Chapter 2 - Uniform Report Numbers

• 4-02/010.00 - Uniform Report Number (URN)

To accurately classify and compile statistical information, a 15 digit report number shall be used.

The 15 digits of the report number represent codes for five basic elements as follows:

- First digit - record retention period by number of years retention;
- Second and third digits - last two numbers of the reporting year;
- Fourth through eighth digits - sequential number of the reports processed each year by the reporting unit;
- Ninth through twelfth digits - reporting district or unit designation number; and
- Thirteenth through fifteenth digits - statistical code (Federal Bureau of Investigation Uniform Crime Reporting System (FBI/UCR)) for the crime or incident being reported.

To geographically represent the composition of a uniform report number (URN), an example is given to show how the twenty-fifth report number issued by East Los Angeles Station on January 1, 2010, would look if the crime reported is "Burglary, Residence - Night, Entry by Force."

EXAMPLE: 910 -00025-0284-061 - which represents the following:

9	Retention period of 9 years,
10	Reporting year is 2010,
00025	25th report taken and processed for year 2010; subsequent reports will be coded 00026, 00027, etc.,
0284	Reporting District code number for East Los Angeles Station - location of crime. If this was 0200, it would indicate: ELA report, no particular RD involved,
061	Statistical Code representing "Burglary, Residence - Night, Entry by Force."

• 4-02/010.05 - Retention Code (Time Element)

The time element of the URN is a combination of the predetermined retention period code and the current year. The retention code is the first digit followed by the second and third digits indicating the reporting year.

The first digit of the three digit time element will be a "9" or "0" and represents the retention period.

"9" indicates the standard retention which is used for all reports not specifically designated as a "0" retention.

"0" indicates an infinite retention period and is issued for homicides, dead bodies, Deputy-involved shootings, missing persons (adults or juveniles), firearms (stolen, lost), sex crimes, child abuse, elder abuse, domestic violence, animal cruelty, potential homeland security activity, arson, major injuries to inmates, suicide, attempt suicide, and offenses where there is no statute of limitation.

If LARCIS is unavailable, and a “Manual URN” must be used, assign the retention based upon the following table. If the Statistical Code is not listed, assign the URN a "9" retention.

STAT CODE	DESCRIPTION
012	Criminal Homicide: Manslaughter, Voluntary/Involuntary
013	Deputy Involved Shooting/Suspect Dead
021	Rape, Forcible: Rape by Force
022	Rape, Forcible: Attempt Assault, Rape by Force
023	Rape by Force, Female under 18
024	Attempt Assault, Rape by Force, Female under 18
050	Assault, Aggravated: Domestic Violence
059	Assault, Aggravated: Child Assault
120	Sex Felonies: Sex Crimes Against Children (Under 14 Years)
121	Sex Felonies: Unlawful Sexual Intercourse
122	Exploitation of Child via Internet
123	Sex Felonies: Incest
124	Sex Felonies: Pandering
125	Sex Felonies: Pimping
126	Failing to Register as Sex Offender - Felony
127	Oral Copulation
128	Sex Felonies: Sodomy
129	Sex Felonies: All Other Sex Felonies
130	Sex Misdemeanors: Indecent Exposure
132	Sex Misdemeanors: Keep/Live House of Ill Fame
133	Sex Misdemeanors: Engage/Solicit Lewd or Obscene Conduct

134 Sex Misdemeanors: Annoy/Molest Children

135 Exploitation of Child via Internet (Misd)

136 Sex Misdemeanors: Prostitution, Solicit/Engage/Seduce Minor under 18

137 Child Pornography

138 Failing to Register as Sex Offender - Misd.

139 Sex Misdemeanors: All Other Sex Misdemeanors

146 Assault, Non-aggravated: Domestic Violence

149 Assault, Misdemeanor: Child Assault

154 Weapon Laws: Weapons of Mass Destruction: Felony

171 Offenses Against Family: Abandonment

172 Offenses Against Family: Child Neglect

173 Offenses Against Family: Failure to Provide

174 Offenses Against Family: Elder Abuse

175 Offenses Against Family: Domestic Violence (Other than Physical Assault)

176 Mental Elder/Dependent Adult Abuse

177 Fiduciary Elder/Dependent Adult Abuse

178 Dependent Adult Abuse: Mental, Physical, Fiduciary

216 Disorderly Conduct: Peeping and/or Prowling

251 Vehicle and Boating Laws: Hit and Run, Felony (Cause Injury or Death)

270 Arson: Single Occupancy Residential

271 Arson: Other Residential (Apts, Hotels, Dorms, etc.)

272 Arson: Storage (Barns, Garages, Warehouses, etc.)

273 Arson: Industrial/Manufacturing

274 Arson: Other Commercial (Stores, Restaurants, etc.)

275 Arson: Community/Public (Churches, Jails, Schools, etc.)

276 Arson: All Other Structures (Bldg under Construction)

277 Arson: Motor Vehicles (Autos, Trucks, Buses, M/C etc.)

278 Arson: Other Mobile Property (Trailer, Boat, Airplane, Motor Home)

279 Arson: All Others

307 Fed Offenses W/T Money: Mann Act (Interstate Transportation of Female for Prostitution)

321 Felonies, Miscellaneous: Bigamy

323 Felonies, Miscellaneous: Escape, Adult/Juvenile

327 Felonies, Miscellaneous: Child Stealing

331 Felonies, Miscellaneous: Solicit to Commit Murder/Rape/Certain Felonies

333 Felonies, Miscellaneous: Unlawful Use Explosives

334 Felonies, Miscellaneous: Unlawful Possession Explosives

338 Felonies, Misc: Manslaughter, Negligent Driving (192(c)(1) P.C.)

390 Misdemeanors, Miscellaneous: Cruelty to Animals

395 Misdemeanors, Misc: Manslaughter, Non-neg Driving (192(c)(2) P.C.)

397 Misdemeanors, Miscellaneous: Parole/Probation Violation

400 Persons Missing or Found: Adult, Missing, Lost or Found

401 Persons Missing or Found: Juvenile, Found

402 Persons Missing or Found: Juvenile, Lost, Runaway or Missing

403 Juvenile Lost, Missing or Runaway, Courtesy Report for Another Agency

410 Juvenile, Non-criminal: Juvenile, Lack of Supervision (WIC 300(a))

411 Juvenile, Non-criminal: Juvenile Destitute, Unfit Home (WIC 300(b))

416 Juvenile, Non-criminal: SCAR - Further Investigation Required

418 Non-criminal: Suspicious Circumstances, Possible Child Abuse

419 Suspected Child Abuse Report – SCAR which is determined to be unfounded, no crime

449 Non-criminal: Domestic Violence

451 Suicide and Attempt: Suicide, Adult

452 Suicide and Attempt: Suicide, Juvenile

453 Suicide and Attempt: Suicide, Inmate

455 Suicide and Attempt: Attempt Suicide, Adult

456 Suicide and Attempt: Attempt Suicide, Juvenile

457 Suicide and Attempt: Attempt Suicide, Inmate

458 Suicide and Attempt: Inmate Injury/Feigned Attempt Suicide

461 Mentally Ill: Persons Mentally Ill

462 Mentally Ill: Persons Mentally Ill Escapee

470 Accidents, Traffic-vehicle or Boat: Accident, Traffic (Fatal)

491 Persons Dead: Person Dead, Natural Causes

492 Persons Dead: Person Dead, Industrial Accident

493 Persons Dead: Person Dead, Home Accident

494 Persons Dead: Person Dead, Recreational Accident

495 Persons Dead: Person Dead, Overdose Narcotics/Drugs

496 Persons Dead: Person Dead, Other (Unknown Cause)

499 Persons Dead: Person Dead, Inmate

502 Miscellaneous: Injury to County Employee

520 Miscellaneous: Hate Crime (Race)

521 Miscellaneous: Hate Crime (Ethnicity)

522 Miscellaneous: Hate Crime (Religion)

523 Miscellaneous: Hate Crime (Sexual Orientation)

524 Miscellaneous: Hate Crime (Physical Disability)

525 Miscellaneous: Hate Crime (Mental Disability)

526 Miscellaneous: Hate Crime (Gender)

529 Hate Incidents - non Criminal

601 Reasonable Cause Arrests: Criminal Homicide

602 Reasonable Cause Arrests: Rape, Forcible and Statutory

680 Non-criminal, Custody Incidents: Inmate Incidents

681 Non-criminal, Custody Incidents - Significant Inmate Incidents

682 Non-criminal, Custody Incidents - Minor Inmate Disturbance

683 Non-criminal, Custody Incidents - Major Inmate Disturbance

684 Non-criminal, Custody Incidents - Inmate Riot

685 Non-criminal, Custody Incidents - Modified Lockdown

686 Non-criminal, Custody Incidents - Lockdown

687 Non-criminal, Custody Incidents - Inmate Sick/Injured

688 Non-criminal, Custody Incidents-injury to Community Worker/Work Related

705 Issuance of Restraining Orders

706 Injury to Community Services Worker/Work Release Inmate

707 Suspicious Circumstance - Elder Abuse

708 Suspicious Circumstance - Domestic Violence

709 Suspicious Circumstance - Possible Terrorist Related Incident

741 Registrant - Sex

742 Registrant - Arson

743 Registrant - Narcotic

744 Registrant - Gang

785 Handgun Registration, Voluntary

811 Parole Compliance Check

831 Family Abuse Related Incidents - RAPS Only

860 Gang Related

When the crime or incident to be reported is not given in the alphabetical portion of the Case Assignment and Reporting Volume, one of the following priorities, retention periods and statistical codes will be used.

Felonies, Miscellaneous; priority 33; retention period (9); statistical code 339 - All Other Felonies.

Misdemeanors, Miscellaneous; priority 39; retention period (9); statistical code 399 - All Other Misdemeanors.

Miscellaneous, Noncriminal; priority 44; retention period (9); statistical code 444 - Suspicious Circumstances - possible criminal activity.

If circumstances in the facts of a case change after an URN has been assigned, the URN must be changed to accurately reflect the true nature of the reported case. Change in any segment of the URN shall be described in a supplemental report as outlined in section 4-01/020.40.

For example, if the victim of an assault with a deadly weapon (knife) originally reported under statistical code 052 subsequently dies, the case is changed to a homicide, which changes the statistical code to 011, murder, retention to zero (0). Any updates in LARCIS, such as the one above, will automatically cause a review of all of the statistical codes relating to that incident, and could automatically increase or decrease the retention. URN changes which are made pursuant to a change in Department policy do not require a supplemental report.

• 4-02/010.10 - Sequence Number

The sequence number of reports for each calendar year will begin with number 00001 and may continue in sequence up to and including 99999. These numbers will be obtained through the patrol stations/units when reporting crimes or incidents occurring in patrol station/unit areas. The same sequence number shall be issued for each related occurrence to maintain statistical accuracy.

Sequence numbers for non-patrol station/units will be obtained from the locations specified under section 4-02/020.00. The control records for the assignment of numbers is described in the following subsection.

• 4-02/010.20 - Reporting District Number or Unit Designation Number

For crimes or incidents occurring in a patrol station/unit policing area, the RD (reporting district) number will appear as the ninth through the twelfth digits of the URN. Those RD numbers that consist of only three digits (such as ELA-284) will be preceded by a zero.

When the patrol station/unit (or other reporting unit) is generating a report regarding an occurrence in another patrol station's/unit's policing area, they will obtain their URN from that patrol station/unit. This includes the reporting district code and the sequence number.

Each patrol station/unit will use the number 99 in lieu of the reporting district number when the report being generated does not cover a crime or incident occurring in the Department's policing area. Do not use non-Sheriff agency designator, such as 1942, LAPD.

EXAMPLE: Courtesy reports for non-contract cities, assistance to non-Sheriff agencies, investigations in which there has, as yet, been no completed crime or arrest and incidents involving personnel occurring in non-contract cities.

Refer to the JDIC on-line Reporting District Table for a complete listing of available reporting districts.

• 4-02/010.25 - Assignment and Modification of Station Reporting Districts

Crime Analysis Program has functional supervision over modifications in existing patrol station/unit reporting district boundaries. All requests to change such boundaries shall be channeled through Crime Analysis Program in order to align the computer and statistical programs.

Reporting district boundaries shall be aligned with census tract boundaries whenever possible. In most instances, alignment can be attained by creation of new reporting districts or consolidation of existing ones.

• 4-02/020.00 - Special Unit Designation Numbers

Units other than patrol stations/units are assigned special unit designation numbers as outlined below.

All bureaus and units generating a report where a patrol station/unit reporting district (RD) location can be used (when occurrence is in a patrol station/unit policing area) shall obtain the sequence number and RD number from the respective patrol station/unit desk and use the RD number in lieu of their unit designation number.

Crime Analysis Program, Records and Identification Bureau, shall maintain the control and the assignment of all new designation numbers for all offices, divisions, bureaus, etc. This includes special investigative teams, e.g., Cargo CATS, etc. and when created, a unit designation number shall be obtained for that team from Crime Analysis Program. Upon termination of the team, the Crime Analysis Program shall be notified in order to remove the unit designation number from its files.

The issuance of uniform reporting numbers (URN) is automated through LARCIS. An URN can be obtained through JDIC, LARCIS, or Mobile Digital Communications System (MDCS) terminals in any Sheriff's Department facility.

> **NOTE:** Refer to the JDIC on-line Reporting District Table for a complete listing of available reporting districts.

• 4-02/030.00 - Master File Number/Consolidation of Crime Reports

When an investigating officer desires to consolidate a number of related existing URN cases into one master file, he shall submit a supplemental report.

This report shall be titled "master file" and contain only the statement "the following case numbers are being consolidated," followed by a listing of the URN.

This master file shall be assigned an URN using a reporting district number XX00 (i.e., 0200 for stations or for bureaus). The unit consolidating the file shall issue the new URN. The statistical code segment of any master file shall be 999. The retention code for the master file should be the longest retention code reflected in the reports involved.

When additional stolen and/or recovered property, not reported originally, is submitted for inclusion in the master file, the original URN and crime code shall be included in the supplemental report adjacent to the respective stolen and/or recovered property.

When a master file supplemental is created and more than one case is cleared, identify all URNs on the bottom of the report.

• 4-02/040.00 - Abbreviated URN for Computer Entries

It will be necessary to use an abbreviated URN to conform with certain automated formats such as National Crime Information Center (NCIC) or Criminal Justice Information System (CJIS), since most of these formats do not accept a 15-digit number.

Abbreviated URNs shall be nine digits, formed as follows:

- Start with the second two digits of the time element (representing the last two digits of the reporting year);
- Use the five-digit sequence number as the core of the abbreviated number; and
- Follow the sequence number with the first two digits of the location element.

For example, if the full URN is:

910-12345-0245-054

The abbreviated number would be:

101234502.

The usual dash between elements of the URN shall be eliminated in the abbreviated number, as there will be no space in the computer format to accommodate them.

• 4-02/050.00 - Multiple Crimes

When there are multiple crimes in a single report, the coding shall be as follows:

Multiple Part I Crimes - the lowest number crime code shall be used as the element of the URN.

> Example: 011 Murder; 033 Robbery, Weapon, Service Station; 091 Grand Theft Vehicle, Automobile, are the crimes involved for a single report.
>
> These are all Part I crimes. 011 Murder, being the lowest number code, shall be used as the report code. 033 and 091 are entered in the Classification 2 and 3 fields, in ascending order. 033 is entered in the Classification 2 field and 091 is entered in the Classification 3 field;

Multiple, Combination Part I and Part II Crimes - code the report for the lowest number Part I crime code. Additional Part I crime codes shall be entered in the Classification 1 or 2 fields; then enter Part II crime codes.

> Example: 062 Burglary, Residence, Night, Entry no Force; 091 Grand Theft Vehicle, Automobile; 150 Carrying Loaded Firearm; and 263 Vandalism, Felony, are the crimes involved for a single report. 062 and 091 are Part I crimes; 150 and 263 are Part II crimes. 062, being the lowest number Part I crime code, will be the element of the URN; 091 is entered in Classification 1 field and 150 is entered in the Classification 2 field.
>
> Part I crimes take precedence for coding over Part II crimes. This may raise questions relative to coding. The following example will clarify this point:
>
> - 263 Vandalism, Felony, and 383 Theft, Petty, Shoplifting, are the crimes involved for a single report. 263 is a Part II crime, and 383 is a Part I crime. 383 should be used with the URN, and 263 is entered in the Classification 2 field;

Multiple Part II Crimes - Part II offenses may involve both Part II UCR offenses, such as Assault, Non-Aggravated, and Part II non-UCR offenses. Select the statistical element by identifying the Part II UCR offense with the lowest statistical code.

> If no UCR offense occurred, select the Part II offense as follows: when one charge is a felony and the other is a misdemeanor, the felony always takes precedence over the misdemeanor. If all the Part II crimes are just felonies or just misdemeanors, then use the lowest code number as the element of the URN.

Where two or more charges are placed on a suspect and one of the charges involves a crime being reported and the other charge is suspicion only, do not code for the suspicion only crime.

• 4-02/060.00 - Priorities for Statistical Purposes

The crime or incident being reported shall have a priority number. For statistical purposes, priorities for the crime classification reported are shown under the column beginning with "Form Number" in the alphabetical portion of this volume.

All Part I crimes or incidents and all Part II crimes or incidents must be reported by priority. Part I crimes, listed below, regardless of the priority number, have coding precedence over any Part II crimes.

The highest priority, 01, has first priority; 38 has the lowest priority of a Part I crime.

Part I crimes consist of:

01 Criminal Homicide

02 Rape, Forcible

03 Robbery, Weapon

04 Robbery, Strongarm

05 Assault, Felonies

06 Burglary, Residence

07 Burglary, Other Structure

08 Grand Theft

09 Grand Theft Vehicle

27 Arson

34 Vehicle Burglary

35 Locker Burglary

36 Boat Burglary

37 Aircraft Burglary

38 Theft, Petty

All other crimes are Part II crimes and are rated at a lower priority than any Part I crime. Part II crimes are rated as follows: when one charge is a felony and the other is a misdemeanor, the felony always takes precedence over the misdemeanor. If all the Part II crimes are just felonies or just misdemeanors, then use the lowest code number as the element of the URN.

Refer to section 4-02/050.00 for correct coding in multiple crimes.

• 4-02/070.00 - Statistical Codes

The last three digits of the uniform report numbers are the statistical code numbers of the crime or incident being reported and are most critical. These codes are designed to be utilized for obtaining statistics of crimes and incidents from LARCIS, and from the Regional Allocation of Police Services (RAPS) system. They are also used to assign the retention element to the incident's URN, as outlined in MPP Section 4-02/010.05 - Retention Code (Time Element).

Statistical codes are three-digit numbers and should not be confused with the two-digit priority numbers.

For statistical purposes and proper coding, the following key points must be observed:

- Burglary - to differentiate between day and night burglaries, consider daytime 0600 to 1759 hours and nighttime 1800 to 0559 hours;
- Burglary, Garage - if the garage is attached to the home with an access into the house, code as Residential Burglary. If the garage is detached or if it is attached and there is no access into the house, code as Burglary, Other Structure;
- Burglary, Other - for statistical reporting purposes, burglaries or attempted burglaries of aircraft, boats, vehicles, and burglary shoplifting are considered thefts only, - Dollar Loss or Damaged Amounts - dollar loss amounts shall always be rounded off to the nearest whole dollar amount;
- Recoveries and Clearances - when taking a recovery, clearance or supplemental report for another Sheriff's patrol station/unit, use the other patrol station's/unit's complete original URN for the file number;
- Weapons - in crimes involving weapons, "X" all classes of weapons used in the commission of the offense in the appropriate boxes provided on the Crime Analysis Supplemental Form;
- For courtesy reports, use RD - 99 on the report; use a non-contract city RD designation on the Deputy's Daily Worksheet (DDWS; and
- If the location of occurrence is unknown, use RD - 00.

  NOTE: Instead of pasting in the ENTIRE content of 4-04 through 4-28, this brief notation was placed in this manual revision.

• 4-02/080.00 - Voiding a Uniform Report Number (URN)

A Uniform Report Number (URN) shall be voided if it was drawn in error. A Uniform Report Number Void form (SH-R-474) shall be completed when an URN is voided. The SH-R-474 shall be reviewed for accuracy and completeness and approved by a sergeant or above. Once the SH-R-474 is approved, Los Angeles Regional Crime Information System (LARCIS) shall be updated and the original SH-R-474 shall be maintained in the station/unit file.
