



JAIL PROFILE SURVEY WORKBOOK

INSTRUCTIONS FOR
MONTHLY & QUARTERLY FORMS

DATA QUESTIONS: 2002

AGENCY UPDATE: 2019

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	1
BSCC JPS Contact Information	1
General Instructions	1
Online Submission	3
HOW TO COMPLETE THE MONTHLY JPS FORM	5
Section A: Total ADP	6
Section B: Classification Profile of Inmates Comprising ADP	9
Section C: Inmates Requiring Mental Health Attention	9
Section D: Inmates Requiring Medical Attention	11
Section E: Holding Areas	13
Section F: Contract Housing	13
Section G: Other Inmate Categories	14
Section H: Additional Information	15
HOW TO COMPLETE THE QUARTERLY JPS FORM	17
Section A. Quarterly Data	18
Section B. Average Length of Stay	19
DATA ANALYSIS AND THE FINAL PRODUCT	22
Role of Data	22
Data Review Process	22
Publishing Data	23
Jail Profile Survey Online Query	24
Online Query Home Page	24
Obtain Query Results in Excel	25

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) 341-7325.


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.

Reporting Months	Due Date
January	February 10 th
February	March 10 th
March	April 10 th
<u>Subsequent months follow the same pattern</u>	

- 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

- If data is 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 FSO 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 last day of the month.

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” drop down 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 FSO 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:	<input type="text" value="v"/>	Your reporting agency.
Survey Type:	<input type="text" value="v"/>	Select the survey type for the period for which you are reporting.
Pass Code:	<input type="text"/>	Your assigned pass code .

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

Parameter	Input	Description
Agency:	<input type="text" value=""/>	Your reporting agency.
Survey Type:	Monthly <input type="text" value=""/>	Select the survey type for the period for which you are reporting.
Reporting Period:	Month: <input type="text" value=""/> Year: <input type="text" value=""/>	Reporting Period.
Pass Code:	<input type="text" value=""/>	Your assigned pass code.

[Login](#)

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

Parameter	Input	Description
Agency:	<input type="text" value=""/>	Your reporting agency.
Survey Type:	Quarterly <input type="text" value=""/>	Select the survey type for the period for which you are reporting.
Reporting Period:	Quarter: <input type="text" value=""/> Year: <input type="text" value=""/>	Reporting Period.
Pass Code:	<input type="text" value=""/>	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:	Lt. A. Johnson	Reporting Period:	Month: July Year: 2018
Phone:	916-324-1958	Date:	8/17/2018

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 FSO 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.

Section A: Total ADP							
Name of Facility	Type	Court Ordered Population Cap	Non-Sentenced		Sentenced		Totals
			Male	Female	Male	Female	
1)		NC	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	T1
2)		NC	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	T2
3)		NC	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	T3
4)		NC	<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"/>	T6
A3)	Average number of misdemeanor inmates		N2	<input type="text"/>	N4	<input type="text"/>	T7
A4)	Date of highest one-day population for the month			<input type="text"/>	The highest count was:		<input type="text"/>

Facility Portion of Section A

- Name of Facility & Type:
 - 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 FSO Analyst regarding any change required (e.g., adding or deleting a facility) to your form.
 - Facilities listed should include those that exclusively house inmates from other California county jurisdictions.
 - Do not include facilities exclusively housing contract 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.
- Court Ordered Population Cap:
No longer collected as of September 2018.
- 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.” 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 (B3), parole violators booked with new local charges (C3), and parole violators who receive a local sentence (C4). For more AB 109 information, refer to http://www.bscc.ca.gov/s_fsoab109jailprofilesurvey.php.

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 (B1), PRCS offenders booked during the month (B2), PRC offenders who received jail time as a result of a revocation hearing (B4), persons booked on a 3056PC or 3000.08PC parole violation only (C1), and parole violators who received jail time as a result of a revocation hearing (C2).

A1) ADP Totals

- When reporting online, the data fields within this row (M1, F1, M2, F2, and T5) will automatically calculate using the data provided in the facility portion of Section A. 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:

$$M1 + F1 + M2 + F2 = T5$$

$$T1 + T2 + T3 + T4 = T5$$

- 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 (T5).
- ADP Total (T5) *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 average daily population 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 average daily population of felons (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 felony inmate ADP.

A3) Average number (ADP) of Misdemeanor Inmates

- Enter the average daily population of non-sentenced (N2) and sentenced (N4) inmates charged with misdemeanors.
- Please note, the total average daily population of misdemeanants (T7) 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

$$+ F1 = N1 + N2$$

$$M2 + F2 = N3 + N4$$

$$T6 + T7 = T5$$

A4) Highest One-Day Population Count



- 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.

Data Validation Checks:

The number entered must be higher than the Total ADP (T5).
 The date entered must be a real date & occur during the reporting month.

Section B: Classification Profile of Inmates Comprising ADP

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

Section B: Classification Profile Of Inmates Comprising ADP		
B1)	ADP of maximum security inmates	NC
B2)	ADP of medium security inmates	NC
B3)	ADP of minimum security inmates	NC

Section C: Inmates Requiring Mental Health Attention

In this section:

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

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)	Average number of inmates needing, and <u>actually assigned</u> 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.
- Inmates may be counted in C2 if they are receiving mental health services without the use of psychotropic medication.
- Do not include 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 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.

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, 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.

- **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 inpatient mental health care.
 - 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.
 - If those beds are designated specialized and/or protective **AND** they are not counted in the Rated Capacity (as medical and mental health beds are non-rated), then count them in C4.
 - Do not include those inmates who require mental health treatment but are not in a special mental health housing unit or those in general population whose bed is designated as a mental health bed 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 actual number (either cumulative or snapshot) of inmates in the requested categories rather than the average daily population.
- All data reported should be a whole number.

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 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"/>

D1) Number of inmates 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 (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.
- Do not include 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 total number of *scheduled* doctors' appointments that took place in the facility during the month (cumulative).
- Do not include 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 total number 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.
- Do not include routine dental visits (see D4).

D4) Number of Dental Encounters (CUMULATIVE)

- Report the total number 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.
- Do not include 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 in-patient 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.
- Do not include 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.

Section E: Holding Areas		
E1)	Average number of inmates not assigned to housing (e.g. holding, sobering, and safety cells) during this month	<input type="text"/>

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.

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

- 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 average daily population of state inmates per month who are housed in your facility(ies).
- Do not include courtesy housing or inmates who are in your jail(s) for violation of parole (PC3056 or PC3000.08) unless 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 average daily population of inmates in your facility(ies) that were housed during the reporting month pursuant to an official 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

Data reported should be rounded to the nearest whole number.

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 Sentenced and Awaiting Transport to State Prison

Indicate the average daily population 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 average daily population of inmates receiving in-patient care in hospitals outside your jail facility(ies) during the month.
- The ADP should reflect that 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.
- 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.

Section H: Additional Information

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

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"/>

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

- Indicate the total number 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 total number 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.
- Do not include 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 total number 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.
- Do not include inmates transferred to work furlough or on work release.

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

- Indicate the total 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.

HOW TO COMPLETE THE QUARTERLY JPS FORM

A snapshot of the top portion of the quarterly report is provided below in Figure 5. 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 5. Top section of the quarterly report.

Agency:	Sheriff's Dept.		
Person Reporting:	Lt. A Johnson ✓	Reporting Period:	Quarter: Second Quarter ▼ Year: ▼
Phone:	916-324-1958 ✓	Date:	8/17/2018 ✓

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 FSO 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.)

Agency:	Yuba Sheriff's Dept.		
Person Reporting:	Lt. A Johnson ✓	Reporting Period:	Quarter: Second Quarter ▼ Year: 2018 ▼
Phone:	916-324-1958 ✓	Date:	8/17/2018 ✓

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).

Section A. Quarterly Data	
1) Current number of inmates classified as "3rd strike"	NC
2) Current number of inmates classified as "2nd strike"	NC
3) Current number of unserved felony warrants in your county	NC
4) Current number of unserved misdemeanor warrants in your county	NC
5) Percentage of your current inmates believed to be undocumented aliens	NC
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"/>

1) – 5): No Longer Collected

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

- Indicate the number of assaults on staff during this quarter.
- Only include 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 2nd quarter report, enter the total amount of money spent on medication for the 1st quarter). This number should INCLUDE money spent for psychotropic medication (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 Previous 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.

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"/>

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 does not equal 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:
 - Electronic monitoring
 - Work Release
 - Residential Treatment
 - Non-Residential Treatment
 - County Parole
 - Work Alternative Programs
 - Day Reporting
 - 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 19]), 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: http://www.bscc.ca.gov/m_data&research.php.

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 snap shot of the query home page is provided below in Figure 6. 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.

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.

Query Pages

A snap shot of the monthly online query page is below in Figure 7. Figure 8 provides sample query output after selecting the “Query” button. The following steps for using the monthly query page apply general 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 7. Monthly online query page.

The screenshot shows the 'QUERYING PAGE: JAIL PROFILE SURVEY- ONLINE QUERYING' interface. It includes a header bar, a form for selecting query parameters, and a list of data elements. Red arrows numbered 1 through 7 point to specific UI elements: 1. Data Type dropdown (Monthly); 2. Month From dropdown (Jan); 3. Select New Data Type link; 4. Sort By radio buttons (Date selected); 5. Facility list dropdown; 6. Data element list dropdown; 7. Query button.

Figure 8. Sample query output for the monthly online query page.

The screenshot shows the 'QUERYING PAGE: JAIL PROFILE SURVEY- ONLINE QUERYING' interface with the query results. The 'Query' button is highlighted with a red arrow.

Jurisdiction	Facility	Year	Month	Population cap	Unsentenced males	Unsentenced females	Sentenced males	Sentenced females	Total facility ADP
Alameda Sheriff's Dept.	Glenn E. Dyer Jail	2018	1	U	370	0	26	0	396
Alameda Sheriff's Dept.	Santa Rita Jail	2018	1	D	1589	177	370	49	2185
Amador Sheriff's Dept.	Amador County Jail	2018	1	U	30	6.74	37.58	5.94	80
Butte Sheriff's Dept.	Butte County Jail	2018	1	U	302	47	168	32	549
Calaveras Sheriff's Dept.	Calaveras Co. Adult Detention Facility	2018	1	80	57	13	28	8	106
Colusa Sheriff's Dept.	Colusa County Jail	2018	1	U	37	6	22	9	74
Contra Costa Sheriff's Dept.	Contra Costa Main Jail (Martinez Det Fac)	2018	1	U	499	11	105	6	621

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 9.
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 9. Monthly online query page – excel output option.


QUERYING PAGE: JAIL PROFILE SURVEY- ONLINE QUERYING					
Data Type:	Monthly	Select New Data Type	Data is available from October, 1995 through March, 2018		
Year:	2002	Month From:	Jan	Month To:	Jan
				(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
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) Unsentenced males (ADP totals) Unsentenced females (ADP totals) Sentenced males (ADP totals) Sentenced females (ADP totals) Jurisdiction (Avg number of felony inmates) Unsentenced (Avg number of felony inmates) Sentenced		
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. How to save the query results as an Excel file using Internet Explorer or Netscape		<input type="button" value="Excel"/>
Logout					

Figure 10. Example of monthly online query data provided in a table format within a browser window.

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

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