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.