

## CRIMINAL CITATIONS DATA DEFINITIONS AND FORMAT GUIDE

### A. OBLIGATIONS

This legislation requires a law enforcement agency to report certain information on all criminal citations issued. MD Code Ann., Criminal Procedure., § 4-101.1.

Specifically, the law requires the following information to be reported on every criminal citation issued:

1. The assigned citation number
2. The date, location, and time of the issuance of the citation;
3. The offense charged:
4. The gender of the offender:
5. The date of birth of the offender:
6. The state and, if available, the county of residence of the offender
7. The race or ethnicity of the offender

### B. PROCEDURE

The Uniform Criminal Citation form that is filled out and sent to the Courts has most of the information requested in section A. The Courts will be submitting this data to MSAC for all police agencies. The race/ethnicity variable is not captured by the Courts so this variable must be entered electronically by each law enforcement agency through the Delta+ race based reporting module for criminal citations. This is the same application that is being used to enter race based traffic stop data. Under “race based reporting” you can click on “criminal citations” to begin entering data. Only 2 variables need to be entered into Delta+ (Uniform Court Citation Number, and Race/ethnicity).

### C. REPORTING REQUIREMENTS

All data entered into Delta+ is stored by the Maryland State Police (MSP) who will submit all data to the Maryland Statistical Analysis Center (MSAC) by March 1<sup>st</sup> of each year. Individual law enforcement agencies DO NOT need to submit annual data to MSAC. The following 2 variables need to be entered into Delta+ for all criminal citations issued.

1. Assigned Citation Number
  - This number must match the number on the Uniform Criminal Citation form.
2. Race or Ethnicity of the Offender (dropdown menu)
  - Asian (ASIAN)
  - Black (BLACK)
  - Hispanic (HISPANIC)
  - White (WHITE)
  - Other (OTHER)