Local Jail Reporting Program Pilot Study

Interview Guide

Jail name and location:

Sheriff / Jail Administrator / Department Head:

Interviewer (1):

Interviewer (2):

Interviewee name and title (1):

Interviewee name and title (2):

Interviewee name and title (3):

Date:

Introduction and purpose of the interview

The Bureau of Justice Statistics (BJS), a federal statistical agency housed in the U.S. Department of Justice (DOJ), is seeking your agency's participation in a pilot study to help inform the planning for a new BJS program, the Local Jail Reporting Program (LJRP). The goal of LJRP is to collect individual-level administrative data from local jails to support research and public policy decisions.

BJS awarded funds to the University of Michigan (UM) to operate as BJS's agent for the LJRP pilot data collection. As a first step, we are conducting interviews with 30 of the largest jails to understand if and how they can provide individual-level data to BJS for statistical and research purposes. The findings of the interviews will be used to develop the LJRP collection and will not be released to the public.

We have a series of questions about the Jail Management System (JMS) your agency uses and about your agency's capacity to provide data from that JMS to BJS. This interview will take approximately 60 minutes to complete. Your agency's participation in this interview is completely voluntary. You may decline to answer specific questions, limit your responses, or

may stop the interview at any time. Your agency will not be penalized in any way if you choose to not participate in the interview or the data collection stage of the pilot study.

We appreciate you taking the time to talk to us today! Your input will be critical to help BJS improve its jail data collection.

General questions about the Jail Management System (JMS)

1. Vendor:

2. Product Name:

3. How many years has your agency been using this JMS?

4. How many years of individual-level data are stored in your JMS?

5. Are you planning to switch to a different JMS in the next year or two? If yes, what is the name of the new system (if known)?

6. Does your JMS import data from other systems, e.g., Case Management System from the Court, Offender Management Systems from the DOC?

                Yes☐   No☐

   a. If yes, from what other system(s)?

   b. If yes, what type of data are imported?

      i. Demographic characteristics   Yes☐   No☐

      ii. Arrest information   Yes☐   No☐

      iii. Case/charge information   Yes☐   No☐

      iv. Bail/bond information   Yes☐   No☐

      v. Sentences   Yes☐   No☐

Data sharing with BJS

[*Interviewer talking points:* BJS is required by law to use the data it collects only for statistical or research purposes and protect respondent privacy and confidentiality. To fulfill these statutory obligations, BJS and its data collection agents employ robust physical, technical, and administrative controls and data security procedures to protect the data collected under BJS's authority.

BJS is governed by many federal laws, regulations, and policies to uphold these fundamental requirements and responsibilities, which are summarized in the BJS Data Protection Guidelines, available on the BJS website at - https://bjs.ojp.gov/sites/g/files/xyckuh236/files/media/document/bjs_data_protection_guidelines.pdf .]

We would like to learn more about how your JMS tracks the movement of inmates, and their charges and sentences, but before we start on that, I have some questions about your data sharing process…

7. If BJS were to request individual-level data from your jail for statistical purposes, can your agency provide the following types of data to BJS?
    a. Data that contains no personal identifiers (e.g., race, charges, data of admissions)?

    Yes☐   No☐
    b. Data that contains personal or unique identifiers (e.g., full name, exact DOB, SSN, FBI #)?

    Yes☐   No☐
    c. Are there any specific data elements or categories of data, such as inmate characteristics, arrest and booking, charges, bail/bond, or sentences, that your agency cannot share with BJS, either due to legal, data quality, or other reasons?

8. What administrative processes does your jail have in place for sharing data with a federal agency like BJS? Who has to approve data sharing?

9. Do you have any preferred process or requirements for BJS to follow to request the data?

10. In your experience, about how long does it typically take to review and make determinations about data provision requests?

11. Are there any major challenges you can anticipate to providing individual-level data to BJS? [Interviewer: Probe with "Are there any other challenges?"]

12. What could BJS do to help make it easier to provide any or all of the requested data?

13. When we are ready to request pilot data for the LJRP, to whom or to what entity should we address the request?
    a. Name:
    b. Title:
    c. Phone:
    d. Email:

Inmate movements and status changes

14. Are the following types of jail entry captured as new admissions in your JMS? [Interviewer: Record explanations for Not Applicable items.]
    a. Transfers from another facility within your jail jurisdiction   Yes☐   No☐   NA☐
    b. Repeat offenders booked on new charges   Yes☐   No☐   NA☐
    c. Returns from court appearance   Yes☐   No☐   NA☐
    d. Returns from bail/bond releases   Yes☐   No☐   NA☐
    e. Returns from work release   Yes☐   No☐   NA☐
    f. Returns from medical appointments or treatment facilities   Yes☐   No☐   NA☐
    g. Returns from furloughs   Yes☐   No☐   NA☐

15. What admission reasons are recorded in your JMS?

16. Can you distinguish admissions booked on new charges from transfers from other facilities within your jail jurisdiction and returns from temporary release? If so, how (e.g., through booking ID, inmate ID, or admission reason)?

17. Can you create individual-level data extracts containing all admissions within a specified date range?

18. An inmate's status often changes while in jail, e.g., pretrial to sentenced, pretrial to bond release, and temporary release to pretrial (bond violation).
    a. What types of status are captured in your JMS?
    b. How are status changes recorded in the JMS? Are existing data overwritten or new records created when recording status changes?
    c. Are the date and time of status changes recorded in the JMS? Yes☐ No☐

19. Are the following types of exits from jail captured as releases in your JMS? [Interviewer: Record explanations for Not Applicable items.]
    a. Transfers to another facility within your jail jurisdiction   Yes☐ No☐ NA☐
    b. Temporary releases for a court appearance   Yes☐ No☐ NA☐
    c. Pre-trial releases (e.g., posted bail/bond)   Yes☐ No☐ NA☐
    d. Work releases   Yes☐ No☐ NA☐
    e. Temporary releases for medical appointments/treatment   Yes☐ No☐ NA☐
    f. Furloughs   Yes☐ No☐ NA☐

20. What release reasons are recorded in your JMS?

21. Can your JMS create individual-level data extracts containing all releases within a specified date range?

Charges and Sentences

22. How are charge data entered into your JMS? Are they entered manually or imported from another agency through data linkage? What about sentence data?

23. If charges are modified, such as amended or reduced, how is that recorded in your JMS?

24. Are charges categorized by type, such as violent, property, drug, and public disorder in your JMS? If so, what are the categories?

25. Are charges categorized by level of severity, such as felony and misdemeanor? If so, what are the categories?

26. Do you have charge data on inmates held for state DOC or federal authorities such as U.S. Marshals and ICE?

27. Can you create individual-level data extracts containing all charges associated with each admission within a specified date range?

28. How are sentence data entered into your JMS? Are they entered manually or imported from another agency through data linkage?

29. Do you have sentence data on inmates held for state DOC or federal authorities such as U.S. Marshals and ICE?

30. Can you create individual-level data extracts containing lengths of sentences for each inmate serving time in your jail within a specified date range?

Conclusion

That is all the questions we have today. Thank you so much for sharing your knowledge about your JMS and data sharing process with us.