
National Juvenile Court Data Archive

National Center for Juvenile Justice
3700 South Water Street, Suite 200
Pittsburgh, PA 15203

**User's Guide to
Maryland
Juvenile Court Case Records
1990–1992**

MARYLAND
JUVENILE COURT CASE RECORDS
1990–1992
USER'S GUIDE

Data collected by:

Maryland Department of Juvenile Justice
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Baltimore, MD 21220

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INTRODUCTION

History of Maryland's Automated Juvenile Information System

The Juvenile Services Administration within the Maryland Department of Health and Mental Hygiene began a case-level automated information reporting system in 1971. A major revision of the system was begun in July, 1981 and completed in 1983. At the beginning of the revision process, data were backloaded on juveniles who were processed by the Juvenile Services Administration after the conversion to the new system. The records of offenders with prior court histories were not backloaded into the information system if they were not referred for a new case after July 1, 1981. The Maryland Automated Juvenile Information System (MAJIS) is a batch and on-line system and is now maintained by the Department of Juvenile Justice (the Department), previously known as the Juvenile Services Administration. The authority for the Department to collect data is currently stated in the Maryland Code Annotated, C.J.P., Section 8 of Article 52A. The data are used at the local level as working documents and files and at the state level for juvenile justice planning.

Data Collection Methods

The juvenile court within circuit courts in 23 county jurisdictions and the district court in the remaining county have exclusive original jurisdiction over a child alleged to be delinquent, in need of supervision or assistance, who has received a citation for a violation, and a child involved in Interstate Compact cases. The juvenile court has concurrent jurisdiction with the district court in any criminal case coming under the compulsory public school attendance laws of the state.

Juvenile Service Agency field offices perform the intake and post-disposition functions. Agency workers complete a MAJIS form (see Appendix) for each referral to an Agency office. Information collected on the form includes social background, demographic, intake, offense, disposition, treatment and placement data. These forms are batched daily by a local or regional office having an on-line terminal. Information is updated as a case is processed through the system. Edit and relational checks are run by the state. Local offices are contacted concerning errors. A listing of unresolved cases are sent to the local offices every six months for completion.

Publications

Through fiscal year 1986, the old Juvenile Services Administration published a report summarizing juvenile court processing for the previous fiscal year based on data collected by the Maryland Automated Juvenile Information System. [[Juvenile Services Administration Annual Report](#), Maryland Department of Health and Mental Hygiene.]

Archived Data Files

Each year the National Juvenile Court Data Archive asks the Department to create a data file containing selected MAJIS information from records for each case disposed during the previous calendar year. The data files contain an individual record on each delinquency, status offense, abuse, neglect and traffic case disposed. Cases processed formally (with a petition) and those handled informally (without a petition) are included. Records contain a youth's sex, race, date of birth, date of offense, date of arrest, county of referral and offense, referral reason and offense, date of referral, source of referral, date of intake decision, manner of handling, date of petition, disposition and date of disposition.

The National Juvenile Court Data Archive staff check the data for invalid or inconsistent code values. When found, such codes are replaced with missing data code values.

Each case record is 89 characters in length and contains 33 variables, five of which are created by Archive staff. The data are stored in single calendar year files. The number of case records on each calendar year data file is as follows:

| <u>Year</u> | <u>Records</u> |
|-------------|----------------|
| 1990 | 47,395 |
| 1991 | 52,835 |
| 1992 | 46,791 |

Terms of Availability

Each request to use these data should be directed to the Archive. The Archive will contact Maryland's Department of Juvenile Justice regarding their release. Upon the Department's authorization to release and disseminate the data, the data files will be supplied to the requestor by the Archive with any necessary cautions or restrictions.

The Archive provides the data on magnetic tapes AS IS and shall not be held responsible for any liability incurred as a result of any error or omission in the data as it appears on the magnetic tapes. However, should any inconsistencies be found, the Archive asks to be notified so that corrections can be made to the data.

All questions and requests should be addressed to:

National Juvenile Court Data Archive
 National Center for Juvenile Justice
 3700 South Water Street, Suite 200
 Pittsburgh, Pennsylvania 15203
 412/227-6950

Summary tabulations for delinquency, status offense and dependency/neglect cases for each county in Maryland are publicly available beginning with 1982 data through the Inter-university Consortium for Political and Social Research at the University of Michigan, P.O. Box 1248, Ann Arbor, Michigan. 48106.

USING THE CODEBOOK

The information that follows is based on a study of available documentation from the data supplier (e.g., Juvenile Services Administration's *Maryland Automated Juvenile Information System Abbreviated User's Manual*), interviews with the data supplier and court personnel and diagnostic analyses performed by the Archive staff. The example below is a reproduction of information appearing in the codebook for a typical variable. The numbers in brackets do not appear in the codebook, but are references to the descriptions which follow this example.

| <u>Column/ Width</u> | <u>Variable Number</u> | <u>Code Value and Description</u> |
|--------------------------|----------------------------|--|
| [1] 35/4 | [2] MD013 | [3] COURT DISPOSITION (alpha/numeric field) |
| | | [4] [Required field] The decision by a judge on the definite action to be taken or treatment plan to be started for a particular case. |
| | | [5] [6] () No entry (ADEN) Authorized detention (AINF) Informal adjustment (ASHC) Authorized shelter care : : (WRIT) Writ pending |
| | | [7] (9999) Missing |
| | | [8] NOTE: This field should be blank when a case is disposed at intake. However, in some instances an informally handled case may have a court disposition. This is an attempt to specify what actually happened in terms of referral to another agency, treatment, etc. |

- [1] The starting location and width of the variable in the machine-readable data file. This is the format information needed to read the data into other systems.
- [2] The variable number. The variable number is used as a variable name when the file is processed by systems which use alphabetic variable names (e.g. SPSS).
- [3] The variable label used by statistical systems to identify the variable or program output.
- [4] A description of the variable contents.
- [5] The code values occurring in the data for the variable. If the variable is a year, the symbol ## represents the most current year for which data are available.
- [6] The textual definitions of the codes. The first 20 characters form a short value label which some systems use to document the output of analysis programs. A longer description follows the short label when necessary.
- [7] The designation of missing data. The Archive staff has replaced any out-of-bounds codes with missing data codes. Many analysis packages require that certain types of data which are usually excluded from analysis be designated as "missing data". Fields with no entry were left blank and

"() No entry" is listed as a code value. Some variables also have response options representing "unknown" which are also listed as code values.

[8] An explanatory/cautionary note.

VARIABLE LIST

| | |
|-------|--|
| MD001 | ISYS youth number |
| MD002 | Year of birth |
| MD003 | Month of birth |
| MD004 | Date of birth |
| MD005 | Sex |
| MD006 | Race |
| MD007 | County of residence |
| MD008 | Zip code of residence, 5 characters |
| MD009 | Filler |
| MD010 | Year of complaint |
| MD011 | Month of complaint |
| MD012 | Date of complaint |
| MD013 | Court disposition |
| MD014 | Year of intake decision |
| MD015 | Month of intake decision |
| MD016 | Date of intake decision |
| MD017 | Intake decision |
| MD018 | Year of court disposition |
| MD019 | Month of court disposition |
| MD020 | Date of court disposition |
| MD021 | Complaint source |
| MD022 | Complaint reason |
| MD023 | Case sequence |
| MD024 | County of offense |
| MD025 | Alleged offense |
| MD026 | Year of offense |
| MD027 | Month of offense |
| MD028 | Date of offense |
| MD029 | Court disposition or intake otherwise, created |
| MD030 | Year of court disposition or intake decision, created |
| MD031 | Month of court disposition or intake decision, created |
| MD032 | Date of court disposition or intake decision, created |
| MD033 | County of venue, created |

CODEBOOK: VARIABLE DESCRIPTIONS

| <u>Column/ Width</u> | <u>Variable Number</u> | <u>Code Value and Description</u> |
|--------------------------|----------------------------|-----------------------------------|
|--------------------------|----------------------------|-----------------------------------|

| | | |
|-----|-------|-------------------|
| 1/9 | MD001 | ISYS YOUTH NUMBER |
|-----|-------|-------------------|

DATE OF BIRTH: The date the juvenile was born — coded in standard format (month/date/year).

| | | |
|------|-------|---|
| 10/2 | MD002 | YEAR OF BIRTH [Required field] (68) 1968 : : (##) Most recent year (99) Missing |
|------|-------|---|

| | | |
|------|-------|--|
| 12/2 | MD003 | MONTH OF BIRTH (01) January (02) February : : (12) December (99) Missing |
|------|-------|--|

| | | |
|------|-------|---|
| 14/2 | MD004 | DATE OF BIRTH (01) First (02) Second : : (31) Thirty-first (99) Missing |
|------|-------|---|

| | | |
|------|-------|---|
| 16/1 | MD005 | SEX The sex of the juvenile. (M) Male (F) Female |
|------|-------|---|

| | | |
|------|-------|---------------------------------------|
| 17/1 | MD006 | RACE The race of the juvenile. |
|------|-------|---------------------------------------|

| <u>Column/ Width</u> | <u>Variable Number</u> | <u>Code Value and Description</u> |
|--|----------------------------|--|
| | | (B) Black (C) Caucasian (I) American Indian (O) Oriental (R) Biracial (H) Hispanic (U) Unknown (X) Other |
| 18/2 | MD007 | COUNTY OF RESIDENCE The county in which the juveniles lives. (01) Allegany (02) Anne Arundel (03) Baltimore (04) Calvert (05) Caroline (06) Carroll (07) Cecil (08) Charles (09) Dorchester (10) Frederick (11) Garrett (12) Harford (13) Howard (14) Kent (15) Montgomery (16) Prince George's (17) Queen Anne's (18) St. Mary's (19) Somerset (20) Talbot (21) Washington (22) Wicomico (23) Worcester (24) Out of state (30) Baltimore City (99) Missing |
| 20/5 | MD008 | ZIP CODE OF RESIDENCE, 5 CHARACTERS The 5-digit zip code for the juvenile's residence. |
| 25/4 | MD009 | FILLER |
| <u>DATE OF COMPLAINT:</u> The date the youth was referred to the Department — coded in standard format (month/date/year). | | |
| 29/2 | MD010 | YEAR OF COMPLAINT |

| <u>Column/ Width</u> | <u>Variable Number</u> | <u>Code Value and Description</u> |
|--------------------------|----------------------------|--|
| | | (85) 1985 : : (##) Most recent year |
| 31/2 | MD011 | MONTH OF COMPLAINT (01) January (02) February : : (12) December |
| 33/2 | MD012 | DATE OF COMPLAINT (01) First (02) Second : : (31) Thirty-first |
| 35/4 | MD013 | COURT DISPOSITION [Required field] The decision by a judge on the definite action to be taken or a treatment plan to be started for a particular case. () No entry (ADEN) Authorized detention (AINF) Informal adjustment - those referrals which are resolved by an intake officer by giving voluntary informal supervision for up to 90 days and/or referral to another agency when it appears that the child and his/her parent need assistance in preventing further violations of the law, but will not require nor benefit from judicial proceeding. (ASHC) Authorized shelter care (CCAI) Case closed at intake - those referrals which are resolved by an intake officer through minimal involvement of staff when the facts and circumstances of the offense and the child's background indicate that no supervision or further counseling from the Department of Juvenile Justice or intervention by the court is necessary or desirable for effecting a positive adjustment by the child. (CCRT) Counseled by the court (CDSS) Committed to DSS (CFIC) Conduct further investigation (CGHP) Committed group home placement (CHRE) Commitment hospital for retarded (CJSA) Commit to JSA - The child is committed to the Department for placement. The Department decides where to place the youth. Types of placements range from community-based to secure institutions. (COMS) Community supervision (CONT) Continued case |

| <u>Column/ Width</u> | <u>Variable Number</u> | <u>Code Value and Description</u> |
|--------------------------|----------------------------|--|
| | (CPSH) | Commitment in psychiatric hosp. |
| | (CSUP) | Currently under supervision |
| | (CTOR) | Closed or assigned, court order |
| | (CTRS) | Commitment to training school |
| | (CUST) | Custody awarded to |
| | (CYSC) | Committed youth centers |
| | (DHMH) | Committed to DHMH |
| | (DISA) | Disapproved - those referrals which are determined as lacking legal sufficiency. |
| | (DISM) | Dismissed |
| | (DLSP) | Driver's license suspended |
| | (DLTS) | Driver's license to be suspended |
| | (DSAO) | Petition dismissed by State Attorney - Department worker requested that a petition be filed but it was never actually filed. Instead the State Attorney dismissed the case. |
| | (FAFP) | Formal authority filing of petition - those cases in which petition has been authorized and filed requiring formal court action. |
| | (FSAO) | Felony forwarded to State's Attorney - indicates that the case involved a violent offender 16 year of age or older who was automatically referred to the State's Attorney for action. The State's Attorney can decide to handle the case formally or informally; it's not a decision by the Department of Juvenile Services. |
| | (INRC) | Interregion courtesy |
| | (INSC) | Interstate courtesy |
| | (JSAI) | Committed to JSA, institution |
| | (JSAP) | Committed to JSA, placement |
| | (JURW) | Jurisdiction waived |
| | (NOLP) | Nol pros |
| | (OTHE) | Other |
| | (PBVE) | Probation before verdict |
| | (PDSS) | Protective supervision DSS |
| | (PETW) | Petition withdrawn - State's Attorney decision to withdraw a petition prior to a court hearing. |
| | (PGSH) | Placement in group, home setting |
| | (PJSA) | Protective supervision, JSA |
| | (PLFC) | Placement in foster care |
| | (PPAR) | Probation to parent |
| | (PROB) | Probation to JSA |
| | (PRTC) | Placement residential treatment center |
| | (RDIV) | Referred to diversion program |
| | (REHS) | Rehabilitative services |
| | (REST) | Restitution or fine |
| | (RETH) | Return home |
| | (RJEC) | Referral rejected - State's Attorney decision to totally reject the referral prior to a court hearing. |
| | (RLHD) | Referred to local health dept. |
| | (RMRA) | Referred state MRA |
| | (ROAG) | Referred to other agency |
| | (RPMA) | Referred prev. medicine admin. |
| | (RPSY) | Referred to psychiatric care |
| | (RSDE) | Referred state dept. education |
| | (RTSS) | Released from training school, supr |
| | (RTSU) | Released from training school, unsupr |
| | (RYSB) | Refer to youth services bureau |

| <u>Column/ Width</u> | <u>Variable Number</u> | <u>Code Value and Description</u> |
|--|----------------------------|--|
| | | (SCUR) Subcuria - Under supervision of the Department. If the youth does something wrong he/she can be placed on formal probation. |
| | | (SOCR) Social restitution |
| | | (STET) STET - A formally handled case which is held open. If the youth does anything wrong, the case can be disposed more severely. |
| | | (SUPT) Support ordered or revised |
| | | (SUSP) Suspended sentence |
| | | (TERM) Case terminated |
| | | (TRAN) Transfer to or from other source |
| | | (WARN) Warned |
| | | (WRIT) Writ pending - unable to locate the juvenile. |
| | | (9999) Missing |
| | | NOTE: This field should be blank when a case is disposed at intake. However, in some instances an informally handled case may have a court disposition. This is an attempt to specify what actually happened in terms of referral, treatment, etc. |
| | | |
| <u>DATE OF INTAKE DECISION:</u> The date a Department worker decides to handle a case informally or recommends to the State Attorney that a petition be filed — coded in standard format (month/date/year). | | |
| 39/2 | MD014 | YEAR OF INTAKE DECISION [Required field] (85) 1985 : : (92) 1992 (99) Missing |
| 41/2 | MD015 | MONTH OF INTAKE DECISION (01) January (02) February : : (12) December |
| 43/2 | MD016 | DATE OF INTAKE DECISION (01) First (02) Second : : (31) Thirty-first |
| 45/4 | MD017 | INTAKE DECISION |

| <u>Column/ Width</u> | <u>Variable Number</u> | <u>Code Value and Description</u> |
|--------------------------|----------------------------|--|
| | | Indicates the manner of handling decided upon — whether the case was handled formally (with a petition), informally (without a petition), or sent to adult criminal court. |
| | (AINF) | Informal adjustment - those referrals that are resolved by an intake officer by giving voluntary informal supervision for up to 90 days and/or referral to another agency when it appears taht the child and his/her parent need assistance in preventing further violations of the law, but will not require nor benefit from judicial proceedings. |
| | (CCAI) | Case closed at intake - those referrals that are resolved by an intake officer through minimal involvement of staff when the facts and circumstances of the offense and the child's background indicate that no supervision or further counseling from the Department or intervention by the court is necessary or desirable for effecting a positive adjustment by the child. |
| | (DISA) | Disapproved - those referrals that are determined as lacking legal sufficiency. |
| | (FAFP) | Formal authority filing of petition - those cases in which a petition has been authorized and filed requiring formal court action. |
| | (FSAO) | Felony forward to State's Attorney - those cases that involved a violent offender age 16 or older who was automatically referred to the State's Attorney for action. The State's Attorney can decide to handled the formally or informally; it's not a decision by the Department of Juvenile Justice. |
| | (RVWR) | Reverse waiver - transferred from adult criminal court back to juvenile court |

DATE OF COURT DISPOSITION: The date a judge decided a disposition of a case — coded in standard format (month/date/year).

| | | |
|------|-------|----------------------------|
| 49/2 | MD018 | YEAR OF COURT DISPOSITION |
| | | (00) Zero fill |
| | | (89) 1989 |
| | | : |
| | | : |
| | | (92) 1992 |
| | | (99) Missing |
| 51/2 | MD019 | MONTH OF COURT DISPOSITION |
| | | (00) Zero fill |
| | | (01) January |
| | | (02) February |
| | | : |
| | | : |
| | | (12) December |
| | | (99) Missing |
| 53/2 | MD020 | DATE OF COURT DISPOSITION |

| <u>Column/ Width</u> | <u>Variable Number</u> | <u>Code Value and Description</u> |
|--------------------------|----------------------------|---|
| | | (00) Zero fill (01) First (02) Second : : (31) Thirty-first (99) Missing |
| 55/4 | MD021 | <p>COMPLAINT SOURCE</p> <p>The individual or agency first bringing the case to the attention of the Department.</p> <p>(CORT) Court (CTZN) Citizen (DTED) Department of education (DHR) Dept of human resources (IRGC) Inter-region courtesy (ISTC) Interstate courtesy (OTSS) Other social agency (PART) Parent, relative (POLC) Police (RVWR) Reverse waiver - transferred from adult criminal court back to juvenile court (SELF) Self (SPOL) Special police (TSRC) Transfer from other source (OTHR) Other</p> |
| 59/4 | MD022 | <p>COMPLAINT REASON</p> <p>The general reason the youth was referred to the Department.</p> <p>(ADLT) Adult (DELQ) Delinquent - those cases referred to the Department for act defined in the statutes of Maryland as the violation of a state law or municipal ordinance by persons who have not reached their 18th birthday. (CINA) Child in need of assistance - those cases referred to the Department which involve children who need the assistance of the court because of child abuse, dependency, neglect, or mental handicap. (CINS) Child in need of supervision - those cases referred to the Department involving children who are needing guidance, treatment, or rehabilitation because they are habitually truant; habitually disobedient, ungovernable, or beyond control; deport themselves so as to injure or endanger themselves or others; or commit an offense applicable only to children. (ALCT) Alcohol citation</p> |
| 63/2 | MD023 | CASE SEQUENCE |

| <u>Column/ Width</u> | <u>Variable Number</u> | <u>Code Value and Description</u> |
|--------------------------|----------------------------|---|
| 65/2 | MD024 | COUNTY OF OFFENSE The county in which the offense occurred. See variable MD007 for code values and descriptions. |
| 67/5 | MD025 | ALLEGED OFFENSE The most serious offense behavior or condition for which a youth was referred to the Department. (A&B) Assault and battery - aggravated assault (A&R) Assault and robbery (ABRIB) Attempted bribery (ADOFF) Adult offense - the charge is filed against an adult. Includes such things as non-support, contributing to delinquency, etc. (AIDAB) Aiding and abetting (ALAR) Attempted larceny (ALB) Alcoholic beverage violation (ALBC) Alcoholic beverage citation (ARDW) Assault and robbery with deadly weapon (ARSOF) Arson felony (ARSOM) Arson misdemeanor (ARSON) Arson felony (ASBAT) Assault & battery (ASLT) Assault (ASMA) Assault with intent to main (ASR) Assault & robbery (ASRDW) Assault & robbery w/deadly weapon (ASWDW) Assault w/deadly weapon (ASWMA) Assault w/intent to maim (ASWMU) Assault w/intent to murder (ASWRO) Assault w/intent to rob (ATASR) Attempted assault & robbery (ATAUT) Attempted auto theft (ATBE) Attempted b&e, b&e mis. (ATBEF) Attempted breaking & entering felony (ATBEM) Attempted breaking & entering misdemeanor (ATBUR) Attempted burglary (ATDHB) Attempted day house break (ATFP) Attempted false pret (ATMUR) Attempted murder (ATRAP) Attempted rape (ATRDW) Att. robbery with deadly weapon (ATROB) Attempted robbery (ATSON) Attempted arson misdemeanor (ATSTO) Attempted storehouse breaking (ATTAR) Attempted assault and robbery (ATTAU) Attempted auto larceny (ATTFT) Attempt theft (ATTR) Attempted robbery (AULAR) Auto larceny (AUTFT) Auto theft |

| <u>Column/ Width</u> | <u>Variable Number</u> | <u>Code Value and Description</u> |
|--------------------------|----------------------------|--|
| | (AWDW) | Assault with deadly weapon |
| | (AWIM) | Assault with intent to murder |
| | (AWIR) | Assault with intent to rob |
| | (AWIRA) | Assault with intent to rape |
| | (B & E) | Breaking and entering |
| | (B&E) | Breaking and entering |
| | (BAT) | Battery |
| | (BBG) | BB gun |
| | (BEF) | Breaking and entering felony |
| | (BEM) | Breaking and entering misdemeanor |
| | (BOMB) | Possess an explosive device |
| | (BRIB) | Bribery |
| | (BSC) | Bomb scare |
| | (BURG) | Burglary |
| | (CB) | Child beating |
| | (CBURN) | Cross burning |
| | (CHAB) | Child abuse |
| | (CK) | Carnal knowledge |
| | (COC) | Contempt of court |
| | (CONSP) | Conspiracy |
| | (CONV) | Code converted from old system |
| | (CRAN) | Cruelty to animals |
| | (CRPG) | Crap game |
| | (CTOOL) | Criminal tools |
| | (DC) | Disorderly conduct |
| | (DCDP) | Disorderly conduct / Disturb the peace |
| | (DFA) | Discharging firearms |
| | (DHB) | Daytime house breaking |
| | (DISH) | Disorderly house narc pros |
| | (DN) | Dependent and neglected |
| | (DP) | Disturbing the peace |
| | (DRCDS) | Driving under the influence |
| | (DRDDA) | Drinking violation |
| | (DRIDA) | DUI/ influence of alcohol and drugs |
| | (DRIMP) | Driving impaired |
| | (DRINT) | Driving intoxicated |
| | (DW) | Deadly weapon felony |
| | (DWM) | Deadly weapon misdemeanor |
| | (DWMIS) | Deadly weapon misdemeanor |
| | (ESC) | Escape |
| | (ESCAT) | Attempt escape |
| | (EXTOM) | Extortion misdemeanor |
| | (EXTOR) | Extortion felony |
| | (EXTRA) | Extradition |
| | (FA) | False alarm |
| | (FOLO) | Failure to obey lawful order |
| | (FORG) | Forgery or counterfeit |
| | (FP) | False pretense |
| | (FR) | False report |
| | (FRAUD) | Fraud |
| | (FTA) | Failure to appear |
| | (FTR) | Failing to register |
| | (FWV) | Fireworks violation |
| | (GAMB) | Bookmaking, numbers |

| <u>Column/ Width</u> | <u>Variable Number</u> | <u>Code Value and Description</u> |
|--------------------------|----------------------------|---|
| | (GLUSN) | Glue sniff, toxic sub |
| | (GRFF) | Graffiti |
| | (HARAS) | Harassment |
| | (HGV) | Hand gun violation |
| | (HPO) | Hinder police officer |
| | (INEX) | Indecent exposure |
| | (KID) | Kidnapping, abduction |
| | (LAFAU) | Larceny from auto |
| | (LAR) | Larceny felony |
| | (LARM) | Larceny misdemeanor |
| | (LAT) | Larceny after trust |
| | (LOIT) | Loitering |
| | (MALD) | Malicious destruction |
| | (MALRC) | Malicious destruction, railroad cars |
| | (MAYH) | Mayhem |
| | (MH) | Mentally handicapped - a mentally handicapped youth is referred to the Department for temporary shelter care. |
| | (MS) | Manslaughter |
| | (MUR) | Murder |
| | (MVV) | Motor vehicle violation |
| | (NAR) | Possession of narcotic |
| | (NARA) | Violation narcotic laws, addend |
| | (NARDP) | Dist/poss w/intent to distribute controlled subst |
| | (NARM) | Possession of marijuana |
| | (NARP) | Possession of paraphernalia |
| | (NARPA) | Possession of narcotic paraphenalia |
| | (NARPO) | Possession of controlled substance |
| | (NEG) | Neglected |
| | (OBJUS) | Obstruction of justice |
| | (OTHER) | Code not available - this is a catch-all category for delinquency offenses. |
| | (PAND) | Pandering |
| | (PG) | Pellet gun |
| | (PGR) | Pager at school |
| | (PJY) | Perjury |
| | (PORNO) | Child pornography |
| | (PP) | Perverted practice |
| | (PS) | Purse snatching |
| | (PV) | Park violation |
| | (RA) | Resisting arrest |
| | (RAPE) | Rape |
| | (RAPE1) | Rape 1st degree |
| | (RAPE2) | Rape 2nd degree |
| | (RDW) | Rob with deadly weapon |
| | (REC) | Railroad car burglary |
| | (RECK) | Reckless endangerment |
| | (RNWY) | Runaway |
| | (ROB) | Robbery |
| | (ROBDW) | Robbery w/deadly weapon |
| | (RSG) | Receive stolen goods |
| | (RSP) | Receive stolen property |
| | (RV) | Rogue and vagabond |

| <u>Column/</u> <u>Width</u> | <u>Variable</u> <u>Number</u> | <u>Code Value and Description</u> |
|--------------------------------|----------------------------------|--|
| | (SC) | School complaint - a referral by the board of education to the Department because of some kind of disturbance or trouble at school. This mostly involves delinquency-type activity |
| | (SEX) | Sex offense, general |
| | (SEX1) | First degree sex offense |
| | (SEX2) | Second degree sex offense |
| | (SEX3) | Third degree sex offense |
| | (SEX4) | Fourth degree sex offense |
| | (SL) | Shoplifting |
| | (SOD) | Sodomy |
| | (SOLIC) | Soliciting |
| | (SRAPE) | Statutory rape |
| | (STBR) | Storehouse breaking, etc. |
| | (STWIT) | State witness |
| | (TAFAP) | Taxicab fare |
| | (TAMP) | Tampering |
| | (TELEP) | Telephone misuse |
| | (TELM) | Telephone misuse |
| | (TGB) | Tear gas bomb |
| | (THEFF) | Theft felony |
| | (THEFM) | Theft misdemeanor |
| | (THEFT) | Theft felony |
| | (TRES) | Trespassing |
| | (TRF) | Traffic violation |
| | (TRU) | Truant |
| | (UNGOV) | Ungovernable |
| | (UNSPF) | Unspecified felony |
| | (UNSPM) | Unspecified misdemeanor |
| | (UU) | Unauthorized - unauthorized use of motor vehicle, joyriding |
| | (VCO) | Violation of city ordinance |
| | (VGAML) | Violation of gaming laws |
| | (VIOFW) | Fireworks violation |
| | (VIOLO) | Violation of local ordinance |
| | (VIOLP) | Violation of probation - a technical violation of the probation agreement. It is not due to a new delinquency or status offense. |
| | (VIONR) | Violation of natural resources articles |
| | (VIOP) | Violation of probation |
| | (VIOTR) | Traffic violation |
| | (99999) | Missing |

DATE OF OFFENSE: The date the alleged offense occurred — coded in standard format (year/month/date).

| | | |
|------|-------|-----------------|
| 72/2 | MD026 | YEAR OF OFFENSE |
| | | (00) Zero fill |
| | | (89) 1989 |
| | | : |
| | | : |
| | | (92) 1992 |
| | | (99) Missing |

| <u>Column/ Width</u> | <u>Variable Number</u> | <u>Code Value and Description</u> |
|--|----------------------------|--|
| 74/2 | MD027 | MONTH OF OFFENSE (00) Zero fill (01) January (02) February : : (12) December (99) Missing |
| 76/2 | MD028 | DATE OF OFFENSE (00) Zero fill (01) First (02) Second : : (31) Thirty-first (99) Missing |
| 78/4 | MD029 | COURT DISPOSITION OR INTAKE DECISION, CREATED This created variable is the court disposition code (MD013) or the intake decision code (MD017) if there is no court disposition code. See variables MD013 and MD017 for codes and values. |
| <u>DATE OF COURT DISPOSITION OR INTAKE DECISION, CREATED:</u> The date of court disposition (MD018, MD019, and MD020) or, if there is no court disposition, the date of intake decision (MD014, MD015, and MD016) — coded in standard format (month/date/year). | | |
| 82/2 | MD030 | YEAR OF COURT DISPOSITION OR INTAKE DECISION, CREATED (89) 1989 : : (##) Most recent year |
| 84/2 | MD031 | MONTH OF COURT DISPOSITION OR INTAKE DECISION, CREATED (01) January (02) February : : (12) December |
| 86/2 | MD032 | DATE OF COURT DISPOSITION OR INTAKE DECISION, CREATED |

| <u>Column/ Width</u> | <u>Variable Number</u> | <u>Code Value and Description</u> |
|--------------------------|----------------------------|---|
| | | (01) First (02) Second : : (31) Thirty-first |
| 88/2 | MD033 | COUNTY OF VENUE, CREATED The county of offense (MD024), or, if the county of offense is out of state, the county of residence (MD007). See variable MD007 for code values and descriptions. |

Appendix I

Maryland Automated Juvenile Information System Forms

MARYLAND AUTOMATED JUVENILE INFORMATION SYSTEM FORM 1

| | | | |
|-----------------------|------------------------------|---------------|---------------------------|
| SEX | JUVENILE'S PROPER NAME--LAST | FIRST | MIDDLE NAME |
| RAC | ORIGINAL AGENCY/CASE NUMBER | DATE OF BIRTH | VER AGENCY ID CASE NUMBER |
| AKA OR NICKNAME--LAST | | FIRST | MIDDLE NAME |

PERSONAL

| | | | | | | | |
|---|------------------------|----------------------------------|----------------------|----------------------------|-----------------|--------------------|----------------------|
| ADDRESS NUMBER AND STREET--APARTMENT NUMBER | | CITY | CTY | STATE | ZIP CODE | HOME TELEPHONE NO. | FINGERPRINT NUMBER |
| EMERGENCY TELEPHONE NO. | | SOCIAL SECURITY NUMBER | HEALTH PROBLEM (HLT) | | MEDICATION USED | | RESIDING WITH STATUS |
| PARENTAL STATUS (PNT) | BEHAVIOR PROBLEMS (BP) | MEDICAL ASSISTANCE/HEALTH INS. # | | FAMILY ANNUAL GROSS INCOME | SIBS IN FAMILY | POS OF CHILD | |

REFERRAL/DISPOSITION

| | | | | | | |
|--------------------|----------------------|-------------|------------------------|---------------|---------------------|----------|
| REFERRAL (REA) | DATE OF REFERRAL | REFERRED BY | INTAKE DECISION (DISP) | DT INTAKE DEC | WORKER NAME | WORKER # |
| TIME AUTH | DETENTION SHEL--CARE | | AGENCY REFERRED TO | CTY | WORKER RECOMMENDING | WORKER # |
| ACTUAL DISPOSITION | DT. ACTUAL DISP. | APPEAL DISP | DATE APPEAL DISP | | | |

OFFENSE/DISPOSITION

| | | | | | | |
|---------------------|---------------------|----------|--------------------------|----------------|-----------------|-----|
| OFF SEQ. NO. | OFFENSE/COMPLAINT | OFF | COMPLAINT NO. | DATE OF ARREST | PETITION NUMBER | CNT |
| DT OFF OCCURRED | LOCATION OF OFFENSE | ZIP CODE | ADJUDICATED OFFENSE COMP | | OFF | CNT |
| COURT DISPOSITION | DT DISP RENDERED | | | | | |
| OFF SEQ. NO. | OFFENSE/COMPLAINT | OFF | COMPLAINT NO. | DATE OF ARREST | PETITION NUMBER | CNT |
| DT OFF OCCURRED | LOCATION OF OFFENSE | ZIP CODE | ADJUDICATED OFFENSE COMP | | OFF | CNT |
| COURT DISPOSITION | DT DISP RENDERED | | | | | |
| OFF SEQ. NO. | OFFENSE/COMPLAINT | OFF | COMPLAINT NO. | DATE OF ARREST | PETITION NUMBER | CNT |
| DT OFF OCCURRED | LOCATION OF OFFENSE | ZIP CODE | ADJUDICATED OFFENSE COMP | | OFF | CNT |
| COURT DISPOSITION | DT DISP RENDERED | | | | | |
| OFF SEQ. NO. | OFFENSE/COMPLAINT | OFF | COMPLAINT NO. | DATE OF ARREST | PETITION NUMBER | CNT |
| DT OFFENSE OCCURRED | LOCATION OF OFFENSE | ZIP CODE | ADJUDICATED OFFENSE COMP | | OFF | CNT |
| COURT DISPOSITION | DT DISP RENDERED | | | | | |

OTHERS INVOLVED

| | | | | |
|--------------|-----|-----|-----|------|
| OFF SEQ. NO. | AGE | RAC | SEX | TYPE |
| OFF SEQ. NO. | AGE | RAC | SEX | TYPE |
| OFF SEQ. NO. | AGE | RAC | SEX | TYPE |
| OFF SEQ. NO. | AGE | RAC | SEX | TYPE |

INFORMAL SUPERVISION

| | | | |
|-------------------|-----|-------------|-------------------|
| WORKER NAME--LAST | | FIRST | WORKER # |
| CASE WEIGHT (CWT) | | DISP. | DT OF DISPOSITION |
| SPV | CAT | DT. STARTED | DT. TERM |

COMPLETED BY:

TITLE

DATE

MARYLAND AUTOMATED JUVENILE INFORMATION SYSTEM FORM 2

| | | | |
|-----|------------------------------|---------------|---------------------------|
| SEX | JUVENILE'S PROPER NAME--LAST | FIRST | MIDDLE NAME |
| RAC | ORIGINAL AGENCY/CASE NUMBER | DATE OF BIRTH | VER AGENCY ID CASE NUMBER |
| | AKA OR NICKNAME--LAST | FIRST | MIDDLE NAME |

FAMILY/SOCIAL

| | | | | | |
|-----------------------|------|-------|----------|-----------------------------------|-----------------------------------|
| MOTHER'S NAME--LAST | | FIRST | | ADDRESS NUMBER (IF DIFFERENT) AND | |
| STREET--APARTMENT NO. | CITY | STATE | ZIP CODE | EMERGENCY/HOME PHONE # | EMP. |
| GUARDIAN/STEPMOTHER | | FIRST | | ADDRESS NUMBER (IF DIFFERENT) AND | |
| STREET--APARTMENT NO. | CITY | STATE | ZIP CODE | EMERGENCY/HOME PHONE # | EMP. |
| FATHER'S NAME--LAST | | FIRST | | MI SUF | ADDRESS NUMBER (IF DIFFERENT) AND |
| STREET--APARTMENT NO. | CITY | STATE | ZIP CODE | EMERGENCY/HOME PHONE # | EMP. |
| GUARDIAN/STEPFATHER | | FIRST | | ADDRESS NUMBER (IF DIFFERENT) AND | |
| STREET--APARTMENT NO. | CITY | STATE | ZIP CODE | EMERGENCY/HOME PHONE # | EMP. |

EDUCATIONAL/HEALTH

| | | | | |
|-------------|------------|--------|--------------|-------|
| SCHOOL NAME | SCHOOL NO. | COUNTY | SCL GRD COMP | LEVEL |
|-------------|------------|--------|--------------|-------|

TREATMENT/COMMUNITY PLACEMENT

| | | | | | |
|-----------------------------------|------------------------|-----------------------|----------|-----------------------|-------------------|
| TREATMENT AGENCY | AGENCY # | TREATMENT SERVICE REQ | NO REQ | TREATMENT SERVICE PRO | NO PRO |
| PRIMARY SERVICE WORKER NAME--LAST | | FIRST | WORKER # | DT ACTUALLY STARTED | DT ACTUALLY ENDED |
| UNIT COST OF SER. REQ. | UNIT COST OF SER. PRO. | | | | |

INVESTIGATION

| | | | | | |
|-------------------|-----|-------|-----|------------|---------------------------|
| WORKER NAME--LAST | | FIRST | | WORKER # | CASE WEIGHT (CWT) |
| DISPOSITION | INV | SPV | CAT | DT STARTED | DT TERM COURT DT TERM JSA |

SUPERVISION

| | | | | | |
|-------------------|-------------------|-------|-----|------------|---------------------------|
| WORKER NAME--LAST | | FIRST | | WORKER # | CASE WEIGHT (CWT) |
| DISPOSITION | DT OF DISPOSITION | SPV | CAT | DT STARTED | DT TERM COURT DT TERM JSA |

DATE OF REFERRAL

COMPLETED BY:

TITLE:

DATE:

ENTRY TERMINAL COPY

MARYLAND AUTOMATED JUVENILE INFORMATION SYSTEM FORM 3

| | | | |
|-----|-------------------------------|---------------|---------------------------|
| SEX | JUVENILE'S PROPER NAME - LAST | FIRST | MIDDLE NAME |
| RAC | ORIGINAL AGENCY/CASE NUMBER | DATE OF BIRTH | VER AGENCY ID CASE NUMBER |
| | AKA OR NICKNAME - LAST | FIRST | MIDDLE NAME |

INSTITUTIONS/PLACEMENTS

| | | | | | | | | | | |
|-------------------|------|----------|-------------------------|----------------------------|-----------------------------------|-------------------|------------|-----------------------------------|-----------------|----------------|
| BODY BLD | EYES | HAIR | HEIGHT FT INCHES | WEIGHT | SCARS LOC | TATTOO LOC | FACILITY # | CTY | DT OF ADMISSION | TIME ADM |
| TYPE OF ADMISSION | | | CENTER/UNIT NO ASSIGNED | | | FACILITY CASE NO. | | REASON PLACED | | PROJ DT OF REL |
| DT REL/TERM | | | TIME REL/TERM | | PLACEMENT RECOMMENDED DISPOSITION | | | PLACEMENT RECOMMENDED DISPOSITION | | |
| RELEASED TO CUS. | | TYPE REL | | AGENCY REL/ TRANSFERRED TO | | | | BEHAVIOR PROBLEMS (BP) | | |

LEAVE

| | | | | | | | | | |
|------|-------------|--------------|---------------|--------------|------|-------------|-------------|---------------|--------------|
| TYPE | DT DEPARTED | TIME DEPART. | DT ACT RETURN | TIME ACT RET | TYPE | DT DEPARTED | TIME DEPART | DT ACT RETURN | TIME ACT RET |
| TYPE | DT DEPARTED | TIME DEPART. | DT ACT RETURN | TIME ACT RET | TYPE | DT DEPARTED | TIME DEPART | DT ACT RETURN | TIME ACT RET |

DATE OF REFERRAL

COMPLETED BY: _____ TITLE: _____ DATE: _____

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Appendix II

Original Data Collector's Statement of Acceptance

