



## Bureau of Justice Statistics

# State Justice Statistics Program for Statistical Analysis Centers

*Program Application Guidelines  
Fiscal Year 1997*



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# **State Justice Statistics Program for Statistical Analysis Centers**

## **Program Application Guidelines Fiscal Year 1997**

**November 1996, NCJ-163277**

**U.S. Department of Justice**  
Bureau of Justice Statistics

Jan M. Chaiken, Ph.D.  
Director

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## MESSAGE FROM THE DIRECTOR

In 1972, the National Criminal Justice Information and Statistics Service, an office of the Law Enforcement Assistance Administration, announced the establishment of a program to bring about a coordinated approach to the development and implementation of criminal justice statistics and information systems in the States. This strategy, called the *Comprehensive Data Systems* program, had as its centerpiece what came to be known as Statistical Analysis Centers (SACs). These centers were intended to be the single point of contact in the States for collecting/acquiring crime and justice data, analyzing and disseminating the data, and assisting criminal justice planners and decision makers in formulating rational and sound public policy. The centers were also charged with coordinating the development of criminal justice information systems in the State when no other agency had been assigned that responsibility.

Almost twenty-five years later, the SAC program continues to meet its original goals and objectives. Governors, legislators, the judiciary, the media, and the general public have come to depend on the fruits of the SAC program for an objective and independent picture of crime and justice in the respective States.

As successful as the program has been, changes in the criminal justice policy environment and Federal funding to States call out for adaptations that will keep SACs at the forefront of emerging issues. This **State Justice Statistics Program for Statistical Analysis Centers (SJS)** is intended to help SACs be more topical and stronger statistical resources for the States. In requesting SACs to select a topic for investigation and analysis prior to receiving a Federal award of funding, this Program also enhances governmental accountability and focuses on obtaining productive results for each dollar spent. The Program encourages SACs to collaborate with related entities within the State where doing so will be mutually beneficial.

We at BJS are pleased to have the Office of Juvenile Justice and Delinquency Prevention as our partner in this first phase of the new program. Section F of this announcement, **Themes for the First SJS Cycle**, highlights two topics of special interest to BJS and OJJDP jointly: the waiving of juveniles into the adult criminal justice system, and the impact and influence of youth gangs on crime. Approximately every six months we plan to change the highlighted topics, which, as in this announcement, may include supplemental funding. The Justice Research and Statistics Association will publish a compilation and analysis of State findings related to highlighted SJS topics, as well as make the results available on the Internet.

Jan M. Chaiken, Ph.D.  
Director, Bureau of Justice Statistics

# **State Justice Statistics Program for Statistical Analysis Centers**

## **Fiscal Year 1997 Application Guidelines**

### ***A. Purpose***

This program announcement supplants the State-Level Statistical Analysis Centers and Information Network Program. Since 1972, the Bureau of Justice Statistics (BJS) and its predecessor agency, the National Criminal Justice Information and Statistics Service, have provided partial support to State governments for the establishment and operation of Statistical Analysis Centers (SACs) to collect, analyze, and report statistics on crime and justice to Federal, State, and local levels of government, and to share State-level information nationally. The information produced by SACs and their involvement in criminal justice projects has been and will continue to be critical to State, local, and Federal criminal justice agencies and community organizations in their efforts to combat drugs and crime and to improve the administration of justice.

This announcement represents a shift from SAC support funded exclusively by BJS to a coordinated solicitation involving other Office of Justice Programs (OJP) agencies. We are pleased to have as a partner in this six month period the Office of Juvenile Justice and Delinquency Prevention (OJJDP).

BJS also administers the National Criminal History Improvement Program (NCHIP), which implements the grant provisions of the Brady Handgun Violence Prevention Act, the National Child Protection Act of 1993, the Stalker and Domestic Violence Reduction provisions of the Violence Against Women Act, and related legislation. In each State, a single agency has been designated by the governor to coordinate the State's NCHIP applications, but BJS has encouraged SAC directors to contact their State NCHIP administrator so as to participate in their State's application for NCHIP funds, and NCHIP administrators were asked to demonstrate that they had coordinated requests related to statistical analyses with their State's SAC. Ongoing efforts to evaluate or monitor progress in meeting legislative or program goals through statistical or other related means have been allowed activities for SAC funding under BJS grants to NCHIP agencies, and specific SAC research studies relating to use of handguns are also being funded separately under NCHIP.

BJS's goal has been to maintain and enhance each State's capacity to address criminal justice issues

through the entire mix of grant funding administered by BJS. The State Justice Statistics Program, announced here, expands BJS's efforts in this regard by simplifying the process whereby SACs can apply for NCHIP funding and by asking SACs to coordinate requests, on behalf of themselves and -- in some cases -- other State agencies, for the funding that BJS lists in this Announcement and its subsequent updates. BJS will be actively engaged in fostering linkages with other Office of Justice Program (OJP) agencies with programs that may provide funding for SACs, either through programs of their own which provide direct assistance to SACs, or as the result of passing funds to BJS to enhance the SJS program. Examples included in this announcement are the OJJDP supported themes described in Section F, as well as the Safe Kids-Safe Streets program, administered by OJJDP, the Weed and Seed Office, and the Violence Against Women Act grant office.

### ***B. New Direction***

The State Justice Statistics (SJS) Program for Statistical Analysis Centers is oriented around issues and products. Each application for funding under this program must identify the participating organizations in the State and the particular issues to be addressed. In previous BJS funding programs for SACs, some applicants identified the topics of their analyses and reports in advance, while others identified them during the year. The SJS program requires that the topics be identified in advance. Furthermore, BJS will from time to time (approximately every six months) announce specific topics and products it is encouraging and will ask applicants to give careful consideration to planning activities that fit within one or more of the designated topics. Some topics in each funding cycle may be eligible for extra financial support. The first set of topics is shown in Section F, below. If a SAC does not feel that any of the topics is relevant to its own State, it may identify a topic or statistical activity of critical importance to its jurisdiction.

The SJS program themes are being selected jointly by BJS and the Justice Research and Statistics Association (JRSA), with input from selected SAC Directors as reflective of issues of current concern and significance to criminal justice practitioners. JRSA will also play a lead role in publishing a report based on a compilation of state reports on one of the selected themes, which will be highlighted in each announcement.

Although BJS recognizes the value and importance of basic clearinghouse activities historically exercised by the SACs, Federal efforts over the last 25 years to implement these activities in the States should by now have demonstrated that they warrant State funding. Accordingly, SACs which have used BJS funds in the past to support salaries and fringe benefits for this purpose should initiate discussions with State personnel and budget officials to make this a State-funded position, or at least assume responsibility for that portion of a person's salary which is spent on clearinghouse activities. Some activities which States may consider part of a clearinghouse function, such as collection of statistical data and publication of statistical reports on general topics related to crime or the administration of justice, continue to be encouraged under the SJS program. Because BJS recognizes that in some States it may take some time to accomplish a shift in funding, BJS will allow funds awarded under the Fiscal Year 1997 SJS program to be used for clearinghouse activities.

## ***C. Background***

In the United States, most criminal justice activities take place at State and local levels of government. The systematic collection and analysis of data on these activities enable BJS to comply with its charter to publish and disseminate statistical information on crime and the operation of justice systems, giving emphasis to State and local justice system needs. State and local governments use the data for policy analysis, planning, and conducting their justice system operations and evaluations.

BJS is specifically authorized by statute (42 U.S.C. 3732) to provide assistance in the development of State and local government justice information systems, and directed to give primary emphasis to the problems of State and local justice systems (42 U.S.C. 3731). BJS works in cooperation with the States through a network of SACs. These Centers were established with support from BJS and its predecessor agency, the National Criminal Justice Information and Statistics Service (NCJISS). Currently, there are SACs in 47 States, the District of Columbia, Puerto Rico, and the Northern Mariana Islands.

### ***1. Goals***

- Enhance the capabilities of the States to collect, analyze, and interpret data on justice issues relevant to the States and the Nation;
- Make maximum use of State statistical organizations and State-level data collected by BJS and other Department of Justice components;
- Provide a mechanism which supports the collection and sharing of vital justice system data among the States and between the States and the Federal Government; and
- Better serve the information needs of the States and Federal Government by providing a core body of knowledge about the administration of criminal justice in each State.

### ***2. Objectives***

Provide support to the SACs to:

- participate in projects whose research, data collection, and analysis is coordinated across states and which results in a publication by JRSA. This theme will normally be of significant interest to policy makers, and the results of analysis done on this theme should support their efforts.
- produce statistical reports on crime, criminal offenders, and the justice system;
- develop improved justice statistical and information systems and maintain data service functions in the State; and

- support BJS data gathering efforts in individual States including statistics needed for all national data series and in support of NCHIP and NCHIP-related topics.

#### ***D. Program Strategy***

The SJS program is designed to provide financial support which will supplement State funding of the SAC and will support activities for both State and national benefit, as well as provide technical and financial assistance for related research and data collection projects. SACs are strongly encouraged to produce and provide to BJS written products reflecting analytical efforts undertaken as a part of this program, and to document their plans for such publications in the application for funding under this program.

BJS guidelines for the NCHIP grant program recommend that the State agency applying for these funds consult the SAC in conjunction with the development of projects to support the monitoring of State compliance with legislative or programmatic goals of the program. BJS encourages SACs to support such NCHIP activities; in addition, SACs should explore funding opportunities associated with monies coming into their State under other provisions of the Violent Crime Control and Law Enforcement Act of 1994.

To ensure that the SAC national program efficiently meets its objectives, recipients of BJS funds must agree to assist in any evaluation and/or assessment efforts associated with this program. Such evaluation activities should not result in any significant or unreasonable costs or burdens to the SACs that would interfere with the performance of the cooperative agreement.

#### ***E. Support to Established SACs***

All awards will be made as cooperative agreements to a Statistical Analysis Center and will indicate the substantial involvement that BJS will have with each award. Applicants may transfer funds to other organizations listed in their application; some of the theme activities may require such cooperative arrangements. Where SACs do not have authority for such a transfer of funds, applicants should contact their BJS state monitor for advice; the purpose of this requirement is to foster cooperation within the State among agencies working on related BJS- or OJP-funded activities, and BJS certainly does not want to foster cumbersome administrative arrangements. Activities in the SJS program include:

- (1) Collecting, analyzing, and publishing criminal justice data, including activities related to the analysis or evaluation of State efforts under the NCHIP;
- (2) Conducting research on themes identified in Section F of this announcement or selected by the applicant in consultation with BJS, usually about a topic of current or emerging national concern;
- (3) Providing JRSA with data on highlighted themes for compilation and production of a national report;



- (3) Maintaining contact with BJS to ensure the efficient development and sharing of information with BJS, other States, and various users;
- (4) Informing BJS of the State's needs relative to statistical data;
- (5) Pursuant to BJS request, providing information and automated data to the Justice Research and Statistics Association (JRSA), the National Archive of Criminal Justice Data, or other designated recipients;
- (6) Establishing and maintaining contacts with State criminal justice agencies, the courts, and local governments and their criminal justice agencies;
- (7) Assisting criminal justice agencies in defining their needs for specific statistical and other information for the planning, implementation, and evaluation of criminal justice programs;
- (8) Providing technical assistance in the collection, interpretation, utilization, and sharing of statistical information.

Travel funds for this program should be used primarily for such activities within the State as data collection, providing technical assistance and training, liaison with other criminal justice agencies, and conducting statistical analysis. Travel to attend the annual Bureau of Justice Statistics (BJS)/Justice Research and Statistics Association (JRSA) national conference is limited to one person each year, unless BJS specifically authorizes additional conference travel.

Because of the limited funds available for each State, the use of program funds for indirect costs is discouraged. All grant funds should be used to achieve specific program objectives.

#### ***F. Themes for the First SJS Cycle***

SACs applying for funds under this announcement may choose from among the themes listed below. Applicants may choose any number of projects from within one theme (unless otherwise specified), or a combination of projects from more than one theme. If a SAC chooses its own theme, it must provide persuasive documentation from its advisory committee, one or more branches of State government, or some other entity which explains and supports the decision to study this topic. It is not BJS's intention that all awarded funds be devoted to thematic activities, but a report or publication should result from each thematic activity.

With relation to any theme or topic proposed for funding, please indicate the background of your state's concern with the issue, a complete explanation of the methodology to be employed including databases and methods of analysis, any participation by other state agencies, and how conclusions and recommendations will be framed. Also, indicate political constraints (if any) which could impact the research, and what product will result. Since BJS contemplates that JRSA will assemble national reports where several states have addressed the same topic, we will support efforts to improve the quality of such

compilations through coordination of the individual states' research and analysis.

Themes will be revised approximately every six months from the date on which this announcement is issued. The revised list of themes will be mailed to all SACs and other participating agencies at the appropriate time. The new list will also be posted to the BJS World Wide Web site on the Internet ([www.ojp.usdoj.gov/bjs/](http://www.ojp.usdoj.gov/bjs/)), so SACs with access to the Internet can learn of them in that manner as well.

As other OJP budget and priority developments evolve, additional funding may be available for one or more of the theme topics. The first theme in each funding cycle's list is BJS's highlighted topic for the six-month period; we strongly urge each state to consider this theme since BJS will be making extra efforts to generate a nationally visible document based on it. If you choose the highlighted topic and it carries additional funding, we suggest that you contact your BJS program manager for additional guidance before submitting an application.

These are the themes/topics applicable to the first six months of the SJS Program:

**1. Juvenile justice and violence, including offenders, interactions with the adult system, and the impact of trends.** Applications including this theme must identify State agencies responsible for statistical data about juvenile offenders, if any, and include documentation demonstrating support and/or cooperation with such agencies.

*A. Juvenile Transfers to Criminal Court for Prosecution.* Applications choosing this topic are eligible for funding higher than the otherwise normal award amount, and must show separately the budgeted expenditures for this item. Studies that monitor the flow of cases involving juveniles into the criminal court (by reason of age and/or offense and prior history) may focus on statewide or high volume local processes, outcomes and impact of the decision to try the case in criminal versus adult court. Preference will be given to those studies that provide appropriate comparative samples with juveniles retained in the juvenile justice system (or which have the capability to generate trends) and those studies which can and are willing to collect data currently being captured by OJJDP's studies of Juvenile Transfers to Criminal Court. (See Appendix A for a listing of variables, data elements and file layout)

*Applications should identify State agencies responsible for statistical data about juvenile offenders (including those responsible for transferred offenders into the criminal justice system), if any, and include documentation demonstrating support and/or cooperation of that and other State agencies from which data are required. In addition, applicants are recommended to include travel expenses to attend one meeting in Washington, D.C. of other State research teams studying this issue.*

*B. Juvenile and Youth Gang Involvement in Violence, Drug Sales and Weapons Use and System Response.* Applications choosing this topic are eligible for funding higher than the otherwise normal award amount, and must show separately the budgeted expenditures for this

*item. Studies which monitor trends in such behavior (violent crime, drug markets, and weapons use and sales) by youth gangs, its concentration and migration among different neighborhoods, and law enforcement, criminal and juvenile justice system response to such behavior are of interest under this theme. Of particular interest will be studies which demonstrate the application of Geographic-Based Information Systems (GIS) to monitor trends in behavior and system response spatially.*

*Technical assistance will be provided to successful applicants by the Office of Juvenile Justice and Delinquency Prevention National Youth Gang Center. See Appendix B for additional information. Applicants must identify relevant State or local law enforcement agencies with which they will be collaborating, if any, and include documentation of support and/or cooperation of that or other agencies from which data are required.*

**2. Domestic and sexual violence data collection and analysis, including victims and offenders, impact of arrest, prosecution and sentencing policies, and related patterns and trends.**

Applications including this theme must include documentation demonstrating support and/or cooperation of the State agency that administers Federal grants under the Violence Against Women Act.

**3. Corrections studies related to changing sentencing policies, including risk assessment, performance measures, truth in sentencing, and population analysis or projections.** Applications including this theme must include documentation demonstrating support and/or cooperation of the State agency that administers grants from the Office of Justice Programs' Corrections Program Office.

**4. Research using incident-based crime data that are compatible with the National Incident-Based Reporting System.**

**5. Internet infrastructure development and linkages, including building a World Wide Web page, computer support, and preparing reports for dissemination via the Internet.** Applicants may select an existing Internet server as the location for their site; if such an arrangement is impractical, applicants should contact BJS and JRSA in preparing their applications so that appropriate Internet site locations can be made available to SACs.

**6. Technical assistance to an urban, rural or tribal community which is a recipient of funding from the OJP Safe Kids - Safe Streets Program.** BJS will inform in writing those States that are eligible for funding under this theme. **(To be determined after sites are selected for these awards.)**

**7. Analysis of criminal history records (such as for patterns of criminal behavior or stalking), evaluation or review of the State's criminal history record improvement activities, or studies related to handgun use.** Applications choosing this topic are eligible for funding higher than the otherwise normal award amount and must show separately the budgeted expenditures for this item. At most one topic may be proposed in this topic area. The application must either state that the applicant is also the State's administrator of NCHIP funds or include a letter or memorandum of endorsement from the State agency administering NCHIP funds.

8. **Any theme or topic that is identified by the SAC applicant** and is accompanied by persuasive documentation and justification that the subject is a top priority for the state's Governor or criminal justice policy officials.

### ***G. Eligibility Requirements***

The applicant SAC should be authorized by State legislation or executive order. If it is not, then in its initial application under this guideline the SAC should indicate how it is currently authorized. The SAC must be a nonpartisan professional organization which serves all branches of the criminal justice system and all levels of government in the State as well as the general public. Objectivity, independence, and visibility are important considerations in determining its placement in the State government. It is desirable that the SAC not be part of an agency that has line responsibilities in criminal justice programs; if the SAC is located in such an agency, special provisions must be made to ensure the SAC's broad mission, objectivity, independence, and visibility. These provisions must be documented in each application for funding. Examples of such provisions are letters of agreement from agencies that deal with other aspects of criminal justice in the State, or a SAC advisory board that includes policy-level officials of such agencies. The SAC must inform BJS of any substantive changes in these provisions, such as changes in the advisory board's structure or revisions in the scope of letters of agreement.

Applications for SAC funding must contain an explanation of the placement of the SAC within the State organization structure, including the SAC's relationship to the Governor's Office, to other relevant State agencies, and any other organizations included as recipients of funds in the application.

The SAC must be staffed by professionals skilled in the statistical treatment of data for policy analyses and familiar with the factors, issues, and processes involved in crime and the criminal justice system. Each application must identify the SAC director and other key personnel and must provide brief summaries of their qualifications. However, a duplicate qualification summary need not be provided if it was submitted as part of an earlier application. In the case of vacant positions, job descriptions must be provided. If the SAC directorship becomes vacant after an award is made, the recipient agency must notify BJS, and submit the position description and required qualifications to be used in recruiting a replacement. When a replacement is designated, a resume of the individual's qualifications must be submitted to BJS for approval.

State Statistical Analysis Centers are the only entities eligible to apply for funds under the SJS program. General applicants must meet the requirements for a SAC as specified in these Guidelines. The *Catalog of Federal Domestic Assistance* (CFDA) number for the SAC program is 16.550 (Criminal Justice Statistics Development).

It is permissible for some or all of the work to be performed under the SAC's overall direction by other persons or organizations, such as other State agencies, universities, nonprofit research firms, and private consultants. If work will be performed outside of the SAC, the application must include the qualifications of those performing the work. SACs that wish to apply for funds in cooperation with another

organization but lack the authority to transfer funds to the cooperating organization should contact their BJS state monitor.

### ***H. Selection Criteria***

In making decisions to award funds under this program, BJS will be the sole judge of whether the application meets program requirements and whether it is operating satisfactorily and conforms to all applicable Federal and State requirements. The amount of the award will be based on the strength of the justification for what it is seeking to do and accomplish during the award period. Final authority on funding decisions is vested in the Director of BJS. Each application should contain a statement of the intended project's goals and objectives; the proposed strategy for achieving them, including anticipated products; and an evaluation of the project.

The criteria for review and selection include:

- (1) Applications should be written so that each task or activity is costed separately and in priority order. Applicants are encouraged to attach a product to each task, such as a report or publication. If a project report or publication is not scheduled for the end of the first year, the application for continuation funding should include a discussion of the status of each task and the progress made during the preceding project period;
- (2) Organizational integrity, technical competence, and organizational placement of the applicant and other organizations proposed for funding;
- (3) Experience of applicant's personnel in similar work;
- (4) Technical soundness and completeness of the proposed approach;
- (5) Appropriateness of the project schedule and budget;
- (6) Past record of applicant's performance with previous awards, including quality of work, completeness, and adherence to schedules;
- (7) The extent to which the program narrative addresses specific objectives of the SJS program, and the dollar resources needed to achieve them; and
- (8) An application will not be evaluated negatively if it selects Theme 8.

### ***I. Award Period***

Awards made under this announcement will be in the form of a cooperative agreement. Awards normally

will be for twelve months, but can be longer if the applicant chooses. An award may be made for more than twelve months, but not to exceed twenty-four months, under the following circumstances:

One or more of the projected tasks/activities will take more than twelve months to complete, and a commitment of resources is needed to assure its/their successful completion. The amount requested may be prorated based upon the per year amount of that task.

If you anticipate submitting an application under the scenario described above, contact your BJS Program Manager before submitting the application.

No-cost extensions may be granted by BJS for good cause (for example, under-spending due to an unavoidable staff vacancy). Extensions should be requested in writing at least 30 days in advance of the award's scheduled expiration date; requests that are received later may not be approved. BJS will not approve any extension of more than 1 year beyond the original expiration date of the award.

#### ***J. Award Amount***

No minimum or maximum amount is established for an award. While the amount of past SAC awards may be used as a guide when preparing the application, sufficiently strong justification of tasks and activities could result in an award greater than that in the past; a weak justification may result in a smaller award. Each award is intended to supplement State financial support of the SAC.

The total amount to be awarded under this program is estimated to be \$2,450,000.

#### ***K. Due Date***

Applications should be submitted to BJS at least 90 days before the requested starting date for the initial award to a SAC applying under this guideline. For funding in FY 1997, applications should be received by BJS no later than June 30, 1997. Applications received after June 30th may be deferred until the next fiscal year, beginning October 1, 1997.

This guideline is effective upon its release by BJS. However, a SAC with a current award which expires on or before February 28, 1997 may apply under this guideline or the guideline governing the SAC program issued in June 1996.

***L. Contact***

For further information, contact Paul White, SJS Program Manager, at (202) 307-0771, or your state program manager.

## Application and Administrative Requirements

### *Application Content*

All applicants must submit:

- Standard Form 424, Application for Federal Assistance
- Standard Form 424A, Budget Information
- OJP Form 4000/3 (Rev. 1-93), Program Narrative and Assurances
- OJP Form 4061/6 Certifications
- OJP Form 7120/1 (Rev. 1-93), Accounting System and Financial Capability Questionnaire (to be submitted by applicants who have not previously received Federal funds).

Copies of these forms follow Page 15 of this application package.

Applicants are requested to submit an original and two copies of the application and certifications to the following address:

**Application Coordinator  
Bureau of Justice Statistics  
633 Indiana Avenue, NW  
Washington, DC 20531  
Phone: (202) 633-3031**

**Standard Form 424 (SF-424).** The SF-424, a one page sheet with 18 items, serves as a cover sheet for the entire application. This form is required for every application for Federal assistance. **No application can be accepted without a completed, signed original SF-424.** Directions to complete each item are included on the back of the form.

**Standard Form 424A (SF-424A).** All applications must include SF-424A, Budget Information. Applicants should ensure that all appropriate columns and rows balance. Directions to complete this form are found on page 3 of SF-424A.

**Detailed Budget.** Applicants must provide a detailed justification for all costs, including the basis for computation of these costs. For example, the detailed budget would include the salaries of staff involved in the project and the portion of those salaries to be paid from the award; fringe benefits paid to each staff person; travel costs related to the project; equipment to be purchased with the award funds; and supplies required to complete the project.



**Budget Narrative.** The budget narrative closely follows the content of the detailed budget. The narrative should relate the items budgeted to project activities and allowable cost categories and should provide a justification and explanation for the budgeted items including the criteria and data used to arrive at the estimates for each budget category. Please note applications that include noncompetitive contracts for the provision of specific services must contain a sole source justification for any procurement in excess of \$100,000, not normally an issue with these applications.

**Program Narrative.** All applications must include a program narrative which fully describes the expected design and implementation of the proposed program. In developing the narrative, refer to the program design as described in the program announcement. OJP Form 4000/3 (Rev. 1-93) provides additional detailed instructions for preparing the program narrative.

The narrative should include a timeline of activities indicating, for each proposed activity, the projected duration of the activity, expected completion date, and any products expected.

The application should include an explanation of the placement of the applicant agency within the State organization structure; a description of the roles and responsibilities of key organizational and/or functional components involved in project activities; and a list of key personnel responsible for managing and implementing the major elements of the program.

**Assurances.** OJP Form 4000/3 (Rev 1-93) must be included in the application submission. If submitting this form separate from the SF-424, the applicant must sign and date the form to certify compliance with the Federal statutes, regulations, and requirements as cited.

**Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace.** Applicants should refer to the regulations cited in OJP Form, 4061/6 to determine the certification to which they are required to attest. A copy of OJP Form 4061/6 is provided in the appendices of this application package. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the U.S. Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

### ***Financial and Administrative Requirements***

Discretionary grants are governed by the provisions of OMB Circulars applicable to financial assistance. The circulars, with additional information and guidance, are contained in the "Office of the Comptroller Financial Guide", Office of Justice Programs, available from the Office of Justice Programs. This guide, provided upon request, is intended to assist grantees in the administration of funds and includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records.

### ***Civil Rights Obligations***

All applicants for Federal financial assistance must sign Certified Assurances that they are in compliance with the Federal laws and regulations which prohibit discrimination in any program or activity that receives such Federal funds. Section 809(c), Omnibus Crime Control & Safe Streets Act of 1968, 42 U.S.C. 3789d, provides that:

No person in any State shall on the ground of race, color, religion, national origin, sex [or disability]\* be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, or denied employment in connection with any program or activity funded in whole or in part with funds made available under this title.

\* Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans With Disabilities Act prohibit identical discrimination on the basis of disability.

In addition, the award package will contain a letter from the Director, Office for Civil Rights, Office of Justice Program, and appropriate attachments for certifying that it is in compliance with the requirements of 28 CFR, Section 42.204.

### ***Audit Requirement***

In October 1984, Congress passed the Single Audit Act of 1984. On April 12, 1985, the Office of Management and Budget issued Circular A-128, "Audits of State and Local Governments" which establishes regulations to implement the Act. OMB Circular A-128, "Audits of State and Local Governments," outlines the requirements for organizational audits which apply to BJS grantees.

Institutions of higher education, hospitals, and other nonprofit organizations are responsible for providing an audit of their activities not less than every 2 years. The required audits are to be on an organization-wide basis rather than on a grant-by-grant basis.

### ***Disclosure of Federal Participation***

Section 8136 of the Department of Defense Appropriations Act (Stevens Amendment), enacted in October 1988, requires that, "when issuing statements, press releases for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving Federal funds, including but not limited to State and local governments, shall clearly state (1) the percentage of the total cost of the program or project which will be financed with Federal money, and (2) the dollar amount of Federal funds for the project or program."

### ***Intergovernmental Review of Federal Programs***

Federal Executive Order 12372, "Intergovernmental Review of Federal Programs," allows States to establish a process for reviewing Federal programs in the State, to choose which programs they wish to review, to conduct such reviews, and to make their views known to the funding Federal agency through a State "single point of contact."

If the State has established a "single point of contact," and if the State has selected this program to be included in its review process, the applicant must send a copy of its letter or application to the State "single point of contact" at the same time that it is submitted to BJS. The letter or application submitted to BJS must indicate that this has been done. The State must complete its review within 60 days. The review period will begin on the date that the letter or application is officially received by BJS. If BJS does not receive comments from the State's "single point of contact" by the end of the review period, this will be interpreted as a "no comment" response.

If the State has not established a "single point of contact," or if it has not selected the BJS statistics development or criminal history improvement programs in its review process, this must be stated in the letter or application.

**APPENDIX A**

**JUVENILE TRANSFERS TO CRIMINAL COURTS**

**VARIABLES, DATA ELEMENTS, FILE LAYOUT**

# OJJDP Studies of Juveniles Transferred to Criminal Court

## Data elements — Current/Target Incident Record

Variable number and name	Page #
<b>Identification and offender demographic variables</b>	
TR001 State	7
TR002 Offender identification number	7
TR003 Record type	7
Offender date of birth:	7
TR004 Year	7
TR005 Month	7
TR006 Day	7
TR007 Offender sex	7
TR008 Offender race	7
TR009 Offender ethnicity	8
TR010 Offender attending school?	8
TR011 Highest grade in school	8
TR012 Living arrangement	8
<b>Current incident characteristics</b>	
TR013 County of venue	9
Offense date:	9
TR014 Year	9
TR015 Month	9
TR016 Day	9
TR017 Number of police offenses charged in current incident	9
TR018 Police charge 1	9
TR019 Counts of police charge 1	9
TR020 Police charge 2	9
TR021 Counts of police charge 2	9
TR022 Police charge 3	10
TR023 Counts of police charge 3	10
TR024 Police charge 4	10
TR025 Counts of police charge 4	10
TR026 Was incident gang-motivated?	10
TR027 Under the influence?	10
TR028 Number of co-offenders	10
TR029 Number of juvenile co-offenders	10
TR030 Offender's alleged role in incident	11
TR031 Offender weapon	11
TR032 Offender weapon use	11
TR033 Co-offender weapon	11
TR034 Co-offender weapon use	12
TR035 Number of victims	12
TR036 Victim 1 age	12
TR037 Victim 1 sex	12
TR038 Victim 1 race	13
TR039 Victim 1 ethnicity	13
TR040 Victim 1 injury?	13
TR041 Victim 1/offender relationship	14
TR042 Victim 2 age	14
TR043 Victim 2 sex	14
TR044 Victim 2 race	14

## Data elements — Current/Target Incident Record (continued)

TR045	Victim 2 ethnicity	14
TR046	Victim 2 injury?	14
TR047	Victim 2/offender relationship	14
TR048	Victim 3 age	14
TR049	Victim 3 sex	14
TR050	Victim 3 race	14
TR051	Victim 3 ethnicity	14
TR052	Victim 3 injury?	14
TR053	Victim 3/offender relationship	14
TR054	Court to which case was referred	14

### Juvenile court processing of current/target incident

Juvenile court intake date:		14
TR055	Year	14
TR056	Month	15
TR057	Day	15
TR058	Number of offenses at juvenile court intake	15
TR059	Juvenile court intake charge 1	15
TR060	Counts of juvenile court intake charge 1	15
TR061	Juvenile court intake charge 2	15
TR062	Counts of juvenile court intake charge 2	15
TR063	Juvenile court intake charge 3	15
TR064	Counts of juvenile court intake charge 3	15
TR065	Juvenile court intake charge 4	15
TR066	Counts of juvenile court intake charge 4	15
TR067	Was waiver requested?	15
Petition date:		15
TR068	Year	15
TR069	Month	16
TR070	Day	16
TR071	Number of charges in petition	16
TR072	Juvenile court petition charge 1	16
TR073	Counts of juvenile court petition charge 1	16
TR074	Juvenile court petition charge 2	16
TR075	Counts of juvenile court petition charge 2	16
TR076	Juvenile court petition charge 3	16
TR077	Counts of juvenile court petition charge 3	16
TR078	Juvenile court petition charge 4	16
TR079	Counts of juvenile court petition charge 4	16
TR080	Pre-disposition custody	16
Pre-disposition custody — admission date:		17
TR081	Year	17
TR082	Month	17
TR083	Day	17
Pre-disposition custody — release date:		17
TR084	Year	17
TR085	Month	17
TR086	Day	17
TR087	Juvenile court action	17
TR088	Type of adjudication, if adjudicated delinquent	17
TR089	Number of charges substantiated in juvenile court	18
TR090	Juvenile court substantiated charge 1	18
TR091	Counts of juvenile court substantiated charge 1	18
TR092	Juvenile court substantiated charge 2	18

## Data elements — Current/Target Incident Record (continued)

TR093	Counts of juvenile court substantiated charge 2	18
TR094	Juvenile court substantiated charge 3	18
TR095	Counts of juvenile court substantiated charge 3	18
TR096	Juvenile court substantiated charge 4	18
TR097	Counts of juvenile court substantiated charge 4	18
TR098	Disposition of juvenile court	18
Disposition date:		19
TR099	Year	19
TR100	Month	19
TR101	Day	19

### **Criminal court response to incident**

Criminal court arraignment/prosecution intake date:		19
TR 102	Year	19
TR103	Month	19
TR104	Day	19
TR105	Number of offenses charged at arraignment/intake	19
TR106	Criminal court arraignment/intake charge 1	19
TR107	Counts of criminal court arraignment/intake charge 1	19
TR108	Criminal court arraignment/intake charge 2	19
TR109	Counts of criminal court arraignment/intake charge 2	19
TR110	Criminal court arraignment/intake charge 3	19
TR111	Counts of criminal court arraignment/intake charge 3	20
TR112	Criminal court arraignment/intake charge 4	20
TR113	Counts of criminal court arraignment/intake charge 4	20
TR114	Criminal court arraignment/intake decision	20
TR115	Pre-disposition custody	20
Pre-disposition custody — admission date:		20
TR116	Year	20
TR117	Month	20
TR118	Day	20
Pre-disposition custody — release date:		20
TR119	Year	20
TR120	Month	20
TR121	Day	21
TR122	Bail amount set	21
TR123	Bail release?	21
TR124	Number of offenses charged in criminal court petition	21
TR125	Criminal court petition charge 1	21
TR126	Counts of criminal court petition charge 1	21
TR127	Criminal court petition charge 2	21
TR128	Counts of criminal court petition charge 2	21
TR129	Criminal court petition charge 3	21
TR130	Counts of criminal court petition charge 3	21
TR131	Criminal court petition charge 4	21
TR132	Counts of criminal court petition charge 4	21
TR133	Criminal court action	22
TR134	Type of conviction, if convicted	22
TR135	Jury trial?	22
TR136	Number of charges substantiated in criminal court	22
TR137	Criminal court substantiated charge 1	22
TR138	Counts of criminal court substantiated charge 1	22
TR139	Criminal court substantiated charge 2	22
TR140	Counts of criminal court substantiated charge 2	23

## Data elements — Current/Target Incident Record (continued)

TR141	Criminal court substantiated charge 3	23
TR142	Counts of criminal court substantiated charge 3	23
TR143	Criminal court substantiated charge 4	23
TR144	Counts of criminal court substantiated charge 4	23
TR145	Disposition of criminal court	23
	Criminal court disposition date:	23
TR146	Year	23
TR147	Month	23
TR148	Day	23
	Minimum length of disposition order:	24
TR149	Minimum years	24
TR150	Minimum months	24
TR151	Jail time credit?	24
	Disposition — start date:	24
TR152	Year	24
TR153	Month	24
TR154	Day	24
	Disposition — completion date:	24
TR155	Year	24
TR156	Month	24
TR157	Day	25
TR158	Parole supervision?	25



## Data elements — Delinquency/Criminal History Record

Create a separate record for each incident that occurred prior to the transfer decision associated with the current/target incident (TR014–TR016).

### Variable number and name

### Page Number

#### Identification and offender demographic variables

TR201	State	26
TR202	Offender identification number	26
TR203	Record type	26

#### Prior case information

Offense date:		26
TR204	Year	26
TR205	Month	26
TR206	Day	26
TR207	Court to which case was referred	26
TR208	Number of offenses charged at arraignment/court intake	26
TR209	Most serious arraignment/court intake charge	26
TR210	Counts of most serious arraignment/court intake charge	27
TR211	Arraignment/intake disposition	27
TR212	Court transfer?	27
TR213	Court action	27
TR214	Type of conviction/adjudication	27
TR215	Jury trial?	28
TR216	Number of charges substantiated	28
TR217	Most serious substantiated charge	28
TR218	Counts of most serious substantiated charge	28
TR219	Disposition	28
Disposition date:		28
TR220	Year	28
TR221	Month	28
TR222	Day	28

## Data elements —Recidivism Record

Create a separate record for each incident that occurred after the transfer decision associated with the current/target incident (TR014–TR016) and was not handled as part of that case.

<b>Variable number and name</b>	<b>Page #</b>
<b>Identification variables</b>	
TR301 State	29
TR302 Offender identification number	29
TR303 Record type	29
<b>Subsequent incident information</b>	
Offense date:	29
TR304 Year	29
TR305 Month	29
TR306 Day	29
TR307 Number of police offenses charged in incident	29
TR308 Most serious police charge	29
TR309 Counts of most serious police charge	29
TR310 Offender's status at the time of the offense	30
TR311 Court to which case was referred	30
TR312 Number of offenses charged at arraignment/intake	30
TR313 Most serious arraignment/intake charge	30
TR314 Counts of most serious arraignment/intake charge	30
TR315 Arraignment/intake disposition	30
TR316 Court transfer?	31
TR317 Court action	31
TR318 Type of conviction/adjudication, if convicted/adjudicated delinquent	31
TR319 Jury trial?	31
TR320 Number of charges substantiated	31
TR321 Most serious substantiated charge	31
TR322 Counts of most serious substantiated charge	32
TR323 Disposition	32
Disposition date:	32
TR324 Year	32
TR325 Month	32
TR326 Day	32
Minimum length of disposition order:	32
TR327 Minimum years	32
TR328 Minimum months	32
TR329 Jail time credit?	32
Disposition — start date:	33
TR330 Year	33
TR331 Month	33
TR332 Day	33
Disposition — completion date:	33
TR333 Year	33
TR334 Month	33
TR335 Day	33
TR336 Parole/aftercare supervision?	33

## File layout — Current / Target Incident Record

Variable number	Description and codes	Columns	Size
<b>Identification and offender demographic variables</b>			
TR001	STATE  The state in which the case was processed.  04 Arizona 42 Pennsylvania 45 South Carolina 49 Utah	1–2	2
TR002	OFFENDER IDENTIFICATION NUMBER  A unique identifier that distinguishes the offender from other individuals.	3–16	14
TR003	RECORD TYPE  1 Current/target incident records  OFFENDER DATE OF BIRTH  If the offender’s date of birth is not known fill TR004 – TR006 with 9’s.	17	1
TR004	OFFENDER YEAR OF BIRTH	18–21	4
TR005	OFFENDER MONTH OF BIRTH	22–23	2
TR006	OFFENDER DAY OF BIRTH	24–25	2
TR007	OFFENDER SEX  1 Male 2 Female 9 Unknown — Information regarding victim sex is not available.	26	1
TR008	OFFENDER RACE  The racial group to which the offender belongs (Hispanic ethnicity is coded separately, in TR009 below).  1 White — A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. 2 Black —A person having origins in any of the black racial groups of Africa. 3 Native American — A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition. Category includes Alaskan natives. 4 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. 5 Miscellaneous — Use this code for “other” race codes in the original data, where the “other” category clearly includes persons from more than one of the four codes above. Do not use this code where it is clear that the “other” code includes only the remaining racial	27	1

## File layout — Current / Target Incident Record

Variable number	Description and codes	Columns	Size
	<p>category. Do not use this code for “unknown” or “missing” race codes in the original data; such codes should be recoded as “9=Unknown.”</p> <p>9 Unknown — Use this code when the race of the offender is not known. For original data formats that include Hispanic as a race code, rather than an ethnicity code, Hispanic offender’s race should be coded as unknown and their Hispanic ethnicity reported in variable TR009 below.</p>		
TR009	<p><b>OFFENDER ETHNICITY</b></p> <p>Identifies whether or not the offender is of Hispanic origin (race is coded separately, in TR008 above).</p> <p>1 Hispanic — A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin. Persons of Hispanic origin can be of any race.</p> <p>2 Not Hispanic — A person known to not be of Hispanic origin.</p> <p>9 Unknown — Use this code when the ethnicity of the offender is not known. For original data formats that include Hispanic as a race code, rather than an ethnicity code, the ethnicity of offender’s not coded as Hispanic should be coded as unknown and their race reported in variable TR008 above.</p>	28	1
TR010	<p><b>OFFENDER ATTENDING SCHOOL?</b></p> <p>Indicate whether the offender was attending school at the time of the current incident.</p> <p>1 IN regular school</p> <p>2 IN special or alternative school</p> <p>3 NOT IN SCHOOL — graduated/GED</p> <p>4 NOT IN SCHOOL — summer break</p> <p>5 NOT IN SCHOOL — dropped out</p> <p>6 NOT IN SCHOOL — expelled</p> <p>9 Unknown — information regarding whether the offender was attending school at the time of the incident is not available.</p>	29	1
TR011	<p><b>HIGHEST GRADE IN SCHOOL</b></p> <p>Enter the highest grade level the offender had reached at the time of the incident. If the offender was in school, enter the offenders grade level at that time. If the offender was not in school, enter the last grade attended or completed. If information on the offender’s highest grade in school is not available enter -1.</p>	30–31	2
TR012	<p><b>LIVING ARRANGEMENT</b></p> <p>Indicate the offender’s living arrangement at the time of the incident.</p> <p>1 Two parents — offender was living with two parents, natural or adoptive/step.</p> <p>2 One parent — offender was living with one parent only, mother or father, natural or adoptive/step.</p>	32	1

## File layout — Current / Target Incident Record

Variable number	Description and codes	Columns	Size
3	Other relative or guardian — offender was living with an adult relative other than parent(s) or with a legal guardian.		
4	Residential placement — the offender was living in an institution, group, or foster home.		
5	Independent — the offender was living independently.		
9	Unknown — Information regarding the offender’s living arrangements at the time of the incident is not available.		
<b>Current incident characteristics</b>			
TR013	COUNTY OF VENUE  The county of venue for the case or the county where the court is located. Use county codes in the original data and provide code table.  OFFENSE DATE  The date of the <i>earliest</i> offense/incident contained in the current case. If the offense date is not known fill TR014 – TR016 with 9’s.	33–36	4
TR014	OFFENSE YEAR	37–40	4
TR015	OFFENSE MONTH	41–42	2
TR016	OFFENSE DAY	43–44	2
TR017	NUMBER OF POLICE OFFENSES CHARGED IN CURRENT INCIDENT  The number of charges included in the incident by police at the arrest stage prior to the case being referred to prosecution/court. If an offender is charged with several counts of an offense (e.g., burglary) count each as a separate offense. Thus, an offender charged with 2 counts of burglary and 3 counts of motor vehicle theft has 5 police offenses.	45–46	2
TR018	POLICE CHARGE 1  The most serious of the police charges. Use offense codes in the original data and provide code table.	47–56	10
TR019	COUNTS OF POLICE CHARGE 1  Number of counts of police charge 1 (e.g., 4 counts of robbery). If number of counts is not known enter -1.	57–58	2
TR020	POLICE CHARGE 2  The second most serious of the police charges. If there was only 1 charge, enter -1.	59–68	10
TR021	COUNTS OF POLICE CHARGE 2  If there was only 1 charge, enter -1.	69–70	2

## File layout — Current / Target Incident Record

Variable number	Description and codes	Columns	Size
TR022	POLICE CHARGE 3  The third most serious of the police charges.	71–80	10
TR023	COUNTS OF POLICE CHARGE 3	81–82	2
TR024	POLICE CHARGE 4  The fourth most serious of the police charges.	83–92	10
TR025	COUNTS OF POLICE CHARGE 4	93–94	2
TR026	<p>WAS INCIDENT GANG-MOTIVATED?</p> <p>Report whether there is any indication that the current/target incident was gang motivated — committed on behalf of the gang. Include incidents resulting from territorial disputes, retaliations, witness intimidations, and incidents related to gang “business” (e.g., robberies committed for gang benefit).</p> <p>1      Yes — there is at least some indication that the incident was gang-motivated.</p> <p>2      No — there is no indication that the incident was gang-motivated.</p> <p>9      Unknown — Information regarding whether the incident was gang-motivated is not available.</p>	95	1
TR027	<p>UNDER THE INFLUENCE?</p> <p>Report whether there is any indication that the offender was under the influence of alcohol or other drug at the time of the current/target incident.</p> <p>1      Yes — there is at least some indication that the offender may have been under the influence.</p> <p>2      No — there is no indication that the offender was under the influence.</p> <p>9      Unknown — Information regarding whether the offender was under the influence is not available.</p>	96	1
TR028	<p>NUMBER OF CO-OFFENDERS</p> <p>Number of co-offenders involved in the incident. If the offender acted alone enter 0. If the presence of co-offenders is unknown enter -1. If it is known that there were one or more co-offenders, but the exact number is unknown enter -2.</p>	97–98	2
TR029	<p>NUMBER OF JUVENILE CO-OFFENDERS</p> <p>Number of co-offenders involved in the incident who were younger than the State’s upper age of juvenile court jurisdiction. If the offender acted alone enter 0. If the presence of co-offenders is unknown enter -1. If it is known that there were one or more juvenile co-offenders, but the exact number is unknown enter -2.</p>	99–100	2

## File layout — Current / Target Incident Record

Variable number	Description and codes	Columns	Size
TR030	<p><b>OFFENDER’S ALLEGED ROLE IN INCIDENT</b></p> <p>Indicate the offender’s relative responsibility in the incident. If the offender acted with others, there could be more than one individual playing a primary role.</p> <p>1      Primary — Offender was actively involved in the incident.            2      Not primary — Offender was not actively involved in the incident; “along for the ride,” “just a look-out,” etc.            9      Unknown or undocumented — Information regarding the offender’s role is not available.</p>	101	1
TR031	<p><b>OFFENDER WEAPON</b></p> <p>Indicate the most serious type of weapon associated with the offender regardless of the extent the weapon was actually used. Co-offender weapon information is reported in variables TR033 &amp; TR034.</p> <p>1      Handgun            2      Other firearm            3      Knife, sharp object            4      Club, blunt object            5      Personal weapons (hands, fists, feet) — Use this code only when person weapons were used or caused injury.            6      Other weapon — Include vehicles, etc.            7      No weapon associated with offender.            9      Unknown — Information regarding weapons involved in the incident is not available.</p>	102	1
TR032	<p><b>OFFENDER WEAPON USE</b></p> <p>Indicate the extent to which the offender’s weapon indicated in TR031 was involved in the incident. Co-offender weapon information is reported in variables TR033 &amp; TR034.</p> <p>1      Used by the offender.            2      Brandished by the offender.            3      Present, carried but not brandished, or used by the offender.            4      Claimed by the offender — a weapon was claimed, but no weapon was actually present.            5      None — no weapons were used or claimed by the offender.            9      Unknown — Information regarding the offender’s use of weapons is not available.</p>	103	1
TR033	<p><b>CO-OFFENDER WEAPON</b></p> <p>Indicate the most serious type of weapon associated with any co-offender(s) regardless of the extent the weapon was actually used. Offender weapon information is reported in variables TR031 &amp; TR032.</p> <p>1      Handgun            2      Other firearm            3      Knife, sharp object            4      Club, blunt object</p>	104	1

## File layout — Current / Target Incident Record

Variable number	Description and codes	Columns	Size
5	Personal weapons (hands, fists, feet) — Use this code only when person weapons were used or caused injury.		
6	Other weapon — Include vehicles, etc.		
7	No weapon associated with co-offender(s).		
9	There was no co-offender or information regarding weapons involved in the incident is not available.		
TR034	CO-OFFENDER WEAPON USE	105	1
	Indicate the extent to which the co-offender's weapon indicated in TR033 was involved in the incident. Offender weapon information is reported in variables TR031 & TR032.		
1	Used by the co-offender.		
2	Brandished by the co-offender.		
3	Present, carried but not brandished, or used by the co-offender.		
4	Claimed by the co-offender — a weapon was claimed, but no weapon was actually present.		
5	None — no weapons were used or claimed by the co-offender.		
9	There was no co-offender or information regarding the co-offender(s) use of weapons is not available.		
TR035	NUMBER OF VICTIMS	106–107	2
	Indicate the number of victims associated with the incident. If the incident consists entirely of property crimes, enter -9. If the number of victims is unknown enter -1. Enter victim information for the 3 youngest victims in variables TR036 – TR053.		
TR036	VICTIM 1 AGE	108–109	2
	Indicate the age of the youngest victim. If the exact age of victim 1 is not known use the appropriate alphabetic codes. If information regarding victim age is not available enter -1.		
0	Infant under 1 year old		
1			
:			
99			
CH	Child — under age 10		
JU	Juvenile — ages 10 through 17		
AD	Adult — ages 18 through 64		
EL	Elderly — age 65 or older		
-1	Unknown — Information regarding victim age is not available.		
TR037	VICTIM 1 SEX	110	1
	Indicate the sex of victim 1.		
1	Male		
2	Female		
9	Unknown — Information regarding victim sex is not available.		



## File layout — Current / Target Incident Record

Variable number	Description and codes	Columns	Size
TR038	<p>VICTIM 1 RACE</p> <p>The racial group to which victim 1 belongs (Hispanic ethnicity is coded separately, in TR039 below).</p> <p>1 White — A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.</p> <p>2 Black —A person having origins in any of the black racial groups of Africa.</p> <p>3 Native American — A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition. Category includes Alaskan natives.</p> <p>4 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.</p> <p>5 Miscellaneous — Use this code for “other” race codes in the original data, where the “other” category clearly includes persons from more than one of the four codes above. Do not use this code where it is clear that the “other” code includes only the remaining racial category. Do not use this code for “unknown” or “missing” race codes in the original data; such codes should be recoded as “9=Unknown.”</p> <p>9 Unknown — Use this code when the race of victim 1 is not known. For original data formats that include Hispanic as a race code, rather than an ethnicity code, Hispanic victim’s race should be coded as unknown and their Hispanic ethnicity reported in variable TR039.</p>	111	1
TR039	<p>VICTIM 1 ETHNICITY</p> <p>Identifies whether or not victim 1 is of Hispanic origin (race is coded separately, in TR038 above).</p> <p>1 Hispanic — A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin. Persons of Hispanic origin can be of any race.</p> <p>2 Not Hispanic — A person known to not be of Hispanic origin.</p> <p>9 Unknown — Use this code when the ethnicity of victim 1 is not known. For original data formats that include Hispanic as a race code, rather than an ethnicity code, the ethnicity of victims not coded as Hispanic should be coded as unknown and their race reported in variable TR038 above.</p>	112	1
TR040	<p>VICTIM 1 INJURY</p> <p>Indicate the extent to which victim 1 was injured during the incident.</p> <p>1 Major injury — requiring medical treatment</p> <p>2 Minor injury — not requiring medical treatment</p> <p>3 No injury</p> <p>9 Unknown — Information regarding victim injury is not available.</p>	113	1

## File layout — Current / Target Incident Record

Variable number	Description and codes	Columns	Size
TR041	VICTIM 1 / OFFENDER RELATIONSHIP  Indicate the extent to which victim 1 and the offender were known to one another.  1      Family — related to one another by birth or marriage. 2      Acquaintances — Friends, neighbors, casual acquaintances. 3      Strangers — not known to one another. 9      Unknown — Information on the victim/offender relationship is not available.	114	1
TR042	VICTIM 2 AGE  If there is only 1 victim, fill TR042–TR053 with 9’s.	115–116	2
TR043	VICTIM 2 SEX	117	1
TR044	VICTIM 2 RACE	118	1
TR045	VICTIM 2 ETHNICITY	119	1
TR046	VICTIM 2 INJURY	120	1
TR047	VICTIM 2 / OFFENDER RELATIONSHIP	121	1
TR048	VICTIM 3 AGE	122–123	2
TR049	VICTIM 3 SEX	124	1
TR050	VICTIM 3 RACE	125	1
TR051	VICTIM 3 ETHNICITY	126	1
TR052	VICTIM 3 INJURY	127	1
TR053	VICTIM 3 / OFFENDER RELATIONSHIP	128	1
TR054	COURT TO WHICH CASE WAS REFERRED  Indicate the court to which the case was initially referred.  1      Juvenile court. 2      Criminal court.	129	1
<b>Juvenile court processing of current/target incident</b>			
JUVENILE COURT INTAKE DATE			
The date the case referral was received at intake. If the juvenile court intake date is not known fill TR054 – TR056 with 9’s.			
TR055	JUVENILE COURT INTAKE YEAR	130–133	4

## File layout — Current / Target Incident Record

Variable number	Description and codes	Columns	Size
TR056	JUVENILE COURT INTAKE MONTH	134–135	2
TR057	JUVENILE COURT INTAKE DAY	136–137	2
TR058	NUMBER OF OFFENSES CHARGED AT INTAKE  The number of charges included in the incident at juvenile court intake. If an offender is charged with several counts of an offense (e.g., burglary) count each as a separate offense. Thus, an offender charged with 2 counts of burglary and 3 counts of motor vehicle theft has 5 offenses.	138–139	2
TR059	JUVENILE COURT INTAKE CHARGE 1  The most serious of the juvenile court intake charges. Use offense codes in the original data and provide code table.	140–149	10
TR060	COUNTS OF JUVENILE COURT INTAKE CHARGE 1	150–151	2
TR061	JUVENILE COURT INTAKE CHARGE 2  The second most serious of the juvenile court intake charges. If there was only 1 charge, enter -1.	152–161	10
TR062	COUNTS OF JUVENILE COURT INTAKE CHARGE 2  If there was only 1 charge, enter -1.	162–163	2
TR063	JUVENILE COURT INTAKE CHARGE 3  The third most serious of the juvenile court intake charges.	164–173	10
TR064	COUNTS OF JUVENILE COURT INTAKE CHARGE 3	174–175	2
TR065	JUVENILE COURT INTAKE CHARGE 4  The fourth most serious of the juvenile court intake charges.	176–185	10
TR066	COUNTS OF JUVENILE COURT INTAKE CHARGE 4	186–187	2
TR067	WAS WAIVER REQUESTED?  Indicate whether a request was made to transfer some or all of the offenses contained in the current/target incident to criminal court.  1      Waiver requested. 2      No waiver requested — request for adjudication of all offenses in juvenile court.  PETITION DATE  Date the juvenile court petition was filed.	188	1
TR068	PETITION YEAR	189–192	4
TR069	PETITION MONTH	193–194	2

## File layout — Current / Target Incident Record

Variable number	Description and codes	Columns	Size
TR070	PETITION DAY	195–196	2
TR071	NUMBER OF CHARGES IN PETITION  The number of charges included in the juvenile court petition. If an offender is charged with several counts of an offense (e.g., burglary) count each as a separate offense. Thus, an offender charged with 2 counts of burglary and 3 counts of motor vehicle theft has 5 offenses. If there was no petition enter zero. If plea information is not available enter -1.	197–198	2
TR072	JUVENILE COURT PETITION CHARGE 1  The most serious of the juvenile court petition charges. Use offense codes in the original data and provide code table.	199–208	10
TR073	COUNTS OF JUVENILE COURT PETITION CHARGE 1  Number of counts of juvenile court petition charge 1 (e.g., 4 counts of robbery). If number of counts is not known enter -1.	209–210	2
TR074	JUVENILE COURT PETITION CHARGE 2  The second most serious of the juvenile court petition charges. If there was only 1 charge, enter -1.	211–220	10
TR075	COUNTS OF JUVENILE COURT PETITION CHARGE 2  If there was only 1 charge, enter -1.	221–222	2
TR076	JUVENILE COURT PETITION CHARGE 3  The third most serious of the juvenile court petition charges.	223–232	10
TR077	COUNTS OF JUVENILE COURT PETITION CHARGE 3	233–234	2
TR078	JUVENILE COURT PETITION CHARGE 4  The fourth most serious of the juvenile court petition charges.	235–244	10
TR079	COUNTS OF JUVENILE COURT PETITION CHARGE 4	245–246	2
TR080	PRE-DISPOSITION CUSTODY  Indicate whether the offender was detained at any time between referral to juvenile court and juvenile court disposition. If information regarding custody is not available enter 9.  1 Adult jail facility — Offender was detained only in an adult jail facility. 2 Both adult jail and secure juvenile custody facilities — Offender was detained in a combination of adult jail and juvenile secure facility. 3 Secure juvenile custody facility — Offender was detained only in a secure juvenile custody facility.	247	1

## File layout — Current / Target Incident Record

Variable number	Description and codes	Columns	Size
4	Nonsecure custody — Offender was held in a nonsecure facility (e.g., shelter) or placed on electronic monitoring.		
5	Not detained — Offender was not detained.		
9	Unknown — Information regarding pre-disposition custody is not available.		
<b>PRE-DISPOSITION CUSTODY ADMISSION DATE</b>			
Enter the earliest date of admission to pre-disposition custody. If offender was not detained or admission date is not known fill TR081 – TR083 with 9's.			
TR081	PRE-DISPOSITION CUSTODY ADMISSION YEAR	248–251	4
TR082	PRE-DISPOSITION CUSTODY ADMISSION MONTH	252–253	2
TR083	PRE-DISPOSITION CUSTODY ADMISSION DAY	254–255	2
<b>PRE-DISPOSITION CUSTODY RELEASE DATE</b>			
Enter the last date of release from pre-disposition custody. If offender was not detained or admission date is not known fill TR084 – TR086 with 9's.			
TR084	PRE-DISPOSITION CUSTODY RELEASE YEAR	256–259	4
TR085	PRE-DISPOSITION CUSTODY RELEASE MONTH	260–261	2
TR086	PRE-DISPOSITION CUSTODY RELEASE DAY	262–263	2
TR087	JUVENILE COURT ACTION	264	1
Indicate the most severe action taken by the court.			
1	Waive all offenses to criminal court.		
2	Waive some offenses to criminal court.		
3	Adjudicate delinquent in juvenile court.		
4	Adjudicate NOT delinquent in juvenile court.		
5	Dismiss or otherwise close the entire case.		
9	Unknown — Information regarding the court action is not available.		
TR088	TYPE OF ADJUDICATION, IF ADJUDICATED DELINQUENT	265	1
For cases in which the offender was adjudicated delinquent (TR086=3), indicate the manner in which the adjudication was obtained. If the offender was not adjudicated delinquent (TR086=1, 2, 4, or 5), enter 8. If TR086=9, enter 9.			
1	Guilty plea		
2	Adjudicated delinquent on evidence.		
8	Not applicable.		
9	Unknown — Information regarding the adjudication is not available.		

## File layout — Current / Target Incident Record

Variable number	Description and codes	Columns	Size
TR089	<p>NUMBER OF CHARGES SUBSTANTIATED IN JUVENILE COURT</p> <p>The number of charges substantiated in juvenile court. If several counts of an offense are substantiated (e.g., burglary) count each as a separate offense. Thus, an offender with 2 counts of burglary and 3 counts of motor vehicle theft has 5 substantiated offenses. If no charges were substantiated enter zero. If information is not available regarding substantiated charges enter -1.</p>	266–267	2
TR090	<p>JUVENILE COURT SUBSTANTIATED CHARGE 1</p> <p>The most serious of the juvenile court substantiated charges. Use offense codes in the original data and provide code table.</p>	268–277	10
TR091	<p>COUNTS OF JUVENILE COURT SUBSTANTIATED CHARGE 1</p> <p>Number of counts of juvenile court substantiated charge 1 (e.g., 4 counts of robbery). If number of counts is not known enter -1.</p>	278–279	2
TR092	<p>JUVENILE COURT SUBSTANTIATED CHARGE 2</p> <p>The second most serious of the juvenile court substantiated charges. If there was only 1 charge, enter -1.</p>	280–289	10
TR093	<p>COUNTS OF JUVENILE COURT SUBSTANTIATED CHARGE 2</p> <p>If there was only 1 charge, enter -1.</p>	290–291	2
TR094	<p>JUVENILE COURT SUBSTANTIATED CHARGE 3</p> <p>The third most serious of the juvenile court substantiated charges.</p>	292–301	10
TR095	<p>COUNTS OF JUVENILE COURT SUBSTANTIATED CHARGE 3</p>	302–303	2
TR096	<p>JUVENILE COURT SUBSTANTIATED CHARGE 4</p> <p>The fourth most serious of the juvenile court substantiated charges.</p>	304–313	10
TR097	<p>COUNTS OF JUVENILE COURT SUBSTANTIATED CHARGE 4</p>	314–315	2
TR098	<p>DISPOSITION OF JUVENILE COURT</p> <p>Indicate the juvenile court's most severe disposition in the case. For cases in which the offender was adjudicated delinquent (TR086=3) indicate the sanction, if any, imposed by the court. If the offender was not adjudicated delinquent (TR086=1, 2, or 4), enter 4. If TR086=9, enter 9.</p> <p>1 Residential placement ordered by the court.            2 Probation            3 Other sanction            4 Dismiss or otherwise close the case.            9 Unknown — Information regarding the disposition is not available.</p>	316	1

## File layout — Current / Target Incident Record

Variable number	Description and codes	Columns	Size
	JUVENILE COURT DISPOSITION DATE If the disposition date is not known, fill TR099 – TR101 with 9's.		
TR099	DISPOSITION YEAR	317–320	4
TR100	DISPOSITION MONTH	321–322	2
TR101	DISPOSITION DAY	323–324	2
<b>Criminal court processing of current/target incident</b>			
	CRIMINAL COURT ARRAIGNMENT / PROSECUTION INTAKE DATE The date the case referral was received at intake. If the criminal court intake date is not known fill TR102 – TR104 with 9's.		
TR102	CRIMINAL COURT ARRAIGNMENT / PROSECUTION INTAKE YEAR	325–328	4
TR103	CRIMINAL COURT ARRAIGNMENT / PROSECUTION INTAKE MONTH	329–330	2
TR104	CRIMINAL COURT ARRAIGNMENT / PROSECUTION INTAKE DAY	331–332	2
TR105	NUMBER OF OFFENSES CHARGED AT ARRAIGNMENT / INTAKE The number of charges included in the incident at criminal court arraignment/intake. If an offender is charged with several counts of an offense (e.g., burglary) count each as a separate offense. Thus, an offender charged with 2 counts of burglary and 3 counts of motor vehicle theft has 5 offenses.	333–334	2
TR106	CRIMINAL COURT ARRAIGNMENT / INTAKE CHARGE 1 The most serious of the criminal court arraignment/intake charges. Use offense codes in the original data and provide code table.	335–344	10
TR107	COUNTS OF CRIMINAL COURT ARRAIGNMENT / INTAKE CHARGE 1 Number of counts of criminal court arraignment/intake charge 1 (e.g., 4 counts of robbery). If number of counts is not known enter -1.	345–346	2
TR108	CRIMINAL COURT ARRAIGNMENT / INTAKE CHARGE 2 The second most serious of the criminal court arraignment/intake charges. If there was only 1 charge, enter -1.	347–356	10
TR109	COUNTS OF CRIMINAL COURT ARRAIGNMENT / INTAKE CHARGE 2 If there was only 1 charge, enter -1.	357–358	2
TR110	CRIMINAL COURT ARRAIGNMENT / INTAKE CHARGE 3 The third most serious of the criminal court arraignment/intake charges.	359–368	10
TR111	COUNTS OF CRIMINAL COURT ARRAIGNMENT / INTAKE CHARGE 3	369–370	2

## File layout — Current / Target Incident Record

Variable number	Description and codes	Columns	Size
TR112	CRIMINAL COURT ARRAIGNMENT / INTAKE CHARGE 4  The fourth most serious of the criminal court arraignment/intake charges.	371–380	10
TR113	COUNTS OF CRIMINAL COURT ARRAIGNMENT / INTAKE CHARGE 4	381–382	2
TR114	CRIMINAL COURT ARRAIGNMENT / INTAKE DECISION  Indicate the most severe criminal court/prosecutor intake decision.  1      Proceed with prosecution. 2      Request decertification — to transfer/reverse case to juvenile court. 3      Dismiss or otherwise close entire case.	383	1
TR115	PRE-DISPOSITION CUSTODY  Indicate whether the offender was detained at any time between referral to criminal court and criminal court disposition. If information regarding custody is not available enter 9.  1      Adult jail facility — Offender was detained only in an adult jail facility. 2      Both adult jail and secure juvenile custody facilities — Offender was detained in a combination of adult jail and juvenile secure facility. 3      Secure juvenile custody facility — Offender was detained only in a secure juvenile custody facility. 4      Nonsecure custody — Offender was held in a nonsecure facility (e.g., shelter) or placed on electronic monitoring. 5      Not detained — Offender was not detained. 9      Unknown — Information regarding pre-disposition custody is not available.  PRE-DISPOSITION CUSTODY ADMISSION DATE  Enter the earliest date of admission to pre-disposition custody. If offender was not detained or admission date is not known fill TR115 – TR117 with 9's.	384	1
TR116	PRE-DISPOSITION CUSTODY ADMISSION YEAR	385–388	4
TR117	PRE-DISPOSITION CUSTODY ADMISSION MONTH	389–390	2
TR118	PRE-DISPOSITION CUSTODY ADMISSION DAY  PRE-DISPOSITION CUSTODY RELEASE DATE  Enter the last date of release from pre-disposition custody. If offender was not detained or admission date is not known fill TR118 – TR120 with 9's.	391–392	2
TR119	PRE-DISPOSITION CUSTODY RELEASE YEAR	393–396	4
TR120	PRE-DISPOSITION CUSTODY RELEASE MONTH	397–398	2
TR121	PRE-DISPOSITION CUSTODY RELEASE DAY	399–400	2



## File layout — Current / Target Incident Record

Variable number	Description and codes	Columns	Size
TR122	BAIL AMOUNT SET  Indicate the dollar amount of bail set. If no bail was set enter -1. If information regarding the bail amount is not available fill TR121 with 9's.	401–406	6
TR123	BAIL RELEASE?  Indicate whether the offender was released from pre-disposition secure custody on bail.  1      Yes 2      No 9      Unknown — information regarding whether the offender was released from secure custody on bail is not available.	407	1
TR124	NUMBER OF OFFENSES CHARGED IN PETITION  The number of charges included in the criminal court petition. If an offender is charged with several counts of an offense (e.g., burglary) count each as a separate offense. Thus, an offender charged with 2 counts of burglary and 3 counts of motor vehicle theft has 5 offenses. If no petition was filed enter zero. If information regarding petition charges is not available, enter -1.	408–409	2
TR125	CRIMINAL COURT PETITION CHARGE 1  The most serious of the criminal court petition charges. Use offense codes in the original data and provide code table.	410–419	10
TR126	COUNTS OF CRIMINAL COURT PETITION CHARGE 1  Number of counts of criminal court petition charge 1 (e.g., 4 counts of robbery). If number of counts is not known, enter -1.	420–421	2
TR127	CRIMINAL COURT PETITION CHARGE 2  The second most serious of the criminal court petition charges. If there was only 1 charge, enter -1.	422–431	10
TR128	COUNTS OF CRIMINAL COURT PETITION CHARGE 2.  If there was only 1 charge, enter -1.	433–434	2
TR129	CRIMINAL COURT PETITION CHARGE 3  The third most serious of the criminal court petition charges.	435–444	10
TR130	COUNTS OF CRIMINAL COURT PETITION CHARGE 3	445–446	2
TR131	CRIMINAL COURT PETITION CHARGE 4  The fourth most serious of the criminal court petition charges.	447–456	10
TR132	COUNTS OF CRIMINAL COURT PETITION CHARGE 4	457–458	2

## File layout — Current / Target Incident Record

Variable number	Description and codes	Columns	Size
TR133	<p>CRIMINAL COURT ACTION</p> <p>Indicate the most severe action taken by the court.</p> <p>1 Conviction — offender was convicted of some or all offenses.            2 Diversion — pre-trial sanction.            3 Transfer/reverse to juvenile court.            4 Acquittal — offender was acquitted of all charges            5 Dismiss or otherwise close the entire case.            9 Unknown — information regarding the criminal court action is not available.</p>	459	1
TR134	<p>TYPE OF CONVICTION, IF CONVICTED</p> <p>For cases in which the offender was convicted (TR133=1), indicate the manner in which the conviction was obtained. If the offender was not convicted (TR133=2–5), enter 8. If TR133=9, enter 9.</p> <p>1 Plea agreement.            2 Convicted on evidence.            8 Not applicable.            9 Unknown — Information regarding the conviction is not available.</p>	460	1
TR135	<p>JURY TRIAL?</p> <p>Indicate whether there was a jury trial.</p> <p>1 Jury trial            2 Non-jury trial            3 No trial was held            9 Unknown — Information regarding the trial is not available.</p>	461	1
TR136	<p>NUMBER OF CHARGES SUBSTANTIATED IN CRIMINAL COURT</p> <p>The number of charges substantiated in criminal court. If an offender is charged with several counts of an offense (e.g., burglary) count each as a separate offense. Thus, an offender charged with 2 counts of burglary and 3 counts of motor vehicle theft has 5 offenses. If no charges were substantiated enter zero. If information is not available regarding substantiated charges, enter -1.</p>	462–463	2
TR137	<p>CRIMINAL COURT SUBSTANTIATED CHARGE 1</p> <p>The most serious of the criminal court substantiated charges. Use offense codes in the original data and provide code table.</p>	464–473	10
TR138	<p>COUNTS OF CRIMINAL COURT SUBSTANTIATED CHARGE 1</p> <p>Number of counts of criminal court substantiated charge 1 (e.g., 4 counts of robbery). If number of counts is not known, enter -1.</p>	474–475	2
TR139	<p>CRIMINAL COURT SUBSTANTIATED CHARGE 2</p> <p>The second most serious of the criminal court substantiated charges. If there was only 1 charge, enter -1.</p>	476–485	10

## File layout — Current / Target Incident Record

Variable number	Description and codes	Columns	Size
TR140	COUNTS OF CRIMINAL COURT SUBSTANTIATED CHARGE 2. If there was only 1 charge, enter -1.	486–487	2
TR141	CRIMINAL COURT SUBSTANTIATED CHARGE 3 The third most serious of the criminal court substantiated charges.	488–497	10
TR142	COUNTS OF CRIMINAL COURT SUBSTANTIATED CHARGE 3	498–499	2
TR143	CRIMINAL COURT SUBSTANTIATED CHARGE 4 The fourth most serious of the criminal court substantiated charges.	500–509	10
TR144	COUNTS OF CRIMINAL COURT SUBSTANTIATED CHARGE 4	510–511	2
TR145	DISPOSITION OF CRIMINAL COURT  Indicate the criminal court’s most severe disposition in the case. For cases in which the offender was convicted (TR133=1), indicate the sanction, if any, imposed by the court. If the offender was not convicted (TR133=2–5), enter 7. If TR133=9, enter 9.  1      Adult prison facility 2      Adult jail facility 3      Juvenile correctional facility 4      Transfer to juvenile court for disposition 5      Probation 6      Other sanction 7      Dismiss or otherwise close the case. 9      Unknown — Information regarding criminal court disposition is not available.  CRIMINAL COURT DISPOSITION DATE  If the disposition date is not known, fill TR146 – TR148 with 9’s.	512	1
TR146	DISPOSITION YEAR	513–516	4
TR147	DISPOSITION MONTH	517–518	2
TR148	DISPOSITION DAY	519–520	2

## File layout — Current / Target Incident Record

Variable number	Description and codes	Columns	Size
<p>MINIMUM LENGTH OF DISPOSITION ORDER</p> <p>Indicate the minimum length of the disposition order/sentence. Do not consider possible parole. If the sentence is stated as a range — 2 to 5 years, enter 2 years and 0 months. If the sentence is stated as 24 months, enter <i>either</i> 0 years and 24 months or 2 years and 0 months. If the sentence is stated as 18 months enter <i>either</i> 0 years and 18 months or 1 year and 6 months. If the sentence is indeterminate, fill TR147 and TR148 with zeros. If the sentence is life, fill TR147 and TR148 with 8's. If the sentence is death, fill TR147 and TR148 with 9's. If information regarding the sentence length is not available, enter -1 in TR147 and TR148.</p>			
TR149	MINIMUM DISPOSITION YEARS	521–523	3
TR150	MINIMUM DISPOSITION MONTHS	524–525	2
TR151	JAIL TIME CREDIT?	526	1
<p>Indicate whether the offender received credit for jail time served.</p> <p>1      Yes 2      No 9      Unknown — information regarding jail time credit is not available.</p>			
<p>DISPOSITION START DATE</p> <p>Indicate the starting date associated with the disposition order. If jail time credit was given enter the jail admission date. If the disposition start date is unknown, fill TR151 – TR153 with 9's.</p>			
TR152	DISPOSITION START YEAR	527–530	4
TR153	DISPOSITION START MONTH	531–532	2
TR154	DISPOSITION START DAY	533–534	2
<p>DISPOSITION COMPLETION DATE</p> <p>Indicate the completion date associated with the disposition. If the offender was released from incarceration prior to the expiration of the sentence enter the release date and indicate whether the offender was released on parole supervision in TR157 below. If jail time credit was given and no additional time was served enter the jail release date and indicate whether the offender was released on parole supervision in TR157 below. If the disposition completion date is unknown at the time of initial data collection, fill TR154 – TR156 with 9's — when the completion date becomes known, replace 9's with date information.</p>			
TR155	DISPOSITION COMPLETION YEAR	535–536	4
TR156	DISPOSITION COMPLETION MONTH	537–538	2

## File layout — Current / Target Incident Record

Variable number	Description and codes	Columns	Size
TR157	DISPOSITION COMPLETION DAY	539–540	2
TR158	PAROLE SUPERVISION?	541	1
	Indicate whether the offender was released from incarceration on some sort of supervision status. If the offender was not incarcerated, enter “2=No parole supervision.”		
1	Parole supervision following incarceration		
2	No parole supervision		
9	Unknown — Information regarding parole supervision is not available.		

## File layout — Delinquency/Criminal History Record

Variable number	Description and codes	Columns	Size
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Create a separate record for each incident that occurred prior to the transfer decision associated with the current/target incident (TR014–TR016).

### Identification variables

TR201	STATE  The state in which the case was processed.  04     Arizona 42     Pennsylvania 45     South Carolina 49     Utah	1–2	2
TR202	OFFENDER IDENTIFICATION NUMBER  A unique identifier that distinguishes the offender from other individuals.	3–16	14
TR203	RECORD TYPE  2     Criminal history records	17	1

### Prior case information

	OFFENSE DATE  The date of the offense/incident contained in this case. If the offense date is not known fill TR204 – TR206 with 9's.		
TR204	OFFENSE YEAR	18–21	4
TR205	OFFENSE MONTH	22–23	2
TR206	OFFENSE DAY	24–25	2
TR207	COURT TO WHICH CASE WAS REFERRED  Indicate whether this “prior” case was referred to juvenile or criminal court.  1     Juvenile court 2     Criminal court 9     Case closed by law enforcement — not referred to court	26	1
TR208	NUMBER OF OFFENSES CHARGED AT ARRAIGNMENT / INTAKE  The number of charges included in the incident at arraignment/intake. If an offender is charged with several counts of an offense (e.g., burglary) count each as a separate offense. Thus, an offender charged with 2 counts of burglary and 3 counts of motor vehicle theft has 5 police offenses.	27–28	2
TR209	MOST SERIOUS ARRAIGNMENT / INTAKE CHARGE  The most serious of the arraignment/intake charges. Use offense codes in the original data and provide code table.	29–38	10

## File layout — Delinquency/Criminal History Record

Variable number	Description and codes	Columns	Size
TR210	<p>COUNTS OF MOST SERIOUS ARRAIGNMENT / INTAKE CHARGE</p> <p>Number of counts of the most serious arraignment/intake charge (e.g., 4 counts of robbery). If number of counts is not known enter -1.</p>	39–40	2
TR211	<p>ARRAIGNMENT / INTAKE DECISION / DISPOSITION</p> <p>Indicate the most severe arraignment/intake decision/disposition.</p> <p>1      Petition for prosecution in criminal court.            2      Petition for transfer from juvenile court to criminal court.            3      Petition for adjudication in juvenile court.            4      Petition for transfer from criminal court to juvenile court.            5      Diversion/informal sanctions.            6      Dismissed at arraignment/intake.            9      Unknown — Information regarding the intake decision is not available.</p>	41	1
TR212	<p>COURT TRANSFER?</p> <p>Indicate whether the case was transferred from juvenile to criminal court or from criminal to juvenile court for adjudication.</p> <p>1      Some or all offenses transferred from juvenile to criminal court.            2      Some or all offenses transferred from criminal to juvenile court.            9      Case not transferred</p>	42	1
TR213	<p>COURT ACTION</p> <p>Indicate the most severe action taken.</p> <p>1      Convict on some or all offenses in criminal court.            2      Adjudicate delinquent on some or all offenses in juvenile court.            3      Acquit or adjudicate NOT delinquent.            4      Diversion — pre-trial/informal sanction.            5      Dismiss or otherwise close the entire case.            9      Unknown — Information regarding the court action is not available.</p>	43	1
TR214	<p>TYPE OF CONVICTION/ADJUDICATION, IF CONVICTED/            ADJUDICATED DELINQUENT</p> <p>For cases in which the offender was convicted/adjudicated delinquent (TR214=1 or 2), indicate the manner in which the conviction was obtained. If the offender was not convicted (TR214=3–5), enter 8. If TR214=9, enter 9.</p> <p>1      Guilty plea.            2      Convicted/adjudicated delinquent on evidence.            8      Not applicable.            9      Unknown — Information regarding the manner in which the conviction/adjudication was obtained is not available.</p>	44	

## File layout — Delinquency/Criminal History Record

Variable number	Description and codes	Columns	Size
TR215	<p>JURY TRIAL?</p> <p>Indicate whether there was a jury trial.</p> <p>1      Jury trial 2      Non-jury trial/hearing 3      No trial/hearing was held 9      Unknown — Information regarding the trial/hearing is not available.</p>	45	1
TR216	<p>NUMBER OF SUBSTANTIATED CHARGES</p> <p>The number of charges substantiated in court. If an offender is charged with several counts of an offense (e.g., burglary) count each as a separate offense. Thus, an offender charged with 2 counts of burglary and 3 counts of motor vehicle theft has 5 police offenses. If no charges were substantiated enter zero. If information is not available regarding substantiated charges enter -1.</p>	46–47	2
TR217	<p>MOST SERIOUS SUBSTANTIATED CHARGE</p> <p>The most serious of the substantiated charges. Use offense codes in the original data and provide code table.</p>	48–57	10
TR218	<p>COUNTS OF MOST SERIOUS SUBSTANTIATED CHARGE</p> <p>Number of counts of the most serious substantiated charge 1 (e.g., 4 counts of robbery). If number of counts is not known enter -1.</p>	58–59	2
TR219	<p>COURT DISPOSITION</p> <p>Indicate the court's most severe disposition in the case.</p> <p>1      Adult correctional custody — prison 2      Adult correctional custody — jail/boot camp 3      Adult probation 4      Other adult sanction 5      Residential placement in juvenile facility. 6      Juvenile probation 7      Other juvenile sanction 8      Dismiss or otherwise close the case. 9      Unknown — Information regarding the disposition is not available.</p> <p>DISPOSITION DATE</p> <p>Indicate the date of the court disposition. If case was dismissed or handled informally at intake, enter the date of the intake disposition. If the case was dismissed at court, enter the dismissal date. If the disposition date is not available, fill TR220 – TR222 with 9's.</p>	60	1
TR220	DISPOSITION YEAR	61–64	4
TR221	DISPOSITION MONTH	65–66	2
TR222	DISPOSITION DAY	67–68	2



## File layout — Recidivism Record

Variable number	Description and codes	Columns	Size
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Create a separate record for each incident that occurred after the transfer decision associated with the current/target incident (TR011–TR013) and was not handled as part of that case.

### Identification variables

TR301	STATE  The state in which the case was processed.  04 Arizona 42 Pennsylvania 45 South Carolina 49 Utah	1–2	2
TR302	OFFENDER IDENTIFICATION NUMBER  A unique identifier that distinguishes the offender from other individuals.	3–16	14
TR303	RECORD TYPE  3 Recidivism records	17	1

### Subsequent incident information

	OFFENSE DATE  The date of the offense/incident contained in this case. If the offense date is not known, fill TR304 – TR306 with 9's.		
TR304	OFFENSE YEAR	18–21	4
TR305	OFFENSE MONTH	22–23	2
TR306	OFFENSE DAY	24–25	2
TR307	NUMBER OF POLICE OFFENSES CHARGED IN THE INCIDENT  The number of charges included in the incident by police at the arrest stage prior to the case being referred to prosecution/court. If an offender is charged with several counts of an offense (e.g., burglary) count each as a separate offense. Thus, an offender charged with 2 counts of burglary and 3 counts of motor vehicle theft has 5 police offenses.	26–27	2
TR308	MOST SERIOUS POLICE CHARGE  The most serious of the police charges. Use offense codes in the original data and provide code table.	28–37	10
TR309	COUNTS OF MOST SERIOUS POLICE CHARGE  Number of counts of police charge 1 (e.g., 4 counts of robbery). If number of counts is not known enter -1.	38–39	2

## File layout — Recidivism Record

Variable number	Description and codes	Columns	Size
TR310	<p>OFFENDER'S STATUS AT THE TIME OF THE OFFENSE</p> <p>Indicate whether the offenders was on any sort of supervision or conditional release status at the time of the offense.</p> <p>1 Not on supervision or conditional release status.            2 Released pre-trial on bail.            3 Probation supervision.            4 Parole/aftercare supervision.            5 Other conditional release status — furloughs, work release, etc.            9 Unknown — information regarding the offender's status at the time of the offense is not available.</p>	40	1
TR311	<p>COURT TO WHICH CASE WAS REFERRED</p> <p>Indicate whether this "subsequent" case was referred to juvenile or criminal court.</p> <p>1 Juvenile court            2 Criminal court            9 Case closed by law enforcement — not referred to court</p>	41	1
TR312	<p>NUMBER OF OFFENSES CHARGED AT ARRAIGNMENT / INTAKE</p> <p>The number of charges included in the incident at arraignment/intake. If an offender is charged with several counts of an offense (e.g., burglary) count each as a separate offense. Thus, an offender charged with 2 counts of burglary and 3 counts of motor vehicle theft has 5 police offenses.</p>	42–43	2
TR313	<p>MOST SERIOUS ARRAIGNMENT / INTAKE CHARGE</p> <p>The most serious of the arraignment/intake charges. Use offense codes in the original data and provide code table.</p>	44–53	10
TR314	<p>COUNTS OF MOST SERIOUS ARRAIGNMENT / INTAKE CHARGE</p> <p>Number of counts of most serious arraignment/intake charge 1 (e.g., 4 counts of robbery). If number of counts is not known enter -1.</p>	54–55	2
TR315	<p>ARRAIGNMENT / INTAKE DECISION / DISPOSITION</p> <p>Indicate the most severe arraignment/intake decision/disposition.</p> <p>1 Petition for prosecution in criminal court.            2 Petition for transfer from juvenile court to criminal court.            3 Petition for adjudication in juvenile court.            4 Petition for transfer from criminal court to juvenile court.            5 Diversion/informal sanctions.            6 Dismissed at intake.            9 Unknown — Information regarding the intake decision is not available.</p>	56	1

## File layout — Recidivism Record

Variable number	Description and codes	Columns	Size
TR316	<p>COURT TRANSFER?</p> <p>Indicate whether the case was transferred from juvenile to criminal court or from criminal to juvenile court for adjudication.</p> <p>1      Some or all offenses transferred from juvenile to criminal court.            2      Some or all offenses transferred from criminal to juvenile court.            9      Case not transferred</p>	57	1
TR317	<p>COURT ACTION</p> <p>Indicate the most severe action taken.</p> <p>1      Convict on some or all offenses in criminal court.            2      Adjudicate delinquent on some or all offenses in juvenile court.            3      Acquit or adjudicate NOT delinquent.            4      Diversion — pre-trial/informal sanction.            5      Dismiss or otherwise close the entire case.            9      Unknown — Information regarding the court action is not available.</p>	58	1
TR318	<p>TYPE OF CONVICTION/ADJUDICATION, IF CONVICTED/            ADJUDICATED DELINQUENT</p> <p>For cases in which the offender was convicted/adjudicated delinquent (TR317=1or 2), indicate the manner in which the conviction was obtained. If the offender was not convicted (TR317=3–5), enter 8. If TR317=9, enter 9.</p> <p>1      Guilty plea            2      Convicted/adjudicated delinquent on evidence            8      Not convicted/adjudicated delinquent            9      Unknown — Information regarding the manner in which the conviction/adjudication was obtained is not available.</p>	59	1
TR319	<p>JURY TRIAL?</p> <p>Indicate whether there was a jury trial.</p> <p>1      Jury trial            2      Non-jury trial/hearing            3      No trial/hearing was held            9      Unknown — Information regarding the trial/hearing is not available.</p>	60	1
TR320	<p>NUMBER OF SUBSTANTIATED CHARGES</p> <p>The number of charges substantiated in court. If an offender is charged with several counts of an offense (e.g., burglary) count each as a separate offense. Thus, an offender charged with 2 counts of burglary and 3 counts of motor vehicle theft has 5 police offenses. If no charges were substantiated enter zero. If information is not available regarding substantiated charges enter -1.</p>		2
TR321	<p>MOST SERIOUS SUBSTANTIATED CHARGE</p> <p>The most serious of the substantiated charges. Use offense codes in the original data and provide code table.</p>	61–70	10

## File layout — Recidivism Record

Variable number	Description and codes	Columns	Size
TR322	COUNTS OF MOST SERIOUS SUBSTANTIATED CHARGE  Number of counts of the most serious substantiated charge 1 (e.g., 4 counts of robbery). If number of counts is not known enter -1.	71–72	2
TR323	COURT DISPOSITION  Indicate the court's most severe disposition in the case.  1      Adult correctional custody — prison 2      Adult correctional custody — jail/boot camp 3      Adult probation 4      Other adult sanction 5      Residential placement in juvenile facility. 6      Juvenile probation 7      Other juvenile sanction 8      Dismiss or otherwise close the case. 9      Unknown — Information regarding the disposition is not available.  DISPOSITION DATE  If the disposition date is not known, fill TR324 – TR326 with 9's.	73	1
TR324	DISPOSITION YEAR	74–77	4
TR325	DISPOSITION MONTH	78–79	2
TR326	DISPOSITION DAY	80–81	2
	MINIMUM LENGTH OF DISPOSITION ORDER  Indicate the minimum length of the disposition order/sentence. Do not consider possible parole. If the sentence is stated as a range — 2 to 5 years, enter 2 years and 0 months. If the sentence is stated as 24 months, enter <i>either</i> 0 years and 24 months or 2 years and 0 months. If the sentence is stated as 18 months enter <i>either</i> 0 years and 18 months or 1 year and 6 months. If the sentence is indeterminate, fill TR327 and TR328 with zeros. If the sentence is life, fill TR327 and TR328 with 8's. If the sentence is death, fill TR327 and TR328 with 9's. If information regarding the sentence length is not available, enter -1.		
TR327	MINIMUM DISPOSITION YEARS	82–84	3
TR328	MINIMUM DISPOSITION MONTHS	85–86	2
TR329	JAIL TIME CREDIT?  Indicate whether the offender received credit for jail time served.  1      Yes 2      No 9      Unknown — information regarding jail time credit is not available.	87	1

## File layout — Recidivism Record

Variable number	Description and codes	Columns	Size
DISPOSITION START DATE			
Indicate the starting date associated with the disposition order. If jail time credit was given enter the jail admission date. If case was dismissed or handled informally at intake, enter the date of the intake disposition. If the case was dismissed at court, enter the dismissal date. If the disposition start date is unknown, fill TR330 – TR332 with 9's.			
TR330	DISPOSITION START YEAR	88–91	4
TR331	DISPOSITION START MONTH	92–93	2
TR332	DISPOSITION START DAY	94–95	2
DISPOSITION COMPLETION DATE			
Indicate the completion date associated with the disposition. If the offender was released from incarceration prior to the expiration of the sentence enter the release date and indicate whether the offender was released on parole supervision in TR336 below. If jail time credit was given and no additional time was served enter the jail release date and indicate whether the offender was released on parole supervision in TR336 below. If the disposition completion date is unknown at the time of initial data collection fill TR333 – TR335 with 9's — when the completion date becomes known replace 9's with date information.			
TR333	DISPOSITION COMPLETION YEAR	96–99	4
TR334	DISPOSITION COMPLETION MONTH	100–101	2
TR335	DISPOSITION COMPLETION DAY	102–103	2
TR336	PAROLE SUPERVISION?	104	1
Indicate whether the offender was released from incarceration on some sort of supervision status. If the offender was not incarcerated, enter “2=No parole supervision.”			
1	Parole supervision following incarceration		
2	No parole supervision		
9	Unknown — Information regarding parole supervision is not available.		

## **Addendum to Data Entry Forms and Record Layout**

### **Current / Target Incident Records**

#### **TR010**

#### **Offender Attending School?**

Indicate whether the offender was attending school at the time of the current incident. If paper records indicate an offender is attending school and identifies the school but not whether the school is a “regular” or “special alternative” school, all *reasonable efforts* should be made to make this distinction.

If there is an indication that the offender was attending school but is not in school because of summer break, a response of either “in regular school” or “in special or alternative school is appropriate”.

- 1 IN regular school – This response is appropriate if there is an indication that the offender is attending a “regular” school *or* if there is an indication that the offender is attending school, the school is identified and it is determined to be a “regular school” *or* if there is an indication that the offender is attending school, the school is identified but the type of school (either “regular” or “special or alternative”) cannot be determined through reasonable efforts.
- 2 IN special or alternative school – This response is appropriate if there is an indication that the offender is attending a “special or alternative” school *or* if there is an indication that the offender is attending school, the school is identified and it is determined to be a “special or alternative” school.
- 3 NOT IN SCHOOL – This response is appropriate if there is an indication that the offender is not in school because he/she graduate/GED.
- 4 NOT IN SCHOOL – This response is appropriate if there is an indication that the offender is not in school because he/she dropped out.
- 5 NOT IN SCHOOL – This response is appropriate if there is an indication that the offender is not in school because he/she was expelled.
- 6 NOT IN SCHOOL – This response is appropriate if there is an indication that the offender is not in school but there is no indication why.
- 9 Unknown – This response is appropriate if information regarding whether the offender was attending school at the time of the incident is not available.

#### **TR026**

#### **Was Incident Gang-Motivated?**

Report whether there is any indication that the current/target incident was gang motivated – committed on behalf of the gang. Include incidents resulting from territorial disputes, retaliations, witness intimidations, and incidents related to gang “business” (e.g. robberies committed for gang benefit).

- 1 Yes – This response is appropriate if there is at least some indication that the incident was gang-motivated.

- 2 No – This response is appropriate if there is at least some indication that the incident was not gang-motivated *or* if it can be inferred from the paper record that the incident was not gang-motivated even if there is no indication of such. One should *infer* that the incident was not gang-motivated only when the jurisdiction typically indicates that an incident is gang-motivated and *never* indicates that an incident is not gang-motivated.
- 9 Unknown – This response is appropriate when information regarding whether the incident was gang-motivated is not available *and* when one can not infer that the incident was not gang-motivated.

TR027 Under The Influence?

Report whether there is any indication that the offender was under the influence of alcohol or other drug at the time of the current/target incident.

- 1 Yes – This response is appropriate if there is at least some indication that the offender may have been under the influence.
- 2 No – This response is appropriate if there is at least some indication that the offender was not under the influence *or* if it can be inferred from the paper records that the offender was not under the influence even if there is no indication to such. One should *infer* that the offender was not under the influence only when the jurisdiction typically indicates when an offender may have been under the influence and *never* indicates when an offender was not under the influence.
- 9 Unknown – The response is appropriate when information regarding whether the offender was under the influence is not available *and* when one can not infer that the offender was not under the influence.

TR028 Number of Co-offenders

Number of co-offenders involved in the incident. If the record indicates that the offender acted alone enter 0 *or* if it can be inferred from the paper record that the offender acted alone enter 0. One should *infer* that the offender acted alone only if the jurisdiction typically indicates co-offenders and never *indicates* if the offender acted alone. If the presence of co-offenders is unknown enter -1. If it is known that there were one or more co-offenders, but the exact number is unknown enter -2.

TR040, TR046, TR052 Victim Injury

Indicate the extent to which victim (1,2,3) were injured during the incident.

- 1 Major injury – This response is appropriate if there is at least some indication of medical treatment for an injury.
- 2 Minor injury – This response is appropriate if there is no indication of medical treatment for an injury despite indication of the injury itself.

- 3 No injury – This response is appropriate if there is at least some indication that there was no injury or medical treatment *or* if it can be inferred from the paper record that there was no injury or medical treatment. One should *infer* that there was no injury or medical treatment only when the jurisdiction typically indicates when there is injury or medical treatment and never indicates when there is no injury or medical treatment.
- 9 Unknown – This response is appropriate when information regarding whether there was injury or medical treatment is not available *and* when one cannot infer that there was no injury or medical treatment.

TR041, TR047, TR053      Victim/Offender Relationship

Indicate the extent to which victim (1,2,3) and the offender were known to one another.

- 1 Family – This response is appropriate if the victim and offender are related to one another by birth or marriage.
- 2 Acquaintances – This response is appropriate when the record indicates that the victim and offender are friends, neighbors, casual acquaintances, or when the victim indicates having seen the offender before.
- 3 Strangers – This response is appropriate when the record indicates that the victim and offender are not known to one another *or* if it can be inferred that the victim and offender are not known to one another even if there is no indication of such. One should *infer* that the victim and offender are not known to one another when the jurisdiction typically indicates that the victim and offender are family or acquaintances and *never* indicates when a victim and offender are strangers.
- 4 Unknown – This response is appropriate when information on the victim/offender relationship is not available *and* when one cannot infer that the victim and offender are strangers.

**Juvenile Court Processing of Current Incident**

TR055 - TR057      Juvenile Court Intake Date

If the case was decertified from criminal court and there is no reference to the juvenile court intake date , the juvenile court intake date should be the date of decertification.

TR058 - TR066      Juvenile Court Intake Charges

If the case was decertified from criminal court and there is no reference to juvenile court intake charges, the juvenile court intake charges should be the decertified charges.



TR068 - TR070

Juvenile Court Petition Date

If the case was decertified from criminal court and there is no juvenile court petition, the juvenile court petition date should be the date of decertification.

TR071 - TR079

Juvenile Court Petition Charges

If the case was decertified from criminal court and there is no juvenile court petition, the juvenile court petition charges should be the decertified charges.

TR080 - TR086

Pre-Disposition Custody

Police custody involving an arrest, referral, and release with no admission to either secure or nonsecure detention, should not be considered pre-disposition custody.

These variables *should not* include information on pre-disposition custody which occurred due to *criminal court* processing of the case.

TR080

Pre-Disposition Custody

Indicate whether the offender was detained at any time between referral to *juvenile court* and *juvenile court* disposition.

- 1 Adult jail facility – This response is appropriate when the offender was detained only in an adult jail facility.
- 2 Both adult jail and secure juvenile custody facilities – This response is appropriate when the offender was detained in a combination of adult jail and juvenile secure facility.
- 3 Secure juvenile custody facility – This response is appropriate when the offender was detained only in a secure juvenile custody facility.
- 4 Nonsecure custody – This response is appropriate when the offender was held in a nonsecure facility (e.g. shelter) or placed on electronic monitoring.
- 5 Secure juvenile custody and nonsecure custody – This response is appropriate when the offender was detained in a combination of secure juvenile custody facility and nonsecure facility (e.g. shelter) or placed on electronic monitoring.
- 6 Adult jail facility, secure juvenile custody, and nonsecure custody – This response is appropriate when the offender was detained in a combination of adult jail facility, secure juvenile custody facility, and nonsecure facility (e.g. shelter) or placed on electronic monitoring.
- 7 Adult jail facility and nonsecure custody – This response is appropriate when the offender was detained in a combination of adult jail and nonsecure juvenile custody (e.g. shelter) or placed on electronic monitoring.
- 8 Not detained – This response is appropriate when the record indicates that the offender was not detained *or* it can be inferred from the paper record that the offender was no detained. One should *infer* that the offender was not detained

when the jurisdiction typically indicates when an offender is detained and *never* indicates when an offender is not detained.

- 9 Unknown – This response is appropriate when information regarding pre-disposition custody is not available.

TR084 - TR086 Pre-Disposition Custody Release Date

Enter the last date of release from *juvenile court* pre-disposition custody. If there is an indication that the offender was not released from *juvenile court* pre-disposition custody, enter the disposition start date (TR099-TR101). If the offender was not detained or the *juvenile court* pre-disposition custody release date is not known fill TR084 – TR086 with 9's.

**Criminal Court Processing of Current Incident**

TR102 - TR114 Criminal Court Arraignment/Intake

“Criminal Court Arraignment/Intake” may be synonymous with the “Criminal Court Preliminary Hearing”.

TR114 Criminal Court Arraignment / Intake Decision

Indicate the most severe criminal court/prosecutor intake decision

- 1 Proceed with prosecution.
- 2 Request decertification – This response is appropriate if a request to decertify a case from criminal to juvenile court is made at *any point* during case processing.
- 3 Refer case to juvenile court – This response is appropriate when, at *any point* during case processing, charges are identified as juvenile court charges (i.e. original charges were determined to be inappropriate or charges were reduced).
- 4 Dismiss or otherwise close entire case.

TR115 - TR120 Pre-Disposition Custody

Information on police custody involving an arrest, arraignment, and release with no admission to either secure or nonsecure detention, should not be considered pre-disposition custody.

These variables *should not* include information on pre-disposition custody which occurred due to *juvenile court* processing of the case.

TR115

Pre-Disposition Custody

Indicate whether the offender was ***detained*** at any time between referral to ***criminal court*** and ***criminal court*** disposition.

- 1 Adult jail facility – This response is appropriate if the offender was detained only in an adult jail facility.
- 2 Both adult jail and secure juvenile custody facilities – This response is appropriate if offender was detained in a combination of adult jail and secure juvenile facility.
- 3 Secure juvenile custody facility – This response is appropriate if the offender was detained only in a secure juvenile custody facility.
- 4 Nonsecure custody – This response is appropriate if the offender was detained only in a nonsecure facility (e.g. shelter) or placed on electronic monitoring.
- 5 Secure juvenile custody and nonsecure custody – This response is appropriate when the offender was detained in a combination of secure juvenile custody facility and nonsecure facility (e.g. shelter) or placed on electronic monitoring.
- 6 Adult jail facility, secure juvenile custody, and nonsecure custody – This response is appropriate when the offender was detained in a combination of adult jail facility, secure juvenile custody facility, and nonsecure facility (e.g. shelter) or placed on electronic monitoring.
- 7 Adult jail facility and nonsecure custody – This response is appropriate when the offender was detained in a combination of adult jail and nonsecure juvenile custody (e.g. shelter) or placed on electronic monitoring.
- 8 Not detained – This response is appropriate when the record indicates that the offender was not ***or*** it can be inferred from the paper record that the offender was not detained. One should ***infer*** that the offender was not detained only when the jurisdiction typically indicates when an offender is detained and ***never*** indicates when an offender is not detained.
- 9 Unknown – This response is appropriate when information regarding pre-disposition custody is not available ***and*** when one cannot infer that the offender was not detained.

TR119 - TR121

Pre-Disposition Custody Release Date

Enter the last date of release from ***criminal court*** pre-disposition custody. If there is an indication that the offender was not released from ***criminal court*** pre-disposition custody, enter the disposition start date (TR152 - TR154). If the offender was not detained or the ***criminal court*** pre-disposition custody release date is not known fill TR0119 – TR121 with 9's.

TR123

Bail Release

Indicate whether the offender was released from pre-disposition secure custody on bail.

- 1 Yes – This response is appropriate if the record indicates that the offender was released from pre-disposition secure custody on bail.
- 2 No – This response is appropriate if the record indicates that the offender was not released from pre-disposition secure custody on bail *or* if it can be inferred from the record that the offender was not released from pre-disposition secure custody on bail. One should *infer* that the offender was not released from custody on bail only when the jurisdiction typically indicates when an offender is released on bail and *never* indicates when an offender is not released on bail.
- 9 Unknown – This response is appropriate if information regarding whether the offender was released from pre-disposition secure custody on bail is not available and when one cannot infer that the offender was released from pre-disposition secure custody on bail.

TR124 - TR132

Criminal Court Petition

The “Criminal Court Petition” may be synonymous with the “Criminal Court Indictment”.

TR145

Disposition of Criminal Court

Indicate the criminal court’s most severe disposition in the case. For cases in which the offender was convicted (TR133=1), indicate the sanction, if any, imposed by the court. If the offender was not convicted (TR133=2-5), enter 7. If TR133=9, enter 9. Note: The disposition should reflect the criminal court’s disposition imposed at sentencing rather than the physical placement of the offender.

- 1 Adult prison facility (i.e. State Department of Corrections)
- 2 Adult jail facility (County Corrections)
- 3 Juvenile correctional facility
- 4 Transfer to juvenile court for disposition
- 5 Probation
- 6 Other sanction
- 7 Dismiss or otherwise close the case.
- 9 Unknown – Information regarding criminal court disposition is not available.

TR152 - 154

Criminal Court Disposition Start Date

Indicate the starting date associated with the disposition order. If credit was given for pre-disposition custody *and* the offender was never released from pre-disposition custody, enter the pre-disposition custody admission date. Otherwise enter the disposition start date. If the disposition start date is unknown, fill TR152 - TR154 with 9’s.

## Delinquency/Criminal History Record

TR208 - TR210                      Arraignment / Intake

“Arraignment/Intake” may be synonymous with the “Preliminary Hearing”.

TR211                                      Arraignment / Intake Decision / Disposition

No data should be collected for this variable. Enter nothing in this field.

TR212                                      Court In Which Most Severe Action Occured

*Note: This variable replaces the variable labeled “Court Transfer?”*

- 1      Juvenile Court
- 2      Criminal Court
- 3      Case closed to law enforcement – not referred to court

TR213                                      Court Action

Indicate the *most severe* action taken.

- 1      Convict on some or all offenses in criminal court.
- 2      Adjudicate delinquent on some or all offenses in juvenile court.
- 3      Acquit in criminal court
- 4      Adjudicate NOT delinquent in juvenile court.
- 5      Diversion – pre-trial/informal sanction.
- 6      Dismiss or otherwise close the entire case.
- 9      Unknown – Information regarding the court action is not available.

## Recidivism Record

For current/target incidents originating in criminal court, create a separate record for each incident that occurred (i.e. date of offense) after the Criminal Court Arraignment/ Prosecution/Preliminary Hearing date. For current/target incidents originating in juvenile court, create a separate record for each incident that occurred (i.e. date of offense) after the Juvenile Court Intake date.

TR312 - TR315                      Arraignment / Intake

“Arraignment/Intake” may be synonymous with the “Preliminary Hearing”.

TR315 Arraignment / Intake Decision / Disposition

No data should be collected for this variable. Enter nothing in this field.

TR316 Court In Which Most Severe Action Occured

*Note: This variable replaces the variable labeled “Court Transfer?”*

- 1 Juvenile Court
- 2 Criminal Court
- 3 Case closed to law enforcement – not referred to court

TR317 Court Action

Indicate the most severe action taken.

- 1 Convict on some or all offenses in criminal court.
- 2 Adjudicate delinquent on some or all offenses in juvenile court.
- 3 Acquit in criminal court
- 4 Adjudicate NOT delinquent in juvenile court.
- 5 Diversion – pre-trial/informal sanction.
- 6 Dismiss or otherwise close the entire case.
- 9 Unknown – Information regarding the court action is not available.

TR330 - TR332 Disposition Start Date

Indicate the starting date associated with the disposition order. If credit was given for pre-disposition custody *and* the offender was never released from pre-disposition custody, enter the pre-disposition custody admission date. Otherwise enter the disposition start date. If the case was dismissed at court, enter the dismissal date. If the disposition start date is unknown, fill TR330 - TR332 with 9’s.

**Miscellaneous Instructions**

If paper records contain conflicting information, responses for those data elements should be derived from documentation occurring later rather than earlier in the processing of the case (i.e. use information provided by the preliminary hearing rather than the police report).

Data fields should remain blank for those variables with no information because case processing extended beyond the timeframe of this research (e.g. dispositional information).