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INITIAL AND REVISED CLASSIFICATION  
OF JUVENILES BY THE  
JUVENILE JUSTICE SYSTEM:  
SURVEY PLAN

PREPARED BY:

NATIONAL JUVENILE JUSTICE SYSTEM  
ASSESSMENT CENTER

DR. CHARLES P. SMITH, DIRECTOR

SUBMITTED TO THE:

NATIONAL INSTITUTE FOR JUVENILE JUSTICE AND DELINQUENCY PREVENTION  
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## PURPOSE

This document results from a comprehensive attempt to summarize the current state of knowledge about how and why justice system professionals choose to classify individual juveniles as abused/victimized, neglected/dependent, incorrigible/in need of supervision or delinquent/youthful offender?

The literature review revealed no empirical studies dealing directly with juvenile classification. Where the term is used in the literature, it is used to describe "typologies" and other descriptions of program suitability. Literature concerned with processing decisions is focused almost exclusively upon law enforcement. Even this is not theoretically based, presenting only a partial list of relatively unrelated findings. In a nutshell, the literature reveals very little about juvenile processing decision making and nothing at all about factors that determine case classification.

Given this state of the art, separate means were derived to discover promising direction for future policy research focused upon determinants of juvenile case classification. As the first exploratory step in identifying areas worthy of future research, a survey of justice system professionals was designed. The idea is to examine classification and dispositional decision making in highly divergent environments in an effort to identify hypotheses that promise theoretical and practical leads to future study.

## ANALYSIS PLAN

The survey has three parts intended to describe juvenile case classification and related case specific decision-making across all components of the justice system. Information will be gathered describing: 1) the decision maker; 2) the justice system environment; and 3) specific information used by decision makers in classifying juvenile cases. By combining these three types of information, the role played by each, as well as individual information elements within each category, in case classification/disposition

decision making will be explored for promising research directions.

An overview of the planned analysis is presented in Figure 1. Here, the type of dispositional decision to be made is displayed on the left. The case classification selections available are listed across the top of the figure and on the right are the three different types of data to be collected, (i.e., case data, site data, and decision-maker data). The analysis will try to discover which kinds of information (shown on the right) determine the case classification (as shown on the front of the figure) at various decision points (shown on the left of the figure) as justice system professionals make daily choices involving juvenile cases. Selected research design considerations are discussed in Appendix A.

To flush out the planned analysis, the following paragraphs separately discuss the use of these three types of information for "hypothesis" searching. Specific data planned for use in the analyses and related data collection instruments and procedures are discussed for each data type.

#### Case Specific Data

To explore for factors that determine classification and disposition of juvenile cases, the plan is to present case histories for review by decision makers; ask the decision maker to selectively use the information to reach specified types of decisions; and secure or ask for assessments of a variety of topics related to the use of information provided. Figure 2 presents brief descriptions of the types of data to be collected concerning individual juvenile cases. Exact case data elements to be included are listed by Figure 3. Specific data collection instruments are presented in Appendix B. The instrument planned is a decision game in which the respondent is asked to selectively review separate cards each containing different types of information. By asking the respondent to record the order in which information is read as well as the point at which a decision is reached, the actual order, frequency, and content of information used to reach specified decisions can be analyzed.

# american justice institute



1007 - 7th STREET  
SUITE 414  
SACRAMENTO, CA 95814  
(916) 444-3096

## NATIONAL JUVENILE JUSTICE SYSTEM ASSESSMENT CENTER

### STAFF

DR. CHARLES P. SMITH  
Director

DAVID J. BERKMAN  
Principal Investigator

T. EDWIN BLACK  
Principal Investigator

DR. DONALD E. PEHLKE  
Principal Investigator

DOROTHY O'NEIL  
Program Coordinator

DR. ROBERT M. CARTER  
Senior Consultant  
University of  
Southern California

DR. SHELDON MESSINGER  
Senior Consultant  
University of  
California, Berkeley

### ADVISORY COMMITTEE

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National Juvenile Justice  
Assessment Center Program

January 16, 1978

SYSTEM CENTER MANAGEMENT COMMITTEE

SYSTEM CENTER ADVISORY COMMITTEE

Attached is a draft design for the survey of decision criteria/methods planned by the National Juvenile Justice System Assessment Center as part of our Topical Report on "Initial and Revised Classification for Juveniles by the Juvenile Justice System."

This design is being pretested at the present time on individuals who are in the proposed respondent categories. We would also welcome any comments you have on the survey design content or administration.

Please provide your comments to Terry Black at the above location by mail or telephone no later than January 27, 1978. We will incorporate all comments to the extent possible in the final design.

Sincerely,

Dr. Charles P. Smith  
Director

Attachment

cc: Project Monitor



FIGURE 2

CASE-SPECIFIC DATA\* ELEMENTS TO BE COLLECTED BY THE DECISION SURVEY

- Information used to classify individual juveniles based on case materials
- Information used to reach selected dispositional decisions
- "Special service needs" of juveniles as assessed by justice system component, case classification, case characteristics, dispositional choice, and type of special service.
- Offense seriousness score assessed by respondent
- Strength of confidence in decision
- Difficulty of decision process
- Sufficiency of data for reaching a decision

\* See decision making survey answer sheets displayed as Appendix F.

FIGURE 3

CASE-RELATED INFORMATION INCLUDED IN DECISION SURVEY

1. Physical Description
  - Age
  - Race
  - Sex
  - Marks and Scars
2. Referral Incident
  - All Four Classifications
    - Dependent/Neglected
    - Abused/Victimized
    - Incorrigible/In Need of Supervision
    - Delinquent/Youthful Offender
  - Joy Riding
  - Strong-arm Robbery
  - Use of Alcohol
  - Petty Theft
3. Juvenile's Statement
  - None
  - Denies Responsibility
  - Admits or Confirms
4. Complainant Identification
  - Age
  - Sex
  - Race
  - Neighborhood
  - Police Activity Here
5. Disposition of Others Involved
  - No record of disposition of others involved
  - Others released and closed
  - Others arrested and referred to court
6. Drug and/or Alcohol History
  - None
  - Some, but minor
  - Excessive
7. Family Criminal History
  - None
  - Brother
  - Brother and father
8. Family Community Ties
  - Mobility
  - Affiliations
9. Prior Police Contacts
  - None
  - Neglected
  - Abused
  - Incorrigible
  - Traffic

- Possession of Alcohol
  - Petty Theft
  - Joy Riding
  - Burglary
  - Assault
  - Robbery
  - Five Delinquent
10. School Adjustment
    - Negative
    - Positive
    - Outstanding
  11. Alternative Placements Available
    - Available Relative
    - No Relative Available
  12. Living Situation
    - Welfare
    - Medium Income
  13. Family Relationships
    - Positive
    - Negative
  14. Family Attitude Toward Referral Incident
    - Willing to take corrective action
    - Punish child
    - Unwilling to take corrective action
  15. Involvement of Attorney
    - None involved
    - None involved, juvenile requested attorney
    - Court appointed
    - Private, representing parents
    - Private, representing juvenile
  16. Action Recommended by Victim/Complainant
    - No statement
    - Demanded arrest
    - Demanded non-arrest
  17. Juvenile Attitude and Demeanor
    - Pleasant
    - Hostile
  18. Due Process Considerations
    - Violated
    - Not violated
    - No testimony
  19. Evidence
    - Item 18 Victim Refuses to testify or No Miranda warning
    - Item 18 not violated

In addition to these bits of information, the respondent will be asked to indicate any special services needed by the juvenile as revealed by the case materials. These special service needs and their apparent impact on decision making can then be examined.

Information typed on all 18 cards constitutes the entire case file. As an example, Figure 4 presents one case history extracted from the information contained in Appendix E. The plan is to present the case history with specific content within each of the eighteen categories being randomly distributed among cases. Thus, the case histories presented in Appendix E can be combined into \_\_\_\_\_ different cases. The materials are designed to describe cases that fit exclusively into one of the four case classifications described earlier (i.e., abused/victimised, dependent/neglected, incorrigible/in need of supervision, or delinquent/youthful offender) plus cases containing the elements of all four classifications. In short, the analysis will allow discovery of the role that these eighteen factors play in classification where legal attributes of the referral incident are clearly within one of the four categories as well as in cases where legal aspects of the referral incident cover all four at once.

Because classification and disposition decisions are so interrelated, each of these cases will be presented (randomly constructed) for six dispositional decision choices. Figure 5 summarizes the specific dispositional choices to be made at distinct case processing decision points. Thus, when the case

Figure 4

A SAMPLE JUVENILE CASE HISTORY LIKE THOSE PRESENTED IN THE DECISION GAME

1. Physical description\*

The juvenile is a 12 year old Black female. The juvenile has a half inch scar on the left side of the face.

2. Referral Incident

While responding to a report of a loud party, officers observed the juvenile seated on the front steps of an apartment building. The juvenile was severely bruised and swollen about the head and appeared to be drunk. A radio check revealed that the juvenile had been reported as a runaway a few hours earlier. The parents also reported the juvenile had stolen \$10 from the father's wallet while they slept.

3. Juvenile's Statement

The juvenile stated that upon returning from a wedding reception last night, the father was drunk. For no reason, the father became belligerent, hitting the juvenile several times. Because the juvenile was afraid of the father, the juvenile slipped out of the house while the parents slept. The juvenile denies taking any money from the father's wallet.

4. Victim/Complainant Identification

The complainant was a 76 year old male resident of the apartment building where the party was being held. The apartment building is located in a racially mixed neighborhood where police seldom receive disturbance reports.

5. Disposition of Others Involved

Seven arrests were made following a neighborhood disturbance in which four police units were called to the scene. Charges ranged from disturbing the peace to assault on a police officer.

6. Drug and/or Alcohol History

The parents report that the juvenile sometimes drinks too much and becomes belligerent. This is the only time the family has any problems.

7. Family Criminal History

There is no record of arrest for any other family member.

\*Each numbered item appears on a unique information card within the decision booklet.

Figure 4 Continued

8. Family Community Ties

The parents are very active in church and community affairs and the juvenile's two sisters are active in a variety of clubs and school functions. The family has lived in the same neighborhood for over seven years. They regard several neighbors as close friends.

9. Prior Police Contacts

The juvenile has previously been arrested five times; twice for runaway, once for fighting at school, twice for petty theft.

10. School Adjustment

The juvenile is viewed by school officials as a hard worker who participates in sports, belongs to two school clubs and is very popular.

11. Out-of-Home Placements Available

There are no relatives willing to take the juvenile into their home.

12. Living Situation

The juvenile lives with both natural parents, two sisters and a brother. The family is supported entirely by the father's income. The father earned \$19,000 last year working as a buyer for a local department store.

13. Family Relationships

According to the juvenile and the neighbors, the parents fight constantly. The juvenile reports leaving the house at all hours, just to avoid listening to the parents' fighting. When the parents are not arguing, they are out drinking. They only come home to fight.

14. Family Attitude Toward Referral Incident

The parents are very upset with the juvenile. They intend to take appropriate action to punish the juvenile for causing the family embarrassment.

15. Involvement of an Attorney

The juvenile is represented by private counsel; an attorney who is well known for using any legal means for protecting the rights of the juvenile. He will demand meticulous adherence to due process provisions.

16. Action Recommended by Victim/Complainant

Fearing that the juvenile might be locked up, the victim/complainant demanded that th matter be handled without involvement of the court.

Figure 4 Continued

17. Juvenile's Attitude and Demeanor

The juvenile is openly hostile, using foul language and demanding to be left alone. The juvenile considers your involvement to be unnecessary harrassment.

18. Due Process Consideration

All due process requirements have been met in this case thus far. There is no challenge to the admissibility of evidence gathered.

FIGURE 5

JUVENILE CASE DISPOSITIONAL OPTIONS  
AT SELECTED JUSTICE SYSTEM DECISION POINTS

<u>STATUS OF THE CASE</u>	<u>THE DECISION TO BE MADE IS WHETHER TO:</u>
1. The referral incident has not been adjudicated.	<ol style="list-style-type: none"><li>1. Close the case with no further action.</li><li>2. Reprimand or counsel and close the case.</li><li>3. Work out a settlement between the parties and close the case.</li><li>4. Refer to another agency and close the case.</li><li>5. Handle the case informally and hold it open for progress review.</li><li>6. Refer the case to the court without taking the juvenile into custody.</li><li>7. Take the juvenile into custody pending further investigation.</li><li>8. Take the juvenile into custody and deliver to the county detention or shelter facility.</li><li>9. Hold the juvenile for a detention hearing.</li><li>10. Detain the juvenile pending final adjudication.</li></ol>
2. The juvenile is now before the court.	<ol style="list-style-type: none"><li>1. Dismissal of the petition as unsuitable for hearing by the court.</li><li>2. Finding that the juvenile is an unfit subject for the juvenile/family court.</li><li>3. Upon hearing the case, make no finding of fact.</li><li>4. Make a finding that the juvenile is within the jurisdiction of the court as a DEPENDENT/NEGLECTED child.</li><li>5. Make a finding that the juvenile is within the jurisdiction of the court as an ABUSED/VICTIMIZED child.</li><li>6. Make a finding that the juvenile is within the jurisdiction of the court as INCORRIGIBLE/IN NEED OF SUPERVISION (Status Offender).</li></ol>

3. The Court has made a finding of fact.
  1. Case closure with no follow-up.
  2. Immediate settlement without probation or other supervision.
  3. Supervision in the juvenile's own home.
  4. Supervision in a foster home, relative's home, or group home.
  5. Placement in a private institutional setting.
  6. Commitment to a local (public) MINIMUM SECURITY facility.
  7. Commitment to a SECURE local or state facility.
  
4. The juvenile is under supervision in the community. A crisis necessitates review of this case.
  1. Close the case; discharge.
  2. Supervision in the parental home.
  3. Supervision in a foster home, relative's home, or group home.
  4. Supervision in a private institutional setting.
  5. Commitment to a local (public) MINIMUM SECURITY facility.
  6. Commitment to a SECURE local or state facility.
  
5. The juvenile is under commitment in an institutional setting. At the regularly scheduled hearing:
  1. Release without follow-up supervision, discharge.
  2. Release to supervision in parental home.
  3. Release to supervision in foster home, relative's home, or group home.
  4. Continue in the institution.
  
6. This case is undergoing the usual progress review while under supervision in the community.
  1. Continue current level of official control (i.e., informal probation, formal probation, or parole).
  2. Refer to other agency and close; discharge.
  3. Close the case without referral to other agency; discharge.

has not yet been adjudicated, dispositional choices as shown by the figure range from case closure to detention pending final adjudication. Dispositional choices are also separately listed for cases where the decision to be made pertains to making a finding on a petition, case disposition following the making of a finding, decisions during regular progress review on supervised cases, dispositional choices having to be made because of a crisis in a case, and dispositional choices for children under commitment in an institution. Data collection instruments for each of these dispositional choices are contained as Appendix F.

#### Decision-Maker Data

Because the literature suggests that classification and disposition decisions might be substantially affected by characteristics of the decision maker, Figure 6 summarizes the types of information about the decision maker to be collected. The plan for data collection is presented as Appendix C. Data to be collected are planned both as input to a regression analysis and as cross tabulations suggested by the figure. Specific planned cross tabulation are presented as Appendix G. These are intended to be both descriptive and suggestive of future research directions.

#### Survey Site Data

Figure 7 lists data to be captured for each survey site. Questions deal with decision-maker assessments of policy regarding the example case completed by the decision maker, availability of special services and their potential impact for use in analysis of their impact upon decisions, staff training needs, demographic characteristics, physical, organization, and legal characteristics,

FIGURE 6

JUSTICE SYSTEM DECISION MAKER DATA\* TO BE COLLECTED

- Range of dispositional decisions authorized by staff level and assignment
- Frequency of selected dispositional decisions made and decision-making role (i.e., recommend, decide, approve decision of others)
- Decision-maker assessments of similarity/disparity between their choices and
  - a) those of co-workers
  - b) official policy requirements.
- Range, frequency and assessed utility of selected "juvenile related" education and training received by justice system component
- Self-reported "types of information used" for estimating:
  - a) Risk to community posed by individual juveniles
  - b) Risk to self posed by individual juveniles
  - c) Community attitudes toward releasing juveniles
  - d) Case prognosis for staying out of trouble
- Justice system component of assignment
- Staff level
- Estimated degree of "specialization" in juvenile-related work
- Estimated frequency of contact with juveniles
- Range, type, and frequency of case consultation in arrest/detain versus release decision.
- Access to official, written policy manual covering how to deal with juvenile cases.
- Assessed "adequacy" of policy for day-to-day situations encountered
- Years experience
- Education level

\*See the Decision-Maker Survey form included as Appendix C.

FIGURE 7

SURVEY SITE-SPECIFIC\* DATA TO BE COLLECTED

- Decision-maker assessments of most and second-most likely case dispositional choices:
  - a) of workers in their agency
  - b) called for by official policy
- Frequency and availability of "special services" needed by juveniles as assessed by justice system component, case classification, case characteristics, dispositional choice and type of service.
- System staff assessments of most and second-most needed types of staff training by component.
- Selected demographic data
- Selected data describing the physical, organizational and legal environment
- Selected crime and arrest statistics
- Selected statistics on juvenile/family court intake population levels
- Selected statistics on children in custody
- Selected statistics on dispositions of cases referred to court

\*See decision survey site data collection plan presented as Appendix D

crime indices, and statistics regarding case processing by the juvenile court. Planned use of data is described in Appendix G "dummy tables". Specific data collection plans are outlined by Appendix D.

#### SURVEY ADMINISTRATION

This survey will be conducted in nine counties located across the country. Specific site selection procedures and attributes of the selected survey sites are covered in the next section. For now, however, attention is drawn to three topics important to understanding how the survey was executed. These three topics--respondent's selection, distribution and collection of survey materials, and coordination of data collection--are separately described below.

##### Respondent Selection

Within each county selected for conduct in the survey, administrators of each of the six justice system components listed earlier (see Figure A-2) will be asked to distribute sealed packets of survey instruments to their staffs. Copies of the specific instructions provided the administrators are included as Appendix H. These instructions call for the top administrator in each justice component within the county to select ten of his or her line staff plus ten staff supervisors or above to receive unmarked survey packets. The packets delivered to each of the selected respondents is to be opened, completed, and returned by the respondent. The administrator is also provided with a survey packet containing five case histories and the survey questionnaire to be completed and returned.

Because there are usually few court hearings personnel and prosecutor's staff involved with juvenile case processing, all such staff in each county are asked to complete the survey packet. For other justice system components (i.e., law enforcement, court intake, custodial workers, and community case workers), respondent selection is left to the administrator of the affected department. The administrator is only asked to select those staff within each category he or she considers most likely to complete and return the survey materials in a short time (three days). As shown by Figure 8, survey packets will be distributed to 1,120 justice system professionals.

#### Forms Distribution and Retrieval

The survey packet consists of three separate items (four for the individual administrator). In each packet is a decision-maker questionnaire as shown in Appendix C. Additionally, two separate case folders (five in the case of administrators) are provided. Each case folder includes a decision booklet in which information for the eighteen data categories described earlier is presented in a sealed envelope (pull tab type). Along with these data are instructions for using the materials and an answer sheet to report data utilization and other information (see Appendix F). Figure 9 shows an actual picture of one of the case folder when received and opened by the respondent. (Place a photograph of the booklet and answer sheet laying side by side and opened up to be completed here.)

Each respondent is asked to complete the questionnaire first, then to go to Case Folder #1 (which includes all eighteen categories), and then to proceed to Case Folder #2 which contains

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Figure 8

PLANNED NUMBERS OF SURVEY RESPONDENTS (R) CASE FOLDERS (C) FOR EACH TYPE OF JUVENILE CASE DISPOSITIONAL DECISION, BY JUSTICE SYSTEM COMPONENT

Decision Point of Case Processing	Justice System Component							Totals
	Law Enforcement	Court Intake	Prosecution	Court Hearings	Custodial		Community Caseworker	
					Corrections	Shelter		
1. The referral incident has not been adjudicated.	180R 360C	70R 140C	30R 150C	30R 150C				310R 800C
2. The juvenile is now before the court.		70R 140C	30R 150C	30R 150C				130R 440C
3. The court has made a finding of fact.		70R 140C	30R 150C	30R 150C			90R 180C	220R 620C
4. The juvenile is under supervision in the community. A crisis necessitates review of this case.		70R 140C	30R 150C	30R 150C			90R 180C	220R 320C
5. The juvenile is under commitment in an institutional setting. At the regularly scheduled hearing:				30R 150C	90R 180C	90R 180C		210R 410C
6. This case is undergoing the usual progress review while under supervision in the community.				30R 150C			90R 180C	120R 330C
Totals	180R 360C	280R 560C	120R 600C	180R 900C	90R 180C	90R 180C	270R 450C	1210R 3320C

Figure 8

PLANNED NUMBERS OF SURVEY RESPONDENTS (R) CASE FOLDERS (C) FOR EACH TYPE OF JUVENILE CASE DISPOSITIONAL DECISION, BY JUSTICE SYSTEM COMPONENT

Decision Point of Case Processing	Justice System Component							Totals
	Law Enforcement	Court Intake	Prosecution	Court Hearings	Custodial		Community Caseworker	
					Corrections	Shelter		
1. The referral incident has not been adjudicated.	180R 360C	70R 140C	30R 150C	30R 150C				310R 800C
2. The juvenile is now before the court.		70R 140C	30R 150C	30R 150C				130R 440C
3. The court has made a finding of fact.		70R 140C	30R 150C	30R 150C			90R <sup>2</sup> 180C	220R 620C
4. The juvenile is under supervision in the community. A crisis necessitates review of this case.		70R 140C	30R 150C	30R 150C	90R <sup>4</sup> 180C	90R <sup>4</sup> 180C		310R 800C
5. The juvenile is <u>under commitment</u> in an institutional setting. At the regularly scheduled hearing:				30R 150C			90R 180C	120R 330C
6. This case is undergoing the usual progress review while under supervision in the community.				30R 150C				30R 150C
Totals	180R 360C	280R 560C	120R 600C	180R 900C	90R 180C	90R 180C	180R 360C	1120R 3140C

FIGURE 9

Picture of Survey Instrument  
(Package and Contents  
To Be Inserted Here)

only information normally available to staff in that justice system component (e.g., police normally do not know whether an attorney is involved). Each respondent is asked to complete the survey packet, insert the materials in a self-addressed return envelope, and place it in the mail to the evaluator. Envelopes have no individual identification on the exterior and, therefore, responses cannot be associated with individual respondents. Thus, the administrator for the agency is asked to select respondents but there is no mechanism to assure that an individual respondent has completed the materials or to associate any provided information with individual respondents.

#### On-Site Data Control

For each of the nine selected survey sites, a coordinator of survey administration is to be selected. This person, representing one of the local justice agencies or the state planning agency, is given the task of enlisting the participation of individual administrators within the county, distribution of survey materials, and keeping each administrator informed of the number of respondents the agency completing the survey material. Information will allow each administrator to check with each selected respondent to encourage materials completion when delays occur.

#### SITE SELECTION

The overall purpose in site selection is to identify counties with highly divergent patterns of handling juveniles. In this way, it can be expected that either the determinants of case classification and disposition differ among sites and/or similar

determinants operate differentially among sites. In a word, if one assumes that the ninety percent of minor incidents involving juveniles that are responded to by police are fairly commonly encountered across the country, differences in classification and disposition across the country should be explained by factors such as community attitudes, organizational structures, and justice system practices. It is these "incident independent" variables that are the subject of this exploratory survey. Specifically, this survey is intended to identify the weight of the individual referral incident and then, accounting for this weight, identifying interactions between the incident and a wide range of variables in determining classification and dispositional decisions pertaining to juveniles.

To do this, an effort was made to identify counties in the United States reflecting highly divergent environments as well as highly divergent juvenile processing patterns. Figure 11 reflects the six independent variables used for selecting survey sites. At the outset, an effort was made to locate counties large enough to have full time juvenile/family court judges and prosecutors and that also could be expected to maintain the statistics called for by Appendix D. The selected sites also had to be comparable in terms of the upper age limit of juvenile court jurisdiction as age limits vary from 16 through 18 years, an interval in which up to 60 or 70% of all juvenile court cases fall. Given these two constraints, data were secured from the National Center of Juvenile Justice (Pittsburgh, Pennsylvania) reflecting the numbers of cases handled officially

by juvenile court in the largest one hundred counties in the United States with upper age of juvenile court jurisdiction being 18 years. Among these one hundred counties with populations of 245 thousand or more, seventy one reported statistics on juvenile court processing for 1975. The National Center of Juvenile Justice provided both the frequency count and the rate of juveniles processed per hundred thousand population ages 10 through 17 for each of these counties. This rate is presented as Item 3 in Figure 10. Using these statistics as well as the percent of county residents ages 10 through 17 in 1970 (Item 1 in Figure 10), each county's rank among the 71 reporting counties was tabulated. Quartile ranges for each of these independent variables were tabulated and those counties falling in the highest and lowest quartiles identified. In all, fourteen counties (A through N in Figure 11) were identified as being in the highest or lowest quartile among the 71 reporting for 1975 when ranked by percent of children and by juvenile court processing rate. Reading from left, Figure 10 reveals that County A fell in the highest quartile on percent of children in the jurisdiction (Item 2) and also fell in the highest quartile of juvenile court cases processed per hundred thousand juveniles in the county (Item 4). A similar pattern (44) is seen for County B. Counties C, D, and E show a pattern of 41 (i.e., high proportion of children and low proportion of petitions filed); Counties F through J show a pattern of 14 (low proportion of children; high proportion of formal case processing); and Counties K through N show a 11 pattern (low proportion of children and low petitioning rate).

Counties O, P, Q, and R were selected because of uniqueness considered important to the survey and as explained at the bottom of Figure 10.

To optimize difference among selected survey sites, two other variables were included as selection criteria. One of these, Item 5--population density per square mile--was included in order to allow selection to account for site differences such as level of urbanization, congestion, economic divergencies, and other socioeconomic and demographic characteristics thought to be associated with urbanization. It can be seen that the least dense county is County E with a population of 97 persons per square mile and the highest density county is G with 15,116 persons per square mile in 1970.

A further criterion was the federally defined geographical region of the country in which the county was located. In this case, the Law Enforcement Assistance Administration (LEAA) regional location was identified. The object was to intensify the diversity of survey sites by selecting from the 14 counties A-N. Results of the selection procedure are reflected in Figure 11. Five counties were selected for the survey using this procedure. Each is described within the figure. An additional four counties were added to these five for reasons shown in Figure 10. Site O was included because the court refused to hear "in need of supervision" cases; the question is where do these cases go and how does this practice affect classification and dispositional patterns. Sites P, Q, and R were selected because they represent highly divergent police

Figure 10

INDIVIDUAL COUNTY DATA ON VARIABLES USED FOR SELECTING SURVEY SITES

Criteria Used for Selecting Survey Sites	Counties with Population of 245 Thousand or More Selected														Counties Selected on Special Criteria			
	Based on Listed Selection Criteria														O	P	Q	R
	A	B	C	D	E	F	G	H	I	J	K	L	M	N				
Percent of County Residents Ages 10-17 years (1970 Census Data)	19.6	16.3	21.6	18.2	22.7	13.2	14.2	14.3	13.7	14.3	13.9	14.1	14.7	14.2	14.2	14.4	12.9	14.5
County Rank by Quartile <sup>b</sup> of percent children (item 1) among 71 reporting petition filing data for 1975 (item 3)	4	4	4	4	4	1	1	1	1	1	1	1	1	1	Does not apply			
Number of petitions filed per 100,000 eligible children (item 1) in 1975 as reported to National Center of Juvenile Justice	54.8	83.6	9.6	9.3	9.6	57.0	43.7	42.6	25.4	28.8	5.5	3.8	5.5	5.1	9.2	c)	20.1	c)
County rank by quartile <sup>d</sup> of petitioning rate (item 3) among 71 reporting	4	4	1	1	1	4	4	4	4	4	1	1	1	1	Does not apply			
Population density per square mile (1970 Census Data)	217	600	1065	679	97	12402	15116	1971	173	4157	386	344	734	526	Does not apply			
LEAA Regional Location	8	8	9	3	9	3	3	4	4	3	3	3	3	5	6	10	7	5

Quartile boundaries for the 71 reporting counties were: Lowest Quartile=1.6-10.4 petitions per 100,000 eligible  
Highest Quartile=24.7-85.0 petitions per 100,000 eligible

Quartile boundaries for the 71 reporting counties were: Lowest Quartile= 11.6-15.0 Percent  
Highest Quartile= 16.8-24.6 Percent

Unreported

Reason for selection of:

- Site O - The court refuses to hear PINS cases
- Site P- Exceptionally high rate of police referrals to court
- Site Q - Formal police-operated juvenile diversion program
- Site R - Informal police diversion practiced

Figure 11

SELECTED COUNTIES WITH UNUSUALLY HIGH OR LOW JUVENILE CASE PROCESSING RATES, COMPARED BY POPULATION DENSITY GROUPING

Quartile Rank of Juvenile Court Processing Rates in 1975	County Population Density Per Square Mile		
	Low (500 or less)	Medium (501-5,000)	High (5,001 or more)
Highest Quartile Among 71 Counties (24.7 to 85.0 per 100,000 children ages 10-17 years)	Site I 25.4 processed/ 100,000 Quartile pattern 14 <sup>a</sup> Pop. Density 173 LEAA Region 4	Site B 83.6 processed/ 100,000 Quartile pattern 44 <sup>a</sup> Pop. Density 600 LEAA Region 8	Site G 43.7 processed/ 100,000 Quartile Pattern 14 <sup>a</sup> Density 15, 116 LEAA Region 3
Lowest Quartile Among 71 Counties (1.6 to 10.4 per 100,000 children ages 10-17 years)	Site E 9.6 processed/ 100,000 Quartile Pattern 41 <sup>a</sup> Pop. Density 97 LEAA Region 9	Site N 5.1 processed/ 100,000 Quartile Pattern 11 <sup>a</sup> Pop. Density 526 LEAA Region 5	

a) Calculated as:  $X_1 X_2$

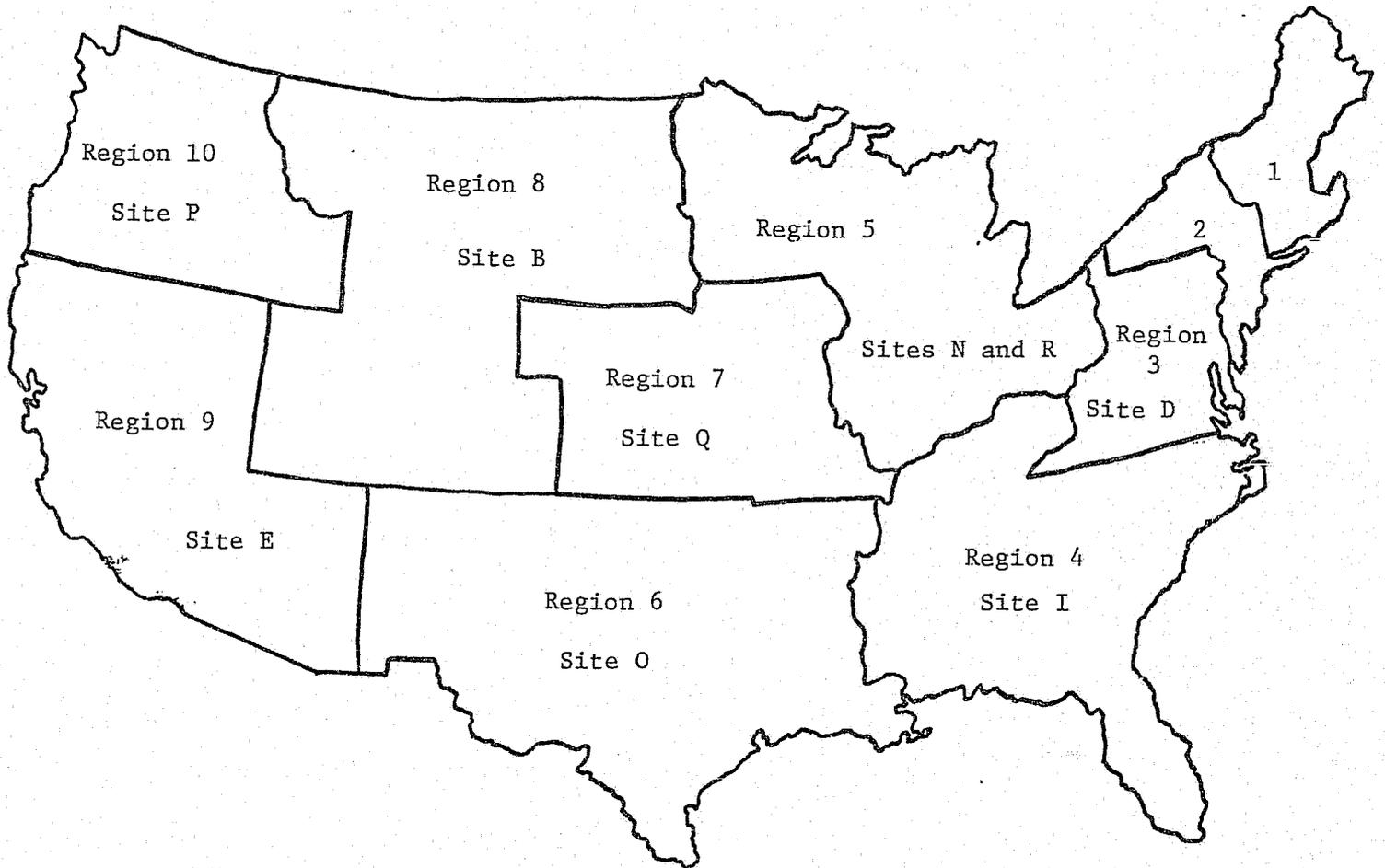
$X_1$  = Quartile rank by percent of resident population ages 10-17 in 1970.

$X_2$  = Quartile rank by number of juveniles ages 10-17 handled officially by the court in 1975, per 100,000 residing in the county in 1970.

practices in juvenile case screening with obvious implications for subsequent case processing. As shown by Figure 12, the nine sites selected are located in eight of the ten "federally defined" regions of the country.

Questions again focus upon how do such divergent practices work in conjunction with classification and dispositional determinants. Selection of these sites hopefully will offer highly divergent classification and processing determinants and/or effects among similar determinants.

Figure 12  
REGIONAL DISTRIBUTION OF SITES SELECTED FOR  
THE JUVENILE CASE DECISION SURVEY



## APPENDIX A

### SELECTED METHODOLOGICAL CONSIDERATIONS

Methodological factors that shape both the data plan and resulting analyses are described below. Methodology is presented for handling potential threats to validity and for selecting statistics. Each of these is discussed below.

#### Threats to Survey Validity

In conduct of the survey, there are several threats to validity to be accounted for. Because some of these threats are unique to the tests being conducted, more than the usual discussion of these is required. Figure A-1 summarizes nineteen threats to survey validity in terms of identification of such threats, and a plus or minus score reflecting whether the survey design overcomes the threats.

The first threat, speed of informational presentation, stems from the fact that decision makers in different roles receive information at different rates of speed. Thus, a police officer on the beat who encounters a group of juveniles receives large volumes of information, sometimes at very high rates of speed compared to the volume and speed of information received by court intake personnel and others. While the tests administered optimizes on the use of information by allowing self-administered speed, volume, and other attributes of information search, the test is made less valid by the fact that the decision maker has

FIGURE A-1

EFFECTIVENESS OF SURVEY METHOD IN OVERCOMING THREATS TO TEST VALIDITY

Threats to Survey Validity	Methodological Effectiveness Score
1. Speed of information presentation	-
2. Data overload	+
3. Comprehensiveness of data	-
4. Sequence of information presentation	+
5. "Triggering" data exploration trails	+
6. Data "availability" in real life	+
7. Data value-load	+
8. Data presentation format	+
9. "Associative Complements" of data	-
10. "Swamping" or "key" items	+
11. Testing effects	-
12. Decision-maker (DM) orientation	-
13. DM information search strategy	-
14. DM perceptions of "reference group preference"	+
15. DM perceptions of discretion availability	+
16. DM perceptions of referral incident seriousness	+
17. Data browsing	+
18. Legal or policy eligibility for decision	+
19. Case representativeness	+

\* +Design accounts for this item

-Design does not account for this item

+ -Unknown whether design accounts for this item

total control over some of these dimensions. Thus, Item 1, Speed of Information Presentation, represents a negative influence (or a negative score) in that the decision maker controls this variable.

Item 2, Data Overload, should receive a positive and negative score indicating that it is unclear which decision makers are faced with what amounts of "overload" data as compared with a test procedure.

Item 3 receives a negative score because the test is not designed for one specific decision maker and specific decision type. Thus, police decisions might be influenced by the presence of an audience, perceived likelihood of continued offensive behavior if no action is taken, and other kinds of information not generally available to or considered by other system professionals. The test procedure overcomes biases that might have stemmed from the sequence of information presentation. Specifically, the instrument allows free access to each of eighteen categories with the order of selection determined by the decision maker. Further, the order in which data are presented in the survey instrument is randomly distributed in order to overcome any test bias resulting from any visual effects.

A separate threat to validity stems from the fact that by reading one data card, the decision maker might be triggered to pursue a hypothesis suggested by the data card. The decision maker might form a hypothesis and read other cards in order to deny or confirm that hypothesis. Thus, the instrument or the specific case materials might "trigger"

exploration that is atypical of the decision maker's information search pattern. The test procedure overcomes this bias in the aggregate by randomly distributing the data cards among the cases.

Item 6 can be scored positively, generating a negative score for Item 11. Specifically, each decision maker will be asked to review a case with all eighteen categories of information available. This is done in order to identify both kinds of information required by different decision makers for specific types of decisions (a policy question) and to identify how data availability affects decision choices. Thus, by allowing Case Folder #1 to contain all eighteen categories while Case Folder #2 contains only those categories normally available to the decision maker, data availability can be tested as an independent variable affecting decision choices. However, the very use of two cases means that information read in Case Folder #1 will generate testing affects upon information choices within Case Folder #2. In particular, the decision maker will be lead to expect certain kinds of information for each information category found in Case Folder #2; the decision maker will have less test-provided information on which to base selections in Case Folder #1 (i.e., only the category labels).

To account for the "value load" of the data, case materials will be randomly distributed as reflected by Appendix E. Each category includes at least a dichotomy of positive/neutral versus negative information. It is possible that decisions will be based upon the decision maker's acceptance/rejection of risk-taking rather than specific data categories. To account for this

risk-aversion/risk-acceptance impact upon decision choices, the positive/neutral versus negative dichotomy will be explored as an independent variable in the test.

Prior decision studies reveal that brief, cryptic information presentation tends to increase risk aversion and conservatism in decision making. Redundancy seems to increase risk acceptance. One possible hypothesis is that redundancy also involves decreased speed of information presentation or, in other words, it allows people time to think. Another possible hypothesis is that redundancy involves unintended emphasis and suggested information. For example, in these case materials the wording repeatedly lists "the juvenile". This term is stated at least once in each of the eighteen data categories. While use of the term is intended to avoid describing the sex of the juvenile, the repeated use of the term may cause decision makers to pay more attention to information pertaining to the juvenile than to those phrases not including the term. The degree to which advantages of redundancy might be offset by disadvantages is unknown.

Item 9, Associative Complements of Data, simply means those visual and other nonverbal cues that improve memory and increase attention to information. For example, presentation of a picture of the juvenile might have severe biasing affects but it might also improve the decision maker's retention of information received. Such associative complements, while readily available in real life, are missing from this test procedure.

Item 10 refers to data items that might be the determining factors in a case. For example, a youth charged with a torture

murder would be very difficult to release without further processing. While this rather extreme example is not included in the test, the point is that for specific cases, decision makers, or situations, there are potentially items of information that overwhelm all other information; to become single determinants of the decision. This "key item" influence is overcome by the randomization of data card among cases. If such an item is in fact built into the test, it will become obvious within the analysis.

Item 11 has previously been discussed. It was noted that the use of two separate case folders include some bias resulting from testing effects.

Item 12 describes decision-maker orientation toward his/her role. In particular, it is assumed that a decision-maker who sets out to be helpful to the child will treat the case differently from a decision maker who sets out to professionally exercise the procedures defined by his or her role. As an example, Wilson<sup>1</sup> noted that police agencies with highly standardized, professional practices processed juveniles differently from a police agency with informal screening where the police officers frequently grew up in the same neighborhoods they patrolled.

Other dimensions of decision-maker orientation discussed in the literature<sup>2</sup> are also not handled by this particular decision-game technique.

Item 13 describes the decision-maker information search strategy. Distinct information search strategies might influence classification and dispositional choices. One strategy might effect additive association of information from one category to the next. Another might involve identification of that key or

swamping item that explains information and determines decision. Yet another strategy might be to anticipate the decision preferences of perceived authority figures. Each strategy would be expected to have different effects upon the sequence, type, and number of information categories reviewed.

Item 14 - Decision-maker perceptions of reference group preference - is measured by two items in the questionnaire. One deals with the decision-maker estimates of what others would do and the other item deals with which other persons the decision maker would usually check with in the making of detained versus released decisions.

Item 15 similarly is covered by the test procedure. Item B in the answer sheet identifies which items the decision maker has legal authority to make. Additionally, the questionnaire asks what official policy would allow.

Item 16 is addressed by the questionnaire section which attempts to obtain decision-maker ratings of offense seriousness for each of the incidents used in the decision game. The decision maker's rating of offense seriousness for the case he or she is deciding can be compared with the mean score for the group (as well as standard deviation).

Data browsing, or simply reading information because it is available will be curtailed by the instructions to limit information reviewed to that minimum set needed to reach a firm decision.

Item 18 - Legal or policy eligibility for the decision - will be accounted for by the randomized data content. Also, only those types of decisions normally made by staff within each justice system component will be offered for decision review by

individual respondents. Thus, Figure 8 displays the combinations of dispositional decision choices to be offered respondents within each of the justice system components. Dispositional decision options for each decision (1 through 6) listed in the figure are detailed in Figure 5.

The final threat to validity discussed herein deals with case representativeness. One of the most difficult problems in gathering critical data on decision making is that a very few cases must generally be used by a relatively few respondents. This is because the data collection process involves substantial staff time. In this survey, a large number of respondents is available. By randomly distributing the data content per data category, a very large number of individual cases can be described. This randomization procedure overcomes the "case representativeness" problem generally met by decision game techniques. At the same time, a truly representative set of cases would be randomly selected from a large pool of available case materials. Eighty or ninety percent of the cases would represent minor offense behaviors. However, the test would also include those extreme cases (i.e., approximately ten percent of all juvenile police contacts) that involve serious offenses. Even though this particular decision game is not representative of all possible case materials, a conscious effort has been made to avoid use of extreme cases and to use cases for which the referral incident clearly fits one of the four classification categories under study, and for some cases, all four at once.

#### Selecting Statistics

At the outset, it must be recognized that the literature contains very little discussion of analytical options of

examining the decision process. Two publications form the basis for the analytical plan developed. One is by Robert Carter and Lesley Wilkins<sup>1</sup>; the other is by Harland Hill and William Burnham.<sup>2</sup> The methodological approach and related findings of each study are discussed separately below.

Carter and Wilkins invented a "decision-game" device that allows observation of the order and frequency with which information was collected in the information search by correctional workers. Respondent estimates of the importance of each information element used in reaching the case decision were also obtained. Interactions of element order and importance were used to generate a decision stability/instability score for each information item. A finding of importance was that after a person read an apparently important item, the person was likely to change his mind, but not in any specified direction. The researchers hypothesized that perhaps the decision maker's background or personality interacted with the information obtained, to generate some uncertain outcome.

In the Hill/Burnham study, the Carter/Wilkins decision device was again used, but a different calculation was used to determine the importance or weight of an item. The order and frequency of an item selection was recorded and a Bayesian probability revision procedure was used to score the importance of the item. In brief, the analytical approach progresses on the assumption that the impact of a data item on a decision can vary from "swamping" to "nil", but by using a scale derived through the Bayesian statistic, relative weight of an item can be identified by its numerical score. This assumption is akin to the assumption

in the Carter/Wilkins study, though the statistic differs. In both studies, it was assumed that when one additional item is added to data already reviewed, the confidence of the decision maker or the stability of the decision will be determined by the value or weight of the information added. Specifically, when addition of a new data item does not increase confidence or does not change the decision choice, all items essential to the decision have already been selected and their relative importance implied by order in which they were selected.

In the Hill/Burnham study, importance was implied by the Bayesian calculation of values; although respondent assessments of item importance were also obtained. One conclusion was that the Bayesian calculation method did not lead to greater consistency among decision makers than reliance on importance scores assigned by the respondent. In other words, either method (i.e., declared value or the Bayesian technique) was equally satisfactory/unsatisfactory. A further conclusion of the Hill/Burnham study was that highly "valued" items were not necessarily chosen first or near the beginning of the series.

This fits well with the Wilkins/Carter interpretation that the "real" scores or "weights" for each selected item are not found recorded by it, but are hidden, perhaps inextricably, in the subsequent weightings. It is in this context that the notion of "triggering" was developed. This term is intended to describe a process in which one data item deflects the decision maker into a certain path of item choices, perhaps because the decision-maker has formed a hypothesis about the offender and strikes

out to obtain data to refute or support the hypothesis. Another explanation might be that the decision maker considers items most favoring one outcome, perhaps searching for such items and giving little or no consideration to those favoring an opposite outcome.

In a nutshell, literature on decision making in the justice system suggests that only a few kinds of information (data elements) can be handled by the human mind at any one time. Even giving the same respondents the same case materials on which to make the same decisions only six weeks apart, Hill and Burnham found that entirely different decisions were reached; resulting from entirely different information search patterns by these decision makers. There is no evidence to support the notion that the order in which data are collected reflects the relative "weight" in reaching a decision; nor is it understood how the content of the data item is used to modify, reaffirm, or perhaps have no effect at all upon the decision.

It must be assumed, however, that once information is presented, it can act alone or it can interact with other elements to generate new information; similar to a chemical process. The problem faced by prior research has been the use of a statistical procedure that avoids the necessity for assuming that either order or frequency of information collection determines the decision choice. Here then, is the methodological problem to be addressed by the statistic.

For this study, the absorbing Markov chain will be used to identify those combinations of information (or information search patterns) that are most predictive of classification and dispositional

choices. Using this technique, the specific data reviewed by the decision maker in making the decision choice will be identified, ignoring the order of item selection. Thus, a decision maker who looks first at referral incident, then at physical description, and finally at due process considerations will be treated equally with a decision maker who looks at due process considerations, referral incident and physical description, respectively. In other words, the order of item selection will be ignored and the combination identified. For each combination of information read, the final decision choice "predictive value" score will be calculated for each decision problem (i.e., decisions 1 through 8, Figure 1). Separate "prediction values" will be computed by decision category for each justice system component.

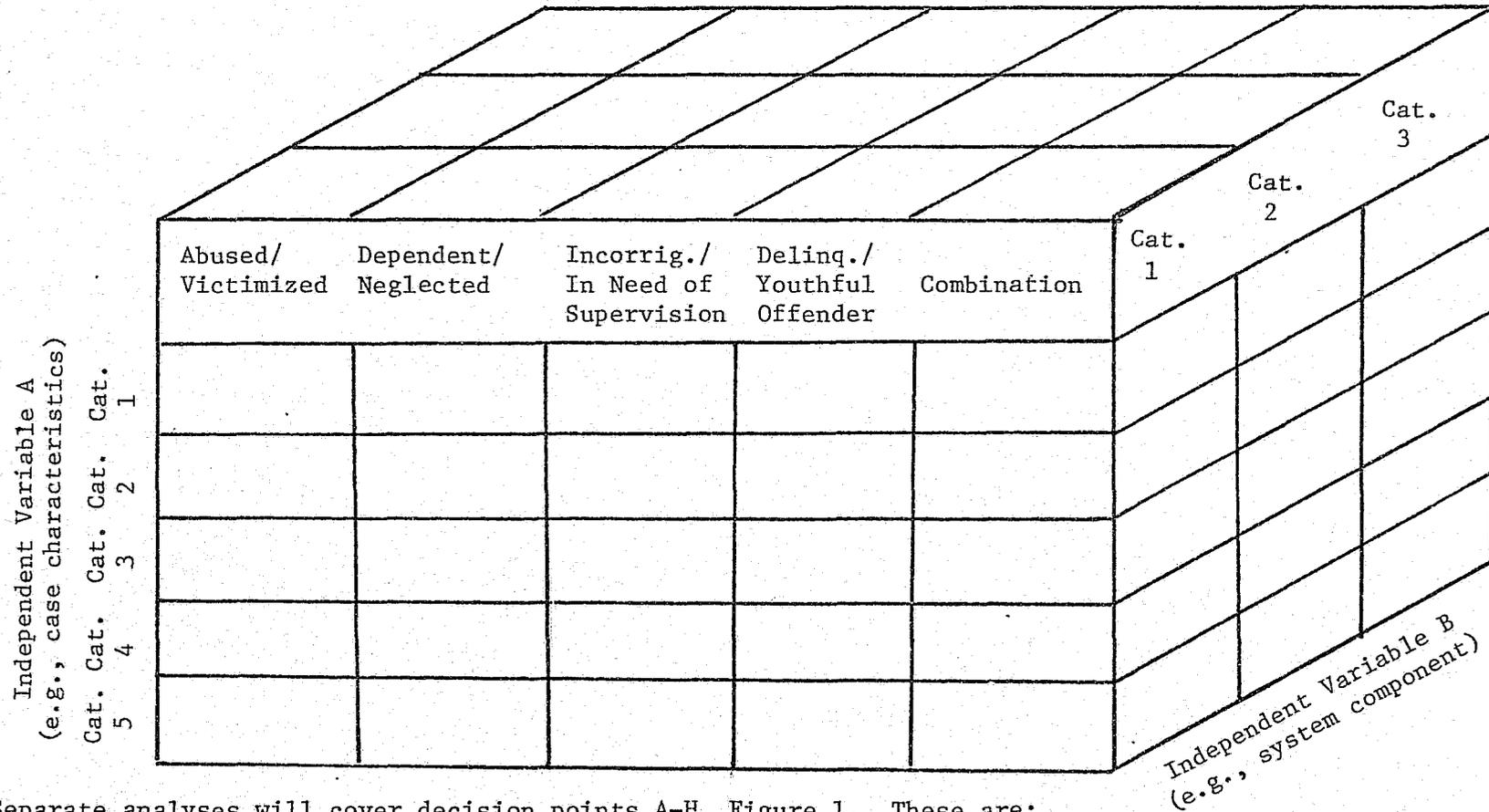
The advantage of the absorbing Markov chain method is that it simulates real life decision making in which accumulated information is interactively processed by the human mind. If there are no combinations of information that predict decision,

then the factors that determine juvenile classification and disposition are apparently to be found in measuring the decision maker, the decision situation, or other factors that are non-case related. Stated simply, if the statistical procedure provides no clues to which factors determine classification, then it can be safely assumed that future research should focus not upon children and case-related materials, but upon decision makers, decision environments, or other areas.

To pursue this possibility, the statistical procedure will include case-related, survey site-related, and decision-maker related data as described earlier. To do this, the propensity to classify a juvenile in one particular way ("predictive values" derived from the absorbing Markov chain calculation) score associated with the individual information search pattern used by each respondent will become the criterion measure in the multivariate technique described by Figure A-2. In this procedure, interactions between two (or more) independent variables and case classification choices will be examined separately for each type of dispositional decision. The dispositional decisions to be employed in this procedure are those eight listed in Figure 1.

Figure A-2

INTERACTIONS AMONG FACTORS INFLUENCING JUVENILE CASE CLASSIFICATION WHEN THE DECISION IS WHETHER TO  
(Selected Dispositional Choice)\*



\*Separate analyses will cover decision points A-H, Figure 1. These are:

- Handle or close the case
- Treat Formally or Informally
- Detain Pending Court
- Make Finding of Fact
- Follow-up Supervision
- Return to Court or Board for Modification
- Release From Institution
- Discharge or Early Release

APPENDIX B

DECISION BOOKLET INSTRUCTIONS

SURVEY TO IDENTIFY FACTORS THAT DETERMINE WHETHER A JUVENILE SHOULD BE TREATED AS:

- o DEPENDENT/NEGLECTED
- o ABUSED/VICTIMIZED
- o INCORRIGIBLE/IN NEED OF SUPERVISION
- o DELINQUENT/YOUTHFUL OFFENDER

Your cooperation is solicited in completing the materials in this envelope, directed toward identifying factors that determine whether a juvenile should be classified as dependent/neglected, abused/victimized, incorrigible/in need of supervision, or delinquent/youthful offender; plus factors that determine what should be done with the case (e.g., refer to court, place on probation). Since these two decisions--how the juvenile should be classified and what to do with the case--are so interdependent, they are normally made together. With this in mind, materials in this envelope are designed to elicit your help in identifying case-related and other factors (e.g., law) that have the greatest influence upon case decisions made by juvenile justice professionals on a daily basis.

It is recognized that your participation in this effort is strictly voluntary. If you decline to participate in this survey, please open the envelope, remove the answer sheet and self-addressed envelope provided, and mail the uncompleted answer sheet to the address below. Whether you choose to complete the enclosed materials or to return them uncompleted, you will remain anonymous. Any information you provide will be kept confidential. In fact, procedures used prevent identification of who received which envelope and who provided what information. The only identification on these materials is a respondent number (on forms inside this envelope) that ties together all materials from one person. This is necessary because these materials are designed to fit together to describe "one person's decisions". However, there is no way to identify who received what envelope or respondent number.

It is estimated that one hour or less is required to complete this entire package. Because of our very limited time schedule for this survey, you are asked to complete and return these materials in the self-addressed envelope (inside) within three days. If you have any questions, call collect at the number below.

Thank you for considering this request. Hopefully, this effort will help you and others discover new and important facts about how classification and dispositional decisions are made regarding juveniles. From these lessons, policymakers and operational staff should gain a better understanding of their own decision-making practices.

Please complete and return the enclosed materials immediately.

T. Edwin Black  
Principal Investigator  
National Juvenile Justice System  
Assessment Center  
American Justice Institute  
1007-7th Street, Suite 403  
Sacramento, California 95814  
(916) 444-3096

INSTRUCTIONS FOR USING THE JUVENILE JUSTICE SYSTEM CASE DECISION  
SURVEY PACKET

1. Please do not open any of these materials until instructed to do so.
2. Upon opening this packet, you will find the survey contents in two separate sections.
  - A. In the *left* pocket, you will find:
    - o The Decision-Maker Survey Form
    - o A self-addressed, stamped envelope for return of survey materials to us.

The Decision-Maker Survey Form deals with the kinds of juvenile-related training and experience you bring to your work. It also records your assessment of what kinds of information are most useful in making certain decisions about juveniles.

- B. In the *right* pocket, you will find separately sealed case folders; please do not open these yet. Each case folder contains materials about an individual juvenile. These case materials are designed to identify kinds of information most essential *to you* in deciding:
      - o Whether to classify the juvenile as abused/victimimized, dependent/neglected, incorrigible/in need of supervision, or delinquent/youthful offender.
      - o How to dispose of the case (e.g., arrest, detain, community supervision, commitment).
3. Please remove the materials from the *left* side of this packet and complete the Decision-Maker Survey Form. When you finish, place it in the self-addressed envelope provided and follow the instructions (step 4) shown on the *right*, inside this package.

APPENDIX C

DECISION-MAKER SURVEY FORM

SURVEY OF INFORMATION REQUIREMENTS FOR DECIDING HOW TO  
CLASSIFY JUVENILES  
AND  
HOW TO DISPOSE OF THE CASE

This questionnaire deals with the kinds of juvenile related training and/or experience you bring to your work, selected aspects of your work situation that might effect decision making about juvenile classification, and your assessments of the seriousness of a number of incidents that might result in juveniles being handled by the justice system.

1. Consider the following topical areas related to handling juveniles. For each topical area, indicate whether you have had formal education or training in a classroom setting (e.g., academy, college, justice training center) and indicate how useful that education or training has proven to be in your day-to-day case decision making.

Topical Area of Education or Training	Have you received education or training in a classroom?		Usefulness of education or training received				
			1 Not Useful At All	2	3	4	5 Highly Useful
	(Circle One)		(Circle your Choice)				
General coursework in the social sciences?	No	Yes	1	2	3	4	5
General coursework in law?	No	Yes	1	2	3	4	5
Law relating to juveniles?	No	Yes	1	2	3	4	5
Arrest procedures pertaining to juveniles?	No	Yes	1	2	3	4	5
Court procedures pertaining to juveniles?	No	Yes	1	2	3	4	5
Physical constraint and management techniques relating to juveniles?	No	Yes	1	2	3	4	5
Family crisis intervention relating to juveniles?	No	Yes	1	2	3	4	5
Use of community resources?	No	Yes	1	2	3	4	5
Other juvenile-related topic _____?	No	Yes	1	2	3	4	5

CONTINUED ON NEXT PAGE

2. Consider the types of information available to persons in a job like yours. To the best of your knowledge, what three types of information do they most frequently use in order to make the following decisions about juveniles?

---

Decisions to be made

Three most frequently used kinds of information

---

Estimate of the amount of risk the juvenile poses to the community.

1.

2.

3.

---

Estimate of the amount of risk the juvenile poses to himself.

1.

2.

3.

---

Estimate of how likely the juvenile is to appear for court if released.

1.

2.

3.

---

Estimate of community feelings about releasing the juvenile.

1.

2.

3.

---

Estimate of whether the juvenile can be expected to stay out of trouble with the law if the case were closed.

1.

2.

3.

---

CONTINUED ON NEXT PAGE

3. Which of the following justice system components best describes your PRIMARY job assignment? (Check one)

- <sub>1</sub> Law Enforcement <sub>5</sub> Court Hearings Personnel  
<sub>2</sub> Pre-adjudication Detention Facility <sub>6</sub> Prosecution  
<sub>3</sub> Post-adjudication Commitment Facility <sub>7</sub> Shelter Facility  
<sub>4</sub> Other (Specify \_\_\_\_\_)

4. Which of the following most accurately describes your job level? (Check one)

- <sub>1</sub> First-line staff (e.g., patrolman, probation officer, prosecuting attorney, youth counselor)  
<sub>2</sub> Staff supervisor or above (e.g., court administrator or referee, shift commander, superintendent, prosecuting attorney supervisor, parole unit supervisor)

5. Consider the ages of person which you normally handle. About what portion of these are juveniles and what portion are adults?

About % are juveniles

About % are adults

6. About how often does your work bring you in face-to-face contact with juveniles?

- <sub>1</sub> Daily <sub>2</sub> At least weekly <sub>3</sub> At least monthly  
<sub>4</sub> Other (Specify \_\_\_\_\_)

7. In most cases, what information sources do you check with before deciding whether to arrest/detain versus release? (Mark all that you "usually" check with.)

- Referring source  Youth's family  Co-worker(s)  
 The juvenile  Victim/Complainant  High authority  
 Procedures/Policy Manual  Other (Specify \_\_\_\_\_)

CONTINUED ON NEXT PAGE

8. Does your department have a written policy manual describing how to deal with juveniles?

<sub>1</sub> Yes      <sub>2</sub> No      <sub>3</sub> Don't know

If you checked "yes":

(1) Do you have a copy? (check one)      <sub>1</sub> Yes      <sub>2</sub> No

(2) How adequately does it explain how to deal with the kinds of situations you encounter in dealing with juveniles? (Check one)

<sub>1</sub> Explains few or no usual situations adequately.

<sub>2</sub> Explains some situations adequately.

<sub>3</sub> Explains most situations adequately.

<sub>4</sub> Explains all or almost all situations adequately.

9. How long have you worked:

Years  
Worked

In any paid job dealing with juveniles?

For your current agency or department?

In your current job assignment?

10. How many years of education have you completed?

Years completed

Highest degree received (e.g., H.S. Diploma, AA, BA/BS, MA/MS, JD, Ph.D)

If you attended college, what was your major course of study? \_\_\_\_\_

11. Consider the legal distinctions between the types of juvenile cases listed below. Which types of cases do you handle on the job? (Check all that apply)

- 1 Abused/Victimized
- 2 Dependent/Neglected
- 3 Incurrigible/In Need of Supervision
- 4 Delinquent/Youthful Offender
- 5 Other (Specify \_\_\_\_\_)

12. Consider the attitudes of the community you serve. Give your "best guess" of how serious most people in the community view each of the incidents summarized below. At the same time, consider your legal responsibilities. Indicate how serious each of these incidents should be treated by a person in your job role. (To indicate seriousness of the incident, select the number from the scale below that most accurately reflects your assessment. Enter the appropriate number in the box below.)

LEVEL OF INCIDENT SERIOUSNESS

Not Serious    1    2    3    4    5    Very Serious

Incident Summary

Seriousness rating you would:

Assess,  
recognizing  
your legal  
charge

Expect from  
most people  
in the  
community

A. While responding to a report of a loud party, officers observed the juvenile seated on the front steps of an apartment building. The juvenile was severely bruised and swollen about the head and appeared to be drunk. A radio check revealed that the juvenile had been reported as a runaway a few hours earlier. The parents also reported the juvenile had stolen \$10 from the father's wallet while they slept.



B. Officers responded to a report that four children were living alone, were out of food, living in filth, and one of

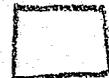
the children was apparently seriously ill. Upon arrival at the juveniles' residence, officers found the juvenile alone. The juvenile had an infected left eye and reported the eye had not been examined by a doctor. There was no food in the house and, according to the juvenile, the parents had not been home for three days.



C. Officers responded to a report from the school nurse that the juvenile had arrived at school today with severe bruises and swelling about the face. The juvenile had been sent to see the nurse after complaining of severe stomach pains. The nurse reported that this was the fifth time during the school year that the juvenile had to be seen by the nurse due to what the nurse considered beatings received at home.



D. Responding to a complaint of a family disturbance, officers observed a large group of juvenile's standing about in front of a private residence. An adult male, later found to be the juvenile's father, was observed to be bleeding slightly from the mouth. According to the juvenile's parents, the juvenile was totally beyond their control. Upon returning from shopping, the parents found the juvenile and several friends drinking and having a loud party. When they tried to break up the party, the juvenile struck the father with the telephone, using foul language, and telling the father to get out of the house.



CONTINUED ON NEXT PAGE

E. While on routine patrol, officers observed a late model luxury car being driven in an erratic manner. Upon stopping the car, the driver was unable to produce identification. A records check revealed the vehicle had been reported stolen three hours earlier. The juvenile was one of four occupants of the vehicle.

F. The victim reported being approached by the juvenile and a companion while walking to the grocery store. The victim states that the two juveniles demanded \$5. When the victim was unable to produce the money, the two juveniles knocked the victim down and fled.

G. Officers responded to a report of several juveniles drinking wine in a public park. Upon arrival, the juvenile and two companions were found in possession of wine and beer. All appeared to have been drinking. The juvenile was unable to walk in a straight line.

H. Officers responded to a report that the juvenile had stolen a bicycle from in front of a supermarket. Upon arrival at the juvenile's residence, the juvenile and the complainant were observed struggling over possession of the bicycle. The complainant stated that upon leaving the supermarket, the juvenile had been observed riding away. The complainant followed the juvenile home and tried to recover the bicycle.

PLEASE INSERT THIS FORM IN THE SELF-ADDRESSED ENVELOPE PROVIDED. THEN, FOLLOW THE INSTRUCTIONS FOR CASE FOLDER #1 (STEP #4 SHOWN ON THE RIGHT INSIDE THE SURVEY FOLDER.)

Appendix D  
SITE-SPECIFIC DATA

I. Demographic Characteristics of County:

Demographic Factor	1970	1977	Change
a) Total population			
b) Residents per square mile			
c) Percent of population 10-18 years of age			
d) Percent minority			
1) Black			
2) Other			
e) Median school years completed			
f) Percent unemployed			
g) Per capita income			
h) Total arrests per 100,000 population			
1) Part I			
2) Part II Person/Property			
3) All other			

II. Description of the Jurisdiction:

- a) Maps of SMSA plus each:
  - County, city, juvenile/family court jurisdiction, police/sheriff's jurisdiction, military or other federal jurisdiction, local youth correctional jurisdiction if different from county.
- b) List by police, prosecutor, probation, court, public supervision and private supervision agencies, diversion and prevention agencies dealing with juveniles.
  - 1) Count of personnel by staff level (exclude support staff)
  - 2) Count of personnel by unit of assignment (exclude support staff)
  - 3) List total expenditures by unit of assignment (exclude renovation and construction costs)

III. Statutes, Court Rulings, and Official Policies Pertaining to Juvenile Processing

- a) Obtain copies of law, key court rulings, policy statements pertaining to each juvenile processing choice covering each cell in Table
- b) Obtain copies of special studies dealing with:
  - 1) Juvenile processing
  - 2) Juvenile classification

IV. Youth Processing Statistics for Police and Sheriff

- a) Obtain UCR reports covering the past year (November 1, 1976 to October 31, 1977)
  - 1) Crimes reported (return A, p. 48) for past 12 months
  - 2) Age, sex, and race of persons arrested UCR Form
    - 18 years of age and over 12-90 (Rev. 7-11-75)
    - Under 18 years of age 12-90a (Rev. 7-11-75)(Include "Police Disposition of Juvenile Block" for past twelve months)
  - 3) Annual return of persons charged 12-92 (Rev. 11-27-73)
  - 4) Number of full-time law enforcement employees as of October 31 12-78 (Rev. 9-24-74)  
or 12-78a (city under 100,000)
- b) Obtain organizational chart and staffing concerning juvenile handling.

V. Youth Processing Statistics for County Prosecutor

A. Juvenile-related cases processed during the past year  
(November 1, 1976 to October 31, 1977)

Type of Case	Closed at Intake	Petitioned As:				(Other, transferred, etc.)
		Abused/ Victimized	Dependent/ Neglected	Incorrigible/ In Need of Supervision	Delinquent/ Youthful Offender	
Abused/ Victimized						
Dependent/ Neglected						
Incorrigible/ In Need of Supervision						
Delinquent/ Youthful Offender						
TOTAL						

B. Case Characteristics

Sex, Race, and Age Data	Closed at Intake	Numbers of Cases by Source of Referral				
		Voluntary/ Family	Social Services Schools	Police	Sheriff	All <sup>1</sup> Other
<u>Sex and Race</u>						
Male						
White						
Other						
Female						
White						
Other						
Subtotal						
<u>Sex and Age</u>						
Male						
10 yrs. or less						
11 yrs.						
12 yrs.						
13 yrs.						
14 yrs.						
15 yrs.						
16 yrs.						
17 yrs.						
18 yrs. or more						
Female						
10 yrs. or less						
11 yrs.						
12 yrs.						
13 yrs.						
14 yrs.						
15 yrs.						
16 yrs.						
17 yrs.						
18 yrs. or more						
Subtotal						

C. Most Serious Reason For Referral

Most Serious Reason For Referral	Closed at Intake	Numbers of Cases by Source of Referral				
		Voluntary/ Family	Social Services Schools	Police	Sheriff	All <sup>1</sup> Other
Delinquency Referrals						
Part I Person						
Part I Property						
Part II Person						
Part II Property						
Part II Other						
(Excluding						
Drunk						
Driving)						
Drunk Driving						
Violation of Court						
or Parole Order						
All Other						
Delinquency						
(Except Traffic)						
Non-Delinquent						
Status Offense						
Dependent						
Neglected						
Abused						
Special Proceedings						
(Adopted,						
Retarded, etc.)						
Traffic						
All Other						
Grand Total						

1. What are the main "other sources? \_\_\_\_\_

\_\_\_\_\_

Sex, Race, and Age Data	Closed at Intake	Numbers of Cases by Source of Referral				
		Voluntary/ Family	Social Services Schools	Police	Sheriff	All <sup>1</sup> Other
<u>Sex and Race</u>						
Male						
White						
Other						
Female						
White						
Other						
Subtotal						
<u>Sex and Age</u>						
Male						
10 yrs. or less						
11 yrs.						
12 yrs.						
13 yrs.						
14 yrs.						
15 yrs.						
16 yrs.						
17 yrs.						
18 yrs. or more						
Female						
10 yrs. or less						
11 yrs.						
12 yrs.						
13 yrs.						
14 yrs.						
15 yrs.						
16 yrs.						
17 yrs.						
18 yrs. or more						
Subtotal						

VI. Court Intake Statistics Covering November 1, 1976 to October 31, 1977

Most Serious Reason For Referral	Closed at Intake	Numbers of Cases by Source of Referral				
		Voluntary/ Family	Social Services Schools	Police	Sheriff	All <sup>1</sup> Other
Delinquency Referrals Part I Person Part I Property Part II Person Part II Property Part II Other (Excluding Drunk Driving) Drunk Driving Violation of Court or Parole Order All Other Delinquency (Except Traffic)						
Non-Delinquent Status Offense Dependent Neglected Abused Special Proceedings (Adopted, Retarded, etc.) Traffic All Other						
Grand Total						

1. What are the main "other sources?" \_\_\_\_\_

\_\_\_\_\_

Sex, Race, and Age Data	Closed at Intake	Numbers of Cases by Source of Referral				
		Voluntary/ Family	Social Services Schools	Police	Sheriff	All <sup>1</sup> Other
<u>Sex and Race</u>						
Male						
White						
Other						
Female						
White						
Other						
Subtotal						
<u>Sex and Age</u>						
Male						
10 yrs. or less						
11 yrs.						
12 yrs.						
13 yrs.						
14 yrs.						
15 yrs.						
16 yrs.						
17 yrs.						
18 yrs. or more						
Female						
10 yrs. or less						
11 yrs.						
12 yrs.						
13 yrs.						
14 yrs.						
15 yrs.						
16 yrs.						
17 yrs.						
18 yrs. or more						
Subtotal						

VII. Youths in Custody Past 12 Months  
(By Facility)

Name of Facility \_\_\_\_\_  
Officially Rated Bed Space \_\_\_\_\_  
No. of Beds \_\_\_\_\_

Most Serious Reason For Referral	Total Referrals		Detained Pending Court		Committed		Other	
	AMI <sup>a)</sup>	ALS <sup>b)</sup>	AMI	ALS	AMI	ALS	AMI	ALS
<u>Delinquency Referrals</u>								
Part I Person								
Part I Property								
Part II Person								
Part II Property								
Part II Other (Includes drunk driving)								
Violation of Court Order								
All Other Delinquency (Except Traffic)								
<u>Non-Delinquent Referrals</u>								
Status Offense								
Dependent								
Neglected								
Abused								
Traffic								
Special Proceedings (e.g., Retarded, Mentally Ill)								
All Other Non-Delinquency								
Grand Total								

a) AMI = Average Monthly Intake (later to be expressed as  $\frac{AMI}{\text{population available}}$ )

b) ALS = Average Length of Stay (days)

Sex, Race and Age Data	Total Referrals AMI <sup>a)</sup> ALS <sup>b)</sup>	Detained Pending Court AMI ALS	Committed AMI ALS	Other AMI ALS
<u>Sex and Race</u>  Male White Other  Female White Other				
Subtotal				
<u>Sex and Age</u>  Male 10 yrs. or less 11 yrs. 12 yrs. 13 yrs. 14 yrs. 15 yrs. 16 yrs. 17 yrs. 18 yrs. or more  Female 10 yrs. or less 11 yrs. 12 yrs. 13 yrs. 14 yrs. 15 yrs. 16 yrs. 17 yrs. 18 yrs. or more				
Subtotal				

VIII. DISPOSITION OF COURT INTAKES NOVEMBER 1, 1976 - OCTOBER 31, 1977

Most Serious Reason for Referral	Pre-Adjudication				Post-Adjudication			
	Closed at Intake	Informal Super- vision or Sus- pended Dispo- sition	Petition Filed	Other (e.g., Trans- ferred, Pending	Dis- Missed	Committed To Custody Local State	Proba- tion	Other (e.g., Transfer Civil Com)
Delinquency Part I Person Part I Property Part II Person Part II Property Part II Other (Includes drunk driving) Violation of Court Order All Other Delinquency (Except Traffic)  Non-Delinquent Status Offense Dependent Neglected Abused Traffic Special Proceedings (e.g., retarded, mentally ill) All Other Non-Delinquency								

Sex, Race, and Age Data	Pre-Adjudication				Post-Adjudication			
	Closed at Intake	Informal Supervision or Suspended Disposition	Petition Filed	Other (e.g., Transferred, Pending)	Dismissed	Committed to Custody Local State	Probation	Other (e.g., Transfer Civil Com)
<u>Sex and Race</u>								
Male								
White								
Other								
Female								
White								
Other								
Subtotal								
<u>Sex and Age</u>								
65 Male								
10 yrs. or less								
11 yrs.								
12 yrs.								
13 yrs.								
14 yrs.								
15 yrs.								
16 yrs.								
17 yrs.								
18 yrs. or more								
Female								
10 yrs. or less								
11 yrs.								
12 yrs.								
13 yrs.								
14 yrs.								
15 yrs.								
16 yrs.								
17 yrs.								
18 yrs. or more								
Subtotal								

APPENDIX E

CASE MATERIALS USED IN  
DECISION BOOKLETS

1. Physical Description

The juvenile is a \_\_\_\_\_ year old \_\_\_\_\_ . \_\_\_\_\_ .  
(1) (2) (3) (4)

Acceptable codes for numbered item above:

- 1) • 12  
• 17

- 2) • white  
• black

- 3) • male  
• female

- 4) 12 Year Old:

- He measures 5'1" in height and weighs 108 pounds
- He measures 5'1" in height and weighs 146 pounds

17 Year Old:

- He measures 5'9" in height and weighs 140 pounds
- He measures 5'9" in height and weighs 196 pounds

12 Year Old:

- She measures 4'9" in height and weighs 98 pounds
- She measures 4'9" in height and weighs 140 pounds

17 Year Old:

- She measures 5'5" in height and weighs 125 pounds
- She measures 5'5" in height and weighs 176 pounds

SELECTION A

2. Referral Incident

While responding to a report of a loud party, officers observed the juvenile seated on the front steps of an apartment building. The juvenile was severely bruised and swollen about the head and appeared to be drunk. A radio check revealed that the juvenile had been reported as a runaway a few hours earlier. The parents also reported the juvenile had stolen \$10 from the father's wallet while they slept.

3. Juvenile's Statement

- The juvenile stated that upon returning from a wedding reception last night, the father was drunk. When the juvenile asked for money to buy records, the father became belligerent, hitting the juvenile several times. After the parents went to sleep, the juvenile took \$10 from the father's wallet and left home to stay with friends.
- The juvenile stated that upon returning from a wedding reception last night, the father was drunk. For no reason, the father became belligerent, hitting the juvenile several times. Because the juvenile was afraid of the father, the juvenile slipped out of the house while the parents slept. The juvenile denies taking any money from the father's wallet.
- The juvenile declined to make any statement.

4. Complainant Identification

The complainant was a \_\_\_\_\_ year old \_\_\_\_\_ resident of the apartment building where the party was being held. The apartment building is located in \_\_\_\_\_ neighborhood where police \_\_\_\_\_ receive disturbance reports.

(1) (2) (3)  
(4)  
(5)

Acceptable Codes for Numbered Items

- 1.) • 14  
• 46
- 2.) • white  
• black
- 3.) • female  
• male
- 4.) • an exclusively white  
• an exclusively black

- 5.) ● frequently  
● seldom

5. Disposition of Others Involved

- There is no record of disposition of others involved.
- Seven juveniles at the party were driven home because of their drunken condition.
- Seven juveniles at the party were taken into custody for being drunk.
- Seven arrests were made following a neighborhood disturbance in which four police units were called to the scene. Charges ranged from disturbing the peace to assault on a police officer.

SELECTION B

2. Referral Incident

Officers responded to a report that four children were living alone, were out of food, living in filth, and one of the children was apparently seriously ill. Upon arrival at the juveniles' residence, officers found the juvenile alone. The juvenile had an infected left eye and reported the eye had not been examined by a doctor. There was no food in the house and, according to the juvenile, the parents had not been home for three days.

3. Juvenile's Statement

The juvenile stated that the parents frequently left the children alone for extended periods of time. The children had not eaten since yesterday and none of them knew when the parents might return.

4. Complainant Identification

The complainant was a \_\_\_\_\_ year old \_\_\_\_\_ neighbor.  
(1) (2) (3)  
The residence is located in \_\_\_\_\_ neighborhood where  
(4)  
police \_\_\_\_\_ receive calls for service.  
(5)

Acceptable Codes for Numbered Items

- 1.) ● 14  
● 46
- 2.) ● white  
● black
- 3.) ● female  
● male
- 4.) ● an exclusively white  
● an exclusively black
- 5.) ● frequently  
● seldom

5. Disposition of Others Involved

- There is no record of disposition of the juvenile siblings.
- The juvenile's siblings were placed temporarily with relatives.
- The juvenile's siblings were taken into custody to be placed in the shelter facility.

## SELECTION C

### 2. Referral Incident

Officers responded to a report from the school nurse that the juvenile had arrived at school today with severe bruises and swelling about the face. The juvenile had been sent to see the nurse after complaining of severe stomach pains. The nurse reported that this was the fifth time during the school year that the juvenile had to be seen by the nurse due to what the nurse considered beatings received at home.

### 3. Juvenile's Statement

- The juvenile refused to make any statement.
- The juvenile stated that upon returning from a wedding reception last night, the father was drunk. The father tried to start a fight with the juvenile. The father struck the juvenile about the head and chest several times before the juvenile was able to flee from the house.
- The juvenile stated that upon returning from a wedding reception last night, the parents were in a foul mood. When the juvenile asked the father for \$10 to buy records, the father became belligerent. The father and the juvenile fought and that's how the juvenile was injured.

### 4. Complainant Identification

The complainant was the school nurse.

### 5. Disposition of Others Involved

There were no others involved.

SELECTION D

2. Referral Incident

Responding to a complaint of a family disturbance, officers observed a large group of juvenile's standing about in front of a private residence. An adult male, later found to be the juvenile's father, was observed to be bleeding slightly from the mouth. According to the juvenile's parents, the juvenile was totally beyond their control. Upon returning from shopping, the parents found the juvenile and several friends drinking and having a loud party. When they tried to break up the party, the juvenile struck the father with the telephone, using foul language, and telling the father to get out of the house.

3. Juvenile's Statement

- The juvenile declined to make any statement.
- The juvenile states that after being given permission by the family to have a party at the house, the parents became very upset because they thought the music was too loud. The father started a fight with the juvenile and some of the juvenile's friends joined the fight. The juvenile denies striking the father.
- The juvenile states that after being given permission by the family to have a party at the house, the parents became very upset because they thought the music was too loud. The juvenile denies anyone was drinking. According to the juvenile, the father became beligerant and started a fight with one of the juvenile's friends. This was how the father's lip was cut.

4. Complainant Identification

- The complainant was a \_\_\_\_\_ year old \_\_\_\_\_ neighbor.  
(1) (2) (3)  
The residence is located in \_\_\_\_\_ neighborhood  
(4)  
where police \_\_\_\_\_ receive calls for service.

Acceptable Codes for Numbered Items:

- 1.) • 14  
• 46
- 2.) • white  
• black
- 3.) • female  
• male
- 4.) • an exclusively white  
• an exclusively black
- 5.) • frequently  
• seldom

5. Disposition of Others Involved

- There is no record of disposition of others involved.
- The juvenile's friends were advised to leave the premises, which they did without disturbance.
- Two of the juveniles present at the residence were arrested for disturbing the peace.

SELECTION E

2. Referral Incident

While on routine patrol, officers observed a late model luxury car being driven in an erratic manner. Upon stopping the car, the driver was unable to produce identification. A records check revealed the vehicle had been reported stolen three hours earlier. The juvenile was one of four occupants of the vehicle.

3. Juvenile's Statement

- The juvenile denied knowledge that the vehicle was stolen.
- The juvenile admitted taking the vehicle in order to impress friends.
- The juvenile stated that a friend stole the vehicle so they could all attend a party across town.

4. Complainant Identification

- The complainant is a \_\_\_\_\_ year old \_\_\_\_\_ residing in a neighborhood where police \_\_\_\_\_ receive calls for service.

Acceptable Codes for Numbered Items:

- 1.) • 20  
• 46
- 2.) • white  
• black
- 3.) • female  
• male
- 4.) • frequently  
• seldom

5. Disposition of Others Involved

- There is no record of disposition of the other occupants of the vehicle.
- The other three occupants of the vehicle were released to their parents.
- The other three occupants of the vehicle were arrested and referred to court.

SELECTION F

2. Referral Incident

The victim reported being approached by the juvenile and a companion while walking to the grocery store. The victim states that the two juveniles demanded \$5. When the victim was unable to produce the money, the two juveniles knocked the victim down and fled.

3. Juvenile's Statement

- The juvenile declined to make a statement.
- The juvenile states that while walking with a friend, the friend did in fact ask the victim for money. However, the juvenile did not know ahead of time that the friend intended to do this and only ran out of fear of being caught and being falsely accused.
- The juvenile states that while walking with a friend, they met the victim. They asked the victim to loan them some money but the victim called them names and got smart mouthed. The juvenile stated that the victim got pushed around once or twice but didn't really get hurt.

4. Complainant Identification

The complainant was a \_\_\_\_\_ year old \_\_\_\_\_ resident of this \_\_\_\_\_ neighborhood where police \_\_\_\_\_ receive calls for service.

(1) (2) (3)  
(4) (5)

Acceptable Codes for Numbered Items:

- 1.) • 20  
• 46
- 2.) • white  
• black
- 3.) • female  
• male
- 4.) • exclusively white  
• exclusively black
- 5.) • frequently  
• seldom

5. Disposition of Others Involved

- There is no record of disposition of the juvenile's companion.

- The juvenile's companion was reprimanded and released.
- The juvenile's companion was arrested and referred to court.

SELECTION G

2. Referral Incident

Officers responded to a report of several juveniles drinking wine in a public park. Upon arrival, the juvenile and two companions were found in possession of wine and beer. All appeared to have been drinking. The juvenile was unable to walk in a straight line.

3. Juvenile's Statement

- The juvenile refused to make a statement.
- The juvenile admits drinking one beer but denies being intoxicated.
- The juvenile admits drinking at least 6 beers and wine.

4. Complainant Identification

The complainant was a \_\_\_\_\_ year old \_\_\_\_\_ resident  
(1) (2) (3)  
of an apartment building located across from the park. The park is  
located in \_\_\_\_\_ neighborhood where police \_\_\_\_\_  
(4) (5)  
receive calls for service.

Acceptable Codes for Items:

- 1.) • 14  
• 46
- 2.) • white  
• black
- 3.) • female  
• male
- 4.) • an exclusively white  
• an exclusively black
- 5.) • frequently  
• seldom

5. Disposition of Others Involved

- There is no record of disposition of the juvenile's companions.
- Both of the juvenile's companions were reprimanded and released.
- Both of the juvenile's companions were arrested and referred to court.



6. Drug and/or Alcohol History

- There are no indications that the juvenile uses either drugs or alcohol.\*
- The juvenile admits drinking on occasion, but denies drinking to excess.
- The parents report that the juvenile sometimes drinks too much and becomes beligerant. This is the only time the family has any problems.

\*Do not combine with item 9, first example; or with incident Selections D or E.

7. Family Criminal History

- The father is on probation for drunk driving. The brother is on probation for burglary.
- The brother is on probation for burglary.
- There is no record of arrest for any other family member.

8. Family Community Ties

- The family has lived in three neighborhoods during the past two years. They have very little social contact with neighbors. The family has no religious or group affiliations..
- The family has lived at their current address over seven years. They are well liked by neighbors and frequently share social activities with them. The family reportedly attends church regularly and participates in most church activities.
- The parents are very active in church and community affairs and the juvenile's two sisters are active in a variety of clubs and school functions. The family has lived in the same neighborhood for over seven years. They regard several neighbors as close friends.

9. Prior Police Contacts.

- The juvenile has no record of police contact prior to the current referral incident.\*\*

\*\*Do not use in the decision where the juvenile is under supervision in the community and a crisis has occurred.

- The juvenile was previously taken into custody after being abandoned by the parents.
- The juvenile was previously taken into custody for investigation of alleged child abuse.
- The juvenile was once arrested for \_\_\_\_\_  
(1)

- 1.)
- a traffic violation
  - possession of alcohol
  - petty theft
  - joy riding
  - burglary
  - assault
  - strong-arm robbery
  - incorrigibility

- The juvenile has previously been arrested five times; twice for runaway, once for fighting at school, twice for petty theft.

10. School Adjustment

- The juvenile has been habitually absent from school. When in school, the juvenile is a frequent discipline problem. School records show the juvenile is performing at a level two years below grade level.
- School records describe the juvenile as an average student, performing at the expected grade level. There are no reports of misbehavior.
- The juvenile is viewed by school officials as a hard worker who is well liked by school staff. The juvenile participates in most sports, belongs to two school clubs and is very popular.

11. Out-of-Home Placements Available

- Any of several relatives would be willing to accept the juvenile in their home.
- There are no relatives willing to take the juvenile into their home.

12. Living Situation

- The juvenile lives with natural parents, two sisters and a brother. The family is supported entirely by public welfare.
- The juvenile lives with both natural parents, two sisters and a brother. The family is supported entirely by the father's income. The father earned \$19,000 last year working as a buyer for a local department store.

13. Family Relationships

- The juvenile and the parents state that the family is very close. There are no unusual family conflicts.

- According to the juvenile and the neighbors, the parents fight constantly. The juvenile reports leaving the house at all hours, just to avoid listening to the parents' fighting. When the parents are not arguing, they are out drinking. They only come home to fight.

- The parents report frequent arguments between the juvenile and other family members. They feel the juvenile is the main source of family conflicts.

#### 14. Family Attitude Toward Referral Incident

- The parents state they are willing to do anything to help the juvenile. They feel the juvenile should be placed with them.
- The parents cannot believe this incident happened. They consider this entire matter unnecessary harrassment of the family.
- The parents are very upset with the juvenile. They intend to take appropriate action to punish the juvenile for causing the family embarrassment.

#### 15. Involvement of an Attorney

- There is no attorney involved in this case. The juvenile and the parents feel the services of an attorney are unnecessary.
- \*There is no attorney involved in this case. Even though the juvenile wants an attorney, the parents feel the services of an attorney are unnecessary.
- The juvenile is represented by court appointed counsel.
- The juvenile is represented by private counsel; an attorney who is well known for using any legal means for protecting the interests of his client. He will demand that the parents' wishes be followed in this matter.
- The juvenile is represented by private counsel; an attorney who is well known for using any legal means for protecting the rights of the juvenile. He will demand meticulous adherence to due process provisions.

\*Though listed here, this statement will be treated as a violation of due process (item 18), and as "no attorney" for this item (#15).

#### 16. Action Recommended by Complainant

- The complainant made no statements indicating how this juvenile should be handled.

- Angered by this incident, the victim/complainant demanded that the juvenile be taken into custody.
- Fearing that the juvenile might be locked up, the victim/complainant demanded that the matter be handled without involvement of the court.

17. Juvenile's Attitude and Demeanor

- The juvenile is pleasant in manner and appears to be very cooperative.
- The juvenile is openly hostile, using foul language and demanding to be left alone. The juvenile considers your involvement to be unnecessary harrassment.

18. Due Process Consideration

- The victim/complainant refused to testify in court regarding the referral incident.
- The arresting officer, after much discussion, persuaded the juvenile to admit responsibility for the referral incident. The juvenile was not given the Miranda warning.\*
- All due process requirements have been met in this case thus far. There is no challenge to the admissibility of evidence gathered.

\*Exclude from cases of Abused/Exploited ONLY and those of Dependent/Neglected ONLY.

APPENDIX F

DECISION-MAKER ANSWER SHEETS

DECISION-MAKER ANSWER SHEET

---

- A. The juvenile is under supervision in the community. A crisis necessitates review of this case. The decision to be made is whether to order or recommend:
1. Close the case; discharge.
  2. Supervision in the parental home
  3. Supervision in a foster home, relative's home, or group home.
  4. Supervision in a private institutional setting.
  5. Commitment to a local (public) MINIMUM SECURITY facility.
  6. Commitment to a SECURE local or state facility.
  7. Other (Specify \_\_\_\_\_)
- 

Later you will be asked to select the one number above that reflects your decision on how to handle the case described by this decision booklet. For now, proceed to Section B, below.

- B. Which of these decisions do you have legal authority to make or recommend?  
(Check all that apply)
1.     2.     3.     4.     5.     6.     7.

CONTINUED ON NEXT PAGE

C. Recall the juvenile cases you were involved with during the past week (on the job). In how many of these cases did you participate in each of these decision types?

Number of Cases in Which You:

<u>Type of Decision</u>	<u>Recommended Final Decision</u>	<u>Made the Final Decision</u>	<u>Reviewed the Decision of Others</u>
1. Close the case; discharge	# <input type="text"/>	# <input type="text"/>	# <input type="text"/>
2. Supervision in the parental home	# <input type="text"/>	# <input type="text"/>	# <input type="text"/>
3. Supervision in a foster home, relative's home or group home	# <input type="text"/>	# <input type="text"/>	# <input type="text"/>
4. Supervision in a private institutional setting	# <input type="text"/>	# <input type="text"/>	# <input type="text"/>
5. Commitment to a local (public) MINIMUM SECURITY facility	# <input type="text"/>	# <input type="text"/>	# <input type="text"/>
6. Commitment to a SECURE local or state facility	# <input type="text"/>	# <input type="text"/>	# <input type="text"/>
7. Other (specify _____ )	# <input type="text"/>	# <input type="text"/>	# <input type="text"/>

CONTINUED ON NEXT PAGE

D. Take a moment to review the types of information available in the Decision Booklet for this case.

Once you are familiar with the various kinds of information available, select the one information category (1-18) from the Decision Booklet you consider "most likely" to help you reach a firm decision in this case.

Upon selecting the information you wish to read, enter its number on the first open line below (# \_\_\_\_\_). Then remove the category from the Decision Booklet and read the information provided.

Once you have thoroughly read the information selected, indicate whether you are ready to reach a decision by circling "Yes" or "No."

- If you circle "No", choose another information category and proceed as before.
- If you circle "Yes", complete the items on the right side of this page and continue on to the next page.

Show #'s of items read			Are you ready to make your decision? (Circle one)		
# _____	No	Yes			
# _____	No	Yes		• What is your decision? <input style="width: 40px; height: 20px;" type="text"/>	(Enter a number from Section A.)
# _____	No	Yes			
# _____	No	Yes			
# _____	No	Yes			
# _____	No	Yes			
# _____	No	Yes		• Using the scale below, rate how strongly you would defend your decision. (Circle a number)	
# _____	No	Yes		1                      2                      3                      4                      5	
# _____	No	Yes		Not	Very
# _____	No	Yes		At	Strongly
# _____	No	Yes		All	
# _____	No	Yes			
# _____	No	Yes		• In the same manner, indicate how easy or how difficult it was to reach this decision. (Circle a number)	
# _____	No	Yes		1                      2                      3                      4                      5	
# _____	No	Yes		Very	Very
# _____	No	Yes		Easy	Difficult
# _____	No	Yes			
# _____	No	Yes			

CONTINUED ON NEXT PAGE



G. What additional information, if any, would make the decision easier to reach? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

H. What special services or controls, if any, are needed in this case? Name the person or agency you would normally expect to provide the service or control.

List of needed services/control

Names of most likely service/pro-  
viders (if unknown, enter "UK")

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I. Assume that this case is from the official records of your agency. Please give us your "best guess" about the following:

1. Using a number from Section A, indicate what would be the:

#  Most likely decision

#  Second most likely decision

2. If the policies of your agency were "strictly" followed, enter the number from Section A showing what would be the:

#  Most likely decision

#  Second most likely decision

J. Consider the extent to which the juvenile contributed to this incident. If you had to divide up the total responsibility for this incident among all those involved, how much of the total responsibility should be placed with the juvenile? (Circle a number)

1            2            3            4            5  
None      Little      About half      Most      All

THANK YOU FOR PARTICIPATING IN THIS SURVEY.

PLEASE INSERT THIS FORM INTO THE SELF-ADDRESSED ENVELOPE PROVIDED, AND INCLUDE ANY QUESTIONS OR COMMENTS YOU MIGHT HAVE.

DECISION-MAKER ANSWER SHEET

---

A. The court has made a finding of fact. The decision to be made is whether the juvenile should be classified as:

- Dependent/Neglected
- Abused/Victimized
- Incurrigible/In Need of Supervision
- Delinquent/Youthful Offender

AND what to do with the case. Dispositional options are:

1. Case closure with no follow-up.
2. Immediate settlement without probation or other supervision.
3. Supervision in the juvenile's own home.
4. Supervision in a foster home, relative's home, or group home.
5. Placement in a private institutional setting.
6. Commitment to a local (public) MINIMUM SECURITY facility.
7. Commitment to a SECURE local or state facility.
8. Other (Specify \_\_\_\_\_)

Later , you will be asked to select the one number above that reflects your decision on how to handle the case described by this decision booklet. For now, proceed to Section B, below.

B. Which of the dispositional decisions above do you have legal authority to make? (Check all that apply)

1.     2.     3.     4.     5.     6.     7.     8.

CONTINUED ON NEXT PAGE

C. Recall the juvenile cases you were involved with during the past week (on the job). In how many of these cases did you participate in each of these decision types?

Number of Cases In Which You:

<u>Type of Decision</u>	<u>Recommended final decision</u>	<u>Made the final decision</u>	<u>Reviewed the decision of others</u>
1. Case closure with no follow-up	# <input type="text"/>	# <input type="text"/>	# <input type="text"/>
2. Immediate settlement <u>without</u> probation or other after-care.	# <input type="text"/>	# <input type="text"/>	# <input type="text"/>
3. Supervision in the juvenile's own home.	# <input type="text"/>	# <input type="text"/>	# <input type="text"/>
4. Supervision in a foster home, relative's home, or group home.	# <input type="text"/>	# <input type="text"/>	# <input type="text"/>
5. Placement in a private institutional setting.	# <input type="text"/>	# <input type="text"/>	# <input type="text"/>
6. Commitment to a local (public) MINIMUM SECURITY facility.	# <input type="text"/>	# <input type="text"/>	# <input type="text"/>
7. Commitment to a SECURE local or state facility.	# <input type="text"/>	# <input type="text"/>	# <input type="text"/>
8. Other (specify _____ _____ _____)	# <input type="text"/>	# <input type="text"/>	# <input type="text"/>

CONTINUED ON NEXT PAGE





G. What additional information, if any, would make the decision easier to reach? \_\_\_\_\_

H. What special services or controls, if any, are needed in this case? Name the person or agency you would normally expect to provide the service or control.

List of needed services/control

Names of most likely service/pro-  
viders (if unknown, enter "UK")

I. Assume that this case is from the official records of your agency. Please give us your "best guess" about the following:

1. Using a number from Section A, indicate what would be the:

#  Most likely decision

#  Second most likely decision

2. If the policies of your agency were "strictly" followed, enter the number from Section A showing what would be the:

#  Most likely decision

#  Second most likely decision

J. Consider the extent to which the juvenile contributed to this incident. If you had to divide up the total responsibility for this incident among all those involved, how much of the total responsibility should be placed with the juvenile? (Circle a number)

1            2            3            4            5  
None        Little        About half    Most        All

THANK YOU FOR PARTICIPATING IN THIS SURVEY.

PLEASE INSERT THIS FORM INTO THE SELF-ADDRESSED ENVELOPE PROVIDED, AND INCLUDE ANY QUESTIONS OR COMMENTS YOU MIGHT HAVE.

DECISION-MAKER ANSWER SHEET

A. The juvenile is now before the court. The decision to be made is whether the juvenile should be classified as:

- Dependent/Neglected
- Abused/Victimized
- Incurrigible/In Need of Supervision
- Delinquent/Youthful Offender

AND what to do with the case. Dispositional options are:

1. Dismissal of the petition as unsuitable for hearing by the court.
2. Finding that the juvenile is an unfit subject for the juvenile/family court.
3. Upon hearing the case, make no finding of fact.
4. Make a finding that the juvenile is within the jurisdiction of the court as a DEPENDENT/NEGLECTED child.
5. Make a finding that the juvenile is within the jurisdiction of the court as an ABUSED/VICTIMIZED child.
6. Make a finding that the juvenile is within the jurisdiction of the court as INCORRIGIBLE/IN NEED OF SUPERVISION (Status Offender).
7. Make a finding that the juvenile is within the jurisdiction of the court as a DELINQUENT.
8. Other (Specify \_\_\_\_\_)

Later, you will be asked to select the one number above that reflects your decision on how to handle the case described by this decision booklet. For now, proceed to Section B, below.

B. Which of these decisions do you have legal authority to make or to recommend? (Check all that apply)

1.     2.     3.     4.     5.     6.     7.     8.

CONTINUED ON NEXT PAGE

- C. Recall the juvenile cases you were involved with during the past week (on the job). In how many of these cases did you participate in each of these decision types?

<u>Type of Decision</u>	<u>Number of Cases in Which You:</u>		
	<u>Recommended final decision</u>	<u>Made the final decision</u>	<u>Reviewed the decision of others</u>
1. Dismissal of the petition as unsuitable for hearing by the court.	# <input type="text"/>	# <input type="text"/>	# <input type="text"/>
2. Finding that the juvenile is an unfit subject for the juvenile/family court.	# <input type="text"/>	# <input type="text"/>	# <input type="text"/>
3. Upon hearing the case, make no finding of fact.	# <input type="text"/>	# <input type="text"/>	# <input type="text"/>
4. Make a finding that the juvenile is within the jurisdiction of the court as a DEPENDENT/NEGLECTED child.	# <input type="text"/>	# <input type="text"/>	# <input type="text"/>
5. Make a finding that the juvenile is within the jurisdiction of the court as an ABUSED/VICTIMIZED child.	# <input type="text"/>	# <input type="text"/>	# <input type="text"/>
6. Make a finding that the juvenile is within the jurisdiction of the court as INCORRIGIBLE/IN NEED OF SUPERVISION (Status Offender).	# <input type="text"/>	# <input type="text"/>	# <input type="text"/>
7. Make a finding that the juvenile is within the jurisdiction of the court as a DELINQUENT.	# <input type="text"/>	# <input type="text"/>	# <input type="text"/>
8. Other (Specify _____ _____ _____)	# <input type="text"/>	# <input type="text"/>	# <input type="text"/>

CONTINUED ON NEXT PAGE

D. Take a moment to review the types of information available in the Decision Booklet for this case.

Once you are familiar with the various kinds of information available, select the one information category (1-18) from the Decision Booklet you consider "most likely" to help you reach a firm decision in this case.

Upon selecting the information you wish to read, enter its number on the first open line below (#\_\_\_\_\_). Then remove the category from the Decision Booklet and read the information provided.

Once you have thoroughly read the information selected, indicate whether you are ready to reach a decision by circling "Yes" or "No."

- If you circle "No", choose another information category and proceed as before.
- If you circle "Yes", complete the items on the right side of this page and continue on to the next page.

Show #'s of items read	Are you ready to make your decision? (Circle one)	
------------------------------	---	--

# _____	No	Yes

• What is your decision?  (Enter a number from Section A.)

• Using the scale below, rate how strongly you would defend your decision. (Circle a number)

1	2	3	4	5
Not				Very
At				Strongly
All				

• In the same manner, indicate how easy or how difficult it was to reach this decision. (Circle a number)

1	2	3	4	5
Very				Very
Easy				Difficult

CONTINUED ON NEXT PAGE



G. What additional information, if any, would make the decision easier to reach? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

H. What special services or controls, if any, are needed in this case? Name the person or agency you would normally expect to provide the service or control.

<u>List of needed services/control</u>	<u>Names of most likely service/providers (if unknown, enter "UK")</u>
_____	_____
_____	_____
_____	_____

I. Assume that this case is from the official records of your agency. Please give us your "best guess" about the following:

1. Using a number from Section A, indicate what would be the:

#  Most likely decision      #  Second most likely decision

2. If the policies of your agency were "strictly" followed, enter the number from Section A showing what would be the:

#  Most likely decision      #  Second most likely decision

J. Consider the extent to which the juvenile contributed to this incident. If you had to divide up the total responsibility for this incident among all those involved, how much of the total responsibility should be placed with the juvenile? (Circle a number)

1            2            3            4            5  
None      Little      About half      Most      All

THANK YOU FOR PARTICIPATING IN THIS SURVEY.

PLEASE INSERT THIS FORM INTO THE SELF-ADDRESSED ENVELOPE PROVIDED, AND INCLUDE ANY QUESTIONS OR COMMENTS YOU MIGHT HAVE.

DECISION-MAKER ANSWER SHEET

---

A. The juvenile is under commitment in an institutional setting. At the regularly scheduled hearing, the decision to be made is whether to:

1. Release without follow-up supervision; discharge
2. Release to supervision in parental home
3. Release to supervision in foster home, relative's home, or group home
4. Continue in the institution
5. Other (Specify \_\_\_\_\_)

Later, you will be asked to select the one number above that reflects your decision on how to handle the case described by this decision booklet. For now, proceed to Section B, below.

B. Which of the dispositional decisions above do you have legal authority to make? (Check all that apply)

1.     2.     3.     4.     5.

C. Recall the juvenile cases you were involved with during the past week (on the job). In how many of these cases did you participate in each of these decision types?

Number of Cases in Which You

<u>Type of Decision</u>	<u>Recommended Final Decision</u>	<u>Made the Final Decision</u>	<u>Reviewed the Decision of Others</u>
1. Release without follow-up supervision: discharge	# <input type="text"/>	<input type="text"/>	<input type="text"/>
2. Release to supervision in parental home.	# <input type="text"/>	<input type="text"/>	<input type="text"/>
3. Release to supervision in foster home, relative's home, or group home.	# <input type="text"/>	<input type="text"/>	<input type="text"/>
4. Continue in the institution	# <input type="text"/>	<input type="text"/>	<input type="text"/>
5. Other (Specify _____ ) _____ )	# <input type="text"/>	<input type="text"/>	<input type="text"/>



E. Considering the legal provisions for handling each type of juvenile listed below, indicate which would be the most appropriate "official" classification for this case. (Check one)

- Dependent/Neglected
- Abused/Victimized
- Incurrigible/In Need of Supervision
- Delinquent/Youthful Offender

F. Have you read all 18 information categories of the Decision Booklet?

If "Yes", skip to Section G.

If "No", continue selecting information from the Decision Booklet. Record each choice below in the same manner as before. If your decision should change, complete the items on the right.

Additional  
Items Read

Are you ready to  
CHANGE your decision?

# _____	No	Yes

• If you changed your decision, what is your final decision?  (Enter the number from Section A.)

• Using the scale below, rate how strongly you would defend your decision. (Circle a number)

1	2	3	4	5
Not				Very
At All				Strongly

• What information most strongly influenced you to change your decision?

\_\_\_\_\_

\_\_\_\_\_

• Which one of the following most accurately describes this juvenile? (Check one)

- <sub>1</sub> Dependent/Neglected
- <sub>2</sub> Abused/Victimized
- <sub>3</sub> Incurrigible/In Need of Supervision
- <sub>4</sub> Delinquent/Youthful Offender

CONTINUED ON NEXT PAGE

G. What additional information, if any, would make the decision easier to reach? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

H. What special services or controls, if any, are needed in this case? Name the person or agency you would normally expect to provide the service or control.

List of needed services/control

Names of most likely service/pro-  
viders (if unknown, enter "UK")

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I. Assume that this case is from the official records of your agency. Please give us your "best guess" about the following:

1. Using a number from Section A, indicate what would be the:

#  Most likely decision

#  Second most likely decision

2. If the policies of your agency were "strictly" followed, enter the number from Section A showing what would be the:

#  Most likely decision

#  Second most likely decision

J. Consider the extent to which the juvenile contributed to this incident. If you had to divide up the total responsibility for this incident among all those involved, how much of the total responsibility should be placed with the juvenile? (Circle a number)

1            2            3            4            5  
None        Little        About half        Most        All

THANK YOU FOR PARTICIPATING IN THIS SURVEY.

PLEASE INSERT THIS FORM INTO THE SELF-ADDRESSED ENVELOPE PROVIDED, AND INCLUDE ANY QUESTIONS OR COMMENTS YOU MIGHT HAVE.

DECISION-MAKER ANSWER SHEET

---

A. This case is undergoing the usual progress review while under supervision in the community. The decision to be made is whether to order or recommend:

1. Continue current level of official control (i.e., informal probation, formal probation, or parole).
2. Refer to other agency and close: discharge
3. Close the case without referral to other agency: discharge.
4. Other (Specify \_\_\_\_\_  
\_\_\_\_\_ )

Later you will be asked to select the one number above that reflects your decision on how to handle the case described by this decision booklet. For now, proceed to Section B, below.

B. Which of these decisions do you have legal authority to make or recommend? (Check all that apply)

1.    2.    3.    4.

CONTINUED ON NEXT PAGE

C. Recall the juvenile cases you were involved with during the past week (on the job). In how many of these cases did you participate in each of these decision types?

<u>Type of Decision</u>	<u>Recommended Final Decision</u>	<u>Made the Final Decision-</u>	<u>Reviewed the Decision of Others</u>
1. Continue current level of official control (e.g., informal probation, formal probation, parole).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Refer to other agency and close: discharge.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Close the case without referral to other agency: discharge	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Other (Specify _____ ) _____ )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CONTINUED ON NEXT PAGE

D. Take a moment to review the types of information available in the Decision Booklet for this case.

Once you are familiar with the various kinds of information available, select the one information category (1-18) from the Decision Booklet you consider "most likely" to help you reach a firm decision in this case.

Upon selecting the information you wish to read, enter its number on the first open line below (# \_\_\_\_\_). Then remove the category from the Decision Booklet and read the information provided.

Once you have thoroughly read the information selected, indicate whether you are ready to reach a decision by circling "Yes" or "No."

- If you circle "No", choose another information category and proceed as before.
- If you circle "Yes", complete the items on the right side of this page and continue on to the next page.

Show #'s of items read	Are you ready to make your decision? (Circle one)	
------------------------------	---	--

# _____	No	Yes

• What is your decision?  (Enter a number from Section A.)

• Using the scale below, rate how strongly you would defend your decision. (Circle a number)

1	2	3	4	5
Not				Very
At				Strongly
All				

• In the same manner, indicate how easy or how difficult it was to reach this decision. (Circle a number)

1	2	3	4	5
Very				Very
Easy				Difficult



G. What additional information, if any, would make the decision easier to reach? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

H. What special services or controls, if any, are needed in this case? Name the person or agency you would normally expect to provide the service or control.

<u>List of needed services/control</u>	<u>Names of most likely service/providers (if unknown, enter "UK")</u>
_____	_____
_____	_____
_____	_____

I. Assume that this case is from the official records of your agency. Please give us your "best guess" about the following:

1. Using a number from Section A, indicate what would be the:

#  Most likely decision      #  Second most likely decision

2. If the policies of your agency were "strictly" followed, enter the number from Section A showing what would be the:

#  Most likely decision      #  Second most likely decision

J. Consider the extent to which the juvenile contributed to this incident. If you had to divide up the total responsibility for this incident among all those involved, how much of the total responsibility should be placed with the juvenile? (Circle a number)

1            2            3            4            5  
None        Little        About half    Most        All

---

THANK YOU FOR PARTICIPATING IN THIS SURVEY.

PLEASE INSERT THIS FORM INTO THE SELF-ADDRESSED ENVELOPE PROVIDED, AND INCLUDE ANY QUESTIONS OR COMMENTS YOU MIGHT HAVE.

DECISION MAKER ANSWER SHEET

A. This incident has NOT been adjudicated. The decision to be made is whether the juvenile should be classified as:

- Dependent/Neglected
- Abused/Victimimized
- Incurrigible/In need of supervision
- Delinquent/Youthful Offender

AND what to do with the case. Dispositional options are:

1. Close the case with no further action.
2. Reprimand or counsel and close the case.
3. Work out a settlement between the parties and close the case.
4. Refer to another agency and close the case.
5. Handle the case informally and hold it open for progress review.
6. Refer the case to the court without taking the juvenile into custody.
7. Take the juvenile into custody pending further investigation.
8. Take the juvenile into custody and deliver to the county detention or shelter facility.
9. Hold the juvenile for a detention hearing.
10. Detain the juvenile pending final adjudication.
11. Other. (Specify \_\_\_\_\_)

Later, you will be asked to select the one number above that reflects your decision on how to handle the case described by this decision booklet. For now, proceed to Section B, below.

B. Which of the dispositional decisions above do you have legal authority to make? (Check all that apply)

1.  2.  3.  4.  5.  6.  7.  8.  9.  10.  11.

CONTINUED ON NEXT PAGE

C. Recall the juvenile cases you were involved with during the past week (on the job). In how many of these cases did you participate in each of these decision types?

Number of Cases in Which You:

| <u>Type of Decision</u>  | <u>Recommended final decision</u> | <u>Made the final decision</u> | <u>Reviewed the decision of others</u> |
|--|-----------------------------------|--------------------------------|--|
| 1. Close without further action.   | # <input type="text"/>            | # <input type="text"/>         | # <input type="text"/>                 |
| 2. Reprimand or counsel and close case.  | # <input type="text"/>            | # <input type="text"/>         | # <input type="text"/>                 |
| 3. Work out a settlement between the parties and close case.                                       | # <input type="text"/>            | # <input type="text"/>         | # <input type="text"/>                 |
| 4. Refer to another agency and close case.   | # <input type="text"/>            | # <input type="text"/>         | # <input type="text"/>                 |
| 5. Handle the case informally and hold it open for progress review.                                | # <input type="text"/>            | # <input type="text"/>         | # <input type="text"/>                 |
| 6. Refer the case to the court without taking the juvenile into custody.                           | # <input type="text"/>            | # <input type="text"/>         | # <input type="text"/>                 |
| 7. Take the juvenile into custody pending further investigation.                                   | # <input type="text"/>            | # <input type="text"/>         | # <input type="text"/>                 |
| 8. Take the juvenile into custody and deliver him/her to the county detention or shelter facility. | # <input type="text"/>            | # <input type="text"/>         | # <input type="text"/>                 |
| 9. Hold the juvenile for a detention hearing.  | # <input type="text"/>            | # <input type="text"/>         | # <input type="text"/>                 |
| 10. Detain the juvenile pending final adjudication.  | # <input type="text"/>            | # <input type="text"/>         | # <input type="text"/>                 |
| 11. Other (Specify _____<br>_____)   | # <input type="text"/>            | # <input type="text"/>         | # <input type="text"/>                 |

CONTINUED ON NEXT PAGE

D. Take a moment to review the types of information available in the Decision Booklet for this case.

Once you are familiar with the various kinds of information available, select the one information category (1-18) from the Decision Booklet you consider "most likely" to help you reach a firm decision in this case.

Upon selecting the information you wish to read, enter its number on the first open line below (# \_\_\_\_\_). Then remove the category from the Decision Booklet and read the information provided.

Once you have thoroughly read the information selected, indicate whether you are ready to reach a decision by circling "Yes" or "No."

- If you circle "No", choose another information category and proceed as before.
- If you circle "Yes", complete the items on the right side of this page and continue on to the next page.

|                              |   |  |
|------------------------------|---|--|
| Show #'s<br>of items<br>read | Are you ready<br>to make your<br>decision? (Circle one) |  |
|------------------------------|---|--|

|         |    |     |
|---------|----|-----|
| # _____ | No | Yes |

• What is your decision?  (Enter a number from Section A.)

• Using the scale below, rate how strongly you would defend your decision. (Circle a number)

|     |   |   |   |          |
|-----|---|---|---|----------|
| 1   | 2 | 3 | 4 | 5        |
| Not |   |   |   | Very     |
| At  |   |   |   | Strongly |
| All |   |   |   |          |

• In the same manner, indicate how easy or how difficult it was to reach this decision. (Circle a number)

|      |   |   |   |           |
|------|---|---|---|-----------|
| 1    | 2 | 3 | 4 | 5         |
| Very |   |   |   | Very      |
| Easy |   |   |   | Difficult |



G. What additional information, if any, would make the decision easier to reach? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

H. What special services or controls, if any, are needed in this case? Name the person or agency you would normally expect to provide the service or control.

| <u>List of needed services/control</u> | <u>Names of most likely service/pro-<br/>viders (if unknown, enter "UK")</u> |
|--|--|
| _____                                  | _____  |
| _____                                  | _____  |
| _____                                  | _____  |

I. Assume that this case is from the official records of your agency. Please give us your "best guess" about the following:

1. Using a number from Section A, indicate what would be the:

#  Most likely decision                      #  Second most likely decision

2. If the policies of your agency were "strictly" followed, enter the number from Section A showing what would be the:

#  Most likely decision                      #  Second most likely decision

J. Consider the extent to which the juvenile contributed to this incident. If you had to divide up the total responsibility for this incident among all those involved, how much of the total responsibility should be placed with the juvenile? (Circle a number)

1                      2                      3                      4                      5  
None              Little              About half              Most              All

THANK YOU FOR PARTICIPATING IN THIS SURVEY.

PLEASE INSERT THIS FORM INTO THE SELF-ADDRESSED ENVELOPE PROVIDED, AND INCLUDE ANY QUESTIONS OR COMMENTS YOU MIGHT HAVE.

APPENDIX G

SELECTED ANALYTICAL TABLES

APPENDIX G

Table G-1

OVERALL FREQUENCY, RANK ORDER AND DECISION PREDICTIVE VALUE  
OF CASE RELATED INFORMATION ITEMS USED IN MAKING CLASSIFICATION  
AND DISPOSITIONAL CHOICES REGARDING JUVENILES<sup>a)</sup>

| Case-Related Information Category            | Percent of Respondents Selecting Item | Confidence In Decision | Item's Rank Order of Selection | Item's Value For Predicting Case Decision |        |
|--|---------------------------------------|------------------------|--------------------------------|---|--------|
|  |                                       |                        |                                | Class.                                    | Dispo. |
| 1. Physical Description                      |                                       |                        |                                |   |        |
| 2. Referral Incident                         |                                       |                        |                                |   |        |
| 3. Juvenile's Statement                      |                                       |                        |                                |   |        |
| 4. Complainant Identification                |                                       |                        |                                |   |        |
| 5. Disposition of Others Involved            |                                       |                        |                                |   |        |
| 6. Drug and/or Alcohol History               |                                       |                        |                                |   |        |
| 7. Family Criminal History                   |                                       |                        |                                |   |        |
| 8. Family Community Ties                     |                                       |                        |                                |   |        |
| 9. Prior Police Contacts                     |                                       |                        |                                |   |        |
| 10. School Adjustment                        |                                       |                        |                                |   |        |
| 11. Out-of-home Placement Available          |                                       |                        |                                |   |        |
| 12. Living Situation                         |                                       |                        |                                |   |        |
| 13. Family Relationships                     |                                       |                        |                                |   |        |
| 14. Family Attitude Toward Referral Incident |                                       |                        |                                |   |        |
| 15. Involvement of an Attorney               |                                       |                        |                                |   |        |
| 16. Action Recommended By Victim/Complainant |                                       |                        |                                |   |        |
| 17. Juvenile's Attitude                      |                                       |                        |                                |   |        |
| 18. Due Process Considerations               |                                       |                        |                                |   |        |

a) Tabulate separately by justice system component, decision point, and classification eligibility (See Figure 1)

Table G-2

DECISION PREDICTIVE VALUE OF SELECTED FACTORS AND FACTOR MODELS  
IN CLASSIFICATION AND DISPOSITION OF JUVENILE CASES<sup>a)</sup>

| Case-Related Data Item                                | Type of Decision to be Made |   |   |   |                              |   |   |   |   |   |
|---|-----------------------------|---|---|---|------------------------------|---|---|---|---|---|
|   | Classification Category     |   |   |   | Dispositional Decision Point |   |   |   |   |   |
|   | 1                           | 2 | 3 | 4 | 1                            | 2 | 3 | 4 | 5 | 6 |
| Assessed Incident Seriousness                         |                             |   |   |   |                              |   |   |   |   |   |
| Culpability   |                             |   |   |   |                              |   |   |   |   |   |
| Difficulty of Decision Task                           |                             |   |   |   |                              |   |   |   |   |   |
| Confidence in Decision Reached                        |                             |   |   |   |                              |   |   |   |   |   |
| Age   |                             |   |   |   |                              |   |   |   |   |   |
| Race  |                             |   |   |   |                              |   |   |   |   |   |
| Sex   |                             |   |   |   |                              |   |   |   |   |   |
| Physical Appearance                                   |                             |   |   |   |                              |   |   |   |   |   |
| Drug/Alcohol Abuse                                    |                             |   |   |   |                              |   |   |   |   |   |
| Family Criminal History                               |                             |   |   |   |                              |   |   |   |   |   |
| Family Community Ties                                 |                             |   |   |   |                              |   |   |   |   |   |
| Frequency of Prior Police Contact                     |                             |   |   |   |                              |   |   |   |   |   |
| School Adjustment                                     |                             |   |   |   |                              |   |   |   |   |   |
| School Success  |                             |   |   |   |                              |   |   |   |   |   |
| School Personal Relationships                         |                             |   |   |   |                              |   |   |   |   |   |
| Out-of-home Placements Available                      |                             |   |   |   |                              |   |   |   |   |   |
| SES   |                             |   |   |   |                              |   |   |   |   |   |
| Family Relationships                                  |                             |   |   |   |                              |   |   |   |   |   |
| Family "Supportive" Resources                         |                             |   |   |   |                              |   |   |   |   |   |
| Family Supportiveness Toward Justice System           |                             |   |   |   |                              |   |   |   |   |   |
| Attorney's Presence                                   |                             |   |   |   |                              |   |   |   |   |   |
| "Adversary" Potentials                                |                             |   |   |   |                              |   |   |   |   |   |
| Victim Preference                                     |                             |   |   |   |                              |   |   |   |   |   |
| Juvenile's Attitude and Demeanor                      |                             |   |   |   |                              |   |   |   |   |   |
| Due Process Considerations                            |                             |   |   |   |                              |   |   |   |   |   |
| Legal Eligibility for the Classifications             |                             |   |   |   |                              |   |   |   |   |   |
| Juvenile's Acceptance of Responsibility <sup>b)</sup> |                             |   |   |   |                              |   |   |   |   |   |

Footnote: a) Repeat by justice system component  
b) Indicated by dicotomy of answer Questionnaire Item J and Item D in Juvenile's Statement. 116.

Table G-3

OVERALL FREQUENCY, RANK ORDER, AND DECISION PREDICTIVE VALUE OF NON-CASE RELATED INFORMATION ITEMS USED IN MAKING CLASSIFICATION AND DISPOSITIONAL CHOICES REGARDING JUVENILES <sup>a)</sup>

| Non-Case Related Information Category  | Predictive Value by Justice Component |                               |                       |                               |   |                          |                  |
|--|---------------------------------------|-------------------------------|-----------------------|-------------------------------|---|--------------------------|------------------|
|  | Law Enforcement Cl.Disp.              | Prosecutor/Co. Atty. Cl.Disp. | Court Intake Cl.Disp. | Court/Board Hearings Cl.Disp. | Institutional, Custodial Worker* Cl.Disp. | Comm. Case Wkr. Cl.Disp. | Overall Cl.Disp. |
| Decision-Maker Data<br>Assessment of Incident seriousness<br>Confidence in Decision<br>Difficulty of decision process<br>More strict than coworkers<br>More strict than policy<br>Education received<br>Types of Information Used for estimating<br>a) Risk to community<br>b) Risk to self<br>c) Risk of FTA<br>d) Community attitudes<br>e) Case prognosis<br><br>Staff level<br>Percent of cases that are juvenile<br>Number of others consulted for release/detain decision<br>Access to official policy<br>Assessment of official policy<br>Years work experience |                                       |                               |                       |                               |   |                          |                  |

\*Includes correctional and shelter facilities only; excludes custodial staff who work in pre-adjudicatory detention facilities.

Table G-4

COMPARISON OF SURVEY SITES IN TERMS OF PERCENT  
ARRESTEES WITH SELECTED CHARACTERISTICS AND OFFENSE OF ARREST

| DATA ELEMENT                         | COMPARISON  |
|--------------------------------------|---|
| Age (per capita <sup>a</sup> )       | <ul style="list-style-type: none"> <li>• 0 - 9 yrs.</li> <li>• 10 - 17 yrs.</li> <li>• 18 or more</li> </ul>                        |
| Sex (per capita <sup>b</sup> )       | <ul style="list-style-type: none"> <li>• male</li> <li>• female</li> </ul>  |
| Race (per capita <sup>b</sup> )      | <ul style="list-style-type: none"> <li>• white</li> <li>• other</li> </ul>  |
| Highest Charge of Arrest             | <ul style="list-style-type: none"> <li>• Part I</li> <li>• Part II<br/>(Person or Property)</li> <li>• Other Non-Traffic</li> </ul> |
| Conviction Rate Per Arrest           | <ul style="list-style-type: none"> <li>• Convicted/Plea</li> <li>• No Plea/Not Convicted</li> </ul>                                 |
| <u>JUSTICE SYSTEM ATTRIBUTES</u>     |   |
| Number of Personnel<br>per capita    | Categories to be defined  |
| Expenditures per capita              | Categories to be defined  |
| Juvenile Processing Rate             | Quartile of Rank  |
| <u>DEMOGRAPHIC FACTORS</u>           |   |
| Residents Per Square Mile            | <ul style="list-style-type: none"> <li>• 500 or less</li> <li>• 501 to 5,000</li> <li>• 5,001 or more</li> </ul>                    |
| Percent Population 10 - 17 years old | Quartile of Rank  |
| Race                                 | <ul style="list-style-type: none"> <li>• Percent white</li> <li>• Percent Non-white</li> </ul>                                      |
| Median School Years                  | Categories to be defined  |
| Percent Unemployed                   | Categories to be defined  |
| Per Capita Income                    | Categories to be defined  |

a) Ratio of arrestees to total population in category

b) Ratio of percent of arrestees to percent of total juveniles 10 - 17.

Table G-4 Continued

| DATA ELEMENT                          | COMPARISON   |
|---------------------------------------|--|
| <u>COURT STATISTICS</u>               |  |
| Source of Intake                      | <ul style="list-style-type: none"> <li>• Law Enforcement</li> <li>• All Other</li> </ul>   |
| Intake Classification                 | <ul style="list-style-type: none"> <li>• Abused/Victimimized</li> <li>• Dependent/Neglected</li> <li>• Incurrigible/PINS</li> <li>• Delinquent/Youthful Offender</li> </ul>  |
| Detention Rate <sup>c</sup>           | <ul style="list-style-type: none"> <li>• Abused/ Victimimized</li> <li>• Dependent/Neglected</li> <li>• Incurrigible/PINS</li> <li>• Delinquent/Youthful Offender</li> </ul>   |
| Incident Processing Rate <sup>d</sup> | <ul style="list-style-type: none"> <li>• Not Referred to Court</li> <li>• Closed at Intake</li> <li>• Informal Supervision</li> <li>• Petitioned</li> <li>• Other</li> </ul>   |
| Case Disposition Rate <sup>e</sup>    | <ul style="list-style-type: none"> <li>• Not Referred to Court</li> <li>• Closed Without Finding/Transferred</li> <li>• Finding and Probation</li> <li>• Finding and Custody</li> <li>• Finding and Other</li> </ul> |

c) Average Length of Stay (ALS) x Average Daily Population (ADP)  
Divided by Number of Juveniles Age 0-17 Years.

d) Percent of all incident dispositions falling in the category

e) Percent of all case dispositions disposed of in this manner.  
Excludes traffic and "special hearings".

APPENDIX H

INSTRUCTIONS TO ADMINISTRATORS

# american justice institute



1007 - 7th STREET  
SUITE 414  
SACRAMENTO, CA 95814  
(916) 444-3096

## NATIONAL JUVENILE JUSTICE SYSTEM ASSESSMENT CENTER

### STAFF

DR. CHARLES P. SMITH  
Director

DAVID J. BERKMAN  
Principal Investigator

T. EDWIN BLACK  
Principal Investigator

DR. DONALD E. PEHLKE  
Principal Investigator

DOROTHY O'NEIL  
Program Coordinator

DR. ROBERT M. CARTER  
Senior Consultant  
University of  
Southern California

DR. SHELDON MESSINGER  
Senior Consultant  
University of  
California, Berkeley

### ADVISORY COMMITTEE

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Clark Foundation

The National Institute of Juvenile Justice and Delinquency Prevention (NIJJDP) has commissioned the National Juvenile Justice System Center, operated by the American Justice Institute, to conduct a survey of justice system professionals. This survey is intended to identify factors that determine whether a juvenile is treated as abused/victimised, dependent/neglected, incorrigible/in need of supervision, or delinquent/youthful offender. Since the classification choice is closely connected with the decision about how to dispose of the case (e.g., arrest, detain, community supervision, commitment) the survey seeks to discover how these two fit together to determine rates of juvenile movement through the justice system. Results are expected to provide assistance to operational staff in examining their own decision-making practices, and to give direction to future funding of policy-related research and program development.

For this purpose, your cooperation is solicited in filling out the survey packet which includes a questionnaire and five individual case folders designed to elicit information describing how case decisions are made. Please follow the instructions provided in the packet. It is expected that the entire survey packet can be completed in less than two hours. Upon completion of included materials, please return them to us in the self-addressed stamped envelope provided inside.

Your assistance is also requested to arrange for some of your operational staff to complete a survey packet like yours; however, to conserve staff time committed to this survey, we have included only two case folders in each staff survey envelope. The staff survey packet is intended for full-time, salaried, case-serving staff who deal directly with juveniles as part of their normal duties. Included are staff funded by your agency/office or funded by other sources through your agency/office. Please do not include staff who provide support services (e.g., fiscal, research, administrative assistant, clerical, case-serving staff on special assignment in training or other support services). Exact definitions of staff who should and should not receive the survey packet are provided in Attachment A.

Thank you for reading the enclosed materials and arranging for your staff to complete the survey packet.

T. Edwin Black  
Principle Investigator  
National Juvenile Justice System  
Assessment Center  
American Justice Institute  
1007-7th Street, Suite 405  
Sacramento, California 95814  
(916) 444-3096

INSTRUCTIONS FOR SELECTING STAFF TO PARTICIPATE IN THE  
JUVENILE JUSTICE SYSTEM CASE DECISION SURVEY

You are asked to select twenty of your staff to participate in this survey; ten from each category below.

10            First-Line Staff  
  
(Patrolman, probation officer  
prosecuting attorney, youth  
counselor, etc.)

10            Staff Supervisor or Above  
  
(Judge, referee, shift  
commander, superintendent,  
prosecuting attorney's super-  
visor, probation unit super-  
visor, etc.)

You are asked to give one sealed survey packet (envelope) to each employee selected. Complete instructions for completing the survey materials are provided inside each survey packet (envelope).

We have been careful to insure the confidentiality of responses provided by yourself and your staff. Please assure your staff that this confidentiality will be maintained.

To select survey respondents from your staff, please follow the steps below.

- Step #1: Complete the Administrator's Decision Survey packet provided for you. In this way, you will become familiar with what is being asked of your staff and will be better able to answer any of their questions.
- Step #2: Obtain an alphabetical list naming each of your full-time, salaried staff who provide direct case services or supervise staff providing such services. Include those providing or supervising such services on a regular or rotating basis (e.g., rotating juvenile court judges).
- Step #3: Using the alphabetical list of full-time, salaried, case-serving staff, strike off the name of any staff member who should NOT complete the survey, as defined by Attachment A.
- Step #4: Returning to the top of the name list, cross-out the name of any remaining staff member who is UNAVAILABLE to complete the survey due to:

- Anticipated refusal to complete the survey materials
- On vacation or sick-leave
- Away for special reasons such as a convention or training session.

Step #5: From the remaining list of staff eligible to participate in the decision survey, select ten individuals who work as First Line case-serving staff.

Try to include staff from each shift worked by your agency or office. Enter the name of each selected line-staff member on the "Survey Respondent Control Log" attached.

Step #6: Returning to the top of the "eligible staff" name list, select ten individuals who work as First-Line Staff Supervisor or Above. Again, try to include individuals from each shift worked by your agency or office. Enter the names of staff selected on the "Survey Respondent Control Log".

Step #7: Give one survey packet envelope to each staff member you have listed on the "Survey Respondent Control Log". Explain briefly what the individual is asked to do. Ask that the materials be completed and mailed to us within three days.

Step #8: After 5 days have elapsed, check with each person on the "Survey Respondent Control Log" to assure that the materials have been returned to us. We will provide a tally of the number of packets returned; however, only you will be able to learn which staff have and have not returned the materials.

THANK YOU FOR YOUR ASSISTANCE IN CONDUCT OF THIS SURVEY

ATTACHMENT A

---

Staff who SHOULD complete the survey packet

---

Staff who SHOULD NOT complete the survey packet

---

Full-time, salaried, case-serving:

Staff who work less than full time.

Law Enforcement Officer:

Sworn personnel who work full time in basic, primary law enforcement functions. This includes patrol, investigation, and special duty officers and deputy sheriffs who respond to calls for service or observed violations of law and/or provide follow-up investigation of such events.

Non-salaried staff.

Staff who work exclusively with adult cases.

Paraprofessionals.

Teachers, clinicians, chaplains, tradesmen, volunteers and other program service personnel.

Prosecuting Attorney:

Officially appointed or elected attorneys responsible for primary prosecution of alleged violations of state, county, or local laws or ordinances who deal with allegations of abuse, neglect, dependency, incorrigibility, or delinquency related to juveniles.

Support staff (accounting, research, business services, personnel services, administrative assistants, training officers, clerical, etc.)

Case-serving staff on special assignment providing support services (e.g., juvenile officer assigned to training).

Judge or Referee:

Judges and their designees who have jurisdiction over allegations of abuse, neglect, dependency, incorrigibility, or delinquency related to juveniles.

Community Caseworker:

- (1) Full-time probation or family court officers assigned to intake screening, investigation, or case-load supervision of juveniles.
- (2) Full-time parole officers responsible for development of parole plans and/or case load supervision of juveniles.

Custodial Worker:

Full-time personnel supervising juveniles in state or local facilities providing *shelter care* or *correctional programs*. DO NOT include custodial staff who work exclusively in facilities used for *detention pending court action*.

ATTACHMENT B

SURVEY RESPONDENT CONTROL LOG

Administrator's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency Name: \_\_\_\_\_ County: \_\_\_\_\_

STAFF SELECTED TO RECEIVE SURVEY MATERIALS:

| Staff Level               | Staff Member's Name | Position Rank Grade | Duty Assignment | Date Survey Packet Delivered | Date Respondent Confirmed Returning Materials |
|---------------------------|---------------------|---------------------|-----------------|------------------------------|---|
| STAFF SUPERVISOR OR ABOVE |                     |                     |                 |                              |   |
|                           |                     |                     |                 |                              |   |
|                           |                     |                     |                 |                              |   |
|                           |                     |                     |                 |                              |   |
|                           |                     |                     |                 |                              |   |
|                           |                     |                     |                 |                              |   |
|                           |                     |                     |                 |                              |   |
|                           |                     |                     |                 |                              |   |
|                           |                     |                     |                 |                              |   |
|                           |                     |                     |                 |                              |   |
| LINE STAFF                |                     |                     |                 |                              |   |
|                           |                     |                     |                 |                              |   |
|                           |                     |                     |                 |                              |   |
|                           |                     |                     |                 |                              |   |
|                           |                     |                     |                 |                              |   |
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|                           |                     |                     |                 |                              |   |
|                           |                     |                     |                 |                              |   |