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**ATTORNEY GENERAL LAW ENFORCEMENT DIRECTIVE NO. 2008-2
REVISES AND REPLACES DIRECTIVE 2005-4**

**TO: DIRECTOR, DIVISION OF CRIMINAL JUSTICE
ALL COUNTY PROSECUTORS
ALL POLICE CHIEFS
ALL LAW ENFORCEMENT CHIEF EXECUTIVES**

FROM: ANNE MILGRAM, ATTORNEY GENERAL

DATE: MARCH 31, 2008

**SUBJECT: ATTORNEY GENERAL GUIDELINES FOR STATIONHOUSE
ADJUSTMENT OF JUVENILE DELINQUENCY OFFENSES**

On December 7, 2005, former Attorney General Peter C. Harvey issued Law Enforcement Directive 2005-4, promulgating Guidelines for Stationhouse Adjustment of Juvenile Offenses. This program addresses an important issue, equality of access to police diversion programs, regardless of a juvenile's location/residence. During the first year of the implementation of this program, questions have arisen concerning sections of the guidelines that require clarification. Therefore, I am reissuing the directive and guidelines, with necessary amendments to address ambiguities that were contained in the original guidelines. We have also found that completion of the quarterly reports required under this directive has been inconsistent, resulting in the collection of data that is not comparable across jurisdictions. Additional instruction for the completion of quarterly reports is also being included in this revised directive in order to rectify this problem.

Attorney General Executive Directive No. 1990-1 established the policy of the State of New Jersey "to encourage the use of 'curbside warnings' or 'stationhouse adjustments' as an appropriate law enforcement response to non-serious juvenile activity that does not warrant either the taking of a juvenile into custody or the filing of a complaint alleging delinquency." In April 2003, preliminary reports from a statewide Juvenile Disparity Inquiry, a joint project of the New Jersey Department of Law and Public Safety, the Judiciary, the Juvenile Justice Commission and the local County Youth Services Commissions, noted disparities in the availability, implementation and procedures of curbside warnings and stationhouse adjustments as applied in different municipalities. These findings suggested that disparate application of such policies and procedures may have a significant



impact in the unequal treatment of juveniles in the criminal justice system. In response to these findings, in May 2004 the Office of the Attorney General established a Stationhouse Adjustment Working Group, chaired by representatives from the Department of Law and Public Safety and consisting of members from municipal police departments, County Prosecutors' Offices, the Office of the Public Defender, the Juvenile Justice Commission, the Juvenile Officers' Association, the New Jersey State Association of Chiefs of Police, the New Jersey State Police Field Operations Section and the academic community, to study and report on the use of stationhouse adjustments and curbside warnings throughout the State.

Based on its quantitative and qualitative research and analysis, the Working Group devised various recommendations to standardize, improve and equalize the use of stationhouse adjustments throughout New Jersey. These recommendations have been incorporated into the Attorney General Guidelines for Stationhouse Adjustments of Juvenile Delinquency Offenses.

THEREFORE, pursuant to the authority granted to the Attorney General of the State of New Jersey by the Criminal Justice Act of 1970, *N.J.S.A. 52:17B-97 et seq.*, the attached Guidelines have been issued to all County Prosecutors, police chiefs and law enforcement chief executives in the State of New Jersey, to be applied in accordance with the terms of this Directive:

1. Adoption of Guidelines

The "Attorney General Guidelines for Stationhouse Adjustments of Juvenile Delinquency Offenses" attached to this Directive and incorporated by reference into this Directive are formally adopted, with the purpose of providing the basis for procedures to be established to govern the consistent, equitable implementation of stationhouse adjustments throughout the State of New Jersey by law enforcement agencies with patrol jurisdiction, in furtherance of the policy encouraging the use of such adjustments to deal with minor juvenile activity.

2. Implementation

Effective immediately, every law enforcement agency with patrol jurisdiction shall implement stationhouse adjustment procedures which conform to the Attorney General Guidelines for Stationhouse Adjustments of Juvenile Delinquency Offenses. The Office of the County Prosecutor shall ensure that each law enforcement agency in its jurisdiction complies with this Directive, and shall provide assistance to any law enforcement agency which fails to satisfy the requirements of this section.


3. Questions and Controversies

Questions regarding the content of this Directive or the interpretation, implementation or utilization of these Guidelines should be addressed to the Prosecutors Supervision and Coordination Bureau, Division of Criminal Justice, at (609) 984-2814.

4. Effective Date

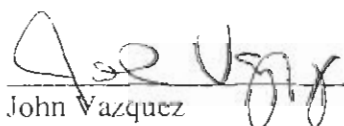
This Law Enforcement Directive shall take effect immediately. Quarterly Reports shall be completed using the new instructions contained in the Guidelines beginning with the 2nd quarter of 2008, beginning April 1, 2008. This Directive and the Attorney General Guidelines for Stationhouse Adjustments of Juvenile Delinquency Offenses adopted pursuant to this Directive supersedes and replaces the prior Directive and Guidelines on this topic, 2005- 4, and shall remain in force and effect, unless and until repealed, amended or superseded by order of the Attorney General.

Given under my hand and seal, this 31st day of March, in the year Two Thousand and Eight, and of the Independence of the United States, the Two Hundred and Thirty-Second.



Anne Milgram
Attorney General

Attest:



John Vazquez
First Assistant Attorney General

**ATTORNEY GENERAL GUIDELINES FOR
STATIONHOUSE ADJUSTMENT OF JUVENILE
DELINQUENCY OFFENSES**



**ANNE MILGRAM
ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY**

**ISSUED DECEMBER 2005
REVISED MARCH 2008
TRENTON, NEW JERSEY**

Attorney General Guidelines for Stationhouse Adjustment of Juvenile Delinquency Offenses

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Attorney General Stationhouse Adjustment Guidelines

Stationhouse Adjustments

A stationhouse adjustment is an alternative method that law enforcement agencies may use to handle first-time juvenile offenders who have committed minor juvenile delinquency offenses within their jurisdiction. The intent of the stationhouse adjustment program is to provide for immediate consequences, such as community service or restitution and a prompt and convenient resolution for the victim, while at the same time benefitting the juvenile by avoiding the stigma of a formal juvenile delinquency record. In many instances, this early intervention will deter the youth from continuing their negative behavior and divert the youth from progressing further into the juvenile justice system.

In a stationhouse adjustment, the juvenile officer typically asks the juvenile, a parent or guardian/caregiver, or other responsible adult designated by the parent or guardian/caregiver (herein referred to as "designee") and the victim to come to the stationhouse to discuss the offense. The officer may refer a juvenile for needed services, and, if property has been stolen or damaged, require the juvenile to make restitution in some form. Usually the officer will discuss the offense with the juvenile's parent or guardian/caregiver and request assurances that the juvenile will not commit any future offenses. This process allows juvenile officers to resolve minor disputes or incidents involving a juvenile without the need to file a complaint with the court. Victims of minor offenses are often better served since a matter can be resolved locally, providing for a more efficient and expeditious resolution. However, it is important to give the victim the opportunity to have input. Furthermore, the victim always has the right to sign a complaint if he or she objects to a stationhouse adjustment.

Mandatory Availability of Stationhouse Adjustments

All municipal and other law enforcement agencies having patrol jurisdiction within the State of New Jersey shall make stationhouse adjustments available as a method of handling minor juvenile delinquency offenses within their jurisdiction. The goal of standardized guidelines and use of a more uniform method of diverting eligible juveniles is to promote equality within the justice system by providing equivalent access to police diversionary programs regardless of domicile. Stationhouse adjustments shall be conducted in accordance with the standards set forth below. A model stationhouse agreement is attached hereto. Local stationhouse adjustment policies may be modified to account for the availability of local resources and community service opportunities, but all law enforcement agencies having patrol jurisdiction must implement the minimum stationhouse adjustment process described herein regardless of the availability of such resources.

As set forth in the "Quarterly Reports" section of these guidelines, these guidelines require the submission to each County Prosecutor's Office of aggregate data regarding stationhouse adjustments in quarterly reports. This information is not contained in UCR reports. If the County Prosecutor finds that stationhouse adjustments are not being conducted by a particular law enforcement agency, the Prosecutor or his or her designee shall, after consultation



with the Chief Law Enforcement Executive of that agency, take immediate steps to ensure that stationhouse adjustment program is implemented by that agency. If it appears that a State Police Road Station is not in compliance with this directive, the County Prosecutor's Office shall inform the Superintendent of State Police and the Attorney General of the specific deficiencies in the implementation of a stationhouse adjustment program in the State Police Road Station. Thereafter, the Superintendent shall implement a stationhouse adjustment program in the Road Station.

Stationhouse Adjustments to be Performed by Juvenile Officers

It is strongly recommended that designated juvenile officers¹ should perform stationhouse adjustments. These officers are best suited by training and experience to handle these matters. In instances where no juvenile officer is available it is recommended that the officer or detective handling the case should consult with a juvenile officer prior to conducting a stationhouse adjustment. However, if no juvenile officer is available to consult with or conduct a stationhouse adjustment the stationhouse adjustment should be conducted nevertheless.

List of Available Referral Agencies

The police shall provide, and agencies shall make available, existing lists of referral agencies, contacts and telephone numbers to which officers may refer juveniles. Such lists are usually available from County Youth Services Commissions or other sources. Referrals may be made in conjunction with a stationhouse adjustment, but are not limited to the stationhouse adjustment process and may be provided immediately, before the process is completed.

Offenses to be Considered for Stationhouse Adjustment

Ordinance violations, petty disorderly persons offenses and disorderly persons offenses shall be considered for stationhouse adjustment. Fourth degree offenses may also be considered for stationhouse adjustment if the juvenile has no prior record that is known to the law enforcement agency.

Excluded Offenses

The following offenses are not subject to stationhouse adjustment and shall result in the filing of a juvenile delinquency complaint:

1. Offenses involving the use or possession of a controlled dangerous substance or drug paraphernalia as defined under Chapters 35 or 36 of the Criminal Code shall not be adjusted without permission of the County Prosecutor's Office, as these

¹Every law enforcement agency having patrol jurisdiction is required to designate at least one sworn officer to handle and coordinate juvenile matters. *Attorney General Executive Directive 1990-1, page 12-3 Designation of Juvenile Officers.*



offenses may be evidence of a more serious drug problem requiring intervention by the Family Court.

2. Bias offenses shall not be adjusted without permission of the County Prosecutor's Office.
3. Sexual Offenses shall not be adjusted without permission of the County Prosecutor's Office.
4. Offenses resulting in serious and/or significant bodily injuries shall not be adjusted without permission of the County Prosecutor's Office. Such permission should only be given in cases where the criminal intent of the offender is in doubt and the injuries were unintended.
5. Third degree offenses shall not be adjusted without permission of the County Prosecutor's Office.
6. Offenses shall not be adjusted if the law enforcement agency is aware that the juvenile has other charges already pending before the court.
7. Offenses shall not be adjusted when the juvenile is currently on probation, parole, home detention or other court ordered disposition.
8. First and second degree offenses shall not be adjusted.

Other Factors to be Considered

Police shall also consider the following factors when determining the appropriateness of conducting a stationhouse adjustment:

1. Police shall consider the age of the offender. Younger offenders, particularly those who may be less able to understand the consequences of their actions may be more appropriate for stationhouse adjustment. However, no juvenile offender is automatically excluded due to age.
2. Police shall consider any record of prior juvenile complaints or stationhouse adjustments. Juveniles with a prior serious offense or more than two minor offenses should ordinarily not receive a stationhouse adjustment.
3. Police shall consider the cooperation and attitude of all parties (juvenile, parents or guardians/caregivers, or designee and victim).



Minimum Required Procedures

At a minimum, a stationhouse adjustment shall consist of:

1. The law enforcement officer warning the juvenile about the future consequences of continued delinquent activity.² Officers shall discuss possible Family Court dispositions such as fines, probation, loss of drivers license and incarceration. In addition, officers shall discuss the possible impact of a delinquency record, including fingerprint records and DNA records, on future career options.
2. The law enforcement officer must notify the juvenile's parents or guardian/caregiver about the matter. A parent or guardian/caregiver or designee must be present. If a parent or guardian chooses to designate another adult (the designee) to attend the stationhouse adjustment with the juvenile, that person must be a responsible adult designated by the juvenile's parent or guardian/caregiver, such as a trusted relative, pastor or other mentor. In the event that a parent or guardian/caregiver does not respond to the law enforcement agency's inquiries, the designee may not be chosen by the juvenile or by the law enforcement agency. The willingness of a parent or guardian/caregiver or designee to participate in this process and act in partnership with law enforcement to hold the child accountable for his or her actions is vital to the success of a stationhouse adjustment.
3. If there is a known victim of the alleged offense, the victim must be notified and agree to the process. Where appropriate, victims should be informed that this process is a more efficient and expeditious process that enables a matter to be resolved locally. A stationhouse adjustment may proceed without the active participation of a victim, but shall not proceed over the objection of a victim. A victim who objects to a stationhouse adjustment should be permitted to sign a juvenile delinquency complaint, unless the complaint is clearly frivolous or lacking in probable cause, in which case a complaint should not be accepted by the law enforcement agency.
4. The juvenile shall agree not to offend again and the juvenile and his or her parent or guardian/caregiver or designee shall be informed that a subsequent offense, or the failure to comply with agreed upon terms of the stationhouse adjustment agreement, may result in the filing of a juvenile delinquency complaint for the offense which has been the subject of the stationhouse adjustment.
5. The law enforcement officer shall complete a stationhouse adjustment form which must be signed by the juvenile and a parent or guardian/caregiver or designee. Two sample stationhouse adjustment forms are attached to these Guidelines. Law

²A sample warning form is attached to these guidelines.



enforcement agencies may use either form, a form prescribed by the County Prosecutor, or develop their own form for this purpose.

Suggested Additional Techniques

Many police departments have been creative in developing additional stationhouse adjustment techniques that provide an additional degree of accountability and responsibility. Law enforcement agencies employing stationhouse adjustments pursuant to these guidelines are authorized to use other reasonable techniques to enhance the effectiveness of such adjustments.

Examples

- ❖ Some departments incorporate mediation into the process in order to assist in resolving neighborhood disputes.
- ❖ Departments also require juveniles to agree to make restitution in appropriate cases. This requires an additional time commitment on the part of the law enforcement agency, to follow-up as needed. Restitution plans should be simple and short-term to ensure timely resolution and avoid law enforcement involvement in collections.
- ❖ Some officers have asked the juvenile's parents, guardian/caregiver or designee to agree to deny the juvenile driving privileges for some period of time, as part of an agreement.
- ❖ A county-wide program run through a private non-profit, County Youth Services Commission or other governmental agency, to which police departments may send juveniles to perform some type of community service as part of a stationhouse adjustment.
- ❖ Performance of community service within the juvenile's municipality.
- ❖ Letters of apology or essays on the criminal justice topics are frequently requested by departments to force the juvenile to consider the consequences and the effect of his or her conduct on others.

Quarterly Reports

Submission of Quarterly Reports to County Prosecutors' Offices

In addition to maintaining necessary departmental records on each stationhouse adjustment, each law enforcement agency having patrol jurisdiction within the State of New Jersey shall submit quarterly reports of all stationhouse adjustments conducted by that agency to their County Prosecutor's Office. Quarterly reports shall also be completed by State Police patrol units and shall be submitted directly to the Superintendent of State Police and the County Prosecutor's Office. **Since one of the primary benefits to a juvenile of a stationhouse adjustment is the avoidance of the creation of a juvenile delinquency record, no personal identifying information should be submitted in the quarterly reports.** For each stationhouse adjustment the quarterly



report shall contain: juvenile's age at time of the offense, ethnicity (as reported by the juvenile), gender, the alleged offense (including statutory citation or indication of a municipal ordinance violation) and, if no stationhouse adjustment is conducted, indicate the reason(s) as provided on the form and instructions. County Prosecutors' Offices shall retain copies of the quarterly reports for five years. A copy of the quarterly report form is attached to these guidelines.

Oversight of Reporting Process

County Prosecutors' Offices shall actively oversee the reporting process and consult with departments that do not appear to be aggressively implementing the program. A person shall be designated by each County Prosecutors' Office to review this data every quarter and point out potential problems to the County Prosecutor for discussion with Police Chiefs.

Submission of Quarterly Reports to the Division of Criminal Justice

County Prosecutors' Offices shall submit copies of quarterly reports to the Division of Criminal Justice, no later than 60 days after the close of each quarter. Reports shall be submitted to:

Research and Evaluation Unit
Division of Criminal Justice
P.O. Box 085
Trenton, NJ 08625-0085

The Division of Criminal Justice will provide a spreadsheet template to the County Prosecutors' Offices and ask those who are able to do so to enter quarterly data into the spreadsheet and submit the data to our Research and Evaluation Unit via email. Instructions for email submission will be distributed with the spreadsheet template. For any County Prosecutor's Office that is unable to submit the data in this form, the Division of Criminal Justice will accept copies of the County's quarterly reports and enter the data manually.



Sample Stationhouse Adjustment Agreement – Long Form

(Must be read to juvenile and parent/guardian/caseworker/designee)

Case No.: _____ Date of Incident: _____ Juv. ID No.: _____

Ethnicity* _____ D.O.B. _____ Age _____ Sex: M / F

* 1. Caucasian 2. Black 3. Hispanic 4. Asian/Pacific Islander 5. American Indian 6. Southern Asian 7. _____
(If ethnicity is not apparent, ask the subject or her/his parent/guardian/caregiver/designee.)

Juvenile: _____

Parent(s) /Guardian/Caregiver/Designee _____

Address: _____

Offense: _____

I wish to have this matter handled through the process of a stationhouse adjustment. I understand that if I am accepted by the program, a juvenile delinquency complaint will NOT be filed against me with the Superior Court, provided that the below terms and conditions of the program are satisfied.

Parent or Guardian/Caregiver or Designee's and Juvenile's Initials: _____

I understand that I have a right to discuss this matter with an attorney at law of my choosing. However, I also understand that the court will not appoint an attorney for me prior to the filing of a juvenile complaint and it is my responsibility to obtain my own attorney if I wish. I further understand that I do not have to discuss this matter with anyone, including members of the Police Department before I have an opportunity to discuss this matter with an attorney, if I choose to do so.

Parent or Guardian/Caregiver or Designee's and Juvenile's Initials: _____

I understand that participation in the stationhouse adjustment program is completely voluntary. I further understand that I may end my involvement in the program at any time and



have my case proceed in the Family Court as a juvenile delinquency matter. However, in order to participate in the program I must admit and do admit my involvement in the aforementioned offense(s), for which I was taken into custody.

Parent, Guardian/Caregiver or Designee's and Juvenile's Initials: _____

I understand that I have the right to have my matter processed by the Family Court and a request a hearing or a trial. By agreeing to participate in the stationhouse adjustment program, I am waiving my right to a hearing or trial in this matter, provided that the below terms and conditions are satisfied.

Parent, Guardian/Caregiver or Designee's and Juvenile's Initials: _____

I understand that information regarding this incident may be released to any other law enforcement agency, the Family Court, and/or any agency or department connected to the Family Court.

Parent or Guardian/Caregiver or Designee's and Juvenile's Initials: _____

I, _____, agree that I will abide by the following terms
juvenile's name
and/or conditions of the stationhouse adjustment program:

Terms and Conditions

- 1. _____

- 2. _____



3.

4.

5.

Juvenile's Certification

(Read to Juvenile)

I, _____, do hereby certify that I have read this
juvenile's name

entire agreement. I agree to the terms and conditions of this agreement and wish to have the above-captioned offense(s) processed by the stationhouse adjustment program. I make this decision freely and voluntarily, and I have not been forced or coerced in any manner.

Juvenile's Signature

Date

Certification of Parent(s), Guardian/Caregiver(s) or Designee(s)

(Read to Parents/Guardian/Caregiver/Designee)

I/we, _____, do hereby certify that I/we are the parent(s) or guardian/caregiver(s) or **designee(s)** of _____. I/we have read the entire agreement between my child and the stationhouse adjustment program prior to my



child signing the agreement. I have assisted my child in reading this form if it was necessary and have explained the form to my child and have answered any questions that he or she may have had. I/we do hereby agree to support his/her participation and compliance in the program and will enforce this agreement by informing the police department of any violations of its terms and/or conditions.

Signature of Parent, Guardian/Caregiver or Designee *Date*

Signature of Parent, Guardian/Caregiver or Designee *Date*

Certification of Victim/Complainant

(Read to Complainant)

I agree to have the above juvenile offense handled through the stationhouse adjustment program.

Signature of Victim/Complainant (or telephone authorization) *Date*

Certification of Law Enforcement Officer

I hereby certify that I have read this agreement. I have checked or caused to be checked the juvenile's prior history and have determined that the juvenile is a suitable candidate for the stationhouse adjustment program.

Signature of Law Enforcement Officer *Date*



Appendix B

Sample Stationhouse Adjustment Agreement – Short Form

(Must be read to juvenile and parent/guardian/caseworker/designee)

Case No.: _____ Date of Incident: _____
 Arresting Officer: _____
 Complainant: _____
 Juvenile: _____
 Ethnicity* _____ D.O.B. _____ Age _____ Sex: M / F
 * 1. Caucasian 2. Black 3. Hispanic 4. Asian/Pacific Islander 5. American Indian 6. Southern Asian 7. _____
 (If ethnicity is not apparent, ask the subject or her/his parent/guardian/caregiver/designee.)
 Parent(s)/Guardian(s)/Designee: _____
 Address: _____
 Offense: _____

I _____ agree to have the juvenile listed above guided through
complainant/victim
 the stationhouse adjustment program by the _____
law enforcement agency

I understand that _____ cannot be prosecuted before the juvenile
juvenile's name
 court if the juvenile fulfills the conditions agreed below.

I _____ admit to my involvement in this offense. I also waive my
juvenile's name
 right to a trial in this matter and elect that the above offense be adjusted by the law enforcement
 agency in this community instead of filing a juvenile complaint with the court. I agree to abide
 by the following:

Terms and Conditions

1. _____

2. _____

3. _____



Signatures:

Victim/Complainant:
(or telephone authorization) _____

Parent/Guardian/Designee: _____

Juvenile: _____

Officer/Detective: _____

Date: _____



Model Stationhouse Adjustment Warning

Juveniles and their parents, guardians or caregivers or responsible adult designee who participate in a stationhouse adjustment should be warned that any further delinquent offenses may result in serious consequences. A stationhouse adjustment is a substantial benefit to the juvenile, which permits the juvenile to avoid those consequences. However, this benefit is rarely extended to a juvenile more than once.

Possible Consequences of Delinquent Acts

- Juveniles who are charged with serious offenses, or who cannot be relied on to voluntarily appear at future court dates, may be held in detention while awaiting adjudication. Juveniles do not have a right to bail.
- A juvenile delinquency record will be created that will be accessible statewide. While juvenile records are for the most part confidential, records of certain juvenile arrest or adjudications may disqualify a juvenile from owning a firearm or obtaining employment in law enforcement or other sensitive positions.
- Juveniles who are 14 or older and charged with a crime will be fingerprinted and photographed.
- All juveniles, regardless of age, who are adjudicated delinquent for an offense that would be a crime if committed by an adult will be fingerprinted and will have to provide a DNA sample. Both the fingerprints and DNA will be maintained in state and federal databases.
- Serious juvenile offenses will require adjudication by the Family Court. Adjudication is the process by which a judge decides whether a juvenile should be found to have committed a delinquent offense. Juveniles do not have a right to a jury trial but they do have a right to an attorney. If a family is not indigent, the judge may order the family to pay for an attorney to represent their child in serious cases.
- If a juvenile is adjudicated delinquent, the court then must order a disposition. A disposition is similar to the sentence that is imposed on an adult criminal. Some of the most common dispositions are incarceration, short-term incarceration, probation, fines, restitution, driver's license suspension or postponement, community service, or mandatory attendance at some type of treatment program. In some circumstances the judge may also order parents or guardians to participate in the disposition or to pay for the juvenile's treatment.



Stationhouse Adjustment Quarterly Report & Instructions

Law Enforcement Agency: _____

Name of Person Completing Report: _____

Date: _____

Reporting Year: _____

- Check Quarter: 1st January 1 - March 31
 2nd April 1 - June 30
 3rd July 1 - September 30
 4th October 1 - December 31

Completed reports must be submitted to the County Prosecutor's Office by the 15th day of month following the close of each quarter. Codes to be used for completing this form are listed in the instructions.

Age at Time of Offense	Ethnicity <i>enter code</i>	Sex M or F	Prior Contacts Y or N	Statutory Citation Offense Adjusted (Statute Number) ³	Outcome <i>enter code</i>

³Indicate statutory citation for most serious offense adjusted (the number of the statute). Do not enter a text description such as "shoplifting," or any internal code numbers your department may use. If the offense is an ordinance violation simply write in "ordinance."



Instructions for Completing Quarterly Reports

1. Complete one line of this report for each stationhouse adjustment that is **completed** during the quarter. (Note that this is a change from prior instructions.) Stationhouse adjustments which are begun should not be listed until they are completed, either successfully or unsuccessfully. Do not list any stationhouse adjustments as “pending.”
2. Only cases in which a stationhouse adjustment is actually performed, or is offered and rejected by either the juvenile’s family or the victim should be reported.

Instructions and Codes for Completing Columns:

- Age: = Enter age of juvenile at the time of the offense.
- Ethnicity = Enter numerical code:
1. = Caucasian
2. = Black
3. = Hispanic
4. = Asian/Pacific Islander
5. = American Indian
6. = Southern Asian
7. = Other
- Sex: = Enter M or F
- Prior Contacts = Indicate “Y” or “N” for any prior juvenile delinquency complaints or stationhouse adjustments
- Statutory Cite = Indicate statutory citation for most serious offense adjusted (the number of the statute). Do not enter a text description such as “shoplifting,” or any internal code numbers your department may use. If the offense is an ordinance violation simply write in “ordinance.”
- Outcome = Enter numerical code:
1. = Successfully Completed
2. = Parent/Guardian/Caregiver not available or refused participation
3. = Juvenile refused participation
4. = Victim insisted on formal complaint
5. = Juvenile either committed a new offense or did not complete terms of adjustment agreement, resulting in the filing of a juvenile delinquency complaint

