

Attachment Table of Contents

Document	Page
Attachment 1: The Omnibus and Crime Control Act of 1968	1
Attachment 2: BJS Participant Letter	7
Attachment 3: Juvenile and U.S. Population Counts	9
Attachment 4: 2014 SJCACC Electronic Extraction Guide	13
Attachment 5: 2014 SJCACC Hard Copy Extraction Guide	41
Attachment 6: 2014 Survey of Juveniles Charged in Adult Criminal Court	54
Attachment 7: Follow Up Letter for Electronic Data	71
Attachment 8: Follow Up Letter for Survey	73

**Attachment 1: The Omnibus Crime Control and Safe
Streets Act of 1968**

DERIVATION

Title I

THE OMNIBUS CRIME CONTROL AND SAFE STREETS ACT OF 1968
(Public Law 90-351)

42 U.S.C. § 3711, *et seq.*

AN ACT to assist State and local governments in reducing the incidence of crime, to increase the effectiveness, fairness, and coordination of law enforcement and criminal justice systems at all levels of government, and for other purposes.

As Amended By

THE OMNIBUS CRIME CONTROL ACT OF 1970
(Public Law 91-644)

THE CRIME CONTROL ACT OF 1973
(Public Law 93-83)

THE JUVENILE JUSTICE AND DELINQUENCY PREVENTION ACT OF 1974
(Public Law 93-415)

THE PUBLIC SAFETY OFFICERS' BENEFITS ACT OF 1976
(Public Law 94-430)

THE CRIME CONTROL ACT OF 1976
(Public Law 94-503)

THE JUSTICE SYSTEM IMPROVEMENT ACT OF 1979
(Public Law 96-157)

THE JUSTICE ASSISTANCE ACT OF 1984
(Public Law 98-473)

STATE AND LOCAL LAW ENFORCEMENT ASSISTANCE ACT OF 1986
(Public Law 99-570-Subtitle K)

THE ANTI-DRUG ABUSE ACT OF 1988
TITLE VI, SUBTITLE C - STATE AND LOCAL NARCOTICS CONTROL
AND JUSTICE ASSISTANCE IMPROVEMENTS
(Public Law 100-690)

THE CRIME CONTROL ACT OF 1990
(Public Law 101-647)

BRADY HANDGUN VIOLENCE PROTECTION ACT
(Public Law 103-159)

VIOLENT CRIME CONTROL AND LAW ENFORCEMENT ACT OF 1994
(Public Law 103-322)

NATIONAL CHILD PROTECTION ACT OF 1993, AS AMENDED
(Public Law 103-209)

and

CRIME IDENTIFICATION TECHNOLOGY ACT OF 1998
(Public Law 105-251)

BUREAU OF JUSTICE STATISTICS
CHAPTER 46 - SUBCHAPTER III
[TITLE I - PART C]

42 USC § 3731 **[Sec. 301.] Statement of purpose**

It is the purpose of this subchapter [part] to provide for and encourage the collection and analysis of statistical information concerning crime, juvenile delinquency, and the operation of the criminal justice system and related aspects of the civil justice system and to support the development of information and statistical systems at the Federal, State, and local levels to improve the efforts of these levels of government to measure and understand the levels of crime, juvenile delinquency, and the operation of the criminal justice system and related aspects of the civil justice system. The Bureau shall utilize to the maximum extent feasible State governmental organizations and facilities responsible for the collection and analysis of criminal justice data and statistics. In carrying out the provisions of this subchapter [part], the Bureau shall give primary emphasis to the problems of State and local justice systems.

42 USC § 3732 **[Sec. 302.] Bureau of Justice Statistics**

(a) Establishment. There is established within the Department of Justice, under the general authority of the Attorney General, a Bureau of Justice Statistics (hereinafter referred to in this subchapter [part] as “Bureau”).

(b) Appointment of Director; experience; authority; restrictions. The Bureau shall be headed by a Director appointed by the President, by and with the advice and consent of the Senate. The Director shall have had experience in statistical programs. The Director shall have final authority for all grants, cooperative agreements, and contracts awarded by the Bureau. The Director shall report to the Attorney General through the Assistant Attorney General. The Director shall not engage in any other employment than that of serving as Director; nor shall the Director hold any office in, or act in any capacity for, any organization, agency, or institution with which the Bureau makes any contract or other arrangement under this Act.

(c) Duties and functions of Bureau. The Bureau is authorized to—

(1) make grants to, or enter into cooperative agreements or contracts with public agencies, institutions of higher education, private organizations, or private individuals for purposes related to this subchapter [part]; grants shall be made subject to continuing compliance with standards for gathering justice statistics set forth in rules and regulations promulgated by the Director;

(2) collect and analyze information concerning criminal victimization, including crimes against the elderly, and civil disputes;

(3) collect and analyze data that will serve as a continuous and comparable national social indication of the prevalence, incidence, rates, extent, distribution, and attributes of crime, juvenile delinquency, civil disputes, and other statistical factors related to crime, civil disputes, and juvenile delinquency, in support of national, State, and local justice policy and decisionmaking;

(4) collect and analyze statistical information, concerning the operations of the criminal justice system at the Federal, State, and local levels;

- (5) collect and analyze statistical information concerning the prevalence, incidence, rates, extent, distribution, and attributes of crime, and juvenile delinquency, at the Federal, State, and local levels;
- (6) analyze the correlates of crime, civil disputes and juvenile delinquency, by the use of statistical information, about criminal and civil justice systems at the Federal, State, and local levels, and about the extent, distribution and attributes of crime, and juvenile delinquency, in the Nation and at the Federal, State, and local levels;
- (7) compile, collate, analyze, publish, and disseminate uniform national statistics concerning all aspects of criminal justice and related aspects of civil justice, crime, including crimes against the elderly, juvenile delinquency, criminal offenders, juvenile delinquents, and civil disputes in the various States;
- (8) recommend national standards for justice statistics and for insuring the reliability and validity of justice statistics supplied pursuant to this chapter [title];
- (9) maintain liaison with the judicial branches of the Federal and State Governments in matters relating to justice statistics, and cooperate with the judicial branch in assuring as much uniformity as feasible in statistical systems of the executive and judicial branches;
- (10) provide information to the President, the Congress, the judiciary, State and local governments, and the general public on justice statistics;
- (11) establish or assist in the establishment of a system to provide State and local governments with access to Federal informational resources useful in the planning, implementation, and evaluation of programs under this Act;
- (12) conduct or support research relating to methods of gathering or analyzing justice statistics;
- (13) provide for the development of justice information systems programs and assistance to the States and units of local government relating to collection, analysis, or dissemination of justice statistics;
- (14) develop and maintain a data processing capability to support the collection, aggregation, analysis and dissemination of information on the incidence of crime and the operation of the criminal justice system;
- (15) collect, analyze and disseminate comprehensive Federal justice transaction statistics (including statistics on issues of Federal justice interest such as public fraud and high technology crime) and to provide technical assistance to and work jointly with other Federal agencies to improve the availability and quality of Federal justice data;
- (16) provide for the collection, compilation, analysis, publication and dissemination of information and statistics about the prevalence, incidence, rates, extent, distribution and attributes of drug offenses, drug related offenses and drug dependent offenders and further provide for the establishment of a national

clearinghouse to maintain and update a comprehensive and timely data base on all criminal justice aspects of the drug crisis and to disseminate such information;

(17) provide for the collection, analysis, dissemination and publication of statistics on the condition and progress of drug control activities at the Federal, State and local levels with particular attention to programs and intervention efforts demonstrated to be of value in the overall national anti- drug strategy and to provide for the establishment of a national clearinghouse for the gathering of data generated by Federal, State, and local criminal justice agencies on their drug enforcement activities;

(18) provide for the development and enhancement of State and local criminal justice information systems, and the standardization of data reporting relating to the collection, analysis or dissemination of data and statistics about drug offenses, drug related offenses, or drug dependent offenders;

(19) provide for research and improvements in the accuracy, completeness, and inclusiveness of criminal history record information, information systems, arrest warrant, and stolen vehicle record information and information systems and support research concerning the accuracy, completeness, and inclusiveness of other criminal justice record information;

(20) maintain liaison with State and local governments and governments of other nations concerning justice statistics;

(21) cooperate in and participate with national and international organizations in the development of uniform justice statistics;

(22) ensure conformance with security and privacy requirement of section 3789g of this title and identify, analyze, and participate in the development and implementation of privacy, security and information policies which impact on Federal and State criminal justice operations and related statistical activities; and

(23) exercise the powers and functions set out in subchapter VIII [part H] of this chapter [title].

(d) Justice statistical collection, analysis, and dissemination. To insure that all justice statistical collection, analysis, and dissemination is carried out in a coordinated manner, the Director is authorized to—

(1) utilize, with their consent, the services, equipment, records, personnel, information, and facilities of other Federal, State, local, and private agencies and instrumentalities with or without reimbursement therefor, and to enter into agreements with such agencies and instrumentalities for purposes of data collection and analysis;

(2) confer and cooperate with State, municipal, and other local agencies;

(3) request such information, data, and reports from any Federal agency as may be required to carry out the purposes of this chapter [title];

(4) seek the cooperation of the judicial branch of the Federal Government in

gathering data from criminal justice records; and

(5) encourage replication, coordination and sharing among justice agencies regarding information systems, information policy, and data.

(e) Furnishing of information, data, or reports by Federal agencies. Federal agencies requested to furnish information, data, or reports pursuant to subsection (d)(3) of this section shall provide such information to the Bureau as is required to carry out the purposes of this section.

(f) Consultation with representatives of State and local government and judiciary. In recommending standards for gathering justice statistics under this section, the Director shall consult with representatives of State and local government, including, where appropriate, representatives of the judiciary.

42 USC § 3733 **[Sec. 303.] Authority for 100 per centum grants**

A grant authorized under this subchapter [part] may be up to 100 per centum of the total cost of each project for which such grant is made. The Bureau shall require, whenever feasible as a condition of approval of a grant under this subchapter [part] , that the recipient contribute money, facilities, or services to carry out the purposes for which the grant is sought.

42 USC § 3735 **[Sec. 304.] Use of data**

Data collected by the Bureau shall be used only for statistical or research purposes, and shall be gathered in a manner that precludes their use for law enforcement or any purpose relating to a particular individual other than statistical or research purposes.

Attachment 2: BJS Participant Letter



U.S. Department of Justice

Office of Justice Programs

Bureau of Justice Statistics

Washington, D.C. 20531

October 29, 2014

Name
Title
Address
Address
Address

Dear ?:

The Bureau of Justice Statistics (BJS) has initiated a data collection to examine young offenders processed in adult criminal courts. The project is one of the first efforts to collect national level statistics on this issue, and will provide high quality data of potential benefit to criminal justice planners, decision makers, and researchers. To achieve the project's goals, BJS is requesting information on the availability of key measures in your court's case management system. The locations, availability, and reliability of these data are of critical importance to the sampling and collection procedures of this study.

The project sample will be drawn from youths under the age of 18 processed in adult criminal courts, with an oversampling of those juveniles transferred to criminal court by a judicial waiver, prosecutorial discretion, or legislative exclusion. Information collected will include demographic characteristics, state fingerprint-based ID number, arrest date, arrest charge(s), date of court referral, court charge(s), adjudication type and date, and sentence length and type.

BJS has retained Westat and the National Center for Juvenile Justice (NCJJ) to collect data on the processing of youths in adult court. A representative from one of these agencies will be contacting you shortly to discuss the reliability of the above information in your system and the availability for inclusion in this collection.

Consistent with its mission, BJS is authorized to collect these data and will use them solely for research and statistical purposes only as described in Title 42, U.S.C. §3735 and §3789g (enclosed). We take confidentiality and human subject protection very seriously. The data will be archived and will not be publicly available. Your cooperation in providing us this information will greatly assist this study.

Sincerely,

William J. Sabol
Acting Director
Bureau of Justice Statistics

Attachment 3: Juvenile and U.S. Population Counts

Juvenile and U.S. Population Counts

Primary Stratum (H)	FIPstate	State Postal	State	Upper age of juvenile court jurisdiction	Total Population - 2008	Population under juvenile court jurisdiction (Age 10 to Upper age) -2008	Transfer Volume Category	Via Upper age of JV court original jurisdiction (N1)	Via Transfer (Best Guess) (N2)	All juveniles in adult criminal courts (Nh)
1	01	AL	Alabama	17	4,661,900	504,393	3	0	686	686
1	08	CO	Colorado	17	4,939,456	513,434	4	0	166	166
1	09	CT	Connecticut	15	3,501,252	282,285	4	7,369	110	7,479
1	11	DC	District of Columbia	17	591,833	47,053	3	0	75	75
1	19	IA	Iowa	17	3,002,555	319,690	3	0	1,200	1,200
1	25	MA	Massachusetts	16	6,497,967	570,147	2	6,483	1,253	7,736
1	27	MN	Minnesota	17	5,220,393	560,269	2	0	80	80
1	30	MT	Montana	17	967,440	100,950	3	0	56	56
1	34	NJ	New Jersey	17	8,682,661	933,715	3	0	220	220
1	35	NM	New Mexico	17	1,984,356	217,278	2	0	54	54
1	36	NY	New York	15	19,490,297	1,484,686	3	39,203	602	39,805
1	42	PA	Pennsylvania	17	12,448,279	1,291,420	3	0	640	640
1	44	RI	Rhode Island	17	1,050,788	107,302	2	0	20	20
1	45	SC	South Carolina	16	4,479,800	408,678	3	7,144	166	7,310
1	46	SD	South Dakota	17	804,194	87,232	3	0	61	61
1	50	VT	Vermont	17	621,270	62,778	5	0	955	955
1	53	WA	Washington	17	6,549,224	692,830	4	0	75	75

Juvenile and U.S. Population Counts

Total, Stratum 1					85,493,665	8,184,140		60,201	6,419	66,620
2	04	AZ	Arizona	17	6,500,180	719,454	4	0	605	605
2	17	IL	Illinois	16	12,901,563	1,234,319	4	14,644	458	15,102
2	20	KS	Kansas	17	2,802,134	305,591	1	0	55	55
2	26	MI	Michigan	16	10,003,422	972,427	4	12,966	107	13,073
2	31	NE	Nebraska	17	1,783,432	193,551	5	0	689	689
2	51	VA	Virginia	17	7,769,089	802,943	3	0	1,342	1,342
2	55	WI	Wisconsin	16	5,627,967	518,477	2	6,489	480	6,969
Total, Stratum 2					47,387,787	4,746,762		34,099	3,736	37,835
Primary Stratum (H)	FIPstate	State Postal	State	Upper age of juvenile court jurisdiction	Total Population - 2008	Population under juvenile court jurisdiction (Age 10 to Upper age) -2008	Transfer Volume Category	Via Upper age of JV court original jurisdiction (N1)	Via Transfer (Best Guess) (N2)	All juveniles in adult criminal courts (Nh)
3	12	FL	Florida	17	18,328,340	1,782,855	5	0	3,592	3,592
3	48	TX	Texas	16	24,326,974	2,461,511	1	26,484	203	26,687
Total, Stratum 3					42,655,314	4,244,366		26,484	3,795	30,279
4	10	DE	Delaware	17	873,092	91,094	3	0	76	76
4	15	HI	Hawaii	17	1,288,198	122,553	1	0	10	10

Juvenile and U.S. Population Counts

4	16	ID	Idaho	17	1,523,816	177,035	4	0	20	20
4	23	ME	Maine	17	1,316,456	131,238	1	0	49	49
4	29	MO	Missouri	16	5,911,605	555,139	1	7,383	97	7,480
4	37	NC	North Carolina	15	9,222,414	717,283	2	22,171	43	22,214
4	38	ND	North Dakota	17	641,481	64,446	3	0	60	60
4	41	OR	Oregon	17	3,790,060	389,457	4	0	401	401
4	49	UT	Utah	17	2,736,424	340,091	2	0	20	20
Total, Stratum 4					27,303,546	2,588,336		29,554	776	30,330
Total, Strata 1 through 4					202,840,312	19,763,604		150,338	14,726	165,064
5	05	AR	Arkansas	17	2,855,390	308,854	4	0	300	300
5	06	CA	California	17	36,756,666	4,167,898	4	0	1,201	1,201
5	13	GA	Georgia	16	9,685,744	955,615	3	15,405	545	15,950
5	22	LA	Louisiana	16	4,410,796	427,034	3	7,398	229	7,627
5	28	MS	Mississippi	17	2,938,618	338,171	4	0	80	80
5	32	NV	Nevada	17	2,600,167	284,805	3	0	117	117
5	33	NH	New Hampshire	16	1,315,809	121,837	1	1,387	25	1,412
5	39	OH	Ohio	17	11,485,910	1,249,659	3	0	290	290
5	40	OK	Oklahoma	17	3,642,361	391,286	3	0	150	150

Attachment 4: 2014 SJCACC Electronic Extraction Guide

Survey of Juveniles Charged as Adults in Criminal Courts (SJCACC): 2014

**United States Department of Justice
Bureau of Justice Statistics**

Electronic Data Extraction Guide

June 2014

Prepared by:
Westat / National Center for Juvenile Justice

Table of Contents

Table of Contents	1
What is the Study about?.....	2
Will the data be secure and kept confidential?.....	2
How do I provide the data for my jurisdiction?	3
Uniform Data Extracts	4
What data elements do I include?	4
How should my file be structured?	4
What unit of count do I use?	4
What cases do I include?.....	5
What file formats are acceptable?.....	5
What supporting documentation do I need to submit?	5
How do I submit my files?.....	5
Non-Uniform Data Extracts	7
What data elements do I include?	7
What cases do I include?.....	7
What file formats are acceptable?.....	7
What supporting documentation do I need to submit?	8
How do I submit my files?.....	8
Unformatted Data Files	9
What file formats are acceptable?.....	9
What supporting documentation do I need to submit?	9
How do I submit my files?.....	10
How do I contact you if I have questions?.....	10
Appendix A: Key concepts and definitions	11
Appendix B: Preferred offense coding categories	13
Appendix C: Uniform Extract Data Layout	16
Appendix D: Uniform Extract Suggested Coding	19

Survey of Juveniles Charged as Adult in Criminal Courts: 2014 (SJCACC)

Electronic Data Extraction Guide

What is the Study about?

The U.S. Department of Justice, Bureau of Justice Statistics (BJS) has initiated a data collection to examine young offenders processed in criminal courts. The SJCACC sample will be drawn from all felony and misdemeanor cases disposed in criminal courts in 2014 involving defendants younger than age 18 at the time of the crime. This information is critical to understanding how many youth are charged in criminal court, the characteristics of these youth, the pathways that lead them to criminal court, and the final disposition of their cases.

BJS has retained Westat, a nationally known and highly regarded survey research firm, and the National Center for Juvenile Justice (NCJJ) a national expert on juvenile offenders and on state policies for transferring juveniles to adult criminal courts, to collect data on the processing of youth as adults in criminal court. Westat and the NCJJ have developed a project design that supports multiple modes of data collection. The ability to collect data electronically from automated information systems is ultimately influenced by each jurisdiction's capacity to extract (or dump) the necessary data from their system. The purpose of this data extraction guide is (1) to describe the eligible modes of electronic data submissions, and (2) to provide a set of reporting instructions and standards for jurisdictions that have the capacity to extract data and create records in a uniform format.

Will the data be secure and kept confidential?

We take confidentiality and human subject protection very seriously. Project findings, reports, and data files prepared for dissemination will not contain information that can reasonably be expected to be identifiable to a private person. The final data file will be prepared specifically in accordance with the guidelines provided by National Archive of Criminal Justice Data (NACJD), operated by the Inter-University Consortium for Political and Social Research (ICPSR), located at the University of Michigan's Institute for Social Research. The data will be archived and not publicly available.

NCJJ project staff will retrieve data sets from the Westat FTP site and store them on the secure server computer, unconnected to any computer outside the office of NCJJ. Access to the data will be limited to those employees working on the collection. Consistent with its mission, BJS is authorized to collect these data and will use them solely for research and statistical purposes only as described in Title 42, U.S.C. §3735 and §3789g (enclosed).

We understand that there may be policies in place requiring you to limit the amount or type of data you can release. While each of the identified data elements are critical to

fully understand the processing of youth charged as adults, we are willing to discuss and adhere to any data transfer agreement you may have.

How do I provide the data for my jurisdiction?

This document will provide general instructions on reporting requirements, case identification and selection, variable and value definitions, and file structure. Additional technical assistance will be provided on a case-by-case basis.

Your jurisdiction may choose to provide data in one of three ways:

1. uniform data extracts,
2. non-uniform data extracts, or
3. unformatted data files.

The rest of this guide provides information and instructions for each type of data submission.

Uniform Data Extracts

Uniform extracts will require the most effort on the part of your jurisdiction to recode and restructure data to the project's specifications. Uniform data extracts, if created properly, will require the least amount of work for you after submission.

What data elements do I include?

The first step in creating a data extract is identifying the tables necessary to provide the key data elements (identified in Appendix C). For example, this may include an arrest table (all arrest charges in the event), arraignment table (all arraignment charges in the event) and a disposition table (all disposition charges with sentencing information). The name, number, and structure of tables will vary for each jurisdiction.

Some of the data elements of interest include:

- unique offender identification number capable of tracking the offender through case processing and to subsequent involvement in the criminal justice system;
- offender demographics (e.g., sex, date of birth, race/ethnicity);
- legal mechanism employed to process the case in criminal court.
- arrest charge(s);
- arraignment charge(s);
- case processing information from arraignment through final case disposition; and
- type of facility where defendant is being held.

Please refer to **Appendix C** for a detailed listing of data elements.

How should my file be structured?

If your jurisdiction is able to provide a uniform data extract, you will have to establish relationships between the appropriate fields and records of source tables and the targeted output layout. Where possible, uniform extract submissions should mirror the preferred data element coding noted in Appendix D.

The file should be structured according to the uniform reporting layout in Appendix C. The layout for uniform extracts includes a record for each charge against a defendant that was disposed, meaning that some records may have information duplicated (i.e., case and defendant identifiers, demographic information).

We will provide an Excel workbook containing the data element layout with suggested coding classification options and value labels. You can save a copy locally to enter information directly or simply use it as a guide.

What unit of count do I use?

Jurisdictions choosing to submit a uniform data extract should structure their data at the charge-level, where more than one charge may be filed against a single defendant. A "charge" (or "count") represents a formal allegation that a person committed a specific crime. A youth charged with four burglaries submitted in one allegation would contribute four records in the data extract. A youth arrested for three burglaries and arrested again

the following week on another burglary charge would also contribute four separate records.

Charges (felony and misdemeanor) of interest are those disposed in 2014 against defendants who were younger than the age of 18 at the time of the crime, regardless of the age of juvenile court jurisdiction (which varies by state).

What cases do I include?

You will need to identify eligible cases for inclusion by querying your jurisdiction's case management system or research database to pull any case filed in criminal court in 2014 involving a defendant who was younger than the age of 18 at the time of the crime.

What file formats are acceptable?

The preferred electronic file formats include:

- Access databases (any version up to Access 2010);
- SQL server databases (2008 or earlier);
- text files (fixed width, delimited); or
- Excel (or .csv) files.

We are not currently accepting Oracle databases or XML files.

What supporting documentation do I need to submit?

You will need to provide some tracking information and relevant documentation for your data submission, including:

- Date of submission
- Primary point of contact: name, organization, position, address, telephone, fax, and e-mail address
- File format and format version (e.g., SQL server DB, Access DB, text files (fixed width, delimited), Excel, etc.)
- Major data quality problems
 - Missing data:
 - System-missing (data element not available in system)
 - Unit-missing (large % of missing values for a particular data element)
 - Common data errors, system-wide or with specific elements (e.g. misspellings, redundancy, duplication, contradictory values)

How do I submit my files?

You can use Westat's secure web-based file submission process to transfer your agency's data to Westat. Westat will provide your jurisdiction with a username and password to allow you to log in to the project's website and deposit the electronic data.

You may deposit as many files as necessary and in any format. For example, your jurisdiction may want to deposit several files that must be linked to get complete case data, as well as a Word document that provides the record layout for the files and linking

instructions. Additional files, as necessary, may be submitted by your jurisdiction and separately tracked.

If your jurisdiction requires an alternative means of submission, Westat will work with you to find the most convenient yet secure method for you to submit your data.

The data collection manager or another appropriate Westat/NCJJ research team member will be in contact with your jurisdiction in order to initiate and facilitate the data submission process. If needed, the Westat/NCJJ research team will provide guidance and assistance with regard to either uploading data via secure FTP or sending encrypted files on CD.

Non-Uniform Data Extracts

Your jurisdiction may prefer to limit its submission to relevant fields or tables without programming, recoding or restructuring the data to meet project specifications. If your jurisdiction is unable or unwilling to report data in the precise format or exact code categories requested, information system extracts of relevant tables would likely satisfy the request for required data elements. NCJJ programming staff will then recode and restructure the data so that it can match the uniform data extracts.

What data elements do I include?

The first step in creating a data extract is identifying the tables necessary to provide the key data elements identified in Appendix C. For example, this may include an arrest table (all arrests charges in the event), arraignment table (all arraignment charges in the event) and a disposition table (all disposition charges with sentencing information). The name, number, and structure of tables will vary for each jurisdiction.

Some of the data elements of interest include:

- unique offender identification number capable of tracking the offender through case processing and to subsequent involvement in the criminal justice system;
- offender demographics (e.g., sex, date of birth, race/ethnicity);
- legal mechanism employed to process the case in criminal court.
- arrest charge(s);
- arraignment charge(s);
- case processing information from arraignment through final case disposition; and
- type of facility where defendant is being held.

Please refer to **Appendix C** for a detailed listing of data elements.

What cases do I include?

You will need to identify eligible cases for inclusion by querying your jurisdiction's case management system or research database to pull any case filed in criminal court in 2014 involving a defendant who was younger than the age of 18 at the time of the crime.

What file formats are acceptable?

The preferred electronic file formats include:

- Access databases (any version up to Access 2010);
- SQL server databases (2008 or earlier);
- text files (fixed width, delimited); or
- Excel (or .csv) files.

We are not currently accepting Oracle databases or XML files.

What supporting documentation do I need to submit?

You will need to provide some tracking information and relevant documentation for your data submission, including:

- Date of submission
- Primary point of contact: name, organization, position, address, telephone, fax, and e-mail address
- File format and format version (e.g., SQL server DB, Access DB, text files (fixed width, delimited), Excel, etc.)
- Major data quality problems
 - Missing data:
 - System-missing (data element not available in system)
 - Unit-missing (large % of missing values for a particular data element)
 - Common data errors, system-wide or with specific elements (e.g. misspellings, redundancy, duplication, contradictory values)
- Data formatting information:
 - Diagrams, data dictionaries, an/or field descriptions where available
 - Any lookup table that helps to translate data values
 - Graphical representation of the physical data source to show underlying database architecture that would inform the restructuring of data files to the uniform format

How do I submit my files?

You can use Westat's secure web-based file submission process to transfer your agency's data to Westat. Westat will provide your jurisdiction with a username and password to allow you to log in to the project's website and deposit the electronic data.

You may deposit as many files as necessary and in any format. For example, your jurisdiction may want to deposit several files that must be linked to get complete case data, as well as a Word document that provides the record layout for the files and linking instructions. Additional files, as necessary, may be submitted by your jurisdiction and separately tracked.

If your jurisdiction requires an alternative means of submission, Westat will work with you to find the most convenient yet secure method for you to submit your data.

The data collection manager or another appropriate Westat/NCJJ research team member will be in contact with your jurisdiction in order to initiate and facilitate the data submission process. If needed, the Westat/NCJJ research team will provide guidance and assistance with regard to either uploading data via secure FTP or sending encrypted files on CD.

Unformatted Data Files

Unformatted electronic data files (i.e., “data dumps”) are files that contain virtually all data in a respondent’s automated system. Data dumps are the easiest type of electronic data extract for you to submit. Your jurisdiction may not have the staff or resources to do anything more than provide a complete “dump” of your information system. In such instances, NCJJ programming staff will assume the burden of recoding and restructuring the data to create the equivalent of the uniform extract.

This submission process, while the least labor-intensive for your jurisdiction, would require consultation to verify record layouts, unit of count, data element codes and values, and primary keys for relational tables, etc.

What file formats are acceptable?

The preferred electronic file formats include:

- Access databases (any version up to Access 2010);
- SQL server databases (2008 or earlier);
- text files (fixed width, delimited); or
- Excel (or .csv) files.

We are not currently accepting Oracle databases or XML files.

What supporting documentation do I need to submit?

You will need to provide some tracking information and relevant documentation for your data submission, including:

- Date of submission
- Primary point of contact: name, organization, position, address, telephone, fax, and e-mail address
- File format and format version (e.g., SQL server DB, Access DB, text files (fixed width, delimited), Excel, etc.)
- Major data quality problems
 - Missing data:
 - System-missing (data element not available in system)
 - Unit-missing (large % of missing values for a particular data element)
 - Common data errors, system-wide or with specific elements (e.g. misspellings, redundancy, duplication, contradictory values)
- Data formatting information:
 - Diagrams, data dictionaries, an/or field descriptions where available
 - Any lookup table that helps to translate data values
 - Graphical representation of the physical data source to show underlying database architecture that would inform the restructuring of data files to the uniform format

How do I submit my files?

You can use Westat's secure web-based file submission process to transfer your agency's data to Westat. Westat will provide your jurisdiction with a username and password to allow you to log in to the project's web site and deposit the electronic data.

You may deposit as many files as necessary and in any format. For example, your jurisdiction may want to deposit several files that must be linked to get complete case data, as well as a Word document that provides the record layout for the files and linking instructions. Additional files, as necessary, may be submitted by your jurisdiction and separately tracked.

If your jurisdiction requires an alternative means of submission, Westat will work with you to find the most convenient yet secure method for you to submit your data.

The data collection manager or another appropriate Westat/NCJJ research team member will be in contact with your jurisdiction in order to initiate and facilitate the data submission process. If needed, the Westat/NCJJ research team will provide guidance and assistance with regard to either uploading data via secure FTP or sending encrypted files on CD.

How do I contact you if I have questions?

For questions about completing your SJCACC Survey:

SJCACC Help Desk

Toll Free: XXX-XXX-XXXX

Email: XXXXXX@Westat.com

Fax: XXX-XXX-XXXX

Mail: 1600 Research Boulevard, Rockville, MD 20850

For general questions about the SJCACC Study:

Paula S. Thompson, PMP

SJCACC, Project Director

Westat

1600 Research Boulevard

Rockville, MD 20850

301-517-4030

Melissa Sickmund, Ph.D.

SJCACC, Project Director

National Center for Juvenile Justice (NCJJ)

3700 South Water Street, Suite 200

Pittsburgh, PA 15203

412-246-0824

Appendix A: Key concepts and definitions

[by order of appearance]

Non-criminal offense: Not a felony or misdemeanor offense. A minor violation of the law or civil infraction punishable only by a fine (e.g., summary traffic infractions, wild life/fish and game).

Case ID#: Unique ID assigned to individual cases by the Court.

Defendant ID#: Unique ID assigned to the defendant by the Court.

Fingerprint ID#: An alternative defendant ID—a unique identification related to the defendant's fingerprint.

Age: Date of birth and date of offense will be used to calculate the defendant's age at the time of the offense. However, where these date fields are unavailable the following age fields will be accepted: age at the time of offense, age at arrest, age at arraignment, and age at conviction.

Race/Ethnicity: The uniform data extract will attempt to minimally capture those groups that the federal Office of Management and Budget (OMB) specifies as necessary for data collection. OMB standards have five categories for data on race: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White. There are two categories for data on ethnicity: "Hispanic or Latino," and "Not Hispanic or Latino."

Charge level/grade: The classification of a felony or misdemeanor, generally based on severity. Class (A, B, C, D), degree (first-degree, second degree), and severity (simple, aggravated) are all examples of charge levels or grades.

Technical violation: A violation by failure to comply with the conditions of conditional release other than failure by commission of a new offense. Failure to appear and probation violation are examples of technical violations.

Arraignment: The hearing before a judge or magistrate where the identity of the defendant is established, the defendant is informed of their rights and any charges against them and a plea is entered. The first time, subsequent to the arrest, that formal charge(s) are entered with a court. This could be called the case filing, initial appearance, or arraignment hearing.

Adjudication: The point in a case where a judge or magistrate makes an ultimate decision on the merits of the case. This may be a verdict of guilty or innocent or a mistrial. Adjudication can also be known as a conviction.

Disposition: An action by a criminal or juvenile justice agency that signifies a decision has been made on a case or a part of a case and either the process is complete and jurisdiction is transferred or a new aspect of the case will need to be decided upon.

Prison: A state or federal confinement facility having custodial authority over adults sentenced to confinement.

Jail: A confinement facility administered by an agency of local government intended for adults but sometimes also containing juveniles and persons' detained pending adjudication and persons committed after adjudication, usually those committed on sentences of a year or less.

Youthful offender facility: A facility in adult jails that holds juveniles whose jurisdiction in juvenile court extends beyond the age of 18.

Juvenile facility: A separate facility from a jail or prison intended for the holding of juvenile offenders.

Blended sentencing: The juvenile court has the authority to impose adult criminal sanctions on certain juvenile offenders. The majority of such laws authorize the juvenile court to combine a juvenile disposition with a criminal sentence that is suspended. If the youth successfully completes the juvenile disposition, the criminal sanction is not imposed. If, however, the youth does not cooperate or fails in the juvenile sanctioning system, the adult criminal sanction is imposed. Juvenile court blended sentencing expands the jurisdiction of the juvenile court such that juvenile offenders may face the same penalties as adult offenders.

Waiver: A ruling by a judge after a hearing transferring jurisdiction over a youth from juvenile court to criminal court.

Direct file (or concurrent jurisdiction): Prosecutors have the option to file the case directly in criminal court as well as juvenile court if it meets the criteria for transfer. No hearing is held and there may be no formal standard for deciding which court to file in. This is left to the discretion of the prosecutor.

Statutory exclusion: Statutes or laws that state if a juvenile commits a certain list of enumerated crimes; they will be treated and tried as an adult instead of a juvenile. These juveniles are excluded by statute from the jurisdiction of the juvenile court.

Once an Adult/Always an Adult: The case met state statutory criteria (age, offense, criminal history) that require new cases involving a juvenile previously handled or convicted in criminal court to also be handled in criminal court.

Lower "upper age" of juvenile court jurisdiction: An age below 18 where juvenile court jurisdiction ends and criminal jurisdiction begins. Most states set the upper age of juvenile court jurisdiction at 17. This is the highest age at which a juvenile will still be handled as a juvenile. When a juvenile turns 18, they enter the jurisdiction of the criminal court; 11* states have ended their juvenile court jurisdiction below the age of 18.

*Applies only to Georgia, Louisiana, Massachusetts, Michigan, Missouri, New Hampshire, New York, North Carolina, South Carolina, Texas, and Wisconsin.

Appendix B: Preferred offense coding categories

1. **Murder/nonnegligent manslaughter** - The willful (nonnegligent) killing of one human being by another. Deaths caused by negligence, attempts to kill, suicides, accidental deaths, and justifiable homicides are excluded. The term is used in the same sense as in the UCR Crime Index. Negligent homicide should be included under other violent offenses/other offenses against persons.
2. **Violent sexual assault** - Sexual acts or attempted sexual acts with a female or male against their will by force or threat of force. Includes rape and violent sex acts other than forcible rape (e.g., incest, sodomy). The term is broader than the UCR Crime Index and includes gender-neutral rape or sexual assault statutes that prohibit forced sexual acts against either sex.
3. **Robbery** - Unlawful taking or attempted taking of property that is in the immediate possession of another by force or the threat of force. The term is used in the same sense as in the UCR Crime Index and includes forcible purse snatching.
4. **Aggravated assault** - Unlawful intentional inflicting of serious bodily injury, or unlawful threat or attempt to inflict bodily injury or death, by means of a deadly or dangerous weapon with or without actual infliction of any injury. The term is used in the same sense as in the UCR Crime Index. It includes conduct included under the statutory names aggravated assault and battery, aggravated battery, assault with intent to kill, assault with intent to commit murder or manslaughter, atrocious assault, attempted murder, felonious assault, and assault with a deadly weapon.
5. **Simple assault** - Unlawful intentional inflicting, or attempted or threatened inflicting, of less than serious bodily injury without a deadly or dangerous weapon. The term is used in the same sense in UCR reporting. Simple assault is often not distinctly named in statutes since it consists of all assaults not explicitly named and defined as serious.
6. **Other violent offenses/other offenses against persons** - This category includes kidnapping, custody interference, unlawful restraint, false imprisonment, reckless endangerment, negligent or vehicular homicide, harassment, etc., and attempts to commit any such acts.
7. **Burglary** - Unlawful entry or attempted entry of any fixed structure, vehicle, or vessel used for regular residence, industry, or business, with or without force, with intent to commit a felony or larceny. The term is used in the same sense as in the UCR Crime Index.
8. **Larceny-theft** - Unlawful taking or attempted taking of property (other than a motor vehicle) from the possession of another, by stealth, without force and without deceit, with intent to permanently deprive the owner of the property. This term is used in the same sense as in the UCR Crime Index. It includes shoplifting and purse snatching without force.
9. **Motor vehicle theft** - Unlawful taking, or attempted taking, of a self-propelled road vehicle owned by another, with the intent to deprive the owner of it permanently or temporarily. The term is used in the same sense as in the UCR Crime Index. It includes joyriding or unauthorized use of a motor vehicle as well as grand theft auto.
10. **Arson** - Intentional damaging or destruction by means of fire or explosion of the property of another without the owner's consent, or of any property with intent to

defraud, or attempting the above acts. The term is used in the same sense as in the UCR Crime Index.

11. **Forgery (and counterfeiting)** - Altering, copying, or imitating something without authority or right, with the intent to deceive or defraud by passing it as that which is original or genuine. Includes the selling, buying, or possession of an altered, copied, or imitated thing with the intent to deceive or defraud.
12. **Fraud** - Unlawfully depriving a person of their money, property, or legal right, by means of deceit or intentional misrepresentation. Included are confidence games, credit or debit card fraud, and bad checks, excludes forgeries and counterfeiting.
13. **Embezzlement** - Misappropriation or misapplication of money or property entrusted to one's care, custody, or control.
14. **Vandalism** - Destroying or damaging, or attempting to destroy or damage, the property of another without the owner's consent, or public property, except by burning.
15. **Stolen property offenses** - Unlawfully and knowingly receiving, buying, distributing, selling, transporting, concealing, or possessing stolen property, or attempting any of the above. The term is used in the same sense as the UCR category stolen property; buying, receiving, possessing.
16. **Trespassing** - Unlawful entry or attempted entry of the property of another with the intent to commit a misdemeanor, other than larceny, or without intent to commit a crime.
17. **Other property offenses** - This category includes property offenses not distinguished in the categories above (e.g., extortion, blackmail, tampering, etc.) and attempts to commit any such offenses.
18. **Drug trafficking/manufacturing** - Unlawful sale, purchase, distribution, manufacture, cultivation, or transport of a controlled or prohibited drug or attempt to commit these acts (includes possession with intent to sell).
19. **Drug possession/use** - Unlawful possession or use of a controlled or prohibited drug or attempt to commit these acts.
20. **Other drug offenses** - This category includes drug law violations not distinguished in the categories above (e.g., possession of drug paraphernalia and visiting a place or permitting occupancy of a place where drugs are found).
21. **Weapons offenses** - Unlawful sale, distribution, manufacture, alteration, transportation, possession, or use of a deadly or dangerous weapon, or accessory, or attempt to commit any of these acts. The term is used in the same sense as the UCR category weapons; carrying, possessing, etc.
22. **Sex offenses (not violent)** - All offenses having a sexual element not involving violence. The term combines the meaning of the UCR categories prostitution and commercialized vice and sex offenses. It includes offenses such as statutory rape, indecent exposure, prostitution, solicitation, pimping, lewdness, fornication, adultery, etc.
23. **Technical violation of probation or parole** - Violations of probation or parole; acts that disobey or go against the conditions of probation or parole. Examples include: failure to participate in a specific program, failure to appear for drug tests or meetings, and failure to pay restitution.

24. **Obstruction of justice/failure to appear** - This category includes intentionally obstructing a court (or law enforcement) in the administration of justice, acting in a way calculated to lessen the authority or dignity of the court, failing to obey the lawful order of a court, and violations of probation or parole other than technical violations, which do not consist of the commission of a crime or are not prosecuted as such. It includes contempt, perjury, obstructing justice, bribing witnesses, failure to report a crime, nonviolent resisting arrest, etc.
25. **Liquor law violations (not minor in possession)** - Being in a public place while intoxicated through consumption of alcohol, or intake of a controlled substance or drug. It includes public intoxication, drunkenness, and other liquor law violations. It does not include driving under the influence or minor in possession. The term is used in the same sense as the UCR category of the same name.
26. **Disorderly conduct** - Unlawful interruption of the peace, quiet, or order of a community, including offenses called disturbing the peace, vagrancy, loitering, unlawful assembly, and riot.
27. **Other offenses against public order** - This category includes other offenses against government administration or regulation, e.g., escape from confinement, bribery, gambling, hitchhiking, health violations, false fire alarms, immigration violations, etc.
28. **Driving-related offenses:** This category includes offenses consisting of those misdemeanors and felonies relating to the operation of self-propelled surface motor vehicles requiring an appearance in court, including: driving under the influence, hit and run, reckless driving, and driving without a license. Vehicular homicide should be included under other violent offenses/other offenses against persons.
99. **UNKNOWN:** use this only when no offense information is available.

Appendix C: Uniform Extract Data Layout

2014 Survey of Juveniles Charged as Adults in Criminal Courts (SJCACC)

Universe: Any case disposed in criminal court in 2014 involving a defendant who was younger than the age of 18 at the time of the crime.

Unit of count: Charge-level, all charges associated with a criminal event and their outcomes in terms of dispositions and sentences are that are linked to those charges.

Data Element Groups Containing Variables	
<i>Data Element Group Name</i>	<i>Data Element Group Label</i>
DEG1	Defendant information
DEG2	Arrest/Case information
DEG3	Arraignment information
DEG4	Adjudication outcome information
DEG5	Sentencing information
DEG6	Prior criminal history information
DEG7	Legal mechanism for transfer information
DEG1	Defendant information
	<i>Variables within this Data Element Group</i>
	<i>Variable</i>
	<i>Variable Label</i>
	State
	County
	Date of birth
	Sex
	Race
	Hispanic origin
	Case ID#
	Defendant ID#
	Fingerprint ID#
DEG6	Legal mechanism for transfer information
	<i>Variables within this Data Element Group</i>
	<i>Variable</i>
	<i>Variable Label</i>
	Through juvenile court (waiver)
	Filed directly in criminal court
	Direct file type
	Defined as adult ("lower upper age" of juvenile court jurisdiction)

DEG3	Arrest/Case information	
	<i>Variables within this Data Element Group</i>	
	<i>Variable</i>	<i>Variable Label</i>
		Date of offense
		Date of arrest
		Number of charges at arrest
		Most serious arrest charge statute number
		Most serious arrest charge offense description
		Is most serious arrest charge an attempt?
		Is most serious charge felony or misdemeanor?
		Most serious arrest charge level/grade
		2nd most serious arrest charge statute number
		2nd most serious arrest charge offense description
		Is 2nd most serious arrest charge an attempt?
		Is 2nd most serious charge felony or misdemeanor?
		2nd most serious arrest charge level/grade
DEG4	Arraignment information	
	<i>Variables within this Data Element Group</i>	
	<i>Variable</i>	<i>Variable Label</i>
		Number of charges at arraignment
		Most serious arraignment charge statute number
		Most serious arraignment charge offense description
		Is most serious arraignment charge an attempt?
		Is most serious charge felony or misdemeanor?
		Most serious arraignment charge level/grade
		2nd most serious arraignment charge statute number
		2nd most serious arraignment charge offense description
		Is 2nd most serious arraignment charge an attempt?
		Is 2nd most serious charge felony or misdemeanor?
		2nd most serious arraignment charge level/grade
		Legal representation for arraignment
DEG5	Adjudication outcome information	
	<i>Variables within this Data Element Group</i>	
	<i>Variable</i>	<i>Variable Label</i>
		Date of final adjudication
		Type of adjudication
		General conviction category
		General non conviction category
		Was alternative/special assignment made?
		Type of alternative adjudication proceeding
		Was alternative/special assignment completed?
		Number of charges at adjudication
		Most serious adjudication charge statute number
		Most serious adjudication charge offense description
		Is most serious adjudication charge an attempt?
		Is most serious charge felony or misdemeanor?
		Most serious adjudication charge level/grade
		Legal representation for adjudication

DEG6	Sentencing information	
	<i>Variables within this Data Element Group</i>	
	<i>Variable</i>	<i>Variable Label</i>
		Date of sentence
		Incarceration Sentence
		Incarceration Type
		Probation Sentence
		# Probation Months
		Jail Sentence
		# Jail Months
		Jail Suspended- Months
		Prison Sentence
		# Prison Months- Maximum
		Prison Suspended- Months
		Fine imposed
		Fine dollar amount
		Restitution required
		Restitution dollar amount
		Treatment/counseling
		Blended sentencing (juvenile)

Appendix D: Uniform Extract Suggested Coding

DATA ELEMENT GROUPS				
* unit of count is at the charge-level, please complete the record for each charge on a given case				
Defendant information	Column	Description	Values	Notes
		State		
		County		
		Case ID#		Unique ID assigned to individual cases by the Court.
		Defendant ID#		Unique ID assigned to the defendant by the Court.
		Fingerprint ID# (sometimes referred to as FBI number)		Alternative defendant ID—unique to the defendant's fingerprint.
		Date of birth	MM/DD/YYYY	
Where DOB is not available, provide one of the following:		Age at offense	0 = Missing or suspect	
			10-99 = good ages	
		Age at arrest	0 = Missing or suspect	
			10-99 = good ages	
		Age at arraignment	0 = Missing or suspect	
			10-99 = good ages	
		Age at conviction	0 = Missing or suspect	
			10-99 = good ages	
		Sex	1 = Male	
			2 = Female	
			9 = Unknown/Missing	
		Ethnicity	1 = Not Hispanic or Latino	
			2 = Hispanic or Latino	
			9 = Unknown/Missing	
		Race	1 = American Indian or Alaska Native	
			2 = Asian/Pacific Islander	
			3 = Black/African American	
			3 = Native Hawaiian or Other Pacific Islander	
			4 = White	
			5 = Other	
			9 = Unknown or missing	

Legal mechanism for transfer information	Column	Description	Values	Notes
		Legal mechanism for transfer identified?	0 = No 1 = Yes	Can this agency provide information regarding the legal mechanism that allows this youth under age 18 to be tried in criminal court?
		Legal mechanism type	1= Through juvenile court (waiver) 2= Filed directly in criminal court 3= Defined as adult	Ruling by a judge to transfer jurisdiction over a youth from juvenile court to criminal court. ("lower upper age" of juvenile court jurisdiction)
		Direct file sub-category	1= Statutory exclusion 2= Concurrent jurisdiction 3= Once an adult/always an adult	Case met statutory criteria (age and offense) that exclude it from juvenile court. Case met statutory criteria (age and offense) that allow prosecutors to file in either juvenile or criminal court. Case me statutory criteria (age, offense, criminal history) that require new cases involving a juvenile previously handled or convicted in criminal court to also be handled in criminal court.
	Arrest/Case information	Column	Description	Values
		Date of offense	MM/DD/YYYY	
		Date of arrest	MM/DD/YYYY	
		Number of charges at arrest	0 = Unknown or missing 1-999 = valid number of charges	
		Type of charge 1 (Felony/Misdemeanor)	1= Felony 2= Misdemeanor 9= Unknown or missing	

Arrest/Case information	Column	Description	Values	Notes
(cont.)		General offense subcategory	1= Criminal homicide	
			2= Violent sexual assault	
			3= Robbery	
			4= Simple assault	
			5= Aggravated assault	
			6= other person offense	
			7= Burglary	
			8= Larceny/theft	
			9= Motor vehicle theft	
			10= Arson	
			11= Vandalism	
			12= Stolen property	
			13= Trespassing	
			14= Forgery	
			15= Fraud	
			16= Other property offense	
			17= Trafficking/manufacturing	
			18= Possession/use	
			19= Other drug law offense	
			20= Weapon offense	
			21= Sex offense (non-violent)	
			22= Liquor law, not status	
			23= Disorderly conduct	
			24= Obstruction of justice	
			25= Driving-related offense	
			26= Other public order offense	
		Statute Number	text field	
	Level/Grade	text field	(E.g., Felony 1, Misdemeanor 1, Class C offense).	
	Specific offense description	text field		

Arrest information	Column	Description	Values	Notes
		Date of arraignment	MM/DD/YYYY	
		Legal representation for arraignment	1= Public defender 2= Private attorney 3= Assigned/contracted attorney 4= Pro se 5= Other 9= Unknown or missing	waived right to an attorney
		Number of charges at arraignment	0 = Unknown or missing 1-999 = valid number of charges	
		Type of charge 1 (Felony/Misdemeanor)	1= Felony 2= Misdemeanor 9= Unknown or missing	
		General offense subcategory	1= Criminal homicide 2= Violent sexual assault 3= Robbery 4= Simple assault 5= Aggravated assault 6= other person offense 7= Burglary 8= Larceny/theft 9= Motor vehicle theft 10= Arson 11= Vandalism 12= Stolen property 13= Trespassing 14= Forgery 15= Fraud 16= Other property offense 17= Trafficking/manufacturing 18= Possession/use 19= Other drug law offense 20= Weapon offense 21= Sex offense (non-violent) 22= Liquor law, not status 23= Disorderly conduct 24= Obstruction of justice	

Arrest information (cont'd)	Column	Description	Values	Notes
			25= Driving-related offense	
			26= Other public order offense	
		Statute Number	text field	
		Level/Grade	text field	(E.g., Felony 1, Misdemeanor 1, Class C offense)
		Specific offense description	text field	
Adjudication/ Conviction information	Column	Description	Values	Notes
		Date of final adjudication	MM/DD/YYYY	
		Legal representation for adjudication	1= Public defender 2= Private attorney 3= Assigned/contracted attorney 4= Pro se 5= Other 9= Unknown or missing	waived right to an attorney
		Number of charges at adjudication	0 = Unknown or missing 1-999 = valid number of charges	
		Type of charge 1 (Felony/Misdemeanor)	1= Felony 2= Misdemeanor 9= Unknown or missing	
		General offense subcategory	1= Criminal homicide 2= Violent sexual assault 3= Robbery 4= Simple assault 5= Aggravated assault 6= other person offense 7= Burglary 8= Larceny/theft 9= Motor vehicle theft 10= Arson 11= Vandalism 12= Stolen property 13= Trespassing 14= Forgery 15= Fraud 16= Other property offense 17= Trafficking/manufacturing	

Adjudication/ Conviction information (cont.)	Column	Description	Values	Notes	
			18= Possession/use		
			19= Other drug law offense		
			20= Weapon offense		
			21= Sex offense (non-violent)		
			22= Liquor law, not status		
			23= Disorderly conduct		
			24= Obstruction of justice		
			25= Driving-related offense		
			26= Other public order offense		
		Statute Number	text field		
	Level/Grade	text field	(E.g., Felony 1, Misdemeanor 1, Class C offense)		
	Specific offense description	text field			
		Outcome of adjudication for charge 1	1= Conviction		
			2= Nonconviction		
			3= Other		
			4= Pending		
			9= Unknown or missing		
		Type of conviction		1= Nolo contendere	No contest
				2= Bench trial	
				3= Jury trial	
		Type of nonconviction		1= Dismissal/Nolle prosequi	
				2= Dismissal for want of prosecution	
3= Bench trial					
4= Jury trial					
Sentencing information	Column	Description	Values	Notes	
		Date of sentence	MM/DD/YYYY		
		Type of sentence imposed	1= Incarceration		
			2= Probation		
			3= Treatment/Counseling		
			4= Fine		
			5= Restitution		
			6= Other		

Sentencing information	Column	Description	Values	Notes
(cont.)		Type of incarceration imposed (Adult facility)	1= Prison	A facility in adult jails that holds juveniles whose jurisdiction in juvenile court extends beyond the age of 18.
			2= Youthful offender facility	
			3= Jail	
		Type of juvenile correctional facility	1= Blended sentencing	
			2= Juvenile facility only	
		Life or LWOP sentence	0 = No	
			1 = Yes	
		Length of prison sentence imposed	No. of months	
		Length of prison sentence suspended	No. of months	
		Length of prison sentence time-served	No. of months	
		Length of youthful offender facility sentence	No. of months	
		Length of jail sentence imposed	No. of months	
		Length of jail sentence suspended	No. of months	
		Length of jail sentence time-served	No. of months	
		Length of juvenile facility sentence (in months)	No. of months	
		Length of probation sentence (in months)	No. of months	
		Fine dollar amount	\$ Dollars	
		Victim restitution dollar amount	\$ Dollars	
	State restitution dollar amount	\$ Dollars		

Attachment 5: 2014 SJCACC Hard Copy Extraction Guide

Survey of Juveniles Charged as Adults in Criminal Courts (SJCACC): 2014

**United States Department of Justice
Bureau of Justice Statistics**

Hardcopy Survey Guide

June 2014

Prepared by:
Westat / National Center for Juvenile Justice

Table of Contents

Table of Contents.....	2
What is the Study about?	3
Will the data be secure and kept confidential?	3
Which cases should be included?	3
Unit of Count	4
Relevant Data Elements.....	4
How do I contact you?	4
Appendix B: Preferred offense coding categories.....	7
Appendix C: Data Elements Layout	10

Survey of Juveniles Charged as Adult in Criminal Courts: 2014 (SJCACC)

Hardcopy Survey Guide

What is the Study about?

The U.S. Department of Justice, Bureau of Justice Statistics (BJS) has initiated a data collection to examine young offenders processed in criminal courts. The SJCACC sample will be drawn from all felony and misdemeanor cases disposed in criminal courts in 2014 involving defendants younger than age 18 at the time of the crime. This information is critical to understanding how many youth are charged in criminal court, the characteristics of these youth, the pathways that lead them to criminal court, and the final disposition of their cases.

BJS has retained Westat, a nationally known and highly regarded survey research firm, and the National Center for Juvenile Justice (NCJJ) a national expert on juvenile offenders and on state policies for transferring juveniles to adult criminal courts, to collect data on the processing of youth as adults in criminal court. Westat and the NCJJ have developed a project design that supports multiple modes of data collection. The purpose of this guide is to explain documenting cases using a hardcopy survey when a statewide electronic data system is not available with this information.

Will the data be secure and kept confidential?

We take confidentiality and human subject protection very seriously. Project findings, reports, and data files prepared for dissemination will not contain information that can reasonably be expected to be identifiable to a private person. The final data file will be prepared specifically in accordance with the guidelines provided by National Archive of Criminal Justice Data (NACJD), operated by the Inter-University Consortium for Political and Social Research (ICPSR), located at the University of Michigan's Institute for Social Research. The data will be archived and not publicly available.

Westat staff will store data on the secure server computer, unconnected to any computer outside the office of NCJJ. Access to the data will be limited to those employees working on the collection. Consistent with its mission, BJS is authorized to collect these data and will use them solely for research and statistical purposes only as described in Title 42, U.S.C. §3735 and §3789g (enclosed).

We understand that there may be policies in place requiring you to limit the amount or type of data you can release. While each of the identified data elements are critical to understand the processing of youth charged as adults, we are willing to discuss and adhere to any data transfer agreement you may have.

Which cases should be included?

At the start of data collection your jurisdiction provided a list of all eligible cases (i.e., those involving youth under age 18 during 2014) from which Westat statisticians drew a sample. The selected cases are listed in your cover letter included with the survey. If any of the selected case is not a felony or misdemeanor offense, such as a minor violation of the law or civil infraction punishable only by a fine (e.g., a summary traffic infractions, wild life/fish and game), do not include the case in your survey. If a case includes non-criminal offenses in addition to misdemeanor or felony offenses, it is eligible, but you should not report the non-criminal offense in the survey.

Unit of Count

Report information for each case at the charge-level, where more than one charge may be filed against a single defendant. A "charge" (or "count") represents a formal allegation that a person committed a specific crime. A youth charged with four burglaries submitted in one allegation would contribute four charges in the survey. A youth arrested for three burglaries and arrested again the following week on another burglary charge would also contribute four separate charges.

Charges (felony and misdemeanor) of interest are for cases disposed in 2014 against defendants who were younger than the age of 18 at the time of the crime, regardless of the age of juvenile court jurisdiction (which varies by state).

Relevant Data Elements

Some of the data elements of interest include:

- unique offender identification number capable of tracking the offender through case processing and to subsequent involvement in the criminal justice system;
- offense type (e.g., felony or misdemeanor)
- offender demographics (e.g., gender, date of birth, race/ethnicity);
- legal mechanism employed to process the matter in criminal court.
- arrest charge(s);
- arraignment charge(s);
- adjudication information;
- sentencing; and
- type of facility where defendant is being held.

Please refer to Appendix C for a detailed listing of data elements.

How do I contact you?

For questions about completing your SJCACC Survey

SJCACC Help Desk

Toll Free: XXX-XXX-XXXX

Email: XXXXXX@Westat.com

Fax: XXX-XXX-XXXX

Mail: 1600 Research Boulevard, Rockville, MD 20850

For general questions about the SJCACC Study

Paula S. Thompson, PMP

SJCACC, Project Director

Westat

1600 Research Boulevard

Rockville, MD 20850

301-517-4030

Melissa Sickmund, Ph.D.

SJCACC, Project Director

National Center for Juvenile Justice (NCJJ)

3700 South Water Street, Suite 200

Pittsburgh, PA 15203

412-246-0824

Appendix A: Key concepts and definitions

[By order of appearance]

Non-criminal offense: Not a felony or misdemeanor offense. A minor violation of the law or civil infraction punishable only by a fine (e.g., summary traffic infractions, wild life/fish and game).

Case ID#: Unique ID assigned to individual cases by the Court.

Defendant ID#: Unique ID assigned to the defendant by the Court.

Fingerprint ID#: An alternative defendant ID—a unique identification related to the defendant's fingerprint.

Age: Date of birth and date of offense will be used to calculate the defendant's age at the time of the offense. However, where these date fields are unavailable the following age fields will be accepted: age at the time of offense, age at arrest, age at arraignment, and age at conviction.

Race/Ethnicity: The survey will attempt to minimally capture those groups that the federal Office of Management and Budget (OMB) specifies as necessary for data collection, e.g., American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White. There are two categories for data on ethnicity: "Hispanic or Latino," and "Not Hispanic or Latino."

Charge level/grade: The classification of a felony or misdemeanor generally based on severity. Class (A, B, C, D), degree (first-degree, second degree), and severity (simple, aggravated) are all examples of charge levels or grades.

Technical violation: A violation by failure to comply with the conditions of conditional release other than failure by commission of a new offense. Failure to appear and probation violation are examples of technical violations.

Arraignment: The hearing before a judge or magistrate where the identity of the defendant is established, the defendant is informed of their rights and any charges against them and a plea is entered. The first time, subsequent to the arrest, that formal charge(s) are entered with a court. This could be called the case filing, initial appearance, or arraignment hearing.

Adjudication: The point in a case where a judge or magistrate makes an ultimate decision on the merits of the case. This may be a verdict of guilty or innocent or a mistrial. Adjudication can also be known as a conviction.

Disposition: An action by a criminal or juvenile justice agency that signifies a decision has been made on a case or a part of a case and either the process is complete and jurisdiction is transferred or a new aspect of the case will need to be decided upon.

Prison: A state or federal confinement facility having custodial authority over adults sentenced to confinement.

Jail: A confinement facility administered by an agency of local government intended for adults but sometimes also containing juveniles and persons' detained pending adjudication and persons committed after adjudication, usually those committed on sentences of a year or less.

Youthful offender facility: A facility in adult jails that holds juveniles whose jurisdiction in juvenile court extends beyond the age of 18.

Juvenile facility: A separate facility from a jail or prison intended for the holding of juvenile offenders.

Blended sentencing: The juvenile court has the authority to impose adult criminal sanctions on certain juvenile offenders. The majority of such laws authorize the juvenile court to combine a juvenile disposition with a criminal sentence that is suspended. If the youth successfully completes the juvenile disposition, the criminal sanction is not imposed. If, however, the youth does not cooperate or fails in the juvenile sanctioning system, the adult criminal sanction is imposed. Juvenile court blended sentencing expands the jurisdiction of the juvenile court such that juvenile offenders may face the same penalties as adult offenders.

Waiver: A ruling by a judge after a hearing transferring jurisdiction over a youth from juvenile court to criminal court.

Direct file (or concurrent jurisdiction): Prosecutors have the option to file the case directly in criminal court as well as juvenile court if it meets the criteria for transfer. No hearing is held and there may be no formal standard for deciding in which court to file. This is left to the discretion of the prosecutor.

Statutory exclusion: Statutes or laws that state if a juvenile commits a certain list of enumerated crimes; they will be treated and tried as an adult instead of a juvenile. These juveniles are excluded by statute from the jurisdiction of the juvenile court.

Once an Adult/Always an Adult: The case met state statutory criteria (age, offense, criminal history) that require new cases involving a juvenile previously handled or convicted in criminal court to also be handled in criminal court.

Lower "upper age" of juvenile court jurisdiction: An age below 18 where juvenile court jurisdiction ends and criminal jurisdiction begins. Most states set the upper age of juvenile court jurisdiction at 17. This is the highest age at which a juvenile will still be handled as a juvenile. When a juvenile turns 18, they enter the jurisdiction of the criminal court; 11* states have ended their juvenile court jurisdiction below the age of 18.

*Applies only to Georgia, Louisiana, Massachusetts, Michigan, Missouri, New Hampshire, New York, North Carolina, South Carolina, Texas, and Wisconsin.

Appendix B: Preferred offense coding categories

1. **Murder/nonnegligent manslaughter** - The willful (nonnegligent) killing of one human being by another. Deaths caused by negligence, attempts to kill, suicides, accidental deaths, and justifiable homicides are excluded. The term is used in the same sense as in the UCR Crime Index. Negligent homicide should be included under other violent offenses/other offenses against persons.
2. **Violent sexual assault** - Sexual acts or attempted sexual acts with a female or male against their will by force or threat of force. Includes rape and violent sex acts other than forcible rape (e.g., incest, sodomy). The term is broader than the UCR Crime Index and includes gender-neutral rape or sexual assault statutes that prohibit forced sexual acts against either sex.
3. **Robbery** - Unlawful taking or attempted taking of property that is in the immediate possession of another by force or the threat of force. The term is used in the same sense as in the UCR Crime Index and includes forcible purse snatching.
4. **Aggravated assault** - Unlawful intentional inflicting of serious bodily injury, or unlawful threat or attempt to inflict bodily injury or death, by means of a deadly or dangerous weapon with or without actual infliction of any injury. The term is used in the same sense as in the UCR Crime Index. It includes conduct included under the statutory names aggravated assault and battery, aggravated battery, assault with intent to kill, assault with intent to commit murder or manslaughter, atrocious assault, attempted murder, felonious assault, and assault with a deadly weapon.
5. **Simple assault** - Unlawful intentional inflicting, or attempted or threatened inflicting, of less than serious bodily injury without a deadly or dangerous weapon. The term is used in the same sense in UCR reporting. Simple assault is often not distinctly named in statutes since it consists of all assaults not explicitly named and defined as serious.
6. **Other violent offenses/other offenses against persons** - This category includes kidnapping, custody interference, unlawful restraint, false imprisonment, reckless endangerment, negligent or vehicular homicide, harassment, etc., and attempts to commit any such acts.
7. **Burglary** - Unlawful entry or attempted entry of any fixed structure, vehicle, or vessel used for regular residence, industry, or business, with or without force, with intent to commit a felony or larceny. The term is used in the same sense as in the UCR Crime Index.
8. **Larceny-theft** - Unlawful taking or attempted taking of property (other than a motor vehicle) from the possession of another, by stealth, without force and without deceit, with intent to permanently deprive the owner of the property. This term is used in the same sense as in the UCR Crime Index. It includes shoplifting and purse snatching without force.
9. **Motor vehicle theft** - Unlawful taking, or attempted taking, of a self-propelled road vehicle owned by another, with the intent to deprive the owner of it permanently or temporarily. The term is used in the same sense as in the UCR Crime Index. It includes joyriding or unauthorized use of a motor vehicle as well as grand theft auto.
10. **Arson** - Intentional damaging or destruction by means of fire or explosion of the property of another without the owner's consent, or of any property with intent to defraud, or attempting the above acts. The term is used in the same sense as in the UCR Crime Index.
11. **Forgery (and counterfeiting)** - Altering, copying, or imitating something without authority or right, with the intent to deceive or defraud by passing it as that which is original or genuine. Includes the selling, buying, or possession of an altered, copied, or imitated thing with the intent to deceive or defraud.

12. **Fraud** - Unlawfully depriving a person of their money, property, or legal right, by means of deceit or intentional misrepresentation. Included are confidence games, credit or debit card fraud, and bad checks, excludes forgeries and counterfeiting.
13. **Embezzlement** - Misappropriation or misapplication of money or property entrusted to one's care, custody, or control.
14. **Vandalism** - Destroying or damaging, or attempting to destroy or damage, the property of another without the owner's consent, or public property, except by burning.
15. **Stolen property offenses** - Unlawfully and knowingly receiving, buying, distributing, selling, transporting, concealing, or possessing stolen property, or attempting any of the above. The term is used in the same sense as the UCR category stolen property; buying, receiving, possessing.
16. **Trespassing** - Unlawful entry or attempted entry of the property of another with the intent to commit a misdemeanor, other than larceny, or without intent to commit a crime.
17. **Other property offenses** - This category includes property offenses not distinguished in the categories above (e.g., extortion, blackmail, tampering, etc.) and attempts to commit any such offenses.
18. **Drug trafficking/manufacturing** - Unlawful sale, purchase, distribution, manufacture, cultivation, or transport of a controlled or prohibited drug or attempt to commit these acts (includes possession with intent to sell).
19. **Drug possession/use** - Unlawful possession or use of a controlled or prohibited drug or attempt to commit these acts.
20. **Other drug offenses** - This category includes drug law violations not distinguished in the categories above (e.g., possession of drug paraphernalia and visiting a place or permitting occupancy of a place where drugs are found).
21. **Weapons offenses** - Unlawful sale, distribution, manufacture, alteration, transportation, possession, or use of a deadly or dangerous weapon, or accessory, or attempt to commit any of these acts. The term is used in the same sense as the UCR category weapons; carrying, possessing, etc.
22. **Sex offenses (not violent)** - All offenses having a sexual element not involving violence. The term combines the meaning of the UCR categories prostitution and commercialized vice and sex offenses. It includes offenses such as statutory rape, indecent exposure, prostitution, solicitation, pimping, lewdness, fornication, adultery, etc.
23. **Technical violation of probation or parole** - Violations of probation or parole; acts that disobey or go against the conditions of probation or parole. Examples include: failure to participate in a specific program, failure to appear for drug tests or meetings, and failure to pay restitution.
24. **Obstruction of justice/failure to appear** - This category includes intentionally obstructing a court (or law enforcement) in the administration of justice, acting in a way calculated to lessen the authority or dignity of the court, failing to obey the lawful order of a court, and violations of probation or parole other than technical violations, which do not consist of the commission of a crime or are not prosecuted as such. It includes contempt, perjury, obstructing justice, bribing witnesses, failure to report a crime, nonviolent resisting arrest, etc.
25. **Liquor law violations (not minor in possession)** - Being in a public place while intoxicated through consumption of alcohol, or intake of a controlled substance or drug. It includes public intoxication, drunkenness, and other liquor law violations. It does not include driving under the influence or minor in possession. The term is used in the same sense as the UCR category of the same name.
26. **Disorderly conduct** - Unlawful interruption of the peace, quiet, or order of a community, including offenses called disturbing the peace, vagrancy, loitering, unlawful assembly, and riot.

27. **Other offenses against public order** - This category includes other offenses against government administration or regulation, e.g., escape from confinement, bribery, gambling, hitchhiking, health violations, false fire alarms, immigration violations, etc.
28. **Driving-related offenses:** This category includes offenses consisting of those misdemeanors and felonies relating to the operation of self-propelled surface motor vehicles requiring an appearance in court, including: driving under the influence, hit and run, reckless driving, and driving without a license. Vehicular homicide should be included under other violent offenses/other offenses against persons.
99. **UNKNOWN – use this only when no offense information is available.**

Appendix C: Data Elements Layout

2014 Survey of Juveniles Charged as Adults in Criminal Courts (SJCACC)

Universe: Any case disposed in criminal court in 2014 involving a defendant who was younger than the age of 18 at the time of the crime.

Unit of count: Charge-level, all charges associated with a criminal event and their outcomes in terms of dispositions and sentences that are linked to those charges.

Data Element Groups Containing Variables		
	<i>Data Element Group Name</i>	<i>Data Element Group Label</i>
	DEG1	Defendant information
	DEG2	Arrest/Case information
	DEG3	Arraignment information
	DEG4	Adjudication outcome information
	DEG5	Sentencing information
	DEG6	Prior criminal history information
	DEG7	Legal mechanism for transfer information
DEG1	Defendant information	
	<i>Variables within this Data Element Group</i>	
	<i>Variable</i>	<i>Variable Label</i>
		State
		County
		Date of birth
		Sex
		Race
		Hispanic origin
		Case ID#
		Defendant ID#
		Fingerprint ID#
DEG6	Legal mechanism for transfer information	
	<i>Variables within this Data Element Group</i>	
	<i>Variable</i>	<i>Variable Label</i>
		Through juvenile court (waiver)
		Filed directly in criminal court
		Direct file type
		Defined as adult ("lower upper age" of juvenile court jurisdiction)

DEG3	Arrest/Case information	
	<i>Variables within this Data Element Group</i>	
	<i>Variable</i>	<i>Variable Label</i>
		Date of offense
		Date of arrest
		Number of charges at arrest
		Most serious arrest charge statute number
		Most serious arrest charge offense description
		Is most serious arrest charge an attempt?
		Is most serious charge felony or misdemeanor?
		Most serious arrest charge level/grade
		2nd most serious arrest charge statute number
		2nd most serious arrest charge offense description
		Is 2nd most serious arrest charge an attempt?
		Is 2nd most serious charge felony or misdemeanor?
		2nd most serious arrest charge level/grade
DEG4	Arraignment information	
	<i>Variables within this Data Element Group</i>	
	<i>Variable</i>	<i>Variable Label</i>
		Number of charges at arraignment
		Most serious arraignment charge statute number
		Most serious arraignment charge offense description
		Is most serious arraignment charge an attempt?
		Is most serious charge felony or misdemeanor?
		Most serious arraignment charge level/grade
		2nd most serious arraignment charge statute number
		2nd most serious arraignment charge offense description
		Is 2nd most serious arraignment charge an attempt?
		Is 2nd most serious charge felony or misdemeanor?
		2nd most serious arraignment charge level/grade
		Legal representation for arraignment
DEG5	Adjudication outcome information	
	<i>Variables within this Data Element Group</i>	
	<i>Variable</i>	<i>Variable Label</i>
		Date of final adjudication
		Type of adjudication
		General conviction category
		General non conviction category
		Was alternative/special assignment made?
		Type of alternative adjudication proceeding
		Was alternative/special assignment completed?
		Number of charges at adjudication
		Most serious adjudication charge statute number
		Most serious adjudication charge offense description
		Is most serious adjudication charge an attempt?
		Is most serious charge felony or misdemeanor?
		Most serious adjudication charge level/grade
		Legal representation for adjudication

DEG6	Sentencing information	
	<i>Variables within this Data Element Group</i>	
	<i>Variable</i>	<i>Variable Label</i>
		Date of sentence
		Incarceration Sentence
		Incarceration Type
		Probation Sentence
		# Probation Months
		Jail Sentence
		# Jail Months
		Jail Suspended- Months
		Prison Sentence
		# Prison Months- Maximum
		Prison Suspended- Months
		Fine imposed
		Fine dollar amount
		Restitution required
		Restitution dollar amount
		Treatment/counseling
		Blended sentencing (juvenile)

**Attachment 6: 2014 Survey of Juveniles Charged in Adult
Criminal Court**

RETURN
TO

WESTAT
RW-2513
1600 Research Boulevard
Rockville, MD 20850-3129

**Survey of Juveniles Charged in Adult
Criminal court (SJCACC)**

OMB No. XXX-XXX: Approval Expires MM/DD/YYYY

U.S. DEPARTMENT OF JUSTICE
BUREAU OF JUSTICE STATISTICS

PLEASE ENTER THE CONTACT INFORMATION FOR THE PERSON FILLING OUT THIS FORM

Name				Title				
Address 1								
Address 2								
City				State		Zip code		
TELEPHONE		Area code	Number	Extension	FAX NUMBER		Area code	Number
EMAIL ADDRESS								

INSTRUCTIONS

1. Enter the selected case ID from the cover letter **CASE ID:**
2. Complete this survey for each of the selected cases.
3. Use Hardcopy Survey Guide for instructions. Complete the questions in each of the sections, D, E, and F for each of the selected charges.
4. If you have any questions, call the SJCACC Help Desk, Westat, at 1-XXX-XXX-XXXX, or email XXXXXXX@westat.com.
5. Please complete the questionnaire before MM/DD/YYYY, by mailing the completed questionnaire to WESTAT at the address provided.

Burden Statement

Under the Paperwork Reduction Act, we cannot ask you to respond to a collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection is estimated to average 2 hours per case, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any aspect of this collection of information, including suggestions for reducing this burden, to the Director, Bureau of Justice Statistics, 810 Seventh Street, NW, Washington, DC 20531; and to the Office of Management and Budget, OMB No. XXXX-XXXX, Washington, DC 20503.

A. OFFENSE TYPE

A1. What type(s) of offense(s) did this case involve? (Mark all that apply)

- Felony offense
- Misdemeanor offense (including minor possession of alcohol/tobacco)
- Non-criminal offense (e.g., summary traffic, wildlife/fish and game)

If **only** “non-criminal offense” is marked, this case is not eligible to be included in the data. Please move on to the next case using a clean copy of the questionnaire.

If “non-criminal offense” is checked **in addition** to “misdemeanor offense” or “felony offense”, do **not** report non-criminal charges in the survey.

B. DEFENDANT INFORMATION

B1. Defendant ID

B2. Fingerprint-based ID (assigned by state criminal history repository)

B3. What is the defendant’s date of birth?

/ / → Go to Question B4
MM DD YYYY

Don't know

B3a. Date of birth (DOB) information cannot be provided for this defendant because

- Our electronic data system does not record DOB
- DOB is available to be reported but not for this case
- Other (please specify):

B3b. How old was the defendant at

- | | | |
|----------------------|----------------------|-------------------------------------|
| Time of offense | <input type="text"/> | <input type="checkbox"/> Don't know |
| Arrest | <input type="text"/> | <input type="checkbox"/> Don't know |
| Arraignment | <input type="text"/> | <input type="checkbox"/> Don't know |
| Conviction | <input type="text"/> | <input type="checkbox"/> Don't know |

B4. What is the defendant's sex?

- Male → **Go to Question B5**
- Female → **Go to Question B5**
- Don't know → **Continue**

B4a. Information on sex cannot be provided for this defendant because

- Our files do not record sex of defendant
- Sex is available to be reported but not for this case
- Other (please specify):

B5. Is the defendant of Hispanic or Latino origin?

- Yes → **Go to Question B6**
- No → **Go to Question B6**
- Don't know → **Continue**

B5a. Ethnicity information cannot be provided for this defendant because-

- Our files do not record ethnicity of defendant
- Our files do not record Hispanic or Latino ethnicity separately from race
- Ethnicity is available to be reported but not for this case
- Other (please specify):

B6. What is the defendant's race? (Mark one or more)

- American Indian or Alaska Native → **Go to Section C (Legal Mechanism for Transfer)**
- Asian → **Go to Section C (Legal Mechanism for Transfer)**
- Black or African American → **Go to Section C (Legal Mechanism for Transfer)**
- Native Hawaiian or Other Pacific Islander → **Go to Section C (Legal Mechanism for Transfer)**
- White → **Go to Section C (Legal Mechanism for Transfer)**
- Don't know

B6a. Race information cannot be provided for this defendant because:

- Our files do not capture race
- Our files do not record Hispanic or Latino ethnicity separately from race
- Race is available to be reported but not for this case
- Other (please specify):

C. LEGAL MECHANISM FOR TRANSFER

C1. Can this agency provide information regarding the legal mechanism that allows this defendant younger than age 18 to be tried in criminal court?

- Yes → Continue
- No → Go to Section D (Arrest/Case Information)

C2. For this case, what is the legal mechanism that allows this defendant younger than age 18 to be tried in criminal court?

- Age of majority is lower than 18—in this state all youth of the defendant's age under state law are adults for the purpose of criminal prosecution regardless of the offense with which they are charged.
- Transfer from juvenile court (e.g., judicial waiver, bindover, remand, decline, and certification).
- Statutory exclusion or legislative exclusion—this case met state statutory criteria (age and offense) that exclude such cases from juvenile court.
- Concurrent jurisdiction, prosecutor discretion, or direct file provisions—this case met state statutory criteria (age and offense) that allow prosecutors to file such cases in either juvenile or criminal court.
- "Once an adult/always an adult"—this case met state statutory criteria (age, offense, criminal history) that require new cases involving a juvenile previously handled or convicted in criminal court to be handled in criminal court.
- Don't know → Continue

C2a. Legal mechanism information cannot be provided for this case because-

- Our files do not record this information
- This information is available to be reported but not for this case
- Other (please specify):

D. ARREST/CASE INFORMATION

The following items ask for information relating to the offense, arrest, and charges at arrest. If multiple offenses or arrests on multiple dates, select the dates of the first offense and arrest

D1. Date of offense

/ /
MM DD YYYY

D2. Date of arrest

/ /
MM DD YYYY

D3. Can you provide information on charges at arrest?

- Yes → Continue
- No → Go to Section E (Arraignment)

D4. How many charges/counts were reported at the time of arrest?

Please report the following information about charges at arrest relating to the selected case. If the case includes multiple charges, list no more than five charges. Report the most serious charge in the first column and up to four additional charges. Please use the code numbers on the Offense code list on the last page of this survey. Consider felony charges as more severe than misdemeanor charges when selecting the most serious charge. Rank the charges based on your jurisdiction's definition of severity classifications.

For Type of charge under an "other" category (Other violent offense, Other property offense, Other drug offense, or Other public order offense) please describe in box for the Type of charge.

	Most serious charge	Second most serious charge	Third most serious charge	Fourth most serious charge	Fifth most serious charge
D5. Type of offense (Enter code from Offense code list)	<input type="text"/> <input type="checkbox"/> Other (specify) <input type="text"/>	<input type="text"/> <input type="checkbox"/> Other (specify) <input type="text"/>	<input type="text"/> <input type="checkbox"/> Other (specify) <input type="text"/>	<input type="text"/> <input type="checkbox"/> Other (specify) <input type="text"/>	<input type="text"/> <input type="checkbox"/> Other (specify) <input type="text"/>
D6. Type of charge (Select one for each charge)	<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor <input type="checkbox"/> Other (specify) <input type="text"/>	<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor <input type="checkbox"/> Other (specify) <input type="text"/>	<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor <input type="checkbox"/> Other (specify) <input type="text"/>	<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor <input type="checkbox"/> Other (specify) <input type="text"/>	<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor <input type="checkbox"/> Other (specify) <input type="text"/>
D7. Statute number	<input type="text"/> <input type="checkbox"/> Don't know	<input type="text"/> <input type="checkbox"/> Don't know	<input type="text"/> <input type="checkbox"/> Don't know	<input type="text"/> <input type="checkbox"/> Don't know	<input type="text"/> <input type="checkbox"/> Don't know

E. ARRAIGNMENT INFORMATION

E1. Was this case dismissed before arraignment?

Yes →

Date of dismissal

/ /
MM DD YYYY

Reason for dismissal

- Dismissal/Nolle prosequi
- Dismissal for want of prosecution
- Sent to juvenile court for processing
- Other (specify)

→ You have completed this survey, please see the last page.

No → **Continue**

E2. Date of arraignment (i.e., the first time, subsequent to the arrest, that a formal charge(s) is entered with the criminal court)

/ /
MM DD YYYY

E3. What type of legal representation did the defendant have at the arraignment?

- Private attorney
- Public defender
- Assigned/contracted attorney
- Pro se (waived right to an attorney)
- Other (please specify):
- Don't know

E4. How many charges were reported at arraignment?

E5. Were the charges filed at arraignment the same as the charges at arrest?

- Yes → **Go to Section F (Adjudication)**
- No → **Go to E6**
- Don't know → **Continue**

E6. Are the five most serious charges at arraignment the same as those listed for the arrest section above?

- Yes → **Skip to Section F (Adjudication)**
- No → **Five most serious charges have changed from arrest → Continue to E7**

Please report the following information about charges at arraignment relating to the selected case. If the case includes multiple charges, list no more than five charges. Report the most serious charge in the first column and up to four additional charges. Please use the code numbers on the Offense code list on the last page of this survey. Consider felony charges as more severe than misdemeanor charges when selecting the most serious charge. Rank the charges based on your jurisdiction's definition of severity classifications.

For Type of charge under an "other" category (Other violent offense, Other property offense, Other drug offense, or Other public order offense) please describe in box for the Type of charge.

	Most serious charge	Second most serious charge	Third most serious charge	Fourth most serious charge	Fifth most serious charge
E7. Type of offense (Enter code from Offense code list)	<input type="text"/> <input type="checkbox"/> Other (specify) <input type="text"/>	<input type="text"/> <input type="checkbox"/> Other (specify) <input type="text"/>	<input type="text"/> <input type="checkbox"/> Other (specify) <input type="text"/>	<input type="text"/> <input type="checkbox"/> Other (specify) <input type="text"/>	<input type="text"/> <input type="checkbox"/> Other (specify) <input type="text"/>
E8. Type of charge (Select one for each charge)	<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor <input type="checkbox"/> Other (specify) <input type="text"/>	<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor <input type="checkbox"/> Other (specify) <input type="text"/>	<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor <input type="checkbox"/> Other (specify) <input type="text"/>	<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor <input type="checkbox"/> Other (specify) <input type="text"/>	<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor <input type="checkbox"/> Other (specify) <input type="text"/>
E9. Statute number	<input type="text"/> <input type="checkbox"/> Don't know	<input type="text"/> <input type="checkbox"/> Don't know	<input type="text"/> <input type="checkbox"/> Don't know	<input type="text"/> <input type="checkbox"/> Don't know	<input type="text"/> <input type="checkbox"/> Don't know

F. ADJUDICATION INFORMATION

F1. Date of final adjudication

/ /
MM DD YYYY

F2. What type of legal representation did the defendant have at adjudication?

Private attorney

Public defender

Assigned/contracted attorney

Pro se (waived right to an attorney)

Other (please specify):

Don't know

F3. Can you provide information on charges at adjudication?

Yes → Continue

No → Go to Section G (Sentencing)

F4. Were the charges at adjudication the same as those filed at arraignment?

Yes → Enter offense codes in F6, then Go to Question F9

No → Continue

Don't know → Continue

F5. How many charges were reported at adjudication?

Please report the following information about charges at adjudication relating to the selected case. If the case includes multiple charges, list no more than five charges. Report the most serious charge in the first column and up to four additional charges. Please use the code numbers on the Offense code list on the last page of this survey. Consider felony charges as more severe than misdemeanor charges when selecting the most serious charge. Rank the charges based on your jurisdiction's definition of severity classifications.

For Type of charge under an "other" category (Other violent offense, Other property offense, Other drug offense, or Other public order offense) please describe in box for the Type of charge.

	Most serious charge	Second most serious charge	Third most serious charge	Fourth most serious charge	Fifth most serious charge
F6. Type of offense (Enter code from Offense code list)	<input type="text"/> <input type="checkbox"/> Other (specify) <input type="text"/>	<input type="text"/> <input type="checkbox"/> Other (specify) <input type="text"/>	<input type="text"/> <input type="checkbox"/> Other (specify) <input type="text"/>	<input type="text"/> <input type="checkbox"/> Other (specify) <input type="text"/>	<input type="text"/> <input type="checkbox"/> Other (specify) <input type="text"/>
F7. Type of charge (Select one for each charge)	<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor <input type="checkbox"/> Other (specify) <input type="text"/>	<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor <input type="checkbox"/> Other (specify) <input type="text"/>	<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor <input type="checkbox"/> Other (specify) <input type="text"/>	<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor <input type="checkbox"/> Other (specify) <input type="text"/>	<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor <input type="checkbox"/> Other (specify) <input type="text"/>
F8. Statute number	<input type="text"/> <input type="checkbox"/> Don't know	<input type="text"/> <input type="checkbox"/> Don't know	<input type="text"/> <input type="checkbox"/> Don't know	<input type="text"/> <input type="checkbox"/> Don't know	<input type="text"/> <input type="checkbox"/> Don't know
F9. What was the outcome of adjudication for this charge?	<input type="checkbox"/> Conviction <input type="checkbox"/> Non-conviction <input type="checkbox"/> Other (specify) <input type="text"/> <input type="checkbox"/> Don't know	<input type="checkbox"/> Conviction <input type="checkbox"/> Non-conviction <input type="checkbox"/> Other (specify) <input type="text"/> <input type="checkbox"/> Don't know	<input type="checkbox"/> Conviction <input type="checkbox"/> Non-conviction <input type="checkbox"/> Other (specify) <input type="text"/> <input type="checkbox"/> Don't know	<input type="checkbox"/> Conviction <input type="checkbox"/> Non-conviction <input type="checkbox"/> Other (specify) <input type="text"/> <input type="checkbox"/> Don't know	<input type="checkbox"/> Conviction <input type="checkbox"/> Non-conviction <input type="checkbox"/> Other (specify) <input type="text"/> <input type="checkbox"/> Don't know
F10. (IF OUTCOME WAS CONVICTION:) Type of conviction	<input type="checkbox"/> Nolo contendere (no contest) <input type="checkbox"/> Bench trial <input type="checkbox"/> Jury trial	<input type="checkbox"/> Nolo contendere (no contest) <input type="checkbox"/> Bench trial <input type="checkbox"/> Jury trial	<input type="checkbox"/> Nolo contendere (no contest) <input type="checkbox"/> Bench trial <input type="checkbox"/> Jury trial	<input type="checkbox"/> Nolo contendere (no contest) <input type="checkbox"/> Bench trial <input type="checkbox"/> Jury trial	<input type="checkbox"/> Nolo contendere (no contest) <input type="checkbox"/> Bench trial <input type="checkbox"/> Jury trial
F11. (IF OUTCOME WAS NON-CONVICTION:) Type of non-conviction	<input type="checkbox"/> Dismissal/Nolle prosequi <input type="checkbox"/> Dismissal for want of prosecution <input type="checkbox"/> Sent to juvenile court for processing <input type="checkbox"/> Other (specify) <input type="text"/>	<input type="checkbox"/> Dismissal/Nolle prosequi <input type="checkbox"/> Dismissal for want of prosecution <input type="checkbox"/> Sent to juvenile court for processing <input type="checkbox"/> Other (specify) <input type="text"/>	<input type="checkbox"/> Dismissal/Nolle prosequi <input type="checkbox"/> Dismissal for want of prosecution <input type="checkbox"/> Sent to juvenile court for processing <input type="checkbox"/> Other (specify) <input type="text"/>	<input type="checkbox"/> Dismissal/Nolle prosequi <input type="checkbox"/> Dismissal for want of prosecution <input type="checkbox"/> Sent to juvenile court for processing <input type="checkbox"/> Other (specify) <input type="text"/>	<input type="checkbox"/> Dismissal/Nolle prosequi <input type="checkbox"/> Dismissal for want of prosecution <input type="checkbox"/> Sent to juvenile court for processing <input type="checkbox"/> Other (specify) <input type="text"/>

G. SENTENCING INFORMATION

G1. Can you provide sentencing information about this case?

- Yes → Continue
 No → You have completed this survey, please see the last page.

G2. Date of initial court sentence

/ /
MM DD YYYY

G3. Was the offender sentenced to prison (a correctional facility for adults, primarily convicted felons, typically operated by a state agency)?

- Yes → Continue
 No → Go to G4
 Don't know → Go to G4

G3a. Did the offender receive a life or life without parole sentence?

- Yes, received life or life without parole → Go to G4
 No → Continue
 Don't know → Continue

G3b. What was the total maximum prison sentence for all offenses?

Imposed sentence..... Months
Suspended sentence Months

G4. Was the offender sentenced to a youthful offender facility (a separate facility for offenders younger than a certain age that is part of the adult prison system, may have specialized programming)?

- Yes → Continue
 No → Go to G6
 Don't know → Continue

G5. What was the total maximum length of the youthful offender facility sentence?

Months
 Don't know

G6. Was the offender sentenced to jail (a confinement facility primarily for adults, typically operated by a local government agency, holds both offenders awaiting adjudication and those who have been convicted, primarily misdemeanants)?

- Yes → Continue
 No → Go to G8
 Don't know → Go to G8

G7. What was the total maximum jail sentence?

Months

Don't know

G8. Was the offender sentenced to a juvenile facility (a correctional or residential placement facility primarily for juvenile offenders, may hold youth pre- or post-adjudication, may be operated by a state or local government agency or privately operated, may or may not be secure)?

Yes → Continue

No → Go to G10

Don't know → Go to G10

G9. What was the total maximum juvenile facility sentence?

Months

Don't know

G10. Was the offender sentenced to probation (conditional freedom granted by a judicial officer to an adult or juvenile offender)?

Yes → Continue

No → Go to G12

Don't know → Go to G12

G11. What was the length of the probation sentence?

months

Don't know

G12. Was the offender fined (a monetary penalty imposed upon a convicted offender that must be paid to the court) and/or assessed court costs?

Yes → Continue

No → Go to G14

Don't know → Go to G14

G13. What was amount of the fine and/or court costs?

\$

Don't know

G14. Was the offender ordered to pay restitution (a court requirement that an offender pay money or provide services to the victim of the crime or provide services to the community)?

Yes → Continue

No → Go to G16

Don't know → Go to G16

G15. How much restitution was ordered?

\$

Don't know

G16. Was some other type of sentencing imposed?

- Yes —————> **Go to 16a**
- No —————> **You have completed this survey, please see the last page.**
- Don't know —————> **You have completed this survey, please see the last page.**

G16a. What other type of sentencing was imposed? Please mark all that apply.

- Treatment/Counseling
- Blended sentencing (juvenile)
- Other (please specify):

Thank you for participating in this study.

A pre-addressed, postage-paid envelope has been provided

Please return the survey to

Westat
SJCACC, RW 2513
1600 Research Boulevard
Rockville, MD 20850-3129

Offense Code Categories & Definitions

01. **Murder/nonnegligent manslaughter** – The willful (nonnegligent) killing of one human being by another. Deaths caused by negligence, attempts to kill, suicides, accidental deaths, and justifiable homicides are excluded. The term is used in the same sense as in the UCR Crime Index. Negligent homicide should be included under other violent offenses/other offenses against persons.
02. **Violent sexual assault** – Sexual acts or attempted sexual acts with a female or male against their will by force or threat of force. Includes rape and violent sex acts other than forcible rape (e.g., incest, sodomy). The term is broader than the UCR Crime Index and includes gender-neutral rape or sexual assault statutes that prohibit forced sexual acts against either sex.
03. **Robbery** – Unlawful taking or attempted taking of property that is in the immediate possession of another by force or the threat of force. The term is used in the same sense as in the UCR Crime Index and includes forcible purse snatching.
04. **Aggravated assault** – Unlawful intentional inflicting of serious bodily injury, or unlawful threat or attempt to inflict bodily injury or death, by means of a deadly or dangerous weapon with or without actual infliction of any injury. The term is used in the same sense as in the UCR Crime Index. It includes conduct included under the statutory names aggravated assault and battery, aggravated battery, assault with intent to kill, assault with intent to commit murder or manslaughter, atrocious assault, attempted murder, felonious assault, and assault with a deadly weapon.
05. **Simple assault** – Unlawful intentional inflicting, or attempted or threatened inflicting, of less than serious bodily injury without a deadly or dangerous weapon. The term is used in the same sense in UCR reporting. Simple assault is often not distinctly named in statutes since it consists of all assaults not explicitly named and defined as serious.
06. **Other violent offenses/other offenses against persons** – This category includes kidnapping, custody interference, unlawful restraint, false imprisonment, reckless endangerment, negligent or vehicular homicide, harassment, etc., and attempts to commit any such acts.
07. **Burglary** – Unlawful entry or attempted entry of any fixed structure, vehicle, or vessel used for regular residence, industry, or business, with or without force, with intent to commit a felony or larceny. The term is used in the same sense as in the UCR Crime Index.
08. **Larceny-theft** – Unlawful taking or attempted taking of property (other than a motor vehicle) from the possession of another, by stealth, without force and without deceit, with intent to permanently deprive the owner of the property. This term is used in the same sense as in the UCR Crime Index. It includes shoplifting and purse snatching without force.
09. **Motor vehicle theft** – Unlawful taking, or attempted taking, of a self-propelled road vehicle owned by another, with the intent to deprive the owner of it permanently or temporarily. The term is used in the same sense as in the UCR Crime Index. It includes joyriding or unauthorized use of a motor vehicle as well as grand theft auto.
10. **Arson** – Intentional damaging or destruction by means of fire or explosion of the property of another without the owner's consent, or of any property with intent to defraud, or attempting the above acts. The term is used in the same sense as in the UCR Crime Index.
11. **Forgery (and counterfeiting)** – Altering, copying, or imitating something without authority or right, with the intent to deceive or defraud by passing it as that which is original or genuine. Includes the selling, buying, or possession of an altered, copied, or imitated thing with the intent to deceive or defraud.
12. **Fraud** – Unlawfully depriving a person of their money, property, or legal right, by means of deceit or intentional misrepresentation. Included are confidence games, credit or debit card fraud, and bad checks, excludes forgeries and counterfeiting.
13. **Embezzlement** – Misappropriation or misapplication of money or property entrusted to one's care, custody, or control.
14. **Vandalism** – Destroying or damaging, or attempting to destroy or damage, the property of another without the owner's consent, or public property, except by burning.
15. **Stolen property offenses** – Unlawfully and knowingly receiving, buying, distributing, selling, transporting, concealing, or possessing stolen property, or attempting any of the above. The term is used in the same sense as the UCR category stolen property; buying, receiving, possessing.
16. **Trespassing** – Unlawful entry or attempted entry of the property of another with the intent to commit a misdemeanor, other than larceny, or without intent to commit a crime.
17. **Other property offenses** – This category includes property offenses not distinguished in the categories above (e.g., extortion, blackmail, tampering, etc.) and attempts to commit any such offenses.
18. **Drug trafficking/manufacturing** – Unlawful sale, purchase, distribution, manufacture, cultivation, or transport of a controlled or prohibited drug or attempt to commit these acts (includes possession with intent to sell).
19. **Drug possession/use** – Unlawful possession or use of a controlled or prohibited drug or attempt to commit these acts.
20. **Other drug offenses** – This category includes drug law violations not distinguished in the categories above (e.g., possession of drug paraphernalia and visiting a place or permitting occupancy of a place where drugs are found).
21. **Weapons offenses** – Unlawful sale, distribution, manufacture, alteration, transportation, possession, or use of a deadly or dangerous weapon, or accessory, or attempt to commit any of these acts. The term is used in the same sense as the UCR category weapons; carrying, possessing, etc.
22. **Sex offenses (not violent)** – All offenses having a sexual element not involving violence. The term combines the meaning of the UCR categories prostitution and commercialized vice and sex offenses. It includes offenses such as statutory rape, indecent exposure, prostitution, solicitation, pimping, lewdness, fornication, adultery, etc.
23. **Technical violation of probation or parole** – Violations of probation or parole; acts that disobey or go against the conditions of probation or parole. Examples include: failure to participate in a specific program, failure to appear for drug tests or meetings, and failure to pay restitution.
24. **Obstruction of justice/failure to appear** – This category includes intentionally obstructing a court (or law enforcement) in the administration of justice, acting in a way calculated to lessen the authority or dignity of the court, failing to obey the lawful order of a court, and violations of probation or parole other than technical violations, which do not consist of the commission of a crime or are not prosecuted as such. It includes contempt, perjury, obstructing justice, bribing witnesses, failure to report a crime, nonviolent resisting arrest, etc.
25. **Liquor law violations (not minor in possession)** – Being in a public place while intoxicated through consumption of alcohol, or intake of a controlled substance or drug. It includes public intoxication, drunkenness, and other liquor law violations. It does not include driving under the influence or minor in possession. The term is used in the same sense as the UCR category of the same name.
26. **Disorderly conduct** – Unlawful interruption of the peace, quiet, or order of a community, including offenses called disturbing the peace, vagrancy, loitering, unlawful assembly, and riot.
27. **Other offenses against public order** – This category includes other offenses against government administration or regulation, e.g., escape from confinement, bribery, gambling, hitchhiking, health violations, false fire alarms, immigration violations, etc.
28. **Driving-related offenses** – This category includes offenses consisting of those misdemeanors and felonies relating to the operation of self-propelled surface motor vehicles requiring an appearance in court,

including: driving under the influence, hit and run, reckless driving, and driving without a license. Vehicular homicide should be included under other violent offenses/other offenses against persons.

99. **UNKNOWN** – use this only when no offense information is available.

Offense Code Categories & Definitions In Alphabetical Order

Aggravated assault-04 – Unlawful intentional inflicting of serious bodily injury, or unlawful threat or attempt to inflict bodily injury or death, by means of a deadly or dangerous weapon with or without actual infliction of any injury. The term is used in the same sense as in the UCR Crime Index. It includes conduct included under the statutory names aggravated assault and battery, aggravated battery, assault with intent to kill, assault with intent to commit murder or manslaughter, atrocious assault, attempted murder, felonious assault, and assault with a deadly weapon.

Arson-10 – Intentional damaging or destruction by means of fire or explosion of the property of another without the owner's consent, or of any property with intent to defraud, or attempting the above acts. The term is used in the same sense as in the UCR Crime Index.

Burglary-07 – Unlawful entry or attempted entry of any fixed structure, vehicle, or vessel used for regular residence, industry, or business, with or without force, with intent to commit a felony or larceny. The term is used in the same sense as in the UCR Crime Index.

Disorderly conduct-26 – Unlawful interruption of the peace, quiet, or order of a community, including offenses called disturbing the peace, vagrancy, loitering, unlawful assembly, and riot.

Driving-related offenses-28 – This category includes offenses consisting of those misdemeanors and felonies relating to the operation of self-propelled surface motor vehicles requiring an appearance in court, including: driving under the influence, hit and run, reckless driving, and driving without a license. Vehicular homicide should be included under other violent offenses/other offenses against persons.

Drug possession/use-19 – Unlawful possession or use of a controlled or prohibited drug or attempt to commit these acts.

Drug trafficking/manufacturing-18 – Unlawful sale, purchase, distribution, manufacture, cultivation, or transport of a controlled or prohibited drug or attempt to commit these acts (includes possession with intent to sell).

Embezzlement-13 – Misappropriation or misapplication of money or property entrusted to one's care, custody, or control.

Forgery (and counterfeiting)-11 – Altering, copying, or imitating something without authority or right, with the intent to deceive or defraud by passing it as that which is original or genuine. Includes the selling, buying, or possession of an altered, copied, or imitated thing with the intent to deceive or defraud.

Fraud-12 – Unlawfully depriving a person of their money, property, or legal right, by means of deceit or intentional misrepresentation. Included are confidence games, credit or debit card fraud, identity-theft, and bad checks. Exclude forgeries and counterfeiting.

Larceny-theft-08 – Unlawful taking or attempted taking of property (other than a motor vehicle) from the possession of another, by stealth, without force and without deceit, with intent to permanently deprive the owner of the property. This term is used in the same sense as in the UCR Crime Index. It includes shoplifting and purse snatching without force.

Liquor law violations (not minor in possession)-25 – Being in a public place while intoxicated through consumption of alcohol, or intake of a controlled substance or drug. It includes public intoxication, drunkenness, and other liquor law violations. It does not include driving under the influence or minor in possession. The term is used in the same sense as the UCR category of the same name.

Motor vehicle theft-09 – Unlawful taking, or attempted taking, of a self-propelled road vehicle owned by another, with the intent to deprive the owner of it permanently or temporarily. The term is used in the same sense as in the UCR Crime Index. It includes joyriding or unauthorized use of a motor vehicle as well as grand theft auto.

Murder/nonnegligent manslaughter-01 – The willful (nonnegligent) killing of one human being by another. Deaths caused by negligence, attempts to kill, suicides, accidental deaths, and justifiable homicides are excluded. The term is used in the same sense as in the UCR Crime Index. Negligent homicide should be included under other violent offenses/other offenses against persons.

Obstruction of justice/failure to appear-24 – This category includes intentionally obstructing a court (or law enforcement) in the administration of justice, acting in a way calculated to lessen the authority or dignity of the court, failing to obey the lawful order of a court, and violations of probation or parole other than technical violations, which do not consist of the commission of a crime or are not prosecuted as such. It includes contempt, perjury, obstructing justice, bribing witnesses, failure to report a crime, nonviolent resisting arrest, etc.

Other drug offenses-20 – This category includes drug law violations not distinguished in the categories above (e.g., possession of drug paraphernalia and visiting a place or permitting occupancy of a place where drugs are found).

Other offenses against public order-27 – This category includes other offenses against government administration or regulation, e.g., escape from confinement, bribery, gambling, hitchhiking, health violations, false fire alarms, immigration violations, etc.

Other property offenses-17 – This category includes property offenses not distinguished in the categories above (e.g., extortion, blackmail, tampering, etc.) and attempts to commit any such offenses.

Other violent offenses/other offenses against persons-06 – This category includes kidnapping, custody interference, unlawful restraint, false imprisonment, reckless endangerment, negligent or vehicular homicide, harassment, etc., and attempts to commit any such acts.

Robbery-03 – Unlawful taking or attempted taking of property that is in the immediate possession of another by force or the threat of force. The term is used in the same sense as in the UCR Crime Index and includes forcible purse snatching.

Sex offenses (not violent)-22 – All offenses having a sexual element not involving violence. The term combines the meaning of the UCR categories prostitution and commercialized vice and sex offenses. It includes offenses such as statutory rape, indecent exposure, prostitution, solicitation, pimping, lewdness, fornication, adultery, etc.

Simple assault-05 – Unlawful intentional inflicting, or attempted or threatened inflicting, of less than serious bodily injury without a deadly or dangerous weapon. The term is used in the same sense in UCR reporting. Simple assault is often not distinctly named in statutes since it consists of all assaults not explicitly named and defined as serious.

Stolen property offenses-15 – Unlawfully and knowingly receiving, buying, distributing, selling, transporting, concealing, or possessing stolen property, or attempting any of the above. The term is used in the same sense as the UCR category stolen property; buying, receiving, possessing.

Technical violation of probation or parole-23 – Violations of probation or parole; acts that disobey or go against the conditions of probation or parole. Examples include: failure to participate in a specific program, failure to appear for drug tests or meetings, and failure to pay restitution.

Trespassing-16 – Unlawful entry or attempted entry of the property of another with the intent to commit a misdemeanor, other than larceny, or without intent to commit a crime.

UNKNOWN-99 – use this only when no offense information is available.

Vandalism-14 – Destroying or damaging, or attempting to destroy or damage, the property of another without the owner's consent, or public property, except by burning.

Violent sexual assault-02 – Sexual acts or attempted sexual acts with a female or male against their will by force or threat of force. Includes rape and violent sex acts other than forcible rape (e.g., incest, sodomy). The term is broader than the UCR Crime Index and includes gender-neutral rape or sexual assault statutes that prohibit forced sexual acts against either sex.

Weapons offenses-21 – Unlawful sale, distribution, manufacture, alteration, transportation, possession, or use of a deadly or dangerous weapon, or accessory, or attempt to commit any of these acts. The term is used in the same sense as the UCR category weapons; carrying, possessing, etc.

Attachment 7: Follow Up Letter for Electronic Data



U.S. Department of Justice

Office of Justice Programs

Bureau of Justice Statistics

Washington, D.C. 20531

Date

Name

Title

Address

Address

Address

Dear Contact:

Thanks you for your continued participation in the Survey of Juveniles Charged in Adults Criminal Court.

BJS intends to complete collection by the end of 2015. To meet this deadline, we request that you submit your electronic data as soon as possible. If you have inquiries regarding the collection, please contact Cindy Helba, our data collection agent at Westat, via telephone at (301) 294-4454 or email at helbac@westat.com. If you have any general comments about these collections, you may also contact me at (202) 353-7381 or Tracey.Kyckelhahn@usdoj.gov.

Sincerely,

Tracey Kyckelhahn
Statistician
Bureau of Justice Statistics

Attachment 8: Follow Up Letter for Survey



U.S. Department of Justice

Office of Justice Programs

Bureau of Justice Statistics

Washington, D.C. 20531

Date

Name

Title

Address

Address

Address

Dear Contact:

Thanks you for your continued participation in the Survey of Juveniles Charged in Adults Criminal Court.

BJS intends to complete collection by the end of 2015. To meet this deadline, we request that you submit the forms for your 2014 cases as soon as possible. If you have inquiries regarding the collection, please contact Cindy Helba, our data collection agent at Westat, via telephone at (301) 294-4454 or email at helbac@westat.com. If you have any general comments about these collections, you may also contact me at (202) 353-7381 or Tracey.Kyckelhahn@usdoj.gov.

Sincerely,

Tracey Kyckelhahn
Statistician
Bureau of Justice Statistics