



County of Santa Cruz Probation Department

DATA DICTIONARY

December, 2008

777 W & I

The California Welfare and Institutions Code that outlines a petition filed in juvenile court alleging that a minor violated their court ordered probation terms. Also commonly used as a booking code for “adjudicated” and “non-adjudicated” youth in Santa Cruz County for minors placed into juvenile hall for probation violations, warrants, court remands or violations of home supervision or electronic monitoring.

NOTE: Santa Cruz County Probation currently uses 777 W&I for bench warrants; however this is not the W&I code definition of warrants.

How Measured: On Going

Gender/Ethnicity? Yes

Where Kept: Probation Case Management System

Source: Data Dictionary Committee summarized from the California Penal Code Manual

Abscond Absent Without Leave (AWOL) - Home

A minor who leaves any Court ordered placement without permission. (The two can be used interchangeably).

| | |
|--------------------------|---|
| How Measured: | Currently limited to AWOL out of home placement cases |
| Gender/Ethnicity? | Yes, where available |
| Where Kept: | PRO 38 log, KIDS database |
| Source: | Data Dictionary Committee |

Abscond Absent Without Leave (AWOL) - Placement

A minor who leaves their court ordered 24-hour placement facility or Ranch Camp without permission.

How Measured: On Going

Gender/Ethnicity? Yes

Where Kept: Placement Supervisor,
Pro 38 Log

Source: Data Dictionary Committee

Adjudication

Judicial determination in which the minor's case has been concluded with a finding by the court or an admission by the minor.

| | |
|--------------------------|---|
| How Measured: | Not currently being measured by Probation |
| Gender/Ethnicity? | TBD |
| Where Kept: | Court |
| Source: | Data Dictionary Committee |

Admission

A youth is admitted to detention if held at Juvenile Hall more than four hours.

How Measured: Monthly Total

Gender/Ethnicity? Yes

Where Kept: JH Database

Source: Data Dictionary Committee

Arrest

When a Peace Officer takes a person into custody, and /or issues a citation for an alleged violation of the law or probation.

NOTE: An alternative legal definition of arrest differentiates arrest from citation, as arrest implies loss of liberty and citation does not.

How Measured: On Going

Gender/Ethnicity? Yes

Where Kept: Probation Case Management System, DOJ Juvenile Court and Probation Statistical System (JCPSS)

Source: Department of Justice (DOJ)
<http://ag.ca.gov/cjsc/datatabs.php>

Average Daily Population (ADP)

The average daily includes the average number of youth in the detention facility in a given period of time.

How Measured: Average daily population (ADP) is calculated as follows: $(\# \text{ of releases} * \text{LOS}) / \# \text{ of days}$ in the reporting period. ADP is calculated based on releases and is therefore not the exact measure that would result from taking an average of the daily population during the given reporting period.

Gender/Ethnicity? Yes

Where Kept: JH Administrative Assistant,
EC Staff

Source: Data Dictionary Committee

Average Length of Stay (ALOS)

The average length of stay for all youth in a detention facility for any given time period.

How Measured: Calculated by taking the number of bed days served by the minors who are released and dividing that number by the number of minors who are released in during the period measured.

Gender/Ethnicity? Yes

Where Kept: JH Division Director

Source: Data Dictionary Committee

Bed Days

The number of custody days served by individuals over a period of time.

How Measured:

Calculated by dividing the sum of all the days served by the number of minors who are in custody during that month.

Gender/Ethnicity?

Yes

Where Kept:

JH Administrative Assistant

Source:

JH Asst. Division Director

Bench Warrant

A Bench Warrant is an order issued by the Court mandating that a minor be brought before the Court.

How Measured: On Going

Gender/Ethnicity? Yes

Where Kept: DMC Unit Indicator Database

Source: Data Dictionary Committee

Bench Warrant: Types

(Bench warrants by type are not currently being measured)

- Releasable:** *An arrest warrant that is releasable at a Probation Officers Discretion - The Court makes this determination and it is noted on the warrant.*
- Non-Releasable:** *An arrest warrant that is not releasable at a Probation Officers discretion - The Court makes this determination and it is noted on the warrant. This includes out-of-County and out-of State warrants.*
- Traffic:** *Traffic warrants carry no custody time. The Institutional Supervisor assigns a new traffic court date; the minor must then be released to a guardian.*
- CPS W & I:** *Minors with such a warrant may be held during the evening and early morning hours as a courtesy to Child Protective Services (CPS) but must be segregated from other minors.*

Booking

When a youth is received by juvenile hall after an arrest by a peace officer or is sent to the juvenile hall by the juvenile court.

How Measured: Daily

Gender/Ethnicity? Yes

Where Kept: A & D Log,
JH Roster Database,
Probation Case Management
System

Source: Data Dictionary Committee

Citation

A legal document issued by a peace officer for an alleged violation of the law or probation.

How Measured: Captured in case management and reported in monthly stats.

Gender/Ethnicity? Yes

Where Kept: Probation Case Management System

Source: Data Dictionary Committee

Commitment (Court Commitment)

A Disposition order requiring a minor to spend a specific amount of time in custody at Juvenile Hall, Ranch Camp, or Division of Juvenile Justice (DJJ).

How Measured: On Going

Gender/Ethnicity? Yes

Where Kept: Probation Case Management System, Placement supervisor

Source: Data Dictionary Committee

Court Aged Youth

Any youth aged 10 – 17 years.

How Measured: Yearly total

Gender/Ethnicity? Yes

Where Kept: Probation Case Management System,
California Department of Finance

Source: California Department of Finance Population Projections:

<http://www.dof.ca.gov/Research/Research.php>

Detention

The restriction of a minor's freedom by being placed under arrest in Juvenile Hall, on Home Supervision or Electronic Monitoring.

NOTE: Santa Cruz does not capture detention from the point of arrest by law enforcement to booking.

How Measured: Daily total Measured daily at the point of booking or sooner, in the event of a youth being placed on Home Supervision in the field.

Gender/Ethnicity? Yes

Where Kept: A & D Log,
JH Roster Database,
Probation Case Management
System

Source: Data Dictionary Committee

Detention Hearing

A hearing conducted in juvenile court resulting in a decision as to whether a minor should remain, be placed, or be released from a form of detention such as juvenile hall, home supervision, or electronic monitoring. If a minor is detained on home supervision or is in custody, the law requires that within 24 hours after a petition is filed (excluding weekends & holidays), the charges must be brought before judge in juvenile court.

How Measured: Currently not being measured

Gender/Ethnicity? No

Where Kept: Daily Court Calendar

Source: Welfare & Institutions Code
Section 632

Dismissed

A finding by the Court that the District Attorney does not have sufficient evidence to support the claim petitioned.

How Measured: Not currently being measured

Gender/Ethnicity? No

Where Kept: Hand written on individual petitions in a minor's file, the court order and minute order.

Source: Data Dictionary Committee

Dismissed and Considered

A charge (or more multiple charges) on a petition which are not admitted by the youth in exchange for a plea agreement. The charges can be included for probation terms (such as restitution and stay away orders).

| | |
|--------------------------|---|
| How Measured: | Not currently being measured |
| Gender/Ethnicity? | No |
| Where Kept: | Written on an individual's petition in a minor's file, on the court order and the minute order. |
| Source: | Data Dictionary Committee |

Disposition

“The Sentence” of the juvenile court which occurs at the disposition hearing. Also used to describe the outcome of the referral.

How Measured: DOJ, Juvenile Court and Probation Statistical System (JCPSS)

Gender/Ethnicity? Yes

Where Kept: DOJ JCPSS, Pro 38 Log

Source: Department of Justice (DOJ)

Diversion

Any delivery or referral, by the probation department, of a minor to a public or private agency with which the city or county has an agreement to provide diversion services without probation services. An opportunity to avoid the formal adjudication process.

How Measured: Yearly totals

Gender/Ethnicity? Yes

Where Kept: DOJ Juvenile Court and Probation Statistical System, Probation Case Management System

Source: Department of Justice (DOJ)

Duplicated Youth / Unduplicated (Unique) Youth

Duplicated Youth: *Refers to the method by which multiple occurrences of an event experienced by an individual are counted (number of times).*

Unduplicated Youth: *Refers to the method by which the number of individuals experiencing an event are counted (number of individuals).*

How Measured: Captured through a variety of sources, such as Juvenile Hall and programs.

Gender/Ethnicity? Yes

Where Kept: All Statistical Reports

Source: Data Dictionary Committee

FTA (Failure to Appear)

A youth's failure to appear for a scheduled, court mandated appointment.

How Measured: Currently limited to FTAs for Court

Gender/Ethnicity? Yes

Where Kept: JH Database, DMC Unit Indicator Database

Source: Data Dictionary Committee

Gang

A group of three or more persons who have a common identifying sign, symbol or name, and whose members individually or collectively engage in or have engaged in a pattern of criminal activity creating an atmosphere of fear and intimidation in the community.

How Measured: Currently not being measured

Gender/Ethnicity? No

Where Kept: Currently not kept

Source: California Penal Code §186.22

Gang Member

*Any person who actively participates in any criminal street gang with knowledge that its members engage in or have engaged in a pattern of criminal gang activity, and who willfully promotes, furthers, or assists in any felonious criminal conduct by members of that gang.
-Pattern of criminal activity as defined by California Penal Code section 186.22(e).*

How Measured: Currently not being measured

Gender/Ethnicity? No

Where Kept: Currently not kept

Source: California Penal Code §186.22

Gender

A person's internal self-awareness of being either male or female. For reporting purposes, Santa Cruz County uses an individuals' biological makeup to determine whether that individual is male or female.

How Measured: Self Identification and/or observation

Ethnicity? Yes

Where Kept: JH Database, DMC Unit Indicator Database

Source: Data Dictionary Committee

HSUP/EMP Failure

A youth who has been removed from the Home Supervision or Electronic Monitoring Program by the Court for not following Court ordered rules.

| | |
|--------------------------|---------------------------|
| How Measured: | On Going |
| Gender/Ethnicity? | Yes |
| Where Kept: | JH Database |
| Source: | Data Dictionary Committee |

HSUP/EMP Violation

A youth on the Home Supervision or Electronic Monitoring Program who is returned to court with documentation of how he/she has not followed the rules of the program or has committed a new offense.

How Measured: On Going

Gender/Ethnicity? Yes

Where Kept: JH Database

Source: Data Dictionary Committee

Informal Probation (654 W & I)

Supervision of a minor, in lieu of a petition and a formal adjudication process, for a period not to exceed 6 months. The supervision is based on contractual agreement between the probation officer and the minor's parents or guardian. Typically applied after a diversion opportunity.

| | |
|--------------------------|--|
| How Measured: | On Going |
| Gender/Ethnicity? | Yes |
| Where Kept: | DOJ, Juvenile Court and Probation Statistical System, Probation Case Management System |
| Source: | Welfare & Institutions Code Section 654 |

Informal Probation (654.2 W & I)

Supervision of a minor, for a period not to exceed 6 months. The supervision is based on contractual agreement between the court and the minor's parents or guardian. The minor is given a 6 month court review date and if all terms are completed, the original petition is dismissed.

How Measured:

On Going

Gender/Ethnicity?

Yes

Where Kept:

DOJ Juvenile Court and Probation Statistical System, Probation Case Management System

Source:

Welfare & Institutions Code
Section 654.2

Mandatory Detention

A minor 14 years or older who is arrested and brought to the Juvenile Hall for a 707(b) W & I offense, any felony involved in the use of a firearm, or a non-releasable Bench Warrant shall not be released from the Juvenile Hall prior to being brought before a Judicial Officer.

How Measured: Monthly total

Gender/Ethnicity? Yes

Where Kept: JH Database, DMC Unit
Indicator Database, Probation
Case Management System

Source: Welfare & Institutions Code
Section 625.3

Override

A decision to detain or release a youth prior to their Detention Hearing contrary to the outcome recommended by the RAI. NOTE: Overrides may be based on policy or upon recommendation to and approval of a manager.

Override Up: *The detention of a youth with a low or Medium RAI score.*

Override Down: *The release of a youth with a high RAI score.*

How Measured: Monthly Total

Gender/Ethnicity? Yes

Where Kept: JH Database

Source: Data Dictionary Committee

Override Rate

The rate at which youth eligible for release (i.e. those receiving low or medium risk scores) are detained, or for those youth receiving a low score, having conditions imposed on release.

How Measured: Monthly Percentage

Gender/Ethnicity? Yes

Where Kept: JH Database, Intake Unit DMC
Indicator Database

Source: Data Dictionary Committee

Petition Filed (Filing)

A formal, written request by the District Attorney, a Probation Officer, or a defense attorney to the Court which initiates or modifies a delinquent action against a minor. This can take the form of a probation violation, a new charge, a request for dismissal of probation, a request for modification of a court order, etc.

How Measured:

Monthly tally sheets
Hard copies are hand counted
by TC II

Gender/Ethnicity?

No

Where Kept:

Accounting TC II, Probation
Case Management System

Source:

Data Dictionary Committee

Pick Up and Detain Order

A written request from a Probation Officer to pick up a minor and bring them to the juvenile hall. It is temporary and must be followed with a simultaneous request for a Bench Warrant.

| | |
|--------------------------|------------------------------|
| How Measured: | Not currently being measured |
| Gender/Ethnicity? | No |
| Where Kept: | Currently not kept |
| Source: | Data Dictionary Committee |

Placement Bed Days

The number days spent by individuals in a 24-hour placement facility.

How Measured: On Going

Gender/Ethnicity? Yes

Where Kept: Pro 38 Log, KIDS database

Source: Placement Supervisor

Placement Exit(s)

Successful: *Successful completion from program.*

Transition: *Placement program approved exit, but not a successful completion. An example would be a youth exiting after turning 18 years of age.*

Termination: *An individual who leaves a court-ordered program at the program's or probation's discretion because of behavior or a situation that renders him inappropriate for said program.*

How Measured: On Going

Gender/Ethnicity? Yes

Where Kept: KIDS Database, DMC Unit
Indicator Database

Source: Placement Unit Supervisor

Policy Hold

Reason the department has decided a youth will be held in detention regardless of their RAI score. The following are the Santa Cruz County Probation departmental policy holds: Non releasable Bench Warrant, Fresh arrest while on Emp/Hsup, Pick Up and Detain Court Order, Placement failure, Court Remand.

| | |
|----------------------|---------------------|
| How Measured: | On Going |
| Ethnicity? | Yes |
| Where Kept: | JH Roster Database |
| Source: | Departmental Policy |

Pre-Disposition / Post Disposition

Pre-Disposition: *The time while a minor is going through the juvenile court process on a petition prior to disposition (equivalent to sentencing in Adult Court). This period of time varies depending on the seriousness of the allegation.*

Post Disposition: *Refers to the period of time after a minor has received a disposition (sentencing) order from juvenile court.*

How Measured: On Going, Primarily pre and post disposition is measured on in-custody youth only.

Gender/Ethnicity? Yes

Where Kept: Probation Case Management System, KIDS Database

Source: Data Dictionary Committee

Pre-Adjudication

Any point in the court process prior to a finding or admission.

How Measured: Not currently being measured

Gender/Ethnicity? No

Where Kept: Currently not being kept

Source: Data Dictionary Committee

Probation Status

Refers to the type of probation a minor is placed under by the juvenile court. Includes Wardship (602 W&I), 6 Month without Wardship (725 W&I), Court ordered informal (654.2 W&I), Deferred Entry of Judgment (790 W&I). Also commonly used when referencing minors whom have a bench warrant. Non court ordered probation includes diversion and informal contracts.

How Measured:

Monthly Total

Gender/Ethnicity?

Yes

Where Kept:

PO Stats Database,
Probation Case Management
System

Source:

Data Dictionary Committee

Probation Violation

A petition that a probationer has failed to comply with one or more terms of probation. The probation violation can be alleged, found, or dismissed.

How Measured: On Going and ad hoc by type-FTA & AWOL B/W, EM/Hsup violations, placement failure, not attending Evening Center are already being tracked

Gender/Ethnicity? Yes

Where Kept: JH Roster database

Source: Departmental Policy

Probation Violation Filed

A petition filed in juvenile court pursuant to 777 W&I that alleges a minor failed to comply with his or her court ordered probation terms.

How Measured: Monthly total

Gender/Ethnicity? Yes

Where Kept: TC III desk (hard copies),
Monthly PO Stats, Probation
Case Management System,
Unit DMC Indicator databases

Source: Data Dictionary Committee

Probation Violation Sustained

A judicial finding that, pursuant to 777 W&I filing, a minor failed to comply with his or her court ordered probation.

| | |
|--------------------------|---|
| How Measured: | Yearly for CSA Grant requirements |
| Gender/Ethnicity? | Yes |
| Where Kept: | TC III desk (hard copies), Monthly PO Stats, Probation Case Management System |
| Source: | Data Dictionary Committee |

Placement, CPS

A minor who is a dependant of the court pursuant to 300 Welfare & Institutions Code and is placed outside of the home.

How Measured: Not currently being measured

Gender/Ethnicity? No

Where Kept: Not currently kept

Source: Data Dictionary Committee

Placement Failure

When a 24-hour placement has determined that a minor has failed their program.

How Measured: On Going

Gender/Ethnicity? Yes

Where Kept: KIDS Database,
Placement Supervisor

Source: Placement Supervisor

Placement, Out of Home

A minor who is a ward of the juvenile court and is ordered by the court into a 24-hour placement facility (including group homes and residential treatment).

How Measured: On Going

Gender/Ethnicity? Yes

Where Kept: Pro 38 Log, KIDS Database

Source: Data Dictionary Committee,
W&I 319

Placement, Voluntary Out of Home

A minor's parents or guardians voluntarily placement of their child out of their home.

How Measured: Not currently being measured

Gender/Ethnicity? No

Where Kept: Not currently kept

Source: Data Dictionary Committee

Race and Ethnicity

Race is a social construct that was created to categorize people into designated groups (e.g. Black, White) based primarily on appearance.

Ethnicity is a social, not biological, category referring to social groups, often sharing cultural heritage and ancestry (e.g. Latino, Arab). Santa Cruz County uses the following racial and ethnic categories: African American; American Indian; Anglo; Cambodian; Chinese; Eastern Indian/Asian Indian; Filipino; Guamanain; Japanese; Korean; Laotian; Latino; Native Hawaiian; Pacific Islander; Samoan; Vietnamese; Other Asian; Other/Mixed; Unknown/Unreported.

How Measured: Self Identification/aggregated for reporting purposes

Gender/Ethnicity? Yes

Where Kept: JH Database, DMC Unit Indicator Database, Probation Case Management System, KIDS DB

Source: Data Dictionary Committee, DOJ

RAI Score

The RAI, or Risk Assessment Instrument, is a written checklist of criteria that are applied to rate each minor for the risk of re-offending before adjudication and of failing to appear for a court hearing. The RAI assigns points for various risk factors and subtracts points for mitigating factors; producing a total RAI Score which indicates whether the minor is eligible for Secure Detention, for a release with conditions or a release without conditions.

| | |
|--------------------------|--|
| How Measured: | On Going – Booking RAI, Intake RAI, & Filing RAI |
| Gender/Ethnicity? | Yes |
| Where Kept: | JH Database |
| Source: | Annie E. Casey Foundation JDAI Pathways |

Ranch Camp

A structured commitment facility which a minor is ordered into by the Court and receives custody time for. Daily physical activities are mandatory and typically set in a remote location.

Success: *When a minor successfully completes a placement at Ranch Camp.*

Termination: *When a Ranch Camp has determined that a minor has failed their program.*

How Measured: Monthly Total

Gender/Ethnicity? Yes

Where Kept: KIDS Database,
Placement Supervisor

Source: Placement Supervisor

Released With Conditions

Youth who are released with special conditions pending their subsequent juvenile court dates: the two types used in Santa Cruz County are home supervision and electronic monitoring.

How Measured: On Going

Gender/Ethnicity? Yes

Where Kept: JH Database

Source: Departmental Policy

Released Without Conditions

Youth who are released without any special conditions pending their subsequent juvenile court dates.

How Measured: Monthly Total

Gender/Ethnicity? Yes

Where Kept: JH Database

Source: Departmental Policy

Remand

When a minor appears before juvenile court and is placed into custody in the juvenile hall.

How Measured: Monthly Total

Gender/Ethnicity? Yes

Where Kept: JH Database

Source: Data Dictionary Committee

Responsible Adult

An adult relative or caretaker able to assume responsibility for the minor.

How Measured: Not currently being measured

Gender/Ethnicity? No

Where Kept: Currently not kept

Source: Departmental Policy

Sustained

A finding by the court that a petition for a new charge or probation violation is true.

How Measured: Currently not measured

Gender/Ethnicity? No

Where Kept: Currently not kept

Source: Data Dictionary Committee

Referral

Law violations which result in a report to the Probation department (bookings and citations).

How Measured: Monthly total

Gender/Ethnicity? Yes

Where Kept: Probation Case Management System, DOJ Juvenile Court & Probation Statistical System

Source: JH Asst. Division Director, Department of Justice (DOJ)

Transfer to Adult - Criminal Court Referral

A youth whose case is filed directly by the District Attorney in the criminal court or found to be unfit for juvenile court jurisdiction.

How Measured: Per occurrence

Gender/Ethnicity? Yes

Where Kept: Investigations Unit Supervisor

Source: Departmental Policy

Transfer to Adult - Direct Filing

A youth whose case is filed directly by the District Attorney in the criminal court.

How Measured: Per occurrence

Gender/Ethnicity? Yes

Where Kept: Investigations Unit Supervisor

Source: Departmental Policy

Transfer to Adult - Terms of Probation

An individual on formal juvenile probation whose outstanding juvenile terms of probation are transferred to their adult formal probation case.

| | |
|--------------------------|------------------------------|
| How Measured: | Not currently being measured |
| Gender/Ethnicity? | No |
| Where Kept: | Court Calendar |
| Source: | Departmental Policy |

Ward Probation (602 W & I)

A probation grant in which the minor is declared a ward of the juvenile court and placed on formal probation. A may remain a ward of the court until age 21.

How Measured: Yearly total

Gender/Ethnicity? Yes

Where Kept: DOJ Juvenile Court and Probation Statistical System, Probation Case Management System

Source: Welfare & Institutions Code Section 602