

SENTENCING WORKSHEET INSTRUCTIONS

1. **NAME:** Enter the youth's last name, first name, and middle initial as they appear on the court order.
2. **BIRTHDATE:** Enter the month, day, and year of the youth's birth. For example, enter 09/01/1986 for a youth born on September 1, 1986.
3. **SEX:** Check the box indicating whether the youth is male or female.
4. **RACE:** Using Appendix A of the Juvenile Disposition Manual, indicate the code for the youth's reported race.
5. **HISPANIC ORIGIN:** Using Appendix A of the Juvenile Disposition Manual, indicate the code for the youth's reported Hispanic origin.
6. **JR NUMBER:** Enter the youth's JR number for this youth if the youth has had a previous admission to a JR facility. Leave blank if unknown.
7. **DETENTION CREDIT DAYS:** If the youth has detention credit, enter the days to be taken off the sentence. Detention credit is time in detention or jail prior to the court hearing at which an admittance to JR is ordered and is listed on the court order. Any additional "pre-admission" detention credit, i.e., credit for time served after adjudication or disposition but prior to admission, will be determined separately by the JR admitting agency.
8. **JUVIS NUMBER:** Enter the youth's JUVIS number.
9. **COUNTY COURT:** Enter the name of the Juvenile Court, e.g., Benton/ Franklin, etc.

**A. CURRENT OFFENSE INFORMATION**

10. **CURRENT OFFENSE NUMBER:** Use one worksheet for each offense. Mark here which current offense this is and the total number of current offenses for this commitment. Staple all sheets together.
11. **COURT ORDER NUMBER:** Enter the court order number that has been assigned by the court for the sentence for this current offense.
12. **SENTENCE START DATE:** Enter the month, day, and year of the date that the youth's sentence actually began. This is the date that the "clock" technically began for youths committed to JR.
13. **DISPOSITION DATE:** Enter the month, day, and year of the date of the court order establishing the youth's sentence for this offense.
14. **ADJUDICATION DATE:** Enter the date that the youth was found guilty for this current offense.
15. **OFFENSE DATE:** Enter the month, day, and year that the youth's current offense occurred, e.g. 07/15/2002.
16. **JR OFFENSE CODE:** Enter the ten character JR Offense Code from the JR Code, Description, and Offense Category table in Section 2 of the Juvenile Disposition Manual. Use one sheet for each current offense.
17. **ANTICIPATORY TYPE:** Check one appropriate box to indicate whether the court charged the youth with completion, attempt, conspiracy, or solicitation of the crime.
18. **JUVENILE OFFENSE CATEGORY:** Enter the two character offense category from the JR Code, Description, and Offense Category table in Section 2 of the Juvenile Disposition Manual. Seriousness is indicated by the offense category, an A+ offense being the most serious and E offense being the least serious. If the offense cannot be found in the Code, Description, and Offense Category table, use one of the generic codes at the end of the table to determine category. If the offense is a new one and expected to occur frequently, contact JR in Olympia to determine if a new code can be assigned to the offense.
19. **FINDING OF SEXUAL MOTIVATION:** Check yes if the court order includes a finding of sexual motivation. Check no if there was no finding of sexual motivation in the court order.
20. **FINDING OF FIREARM ENHANCEMENT:** The court may apply an enhancement when an offender, or an accomplice, was armed with a firearm. The enhancement will apply to all felonies except those where the use of a firearm is an element of the offense definition (possession of a machine gun, possession of a stolen firearm, drive-by shooting, theft of a firearm, unlawful possession of a firearm 1 or 2, or use of a machine gun in a felony). The enhancement must be served consecutively to the base sentence. Check yes or no.
21. **TYPE OF PLACEMENT:** Indicate one type of placement for this current offense / sentence:

JR Direct: Check if the youth is being directly committed to JR.

SSODA Revoke: Check if the youth is being committed to JR because a SSODA sentence has been revoked.

Chemical Dependency / Mental Health Disposition Alternative (CDMHDA): Check if the youth is being assigned to community supervision through the Chemical Dependency / Mental Health Disposition Alternative. Please check Chemical Dependency, Mental Health or the Co-occurring box.

CDMHDA Revoke: Check if the youth is being committed to JR because a Chemical Dependency/Mental Health Disposition Alternative sentence has been revoked.

SSODA: Check if the youth is being assigned to community supervision through the Special Sex Offender Disposition Alternative (SSODA).

SDA: Check if youth is being assigned to community supervision through the suspended disposition alternative.

SDA Revoked: Check if the youth is being committed to JR because a JR SDA sentence has been revoked.

**B. PRIOR OFFENSE INFORMATION**

22. **ADJUDICATION DATE:** Enter the date that the youth was adjudicated, i.e. found guilty, for this prior.
23. **OFFENSE DATE:** Enter the month, day, and year that the youth's prior offense occurred.
24. **JR OFFENSE CODE:** Enter the JR Offense Code from the JR Code, Description, and Offense Category table in Section 2 of the Juvenile Disposition Manual.
25. **ANTICIPATORY TYPE:** Check the appropriate box to indicate whether the court charged the youth with completion, attempt, conspiracy, or solicitation of the offense.
26. **SEXUAL MOTIVATION:** Check yes if the court order for this prior offense included a finding of sexual motivation. Check no if the court order did not include a finding of sexual motivation.
27. **CRIMINAL CLASS:** Enter "A" if the offense was a Class A felony, "B" if it was a Class B felony, or "C" if it was a Class C felony. Enter "GM" if it was a gross misdemeanor, "M" if it was a misdemeanor, or "V" if it was a violation.
28. **PRIOR SCORE:** Each prior felony adjudication counts as one point. Each prior violation, misdemeanor, and gross misdemeanor adjudication counts as one-fourth point. Indicate the score for each prior offense.

**C. SENTENCING INFORMATION**

29. **PRIOR OFFENSE SCORE:** Add prior points and enter the total here. Fractional points are rounded down to the nearest whole number.
30. **SENTENCE ADJUSTMENT:** Check the appropriate box to indicate disposition:  
None (Standard Range): Check if there was no adjustment to the youth's standard range sentence.  
Manifest Injustice: Check if manifest injustice was invoked.  
150% Rule: Check if the 150% rule has been invoked, limiting the length of the youth's sentence. The 150% rule is intended to limit the amount of sanction (to 150% of the sanction for the most serious offense) that an offender may receive for offenses committed through a single act or omission.  
300% Rule: Check if the 300% rule has been invoked, limiting the length of the youth's sentence. The 300% rule has been invoked, limiting the amount of sanction (to 300% of the sanction for the most serious offense) that an offender may receive for multiple offenses which are disposed of during a court appearance. (See RCW 13.40.180 for an explanation.)
30. **DAYS OR WEEKS:** Check whether this sentence is listed in days or weeks.
31. **TOTAL MINIMUM SENTENCE EXCLUDING FIREARM ENHANCEMENT:** Indicate here the total of the minimum sentence.
32. **TOTAL MAXIMUM SENTENCE EXCLUDING FIREARM ENHANCEMENT:** Indicate here the total of the maximum sentence.
33. **TOTAL MINIMUM SENTENCE INCLUDING FIREARM ENHANCEMENT:** Indicate here the total of the minimum sentence including any firearm enhancement.
34. **TOTAL MAXIMUM SENTENCE INCLUDING FIREARM ENHANCEMENT:** Indicate here the total of the maximum sentence including any firearm enhancement.
35. **PRINT NAME OF PERSON COMPLETING THIS FORM FOR THE COURT:** Print the name of the person completing this form.
36. **DATE COMPLETED:** Record the date the form was filled out.
37. **TELEPHONE NUMBER:** Record the telephone number of the person who filled out this form.