

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.
