

**SUPREME COURT OF COLORADO**

**OFFICE OF THE CHIEF JUSTICE**

**CODING RELATED TO PUBLIC SAFETY,  
RESOURCE UTILIZATION, & MANAGEMENT**

**(Data Integrity)**

**Amended January 2025**

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, court executives 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 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 *Judicial Resource Manual and the Probation Documentation and Data Resource Manual*.

It is the responsibility of the State Court Administrator's Office to maintain the *Probation Documentation and Data Resource Manual* and the *Judicial Resource Manual*. The *Judicial Resource Manual* includes information that was previously contained in the *Trial Court Resource Manual*, *Public Safety, Resource Utilization and Management: Critical Coding Procedures*, *The Trial Court Statistical Definition & Coding Manual*; and the *Clerk's Manuals*. The current manuals will be updated on an on-going basis and maintained 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 committees: Court Services Standing Committee, Clerks Advisory, Chief Judge Council, ITS Standing Committee, and the Probation Standing 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 have the opportunity to correct improper coding practices promptly, the State Court Administrator's Office, 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. For trial courts this will be done through the Data Integrity Suite of reports and in partnership between the districts and Court Services

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Division. For probation this will be done through Statistical error reports and in partnership between the districts and the Division of Probation Services.

Done at Denver this 24th day of January 2025, effective upon signature.

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Monica M. Márquez, Chief Justice