

**BERKELEY POLICE DEPARTMENT**

**DATE ISSUED: August 1, 1991**

**GENERAL ORDER R-27**

**SUBJECT: ABBREVIATIONS - SEX, RACE AND AGE GROUP**

1 - The following designations shall be used to indicate sex, race and age group in all reports and other written communications where abbreviations are necessary or desirable:

(a) Race: **The California Department of Justice is directed under Government Code Section 8310.5 to maintain demographic data as to ancestry of ethnic origin of each major Asian and Pacific Islander group. In order to comply with current law, it is necessary to add specific categories to the Race Codes reported through CORPUS and the Records Management System (RMS).**

<b>A - Asian (1)</b>	<b>L - Laotian</b>
B - Black	<b>O - Other undefined race (2)</b>
C - Chinese	<b>P - Pacific Islanders (3)</b>
<b>D - Cambodian</b>	<b>S - Samoan</b>
F - Filipino	<b>U - Hawaiian</b>
<b>G - Guamanian</b>	<b>V - Vietnamese</b>
H - Hispanic	W - White
I - Indian <b>descent (American)</b>	<b>X - Unknown</b>
J - Japanese	<b>Z - Asian Indian</b>
<b>K - Korean</b>	

(1) **Any Asian whose specific ethnic origin is not known or declared, or if none of the other Asian codes apply.**

(2) **Any person who cannot be designated as any of the general or specific racial/ethnic groups listed.**

(3) **Any Pacific Islander whose specific ethnic origin is not known or declared, or if none of the other Pacific Islander codes apply.**

(b) Sex:

M - Male	F - Female
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(c) Age Group

A - Adult (18 years or older)	J - Juvenile
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2 - These designations are to be used in applicable combinations **written as race-sex-age group**. For example: WMA, OFJ, IMJ, BFA, etc. If none of the above race or descent categories are appropriate, write out a more suitable description.

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- 3 - "NMI" will be used to show no middle name or initial and will be inserted between the first and last names of the subject, i.e., John (NMI) DOE.
- 4 - **A full list of approved abbreviations can be found in Chapter 16 of the Report Writing Manual.**

References: Alameda County Consolidated Arrest Report Instructions  
Assembly Bill 3366  
General Order R-31  
**Report Writing Manual**  
Uniform Crime Reporting, California State Department of Justice  
**Special Order 91-34, issued April 2, 1991**