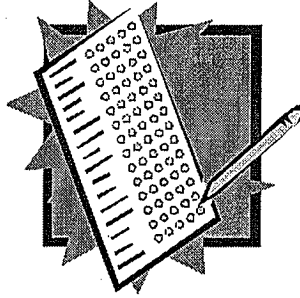


Report Assistance for U.S. Department of Justice Probation Survey



In order to assist JIS district courts with the yearly survey from the Department of Justice, we have designed a number of report generators. These reports will give *approximate* numbers for several questions on the survey. The list of questions is below. There are several other questions on the survey which individual courts may be able to answer based on internal record keeping.

The courts should receive their survey from the Department of Justice in mid-December. **For the most accurate numbers, we strongly encourage you to run these reports as soon after January 1, 2009 as possible.**

If you are not familiar with creating custom reports using Report Generator, please refer to Chapter 11 in the 2007 Traffic/Criminal/Probation User Guide.

Survey Questions Addressed by Report Generators

Question 1: On January 1, 2008, what was your agency's adult probation population?

Question 2e: Between January 1, 2008 and December 31, 2008, how many adults entered probation (Total entries)?

Question 3i: Between January 1, 2008 and December 31, 2008, how many adult probationers were discharged from supervision (Total discharges)?

Question 4: On December 31, 2008, what was your agency's adult probation population?

Questions 6a-b: On December 31, 2008, how many adult probationers in your jurisdiction were male? How many female?

Note: Due to the way probation status is linked to **counts** on a case, these reports will result in slightly inflated numbers compared to a manual tracking system. Be sure to mark the box indicating "estimated" on the DOJ survey form.

Question #4: Number of persons on probation as of 12/31/2008.

SUPERTOWN REPORT GENERATION SELECTION 11/05/08 11:19:42

Title PROBATION AS OF 12/31/08

P Case Number	_____	PIN Number	_____
P Name	_____	Address	_____
Case Type	_____	Victim/Desc	_____
P Status	_____	Offense Date	_____
PO Judge	_____	Offense Time	_____
Judge of Record	_____	Issue Date	_____
Venue	_____	Birthdate	_____
Phone Number	_____	Authorize Dt.	_____
Driver License	_____	DLN State	_____ CDL _____
Attorney	_____ Appointed _____	Entry Date	_____
Prosecutor	_____	Vehicle Type	_____
Agency #1	_____	Agency #2	_____
Officer #1	_____	Officer #2	_____
Accident/Injury	_____	Plate# /Year	_____
Zip Code	_____	Plate# State	_____
Original Charge	_____	Current Charge	_____
Original SOS	_____	Current SOS	_____
Original Att/Cons/Sol	_____	Current Att/Cons/Sol	_____
Total F & C	_____	Balance Due	_____
Civ/Misd/Fel	_____	Filing Date	_____
CCW #	_____		

F24-Previous Menu Page/Roll Help

Page 1- TIC Report Generator Selection screen

SUPERTOWN REPORT GENERATION SELECTION 11/21/08 14:02:33

Disposition	_____	Close Date	_____
Xreference	_____	P Probation Officer	_____
CTN	_____ TCN _____	SID	_____
Warrant Code	_____	Next Action	_____
Warrant Date	_____	Next Date	_____
Recall Date	_____	Next Judge	_____
Arraignment	_____	Non-Public	_____ Delayed _____
Sex	_____ Race _____	Deferred	_____
Disposed Date	_____	Sentence Date	_____
Disposed Code	_____	FAC Date	_____
Plea Date	_____	Rehab	_____
Plea Code	_____	I Prob End Date	10109 - 123111
Suspension	_____	Probation Term	_____
Suspension Days	_____	Jail Term	_____
Restriction Days	_____	Optional Jail Term	_____
Community Service	_____	Jail Location	_____
Service in Lieu	_____	Restitution	_____
S Event Date	10105 - 123108	S Event Code	PBTN
X Event Term	_____	Event Clerk	_____
Immob Start Date	_____	Immob Days	_____ Veh Forfeit _____
		Vehicle Make	_____ Veh Year _____

Page/Roll Help

Page 2- TIC Report Generator Selection screen

The 'X' in event term will select only those cases where a specific probation term was entered.

Question #6 a & b: Numbers of male and female probationers as of 12/31/08.

Repeat the report generator for Question #4 as shown on the previous page but on Page 2, type an 'S' to select for M (male) in the Sex Field. This will give you a total number of males on probation. Subtract this number from your total for question number 4 and you will have the number of females.

<input type="checkbox"/> Recall Date	<input type="checkbox"/> Next Judge
<input type="checkbox"/> Arraignment	<input type="checkbox"/> Non-Public <input type="checkbox"/> Delayed
<input checked="" type="checkbox"/> Sex <input type="checkbox"/> M <input type="checkbox"/> Race	<input type="checkbox"/> Deferred
<input type="checkbox"/> Disposed Date	<input type="checkbox"/> Sentence Date
<input type="checkbox"/> Disposed Code	<input type="checkbox"/> FAC Date

Page 2- T/C Report Generator Selection screen

Suggested Print Options: If you wish to more carefully review the cases on the reports, you may want to add additional spaces between rows.

12/04/08 10:13:54

Traffic/Criminal Report Generator

<input checked="" type="checkbox"/> Save and Run Report	Report Name <u>FED PROB STATS #2</u>
<input type="checkbox"/> Save Report Without Running	

8 x 11 Paper
 14 x 11 Standard
 11 x 8 Landscape

Summary Only

By saving these report generators, you will be able to retrieve them next year, change the date parameters and quickly generate the next set of reports for the Probation Survey.

Question #2e: Number of persons assigned probation between 1/1/08 and 12/31/08.

UPERTOWN REPORT GENERATION SELECTION 11/05/08 10:18:07

Title ASSIGNED TO PROBATION IN 2008

P Case Number	_____	PIN Number	_____
P Name	_____	Address	_____
Case Type	_____	Victim/Desc	_____
P Status	_____	Offense Date	_____
PO Judge	_____	Offense Time	_____
Judge of Record	_____	Issue Date	_____
Venue	_____	Birthdate	_____
Phone Number	_____	Authorize Dt	_____
Driver License	_____	DLN State	_____ CDL _____
Attorney	_____ Appointed _____	Entry Date	_____
Prosecutor	_____	Vehicle Type	_____
Agency #1	_____	Agency #2	_____
Officer #1	_____	Officer #2	_____
Accident/Injury	_____	Plate# /Year	_____
Zip Code	_____	Plate# State	_____
Original Charge	_____	Current Charge	_____
Original SOS	_____	Current SOS	_____
Original Att/Cons/Sol	_____	Current Att/Cons/Sol	_____
Total F & C	_____	Balance Due	_____
Civ/Misd/Fel	_____	Filing Date	_____
CCW #	_____		

F24-Previous Menu Page/Roll Help

Page 1- T/C Report Generator Selection screen

UPERTOWN REPORT GENERATION SELECTION 11/24/08 15:46:45

Disposition	_____	Close Date	_____
Xreference	_____	P Probation Officer	_____
CTN	_____ TCN _____	SID	_____
Warrant Code	_____	Next Action	_____
Warrant Date	_____	Next Date	_____
Recall Date	_____	Next Judge	_____
Arraignment	_____	Non-Public	_____ Delayed _____
Sex	_____ Race _____	Deferred	_____
Disposed Date	_____	Sentence Date	_____
Disposed Code	_____	FAC Date	_____
Plea Date	_____	Rehab	_____
Plea Code	_____	P Prob End Date	10108 - 123110
Suspension	_____	Probation Term	_____
Suspension Days	_____	Jail Term	_____
Restriction Days	_____	Optional Jail	_____
Community Service	_____	Jail Location	_____
Service in Lieu	_____	Restitution	_____
P Event Date	10108 - 123108	A Event Code PBTN SENT	_____
Event Term	_____	Event Clerk	_____
Immob Start Date	_____	Immob Days	_____ Veh Forfeit _____
Paper Plate	_____ VIN _____	Vehicle Make	_____ Veh Year _____

F24-Previous Menu Page/Roll Help

The 'A' will select only those cases with both a PBTN code and a SENT code during 2008.

Page 2- T/C Report Generator Selection screen

Question #3i: Number of persons discharged from probation between 1/1/08 and 12/31/08.

OPERTOWN REPORT GENERATION SELECTION 11/21/08 15:38:18
 Title DISCHARGED FROM PROBATION IN 2008

P Case Number	_____	PIN Number	_____
P Name	_____	Address	_____
Case Type	_____	Victim/Desc	_____
P Status	_____	Offense Date	_____
PO Judge	_____	Offense Time	_____
Judge of Record	_____	Issue Date	_____
Venue	_____	Birthdate	_____
Phone Number	_____	Authorize Dt	_____
Driver License	_____	DLN State	_____ CDL _____
Attorney	_____ Appointed	Entry Date	_____
Prosecutor	_____	Vehicle Type	_____
Agency #1	_____	Agency #2	_____
Officer #1	_____	Officer #2	_____
Accident/Injury	_____	Plate# /Year	_____
Zip Code	_____	Plate# State	_____
Original Charge	_____	Current Charge	_____
Original SOS	_____	Current SOS	_____
Original Att/Cons/Sol	_____	Current Att/Cons/Sol	_____
Total F & C	_____	Balance Due	_____
Civ/Misd/Fel	_____	Filing Date	_____
CCW #	_____		

F24-Previous Menu Page/Roll Help

Page 1- T/C Report Generator Selection screen

OPERTOWN REPORT GENERATION SELECTION 11/21/08 15:37:30

Disposition	_____	Close Date	_____
Xreference	_____	Probation Officer	_____
CTN	_____ TCN _____	SID	_____
Warrant Code	_____	Next Action	_____
Warrant Date	_____	Next Date	_____
Recall Date	_____	Next Judge	_____
Arraignment	_____	Non-Public	_____ Delayed
Sex	_____ Race _____	Deferred	_____
Disposed Date	_____	Sentence Date	_____
Disposed Code	_____	FAC Date	_____
Plea Date	_____	Rehab	_____
Plea Code	_____	P Prob End Date	_____
Suspension	_____	Probation Term	_____
Suspension Days	_____	Jail Term	_____
Restriction Days	_____	Optional Jail Ter	_____
Community Service	_____	Jail Location	_____
Service in Lieu	_____	Restitution	_____
1 Event Date	10108 - 123108	S Event Code	NC22
Event Term	_____	Event Clerk	_____
Immob Start Date	_____	Immob Days	_____
Paper Plate	_____ VIN _____	Veh Forfeit	_____
		Vehicle Make	_____
		Veh Year	_____

F24-Previous Menu Page/Roll Help

NC22 is the code created when a discharge from probation is printed.

Page 2- T/C Report Generator Selection screen

Report Generators for Probation Survey

Question #1: Number of persons on probation as of 1/1/2008.

SUPERTOWN REPORT GENERATION SELECTION 11/24/08 16:01:32

Title PROBATION AS OF 1/1/2008

<input type="checkbox"/> Case Number	<input type="checkbox"/> PIN Number
<input type="checkbox"/> Name	<input type="checkbox"/> Address
<input type="checkbox"/> Case Type	<input type="checkbox"/> Victim/Desc
<input type="checkbox"/> Status <input type="checkbox"/> P <input type="checkbox"/> W <input type="checkbox"/> C	<input type="checkbox"/> Offense Date
<input type="checkbox"/> PO Judge	<input type="checkbox"/> Offense Time
<input type="checkbox"/> Judge of Record	<input type="checkbox"/> Issue Date
<input type="checkbox"/> Venue	<input type="checkbox"/> Birthdate
<input type="checkbox"/> Phone Number	<input type="checkbox"/> Authorize Dt
<input type="checkbox"/> Driver License	<input type="checkbox"/> DLN State <input type="checkbox"/> CDL
<input type="checkbox"/> Attorney <input type="checkbox"/> Appointed	<input type="checkbox"/> Entry Date
<input type="checkbox"/> Prosecutor	<input type="checkbox"/> Vehicle Type
<input type="checkbox"/> Agency #1	<input type="checkbox"/> Agency #2
<input type="checkbox"/> Officer #1	<input type="checkbox"/> Officer #2
<input type="checkbox"/> Accident/Injury	<input type="checkbox"/> Plate# /Year
<input type="checkbox"/> Zip Code	<input type="checkbox"/> Plate# State
<input type="checkbox"/> Original Charge	<input type="checkbox"/> Current Charge
<input type="checkbox"/> Original SOS	<input type="checkbox"/> Current SOS
<input type="checkbox"/> Original Att/Cons/Sol	<input type="checkbox"/> Current Att/Cons/Sol
<input type="checkbox"/> Total F & C	<input type="checkbox"/> Balance Due
<input type="checkbox"/> Civ/Misd/Fel	<input type="checkbox"/> Filing Date
<input type="checkbox"/> CCW #	

F24-Previous Menu Page/Roll Help

Page 1- T/C Report Generator Selection screen

SUPERTOWN REPORT GENERATION SELECTION 11/05/08 11:23:14

<input type="checkbox"/> Disposition	<input type="checkbox"/> Close Date
<input type="checkbox"/> Xreference	<input type="checkbox"/> Probation Officer
<input type="checkbox"/> CTN <input type="checkbox"/> TCN	<input type="checkbox"/> SID
<input type="checkbox"/> Warrant Code	<input type="checkbox"/> Next Action
<input type="checkbox"/> Warrant Date	<input type="checkbox"/> Next Date
<input type="checkbox"/> Recall Date	<input type="checkbox"/> Next Judge
<input type="checkbox"/> Arraignment	<input type="checkbox"/> Non-Public <input type="checkbox"/> Delayed
<input type="checkbox"/> Sex <input type="checkbox"/> Race	<input type="checkbox"/> Deferred
<input type="checkbox"/> Disposed Date	<input type="checkbox"/> Sentence Date
<input type="checkbox"/> Disposed Code	<input type="checkbox"/> FAC Date
<input type="checkbox"/> Plea Date	<input type="checkbox"/> Rehab
<input type="checkbox"/> Prob End Date 10108 123110	<input type="checkbox"/> Probation Term
<input type="checkbox"/> Jail Term	<input type="checkbox"/> Optional Jail Term
<input type="checkbox"/> Jail Location	<input type="checkbox"/> Restitution
<input type="checkbox"/> S Event Date 10105 123107	<input type="checkbox"/> S Event Code PBTN
<input checked="" type="checkbox"/> X Event Term	<input type="checkbox"/> Event Clerk
<input type="checkbox"/> Immob Start Date	<input type="checkbox"/> Immob Days <input type="checkbox"/> Veh Forfeit
<input type="checkbox"/> Paper Plate <input type="checkbox"/> VIN	<input type="checkbox"/> Vehicle Make <input type="checkbox"/> Veh Year

F24-Previous Menu Page/Roll Help

Maximum probation term in district court is 2 years.

We recommend going back 3 years to "catch" any cases which may have been entered with extended probation terms.

Page 2- T/C Report Generator Selection screen