
**Maryland State Commission on
Criminal Sentencing Policy
(MSCCSP)**

Sentencing Guidelines Data

CODEBOOK

June 2013

Case Data

Variable	Description	Codes
GLSID	<i>Unique identifier used to match offenders to offenses</i>	jurisdiction (first two digits), sentence date (next six digits), date of birth (last six digits)
First	<i>First name of offender</i>	
Middle	<i>Middle name of offender</i>	
Last	<i>Last name of offender</i>	
Suffix	<i>Name suffix of offender</i>	
Alias	<i>Other name used by offender</i>	
SID	<i>State Identification (SID) number</i>	<i>[added to worksheet December 2007]</i>
DOB	<i>Date of birth of offender</i>	MM/DD/YYYY
Sex	<i>Sex of offender</i>	1 Male 2 Female 9 Missing
Ethnicity	<i>Offender of Hispanic/Latin origin</i>	1 Yes 2 No 9 Missing
Race	<i>Race of offender</i>	1 Black 2 White 3 Hispanic/Latin Origin <i>[included on old AOC worksheet only]</i> 4 Asian 5 Native Hawaiian/Pacific Islander 6 American Indian/Alaskan Native 7 Other 8 Unidentifiable 9 Missing
Indigence	<i>Did the defendant establish indigence to waive court costs established under Article 27, Section 830?</i>	1 Yes 2 No 9 Missing <i>[removed from worksheet April 2013]</i>
Victim Costs	<i>Were the victim related court costs imposed pursuant to C.J. §7-409 and Maryland Rule 4-353?</i>	1 Yes 2 No 9 Missing <i>[added to worksheet April 2013]</i>
Jurisdiction	<i>County where offender was sentenced</i>	1 Allegany 2 Anne Arundel 3 Baltimore 4 Calvert 5 Caroline 6 Carroll 7 Cecil 8 Charles 9 Dorchester 10 Frederick 11 Garrett 12 Harford 13 Howard 14 Kent 15 Montgomery 16 Prince George's 17 Queen Anne's 18 St. Mary's 19 Somerset 20 Talbot 21 Washington 22 Wicomico 23 Worcester 24 Baltimore City
Sentence Date	<i>Date of sentencing</i>	MM/DD/YYYY

Variable	Description	Codes
Offense Date	<i>Date of primary offense</i>	MM/DD/YYYY
PSI	<i>Pre-sentence investigation report prepared</i>	1 Yes 2 No 9 Missing
Disposition	<i>Type of court disposition</i>	1 ABA Plea Agreement 2 Non-ABA Plea Agreement 3 Plea, No Agreement 4 Court Trial 5 Jury Trial 6 Reconsideration 7 Review 8 Probation Revocation 9 Missing
Representation	<i>Type of legal representation received</i>	1 Private 2 Public Defender 3 Court Appointed 4 Self 9 Missing
Events	<i>Number of criminal events</i>	
Offenses	<i>Number of convicted offenses</i>	
Type	<i>Type of sentencing event</i>	1 Single Event/Single Offense 2 Single Event/Multi Offenses (<2 seriousness cat. 1 or 2) 3 Single Event/Multi Offenses (2+ seriousness cat. 1 or 2) 4 Multi Events/Single Offense (in each event) 5 Multi Events/Multi Offenses (in at least one) 9 Missing
Relationship	<i>Relationship to criminal justice system</i>	0 None or Pending Cases 1 Court or Other Criminal Justice Supervision
Delinquency	<i>Findings of juvenile delinquency</i>	0 At Least 23 OR Crime-Free for 5 Years OR <2 Del. Findings 1 Under 23 AND 2+ Del. Findings OR 1 Commitment 2 Under 23 AND Committed 2+ Times
Prior	<i>Prior adult criminal record</i>	0 None 1 Minor 3 Moderate 5 Major
Violations	<i>Prior adult parole/probation violations</i>	0 No 1 Yes
Offender Score	<i>Total offender score (sum of points for relationship to CJS, delinquency, prior adult record, and violations)</i>	Score from 0-9
Suspended	<i>Overall time suspended</i>	Number of months
Jail_Prison	<i>Overall time incarcerated</i>	Number of months (LIFE sentence entered as 720 months)
Home	<i>Overall time on home detention</i>	Number of months
Credit	<i>Overall time credited for time served</i>	Number of days
Probation	<i>Total time on probation</i>	Number of months
Community	<i>Total time of community service</i>	Number of hours
Fine	<i>Total amount of court fines</i>	Number of dollars
Concurrent	<i>Length of time served concurrently to a previously imposed sentence</i>	Number of months

Variable	Description	Codes
Status	<i>Status of sentence</i>	1 Credit 2 Credit – Probation 3 Discontinuous 4 Discontinuous – Credit 5 Discontinuous – Credit – Probation 6 Discontinuous – Probation 7 Fine 8 Incarceration 9 Incarceration – Credit 10 Incarceration – Credit – Probation 11 Incarceration – Probation 12 Probation 13 Probation Before Judgment (PBJ) 14 Suspension, Full 15 Suspension, Full – Credit 16 Suspension, Full – Credit – Probation 17 Suspension, Full – Probation 18 Suspension, Full – Work Release 19 Suspension, General 20 Suspension, General – Probation 21 Suspension, Partial 22 Suspension, Partial – Credit 23 Suspension, Partial – Credit – Probation 24 Suspension, Partial – Discontinuous 25 Suspension, Partial – Discontinuous – Credit – Probation 26 Suspension, Partial – Discontinuous – Probation 27 Suspension, Partial – Probation 99 Missing Sentence
Facility	<i>Where sentence is to be served</i>	1 Local (up to 12 months) 2 Unknown (>12 but <=18 months) 3 State (>18 months) 4 House Arrest (amount varies) 5 None (no incarceration) 9 Missing
Corrections Options	<i>Type of corrections options program</i>	1 Drug Court 2 Other Program 3 Both 4 None 9 Missing
Notification	<i>Judge requested notification of parole release hearing</i>	1 Yes 2 No 9 Missing
Percent	<i>Mandatory serving of 50% of sentence for violent crimes announced</i>	1 Yes 2 No 3 N/A 9 Missing
Recommendation	<i>Institutional/parole recommendation or additional information on sentence</i>	Text as provided by individual completing worksheet
Low	<i>Overall lower guidelines bound</i>	Number of months
Up	<i>Overall upper guidelines bound</i>	Number of months

Variable	Description	Codes
Reason1 – Reason3	<i>Reason for departure, if applicable</i>	<u>Below Guidelines</u> 1 Plea agreement reached for reduced sentence 2 Minor role in offense 3 Influenced by coercion or duress 4 Diminished capability for judgment 5 Made restorative efforts after offense 6 Victim’s participation lessens culpability 7 Commitment to treatment program 8 Recommendation of State’s Attorney or Parole/Probation 9 Other circumstances (explain) <u>Above Guidelines</u> 10 Major role in offense 11 Excessive level of harm 12 Special circumstances of victim 13 Exploited a position of trust 14 Committed “white collar” offense 15 Significant participation in major controlled substance offense 16 Vicious or heinous nature of conduct 17 Recommendation of State’s Attorney or Parole/Probation 18 Other circumstances (explain) 99 Missing
Explanation	<i>Departure explanation if Reason1, Reason2, and/or Reason3 = 9 or 18</i>	Text description of “other” circumstance
Victim	<i>Victim involved</i>	1 Yes 2 No 3 N/A 9 Missing
Nonparticipation	<i>Victim unavailable to participate</i>	1 Yes 2 No 3 N/A 9 Missing
Form	<i>Crime Victim Notification & Demand for Rights form filed by a victim</i>	1 Yes 2 No 9 Missing
Plea Notification	<i>Victim notified of terms and conditions of plea prior to entry</i>	1 Yes 2 No 9 Missing
Date Notification	<i>Victim notified of court date for sentencing</i>	1 Yes 2 No 9 Missing
Present	<i>Victim present at sentencing</i>	1 Yes 2 No 9 Missing
Written	<i>Written victim impact statement prepared</i>	1 Yes 2 No 9 Missing
Oral	<i>Victim or State made request for oral victim impact statement</i>	1 Yes 2 No 9 Missing
No Contact Req	<i>Victim or State made request that defendant have no contact with victim</i>	1 Yes 2 No 9 Missing

Variable	Description	Codes
No Contact Ord	<i>Sentencing judge ordered the defendant to have no contact with victim</i>	1 Yes 2 No 9 Missing <i>[added to worksheet April 2013]</i>
CICB Costs	<i>Criminal Injury Compensation Board (CICB) costs imposed</i>	1 Yes 2 No 9 Missing <i>[removed from worksheet April 2013]</i>
Worksheet	<i>Worksheet version</i>	1 Old 2 Version 1.0 3 Version 1.1 4 Version 1.2 5 Version 1.3 6 Version 1.4 7 Version 1.5 8 Version 1.6 9 Version 1.7 10 Version 1.8
Title	<i>Job title of person who filled out worksheet</i>	1 Parole & Probation Agent 2 State's Attorney's Office 3 Public Defender 4 Law Clerk 5 Secretary 6 Private Attorney 7 Other 8 Judge 9 Missing
Offense B	<i>Date of additional offense, if more than one offense date recorded on worksheet</i>	MM/DD/YYYY
Offense C	<i>Date of additional offense, if more than one offense date recorded on worksheet</i>	MM/DD/YYYY
Offense D	<i>Date of additional offense, if more than one offense date recorded on worksheet</i>	MM/DD/YYYY
Comments	<i>Additional comments about worksheet</i>	

Offense Data

Variable	Description	Codes
Docket	<i>Court docket number</i>	Format varies by jurisdiction
Event	<i>Event to which the current offense belongs</i>	
Controlling	<i>Controlling/most serious offense</i>	1 Yes 2 No 9 Missing
Served	<i>Sentence served in relation to controlling offense (applies to multiple counts only)</i>	1 Consecutive 2 Concurrent 3 N/A 9 Missing
SCCSP	<i>SCCSP code assigned by the Commission</i>	9999.99 (offense type – 1, category – 2, subcategory – 1, offense – 2)
Detail	<i>Additional details of offense</i>	1 Accessory 2 Attempt 3 Conspiracy 4 Solicitation 5 Subsequent Drug Offense / Range Doubled 6 Multiple Victims / Upper Ranges Added 7 Subsequent COV / 10yr MM 8 Subsequent COV / 25yr MM 9 Subsequent COV / LIFE MM 10 Repeat Sex Offender / LIFE Max
SeriousnessOffenseScore	<i>Seriousness category (person offenses only)</i>	1 V - VII 3 IV 5 III 8 II 10 I
Injury	<i>Victim injury (person offenses only)</i>	0 No Injury 1 Injury, Non-Permanent 2 Permanent Injury or Death
Weapon	<i>Weapon usage (person offenses only)</i>	0 No Weapon 1 Weapon Other Than Firearm 2 Firearm or Explosive
Vulnerability	<i>Special vulnerability of victim (person offenses only)</i>	0 No 1 Yes
Offense Score	<i>Total offense score (sum of points for seriousness category, injury, weapon, and victim vulnerability)</i>	Number between 1 and 15
Offense_lower	<i>Lower guidelines bound for offense</i>	Number of months
Offense_upper	<i>Upper guidelines bound for offense</i>	Number of months
Offense_total	<i>Total sentence time given for offense (sum of suspended, jail/prison, home detention, and credit)</i>	Number of months (LIFE sentence entered as 720 months)
Offense_suspended	<i>Total time suspended for offense</i>	Number of months
Offense_jail_prison	<i>Total time incarcerated for offense (sum of jail/prison, home detention, and credit)</i>	Number of months (LIFE sentence entered as 720 months)
Life	<i>LIFE sentence given for the offense</i>	1 Yes 2 No [added to guidelines database April 2013]
Subsequent Filed	<i>Subsequent offender petition filed</i>	1 Yes 2 No 9 Missing

Variable	Description	Codes
Subsequent Proven	<i>Subsequent offender petition proven</i>	1 Yes 2 No 9 Missing
Restitution Requested	<i>Request for restitution filed</i>	1 Yes 2 No 9 Missing
Restitution Proven	<i>Request for restitution proven</i>	1 Yes 2 No 9 Missing
Economic loss	<i>Amount of economic loss in theft and fraud related crimes</i>	Dollar (\$) amount
Economic Loss Unknown	<i>Individual completing worksheet indicated amount of economic loss was unknown to the court</i>	1 Yes
Economic Loss Missing	<i>Information on amount of economic loss was left BLANK</i>	1 Yes

Criminal Codes Data

Variable	Description	Codes
ID	<i>Unique identifier</i>	
SCCSP	<i>SCCSP code assigned by the Commission</i>	9999.99 (offense type – 1, category – 2, subcategory – 1. offense – 2)
AOC	<i>AOC code assigned by Administrative Office of the Courts</i>	9999 [these codes are no longer used]
CJIS	<i>CJIS code assigned by the state</i>	9-9999
COMAR	<i>ID number from the COMAR submission</i>	
Category	<i>Offense category</i>	
Subcategory	<i>Offense subcategory</i>	
Offense	<i>Detailed description of offense</i>	
Drug	<i>Specific type of drug for drug offenses</i>	
Source	<i>Maryland Annotated Code source for offense (article and section number)</i>	Article, Section
Art27	<i>Old Article 27 source for offense (article and section number)</i>	Article, Section
Offense Type	<i>Type of offense</i>	Person Drug Property
Level	<i>Level of offense</i>	Felony Misdemeanor
Seriousness	<i>Current seriousness category of offense</i>	I (most serious) II III IV V VI VII (least serious)
Max	<i>Statutory maximum sentence length</i>	Number of years (unless penalty is less than 1 year)
Min	<i>Statutory minimum sentence length</i>	Number of years (unless penalty is less than 1 year)
Criminal code fine	<i>Maximum monetary fine</i>	With \$ sign
New	<i>New offense, passed by legislature since guidelines were codified in 2001</i>	-1 Yes 0 No
Old	<i>Old offense, no longer used by the courts</i>	-1 Yes 0 No
Minimum	<i>Does offense have a non-suspendable mandatory minimum sentence?</i>	-1 Yes 0 No
Violent CR 14_101	<i>Offense defined as a crime of violence under Criminal Law Article, 14-101</i>	-1 Yes 0 No
COV CS 7_101	<i>Offense defined as a crime of violence under Correctional Services Article, 7-101 (includes 1st, 2nd, 3rd degree burglary)</i>	-1 Yes 0 No
Title7_8	<i>Is offense a Title 7 (theft) or Title 8 (fraud) offense?</i>	-1 Yes 0 No
Common	<i>Is offense on list of common offenses?</i>	-1 Yes 0 No
AltOffense	<i>Concise description of offense in text format (based on OFFENSE)</i>	

Variable	Description	Codes
AltType	<i>Numeric recode of type of offense (OFFENSE TYPE)</i>	1 Person 2 Drug 3 Property
AltLevel	<i>Numeric recode of level of offense (LEVEL)</i>	1 Felony 2 Misdemeanor
AltDrugCat	<i>Category III drug offense sub-categories</i>	1 A – marijuana, MDMA 2 B – non-marijuana and non-MDMA/except import 3 C – non-marijuana and non-MDMA/import
AltMax	<i>Numeric recode of maximum sentence length (MAX)</i>	Sentence max in months
AltMin	<i>Numeric recode of minimum sentence length (MIN)</i>	Sentence min in months
AltFine	<i>Numeric recode of maximum monetary fine (CRIMINAL CODE FINE)</i>	Text of fine amount without \$ sign
OldMin	<i>Prior maximum sentence length for offense (if change was made)</i>	
OldMax	<i>Prior minimum sentence length for offense (if change was made)</i>	
Added	<i>Date the offense was added to the guidelines table</i>	MM/DD/YYYY
LegislatureRevised	<i>Date the offense was revised by the legislature</i>	MM/DD/YYYY
Notes	<i>Notes about the offense</i>	
AppendixA	<i>Is offense listed in Appendix A (Offense Table) of the Sentencing Guidelines Manual?</i>	-1 Yes 0 No
MAGS	<i>Include offense in MAGS?</i>	-1 Yes 0 No
PrevCategory	<i>Previous/original seriousness category of offense</i> <i>Note: This variable is only filled in for offenses with a seriousness category change. For example, the seriousness category for Assault, 1st degree was changed from II to III on July 1, 2001. Therefore, PrevCategory for a case where the offense is Assault, 1st degree is II.</i>	1 I (most serious) 2 II 3 III 4 IV 5 V 6 VI 7 VII (least serious)
MidCategory	<i>Middle/second seriousness category of offense</i> <i>Note: This variable is only filled in for offenses with two seriousness category changes.</i>	1 I (most serious) 2 II 3 III 4 IV 5 V 6 VI 7 VII (least serious)
NewestCategory	<i>Current seriousness category of offense (numeric recode of SERIOUSNESS)</i>	1 I (most serious) 2 II 3 III 4 IV 5 V 6 VI 7 VII (least serious)

Variable	Description	Codes
CatChangeDate1	<p><i>Adoption date of the 1st change to the seriousness category</i></p> <p><i>Note: This variable is only filled in for offenses with a seriousness category change.</i></p>	MM/DD/YYYY
CatChangeDate2	<p><i>Adoption date of the 2nd change to the seriousness category</i></p> <p><i>Note: This variable is only filled in for offenses with two seriousness category changes.</i></p>	MM/DD/YYYY
DateDependCat	<p><i>Query-generated, date-dependent seriousness category</i></p> <p><i>Note: If the seriousness category of an offense has changed, the query identifies the appropriate seriousness category based on the sentence date.</i></p>	1 I (most serious) 2 II 3 III 4 IV 5 V 6 VI 7 VII (least serious)