

H.B. 15-1273: Diversion Data Reporting Format

Reporting Requirement

H.B. 15-1273, enacted on June 5, 2015 requires each District Attorney (DA) to report to the Division of Criminal Justice (DCJ) the names of students who were given juvenile or adult diversion in a given school year for offenses that occurred at a school. This includes **public** elementary schools, middle or junior high schools or high schools. The offenses include those that occur in a school vehicle; or at a school activity or sanctioned event. In addition to the full name of the student, the District Attorney shall report the student's date of birth, race, ethnicity, and gender and the arrest or incident report number as recorded by the arresting law enforcement agency for the student.

Submission Format

District Attorney must use a reporting template available for downloading at <https://www.colorado.gov/dcj-ors/criminal-justice-contact-students> or create a file using the format described below.

A single file should contain diversion information for all students at all schools for a single academic year. The file format can be comma-separated values (.csv) or Excel.

Agencies should name submission files using the following convention:

JudicialDistrict-SchoolYear.csv (.xls, .xlsx)

(Example: 23rd-2015-16.xls)

Diversion Data

Each row represents a single student. The **Data Type** column explains the acceptable data type for each column. Some fields require specific values to be entered. Please see the **Valid Values** below for valid codes.

Column	Column Name	Data Type	Valid Values
A	Student First Name	Text - max 50 characters	
B	Student Last Name	Text - max 50 characters	
C	Student Date of Birth	Date - MM/DD/YYYY	
D	Student Race	Text - see valid values	Select one: <ul style="list-style-type: none">• A (Asian)• B (Black)• I (American Indian or Alaska Native)• P (Pacific Islander)• W (White)• U (Unknown)
E	Student Ethnicity	Text - see valid values	Select one: <ul style="list-style-type: none">• H (Hispanic)• N (Non-Hispanic)• U (Unknown)

Column	Column Name	Data Type	Valid Values
F	Student Gender	Text - see valid values	Select one: <ul style="list-style-type: none"> • F (Female) • M (Male) • U (Unknown)
G	Arrest/Summons/Ticket Date	Date - MM/DD/YYYY	
H	Agency Name	Text - max 50 characters	Name of law enforcement agency
I	Arrest/Summons/Ticket Number	Text - max 50 characters	Law enforcement arrest/summons/ticket number
J	Incident Number	Text - max 50 characters	Law enforcement incident number

Submitting Data to DCJ/ORS

Incident reports MUST NOT be transmitted by email due to privacy protections. DCJ/ORS is developing a secure way to transmit your reports to us but this method is not yet in place. We will notify you via email and please also check regularly DCJ webpage at <https://www.colorado.gov/dcj-ors/criminal-justice-contact-students> for updated information.

For any additional information, please contact either Laurence Lucero at laurence.lucero@state.co.us or Ernesto Munoz at ernesto.munoz@state.co.us.

Do not send school data via email