DEPARTMENT MEMORANDUM NO. 97-19

SUBJECT: Offense Cycle Number (OCN) Usage

I. PURPOSE

The Missouri State Highway Patrol uses the Offense Cycle Number (OCN), a preprinted, eight digit number located on the state fingerprint card, as a common factor for collecting and tracking criminal information, by jurisdiction, throughout the state. The OCN will follow the initial arrest through the system to the issuance of the warrant, throughout the court proceedings, and to the final disposition.

II. POLICY

Effective immediately, personnel assigned to the Investigations Bureau and Patrol Bureau will document the OCN on the Release Order, Form 129 P.D., Record of Arrest, Form 5201 P.D., and the Case Status Report, Form 327 P.D., when completing case files.

III. PROCEDURE

A. The detention officer will document the OCN on the Release Order, Form 129 P.D., in the space marked "OCN #," if the Release Order, Form 129 P.D., is provided at the time of the arrestee's release.

B. The detective assigned to the investigation of the case will ensure the OCN is documented on any Release Order, Form 129 P.D., completed on an individual during the process of the investigation, and the Case Status Report, Form 327 P.D.

C. Case files will not be submitted to the Prosecutor's Office without an OCN if an arrest was made prior to the case file being submitted.

D. Case files may be submitted without an OCN if the case file is submitted to the Prosecutor's Office before an arrest can be made. Once the person has been arrested, it will be the Fugitive Apprehension and Arraignment Section's responsibility to ensure the OCN is documented on the Case Status Report, Form 327 P.D.

E. **To ensure document linking, only one OCN will be issued per individual, per arrest.**

NOTE: If multiple offenses occur within the same time period, or the suspect is charged with multiple counts, only one OCN will be used.

F. Commanders and supervisors of the Investigations Bureau and Patrol Bureau will be responsible for ensuring proper documentation of the OCN on the Release Order, Form 129 P.D., and the Case Status Report, Form 327 P.D.

G. The Data Entry Section will be responsible for entering the OCN into the person's ALERT record. The OCN can be accessed by using the "N.SERIAL #.LAST.FIRST.MIDDLE.RACE.SEX.DOB" or "NZ.SERIAL #.LAST" inquiry on a "closed record" terminal.

Floyd O. Bartch
Chief of Police

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