

**Maryland  
Juvenile Court Case Records  
1983-1984**

117898

**National Juvenile Court Data Archive**

U.S. Department of Justice  
National Institute of Justice

117898

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**MARYLAND**

**JUVENILE COURT CASE RECORDS**

**1983-1984**

**USER'S GUIDE**

Data collected by:

Maryland Juvenile Services Agency  
221-223 W. Gay Street  
Baltimore, MD 21201

Data file and user's guide prepared by:

National Juvenile Court Data Archive  
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### Acknowledgement of Assistance

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The data utilized in this publication were housed in and made available by the National Juvenile Court Data Archive which is maintained by the National Center for Juvenile Justice in Pittsburgh, Pennsylvania, and supported by a grant from the Office of Juvenile Justice and Delinquency Prevention, U.S. Department of Justice. The data were originally collected by the Maryland Juvenile Services Agency. Neither the Maryland Juvenile Services Agency nor the National Center for Juvenile Justice bear any responsibility for the analyses or interpretations presented herein.

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## TABLE OF CONTENTS

	Page
Introduction .....	1
History of Maryland's Juvenile Court Statistics .....	1
Data Collection Methods .....	1
Publications .....	1
Archived Data Files .....	1
Terms of Availability .....	2
Using the Codebook .....	3
Variable List .....	5
Codebook: Variable Descriptions .....	6
Appendix I: Maryland Automated Juvenile Information System Forms .....	21
Appendix II: Original Data Collector's Statement of Acceptance .....	25

## INTRODUCTION

### History of Maryland's Automated Juvenile Information System

The Juvenile Services Administration within the Maryland Department of Health and Mental Hygiene began a case-level automated information reporting system in 1971. A major revision of the system was begun in July, 1981 and completed in 1983. At the beginning of the revision process, data were backloaded on juveniles who were processed by the Juvenile Services Administration after the conversion to the new system. The records of those not seen after July 1, 1981 were not entered into the new system. The Maryland Automated Juvenile Information System (MAJIS) is a batch and on-line system and is now maintained by the Juvenile Services Agency (the Agency), previously known as the Juvenile Services Administration, under the auspices of the Governor's Office. The authority for the Agency to collect data is currently stated in the Maryland Code Annotated, C.J.P., Section 8 of Article 52A. The data are used at the local level as working documents and files and at the state level for juvenile justice planning.

### Data Collection Methods

The juvenile court within circuit courts in 23 counties and the district court in the remaining county have exclusive original jurisdiction over a child alleged to be delinquent, in need of supervision or assistance, who has received a citation for a violation, and a child involved in Interstate Compact cases. The juvenile court has concurrent jurisdiction with the district court in any criminal case coming under the compulsory public school attendance laws of the state.

Juvenile Service Agency field offices perform the intake and post-disposition functions. Agency workers complete a MAJIS form (see Appendix) for each referral to an Agency office. Information collected on the form includes social background, demographic, intake, offense, disposition, treatment and placement data. These forms are batched daily by a local or regional office having an on-line terminal. Information is updated as a case is processed through the system. Edit and relational checks are run by the state. Local offices are contacted concerning errors. A listing of unresolved cases are sent to the local offices every six months for completion.

### Publications

Each year the Agency has published a report summarizing juvenile court processing for the previous fiscal year based on data collected by the Maryland Automated Juvenile Information System. [Juvenile Services Administration Annual Report, Maryland Department of Health and Mental Hygiene.]

### Archived Data Files

Each year the National Juvenile Court Data Archive asks the Agency to create a data file containing selected MAJIS information from records for each case disposed during the previous fiscal year. The data files contain an individual record on each delinquency, status offense, abuse, neglect and traffic case disposed. Cases processed formally (with a petition) and those handled informally (without a petition) are included. Records contain a youth's sex, race, date of birth, date of offense, date of arrest, county of referral and offense, referral reason and

offense, date of referral, source of referral, date of intake decision, manner of handling, date of petition, disposition and date of disposition.

The National Juvenile Court Data Archive staff has merged two fiscal year data files to create calendar year data. The staff has also checked the data for invalid or inconsistent code values. When found, such codes were replaced with missing data code values.

Each case record is 69 characters in length and contains 26 variables. The data are stored in both single calendar and fiscal year files. The number of case records on each calendar year data files is as follows:

<u>Year</u>	<u>Records</u>
1982	38,359
1983	37,154
1984	37,959

### **Terms of Availability**

Each request to use these data should be directed to the Archive. The Archive will contact Maryland's Juvenile Services Agency regarding their release. Upon the Agency's authorization to release and disseminate the data, the data files will be supplied to the requestor by the Archive with any necessary cautions or restrictions.

The Archive provides the data on magnetic tapes AS IS and shall not be held responsible for any liability incurred as a result of any error or omission in the data as it appears on the magnetic tapes. However, should any inconsistencies be found, the Archive asks to be notified so that corrections can be made to the data.

All questions and requests should be addressed to:

National Juvenile Court Data Archive  
National Center for Juvenile Justice  
701 Forbes Avenue  
Pittsburgh, Pennsylvania 15219  
412/227-6950

Summary tabulations on selected variables (manner of handling and sex breakdowns for delinquency/status offense cases and dependency/neglect cases for each county in Maryland) are publicly available beginning with 1982 data through the Inter-university Consortium for Political and Social Research at the University of Michigan, P.O. Box 1248, Ann Arbor, Michigan. 48106.

## USING THE CODEBOOK

The information that follows is based on a study of available documentation from the data supplier (e.g., Juvenile Services Administration's Maryland Automated Juvenile Information System Abbreviated User's Manual), interviews with the data supplier and court personnel and diagnostic analyses performed by the Archive staff. The example below is a reproduction of information appearing in the codebook for a typical variable. The numbers in brackets do not appear in the codebook, but are references to the descriptions which follow this example.

<u>Column/ Width</u>	<u>Variable Number</u>	<u>Code Value and Description</u>
[1] 61/4	[2]MD024	[3] COURT DISPOSITION (alpha/numeric field)
		[4] [Required field] The decision by a judge on the definite action to be taken or treatment plan to be started for a particular case.
		[5] [6]
		( ) No entry
		(ADEN) Authorized detention
		(AINF) Information adjustment
		(ASHC) Authorized shelter care
		:
		:
		(WRIT) Writ pending
		[7] (9999) Missing
		[8] NOTE: This field should be blank when a case is disposed at intake. However, in some instances an informally handled case may have a court disposition. This is an attempt to specify what actually happened in terms of referral to another agency, treatment, etc.

- [1] The starting location and width of the variable in the machine-readable data file. This is the format information needed to read the data into other systems.
- [2] The variable number. The variable number is used as a variable name when the file is processed by systems which use alphabetic variable names (e.g. SPSS).
- [3] The variable label used by statistical systems to identify the variable or program output.
- [4] A description of the variable contents.
- [5] The code values occurring in the data for the variable.
- [6] The textual definitions of the codes. The first 20 characters form a short value label which some systems use to document the output of analysis programs. A longer description follows the short label when necessary.
- [7] The designation of missing data. The Archive staff has replaced any out-of-bounds codes with missing data codes. Many analysis packages require that certain types of

data which are usually excluded from analysis be designated as "missing data". Fields with no entry were left blank and "( ) No entry" is listed as a code value. Some variables also have response options representing "unknown" which are also listed as code values.

- [8] An explanatory/cautionary note.



## VARIABLE LIST

MD001	Sex
MD002	Race
MD003	Year of birth
MD004	Julian date of birth
MD005	Year of arrest
MD006	Julian date of arrest
MD007	Referral reason
MD008	Year of referral
MD009	Julian date of referral
MD010	Referred by
MD011	Year of intake decision
MD012	Julian date of intake decision
MD013	Manner of handling
MD014	Actual disposition
MD015	Year of actual disposition
MD016	Julian date of actual disposition
MD017	County of referral
MD018	Offense
MD019	Year of petition
MD020	Julian date of petition
MD021	Year of offense
MD022	Julian date of offense
MD023	Offense county
MD024	Court disposition
MD025	Year of court disposition
MD026	Julian date of court disposition

## CODEBOOK: VARIABLE DESCRIPTIONS

<u>Column/ Width</u>	<u>Variable Number</u>	<u>Code Value and Description</u>
1/1	MD001	SEX (alpha field)  [Required field] The sex of the juvenile.  (M) Male (F) Female
2/1	MD002	RACE (alpha field)  [Required field] The race of the juvenile.  (B) Black (C) Caucasian (I) Indian (O) Oriental (S) Spanish (U) Unknown (X) Other

DATE OF BIRTH: The date of the juvenile's birth – coded in Julian format (year/ day)

3/2	MD003	YEAR OF BIRTH  [Required field]  (60) 1960 : : (84) 1984 (99) Missing
5/3	MD004	JULIAN DATE OF BIRTH  [Required field]  (001) One : : (366) Three hundred sixty six (999) Missing

Column/ Width	Variable Number	Code Value and Description
------------------	--------------------	----------------------------

DATE OF ARREST: The date of the juvenile's arrest if referred by police -- coded in Julian format (year/ day)

8/2	MD005	YEAR OF ARREST
-----	-------	----------------

(00)	Filler
(79)	1979
:	
:	
(84)	1984
(99)	Missing

10/3	MD006	JULIAN DATE OF ARREST
------	-------	-----------------------

(001)	One
:	
:	
(366)	Three hundred sixty six
(999)	Missing

13/2	MD007	REFERRAL REASON
------	-------	-----------------

[Required field] The general reason the youth was referred to the Agency.

(01)	Adult
(02)	Delinquent - those cases referred to the Agency for acts defined in the statutes of Maryland as the violation of a state law or municipal ordinance by persons who have not reached their 18th birthday.
(03)	CINA - those cases referred to the Agency which involve children who need the assistance of the court because of child abuse, dependency, neglect, or mental handicap.
(04)	CINS - those cases referred to the Agency involving children who are needing guidance, treatment, or rehabilitation because they are habitually truant; habitually disobedient, ungovernable, or beyond control; deport themselves so as to injure or endanger themselves or others; or commit an offense applicable only to children.

DATE OF REFERRAL: The date the youth was referred to the Agency -- coded in Julian format (year/day).

<u>Column/ Width</u>	<u>Variable Number</u>	<u>Code Value and Description</u>
15/2	MD008	YEAR OF REFERRAL  [Required field]  (79) 1979 : : (84) 1984
17/3	MD009	JULIAN DATE OF REFERRAL  [Required field]  (001) One : : (366) Three hundred sixty six
20/2	MD010	REFERRED BY  [Required field] Individual or agency first bringing the case to the attention of the Agency.  (01) Police (02) Department of Education (03) Parent, relative (04) Department of Social Services (05) Other social agency (06) Court (07) Citizen (08) Special police (09) Transfer from other source (10) Inter-region courtesy (11) Interstate courtesy (12) Training school release (13) Training school commitment (14) Self (15) Reverse waiver - transferred from adult criminal court back to juvenile court (16) Other

DATE OF INTAKE DECISION: The date an Agency worker decides to handle a case informally or recommends to the State Attorney that a petition be filed -- coded in Julian format (year/day).

22/2	MD011	YEAR OF INTAKE DECISION  [Required field]
------	-------	---

<u>Column/ Width</u>	<u>Variable Number</u>	<u>Code Value and Description</u>
--------------------------	----------------------------	-----------------------------------

(79)	1979
:	
:	
(84)	1984
(99)	Missing

24/3	MD012	JULIAN DATE OF INTAKE DECISION
------	-------	--------------------------------

(001)	One
:	
:	
(366)	Three hundred sixty six
(999)	Missing

27/4	MD013	MANNER OF HANDLING (alpha/numeric field)
------	-------	--

[Required field] Indicates whether the case was handled formally (with a petition), informally (without a petition), or sent to adult criminal court.

(AINF) Informal adjustment - those referrals which are resolved by an intake officer by giving voluntary informal supervision for up to 90 days and/or referral to another agency when it appears that the child and his/her parent need assistance in preventing further violations of the law, but will not require nor benefit from judicial proceeding.

(CCAI) Case closed at intake - those referrals which are resolved by an intake officer through minimal involvement of staff when the facts and circumstances of the offense and the child's background indicate that no supervision or further counselling from the Juvenile Services Agency or intervention by the court is necessary or desirable for effecting a positive adjustment by the child.

(DISA) Disapproved - those referrals which are determined as lacking legal sufficiency.

(FAFP) Formal authority filing of petition - those cases in which a petition has been authorized and filed requiring formal court action.

(FSAO) Felony forwarded to State's Attorney - indicates that the case involved a violent offender 16 year of age or older who was automatically referred to the State's Attorney for action. The State's Attorney can decide to handle the case formally or informally; it's not a decision by the Juvenile Services Agency.

(9999) Missing

<u>Column/ Width</u>	<u>Variable Number</u>	<u>Code Value and Description</u>
31/4	MD014	ACTUAL DISPOSITION (alpha field)
		[Required field] Summarizes the "manner of handling" field and the "court disposition" field. When a case is handled informally the "manner of handling" and "actual disposition" codes are the same. For cases handled formally, the "court disposition" and "actual disposition" fields are the same.
		(ADEN) Authorized detention
		(AINF) Informal adjustment - those referrals which are resolved by an intake officer by giving voluntary informal supervision for up to 90 days and/or referral to another agency when it appears that the child and his/her parent need assistance in preventing further violations of the law, but will not require nor benefit from judicial proceeding.
		(ASHC) Authorized shelter care
		(CCAI) Case closed at intake - those referrals which are resolved by an intake officer through minimal involvement of staff when the facts and circumstances of the offense and the child's background indicate that no supervision or further counselling from the Juvenile Services Agency or intervention by the court is necessary or desirable for effecting a positive adjustment by the child.
		(CCRT) Counseled by the court
		(CDSS) Committed to DSS
		(CFIC) Conduct further investigation
		(CGHP) Committed group home placement
		(CHRE) Commitment hospital for retarded
		(CJSA) Commit to JSA - The child is committed to the Agency for placement. The Agency decides where to place the youth. Types of placements range from community-based to secure institutions. [effective 7/1/84]
		(COMS) Community supervision
		(CONT) Continued case
		(CPSH) Commitment in psychiatric hosp.
		(CSUP) Currently under supervision
		(CTOR) Closed or assigned, court order
		(CTRS) Commitment to training school
		(CUST) Custody awarded to
		(CYSC) Committed youth centers
		(DHMH) Committed to DHMH
		(DISA) Disapproved - those referrals which are determined as lacking legal sufficiency.
		(DISM) Dismissed
		(DLSP) Driver's license suspended
		(DLTS) Driver's license to be suspended
		(DSAO) Petition dismissed by State Attorney - Agency worker requested that a petition be filed but it was never actually filed. Instead the State Attorney dismissed the case.
		(FAFP) Formal authority filing of petition - those cases in which petition has been authorized and filed requiring formal court action.
		(FSAO) Felony forwarded to State's Attorney - indicates that the case involved a violent offender 16 year of age or older who was

Column/ Width	Variable Number	Code Value and Description
		automatically referred to the State's Attorney for action. The State's Attorney can decide to handle the case formally or informally; it's not a decision by the Juvenile Services Agency.
	(INRC)	Interregion courtesy
	(INSC)	Interstate courtesy
	(JSAI)	Committed to JSA, institution
	(JSAP)	Committed to JSA, placement
	(JURW)	Jurisdiction waived
	(NOLP)	Nol pros
	(OTHE)	Other
	(PBVE)	Probation before verdict
	(PDSS)	Protective supervision DSS
	(PETW)	Petition withdrawn - State's Attorney decision to withdraw a petition prior to a court hearing.
	(PGSH)	Placement in group, home setting
	(PJSA)	Protective supervision, JSA
	(PLFC)	Placement in foster care
	(PPAR)	Probation to parent
	(PROB)	Probation to JSA
	(PRTC)	Placement residential treatment center
	(RDIV)	Referred to diversion program
	(REHS)	Rehabilitative services
	(REST)	Restitution or fine
	(RETH)	Return home
	(RJEC)	Referral rejected - State's Attorney decision to totally reject the referral prior to a court hearing.
	(RLHD)	Referred to local health dept.
	(RMRA)	Referred state MRA
	(ROAG)	Referred to other agency
	(RPMA)	Referred prev. medicine admin.
	(RPSY)	Referred to psychiatric care
	(RSDE)	Referred state dept. education
	(RTSS)	Released from training school, supr
	(RTSU)	Released from training school, unsupr
	(RYSB)	Refer to youth services bureau
	(SCUR)	Subcuria - Under supervision of the Agency. If the youth does something wrong he/she can be placed on formal probation. [effective 7/1/84]
	(SOCR)	Social restitution
	(STET)	STET - A formally handled case which is held open. If the youth does anything wrong, the case can be disposed more severely.
	(SUPT)	Support ordered or revised
	(SUSP)	Suspended sentence
	(TERM)	Case terminated
	(TRAN)	Transfer to or from other source
	(WARN)	Warned
	(WRIT)	Writ pending - Unable to locate the juvenile.

DATE OF ACTUAL DISPOSITION: The date that informally handled cases were disposed by the Agency (based on "date of intake decision") or the date formally

<u>Column/ Width</u>	<u>Variable Number</u>	<u>Code Value and Description</u>
		handled cases were disposed by a juvenile court judge (based on "date of court disposition") – coded in Julian format (year/day).
35/2	MD015	YEAR OF ACTUAL DISPOSITION  [Required field]  (79) 1979 : : (84) 1984
37/3	MD016	JULIAN DATE OF ACTUAL DISPOSITION  [Required field]  (001) One : : (366) Three hundred sixty six
40/3	MD017	COUNTY OF REFERRAL  [Required field] The county in which the Agency handled the referral.  (010) Allegany (020) Anne Arundel (030) Baltimore (031) Towson (032) Dundalk (033) Essex (034) Arbutus (040) Calvert (050) Caroline (060) Carroll (070) Cecil (080) Charles (090) Dorchester (100) Frederick (110) Garrett (120) Harford (130) Howard (140) Kent (150) Montgomery (151) Rockville (152) Silver Spring (160) Prince George's (161) Upper Marlboro (162) Greenbelt (163) Suitland



<u>Column/ Width</u>	<u>Variable Number</u>	<u>Code Value and Description</u>
		(164) Night intake pg co
		(165) Court intake pg co
		(166) Community arbitration pg cty
		(170) Queen Anne's
		(180) Saint Mary's
		(190) Somerset
		(200) Talbot
		(210) Washington
		(220) Wicomico
		(230) Worcester
		(240) Out of state
		(300) Baltimore city, center
		(310) Baltimore city, east
		(320) Baltimore city, south
		(330) Baltimore city, west
		(340) Baltimore city comm. arbitration

NOTE: Codes 030, 031, 032, 033, and 034 can be combined for the total number of cases handled in Baltimore County. Codes 150, 151, and 152 can be combined for the total number of cases in Montgomery County. Codes 160, 161, 162, 163, 164, 165, and 166 can be combined for the total number of cases handled in Prince Georges County. Codes 300, 310, 320, 330 and 340 can be combined for the total number of cases in Baltimore City.

43/5 MD018 OFFENSE (alpha field)

The most serious offense behavior or condition for which a youth was referred to the Agency.

(A&B) Assault and battery - aggravated assault  
 (A&R) Assault and robbery  
 (ABRIB) Attempted bribery  
 (ADOFF) Adult offense - The charge is filed against an adult. Includes such things as non-support, contributing to delinquency, etc.  
 (AIDAB) Aiding and abetting  
 (ALAR) Attempted larceny  
 (ALB) Alcoholic beverage - Includes situations where a juvenile is in public and involved with alcohol.  
 (ARDW) Assault and robbery with deadly weapon  
 (ARSON) Arson felony  
 (ASLT) Assault - simple assault  
 (ASMA) Assault with intent to maim - aggravated assault  
 (ATBE) Attempted break and enter, break and enter misdemeanor [occurs during the day]  
 (ATBUR) Attempted burglary [occurs during the night]  
 (ATDHB) Attempted day house break [occurs during the day]  
 (ATFP) Attempted false pret  
 (ATRAP) Attempted rape  
 (ATRDW) Att. robbery with deadly weapon  
 (ATSON) Arson mis., attempted  
 (ATSTO) Att. sthouse bkg, ect. [occurs during the day]

<u>Column/ Width</u>	<u>Variable Number</u>	<u>Code Value and Description</u>
		(ATTFT) Attempt theft, theft mis
		(ATTR) Attempted robbery
		(AULAR) Auto larceny
		(AWIM) Assault with intent to murder - aggravated assault
		(AWIR) Assault with intent to rob
		(AWIRA) Assault with intent to rape
		(B&E) Break and enter felony [occurs during the day]
		(BBG) BB gun
		(BRIB) Bribery
		(BSC) Bomb scare
		(BUR) Burglary [occurs during the night]
		(CB) Child beating - a child abuse-related case
		(CBURN) Cross burning
		(CHAB) Child abuse
		(CK) Carnal knowledge
		(COC) Contempt of court
		(CONSP) Conspiracy
		(CRAN) Cruelty to animals
		(CRPG) Crap game
		(CTOOL) Criminal tools
		(DC) Disorderly conduct
		(DFA) Discharging firearms
		(DHB) Daytime house break
		(DISH) Dis house nar prostitution
		(DN) Dependent and neglected
		(DP) Disturbing the peace
		(DRIMP) Driving impaired - Driving affected due to drugs
		(DRINT) Driving intoxicated - Driving affected due to alcohol
		(DW) Deadly weapon felony
		(DWMIS) Deadly weapon mis
		(ESC) Escape
		(ESCAT) Attempt escape
		(EXTOM) Extortion mis
		(EXTOR) Extortion felony, threat
		(EXTRA) Extradition
		(FA) False alarm
		(FORG) Forgery or counterfeit
		(FP) False pretense
		(FR) False report
		(FRAUD) Fraud
		(FTA) Failure to appear
		(FTR) Failing to register
		(GAMB) Bookmaking, numbers
		(GLUSN) Glue sniff, toxic sub
		(HARAS) Harassment
		(HGV) Hand gun violation
		(HPO) Hinder police officer
		(INEX) Indecent exposure
		(KID) Kidnapping, abduction
		(LAFAU) Larceny from auto
		(LAR) Larceny felony
		(LARM) Larceny mis
		(LAT) Larceny after trust
		(LOIT) Loiter

<u>Column/ Width</u>	<u>Variable Number</u>	<u>Code Value and Description</u>
	(MALD)	Malicious destruction
	(MALRC)	Malicious destruction, railroad cars
	(MAYH)	Mayhem
	(MH)	Mentally handicapped - A mentally handicapped youth is referred to the Agency for temporary shelter care.
	(MS)	Manslaughter
	(MUR)	Murder
	(MVV)	Motor vehicle violation
	(NAR)	Lsd, barb, cocaine, ect.
	(NARA)	Violation narcotic laws, addend
	(NARP)	Narcotics paraphernalia
	(NEG)	Neglected
	(OBJUS)	Obstructing justice
	(OTHER)	Code not available - This is a catchall category for delinquency offenses.
	(PAND)	Pandering
	(PG)	Pellet gun
	(PJY)	Perjury
	(PORNO)	Child pornography
	(PP)	Perverted practice
	(PS)	Purse snatching
	(RA)	Resisting arrest
	(RAPE)	Rape
	(RAPE1)	Rape 1st degree
	(RAPE2)	Rape 2nd degree
	(RDW)	Robbery with deadly weapon
	(REC)	Railroad car burglary
	(RNWY)	Runaway
	(ROB)	Robbery
	(RSG)	Receive sotlen goods
	(RV)	Rogue and vagabond
	(SC)	School complaint - A referral by the board of education to the Agency because of some kind of disturbance or trouble at school. This mostly involves delinquent-type activity.
	(SEX)	Sex offense, general
	(SEX1)	First degree sex offense
	(SEX2)	Second degree sex offense
	(SEX3)	Third degree sex offense
	(SEX4)	Fourth degree sex offense
	(SL)	Shoplifting
	(SOD)	Sodomy
	(SOLIC)	Soliciting
	(SRAPE)	Statutory rpae
	(STBR)	Sthouse bkg, ect.
	(STWIT)	State witness
	(TAFA)	Taxicab fare
	(TAMP)	Tampering
	(TELM)	Telephone misuse
	(TGG)	Tear gas bomb
	(THEFT)	Theft felony
	(TRES)	Trespassing
	(TRF)	Traffic violation
	(TRU)	Truant
	(UNGOV)	Ungovernable

<u>Column/ Width</u>	<u>Variable Number</u>	<u>Code Value and Description</u>
	(UU)	Unauthorized - Unauthorized use of motor vehicle, joyriding
	(VAC)	Violation of aftercare - A technical violation of the aftercare agreement. It is not due to a new delinquency or status offense.
	(VCO)	Violation of city ord
	(VGAML)	Violation of gaming laws
	(VOP)	Violation of probation - A technical violation of the probation agreement. It is not due to a new delinquency or status offense.
	(VPS)	Violation of protective super - A technical violation of the protective supervision agreement. It is not due to a new delinquency or status offense.

NOTE: Dependency, abuse and neglect cases only come to the attention of the Agency when a petition is filed. The Department of Social Services serves as intake for these cases.

NOTE: The offense alcoholic beverage (ALB) was classified as a status offense as of January 1983. Prior to that time it was considered by the Agency to be a delinquency offense.

DATE OF PETITION: The date a petition was filed – coded in Julian format (year/day).

48/2	MD019	YEAR OF PETITION
	(00)	Filler
	(79)	1979
	:	
	:	
	(84)	1984
50/3	MD020	JULIAN DATE OF PETITION
	(001)	One
	:	
	:	
	(366)	Three hundred sixty six

DATE OF OFFENSE: The date of the offense – coded in Julian format (year/day).

53/2	MD021	YEAR OF OFFENSE
		[Required field]
	(00)	Filler
	(79)	1979
	:	

<u>Column/ Width</u>	<u>Variable Number</u>	<u>Code Value and Description</u>
		:
		(84) 1984
		(99) Missing
55/3	MD022	JULIAN DATE OF OFFENSE
		[Required field]
		(001) One
		:
		:
		(366) Three hundred sixty six
		(999) Missing
58/3	MD023	OFFENSE COUNTY
		The county in which the offense occurred.
		(010) Allegany
		(020) Anne Arundel
		(030) Baltimore
		(031) Towson
		(032) Dundalk
		(033) Essex
		(034) Arbutus
		(040) Calvert
		(050) Caroline
		(060) Carroll
		(070) Cecil
		(080) Charles
		(090) Dorchester
		(100) Frederick
		(110) Garrett
		(120) Harford
		(130) Howard
		(140) Kent
		(150) Montgomery
		(151) Rockville
		(152) Silver Spring
		(160) Prince George's
		(161) Upper Marlboro
		(162) Greenbelt
		(163) Suitland
		(164) Night intake pg co
		(165) Court intake pg co
		(166) Community arbitration pg cty
		(170) Queen Anne's
		(180) Saint Mary's
		(190) Somerset
		(200) Talbot
		(210) Washington
		(220) Wicomico

Column/ Width	Variable Number	Code Value and Description
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	(230)	Worcester
	(240)	Out of state
	(300)	Baltimore city, center
	(310)	Baltimore city, east
	(320)	Baltimore city, south
	(330)	Baltimore city, west
	(340)	Baltimore city comm. arbitration

NOTE: Codes 030, 031, 032, 033, and 034 can be combined for the total number of cases handled in Baltimore County. Codes 150, 151, and 152 can be combined for the total number of cases in Montgomery County. Codes 160, 161, 162, 163, 164, 165, and 166 can be combined for the total number of cases handled in Prince Georges County. Codes 300, 310, 320, 330 and 340 can be combined for the total number of cases in Baltimore City.

61/4	MD024	COURT DISPOSITION (alpha/numeric field)
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[Required field] The decision by a judge on the definite action to be taken or a treatment plan to be started for a particular case.

( )	No entry
(ADEN)	Authorized detention
(AINF)	Informal adjustment - those referrals which are resolved by an intake officer by giving voluntary informal supervision for up to 90 days and/or referral to another agency when it appears that the child and his/her parent need assistance in preventing further violations of the law, but will not require nor benefit from judicial proceeding.
(ASHC)	Authorized shelter care
(CCAI)	Case closed at intake - those referrals which are resolved by an intake officer through minimal involvement of staff when the facts and circumstances of the offense and the child's background indicate that no supervision or further counselling from the Juvenile Services Agency or intervention by the court is necessary or desirable for effecting a positive adjustment by the child.
(CCRT)	Counseled by the court
(CDSS)	Committed to DSS
(CFIC)	Conduct further investigation
(CGHP)	Committed group home placement
(CHRE)	Commitment hospital for retarded
(CJSA)	Commit to JSA - The child is committed to the Agency for placement. The Agency decides where to place the youth. Types of placements range from community-based to secure institutions. [effective 7/1/84]
(COMS)	Community supervision
(CONT)	Continued case
(CPSH)	Commitment in psychiatric hosp.
(CSUP)	Currently under supervision
(CTOR)	Closed or assigned, court order
(CTRS)	Commitment to training school

<u>Column/ Width</u>	<u>Variable Number</u>	<u>Code Value and Description</u>
	(CUST)	Custody awarded to
	(CYSC)	Committed youth centers
	(DHMH)	Committed to DHMH
	(DISA)	Disapproved - those referrals which are determined as lacking legal sufficiency.
	(DISM)	Dismissed
	(DLSP)	Driver's license suspended
	(DLTS)	Driver's license to be suspended
	(DSAO)	Petition dismissed by State Attorney - Agency worker requested that a petition be filed but it was never actually filed. Instead the State Attorney dismissed the case.
	(FAFP)	Formal authority filing of petition - those cases in which petition has been authorized and filed requiring formal court action.
	(FSAO)	Felony forwarded to State's Attorney - indicates that the case involved a violent offender 16 year of age or older who was automatically referred to the State's Attorney for action. The State's Attorney can decide to handle the case formally or informally; it's not a decision by the Juvenile Services Agency.
	(INRC)	Interregion courtesy
	(INSC)	Interstate courtesy
	(JSAI)	Committed to JSA, institution
	(JSAP)	Committed to JSA, placement
	(JURW)	Jurisdiction waived
	(NOLP)	Nol pros
	(OTHE)	Other
	(PBVE)	Probation before verdict
	(PDSS)	Protective supervision DSS
	(PETW)	Petition withdrawn - State's Attorney decision to withdraw a petition prior to a court hearing.
	(PGSH)	Placement in group, home setting
	(PJSA)	Protective supervision, JSA
	(PLFC)	Placement in foster care
	(PPAR)	Probation to parent
	(PROB)	Probation to JSA
	(PRTC)	Placement residential treatment center
	(RDIV)	Referred to diversion program
	(REHS)	Rehabilitative services
	(REST)	Restitution or fine
	(RETH)	Return home
	(RJEC)	Referral rejected - State's Attorney decision to totally reject the referral prior to a court hearing.
	(RLHD)	Referred to local health dept.
	(RMRA)	Referred state MRA
	(ROAG)	Referred to other agency
	(RPMA)	Referred prev. medicine admin.
	(RPSY)	Referred to psychiatric care
	(RSDE)	Referred state dept. education
	(RTSS)	Released from training school, supr
	(RTSU)	Released from training school, unsupr
	(RYSB)	Refer to youth services bureau

<u>Column/ Width</u>	<u>Variable Number</u>	<u>Code Value and Description</u>
		(SCUR) Subcuria - Under supervision of the Agency. If the youth does something wrong he/she can be placed on formal probation. [effective 7/1/84]
		(SOCR) Social restitution
		(STET) STET - A formally handled case which is held open. If the youth does anything wrong, the case can be disposed more severely.
		(SUPT) Support ordered or revised
		(SUSP) Suspended sentence
		(TERM) Case terminated
		(TRAN) Transfer to or from other source
		(WARN) Warned
		(WRIT) Writ pending - unable to locate the juvenile.
		(9999) Missing

NOTE: This field should be blank when a case is disposed at intake. However, in some instances an informally handled case may have a court disposition. This is an attempt to specify what actually happened in terms of referral, treatment, etc.

DATE OF COURT DISPOSITION: The date a judge decided a disposition of a case -- coded in Julian format (year/day).

65/2 MD025 YEAR OF COURT DISPOSITION

[Required field]

(00) Filler

(80) 1980

:

:

(84) 1984

67/3 MD026 JULIAN DATE OF DISPOSITION

[Required field]

(001) One

:

:

(366) Three hundred sixty six



## Appendix I

### Maryland Automated Juvenile Information System Forms

## FORM 1

MARYLAND

AUTOMATED JUVENILE INFORMATION

SYSTEM

- ☐ ADD  
☐ CHANGE  
☐ DELETE  
☐ HARD COPY

SEX	JUVENILE'S NAME-LAST	FIRST	MI	SUF
RAC	ORIGINAL AGENCY/CASE NUMBER	DATE OF BIRTH	VER	COUNTY
				CTY

☐ PERSONAL

SOCIAL SECURITY NUMBER		ADDRESS-NUMBER AND STREET-APARTMENT NUMBER										CITY	
STATE	ZIP CODE	CENSUS TRACT NO.	STATE OF BIRTH	BOOY BLD	EYES	HAIR	HEIGHT FT. INCHES	WEIGHT	SCARS LOC	TATTOO LOC	REL	OT LAST SOC HST	
PERS IN HSHLD	HOME TELEPHONE NO.		EMERGENCY TELEPHONE NO.		RESIDING WITH STATUS							CUS	
EMPLOYMENT STATUS								EMP	CLIENT DESCRIPTOR				CLI
LEGAL CUSTODY STATUS			CUS	FINGERPRINT NUMBER							AKA KEY		
AKA SEQ.	AKA OR NICKNAME-LAST		FIRST	MI	SUF	PRIMARY CLIENT NUMBER							

☐ FAMILY / SOCIAL

MOTHER'S NAME-LAST		FIRST		MI	SUF	ADDRESS-NUMBER (IF DIFFERENT) AND									
STREET-APARTMENT NO.		CITY		STATE	ZIP CODE	HOME TELEPHONE NO.		EMPLOYMENT STATUS							
EMPLOYMENT STATUS (CONT)				EMP	OCCUPATION CODE				OCC	YRS OF ED					
GUARDIAN'S NAME-LAST		FIRST		MI	SUF	ADDRESS-NUMBER (IF DIFFERENT) AND									
STREET-APARTMENT NO.		CITY		STATE	ZIP CODE	HOME TELEPHONE NO.		EMPLOYMENT STATUS							
EMPLOYMENT STATUS (CONT)				EMP	OCCUPATION CODE				OCC	YRS OF ED					
FATHER'S NAME-LAST		FIRST		MI	SUF	ADDRESS-NUMBER (IF DIFFERENT) AND									
STREET-APARTMENT NO.		CITY		STATE	ZIP CODE	HOME TELEPHONE NO.		EMPLOYMENT STATUS							
EMPLOYMENT STATUS (CONT)				EMP	OCCUPATION CODE				OCC	YRS OF ED					
GUARDIAN'S NAME-LAST		FIRST		MI	SUF	ADDRESS-NUMBER (IF DIFFERENT) AND									
STREET-APARTMENT NO.		CITY		STATE	ZIP CODE	HOME TELEPHONE NO.		EMPLOYMENT STATUS							
EMPLOYMENT STATUS (CONT)				EMP	OCCUPATION CODE				OCC	YRS OF ED					
FAMILY ANNUAL GROSS INCOME		PRIMARY SOURCE OF INCOME				INC	SIBS KNOWN	SIBS IN FAMILY	SIBS IN HOME	POS OF CHILD	TYPE OF				
HOUSING	HOU	ELIGIBILITY CATEGORY				ELG	PARENTAL STATUS					PNT			
FATHER DOB AND TIE		SEX	RAC	MOTHER DOB AND TIE		SEX	RAC	MALE GUARDIAN DOB AND TIE		SEX	RAC	FEMALE GUARDIAN DOB AND TIE		SEX	RAC
SIBLING NAME-LAST		FIRST		MI	SUF	DOB AND TIE BREAKER		SEX	RAC						
SIBLING NAME-LAST		FIRST		MI	SUF	DOB AND TIE BREAKER		SEX	RAC						
SIBLING NAME-LAST		FIRST		MI	SUF	DOB AND TIE BREAKER		SEX	RAC						

APPROVED BY

TITLE

DATE

ENTRY TERMINAL COPY

## FORM 2

## MARYLAND AUTOMATED JUVENILE INFORMATION SYSTEM

- ☐ ADD  
☐ CHANGE  
☐ DELETE  
☐ HARD COPY

SEX	JUVEVILES NAME LAST	FIRST	MI SUF
RAC	ORIGINAL AGENCY CASE NUMBER	DATE OF BIRTH	VER COUNTY CTY

☐ EDUCATIONAL/HEALTH

SCHOOL NAME	SCHOOL NO.	COUNTY	CTY	SCL GRD COMP	AVG
HEALTH JULIAN DT.	HEALTH SEQ. NO.	DT LAST PSYCHOLOGICAL	DT LAST MEDICAL	DT LAST PSYCHIATRIC	HEALTH PROBLEM
MEDICATION USED					WORKER ID
TEST JULIAN DATE	TEST SEQ. NO.	TEST ID NO.	DT. ADMINISTERED	SEC. NO.	SCORE
AGY (CONT)	AGENCY	WORKER NAME LAST	FIRST	MI SUF	WORKER

☐ REFERRAL/DISPOSITION

REFERRAL REASON	REA	DATE OF REFERRAL	TIME OF DTN REQ	REFERRED BY	SRC
WORKER ID	WORKER	POLICE BADGE NO.	COMPLAINT NO.	DATE OF ARREST	
MANNER OF HANDLING	DIS	DT INTAKE DEC	TEMPORARY CUSTODY OF CHILD	CUS	
INTAKE RECOMMENDED DISP	DIS	AGENCY REFERRED TO:	AGENCY		
WORKER RECOMMENDING	WORKER	ACTUAL DISPOSITION	DIS	DT. ACTUAL DISP.	
DISPOSITION RENDERED BY	AGENCY	COUNTY OF REFERRAL	CTY		
CASE WEIGHT	CWT	CASE TRACKING STATUS	TRK	DT WKR ASSIGNED	
CASE WORKER ASSIGNED NAME LAST	FIRST	MI SUF	WORKER	PROC. SPV UNIT I.D.	SPV
COURT NO.(JURIS)	CTY	DT CASE HEARD	DT CASE CLOSED	AGENCY ID	CASE NUMBER
				REF KEY	REF SEQ

☐ OFFENSE/DISPOSITION

	AGENCY ID	CASE NUMBER	REF KEY	REF SEQ	REF KEY	REF SEQ
OFF SEQ.NO.	OFFENSE/COMPLAINT	OFF	PETITION NUMBER	CNT	DT OFF OCCURRED	
LOCATION OF OFFENSE	ZIP CODE	CENSUS TRACT NO.	DT CHARGED			
DT PETITION FILED	COUNTY	CTY	COURT DISPOSITION	DIS	DT. DISP. RENDERED	
OFF SEQ.NO.	OFFENSE/COMPLAINT	OFF	PETITION NUMBER	CNT	DT OFF OCCURRED	
LOCATION OF OFFENSE	ZIP CODE	CENSUS TRACT NO.	DT CHARGED			
DT PETITION FILED	COUNTY	CTY	COURT DISPOSITION	DIS	DT DISP. RENDERED	
REF KEY	REF SEQ	OFF SEQ.NO.	OFF KEY	OTH INV. SEQ.NO.	ACCOMPLICE JUVENILE ID	AGE
REF KEY	REF SEQ	OFF SEQ.NO.	OFF KEY	OTH INV. SEQ.NO.	ACCOMPLICE JUVENILE ID	AGE

☐ OTHERS INVOLVED

APPROVED BY

TITLE

DATE

ENTRY TERMINAL COPY

## FORM 3

MARYLAND

## AUTOMATED JUVENILE INFORMATION

## SYSTEM

- ☐ ADD  
☐ CHANGE  
☐ DELETE  
☐ HARD COPY

SEX	JUVENILES NAME-LAST	FIRST	MI	SUF
RAC	ORIGINAL AGENCY/CASE NUMBER	DATE OF BIRTH	VER	COUNTY
				CTY

☐ TREATMENT PROGRAM/SERVICES

GOAL										COA	
SUB GOAL					SUB	TREATMENT AGENCY			AGENCY		
TREATMENT SERVICE REQUIRED					SER	NO REQ.			TREATMENT SERVICE PROVIDED		
					SER				NO PRO.		
PRIMARY SERVICE WORKER NAME-LAST					FIRST	MI	SUF	WORKER	DT ACTUALLY STARTED		
DT ACTUALLY ENDED		UNIT COST OF SER. REQ.		UNIT COST OF SER. PRO.		AGENCY ID		CASE NUMBER		REF KEY	REF. SEQ.
										JULIAN TRMT. DT	

☐ PROGRAM/CASE PLAN

GOAL										COA			
SUB GOAL (CLOSING REASON)										SUB	ACT	DT BAR FIRST KNOWN	
BARRIER										BAR	PROG. AGENCY ID		AGENCY
PROG. CASE NO.		ELIGIBILITY CATEGORY				ELG	DT ELG. DET-RE DET		DT ELG IN EFFECT		DT TO BE RE DET		
AGENCY ID	CASE NUMBER	REF. KEY	REF. SEQ.	JULIAN TRMT DT	PLAN SEQ.								

☐ INVESTIGATIVE/SUPERVISION

WORKER NAME-LAST					FIRST	MI	SUF	WORKER	INV. SUP DISP.			
DISPOSITION (CONT.)					DIS	DT OF DISPOSITION		PROC SUPV UNIT ID			SPV	CAT
DT INV-SUP STARTED	DT INV TERM COURT	DT INV TERM JSA	AGENCY ID	CASE NUMBER	REF KEY	REF. SEQ.						

☐ PLACEMENT

AGENCY ID		CASE NUMBER		REF KEY	REF. JULIAN ADM DT	ADMIT TIME
FACILITY NAME		FACILITY NO.		TYPE OF ADMISSION		ADM
DT OF ADMISSION	TIME ADM	CENTER/UNIT NO ASSIGNED		CTR	COUNTY SUBMITTING	CTY
REASON PLACED		PLC	PROJ DT OF REL	DT REL/TERM	TIME REL TERM	DT RECISSION RECD
RELEASED TO		CUS	AGENCY REL-TRANSFERRED TO		AGENCY	
TYPE OF RELEASE-TRANSFER		TYP	PLACEMENT RECOMMENDED DISPOSITION		DIS	DATE OF REC DISP

☐ LEAVE

DATE OF REFERRAL
------------------

REF KEY	REF. SEQ.	JULIAN ADM DT	TIME ADMIT	A/U JULIAN DT DEPARTED
TYPE DT DEPARTED	TIME DEPART	DT PROJ RETURN	DT ACT RETURN	TIME ACT RET
REF KEY	REF. SEQ.	JULIAN ADM DT	TIME ADMIT	A/U JULIAN DT DEPARTED
TYPE DT DEPARTED	TIME DEPART	DT PROJ RETURN	DT ACT RETURN	TIME ACT RET

APPROVED BY

TITLE

DATE

ENTRY TERMINAL COPY

**Appendix II**

**Original Data Collector's Statement of Acceptance**