4-01/020.15 - Classification or Title of Reports

The classification line, or title, shall first describe the crime or nature of the incident, e.g.; Burglary, Missing Person, Suspicious Circumstances, etc. Following the description, list the applicable code section(s) that best describes the violation, e.g.: 459 P.C., etc. Next, include the charge level felony or misdemeanor. Finally, list the appropriate statistical code for the charge. The following are examples of proper classifications:

- Robbery, Armed, 211 P.C./F/031;
- Driving Under the Influence of Alcohol, 23152(a)C.V.C./M/242;
- Missing Person, Adult/400; and
- Suspicious Circumstances, Possible Violation of a Court Order, 166.4 P.C./F/444.

The following is an example of a classification line indicating a combination of felony and misdemeanor crimes:

- Burglary, Arrest Reasonable Cause, 459 P.C.; and
- Carrying a Concealed Weapon, 12025 P.C.