3.2.1 Data Type Specifications

Date Type	Description
Text	Characters / Numeric values are allowed. Some special characters are allowed.
Number	Numeric values from 0-9 only
Date	Should be in the format MM/DD/YYYY e.g. 06/12/1947

### 3.2.2 Field Specifications

Field Name	Type	Description & Format	Required/ Optional	Size
First Name	Text	The first name of the person	R	50
Middle Name	Text	The middle name of the person	O	50
Last Name	Text	The last name of the person	R	100
Suffix	Text	The suffix of the person	O	10
Sex	Text	Valid values are M-Male, F-Female and U-Unknown	O	1
Height	Text	Height of the person in inches	O	20
Weight	Text	Weight of the person in pounds	O	20
Eye Color	Text	Eye color of the person	O	50
Hair Color	Text	Hair color of the person	O	50
Race / Ethnicity	Text	Race / ethnicity of the person	O	50
Scars, Marks and Tattoos	Text	Description of scars, marks or tattoos on the person	O	100
Date of Birth	Date	The date of birth of the person, should be in the format MM/DD/YYYY (e.g. 06/21/2013)	O	10
Driver's License Number	Text	Identification number on the State Issued Driver's License Number or Identification card	O	25
Driver's License Issue State	Text	State that issued the Driver's License or Identification card	O	2
Alias	Text	Any known aliases for the individual	O	100
Conviction Case Number	Text	Case number of the conviction	O	25
Conviction Date	Date	Date of the conviction	O	10
Conviction Offense	Text	Offense(s) for which the individual was convicted	O	50
Conviction Offense Class	Text	Class of the offense(s) for which the individual was convicted	O	50
Conviction Court	Text	Court Number for the court in which the conviction took place	O	10

### 3.3 Upload Process

To initiate a file upload, the Law Enforcement agency user should login to CIMS and navigate to screen SCR001 as described in section 3.2. On clicking on the Continue button the user is directed to screen SCR002 shown below. The user will click the button to begin the upload procedure. The system shall provide the capability to browse/navigate to the file and select it to be uploaded.

SCR002

The screenshot shows the CIMS interface for uploading a Do Not Buy list. The page title is "CIMS - Do Not Buy List Upload". The main heading is "LOCAL DO NOT BUY (DNB) LIST UPLOAD". Below the heading, there is a instruction: "Please submit your agency's Do Not Buy list in a (CSV) file, with \$ as the delimeter using the format defined below." A table lists the required fields for the CSV file, including First Name, Middle Name, LastName, Suffix, Sex, Height, Weight, Eye Color, Hair Color, Race/Ethnicity, Scars, Marks and Tattoos, Date Of Birth, Driver's License Number, Driver's License Issue State, Alias, Conviction Case Number, Conviction Date, Conviction Offense, Conviction Offense Class, and Conviction Court. Each field has a type, description, and required/optional status. Below the table, there is a warning: "Please note that this upload will overwrite your agency's Do Not Buy list in our system". There is a "Select file to upload" button with a "Browse..." button next to it, and a "Click Here To Upload Do Not Buy List" button. A red line separates this from a note: "Please verify the accuracy of the information. Once uploaded it will be made available to law enforcement and scrap dealers pursuant to ORC 4737.045(E)1(d)". At the bottom, there is a footer: "Ohio Homeland Security. All rights reserved. For suggestions and comments email webmaster."

Field Name	Type	Description and Format	Required/Optional	Size
First Name	Text	The first name of the person	R	50
Middle Name	Text	The middle name of the person	O	50
LastName	Text	The last name of the person	R	100
Suffix	Text	The suffix of the person	O	10
Sex	Text	Valid Values are M-Male and F-Female and U-Unknown	O	1
Height	Text	Height of the person in inches	O	20
Weight	Text	Weight of the person in pounds	O	20
Eye Color	Text	Eye color of the person	O	50
Hair Color	Text	Hair color of the person	O	50
Race/Ethnicity	Text	Race/Ethnicity of the person	O	50
Scars, Marks and Tattoos	Text	Description of scars,marks or tattoos on the person	O	100
Date Of Birth	Date	Date Of Birth of the person(MM/DD/YYYY)	O	10
Driver's License Number	Text	Identification number on the State Issued Driver's License Number or Identification card	O	25
Driver's License Issue State	Text	State that issued the Driver's License or Identification card	O	2
Alias	Text	Any known aliases for the individual	O	100
Conviction Case Number	Text	Case number of the conviction	O	25
Conviction Date	Date	Date of the conviction	O	10
Conviction Offense	Text	Offense(s) for which the individual was convicted	O	50
Conviction Offense Class	Text	Class of the offense(s) for which the individual was convicted	O	50
Conviction Court	Text	Court Number for the court in which the conviction took place	O	10

On uploading a new file, all previous DNB lists submitted for that agency is overwritten with the information provided in this new file.