

CHAPTER EIGHT

DATA MANAGEMENT

8.0 A SUMMARY OF THE LEGAL CASE TRACKING SYSTEM (LCTS)

The Legal Case Tracking System (LCTS) provides the Office of General Counsel and the enforcement staff in the districts with a means of tracking all formal enforcement actions statewide and is available to all DEP staff for looking up case information. With the exception of the opening of short form consent order and model consent order by the districts, all information is entered by the OGC staff. This system has been on-line since 1984. It underwent several revisions and then was converted to Oracle in May 1993. It was revised to Version 2.0 in February of 1996. It underwent further revisions in 2010 and 2011. Where possible, individual cases are linked to their related project, facility or site identification number.

Enforcement cases are opened and assigned an OGC number when any of the following takes place:

1. District opens a case with a short form consent order or model consent order.
2. Draft notice of violation, draft consent order, draft pilot project agreement, draft temporary use agreement or case report is received in OGC with an attached Legal Case Tracking System Enforcement Case Tracking Form (via e-mail).

General information can be retrieved from the system using the case name, OGC number, permit number, other court number (forum) or associated ID number. From the Main Menu in LCTS, select Legal Case Information. The general information includes the district, county, program area, attorney assigned and the pertinent dates, such as when the case is opened, closed, movs issued, consent orders filed, final judgment entered, monies assessed and collected.

Numerous reports are available from the Main Menu for LCTS under Legal Case Tracking Reports, for any staff to generate and print to their own network printers. The reports have been standardized and given as many selection options as possible. Reports can be generated either statewide, districtwide, or countywide for all programs or a single programs. Reports most used by district staff are:

Case Listing Report - is the basic general information report, listing OGC#, name of the case, district, county, program area, attorney assigned, case opened and closed dates.

Enforcement Action Report - is the standard “bean count” report. Answers the questions of how many cases have been opened, consent orders filed, etc., and how much money has been assessed and collected through enforcement actions.

Enforcement Monies Detail Report - in one report lists monies assessed in a case, and all monies paid to date.

Monies Due Date Range Report - for a date range entered the report generates the monies due for a particular district or program area for the specific period of time.

Case History Report - pulls entries from LCTS chronology and COMET chronology (if the cases are linked by the COMET number). Lists both types of entries merged together and prints on the report which system the entry came from. Due to the size of the search at least District must be selected as one of the criteria for the report.

Case Description Report - pulls entries from LCTS Description (a new field on Case Record Part 1 in Version 2.0) and COMET description (if the cases are linked by COMET number). Lists both types of entries merged together and prints on the report which system the entry came from. Due to the size of the search at least District must be selected as one of the criteria for the report.

LCTS is available to all staff for inquiry access. Contact your District or Division computer staff for information on obtaining access, which must go through the Office of Technology and Information Services. For documentation, or information on using LCTS, contact Mary Wilson in the Office of General Counsel at (850) 245-2245 (VoIP 52245).

8.1 CODES FOR RECEIPTS WRITTEN FOR MONEY COLLECTED FROM ENFORCEMENT ACTIONS

The following information is a guide for coding the receipt for any money collected for an enforcement action. Use the executed document to determine which codes to use.

	<u>EXPENSE</u>	<u>PENALTY</u>
WATER QUALITY ASSURANCE TRUST FUND (WQATF)	018003	012008
INLAND PROTECTION TRUST FUND (IPTF)	018003	012008
INTERNAL IMPROVEMENT TRUST FUND (IITF)	018003	012007 (administrative fine)
PERMIT FEE TRUST FUND (PFTF)	n/a	012009 (permit recovery fee)

It is now not uncommon to have more than one funds and multiple money codes for one case.

For example: 012009 (PFTF) for the amount that should have been paid by correctly following the permitting process, 012008 (WQATF) for penalty and 018003 (WQATF) for expenses. For documentation, or information on using LCTS, contact Fawn Brown in the Office of General Counsel at (850) 245-2231 (VoIP 52231).