

# Instructions

## Descriptions of Column Headings:

**Statute** - Indicates the chapter and section of the Missouri Revised Statutes (RSMo) that relate to a particular charge code.

**Type** - Indicates the seriousness of a crime as determined by state statute (e.g. Fel = Felony, Misd = Misdemeanor, and Infr = Infraction).

**Class** - Identifies the classification of an offense as determined by statute: A, B, C, or D.

**Charge Code** - Is the eight-digit code associated with a criminal offense that is divided into three segments. The first five digits are pre-assigned by the Office of State Courts Administrators. The 6th and 7th digits are either pre-assigned or left blank. If the 6th and 7th digits are not pre-assigned, then a selection from the list of available NCIC modifiers, identified in the "Literal Description" column, will need to be made. The NCIC modifier provides additional information specific to an arrest charged and it triggers caution indicator used to enhance officer safety. The state modifier is the 8th and final digit that should be completed by selecting the applicable state modifier.

**F/P OCN** - (Fingerprint /Offense Cycle Number): A "Yes" in this column identifies offenses for which fingerprints must be obtained on the state criminal fingerprint (OCN) card and submitted to the Criminal Justice Information Services (CJIS) Division of the Missouri State Highway Patrol. A "No" indicates a fingerprint submission is not required. If fingerprints are collected and submitted to the CJIS Division, the fingerprints will be searched through the Automated Fingerprint Identifications System; however, a criminal record for the offense will not be created.

**Literal Description** - Indicates the base description of a particular offense. The available NCIC modifiers are also identified in this column. If more than one modifier is available with the base code, then a selection must be made to complete the 6th and 7th digits of the charge code.

**DNA** - Identifies whether the offense requires the collection of DNA.

An "A" identifies offenses that require the collection of DNA upon arrest.

A "C" identifies offenses that require the collection of DNA upon conviction of an offense.

An "S" identifies offenses that require the collection of DNA if the subject is registering as a sex offender.

An "N" indicates that the collection of DNA is not required for the offense.

**SOR -(Sex Offender Registration):** A "Yes" in this column indicates that registration as a sex offender is required upon conviction. A "No" indicates that this charge does not require registration as a sex offender.

**Case Type** - This column is used by OSCA to categorize cases for management purposes. "C" = Conservation, "F" = Felony, "J" = Juvenile, "M" = Misdemeanor, "IN" = Infraction, "O" = Ordinance, "T" = Traffic, "W" = Watercraft.

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**ROC** - (Record of Conviction): A "Yes" indicates the offenses that are reportable to the Department of Revenue upon conviction. A "No" indicates the offenses that are not reportable to the Department of Revenue upon conviction. An asterick "\*" identifies offenses that occurred while operating a motor vehicle.

**Effective Date** - Indicates the actual date the charge code was created and available for use.