### **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 <a href="https://www.colorado.gov/pacific/dcj-ors/criminal-justice-contact-students">https://www.colorado.gov/pacific/dcj-ors/criminal-justice-contact-students</a> 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.

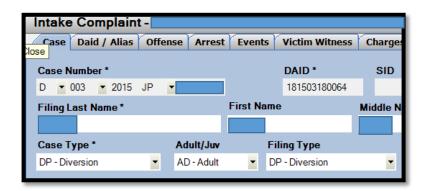
Case Tab: Case Type and/or Filing Type of DP

Case Type

**DP-Diversion** 

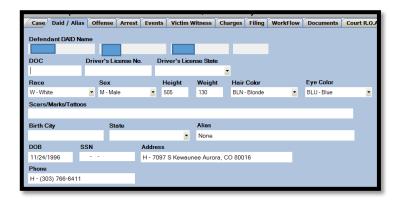
Filing Type:

**DP- Diversion** 



#### 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.



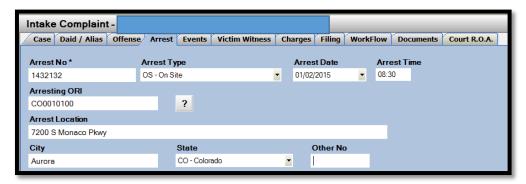
### Offense Tab:

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



#### **Arrest Tab:**

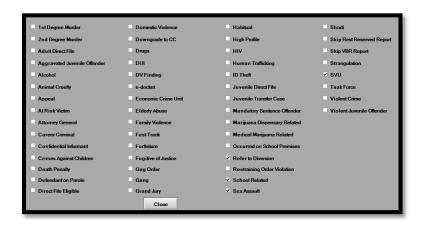
If the Juvenile was arrested entered the Arrest No\* and all other information known about the arrest.



#### **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.

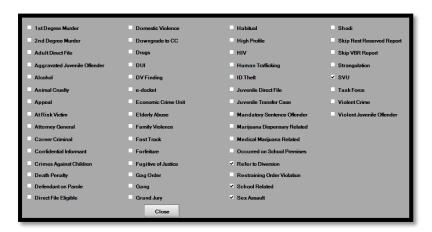


### **Additional Indicator, Notes and Internal Events**

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 <a href="mailto:Kristi@cdac.state.co.us">Kristi@cdac.state.co.us</a> to have this added.



## Case Notes, Sub Type: Diversion

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



## **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



