

# **Major Category Instructions**

The charge codes contained in this section are listed in numerical order within each major category.

The Charge Code Manual is available on the Missouri State Highway Patrol website. A copy of this manual with the charge codes sorted in statute order is available on the Highway Patrol's web page along with the revisions and the quarterly supplements. The supplements contain any changes that may occur to specific charge codes after the legislative changes have been incorporated into the annual publication.

To access the charge code manual at the Highway Patrol's home page ([www.msHP.dps.mo.gov](http://www.msHP.dps.mo.gov)), select "Publications" in the left hand index, then select "Handbooks/Manuals".

## **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 Administrator (OSCA). 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 charge and it triggers caution indicators used to enhance officer safety.

**NCIC Code** - National Crime Information Center Code - 4 digit code to be noted on each arrest

**State Modifier** - The state modifier is the 8th and final digit of the charge code. Only the modifiers listed with the charge are applicable.  
0-Not Applicable, 1-Attempt, 2-Accessory, 3-Conspiracy.

**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.

## **Major Category Instructions (cont'd)**

**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.

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

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

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

"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.

**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 asterisk "\*" identifies offenses that are reportable to the Department of Revenue if the offense occurred while operating a motor vehicle.

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

## Instructions for Selecting and Using Modifiers

STATUTE	TYPE/ CLASS		CHARGE CODE	NCIC COD	F/P OCN	DESCRIPTION	DNA	SOR	CASE TYPE	ROC	EFFECTIVE DATE
565.081	Fel	A	13100__._	13__	Yes	Assault/attempt assault 1st degree on law enforcement officer, corrections officer, emergency personnel, highway worker, utility worker, cable worker or probation and parole officer (available NCIC modifiers - 10-12 or 99)	A/C	N	F	*	08/28/1989

If an offender commits the crime of assault on a law enforcement officer with a gun, the Missouri Charge Code for this offense is 13100\_\_.\_. An appropriate modifier needs to be selected in order to complete the charge code. The list of applicable modifiers is provided below. In this case, the modifier for Aggravated Assault - Police - Gun is 10.

### 13-- NCIC MODIFIER CODE RANGES

- |                                       |                                    |                                     |
|---------------------------------------|------------------------------------|-------------------------------------|
| 01 Aggrav Asslt - Family - Gun        | 07 Aggrav Asslt - Pub Off - Gun    | 13 Simple Asslt                     |
| 02 Aggrav Asslt - Family - Weapon     | 08 Aggrav Asslt - Pub Off - Weapon | 14 Aggrav Asslt - Gun               |
| 03 Aggrav Asslt - Family - Stgarm     | 09 Aggrav Asslt - Pub Off - Stgarm | 15 Aggrav Asslt - Weapon            |
| 04 Aggrav Asslt - Non-Family - Gun    | 10 Aggrav Asslt - Pol Off - Gun    | 16 Intimidation (includes stalking) |
| 05 Aggrav Asslt - Non-Family - Weapon | 11 Aggrav Asslt - Pol Off - Weapon | 99 Assault - (free text)            |
| 06 Aggrav Asslt - Non-Family - Stgarm | 12 Aggrav Asslt - Pol Off - Stgarm |                                     |

### **.0 NOT APPLICABLE .1 ATTEMPT .2 ACCESSORY .3 CONSPIRACY**

For the remaining position, enter the code for "Not Applicable" (.0) since the charge was not an attempt, accessory, or conspiracy. Therefore, the complete Missouri charge code for assault police officer - first degree offense is 1310010.0. To complete the NCIC code 13\_\_ use the same two digit modifier (10) as entered in the Missouri Charge Code. Therefore, the complete NCIC code is 1310.

Since the charge is a felony, it is classified as a mandatory reportable offense and entered in the Criminal History System. The NCIC code associated with this charge would trigger a caution indicator when entered into the Criminal History System. These caution indicators can be invaluable when identifying a potentially hazardous situation for law enforcement personnel when dealing with such an individual.

This manual has been distributed by the Missouri State Highway Patrol. Inquiries regarding the use of this manual may be directed to the Missouri State Highway Patrol, Criminal Justice Information Services Division at 573-526-6345. Written inquiries may be addressed to Post Office Box 9500, Jefferson City, Missouri 65102.

# EXAMPLE OF A COMPLETED CRIMINAL FINGERPRINT CARD

**TYPE OR PRINT ALL INFORMATION IN BLACK INK**

SID NO. MO	LAST NAME <b>DOE</b>			FIRST NAME <b>JOHN</b>			MIDDLE NAME <b>D</b>	DATE OF BIRTH <b>01/01/1980</b>	OFFENSE CYCLE NO. <b>99123456</b>	
FBI NO.	RESIDENCE <b>1234 SUNNY LANE, KIRKSVILLE, MO 63501</b>						PLACE OF BIRTH <b>MO</b>	SOCIAL SECURITY NO. <b>123-45-6789</b>		
MSHP BARCODE	SEX <b>M</b>	RACE <b>W</b>	HGT <b>601</b>	WGT <b>190</b>	EYES <b>BRO</b>	HAIR <b>BRO</b>	COUNTY OF ARREST <b>001</b>	ORIGINATING AGENCY NAME & ORI <b>MOMHPBBOO</b> <b>308 Pine Crest Drive</b> <b>Macon, MO 63552</b>		
	DATE OF ARREST <b>06/01/2010</b>		DATE OF OFFENSE <b>06/01/2010</b>		DATE FINGERPRINTED <b>06/01/2010</b>					
OFF. TYPE (F, M, O)	CHARGE CODE	STATE STATUTE	LITERAL DESCRIPTION OF THE OFFENSE							<input type="checkbox"/> NO FURTHER ACTION <input type="checkbox"/> TURNED OVER TO <input checked="" type="checkbox"/> REFERRED TO STATE PA <input type="checkbox"/> REFERRED TO MUNICIPAL PA
<b>1. F</b>	<b>1310010.0</b>	<b>563.081</b>	<b>Assault 1<sup>st</sup> degree on Law Enforcement Officer</b>							
WARRANT ARREST: COURT CASE NO. _____ COMMENTS _____										
OFF. TYPE (F, M, O)	CHARGE CODE	STATE STATUTE	LITERAL DESCRIPTION OF THE OFFENSE							<input type="checkbox"/> NO FURTHER ACTION <input type="checkbox"/> TURNED OVER TO <input type="checkbox"/> REFERRED TO STATE PA <input type="checkbox"/> REFERRED TO MUNICIPAL PA
<b>2.</b>										
WARRANT ARREST: COURT CASE NO. _____ COMMENTS _____										
OFF. TYPE (F, M, O)	CHARGE CODE	STATE STATUTE	LITERAL DESCRIPTION OF THE OFFENSE							<input type="checkbox"/> NO FURTHER ACTION <input type="checkbox"/> TURNED OVER TO <input type="checkbox"/> REFERRED TO STATE PA <input type="checkbox"/> REFERRED TO MUNICIPAL PA
<b>3.</b>										
WARRANT ARREST: COURT CASE NO. _____ COMMENTS _____										
1. R. THUMB		2. R. INDEX		3. R. MIDDLE		4. R. RING		5. R. LITTLE		
6. L. THUMB		7. L. INDEX		8. L. MIDDLE		9. L. RING		10. L. LITTLE		
SAGEM LS1/P+ 000000477 F2000					Lex T520 #9904F47 20060609-15:42					
LEFT HAND FINGERS TAKEN SIMULTANEOUSLY				L. THUMB		R. THUMB		RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY		

# EXAMPLE OF A COMPLETED PROSECUTOR DISPOSITION

SID NO. NO.		LAST NAME <b>DOE</b>			FIRST NAME <b>JOHN</b>			MIDDLE NAME <b>D</b>			DATE OF BIRTH <b>01/01/1980</b>		OFFENSE CYCLE NO. <b>99123456</b>	
FBI NO.		RESIDENCE <b>1234 SUNNY LANE, KIRKSVILLE, MO 63501</b>							PLACE OF BIRTH <b>MO</b>		SOCIAL SECURITY NO. <b>123-45-6789</b>			
MSHP BARCODE				SEX <b>M</b>	RACE <b>W</b>	HGT. <b>601</b>	WGT. <b>190</b>	EYES <b>BRO</b>	HAIR <b>BRO</b>	COUNTY OF ARREST <b>001</b>	ORIGINATING AGENCY NAME & ORI: <b>MOMHPBBOO 308 Pine Crest Drive Macon, MO 63552</b>			
				DATE OF ARREST <b>06/01/2010</b>		DATE OF OFFENSE <b>06/01/2010</b>		DATE FINGERPRINTED <b>06/01/2010</b>						
OFF TYPE (F, M, O) 1. <b>F</b>	CHARGE CODE <b>1310010.0</b>	STATE STATUTE <b>563.081</b>	LITERAL DESCRIPTION OF THE OFFENSE <b>Assault 1<sup>st</sup> degree on Law Enforcement Officer</b>									<input type="checkbox"/> NO FURTHER ACTION <input type="checkbox"/> TURNED OVER TO <input checked="" type="checkbox"/> REFERRED TO STATE PA <input type="checkbox"/> REFERRED TO MUNICIPAL PA		
WARRANT ARREST: COURT CASE NO.												COMMENTS		
OFF TYPE (F, M, O) 2.	CHARGE CODE	STATE STATUTE	LITERAL DESCRIPTION OF THE OFFENSE									<input type="checkbox"/> NO FURTHER ACTION <input type="checkbox"/> TURNED OVER TO <input type="checkbox"/> REFERRED TO STATE PA <input type="checkbox"/> REFERRED TO MUNICIPAL PA		
WARRANT ARREST: COURT CASE NO.												COMMENTS		
OFF TYPE (F, M, O) 3.	CHARGE CODE	STATE STATUTE	LITERAL DESCRIPTION OF THE OFFENSE									<input type="checkbox"/> NO FURTHER ACTION <input type="checkbox"/> TURNED OVER TO <input type="checkbox"/> REFERRED TO STATE PA <input type="checkbox"/> REFERRED TO MUNICIPAL PA		
WARRANT ARREST: COURT CASE NO.												COMMENTS		
<b>PROSECUTOR ACTION</b>														
CHARGE 1		<input checked="" type="checkbox"/> FILED <input type="checkbox"/> NOT FILED <input type="checkbox"/> NOLLE PROS <input type="checkbox"/> AMENDED <input type="checkbox"/> NO TRUE BILL <input type="checkbox"/> DEFERRED <input type="checkbox"/> COMBINED / CONSOLIDATED												
<input checked="" type="checkbox"/> FELONY <input type="checkbox"/> MISD. <input type="checkbox"/> ORDINANCE		LITERAL DESCRIPTION OF THE OFFENSE <b>Assault 1<sup>st</sup> degree on Law Enforcement Officer</b>							CHARGE CODE <b>1310010.0</b>		NCIC CODE (ORDINANCE CHARGES ONLY) <b>1310</b>			
CHARGE 2		<input type="checkbox"/> FILED <input type="checkbox"/> NOT FILED <input type="checkbox"/> NOLLE PROS <input type="checkbox"/> AMENDED <input type="checkbox"/> NO TRUE BILL <input type="checkbox"/> DEFERRED <input type="checkbox"/> COMBINED / CONSOLIDATED												
<input type="checkbox"/> FELONY <input type="checkbox"/> MISD. <input type="checkbox"/> ORDINANCE		LITERAL DESCRIPTION OF THE OFFENSE							CHARGE CODE		NCIC CODE (ORDINANCE CHARGES ONLY)			
CHARGE 3		<input type="checkbox"/> FILED <input type="checkbox"/> NOT FILED <input type="checkbox"/> NOLLE PROS <input type="checkbox"/> AMENDED <input type="checkbox"/> NO TRUE BILL <input type="checkbox"/> DEFERRED <input type="checkbox"/> COMBINED / CONSOLIDATED												
<input type="checkbox"/> FELONY <input type="checkbox"/> MISD. <input type="checkbox"/> ORDINANCE		LITERAL DESCRIPTION OF THE OFFENSE							CHARGE CODE		NCIC CODE (ORDINANCE CHARGES ONLY)			
CHARGE 4		<input type="checkbox"/> FILED <input type="checkbox"/> NOT FILED <input type="checkbox"/> NOLLE PROS <input type="checkbox"/> AMENDED <input type="checkbox"/> NO TRUE BILL <input type="checkbox"/> DEFERRED <input type="checkbox"/> COMBINED / CONSOLIDATED												
<input type="checkbox"/> FELONY <input type="checkbox"/> MISD. <input type="checkbox"/> ORDINANCE		LITERAL DESCRIPTION OF THE OFFENSE							CHARGE CODE		NCIC CODE (ORDINANCE CHARGES ONLY)			
CHARGE 5		<input type="checkbox"/> FILED <input type="checkbox"/> NOT FILED <input type="checkbox"/> NOLLE PROS <input type="checkbox"/> AMENDED <input type="checkbox"/> NO TRUE BILL <input type="checkbox"/> DEFERRED <input type="checkbox"/> COMBINED / CONSOLIDATED												
<input type="checkbox"/> FELONY <input type="checkbox"/> MISD. <input type="checkbox"/> ORDINANCE		LITERAL DESCRIPTION OF THE OFFENSE							CHARGE CODE		NCIC CODE (ORDINANCE CHARGES ONLY)			
CHARGE 6		<input type="checkbox"/> FILED <input type="checkbox"/> NOT FILED <input type="checkbox"/> NOLLE PROS <input type="checkbox"/> AMENDED <input type="checkbox"/> NO TRUE BILL <input type="checkbox"/> DEFERRED <input type="checkbox"/> COMBINED / CONSOLIDATED												
<input type="checkbox"/> FELONY <input type="checkbox"/> MISD. <input type="checkbox"/> ORDINANCE		LITERAL DESCRIPTION OF THE OFFENSE							CHARGE CODE		NCIC CODE (ORDINANCE CHARGES ONLY)			
PROSECUTOR'S ORI					SIGNATURE					DATE ACTION TAKEN				
MAIL TO: MISSOURI STATE HIGHWAY PATROL Criminal Justice Information Services P.O. BOX 9500 JEFFERSON CITY, MO 65102-9500 PHONE: (573) 526-6153														

# EXAMPLE OF A COMPLETED COURT DISPOSITION

SID NO. MO.		LAST NAME <b>DOE</b>		FIRST NAME <b>JOHN</b>		MIDDLE NAME <b>D</b>		DATE OF BIRTH <b>01/01/1980</b>	OFFENSE CYCLE NO. <b>99123456</b>	
FBI NO.		RESIDENCE <b>1234 SUNNY LANE, KIRKSVILLE, MO 63501</b>						PLACE OF BIRTH <b>MO</b>	SOCIAL SECURITY NO. <b>123-45-6789</b>	
MSHP BARCODE		SEX <b>M</b>	RACE <b>W</b>	HGT. <b>601</b>	WGT. <b>190</b>	EYES <b>BRO</b>	HAIR <b>BRO</b>	COUNTY OF ARREST <b>001</b>	ORIGINATING AGENCY NAME & ORI <b>MOMHPBBOO 308 Pine Crest Drive Macon, MO 63552</b>	
		DATE OF ARREST <b>06/01/2010</b>		DATE OF OFFENSE <b>06/01/2010</b>		DATE FINGERPRINTED <b>06/01/2010</b>				
OFF TYPE (F, M, O)	CHARGE CODE	STATE STATUTE	LITERAL DESCRIPTION OF THE OFFENSE						<input type="checkbox"/> NO FURTHER ACTION <input type="checkbox"/> TURNED OVER TO <input checked="" type="checkbox"/> REFERRED TO STATE PA <input type="checkbox"/> REFERRED TO MUNICIPAL PA	
1. F	<b>1310010.0</b>	<b>563.081</b>	<b>Assault 1<sup>st</sup> degree on Law Enforcement Officer</b>							
WARRANT ARREST: COURT CASE NO.		COMMENTS								
OFF TYPE (F, M, O)	CHARGE CODE	STATE STATUTE	LITERAL DESCRIPTION OF THE OFFENSE						<input type="checkbox"/> NO FURTHER ACTION <input type="checkbox"/> TURNED OVER TO <input type="checkbox"/> REFERRED TO STATE PA <input type="checkbox"/> REFERRED TO MUNICIPAL PA	
2.										
WARRANT ARREST: COURT CASE NO.		COMMENTS								
OFF TYPE (F, M, O)	CHARGE CODE	STATE STATUTE	LITERAL DESCRIPTION OF THE OFFENSE						<input type="checkbox"/> NO FURTHER ACTION <input type="checkbox"/> TURNED OVER TO <input type="checkbox"/> REFERRED TO STATE PA <input type="checkbox"/> REFERRED TO MUNICIPAL PA	
3.										
WARRANT ARREST: COURT CASE NO.		COMMENTS								
<b>COURT ACTION</b>										
CHARGE 1	<input checked="" type="checkbox"/> GUILTY	<input type="checkbox"/> SES	<input type="checkbox"/> SIS	<input type="checkbox"/> CONFINEMENT	<input type="checkbox"/> NOT GUILTY	<input type="checkbox"/> NOT GUILTY / MENTAL DISEASE OR DEFECT		<input type="checkbox"/> CHANGE OF VENUE	<input type="checkbox"/> DISMISSED BY PA <input type="checkbox"/> DISMISSED BY COURT	
OFF TYPE (F, M, O)	CHARGE CODE	STATE STATUTE	LITERAL DESCRIPTION OF THE OFFENSE			LENGTH OF SENTENCE	TERM OF PROBATION	FINE AMOUNT		
1. F	<b>1310010.0</b>	<b>563.081</b>	<b>Assault 1<sup>st</sup> degree on Law Enforcement Officer</b>			<b>2 yr</b>	<b>SES 2 yr probation</b>			
CHARGE 2	<input type="checkbox"/> GUILTY	<input type="checkbox"/> SES	<input type="checkbox"/> SIS	<input type="checkbox"/> CONFINEMENT	<input type="checkbox"/> NOT GUILTY	<input type="checkbox"/> NOT GUILTY / MENTAL DISEASE OR DEFECT		<input type="checkbox"/> CHANGE OF VENUE	<input type="checkbox"/> DISMISSED BY PA <input type="checkbox"/> DISMISSED BY COURT	
OFF TYPE (F, M, O)	CHARGE CODE	STATE STATUTE	LITERAL DESCRIPTION OF THE OFFENSE			LENGTH OF SENTENCE	TERM OF PROBATION	FINE AMOUNT		
2.										
CHARGE 3	<input type="checkbox"/> GUILTY	<input type="checkbox"/> SES	<input type="checkbox"/> SIS	<input type="checkbox"/> CONFINEMENT	<input type="checkbox"/> NOT GUILTY	<input type="checkbox"/> NOT GUILTY / MENTAL DISEASE OR DEFECT		<input type="checkbox"/> CHANGE OF VENUE	<input type="checkbox"/> DISMISSED BY PA <input type="checkbox"/> DISMISSED BY COURT	
OFF TYPE (F, M, O)	CHARGE CODE	STATE STATUTE	LITERAL DESCRIPTION OF THE OFFENSE			LENGTH OF SENTENCE	TERM OF PROBATION	FINE AMOUNT		
3.										
CHARGE 4	<input type="checkbox"/> GUILTY	<input type="checkbox"/> SES	<input type="checkbox"/> SIS	<input type="checkbox"/> CONFINEMENT	<input type="checkbox"/> NOT GUILTY	<input type="checkbox"/> NOT GUILTY / MENTAL DISEASE OR DEFECT		<input type="checkbox"/> CHANGE OF VENUE	<input type="checkbox"/> DISMISSED BY PA <input type="checkbox"/> DISMISSED BY COURT	
OFF TYPE (F, M, O)	CHARGE CODE	STATE STATUTE	LITERAL DESCRIPTION OF THE OFFENSE			LENGTH OF SENTENCE	TERM OF PROBATION	FINE AMOUNT		
4.										
CHARGE 5	<input type="checkbox"/> GUILTY	<input type="checkbox"/> SES	<input type="checkbox"/> SIS	<input type="checkbox"/> CONFINEMENT	<input type="checkbox"/> NOT GUILTY	<input type="checkbox"/> NOT GUILTY / MENTAL DISEASE OR DEFECT		<input type="checkbox"/> CHANGE OF VENUE	<input type="checkbox"/> DISMISSED BY PA <input type="checkbox"/> DISMISSED BY COURT	
OFF TYPE (F, M, O)	CHARGE CODE	STATE STATUTE	LITERAL DESCRIPTION OF THE OFFENSE			LENGTH OF SENTENCE	TERM OF PROBATION	FINE AMOUNT		
5.										
CHARGE 6	<input type="checkbox"/> GUILTY	<input type="checkbox"/> SES	<input type="checkbox"/> SIS	<input type="checkbox"/> CONFINEMENT	<input type="checkbox"/> NOT GUILTY	<input type="checkbox"/> NOT GUILTY / MENTAL DISEASE OR DEFECT		<input type="checkbox"/> CHANGE OF VENUE	<input type="checkbox"/> DISMISSED BY PA <input type="checkbox"/> DISMISSED BY COURT	
OFF TYPE (F, M, O)	CHARGE CODE	STATE STATUTE	LITERAL DESCRIPTION OF THE OFFENSE			LENGTH OF SENTENCE	TERM OF PROBATION	FINE AMOUNT		
6.										
COURT'S ORI					SIGNATURE				DATE ACTION TAKEN	
MAIL TO: MISSOURI STATE HIGHWAY PATROL Criminal Justice Information Services P.O. BOX 9500 JEFFERSON CITY, MO 65102-9500 PHONE: (573) 526-6153										