

## 2009 Annual Survey of Jails Nonresponse Followup Telephone Calls Instructions

The nonresponse followup telephone calls are conducted on those jurisdictions who have not responded to the survey via mail, fax, or internet. A form has been created for each nonrespondent. We will need to call each respondent and get his/her data over the phone.

A 2008 Annual Survey of Jails prior year form should accompany each blank 2009 Annual Survey of Jails form.

Upon calling the nonrespondent, use the name of the contact for the 2008 Annual Survey of Jails.

Indicate that we mailed the survey out at the end of June 2009 and that we haven't received a response from them.

They may also tell you that they've already filled out and returned the survey:

- Ask them if they kept a copy. If they did, please have them fax it to us on our 1-888-891-2099 fax number.

- If they didn't keep a copy, ask them if you can quickly get some data from them over the phone:

Use today's date. Cross out June 30, 2009 and write the date you're getting their information. Remember, we want to make this the least stressful on the respondent.

They may want you to fax the form to them so they can fill it out and return it. Let them know that they can use today's date and to indicate that on the form by crossing out June 30, 2009 and writing in the date they're reporting for. Fax them the form, but keep a record of when you faxed it and followup with them in a week if we haven't received it.

- ask them to break out the total into requested data for each item you ask
- estimates are accepted - "x" the box to the right of the data field
- If they can't tell you, tell them how many they reported on the 2008 Annual Survey of Jails Form
- If they still won't tell you - ask what the percentages would be, calculate out and verify the number with them. Write on the form that the respondent allocated the data by percentage. **BJS WANTS TO KNOW THIS.**
- They may tell you to allocate percentages in 2008 to 2009. Calculate it out and verify it with them.

Item 1a - which will be the total for Items 4e, 6e, and 7h.

Item 1b - which will be the total for Items 13i, 14e, and 15c.

Item 2 - most likely will be don't know

Item 3 - As of last weekend, how many weekenders did you have?

Items 4, 6, and 7: Lead the respondent by telling him/her what they reported for 2008 Annual Survey of Jails

Item 5 - could result in don't know.

Item 6 - could result in don't know.

Item 7 - could result in don't know.

Item 8 - We're looking for only those inmates being held for other authorities and not their own.  
This may turn out to be don't know.

Item 9 - Get estimates for the amount of admissions and discharges within the last week

Item 10 - within the last month, what day did your facility have the greatest amount of inmates and how many inmates was it? This item must be greater than or equal to Item 1a.

Item 11 - ADP - on any given day - about how many inmates are in your facility - must enter -  
This is necessary to BJS.

Item 12 - Rated Capacity - must enter - This is also necessary to BJS.

Items 13, 14, and 15: Lead the respondent by telling him/her what they reported for 2008 Annual Survey of Jails

**CRITICAL ITEM STAGE:**

There will come a time in this survey where getting data by phone will become difficult - almost impossible. Resort to obtaining at the minimum the following Critical Data Items only and Don't Know the rest of the form. See Lisa.

Item 1 Confined Population

Item 2 Nonconfined Population

Item 4 Confined Population by Gender

Item 11 Average Daily Population

Item 12 Rated Capacity

BJS needs these data items as mandatory in order to tabulate data for their report. See Lisa if you have any questions!