

Section 4

Arrest Reporting

4.0 Definition: The word “ARREST” as used in this manual may be defined as one or more of the following:

1. The physical arrest of a person held in jail, detention facility, or detained pending bail, hearing, trial, etc.
2. The issuance of a citation for a criminal offense. [A misdemeanor citation is an arrest with the person cited being released to appear on the charges later instead of being taken immediately into custody.]
3. The issuance of a traffic citation for appropriate traffic arrests listed in this manual.
4. Persons summoned or notified to appear in a court of law to answer criminal charges.
5. Juveniles handled by any of the above arrest type circumstances.
6. Juveniles handled by police for criminal offenses and then released to parents, relatives, or guardians with no further action planned.

Arrests are further identified by an arrest type code to distinguish between those cases where a person is arrested and detained for an offense and those where a citation is issued and the person is released to appear in court or post bail at a later time.

4.1 Arrest Reporting

The purpose of the OUCR Arrest Form is to provide a simple method of reporting persons arrested for criminal offenses which occurred or originated in the reporting agency's jurisdiction and to furnish basic data concerning personal characteristics of persons arrested or handled by police. While many agencies do not actually complete these standard forms by hand, the following pages illustrate the proper format for submitting records to OUCR, whether on paper forms or electronically.

The reporting requirements of this form are:

- 1) The entering of all arrests and charges for each person arrested or handled by your department each month.
- 2) Sex, race, and date of birth profiles of those subjects.
- 3) Police disposition of juveniles

Optional capabilities of this form permit the entry of:

- Location within jurisdiction where arrest was made.
- Identification number of arresting officer.
- Fugitive arrests made for other agencies.
- Traffic crime arrests.
- Warrants.
- Civil/protective custody (includes detoxification)
- Adult court disposition

Note: Arrests made by your agency for crimes committed *in other jurisdictions* are always reported as Code "55". Use the Arrest Name of "Fugitive", or the name of the originating agency's offense. The agency in whose jurisdiction the crime occurred will also report the Arrest [using the precise Arrest Code and Name] for its case, as well as file the Offense Report. Sometimes, an Arrest will be reported by an Oregon jurisdiction, but the Offense will be reported by another state.



4.2 General Procedures for Handling and Preparing the Arrest Form

All entries must be legible. Please type, or print (using simple block printing) in dark ink, or pencil.

Be sure to use Arrest Codes (not Offense codes).

Although they may be part of *your* case numbering or records system, DO NOT use hyphens (-) or dashes (--) or commas (,) or periods (.) in any column of your entry.

“Arrow Down” (for forms filled out “by hand”) may be used to save entry time and effort to repeat the same data on the next line of the same column:

- The best example of this would be for the county code column, especially for those jurisdictions within a single county.
- Another example is to repeat a case number, arrest date and time, etc., for multiple arrest charges or for several persons arrested at the same time for the same case.
- Arrow down should be limited to those entries with the same case number or arrest number with information for the next case number printed across the form in all appropriate columns.
- Note: the data in the column will be repeated for all of the lines to the end of the arrow on that side of the form. If the data is to be repeated on the other side (if printed double-sided) or on a new form, it must be re-written, and then may be arrowed-down.

If you make copies of the completed report forms, please send the original to Oregon Uniform Crime Reporting.

Please place the phone number of the OUCR reporter next to his or her name on page 1. This will assist contact if necessary to resolve any reporting problems.

The following pages show arrest form entries for case 090796 and the two subjects arrested for the first degree Robbery of the 7-11 store in the Deschutes County community of Bend.

On the Top Portion of the Arrest Form:

6. At the top left corner of each form, enter the last six numbers of your agency’s national identifier (ORI) in the “AGENCY IDENT.” Box.
7. Enter the two digit month and the two digit year of the period being reported.
8. At the top right corner, enter your agency’s name and the name of the person who actually prepared the form, plus a contact phone.
9. Each sheet of the Arrest Form is to be counted as one page. The first form you fill out each month is numbered Page 1; the second is Page 2; etc., until the month’s reporting is completed.
10. At the end of each month, on each Arrest Form, fill in the number “of _____pages” for the total number of forms used during the reporting month. This number should be the “Page ___” on your final Arrest Form. This assists the OUCR Program in reviewing your report and keeps the report pages intact and complete during processing.
11. Arrest Form pages are numbered separately from the Offense Form pages.

AGENCY IDENT. ORD 090100		MO. 05	YR. 09	C 11		<h1>ARREST</h1>	AGENCY <u>Bend Police Department</u>		Prepared by <u>K. Paige (503) 378-3055</u>		Page <u>1</u> of <u>5</u> pages	
1	7	9										

12	13	21	27	31	33	35	44	49	50	51	57	58	59	65
1. MSG. KEY	2. CASE, ARREST OR CITATION NUMBER	3. ARREST CODE ARREST NAME	4. ARREST DATE	5. ARREST TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. S E X	10. R A C E	11. DATE OF BIRTH	12. ARST TYPE CODE	13. JUV DISP CODE	14. COURT CHARGE	15. COURT DISP CODE



Arrest Code and Arrest Name (Column 3)

1. Arrest code and arrest name are required for all entries.
2. The arrest code is the numeric OUCR category classification for the charge for which the person was arrested or handled. The arrest (offense) name is the word or abbreviation describing the arrest code.
3. Arrest codes must be complete. Incomplete, altered, or “home made” codes cannot be processed. Only arrest codes from pages 4-7 and 4-8 of this manual can be processed.
4. Enter arrest(s) for each person on each separate occasion that he or she is arrested.
5. If two or more persons are arrested for committing an offense, each person is entered as a separate arrest.
6. If a person is arrested for committing a crime or multiple crimes, or if while he is in custody, it is determined that he committed other crimes, enter the additional arrests (if he is charged) for those crimes.
7. If a person who was arrested for an offense is released, and it is then discovered that he has committed other offenses, and he or she is again arrested, a new entry of arrest is made using appropriate arrest codes.
8. Persons arrested as aiders, abettors, conspirators, solicitors, and accessories should be entered using the classification of the offense in which they involved.
9. Juveniles arrested or handled for criminal offenses are entered using the classification in which they are involved.
10. “M” (modify) message key entries require the same arrest code as previously reported by the original “E” message key entry for this or a prior month. If you write the classification code on the arrest report or station log, it will be available for quick reference.

Sample entry: The two persons picked up for the 7-11 store robbery were both arrested for robbery. This would be entered as 03 (arrest code) and Robbery (arrest name).

AGENCY IDENT.		MO.	YR.	C		ARREST	AGENCY <u>Bend Police Department</u>							
OR0 090100		05	09				Prepared by <u>K. Paige (503) 378-3055</u>							
1	7	9	11	Page <u>1</u> of <u>5</u> pages										

12	13	21	27	31	33	35	44	49	50	51	57	58	59	65
1. MSG. KEY	2. CASE, ARREST OR CITATION NUMBER	3. ARREST CODE ARREST NAME	4. ARREST DATE	5. ARREST TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. SEX	10. RACE	11. DATE OF BIRTH	12. ARST TYPE CODE	13. JUV DISP CODE	14. COURT CHARGE	15. COURT DISP. CODE
E	090796	03 Robbery												

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ARREST CODES

011	Willful Murder	1811*	Drug Law-Opium	*Note: 1811 – 1849: also code for <u>*Activity Type</u> 1 Possess for Sale 2 Sale 3 Possess for Use 4 Furnish 5 Cultivate 6 Manufacture 7 Obtain Unlawfully 9 Other
012	Aggravated Murder	1812*	Drug Law-Heroin	
013	Negligent Homicide-NonTraffic	1813*	Drug Law-Morphine	
014	Negligent Homicide-Traffic	1814*	Drug Law-Cocaine	
02	Forcible Rape	1815*	Drug Law-Codeine	
03	Robbery	1819*	Drug Law-Other Narcotic	
041	Aggravated Assault	1821*	Drug Law-Hashish	
043	Attempted Murder	1823*	Drug Law-Marijuana, Under 1 ounce	
		1839*	Drug Law-Synthetic Drugs (Methadone, Demerol, etc.)	
		1849*	Drug Law-Other Dangerous Drugs (Amphetamines, Barbiturates, Benzedrine, Tranquilizers, etc.)	
05	Burglary			
06	Larceny	191	Gambling-Bookmaking	
071	Motor Vehicle Theft	192	Gambling-Numbers and Lottery	
073	Motor Vehicle Theft-Unauthorized Use	193	Gambling-Illegal Games	
		194	Gambling-Illegal Devices/Machines	
		195	Gambling-Illegal Payoff	
08	Simple Assault	199	Gambling-Other	
			Offenses Against Family-Child	
09	Arson	201	Abandonment	
		202	Offenses Against Family-Child Neglect	
10	Forgery/Counterfeiting	204	Offenses Against Family-NonSupport	
		205	Offenses Against Family-Custodial Interference	
11	Fraud	209	Offenses Against Family-Other	
12	Embezzlement	211	DUII-Under .08 Alcohol Content	
		212	DUII-.08 through .14 Alcohol Content	
13	Stolen Property	213	DUII-.15 through .19 Alcohol Content	
		214	DUII-Alcohol Content .20 or Above	
14	Vandalism	215	DUII-BA Refused	
		216	DUII-BA Not Given	
		217	DUII-Of Drugs	
		219	DUII-Undetermined	
151	Weapon Law-Possess Illegally			
152	Weapon Law-Carry Concealed			
153	Weapon Law-ExCon in Possession	221	Liquor Law-Minor in Possession Liquor Law-Illegal Liquor-	
		222	Make/Sell/Possess	
159	Weapon Law-Other	223	Liquor Law-Illegal Establishment	
		224	Liquor Law-Drinking in Public	
161	Prostitution-Engage In	225	Liquor Law-Furnishing	
162	Prostitution-Promote	226	Liquor Law-Importing	
163	Prostitution-Compel	227	Liquor Law-License Violations	
169	Prostitution-Other	228	Liquor Law-Minor on Premises	
		229	Liquor Law-Other	
171	Sex Crime-NonForce Rape	24	Disorderly Conduct	
172	Sex Crime-Cont to Sex Delinq	25	Kidnapping	
173	Sex Crime-Physical Molest			
174	Sex Crime-Obscene Phone Call			
175	Sex Crime-Incest	261	All Other-Trespass	
176	Sex Crime-Exposer	262	All Other-Escape From Your Custody	
177	Sex Crime-Forcible Sodomy	263	All Other-Blackmail/Extortion	
178	Sex Crime-NonForce Sodomy	264	All Other-Bomb Threat	
179	Sex Crime-Other	265	All Other-Other Criminal Threat	
		266	All Other-Shooting in Prohibited Area	
		267	All Other-Animal Ordinances	
		268	All Other-Garbage/Littering	
		269	All Other-Other	

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ARREST CODES (Continued)

28	Curfew (Juveniles Only)		
29	Runaway (Juveniles Only)		
391	Traffic Crime-Hit and Run-Misdemeanor	4641*	Game-License Violation
392	Traffic Crime-Hit and Run-Felony	4642*	Game-Closed Season/Area
393	Traffic Crime-Reckless Driving	4643*	Game-Prohibited Hours/Methods
394	Traffic Crime-Eluding	4644*	Game-Casting Light Game-Exceed Bag Limit
395	Traffic Crime-D.W.S./Revoked-Misdemeanor	4645*	Limit
396	Traffic Crime-D.W.S./Revoked-Felony	4646*	Game-Possession in Season-Misdemeanor Game-Possession Out of Season-Misdemeanor
397	Traffic Crime-Hit and Run-Felony	4647*	Misdemeanor
		4648*	Game-Possession Out of Season-Felony
		4649*	Game-Other
			*Note: 4641 – 4649: also code as (1) Hunting or (2) Trapping
4611	Fish-Sport Fishing-License Violation		
4612	Fish-Sport Fishing-Closed Season/Area		
4613	Fish-Sport Fishing-Prohibited Hours/Methods	471	Marine Violation-License Violation
4614	Fish-Sport Fishing-Exceed Bag Limit	472	Marine Violation-Insufficient Life Preservers
4615	Fish-Sport Fishing-Possession-Misdemeanor	473	Marine Violation-Muffling
4616	Fish-Sport Fishing-Possession-Felony	474	Marine Violation-Other Equipment Violation
4619	Fish-Sport Fishing-Other	475	Marine Violation-Operating Without Lights
		476	Marine Violation-Reckless Operation
		477	Marine Violation-Speeding
4621*	Fish-Commercial Fishing-License Violation	478	Marine Violation-Operating While Intoxicated
4622*	Fish-Commercial Fishing-Closed Season/Area	479	Marine Violation-Other
4623*	Fish-Commercial Fishing-Prohibited Hours/Methods		
4624*	Fish-Commercial Fishing-Possession-Misdemeanor		
4625*	Fish-Commercial Fishing-Possession-Felony	50	Illegal Alien
4626*	Fish-Commercial Fishing-Records Violation		
4629*	Fish-Commercial Fishing-Other	511	Custody-Protective Custody
	*Note: 4621 – 4629: also code as (1) Dealer or (2) Fisherman	512	Custody-Detox
4631	Fish-Personal Use-License Violation	513	Custody-Mental
4632	Fish-Personal Use-Closed Season/Area	514	Custody-Material Witness
4633	Fish-Personal Use-Prohibited Methods		
4634	Fish-Personal Use-Exceed Bag Limit		
4635	Fish-Personal Use-Possession Violation	52	Warrant
4639	Fish-Personal Use-Other		
		55	Fugitive (Arrests for Other Agencies)

Arrest Date and Time (Columns 4 and 5)

1. Arrest Date and Time are both required for entries that use the E message key. There are no exceptions. If you do not have an exact date and time, make up one that is as close as possible.
2. The arrest date must be the four-digit month and day that the arrest was made [e.g., July 12 = 0712; November 4 = 1104]
3. The arrest time must be the two-digit time code for the time that the arrest was made. Arrest time must use the Arrest Time Codes listed below.

00 = Midnight through 0059 hours
 01 = 0100 through 0159 hours
 02 = 0200 through 0259 hours
 03 = 0300 through 0359 hours
 04 = 0400 through 0459 hours
 05 = 0500 through 0559 hours
 06 = 0600 through 0659 hours
 07 = 0700 through 0759 hours
 08 = 0800 through 0859 hours
 09 = 0900 through 0959 hours
 10 = 1000 through 1059 hours
 11 = 1100 through 1159 hours

12 = Noon through 1259 hours
 13 = 1300 through 1359 hours
 14 = 1400 through 1459 hours
 15 = 1500 through 1559 hours
 16 = 1600 through 1659 hours
 17 = 1700 through 1759 hours
 18 = 1800 through 1859 hours
 19 = 1900 through 1959 hours
 20 = 2000 through 2059 hours
 21 = 2100 through 2159 hours
 22 = 2200 through 2259 hours
 23 = 2300 through 2359 hours

Sample entry: Both persons involved in the 7-11 store robbery were arrested at about 12:15 am on May 10.

AGENCY IDENT.	MO.	YR.	C
OR0 090100	05	09	C
1	7	9	11



ARREST

AGENCY Bend Police Department
 Prepared by K. Paige (503) 378-3055
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12	13	21	27	31	33	35	44	49	50	51	57	58	59	65
1. MSG. KEY	2. CASE, ARREST OR CITATION NUMBER	3. ARREST CODE ARREST NAME	4. ARREST DATE	5. ARREST TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. S E X	10. R A C E	11. DATE OF BIRTH	12. ARST TYPE CODE	13. JUV DISP CODE	14. COURT CHARGE	15. COURT DISP. CODE
E	090796	03 Robbery	0510	00										

County Code (Column 6)

1. County Code is required for all entries on the arrest form.
2. County Code is the two-digit code for your county.
3. If your department covers more than one county, the county code for the arrest should be county in which the crime occurred.
4. The following agencies currently have jurisdiction in more than one county:

Oregon State Police
Salem PD
Lake Oswego PD

Enforcement Division OLCC
Portland PD
Tualatin PD

Sample entry: The Bend P.D. in Deschutes County is county code 09.

AGENCY IDENT. OR0 090100		MO. 05	YR. 09	C 11		ARREST	AGENCY <u>Bend Police Department</u>	
1		7	9	11			Prepared by <u>K. Paige (503) 378-3055</u>	Page <u>1</u> of <u>5</u> pages

12	13	21	27	31	33	35	44	49	50	51	57	58	59	65
1. MSG. KEY	2. CASE, ARREST OR CITATION NUMBER	3. ARREST CODE ARREST NAME	4. ARREST DATE	5. ARREST TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. SEX	10. RACE	11. DATE OF BIRTH	12. ARST TYPE CODE	13. JUV DISP CODE	14. COURT CHARGE	15. COURT DISP. CODE
E	090796	03 Robbery	0510	00	09									

COUNTY CODES:

Baker	01	Lake	19
Benton	02	Lane	20
Clackamas	03	Lincoln	21
Clatsop	04	Linn	22
Columbia	05	Malheur	23
Coos	06	Marion	24
Crook	07	Morrow	25
Curry	08	Multnomah	26
Deschutes	09	Polk	27
Douglas	10	Sherman	28
Gilliam	11	Tillamook	29
Grant	12	Umatilla	30
Harney	13	Union	31
Hood River	14	Wallowa	32
Jackson	15	Wasco	33
Jefferson	16	Washington	34
Josephine	17	Wheeler	35
Klamath	18	Yamhill	36

Location Code (Column 7)

1. The location code is your department’s geographic or grid location code designation for the location within your jurisdiction where the arrest occurred.
2. Location codes are of your department’s construction; however, they may not exceed nine characters in length.
3. Be consistent; do not enter NW one time and NWest another.

Sample entry: The arrest of the two persons for the 7-11 store robbery was made at or within the location of K6 as designated by the Bend Police Department.

AGENCY IDENT. OR0 090100		MO. 05	YR. 09	C 11		ARREST	AGENCY <u>Bend Police Department</u>		Prepared by <u>K. Paige (503) 378-3055</u>		Page <u>1</u> of <u>5</u> pages							
1	7	9	11	12			13	21	27	31	33	35	44	49	50	51	57	58
1. MSG. KEY	2. CASE, ARREST OR CITATION NUMBER	3. ARREST CODE ARREST NAME	4. ARREST DATE	5. ARREST TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. S E X	10. R A C E	11. DATE OF BIRTH	12. ARST TYPE CODE	13. JUV DISP CODE	14. COURT CHARGE	15. COURT DISP. CODE				
E	090796	03 Robbery	0510	00	09	K 6												

Officer Identification (Column 8) – [Optional Entry]

5. This column allows the entry of the identification of the officer responding to or handling the call or arrest.
6. Officer identification may not exceed five characters in length.
7. The use of numbers or identification which will not be reassigned to another officer is strongly recommended. The officer’s DPSST number is such a number.
8. This column is designed for the use of one officer ID for each arrest. If more than one officer is involved, the ID used is by administrative choice.

Sample entry: The two subjects apprehended for the 7-11 store robbery were arrested by Officer 03904.

AGENCY IDENT. OR0 090100		MO. 05	YR. 09	C 11		ARREST	AGENCY <u>Bend Police Department</u>		Prepared by <u>K. Paige (503) 378-3055</u>		Page <u>1</u> of <u>5</u> pages							
1	7	9	11	12			13	21	27	31	33	35	44	49	50	51	57	58
1. MSG. KEY	2. CASE, ARREST OR CITATION NUMBER	3. ARREST CODE ARREST NAME	4. ARREST DATE	5. ARREST TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. S E X	10. R A C E	11. DATE OF BIRTH	12. ARST TYPE CODE	13. JUV DISP CODE	14. COURT CHARGE	15. COURT DISP. CODE				
E	090796	03 Robbery	0510	00	09	K 6	03904											

Sex, Race, and Date of Birth (Columns 9, 10, and 11)

1. The sex, race and date of birth columns are required for all arrest form entries that use the “E” message key.
2. The date of birth column is required for all arrest form entries no matter what the message key or purpose.
3. The sex code uses a one-character code to designate the sex of the person arrested or handled: M (male) or F (female).
4. The race code is a one-character code that identifies the race or racial grouping of the person arrested or handled.
5. The date of birth is the six-digit (month, day, and year) date of birth of the subject arrested or handled.
6. If the date of birth of a subject cannot be established due to language barriers or lack of proper ID, the date of birth can be determined by “appearance.”

Example: Assume it is 2009 and the subject appears to be about 37 years of age. The year of birth would be calculated by subtracting the apparent age from the current year. E.g., 2009 minus 37 gives a probably year of birth of 1972. Month and day of birth are unknown. This date of birth would be entered as 000072. The OUCR data system will not accept a completely unknown (“000000”) date of birth.

Sample entry: The two subjects arrested for the 7-11 store robbery are described as follows:

#1: Male, White, with a date of birth of April 27, 1982.

#2: Female, American Indian, with a date of birth of October 7, 1992.

AGENCY IDENT. ORD 090100		MO. 05	YR. 09	C 11		ARREST	AGENCY <u>Bend Police Department</u>		Prepared by <u>K. Paige (503) 378-3055</u>		Page <u>1</u> of <u>5</u> pages								
1	7	9	11	12			13	21	27	31	33	35	44	49	50	51	57	58	59
1. MSG. KEY	2. CASE, ARREST OR CITATION NUMBER	3. ARREST CODE ARREST NAME	4. ARREST DATE	5. ARREST TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. SEX	10. RACE	11. DATE OF BIRTH	12. ARST TYPE CODE	13. JUV DISP CODE	14. COURT CHARGE	15. COURT CODE					
E	090796	03 Robbery	0510	00	09	K 6	03904	M	W	042782									
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓									
								F	I	100792									

Racial Designations and Codes:

- In OUCR, race codes and designations for offenders are:

W = White, Caucasian (include Europeans, Arabs)

B = Black, African-American, Africans

I = American Indian, Alaskan Native

C = Chinese

J = Japanese

V = Vietnamese, Laotian, Cambodian, Thai

A = Asian, Other (e.g., Filipino, Samoan, Pacific Islander)

H = Hispanic (technically, an ethnicity, but use for Hispanics of any race); include Hispanic-American, or Hispanic citizens of Mexico, Central America, or South America

U = Unknown



Arrest Type (Column 12)

1. The arrest type code is required for all arrest form entries that use the E message key.
2. The arrest type code describes the circumstances of the arrest as one of the following:
 - The type of arrest (arrested, cited, etc.) for one of your agency’s cases.
 - Multiple arrest charges against an individual.
 - An arrest made by your department for another agency’s case.
3. When entering more than one arrest charge for a subject arrested for one of your department’s cases, use arrest type code A, S, C, or N for the most serious charge. Use arrest type code M (multiple) for each remaining charge.
4. All arrests made for other agency’s cases must use arrest type code F unless it is a multiple charge.
5. Arrest type code F must also correspond to the correct arrest code entered in column 3. The allowable categories are:
 - 50 Illegal Alien
 - 51 Custody
 - 52 Warrant
 - 55 Fugitive

Example: Officers from your department arrest a person wanted for stealing a motor vehicle in a neighboring city. Your arrest code would be 55 (Fugitive) and your arrest type code would be F.

The neighboring city would report an arrest code of 071 or 073, Motor Vehicle Theft, with an arrest type code of A.

Your OUCR report would show the arrest of a Fugitive. The neighboring city’s OUCR report will show an arrest for Motor Vehicle Theft. OUCR will have one person arrested for Motor Vehicle Theft as handled by two different agencies.

Sample entry: Both subjects apprehended for the 7-11 store robbery were arrested in the same jurisdiction as the one in which the offense was committed. Enter arrest type code A.

AGENCY IDENT. OR0 090100		MO. 05	YR. 09	C C		ARREST	AGENCY <u>Bend Police Department</u>		Prepared by <u>K. Paige (503) 378-3055</u>		Page <u>1</u> of <u>5</u> pages			
1	7	9	11	44			49	50	51	57	58	59	65	
12	13	21	27	31	33	35	44	49	50	51	57	58	59	65
1. MSG. KEY	2. CASE, ARREST OR CITATION NUMBER	3. ARREST CODE ARREST NAME	4. ARREST DATE	5. TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. S E X	10. R A C E	11. DATE OF BIRTH	12. ARST TYPE CODE	13. JUV DISP CODE	14. COURT CHARGE	15. COURT DISP CODE
E	090796	03 Robbery	0510	00	09	K 6	03904	M	W	042782	A			
↓	↓	↓	↓	↓	↓	↓	↓	F	I	100792	A			

Arrest Type Codes:

- A = Arrested: arrested for one of your department’s cases
- C = Cited: a misdemeanor or traffic citation for one of your department’s cases
- S = Summoned: an arrest summons for an offense committed in your jurisdiction as handled by your department
- N = Notified: notified to appear for an offense committed in your jurisdiction as handled by your department
- F = An arrest made by your department for another jurisdiction
- M = Multiple: additional arrest charges for a subject at the time of arrest or while in custody

Note: Proper use of the above Arrest Type Code will not exaggerate the actual number of persons arrested and will accurately reflect the actual arrest activity.

Multiple Arrest Charges

When entering more than one arrest charge for a subject arrested for one of your department’s cases, use arrest type code A, S, C, or N for the most serious charge. Use arrest type code M (multiple) for each remaining charge. The number of past or current cases involved or the location of the crimes does not change this requirement.

Sample entry: Case number 091047, 071354, and 091049. On May 17 at 2130 hours, a man is stopped for DUII. At the time of the stop, it is also determined that he is carrying a concealed weapon and is driving with a suspended license. LEDS hits further reveal that he is wanted on a 2007 local (your agency) warrant for first-degree forgery, and by another county for non-support.

12	13	21	27	31	33	35	44	49	50	51	57	58	59	85
1. MSG. KEY	2. CASE, ARREST OR CITATION NUMBER	3. ARREST CODE ARREST NAME	4. ARREST DATE	5. ARREST TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. S E X	10. R A C E	11. DATE OF BIRTH	12. ARST TYPE CODE	13. JUV DISP CODE	14. COURT CHARGE	15. COURT CODE
E	091047	212 DUII	0517	21	09	M 4	03904	M	W	073076	M			
	↓	396 DWS-F	↓	↓	↓	↓	↓	↓	↓	↓	M			
	↓	152 Weapon	↓	↓	↓	↓	↓	↓	↓	↓	M			
	071354	10 Forgery	↓	↓	↓	↓	↓	↓	↓	↓	A			
↓	091047	55 Fugitive	↓	↓	↓	↓	↓	↓	↓	↓	M			

Juvenile Disposition Code (Column 13)

1. Juvenile disposition code is required for all entries on the Arrest Form that use the “E” message key where the date of birth (Column 11) indicates that the person arrested or handled is under 18 years of age.
2. The juvenile disposition code is the police disposition of juveniles arrested or handled for a criminal offense.
3. The word “Arrest” as it applies to juveniles is intended to mean police handling of all juveniles who have committed a crime and are taken into custody or handled under such circumstances that if the juvenile were an adult, he or she would have or could have been arrested.
4. Police “contacts” (such as an interview, warning, or admonishment) with juveniles where no criminal offense (01-29) is known to have been committed should not be entered or counted as arrests. For example, children playing ball in the street who are instructed by an officer to go to the park for such activity would not be counted as arrested.
5. Instances in which a juvenile is taken into protective custody such as dependency matters may be optionally entered as a 511 Custody-Protective with an appropriate juvenile disposition code.

Sample entry: The juvenile American Indian girl arrested for the 7-11 store robbery was referred to the juvenile court authorities by the arresting agency. In this case, the juvenile disposition code would be J.

AGENCY IDENT. OR0 090100		MO. 05	YR. 09	C C		ARREST	AGENCY <u>Bend Police Department</u>		Prepared by <u>K. Paige (503) 378-3055</u>		Page <u>1</u> of <u>5</u> pages	
1	7	9	11									

12	13	21	27	31	33	35	44	49	50	51	57	58	59	65
1. MSG-KEY	2. CASE, ARREST OR CITATION NUMBER	3. ARREST CODE ARREST NAME	4. ARREST DATE	5. TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. S E X	10. R A C E	11. DATE OF BIRTH	12. ARST TYPE CODE	13. JUV DISP CODE	14. COURT CHARGE	15. COURT CODE
E	090796	03 Robbery	0510	00	09	K 6	03904	M	W	042782	A			
↓	↓	↓	↓	↓	↓	↓	↓	F	I	100792	A	J		



Juvenile Disposition Codes:

- P = Handled within the department and released to parents.

Many times, juveniles will be taken into custody or arrested for committing a violation, but no referral will be made to juvenile court and no formal charges will be referred. Rather, the juvenile is warned by police and released to parents, relatives, etc. Such disposition would be coded “P”.

- J = Referred to juvenile court or probation department.

Enter “J” in the juvenile disposition field if the juvenile arrested or handled is referred to juvenile court or an agency working within the jurisdiction of the juvenile court. If a juvenile is arrested or handled more than once during the month, enter each referral as a new arrest.

- W = Referred to welfare agency.

The same rules apply here as with “J” above, except the referral is to a welfare agency (either public or private) rather than to a juvenile court or probation department. Such disposition would be coded “W”.

- O = Referred to other police agency.

Entries using this juvenile disposition code will, in most instances, be juveniles who commit crimes in your jurisdiction, but reside in another jurisdiction and are turned over to that jurisdiction for handling.

- R = Referred to criminal or adult court

Enter “R” for juveniles remanded to adult court.



Court Charge and Court Disposition Codes (Columns 14 and 15)

1. Court charge uses an arrest code to show what the subject stood trial for. Arrest codes are listed on pages 4-7 and 4-8.
2. The arrest code used in the court charge column may be different than the arrest code entered in the arrest code column 3.
3. Court disposition code describes the basic outcome of the trial
4. Court charge and court disposition are a set. If one of the columns is used, the other is required.
5. Court charge and court disposition reporting is optional.

Court Disposition Codes:

- A = Acquitted
- D = Dismissed
- C = Convicted
- L = Convicted of Lesser Charge
- P = Plead Guilty
- F = Bail Forfeiture

Sample entry: The young male adult arrested for 03 Robbery of the 7-11 store by the police is also charged in court with 03 Robbery. At the end of the trial, he is convicted of the same charge. This would be entered as a court charge of 03 and a court disposition of "C".

AGENCY IDENT. OR0 090100		MO. 05	YR. 09	C C		ARREST	AGENCY <u>Bend Police Department</u>		Prepared by <u>K. Paige (503) 378-3055</u>		Page <u>1</u> of <u>5</u> pages			
1	7	9	11											
12	13	21	27	31			33	35	44	49	50	51	57	58
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
MSG. KEY	CASE, ARREST OR CITATION NUMBER	ARREST CODE ARREST NAME	ARREST DATE	ARREST TIME	CNTY CODE	LOCATION CODE	OFFICER IDENTIFICATION	S E X	R A C E	DATE OF BIRTH	ARST TYPE CODE	JUV DISP CODE	COURT CHARGE	DISP CODE
E	090796	03 Robbery	0510	00	09	K 6	03904	M	W	042782	A		03	C
↓	↓	↓	↓	↓	↓	↓	↓	F	I	100792	A	J		

Examples of Arrest Entries

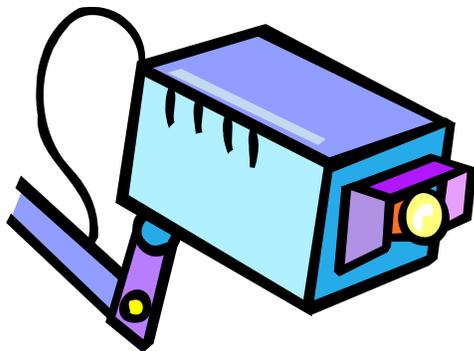
The following cases were handled by the Bend Police Department in Deschutes County:

1) Arrest #45123 On September 27, at 1305 hours, the police arrested a white female with a date of birth of March 20, 1974, for forgery.

12	13	21	27	31	33	35	44	49	50	51	57	58	59	65
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.
MSG.	CASE, ARREST OR	ARREST	ARREST	ARREST	CNTY	LOCATION CODE	OFFICER	SEX	RACE	DATE OF	ARST	JUV	COURT	COURT
KEY	CITATION NUMBER	CODE	DATE	TIME	CODE		IDENTIFICATION			BIRTH	TYPE	DISP	CHARGE	DISP
		ARREST									CODE	CODE		CODE
		NAME												
E	45123	10 Forgery	0927	13	09	G 1	04932	F	W	032074	A			

2) Misdemeanor Citation #L31234: On October 21, at 5:15 pm, the department cited a white male with a date of birth of July 20, 1983, for Theft-Shoplifting from the local Wal-Mart store.

12	13	21	27	31	33	35	44	49	50	51	57	58	59	65
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.
MSG.	CASE, ARREST OR	ARREST	ARREST	ARREST	CNTY	LOCATION CODE	OFFICER	SEX	RACE	DATE OF	ARST	JUV	COURT	COURT
KEY	CITATION NUMBER	CODE	DATE	TIME	CODE		IDENTIFICATION			BIRTH	TYPE	DISP	CHARGE	DISP
		ARREST									CODE	CODE		CODE
		NAME												
E	L31234	06 Larceny	1021	17	09	F 9	67842	M	W	072083	C			



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3) Case #45124 On December 28, at 1:00 pm, the department arrests a Chinese male subject for disorderly conduct. The subject has no papers to establish his date of birth or identity. The subject appears to be about 30 years old.

12	13	21	27	31	33	35	44	49	50	51	57	58	59	65
1. MSG. KEY	2. CASE, ARREST OR CITATION NUMBER	3. ARREST CODE ARREST NAME	4. ARREST DATE	5. ARREST TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. S E X	10. R A C E	11. DATE OF BIRTH	12. ARST TYPE CODE	13. JUV DISP CODE	14. COURT CHARGE	15. COURT DISP CODE
E	45124	24 DOC	1228	13	09	A 4	53421	M	C	000079	A			

4) Case #090404 On February 19, at 1700 hours, the department takes an American Indian male juvenile with a date of birth of August 15, 1995, into custody for Theft II, for taking several band instruments from his school over a period of several weeks. The subject is referred to the juvenile department.

12	13	21	27	31	33	35	44	49	50	51	57	58	59	65
1. MSG. KEY	2. CASE, ARREST OR CITATION NUMBER	3. ARREST CODE ARREST NAME	4. ARREST DATE	5. ARREST TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. S E X	10. R A C E	11. DATE OF BIRTH	12. ARST TYPE CODE	13. JUV DISP CODE	14. COURT CHARGE	15. COURT DISP CODE
E	090404	06 Larceny	0219	17	09	L 10	03904	M	I	081695	A	J		



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5) Case #090735 On March 21, at 3:00 pm, the department arrests an Hispanic male with a date of birth of 11/21/60 for illegal gambling pay-off.

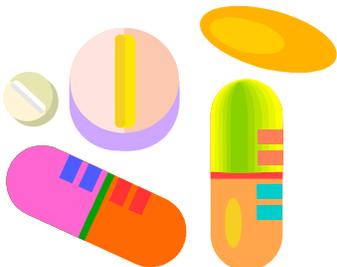
12	13	21	27	31	33	35	44	49	50	51	57	58	59	65
1. MSG. KEY	2. CASE, ARREST OR CITATION NUMBER	3. ARREST CODE ARREST NAME	4. ARREST DATE	5. ARREST TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. SEX	10. RACE	11. DATE OF BIRTH	12. ARST TYPE CODE	13. JUV DISP CODE	14. COURT CHARGE	15. COURT DISP CODE
E	090735	195 Gamble	0321	15	09	K 3	DET5	M	H	112160	A			

6) Case #090401 On June 19, at 2330 hours, the department arrested a Black male subject with a date of birth of 05/25/80 for Burglary and Arson. Note that the Arson arrest is coded as the “M” (multiple arrest).

12	13	21	27	31	33	35	44	49	50	51	57	58	59	65
1. MSG. KEY	2. CASE, ARREST OR CITATION NUMBER	3. ARREST CODE ARREST NAME	4. ARREST DATE	5. ARREST TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. SEX	10. RACE	11. DATE OF BIRTH	12. ARST TYPE CODE	13. JUV DISP CODE	14. COURT CHARGE	15. COURT DISP CODE
E	090401	05 Burglary	0619	23	09	F 9	03904	M	B	052580	A			
↓	↓	09 Arson	↓	↓	↓	↓	↓	↓	↓	↓	M			

7) Arrest #45125 On July 31, at 7:45 am, the department arrests a female Filipina with a date of birth of May 20, 1988 on a neighboring county warrant charging criminal activity in drugs.

12	13	21	27	31	33	35	44	49	50	51	57	58	59	65
1. MSG. KEY	2. CASE, ARREST OR CITATION NUMBER	3. ARREST CODE ARREST NAME	4. ARREST DATE	5. ARREST TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. SEX	10. RACE	11. DATE OF BIRTH	12. ARST TYPE CODE	13. JUV DISP CODE	14. COURT CHARGE	15. COURT DISP CODE
E	45125	55 Fugitive	0731	07	09	A 4	84673	F	A	052088	F			



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