



# SUPPLEMENTAL JAIL PROFILE SURVEY WORKBOOK

Instructions for the Supplemental JPS Form

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## ABOUT THE SUPPLEMENTAL JAIL PROFILE SURVEY

The Board of State and Community Corrections (BSCC) has implemented a Supplemental Jail Profile Survey (JPS) to collect select data elements on a weekly basis to track coronavirus-related impacts for local detention systems. The Supplemental JPS will require weekly reporting and will be temporary. That is, the BSCC will monitor the situation and when appropriate will stop requesting that local agencies complete the Supplemental JPS. In addition to completing the Supplemental JPS, local agencies should continue to submit the monthly and quarterly JPS as usual.

During this unprecedented public health emergency, it is essential that the most accurate information possible is gathered to provide useful information to government agencies and stakeholders who use the data to understand local detention populations.

### BSCC JPS Contact Information

Direct any questions regarding the JPS to the Research Unit Analyst at [JPS@bscc.ca.gov](mailto:JPS@bscc.ca.gov) or (916) 322-8441.

### General Instructions

The Supplemental JPS must be completed weekly with reports due each Monday by 5:00 p.m. Each report will provide data for the previous week. Each reporting week will begin on Sunday at 12:00 a.m. and end on Saturday at 11:59 p.m. Data for each week will be reported on the first Monday following the end of the week. The first report will be due on April 13, 2020 and will provide data for the week of April 5, 2020 through April 11, 2020.

Example reporting weeks and report due dates are provided in Table 1. Subsequent reporting weeks follow the same pattern.

Table 1. *Example reporting weeks and report due dates.*

<b>Reporting Week</b>		
<b>Start Date</b> (12:00 a.m.)	<b>End Date</b> (11:59 p.m.)	<b>Report Due Date</b> (5:00 p.m.)
April 5, 2020	April 11, 2020	April 13, 2020
April 12, 2020	April 18, 2020	April 20, 2020
April 19, 2020	April 25, 2020	April 27, 2020
April 26, 2020	May 2, 2020	May 4, 2020

Each agency is asked to designate one person as the “agency data reporter” regardless of how many facilities there are in the county. At the time of implementation, the BSCC identified this individual as the “agency data reporter” for the monthly and quarterly JPS. 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 a weekly survey is not turned in on time or data are missing, the BSCC will reach out to the designated agency data reporter for the missing survey and/or data. 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.

## Online Submission

Agency data reporters will receive an email each Monday morning with a link to the online form for data submission. Agency data reporters who do not receive the email or have questions regarding the link should contact the Research Unit Analyst ([JPS@bscc.ca.gov](mailto:JPS@bscc.ca.gov)). A snapshot of the online form is provided below in Figure 1.

Figure 1. Online form to submit Supplemental JPS data.

### Agency and Report Information

Agency \*

Person Reporting \*

Email Address \*

Reporting Week Start Date \*

Please select the start date of the Reporting Week being submitted.

### Supplemental JPS Data

Total Average Daily Population (ADP) \*

The ADP should reflect the number obtained during a consistently made daily inmate count (usually at or near midnight) across all facilities in the county, adding these daily counts together for the week, and dividing this sum by the number of days in the week (7).

Total Bookings \*

Indicate the total number of bookings across all facilities in the county for the week.

Total Releases \*

Indicate the total number of releases across all facilities in the county for the week.

Releases Related to COVID-19

Of the number of releases reported above, how many were done to mitigate the possible impact of COVID-19?

Check this box to acknowledge the figures provided include ALL facilities in the county. \*

Send me a copy of my responses

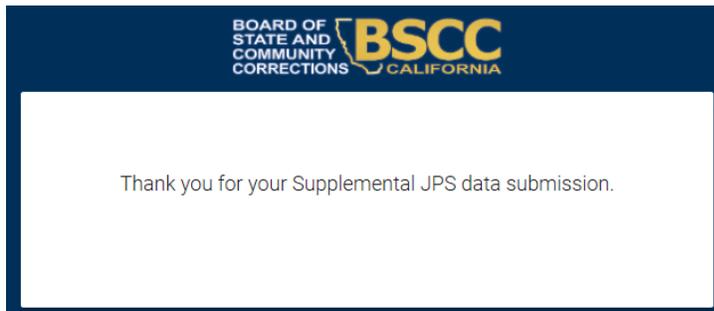
Submit

## HOW TO COMPLETE THE SUPPLEMENTAL JPS FORM

Specific instructions for each component of the Supplemental JPS are provided in the sections that follow. General instructions for completing the survey are:

- All data provided should be at the county level. That is, inclusive of all detention facilities within the county.
- For data entry, some cells have dropdown menus to select your response. For these cells, please use the dropdown menus.
- For data-related cells, 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. Enter only numeric values in these cells. Do not enter alphanumeric characters.
- If you would like a copy of your responses, check the box labeled “Send me a copy of my responses” and enter your email address (a new box for this will appear) prior to clicking the “Submit” button.
- 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 (Figure 2). 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 Research Unit Analyst ([JPS@bscc.ca.gov](mailto:JPS@bscc.ca.gov)).

Figure 2. *Confirmed submission notice.*



## Agency and Report Information

Figure 3 provides a snapshot of the Agency and Report Information section.

Figure 3. *Agency and Report Information section.*

**Agency \***

**Person Reporting \***

**Email Address \***

**Reporting Week Start Date \***

Please select the start date of the Reporting Week being submitted.

To complete this section:

- Select your agency from the “Agency” dropdown.
- Enter the name of the reporting person.
- Enter the reporting person’s email address.
- Verify that the “Reporting Week Start Date” is accurate for the data being reported. This will auto-populate with the start date for the current reporting period. Use the dropdown to modify the date if providing data for a previous week.

Please note that the form requires that these fields are completed before the form can be submitted.

## Total Average Daily Population

Figure 4 provides a snapshot of the Total Average Daily Population (ADP) data field.

Figure 4. *Total Average Daily Population data field.*

**Total Average Daily Population (ADP) \***

The ADP should reflect the number obtained during a consistently made daily inmate count (usually at or near midnight) across all facilities in the county, adding these daily counts together for the week, and dividing this sum by the number of days in the week (7).

To complete this field:

- The ADP should reflect the number obtained during a consistently made daily inmate count (usually at or near midnight), adding these daily counts together for the week, and dividing this sum by the number of days in the week (7).

- The daily counts should include all detention facilities in the county during a given week.
- All numbers should be entered rounded to the nearest whole number.
- The daily inmate count should include all inmates (including those under contract from any agency/county) assigned to all single/double and multiple occupancy cells, administrative segregation, disciplinary isolation, and medical and mental health beds.
- The daily inmate count should 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).
  - Inmates who are housed in other counties 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.

Please note that the form requires that this field is completed before the form can be submitted.

### Total Bookings

A snapshot of the Total Bookings data field is provided below in Figure 5.

Figure 5. *Total Bookings data field.*

#### Total Bookings \*

Indicate the total number of bookings across all facilities in the county for the week.

To complete this field:

- Indicate the actual number of individuals booked rather than an average daily number of bookings.
- Indicate the total number of bookings for the week between Sunday at 12:00 am through Saturday at 11:59 p.m.
- Include court remands in this count.
- Data provided should be a whole number without decimals.

Please note that the form requires that this field is completed before the form can be submitted.

## Total Releases

A snapshot of the Releases data field is provided below in Figure 6.

Figure 6. *Total Releases data field.*

### Total Releases \*

Indicate the total number of releases across all facilities in the county for the week.

To complete this field:

- Indicate the actual number of individuals released rather than an average daily number of releases or average length of stay.
- Indicate the total number of individuals released during the week between Sunday at 12:00 am through Saturday at 11:59 p.m.
- The count should include individuals who were released upon completion of a sentence served and those released for reasons other than the completion of a sentence, including individuals released:
  - on their own recognizance, includes those booked in the facility (not in the field) and then 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.
- Data provided should be a whole number without decimals.

Please note that the form requires that this field is completed before the form can be submitted.

## Releases Related to COVID-19

Figure 7 provides a snapshot of the Releases Related to COVID-19 data field.

Figure 7. *Releases Related to COVID-19 data field.*

### Releases Related to COVID-19

Of the number of releases reported above, how many were done to mitigate the possible impact of COVID-19?

To complete this field:

- Of the number of releases reported above for Total Releases (Figure 6), indicate the total number of individuals who were released to mitigate the possible impact of COVID-19? such as reducing populations to create social distancing space.
- Examples of such releases may include but are not limited to creating social distancing space, necessary for quarantine, transfer for hospital care, inability to transfer to other detention facility, or unavailability of court proceedings.
- Data provided should be a whole number without decimals.

- The value of the data provided should be less than or equal to the value reported for the Total Releases.

## Submission

Figure 8 provides a snapshot of the remaining fields related to form submission.

Figure 8. *Remaining fields related to form submission.*

Check this box to acknowledge the figures provided include ALL facilities in the county. \*

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Send me a copy of my responses

Submit

To complete this section:

- Check the box indicating that the data provided in the Supplemental JPS form is inclusive of all facilities in your county. This box must be checked to submit the form.
- If you would like to receive a copy of your responses by email, check the box “send me a copy of my responses.” When selected, a new text box will appear to type in your email address. If this box is checked, an email address must be entered to submit the form.
- Click on the Submit button to complete the submission process.
- Remember, if you entered a report online and need to submit a corrected copy or correct a specific data element, please contact the Research Unit Analyst ([JPS@bscc.ca.gov](mailto:JPS@bscc.ca.gov)).

## **DATA REVIEW PROCESS AND PUBLICATION**

The JPS data is a valuable resource to criminal justice stakeholders and the use of the JPS to support the various needs of stakeholders has increased exponentially. The same will be true for the Supplemental JPS data. 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 Supplemental 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 Supplemental JPS data to be screened for anomalies. A staff member of BSCC's Research Unit is assigned to screen each county's weekly data prior to posting publicly. Generally, data is screened on the Tuesday following each week's submissions and every effort is made to catch any anomalies that appear within each data field. Once the data are screened and confirmed by the county (if applicable) it is then published to the Supplemental JPS dashboard. 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 dashboard.

### **Publishing Data**

Following data review by BSCC staff and resolution of any anomalies, the Supplemental JPS data are provided in a dashboard published on the BSCC website at <http://www.bscc.ca.gov/adult-facility-status-due-to-covid-19/>.