



**Michigan State Police  
Criminal Justice Information Center**



**Occurrence/Report Date Indicator and Hour Occurred**

**Occurrence/Report Date Indicator:** This field is used to indicate whether the incident date reflects the date the crime occurred OR when the crime was first reported to law enforcement.

Use Indicator “Occurrence Date” (Code E in MICR) when:

- The exact date of the crime is known
- The exact start date is known for a crime occurring over multiple days

Use Indicator “Report Date” (Code R in MICR) when:

- The exact date of the crime is unknown
- An approximate date range for the crime is known

**Hour Occurred:** This field is used to indicate the time the crime occurred. Entry “Unknown” is valid.  
(The time the report was taken should never be entered in this field)

Enter known time when:

- The exact time of the crime is known
- The exact start time is known for a crime occurring over multiple hours
- The victim is a Law Enforcement Officer, and the Offense is Murder or Assault

Enter “Unknown” when:

- The time of the crime is unknown
- An approximate time range is known

**Examples:**

- Report Date with Hour Occurred “Unknown” – A man leaves for vacation on Friday and returns Wednesday reporting a burglary. The Report Date is Wednesday; Hour Occurred is “Unknown.”
- Report Date with known Hour Occurred – A woman was assaulted on her lunch break; she reported the crime weeks later on a Saturday. She cannot recall the day of the week but was confident the assault took place at noon. The Report Date is Saturday; Hour Occurred is 12:00.
- Occurrence Date with known Hour Occurred – 911 receives a call for a motor vehicle theft in progress. The Occurrence Date and Hour Occurred is the time and date of the 911 call.
- Occurrence Date with Hour Occurred “Unknown” – A man arrives to work at 8 am; he leaves at 5 pm. He returns to his car and realizes his iPod (used to play music during that morning’s commute) was stolen from his car; Hour Occurred is “Unknown.”

**Michigan State Police  
Criminal Justice Information Center  
Crime and Crash Reporting Section  
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