



Guidelines for the Coding of Data Elements Commonly Found in Juvenile Court Information Systems

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Research Division of the
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Introduction

This document presents coding structures for many data elements commonly collected on delinquency and status offense cases by juvenile court information systems. The purpose of this document is not to provide a final coding design for juvenile court data collection systems. It is expected that court information systems will collect a broader range of data elements and even employ more detailed coding categories for many of the data elements presented in this document, while adhering to the recommended coding structures. The purpose of this work is to encourage information systems to adopt coding schemes for a core set of important data elements which will promote the compatibility of data from year to year within the court, among various courts, and with available state and national crime and census data. In addition, it is hoped that this work will promote the adoption of well-documented, clearly defined data elements and values by presenting examples of the level of detail such documentation should meet. It is very difficult to construct a single set of data terminology which describes the present and future attributes of a juvenile court case; however, it is possible and desirable to write definitions of terminology and procedures with a clarity that enables the determination of the compatibility of data across time and jurisdictions.

Juvenile court information systems that encode their data elements compatibly with the following coding structures will improve the system's ability to meet the present and future needs of the court. A firm commitment to a common foundation of court data will ensure the compatibility of data over time, throughout the natural evolution in the structure and content of the information system. This will enable courts to study over long time frames the impact of their programs and policies and the effect of specific legislation or case law.

In addition, coding structures based on these recommendations will maximize the consistency of the court's coding categories with those of the Uniform Crime Reporting Program of the Federal Bureau of Investigation, the National Crime Survey of the Bureau of Justice Statistics, the demographic and sociological data collection efforts of the U.S. Bureau of the Census, and the other court data available through the National Juvenile Court Data Archive at the National Center for Juvenile Justice. The availability of consistent data across these information resources greatly enhances the management, policy analysis, and research potential of the court's data by permitting the court to compare its caseloads with the demographic and sociological characteristics of the community at large, to understand local juvenile problems in the context of state, regional, and national crime trends, and to compare itself to other courts experiencing similar problems, working under various legislative mandates, or employing experimental or model programs. Such cross-jurisdictional comparisons, so vital in developing our understanding of the juvenile justice system, are virtually impossible without compatible data.

General Terminology¹

CASE: Each case represents a youth dealt with by a juvenile court on a new referral in delinquency or status offense proceedings regardless of the number of charges contained in that referral. A youth charged with three burglaries and a vandalism in a single referral should be identifiable as a single case, while a youth referred to court intake for three burglaries and referred again the following week on another burglary charge should be represented as two cases.

A case is *disposed* when some definite action has been taken or some plan of treatment has been decided upon or begun. It does not necessarily mean that the case is *closed* in the sense that all contact with the youth or his family has ceased. A case may be disposed without the filing of a petition by an intake decision to direct file the case in adult (criminal) court; to refer the youth to an agency, institution, or individual for handling; to keep the youth under the informal/voluntary supervision of a probation officer; or to drop the case without any action. Or a case may be disposed formally by a court order of dismissal, probation, commitment, or waiver.

Some courts may wish to track or count offenses referred, complaints referred, youth referred, offenses filed, petitions filed, incidents referred, hearings held, or disposition rendered. Indeed with the appropriate record structure, many automated case tracking systems can generate reports using all of these units of count. But regardless of the unit(s) of count on which the system is based, it is recommended that the information system be able to represent the information collected at the level of *case* as defined above.

INTAKE: The process by which a juvenile referral is received by personnel of a probation agency, juvenile court or special intake unit, and a decision made to close the case at intake, or refer the juvenile to another agency, or place him or her under some kind of care or supervision, or file a petition in a juvenile court.

Intake, or probation screening or preliminary screening, is the first step in developing an official response to a juvenile whose behavior or alleged behavior is in violation of the law or could otherwise cause a juvenile court to assume jurisdiction. Which official or government unit assigned the responsibility of making the intake decision depends on how a given jurisdiction has organized its juvenile services. The screening function is sometimes assigned to probation officers attached to the court, sometimes to individuals or a special unit within a probation agency, or to a separate

¹Throughout this document an attempt has been made to utilize, where available, standard or widely accepted definitions of terms, variables and coding values. This work is based in part on the recommended statistical terminology and definitions found in the Dictionary of Criminal Justice Data Terminology: Second Edition, published by the Bureau of Justice Statistics, the demographic categories established by U.S. Bureau of Census, and the offense categories of the Federal Bureau of Investigation's Uniform Crime Reports (UCR). In those cases where a definition is based on one of these sources, it is so noted.

agency. Regardless of the location of intake decision authority, actions at three distinct steps of the intake process can be counted in data reporting on juvenile proceedings.

Referral to Intake - A written request by a law enforcement agency, parent, or other agency or person, that an intake officer or unit take appropriate action concerning a juvenile alleged to have committed a delinquent act or status offense. These data are not reported by an intake agency; they are the output of another agency, such as a police department, asking an intake officer or unit to consider a case.

Referral Received - The receipt by an intake officer or unit of a written request in the form of a report or complaint alleging a violation(s) of a statute(s). These data represent the incoming workload of an intake agency, the aggregate of all the referrals to intake made by other agencies and persons.

Intake Decision - The immediate outcome of the referral of a juvenile case to an intake officer or unit. These data represent the decisions of the intake agency concerning what further actions, if any, will be taken regarding the referred case.

Classification of and terminology for juvenile intake decisions varies greatly among jurisdictions. A typical set of intake decision categories will include: closed at intake, counselled and released, placed on informal probation, referred for testing, referred to another agency, petition filed for formal court action. (In some jurisdictions the prosecutor will review petitions alleging delinquent acts or status offenses after the intake officer or unit has considered the social aspects of the case but before the petition is filed in court, in order to consider the adequacy of the factual basis of the allegations.)

Current data publications usually treat the juvenile court and all of its functionally connected officials, administrative units, and agencies as one unit for purposes of describing screening and adjudicatory activity.

Data Elements and Their Recommended Coding Categories

UNIQUE IDENTIFIER: A number or string of characters and/or numbers that identify all records belonging to a youth and distinguishes them from all records of other youth.

This is the single most important data element in a juvenile court case tracking or reporting system. Without automated record search capabilities, it is difficult to monitor a youth's court activities in other jurisdictions within the state. However, within a single jurisdiction the capability should always exist and be implemented.

DATE OF BIRTH

SEX

RACE/ETHNICITY: The coding of race and ethnicity is based upon OMB Revised Exhibit F, Circular No. A-46, Race and Ethnic Standards for Federal Statistics and Administrative Reporting. That exhibit provides standard classifications for record keeping, collection, and presentation of data on race and ethnicity in Federal program administrative reporting and statistical activities. They were developed in response to needs expressed by both the executive branch and the Congress to provide for the collection and use of compatible, nonduplicated, exchangeable racial and ethnic data by Federal agencies. These standard classifications are now used by the Bureau of Census and the Uniform Crime Reports and are therefore important classifications for juvenile court data if comparisons are to be made with those data sources. It is preferable for Race and Ethnicity (e.g., Hispanic/not Hispanic) to be separate data elements since they represent separate concepts. If they are to be combined in a single data element, the values or code of that data element should be sufficient to identify both the race and the ethnicity of the individual. Below we have set forth coding for Race and Ethnicity as separate data elements, and also the recommended coding for a single Race/Ethnicity data element.

RACE

White
Black
American Indian or Alaskan Native
Asian or Pacific Islander

White - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Black - A person having origins in any of the black racial groups of Africa.

American Indian or Alaskan Native - A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

ETHNICITY

Hispanic Origin
Not of Hispanic Origin

Hispanic Origin - A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin.

Not of Hispanic Origin - A person not of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin.

RACE/ETHNICITY

Black, not of Hispanic origin
Black, of Hispanic origin
White, not of Hispanic origin
White, of Hispanic origin
American Indian or Alaskan native
Asian or Pacific Islander

Black, not of Hispanic origin - A person having origins in any of the black racial groups of Africa, and not of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture.

Black, of Hispanic origin - A person having origins in any of the black racial groups of Africa who is also of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin.

White, not of Hispanic origin - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East, but not of

Mexican, Puerto Rican, Cuban Central or South American or other Spanish culture or origin.

White, of Hispanic origin - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East, who is also of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin.

American Indian or Alaskan Native - A person having origins in any of the original peoples of North America, and who maintains cultural identification through affiliation or community recognition.

Asian or Pacific Islander - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

RESIDENCE LOCATION: The county, census tract or zip code within which the youth resided at the time of the referral.

LIVING ARRANGEMENTS OF YOUTH: The person(s) with whom the youth was living at the time of the referral.

- Both parents
- Natural parents
- Adoptive parents
- Mother only
- Father only
- Stepparent and parent
- Foster family
- Relatives
- Independent
- Institution
- Group care
- Other

LEGAL CUSTODY: Person(s) having legal custody of the youth at the time of referral distinguished by the relationship of that person to the youth.

- Both natural parents
- Mother only
- Father only
- Stepparent and natural parent

Foster family
Relatives
Independent
Institution
Group care
Other

SCHOOL GRADE: The actual grade level of the youth in school at the time of the referral.

No longer attending
Underage
Kindergarten or Preschool
Grade 1
Grade 2
Grade 3
Grade 4
Grade 5
Grade 6
Grade 7
Grade 8
Grade 9
Grade 10
Grade 11
Grade 12
College

YOUTH'S EMPLOYMENT STATUS: The employment status of the youth at the time of the referral.

Employed full-time
Employed part-time
Unemployed

DATE OF REFERRAL

COUNTY OF VENUE: The county where the court processing the case is located.

SOURCE OF REFERRAL: The source of a referral received by intake; the person or agency making a referral to intake. (See general discussion of these terms.) In some states, intake screening is not a judicial function but is performed by an administrative

agency of the executive branch. Nevertheless, this data element should identify the source of a referral received by intake.

- Law enforcement agency
 - Local law enforcement agency
 - Sheriff's department
 - All other local law enforcement agencies
 - State law enforcement agency
 - State police
 - State highway patrol
 - Other state law enforcement agencies
 - Federal law enforcement agency
- School
- Probation department
- Court
- Corrections
- Other public agency
- Private rehabilitation agency
- Private security agency
- Other private agency
- Parents or relatives
- Victim
- Self
- Other individual

Law enforcement agency (Recommended statistical terminology) - A federal, state, or local criminal justice agency or identifiable subunit of which the principal functions are the prevention, detection, and investigation of crime, and the apprehension of alleged offenders. This includes all of the subcategories below. If a court wishes to make coding distinctions between types of law enforcement agencies, it is suggested that it use the recommended statistical terminology of these subcategories.

Local law enforcement agency (Recommended statistical terminology) - A law enforcement agency which is an organizational unit, or subunit, of local government. This definition includes sheriff's departments with criminal law enforcement duties, police departments, and campus police agencies of colleges and universities which are financed and administered by local city and community college districts. It does not include campus police of educational institutions which are privately financed or administered. It includes law enforcement units administered by special district limited purpose units of government, such as port and bridge authorities. If a court wishes to distinguish further between different types of local law enforcement agencies, the use of the subcategories *Sheriff's department* and *All other local law enforcement agencies* as defined below is recommended.

Sheriff's department (Recommended statistical terminology) - A local law enforcement agency organized at the county level, directed by a sheriff, which exercises its law enforcement functions at the county (or equivalent, e.g., parish) level, usually within unincorporated areas, and operates the county jail in most jurisdictions.

All other local law enforcement agencies - This includes all local law enforcement agencies other than sheriff's departments, including city, town, village, municipal, regional, for special district police departments, etc.

State law enforcement agency (Recommended statistical terminology) - A law enforcement agency which is an organizational unit, or subunit, of state government. This definition includes *State Police* agencies, *State Highway Patrols*, state park rangers, and campus police agencies of colleges and universities which are financed and administered by state government. It includes state agencies which guard property, if the personnel are sworn officers. It does not include agencies such as fish and game and forestry departments of which the law enforcement duties are incidental to their main purposes, and are not assigned to a special unit. However, a special law enforcement subunit of a regulatory or protective agency is classified as a law enforcement agency in this terminology. If a court wishes to distinguish further between types of *State law enforcement agencies*, the subcategories *State police*, *State highway patrol* and *Other state law enforcement agencies* as defined below are recommended.

State police (Recommended statistical terminology) - A state law enforcement agency whose principal functions usually include maintaining statewide police communications, aiding local police in criminal investigation, police training, and guarding state property, and may include highway patrol.

State highway patrol (Recommended statistical terminology) - A state law enforcement agency of which the principal functions consist of prevention, detection, and investigation of motor vehicle offenses, and the apprehension of traffic offenders.

In some states, state police functions include highway patrol; in others the state police and highway patrol are separate organizational units with identifiably separate functions. It is recommended that state highway patrols be counted separately from other state level law enforcement agencies where organized as distinct units.

Other state law enforcement agencies - State law enforcement agencies other than *State Police* and *State Highway Patrol*.

Federal law enforcement agency (Recommended statistical terminology) - A law enforcement agency which is an organizational unit, or subunit, of the federal government. Examples are the FBI, Secret Service, Bureau of Alcohol Tobacco and Firearms. Federal agency subunits often called law enforcement agencies, such as the organized crime unit of the U.S. Department of Justice, or the enforcement unit of the IRS are in this terminology classified as Prosecution Agencies because their primary purpose is to try cases in court, although many of their personnel may perform law enforcement duties.

School - Includes school counselors, attendance officers, teachers, principals, superintendent of schools, members of the board of education, and any other persons acting in their capacity as school employees or officials.

Probation department (Recommended statistical terminology) - A correctional agency of which the principal functions are juvenile intake, the supervision of adults and juveniles placed on probation status, and the investigation of adults and juveniles and preparation of presentence reports or predisposition reports to assist the court in determining the proper sentence or juvenile court disposition. In some states, juvenile parole or aftercare supervision is also performed by the probation department.

Court - Include transfers from criminal court, juvenile court in another county (change of venue), or another state (interstate compact), etc.

Corrections - A correctional agency, other than a probation department. Includes the agency which administers juvenile correctional facilities and aftercare services. (In some states, aftercare services are provided by the probation department.)

Other public agency - Any federal, state, or local agency which cannot be classified more specifically above.

Private rehabilitation agency - (Recommended statistical terminology) - A private organization providing care and treatment services, which may include housing, to convicted persons, juvenile offenders, or persons subject to judicial proceedings. This general category includes residential facilities, juvenile shelters, and the like operated by private agencies.

Private security agency - (Recommended statistical terminology) - An independent or proprietary commercial organization whose activities include employee clearance investigations, maintaining the security of persons or property and/or performing the functions of detecting and investigation of crime and criminals and apprehension of offenders.

Other private agency - Include any private agency which cannot be classified more specifically as a private rehabilitation agency or private security agency. The major distinguishing characteristic of public vs. private agencies is that public agencies are authorized and required by law to carry out certain criminal justice functions, while private agencies are only permitted by law to perform criminal justice functions.

Parents or relatives

Victim - A person who has suffered physical or mental anguish, or loss of property as the result of an actual or attempted criminal offense committed by another person. Note: should not be the source of referral for a status offense.

Self - The juvenile who is the subject of the referral. Walk-in.

Other individual - Private individuals who cannot be classified more specifically as relatives, self, or victims. Do not include individual representatives of an agency, e.g., social workers, teachers, etc.; such sources should be identified to the appropriate agency codes above.

DATE OF ARREST: If arrested, the date of the arrest that led to the referral to intake.

REASON FOR REFERRAL: The most serious original charge referred to intake in a particular case.

One problem encountered when coding this information occurs when the youth is referred for more than one offense. The FBI's Uniform Crime Reporting (UCR) Program has adopted a hierarchy rule for handling these situations. This rule states that the one offense selected to represent the case should be the one that is first on the following list: criminal homicide, forcible rape, robbery, aggravated assault, burglary, larceny/theft, motor vehicle theft, arson. However, it is possible that none of the offenses within a referral are found on this list. The general principle underlying the hierarchy rule is that the *most serious* offense should be used to represent the reason for referral. Therefore it is the responsibility of the designers of an information system to develop a list of all possible offense codes and rank order them by seriousness, incorporating the rank order of the list used in FBI coding. However, proposals are currently under consideration which may eventually change the procedures of the UCR. Any changes in this important program should be monitored and the juvenile court information system modified, if necessary, to be consistent with the UCR procedures.

A second problem encountered in coding reason for referral involves such charges as attempted robbery and attempted burglary. The FBI presently considers all attempts to commit a crime to be treated as though the crime were completed, except attempted murder which is considered an aggravated assault. This procedure is also

under study and any changes that may occur should be incorporated into the information system.

Murder and non-negligent homicide
Negligent homicide
Forcible rape
Robbery
Assault, aggravated
Other offenses against persons
Larceny-Theft
Burglary
Motor vehicle theft
Arson
Other property offenses
Drug law violations
Public order offenses
Driving under influence
Hit and run
Traffic offenses
Technical violation of probation or parole
Running away
Truancy
Curfew violation
Ungovernability
Liquor status offense
Other status offense
Administrative matter

Murder and non-negligent homicide (Recommended statistical terminology: Criminal willful homicide, UCR 1a) - Intentionally causing the death of another person without legal justification or causing the death of another while committing or attempting to commit another crime. This category should not be used where original format permits these two offense categories to be distinguished.

Negligent homicide (Recommended statistical terminology: Involuntary manslaughter) - Causing the death of another person, without intent to cause death, with recklessness or gross negligence, including reckless or grossly negligent operation of a motor vehicle.

Forcible rape (Tentatively recommended statistical terminology, UCR 2) - Unlawful vaginal penetration of a female of any age against the will of the victim with use or threatened use of force or attempting such an act.

Robbery (Recommended statistical terminology) - Unlawful taking or attempted taking of property that is in the immediate possession of another by force or the

threat of force. This category includes both armed robbery and unarmed (or strong-arm) robbery. It also includes forcible purse snatching.

Assault, aggravated (Recommended statistical terminology) - Unlawful intentional inflicting of serious bodily injury or unlawful threat or attempt to inflict bodily injury or death by means of a deadly or dangerous weapon with or without actual infliction of any injury. The Dictionary of Criminal Justice Data Terminology recommends against including in this category other statutorily defined *aggravated assaults* such as assault on a police officer or assault by a convict which may carry an increased penalty but do not necessarily involve the aggravating circumstance of a weapon or serious bodily injury.

Other offenses against persons - This includes all offenses against persons except those defined above, including:

Simple Assault (Recommended statistical terminology) - Unlawful intentional inflicting of less than serious bodily injury without a deadly or dangerous weapon or threat or attempt to inflict bodily injury without a deadly or dangerous weapon.

Kidnapping (Tentatively recommended statistical terminology) - Transportation or confinement of a person without authority of law and without his or her consent, or without the consent of his or her guardian if a minor.

Other Violent Sex Offenses (Tentatively recommended statistical terminology) - Unlawful sexual penetration or physical contact, other than forcible rape, between members of the same sex or different sexes against the will of the victim with use or threatened use of force or attempting such act(s).

Statutory Rape (Tentatively recommended statistical terminology) - Sexual intercourse with a female, without force or threat of force, when female has consented in fact, but is below age of consent specified in state law.

Larceny-Theft (Recommended statistical terminology) - The unlawful taking or attempted taking of property, other than a motor vehicle, from the possession of another, by stealth, without force and without deceit, with intent to permanently deprive the owner of the property, including purse snatching without force and shoplifting.

Burglary (Recommended statistical terminology, UCR 5) - Unlawful entry of any fixed structure, vehicle or vessel used for regular residence, industry or business, with or without force, with intent to commit a felony or larceny or attempting to commit such an act.

Motor Vehicle Theft (Recommended statistical terminology, UCR 7) - Unlawful taking of a self-propelled road vehicle, excluding vehicle parts, with intent to permanently or temporarily deprive the owner of possession, or attempting the above act. This includes unauthorized use or joyriding. Offenses of selling, receiving or possessing stolen motor vehicles are to be considered stolen property offenses, which are included under *Other property offenses* below.

Arson (Tentatively recommended statistical terminology) - Intentional damaging or destruction by means of fire or explosion of the property of another without his consent, or of any property with intent to defraud, or attempting the above acts.

Some statutes include in arson burning or destruction for any unlawful purpose, such as concealing evidence of a crime [or vandalism]. In statutes that have not been recently revised arson is usually restricted to unlawful burning of property. Damage by explosion is separately codified.

Other Property Offenses - This includes all offenses against property, other than those defined above, including specifically:

Trespassing - Unlawful entry or attempted entry of the property of another with intent to commit a misdemeanor, other than larceny, or without intent to commit a crime.

Vandalism (Recommended statistical terminology, UCR 14) - Destroying or damaging, or attempting to destroy or damage, the property of another without his consent, or public property, except by burning.

Stolen Property Offenses (Tentatively recommended statistical terminology, UCR 13) - Unlawful receiving, buying, distributing, selling, transporting, concealing or possessing of the property of another by a person who knows that the property has been unlawfully obtained from the owner or other lawful possessor, or attempting the above.

Fraud Offenses (Tentatively recommended statistical terminology) - Unlawfully depriving a person of his property or legal rights, by means of deceit or intentional misrepresentation, without damage to property or injury or threatened injury to persons. This category includes UCR 11 Fraud, UCR 10 Forgery and counterfeiting, UCR 12 Embezzlement, check fraud, confidence games, credit card fraud, etc.

Drug Law Violations (Recommended statistical terminology, UCR 18) - The unlawful sale, purchase, manufacture, cultivation, transportation, possession, or use of a controlled or prohibited drug, or attempt to commit these acts.

Public Order Offenses - This includes all offenses against government administration or regulation (except motor vehicle and traffic offenses), including specifically:

Intoxication or public intoxication (Tentatively recommended statistical terminology) - The offense of being in a public place while intoxicated through consumption of alcohol or intake of a controlled substance or drug.

Disturbing the peace (Tentatively recommended statistical terminology) - Unlawful interruption of the peace, quiet or order of a community, including offenses called *disorderly conduct*, *vagrancy*, *loitering*, *unlawful assembly*, and *riot*.

Commercial sex offenses (Tentatively recommended statistical terminology, UCR 16) - Unlawfully performing, or causing or assisting another person to perform, a sex act for a fee, or causing or assisting another person to obtain performance of a sex act by paying a fee, or receiving money known to have been paid for the performance of a sex act, or attempting such act(s).

Weapons (Tentatively recommended statistical terminology, UCR 15) - Unlawful sale, distribution, manufacture, alteration, transportation, possession or use of a deadly or dangerous weapon or accessory, or attempting the above acts.

Possession, repair, manufacture, etc., of burglar's tools.

Contempt of court - Intentionally obstructing a court in the administration of justice, or acting in a way calculated to lessen its authority or dignity, or failing to obey its lawful orders.

Escape (Tentatively recommended statistical terminology) - Unlawful departure of a lawfully confined person from official custody.

Other public order offenses - Including bribery, perjury, obstructing justice, hitchhiking, gambling, fish and game violations, health violations, false fire alarms, immigration violations, etc. and all other delinquency offenses which are not person, property, or drug offenses.

Driving under influence (Recommended statistical terminology) - Unlawful operation of a motor vehicle while under the influence of alcohol or a controlled substance or drug.

Hit and run (Tentatively recommended statistical terminology) - Unlawful departure by vehicle operator from the scene of an accident that has resulted in damage to property or injury to person.

Traffic offenses (Tentatively recommended statistical terminology) - Motor vehicle violations requiring appearance in court, other than *Hit and run* and *Driving under the influence*.

Technical violation of probation or parole (Recommended statistical terminologies: Violation of probation or parole) - An act or a failure to act by a probationer or parolee which does not conform to the conditions of his probation or parole. Technical violations do not involve a new criminal act. Non-technical violation are those which involve a new criminal offense, i.e., a violation of the condition that one not commit a crime. These should be reported under the criminal offense which was committed; they must not be combined with technical violations of probation or parole.

Running away (Recommended statistical terminology) - A juvenile who has been adjudicated by a judicial officer of a juvenile court as having committed the status offense of leaving the custody and home of his or her parents, guardians or custodians without permission and failing to return within a reasonable length of time.

Statutes defining this status offense usually specify either a length of time that the juvenile must be away, or declare habitual running away a status offense. The codification of this offense varies greatly among different states. This term should not be used in statistical reporting to describe juveniles who have left a correctional facility without authorization. These are called AWOLS in the national Children in Custody series and are defined as those who have left without authorization and have been formally removed from the facility resident roles.

Truancy (Recommended statistical terminology: truant) - A juvenile who has been adjudicated by a judicial officer of a juvenile court as having committed the status offense of violating a compulsory school attendance law.

Truancy is the name of the status offense. Compulsory attendance statutes may specify the number of days of continuous absence which constitute a violation or provide a more general definition of truancy, such as habitual absence. The codification of this offense varies greatly among different states.

Curfew violation - The offense of being found in a public place after a specified hour of the evening, usually established in a local ordinance applying only to persons under a specified age.

Conduct such as loitering may be included in what can be charged or counted as a curfew violation. If the statute or ordinance applies only to juveniles then it is a status offense. *Curfew and loitering laws - (juveniles)* - UCR 28 - In UCR terminology, the name of the UCR category used to record and report

arrests made for violations of curfew and loitering laws regulating the behavior of juveniles.

Ungovernability - The status offense of being beyond the control of parents, guardians or custodians or disobedient of parental authority, referred to in various juvenile codes as *unmanageable*, *incorrigible*, etc.

Liquor status offense - As a status offense category, this includes only acts or conduct violating the laws regulating the possession, purchase and consumption of liquor by minors.

Other status offense - Other acts or conduct declared by statute to be offenses, but only when committed or engaged in by a juvenile, and which can be adjudicated only by a juvenile court.

Administrative matters - Include cases that are requested for special action such as requests for out of town investigations, sealing of records, courtesy supervision, etc.

DATE OF OFFENSE: The date the most serious original offense referred to intake allegedly occurred.

NUMBER OF PRIOR DELINQUENCY AND STATUS OFFENSE REFERRALS:
The total number of prior delinquency and status offense referrals to intake in the youth's entire career.

None
One
Two
Three
Four
Five or more

NUMBER OF PRIOR REFERRALS: The total number of all prior referrals to juvenile court for delinquency, status offense or dependency matters.

None
One
Two
Three
Four
Five or more

WAS YOUTH SECURELY DETAINED?: Dictionary of Criminal Justice Data Terminology defines *detention* as the legally authorized confinement of a person subject to criminal or juvenile court proceedings, until the point of commitment to a correctional facility or until release.

Yes
No

DATE AND TIME ADMITTED TO DETENTION

DATE AND TIME RELEASED FROM DETENTION

DATE OF DETENTION HEARING: Dictionary of Criminal Justice Data Terminology defines *detention hearing* as a hearing by a judicial officer of a juvenile court to determine whether a juvenile is to be detained, continue to be detained, or be released, while juvenile proceedings in the case are pending.

CARE PENDING DISPOSITION: The primary concern is to capture data on residential care provided to a youth pending disposition of his case by the juvenile court. Critical dimensions of this variable are type of care (secure or nonsecure), and time frame of care (i.e., between referral to court and disposition). Where several types of care are provided, code the most restrictive.

Secure adult facility
Secure juvenile facility
Nonsecure institution
Foster or group home

Secure adult facility - Secure care in jail, police station or lockup, or other adult facility.

Secure juvenile facility - Secure care in a juvenile detention or correctional facility.

Nonsecure institution - Nonsecure care in a setting more institutional than homelike. Equivalent to the Children in Custody terminology for a *shelter facility* or *institution*: a short-term facility that provides temporary care similar to that of a detention center, but in a physically unrestricting environment.

Foster or group home - Nonsecure care in a foster home or group home, a setting more homelike than institutional.

PRE-ADJUDICATORY DISPOSITION: The class of intake, prosecutorial or judicial actions which terminate or provisionally halt proceedings regarding a given juvenile in a delinquency or status offense case after a complaint has been filed or a referral made and before any juvenile court judgment has been made. (Note: Each case should have Either a PRE-ADJUDICATORY DISPOSITION or a POST-ADJUDICATORY DISPOSITION but not both.

Transfer to adult court
Closed, dismissed
 Transferred or referred
 Not transferred or referred
Held open

Transfer to adult court (Recommended statistical terminology) - The decision by a juvenile court, resulting from a transfer hearing, that jurisdiction over an alleged delinquent will be waived, and that he or she should be prosecuted as an adult in a criminal court.

Closed, dismissed - The class of intake, prosecutorial or judicial actions which terminate adjudication of all outstanding charges against a given juvenile in a delinquency case, thus terminating court action in the case and permanently or provisionally terminating court jurisdiction over the juvenile in relation to those charges.

Adapted from Dictionary of Criminal Justice Data Terminology recommended statistical terminology for Dismissal. Includes most *closed at intake, counselled warned released by intake* (or by the court as long as no adjudication made), *nolle prosequi*, etc. It is distinguished from *Held open* below by the termination of jurisdiction over the juvenile in relation to the charges. Where courts are interested in distinguishing between different types of pre-adjudicatory closures and dismissals, the distinction below between actions transferring the matter to another court or agency, and closure with no such action is encouraged.

Transferred or referred - This is a subcategory of *Closed, dismissed* as defined above; hence, it requires that there be a terminating of court action in the case permanently or provisionally terminating court jurisdiction over the juvenile in relation to those charges. This is not to be used for cases held open on condition that the juvenile participate in a program to which the matter is referred. This category is intended to include situations in which the case is determined not to be properly within the delinquency jurisdiction of the court and is transferred to another court or agency, e.g., traffic court, magistrate's court, criminal court jurisdiction over an excluded offense, mental health, welfare department, etc. and cases in which the

jurisdiction, responsibility and authority of the juvenile court in the matter are terminated but the youth and/or family is referred to another agency or service which may be able to help, not on condition that they cooperate in the referral or juvenile court action will resume, as in cases held open, but on a purely voluntary basis.

Not transferred or referred - It is distinguished from *Transferred or referred* in that no such action is taken which transfers jurisdiction over the case; rather jurisdiction is terminated outright without responsibility being assumed by some other entity.

Held open - The class of intake, prosecutorial or judicial actions which conditionally halt proceedings regarding a given juvenile in a delinquency case after a complaint has been filed or a referral made and before any juvenile court judgment has been made.

This includes the juvenile court equivalent of *Adjudication withheld* as that term is defined in the Dictionary of Criminal Justice Data Terminology, and similar actions by intake or prosecutor which might be described as *petition withheld* and *prosecution withheld*. The defining characteristics are the retention of jurisdiction or the reservation of authority to proceed with the case if certain conditions are not met. Such conditions could involve participation in a diversion program, satisfactory completion of a period of informal probation, restitution, or merely 'keeping your nose clean' for a while. It is not the nature of the conditions which defines the category but the fact that proceedings are conditionally suspended rather than terminated.

JUVENILE PETITION FILED: (Recommended statistical terminology) - A document filed in juvenile court alleging that a juvenile is delinquent or status offender, and asking that the court assume jurisdiction over the juvenile, or asking that an alleged delinquent be transferred to a criminal court for prosecution as an adult.

Yes
No

DATE PETITION FILED

PETITIONED OFFENSE: The most serious offense petitioned. Offense categories are the same as for REASON FOR REFERRAL.

LEGAL COUNSEL: The nature of legal representation the youth has at any stage of the proceedings from referral to disposition.

Not represented
Retained counsel
Assigned counsel
Public defender

Retained counsel - A defense attorney selected and compensated by the defendant or offender, or by other private person(s).

Assigned counsel - A defense attorney assigned by the court on a case-by-case basis to represent in court indigent defendants and offenders, sometimes compensated from public funds but sometimes not compensated at all.

Public defender - A defense attorney who is regularly employed and compensated from public funds to represent in court indigent defendants and offenders.

DATE OF ADJUDICATORY HEARING: (Recommended statistical terminology) - The date of the fact-finding process wherein the juvenile court determines whether or not there is sufficient evidence to sustain the allegations in a petition.

An adjudicatory hearing occurs after a juvenile petition has been filed. If the petition is not sustained, no further formal court action is taken. If it is sustained, the next step is a disposition Hearing to determine the most appropriate treatment or care for the juvenile. These last two stages of judicial activity concerning juveniles are often combined in a single hearing, referred to as a bifurcated hearing, meaning a process that encompasses both adjudication of the case and disposition of the person. For statistical purposes, the adjudicatory hearing ends when a finding is entered, that is a juvenile court judgement is made. Transfer hearings and disposition hearings are not adjudicatory hearings.

JUVENILE COURT JUDGMENT: (Recommended statistical terminology: synonym JUVENILE ADJUDICATION) - The juvenile court decision terminating an adjudicatory hearing, that the juvenile is a delinquent or status offender, or that the allegations in the petition are not sustained. The decision at a transfer hearing to transfer a juvenile to an adult court for prosecution is not considered to be a judgment since it is not an outcome of an adjudicatory hearing.

Petition not sustained
Petition sustained
Adjudicated delinquent
Adjudicated status offender

Petition not sustained (Recommended statistical terminology) - The finding by a juvenile court in an adjudicatory hearing that there is not sufficient evidence to sustain an allegation that a juvenile is a delinquent or status offender.

Petition sustained - The finding by a juvenile court in an adjudicatory hearing that there is sufficient evidence to sustain an allegation that a juvenile is a delinquent or status offender. If a court wishes to distinguish between different judgments sustaining an allegation, the following distinctions are encouraged:

Adjudicated delinquent - The finding by a juvenile court in an adjudicatory hearing that there is sufficient evidence to sustain an allegation that a juvenile has committed an act which would be a crime if committed by an adult.

Adjudicated status offender - The finding by a juvenile court in an adjudicatory hearing that there is sufficient evidence to sustain an allegation that a juvenile has committed an act which is declared by statute to be an offense, but only when committed or engaged in by a juvenile, and which can be adjudicated only by a juvenile court.

ADJUDICATED OFFENSE: The most serious offense established at the adjudicatory hearing. The most serious offense on which the court's adjudication of a juvenile to be a delinquent or a status offender is based; the most serious sustained offense. Offense categories are the same as for REASON FOR REFERRAL.

POST-ADJUDICATORY DISPOSITION: (Recommended statistical terminology: juvenile disposition) - The decision of a juvenile court, concluding a dispositional hearing, that an adjudicated juvenile be committed to a juvenile correctional facility, or placed in a juvenile residence, shelter, or care or treatment program, or required to meet certain standards of conduct, or released. (Note: Each case should have either a PRE-ADJUDICATORY DISPOSITION or a POST-ADJUDICATORY DISPOSITION but not both).

Probation, commitment to a juvenile correctional facility, and placement in a residence shelter or care program are types of juvenile dispositions. However, no subclass terminology is proposed in Dictionary of Criminal Justice Data Terminology because of the complexity and jurisdictional variation of juvenile dispositions. Many jurisdictions have several types of probation, and unique categories of juvenile correctional facility or program commitments.

- Release or unconditionally suspended disposition
- Fine, forfeit, costs, restitution (unsupervised)
- Grant of probation
 - Active probation
 - Inactive probation
- Commitment to juvenile facility
 - Long-term, open facility

Long-term, institutional facility
Short-term, open facility
Short-term, institutional facility
Commitment to adult jail or prison
Other residential placement

Release or unconditionally suspended disposition Recommended statistical terminology: unconditionally suspended sentence) - Juvenile is adjudicated but no disposition is imposed or disposition is suspended unconditionally. A court disposition of a convicted person pronouncing a penalty of a fine or commitment to confinement but unconditionally discharging the defendant of all obligations and restraints.

Fine, forfeit, costs, restitution (unsupervised) - Fine, forfeit, costs, and restitution when not imposed as a condition of behavior in a probation order as define below.

Grant of probation - Any court action requiring that an adjudicated juvenile fulfill certain conditions of behavior for a period of time, often with assignment to a probation agency for supervision.

When probation is awarded before judgment it is the Pre-adjudicatory disposition, Held open. When awarded after adjudication it is a Post-adjudicatory disposition. Grants of probation can be further subdivided into active or inactive supervision by a probation officer. When a court wishes to distinguish between different grants of probation following adjudication, the distinction between active and inactive probation, as defined below, is encouraged.

Active probation - Any court action requiring the guidance, treatment, or regulation by a probation officer of the behavior of an adjudicated juvenile involving contact between the probation officer and the client on a regular basis.

Inactive supervision - Any court action requiring that an adjudicated juvenile fulfill specified conditions of behavior, but without assignment to a probation agency's active supervisory caseload so that contact between the client and the probation officer occurs only when initiated by the client or other interested party outside the probation department, and does not occur on a regular basis.

Commitment to juvenile facility - The action of a judicial officer ordering that an adjudicated juvenile be placed in a particular kind of confinement or residential facility, for a specific reason authorized by law.

A juvenile facility is defined by OJJDP to be a building or part thereof, set of buildings or area enclosing a set of buildings or structures, which is used for the custody and/or care and treatment of juveniles who have been administratively

determined to be delinquents, status offenders or dependents. Juvenile facilities may be operated by public agencies or by private organizations. The classification of juvenile facilities for the purpose of reporting on the number and characteristics of the juveniles confined or resident within them is in a state of transition. The national Census of Juvenile Detention and Correctional Facilities, conducted by the Bureau of Census for the U.S. Department of Justice, currently employs two pairs of categories for its primary facility classification. The first pair contrasts facilities in relation to the reason why the majority of the facility population is being held in custody: SHORT-TERM FACILITIES and LONG-TERM FACILITIES. The second pair of categories contrasts facilities in relation to the degree of restrictiveness. This is the multivariate distinction between OPEN FACILITIES and INSTITUTIONAL FACILITIES. Where courts are interested in distinguishing different types of facilities, the following classifications, which are compatible with the U.S. Bureau of the Census' Children in Custody work, are encouraged.

Long-term, open facility - One which primarily cares for juveniles received following commitment or placement by a juvenile court, those received as voluntary admissions, and/or those on probation or aftercare and in which access to the community is relatively frequent, in-house restrictions including physical security features are minimal, and entrances and exits are relatively uncontrolled.

Long-term, institutional facility - One which primarily cares for juveniles received following commitment or placement by a juvenile court, those received as voluntary admissions, and/or those on probation or aftercare and with relatively little community access and considerable in-house restrictions in the form of physical restrictions and staff controls.

Short-term, open facility - One which primarily cares for juveniles in detention awaiting adjudication, commitment or placement, and/or those being held for diagnosis or classification, and in which access to the community is relatively frequent, in-house restrictions including physical security features are minimal, and entrances and exits are relatively uncontrolled, such as nonsecure shelter facilities.

Short-term, institutional facility - One which primarily cares for juveniles in detention awaiting adjudication, commitment or placement, and/or those being held for diagnosis or classification, and with relatively little community access and considerable in-house restrictions in the form of physical restrictions and staff controls, such as secure detention facilities, secure diagnostic facilities.

Commitment to adult jail or prison - Such a disposition is not available to most juvenile courts, but where it is it should not be combined with any other

disposition nor should it be lost in an *Other* category where it cannot be identified.

Other residential placement - Not a facility as defined above. Out of home placement with a foster family, relative, etc.

DATE OF DISPOSITION: The date of the PRE-ADJUDICATORY DISPOSITION or POST-ADJUDICATORY DISPOSITION of the case.