Attachment 22

December 18, 2018

Census of State and Federal Adult Correctional Facilities

Cognitive Interview Findings and Recommendations

Final Report

Prepared for

Laura Maruschak
U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Statistics
810 Seventh Street, NW
Washington, DC 20531

Prepared by

RTI International
3040 Cornwallis Road
Research Triangle Park, NC 27709

RTI Project Number 0216089.000.002

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1. Introduction

This report summarizes the findings and recommendations following nine cognitive interviews with the 2019 Census of State and Federal Adult Correctional Facilities (CCF) questionnaire. The cognitive interviews were conducted in October and November 2018 by three survey methodologists from RTI International. The purpose of the cognitive interviews was to identify potential problems and improvements to the redesigned CCF survey instrument and gauge the level of burden associated with responding to the CCF questionnaire. RTI will launch data collection with the CCF questionnaire in 2019.

The survey instrument was redesigned from the 2005 CJ-43 instrument, in consultation with the Bureau of Justice Statistics (BJS). Participants were selected such that they would represent a variety of states and facility types (confinement, private, community-based, and facilities that house mixed-gender inmates). Potential participants were selected based on early response to a roster development request and specific characteristics of the states' facilities (e.g., states that have facilities that house mixed-gender respondents). To reduce overall burden on facilities, some states were excluded from consideration if they participated in earlier scoping interviews. Based on these characteristics, RTI selected a sample of potential participants for BJS consideration.

Recruitment of participants began with a personalized e-mail sent by BJS (Appendix A) to each potential participant. RTI then followed with telephone calls and e-mails, as necessary, to encourage participation in the cognitive interview. These efforts produced eight participants as shown in Table 1.

Table 1: Distribution of Interview Participants

Participant	State	Respondent	Type of facility
1	Missouri	MO DOC	Community-based
2	Ohio	Facility staff	Confinement—Mixed gender
3	Washington	WA DOC	Discussed all state facilities
4	Alabama	Facility staff	Private
5	Tennessee	TN DOC	Confinement—Mixed gender
6	Kansas	KA DOC	Community-based—Private
7	Wisconsin	WI DOC	Confinement
8	Maine	ME DOC	Confinement
9	South Carolina	SC DOC	Confinement

Upon agreeing to participate, RTI sent a confirmation e-mail with the time and date of the interview. Attached to the e-mail was a CCF survey instrument (Appendix B). Participants were instructed to complete the survey for a specific facility determined during the initial contact. Participants were asked to complete the pilot questionnaire before the interview and to scan and e-mail the completed questionnaire to the interviewer, when possible. The interviews were conducted by phone and took about 1 hour to complete.

During the calls with participants, the interviewers followed a cognitive interview protocol with pre-scripted probes (Appendix C). The interviewers also used spontaneous probes as necessary to clarify key concepts or issues. The findings of all the interviews were considered together to identify recommendations for potential revisions to the questionnaire.

Findings and recommendations from the cognitive interviews are presented in this report in two sections: Section 2, Question-Specific Discussion, and Section 3, Global Considerations. Section 2 presents the question being discussed, a discussion of findings, recommended changes (if any), and responses to recommended changes following BJS review and RTI/BJS discussion of findings on December 7th, 2018. When a revised question or response category is provided, the recommended text changes will appear in red. Section 3 presents global considerations following the review of all the cognitive interviews.

2. Question-Specific Discussion

This section presents the questions in the CCF survey and, for each, a discussion of any findings, recommendations, and responses to recommended changes following BJS review and RTI/BJS discussion of findings on December 7th, 2018.

Cover Page Definition

Form CJ-43 OMB No.xxxx-xxxx Approval Expires xx/xx/201x

2019 CENSUS OF STATE AND FEDERAL ADULT CORRECTIONAL FACILITIES

U.S. Department of Justice, Bureau of Justice Statistics, and acting as collection agent: RTI International

The census includes all correctional facilities administered by state or federal governments or by privately-contracted organizations primarily for state or federal governments, which are intended for adults but sometimes hold juveniles. For this data collection, please include each individual correctional facility or unit holding inmates under the jurisdiction of your state, even if that facility shares budget or staff with other facilities.

Cover Page Definition Findings

Some participants felt the description should be placed above the include/exclude criteria on page 2, while others felt it was fine where it is located.

The participants felt the instructions were clear. One participant thought the wording of "correctional facilities," as used in the introduction, was awkward because he was responding on behalf of a community-based facility.

One participant did not find the cover page confusing but mentioned that it left him wondering about facilities that housed their "back-up populations," such as inmates in jails who have not yet arrived in prison.

The state of Washington does not hold juveniles, but the participant understood that this questionnaire is designed for use in all 50 states.

Two facilities noted that a box is missing in the phone number field.

Cover Page Definition Recommendations

RTI recommends moving the description to the top of page 2. Survey respondents would then see the description followed by the inclusion and exclusion criteria. This will reduce confusion by community-based facilities because the first bullet clarifies that community-based facilities should be included in the census.

RTI recommends adding a box to the phone number field on the cover page to allow for a 10-digit telephone number.

Response to Cover Page Definition Recommendations

Following BJS review and RTI/BJS discussion of findings on 12/7/2018, the recommendation to move the description to the top of page 2 was accepted. RTI will also add a box to the phone number field on the cover page to allow for a 10-digit telephone number.

Cover Page Instructions

As you complete the survey, please provide a response to each question:

- If the answer to a question is "**none**" or "**zero**" → Write "0" in the space provided.
- If an exact numeric answer is **not available** → Provide an estimate and check the box labeled "Check if estimate."
- If an exact numeric answer is **not available** and you **cannot provide an estimate** → Write "DK" (don't know) in the space provided.
- If you **do not know** the answer to a question → Write "DK" (don't know) in the space provided.
- If the question **does not apply** to your agency or those you are reporting for → Write "NA" (not applicable) in the space provided.

Cover Page Instructions Findings

Following the completion of the survey instrument, some participants followed the instructions, while others provided a variety of responses. For example, in question 24 participants either left it blank, provided a "0" response, or indicated "NA." When probed, none of these facilities shared security staff with other facilities.

Cover Page Instructions Recommendations

Because the cover page has a lot of information, consider moving the instructions below the include/exclude criteria on page 2 for better visibility.

Response to Cover Page Instructions Recommendations

Following BJS review and RTI/BJS discussion of findings on 12/7/2018, BJS would prefer to format the cover page similar to the 2005 CJ-43 instrument.

Include/Exclude Criteria

What types of facilities are included in this census?

INCLUDE—

- prisons, penitentiaries, and correctional institutions; boot camps; residential community correction centers; prison farms; reception, diagnostic, and classification centers; road camps; forestry and conservation camps; youthful offender facilities (except in California); vocational training facilities; prison hospitals; drug and alcohol treatment facilities for prisoners; pre-release centers; halfway houses; and state-operated local detention facilities.
- state-operated local detention facilities in Alaska, Connecticut, Delaware, Hawaii, Rhode Island, and Vermont.
- state-authorized parolee return-to-custody facilities.
- privately operated facilities holding inmates under your jurisdiction.

What types of facilities are excluded from this collection?

EXCLUDE—

- privately-operated facilities that do not primarily house state or federal inmates.
- facilities operated and administered by local governments that do not primarily house state or federal prisoners.
- facilities that hold only persons under the jurisdiction of juvenile correctional authorities.

Include / Exclude Criteria Findings

Most of the participants thought the include/exclude descriptions were clear.

One participant explained that they have slight variations in the terms that are used. For example, Missouri uses the terms "Community supervision" or "Community Release Centers" rather than pre-release centers for parolees reentering society.

Washington does not have all the types of facilities described in the include/exclude descriptions, but the participant knew it was language designed for use among all 50 states.

Include / Exclude Criteria Recommendations

Consider changing the first bullet to include "community release":

- prisons, penitentiaries, and correctional institutions; boot camps; residential community correction centers; prison farms; reception, diagnostic, and classification centers; road camps; forestry and conservation camps; youthful offender facilities (except in California); vocational training facilities; prison hospitals; drug and alcohol treatment facilities for prisoners; pre-release / community release centers; halfway houses; and state-operated local detention facilities.

Note that recommended edits are included in red text.

Response to Include/Exclude Recommendations

Following BJS review and RTI/BJS discussion of findings on 12/7/2018, a decision was made not to make the recommended wording changes as "community release centers" are covered under "residential community correction centers."

Question 1

Section I—FACILITY CHARACTERISTICS

1. Is this facility administratively linked to any other facility? Facilities that share budgets or administrators are administratively linked.

- ☐ Yes → **1a. What are the names of the facilities?**
- ☐ No → Go to question 2

Question 1 Findings

Most participants thought this question was easy to understand.

One participant was not completely sure what we meant by "administratively linked." She said it would help to include examples. She said that the facility she was thinking of is not administratively linked.

Question 1 Recommendations

We do not have any specific recommendations.

Question 2

2. As of August 31, 2018, who operated this facility? *Mark* (**X**) *only ONE box.*

- ☐ Federal authority
- ☐ State authority
- ☐ Local authority
- ☐ Joint state and local authority
- ☐ Private contractor

Question 2 Findings

No concerns.

Question 2 Recommendations

We do not have any specific recommendations.

Question 3

3. As of August 31, 2018, was this facility authorized to house—*Mark* (**X**) *only ONE box.*

- ☐ Males only
- ☐ Females only
- ☐ Both males and females

Question 3 Findings

No concerns.

Question 3 Recommendations

We do not have any specific recommendations.

Question 4

4. As of August 31, 2018, what was the physical security of this facility?

- *Super maximum, maximum/close/high security* is characterized by walls or double-fence perimeters, armed towers, or armed patrols. Cell housing is isolated in one of two ways: within a cell block so that a prisoner escaping from a cell is confined within the building or by double security from the perimeter by bars, steel doors, or other hardware. All entry or exit is via trap gate or sally port.
- *Medium security* is characterized by a single or double-fenced perimeter with armed coverage by towers or patrols. Housing units are cells, rooms, or dormitories. Dormitories are living units designed or modified to accommodate 12 or more persons. All entry or exit is via trap gate or sally port.
- *Minimum or low security* is characterized by a fenced or "posted" perimeter. Cell housing units are rooms or dormitories. Normal entry and exit are under visual surveillance.

Mark (X) only ONE box.

- ☐ Super maximum
- ☐ Maximum/close/high
- ☐ Medium
- ☐ Minimum/low
- ☐ Administrative (e.g., federal medical facilities)
- ☐ Other—*Specify*: _____
- ☐ None

Question 4 Findings

The definitions were awkward for one community-based participant.

One participant said we need to allow for multiple responses because several facilities in their state have multiple types of physical security.

One participant was not sure what "posted perimeter" meant as used to describe minimum or low security.

One participant said definitions were easy to follow. The terminology is different than what they use but the descriptions match.

One participant selected "Other" and entered "Two separate fenced areas—one maximum and one minimum."

One participant selected "other" and specified that the security level is a range according to their definition of "Minimum-close." This left them wondering if they should make multiple selections. Later, they acknowledged that they had overlooked the definitions included in the question, and they might have been able to make a more accurate single selection based on those.

Question 4 Recommendations

Consider either allowing for multiple responses or adding an instruction for the survey respondent to focus on the predominant form of physical security.

As of June 30, 2019, what was the physical security of this facility? Please select the type of physical security predominantly used at this facility.

Response to Question 4 Recommendations

Following BJS review and RTI/BJS discussion of findings on 12/7/2018, a decision was made to replace "Mark (X) only ONE box" with "Mark (X) the ONE box that best describes the physical security of the facility." This was the instruction included in 2005.

Question 5

5. As of August 31, 2018, what were the functions of this facility? *Mark* (**X**) *all that apply.*

a. Facility functions

- ☐ General adult population confinement
- ☐ Alcohol/drug treatment confinement
- ☐ Reception/diagnosis/classification
- ☐ Medical treatment/hospitalization confinement
- ☐ Mental health/psychiatric confinement
- ☐ Community corrections/work release/prerelease
- ☐ Boot camp
- ☐ Primarily for persons returned to custody (e.g., parole violators)
- ☐ Primarily for confinement of youthful offenders
- ☐ Geriatric care
- ☐ Other—*Specify*: _____

b. Which facility function selected in question 5a applies to the largest number of inmates?
Mark (**X**) *only ONE box.*

- ☐ General adult population confinement
- ☐ Alcohol/drug treatment confinement
- ☐ Reception/diagnosis/classification
- ☐ Medical treatment/hospitalization confinement
- ☐ Mental health/psychiatric confinement
- ☐ Community corrections/work release/prerelease
- ☐ Boot camp
- ☐ Primarily for persons returned to custody (e.g., parole violators)
- ☐ Primarily for confinement of youthful offenders
- ☐ Geriatric care
- ☐ Other

Question 5 Findings

Question 5a: One participant did not like the term "functions"; rather she felt these were "programs." This became confusing because they have a "work release" program but do not offer "work release" from within their facility.

One participant selected "Community corrections." He explained that they call them "Community supervision centers" or "Community release centers."

Question 5b: One participant suggested that we include “Halfway houses” in the category for community corrections.

Another participant explained that they also have “Vocational/education” and “Sex offender treatment” programs.

Question 5 Recommendations

One participant did not like the term “functions” to describe the list provided. However, their recommendation to change this to “programs” did not seem appropriate to describe the existing list. This participant explained that their facility has an external "work-release" program, but they don't offer "Work-release" within their facility.

Another participant recommended inclusion of “community release.” As a result, consider changing the sixth category in questions 5a and 5b to:

Community supervision/community release/work release program/prerelease

Response to Question 5 Recommendations

Following BJS review and RTI/BJS discussion of findings on 12/7/2018, a decision was made not to make the recommended wording changes, as community release is assumed under community corrections/work release program/prerelease. It was clear that the appropriate function would be selected even if “community release” was not specified.

Question 6

6. **As of August 31, 2018, did this facility have—**
   a. **A geriatric or hospice unit specifically designed for inmates of advanced age?**
      - ☐ Yes
      - ☐ No
   b. **A unit specifically designated for veterans?**
      - ☐ Yes
      - ☐ No

Question 6 Findings

Question 6b: The participants understood the difference between “designed” and “designated.” Generally, they explained that “designed” meant that it required physical changes to accommodate the needs of a population, while “designated” meant that they set aside space for a specific population.

One community-based participant explained that they did not have these designations in the community-based facility.

Question 6 Recommendations

Considering that the question is awkward for community-based facilities, consider adding a "NA" category.

As of June 30, 2019, did this facility have –

a. A geriatric or hospice unit specifically designed for inmates of advanced age?

☐ Yes
☐ No
☐ NA—Community-based facility

b. A unit specifically designated for veterans?

☐ Yes
☐ No
☐ NA—Community-based facility

Response to Question 6 Recommendations

Following BJS review and RTI/BJS discussion of findings on 12/7/2018, a decision was made not to include a category for "Not Applicable" as it would be expected that community-based facilities would answer "No" to these questions.

Question 7

7. As of August 31, 2018, what percentage of the inmates in this facility were regularly permitted to leave the facility unaccompanied to work release, study release, rehabilitation? *Mark* (**X**) *only ONE box.*

☐ 50% or more
☐ Less than 50%
☐ None

Question 7 Findings

No concerns.

Question 7 Recommendations

We do not have any specific recommendations.

Question 8

8. As of August 31, 2018, what was the rated capacity of this facility?

- Rated capacity is the maximum number of beds or inmates authorized by a rating official for safe and efficient operation of this facility. It may exceed design capacity because of double bunking. However, beds in an area not designed as sleeping space, such as day rooms and multipurpose rooms, should not be included in rated capacity.

Rated capacity [ ] ☐ Check if estimate

Don't know

8a. As of August 31, 2018, what was the design capacity of this facility?

- Design capacity is the number of inmates that planners or architects intended for this facility.

Design capacity [ ] ☐ Check if estimate

Question 8 Findings

Question 8: One participant did not have any challenges providing a response but was unsure whether their definitions of "rated" and "design" matched the CCF definitions. For "rated" capacity, they used their "operated capacity," which amounts to between 96 and 98 percent of the total number of beds. For "design" they used an actual count of beds.

Another participant explained that they have a design capacity. She had not heard of a "rated" capacity but would have included the number under question 8a.

One participant indicated that they were not completely happy with our definition of "rated capacity," but struggled to articulate revised wording.

Question 8a: No concerns other than the ones documented above.

Question 8 Recommendations

No specific recommendations to the definitions of rated or design capacity.

The skip logic in this question could be confusing to some survey respondents. We offer an alternative for consideration.

8. As of June 30, 2019, what was the rated capacity of this facility?

- Rated capacity is the maximum number of beds or inmates authorized by a rating official for safe and efficient operation of this facility. It may exceed design capacity because of double bunking. However, beds in an area not designed as sleeping space, such as day rooms and multipurpose rooms, should not be included in rated capacity.

Rated capacity_____ ☐ Check if estimate

☐ Don't know → Go to question 8a

8a. If rated capacity, as described in question 8, is unknown, what was the design capacity of this facility as of June 30, 2019?

- Design capacity is the number of inmates that planners or architects intended for this facility.

  Design capacity _____ ☐ Check if estimate

Response to Question 8 Recommendations

Following BJS review and RTI/BJS discussion of findings on 12/7/2018, a decision was made to change the arrow/question location format associated with DK to question 8 to match the "Yes" response as shown on question 9. Keep down arrow associated with "Rated capacity" response to question 8:

8. As of June 30, 2019, what was the rated capacity of this facility?

- Rated capacity is the maximum number of beds or inmates authorized by a rating official for safe and efficient operation of this facility. It may exceed design capacity because of double bunking. However, beds in an area not designed as sleeping space, such as day rooms and multipurpose rooms, should not be included in rated capacity.

  Rated capacity_____ ☐ Check if estimate ⟶ Go to question 9

  ☐ Don't know ⟶ **8a. As of June 30, 2019, what was the design capacity of this facility?**

  - Design capacity is the number of inmates that planners or architects intended for this facility.

  Design capacity _____ ☐ Check if estimate

Question 9

9. As of August 31, 2018, was this facility under a state or federal court order or consent decree to limit the number of inmates it can house?

☐ Yes ⟶ **9a. What is the maximum number of inmates this facility is allowed to house?**

☐ No ⟶ Go to question 10 Number of inmates [ ] ☐ Check if estimate

Question 9 Findings

Question 9: No concerns.

Question 9a: None of the participants responded to this question; they all answered "No" to question 9.

Question 9 Recommendations

We do not have any specific recommendations.

Response to Question 9 Recommendations

Following BJS review and RTI/BJS discussion of findings on 12/7/2018, a decision was made for question 9 and question 10 to extend the "Yes" response arrow, such that the question stems and their response options are further to the right of the page. This decision will be reconsidered if a decision is made to return to a 2-column format.

Question 10

10. As of August 31, 2018, was this facility under a state or federal court order or consent decree for specific conditions of confinement?

☐ Yes → **10a. What were the specific conditions?** *Mark* (**X**) *all conditions that apply.*

☐ No → Go to question 11

- ☐ Crowding
- ☐ Visiting/mail/telephone policy
- ☐ Accommodation of disabled
- ☐ Religious practices
- ☐ Mental health services/treatment
- ☐ Search policies or practices
- ☐ Fire hazards
- ☐ Medical facilities or services
- ☐ Disciplinary procedures or policies
- ☐ Grievance procedures or policies
- ☐ Staffing
- ☐ Administrative segregation procedures or policies
- ☐ Library services
- ☐ Recreation/exercise
- ☐ Inmate classification
- ☐ Food services/nutrition/cleanliness
- ☐ Counseling programs
- ☐ Education
- ☐ Other—*Specify:* _____

10b. Was this facility under court order or consent decree for the totality of conditions (the cumulative effect of several conditions)?

- ☐ Yes
- ☐ No

Question 10 Findings

Question 10: One state Department of Corrections (DOC) participant said that this information would be quite burdensome to report, and they would need to contact the facility. She indicated that providing this for the cognitive interview reference date involved increased burden, but that doing so for our main study time reference would be less burdensome. Another participant felt the same.

Question 10a: None of the participants responded to this question; they all answered "No" to question 10.

Question 10b: None of the participants responded to this question; they all answered "No" to question 10.

Question 10 Recommendations

We do not have any specific recommendations.

Question 11

Section II—INMATE COUNTS

11. Between September 1, 2017, and August 31, 2018, what was the average daily population of this facility?

- To calculate the average daily population, add the number of persons for each day during the period September 1, 2017, to August 31, 2018, and divide the result by 365.

a. Males [ ] ☐ Check if estimate

b. Females [ ] ☐ Check if estimate

c. TOTAL (*Sum of questions 11a and 11b*) [ ] ☐ Check if estimate

Question 11 Findings

Two participants entered estimates.

Two participants said they could not calculate this for that time frame but used a monthly average when providing a response.

Another participant explained that it would be very burdensome to calculate for the specific time frame used in the cognitive interview. However, the other participants entered exact figures and explained that this question was not difficult.

Question 11 Recommendations

Considering the time frame used in the census will be July 1, 2018, through June 30, 2019, DOCs should not have difficulty providing average daily population. We, therefore, have no specific recommendations for this question.

Question 12

12. On August 31, 2018, what was the total number of inmates in this facility?

- Include all inmates temporarily absent from this facility (e.g., for court appearances, brief furloughs, and medical leave).
- Exclude all inmates who were on escape or absent without leave (AWOL).

a. Males [ ] ☐ Check if estimate

b. Females [ ] ☐ Check if estimate

c. TOTAL (*Sum of questions 12a and 12b*) [ ] ☐ Check if estimate

Question 12 Findings

No concerns. One participant liked having the bulleted information.

Question 12 Recommendations

We do not have any specific recommendations.

Question 13

13. On August 31, 2018, how many inmates in this facility were —

a. Males under age 18 ☐ Check if estimate

b. Females under age 18 ☐ Check if estimate

c. TOTAL (*Sum of questions 13a and 13b*) ☐ Check if estimate

Question 13 Findings

None of the participant states held juveniles so they entered "0." One participant entered "NA."

Question 13 Recommendations

We do not have any specific recommendations.

Question 14

14. On August 31, 2018, how many inmates in this facility were—

a. White, not of Hispanic origin ☐ Check if estimate

b. Black or African American, not of Hispanic origin ☐ Check if estimate

c. Hispanic or Latino ☐ Check if estimate

d. American Indian/Alaska Native, not of Hispanic origin ☐ Check if estimate

e. Asian, not of Hispanic origin ☐ Check if estimate

f. Native Hawaiian or Other Pacific Islander, not of Hispanic origin ☐ Check if estimate

g. Two or more races, not of Hispanic origin ☐ Check if estimate

h. Additional categories in your information system—
Specify: ☐ Check if estimate

i. TOTAL *(Sum of questions 14a to 14h should equal question 12c)* ☐ Check if estimate

Question 14 Findings

Some of the participants only collected and could report data for white, black, and other, while other participants could provide data for all the categories.

Some participants provided data for Hispanic origin, while one participant explained that race and ethnicity are combined in their records, so there is no way to report them separately.

Another participant included some inmates under "unknown."

The participants all said the data are self-reported.

Question 14 Recommendations

Considering that some survey respondents will have data for each category, we do not recommend any changes.

An "Unknown" category could be added, but this may be misused by survey respondents who do not want to take the time to look up this information.

Response to Question 14 Recommendations

Following BJS review and RTI/BJS discussion of findings on 12/7/2018, BJS agreed that inclusion of an "Unknown" category may be misused by respondents. A decision was made not to include an "Unknown" category.

Question 15

15. On August 31, 2018, how many inmates in this facility were held in —

a. Maximum/close/high custody
- *Maximum, close, or high custody* is assigned to prisoners requiring the highest degree of supervision because they pose a danger to others and to the institution or because their well-being would be in jeopardy if they refused protective custody.
- These prisoners cannot participate in activities requiring outside movement, and their inside movement is closely observed.

Number of inmates [ ] ☐ Check if estimate

b. Medium custody
- *Medium custody* is assigned to prisoners needing more than minimal supervision. Their inside movement and call-outs require passes and/or supervision. Their outside movement requires restraints except for work or program assignments.

Number of inmates [ ] ☐ Check if estimate

c. Minimum/low custody
- *Minimum or low custody* is assigned to prisoners posing the least threat to the institution and public safety. They include inmates assigned to community service centers and halfway houses and those who participate in work, education, and other activities in the community.

Number of inmates [ ] ☐ Check if estimate

d. Not classified/other (e.g., unsentenced or sentenced and awaiting classification)

Number of inmates [ ] ☐ Check if estimate

e. TOTAL *(Sum of questions 15a to 15d should equal question 12c)*

Number of inmates [ ] ☐ Check if estimate

Question 15 Findings

All the participants preferred providing the definition under each category rather than providing all the definitions together under the question.

One participant, discussing the category "Medium custody," explained that her state does not allow outside movement (second sentence in bulleted description). For "Minimum/low custody," the second sentence in the bulleted description does not apply to her state.

This question was awkward for a community-based facility because they only have locked doors; the participant reported their inmates under "Minimum/low custody."

Some of the descriptions for the categories were awkward for another community-based participant.

One participant thought it might be better to start out with the total and then have the respondent break them into categories. He thought the definitions were fine being located under each category.

Question 15 Recommendations

Overall, the responses provided by the participants were accurate. We do recommend a few small edits to Questions 15b and 15c:

b. Medium custody
   - *Medium custody* is assigned to prisoners needing more than minimal supervision. Their inside movement and call-outs require passes and/or supervision. If outside movement is allowed, their outside movement requires restraints except for work or program assignments.

c. Minimum/low custody
   - *Minimum or low custody* is assigned to prisoners posing the least threat to the institution and public safety. They include inmates assigned to community release facilities, halfway houses, and those who participate in work, education, and other activities in the community.

We do not recommend moving the total from 15e to 15a because this is inconsistent with the format used throughout the survey instrument.

Response to Question 15 Recommendations

Following BJS review and RTI/BJS discussion of findings on 12/7/2018, a decision was made to include edits to the description of "*Medium custody*" and not to include recommended wording edits to the description of "*Minimum or low custody."* The edits to the description of "*Medium custody"* are as follows:

- *Medium custody* is assigned to prisoners needing more than minimal supervision. Their inside movement and call-outs require passes and/or supervision. Outside movement, if allowed, requires restraints except for work or program assignments.

A change was not made to the definition of *minimum/low custody* as "community release facilities" is already covered under the more detailed explanation, "those who participate in work, education, and other activities in the community." It was clear that the appropriate security level would be selected even if "community release facilities" was not specified.

Question 16

16. On August 31, 2018, how many inmates in this facility—

a. Had a total maximum sentence of more than 1 year ☐ Check if estimate

b. Had a total maximum sentence of 1 year or less ☐ Check if estimate

c. Were unsentenced ☐ Check if estimate

d. TOTAL *(Sum of questions 16a to 16c should equal question 12c)* ☐ Check if estimate

Question 16 Findings

No concerns.

Question 16 Recommendations

We do not have any specific recommendations.

Question 17

17. On August 31, 2018, how many in this facility were not U.S. citizens?

a. Males ☐ Check if estimate

b. Females ☐ Check if estimate

c. TOTAL *(Sum of questions 17a and 17b should equal question 12c)* ☐ Check if estimate

☐ Check if the number of non-U.S. citizens is unknown.

Question 17 Findings

Three participants provided this information but were not sure how accurate it is because the data are self-reported.

Washington has an order from the Governor to not provide this information.

During cognitive interviewing, we asked participants whether they could provide the data in aggregate at the state level and the burden level of breaking these out at the facility level. Some states can provide these data at the state and facility levels, while other facilities explained that the data are simply not available.

Question 17 Recommendations

This question is likely to result in high item nonresponse. If BJS is concerned about that, then removing this question may help reduce respondent burden without sacrificing data quality.

Response to Question 17 Recommendations

Following BJS review and RTI/BJS discussion of findings on 12/7/2018, a correction was made to the italicized remark beside question 17.c to: *(Sum of questions 17a and 17b).* It was also decided to retain the

question, but to change "U.S. citizens" to "citizens of the United States" to mirror language used in other BJS collections.

Question 18

18. On August 31, 2018, how many inmates were housed—

a. In general population ☐ Check if estimate

b. Outside of general population ☐ Check if estimate

c. TOTAL *(Sum of questions 18a and 18b should equal question 12c)* ☐ Check if estimate

Question 18 Findings

This question was awkward for a community-based participant. He included all the inmates under question 18b.

Several participants requested definitions for "In general population" and "Outside of general population" below each category.

Question 18 Recommendations

Consider adding definitions for "In general population" and "Outside of general population." RTI recommends that BJS and RTI collaborate on developing these definitions.[1]

Consider adding a third response category, "Within the community (e.g., community release centers and halfway houses)."

Response to Question 18 Recommendations

Following BJS review and RTI/BJS discussion of findings on 12/7/2018, a decision was made to delete this question. BJS added this question in an attempt to gather more information on housing separation of inmates. However, given the ambiguity of "in the general population" and the challenges of operationalizing the measure, has decided to return to the 2005 focus on segregation of inmates.

[1] There do not appear to be any specific definitions provided in the PBMS Resource Manual. A component of "Outside of general population" could include, but not be limited to "protective custody." However, the categories listed in question 19 could be used as examples for question 18b.

Question 19

19. Of those inmates housed outside of general population reported in question 18b, how many were —

a. In protective custody

- *Protective custody* includes placement in a special housing unit to ensure the safety of the inmate or that of another inmate.

Number of inmates ☐ Check if estimate

b. In administrative segregation

- *Administrative segregation* includes temporary placement of an inmate in a special status/holding area because the inmate is a clear and present danger to the security of the institution.

Number of inmates ☐ Check if estimate

c. Segregated for disciplinary reasons

Number of inmates ☐ Check if estimate

d. In other restrictive housing—*Specify:* _____

Number of inmates ☐ Check if estimate

e. Segregated for other reasons—*Specify:* _____

Number of inmates ☐ Check if estimate

f. TOTAL *(Sum of questions 19a to 19e should sum to 18b)* ☐ Check if estimate

Question 19 Findings

One participant said that this question should include a skip or a category for "No inmates housed outside of general population" because he did not have any inmates outside of general population. The question, as scripted, assumes that they reported a value in question 18b.

A community-based participant explained that their status as both a private and community-based facility meant that these terms did not necessarily apply to them, because all beds are open population.

One participant said that they use the term "restrictive housing" rather than "administrative segregation." She said that this is now the accepted terminology.

One DOC explained that they do, as a state, separate death penalty inmates and have medical segregation if they are contagious.

Overall, the question was not too difficult for the participants.

Question 19 Recommendations

Consider adding a check box for "No inmates housed outside general population."

Consider the following revision to question 19b:

b. In administrative segregation/restrictive housing

- *Administrative segregation/restrictive housing* includes temporary placement of an inmate in a special status/holding area because the inmate is a clear and present danger to the security of the institution.

Consider adding "Death row" as a category to ensure that these inmates are separately counted for states that have the death penalty.

Response to Question 19 Recommendations

Following BJS review and RTI/BJS discussion of findings on 12/7/2018, a decision was made to format the question like the 2005 instrument but keeping the definitions developed for 2019. Given the revision of the question, BJS found no need to add the response category "No inmates housed outside general population. It was also decided to add "Death row" back in as a category, to not include "restrictive housing" to 19b as all types of housing listed are restrictive.

Question 20

20. On August 31, 2018, how many inmates in this facility were being held for—

a. Federal authorities

Number of inmates ☐ Check if estimate

If zero, skip to question 20b.
If greater than zero: Of all the inmates held for federal authorities, how many were held for—

1. Federal Bureau of Prisons ☐ Check if estimate
2. U.S. Immigration and Customs Enforcement (I.C.E.) (formerly known as I.N.S.) ☐ Check if estimate
3. U.S. Marshals Service ☐ Check if estimate
4. Bureau of Indian Affairs ☐ Check if estimate
5. Other—*Specify:* ☐ Check if estimate
6. TOTAL *(Sum of questions 20a1 to 20a5 should equal question 20a)* ☐ Check if estimate

b. State prison authorities

Number of inmates ☐ Check if estimate

If zero, skip to question 20c.
If greater than zero: Of all the inmates held for state prison authorities, how many were held for—

1. Your state ☐ Check if estimate
2. Some other state ☐ Check if estimate
3. TOTAL *(Sum of questions 20b1 and 20b2 should equal question 20b)* ☐ Check if estimate

c. Local authorities

Number of inmates ☐ Check if estimate

d. Tribal authorities

Number of inmates ☐ Check if estimate

e. TOTAL *(Sum of questions 20a to 20d should equal 12c)*

Number of inmates ☐ Check if estimate

Question 20 Findings

None of the participants reported inmates held for federal authorities in question 20a. All participants reported data under "State prison authorities."

Some participants reported that they held inmates for other states but if they were currently holding inmates for another state, they would include them under their state authority until they complete their sentence.

One participant said she was confused by this question. She said that she is not sure why they would hold inmates for federal authorities. They would serve their sentence in her state first and then they would

release them to federal authorities. They would list them here under "State prison authorities" because they would serve their state sentence first.

Question 20 Recommendations

Survey participants are likely to include prisoners serving a state sentence under question 20b.1, even if they are holding the inmate for another state. As a result, we recommend removing question 20b.1 through 20b.3 to avoid confusion.

Response to Question 20 Recommendations

Following BJS review and RTI/BJS discussion of findings on 12/7/2018, a decision was made to keep questions 20b.1 through 20b.3. It was also decided to add a specify field to "Some other state". Q20b.2 should read "Some other state(s)", allowing for a numeric response, but then request specification of each state inmates are being held for.

Question 21

Section III—FACILITY SECURITY STAFF

21. On August 31, 2018, how many SECURITY STAFF employed by this facility were—

- Security staff are officers of all ranks and other uniformed staff who, regardless of their staff titles, are in direct contact with inmates and involved in their daily custody, care, supervision, or monitoring.
- Include correctional officers, line staff, and their supervisors.

a. Males		☐ Check if estimate
b. Females		☐ Check if estimate
c. TOTAL *(Sum of questions 21a and 21b)*		☐ Check if estimate

Question 21 Findings

A community-based participant felt that this question was awkward because they have probation and parole officers, not security guards. He, therefore, left all of the staffing questions blank.

Most of the participants explained that they would need to contact HR for this information but felt confident that they could gather this information.

Question 21 Recommendations

This section will be confusing for community-based facilities. Consider an instruction to skip to Section IV (Question 26) for community release centers/halfway houses, etc.

Response to Question 21 Recommendations

Following BJS review and RTI/BJS discussion of findings on 12/7/2018, a decision was made not to include a skip for community-based facilities as some facilities may have security officers and other facilities may have a portion of their facility that is under secured supervision.

Question 22

22. Please provide the number of SECURITY STAFF on duty by shift?

a. Day shift ☐ Check if estimate

b. Night shift ☐ Check if estimate

c. Overnight shift ☐ Check if estimate

Question 22 Findings

Several participants explained that they would need to contact HR for this information.

Two participants explained that they run on 12-hour shifts. They explained that other facilities will use 12-hour shifts as well.

One participant suggested emphasizing "on duty" on a certain date or matching the wording to either question 21 or question 23. He also suggested changing the order of the questions, so that question 21 and question 23 were next to each other because they interpreted these as total employees and question 22 was placed later because they interpreted this as referring to a certain day. He also suggested using terms like "first shift" rather than "day shift."

Several participants liked the idea of including "1st, 2nd, and 3rd" in parentheses to further define the shifts.

Several participants preferred the wording, "On average, how many SECURITY STAFF are on duty during the following shifts…"

Question 22 Recommendations

Consider switching the order of questions 22 and 23 so that race/ethnicity follows the number of males and females. This would be more consistent with the way we ask about inmates in questions 12 through 14.

Consider the following revisions to the question and responses based on feedback from participants:

22. On average, how many SECURITY STAFF are on duty by shift?

- If your facility operates on 12-hour shifts, please enter your responses under 22a and 22b.

a. Day (1st) shift _____ ~~☐ Check if estimate~~

b. Night (2nd) shift _____ ~~☐ Check if estimate~~

c. Overnight (3rd) shift _____ ~~☐ Check if estimate~~

We recommend removing the check box for "estimate" if the recommendation to include "On average" in the question stem is accepted.

Response to Question 22 Recommendations

Following BJS review and RTI/BJS discussion of findings on 12/7/2018, a decision was made to accept the recommendation to switch the order of questions 22 and 23. The recommended wording changes to the question were also accepted.

Question 23

23. Of the total SECURITY STAFF reported in question 21, how many were —

a. White, not of Hispanic origin		☐ Check if estimate
b. Black or African American, not of Hispanic origin		☐ Check if estimate
c. Hispanic or Latino		☐ Check if estimate
d. American Indian/Alaska Native, not of Hispanic origin		☐ Check if estimate
e. Asian, not of Hispanic origin		☐ Check if estimate
f. Native Hawaiian or Other Pacific Islander, not of Hispanic origin		☐ Check if estimate
g. Two or more races, not of Hispanic origin		☐ Check if estimate
h. Additional categories in your information system— *Specify*:		☐ Check if estimate
i. TOTAL *(Sum of questions 23a to 23h should equal question 21c)*		☐ Check if estimate

Question 23 Findings

Several participants explained that they would need to contact HR for this information. However, they generally felt the information was available and not too difficult to gather.

Some of the participants could only report data for white, black, and other, while others could provide data for all the categories.

Some participants provided data for Hispanics as well.

Question 23 Recommendations

Considering that some survey respondents will have data for each category, we do not recommend any changes.

An “Unknown” category could be added, but this may be misused by respondents who do not want to take the time to look up this information.

Response to Question 23 Recommendations

Following BJS review and RTI/BJS discussion of findings on 12/7/2018, a decision was made not to include an “Unknown” category as this could potentially be misused by respondents.

Question 24

24. How many of the total SECURITY STAFF reported in question 21 were shared with other facilities administratively linked to this facility?

Number of shared security staff [ ] ☐ Check if estimate

Question 24 Findings

Most of the participants understood what was meant by shared security staff. None of the participants reported that the facility had shared security staff.

The participants either left the response blank, provided a "0" response, or indicated "NA."

One participant thought it would be helpful to include a definition or provide examples.

One participant entered "1," despite not entering any administratively linked facilities at the start of the survey. They do not have any facilities that they consider administratively linked to this one, but have an employee who works at multiple facilities and felt compelled to list that staff member.

Question 24 Recommendations

Consider adding the following bulleted definition from question 1.

- For example, facilities that share budgets or administrators are administratively linked.

Response to Question 24 Recommendations

Following BJS review and RTI/BJS discussion of findings on 12/7/2018, a decision was made to refer to question 1. For the paper version of the instrument, we will modify the question with a lead-in, "If you answered "Yes" to question 1, …" For the web version of the instrument, we will include skip logic, "IF Q1= "1" CONTINUE, ELSE GO TO Q25."

Question 25

Section IV—FACILITY OPERATIONS AND SECURITY

25. Between September 1, 2017, and August 31, 2018, how many misconduct/disciplinary reports were filed on inmates for major infractions in this facility? Please count reports of major infractions in which one or more inmate was found guilty.

- Include major infractions, such as assault, homicide, sodomy, aggravated sodomy, aggravated sex act, threaten or intimidation any person, incitement to riot, possession of dangerous contraband, and similar violations.
- ONLY include the number of reports filed, not the number of inmates involved in major infractions.

Number of reports filed [ ] ☐ Check if estimate

Question 25 Findings

A community-based participant left this question blank. He explained that his "field reports" do not include this information because it is a community-based facility.

The bulleted descriptions appear to be clear and helpful.

One participant emphasized how burdensome it would be for the facility to gather information for questions 25 through 28. They would need to look through individual reports because they do not collect this information in aggregate.

One participant explained that they do not have traditional conduct reports. They have a merit/demerit system and list why a person was transferred back to a DOC. Usually their transfers are because of a major disciplinary problem. As a result, the response was based on transfers back.

One participant thought the definition/inclusion list was helpful, especially because they use different terms than provided on the CCF instrument. For example, they use "rape" and "sexual misconduct" rather than "sodomy" and "aggravated sex act."

There was some confusion about reports involving cell phone possession, because it is considered contraband, but the participant was not sure whether it was considered "dangerous contraband."

Another participant said this question is somewhat more challenging to report data because their definition of major infractions are different than the definitions provided on the CCF instrument. He said that the report is filed upon determination of guilt, although they use the terms "affirmed" or "case-closed" in cases where guilt is determined. Furthermore, he said they would only include reports filed for infractions that occurred within the facility.

Question 25 Recommendations

Consider skip routing for survey respondents completing the survey for a community-based facility. This may apply to all the questions in Section IV and question 31 in Section V.

Response to Question 25 Recommendations

Following BJS review and RTI/BJS discussion of findings on 12/7/2018, a decision was made to add "rape" to the 1st bullet definition after "homicide" and before "sodomy."

Question 26

26. Between September 1, 2017, and August 31, 2018, how many assaults against facility staff did inmates commit resulting in a serious injury to staff?

- A serious injury restricts the staff member's usual activity. This type of injury requires immediate medical attention more extensive than first-aid, such as application of bandages to wounds; it could include stitches, setting bones, and treatment of concussion.
- INCLUDE assaults resulting in death.

Number of assaults against facility staff [ ] ☐ Check if estimate

Question 26 Findings

A community-based participant left this question blank. He explained that his "field reports" do not include this information because it is a community-based facility.

One participant was not sure how difficult this would be to answer because they categorize these slightly different, which may require them to split it out to enter a response.

In general, some facilities would include any assault whether it was at the facility or off-site, while others would only include assaults that occurred within the facility.

The bulleted descriptions appear to be clear and helpful.

Question 26 Recommendations

Consider a clarification bullet for survey respondents to include assaults that occurred on-site or both on- and off-site.

Response to Question 26 Recommendations

Following BJS review and RTI/BJS discussion of findings on 12/7/2018, a decision was made to add "physical or sexual" before "assaults" in the question and add "at this facility" at the end of the question, as well as the clarifying statement, "Please only include assaults that took place on-site at this facility."

Question 27

27. Between September 1, 2017, and August 31, 2018, how many assaults <u>against another inmate(s)</u> did inmates commit?

a. With serious injury to other inmates? [ ] ☐ Check if estimate

- A serious injury restricts the inmate's usual activity. This type of injury requires immediate medical attention more extensive than first-aid, such as application of bandages to wounds; it could include stitches, setting bones, and treatment of concussion.
- INCLUDE assaults resulting in death.

b. Without serious injury to other inmates? [ ] ☐ Check if estimate

c. TOTAL *(Sum of questions 27a and 27b)* [ ] ☐ Check if estimate

Question 27 Findings

In addition to acknowledging the item's listed definition of a "serious injury," a participant mentioned whether they had to call an ambulance as a distinguishing factor of a "serious" injury.

Another participant said this question may be challenging to differentiate between "with" or "without" serious injury. When asked how they would respond, they might just include the total under 27c, but not break them out in 27a or 27b.

Question 27 Recommendations

We do not have any specific recommendations.

Response to Question 27 Recommendations

Following BJS review and RTI/BJS discussion of findings on 12/7/2018, a decision was made to add "physical or sexual" before "assaults" in question and add "at this facility" at the end of the question, as well as the clarifying statement, "Please only include assaults that took place on-site at this facility."

Question 28

28. Between September 1, 2017, and August 31, 2018, how many disturbances occurred at this facility?

- A disturbance is an incident brought about by inmate action that results in loss of control of the facility or a portion of the facility and requires extraordinary measures to regain control.
- A loss of control is defined as a situation in which inmates are acting in concert to disrupt facility operation and refuse to comply with lockdown orders.
- Examples of extraordinary measures include sending in a significant number of staff or the tactical response team, firing of shots, use of gas, etc.

Number of disturbances [ ] ☐ Check if estimate

Question 28 Findings

One participant indicated that they have a category in their report for "disturbances," but also other categories that would fall under the CCF broader definition of "disturbances," such as riot or hostage situations.

Another participant felt that "disturbances" is vague. She thinks this would be hard because they would need to review the reports.

Question 28 Recommendations

A few participants had some challenges with the bulleted descriptions. Some minor edits may be needed to the description, but we do not have any specific recommendations.

Response to Question 28 Recommendations

Following BJS review and RTI/BJS discussion of findings on 12/7/2018, a decision was made to leave question as is.

Question 29

29. Does this facility have a perimeter and barriers such as walls to keep prisoners from leaving or surveillance methods such as guard towers, perimeter patrols, and electronic monitoring devices to detect those attempting to escape?

☐ Yes → **29a. How many escapes occurred from this secure facility between September 1, 2017, and August 31, 2018?**

☐ No → Go to question 30

- Escape from a secure facility occurs when a prisoner breaches the last line of security. If a prisoner clears the first fence of a double-fenced facility but not the second, it is not an escape. Those who clear the second fence, even if apprehended on prison grounds, have escaped.

Number of escapes [ ] ☐ Check if estimate

Question 29 Findings

No concerns.

Question 29 Recommendations

We do not have any specific recommendations.

Question 30

30. Between September 1, 2017, and August 31, 2018, how many inmates walked away from community custody or fled from this facility while on work detail, medical appointment, court appearance, work release, or furlough and, as a consequence, were officially recorded as AWOL?

- Walkaway prisoners leave custodial supervision outside a secure institution while on detail, during transportation, medical visit, or court appearance and are recorded as AWOL. Inmates who return late from furlough or other temporary release should be counted as walkaways, not escapees.

Number of walkaways [ ] ☐ Check if estimate

Question 30 Findings

One community-based participant thought the definitions were fine, but that it is not something they would encounter at community-based facilities.

The other participants felt the definition was clear.

Question 30 Recommendations

We do not have any specific recommendations.

Question 31

Section V—FACILITY PROGRAMS

31. As of August 31, 2018, what types of work assignments were available to inmates in this facility?
Mark (**X**) *all that apply.*

- ☐ Prison industries (e.g., license plates, wood product, textiles)
- ☐ Facility support services (e.g., office and administration work, food services, and building maintenance)
- ☐ Farming/agriculture
- ☐ Public works assignments—inmates work outside the facility and perform road, park, or other public maintenance work
- ☐ Other—*Specify*: _____
- ☐ None

Question 31 Findings

One community-based participant found this question to be awkward because it is focused on prison populations. They do not have these kinds of programs in community corrections.

No other participants had any concerns or problems answering this question.

Question 31 Recommendations

We do not have any specific recommendations.

Question 32

32. As of August 31, 2018, what types of educational programs were available to inmates in this facility?

- Include only formal programs.
- Exclude unscheduled activities and informal programs.

Mark (**X**) *all that apply.*

- ☐ Literacy training or other lower adult basic education (ABE)—first- to fourth-grade level
- ☐ Upper basic adult education—fifth- to eighth-grade level
- ☐ Secondary education or General Equivalency Diploma (GED)
- ☐ Special education (e.g., programs for inmates with learning disabilities)
- ☐ English as a second language (ESL)
- ☐ Vocational training (e.g., auto repair, drafting, and data processing)
- ☐ College courses
- ☐ Study release programs (i.e., release to community to attend school)
- ☐ Other—*Specify*: _____
- ☐ None

Question 32 Findings

No concerns.

Question 32 Recommendations

We do not have any specific recommendations.

Response to Question 32 Recommendations

Following BJS review and RTI/BJS discussion of findings on 12/7/2018, a decision was made to a revise "Secondary education or General Equivalency Diploma (GED)" to "Secondary education or High-School Equivalency/GED." Decision was made to exclude CBT as this is a component of programs and by offering it as its own category some respondents may not report other specific programs that utilize CBT.

Question 33

33. Between September 1, 2017, and August 31, 2018, how many GED certificates were awarded to inmates in this facility?

Number of GED certificates [ ] ☐ Check if estimate

Question 33 Findings

One participant recommended renaming this to "High-school equivalency" because this is the commonly used terminology.

Most participants have this information available and some could also provide the number of college degrees awarded.

Question 33 Recommendations

If "College degrees awarded" is important to analysis, this question may be included. However, it is likely to incur high item nonresponse. The CCF instrument includes a category for "College courses" offered in question 32, which may be sufficient.

Response to Question 32 Recommendations

Following BJS review and RTI/BJS discussion of findings on 12/7/2018, a decision was made to a revise "GED" to "High-School Equivalency/GED."

Question 34

34. As of August 31, 2018, which types of counseling or special programs were available to inmates in this facility? *Mark* (**X**) *all that apply.*

- ☐ Drug dependency/counseling/awareness
- ☐ Alcohol dependency/counseling/awareness
- ☐ Psychological/psychiatric counseling
- ☐ HIV/AIDS counseling
- ☐ Sex offender counseling
- ☐ Anger management
- ☐ Employment (e.g., job seeking and interviewing skills)
- ☐ Life skills and community adjustment (including personal finance, conflict resolution, etc.)
- ☐ Parenting/child rearing skills
- ☐ Canine training
- ☐ Victim services (provided to inmates who have been victims of crime prior to or during their incarceration)
- ☐ Other—*Specify*: _____
- ☐ None

Question 34 Findings

One participant recommended adding another category "Horticultural/Agriculture Training."

One participant thought that "victim services" might have some overlap with other items.

One participant did not like the term "special programs" as used in the question. For employment, she would add "vocational training" as an example or as a separate category.

Another participant explained that the facility offers college and vocation training courses.

All participants felt that Cognitive-Behavioral Therapy (CBT) should be added. However, many of them did explain that CBT is the basis for many of their programs.

Question 34 Recommendations

Considering the confusion among some participants with "training" and "special programs," consider moving this question to precede question 32. The survey respondent would then likely see this question and the current question 32 on the same page.

Consider adding "Cognitive-Behavioral Therapy (CBT)" as a category.

Response to Question 32 Recommendations

Following BJS review and RTI/BJS discussion of findings on 12/7/2018, a decision was made to move this question to precede question 32. Decision was made to exclude CBT as this is a component of programs and by offering it as its own category some respondents may not report other specific programs that utilize CBT.

3. Global Considerations

The participants generally provided positive feedback when discussing the survey instrument. Many explained that the data are available. However, the participants would prefer to know, in advance, what data we are asking about so they can design queries to easily run reports. A few participants explained that the survey is similar in appearance to other BJS instruments, which was helpful because they understood how to complete it.

On average, we expect the questionnaire to take about 3 hours to complete. The participants explained that the data will likely come from various sources. In general, the participants felt that the DOC should be the point of contact and complete the questionnaire, retrieving data from each facility, as necessary. Through the cognitive interviews, we determined that DOC can complete most of Sections I and II. They will need to contact HR to retrieve data for Section III and the facility for sections IV and V.

The questionnaire may be awkward for community-based facilities because the questions seem to be designed for confinement facilities. One way to mitigate this problem is to use skip logic to route the community-based respondent through the questions specific to confinement facilities. Otherwise, providing a “Not Applicable” response would be advised.

Response to Global Considerations

Following BJS review and RTI/BJS discussion of findings on 12/7/2018, two considerations were discussed. First, BJS requested that the web version of the survey include a comment field for each question to provide the respondent with an opportunity to explain their response or explain why they could not provide a response. This can be done within the survey instrument, but further discussions will be needed to discuss the logistics and how this will be viewed on each screen. A second consideration was to return the paper instrument to a 2-column design rather than the current 1-column layout. BJS will have internal discussions to determine whether a 2-column design is desired.

Appendix A: BJS Invitation E-mail

Dear [POC NAME],

Thank you for helping the Bureau of Justice Statistics prepare for the upcoming 2019 Census of State and Federal Adult Correctional Facilities (CCF) by providing a roster of community-based facilities that will ensure a complete and accurate universe for the collection. Your effort is truly appreciated. At this time, I am writing to invite you to continue your support by participating in a test of the 2019 CCF questionnaire.

BJS, with assistance from its data collection agent RTI International, is testing a modified version of the 2005 CCF instrument. Participation is completely voluntary; however, your participation will greatly help ensure that the 2019 CCF meets the needs and expectations of corrections practitioners, policy-makers, and researchers.

The cognitive test consists of completion of the CCF questionnaire for one facility in your state, followed by a phone interview with RTI staff to discuss the survey responses and experience taking the survey. The call will last about 1 hour and can be scheduled at a time and date that works best for you. Your completed CCF questionnaire and follow-up interview will help BJS identify wording issues or technical difficulties with old and new questions, as well as assess burden for the national implementation of the CCF.

If your agency can help with this effort, please contact Tim Flanigan at RTI by e-mail (tsf@rti.org) or phone (919-485-7743). I have copied him on this message. Mr. Flanigan will follow up with you if we have not heard from you in a few days. For any questions and concerns regarding this effort, please contact me directly at Laura.Maruschak@usdoj.gov or (202) 307-5986.

Thank you for your time and consideration. We look forward to hearing from you.

Sincerely,

Laura Maruschak
BJS Program Manager for CCF

Appendix B: CCF Questionnaire (Interview Version)

Form CJ-43 OMB No.xxxx-xxxx Approval Expires xx/xx/201x

2019 CENSUS OF STATE AND FEDERAL ADULT CORRECTIONAL FACILITIES

U.S. Department of Justice, Bureau of Justice Statistics, and acting as collection agent: RTI International

The census includes all correctional facilities administered by state or federal governments or by privately-contracted organizations primarily for state or federal governments, which are intended for adults but sometimes hold juveniles. For this data collection, please include each individual correctional facility or unit holding inmates under the jurisdiction of your state, even if that facility shares budget or staff with other facilities.

Please complete this survey before **[DATE]** using one of the following methods:

Online: [Survey Web Link TBD]

Mail: RTI International
2019 CCF
Attn: Christian Genesky
3040 Cornwallis Road, PO Box 12194
Research Triangle Park, NC 27709-2194

Fax: 1-866-354-4993

As you complete the survey, please provide a response to each question:

- If the answer to a question is "**none**" or **"zero"** ➡ Write "**0**" in the space provided.
- If an exact numeric answer is **not available** ➡ Provide an estimate and check the box labeled "Check if estimate."
- If an exact numeric answer is **not available** and you **cannot provide an estimate** ➡ Write "**DK**" (don't know) in the space provided.
- If you **do not know** the answer to a question ➡ Write "**DK**" (don't know) in the space provided.
- If the question **does not apply** to your agency or those you are reporting for ➡ Write "**NA**" (not applicable) in the space provided.

If you have any questions, contact Christian Genesky of RTI International at 1-866-354-4993 or bjs-prisoncensus@rti.org.

Please provide the contact information for the person filling out this form:

Name: _____ **Job Title:** _____

Address 1: _____

Address 2: _____

City: _____ **State:** _____ **Zip Code:** _____

Telephone: ___ — ___ — ___
Area Code

Email Address: _____

BURDEN STATEMENT

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«AGENCY ID»

What types of facilities are included in this census?

INCLUDE—

- prisons, penitentiaries, and correctional institutions; boot camps; residential community correction centers; prison farms; reception, diagnostic, and classification centers; road camps; forestry and conservation camps; youthful offender facilities (except in California); vocational training facilities; prison hospitals; drug and alcohol treatment facilities for prisoners; pre-release centers; halfway houses; and state-operated local detention facilities.
- state-operated local detention facilities in Alaska, Connecticut, Delaware, Hawaii, Rhode Island, and Vermont.
- state-authorized parolee return-to-custody facilities.
- privately operated facilities holding inmates under your jurisdiction.

What types of facilities are excluded from this collection?

EXCLUDE—

- privately-operated facilities that do not primarily house state or federal inmates.
- facilities operated and administered by local governments that do not primarily house state or federal prisoners.
- facilities that hold only persons under the jurisdiction of juvenile correctional authorities.

Section I—FACILITY CHARACTERISTICS

1. Is this facility administratively linked to any other facility? Facilities that share budgets or administrators are administratively linked.

☐ Yes → **1a. What are the names of the facilities?**

☐ No → Go to question 2

2. As of August 31, 2018, who operated this facility? *Mark* (**X**) *only ONE box.*

☐ Federal authority
☐ State authority
☐ Local authority
☐ Joint state and local authority
☐ Private contractor

3. As of August 31, 2018, was this facility authorized to house—*Mark* (**X**) *only ONE box.*

☐ Males only
☐ Females only
☐ Both males and females

4. As of August 31, 2018, what was the physical security of this facility?

- *Super maximum, maximum/close/high security* is characterized by walls or double-fence perimeters, armed towers, or armed patrols. Cell housing is isolated in one of two ways: within a cell block so that a prisoner escaping from a cell is confined within the building or by double security from the perimeter by bars, steel doors, or other hardware. All entry or exit is via trap gate or sally port.
- *Medium security* is characterized by a single or double-fenced perimeter with armed coverage by towers or patrols. Housing units are cells, rooms, or dormitories. Dormitories are living units designed or modified to accommodate 12 or more persons. All entry or exit is via trap gate or sally port.
- *Minimum or low security* is characterized by a fenced or "posted" perimeter. Cell housing units are rooms or dormitories. Normal entry and exit are under visual surveillance.

Mark ***(X)*** *only ONE box.*

☐ Super maximum
☐ Maximum/close/high
☐ Medium
☐ Minimum/low
☐ Administrative (e.g., federal medical facilities)
☐ Other—*Specify*:
☐ None

5. As of August 31, 2018, what were the functions of this facility? *Mark* (**X**) *all that apply.*

a. Facility functions

- ☐ General adult population confinement
- ☐ Alcohol/drug treatment confinement
- ☐ Reception/diagnosis/classification
- ☐ Medical treatment/hospitalization confinement
- ☐ Mental health/psychiatric confinement
- ☐ Community corrections/work release/prerelease
- ☐ Boot camp
- ☐ Primarily for persons returned to custody (e.g., parole violators)
- ☐ Primarily for confinement of youthful offenders
- ☐ Geriatric care
- ☐ Other—*Specify*: _____

b. Which facility function selected in question 5a applies to the largest number of inmates? *Mark* (**X**) *only ONE box.*

- ☐ General adult population confinement
- ☐ Alcohol/drug treatment confinement
- ☐ Reception/diagnosis/classification
- ☐ Medical treatment/hospitalization confinement
- ☐ Mental health/psychiatric confinement
- ☐ Community corrections/work release/prerelease
- ☐ Boot camp
- ☐ Primarily for persons returned to custody (e.g., parole violators)
- ☐ Primarily for confinement of youthful offenders
- ☐ Geriatric care
- ☐ Other

6. As of August 31, 2018, did this facility have—

a. A geriatric or hospice unit specifically designed for inmates of advanced age?

- ☐ Yes
- ☐ No

b. A unit specifically designated for veterans?

- ☐ Yes
- ☐ No

7. As of August 31, 2018, what percentage of the inmates in this facility were regularly permitted to leave the facility unaccompanied to work release, study release, rehabilitation? *Mark* (**X**) *only ONE box.*

- ☐ 50% or more
- ☐ Less than 50%
- ☐ None

8. As of August 31, 2018, what was the rated capacity of this facility?

- Rated capacity is the maximum number of beds or inmates authorized by a rating official for safe and efficient operation of this facility. It may exceed design capacity because of double bunking. However, beds in an area not designed as sleeping space, such as day rooms and multipurpose rooms, should not be included in rated capacity.

Rated capacity [ ] ☐ Check if estimate

Don't know → **8a. As of August 31, 2018, what was the design capacity of this facility?**

- Design capacity is the number of inmates that planners or architects intended for this facility.

Design capacity [ ] ☐ Check if estimate

9. As of August 31, 2018, was this facility under a state or federal court order or consent decree to limit the number of inmates it can house?

☐ Yes → **9a. What is the maximum number of inmates this facility is allowed to house?**

☐ No → Go to question 10

Number of inmates [ ] ☐ Check if estimate

10. As of August 31, 2018, was this facility under a state or federal court order or consent decree for specific conditions of confinement?

☐ Yes → **10a. What were the specific conditions?** *Mark* (**X**) *all conditions that apply.*

☐ No → Go to question 11

☐ Crowding
☐ Visiting/mail/telephone policy
☐ Accommodation of disabled
☐ Religious practices
☐ Mental health services/treatment
☐ Search policies or practices
☐ Fire hazards
☐ Medical facilities or services
☐ Disciplinary procedures or policies
☐ Grievance procedures or policies
☐ Staffing
☐ Administrative segregation procedures or policies
☐ Library services
☐ Recreation/exercise
☐ Inmate classification
☐ Food services/nutrition/cleanliness
☐ Counseling programs
☐ Education
☐ Other—*Specify*: [ ]

10b. Was this facility under court order or consent decree for the totality of conditions (the cumulative effect of several conditions)?

☐ Yes
☐ No

Section II—INMATE COUNTS

11. Between September 1, 2017, and August 31, 2018, what was the average daily population of this facility?

- To calculate the average daily population, add the number of persons for each day during the period September 1, 2017, to August 31, 2018, and divide the result by 365.

a. Males ☐ Check if estimate

b. Females ☐ Check if estimate

c. TOTAL (*Sum of questions 11a and 11b*) ☐ Check if estimate

12. On August 31, 2018, what was the total number of inmates in this facility?

- Include all inmates temporarily absent from this facility (e.g., for court appearances, brief furloughs, and medical leave).
- Exclude all inmates who were on escape or absent without leave (AWOL).

a. Males ☐ Check if estimate

b. Females ☐ Check if estimate

c. TOTAL (*Sum of questions 12a and 12b*) ☐ Check if estimate

13. On August 31, 2018, how many inmates in this facility were —

a. Males under age 18 ☐ Check if estimate

b. Females under age 18 ☐ Check if estimate

c. TOTAL (*Sum of questions 13a and 13b*) ☐ Check if estimate

14. On August 31, 2018, how many inmates in this facility were—

a. White, not of Hispanic origin ☐ Check if estimate

b. Black or African American, not of Hispanic origin ☐ Check if estimate

c. Hispanic or Latino ☐ Check if estimate

d. American Indian/Alaska Native, not of Hispanic origin ☐ Check if estimate

e. Asian, not of Hispanic origin ☐ Check if estimate

f. Native Hawaiian or Other Pacific Islander, not of Hispanic origin ☐ Check if estimate

g. Two or more races, not of Hispanic origin ☐ Check if estimate

h. Additional categories in your information system—
Specify: _____ ☐ Check if estimate

i. TOTAL *(Sum of questions 14a to 14h should equal question 12c)* ☐ Check if estimate

15. On August 31, 2018, how many inmates in this facility were held in —

a. Maximum/close/high custody
- *Maximum, close, or high custody* is assigned to prisoners requiring the highest degree of supervision because they pose a danger to others and to the institution or because their well-being would be in jeopardy if they refused protective custody.
- These prisoners cannot participate in activities requiring outside movement, and their inside movement is closely observed.

Number of inmates ☐ Check if estimate

b. Medium custody
- *Medium custody* is assigned to prisoners needing more than minimal supervision. Their inside movement and call-outs require passes and/or supervision. Their outside movement requires restraints except for work or program assignments.

Number of inmates ☐ Check if estimate

c. Minimum/low custody
- *Minimum or low custody* is assigned to prisoners posing the least threat to the institution and public safety. They include inmates assigned to community service centers and halfway houses and those who participate in work, education, and other activities in the community.

Number of inmates ☐ Check if estimate

d. Not classified/other (e.g., unsentenced or sentenced and awaiting classification)

Number of inmates ☐ Check if estimate

e. TOTAL *(Sum of questions 15a to 15d should equal question 12c)*

Number of inmates ☐ Check if estimate

16. On August 31, 2018, how many inmates in this facility—

a. Had a total maximum sentence of more than 1 year ☐ Check if estimate

b. Had a total maximum sentence of 1 year or less ☐ Check if estimate

c. Were unsentenced ☐ Check if estimate

d. TOTAL *(Sum of questions 16a to 16c should equal question 12c)* ☐ Check if estimate

17. On August 31, 2018, how many in this facility were not U.S. citizens?

a. Males ☐ Check if estimate

b. Females ☐ Check if estimate

c. TOTAL *(Sum of questions 17a and 17b should equal question 12c)* ☐ Check if estimate

☐ Check if the number of non-U.S. citizens is unknown.

18. On August 31, 2018, how many inmates were housed—

a. In general population ☐ Check if estimate

b. Outside of general population ☐ Check if estimate

c. TOTAL *(Sum of questions 18a and 18b should equal question 12c)* ☐ Check if estimate

19. Of those inmates housed outside of general population reported in question 18b, how many were —

a. In protective custody

- *Protective custody* includes placement in a special housing unit to ensure the safety of the inmate or that of another inmate.

Number of inmates ☐ Check if estimate

b. In administrative segregation

- *Administrative segregation* includes temporary placement of an inmate in a special status/holding area because the inmate is a clear and present danger to the security of the institution.

Number of inmates ☐ Check if estimate

c. Segregated for disciplinary reasons

Number of inmates ☐ Check if estimate

d. In other restrictive housing—*Specify:*

Number of inmates ☐ Check if estimate

e. Segregated for other reasons—*Specify:*

Number of inmates ☐ Check if estimate

f. TOTAL *(Sum of questions 19a to 19e should sum to 18b)* ☐ Check if estimate

20. On August 31, 2018, how many inmates in this facility were being held for—

a. Federal authorities

Number of inmates ☐ Check if estimate

If zero, skip to question 20b.
If greater than zero: Of all the inmates held for federal authorities, how many were held for—

1. Federal Bureau of Prisons ☐ Check if estimate
2. U.S. Immigration and Customs Enforcement (I.C.E.) (formerly known as I.N.S.) ☐ Check if estimate
3. U.S. Marshals Service ☐ Check if estimate
4. Bureau of Indian Affairs ☐ Check if estimate
5. Other—*Specify*: ☐ Check if estimate
6. TOTAL *(Sum of questions 20a1 to 20a5 should equal question 20a)* ☐ Check if estimate

b. State prison authorities

Number of inmates ☐ Check if estimate

If zero, skip to question 20c.
If greater than zero: Of all the inmates held for state prison authorities, how many were held for—

1. Your state ☐ Check if estimate
2. Some other state ☐ Check if estimate
3. TOTAL *(Sum of questions 20b1 and 20b2 should equal question 20b)* ☐ Check if estimate

c. Local authorities

Number of inmates ☐ Check if estimate

d. Tribal authorities

Number of inmates ☐ Check if estimate

e. TOTAL *(Sum of questions 20a to 20d should equal 12c)*

Number of inmates ☐ Check if estimate

Section III—FACILITY SECURITY STAFF

21. On August 31, 2018, how many SECURITY STAFF employed by this facility were—

- Security staff are officers of all ranks and other uniformed staff who, regardless of their staff titles, are in direct contact with inmates and involved in their daily custody, care, supervision, or monitoring.
- Include correctional officers, line staff, and their supervisors.

a. Males ☐ Check if estimate

b. Females ☐ Check if estimate

c. TOTAL *(Sum of questions 21a and 21b)* ☐ Check if estimate

22. Please provide the number of SECURITY STAFF on duty by shift?

a. Day shift ☐ Check if estimate

b. Night shift ☐ Check if estimate

c. Overnight shift ☐ Check if estimate

23. Of the total SECURITY STAFF reported in question 21, how many were —

a. White, not of Hispanic origin ☐ Check if estimate

b. Black or African American, not of Hispanic origin ☐ Check if estimate

c. Hispanic or Latino ☐ Check if estimate

d. American Indian/Alaska Native, not of Hispanic origin ☐ Check if estimate

e. Asian, not of Hispanic origin ☐ Check if estimate

f. Native Hawaiian or Other Pacific Islander, not of Hispanic origin ☐ Check if estimate

g. Two or more races, not of Hispanic origin ☐ Check if estimate

h. Additional categories in your information system—
Specify: ☐ Check if estimate

i. TOTAL *(Sum of questions 23a to 23h should equal question 21c)* ☐ Check if estimate

24. How many of the total SECURITY STAFF reported in question 21 were shared with other facilities administratively linked to this facility?

Number of shared security staff ☐ Check if estimate

Section IV—FACILITY OPERATIONS AND SECURITY

25. Between September 1, 2017, and August 31, 2018, how many misconduct/disciplinary reports were filed on inmates for major infractions in this facility? Please count reports of major infractions in which one or more inmate was found guilty.

- Include major infractions, such as assault, homicide, sodomy, aggravated sodomy, aggravated sex act, threaten or intimidation any person, incitement to riot, possession of dangerous contraband, and similar violations.
- ONLY include the number of reports filed, not the number of inmates involved in major infractions.

Number of reports filed [ ] ☐ Check if estimate

26. Between September 1, 2017, and August 31, 2018, how many assaults <u>against facility staff</u> did inmates commit resulting in a serious injury to staff?

- A serious injury restricts the staff member's usual activity. This type of injury requires immediate medical attention more extensive than first-aid, such as application of bandages to wounds; it could include stitches, setting bones, and treatment of concussion.
- INCLUDE assaults resulting in death.

Number of assaults against facility staff [ ] ☐ Check if estimate

27. Between September 1, 2017, and August 31, 2018, how many assaults <u>against another inmate(s)</u> did inmates commit?

a. With serious injury to other inmates? [ ] ☐ Check if estimate

- A serious injury restricts the inmate's usual activity. This type of injury requires immediate medical attention more extensive than first-aid, such as application of bandages to wounds; it could include stitches, setting bones, and treatment of concussion.
- INCLUDE assaults resulting in death.

b. Without serious injury to other inmates? [ ] ☐ Check if estimate

c. TOTAL *(Sum of questions 27a and 27b)* [ ] ☐ Check if estimate

28. Between September 1, 2017, and August 31, 2018, how many disturbances occurred at this facility?

- A disturbance is an incident brought about by inmate action that results in loss of control of the facility or a portion of the facility and requires extraordinary measures to regain control.
- A loss of control is defined as a situation in which inmates are acting in concert to disrupt facility operation and refuse to comply with lockdown orders.
- Examples of extraordinary measures include sending in a significant number of staff or the tactical response team, firing of shots, use of gas, etc.

Number of disturbances [ ] ☐ Check if estimate

29. Does this facility have a perimeter and barriers such as walls to keep prisoners from leaving or surveillance methods such as guard towers, perimeter patrols, and electronic monitoring devices to detect those attempting to escape?

☐ Yes → **29a. How many escapes occurred from this secure facility between September 1, 2017, and August 31, 2018?**

☐ No → Go to question 30

- Escape from a secure facility occurs when a prisoner breaches the last line of security. If a prisoner clears the first fence of a double-fenced facility but not the second, it is not an escape. Those who clear the second fence, even if apprehended on prison grounds, have escaped.

Number of escapes [ ] ☐ Check if estimate

30. Between September 1, 2017, and August 31, 2018, how many inmates walked away from community custody or fled from this facility while on work detail, medical appointment, court appearance, work release, or furlough and, as a consequence, were officially recorded as AWOL?

- Walkaway prisoners leave custodial supervision outside a secure institution while on detail, during transportation, medical visit, or court appearance and are recorded as AWOL. Inmates who return late from furlough or other temporary release should be counted as walkaways, not escapees.

Number of walkaways [ ] ☐ Check if estimate

Section V—FACILITY PROGRAMS

31. As of August 31, 2018, what types of work assignments were available to inmates in this facility?
Mark (**X**) *all that apply.*

☐ Prison industries (e.g., license plates, wood product, textiles)
☐ Facility support services (e.g., office and administration work, food services, and building maintenance)
☐ Farming/agriculture
☐ Public works assignments—inmates work outside the facility and perform road, park, or other public maintenance work
☐ Other—*Specify*: [ ]
☐ None

32. As of August 31, 2018, what types of educational programs were available to inmates in this facility?

- Include only formal programs.
- Exclude unscheduled activities and informal programs.

Mark (**X**) *all that apply.*

☐ Literacy training or other lower adult basic education (ABE)—first- to fourth-grade level
☐ Upper basic adult education—fifth- to eighth-grade level
☐ Secondary education or General Equivalency Diploma (GED)
☐ Special education (e.g., programs for inmates with learning disabilities)
☐ English as a second language (ESL)
☐ Vocational training (e.g., auto repair, drafting, and data processing)
☐ College courses
☐ Study release programs (i.e., release to community to attend school)
☐ Other—*Specify*: [ ]
☐ None

33. Between September 1, 2017, and August 31, 2018, how many GED certificates were awarded to inmates in this facility?

Number of GED certificates [ ] ☐ Check if estimate

34. As of August 31, 2018, which types of counseling or special programs were available to inmates in this facility? *Mark* (**X**) *all that apply.*

- ☐ Drug dependency/counseling/awareness
- ☐ Alcohol dependency/counseling/awareness
- ☐ Psychological/psychiatric counseling
- ☐ HIV/AIDS counseling
- ☐ Sex offender counseling
- ☐ Anger management
- ☐ Employment (e.g., job seeking and interviewing skills)
- ☐ Life skills and community adjustment (including personal finance, conflict resolution, etc.)
- ☐ Parenting/child rearing skills
- ☐ Canine training
- ☐ Victim services (provided to inmates who have been victims of crime prior to or during their incarceration)
- ☐ Other—*Specify*: [ ]
- ☐ None

Appendix C: Cognitive Interview Protocol

Cognitive Testing Interview Guide

2019 Census of State and Federal Adult Correctional Facilities

Facility Name _____ **Participant's Name**_____

Participant's Position_____ **Interviewer** _____

Date_____ **Start time**_____ **End time**_____

INTERVIEWER: Review the complete questionnaire in advance of the telephone interview. Be sure to review each of the data points and look for consistency, item nonresponse, and other areas of concern. During the interview, gather information from the respondent regarding challenges they had in completing those items, misunderstanding of instructions, challenges they had in retrieving data from their records, and items that they were unable to answer with confidence (i.e., do not have access to reliable records and/or do not have information).

Introduction 1: Hello, my name is [INTERVIEWER NAME]. I'm calling from RTI on behalf of the Bureau of Justice Statistics (BJS). Thank you for participating in today's discussion of the draft 2019 Census of State and Federal Adult Correctional Facilities (CCF) survey. Let me give you a little background on the study and a short explanation of the goals for today's call.

IF NO LONGER CONVENIENT TIME → When would be a convenient time for me to call back? _____
[THANK RESPONDENT AND END CALL]

Introduction 2: I am conducting this interview on behalf of the Bureau of Justice Statistics (BJS) to evaluate the questions and responses and estimate the response time for the 2019 CCF questionnaire. I will ask about your experience completing the survey and ask questions about any challenges you may have encountered. This call should take about 45 minutes to an hour.

We will review the form together and I will stop to ask questions about specific items. If you want to talk about anything I don't specifically ask you about it, please mention it as we go through the survey. We want your honest opinion about what is confusing or difficult to answer. Please keep in mind that there are no right or wrong answers to my questions. Our goal is to develop questions that are clear and easy to answer.

Do you have the survey you completed for [FILL FACILITY NAME]? [GIVE PARTICIPANT TIME TO LOCATE FORM IF THEY DON'T HAVE IT IN FRONT OF THEM. IF NEEDED, EMAIL THE PARTICIPANT A COPY OF THEIR FORM.]

I'll take notes during the interview to help me remember your comments when it comes time to prepare my report.

Do you have any questions before we begin? [ANSWER ANY QUESTIONS AND THEN BEGIN INTERVIEW]

COVER PAGE AND INCLUDE / EXCLUDE STATEMENTS

The census includes all correctional facilities administered by state or federal governments or by privately-contracted organizations primarily for state or federal governments, which are intended for adults but sometimes hold juveniles. For this data collection, please include each individual correctional facility or unit holding inmates under the jurisdiction of your state, even if that facility shares budget or staff with other facilities.

Probe: On the cover of the survey, there is a description of the census just below the title. Is the description clear or confusing? Please explain.

Probe: Do you think this description would be better placed on page 2 above the types of facilities included and excluded in the census?

As you complete the survey, please provide a response to each question:

- If the answer to a question is "**none**" or **"zero"** → Write "**0**" in the space provided.
- If an exact numeric answer is **not available** → Provide an estimate and check the box labeled "Check if estimate."
- If an exact numeric answer is **not available** and you **cannot provide an estimate** → Write "**DK**" (don't know) in the space provided.
- If you **do not know** the answer to a question → Write "**DK**" (don't know) in the space provided.
- If the question **does not apply** to your agency or those you are reporting for → Write "**NA**" (not applicable) in the space provided.

Probe: On the cover of the survey, there are instructions that describe how to complete the survey. Are these instructions clear or confusing? Please explain.

Probe: As you completed this survey, did you need to reach out to different sources? Please explain

Probe: [DOC is participant]: Do you think the request to complete the survey should come through you, and you would gather data from the facility as needed, or should we go directly to the facility to have them fill this out?

Probe: Throughout the survey, we use a specific day reference or a range, for example, question 11. During the main study we will use a single day reference of June 30, 2019 and year range of July 1, 2018 to June 30, 2019. Would this be easier for you to report data using these dates?

What types of facilities are included in this census?

INCLUDE—

- prisons, penitentiaries, and correctional institutions; boot camps; residential community correction centers; prison farms; reception, diagnostic, and classification centers; road camps; forestry and conservation camps; youthful offender facilities (except in California); vocational training facilities; prison hospitals; drug and alcohol treatment facilities for prisoners; pre-release centers; halfway houses; and state-operated local detention facilities.

- state-operated local detention facilities in Alaska, Connecticut, Delaware, Hawaii, Rhode Island, and Vermont.

- state-authorized parolee return-to-custody facilities.

- privately-operated facilities holding inmates under your jurisdiction.

What types of facilities are excluded from this collection?

EXCLUDE—

- privately-operated facilities that do not primarily house state or federal inmates.

- facilities operated and administered by local governments that do not primarily house state or federal prisoners.

- facilities that hold only persons under the jurisdiction of juvenile correctional authorities.

Probe: Are the inclusion/exclusion instructions on page 2 clear or confusing? Please explain.

Section I—FACILITY CHARACTERISTICS

1. Is this facility administratively linked to any other facility? Facilities that share budgets or administrators are administratively linked.

☐ Yes ⟶ **1a. What are the names of the facilities?** _____

☐ No ⟶ Go to _____ question 2 _____

Probe: What do you think of our definition of "administratively linked?" Is this how you would define it?

2. As of August 31, 2018, who operated this facility? *Mark* **(X)** *only ONE box.*

☐ Federal authority
☐ State authority
☐ Local authority
☐ Joint state and local authority
☐ Private contractor

3. As of August 31, 2018, was this facility authorized to house — *Mark* **(X)** *only ONE box.*

☐ Males only
☐ Females only
☐ Both males and females

4. As of August 31, 2018, what was the physical security of this facility?

- *Super maximum, maximum/close/high security* is characterized by walls or double-fence perimeters, armed towers, or armed patrols. Cell housing is isolated in one of two ways: within a cell block so that a prisoner escaping from a cell is confined within the building or by double security from the perimeter by bars, steel doors, or other hardware. All entry or exit is via trap gate or sally port.
- *Medium security* is characterized by a single or double-fenced perimeter with armed coverage by towers or patrols. Housing units are cells, rooms, or dormitories. Dormitories are living units designed or modified to accommodate 12 or more persons. All entry or exit is via trap gate or sally port.
- *Minimum or low security* is characterized by a fenced or "posted" perimeter. Cell housing units are rooms or dormitories. Normal entry and exit are under visual surveillance.

Mark **(X)** *only ONE box.*

☐ Super maximum
☐ Maximum/close/high
☐ Medium
☐ Minimum/low
☐ Administrative (e.g., federal medical facilities)
☐ Other — *Specify:* _____
☐ None

Probe: What do you think of the definitions we provided for physical security? Is this how you would define them?

Probe: Are there additional categories that you would include?

5. As of August 31, 2018, what were the functions of this facility? *Mark* **(X)** *all that apply.*

a. Facility functions

☐ General adult population confinement
☐ Alcohol/drug treatment confinement
☐ Reception/diagnosis/classification
☐ Medical treatment/hospitalization confinement
☐ Mental health/psychiatric confinement
☐ Community corrections/work release/prerelease
☐ Boot camp
☐ Primarily for persons returned to custody (e.g., parole violators)
☐ Primarily for confinement of youthful offenders
☐ Geriatric care
☐ Other — *Specify:* _____

b. Which facility function selected in question 5a applies to the largest number of inmates? *Mark* **(X)** *only ONE box.*

☐ General adult population confinement
☐ Alcohol/drug treatment confinement
☐ Reception/diagnosis/classification
☐ Medical treatment/hospitalization confinement
☐ Mental health/psychiatric confinement
☐ Community corrections/work release/prerelease
☐ Boot camp
☐ Primarily for persons returned to custody (e.g., parole violators)
☐ Primarily for confinement of youthful offenders
☐ Geriatric care
☐ Other

Probe: Is there any functional category that we have excluded that should be on this list?

6. As of August 31, 2018, did this facility have –

a. A geriatric or hospice unit specifically designed for inmates of advanced age?

☐ Yes
☐ No

b. A unit specifically designated for veterans?

☐ Yes
☐ No

Probe: Did you have any difficult answering question 6b? Please explain.

Probe: What do you think is the difference between "designed" and "designated" as used in questions 6a and b?

7. As of August 31, 2018, what percentage of the inmates in this facility were regularly permitted to leave the facility unaccompanied to work release, study release, rehabilitation? *Mark* **(X)** *only ONE box.*

☐ 50% or more
☐ Less than 50%
☐ None

8. As of August 31, 2018, what was the rated capacity of this facility?

- Rated capacity is the maximum number of beds or inmates authorized by a rating official for safe and efficient operation of this facility. It may exceed design capacity because of double bunking. However, beds in an area not designed as sleeping space, such as day rooms and multipurpose rooms, should not be included in rated capacity.

Rated capacity_____ ☐ Check if estimate
☐ Don't know

→ **8a. As of August 31, 2018, what was the design capacity of this facility?**

- Design capacity is the number of inmates that planners or architects intended for this facility.

Design capacity _____ ☐ Check if estimate

Probe: Did you have any challenges answering this question? Please explain.

Probe: Would you suggest any changes to the way we define "rated capacity?"

9. As of August 31, 2018, was this facility under a state or federal court order or consent decree to limit the number of inmates it can house?

☐ Yes → **9a. What is the maximum number of inmates this facility is allowed to house?**
☐ No → Go to question 10 Number of inmates _____ ☐ Check if estimate

10. As of August 31, 2018, was this facility under a state or federal court order or consent decree for specific conditions of confinement?

☐ Yes → **10a. What were the specific conditions?** *Mark* **(X)** *all conditions that apply.*
☒ No → Go to question 11

☐ Crowding
☐ Visiting/mail/telephone policy
☐ Accommodation of disabled
☐ Religious practices
☐ Mental health services/treatment

☐ Search policies or practices
☐ Fire hazards
☐ Medical facilities or services
☐ Disciplinary procedures or policies
☐ Grievance procedures or policies
☐ Staffing
☐ Administrative segregation procedures or policies
☐ Library services
☐ Recreation/exercise
☐ Inmate classification
☐ Food services/nutrition/cleanliness
☐ Counseling programs
☐ Education
☐ Other — *Specify:* _____

10b. Was this facility under court order or consent decree for the totality of conditions (the cumulative effect of several conditions)?

☐ Yes
☐ No

Section II—INMATE COUNTS

11. Between September 1, 2017, and August 31, 2018, what was the average daily population of this facility?

- To calculate the average daily population, add the number of persons for each day during the period September 1, 2017, to August 31, 2018, and divide the result by 365.

a. Males _____ ☐ Check if estimate
b. Females _____ ☐ Check if estimate
c. TOTAL (*Sum of questions 11a and 11b*) _____ ☐ Check if estimate

12. On August 31, 2018, what was the total number of inmates in this facility?

- Include all inmates temporarily absent from this facility (e.g., for court appearances, brief furloughs, and medical leave).
- Exclude all inmates who were on escape or absent without leave (AWOL).

a. Males _____ ☐ Check if estimate
b. Females _____ ☐ Check if estimate
c. TOTAL *(Sum of questions 12a and 12b)* _____ ☐ Check if estimate

13. On August 31, 2018, how many inmates in this facility were —

a. Males under age 18 _____ ☐ Check if estimate
b. Females under age 18 _____ ☐ Check if estimate
c. TOTAL (*Sum of questions 13a and 13b*) _____ ☐ Check if estimate

14. On August 31, 2018, how many inmates in this facility were —

a. White, not of Hispanic origin _____ ☐ Check if estimate
b. Black or African American, not of Hispanic origin _____ ☐ Check if estimate
c. Hispanic or Latino _____ ☐ Check if estimate
d. American Indian/Alaska Native, not of Hispanic origin _____ ☐ Check if estimate
e. Asian, not of Hispanic origin _____ ☐ Check if estimate
f. Native Hawaiian or Other Pacific Islander, not of Hispanic origin _____ ☐ Check if estimate
g. Two or more races, not of Hispanic origin _____ ☐ Check if estimate
h. Additional categories in your information system
— *Specify:* _____ _____ ☐ Check if estimate
i. TOTAL *(Sum of questions 14a to 14h should equal question 12c)* _____ ☐ Check if estimate

Probe: When completing this question, were you able to extract the data for each of these categories from your information system?

Probe: [If able to extract data]:

Probe: Does your information system include other categories not listed?

Probe: Do you collect Hispanic separately from race?

Probe: Does your information system allow for more than one race?

Probe: Is race data in your information system based on self-reported data or a visual interpretation?

Probe: [If unable to extract data]: Can you tell me how you came up with your responses for question 14?

15. On August 31, 2018, how many inmates in this facility were held in —

a. Maximum/close/high custody

- *Maximum, close, or high custody* is assigned to prisoners requiring the highest degree of supervision because they pose a danger to others and to the institution or because their well-being would be in jeopardy if they refused protective custody.
- These prisoners cannot participate in activities requiring outside movement, and their inside movement is closely observed.

Number of inmates _____ ☐ Check if estimate

b. Medium custody

- *Medium custody* is assigned to prisoners needing more than minimal supervision. Their inside movement and call-outs require passes and/or supervision. Their outside movement requires restraints except for work or program assignments.

Number of inmates _____ ☐ Check if estimate

c. Minimum/low custody

- *Minimum or low custody* is assigned to prisoners posing the least threat to the institution and public safety. They include inmates assigned to community service centers and halfway houses and those who participate in work, education, and other activities in the community.

  Number of inmates _____ ☐ Check if estimate

d. Not classified/other (e.g., unsentenced or sentenced and awaiting classification)

  Number of inmates _____ ☐ Check if estimate

e. TOTAL *(Sum of questions 15a to 15d should equal question 12c)*

  Number of inmates _____ ☐ Check if estimate

Probe: Did you find the placement of the bulleted definitions helpful in answering items a, b, and c, or would it be more useful to see all of them together before the counts are collected?

Probe: Was it clear to you that the total in question 15e should be the same as the total listed in question 12c?

16. On August 31, 2018, how many inmates in this facility —

a. Had a total maximum sentence of more than 1 year _____ ☐ Check if estimate
b. Had a total maximum sentence of 1 year or less _____ ☐ Check if estimate
c. Were unsentenced _____ ☐ Check if estimate
d. TOTAL (Sum of questions 16a to 16c should equal question 12c) _____ ☐ Check if estimate

17. On August 31, 2018, how many in this facility were not U.S. citizens?

a. Males _____ ☐ Check if estimate
b. Females _____ ☐ Check if estimate
c. TOTAL *(Sum of questions 17a and 17b should equal question 12c)* _____ ☐ Check if estimate
☐ Check if the number of non-U.S. citizens is unknown.

Probe: [If response provided]: How easy or difficult was it for you to gather this information?

Probe: [If missing response(s)]: Do you have access to this information or is it not documented in any way?

Probe: [If DOC is the participant]: Would this question be equally difficult to report at the state level as the facility level? (If needed: Could you report this information in aggregate for facilities controlled by your state.)

18. On August 31, 2018, how many inmates were housed —

a. In general population _____ ☐ Check if estimate
b. Outside of general population _____ ☐ Check if estimate
c. TOTAL (*Sum of questions 18a and 18b should equal question 12c*) _____ ☐ Check if estimate

Probe: In your own words, what is the difference between inmates housed in general population and those housed outside of general population?

Probe: Would it have been helpful if we included definitions?

Probe: [If Community-based facility]: Did this question seem clear to you? Would you have any recommendations on a category that would make sense for community-based facilities?

19. Of those inmates housed outside of general population reported in question 18b, how many were —

a. In protective custody

- *Protective custody* includes placement in a special housing unit to ensure the safety of the inmate or that of another inmate.

Number of inmates _____ ☐ Check if estimate

b. In administrative segregation

- *Administrative segregation* includes temporary placement of an inmate in a special status/holding area because the inmate is a clear and present danger to the security of the institution.

Number of inmates _____ ☐ Check if estimate

c. Segregated for disciplinary reasons

Number of inmates _____ ☐ Check if estimate

d. In other restrictive housing—*Specify:* _____

Number of inmates _____ ☐ Check if estimate

e. Segregated for other reasons—*Specify:* _____

Number of inmates _____ ☐ Check if estimate

f. TOTAL *(Sum of questions 19a to 19e should sum to question 18b)* _____ ☐ Check if estimate

Probe: Is the terminology used in question 19 used in your system?

Probe: [If "yes" to probe]: Do you have the same definitions or different ones? If "different", please explain.

Probe: [If "no" to probe]: What categories do you use and how are they defined?

Probe: Did you have any difficulty providing data for any of these categories? Please explain.

Probe: [If confinement facility and death penalty state]: Does this facility have a death row?

Probe: [If no death row]: Which category would you place death row inmates if you were completing this survey for a facility that has death row inmates?

Probe: Did you use your definitions or our definitions when responding to questions 19a and 19b?

Probe: For Q19e—"Segregated for other reasons," what type of inmates do you think would be reported here?

20. On August 31, 2018, how many inmates in this facility were being held for —

a. Federal authorities

Number of inmates _____ ☐ Check if estimate

If zero, skip to question 20b.
If greater than zero: Of all the inmates held for federal authorities, how many were held for —

1. Federal Bureau of Prisons _____ ☐ Check if estimate
2. U.S. Immigration and Customs Enforcement (I.C.E.) (formerly known as I.N.S.) _____ ☐ Check if estimate
3. U.S. Marshals Service _____ ☐ Check if estimate
4. Bureau of Indian Affairs _____ ☐ Check if estimate
5. Other — *Specify:* _____ _____ ☐ Check if estimate
6. TOTAL *(Sum of questions 20a1 to 20a5 should equal question 20a)* _____ ☐ Check if estimate

b. State prison authorities

Number of inmates _____ ☐ Check if estimate

If zero, skip to question 20c.
If greater than zero: Of all the inmates held for state prison authorities, how many were held for —

1. Your state _____ ☐ Check if estimate
2. Some other state _____ ☐ Check if estimate
3. TOTAL *(Sum of questions 20b1 and 20b2 should equal question 20b)* _____ ☐ Check if estimate

c. Local authorities

Number of inmates _____ ☐ Check if estimate

d. Tribal authorities

Number of inmates _____ ☐ Check if estimate

e. TOTAL *(Sum of questions 20a to 20d should equal 12c)*

Number of inmates _____ ☐ Check if estimate

Probe: How easy or difficult was it for you to gather this information?

Probe: [If holding inmates for other states—Q20b2 has a valid response]: Which states are you holding inmates for?

Probe: [If they are NOT holding inmates for other states—Q20b2=0]: Think about other facilities in your state that hold inmates for other state, which states are they holding inmates for?
Probe: Could any inmates be held for multiple authorities, for example if they were serving multiple sentences?

Probe: [If "yes" to probe]: In which category or categories were these inmates placed?

Section III—FACILITY SECURITY STAFF

21. On August 31, 2018, how many SECURITY STAFF employed by this facility were —

- Security staff are officers of all ranks and other uniformed staff who, regardless of their staff titles, are in direct contact with inmates and involved in their daily custody, care, supervision, or monitoring.
- Include correctional officers, line staff, and their supervisors.

a. Males _____ ☐ Check if estimate
b. Females _____ ☐ Check if estimate
c. TOTAL *(Sum of questions 21a and 21b)* _____ ☐ Check if estimate

Probe: Were there any staff who you were unsure whether to count as "security staff?" [If "yes" to probe]: Please explain.

22. Please provide the number of SECURITY STAFF on duty by shift?

a. Day shift _____ ☐ Check if estimate
b. Night shift _____ ☐ Check if estimate
c. Overnight shift _____ ☐ Check if estimate

Probe: What are your thoughts about the shifts that we provided (day, night and overnight)? Please explain.

Probe: Did you have any challenges providing data for these three shifts? Please explain.

Probe: Do you think we should include a time frame for each category, for example, Day shift (7am-3pm), or do you think these should remain as they are?

Probe: Does the number of security staff on duty during any one shift vary by day? Should we limit this question to a particular day?

Probe: What if we were to ask, "On average, how many SECURITY STAFF are on duty during the following shifts…?"

23. Of the total SECURITY STAFF reported in question 21, how many were —

a. White, not of Hispanic origin	_____	☐ Check if estimate
b. Black or African American, not of Hispanic origin	_____	☐ Check if estimate
c. Hispanic or Latino	_____	☐ Check if estimate
d. American Indian/Alaska Native, not of Hispanic origin	_____	☐ Check if estimate
e. Asian, not of Hispanic origin	_____	☐ Check if estimate
f. Native Hawaiian or Other Pacific Islander, not of Hispanic origin	_____	☐ Check if estimate
g. Two or more races, not of Hispanic origin	_____	☐ Check if estimate
h. Additional categories in your information system — *Specify:* _____	_____	☐ Check if estimate
i. TOTAL *(Sum of questions 23a to 23h should equal question 21c)*	_____	☐ Check if estimate

Probe: When completing this question, were you able to extract the data for each of these categories from your information system?

Probe: [If able to extract data]:

Probe: Does your information system include other categories not listed?

Probe: Do you collect Hispanic origin separately from race?

Probe: Does your information system allow for more than one race?

Probe: Is race data in your information system based on self-reported data or a visual interpretation?

Probe: [If unable to extract data]: Can you tell me how you came up with your responses for question 23?

24. How many of the total SECURITY STAFF reported in question 21 were shared with other facilities administratively linked to this facility?

Number of shared security staff _____ ☐ Check if estimate

Probe: In your own words, what do you think is meant by "shared security staff?"

NOTE TO INTERVIEWER: Shared security staff usually occurs because facilities are linked by administrators or budget.

Probe: Did you have any difficulty answering this question? [If "yes" to probe]: Please explain.

NOTE TO INTERVIEWER: Probe on any challenges in knowing how many are shared with other facilities.

Section IV—FACILITY OPERATIONS AND SECURITY

25. Between September 1, 2017, and August 31, 2018, how many misconduct/disciplinary reports were filed on inmates for major infractions in this facility? Please count reports of major infractions in which one or more inmate was found guilty.

- Include major infractions, such as assault, homicide, sodomy, aggravated sodomy, aggravated sex act, threaten or intimidation any person, incitement to riot, possession of dangerous contraband, and similar violations.
- ONLY include the number of reports filed, not the number of inmates involved in major infractions.

Number of reports filed _____ ☐ Check if estimate

Probe: We included the statement, "Please count reports of major infractions in which one or more inmate was found guilty." Did this help clarify the question?

Probe: Does your facility file reports before or after guilt is determined?

Probe: When you responded to this question, were you able to provide a value for reports that resulted in the inmate or inmates being found guilty, or did you include all reports regardless of a finding? Please explain.

Probe: The question refers to reports filed for infractions "in this facility." Did you include infractions that took place away from the facility, for example during transport or while on work release?

26. Between September 1, 2017, and August 31, 2018, how many assaults <u>against facility staff</u> did inmates commit resulting in a serious injury to staff?

- A serious injury restricts the staff member's usual activity. This type of injury requires immediate medical attention more extensive than first-aid, such as application of bandages to wounds; it could include stitches, setting bones, and treatment of concussion.
- INCLUDE assaults resulting in death.

Number of assaults against facility staff _____ ☐ Check if estimate

Probe: When you reported this information, were you able to include assaults that resulted in "serious" injury to staff, as described, or did you include <u>all</u> assaults?

Probe: Did you include security staff or all staff?

Probe: Were there any types of employees that you would not count as "facility staff?"

Probe: Did you or would you include assaults by inmates against staff that took place away from the facility?

27. Between September 1, 2017, and August 31, 2018, how many assaults <u>against another inmate(s)</u> did inmates commit?

a. With serious injury to other inmates? _____ ☐ Check if estimate

- A serious injury restricts the inmate's usual activity. This type of injury requires immediate medical attention more extensive than first-aid, such as application of bandages to wounds; it could include stitches, setting bones, and treatment of concussion.
- INCLUDE assaults resulting in death.

b. Without serious injury to other inmates? _____ ☐ Check if estimate

c. TOTAL *(Sum of questions 27a and 27b)* _____ ☐ Check if estimate

Probe: Did you have any challenges providing data for assaults that led to serious injuries as opposed to assaults without serious injury? Please explain.

Probe: What do you think is meant when we ask about assaults "without serious injury?" Do you think we should include a definition of what we mean by "Without serious injury to other inmates?"

Probe: Did you or would you include assaults by inmates against another inmate that took place away from the facility?

28. Between September 1, 2017, and August 31, 2018, how many disturbances occurred at this facility?

- A disturbance is an incident brought about by inmate action that results in loss of control of the facility or a portion of the facility and requires extraordinary measures to regain control.
- A loss of control is defined as a situation in which inmates are acting in concert to disrupt facility operation and refuse to comply with lockdown orders.
- Examples of extraordinary measures include sending in a significant number of staff or the tactical response team, firing of shots, use of gas, etc.

Number of disturbances _____ ☐ Check if estimate

Probe: Looking at how we describe "disturbances" (three bullets of information), do these seem clear or is there anything we should edit to provide a better description?

Probe: Did you have any challenges reporting the number of disturbances that met the description provided? Please explain.

Probe: When you responded, did you include less serious disturbances or does the number reflected here account for the disturbances as described by the bulleted information?

29. Does this facility have a perimeter and barriers such as walls to keep prisoners from leaving or surveillance methods such as guard towers, perimeter patrols, and electronic monitoring devices to detect those attempting to escape?

☐ Yes ⟶ **29a. How many escapes occurred from this secure facility between September 1, 2017,** ☐ No **and August 31, 2018?**

- Escape from a secure facility occurs when a prisoner breaches the last line of security. If a prisoner clears the first fence of a double-fenced facility but not the second, it is not an escape. Those who clear the second fence, even if apprehended on prison grounds, have escaped.

Number of escapes _____ ☐ Check if estimate

30. Between September 1, 2017, and August 31, 2018, how many inmates walked away from community custody or fled from this facility while on work detail, medical appointment, court appearance, work release, or furlough and, as a consequence, were officially recorded as AWOL?

- Walkaway prisoners leave custodial supervision outside a secure institution while on detail, during transportation, medical visit, or court appearance and are recorded as AWOL. Inmates who return late from furlough or other temporary release should be counted as walkaways, not escapees.

Number of walkaways _____ ☐ Check if estimate

Probe: Using the definitions for "escapes" as provided in question 29a and "walkaways" as described in question 30, did you have any challenges in responding to either of these questions?

Section V—FACILITY PROGRAMS

31. As of August 31, 2018, what types of work assignments were available to inmates in this facility? *Mark* **(X)** *all that apply.*

☐ Prison industries (e.g., license plates, wood product, textiles)
☐ Facility support services (e.g., office and administration work, food services, and building maintenance)
☐ Farming/agriculture
☐ Public works assignments — inmates work outside the facility and perform road, park, or other public maintenance work
☐ Other — *Specify:* _____
☐ None

32. As of August 31, 2018, what types of educational programs were available to inmates in this facility?

- Include only formal programs.
- Exclude unscheduled activities and informal programs.

Mark **(X)** *all that apply.*

☐ Literacy training or other lower adult basic education (ABE)—first- to fourth-grade level
☐ Upper basic adult education—fifth- to eighth-grade level
☐ Secondary education or General Equivalency Diploma (GED)
☐ Special education (e.g., programs for inmates with learning disabilities)
☐ English as a second language (ESL)
☐ Vocational training (e.g., auto repair, drafting, and data processing)
☐ College courses
☐ Study release programs (i.e., release to community to attend school)
☐ Other — *Specify:* _____
☐ None

33. Between September 1, 2017, and August 31, 2018, how many GED certificates were awarded to inmates in this facility?

Number of GED certificates _____ ☐ Check if estimate

Probe: [If response provided]: How difficult was it for you to provide this information? Please explain.

Probe: [If no response provided]: Is this information available, or would it be challenging to gather this information?

Probe: Would you be able to provide the number of college degrees awarded by this facility?

34. As of August 31, 2018, which types of counseling or special programs were available to inmates in this facility? *Mark* **(X)** *all that apply.*

☐ Drug dependency/counseling/awareness
☐ Alcohol dependency/counseling/awareness
☐ Psychological/psychiatric counseling
☐ HIV/AIDS counseling
☐ Sex offender counseling
☐ Anger management
☐ Employment (e.g., job seeking and interviewing skills)
☐ Life skills and community adjustment (including personal finance, conflict resolution, etc.)
☐ Parenting/child rearing skills
☐ Canine training
☐ Victim services (provided to inmates who have been victims of crime prior to or during their incarceration)
☐ Other — *Specify:* _____
☐ None

Probe: Is there a better way to describe or categorize the programs that are listed? Please explain.

Probe: In your own words, how would you describe "Victim services?"

Probe: [If "Victim services" selected]: Did you select "Victim services" because inmates had received mental health treatment or other services?

Probe: [If "Other" selected]: Please explain.

Probe: If we were to add a category, "Cognitive behavioral therapy (CBT)", would you have selected this category?

Probe: Looking over the existing list of programs, do you have programs that include "Cognitive behavioral therapy (CBT)?

Thank you. Those are all the questions I have for you today. Is there anything else you would like to add that we have not already discussed?