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**APPENDIX A:**

**The Omnibus Crime Control and Safe Streets Act of 1968**

DERIVATION

Title I

THE OMNIBUS CRIME CONTROL AND SAFE STREETS ACT OF 1968  
(Public Law 90-351)

42 U.S.C. § 3711, *et seq.*

*AN ACT to assist State and local governments in reducing the incidence of crime, to increase the effectiveness, fairness, and coordination of law enforcement and criminal justice systems at all levels of government, and for other purposes.*

As Amended By

THE OMNIBUS CRIME CONTROL ACT OF 1970  
(Public Law 91-644)

THE CRIME CONTROL ACT OF 1973  
(Public Law 93-83)

THE JUVENILE JUSTICE AND DELINQUENCY PREVENTION ACT OF 1974  
(Public Law 93-415)

THE PUBLIC SAFETY OFFICERS' BENEFITS ACT OF 1976  
(Public Law 94-430)

THE CRIME CONTROL ACT OF 1976  
(Public Law 94-503)

THE JUSTICE SYSTEM IMPROVEMENT ACT OF 1979  
(Public Law 96-157)

THE JUSTICE ASSISTANCE ACT OF 1984  
(Public Law 98-473)

STATE AND LOCAL LAW ENFORCEMENT ASSISTANCE ACT OF 1986  
(Public Law 99-570-Subtitle K)

THE ANTI-DRUG ABUSE ACT OF 1988  
TITLE VI, SUBTITLE C - STATE AND LOCAL NARCOTICS CONTROL  
AND JUSTICE ASSISTANCE IMPROVEMENTS  
(Public Law 100-690)

THE CRIME CONTROL ACT OF 1990  
(Public Law 101-647)

BRADY HANDGUN VIOLENCE PROTECTION ACT  
(Public Law 103-159)

VIOLENT CRIME CONTROL AND LAW ENFORCEMENT ACT OF 1994  
(Public Law 103-322)

NATIONAL CHILD PROTECTION ACT OF 1993, AS AMENDED  
(Public Law 103-209)

and

CRIME IDENTIFICATION TECHNOLOGY ACT OF 1998  
(Public Law 105-251)

**BUREAU OF JUSTICE STATISTICS**  
**CHAPTER 46 - SUBCHAPTER III**  
**[TITLE I - PART C]**

*42 USC § 3731* [Sec. 301.] **Statement of purpose**

It is the purpose of this subchapter [part] to provide for and encourage the collection and analysis of statistical information concerning crime, juvenile delinquency, and the operation of the criminal justice system and related aspects of the civil justice system and to support the development of information and statistical systems at the Federal, State, and local levels to improve the efforts of these levels of government to measure and understand the levels of crime, juvenile delinquency, and the operation of the criminal justice system and related aspects of the civil justice system. The Bureau shall utilize to the maximum extent feasible State governmental organizations and facilities responsible for the collection and analysis of criminal justice data and statistics. In carrying out the provisions of this subchapter [part], the Bureau shall give primary emphasis to the problems of State and local justice systems.

*42 USC § 3732* [Sec. 302.] **Bureau of Justice Statistics**

(a) Establishment. There is established within the Department of Justice, under the general authority of the Attorney General, a Bureau of Justice Statistics (hereinafter referred to in this subchapter [part] as “Bureau”).

(b) Appointment of Director; experience; authority; restrictions. The Bureau shall be headed by a Director appointed by the President, by and with the advice and consent of the Senate. The Director shall have had experience in statistical programs. The Director shall have final authority for all grants, cooperative agreements, and contracts awarded by the Bureau. The Director shall report to the Attorney General through the Assistant Attorney General. The Director shall not engage in any other employment than that of serving as Director; nor shall the Director hold any office in, or act in any capacity for, any organization, agency, or institution with which the Bureau makes any contract or other arrangement under this Act.

(c) Duties and functions of Bureau. The Bureau is authorized to—

(1) make grants to, or enter into cooperative agreements or contracts with public agencies, institutions of higher education, private organizations, or private individuals for purposes related to this subchapter [part]; grants shall be made subject to continuing compliance with standards for gathering justice statistics set forth in rules and regulations promulgated by the Director;

(2) collect and analyze information concerning criminal victimization, including crimes against the elderly, and civil disputes;

(3) collect and analyze data that will serve as a continuous and comparable national social indication of the prevalence, incidence, rates, extent, distribution, and attributes of crime, juvenile delinquency, civil disputes, and other statistical factors related to crime, civil disputes, and juvenile delinquency, in support of national, State, and local justice policy and decision making;

(4) collect and analyze statistical information, concerning the operations of the criminal justice system at the Federal, State, and local levels;

(5) collect and analyze statistical information concerning the prevalence, incidence, rates, extent, distribution, and attributes of crime, and juvenile delinquency, at the Federal, State, and local levels;

(6) analyze the correlates of crime, civil disputes and juvenile delinquency, by the use of statistical information, about criminal and civil justice systems at the Federal, State, and local levels, and about the extent, distribution and attributes of crime, and juvenile delinquency, in the Nation and at the Federal, State, and local levels;

(7) compile, collate, analyze, publish, and disseminate uniform national statistics concerning all aspects of criminal justice and related aspects of civil justice, crime, including crimes against the elderly, juvenile delinquency, criminal offenders, juvenile delinquents, and civil disputes in the various States;

(8) recommend national standards for justice statistics and for insuring the reliability and validity of justice statistics supplied pursuant to this chapter [title];

(9) maintain liaison with the judicial branches of the Federal and State Governments in matters relating to justice statistics, and cooperate with the judicial branch in assuring as much uniformity as feasible in statistical systems of the executive and judicial branches;

(10) provide information to the President, the Congress, the judiciary, State and local governments, and the general public on justice statistics;

(11) establish or assist in the establishment of a system to provide State and local governments with access to Federal informational resources useful in the planning, implementation, and evaluation of programs under this Act;

(12) conduct or support research relating to methods of gathering or analyzing justice statistics;

(13) provide for the development of justice information systems programs and assistance to the States and units of local government relating to collection, analysis, or dissemination of justice statistics;

(14) develop and maintain a data processing capability to support the collection, aggregation, analysis and dissemination of information on the incidence of crime and the operation of the criminal justice system;

(15) collect, analyze and disseminate comprehensive Federal justice transaction statistics (including statistics on issues of Federal justice interest such as public fraud and high technology crime) and to provide technical assistance to and work jointly with other Federal agencies to improve the availability and quality of Federal justice data;

(16) provide for the collection, compilation, analysis, publication and dissemination of information and statistics about the prevalence, incidence, rates, extent, distribution and attributes of drug offenses, drug related offenses and drug dependent offenders and further provide for the establishment of a national clearinghouse to maintain and update a comprehensive and timely data base on all criminal justice aspects of the drug crisis and to disseminate such information;

(17) provide for the collection, analysis, dissemination and publication of statistics on the condition and progress of drug control activities at the Federal, State and local levels with particular attention to programs and intervention efforts demonstrated to be of value in the overall national anti- drug strategy and to provide for the establishment of a national clearinghouse for the gathering of data generated by Federal, State, and local criminal justice agencies on their drug enforcement activities;

(18) provide for the development and enhancement of State and local criminal justice information systems, and the standardization of data reporting relating to the collection, analysis or dissemination of data and statistics about drug offenses, drug related offenses, or drug dependent offenders;

(19) provide for research and improvements in the accuracy, completeness, and inclusiveness of criminal history record information, information systems, arrest warrant, and stolen vehicle record information and information systems and support research concerning the accuracy, completeness, and inclusiveness of other criminal justice record information;

(20) maintain liaison with State and local governments and governments of other nations concerning justice statistics;

(21) cooperate in and participate with national and international organizations in the development of uniform justice statistics;

(22) ensure conformance with security and privacy requirement of section 3789g of this title and identify, analyze, and participate in the development and implementation of privacy, security and information policies which impact on Federal and State criminal justice operations and related statistical activities; and

(23) exercise the powers and functions set out in subchapter VIII [part H] of this chapter [title].

(d) Justice statistical collection, analysis, and dissemination. To insure that all justice statistical collection, analysis, and dissemination is carried out in a coordinated manner, the Director is authorized to—

(1) utilize, with their consent, the services, equipment, records, personnel, information, and facilities of other Federal, State, local, and private agencies and instrumentalities with or without reimbursement therefore, and to enter into agreements with such agencies and instrumentalities for purposes of data collection and analysis;

(2) confer and cooperate with State, municipal, and other local agencies;

(3) request such information, data, and reports from any Federal agency as may be required to carry out the purposes of this chapter [title];

(4) seek the cooperation of the judicial branch of the Federal Government in gathering data from criminal justice records; and

(5) encourage replication, coordination and sharing among justice agencies regarding information systems, information policy, and data.

(e) Furnishing of information, data, or reports by Federal agencies. Federal agencies requested to furnish information, data, or reports pursuant to subsection (d)(3) of this section shall provide such information to the Bureau as is required to carry out the purposes of this section.

(f) Consultation with representatives of State and local government and judiciary. In recommending standards for gathering justice statistics under this section, the Director shall consult with representatives of State and local government, including, where appropriate, representatives of the judiciary.

**42 USC § 3733 [Sec. 303.] Authority for 100 per centum grants**

A grant authorized under this subchapter [part] may be up to 100 per centum of the total cost of each project for which such grant is made. The Bureau shall require, whenever feasible as a condition of approval of a grant under this subchapter [part], that the recipient contribute money, facilities, or services to carry out the purposes for which the grant is sought.

**42 USC § 3735 [Sec. 304.] Use of data**

Data collected by the Bureau shall be used only for statistical or research purposes, and shall be gathered in a manner that precludes their use for law enforcement or any purpose relating to a particular individual other than statistical or research purposes.

**APPENDIX B:**

**Draft White Paper #2 – NCRP Reporting**



**National  
Corrections  
Reporting Program  
(NCRP) White  
Paper Series**

**White Paper #2:  
NCRP Reporting**

November 22, 2011

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This white paper is one in a series of white papers produced by Abt Associates Inc for the NCRP project. The first white paper, titled *Observations on the NCRP*, focused on Abt Associates' recommendations for improving the quality of National Corrections Reporting Program (NCRP) data. In particular, the *Observations on the NCRP* white paper introduced the concept of term and history records; described how we construct term records from the NCRP A (admission), B (release), and D (custody) records; and explained how we address inconsistencies in the A, B, and D records.

This second white paper illustrates how the term and history records can be used to help answer some questions of interest to policymakers, practitioners, and researchers. The illustrations are not comprehensive. Rather, our goal is to stimulate discussion with BJS that will lead to other applications of term and history records. As others make suggestions, those suggestions will be integrated into computing routines and into this white paper.

We begin the discussion below by reviewing basic concepts and definitions. A second section presents some basic tabulations on admissions and releases that are derived from the term records. We then discuss some more advanced analyses on time served and recidivism using the history records.

## Basic Concepts and Definitions

During the last several months, the Abt team has been working with A, B and D records to build an analysis file comprising *term records* and *history records*. Defining these records requires defining an *observation period*:

An observation period spans the time between December 31 of the first year when we observe D records and December 31 of the last year when we observe D records. This definition assumes that we observed A and B records between these bracketing dates.<sup>1</sup>

We define a term record:

A term record is an augmented B record that pertains to each term that an offender spends in prison during the observation period.<sup>2</sup> Some offenders enter prison during the observation period and are in prison as of the end of the observation period. In this case the term record has a mock release date that is later than the end of the observation period. Some other offenders serve terms that began before the observation period and ended after the observation period. In this case the term record has an actual admission date and a mock release date. For all other offenders, the term ended during the observation period so we observe both the admission and release dates.<sup>3</sup>

We define a history record:

A history comprises all the term records during the observation period for a single offender within a state. The file wherein each case represents a term captures exactly the same information as the file wherein each case represents a history. The term file is merely reorganized into the history file to facilitate tabulation.<sup>4</sup>

As discussed in the earlier white paper, the term record replaces A, B and D records. We think of the A, B and D records as raw data. The term record reflects considerable diagnostic testing, corrections, and imputations based on these raw data. The process of assembling the term records is discussed in a companion white paper and in technical documentation. We anticipate that few users would want to

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<sup>1</sup> We specify December 31 because this is the date for which most states provide census (D) records. The date is not crucial, however. In some states we have B records that end before the first census records and we have some A records that start after the last census records. We discard those specific A and B records because (1) we lack diagnostic tests prior to and after the observation period, and (2) we lack the ability to impute A and B records for offenders who were always incarcerated between the first and last census records. One solution is to acquire census records for missing years.

<sup>2</sup> For making prison projections, one would want to predict the release date. This white paper will discuss predictions, but predictions are unnecessary for most tables and figures appearing in this white paper.

<sup>3</sup> This abstracts from the fact that the dates are sometimes missing. In some states missing admission and release dates occur with enough frequency to affect statistics. When tabulations are affected, the programs used for file assembly use imputations based on the D records.

<sup>4</sup> A simple program converts the term file into a history file. Without loss of generality, one could think of the analysis file as being the term file.

work with the raw A, B and D records.<sup>5</sup> When put into the form of a history file, the term records supports a study of recidivism, and therefore, the history file becomes a substitute for C records that may be otherwise unavailable.

We need to develop table shells and figures to report results. This white paper suggests some tables/figures and demonstrates these analyses with data from Iowa. The illustrations are not publication quality. Tables and figures are available for other states, but are not part of this white paper with one exception: a few inter-state comparisons for time served are discussed.

## Basic Tabulations<sup>6</sup>

The term records allow us to construct basic tabulations that would otherwise have been based on A, B and D records.

- We can construct a smoothed history of admissions. For now, assume that we would plot admissions on a daily basis and then use a smoothing device to show trends. This can be supplemented with actual numbers.
- Similarly, we can construct a smoothed history of releases.
- We can combine a smoothed history of admissions minus releases.
- Finally, we can provide a smoothed history of prison populations.

The four figures described above can also be produced for subsets of the population. For example, BJS may want to see breakdowns by offense type, sex, and race/ethnicity.<sup>7</sup> Graphs are simple to construct, although it may be more informative to show statistical trends.

We can tabulate cumulative admissions as a function of time (days in Figure 1). The horizontal axis shows days starting on 1/1/2002 and ending on 12/31/2010. The vertical lines overlaid on the figure demark the date December 31 for each year. The vertical axis reports cumulative admissions. The

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<sup>5</sup> No information is lost by collapsing A, B, and D records into terms. Analysts who are willing to accept our diagnostic tests, corrections and imputations would have no need for A, B and D records. But it is important to note that for analysts who are unwilling to accept our diagnostic tests, corrections and imputations would have to be performed on their own prior to using the raw data. We assume that few analysts would want to go to that trouble.

<sup>6</sup> All analysis was done with Stata. The program tab1.do will perform the analysis reported immediately below. The analyst may want to make minor changes, such as selecting subgroups for analysis.

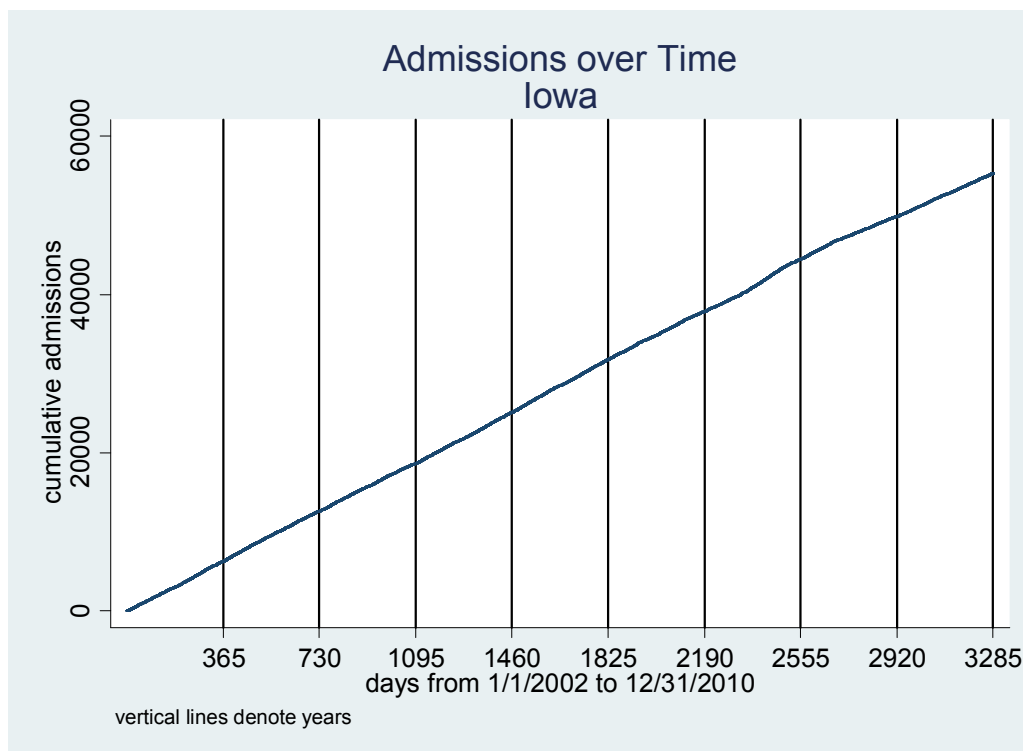
<sup>7</sup> We discourage stratification by type of admissions and type of release. These details may be accurate in some states, but they appear unreliable in most. There are two problems. It seems likely that prison authorities (or, at least, those who enter data into data systems) are unaware of admission type. Or, if admission type is recorded accurately, the type may have little meaning. As an illustration, some offenders may be revoked for a technical violation of the conditions of supervision, while other offenders may be resentenced following a technical violation of the conditions of supervision. Both administrative actions have the same consequences, but the former implies relatively high revocation rates compared with the latter.

figure implies a fairly constant growth in admissions, but this is deceptive. Reports from a regression appear just below the figure.

The regression models cumulative admissions as a function of the start of the term. The independent variables are the start of the term, the square of the start of the term, and the cube of the start of the term. The regression results suggest that admissions were increasing at an increasing rate for 3.6 years. Afterward they were increasing, but at a decreasing rate. A second observation is that the root mean-squared error (Root MSE) is 163. This implies that on any day, the cumulative number of admissions may be  $\pm 319$  inmates about this polynomial.

Granted, the figure is not especially enlightening for Iowa because the rate of admissions is essentially constant over time, but this may not be true in other states. Therefore, showing the ability to graph admissions as a function of time is important for demonstrating the utility of the NCRP. Furthermore, graphing admissions is an important diagnostic tool. Observing a break in the series would trigger an investigation to determine if the break is real or is an artifact due to data quality issues.

Figure 1



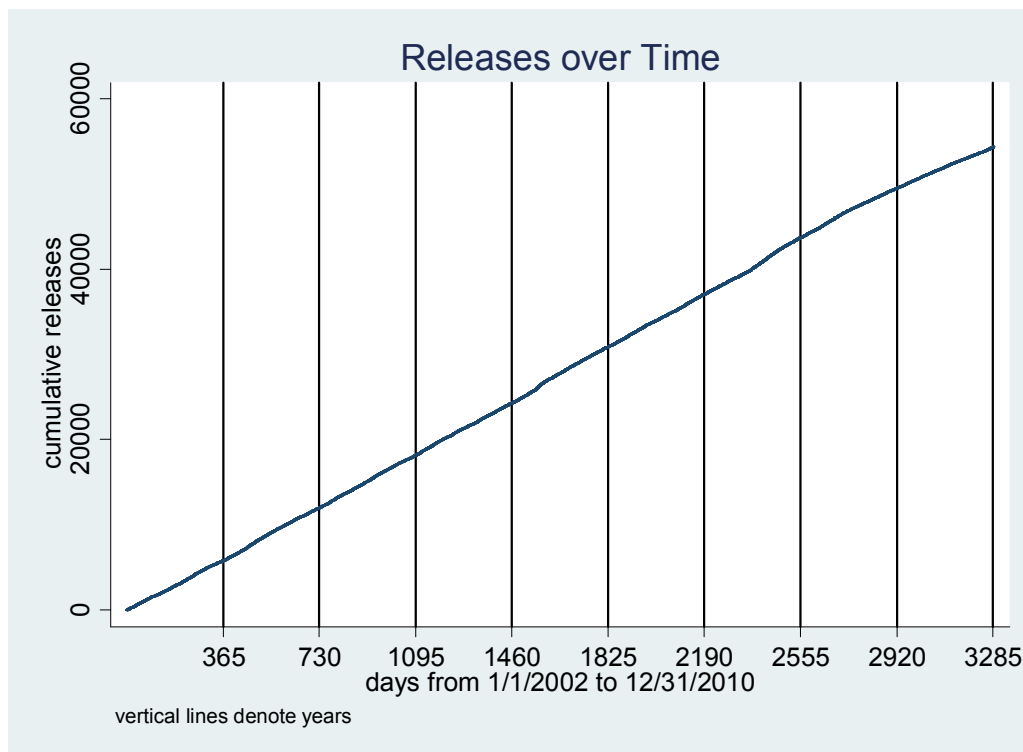
Source	SS	df	MS			
Model	9.3182e+12	3	3.1061e+12	Number of obs =	48179	
Residual	1.2852e+09	48175	26677.2826	F( 3, 48175) =	.	
Total	9.3195e+12	48178	193438685	Prob > F =	0.0000	
				R-squared =	0.9999	
				Adj R-squared =	0.9999	
				Root MSE =	163.33	

admission	Coef.	Std. Err.	t	P> t	[95% Conf. Interval]	
start_term	14.11626	.0078487	1798.56	0.000	14.10088	14.13165
start_term <sup>2</sup>	-.0009127	5.58e-06	163.48	0.000	.0009017	.0009236
start_term <sup>3</sup>	-2.30e-07	1.12e-09	-204.89	0.000	-2.32e-07	-2.28e-07
_cons	206.7729	2.951317	70.06	0.000	200.9883	212.5576

We can perform the same exercise with releases. For the same reason as was indicated above, releases appear to occur at a fairly constant rate over time, but a polynomial regression provides more insight. Consistent with the pattern seen for admissions, releases increase at an increasing rate for about 4.1 years, and they increase at a decreasing rate thereafter.

Figure 2



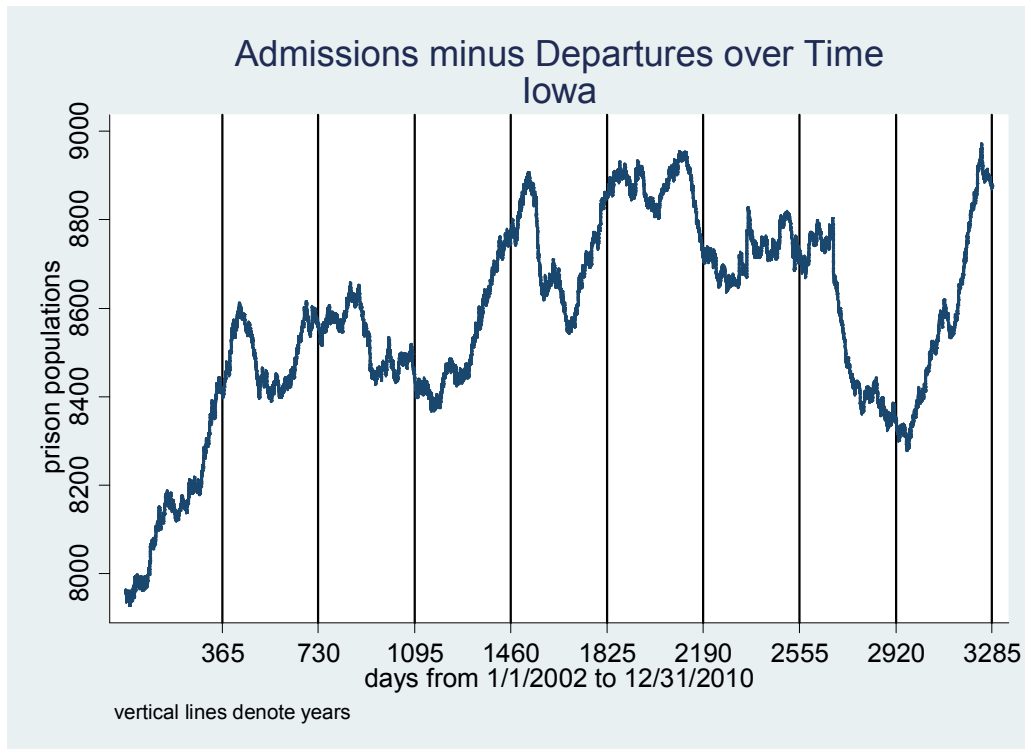
Source	SS	df	MS			
Model	8.4087e+12	3	2.8029e+12	Number of obs =	46558	
Residual	1.3996e+09	46554	30064.3074	F( 3, 46554) =	.	
Total	8.4101e+12	46557	180641160	Prob > F =	0.0000	
				R-squared =	0.9998	
				Adj R-squared =	0.9998	
				Root MSE =	173.39	

releases	Coef.	Std. Err.	t	P> t	[95% Conf. Interval]	
end_term	12.92383	.0085234	1516.28	0.000	12.90712	12.94053
end_term_sq	.0015025	6.06e-06	248.11	0.000	.0014906	.0015143
end_term_cu	-3.36e-07	1.22e-09	-274.63	0.000	-3.38e-07	-3.33e-07
_cons	191.5703	3.23771	59.17	0.000	185.2243	197.9163

We can see these results in a different way by plotting the cumulative number of admissions minus departures. After adding the prison stock to the beginning of this figure (rather than starting the figure at zero) we have a day-by-day tabulation of the stock. Among other things, we note that the stock of prisoners fluctuates over time. Consequently, year-by-year comparisons based only on a December 31 date tell only part of the story and may be misleading.

Figure 3



There is no problem with producing the same figures by groups of the offender population. The next figure shows admissions minus departures for women. There is some potential story telling here. There is a sharp drop in the prison population for women toward the middle of the time series, which does not occur for men. Perhaps there was an issue with overcrowding for women that causes early release for many women. There appears to be a sharp decrease for men and women toward the end of the time series. Again, we would not necessarily see these patterns if we used prevalence estimates from December 31 of each year.

Figure 4

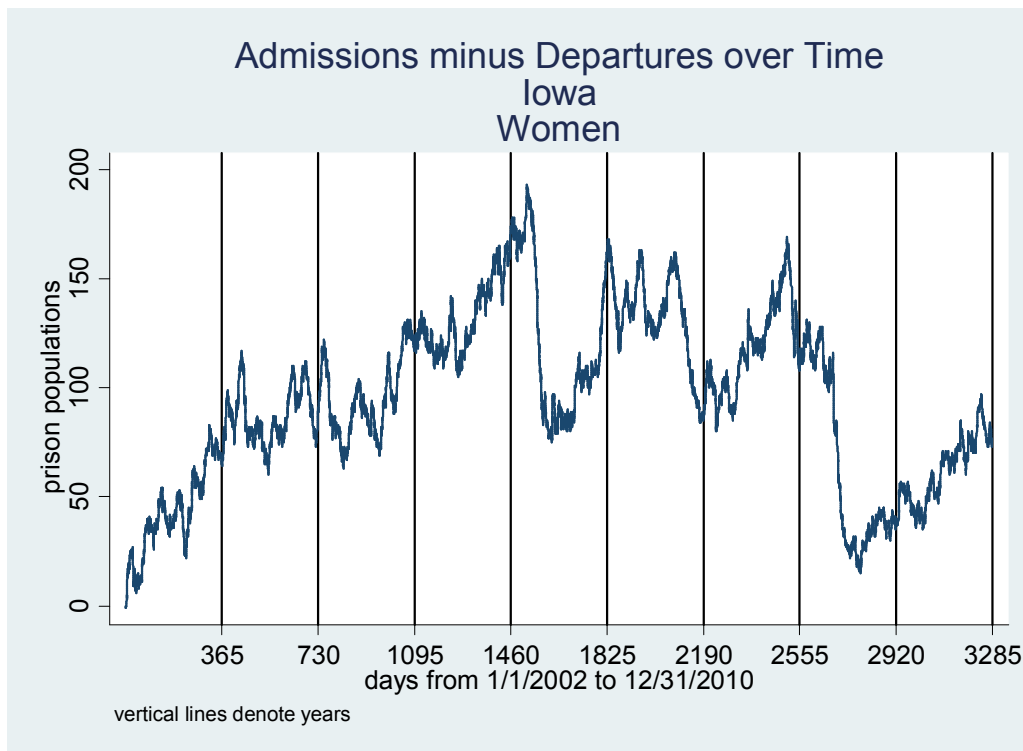
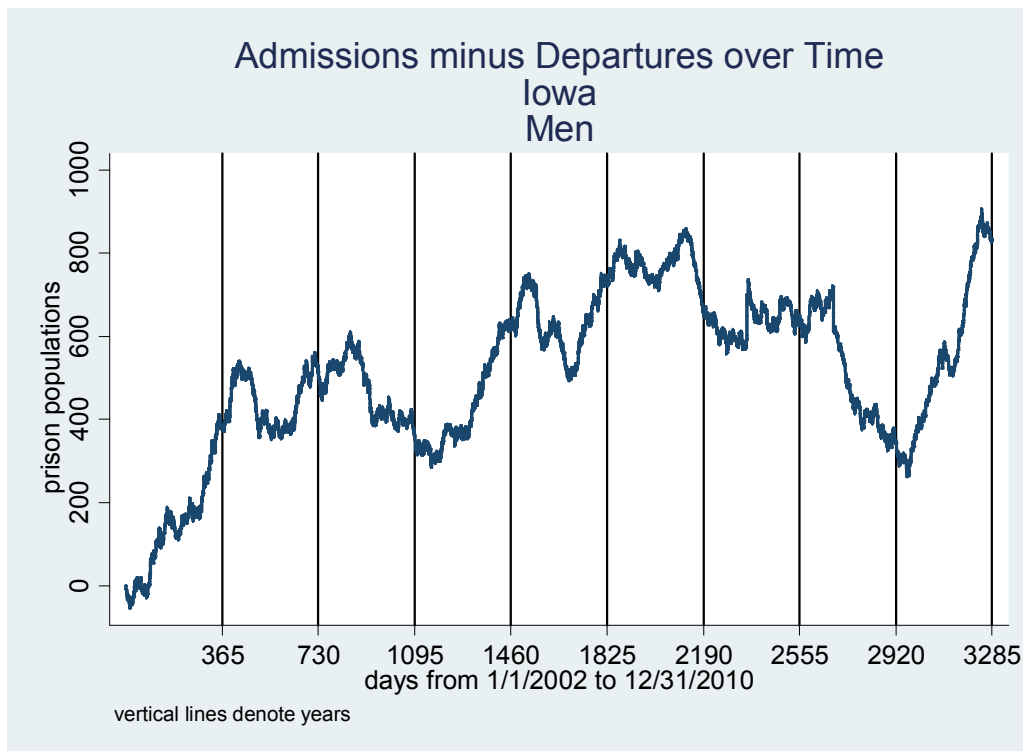


Figure 5



## Tabulations based on History Records<sup>8</sup>

We derive history records by combining term records for the same offender. The history records provide the means to construct some unusual, informative tables and statistics. These tables/statistics are most informative when we have a lengthy observation period.

### Distribution of Time Spent In Prison

One table of interest is the distribution of time spent in prison conditional on spending some time in prison. This seems like an interesting policy concern, and many researchers have used NCRP data to investigate the burden that prison places on subgroups of the general population. The burden would seem to be very different if many people spent a short time while few spent a long time than it would be if a few people spent a short time while many spent a long time.

Although there are exceptions, most offenders will not enter prison before they are eighteen. Therefore, we limit the tabulation to offenders who were eighteen or older at the beginning of the observation period.

The first graph shows the distribution of time spent in Iowa prisons by all offenders who spent some time in Iowa prisons during the observation period. The figure shows that most offenders spend a small proportion of the period in prison while a few offenders spend a large proportion of the period in prison. A relatively small number spent the entire period in prison. The table below the figure makes the same point. According to the table, the average offender who spent any time in prison spent about one-quarter of the period in prison.

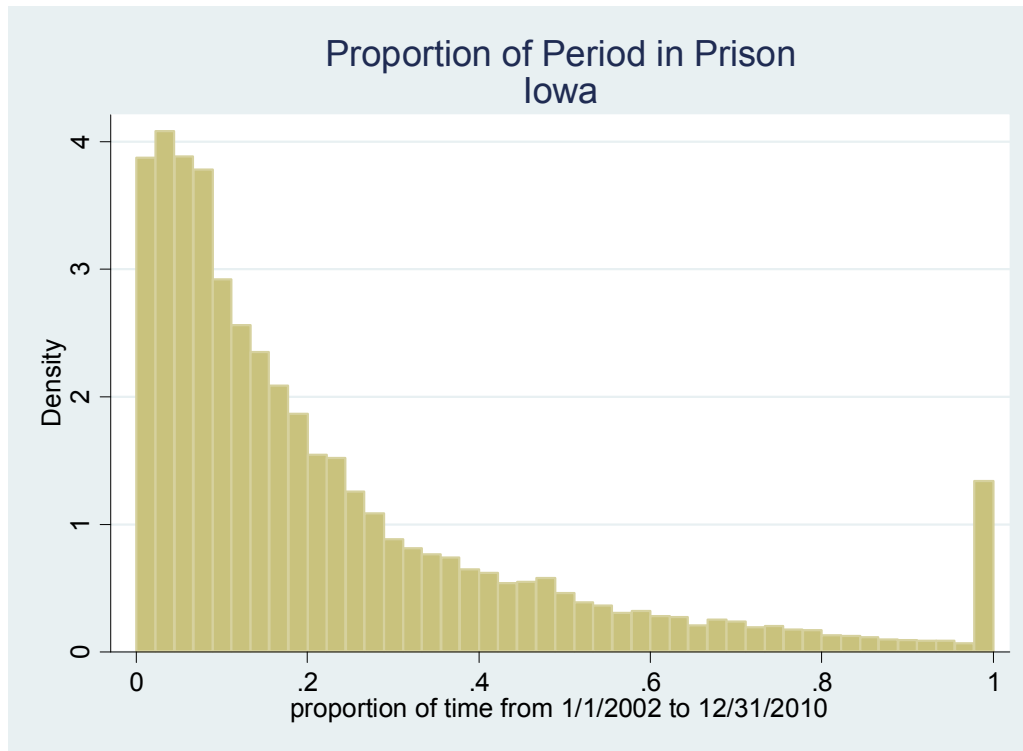
The previous version of the NCRP could not *readily* answer these questions because the previous version of the NCRP did not link term records over time for the same individual. In theory a researcher could have performed this linking, but that researcher would have confronted difficult reliability and validity issue. The new-NCRP solves those reliability and validity issues allowing researcher to do what they do best: answer research questions. Undoubtedly, researchers will find other ways to pose and answer the burden question.

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<sup>8</sup> The program tab2.do will perform this analysis.



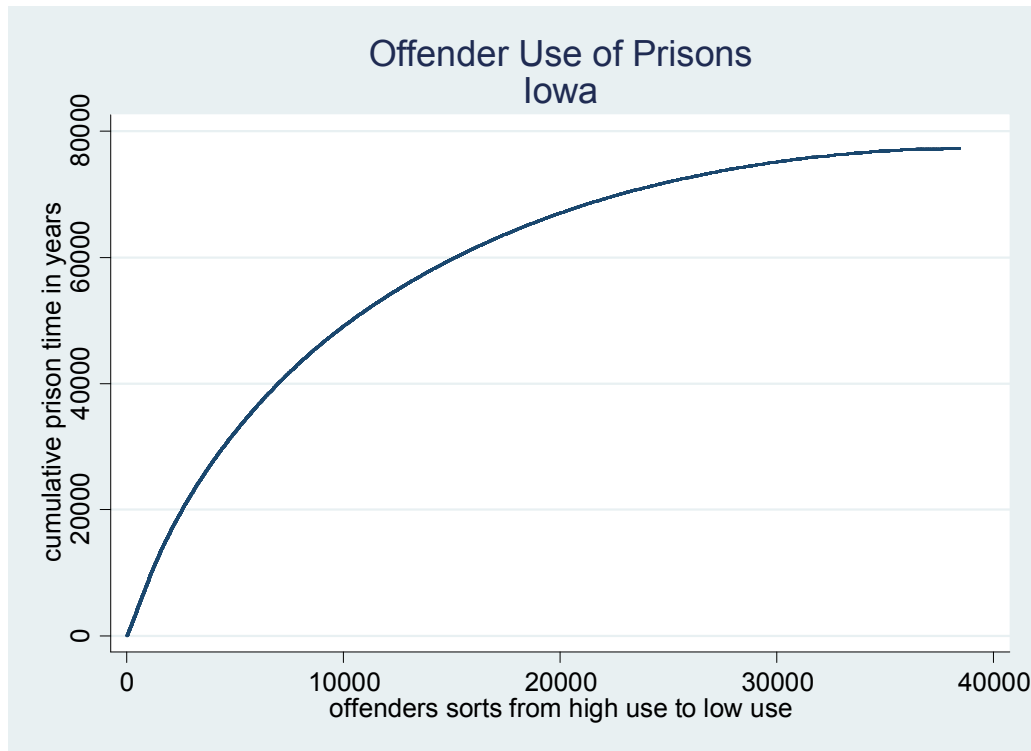
Figure 6



total_time				
1%	.0027389	Smallest		
		.0003043		
5%	.0127815	.0003043		
10%	.026476	.0003043	Obs	33916
25%	.0629945	.0003043	Sum of Wgt.	33916
50%	.1466829		Mean	.2318666
		Largest	Std. Dev.	.2393428
75%	.3128863	1		
90%	.5781143	1	Variance	.057285
95%	.7884967	1	Skewness	1.62506
99%	1	1	Kurtosis	5.151247

A second figure and table tell a similar story. The figure represents the total demands on Iowa prisons, measured in prisoner-years. The data are sorted so that the high-use offenders appear first on the horizontal axis and the low-use offenders appear last. The table shows the proportional use attributable to offenders. Looking at high-use offenders, five percent of the offenders account for nearly twenty-one percent of prison time. Twenty five percent account for sixty-two percent of prison time. Looking at low-use offenders, fifty percent use somewhat more than fifteen percent of the prison space; twenty-five percent use less than four percent of the prison space.

Figure 7



temp3				
	<b>Percentiles</b>	<b>Smallest</b>		
1%	.0448743	.0001166		
5%	.2077215	.0002331		
10%	.3510392	.0003497	Obs	38409
25%	.6223983	.0004662	Sum of Wgt.	38409
50%	.8552544		Mean	.7592452
75%	.9649356	<b>Largest</b>	Std. Dev.	.2539065
90%	.9941513	.9999999	Variance	.0644685
95%	.9985633	1	Skewness	-1.152889
99%	.9999368	1	Kurtosis	3.383115

We can also produce similar tabulations after stratifying by factors of interest. As an illustration, the following table is based on African-Americans. The patterns for African-Americans appear to be the same as the pattern for all Iowa prisoners. One might conclude that *conditional on ever serving prison time*, the burden of prisons is no greater for African-Americans than it is for whites. Of course this is not to argue that the burden of prison is not greater on African-Americans in general.

	<b>Percentiles</b>	<b>Smallest</b>		
1%	.0394822	.0004935		
5%	.1891025	.0009871		
10%	.3301724	.0014806	Obs	7997
25%	.606958	.0019741	Sum of Wgt.	7997
50%	.8501847		Mean	.7520151
75%	.9647852	<b>Largest</b>	Std. Dev.	.2602225
90%	.9943734	.9999996	Variance	.0677158
95%	.9987492	.9999999	Skewness	-1.108828
99%	.9999515	1	Kurtosis	3.230171

### Repeated Exits and Admissions into Prison

What is the pattern of repeated exits and admissions into prison?<sup>9</sup> This question is answerable using the history file. If the NCRP provided reliable admission and release codes, and if the NCRP provided more reliable C records, we could answer questions about recidivism while offenders were under community supervision. Unfortunately, the NCRP does not provide reliable admission codes, release codes, or C records. Nevertheless, in states where offenders are routinely released to community supervision, an analysis of recidivism is informative about outcomes while under supervision for short periods of time, so a study of recidivism is a proxy study for failure on community supervision.

This is similar to a traditional survival time problem. One problem is that that when we dealt with the  $A \rightarrow B \rightarrow B$  problem we sometimes imputed a pattern of  $A \rightarrow B \dots A \rightarrow B$  where  $\dots$  implies a period at liberty. We may eventually want to treat these imputations as special cases and exclude them from the analysis, but the current analysis makes no special provisions. The likely bias is that we would see more prison returns, and they would happen sooner, than happens in reality. However, deleting these imputed cases would introduce a bias in the opposite direction. This is a problem for future consideration.

There are limitations. The outcome measure is returning to prison, and in the NCRP prison use is reported differently across the states. For example, some states have integrated correctional systems, so returning to prison means jail or prison. In contrast, in other states NCRP excludes jails, so recidivism is defined literally as a return to prison. Furthermore, the time from when an offense occurred (marked by an arrest) and incarceration often has delays. Some delays are attributable to the pace of criminal justice administration, and some others are attributable to waits in jail for prison space to become available. Finally, in this analysis recidivism means returning to prison in the same state. Some offenders commit new crimes outside the state, but even when this happens, the revocation process often returns them to the state in the NCRP data.

Putting these limitations aside, the first figure shows the probability of returning to prison stratified by sex (male = 1 and female = 2). As Figure 8 shows, men are somewhat more likely to recidivate. The probability of eventual recidivism is near 0.5, but this probability slightly overstates the probability of recidivism.

Figure 9 shows the hazard function for returning to prison. The hazard declines over most of the follow-up period. This is a typical shape for a hazard representing recidivism, because the worse risks are identified early and returned to prison.

---

<sup>9</sup> Tab3.do produces the figures.

Figure 8

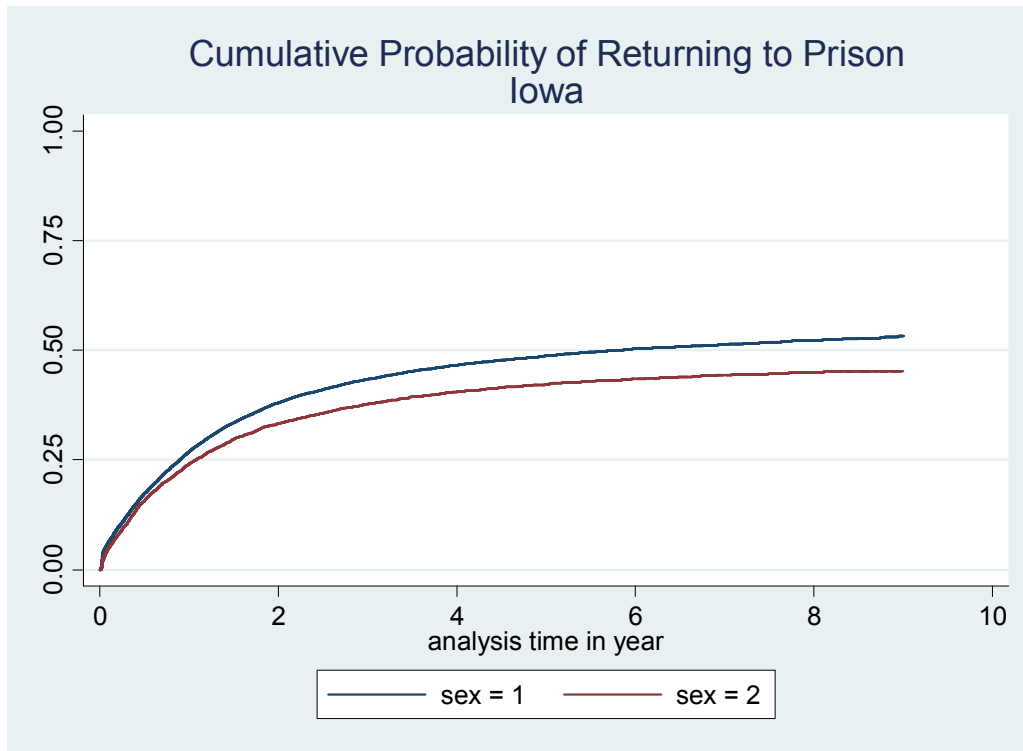
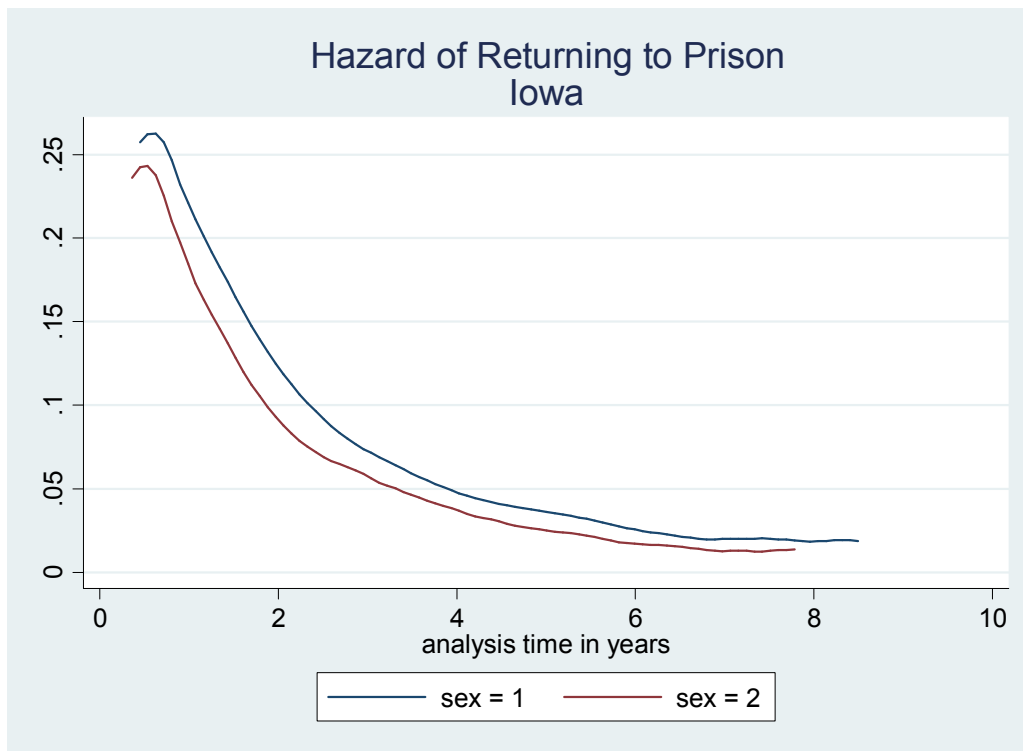


Figure 9



There appears to be an inconsistency among findings. A few offenders account for a large proportion of prison time, yet recidivism is high. Given that recidivism is likely, why do we not find that a large proportion of offenders spend a large proportion of time in prison?

There are several explanations, but one is that a small number of offenders enter the recidivism analysis multiple times. They inflate the recidivism statistics because they necessarily fail quickly. An alternative approach to the recidivism analysis would be to assign sampling weights so that an offender who appears three times in the recidivism analysis would receive a weight of 1/3 and an offender who appears once in the recidivism analysis would receive a weight of 1. We leave this to future development.

### Changes in Recidivism

An interesting question is whether recidivism has increased or decreased over time. Given the introduction of evidence-based practices into community corrections, we would hope that recidivism has fallen, but this is an empirical question. To answer this question for Iowa, we estimated a Cox proportional hazard model. The explanatory variables are:

end_term	Basically this is the date when the offender ended his prison term and hence the date when he was first at risk of recidivism. However, to facilitate interpretation, we scaled this variable so that it was 0 at the earliest observed date (January 1, 2002) and 1 at the latest observed date (December 31, 2010). Hence this variable ranged from 0 to 1.
end_term_sq	This is the square of end_term. Adding the square to the model allows us to test for non-linear trends.
use_age	This is the offender's age in years. Age was recorded at the time that the offender exited from prison.
use_age_sq	This is the square of the offender's age.
black	This indicates that the offender was an African-American.
other_race	This indicates that the offender was a member of another minority group.
male	This indicates that the offender was male.

Results appear in the table. The relative hazard ratio is reported as Haz. Ratio. When the relative hazard is greater than 1, we infer that a variable is associated with increased recidivism. When the relative hazard is less than 1, we infer that a variable is associated with reduced recidivism.

Interpretation is straightforward for binary variables: African-Americans and members of other minority groups have higher recidivism rates. Men have recidivism rates that are higher than the recidivism rates for women. Interpretation is less straightforward for variables measured on a

continuous scale and especially for variables that enter as powers (age-squared and end\_term-squared).<sup>10</sup> Age does not seem to matter much according to a casual examination of the statistics, but in fact it is highly significant when we apply a joint test, and we conclude that recidivism always decreases with age.

For present purposes, the most important variables are end\_term and end\_term-squared because these indicate whether recidivism is increasing or decreasing over time. Some calculus shows that recidivism rates increase for the first 3.5 years and then decrease thereafter. On January 1, 2002 the relative hazard is fixed at 1. (This follows because end\_term is 0 at the earliest date.) Near June 30, 2005 the hazard is estimated as 1.17. On December 31, 2010 it is estimated as 0.79. Recidivism rates are lower at the end of 2010 than they were at the beginning of 2002. Changes in recidivism rates are coincident with changes in admissions, which were identified earlier.

Cox regression -- Breslow method for ties

No. of subjects =	51206	Number of obs =	51206
No. of failures =	22253		
Time at risk =	147385.303		
Log likelihood =	-231305.03	LR chi2(7) =	1030.16
		Prob > chi2 =	0.0000

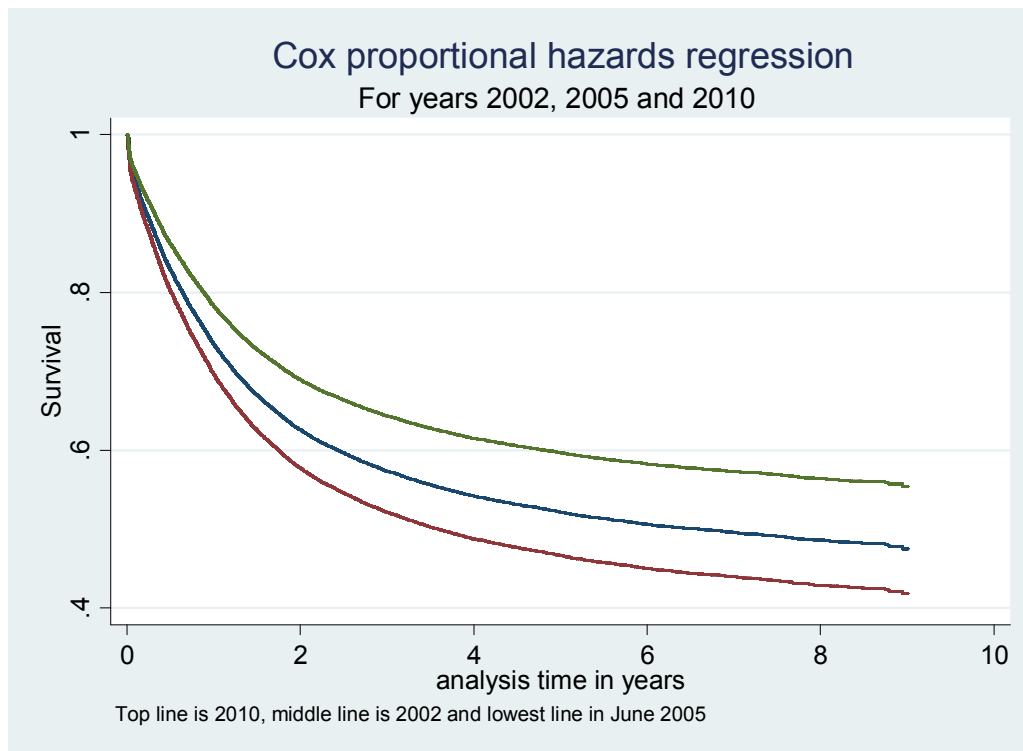
_t	Haz. Ratio	Std. Err.	z	P> z	[95% Conf. Interval]
end_term	2.255544	.2273486	8.07	0.000	1.851203 2.748202
end_term_sq	.3516674	.0383207	-9.59	0.000	.2840389 .4353979
male	1.193361	.0255409	8.26	0.000	1.144338 1.244485
black	1.390883	.0212748	21.57	0.000	1.349804 1.433213
other_race	1.167705	.0519964	3.48	0.000	1.070115 1.274196
use_age	.998541	.0052891	-0.28	0.783	.9882281 1.008961
use_age_sq	.9998252	.000074	-2.36	0.018	.9996802 .9999701

We could perform a more refined analysis of recidivism, but the intention is demonstration of concept. The history file supports an analysis of criminal recidivism and, especially, provides a basis for inferring how recidivism rates have varied over time. The figure shows the estimated survival functions for offenders who began supervision in 2002 (the middle curve), June 2005 (the lowest curve) and 2010 (the highest curve). Survival is the cumulative probability of not returning to prison. The curve pertains to white men who are thirty-years-old. The figure has the advantage of graphically depicting the improvement in recidivism rates over time.<sup>11</sup>

<sup>10</sup> First, the Z-scores are not very useful. Statistical significance should be based on a joint test such as a likelihood ratio test or a Wald test. Second, when the parameters have different signs, one cannot tell how recidivism behaves over time without mathematical manipulation. The approach is to solve the derivative of the quadratic. If the solution falls outside the range of acceptable values, the changes are monotonic. Otherwise, the solution reflects a high point or low point.

<sup>11</sup> It is poor statistical practice to depict a survival curve for offenders entering supervision at the end of 2010. The entire curve is inferred because none of this follow-up period is observed. The figure is not well-labeled. We use it only to illustrate possibilities.

Figure 10



## Projections

BJS has expressed interest in projecting future prison populations. Projections have three components. One component is to project the remaining time to be served by offenders who are in prison on December 1, 2010. This is doable, but not demonstrated here. A second component is to anticipate new arrivals. This is doable by inspecting a recent year or years to identify prisoners who have never before served prison terms.<sup>12</sup> The third part is to account for offenders who recidivate. That is where the survival analysis enters the picture.

Therefore it is possible to simulate future prison populations using the NCRP data. As is true of all simulations, one must assume that the near future is similar to the recent past.

### Time Served

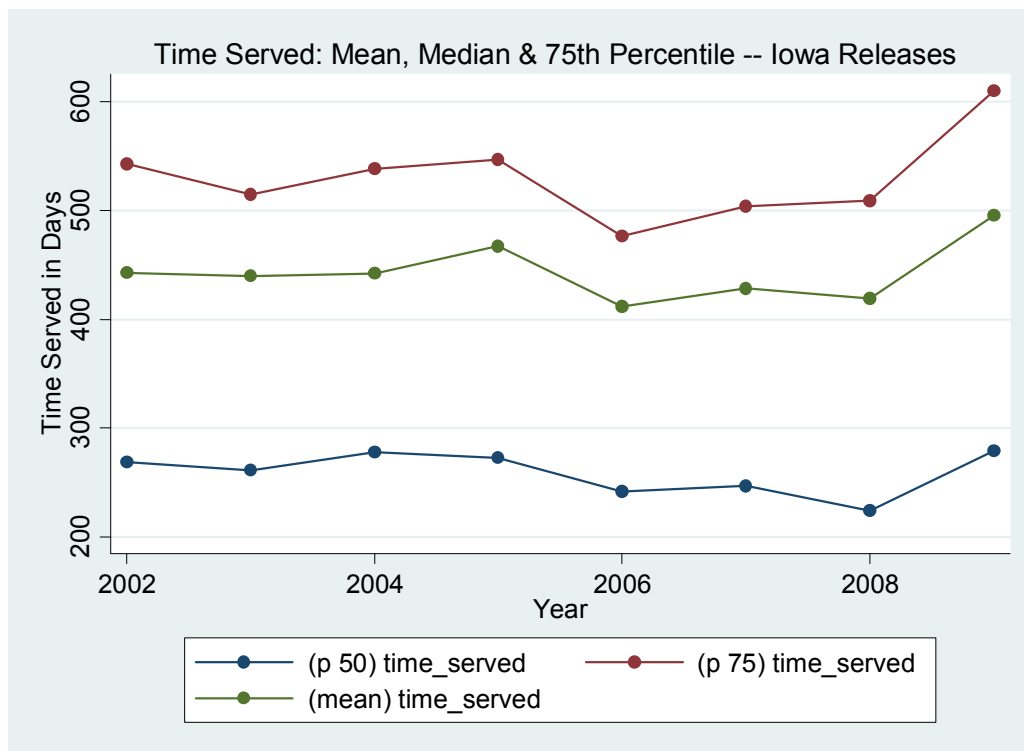
The term records can also be used to construct a picture of the amount of time an inmate serves in prison over the period of the time series. We depict this in two ways. We show time served in days for admission cohorts as well as release cohorts. For someone who has been released, we clearly know their length of stay as long as there is not an error in the admission and release dates. For

<sup>12</sup> According to the survival analysis, if an offender enters prison for the first time in 2009 or 2010, then that is likely to be his first prison term. We infer this from the survival curve. We can adjust this inference slightly to account for recidivism that occurs after a long period of quiescence.

admission cohorts, there will be a subsample of inmates in any given year who were not released at any time during the time series history. Of course, the longer the time series period and the earlier the admission in the time series, the less likely there will be an admission without a release. For this analysis, we have adopted a simplified imputation method for someone who has an admission and no release. This is explained in greater detail in the previous white paper, “Observations on the NCRP.” The algorithm looks for an admission without a release. It checks to see if there are D records. If there is at least one, it takes the most recent D record date, December 31, XXXX (XXXX corresponds to the year the last D record was found) and adds a uniform random proportion of 365 days to that date. If there is no D record, it takes the admission date and adds a uniform random proportion of 30 days to the admission date. We will develop a more sophisticated method for this imputation, but for now we demonstrate how the imputed release dates can be used to construct time served over time.

In the first graph, we show the mean, median, and 75<sup>th</sup> percentile for inmates released from prisons in Iowa each year from 2002 until 2009.

**Figure 11**

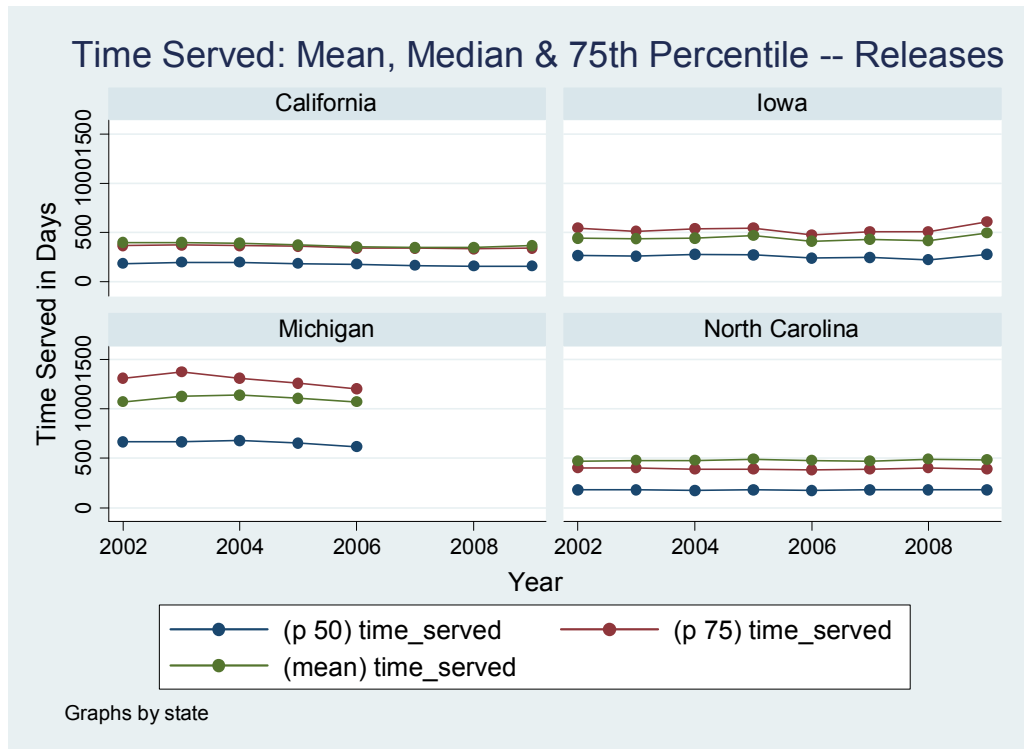


The mean time served over time tracks more closely to the 75<sup>th</sup> percentile than the 50<sup>th</sup> percentile which is what we would expect for a distribution of time served with right tail skewness. For inmates released from Iowa prisons, even those in the 75<sup>th</sup> percentile never exceed two years in prison. Release cohorts are notoriously unreliable for observing trends in time served, since they are composed of offenders who are admitted at many different points in time. In the next two sets of slides we show trends in time served contrasting admission and release cohorts as well as comparing



Iowa to several other states. The first graph compares time served over time for inmates released from California, Iowa, Michigan, and North Carolina.

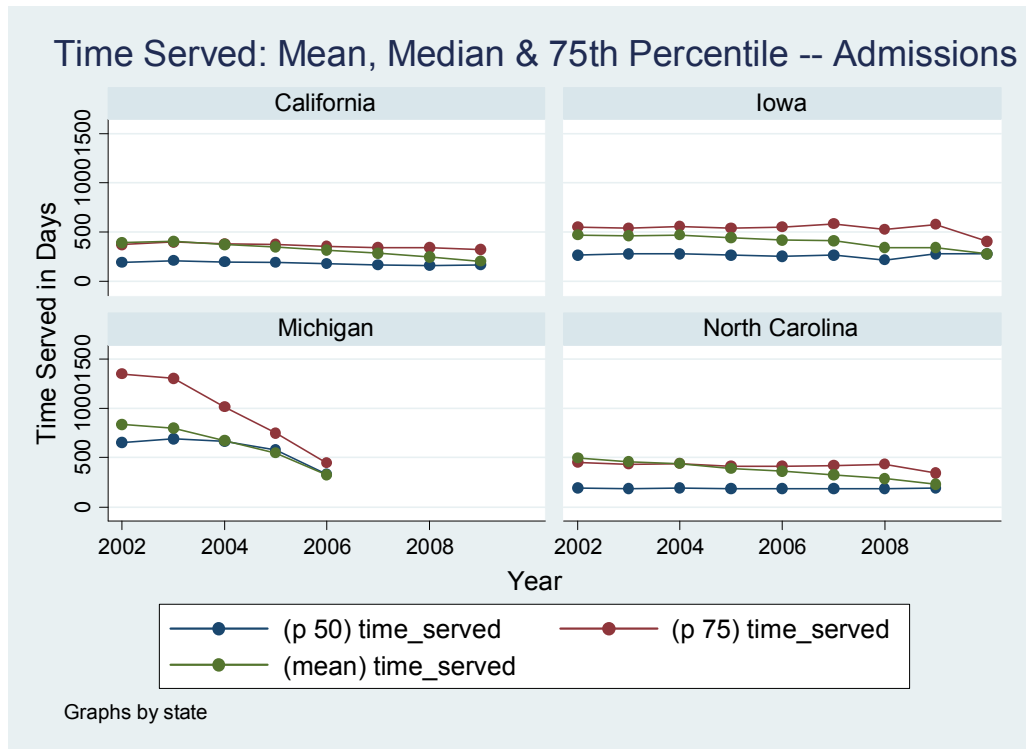
**Figure 12**



For the release cohorts, time served shows a considerable amount of stability except for Michigan.

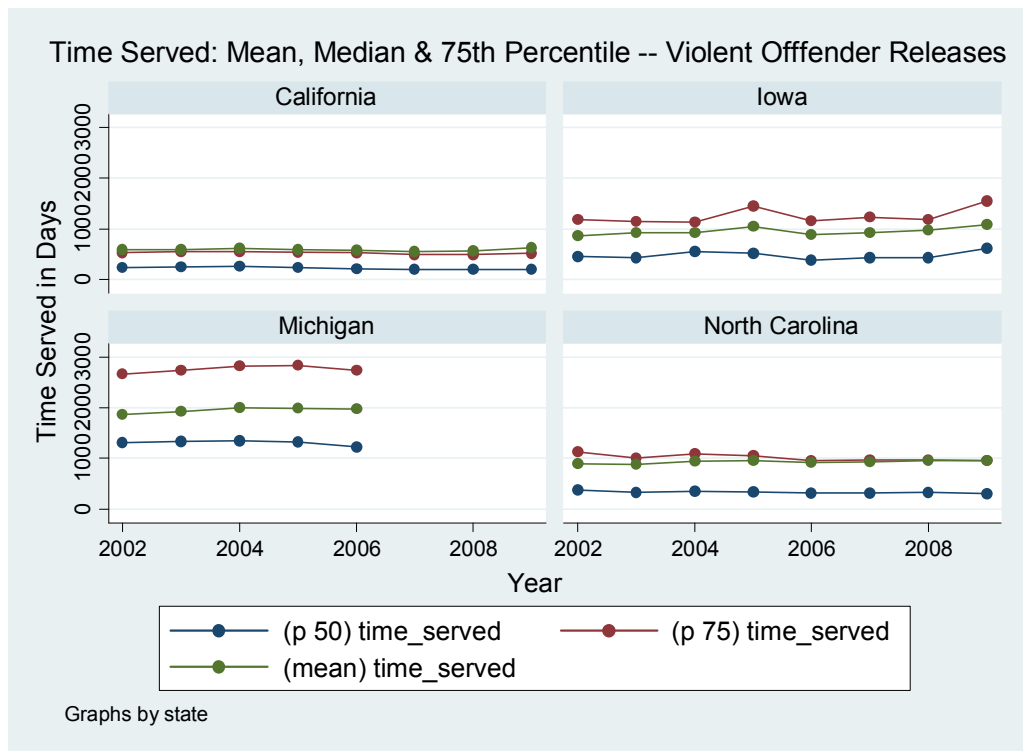
The next set of graphs for admissions cohorts shows a somewhat different picture. Mean time served declines for Michigan and less so for California, Iowa, and North Carolina, but this could be an artifact of our imputation for release dates. While the admission cohorts will be more accurate in depicting changes in time served over time, they will necessarily be sensitive to imputations for time served for prisoners who have not yet been released.

Figure 13



Since all of the graphs use the same Y-axis scale, it is clear that, on average, at least at the beginning of the period, Michigan had higher mean, median, and 75<sup>th</sup> percentile levels. However, we have to be cautious in comparing average time served across states. States have different policies on where they assign sentenced inmates with short sentences. A few states have a combined prison-jail system and report admission and release dates for everyone when they make their NCRP submission. Other states send inmates with a sentence of one year or less to local jails, and the submitting jurisdictions only provide data on prison inmates. However, this threshold varies from 3 months to 2½ years. Some time served comparisons may be less sensitive to these threshold issues such as those for offenders sentenced for a violent crime and less likely to serve that sentence in a local jail. In Figure 14, we show time served comparisons for inmates whose sentencing offense is violent (e.g. homicide, robbery, assault, kidnapping).

Figure 14



Among these four states, Michigan has higher median and average time served over time than the other three states. The average for Michigan is about 2,000 days (5.5 years) while for Iowa and North Carolina, it is about 1,000 days (2.75 years) and for California the average is about 500 days. But even these differences could be due to the composition of offense, criminal history, and types of admissions in each state. For example, in California, a high proportion of admissions are for parole revocations and these prison terms are typically shorter than those for new court admissions. We have argued (footnote 7) that the admission codes are unreliable, and even if they were accurate, they are ambiguous. Regardless of the type of admission, jurisdictions which house offenders for longer periods of incarceration will confront different issues than those who house offenders with shorter terms.

## Comments

When put into the form of term and history files, the NCRP is able to answer many questions about corrections across the United States. This white paper identifies only a few of these questions and illustrates how the NCRP answers them using data from Iowa. There is nothing special about Iowa except that it has consistently reported A, B, and D records since 2001.

Not all states have submitted NCRP records with a sufficiently long time-series to support useful trend analysis. We are asking states to report retrospectively over a long period, so an increasing number of states will be providing useful data. Some states have failed to report for one or more years during an observation period, but we are hopeful of recovering those missing data. Otherwise,

we will develop imputation routines for missing years so that the NCRP can support justifiable trend statistics.

Many of the tables presented here would be more informative if the statistics were stratified. As an example, anyone concerned with correctional health care would want to understand trends in the age composition of prisons. Making such adjustments is straightforward.

The tables presented in the white paper also suffer from cosmetic deficiencies. The intent is to revamp computing programs to provide publication quality tables and figures that adhere to BJS standards for titles, subtitles, and other formatting.

The tables and figures appearing in this white paper are illustrations of what the new NCRP can provide. Some illustrations are novel. The novelty is dictated sometimes by the limitations to BJS data (e.g., NCRP does not reliably distinguish between new admissions and revocations) and sometimes by the strengths of the BJS data (e.g., NCRP links admissions and releases for individual offenders over the observation period). For example, for the first time, NCRP is able to routinely report on offenders' cycling into and out of prison, providing a crude but reliable ongoing analysis of recidivism. As another example, the concept of the "burden of prison" is another novel but useful way to view correctional statistics.

Other tables and figures are more traditional. For example, we have reported flows (admission and exits) and stocks (prison population), which are minimal statistics expected of the NCRP. Even when the subject is traditional, however, the presentation has not been conventional. For example, we know of no other running tabulations of prison stocks, despite the fact that the running tabulations provide a very different view of stocks than do tabulations on prison populations on a standard date (December 31).

Building tables and figures is an act of imagination, and the illustrations in this white paper only begin to use that imagination. We anticipate that this white paper will stimulate conversation about other ways of looking at NCRP data that exploit the term file structure. We consider this white paper to be a dynamic draft in the sense that as Abt Associates and BJS refine their ideas about reporting shells, those refinements will be built into updated versions of this white paper.

Finally, this white paper has not addressed a subject that interests BJS: developing a national roll-up of correctional statistics. The view at Abt Associates is that the national roll-up requires reliable state-level statistics augmented with imputations to account for states that do not report. Consequently, we have placed our priority on first getting the state-level statistics correct, but we have not lost sight of the goal of deriving a national roll-up.

## **APPENDIX C:**

### **White Paper #3 – A Description of Computing Code Used to Identify Correctional Terms and Histories**



**National  
Corrections  
Reporting Program  
(NCRP) White  
Paper Series**

**White Paper #3: A  
Description of  
Computing Code  
Used to Identify  
Correctional Terms  
and Histories**

February 7, 2012

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## 1. Introduction

Abt Associates, in collaboration with the Bureau of Justice Statistics (BJS), has reoriented the National Corrections Reporting Program (NCRP) with the goal of improving its usefulness and reliability for describing and analyzing information about prison populations. We have done this by transforming the NCRP from a year-by-year accounting of prison admissions (A records), releases (B records), and prison stocks (D records) into inmate prison **terms**.<sup>1</sup> For individual offenders with multiple prison terms, we link them chronologically to assemble **term histories**. Thus, overall, for the period where states have reported to the NCRP, we construct a comprehensive dataset of term histories within states.

This NCRP white paper provides technical documentation for constructing terms and term histories. With this documentation, NCRP data users will have the ability to understand and recreate, if desired, the construction of terms and term histories.<sup>2</sup> Thus, this paper provides details of the algorithm we use to process, characterize, and validate terms of incarceration from the prison admission and release records currently (and previously) reported to the NCRP. In the sections that follow, we discuss (1) how we identify and tentatively classify terms, (2) how we adjust and refine those tentative terms, (3) how we use D records to supplement the datafile, and (4) how we incorporate other adjustments into the final NCRP data.

We recommend that the reader review the second white paper (*Observations on the NCRP*) before continuing. That white paper introduces notation and concepts used in this current white paper. This current white paper revisits some of these concepts, albeit in greater detail.

## 2. Building Term Histories

The goal has been to reorient the NCRP from a year-by-year accounting of A, B and D records into terms and term histories. In theory, constructing term histories requires little more than linking chronologically ordered admission and release records. However, in practice this process is more complex. To explain the difficulty and how we overcome that difficulty, we start with a discussion of how we identify individual terms.

<sup>1</sup> For extended discussion of changes to NCRP, see “National Corrections Reporting Program (NCRP) White Paper # 1: Observations on the NCRP.”

<sup>2</sup> We also take additional measures to assess the data’s general quality and reliability upfront. While we believe these steps to be crucially important in producing a reliable final product, they are not central in allowing researchers to reproduce the final datafiles, so we do not discuss them. As an example, we examine counts of D records over time to ensure that there are no anomalous changes in census totals. While this is an important diagnostic measure, no predetermined data manipulations are tied to the results of this output and its results alone do not per se affect the construction of the data.



Some notation is essential. The notation  $A(1) \rightarrow B(1,2)$  implies that the offender was admitted to prison on day 1 and was released from prison on day 2. The A represents an admission record, which has an admission date. The B represents a release records, which has an admission and release date. When there is no ambiguity, the notation  $A \rightarrow B$  suffices. When the offender has multiple admissions and releases, these are represented with  $A(1) \rightarrow B(1,2) \dots A(3) \rightarrow B(3,4)$ . The notation also covers more complicated patterns.

## 2.1 Establishing Individual Terms

Our first step in identifying terms is to create a chronological ordering of an inmate's A and B records. To create this chronological ordering we use (1) inmate identifiers and (2) the date that each A and B record was recorded – admission dates for A records and release dates for B records.<sup>3</sup> From this ordering, we designate A and B records into individual terms by grouping together records that share a common admission date.<sup>4</sup> The occurrence of a new admission date between records demarcates the beginning of the next term group. For example, consider an inmate who is admitted to prison (A), then released a few years later (B). After several years out of prison, this inmate is again admitted to prison (A), serves a subsequent term and then released (B). Chronologically, in this example, the inmate will have two term groupings by admission date: an  $A \rightarrow B$  followed by a second  $A \rightarrow B$ .

However, imprecise admission dates complicate grouping records. Consider a common illustration. Suppose we observe an inmate who is first admitted (A) and then released to parole (B), then later has his/her parole revoked (A) and after serving the remainder of his/her sentence, is subsequently re-released (B). Logically, this sequence represents two distinct terms:  $[A \rightarrow B \text{ followed by } A \rightarrow B]$ . However, if the admission date for the second B record were recorded as the *original* admission date, this sequence would be grouped as  $[A \rightarrow B \rightarrow B \text{ followed by } A \rightarrow .]$  using the admission date alone.<sup>5</sup> While using the original admission date to describe both release records may be a useful accounting method for correctional systems, it inhibits assembling a term history.

As the above problem illustrates, we cannot simply rely on admission dates alone to identify terms. However, we do not want to simply ignore this information either. Instead, we take additional steps to decipher what this information implies and ultimately integrate this information into our formulation of terms. By grouping together chronologically sorted records that share a common admission date, we create tentative terms that are known to be

<sup>3</sup> We use the inmate identification number (inmate ID) where we have identified this as complete and reliable. If the inmate ID is not available, then we use the inmate's age and sex together with the admission date to identify records that are part of the same recorded history for a single inmate.

<sup>4</sup> The admission dates associated with the B records are the key ingredients to building individual terms. They tell us, for each release record, which admission record (and thus which term) that release should be associated with.

<sup>5</sup> The notation  $[A \rightarrow .]$  denotes an A record that not followed by any record sharing the same admission date.

inaccurate but that are building blocks for identifying correct term records. From the example above, our solution would imply the identification of three separate terms: “A→B”, followed by “A→.”, followed by “.→B”. This does not result in a set of terms that correctly express how we view this inmate’s term history. However, it is *a first step* in the larger process of identifying and validating terms and term histories. From this point, we assess the validity of the proposed terms and make adjustments supported by the data. Before discussing the conversion of tentative term records into final term records, this white paper discusses some other preprocessing steps.

### 2.1.1 Correcting Inmate Identifiers

Occasionally the data indicate that a grouping of A and B records pertain to the same individual, but for some reason these records contain different inmate identifying numbers. We identify these cases by grouping together those records with the same reported admission dates, birthdate and sex for inmates, but *different* inmate IDs. Then, within each group, we reassign records to have the same unique identifier. We use the identifier most commonly associated with the shared birthdate. In cases where more than one identifier is most commonly associated with that birthdate, we choose the first identifier in the group (usually the smallest identifier value based on an ascending sort order). Overall, the need for correcting inmate identifiers is rare.

### 2.1.2 Records Created on the Same Day

Though rare, it is possible for multiple records to have been created on the same day for the same inmate. In cases where these are multiple A records, we retain the first record reported by the state and delete all others. In cases where these are multiple B records, we retain the B record with the earliest admission date, deleting all others. In cases where both A and B records exist, we use the admission date for the B record to assign a chronological structure; if the admission date for the B record occurs before the A record, we count the release as having occurred first. Otherwise if they share an admission date, we count the admission as having occurred first.

### 2.1.3 B Records with No Admission Date

In rare cases, B records are missing admission dates and cannot be linked to terms without imputation. In these cases, we use the admission date of the record that immediately precedes this B record in the chronological ordering of inmate records. We do this regardless of whether the preceding record is itself an admission or release record.<sup>6</sup> There are also some cases where no record precedes the missing information. In these instances we simply leave the admission date as unknown.

<sup>6</sup> It is also possible that an admission record was created for the same day as the record with the missing admission date. In these cases, it is unclear whether the admission preceded or followed the release record. Our solution is to treat the admission record as subsequent to the record where we see that the inmate is incarcerated (according to the census (D) records) between that date and the date of the next recorded movement.

### 2.1.4 More Than Two Consecutive B Records

There are instances, though extremely infrequent, of terms with more than two consecutive release records that share a single, common admission date. The number of these consecutive records can range from three upwards. In a logical ordering of records, these terms appear as,  $A \rightarrow B \rightarrow B \rightarrow \dots \rightarrow B$ ; however it is not totally clear why such a pattern might arise since it clearly defies the logical concept of a prison term. To create tentative terms, we collapse these multiple B records into a single term with one admission record and only two release records: the first and last observed release record. In other words, where there are more than two consecutive release records sharing an admission date, we delete the interior release records.

## 2.2 Categorizing Term Sequences

Once we have established tentative terms (the “*first step*” from 2.1), our next step is to assess the quality of these tentative terms. Our goal is to assess the logical soundness of tentative terms and use suggestive evidence to improve the tentative terms. We do this by implementing a series of diagnostic measures coupled with decision rules to make changes where warranted by the data.

In order to determine if the established terms are sensible, we must look not only at the records that comprise each term, but also the records associated with terms that precede and/or follow a selected term. Consider, as a simple illustration, an individual term where an inmate has only a single admission record and no subsequent release record *sharing that admission date*. The table below depicts a simple conceptualization of this scenario.

**Table 1**

Term	Followed by...
A(1) [ $\rightarrow$ .]	???

The implication is that the offender entered prison on date 1 and has not left prison as of the most recently collected NCRP data. If this accounting is accurate, then the inmate should have no further records, A or B, and thus no further terms (i.e., the “Followed by...” box would be empty). If, however, we find that this inmate has additional terms following the admission record (e.g. a subsequent B record with a different admission date), then the accounting is imprecise and we must consider how this information affects our construction of term histories. Thus in order to examine the validity and reliability of individual terms, it is critical that we look at pairings of terms, or partial term histories, rather than terms in isolation from one another. We call these partial term histories “**term sequences**” and we classify every single term as fitting into one version of a term sequence.

Most term sequences conform easily to a consistent logical structure of admissions and releases. The simplest example is of those consistent terms that are not followed by any records whatsoever.

**Table 2**

Term	Followed by...
A(1) → . .	Nothing
. → B(1,2)	Nothing
A(1) → B(1,2)	Nothing

In addition to the three cases above, other cases also fit into a consistent logical structure. These cases are shown below.

**Table 3**

Term	Followed by...
. → B(1,2)	A(3) → . .
. → B(1,2)	A(3) → B(3,4)
. → B(1,2)	. → B(3,4)
A(1) → B(1,2)	A(3) → . .
A(1) → B(1,2)	A(3) → B(3,4)
A(1) → B(1,2)	. → B(3,4)

Where terms fit into term sequences that represent a consistent logical structure, we refer to these terms as **unambiguous**. That is to say that we consider the accounting of these terms to be fully accurate, such that no corrective action is needed. Some terms are considered unambiguous even where the larger term sequence is missing implied records. For example, the last row of the table above shows that an intervening A(3) record should be present in the sequence (it is implied by the B(3,4) record), though it is clearly missing. Nevertheless, because the A(3) record is implied by the B(3,4) record, and because this implied admission record is subsequent to the B(1,2) record, the term is considered unambiguous. We impute an A(3) record and classify this case as a valid, unambiguous term.

Other term sequences are illogical. We refer to these terms as **ambiguous**, meaning that constructing logical terms requires some corrective action. In short, term sequences with consecutive admissions (either as observed A records or as implied by B records) or

sequences with multiple release records that share admission dates are ambiguous terms. The table below illustrates some common cases of ambiguous terms. For example, the third row of this table shows the case where an A record on date 1 is followed by another A record on date 2. Presumably there should be an intervening B record, however none is observed.

**Table 4**

Term	Followed by...
A(1) → B(1,2)	. → B(1,3)
. → B(1,2)	. → B(1,3)
A(1) → . .	A(2) → . .
A(1) → . .	A(2) → B(2,3)
A(1) → . .	. → B(2,3)

Resolving ambiguous terms in the overall construction of term histories is difficult in part because we cannot distinguish records that reflect true movements into and out of prison from those that do not. We have developed procedures for resolving these ambiguities by examining and comparing data consistency for these cases against that of unambiguous cases.<sup>7</sup> We discuss these procedures in the following sections.

### 2.3 Resolving Ambiguous Terms

In the white paper *Observations on the NCRP* we detailed the overall logic of using D records to resolve ambiguous terms. We do not describe this process here, but we do elaborate on some specific details of the methodology.

The process of resolving ambiguous cases starts with the estimation of a statistic  $Q$ .  $Q$  represents the probability that an inmate will be observed in the D records (on any given day) when that inmate is known to be currently serving a continuous period of incarceration (i.e., known from unambiguous cases). One might expect  $Q$  to equal 1, but that is not true because inmates can be released from prison temporarily, for example, to receive emergency medical attention at a non-prison hospital.  $Q$  is typically a number like 0.975.

<sup>7</sup> The method for resolving ambiguous sequences is provisional. A better method would use information about when offenders entered and exited community supervision. That information would allow us to insert an accurate A record into the sequence  $A \rightarrow B \rightarrow B$  when the explanation for the aberrant  $A \rightarrow B \rightarrow B$  sequence is explained by an intervening term of community supervision. Knowledge about entering and exiting terms of community supervision are not currently available to the NCRP.

$Q$  itself is computed using data across all unambiguous terms and, from a diagnostic perspective, provides the threshold to evaluate whether an inmate is likely in prison on any day during an interval in a term sequence. In principle, if the data were recorded with complete accuracy,  $Q$  would be equal to 1. However in practice, this is seldom true.

We estimate  $Q$  by comparing the number of observed D records to the number of expected D records implied by the term over a span of time. For example, the D records typically comprise the population in prison on December 31. If an offender was known to have spent five years in prison, he or she should appear in five D records from sequential years of reporting to the NCRP.<sup>8</sup>  $Q$  compares our observation of D records for this inmate with the expectation that there should be five D records in all.

Explicitly we calculate  $Q$  as,

$$Q = \frac{\text{Total Observed D Records}}{\text{Total Expected D Records}}$$

$Q$  can be defined for any collection of D records. That means that  $Q$  can be calculated for any sample or subsample of inmates within a state. Consider two examples:

(1)  $Q$  calculated for a single inmate:

Suppose that for an inmate we observe four D records within a term; however, the term itself implies that we should expect five D records. A calculation of  $Q$  for this inmate would be,

$$Q = \frac{4}{5} = 0.80.$$

(2)  $Q$  calculated for a group of two inmates:

Suppose that among two inmates, for one we observe four D records when we expect five, and for the other we observe two D records when we expect three. A calculation of  $Q$  for this group of inmates would be,

$$Q = \frac{4+2}{5+3} = \frac{6}{8} = 0.75$$

In fact we combine the information across all inmates with unambiguous term records to estimate  $Q$ , so we only calculate one single value for  $Q$  that includes all inmates across all unambiguous terms.

We compare this single measure of  $Q$  to multiple (and similar) measures for ambiguous terms, each identified as a value,  $P$ . For ambiguous terms,  $P$  represents the average

<sup>8</sup> D records represent a stock prison population on a given day. However, even within that day, the prison population can change. This example ignores any complications in accounting that arise from instances where inmates are admitted or released on days when D records are created.

probability that an inmate will be recorded in any given D record over a specified interval. It is similar to  $Q$  in that it is calculated as the ratio of observed-to-potential D records; however, unlike  $Q$ , there is no single  $P$  for all ambiguous terms/term sequences. Multiple values of  $P$  are computed, one for each type of ambiguous term/term sequence.

Specifically, a different value for  $P$  is calculated for each of the five ambiguous cases described in Table 4 (and repeated in the table below). For ambiguous cases with consecutive admissions (“A→A→B” as a shorthand notation),  $P$  is calculated based on the interval between admissions. For ambiguous cases with multiple release records sharing admission dates (“A→B→B” as a shorthand notation),  $P$  is calculated on the interval between releases. They are repeated below, with an extra column introducing a new shorthand notation.

**Table 5**

Term	Followed by...	Shorthand
A(1) → B(1,2)	. → B(1,3)	A→B→B
. → B(1,2)	. → B(1,3)	A→B→B
A(1) → . .	A(2) → . .	A→A→B
A(1) → . .	A(2) → B(2,3)	A→A→B
A(1) → . .	. → B(2,3)	A→A→B

By comparing  $P$  to  $Q$ , we can evaluate whether an inmate was most likely continuously incarcerated over a specified interval. In principle,

If  $P \geq Q$ , then an inmate is arguably present throughout a specified interval. The simple solution to adjusting the ambiguous case is to drop the middle record. In cases of A→A→B, the middle A record is dropped, and in cases of A→B→B the middle B record is dropped.

If  $P < Q$ , then an inmate is arguably absent *at some point* during a specified interval. The implication is that there is a missing record in the term or sequence, and a new record (and record date) needs to be introduced. In the case of A→A→B, we impute a release record, so that we are left with two distinct terms, A→[B] & A→B. We impute the date of this release record as follows: Let  $d_{A1}$  be the admission date for the first A record and let  $d_{A2}$  be the admission date for the second A record. Then the release date for the imputed  $B_1$  record is,

$$[1] d_{B1} = d_{A1} + (P)(d_{A2} - d_{A1})$$

In the case of A→B→B, we impute an admission record, so that we are left with two distinct terms, A→B & [A]→B. We impute the date of this admission record as

follows: Let  $d_{B1}$  be the release date for the first B record and let  $d_{B2}$  be the release date for the second B record. Then the admission date for the imputed  $A_2$  record is,

$$[2] \quad d_{A2} = d_{B1} + (1 - P)(d_{B2} - d_{B1})$$

Equations [1] and [2] above depict the general formulas for imputation, however, in practice we compute (and use) separate values of  $P$  (i.e.,  $P_1, P_2, \dots, P_j$ ) for subgroups of inmates within an ambiguous case where these subgroups are defined according to the number of potential D records spanned along the interval over which  $P$  is calculated. Specifically,  $P_1$  is calculated for inmates whose interval spans exactly 1 D record,  $P_2$  for those whose interval spans exactly 2 D records,  $P_3$  for those whose interval spans exactly 3 D records, etc. There are also inmates whose interval does not overlap any D records. For this group no calculation ( $P_0$ ) can be performed since the denominator of  $P$  for this subgroup must be zero. As a result, we use  $P_1$  in performing imputations for this subgroup.

The justification for this imputation procedure may seem obscure, however we emphasize that a sensible process is needed in order to avoid making gross errors. The current methodology is provisional and alternative procedures could be used. We envision that future imputations will be improved with the eventual availability of terms spent on community supervision. Nevertheless, the current procedure has two characteristics:

- It probably overstates the number of unique admissions and releases that occur during the term history, but
- It is intended to be neutral with respect to the amount of time that an offender spends in prison.

Although evidence is uncertain, it appears that most of the  $A \rightarrow B \rightarrow B$  sequences result from parole releases where the state (1) reports no new admission record following a revocation and (2) assigns the original admission date to the second release record. The imputation procedure will correctly impute missing A records in this instance. Even when the imputation procedure makes mistakes, the error introduced is likely to be modest since most terms are unambiguous.<sup>9</sup> We note here that Appendix A provides a useful, high-level summary of the various terms we identify in the data, a range of the typical frequency with which these terms appear across states and an annotated description of the rule(s) for imputations we apply in these cases.<sup>10</sup>

<sup>9</sup> As of now, evidence suggests that the proportion of unambiguous terms in a typical state is between 88 – 98% of all terms identified from the A and B records.

<sup>10</sup> The distributions reported in this appendix are subject to change as more data become available.



### 3. Refining Term Histories

Once we have identified, classified, and resolved terms using the decision making principles outlined above, we are left with fully described term histories. However, these histories contain inaccuracies, some of which were introduced by the earlier decision rules. We take additional steps to inspect term histories and make necessary refinements.

#### 3.1 Overlapping Terms

Terms sometimes overlap. For example, consider two terms recorded as  $A(1) \rightarrow B(1,3)$  and  $A(2) \rightarrow B(2,4)$ . This may be a legitimate sequence representing a *sentence* that starts on day 1 and ends on day 3, and a *separate sentence* that begins on day 2 and ends on day 4, however, for us this results in an inconsistent term history. Thus where terms overlap, corrective action is needed to construct consistent term histories.

Where we see multiple unambiguous terms overlapping, we collapse these terms together into a single (combined) term (see Section 5.0). However, if one of these terms is ambiguous, specific rules must be introduced to ensure that sensible steps are taken in light of possible imputations produced by earlier processes. There are two cases where we introduce refinements of the earlier processes:

- The case  $A(1) \rightarrow B(1,2) \dots A(3) \dots B(1,4)$  becomes,  
 $A(1) \rightarrow B(1,2) \dots A(3) \rightarrow B(3,4)$ , where an imputation is done for  $A(3) \dots B(1,4)$
- The case  $A(1) \dots A(2) \dots B(1,3)$  becomes  $A(1) \rightarrow B(1,3)$  where  $A(2)$  is dropped

#### 3.2 Admission Observed Last

For many term histories, we observe the last record in a term history as an admission record with no observed release. Such a term implies that an inmate is currently incarcerated, and in the vast majority of cases this is true. Occasionally however, inmates who are observed to be currently incarcerated have actually been released and for some unknown reason they lack a release record indicating that release. Although rare, these anomalies introduce disproportionate biases into the term file. This is because inmates who are missing this final release record continue to be mistakenly identified as present in the prison population indefinitely into the future. The consequence is that over time, the size of the true prison population is progressively overstated.

To correct this false accumulation of inmates, we take the additional step of tracking D records for inmates who have not yet been released according to B record accounting, and examine the last reported set of D records to confirm the continued incarceration of those inmates. If an inmate appears in this set of records, we consider the term accurate and no imputation is needed. An inmate missing in the last set of reported D records implies the

release of that inmate since their last admission. Thus, we impute a release date. To do so, we search backward in time through the previous D records, up to the date of the last admission, in order to find the most recent D record reported for that inmate. Once identified, we impute a release date that randomly lies in between the date of the most recent D record and the date of the next set of D records. Explicitly, we impute a release date ( $d_B$ ) for each inmate such that,

$$[3] \quad d_B = (d_{D1} + 1) + (r)(d_{D2} - d_{D1})$$

where,

$r$  = a randomly generated number on the interval from  $[0,1]$ ,

$d_{D1}$  = is the date of the latest observed D record for an inmate, and

$d_{D2}$  = is the date of the next reported set of D records, following  $d_{D1}$ .

In the event that we find **no** D records after the last admission date, we simply impute a release date that is 30 days after the admission date.

### 3.3 Release Observed First

Often a release record with no observed admission record is the first observed record either because the admission took place before the reporting period or because of missing data. In most cases we simply take the admission date associated with the B record as the true admission date. However, in cases where the admission date is missing or inaccurately reported, we again must take corrective action to minimize distortions of prison population counts. On one hand, if the reported admission date comes *before* the true admission, then the presence of an inmate is reported falsely, leading to an overcount of inmates. On the other hand, if the reported admission date comes *after* the true admission, then the absence of an inmate is reported falsely, leading to an undercount of inmates. In this section we discuss our imputation for reducing the likelihood of overcounting inmates. For the discussion of how we deal with undercounting of cases, see the Section 4.1.3, *Peripheral D Records*.

To minimize distortions of population counts, we again take the additional step using D records to assess whether the admission date is supported by the data. We begin by looking at the first reported set of D records after the reported admission date.<sup>11</sup> If an inmate appears in this set of records, we consider the term accurate and needing no imputation.<sup>12</sup> If however an inmate is missing in this first set of D records, we search forward in time through the subsequent D records, up to the date of the first release, to find the earliest D record reported for that inmate. Once we have identified this record, we impute an admission date that lies

<sup>11</sup> For missing admission dates, we simply look at the first set of reported D records.

<sup>12</sup> If an inmate is present in the first set of reported D records **and** they have a missing admission date, we cannot impute a reasonable admission date. Thus the start of their term remains treated as “unknown”.

randomly in between the date of the earliest D record and the date of the next set of D records reported. Explicitly, we impute an admission date ( $d_A$ ) for each inmate such that:

$$[4] \quad d_A = (d_{D1} + 1) + (r)(d_{D2} - d_{D1})$$

where,

$r$  = a randomly generated number on the interval from  $[0,1]$ ,

$d_{D1}$  = is the date of the earliest observed D record for an inmate, and

$d_{D2}$  = is the date of the next reported set of D records, following  $d_{D1}$ .

In the event that we find **no** D records before the first release date and after the implied admission date, we simply impute an admission date 30 days prior to the release date.

### 3.4 Partially Unreported Terms

Ambiguous term sequences arise for one of two reasons. The first is that the data reported by the state are complete, but logically inconsistent. For these cases we have discussed the decision rules implemented to resolve ambiguous terms. The second reason is that states sometimes have gaps in reporting records for some, but not all, years. The result is that omitted records create the appearance of ambiguous terms in the identification of term sequences. We discuss these cases and our approach for resolving them in this section.

Problematic terms manifest in two ways. The first is that some terms are only partially reported. There are two variations of this problem: (1) an A record appears with no B record; the B record was generated in a year where no data was reported, and (2) a B record appears with no A record; the A record was generated in a year where no data was reported. These partially reported terms are the subject of this section. The second manifestation is where no A or B records for a term are ever observed, because both the A and the B records were generated in years where no data was reported. We discuss these terms in the Section 4.0, and do not discuss them further here.

The best way to handle missing data is obvious: request the missing data from the states. The NCRP team has implemented this strategy. But when a state is unable to provide historical data, the solution requires imputation.

Dealing with ambiguous terms that result from partially reported terms requires that we introduce additional rules for imputation. Consider first the case of a B record with no accompanying A record. This case is the simplest and requires no new imputations, since the admission date is included as part of the B record. We simply use this admission date as the start date for this term and move on to the next term sequence. The case where we observe an A record without an accompanying B record is more problematic. We do not necessarily

want to treat this case as ambiguous, if we can determine that the release occurred in a year where B records were missing.

Again we use the D records to inform imputations. We identify those ambiguous cases where the release occurred in a year where B records were missing by looking at the D records before and during each gap in reporting, moving forward through time. Where we find that an inmate exits the prison population in one of these unreported years, we impute a release for them in the first year they exited. We impute this date using an expression similar to [3] from earlier, such that,

$$[5] d_B = (d_{D1} + 1) + (r)(d_{D2} - d_{D1})$$

where,

$r$  = a randomly generated number on the interval from  $[0,1]$ ,

$d_{D1}$  = is the date of the latest observed D record before they exited, and

$d_{D2}$  = is the date of the reported set of D records in the year they exited, following  $d_{D1}$ .

### 3.5 An Alternative Imputation Strategy

The imputation strategies described in the previous three sections applies a uniform random number to assign an admission or release date when one is unknown. This should produce acceptable statistics because most terms are unambiguous and when the random number is applied, it should yield time-served estimates that are correct on average. A better procedure would apply imputations based on an analysis of time served. Then the admission date or release date would be imputed based on the time served analysis. We have not implemented this solution.

## 4. Supplementing Term Histories

The identifications, imputations and refinements discussed above have all involved terms that we observe either completely or partially through reports of A and B records as supplemented with D records. However there are other terms that we do not directly observe in any A or B records. These terms result for one of two reasons: (1) both admissions and releases occur during periods of time where the state does not report A and B records, i.e. the “gaps-in-reporting” problem, or (2) A and B records occur during periods where the state *did* report records, however these records are simply not reported. We call these **invisible terms**. In both of these cases however, the presence (or lack) of D records allows us to at least partially identify these terms. As a result we use D records along with reasonable imputations to augment term histories to include these invisible terms.

## 4.1 Invisible Terms with D Records

For some inmates, no A or B records are ever observed in the data, yet the D records show us that at least one term must exist. For other inmates, the D records reveal the presence of invisible terms that are part of a larger term history. Further, these invisible terms may lie at the beginning or end of a term history (we call these **peripheral**), or they may lie between observed terms (we call these **nested**). Each of these cases changes the way we think about the information in a term history, and thus how we handle the introduction of invisible terms.

### 4.1.1 Only D Records

For some inmates, we never observe an A or B record; term histories exist but are invisible. The most obvious case is an inmate who entered prison prior to the reporting period and remained in prison at the end of the reporting period. Naturally however, these inmates must have entered prison at some point, otherwise we would not observe them in the data (through the D records). We identify inmates with D records and no other recorded movements as those with invisible terms, and create a term history for these inmates using information from the D records.

We start by treating all of the D records for each inmate as part of the same initial admission (according to the first non-missing admission date observed in the D records), and thus part of the same single (invisible) term.<sup>13</sup> To impute admission dates, we first locate the earliest D record for an inmate to identify where they “enter” the data according to the D records. From this date, we apply the following rules:

1. If the earliest D record that we *actually* observe is the same as the earliest D record we *expect* to observe according to the admission date in the D record, then use the admission date as the term start date.
2. Otherwise, we ignore the reported admission date and impute the start of the term by choosing a date at random between the date of the earliest observed D record and the date of the preceding set of reported D records. Formally, we compute this imputation as,

<sup>13</sup> We argue that this is a sensible approach for several reasons. The first is that the admission dates recorded with the D records are of questionable reliability. It is not uncommon to for some states to report admission dates in D records that reflect the first admission in an inmate’s entire history. Secondly, if multiple D records do show different admission dates, and this change reflects a true movement, then we should observe both a B record for the exit and an A record for the return. However, we argue that, in general, it is highly unlikely that a state would fail to report both of these events where a movement takes place. Finally, it’s when the time span of reported records is very long that this assumption becomes questionable. However, we argue that the number of cases that fall into this group when the time span of records is lengthy is a trivial number. Inaccuracy in our assumption cannot significantly adversely affect the final term-level datafile.

$$[6] d_A = (d_{D0} + 1) + (r)(d_{D1} - d_{D0})$$

where,

$r$  = a randomly generated number on the interval from [0,1],

$d_{D1}$  = is the date of the earliest observed D record for an inmate, and

$d_{D0}$  = is the date of the reported set of D records immediately preceding  $d_{D1}$ .

To impute release dates, we locate the latest D record for an inmate and identify where they “exit” the data according to the D records. From this date, we apply the following rules:

1. If the latest D record that we *actually* observe is the last D record we can *possibly* observe, then we leave the term end date as ongoing (i.e., blank).
2. Otherwise, we impute a release date between the date of the last observed D record and the date of the next reported D record. This imputation is identical to the one used in equation [3] from earlier,

$$[7] d_B = (d_{D1} + 1) + (r)(d_{D2} - d_{D1})$$

where,

$r$  = a randomly generated number on the interval from [0,1],

$d_{D1}$  = is the date of the latest observed D record for an inmate, and

$d_{D2}$  = is the date of the next reported set of D records, following  $d_{D1}$ .

#### 4.1.2 Nested D Records

Some inmates, like those above, have D records that stand alone, with no other associated term history. Other inmates though have D records that appear alongside other terms, but for which the logical structure of admission and releases in their term history does not appear to explain the presence of the D records. As an illustration, consider an inmate with an observed term history like the one below:

**Table 6**

	2002		2003		2004		2005	
	A(1)	D(·)	B(1,2)	D(·)	A(3)	D(·)	B(3,4)	

The D records located within A(1) → B(1,2) and A(3) → B(3,4) are accurate and sensible. However, another D record (in the middle) inexplicably appears between the B(1,2) and A(3) records. It is not clear what this extraneous record represents though it is clearly inconsistent with the logic of the reported records. We call D records that appear between terms, nested D

records.<sup>14</sup> We take steps to resolve these cases; however, we exclude cases where nested D records result from another imputation process used earlier. We do this to preserve the integrity and validity of the imputations already adopted.

In order to reconcile nested D records we must take one of two actions. One action is to impute an entire additional term (admission and release) that encompasses the nested D record(s). Another action would be to alter the release and/or admission dates of the existing terms so that they encompass the nested D record(s). Which action we take depends on whether the nested D records are reported consistently (or continuously) at every possible interval between the two terms. That is to say that, if we observe a nested D record each time it is possible to observe a D record between two given terms, then we believe that no time away from prison actually took place.<sup>15</sup> Our solution in this case is to combine the two existing terms by dropping the release from the first term and dropping the admission from the second term. So for the example above, since a nested D record appears every time it is possible for a D record to appear (only once in this example), we combine the individual terms  $A(1) \rightarrow B(1,2)$  and  $A(3) \rightarrow B(3,4)$  into one continuous term in prison,  $A(1) \rightarrow B(1,4)$ .

However, sometime we do not observe a nested D record for each set of D records reported on the interval between terms. Table 7 below shows an example of this:

**Table 7**

	2002		2003		2004		2005		2006	
	B(1,2)			D(·)		D(·)			A(3)	

In this table, D records do not appear on the intervals between 2002/03 and 2005/06. As a result we do not consider the prison stay to be continuous. In this case, we take the step of imputing an additional, intermediary term. The imputation process here follows the similar steps as for inmates with only D records, with one primary difference. In this case, D records are only evaluated on the interval between terms, rather than on the entire interval of all reported years. To impute term admission dates, we examine the admission date of the earliest reported D record on the interval between terms. Then,

1. if the admission date is equal to or earlier than the date of the B record for the first term, we drop that release record.
2. otherwise we introduce a new term that start on the admission date reported in the D record.

<sup>14</sup> We ignore any difficulties created by D records that occur on the same day as a release. We argue that this can reflect a consistent accounting.

<sup>15</sup> We argue that, in general, it is unlikely that a state fails to report both an admission *and* release given that both truly occurred.

To impute release dates, we locate the latest D record on the interval. From this date, we impute a release date by selecting a date at random that lies between the date we are using and the date of either (a) the following D record or (b) the A record of the second term, whichever comes first. This imputation is identical to the one used in equation [7] from earlier.

Finally, if after the imputation process for creating new terms,

1. no possible D records can be observed between the B record for the first term and the admission date for the new term, then these terms are combined by dropping the B record and imputed A record altogether.
2. no possible D records can be observed between the A record for the second term and the release date for the new term, then these terms are combined by dropping the A record and imputed B record altogether.

#### 4.1.3 Peripheral D Records

Similar to nested D records, some inmates have D records that precede or follow terms in a larger term history. We call these D records peripheral because they either begin a history or conclude it. But like with nested D records, we must resolve peripheral records to create logically consistent term histories. Failure to integrate these records will lead to an undercount of inmate populations like the one described in Section 3.3. Fortunately the imputation process here follows exactly the same process as outlined for nested D records, except that instead of defining the boundaries of the interval using B and A records from other terms, we substitute the boundaries as constrained by the reporting period for states. For peripheral D records that precede a term history, the boundaries of the interval are defined by the first day that records are reported up to the first reported A record. For peripheral D records that follow a term history, the interval is defined by the last B record, up to the end of the reporting period. Using these redefined intervals, we perform the same steps and imputations as with nested D records.

Where we observe every potential peripheral D record on an interval, we treat this as if no time has been spent away from prison. Tables 8 and 9 below illustrate these cases. Table 8 shows peripheral D records that precede the start of a term history, and Table 9 shows D records that follow the end of a term history.

**Table 8**

1999		2000		2001		2005	
	D(·)		D(·)	A(1)	D(·)		D(·)



**Table 9**

	2006		2007		2008		2009	
D(·)		D(·)	B(1,2)	D(·)		D(·)		D(·)

For preceding D records (Table 8), we drop the following A record in favor of the admission date in the D records. For following D records (Table 9), we drop the preceding B record and treat the term as ongoing (i.e., blank).

Where we do not observe every potential peripheral D record on an interval, we do not treat the prison stay as continuous and, instead, impute an additional term. Tables 10 and 11 below illustrate these cases. Table 10 shows peripheral D records that precede the start of a term history, and Table 11 shows D records that follow the end of a term history.

**Table 10**

<b>1999</b>		<b>2000</b>		<b>2001</b>		<b>2005</b>	
	D(·)			A(1)	D(·)		D(·)

**Table 11**

	2006		2007		2008		2009	
D(·)		D(·)	B(1,2)					D(·)

To impute term admission dates, we identify the admission date of the earliest reported D record on the interval between terms. For preceding D records, we simply use the recorded admission date. For following D records,

1. if the admission date is equal to or earlier than the date of the B record for the first term, we drop that release record.
2. otherwise we introduce a new term that start on the admission date reported in the D record.

To impute release dates, we identify the latest D record on the interval. From this date, we impute a release date by selecting a date at random that lies between the date we are using and the date of either (a) the following reported set of D records, or (b) the A record of the second term, whichever comes first. This imputation is identical for both types of peripheral records and simply uses equation [7] from above. Also, if the latest D record that we *actually* observe is the last D record we can *possibly* observe, then we leave the term end date as ongoing (i.e., blank).

Finally, if after the imputation process possible D records can be observed between created and observed terms, for either case, then we combine terms by dropping the appropriate records.

## 4.2 Invisible Terms without D Records

Sometimes terms exist but we cannot see any A, B or D records. Consider the example of a state that reports A, B and D records in 2002, and again in 2004, but does not report any records for 2003. In this scenario, we would not be able to observe those inmates who were both admitted and released in 2003, though such inmates most likely exist. Where we see gaps in reporting, our first step is to contact the state and request the missing data. In the event the state cannot provide those data, we impute these terms. Our overall approach is to sample from other parts of the data to create a reasonable approximation for how the missing data would appear on average. We start with the assumption that terms in the periods immediately before and after the gap are similar in nature to those missing terms. We use the characteristics of these observable terms to describe the nature and frequency of invisible terms within the gap. More explicitly, we take the following steps:

1. Characterize those terms that we cannot identify. In the above example, these are terms that begin and end in a single calendar/reporting year.
2. Identify and isolate two pools of characteristically similar terms. The first pool should use terms for a similarly-sized period immediately before the gap; in this example, this would be terms that begin and end in 2002. The second pool should use terms for a similarly-sized period immediately after the gap; in this example, these are terms that begin and end in 2004.
3. Identify each period ( $i$ ) that occurs between the two pools. In this example, one period exists ( $i = 1$ ) between the two pools—the year 2003. Denote the total number of periods as  $P$ .
4. Assemble new groups of terms for each period ( $i$ ) by randomly selecting a proportion of terms ( $\omega_i$ ) from pool 1, and a proportion of terms ( $1 - \omega_i$ ) from pool 2, where

$$\omega_i = i/(1 + P), \text{ for each } i \in [1, P].$$

These new groups will augment the existing term-level dataset.

5. Translate the term admission and release dates of the selected groups so that they begin and end in the unobserved period, rather than the period in which they were originally observed. To do this, simply add days ( $D_{ij}$ ) to each date within terms in period  $i$  that were selected from pool  $j$ , where,

$$D_{ij} = (\text{Start date of period } i) - (\text{Start date of pool } j)$$

In this context of the example, this amounts to simply adjusting the year of the admission/release.

6. Finally, append these new terms to the final term-level datafile. Again, these new terms are not meant to replace the terms from pools 1 and 2 that are already in the final dataset, they simply augment the data.

## 5. Final Adjustments

After the processes and imputations described above have been applied, there may be residual inconsistencies in terms histories. The first problem is that term histories may contain individual (even unambiguous) terms that overlap in time—a new admission occurs before the prior term has ended. The second problem is that terms may indicate that a release happened before an admission—a clearly erroneous result. Such errors happen rarely and, as such, have minimal effect on statistics. Nevertheless we take some final steps to resolve these errors. Where the data indicate that terms overlap, and these terms seem sensible, we combine them into a single, continuous term. We delete terms where releases occur before admissions.

## 6. Verifying Results – Replicating Prison Stocks

Our last step prior to finalization of the term-level dataset is to assess the validity of the data by comparing prison stocks implied by the constructed term records with prison stocks reported on the D records. In effect, we use the constructed term records to generate an estimate of prison stocks. We then compare this estimate of prison stocks with the actual prison stocks reported on the D records. Because offenders are sometimes temporarily absent from prison when the state assembles D records, the comparison is never exact but it should be within a few percentage points.

Conducting this comparison enables two essential insights into the validity of the constructed terms. First, we the constructed terms may significantly over or under reports prison stocks. Where there is considerable variance, we investigate collaboratively with the state about the data collection and reporting process for NCRP to identify sources of this variance. The algorithm described in this paper is partly a result of developing rules to make the flow of prison admissions and released conform with the stock. Sometimes the iterative procedure caused us to diagnose and correct problems with A, B or D records. In this regard the algorithm described in this paper was empirically informed.

Second, we verify that the estimated prison stocks from the imputed terms follow similar trends over time to that of the reported D records. This helps ensure that, while population estimates may differ by amount, the overall prison population trends mirror each other. Should the stock estimates from the time-series suggest a trend significantly different from

the stock trends of the reported D records, we reassess the term record assembly and investigate systemic differences in the data.

## **7. Technical Notes**

Variable information in term cases is taken from the first occurring A record. If no A record is present, then it is taken from the first occurring B record. Thus, if intermediate B records with slightly differing variable information are dropped while resolving a term sequence, so too are these differences.

## 8. Quick Reference Guide

Term or Case	Rule imposed	Imputation	Proportion of all terms reported from A & B records
Unambiguous	None		88 – 98%
Ambiguous			2 – 12%
A→B→B	Drop middle record or impute middle admission	$d_{A2} = d_{B1} + (1 - P)(d_{B2} - d_{B1})$	< 10%
A→A→B	Drop middle record or impute middle release	$d_{B1} = d_{A1} + (P)(d_{A2} - d_{A1})$	< 5%
Overlapping Terms			< 2%
Unambiguous	Combine Terms	Start = min(A), End = max(B)	< 1%
Ambiguous	Impose refinements	<p>A(1) → B(1,2)...A(3) ...B(1,4) becomes, A(1) → B(1,2)...A(3) → B(3,4), where an imputation is done for A(3)...B(1,4)</p> <p>A(1)...A(2)...B(1,3) becomes A(1) → B(1,3) where A(2) is dropped</p>	< 2%

<b>Term or Case</b>	<b>Rule imposed</b>	<b>Imputation</b>	<b>Proportion of all terms reported from A &amp; B records</b>
Admission Observed Last	Impute release if inmate is absent in final stock	$d_B = (d_{D1} + 1) + (r)(d_{D2} - d_{D1})$ if any D exists, and Release = (Admission + 30) if no D exists	< 1% with imputations
Release Observed First	Impute admission if inmate is absent in initial stock	$d_A = (d_{D1} + 1) + (r)(d_{D2} - d_{D1})$ if any D exists, and Admission = (Release - 30) if no D exists	< 1% with imputations
Partially Unreported Terms			0% in 95% of states
A with no B	Impute release between the last observed D and the first missing D	$d_B = (d_{D1} + 1) + (r)(d_{D2} - d_{D1})$	0% in 95% of states
B with no A	None	Use admission date from B record	0% in 95% of states
Invisible Terms			< 2% - 3%
Only D Records	Repeat steps from rows 8 and 9	See rows 8 and 9 in this table.	< 2%
Nested			< 1%
Continuous	Combine Terms	Drop the preceding release and following admission dates	< 1%
Not continuous	Impute admission and release dates	Impute an admission date using the date from D record. Impute a release record as in row 11.	< 1%

<b>Term or Case</b>	<b>Rule imposed</b>	<b>Imputation</b>	<b>Proportion of all terms reported from A &amp; B records</b>
Peripheral			< 1%
Continuous	Combine Terms and impute a new admission/release date	Either drop the preceding release and impute a new release as in row 11, or drop the following admission and impute a new admission using the date from D record.	< 1%
Not continuous	Repeat steps from row 17	See row 17 in this table.	< 1%
No D records (i.e., where gaps in reporting exist)	Impute terms through a sampling process	See Section 4.2	0% in 95% of states

## **APPENDIX D:**

### **Example of state corrections fact sheet**



# MASSACHUSETTS<sup>1</sup>

## SENTENCING

<b>Determinacy:</b>	Indeterminate <sup>2</sup>	<b>Adoption Date:</b>	
<b>Time Served Requirements:</b>	As of 2002, Massachusetts was one of nine states that requires offenders to serve 100 percent of their minimum term imposed. <sup>3</sup>		
	<b>PAROLE ELIGIBILITY:</b> <sup>4</sup>		
	<ul style="list-style-type: none"><li>• For those defendants sentenced to state prison, <b>parole eligibility is established at the minimum sentence</b> and final release is established at the maximum sentence.<ul style="list-style-type: none"><li>➤ A common sentencing practice is the imposition of state prison sentences with a difference between the minimum and maximum sentence of one day, a sentence which precludes parole consideration.</li></ul></li><li>• For those defendants sentenced to a house of correction, parole eligibility is established at one-half of the sentence length.<ul style="list-style-type: none"><li>➤ In general, those defendants with a sentence of 60 days or more are eligible for consideration for parole release.</li></ul></li></ul>		
	<b>POST-RELEASE PROBATION SUPERVISION:</b> <sup>5</sup>		
	<ul style="list-style-type: none"><li>• When imposing a sentence, a judge may sentence the defendant to both a term of incarceration and a term of post-release probation supervision.</li><li>• This can be accomplished for most defendants through the use of split sentences or from &amp; after probation sentences (type of split sentence).<ul style="list-style-type: none"><li>➤ Prior to truth-in-sentencing reform, judges could impose state prison / split sentences or house of correction / split sentences.</li><li>➤ Subsequent to truth-in-sentencing reform, state prison / split sentences are no longer available as a sentencing option.</li><li>➤ Currently, in the case of a defendant convicted of a single charge, a judge may be able to impose a house of correction / split sentence; and, in the case of a defendant convicted of multiple charges, a judge may impose a sentence of incarceration on one charge and a sentence to from &amp; after probation on a second charge.</li></ul></li></ul>		
	<b>GOOD TIME:</b> <sup>6</sup>		
	<ul style="list-style-type: none"><li>• An inmate may earn good time for satisfactory performance related to a work assignment, educational or vocational program, or other program or activity as approved by the Associate Commissioner of Re-entry and Reintegration.<ul style="list-style-type: none"><li>➤ Work Assignments. Deductions totaling not more than 2.5 days per month may be granted to an inmate who is involved in one or more approved work assignment(s).</li><li>➤ Educational or Vocational Programs. Deductions totaling not more than 2.5 days per month may be granted to an inmate who is involved in one or more approved educational or vocational program(s).</li><li>➤ Activities. Deductions totaling not more than 2.5 days per month may be granted to an inmate who is involved in one or more approved activities as approved by the Associate Commissioner of Re-entry and Reintegration.</li></ul></li><li>• MGL c. 127 Section 129D<sup>7</sup>. Work, educational, vocational training and rehabilitation programs; deduction of sentence for good conduct; reduction of good conduct credit for abuse of judicial process.<ul style="list-style-type: none"><li>➤ For the satisfactory conduct of a prisoner while confined at a correctional institution of the commonwealth, or any jail or house of correction, but working at a state hospital or</li></ul></li></ul>		

<sup>1</sup> The information in this fact sheet has been assembled from public sources (referenced throughout the document), and some of this information has been updated by the Department. We will update this fact sheet as we get new information.

<sup>2</sup> <http://www.ncjrs.gov/pdffiles1/nij/grants/213003.pdf>

<sup>3</sup> <http://www.ncjrs.gov/pdffiles1/nij/grants/213003.pdf>

<sup>4</sup> <http://www.mass.gov/courts/admin/sentcomm/fy2010survey.pdf>

<sup>5</sup> <http://www.mass.gov/courts/admin/sentcomm/fy2010survey.pdf>

<sup>6</sup> <http://www.ct.gov/doc/lib/doc/pdf/pdfreport/negoodtimeguidelines.pdf>

<sup>7</sup> <http://www.malegislature.gov/Laws/GeneralLaws/PartI/TitleXVIII/Chapter127/Section129D>

	<p>state school, satisfactory completion of an educational program leading to the award of a high school equivalency certificate, satisfactory performance of said prisoner in completion of any other educational sequence or any vocational training program established within or without the institution, satisfactory performance of said inmate when he is employed on work-release or in a prison industry, or satisfactory performance of said inmates in any other program or activity which the superintendent of the institution shall deem valuable to said prisoner’s rehabilitation, the commissioner may grant, in addition to the deductions of sentence provided under sections one hundred and twenty-nine and one hundred and twenty-nine C, <b>a further deduction of sentence of not more than two and one-half days per program or activity for each month while said prisoner is working in a state hospital or school, on work-release or working in a prison industry, or partaking in any of the said programs or activities as aforesaid; provided, however, that in no event shall said deductions exceed a maximum monthly total of seven and one-half days.</b> Such further deduction of sentence shall be added to any deduction to which the prisoner is entitled under said sections one hundred and twenty-nine and one hundred and twenty-nine C for reducing the term of imprisonment by deduction from the maximum term for which he may be held under his sentence or sentences, and for reducing from the minimum term of the sentence or sentences the good conduct credits earned under this section for parole eligibility as provided under section one hundred and thirty-three.</p> <ul style="list-style-type: none"> <li>• MGL c.127 Section 129C.<sup>8</sup> Confinement in prison camp; deduction of sentence for good conduct.             <ul style="list-style-type: none"> <li>➤ For the satisfactory conduct of a prisoner confined in a prison camp, the commissioner may grant, in addition to the deductions of sentence provided under section one hundred and twenty-nine, a further deduction of sentence of not more than two and one half days for each month while confined in a prison camp. Such further deduction of sentence shall be added to any deduction to which the prisoner is entitled under section one hundred and twenty-nine for computing the minimum term of sentence for release on parole as authorized by section one hundred and thirty-three, or for reducing the term of imprisonment by deduction from the maximum term for which he may be held under his sentence or sentences. A prisoner whose term of imprisonment is reduced shall receive from the commissioner a certificate of discharge on the date which has been determined by such additional deduction from the maximum term of his sentence or sentences.</li> </ul> </li> </ul>
<p><b>Habitual Offender Laws (HOL):</b></p>	<p>MGL c.279 Section 25. Punishment of habitual criminals<sup>9</sup></p> <ul style="list-style-type: none"> <li>• Whoever has been twice convicted of crime and sentenced and committed to prison in this or another state, or once in this and once or more in another state, for terms of not less than three years each, and does not show that he has been pardoned for either crime on the ground that he was innocent, shall, upon conviction of a felony, be considered an habitual criminal and be punished by imprisonment in the state prison for the maximum term provided by law as a penalty for the felony for which he is then to be sentenced.</li> </ul>
<p><b>Prison v. Jail:</b></p>	<p>JAIL:</p> <ul style="list-style-type: none"> <li>• MGL c.126 Section 4. Jails;purposes.<sup>10</sup> <ul style="list-style-type: none"> <li>➤ Jails shall be used for the detention of persons charged with crime and committed for trial, committed to secure their attendance as witnesses upon the trial of criminal causes, committed pursuant to a sentence upon conviction of crime or for any cause authorized by law, or detained or committed by the courts of the United States.</li> <li>➤ Jails may also be used for the detention of persons arrested without a warrant and not admitted to bail pending appearance before the district court, provided that no adequately equipped lock-up established in accordance with the provisions of section thirty-four of chapter forty is available for the detention of such person.</li> </ul> </li> </ul>

<sup>8</sup> <http://www.malegislature.gov/Laws/GeneralLaws/PartI/TitleXVIII/Chapter127/Section129C>

<sup>9</sup> <http://www.malegislature.gov/Laws/GeneralLaws/PartIV/TitleII/Chapter279/Section25>

<sup>10</sup> <http://law.onecle.com/massachusetts/126/4.html>

## MASSACHUSETTS<sup>1</sup>

- A jail is usually run by the County Sheriff.<sup>11</sup>

### HOUSES OF CORRECTION:

- A House of Correction is a county correctional facility run by the County Sheriff to house convicted offenders who are sentenced for less than 2 1/2 years per charge or for crimes which the law considers less serious, misdemeanor crimes.<sup>12</sup>
- Sentences to houses of correction do not have a minimum sentence and can range from one day up to thirty months.<sup>13</sup>

### STATE PRISON:<sup>14</sup>

- A State Prison is a correctional facility run by the Department of Correction to house convicted offenders who are sentenced to terms of 2 1/2 years or longer per charge or for crimes which the law determines to be more serious, usually a felony.
- In some cases, if a defendant is sentenced to less than 2 1/2 years but has previously served time for a felony, that defendant will be housed in the state prison rather than the house of correction.
- Sentences to state prison do not have a minimum and the maximum is life without the possibility of parole (the mandatory sentence for First Degree Murder).

### ***Notable Sentencing Laws/ Structures:***

#### MANDATORY SENTENCES:<sup>15,16</sup>

- Mandatory sentences are those sentences to incarceration where the statutory penalty provisions preclude the judge from imposing any sentence other than incarceration.
- Statutory penalty provisions for these offenses provide for a mandatory term of incarceration in a house of correction or the DOC.
- The Massachusetts Sentencing Commission established three general categories of offenses with mandatory minimum sentences that are addressed in the legislation - firearms offenses, OUI offenses, and drug offenses.
  - Firearms and OUI (Operating Under the Influence) Offenses. The sentencing guidelines legislation does not permit departures below the mandatory minimum terms for firearms offenses or for OUI offenses, with the exception that long term residential alcohol treatment programs, approved by the Office of Community Corrections, would be available as intermediate sanctions for OUI offenders up to the third OUI conviction.
  - Drug Offenses. The legislation provides for a limited exception with respect to mandatory sentencing for drug offenses.
- In FY2010, mandatory sentences were most frequently imposed for motor vehicle offenses (Operating Under the Influence), drug offenses, and weapons offenses.
  - Less frequently, mandatory sentences were imposed for person, property, sex, and public order offenses.

## PRISON ADMISSIONS

### ***Jurisdiction:***

#### JAILS/HOUSES OF CORRECTION:<sup>17</sup>

- MGL c.126 Section 16. Section 16 Custody and control of jails and houses of correction; jailer; assistants; bond.
  - The sheriff shall have custody and control of the jails in his county, and, except in Suffolk county, of the houses of correction therein, and of all prisoners committed thereto, and shall keep the same himself or by his deputy as jailer, superintendent or keeper, and shall be responsible for them.
  - In Suffolk County the penal institutions commissioner shall appoint a superintendent of the house of correction, who shall hold office at the pleasure of said commissioner.

<sup>11</sup> <http://mova.state.ma.us/resources/aftermath-introduction/post-disposition-services-for-victims/for-victims-whose-offender-is-incarcerated>

<sup>12</sup> <http://mova.state.ma.us/resources/aftermath-introduction/post-disposition-services-for-victims/for-victims-whose-offender-is-incarcerated>

<sup>13</sup> <http://www.mass.gov/courts/admin/sentcomm/fy2010survey.pdf>

<sup>14</sup> <http://mova.state.ma.us/resources/aftermath-introduction/post-disposition-services-for-victims/for-victims-whose-offender-is-incarcerated>

<sup>15</sup> <http://www.mass.gov/courts/admin/sentcomm/fy2010survey.pdf>

<sup>16</sup> <http://www.mass.gov/courts/admin/sentcomm/background.html>

<sup>17</sup> <http://law.onecle.com/massachusetts/126/16.html>

## MASSACHUSETTS<sup>1</sup>

	<ul style="list-style-type: none"> <li>Some female defendants with a HOC sentence may be committed to a correctional facility for women under the jurisdiction of the DOC.<sup>18</sup> <ul style="list-style-type: none"> <li>Not all Massachusetts counties [are able to] house their female inmates, resulting in 46% of the DOC sentenced females serving county sentences and a disproportionate number of female inmates from some Massachusetts communities.<sup>19</sup></li> </ul> </li> </ul> <p>DEPARTMENT OF CORRECTIONS:<sup>20</sup></p> <ul style="list-style-type: none"> <li>MGL c.124 Section 1. Powers and duties of commissioner of correction. <ul style="list-style-type: none"> <li>In addition to exercising the powers and performing the duties which are otherwise given him by law, the commissioner of correction, in this chapter called the commissioner, shall: <ul style="list-style-type: none"> <li>Designate, establish, maintain, and administer such state correctional facilities as he deems necessary, and may discontinue the use of such state correctional facilities as he deems appropriate for such action; provided that no state or county correctional facility named in paragraph (n) of section one of chapter 125 shall be discontinued without specific authorization and approval of the General Court;</li> <li>Maintain security, safety and order at all state correctional facilities, utilize the resources of the department to prevent escapes from any such facility, take all necessary precautions to prevent the occurrence or spread of any disorder, riot or insurrection at any such facility, including but not limited to the development, planning, and coordination of emergency riot procedures with the colonel of state police, and take suitable measures for the restoration of order;</li> </ul> </li> </ul> </li> </ul>
<b>Facilities:</b>	<ul style="list-style-type: none"> <li>The Department has 18 institutions and 4 security levels: Maximum, Medium, Minimum and Pre-Release.<sup>21</sup></li> </ul>
<b>Private Prisons:</b>	<ul style="list-style-type: none"> <li>Massachusetts does not have any privately run adult corrections facilities, but does contract for approximately 15 bed spaces at a privately run treatment facility for female offenders.</li> </ul>
<b>Admission Types:</b>	<p>Criminally Sentenced Admission Types:<sup>22</sup></p> <ul style="list-style-type: none"> <li>New Court Commitment</li> <li>Parole Violation/Detainer</li> <li>Transfer from Other Jurisdiction</li> <li>Probation Violation</li> <li>Other Admissions</li> </ul>
<b>RELEASE/POST-PRISON SUPERVISION</b>	
<b>Jurisdiction:</b>	<p>PROBATION:<sup>23</sup></p> <ul style="list-style-type: none"> <li>Probation is a court-ordered sanction placed on a person convicted of a crime.</li> <li>Probation officers in the District and Superior Court probation departments supervise criminal cases. <ul style="list-style-type: none"> <li>Felony cases are handled by the Superior Court.</li> </ul> </li> </ul> <p>PAROLE:<sup>24</sup></p> <ul style="list-style-type: none"> <li>The Massachusetts Parole Board is the sole decisional authority in the Commonwealth of Massachusetts for matters of parole granting and parole revocation.</li> <li>The Board has jurisdiction over all individuals committed to state or county penal institutions for terms of sixty days or more in accordance with Mass. Gen. L. ch. 127, s. 128 (as amended)</li> </ul>

<sup>18</sup> <http://www.mass.gov/courts/admin/sentcomm/fy2010survey.pdf>

<sup>19</sup> [http://www.mass.gov/Eeops/docs/doc/research\\_reports/Jan\\_1\\_population/112009.pdf](http://www.mass.gov/Eeops/docs/doc/research_reports/Jan_1_population/112009.pdf)

<sup>20</sup> <http://www.malegislature.gov/Laws/GeneralLaws/PartI/TitleXVIII/Chapter124/Section1>

<sup>21</sup>

[http://www.mass.gov/?pageID=eopsmodulechunk&L=3&L0=Home&L1=Public+Safety+Agencies&L2=Massachusetts+Department+of+Correction&sid=Eeops&b=terminalcontent&f=doc\\_faq&csid=Eeops](http://www.mass.gov/?pageID=eopsmodulechunk&L=3&L0=Home&L1=Public+Safety+Agencies&L2=Massachusetts+Department+of+Correction&sid=Eeops&b=terminalcontent&f=doc_faq&csid=Eeops)

<sup>22</sup> [http://www.mass.gov/Eeops/docs/doc/research\\_reports/pop\\_trends/Prison\\_Pop\\_Trends\\_2009.pdf](http://www.mass.gov/Eeops/docs/doc/research_reports/pop_trends/Prison_Pop_Trends_2009.pdf)

<sup>23</sup> <http://www.mass.gov/courts/probation/whatisprobation.html>

<sup>24</sup> <http://www.mass.gov/Eeops/docs/pb/2009ARweb.pdf>

by 1980 Mass. Gen L. ch 155, s. 1).

**OFFICE OF COMMUNITY CORRECTIONS:<sup>25</sup>**

- The Office of Community Corrections was established in 1996 by virtue of Massachusetts General Law chapter 211F and is a division of the Office of the Commissioner of Probation.
- The mission of the OCC is the establishment of intermediate sanctions programs which offer a continuum of sanctions and services for probation, sheriffs, parole and the Department of Correction.
- The practical goal is to place offenders in controlled, collaborative, effective and efficient intermediate sanctions thereby reducing fragmentation in criminal justice and providing a safe and cost effective method of supervising offenders.
  - Community Corrections Centers are community based, intensive supervision sites, which deliver bundled sanctions and services, including treatment and education, to high risk offenders via Intermediate Sanction Levels.

**Intermediate Sanction Levels:**

- Intermediate Sanction Level IV is the most intense level of community based, criminal justice supervision.
  - Sanctions and services required at this level of supervision represent a twenty-four hour restriction upon the liberty of the offender.
  - Level IV participants are required to report to the community corrections center for four to six hours per day, six days per week.
  - Additionally, offenders placed at Intermediate Sanction Level IV are monitored twenty-four hours per day via electronic device, required to submit to the highest category of random drug and alcohol testing, and mandated to attend two four hour community service shifts per week.
- Intermediate Sanction Level III is an intense level of community-based, criminal justice supervision.
  - Sanctions and services required at this level of supervision represent a daily imposition upon the liberty of the offender.
  - Level III participants are required to report to the community corrections center for one to four hours per day, three to five days per week.
  - Offenders placed at Intermediate Sanction Level III may be monitored via electronic device. Level III also requires random drug and alcohol testing, and attendance at one four hour community service shift per week.
- Intermediate Sanction Level II applies to offenders placed on standard probation supervision.
  - Probationers may be ordered to complete community service, drug-testing, electronic monitoring or other community based sanction.
  - Level II offenders may report to community corrections centers for specific sanctions, if available, but do not report to community corrections centers for programming.

**Intermediate Sanction as a Condition:**

- Assignment to a community corrections center must be ordered as an intermediate sanction condition of probation, parole, or pre-release.
  - At disposition, only a judge can order participation in an intermediate sanction level at a community corrections center.
  - As a method of re-integration, the Massachusetts Parole Board, county sheriff's departments, and the Department of Correction use their respective classification standards to order participation in an intermediate sanction level at a community corrections center.

**Exclusions:**

- Pursuant to state law, certain offenders are prohibited from sentence to community corrections programs (chapter 211F: Section 3. Sentence to community corrections program; duration;

<sup>25</sup> <http://www.mass.gov/courts/admin/occ/occoverview.html>

## MASSACHUSETTS<sup>1</sup>

	<p>conditions; eligibility.):</p> <ul style="list-style-type: none"><li>➤ No offender shall be eligible for sentencing to a community corrections program who is:<ul style="list-style-type: none"><li>▪ Convicted of a crime that results in serious bodily harm or death to another person, excluding offenses in which negligence was the primary element,</li><li>▪ Convicted of rape, attempted rape, or sexual assault, or</li><li>▪ Convicted of a crime involving the use of a firearm.</li></ul></li></ul>
<b><i>Release Types:</i></b>	<p>RELEASES:<sup>26</sup></p> <ul style="list-style-type: none"><li>• Expiration of Sentence to Street</li><li>• Parole to Street/Release from Parole Detainer<ul style="list-style-type: none"><li>➤ Expiration of Sentence to Street/Parole to Street include releases to:<ul style="list-style-type: none"><li>▪ Parole Supervision</li><li>▪ Probation Supervision</li><li>▪ Parole and Probation Supervision</li><li>▪ No Post Release Supervision</li></ul></li></ul></li><li>• Parole-Expiration of Sentence – Release-to-Other</li><li>• Non-DOC Release to Other Jurisdiction (refers to inmates from county, federal, or another state’s jurisdiction)</li><li>• Court Release</li><li>• Other Release</li></ul>
<b><i>Supervision Types:</i></b>	<p>SUPERVISION:</p> <ul style="list-style-type: none"><li>• Parole Only</li><li>• Probation Only</li><li>• Parole and Probation</li></ul>

<sup>26</sup> [http://www.mass.gov/Eeops/docs/doc/research\\_reports/pop\\_trends/Prison\\_Pop\\_Trends\\_2009.pdf](http://www.mass.gov/Eeops/docs/doc/research_reports/pop_trends/Prison_Pop_Trends_2009.pdf)

## **APPENDIX E:**

### **NCRP 2012 data collection protocol and interview guide for new or lapsed states**

## NCRP 2012 Data Collection Protocol and Interview Guide – NEW OR LAPSED STATES

### Prior to initial conversation with state:

- Get background information:
  - Review any prior conversations with state (to re-familiarize yourself)
  - If state has submitted in the past, review what parts of NCRP and what years were provided.
  - Find out the NPS and APS contacts for the state
  - review Fact Sheet, to re-familiarize yourself with the state
  - If the state has submitted in the past, review any data quality issues that Jeremy and Ryan have identified (see K:\Projects\NCRP\State Folders)
  - Significant, unexplained differences between NCRP and NPS or DOC annual report
  - For states that have never submitted, consider having BJS send a letter to the DOC commissioner to solicit participation.
- Determine what we need to ask them for
  - 2012 NCRP data
  - Other NCRP data: D records, ABCD from prior years, additional ABCD data elements
  - Approve/review Fact Sheet
- Email the primary contact to set up a time to talk. The purpose of the call will be to:
  - Talk about the 2012 data request and what's new for this year.
  - Talk about advantages of submitting to NCRP (access to NCRP website for state to state analytic tool, use of NCRP data by outside groups for research)
  - Discuss the reduced list of variables we are requesting for lapsed and new states.
  - Mention that if budget constraints prevent the DOC from doing the programming required to extract data for NCRP, BJS does make small one-time grants to assist states that have never submitted, have lapsed in submission, or are making IT system changes that require reprogramming extraction code.
  - Get your ideas on other improvements we can make to NCRP (lapsed states only)
- Record initial and follow-up attempts to reach POC on your tracking sheet.

### General outline conversation with primary point of contact (will vary depending the POC's familiarity with NCRP and our project)

- Confirm this is a good time to talk
  - For states that have never submitted, confirm that they are the person you should be talking to (they can authorize participation in NCRP). Also ask whether we need to contact a separate person for the parole records.
- [If state has previously submitted] Thank them for past participation, and make the case for restarting submission (new states have come on, we will accept reduced variable list, etc)
- [If the state has never participated] Thank them for taking the time to speak with you, introduce the NCRP and its many uses by federal, state, nonprofit, and academic researchers.
  - Discuss how important an administrative data collection is to BJS, since they can only get out to field the survey of prison inmates every 7 years.
  - Stress that once the extraction program has been set up, only very minor changes need to be made in subsequent years to provide annual data.
  - Mention that we will accept a reduced list of variables to get them started, and that BJS can provide one-time small grants to support programming of extraction programs.



- Indicate BJS is committed to NCRP and Abt Associates, their data collection agent, has made a number of improvements to NCRP over the past year – they are described in the NCRP Newsletter. For example:
  - State-to-state comparison feature on the NCRP website, available in [January for pilot test states; February or March for other states]. [If interested, give more detail; otherwise, say that there's more information in the NCRP Newsletter we will send to you.]
  - More states are participating (9 new or returning after long hiatus)
  - New data quality controls; term records
- Discuss the 2012 data request
  - Highlight what has changed for 2012 -- new variables:
    - On all records – FBI identification number, 3 military service variables
    - On C records – 2 variables to describe parole entry, one variable to get at county of parole release
  - Confirm that they'll be able to submit 2012 data (e.g., not transitioning to a new system)
    - Set a target date for submission
  - If a new state, indicate that the 'inmates to include and exclude' are in the FAQ.
- In addition to getting 2012 data, we have other initiatives planned for 2013 that will improve the NCRP
  - [as appropriate] Want to get states using the website – get them to review the Fact Sheet
  - [as appropriate] want to fill in the holes from prior years – see if they can submit old data at the same time as the 2012 data (should just require a change in the year in the extraction program)
  - [as appropriate] want to get D records – see if they can submit D records for the first time. Mention that BJS grant funding may be available, and see if they are interested.
- Ask them if they have any questions about NCRP.
- Confirm next steps for them (e.g., review of the Fact Sheet, then submit 2012 data, then submit old data)
- Indicate what you will be sending to them (see list below)
  - Ask them if they prefer the materials mailed or emailed
  - Ask them what pieces of the mailing should be sent to others (above or below them) – confirm contact information. Ask about other persons in our state contact list.
- Thank them for participating in NCRP

### **After the initial conversation**

- Record the date of the conversation on your tracking sheet
- Within 2 days of the call, prepare the materials to be mailed (or emailed) to them
  - Data request materials
    - BJS cover letter: add POC name and address, save in K:\Projects\NCRP\2012 Data Collection\Materials sent to states\[state name], print on BJS letterhead
    - Abt cover letter: add POC name and address, customize depending on what they have agreed to do in 2013, save in K:\Projects\NCRP\2012 Data Collection\Materials sent to states\[state name], print on Abt letterhead
    - FAQ
    - NCRP Newsletter
  - Website materials
    - Fact Sheet
    - Website screen shots

- Acceptable use agreement
  - Use hand-addressed Abt (9x12) envelope, if mailing
- *Tom reviews the materials before sending*
- Mail (1<sup>st</sup> class) or email
- Record date of mailing on your tracking sheet
- Send NCRP Newsletter to other state contacts, as appropriate

**If data are not received by March 31, 2013**

- Check tracking sheet to see whether they previously said they would be late submitting data (e.g., because of legislative session work)
- Email point of contact (customize this email depending on your relationship with the contact):
  - “We are checking back with you on the status of our request for 2012 NCRP data. You had earlier indicated to us that you would be able to submit these data by March 31, 2013. Please contact me if you have any questions. Thank you again for participating in NCRP.”
- Record email on tracking sheet
- Follow-up if no response in 2-3 days
- Record response on tracking sheet

## **APPENDIX F:**

### **NCRP 2012 data collection protocol and interview guide for currently contributing states**

**Prior to initial conversation with state:**

- Get background information:
  - Review prior conversations with state (to re-familiarize yourself)
  - Get 2011 submission date (to identify target date for 2012 data)
  - Find out the NPS and APS contacts for the state
  - Look up what we are thanking them for (see NCRP points of contact.xls)
  - review Fact Sheet, to re-familiarize yourself with the state
  - Review data quality issues Jeremy and Ryan identified (see K:\Projects\NCRP\State Folders)
  - Significant, unexplained differences between NCRP and NPS or DOC annual report
- Determine what we need to ask them for
  - 2012 NCRP data
  - Other NCRP data: D records, ABCD from prior years, additional ABCD data elements
  - Approve/review Fact Sheet
- Email the primary contact to set up a time to talk. The purpose of the call will be to:
  - Talk about the 2012 data request and what's new for this year.
  - Talk about improvements we have made to NCRP
  - Get your ideas on other improvements we can make to NCRP
- Record initial and follow-up attempts to reach POC on your tracking sheet.

**General outline conversation with primary point of contact** (will vary depending on your relationship with the POC and the POC's familiarity with NCRP and our project)

- Confirm this is a good time to talk
- Thank them for what they did in 2012(2011 data - have list ready)
- Indicate we have made a number of improvements to NCRP over the past year – they are described in the NCRP Newsletter. For example:
  - State-to-state comparison feature on the NCRP website, available in [January for pilot test states; February or March for other states]. [If interested, give more detail; otherwise, say that there's more information in the NCRP Newsletter we will send to you.]
  - More states are participating (9 new or returning after long hiatus)
  - New data quality controls; term records
- Discuss the 2012 data request
  - Highlight what has changed for 2012 -- new variables:
    - On all records – FBI identification number, 3 military service variables
    - On C records – 2 variables to describe parole entry, one variable to get at county of parole release
  - Confirm that they'll be able to submit 2012 data (e.g., not transitioning to a new system)
    - Set a target date for submission, based on what they did last year
  - If a new state, indicate that the includes and excludes are in the FAQ.
- In addition to getting 2012 data, we have other initiatives planned for reporting year 2013 that will improve the NCRP
  - [as appropriate] Want to get states using the website – get them to review the Fact Sheet
  - [as appropriate] want to fill in the wholes from prior years – see if they can submit old data
  - [as appropriate] want to get additional data elements – see if they can do this

- [as appropriate] want to get D records – see if they can submit D records for the first time. Mention that BJS grant funding may be available, and see if they are interested.
- Ask them if they have any questions about NCRP.
- Confirm next steps for them (e.g., review of the Fact Sheet, then submit 2012 data, then submit old data)
- Indicate what you will be sending to them (see list below)
  - Ask them if they prefer the materials mailed or emailed
  - Ask them what pieces of the mailing should be sent to others (above or below them) – confirm contact information. Ask about other persons in our state contact list.
- Thank them for participating in NCRP

### **After the initial conversation**

- Record the date of the conversation on your tracking sheet
- Within 2 days of the call, prepare the materials to be mailed (or emailed) to them
  - Data request materials
    - BJS cover letter: add POC name and address, save in K:\Projects\NCRP\2012 Data Collection\Materials sent to states\[state name], print on BJS letterhead
    - Abt cover letter: add POC name and address, customize depending on what they did last year and what they agreed to do in 2012, save in K:\Projects\NCRP\2012 Data Collection\Materials sent to states\[state name], print on Abt letterhead
    - FAQ
    - NCRP Newsletter
  - Website materials
    - Fact Sheet
    - Website screen shots
    - Acceptable use agreement
  - Use hand-addressed Abt (9x12) envelope, if mailing
- *Tom reviews the materials before sending*
- Mail (1<sup>st</sup> class) or email
- Record date of mailing on your tracking sheet
- Send NCRP Newsletter to other state contacts, as appropriate

### **If data is not received by March 31, 2013**

- Check tracking sheet to see whether they previously said they would be late submitting data (e.g., because of legislative session work)
- Email point of contact (customize this email depending on your relationship with the contact):
  - “We are checking back with you on the status of our request for 2011 NCRP data. You had earlier indicated to us that you would be able to submit these data by March 31, 2013. Please contact me if you have any questions. Thank you again for participating in NCRP.”
- Record email on tracking sheet
- Follow-up if no response in 2-3 days
- Record response on tracking sheet

**APPENDIX G:**

**NCRP 2012 data request letter from BJS**

Dear \_\_\_\_\_:

We are writing to request your participation in the National Corrections Reporting Program (NCRP). Data are now being collected for the 2012 reporting year by Abt Associates, Inc., our data collection agent. We are excited that several states began submitting data this past year, and thank all of those states who continue to submit NCRP data on an annual basis.

Our first year of collaboration with Abt Associates to ease the burden of submission of NCRP data and to provide useful information from this data collection has been very successful. The data providers meeting in March 2011 resulted in useful information for making data submission less burdensome and the data more useful to you. Feedback from this meeting was incorporated into Abt's web analysis tool that will permit you to compare your state's data to other similar states starting in early 2013. BJS hopes to hold another data providers meeting in the fall of 2012 to discuss the further improvement of the NCRP collection.

As reminder, as provided under Title 42 of the United States Code, Section 3789, BJS collects NCRP data for statistical purposes only, does not release data pertaining to specific individuals in the NCRP, and has in place procedures to guard against disclosure of personally identifiable information. NCRP data are maintained under the security provisions outlined in U.S. Department of Justice regulation 28 CFR §22.23, which can be reviewed at: <http://bjs.ojp.usdoj.gov/content/pub/pdf/bjsmpc.pdf>

Finally, we want to alert you that in addition to this request for NCRP data, if you are the respondent for other annual BJS data collections, you will receive separate cover letters for these collections. These may include the National Prisoner Statistics (NPS), Annual Probation and Parole Surveys (APS), Capital Punishment, and Deaths in Custody Reporting Program (DCRP). We appreciate the amount of time and energy that you expend in providing us these data. Without your assistance, BJS would be unable to provide comprehensive and accurate statistics on the correctional populations in the United States.

On behalf of BJS, Abt will be in contact with your agency shortly to launch the 2012 data collection process and to solicit ideas on how to improve the current system. In the meantime, if you have any questions please feel free to contact the Abt Project Director, Tom Rich, at 617-349-2753 or [Tom\\_Rich@abtassoc.com](mailto:Tom_Rich@abtassoc.com) or the BJS Program Manager, Ann Carson, at 202-616-3496 or [elizabeth.carson@ojp.usdoj.gov](mailto:elizabeth.carson@ojp.usdoj.gov). Once again, many thanks for your participation in BJS' NCRP program.

Sincerely,



William J. Sabol, Ph.D.  
Deputy Director  
Bureau of Justice Statistics



E. Ann Carson, Ph.D.  
Statistician and Program Manager, NCRP  
Bureau of Justice Statistics

**APPENDIX H:**

**NCRP 2012 data request letter from data collection agent**





Date

Name  
Address  
...

Dear [name]:

Following up our conversation on [when] and on behalf of the Bureau of Justice Statistics (BJS), I want to thank you for your contributions in 2012 to the National Corrections Reporting Program, including [include as appropriate]:

- Submitting 2011 Part [list] data.
- Submitting [list data from previous years]
- Responding to our questions to help us understand the data you submitted
- Attending the March 2011 NCRP Data Providers Meeting in Baltimore
- Reviewing the draft Fact Sheet we submitted to you
- Serving as an advisor on our development of the NCRP website

Over the past year BJS and Abt have listened to NCRP data providers and worked hard to improve NCRP. For example, we are developing an NCRP website where you and other NCRP data providers can compare sentencing, correctional, and supervision policies and aggregate NCRP data across states. See the enclosed NCRP Newsletter for more information.

We appreciate your willingness to [continue participating/participate] in NCRP. For 2013, we are requesting that you [include as appropriate]:

- Submit 2012 Parts ABCD. We would appreciate receiving these data by March 31, 2013. As we discussed, changes for the 2012 file include the addition of FBI identification number and prior military service variables on all four records, and three variables on the parole records to better describe the entry onto parole and the county of parole release.
- Develop procedures to extract Part D (custody) data and submit Part D for [LIST YEARS].
- [If state submitted only a minimal set of variables] Include additional variables [ list ] in your NCRP data submission.

Data request specifications and submission procedures are also available on the NCRP website, [www.ncrp.info](http://www.ncrp.info).

If you have any questions about NCRP or this data request, please contact me [insert email and phone of site liaison]. You can also contact the NCRP Program Manager at BJS, Ann Carson (202-616-3496 or [elizabeth.carson@ojp.usdoj.gov](mailto:elizabeth.carson@ojp.usdoj.gov)).

Sincerely,

[ Abt site liaison ]  
[ Title ]  
NCRP Site Liaison

**APPENDIX I:**

**NCRP Newsletter sent to respondents, January 2012**

## Thanks for your efforts in a successful 2011!

NCRP depends on the support and cooperation of NCRP points of contacts at correction, community supervision, and parole agencies across the country. The Bureau of Justice Statistics (BJS) and Abt want to thank everyone who participated in NCRP in 2011, including those who:

- Submitted 2010 NCRP data
- Submitted NCRP data for earlier years
- Attended the NCRP Data Providers Meeting in March 2011 in Baltimore
- Advised Abt in development of the NCRP website state-to-state comparison tool (see “New for 2012: NCRP state-to-state comparison tool”)
- Reviewed draft Fact Sheets (see “State Fact Sheets”)

## New for 2012: NCRP state-to-state comparison tool

In early 2012, a password-protected section of the NCRP website ([www.ncrp.info](http://www.ncrp.info)) will be available to NCRP data providers, where they can compare aggregate NCRP data and sentencing, corrections, and supervision policies across states. For example, states will be able to:

- compare their policies/statutes on time served, good time, and habitual offender laws to those in other states.
- see how their prison population varies by gender, race, and age group over a several year period in comparison to other states that have similar populations or sentencing policies.

Later in 2012, Abt plans to expand the reporting capabilities to include admission, time served, and release patterns.

Abt has been working with NCRP contacts in ten states (**California, Colorado, Massachusetts, Minnesota, Missouri, Oklahoma, Nevada, New York, Rhode Island, and Virginia**) to build an easy-to-use reporting tool and to develop policies governing use of the tool. (*continued on pg. 2*)

## New for 2012: A “New NCRP”

In November 2010, Abt Associates replaced the U.S. Census Bureau as the NCRP data collection agent for BJS. Since then, Abt and BJS have made a number of changes to NCRP that will improve data quality and make NCRP more useful to state and federal policymakers and the larger corrections community. Here are key differences between the “*Old NCRP*” and the “*New NCRP*”:

- The *Old NCRP* was an ambitious year-by-year accounting of prison inmate flows (admissions and releases) and year-end stocks (the number of sentenced offenders in state prison custody at a specific point in time, usually the last day of each year). Data providers from state correction and parole agencies were asked to provide NCRP data in four files: (A) admissions, (B) releases from DOC custody, (C) releases from parole, and (D) prison custody.
- In the *New NCRP*, data from the four files have been analyzed and reconfigured, and a new type of data file - which we refer to as “**term records**” - has been created. The term record captures a period of state prison incarceration for each offender. A single term record for each offender is constructed from the admission (Part A) and release (Part B) records submitted by the states, and verified by checking against the custody records (Part D). From term records, we build a “**history record**” that is comprised of all the term records for a single offender within a state. **This change will not affect what states submit for NCRP** - Abt will create term and history records from NCRP data that states have been submitting. (*continued on pg. 2*)

## NCRP State Participation Improves

An important goal for BJS is to increase the number of states that participate in NCRP: more participating states means more value from NCRP for policymakers, researchers, and practitioners. In 2011, eight states - **District of Columbia, Idaho, Kentucky, Massachusetts, Mississippi, Montana, New Jersey, and Wyoming** - submitted NCRP data either for the first time or after a lapse of several years. We hope more states join NCRP in 2012!

## New for 2012: NCRP state-to-state comparison tool (Continued from pg. 1)

Rex Reed, Administrator of the **Nevada** Department of Corrections' Offender Management Division, is looking forward to using the tool: "Nevada, as are so many other states, is working hard to do more with less in this difficult economic time. What is exciting about the NCRP database is its potential to bring more efficiency to our research operations at a time we really need to use all available tools to prepare for the upcoming legislative session. Policy makers often demand quality data within relatively short timeframes. The NCRP database will help us provide that information."

For more information on the website tool, contact your Abt NCRP site liaison. Here are some questions you might already have:

- **Who will be able to use this tool?** Initially, other than Abt project staff and BJS, only NCRP points of contact who meet certain conditions (see below) will have access.
- **How do I get access to the tool?** NCRP contacts will be issued login credentials once they (1) sign the website Acceptable Use Principles and (2) approve for posting on the website either your state's Fact Sheet (see "State Fact Sheets") or aggregate data on stock population from the NCRP Part D records you have submitted. In other words, in order to use the tool, you must provide other states with access to either your Fact Sheet or aggregate NCRP data.
- **What if I don't think the NCRP stock population totals for my state are accurate?** No aggregate NCRP data will be made available on the website without approval from the state's NCRP contact. The NCRP team will work with any state to investigate and resolve data inaccuracies.

### State Fact Sheets

Abt staff drafted "Fact Sheets" that describe each state's sentencing, corrections, and supervision policies, so that we can better understand NCRP data that states submit.

In response to requests from states, we will include Fact Sheets on the password-protected section of the NCRP website, where users can easily compare policies across states (see "New for 2012: NCRP state-to-state comparison tool"). Before making these available on the website, we need states to review the draft versions that we produced. If you don't have a copy of your draft Fact Sheet, please contact your Abt site liaison.

## New for 2012: A "New NCRP" (Continued from pg. 1)

- The **New NCRP** imposes greater quality control than did the **Old NCRP**, because sequences of individual-level data are now being examined and new procedures for processing the data for each year have been implemented, including comparing a new submission against previous submissions. New diagnostic procedures have been implemented that reveal data issues and problems that cannot be deduced by looking only at a given year's submission.
- The **New NCRP** also provides far greater flexibility in producing reports and data analysis. For example, in the **New NCRP**, the prison population can be derived at any point in time (or an average daily population within any range of dates), rather than just for one day each year.

### Who to contact for more information about NCRP

Each state has an **Abt site liaison**:

- Tom Rich (tom\_rich@abtassoc.com or 617-349-2753)
- Michael Shively (michael\_shively@abtassoc.com or 617-520-3562)
- Mica Astion (mica\_astion@abtassoc.com or 617-520-2568)

Tom Rich is the Abt Associates NCRP Project Director. He's happy to discuss NCRP with any of you.

Ann Carson, the NCRP Program Manager for the Bureau of Justice Statistics, can be reached at 202-616-3496 or elizabeth.carson@ojp.usdoj.gov.

## **APPENDIX J:**

### **NCRP 2012 data request for previously submitting states**



**National  
Corrections  
Reporting  
Program (NCRP):  
2012 Data Request  
PREVIOUSLY  
SUBMITTING STATES**

*Prepared by:*

**Abt Associates Inc.**

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# INTRODUCTION

The National Corrections Reporting Program (NCRP) collects offender-level information from state departments of correction and parole on prison admissions, prison releases, parole releases, and prison custody. **Abt Associates** is the NCRP data collection agent for the **Bureau of Justice Statistics**, the federal agency that administers NCRP. BJS has administered NCRP since 1983.

This document is intended for agencies that have been submitting NCRP data since at least 2009 and have existing computer programs that extract data and re-code the data into “NCRP format.” Alternative documentation is available for state agencies that are submitting NCRP data for the first time or in a different format. Contact your Abt site liaison for a copy.

There are a few important changes to NCRP for 2012.

- **Four new variables have been added to each of the four record datasets:**
  - FBI identification number
  - Prior service in the U.S. Armed Forces (yes/no)
  - Date of last discharge from U.S. Armed Forces
  - Type of discharge from U.S. Armed Forces
  
- **Part C (Parole Exit) records for 2012 have an additional three new variables added:**
  - Date of admission to parole/post-confinement community supervision
  - Type of admission to parole/post-confinement community supervision
  - County of exit from parole/post-confinement community supervision, or, if this is unavailable, the county of the parole office to which the parolee was assigned
  
- **An additional category has been added to the existing question on Part C that identifies a parolee’s supervision status at time of parole exit**
  - Parolees may now have a supervision status of “Only have financial conditions remaining”

Frequently Asked Questions (FAQs) about the 2012 data request begin on the next page. The remainder of the document contains five chapters:

- Chapter 1 contains the instructions and file layout of the four requested NCRP data files (Parts A, B, C, and D).
- Chapter 2 contains information on each of the variables in the NCRP format, including which of the three files the variable applies to, the variable definition, the coding scheme, and additional instructions and examples.
- Chapter 3, 4, and 5 contain, respectively, the county, state, and offense codes in the NCRP format.

For more information contact your Abt site liaison –Tom Rich (tom\_rich@abtassoc.com or 617-349-2753), Michael Shively (michael\_shively@abtassoc.com or 617-520-3562), or Mica Astion (mica\_astion@abtassoc.com or 617-520-2568). You can also visit [www.ncrp.info](http://www.ncrp.info).

# **FREQUENTLY ASKED QUESTIONS (FAQs)**

## **General FAQs**

### **What is the National Corrections Reporting Program (NCRP)?**

- NCRP compiles offender-level data on prison admissions, prison releases, prison custody and parole discharges. The data, provided by state departments of correction and parole, are used to monitor the nation's correctional population and address specific policy questions related to recidivism, prisoner reentry, and trends in demographic characteristics of the incarcerated and paroled populations. The Bureau of Justice Statistics (BJS) has administered the NCRP since 1983.

### **Who is the Bureau of Justice Statistics (BJS)?**

- The Bureau of Justice Statistics (BJS), a component of the Office of Justice Programs in the U.S. Department of Justice, is the United States' primary source for criminal justice statistics. Its mission is to collect, analyze, publish, and disseminate information on crime, criminal offenders, victims of crime, and the operation of justice systems at all levels of government. These data are critical to federal, state, and local policymakers in combating crime and ensuring that justice is both efficient and evenhanded.

### **What is Abt Associates' role in NCRP?**

- Abt Associates was awarded a cooperative agreement in October 2010 by the Bureau of Justice Statistics to direct the NCRP. (Prior to that date, the U.S. Census Bureau was the NCRP data collection agent.) Abt is responsible for collecting, processing and analyzing data submitted by state departments of corrections and parole. Working with BJS, Abt will also implement BJS's vision of an enhanced and expanded NCRP system that provides timely and useful information to the corrections community.

### **Who is Abt Associates?**

- Abt Associates is a global leader in research and program implementation in the fields of social and economic policy, health, and international development. Known for its rigorous approach to solving complex challenges, Abt Associates was ranked as one of the top 20 global research firms in 2012. The employee-owned company has multiple offices in the U.S. and program offices in nearly 40 countries. Abt has 40 years of experience working for the U.S. Department of Justice and criminal justice agencies across the country.

## **General FAQs on the 2012 Data Request**

### **Compared to the 2012 data request, has anything changed for 2012?**

- Four new variables have been added to each of the four record datasets:
  - FBI identification number
  - Prior service in the U.S. Armed Forces (yes/no)
  - Date of last discharge from U.S. Armed Forces
  - Type of discharge from U.S. Armed Forces
- Part C (Parole Exit) records for 2012 have an additional three new variables added:
  - Date of admission to parole/post-confinement community supervision



- Type of admission to parole/post-confinement community supervision
- County of exit from parole/post-confinement community supervision, or, if this is unavailable, the county of the parole office to which the parolee was assigned
- An additional category has been added to the existing question on Part C that identifies a parolee’s supervision status at time of parole exit
  - Parolees may now have a supervision status of “Only have financial conditions remaining”

**What data are requested?**

- For calendar year 2012, states are asked to submit:
  - NCRP Part A (Prison Admission) records
  - NCRP Part B (Prison Release) records
  - NCRP Part C (Parole Exit) records
  - NCRP Part D (Prison Custody) records
- Your Abt site liaison will also discuss with you collecting data from previous years that were never submitted.

**When is the data submission due?**

- The target date for submitting 2012 NCRP data is March 31, 2013, but we understand that agency constraints can preclude meeting that target date. The Abt site liaison will work with each state to set a realistic target date.

**How do we submit the data?**

- To ensure compliance with FIPS (Federal Information Processing Standard) 140-2 and the Privacy Act, Abt’s secure file transfer platform – *which automatically encrypts the data during transit* – should be used to submit NCRP data. The Abt transfer portal is FIPS 140-2 compliant and meets all the requirements of the Federal Information Security Management Act (FISMA) and Privacy Act. If you prefer to submit data via email or physical media (e.g., CD), you must encrypt the data, in compliance with FIPS 140-2. When you are ready to submit data, please contact your Abt NCRP site liaison to obtain a unique username and password for the transfer portal or to make other submission arrangements. Please protect your transfer portal username and password.

**What happens after we submit data?**

- Abt will verify the contents of the data files and conduct a series of validity checks on the data (including comparing the submitted data to your submissions from prior years). Typically, this will be accomplished within 2-4 weeks of receipt of your data. Your Abt site liaison will then contact you to review our findings and discuss next steps. Having a thorough understanding of what data you submit is necessary in order to construct valid and reliable national NCRP datasets.

**How can we be assured that data we submit is secure?**

- BJS and Abt are bound by federal law (42 USC 3789g) which provides that, “No officer or employee of the Federal Government, and no recipient of assistance under the provisions of this chapter shall use or reveal any research or statistical information furnished under this chapter by any person and identifiable to any specific private person for any purpose other than the purpose for which it was obtained in accordance with this chapter. Such information and copies thereof shall be immune from legal process, and shall not, without the consent of the person furnishing

such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial, legislative, or administrative proceedings.” Abt further recognizes that it is bound by the Privacy Act and the Federal Information Security Management Act (FISMA) regarding how NCRP data are received, processed, and released.

### **How long will it take us to respond to this data request?**

- The amount of time depends on the systems and procedures that your agency has established in previous years to respond to NCRP data requests. If you have responded to NCRP data requests for at least two years, the amount of time required this year should be lower than the time required last year because Part C records are not being requested. For more information on the NCRP reporting burden (OMB No. 1121-0065 Exp. 10/31/2012), see the NCRP's OMB submission.<sup>1</sup> BJS estimates the time needed to develop computer programs to extract data and to prepare a response to be 24 hours, on average, per type of database containing the information needed, for the first year of participation, and 8 hours, per type of database, during the second and subsequent years. Feedback during data processing and review is estimated to take 2 hours. Send comments regarding this burden estimate or any other aspects of the collection of this information, including suggestions for reducing this burden to the Director, Bureau of Justice Statistics, 810 Seventh Street, NW, Washington, DC 20531; and to the Office of Management and Budget, OMB number 1121-0065, Washington, DC 20503.

### **How do we get additional information?**

- For more information contact your Abt site liaison –Tom Rich (tom\_rich@abtassoc.com or 617-349-2753), Michael Shively (michael\_shively@abtassoc.com or 617-520-3562), or Mica Astion (mica\_astion@abtassoc.com or 617-520-2568). You may also contact the BJS Program Manager, Ann Carson (202-616-3496 or elizabeth.carson@ojp.usdoj.gov) or visit [www.ncrp.info](http://www.ncrp.info) for more information.

## **Part A (Prison Admission) FAQs**

### **For the Part A submission, what data are being requested?**

- One data record for each admission of a sentenced inmate during calendar year 2012. Admissions can result from a new court commitment; revocations of probation, parole, or other community supervision; transfers from other jurisdictions; escape or AWOL returns; or returns from appeal or bond.
  - *Include* admissions of:
    - sentenced inmates to your prison facilities<sup>2</sup>, regardless of jurisdiction or sentence length;
    - sentenced inmates under your jurisdiction to county or local jails; and,
    - sentenced inmates under your jurisdiction to in-state private prisons, including both privately owned facilities and facilities operated by a private entity under contract to the state.

<sup>1</sup> [http://www.reginfo.gov/public/do/PRAViewICR?ref\\_nbr=200907-1121-001](http://www.reginfo.gov/public/do/PRAViewICR?ref_nbr=200907-1121-001)

<sup>2</sup> Prison facilities include prisons, penitentiaries, and correctional institutions; boot camps; prison farms; reception, diagnostic, and classification centers; release centers, halfway houses, and road camps; forestry and conservation camps; vocational training facilities; prison hospitals; and drug and alcohol treatment facilities for inmates. For inmates under home confinement, a private residence is not considered a prison facility.

- *Exclude* admissions of:
  - sentenced inmates to your prison facilities who were transferred from another one of your prison facilities;
  - inmates re-entering a prison facility after a temporary leave of 30 days or less;
  - sentenced inmates under your jurisdiction to Federal facilities, another state's facilities, or out-of-state private facilities; and
  - unsentenced inmates to your prison facilities (e.g., inmates awaiting trial, civil commitments).
- New data elements requested are FBI identification number, prior service in U.S. Armed Forces, date of last discharge from U.S. Armed Forces, and type of discharge from U.S. Armed Forces.

**What data elements are requested for the Part A submission?**

- County in which sentence was imposed
- Inmate identification number
- Prisoner first and last name
- Date of birth
- Sex
- Race
- Hispanic origin
- Highest grade completed prior to this admission to prison
- Date of admission to prison
- Type of admission to prison
- Jurisdiction on date of admission
- Prior jail time
- Prior prison time
- Commitment offenses
- Number of counts of each offense
- Offense with the longest maximum sentence
- Maximum sentence length for offense with the longest maximum sentence
- Total maximum sentence length for all sentences
- Location where inmate is to serve sentence
- Inmate's state identification number
- Types of sentences included in total maximum sentence
- Length of court-imposed sentence to community supervision
- Parole hearing/eligibility date
- Projected release date
- Mandatory release date
- FBI identification number
- Prior service in U.S. Armed Forces
- Date of last discharge from U.S. Armed Forces
- Type of discharge from U.S. Armed Forces

**What if we are unable to provide all of these data elements?**

- If your agency does not collection one or more of these data elements, then you will not be able to include them in the submission. Your participation in the NCRP is voluntary but your participation is extremely important for creating national statistics about the prison population as well as for understanding how the relationship between sentencing policies and practices in the states contributes to changes in the prison population.

## **Part B (Prison Release) FAQs**

### **For the Part B data submission, what data are being requested?**

- One data record for each release of a sentenced inmate during calendar year 2012. Releases include releases to parole or post-confinement community supervision authorities; unconditional releases; releases or transfers to other authorities; deaths; releases on appeal or bond if credit for time served is not given while on release; or escapes from custody.
  - *Include* releases of:
    - sentenced inmates from your prison facilities<sup>3</sup>, regardless of jurisdiction or sentence length;
    - sentenced inmates under your jurisdiction in county or local jails;
    - sentenced inmates under your jurisdiction in in-state private prisons, including both privately owned facilities and facilities operated by a private entity under contract to the state.
  - *Exclude*:
    - releases of sentenced inmates from your prison facilities that were transferred from another one of your facilities;
    - temporary transfers of sentenced inmates;
    - releases of sentenced inmates under your jurisdiction from Federal facilities, another state's facilities, or out-of-state private facilities; and
    - releases of unsentenced inmates from your prison facilities (e.g., inmates awaiting trial, civil commitments).
- New data elements requested are FBI identification number, prior service in U.S. Armed Forces, date of last discharge from U.S. Armed Forces, and type of discharge from U.S. Armed Forces.

### **What data elements are requested for the Part B submission?**

- County in which sentence was imposed
- Inmate identification number
- Prisoner first and last name
- Date of birth
- Sex
- Race
- Hispanic origin
- Highest grade completed prior to this admission to prison
- Date of admission to prison
- Type of admission to prison
- Jurisdiction on date of admission
- Prior jail time
- Prior prison time
- Commitment offenses
- Number of counts of each offense
- Offense with the longest maximum sentence

<sup>3</sup>Prison facilities include prisons, penitentiaries, and correctional institutions; boot camps; prison farms; reception, diagnostic, and classification centers; release centers, halfway houses, and road camps; forestry and conservation camps; vocational training facilities; prison hospitals; and drug and alcohol treatment facilities for inmates. For inmates under home confinement, a private residence is not considered a prison facility.

- Maximum sentence length for offense with the longest maximum sentence
- Total maximum sentence length for all sentences
- Location where inmate is to serve sentence
- Inmate's state identification number
- Types of sentences included in total maximum sentence
- Length of court-imposed sentence to community supervision
- New offenses since admission
- Additional sentence time
- Prior felony incarcerations
- AWOL or escape while serving sentence(s)
- Community release prior to prison release
- Community release (days)
- Date of release from prison
- Released from
- Agencies that assume custody
- Type of release from prison
- FBI identification number
- Prior service in U.S. Armed Forces
- Date of last discharge from U.S. Armed Forces
- Type of discharge from U.S. Armed Forces

**What if we are unable to provide all of these data elements?**

- If your agency does not collection one or more of these data elements, then you will not be able to include them in the submission. Your participation in the NCRP is voluntary but your participation is extremely important for creating national statistics about the prison population as well as for understanding how the relationship between sentencing policies and practices in the states contributes to changes in the prison population.

**Part C (Parole Exit) FAQs**

**For the Part C data submission, what data are being requested?**

- One data record for each exit from parole or post-confinement community supervision of a sentenced inmate during calendar year 2012. Releases include discretionary releases from parole or post-confinement community supervision; mandatory releases from parole or post-confinement community supervision; reinstatement of parole; term of supervised release from prison; or other types of exits from parole or post-confinement community supervision
  - *Include* releases of:
    - sentenced inmates from your parole or post-confinement community supervision agency, regardless of jurisdiction or sentence length;
  - *Exclude*:
    - inmates not yet sentenced (normally called “probation”), but can refer to any community supervision program prior to sentencing
- New data elements requested are date of parole admission, type of parole admission, county of parole exit OR county of parole office, FBI identification number, prior service in U.S. Armed Forces, date of last discharge from U.S. Armed Forces, and type of discharge from U.S. Armed Forces.

- An additional category has been added for the variable requesting supervision status at the time of parole exit: “Only have financial conditions remaining”.

**What data elements are requested for the Part C submission?**

- County in which sentence was imposed
- Inmate identification number
- Prisoner first and last name
- Date of birth
- Sex
- Race
- Hispanic origin
- Highest grade completed prior to this admission to prison
- Date of admission to prison
- Type of admission to prison
- Jurisdiction on date of admission
- Prior jail time
- Prior prison time
- Commitment offenses
- Number of counts of each offense
- Offense with the longest maximum sentence
- Maximum sentence length for offense with the longest maximum sentence
- Total maximum sentence length for all sentences
- Location where inmate is to serve sentence
- Inmate's state identification number
- Types of sentences included in total maximum sentence
- Length of court-imposed sentence to community supervision
- New offenses since admission
- Additional sentence time
- Prior felony incarcerations
- AWOL or escape while serving sentence(s)
- Community release prior to prison release
- Community release (days)
- Date of release from prison
- Released from
- Agencies that assume custody
- Type of release from prison
- Date of parole admission
- Type of parole admission
- County of parole exit or county of parole office
- Date of parole exit
- Type of parole exit
- Supervision status at time of parole exit
- FBI identification number
- Prior service in U.S. Armed Forces
- Date of last discharge from U.S. Armed Forces
- Type of discharge from U.S. Armed Forces

### **What if we are unable to provide all of these data elements?**

- If your agency does not collection one or more of these data elements, then you will not be able to include them in the submission. Your participation in the NCRP is voluntary but your participation is extremely important for creating national statistics about the prison population as well as for understanding how the relationship between sentencing policies and practices in the states contributes to changes in the prison population.

### **Part D (Prison Custody) FAQs**

#### **For the Part D data submission, what data are being requested?**

- Submit one data record for each offender under physical custody on December 31, 2012.
  - *Include:*
    - sentenced inmates in your prison facilities<sup>4</sup>, regardless of jurisdiction or sentence length;
    - sentenced inmates under your jurisdiction held in county or local jails;
    - sentenced inmates under your jurisdiction held in in-state private prisons, including both privately owned facilities and facilities operated by a private entity under contract to the state; and,
    - any inmate in these categories who was temporarily released (for 30 days or less) from a facility.
  - *Exclude:*
    - sentenced inmates under your jurisdiction held in Federal facilities, another state's facilities, or out-of-state private facilities;
    - unsentenced inmates held in your prison facilities (e.g., inmates awaiting trial, civil commitments); and
    - inmates who have escaped and are not in custody.
- New data elements requested are FBI identification number, prior service in U.S. Armed Forces, date of last discharge from U.S. Armed Forces, and type of discharge from U.S. Armed Forces.

#### **What data elements are requested for the Part D submission?**

- County in which sentence was imposed
- Inmate identification number
- Prisoner first and last name
- Date of birth
- Sex
- Race
- Hispanic origin
- Highest grade completed prior to this admission to prison
- Date of admission to prison
- Type of admission to prison
- Jurisdiction on date of admission

<sup>4</sup> Prison facilities include prisons, penitentiaries, and correctional institutions; boot camps; prison farms; reception, diagnostic, and classification centers; release centers, halfway houses, and road camps; forestry and conservation camps; vocational training facilities; prison hospitals; and drug and alcohol treatment facilities for inmates. For inmates under home confinement, a private residence is not considered a prison facility.

- Prior jail time
- Prior prison time
- Commitment offenses
- Number of counts of each offense
- Offense with the longest maximum sentence
- Maximum sentence length for offense with the longest maximum sentence
- Total maximum sentence length for all sentences
- Location where inmate is to serve sentence
- New offenses since admission
- Additional sentence time
- Prior felony incarcerations
- Inmate's state identification number
- Types of sentences included in total maximum sentence
- Length of court-imposed sentence to community supervision
- Parole hearing/eligibility date
- Projected release date
- Mandatory release date
- Name of facility holding prisoner at yearend
- FBI identification number
- Prior service in U.S. Armed Forces
- Date of last discharge from U.S. Armed Forces
- Type of discharge from U.S. Armed Forces

**What if we are unable to provide all of these data elements?**

- If your agency does not collection one or more of these data elements, then you will not be able to include them in the submission. Your participation in the NCRP is voluntary but your participation is extremely important for creating national statistics about the prison population as well as for understanding how the relationship between sentencing policies and practices in the states contributes to changes in the prison population.



# CHAPTER 1: NCRP INSTRUCTIONS AND FILE LAYOUTS

For 2012, NCRP format consists of three files: Prison Admissions (Part A), Prison Releases (Part B), Parole Exits (Part C), and Prison Custody (Part D). Instructions and the file layout for these four files are shown below.

## PRISON ADMISSION RECORDS (PART A)

Submit one data record for each admission<sup>5</sup> of a sentenced inmate during 2012:

### **Include:**

- Admissions of sentenced inmates to your prison facilities<sup>6</sup>, regardless of jurisdiction or sentence length.
- Admissions of sentenced inmates under your jurisdiction to county or local jails.
- Admissions of sentenced inmates under your jurisdiction to in-state private prisons, including both privately owned facilities and facilities operated by a private entity under contract to the state.

### **Exclude** (or provide a way for NCRP staff to identify these records in your data submission):

- Admissions of sentenced inmates to your prison facilities who were transferred from another one of your prison facilities.
- Inmates re-entering a prison facility after a temporary leave (30 days or less)
- Admissions of sentenced inmates under your jurisdiction to Federal facilities, another state's facilities, or out-of-state private facilities.
- Admissions of unsentenced inmates to your prison facilities (e.g., inmates awaiting trial, civil commitments)

See the next page for the Part A file layout.

<sup>5</sup> Include admissions resulting from new court commitments; probation, parole, or post-confinement community supervision revocations; transfers from other jurisdictions; escape or AWOL returns; or returns from appeal or bond.

<sup>6</sup> Prison facilities include prisons, penitentiaries, and correctional institutions; boot camps; prison farms; reception, diagnostic, and classification centers; release centers, halfway houses, and road camps; forestry and conservation camps; vocational training facilities; prison hospitals; and drug and alcohol treatment facilities for prisoners. For inmates under home confinement, a private residence is not considered a prison facility.

## Part A (Prison Admissions) File Layout

<u>Character Position</u>	<u>Field Length</u>	<u>Variable Number/Name</u>	<u>Variable Description</u>
001	05	1 county	County in which sentence was imposed
006	12	2 id	Inmate identification number
018	08	3 dob	Date of birth (mmddyyyy)
026	01	4 sex	Sex
027	01	5 race	Race
028	01	6 ethnic	Hispanic origin
029	02	7 eductn	Highest grade completed prior to this admission to prison
031	08	8 doad	Date of admission to prison (mmddyyyy)
039	02	9 adtyp	Type of admission to prison
041	02	10 jurad	Jurisdiction on date of admission
043	06	11 jail	Prior jail time (yymmdd)
049	06	12 prison	Prior prison time (yymmdd)
055	06	13 off1	Commitment offense 1
061	02	cnt1	Number of counts, offense 1
075	06	off2	Commitment offense 2
081	02	cnt2	Number of counts, offense 2
095	06	off3	Commitment offense 3
101	02	cnt3	Number of counts, offense 3
115	06	14a maxoff	Offense with the longest maximum sentence
121	05	14b maxlen	Maximum sent. length for maxoff (yyymm)
126	05	15 totmax	Total maximum sentence length for all sentences (yyymm)
131	05		BLANK
136	02	17 loc	Location where inmate is to serve sentence
138	53		BLANK
191	01	29 rectype	Record type identifier
192	15	30 SIN	Inmate's state identification number
207	04	31 typsen	Types of sentences included in total maximum sentence
211	05	32 comsup	Length of court- imposed sentence to community supervision
216	08	33 pahear	Parole hearing/eligibility date (mmddyyyy)
224	08	34 prodate	Projected release date (mmddyyyy)
232	08	35 manrel	Mandatory release date (mmddyyyy)
240	40	36 firstnm	Prisoner first name
280	40	37 lastnm	Prisoner last name
<b>320</b>	<b>15</b>	<b>39 fbiid</b>	<b>FBI identification number</b>
<b>335</b>	<b>01</b>	<b>40 priormil</b>	<b>Prior military service (Y/N)</b>
<b>336</b>	<b>08</b>	<b>41 discdate</b>	<b>Date of last discharge from military (mmddyyyy)</b>
<b>344</b>	<b>01</b>	<b>42 disctype</b>	<b>Type of last discharge from military</b>

## PRISON RELEASE RECORDS (PART B)

Submit one data record for each release<sup>7</sup> of a sentenced inmate during 2012

**Include:**

- Releases of sentenced inmates from your prison facilities<sup>8</sup>, regardless of jurisdiction or sentence length.
- Releases of sentenced inmates under your jurisdiction from county or local jails.
- Releases of sentenced inmates under your jurisdiction from in-state private prisons, including both privately owned facilities and facilities operated by a private entity under contract to the state.

**Exclude** (or provide a way for NCRP staff to identify these records in your data submission):

- Releases of sentenced inmates from your prison facilities that were transferred from another one of your prison facilities.
- Temporary releases of sentenced inmates (30 days or less)
- Releases of sentenced inmates under your jurisdiction from Federal facilities, another state's facilities, or out-of-state private facilities.
- Releases of unsentenced inmates from your prison facilities (e.g., inmates awaiting trial, civil commitments)

See the next page for the Part B file layout.

<sup>7</sup> Include conditional releases to parole or post-confinement community supervision; unconditional releases; releases or transfers to other authorities; deaths; releases on appeal or bond if credit for time served is not given while on release; or escapes from custody.

<sup>8</sup> Prison facilities include prisons, penitentiaries, and correctional institutions; boot camps; prison farms; reception, diagnostic, and classification centers; release centers, halfway houses, and road camps; forestry and conservation camps; vocational training facilities; prison hospitals; and drug and alcohol treatment facilities for prisoners. For inmates under home confinement, a private residence is not considered a prison facility.

## Part B (Prison Releases) File Layout

<u>Character Position</u>	<u>Field Length</u>	<u>Variable Number/Name</u>	<u>Variable Description</u>
001	05	1 county	County in which sentence was imposed
006	12	2 id	Inmate identification number
018	08	3 dob	Date of birth (mmddyyyy)
026	01	4 sex	Sex
027	01	5 race	Race
028	01	6 ethnic	Hispanic origin
029	02	7 eductn	Highest grade completed prior to this admission to prison
031	08	8 doad	Date of admission to prison (mmddyyyy)
039	02	9 adtyp	Type of admission to prison
041	02	10 jurad	Jurisdiction on date of admission
043	06	11 jail	Prior jail time (yymmdd)
049	06	12 prison	Prior prison time (yymmdd)
055	06	13 off1	Commitment offense 1
061	02	cnt1	Number of counts, offense 1
075	06	off2	Commitment offense 2
081	02	cnt2	Number of counts, offense 2
095	06	off3	Commitment offense 3
101	02	cnt3	Number of counts, offense 3
115	06	14a maxoff	Offense with the longest maximum sentence
121	05	14b maxlen	Maximum sent. length for maxoff (yyymm)
126	05	15 totmax	Total maximum sentence length for all sentences (yyymm)
131	05		BLANK
136	02	17 loc	Location where inmate is to serve sentence
138	06	18 noff1	Additional sentences since admission: new offense 1
144	06	noff2	Additional sentences since admission: new offense 2
150	05	19 totadd	Additional sentence time (yyymm)
155	01	20 pfelon	Prior felony incarcerations
156	01	21 awoles	AWOL or escape while serving sentence(s)
157	01	22a relcom	Community release prior to prison release
158	03	22b comtim	Community release (days)
161	08	23a dorpri	Date of release from prison (mmddyyyy)
169	02	23b relfr	Released from
171	02	24 acus1	Agencies that assume custody: 1st agency
173	02	acus2	Agencies that assume custody: 2nd agency
175	02	acus3	Agencies that assume custody: 3rd agency
177	02	25 reltyp	Type of release from prison
179	12		BLANK
191	01	29 rectype	Record type identifier
192	15	30 SIN	Inmate's state identification number
207	04	31 typsen	Types of sentences included in total maximum sentence
211	05	32 comsup	Length of court- imposed sentence to community supervision
216	40	36 firstnm	Prisoner first name
256	40	37 lastnm	Prisoner last name
296	15	39 fbiid	FBI identification number
311	01	40 priormil	Prior military service (Y/N)
312	08	41 discdate	Date of last discharge from military (mmddyyyy)
320	01	42 discstype	Type of last discharge from military

## PAROLE EXIT RECORDS (PART C)

Submit one data record for each sentenced inmate who was released from parole/post-confinement community supervision during 2012:

**Include:**

- Sentenced inmates from your parole or post-confinement community supervision agency, regardless of jurisdiction or sentence length

**Exclude** (or provide a way for NCRP staff to identify these records in your data submission):

- Inmates not yet sentenced (normally called “probation”), but can refer to any community supervision program prior to sentencing

See the next page for the Part C file layout.

## Part C (Parole Exits) Variable List

<u>Character Position</u>	<u>Field Length</u>	<u>Variable Number/Name</u>	<u>Variable Description</u>
001	05	1 county	County in which sentence was imposed
006	12	2 id	Inmate identification number
018	08	3 dob	Date of birth (mmddyyyy)
026	01	4 sex	Sex
027	01	5 race	Race
028	01	6 ethnic	Hispanic origin
029	02	7 eductn	Highest grade completed prior to this admission to prison
031	08	8 doad	Date of admission to prison (mmddyyyy)
039	02	9 adtyp	Type of admission to prison
041	02	10 jurad	Jurisdiction on date of admission
043	06	11 jail	Prior jail time (yymmdd)
049	06	12 prison	Prior prison time (yymmdd)
055	06	13 off1	Commitment offense 1
061	02	cnt1	Number of counts, offense 1
075	06	off2	Commitment offense 2
081	02	cnt2	Number of counts, offense 2
095	06	off3	Commitment offense 3
101	02	cnt3	Number of counts, offense 3
115	06	14a maxoff	Offense with the longest maximum sentence
121	05	14b maxlen	Maximum sent. length for maxoff (yyymm)
126	05	15 totmax	Total maximum sentence length for all sentences (yyymm)
131	05		BLANK
136	02	17 loc	Location where inmate is to serve sentence
138	06	18 noff1	Additional sentences since admission: new offense 1
144	06	noff2	Additional sentences since admission: new offense 2
150	05	19 totadd	Additional sentence time (yyymm)
155	01	20 pfelon	Prior felony incarcerations
156	01	21 awoles	AWOL or escape while serving sentence(s)
157	01	22a relcom	Community release prior to prison release
158	03	22b comtim	Community release (days)
161	08	23a dorpri	Date of release from prison (mmddyyyy)
169	02	23b relfr	Released from
171	02	24 acus1	Agencies that assume custody: 1st agency
173	02	acus2	Agencies that assume custody: 2nd agency
175	02	acus3	Agencies that assume custody: 3rd agency
177	02	25 reltyp	Type of release from prison
179	08	26 dorpl	Date of release from parole (mmddyyyy)
187	02	27 plrtypl	Type of release from parole
189	02	28 supsta	Supervision status just prior to release (change in response categories)
191	01	29 rectype	Record type identifier
192	15	30 SIN	Inmate's state identification number
207	40	36 firstnm	Prisoner first name
247	40	37 lastnm	Prisoner last name
287	15	39 fbiid	FBI identification number
302	01	40 priormil	Prior military service (Y/N)
303	08	41 discdate	Date of last discharge from military (mmddyyyy)

311	01	42	disctype	Type of last discharge from military
312	08	43	doparadm	Date of admission to parole/post-confinement community supervision (mmdyyy)
320	01	44	typparad	Type of admission to parole/post-confinement community supervision
321	05	45	countrel	County of parole release/location of parole office

## YEAR-END CUSTODY POPULATION RECORDS (PART D)

Submit one data record for each sentenced inmate under physical custody on December 31, 2012:

**Include:**

- Sentenced inmates in your prison facilities<sup>9</sup>, regardless of jurisdiction or sentence length.
- Sentenced inmates under your jurisdiction held in county or local jails.
- Sentenced inmates under your jurisdiction held in in-state private prisons, including both privately owned facilities and facilities operated by a private entity under contract to the state.
- Any inmate in the above categories who was temporarily released (less than 30 days) from a facility.

**Exclude** (or provide a way for NCRP staff to identify these records in your data submission):

- Sentenced inmates under your jurisdiction held in Federal facilities, another state's facilities, or out-of-state private facilities.
- Unsented inmates held in your prison facilities (e.g., civil commitments, inmates awaiting trial)
- Inmates who have escaped and are not in custody.

See the next page for the Part D file layout.

<sup>9</sup> Prison facilities include prisons, penitentiaries, and correctional institutions; boot camps; prison farms; reception, diagnostic, and classification centers; release centers, halfway houses, and road camps; forestry and conservation camps; vocational training facilities; prison hospitals; and drug and alcohol treatment facilities for prisoners. For inmates under home confinement, a private residence is not considered a prison facility.



## Part D (Prison Custody) File Layout

Character <u>Position</u>	Field <u>Length</u>	Variable <u>Number/Name</u>	<u>Variable Description</u>
001	05	1 county	County in which sentence was imposed
006	12	2 id	Inmate identification number
018	08	3 dob	Date of birth (mmddyyyy)
026	01	4 sex	Sex
027	01	5 race	Race
028	01	6 ethnic	Hispanic origin
029	02	7 eductn	Highest grade completed prior to this admission to prison
031	08	8 doad	Date of admission to prison (mmddyyyy)
039	02	9 adtyp	Type of admission to prison
041	02	10 jurad	Jurisdiction on date of admission
043	06	11 jail	Prior jail time (yymmdd)
049	06	12 prison	Prior prison time (yymmdd)
055	06	13 off1	Commitment offense 1
061	02	cnt1	Number of counts, offense 1
075	06	off2	Commitment offense 2
081	02	cnt2	Number of counts, offense 2
095	06	off3	Commitment offense 3
101	02	cnt3	Number of counts, offense 3
115	06	14a maxoff	Offense with the longest maximum sentence
121	05	14b maxlen	Maximum sent. length for maxoff (yyymm)
126	05	15 totmax	Total maximum sentence length for all sentences (yyymm)
131	05		BLANK
136	02	17 loc	Location where inmate is to serve sentence
138	06	18 noff1	Additional sentences since admission: new offense 1
144	06	noff2	Additional sentences since admission: new offense 2
150	05	19 totadd	Additional sentence time (yyymm)
155	01	20 pfelon	Prior felony incarcerations
156	45		BLANK
191	01	29 rectype	Record type identifier
192	15	30 SIN	Inmate's state identification number
207	04	31 typsen	Types of sentences included in total maximum sentence
211	05	32 comsup	Length of court- imposed sentence to community supervision
216	08	33 pahear	Parole hearing/eligibility date (mmddyyyy)
224	08	34 prodate	Projected release date (mmddyyyy)
232	08	35 manrel	Mandatory release date (mmddyyyy)
240	40	36 firstnm	Prisoner first name
280	40	37 lastnm	Prisoner last name
320	120	38 facility	Name of facility holding prisoner at yearend
296	15	39 fbiid	FBI identification number
311	01	40 priormil	Prior military service (Y/N)
312	08	41 discdate	Date of last discharge from military (mmddyyyy)
320	01	42 disctype	Type of last discharge from military

# CHAPTER 2: NCRP VARIABLES

## VARIABLE 1 - COUNTY IN WHICH SENTENCE WAS IMPOSED

### Applies To

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

### Definition

- The county where the court imposing the current sentence is located. If there are multiple counties of commitment, enter the one which corresponds with the offense for which the person received the longest maximum sentence.

### Character Position

- 001-005

### Codes / Coding Information

- If the county is known, use the 5-digit FIPS code (see Chapter 3)
- If the state is known but not the county, left-justify the appropriate state code and fill record position 003 to 005 with 9's.
- If neither the state nor the county is known, fill fields 001-005 with 9's.

## VARIABLE 2 - INMATE IDENTIFICATION NUMBER

### Applies To

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

### Definition

- A unique number that identifies an offender. This number identifies individual records in your state and will allow NCRP staff to identify records that are duplicates or have other problems.

### Character Position

- 006-017

### Codes / Coding Information

- If the identification number is less than 12 characters, right-justify the number and leave the unused positions blank.

- If the identification number is greater than 12 digits, put the remaining digits of the ID at the end of the record beginning in character position 199 and document this action.

### **Additional Information**

- Do not use sequence numbers for identification numbers unless you can identify each inmate by the sequence number and use the same sequence number for the inmate's every movement into or out of the corrections system.
- All information that can identify individuals will be held strictly confidential by Abt Associates and the Bureau of Justice Statistics, per the requirements of Title 42, United States Code, Sections 3735 and 3789g.
- This variable is not necessary if State Identification Number is reported in character positions 192-206.

## **VARIABLE 3 - DATE OF BIRTH**

### **Applies To**

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

### **Definition**

- The offender's date of birth

### **Character Position**

- 018-025

### **Codes / Coding Information**

- Code the month (January = 01, February = 02, etc.) in fields 018-019; use "99" if the month is unknown.
- Code the day (01-31) in fields 020-021; use "99" if the day is unknown.
- Code the year (all 4 digits) in fields 022-025; use "9999" if the year is unknown.

### **Examples**

- If a person was born on May 26, 1982, the date of birth is coded as "05261982"; if only the month and year of this person's date of birth is known, the date of birth is coded as "05991982"

## **VARIABLE 4 - SEX**

### **Applies To**

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Parole Exits (Part C)

- Prison Custody (Part D)

**Definition**

- The offender’s biological sex

**Character Position**

- 026

**Codes / Coding Information**

- (1) *Male*
- (2) *Female*
- (9) *Not known*

**VARIABLE 5 - RACE**

**Applies To**

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

**Definition**

- The offender’s race

**Character Position**

- 027

**Codes / Coding Information**

- (1) *White.* A person having origins in any of the original people of Europe, North Africa, or the Middle East.
- (2) *Black.* A person having origins in any of the black racial groups of Africa.
- (3) *American Indian / Alaskan Native.* A person having origins in any of the original people of North America and South America (including Central America), and who maintains tribal affiliations or community attachment.
- (4) *Asian.* A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- (5) *Native Hawaiian / Pacific Islander.* A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- (6) *Other categories in your information system.* Other single-race categories not listed above which are in your information system.
- (7) *Two or more races.* A person who identifies with more than one racial category and/or a person who identifies as multi-racial.
- (9) *Not known.* Racial category is not known.

### **Additional Information**

- Hispanic origin is a cultural characteristic rather than racial characteristic (see Variable 6). Persons of Hispanic origin can be black, white or some other racial group. When the information is available, please code the racial characteristic of persons of Hispanic origin.
- If the inmate's race can be determined but does not fit categories 1-5 or 7, then enter code "6".

## **VARIABLE 6 - HISPANIC ORIGIN**

### **Applies To**

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

### **Definition**

- Whether the offender is of Hispanic origin

### **Character Position**

- 028

### **Codes / Coding Information**

- (1) *Hispanic or Latino origin.* A person of Mexican, Puerto Rican, Cuban, Central American, South American, or other Spanish culture or origin, regardless of race.
- (2) *Not of Hispanic origin.*
- (9) *Not known* (Hispanic origin is not known).

## **VARIABLE 7 - HIGHEST GRADE COMPLETED PRIOR TO THIS ADMISSION TO PRISON**

### **Applies To**

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

### **Definition**

- The highest academic grade level completed by the offender before being admitted to prison on the current sentence.

### **Character Positions**

- 029-030

### **Codes / Coding Information**

- (1) *8th Grade or Less* (level of education did not exceed 8th grade, including having never attended school).
- (2) *Some High School* (grade unspecified or grade completed is not available but it is known that the inmate entered high school or started 9th grade).
- (3) *9th Grade*
- (4) *10th Grade*
- (5) *11th Grade*
- (6) *12th Grade or GED*
- (7) *Some College* (any person who attended college but did not graduate).
- (8) *College Degree* (any person who completed college or had some post-graduate education).
- (9) *Special/Ungraded* (including Special education, vocational education/rehabilitation, occupational education/rehabilitation, academic in an ungraded system, technical training, or education in an ungraded system).
- (99) *Not known* (level of education is not known).

### **Additional Information**

- Do not report any educational work completed during incarceration on the current sentence.
- Do not report competency level.
- Code the 2 digit designation for highest grade completed prior to admission in fields 029-030.
- If the inmate never attended school, use code "1". Do not use code "0" for never attended school.

## **VARIABLE 8 - DATE OF ADMISSION TO PRISON**

### **Applies To**

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

### **Definition**

- The most recent date the inmate was admitted into the custody of the state prison system on the current sentence.

### **Character Position**

- 031-038

### **Codes / Coding Information**

- Code the month (January = 01, February = 02, etc.) in fields 031-032; use "99" if the month is unknown.
- Code the day (01-31) in fields 033-034; use "99" if the day is unknown.
- Code the year (all 4 digits) in fields 035-038; use "9999" if the year is unknown.

### **Additional Information**

- Do not provide the sentencing date as the date of admission unless correctional custody began immediately after sentencing. Admission date should never be prior to the sentencing date.
- The date of admission for exit records must be the date of admission to prison prior to the parole exit date.
- New admission dates for inmates exiting from parole and returning to prison as violators should be reported as a separate record on your prison admission file. Two separate records should be written to your files: one parole exit record and one prison admission record.
- Prisoner admission data should be provided for state prisoners housed in local jails to ease prison overcrowding. The date of admission for prison inmates housed in local jails is the date on which the prison system assumed jurisdiction, often the date of sentencing.
- Once you submit an admission record to NCRP for a sentenced state prisoner who is housed in a local jail, do not later report his/her transfer from jail to prison as an admission.

### **Examples**

- A person held in a local jail is sentenced on April 3, 2009. Due to prison overcrowding, he/she begins serving his/her sentence in the local jail immediately after sentencing. A Prisoner Admission record is created and "Date of admission to prison" is coded as "04032009."
- A prisoner held in a local jail is sentenced on April 3, 2009. Due to prison overcrowding, he/she begins serving his/her sentence in a local jail immediately after sentencing. He/she is transferred and physically enters prison on October 28, 2009. No record of any kind is created for the October transfer. Instead, a Prisoner Admission record is created with April 3, 2009 ("04032009") as the date of admission.
- A person was admitted originally on June 11, 2003. He/she was released to parole supervision in 2005 and readmitted to prison August 7, 2009 as the result of a parole revocation. For the current admission, the date of admission to prison field is coded as "08072009." For the current parole exit record, the date of admission to prison is the admission date prior to the current parole exit June 11, 2003 ("06112003").

## **VARIABLE 9 - TYPE OF ADMISSION TO PRISON**

### **Applies To**

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

### **Definition**

- The reason an offender entered into the physical custody of a correctional facility on the date provided in Variable 8 of the current record.

### **Character Position**

- 039-040

### **Codes / Coding Information**

- (10) *Court Commitment.* A person being admitted to prison on one or more new sentences; the person is being confined for the first time on this/these particular sentence(s) and is not being re-admitted on any previous sentences still in effect.
- (20) *Returned from Appeal or Bond.* An offender's re-entry into prison after an absence on appeal bond during which his/her sentence time was not running. DO NOT create a new admission record upon an inmate's return if the inmate's sentence time continued to run while he/she was on appeal bond.
- (30) *Transfer.* The admission of a person from the custody of another detaining authority to continue serving the same sentence.
- (46) *Parole Revocation, New Sentence.* Parole occurs when an inmate is conditionally released by the decision of the paroling authority. Revocation is the administrative action of a paroling authority removing a person from parole status in response to a violation of conditions of parole. If parole is revoked because of a new sentence, use code 46.
- (47) *Parole Revocation, No New Sentence.* Parole occurs when an inmate is conditionally released by the decision of the paroling authority. Revocation is the administrative action of a paroling authority removing a person from parole status in response to a violation of conditions of parole. If parole is revoked because of a technical violation, use code 47.
- (49) *Parole Revocation, No Information.* Parole occurs when an inmate is conditionally released by the decision of the paroling authority. Revocation is the administrative action of a paroling authority removing a person from parole status in response to a violation of conditions of parole. If parole has been revoked and the reason is not known, use code 49.
- (56) *Mandatory Parole Release Revocation, New Sentence.* Mandatory Parole occurs when an inmate must, by LAW, be conditionally released. Revocation is the administrative action of a paroling authority removing a person from parole status in response to a violation of conditions of parole. This type of release may also be called "mandatory conditional release" or "supervised mandatory release". Use code 56 if mandatory parole is revoked because of a new sentence.
- (57) *Mandatory Parole Release Revocation, No New Sentence.* Mandatory Parole occurs when an inmate must, by LAW, be conditionally released. Revocation is the administrative action of a paroling authority removing a person from parole status in response to a violation of conditions of parole. This type of release may also be called "mandatory conditional release" or "supervised mandatory release." Use code 57 if mandatory parole is revoked because of a technical violation.
- (59) *Mandatory Parole Release Revocation, No Information.* Mandatory Parole occurs when an inmate must, by LAW, be conditionally released. Revocation is the administrative action of a paroling authority removing a person from parole status in response to a violation of conditions of parole. This type of release may also be called "mandatory conditional release" or "supervised mandatory release." Use code 59 if mandatory parole is revoked and the reason is not known.
- (65) *Court Commitment/Suspended Sentence Imposed.* Use this code if the admission is the result of the court's imposition of a previously suspended sentence.
- (66) *Escapee/AWOL Returned, New Sentence.* Use this code if an escaped inmate is returned with a new sentence. The new sentence may be for escaping or another offense.
- (67) *Escapee/AWOL Returned, No New Sentence.* Use this code if an escaped inmate is returned and it is not known if there is a new sentence.
- (69) *Escapee/AWOL Returned, No Information.* Use this code if an escaped inmate is returned and it is not known if there is a new sentence.



- (70) *Court Commitment/Parole Status, Pending Revocation.* Use this code if the inmate has violated a parole that was granted by a parole authority but his/her parole has not been formally revoked.
- (80) *Court Commitment/Mandatory Parole Release Status, Pending Revocation.* Use this code if the inmate is returned to prison as a Mandatory Parole Violator, but his/her parole has not been formally revoked.
- (86) *Probation Revocation, New Sentence.* Probation Revocation is a court order taking away a person's probationary status in response to a violation of conditions of probation. Use this code if the probation was revoked as a result of a new sentence.
- (87) *Probation Revocation, No New Sentence.* Probation Revocation is a court order taking away a person's probationary status in response to a violation of conditions of probation. Use this code if probation is revoked due to a technical violation.
- (89) *Probation Revocation, No Information.* Probation Revocation is a court order taking away a person's probationary status in response to a violation of conditions of probation. Use this code if the probation was revoked and the reason is not known.
- (88) *Other.* If a unique code cannot be assigned, use code 88 and document the types of admission included in this category.
- (90) *Court Commitment/Probation Status, Pending Revocation.*
- (92) *Unsentenced Commitment.*
- (99) *Not Known.* Use this code if the type of admission is Not Known.

#### **Additional Information**

- For Code 10 (Court Commitment):
  - Include as a court commitment inmates sentenced to prison for brief periods of time, usually 90-180 days, after which they are either released to probation or remain in prison. If, at the end of the "shock" period, the court commits the offender to prison to continue serving sentence, do not report him/her again as an admission.
  - Exclude from the court commitment category all revocations of probation, parole or other conditional release with or without a new sentence for a new offense; all transfers unless the inmate has completed all previous sentences and is beginning to serve time on a new sentence; and all returns from escape or unauthorized departures.
- For Code 20 (Returned from Appeal or Bond):
  - Do not create a new admission record upon an inmate's return if the inmate's sentence time continued to run while he/she was on appeal bond.
- For Code 30 (Transfer):
  - Include inmates admitted from a long term stay in a hospital, mental health facility or another state or federal prison.
  - Do not provide records for movements from prison to prison within your state.
  - Do not report the return of an inmate sent temporarily to another state to stand trial.
  - Do not include inmates who have completed a sentence in another state and are transferred to your state to begin serving a different sentence. Code them as court commitments, parole revocations or other, as appropriate.
- Codes 46, 47, and 48 (Parole Revocation) are limited to those cases where revocation proceedings have been completed.
- Codes 56, 57, and 59 (Mandatory Parole Release) also are only applicable to those cases where revocation proceedings have been completed.

## Examples

- Court Commitment (Code 10)
  - A person is sentenced by the court for murder and transported to a state correctional institution to begin serving his/her sentence. The correct code is "10" court commitment.
  - A person is sentenced by the court for murder and transported to a state correctional facility to begin serving his/her sentence. This person is still on parole for a robbery he/she committed four years ago but his/her parole revocation hearing has not been held yet. This admission is not a court commitment. Use code 70 or 80 to report admission type for this inmate.
  - A person is sentenced in 2001 to serve three years for burglary. He/she is conditionally released after one year and completes his/her time on parole. He/she is now being incarcerated for a burglary for which he/she has never served a sentence. The correct code is 10, "court commitment."
  - An offender receives a sentence of five years, the first 120 days to be served in prison, the remainder on probation. A Prisoner Admission Record should be created and Variable 9 coded as 10, "court commitment."
- Returned from Appeal or Bond (Code 20)
  - An inmate in prison is granted an appeal and released on bond. His/her sentence time is not running. His/her guilt and sentence are later reaffirmed and he/she returns to prison to resume serving his/her sentence. The admission type is code 20, "return from appeal bond."
- Transfer (Code 30)
  - An inmate serving a prison sentence was declared insane and surrendered to the custody of the State Department of Mental Health. This movement constituted a transfer release. This year the inmate is found sane and returns to prison to resume serving the sentence. A Prisoner Admission Record should be created and the type of admission coded as 30, "Transfer."
  - An inmate is sentenced in California to serve 5 years for burglary and enters a California prison to begin serving his/her sentence. During the report year, he/she is transferred to a Nevada prison for protective custody. This movement is a prison release type, "Transfer" for California. Nevada would report this inmate's admission as code 30, "Transfer."
  - An inmate serving a prison sentence in Rhode Island is temporarily released to Vermont to stand trial for charges in that state. The inmate is found guilty and returned one week later to Rhode Island to continue serving his/her time. No admission or release record is created by either state.
  - A Rhode Island inmate is serving a two-year sentence. After serving one year of his/her sentence, he/she is sent to Vermont to serve the balance of his/her sentence. The correct response for each state is as follows.
    - Rhode Island creates a prison release record - Variable 25 is coded as 15, "Transfer."
    - Vermont creates a prison admission record - Variable 9 is coded 30, "Transfer."
  - In February of the report year, an inmate is admitted to a Maryland State prison to begin serving a three year sentence for armed robbery. In June of the same year, he/she is transferred to a county detention facility for safekeeping. An admission record is created when the inmate is admitted in February. No admission or release record is created when the inmate is transferred to the county facility because he/she is still serving the state sentence at the county facility and he/she is still in the state of Maryland.

- Due to overcrowding, a Maine inmate is transferred during the report year from the Maine Correctional Center (a state facility) to the Maine State Prison. The correct response is to create no admission or release record for inmates that are transferred among state facilities within your state.
- Parole Revocations (Codes 46, 47, 49)
  - While on parole, the offender commits an armed robbery and is sentenced to serve time for that offense. His/her parole is revoked, and he/she enters prison to begin serving time on the new sentence. Code 46, "parole revocation, new sentence" is the correct code.
- Mandatory Parole Releases (Codes 56, 57, 59):
  - While on mandatory parole release, a parolee fails to report to his/her parole authority. His/her parole is revoked and he/she returns to prison to continue serving time on the original sentence. Code 57, "mandatory parole revocation, no new sentence" is the correct code to use in this instance.
- Mandatory Parole Releases (Codes 56, 57, 59):
  - While on mandatory parole release, a parolee fails to report to his/her parole authority. His/her parole is revoked and he/she returns to prison to continue serving time on the original sentence. Code 57, "mandatory parole revocation, no new sentence" is the correct code to use in this instance.
- Escape/AWOL Return (Codes 66, 67, 69):
  - An inmate escaped from prison in December, last year. A release record was created for that calendar year. He/she was located and returned to prison in June this year with no new sentence. An admission record is created and the admission type is coded 67, "escapee returned, no new sentence."
  - An inmate escaped from prison in June. While on escape status, he/she commits a burglary and is arrested and placed in jail. He/she is found guilty of burglary, sentenced, and returned to prison in December. His/her admission type is code 66, "escapee returned, new sentence".
- Court Commitment/Parole Status, Pending Revocation (Code 70)
  - A parolee violates the conditions of his/her parole and is accused of committing a new offense. He/she is returned to prison. The new charges are pending. The parole revocation hearing has not been held yet. The correct code is 70, "parole status, pending revocation."

## **VARIABLE 10 - JURISDICTION ON DATE OF ADMISSION IN VARIABLE 8**

### **Applies To**

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

### **Definition:**

- The state with the legal authority to enforce the prison sentence is the state having jurisdiction.

**Character Position**

- 041-042

**Codes / Coding Information**

- Use State FIPS Codes (See Chapter 4) and enter in fields 041-042 the 2-digit code identifying the state with jurisdiction on date of admission, or if appropriate use one of the following codes:
  - (52) Jurisdiction is shared between states.
  - (57) Federal Prison System has jurisdiction.
  - (60) State not known.
  - (99) Not known.

**Examples**

- An inmate is convicted of murder in Maryland and sentenced to a 10 year prison term. He/she begins serving his/her sentence in the Maryland state penitentiary. The state code "24" for Maryland is the correct value.
- An inmate is convicted of murder in Maryland and sentenced to a 10-year prison term. He/she begins serving his/her sentence in a Virginia prison to ensure protective custody. The state code "24" for Maryland is the correct value.
- An inmate is convicted of armed robbery in the District of Columbia and is sentenced to prison for 6 years. Due to his/her previous incarceration history, he/she is going to serve his/her sentence in a Federal prison. Code "11", for the District of Columbia is the correct value to code.

**VARIABLE 11 - PRIOR JAIL TIME****Applies To**

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

**Definition**

- The length of time served in jail prior to the date of admission (provided in Variable 8) and credited to prison service for the current sentence.

**Character Position**

- 043-048

**Codes / Coding Information**

- Provide number of years in character positions 043-044.
- Provide number of months in character positions 045-046.
- Provide number of days in character positions 047-048.

**Additional Information**

- Prior jail time is used in the calculation of "time served" in prison at time of release.

- If it is known that some prior time had been served but prior jail time cannot be distinguished from prior prison time, include all prior time in the prior prison time category (see Variable 12).
- Do not leave any characters blank.
- Zero-fill any field not applicable.
- Enter 9's in character positions 043-048 if prior jail time is not known.
- Enter all 0's if there was no prior jail time.

### **Examples**

- A man was arrested and charged with burglary on January 1 of this year. He spent two months in jail awaiting trial. He was convicted on March 1 and was sentenced to serve two years in prison. The judge allows his time in jail to be credited toward his total sentence. The correct value for Variable 11 is "000200".
- A man was arrested and charged with burglary on January 1 of this year. He spent two months in jail awaiting trial. He was convicted and sentenced on March 1. The judge states that his prison time begins running as of his date of sentencing. The correct code for Variable 11 is "000000". No time in jail was credited toward his sentence.
- On July 1, 2005 an inmate was admitted to a local jail, due to overcrowding, to begin serving a 5-year sentence for drug trafficking. He/she was released to parole on December 15, 2006. He/she is now being admitted to prison on a parole revocation and must serve the remainder of his/her drug trafficking sentence in prison. The time he/she served in jail for this offense, prior to his/her parole, counts toward his/her total time incarcerated on the current sentence and must be reported. The correct entry is "010515".

## **VARIABLE 12 - PRIOR PRISON TIME**

### **Applies To**

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

### **Definition**

- The length of time served in prison prior to the date of admission (provided in Variable 8) and credited to prison service for the current sentence.

### **Character Position**

- 049-054

### **Codes / Coding Information**

- Provide number of years in character positions 049-050.
- Provide number of months in character positions 051-052.
- Provide number of days in character positions 053-054.

### **Additional Information**

- Prior prison time is used in the calculation of time served in prison.

- If it is known that some prior time had been served but prior jail time cannot be distinguished from prior prison time, include all prior time in the prior prison time category.
- Only time spent in confinement and credited against the current sentence should be reported.
- Do not leave any fields blank
- Zero-fill any fields not applicable.
- Enter 9's in character positions 049-054 if prior prison time is not known.
- Enter all 0's if there was no prior prison time.

#### **Examples**

- A man is admitted to prison on June 1, 1989 to begin serving a 10-year term for armed robbery. He is paroled July 10, 1996. He violates the conditions of his parole and returns to prison this year to complete his sentence. The time he served in prison prior to his parole counts toward his total time served for this offense and must be reported. The correct value for Variable 12 is "070110".
- A man is admitted to prison on June 1, 1999 to begin serving a 10-year term for armed robbery. His sentence is commuted on July 10, 2005 and he is unconditionally released. However, he commits a new offense this year and is sentenced to serve 3 years in prison. His previous sentence does not affect this new sentence in any way. The correct value for Variable 12 is "000000".

## **VARIABLE 13 - OFFENSE(S)**

#### **Applies To**

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

#### **Definition**

- Crime(s) for which the offender was admitted to prison on the current sentence(s). For persons readmitted to prison, the original crime(s) in addition to any new crime(s) resulting in the current sentence(s) should be indicated.

#### **Character Position**

- 055-060, 075-080, 095-100

#### **Codes / Coding Information**

- Use your state's own offense codes. Abt and BJS will re-code your state's offense codes into the NCRP offense codes shown in Chapter 5.
- Provide the first offense in field 055-060 and the number of counts of that offense in field 061-062.
- If applicable, provide the second offense in field 075-080 and the number of counts in field 081-082.
- If applicable, the third offense in field 095-100 and the number of counts in field 101-102.

### Additional Information

- Please submit offense code documentation along with data submission. This documentation should include all of your states' offense codes and a description of each offense.
- Right-justify all offense codes.
- If your state offense codes exceed 6 digits, please contact the NCRP staff prior to submitting your data for instructions on how to report.
- If an inmate has three or fewer offenses, report each offense separately.
- If an inmate has four or more unique offenses, report the three most serious offenses
- If an inmate has four or more offenses and two or more offenses are the same, report the identical offenses once and combine the counts of the identical offenses

### Examples

- If an inmate has the following offenses:

<u>Offense</u>	<u>Sentence Length</u>
Aggravated Assault	4 years
Aggravated Assault	10 months
Burglary	3 years

Then report:

Offense 1	Aggravated Assault	01 count
Offense 2	Burglary	01 count
Offense 3	Aggravated Assault	01 count

- If an inmate has the following offenses:

<u>Offense</u>	<u>Sentence Length</u>
Manslaughter	20 year sentence
Aggravated Assault	5 year sentence
Burglary 1st degree	4 year sentence
Grand Theft	11 month sentence

Then report:

Offense 1	Manslaughter	01 count
Offense 2	Aggravated Assault	01 count
Offense 3	Burglary 1st degree	01 count

- If an inmate has the following offenses:

<u>Offense</u>	<u>Sentence Length</u>	
Manslaughter	20 year sentence	01 count
Aggravated Assault	4 year sentence	01 count
Burglary 1st degree	4 year sentence	01 count
Burglary 1st degree	3 year sentence	01 count
Grand Theft	11 month sentence	01 count
Grand Theft	6 month sentence	01 count

Then report:

Offense 1	Manslaughter	01 count
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Offense 2	Aggravated Assault	01 count
Offense 3	Burglary 1st degree	02 counts

## **VARIABLE 14a - WHICH OFFENSE FROM VARIABLE 13 HAS THE LONGEST MAXIMUM SENTENCE**

### **Applies To**

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

### **Definition**

- Of the crimes coded in Variable 13, this is the ONE crime for which the inmate received the longest sentence.

### **Character Position**

- 115-120

### **Codes / Coding Information**

- Right-justify in field 115-120 the code used by your state to specify this offense.
- If you do not know which offense carries the longest maximum sentence, code all 9's in positions 115-120.

### **Additional Information**

- If the inmate received only one sentence for one offense, provide the code/name of that offense.
- If the inmate received the same maximum sentence length for two different offenses, provide the one your state would designate as the "controlling," "driving," or "most serious" offense.
- If an inmate has four or more offenses and two or more were the same and therefore combined in Variable 13, the sentence length of the combined offenses should be considered separately for Variable 14a.
- Do not combine the sentences of the identical offenses that were combined in Variable 13 to determine the offense with the longest maximum sentence regardless of whether the sentences were consecutive or concurrent.
- If your state offense codes exceed the 6 digits provided, please call the NCRP staff for instruction prior to submitting your data



## Examples

- If an inmate has the following offenses:

Simple Assault	5 year sentence	01 count
Burglary 1st degree	4 year sentence	01 count
Burglary 1st degree	3 year sentence	01 count
Grand Theft	11 month sentence	01 count

Report for Variable 13:

Offense 1	Simple Assault	01 count
Offense 2	Burglary 1st degree	02 count
Offense 3	Grand Theft	01 count

Report for Variable 14a:

Simple Assault (01 count, 5 years)

## VARIABLE 14b - PROVIDE THE MAXIMUM SENTENCE FOR THAT OFFENSE

### Applies To

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

### Definition

- The maximum sentence as stated by the court, that the offender is required to serve for the offense listed in Variable 14a.

### Character Position

- 121-125

### Codes / Coding Information

- Enter the number of years (field 121-123) and months (field 124-125) indicating the maximum sentence length for the offense coded in Variable 14a, or as appropriate, use one of the codes:
  - Zero-fill any year or month position that is not applicable; e.g., 6 years, 0 months is coded "00600"; 2 months and 0 years is coded "00002".

(99996)	Maximum sentence is Life.
(99997)	Maximum sentence is Death.
(99994)	Maximum sentence is Life plus additional years.
(99993)	Maximum sentence is Life without parole.
(99999)	Maximum sentence is not known.
(00101)	One year and one day sentences

### Additional Information

- This is the maximum sentence imposed by the court for one specific offense and should not reflect any statutory or administrative sentence reductions.
- If the inmate has more than one sentence for the same type of offense, such as 2 years for one burglary (or one count of burglary) and 3 years for another burglary (on another count of burglary), the 3-year sentence would be reported for Variable 14b. Even if "burglary" was entered only once in Variable 13 (because there were four or more offenses), the sentence length of the identical offense should not be combined for Variable 14b.
- If the offense reported in Variable 14a is one for which the inmate was previously placed on parole or probation, provide the original maximum sentence not the part of the sentence remaining to be served.
- Please document any other code for life or death sentences that may appear on your file.

### Examples

- A man enters prison to begin serving time for three sentences. He received 5 years for burglary, 3 years for auto theft, and 1 year for a minor drug violation. The sentences are to be served consecutively and results in a TOTAL maximum sentence of 9 years. However, for Variable 14a and 14b, you need to indicate the one specific offense with the longest sentence. The correct response for Variable 14a is your state code for burglary, and for Variable 14b, "00500" (5 years).
- A man enters prison to begin serving time for two sentences. He received 5 years for burglary and 5 years for drug trafficking, both sentences to be served concurrently. In your state, burglary is considered more serious and to be the "controlling" offense. Therefore, for Variable 14a, you would provide your state code for burglary, and enter "00500" (5 years) for Variable 14b.
- A woman enters prison to begin serving time for three counts of burglary. She received 6 years for the first count, 6 years for the second, and 4 years for the third, all to be served consecutively. Variable 14a would be your state code for burglary and Variable 14b would be "00600." Each count is to be considered separately when it carries its own sentence length.

## VARIABLE 15 - TOTAL MAXIMUM SENTENCE LENGTH OF ALL OFFENSES REPORTED IN VARIABLE 13

### Applies To

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

### Definition

- The longest length of time as stated by the court that the offender could be required to serve for all offenses even if they are not entered in Variable 13.

### Character Position

- 126-130

### Codes / Coding Information

- Enter the number of years (field 126-128) and months (field 129-130) indicating the maximum sentence length for all offenses, or as appropriate use one of the following codes:
  - Zero-fill any year or month position that is not applicable; e.g., 6 years, 0 months is coded "00600"; 2 months and 0 years is coded "00002".
- (99996) Maximum sentence is Life.
- (99997) Maximum sentence is Death.
- (99994) Maximum sentence is Life plus additional years.
- (99993) Maximum sentence is Life without parole.
- (99999) Maximum sentence is not known.
- (00101) One year and one day sentences

### **Additional Information**

- This is the maximum sentence imposed by the court and should not reflect any statutory or administrative sentence reductions.
- Do not reduce the court sentence.
- Do not subtract time credits.
- Do not subtract prior jail or prison time.
- If all or a portion of a maximum sentence has been conditionally suspended (that is, the sentenced person may in the future be required to serve the suspended sentence or only a portion under certain circumstances), enter as the "Maximum Sentence" the sum of the unsuspended and suspended portions of the maximum sentence of each offense for which the inmate is currently in prison.
- Do not report unconditionally suspended sentences.
- If all or a portion of a maximum sentence has been unconditionally suspended (that is, the person cannot be required to serve the suspended sentence or any portion under any circumstances), enter as the "Maximum Sentence" only the unsuspended portions of the sentences.
- For a split sentence or shock probation, enter as the maximum sentence the sum of the prison and probation segments of the sentence(s).
- Provide the sum of sentences to be served consecutively. Do not add sentences to be served concurrently.

### **Examples**

- An inmate receives a sentence of 3 years for possession of marijuana, 2 years conditionally suspended. He/she will be placed under the supervision of a parole officer after being imprisoned for one year. The correct code for Variable 15 is "00300"; that is, if his behavior is not satisfactory, he/she will serve 3 years in prison.
- A person receives a sentence of 5 years for burglary, one year unconditionally suspended. He/she will receive no supervision during the one year regardless of his/her behavior. The correct code for Variable 15 is "00400".
- A person receives a 10-year sentence for armed robbery, is paroled after 3 years, but returns to prison on a technical violation 6 months later. The correct code for Variable 15 is "01000", reflecting his/her original maximum sentence.
- A first offender receives a 5-year sentence for manslaughter, 90 days to be served in prison and the remainder on probation. The correct code for Variable 15 is "00500".

- An offender enters prison to serve 6 years on a burglary conviction and 5 years on a drug conviction. The two sentences are to be served consecutively. The correct code for Variable 15 is "01100."
- An offender enters prison to serve 6 years on a burglary conviction and 5 years on a drug conviction. The two sentences are to be served concurrently. The correct code for Variable 15 is "00600."

## VARIABLE 17 - LOCATION WHERE INMATE IS TO SERVE SENTENCE

### Applies To

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

### Definition

- The type of facility in which the offender will be incarcerated to serve time for his/her crime.

### Character Position

- 136-137

### Codes / Coding Information

- (1) *State Prison Facility.* A state administered confinement facility having custodial authority over persons sentenced to confinement.
- (2) *Local Jail.* A confinement facility administered by an agency of the local government intended for adults but sometimes also houses juveniles, which holds persons detained pending adjudication and persons committed after adjudication usually with sentences of a year or less.
- (3) *Other Specify.* All other facilities except those specified above which house sentenced prisoners. Provide documentation for the type of facility included in this category.
- (4) *Mental Hospital.* A confinement facility for the diagnosis or treatment of mentally ill patients.
- (5) *Medical Hospital.* A facility designed for the treatment of persons with illnesses other than mental disorders.
- (6) *Rehabilitation Unit.* A residential treatment facility designed for the care of patients with drug or alcohol problems.
- (57) *Federal Prison.* A confinement facility administered by the Federal government having custodial authority over persons sentenced to confinement.
- (99) *Not Known.* Location where the inmate is to serve his/her sentence is not known.

### Additional Information

- If you need to report locations not covered by one of the codes, use another unique code and define it in your documentation.

### Examples

- An offender is sentenced to serve 5 years for a possession of marijuana conviction. Due to prison overcrowding he/she is to be housed in the local jail. The correct code is 02, "local jail."
- An offender is admitted to prison to serve 5 years for a possession of marijuana conviction. He/she is then placed in a drug treatment facility and will stay there through the completion of the program - a minimum of 1 year. The correct code is 06, "Rehabilitation Unit."
- An offender is sentenced to serve 5 years for a possession of marijuana conviction. He/she is to serve his/her sentence in a Federal penitentiary. The correct code is 57, "Federal Prison."

## **VARIABLE 18 - ADDITIONAL OFFENSES SINCE ADMISSION DATE SHOWN IN VARIABLE 8**

### **Applies To**

- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

### **Definition**

- Any additional offense imposed after the date of admission, regardless of the date of the crime.

### **Character Position**

- 138-143, 144-149

### **Codes / Coding Information**

- Use your own state's offense codes, or as appropriate use one of the following codes:
  - Right justify the first additional offense in field 138-143 and the second additional offense in field 144-149.
  - If there is a first additional offense but no second additional offense, code "999998" in fields 144-149.

(000000) No additional sentences.

(999997) Additional sentence, but the additional offense(s) is not known.

(999999) Not known (it is not known whether there are additional sentences).

### **Additional Information**

- If after admission, a revocation of parole or probation occurred and the inmate received a sentence for violating his/her parole or probation, please specify your state codes for probation or parole violation offenses as appropriate.
- If your own state codes exceed 6 digits, please contact the NCRP staff prior to your data submission for specific instructions.

### **Examples**

- A parolee is readmitted to prison for violating his/her parole. After three months in prison he/she receives an additional 5 year sentence for a new burglary conviction. The correct code is your state code for burglary.

## VARIABLE 19 - ADDITIONAL SENTENCE TIME

### Applies To

- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

### Definition

- The maximum time the inmate may be incarcerated consecutive to the sentence length coded in Variable 15.

### Character Position

- 150-154

### Codes / Coding Information

- Code the years (field 150-152) and months (field 153-154) indicating the additional sentence time the inmate must serve, or as appropriate use one of the codes below.
  - Zero-fill any parts of year or month entries which are not applicable; e.g., 6 years and 0 months is coded as "00600," 2 months and 0 years is coded as "00002."
- (99996) Additional sentence is Life.
- (99997) Additional sentence is Death.
- (99994) Additional sentence is Life plus additional years.
- (99993) Additional sentence is Life without parole.
- (99999) Additional sentence is not known.
- (00000) No additional sentence time or additional sentence is concurrent or Variable 19 is not applicable.

### Examples

- A parolee is readmitted to prison for violating his/her parole with 6 months remaining on his/her sentence. After three months in prison, he/she receives an additional 5 year sentence for a new burglary conviction to be served consecutive to the current sentence. The correct code is "00500."
- A parolee is readmitted to prison for violating his/her parole with 5 years remaining on his/her sentence. After being admitted to prison, he/she receives an additional 5 year sentence for a new burglary conviction to be served concurrent to the current sentence. The correct code is "00000."

## VARIABLE 20 - PRIOR FELONY INCARCERATIONS

### Applies To

- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

### Definition

- An offender who has ever been sentenced to confinement for a felony as a juvenile or adult prior to his/her current prison admission (Variable 8).

**Character Position**

- 155

**Codes / Coding Information**

- (1) Yes
- (2) No
- (9) Don't Know

**Additional Information**

- Do not include detention before trial or sentencing.
- Do not report non-incarceration sentences such as probation, unless at some point prison time occurred.

**Examples**

- Ten years ago, a man served 3 years in prison for robbery and was released, having satisfied the conditions of his/her sentence. He/she is once again being admitted to begin serving time on a new sentence. The correct code is 1, "Yes."

**VARIABLE 21 - WAS INMATE AWOL OR DID (S)HE ESCAPE WHILE SERVING SENTENCE(S)?****Applies To**

- Prison Releases (Part B)
- Parole Exits (Part C)

**Definition**

- The unlawful departure from physical custody or flight from the custody of correctional personnel, or the failure to return from an authorized temporary absence.

**Character Position**

- 156

**Codes / Coding Information**

- (1) Yes
- (2) No
- (9) Unknown

**Additional Information**

- Include in this category any inmate who escaped or was AWOL while serving time on this sentence, regardless of whether they returned to prison or not.

**Examples**

- An offender has completed his/her prison term of 5 years for larceny. During the first year of his/her sentence, he/she escaped from prison and was returned soon thereafter. The correct value is code 1, "Yes."

## **VARIABLE 22a AND 22b - WAS THIS PERSON ON COMMUNITY RELEASE PRIOR TO PRISON RELEASE?**

### **Applies To**

- Prison Releases (Part B)
- Parole Exits (Part C)

### **Definition**

- Prior to release from the custody of a prison system, the inmate was concurrently under community based supervision or placement.

### **Character Position**

- 157, 158-160

### **Codes / Coding Information**

- (1) Yes
- (2) No
- (9) Don't Know
- In field 158-160, right-justify and code the actual number of days the person was on community release or "999" if the number of days is unknown.
- If code 2 is entered, fill fields 158-160 with 998.
- If code 9 is entered, enter 999 in field 158-160.

### **Additional Information**

- This includes programs such as halfway houses, work furloughs, etc.

### **Examples**

- An inmate is admitted from prison to the state work release program on February 1st of the reporting year. He/she continues to serve his/her sentence while working in the community. On March 1st of the same year, he/she is returned to prison in order to be released. The correct value for Variable 22a is code 1 "Yes." In Variable 22b, the correct value is "028" for the number of days on community release prior to prison release.

## **VARIABLE 23a - DATE OF RELEASE FROM PRISON**

### **Applies To**

- Prison Releases (Part B)
- Parole Exits (Part C)



**Definition**

- The most recent calendar date that the state's prison custody terminated.

**Character Position**

- 161-168

**Codes / Coding Information**

- Provide month of release (January = 01, February = 02, etc.) in field 161-162.
- Provide day of release (01-31) in field 163-164.
- Provide the year of release (all 4 digits) in field 165-168.
- Code "99" in the respective field location if the month, day or year is unknown.
- Do not enter "00" for the day, month or year if it is unknown.

**Additional Information**

- On parole exit records, this is the most recent prison release date prior to the parole exit date on the same record.

**Examples**

- An inmate was released to parole on June 3, 2009. The correct code is "06032009"

## VARIABLE 23b - RELEASED FROM

**Applies To**

- Prison Releases (Part B)
- Parole Exits (Part C)

**Definition**

- The facility that had been used for the custody or care of the offender just prior to release.

**Character Position**

- 169-170

**Codes/Coding Information**

- (1) *State Prison Facility.* A confinement facility administered by the state with custodial authority over adults sentenced to confinement.
- (2) *Local Jail.* A confinement facility administered by an agency of the local government, intended for adults but sometimes also containing juveniles (holds persons detained pending adjudication and/or persons committed after adjudication, usually with sentences of a year or less).
- (3) *Other – Specify.* All facilities except those listed above which house sentenced prisoners. Provide documentation for the types of facilities you include in this category.
- (4) *Halfway House.* A long-term residential facility in which residents are allowed extensive contact with the community (e.g., attending school).

- (5) *Community Work Center or Work Release.* A residential facility in which residents are employed and allowed extensive contact with the community.
- (6) *Pre-release Center.* A residential facility in which inmates may be placed in order to seek employment, housing, etc.
- (12) *Federal Prison.* A confinement facility administered by the Federal government with custodial authority over persons sentenced to confinement.
- (99) *Unknown.* Information on the facility from which the inmate is released is not known.

**Additional Information**

- If you need to report locations not covered by the codes listed above, use another unique code and define the code in the documentation you provide.

**Examples**

- An offender served a 2-year prison term for burglary in the local jail due to overcrowding at the state penitentiary. The correct code is 02, Local Jail.
- An offender was sentenced to 18 months for a drug offense. The first 12 months were served in a drug rehabilitation program in a county hospital. The offender then served the rest of his/her sentence in prison. Code 01, State Prison Facility, is the correct code.

**VARIABLE 24 - AGENCIES THAT ASSUME CUSTODY FOR THIS PERSON AT THE TIME OF RELEASE**

**Applies To**

- Prison Releases (Part B)
- Parole Exits (Part C)

**Definition**

- Type and location of agency that assumes custody (physical or supervisory) over an inmate's freedom at the time of prison release.

**Character Position**

- 171-172, 173-174, 175-176

**Codes/Coding Information**

- (00) None
- (01) Other Prison Outside of State
- (02) Other Prison - Federal System
- (03) Parole Within State (Include Parole Agencies in DOC)
- (04) Parole Outside State
- (05) Parole - Federal System
- (06) Probation within State
- (07) Probation Outside State
- (08) Probation Federal System
- (09) Mental/Medical Facility Within State
- (10) Mental/Medical Facility Outside of State

- (11) Mental/Medical Facility - Federal
- (12) Other Within State – Specify
- (13) Other Outside State – Specify
- (14) Other - Federal – Specify
- (99) Not Known
- If there is only one agency, enter "9898" in 173-176
- Use code "000000" if no agency assumes control for the inmate (e.g., expiration of sentence, death, etc.).

#### **Examples**

- An inmate is released from a state prison to a detainer from Federal authorities. He/she is transported to a Federal prison in another state. Code 02 "Other Prison, Federal" is correct.
- After serving two-thirds of his/her sentence, an offender is required by law to be placed on parole. He/she will be supervised by the paroling authority of that state. Code 03, "Parole, Within State" is correct.

## **VARIABLE 25 - TYPE OF RELEASE FROM PRISON**

#### **Applies To**

- Prison Releases (Part B)
- Parole Exits (Part C)

#### **Definition**

- Method of departure from the custody of your prison system on the reported date of release (in variable 23a of the current record).

#### **Character Position**

- 177-178

#### **Codes/Coding Information**

- (01) *Parole Board Decision.* A conditional release granted by a board or commission that has the authority to release adult prisoners to parole, to revoke parole, and to discharge an offender from parole.
- (02) *Mandatory Parole Release.* A conditional release from prison which is mandated by law rather than granted by a parole board.
- (03) *Probation Release.* A conditional release to court supervision or supervision by a probation authority after the inmate is confined usually for a brief period in a prison facility. These cases are often called "Split Sentences" or "Shock Probation."
- (04) *Other Conditional Releases – Specify.* All other conditional releases not covered by the preceding categories. Always describe the nature of the release in your documentation.
- (05) *Expiration of Sentence.* The termination of the period of time an offender has been required to serve in a state prison.
- (06) *Commutation/Pardon.* A reduction of the term of confinement or an executive order excusing the remainder of the sentence and pardon resulting in immediate unconditional release.

- (07) *Release to Custody, Detainer, or Warrant.* Unconditionally releasing an inmate to custody of another authority. The original prison authority relinquishes all claims upon the inmate.
- (08) *Other Unconditional Release – Specify.* All unconditional releases not covered by the preceding three categories. Always document the nature of the release.
- (09) *Death by Natural Causes.* Death due to illness, old age, AIDS, etc.
- (10) *Death by Suicide.*
- (11) *Death by Homicide by Another Inmate.*
- (12) *Death by Other Homicide.* The death of an inmate caused by a person who is not an inmate that is not legally justifiable.
- (13) *Death by Execution*
- (14) *Death by Other – Specify.* All deaths not covered by the preceding six categories. Always document the manner of death. Use code 14 "Other" to report an inmate's death which is due to accidental injury caused by another person (whether the other person is an inmate or not) should be coded 14, "Other."
- (27) *Death by Accidental Injury to Self.* Death caused by the inmate accidentally injuring himself/herself.
- (15) *Transfer.* The movement of a person from the custody of your state's correctional system to the custody of another authority while serving the same sentence. Transfers are permanent or indefinite releases for such purposes as long-term mental health commitment, safekeeping in another state, or housing in a Federal facility.
- (16) *Release on Appeal or Bond.* An offender is released to seek or participate in an appeal of his/her case and is not receiving credit on his/her sentence while out of confinement. If the inmate is being given credit on the remainder of his/her time while out of confinement or bond, or appealing his/her case, do not report a release.
- (25) *AWOL/Escape.* An inmate who is absent from your state's custody without leave or has escaped from state prison. If your state reports AWOLs and Escapes as releases, you must report their recapture as admissions.
- (17) *Other – Specify.* All other releases not specifically defined in the above categories. Specify in your documentation the type of releases included in this category.
- (99) *Not Known.* The type of release from prison is not known.

### **Additional Information**

- Verify that all releases included in the OTHER category are releases from the custody of this prison system and releases of sentenced persons.
- For Code 16 do not include temporary movements to court (e.g., to testify or appear at a brief hearing).
- Do include transfers to other states to continue serving a sentence.
- Do not include movements from prison to prison within your state.
- Do not include movements of state prisoners to local jails because the prison is crowded or for such reasons as overcrowding, safekeeping, etc.
- State inmates housed in local jails are to be considered as state prison inmates.
- Do not include temporary absences for such reasons as court appearances, training or medical care.
- A detainer is an official notice from one authority agency to another authority agency requesting that a person wanted by them, but subject to the other agency's jurisdiction, not be released or discharged without notification to the authority agency requesting the person.

- The placing of a detainer is often, but not always, prior to the issuing of a warrant. Typical reasons for the detainer are that the person is wanted for trial in the requesting jurisdiction or is wanted to serve a sentence.
- Conditional Release is the release from a federal or state correctional facility of a prisoner who has not completed his/her sentence, and whose freedom is contingent upon obeying specified rules of behavior while in the community. The offender can be re-incarcerated on current sentence(s).
- Persons on mandatory supervised parole are usually subject to the same conditions as parolees, and can be returned to prison by a parole board decision for technical violations of release conditions. However, the difference is that the release is not a discretionary decision of a paroling authority.
- If you need to report a type of release not defined by one of the codes provided, assign a unique code and define it in your documentation.

### Examples

- For Code 01 (Parole Board Decision),
  - An inmate is granted a release by the Parole Board after serving 3 years of a 10 year sentence. Enter code 01, "Parole Board Decision."
- For Code 02 (Mandatory Parole Release),
  - An inmate received a 3 year sentence for heroin possession. The law requires that the inmate be released to parole after serving a year. Enter code 02, "Mandatory Parole Release."
- For Code 03 (Probation Release),
  - An offender serves 180 days in prison and returns to court for a hearing. The judge allows him/her to serve the remainder of his/her sentence on probation. The correct code is 03, "Probation Release."
- For Code 05 (Expiration of Sentence),
  - A person given a maximum sentence of 5 years for robbery is released, without parole supervision, after serving 5 years. His/her release is code 05, "Expiration of Sentence."
  - A person given a maximum sentence of 5 years for robbery is released without parole supervision, after serving 3 1/2 years and receiving 1 1/2 years of irrevocable "Good Time." His/her release is code 05, "Expiration of Sentence."
- For Code 06 (Commutation/Pardon),
  - After the legislature reduced marijuana offenses from felonies to misdemeanors, the 15 year sentence of a person is reduced by the Governor to actual time served, 2 1/2 years, and the inmate is unconditionally released. The correct code is 06, "Commutation/Pardon."
- For Code 07 (Release to Custody, Detainer, or Warrant),
  - A man is serving three years for armed robbery in Maine. Extradition papers from Texas on another armed robbery charge await him, however, so he is released to Texas custody. The correct code is 07, "Release to Custody, Detainer, or Warrant."
- For Code 15 (Transfer),
  - An inmate is threatened by other inmates. He/she is transferred to the custody of another state to complete his/her sentence. Enter code 15, "Transfer."
  - On June 10th of the report year, a Texas inmate is sent from the state prison to the Department of Corrections training school. On June 24th of the report year, the training

is completed and the inmate is sent back to the state prison. No admission or release movement should be reported.

- Due to crowding, a Maine inmate is transferred on June 6th of the report year from the Maine State Correctional Center to the Maine State Prison. No admission or release movement should be reported.
- An inmate is admitted to a Rhode Island prison on February 1st of the report year, to begin serving a three year sentence for armed robbery. On June 5th of the report year, the inmate is transferred to a county detention facility for safekeeping. No admission or release movement should be reported.

## **VARIABLE 26 - DATE OF EXIT FROM PAROLE**

### **Applies To**

- Parole Exits (Part C)

### **Definition**

- Date of exit from parole/post-confinement community supervision

### **Character Position**

- 179-186

### **Codes / Coding Information**

- Code the month (January = 01, February = 02, etc.) in fields 031-032; use “99” if the month is unknown.
- Code the day (01-31) in fields 033-034; use “99” if the day is unknown.
- Code the year (all 4 digits) in fields 035-038; use “9999” if the year is unknown.

## **VARIABLE 27 - TYPE OF EXIT FROM PAROLE**

### **Applies To**

- Parole Exits (Part C)

### **Definition**

- Method of departure from the from parole/post-confinement community supervision on the reported date of exit (in variable 26 of the current record).
- As necessary, provide information in a separate file that will enable Abt Associates to re-code your agency’s parole exit type codes into the NCRP parole exit type categories listed below.

### **Character Position**

- 187-188

### **Codes / Coding Information**

- (01) *Discharged, Completion of Term/Early Discharge/Case Closed/Maximum Date/Pardon/Court Order/Suspended Sentence*
- (02) *Discharged, Absconder.* An illegal exit before the parolee's community supervision before sentence is complete.
- (03) *Discharged or Transferred to Custody, Detainer, Warrant, Including Immigration and Naturalization.* Legal exit from state community supervision before sentence is complete to transfer to another law enforcement agency.
- (04) *Returned to Prison or Jail, New Sentence/Parole Merged with New Commitment*
- (05) *Returned to Prison or Jail, Parole Revocation*
- (06) *Returned to Prison or Jail, Revocation Pending*
- (07) *Returned to Prison or Jail, Charges Pending*
- (08) *Transferred to Another Jurisdiction.* Parolee transferred to the jurisdiction of a different state.
- (09) *Death*
- (10) *Other (Document types of exits included in this category.)*
- (99) *Not Known*

## VARIABLE 28 - SUPERVISION STATUS JUST PRIOR TO RELEASE

### Applies To

- Parole Exits (Part C)

### Definition

- Prior to the parolee's exit from state post-confinement community supervision, the type of supervision he was under
  - As necessary, provide information in a separate file that will enable Abt Associates to re-code your agency's supervision status codes into the NCRP supervision status categories listed below.

### Character Position

- 189-190

### Codes / Coding Information

- (01) *Active*
- (02) *Inactive*
- (03) *Absconded.* Illegal exit from parole.
- (04) *Supervised Out of State*
- (05) *Other*
- (06) ***Only have financial conditions remaining. New category for 2012. Parolee is not being supervised other than making financial***
- (99) *Not Known*

## **VARIABLE 29 – NCRP RECORD TYPE**

### **Applies To**

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

### **Definition**

- The NCRP record type.

### **Character Position**

- 191

### **Codes/Coding Information**

- 1 if Prison Admission Record
- 2 if Prison Release Record
- 3 if Parole Exit Record
- 4 if Year-End Custody Population Record

## **VARIABLE 30 - INMATE STATE IDENTIFICATION NUMBER**

### **Applies To**

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

### **Definition**

- The inmate's State Identification Number.

### **Character Position**

- 192-206

### **Codes/Coding Information**

- Put the inmate's 15-digit State Identification Number

### **Additional Information**

- All information that can identify individuals will be held strictly confidential by Abt Associates and the Bureau of Justice Statistics as required by Title 42, United States Code, Sections 3735 and 3789g.
- If your state's privacy or confidentiality requirements prevent the use of the inmate's State Identification Number, leave this variable blank.



## VARIABLE 31a – IS ANY PART OF THE TOTAL MAXIMUM SENTENCE REPORTED IN VARIABLE 15 AN INDETERMINATE SENTENCE?

### Applies To

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Prison Custody (Part D)

### Definition

- A sentence in which the judge specifies a minimum and maximum prison term. An administrative agency or parole board has the authority to release the offender from prison.

### Character Position

- 207

### Codes / Coding Information

- (1) Yes
- (2) No
- (9) Don't Know

### Additional Information

- Enter “Yes” (1) for a variable if any part of the offender’s total maximum sentence meets the definition of the variable.
- Enter “No” (2) for a variable only if it is known that none of the sentences the offender is serving meets the definition of the variable.
- If the type of sentence information is not known for any one of multiple sentences an inmate is serving, enter 9 (Not Known) for each variable for which “Yes” is not reported.

### Examples

- An offender is serving a 10-year determinate sentence for robbery under a truth in sentencing law, and a 5-year sentence for drug trafficking under a mandatory minimum law.
  - Enter “No” for variable 31a (indeterminate sentence),
  - “Yes” for variable 31b (determinate sentence),
  - “Yes” for Variable 31c (mandatory minimum sentence), and
  - “Yes” for variable 31d (restricted by a truth in sentencing law).
- An offender is serving a 10 to 15-year indeterminate sentence for vehicular homicide, a 5-year determinate sentence for reckless endangerment, and a 3-year determinate sentence for driving under the influence of drugs. The 10 to 15-year indeterminate sentence for vehicular homicide is restricted by a truth in sentencing law. The vehicular homicide sentence is not a mandatory minimum, nor is the 5-year sentence for reckless endangerment. It is not known whether the 3-year sentence for driving under the influence of drugs is a mandatory minimum sentence. The correct entry is:

- Variable 31a (indeterminate sentence) position 207 = 1 (Yes).
- Variable 31b (determinate sentence) position 208 = 1 (Yes).
- Variable 31c (mandatory minimum) position 209 = 9 (Not Known).
- Variable 31d (truth in sentencing) position 210 = 1 (Yes).

## **VARIABLE 31b – IS ANY PART OF THE TOTAL MAXIMUM SENTENCE REPORTED IN VARIABLE 15 A DETERMINATE SENTENCE?**

### **Applies To**

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Prison Custody (Part D)

### **Definition**

- A sentence in which the judge sets a fixed prison term. The sentence may be reduced by good time credits or earned time. An administrative agency, such as a parole board, does not have the authority to release the offender from prison.

### **Character Position**

- 208

### **Codes / Coding Information**

- (1) Yes
- (2) No
- (9) Don't Know

### **Additional Information**

- Enter “Yes” (1) for a variable if any part of the offender’s total maximum sentence meets the definition of the variable.
- Enter “No” (2) for a variable only if it is known that none of the sentences the offender is serving meets the definition of the variable.
- If the type of sentence information is not known for any one of multiple sentences an inmate is serving, enter 9 (Not Known) for each variable for which “Yes” is not reported.

### **Examples**

- An offender is serving a 10-year determinate sentence for robbery under a truth in sentencing law, and a 5-year sentence for drug trafficking under a mandatory minimum law.
  - Enter “No” for variable 31a (indeterminate sentence),
  - “Yes” for variable 31b (determinate sentence),
  - “Yes” for Variable 31c (mandatory minimum sentence), and
  - “Yes” for variable 31d (restricted by a truth in sentencing law).
- An offender is serving a 10 to 15-year indeterminate sentence for vehicular homicide, a 5-year determinate sentence for reckless endangerment, and a 3-year determinate

sentence for driving under the influence of drugs. The 10 to 15-year indeterminate sentence for vehicular homicide is restricted by a truth in sentencing law. The vehicular homicide sentence is not a mandatory minimum, nor is the 5-year sentence for reckless endangerment. It is not known whether the 3-year sentence for driving under the influence of drugs is a mandatory minimum sentence. The correct entry is:

- Variable 31a (indeterminate sentence) position 207 = 1 (Yes).
- Variable 31b (determinate sentence) position 208 = 1 (Yes).
- Variable 31c (mandatory minimum) position 209 = 9 (Not Known).
- Variable 31d (truth in sentencing) position 210 = 1 (Yes).

## **VARIABLE 31c – IS ANY PART OF THE TOTAL MAXIMUM SENTENCE REPORTED IN VARIABLE 15 A MANDATORY MINIMUM SENTENCE?**

### **Applies To**

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Prison Custody (Part D)

### **Definition**

- A minimum sentence specified by statute for a particular crime.

### **Character Position**

- 209

### **Codes / Coding Information**

- (1) Yes
- (2) No
- (9) Don't Know

### **Additional Information**

- Enter “Yes” (1) for a variable if any part of the offender’s total maximum sentence meets the definition of the variable.
- Enter “No” (2) for a variable only if it is known that none of the sentences the offender is serving meets the definition of the variable.
- If the type of sentence information is not known for any one of multiple sentences an inmate is serving, enter 9 (Not Known) for each variable for which “Yes” is not reported.

### **Examples**

- An offender is serving a 10-year determinate sentence for robbery under a truth in sentencing law, and a 5-year sentence for drug trafficking under a mandatory minimum law.
  - Enter “No” for variable 31a (indeterminate sentence),
  - “Yes” for variable 31b (determinate sentence),
  - “Yes” for Variable 31c (mandatory minimum sentence), and
  - “Yes” for variable 31d (restricted by a truth in sentencing law).

- An offender is serving a 10 to 15-year indeterminate sentence for vehicular homicide, a 5-year determinate sentence for reckless endangerment, and a 3-year determinate sentence for driving under the influence of drugs. The 10 to 15-year indeterminate sentence for vehicular homicide is restricted by a truth in sentencing law. The vehicular homicide sentence is not a mandatory minimum, nor is the 5-year sentence for reckless endangerment. It is not known whether the 3-year sentence for driving under the influence of drugs is a mandatory minimum sentence. The correct entry is:
  - Variable 31a (indeterminate sentence) position 207 = 1 (Yes).
  - Variable 31b (determinate sentence) position 208 = 1 (Yes).
  - Variable 31c (mandatory minimum) position 209 = 9 (Not Known).
  - Variable 31d (truth in sentencing) position 210 = 1 (Yes).

## **VARIABLE 31d – IS ANY PART OF THE TOTAL MAXIMUM SENTENCE REPORTED IN VARIABLE 15 A RESTRICTED BY TRUTH IN SENTENCING LAW?**

### **Applies To**

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Prison Custody (Part D)

### **Definition**

- A statute which mandates that a certain percentage of the court- imposed sentence be served in prison.

### **Character Position**

- 210

### **Codes / Coding Information**

- (1) Yes
- (2) No
- (9) Don't Know

### **Additional Information**

- Enter “Yes” (1) for a variable if any part of the offender’s total maximum sentence meets the definition of the variable.
- Enter “No” (2) for a variable only if it is known that none of the sentences the offender is serving meets the definition of the variable.
- If the type of sentence information is not known for any one of multiple sentences an inmate is serving, enter 9 (Not Known) for each variable for which “Yes” is not reported.

## Examples

- An offender is serving a 10-year determinate sentence for robbery under a truth in sentencing law, and a 5-year sentence for drug trafficking under a mandatory minimum law.
  - Enter “No” for variable 31a (indeterminate sentence),
  - “Yes” for variable 31b (determinate sentence),
  - “Yes” for Variable 31c (mandatory minimum sentence), and
  - “Yes” for variable 31d (restricted by a truth in sentencing law).
- An offender is serving a 10 to 15-year indeterminate sentence for vehicular homicide, a 5-year determinate sentence for reckless endangerment, and a 3-year determinate sentence for driving under the influence of drugs. The 10 to 15-year indeterminate sentence for vehicular homicide is restricted by a truth in sentencing law. The vehicular homicide sentence is not a mandatory minimum, nor is the 5-year sentence for reckless endangerment. It is not known whether the 3-year sentence for driving under the influence of drugs is a mandatory minimum sentence. The correct entry is:
  - Variable 31a (indeterminate sentence) position 207 = 1 (Yes).
  - Variable 31b (determinate sentence) position 208 = 1 (Yes).
  - Variable 31c (mandatory minimum) position 209 = 9 (Not Known).
  - Variable 31d (truth in sentencing) position 210 = 1 (Yes).

## VARIABLE 32 – LENGTH OF COURT-IMPOSED SENTENCE TO COMMUNITY SUPERVISION

### Applies To

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Prison Custody (Part D)

### Definition

- The amount of time which the court states that the offender is required to serve under community supervision after release from prison.

### Character Position

- 211-215

### Codes / Coding Information

- Enter the number of years (positions 211-213) and months (positions 214-215) indicating the length of the court-imposed sentence to community supervision, or as appropriate use one of the following codes:
  - (88888) Court did not impose a sentence to community supervision.
  - (99999) Sentence to community supervision is not known.

### **Additional Information**

- This variable is applicable only if the court imposed a sentence to community supervision that is separate from the sentence to prison.
- The sentence to post-incarceration community supervision may be in the form of parole, probation, or other supervision in the community, as ordered by the court.
- This variable should be reported only if a sentence to community supervision was imposed BY THE COURT. If the court did not impose a sentence to community supervision, this variable should be reported as “not applicable”.

### **Examples**

- The offender is sentenced by the court to serve a 5-year fixed prison term and an additional 2-year term on community supervision after release from prison. The correct entry is “00200”.
- The offender is sentenced by the court to serve a 2 to 10-year sentence in prison. The court did not sentence the offender to a separate term of community supervision. The term of community supervision will be determined by an administrative agency, such as a parole board, when the offender is approved for release from prison. The correct entry for this variable is code “88888”.

## **VARIABLE 33 – PAROLE HEARING/ELIGIBILITY DATE**

### **Applies To**

- Prison Admissions (Part A)
- Prison Custody (Part D)

### **Definition**

- The date the offender is eligible for review by an administrative agency such as a parole board, to determine whether he or she will be released from prison.

### **Character Position**

- 216-223

### **Codes / Coding Information**

- Code the month (position 216-217), day (position 218-219) and year (position 220-223) indicating the parole eligibility date, or as appropriate use one of the following codes:  
(88888888) Decision to release an offender is not determined by a parole board.  
(99999993) Offender is expected to serve life without parole.  
(99999997) Offender is sentenced to death.  
(99999999) Parole eligibility date is not known.

### **Additional Information**

- This variable is applicable only if the decision to release an offender is controlled by an administrative agency such as a parole board.
- The parole hearing eligibility date should be calculated from the total maximum sentence (variable 15) for all offenses. For the year-end custody record, report the next date the inmate will be eligible for a parole hearing.

## Examples

- An offender was admitted to prison on January 1, 1999, with a 15 years to life sentence for second degree murder. The law states the offender is eligible for parole board release after serving 85% of the minimum 15-year sentence (or 12 years 9 months). The parole eligibility date is calculated by adding 12 years 9 months to the date of admission. The offender will be eligible for parole board release on October 1, 2012. The correct entry for Variable 33 is “10012012”.
- A judge sentences an offender to serve 2 to 4 years in prison for theft. The offender is eligible for parole board release after the minimum 2-year sentence has been served. The offender was admitted to prison on January 1, 1999, with 6 months in jail time credits. The parole eligibility date is calculated by adding two years to the date of admission, and subtracting six months for credited jail time. The parole eligibility date is July 1, 2000. The correct entry for Variable 33 is “07012000”.
- An offender is admitted to prison on January 1, 1999, with a 5 to 10-year prison sentence for fraud. The offender is allowed to earn a maximum of 45 days good time for every 30 days served. The law states non-violent offenders are eligible for parole board release when their good time plus actual time served equals 1/4 of the minimum sentence. The offender’s good time plus actual time served will equal 1/4 of the minimum sentence (15 months) when the offender has served 6 months in prison. After serving 6 months the offender may have earned a maximum of 9 months good time credit. The parole eligibility date is calculated at 6 months from the date of admission, or July 1, 1999. The correct entry for Variable 33 is “07011999”.
- An offender is admitted to prison on January 1, 1999, with a 10-year sentence for aggravated robbery. The law requires violent offenders to serve 50% of the sentence before they are eligible for parole board release. Good time credits may be accrued only after 50% of the sentence has been served. The parole eligibility date is 5 years from the date of admission, or January 1, 2004. The correct entry for Variable 33 is “01012004”.
- While on parole, an offender is arrested for aggravated assault and is sentenced to a 10-year prison term for the new offense. At sentencing, the offender’s parole is revoked with 2 years remaining on a previous robbery sentence. The offender is admitted to prison on January 1, 1999 as a parole violator, with a 12-year total maximum sentence for both convictions. Good time credits may be accrued only after 50% of the sentence has been served. The parole eligibility date is 6 years from the date of admission, or January 1, 2005. The correct entry for Variable 33 is “01012005”.

## VARIABLE 34 – PROJECTED RELEASE DATE

### Applies To

- Prison Admissions (Part A)
- Prison Custody (Part D)

### Definition

- The projected date on which the offender will be released from prison.

### Character Position

- 224-231

### **Codes / Coding Information**

- Code the month (positions 224-225), day (positions 226-227) and year (positions 228-231) indicating the projected release date, or as appropriate use one of the following codes:  
(88888888) Decision to release an offender is determined by a parole board.  
(99999993) Offender is expected to serve life without parole.  
(99999997) Offender is sentenced to death.  
(99999999) Projected release date is not known.

### **Additional Information**

- Statutory requirements, good time credits, jail time credit, and any other factors which might modify the prison release date should be included in this calculation.
- If an offender is serving time for more than one offense, the projected release date should be calculated from the total maximum sentence (variable 15) for all offenses.

### **Codes / Coding Information**

- An offender enters prison on January 1, 1999, with a 10-year sentence for armed robbery. At sentencing, the offender received 6 months credit for time served in jail prior to being admitted to prison. While in prison, the State allows inmate to earn one day work credit for every 3 days served, not to exceed 15% of the sentence. The projected release date is calculated by subtracting the 6 months jail credit and the 1 ½ years of available work credit from the 10-year prison sentence. The offender's projected release date is 8 years from the date of admission or January 1, 2007. The correct entry for Variable 34 is "01012007".
- A judge sentences an offender to serve 10 years in prison for armed robbery. The offender is admitted to prison on January 1, 1999, and is required by State law to serve 6/7 of the 10-year sentence (8.57 years, or 8 years 6 months and 26 days). The offender's projected release date is 8 years 6 months and 26 days from the date of admission or July 26, 2007. The correct entry for Variable 34 is "07262007".
- A judge sentences an offender to serve 2 to 6 years in prison for theft. The offender is admitted to prison on January 1, 1999, and is given 3 years of good time credit (one-half the maximum sentence). Assuming the offender does not lose any good time while incarcerated, he or she is projected to be released after serving the remaining 3 years of the maximum sentence. The projected release date is calculated as January 1, 2002. The correct entry for Variable 34 is "01012002".
- A judge sentences an offender to serve 5 to 10 years in prison for aggravated robbery. The offender is admitted to prison on January 1, 1999, and given 5 years of good time credit (one-half the maximum sentence). After serving 8 years the offender has lost all good time credits due to disciplinary actions. The offender is expected to expire the sentence, or serve the entire 10-year maximum sentence, and release unconditionally from prison. The projected release date is 10 years from the date of admission or January 1, 2009. The correct entry for Variable 34 is "01012009".
- While on parole, an offender is arrested and convicted for armed robbery and sentenced to a 10-year prison term for the new offense. The offender's parole is revoked with 2 years remaining on a previous robbery sentence. The offender is admitted to prison on January 1, 1999 as a parole violator, with a 12-year total maximum sentence for both robbery convictions. The offender is given 6 years of good time credit at admission (one-half the total maximum sentence). The



projected release date is 6 years from the date of admission, or January 1, 2005. The correct entry for Variable 34 is “01012005”.

## **VARIABLE 35 – MANDATORY RELEASE DATE**

### **Applies To**

- Prison Admissions (Part A)
- Prison Custody (Part D)

### **Definition**

- The date the offender by law must be conditionally released from prison.

### **Character Position**

- 232-239

### **Codes / Coding Information**

- Code the month (positions 232-233), day (positions 234-235) and year (positions 236-239) indicating the mandatory release date, or as appropriate use one of the following codes:  
(88888888) Offender does not have a mandatory release date.  
(99999993) Offender is expected to serve life without parole.  
(99999997) Offender is sentenced to death.  
(99999999) Parole eligibility date is not known.

### **Additional Information**

- This date should reflect jail time credits and any statutory or administrative sentence reductions, including good time.
- The mandatory release date should be calculated from the total maximum sentence (variable 15) for all offenses.
- This variable is intended to capture mandatory conditional release policies structured around good time and other administrative sentence reductions.
- Do not enter the date the offender will expire the sentence (serve the entire sentence and be released unconditionally from prison).

### **Examples**

- An offender is admitted to prison on January 1, 1999, with a 5 to 10-year prison sentence for fraud. The law requires mandatory release for non-violent offenders when good time credits plus actual time served in prison equals the maximum sentence. The offender is allowed to earn a maximum of 45 days good time credit for every 30 days served. The mandatory release date is calculated by determining the date the offender’s actual time served plus good time will equal the maximum sentence. After serving 4 years, the offender will have earned a maximum of 6 years in good time credit. The mandatory release date is 4 years from the date of admission, or January 1, 2003. The correct entry for Variable 35 is “01012003”.

## **VARIABLE 36 - PRISONER FIRST NAME**

### **Applies To**

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

### **Definition**

- The first name of the inmate.

### **Character Position**

- 240-279

### **Codes / Coding Information**

- Record the prisoner's first name.

### **Additional Information**

- All information that can identify individuals will be held strictly confidential by Abt Associates and the Bureau of Justice Statistics, in accordance with Title 42, United States Code, Sections 3735 and 3789g.
- If the state's privacy or confidentiality requirements prevent use of the inmate's name, leave this variable blank.

## **VARIABLE 37 - PRISONER LAST NAME**

### **Applies To**

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

### **Definition**

- The last name of the inmate.

### **Character Position**

- 280-319

### **Codes / Coding Information**

- Record the prisoner's last name.

### **Additional Information**

- All information that can identify individuals will be held strictly confidential by Abt Associates and the Bureau of Justice Statistics, in accordance with Title 42, United States Code, Sections 3735 and 3789g.
- If the state's privacy or confidentiality requirements prevent use of the inmate's name, leave this variable blank.

## **VARIABLE 38 – NAME OF FACILITY HOLDING PRISONER AT YEAREND**

### **Applies To**

- Prison Custody (Part D)

### **Definition**

- Name of the facility in which the prisoner will be incarcerated at yearend.

### **Character Position**

- 320-439

### **Codes / Coding Information**

- Record the name of the facility.

## **VARIABLE 39 – FBI IDENTIFICATION NUMBER**

### **Applies To**

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

### **Definition**

- The unique identification number given by the Federal Bureau of Investigation to each prisoner from the Interstate Identification Index.

### **Character Position**

- 440-454

### **Codes / Coding Information**

- All information that can identify individuals will be held strictly confidential by Abt Associates and the Bureau of Justice Statistics as required by Title 42, United States Code, Sections 3735 and 3789g.
- If your state's privacy or confidentiality requirements prevent the use of the inmate's FBI Identification Number, leave this variable blank.

## **VARIABLE 40 – PRIOR SERVICE IN U.S. ARMED FORCES**

### **Applies To**

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

### **Definition**

- Did the inmate ever serve in the U.S. Armed Forces?

### **Character Position**

- 455-455

### **Codes / Coding Information**

- (1) Yes. Does not require that the inmate receive veterans' benefits, nor that inmate served in a conflict situation. Includes all branches of the military, including the Coast Guard.
- (2) No
- (9) Don't Know

## **VARIABLE 41 – DATE OF LAST DISCHARGE FROM U.S. ARMED FORCES**

### **Applies To**

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

### **Definition**

- The date the inmate was discharge from the U.S. Armed Forces for the final time.

### **Character Position**

- 456-464

### **Codes / Coding Information**

- Code the month (January = 01, February = 02, etc.) in fields 456-457; use "99" if the month is unknown.
- Code the day (01-31) in fields 458-459; use "99" if the day is unknown.
- Code the year (all 4 digits) in fields 460-464; use "9999" if the year is unknown.

## VARIABLE 42 – TYPE OF DISCHARGE FROM THE U.S. ARMED FORCES

### Applies To

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

### Definition

- What was the type of discharge received by the inmate?

### Character Position

- 465-465

### Codes / Coding Information

- (1) *Honorable*. Inmate received a rating from good to excellent for their service.
- (2) *General (honorable conditions)*. Inmate's military performance was satisfactory.
- (3) *General (not honorable conditions)*. Inmate's military performance was satisfactory but marked by a considerable departure in duty performance and conduct expected of military members
- (4) *Other than honorable*. Inmate's military performance was a serious departure from the conduct and performance expected of all military members.
- (5) *Bad conduct*. Only given by a court-martial.
- (6) *Dishonorable*. May be rendered only by conviction at a general court-martial for serious offenses that call for dishonorable discharge as part of the sentence
- (7) *Other*
- (9) *Not Known*

## VARIABLE 43 – DATE OF ADMISSION TO PAROLE

### Applies To

- Parole Exits (Part C)

### Definition

- The date the inmate was admitted to parole/post-confinement community supervision.

### Character Position

- 466-473

### Codes / Coding Information

- Code the month (January = 01, February = 02, etc.) in fields 466-467; use "99" if the month is unknown.
- Code the day (01-31) in fields 468-469; use "99" if the day is unknown.

- Code the year (all 4 digits) in fields 470-474; use “9999” if the year is unknown.

## **VARIABLE 44 – TYPE OF ADMISSION TO PAROLE**

### **Applies To**

- Parole Exits (Part C)

### **Definition**

- The reason an offender entered into parole/post-confinement community supervision on the date provided in Variable 43 (Date of Admission to Parole) of the current record.
- As necessary, provide information in a separate file that will enable Abt Associates to re-code your agency’s parole admission type codes into the NCRP parole admission type categories listed below.

### **Character Position**

- 474-474

### **Codes / Coding Information**

- (1) *Discretionary release from prison.* A person being admitted to parole based on the decision of the Governor, parole board, or commutation of sentence.
- (2) *Mandatory release from prison.* A person being admitted to parole based on a determinate sentencing statute or good-time provision
- (3) *Reinstatement of parole.* Persons returned to parole status, including discharged absconders whose cases were reopened, revocations with immediate reinstatement, and offenders reparaed at any time under the same sentence.
- (4) *Term of supervised release from prison.* A person being admitted to parole based on a judicial sentence of a fixed period of incarceration based on a determinate statute, immediately followed by a period of supervised release.
- (5) *Other.*
- (9) *Not known.*

## **VARIABLE 45 - COUNTY WHERE PAROLEE WAS RELEASED/COUNTY WHERE PAROLE OFFICE IS LOCATED**

### **Applies To**

- Parole Exits (Part C)

### **Definition**

- The county where the parolee was released from parole/post-confinement community supervision on the date in Variable 26.
- If this information is not available, please report the county where the parole office to which the parolee reported before exit is located.

**Character Position**

- 475-479

**Codes / Coding Information**

- If the county is known, use the 5-digit FIPS code (see Chapter 3)
- If the state is known but not the county, left-justify the appropriate state code and fill record position 003 to 005 with 9's.
- If neither the state nor the county is known, fill fields 001-005 with 9's.

## CHAPTER 3: COUNTY CODES

This chapter contains the codes used for Variable 1 (County in which the sentence was imposed).

### ALABAMA (01)

<u>County Code</u>	<u>County Name</u>	<u>County Code</u>	<u>County Name</u>
01001	Autauga	01083	Limestone
01003	Baldwin	01085	Lowndes
01005	Barbour	01087	Macon
01007	Bibb	01089	Madison
01009	Blount	01091	Marengo
01011	Bullock	01093	Marion
01013	Butler	01095	Marshall
01015	Calhoun	01097	Mobile
01017	Chambers	01099	Monroe
01019	Cherokee	01101	Montgomery
01021	Chilton	01103	Morgan
01023	Choctaw	01105	Perry
01025	Clarke	01107	Pickens
01027	Clay	01109	Pike
01029	Cleburne	01111	Randolph
01031	Coffee	01113	Russell
01033	Colbert	01115	St. Clair
01035	Conecuh	01117	Shelby
01037	Coosa	01119	Sumter
01039	Covington	01121	Talladega
01041	Crenshaw	01123	Tallapoosa
01043	Cullman	01125	Tuscaloosa
01045	Dale	01127	Walker
01047	Dallas	01129	Washington
01049	De Kalb	01131	Wilcox
01051	Elmore	01133	Winston
01053	Escambia	01999	State of Alabama, county not known
01055	Etowah		
01057	Fayette		
01059	Franklin		
01061	Geneva		
01063	Greene		
01065	Hale		
01067	Henry		
01069	Houston		
01071	Jackson		
01073	Jefferson		
01075	Lamar		
01077	Lauderdale		
01079	Lawrence		
01081	Lee		



**ALASKA (02)**

County County

Code Name

02013 Aleutians East\*  
02016 Aleutians West  
02020 Anchorage\*  
02050 Bethel  
02060 Bristol Bay\*  
02068 Denali\*  
02070 Dillingham  
02090 Fairbanks North Star\*  
02100 Haines\*  
02110 Juneau\*  
02122 Kenai Peninsula\*  
02130 Ketchikan Gateway\*  
02150 Kodiak Island\*  
02164 Lake and Peninsula\*  
02170 Matanuska-Susitna\*  
02180 Nome  
02185 North Slope\*  
02188 Northwest Arctic\*  
02201 Prince of Wales-Outer Ketchikan  
02220 Sitka\*  
02231 Skagway-Yakutat- Angoon  
02240 Southeast Fairbanks  
02261 Valdez-Cordova  
02270 Wade Hampton  
02280 Wrangell-Petersburg  
02282 Yakutat\*  
02290 Yukon-Koyukuk  
02999 State of Alaska, county not known

\*Borough

**ARIZONA (04)**

County County  
Code Name

04001 Apache  
04003 Cochise  
04005 Coconino  
04007 Gila  
04009 Graham  
04011 Greenlee  
04012 LaPaz  
04013 Maricopa  
04015 Mohave  
04017 Navajo  
04019 Pima  
04021 Pinal  
04023 Santa Cruz  
04025 Yavapai  
04027 Yuma  
04999 State of Arizona, county not known

**ARKANSAS (05)**

<u>County Code</u>	<u>County Name</u>	<u>County Code</u>	<u>County Name</u>
05001	Arkansas	05095	Monroe
05003	Ashley	05097	Montgomery
05005	Baxter	05099	Nevada
05007	Benton	05101	Newton
05009	Boone	05103	Ouachita
05011	Bradley	05105	Perry
05013	Calhoun	05107	Phillips
05015	Carroll	05109	Pike
05017	Chicot	05111	Poinsett
05019	Clark	05113	Polk
05021	Clay	05115	Pope
05023	Cleburne	05117	Prairie
05025	Cleveland	05119	Pulaski
05027	Columbia	05121	Randolph
05029	Conway	05123	St. Francis
05031	Craighead	05125	Saline
05033	Crawford	05127	Scott
05035	Crittenden	05129	Searcy
05037	Cross	05131	Sebastian
05039	Dallas	05133	Sevier
05041	Desha	05135	Sharp
05043	Drew	05137	Stone
05045	Faulkner	05139	Union
05047	Franklin	05141	Van Buren
05049	Fulton	05143	Washington
05051	Garland	05145	White
05053	Grant	05147	Woodruff
05055	Greene	05149	Yell
05057	Hempstead	05999	State of Arkansas, county not known
05059	Hot Spring		
05061	Howard		
05063	Independence		
05065	Izard		
05067	Jackson		
05069	Jefferson		
05071	Johnson		
05073	Lafayette		
05075	Lawrence		
05077	Lee		
05079	Lincoln		
05081	Little River		
05083	Logan		
05085	Lonoke		
05087	Madison		
05089	Marion		
05091	Miller		
05093	Mississippi		

**CALIFORNIA (06)**

<u>County Code</u>	<u>County Name</u>	<u>County Code</u>	<u>County Name</u>
06001	Alameda	06095	Solano
06003	Alpine	06097	Sonoma
06005	Amador	06099	Stanislaus
06007	Butte	06101	Sutter
06009	Calaveras	06103	Tehama
06011	Colusa	06105	Trinity
06013	Contra Costa	06107	Tulare
06015	Del Norte	06109	Tuolumne
06017	El Dorado	06111	Ventura
06019	Fresno	06113	Yolo
06021	Glenn	06115	Yuba
06023	Humboldt	06999	State of California, county not known
06025	Imperial		
06027	Inyo		
06029	Kern		
06031	Kings		
06033	Lake		
06035	Lassen		
06037	Los Angeles		
06039	Madera		
06041	Marin		
06043	Mariposa		
06045	Mendocino		
06047	Merced		
06049	Modoc		
06051	Mono		
06053	Monterey		
06055	Napa		
06057	Nevada		
06059	Orange		
06061	Placer		
06063	Plumas		
06065	Riverside		
06067	Sacramento		
06069	San Benito		
06071	San Bernardino		
06073	San Diego		
06075	San Francisco		
06077	San Joaquin		
06079	San Luis Obispo		
06081	San Mateo		
06083	Santa Barbara		
06085	Santa Clara		
06087	Santa Cruz		
06089	Shasta		
06091	Sierra		
06093	Siskiyou		

**CALIFORNIA YOUTH AUTHORITY (58)**

<u>County Code</u>	<u>County Name</u>	<u>County Code</u>	<u>County Name</u>
58001	Alameda	58095	Solano
58003	Alpine	58097	Sonoma
58005	Amador	58099	Stanislaus
58007	Butte	58101	Sutter
58009	Calaveras	58103	Tehama
58011	Colusa	58105	Trinity
58013	Contra Costa	58107	Tulare
58015	Del Norte	58109	Tuolumne
58017	El Dorado	58111	Ventura
58019	Fresno	58113	Yolo
58021	Glenn	58115	Yuba
58023	Humboldt	58999	CYA, county not known
58025	Imperial		
58027	Inyo		
58029	Kern		
58031	Kings		
58033	Lake		
58035	Lassen		
58037	Los Angeles		
58039	Madera		
58041	Marin		
58043	Mariposa		
58045	Mendocino		
58047	Merced		
58049	Modoc		
58051	Mono		
58053	Monterey		
58055	Napa		
58057	Nevada		
58059	Orange		
58061	Placer		
58063	Plumas		
58065	Riverside		
58067	Sacramento		
58069	San Benito		
58071	San Bernardino		
58073	San Diego		
58075	San Francisco		
58077	San Joaquin		
58079	San Luis Obispo		
58081	San Mateo		
58083	Santa Barbara		
58085	Santa Clara		
58087	Santa Cruz		
58089	Shasta		
58091	Sierra		
58093	Siskiyou		

**COLORADO (08)**

<u>County Code</u>	<u>County Name</u>	<u>County Code</u>	<u>County Name</u>
08001	Adams	08093	Park
08003	Alamosa	08095	Phillips
08005	Arapahoe	08097	Pitkin
08007	Archuleta	08099	Prowers
08009	Baca	08101	Pueblo
08011	Bent	08103	Rio Blanco
08013	Boulder	08105	Rio Grande
08014	Broomfield City & County	08107	Routt
08015	Chaffee	08109	Saguache
08017	Cheyenne	08111	San Juan
08019	Clear Creek	08113	San Miguel
08021	Conejos	08115	Sedgwick
08023	Costilla	08117	Summit
08025	Crowley	08119	Teller
08027	Custer	08121	Washington
08029	Delta	08123	Weld
08031	Denver	08125	Yuma
08033	Dolores	08999	State of Colorado, county not known
08035	Douglas		
08037	Eagle		
08039	Elbert		
08041	El Paso		
08043	Fremont		
08045	Garfield		
08047	Gilpin		
08049	Grand		
08051	Gunnison		
08053	Hinsdale		
08055	Huerfano		
08057	Jackson		
08059	Jefferson		
08061	Kiowa		
08063	Kit Carson		
08065	Lake		
08067	La Plata		
08069	Larimer		
08071	Las Animas		
08073	Lincoln		
08075	Logan		
08077	Mesa		
08079	Mineral		
08081	Moffat		
08083	Montezuma		
08085	Montrose		
08087	Morgan		
08089	Otero		
08091	Ouray		

**CONNECTICUT (09)**

County County  
Code Name

09001 Fairfield  
09003 Hartford  
09005 Litchfield  
09007 Middlesex  
09009 New Haven  
09011 New London  
09013 Tolland  
09015 Windham  
09999 State of Connecticut, county not known

**DELAWARE (10)**

County County  
Code Name

10001 Kent  
10003 New Castle  
10005 Sussex  
10999 State of Delaware, county not known



**DISTRICT OF COLUMBIA (11)**

County County  
Code Name

11001 District of Columbia

**FLORIDA (12)**

<u>County Code</u>	<u>County Name</u>	<u>County Code</u>	<u>County Name</u>
12001	Alachua	12095	Orange
12003	Baker	12097	Osceola
12005	Bay	12099	Palm Beach
12007	Bradford	12101	Pasco
12009	Brevard	12103	Pinellas
12012	Broward	12105	Polk
12013	Calhoun	12107	Putnam
12015	Charlotte	12109	St. Johns
12017	Citrus	12111	St. Lucie
12019	Clay	12113	Santa Rosa
12021	Collier	12115	Sarasota
12023	Columbia	12117	Seminole
12025	Dade, Miami-Dade	12119	Sumter
12027	De Soto	12121	Suwannee
12029	Dixie	12123	Taylor
12031	Duval	12125	Union
12033	Escambia	12127	Volusia
12035	Flagler	12129	Wakulla
12037	Franklin	12131	Walton
12039	Gadsden	12133	Washington
12041	Gilchrist	12999	State of Florida, county not known
12043	Glades		
12045	Gulf		
12047	Hamilton		
12049	Hardee		
12051	Hendry		
12053	Hernando		
12055	Highlands		
12057	Hillsborough		
12059	Holmes		
12061	Indian River		
12063	Jackson		
12065	Jefferson		
12067	Lafayette		
12069	Lake		
12071	Lee		
12073	Leon		
12075	Levy		
12077	Liberty		
12079	Madison		
12081	Manatee		
12083	Marion		
12085	Martin		
12087	Monroe		
12089	Nassau		
12091	Okaloosa		
12093	Okeechobee		

**GEORGIA (13)**

<u>County Code</u>	<u>County Name</u>	<u>County Code</u>	<u>County Name</u>
13001	Appling	13103	Effingham
13003	Atkinson	13105	Elbert
13005	Bacon	13107	Emanuel
13007	Baker	13109	Evans
13009	Baldwin	13111	Fannin
13011	Banks	13113	Fayette
13013	Barrow	13115	Floyd
13015	Bartow	13117	Forsyth
13017	Ben Hill	13119	Franklin
13019	Berrien	13121	Fulton
13021	Bibb	13123	Gilmer
13023	Bleckley	13125	Glascock
13025	Brantley	13127	Glynn
13027	Brooks	13129	Gordon
13029	Bryan	13131	Grady
13031	Bulloch	13133	Greene
13033	Burke	13135	Gwinnett
13035	Butts	13137	Habersham
13037	Calhoun	13139	Hall
13039	Camden	13141	Hancock
13043	Candler	13143	Haralson
13045	Carroll	13145	Harris
13047	Catoosa	13147	Hart
13049	Charlton	13149	Heard
13051	Chatham	13151	Henry
13053	Chattahoochee	13153	Houston
13055	Chattooga	13155	Irwin
13057	Cherokee	13157	Jackson
13059	Clarke	13159	Jasper
13061	Clay	13161	Jeff Davis
13063	Clayton	13163	Jefferson
13065	Clinch	13165	Jenkins
13067	Cobb	13167	Johnson
13069	Coffee	13169	Jones
13071	Colquitt	13171	Lamar
13073	Columbia	13173	Lanier
13075	Cook	13175	Laurens
13077	Coweta	13177	Lee
13079	Crawford	13179	Liberty
13081	Crisp	13181	Lincoln
13083	Dade	13183	Long
13085	Dawson	13185	Lowndes
13087	Decatur	13187	Lumpkin
13089	De Kalb		
13091	Dodge		
13093	Dooly		
13095	Dougherty		
13097	Douglas		
13099	Early		
13101	Echols		

**GEORGIA (cont.)**

<u>County Code</u>	<u>County Name</u>	<u>County Code</u>	<u>County Name</u>
13189	McDuffie	13273	Terrell
13191	McIntosh	13275	Thomas
13193	Macon	13277	Tift
13195	Madison	13279	Toombs
13197	Marion	13281	Towns
13199	Meriwether	13283	Treutlen
13201	Miller	13285	Troup
13205	Mitchell	13287	Turner
13207	Monroe	13289	Twiggs
13209	Montgomery	13291	Union
13211	Morgan	13293	Upson
13213	Murray	13295	Walker
13215	Muscogee	13297	Walton
13217	Newton	13299	Ware
13219	Oconee	13301	Warren
13221	Oglethorpe	13303	Washington
13223	Paulding	13305	Wayne
13225	Peach	13307	Webster
13227	Pickens	13309	Wheeler
13229	Pierce	13311	White
13231	Pike	13313	Whitfield
13233	Polk	13315	Wilcox
13235	Pulaski	13317	Wilkes
13237	Putnam	13319	Wilkinson
13239	Quitman	13321	Worth
13241	Rabun	13999	State of Georgia, county not known
13243	Randolph		
13245	Richmond		
13247	Rockdale		
13249	Schley		
13251	Screven		
13253	Seminole		
13255	Spalding		
13257	Stephens		
13259	Stewart		
13261	Sumter		
13263	Talbot		
13265	Taliaferro		
13267	Tattnall		
13269	Taylor		
13271	Telfair		

**HAWAII (15)**

County County  
Code Name

15001 Hawaii  
15003 Honolulu  
15005 Kalawao  
15007 Kauai  
15009 Maui  
15999 State of Hawaii, county not known

**IDAHO (16)**

County County  
Code Name

16001 Ada  
16003 Adams  
16005 Bannock  
16007 Bear Lake  
16009 Benewah  
16011 Bingham  
16013 Blaine  
16015 Boise  
16017 Bonner  
16019 Bonneville  
16021 Boundary  
16023 Butte  
16025 Camas  
16027 Canyon  
16029 Caribou  
16031 Cassia  
16033 Clark  
16035 Clearwater  
16037 Custer  
16039 Elmore  
16041 Franklin  
16043 Fremont  
16045 Gem  
16047 Gooding  
16049 Idaho  
16051 Jefferson  
16053 Jerome  
16055 Kootenai  
16057 Latah  
16059 Lemhi  
16061 Lewis  
16063 Lincoln  
16065 Madison  
16067 Minidoka  
16069 Nez Perce  
16071 Oneida  
16073 Owyhee  
16075 Payette  
16077 Power  
16079 Shoshone  
16081 Teton  
16083 Twin Falls  
16085 Valley  
16087 Washington16999

State of Idaho, county not known

**ILLINOIS (17)**

<u>County Code</u>	<u>County Name</u>	<u>County Code</u>	<u>County Name</u>
17001	Adams	17095	Knox
17003	Alexander	17097	Lake
17005	Bond	17099	La Salle
17007	Boone	17101	Lawrence
17009	Brown	17103	Lee
17011	Bureau	17105	Livingston
17013	Calhoun	17107	Logan
17015	Carroll	17109	McDonough
17017	Cass	17111	McHenry
17019	Champaign	17113	McLean
17021	Christian	17115	Macon
17023	Clark	17117	Macoupin
17025	Clay	17119	Madison
17027	Clinton	17121	Marion
17029	Coles	17123	Marshall
17031	Cook	17125	Mason
17033	Crawford	17127	Massac
17035	Cumberland	17129	Menard
17037	De Kalb	17131	Mercer
17039	De Witt	17133	Monroe
17041	Douglas	17135	Montgomery
17043	Du Page	17137	Morgan
17045	Edgar	17139	Moultrie
17047	Edwards	17141	Ogle
17049	Effingham	17143	Peoria
17051	Fayette	17145	Perry
17053	Ford	17147	Piatt
17055	Franklin	17149	Pike
17057	Fulton	17151	Pope
17059	Gallatin	17153	Pulaski
17061	Greene	17155	Putnam
17063	Grundy	17157	Randolph
17065	Hamilton	17159	Richland
17067	Hancock	17161	Rock Island
17069	Hardin	17163	St. Clair
17071	Henderson	17165	Saline
17073	Henry	17167	Sangamon
17075	Iroquois	17169	Schuyler
17077	Jackson	17171	Scott
17079	Jasper	17173	Shelby
17081	Jefferson	17175	Stark
17083	Jersey	17177	Stephenson
17085	Jo Daviess	17179	Tazewell
17087	Johnson	17181	Union
17089	Kane		
17091	Kankakee		
17093	Kendall		

**ILLINOIS (17) (cont.)**

County County  
Code Name

17183 Vermilion  
17185 Wabash  
17187 Warren  
17189 Washington  
17191 Wayne

17193 White  
17195 Whiteside  
17197 Will  
17199 Williamson  
17201 Winnebago  
17203 Woodford  
17999 State of Illinois, county not known



**INDIANA (18)**

<u>County Code</u>	<u>County Name</u>	<u>County Code</u>	<u>County Name</u>
18001	Adams	18099	Marshall
18003	Allen	18101	Martin
18005	Bartholomew	18103	Miami
18007	Benton	18105	Monroe
18009	Blackford	18107	Montgomery
18011	Boone	18109	Morgan
18013	Brown	18111	Newton
18015	Carroll	18113	Noble
18017	Cass	18115	Ohio
18019	Clark	18117	Orange
18021	Clay	18119	Owen
18023	Clinton	18121	Parke
18025	Crawford	18123	Perry
18027	Daviess	18125	Pike
18029	Dearborn	18127	Porter
18031	Decatur	18129	Posey
18033	De Kalb	18131	Pulaski
18035	Delaware	18133	Putnam
18037	Dubois	18135	Randolph
18039	Elkhart	18137	Ripley
18041	Fayette	18139	Rush
18043	Floyd	18141	St. Joseph
18045	Fountain	18143	Scott
18047	Franklin	18145	Shelby
18049	Fulton	18147	Spencer
18051	Gibson	18149	Starke
18053	Grant	18151	Steuben
18055	Greene	18153	Sullivan
18057	Hamilton	18155	Switzerland
18059	Hancock	18157	Tippecanoe
18061	Harrison	18159	Tipton
18063	Hendricks	18161	Union
18065	Henry	18163	Vanderburgh
18067	Howard	18165	Vermillion
18069	Huntington	18167	Vigo
18071	Jackson	18169	Wabash
18073	Jasper	18171	Warren
18075	Jay	18173	Warrick
18077	Jefferson	18175	Washington
18079	Jennings	18177	Wayne
18081	Johnson	18179	Wells
18083	Knox	18181	White
18085	Kosciusko	18183	Whitley
18087	Legrange	18999	State of Indiana, county not known
18089	Lake		
18091	La Porte		
18093	Lawrence		
18095	Madison		
18097	Marion		

**IOWA (19)**

<u>County Code</u>	<u>County Name</u>	<u>County Code</u>	<u>County Name</u>
19001	Adair	19101	Jefferson
19003	Adams	19103	Johnson
19005	Allamakee	19105	Jones
19007	Appanoose	19107	Keokuk
19009	Audubon	19109	Kossuth
19011	Benton	19111	Lee
19013	Black Hawk	19113	Linn
19015	Boone	19115	Louisa
19017	Bremer	19117	Lucas
19019	Buchanan	19119	Lyon
19021	Buena Vista	19121	Madison
19023	Butler	19123	Mahaska
19025	Calhoun	19125	Marion
19027	Carroll	19127	Marshall
19029	Cass	19129	Mills
19031	Cedar	19131	Mitchell
19033	Cerro Gordo	19133	Monona
19035	Cherokee	19135	Monroe
19037	Chickasaw	19137	Montgomery
19039	Clarke	19139	Muscatine
19041	Clay	19141	O'Brien
19043	Clayton	19143	Osceola
19045	Clinton	19145	Page
19047	Crawford	19147	Palo Alto
19049	Dallas	19149	Plymouth
19051	Davis	19151	Pocahontas
19053	Decatur	19153	Polk
19055	Delaware	19155	Pottawattamie
19057	Des Moines	19157	Poweshiek
19059	Dickinson	19159	Ringgold
19061	Dubuque	19161	Sac
19063	Emmet	19163	Scott
19065	Fayette	19165	Shelby
19067	Floyd	19167	Sioux
19069	Franklin	19169	Story
19071	Fremont	19171	Tama
19073	Greene	19173	Taylor
19075	Grundy	19175	Union
19077	Guthrie	19177	Van Buren
19079	Hamilton	19179	Wapello
19081	Hancock	19181	Warren
19083	Hardin	19183	Washington
19085	Harrison		
19087	Henry		
19089	Howard		
19091	Humboldt		
19093	Ida		
19095	Iowa		
19097	Jackson		
19099	Jasper		

**IOWA** (cont.)

County County

Code Name

19185	Wayne
19187	Webster
19189	Winnebago
19191	Winneshiek
19193	Woodbury
19195	Worth
19197	Wright
19999	State of Iowa, county not known

**KANSAS (20)**

<u>County Code</u>	<u>County Name</u>	<u>County Code</u>	<u>County Name</u>
20001	Allen	20099	Labette
20003	Anderson	20101	Lane
20005	Atchison	20103	Leavenworth
20007	Barber	20105	Lincoln
20009	Barton	20107	Linn
20011	Bourbon	20109	Logan
20013	Brown	20121	Lyon
20015	Butler	20123	McPherson
20017	Chase	20125	Marion
20019	Chautauqua	20127	Marshall
20021	Cherokee	20129	Meade
20023	Cheyenne	20121	Miami
20025	Clark	20123	Mitchell
20027	Clay	20125	Montgomery
20029	Cloud	20127	Morris
20031	Coffey	20129	Morton
20033	Comanche	20131	Nemaha
20035	Cowley	20133	Neosho
20037	Crawford	20135	Ness
20039	Decatur	20137	Norton
20041	Dickinson	20139	Osage
20043	Doniphan	20141	Osborne
20045	Douglas	20143	Ottawa
20047	Edwards	20145	Pawnee
20049	Elk	20147	Phillips
20051	Ellis	20149	Pottawatomie
20053	Ellsworth	20151	Pratt
20055	Finney	20153	Rawlins
20057	Ford	20155	Reno
20059	Franklin	20157	Republic
20061	Gearry	20159	Rice
20063	Gove	20161	Riley
20065	Graham	20163	Rooks
20067	Grant	20165	Rush
20069	Gray	20167	Russell
20071	Greeley	20169	Saline
20073	Greenwood	20171	Scott
20075	Hamilton	20173	Sedgwick
20077	Harper	20175	Seward
20079	Harvey	20177	Shawnee
20081	Haskell	20179	Sheridan
20083	Hodgeman	20181	Sherman
20085	Jackson	20183	Smith
20087	Jefferson	20185	Stafford
20089	Jewell	20187	Stanton
20091	Johnson		
20093	Kearny		
20095	Kingman		
20097	Kiowa		

**KANSAS (cont.)**

County County

Code Name

20189	Stevens
20191	Sumner
20193	Thomas
20195	Trego
20197	Wabaunsee
20199	Wallace
20201	Washington
20203	Wichita
20205	Wilson
20207	Woodson
20209	Wyandotte
20999	State of Kansas, county not known

**KENTUCKY (21)**

<u>County Code</u>	<u>County Name</u>	<u>County Code</u>	<u>County Name</u>
21001	Adair	21099	Hart
21003	Allen	21101	Henderson
21005	Anderson	21103	Henry
21007	Ballard	21105	Hickman
21009	Barren	21107	Hopkins
21011	Bath	21109	Jackson
21013	Bell	21111	Jefferson
21015	Boone	21113	Jessamine
21017	Bourbon	21115	Johnson
21019	Boyd	21117	Kenton
21021	Boyle	21119	Knott
21023	Braken	21121	Knox
21025	Breathitt	21123	Larue
21027	Breckinridge	21125	Laurel
21029	Bullitt	21127	Lawrence
21031	Butler	21129	Lee
21033	Caldwell	21131	Leslie
21035	Calloway	21133	Letcher
21037	Campbell	21135	Lewis
21039	Carlisle	21137	Lincoln
21041	Carroll	21139	Livingston
21043	Carter	21141	Logan
21045	Casey	21143	Lyon
21047	Christian	21145	McCracken
21049	Clark	21147	McCreary
21051	Clay	21149	McLean
21053	Clinton	21151	Madison
21055	Crittenden	21153	Magoffin
21057	Cumberland	21155	Marion
21059	Daviess	21157	Marshall
21061	Edmonson	21159	Martin
21063	Elliott	21161	Mason
21065	Estill	21163	Meade
21067	Fayette	21165	Menifee
21069	Fleming	21167	Mercer
21071	Floyd	21169	Metcalfe
21073	Franklin	21171	Monroe
21075	Fulton	21173	Montgomery
21077	Gallatin	21175	Morgan
21079	Garrard	21177	Muhlenberg
21081	Grant	21179	Nelson
21083	Graves	21181	Nicholas
21085	Grayson	21183	Ohio
21087	Green	21185	Oldham
21089	Greenup	21187	Owen
21091	Hancock		
21093	Hardin		
21095	Harlan		
21097	Harrison		

**KENTUCKY (cont.)**

County County

Code Name

21189	Owsley
21191	Pendleton
21193	Perry
21195	Pike
21197	Powell
21199	Pulaski
21201	Robertson
21203	Rockcastle
21205	Rowan
21207	Russell
21209	Scott
21211	Shelby
21213	Simpson
21215	Spencer
21217	Taylor
21219	Todd
21221	Trigg
21223	Trimble
21225	Union
21227	Warren
21229	Washington
21231	Wayne
21233	Webster
21235	Whitley
21237	Wolfe
21239	Woodford
21999	State of Kentucky, county not known

**LOUISIANA (22)**

<u>County Code</u>	<u>County Name</u>	<u>County Code</u>	<u>County Name</u>
22001	Acadia	22095	St. John the Baptist
22003	Allen	22097	St. Landry
22005	Ascension	22099	St. Martin
22007	Assumption	22101	St. Mary
22009	Avoyelles	22103	St. Tammany
22012	Beauregard	22105	Tangipahoa
22013	Bienville	22107	Tensas
22015	Bossier	22109	Terrebonne
22017	Caddo	22111	Union
22019	Calcasieu	22113	Vermilion
22021	Caldwell	22115	Vernon
22023	Cameron	22117	Washington
22025	Catahoula	22119	Webster
22027	Clairborne	22121	West Baton Rouge
22029	Concordia	22123	West Carroll
22031	De Soto	22125	West Feliciana
22033	East Baton Rouge	22127	Winn
22035	East Carroll	22999	State of Louisiana, county not known
22037	East Feliciana		
22039	Evanheline		
22041	Franklin		
22043	Grant		
22045	Iberia		
22047	Iberville		
22049	Jackson		
22051	Jefferson		
22053	Jefferson Davis		
22055	Lafayette		
22057	Lafourche		
22059	La Salle		
22061	Lincoln		
22063	Livingston		
22065	Madison		
22067	Morehouse		
22069	Natchitoches		
22071	Orleans		
22073	Ouachita		
22075	Plaquemines		
22077	Pointe Coupee		
22079	Rapides		
22081	Red River		
22083	Richland		
22085	Sabine		
22087	St. Bernard		
22089	St. Charles		
22091	St. Helena		
22093	St. James		



**MAINE (23)**

County County  
Code Name

23001 Androscoggin  
23003 Aroostook  
23005 Cumberland  
23007 Franklin  
23009 Hancock  
23011 Kennebec  
23013 Knox  
23015 Lincoln  
23017 Oxford  
23019 Penobscot  
23021 Piscataquis  
23023 Sagadahoc  
23025 Somerset  
23027 Waldo  
23029 Washington  
23031 York  
23999 State of Maine, county not known

## MARYLAND (24)

<u>County Code</u>	<u>County Name</u>
--------------------	--------------------

24001	Allegany
24003	Anne Arundel
24005	Baltimore
24009	Calvert
24011	Caroline
24013	Carroll
24015	Cecil
24017	Charles
24019	Dorchester
24021	Frederick
24023	Garrett
24025	Harford
24027	Howard
24029	Kent
24031	Montgomery
24033	Prince George's
24035	Queen Anne's
24037	St. Mary's
24039	Somerset
24941	Talbot
24043	Washington
24045	Wicomico
24047	Worcester
24999	State of Maryland, county not known

## INDEPENDENT CITY

24510	Baltimore
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**MASSACHUSETTS (25)**

County County  
Code Name

25001 Barnstable  
25003 Berkshire  
25005 Bristol  
25007 Dukes  
25009 Essex  
25011 Franklin  
25013 Hampden  
25015 Hampshire  
25017 Middlesex  
25019 Nantucket  
25021 Norfolk  
25023 Plymouth  
25025 Suffolk  
25027 Worcester  
25999 State of Massachusetts, county not known

**MICHIGAN (26)**

<u>County Code</u>	<u>County Name</u>	<u>County Code</u>	<u>County Name</u>
26001	Alcona	26095	Luce
26003	Alger	26097	Mackinac
26005	Allegan	26099	Macomb
26007	Alpena	26101	Manistee
26009	Antrim	26103	Marquette
26011	Arenac	26105	Mason
26013	Baraga	26107	Mecosta
26015	Barry	26109	Menominee
26017	Bay	26111	Midland
26019	Benzie	26113	Missaukee
26021	Berrien	26115	Monroe
26023	Branch	26117	Montcalm
26025	Calhoun	26119	Montmorency
26027	Cass	26121	Muskegon
26029	Charlevoix	26123	Newaygo
26031	Cheboygan	26125	Oakland
26033	Chippewa	26127	Oceana
26035	Clare	26129	Ogemaw
26037	Clinton	26131	Ontonagon
26039	Crawford	26133	Osceola
26041	Delta	26135	Oscoda
26043	Dickinson	26137	Otsego
26045	Eaton	26139	Ottawa
26047	Emmet	26141	Presque Isle
26049	Genesee	26143	Roscommon
26051	Gladwin	26145	Saginaw
26053	Gogebic	26147	St. Clair
26055	Grand Traverse	26149	St. Joseph
26057	Gratiot	26151	Sanilac
26059	Hillsdale	26153	Schoolcraft
26061	Houghton	26155	Shiawassee
26063	Huron	26157	Tuscola
26065	Ingham	26159	Van Buren
26067	Ionia	26161	Washtenaw
26069	Iosco	26163	Wayne
26071	Iron	26165	Wexford
26073	Isabella	26999	State of Michigan, county not known
26075	Jackson		
26077	Kalamazoo		
26079	Kalkaska		
26081	Kent		
26083	Keweenaw		
26085	Lake		
26087	Lapeer		
26089	Leelanau		
26091	Lenawee		
26093	Livingston		

**MINNESOTA (27)**

<u>County Code</u>	<u>County Name</u>	<u>County Code</u>	<u>County Name</u>
27001	Aitkin	27095	Mille Lacs
27003	Anoka	27097	Morrison
27005	Becker	27099	Mower
27007	Beltrami	27101	Murray
27009	Benton	27103	Nicollet
27011	Big Stone	27105	Nobles
27013	Blue Earth	27107	Norman
27015	Brown	27109	Olmsted
27017	Carlton	27111	Otter Tail
27019	Carver	27113	Pennington
27021	Cass	27115	Pine
27023	Chippewa	27117	Pipestone
27025	Chisago	27119	Polk
27027	Clay	27121	Pope
27029	Clearwater	27123	Ramsey
27031	Cook	27125	Red Lake
27033	Cottonwood	27127	Redwood
27035	Crow Wing	27129	Renville
27037	Dakota	27131	Rice
27039	Dodge	27133	Rock
27041	Douglas	27135	Roseau
27043	Faribault	27137	St. Louis
27045	Fillmore	27139	Scott
27047	Freeborn	27141	Sherburne
27049	Goodhue	27143	Sibley
27051	Grant	27145	Sterns
27053	Hennepin	27147	Steele
27055	Houston	27149	Stevens
27057	Hubbard	27151	Swift
27059	Isanti	27153	Todd
27061	Itasca	27155	Traverse
27063	Jackson	27157	Wabasha
27065	Kanabec	27159	Wadena
27067	Kandiyohi	27161	Waseca
27069	Kittson	27163	Washington
27071	Koochiching	27165	Watonwan
27073	Lac qui Parle	27167	Wilkin
27075	Lake	27169	Winona
27077	Lake of the Woods	27171	Wright
27079	Le Sueur	27173	Yellow Medicine
27081	Lincoln	27999	State of Minnesota, county not known
27083	Lyon		
27085	McLeod		
27087	Mahnomen		
27089	Marshall		
27091	Martin		
27093	Meeker		

**MISSISSIPPI (28)**

<u>County Code</u>	<u>County Name</u>	<u>County Code</u>	<u>County Name</u>
28001	Adams	28095	Monroe
28003	Alcorn	28097	Montgomery
28005	Amite	28099	Neshoba
28007	Attala	28101	Newton
28009	Benton	28103	Noxubee
28011	Bolivar	28105	Oktibbeha
28013	Calhoun	28107	Panola
28015	Carroll	28109	Pearl River
28017	Chickasaw	28111	Perry
28019	Choctaw	28113	Pike
28021	Clairborne	28115	Pontotoc
28023	Clarke	28117	Prentiss
28025	Clay	28119	Quitman
28027	Coahoma	28121	Rankin
28029	Copiah	28123	Scott
28031	Covington	28125	Sharkey
28033	De Soto	28127	Simpson
28035	Forrest	28129	Smith
28037	Franklin	28131	Stone
28039	George	28133	Sunflower
28041	Greene	28135	Tallahatchie
28043	Grenada	28137	Tate
28045	Hancock	28139	Tippah
28047	Harrison	28141	Tishomingo
28049	Hinds	28143	Tunica
28051	Holmes	28145	Union
28053	Humphreys	28147	Walthall
28055	Issaquena	28149	Warren
28057	Itawamba	28151	Washington
28059	Jackson	28153	Wayne
28061	Jasper	28155	Webster
28063	Jefferson	28157	Wilkinson
28065	Jefferson Davis	28159	Winston
28067	Jones	28161	Yalobusha
28069	Kemper	28163	Yazoo
28071	Lafayette	28999	State of Mississippi, county not known
28073	Lamar		
28075	Lauderdale		
28077	Lawrence		
28079	Leake		
28081	Lee		
28083	Leflore		
28085	Lincoln		
28087	Lowndes		
28089	Madison		
28091	Marion		
28093	Marshall		

**MISSOURI (29)**

<u>County Code</u>	<u>County Name</u>	<u>County Code</u>	<u>County Name</u>
29001	Adair	29099	Jefferson
29003	Andrew	29101	Johnson
29005	Atchison	29103	Knox
29007	Audrain	29105	Laclede
29009	Barry	29107	Lafayette
29011	Barton	29109	Lawrence
29013	Bates	29111	Lewis
29015	Benton	29113	Lincoln
29017	Bollinger	29115	Linn
29019	Boone	29117	Livingston
29021	Buchanan	29119	McDonald
29023	Butler	29121	Macon
29025	Caldwell	29123	Madison
29027	Callaway	29125	Maries
29029	Camden	29127	Marion
29031	Cape Girardeau	29129	Mercer
29033	Carroll	29131	Miller
29035	Carter	29133	Mississippi
29037	Cass	29135	Moniteau
29039	Cedar	29137	Monroe
29041	Chariton	29139	Montgomery
29043	Christian	29141	Morgan
29045	Clark	29143	New Madrid
29047	Clay	29145	Newton
29049	Clinton	29147	Nodaway
29051	Cole	29149	Oregon
29053	Cooper	29151	Osage
29055	Crawford	29153	Ozark
29057	Dade	29155	Pemiscot
29059	Dallas	29157	Perry
29061	Daviess	29159	Pettis
29063	De Kalb	29161	Phelps
29065	Dent	29163	Pike
29067	Douglas	29165	Platte
29069	Dunklin	29167	Polk
29071	Franklin	29169	Pulaski
29073	Gasconade	29171	Putnam
29075	Gentry	29173	Ralls
29077	Greene	29175	Randolph
29079	Grundy	29177	Ray
29081	Harrison	29179	Reynolds
29083	Henry	29181	Ripley
29085	Hickory	29183	St. Charles
29087	Holt	29185	St. Clair
29089	Howard	29186	St. Genevieve
29091	Howell		
29093	Iron		
29095	Jackson		
29097	Jasper		

**MISSOURI (cont.)**

County County  
Code Name

29187	St. Francois	INDEPENDENT CITY
29189	St. Louis	
29195	Saline	29510 St. Louis
29197	Schuyler	
29199	Scotland	
29201	Scott	
29203	Shannon	
29205	Shelby	
29207	Stoddard	
29209	Stone	
29211	Sullivan	
29213	Taney	
29215	Texas	
29217	Vernon	
29219	Warren	
29221	Washington	
29223	Wayne	
29225	Webster	
29227	Worth	
29229	Wright	
29999	State of Missouri, county not known	



**MONTANA (30)**

<u>County Code</u>	<u>County Name</u>	<u>County Code</u>	<u>County Name</u>
30001	Beaverhead	30095	Stillwater
30003	Big Horn	30097	Sweet Grass
30005	Blaine	30099	Teton
30007	Broadwater	30101	Toole
30009	Carbon	30103	Treasure
30011	Carter	30105	Valley
30013	Cascade	30107	Wheatland
30015	Chouteau	30109	Wibaux
30017	Custer	30111	Yellowstone
30019	Daniels	30113	Yellowstone National Park
30021	Dawson	30999	State of Montana, county not known
30023	Deer Lodge		
30025	Fallon		
30027	Fergus		
30029	Flathead		
30031	Gallatin		
30033	Garfield		
30035	Glacier		
30037	Golden Valley		
30039	Granite		
30041	Hill		
30043	Jefferson		
30045	Judith Basin		
30047	Lake		
30049	Lewis and Clark		
30051	Liberty		
30053	Lincoln		
30055	McCone		
30057	Madison		
30059	Meagher		
30061	Mineral		
30063	Missoula		
30065	Musselshell		
30067	Park		
30069	Petroleum		
30071	Phillips		
30073	Pondera		
30075	Powder River		
30077	Powell		
30079	Prairie		
30081	Ravalli		
30083	Richland		
30085	Roosevelt		
30087	Rosebud		
30089	Sanders		
30091	Sheridan		
30093	Silver Bow		

**NEBRASKA (31)**

<u>County Code</u>	<u>County Name</u>	<u>County Code</u>	<u>County Name</u>
31001	Adams	31099	Kearney
31003	Antelope	31101	Keith
31005	Arthur	31103	Keya Paha
31007	Banner	31105	Kimball
31009	Blaine	31107	Knox
31011	Boone	31109	Lancaster
31013	Box Butte	31111	Lincoln
31015	Boyd	31113	Logan
31017	Brown	31115	Loup
31019	Buffalo	31117	McPherson
31021	Burt	31119	Madison
31023	Butler	31121	Merrick
31025	Cass	31123	Morrill
31027	Cedar	31125	Nance
31029	Chase	31127	Memaha
31031	Cherry	31129	Nuckolls
31033	Cheyenne	31131	Otoe
31035	Clay	31133	Pawnee
31037	Colfax	31135	Perkins
31039	Cuming	31137	Phelps
31041	Custer	31139	Pierce
31043	Dakota	31141	Platte
31045	Dawes	31143	Polk
31047	Dawson	31145	Red Willow
31049	Deuel	31147	Richardson
31051	Dixon	31149	Rock
31053	Dodge	31151	Saline
31055	Douglas	31153	Sarpy
31057	Dundy	31155	Saunders
31059	Fillmore	31157	Scotts Bluff
31061	Franklin	31159	Seward
31063	Frontier	31161	Sheridan
31065	Furnas	31163	Sherman
31067	Gage	31165	Sioux
31069	Garden	31167	Stanton
31071	Garfield	31169	Thayer
31073	Gosper	31171	Thomas
31075	Grant	31173	Thurston
31077	Greeley	31175	Valley
31079	Hall	31177	Washington
31081	Hamilton	31179	Wayne
31083	Harlan	31181	Webster
31085	Hayes	31183	Wheeler
31087	Hitchcock	31185	York
31089	Holt	31999	State of Nebraska, county not known
31091	Hooker		
31093	Howard		
31095	Jefferson		
31097	Johnson		

**NEVADA (32)**

County County  
Code Name

32001 Churchill  
32003 Clark  
32005 Douglas  
32007 Elko  
32009 Esmeralda  
32012 Eureka  
32013 Humboldt  
32015 Lander  
32017 Lincoln  
32019 Lyon  
32021 Mineral  
32023 Nye  
32027 Pershing  
32029 Storey  
32031 Washoe  
32033 White Pine  
32999 State of Nevada, county not known

**INDEPENDENT CITY**

32510 Carson City

**NEW HAMPSHIRE (33)**

County County  
Code Name

33001 Belknap  
33003 Carroll  
33005 Cheshire  
33007 Coos  
33009 Grafton  
33011 Hillsborough  
33013 Merrimack  
33015 Rockingham  
33017 Strafford  
33019 Sullivan  
33999 State of New Hampshire, county not known

**NEW JERSEY (34)**

<u>County Code</u>	<u>County Name</u>
34001	Atlantic
34003	Bergen
34005	Burlington
34007	Camden
34009	Cape May
34011	Cumberland
34013	Essex
34015	Gloucester
34017	Hudson
34019	Hunterdon
34021	Mercer
34023	Middlesex
34025	Monmouth
34027	Morris
34029	Ocean
34031	Passaic
34033	Salem
34035	Somerset
34037	Sussex
34039	Union
34041	Warren
34999	State of New Jersey, county not known

**NEW MEXICO (35)**

<u>County</u> <u>Code</u>	<u>County</u> <u>Name</u>	<u>County</u> <u>Code</u>	<u>County</u> <u>Name</u>
35001	Bernalillo		
35003	Catron		
35005	Chaves		
35006	Cibola		
35007	Colfax		
35009	Curry		
35011	De Baca		
35013	Dona Ana		
35015	Eddy		
35017	Grant		
35019	Guadalupe		
35021	Harding		
35023	Hidalgo		
35025	Lea		
35027	Lincoln		
35028	Los Alamos		
35029	Luna		
35031	McKinley		
35033	Mora		
35035	Otero		
35037	Quay		
35039	Rio Arriba		
35041	Roosevelt		
35043	Sandoval		
35045	San Juan		
35047	San Miguel		
35049	Santa Fe		
35051	Sierra		
35053	Socorro		
35055	Taos		
35057	Torrance		
35059	Union		
35061	Valencia		
35999	State of New Mexico, county not known		

**NEW YORK (36)**

<u>County Code</u>	<u>County Name</u>	<u>County Code</u>	<u>County Name</u>
36001	Albany	36095	Schoharie
36003	Allegany	36097	Schuyler
36005	Bronx	36099	Seneca
36007	Broome	36101	Steuben
36009	Cattaraugus	36103	Suffolk
36011	Cayuga	36105	Sullivan
36013	Chautauqua	36107	Tioga
36015	Chemung	36109	Tompkins
36017	Chenango	36111	Ulster
36019	Clinton	36113	Warren
36021	Columbia	36115	Washington
36023	Cortland	36117	Wayne
36025	Delaware	36119	Westchester
36027	Dutchess	36121	Wyoming
36029	Erie	36123	Yates
36031	Essex	36999	State of New York, county not known
36033	Franklin		
36035	Fulton		
36037	Genesee		
36039	Greene		
36041	Hamilton		
36043	Herkimer		
36045	Jefferson		
36047	Kings		
36049	Lewis		
36051	Livingston		
36053	Madison		
36055	Monroe		
36057	Montgomery		
36059	Nassau		
36061	New York		
36063	Niagara		
36065	Oneida		
36067	Onondaga		
36069	Ontario		
36071	Orange		
36073	Orleans		
36075	Oswego		
36077	Otsego		
36079	Putnam		
36081	Queens		
36083	Rensselear		
36085	Richmond		
36087	Rockland		
36089	St. Lawrence		
36091	Saratoga		
36093	Schenectady		

**NORTH CAROLINA (37)**

<u>County Code</u>	<u>County Name</u>	<u>County Code</u>	<u>County Name</u>
37001	Alamance	37099	Jackson
37003	Alexander	37101	Johnston
37005	Alleghany	37103	Jones
37007	Anson	37105	Lee
37009	Ashe	37107	Lenoir
37011	Avery	37109	Lincoln
37013	Beaufort	37111	McDowell
37015	Bertie	37113	Macon
37017	Bladen	37115	Madison
37019	Brunswick	37117	Martin
37021	Buncombe	37119	Mecklenburg
37023	Burke	37121	Mitchell
37025	Cabarrus	37123	Montgomery
37027	Caldwell	37125	Moore
37029	Camden	37127	Nash
37031	Carteret	37129	New Hanover
37033	Caswell	37131	Northampton
37035	Catawba	37133	Onslow
37037	Chatham	37135	Orange
37039	Cherokee	37137	Pamlico
37041	Chowan	37139	Pasquotank
37043	Clay	37141	Pender
37045	Cleveland	37143	Perquimans
37047	Columbus	37145	Person
37049	Craven	37147	Pitt
37051	Cumberland	37149	Polk
37053	Currituck	37151	Randolph
37055	Dare	37153	Richmond
37057	Davidson	37155	Robeson
37059	Davie	37157	Rockingham
37061	Duplin	37159	Rowan
37063	Durham	37161	Rutherford
37065	Edgecombe	37163	Sampson
37067	Forsyth	37165	Scotland
37069	Franklin	37167	Stanly
37071	Gaston	37169	Stokes
37073	Gates	37171	Surry
37075	Graham	37173	Swain
37077	Granville	37175	Transylvania
37079	Greene	37177	Tyrrell
37081	Guilford	37179	Union
37083	Halifax	37181	Vance
37085	Harnett	37183	Wake
37087	Haywood	37185	Warren
37089	Henderson	37187	Washington
37091	Hertford		
37093	Hoke		
37095	Hyde		
37097	Iredell		



**NORTH CAROLINA (cont.)**

<u>County</u> <u>Code</u>	<u>County</u> <u>Name</u>
37189	Watauga
37191	Wayne
37193	Wilkes
37195	Wilson
37197	Yadkin
37199	Yancey
37999	State of North Carolina, county not known

**NORTH DAKOTA (38)**

<u>County Code</u>	<u>County Name</u>	<u>County Code</u>	<u>County Name</u>
38001	Adams	38095	Towner
38003	Barnes	38097	Traill
38005	Benson	38099	Walsh
38007	Billings	38101	Ward
38009	Bottineau	38103	Wells
38011	Bowman	38105	Williams
38013	Burke	38999	State of North Dakota, county not known
38015	Burleigh		
38017	Cass		
38019	Cavalier		
38021	Dickey		
38023	Divide		
38025	Dunn		
38027	Eddy		
38029	Emmons		
38031	Foster		
38033	Golden Valley		
38035	Grand Forks		
38037	Grant		
38039	Griggs		
38041	Hettinger		
38043	Kidder		
38045	La Moure		
38047	Logan		
38049	McHenry		
38051	McIntosh		
38053	McKenzie		
38055	McLean		
38057	Mercer		
38059	Morton		
38061	Mountrail		
38063	Nelson		
38065	Oliver		
38067	Pembina		
38069	Pierce		
38071	Ramsey		
38073	Ransom		
38075	Renville		
38077	Richland		
38079	Rolette		
38081	Sargent		
38083	Sheridan		
38085	Sioux		
38087	Slope		
38089	Stark		
38091	Steele		
38093	Stutsman		

**OHIO (39)**

<u>County Code</u>	<u>County Name</u>	<u>County Code</u>	<u>County Name</u>
39001	Adams	39095	Lucas
39003	Allen	39097	Madison
39005	Ashland	39099	Mahoning
39007	Ashtabula	39101	Marion
39009	Athens	39103	Medina
39011	Auglaize	39105	Meigs
39013	Belmont	39107	Mercer
39015	Brown	39109	Miami
39017	Butler	39111	Monroe
39019	Carroll	39113	Montgomery
39021	Champaign	39115	Morgan
39023	Clark	39117	Morrow
39025	Clermont	39119	Muskingum
39027	Clinton	39121	Noble
39029	Columbiana	39123	Ottawa
39031	Coshocton	39125	Paulding
39033	Crawford	39127	Perry
39035	Cuyahoga	39129	Pickaway
39037	Darke	39131	Pike
39039	Defiance	39133	Portage
39041	Delaware	39135	Preble
39043	Erie	39137	Putnam
39045	Fairfield	39139	Richland
39047	Fayette	39141	Ross
39049	Franklin	39143	Sandusky
39051	Fulton	39145	Scioto
39053	Gallia	39147	Seneca
39055	Geauga	39149	Shelby
39057	Greene	39151	Stark
39059	Guernsey	39153	Summit
39061	Hamilton	39155	Trumbull
39063	Hancock	39157	Tuscarawas
39065	Hardin	39159	Union
39067	Harrison	39161	Van Wert
39069	Henry	39163	Vinton
39071	Highland	39165	Warren
39073	Hocking	39167	Washington
39075	Holmes	39169	Wayne
39077	Huron	39171	Williams
39079	Jackson	39173	Wood
39081	Jefferson	39175	Wyandot
39083	Knox	39999	State of Ohio, county not known
39085	Lake		
39087	Lawrence		
39089	Licking		
39091	Logan		
39093	Lorain		

**OKLAHOMA (40)**

<u>County Code</u>	<u>County Name</u>	<u>County Code</u>	<u>County Name</u>
40001	Adair	40095	Marshall
40003	Alfalfa	40097	Mayes
40005	Atoka	40099	Murray
40007	Beaver	40101	Muskogee
40009	Beckham	40103	Noble
40011	Blaine	40105	Nowata
40013	Bryan	40107	Okfuskee
40015	Caddo	40109	Oklahoma
40017	Canadian	40111	Okmulgee
40019	Carter	40113	Osage
40021	Cherokee	40115	Ottawa
40023	Choctaw	40117	Pawnee
40025	Cimarron	40119	Payne
40027	Cleveland	40121	Pittsburgh
40029	Coal	40123	Pontotoc
40031	Comanche	40125	Pottawatomie
40033	Cotton	40127	Pushmataha
40035	Craig	40129	Roger Mills
40037	Creek	40131	Rogers
40039	Custer	40133	Seminole
40041	Delaware	40135	Sequoyah
40043	Dewey	40137	Stephens
40045	Ellis	40139	Texas
40047	Garfield	40141	Tillman
40049	Garvin	40143	Tulsa
40051	Grady	40145	Wagoner
40053	Grant	40147	Washington
40055	Greer	40149	Washita
40057	Harmon	40151	Woods
40059	Harper	40153	Woodward
40061	Haskell	40999	State of Oklahoma, county not known
40063	Hughes		
40065	Jackson		
40067	Jefferson		
40069	Johnston		
40071	Kay		
40073	Kingfisher		
40075	Kiowa		
40077	Latimer		
40079	Le Flore		
40081	Lincoln		
40083	Logan		
40085	Love		
40087	McLain		
40089	McCurtain		
40091	McIntosh		
40093	Major		

## OREGON (41)

<u>County Code</u>	<u>County Name</u>
41001	Baker
41003	Benton
41005	Clackemas
41007	Clatsop
41009	Columbia
41011	Coos
41013	Crook
41015	Curry
41017	Deschutes
41019	Douglas
41021	Gilliam
41023	Grant
41025	Harney
41027	Hood River
41029	Jackson
41031	Jefferson
41033	Josephine
41035	Klamath
41037	Lake
41039	Lane
41041	Lincoln
41043	Linn
41045	Malheur
41047	Marion
41049	Morrow
41051	Multnomah
41053	Polk
41055	Sherman
41057	Tillamook
41059	Umatilla
41061	Union
41063	Wallowa
41065	Wasco
41067	Washington
41069	Wheeler
41071	Yamhill
41999	State of Oregon, county not known

**PENNSYLVANIA (42)**

<u>County Code</u>	<u>County Name</u>	<u>County Code</u>	<u>County Name</u>
42001	Adams	42095	Northampton
42003	Allegheny	42097	Northumberland
42005	Armstrong	42099	Perry
42007	Beaver	42101	Philadelphia
42009	Bedford	42103	Pike
42012	Berks	42105	Potter
42013	Blair	42107	Schuylkill
42015	Bradford	42109	Snyder
42017	Bucks	42111	Somerset
42019	Butler	42113	Sullivan
42021	Cambria	42115	Susquehanna
42023	Cameron	42117	Tioga
42025	Carbon	42119	Union
42027	Centre	42121	Venango
42029	Chester	42123	Warren
42031	Clarion	42125	Washington
42033	Clearfield	42127	Wayne
42035	Clinton	42129	Westmoreland
42037	Columbia	42131	Wyoming
42039	Crawford	42133	York
42041	Cumberland	42999	State of Pennsylvania, county not known
42043	Dauphin		
42045	Delaware		
42047	Elk		
42049	Erie		
42051	Fayette		
42053	Forest		
42055	Franklin		
42057	Fulton		
42059	Greene		
42061	Huntingdon		
42063	Indiana		
42065	Jefferson		
42067	Juniata		
42069	Lackawanna		
42071	Lancaster		
42073	Lawrence		
42075	Lebanon		
42077	Lehigh		
42079	Luzerne		
42081	Lycoming		
42083	McKean		
42085	Mercer		
42087	Mifflin		
42089	Monroe		
42091	Montgomery		
42093	Montour		

**RHODE ISLAND (44)**

County County  
Code Name

44001 Bristol  
44003 Kent  
44005 Newport  
44007 Providence  
44009 Washington  
44999 State of Rhode Island, county not known

## **SOUTH CAROLINA (45)**

<u>County Code</u>	<u>County Name</u>		
45001	Abbeville		
45003	Aiken	45083	Spartanburg
45005	Allendale	45085	Sumter
45007	Anderson	45087	Union
45009	Bamberg	45089	Williamsburg
45011	Barnwell	45091	York
45013	Beaufort	45999	State of South Carolina, county not known
45015	Berkeley		
45017	Calhoun		
45019	Charleston		
45021	Cherokee		
45023	Chester		
45025	Chesterfield		
45027	Clarendon		
45029	Colleton		
45031	Darlington		
45033	Dillon		
45035	Dorchester		
45037	Edgefield		
45039	Fairfield		
45041	Florence		
45043	Georgetown		
45045	Greenville		
45047	Greenwood		
45049	Hampton		
45051	Horry		
45053	Jasper		
45055	Kershaw		
45057	Lancaster		
45059	Laurens		
45061	Lee		
45063	Lexington		
45065	McCormick		
45067	Marion		
45069	Marlboro		
45071	Newberry		
45073	Oconee		
45075	Orangeburg		
45077	Pickens		
45079	Richland		
45081	Saluda		



**SOUTH DAKOTA (46)**

<u>County Code</u>	<u>County Name</u>	<u>County Code</u>	<u>County Name</u>
46003	Aurora	46097	Miner
46005	Beadle	46099	Minnehaha
46007	Bennett	46101	Moody
46009	Bon Homme	46103	Pennington
46011	Brookings	46105	Perkins
46013	Brown	46107	Potter
46015	Brule	46109	Roberts
46017	Buffalo	46111	Sanborn
46019	Butte	46113	Shannon
46021	Campbell	46115	Spink
46023	Charles Mix	46117	Stanley
46025	Clark	46119	Sully
46027	Clay	46121	Todd
46029	Codington	46123	Tripp
46031	Corson	46125	Turner
46033	Custer	46127	Union
46035	Davison	46129	Walworth
46037	Day	46135	Yankton
46039	Deuel	46137	Ziebach
46041	Dewey	46999	State of South Dakota, county not known
46043	Douglas		
46045	Edmunds		
46047	Fall River		
46049	Faulk		
46051	Grant		
46053	Gregory		
46055	Haakon		
46057	Hamlin		
46059	Hand		
46061	Hanson		
46063	Harding		
46065	Hughes		
46067	Hutchinson		
46069	Hyde		
46071	Jackson		
46073	Jerauld		
46075	Jones		
46077	Kingsbury		
46079	Lake		
46081	Lawrence		
46083	Lincoln		
46085	Lyman		
46087	McCook		
46089	McPherson		
46091	Marshall		
46093	Meade		
46095	Mellette		

**TENNESSEE (47)**

<u>County Code</u>	<u>County Name</u>	<u>County Code</u>	<u>County Name</u>
47001	Anderson	47099	Lawrence
47003	Bedford	47101	Lewis
47005	Benton	47103	Lincoln
47007	Bledsoe	47105	Loudon
47009	Blount	47107	McMinn
47011	Bradley	47109	McNairy
47013	Campbell	47111	Macon
47015	Cannon	47113	Madison
47017	Carroll	47115	Marion
47019	Carter	47117	Marshall
47021	Cheatham	47119	Mauzy
47023	Chester	47121	Meigs
47025	Clairborne	47123	Monroe
47027	Clay	47125	Montgomery
47029	Cocke	47127	Moore
47031	Coffee	47129	Morgan
47033	Crockett	47131	Obion
47035	Cumberland	47133	Overton
47037	Davidson	47135	Perry
47039	Decatur	47137	Pickett
47041	De Kalb	47139	Polk
47043	Dickson	47141	Putnam
47045	Dyer	47143	Rhea
47047	Fayette	47145	Roane
47049	Fentress	47147	Robertson
47051	Franklin	47149	Rutherford
47053	Gibson	47151	Scott
47055	Giles	47153	Sequatchie
47057	Grainger	47155	Sevier
47059	Greene	47157	Shelby
47061	Grundy	47159	Smith
47063	Hamblen	47161	Stewart
47065	Hamilton	47163	Sullivan
47067	Hancock	47165	Sumner
47069	Hardeman	47167	Tipton
47071	Hardin	47169	Trousdale
47073	Hawkins	47171	Unicoi
47075	Haywood	47173	Union
47077	Henderson	47175	Van Buren
47079	Henry	47177	Warren
47081	Hickman	47179	Washington
47083	Houston	47181	Wayne
47085	Humphreys	47183	Weakley
47087	Jackson	47185	White
47089	Jefferson	47187	Williamson
47091	Johnson	47189	Wilson
47093	Knox	47999	State of Tennessee, county not known
47095	Lake		
47097	Lauderdale		

**TEXAS (48)**

<u>County Code</u>	<u>County Name</u>	<u>County Code</u>	<u>County Name</u>
48001	Anderson	48105	Crockett
48003	Andrews	48107	Crosby
48005	Angelina	48109	Culberson
48007	Aransas	48111	Dallam
48009	Archer	48113	Dallas
48011	Armstrong	48115	Dawson
48013	Atascosa	48117	Deaf Smith
48015	Austin	48119	Delta
48017	Bailey	48121	Denton
48019	Bandera	48123	De Witt
48021	Bastrop	48125	Dickens
48023	Baylor	48127	Dimmit
48025	Bee	48129	Donley
48027	Bell	48131	Duval
48029	Bexar	48133	Eastland
48031	Blanco	48135	Ector
48033	Borden	48137	Edwards
48035	Bosque	48139	Ellis
48037	Bowie	48141	El Paso
48039	Brazoria	48143	Erath
48041	Brazos	48145	Falls
48043	Brewster	48147	Fannin
48045	Briscoe	48149	Fayette
48047	Brook s	48151	Fisher
48049	Brown	48153	Floyd
48051	Burleson	48155	Foard
48053	Burnet	48157	Fort Bend
48055	Caldwell	48159	Franklin
48057	Calhoun	48161	Freestone
48059	Callahan	48163	Frio
48061	Cameron	48165	Gaines
48063	Camp	48167	Galveston
48065	Carson	48169	Garza
48067	Cass	48171	Gillespie
48069	Castro	48173	Glasscock
48071	Chambers	48175	Goliad
48073	Cherokee	48177	Gonzales
48075	Childress	48179	Gray
48077	Clay	48181	Grayson
48079	Cochran	48183	Gregg
48081	Coke	48185	Grimes
48083	Coleman	48187	Guadalupe
48085	Collin		
48087	Collingsworth		
48089	Colorado		
48091	Comal		
48093	Comanche		
48095	Concho		
48097	Cooke		
48099	Coryell		
48101	Cottle		
48103	Crane		

**TEXAS (cont.)**

<u>County Code</u>	<u>County Name</u>	<u>County Code</u>	<u>County Name</u>
48189	Hale	48293	Limestone
48191	Hall	48295	Lipscomb
48193	Hamilton	48297	Live Oak
48195	Hansford	48299	Llano
48197	Hardeman	48301	Loving
48199	Hardin	48303	Lubbock
48201	Harris	48305	Lynn
48203	Harrison	48307	McCulloch
48205	Hartley	48309	McLennan
48207	Haskell	48311	McMullen
48209	Hays	48313	Madison
48211	Hemphill	48315	Marion
48213	Henderson	48317	Martin
48215	Hidalgo	48319	Mason
48217	Hill	48321	Matagorda
48219	Hockley	48323	Maverick
48221	Hood	48325	Medina
48223	Hopkins	48327	Menard
48225	Houston	48329	Midland
48227	Howard	48331	Milam
48229	Hudspeth	48333	Mills
48231	Hunt	48335	Mitchell
48233	Hutchinson	48337	Montague
48235	Irion	48339	Montgomery
48237	Jack	48341	Moore
48239	Jackson	48343	Morris
48241	Jasper	48345	Motley
48243	Jeff Davis	48347	Nacogdoches
48245	Jefferson	48349	Navarro
48247	Jim Hogg	48351	Newton
48249	Jim Wells	48353	Nolan
48251	Johnson	48355	Nueces
48253	Jones	48357	Ochiltree
48255	Karnes	48359	Oldham
48257	Kaufman	48361	Orange
48259	Kendall	48363	Palo Pinto
48261	Kenedy	48365	Panola
48263	Kent	48367	Parker
48265	Kerr	48369	Parmer
48267	Kimble	48371	Pecos
48269	King	48373	Polk
48271	Kinney	48375	Potter
48273	Kleberg		
48275	Knox		
48277	Lamar		
48279	Lamb		
48281	Lampasas		
48283	La Salle		
48285	Lavaca		
48287	Lee		
48289	Leon		
48291	Liberty		

**TEXAS** (cont.)

<u>County Code</u>	<u>County Name</u>	<u>County Code</u>	<u>County Name</u>
48377	Presidio	48471	Walker
48379	Rains	48473	Waller
48381	Randall	48475	Ward
48383	Reagan	48477	Washington
48385	Real	48479	Webb
48387	Red River	48481	Wharton
48389	Reeves	48483	Wheeler
48391	Refugio	48485	Wichita
48393	Roberts	48487	Wilbarger
48395	Robertson	48489	Willacy
48397	Rockwall	48491	Williamson
48399	Runnels	48493	Wilson
48401	Rusk	48495	Winkler
48403	Sabine	48497	Wise
48405	San Augustine	48499	Wood
48407	San Jacinto	48501	Yoakum
48409	San Patricio	48503	Young
48411	San Saba	48505	Zapata
48413	Schleicher	48507	Zavala
48415	Scurry	48999	State of Texas, county not known
48417	Shackelford		
48419	Shelby		
48421	Sherman		
48423	Smith		
48425	Somervell		
48427	Starr		
48429	Stephens		
48431	Sterling		
48433	Stonewall		
48435	Sutton		
48437	Swisher		
48439	Tarrant		
48441	Taylor		
48443	Terrell		
48445	Terry		
48447	Throckmorton		
48449	Titus		
48451	Tom Green		
48453	Travis		
48455	Trinity		
48457	Tyler		
48459	Upshur		
48461	Upton		
48463	Uvalde		
48465	Val Verde		
48467	Van Zandt		
48469	Victoria		

## UTAH (49)

<u>County Code</u>	<u>County Name</u>
49001	Beaver
49003	Box Elder
49005	Cache
49007	Carbon
49009	Daggett
49011	Davis
49013	Duchesne
49015	Emery
49017	Garfield
49019	Grand
49021	Iron
49023	Juab
49025	Kane
49027	Millard
49029	Morgan
49031	Piute
49033	Rich
49035	Salt Lake
49037	San Juan
49039	Sanpete
49041	Sevier
49043	Summit
49045	Tooele
49047	Uintah
49049	Utah
49051	Wasatch
49053	Washington
49055	Wayne
49057	Weber
49999	State of Utah, county not known

**VERMONT (50)**

<u>County Code</u>	<u>County Name</u>
50001	Addison
50003	Bennington
50005	Caledonia
50007	Chittenden
50009	Essex
50011	Franklin
50013	Grand Isle
50015	Lamoille
50017	Orange
50019	Orleans
50021	Rutland
50023	Washington
50025	Windham
50027	Windsor
50999	State of Vermont, county not known

**VIRGINIA (51)**

<u>County Code</u>	<u>County Name</u>	<u>County Code</u>	<u>County Name</u>
51001	Accomack	51107	Loudoun
51003	Albemarle	51109	Louisa
51005	Alleghany	51111	Lunenburg
51007	Amelia	51113	Madison
51009	Amherst	51115	Mathews
51011	Appomattox	51117	Mechlenburg
51013	Arlington	51119	Middlesex
51015	Augusta	51121	Montgomery
51017	Bath	51125	Nelson
51019	Bedford	51127	New Kent
51021	Bland	51131	Northampton
51023	Botetourt	51133	Northumberland
51025	Brunswick	51135	Nottoway
51027	Buchanan	51137	Orange
51029	Buckingham	51139	Page
51031	Campbell	51141	Patrick
51033	Caroline	51143	Pittsylvania
51035	Carroll	51145	Powhatan
51036	Charles City	51147	Prince Edward
51037	Charlotte	51149	Prince George
51041	Chesterfield	51153	Prince William
51043	Clarke	51155	Pulaski
51045	Craig	51157	Rappahannock
51047	Culpeper	51159	Richmond
51049	Cumberland	51161	Roanoke
51051	Dickenson	51163	Rockbridge
51053	Dinwiddie	51165	Rockingham
51057	Essex	51167	Russell
51059	Fairfax	51169	Scott
51061	Fauquier	51171	Shenandoah
51063	Floyd	51173	Smyth
51065	Fluvanna	51175	Southampton
51067	Franklin	51177	Spotsylvania
51069	Frederick	51179	Stafford
51071	Giles	51181	Surry
51073	Gloucester	51183	Sussex
51075	Goochland	51185	Tazewell
51077	Grayson	51187	Warren
51079	Greene	51191	Washington
51081	Greensville	51193	Westmoreland
51083	Halifax	51195	Wise
51085	Hanover	51197	Wythe
51087	Henrico	51199	York
51089	Henry	51999	State of Virginia county not known
51091	Highland		
51093	Isle of Wright		
51095	James City		
51097	King and Queen		
51099	King George		
51101	King William		
51103	Lancaster		
51105	Lee		



**VIRGINIA (cont.)**

County County  
Code Name

INDEPENDENT CITIES

51510 Alexandria  
51515 Bedford  
51520 Bristol  
51530 Buena Vista  
51540 Charlottesville  
51550 Chesapeake  
51560 Clifton Forge  
51570 Colonial Heights  
51580 Covington  
51590 Danville  
51595 Emporia  
51600 Fairfax  
51610 Falls Church  
51620 Franklin  
51630 Fredericksburg  
51640 Galax  
51650 Hampton  
51660 Harrisonburg  
51670 Hopewell  
51678 Lexington  
51680 Lynchburg  
51683 Manassas  
51685 Manassas Park  
51690 Martinsville  
51700 Newport News  
51710 Norfolk  
51720 Norton  
51730 Petersburg  
51735 Poquoson  
51740 Portsmouth  
51750 Radford  
51760 Richmond  
51770 Roanoke  
51775 Salem  
51780 South Boston  
51790 Staunton  
51800 Suffolk  
51810 Virginia Beach  
51820 Waynesboro  
51830 Williamsburg  
51840 Winchester

## WASHINGTON (53)

<u>County Code</u>	<u>County Name</u>
53001	Adams
53003	Asotin
53005	Benton
53007	Chelan
53009	Clallam
53011	Clark
53013	Columbia
53015	Cowlitz
53017	Douglas
53019	Ferry
53021	Franklin
53023	Garfield
53025	Grant
53027	Grays Harbor
53029	Island
53031	Jefferson
53033	King
53035	Kitsap
53037	Kittitas
53039	Klickitat
53041	Lewis
53043	Lincoln
53045	Mason
53047	Okanogan
53049	Pacific
53051	Pend Oreille
53053	Pierce
53055	San Juan
53057	Skagit
53059	Skamania
53061	Snohomish
53063	Spokane
53065	Stevens
53067	Thurston
53069	Wahkiakum
53071	Walla Walla
53073	Whatcom
53075	Whitman
53077	Yakima
53999	State of Washington, county not known

**WEST VIRGINIA (54)**

<u>County Code</u>	<u>County Name</u>	<u>County Code</u>	<u>County Name</u>
54001	Barbour	54095	Tyler
54003	Berkeley	54097	Upshur
54005	Boone	54099	Wayne
54007	Braxton	54101	Webster
54009	Brooke	54103	Wetzel
54011	Cabell	54105	Wirt
54013	Calhoun	54107	Wood
54015	Clay	54109	Wyoming
54017	Doddridge	54999	State of West Virginia, county not known
54019	Fayette		
54021	Gilmer		
54023	Grant		
54025	Greenbrier		
54027	Hampshire		
54029	Hancock		
54031	Hardy		
54033	Harrison		
54035	Jackson		
54037	Jefferson		
54039	Kanawha		
54041	Lewis		
54043	Lincoln		
54045	Logan		
54047	McDowell		
54049	Marion		
54051	Marshall		
54053	Mason		
54055	Mercer		
54057	Mineral		
54059	Mingo		
54061	Monongalia		
54063	Monroe		
54065	Morgan		
54067	Nicholas		
54069	Ohio		
54071	Pendleton		
54073	Pleasants		
54075	Pocahontas		
54077	Preston		
54079	Putnam		
54081	Raleigh		
54083	Randolph		
54085	Ritchie		
54087	Roane		
54089	Summers		
54091	Taylor		
54093	Tucker		

**WISCONSIN (55)**

<u>County Code</u>	<u>County Name</u>	<u>County Code</u>	<u>County Name</u>
55001	Adams	55093	Pierce
55003	Ashland	55095	Polk
55005	Barron	55097	Portage
55007	Bayfield	55099	Price
55009	Brown	55101	Racine
55011	Buffalo	55103	Richland
55013	Burnett	55105	Rock
55015	Calumet	55107	Rusk
55017	Chippewa	55109	St. Croix
55019	Clark	55111	Sauk
55021	Columbia	55113	Sawyer
55023	Crawford	55115	Shawano
55025	Dane	55117	Sheboygan
55027	Dodge	55119	Taylor
55029	Door	55121	Trempealeau
55031	Douglas	55123	Vernon
55033	Dunn	55125	Vilas
55035	Eau Clair	55127	Walworth
55037	Florence	55129	Washburn
55039	Fond du Lac	55131	Washington
55041	Forest	55133	Waukesha
55043	Grant	55135	Waupaca
55045	Green	55137	Waushara
55047	Green Lake	55139	Winnebago
55049	Iowa	55141	Wood
55051	Iron	55999	State of Wisconsin, county not known
55053	Jackson		
55055	Jefferson		
55057	Juneau		
55059	Kenosha		
55061	Kewaunee		
55063	La Crosse		
55065	Lafayette		
55067	Langlade		
55069	Lincoln		
55071	Manitowoc		
55073	Marathon		
55075	Marinette		
55077	Marquette		
55078	Menominee		
55079	Milwaukee		
55081	Monroe		
55083	Oconto		
55085	Oneida		
55087	Outagamie		
55089	Ozaukee		
55091	Pepin		

**WYOMING (56)**

<u>County Code</u>	<u>County Name</u>
56001	Albany
56003	Big Horn
56005	Campbell
56007	Carbon
56009	Converse
56011	Crook
56013	Fremont
56015	Goshen
56017	Hot Springs
56019	Johnson
56021	Laramie
56023	Lincoln
56025	Natrona
56027	Niobrara
56029	Park
56031	Platte
56033	Sheridan
56035	Sublette
56037	Sweetwater
56039	Teton
56041	Uinta
56043	Washakie
56045	Weston
56999	State of Wyoming, county not known

## CHAPTER 4: STATE CODES

For Variable 10 (Jurisdiction on date of admission) use the following codes:

01	Alabama	34	New Jersey
02	Alaska	35	New Mexico
04	Arizona	36	New York
05	Arkansas	37	North Carolina
06	California	38	North Dakota
08	Colorado	39	Ohio
09	Connecticut	40	Oklahoma
10	Delaware	41	Oregon
11	District of Columbia	42	Pennsylvania
12	Florida	44	Rhode Island
13	Georgia	45	South Carolina
15	Hawaii	46	South Dakota
16	Idaho	47	Tennessee
17	Illinois	48	Texas
18	Indiana	49	Utah
19	Iowa	50	Vermont
20	Kansas	51	Virginia
21	Kentucky	53	Washington
22	Louisiana	54	West Virginia
23	Maine	55	Wisconsin
24	Maryland	56	Wyoming
25	Massachusetts	57	Federal Prison System
26	Michigan	58	California Youth Authority
27	Minnesota	60	State Not Known
28	Mississippi	52	Shared Jurisdiction
29	Missouri	62	Northern Mariana Islands
30	Montana	64	Guam
31	Nebraska	66	Puerto Rico
32	Nevada	68	Virgin Islands
33	New Hampshire	70	Private Prison within State

## CHAPTER 5: OFFENSE CODES

Variable 13 (Offenses) are reported using your state's own offense codes. Abt and BJS will re-code your state's offense codes into the NCRP offense codes shown below.

### MURDER

- 010 Accessory After the Fact, Murder
- 010 Accessory to Murder
- 010 Felony Murder
- 010 Murder
- 010 Murder Accessory After the Fact
- 010 Willful Murder
- 011 Assault and Battery by Force Likely to Produce Death
- 011 Assault and Battery with Intent to Kill
- 011 Assault with Intent to Kill
- 011 Malicious Striking and Wounding with Intent to Kill
- 011 Murder, Attempted
- 011 Shooting with Intent to Kill
- 012 Conspiracy to Commit Murder
- 012 Murder, Conspiracy

### UNSPECIFIED HOMICIDE

- 013 Homicide
- 013 Homicide - Willful Kill
- 013 Unspecified Homicide
- 014 Unspecified Homicide, Attempted/Conspiracy

### VOLUNTARY/NONNEGLIGENT MANSLAUGHTER

- 015 Manslaughter with Intent
  - 015 Nonnegligent Manslaughter
  - 015 Pre-meditated Manslaughter
  - 015 Voluntary Manslaughter
  - 016 Voluntary/Nonnegligent Manslaughter, Attempted/Conspiracy
- 
- 020 Causing Death by Operating Auto While Under Influence of Drugs or Alcohol
  - 020 Manslaughter, Vehicular
  - 020 Reckless Homicide, Vehicular
  - 020 Vehicular Manslaughter
  - 021 Manslaughter, Vehicular, Attempted
  - 022 Manslaughter, Vehicular, Conspiracy

## MANSLAUGHTER - NON-VEHICULAR

- 030 Involuntary Manslaughter
- 030 Manslaughter
- 030 Manslaughter, Non-Vehicular
- 030 Negligent Homicide
- 030 Negligent Manslaughter
- 031 Attempted Manslaughter
- 031 Manslaughter, Non-Vehicular, Attempted
- 032 Manslaughter, Non-Vehicular, Conspiracy

## KIDNAPPING

- 040 Abduction
- 040 Aggravated Kidnapping
- 040 Detaining a Female
- 040 Detaining Person
- 040 False Imprisonment
- 040 Felonious Restraint
- 040 Holding Hostage
- 040 Kidnapping
- 040 Simple Kidnapping
- 041 Kidnapping/Abduction, Attempted
- 042 Kidnapping/Abduction, Conspiracy

## RAPE - FORCE

- 050 Aggravated Rape
- 050 Carnal Knowledge or Abuse, (Sex Unspecified)
- 050 Forcible Rape
- 050 Forcible Ravishment
- 050 Object Rape
- 050 Rape by Force
- 050 Rape of a Child, Force
- 050 Rape, Other than Statutory
- 050 Sexual Intercourse without Consent
- 050 Simple Rape
- 051 Assault and Battery with Intent to Commit Rape
- 051 Assault with Intent to Commit Rape
- 051 Assault with Intent to Ravish
- 051 Burglary with Intent to Commit Rape
- 051 Rape, Attempted
- 052 Rape, Conspiracy



RAPE - STATUTORY - NO FORCE

- 060 Carnal Knowledge of Female Child - No Force
- 060 Rape, Statutory
- 060 Sex with close blood relative (incest - no force)
- 060 S/Rape (Statutory Rape)
- 060 Statutory Rape
- 060 Violation of a Child - No Force
- 061 Statutory Rape, Attempted
- 062 Statutory Rape, Conspiracy

SEXUAL ASSAULT - OTHER

- 070 Aggravated Sexual Abuse
- 070 Fondling, Unspecified
- 070 Gross Sexual Attempt
- 070 Gross Sexual Imposition by Force
- 070 Indecent Assault
- 070 Molestation, Unspecified
- 070 Sex by Deception
- 070 Sex Offenders Act
- 070 Sexual Abuse
- 070 Sexual Assaults, Except Rape, Statutory Rape, Lewd Act with Child, or Forcible Sodomy
- 070 Sexual Assault, Other, Unspecified
- 070 Sexual Misconduct
- 070 Indecent Liberties, Unspecified
- 071 Sexual Assault, Attempted
- 072 Sexual Assault, Conspiracy

LEWD ACT WITH CHILDREN

- 080 Fondling of a Child
- 080 Indecent Behavior with a Juvenile
- 080 Indecent or Immoral Practices with a Child
- 080 Indulging in Lewd and Indecent Practices with a Child
- 080 Lewd Act with Child
- 080 Lewdness with a Child
- 080 Liberties with a Child
- 080 Molestation of a Child
- 080 Molesting Child
- 080 Taking Immodest and Immoral Liberties with a Child
- 081 Lewd Act with a Child, Attempted
- 082 Lewd Act with a Child, Conspiracy

### ARMED ROBBERY

- 090 Aggravated Robbery
- 090 Aiding and Abetting Robbery
- 090 AR (Armed Robbery)
- 090 Armed Robbery
- 090 Armed Burglary
- 090 Assault and Robbery
- 090 Carjacking
- 090 Forcibly and Violently Demanding Money from Another
- 090 Forcible Robbery
- 090 Heist, Armed
- 090 Mugging, Armed
- 090 Robbery, Armed
- 090 Robbery by Force
- 090 Robbery with Violence
- 090 Robbery with Firearms
- 090 Robbery with D D W (Dangerous and Deadly Weapon)
- 090 Robbery, Unspecified
- 091 Armed Assault with Intent to Rob
- 091 Armed Robbery, Attempted
- 091 Assault and Battery with Intent to Rob
- 091 Assault with Intent to Commit Robbery
- 091 Carjacking, Attempted
- 092 Armed Robbery, Conspiracy
- 092 Carjacking, Conspiracy

### UNARMED ROBBERY

- 100 Heist
- 100 Heist, Unarmed
- 100 Mugging
- 100 Mugging, Unarmed
- 100 Purse Snatching, Forcible
- 100 Simple Robbery
- 100 Strongarm Robbery
- 100 Unarmed Robbery
- 101 Unarmed Robbery, Attempted
- 102 Unarmed Robbery, Conspiracy

### FORCIBLE SODOMY

- 110 Buggery, Force
- 110 Deviate Sexual Intercourse by Force
- 110 Forcible Sodomy

- 110 Rape of a Male
- 110 Sexual Assault - Sodomy
- 111 Assault with Intent to Commit Sodomy
- 111 Attempted Sodomy - Forcible
- 112 Conspiracy to Commit Sodomy - Forcible

AGGRAVATED ASSAULT

- 120 Aggravated Assault
- 120 Aggravated Battery
- 120 Armed Assault
- 120 Assault, Aggravated
- 120 Assault and Battery
- 120 Assault and Battery with a Dangerous Weapon
- 120 Assault, First Degree
- 120 Assault on a Child
- 120 Assault with a Dangerous Weapon
- 120 Assault with a Deadly Weapon
- 120 Assault with Intent to Commit a Felony
- 120 Assault with Intent to Commit a Moral Offense
- 120 Assault with Intent to Maim or Wound
- 120 Assault with a Motor Vehicle
- 120 Assault, Unspecified
- 120 AWIGBH (Assault with Intent to do Great Bodily Harm)
- 120 Criminal Injury to Persons
- 120 Domestic Violence
- 120 Felonious Assault and Battery
- 120 Felonious Maiming
- 120 Firing a Weapon into a Dwellinghouse
- 120 Maiming and Mutilation
- 120 Maiming and Wounding
- 120 Malicious Cutting and Wounding
- 120 Malicious Shooting and Wounding
- 120 Malicious Shooting without Wounding
- 120 Mayhem
- 120 Point, Aim, and Discharge a Deadly Weapon
- 120 Striking and Beating with a Weapon
- 120 Shooting and Wounding without killing
- 120 Unlawful Wounding
- 120 Vehicular Assault
- 120 Wounding
- 121 Aggravated Assault, Attempted
- 122 Aggravated Assault, Conspiracy

### SIMPLE ASSAULT

- 130 Assault, Simple
- 130 Hazing
- 130 Misdemeanor Assault
- 130 Simple Assault
- 130 Striking and Beating
- 130 Threat to do Bodily Harm
- 131 Simple Assault, Attempted
- 132 Simple Assault, Conspiracy

### ASSAULTING PUBLIC OFFICER

- 140 Assault of a Corrections Officer
- 140 Assault on a Fireman
- 140 Assault on a Public Safety Officer
- 140 Striking a Public Safety Officer
- 140 Threatening a Public Safety Officer
- 141 Assault, Public Safety Officer, Attempted
- 142 Assault, Public Safety Officer, Conspiracy

### BLACKMAIL/EXTORTION/INTIMIDATION

- 150 Blackmail
- 150 Coercion
- 150 Demanding Things by Threat
- 150 Extortion
- 150 Intimidation
- 150 Menacing
- 150 Menacing with a Deadly Weapon
- 150 Obtain Menace (Extortion)
- 150 Oral Threat
- 150 Racketeering
- 150 Terroristic Threat
- 150 Threat to Bomb
- 150 Threat to Burn
- 150 Threatening Communications
- 150 Threatening to Commit Offense
- 151 Extortion, Attempted
- 152 Extortion, Conspiracy

### HIT AND RUN DRIVING

- 160 Hit and Run with Bodily Injury
- 160 Leaving the Scene of an Accident with Bodily Injury
- 161 Hit and Run with Bodily Injury, Attempted
- 162 Hit and Run with Bodily Injury, Conspiracy

### CHILD ABUSE

- 170 Child Abuse
- 170 Cruelty to Juvenile
- 171 Child Abuse, Attempted
- 172 Child Abuse, Conspiracy

### VIOLENT OFFENSES - OTHER

- 180 Abortion
- 180 Aiding a Suicide
- 180 Assault, Except Aggravated, Child Abuse, or Simple
- 180 Child Endangerment
- 180 Criminal Endangerment
- 180 Criminal Transmission of HIV
- 180 Criminal Trespass (Against a Person)
- 180 Gang Related Violence
- 180 Inf (Infamous) Crime
- 180 Infamous Crime
- 180 Reckless Endangerment
- 180 Tampering with a Commercial Product with Intent to Extort or Cause Injury
- 180 Trespassing (Against a Person)

### BURGLARY

- 190 Accessory to Burglary
- 190 Aiding and Abetting in Storehouse Breaking
- 190 B and E (Breaking and Entering)
- 190 BEL (Breaking and Entering with Larceny)
- 190 BELDT (Breaking and Entering with Larceny in the Day Time)
- 190 BELNT (Breaking and Entering with Larceny in the Night Time)
- 190 BENT (Breaking and Entering in the Night Time)
- 190 Breaking and Entering with Intent to Commit Larceny
- 190 Breaking and Entering
- 190 Breaking into a Deposit Box or ATM
- 190 Burglary
- 190 DHB (Dwellinghouse Breaking)
- 190 Dwellinghouse Breaking
- 190 Entering a Building while Armed to Steal
- 190 Entering Without Breaking with Intent to Commit a Felony
- 190 House Breaking
- 190 Illegal Entry, with Intent to Commit a Felony
- 190 Malicious Burglary of Property
- 190 Safecracking

- 190 Simple Burglary
- 190 Storehouse Breaking
- 191 Burglary, Attempted
- 192 Burglary, Conspiracy

#### ARSON

- 200 Aggravated Arson
- 200 Arson
- 200 Burning an Automobile
- 200 Burning a Thing of Value
- 200 Bombing
- 200 Willfully Causing an Explosion
- 201 Arson, Attempted
- 202 Arson, Conspiracy

#### AUTO THEFT

- 210 Altering Auto Serial Number Plate
- 210 Auto Theft
- 210 Conversion of a Motor Vehicle
- 210 Interstate Transportation of Stolen Vehicle
- 210 Larceny of an Automobile
- 210 Possession of a Stolen Vehicle
- 210 Receiving and Transferring a Stolen Vehicle
- 210 Stealing a Motor Vehicle
- 210 Taking a Vehicle
- 210 Theft of a Motor Vehicle
- 211 Auto Theft, Attempted
- 212 Auto Theft, Conspiracy

#### FORGERY/FRAUD

- 220 Aiding and Abetting a Forgery
- 220 Altering Serial Number (Other than Auto)
- 220 Bad Check
- 220 Bogus Check
- 220 Cheating by False Pretenses
- 220 Check Fraud
- 220 Check Law Violation
- 220 Cold Checks
- 220 Confidence Game
- 220 Conversion (Fraudulent)
- 220 Counterfeiting
- 220 Criminal Impersonation

220 Delivering a Cold Check  
220 Disposing of Mortgaged Property  
220 Distributing a Forged or Bogus Check  
220 False Pretenses  
220 Fictitious Check  
220 Forgery  
220 Forgery of Credit Device  
220 Fraud  
220 Fraud by Check  
220 Fraudulent Representation  
220 Fraudulent Use of Credit Card  
220 Impairing a Security Interest  
220 Injury to Bank Deposits  
220 Insufficient Funds Check  
220 Interfering with a Security Interest  
220 Interstate Transportation of Forged Securities  
220 Interstate Transportation of Stolen Checks  
220 Issuing a Check Without Funds  
220 Issuing a Fictitious Check  
220 Issuing Worthless Checks  
220 Larceny by Check  
220 No Account  
220 Obtaining a thing of Value (Money) by False Pretenses  
220 Obtaining Unauthorized Control Over Property  
220 Passing a Forged or Bogus Check  
220 Passing a Worthless Check  
220 Publishing a Forged Instrument  
220 Purchase under a Fictitious Name  
220 Short Check  
220 Stealing a Thing of Value by Deceit  
220 Swindling  
220 Theft by Deception  
220 Theft by Worthless Checks  
220 Trafficking Stolen Credit Card  
220 UFIC (Uttering a Forged Instrument, Check)  
220 UFIW (Uttering a Forged Instrument in Writing)  
220 Unlawfully Obtaining Telephone Services without Intention to Pay  
220 Uttering a Cold Check  
220 Uttering a Forged or Bogus Instrument  
220 Uttering a Forged or Bogus Check  
220 Violation of Check Law  
220 Worthless Checks  
221 Forgery/Fraud, Attempted  
222 Forgery/Fraud, Conspiracy

### GRAND LARCENY - THEFT OVER \$200

- 230 Boosting (Shoplifting), Grand
- 230 Burglary of Contents of a Motor Vehicle
- 230 Grand Larceny
- 230 Grand Stealing
- 230 Larceny by Bailee, Grand
- 230 Larceny from an Automobile, Grand
- 230 Larceny from a person, Grand
- 230 Mail Theft
- 230 Pick-pocketing, Over \$200
- 230 Removal of Auto Parts, Grand
- 230 Shoplifting, Grand
- 230 Snatch and Grab, Grand
- 230 Stealing Cattle
- 230 Stealing, Grand
- 230 Stealing a Thing of Value, Except a Motor Vehicle, Grand
- 230 Theft, Grand
- 230 Theft from a Motor Vehicle, Grand
- 230 Theft from a person, Grand
- 230 Theft of Rental Property, Grand
- 231 Larceny/Theft, \$200 or Over (Grand) Attempted
- 232 Larceny/Theft, \$200 or Over (Grand) Conspiracy

### PETTY LARCENY - THEFT UNDER \$200

- 240 Boosting (Shoplifting), Petty
- 240 Burglary of Contents of a Motor Vehicle
- 240 Larceny from an Automobile, Petty
- 240 Larceny from a Person, Petty
- 240 Larceny/Theft, Under \$200 (Petty)
- 240 Misdemeanant Theft
- 240 Petit Larceny
- 240 Petty Larceny
- 240 Pick-pocketing, Under \$200
- 240 Removal of Auto Parts, Petty
- 240 Shoplifting, Petty
- 240 Snatch and Grab, Petty
- 240 Stealing a Thing of Value, Except a Motor Vehicle, Petty
- 240 Stealing from a person, Petty
- 240 Stealing License Plates, Petty
- 240 Stealing, Petty
- 240 Theft from a Motor Vehicle, Petty
- 240 Theft of Rental Property, Petty
- 240 Theft, Petty



- 241 Larceny/Theft, Under \$200 (Petty), Attempted
- 242 Larceny/Theft, Under \$200 (Petty), Conspiracy

LARCENY/THEFT - VALUE UNKNOWN

- 250 Burglary of Contents of a Motor Vehicle
- 250 Larceny
- 250 Larceny from an Automobile, Value Unknown
- 250 Larceny from a person, Value Unknown
- 250 Larceny/Theft-Value Unknown
- 250 Pick-pocketing, Value Unknown
- 250 Purse Snatching, No Force or Unspecified
- 250 Removal of Auto Parts, Value Unknown
- 250 Shoplifting, Value Unknown
- 250 Snatch and Grab, Value Unknown
- 250 Stealing a Thing of Value, Except a Motor Vehicle, Value Unknown
- 250 Stealing License Plates, Value Unknown
- 250 Stealing, Value Unknown
- 250 Theft of Rental Property, Value Unknown
- 250 Theft of Services
- 250 Theft of Services (i.e. Cable TV Signals)
- 250 Theft from a Motor Vehicle, Value Unknown
- 250 Theft from a Person, Value Unknown
- 250 Theft, Value Unknown
- 251 Larceny/Theft-Value Unknown, Attempted
- 252 Larceny/Theft-Value Unknown, Conspiracy

EMBEZZLEMENT

- 260 Embezzlement
- 260 Misapplication of Money or Property
- 261 Embezzlement, Attempted
- 262 Embezzlement, Conspiracy

STOLEN PROPERTY - RECEIVING

- 270 Concealing Stolen Property
- 270 Obtaining Control over Stolen Property
- 270 Possession of Stolen Property
- 270 Receiving Stolen Property
- 270 RSP (Receiving Stolen Property)
- 270 Stolen Property, Possession
- 270 Stolen Property, Receiving
- 271 Stolen Property, Attempted
- 272 Stolen Property, Conspiracy

### STOLEN PROPERTY - TRAFFICKING

- 280 Sale of Stolen Property
- 280 Stolen Property, Trafficking
- 280 Transportation of Stolen Property
- 281 Stolen Property-Trafficking, Attempted
- 282 Stolen Property-Trafficking, Conspiracy

### DESTRUCTION OF PROPERTY

- 290 Criminal Damage to Property
- 290 Criminal Mischief
- 290 Criminal Tampering
- 290 Destruction of Property
- 290 Malicious Mischief
- 290 Tampering with Motor Vehicle Without Consent
- 290 Unlawful Killing of Livestock
- 290 Vandalism
- 291 Destruction of Property, Attempted
- 292 Destruction of Property, Conspiracy

### HIT/RUN DRIVING - PROPERTY DAMAGE

- 300 Hit and Run Driving with Property Damage
- 300 Leaving the Scene of an Accident with Property Damage

### UNAUTHORIZED USE OF VEHICLE

- 310 Entering a Motor Vehicle
- 310 Failure to Return a Rented Vehicle
- 310 Joyriding
- 310 Unauthorized Entry of a Motor Vehicle
- 310 Unauthorized Use of a Motor Vehicle
- 310 Using Car Without Owner's Consent
- 311 Unauthorized use of Vehicle, Attempted
- 312 Unauthorized use of Vehicle, Conspiracy

### TRESPASSING

- 320 Criminal Trespass (Against Property)
- 320 Entering, Unspecified
- 320 Failure to Leave When Ordered
- 320 Illegal Entry, with No Intent to Commit a Larceny
- 320 Trespass (Against Property)

- 320 Unauthorized Entry
- 321 Trespassing, Against Property, Attempted
- 322 Trespassing, Against Property, Conspiracy

PROPERTY OFFENSES - OTHER

- 330 Computer Crimes
- 330 Pirating Tapes and Videos
- 330 Plagiarism
- 330 Property Offenses, Other Types, N.E.C.
- 331 Other Property, Attempt, N.E.C.
- 332 Other Property, Conspiracy, N.E.C.
- 333 Escape Implements (Tools)
- 333 Possession of Burglary Tools
- 334 Attempt to Possess Burglary Tools
- 335 Conspiracy to Possess Burglary Tools

TRAFFICKING - HEROIN

- 340 Delivery of Heroin
- 340 Distributing or Dispensing Heroin
- 340 Importing or Smuggling Heroin
- 340 Manufacture of Heroin
- 340 Possession of Heroin for Sale or Other Disposal
- 340 Sale of Heroin
- 340 Trafficking in Heroin
- 341 Trafficking, Heroin, Attempted
- 342 Trafficking, Heroin, Conspiracy

TRAFFICKING - COCAINE OR CRACK

- 345 Delivery, trafficking, sale, importation, manufacturing of Cocaine or Crack
- 345 Possession of Cocaine or Crack with intent to Distribute or sell
- 346 Distributing, trafficking of Cocaine or Crack, Attempted
- 347 Distributing, trafficking of Cocaine or Crack, Conspiracy

TRAFFICKING - OTHER CONTROLLED SUBSTANCES

- 350 Delivery of Dangerous Drug or Hallucinogen
- 350 Delivery of Narcotic other than Heroin
- 350 Distributing or Dispensing Dangerous Drug or Hallucinogen
- 350 Distributing or Dispensing Narcotic other than Heroin, Cocaine, or Crack
- 350 Importing or Smuggling Dangerous Drug or Hallucinogen
- 350 Importing or Smuggling Narcotics other than Heroin, Cocaine, or Crack
- 350 Manufacture of Narcotic other than Heroin, Cocaine, or Crack

350 Narcotics other than Heroin, Possession and Sale  
350 Possession for Sale or other Disposal of Dangerous Drug or Hallucinogen  
350 Possession for Sale or other Disposal of Narcotic other than Heroin, Cocaine, or Crack  
350 Sale of Controlled Substance or Enumerated Drug  
350 Sale of Dangerous Drug or Hallucinogen  
350 Sale of Narcotic other than Heroin, Cocaine, or Crack  
350 Trafficking in Dangerous Drugs or Hallucinogens  
350 Trafficking, Other Controlled Substances  
350 Unlawful Disposal of Controlled Substance or Enumerated Drug  
350 Unlawful Disposal of Dangerous Drug or Hallucinogen  
351 Trafficking, Other Controlled Substances, Attempted  
352 Trafficking, Other Controlled Substances, Conspiracy

#### TRAFFICKING MARIJUANA/HASHISH

360 Cultivation of Marijuana  
360 Delivery of Marijuana or Hashish  
360 Distribution of Marijuana or Hashish  
360 Importing or Smuggling Marijuana or Hashish  
360 Marijuana or Hashish, Possession and Sales  
360 Possession of Marijuana or Hashish for Sale or other Disposal  
360 Produce or Prepare Marijuana or Hashish  
360 Sale of Marijuana or Hashish  
360 Trafficking in Marijuana or Hashish  
361 Trafficking, Marijuana or Hashish, Attempted  
362 Trafficking, Marijuana or Hashish, Conspiracy

#### TRAFFICKING - DRUG UNSPECIFIED

370 Trafficking, Drug Unspecified  
371 Trafficking, Drug Unspecified, Attempted  
372 Trafficking, Drug Unspecified, Conspiracy

#### POSSESSION/USE - HEROIN

380 Possession of Heroin  
380 Possession/Use, Heroin  
380 Use of Heroin  
381 Possession/Use, Heroin, Attempted  
382 Possession/Use, Heroin, Conspiracy

#### POSSESSION/USE - COCAINE OR CRACK

385 Possession/use of Cocaine or Crack  
386 Possession/use of Cocaine or Crack, Attempted  
387 Possession/use of Cocaine or Crack, Conspiracy

POSSESSION/USE - OTHER CONTROLLED SUBSTANCES

- 390 Obtaining Dangerous Drug
- 390 Possession of Controlled Substance or Enumerated Drug
- 390 Possession of Dangerous Drug or Hallucinogen
- 390 Possession of Prescription Drugs
- 390 Use of Controlled Substance or Enumerated Drug
- 390 Use of Dangerous Drug or Hallucinogen
- 391 Possession/Use, Other Controlled Substances, Attempted
- 392 Possession/Use, Other Controlled Substances, Conspiracy

POSSESSION/USE - MARIJUANA/HASHISH

- 400 Possession/Use, Marijuana or Hashish
- 400 Use of Marijuana or Hashish
- 401 Possession/Use, Marijuana or Hashish, Attempted
- 402 Possession/Use, Marijuana or Hashish, Conspiracy

POSSESSION/USE - DRUG UNSPECIFIED

- 410 Possession, Use, Drug Unspecified

HEROIN VIOLATION - OFFENSE UNSPECIFIED

- 420 Heroin, Except Sales-Traffic, Use, or Possession
- 420 Heroin, Offense not Specified
- 420 Heroin Violation, Offense Unspecified

COCAINE OR CRACK VIOLATION OFFENSE UNSPECIFIED

- 425 Cocaine/Crack, Offense not specified
- 425 Cocaine/Crack, Except Sales-Traffic, Use, or Possession

CONTROLLED SUBSTANCE - OFFENSE UNSPECIFIED

- 430 Controlled Substances or Enumerated Drugs, Except Sales-Traffic, Use, or Possession
- 430 Controlled Substances or Enumerated Drugs, Offense Unspecified
- 430 Dangerous Drugs or Hallucinogens, Except Sales-Traffic, Use, or Possession
- 430 Dangerous Drugs or Hallucinogens, Offense Unspecified
- 430 Narcotics, Except Sales-Traffic, Use or Possession
- 430 Narcotics, Offense Unspecified
- 430 Narcotics other than Heroin, Except Sales-Traffic, Use, or Possession
- 430 Narcotics other than Heroin, Offense Unspecified
- 430 Controlled Substance Violation, Offense Unspecified

MARIJUANA/HASHISH VIOLATION - OFFENSE UNSPECIFIED

- 440 Marijuana or Hashish, Except Sales-Traffic, Use, or Possession
- 440 Marijuana or Hashish, Offense Unspecified

DRUG OFFENSES - VIOLATION/DRUG UNSPECIFIED

- 450 Drug Abuse, Neither Offense nor Type or Drug Specified
- 450 Drug Offenses, Activity and Drug Unspecified
- 450 False Prescription for Controlled Substance or Enumerated Drug
- 450 False Prescription for Dangerous Drug
- 450 False Prescription for Narcotic other than Heroin
- 450 Forging or Uttering Prescription for Controlled Substance or Enumerated Drug
- 450 Forging or Uttering Prescription for Dangerous Drug
- 450 Forging or Uttering Prescription for Narcotic other than Heroin
- 450 Fraudulent Prescription of Drugs
- 450 Possession of Drug Paraphernalia
- 450 Possession of Drug Tools
- 450 Possession of Hypo and Syringe
- 450 Traffic in Controlled Substance other than Drugs
- 450 Unlawfully Obtaining Drugs
- 450 Violation of Drug Free Zones
- 450 Writing an Illegal Prescription for Drug

ESCAPE FROM CUSTODY

- 460 Aggravated Escape
- 460 Breaking out from Prison or Jail
- 460 Escape from Custody
- 460 Escape from Prison or Jail
- 460 Flight from Prison or Jail
- 460 Simple Escape
- 461 Escape from Custody, Attempted
- 462 Aiding Another to Escape from Jail
- 462 Aiding Escape
- 462 Forcibly Rescuing a Prisoner
- 462 Harboring a Fugitive
- 462 Escape from Custody, Conspiracy

FLIGHT TO AVOID PROSECUTION

- 470 Flight to Avoid Prosecution
- 471 Flight to Avoid Prosecution, Attempted
- 472 Flight to Avoid Prosecution, Conspiracy

### WEAPON OFFENSE

- 480 Aggravated Weapons Violation
- 480 Armed while Committing a Crime
- 480 Armed with a Pistol
- 480 Carrying Ammunition
- 480 Carrying a Concealed Weapon
- 480 Carrying Explosive Devices
- 480 Carrying a Firearm
- 480 Exhibiting and Flourishing a Deadly and Dangerous Weapon
- 480 Firing a Weapon
- 480 Incendiary Device, Possessing, or Teaching
- 480 Possession of Explosive Devices
- 480 Possession of Firearms
- 480 Possession of Firearm after Felony Conviction
- 480 Reckless Use of Fire, Incendiary Devices, or Explosives
- 480 Selling a Weapon
- 480 Weapon Offenses
- 481 Weapons Offense, Attempted
- 482 Weapons Offense, Conspiracy

### PAROLE VIOLATION

- 490 Parole Violation
- 490 Parole Suspension
- 490 Straight Parole Violation
- 490 Violation of Parole

### PROBATION VIOLATION

- 500 Probation Violation
- 500 Revocation of a Deferred Sentence
- 500 Revocation of a Suspended Sentence
- 500 Violation of Probation

### RIOTING

- 510 Inciting a Riot
- 510 Mob Action
- 510 Participating in a Riot
- 510 Riot
- 510 Rout
- 511 Riot, Attempting to Incite
- 512 Riot, Conspiracy to Incite

### HABITUAL OFFENDER

- 520 Convicted 3 Times of a Felony
- 520 Habitual Criminal
- 520 Habitual Criminal Act
- 520 Habitual Felony
- 520 Habitual Felony Conviction (HFC)
- 520 Habitual Offender
- 520 HFC (Habitual Felony Conviction)
- 520 Persistent Violator of the Law
- 520 PFC (Prior Felony Conviction)
- 520 Previous Felony Convictions
- 520 Prior Felony Conviction

### CONTEMPT OF COURT

- 530 Contempt of Court
- 530 Failure to Pay Fines
- 530 Violation of Protective Order
- 530 Violation of Restraining Order

### OFFENSES AGAINST COURTS, LEGISLATURES AND COMMISSIONS

- 540 Bond Jump
- 540 Bribing a Juror or Witness
- 540 Corruptly Influencing a Witness
- 540 Court Offenses
- 540 Failure to Appear
- 540 Failure to Appear on Bail Bond
- 540 Failure to Comply with Order of a Circuit Court
- 540 Intimidation of a Witness
- 540 Offering False Evidence
- 540 Perjury
- 540 Subordination of Perjury
- 540 Tampering with Evidence
- 540 Tampering with a Witness
- 541 Perjury, Attempted
- 541 Court Offenses, Attempted
- 542 Court Offenses, Conspiracy

### TRAFFIC OFFENSES - MINOR

- 550 Operating a Motor Vehicle as a Habitual Offender
- 550 Operating a Motor Vehicle Without a License



- 550 Operating an Unregistered Motor Vehicle
- 550 Traffic Offenses, Except Drunk Driving
- 550 Traffic Offenses, Minor

DRIVING WHILE INTOXICATED

- 560 Causing Injury While Operating Auto Under Influence of Intoxicating Liquor
- 560 Driving While Intoxicated
- 560 Drunk Driving
- 560 DWI, Driving While Intoxicated

DRIVING UNDER THE INFLUENCE

- 565 Driving Under the Influence of Alcohol
- 565 Driving Under the Influence, Unspecified

DRIVING UNDER INFLUENCE - DRUGS

- 570 Driving While Under the Influence of Narcotics
- 570 Driving Under Influence of Drugs

FAMILY RELATED OFFENSES

- 580 Abandonment
- 580 Cruelty to Wife
- 580 Custodial Interference
- 580 Desertion
- 580 Failure to Provide
- 580 Interference with Custody
- 580 Non-Support, Family Related Offenses
- 580 Non-Support of Spouse or Children

DRUNKENNESS/VAGRANCY/DISORDERLY CONDUCT

- 590 Begging
- 590 Disorderly Conduct
- 590 Disorderly Person
- 590 Drunkenness
- 590 Drunk and Disorderly
- 590 Intoxication
- 590 Loitering
- 590 Unlawful Assembly
- 590 Vagabondage
- 590 Vagrancy
- 590 Drunkenness/ Vagrancy/ Disorderly Conduct

### MORALS/DECENCY - OFFENSE

- 600 Adultery
- 600 Bigamy
- 600 Buggery, No Force
- 600 Crime Against Nature, No Force
- 600 Exhibitionism
- 600 Incest
- 600 Indecent Exposure
- 600 Indecent and Immoral Practices with Another Adult Person
- 600 Indecent Language Over Phone
- 600 Lewd and Wanton Behavior
- 600 Obscene Phone Call
- 600 Offense Against Morals/Decency
- 600 Peeping Tom
- 600 Sexual Offenses, Except Sexual Assaults, Commercialized Sex
- 600 Sodomy, No Force
- 600 Trespass by Peeping Tom
- 600 Unnatural Intercourse
- 600 Using Indecent Language Over Phone
- 601 Offense Against Morals/Decency, Attempted
- 602 Offense Against Morals/Decency, Conspiracy

### IMMIGRATION VIOLATIONS

- 610 Harboring Illegal Immigrants
- 610 Illegal Entry into the United States
- 610 Immigration Violation
- 610 Smuggling Aliens

### OBSTRUCTION - LAW ENFORCEMENT

- 620 Compounding a Felony
- 620 Concealing Death
- 620 Failure to Give Information
- 620 Failure to Render Assistance
- 620 Failure to Report Fire
- 620 False Information/Name to Police Officer
- 620 Hindering a Police Officer
- 620 Obstruction of Justice
- 620 Obstruction of Law Enforcement
- 620 Promoting Prison Contraband
- 620 Resisting Arrest
- 620 Resisting Authority

- 620 Traffic with a Prison Inmate
- 620 Withholding Name of Person Who Committed Crime
- 621 Obstruction, Attempted
- 622 Obstruction, Conspiracy

#### INVASION OF PRIVACY

- 630 Harassment
- 630 Invasion of Privacy
- 630 Malicious Vexation
- 630 Stalking
- 630 Wire Tapping

#### COMMERCIALIZED VICE

- 640 Bookmaking
- 640 Commercialized Sex
- 640 Commercialized Vice
- 640 Displaying or Producing Pornographic Movies
- 640 Gambling
- 640 Keeping a House of Ill-repute
- 640 Illegal Possession of Obscene Materials
- 640 Obscenity, Unspecified
- 640 Pandering
- 640 Pimping
- 640 Procuring Women
- 640 Prostitution
- 640 Soliciting for Prostitute
- 640 Trafficking in Obscene Materials (Possession, Distribution, Sales, Mailing, Production)
- 640 Vice Offense

#### CONTRIBUTING TO DELINQUENCY OF A MINOR

- 650 Contributing to the Delinquency of a Minor

#### LIQUOR LAW VIOLATIONS

- 660 Bootlegging
- 660 Liquor Law Violations Excluding Drunkenness and DWI
- 660 Maintaining Unlawful Drinking Establishment
- 660 Manufacturing Liquor
- 660 Operating a Still
- 660 Possession & Transport
- 660 Sale of Alcohol to a Minor
- 660 Selling Liquor

## PUBLIC ORDER OFFENSES - OTHER

- 670 Civil Rights Violation
- 670 Contraband
- 670 Cruelty to/Abuse of Animals
- 670 Delay Mail
- 670 Disinterment of a Human Body
- 670 Failure to Appear for Work in Lieu of Induction (Draft Evasion)
- 670 Hitch Hiking
- 670 Income or Sales Tax Evasion
- 670 Interest and Penalties
- 670 Libel
- 670 Money Laundering
- 670 Non-Payment of Debts
- 670 Obstructing a Passageway
- 670 Public Order Offenses, Other
- 670 Racketeering
- 670 Sounding a False Alarm
- 670 Slander
- 670 Taxation and Revenue Offenses
- 670 Traffic in Controlled Substance Other than Drugs
- 670 Traffic in Non-Controlled Substance
- 670 Violation of Fish and Game Law or Relocation
- 670 Violation of Local Optional Law
- 671 Public Order Offenses, Other, Attempted
- 672 Public Order Offenses, Other, Conspiracy

## BRIBERY AND CONFLICT OF INTEREST

- 673 Abuse of Official Authority or Position
- 673 Bribery, Excluding Bribery of Court and Law Enforcement Officials
- 673 Bribery, Giving, Offering, or Receiving
- 673 Conflict of Interest
- 673 Gratuity, Giving, Offering, or Receiving
- 673 Kickback, Giving, Offering, or Receiving
- 673 Influence
- 674 Attempt to Commit Bribery
- 675 Conspiracy to Commit Bribery

## JUVENILE OFFENSES

- 680 Aggravated Juvenile Delinquency
- 680 Curfew Violation
- 680 Incurrible

680 Incurrible Juvenile Delinquent  
680 Juvenile Delinquent  
680 Juvenile Status Offense  
680 Minor Possessing Alcohol  
680 Misrepresentation of Age - Minor  
680 Runaway  
680 Truant

FELONY - UNSPECIFIED

690 Aiding and Abetting a Felony  
690 Felony - Third Degree  
690 Felony, Unspecified  
691 Attempted Felony  
691 Felony-Unspecified, Attempted  
692 Conspiracy to Commit a Felony  
692 Felony-Unspecified, Conspiracy

MISDEMEANOR UNSPECIFIED

700 Misdemeanor

OTHER/UNKNOWN

710 Accessory  
710 Accomplice  
710 Aiding and Abetting  
710 Conspiracy  
710 Criminal Attempt  
710 Criminal Negligence  
710 Criminal Solicitation  
710 Other  
999 Not Known

The following codes are for Federal Agencies only

EMBEZZLEMENT (FEDERAL ONLY)

- 800 Embezzlement, Bank
- 800 Embezzlement, Benefit Plan
- 800 Embezzlement, Postal

FRAUD (FEDERAL ONLY)

- 810 Bank Fraud
- 810 False Oath of Bankruptcy
- 810 Fraud and Related Activity in Connection with Access Services
- 810 Fraud and Related Activity in Connection with Computers
- 810 Fraud, Bondsman
- 810 Fraud for Government Employment
- 810 Fraud, Postal
- 810 Fraud, Servicemen's Dependent's Allowance Act
- 810 Fraud, Veterans Benefits
- 810 Impersonation of Federal Official
- 810 Impersonation of Foreign Diplomats, Consuls or Officers
- 810 Impersonation of U.S. Citizen
- 810 Passport Fraud

FORGERY (FEDERAL ONLY)

- 820 Forgery, Altering Checks, Money Orders, Bonds, Legal Documents
- 820 Forgery, Altering or Removing Motor Vehicle Identification Number
- 820 Forgery, Postal, including Money Orders
- 820 Forgery, Transport Forged Checks, Money Orders, Travelers Checks
- 820 Forgery, U.S. Securities

COUNTERFEITING (FEDERAL ONLY)

- 830 Counterfeiting, Money or Securities, including Altering Currency
- 830 Counterfeiting, Postal, including Money Orders
- 830 Counterfeiting, Securities of the States and Private Entities

REGULATORY OFFENSES (FEDERAL ONLY)

- 840 Banking and Insurance Laws
- 840 Bird, Fish and Game Laws
- 840 Communications Act
- 840 Custom Laws, Including Removal of Property to Prevent Seizure, Failure to Report Monetary Instrument

- 840 Customs Laws, Smuggling, Tariff, Other
- 840 Customs Laws, Undervaluation and Other Custom Frauds
- 840 Election Laws
- 840 Food and Drug
- 840 Labor and Social Welfare Laws
- 840 Maritime Laws
- 840 Motor Carriers Act
- 840 Railroad Laws, Retirement Act, Unemployment Insurance

TAX LAW (FEDERAL ONLY)

- 850 Internal Revenue - Alcohol Tax, Violation of IRL
- 850 Internal Revenue - Excise Taxes
- 850 Internal Revenue - Gambling
- 850 Internal Revenue - Income Tax Evasion
- 850 Internal Revenue - Inheritance Taxes
- 850 Internal Revenue - Social Security Taxes
- 850 Internal Revenue - Withholding Taxes

RACKETEERING/EXTORTION (FEDERAL ONLY)

- 860 Extortion, Sending Threats Through Mail
- 860 Extortion, Sending Threats in Interstate Commerce, Bomb Threat by Phone
- 860 Extortion, Credit Card Transactions
- 860 Labor Racketeering
- 860 Racketeering, Interference with Commerce by Threats or Violence
- 860 Racketeering, Interstate Transportation of Wagering Paraphernalia
- 860 Racketeering, Laundering of Monetary Instruments
- 860 Racketeering, Prohibition of Illegal Gambling Businesses
- 860 Racketeering, Violent Crimes in Aid of Racketeering Activity
- 860 RICO

**APPENDIX K:**

**NCRP 2012 data request for new and lapsed states**





**National  
Corrections  
Reporting  
Program (NCRP):  
2012 Data Request  
NEW AND LAPSED  
STATES**

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# INTRODUCTION

The National Corrections Reporting Program (NCRP) collects offender-level information from state departments of correction and parole on prison admissions, prison releases, parole releases, and prison custody. **Abt Associates** is the NCRP data collection agent for the **Bureau of Justice Statistics**, the federal agency that administers NCRP. BJS has administered NCRP since 1983.

For 2012, states are asked to submit three datasets:

- **Prison Admissions (Part A):** one record for each *admission* of a sentenced offender to the state's prison system during calendar year 2012.
- **Prison Releases (Part B):** one record for each *release* of a sentenced offender from the state's prison system during calendar year 2012.
- **Parole Exits (Part C):** one record for each *exit* of a sentenced offender from the state's parole or post-confinement community supervision program during the calendar year 2012.
- **Prison Custody (Part D):** one record for each *offender* in the physical custody of the state's prison system on December 31, 2012.

Chapter 1 provides more information on which admissions, releases, and offenders to include (and exclude) in these datasets, as well as a list of the variables to include in the submissions.

Chapter 2 contains more information on each of the NCRP variables.

Abt Associates has a secure website for uploading NCRP data (see the Frequently Asked Questions for more information). ***There is no required format or coding scheme for the data you submit.*** Abt Associates' goal is to minimize your burden and we will work with you to determine the easiest way to extract and submit the data.

For more information contact your Abt site liaison –Tom Rich (tom\_rich@abtassoc.com or 617-349-2753), Michael Shively (michael\_shively@abtassoc.com or 617-520-3562), or Mica Astion (mica\_astion@abtassoc.com or 617-520-2568). You can also visit [www.ncrp.info](http://www.ncrp.info).

# FREQUENTLY ASKED QUESTIONS (FAQs)

## General FAQs

### **What is the National Corrections Reporting Program (NCRP)?**

- NCRP compiles offender-level data on prison admissions, prison releases, prison custody and parole discharges. The data, provided by state departments of correction and parole, are used to monitor the nation's correctional population and address specific policy questions related to recidivism, prisoner reentry, and trends in demographic characteristics of the incarcerated and paroled populations. The Bureau of Justice Statistics (BJS) has administered the NCRP since 1983.

### **Who is the Bureau of Justice Statistics (BJS)?**

- The Bureau of Justice Statistics (BJS), a component of the Office of Justice Programs in the U.S. Department of Justice, is the United States' primary source for criminal justice statistics. Its mission is to collect, analyze, publish, and disseminate information on crime, criminal offenders, victims of crime, and the operation of justice systems at all levels of government. These data are critical to federal, state, and local policymakers in combating crime and ensuring that justice is both efficient and evenhanded.

### **What is Abt Associates' role in NCRP?**

- Abt Associates was awarded a cooperative agreement in October 2010 by the Bureau of Justice Statistics to direct the NCRP. (Prior to that date, the U.S. Census Bureau was the NCRP data collection agent.) Abt is responsible for collecting, processing and analyzing data submitted by state departments of corrections and parole. Working with BJS, Abt will also implement BJS's vision of an enhanced and expanded NCRP system that provides timely and useful information to the corrections community.

### **Who is Abt Associates?**

- Abt Associates is a global leader in research and program implementation in the fields of social and economic policy, health, and international development. Known for its rigorous approach to solving complex challenges, Abt Associates was ranked as one of the top 20 global research firms in 2012. The employee-owned company has multiple offices in the U.S. and program offices in nearly 40 countries. Abt has 40 years of experience working for the U.S. Department of Justice and criminal justice agencies across the country.

## General FAQs on the 2012 Data Request

### **Compared to the 2012 data request, has anything changed for 2012?**

- Four new variables have been added to each of the four record datasets:
  - FBI identification number
  - Prior service in the U.S. Armed Forces (yes/no)
  - Date of last discharge from U.S. Armed Forces
  - Type of discharge from U.S. Armed Forces
- Part C (Parole Exit) records for 2012 have an additional three new variables added:

- Date of admission to parole/post-confinement community supervision
- Type of admission to parole/post-confinement community supervision
- County of exit from parole/post-confinement community supervision, or, if this is unavailable, the county of the parole office to which the parolee was assigned
- An additional category has been added to the existing question on Part C that identifies a parolee’s supervision status at time of parole exit
  - Parolees may now have a supervision status of “Only have financial conditions remaining”

**What data are requested?**

- For reporting year 2012, states are asked to submit:
  - NCRP Part A (Prison Admission) records
  - NCRP Part B (Prison Release) records
  - NCRP Part C (Parole Exit) records
  - NCRP Part D (Prison Custody) records
- Your Abt site liaison will also discuss with you collecting data from previous years that were never submitted.

**When is the data submission due?**

- The target date for submitting 2012 NCRP data is March 31, 2013, but we understand that agency constraints can preclude meeting that target date. The Abt site liaison will work with each state to set a realistic target date.

**How do we submit the data?**

- To ensure compliance with FIPS (Federal Information Processing Standard) 140-2 and the Privacy Act, Abt’s secure file transfer platform – *which automatically encrypts the data during transit* – should be used to submit NCRP data. The Abt transfer portal is FIPS 140-2 compliant and meets all the requirements of the Federal Information Security Management Act (FISMA) and Privacy Act. If you prefer to submit data via email or physical media (e.g., CD), you must encrypt the data, in compliance with FIPS 140-2. When you are ready to submit data, please contact your Abt NCRP site liaison to obtain a unique username and password for the transfer portal or to make other submission arrangements. Please protect your transfer portal username and password.

**What happens after we submit data?**

- Abt will verify the contents of the data files and conduct a series of validity checks on the data (including comparing the submitted data to your submissions from prior years). Typically, this will be accomplished within 2-4 weeks of receipt of your data. Your Abt site liaison will then contact you to review our findings and discuss next steps. Having a thorough understanding of what data you submit is necessary in order to construct valid and reliable national NCRP datasets.

**How can we be assured that data we submit is secure?**

- BJS and Abt are bound by federal law (42 USC 3789g) which provides that, “No officer or employee of the Federal Government, and no recipient of assistance under the provisions of this chapter shall use or reveal any research or statistical information furnished under this chapter by any person and identifiable to any specific private person for any purpose other than the purpose

for which it was obtained in accordance with this chapter. Such information and copies thereof shall be immune from legal process, and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial, legislative, or administrative proceedings.” Abt further recognizes that it is bound by the Privacy Act and the Federal Information Security Management Act (FISMA) regarding how NCRP data are received, processed, and released.

#### **How long will it take us to respond to this data request?**

- The amount of time depends on the systems and procedures that your agency has established in previous years to respond to NCRP data requests. If you have responded to NCRP data requests for at least two years, the amount of time required this year should be lower than the time required last year because Part C records are not being requested. For more information on the NCRP reporting burden (OMB No. 1121-0065 Exp. 10/31/2012), see the NCRP's OMB submission.<sup>1</sup> BJS estimates the time needed to develop computer programs to extract data and to prepare a response to be 24 hours, on average, per type of database containing the information needed, for the first year of participation, and 8 hours, per type of database, during the second and subsequent years. Feedback during data processing and review is estimated to take 2 hours. Send comments regarding this burden estimate or any other aspects of the collection of this information, including suggestions for reducing this burden to the Director, Bureau of Justice Statistics, 810 Seventh Street, NW, Washington, DC 20531; and to the Office of Management and Budget, OMB number 1121-0065, Washington, DC 20503.

#### **How do we get additional information?**

- For more information contact your Abt site liaison –Tom Rich (tom\_rich@abtassoc.com or 617-349-2753), Michael Shively (michael\_shively@abtassoc.com or 617-520-3562), or Mica Astion (mica\_astion@abtassoc.com or 617-520-2568). You may also contact the BJS Program Manager, Ann Carson (202-616-3496 or elizabeth.carson@usdoj.gov) or visit [www.ncrp.info](http://www.ncrp.info) for more information.

### **Part A (Prison Admission) FAQs**

#### **For the Part A submission, what data are being requested?**

- One data record for each admission of a sentenced inmate during calendar year 2012. Admissions can result from a new court commitment; revocations of probation, parole, or other community supervision; transfers from other jurisdictions; escape or AWOL returns; or returns from appeal or bond.
  - *Include* admissions of:
    - sentenced inmates to your prison facilities<sup>2</sup>, regardless of jurisdiction or sentence length;
    - sentenced inmates under your jurisdiction to county or local jails; and,

<sup>1</sup> [http://www.reginfo.gov/public/do/PRAViewICR?ref\\_nbr=200907-1121-001](http://www.reginfo.gov/public/do/PRAViewICR?ref_nbr=200907-1121-001)

<sup>2</sup> Prison facilities include prisons, penitentiaries, and correctional institutions; boot camps; prison farms; reception, diagnostic, and classification centers; release centers, halfway houses, and road camps; forestry and conservation camps; vocational training facilities; prison hospitals; and drug and alcohol treatment facilities for inmates. For inmates under home confinement, a private residence is not considered a prison facility.

- sentenced inmates under your jurisdiction to in-state private prisons, including both privately owned facilities and facilities operated by a private entity under contract to the state.
  - *Exclude* admissions of:
    - sentenced inmates to your prison facilities who were transferred from another one of your prison facilities;
    - inmates re-entering a prison facility after a temporary leave of 30 days or less;
    - sentenced inmates under your jurisdiction to Federal facilities, another state's facilities, or out-of-state private facilities; and
    - unsentenced inmates to your prison facilities (e.g., inmates awaiting trial, civil commitments).
- New data elements requested are FBI identification number, prior service in U.S. Armed Forces, date of last discharge from U.S. Armed Forces, and type of discharge from U.S. Armed Forces.

**What data elements are requested for the Part A submission?**

- County in which sentence was imposed
- Inmate identification number
- Prisoner first and last name
- Date of birth
- Sex
- Race
- Hispanic origin
- Highest grade completed prior to this admission to prison
- Date of admission to prison
- Type of admission to prison
- Jurisdiction on date of admission
- Prior jail time
- Prior prison time
- Commitment offenses
- Number of counts of each offense
- Offense with the longest maximum sentence
- Maximum sentence length for offense with the longest maximum sentence
- Total maximum sentence length for all sentences
- Location where inmate is to serve sentence
- Inmate's state identification number
- Types of sentences included in total maximum sentence
- Length of court-imposed sentence to community supervision
- Parole hearing/eligibility date
- Projected release date
- Mandatory release date
- FBI identification number
- Prior service in U.S. Armed Forces
- Date of last discharge from U.S. Armed Forces
- Type of discharge from U.S. Armed Forces

**What if we are unable to provide all of these data elements?**

- If your agency does not collection one or more of these data elements, then you will not be able to include them in the submission. Your participation in the NCRP is voluntary but your

participation is extremely important for creating national statistics about the prison population as well as for understanding how the relationship between sentencing policies and practices in the states contributes to changes in the prison population.

## **Part B (Prison Release) FAQs**

### **For the Part B data submission, what data are being requested?**

- One data record for each release of a sentenced inmate during calendar year 2012. Releases include releases to parole or post-confinement community supervision authorities; unconditional releases; releases or transfers to other authorities; deaths; releases on appeal or bond if credit for time served is not given while on release; or escapes from custody.
  - *Include* releases of:
    - sentenced inmates from your prison facilities<sup>3</sup>, regardless of jurisdiction or sentence length;
    - sentenced inmates under your jurisdiction in county or local jails;
    - sentenced inmates under your jurisdiction in in-state private prisons, including both privately owned facilities and facilities operated by a private entity under contract to the state.
  - *Exclude*:
    - releases of sentenced inmates from your prison facilities that were transferred from another one of your facilities;
    - temporary transfers of sentenced inmates;
    - releases of sentenced inmates under your jurisdiction from Federal facilities, another state's facilities, or out-of-state private facilities; and
    - releases of unsentenced inmates from your prison facilities (e.g., inmates awaiting trial, civil commitments).
- New data elements requested are FBI identification number, prior service in U.S. Armed Forces, date of last discharge from U.S. Armed Forces, and type of discharge from U.S. Armed Forces.

### **What data elements are requested for the Part B submission?**

- County in which sentence was imposed
- Inmate identification number
- Prisoner first and last name
- Date of birth
- Sex
- Race
- Hispanic origin
- Highest grade completed prior to this admission to prison
- Date of admission to prison
- Type of admission to prison
- Jurisdiction on date of admission
- Prior jail time

<sup>3</sup>Prison facilities include prisons, penitentiaries, and correctional institutions; boot camps; prison farms; reception, diagnostic, and classification centers; release centers, halfway houses, and road camps; forestry and conservation camps; vocational training facilities; prison hospitals; and drug and alcohol treatment facilities for inmates. For inmates under home confinement, a private residence is not considered a prison facility.

- Prior prison time
- Commitment offenses
- Number of counts of each offense
- Offense with the longest maximum sentence
- Maximum sentence length for offense with the longest maximum sentence
- Total maximum sentence length for all sentences
- Location where inmate is to serve sentence
- Inmate's state identification number
- Types of sentences included in total maximum sentence
- Length of court-imposed sentence to community supervision
- New offenses since admission
- Additional sentence time
- Prior felony incarcerations
- AWOL or escape while serving sentence(s)
- Community release prior to prison release
- Community release (days)
- Date of release from prison
- Released from
- Agencies that assume custody
- Type of release from prison
- FBI identification number
- Prior service in U.S. Armed Forces
- Date of last discharge from U.S. Armed Forces
- Type of discharge from U.S. Armed Forces

**What if we are unable to provide all of these data elements?**

- If your agency does not collection one or more of these data elements, then you will not be able to include them in the submission. Your participation in the NCRP is voluntary but your participation is extremely important for creating national statistics about the prison population as well as for understanding how the relationship between sentencing policies and practices in the states contributes to changes in the prison population.

**Part C (Parole Exit) FAQs**

**For the Part C data submission, what data are being requested?**

- One data record for each exit from parole or post-confinement community supervision of a sentenced inmate during calendar year 2012. Releases include discretionary releases from parole or post-confinement community supervision; mandatory releases from parole or post-confinement community supervision; reinstatement of parole; term of supervised release from prison; or other types of exits from parole or post-confinement community supervision
  - *Include* releases of:
    - sentenced inmates from your parole or post-confinement community supervision agency, regardless of jurisdiction or sentence length;
  - *Exclude*:
    - inmates not yet sentenced (normally called “probation”), but can refer to any community supervision program prior to sentencing



- New data elements requested are date of parole admission, type of parole admission, county of parole exit OR county of parole office, FBI identification number, prior service in U.S. Armed Forces, date of last discharge from U.S. Armed Forces, and type of discharge from U.S. Armed Forces.
- An additional category has been added for the variable requesting supervision status at the time of parole exit: “Only have financial conditions remaining”.

**What data elements are requested for the Part C submission?**

- County in which sentence was imposed
- Inmate identification number
- Prisoner first and last name
- Date of birth
- Sex
- Race
- Hispanic origin
- Highest grade completed prior to this admission to prison
- Date of admission to prison
- Type of admission to prison
- Jurisdiction on date of admission
- Prior jail time
- Prior prison time
- Commitment offenses
- Number of counts of each offense
- Offense with the longest maximum sentence
- Maximum sentence length for offense with the longest maximum sentence
- Total maximum sentence length for all sentences
- Location where inmate is to serve sentence
- Inmate's state identification number
- Types of sentences included in total maximum sentence
- Length of court-imposed sentence to community supervision
- New offenses since admission
- Additional sentence time
- Prior felony incarcerations
- AWOL or escape while serving sentence(s)
- Community release prior to prison release
- Community release (days)
- Date of release from prison
- Released from
- Agencies that assume custody
- Type of release from prison
- Date of parole admission
- Type of parole admission
- County of parole exit or county of parole office
- Date of parole exit
- Type of parole exit
- Supervision status at time of parole exit
- FBI identification number

- Prior service in U.S. Armed Forces
- Date of last discharge from U.S. Armed Forces
- Type of discharge from U.S. Armed Forces

**What if we are unable to provide all of these data elements?**

- If your agency does not collection one or more of these data elements, then you will not be able to include them in the submission. Your participation in the NCRP is voluntary but your participation is extremely important for creating national statistics about the prison population as well as for understanding how the relationship between sentencing policies and practices in the states contributes to changes in the prison population.

**Part D (Prison Custody) FAQs**

**For the Part D data submission, what data are being requested?**

- Submit one data record for each offender under physical custody on December 31, 2012.
  - *Include:*
    - sentenced inmates in your prison facilities<sup>4</sup>, regardless of jurisdiction or sentence length;
    - sentenced inmates under your jurisdiction held in county or local jails;
    - sentenced inmates under your jurisdiction held in in-state private prisons, including both privately owned facilities and facilities operated by a private entity under contract to the state; and,
    - any inmate in these categories who was temporarily released (for 30 days or less) from a facility.
  - *Exclude:*
    - sentenced inmates under your jurisdiction held in Federal facilities, another state's facilities, or out-of-state private facilities;
    - unsentenced inmates held in your prison facilities (e.g., inmates awaiting trial, civil commitments); and
    - inmates who have escaped and are not in custody.
- New data elements requested are FBI identification number, prior service in U.S. Armed Forces, date of last discharge from U.S. Armed Forces, and type of discharge from U.S. Armed Forces.

**What data elements are requested for the Part D submission?**

- County in which sentence was imposed
- Inmate identification number
- Prisoner first and last name
- Date of birth
- Sex
- Race
- Hispanic origin

<sup>4</sup> Prison facilities include prisons, penitentiaries, and correctional institutions; boot camps; prison farms; reception, diagnostic, and classification centers; release centers, halfway houses, and road camps; forestry and conservation camps; vocational training facilities; prison hospitals; and drug and alcohol treatment facilities for inmates. For inmates under home confinement, a private residence is not considered a prison facility.

- Highest grade completed prior to this admission to prison
- Date of admission to prison
- Type of admission to prison
- Jurisdiction on date of admission
- Prior jail time
- Prior prison time
- Commitment offenses
- Number of counts of each offense
- Offense with the longest maximum sentence
- Maximum sentence length for offense with the longest maximum sentence
- Total maximum sentence length for all sentences
- Location where inmate is to serve sentence
- New offenses since admission
- Additional sentence time
- Prior felony incarcerations
- Inmate's state identification number
- Types of sentences included in total maximum sentence
- Length of court-imposed sentence to community supervision
- Parole hearing/eligibility date
- Projected release date
- Mandatory release date
- Name of facility holding prisoner at yearend
- FBI identification number
- Prior service in U.S. Armed Forces
- Date of last discharge from U.S. Armed Forces
- Type of discharge from U.S. Armed Forces

**What if we are unable to provide all of these data elements?**

- If your agency does not collection one or more of these data elements, then you will not be able to include them in the submission. Your participation in the NCRP is voluntary but your participation is extremely important for creating national statistics about the prison population as well as for understanding how the relationship between sentencing policies and practices in the states contributes to changes in the prison population.

# CHAPTER 1: NCRP INSTRUCTIONS AND VARIABLE LIST

For 2012, three files are requested: Prison Admissions (Part A), Prison Releases (Part B), Parole Exits (Part C) and Prison Custody (Part D). Instructions and the variable list for these four files are shown below. At the end of Chapter 1 is a matrix showing the NCRP variables by Part.

## PRISON ADMISSION RECORDS (PART A)

Submit one data record for each admission<sup>5</sup> of a sentenced inmate during 2012:

**Include:**

- Admissions of sentenced inmates to your prison facilities<sup>6</sup>, regardless of jurisdiction or sentence length.
- Admissions of sentenced inmates under your jurisdiction to county or local jails.
- Admissions of sentenced inmates under your jurisdiction to in-state private prisons, including both privately owned facilities and facilities operated by a private entity under contract to the state.

**Exclude** (or provide a way for NCRP staff to identify these records in your data submission):

- Admissions of sentenced inmates to your prison facilities who were transferred from another one of your prison facilities.
- Inmates re-entering a prison facility after a temporary leave (30 days or less)
- Admissions of sentenced inmates under your jurisdiction to Federal facilities, another state's facilities, or out-of-state private facilities.
- Admissions of unsentenced inmates to your prison facilities (e.g., inmates awaiting trial, civil commitments)

See the next page for the Part A variable list.

<sup>5</sup> Include admissions resulting from new court commitments; probation, parole, or post-confinement community supervision revocations; transfers from other jurisdictions; escape or AWOL returns; or returns from appeal or bond.

<sup>6</sup> Prison facilities include prisons, penitentiaries, and correctional institutions; boot camps; prison farms; reception, diagnostic, and classification centers; release centers, halfway houses, and road camps; forestry and conservation camps; vocational training facilities; prison hospitals; and drug and alcohol treatment facilities for prisoners. For inmates under home confinement, a private residence is not considered a prison facility.

## **Part A (Prison Admissions) Variable List**

<b><u>Variable Number</u></b>	<b><u>Variable Description</u></b>
1	County in which sentence was imposed
2	Inmate identification number
3	Date of birth
4	Sex
5	Race
6	Hispanic origin
7	Highest grade completed
8	Date of admission to prison
9	Type of admission to prison
10	Jurisdiction on date of admission
11	Prior jail time
12	Prior prison time
13	Offense(s)
14a	Offense with the longest maximum sentence
14b	Length of sentence for offense with longest maximum sentence
15	Total maximum sentence length
17	Location where inmate is to serve sentence
29	Type of record
30	State identification number
31a	Is any part of the total maximum sentence an indeterminate sentence?
31b	Is any part of the total maximum sentence a determinate sentence?
31c	Is any part of the total maximum sentence a mandatory minimum sentence?
31d	Is any part of the total maximum sentence restricted by truth in sentencing law?
32	Length of court- imposed sentence to community supervision
33	Parole hearing/eligibility date
34	Projected release date
35	Mandatory release date
36	Prisoner first name
37	Prisoner last name
39	FBI identification number
40	Prior service in U.S. Armed Forces?
41	Date of last discharge from U.S. Armed Forces
42	Type of discharge from U.S. Armed Forces

## PRISON RELEASE RECORDS (PART B)

Submit one data record for each release<sup>7</sup> of a sentenced inmate during 2012:

**Include:**

- Releases of sentenced inmates from your prison facilities<sup>8</sup>, regardless of jurisdiction or sentence length.
- Releases of sentenced inmates under your jurisdiction from county or local jails.
- Releases of sentenced inmates under your jurisdiction from in-state private prisons, including both privately owned facilities and facilities operated by a private entity under contract to the state.

**Exclude** (or provide a way for NCRP staff to identify these records in your data submission):

- Releases of sentenced inmates from your prison facilities that were transferred from another one of your prison facilities.
- Temporary releases of sentenced inmates (30 days or less)
- Releases of sentenced inmates under your jurisdiction from Federal facilities, another state's facilities, or out-of-state private facilities.
- Releases of unsentenced inmates from your prison facilities (e.g., inmates awaiting trial, civil commitments)

See the next page for the Part B variable list.

<sup>7</sup> Include conditional releases to parole or post-confinement community supervision; unconditional releases; releases or transfers to other authorities; deaths; releases on appeal or bond if credit for time served is not given while on release; or escapes from custody.

<sup>8</sup> Prison facilities include prisons, penitentiaries, and correctional institutions; boot camps; prison farms; reception, diagnostic, and classification centers; release centers, halfway houses, and road camps; forestry and conservation camps; vocational training facilities; prison hospitals; and drug and alcohol treatment facilities for prisoners. For inmates under home confinement, a private residence is not considered a prison facility.

## **Part B (Prison Releases) Variable List**

<b><u>Variable Number</u></b>	<b><u>Variable Description</u></b>
1	County in which sentence was imposed
2	Inmate identification number
3	Date of birth
4	Sex
5	Race
6	Hispanic origin
7	Highest grade completed
8	Date of admission to prison
9	Type of admission to prison
10	Jurisdiction on date of admission
11	Prior jail time
12	Prior prison time
13	Offense(s)
14a	Offense with the longest maximum sentence
14b	Length of sentence for offense with longest maximum sentence
15	Total maximum sentence length
17	Location where inmate is to serve sentence
18	Additional offenses since admission date
19	Additional sentence time since admission
20	Prior felony incarcerations
21	AWOL or escape
22a	Community release prior to prison release
22b	Number of days on community release
23a	Date of release from prison
23b	Location at time of prison release
24	Agencies assuming custody at time of prison release
25	Type of release from prison
29	Type of record
30	State identification number
31a	Is any part of the total maximum sentence an indeterminate sentence?
31b	Is any part of the total maximum sentence a determinate sentence?
31c	Is any part of the total maximum sentence a mandatory minimum sentence?
31d	Is any part of the total maximum sentence restricted by truth in sentencing law?
32	Length of court- imposed sentence to community supervision
36	Prisoner first name
37	Prisoner last name
39	FBI identification number
40	Prior service in U.S. Armed Forces?
41	Date of last discharge from U.S. Armed Forces
42	Type of discharge from U.S. Armed Forces

## PAROLE EXIT RECORDS (PART C)

Submit one data record for each sentenced inmate who was released from parole/post-confinement community supervision during 2012:

**Include:**

- Sentenced inmates from your parole or post-confinement community supervision agency, regardless of jurisdiction or sentence length

**Exclude** (or provide a way for NCRP staff to identify these records in your data submission):

- Inmates not yet sentenced (normally called “probation”), but can refer to any community supervision program prior to sentencing

See the next page for the Part C file layout.



## **Part C (Parole Exits) Variable List**

<b><u>Variable Number</u></b>	<b><u>Variable Description</u></b>
1	County in which sentence was imposed
2	Inmate identification number
3	Date of birth
4	Sex
5	Race
6	Hispanic origin
7	Highest grade completed
8	Date of admission to prison
9	Type of admission to prison
10	Jurisdiction on date of admission
11	Prior jail time
12	Prior prison time
13	Offense(s)
14a	Offense with the longest maximum sentence
14b	Length of sentence for offense with longest maximum sentence
15	Total maximum sentence length
17	Location where inmate is to serve sentence
18	Additional offenses since admission date
19	Additional sentence time since admission
20	Prior felony incarcerations
21	AWOL or escape
22a	Community release prior to prison release
22b	Number of days on community release
23a	Date of release from prison
23b	Location at time of prison release
24	Agencies assuming custody at time of prison release
25	Type of release from prison
26	Date of release from parole
27	Type of release from parole
28	Supervision status just prior to release (NOTE: change in response categories)
29	Type of record
30	State identification number
31a	Is any part of the total maximum sentence an indeterminate sentence?
31b	Is any part of the total maximum sentence a determinate sentence?
31c	Is any part of the total maximum sentence a mandatory minimum sentence?
31d	Is any part of the total maximum sentence restricted by truth in sentencing law?
32	Length of court- imposed sentence to community supervision
36	Prisoner first name
37	Prisoner last name
39	FBI identification number
40	Prior service in U.S. Armed Forces?
41	Date of last discharge from U.S. Armed Forces

- 42 Type of discharge from U.S. Armed Forces
- 43 Date of admission to parole/post-confinement community supervision
- 44 Type of admission to parole/post-confinement community supervision
- 45 County of parole release OR county of parole office to which parolee reported

## YEAR-END CUSTODY POPULATION RECORDS (PART D)

Submit one data record for each sentenced inmate under physical custody on December 31, 2012:

**Include:**

- Sentenced inmates in your prison facilities<sup>9</sup>, regardless of jurisdiction or sentence length.
- Sentenced inmates under your jurisdiction held in county or local jails.
- Sentenced inmates under your jurisdiction held in in-state private prisons, including both privately owned facilities and facilities operated by a private entity under contract to the state.
- Any inmate in the above categories who was temporarily released (less than 30 days) from a facility.

**Exclude** (or provide a way for NCRP staff to identify these records in your data submission):

- Sentenced inmates under your jurisdiction held in Federal facilities, another state's facilities, or out-of-state private facilities.
- Unsentenced inmates held in your prison facilities (e.g., civil commitments, inmates awaiting trial)
- Inmates who have escaped and are not in custody.

See the next page for the Part D variable list.

<sup>9</sup> Prison facilities include prisons, penitentiaries, and correctional institutions; boot camps; prison farms; reception, diagnostic, and classification centers; release centers, halfway houses, and road camps; forestry and conservation camps; vocational training facilities; prison hospitals; and drug and alcohol treatment facilities for prisoners. For inmates under home confinement, a private residence is not considered a prison facility.

## **Part D (Prison Custody) Variable List**

<b><u>Variable Number</u></b>	<b><u>Variable Description</u></b>
1	County in which sentence was imposed
2	Inmate identification number
3	Date of birth
4	Sex
5	Race
6	Hispanic origin
7	Highest grade completed
8	Date of admission to prison
9	Type of admission to prison
10	Jurisdiction on date of admission
11	Prior jail time
12	Prior prison time
13	Offense(s)
14a	Offense with the longest maximum sentence
14b	Length of sentence for offense with longest maximum sentence
15	Total maximum sentence length
17	Location where inmate is to serve sentence
18	Additional offenses since admission date
19	Additional sentence time since admission
20	Prior felony incarcerations
29	Type of record
30	State identification number
31a	Is any part of the total maximum sentence an indeterminate sentence?
31b	Is any part of the total maximum sentence a determinate sentence?
31c	Is any part of the total maximum sentence a mandatory minimum sentence?
31d	Is any part of the total maximum sentence restricted by truth in sentencing law?
32	Length of court- imposed sentence to community supervision
33	Parole hearing/eligibility date
34	Projected release date
35	Mandatory release date
36	Prisoner first name
37	Prisoner last name
38	Name of facility holding prisoner at yearend
39	FBI identification number
40	Prior service in U.S. Armed Forces?
41	Date of last discharge from U.S. Armed Forces
42	Type of discharge from U.S. Armed Forces

## CHAPTER 2: NCRP VARIABLES

### VARIABLE 1 - COUNTY IN WHICH SENTENCE WAS IMPOSED

#### Applies To

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

#### Definition

- The county where the court imposing the current sentence is located. If there are multiple counties of commitment, enter the one which corresponds with the offense for which the person received the longest maximum sentence.

### VARIABLE 2 - INMATE IDENTIFICATION NUMBER

#### Applies To

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

#### Definition

- A unique number that identifies an offender. This number identifies individual records in your state and will allow Abt Associates staff to identify records that are duplicates or have other problems.

#### Additional Information

- Do not use sequence numbers for identification numbers unless you can identify each inmate by the sequence number and use the same sequence number for the inmate's every movement into or out of the corrections system.
- All information that can identify individuals will be held strictly confidential by Abt Associates and the Bureau of Justice Statistics, per the requirements of Title 42, United States Code, Sections 3735 and 3789g.
- This variable is not necessary if State Identification Number (Variable 30) is reported.

## **VARIABLE 3 - DATE OF BIRTH**

### **Applies To**

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

### **Definition**

- The offender's date of birth

## **VARIABLE 4 - SEX**

### **Applies To**

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

### **Definition**

- The offender's biological sex

## **VARIABLE 5 - RACE**

### **Applies To**

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

### **Definition**

- The offender's race

### **Additional Information**

- If the person identifies with more than one racial category or as multi-racial, please report as "two or more races."
- Hispanic origin is a cultural characteristic rather than racial characteristic (see variable 6). Persons of Hispanic origin can be black, white or some other racial group. When the information is available, please code the racial characteristic of persons of Hispanic origin.

## **VARIABLE 6 - HISPANIC ORIGIN**

### **Applies To**

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

### **Definition**

- Whether the offender is of Hispanic origin

## **VARIABLE 7 - HIGHEST GRADE COMPLETED**

### **Applies To**

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

### **Definition**

- The highest academic grade level completed by the offender before being admitted to prison on the current sentence.

### **Additional Information**

- Do not report any educational work completed during incarceration on the current sentence.
- Do not report competency level.

## **VARIABLE 8 - DATE OF ADMISSION TO PRISON**

### **Applies To**

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

### **Definition**

- The most recent date the inmate was admitted into the custody of the state prison system on the current sentence.

### **Additional Information**

- Do not provide the sentencing date as the date of admission unless correctional custody began immediately after sentencing. Admission date should never be prior to the sentencing date.

- The date of admission for parole exit records must be the date of admission to prison prior to the parole exit date.
- New admission dates for inmates exiting from parole and returning to prison as violators should be reported as a separate record on your prison admission file. Two separate records should be written to your files: one parole exit record and one prison admission record.
- Prisoner admission data should be provided for state prisoners housed in local jails. The date of admission for prison inmates housed in local jails is the date on which the prison system assumed jurisdiction, often the date of sentencing.
- Once you submit to NCRP an admission record for a sentenced state prisoner who is housed in a local jail, do not later report his/her transfer from jail to prison as an admission.

### **Examples**

- A person held in a local jail is sentenced on April 3, 2009. Due to prison overcrowding, he begins serving his sentence in the local jail immediately after sentencing. A Prisoner Admission record is created and April 3, 2009 is the date of admission to prison.
- A prisoner held in a local jail is sentenced on April 3, 2009. Due to prison overcrowding, he begins serving his sentence in a local jail immediately after sentencing. He is transferred and physically enters prison on October 28, 2009. No record of any kind is created for the October transfer. Instead, a Prisoner Admission record is created with April 3, 2009 as the date of admission.
- A person was admitted originally on June 11, 2003. He was released to parole supervision in 2005 and readmitted to prison August 7, 2009 as the result of a parole revocation. For the current admission, the date of admission to prison field is reported as August 7, 2009. For the current parole exit record, the date of admission to prison is the admission date prior to the current parole exit June 11, 2003.

## **VARIABLE 9 - TYPE OF ADMISSION TO PRISON**

### **Applies To**

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

### **Definition**

- The reason an offender entered into the physical custody of a correctional facility on the date provided in Variable 8 (Date of Admission to Prison) of the current record.
- As necessary, provide information in a separate file that will enable Abt Associates to re-code your agency's admission type codes into the NCRP admission type categories listed below.

### **NCRP Admission Type Categories**

Abt Associates staff will re-code, as necessary, your agency's admission type categories into the following NCRP admission type categories:



- *Court Commitment.* A person being admitted to prison on one or more new sentences; the person is being confined for the first time on this/these particular sentence(s) and is not being re-admitted on any previous sentences still in effect. Includes inmates sentenced to prison for brief periods of time, usually 90 or 180 days, after which they are either released to probation or remain in prison. Does not include court commitments of the offender to prison to continue serving sentence at the end of the "shock" period. Also does not include all revocations of probation, parole or other conditional release with or without a new sentence for a new offense; all transfers unless the inmate has completed all previous sentences and is beginning to serve time on a new sentence; and all returns from escape or unauthorized departures.
- *Returned from Appeal or Bond.* An offender's re-entry into prison after an absence on appeal bond during which his/her sentence time was not running. A new admission record should not be created upon an inmate's return if the inmate's sentence time continued to run while he/she was on appeal bond.
- *Transfer.* The admission of a person from the custody of another detaining authority to continue serving the same sentence. This includes inmates admitted from a long term stay in a hospital, mental health facility or another state or federal prison, but does not include movements from prison to prison within your state, the return of an inmate sent temporarily to another state to stand trial, or inmates who have completed a sentence in another state and are transferred to your state to begin serving a different sentence.
- *Parole Revocation, New Sentence.* The admission of a person whose parole was revoked because of a new sentence. Parole occurs when an inmate is conditionally released by the decision of the paroling authority. Revocation is the administrative action of a paroling authority removing a person from parole status in response to a violation of conditions of parole. This category is only applicable to those cases in which revocation proceedings have been completed.
- *Parole Revocation, No New Sentence.* The admission of a person whose parole was revoked because of a technical violation. Parole occurs when an inmate is conditionally released by the decision of the paroling authority. Revocation is the administrative action of a paroling authority removing a person from parole status in response to a violation of conditions of parole. This category is only applicable to those cases where revocation proceedings have been completed.
- *Parole Revocation, No Information.* The admission of a person whose parole was revoked for unknown reasons. Parole occurs when an inmate is conditionally released by the decision of the paroling authority. Revocation is the administrative action of a paroling authority removing a person from parole status in response to a violation of conditions of parole. This category is only applicable to those cases in which revocation proceedings have been completed.
- *Mandatory Parole Release Revocation, New Sentence.* The admission of a person on mandatory parole release whose parole was revoked because of a new sentence. Mandatory Parole occurs when an inmate by law must be conditionally released. Revocation is the administrative action of a paroling authority removing a person from parole status in response to a violation of conditions of parole. This type of release may also be called "mandatory conditional release" or "supervised mandatory release." This category is only applicable to those cases in which revocation proceedings have been completed.
- *Mandatory Parole Release Revocation, No New Sentence.* The admission of a person on mandatory parole release whose parole was revoked because of a technical violation. Mandatory Parole occurs when an inmate by law must be conditionally released. Revocation is the administrative action of a paroling authority removing a person from parole status in response to a violation of conditions of parole. This type of release may also be called "mandatory

conditional release" or "supervised mandatory release." This category is only applicable to those cases where revocation proceedings have been completed.

- *Mandatory Parole Release Revocation, No Information.* The admission of a person on mandatory parole release whose parole was revoked for unknown reasons. Mandatory Parole occurs when an inmate by law must be conditionally released. Revocation is the administrative action of a paroling authority removing a person from parole status in response to a violation of conditions of parole. This type of release may also be called "mandatory conditional release" or "supervised mandatory release." This category is only applicable to those cases where revocation proceedings have been completed.
- *Court Commitment/Suspended Sentence Imposed.* The admission is the result of the court's imposition of a previously suspended sentence.
- *Escapee/AWOL Returned, New Sentence.* If an escaped inmate is returned with a new sentence. The new sentence may be for escaping or another offense.
- *Escapee/AWOL Returned, No New Sentence.* If an escaped inmate is returned and there is no new sentence, even though there may be new charges for the escape or another offense.
- *Escapee/AWOL Returned, No Information.* If an escaped inmate is returned and it is not known if there is a new sentence.
- *Court Commitment/Parole Status, Pending Revocation.* If the inmate has violated a parole that was granted by a parole authority but his/her parole has not been formally revoked.
- *Court Commitment/Mandatory Parole Release Status, Pending Revocation.* If the inmate is returned to prison as a Mandatory Parole Violator, but his/her parole has not been formally revoked.
- *Probation Revocation, New Sentence.* Probation Revocation is a court order taking away a person's probationary status in response to a violation of conditions of probation. Use if the probation was revoked as a result of a new sentence.
- *Probation Revocation, No New Sentence.* Probation Revocation is a court order taking away a person's probationary status in response to a violation of conditions of probation. Use if probation is revoked due to a technical violation.
- *Probation Revocation, No Information.* Probation Revocation is a court order taking away a person's probationary status in response to a violation of conditions of probation. Use if the probation was revoked and the reason is not known.
- *Other.*
- *Not Known.*

#### **Examples of NCRP Admission Type Categories**

- Court Commitment
  - A person is sentenced by the court for murder and transported to a state correctional institution to begin serving his/her sentence.
  - A person is sentenced by the court for murder and transported to a state correctional facility to begin serving his/her sentence. This person is still on parole for a robbery he/she committed four years ago but his/her parole revocation hearing has not been held yet. This admission is not a Court Commitment, but instead would be either a Court Commitment/Parole Status, Pending Revocation or Court Commitment/Mandatory Parole Release Status, Pending Revocation.

- A person is sentenced in 1993 to serve three years for burglary. He/she is conditionally released after one year and completes his/her time on parole. He/she is now being incarcerated for a burglary for which he/she has never served a sentence.
- An offender receives a sentence of five years, the first 120 days to be served in prison, the remainder on probation.
- Returned from Appeal or Bond
  - An inmate in prison is granted an appeal and released on bond. His/her sentence time is not running. His/her guilt and sentence are later reaffirmed and he/she returns to prison to resume serving his/her sentence.
- Transfer
  - An inmate serving a prison sentence was declared insane and surrendered to the custody of the State Department of Mental Health. This movement constituted a transfer release. This year the inmate is found sane and returns to prison to resume serving the sentence.
  - An inmate is sentenced in California to serve 5 years for burglary and enters a California prison to begin serving his/her sentence. During the report year, he/she is transferred to a Nevada prison for protective custody. This movement is a prison release type, "Transfer" for California. Nevada would report this inmate's admission as a transfer.
  - An inmate serving a prison sentence in Rhode Island is temporarily released to Vermont to stand trial for charges in that state. The inmate is found guilty and returned one week later to Rhode Island to continue serving his/her time. No admission or release record is created by either state.
  - A Rhode Island inmate is serving a two-year sentence. After serving one year of his/her sentence, he/she is sent to Vermont to serve the balance of his/her sentence. The correct response for each state is as follows.
    - Rhode Island creates a prison release record - Variable 25 is coded as Transfer.
    - Vermont creates a prison admission record - Variable 9 is coded as Transfer.
  - In February of the report year, an inmate is admitted to a Maryland State prison to begin serving a three year sentence for armed robbery. In June of the same year, he/she is transferred to a county detention facility for safekeeping. An admission record is created when the inmate is admitted in February. No admission or release record is created when the inmate is transferred to the county facility because he/she is still serving the state sentence at the county facility and he/she is still in the state of Maryland.
  - Due to overcrowding, a Maine inmate is transferred during the report year from the Maine Correctional Center (a state facility) to the Maine State Prison. The correct response is to create no admission or release record for inmates that are transferred among state facilities within your state.
- Parole Revocations
  - While on parole, the offender commits an armed robbery and is sentenced to serve time for that offense. His/her parole is revoked, and he/she enters prison to begin serving time on the new sentence. "Parole revocation, new sentence" is the correct code.
- Mandatory Parole Releases
  - While on mandatory parole release, a parolee fails to report to his/her parole authority. His/her parole is revoked and he/she returns to prison to continue serving time on the original sentence. "Mandatory parole revocation, no new sentence" is the correct code to use in this instance.
- Mandatory Parole Releases

- While on mandatory parole release, a parolee fails to report to his/her parole authority. His/her parole is revoked and he/she returns to prison to continue serving time on the original sentence. "Mandatory parole revocation, no new sentence" is the correct code to use in this instance.
- Escape/AWOL Return
  - An inmate escaped from prison in December, last year. A release record was created for that calendar year. He/she was located and returned to prison in June this year with no new sentence. An admission record is created and the admission type is coded "escapee returned, no new sentence."
  - An inmate escaped from prison in June. While on escape status, he/she commits a burglary and is arrested and placed in jail. He/she is found guilty of burglary, sentenced, and returned to prison in December. His/her admission type is "escapee returned, new sentence."
- Court Commitment/Parole Status, Pending Revocation
  - A parolee violates the conditions of his/her parole and is accused of committing a new offense. He/she is returned to prison. The new charges are pending. The parole revocation hearing has not been held yet. The correct code is "parole status, pending revocation."

## **VARIABLE 10 - JURISDICTION ON DATE OF ADMISSION**

### **Applies To**

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

### **Definition:**

- The state with the legal authority to enforce the prison sentence is the state having jurisdiction.

### **Examples**

- An inmate is convicted of murder in Maryland and sentenced to a 10 year prison term. He begins serving his sentence in the Maryland state penitentiary. In this case, Maryland is the correct value.
- An inmate is convicted of murder in Maryland and sentenced to a 10-year prison term. He begins serving his sentence in a Virginia prison to ensure protective custody. In this case, Maryland is the correct value.
- An inmate is convicted of armed robbery in the District of Columbia and is sentenced to prison for 6 years. Due to his previous incarceration history, he is going to serve his sentence in a Federal prison. In this case, the District of Columbia is the correct value.

## VARIABLE 11 - PRIOR JAIL TIME

### Applies To

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

### Definition

- The length of time served in jail prior to the date of admission (provided in Variable 8) and credited to prison service for the current sentence.

### Additional Information

- Prior jail time is used in the calculation of "time served" in prison at time of release.
- If it is known that some prior time had been served but prior jail time cannot be distinguished from prior prison time, include all prior time in the prior prison time category (variable 12).

### Examples

- A man was arrested and charged with burglary on January 1 of this year. He spent two months in jail awaiting trial. He was convicted on March 1 and was sentenced to serve two years in prison. The judge allows his time in jail to be credited toward his total sentence. The correct value to report is two months.
- A man was arrested and charged with burglary on January 1 of this year. He spent two months in jail awaiting trial. He was convicted and sentenced on March 1. The judge states that his prison time begins running as of his date of sentencing. The correct value to report is zero days, because no time in jail was credited toward his sentence.
- On July 1, 2005 an inmate was admitted to a local jail, due to overcrowding, to begin serving a 5-year sentence for drug trafficking. He was released to parole on December 15, 2006. He is now being admitted to prison on a parole revocation and must serve the remainder of his drug trafficking sentence in prison. The time he served in jail for this offense, prior to his/her parole, counts toward his total time incarcerated on the current sentence and must be reported. The correct value to report is one year, five months, and 15 days.

## VARIABLE 12 - PRIOR PRISON TIME

### Applies To

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

### Definition

- The length of time served in prison prior to the date of admission (provided in Variable 8) and credited to prison service for the current sentence.

### **Additional Information**

- Prior prison time is used in the calculation of time served in prison.
- If it is known that some prior time had been served but prior jail time cannot be distinguished from prior prison time, include all prior time in the prior prison time category.
- Only time spent in confinement and credited against the current sentence should be reported.

### **Examples**

- A man is admitted to prison on June 1, 2003 to begin serving a 10-year term for armed robbery. He is paroled July 10, 2010. He violates the conditions of his parole and returns to prison this year to complete his sentence. The time he served in prison prior to his parole counts toward his total time served for this offense and must be reported. The correct value to report is 7 years, 1 month, and 10 days.
- A man is admitted to prison on June 1, 2003 to begin serving a 10-year term for armed robbery. His sentence is commuted on July 10, 2010 and he is unconditionally released. However, he commits a new offense this year and is sentenced to serve 3 years in prison. His previous sentence does not affect this new sentence in any way. The correct value to report is 0 days.

## **VARIABLE 13 - OFFENSE(S)**

### **Applies To**

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

### **Definition**

- Crime(s) for which the offender was admitted to prison on the current sentence(s). For persons readmitted to prison, the original crime(s) in addition to any new crime(s) resulting in the current sentence(s) should be indicated.

### **Codes / Coding Information**

- Use your state's own offense codes.
- Include the number of counts of each offense

### **Additional Information**

- Please submit offense code documentation along with NCRP data submission. This documentation should include all of your states' offense codes and a description of each offense.

## **VARIABLE 14a - OFFENSE WITH LONGEST MAXIMUM SENTENCE**

### **Applies To**

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

#### **Definition**

- Of the crimes coded in Variable 13, this is the ONE crime for which the inmate received the longest sentence.

#### **Additional Information**

- If the inmate received the same maximum sentence length for two different offenses, provide the one your state would designate as the "controlling," "driving," or "most serious" offense.
- Do not combine the sentences of the identical offenses that were combined in Variable 13 to determine the offense with the longest maximum sentence regardless of whether the sentences were consecutive or concurrent.

## **VARIABLE 14b – LENGTH OF SENTENCE FOR OFFENSE WITH LONGEST MAXIMUM SENTENCE**

#### **Applies To**

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

#### **Definition**

- The maximum sentence as stated by the court, that the offender is required to serve for the offense listed in Variable 14a.

#### **Additional Information**

- This is the maximum sentence imposed by the court for one specific offense and should not reflect any statutory or administrative sentence reductions.
- If the inmate has more than one sentence for the same type of offense, such as 2 years for one burglary (or one count of burglary) and 3 years for another burglary (on another count of burglary), the 3-year sentence would be reported for Variable 14b. Even if "burglary" was entered only once in Variable 13 (because there were four or more offenses), the sentence length of the identical offense should not be combined for Variable 14b.
- If the offense reported in Variable 14a is one for which the inmate was previously placed on parole or probation, provide the original maximum sentence not the part of the sentence remaining to be served.
- Please document any other code for life or death sentences that may appear on your file.

#### **Examples**

- A man enters prison to begin serving time for three sentences. He received 5 years for burglary, 3 years for auto theft, and 1 year for a minor drug violation. The sentences are to be served consecutively and result in a TOTAL maximum sentence of 9 years. However, for Variable 14a and 14b, you need to indicate the one specific offense with the longest sentence. The correct response for Variable 14a is your state code for burglary, and for 5 years for Variable 14b.
- A man enters prison to begin serving time for two sentences. He received 5 years for burglary and 5 years for drug trafficking, both sentences to be served concurrently. In your state, burglary is considered more serious and to be the "controlling" offense. Therefore, for Variable 14a, you would provide your state code for burglary, and 5 years for Variable 14b.
- A woman enters prison to begin serving time for three counts of burglary. She received 6 years for the first count, 6 years for the second, and 4 years for the third, all to be served consecutively. In Variable 14a, would be your state code for burglary, and 6 years for Variable 14b. Each count is to be considered separately when it carries its own sentence length.

## VARIABLE 15 - TOTAL MAXIMUM SENTENCE LENGTH

### Applies To

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

### Definition

- The longest length of time as stated by the court that the offender could be required to serve for all offenses specified in Variable 13 (Offenses).

### Additional Information

- This is the maximum sentence imposed by the court and should not reflect any statutory or administrative sentence reductions.
- Do not reduce the court sentence, subtract time credits, or subtract prior jail or prison time
- If all or a portion of a maximum sentence has been conditionally suspended (that is, the sentenced person may in the future be required to serve the suspended sentence or only a portion under certain circumstances), enter as the "Maximum Sentence" the sum of the unsuspended and suspended portions of the maximum sentence of each offense for which the inmate is currently in prison.
- Do not report unconditionally suspended sentences.
- If all or a portion of a maximum sentence has been unconditionally suspended (that is, the person cannot be required to serve the suspended sentence or any portion under any circumstances), enter as the "Maximum Sentence" only the unsuspended portions of the sentences.
- For a split sentence or shock probation, enter as the maximum sentence the sum of the prison and probation segments of the sentence(s).
- Provide the sum of sentences to be served consecutively. Do not add sentences to be served concurrently.



## Examples

- An inmate receives a sentence of 3 years for possession of marijuana, 2 years conditionally suspended. He/she will be placed under the supervision of a parole officer after being imprisoned for one year. The correct value for Variable 15 is 3 years; that is, if his behavior is not satisfactory, he/she will serve 3 years in prison.
- A person receives a sentence of 5 years for burglary, one year unconditionally suspended. He/she will receive no supervision during the one year regardless of his/her behavior. The correct value for Variable 15 is 4 years.
- A person receives a 10-year sentence for armed robbery, is paroled after 3 years, but returns to prison on a technical violation 6 months later. The correct value for Variable 15 is 10 years, reflecting his/her original maximum sentence.
- A first offender receives a 5-year sentence for manslaughter, 90 days to be served in prison and the remainder on probation. The correct value for Variable 15 is 5 years.
- An offender enters prison to serve 6 years on a burglary conviction and 5 years on a drug conviction. The two sentences are to be served consecutively. The correct value for Variable 15 is 11 years.
- An offender enters prison to serve 6 years on a burglary conviction and 5 years on a drug conviction. The two sentences are to be served concurrently. The correct value for Variable 15 is 6 years.

(There is no variable 16)

## VARIABLE 17 - LOCATION WHERE INMATE IS TO SERVE SENTENCE

### Applies To

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

### Definition

- The type of facility in which the offender will be incarcerated to serve time for his/her crime.
- The name of the facility can be provided instead. In this case, provide information in a separate file that will enable Abt Associates to re-code the name of facility into the NCRP facility type categories listed below.

### NCRP Facility Type Categories

Abt Associates staff will re-code, as necessary, information on the facility you provide into the following NCRP Facility Type Categories:

- *State Prison Facility.* A state administered confinement facility having custodial authority over persons sentenced to confinement.

- *Local Jail.* A confinement facility administered by an agency of the local government intended for adults but sometimes also houses juveniles, which holds persons detained pending adjudication and persons committed after adjudication usually with sentences of a year or less.
- *Other Specify.* All other facilities except those specified above which house sentenced prisoners. Provide documentation for the type of facility included in this category.
- *Mental Hospital.* A confinement facility for the diagnosis or treatment of mentally ill patients.
- *Medical Hospital.* A facility designed for the treatment of persons with illnesses other than mental disorders.
- *Rehabilitation Unit.* A residential treatment facility designed for the care of patients with drug or alcohol problems.
- *Federal Prison.* A confinement facility administered by the Federal government having custodial authority over persons sentenced to confinement.
- *Not Known.*

### **Examples**

- An offender is sentenced to serve 5 years for a possession of marijuana conviction. Due to prison overcrowding she is to be housed in the local jail. The correct value to report is "local jail."
- An offender is admitted to prison to serve 5 years for a possession of marijuana conviction. She is then placed in a drug treatment facility and will stay there through the completion of the program - a minimum of 1 year. The correct value to report is "Rehabilitation Unit."
- An offender is sentenced to serve 5 years for a possession of marijuana conviction. She is to serve her sentence in a Federal penitentiary. The correct value to report is "Federal Prison."

## **VARIABLE 18 - ADDITIONAL OFFENSES SINCE ADMISSION DATE**

### **Applies To**

- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

### **Definition**

- Any additional offense imposed after the date of admission (Variable 8), regardless of the date of the crime.

### **Codes / Coding Information**

- Use your own state's offense codes.

### **Additional Information**

- If after admission, a revocation of parole or probation occurred and the inmate received a sentence for violating his/her parole or probation, please specify your state codes for probation or parole violation offenses as appropriate.

### **Examples**

- A parolee is readmitted to prison for violating his/her parole. After three months in prison he/she receives an additional 5 year sentence for a new burglary conviction. The correct value to report is your state code for burglary.

## **VARIABLE 19 - ADDITIONAL SENTENCE TIME SINCE ADMISSION**

### **Applies To**

- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

### **Definition**

- The maximum time the inmate may be incarcerated consecutive to the sentence length coded in Variable 15.

### **Examples**

- A parolee is readmitted to prison for violating her parole with 6 months remaining on her sentence. After three months in prison, she receives an additional 5 year sentence for a new burglary conviction to be served consecutive to the current sentence. The correct value to report is 5 years.
- A parolee is readmitted to prison for violating her parole with 5 years remaining on her sentence. After being admitted to prison, she receives an additional 5 year sentence for a new burglary conviction to be served concurrent to the current sentence. The correct value to report is 0 years.

## **VARIABLE 20 - PRIOR FELONY INCARCERATIONS**

### **Applies To**

- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

### **Definition**

- Was the offender ever sentenced to confinement for a felony as a juvenile or adult prior to his/her current prison admission (Variable 8)?

### **Additional Information**

- Do not include detention before trial or sentencing.
- Do not report non-incarceration sentences such as probation, unless at some point prison time occurred.

### **Examples**

- Ten years ago, a man served 3 years in prison for robbery and was released, having satisfied the conditions of his/her sentence. He is once again being admitted to begin serving time on a new sentence. The correct value to report is “Yes.”

## **VARIABLE 21 - AWOL OR ESCAPE**

### **Applies To**

- Prison Releases (Part B)
- Parole Exits (Part C)

### **Definition**

- Did the inmate escape (the unlawful departure from physical custody or flight from the custody of correctional personnel) or fail to return from an authorized temporary absence (AWOL) while serving the sentence?

### **Additional Information**

- Include in this category any inmate who escaped or was AWOL while serving time on this sentence, regardless of whether they returned to prison or not.

### **Examples**

- An offender has completed his/her prison term of 5 years for larceny. During the first year of his/her sentence, he/she escaped from prison and was returned soon thereafter. The correct value is "Yes."

## **VARIABLE 22a - COMMUNITY RELEASE PRIOR TO PRISON RELEASE**

### **Applies To**

- Prison Releases (Part B)
- Parole Exits (Part C)

### **Definition**

- Prior to release from the custody of a prison system, was the inmate concurrently under community based supervision or placement? This includes programs such as halfway houses, work furloughs, etc.

### **Examples**

- An inmate is admitted from prison to the state work release program on February 1st of the reporting year. He/she continues to serve his/her sentence while working in the community. On March 1st of the same year, he/she is returned to prison in order to be released. The correct value for Variable 22a is "Yes."

## **VARIABLE 22b – NUMBER OF DAYS ON COMMUNITY RELEASE**

### **Applies To**

- Prison Releases (Part B)
- Parole Exits (Part C)

### **Definition**

- The number of days the inmate was on community release prior to release from prison, if the inmate was concurrently under community based supervision or placement prior to release from the custody of a prison system.

### **Examples**

- An inmate is admitted from prison to the state work release program on February 1st of the reporting year. He/she continues to serve his/her sentence while working in the community. On March 1st of the same year, he/she is returned to prison in order to be released. The correct value for Variable 22a is "Yes." In Variable 22b, the correct value is 28 days, the number of days on community release prior to prison release.

## **VARIABLE 23a - DATE OF RELEASE FROM PRISON**

### **Applies To**

- Prison Releases (Part B)
- Parole Exits (Part C)

### **Definition**

- The most recent calendar date that the state's prison custody terminated.

### **Additional Information**

- On parole exit records, this is the most recent prison release date prior to the parole exit date on the same record.

### **Examples**

- An inmate was released to parole on June 3, 2009. The correct value to report is June 3, 2009.

## **VARIABLE 23b - LOCATION AT TIME OF PRISON RELEASE**

### **Applies To**

- Prison Releases (Part B)
- Parole Exits (Part C)

### **Definition**

- The type of facility that had been used for the custody or care of the offender just prior to release.

- The name of the facility can be provided instead. In this case, provide information in a separate file that will enable Abt Associates to re-code the name of facility into the NCRP facility type categories listed below.

### **NCRP Facility Type Categories**

Abt Associates staff will re-code, as necessary, information on the facility you provide into the following NCRP Facility Type Categories:

- *State Prison Facility.* A confinement facility administered by the state with custodial authority over adults sentenced to confinement.
- *Local Jail.* A confinement facility administered by an agency of the local government, intended for adults but sometimes also containing juveniles. Holds persons detained pending adjudication and/or persons committed after adjudication, usually with sentences of a year or less.
- *Other – Specify.* All facilities except those listed above which house sentenced prisoners. Provide documentation for the types of facilities you include in this category.
- *Halfway House.* A long-term residential facility in which residents are allowed extensive contact with the community, (e.g., attending school).
- *Community Work Center or Work Release.* A residential facility in which residents are employed and allowed extensive contact with the community.
- *Pre-release Center.* A residential facility in which inmates may be placed in order to seek employment, housing, etc.
- *Federal Prison.* A confinement facility administered by the Federal government with custodial authority over persons sentenced to confinement.
- *Unknown.* Information not available

### **Examples**

- An offender served a 2-year prison term for burglary in the local jail due to overcrowding at the state penitentiary. This would be coded as Local Jail.
- An offender was sentenced to 18 months for a drug offense. The first 12 months were served in a drug rehabilitation program in a county hospital. The offender then served the rest of his/her sentence in prison. This would be coded as State Prison Facility.

## **VARIABLE 24 - AGENCIES ASSUMING CUSTODY AT TIME OF PRISON RELEASE**

### **Applies To**

- Prison Releases (Part B)
- Parole Exits (Part C)

### **Definition**

- Type and location of the agency or agencies that assumes custody (physical or supervisory) over an inmate's freedom at the time of prison release.

- The name of the agency can be provided instead. In this case, provide information in a separate file that will enable Abt Associates to re-code the name of the agency into the NCRP agency type categories listed below.

### **NCRP Agency Type Categories**

Abt Associates staff will re-code, as necessary, information on the agency you provide into the following NCRP Agency Type Categories:

- None
- Other Prison Outside of State
- Other Prison - Federal System
- Parole Within State (Include Parole Agencies in DOC)
- Parole Outside State
- Parole - Federal System
- Probation within State
- Probation Outside State
- Probation Federal System
- Mental/Medical Facility Within State
- Mental/Medical Facility Outside of State
- Mental/Medical Facility - Federal
- Other Within State – Specify
- Other Outside State – Specify
- Other - Federal – Specify
- Not Known

### **Examples**

- An inmate is released from a state prison to a detainer from Federal authorities. He/she is transported to a Federal prison in another state. "Other Prison, Federal" is the correct value.
- After serving two-thirds of his/her sentence, an offender is required by law to be placed on parole. He/she will be supervised by the paroling authority of that state. "Parole, Within State" is the correct value.

## **VARIABLE 25 - TYPE OF RELEASE FROM PRISON**

### **Applies To**

- Prison Releases (Part B)
- Parole Exits (Part C)

### **Definition**

- Method of departure from the custody of your prison system on the reported date of release (in variable 23a of the current record).
- As necessary, provide information in a separate file that will enable Abt Associates to re-code your agency's release type codes into the NCRP release type categories listed below.

## **NCRP Release Type Categories**

Abt Associates staff will re-code, as necessary, your agency's release type categories into the following NCRP release type categories:

- *Parole Board Decision.* A conditional release granted by a board or commission that has the authority to release adult prisoners to parole, to revoke parole, and to discharge an offender from parole.
- *Mandatory Parole Release.* A conditional release from prison which is mandated by law rather than granted by a parole board.
- *Probation Release.* A conditional release to court supervision or supervision by a probation authority after the inmate is confined usually for a brief period in a prison facility. These cases are often called "Split Sentences" or "Shock Probation."
- *Other Conditional Releases – Specify.* All other conditional releases not covered by the preceding categories. Always describe the nature of the release in your documentation.
- *Expiration of Sentence.* The termination of the period of time an offender has been required to serve in a state prison.
- *Commutation/Pardon.* A reduction of the term of confinement or an executive order excusing the remainder of the sentence and pardon resulting in immediate unconditional release.
- *Release to Custody, Detainer, or Warrant.* Unconditionally releasing an inmate to custody of another authority. The original prison authority relinquishes all claims upon the inmate.
- *Other Unconditional Release – Specify.* All unconditional releases not covered by the preceding three categories. Always document the nature of the release.
- *Death by Natural Causes.* Death due to illness, old age, AIDS, etc.
- *Death by Suicide.*
- *Death by Homicide by Another Inmate.*
- *Death by Other Homicide.* The death of an inmate caused by a person who is not an inmate that is not legally justifiable.
- *Death by Execution.*
- *Death by Other – Specify.* All deaths not covered by the preceding six categories. Always document the manner of death. Use "Other" to report an inmate's death which is due to accidental injury caused by another person (whether the other person is an inmate or not).
- *Death by Accidental Injury to Self.* Death caused by the inmate accidentally injuring himself/herself.
- *Transfer.* The movement of a person from the custody of your state's correctional system to the custody of another authority while serving the same sentence. (Transfers are permanent or indefinite releases for such purposes as long-term mental health commitment, safekeeping in another state, or housing in a Federal facility.)
- *Release on Appeal or Bond.* An offender is released to seek or participate in an appeal of his/her case and is not receiving credit on his/her sentence while out of confinement. If the inmate is being given credit on the remainder of his/her time while out of confinement or bond, or appealing his/her case, do not report a release.
- *AWOL/Escape.* An inmate who is absent from your state's custody without leave or has escaped from state prison. If your state reports AWOLs and Escapes as releases, you must report their recapture as admissions.



- *Other – Specify.* All other releases not specifically defined in the above categories. Specify in your documentation the type of releases included in this category.
- *Not Known.* The type of release from prison is not known.

### **Additional Information**

- Verify that all releases included in the OTHER category are releases from the custody of this prison system and releases of sentenced persons.
- For release on appeal or bond, do not include temporary movements to court (e.g., to testify or appear at a brief hearing).
- Do include transfers to other states to continue serving a sentence.
- Do not include movements from prison to prison within your state.
- Do not include movements of state prisoners to local jails because the prison is crowded or for such reasons as overcrowding, safekeeping, etc.
- State inmates housed in local jails are to be considered as state prison inmates.
- Do not include temporary absences for such reasons as court appearances, training or medical care.
- A detainer is an official notice from one authority agency to another authority agency requesting that a person wanted by them, but subject to the other agency's jurisdiction, not be released or discharged without notification to the authority agency requesting the person.
- The placing of a detainer is often, but not always, prior to the issuing of a warrant. Typical reasons for the detainer are that the person is wanted for trial in the requesting jurisdiction or is wanted to serve a sentence.
- Conditional Release is the release from a federal or state correctional facility of a prisoner who has not completed his/her sentence, and whose freedom is contingent upon obeying specified rules of behavior while in the community. The offender can be re-incarcerated on current sentence(s).
- Persons on mandatory supervised parole are usually subject to the same conditions as parolees, and can be returned to prison by a parole board decision for technical violations of release conditions. However, the difference is that the release is not a discretionary decision of a paroling authority.
- If you need to report a type of release not defined by one of the codes provided, assign a unique code and define it in your documentation.

### **Examples**

- For Parole Board Decision,
  - An inmate is granted a release by the Parole Board after serving 3 years of a 10 year sentence.
- For Mandatory Parole Release,
  - An inmate received a 3 year sentence for heroin possession. The law requires that the inmate be released to parole after serving a year.
- For Probation Release,
  - An offender serves 180 days in prison and returns to court for a hearing. The judge allows him/her to serve the remainder of his/her sentence on probation.
- For Expiration of Sentence,

- A person given a maximum sentence of 5 years for robbery is released, without parole supervision, after serving 5 years.
- A person given a maximum sentence of 5 years for robbery is released without parole supervision, after serving 3 1/2 years and receiving 1 1/2 years of irrevocable "Good Time."
- For Commutation/Pardon,
  - After the legislature reduced marijuana offenses from felonies to misdemeanors, the 15 year sentence of a person is reduced by the Governor to actual time served, 2 1/2 years, and the inmate is unconditionally released.
- For Release to Custody, Detainer, or Warrant,
  - A man is serving three years for armed robbery in Maine. Extradition papers from Texas on another armed robbery charge await him, however, so he is released to Texas custody.
- For Transfer,
  - An inmate is threatened by other inmates. He/she is transferred to the custody of another state to complete his/her sentence.
  - On June 10th of the report year, a Texas inmate is sent from the state prison to the Department of Corrections training school. On June 24th of the report year, the training is completed and the inmate is sent back to the state prison. No admission or release movement should be reported.
  - Due to crowding, a Maine inmate is transferred on June 6th of the report year from the Maine State Correctional Center to the Maine State Prison. No admission or release movement should be reported.
  - An inmate is admitted to a Rhode Island prison on February 1st of the report year, to begin serving a three year sentence for armed robbery. On June 5th of the report year, the inmate is transferred to a county detention facility for safekeeping. No admission or release movement should be reported.

## **VARIABLE 26 - DATE OF EXIT FROM PAROLE**

### **Applies To**

- Parole Exits (Part C)

### **Definition**

- Date of exit from parole/post-confinement community supervision

## **VARIABLE 27 - TYPE OF EXIT FROM PAROLE**

### **Applies To**

- Parole Exits (Part C)

### **Definition**

- Method of departure from the from parole/post-confinement community supervision on the reported date of exit (in variable 26 of the current record).

- As necessary, provide information in a separate file that will enable Abt Associates to re-code your agency's parole exit type codes into the NCRP parole exit type categories listed below.

### **NCRP Parole Exit Type Categories**

Abt Associates staff will re-code, as necessary, your agency's release type categories into the following NCRP release type categories:

- *Discharged, Completion of Term/Early Discharge/Case Closed/Maximum Date/Pardon/Court Order/Suspended Sentence*
- *Discharged, Absconder.* An illegal exit before the parolee's community supervision before sentence is complete.
- *Discharged or Transferred to Custody, Detainer, Warrant, Including Immigration and Naturalization.* Legal exit from state community supervision before sentence is complete to transfer to another law enforcement agency.
- *Returned to Prison or Jail, New Sentence/Parole Merged with New Commitment*
- *Returned to Prison or Jail, Parole Revocation*
- *Returned to Prison or Jail, Revocation Pending*
- *Returned to Prison or Jail, Charges Pending*
- *Transferred to Another Jurisdiction.* Parolee transferred to the jurisdiction of a different state.
- *Death*
- *Other (Document types of exits included in this category.)*
- *Not Known*

## **VARIABLE 28 - SUPERVISION STATUS JUST PRIOR TO RELEASE**

### **Applies To**

- Parole Exits (Part C)

### **Definition**

- Prior to the parolee's exit from state post-confinement community supervision, the type of supervision he was under
- As necessary, provide information in a separate file that will enable Abt Associates to re-code your agency's supervision status codes into the NCRP supervision status categories listed below.

### **NCRP Parole Supervision Status Categories**

Abt Associates staff will re-code, as necessary, your agency's supervision status categories into the following NCRP supervision status categories:

- *Active*
- *Inactive*
- *Absconded.* Illegal exit from parole.
- *Supervised Out of State*
- *Other*
- *Only have financial conditions remaining.* New category for 2012. Parolee is not being supervised other than making financial

- *Not Known*

## **VARIABLE 29 – NCRP RECORD TYPE**

### **Applies To**

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

### **Definition**

- The NCRP record type.

### **The NCRP Record Type Categories**

- *A* - Prison Admissions
- *B* - Prison Releases
- *C* – Parole Exits
- *D* - Prison Custody

## **VARIABLE 30 - STATE IDENTIFICATION NUMBER**

### **Applies To**

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

### **Definition**

- The inmate's State Identification (SID) Number.

### **Additional Information**

- All information that can identify individuals will be held strictly confidential by Abt Associates and the Bureau of Justice Statistics as required by Title 42, United States Code, Sections 3735 and 3789g.
- If your state's privacy or confidentiality requirements prevent the use of the inmate's State Identification Number, leave this variable blank.

## **VARIABLE 31a – IS ANY PART OF THE TOTAL MAXIMUM SENTENCE AN INDETERMINATE SENTENCE?**

### **Applies To**

- Prison Admissions (Part A)

- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

### Definition

- Does the total maximum sentence (Variable 15) include an indeterminate sentence (a sentence in which the judge specifies a minimum and maximum prison term and an administrative agency or parole board has the authority to release the offender from prison).

### Examples

- An offender is serving a 10-year determinate sentence for robbery under a truth in sentencing law, and a 5-year sentence for drug trafficking under a mandatory minimum law.
  - Enter “No” for variable 31a (indeterminate sentence),
  - “Yes” for variable 31b (determinate sentence),
  - “Yes” for Variable 31c (mandatory minimum sentence), and
  - “Yes” for variable 31d (restricted by a truth in sentencing law).
- An offender is serving a 10 to 15-year indeterminate sentence for vehicular homicide, a 5-year determinate sentence for reckless endangerment, and a 3-year determinate sentence for driving under the influence of drugs. The 10 to 15-year indeterminate sentence for vehicular homicide is restricted by a truth in sentencing law. The vehicular homicide sentence is not a mandatory minimum, nor is the 5-year sentence for reckless endangerment. It is not known whether the 3-year sentence for driving under the influence of drugs is a mandatory minimum sentence. The correct entry is:
  - Variable 31a (indeterminate sentence) –Yes.
  - Variable 31b (determinate sentence) –Yes.
  - Variable 31c (mandatory minimum) – Not Known.
  - Variable 31d (truth in sentencing) – Yes.

## VARIABLE 31b – IS ANY PART OF THE TOTAL MAXIMUM SENTENCE A DETERMINATE SENTENCE?

### Applies To

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

### Definition

- Does the total maximum sentence (Variable 15) include a determinate sentence (a sentence in which the judge sets a fixed prison term. The sentence may be reduced by good time credits or earned time, and an administrative agency, such as a parole board, does not have the authority to release the offender from prison)?

### Examples (see Variable 31a)

## **VARIABLE 31c – IS ANY PART OF THE TOTAL MAXIMUM SENTENCE A MANDATORY MINIMUM SENTENCE?**

### **Applies To**

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

### **Definition**

- Does the total maximum sentence (Variable 15) include a mandatory minimum sentence (a minimum sentence specified by statute for a particular crime).

### **Examples (see Variable 31a)**

## **VARIABLE 31d – IS ANY PART OF THE TOTAL MAXIMUM SENTENCE RESTRICTED BY A TRUTH IN SENTENCING LAW?**

### **Applies To**

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

### **Definition**

- Is the total maximum sentence (Variable 15) restricted by a Truth in Sentencing Law (a statute which mandates that a certain percentage of the court-imposed sentence be served in prison).

### **Examples (see Variable 31a)**

## **VARIABLE 32 – LENGTH OF COURT-IMPOSED SENTENCE TO COMMUNITY SUPERVISION**

### **Applies To**

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Prison Custody (Part D)

### **Definition**

- The amount of time which the court states that the offender is required to serve under community supervision after release from prison.

### **Additional Information**

- This variable is applicable only if the court imposed a sentence to community supervision that is separate from the sentence to prison.
- The sentence to post-incarceration community supervision may be in the form of parole, probation, or other supervision in the community, as ordered by the court.
- This variable should be reported only if a sentence to community supervision was imposed **BY THE COURT**. If the court did not impose a sentence to community supervision, this variable should be reported as “not applicable.”

### **Examples**

- The offender is sentenced by the court to serve a 5-year fixed prison term and an additional 2-year term on community supervision after release from prison. The correct value to report is 2 years.
- The offender is sentenced by the court to serve a 2 to 10-year sentence in prison. The court did not sentence the offender to a separate term of community supervision. The term of community supervision will be determined by an administrative agency, such as a parole board, when the offender is approved for release from prison. The correct value to report is “not applicable.”

## **VARIABLE 33 – PAROLE HEARING/ELIGIBILITY DATE**

### **Applies To**

- Prison Admissions (Part A)
- Prison Custody (Part D)

### **Definition**

- The date the offender is eligible for review by an administrative agency such as a parole board, to determine whether he or she will be released from prison.

### **Additional Information**

- This variable is applicable only if the decision to release an offender is controlled by an administrative agency such as a parole board.
- The parole hearing eligibility date should be calculated from the total maximum sentence for all offenses. For the year-end custody record, report the next date the inmate will be eligible for a parole hearing.

### **Examples**

- An offender was admitted to prison on January 1, 1999, with a 15 years to life sentence for second degree murder. The law states the offender is eligible for parole board release after serving 85% of the minimum 15-year sentence (or 12 years 9 months). The parole eligibility date is calculated by adding 12 years 9 months to the date of admission. The offender will be eligible for parole board release on October 1, 2012.
- A judge sentences an offender to serve 2 to 4 years in prison for theft. The offender is eligible for parole board release after the minimum 2-year sentence has been served. The offender was

admitted to prison on January 1, 2010, with 6 months in jail time credits. The parole eligibility date is calculated by adding two years to the date of admission, and subtracting six months for credited jail time. The parole eligibility date is July 1, 2010.

- An offender is admitted to prison on January 1, 2010, with a 5 to 10-year prison sentence for fraud. The offender is allowed to earn a maximum of 45 days good time for every 30 days served. The law states non-violent offenders are eligible for parole board release when their good time plus actual time served equals 1/4 of the minimum sentence. The offender's good time plus actual time served will equal 1/4 of the minimum sentence (15 months) when the offender has served 6 months in prison. After serving 6 months the offender may have earned a maximum of 9 months good time credit. The parole eligibility date is calculated at 6 months from the date of admission, or July 1, 2010. .
- An offender is admitted to prison on January 1, 2005, with a 10-year sentence for aggravated robbery. The law requires violent offenders to serve 50% of the sentence before they are eligible for parole board release. Good time credits may be accrued only after 50% of the sentence has been served. The parole eligibility date is 5 years from the date of admission, or January 1, 2010.
- While on parole, an offender is arrested for aggravated assault and is sentenced to a 10-year prison term for the new offense. At sentencing, the offender's parole is revoked with 2 years remaining on a previous robbery sentence. The offender is admitted to prison on January 1, 2004 as a parole violator, with a 12-year total maximum sentence for both convictions. Good time credits may be accrued only after 50% of the sentence has been served. The parole eligibility date is 6 years from the date of admission, or January 1, 2010.

## **VARIABLE 34 – PROJECTED RELEASE DATE**

### **Applies To**

- Prison Admissions (Part A)
- Prison Custody (Part D)

### **Definition**

- The projected date on which the offender will be released from prison.

### **Additional Information**

- Statutory requirements, good time credits, jail time credit, and any other factors which might modify the prison release date should be included in this calculation.
- If an offender is serving time for more than one offense, the projected release date should be calculated from the total maximum sentence for all offenses.

### **Examples**

- An offender enters prison on January 1, 2002, with a 10-year sentence for armed robbery. At sentencing, the offender received 6 months credit for time served in jail prior to being admitted to prison. While in prison, the State allows inmate to earn one day work credit for every 3 days served, not to exceed 15% of the sentence. The projected release date is calculated by subtracting the 6 months jail credit and the 1 ½ years of available work credit from the 10-year prison



sentence. The offender's projected release date is 8 years from the date of admission or January 1, 2010.

- A judge sentences an offender to serve 10 years in prison for armed robbery. The offender is admitted to prison on January 1, 2002, and is required by State law to serve 6/7 of the 10-year sentence (8.57 years, or 8 years 6 months and 26 days). The offender's projected release date is 8 years 6 months and 26 days from the date of admission or July 26, 2010.
- A judge sentences an offender to serve 2 to 6 years in prison for theft. The offender is admitted to prison on January 1, 2007, and is given 3 years of good time credit (one-half the maximum sentence). Assuming the offender does not lose any good time while incarcerated, he or she is projected to be released after serving the remaining 3 years of the maximum sentence. The projected release date is calculated as January 1, 2010.
- A judge sentences an offender to serve 5 to 10 years in prison for aggravated robbery. The offender is admitted to prison on January 1, 2000, and given 5 years of good time credit (one-half the maximum sentence). After serving 8 years the offender has lost all good time credits due to disciplinary actions. The offender is expected to expire the sentence, or serve the entire 10-year maximum sentence, and release unconditionally from prison. The projected release date is 10 years from the date of admission or January 1, 2010.
- While on parole, an offender is arrested and convicted for armed robbery and sentenced to a 10-year prison term for the new offense. The offender's parole is revoked with 2 years remaining on a previous robbery sentence. The offender is admitted to prison on January 1, 2004 as a parole violator, with a 12-year total maximum sentence for both robbery convictions. The offender is given 6 years of good time credit at admission (one-half the total maximum sentence). The projected release date is 6 years from the date of admission, or January 1, 2010.

## **VARIABLE 35 – MANDATORY RELEASE DATE**

### **Applies To**

- Prison Admissions (Part A)
- Prison Custody (Part D)

### **Definition**

- The date the offender by law must be conditionally released from prison.

### **Additional Information**

- This date should reflect jail time credits and any statutory or administrative sentence reductions, including good time.
- The mandatory release date should be calculated from the total maximum sentence for all offenses.
- This variable is intended to capture mandatory conditional release policies structured around good time and other administrative sentence reductions.
- Do not enter the date the offender will expire the sentence (serve the entire sentence and be released unconditionally from prison).

### **Examples**

- An offender is admitted to prison on January 1, 2006, with a 5 to 10-year prison sentence for fraud. The law requires mandatory release for non-violent offenders when good time credits plus actual time served in prison equals the maximum sentence. The offender is allowed to earn a maximum of 45 days good time credit for every 30 days served. The mandatory release date is calculated by determining the date the offender's actual time served plus good time will equal the maximum sentence. After serving 4 years, the offender will have earned a maximum of 6 years in good time credit. The mandatory release date is 4 years from the date of admission, or January 1, 2010.

## **VARIABLE 36 - PRISONER FIRST NAME**

### **Applies To**

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

### **Definition**

- The first name of the inmate.

### **Additional Information**

- All information that can identify individuals will be held strictly confidential by Abt Associates and the Bureau of Justice Statistics, in accordance with Title 42, United States Code, Sections 3735 and 3789g.
- If the state's privacy or confidentiality requirements prevent use of the inmate's name, leave this variable blank.

## **VARIABLE 37 - PRISONER LAST NAME**

### **Applies To**

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

### **Definition**

- The last name of the inmate.

### **Additional Information**

- All information that can identify individuals will be held strictly confidential by Abt Associates and the Bureau of Justice Statistics, in accordance with Title 42, United States Code, Sections 3735 and 3789g.

- If the state's privacy or confidentiality requirements prevent use of the inmate's name, leave this variable blank.

## **VARIABLE 38 – NAME OF FACILITY HOLDING PRISONER AT YEAREND**

### **Applies To**

- Prison Custody (Part D)

### **Definition**

- Name of the facility in which the prisoner was incarcerated at yearend.

## **VARIABLE 39 – FBI IDENTIFICATION NUMBER**

### **Applies To**

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

### **Definition**

- The unique identification number given by the Federal Bureau of Investigation to each prisoner from the Interstate Identification Index.

### **Additional Information**

- All information that can identify individuals will be held strictly confidential by Abt Associates and the Bureau of Justice Statistics as required by Title 42, United States Code, Sections 3735 and 3789g.
- If your state's privacy or confidentiality requirements prevent the use of the inmate's FBI Identification Number, leave this variable blank.

## **VARIABLE 40 – PRIOR SERVICE IN U.S. ARMED FORCES**

### **Applies To**

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

### **Definition**

- Did the inmate ever serve in the U.S. Armed Forces?

### **Prior U.S. Armed Service Categories**

- *Yes.* Does not require that the inmate receive veterans' benefits, nor that inmate served in a conflict situation. Includes all branches of the military, including the Coast Guard.
- *No*
- *Not Known*

## **VARIABLE 41 – DATE OF LAST DISCHARGE FROM U.S. ARMED FORCES**

### **Applies To**

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

### **Definition**

- The date the inmate was discharge from the U.S. Armed Forces for the final time.

## **VARIABLE 42 – TYPE OF DISCHARGE FROM THE U.S. ARMED FORCES**

### **Applies To**

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Parole Exits (Part C)
- Prison Custody (Part D)

### **Definition**

- What was the type of discharge received by the inmate?

### **U.S. Armed Service Discharge Categories**

- *Honorable.* Inmate received a rating from good to excellent for their service.
- *General (honorable conditions).* Inmate's military performance was satisfactory.
- *General (not honorable conditions).* Inmate's military performance was satisfactory but marked by a considerable departure in duty performance and conduct expected of military members
- *Other than honorable.* Inmate's military performance was a serious departure from the conduct and performance expected of all military members.
- *Bad conduct.* Only given by a court-martial.
- *Dishonorable.* May be rendered only by conviction at a general court-martial for serious offenses that call for dishonorable discharge as part of the sentence

- *Other*
- *Not Known*

## **VARIABLE 43 – DATE OF ADMISSION TO PAROLE**

### **Applies To**

- Parole Exits (Part C)

### **Definition**

- The date the inmate was admitted to parole/post-confinement community supervision.

## **VARIABLE 44 – TYPE OF ADMISSION TO PAROLE**

### **Applies To**

- Parole Exits (Part C)

### **Definition**

- The reason an offender entered into parole/post-confinement community supervision on the date provided in Variable 43 (Date of Admission to Parole) of the current record.
- As necessary, provide information in a separate file that will enable Abt Associates to re-code your agency's parole admission type codes into the NCRP parole admission type categories listed below.

### **NCRP Parole Admission Type Categories**

Abt Associates staff will re-code, as necessary, your agency's admission type categories into the following NCRP admission type categories:

- *Discretionary release from prison.* A person being admitted to parole based on the decision of the Governor, parole board, or commutation of sentence.
- *Mandatory release from prison.* A person being admitted to parole based on a determinate sentencing statute or good-time provision
- *Reinstatement of parole.* Persons returned to parole status, including discharged absconders whose cases were reopened, revocations with immediate reinstatement, and offenders reparaoled at any time under the same sentence.
- *Term of supervised release from prison.* A person being admitted to parole based on a judicial sentence of a fixed period of incarceration based on a determinate statute, immediately followed by a period of supervised release.
- *Other.*
- *Not known.*

## **VARIABLE 45 - COUNTY WHERE PAROLEE WAS RELEASED/COUNTY WHERE PAROLE OFFICE IS LOCATED**

### **Applies To**

- Parole Exits (Part C)

### **Definition**

- The county where the parolee was released from parole/post-confinement community supervision on the date in Variable 26.
- If this information is not available, please report the county where the parole office to which the parolee reported before exit is located.

## **APPENDIX L:**

### **Post-submission data review emails from 8 states**

## Post-submission data review emails from 8 states

After states submit their NCRP data, BJS' data collection agent loads the new data and performs a series of verification checks. When all issues are identified, the program manager contacts the state data provider via email with a list of questions, and follows up with a call if more explanation is necessary. Since each state has slightly different issues, there is no standard script for the verification contacts, but below we present eight sets of questions sent to different states for the 2010 collection year.

### STATE #1

Hi [Respondent's name]:

Thank you very much for submitting the NCRP data. We've reviewed the data and we have a couple questions, to make sure we understand your data format. Q1 is the easiest and most important.

1. Please forward to us the [STATE] offense code descriptions (the Appendix H documentation has the note "See Attachment 2: Offense Codes NC-OFNS-CD", if that gives you a hint as to where the file is).

2. What do the following "type of admission to prison" codes mean?

- AI CC
- AI OS
- AI ZZ
- AINCC

3. What do the following Variable 23B ("type of facility released from") codes mean?

- a code with an "I" in the 1st position and a "6" in the 3rd position, but not "IR6" (Appendix H says that "Pre-Release Center = IR6")
- a code with an "I" in the 1st position and a "9" in the 3rd position (we didn't find the "9" code documented)
- IJ1 (the "State Prison Facility/ Minimum Security Facility" category requires the 2nd position to be A-I, K-N, or P-Y)
- IO\* (should this be considered 'unspecified'?)
- P00

4. What do the following "type of release from prison" codes mean?

- DI MX
- DI RE
- DI ZZ
- DIZ\*\*
- PL CC
- PL OS
- PL RV



- PL-

5. The columns for the “type of release from parole” variable are not documented in your Appendix H, but we believe this variable is in 424 to 434. Are we correct?

6. The position of Variable 28 (supervision status just prior to parole release) is listed in Appendix H as 414 to 417. Please confirm that this is the correct position in the record – there is a value in these positions for nearly every record, not just the parole releases. Also, we don’t understand the Notes for this variable in Appendix H (P IN POSITION 414 VARIABLE IN POSITION 415).

7. We don’t understand the notes for Variable 31B (is any part of the total maximum sentence reported in item 15a a determinate sentence?). The Notes are “IF POSITION 201 FOR 2 BYTES AND AY SENTENCE IS DETERMINATE. TOTAL MIN. TERM IS RECORDED IN MMDD IF POSITION 203 = B, OR D, OR 7 OR 9.” Variable 31B is listed in Appendix H as 253-256. However, these are the same columns as for Variable 16 (minimum prison term to be served before eligible for release).

8. You had mentioned that you were going to update Appendix H. We’ve attached this file, with our edits and comments that reflect the questions above, if you want to start from our version.

Thanks for looking into these questions. Once we resolve these issues, we’ll do other checks on the data (e.g., year to year comparisons).

## STATE #2

Hi [Respondent’s name]:

Many thanks again for submitting the NCRP data to us. We have reviewed the files. They are in great shape. We just have a few questions, to make sure we understand what we have.

1. If the race/ethnicity field ETHNICITY\_CD is coded AMI, ASI, BLC, HAW, OTH, or WHI, can we code the NCRP “Hispanic” field as “not Hispanic”?

2. If ETHNICITY\_CD = “0” should we assume race/ethnicity is missing?

3. The table below shows our attempt at translating the {STATE’S} type of release into the NCRP type of release. Would you suggest any changes to this?

[STATE] Code	BJS Code	BJS Code Description
Active	3	Discharged or Transferred to Custody, Detainer, Warrant, Including Immigration and Naturalization
Closed - Administrative	1	Discharged, Completion of Term/Early Discharge/Case Closed/Maximum Date/Pardon/Court Order/Suspended Sentence

Closed - Case Returned to Sending Jurisdiction	8	Transferred to Another Jurisdiction
Closed - Death	9	Death
Closed - Deported	3	Discharged or Transferred to Custody, Detainer, Warrant, Including Immigration and Naturalization
Closed - Expired Satisfactorily	1	Discharged, Completion of Term/Early Discharge/Case Closed/Maximum Date/Pardon/Court Order/Suspended Sentence
Closed - Expired Unsatisfactorily	1	Discharged, Completion of Term/Early Discharge/Case Closed/Maximum Date/Pardon/Court Order/Suspended Sentence
Closed - Pending USPC Institutional Hearing	6	Returned to Prison or Jail, Revocation Pending
Closed - Revoked Unsatisfactorily	5	Returned to Prison or Jail, Parole Revocation
Closed - Revoked to Incarceration	5	Returned to Prison or Jail, Parole Revocation
Closed - Terminated Satisfactorily	1	Discharged, Completion of Term/Early Discharge/Case Closed/Maximum Date/Pardon/Court Order/Suspended Sentence
Closed - Terminated Unsatisfactorily	1	Discharged, Completion of Term/Early Discharge/Case Closed/Maximum Date/Pardon/Court Order/Suspended Sentence
Closed - Transfer to U.S. Probation	8	Transferred to Another Jurisdiction
Monitored - Confined	5	Returned to Prison or Jail, Parole Revocation
Monitored - Pending Release	1	Discharged, Completion of Term/Early Discharge/Case Closed/Maximum Date/Pardon/Court Order/Suspended Sentence
Warrant - Issued	8	Transferred to Another Jurisdiction

4. As a check to make sure we're interpreting the data correctly, here is the count of offenders released by year. Does this look right?

Year	Frequency
2002	64
2003	91
2004	508
2005	1392
2006	1739
2007	1904
2008	1666
2009	1738
2010	2028

5. In 2005, there are a lot more releases in the 2nd half of the year than the 1<sup>st</sup> half. Should we expect this?

6. In 2010, there is a smaller proportion “Closed - Revoked to Incarceration” (24% in 2010 vs. 33-49%) than in other years, and a larger percentage “Closed - Terminated Satisfactorily” in 2010 (18% in 2010 vs. 1-7%) than in other years. Does this sound right?

7. For the NCRP data element “supervision status at time of release” (Item 30), should we code all the cases as “Active”?

### **STATE #3**

Hi [Respondent’s name]:

Hope you are having a good summer. We’ve reviewed all 4 Parts of the 2010 NCRP data you submitted. We very much appreciate the documentation you included in the Excel docs – that helped a lot.

We have a few questions/comments on the data for you:

1. You asked in your documentation whether it is ok to provide us, for the education field, with the highest education ever attained. Yes – that approach is fine.
2. Variable 17 (location where inmate is to serve sentence) is always missing, as we previously discussed. My question is whether we should code as missing Variable 17 in data submissions prior to 2010.
3. We understand that you have combined race and Hispanic ethnicity in the RACE\_DESC variable. Do you think it is reasonable to code Hispanic origin as “no” unless we see “Hispanic” in the RACE\_DESC variable?
4. For the variable MAX\_SENT\_LENGTH, there are 144 cases where the sentence length is over 100 years, with 57 of them over 100,000 days. Should we code these as life sentences?
5. For the variable TOT\_SENT\_LENGTHS, there are 365 cases where the sentence length is over 100 years, with 138 of them over 100,000 days. Should we code these as life sentences?
6. For instances when the number of counts of an offense is 0, should we treat it as missing or 0?
7. There’s one person where the number of counts for the three offenses are 150, 151, and 152. Shall we consider these the actual counts, or missing data?
8. In 2009 and earlier data submissions, the type of admission variable has never been missing. For 2010, the percentage of records with missing for the type of admission variable is 2.9% (Part A), 5.9% (Part B), 16.7% (Part C), and 14.4% (Part D), after allowing the PAROLE\_VIOLATOR flag to overwrite the admission type when the PAROLE\_VIOLATOR = “Y”. Does this sound right to you or is it a sign of a data error/problem?

Thanks very much. Let me know if you have any questions.

**STATE #4**

Hi [Respondent's name]:

Many thanks again for submitting the 2010 NCRP data files last month.

We've reviewed the files and have just a couple questions, to make sure we understand the data you've provided. Let me know if you need clarification on any of these questions.

1. In each of the four Parts, there are several dozen cases with zeros for the maximum sentence length and total sentence length for all offenses. Should we treat these as missing data? Were these values for unsentenced offenders?
2. In the Part C (Parole Exit) records, there are 58 cases where the prison admission year is 2011, but the parole release year is 2010. Is the actual admission date available for these records?
3. In the Part D (custody) records, there are 244 cases where the admission year is 2011. Is this correct?
4. Please describe the criteria you used to include or exclude records from the Part A, B, C and D files. (If it's easier to discuss this over the phone, I'll be glad to call you - let me know.) For example, does the Part D (custody) file contain sentenced offenders: in pre-release centers? under home confinement? in a county jail awaiting a transfer to a DOC facility? We noticed that the state's DOC annual report for FY2010, the reported DOC Incarcerated Offender Population is 7,283 in FY09 and 7,504 in FY10, while the number of Part D records is 6,936. We just need to understand what's being included and excluded.

Thanks again.

**STATE #5**

Hi [Respondent's name]:

Many thanks for your 2010 NCRP submission. We've reviewed the data files and have some questions, to make sure we are interpreting the data correctly.

1. The Hispanic indicator variable is coded either 1 or 9. Should we assume 9 means not Hispanic?
2. Is the offense in the offense #1 field the offense with the longest sentence? In prior years, it appears that the Census Bureau made this assumption.
3. The Prior Prison Time and Prior Jail Time are always missing. Just wanted to confirm that this data is not available.
4. For the Admission Type, what is the meaning of code 40 and 43?

5. The State ID number is missing in 10-15% of the records. Is this expected? Is there another ID number (e.g., the FBI #) that we could use to match offenders across multiple incarceration?
6. The variables TYPESEN1, TYPESEN2, and TYPESEN3 are always missing. Just want to make sure this is expected and not that you inadvertently left this out.
7. In the Part A (Admission) record, the parole hearing/eligibility date is always missing. Just want to make sure this is expected and not that you inadvertently left this out.
8. In the 2010 data, the projected release date is missing 27% of the time, but in the 2009 the date was missing 2% of the time. Just want to make sure this is expected and not that you inadvertently left this out.
9. Please describe the criteria you used to include or exclude records from the Part A, B, and D files. (If it's easier to discuss this over the phone, I'll be glad to call you - let me know.) For example, does the Part D (custody) file contain sentenced offenders in pre-release centers / half-way houses? under home confinement? in a DOC facility awaiting a parole or probation revocation hearing? in a county jail awaiting a transfer to a DOC facility?

## **STATE #6**

Hi [Respondent's name]:

Thank you very much for submitting the 2010 NCRP data files last month. We have reviewed the files and had a couple questions for you, to make sure we are interpreting the data correctly.

1. There are 3 values in the Admission Type Code field that we don't know what they mean – 31, 94, and 95. Please let me know that these codes mean.
2. The Prior Prison Time is always coded “000000” or “999999”. Should we treat “000000” as a zero or missing?
3. There are a large number of offenses and counts, particularly in offense #2 and #3, that are coded “9998” and “98”, respectively. Should these be treated as not having a 2nd and 3rd offense, or as unknown?
4. The Additional Offenses Since Admission field (Parts B and D only) has a number of offenses coded “0000”. Shall we assume that there are no additional offenses when we see this value?
5. For Part A (admissions), there is a 10% reduction in the number of records in 2010 (11,568) from 2009 (12,939). Just wanted to make sure that this is consistent with internal DOC data and not an indication that some admissions were inadvertently left out of the submission.
6. For Part B (releases), we frequently observe the value “998” for the number of days on Conditional Release. Should we interpret “998” as zero? as unknown?

7. For Part D (custody). there is a value in the maximum sentence length of "1E300". Shall we set this to Unknown/Missing?

8. Please describe the criteria you used to include or exclude records from the Part A, B, and D files. (If it's easier to discuss this over the phone, I'll be glad to call you – let me know.) For example, does the Part D (custody) file contain sentenced offenders in pre-release centers / half-way houses? under home confinement? in a DOCS facility awaiting a parole or probation revocation hearing? in a county jail awaiting a transfer to a DOCS facility? For the Part B (releases), are transfers of inmates to halfway houses or home confinement considered releases?

Thanks very much,

## STATE #7

Hi [Respondent's name]:

We have reviewed the data you submitted (thanks again!) and have a few questions, to make sure we understand the data you have submitted:

These questions apply to all Parts:

1. There are 58 offenses on the [STATE] DOC State Offenses.xls document that have duplicate numbers in the StateOffenseID, but different letter schemes. In most cases it looks like these are distinguishing between attempts or conspiracies and primary offenses. For example, for property theft:

StateOffenseID StateDescription

-----  
A201 ATTEMPTED THEFT OF PROPERTY I  
201B THEFT OF PROPERTY I

In the NCRP data, only the numbers are reported; the letters are not. Is it possible to get the letters?

2. For the agency that assumed custody at time of release variable (AGENCY1), we noticed that the Census Bureau recoded a value of "00" to missing. However, 0 is a valid value for this variable, meaning "none or director's release." Shall we continue coding "00" to missing, or does it really mean "none or director's release?"

3. There are roughly 100 cases where prior jail time is 5 years or over. Because we'd expect the prior jail time to be lower, we just wanted to confirm this fact in the data. Similarly, roughly 5% of the prior prison time is 5 years or over.

4. We just want to confirm that the following variables are not available (they were not included in the data submission): Hispanic ethnicity, Type of sentence included in the total maximum (Parts A and B only), Length of court-imposed sentence to community supervision (Parts A and B only), Parole hearing/eligibility date (Parts A and B only), Projected release date (Parts A and B only), Mandatory release date (Parts A and B only), First and last names of the detainee. Perhaps they could be included next year...

This question applies only to Part B:

5. In 2010, all of the values for the AGENCY2 and AGENCY3 variables are missing. In 2009, 75% of the values for AGENCY2 and 99% of the values for AGENCY3 were missing. Is this expected?

This question applies only to Part C:

6. In 2010, 88% of the values for the AGENCY1 variable are missing. In 2009, less than 1% of the values for AGENCY1 were missing. Is this expected?

**STATE #8**

Hi [Respondent's name]:

We have reviewed the NCRP data you submitted (thanks again!) and have a few questions, to make sure we understand the data you have submitted:

(1) Prior to creating the A, B, and D records, we merged the YSD and YPD records on the inmate ID (YSD-CURRENT-INMATE-NUM and YPD-CURRENT-INMATE-NUM). We found that while most records appear in both datasets, some only appear in either YSD or YPD. Below is a cross-tabulation of the merge. Should we expect this?

from\_ysd from\_ypd

Frequency	Row Pct	Not in	Col Pct	YPD	In YPD	Total
Not in	0	16480	16480			
YSD	0.00	100.00		0.00	23.42	
In YSD	2505	53884	56389	4.44	95.56	
		100.00	76.58			
Total	2505	70364	72869			

Our main concern here is that some important variables, such as offense, will be unavailable if someone appears only in YPD.

(2) We would like to confirm construction of the admission file (Part A). PA DOC documentation suggests taking all records where the year of the YPD-RECEPTION-DATE is 2010. Census has done this, but has also added the following conditions. Should these conditions be followed?

If the YPD-RECEPTION-DATE = '00000000', then use the YPD-COMMIT-DATE instead.

Delete if YSD-RECORD-TYPE = '302'

Delete if YPD-RECEPTION-MOVE-CODE = 'AA', 'AW', or 'ADET'

Delete if YSD-SENTENCE-STATUS-CODE = 'RE' or 'RD'

(3) We would like to confirm construction of the prison release file (Part B). PA DOC documentation suggests taking all records where the year of the YPD-DELETE-DATE is 2010. Census has done this, but has also added the following conditions. Should these conditions be followed?

Delete if YSD-RECORD-TYPE = '302'

Delete if YPD-RECEPTION-MOVE-CODE = 'ADET'

Delete if YSD-SENTENCE-STATUS-CODE = 'RE', 'RD', 'DC', 'F', 'WT', or 'MH'

(4) We would like to confirm construction of the year-end population file (Part D). PA DOC documentation suggests taking all records where the YPD-DELETE-DATE = '00000000'. Census has done this, but has also added the following conditions. Should these conditions be followed?

Delete if the record appears in YPD but not YSD

Delete if YSD-RECORD-TYPE = '302'

(5) The code Census used to create the next three variables deviates from the documentation PA DOC provided. We would like to confirm which is correct.

Prior prison time: PA DOC specified using the YSD-COMMITMENT-CREDIT-TIME variable, but Census used the YSD-TIME-SERVED-YEARS and YSD-TIME-SERVED-DAYS variables.

Jurisdiction on the date of admission: PA DOC specified using a combination of the YSD-TYPE-OF-SENTENCE and YSD-STATE-TO-FROM-COMPACT variables. Census instead assigned it to state implied by the YSD-SENTENCING-COUNTY variable.

Escape while serving sentence: PA DOC specified using the YSD-ESCAPEE variable, while Census used the following criteria for an escape: YPD-DELETE-DATE ~= '00000000' and YSD-SENTENCE-STATUS-CODE in('EC','EI','NC','NF','NW','NR')

(6) There are a handful of offenses which we are unable to identify. They are listed below. Is a current crosswalk available? The latest one we have is from January 2010.

30904 A1

651103A

CC3310

CC39082

CC4954

CS6312

CS6318

DR6114

PC309

VC5502.1

We observed one maximum sentence that was 892 years long. Should this be considered OK?

Thanks!