



DEPUTY SHERIFFS' TRAINING BULLETIN

Number 98

COMMONWEALTH OF PENNSYLVANIA

April 2010

PENNSYLVANIA FIREARMS LICENSE TO CARRY SYSTEM

PCCD is well underway with the development and testing of the License to Carry (LTC) application. However, due to factors outside of PCCD's control, the initial Pilot implementation for Cumberland County will be postponed until July. This bulletin provides updates and additional clarification regarding the format of the requested extract files referenced in Bulletin 96, a summary of Issuing Authority (IA) responsibilities as part of the implementation and a **preliminary** implementation schedule for **planning** purposes. PCCD will contact all counties at least 45 days prior to implementation to review and discuss precise dates associated with the implementation.

Issuing Authority Data Extract File Updates

Several counties have already created and submitted test extract files to PCCD. Most of these files had formatting issues which had to be corrected. Additional detail and examples of common errors are provided below for further clarification:

- Extract records should only be created for records that are active (i.e. permits that have not expired).
- The two digit county code should not be included in the permit number field. Include your permit number as you have it on file.
- Delimiters must be provided between all fields, including both address fields, even if a second address line does not exist. For fields where there may not be data, such as Middle Name, Suffix, and Addr2, the double quotes must be within the commas denoting a NULL field. Example: ",",
- Only the data requested should be included.
- No periods or special characters should be included in the State field. Apostrophes can be used in the Last Name field.

Date of Birth must be 8 digits in MMDDCCYY format. A date of May 15, 1962 must be represented as 05151962, including the leading zero for the month.

Acceptable Example: 05151962

Unacceptable Examples: May 15, 1962, 5/15/1962, 5-5-1962, 19620502, 1962-05-02 etc.

Last Name(LN), First Name(FN), Middle Name(MN) and Suffix(S) must be provided in separate fields. If your existing repository has any extraneous names, they should be mapped to and included in the Middle Name field.

Examples:

John J. Smith JR	mapped as	FN John, MN J, LN Smith, Suffix JR
J. Robert Smith	mapped as	FN J, MN Robert, LN Smith
Robert Allen Patrick Smith	mapped as	FN Robert, MN Allen Patrick, LN Smith

As the format of the data is critical to ensure we are able to correctly match and update address information for active permit holders, the requested extract file format from Training Bulletin 96 is provided below:

Please Note: PCCD has scheduled 1 day of additional onsite support to assist with the creation of the extract files for Issuing Authorities who requested it in LTC Survey 3. IAs are also welcome to email test extract files to c-almclea@state.pa.us for testing and validation at any time.

Field	Format	Required	Sample Data
County Code	2 digits numeric	Y	21
Permit Number	10 characters max; numeric	Y	1123456789
Last Name	40 characters max; alphanumeric	Y	O'Malley
Suffix	5 characters max; alphanumeric	N	
First Name	40 characters max: alphanumeric	Y	Alan
Middle Name	35 characters max: alphanumeric	N	C
Date of Birth	MMDDCCYY; numeric	Y	12191986
Address Line 1	65 characters max; alphanumeric	Y	1313 Mocking Bird Lane
Address Line 2	65 characters max, alphanumeric	N	PO Box 12
City	65 characters max: alphanumeric	Y	Harrisburg

State	2 characters max; alphanumeric, valid state abbreviation	Y	PA
Zip	9 characters max (zip +4) ; numeric	Y 5 digit zip	17108

For example, the record update from the sample column in the above table would be formatted as follows: "21","1123456789","O'Malley","","Alan","C","12191986","1313 Mockingbird Lane","PO Box 12","Harrisburg","PA","17108".

The files that are created should conform to the following naming convention:

CCLTCADDRESSTEST.txt or CCLTCADDRESSPROD.txt, where CC represents the 2 digit County Code, LTCADDRESS is a constant, and TEST or PROD is a variable suffix used to reflect whether the file is a Test or Production extract file. For example the production extract file for Cumberland County should be named: '21LTCADDRESSPROD.txt' .

In the event, you are not able to provide a text file with the address information as requested, Pennsylvania State Police (PSP) will accept the same data in an MS Excel format. Alternatively, counties which utilize paper systems and or counties which choose not to create an extract file will be able to manually update the address information for their records, after the county is implemented into production.

The PCCD project team will utilize the records provided in the IA extract files to locate and populate address information for the records in the new LTC repository.

Two error reports will be created and provided to the IA and PSP in the event records from the supplied file error off during the merge process. These include:

IA extract record alerts: This report will contain IA extract records which failed updating for any one of three reasons.

- One of the required fields was blank. Required fields are: First Name, Last Name, Date of Birth, Addr1, City, State, Zip, Permit Number, County Code.
- A matching Applicant record using the Last Name, First Name, DOB, and County Code could not be found in the PSP database.
- A matching active permit with the permit number submitted could not be located for the Applicant.

If the IA can locate the record in question in the new LTC repository using the search screens, the IA can correct the record and update the address information. If the record in question cannot be located in the repository using the search screens, the IA will be responsible for working with PSP to research and resolve the issue.

PSP records not updated: This report will contain a list of Applicant records in the PSP repository for the IA, which have active permits and whose addresses were not updated after processing the IA extract File. The IA will be responsible for working with PSP to research and resolve these issues.

Summary of Issuing Authority Responsibilities

The table below provides a summary of IA responsibilities and lead times associated with the Implementation:

Minimum Lead time	Task Description	Notes:
1 month prior to implementation	Procure Required Hardware Set up equipment and install device drivers.	This must be completed before onsite training can occur.
1 week prior to implementation	Create Test Extract File and provide to PSP.	This can be done any time prior to implementation.
1 week prior to implementation	Cease entering LTC applications in old LTC system. All LTC applications that are in process (pending permit issue or pending denial, will need to be completed in the old LTC system and mailed to the PSP if issued, or reentered in the new LTC application for processing.	
1 day prior to implementation	Create Production Extract File and provide to PSP	PCCD resources are scheduled to be on site to assist the IA with the creation of the Extract file based on responses to Survey 3.
Implementation day	Participate In Training	Training will be provided onsite, using IA equipment.
Implementation day	Review Production Error Reports and perform Data Cleansing as necessary in New LTC application	
Implementation day forward	Use New LTC application, cease sending copies of Permits created in New LTC and Revocation Notices to PSP	

Tentative Implementation Schedule:

Below is a **tentative** implementation schedule for **planning** purposes. The implementation for Counties which have indicated that their current LTC application is integrated with other systems are scheduled last to provide PCCD additional time to explore integration solutions. PCCD will contact all counties 45 days prior to the scheduled implementation to review and discuss specific dates. Please review and reply to c-almclea@state.pa.us if you foresee any problems with the projected time frames. Updates and additional detail regarding the implementation scheduled will be provided in future as the project progresses:

County	Projected Month
Cumberland	July 2010
Erie	August 2010
Crawford	August 2010
Warren	August 2010
Venango	August 2010
McKean	August 2010
Forest	August 2010
Elk	August 2010
Clarion	August 2010
Jefferson	August 2010
Butler	August 2010
Armstrong	August 2010
Lawrence	September 2010
Tioga	September 2010
Cameron	September 2010
Lycoming	September 2010
Clinton	September 2010

County	Projected Month
Montour	September 2010
Clearfield	September 2010
Union	September 2010
Centre	September 2010
Northumberland	September 2010
Snyder	September 2010
Susquehanna	September 2010
Branford	September 2010
Wayne	September 2010
Wyoming	September 2010
Lackawanna	September 2010
Sullivan	September 2010
Pike	September 2010
Luzerne	September 2010
Carbon	September 2010
Columbia	October 2010
Beaver	October 2010
Greene	October 2010
Allegheny	October 2010
Washington	October 2010
Westmoreland	October 2010
Fayette	October 2010
Indiana	October 2010
Somerset	October 2010

County	Projected Month
Cambria	October 2010
Bedford	October 2010
Blair	October 2010
Fulton	October 2010
Huntingdon	October 2010
Franklin	October 2010
Mifflin	October 2010
Adams	November 2010
Juniata	November 2010
Dauphin	November 2010
Perry	November 2010
Lancaster	November 2010
York	November 2010
Lebanon	November 2010
Northampton	November 2010
Schuylkill	November 2010
Bucks	November 2010
Lehigh	November 2010
Philadelphia	November 2010
Montgomery	November 2010
Delaware	November 2010
Chester	November 2010
Monroe	November 2010
Berks	December 2010

County	Projected Month
Potter	December 2010
Mercer	December 2010