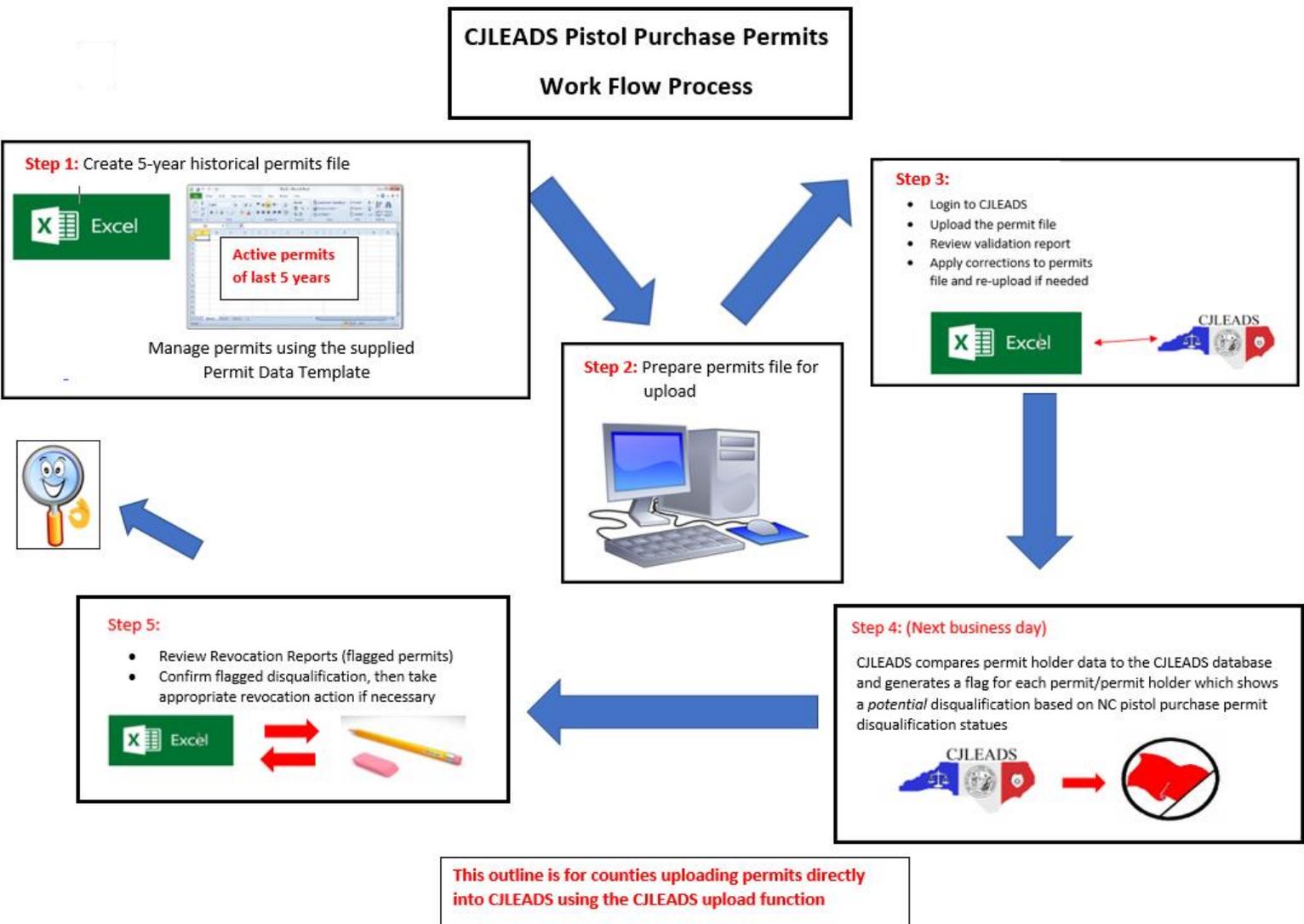


## Introduction

The Pistol Purchase Permit Instruction Guide is available to users that have the proper access. This document includes instructions for how to upload permits directly into CJLEADS and review validation reports and subject to revocation reports directly from CJLEADS. **No changes have been made to the permit file format or rules for preparing your permits prior to upload.**

## Overview

This section outlines the steps to be taken for generating the *Subject to Revocation Reports*. All steps are to be taken by the Sheriff **except Step 4 which is performed by CJLEADS.**





## File Processing Steps

### **Create a 5-year historical permits file**

The Sheriff's Office will create a spreadsheet containing their pistol purchase permit data in the format provided to the agency. The spreadsheet should contain all active permits issued in **the last five years (5)** in the county. Sheriffs are encouraged to provide as much data as they have on hand for CJLEADS to perform the most accurate match with offenders in the database. For example, if the applicant's previous address is available, please include this information in the file.

**Note:** Five years of data is required for each upload. Each upload will overwrite the last. Example last week you upload 1000 and this week you upload 12, The 12 file will over write the 1000. This is not the outcome wanted.

The following guidelines should be followed for collecting and inputting pistol purchase permit data into the spreadsheet and then preparing the spreadsheet for upload and processing:

- Enter all "Active" pistol purchase permits for the past five (5) years into the **Permit Data Template** worksheet.
  - Active permits are permits that are unexpired, unrevoked, and issued within the last five years. Any other permits included on this file will be ignored in this reporting process.
- Confirm that the permit worksheet Permit Status code is **blank** for each active permit. All permits with a blank status code will be run against the CJLEADS report program.
- Provide as much information about each permit as possible.
  - Required fields: County Code, First Name, Last Name, and Issue Date plus two of the following fields: Address, DOB, DL, SSN
- Confirm that your County Code is correct and properly entered in column "A" for each permit displayed.
- Each permit issued should be recorded on a separate line in the spreadsheet.

If a Sheriff's Office uses a manual process to manage the pistol purchase permits, that office's personnel will need to manually enter the data into the **Permit Data Template** found in the PPP\_DATA\_WORKBOOK specified below. If a Sheriff's Office uses a software application and can export permit data into the proper format, skip to the 'Prepare the file for upload' step and export the file to match the requirements described in that step.

Formats for the data fields are specified in the **Data Elements** worksheet (click on the **Data Elements** tab at the bottom of the Excel file for details. *Please note that no changes have been made to the data elements, therefore if you are familiar with preparing your permit file for upload, you may skip to the section named "Upload the Permit File".*

### **PPP\_DATA\_WORKBOOK.XLS file**

This Excel file contains several worksheets; each with an individual tab at the bottom of the screen. The following is an explanation for each worksheet:

- **Permit Data Template** - This worksheet displays a sample of how the pistol purchase permit data should be entered into the worksheet. The sample data currently displayed should be deleted before entering the "real" data.

**Note:** The column names and formats must not be altered or changed in any way. If the format is changed, the upload file will be rejected, and the report will not be processed. Additional information provided in the file must be in the columns to the right of defined data fields; the CJLEADS application will ignore any additional columns during the report processing.



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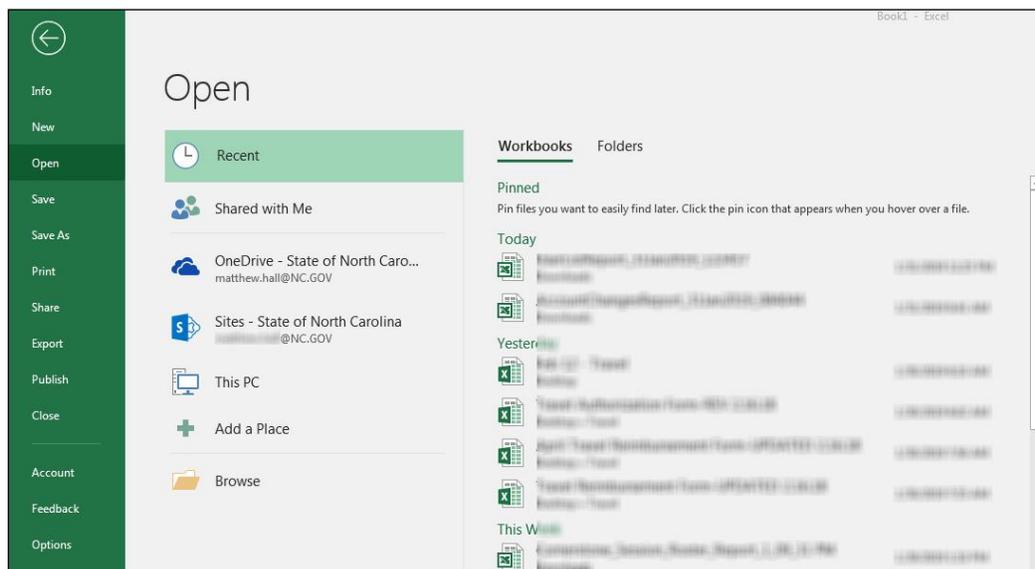
- **Data Elements** – This worksheet displays the permit data fields needed to match the permit data against offender records within CJLEADS. The fields are also used to generate the “Subject to Revocation” report.
- **County Code Table** – This worksheet should be used to identify the three (3) digit county code. The county code number should be entered into column A for each permit record stored in the **Permit Data Template**. Example: Alamance County code is “000”, Clay County is “210”, Union County is “890”, etc.
- **Sheriff ORI Table** – This worksheet should be used to identify the ORI number assigned to each Sheriff. Use this table to locate your ORI and include the value in the permit data where requested.
- **COC Code Table** – This worksheet should be used to identify the permit holder’s country of citizenship. Use this table to locate the permit holder’s country of citizenship and include the value in the permit data where requested.

## Prepare the file for upload

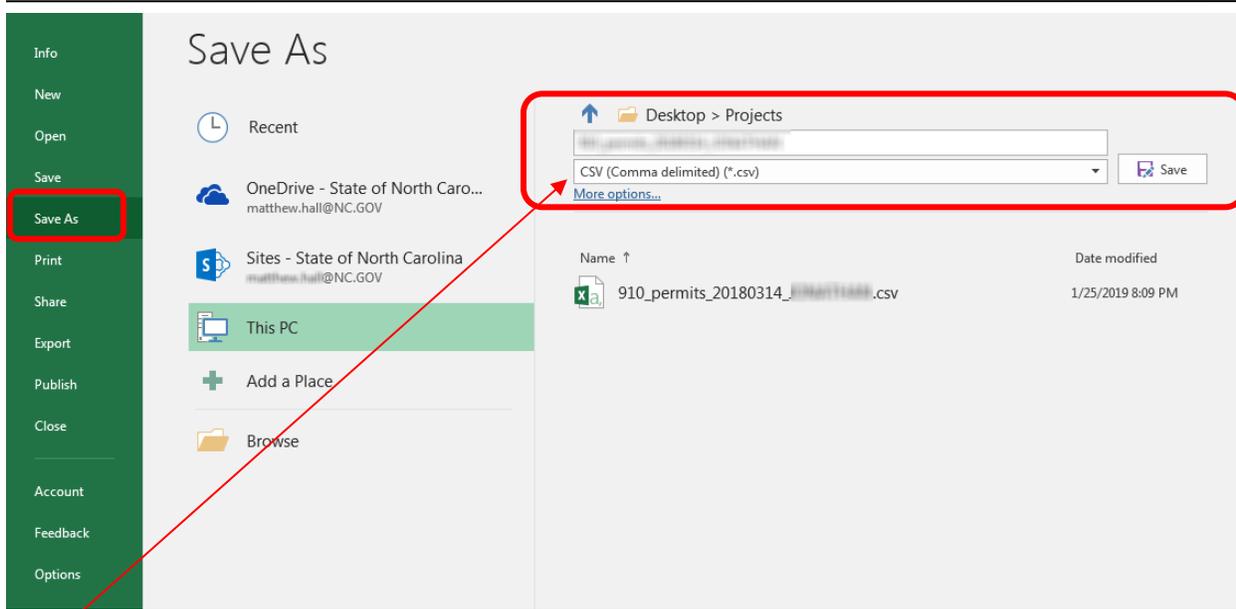
After the permit information is loaded or entered in the Excel file entitled PPP\_DATA\_WORKBOOK-v2, must be saved from the Excel format into a comma-separated-value file (\*.csv) with a specific file name format.

**Note:** The sample shown below is from MS Office 2016/Excel. If you are using a different version of Excel or a different spreadsheet program entirely, and, you are having difficulty with this step, please contact your local IT support group for assistance in how to Save As a \*.csv file.

**From the Excel spreadsheet (or worksheet), click the File button to open the File menu options.**



**Click the Save As link to open the Save As menu.**



**Note:** Ensure the file format is being saved as CSV (Comma delimited) (\*.csv)

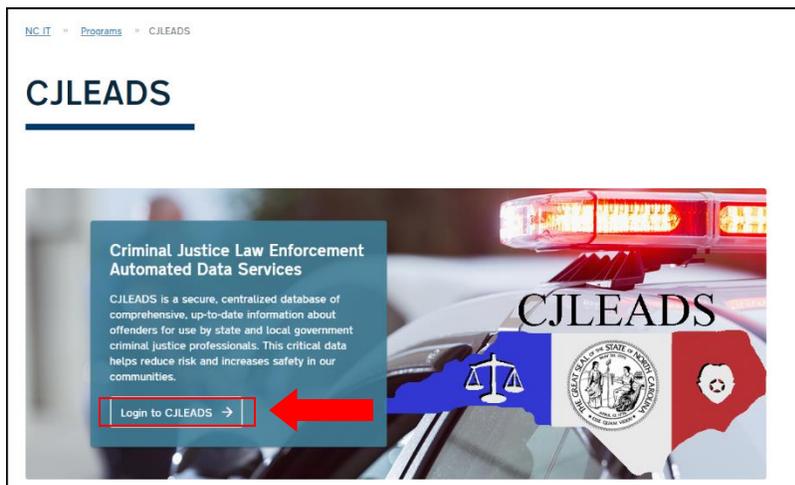
**Select the Save In location where you want to store your file.**

**Type the following in the File Name field:** CCC\_permits\_yyyymmdd.csv where 'CCC' is your Sheriff Office's county code. For example, the file name saved on 10/31/2013 for Person county would be: 720\_permits\_20131031.csv

**Scroll down in the Save as Type field to locate and select CSV (Comma delimited) (\*.csv).**

## Upload the Permit File

Permits should now be uploaded directly into the CJLEADS application. To perform uploads, you will need to be an active CJLEADS user and have been given access to PPP upload rights by your agency administrator. If you are unsure if access has been granted, please contact your CJLEADS agency administrator to confirm.





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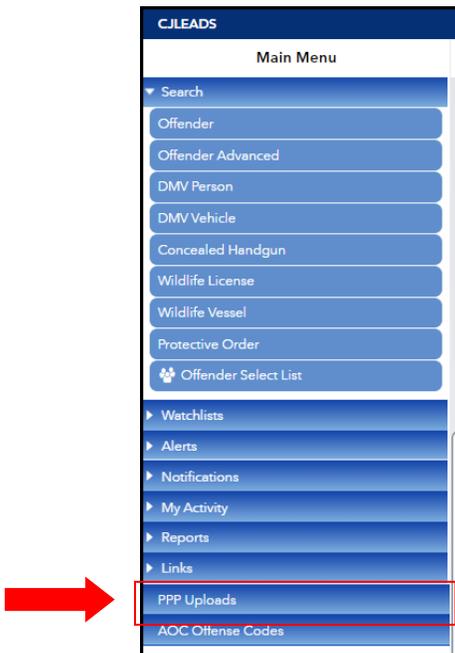
For new CJLEADS users, log in to the CJLEADS application website to begin the process of uploading your pistol purchase permit file (.csv format file). Enter the following link into the internet browser, <https://it.nc.gov/cjleads> then click the **Login** to CJLEADS link.

## CJLEADS Login



Login using your NCID user id, password, and multi factor authentication (MFA) method.

## PPP Uploads Menu



Uploaded File Name	Uploaded Date/Time	File Size	Status
PPP_permit_20190130.csv	1/23/2019 4:07:51 PM	24.5 MB	Accepted
PPP_permit_20190129.csv	1/23/2019 4:07:51 PM	24.5 MB	Accepted
PPP_permit_20190128.csv	1/23/2019 4:07:51 PM	24.4 MB	Accepted
PPP_permit_20190127.csv	1/23/2019 4:07:51 PM	24.4 MB	Accepted
PPP_permit_20190126.csv	1/23/2019 4:07:51 PM	24.4 MB	Accepted
PPP_permit_20190125.csv	1/23/2019 4:07:51 PM	24.4 MB	Accepted
PPP_permit_20190124.csv	1/23/2019 4:07:51 PM	24.4 MB	Accepted
PPP_permit_20190123.csv	1/23/2019 4:07:51 PM	24.4 MB	Accepted
PPP_permit_20190122.csv	1/23/2019 4:07:51 PM	24.4 MB	Accepted
PPP_permit_20190121.csv	1/23/2019 4:07:51 PM	24.4 MB	Accepted
PPP_permit_20190120.csv	1/23/2019 4:07:51 PM	24.4 MB	Accepted
PPP_permit_20190119.csv	1/23/2019 4:07:51 PM	24.4 MB	Accepted
PPP_permit_20190118.csv	1/23/2019 4:07:51 PM	24.4 MB	Accepted
PPP_permit_20190117.csv	1/23/2019 4:07:51 PM	24.4 MB	Accepted
PPP_permit_20190116.csv	1/23/2019 4:07:51 PM	24.4 MB	Accepted

The permit file can be uploaded from within the **PPP Uploads** menu. Click on the menu to view the upload log list. The upload log is a historical list of the permit files that have been uploaded by your county. This is an upload log only; therefore individual permit holder data can not be viewed by clicking on the log file.

To upload a permit file, click the **Upload** button to see the Open dialog. The screens to perform the upload will be based on the type of browser used.

- Locate your permit file to complete the upload.
- After the upload occurs, the file name of the uploaded file will display at the top of the file upload list shown on the screen above.
- The permit file will undergo a validation process shortly after it has been uploaded. The validation process should complete in a short amount of time, typically within a few seconds to a few minutes depending on the number of permits uploaded.
- CJLEADS will perform several validation steps to ensure the following:
  - a. The uploaded file is named properly
  - b. All data columns within the file are present
  - c. Each record is evaluated to determine if the permit is unexpired and contains enough data for reporting purposes
- When the validation report is ready for review, you will be prompted with a screen with the option to either open or save the report (shown in the next step).

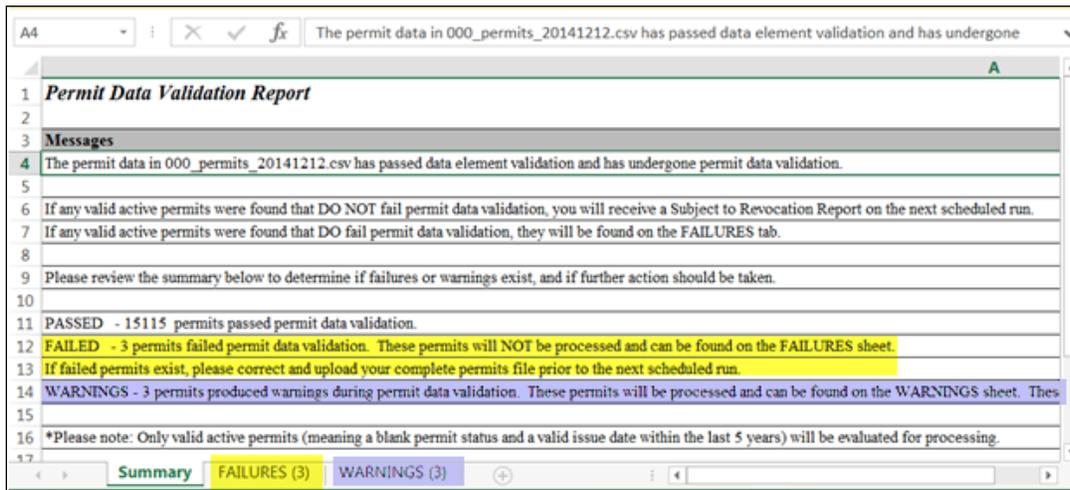
## Review the Validation Report

### Open Validation Report Screen



- When the validation report is ready for review, you will receive a request to open the report. One or more screens to view the validation report will follow, depending on which browser you are using. Click through the screens until your validation report is visible.

## Sample CJLEADS Accepted Validation Report



- The validation report can be saved to your preferred location.
- Permits that have been marked in the report as either PASSED or WARNINGS will be part of the next revocation report generated by CJLEADS.
- Failed permits and permits marked as WARNINGS should be reviewed and corrected on the next permit upload file. (Marked above in yellow and blue for training only)

## Permit Reports

CJLEADS provides three (3) reports for users that have been assigned either **PPP View** or **PPP Upload** rights by their Agency Administrator.

- **Permit Holder Violation Report** – The purpose of this report is to display Permit holder Violation for CHP and PPP permit holders.
- **Revocation Report** – The purpose of this report is to display Pistol Purchase Permit Revocations.
- **CHP Violations Report** – The purpose of this report is to display offenders with an active concealed handgun permit that have been charged or convicted of a felony or other violations.

### Permit Holder Violation Report



- Report parameters:



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- **Output Format:** HTML, EXCEL, and PDF.
- **County:** Shows the county set by your agency's administrator. This cannot be changed.
- **Search On:** Issue county and address county or Issue county only.
- To generate a report, **Click Run** after making your report selections. **The Reset Values** button sets the parameter values to default values when the Parameter screen is open.

## Sample Permit Holder Violation Report

Permit Holder Violations CHP/PPP												
County: ALAMANCE Search on : Issue County and Address County												
Offender Name	DOB	DL #	CJLEADS Ref #	Permit Type	Issued County	Address County	Most Recent Court County	Most Recent Court Case Number	Felonies	DWI	MSD	
				CHP	ALAMANCE	ALAMANCE	ALAMANCE		NO	YES	NO	
				CHP	DURHAM	ALAMANCE	DURHAM		YES	NO	NO	
				CHP	ALAMANCE	ALAMANCE	ALAMANCE		YES	NO	NO	
				CHP	ALAMANCE	ALAMANCE	ALAMANCE		NO	YES	NO	
				CHP	WAKE	ALAMANCE	WAKE		YES	NO	NO	

## Revocation Report

- Report parameters:
  - **Output Format:** HTML, EXCEL, and PDF.
  - **County:** Shows the county set by your agency's administrator. This cannot be changed.
  - **Select Report:** Revocation Summary or Revocation Detail.
  - **Disqualifier/Non-disqualifier:** Disqualifiers or Non-disqualifiers.
  - **Report View:** Permit Holder View or Multiple Permit View.
- To generate a report, **Click Run** after making your report selections. **The Reset Values** button sets the parameter values to default values when the Parameter screen is open.



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## Sample Revocation Report

County: WAKE  
Report Type: Summary  
DISQUALIFIERS

**Pistol Purchase Revocation Report**  
Permit Holder View

Reference #	Element Match Count	Name	Current Address	DOB	SSN	NCDL	Convicted Felony	Pending Felony	Felony Drug	Misdemeanor Drug	Outstanding Process	Criminal Domestic Violence	Pending Probation Violation	Offender Disqualification
	5				000-00-9113		N	N	Y	Y	N	Y	N	Y
	5				000-00-9113		N	N	Y	Y	N	Y	N	Y
	4				000-00-3789		N	N	Y	Y	N	N	N	Y

## CHP Violations Report

- Report parameters:
  - Output Format:** HTML, EXCEL, and PDF.
  - Report View:** Offense View, Case View, and Offender View.
  - County:** Shows the county set by your agency's administrator. This cannot be changed.
- To generate a report, **Click Run** after making your report selections. **The Reset Values** button sets the parameter values to default values when the Parameter screen is open.

## Sample CHP Violations Report

**CHP Violations Report**  
Offense View

Offender Name	DOB	DL#	CHP#	CHP Issued County	CHP Issue Date	Offense Code	Offense Type	Offense Date	NCGS	Offense Charge	Court County	Court Case Number	Offense Status	Disposition Date	Disposition	Number of Felony Violations	Number of DWI Violations	Number of Misd. Violations	Potential Data Mismatch
				ALAMANCE	10/04/2016	5515	T	05/05/2017	20-138.1(A)	DWI - LEVEL 5	ALAMANCE		DISPOSED	09/29/2017	Guilty	0	1	0	
				ALAMANCE	07/26/2016	2334	F	09/06/2017	14-74	LARCENY BY EMPLOYEE	ALAMANCE		PENDING	03/14/2018	DEFERRED PROSECUTION/PROCEEDING	1	0	0	
				ALAMANCE	04/20/2016	5515	T	01/01/2016	20-138.1(A)	DWI - LEVEL 5	ALAMANCE		DISPOSED	09/15/2016	Guilty	0	1	0	
				ALAMANCE	11/17/2017	2321	F	12/27/2004	14-72(A)	FELONY LARCENY	HARNETT		DISPOSED	02/15/2006	Guilty	1	0	0	
				ALAMANCE	11/17/2017	2212	F	12/27/2004	14-54(A)	BREAKING AND OR ENTERING (F)	HARNETT		DISPOSED	02/15/2005	Guilty	1	0	0	
				ALAMANCE	11/17/2017	2216	F	12/27/2004	14-56	BREAK OR ENTER A MOTOR VEHICLE	HARNETT		DISPOSED	02/15/2005	Guilty	1	0	0	
				ALAMANCE	04/27/2016	1368	M	02/04/2017	14-93(A)	SIMPLE ASSAULT	ALAMANCE		DISPOSED	06/13/2017	Prayer for Judgment Continued	0	0	1	
				ALAMANCE	07/10/2016	1369	M	05/04/2012	14-33(C)(2)	ASSAULT ON A FEMALE	DURHAM		DISPOSED	07/16/2012	Guilty	0	0	1	
				ALAMANCE	07/10/2016	1369	M	06/21/2005	14-33(C)(2)	ASSAULT ON A FEMALE	DURHAM		DISPOSED	07/27/2005	Prayer for Judgment Continued	0	0	1	Y
				ALAMANCE	09/23/2014	3611	F	03/16/2016	14-190.17	SECOND DEG SEX EXPLOIT MINOR	ALAMANCE		PENDING			1	0	0	



## **Research flagged permits**

After the report files have been generated, each flagged permit in the report should be researched by the Sheriff's Office to determine appropriate action for revocation.

## **Modify the permits file to reflect revocations**

**NOTE:** Permits that are revoked must be marked in the future permit file submissions to prevent CJLEADS from processing that permit and re-flagging the permit each time the report is run.

Using the worksheet, set the value in the 'Permit\_Status' column to 'R' (without quote marks) for any permits that have been revoked. Sheriffs using permit application software may have different rules for revoking the permit status within their application; however, the "Permit\_Status" column in the file to be uploaded must contain a non-blank value to avoid it reappearing on future revocation reports.

## **File Transfer Frequency**

The above process must be completed at least once per month; however, each Sheriff's Office may perform this process weekly if desired. Permit files submitted by 5:00 pm on business days will have a new revocation report generated after close of business and available for review the following business day.

For questions or help with the file transfer process, please contact the CJLEADS Helpdesk at [cjleadshelp@nc.gov](mailto:cjleadshelp@nc.gov) or 919-754-6949.



### **CJ's Tips**

- Remember all entries with a BLANK Permit Status value will be re-evaluated every time you submit the report and all entries with an R will not be evaluated.
- Never change the headings of your spreadsheet. This will cause problems and will not submit.
- The permit file being uploaded to CJLEADS must have the full five (5) years of the county active permits to ensure all permit holders eligibility status are reviewed.