



Jail Profile Survey Workbook 2002

Instructions for Monthly and Quarterly Form

BOARD OF STATE & COMMUNITY CORRECTIONS
(FORMERLY CORRECTIONS STANDARDS AUTHORITY)
FACILITIES STANDARDS AND OPERATIONS DIVISION
(AGENCY NAME & CONTACT INFORMATION UPDATED 2005, 2008, 2012 & 2014)

Table of Contents

Introduction.....	3
GENERAL INSTRUCTIONS	4
MONTHLY SURVEY	5
Section A: Total ADP	5
Section B: Classification profile of inmates comprising ADP.....	7
Section C: Inmates Requiring Mental Health Attention	7
Section D: Inmates Requiring Medical Attention	8
Section E: Holding Areas.....	9
Section F: Contract Housing	9
Section G: Other Inmate Categories.....	10
Section H: Additional Information.....	10
QUARTERLY SURVEY.....	11
Quarterly Data	13
Average Length of Stay	13

Introduction

Since the early 1980's, Corrections Standards Authority (CSA), formerly Board of Corrections, staff has collected data from counties regarding local jurisdiction jails and jail systems. This information has provided a basis for determining the needs of counties during the distribution of state bond monies; the data has also been used to make projections of future need for jail space.

In the early 1990's, it has become apparent that the historically collected data was not sufficient to meet the changing needs of our county jails. It was felt that the raw numbers collected were providing a distorted view of a jail's profile. For example, a jail under a court ordered population cap may show a stable jail population over several years when the need for new beds is actually critical and getting worse.

Early in 1995, the Corrections Standards Authority authorized a committee to be formed consisting of representatives from a variety of local law enforcement agencies to examine the type and appropriateness of data that needed to be gathered. This committee met and generated a survey instrument which addresses the following issues:

- Data should be easy for counties to collect.
- The results must be useful to the local jurisdictions.
- Data should be collected monthly and reported to the CSA quarterly.
- The data should accurately reflect the "needs" of each agency based on the bed needs and not solely on actual inmates housed.

In 2001, an Executive Steering Committee (ESC) was formed to review the first five years' data from the Jail Profile Survey and offer any input into the structure of the survey. The ESC's meetings resulted in the addition of several variables pertinent to the number of inmates in local detention facilities that require medical and mental health treatment as well as the measurement of average lengths of stay.

This workbook has been developed to help you understand the potential impact and value that the information generated from the Jail Profile Survey will provide. It is essential that the most accurate information possible be gathered to provide all local detention agencies the ability to plan accurately for their future as well as share, on an as needed basis, any available revenues from state and federal sources.

The objectives of this workbook are to:

- √ Explain the development of the Jail Profile Survey.
- √ Describe the benefits the survey will provide to counties and the state.
- √ Describe the roles the counties and the state will have in the survey process.
- √ Identify the definitions for terms and criteria used in the survey instrument.
- √ Identify the role of the county contact person collecting and reporting data from the survey.
- √ Identify the frequency and method that will be used to report the data from the survey to the Corrections Standards Authority.
- √ Describe the product to be returned to the counties from the Corrections Standards Authority at the conclusion of each reporting quarter and annually.

How to Complete the Jail Profile Survey Forms

GENERAL INSTRUCTIONS

- **INTERNET ACCESS:** <https://app.bscc.ca.gov/jps/login.asp>
Please contact the CSA if you do not have your county's code.
- **PLEASE SEND IN ONLY ONE COPY OF THE DATA**-either via Internet, mail or fax. (Please contact Melynda Gillies, (916) 323-9704, if you would like to verify receipt.)
- These forms will be completed **monthly**, and **returned quarterly** to the CSA. The due dates for these forms are: April 15; July 15; October 15; and January 15 for each year. (Approximately within 10 working days from the end of the quarter.)
- **INTERNET USERS:** Please verify that the month and quarter you are submitting is accurate.
- If you need to send a corrected copy of a monthly or quarterly submittal, please contact Melynda Gillies at JPS@bscc.ca.gov or (916) 323-9704 **BEFORE** sending.
- Each county is asked to designate one person as the **“person reporting”** regardless of how many facilities there are in the county. Include the phone number of that person so that the CSA can contact them in the event of a question.
- **DO NOT LEAVE ANY SPACES BLANK:**
 - ★ **“d” or “does not apply”:** if the variable **does not EVER apply to your county** (e.g., you do not hold females) fill in the space with **“d”** (does not apply).
 - ★ **“u” or “unavailable”:** if the variable **may SOMETIMES apply to your county**, but is not available, fill in the space with **“u”** (unavailable).
 - ★ **“0” or zeros:** if the variable **may SOMETIMES apply to your county** (e.g., you sometimes hold females, but during a particular month you did not), fill in the space with **“0.”**
- Most sections call for the **“average daily population”** (ADP) of a given category of inmate during the month. The average should reflect that number obtained during a consistently made **daily** inmate count (usually at or near midnight), adding these daily counts together for the month, and dividing this sum by the number of days in that month.
- Other sections request a **“one-day snapshot,”** a total number reported from a single day's count.

MONTHLY SURVEY

Section A: Total ADP							
Name of Facility	Type	Population Cap	Non-Sentenced		Sentenced		Totals
			Male	Female	Male	Female	
1)							
2)							
3)							
4)							
5)							
A1) ADP totals			M1	F1	M2	F2	
A2) Average number of felony inmates			N1		N3		
A3) Average number of misdemeanor inmates			N2		N4		
A4) Highest one-day population for this month occurred on (put date):					The highest count was:		

Section A: Total ADP

➤ **Name of Facility, Type:**

Please enter the name and type of each facility in your jurisdiction. If you are reporting on-line, please contact the CSA regarding any change to your county's form.

➤ **Population Cap:**

Indicate the **court ordered** population cap (if any) for each facility. **Do not indicate any other types of caps** (e.g., self imposed cap, Rated Capacity). If **no court ordered** caps exist, insert **"0."**

➤ **Non-sentenced (male/female):**

Enter the **average daily population** for the given month in each (male/female) category for each facility. For the purposes of this report, non-sentenced inmates are all inmates **other than those who have been sentenced on all charges pending**. For example, if an inmate has been sentenced on three charges, but is still being tried on a fourth charge, they should be reported **"non-sentenced."**

➤ **Sentenced (male/female):**

Enter the **average daily population** for the given month in each (male/female) category for each facility. For the purpose of this report, sentenced inmates are those who have been sentenced on a charge(s) and are no longer on trial. This category includes inmates who are being incarcerated pending or during an appeal.

****The numbers entered in cells M1 and F1 must add up to the numbers entered in N1 and N2 (e.g., M1+F1 = N1+N2). Also, the numbers entered in cells M2 and F2 must add up to the numbers entered in N3 and N4 (M2+F2 = N3+N4).**

A1) ADP totals:

The ADP Totals in the vertical column and those in the horizontal row should equal the number found at the intersection of these rows.

- To ensure accuracy, counties should add the total counts for all facilities during a given month and divide by the number of days in that month.
- This number should equal the ADP total.
- Finally, this number should include all inmates assigned to all single/double and multiple occupancy cells, administrative segregation, disciplinary isolation and medical and mental health beds.

Do not include inmates who are temporarily out of the facility or those who have not yet been assigned housing (i.e., those in holding cells, sobering or safety cells, or booking and receiving areas). *See E1.*

Do not include your inmates that are housed in other jurisdictions. *See F1.*

Counties that contract entire facilities to the federal government:

If you have in your jurisdiction a facility whose ADP is entirely federally contracted inmates, DO NOT count this facility and its inmates in the ADP section or in Section F2. Should you have any questions regarding this issue, please contact Melynda Gillies, (916) 323-9704, JPS@bscc.ca.gov.

A2) ADP of felony inmates (male/female):

Enter the average daily population of non-sentenced male and female inmates charged with felonies, the average daily population of sentenced male and female felons, and the total average daily population of felons. **For the purposes of this report, if an inmate is charged with both felony and misdemeanor complaints, they should be counted in the “felony ADP”. (A2 row)**

A3) ADP of misdemeanor inmates (male/female):

Enter the average daily population of non-sentenced male and female inmates charged with misdemeanors, the average daily population of male and female sentenced misdemeanants and the total average daily population of misdemeanants.

A4) Highest one-day population count:

This category was included to capture the “**peaking factor**” for each county. Indicate the month’s highest one-day population for the jail system (**include all facilities**) along with the day’s date. Include in this total, only those inmates who were assigned to housing. The number entered must be higher than the ADP.

Section B: Classification profile of inmates comprising ADP

- B1) ADP of maximum security inmates.**
- B2) ADP of medium security inmates.**
- B3) ADP of minimum security inmates.**

While Section A is concerned with identifying the total number of inmates housed in each facility and county computed as an average daily population, Section B, C, D, E, F and G will identify the characteristics of the jail's population.

Section B is included to identify and measure the county's inmate classification profile. Only indicate the classification status of inmates in custody and not the number of beds.

The sum of B1+B2+B3, less rounding errors, should equal the total ADP listed in A1.

Section C: Inmates Requiring Mental Health Attention

Please note: In this section, indicate the **actual number** (either cumulative or snapshot) of inmates in the requested categories rather than the average daily population.

****You may need to contact your mental health provider to accurately capture the information requested in Section C.**

C1) Number of mental health cases open on the last day of the month (SNAPSHOT)

Report the number of people **on the last day of the month** who have **open mental health cases**. That is, those inmates that are identified as having a psychological disorder and are actively in need of and receiving mental health services.

C2) Number of NEW mental health cases that were opened during this month (CUMULATIVE)

Report the total number of new mental health cases that were **opened from the 1st day through the last day of the month.**

C3) Number of inmates, on the last day of the month, receiving psychotropic medication for a mental health disorder (SNAPSHOT)

Report the number of inmates who are receiving psychotropic medication for identified mental health disorders **on the last day of the month.**

C4) Number of inmates assigned to mental health beds on the last day of the month (SNAPSHOT)

Report only those inmates in need of and assigned to mental health beds **on the last day of the month**. Mental health beds should be those **specifically used for the special housing of inmates, outside of general population, requiring inpatient mental health care**. **Do not include** those inmates who require mental health treatment but are not in a special mental health housing unit.

- Many small and medium sized facilities will not have any of these types of beds. Inmates housed in hospitals outside of your jail system are recorded in Section G2.

Section D: Inmates Requiring Medical Attention

Please note: In this section, indicate the **actual number** (either cumulative or snapshot) of inmates in the requested categories rather than the average daily population.

D1) Number of inmates that were seen at inmate sick call (CUMULATIVE)

Report the total number of inmates that were seen at initial sick call (e.g., triage) during the month. Include routine sick calls that were performed by an RN, physician assistant, physician or nurse practitioner, as long as it is considered SICK CALL. If an inmate is seen at sick call more than once during the month, count each time they are seen; for instance, if an inmate is seen at sick call twice, count as two inmates seen at sick call that month. **Do not include scheduled physician or physician assistant appointments** (SEE D2 BELOW), medication administration or 14-day health evaluations as sick call. **Do not include** emergency sick call.

D2) Number of physician/mid-level practitioner occurrences (excluding dental) during this month (CUMULATIVE)

Report the total number of *scheduled* doctors' appointments that took place in the facility during the month. **Do not include initial sick call (e.g., triage) appointments**-include only follow-up or specifically scheduled physician or mid-level practitioner appointments. (SEE D1 ABOVE) **Do not include** dental appointments.

D3) Number of off-site medical appointments during this month (CUMULATIVE)

Report the total number of scheduled or unscheduled off-site medical appointments. **Include:** specialty consults, surgery, diagnostic exams, emergency room visits, abortions, and oral surgery. **Do not include** routine dental visits.

D4) Number of dental encounters during this month (CUMULATIVE)

Report the total number of routine dental appointments that took place **on- or off-site** during the month. Include: dentist visits, hygienist visits, and dental assistant visits. **Do not include** oral surgery.

D5) Number of inmates assigned to medical beds on the last day of the month (SNAPSHOT)

Report the number of inmates who are specifically assigned to in-patient medical beds within the facility **on the last day of the month**. In-patient beds are typically in the medical unit with the sole purpose of holding inmates who require higher levels of medical care. **Do not include** inmates who need outpatient care.

Section E: Holding Areas

E1) ADP of inmates not assigned to housing (e.g., holding cells, sobering cells, safety cells)

Enter the average daily population of inmates who were in your jail system (at the time that the housing count was taken), who were not, at the time, assigned to housing (e.g., inmates in holding cells, sobering cells, safety cells, staging cells, booking and receiving areas).

Section F: Contract Housing

F1) ADP of inmates in contract beds in other public/private jurisdictions.

Some agencies contract with other jurisdictions to hold sentenced inmates. Indicate the average daily population of your inmates per month who are housed outside your system and in other jurisdictions on contract.

F2) ADP of federal inmates housed in your system on contract.

If your jurisdiction has a contract with an agency of the federal government (e.g., immigration, federal prisons) to house their inmates in your facility (ies), indicate the average daily population for the month.

****If you have in your jurisdiction a facility whose ADP is entirely federally contracted inmates, DO NOT count this facility and its inmates in this section.**

F3) ADP of state inmates housed in your system on contract.

If your jurisdiction has a contract with the state government to house their inmates in your facility, indicate the average daily population for the month. **Do not include** in this count inmates who are in your jail(s) for violation of parole (3056 PC) unless you have a specific contract to house them.

F4) ADP of inmates from other counties housed in your system on contract.

Indicate the **average daily population** of inmates housed in your system that are housed pursuant to a contract with another county. **Do not include** enroutes, inmates who are held on other county's warrants or state inmates awaiting parole or revocation hearings.

Section G: Other Inmate Categories

G1) ADP of inmates in your system who are sentenced and awaiting transportation to state prison.

Indicate the **average daily population** of inmates sentenced to state prison and who continue to remain incarcerated in your jail system (inmates who are entirely through with court proceedings and are only **awaiting transportation to a state facility**).

G2) ADP of inmates in hospital(s) outside your jail facility.

Many small and medium jail systems do not contain their own medical beds and must house some inmates in local hospitals. Indicate the **average daily population** of inmates requiring this housing in hospitals outside your jail facility.

Section H: Additional Information

Please note: In this section, indicate the **actual number** of inmates in the requested categories rather than the average daily population.

H1) Total number of persons booked this month.

Please indicate the **total number** of bookings for the month through midnight of the last day of the month.

H2) Total number of non-sentenced inmates released (e.g., cite out, felony O.R.) due to lack of housing capacity.

Indicate the **total number** of inmates for the month who were booked into your facility, but released because there was a lack of housing capacity. This would include only those inmates who, if you had a sufficient amount of capacity, would not normally be released. **Do not include** individuals released in the field on a citation release.

H3) Total number of sentenced inmates released early (e.g., work release) due to a lack of housing capacity.

Indicate the **total number** of sentenced inmates per month who were released (who ordinarily would have continued to be incarcerated) due to a lack of housing capacity. **Do not include** inmates transferred to work furlough.

H4) Have juveniles been in custody (per 707 W & I Code) this month? If yes, how many? *Please note, instructions for this variable have changed*****

Indicate the number of juveniles housed in your facility (ies) **during the month**. This would include any juvenile inmate regardless of the status of the case.

QUARTERLY SURVEY

This form calls for two types of data—**actual count and percentage**. All but one section calls for the total number of inmates in a given category. The percentage of inmates believed to be undocumented aliens should be based on some data in order to form a base estimate. If you have a reasonable estimate of this percentage or an actual count, then indicate the percentage. If you do not have a basis for a reasonable estimate, indicate “u” for “**unavailable.**”

Quarterly Data	
1) Current number of inmates classified as "3rd strike"	
2) Current number of inmates classified as "2nd strike"	
3) Current number of unserved felony warrants in your county	
4) Current number of unserved misdemeanor inmates in your county	
5) Percentage of your current inmates believed to be illegal aliens	
6) Number of inmate assaults on staff during the quarter	
7) Amount of money spent on medication during the previous quarter	
8) Amount of money spent on psychotropic medication during the previous quarter	

This section asks for the number of inmates in a given category at the end of the reporting quarter.

1. Current number of inmates classified as “3rd strike”

Indicate the total number of inmates with “3rd Strike” charges **pending** at the end of this quarter. Include only those inmates with **pending** “3rd Strike” charges. Persons already sentenced but awaiting transfer are counted in other sections of this survey.

2. Current number of inmates classified as “2nd strike”

Indicate the total number of inmates with “2nd Strike” charges **pending** at the end of this quarter. Include only those inmates with **pending** “2nd Strike” charges. Persons already sentenced but awaiting transfer are counted in other sections of this survey.

3. Current number of unserved felony warrants in your county

Indicate the number of unserved felony warrants pending in your county at the end of this quarter.

4. Current number of unserved misdemeanor warrants in your county

Indicate the number of unserved misdemeanor warrants pending in your county at the end of this quarter

5. Percentage of your current inmates believed to be criminal illegal aliens

This segment represents the first statewide attempt to identify the number of undocumented criminal aliens in California jails. This information will be critical should Federal/State funds become available to address the issue. Enter the current percentage of inmates in your system **that you believe to be criminal illegal aliens**. You may be able to estimate the number based upon: routinely asking inmates about their status; number of INS holds; research survey; establishing **presumptive alien status** based on place of birth; or the inability of the inmate to produce documentation pertaining to United States Citizenship. Please do not simply guess at this percentage. If you cannot form a reasonable estimate, enter “u” for “unavailable.”

6. Number of inmate assaults on staff during this quarter

Indicate the number of assaults on staff during this quarter. The number should include only incidents resulting in a crime report. Minor incidents such as swearing at an officer should not be reported.

7. Amount of money spent on medication during the previous quarter

Indicate the **entire** amount of money that was spent on the jail system’s medication budget during the **previous** quarter. **This number should INCLUDE money spent for psychotropic medication (see #8 below)**. Please do not guess this number. If it is unavailable, please indicate as such with a “u” for “unavailable”.

8. Amount of money spent on psychotropic medication during the previous quarter

Indicate the amount of money that was spent **specifically on psychotropic medication** during the previous quarter. **This number should be a portion of #7 above**. Please do not guess this number, if it is unavailable, please indicate as such with a “u” for “unavailable”.

Average Length of Stay

1) All releases from your system	
A) Non-Sentenced releases	
B) Sentenced releases	

Average length of stay is calculated by:

- 1) counting the number of days served by each inmate released from each category during the quarter;
 - 2) adding the days within each category together;
 - 3) and dividing each sum by the total number of inmates released in each category.
- Average Length of Stay for each individual includes all continuous days served from date of intake to date of release, including any days served during the previous reporting periods.
 - If an inmate is released from detention twice during the quarter, he/she will have two separate lengths of stay.
 - If an inmate's status changes while they are in the system, use the category from which they were released (i.e., they entered as a non-sentenced inmate, was eventually sentenced, and then released from that sentence-**use sentenced releases**).
 - Report all average lengths of stay to the first decimal point.
 - **DO NOT USE ZEROS IN AVERAGE LENGTH OF STAY SECTION. If an average length of stay is unavailable, please enter "U."**

1) All releases from your system

Report the average length of stay for **ALL RELEASES** during the quarter

A) Non-sentenced releases

Report the average length of stay for release of persons who were non-sentenced status during the quarter (e.g., post bail, ROR, cite and release)

B) Sentenced releases

Report the average length of stay for release of persons who completed their sentence during the quarter

**Should you have any questions regarding the completion of this survey
please contact:**

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