

# Procedure for Using the Arizona Revised Statutes (ARS) Code Tables

## 1) Table Reference Information

### Web Page - ARS Codes

- Users may click to display the ARS codes. To access the codes the user should click on the associated icon. The following displays are available:
  - “Current ARS Codes” – PDF Format
  - “Changes to the ARS Codes” – Excel Format
    - The Excel spreadsheet contains the changes made to the “historical ARS Codes” that are now reflected in the “Current ARS Codes”.
  - “Historical ARS Codes” – PDF Format
    - These codes are the prior “Current ARS Codes”. Only one historical set is kept on the website for reference.
  - All files can be downloaded to the user’s desktop for future reference.
  - Table in PDF format; they may click to download the current ARS code table in TEXT format to their desktop. (Format is text, fixed, non-delimited)
- Users may click “File Layout & Documentation” to display an MS-Word document showing the file layout and other details about the data. (Word document may be viewed and/or saved to the user’s desktop.)
- Update Dates
  - All dates reflect the date the new information has been posted to the website. Note these dates may not reflect the dates when codes become active.
- Downloads
  - All codes can be downloaded for review or input into local electronic systems. Click download and save the file to the appropriate folder for use locally.
  - The file download format and details on data elements are listed below.

## 2) File Download Format

Field	Format Position	Length
<b>1) ARS-CODE</b> EDITS - Must be valid format. a) Only valid characters are numbers, alphas (A-Z), hyphen (-), and periods (.) b) Must have one and only one hyphen. c) Can have 0, 1, or 2 periods. d) Cannot have embedded spaces. e) EXAMPLES: N-NNNNxxxxxxxxx NN-NNNNxxxxxxxx NN-NNNN.NN.Nxxx NN-NNN.NN.Nxxxx	<b>(A15) 1-15</b>	<b>15</b>
<b>2) FILLER</b>	<b>(A1) 16</b>	<b>01</b>
<b>3) FM-CLASS</b> EDITS a) Must be F, M, or FM. (Felony or Misdemeanor)	<b>(A2) 17-18</b>	<b>02</b>

<b>4) FILLER</b>	<b>(A1)</b>	<b>19</b>	<b>01</b>
<b>5) ARS-DESC</b>	<b>(A30)</b>	<b>20-49</b>	<b>29</b>
EDITS:			
a) Cannot be blank			
b) First character cannot be blank			
<b>6) FILLER</b>	<b>(A1)</b>	<b>50</b>	<b>01</b>
<b>7) VICTIM-CODE</b>			
EDITS			
<b>a) VICTIM-CODE-MINOR</b>	<b>(A1)</b>	<b>51</b>	<b>01</b>
o If used, must be M or blank. Victim is a minor.			
<b>b) VICTIM-CODE-VLN-ADULT(A1)</b>		<b>52</b>	<b>01</b>
o If used, must be A or blank. Victim is a vulnerable adult.			
<b>c) VICTIM-CODE-DOM-VIOL (A1)</b>		<b>53</b>	<b>01</b>
o If used, must be D or blank. Crime involves domestic violence.			
<b>d) VICTIM-CODE-LE-OFF (A1)</b>		<b>54</b>	<b>01</b>
o If used, must be L or blank. Victim is a law enforcement officer.			
<b>e) VICTIM-CODE-DANG-CAC (A1)</b>		<b>55</b>	<b>01</b>
o If used, must be C or blank. Dangerous crimes against children.			
<b>8) FILLER</b>	<b>(A1)</b>	<b>56</b>	<b>01</b>
<b>9) EFF-DTE</b>	<b>(A8)</b>	<b>57-64</b>	<b>08</b>
EDITS:			
a) Format CCYYMMDD, Effective Date			
<b>10) FILLER</b>	<b>(A1)</b>	<b>65</b>	<b>01</b>
<b>11) END-DTE</b>	<b>(A8)</b>	<b>66-73</b>	<b>08</b>
EDITS:			
a) Format CCYYMMDD, Retire Date			
b) If used, END-DTE must be same or later than EFF-DATE.			

Contact information:

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