JAIL PROFILE SURVEY

Workbook

INSTRUCTIONS FOR MONTHLY & QUARTERLY FORMS

YEAR DATA QUESTIONS WERE DEVELOPED:

2002 – Monthly Form Sections A – H

2021 – Monthly Form Section I

2012 – Monthly Form Sections J – L

AGENCY UPDATE: 2021

STATE OF CALIFORNIA
BOARD OF STATE AND COMMUNITY CORRECTIONS
2590 VENTURE OAKS WAY, STE 200 ♦ SACRAMENTO CA 95833 ♦ WWW.BSCC.CA.GOV

TABLE OF CONTENTS

ABOUT THE JAIL PROFILE SURVEY

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 data has provided a basis for determining the needs of counties during the distribution of state bond monies, projections of future need for jail space, and informing stakeholders of local detention populations.

It is essential that the most accurate information possible is gathered to provide local detention agencies with the ability to plan accurately for their future, as well as enable stakeholders who use the data to accurately understand local detention populations.

The objectives of this workbook are to:
- describe the roles the agencies and the state will have in the survey process;
- define terms and provide criteria used in the survey instrument;
- describe the role of the agency contact person who collects and reports data;
- define the reporting frequency and methods available to report the survey data to the BSCC; and,

BSCC JPS Contact Information

Direct any questions regarding the JPS to the Research Unit's Analyst at JPS@bscc.ca.gov or (916) 322-8441.

General Instructions

- The monthly profile survey must be completed each month and returned within 10 working days from the end 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 15th
Second	April, May, June	July 15th
Third	July, August, September	October 15th
Fourth	October, November, December	January 15th

- If data are not turned in on time, "U" for "unavailable" will be placed in missing or questionable data and posted on BSCC's online query for public access. Late data will be screened and posted online during the next quarterly screening session.

  Unanswered requests for late and/or missing data will be forwarded to the reporter's Sheriff or Director of Corrections by the Chair of the BSCC.

- Each agency is asked to designate one person as the "agency data reporter" regardless of how many facilities there are in the jurisdiction. Notify the BSCC of any data reporter changes as soon as possible.

- Data reporters are expected to maintain contact with the BSCC and respond to BSCC data inquiries that may arise from the data screening process. If data inquiries from the BSCC go unanswered, the data in question may be replaced with a "U" for "unavailable". *Unanswered data inquiries may be forwarded to the reporter's Sheriff or Director of Corrections by the Chair of the BSCC.*

- Submit only one copy of the data through the online portal (see "Online Submission" instructions). If you would like to verify receipt or need to send a corrected copy of your submittal, contact the BSCC Research Unit Analyst.

- All numbers should be entered rounded to the nearest whole number except for quarterly survey *Section B. Average Length of Stay.*

- Do not leave any spaces blank.
  - Fill in the space with "D" for "does not apply" if the variable does not EVER apply to your agency.
  - Fill in the space with "U" for "unavailable" if the variable may SOMETIMES apply to your agency but the data is not available.
  - Fill in the space with a "0" (zero) if the variable may SOMETIMES apply to your agency, but it did not for the reporting time period. However, for quarterly survey *Section B. Average Length of Stay,* "0" (zero) is not a valid entry.

- Data is requested in a variety of ways, including totals, averages, and snapshots.
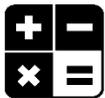
  - AVERAGE DAILY POPULATION: Most sections call for the "average daily population" (ADP) of a given category of inmates during the month. The ADP should reflect that number obtained during a consistently made *daily* inmate count (usually at or near midnight), adding these daily counts together for the 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 day of the month specified in the instructions for the specific data element.

Online Submission

Agency data reporters are strongly encouraged to submit JPS data through the online portal accessible at https://app.bscc.ca.gov/jps/.

Online Portal Home Page

A snapshot of the portal home page is provided below in Figure 1. To log in to the online portal:

1. Select your jurisdiction from the "Agency" dropdown.
2. Select the survey type, either monthly or quarterly, for the data that is being reported in the "Survey Type" dropdown.
3. After selecting the survey type, the "Reporting Period" dropdown will appear.
   - For the monthly survey, select the month and year for which data is being reported (Figure 2).
   - For the quarterly survey, select the quarter and year for which data is being reported (Figure 3).
4. Enter your pass code. If you do not have your agency pass code, please contact the BSCC Research Unit Analyst.
5. Select the "Login" button. You will then be taken to your agency's data entry page for the selected survey type and reporting period.

Figure 1. *Online portal homepage.*

Parameter	Input	Description
Agency:	⌄	Your reporting agency.
Survey Type:	⌄	Select the survey type for the period for which you are reporting.
Pass Code:		Your assigned pass code .
	Login	

Figure 2. *Online portal home page – monthly survey type selected.*

Parameter	Input	Description
Agency:	⌄	Your reporting agency.
Survey Type:	Monthly ⌄	Select the survey type for the period for which you are reporting.
Reporting Period:	Month: ⌄ Year: ⌄	Reporting Period.
Pass Code:		Your assigned pass code.
	Login	

Figure 3. *Online portal home page – quarterly survey type selected.*

Parameter	Input	Description
Agency:	⌄	Your reporting agency.
Survey Type:	Quarterly ⌄	Select the survey type for the period for which you are reporting.
Reporting Period:	Quarter: ⌄ Year: ⌄	Reporting Period.
Pass Code:		Your assigned pass code.
	Login	

HOW TO COMPLETE THE MONTHLY JPS FORM

A snapshot of the top portion of the monthly report is provided below in Figure 4. To complete this section:

- Verify that the month and year you are submitting is accurate.
- Enter the name of the reporting person.
- Enter the reporting person's phone number.
- Confirm the date. This field will auto-populate with the log in date.

Please note that the system requires that the person reporting and phone fields are completed before the report can be submitted online.

Figure 4. *Top section of the monthly report.*

Agency:	Sheriff's Dept.				
Person Reporting:		Reporting Period:	Month: July ⌄	Year:	2021 ⌄
Phone:		Date:	4/14/2021		

Specific instructions for each section of the monthly survey are provided in the sections that follow. General instructions for completing the survey are:

- For 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.

- To submit entered data, click the "Submit" button at the bottom of the page. If you are missing any required data and/or there is a data validation error message, corrections are required before the survey data can be submitted.

- After clicking the "Submit" button, the message below will appear at the bottom of the page. If you do not see the message below, your data *was not* transmitted.

- If you entered a report online and need to submit a corrected copy or correct a specific data element, please contact the BSCC Research Unit Analyst **before** re-entering a report (jps@bscc.ca.gov).

Thank you [Agency's Name], your information has been submitted 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 Data Entry Portal]

Section A: Total ADP

All data reported in this section should be entered rounded to the nearest whole number.
Figure 5.

Section A: Total ADP								
Name of Facility		Type	Court Ordered Population Cap	Non-Sentenced		Sentenced		Totals
				Male	Female	Male	Female	
1)	Facility 1	II	(No Longer Collected)	🖩	🖩	🖩	🖩	T1
2)	Facility 2	II	(No Longer Collected)	🖩	🖩	🖩	🖩	T2
3)	Facility 3	II	(No Longer Collected)	🖩	🖩	🖩	🖩	T3
A1)	ADP Totals			M1	F1	M2	F2	T4
A2)	Average number of felony inmates			N1	🖩	N3	🖩	T5
A3)	Average number of misdemeanor inmates			N2	🖩	N4	🖩	T6
A4)	Date of highest one-day population for the month			MM/DD/YYYY		The highest count was	📷	

Facility Portion of Section A

- <u>Name of Facility & Type:</u>
  - o If you are reporting online, the facility(ies) and type(s) [Title 15, California Code of Regulations designated type for the facility (Type II, III, or IV)] for your agency will auto populate. Please contact the Facilities Standard & Operations (FSO) Analyst regarding any change required (e.g., adding or deleting a facility) to your form.
  - o Facilities listed should include those that exclusively house inmates from other California county jurisdictions.
  - o Do not include facilities exclusively housing contracted state or federal inmates. If, in your jurisdiction, you have a facility with an *ADP 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 ADP.
- <u>Court Ordered Population Cap:</u>
  No longer collected as of September 2018**.**
- <u>Non-Sentenced (male/female):</u>
  Enter the <u>average daily population</u> 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." The following AB 109 Offenders (1170h, PRCS, and State Parolees) should be included in the Non-Sentenced (male/female) population: PRCS offenders booked on new local charges (K3), parole violators booked with new local charges (L3), and parole violators who receive a local sentence (L4). For more AB 109 information, refer to Sections J through L of the Monthly Survey Form.

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.

- 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. The following AB 109 Offenders (1170h, PRCS, and State Parolees) should be included in the Sentenced (male/female) population: PRCS offenders booked on 3454(c) PC (K1), PRCS offenders booked during the month (K2), PRC offenders who received jail time as a result of a revocation hearing (K4), persons booked on a 3056PC or 3000.08PC parole violation only (L1), and parole violators who received jail time as a result of a revocation hearing (L2).

A1) ADP Totals

- When reporting online, the data fields within this row will automatically calculate using the data provided in the facility portion of Section A (see Figure 5 cells M1, F1, M2, F2, and T4). The online form includes the data validation checks below. If the data verification checks are not passed, an error message(s) will be provided, and corrected data is required to submit the survey.

  Data Validation Checks:

  $$M1 + F1 + M2 + F2 = T4$$
  $$T1 + T2 + T3 = T4$$

- 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 (T4).
- ADP Total (T4) *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.)*
  - Inmates that are housed in other jurisdictions *(see F1)* or are participating in out-of-[physical] custody programs. Offenders in alternative custody programs should not be counted in the ADP, even if the county internally categorizes them as "in-custody."
  - Enroutes, inmates who are held on another county's warrants or courtesy holds, held but not assigned to housing should be excluded.

A2) Average Number (ADP) of Felony Inmates

- Enter the <u>average daily population</u> of non-sentenced (N1) and sentenced inmates (N3) charged with felonies.
- If an inmate is charged with both felony and misdemeanor complaints, they should be counted in the "felony ADP" (A2 row).
- Please note, the total <u>average daily population</u> of felony inmates (T5) will auto populate.
- Similar to non-sentenced and sentenced ADP counts, AB 109 Offenders (1170h, PRCS, and State Parolees) should be included in the felony inmate ADP.

A3) Average number (ADP) of Misdemeanor Inmates

- Enter the <u>average daily population</u> of non-sentenced (N2) and sentenced (N4) inmates charged with misdemeanors.
- Please note, the total <u>average daily population</u> of misdemeanor inmates (T6) will auto populate.
- Similar to non-sentenced and sentenced ADP counts, AB 109 Offenders (1170h, PRCS, and State Parolees) should be included in the misdemeanor inmate ADP.

A2 and A3 Data Validation Checks

The online form includes the data validation checks below. If the data verification checks are not passed, an error message(s) will be provided and corrected data is required to submit the survey.

Data Validation Checks:

$$M1 + F1 = N1 + N2$$

$$M2 + F2 = N3 + N4$$

$$T5 + T6 = T4$$

A4) Highest One-Day Population Count (SNAPSHOT) 📷

- This variable is intended to capture the "peaking factor" for each agency.
- Enter the month's highest one-day population for the jail system (include all facilities) and the date for which the high count occurred.
- Include in this total only those inmates who were assigned to housing.
- The online form includes the data validation checks below. If a data verification check is not passed, an error message(s) will be provided and corrected data is required to submit the survey.

<div align="center">

Data Validation Checks:

The number entered <u>must be higher</u> than the Total ADP (T4).

The date entered must be a real date & occur during the reporting month.

</div>

Section B: Classification Profile of Inmates Comprising ADP

As of September 2018, the variables within this section are no longer collected.
Figure 6.

Section B: Classification Profile of Inmates Comprising ADP	(Section B No Longer Collected)	
B1)	ADP of maximum security inmates	(No Longer Collected)	NC
B2)	ADP of medium security inmates	(No Longer Collected)	NC
B3)	ADP of minimum security inmates	(No Longer Collected)	NC

Section C: Inmates Requiring Mental Health Attention

In this section:

- Indicate the <u>actual number</u> (either cumulative or snapshot) of inmates in the requested categories rather than the average daily population.
- All data reported should be a whole number.

Figure 7.

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	
C3)	Number of inmates, on the last day of the month, receiving psychotropic medication for a mental health disorder	📷
C4)	Number of inmates needing, and actually assigned to, mental health beds on the last day of the month	📷

C1) Number of Mental Health Cases Open (SNAPSHOT) 📷

- Enter the number of people on the last day of the month who have open mental health cases (snapshot). 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 (CUMULATIVE)
- Enter the total number of NEW mental health cases that were opened from the first day through the last day of the month (cumulative).
- C2 should be considered "new" cases opened during the reporting month.
- Inmates may be counted in C2 if they are receiving mental health services without the use of psychotropic medication.
- <u>Do not include</u> booking/intake screenings.
- The number of inmates counted in C2 should be lower than the number of inmates counted in C1.

C3) Number of Inmates Receiving Psychotropic Medication (SNAPSHOT)
- Enter the number of inmates on the last day of the month who were receiving psychotropic medication for identified mental health disorders (snapshot).
- 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 has 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.

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. He should be counted once in C1, <u>if</u> 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.
- **Example 4**: Sarah is found not to be competent for trial and is detained in the county jail facility, count her in Non-Sentenced (Female & Misdemeanor/Felony). If she is detained in the state hospital, do not count her in any category as she is not housed at the county jail facility.

C4) Average Number of Inmates Assigned to Mental Health Beds (SNAPSHOT) 📷

- Report only those inmates on the last day of the month assigned to mental health beds (snapshot).
- Mental health beds should be those specifically used for the special housing of inmates, outside of general population, requiring <u>inpatient</u> mental health care.
  - o Inmates whose beds are not in a specialized mental health housing unit, but are in general population (and designated for mental health), can **_only_** be counted if they are categorized as specialized and/or protective.
  - o If those beds are designated specialized and/or protective **AND** they are <u>not</u> counted in the Rated Capacity (as medical and mental health beds are non-rated), then count them in C4.
- <u>Do not include</u> those inmates who require mental health treatment but are not in a special mental health housing unit or those in general population whose beds are designated as mental health beds simply because of them receiving standard treatment (e.g., medication).
- 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.
- If medical beds are used as mental health beds (on an as needed basis) count them in C4, not D5, for the time period they were used.

Section D: Inmates Requiring Medical Attention

In this section:
- Indicate the <u>actual number</u> (either cumulative or snapshot) of inmates in the requested categories rather than the average daily population.
- All data reported should be a whole number.

Figure 8.

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

D1) Number of inmates Seen at Inmate Sick Call (CUMULATIVE)

- Report the <u>total number</u> of inmates that were seen at initial sick call (e.g., triage) during the month (cumulative).

- 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.
- <u>Do not include</u> scheduled physician or physician assistant appointments (see D2 below), intake screenings, medication administration, emergency sick call or 14-day health evaluations as sick call.
- In general, D1's monthly count should be higher than D2's monthly count.

D2) Number of Physician/Mid-Level Practitioner Occurrences (CUMULATIVE)
- Report the <u>total number</u> of *scheduled* doctors' appointments that took place in the facility during the month (cumulative).
- <u>Do not include</u> initial sick call (e.g., triage) appointments or routine dental appointment (see D4) – include only follow-up or specifically scheduled physician or mid-level practitioner appointments *(see D1 above)*.
- Psychiatrists appointments and optometrist appointments can be counted in D2.

D3) Number of Off-Site Medical Appointments (CUMULATIVE)
- Report the <u>total number</u> of scheduled or unscheduled off-site medical appointments during the reporting month (cumulative).
- Include: specialty consults, surgery (non-routine), diagnostic exams, emergency room visits, abortions, oral surgery, and sterilizations.
- <u>Do not include</u> routine dental visits (see D4).

D4) Number of Dental Encounters (CUMULATIVE)
- Report the <u>total number</u> of routine dental appointments that took place on- or off-site during the month (cumulative).
- Include: dentist visits, hygienist visits, dental assistant visits, and oral surgery assessments.
- <u>Do not include</u> oral surgery.

D5) Number of Inmates Assigned to Medical Beds (SNAPSHOT)
- Report the number of inmates **on the last day of the month** who were specifically assigned to <u>in-patient</u> medical beds within the facility (snapshot).
- In-patient beds are typically in the medical unit with the sole purpose of holding inmates who require higher levels of medical care.
- <u>Do not include</u> inmates who need outpatient care or are in a non-rated safety/suicide watch bed/cell (see E1).

Section E: Holding Areas

Data reported should be rounded to the nearest whole number.
Figure 9.

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

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/suicide watch cells, staging cells, booking and receiving areas).

Section F: Contract Housing

Data reported should be rounded to the nearest whole number.
Figure 10.

Section F: Contract Housing	
F1)	Average number of your inmates in contract beds in other public/private institutions during the month	
F2)	Average number of federal inmates housed in your system on contract during the month	
F3)	Average number of state inmates housed in your system on contract during the month	
F4)	Average number of inmates from other counties housed in your jurisdiction on contract during the month	

F1) Average Number (ADP) of Your inmates in Contract Beds in Other Public/Private Institutions

- Indicate the average daily population of your inmates during the month who were housed outside your system and in *other* agencies on official contract.
- Do not include courtesy holds.

F2) Average number (ADP) of Federal Inmates Housed in Your System on Contract

- Indicate the average daily population of federal inmates during the month who were housed in your facility(ies). Include only official contracts with an agency of the federal government (e.g., immigration, federal prisons).
- Do not include courtesy holds.
- 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 as well.

F3) Average number (ADP) of State Inmates Housed in Your System on Contract

- If your jurisdiction has an official contract with a state government agency to house their inmates in your facility, indicate the <u>average daily population</u> of state inmates per month who are housed in your facility(ies).

- <u>Do not include</u> courtesy housing or inmates who are in your jail(s) for violation of parole (PC3056 or PC3000.08) <u>unless</u> you have a specific contract to house them.

- Return to competency contracts from the state, held by the county, can be counted.

F4) Average Number (ADP) of Inmates from Other Counties Housed in Your Jurisdiction on Contract

- Indicate the <u>average daily population</u> of inmates in your facility(ies) that were housed during the reporting month pursuant to an official contract with another county.

- <u>Do not include</u> 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

Data reported should be rounded to the nearest whole number.
Figure 11.

Section G: Other Inmate Categories	
G1)	Average number of inmates in your system who are sentenced and awaiting transport to state prison during the month	
G2)	Average number of inmates in hospital(s) outside of your jail facilities during the month	

G1) Average Number (ADP) Inmates Sentenced and Awaiting Transport to State Prison

Indicate the <u>average daily population</u> of inmates sentenced to state prison and are awaiting transportation to a state facility during the month.

G2) Average Number (ADP) of Inmates in Hospital(s) Outside your Jail Facilities

- Indicate the <u>average daily population</u> of inmates receiving in-patient care in hospitals outside your jail facility(ies) during the month.

- The ADP should reflect the number obtained during a consistently made daily inmate count (usually at or near midnight).

- Count only those inmates who are under the Sheriff/Jail's control while at the hospital.

- <u>Do not include</u> inmates transferred to state hospitals for evaluation or detained in a state hospital because they have been found to be non-competent.

Section H: Additional Information

In this section, indicate the <u>actual number</u> of inmates in the requested categories rather than the average daily population.

Figure 12.

Section H:	Additional Information	
H1)	Total number of persons booked this month	
H2)	Total number of pre-trial release (e.g., cite out, felony O.R.) DUE TO LACK OF HOUSING CAPACITY	
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	
H4)	Total number of juveniles in custody this month (per WIC Section 707)	

H1) Total Number of Persons Booked this month (CUMULATIVE)

- Indicate the <u>total number</u> of bookings for the month (through midnight of the last day of the month).
- Court remands may be counted in H1.

H2) Total Number of Pre-trial Releases DUE TO LACK OF HOUSING CAPACITY (CUMULATIVE)

- Indicate the <u>total number</u> of non-sentenced inmates who were booked into your facility but released (e.g., cite out, felony O.R.) because there was a lack of housing capacity during the month (cumulative).
- This would include only those inmates who, if you had a sufficient amount of capacity, would not normally be released.
- <u>Do not include</u> individuals released in the field on a citation release.

H3) Total Number of Sentenced Inmates Released Early DUE TO LACK OF HOUSING CAPACITY (CUMULATIVE)

- Indicate the <u>total number</u> of sentenced inmates who were released (e.g., work release, electronic monitoring, court-ordered, or other capacity release) due to a lack of housing capacity.
- This would include only those inmates who, if you had a sufficient amount of capacity, would ordinarily have continued to be incarcerated.
- <u>Do not include</u> inmates transferred to work furlough or on work release.

H4) Total Number of Juveniles in Custody (per WIC Section 707) (CUMULATIVE)

- Indicate the <u>total number</u> 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.

- <u>Do not include</u> juveniles originally booked as adults who are later discovered to be minors and subsequently transferred to juvenile hall.

Section I: Late-Night Release Information

This section was added in 2021 with the first report due in July 2021.

In this section, indicate the <u>actual number</u> of inmates in the requested categories rather than the average daily population.

Figure 13.

Section I:	Late-Night Release Information	
I1)	Total number of individuals released during the month between 6:00 a.m. and before 5:00 p.m.	
I2)	Total number of individuals released during the month between 5:00 pm and before 11:00 p.m.	
I3)	Total number of individuals released during the month between 11:00 p.m. and before 6:00 a.m.	

For this section, a release is defined as:
- Individuals who were released from a county jail upon completion of a sentence served.
- Individuals who were released for reasons other than the completion of a sentence, including individuals released:
  - on their own recognizance, includes book and release, or ordered by the court.
  - after their charges are dropped or dismissed by the court.
  - after acquittal by a jury, cited for a misdemeanor, or posting bail.

I1) Total Number of Individuals Released During the Month Between 6:00 a.m. and Before 5:00 p.m. (CUMULATIVE)

- Indicate the <u>total number</u> of individuals released during the month between 6:00 a.m. and before 5:00 p.m.

I2) Total Number of Individuals Released During the Month Between 5:00 p.m. and before 11:00 p.m. (CUMULATIVE)

- Indicate the <u>total number</u> of individuals released during the month between 5:00 p.m. and before 11:00 p.m.

I3) Total Number of Individuals Released During the Month Between 11:00 p.m. and Before 6:00 a.m. (CUMULATIVE)

- Indicate the <u>total number</u> of individuals released during the month between 11:00 p.m. and before 6:00 a.m.

About Sections J, K, and L: The BSCC's AB 109 Jail Survey was implemented as a standalone survey in 2012 to collect baseline data to reflect the impact of AB 109, specifically related to Penal Code Section 1170(h) (county incarceration of three (3) people incarcerated in county jails for non-serious, non-sexual, non-violent offenses) and Post-Release Community Supervision on local adult detention facilities. In July 2021, the AB 109 Survey data elements were incorporated into the Monthly JPS Form (Sections J, K, and L) and the AB 109 survey was no longer conducted as a separate survey.

Section J: AB 109 Information: Penal Code Section 1170 (h)

In this section, indicate the <u>actual number</u> of inmates in the requested categories rather than the average daily population.

Figure 14.

Section J:	AB 109 Information: Penal Code Section 1170 (h)	
J1)	Total number of PC 1170(h)(1) offenders sentenced as a new commitment during this month	
J2)	Total number of PC1170(h) offenders who were placed into alternative custody programs during this month	
J3)	Total Number of PC 1170(h) offenders in an alternative custody program who were returned to custody during this month	

J1) Total number of PC 1170(h)(1) offenders sentenced as a new commitment during this month (CUMULATIVE)

- Indicate the <u>total number</u> of PC1170(h)(1) offenders (non-violent, non-serious, non-sex offenders) sentenced to the county jail for the reporting month as a new commitment. Include both straight and split sentences. <u>Do not include</u> offenders who are state parolees (see L4).
- Include offenders with both straight and split sentences. No matter what the length of custody time is on the split sentence, count the individual in this category.
- Do not include state parolees who are sentenced on any new local charge including PC1170(h) sentences; these individuals are reported in data element L4.
- If a probationer is being booked to serve the remainder of their time on a sentence previously reported, the recommitment should not be reported in data element J1.

J2) Total Number of PC1170(H) Offenders Who Were Placed into Alternative Custody Programs During this Month (CUMULATIVE)

- Indicate the <u>total number</u> of PC1170(h) offenders who were placed into alternative programs such as electronic monitoring, GPS, work furlough, etc. for the reporting month. This number will have been included in J1 either in the current month or a previous reporting month.

- Not all PC1170(h) offenders are counted in data elements J2 and J3. For data element J2, count only PC1170(h) offenders who are released to alternative custody programs.
- PC1170(h) offenders released to alternative custody programs (J2) would have been counted in data element J1 for the current month or a previous reporting month.
- As a data check, the cumulative value of J2 should be less than J1.

J3) Total Number of PC 1170(H) Offenders in an Alternative Custody Program Who Were Returned to Custody During this Month (CUMULATIVE)

- Indicate the underline total number of PC1170(h) offenders for the reporting month, previously in alternative programs (J2), who have violated either probation, a condition of the program, or committed a new criminal offense.
- Not all PC1170(h) offenders are counted in data elements J2 and J3. For data element J3, count only PC1170(h) offenders returned to custody due to program failures.
- PC1170(h) offenders returned to custody due to program failures (J3) would have been counted in data element J2 for the current month or a previous reporting month.
- As a data check, the cumulative value of J3 should be less than J2.

Section K: AB 109 Information: Post-Release Community Supervision (PRCS)

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

Figure 15.

Section K:	AB Information: Post-Release Community Supervision (PRCS)	
K1)	Total number of PRCS offenders who were booked on a PC 3454(c) flash incarceration only during this month	
K2)	Total number of PRCS offenders booked pursuant to PC 3455(a) during this month	
K3)	Total number of PRCS offenders booked with a new local charge(s) during this month	
K4)	Total number of PRCS offenders who received jail time as a result of a revocation hearing during this month	

K1) Total Number of PRCS Offenders Who Were Booked on a PC 3454(C) Flash Incarceration Only During this Month (CUMULATIVE)

- Indicate the total number of PRCS offenders booked, for the reporting month, for a flash incarceration, pursuant to PC3454(c).
- Indicate the total number of instances where a flash incarceration occurs; if a PRCS offender is booked twice in the same month on a flash incarceration, this is counted as two instances in the data reported.

K2) Total Number of PRCS Offenders Booked Pursuant to PC 3455(A) During this Month (CUMULATIVE)

- Indicate the <u>total number</u> of PRCS offenders booked during the reporting month pursuant to PC3455(a). <u>Do not include</u> those violators who have also been booked on a new offense.

K3) Total Number of PRCS Offenders Booked with a New Local Charge(S) During this Month (CUMULATIVE)

- Indicate the <u>total number</u> of PRCS offenders, for the reporting month, booked with a new local charge.

K4) Total Number of PRCS Offenders Who Received Jail Time as a Result Of a Revocation Hearing During this Month (CUMULATIVE)

- Indicate the <u>total number</u> of PRCS offenders, for the reporting month, who received jail time as a result of a revocation. Include offenders who, at the time of the hearing, received time served.
- Do not include a PRCS offender booked on a probation violation *only*; they are counted in data element K2.
- When the PRCS offender receives jail time or found time served at their revocation hearing, they are counted in data element K4 whether or not this occurs during the same month they were booked.
- If a PRCS offender is booked on new local charges and/or the case is dropped, to the extent possible, they should be counted in data element K4 after their revocation hearing.
- PRCS offenders serving time on a waiver, not necessarily a revocation hearing, should be counted.
- PRCS offenders who are released with time served the same day of their revocation hearings should be counted.
- Count the PRCS offenders once in the month of the hearing and do not count them in subsequent months.

Section L: AB 109 Information: State Parolees Penal Code Section 3056

In this section, indicate the <u>actual number</u> of inmates in the requested categories rather than the average daily population.

Figure 16.

Section L:	AB 109 Information: State Parolees Penal Code Section 3056	
L1)	Total number of state parolees who were booked on a PC 3056(a) violation only during this month	
L2)	Total number of state parolees who received jail time as a result of a parole revocation hearing during this month	
L3)	Total number of state parolees who were booked on any new offense(s), including 1170(h) charges, during this month	
L4)	Total number of state parolees who were sentenced to serve jail time on a new local offense including 1170(h) sentences during this month	

Note: As of July 1, 2013, data related to parolees who are now charged under Penal Code Section 3000.08 should be entered the same as you would have if the parolee was charged with Penal Code Section 3056.

L1) Total number of state parolees who were booked on a PC 3056(a) violation only during this month (CUMULATIVE)

- Indicate the <u>total number</u> of state parole violators who were booked during the reporting month, pursuant to PC3056(a). <u>Do not include</u> those violators who have also been booked on a new offense (see L3).
- State parolees booked on a foreign (out-of-county) warrant, not a new local offense, should be counted. Disregard out-of-county warrants as new offenses. They should be counted within data element L1 as a parole violation only and then in data element L2 after the revocation hearing. The assumption is a state parolee will move to the warrant-issuing county either at the conclusion of the revocation or with a detainer. Upon arrival, the warrant-issuing county will count the parolee in data element L3.

L2) Total number of state parolees who received jail time as a result of a parole revocation hearing during this month (CUMULATIVE)

- Indicate the <u>total number</u> of state parole violators, for the reporting month, who received jail time as a result of a parole revocation hearing. Include violators who, at the time of the hearing, received time served. <u>Do not include</u> violators who are in custody on new offenses in addition to the violation.
- State parolees who are released with time served the same day of their revocation hearings should be counted.
- State parolees released from custody the same day or the next on a population capacity order should be counted in this section after a revocation or revocation hearing waiver. If a parolee is released because of crowding, this number should be

reported on the BSCC Monthly Jail Profile Survey at question H3, the "Total number of sentenced inmates released early DUE TO LACK OF HOUSING CAPACITY."
- Count state parolees once in the hearing month and do not count them in subsequent months.

L3) Total number of state parolees who were booked on any new offense(s), including 1170(h) charges, during this month (CUMULATIVE)
- Indicate the <u>total number</u> of state parole violators, for the reporting month, who were booked on any new offense(s), including 1170(h) charges.

L4) Total number of state parolees who were sentenced to serve jail time on a new local offense including 1170(h) sentences during this month (CUMULATIVE)
- Indicate the <u>total number</u> of state parole violators, for the reporting month, who were sentenced to serve jail time on a new local offense including 1170(h) sentences.
- Count the individual in the month they were sentenced and do not count them in subsequent months.

Other Possible Scenarios with State Parolees and How to Report Data
- If a parolee is booked with new local charges that are later dropped, or there is a failure to file, still count the parolee in data element L3 for the reporting month.
- If a parolee is booked on a parole violation only, and local charges are later added:
  - When this occurs in the same month, to the extent possible, count the parolee in data element L3.
  - When the charge is added the following month or even later, to the extent possible, add them in data element L3 for the month the charge is added.
- If a parolee is booked with a parole violation and local charges, and is later sentenced, the parolee is counted in data element L4, only if the sentence is to a county jail (county jail is synonymous with 'county prison'). Do not count them in L4 if the sentence is to state prison, probation, or a rehabilitation program.
- If a parolee is booked with new local charges which are later dropped and the parolee is then sentenced on a violation after a hearing, this should be counted in L2.
- For L3 and L4, include any state parolees with any new local charges or new local sentences. This includes, but is not limited to, PC 1170(h) charges and sentences.

HOW TO COMPLETE THE QUARTERLY JPS FORM

A snapshot of the top portion of the quarterly report is provided below in Figure 17. To complete this section:

- Verify that the quarter and year you are submitting is accurate.
- Enter the name of the reporting person.
- Enter the reporting person's phone number.
- Confirm the date. This field will auto-populate with the log in date.

Please note that the system requires that the person reporting and phone fields are completed before the report can be submitted online.

Figure 17. *Top section of the quarterly report.*

Agency:							
Person Reporting:		**Reporting Period:**	Quarter:	Second Quarter	⌄	Year:	2021 ⌄
Phone:		**Date:**					

Specific instructions for each section of the quarterly survey are provided in the sections that follow. General instructions for completing the survey are:

- For 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.

- To submit entered data, click the "Submit" button at the bottom of the page. If you are missing any required data and/or there is a data validation error message, corrections are required before the survey data can be submitted.

- After clicking the "Submit" button, the message below will appear at the bottom of the page. If you do not see the message below, your data *was not* transmitted.

- If you entered a report online and need to submit a corrected copy or correct a specific data element, please contact the BSCC Research Unit Analyst **before** re-entering a report (jps@bscc.ca.gov).

Thank you [Agency's Name], your information has been submitted 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 Data Entry Portal]

Section A. Quarterly Data

In this section:
- All data should be entered to the nearest whole number.
- As of September 2018, variables 1 through 5 are no longer collected (NC).

Figure 18.

Section A. Quarterly Data		
1) Current number of inmates classified as "3rd strike"	(No Longer Collected)	NC
2) Current number of inmates classified as "2nd Strike"	(No Longer Collected)	NC
3) Current number of unserved felony warrants in your county	(No Longer Collected)	NC
4) Current number of unserved misdemeanor warrants in your county	(No Longer Collected)	NC
5) Percentage of your current inmates believed to be undocumented aliens	(No Longer Collected)	NC
6) Number of inmate assaults on staff during this quarter		
7) Amount of money spent on medication during the <u>previous</u> quarter		
8) Amount of money spent on psychotropic medication during the <u>previous</u> quarter		

6) Number of Inmate Assaults on Staff During this Quarter (CUMULATIVE)

- Indicate the number of assaults on staff during this quarter.
- For purposes of this reporting requirement, an "assault" means any physical battery (including, but not limited to, violations of Penal Code sections 242, 243, 243.9, & 245) **that results in the filing of a criminal report**. (Note: a final disposition resulting in a conviction is not required.)
- Assaults involving multiple staff should be reported separately for each staff member assaulted.
- Multiple acts of assault (e.g., individual punches or kicks) against an individual staff member during a single incident should be reported as one incident of assault unless one of the following pertains to the incident: (1) the assaults and their objectives were predominately independent of each other; or (2) the assaults were committed at different times or separate places, rather than being so close in time and place as to indicate a single period of aberrant behavior.

7) Amount of Money Spent on Medication During the <u>Previous</u> Quarter

- Indicate the <u>entire</u> amount of money that was spent on the jail system's medication budget during the <u>previous</u> quarter (e.g., for the 2nd quarter report, enter the total amount of money spent on medication for the 1st quarter). <u>This number should INCLUDE money spent for psychotropic medication</u> *(see #8 below)*.

- This total should be higher than the *amount of money spent on psychotropic medications during the previous quarter*, as it must include #8's total.

8) Amount of Money Spent on Psychotropic Medication During the <u>Previous</u> Quarter

- Indicate the amount of money that was spent **specifically on psychotropic medication** during the previous quarter (e.g., for the 2nd quarter report, enter the total amount of money spent specifically on psychotropic medication for the 1st quarter).
- This number should be a portion of #7 above.

Section B. Average Length of Stay

In this section:

- Do not enter "0" (zero) for an average length of stay. If an average length of stay is unavailable, or no releases occurred, please enter "U."
- Decimal values may be reported.
- Refer to the average length of stay calculation instructions, definitions, and examples below.

Figure 19.

Section B. Average Length of Stay	
1) All releases from your system	
A) Pre-trial releases	
B) Sentenced releases	

1) All Releases, Average Length of Stay

- Report the average length of stay (ALS) for *all releases* from the system for during the quarter.
- All releases ALS <u>does not equal</u> Pre-Trial ALS plus Sentenced ALS. Each category is a separate average.

A) Pre-Trial Releases, Average Length of Stay

Report the ALS for inmates released on pre-trial/non-sentenced inmate status from the system for during the quarter (e.g., post bail, ROR, cite and release).

B) Sentenced Releases, Average Length of Stay

Report the ALS for inmates released during the quarter who completed their sentence.

Calculation Instructions for Average Length of Stay

The steps to calculate an average length of stay are:

1. Count the number of days served by each inmate released from a given category during the quarter.

2. Add the days within a given category together; and,

3. Divide the sum by the total number of inmates released in a given category. When making the calculation, please note:

- For the number of days served for each inmate, the count includes all continuous days served from date of intake to date of release, including any days served during the previous reporting periods. 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 **should not** be counted towards Jail Length of Stay. Types of alternative custody include, but are not limited to:
    - o Electronic monitoring
    - o Work Release
    - o Residential Treatment
    - o Non-Residential Treatment
    - o County Parole
    - o Work Alternative Programs
    - o Day Reporting
    - o Home confinement

- 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**).

Calculation Example: 1) All Releases ALS

List of All Inmates Released	Number of Days Served
Inmate #1	7
Inmate #2	12
Inmate #3	3
Inmate #4	21
Inmate #5	17
Inmate #6	1
Inmate #7	35

	Inmate #8	41
	Inmate #9	50
	Inmate #10	90
	Inmate #11	120
	Inmate #12	87
	Inmate #13	75
Total:	13 inmates	559 days

Average Length of Stay = 559 days divided by 13 inmates = 43 days

Calculation Example: 2) Pre-Trial Releases ALS

List of Pre-Trial Releases	Number of Days Served
Inmate #1	7
Inmate #2	12
Inmate #3	3
Inmate #4	21
Inmate #5	17
Inmate #6	3 Hrs (1 day)
Total: 6 inmates	61 days

Average Length of Stay = 61 days divided by 6 inmates = 12.2 days

Calculation Example: 3) Sentenced Releases ALS

List of Sentenced Releases	Number of Days Served
Inmate #6	35
Inmate #7	41
Inmate #8	50
Inmate #9	90
Inmate #10	120
Inmate #11	87
Inmate #12	75
Total: 7 inmates	498 days

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

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 23 and 24]), etc. Once the data is screened and confirmed by the county it is then published to the BSCC website.

If it is determined that updates or corrections are necessary 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 monthly and quarterly survey results report is published on the BSCC website at https://app.bscc.ca.gov/joq//jps/QuerySelection.asp. For detailed instructions on how to query JPS data online, please refer to the *Jail Profile Survey Online Query* section below.

The "Jail Population Trends Dashboard" is also simultaneously published online at: https://www.bscc.ca.gov/m_dataresearch/

Jail Profile Survey Online Query

Once JPS data is published, it is available for querying by the agency and/or public at https://app.bscc.ca.gov/joq//jps/QuerySelection.asp. Many, including news reporters, 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.

Online Query Home Page

A snapshot of the query home page is provided below in Figure 20. On this page:
1. Using the "Data Type" drop down select either facility, monthly, or quarterly.
2. The "Reporting Range" drop down defaults to "2002 & Forward". For pre-2002 data select "Through 2001" from the "Reporting Range" dropdown.
3. Select the "Continue" button.

Figure 20.

Query Pages

A snapshot of the monthly online query page is located on the following page in Figure 21. Figure 22 provides sample query output after selecting the "Query" button. The following steps for using the monthly query page apply generally to both the facility and quarterly query pages. On this page:

1. Select the year of interest.
2. Select the starting month (or quarter for the quarterly query page) of interest.
3. Select the ending month (or quarter for the quarterly query page) of interest.
4. Select how the data should be sorted, by date or jurisdiction.
5. Select the agency or agencies' data to be queried.

    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. Select the data elements to be included in the query. The CTRL key rules also apply here for selecting multiple data elements.
7. Select the "Query" button to run the requested query (as shown below).

Figure 21. *Monthly online query page.*

Figure 22. *Sample query output for the monthly online query page.*

Obtain Query Results in Excel

To export query result to Excel, follow steps one through six as described above in the Query Pages section, then:

1. Select the "Excel" button to run the data; as shown below in Figure 23.
2. Depending on the browser, either:
   - follow instructions in the pop-up window to either open, save, or cancel the resulting file; or,
   - select and copy all data provided in a browser window and paste the data in Excel (see Figure 10).
3. The data may now be manipulated in Excel.

Figure 23. *Monthly online query page – excel output option.*

Figure 24. *Example of monthly online query data provided in a table format within a browser window.*

Jurisdiction	Facility	Year	Month	Unsentenced males	Unsentenced females	Sentenced males	Sentenced females	Total facility ADP
Alameda Sheriff's Dept.	Glenn E. Dyer Jail	2018	1	370	0	26	0	396
Alameda Sheriff's Dept.	Santa Rita Jail	2018	1	1589	177	370	49	2185
Amador Sheriff's Dept.	Amador County Jail	2018	1	30	6.74	37.58	5.94	80
Butte Sheriff's Dept.	Butte County Jail	2018	1	302	47	168	32	549
Calaveras Sheriff's Dept.	Calaveras Co. Adult Detention Facility	2018	1	57	13	28	8	106
Colusa Sheriff's Dept.	Colusa County Jail	2018	1	37	6	22	9	74
Contra Costa Sheriff's Dept.	Contra Costa Main Jail (Martinez Det Fac)	2018	1	499	11	105	6	621
Contra Costa Sheriff's Dept.	Marsh Creek Detention Facility	2018	1	0	0	49	0	49
Contra Costa Sheriff's Dept.	West County Detention Facility	2018	1	395	178	111	62	746
Alameda Sheriff's Dept.	Glenn E. Dyer Jail	2018	2	374	0	29	0	403
Alameda Sheriff's Dept.	Santa Rita Jail	2018	2	1588	194	397	44	2223
Amador Sheriff's Dept.	Amador County Jail	2018	2	25.21	6.43	39.14	9.57	80
Butte Sheriff's Dept.	Butte County Jail	2018	2	283	54	174	29	540
Calaveras Sheriff's Dept.	Calaveras Co. Adult Detention Facility	2018	2	55	33	11	9	108
Colusa Sheriff's Dept.	Colusa County Jail	2018	2	40	8	23	11	82