



Oakland County Sheriff's Office

**Technology, Information &
Innovation**

*** CRITICAL ***

UPDATING CCH DISPOSITIONS

4/22/2026

Information: The following provides guidance for auditing and updating CCH case dispositions. The Michigan State Police have provided individual forms for each OCSO-generated CCH, from 2000 to the present, that is missing a disposition or status.

Action Required: Utilize JMS, JDW, CLEAR reports, etc., to determine the proper status. If the case includes an authorized prosecution, use the appropriate 'reason' code from the list below and follow the given directions. MSP will subsequently require the court to update the case status so we will not have to do so. Fill out all mandatory fields. Under the section, "*Please make the following changes to the Livescan transaction,*" use one of the following reasons. These are the only comments that should be added to the forms prior to returning:

- **Duplicate:** For arrests that have been verified as duplicates of those already on file in the CCH/CHR database, write 'DUPLICATE' and return to MSP. These will be deleted from the CCH/CHR database.
- **Not Charged:** For cases verified that a warrant was either not sought or denied by the county prosecutor/city attorney, write 'RELEASED' and return to MSP. These will remain as non-public cases in the CCH/CHR database and will show a disposition of 'Released No Prosecution' in LEIN.

- **Charged by City Attorney:** For cases verified that a warrant was authorized by a City Attorney, write ‘ORDINANCE AUTHORIZED’ and return to MSP. These will remain as public cases in the CCH/CHR database and will show a disposition of ‘Notice to Appear’ in LEIN. MSP will note on the record that an ordinance was authorized and will contact the court for the final disposition.
- **Charged by County Prosecutor:** For cases verified that a warrant was authorized by the COUNTY Prosecutor, write the CTN, PACC Code and warrant issue date and return to MSP. These will remain as public cases in the CCH/CHR database and will show a disposition of ‘Charged by Prosecutor’ in LEIN. MSP will add the charge segment to the record and will contact the court for the final disposition.

Contacts: If you have any questions, please contact Cheryl Jacobson, Records Unit Supervisor, at jacobsonc@oakgov.com.