

*15 MAY 2003 BEGINNING WITH THE 2003 INTAKE STUDY*

***OFFENDER HISTORY INFORMATION ON-LINE***

***CODING INSTRUCTIONS***

**DEPARTMENT OF REHABILITATION AND CORRECTION  
OFFICE OF POLICY  
BUREAU OF RESEARCH  
OFFENDER HISTORY UNIT**

This is the latest version and that, while mostly appropriate for earlier years, readers should check if there are any really unusual patterns on a particular variable. We will note if the coding protocol has changed.

## **DEMOGRAPHIC AND SOCIAL CHARACTERISTICS**

**ARREST, UNLESS OTHERWISE INDICATED, REFERS TO THE ARREST FOR THE INSTANT OFFENSE.**

### **V1 OFFENDER'S MARITAL STATUS AT TIME OF ARREST**

0=single

1=married

2=separated

3=divorced

4=widowed

9=unknown/not indicated/cannot determine from the PSI/OBI

IF AN OFFENDER IS MARRIED, BUT LIVING APART FROM HIS SPOUSE, THE CODE IS "2" SEPARATED. *This does not include cases where the separation is caused by incarceration. It refers to voluntary separations.*

## **V2 HIGHEST LEVEL OF EDUCATION COMPLETED BY THE OFFENDER AT ARREST**

- 00=no education completed
- 01=first grade
- 02=second grade
- 03=third grade
- 04=fourth grade
- 05=fifth grade
- 06=sixth grade
- 07=seventh grade
- 08=eighth grade
- 09=ninth grade
- 10=tenth grade
- 11=eleventh grade
- 12=earned a high school degree
- 13=earned a GED
- 14=earned a GED and completed vocational/technical training
- 15=attended college, but did not earn a degree
- 16=earned an associate's (AA) degree/2 yr. college
- 17=earned a Bachelor's (BA/BS) degree
- 18=attended Graduate school, but did not earn a degree
- 19=earned a Master's (MA/MS) degree
- 20=earned a Doctoral (Ph.D.) degree
- 21=earned a law degree
- 22=earned a medical degree
- 23= vocational training completed in addition to, or as part of, high-school graduation**
- 24=7th grade or less plus completed vocational training
- 25=8th grade plus completed vocational training
- 26=9th grade plus completed vocational training
- 27=10th grade plus completed vocational training
- 28=11th grade plus completed vocational training
- 29= vocational training in addition to high school graduation/cannot tell if completed**
- 99=unknown/not indicated in the OBI/PSI

**NOTE:** For offenders who attended traditional school, but DID NOT EARN A HIGH SCHOOL DEGREE, count only the highest grade THAT WAS COMPLETED. DO NOT COUNT ANY YEAR THAT THE OFFENDER DID NOT COMPLETE. For example, if the offender attended the 10<sup>th</sup> grade, but did not complete the 10<sup>th</sup> grade, the code would be 09. If there is no education information in the text of the investigation, use the data from the face sheet to code by.

## **V3 EMPLOYMENT STATUS OF THE OFFENDER AT ARREST**

- 0=unemployed
- 1=employed part time
- 2=employed full time
- 3=self-employed
- 4=temporary agency
- 5=seasonal employment
- 6=worked under the table**
- 7=chronic unemployment (over several years)**
- 9=unknown, not indicated in the PSI/OBI [*code 99 for variable 4*]

***NOTE:** If it is indicated in the OBI/PSI that the offender was employed at the time of arrest, but not whether s/he was employed full or part time, CODE THAT THE OFFENDER WAS EMPLOYED FULL TIME.*

***DO NOT CODE FOR EMPLOYMENT THAT STARTED AFTER THE ARREST DATE.***

***WE WANT THE EMPLOYMENT STATUS AT THE TIME OF THE ARREST.***

#### **V4 REASON FOR THE OFFENDER NOT BEING EMPLOYED AT ARREST**

- 00=not applicable/offender was employed FT or PT
- 01=social security/mental or physical disability (*only if receiving by time of interview*)
- 02=attended school full time / no work history due to age
- 03=laid off from work
- 04=public assistance
- 05=unable to find work
- 06=offender quit work / terminated // **if greater than 12 mo. then code "99"**
- 07=offender had a drug/alcohol problem (if offender specifically states)
- 08=offender preferred to make money pursuing criminal activities (*if specifically stated*)
- 09=incarcerated /***or just released within 30 days***
- 10=homemaker / retired / ***independently wealthy***
- 11=chooses not to work***
- 99=unknown/not indicated in the OBI/PSI

Once an offender indicates that he has had employment, do not code a 02, unless it is indicated that the offender has returned to school / college full time.

Before an offender is listed as disabled, there should be an indication that a disability payment is being received by the time of the interview.

***IF IT HAS BEEN MORE THAN 12-MONTHS SINCE THE OFFENDER QUIT A JOB, OR WAS TERMINATED, CODE AS "99"***

**V5 LIVING ARRANGEMENT OF THE OFFENDER AT THE TIME OF THE ARREST FOR THE INSTANT OFFENSE.**

- 01=lived alone
- 02=lived with domestic partner
- 03=lived with domestic partner and children
- 04=lived with dependent children
- 05=lived with adult children
- 06=lived with parent/guardian
- 07=lived with adult sibling
- 08=lived with any other relative
- 09=lived with friend/roommate (including dormitory settings)
- 10=offender was homeless
- 11=halfway house or other supervised setting (including ymca/ywca)/shelter
- 12=grandparents**
- 99=missing information

***NOTE: DOMESTIC PARTNER INCLUDES SPOUSE, GIRLFRIEND, AND BOYFRIEND.***

If offender was incarcerated, code for the last living situation when the offender was free.

If more than one condition is present, code for the closest existing relationship applicable to the offender. For example, a domestic partner is a closer relationship than an adult sibling.

**Remember, you are to determine the living arrangement at the time of arrest, not afterwards, not before. If you cannot determine the status, code a '99'. If this is coded "99", then variable 6 cannot be "00", as the offender could have been living with a girl/boyfriend and their children**

**NOTE:** If an offender is over 18, *married*, living with his domestic partner and his parents, code for the domestic partner. If the same situation is present, except that the offender is *not married*, code for the parents. *If offender lives with domestic partner and her parents but are not married code "02, domestic partner". If information is conflicting, code a "99", cannot determine.*

*If the offender has custody of his dependent child and they live with the offender's parents, code that the offender lives with his dependent child.*

*If the offender and his child live with the offender's parents but the offenders's parents have custody of the dependent child -code that the offender lives with his parents*

**V6 NUMBER OF CHILDREN (UNDER AGE 18) LIVING WITH THE OFFENDER AT THE TIME OF ARREST, INCLUDING STEPCHILDREN, OR THE CHILDREN OF A GIRLFRIEND / BOYFRIEND.**

If there is no information about any dependent children living with the offender at the time of arrest, enter 99 (for unknown/not indicated in the OBI/PSI)

If there is no mention of any dependents in the investigation text and the face sheet lists "0" dependents, then code 00.

**INCLUDE OFFENDER'S CHILDREN, STEPCHILDREN, AND GIRLFRIEND OR BOYFRIEND'S CHILDREN**

**V7 WHAT WAS THE PRIMARY LIVING ARRANGEMENT OF OFFENDER FROM BIRTH TO AGE 18**

*If there is an even split of time between two responses, code for the formative (ages 1-9) years of the offender's life.*

01=lived with both parents (biological or step, or adoptive)

02=lived with mother only

03=lived with father only

04=***lived in foster care*** (childrens home/group home/ foster parents)

05=lived with any other relatives (***can be total of several***)

06=lived in juvenile institution (***DYS / MRDD / anything similar***)

07=**grandparents**

08=

99=unknown/no information on this in the OBI/PSI/***conflicting information***

***NOTE: YOU ARE CODING FOR THE PERSON WITH WHOM THE OFFENDER LIVED FOR THE MOST TIME FROM BIRTH UNTIL 18 YEARS OLD***

***.\*\* If the offender is under 22, living with his parents, lists their address and it appears that he has always lived with them, and they are both listed in the family section of the case material, then code "01" lived with both parents.***

***\* If you cannot make a clear determination, code a "99"\*If the offender lived with several different family members at the same time, code for the closest relationship.***

**V8 LIVING ARRANGEMENT OF FEMALE OFFENDER'S DEPENDENT CHILDREN AT THE TIME OF INCARCERATION**

00=not applicable, *offender is male*

01=not applicable, *no dependent children*

02=live with (other) parent/step-parent

03=live with any other relative

04=live under foster care/children's services

05=live in a juvenile correctional institution

06=live "on the streets"

07=*live with friend of offender*

08=

09=

99=unknown/no information on this in the OBI/PSI

**V9 INDICATION OF MENTAL ILLNESS AND/OR TREATMENT AT ANY TIME, INCLUDING AFTER THE ARREST FOR THE INSTANT OFFENSE, BUT NOT AFTER STATE INCARCERATION FOR THE INSTANT OFFENSE.**

0=no mental illness indicated

1=self-admission and/or evidence from social or criminal history a mental illness

2=diagnosed

3=treated for such an illness

9=unknown/missing section/or cannot determine from information in the OBI/PSI.

***START WITH A PRESUMPTION OF NO MENTAL ILLNESS. COUNT RECURRING CONTACT (4+ years) WITH MENTAL HEALTH SERVICES AS A 3.***

***DO NOT CODE FOR MARITAL COUNSELING / STRESS, SUBSTANCE COUNSELING, OR ANY OTHER COUNSELING FOR A SPECIFIC EVENT .***

***WHEN MORE THAN ONE RESPONSE IS PRESENT, CODE FOR THE HIGHEST LEVEL RESPONSE. 2 IS HIGHER THAN 1.***

***An assessment on its own is a 0. If an inmate states a mental health history without documentation, take his/her word on it. Count contact occurring after the instant arrest, but not after state incarceration. Count depression as a mental illness if being treated for it.***

Attempted suicide equals a "1"

Include treatment the offender received in prior incarcerations

If the section of the investigation that deals with physical and mental health is present, but no mental illness is mentioned , code a "0". This is the presumption of no mental illness.

If the section of the investigation which deals with the physical and mental health is missing, then code a "9", missing.

**V10 ANY INDICATION THAT OFFENDER WAS PHYSICALLY ABUSED  
AS A CHILD (UNDER AGE 18)**

0=no

1=yes

9=unknown/missing section/or *cannot determine from information in the OBI/PSI.*

**Start with a presumption of no abuse.**

**If there is an indication of abuse code a “1”.**

**If the entire section is missing, not addressed, or conflicting information is given, code a “9”.**

If the section of the investigation that deals with physical and mental health is present, but no physical abuse is mentioned , code a “0”. This is the presumption of no physical abuse.If the section of the investigation which deals with the physical and mental health is missing, then code a “9”, missing.

**V11 ANY INDICATION THAT OFFENDER WAS SEXUALLY ABUSED AS A CHILD (UNDER AGE 18)**

0=no

1=yes

9=unknown/missing section/*or cannot determine from information in the OBI/PSI.*

**Start with a presumption of no abuse.**

**If there is an indication of abuse code a 1.**

**If the entire section is missing, not addressed, or conflicting information is given, code a 9.**

If the section of the investigation that deals with physical and mental health is present, but no sexual abuse is mentioned , code a “0”. This is the presumption of no sexual abuse.

If the section of the investigation which deals with the physical and mental health is missing, then code a “9”, missing.

**V12 DRUG USE WITHIN THE 6 MONTHS IMMEDIATELY BEFORE AND INCLUDING THE DAY OF ARREST FOR THE INSTANT OFFENSE, AS INDICATED IN THE INVESTIGATION.**

0=no indication of drug use

1=self admission and/or evidence from social or criminal history

2=diagnosis (*by a medical or substance abuse professional*)

3=treatment of such a condition (*one visit for treatment is sufficient*)

9=unknown/missing section/or cannot determine from information in the OBI/PSI.

**NOTE: EXPERIMENTATION IS TO BE CODED AS 0. GO BACK SIX MONTHS FROM THE DATE OF ARREST FOR THE INSTANT OFFENSE.**

**IF BOTH 1 AND 2 APPLY, CODE 2. AN ORDER FOR ASSESSMENT FOR TREATMENT IS CODED AS A (1).**

**IF HE WENT TO TREATMENT, HE HAS BEEN TREATED, EVEN IF HE DID NOT FINISH THE PROGRAM.**

**IF OFFENDER WAS USING OR SELLING AT THE TIME OF THE OFFENSE, CODE AT LEAST A "1".**

**V13 DRUG USE HISTORY MORE THAN 6 MONTHS BEFORE ARREST  
FOR THE INSTANT OFFENSE AS INDICATED IN THE INVEST-  
IGATION.**

**\* CODE FROM BIRTH TO 6 MONTHS BEFORE THE ARREST DATE\***

0=no indication of a drug use history

1=self admission and/or evidence from social or criminal history

2=diagnosis (*by a medical or substance abuse professional*)

3=treatment of such a condition (*one visit for treatment is sufficient*)

9=unknown/cannot determine from this OBI/PSI

**EXPERIMENTATION IS TO BE CODED 0.**

**CODE FROM BIRTH TO 6 MONTHS BEFORE THE ARREST DATE. IF BOTH 1 AND 2 APPLY, CODE 2.**

**AN ORDER FOR ASSESSMENT IS TO BE CODED AS A (1).**

**IF HE WENT TO TREATMENT, HE HAS BEEN TREATED, EVEN IF HE DID NOT FINISH THE PROGRAM.**

**INCLUDE TREATMENT RECEIVED IN PRIOR INCARCERATIONS**

**V14 DRUG ABUSE PROBLEM: PAROLE BOARD RISK ASSESSMENT PURPOSES.**

0=No Interference with Functioning

2=Occasional abuse, some disruption of functioning

4=Frequent Abuse—serious disruption/needs treatment

**NOTE:** *NO usage whatsoever; NO documented history of ABUSE. USE that did not develop into a form of abuse should be scored in category 0*

**ABUSE**==*any use that interferes with functioning. Consider such factors as arrest/citations for drug possession, (instant offense) lay-off or lack of maintaining stable employment, domestic violence /disputes*

**NOTE: Occasional abuse**—*some disruption of functioning; Sporadic abuse, abuse occurring on a very inconsistent basis in scattered time manner. Long time periods between usage.*

**Frequent abuse**—*serious disruption of functioning. Needs treatment. Usage done often on repetitive and frequent basis which could have or did result in habitual use. INCLUDES ILLEGAL ABUSE/USE FOR MONETARY GAIN RESULTING IN ARREST/CHARGES/or INSTANT OFFENSE. Indication from Social and/or Medical professional that offender needs a drug treatment program.*

**NOTE:** *Count DUI/OMVI /DWI convictions as Alcohol Related, unless otherwise specified. AN ORDER FOR ASSESSMENT IS TO BE CODED AS AT LEAST (2).*

*\*Go back 5 years from the date of the arrest for the for the current offense, any drug offense, gets a code “4”. In this variable we are counting offenses occurring after the arrest for the instant as well as those falling within the time period before the instant offense.*

**V15 ALCOHOL ABUSE WITHIN 6 MONTHS IMMEDIATELY BEFORE AND INCLUDING THE DAY OF ARREST FOR THE INSTANT OFFENSE AS INDICATED BY THE INVESTIGATION.**

**0**=no indication of alcohol abuse

**1**=self admission and/or evidence from social or criminal history

**2**=diagnosis (*by a medical or substance abuse professional*)

**3**=treatment of such a condition (*one visit for treatment is sufficient*)

**9**=unknown/missing section/or cannot determine from information in the OBI/PSI.

**AN ORDER FOR ASSESSMENT IS TO BE CODED AS A (1).**

**EXPERIMENTATION IS TO BE CODED 0.**

**CODE FROM THE ARREST DATE BACK TO 6 MONTHS BEFORE THE ARREST DATE**

**IF BOTH 1 AND 2 APPLY, CODE 2.**

**AN ORDER FOR ASSESSMENT IS TO BE CODED AS A (1)**

**IF HE WENT TO TREATMENT, HE HAS BEEN TREATED, EVEN IF HE DID NOT FINISH THE PROGRAM.**

**DRINKING A FEW DRINKS EVERY DAY (NOT A FEW 40 OUNCES) IS NOT AN ALCOHOL PROBLEM, NEITHER IS WEEKEND DRINKING, UNLESS IT IS CLEARLY BINGE DRINKING.**

**\*\*\*COUNT UNDERAGE DRINKING\*\*\***

**V16 ALCOHOL ABUSE HISTORY MORE THAN 6 MONTHS BEFORE THE ARREST FOR THE INSTANT OFFENSE AS INDICATED BY THE INVESTIGATION.**

- 0**=no indication of alcohol abuse
- 1**=self admission and/or evidence from social or criminal history
- 2**=diagnosis
- 3**=treatment of such a condition
- 9**=unknown/cannot determine from this OBI/PSI

***AN ORDER FOR ASSESSMENT IS TO BE CODED AS A (1).***

***EXPERIMENTATION IS TO BE CODED 0.***

***CODE FROM BIRTH TO 6 MONTHS BEFORE THE ARREST DATE.***

***IF BOTH 1 AND 2 APPLY, CODE 2.***

***AN ORDER FOR ASSESSMENT IS TO BE CODED AS A (1).***

***IF HE WENT TO TREATMENT, HE HAS BEEN TREATED, , EVEN IF HE DID NOT FINISH THE PROGRAM.***

***DRINKING A FEW DRINKS (NOT A FEW 40 OUNCE) EVERY DAY IS NOT AN ALCOHOL PROBLEM, NEITHER IS WEEKEND DRINKING, UNLESS IT IS CLEARLY BINGE DRINKING.***

***INCLUDE TREATMENT RECEIVED IN PRIOR INCARCERATIONS***

***\*\*\*COUNT UNDERAGE CONSUMPTION\*\*\****

## V17 ALCOHOL ABUSE PROBLEM: PAROLE BOARD RISK ASSESSMENT

### a. INSTRUCTIONS:

0=No Interference with Functioning

2=Occasional abuse, some disruption of functioning

4=Frequent Abuse—serious disruption/needs treatment

*NOTE: NO ABUSE whatsoever; NO documented history of ABUSE. USE that did not develop into a form of abuse should be scored in category 0*

*ABUSE=any usage that interferes with functioning. Consider such factors as arrest/citations for intoxication (instant offense) lay-off or lack of maintaining stable employment, domestic violence / disputes.*

*NOTE: Occasional abuse—some disruption of functioning;*

*Sporadic abuse—abuse occurring on a very inconsistent basis in scattered time manner.—Long time lapse periods between usage.*

*NOTE: Frequent abuse; serious disruption of functioning. Needs treatment. Abuse done often on repetitive and frequent basis which could have or did resort to habitual use. INCLUDES ILLEGAL ABUSE. DUI / OMVI="4" ANY ALCOHOL RELATED*

*CRIME = "4" If on alcohol at the time of the instant offense code as a "4" Any alcohol related offense committed after the arrest for the instant offense, code a "4"*

*Indication from Social and/or Medical professional that offender needs treatment for alcohol.*

**AN ORDER FOR ASSESSMENT IS TO BE CODED AS A (2)**

*\*Go back 5 years from the date of the arrest for the current offense. Any alcohol related crimes get a code "4.*

**V18 HISTORY OF SUBSTANCE ABUSE TREATMENT PRIOR TO THE PRESENT PRISON INCARCERATION**

- 0=No history of substance abuse treatment.
- 1=Did not comply with court order to complete treatment / did not finish self referred treatment.
- 2=Began treatment, may have completed but cannot determine (past AA/NA)
- 3=Involved in treatment at time of arrest.
- 4=Completed treatment
- 5=***Began treatment for the first time only after arrest for the instant offense.***
- 9=Unknown

***NOTE: Code for the highest level. An order for the codes, highest to lowest, is listed below:***

- 4=Completed treatment**
- 3=Involved in treatment at time of arrest.**
- 2=Began treatment, may have completed but cannot determine, past AA/NA.**
- 1=Did not comply with court order to complete treatment and/or did not finish treatment.**
- 5= *Began treatment for the first time only after arrest for the instant offense.***
- 0=No history of substance abuse treatment.**

**Include treatment received in prior incarcerations.**

## V19 MOST SERIOUS (INSTANT) INDICTMENT OFFENSE

Do not use the offense code, listed on the face sheet of the OBI/PSI, look up the offense in the Ohio Revised Code.

**IF THERE IS MORE THAN ONE INDICTMENT OFFENSE, AND IT IS NOT CLEAR WHICH OF THE OFFENSES IS THE MOST SERIOUS, REFER TO THE ORC FOR THE PROPER ORDERING OF THE SERIOUSNESS OF FELONY OFFENSES.**

**IF THERE IS NO OFFENSE LISTED, LEAVE THE INDICTMENT FIELD BLANK.**

Enter the offense code as [nnnn.nn 3] if the offense is a pre Senate Bill 2 offense,(before July 1996). If the offense is a post Senate Bill 2 offense enter it as [nnnn.nn 4]

Check to make sure that you have identified the correct indictment offense code. Often times the code listed is for the conviction offense. If this is the case and the indictment and the conviction offenses are not the same, the offense code listed will be wrong.

Attempt, complicity and conspiracy may sometimes show up as a double code. For example 2923.02/2911.12 would be attempted burglary. Be sure to code the offense, in this case the burglary. Code the attempt, complicity, conspiracy in V21. If both a violent and a nonviolent offense have the same felony level for the most serious offense, code for the violent offense.

\*\*\*\* If an offender is arrested on August 13<sup>th</sup>, 03 for Drug Abuse, F5 and arrested on November 30<sup>th</sup>, 03 for rape F1, and he goes to trial on both charges in February of 04. **What do we code for?** We code for the rape, because when two cases are heard together, regardless of when they occurred, treat them as if they happened at the same time and take the most serious offense.

\*\*\*\* If an offender is arrested on August 13<sup>th</sup>, 03 for Drug Abuse, F5 and arrested on November 30<sup>th</sup>, 03 for rape F1, and goes to trial on the first charge in December and is found guilty, he goes to trial on the second offense in February and is found guilty. The disposition for both cases is held in March. **Which case do we code for?** We code for the Rape, because **both trials were disposed at the same time** so we treat them as if they happened at the same time and code for the most serious offense.

\*\*\*\*\*If an offender is arrested on August 13<sup>th</sup>, 03 for Drug Abuse, F5 and arrested on November 30<sup>th</sup>, 03 for rape F1, and goes to trial on the first charge in December and is found guilty and sentenced in January to 1 year ODRC and goes back to jail. He goes to trial on the second offense in February and is found guilty and is sentenced in the Middle of March **and sent to prison.** **What do we code for?** We code for the rape. The Drug abuse becomes a prior felony because the sentencing was more than 30 days before the sentencing for the rape and the offender was not transported to prison. If the offender had been transported to prison and came back to court for the second offense, we would have coded for the Drug Abuse because the offender would have been out to court for added charges. If he were to have been pulled from prison and given another **new number** for the second offense we would then code for the new number.

**V20 FELONY LEVEL OF THE MOST SERIOUS (INSTANT)  
INDICTMENT OFFENSE**

1=felony 1 [F1]  
2=felony 2 [F2]  
3=felony 3 [F3]  
4=felony 4 [F4]  
5=felony 5 [F5]  
A1=Aggravated Felony 1 [AgF1]  
A2=Aggravated Felony 2 [AgF2]  
A3=Aggravated Felony 3 [AgF3]  
AM=Aggravated Murder  
MR=Murder  
MS=Misdemeanor of any level

**NOTE: DO NOT USE THE FELONY LEVEL LISTED ON THE FACE SHEET OF THE INVESTIGATION, GO TO THE ORC HANDBOOK, WHERE EACH OFFENSE, ITS CODE NUMBER, AND ITS FELONY LEVEL ARE IDENTIFIED.**

**YOU CAN USE THE FELONY LEVEL OF THE CONVICTION OFFENSE IF THE INVESTIGATION INDICATES THAT THE OFFENDER PLED GUILTY TO THE INDICTMENT, BUT YOU SHOULD CHECK THE FELONY LEVEL FOR THIS OFFENSE IN DOTS, OR THE ORC TO BE SURE .**

**When entering the single digit codes, enter them as [n ] (number, then space). For offenses which occurred before July 1996, (Pre SB-2) use the old ORC to determine the correct felony level. For offenses occurring after July 1st 1996, use the new ORC .**

***NOTE: Specifications for prior felony convictions for the same or similar types of offenses as the indictment offense sometimes raises the felony level of the current offense. (e.g. from an F4 to an F3). Check the Ohio Criminal Law Handbook to identify the circumstances and make the correct felony level code.***

**V21 MOST SERIOUS (INSTANT) INDICTMENT OFFENSE WAS AN ATTEMPT, CONSPIRACY, OR COMPLICITY?**

0=neither (an attempt, complicity, nor conspiracy)

1=attempt-- 2923.02

2=conspiracy-- 2923.01

3=complicity-- 2923.03

**NOTE: Attempt, conspiracy and complicity may sometimes show up as a double code. For example 2923.02/2911.12 would be attempted burglary. Be sure to code the offense, in this case, the burglary in v20.**

**V22 ARE ANY OF THE INDICTMENT OFFENSES A FELONY DRUG OFFENSE?**

0=no  
1=yes

**DO NOT USE MISDEMEANOR OFFENSES IN THIS CATEGORY.**

**LOOK AT ALL OF THE INDICTMENT OFFENSES, NOT ONLY THE MOST AND SECOND MOST SERIOUS.**

**V23 ANY SPECIFICATIONS FOR PRIOR VIOLENT OFFENSES?**

**0=no**

**1=yes**

**NOTE:** SPECIFICATIONS WILL BE LISTED ON THE ***CURRENT*** INDICTMENT. YOU ARE NOT TO COUNT PRIOR ACTS OF VIOLENCE IN THE OFFENDER'S RECORD AS SPECIFICATIONS. THE SPECIFICATIONS, IF ANY, WILL BE LISTED IN THE CURRENT INDICTMENT INFORMATION.

**V24 ANY OF THE INDICTMENT OFFENSES A VIOLENT FELONY (NON SEX) OFFENSE.**

0=no  
1=yes

**PRE SB-2**

*If the offense is a pre SB-2 offense, use the pre SB-2 violent offense list, listed by code below.*  
2903.01, 2903.02, 2903.03, 2903.04, 2903.11, 2903.12, 2903.13, 2903.21, 2903.211, 2903.22, 2905.01, 2905.02, 2905.11, 2907.02, 2907.03, 2907.12, 2909.02, 2909.03, 2911.01, 2911.02, 2911.11, 2917.01, 2917.02, 2917.03, 2917.31, 2919.25, 2921.03, 2921.34, 2921.35

**NOTE: DO NOT COUNT SEX OFFENSES IN THIS VARIABLE !!!**

**AGGRAVATED BURGLARY IS A VIOLENT OFFENSE**

**F2 BURGLARY IS A VIOLENT OFFENSE**

**F3 BURGLARY IS A VIOLENT OFFENSE**

**\*\*\*F4 BURGLARY IS NOT A VIOLENT OFFENSE, IT IS A PROPERTY OFFENSE**

**VEHICULAR HOMICIDE AND VEHICULAR ASSAULT ARE NOT CONSIDERED VIOLENT CRIMES**

**POST SB-2**

*If the offense is a POST SB-2 offense, use the POST SB-2 violent offense list, listed by code below.*  
2903.01, 2903.02, 2903.03, 2903.04, 2903.11, 2903.12, 2903.13, 2903.21, 2903.211, 2903.22, 2905.01, 2905.02, 2905.11, 2907.02, 2907.03, 2907.05, 2907.12, 2909.02, 2909.03, 2911.01, 2911.02, 2911.11, 2917.01, 2917.02, 2917.03, 2917.31, 2919.25, 2921.03, 2921.04, 2921.34, 2923.161 OR DIVISION (A)(1),(2) OR (3) OF SECTION 2911.12, (BURGLARY ABOVE F4)

**DO NOT USE MISDEMEANOR OFFENSES IN THIS CATEGORY.**

**LOOK AT ALL OF THE INDICTMENT OFFENSES, NOT ONLY THE MOST AND SECOND MOST SERIOUS.**

**V25 ANY OF THE INDICTMENT OFFENSES A FELONY SEX OFFENSE?**

**0=no**

**1=yes**

**DO NOT USE MISDEMEANOR OFFENSES IN THIS CATEGORY.**

**LOOK AT ALL OF THE INDICTMENT OFFENSES, NOT ONLY THE MOST AND  
SECOND MOST SERIOUS.**

**V26 NUMBER OF 1 YEAR AND/OR 3-YEAR GUN SPECIFICATIONS IN THE INDICTMENT**

**0=** NO 1 year or 3-year gun specifications

**1-8=** One through eight 1-year or 3-year gun specifications

Count the **number** of 1 year AND/OR 3 year gun specifications in the indictment not the total years. You can have both 1 and 3 year specifications in the same indictment, as well as 5 and 6 year specifications.

**ONE YEAR GUN SPECS: OFFENDER HAD A FIREARM WHILE COMMITTING THE OFFENSE.**

**THREE YEAR GUN SPECS: OFFENDER DISPLAYED, BRANDISHED, INDICATED POSSESSION OF, OR USED A FIREARM WHILE COMMITTING THE OFFENSE.**

## **V27 SECOND MOST SERIOUS (INSTANT) INDICTMENT OFFENSE**

IF THERE IS ONLY ONE INDICTMENT OFFENSE (INCLUDING MULTIPLE COUNTS OF THE SAME OFFENSE WITH THE SAME FELONY LEVEL), PRESS TAB. HOWEVER, ***IF THE SECOND OFFENSE IS THE SAME AS THE FIRST, EXCEPT IT HAS A LOWER FELONY LEVEL, LIST IT AS THE SECOND MOST SERIOUS OFFENSE.***

IF THERE IS MORE THAN ONE INDICTMENT OFFENSE, AND IT IS NOT CLEAR WHICH OF THE OFFENSES IS THE SECOND MOST SERIOUS, REFER TO THE ORC HANDBOOK FOR THE PROPER ORDERING OF THE SERIOUSNESS OF FELONY OFFENSES.

***NOTE: Enter the offense code as [nnnn.nn 3] if the offense is a pre Senate Bill 2 offense, (before July 1996). If the offense is a post Senate Bill 2 offense enter it as [nnnn.nn 4]. \* If both a violent and a nonviolent offense have the same felony level for the second most serious offense, code for the violent offense***

**V28 FELONY LEVEL OF THE SECOND MOST SERIOUS (INSTANT)  
INDICTMENT OFFENSE**

If there is no second offense, tab to the next field.

1=felony 1 [F1]  
2=felony 2 [F2]  
3=felony 3 [F3]  
4=felony 4 [F4]  
5=felony 5 [F5]  
A1=Aggravated Felony 1 [AgF1]  
A2=Aggravated Felony 2 [AgF2]  
A3=Aggravated Felony 3 [AgF3]  
AM=Aggravated Murder  
MR=Murder  
MS=Misdemeanor of any level

*For offenses which occurred before July 1996, (Pre SB-2) use the old ORC to determine the correct felony level. For offenses occurring after July 1st 1996, use the new ORC .*

**DO NOT USE THE FELONY LEVEL LISTED ON THE FACE SHEET OF THEN INVESTIGATION, GO TO THE ORC HANDBOOK, WHERE EACH OFFENSE, ITS CODE NUMBER, AND ITS FELONY LEVEL ARE IDENTIFIED.**

**YOU CAN USE THE FELONY LEVEL OF THE CONVICTION OFFENSE IF THE INVESTIGATION INDICATES THAT THE OFFENDER PLED GUILTY TO THE INDICTMENT. YOU STILL NEED TO CHECK THE FELONY LEVEL AGAINST THE THE ORC OR DOTS TO ENSURE THAT YOU HAVE THE CORRECT CODE.**

*When entering the single digit codes, enter them as [n ] (number, then space). .*

**V29 SECOND MOST SERIOUS (INSTANT) INDICTMENT OFFENSE WAS  
AN ATTEMPT, CONSPIRACY, OR COMPLICITY?**

**IF THERE IS NO SECOND OFFENSE, PRESS TAB**

**0**=neither (an attempt, complicity, nor conspiracy)

**1**=attempt-- 2923.02

**2**=conspiracy--2923.01

**3**=complicity-- 2923.03

*NOTE: Attempt, conspiracy and complicity may sometimes show up as a double code. For example 2923.02/2911.12 would be attempted burglary. Be sure to code the offense, in this case, the burglary.*

**V30 NUMBER OF 5-YEAR OR 6-YEAR GUN SPECIFICATIONS IN THE INDICTMENT**

**COUNT THE NUMBER OF FIVE-YEAR AND/OR SIX-YEAR GUN SPECIFICATIONS IN THE INDICTMENT CHARGES, NOT THE TOTAL NUMBER OF YEARS. YOU CAN HAVE BOTH 5 AND 6 YEAR SPECIFICATIONS IN THE SAME INDICTMENT AS WELL AS 1 AND 3 YEAR SPECIFICATIONS**

**0=** NO 5-year or 6-year gun specifications

**1-8=** One through eight 5-year or 6-year gun specifications

**5 YR= OFFENDER DISCHARGED FIREARM FROM A MOTOR VEHICLE**

**6 YR= AUTOMATIC FIREARM OR FIREARM EQUIPPED WITH A SILENCER**

**Do not confuse automatic and semiautomatic weapons.**

**There are very few cases of automatic weapons (usually they will be referred to as assault weapons).**

**On the other hand many offenders may have semiautomatic weapons.**

### **V31 AVAILABILITY OF OFFENDER'S JUVENILE RECORD**

**0=no juvenile record could be found and was not indicated in this investigation**

**1=juvenile record expunged (destroyed) Code as "0"**

**2=juvenile record unavailable (code juvenile variables 35-45 & 47 as '99')**

**3=juvenile record found**

### **PRIOR CRIMINAL HISTORY**

**Note: that for the variables in this section on Prior Criminal History, you will count only those cases for which there is a known disposition; if the case has no known disposition, then treat it as if it does not exist. Do not count motor vehicle citations or dispositions except for DUI and OMVI offenses. WHEN LOOKING AT THE PRIOR RECORD, DO NOT SEPARATE INTO PRE / POST SB-2, TREAT ALL OFFENSES AS IF THEY ARE POST SENATE BILL 2 OFFENSES.**

**NOTE: FOR VARIABLES REGARDING PRIOR OFFENSES YOU SHOULD NOT COUNT THE INSTANT OFFENSE OR ANY OFFENSE OCCURRING AFTER THE INSTANT OFFENSE UNLESS INSTRUCTED TO DO SO BY THE NOTES IN THE VARIABLE .**

**NOTE: If it is reported in the OBI/PSI that there is no indication of a juvenile record, then code a 0 for this variable (no juvenile record could be found) 0 indicates no evidence of a juvenile record. 1,2, and 3 mean that there is some evidence of a juvenile record. *Start with a presumption of no juvenile record.***

**IF A COUNTY REPORTS THAT RECORDS ARE DESTROYED AFTER A CERTAIN TIME PERIOD, OR AFTER THE OFFENDER HAS REACHED A CERTAIN AGE, CODE AS IF THE OFFENDER HAD NO JUVENILE RECORD. ONLY CODE THAT A RECORD IS UNAVAILABLE OR DESTROYED IF THERE IS SOME INDICATION THAT AN OFFICIAL RECORD HAS EXISTED FOR THAT INDIVIDUAL.**

**If an offender gives specific dates, offenses, and dispositions for juvenile offenses, but no record is listed, then that is an indication that a record has existed for that person and should be coded as a "2".**

**If the juvenile provides a criminal history but no official record exists code the missing data as "99". However, if the ages for variables 32 and 33 are missing, use the ages from the adult record.**

## **V32 AGE AT FIRST ARREST FOR A CRIMINAL OFFENSE**

1. The information in the section of the OBI/PSI titled “Prior Record” is listed in chronological order within each of the two subsections titled “Juvenile” and “Adult”; start with the first listing in the “Juvenile” subsection and search until you come up with the first date the offender was arrested for allegedly committing a CRIMINAL OFFENSE . **Do not count unruly, truancy, runaway, ungovernable or other status type offenses.**  
**[THE OFFENDER DOES NOT HAVE TO BE CONVICTED ON THE CHARGE ]**
2. IF the offender has NO (known) prior juvenile record, then search from the beginning of the “Adult” subsection of the offender’s prior record until you come up with the first date the offender was arrested as an adult for a non-traffic (except dui/omvi) criminal offense.
3. After doing 1 and/or 2 above, check the first date of arrest against the offender’s birth date to determine what his/her age was at the time of their first arrest.

*BE CAREFUL NOT TO OVERLOOK THE MONTHS AND DAYS OF BOTH THE OFFENDER’S FIRST ARREST DATE AND BIRTH DATE IN MAKING YOUR DETERMINATION OF THE OFFENDER’S AGE AT FIRST ARREST. EVEN IF THE OFFENDER’S FIRST ARREST DATE WAS ONE DAY BEFORE HIS OR HER SIXTEENTH BIRTHDAY FOR EXAMPLE, HE OR SHE WOULD HAVE A FIRST ARREST AGE OF 15. IF YOU SIMPLY LOOKED AT THE DIFFERENCE BETWEEN THE YEAR OF FIRST ARREST AND YEAR OF BIRTH, THE OFFENDER WOULD APPEAR TO BE 16, BUT THE CORRECT CODE WOULD BE 15.*

**If the offender had NEVER been arrested PRIOR to his or her arrest for the instant (indictment) offense(s), then the proper code would be the offender’s age on the date of his or her arrest FOR THE INSTANT OFFENSE.**

**\*\*\* Check the areas of dismissed , nolled and unknown disposition charges. If any are found, make sure that they are not duplicates of cases from the prior criminal history section.**

**NOTE: TO BE ADJUDICATED DELINQUENT MEANS THAT A COURT HAS DECIDED THROUGH A HEARING THAT A JUVENILE HAS COMMITTED A MISDEMEANOR OR FELONY LEVEL CRIME. STATUS OFFENSES OR UNRULY OFFENSES DO NOT COUNT.**

***V33 AGE AT FIRST ARREST LEADING TO A JUVENILE DELINQUENCY ADJUDICATION (JUVENILE CONVICTION) OR IF THERE IS NO JUVENILE CONVICTION USE THE FIRST ARREST LEADING TO AN ADULT FELONY CONVICTION***

Follow the same instructions as for V32 above, except note that you are now searching for the first arrest that resulted in a delinquency adjudication (juvenile conviction) or adult felony conviction.

**If the offender had NEVER been arrested PRIOR to his or her arrest for the instant (indictment) offense(s), then the proper code would be the offender's age on the date of his or her arrest FOR THE INSTANT OFFENSE.**

**NOTE: BE CAREFUL NOT TO OVERLOOK THE MONTHS AND DAYS OF BOTH THE OFFENDER'S FIRST ARREST DATE AND BIRTH DATE IN MAKING YOUR DETERMINATION OF THE OFFENDER'S AGE AT FIRST ARREST LEADING TO A DELINQUENCY ADJUDICATION OR AN ADULT FELONY CONVICTION.**

For juveniles count the age at arrest for the first *criminal* case (no status offenses), for which a conviction is obtained. Status offenses are those offenses that are only applicable because of the offenders age. (runaway, unruly, beyond parental control, truancy.... Admonishment, or placement back in their home (except house arrest with electronic monitoring) are not adjudications for a juvenile.

Probation is a legitimate disposition for a delinquency adjudication and would count for this variable.

**DO NOT COUNT ADULT MISDEMEANOR CONVICTIONS, USE THE FIRST ADULT FELONY IF NO JUVENILE OFFENSE IS AVAILABLE.**

**V34 NUMBER OF COMMITMENTS TO THE DEPARTMENT OF YOUTH SERVICES**

**DYS COMMITMENTS RESULTING FROM JUVENILE STATUS OFFENSES WILL COUNT, EVEN THOUGH THE OFFENSE ITSELF WILL NOT BE COUNTED.**

**COUNT OHIO AND OUT-OF-STATE COMMITMENTS AS WELL. SEE THE CODE-BOOK APPENDIX FOR A LIST OF ODYS INSTITUTIONS, AND THE ACA DIRECTORY FOR OUT-OF-STATE INSTITUTIONS.**

**V35 NUMBER OF JUVENILE PLACEMENTS IN FOSTER-CARE,  
TREATMENT CENTERS, DIVERSION PROGRAMS, DETENTION,  
ETC.**

**Placements resulting from juvenile status offenses will count, even though the offense itself will not be counted.**

**If you cannot determine the type of treatment placement, full day versus partial day, do not count it.**

**Include placements in group homes, treatment centers, and local detention facilities; an overnight stay when the juvenile is then released to his or her parents pending a hearing, however, would NOT count as a placement. Count nonresidential treatment centers, and full day treatment centers also.**

**NOTE: You are to count placements for juvenile status offenses in determining the number of placements; however the status offense itself does not count as an offense. Count full day treatment centers, and non-residential treatment centers. Do not count placement at home, unless it is with an electronic monitoring device.**

**V36 NUMBER OF TIMES JUVENILE WAS PLACED ON A NEW SUPERVISION TERM. (PROBATION OR PAROLE)**

Commitments to parents, inactive probation, and non-reporting probation do **not** count as juvenile supervision terms, *unless the inactive or non-reporting supervision terminates by revocation.*

**Do not count continued on probation in this variable.**

***COUNT SUPERVISIONS RESULTING FROM JUVENILE STATUS OFFENSES EVEN THOUGH THE OFFENSE ITSELF WILL NOT BE COUNTED AS AN OFFENSE.***

**When a definite date is not given for the end of a juvenile supervision term, and the juvenile receives another supervision term more than 1 year from the date he started the original term, count the most recent supervision as a new supervision. If the most recent supervision is less than a year from the original term, count the most recent term as Continued On Probation.**

**\*\*\*\*If on juvenile probation and commits a crime and is tried as an adult and goes to prison, count the supervision in the juvenile section, but do not count as a revocation unless the revocation is listed as such.**

**V37 NUMBER OF JUVENILE CONTINUED PROBATION / PAROLE  
TERMS**

**Commitments to parents, inactive probation, non-reporting, and unofficial probation do NOT count as Continued on Probation, unless they result in a probation revocation, in which case you would count them.**

**IF A JUVENILE IS ON PROBATION AND COMMITS A NEW OFFENSE WHILE ON THAT TERM, AND THE DISPOSITION OF THE NEW OFFENSE IS PROBATION, COUNT THE MOST RECENT PROBATION AS A *CONTINUED ON PROBATION*.**

**COUNT CONTINUED SUPERVISION TERMS RESULTING FROM JUVENILE STATUS OFFENSES EVEN THOUGH THE OFFENSE ITSELF WILL NOT BE COUNTED AS AN OFFENSE.**

**When a definite date is not given for the end of a juvenile probation term, and the juvenile receives another probation term more than 1 year from the date he started the original term, count the most recent supervision as a new supervision. If the most recent supervision is less than a year from the original term, count the most recent term as Continued On Probation.**

**\*\*\*\*If on juvenile probation and commits a crime and is tried as an adult and goes to prison, count the supervision in the juvenile section , but do not count as a revocation unless the revocation is listed as such.**

**V38 NUMBER OF REVOCATIONS FROM JUVENILE SUPERVISION  
TERMS**

**Revocations will reflect probation being terminated and juvenile ordered a more severe disposition, ie. the Y.E.A.R program (*community based corrections program*) or commitment to DYS.**

***IF A JUVENILE IS ON PROBATION WHEN HE/SHE COMMITS ANY OFFENSE, AND IS INCARCERATED AS THE DISPOSITION OF THE NEW OFFENSE, COUNT HIM AS HAVING A PROBATION REVOCATION.***

***COUNT SUPERVISION REVOCATIONS RESULTING FROM JUVENILE STATUS OFFENSES EVEN THOUGH THE OFFENSE ITSELF WILL NOT BE COUNTED AS AN OFFENSE.***

**V39 NUMBER OF DELINQUENCY ADJUDICATIONS FOR VIOLENT  
NON-SEX OFFENSES (JUVENILE CONVICTIONS)**

**YOU ARE NOT TO COUNT (JUVENILE) STATUS OFFENSES IN DETERMINING  
THE NUMBER OF DELINQUENCY ADJUDICATIONS.**

***INCLUDE PRIOR JUVENILE DOMESTIC VIOLENCE CONVICTIONS WHEN THEY  
ARE THE ONLY OR MOST SERIOUS CONVICTION OFFENSE.***

***DISORDERLY CONDUCT WITH FIGHTING IS NOT TO BE COUNTED AS A VIOLENT  
OFFENSE.***

**BURGLARY IS TO BE COUNTED AS A NON-VIOLENT OFFENSE.**

**AGGRAVATED BURGLARY, WHEN IT IS LISTED AS SUCH, IS TO BE COUNTED  
AS A VIOLENT OFFENSE. ONLY COUNT AS AN AGGRAVATED BURGLARY IF IT  
IS LISTED, DO NOT ATTEMPT TO DECIDE BETWEEN BURGLARY AND  
AGGRAVATED BURGLARY BY LOOKING FOR DETAILS OF THE PRIOR  
OFFENSE.**

**ESCAPE COUNTS AS A VIOLENT OFFENSE.**

**V40 NUMBER OF DELINQUENCY ADJUDICATIONS FOR SEX OFFENSES.**

**SEX OFFENSES**

**RAPE**

**SEXUAL BATTERY**

**CORRUPTION OF A MINOR (This is a sex related offense only, not drug & alcohol )**

**GROSS SEXUAL IMPOSITION**

**SEXUAL IMPOSITION**

**IMPORTUNING**

**VOYEURISM**

**PUBLIC INDECENCY,**

**OR ANY OTHER OFFENSE IN THE 2907.XX CATEGORY**

**V41 NUMBER OF DELINQUENCY ADJUDICATIONS FOR DRUG USE/  
POSSESSION OFFENSES**

***\*\*Drug paraphernalia is under drug use, not drug sales.***

**V42 NUMBER OF DELINQUENCY ADJUDICATIONS FOR DRUG SALE/  
TRAFFICKING OFFENSES**

***\*\*Drug paraphernalia is under drug use, not drug sales.***

**Counterfeit drugs are included.**

**V43 NUMBER OF JUVENILE OMVI/DUI/DWI CONVICTIONS**

***IN THIS VARIABLE COUNT ALL DUI / OMVI TYPE OFFENSES THAT ARE FOUND ANYWHERE IN THE JUVENILE CRIMINAL HISTORY.***

***PRIOR JUVENILE DUI / OMVI OFFENSES THAT ARE EITHER THE ONLY OFFENSE OR ARE THE MOST SERIOUS CONVICTION OFFENSE ARE ALSO TO BE COUNTED AS “OTHER” JUVENILE CONVICTIONS UNDER V45.***

**V44 NUMBER OF JUVENILE DELINQUENCY ADJUDICATIONS FOR  
PROPERTY OFFENSES.**

**DO NOT COUNT JUVENILE STATUS OFFENSES IN DETERMINING THE NUMBER  
OF DELINQUENCY ADJUDICATIONS. COUNT ANY BURGLARY AS A PROPERTY  
OFFENSE. ANY AGGRAVATED BURGLARY IS A VIOLENT OFFENSE.**

**V45 NUMBER OF JUVENILE DELINQUENCY ADJUDICATIONS FOR OTHER OFFENSES.**

**DO NOT COUNT JUVENILE STATUS OFFENSES IN DETERMINING THE NUMBER OF DELINQUENCY ADJUDICATIONS.**

**INCLUDE PRIOR JUVENILE DUI / OMVI CONVICTIONS WHEN THEY ARE THE ONLY OR THE MOST SERIOUS CONVICTION OFFENSE.**

**THE ORC DEFINES VCO (VIOLATION OF COURT ORDER AS A DELINQUENCY, COUNT IT AS AN "OTHER" OFFENSE.**

**OTHER JUVENILE ALCOHOL OFFENSES (NON DUI / OMVI) ARE COUNTED UNDER V47, NOT V45.**

## **V46 NUMBER OF DOMESTIC VIOLENCE CONVICTIONS**

### **JUVENILE AND ADULT BOTH ARE COUNTED HERE**

**Count all domestic violence convictions, whether misdemeanor or felony anywhere that they are found in the juvenile or adult criminal history and regardless of whether or not they are the most serious conviction in multiple offense convictions.**

**Count juvenile and adult domestic violence convictions even if they occur after the instant offense. Include the instant offense if it is domestic violence.**

**\*\*Remember to also count these offenses in the appropriate misdemeanor violent for adults (V50), or felony violent category for adults (V58) or the violent category for juveniles (V39) only if:**

- a) they occur prior to the instant offense; and**
- b) they are the only or the most serious conviction offense**

**V47 NUMBER OF JUVENILE ALCOHOL CONVICTIONS**

**COUNT ANY ALCOHOL OFFENSES EXCEPT DUI TYPE OFFENSES.**

**JUVENILE DUI TYPE OFFENSE GO UNDER V43 NOT V47**

**\*\* COUNT JUVENILE ALCOHOL OFFENSES EVEN IF THEY ARE NOT THE MOST SERIOUS OFFENSE. (COUNT THE SAME WAY THAT WE DO THE ADULT).**

**V48 AGE OF VICTIM AT THE TIME OF THE OFFENSE (FOR THE MOST SERIOUS CONVICTION OFFENSE)**

**CALCULATE OR RECORD THE AGE OF THE VICTIM, THE SAME VICTIM AS CODED FOR IN V79, AT THE TIME OF THE OFFENSE.**

**00=not applicable / crime is victimless / non-personal**

**01=child (age 12 or less)**

**02=youth (age 13-18)**

**03=young adult (age 19-35)**

**04=middle aged adult (age 36-59)**

**05=older adult (age 60 and over)**

**99=unknown / cannot determine from the data in the investigation**

**NOTE : There are going to be a number of “99”s in this variable. The data should be available in sexual and other violent offenses. It may be more difficult to locate in property offenses. In property offenses, the owner of the property is the victim. In drug offenses, (Abuse and Trafficking), code as a 00 Not applicable. For unknown, code 99.**

## V49 NUMBER OF PRIOR ADULT OMVI / DUI / DWI CONVICTIONS

**NOTE!!!** *In this situation only, in cases where there are two or more offenses being decided on the same date and one of the offenses is a dui/omvi, count the dui/omvi for the number of dui/ omvi offenses, even if it is not the most serious offense. In this type of case do not count the dui offense as a non violent misdemeanor or other felony (if a felony). Use the examples below to see how a case can fit into different categories.*

### DUI EXAMPLES

Date	Offense	Disposition
<u>6/10/97</u>	Robbery, Theft, DUI	5 years DRC

In this case the robbery is counted as the most serious offense and counted as a violent non-sex felony. The DUI is also counted for the number of DUI convictions in **V49**, but it is **not** counted in any other category. You can look at the felony level of any offense by looking at the OFNSI screen in DOTS, use shift F3 to move to the next offense.

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<u>6/11/97</u>	DUI	30 days county/1000 fine/cc
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In this case the DUI is counted as a DUI for V49, **and** a non violent misdemeanor for V51.

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<u>6/12/97</u>	1. DUI (M1) 2. Possess drug paraphernalia (M4)	1. Five days county/1000 fine 2. 6months inactive probation
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In this case the DUI is counted in V49 and as a non violent misdemeanor for V51 and the drug offense is counted in V66

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<u>6/13/97</u>	DUI	60 days <b>DRC</b>
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In this case the DUI is counted as a DUI for V49, **and** an Other Felony for V63.

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**V50 NUMBER OF PRIOR ADULT MISDEMEANOR CONVICTIONS FOR VIOLENT OFFENSES**

**NOTE: UNDER SB2 GUIDELINES WE WILL NO LONGER COUNT CARRYING A CONCEALED WEAPON, WEAPONS UNDER DISABILITY, OR VANDALISM AS VIOLENT OFFENSES.**

**BURGLARY MAY OR MAY NOT BE COUNTED AS A VIOLENT OFFENSE DEPENDING UPON THE CIRCUMSTANCES. IF BOTH VIOLENT AND NONVIOLENT OFFENSES ARE IN THE SAME ADJUDICATION, USE THE VIOLENT OFFENSE INSTEAD OF THE NONVIOLENT OFFENSE.**

**\*\*DISORDERLY CONDUCT WITH FIGHTING INDICATED IS NOT A VIOLENT MISDEMEANOR OFFENSE**

**DOMESTIC VIOLENCE**

*For example:*

<b>Date</b>	<b>Offense</b>	<b>Disposition</b>
<u>6/10/97</u>	Assault on a peace officer Drug Abuse	1 year DRC

In this case the assault is counted as the most serious offense and counted as a violent non-sex **felony**. The Drug abuse would not be counted anywhere. It would **not** be counted as a violent misdemeanor.

<u>6/11/97</u>	Domestic Violence	30 days county/cc
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In this case the DV is counted as a DV for V46, **and** a violent misdemeanor for V50.

<u>6/12/97</u>	Agg Assault, Theft	90 days Jail/ 6 months non-reporting probation
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In this case the Agg assault is counted as a violent misdemeanor for V50, the theft would not be counted anywhere.

***For V50 include prior adult misdemeanor domestic violence convictions when they are the only offense, or are the most serious offense.***

***If an offender receives a jail term for what would otherwise be a felony offense, count the offense as a misdemeanor offense. EXAMPLE:***

7/17/97	Agg. Assault	30 days jail / 1 year non-reporting Probation
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**V51 NUMBER OF PRIOR ADULT MISDEMEANOR CONVICTIONS FOR  
NON-VIOLENT OFFENSES**

**NOTE: FOR VARIABLES REGARDING PRIOR OFFENSES YOU SHOULD NOT COUNT THE INSTANT OFFENSE OR ANY OFFENSE OCCURRING AFTER THE INSTANT OFFENSE UNLESS INSTRUCTED TO DO SO BY THE NOTES IN THE VARIABLE .**

**COUNT CONVICTIONS WITH SUSPENDED SENTENCES ALSO**

**PRIOR MISDEMEANOR DUI TYPE OFFENSES THAT ARE THE ONLY OR THE MOST SERIOUS OFFENSE ARE CODED FOR V51 AS WELL AS V49.**

**DO NOT COUNT ANY OFFENSES THAT DID NOT GO TO COURT. (CITATIONS)**

**EXCLUDE TRAFFIC OFFENSES EXCEPT DUI/OMVI.**

**FAILURE TO APPEAR CAN BE EITHER A MISDEMEANOR OR A FELONY**

**CONTEMPT OF COURT IS NOT CONSIDERED AN OFFENSE, COUNT IT AS AN ARREST, AND COUNT ANY JAIL OR OTHER PENALTY THAT GOES WITH IT.**

***ALL DISORDERLY CONDUCTS ARE TO BE CONSIDERED AS NON VIOLENT***

*If an offender receives a jail term for what would otherwise be a felony offense, count the offense as a misdemeanor offense. EXAMPLE:*

*7/17/97*

*Burglary*

*30 days jail / 1 year non-reporting  
probation*

## V52 TOTAL NUMBER OF PRIOR ADULT FELONY CONVICTIONS

IF TWO OR MORE SEPARATE OFFENSES END UP BEING TRIED TOGETHER AS ONE CASE, AND A CONVICTION IS OBTAINED, ONLY COUNT THIS AS ONE CONVICTION.

WHEN MAKING A DETERMINATION WITH REGARD TO THE CRIME CATEGORY FOR THE CODING OF V52-V63, THE CONVICTION OFFENSE FOR THAT PARTICULAR CONVICTION WOULD BE FOR THE MOST SERIOUS OF THE OFFENSES WHICH WERE GROUPED TOGETHER.

**THE NUMBER ENTERED HERE SHOULD MATCH THE TOTAL OF V53+V54+V55+V57+V58+ V63**

*If an offender receives a jail term for what would otherwise be a felony offense, count the offense as a misdemeanor offense. EXAMPLE:*

7/17/97

*Burglary*

*30 days jail / 1 year non-reporting probation*

**\*\* If the current incarceration is the result of a revocation of the offender's supervision term, and he has no new offenses, count the revocation in v62 and the supervision in v61, v67 , but do not count the offense as a prior felony .**

**\*\*If the offender was on supervision and it was revoked because he was convicted of a new offense, count the new offense as the instant offense. The supervision offense would be counted as a supervision in v61 and v67, a revocation in v62 , and a prior felony in whatever felony area it fits.**

**V53 NUMBER OF PRIOR ADULT FELONY CONVICTIONS FOR SEX OFFENSES**

**NOTE: FOR ADULT FELONY OFFENSES SEE THE ORC HANDBOOK.**

**COUNT ANY FELONY FALLING UNDER SECTION 2907.XX OF THE OHIO REVISED CODE.**

If two or more separate offenses end up being tried together as one case, and a conviction is obtained, only count this as one conviction. When making a determination with regard to the crime category for the coding of v52-v63, the conviction offense for that particular conviction would be for the most serious of the offenses which were grouped together.

**SEX OFFENSES**

**RAPE**

**SEXUAL BATTERY**

**CORRUPTION OF A MINOR (This is a sex related offense only, not drug & alcohol )**

**GROSS SEXUAL IMPOSITION**

**SEXUAL IMPOSITION**

**IMPORTUNING**

**VOYEURISM**

**PUBLIC INDECENCY,**

**OR ANY OTHER OFFENSE IN THE 2907.XX CATEGORY**

***If an offender receives a jail term for what would otherwise be a felony offense, count the offense as a misdemeanor offense. EXAMPLE:***

**7/17/97 GSI**

**30 days jail / 1 year non-reporting probation**

**V54 NUMBER OF PRIOR ADULT FELONY CONVICTIONS FOR DRUG USE/POSSESSION OFFENSES**

***Drug paraphernalia is coded under drug use/possession, not under drug sales/ trafficking.***

*If an offender receives a jail term for what would otherwise be a felony offense, count the offense as a misdemeanor offense. EXAMPLE:*

*7/17/97 Drug Possession*

*30 days jail / 1 year non-reporting probation*

This would be a nonviolent misdemeanor in V51 and a misdemeanor drug offense in V66.

**V55 NUMBER OF PRIOR ADULT FELONY CONVICTIONS FOR DRUG SALE/ TRAFFICKING OFFENSES**

**INCLUDE COUNTERFEIT DRUGS**

*If an offender receives a jail term for what would otherwise be a felony offense, count the offense as a misdemeanor offense. EXAMPLE:*

*7/17/97 Drug Trafficking*

*90 days jail / 1 year non-reporting probation*

**V56 NUMBER OF ARRESTS WITHIN FIVE (5) YEARS PRIOR TO ARREST  
FOR THE CURRENT OFFENSE (EXCLUDE TRAFFIC OFFENSES  
EXCEPT DUI / OMVI)**

**When the instant offenses have more than one arrest date, start counting back from the earliest date. However, on nonsupport cases where many years may be covered, start from the latest date.**

**When revocations show up in the prior criminal history, each revocation should be counted as an arrest.**

*NOTE: Do not count citations. Do not count juvenile status offenses. DO COUNT the arrests in the section of dismissed nolle / unknown disposition cases that have not been already listed in the prior record section of the report. Go back 5 years from the date of the arrest for the instant offense and include both juvenile and adult arrests if they fall within the 5 year time-frame.*

**On PPV cases code from the date of arrest for the original offense. Count Violations of Court Orders, Probation Violation, and Contempt listings as arrests. An order for a capias is not counted as an arrest.**

**\* TEN [10] IS THE HIGHEST NUMBER THAT SHOULD BE ENTERED HERE. IF AN OFFENDER HAS OVER 10 ARRESTS, YOU SHOULD ENTER "10"**

**V57 NUMBER OF PRIOR ADULT FELONY CONVICTIONS FOR  
PROPERTY OFFENSES**

**Count burglary as a property offense when found in the prior history, unless you can determine that was a felony 1, 2, or 3. .**

***If an offender receives a jail term for what would otherwise be a felony offense, count the offense as a misdemeanor offense. EXAMPLE:***

***7/17/97 Burglary***

***120 days jail / 1 year probation***

Burglary F 1 You would not normally see this.

F 2

F 3

These are violent offenses.

Burglary F 4 is a property offense.

**V58 NUMBER OF PRIOR ADULT FELONY CONVICTIONS FOR VIOLENT  
NON-SEX OFFENSES**

**NOTE: SEE ORC 2901.01 FOR A LIST OF VIOLENT OFFENSES, DO NOT COUNT  
SEX OFFENSES .**

**COUNT BURGLARY AS A PROPERTY OFFENSE WHEN FOUND IN THE PRIOR  
HISTORY UNLESS YOU CAN DETERMINE THAT IT WAS A FELONY 1,2,3.  
AGGRAVATED BURGLARY IS A VIOLENT OFFENSE ALL OF THE TIME.**

**INCLUDE PRIOR ADULT FELONY DOMESTIC VIOLENCE CONVICTIONS WHEN  
THE OFFENSE IS THE ONLY OFFENSE, OR THE MOST SERIOUS CONVICTION  
OFFENSE.**

*If an offender receives a jail term for what would otherwise be a felony offense, count the  
offense as a misdemeanor offense. EXAMPLE:*

*7/17/97 Agg. Assault*

*30 days jail / 1 year probation*

**V59 NUMBER OF PRIOR ADULT INCARCERATIONS IN PRISON**

**INCARCERATION IN A JAIL IS NOT TO BE COUNTED.**

**INCLUDE BOOT CAMPS AS PRISON INCARCERATIONS.**

**TECHNICAL VIOLATIONS OF SHOCK PROBATIONS COUNT AS INCARCERATION WHEN THE OFFENDER IS RETURNED TO PRISON.**

**PAROLE VIOLATORS RETURNED TO PRISON COUNT AS A NEW INCARCERATION FOR EACH TIME THAT THEY ARE RETURNED.**

**COUNT ANYTHING LESS THAN ONE YEAR AS A JAIL INCARCERATION AND ANYTHING ONE YEAR OR MORE AS A PRISON INCARCERATION, UNLESS THE INVESTIGATION SAYS DIFFERENTLY.**

**Do not count suspended sentences as incarcerations**

**V60 NUMBER OF PRIOR ADULT INCARCERATIONS IN JAILS /  
DETENTION CENTERS**

**THE MAXIMUM NUMBER FOR THIS VARIABLE IS "10". IF THE OFFENDER HAS MORE THAN TEN JAIL INCARCERATIONS, COUNT IT AS TEN.**

Incarceration in a prison is not to be counted; count sentences to jail and community based correction facilities (cbcf) and times when the offender is given credit for time served, then released.

Do not count time in jail awaiting trial.

**Do not count traffic related jail terms unless for DUI/OMVI offenses.**

**\*COUNT OPEN CONTAINER JAIL TERMS**

***Do not count suspended sentences as incarcerations, but do count "time served".***

## V61 NUMBER OF ADULT SUPERVISION TERMS (PROBATION/PAROLE)

There are 2 places in the OBI/PSI to find information for this variable: in the “Prior Record” section under the “Adult” area where there are entries for each offense and its outcome; and in the “Supervision Adjustment” section, where information should be provided about the offender’s supervision adjustment history. ***Whenever the offender was convicted of committing a new crime while on an adult supervision term, this does not count as an automatic revocation unless the offender went to an institution as a result of his new offense . ( Count any continuation on parole or probation due to a new conviction as another new supervision term.)***

***If the current incarceration is the result of a revocation of the offender’s supervision term, count both the supervision term and the revocation.***

***Non-reporting probation does not count unless it is revoked, then count the probation and the revocation.***

***If an offender is being monitored by the probation department, count as a supervision, this includes treatment in lieu of conviction and diversion programs.***

***If an offender has multiple counts in one conviction and a probation is given for only one of the offenses, not necessarily the most serious offense, count the probation.***

***Don’t count dispositions of “Good Behavior”***

***Community Control is counted as a probation.***

***\*\*\*If on juvenile probation and commits a crime and is tried as an adult and goes to prison, count the supervision as a juvenile supervision, but do not count as a revocation unless the revocation is listed as such.***

## **V62 NUMBER OF REVOCATIONS FROM ADULT SUPERVISION TERMS**

Remember that if the offender was convicted of committing a new crime while serving an adult supervision term, this does not count as an automatic revocation, unless the offender is incarcerated **in prison** for the new offense. In addition, the offense must have occurred after the offender was placed on the supervision term, not just another case that was waiting to go to court.

**If the offender is on probation and receives a jail sentence for a new offense, do not count that as a revocation unless the investigation indicates a revocation.**

**THERE MUST BE SOME EVIDENCE THAT THE SUPERVISION TERM WAS REVOKED**

**IF AN OFFENDER WAS ON SUPERVISION, AND THE SUPERVISION WAS TERMINATED BECAUSE THE OFFENDER WAS INCARCERATED IN PRISON, COUNT THAT AS A REVOCATION FOR OUR PURPOSES.**

***\*\* If the current incarceration is the result of a revocation of the offender's supervision term, and he has no new offenses, count the revocation in v62 and the supervision in v61, v67, but do not count the offense as a prior felony .***

***\*\*If the offender was on supervision and it was revoked because he was convicted of a new offense, count the new offense as the instant offense. The supervision offense would be counted as a supervision in v61 and v67, a revocation in v62, and a prior felony in whatever felony area it fits.***

**V63 NUMBER OF PRIOR ADULT FELONY CONVICTIONS FOR OTHER OFFENSES.**

***INCLUDES PRIOR FELONY DUI / OMVI TYPE OFFENSES WHEN THEY ARE THE ONLY OR THE MOST SERIOUS CONVICTION OFFENSE***

*If an offender receives a jail term for what would otherwise be a felony offense, count the offense as a misdemeanor offense. EXAMPLE:*

*7/17/97 Carrying Concealed Weapon                      30 days jail / 1 year non-reporting probation*

**EXAMPLES OF “OTHER” OFFENSES:** Carrying Concealed Weapon (CCW); Weapon Under Disability (WUD); Vehicular Homicide/Assault; Felony Failure to Appear. If the offense does not fit any of the specific felony categories, count it as an “other” . If in doubt ask another CCS.

**V64 WHAT WAS THE OFFENDER'S AGE AT FIRST ARREST FOR A VIOLENT OFFENSE.**

Use the age for the first arrest for a violent offense, whether a misdemeanor or a felony, a conviction is not necessary.

Use 00 if the offender has no arrest for a violent offense

The focus is on arrest, not conviction.

Search the Juvenile and Adult prior criminal history sections and the dismissed, nolle, unknown disposition section to find the first arrest for any violent offense.

Remember, a conviction is not necessary.

Disorderly conduct offenses with fighting are not considered violent offenses and cannot be used to determine the age of first arrest for a violent offense.

**V65 NUMBER OF MISDEMEANOR ALCOHOL CONVICTIONS**

**NOTE:.**

**DO NOT COUNT CITATIONS. DO NOT COUNT DUI CONVICTIONS IN THIS VARIABLE**

**Count all Misdemeanor alcohol convictions, regardless of where they are found.**

**If the misdemeanor alcohol offense is only offense, or the most serious conviction out of several, it should also be counted under V 51, nonviolent misdemeanors.**

***Examples:***

***Open Container***

***Public Intoxication***

***Underage Consumption***

***Disorderly Conduct / Intoxication***

**V66 NUMBER OF MISDEMEANOR DRUG CONVICTIONS**

Count all adult misdemeanor drug convictions regardless of where they are found prior to the instant offense arrest.

If the misdemeanor drug offense is only offense, or the most serious conviction it should also be counted under V 51, nonviolent misdemeanors.

*Examples:*

*No Criminal Record*

*Misdemeanor Drug Abuse*

*Drug Paraphernalia*

*A multiple count misdemeanor drug conviction gets counted as one misdemeanor drug conviction and one non-violent misdemeanor.*

**EXAMPLE:**

**Arrest Date**

**Conviction Offense**

**Disposition**

*3/6/95*

*Possession of marijuana  
Possession of drug paraphernalia  
Drug abuse*

*30 Days jail /  
court costs.*

*This would be counted as one misdemeanor drug conviction, not three convictions- and one non-violent misdemeanor.*

## CONVICTION / INDICTMENT AND VICTIM INFORMATION

**V67 IF THE OFFENDER IS A PAROLE OR PROBATION VIOLATOR,  
WHAT WAS THE MOST SERIOUS OFFENSE WHICH HE WAS BEING  
SUPERVISED FOR.**

**NOTE: Enter the offense code as [nnnn.nn 3] if the offense is a pre Senate Bill 2 offense,(before July 1996). If the offense is a post Senate Bill 2 offense enter it as [nnnn.nn 4]**

If the offender is *NOT* a parole/probation violator, this variable will be left blank. Even if the offender committed a new crime that resulted in his/her status as a parole or probation violator. Here we are coding for their most serious **ORIGINAL CONVICTION OFFENSE** (the offense that they had already served time for, and/or were on parole or probation for, when they committed the new crime) Identify the most serious conviction offense (in the "Prior Records" section of the OBI/PSI) for which the offender was on parole or probation at the time of the instant indictment offense.

**IF THERE IS MORE THAN ONE ORIGINAL CONVICTION OFFENSE,  
AND IT IS NOT CLEAR WHICH OF THE OFFENSES IS THE MOST  
SERIOUS, REFER TO THE ORC HANDBOOK FOR THE PROPER  
FELONY LEVEL OF OFFENSES**

**IF THE SUPERVISION TERM IS FOR THE INSTANT OFFENSE, ENTER THE  
ORC CODE FOR THE INSTANT OFFENSE. (*Offender received probation but now  
that probation is being revoked and the offender is being sent to prison.*)**

*If offender was on supervision as a juvenile, committed a new offense and was bound  
over as an adult and sent to prison, code for the offense he was on supervision for.*

**\*For out of state offenses, match up the offense with Ohio offenses**

**V68 DID THE OFFENDER VIOLATE ADULT PAROLE OR PROBATION SUPERVISION CONDITIONS .**

**0= Offender was not under supervision, no violation occurred.**

**1= Offender committed a TECHNICAL VIOLATION of his PROBATION or PAROLE conditions**

**2= Offender committed a NEW CRIME while on PROBATION, but the charges were dropped in lieu of incarcerating him/her for a technical violation of his/her PROBATION conditions stemming from the original offense.**

**3= Offender was CONVICTED OF COMMITTING A NEW CRIME while on PROBATION (this is an automatic violation of probation conditions)**

**4= Offender was CONVICTED OF COMMITTING A NEW CRIME while on PAROLE (this is an automatic violation of parole conditions)**

**9= Unknown/missing section/or cannot determine from information in the OBI/PSI.**

*If variable 67 is left blank, code a "0" If variable 67 is for the instant offense, determine whether "1", "2", or "3" applies.*

*\*code "3"(when it applies to the instant offense) will normally be for when the offender is convicted of misdemeanor offenses and as a result his supervision is revoked for technical violations.*

*If variable 67 is for a prior offense, and there is a new instant offense determine whether "3" or "4" applies*

**\*CODE FOR THE HIGHEST LEVEL OF VIOLATION. WHEN 1 AND 3, (CODE 3). WHEN 1 AND 4, (CODE 4)**

**\*1 COVERS BOTH PROBATION AND PAROLE BECAUSE THE STATUS IS DETERMINED IN VARIABLE 77.**

**V68 = 1, then V77 = 4 (if a probation violator)**

**V68 = 1, then V77 = 5 (if a parole violator)**

**V68 = 3, then V77 = 4**

**V68 = 4, then V77 = 5**

**\*\*\*\*If on juvenile probation and commits a crime and is tried as an adult and goes to prison, count the supervision, but do not count as a revocation unless the revocation is listed as such.**

**V69 OFFENDER POSSESSED / USED A WEAPON DURING THE  
COMMISSION OF THE INSTANT MOST SERIOUS CONVICTION  
OFFENSE**

- 0=no weapon present (V70 must be "0") (V70 must be "0")  
1=weapon was present, but incidental to the offense(*in the residence or vehicle, not part of offense*)  
2=possessed a weapon, but did not use it  
3=feigned possession of a weapon  
4=possessed or used BY OTHERS acting with the offender in committing the offense  
5=offender threatened to use (*brandished, displayed, indicated possession of*)  
6=used weapon in an attempt to injure  
7=used weapon to injure  
8=weapon was used to kill  
9=unknown/missing section/or cannot determine from information in the OBI/PSI.

**POSSESSION FOR OUR USE MEANS, OFFENDER HAD A WEAPON ON HIS/HER PERSON, OR A WEAPON WAS WITHIN REACH.**

**IF MULTIPLE WEAPONS ARE USED, CODE FOR THE WEAPON CAUSING THE MOST DAMAGE.**

**WHEN AN OFFENDER HAS USED BRUTE FORCE, HIS HANDS, FEET OR WHATEVER HE USED ARE TO BE CONSIDERED AS WEAPONS**

**THIS DOES NOT DIRECTLY APPLY TO VEHICULAR HOMICIDE/ASSAULT**

*If an offender commits vehicular homicide or vehicular assault the car is not a weapon. If he commits Felonious assault or Aggravated assault, or Murder and used the car as a weapon, then it would count.*

**V70 TYPE OF WEAPON USED / POSSESSED BY THE OFFENDER IN THE INSTANT MOST SERIOUS CONVICTION OFFENSE.**

**0=not applicable (no weapon/or present but incidental )**

1=handgun

2=rifle/shotgun

3=assault weapon

4=sharp instrument

5=blunt instrument

6=brute force (fists, kicking ...)

7=other

8=multiple firearms/types

9=unknown

**If the weapon was used by others in the commission of the offense but not by the offender, code for the weapon used.**

**Cars are considered as “7”**

*If an offender commits vehicular homicide or vehicular assault the car is not a weapon. If he commits Felonious assault or Aggravated assault, or Murder and used the car as a weapon, then it would count as a 7.*

***V71 OFFENDER ON DRUGS / ALCOHOL AT THE TIME OF ANY OF THE INSTANT CONVICTION OFFENSE (S)?***

- 0=no indication that offender was on drugs or alcohol
- 1=drugs
- 2=alcohol
- 3=both (drugs AND alcohol)
- 4=yes, but substance not specified
- 9=not able to determine from the OBI/PSI

***THE FOCUS IS ON THE TIME OF THE OFFENSE***

In many cases no information is provided on this variable in the obi/psi; if this is the case, code that the offender was not on drugs or alcohol at the time of the offense; read the record overall, make an assessment from all of the facts stated.

Zero indicates a lack of evidence, 9 indicates missing or conflicting information.

If in psychological history that offender drinks or does drugs every-day, code accordingly that the offender was on drugs / alcohol or both at the time of the offense\*\*  
note: make an assessment of the situation by weighing the totality of the circumstances surrounding the time period of the offense

**V72 TYPE OF DRUG INVOLVED IN ANY OF THE INSTANT  
CONVICTION OFFENSES**

- 00=not applicable (offense did not involve any drugs)
- 01=drugs present, but incidental to the offense
- 02=crack cocaine
- 03=powder cocaine
- 04=unspecified cocaine
- 05=heroin
- 06=marijuana
- 07=LSD/acid / **other hallucinogens**
- 08=crystal meth/ice/ **Methamphetamines**
- 09=amphetamines/speed
- 10=pharmaceuticals
- 11=counterfeit drugs
- 12=chemical/inhalant
- 13=steroids
- 14=**paraphernalia**
- 15=**drug residue/paraphernalia**
- 16= 02 + 06
- 17= 03 + 05
- 18= 03 + 06
- 19= 04 + 05
- 20= 04 + 06
- 21= 05 + 08
- 22= 06 + 07
- 23= 07 + 09
- 24= 02 + 05
- 25= Ecstasy, Exstasy, Xstasy**
- 26**
- 99=unknown

**NOTE: FOR VARIABLES V73-V85, EXCEPT V74, IF THE OFFENDER WAS CONVICTED ON CHARGES STEMMING FROM TWO OR MORE UNRELATED INCIDENTS, CODE THESE VARIABLES FOR THE MOST SERIOUS OFFENSE.**

### **V73 (INSTANT) CONVICTION OFFENSE (OFFENDER) ACTORS/ROLES**

- 1==the offender acted alone
- 2==one or more other persons were present, but there was no indication that any of them were arrested
- 3==one or more other persons were present, and at least one of them was arrested and charged along with the offender.
- 4==one or more other persons participated along with the offender in committing the crime and were brought to trial to face charges stemming from the incident.
- 5==one or more other persons were convicted of charges stemming from the incident, but the incarceration status is undetermined .**
- 6==one or more other persons were convicted of charges stemming from the incident, and were incarcerated.
- 7== one or more other persons were convicted of charges stemming from the incident, and were placed on probation or some other community control sanction, but were not incarcerated.

Read the information in the “details of the instant arrest” and “summary of the OBI/PSI” section carefully and thoroughly to obtain this information, because very little information regarding the presence, arrest, or outcome of other actors involved in the instant offense will likely be provided.

**\*\*\* If you are aware that others were arrested / charged / or brought to court for this same offense, attempt to locate and discern their status using the “NAMES” screen, if you have their names.**

**\*\*\*Code for the most serious outcome of the conviction. If codefendant went to prison but shocked out to probation, code a “6” for the incarceration.**

**V74 TYPE OF PROPERTY INVOLVED IN ANY OF THE (INSTANT)  
INDICTMENT OFFENSES**

**CODE FOR ANY PROPERTY LOST, STOLEN, DESTROYED AS A RESULT OF THE OFFENSE.**

**CODE FOR THE MOST EXPENSIVE ITEM.**

**Include property from burglaries, robberies, and arsons also.**

**Code for any offense in the indictment where there is a property loss, not just property offenses**

- 00=not applicable (*no property involved in the offense*)
- 01=barn or other farm structure
- 02=bicycle/bicycle equipment/toys
- 03=business structure
- 04=building material
- 05=cash/checks/credit cards (stolen)
- 06=clothing
- 07=computer equipment
- 08=drugs (stolen)
- 09=farm equipment/machinery
- 10=firearm(stolen)
- 11=food/groceries /alcohol
- 12=furniture/appliances/household goods
- 13=dwelling (home, apartment etc.)
- 14=jewelry/precious metal (including copper aluminum etc.)
- 15=license plate(s)
- 16=livestock
- 17=mail
- 18=media products—books/compact discs/records/tapes
- 19=motor vehicle—ATV/bus/car/motorcycle/truck
- 20=school building
- 21=stereo/cd/audio recording equipment
- 22=tv/video recording equipment
- 23=vending machines

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24=misc. merchandise  
25=tools  
26=license or ID card  
27=services/goods  
28=safe

29=sports equipment  
30=cellular phone/C B radio  
31=antiques  
32=jail/corrections property  
33=parking meter

34=purse/wallet  
35=vehicle parts  
36=cigarettes  
  
99=unknown

**V75 IS THERE EVIDENCE OF AN ESCAPE HISTORY (INCLUDING ATTEMPTS) IN THE OBI/PSI?**

0=no

1=yes

**If there is evidence of an escape history make a note on the “notes” screen to indicate the details of the escape.**

**Count any escape evidence regardless of when it occurred.**

**Do not count resisting arrest as an escape incident.**

**If an offender has been charged with absconding from work release or probation supervision, count as an escape indicator.**

**NOTE:** Escape history includes the individual’s entire background of escapes or attempts to escape from confinement, including the current offense. If more than one escape or attempt is documented, use the most severe.

Failure to appear for a traffic violation, juvenile runaways from group homes or foster homes are **not** to be counted.

Parole and probation violations for failure to report, unauthorized change of address, and leaving the state without permission are only to be scored when the individual was attempting to flee supervision.

Furlough violations for either failing to return to a furlough house or leaving the state without permission are to be scored as escapes.

In addition, failing to appear at scheduled criminal court proceedings, **when documented as FTA in the criminal record or current charges**, and juvenile escapes from Municipal, County, State or Federal detention facilities are considered as escapes.

**V76 IS THIS OFFENDER BEING COMMITTED FOR A FELONY DUI OFFENSE UNDER SENATE BILL 166?**

**0= NO**  
**1= YES**

**V77 WHAT WAS THE OFFENDERS LEGAL STATUS AT THE TIME OF THE OFFENSE, OR SUPERVISION REVOCATION WHICH RESULTED IN THE CURRENT INCARCERATION?**

- 1=free
- 2=had an active arrest warrant
- 3=on ROR, bond
- 4=on probation / Community Control
- 5=on parole / PRC
- 6=in jail
- 7=in prison / DYS
- 8=escapee
- 9=unknown

**If the offender was under supervision for a prior offense, and has a new instant offense, his status is either "4" or "5"**

**If the offender was originally under supervision for the instant offense, but is now being incarcerated because of a revocation, his status is either "4" or "5".**

"Inactive" and "non-reporting" probation are NOT to be counted as being on probation.

There are 2 places in the OBI/PSI to find information for this variable: (a) in the "Prior Record" section, along with the entry for the offense committed just prior to the instant (indictment) offense; and (b) in the "Supervision Adjustment" section, where information should be provided about the offender's supervision adjustment history, including any supervision adjustment with regard to the offender's most recent offense prior to the instant offense)--this would tell you whether the offender was on probation or parole at the time of the instant offense.

**If there is an arrest listed that is an active case at the time of the offender's arrest for the instant offense, and the offender is not on supervision, then code a "3" that he is out on ROR / bond.**

**If there are two offenses and one disposition, code for the most serious conviction offense.**

**If on juvenile probation and commits a crime and is tried as an adult and goes to prison, count the supervision, but do not count as a revocation unless the revocation is listed as such.**

## ***V78 ADJUDICATION OF THE OFFENDER'S CASE***

1=plead guilty/plea bargain/or no contest and found guilty by the court

2=convicted by a jury/or the court

9=adjudication unknown

**NOTE: IF THE PLEA IS NO CONTEST AND THE RECORD INDICATES FOUND GUILTY BY THE COURT, CODE FOR THE NO CONTEST.**

**V79 IDENTIFY THE PRIMARY VICTIM OF THE MOST SERIOUS INSTANT CONVICTION OFFENSE**

Burglary victims are either the residents of the place, or the owners.  
In commercial breaking and entering offenses, the establishment is the primary and the person is the secondary. If offender steals from his work, business is the first victim, employer is second.  
For Robbery, the Person is first, Establishment is secondary.

**00= No Victim (offense was a victimless crime)**

**01= Family Member of the Offender:**

=parent                =spouse    =ex-spouse    =other family member  
=sibling                =child of offender (including steps)

**02= Friend OR Acquaintance of the Offender:**

boy/girlfriend (dating/lover relationships, including adulterous relationships)  
boy/girlfriend's child  
=ex-boy/girlfriend (dating/lover relationship)  
=**acquaintance**  
=friend (non-dating/non-lover relationship)

**03= Work or School Associate of the Offender:**

=employer or work supervisor (not a business)  
=fellow employee  
=business associate (not working for same employer)  
=teacher (in a school attended by the offender)  
=fellow student

**04= Any Corrections or Law Enforcement Employee:**

=law enforcement officer (police/sheriff/security)  
=judge/prosecutor/other court official  
=elected official  
=correctional officer OR other correctional facility employee

**05= Other:**

=patient caretaker relationship  
=rival gang member  
=prostitute

**06= Stranger/no relationship to offender at all**

**07= Non-Personal:**

=business / place of employment  
=non-profit organization  
=state or county government institution/property

**99= UNIDENTIFIABLE/victim type unknown**

**NOTE:** If multiple victims are present, **code for the victim who suffered the most harm.** In the event of RSP (Receiving Stolen Property) code appropriately if the victim is identified in the OBI/PSI.

\* **When the victim is not identified code 99. We are looking for the primary victim of the most serious conviction offense.**

\* **If there are multiple victims who all suffered the same harm, choose one victim and code for the same victim in v48, v80, v81, v82, v83.**

## **V80 WHAT IS THE PRIMARY VICTIM'S SEX / GENDER**

- 0** =NA/victimless crime **or** non-personal crime
- 1** =male
- 2** =female
- 3** =deleted
- 9** =cannot determine from the OBI/PSI

**Code for the primary victim identified in V79**

**If V79 is a person, then this cannot be a "0"**

**If V79 is "07" code a "0"**

**\* Burglary victims get coded for a victim gender**

### **Some examples of victimless or non-personal crimes:**

**Drug cases**

**Carrying concealed weapon**

**Weapon under disability**

**Gambling**

**Possession of criminal tools**

**Disorderly conduct**

**V81 VICTIM INVOLVEMENT IN THE MOST SERIOUS INSTANT  
CONVICTION OFFENSE**

**0**=not applicable (offense was a victimless crime)

**1**=no involvement—victim (**person or organization**) did nothing to precipitate the offender's actions.

**2**=some indication of victim precipitation/involvement

**9**=cannot distinguish victim involvement /unknown / missing

**Code for the same victim as identified in V79**

A peace officer who is attacked when trying to complete an arrest, or who is otherwise intervening in a situation, is not considered to have been involved in the incident, or to have precipitated the event.

***Do not use the victim's status or former status (ex-spouse / girlfriend ) as the determining factor in precipitating an offense. Determine victim involvement by examining the overall circumstances surrounding an incident. If you cannot determine, or if the section is missing, code a "9."***

**V82 EXTENT OF VICTIM BODILY INJURY RESULTING FROM THE MOST SERIOUS INSTANT CONVICTION OFFENSE.**

- 0**= not applicable (offense was a victimless crime or non-personal crime)
- 1**= **no bodily injury** was sustained by the victim
- 2**= some bodily injury was sustained by the victim, but no medical treatment was indicated in the investigation.
- 3**= the victim sustained bodily injury that required medical treatment at the scene of the incident, but did not require transport to a medical facility
- 4**= the victim sustained bodily injury that required treatment at a medical facility, but in-patient hospitalization was not indicated in the investigation.
- 5**= the victim sustained bodily injury requiring inpatient hospitalization.
- 6**= (deleted, do not use)
- 7**= the victim was killed by the offender
- 9**= extent of bodily injury sustained by the victim is unknown / missing

**Code for the same victim as identified in V79.**

**If V79 is a person, then this cannot be a “0”**

**If V79 is coded “07”, code this a “0”**

**In sex offenses, a medical exam to gather evidence is not considered treatment. Do not assume that there was physical injury in a sex offense.**

**V83 *EXTENT OF VICTIM PSYCHOLOGICAL HARM RESULTING FROM  
THE MOST SERIOUS INSTANT CONVICTION OFFENSE***

**0**=not applicable (offense was a victimless crime or a non-personal crime)

**1**=not applicable because the victim died

**2**=no psychological harm was indicated by the victim

**3**=indication that the victim sustained personal psychological harm /or fear

**4**=the victim sustained psychological harm that required treatment

**9**=unknown/missing section/or cannot determine from information in the OBI/PSI.

**Code for the same victim as in V79**

**If V79 is a person, then this cannot be a “0”**

**If V79 is 07, code a “0”**

**In sex offenses, presume a “3” code unless there is evidence in the report to support another code. Corrupting a minor is not usually a “3.”**

**If there is no victim data and the crime is other than a sex offense, code a “9”**

**V84 IDENTIFY THE SECOND TYPE OF VICTIM OF THE MOST SERIOUS INSTANT CONVICTION OFFENSE**

\*Burglary victims are either the residents of the place, or the owners.  
\*\*Mother of child is first victim in nonsupport, children are 2<sup>nd</sup> (and 3<sup>rd</sup> .)  
\*\*\*In commercial Breaking and Entering offenses, the establishment is the primary and the person is the secondary.  
\*\*\*\*For Robbery, the Person is first, Establishment is secondary.  
\*\*\*\*\* When the victim is not identified code 99. We are looking for the SECOND VICTIM of the MOST SERIOUS CONVICTION OFFENSE.

**00= No Second Victim**

**01= Family Member of the Offender:**

=parent            =spouse    =ex-spouse    =other family member  
=sibling           =child of offender (including steps)

**02= Friend OR Acquaintance of the Offender:**

boy/girlfriend (dating/lover relationships, including adulterous relationships)  
boy/girlfriend's child  
=ex-boy/girlfriend (dating/lover relationship)  
=**acquaintance**  
=friend (non-dating/non-lover relationship)

**03= Work or School Associate of the Offender:**

=employer or work supervisor (not a business)  
=fellow employee  
=business associate (not working for same employer)  
=teacher (in a school attended by the offender)  
=fellow student

**04= Any Corrections or Law Enforcement Employee:**

=law enforcement officer (police/sheriff/security)  
=judge/prosecutor/other court official  
=elected official  
=correctional officer OR other correctional facility employee

**05= Other:**

=patient caretaker relationship  
=rival gang member  
=prostitute

**06= Stranger/no relationship to offender at all**

**07= Non-Personal:**

=business / place of employment  
=non-profit organization  
=state or county government institution/property

**99= UNIDENTIFIABLE/second victim type unknown**

## **V85 IDENTIFY THE THIRD TYPE OF VICTIM OF THE MOST SERIOUS INSTANT CONVICTION OFFENSE**

\* Burglary victims are either the residents of the place, or the owners.

\*\* Mother of child is first victim in nonsupport, children are 2<sup>nd</sup> (and 3<sup>rd</sup>.)

\* \*\*In commercial breaking and entering offenses, the establishment is the primary and the person is the secondary.

\*\*\*\*For Robbery, the Person is first, Establishment is secondary

\*\*\*\*\***Look for insurance companies as the third victim type.**

### **00= No Third Victim**

### **01= Family Member of the Offender:**

=parent                =spouse    =ex-spouse    =other family member  
=sibling                =child of offender (including steps)

### **02= Friend OR Acquaintance of the Offender:**

boy/girlfriend (dating/lover relationships, including adulterous relationships)  
boy/girlfriend's child  
=ex-boy/girlfriend (dating/lover relationship)  
=**acquaintance**  
=friend (non-dating/non-lover relationship)

### **03= Work or School Associate of the Offender:**

=employer or work supervisor (not a business)  
=fellow employee  
=business associate (not working for same employer)  
=teacher (in a school attended by the offender)  
=fellow student

### **04= Any Corrections or Law Enforcement Employee:**

=law enforcement officer (police/sheriff)  
=judge/prosecutor/other court official  
=elected official  
=correctional officer OR other correctional facility employee

### **05= Other:**

=**patient caretaker relationship**  
=rival gang member  
=prostitute

### **06= Stranger/no relationship to offender at all**

### **07= Non-Personal:**

=business / place of employment  
=non-profit organization  
=state or county government institution/property

### **99= UNIDENTIFIABLE/third victim type unknown**

\* **When the victim is not identified code 99. We are looking for the THIRD VICTIM of the MOST SERIOUS CONVICTION OFFENSE.**

## ADDITIONAL INTAKE VARIABLES

### **PROPERTY AMOUNT\$** \_ \_ \_ \_ \_.

USE 5 SPACES, USE 00000 IF NONE, USE 99999 IF THE CRIME IS A PROPERTY CRIME BUT THE INFORMATION IS NOT AVAILABLE. FILL ALL 5 SPACES, USE 0 TO FILL EMPTY SPACES. **ENTER ONLY THE TOTAL AMOUNT.**

### **DRUG AMOUNTS (GRAMS)** \_ \_ \_ \_ \_.

USE 6 SPACES, USE 000000 IF NONE, USE 999999 IF THE CRIME IS A DRUG CRIME BUT THE INFORMATION IS NOT AVAILABLE. FILL ALL 6 SPACES. USE 0 TO FILL EMPTY SPACES. **TO CONVERT FROM OUNCES TO GRAMS, MULTIPLY THE NUMBER OF OUNCES BY 28.35**

*NNNNNN = GRAMS OF DRUGS*

*000000 = NO DRUG INVOLVEMENT*

*999997 = RESIDUE OR TRACE DRUG AMOUNTS*

*999998 = MORE THAN RESIDUE, BUT LESS THAN A GRAM*

*999999 = DRUG INVOLVEMENT BUT SPECIFIC AMOUNT UNKNOWN*

**THE END**