

OFFICE OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION
CENSUS OF JUVENILES ON PROBATION

GEORGE MASON UNIVERSITY
ACTING AS COLLECTING AGENT FOR
Office of Juvenile Justice and Delinquency Prevention
U.S. DEPARTMENT OF JUSTICE

This two-part form asks for population counts and individual-level information for all young persons on juvenile probation **on October 21, 2009.**

Please complete the questionnaire before November 21, 2009. The following methods of reporting are available to you:

- web entry via the online survey on the CJP web portal (requires registration)
- pre-formatted EXCEL document downloaded from the CJP web portal
- securely uploading CSV text, Excel or XML data file using formatting guide the CJP web portal
- mailing this completed questionnaire to George Mason University in the enclosed envelope
- faxing all pages to George Mason University at (703) 993-8316, Attention: CJP Census.

For details about any of these options as well as the census itself, please see page 2 of this questionnaire or visit the CJP web portal at ojjdp.gmu.edu.

If you have questions about completing the form or need technical assistance, please call **Kimberly Mehlman-Orozco** at (571) 230-9667 or email kmehlman@gmu.edu.

PERSON COMPLETING THIS FORM

BOX A

Name		
Title		
Mailing address		
City	State	ZIP Code
E-mail address		
Telephone number with area code		Extension

ORGANIZATION FOR WHICH YOU ARE REPORTING

BOX B

Organization

REPORTING OPTIONS

1. Section I of this form collects total population counts. Section II collects individual-level information. Both sections request this information for young persons on probation supervision **on October 21, 2009**.
2. The following methods of reporting are available to you:

Method	Features
Online web-based form	<ul style="list-style-type: none">• Access at ojjdp.gmu.edu on or after October 21 (<i>requires brief one-time registration if not already registered</i>)• Easy-to-use interface• Eliminates all manual coding for offenses, race or status• Password-protected so only you can access your records• Records entered into secure database—no need to save• All records encrypted for maximum security• Dropdown menus for quick and accurate entry• Pop-up tooltips for entry guidance• Complete survey in multiple sessions picking up where you left off• Modify entries• View, print and export your records to Excel
Excel spreadsheet	<ul style="list-style-type: none">• Download templates for Excel 2003 or 2007 from ojjdp.gmu.edu. Upload completed spreadsheet securely via web site (most secure) or email to kmehlman@gmu.edu
Uploaded data file	<ul style="list-style-type: none">• Upload formatted CSV, Excel or XML file using fields and formatting instructions on the web site.• Technical assistance available by phone & email
Paper questionnaire	<ul style="list-style-type: none">• Fill in this paper questionnaire by hand and mail or fax

3. If you choose to submit this paper questionnaire, please mail to:

Administration of Justice Department
George Mason University
10900 University Blvd., MS 4F4
Manassas, VA 20110
ATTN: CJP Census

or fax to (703) 993-8316, Attention: CJP Census

For further information on web and electronic submissions, call Kimberly Mehlman-Orozco at **(571) 230-9667** or email to **kmehlman@gmu.edu**.

4. Be sure to keep copies for your records of the data you submit.
5. Thank you. You will have access through the CJP portal web site at **ojjdp.gmu.edu** to a number of resources, including a wide range of pre-configured charting options to present the data you submit in applications of your choosing.

Section I – SUMMARY OF JUVENILE PROBATION COUNTS

IMPORTANT INSTRUCTIONS

Please complete this questionnaire for the juvenile probation organization that you identified in Box B on the front page.

Note that definitions for all text in **light blue** are provided on page 18 of this form.

1a. Does this office provide OR oversee the provision of FORMAL court ordered juvenile probation supervision?

- Yes
- No **STOP HERE AND MAIL THIS FORM**

1b. According to your records, on Wednesday, October 21, 2009, how many juveniles were on FORMAL court ordered juvenile probation supervision through this office and any probation office(s) that this office oversees? Please note instructions carefully.

DO NOT include in your count juveniles who were, on Wednesday, October 21, 2009:

- on **PAROLE**
- on **INFORMAL** non-court ordered probation
- in a **RESIDENTIAL FACILITY** even if those juveniles were on court ordered probation (data are collected on this population in a separate census).

INCLUDE in your count juveniles who were, on Wednesday, October 21, 2009, on **AFTERCARE**.

Total count of juveniles on **FORMAL** court ordered probation

2a. Does this office provide OR oversee the provision of INFORMAL non-court ordered juvenile probation supervision?

- Yes
- No – **SKIP TO QUESTION 3**

2b. On Wednesday, October 21, 2009, how many juveniles were on INFORMAL non-court ordered probation supervision through this office?

Total count of juveniles on **INFORMAL** probation

3. What best describes the geographic area served by this office and any offices that this office oversees? Please mark (X) only ONE geographic area and provide the name(s) of the area served.

Area type	Name(s) of area(s)
<input type="checkbox"/> An entire state <i>(Name of state)</i>	<input style="width: 100%; height: 20px;" type="text"/>
<input type="checkbox"/> Most of a state <i>(Describe area)</i>	<input style="width: 100%; height: 20px;" type="text"/>
<input type="checkbox"/> A single county <i>(Name of county)</i>	<input style="width: 100%; height: 20px;" type="text"/>
<input type="checkbox"/> Multiple counties <i>(Name of counties)</i>	<input style="width: 100%; height: 20px;" type="text"/>
<input type="checkbox"/> A single municipality <i>(Name of municipality)</i>	<input style="width: 100%; height: 20px;" type="text"/>
<input type="checkbox"/> Multiple municipalities <i>(Name of municipalities)</i>	<input style="width: 100%; height: 20px;" type="text"/>
<input type="checkbox"/> Other type of area <i>(Name of area)</i>	<input style="width: 100%; height: 20px;" type="text"/>

Section II - PERSON LEVEL DATA

START HERE



Please **COMPLETE** a **LINE** on the table below for **EACH** person who on **Wednesday, October 21, 2009**, was on **FORMAL** court ordered juvenile probation supervision (including juveniles on aftercare).



Line Number	1.	2.	3.	4.	5.	Line Number	
	Enter an identifying number or first name and last initial for all juveniles meeting ALL requirements above. Use an identifier that will allow YOU to reidentify each person 6 months from now, if a callback is needed.	What is this person's sex? Enter the code on the line. M – Male F – Female	What is this person's date of birth? Mo. Day Yr.	What is this person's race? Enter the code on the line. 1 – White, not of Hispanic origin 2 – Black or African American, not of Hispanic origin 3 – Hispanic or Latino (i.e., Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin) 4 – American Indian or Alaska Native 5 – Asian, not of Hispanic origin 6 – Native Hawaiian or other Pacific Islander, not of Hispanic origin 7 – Two or more races, not of Hispanic origin – <i>Specify</i> 9 – Unknown	On Wednesday, October 21, 2009, in which county and state did this person reside? Please print the full county name. State name may be abbreviated. If county and/or state are not known, enter code 99 in the appropriate box(es) below. If this person resides in an independent city which is located outside of any "county" area, list the independent city name in the "County" box.		
	Code	Mo. Day Yr.	Code	<i>Specify Other Only</i>	County	State	
01							01
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10							10
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12							12

Section II - PERSON LEVEL DATA

Do NOT include in your count juveniles who were:

- A. On PAROLE,**
- B. On INFORMAL non-court ordered probation, or**
- C. In a RESIDENTIAL FACILITY even if those juveniles were on formal court ordered probation.**

Line Number	6. In which county and state did this person commit the most serious offense he or she was adjudicated for or charged with that resulted in placement on formal court ordered juvenile probation supervision? Please print the full county name. State name may be abbreviated. If county and/or state are not known, enter code 99 in the appropriate box(es) below. If this offense was committed in an independent city which is located outside of any "county" area, list the independent city name in the "County" box.		7. What is the most serious offense this person was adjudicated for or charged with that resulted in placement on formal court ordered juvenile probation supervision? Enter the code for the most serious offense resulting in court order to formal juvenile probation supervision. See offense codes on pages 19 and 20.		8. On Wednesday, October 21, 2009, what was this person's court ordered probation status? 1 - Formal Probation Supervision 2 - Other Form of Probation Supervision - Specify		Line Number
	County	State	Code	Code	Specify Other Only		
01							01
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13								13
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31								31
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49								49
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51								51
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85								85
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85						85	
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The Federal Government uses the following definitions for the various racial categories.

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

Black or African American – A person having origins in any of the black racial groups of Africa.

Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race.

American Indian or Alaskan Native – A person having origins in any of the original peoples of North America and South America (including Central America) and who maintains tribal affiliations or community attachment.

Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Native Hawaiian or other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.

Two or more races, not of Hispanic origin – Refers to combinations of two or more of the following race categories: White, Black or African American, American Indian/Alaska Native, Asian, Native Hawaiian or other Pacific Islander. In cases of Hispanic origin, regardless of race(s), mark “Hispanic or Latino.”

DEFINITIONS OF TERMS

Formal – Formal court ordered probation supervision is the supervision of persons adjudicated for one or more delinquent or status offenses.

Informal – Informal juvenile probation supervision is the supervision of persons who have reached an agreement with this probation office and, usually, the juveniles’ parents or guardians. This non-court ordered agreement stipulates the conditions of compliance.

Parole – Supervision of juveniles who are released following commitment to a state institution.

Residential Facility – A residential facility is any state, local, tribal, or privately-run facility that houses one or more juveniles who are charged with or adjudicated for a delinquent or status offense. Examples of facilities include but are not limited to: detention centers, boot camps, residential treatment centers, and training schools.

Aftercare – Aftercare is a continuation of formal court ordered probation supervision following release from a local or privately-run facility. It may include treatment and/or reintegration plans. It excludes parole, post-probation supervision, and other understandings of aftercare.

Thank you for completing this questionnaire. Please make copies for your own records of this completed questionnaire, so that if we need to call you about an answer, you will be able to refer to your copies.

Please mail the completed form in the enclosed envelope to:

**Administration of Justice Department
George Mason University
10900 University Blvd., MS 4F4
Manassas, VA 20110
ATTN: CJP Census**

OFFENSE CODE CARD

Census of Juveniles on Probation

This card presents a list of offenses divided into two main categories: (1) offenses for both underage persons and for adults, and (2) possible offenses for underage persons only. Information on this card may make it easier for you to classify juveniles on formal court-ordered probation because of an offense.

In Section II, question 6, you are again referred to this card. There, you are asked to match each young person's offense to the category and type of offense on this card, note the two-digit code number, and write that number in Section II, question 6, on the line for that person. Please record the most serious offense for which this juvenile is on formal court-ordered probation as of October 21, 2009.

Attempted offenses should be coded as if they were actual offenses, except for attempted murder which should be coded as 20 (assault, aggravated).

Definitions of the offenses are provided on the back of this card.

OFFENSES FOR BOTH UNDERAGE PERSONS AND ADULTS

OFFENSES AGAINST PROPERTY

- 10 Arson
- 11 Auto theft, unauthorized use of auto, joyriding
- 12 Burglary, breaking and entering, household larceny
- 13 Theft, non-household larceny
- 14 Property damage, vandalism
- 19 Other property offense

OFFENSES AGAINST PERSONS

- 20 Assault, aggravated
- 21 Assault, simple
- 22 Kidnapping
- 23 Murder, manslaughter, negligent homicide
- 24 Violent sexual assault including forcible rape
- 25 Robbery
- 29 Other person offense

DRUG-RELATED OFFENSES

- 30 Drugs or narcotics, trafficking
- 31 Drugs or narcotics, possession
- 39 Other drug-related offense

OFFENSES AGAINST THE PUBLIC ORDER

- 40 Alcohol or drugs, driving under influence of
- 41 Obstruction of justice
- 42 Non-violent sex offense, statutory rape
- 43 Weapons-related offenses
- 49 Other public order offense

PROBATION OR PAROLE VIOLATION

- 50 Probation or parole violation, violation of valid court order

POSSIBLE OFFENSES FOR UNDERAGE PERSONS ONLY

The behaviors identified below are considered offenses in this census ONLY IF THEY ARE ILLEGAL in your state for underage persons:

- 60 Curfew violation
- 61 Incurable, ungovernable
- 62 Running away
- 63 Truancy
- 64 Alcohol: underage use, possession or consumption
- 69 Other offense illegal for underage persons only

UNKNOWN OFFENSES

- 97 Unknown offense for both underage persons and adults
- 98 Unknown offense for underage persons only
- 99 Unknown offense
- 00 Other

DEFINITIONS OF OFFENSES

Alcohol or drugs, driving under influence of — Driving or operating a motor vehicle while under the influence of alcohol, a drug or controlled substance. Code 40.

Alcohol: underage use, possession or consumption — Possession, use, or consumption of alcohol by a minor. Code 64.

Arson — Actual or attempted intentional damaging or destroying of property by fire or explosion, without the owner's consent. Code 10.

Assault, aggravated — An actual, attempted, or threatened physical attack on a person that 1) involves the use of a weapon or 2) causes serious physical harm. Include attempted murder. Code 20. *For assaults with less than serious harm and without use of a weapon - See Assault, simple.*

Assault, simple — An actual, attempted, or threatened physical attack on a person that causes less than serious physical harm and without a weapon. Include non-physical attacks causing the fear of an attack. Code 21.

Auto theft, unauthorized use of auto, joyriding — Actual or attempted unauthorized taking or use of a motor vehicle, intending to deprive the owner of it temporarily or permanently. Include joyriding and grand theft auto. Code 11.

Burglary, breaking and entering, household larceny — Actual or attempted unlawful entry of a building, structure, or vehicle with intent to commit larceny or another crime. Code 12.

Curfew violation — Violation of an ordinance forbidding persons below a certain age from being in public places during set hours. Code 60.

Drugs or narcotics, possession — Actual or attempted purchase, possession or use of any illegal drug or substance, excluding alcohol. Code 31.

Drugs or narcotics, trafficking — Actual or attempted making, selling, or distributing of a controlled or illegal drug or substance. Code 30.

Incorrigible, ungovernable — Being beyond the control of parents, guardians, or custodians. Code only if this is considered an offense in your state. Code 61.

Kidnapping — Actual or attempted unlawful transportation or confinement of a person without his/her consent (or, if a minor, consent of a guardian). Code 22.

Murder, manslaughter, negligent homicide — Causing the death of a person without legal justification. Code 23. *For attempted murder/manslaughter - See Assault, aggravated.*

Non-violent sex offense, statutory rape — Actual or attempted offenses with a sexual element, without violence. Include consensual sex with an underaged person, prostitution, solicitation, indecent exposure, pornography, and obscenity. Code 42. *For sexual abuse by a minor against another minor - See Violent sexual assault.*

Obstruction of justice — Any act that intentionally impedes the enforcement of a law or court order. Examples: Escape from confinement, contempt of court, perjury, failing to report a crime, nonviolently resisting arrest, and bribery. Code 41. *See Probation/parole violation.*

Other drug-related offense — Select this option if the drug offense is not specifically listed on the offense code card or definitions. Examples include: possession of drug paraphernalia, visiting a place where drugs are found, etc. Code 39.

Other offense that is illegal for underage persons only — Select this option if the offense is not illegal for adults and is not specifically listed on the offense code card or definitions. Examples include: underage smoking, unruliness in school, etc. Code 69.

Other person offense — Select this option if the person offense is not specifically listed in the definitions. Examples include: harassment, coercion, reckless endangerment, etc. Code 29.

Other property offense — Select this option if the property offense is not specifically listed in the definitions. Examples include: trespassing, selling stolen property, possession of burglar's tools, fraud, etc. Code 19.

Other public order offense — Select this option if the public order offense is not specifically listed in the definitions. Examples include: cruelty to animals, disorderly conduct, traffic offenses, etc. Code 49.

Probation or parole violation, violation of valid court order — Acts that disobey or go against the conditions of probation or parole. Examples: failure to participate in a specific program, failure to appear for drug tests or meetings, and failure to pay restitution. Code 50.

Property damage, vandalism — Actual or attempted damaging or destroying of property of a person or public property. Code 14. *For destroying or damaging by fire or explosion - See Arson.*

Robbery — Actual or attempted unlawful taking of property in the direct possession of a person by force or threat of force. Include purse snatching with force and carjacking. Code 25. *For purse snatching without force - See Theft/non-household larceny.*

Running away — Leaving the custody and home of parents or guardians without permission and failing to return within a reasonable length of time. Select only if this is considered an offense in the state in which it occurred. Code 62. *For running away from a facility - See Obstruction of justice.*

Theft, non-household larceny — Actual or attempted taking of property (other than an auto) from a person without force or deceit. Include shoplifting, pickpocketing, and purse snatching without force. Code 13. *For purse snatching with force, see Robbery. For theft using deceit, see Other property offense. For household larceny, see Burglary, breaking and entering, household larceny.*

Truancy — Violation of a compulsory school attendance law. Select only if this is considered an offense in your state. Code 63.

Violent sexual assault including forcible rape — Actual or attempted sexual intercourse or sexual assaults against a person against her/his will by force or threat of force. Includes incest, sodomy, and sexual abuse by a minor against another minor. Code 24. *See also Non-violent sex offense, statutory rape.*

Weapons-related offenses — Actual or attempted illegal sale, distribution, manufacture, alteration, transportation, possession, or use of a deadly or dangerous weapon or accessory. Code 43.