

**TENNESSEE COUNCIL
OF
JUVENILE AND FAMILY COURT JUDGES**

**Honorable Ken Witcher, President
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**USER'S MANUAL
FOR THE
JUVENILE COURT INFORMATION SYSTEM
(Both the Data Form and the Data Entry Software)**

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INTRODUCTION

Purpose

Due to changes in the Tennessee Code Annotated, and in an attempt to improve and update the data collected by the Administrative Office of the Courts (AOC) for the Tennessee Council of Juvenile and Family Court Judges (TCJFCJ), the data collection format for the Tennessee Juvenile Court Information System (TJCIS) has been revised. The revised Tennessee Juvenile Court Information System, JIF, continues to be designed to collect information about juvenile court activities, and the children and youth served therein. The information collected by this revised format represents the minimal data required by TCJFCJ for the provision of local and statewide statistics. Each court is required by law to submit this information monthly for both formal and informal proceedings involving children and youth

(T.C.A. § 37-1-506 and § 37-1-106).

The basic categories of data captured by the revised data collection format continue to be referral/intake information, formal and informal court action information, outcome/disposition information, detention information, and basic demographic information. This format **does not capture** specific pre-dispositional functions such as referral to the Crisis Intervention Teams (CIT), pre-dispositional evaluations completed by the Department of Children's Services (DCS), JCCO evaluations, sex abuse physical evaluations, etc. However, unlike the previous format, **it does capture** internal, periodic case reviews by court staff, as well as formal judicial reviews.

A Committee comprised of a juvenile court judge, statewide court staff, and other selected individuals was involved in giving input into the revision of the TJCIS data collection format to assure that it could retrieve reliable data in the easiest and most efficient manner possible. The purpose of this manual is to provide detailed instructions on the use of the revised data collection format and to define the terms and categories used in the JIF software. As this manual is being rewritten in order to reflect and explain the changes made to the TJCIS data collection format, it is imperative that the instructions for each item be read by all court staff and/or clerks involved in the usage of the revised JIF software.

Revised Data Form

The revised Juvenile Court Information System Data Form continues to be a two part NCR (no carbon required) form. Both Intake and Disposition functions continue to be collected on the same form. As with the previous forms, information at the top of the revised form is confidential and should remain with the local court for its use only. In order to accomplish this, the second sheet of the form is trimmed shorter so that confidential information is not copied from the top of the original. It is the second sheet or copy (pink sheet) that should be sent monthly to TCJFCJ.

Each month's data should be sent to TCJFCJ by the tenth (10th) day of the following month.

Complete the revised data form in the same fashion as the previous form by entering the appropriate information in the boxes provided for each item. Items E., H., and L. continue to require the user to choose from Referral Reason Codes or Outcome Action Codes located on the back of each form. Many other items have a list of codes located next to the appropriate response boxes. Choices should not be circled, checked or underlined.

An equally important aspect of data form completion is legibility. When filling in the items, please write with enough pressure to assure that information is recorded on both sheets of the data form. All forms with illegible responses will be considered incomplete and will not be used.

Revised JIF Data Entry Software

As the revised JIF software will come to you with a user's manual detailing the installation and operation of the application, this section will be brief. Basically, the look and feel of JIF remains the same, and the edits of the previous version are still in place. You will add records as you please throughout the month. At the end of the month you should copy those records to diskette or CD ROM and either send them to **TCJFCJ by the tenth day (10th) of the following month**, or you may email them to Juvenile.Reporting@tncourts.gov. Please put **JIF** in the subject line of the email. You will receive an automated reply to your email which is your confirmation that the TCJFCJ has received your data. **Please Note: Do not copy to CD ROM or diskette every time you enter records as you will copy over (erase) the previously copied records. JIF is designed for you to copy to CD Rom or diskette one time per designated data month.**

Collecting Data Using the Revised Format

The data collection format was revised in such a way as to only ask for information that must be readily available to all court staff and clerks if the case is to be appropriately handled by the local court. As this revised format provides "Other", "Unknown", and "Does Not Apply" responses, all items must be filled in for the form or the JIF record to be considered complete. An incomplete form will result in the data on that form not being counted towards the court's quarterly, year-to-date, or annual reports. Edits on the JIF data entry software will not allow an incomplete record to be copied to diskette or CD ROM for submission to TJCIS. **EXCEPTION: Section H. "Amended Charge"**. The blank response boxes for these items will be automatically converted by TJCIS internal programming to the code 88 "Does Not Apply".

As the TJCIS is an attempt to compile data regarding children and youth who are in some way served or affected by juvenile court action, the revised data collection format captures only information about juvenile cases. While the juvenile court does hear adult cases, they are always in relation to a juvenile. When completing a data form or entering a record into JIF that deals with an adult as the subject/offender, fill out the form or complete the record from the perspective of the juvenile subject/victim. For example, when supplying data about a case where an adult is being charged with physical child abuse, follow this course. Give the child an I.D. number. List the Referral Reason as code 69 "Physically Abused Child". Fill in the appropriate Referral Source, Intake Action, Formal/Informal Action, and Date of Referral

Disposition. On Case Outcomes, list those dispositions that directly affect the child or require the child to do something. Examples of possible outcomes would be 08 "Referred for Mental Health Counseling", 41 "Supervision by DCS", or possibly 35 "DCS Commitment/Custody". Code both items in Detention Information with an 8 "Does Not Apply". Lastly, code the items in Demographic Information using child data (e.g. child's date of birth, child's sex, etc.).

Responsibility for Data Collection

In many courts, the juvenile court staff assumes complete responsibility for collecting and submitting data to TJCIS, while in some courts, the clerk's office assumes this responsibility. In still other courts, the responsibility is split between the court and clerk staff. These differences in data collection procedures have often led to problems or misunderstandings over who has the ultimate responsibility by law to assure data is supplied to TCJFCJ. TCJFCJ does not desire and is not empowered to direct juvenile courts with regard to who should assume the responsibility of data collection on a local level. That decision will be made by each individual juvenile court. However, in order to clear up the misunderstandings and to assure the timely receipt of juvenile court data, we would remind everyone of the following statutes:

T.C.A. § 37-1-106 - "The youth services officer shall be paid by the county in which he serves and his duties include, but are not limited to the following:...(3) Record keeping and transmitting information as required by this part or by law to the Commission on Children and Youth or the office of the executive secretary of the Tennessee Council of Juvenile and Family Court Judges."

T.C.A. § 37-1-506 - "The clerk of each juvenile court of this state shall, each month, report to the executive secretary such statistical data as the council may require concerning cases handled by such court, including informal adjustments or dispositions."

It would appear then that, by statute, both the juvenile court staff and the juvenile court clerk staff have the responsibility to assure that the data reaches TCJFCJ.

Each court is further required by the Tennessee Commission on Children and Youth via Rule 0340-3-.10 to, "...submit each month to the Tennessee Council of Juvenile and Family Court Judges record keeping forms as required by the Council." Failure to follow Rule 0340-3-.10 will result in the loss of the state court supplement which, at this time, is \$9,000 per county.

Utilization of Juvenile Court Data

Information from the revised data collection format will be entered in the TJCIS database as it is sent each month to TCJFCJ. A summary of the information will be sent on a quarterly basis to each juvenile court. **This quarterly report should be checked to assure accurate information is being derived from the data submitted by the court.**

Statistical analysis and reports will be generated and presented to national, state, and local agencies based on the data received from courts. Additionally, ad hoc reports will be generated for individuals and organizations requesting information unique to a court, county or region. It is important to send accurate data to TCJFCJ in order to assure credible statistics.

INSTRUCTIONS FOR USING THE REVISED FORMAT

The revised format continues to count cases, and continues to allow for the following of up to five referral reasons per form or JIF record. To that end, the definition of "Case" remains **all Referral Reasons/Charges reported to the court (via complaint, petition, motion, etc.) on a given day for a given child.**

A new data form is to be completed or a new JIF record created each time a new case is initiated for a child. For example, on February 3, 1998, Susie D.'s parents filed an unruly petition and a petition for assault, while on the same day, her school filed a petition for truancy. This would be considered one case with three referral reasons and two referral sources. If, however, on February 3, 1998, Susie's parents filed an unruly and an assault petition, but the school did not file the truancy petition until February 8, 1998, the scenario would reflect two separate cases; the first showing two referral reasons with one referral source, the second showing one referral reason with one referral source.

In order to capture intake and disposition information on one form/record, the revised data collection format continues to follow the five most serious referral reasons through the court process from intake/initiation through the dispositional action(s). Items E.-L. capture this process. When completing this court process section, one should take each referral separately through the process. For example, Referral Reason (1) should be coded, next the Referral Source for (1) coded, then the Intake Action for (1) coded, and so on. The JIF data entry software does this automatically for you.

Item Explanation

Local Information

The following information **is found only on the data collection form**. These items are included on the data form to assist courts in handling and filing the copies of the data form retained locally. They do not copy to the second sheet of the form. It is to the court's advantage that this information is entered accurately and consistently.

Name

This information is for local use, and should only be retained at the local level. Enter the last name, first name, and middle name of the child. The first name should be the child's proper name (e.g. Robert, not Bob). The name should be as complete as possible, so that the child is consistently identified. Should no middle name exist, leave the space for the middle name blank.

Social Security Number

This information is for local use and should only be retained at the local level. Enter the child's social security number if known.

Address

This information is for local use, and should only be retained at the local level. Enter as complete an address as possible, including the child's house or apartment number, street or rural route, city, state, and zip code. Should the

child's address change while the case is active, draw a line through the old address so that it is still legible, and enter the new address above or below it.

Phone Number

This information is for local use, and should only be retained at the local level. Enter the child's area code and telephone number.

Statewide Information

The remaining items are found on the both the data form and the JIF data entry software. The data obtained from these sections of the revised format will be retained at the state level in TJCIS.

A. Court

A two-digit number identifying the juvenile court to which the child was referred. Refer to Appendix A for a list of codes for Tennessee juvenile courts. When installing the JIF data entry software, it will ask you to enter your court number or code. Once entered, the JIF application will automatically fill in your court code for each new record.

B. Child Identification Number

A code of 13 digits or less that uniquely identifies each child referred to a court. For both the data form and JIF, this code should be left aligned in the 13 boxes provided (codes of less than 13 digits start in the first box and boxes to the right are left blank). Each court should develop its own system for assigning this number as a child comes in contact with the court. A model system for assigning Child Identification Numbers is illustrated in Appendix B. Whatever system is adopted, certain elements are essential for the TJCIS: 1) Each child should receive a number not previously assigned to any other child. 2) A child should not be assigned more than one number, regardless of the number of referrals. 3) The Identification Number should not depend upon information that may change each time the child is referred, such as the child's age, a docket number, or the current date. Always use a child's assigned identification number on any and all data forms or JIF records.

C. Date of Referral

Eight (8) digits indicating the month, day, and **full, four (4) digit year** that the child was referred to the court on current referral reasons/charges. If the month or day are less than ten, zero (0) should be used as the first digit (zero fill, e.g. 02-07-1998).

D. Does the Child Have Previous Adjudications For or Concerning:

Enter the number that indicates if the child has had previous adjudications for delinquent offenses, status offenses, drug & alcohol offenses, or dependency/neglect issues. Use **1** for **Yes** and **2** for **No**.

E. Referral Reasons

A two-digit code for the reason the child was referred to the juvenile court. Codes for each Referral Reason are found on the back of the data form and in the drop down help screen on JIF. Zero fill codes less than ten (e.g. 08). An explanation of each Referral Reason and a reference to Tennessee Code Annotated (T.C.A.) is found in Appendix C. The codes are grouped into delinquent, status, and non-offense categories. Continue to use a code of 99 "Other" for any referral reason not listed on the form.

The revised format continues to capture up to five different referral reasons per case. With regard to charges, the data form and the JIF application ask for the five most serious charges in the case. As TJCIS collects only the five most serious charges in the case, **do not fill out another form** if the case contains more than five charges. The edits on the JIF application will not allow the user to create another record using the same Child ID Number and the same Referral Date.

F. Referral Source

Enter the number that indicates the person or agency bringing the child to the attention of the court for each referral listed in the case. Zero fill codes less than ten (e.g. 08). Use the following categories:

01 Law Enforcement

Include police, park police, sheriff, constable, highway patrol, etc.

02 Parents

Include the child's own biological parents, foster parents, adoptive parents, or stepparents.

03 Relatives

Include the child's grandparents, aunts, uncles, etc.

04 Self (child)

The child him/herself made the referral.

05 School

Include an attendance officer, teacher, superintendent of school, member of the board of education, etc.

06 CSA

Include a referral made by a Community Services Agency.

07 DCS

Include a referral made by a Department of Children's Services staff person.

08 Other State Department

Include a referral made by the staff of any state department other than the Department of Children's Services.

09 District Attorney's Office

Include a referral made by the local District Attorney's Office.

10 Court Staff

Include a referral made by the juvenile court staff or clerk staff from your county/city.

11 Social Agency

Include private and public social services agencies other than DCS or other departments of state government.

12 Other Court

Include referrals made by or transferred from a court other than the one completing the data form or JIF record. This can include city court, criminal court, another juvenile court, or a court in another state or county, etc.

13 Victim (if other than above)

Include referrals that are made by the victim only if the victim does not fit into any of the other categories listed under Referral Source, and law enforcement did not file the petition on the victim's behalf.

14 Child & Parent

Include only cases that require that both the child and the parent be official referral sources or that require both to be listed as petitioners.

15 Hospital

Include referrals made by the staff of Medical-Surgical and/or Psychiatric hospitals. Do not include referrals from the staff of a Regional Mental Health Institute (state hospital), as those referrals are included in 08 "Other State Department"

77 Unknown

Use only when the referral source is unknown.

99 Other

Include any other referral source not specified in this list.

G. Intake Action

Enter the number corresponding to the action taken at intake for each referral listed in the case. Choose from the following categories:

01 Petition Filed

A petition was filed against or on behalf of the child.

02 Motion Filed

A motion was filed on behalf of the child.

03 Citation/Ticket Processed

Intake staff processed a citation or ticket used in lieu of a petition in order to refer the child to court.

04 Notification of Acknowledgment of Paternity Processed

Intake staff processed a notarized acknowledgment of paternity forwarded to the court by the hospital where the child was born.

05 Scheduling of Judicial Review

Staff scheduled a formal review of a case by the judge/referee. Use this code for periodic formal reviews that generally take place in court. For example, many judges hold referrals/cases open for a specified length of time and order periodic, formal, in-court reviews to determine the level of progress being made by the child and to allow the child to understand that his/her actions are being formally monitored.

06 Scheduling of Administrative Review

Staff scheduled a periodic administrative review of a referral/case. Most often this code will be used for reviews of children on informal adjustment or court probation. These reviews are not formal in-court reviews and most often do not involve the judge/referee.

07 Scheduling of Foster Care Review

Staff scheduled a periodic review of a case by the Foster Care Review Board.

77 Unknown

Use only when the intake action is unknown.

88 Does Not Apply

Use only when there is no intake action associated with the case. **This code will be used most often for those referrals that are informally adjusted without a petition.**

99 Other

Include any other intake action not specified in this list.

H. Amended Charge

A two-digit code describing charges that were modified or amended. Use the Referral Reason codes found on the back of the data form or in the drop-down help screen on JIF. Zero fill codes less than ten (e.g. 08) for each referral listed in the case. Response boxes for this section may be left blank when no charge was modified or amended. TJCIS programming will convert the blank response boxes to code 88 "Does Not Apply". **As this item is used to record those charges that have been amended, do not use the same Referral Reason Code as was entered for Item E., Referral Reasons.**

I. Formal/Informal Actions

Enter the number that indicates the Formal and/or Informal Actions taken for each referral listed in the case. Choose from the following categories:

Formal Adjudications

Items requiring a formal adjudicatory hearing and a finding of fact. **These actions can only be carried out by judges or referees.**

01 Dismissed

The petition is dismissed due to one of the following reasons: a.) lack of legal evidence to prove the charge(s); b.) the offense is a misdemeanor or the alleged offender is seen as a low risk; c.) it is the child's first offense and the seriousness of the charge does not merit formal court action; d.) the child and his/her family have made restitution to the victim; or e.) the child is responsive to his/her parents' discipline.

02 Retired or *Nolle Prosequi*

The case is retired after having remained open due to some condition, or the prosecuting attorney makes a formal entry on record that he/she will not prosecute the case further (nolle prosequi means unwilling to pursue).

03 Complaint Substantiated - Delinquent

There is a judicial determination that the child committed the delinquent charge(s) alleged in the complaint.

04 Complaint Substantiated - Status Offender

There is a judicial determination that the child committed the status offense(s) alleged in the complaint.

05 Complaint Substantiated - Dependent/Neglected

There is a judicial determination that the facts alleged in the referral for dependency/neglect are true.

06 Complaint Substantiated - Abused

There is a judicial determination that the facts alleged in the abuse referral are true.

07 Complaint Substantiated - Mentally Ill

There is a judicial determination that the facts alleged in the complaint show the child to be mentally ill.

Court Actions

While these actions do not require a formal adjudicatory hearing, some require a hearing and judicial determination.

08 Informal Adjustment

A non-judicial procedure whereby the juvenile court staff, subject to court approval, makes the decision to attempt to remedy the situation alleged in the referral by giving counsel and advice to the parent(s) and child. This is a voluntary agreement in which no official finding of fact is made. Informal adjustments may be initiated with or without a petition.

09 Pretrial Diversion

A procedure similar in nature to informal adjustment, with no official finding as to guilt, except that a judge or referee must approve any agreement.

10 Transfer to Adult Court Hearing

The hearing where a judge or referee determines whether a child is to be transferred to criminal court to stand trial as an adult.

11 Charges Cleared by Transfer to Adult Court

Use this code for those charges that are cleared when one or more charges in the same case result in transfer to adult court. When confronted with a scenario in which the child being transferred has other charges pending in a non-related case, **do not use this code for those pending charges**. At the point the child is transferred to adult court, the pending charges in the non-related case will be dismissed or Nolle Prosequi.

12 Special Proceeding

The referral reason involves a special proceeding wherein the child is not charged with an offense, but the petition/motion requests some action regarding the child that requires the court's attention.

13 Review Concluded

The on-going review process is concluded for this referral reason and the case outcome is likely to be **(but is not limited to)** 01 "Case Dismissed", 29 "Dismissed from Informal Adjustment",

30 "Dismissed from Pretrial Diversion", 31 "Dismissed from Probation", 47 "Foster Care Terminated", and/or 59 "Child Support Terminated".

14 Case Held Open

The review process for this referral reason is to be on-going and the case outcome is likely to be **(but not limited to)** 04 "Case Held Open for Review".

99 Other

Include any other court action not specified in this list.

J. Action Executed By

Enter the number corresponding to the person executing the action. Choose from the following categories:

1 Judge

An elected or appointed judge presiding over the juvenile court proceedings. This code includes Special Judges.

2 Referee

An individual, licensed to practice law in Tennessee, who is appointed by the judge. A referee has the same authority and powers as the judge to issue process and conduct proceedings.

3 YSO

An official of the court whose duties include, but are not limited to, juvenile court intake, pre-hearing investigations, referral, supervision, detention screenings counseling, and/or record keeping.

9 Other

Any other person designated by the court to take action(s) regarding the referral reason.

K. Date of Disposition or Informal Adjustment

Eight (8) digits indicating the month, day, and **full, four (4) digit year** that the disposition (outcome) or the informal adjustment of each referral took place. For Example: If the court process for a referral ends with the judicial action of Pretrial Diversion, then enter the month, day, and year that the judge approved the agreement. If the process for a referral ends with a formal disposition, enter the date of formal disposition (in most cases the date of adjudication or court action and the date of disposition will be the same). If the month or day are less than ten, zero (0) should be used as the first digit (zero fill, e.g. 02-07-1998).

L. Case Outcome(s)

This section continues to indicate the dispositions or outcomes for the **entire case** rather than by each separate charge/referral reason, and continues to be based on the assumption that most charges/referral reasons in a case are disposed of together rather than separately. Using the Outcome Action codes, this section captures up to eight outcomes per case. The Outcome Action Codes are located on the back of the data form or in the drop down help screen on JIF.

Enter the two-digit codes for a maximum of eight (8) outcomes associated with the case. Zero fill codes less than ten (e.g. 08). As the Outcome Action codes have been revised, an explanation of each code is found in Appendix D. These revised codes continue to be grouped into general action, formal action, special proceedings categories. **Most code numbers and code labels have changed.** Use a code of 99 "Other" for any outcome action not listed on the form.

Detention Information

These sections capture detention information and apply only to cases involving referral reasons for delinquent and/or status offenses. If the case is one of non-offense referral reasons, code items M. and N. with an 8 "Does Not Apply".

M. Type of Detention

Enter the appropriate number describing type of detention in which the child was placed after referral for delinquent and/or status offense(s). Use the following categories:

1 Non-Secure Placement

The child is placed in a non-secure, physically unrestricted facility such as a group home, shelter facility, temporary holding resource (THR), foster home, attendant care, or is placed on home detention.

2 Juvenile Detention Facility

The child is placed in a secure or physically restricted facility housing only juveniles. Include those cases where the child is temporarily held in this secure situation while awaiting the arrival of the adult custodian.

3 Jail - Complete Separation

The child is placed in an adult jail or lock-up completely separated by sight and sound from all adult prisoners including trustees. Include those cases where the child is temporarily held in this secure situation while awaiting the arrival of the adult custodian.

4 Jail - Partial Separation

The child is placed in an adult jail or lock-up where: 1.) conversation between adults and juveniles may be possible; 2.) adults and juveniles can see each other but no conversation is possible; or 3.) juveniles may be separated by sight and sound from adults but share common areas at times, such as dining, showers, etc. Include those cases where the child is temporarily held in this secure situation while awaiting the arrival of the adult custodian.

5 Jail - No Separation

The child is placed in an adult jail or lock-up with no sight or sound separation from adult prisoners. Include those cases where the child is temporarily held in this secure situation while awaiting the arrival of the adult custodian.

6 Psychiatric Hospital

The child is placed, prior to adjudication and in lieu of juvenile detention, in a secure psychiatric hospital setting. The child is placed in this setting for treatment and/or evaluation purposes.

7 Unknown

Enter only if you are unable to ascertain the type of detention in which the child was placed. **This code should rarely be used.**

8 Does Not Apply

Enter this code only if the case is one of non-offense referral reasons.

9 Other

Enter only if the above list does not include the type of detention in which the child was placed after a referral for a delinquent and/or status offense(s).

N. Placement After Secure Detention Hearing

Enter the appropriate number to indicate the placement of the child following the detention hearing, but prior to an adjudicatory hearing. Use the following categories:

1 Returned to Prior Living Arrangement

Child is allowed to return to his/her regular place of residence prior to being detained. Response should indicate the same living arrangement as the response in Item S., "Living Arrangement of Child".

2 Juvenile Detention Facility

Include secure facilities that are contracted with or operated by the juvenile court or the local government for the purpose of caring for alleged status or delinquent offenders pending adjudication/disposition of their cases.

3 Jail

Include cases in which a child was detained in locked rooms or quarters that were set aside for the detention of juveniles in a police station or jail, as well as those cases in which a child was detained in the adult section of the jail or police station.

4 Shelter Facility/Group Home

Include those facilities such as shelters maintained by a local government or private agency, temporary holding resources (THR's), and/or group homes for children.

5 Foster Family Home

Child is placed in a family home that receives payment or board. Placement may be made directly by the court or by an agency, department, or individual at the request of the court. Also include in this item, those family homes that are "subsidized" so they will always be available to provide foster or shelter care.

6 Psychiatric Hospital

The child is placed in a secure, public or private psychiatric hospital setting for treatment and/or evaluation purposes.

7 Unknown

Enter only if you are unable to ascertain the child's placement between the detention hearing and adjudication. **This code should rarely be used.**

8 Does Not Apply

Enter this code only if the case is one of non-offense referral reasons or if the alleged status/delinquent offender was not placed in detention.

9 Other

Enter only if the above list does not include where the child was placed between the detention hearing and adjudication.

Demographic Information – All demographic information should be reported based on the Juvenile’s current information on the Date of Referral.

The following items will allow a statistical analysis of certain characteristics associated with children coming in contact with the juvenile courts of Tennessee. **The age of child calculations are always based on the difference between the Date of Referral and the child’s Date of Birth.**

O. Date of Birth

Enter the date the child was born. Code an eight-digit number indicating the month, day, and **full four (4) digit year** of birth, zero filling where necessary (e.g. 02-08-1983).

P. Sex of Child

Enter the appropriate number to indicate the sex of the child: **1** for **Male**, **2** for **Female**, or **7** for **Unknown**.

Q. Race of Child

Enter the appropriate number to indicate the race of the child:

1 for **White**, **2** for **African American**, **3** for **Native American**, **4** for **Asian**, **5** for **Mixed Race**, or **7** for **Unknown**.

R. Hispanic Origin

Enter the appropriate number to indicate whether the child is of Hispanic origin: **1** for **Yes**, **2** for **No**, or **7** for **Unknown**.

S. Living Arrangement of Child

Enter the appropriate number to indicate the living arrangement of the child at the time of referral to the juvenile court. Zero fill (e.g. 08). Use the following categories:

01 With Both Biological Parents

The child lives with both biological parents.

02 With Father and Stepmother

The child lives with the biological or adoptive father and stepmother.

03 With Mother and Stepfather

The child lives with the biological or adoptive mother and stepfather.

04 With Mother

The child lives with the biological, adoptive, or stepmother; there is no father in the home. There may be other adult males in the home, such as a grandfather, uncle, brother, mother's boyfriend, etc. The criterion is that no biological, adoptive, or stepfather is living in the home.

05 With Father

The child lives with the biological, adoptive, or stepfather; there is no mother in the home. There may be other adult females in the home, such as a grandmother, aunt, sister, father's girlfriend, etc. The criterion is that no biological, adoptive, or stepmother is living in the home.

06 With Relatives

The child lives with relatives, such as a brother, sister, grandparent(s), aunt, uncle, etc.

07 With Adoptive Parents

The child lives with both adoptive parents and the decree of adoption is final. If the child is in an adoptive home pending adoption study or approval, enter 08 "With Foster Family". If the child is living with only one adoptive parent, enter whatever codes 02 - 05 apply to the situation.

08 With Foster Family

The child lives in a foster home or an adoptive home where the decree is not final.

09 Group Home

The child lives in a community-based child care facility which serves between 4 and 14 unrelated children in a small, family-type atmosphere. These facilities serve children with mild to moderate behavior problems, who can function in the community with low to moderate levels of direct adult supervision. The facility may or may not provide treatment. Children in these facilities attend public school.

10 Residential Center

The child lives in a child care facility which serves more than 15 children and is predominantly treatment, training or educationally oriented. These facilities often serve children with moderate to severe behavioral/emotional problems who cannot function in the community without high levels of direct adult supervision. Most Residential Center programs provide 24 hr., staff secure environments. Both on-campus and public school educational programs are available to the child depending upon his/her needs. Even though they do not meet all of the above criteria, include TPS and Wilderness programs in this code.

11 Institution

The child lives in a hardware secure facility that provides a 24 hr., intensive program of treatment, supervision, and/or training to more than 15 children. These facilities serve children with serious delinquency issues, and/or with severe behavioral or emotional disorders that are perceived to pose a threat of harm to themselves or to the community. These facilities provide high levels of direct adult supervision on a 24 hr. basis and all educational programs are provided on-campus. Examples include all public and private psychiatric hospitals and DCS Youth Development Centers.

12 Independent

The child is living in an apartment or living as a lodger without adult supervision or is living as a married young adult who has established his/her own family.

77 Unknown

Enter only if you are unable to ascertain the child's living arrangement at the time of referral. **This code should rarely be used.**

99 Other

Include any other living arrangement of a child not included in this list.

T. School Enrollment

Enter the number indicating whether the child is enrolled in school. Use **1** for **Yes**, **2** for **No**, or **7** for **Unknown**. Consider the child as enrolled in school if he/she is on summer break, on school holiday, or on suspension. The child is not enrolled if he/she is expelled from school.

U. Last Grade Completed By Child

Enter the number or letter corresponding to the last grade completed by the child. Zero fill all numbers (e.g. 05) Choose from the following categories:

OY Too Young for School

Enter the letters OY if the child is too young for school.

OP Pre-school

Enter the letters OP if Pre-school was the last "grade" completed by the child.

OK Kindergarten

Enter the letters OK if Kindergarten was the last "grade" completed by the child.

01 - 12 Regular School Grade

Enter the number of the grade corresponding to the last grade completed by the child. Enter the regular school grade if the child attended regular classes for most of the day, but was also in special education resource classes.

13 Non-graded Special Education

Enter only if the child is in a non-graded, comprehensive Special Education program.

14 GED

Enter if the child completed a GED (Graduate Equivalency Degree) program.

15 Graduated

Enter if the child has graduated from high school.

16 Never Been in School

Enter if the child has never attended school or has never been provided with home-bound or special education services.

77 Unknown

Enter only if you are unable to ascertain the child's last completed grade the time of referral. **This code should rarely be used.**

99 Other

Include any other grade or type of school situation not included in this list.

V. Is The Child Also In A Special Education Program/Class?

Enter **1** for **Yes** only if the child is enrolled in a regular education grade with regular education classes, and also attends special education class(es)/program(s) for part of the day. Enter **2** for **No** or **7** for **Unknown**.

The Tennessee Council of Juvenile and Family Court Judges would like to acknowledge and thank those individuals without whose time, input, and guidance the revisions to the Juvenile Court Information System format could not have been accomplished:

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Hamilton County Juvenile Court

Honorable Burton Glover, Vice President

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Honorable Samuel Smith, Secretary/Treasurer

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Honorable William Terry Denton

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Honorable Sam Nailling, Jr.

Obion County Juvenile Court

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DeKalb County Juvenile Court

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Appendix A: Juvenile Court Codes

Anderson County	1	Hardeman County	35	Obion County	66
Bedford County	2	Hardin County	36	Overton County	67
Benton County	3	Hawkins County	37	Perry County	68
Bledsoe County	4			Pickett County	69
Blount County	5	Haywood County	38	Polk County	70
Bradley County	6	Henderson County	39	Putnam County	71
Campbell County	7	Henry County	40	Rhea County	72
Cannon County	8	Hickman County	41	Roane County	73
Carroll County	9	Houston County	42	Robertson County	74
Carter County	10	Humphreys County	43	Rutherford County	75
Cheatham County	11	Jackson County	44	Scott County	76
Chester County	12	Jefferson County	45	Sequatchie County	77
Claiborne County	13	Johnson County	46	Sevier County	78
Clay County	14			Shelby County	79
Cocke County	15	Knox County	47	Smith County	80
Coffee County	16	Lake County	48	Stewart County	81
Crockett County	17	Lauderdale County	49	Sullivan Division I	82
Cumberland County	18	Lawrence County	50	Sumner County	83
Davidson County	19	Lewis County	51	Tipton County	84
Decatur County	20	Lincoln County	52	Trousdale County	85
DeKalb County	21	Loudon County	53	Unicoi County	86
Dickson County	22	McMinn County	54	Union County	87
Dyer County	23	McNairy County	55	Van Buren County	88
Fayette County	24	Macon County	56	Warren County	89
Fentress County	25	Madison County	57	Washington County	90
Franklin County	26			Wayne County	91
Gibson County	27	Marion County	58	Weakley County	92
Giles County	28	Marshall County	59	White County	93
Grainger County	29			Williamson County	94
Greene County	30	Maury County	60	Wilson County	95
Grundy County	31	Meigs County	61	Johnson City	96
Hamblen County	32	Monroe County	62	Bristol	97
Hamblen County	32	Montgomery County	63	Sullivan Division II	98
Hamilton County	33	Moore County	64		
Hancock County	34	Morgan County	65		

Appendix B: Suggested Process for Assigning Child Identification Numbers

The following is a process suggested to courts with no automated databases for the assigning of Child Identification Numbers to children being referred to juvenile court. This number is entered in Item B of every data form and in the Child ID field for the JIF software. Courts may assign any combination of 13 or fewer numbers and letters for a child. **However, the Child Identification Number must always be the same for any particular child.** The number will allow the Tennessee Council of Juvenile and Family Court Judges (TCJFCJ) to provide data on the numbers of children, cases, and referrals handled by juvenile courts. Information about each juvenile court case will be grouped under each Child ID Number.

The TN Juvenile Court Information System (TJCIS) requires that a number be assigned to identify each child that is referred to the juvenile court. Most courts already assign an identifier to each child, and may use this same number from their computer or filing system for TJCIS. Please note that confidential information, such as social security numbers, cannot be used in the state system. **It is important that the ID number does not change as a child has repeated contact with the court; the Child ID Number is not a "case number" or "docket number."** Nor should the combination of a child's initials, date of birth, and such be used unless it can be assured that the number will remain the same each time it is used (for example, staff should not skip the middle initial one time, and include it the next time, simply because it was unknown at first).

A description follows of a simple process that may be used by courts that do not have a method in place for assigning a Child ID Number. The process is flexible and can easily be adapted to provide handy reference to information about court activity beyond that described here. The main purpose of this process is to provide a unique identification number for a child as contact with the court occurs. The method presented here is a method to assign numbers as cases are referred.

Enumeration can be achieved easily and quickly by using a log where each line is pre-numbered in sequence and space for the child's name and other identifying information is given next to each number. This log should be kept in a central location so all intake staff can easily add children to the list as they are referred. If intake occurs at multiple sites, a separate log can be provided at each intake site with a different range of numbers used on each log, so that the same number cannot be assigned to different children.

As children are assigned a number from the log, an index card should be completed and filed, in an alphabetically arranged card catalog, under the child's name for cross-reference. The information on the card should include the number from the log, identifying information for the child, and as much information as will fit to help decide if a child being referred is already in the file (short description, parents' addresses, unique features, etc.). The remaining space on the card can be used for entry of information that needs to be accessible at intake or disposition, which might include the referral reasons, dates of referrals, etc.

Appendix B: Suggested Process for Assigning Child Identification Numbers

With this log and card system in place, each referral is checked in the card file to see if a number was assigned at a prior contact with the court, and new numbers are assigned when a card is not found for the child. If an automated system is used in the place of a manual log and card-file, the mechanism and capabilities should be the same as described here. The ability to check the computer file for an existing record based on the child's name and other identifying information, and the presence of a unique identification number for each computer record, serve the same purpose as in a manual system only it is much more reliable. In addition, much more information can be kept on a child's record in an automated system, and access to the information is much quicker than flipping through cards.

REFERRAL REASON CODES

DELINQUENT OFFENSE CODES

OFFENSES AGAINST PERSONS

01 Criminal Homicide (T.C.A. § 39-13-201)

Criminal Homicide is the unlawful killing of another person which may be first degree murder, second degree murder, voluntary manslaughter, criminally negligent homicide, and vehicular homicide.

02 First Degree Murder (T.C.A. § 39-13-202)

First degree murder is: (1) A premeditated and intentional killing of another; (2) A killing of another committed in the perpetration of or attempt to perpetrate any first degree murder, act of terrorism, arson, rape, robbery, burglary, theft, kidnapping, aggravated child abuse, aggravated child neglect or aircraft piracy; or (3) A killing of another committed as the result of the unlawful throwing, placing or discharging of a destructive device or bomb.

03 Second Degree Murder (T.C.A. § 39-13-210)

Second degree murder is: (1) A knowing killing of another; or (2) A killing of another which results from the unlawful distribution of any Schedule I or Schedule II drug when such drug is the proximate cause of the death of the user.

04 Aggravated Rape (T.C.A. § 39-13-502)

Aggravated Rape is unlawful sexual penetration of a victim by the defendant or the defendant by a victim accompanied by any of the following circumstances: (1) Force or coercion is used to accomplish the act and the defendant is armed with a weapon or any article used or fashioned in a manner to lead the victim reasonably to believe it to be a weapon; (2) The defendant causes bodily injury to the victim; or (3) The defendant is aided or abetted by one or more other persons and force or coercion is used to accomplish the act or the defendant knows or has reason to know that the victim is mentally defective, mentally incapacitated or physically helpless.

05 Rape of a Child (T.C.A. § 39-13-522)

Rape of a child is the unlawful sexual penetration of a victim by the defendant or the defendant by a victim, if the victim is more than 3 years of age but less than thirteen years of age.

Appendix C: Referral Reason Codes

06 **Aggravated Vehicular Homicide (T.C.A. § 39-13-218)**

Aggravated vehicular homicide is vehicular homicide, as defined in

§ 39-13-213 where: (1) The defendant has two or more prior convictions for driving under the influence of an intoxicant, vehicular assault or any combination of such offenses; (2) The defendant has one or more prior convictions for the offense of vehicular homicide; or (3) There was at the time of the offense twenty-hundredths of one percent (.20%), or more, by weight of alcohol in the defendant's blood and the defendant has one prior conviction for driving under the influence of an intoxicant or vehicular assault.

07 **Especially Aggravated Robbery (T.C.A. § 39-13-403)**

Especially aggravated robbery is robbery as defined in § 39-13-401: (1) Accomplished with a deadly weapon; **and** (2) Where the victim suffers serious bodily injury.

08 **Especially Aggravated Kidnapping (T.C.A. § 39-13-305)**

Especially aggravated kidnapping is false imprisonment, as defined in

§ 39-13-302: (1) Accomplished with a deadly weapon or by display of any article used or fashioned to lead the victim to reasonably believe it to be a deadly weapon; (2) Where the victim was under the age of thirteen at the time of the removal or confinement; (3) Committed to hold the victim for ransom or reward, or as a shield or hostage; or (4) Where the victim suffers serious bodily injury.

09 **Aggravated Robbery (T.C.A. § 39-13-402)**

Aggravated robbery is robbery as defined in § 39-13-401: (1) Accomplished with a deadly weapon or by display of any article used or fashioned to lead the victim to reasonably believe it to be a deadly weapon; **or** (2) Where the victim suffers serious bodily injury.

10 **Aggravated Kidnapping (T.C.A. § 39-13-304)**

Aggravated kidnapping is false imprisonment, as defined in § 39-13-302, committed: (1) To facilitate the commission of any felony or flight thereafter; (2) To interfere with the performance of any governmental or political function; (3) With the intent to inflict serious bodily injury on or to terrorize the victim or another; (4) Where the victim suffers bodily injury; or (5) While the defendant is in possession of a deadly weapon or threatens the use of a deadly weapon.

Appendix C: Referral Reason Codes

11 Aggravated Child Abuse, Aggravated Child Neglect or Endangerment (T.C.A. § 39-15-402)

A person commits the offense of aggravated child abuse or aggravated child neglect or endangerment who commits the offense of child abuse as defined in § 39-15-401 or who commits the offense of child neglect or endangerment as defined in § 39-15-401 (b) and: (1) The act of abuse or neglect results in serious bodily injury to the child; (2) The act of neglect or endangerment results in serious bodily injury to the child; or (3) A deadly weapon, dangerous instrumentality or controlled substance is used to accomplish the act of abuse, neglect or endangerment; or (4) The act of abuse, neglect or endangerment was especially heinous, atrocious or cruel, or involved the infliction of torture to the victim.

12 Aggravated Sexual Battery (T.C.A. § 39-13-504)

Aggravated sexual battery is unlawful sexual contact with a victim by the defendant or the defendant by a victim accompanied by any of the following circumstances: (1) Force or coercion is used to accomplish the act and the defendant is armed with a weapon or any article used or fashioned in a manner to lead the victim reasonably to believe it to be a weapon; (2) The defendant causes bodily injury to the victim; (3) The defendant is aided or abetted by one or more other persons and force or coercion is used to accomplish the act or the defendant knows or has reason to know that the victim is mentally defective, mentally incapacitated or physically helpless; or (4) the victim is less than thirteen years of age.

13 Rape (T.C.A. § 39-13-503)

Rape is unlawful sexual penetration of a victim by the defendant or of the defendant by a victim accompanied by any of the following circumstances: (1) Force or coercion is used to accomplish the act; (2) The sexual penetration is accomplished without the consent of the victim and the defendant knows or has reason to know at the time of the penetration the victim did not consent; (3) The defendant knows or has reason to know that the victim is mentally defective, mentally incapacitated or physically helpless; or (4) the sexual penetration is accomplished by fraud.

14 Voluntary Manslaughter (T.C.A. § 39-13-211)

Voluntary manslaughter is the intentional or knowing killing of another in a state of passion produced by adequate provocation sufficient to lead a reasonable person to act in an irrational manner.

Appendix C: Referral Reason Codes

15 Vehicular Homicide (T.C.A. § 39-13-213)

Vehicular homicide is the reckless killing of another by the operation of an automobile, airplane, motorboat, or other motor vehicle, as the proximate result of: (1) Conduct creating a substantial risk of death or serious bodily injury to a person; (2) The driver's intoxication, as set forth in § 55-10-401. For the purposes of this section, "intoxication" includes alcohol intoxication as defined by § 55-10-408, drug intoxication, or both; or (3) As the proximate result of conduct constituting the offense of drag racing as prohibited by title 55, chapter 10, part 5.

16 Sexual Abuse of a Child (T.C.A. § 37-1-602)

The commission of any act involving the unlawful sexual abuse, molestation, fondling, or carnal knowledge of a child under thirteen years of age that would constitute a criminal offense under T.C.A. § 39-13-502, - § 39-13-505 (Rape/Sexual Battery); § 39-12-101 (Criminal Attempt); § 39-15-302 (Incest);

§ 39-17-1003 - § 39-17-1005 (Sexual Exploitation of a Minor).

17 Other Sexual Offenses (Excluding Aggravated Rape, Rape of a Child, Aggravated Sexual Battery, Rape, and Sexual Abuse of a Child)

Any act involving unlawful sexual behaviors (except those listed above) that would constitute a criminal offense under T.C.A. § 39-13-505 through § 39-13-516.

18 Aggravated Assault (T.C.A. § 39-13-102)

A person commits Aggravated Assault who intentionally, knowingly, or recklessly commits an assault as defined in § 39-13-101 and: (1) Causes serious bodily injury to another; or (2) Uses or displays a deadly weapon.

19 Robbery (T.C.A. § 39-13-401)

Robbery is the intentional or knowing theft of property from the person of another by violence or putting the person in fear.

20 Criminally Negligent Homicide (T.C.A. § 39-13-212)

Criminally negligent conduct that results in death constitutes criminally negligent homicide.

Appendix C: Referral Reason Codes

21 **Attempt to Commit a Crime Against a Person (Exception: Assault and Reckless Endangerment)**

This is a generalized code intended for the capture of attempts to commit a felony crime against a person. This code includes attempted criminal homicide, attempted 1st degree murder, attempted 2nd degree murder, attempted aggravated rape, attempted rape of a child, attempted aggravated vehicular homicide, attempted especially aggravated robbery, attempted especially aggravated kidnapping, attempted aggravated robbery, attempted aggravated kidnapping, attempted aggravated child abuse and neglect, attempted aggravated sexual battery, attempted rape, attempted voluntary manslaughter, attempted vehicular homicide, attempted sexual abuse of a child, attempted other sexual offenses, attempted aggravated assault, attempted robbery, and attempted criminally negligent homicide. **This code does not include attempted assault and attempted reckless endangerment as they are both misdemeanor offenses.**

22 **Assault (T.C.A. § 39-13-101)**

A person commits assault who: (1) Intentionally, knowingly, or recklessly causes bodily injury to another; (2) Intentionally or knowingly causes another to reasonably fear imminent bodily injury; or (3) Intentionally or knowingly causes physical contact with another and a reasonable person would regard the contact as extremely offensive or provocative. Assault is a misdemeanor offense.

23 **Reckless Endangerment (T.C.A. § 39-13-103)**

A person commits an offense who recklessly engages in conduct that places or may place another person in imminent danger of death or serious bodily injury. Reckless Endangerment is a Class A misdemeanor offense unless committed with a deadly weapon which is a Class E felony.

OFFENSES AGAINST PROPERTY

24 **Aggravated Arson (T.C.A. § 39-14-302)**

A person commits aggravated arson who commits arson as defined in § 39-14-301 or § 39-14-303: (1) When one or more persons are present therein; or (2) When any person, including firefighters and law enforcement officials, suffers serious bodily injury as a result of the fire or explosion.

Appendix C: Referral Reason Codes

25 Arson (T.C.A. § 39-14-301)

A person commits an offense who knowingly damages any structure by means of a fire or explosion: (1) Without the consent of all persons who have a possessory, proprietary or security interest therein; or (2) With intent to destroy or damage any structure to collect insurance for the damage or destruction or for any unlawful purpose.

26 Aggravated Burglary (T.C.A. § 39-14-403)

Aggravated burglary is burglary (as defined in § 39-14-401 and § 39-14-402) of a "habitation" or building/structure/dwelling designed or adapted for the living in by or overnight accommodation of people.

27 Theft of Property (T.C.A. § 39-14-103)

A person commits theft of property if, with intent to deprive the owner of property, the person knowingly obtains or exercises control over the property without the owner's effective consent. This is a generic code that includes all theft of property regardless of value. The only exclusion of theft in this category is "Unauthorized Use of a Vehicle" (joyriding).

28 Vandalism (T.C.A. § 39-14-408)

Any person who knowingly causes damage to or the destruction of any real or personal property of another or of the state, the United States, any county, city, or town knowing that he does not have the owner's effective consent is guilty of an offense under this section. For the purposes of this section, "Damage" includes, but is not limited to: (1) Destroying, polluting or contaminating property; or (2) Tampering with property and causing pecuniary loss or substantial inconvenience to the owner or a third person.

29 Forgery (T.C.A. § 39-14-114)

A person commits offense who forges a writing with intent to defraud or harm another. "Forge" means to: (A) Alter, make, complete, execute or authenticate any writing so that it purports to: (1) Be the act of another who did not authorize that act; (2) Have been executed at a time or place or in a numbered sequence other than was in fact the case; or (3) Be a copy of an original when no such original existed; or (B) Make false entries into books or records.

30 Worthless Checks (T.C.A. § 39-14-121)

A person commits this offense who, with fraudulent intent or knowingly: (1) Issues or passes a check or similar sight order for the payment of money knowing at the time there are insufficient funds in or on deposit with the bank or other drawee for payment in full of the check or order, as well as all other checks or orders outstanding at the time of issuance; or (2) Stops payment on a check or similar sight order when the goods and/or services were obtained at the time of issuance.

Appendix C: Referral Reason Codes

31 Illegal Possession or Fraudulent Use of Credit/Debit Cards (T.C.A. § 39-14-118)

A person commits this offense when said person; (1) knowing the person does not have the consent of the owner or issuer, takes, exercises control over or otherwise uses that card or information from that card; or (2) uses, or allows to be used, a credit or debit card or information from such card, for the purpose of obtaining property, credit, services or anything else of value with knowledge that it has been forged, stolen, revoked, canceled or expired.

32 Burglary (T.C.A. § 39-14-402)

A person commits burglary who, without the effective consent of the property owner: (1) Enters a building other than a habitation not open to the public, with intent to commit a felony, theft or assault; (2) Remains concealed, with the intent to commit a felony, theft or assault in a building; (3) Enters a building and commits or attempts to commit a felony, theft or assault or (4) Enters any freight or passenger car, automobile, truck, trailer, boat, airplane or other motor vehicle with intent to commit a felony, theft, or assault or commits or attempts to commit a felony, theft or assault. This offense is differentiated from Aggravated Burglary in that the defendant enters a building, or structure that is not designed or adapted for the living in by or overnight accommodation of people

33 Unauthorized Use of Automobiles and Other Vehicles - "Joyriding" (T.C.A. § 39-14-106)

A person commits this offense who takes another's automobile, airplane, motorcycle, bicycle, boat or other vehicle without the consent of the owner and the person does not have the intent to deprive the owner thereof.

34 Cruelty to Animals (T.C.A. § 39-14-202)

A person commits an offense who intentionally or knowingly: (1) Tortures, maims or grossly overworks an animal; (2) Fails unreasonably to provide necessary food, water, care or shelter for an animal in the person's custody; (3) Abandons unreasonably an animal in the person's custody; (4) Transports or confines an animal in a cruel manner; or (5) Inflicts burns, cuts, lacerations, or other injuries or pain, by any method, including blistering compounds, to the legs or hooves of horses in order to make them sore for any purpose including, but not limited to, competition in horse shows and similar events.

Appendix C: Referral Reason Codes

ILLEGAL CONDUCT

35 Sale of Controlled Substances (T.C.A. § 39-17-417)

This offense is defined as knowingly selling a controlled substance. This code does not include "Simple Possession" (T.C.A. § 39-17-418).

36 Other Drug Offenses (T.C.A. § 39-17-417)

This code refers to all other drug offenses, such as the manufacturing of controlled substances, the delivering of controlled substances, simple possession or casual exchange of controlled substances, etc.

37 Possession of Controlled Substances (T.C.A. § 39-17-417)

This offense is defined as knowingly possessing a controlled substance with the intent to manufacture, deliver, or sell such controlled substance. This code does not include "Simple Possession" (T.C.A. § 39-17-418).

38 Criminal Attempt (T.C.A. § 39-12-101)

Criminal attempt is defined as an offense directed at the individual whose intent is to commit an offense, but whose actions fail to achieve the criminal objective. Accordingly, the offense is basically one of criminal intent coupled with acts that clearly demonstrate the offender's tendency toward criminality. This statute is a generic law covering all attempts to commit an offense with the exception of Class C misdemeanors (See § 39-12-107).

39 Carrying Weapons on School Property (T.C.A. § 39-17-1309)

A person commits this offense who: (1) Possesses or carries, whether openly or concealed, with the intent to go armed, any firearm, explosive, explosive weapon, bowie knife, hawk bill knife, ice pick, dagger, slingshot, leaded cane, switchblade knife, blackjack, knuckles or any other weapon of like kind, not used solely for instructional or school-sanctioned ceremonial purposes, in any public or private school building or bus, on any public or private school campus, grounds, recreation area, athletic field or any other property owned, used or operated by any board of education, school, college or university board or trustees, regents or directors for the administration of any public or private educational institution; or (2) Possesses or carries, whether openly or concealed, any firearm, not used solely for instructional or school-sanctioned ceremonial purposes, in any public or private school building or bus, on any public or private school campus, grounds, recreation area, athletic field or any other property owned, used or operated by any board of education, school, college or university board or trustees, regents or directors for the administration of any public or private educational institution.

Appendix C: Referral Reason Codes

40 Unlawful Carrying/Possession of a Weapon (T.C.A § 39-17-1307)

A person commits an offense who carries with the intent to go armed a firearm, knife with a blade length exceeding four inches (4"), or a club.

41 Evading Arrest (T.C.A. § 39-16-603)

It is unlawful for any person to intentionally flee by any means of locomotion from anyone the person knows to be a law enforcement officer if the person: (1) Knows the officer is attempting to arrest the person; or (2) Has been arrested.

42 Escape (T.C.A. § 39-16-605)

A person commits this offense who, after being arrested for, charged with, or convicted of an offense, escapes from a penal institution, secure detention center, or juvenile correctional facility as defined in

T.C.A. § 39-16-601, § 37-1-116, and § 41-5-110.

43 Driving Under the Influence "DUI" (T.C.A. § 55-10-401)

This offense is defined as driving or being in physical control of any automobile or other motor driven vehicle while (1) Under the influence of any intoxicant, marijuana, narcotic drug, or drug producing stimulating effects on the central nervous system or (2) The alcohol concentration in such person's blood or breath is .08% or more

44 Possession/Consumption of Alcohol (T.C.A. § 57-3-412, § 57-4-203, and § 57-5-301)

A minor commits this offense who purchases, attempts to purchase, receives, transports, has in his/her possession or consumes any alcoholic beverage.

45 Resisting Stop, Frisk, Halt, Arrest, or Search (T.C.A. § 39-16-602)

It is an offense for a person to intentionally prevent or obstruct anyone known to the person to be a law enforcement officer, or anyone acting in a law enforcement officer's presence and at the officer's direction, from effecting a stop, frisk, halt, arrest, or search of any person, including the defendant, by using force against the law enforcement officer or another.

46 Aggravated Criminal Trespass (T.C.A. § 39-14-406)

A person commits aggravated criminal trespass who enters or remains on property when: (1) The person knows he does not have the property owner's effective consent to do so; and (2) The person intends, knows, or is reckless about whether such person's presence will cause fear for the safety of another.

Appendix C: Referral Reason Codes

47 Harassment (T.C.A. § 39-17-308)

A person commits this offense who intentionally: (1) Threatens, by telephone, in writing, or by electronic communication, including electronic mail or internet services, to take action known to be unlawful against any person, and by this action knowingly annoys or alarms the recipient; (2) Places one or more telephone calls anonymously, or at an hour or hours known to be inconvenient to the victim, or in an offensively repetitious manner, or without a legitimate purpose of communication, and by this action knowingly annoys or alarms the recipient; or (3) Communicates by telephone to another that a relative or other person has been injured, killed or is ill when the communication is known to be false.

48 Failure to Appear (T.C.A. § 39-16-609)

A person commits this offense who knowingly fails to appear as directed by a lawful authority. This code is to be used to capture those instances as described in T.C.A. § 37-1-122, "Attachment Where Summons Ineffectual", where the child fails to appear before the court at the time fixed by the court to answer the allegations of a petition.

49 Filing a False Police Report (T.C.A. § 39-16-502)

It is unlawful for any person to initiate a report or statement to a law enforcement officer concerning an offense or incident within the officer's concern: (1) Knowing the offense or incident reported did not occur; (2) Knowing the person reporting has no information relating to the offense or incident reported; or (3) Knowing the information relating to the offense reported is false.

50 Criminal Impersonation (T.C.A. § 39-16-301)

A person commits criminal impersonation who, with intent to injure or defraud another person: (1) Assumes a false identity; (2) Pretends to be a representative of some person or organization; (3) Pretends to be an officer or employee of the government; or (4) Pretends to have a handicap or disability.

51 Disorderly Conduct (T.C.A. § 39-17-305)

A person commits this offense who, in a public place and with intent to cause public annoyance or alarm: (1) Engages in fighting or in violent or threatening behavior; (2) Refuses to obey an official order to disperse issued to maintain public safety in dangerous proximity to a fire, hazard or other emergency; or (3) Creates a hazardous or physically offensive condition by any act that serves no legitimate purpose.

Appendix C: Referral Reason Codes

52 Criminal Trespass (T.C.A. § 39-14-405)

A person commits this offense who, knowing the person does not have the owner's effective consent to do so, enters or remains on property, or a portion thereof. Knowledge that the person did not have the owner's effective consent may be inferred where notice against entering or remaining is given.

53 Public Intoxication (T.C.A. § 39-17-310)

A person commits this offense who appears in a public place under the influence of a controlled substance or any other intoxicating substance to the degree that: (1) The offender may be endangered; (2) There is endangerment to other persons or property; or (3) The offender unreasonably annoys people in the vicinity.

54 Gambling (T.C.A. § 39-17-502)

A person commits this offense who knowingly engages in gambling.

55 Traffic (T.C.A. Title 55)

Offenses involving traffic violations excluding Vehicular Homicide (T.C.A. § 39-13-213) and Driving Under the Influence (T.C.A. § 55-10-401).

56 Local Ordinances

Laws pertaining to specific municipalities.

57 Violation of Wildlife Resource Regulations (T.C.A. Title 70)

Violation of any regulation set forth under Title 70 that pertains to hunting and fishing activities.

58 Contempt of Court (T.C.A. § 37-1-158)

A person commits this offense by disobeying an order of the court or by obstructing or interfering with the proceedings of the court of the enforcement of its orders.

59 Violation of Probation (Rules of Juvenile Procedure - Defined, Rule 2, Probation Revocation ,Rule 35, and T.C.A. § 37-1-139)

This code captures those instances as described in Rule 2, and Rule 35 of the Rules of Juvenile Procedure and T.C.A. § 37-1-139 in which the child is referred to the court for failure to observe the conditions of probation.

60 Violation of Aftercare (T.C.A. § 37-1-137[d])

A child who, in the judgment of the designee of the Department of Children's Services, has violated the conditions of his/her home placement in an important respect may be reported/referred to the juvenile court for such violation.

Appendix C: Referral Reason Codes

STATUS OFFENSE CODES

61 Unruly Behavior

This code captures those instances, as defined in T.C.A. § 37-1-102 (23) (A) (ii), where the child is habitually disobedient of the reasonable and lawful commands of his/her parent(s), guardian, or other legal custodian to the degree that such child's health and safety are endangered.

62 Truancy

This code captures those instances, as defined in T.C.A. § 37-1-102 (23) (A) (i), where the child, while subject to compulsory school attendance, is habitually and without justification truant from school. Truant is defined as being absent from school without authorization.

63 In-State Runaway

This code captures those instances, as defined in T.C.A. § 37-1-102 (23) (A) (iv), where the child is away from the home, residence, or placement of his/her parents, guardians, or custodians without consent. Do not include unauthorized absences from school (62. "Truancy") or escaping from a correctional facility (42. "Escape").

64 Out-of-State Runaway

Same as 63 above with the exception that the child was apprehended in Tennessee while actually residing in (and running from) a home, residence, or placement outside of Tennessee.

65 Possession of Tobacco Products (T.C.A. § 39-15-409, and T.C.A. § 39-17-1505)

A minor shall not directly or indirectly, purchase or acquire smoking paraphernalia. Any minor purchasing or acquiring smoking paraphernalia is subject to juvenile proceedings (§ 39-15-409). It is unlawful for a person who has not attained eighteen (18) years of age to possess a tobacco product, to purchase or accept receipt of a tobacco product, or to present or offer to any person any purported proof of age which is false, fraudulent, or not actually that person's own for the purpose of purchasing or receiving any tobacco product.

66 Violation of Valid Court Order

This code captures any proceeding against a child for violation of a prior court order pursuant to the procedural requirements set forth by the Juvenile Justice and Delinquency Prevention Act in the Code of Federal Regulations, Volume 28, section 31.303(i). These procedural requirements can also be found in the appendix to the Tennessee Rules for Juvenile Procedure.

Appendix C: Referral Reason Codes

67 Violation of Curfew (T.C.A. § 39-17-1702)

This offense is defined as a minor's being on the street or in a public place after a specified time of night in violation of local law.

CODES FOR NEGLECT, ABUSE, DESERTION, ETC.

68 Sexually Abused Child

This code captures those instances as defined in T.C.A. § 37-1-602 where the child is a victim of any act involving the unlawful sexual abuse, molestation, fondling or carnal knowledge of a child under the age of thirteen (13) or thirteen (13) years of age through seventeen (17) years of age if such act is committed against the child by a parent, guardian, relative, person residing in the child's home or other person responsible for the care and custody of the child.

69 Physically Abused Child

This code captures those instances as defined in T.C.A. § 37-1-102 (b) (1) where a person under the age of eighteen (18) is suffering from or has sustained, or may be in immediate danger of suffering from or sustaining a wound, injury, disability, or physical or mental condition, caused by brutality, neglect, or other actions or inactions of a parent, relative, guardian or caretaker.

70

Appendix C: Referral Reason Codes

Dependency/Neglect

A dependent and neglected child, as defined in T.C.A. § 37-1-102 (b) (12), is a child: (A) Who is without a parent, guardian or legal custodian; (B) Whose parent, guardian or person with whom the child lives, by reason of cruelty, mental incapacity, immorality or depravity is unfit to care for such child; (C) Who is under unlawful or improper care, supervision, custody or restraint by any person, corporation, agency, association, institution, society or other organization or who is unlawfully kept out of school; (D) Whose parent, guardian or custodian neglects or refuses to provide necessary medical, surgical, institutional or hospital care for such child; (E) Who, because of lack of proper supervision, is found in any place the existence of which is in violation of law; (F) Who is in such condition of want or suffering or is under such improper guardianship or control as to injure or endanger the morals or health of such child or others; (G) Who is suffering from abuse or neglect; (H) Who has been in the care and control of an agency or person who is not related to such child by blood or marriage for a continuous period of eighteen months or longer in the absence of a court order, and such person or agency has not initiated judicial proceedings seeking either legal custody or adoption of the child; or (I) Who is or has been allowed, encouraged or permitted to engage in prostitution or obscene or pornographic photographing, filming, posing, or similar activity and whose parent, guardian or other custodian neglects or refuses to protect such child from further such activity.

71 Termination of Parental Rights (T.C.A. § 37-1-147)

The juvenile court shall be authorized to terminate the rights of a parent or guardian to a child upon the grounds and pursuant to the procedures set forth in title 36, chapter 1, part 1.

OTHER VIOLATION PROCEEDINGS

72 Violation of Pretrial Diversion

The child violates the conditions of pretrial diversion set forth by the court.

73 Violation of Informal Adjustment

The child violates the conditions of the informal adjustment agreement set forth by the youth services officer, the court probation officer, or any other officer of the court.

Appendix C: Referral Reason Codes

SPECIAL PROCEEDINGS

74 Judicial Review

This code captures periodic **formal** reviews of a case or referral by a **judge or referee**. For example, many judges hold referrals/cases open for a specified length of time and order periodic, formal, in-court reviews to determine the level of progress being made by the child and to allow the child to understand that his/her actions are being formally monitored by the court.

75 Administrative Review

This code captures periodic administrative reviews of a referral/case. Most often this code will be used as the referral reason when a child's informal adjustment agreement or progress with court probation is being reviewed by the appropriate YSO or Court Probation Officer.

76 Foster Care Review (T.C.A. § 37-2-406)

A review of each foster care plan via an advisory review board or the juvenile court judge.

77 Custody

This code captures those proceedings where the juvenile court has jurisdiction to hear a petition or approve a consent decree to change or in some way modify custody. See T.C.A. § 36-6-101 and § 37-1-104 for jurisdiction information.

78 Visitation

This code captures those proceedings where the juvenile court has jurisdiction to hear a petition seeking visitation privileges or a change in visitation privileges. See T.C.A. § 36-6-101, § 36-6-301, and § 36-6-302, and §36-6-303 for jurisdiction information.

79 Paternity/Legitimation (T.C.A. § 36-2-301 through § 36-2-322)

This code captures any proceeding to determine the paternity of a child and/or to designate a putative father as the legitimate father of a child.

80 Child Support

This code captures those proceedings where the juvenile court has jurisdiction to hear a petition seeking child support or an amendment to an existing child support order. See T.C.A. § 37-1-104 (3) (d) (1 & 2) for jurisdiction information.

Appendix C: Referral Reason Codes

81 Request for Medical Treatment (Tennessee Rules of Juvenile Procedure, Rule 38)

This code captures those instances where the child, parent, guardian, legal custodian, guardian ad litem, probation officer, caseworker, attorney, or the person/agency/facility providing services to the child reports that the child's welfare or safety may be endangered and thereby requests that the court issue an injunction, an order, or an ex parte emergency order to provide said child with medical examination, treatment, and care. Most often, these requests for medical treatment are made by hospitals who are unable to contact the child's parents for consent to treat said child in an emergency situation. See T.C.A. § 37-1-128 (d) for statutory authority.

82 Consent to Marry

This code captures those instances as defined in T.C.A. § 36-3-107 & § 37-1-104 where the child is requesting the court to grant consent for his/her marriage.

ALL OTHER REFERRAL CODES

99 Other

Use this code only if the reason for referral to the court is different from the coded reasons provided above.

OUTCOME ACTION CODES

GENERAL ACTION CODES

This section contains the outcome action codes that may be used for informal adjustments, informal judicial actions, and/or formal adjudications/actions.

01 Case Dismissed

The case is dismissed due to one of the following reasons: (1) There is a lack of legal evidence to prove the charge; (2) The offense is petty or the child is seen as a low risk; (3) This is the child's first offense and the seriousness of the charge does not merit court action; (4) The child and his/her family have made restitution to the victim; or (5) The child is responsive to his/her parents' discipline and control.

02 Case Retired or *Nolle Prosequi*

The case is retired after having remained open due to some condition, or the prosecuting attorney makes a formal entry on record that he/she will not prosecute the case further (*nolle prosequi* means unwilling to pursue).

03 Warned, Counselling

The complaint is not dismissed, but no further court action beyond a warning is deemed necessary.

04 Held Open For Review

The case is held open for judicial or administrative review and no further disposition is anticipated prior to the next scheduled review.

05 Supervision/Probation to Juvenile Court

The child is placed under the supervision of the juvenile court, but is permitted to remain at home. Parental rights and duties associated with the immediate supervision and day-to-day care of the child are not disturbed.

06 Probation to Parents

The child is placed under the control, supervision, and care of his/her parents or legal guardian and no court supervision is ordered.

07 Referred to Another Entity for Supervision or Service

The child is referred to an individual or agency such as the Boy's Club, or a volunteer program for supervision and services.

08 Referred for Mental Health Counseling

The child is referred to an individual or agency for out-patient mental health counseling.

Appendix D: Outcome Action Codes

09 Referred for Alcohol and Drug Counseling

The child is referred to an individual or agency for out-patient alcohol and drug counseling.

10 Referred to Alternative School Program

The child is required to attend classes in an alternative school program due to suspension from school, behavior problems, etc. This alternative program may be operated by the court, local system, partnership between the court and school, or another agency.

11 Referred to Private Child Agency

The child is referred or placed in a privately operated child care facility or boarding school as a result of court action. Examples include such facilities as a church operated children's home, a military academy, or a boarding school.

12 Referred to Defensive Driving School

The child is referred to an agency or program conducting classes on defensive driving.

13 Referred to Alcohol Safety School

The child is referred to an agency or program conducting classes on alcohol safety.

14 Referred to Juvenile Court Education-Based Program

The child is referred to an education-based program operated by the juvenile court. Most of these are diversion programs aimed at providing information and counseling to first-time or low risk offenders.

15 Driver's License Held Informally

The child's driver's license is held on an informal basis.

16 Voluntary Placement with DMHMR

The child is placed, on a voluntary basis and upon the recommendation of the court or court staff, in any placement owned and operated by the Department of Mental Health and Mental Retardation (DMHMR). Voluntary placement means that the child is willing to be placed and the parents are willing to assume financial responsibility for the placement.

Do not include those instances where the child is ordered into the custody of DCS for the purposes of treatment in a DMHMR placement. For this situation use the codes stipulated for commitment to the custody of DCS (code 35) or DMHMR Involuntary Commitment (code 33).

Appendix D: Outcome Action Codes

17 Private Mental Health Placement

The child is placed, on a voluntary basis and upon the recommendation of the court or court staff, in any private for-profit, or private non-profit mental health treatment placement. Voluntary placement means that the child is willing to be placed and the parents are willing to assume financial responsibility for the placement.

Private mental health placements include all agencies and/or hospitals not owned and operated by the state, regardless of their state contract agency status.

18 Private MR Placement

The child is placed, on a voluntary basis and upon the recommendation of the court or court staff, in any private for-profit, or private non-profit mental retardation placement. Voluntary placement means that the child is willing to be placed and the parents are willing to assume financial responsibility for the placement.

Private mental retardation placements include all agencies and/or facilities not owned and operated by the state, regardless of their state contract agency status.

19 Placement with City/County Facility

The child is placed in a facility operated by a city or county government. Placement may or may not be voluntary.

20 Placement with Relative/Other Individual

The child is placed with a relative or other interested individual with whom he/she does not regularly reside. Include those situations where the relative or individual has petitioned for custody and DCS has conducted a home study, but makes no room and board payments to said relative or individual. Do not include those instances where DCS has designated the relative or individual as a foster parent and is providing room and board payments.

21 Fine

The child is required to pay a fine to the court.

22 Public Service

The child is required to work for a public or non-profit service agency for a specific number of hours. Often public service is ordered as restitution to a symbolic "victim".

23 Restitution

The child/parent is required to compensate the victim for all or a portion of the loss attributable to the child's actions. Restitution may include monetary restitution and/or direct victim service in which the child works for the victim.

Appendix D: Outcome Action Codes

24 Runaway Returned

The runaway child is returned to the home, institution, facility, home state, etc.

25 No Contact Order

The child is ordered to refrain from associating with, contacting, or being in the general vicinity of a specified person or persons.

26 Injunction Other Than No Contact Order

The child is enjoined or prohibited from being at a certain place and/or engaging in a certain course of action. This is a generalized code, and will be used most often for those children who are "banned from the mall", "banned from the game room", prohibited from attending school sporting events, prohibited from using their skateboards or rollerblades in certain places, etc.

27 House Arrest

The child is required to remain in his/her home under the constant supervision of the parents or other court designated adults. In most instances the child is allowed to attend school and/or go to the store, but must stay within arm's length of the parent(s) or other designated adult.

28 Court Defined Curfew

The child is required to be in his/her home each day/night at or by a time designated by the court.

29 Dismissed from Informal Adjustment

The child has satisfied all of the requirements set forth in his/her informal adjustment agreement and the matter is dismissed. If a petition was filed with the informal adjustment and the child has satisfied all of the requirements set forth in his/her informal adjustment agreement, the matter is dismissed with prejudice.

30 Dismissed from Pretrial Diversion

The child has satisfied all of the conditions of pretrial diversion set forth by the judge/referee and the matter is dismissed.

31 Released from Probation

The child is released from court/state probation.

FORMAL ACTION CODES

This section refers to those formal actions that must take place in a formal court hearing and can only be ordered by the juvenile court judge or referee.

32 Transferred to Criminal Court

The court orders that the case be transferred to adult criminal court pursuant to T.C.A. § 37-1-134.

33 DMHMR Involuntary Commitment

The child is involuntarily committed to a DMHMR mental health institute for care and treatment pursuant to T.C.A. § 33-3-601, § 33-3-602, and § 33-3-603.

34 DCS Commitment - Determinate Sentence

The delinquent child is committed to the Department of Children's Services for a determinate (specified) period that: (1) is no longer in time than the sentence for an adult convicted of the same crime; and (2) does not extend the commitment past the child's nineteenth birthday.

35 DCS Commitment/Custody

The delinquent, unruly, dependent/neglected or abused child is committed to the custody of the Department of Children's Services.

36 DCS Commitment - Suspended

The delinquent child is committed to the Department of Children's Services (DCS), but the commitment is suspended and the child is allowed to remain at home under the supervision of a DCS probation officer. Any violation of this probation may result in further court action in which the suspension is revoked and the commitment activated. This disposition is commonly used in conjunction with other dispositions such as participation in an alternative school program, public service, mental health counseling, etc.

37 DCS Intensive Probation

The child is placed in the intensive probation program provided by the probation officers of the Department of Children's Services (DCS). Do not include any intensive probation services provided by an agency other than DCS even if that agency is providing these services under a DCS community grants program.

38 Other Intensive Probation

Appendix D: Outcome Action Codes

The child is placed in the intensive probation program provided by the staff of private or non-profit agency. Include those agencies providing this service under a Department of Children's Services (DCS) community grants program. Do not include intensive probation services provided by the probation officers of DCS.

39 Probation to DCS

The child is placed under the supervision of a probation officer with the State Department of Children's Services (DCS), but remains at home.

40 Placed Under a Valid Court Order

The child is placed under a valid court order pursuant to the procedural requirements set forth by the Juvenile Justice and Delinquency Prevention Act in the Code of Federal Regulations, Volume 28, section 31.303(i). These procedural requirements can also be found in the appendix to the Tennessee Rules for Juvenile Procedure.

41 Supervision by DCS

The child (generally a dependent/neglected child) is placed under the supervision of the Department of Children's Services staff and is allowed to remain at home.

42 Transferred to Another Juvenile Court for Disposition

The case is transferred to another court with juvenile jurisdiction for disposition. The court may or may not be in the same county or state.

43 Parental Rights Terminated

The parental rights of one or both parents of a child are terminated.

44 Parental Rights Not Terminated

The parental rights are not terminated.

SPECIAL PROCEEDINGS

This section refers to those special proceedings that can only be carried out by the juvenile court judge or referee.

45 Order of Reference to DCS

An order is issued instructing the Department of Children's Services to investigate the case of a dependent, neglected, and/or abused child.

46 Court Costs

The child/parent is ordered to pay court costs to the juvenile court.

47 Foster Care Terminated

The child is removed from Foster Care.

48 Foster Care Continued

Appendix D: Outcome Action Codes

- The child is continued in Foster Care.
- 49 Custody Changed**
The current custody of the child is removed and given to another person/agency.
- 50 Custody Unchanged**
The current custody of the child remains unchanged.
- 51 Visitation Changed**
Visitation privileges are changed or granted to a non-custodial petitioner.
- 52 Visitation Unchanged**
Visitation privileges are not changed in any way.
- 53 Voluntary Acknowledgment of Paternity**
The father has acknowledged his paternity of the child in a writing filed under the putative father registry established by the Department of Children's Services or he has consented in writing to be named the child's father on the birth certificate.
- 54 Paternity Determined/Child Legitimated**
The paternity of the child is determined and an order of legitimation is issued.
- 55 Paternity Not Determined/Child Not Legitimated**
The paternity of the child is not determined and the child is not legitimated.
- 56 Child Support Granted**
An order is issued to collect child support from one of the child's parents.
- 57 Child Support Amended**
The terms of the order for child support is amended.
- 58 Child Support Denied**
Child support is denied.
- 59 Child Support Terminated**
Child support is terminated.
- 60 Request for Medical Treatment Granted**
The request for the court to issue an injunction, an order, or an ex parte emergency order to provide the child with medical examination, treatment, and care is granted.
- 61 Request for Medical Treatment Denied.**

Appendix D: Outcome Action Codes

The request for the court to issue an injunction, an order, or an ex parte emergency order to provide the child with medical examination, treatment, and care is denied.

Appendix D: Outcome Action Codes

62 Consent to Marry Granted

The child is granted consent to marry and an order is issued to authorize the county clerk to issue a marriage license to the child in question.

63 Consent to Marry Denied

The child is denied consent to marry and an order is not issued to authorize the county clerk to issue a marriage license to the child in question.

ALL OTHER OUTCOME ACTIONS

99 Other

Use this code only if the case outcomes are different from the coded outcomes provided above.

Appendix E: Record Layout

1998 JUVENILE COURT DATA FORM RECORD LAYOUT (Record Length 163)

<u>Position</u>	<u>Item</u>	<u>Length/Type</u>		<u>Valid Ranges</u>
1 - 2	A. Court	2	N	01-98, <u>pull if blank</u>
3 - 8 <u>used</u>	Form Identification Number	6	N	stamped on form, <u>no longer</u>
9 - 21	B. Child Identification Number	13	C	left align, <u>pull if blank</u>
22 - 29	C. Date of Referral	8	D	mmddyyyy, <u>pull if blank</u>
30	D. Delinquent Offenses	1	N	1-2, 7
31	Drug & Alcohol Offenses	1	N	1-2, 7
32	Status Offenses	1	N	1-2, 7
33	Dependency/Neglect	1	N	1-2, 7
	E. Referral Reasons			01-82, 99
34 - 35	Reason 1	2	N	
36 - 37	Reason 2	2	N	
38 - 39	Reason 3	2	N	
40 - 41	Reason 4	2	N	
42 - 43	Reason 5	2	N	
	F. Referral Source			01-15, 77, 99
44 - 45	Source 1	2,	N	
46 - 47	Source 2	2	N	
48 - 49	Source 3	2	N	
50 - 51	Source 4	2	N	
52 - 53	Source 5	2	N	
	G. Intake Action			01-07, 09, 77, 88, 99
54 - 55	Intake 1	2	N	
56 - 57	Intake 2	2	N	
58 - 59	Intake 3	2	N	
60 - 61	Intake 4	2	N	
62 - 63	Intake 5	2	N	
	H. Amended Charge			01-82, 99
64 - 65	Charge 1	2	N	
66 - 67	Charge 2	2	N	
68 - 69	Charge 3	2	N	
70 - 71	Charge 4	2	N	
72 - 73	Charge 5	2	N	
	I. Formal/Informal Actions			01-14, 77, 99
74 - 75	Action 1	2	N	
76 - 77	Action 2	2	N	
78 - 79	Action 3	2	N	
80 - 81	Action 4	2	N	

Appendix E: Record Layout

82 - 83 Action 5 2 N

<u>Position</u>	<u>Item</u>	<u>Length/Type</u>	<u>Valid Ranges</u>
J.	Action Executed By		1-3, 7, 9
84	Executed By 1	1 N	
85	Executed By 2	1 N	
86	Executed By 3	1 N	
87	Executed By 4	1 N	
88	Executed By 5	1 N	
K.	Date of Disposition or Informal Adjustment		mmddyyyy, <u>pull if blank</u>
89 – 96	Disposition Date 1	8 D	
97 – 104	Disposition Date 2	8 D	
105 – 112	Disposition Date 3	8 D	
113 – 120	Disposition Date 4	8 D	
121 – 128	Disposition Date 5	8 D	
L.	Case Outcome(s)		01-63, 99
129 – 130	Outcome 1	2 N	
131 – 132	Outcome 2	2 N	
133 – 134	Outcome 3	2 N	
135 – 136	Outcome 4	2 N	
137 – 138	Outcome 5	2 N	
139 – 140	Outcome 6	2 N	
141 – 142	Outcome 7	2 N	
143 – 144	Outcome 8	2 N	
145	M. Type of Detention	1 N	1-9
146	N. Placement After Secure Detention	1 N	1-9
147 – 154	O. Date of Birth	8 D	mmddyyyy
155	P. Sex of Child	1 N	1-2, 7
156	Q. Race of Child	1 N	1-5, 7
157	R. Hispanic Origin	1 N	1-2, 7
158 - 159	S. Living Arrangement	2 N	01-12, 77, 99
160	T. School Status	1 N	1-2, 7
161 - 162	U. Last Grade Completed	2 C	01-16, 77, 99, OY, OP, OK
163	V. Special Education	1 N	1-2, 7

*Type = N – Numeric
D – Date

Appendix E: Record Layout

C – Character