

Pre-Filing Juvenile Diversion Reporting

On August 1, 2015, and continuing every August 1 each year each district attorney shall report to the Division of Criminal Justice (DCJ) the name of any student who was granted pre-file juvenile or adult diversion for a ticket, summons, or offense that occurred at a public elementary school, middle or junior high school, or high school: 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 and/or incident report number, as recorded by the arresting law enforcement agency for the student. 24-33.5.502, C.R.S., H.B. 15-1273

This confidential information will need to be delivered to DCJ in a secured format by each District. *Incident reports **MUST NOT** be transmitted by email due to privacy protections.* Visit the DCJ website at <https://www.colorado.gov/pacific/dcj-ors/criminal-justice-contact-students> for details on how to submit.

If your district has a pre-filing Diversion Program and cases are entered into Action, these cases are identified by the following data entries outlined below, CDAC will provide a report on Action Viewer to extract this information in the excel template provided by DCJ.

Juvenile Diversion Case Entry –Pre-filing

Key data entry for reporting are outlined below through the Case Entry Intake section of Action.

Case Tab: Case Type and/or Filing Type of DP

Case Type

DP-Diversion

Filing Type:

DP- Diversion

The screenshot shows the 'Intake Complaint' form with the following fields filled out:

Case Number *	DAID *	SID
D 003 2015 JP	181503180064	
Filing Last Name *	First Name	Middle Name
Case Type *	Adult/Juv	Filing Type
DP - Diversion	AD - Adult	DP - Diversion

Daid/Alias Tab:

Enter all defendant demographic information or update if you're connected to a pre-existing DAID with in Action. *Note CDAC will look into adding an Ethnicity field.

The screenshot shows the 'Daid / Alias' tab with the following fields filled out:

Defendant DAID Name	DOC	Driver's License No.	Driver's License State	Race	Sex	Height	Weight	Hair Color	Eye Color
				W - White	M - Male	505	130	BLN - Blonde	BLU - Blue
Scars/Marks/Tattoos	Birth City	State	Alias	DOB	SSN	Address	Phone		
			None	11/24/1996	-	H - 7097 S Kewaunee Aurora, CO 80016	H - (303) 766-6411		

Offense Tab:

Complete Offense Dates, Location of occurrence, Offense Number and Summons Number if applicable to your case should be entered.

Arrest Tab:

If the Juvenile was arrested entered the Arrest No* and all other information known about the arrest.

Case Indicators:

For reporting compliance of indicating the occurrence happened on school grounds, in a school vehicle, or at a school activity or sanctioned event, utilize the state wide case indicator of "School Related". This indicator will be used to capture these occurrences for reporting.

Case notes can be used if further notation is needed for in-house information.

Additional Indicator, Notes and Internal Events

Although not included in the reporting, utilizing the Case Indicators, Action Notes and Internal Events can help track and reference the movement of your case through the Diversion Program.

Indicators

To indicate further that your case was in-fact sent to Diversion also select the **Refer to Diversion** Indicator. If your District has a Pre-filing Diversion program and does not currently have a district specific indicator for Refer to Diversion please contact Kristi at Kristi@cdac.state.co.us to have this added.

<input type="checkbox"/> 1st Degree Murder	<input type="checkbox"/> Domestic Violence	<input type="checkbox"/> Habitual	<input type="checkbox"/> Shodi
<input type="checkbox"/> 2nd Degree Murder	<input type="checkbox"/> Downgrade to CC	<input type="checkbox"/> High Profile	<input type="checkbox"/> Skip Rest Reserved Report
<input type="checkbox"/> Adult Direct File	<input type="checkbox"/> Drugs	<input type="checkbox"/> HIV	<input type="checkbox"/> Skip VBR Report
<input type="checkbox"/> Aggravated Juvenile Offender	<input type="checkbox"/> DUI	<input type="checkbox"/> Human Trafficking	<input type="checkbox"/> Strangulation
<input type="checkbox"/> Alcohol	<input type="checkbox"/> DV Finding	<input type="checkbox"/> ID Theft	<input checked="" type="checkbox"/> SVU
<input type="checkbox"/> Animal Cruelty	<input type="checkbox"/> e-docket	<input type="checkbox"/> Juvenile Direct File	<input type="checkbox"/> Task Force
<input type="checkbox"/> Appeal	<input type="checkbox"/> Economic Crime Unit	<input type="checkbox"/> Juvenile Transfer Case	<input type="checkbox"/> Violent Crime
<input type="checkbox"/> At Risk Victim	<input type="checkbox"/> Elderly Abuse	<input type="checkbox"/> Mandatory Sentence Offender	<input type="checkbox"/> Violent Juvenile Offender
<input type="checkbox"/> Attorney General	<input type="checkbox"/> Family Violence	<input type="checkbox"/> Marijuana Dispensary Related	
<input type="checkbox"/> Career Criminal	<input type="checkbox"/> Fast Track	<input type="checkbox"/> Medical Marijuana Related	
<input type="checkbox"/> Confidential Informant	<input type="checkbox"/> Forfeiture	<input type="checkbox"/> Occurred on School Premises	
<input type="checkbox"/> Crimes Against Children	<input type="checkbox"/> Fugitive of Justice	<input checked="" type="checkbox"/> Refer to Diversion	
<input type="checkbox"/> Death Penalty	<input type="checkbox"/> Gag Order	<input type="checkbox"/> Restraining Order Violation	
<input type="checkbox"/> Defendant on Parole	<input type="checkbox"/> Gang	<input checked="" type="checkbox"/> School Related	
<input type="checkbox"/> Direct File Eligible	<input type="checkbox"/> Grand Jury	<input checked="" type="checkbox"/> Sex Assault	

Close

Case Notes, Sub Type: Diversion

This can be used to enter specific notes concerning your diversion case.

Note Date	Note Type	Sub Type	Subject	Note
06/15/2015	Case Note	Diversion	ACCEPTED	6/11/2015--ACCEPTED TO THE JUVENILE DIVERSION PROGRAM. RYAN KNUTH (NO SCHOOL NOTIFICATION-HOME SCHOOLED)
05/26/2015	Case Note	Diversion	VIS	SENT OUT VIS
05/26/2015	Case Note	Diversion	REFERRED	FILE REFERRED TO JUVENILE DIVERISON. CASE ASSIGNED TO RYAN KNUTH
05/15/2015	Case Note	Diversion	File to Diversion	File returned to Intake, then sent to Diversion 5/15/15
04/30/2015	Case Note		File in SVU	File currently in SVU for VRA/VBR
03/30/2015	Case Note	Diversion	Case to Diversion	Case sent to Diversion

Internal Events

Utilizing internal events to track when a case was sent to Diversion may be helpful for your District. On the Event Tab the bottom section is devoted to entering and tracking internal events in your case.

For example: Event = DR = DA Review

Action = RD-Referred to Diversion

Reason= 292-Referred to Diversion Program

Intake Complaint - [Case ID]										
Case	Daid / Alias	Offense	Arrest	Events	Victim Witness	Charges	Filing	WorkFlow	Documents	Court R.O.A.
0 - Court Event(s) Upcoming										
2 - Internal Event(s)										
Event	Date	Time	Division	Judge	Prosecutor	Action	Reason			
DV	06/11/2015	0000				AD	293 - ACCEPTANCE TO DIVERSION PROGRAM			
DR	03/30/2015	0000				RD	292 - REFERRED TO DIVERSION PROGRAM			

Add/Edit Internal Event

Event Type: DR - DA Review | Event Date: 03/30/2015 | Event Time: 00:00

Prosecutor: [Dropdown]

Action: RD - Referred to Diversion

SortReason: [Dropdown] | Reason: REFERRED TO DIVERSION PROGRAM-292

Defense Attorney: [Text Field]

Buttons: Save, Save and Close, Close