



JAIL PROFILE SURVEY WORKBOOK

INSTRUCTIONS FOR MONTHLY & QUARTERLY FORMS

DATA QUESTIONS: 2002

AGENCY UPDATE: 2016



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INTRODUCTION

Since the early 1980's, the Board of State and Community Corrections (BSCC) – formerly the Corrections Standards Authority (CSA) and Board of Corrections (BOC) – staff has collected data regarding local agency 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 became 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 might show a stable jail population over several years when the need for new beds was actually critical and getting worse.

Early in 1995, the BOC 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 addressed the following issues:

- Data should be easy for agencies to collect.
- The results must be useful to the local agencies.
- Data should be collected monthly and reported to the BOC 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) of the CSA 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 (in 2002) 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 this survey will provide to the counties and the state;
- √ describe the roles the agencies 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 agency 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 BSCC; and,
- √ describe the product to be returned to the agencies from the BSCC at the conclusion of each reporting quarter.

HOW TO COMPLETE THE JAIL PROFILE SURVEY FORMS

Contact Information

Board of State and Community Corrections
 2590 Venture Oaks Way, Ste. 200, Sacramento, CA 95833
 Attention: FSO Report Analyst
phone: (916) 323-9704 / **fax:** (916) 322-2461
email: JPS@bscc.ca.gov

General Instructions

- The Jail Profile Survey runs on a calendar year basis.
- **A separate monthly survey** must be completed each month and returned within 10 working days from the end of the close of the month being reported on.
- **The quarterly profile survey** is based on the **calendar year quarter**. Each quarter's survey must be completed and returned to the BSCC by the following dates:

Reporting Quarter	Reporting Months	Due Date
First	January, February, March	April 15 th
Second	April, May, June	July 15 th
Third	July, August, September	October 15 th
Fourth	October, November, December	January 15 th

- Each agency is asked to designate one person as the “**person reporting**” regardless of how many facilities there are in the jurisdiction. Include the phone number of that person so the BSCC can contact them in the event of a question (see page 25).
- **PLEASE SEND IN ONLY ONE COPY OF THE DATA** – either via Internet (see “Online Submission” instructions), email, fax, or mail.

(Please contact the FSO Report Analyst if you would like to verify receipt or need to send a corrected copy of your submittal.)

➤ DO NOT LEAVE ANY SPACES BLANK:

- ★ **All numbers should be entered rounded to the nearest whole number** with the exception of *Section B. Average Length of Stay* in the quarterly report (see page 19).
- ★ **“D” or “does not apply”:** if the variable **does not EVER apply to your agency** (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 agency** but is not available, fill in the space with “U” (unavailable).
- ★ **“0” or “zero”:** if the variable **may SOMETIMES apply to your agency** (e.g., you sometimes hold females, but during a particular month you did not), fill in the space with a “0.”
Exception: *Section B. Average Length of Stay* in the quarterly report (see page 19). Zero is not a valid entry for *Average Length of Stay*.

- Data is requested in a variety of ways, including totals, averages, and snapshots.





★ **AVERAGE DAILY POPULATION:** Most sections call for the “average daily population” (ADP) of a given category of inmates during the month. The ADP 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.





★ **ONE-DAY SNAPSHOT:** Other sections request a “**one-day snapshot**,” a total number reported from a single day’s count. The count must be on the **Last day of the month**.

Online Submission

BOARD OF STATE AND COMMUNITY CORRECTIONS JAIL PROFILE SURVEY		
Parameter	Input	Description
Survey Type:	Monthly 	Select the survey type for the period for which you are reporting.
Agency:	[Agency's Name] 	Your reporting agency.
Code:	<input type="text"/>	Your assigned code or pass phrase.
<input type="button" value="Connect"/>		If the connection succeeds, you will be prompted for additional information.

- **INTERNET ACCESS:** <https://app.bscc.ca.gov/jps/login.asp>.
 - ★ Select report type (either monthly or quarterly) in the “Survey Type” dropdown;
 - ★ Select your jurisdiction from the “Agency” dropdown;
 - ★ Enter your code (please contact the FSO Report Analyst if you do not have your access code); and,
 - ★ Select the “Connect” button; you will be taken to your agency’s data entry page.


Agency	[Agency's Name]		
Person Reporting:	<input type="text"/>	Reporting Period:	<input type="text"/>  <input type="text"/> 
Phone:	<input type="text"/>	Date:	<input type="text"/>

- At the top of either the monthly or quarterly reports, enter, and/or select from the available dropdown boxes, the following information:
 - ★ name of person reporting;
 - ★ reporting period and year;
 - ★ reporter’s phone number; and,
 - ★ date (this field will auto-populate with the log in date but can be typed over).

Before moving on, **please verify** that the month or quarter and year you are submitting is accurate.

****Please note, the system requires that this data be completed before the report can be submitted online.**

- **DATA ENTRY:** You can click each individual cell to enter data, but you may find it easier to tab from cell to cell to move through the data entry page.

<input type="button" value="Reset Form"/>	<input type="button" value="Submit Form"/>	
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- **DATA SUBMISSION:** At the very bottom of the data entry page, click the “Submit Form” button to transmit your data. If you are missing any required data and/or there is a variance(s), before the data can be transmitted you will receive an error message(s) with the missing field(s) to be completed and/or direction as to where the variance(s) was found.

****Please note that clicking the “Reset Form” button will clear *all* typed data.**

After clicking the “Submit Form” button, you will be taken to a new screen with the following message:

Thank you [Agency’s Name], your information has been sent to the Board of State
and Community Corrections
(For your records, you may wish to print a copy of this report.)

[Return to Jail Profile Survey Home Page](#)

****Please note, if after entering the “Submit Form” button you are not taken to this screen, the system “timed out” and your data was not transmitted (see *TIME LIMIT directly below*).**

- **TIME LIMIT:** There is a 20-minute time limit on the data entry page. If data is not entered and submitted within that time frame, the system will “time out” and data **will not** transmit. To avoid this issue, many JPS reporters have found it helpful to have a hardcopy of the report completed prior to data entry. If you would like a report template to assist with this, please contact the FSO Report Analyst.
- **CORRECTIONS:** If you entered a report online and need to send a corrected copy of a monthly or quarterly submittal, or need to correct a specific data element, please contact the FSO Report Analyst **before** re-entering a report (JPS@BSCC.CA.GOV). Each submission creates an individual report (the system will not overwrite the previously submitted report). To avoid multiple reports for one particular month and/or quarter, the FSO Report Analyst needs to be notified in order to delete the incorrect report from the database.

MONTHLY SURVEY

Section A: Total ADP

Section A: Total ADP								
	Name of Facility	Type	Population Cap	Non-Sentenced		Sentenced		Totals
				Male	Female	Male	Female	
1)			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	T1
2)			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	T2
3)			<input type="text"/>	v <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	T3
4)			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	T4
A1)	ADP Totals			M1	F1	M2	F2	T5
A2)	Average number of felony inmates			N1	<input type="text"/>	N3	<input type="text"/>	<input type="text"/>
A3)	Average number of misdemeanor inmates			N2	<input type="text"/>	N4	<input type="text"/>	<input type="text"/>
A4)	Highest one-day population for this month occurred on (put date):				<input type="text"/>	The highest count was:		<input type="text"/>

➤ **Name of Facility, Type:**

If you are reporting online, the facility(ies) and type(s) for your agency will auto populate, so please contact the FSO Report Analyst regarding any change required (e.g., adding or deleting a facility) to your form. If submitting manually, please enter the name and type of each facility in your jurisdiction. Include those facilities exclusively housing local inmates from other California county jurisdictions. **Do not include** facilities exclusively housing contract state or federal inmates.

The “type” of facility is the Title 15, California Code of Regulations designated type for the facility (Type II, III, or IV).

➤ **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 “D.”

➤ **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 as “**non-sentenced.**”

★ Where possible, the addition of the following AB 109 Offenders (1170h, PRCS, and State Parolees) should be included in the Non-Sentenced (male/female) population: **B3, C3, & C4.**

➤ **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 all charges and are no longer on trial. This category includes inmates who are being incarcerated pending or during an appeal.

★ Where possible, the addition of the following AB 109 Offenders (1170h, PRCS, and State Parolees) should be included in the Sentenced (male/female) population: **B1, B2, B4, C1, & C2.**

****The numbers entered in cells M1 and F1 must add up to the numbers entered in N1 and N2 (i.e., $M1+F1 = N1+N2$). Also, the numbers entered in cells M2 and F2 must add up to the numbers entered in N3 and N4 (i.e., $M2+F2 = N3+N4$). If the population numbers are do not add up properly, a variance will be shown. When a variance is shown the population numbers may be deemed unreliable and the county reporter will be contacted to correct the imbalance.**

A1) ADP Totals

****The ADP Totals in the vertical column and those in the horizontal row should equal the number found at T5 (i.e., $M1+F1+M2+F2 = T5$ and $T1+T2+T3+T4 = T5$).**

- 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 (including those under contract from any agency/jurisdiction) 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 housed out of the facility or those who have not yet been assigned housing (e.g., those in holding cells, sobering or safety cells, or booking and receiving areas). (See E1.)

Do not include inmates that are housed in other jurisdictions (see F1) or are participating in out-of-[physical] custody programs. Ex: Offenders in Alternative Custody programs should not be counted in the ADP, even if the county categorizes internally categorizes them as “in-custody.”

Counties that contract entire facilities to the federal government:

If you have in your jurisdiction a facility whose ADP is entirely comprised of federally contracted inmates, DO NOT count this facility and its inmates in the ADP section or in Section F2. If federal inmates are intermixed within the population, include them in the overall count of the ADP. Should you have any questions regarding this issue, please contact the FSO Report Analyst.

A2) Average number [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. Please note, if reporting online, the total **average daily population** of felons will auto populate for you. **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).**

- ☆ Similar to Non-Sentenced and Sentenced ADP counts, when able, AB 109 Offenders (1170h, PRCS, and State Parolees) should be included in the Felony inmate ADP.

A3) Average number [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. Please note, if reporting online, the total **average daily population** of misdemeanants will auto populate for you.

- ☆ Similar to Non-Sentenced and Sentenced ADP counts, when able, AB 109 Offenders (1170h, PRCS, and State Parolees) should be included in the Felony inmate ADP.

A4) Highest one-day population count for this month

This category was included to capture the “**peaking factor**” for each agency. 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 Totals listed in A1.

Section B: Classification Profile of Inmates Comprising 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 jurisdiction computed as an average daily population, Sections 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 agency'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 should equal the ADP Totals listed in A1.**

Section C: Inmates Requiring Mental Health Attention

Section C: Inmates Requiring Mental Health Attention		
C1)	Number of mental health cases open on the last day of the month	
C2)	Number of new mental health cases that were opened during this month	<input type="text"/>
C3)	Number of inmates, on the last day of the month, receiving psychotropic medication for a mental health disorder	<input type="text"/>
C4)	Average number of inmates needing, and actually assigned to, mental health beds on the last day of the month	<input type="text"/>

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.

- C1 should be considered “existing” or “ongoing” cases.
- Inmates receiving ongoing mental health services without psychotropic medications should also be counted in C1.

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 first day through the last day of the month**.

- C2 should be considered “new” cases.
- The number of inmates counted in C2 should be lower than the number of inmates counted in C1.
- Inmates may be counted in C2 if they are receiving mental health services without the use of psychotropic medication.



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**.

- C3’s count should not be higher than C1’s corresponding monthly count. There should be no inmates counted as receiving psychotropic medications without also being counted as having either an ongoing (C1) or new (C2) mental health case. C1 and C3 are snapshots of the same day, as such, it is unlikely that C3 would be greater than C1.



C4) Average number of inmates needing, and actually 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.

Mental Health Case counting examples:

Example 1: John is booked once during the month and receives mental health services. He should be counted that month in C2 as new. John is then released that same month. If John is booked in subsequent months, count him in C2 as new. Even if John has an existing mental health case on file (from his first booking) count him in C2, because it demonstrates the impact on your system that otherwise would not be seen if the same file is used repeatedly.

Example 2: Steve routinely returns to custody, receiving services every time he is booked. In June he is booked three separate times in November. He should be counted once in C1, if on the last day of the month he was in custody and able to be counted during the snapshot.

Example 3: Dave is booked in November and released Dec 1st, he used mental health services several times during November. Count him in C2 as new for November. He wouldn't be counted in December because he was released prior to the last day of the month when C1 is accounted for.

- State Mental Hospitals- If an inmate is found not to be competent for trial and is detained in a county jail facility, count them in Non-Sentenced (Male/Female & Misdemeanor/Felony). If they are detained in the state hospital, do not count them in any category.

Section D: Inmates Requiring Medical Attention

Section D: Inmates Requiring Medical Attention		
D1)	Number of inmates that were seen at inmate sick call this month	<input type="text"/>
D2)	Number of physician/mid-level practitioner occurrences (excluding dental) during this month	<input type="text"/>
D3)	Number of off-site medical appointments during this month	<input type="text"/>
D4)	Number of dental encounters this month	<input type="text"/>
D5)	Number of inmates assigned to medical beds on the last day of the month	<input type="text"/>

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 a registered nurse (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.

- In general, D1's monthly count should be higher than D2's monthly count.

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.

- Psychiatrists appointments can be counted in D2

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

Section E: Holding Areas

E1) Average number of inmates not assigned to housing (e.g. holding, sobering, and safety cells) during this month

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

- **Length of Stay** definition: Length of Stay for each inmate is the number of days from date of intake to date of release regardless of changes in classification, housing, or sentencing status during that period.
 - Any part of one calendar day counts as one day (e.g. if booked/received at 9:00pm on Monday and released at 2:00 am on Tuesday, counts as two days)
 - If an inmate is released from detention multiple times during the quarter, he/she will have multiple separate lengths of stay.
 - Periods spent under an alternative form of custody will not be counted towards Jail Length of Stay*.
 - Electronic monitoring
 - Work Release
 - Residential Treatment
 - Non-Residential Treatment
 - County Parole
 - Work Alternative Programs
 - Day Reporting
 - Home confinement

*This list may not be all inclusive.

Section F: Contract Housing

Section F: Contract Housing

F1)	Average number of your inmates in contract beds in other public/private institutions during the month	<input type="text"/>
F2)	Average number of federal inmates housed in your system on contract during the month	<input type="text"/>
F3)	Average number of state inmates housed in your system on contract during the month	<input type="text"/>
F4)	Average number of inmates from other counties housed in your jurisdiction on contract during the month	<input type="text"/>

F1) Average number [ADP] of your inmates in contract beds in other public/private institutions during the month

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

F2) Average number [ADP] of federal inmates housed in your system on contract during the month

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.**

- If federal inmates are intermixed within the population, include them in the overall count of the ADP.

F3) Average number [ADP] of state inmates housed in your system on contract during the month

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 (PC3056 or PC3000.08) unless you have a specific contract to house them.

F4) Average number [ADP] of inmates from other counties housed in your jurisdiction on contract during the month

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, courtesy holds, or state inmates awaiting parole or revocation hearings.

Section G: Other Inmate Categories

Section G: Other Inmate Categories

G1)	Average number of inmates in your system sentenced and awaiting transport to state prison during the month	<input type="text"/>
G2)	Average number of inmates in hospital(s) outside of your jail facilities during the month	<input type="text"/>

G1) Average number [ADP] inmates in your system sentenced and awaiting transport to state prison during the month

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

G2) Average number [ADP] of inmates in hospital(s) outside your jail facilities during the month

Indicate the average daily population of inmates housed in hospitals outside your jail facility(ies).

- Do not include inmates transferred to state hospitals for evaluation or detained in a state hospital because they have been found to be non-competent.
- Count only those inmates who are under the Sheriff/Jail's control while at the hospital.

Section H: Additional Information

Section H: Additional Information

H1)	Total number of persons booked this month	<input type="text"/>
H2)	Total number of pre-trial release (e.g., cite out, felony O.R.) DUE TO LACK OF HOUSING CAPACITY	<input type="text"/>
H3)	Total number of sentenced inmates released early (e.g., work release, electronic monitoring, court-ordered, or other capacity release) DUE TO LACK OF HOUSING CAPACITY	<input type="text"/>
H4)	Total number of juveniles in custody this month (per WIC Section 707)	<input type="text"/>

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.

- Court remands can be counted in H1

H2) Total number of pre-trial release [non-sentenced inmates] (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, electronic monitoring, court-ordered, or other capacity release) DUE TO 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) Total number of juveniles in custody this month (per WIC Section 707)

Indicate the number of juveniles housed in your facility(ies) **during the month as ordered by the court per WIC Section 707**. This would include any juvenile inmate regardless of the status of the case. **Do not include** juveniles originally booked as adults who are later discovered to be minors and subsequently transferred to juvenile hall.

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.**”

Section A. Quarterly Data

Section A. Quarterly Data	
1) Current number of inmates classified as "3rd strike"	<input type="text"/>
2) Current number of inmates classified as "2nd strike"	<input type="text"/>
3) Current number of unserved felony warrants in your county	<input type="text"/>
4) Current number of unserved misdemeanor warrants in your county	<input type="text"/>
5) Percentage of your current inmates believed to be undocumented aliens	% <input type="text"/>
6) Number of inmate assaults on staff during the quarter	<input type="text"/>
7) Amount of money spent on medication during the <u>PREVIOUS</u> quarter	<input type="text"/>
8) Amount of money spent on psychotropic medication during the <u>PREVIOUS</u> quarter	<input type="text"/>

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 undocumented aliens

This segment represents the first statewide attempt to identify the number of criminal undocumented 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 undocumented aliens**. You may be able to estimate the number based upon: routinely asking inmates about their status; number of ICE

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 (e.g., for the second quarter report, enter the total amount of money spent on medication for the first quarter). **This number should INCLUDE money spent for psychotropic medication (see #8 below), and therefore should be higher than the amount of money spent on psychotropic medications during the previous quarter.** Please do not guess at 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 (e.g., for the second quarter report, enter the total amount of money spent specifically on psychotropic medication for the first quarter). **This number should be a portion of #7 above.** Please do not guess at this number. If it is unavailable, please indicate as such with a “U” for “**unavailable.**”

Section B. Average Length of Stay

Section B. Average Length of Stay	
1) All releases from your system	<input type="text"/>
A) Pre-trial releases	<input type="text"/>
B) Sentenced releases	<input type="text"/>

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; and,
 - 3) 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 (e.g., if they entered as a non-sentenced inmate, were 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.

★ All Release Average Length of Stay **DOES NOT EQUAL** Pre-Trial ALoS + Sentenced ALoS. Each category is a separate average.

2) Pre-trial releases [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).

3) Sentenced releases

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

Calculation Examples:

1) All Releases Length of Stay:

	Days Served
Inmate #1	7
Inmate #2	12
Inmate #3	3
Inmate #4	21
Inmate #5	17
Inmate #6	35
Inmate #7	41
Inmate #8	50
Inmate #9	90
Inmate #10	120
Inmate #11	87
Inmate #12	75
<hr/>	
Total:	12 inmates 558 days

Average Length of Stay is: 558 days divided by 12 inmates = 46.5 days

2) Pre-Trial Average Length of Stay:

	Days Served
Inmate #1	7
Inmate #2	12
Inmate #3	3
Inmate #4	21
Inmate #5	17
<hr/>	
Total:	5 inmates 60 days

Average Length of Stay is:
60 days divided by 5 inmates = 12 days

3) Sentenced Length of Stay:

	Days Served
Inmate #6	35
Inmate #7	41
Inmate #8	50
Inmate #9	90
Inmate #10	120
Inmate #11	87
Inmate #12	75
<hr/>	
Total:	7 inmates 498 days

Average Length of Stay is:
498 days divided by 7 inmates = 71.14 days

PUBLISHING JAIL PROFILE SURVEY DATA

Quarterly Results Report / Publishing Data Online

Following data analysis by BSCC staff, the JPS quarterly survey results report is published on the BSCC website at:

http://www.bscc.ca.gov/s_fsojailprofilesurvey.php.

The corresponding quarter's data is also simultaneously published online. Once JPS data is published, it is available for querying by the agency and/or public. Many have found this online querying feature useful – not only to look at their agency's published data, but also to compare their data to neighboring jurisdictions and other similarly sized agencies, etc.

How to Query Data Online

QUERY TYPE SELECTION: JAIL PROFILE SURVEY- ONLINE QUERYING

Data Type: Reporting Range:

GENERAL INFORMATION:

Please note, while the Board of State and Community Corrections (BSCC) makes every effort to review Jail Profile Survey data for accuracy, the BSCC cannot be responsible for data reporting errors made at the county level. Data may be updated as needed upon request from the county.

- Select the type of data to query:
Facility (Facility-level data collected monthly)
Monthly (Countywide data collected monthly)
Quarterly (Additional countywide data collected quarterly)
- Information displayed from the query results will contain Numbers, D's and U's.
The Numbers are valid data that have been used in the calculations of the quarterly reports.
The D's represent "Does Not Apply".
The U's represent "Unavailable".
The summary statistics reported in the BSCC Quarterly Reports are the result of computational formulas that make corrections for missing data. Therefore, your local calculations with the same data might yield somewhat different results.
- For additional information, see the Jail Profile Survey Workbook found online at: http://www.bscc.ca.gov/s_fsojailprofilesurvey.php.

➤ **ONLINE QUERYING:** <https://app.bscc.ca.gov/joq/jps/QuerySelection.asp>.

- ★ **QUERY TYPE SECTION:** Select data type (either facility, monthly, or quarterly) in the "Data Type" dropdown;
- ★ The reporting range is set at "2002 & Forward" (for pre-2002 data, chose "Through 2001" from the "Reporting Range" dropdown); and,
- ★ Select the "Continue" button.

QUERYING PAGE: JAIL PROFILE SURVEY- ONLINE QUERYING

Data Type: Monthly [Select New Data Type](#) Data is available from October, 1995 through June, 2014

Year: 2002 Month From: Jan Month To: Jan (Note: The Month To must be greater than or equal to the Month From.) Sort By: Date Jurisdiction

To select multiple items in the lists, hold the CTRL key and click items one at a time. To select a range of items, click on the 1st item in the range and drag mouse pointer to last item in the range.

Alameda Sheriff's Dept.
Amador Sheriff's Dept.
Butte Sheriff's Dept.
Calaveras Sheriff's Dept.
Coalinga Police Dept.
Colusa Sheriff's Dept.
Contra Costa Sheriff's Dept.

(ADP totals) Unsented males
(ADP totals) Unsented females
(ADP totals) Sented males
(ADP totals) Sented females
(ADP totals) Jurisdiction
(Avg number of felony inmates) Unsented
(Avg number of felony inmates) Sented

Click to view the query results on screen. [How to save on screen query results to any application...](#) **Query** Click to view the query results in Excel. [How to save the query results as an Excel file using Internet Explorer or Netscape](#) **Excel** [Logout](#)

➤ **QUERYING PAGE – On the facility, monthly, or quarterly online querying page:**

1. choose the year;
2. starting month;
3. ending month;
4. whether you want the data sorted by date or jurisdiction;
5. the agency or agencies' data you want to query (*to select multiple items in the list, hold the CTRL key and click items one at a time; to select a range of items, click on the first item in the range and drag the mouse pointer to the last item in the range or hold the shift key down and click the elements in sequence*);
6. the data elements you want to query; and,
7. select the "Query" button to run the data (as shown below).

QUERYING PAGE: JAIL PROFILE SURVEY- ONLINE QUERYING

Data Type: Monthly [Select New Data Type](#) Data is available from October, 1995 through June, 2014

Year: 2014 Month From: Jan Month To: Jun (Note: The Month To must be greater than or equal to the Month From.) Sort By: Date Jurisdiction

To select multiple items in the lists, hold the CTRL key and click items one at a time. To select a range of items, click on the 1st item in the range and drag mouse pointer to last item in the range.

Alameda Sheriff's Dept.
Amador Sheriff's Dept.
Butte Sheriff's Dept.
Calaveras Sheriff's Dept.
Coalinga Police Dept.
Colusa Sheriff's Dept.
Contra Costa Sheriff's Dept.

(ADP totals) Unsented males
(ADP totals) Unsented females
(ADP totals) Sented males
(ADP totals) Sented females
(ADP totals) Jurisdiction
(Avg number of felony inmates) Unsented
(Avg number of felony inmates) Sented

Click to view the query results on screen. [How to save on screen query results to any application...](#) **Query** Click to view the query results in Excel. [How to save the query results as an Excel file using Internet Explorer or Netscape](#) **Excel** [Logout](#)

Jurisdiction	Year	Month	(ADP totals) Unsented males	(ADP totals) Unsented females	(ADP totals) Sented males	(ADP totals) Sented females	(ADP totals) Jurisdiction	(Avg number of felony inmates) Unsented	(Avg number of felony inmates) Sented
Alameda Sheriff's Dept.	2014	1	2343	222	649	87	3301	2380	613
Amador Sheriff's Dept.	2014	1	35	10	35	13	93	38	37
Butte Sheriff's Dept.	2014	1	332	49	175	31	587	368	185
Calaveras Sheriff's Dept.	2014	1	32	6	29	3	70	36	30
Colusa Sheriff's Dept.	2014	1	47	9	16	6	78	47	13
Contra Costa Sheriff's Dept.	2014	1	1088	132	312	21	1533	1055	306
Alameda Sheriff's Dept.	2014	2	2343	221	639	93	3296	2394	605
Amador Sheriff's Dept.	2014	2	36	12	28	12	88	45	35
Butte Sheriff's Dept.	2014	2	315	56	177	37	585	358	194
Calaveras Sheriff's Dept.	2014	2	28	7	33	3	71	33	34

QUERYING PAGE: JAIL PROFILE SURVEY- ONLINE QUERYING

Data Type: Monthly [Select New Data Type](#) Data is available from October, 1995 through June, 2014

Year: 2002 Month From: Jan Month To: Jan (Note: The Month To must be greater than or equal to the Month From.) Sort By: Date Jurisdiction

To select multiple items in the lists, hold the CTRL key and click items one at a time. To select a range of items, click on the 1st item in the range and drag mouse pointer to last item in the range.

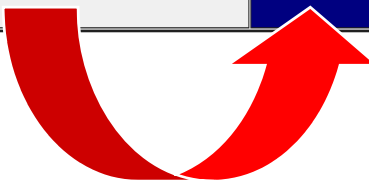
Alameda Sheriff's Dept.
Amador Sheriff's Dept.
Butte Sheriff's Dept.
Calaveras Sheriff's Dept.
Coalinga Police Dept.
Colusa Sheriff's Dept.
Contra Costa Sheriff's Dept.

(ADP totals) Unsented males
(ADP totals) Unsented females
(ADP totals) Sented males
(ADP totals) Sented females
(ADP totals) Jurisdiction
(Avg number of felony inmates) Unsented
(Avg number of felony inmates) Sented

Click to view the query results on screen.
[How to save on screen query results to any application...](#)

[Query](#) Click to view the query results in Excel.
How to save the query results as an Excel file using Internet Explorer or Netscape

[Excel](#) [Logout](#)



➤ **QUERYING PAGE – to export the data to Excel:**

- ★ follow steps one through six described above; and,
- ★ select the “Excel” button to run the data (as shown below);

[Return To Query Page \(Do Not Click The "BACK" Button\)](#)

Jurisdiction	Year	Month	(ADP totals) Unsented males	(ADP totals) Unsented females	(ADP totals) Sented males	(ADP totals) Sented females	(ADP totals) Jurisdiction	(Avg number of felony inmates) Unsented	(Avg number of felony inmates) Sented
Alameda Sheriff's Dept.	2014	1	2343	222	649	87	3301	2380	613
Alameda Sheriff's Dept.	2014	2	2343	221	639	93	3296	2394	605
Alameda Sheriff's Dept.	2014	3	2326	229	609	84	3305	2378	632
Alameda Sheriff's Dept.	2014	4	2395	227	654	80	3356	2448	603
Alameda Sheriff's Dept.	2014	5	2356	242	659	79	3336	2414	599
Alameda Sheriff's Dept.	2014	6	2385	222	639	88	3334	2415	577
Amador Sheriff's Dept.	2014	1	35	10	35	13	93	38	37
Amador Sheriff's Dept.	2014	2	36	12	28	12	88	45	35
Amador Sheriff's Dept.	2014	3	36	12	32	12	92	43	36
Amador Sheriff's Dept.	2014	4	37	10	39	13	99	42	40
Amador Sheriff's Dept.	2014	5	28	9	54	12	103	33	58
Amador Sheriff's Dept.	2014	6	49	9	34	14	106	54	43
Butte Sheriff's Dept.	2014	1	332	49	175	31	587	368	186
Butte Sheriff's Dept.	2014	2	315	56	177	37	585	358	194
Butte Sheriff's Dept.	2014	3	304	64	190	31	589	358	201
Butte Sheriff's Dept.	2014	4	300	63	194	31	588	353	207
Butte Sheriff's Dept.	2014	5	312	80	185	34	591	358	200
Butte Sheriff's Dept.	2014	6	307	58	192	36	593	355	210
Calaveras Sheriff's Dept.	2014	1	32	6	29	3	70	36	30
Calaveras Sheriff's Dept.	2014	2	28	7	33	3	71	33	34
Calaveras Sheriff's Dept.	2014	3	30	6	32	3	71	34	33
Calaveras Sheriff's Dept.	2014	4	32	5	27	2	66	35	28

- ★ edit, select all; then edit, copy; and,
- ★ open Excel and paste. The data may now be manipulated in Excel.

QUERYING PAGE: JAIL PROFILE SURVEY- ONLINE QUERYING				
Data Type:	Monthly	Select New Data Type	Data is available from October, 1995 through June, 2014	
Year: <input type="text" value="2002"/>	Month From: <input type="text" value="Jan"/>	Month To: <input type="text"/>	(Note: The Month To must be greater than or equal to the Month From.)	Sort By: <input checked="" type="radio"/> Date <input type="radio"/> Jurisdiction
<small>To select multiple items in the lists, hold the CTRL key and click items one at a time. To select a range of items, click on the 1st item in the range and drag mouse pointer to last item in the range.</small>		Alameda Sheriff's Dept. Amador Sheriff's Dept. Butte Sheriff's Dept. Calaveras Sheriff's Dept. Coalinga Police Dept. Colusa Sheriff's Dept. Contra Costa Sheriff's Dept.	(ADP totals) Unsented males (ADP totals) Unsented females (ADP totals) Sented males (ADP totals) Sented females (ADP totals) Jurisdiction (Avg number of felony inmates) Unsented (Avg number of felony inmates) Sented	
Click to view the query results on screen. How to save on screen query results to any application.		<input type="button" value="Query"/>	Click to view the query results in Excel. <small>How to save the query results as an Excel file using Internet Explorer or Netscape</small>	<input type="button" value="Excel"/> Logout

➤ **QUERYING PAGE – to select other data parameters:**

- ★ click the hyperlink, “Select New Data Type”, at the top of the data table;
- ★ this will take you back to the main menu (as shown below) from which you can again select either facility, monthly, or quarterly data to view.

QUERY TYPE SELECTION: JAIL PROFILE SURVEY- ONLINE QUERYING			
Data Type:	<input checked="" type="button" value="Facility"/> <input type="button" value="Monthly"/> <input type="button" value="Quarterly"/>	Reporting Range:	<input type="text" value="2002 & Forward"/> <input type="button" value="Continue"/>
GENERAL INFORMATION:			
<p>Please note, while the Board of State and Community Corrections (BSCC) makes every effort to review Jail Profile Survey data for accuracy, the BSCC cannot be responsible for data reporting errors made at the county level. Data may be updated as needed upon request from the county.</p> <ul style="list-style-type: none"> • Select the type of data to query: Facility (Facility-level data collected monthly) Monthly (Countywide data collected monthly) Quarterly (Additional countywide data collected quarterly) • Information displayed from the query results will contain Numbers, D's and U's. The Numbers are valid data that have been used in the calculations of the quarterly reports. The D's represent "Does Not Apply". The U's represent "Unavailable". The summary statistics reported in the BSCC Quarterly Reports are the result of computational formulas that make corrections for missing data. Therefore, your local calculations with the same data might yield somewhat different results. • For additional information, see the Jail Profile Survey Workbook found online at: http://www.bscc.ca.gov/s_fs/jailprofilesurvey.php. 			

DATA ANALYSIS AND THE FINAL PRODUCT

Role of Data

The Jail Profile Survey (JPS) data is a valuable resource to criminal justice stakeholders; since the advent of Public Safety Realignment, the use of the JPS to support the various needs of stakeholders has increased exponentially. It remains a priority to the BSCC to collect and report valid, meaningful and most importantly, accurate data.

We recognize the differences between counties, and have a range of resources dedicated to quality control for this survey. By following the JPS standards and adhering to the JPS workbook you will help us with the production of accurate data.

We make every effort to review data for accuracy, including contacting individual counties for clarification, but we cannot be responsible for data reporting errors made at the county level. Any anomalies that are present in the currently posted data have been screened to the best of our abilities.

Data Review Process

In order for the BSCC to post the most accurate data available to our stakeholders, it is important for Jail Profile Survey data to be screened for anomalies. A staff member of BSCC's Research Unit is assigned to screen each county's monthly and quarterly data prior to posting publicly. Generally, one quarter of data is screened at a given time and every effort is made to catch any anomalies that appear within each category. Common anomalies include: ADP variances, missing digits, flipped numbers, missing decimals, "rule" violations (i.e. the amount spent on psychotropic medications during the previous quarter cannot be higher than the amount spent on medication during the previous quarter [see page 16]), etc. Once the data is screened and confirmed by the county it is then published, along with a survey results report, to our website.

If updates or corrections are determined after the data is published, BSCC will update our data sets and the corrections will be reflected in the next posting.

Publishing Data

Following data analysis by BSCC staff and resolution of any anomalies, the JPS quarterly survey results report is published on the BSCC website at:

http://www.bscc.ca.gov/s_fsojailprofilesurvey.php.

The corresponding quarter's data is also simultaneously published online at:

<https://app.bscc.ca.gov/joq/jps/QuerySelection.asp>.

For detailed instructions on how to query JPS data online, please refer to the following section (see page 20). Many have found this online querying feature useful not only to look at their agency's published data, but also to compare their data to neighboring jurisdictions and other similarly sized agencies, etc.

The "Jail Population Trends Dashboard" is also simultaneously published online at:

http://www.bscc.ca.gov/m_data&research.php



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

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Board of State and Community Corrections
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Sacramento, CA 95833
(916) 323-9704
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