
National Juvenile Court Data Archive

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

User's Guide to
Minnesota
Juvenile Court Case Records
1985-1988

MINNESOTA
JUVENILE COURT CASE RECORDS
1985-1988
User's Guide

Data collected by:

Information Systems Office
State Court Administration Office
Supreme Court of Minnesota
1745 University Avenue, W., Suite 301
St. Paul, MN 55104

Data file and user's guide prepared by:

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

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Validity of the User's Guide

The State Court Administration Office's official policy is to not review any products developed outside the Office regarding its information systems. Therefore, users of this guide must be aware that the Office has not validated its contents. However, the Archive has attempted to develop and maintain accurate documentation of Minnesota's juvenile court case records by referencing documents produced by the Office, by conducting in-depth analyses of the data, and through ongoing contacts with the data supplier.

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INTRODUCTION

History of Minnesota's Juvenile Court Statistics

The State Court Administration Office (the Office) of the Supreme Court of Minnesota has been collecting information on cases processed by the state's juvenile sections of general jurisdiction courts since July 1, 1980. Prior to that time data were collected by the Department of Corrections. The authority for the Office to collect such data is currently stated in Minnesota's State Court Administration Code, section 480.15 subd. 5. These data aid the the legislature, the Office, various criminal justice planning agencies, local courts, researchers, and others in allocating resources, planning for the future, and developing new ways to deal with the problem of juvenile delinquency.

Data Collection Methods

Data are reported by general jurisdiction courts serving the 87 counties in the state. Juvenile case processing begins with a referral to the County Attorney or probation office. A Juvenile Transaction Report (JTR) is submitted by local court administrators, deputies, and clerks to the Office for each courtroom activity that occurs or whenever there is a change in the status of the case. Thus, data are collected on only petitioned delinquency, status offense, and dependency cases. Twenty-one counties in the state operate automated information system from which they extract JTR data for the Office on a weekly basis. The remaining counties submit completed JTR forms to the Office on a monthly, weekly, or daily basis, depending on their caseloads. Internal validity checks are run and local courts are contacted regarding errors which can not be corrected by the Office.

The data reported by local courts are activity or "transaction" based. From these data the Office creates a case-level data file.

Publications

Each year the Office publishes a statistical report summarizing these juvenile court data. Periodically, additional "special topic" reports are published by the Office or the State Planning Agency.

Archived Data Files

The data files contain a separate record for each petitioned delinquency, status offense, dependency/neglect or termination of parental rights case disposed during the calendar year by courts with juvenile jurisdiction. The case records contain information on demographic, petition, offense(s), hearings, and the disposition of the petition. A case may involve more than one offense. The three most serious offenses are recorded. A juvenile may be involved in more than one case during the calendar year. The court assigned youth ID number (MN002) is a unique identifier within county. The National Juvenile Court Data Archive staff has checked the data for invalid code values. When found, such codes were replaced with missing data values.

The Archive has created the variables of MOST SERIOUS OFFENSE AT FILING, MOST SERIOUS OFFENSE AT DISPOSITION, and MOST SEVERE DISPOSITION. The files received by the Archive contain up to three offenses and three dispositions. These offenses and dispositions are ranked according to severity with the most serious/severe being selected for these variables. (The hierarchies were developed by Archive staff and are available upon request.)

The data are stored as numeric characters (which are in whole numbers) unless otherwise noted. The records in each file are 160 characters in length and contain 61 variables. The number of records in each annual file is as follows:

<u>Year</u>	<u>Records</u>
1985	24,943
1986	30,061
1987	32,584
1988	31,117

Terms of Availability

Each request to use these data should be directed to the Archive. The Archive will contact the State Court Administration Office of the Supreme Court of Minnesota regarding their release. Upon the Office'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 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:

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 412/227-6950

Summary tabulations on selected variables (manner of handling and sex breakdowns for delinquency/status offense cases and dependency/neglect cases for each county in Minnesota) are publicly available beginning with 1984 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, 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] 85/1	[2] MN033	[3] ATTORNEY TYPE AT ADJUDICATORY HEARING
		[4] The juvenile's legal representation at the time of the adjudicatory hearing.
		[5] [6]
		(1) Private, hired own - Counsel was independently retained to represent the juvenile who was the subject of the petition.
		(2) Public defender - Counsel was obtained through a local public defender system.
		(3) Court appointed - Counsel was appointed by the court at county expense.
		(4) None - The child did not have representation.
		(5) Other - The "other" code applies or the type of representation was not known.
	[7] (9)	Missing
	[8]	NOTE: This is the legal representation of the juvenile and <u>not</u> the juvenile's parents.

- [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.

- [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

MN001	Last 6 digits of SJIS number
MN002	Court assigned youth ID number
MN003	Year of offense
MN004	Month of offense
MN005	Day of offense
MN006	Year of disposition
MN007	Month of disposition
MN008	Day of disposition
MN009	Year of case filing
MN010	Month of case filing
MN011	Day of case filing
MN012	Age of youth
MN013	Year of birth
MN014	Month of birth
MN015	Day of birth
MN016	Filler
MN017	Number of detention hearings
MN018	Number of hearings/trials
MN019	Number of dispositional hearings
MN020	Number of reference hearings
MN021	Number of review hearings
MN022	Number of adjudicatory/reference hearings
MN023	Number of adjudicatory/dispositional hearings
MN024	County
MN025	Filler
MN026	County of residence
MN027	General offense 1 at filing
MN028	General offense 2 at filing
MN029	General offense 3 at filing
MN030	General offense 1 at disposition
MN031	General offense 2 at disposition
MN032	General offense 3 at disposition
MN033	Attorney type at adjudication hearing
MN034	Attorney type at disposition hearing
MN035	Certified as an adult
MN036	Case type at disposition
MN037	Case type at filing
MN038	Disposition type
MN039	Number of concurrent petitions
MN040	Type of care pending disposition
MN041	Number of offenses at disposition
MN042	Offense 1 at filing
MN043	Offense 2 at filing
MN044	Offense 3 at filing
MN045	Offense 1 at disposition
MN046	Offense 2 at disposition
MN047	Offense 3 at disposition

MN048	First 4 digits of SJIS number
MN049	Check digit of SJIS number
MN050	Petitioner
MN051	Sex of juvenile
MN052	Race of juvenile
MN053	General disposition code 1
MN054	General disposition code 2
MN055	General disposition code 3
MN056	Was there a finding?
MN057	Most serious offense at filing [created]
MN058	Most serious offense at disposition [created]
MN059	Most severe disposition [created]
MN060	Filler
MN061	Filler

CODEBOOK: VARIABLE DESCRIPTIONS

<u>Column/ Width</u>	<u>Variable Number</u>	<u>Code Value and Description</u>
1/6	MN001	<p>LAST 6 DIGITS OF SJIS NUMBER (alphanumeric field)</p> <p>[Required field] The last 6 digits of the 11 digit State Justice Information System petition number.</p> <p>NOTE: Each petition or Notice to Appear filed on an individual in juvenile court is assigned an SJIS number when the first report is submitted. If more than one juvenile is listed on a petition, a separate SJIS number is assigned to each juvenile.</p>
7/12	MN002	<p>COURT ASSIGNED YOUTH ID NUMBER</p> <p>[Required field]</p> <p>NOTE: This is not a unique identifier across the state. ID numbers are unique within counties.</p>
<u>DATE OF OFFENSE:</u>		The date of the offense that resulted in the petition -- coded in standard year/month/day format. If the petition contains offense committed on more than one date, the most recent date is recorded.
19/2	MN003	<p>YEAR OF OFFENSE</p> <p>(81) 1981 : : (86) 1986 () No entry</p>
21/2	MN004	<p>MONTH OF OFFENSE</p> <p>(01) January : : (12) December (99) Missing () No entry</p>
23/2	MN005	<p>DATE OF OFFENSE</p> <p>(01) First : :</p>

:
:
(12) December

35/2 MN011 DATE OF CASE FILING

[Required field]

(01) First
:
:
(31) Thirty-first

37/2 MN012 AGE OF YOUTH

Age of the youth at the time of case filing, calculated from the date of case filing and date of birth.

(00) Less than one-year-old
(01) One
:
:
(18) Eighteen
(99) Missing
() No entry

DATE OF BIRTH: The date of the juvenile's birth -- coded in standard year/month/day format.
[Required only when case type at disposition (MN036) or filing (MN037) is (1) delinquency, (3) dependency, (4) neglect, or (5) termination of parental rights.]

39/2 MN013 YEAR OF BIRTH

(66) 1966
:
:
(86) 1986
(99) Missing
() No entry

41/2 MN014 MONTH OF BIRTH

(01) January
:
:
(12) December
(99) Missing

43/2 MN015 DATE OF BIRTH

(01) First
 :
 :
 (31) Thirty-first
 (99) Missing

45/2 MN016 FILLER

47/2 MN017 NUMBER OF DETENTION HEARINGS

The number of detention hearings which took place during the processing of this case. A detention hearing is when a judge or referee determines whether a juvenile should remain in custody. No juvenile may be held for more than a specified length of time unless it is determined at a detention hearing that continued custody is warranted. Detention hearings sometimes occur prior to the filing of a petition.

(00) None
 (01) One
 :
 :
 (10) Ten

49/2 MN018 NUMBER OF HEARINGS/TRIALS

The number of hearings and/or trials which took place during the processing of this case. Included in this category are adjudicatory hearings where the court determines whether a juvenile is delinquent, neglected, dependent or whether parental rights should be terminated. Fact-finding hearings where the court determines the truth of the allegations in the petition are also included as are other hearings which are not reported separately.

(00) None
 (01) One
 :
 :
 (14) Fourteen

51/2 MN019 NUMBER OF DISPOSITIONAL HEARINGS

The number of dispositional hearings which took place during the processing of this case. The purpose of a dispositional hearing is to determine and/or impose the court's order as to treatment, care, or custody of a juvenile who has admitted to allegations or who has been adjudged delinquent, dependent, neglected or whose parents' rights have been terminated. After the court has adjudged the facts in the petition to be true, it will enter an order making a disposition which is deemed necessary to the rehabilitation or welfare of the child.

(00) None
 (01) One

- (02) Two
- (03) Three

53/2 MN020 NUMBER OF REFERENCE HEARINGS

The number of reference hearings which took place during the processing of this case. A reference hearing is a hearing for the purpose of determining whether a juvenile is suitable for treatment within the juvenile court system, or should be tried as an adult. Suitability is determined by one or more of the following: a) type and nature of the offense; b) whether the offense is of a repetitive pattern; c) the records of the juvenile; and d) the relative suitability of programs and facilities available to the juvenile and criminal courts. The juvenile court may then enter an order referring the alleged violation to the appropriate prosecuting authority for processing as an adult.

- (00) None
- (01) One
- (02) Two
- (03) Three

NOTE: In other jurisdictions this is known as a waiver hearing.

55/2 MN021 NUMBER OF REVIEW HEARINGS

The number of review hearings which took place during the processing of this case. A review hearing is any post-dispositional hearing for the purpose of reviewing the matter. This includes hearings to consider probation violations, periodic court ordered reviews, or any other hearings to reconsider any aspect of the juvenile disposition.

- (00) None
- (01) One
- :
- :
- (31) Thirty-one

57/2 MN022 NUMBER OF ADJUDICATORY/REFERENCE HEARINGS

The number of combined adjudicatory/reference hearings which took place during the processing of this case.

- (00) None
- (01) One

59/2 MN023 NUMBER OF ADJUDICATORY/DISPOSITIONAL HEARINGS

The number of combined adjudicatory/dispositional hearings which took place during the processing of this case.

- (00) None

- (01) One
- (02) Two
- (03) Three

61/2 MN024 COUNTY

[Required field] A two digit code which identifies the county in which the petition was disposed. Counties within the state were ordered alphabetically and assigned a unique number beginning with (01).

(01) Aitkin	(02) Anoka	(03) Becker
(04) Beltrami	(05) Benton	(06) Bigstone
(07) Blue Earth	(08) Brown	(09) Carlton
(10) Carver	(11) Cass	(12) Chippewa
(13) Chisago	(14) Clay	(15) Clearwater
(16) Cook	(17) Cottonwood	(18) Crow Wing
(19) Dakota	(20) Dodge	(21) Douglas
(22) Faribault	(23) Fillmor	(24) Freeborn
(25) Goodhue	(26) Grant	(27) Hennepin
(28) Houston	(29) Hubbard	(30) Isanti
(31) Itasca	(32) Jackson	(33) Kanabec
(34) Kandiyohi	(35) Kittson	(36) Koochiching
(37) Lac Qui Parle	(38) Lake	(39) Lake of Woods
(40) Le Sueur	(41) Lincoln	(42) Lyon
(43) McLeod	(44) Mahnomen	(45) Marshall
(46) Martin	(47) Meeker	(48) Mille Lacs
(49) Morrison	(50) Mower	(51) Murray
(52) Nicollet	(53) Nobles	(54) Norman
(55) Olmsted	(56) Otter Tail	(57) Pennington
(58) Pine	(59) Pipestone	(60) Polk
(61) Pope	(62) Ramsey	(63) Red Lake
(64) Redwood	(65) Renville	(66) Rice
(67) Rock	(68) Roseau	(69) St. Louis
(70) Scott	(71) Sherburne	(72) Sibley
(73) Stearns	(74) Steele	(75) Stevens
(76) Swift	(77) Todd	(78) Traverse
(79) Wabasha	(80) Wadena	(81) Waseca
(82) Washington	(83) Watonwan	(84) Wilkin
(85) Winona	(86) Wright	(87) Yellow Medicine
(99) Missing		

63/2 MN025 FILLER

65/2 MN026 COUNTY OF RESIDENCE

[Required field] The county of the juvenile's legal residence as stated on the petition or Notice to Appear. Counties within the state were ordered alphabetically and assigned a unique number beginning with (01).

See variable MN024 for code values and descriptions.

67/3 MN027 GENERAL OFFENSE 1 AT FILING

The first offense recorded at the time the petition was filed.

- (001) Sovereignty
- (002) Military
- (003) Immigration
- (009) Homicide
- (010) Kidnapping
- (011) Sexual assault
- (012) Robbery
- (013) Assault
- (014) Abortion
- (020) Arson
- (021) Extortion
- (022) Burglary
- (023) Larceny
- (024) Stolen vehicle
- (025) Forgery and counterfeiting
- (026) Fraudulent activities
- (027) Embezzlement
- (028) Stolen property
- (029) Damage property
- (035) Dangerous drugs
- (036) Sex offenses
- (037) Obscenity
- (038) Family offenses
- (039) Gambling
- (040) Commercialized sex offenses
- (041) Liquor
- (048) Obstructing the police
- (049) Flight or escape
- (050) Obstructing judiciary, etc.
- (051) Bribery
- (052) Weapon offense
- (053) Public peace
- (054) Driving under influence
- (055) Health-safety
- (056) Civil rights
- (057) Invasion of privacy
- (058) Smuggling
- (059) Election laws
- (060) Antitrust
- (061) Tax-revenue
- (062) Conservation
- (063) Vagrancy
- (070) Other person crimes
- (071) Other property crimes
- (072) Other morals-decency crimes
- (073) Other public order crimes
- (100) Error in coding
- (101) Assault
- (102) Burglary
- (103) Forgery counterfeiting

- (104) Drugs
- (105) Escape flight
- (106) Arson, negligent fires
- (107) Gambling
- (108) Homicide and suicide
- (109) Crime against family
- (110) Traffic accidents
- (111) Kidnapping, false imprisonment
- (112) Criminal sexual conduct, added in 1986
- (113) Miscellaneous
- (114) Disturbing peace
- (115) Obscenity
- (116) Property damage
- (117) Stolen property
- (118) Robbery
- (119) Criminal sexual conduct
- (120) Theft
- (121) Theft related
- (122) Vehicle theft related
- (123) Weapons
- (124) Crime against justice admin.
- (125) Crime against government, police
- (126) Sex related
- (999) Missing

NOTE: Codes (001) through (073) are based on the Uniform Offense Classification codes developed by the National Crime Information Center (NCIC). Only the first 2 digits of NCIC codes are used, indicating general offense categories. These NCIC codes were discontinued December 31, 1984. Codes (100) through (126) correspond to the general offense categories in Minnesota's 5 dimension offense coding scheme.

- | | | |
|------|-------|---|
| 70/3 | MN028 | GENERAL OFFENSE 2 AT FILING |
| | | The second offense recorded at the time the petition was filed. |
| | | See variable MN027 for code values and descriptions. |
| | | NOTE: See variable MN027 for NOTE information. |
| 73/3 | MN029 | GENERAL OFFENSE 3 AT FILING |
| | | The third offense recorded at the time the petition was filed. |
| | | See variable MN027 for code values and descriptions. |
| | | NOTE: See variable MN027 for NOTE information. |
| 76/3 | MN030 | GENERAL OFFENSE 1 AT DISPOSITION |
| | | The first offense recorded at the time the petition was disposed. |

See variable MN027 for code values and descriptions.

NOTE: See variable MN027 for NOTE information.

79/3	MN031	<p>GENERAL OFFENSE 2 AT DISPOSITION</p> <p>The second offense recorded at the time the petition was disposed.</p> <p>See variable MN027 for code values and descriptions.</p> <p>NOTE: See variable MN027 for NOTE information.</p>
82/3	MN032	<p>GENERAL OFFENSE 3 AT DISPOSITION</p> <p>The third offense recorded at the time the petition was disposed.</p> <p>See variable MN027 for code values and descriptions.</p> <p>NOTE: See variable MN027 for NOTE information.</p>
85/1	MN033	<p>ATTORNEY TYPE AT ADJUDICATORY HEARING</p> <p>The juvenile's legal representation at the time of the adjudicatory hearing.</p> <ol style="list-style-type: none"> (1) Private, hired own - Counsel was independently retained to represent the juvenile who was the subject of the petition. (2) Public defender - Counsel was obtained through a local public defender system. (3) Court appointed - Counsel was appointed by the court at county expense. (4) None - The child did not have representation. (5) Other - The "other" code applies or the type of representation was not known. (9) Missing <p>NOTE: This is the legal representation of the juvenile and <u>not</u> the juvenile's parents.</p>
86/1	MN034	<p>ATTORNEY TYPE AT DISPOSITION</p> <p>The juvenile's legal representation at the time of the disposition hearing.</p> <p>See variable MN033 for code values and descriptions.</p> <p>NOTE: See variable MN033 for NOTE information.</p>
87/1	MN035	<p>CERTIFIED AS ADULT</p> <p>Indicates whether following a reference hearing the juvenile has been certified</p>

as an adult and the matter referred to criminal (adult) court.

- (0) No
- (1) Yes

88/1 MN036 CASE TYPE AT DISPOSITION

[Required field] The type of petition at the time of disposition. If the petition has more than one cause, only the most serious is recorded.

- (1) Delinquency - Petition involves the violation of a law which would be a crime or offense if committed by an adult.
- (2) Status offense - Petition involves an offense which would not be a crime or offense if committed by an adult.
- (3) Dependency - Petition involves causes relating to the care of a child who is without a parent or guardian; who is in need of special care and whose parent or guardian is unable to provide it; whose parent or guardian for good cause desires to be relieved of care and custody responsibilities; or who is without proper parental care because of some disability or state of immaturity of the parent or guardian.
- (4) Neglect - Petition was filed for a child who was abandoned; who is without proper parental care because of the faults or habits; whose delinquent or status offending conduct results in whole or in part from parental neglect.
- (5) Termination of parental rights - The purpose of the petition is to permanently end the parent's legal custody of the child.
- (9) Missing

89/1 MN037 CASE TYPE AT FILING

The type of petition at the time of filing. If the petition has more than one cause, only the most serious is recorded.

See variable MN036 for code values and descriptions.

90/2 MN038 DISPOSITION TYPE

The manner in which the case was disposed.

- (09) Certified as an adult - The court has ordered that the matter be referred to criminal (adult) court.
- (10) Disposition ordered - As a result of a dispositional or review hearing, a determination has been made regarding what shall be done with or about the juvenile.
- (11) Termination of jurisdiction - The court has concluded its jurisdiction over the juvenile in this matter. Unless terminated by the court, the jurisdiction of juvenile court continues until the individual reaches their 21st birthday.
- (12) Closed - The court has determined that the petition is closed. The juvenile may not be brought back to court on the same petition.

- (13) Change of venue - A petition originally filed in one county was forwarded to another county.
- (15) Decision after submission - A decision was made on the petition which had been submitted for delay.

92/3 MN039 FILLER

95/2 MN040 TYPE OF CARE PENDING DISPOSITION

The type of placement ordered by the court following a detention or adjudicatory hearing prior to disposition.

- (01) Committed to Department of Corrections - The youth is committed to the Commissioner of Corrections for placement in a juvenile correctional facility.
- (02) Stayed commitment to Department of Corrections - A stay is pronounced on a commitment of a juvenile to the Commissioner of Corrections.
- (03) Committed to local community corrections facility - The youth is ordered to be placed in a local facility such as a group home, a residential treatment center, or a county or regional correctional facility. Use this code only to indicate a pronounced disposition.
- (04) Stayed commitment to local corrections facility - A stay is pronounced on a commitment of a youth to a local facility as listed in 03 above.
- (05) Placed in a local residential treatment setting (noncorrectional) - The youth is placed for care in a local group home or similar setting.
- (06) Inpatient psychological/psychiatric treatment/evaluation - The youth is ordered to receive psychological treatment or evaluation as an inpatient.
- (07) Outpatient psychological/psychiatric treatment/evaluation - The youth is to receive psychological treatment or evaluation on an outpatient basis.
- (08) Inpatient chemical dependency treatment/evaluation - The youth is ordered to a local facility to receive treatment or evaluation for chemical dependency.
- (09) Outpatient chemical dependency treatment/evaluation - The youth is ordered to receive treatment or evaluation for chemical dependency on an outpatient basis.
- (10) Medical treatment - The youth is ordered to receive medical treatment, the nature of which may be unspecified.
- (11) Legal custody from parents - This disposition is used only with a Termination of Parental Rights petition when the court orders that custody of the youth be taken from the parents.
- (12) Temporary residential care outside the home - The youth is temporarily placed in an alternative care setting without permanent termination of parental rights.
- (13) Counseling - The youth is ordered to receive some type of counseling, the nature of which is unspecified in the court's order.
- (14) Placed under probation/supervision - Supervision over the youth is ordered for a period of time under the authority of a probation officer or other qualified person or agency.

- (15) Continued on probation/supervision - Use this code only when a previously imposed probationary period (on this petition or no another petition) is being continued or extended.
- (16) Restitution - The youth is ordered to make restitution in regard to a delinquency matter. Restitution may involve community service as well as victim reparation.
- (17) Conditional dismissal - The court orders that a petition will be dismissed upon successful compliance with established conditions. This disposition should be reported at the time that the conditions are imposed.
- (18) Order stayed pending compliance with conditions - The court is withholding disposition on condition the youth comply with established conditions. This order is to be used in conjunction with other codes which best describe the content of the order.
- (19) Temporary care, custody or control to Welfare/Social services - A welfare or social services agency is assigned temporary control of the youth. This may be associated with placement in a foster home, group home or residential center, or simply supervision by the agency.
- (20) General traffic disposition - When one or more of the charges on a delinquency petition involve traffic matters, there may be a disposition ordered such as a suspension of driver's license or other restriction on driving privileges.
- (21) Fine - Pursuant to Minnesota Statute sections 260.185, Subd. 1 (f) and 260.193, Subd. 8 (g), the court may impose a fine of up to \$500 as penalty for a delinquency charge or major traffic offense.
- (22) Disposition ordered, no provisions - The court orders disposition, but does not specify conditions, or the court maintains jurisdiction without imposition of any conditions.
- (23) Educational assessment/program - The court orders that the youth be assessed as to possible learning disabilities or other education related problems which may be affecting his behavior. The court may order, as a consequence of such an assessment, that the youth participate in a specific educational program.
- (24) Care, custody or control returned to parents with supervision - The court orders that the youth be returned to his parent's home under the supervision of a probation officer or other suitable person. Typically, the court includes in such an order conditions and rules for his conduct and the conduct of the parents.
- (25) No detention (detention hearing only) - The court orders that the youth currently being detained be released.
- (26) Shelter care facility - The court orders the youth assigned to a physically unrestricting institution such as a group home or crisis shelter; usually for a short period of time. Use this code only with a detention order.
- (27) Jail or lockup - The court orders the youth detained in a jail, lockup or other facility used for the confinement of adults.
- (28) Secure detention facility - The court order the youth detained in a physically restricting facility expressly for juveniles. Use this code only with a detention order.
- (29) Foster home - The court orders the youth assigned to a physically unrestricting home-like setting usually referred to as a foster home.
- (97) Parents pay costs - The court orders that the youth's parents pay such sums as will cover in whole or in part the cost of care, examination, treatment, attorney's fees, or the fees of the guardian ad litem. This

court disposition code should be used in association with other disposition codes which more specifically describe the disposition of the case.

- (99) Dismissed - The court orders that the facts alleged in the petition have not been proved or that the minor is not within the jurisdiction of the court.

97/3 MN041 NUMBER OF OFFENSES AT DISPOSITION

The number of offenses on the petition at the time of disposition.

- (000) Zero
 (001) One
 :
 :
 (005) Five

NOTE: Only the first three offenses are recorded in fields MN045 through MN047. Fewer than 2% of the cases had more than three offenses.

100/5 MN042 OFFENSE 1 AT FILING (alpha/numeric field)

[Required when MN037, Case Type at Filing, equals (1) delinquency or (2) status offense] The first offense recorded at the time the petition was filed.

- () No entry
 (99999) Missing

105/5 MN043 OFFENSE 2 AT FILING (alpha/numeric field)

The second offense recorded at the time the petition was filed.

- () No entry
 (99999) Missing

110/5 MN044 OFFENSE 3 AT FILING (alpha/numeric field)

The third offense recorded at the time the petition was filed.

- () No entry
 (99999) Missing

115/5 MN045 OFFENSE 1 AT DISPOSITION (alpha/numeric field)

The first offense recorded at the time of disposition.

- () No entry
 (99999) Missing

120/5	MN046	OFFENSE 2 AT DISPOSITION (alpha/numeric field)
		The second offense recorded at the time of disposition.
		() No entry (99999) Missing
125/5	MN047	OFFENSE 3 AT DISPOSITION (alpha/numeric field)
		The third offense recorded at the time of disposition.
		() No entry (99999) Missing
130/4	MN048	FIRST 4 DIGITS OF SJIS NUMBER (alpha/numeric field)
		The first four digits of the eleven digit State Justice Information System petition number.
134/1	MN049	CHECK DIGIT OF SJIS NUMBER (alpha/numeric field)
		The check digit of the State Justice Information System petition number.
		(0) Zero (1) One : : (9) Nine (X) X
135/1	MN050	PETITIONER (alpha/numeric field)
		The person or agency that had knowledge of the facts and made the allegations on the petition or Notice to Appear.
		(L) Law enforcement (W) Welfare agency (S) Schools (B) Probation officer (P) Parents (C) Citizen (O) Other
		NOTE: If there was more than one petitioner, the person signing the petition or Notice to Appear is indicated.
136/1	MN051	SEX OF JUVENILE (alpha/numeric field)

The sex of the juvenile.

- (M) Male
- (F) Female
- (9) Missing

137/1 MN052 RACE OF JUVENILE (alpha/numeric field)

[Required field] The race or heritage of the juvenile.

- (W) White
- (B) Black
- (N) Native American
- (S) Spanish American
- (O) Oriental
- (U) Unknown
- (9) Missing

138/2 MN053 GENERAL DISPOSITION CODE 1

[Required field] The first disposition recorded at the time of the disposition or hearing.

- (01) Committed to Department of Corrections - The youth is committed to the Commissioner of Corrections for placement in a juvenile correctional facility.
- (02) Stayed commitment to Department of Corrections - A stay is pronounced on a commitment of a juvenile to the Commissioner of Corrections.
- (03) Committed to local community corrections facility - The youth is ordered to be placed in a local facility such as a group home, a residential treatment center, or a county or regional correctional facility. Use this code only to indicate a pronounced disposition.
- (04) Stayed commitment to local corrections facility - A stay is pronounced on a commitment of a youth to a local facility as listed in 03 above.
- (05) Placed in a local residential treatment setting (noncorrectional) - The youth is placed for care in a local group home or similar setting.
- (06) Inpatient psychological/psychiatric treatment/evaluation - The youth is ordered to receive psychological treatment or evaluation as an inpatient.
- (07) Outpatient psychological/psychiatric treatment/evaluation - The youth is to receive psychological treatment or evaluation on an outpatient basis.
- (08) Inpatient chemical dependency treatment/evaluation - The youth is ordered to a local facility to receive treatment or evaluation for chemical dependency.
- (09) Outpatient chemical dependency treatment/evaluation - The youth is ordered to receive treatment or evaluation for chemical dependency on an outpatient basis.
- (10) Medical treatment - The youth is ordered to receive medical treatment, the nature of which may be unspecified.

- (11) Legal custody from parents - This disposition is used only with a Termination of Parental Rights petition when the court orders that custody of the youth be taken from the parents.
- (12) Temporary residential care outside the home - The youth is temporarily placed in an alternative care setting without permanent termination of parental rights.
- (13) Counseling - The youth is ordered to receive some type of counseling, the nature of which is unspecified in the court's order.
- (14) Placed under probation/supervision - Supervision over the youth is ordered for a period of time under the authority of a probation officer or other qualified person or agency.
- (15) Continued on probation/supervision - Use this code only when a previously imposed probationary period (on this petition or no another petition) is being continued or extended.
- (16) Restitution - The youth is ordered to make restitution in regard to a delinquency matter. Restitution may involve community service as well as victim reparation.
- (17) Conditional dismissal - The court orders that a petition will be dismissed upon successful compliance with established conditions. This disposition should be reported at the time that the conditions are imposed.
- (18) Order stayed pending compliance with conditions - The court is withholding disposition on condition the youth comply with established conditions. This order is to be used in conjunction with other codes which best describe the content of the order.
- (19) Temporary care, custody or control to Welfare/Social services - A welfare or social services agency is assigned temporary control of the youth. This may be associated with placement in a foster home, group home or residential center, or simply supervision by the agency.
- (20) General traffic disposition - When one or more of the charges on a delinquency petition involve traffic matters, there may be a disposition ordered such as a suspension of driver's license or other restriction on driving privileges.
- (21) Fine - Pursuant to Minn. Stat. sections 260.185, Subd. 1 (f) and 260.193, Subd. 8 (g), the court may impose a fine of up to \$500 as penalty for a delinquency charge or major traffic offense.
- (22) Disposition ordered, no provisions - The court orders disposition, but does not specify conditions, or the court maintains jurisdiction without imposition of any conditions.
- (23) Educational assessment/program - The court orders that the youth be assessed as to possible learning disabilities or other education related problems which may be affecting his behavior. The court may order, as a consequence of such an assessment, that the youth participate in a specific educational program.
- (24) Care, custody or control returned to parents with supervision - The court orders that the youth be returned to his parent's home under the supervision of a probation officer or other suitable person. Typically, the court includes in such an order conditions and rules for his conduct and the conduct of the parents.
- (25) No detention (detention hearing only) - The court orders that the youth currently being detained be released.
- (26) Shelter care facility - The court orders the youth assigned to a physically unrestricting institution such as a group home or crisis

shelter; usually for a short period of time. Use this code only with a detention order.

- (27) Jail or lockup - The court orders the youth detained in a jail, lockup or other facility used for the confinement of adults.
- (28) Secure detention facility - The court order the youth detained in a physically restricting facility expressly for juveniles. Use this code only with a detention order.
- (29) Foster home - The court orders the youth assigned to a physically unrestricting home-like setting usually referred to as a foster home.
- (97) Parents pay costs - The court orders that the youth's parents pay such sums as will cover in whole or in part the cost of care, examination, treatment, attorney's fees, or the fees of the guardian ad litem. This court disposition code should be used in association with other disposition codes which more specifically describe the disposition of the case.
- (99) Dismissed - The court orders that the facts alleged in the petition have not been proved or that the minor is not within the jurisdiction of the court.

138/2	MN054	GENERAL DISPOSITION CODE 2
		[Required field] The second disposition recorded at the time of the disposition or hearing.
		See variable MN053 for code values and descriptions.
138/2	MN055	GENERAL DISPOSITION CODE 3
		[Required field] The third disposition code recorded at the time of the disposition or hearing.
		See variable MN053 for code values and descriptions.
144/1	MN056	WAS THERE A FINDING (alpha/numeric field)
		Indicates whether the court found the allegations contained in the petition true and adjudicated the youth delinquent, dependent, etc.
		(Y) Yes
		() No
		(N) No
145/5	MN057	MOST SERIOUS OFFENSE AT FILING [created] (alpha/numeric field)
		Indicates the most serious offense in the case at the time of filing.
		() No entry
		(99999) Missing

150/5	MN058	MOST SERIOUS OFFENSE AT DISPOSITION [created] (alpha/numeric field)
		Indicates the most serious offense in the case at the time of disposition.
		() No entry (99999) Missing
155/2	MN059	MOST SEVERE DISPOSITION [created]
		Indicates the most severe disposition in the case.
		See variable MN053 for code values and descriptions.
157/2	MN060	FILLER
159/2	MN061	FILLER


Appendix I

Minnesota's SJIS Transaction Report

1. INSTRUCTIONS ON BACK OF PACKET

2. DO NOT WRITE IN SHADED AREAS

**QUESTION?
CALL
(612) 297-7850
(800) 657-3976 Toll Free**

YOUTH I.D. NUMBER	Sex <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		MINNESOTA S.J.J.S. Transaction Report JUVENILE	S.J.J.S. PETITION NUMBER
		DATE OF BIRTH	COUNTY OF RESIDENCE	COUNTY FILE NUMBER
OTHER COUNTY YOUTH I.D. NUMBERS	RACE OR HERITAGE <input type="checkbox"/> WHITE <input type="checkbox"/> BLACK <input type="checkbox"/> NATIVE AMERICAN	<input type="checkbox"/> HISPANIC <input type="checkbox"/> ASIAN-AMERICAN <input type="checkbox"/> UNKNOWN/OTHER	PETITIONER <input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> WELFARE <input type="checkbox"/> SCHOOLS	<input type="checkbox"/> PROBATION OFFICER <input type="checkbox"/> PARENTS <input type="checkbox"/> CITIZEN <input type="checkbox"/> OTHER
DATE PETITION FILED				

TRANS. #	TRANS. # <input type="checkbox"/> CORRECT <input type="checkbox"/> CANCEL	PERSON PREPARING REPORT	CURRENT JUDGE ID#	NEXT JUDGE ID#	ACTIVITY DATE	
CASE TYPE (Check Only One) <input type="checkbox"/> P1 DEL. FELONY <input type="checkbox"/> P2 DEL. GROSS MISD <input type="checkbox"/> P3 DEL. MISD <input type="checkbox"/> U1 DEL. UNDER 10 <input type="checkbox"/> Q2 STATUS OFFENSE MINNESOTA OFFENSE CODES 1 [][][][] 2 [][][][] 3 [][][][] 4 [][][][] DATE OF OFFENSE [][][][][][] M M D D Y Y <input type="checkbox"/> T1 TERM. PAR. RIGHTS CHILD IN NEED OF PROTECTION <input type="checkbox"/> V1 RUNAWAY <input type="checkbox"/> W1 TRUANT <input type="checkbox"/> R2 CHIPS		ACTIVITY TYPE <input type="checkbox"/> A GENERAL CLERICAL COURT ACTIVITIES <input type="checkbox"/> G2 DETENTION HRG. <input type="checkbox"/> G3 HEARING/TRIAL <input type="checkbox"/> G4 DISPOSITIONAL HRG. <input type="checkbox"/> G5 REFERENCE HRG. <input type="checkbox"/> G6 REVIEW HRG. <input type="checkbox"/> G7 JURY TRIAL <input type="checkbox"/> G8 EJ HEARING <input type="checkbox"/> G8 EJ REVOCATION HRG. ATTORNEY CODE <input type="checkbox"/> * CONCURRENT S.J.S. PETITS <input type="checkbox"/> [][] : [][] [][] AM START TIME [][] : [][] [][] AM END TIME	NEW STATUS <input type="checkbox"/> B PETITION FILED <input type="checkbox"/> C ORDER BEFORE DISPOSITION <input type="checkbox"/> E AMENDED <input type="checkbox"/> D HEARING RESPONSE... <input type="checkbox"/> <input type="checkbox"/> F FINDING <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N SUBMITTED <input type="checkbox"/> O DECISION AFTER SUBMITTED <input type="checkbox"/> G CONTINUED TO [][][][][] M M D D Y Y <input type="checkbox"/> H DORMANT <input type="checkbox"/> I CERTIFIED AS ADULT <input type="checkbox"/> J DISPOSITION ORDERED <input type="checkbox"/> K TERMINATION OF JURISDICTION <input type="checkbox"/> L CLOSED <input type="checkbox"/> M CHANGE OF VENUE FROM <input type="checkbox"/> TO <input type="checkbox"/> EXTENDED JUVENILE JURISDICTION <input type="checkbox"/> U EJ FILING <input type="checkbox"/> W DESIGNATED EJ <input type="checkbox"/> X EJ SERVING JUVENILE SENTENCE <input type="checkbox"/> Y EJ SERVING ADULT SENTENCE <input type="checkbox"/> Z REMOVE EJ STATUS COUNTY _____			(ENTER CODE) ↓ CARE/PLACEMENT CODES 1 [][][] 4 [][][] 2 [][][] 3 [][][] USE WITH NEW STATUS "C" OR "U" (ENTER CODE) ↑

TRANS. #	TRANS. # <input type="checkbox"/> CORRECT <input type="checkbox"/> CANCEL	PERSON PREPARING REPORT	CURRENT JUDGE ID#	NEXT JUDGE ID#	ACTIVITY DATE	
CASE TYPE (Check Only One) <input type="checkbox"/> P1 DEL. FELONY <input type="checkbox"/> P2 DEL. GROSS MISD <input type="checkbox"/> P3 DEL. MISD <input type="checkbox"/> U1 DEL. UNDER 10 <input type="checkbox"/> Q2 STATUS OFFENSE MINNESOTA OFFENSE CODES 1 [][][][] 2 [][][][] 3 [][][][] 4 [][][][] DATE OF OFFENSE [][][][][][] M M D D Y Y <input type="checkbox"/> T1 TERM. PAR. RIGHTS CHILD IN NEED OF PROTECTION <input type="checkbox"/> V1 RUNAWAY <input type="checkbox"/> W1 TRUANT <input type="checkbox"/> R2 CHIPS		ACTIVITY TYPE <input type="checkbox"/> A GENERAL CLERICAL COURT ACTIVITIES <input type="checkbox"/> G2 DETENTION HRG. <input type="checkbox"/> G3 HEARING/TRIAL <input type="checkbox"/> G4 DISPOSITIONAL HRG. <input type="checkbox"/> G5 REFERENCE HRG. <input type="checkbox"/> G6 REVIEW HRG. <input type="checkbox"/> G7 JURY TRIAL <input type="checkbox"/> G8 EJ HEARING <input type="checkbox"/> G8 EJ REVOCATION HRG. ATTORNEY CODE <input type="checkbox"/> * CONCURRENT S.J.S. PETITS <input type="checkbox"/> [][] : [][] [][] AM START TIME [][] : [][] [][] AM END TIME	NEW STATUS <input type="checkbox"/> B PETITION FILED <input type="checkbox"/> C ORDER BEFORE DISPOSITION <input type="checkbox"/> E AMENDED <input type="checkbox"/> D HEARING RESPONSE... <input type="checkbox"/> <input type="checkbox"/> F FINDING <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N SUBMITTED <input type="checkbox"/> O DECISION AFTER SUBMITTED <input type="checkbox"/> G CONTINUED TO [][][][][] M M D D Y Y <input type="checkbox"/> H DORMANT <input type="checkbox"/> I CERTIFIED AS ADULT <input type="checkbox"/> J DISPOSITION ORDERED <input type="checkbox"/> K TERMINATION OF JURISDICTION <input type="checkbox"/> L CLOSED <input type="checkbox"/> M CHANGE OF VENUE FROM <input type="checkbox"/> TO <input type="checkbox"/> EXTENDED JUVENILE JURISDICTION <input type="checkbox"/> U EJ FILING <input type="checkbox"/> W DESIGNATED EJ <input type="checkbox"/> X EJ SERVING JUVENILE SENTENCE <input type="checkbox"/> Y EJ SERVING ADULT SENTENCE <input type="checkbox"/> Z REMOVE EJ STATUS COUNTY _____			(ENTER CODE) ↓ CARE/PLACEMENT CODES 1 [][][] 4 [][][] 2 [][][] 3 [][][] USE WITH NEW STATUS "C" OR "U" (ENTER CODE) ↑

Appendix II

Original Data Collector's Statement of Acceptance

STATEMENT OF ACCEPTANCE

I have reviewed *Minnesota Juvenile Court Case Records: 1984 - 1986 User's Guide*, *Minnesota Juvenile Court Case Records: 1987 - 1994 User's Guide*, and *Minnesota Juvenile Court Case Records: 1995 - 1997 User's Guide* and accept them as accurate descriptions of the delinquency data stored at the National Juvenile Court Data Archive and of the methods used by the State Court Administration's Office, Supreme Court of Minnesota to collect these data. These user's guides may be revised to cover future years' data unless there are such major changes in the data collected as to warrant completely new documentation.

Comments to users:

Heidi E Green

(Name)

Heidi E Green

(Signature)

(Date)

Research & Evaluation Agr.

(Title)

Minnesota Supreme Court

(Organization)