

SUPREME COURT OF COLORADO

OFFICE OF THE CHIEF JUSTICE

**CODING RELATED TO PUBLIC SAFETY,
RESOURCE UTILIZATION, & MANAGEMENT
(Data Integrity)**

The following policy is intended to make the entry of critical data into the Judicial Department's automated case management information system, accurate and consistent in all judicial districts. It is the responsibility of chief judges, district administrators and chief probation officers to make sure that the standards set forth in this directive are implemented in their respective districts.

The accurate entry of certain data, including the use of proper codes, into the case management system, is essential to achieve the following important purposes:

- a. Protecting the public;
- b. Requesting and allocating FTE for courts and probation departments;
- c. Tracking and managing caseloads; and
- d. Sharing data and information among other government and criminal justice agencies.

This directive is divided into four sections. The first section specifies the coding standards that the various courts and probation departments must use. These are essential to achieve the purposes set forth above. The second section specifies the assessment process that the State Court Administrator's Office is to use in order to evaluate each district's adherence to these standards. The third section requires the State Court Administrator to adopt administrative procedures assuring implementation of these standards. This includes the authority to consider compliance with these standards when allocating judicial resources including positions, personal services and operating funds. The fourth section establishes a notification procedure to allow courts and probation departments to correct improper coding in a timely and effective fashion.

1. Critical codes and data entry procedures.

Among the hundreds of codes and data entry standards within the case management system there are certain codes and procedures that are *critical* for achieving the purposes set forth above. The statewide coding standards are contained in the *Trial Court Resource Manual* and the *Probation Statistical Coding Manual*.

It is the responsibility of the State Court Administrator's Office to maintain the *Probation Statistical Coding Manual* and the *Trial Court Resource Manual*. The *Trial Court Resource Manual* includes information that was previously contained in the *Public Safety, Resource Utilization and Management: Critical Coding Procedures*; *The Trial Court Statistical*

Definition & Coding Manual; and the Clerk's Manuals. These manuals will be updated on an on-going basis and maintained on the intranet for the Colorado Judicial Department. The State Court Administrator, or designee, shall establish a process for answering questions from the districts regarding the proper use of codes as identified in these manuals. This includes proper filing practices and other business issues related to the use of codes.

2. Assessment of coding practices

The State Court Administrator, or designee, will assess how well districts are complying with the coding standards through trial court operation reviews, probation program reviews or other assessment procedures. The State Court Administrator, or designee, will provide courts and probation departments with assistance to bring local coding practices in-line with state standards. The State Court Administrator, or designee, should include representatives from the courts and probation when the coding practices are assessed.

3. Implementation of coding procedures

The State Court Administrator, or designee, shall adopt administrative procedures that will assure compliance with the standards required under this CJD, including the authority to consider such compliance when allocating judicial resources. The State Court Administrator or designee may consult with representatives from the following administrative standing committees: Planning & Analysis, Judicial Business Integrated with Technology (JBITS), and the Probation Advisory Committee. These committees, through their representatives, may from time to time recommend critical coding standards relating to public safety, resource utilization, and management to be used statewide, review the results of the various assessments and make recommendations to assure the use of such standards in the courts and probation. Such recommendations may include factoring coding variations into the allocation process, training, assessment techniques, and other suggestions that will further the implementation of standardized coding.

4. Notification

So that districts will have the opportunity to correct improper coding practices promptly, the State Court Administrator, or designee, shall establish a procedure to notify courts and probation departments of the proper coding standards, the results of the assessment and the impact such practices may have on the allocation of resources.

CJD 99-02 is amended and adopted as of the date signed.

Done at Denver this 14th day of December, 2009.


Chief Justice Mary J. Mullarkey