

**ICPSR**

**Inter-university Consortium for  
Political and Social Research**

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**National Justice Agency List:  
Probation and Parole  
Agencies Subfile Part 4**

**U.S. Dept. of Justice  
Bureau of Justice Statistics**

96168

PSR 7858

U.S. Department of Justice  
National Institute of Justice

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NATIONAL JUSTICE AGENCY LIST, 1980:  
PROBATION AND PAROLE AGENCIES SUBFILE

(ICPSR STUDY 7858)

Principal Investigator

U.S. Department of Justice, Bureau of Justice Statistics

Inter-university Consortium for Political  
and Social Research

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## ACKNOWLEDGEMENT OF ASSISTANCE

All manuscripts utilizing data made available through the Consortium should acknowledge that fact as well as identify the original collector of the data. The ICPSR Council urges all users of the ICPSR data facilities to follow some adaptation of this statement with the parentheses indicating items to be filled in appropriately or deleted by the individual user.

The data (and tabulations) utilized in this (publication) were made available (in part) by the Inter-university Consortium for Political and Social Research. The data for the NATIONAL JUSTICE AGENCY LIST, 1980: PROBATION AND PAROLE AGENCIES SUBFILE were originally collected by the Bureau of the Census for the Bureau of Justice Statistics. Neither the collector of the original data nor the Consortium bear any responsibility for the analyses or interpretations presented here.

In order to provide funding agencies with essential information about the use of archival resources and to facilitate the exchange of information about ICPSR participants' research activities, each user of the ICPSR data facilities is expected to send two copies of each completed manuscript or thesis abstract to the Consortium. Please indicate in the cover letter which data were used.

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ACQUISITIONS

## STUDY DESCRIPTION

The National Justice Agency List, 1980: Probation and Parole Agencies Subfile is part of a master name and address file created and maintained by the Bureau of the Census for the Bureau of Justice Statistics. The file was first created in 1970 and the Bureau of the Census has continued to maintain and expand the file. The master file contains information for ten separate sectors: Prosecution and Civil Attorney Sector, Public Defender Sector, Law Enforcement Sector, Court Sector, Probation and Parole Sector, Juvenile Corrections Sector, Local Adult Corrections Sector, State Adult Corrections Sector, Other Justice Sector, and Federal and Indian Tribal Sector. The ICPSR has separated the master file into ten subfiles which correspond to the ten sectors in the master file.

Every file has variables containing the names and addresses of agencies in that sector and information relevant only to the agencies within the sector. For the Probation and Parole Agencies Subfile, the information includes type of system, agency client caseload, agency employment size, and source of funding.

Probation is the conditional freedom granted by a judicial officer to an alleged offender, or adjudicated adult or juvenile, as long as the person meets certain conditions of behavior. Parole is the status of an offender conditionally released from a confinement facility prior to the expiration of his sentence and placed under the supervision of a parole agency. There are close to 3,600 State and local government agencies in this subfile with responsibility for probation, parole, or some combination of the two.

The principal functions of probation agencies are: 1) juvenile intake, 2) the supervision of adults or juveniles placed on probation status, and 3) the investigation of adults or juveniles for the purpose of preparing presentence or predisposition reports to assist the court in determining the proper sentence or disposition. The principal function of parole agencies is the supervision of adults or juveniles placed on parole (or "aftercare," as it is called in some States). An agency with multiple functions, e.g., adult probation and parole or adult and juvenile probation, is counted as one agency. Over half (60 percent) of the agencies listed in this Subfile perform multiple functions. The most frequent

combination of functions is adult probation and parole, followed by adult and juvenile probation and juvenile probation and parole.

The agencies listed in the Probation and Parole Agencies Subfile may be independent or administered by another criminal justice agency (usually the corrections department or a court). Branch offices under the administration of a probation and parole agency are listed separately and are counted as separate agencies. There are approximately 300 regional or district offices that are excluded from the listing because the parent agencies did not consider them to be separate agencies and were not able to provide separate information for them. Strictly administrative offices such as the State parole granting authorities and other boards of review are listed as separate agencies and included in the "Other" Justice Agencies Subfile. Specifically excluded from this subfile are halfway houses (listed in the corrections sector), pre-parole agencies, and work release agencies.

The agencies listed in this subfile reflect the findings of the Directory Survey of Probation and Parole Agencies conducted by the Bureau of the Census in late 1976 (with a reference date of September 1, 1976) for the Statistics Division of the Law Enforcement Assistance Administration (now the Bureau of Justice Statistics) of the U.S. Department of Justice. Some of the detailed data used in the description of this sector were also obtained from that survey.

Parole "authorities" as distinct from parole supervision agencies, are persons, boards or agencies with authority to release or recommend for release on parole adults or juveniles committed to confinement facilities, to revoke parole, and to discharge from parole. There are 64 separate parole authorities on the National Justice Agency List. Most States have a single independent paroling authority for all incarcerated adult offenders. A few States have separate authorities for men and women. On September 1, 1976 in half of the States juvenile parole decisions were made by the agency that provided supervision or by the individual correctional institutions. In two States (Alaska and Pennsylvania) juveniles released from correctional institutions were placed on probation rather than parole or aftercare. In the remaining States, there were separate juvenile parole authorities.

### DATA COLLECTION PROCEDURES

The original survey of criminal justice agencies was conducted in January of 1970 by the U.S. Bureau of the Census. Each county in the United States and each municipality and township with a 1960 population of 1,000 or more persons was surveyed to identify the names and addresses of the criminal justice agencies and institutions administered by local government. The survey was conducted by mail canvass for the governmental units mentioned above.

In-house research, which included reference to a variety of published government documents such as budget statements; organization manuals; and State, county, and municipal directories, was conducted to compile State-level government criminal justice agencies. Also, in addition to the mail survey, the Bureau of the Census used in-house research to collect information for 54 counties with a 1960 population of 500,000 or more and for 43 cities with a 1960 population of 300,000 or more.

The Bureau of the Census has continued to maintain and upgrade the master file. In 1971, data from the National Survey of Court Organization was added to the master file to expand and refine the listing of state and local court systems and their locations, and to obtain information on their legal jurisdiction. In 1974, the file was upgraded to include units of government with less than 1,000 population. The file was also expanded to include the county name, and population data. In 1976, Federal and Indian tribal agencies were added to the master file based on in-house research. Two other sectors were also added to the master file; Probation and Parole Agencies sector and Prosecution and Civil Attorneys sector. The information for these two sectors was obtained from the Directory Survey of Probation and Parole Agencies and the Directory Survey of Prosecution and Civil Attorneys Agencies respectively. In 1978, information from the National Census of Jails, which was conducted in February of 1978, was added to the master file. In addition, name, address, and data corrections detected through ongoing research activities are accumulated and made to the file on a quarterly basis.

### FILE STRUCTURE

The National Justice Agency List, 1980: Probation and Parole Agencies Subfile data are available from the ICPSR in two formats: a card-image file and an OSIRIS dataset. The card-image file contains several decks per case in a format based on 80 column punched cards. The data are sorted by agency with all decks for a case grouped together in ascending order.

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The OSIRIS dictionary gives the format and other information for each variable in the OSIRIS data file. The dictionary or dictionary-codebook file is used in conjunction with the OSIRIS software package. The OSIRIS data file is constructed with a single logical record for each case.

PART NUMBER	SUBFILE NAME	NUMBER OF VARIABLES	NUMBER OF CASES
1	COURT SUBFILE	28	10,090
2	STATE ADULT CORRECTIONAL FACILITIES SUBFILE	31	791
3	PUBLIC DEFENDER AGENCIES SUBFILE	31	746
4	PROBATION AND PAROLE AGENCIES SUBFILE	31	3,575
5	"OTHER" JUSTICE AGENCIES SUBFILE	37	1,788
6	LOCAL ADULT CORRECTIONAL FACILITIES SUBFILE	31	3,495
7	PROSECUTION AND CIVIL ATTORNEY AGENCIES SUBFILE	31	8,562
8	FEDERAL AND INDIAN TRIBAL AGENCIES SUBFILE	28	1,215
9	LAW ENFORCEMENT AGENCIES SUBFILE	30	19,298
10	JUVENILE DETENTION AND CORRECTIONAL FACILITIES SUBFILE	30	1,019

The OSIRIS data file can be accessed directly through software packages or programs which do not use the OSIRIS dictionary by specifying the tape locations of the desired variables. These tape locations are given in the OSIRIS dictionary-codebook.

ICPSR PROCESSING INFORMATION

The study was processed according to the standard ICPSR processing procedures. The data were checked for illegal or inconsistent code values which, when found, were recoded to OSIRIS missing data values. No consistency checks were performed. Statements bracketed in "[" and "]" signs in the body of the codebook were added by the processors for explanatory purposes.

V

CODEBOOK INFORMATION

The example below is a reproduction of information appearing in the machine-readable codebook for a typical variable. The numbers in brackets do not appear but are references to the descriptions which follow this example.

```

.....
[1] VAR 0005 [2] STATE CODE [3] NO MISSING DATA CODES
REF 0005 [4] LOC 9 WIDTH 2 [5] DK 1 COL 16-17

[6] Numeric state code
-----

[7] Each state and the District of Columbia have been
assigned a unique number from 01 (Alabama) to 51
(Wyoming) in alphabetical order.

[8] SEE NOTE(S) n

[9] Actual number is coded.

[10] [11]
01. Alabama
.
51. Wyoming
    
```

- .....
- [1] Indicates the variable and reference numbers. A variable number and a reference number are assigned to each variable in the data collection. In the present codebook which documents the archived data collection these numbers are identical. Should the data be subsetted or rearranged by an OSIRIS program (e.g., MMP to intersperse data from another source, or TCOT to produce an analysis deck), the variable numbers would change to reflect the order of the new data collection, while the reference number would remain unchanged to reflect the variable number in the codebook describing the archived data collection.
  - [2] Indicates the abbreviated variable name (maximum of 24 characters) used in the OSIRIS system to identify the variable for the user. An expanded version of the variable name can be found in the variable description list.

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- [3] Indicates the code values of missing data. In this example, there are no missing data (NO MISSING DATA CODES). Alternative statements for other variables are "MD=0", "MD GE 9", or "MD=0 OR GE 9". Some analysis software packages (including the OSIRIS software package) require that certain types of data which the user desires to be excluded from analysis be designated as "MISSING DATA," e.g., inappropriate, unascertained, unascertainable, or ambiguous data categories. Although these codes are defined as missing data categories, this does mean that the user should not or cannot use them in a substantive role if so desired.
- [4] Indicates the starting location and width of this variable when the data are stored on a magnetic tape in the OSIRIS format. If the variable is of a multiple-response type, the width referenced is that of a single response. In this example the variable named "STATE CODE" is 2 column(s) wide and is located in the 9th column within the record.
- [5] Indicates the location by deck and column(s) of this variable when the data are on cards or in a card-image format (either 80- or 84- column format)
- [6] This is the full text (question) supplied by the investigator to describe the variable. The question text and the numbers and letters that may appear at the beginning reflect the original wording of the questionnaire item.
- [7] Indicates an additional comment or explanation appended to the variable description.
- [8] A variable which has a footnote associated with it is denoted by the message, "SEE NOTE(S) n" where n is the number of the footnote referenced.
- [9] "Actual number is coded" appears in the codebook to indicate that the variable has been declared continuous.
- [10] Indicates the code values occurring in the data for this variable.
- [11] Indicates the textual definitions of the codes. Abbreviations commonly used in the code definitions are "DK" (DO NOT KNOW), "NA" (NOT ASCERTAINED), and "INAP" (INAPPROPRIATE).

## VII

## VARIABLE DESCRIPTION LIST

NATIONAL JUSTICE AGENCY LIST, 1980:  
PROBATION AND PAROLE AGENCIES SUBFILE

## ICPSR PROCESSING VARIABLES

1. ICPSR Study Number - 7858
2. ICPSR Edition Number - 2
3. ICPSR Part Number - 4

## AGENCY IDENTIFICATION NUMBERS

4. Unique Agency Number
5. State Code
6. Type of Government
7. County Number
8. Unit Number
9. Primary Agency Code
10. Type of System
11. Number of Employees, Full-time and Part-time  
Range Code
12. Number of Clients on Agency Caseload: Range Code

## AGENCY NAME/ADDRESS/PHONE NUMBER

13. Name of Agency
14. Title of Head of Agency
15. Title or Address
16. Agency Address
17. City
18. State
19. Zip Code
20. Telephone Area Code
21. Telephone Number
22. County Name
23. Imputation Code
24. City Name of Governmental Unit
25. NCIC (FBI)
26. Payroll Funding Codes
27. All Other Funding Codes
28. Resident Population of Jurisdiction
29. Number of Clients on Agency Caseload
30. Number of Employees, Full-time and Part-time

## ICPSR SEQUENTIAL ID

31. ICPSR Sequential Case Identification Number

DECK IDENTIFICATION NUMBER IS '01'

DK 1 COL 1- 2

VAR 0001	ICPSR STUDY NUMBER-7858	NO MISSING DATA CODES
REF 0001	LOC 1 WIDTH 4	DK 1 COL 3- 6

ICPSR Study Number

7858. The ICPSR has attached this number as a study identification number.

VAR 0002	ICPSR EDITION NUMBER-2	NO MISSING DATA CODES
REF 0002	LOC 5 WIDTH 1	DK 1 COL 7

ICPSR Edition Number

The number identifying the release edition of this dataset.

- 1. 1981 First printing
- 2. 1983 Second printing

VAR 0003	ICPSR PART NUMBER-4	NO MISSING DATA CODES
REF 0003	LOC 6 WIDTH 1	DK 1 COL 8

ICPSR Part Number

4. The number identifying this part of a 10-part study.

VAR 0031	ICPSR SEQUENTIAL ID	NO MISSING DATA CODES
REF 0031	LOC 210 WIDTH 4	DK 1 COL 9-12

ICPSR Sequential Case Identification Number

(CONTINUED)

The ICPSR has attached a sequential identification number to every case. This number uniquely identifies each record in the data collection.

.....

VAR 0004	UNIQUE NUMBER	MD=-1
REF 0004	LOC 7 WIDTH 3	DK 1 COL 13-15

Unique number  
-----

A unique number has been attached to each agency in this dataset.

-1. Missing data

.....

VAR 0005	STATE CODE	NO MISSING DATA CODES
REF 0005	LOC 10 WIDTH 2	DK 1 COL 16-17

Numeric State code  
-----

Each state and the District of Columbia have been assigned a unique number from 01 (Alabama) to 51 (Wyoming) in alphabetical order.

01. Alabama

51. Wyoming

.....

VAR 0006	TYPE OF GOVERNMENT	NO MISSING DATA CODES
REF 0006	LOC 12 WIDTH 1	DK 1 COL 18

Type of government  
-----

SEE NOTE(S) 1

(CONTINUED)

0. State government
1. County government
2. Municipal government
3. Township government

.....

VAR 0007	COUNTY NUMBER	NO MISSING DATA CODES
REF 0007	LOC 13 WIDTH 3	DK 1 COL 19-21

Numeric county code  
-----

A three-digit code identifies the county in which the agency is located. Counties within a State are ordered alphabetically and assigned a unique number, the beginning number being "001."

.....

VAR 0008	UNIT NUMBER	NO MISSING DATA CODES
REF 0008	LOC 16 WIDTH 3	DK 1 COL 22-24

Unit number  
-----

A three-digit code identifies the unit of government within the county in which the agency is located, as applicable. Cities, townships, and special districts within a county are ordered alphabetically and assigned a unique number. State agencies are coded "000," county agencies have the county number repeated and Federal and Indian Tribal agencies are coded "666."

.....

VAR 0009	PRIMARY AGENCY CODE	NO MISSING DATA CODES
REF 0009	LOC 19 WIDTH 1	DK 1 COL 25

Primary agency code  
-----

A single-digit code identifies the justice agency in this listing.

4. Probation and parole agencies

VAR 0010 TYPE OF SYSTEM NO MISSING DATA CODES  
REF 0010 LOC 20 WIDTH 1 DK 1 COL 26

Type of system

- 1. Adult probation
- 2. Juvenile probation
- 3. Adult parole
- 4. Juvenile parole
- 5. Adult and juvenile probation
- 6. Adult and juvenile parole
- 7. Adult probation and adult parole
- 8. Juvenile probation and juvenile parole
- 9. Adult probation and parole/juvenile probation and parole
- 0. Other services, i.e., paroling authorities

VAR 0011 # OF EMPLOYEES: RANGE NO MISSING DATA CODES  
REF 0011 LOC 21 WIDTH 1 DK 1 COL 27

Number of employees, full-time and part-time: Range Code

- 0. None or not available
- 1. 1 employee
- 2. 2-4 employees
- 3. 5-9 employees
- 4. 10-24 employees
- 5. 25-49 employees
- 6. 50-99 employees
- 7. 100-199 employees
- 8. 200-299 employees
- 9. 300 or more employees

VAR 0012 # OF CLIENTS: RANGE NO MISSING DATA CODES  
REF 0012 LOC 22 WIDTH 1 DK 1 COL 28

Number of clients on agency caseload: Range code

(CONTINUED)

- 0. No clients
- 1. 1-49 clients
- 2. 50-99 clients
- 3. 100-199 clients
- 4. 200-499 clients
- 5. 500-999 clients
- 6. 1,000-4,999 clients
- 7. 5,000-9,999 clients
- 8. 10,000-14,999 clients
- 9. 15,000 or more clients

VAR 0013 NAME OF AGENCY NO MISSING DATA CODES  
REF 0013 LOC 23 WIDTH 24 DK 1 COL 29-52

Name of the agency only

VAR 0014 TITLE OF HEAD OF AGENCY NO MISSING DATA CODES  
REF 0014 LOC 47 WIDTH 18 DK 1 COL 53-70

Continued name of the agency or the title of the head of the agency

DECK IDENTIFICATION NUMBER IS '02' DK 2 COL 1- 2

VAR 0001 ICPSR STUDY NUMBER-7858 NO MISSING DATA CODES  
REF 0001 LOC 1 WIDTH 4 DK 2 COL 3- 6

ICPSR Study Number

7858. The ICPSR has attached this number as a study identification number.

VAR 0002	ICPSR EDITION NUMBER-2	NO MISSING DATA CODES
REF 0002	LOC 5 WIDTH 1	DK 2 COL 7

ICPSR Edition Number

The number identifying the release edition of this dataset.

1. 1981 First printing
2. 1983 Second printing

VAR 0003	ICPSR PART NUMBER-4	NO MISSING DATA CODES
REF 0003	LOC 6 WIDTH 1	DK 2 COL 8

ICPSR Part Number

4. The number identifying this part of a 10-part study.

VAR 0031	ICPSR SEQUENTIAL ID	NO MISSING DATA CODES
REF 0031	LOC 210 WIDTH 4	DK 2 COL 9-12

ICPSR Sequential Case Identification Number

The ICPSR has attached a sequential identification number to every case. This number uniquely identifies each record in the data collection.

VAR 0015	TITLE OR ADDRESS	NO MISSING DATA CODES
REF 0015	LOC 65 WIDTH 19	DK 2 COL 13-31

The title continued or part of the address or blank

VAR 0016	AGENCY ADDRESS	NO MISSING DATA CODES
REF 0016	LOC 84 WIDTH 24	DK 2 COL 32-55

Address of agency only

VAR 0017	CITY	NO MISSING DATA CODES
REF 0017	LOC 108 WIDTH 18	DK 2 COL 56-73

City name of agency location only

VAR 0018	STATE	NO MISSING DATA CODES
REF 0018	LOC 126 WIDTH 2	DK 2 COL 74-75

Two letter State abbreviation

VAR 0019	ZIP CODE	MD=-1
REF 0019	LOC 128 WIDTH 5	DK 2 COL 76-80

Agency zip code

-1. NA

DECK IDENTIFICATION NUMBER IS '03'	DK 3 COL 1- 2
------------------------------------	---------------

VAR 0001	ICPSR STUDY NUMBER-7858	NO MISSING DATA CODES
REF 0001	LOC 1 WIDTH 4	DK 3 COL 3- 6

ICPSR Study Number

7858. The ICPSR has attached this number as a study

(CONTINUED)

identification number.

.....

VAR 0002	ICPSR EDITION NUMBER-2	NO MISSING DATA CODES
REF 0002	LOC 5 WIDTH 1	DK 3 COL 7

ICPSR Edition Number

The number identifying the release edition of this dataset.

- 1. 1981 First printing
- 2. 1983 Second printing

.....

VAR 0003	ICPSR PART NUMBER-4	NO MISSING DATA CODES
REF 0003	LOC 6 WIDTH 1	DK 3 COL 8

ICPSR Part Number

- 4. The number identifying this part of a 10-part study.

.....

VAR 0031	ICPSR SEQUENTIAL ID	NO MISSING DATA CODES
REF 0031	LOC 210 WIDTH 4	DK 3 COL 9-12

ICPSR Sequential Case Identification Number

The ICPSR has attached a sequential identification number to every case. This number uniquely identifies each record in the data collection.

.....

VAR 0020	AREA CODE	MD=-1
REF 0020	LOC 133 WIDTH 3	DK 3 COL 13-15

Agency telephone area code, if available

(CONTINUED)

-1. NA

.....

VAR 0021	TELEPHONE NUMBER	MD=-1
REF 0021	LOC 136 WIDTH 7	DK 3 COL 16-22

Agency telephone number, if available

-1. NA

.....

VAR 0022	COUNTY NAME	NO MISSING DATA CODES
REF 0022	LOC 143 WIDTH 18	DK 3 COL 23-40

County name of agency location only

.....

VAR 0023	IMPUTATION CODE	NO MISSING DATA CODES
REF 0023	LOC 161 WIDTH 1	DK 3 COL 41

Imputation code

This variable indicates if the data was taken from a real response or gathered from information available to the Bureau of the Census.

- 0. Real response
- 9. Gathered from information available to the Bureau of the Census

.....

VAR 0024	CITY NAME OF GOVT UNIT	NO MISSING DATA CODES
REF 0024	LOC 162 WIDTH 18	DK 3 COL 42-59

City name of the government unit

VAR 0025 NCIC (FBI) NO MISSING DATA CODES  
 REF 0025 LOC 180 WIDTH 9 DK 3 COL 60-68

NCIC  
 -----

A 9-digit code consisting of a 2 letter state abbreviation and a 7-digit alpha-numeric code assigned by the FBI to each agency.

VAR 0026 PAYROLL FUNDING CODES MD=0  
 REF 0026 LOC 189 WIDTH 1 DK 3 COL 69

Payroll funding source  
 -----

1. 100 percent Federal
  2. 100 percent State
  3. 100 percent county
  4. 100 percent municipal or township
  5. 51-99 percent Federal
  6. 51-99 percent State
  7. 51-99 percent county
  8. 51-99 percent municipal or township
  9. Other
0. NA

VAR 0027 ALL OTHER FUNDING CODES MD=0  
 REF 0027 LOC 190 WIDTH 1 DK 3 COL 70

Funding for all other agency expenses  
 -----

1. 100 percent Federal
2. 100 percent State
3. 100 percent county
4. 100 percent municipal or township
5. 51-99 percent Federal
6. 51-99 percent State
7. 51-99 percent county
8. 51-99 percent municipal or township

(CONTINUED)

9. Other
0. Missing data

VAR 0028 RES POP OF JURISDICTION MD=-1  
 REF 0028 LOC 191 WIDTH 7 DK 3 COL 71-77

Resident population of jurisdiction  
 -----

For local level agencies, the actual population is that of the local governmental unit (county, city or township) administering the agency; for State level agencies, it is the actual population of the county in which the agency is located.

Actual number is coded.

-1. NA

DECK IDENTIFICATION NUMBER IS '04' DK 4 COL 1- 2  
 -----

VAR 0001 ICPSR STUDY NUMBER-7858 NO MISSING DATA CODES  
 REF 0001 LOC 1 WIDTH 4 DK 4 COL 3- 6

ICPSR Study Number  
 -----

7858. The ICPSR has attached this number as a study identification number.

VAR 0002 ICPSR EDITION NUMBER-2 NO MISSING DATA CODES  
 REF 0002 LOC 5 WIDTH 1 DK 4 COL 7

ICPSR Edition Number  
 -----

(CONTINUED)

The number identifying the release edition of this dataset.

- 1. 1981 First printing
- 2. 1983 Second printing

.....

VAR 0003	ICPSR PART NUMBER-4	NO MISSING DATA CODES
REF 0003	LOC 6 WIDTH 1	DK 4 COL 8

ICPSR Part Number

- 4. The number identifying this part of a 10-part study.

.....

VAR 0031	ICPSR SEQUENTIAL ID	NO MISSING DATA CODES
REF 0031	LOC 210 WIDTH 4	DK 4 COL 9-12

ICPSR Sequential Case Identification Number

The ICPSR has attached a sequential identification number to every case. This number uniquely identifies each record in the data collection.

.....

VAR 0029	NUMBER OF CLIENTS	MD=-1
REF 0029	LOC 198 WIDTH 6	DK 4 COL 13-18

Number of clients on agency caseload

Actual number is coded.

-1. NA

VAR 0030	NUMBER OF EMPLOYEES	MD=-1
REF 0030	LOC 204 WIDTH 6	DK 4 COL 19-24

Number of employees, full-time and part-time

Actual number is coded.

-1. NA

(CONTINUED)

## GLOSSARY: DEFINITION OF TERMS

ADULT-A person who is within the original jurisdiction of a criminal, rather than a juvenile, court because his or her age at the time of an alleged criminal act was above a statutorily specified limit.

CLIENT CASELOAD (Probation and Parole)-The total number supervised during a specified time period by a probation and/or parole agency.

CIVIL ATTORNEY AGENCY-A Federal, State or local government agency of which the sole function is to provide legal advice, assistance and representation to the government in civil matters.

CIVIL JURISDICTION-Actions at law and pleadings in equity, probate (wills and estates), mental competence, guardianship, and domestic relations proceedings over which lawful authority may be exercised by a court or other justice agency, as determined by statute or constitution.

CORRECTIONAL AGENCY-A Federal, State or local criminal or juvenile justice agency, under a single administrative authority, of which the principal functions are the intake screening, supervision, custody, confinement, treatment, or pre-sentencing or pre-disposition investigation of alleged or adjudicated adult offenders, youthful offenders, delinquents, or status offenders.

CORRECTIONAL FACILITY (adult)-A building or part thereof, set of buildings, or area enclosing a set of buildings or structures, operated by a government agency for the physical custody, or custody and treatment, of sentenced persons or persons subject to criminal proceedings.

(1) STATE CORRECTIONAL FACILITY-A confinement or community-based correctional facility administered by an agency of the State government for custody and treatment of adults usually sentenced for more than a year.

The following types of facilities are State

(CONTINUED)

correctional facilities:

\*CONFINEMENT FACILITY-An adult correctional facility in which there is 24 hour physical restriction of all or more than half of the facility population to a clearly defined area from which they are forbidden to depart or cannot easily depart because of physical barriers and/or guards, and do not lawfully depart without being in the custody of an official.

\*COMMUNITY-BASED FACILITY-An adult correctional facility in which at least half of the facility population occupies the premises at night (with or without restriction) and is obliged to do so, but is authorized to leave the facility regularly or frequently during the day for purposes of seeking and holding employment and/or making use of community resources such as schools or treatment centers.

(2) LOCAL JAIL-A confinement facility usually administered by a local law enforcement agency, intended for adults but sometimes also containing juveniles, which holds persons detained pending adjudication and/or persons committed after adjudication for sentences usually of a year or less. Temporary holding facilities, or lockups, that do not hold persons after being formally charged in court (usually within 48 hours of arrest) are excluded.

The following types of facilities are local jails:

\*DEPENDENT JAIL-A local jail administered by a sheriff's department or other law enforcement agency.

\*INDEPENDENT JAIL-A local jail not administered by a law enforcement agency.

CORRECTIONAL FACILITY (juvenile)-A building or part thereof, set of buildings or area enclosing a set of buildings or structures, which is used for the custody and/or care and treatment of juveniles who have been administratively determined to be in need of care or who have been formally alleged or adjudged to be delinquents, status offenders or dependents.

(CONTINUED)

(1) SHORT-TERM FACILITIES-Juvenile facilities which primarily care for juveniles in detention awaiting adjudication, commitment or placement, and/or those being held for diagnosis or classification.

The following types of facilities are short-term facilities: g types of facilities are short-term

\*DETENTION CENTER-A short-term facility that provides temporary care in a physically restricting environment for juveniles in custody pending court disposition and, often, for juveniles who are adjudicated delinquent and are awaiting placement or transfer to another jurisdiction.

\*SHELTER-A short-term facility that provides temporary care similar to that of a detention center, but in a physically unrestricting environment.

\*RECEPTION OR DIAGNOSTIC CENTER-A short-term facility that screens persons committed by courts and assigns them to appropriate correctional facilities.

(2) LONG-TERM FACILITIES-Juvenile facilities which primarily care for juveniles received following commitment or placement by a juvenile court, those received as voluntary admissions, and/or those on probation or aftercare.

The following types of facilities are long-term:

\*TRAINING SCHOOL-A long-term specialized type of facility that provides strict confinement for its residents.

\*RANCH, FORESTRY CAMP, AND FARM-A long-term residential facility for persons whose behavior does not necessitate the strict confinement of a training school, often allowing them greater contact with the community.

\*HALFWAY HOUSE AND GROUP HOME-A long-term facility in which residents are allowed extensive contact with the community, such as attending school or holding a job.

COURT-An agency or unit of the judicial branch of

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government, authorized or established by statute or constitution, and consisting of one or more judicial officers, which has the authority to decide upon cases, controversies in law, and disputed matters of fact brought before it. The unit considered to be a single court is usually an administrative unit having a statutorily specified geographic jurisdiction (often coinciding with a political subdivision of a State, such as a county) and a statutorily specified subject matter jurisdiction.

COURT OF APPELLATE JURISDICTION-A court having jurisdiction over appeal and review, with original jurisdiction conferred only in special cases; includes both courts of last resort and intermediate appellate courts.

(1) INTERMEDIATE APPELLATE COURT-An appellate court of which the primary function is to review the judgments of trial courts and the decisions of administrative agencies, and whose decisions are in turn usually reviewable by a higher appellate court in the same state.

(2) COURT OF LAST RESORT-An appellate court having final jurisdiction over appeals within a given state.

COURT OF GENERAL JURISDICTION-A trial court having unlimited jurisdiction over all subject matter; in fact, constitutional provisions and other laws of the various states usually establish this "upper" level of court as having unlimited original jurisdiction over all subject matter not specifically assigned otherwise. The jurisdiction usually includes certain kinds of appeal matters.

COURT OF LIMITED OR SPECIAL JURISDICTION-A trial court having original jurisdiction only over that subject matter specifically assigned to it by law.

CRIMINAL AND CIVIL JUSTICE AGENCY-All courts, civil attorney agencies and any other governmental agency or subunit that defends indigents or of which the principal functions or activities consist of the prevention, detection, and investigation of crime; the apprehension, detention, and prosecution of alleged offenders; the confinement or official correction supervision of accused or convicted

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persons; or the administrative or technical support of the above functions.

CRIMINAL JURISDICTION-Includes jurisdiction over criminal felonies, felony preliminary hearings, misdemeanors, traffic, and municipal or county ordinance violations.

DELINQUENT ACT-An act committed by a juvenile for which an adult could be prosecuted in a criminal court, but for which a juvenile can be adjudicated in a juvenile court, or prosecuted in a court having criminal jurisdiction if the juvenile court transfers jurisdiction: generally a "felony or misdemeanor level offense" in States employing those terms.

FELONY-A criminal offense that is punishable by death or incarceration in a State or Federal confinement facility.

GENERAL POWER OF ARREST-The official authority of law enforcement officers to enforce any State law or local ordinance within their jurisdiction.

GENERAL PURPOSE POLICE AGENCY-The primary law enforcement agency (State or local) that is responsible for enforcing the law, preserving the peace, maintaining traffic safety and apprehension of accused violators of the law.

JUVENILE-A person subject to the exercise of juvenile court jurisdiction for purposes of adjudication and treatment based on age and offense limitations as defined by State law. Jurisdiction is determined by age at the time of the event, not at the time of judicial proceedings, and continues until the case is terminated.

JUVENILE JURISDICTION-Refers to special jurisdiction over delinquent and neglected children (minors).

LEGAL SERVICES-In this report, denotes the legal representation of a government in civil matters, short of courtroom representation; e.g., research investigation, legal opinions, courtroom assistance, advice to council meetings, and preparation of contracts.

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LAW ENFORCEMENT AGENCY-A Federal, State or local justice agency or identifiable subunit of which the principal functions are the prevention, detection, and investigation of crime, and the apprehension of alleged offenders.

LEGAL JURISDICTION-The subject matter over which lawful authority may be exercised by a court, prosecution/civil attorney agency or public defender agency, as determined by statute or constitution.

MEDICAL EXAMINER AND/OR CORONER AGENCY-A law enforcement agency the principal function of which is to inquire by an inquest into the cause of any death for which there is reason to suppose is not due to natural causes.

MISDEMEANOR-A criminal offense usually punishable by fine or by incarceration in a local confinement facility for a period of which the upper limit is prescribed by statute in a given jurisdiction, typically a year or less.

NATIONAL JUSTICE AGENCY LIST-A master name and address listing of Federal, State and local criminal and civil justice agencies in the Nation maintained by the Bureau of the Census for the Bureau of Justice Statistics.

PAROLE-The status of an offender released from a correctional institution by discretion of a paroling authority prior to expiration of sentence, required to observe conditions of parole, and placed under the supervision of a parole agency. In many States, the term "aftercare" is used for parole for juveniles.

PAROLE AGENCY-A correctional agency, which may or may not include a paroling authority, and of which the principal functions are pre-release investigations and parole plan preparation for prospective parolees, and the supervision of adults having parole or other conditional release status. For purposes of this publication, an agency with multiple functions, e.g., adult and juvenile parole, was counted as one agency except where noted.

PAROLE AUTHORITY-A person or a correctional agency

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that has the authority to release on parole adults or juveniles committed to confinement facilities, to revoke parole or other conditional release and to discharge from parole or other conditional release. A parole authority may or may not be administratively separate from the parole agency that supervises parolees. Typical names are "parole board" and "board of parole." In many States, juvenile correctional institutions determine parole release dates; however, for the purposes of this report, these are not considered parole authorities.

PAROLE BOARD-See Parole authority.

PROBATION-The conditional freedom granted by a judicial officer to an alleged offender, or adjudicated adult, juvenile, or youthful offender, as long as the person meets certain conditions of behavior.

PROBATION AGENCY-A correctional agency of which the principal functions are juvenile intake; the supervision of adults, juveniles, or youthful offenders placed on probation status; and/or the investigation of adults, juveniles, or youthful offenders for the purpose of preparing presentence or predisposition reports to assist the court in determining the proper sentence or juvenile court disposition. For purposes of this survey, an agency with multiple functions, e.g., adult probation and parole, was counted as one agency except where noted.

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PROBATION AND PAROLE AGENCY-A correctional agency of which the principal functions are those of a probation and/or parole agency.

PROBATION AND/OR PAROLE OFFICER-An employee of a probation and/or parole agency whose primary duties include one or more of the agency's functions.

PROSECUTION AND/OR CIVIL ATTORNEY AGENCY-A Federal, State or local justice agency of which the functions are the prosecution of alleged criminal offenders and/or the provision of legal advice, assistance, and representation to the unit of government.

PROSECUTION AGENCY-A Federal, State or local justice agency of which the principal function is the prosecution of alleged offenders.

PUBLIC DEFENDER AGENCY-A Federal, State or local justice agency of which the principal function is the representation in court of persons accused or convicted of a crime who are unable to hire private counsel.

SHERIFF'S DEPARTMENT-A local law enforcement agency organized at the county level, directed by a sheriff, which exercises its law enforcement functions at the county level, usually within unincorporated areas, and operates the county jail in most jurisdictions.

SPECIAL POLICE AGENCY-A law enforcement agency in which the police have limited geographic jurisdiction such as a public park, harbor, or transit authority, but have general arrest powers.

STATUS OFFENSE-An act or conduct which is declared by statute to be an offense, but only when committed or engaged in by a juvenile, and which can be adjudicated only by a juvenile court, e.g., incorrigibility, running away, and truancy.

YOUTHFUL OFFENDER-A person, adjudicated in criminal court, who may be above the statutory age limit for juveniles but below a specified upper age limit, for whom special correctional commitments and special record-sealing procedures are made available by statute. The special correctional

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commitment may be to a juvenile facility, to a special section of an adult facility, or to a separate facility for the confinement of persons between the age limits specified in the particular statute. Such provisions exist in Federal law and in the laws of several states.

## APPENDIX

\*\*\* NOTE 1 \*\*\*

## CLASSIFICATION OF GOVERNMENTAL UNITS

Agencies on the National Justice Agency List are assigned to a level and type of government according to the criteria summarized below. Some of the type designations are not applicable for certain subfiles. The following table summarizes this information:

## TYPE OF GOVERNMENT

Sub- file #	State	County	Muni- cipal	Town- ship	Spec. Dist.	Independ. School Dist.	Fed. & Indian Tribal
1-7	:	:	:	:	NA	NA	NA
8	NA	NA	NA	NA	NA	NA	:
9	:	:	:	:	:	:	NA
10	:	:	:	:	NA	NA	NA

NA = Not Applicable

STATE - Agencies are assigned to the State level if they are administered by the State, if the agencies serve more than one county, or if the agencies are administered in districts not having the same boundaries as single counties, municipalities, or townships.

COUNTIES - Agencies administered by the county or serving more than one local government within the county are assigned to the county government. Organized county governments are found throughout the Nation, except in Connecticut, Rhode Island, the District of Columbia, and limited portions of a number of other States. In Louisiana, the counties are officially designated as parishes; in Alaska, the boroughs resemble county governments in other States.

**MUNICIPALITIES** - Agencies are assigned to the municipal level of government if they are administered by a municipality. This category includes all active governmental units officially designated as cities, villages, boroughs (except in Alaska) and towns (except in the six New England States, Minnesota, New York, and Wisconsin). This concept generally corresponds to the incorporated places category recognized in the Census Bureau reporting of population and housing statistics. Any agencies in unincorporated places are not covered.

**TOWNSHIPS** - This category includes governmental units located in 20 States. They are officially designated as towns in the six New England States, New York, and Wisconsin; plantations in Maine; locations in New Hampshire; and townships in other areas. In Minnesota, the terms town and township are used interchangeably with reference to township governments. Excluded from coverage are unorganized township areas, townships coextensive with cities where the city governments have absorbed the township functions, and townships known to have ceased to perform criminal justice functions.

**SPECIAL DISTRICTS** - Special districts make up the most varied area of local government. They are administratively and fiscally independent of any other unit of government and are usually established to perform a single function (e.g., fire protection, transportation, housing, recreation); however, some have been given authority by their enabling legislation to provide several kinds of services. Law enforcement agencies are the only justice agencies administered by special districts.

**INDEPENDENT SCHOOL DISTRICTS** - These are school districts that are administratively and fiscally independent of any other unit of government. As with special districts law enforcement agencies (school and campus security) are the only justice agencies administered by independent school districts.

**FEDERAL AND INDIAN TRIBAL AGENCIES\*** - Federal agencies are classified by major justice sector following the same guidelines used for State and local agencies. Indian tribal justice agencies are listed in 15 States and are distributed throughout all justice sectors. The types of tribal agencies represented in the name and address listing include tribal police departments or sheriff's offices, prosecutor's offices, probation and parole agencies, tribal courts, jails, and the Bureau of Indian Affairs area offices listed under "other justice".

\*[The names and addresses of agencies at the district or

REGIONAL levels of organization are included in addition to the headquarters offices located in Washington. Listed in every State is at least one Federal law enforcement agency (U.S. Marshals Service), one prosecution/civil attorney agency (U.S. Attorney's Office), one court (U.S. District Court) and one probation/parole agency (U.S. Probation Office).

**REGIONAL AGENCIES** - An agency serving more than one local government was generally assigned to the next highest level of government; however, regional jails and juvenile correctional facilities are assigned to the largest governmental unit served.]

**END**