

# **The 2024 Census of Jails Frame Verification Outreach OMB Generic Clearance Application Attachments**

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## Annual Survey of Jails


The Annual Survey of Jails (ASJ) is a nationally representative survey of county or city jail jurisdictions and regional jails in the country. Started in 1982, the ASJ tracks changes in the number and characteristics of local jail inmates nationwide. It also collects annual data on jail inmate turnover, jail capacity, and space usage by other authorities. About 910 agencies, representing the nation's 2,851 jail jurisdictions, participate in the ASJ each year.

 [Data Archive](#)

 [BJS Reports](#)

### Log In

Username

12345555DC 

Password

..... 

 LOG IN

Attachment 1: Sample website screenshots



**Kern County Sheriff's Office** (10950000CA)

You can edit this information in the [verification module](#).

**Data Supplier:** Sergeant **FirstName LastName**, 1234 Sheriff's Road, Bakersfeld, CA, 91111. Phone: 1231234567. **warden@samplejail.org**.

## Attachment 1: Sample website screenshots

[Contact information](#) > [Operating Authority](#) > [Facilities](#) > [Facility Usage](#)

Who operates the Kern County Sheriff's Office? Please check all that apply.

- County or parish government
- Municipal (city, town or township) government
- State government
- This is a regional jail, operated by two or more county or city governing bodies through a cooperative agreement.
- This is a privately operated facility currently contracted by
  - county or parish government
  - municipal (city, town or township) government
  - state government
  - federal government
- Other (specify):

Back

Save and continue

## Attachment 1: Sample website screenshots

[Contact information](#) > [Operating Authority](#) > [Facilities](#) > [Facility Usage](#)

Our records show that Kern County Sheriff's Office has operated the following facilities. Please update the facility list as needed. Include all facilities that were open at any time between July 1, 2022, to June 30, 2023.

- Kern County Central Receiving Facility
- Kern County Lerdo Pre-Trial Facility
- Kern County Lerdo Maximum-Medium
- Kern County Lerdo Justice Facility

Add

Back

Save and continue

## Attachment 1: Sample website screenshots

[Contact information](#) > [Operating Authority](#) > [Facilities](#) > [Facility Usage](#)

Please indicate if any of these facilities are:

- **Exclusively** used as a temporary holding or a lockup facility from which inmates are usually transferred within 72 hours and not held beyond arraignment
- **Exclusively** used to hold juveniles.

	Exclusively used for temporary holds	Exclusively holds juveniles
Kern County Central Receiving Facility	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kern County Lerdo Pre-Trial Facility	<input type="checkbox"/>	<input type="checkbox"/>
Kern County Lerdo Maximum-Medium	<input type="checkbox"/>	<input type="checkbox"/>
Kern County Lerdo Justice Facility	<input type="checkbox"/>	<input type="checkbox"/>

Back

Save and continue

## Attachment 1: Sample website screenshots

[Contact information](#) > [Operating Authority](#) > [Facilities](#) > [Facility Usage](#)

Based on the information you provided, please include the following facilities in the 2023 Annual Survey of Jails. Please verify and update the physical address of these facilities.

	Address	City	State	Zip
Kern County Central Receiving Facility	<input type="text" value="1415 Truxtun Avenue"/>	<input type="text" value="Bakersfield"/>	<input type="text" value="CA"/>	<input type="text" value="93301"/>
Kern County Lerdo Pre-Trial Facility	<input type="text" value="17695 Industrial Farm Rc"/>	<input type="text" value="Bakersfield"/>	<input type="text" value="CA"/>	<input type="text" value="93308"/>
Kern County Lerdo Maximum-Medium	<input type="text" value="17645 Industrial Farm Rc"/>	<input type="text" value="Bakersfield"/>	<input type="text" value="CA"/>	<input type="text" value="93308"/>
Kern County Lerdo Justice Facility	<input type="text" value="17801 Industrial Farm Rc"/>	<input type="text" value="Bakersfield"/>	<input type="text" value="CA"/>	<input type="text" value="93308"/>

[Contact information](#) > [Operating Authority](#) > [Facilities](#) > [Facility Usage](#)

## Thank You

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Thank you for verifying your agency's information! You can proceed to the survey now. A [PDF survey form](#) is available for preview.

Attachment 2: Pre-notification and verification request

SUBJECT: Information Regarding the Upcoming 2024 Census of Jails

Dear <<Salutation>> <<Last Name>>:

On behalf of the Bureau of Justice Statistics (BJS), thank you for your agency's contributions to our past jail data collections. Your commitment to providing accurate and timely information has greatly assisted BJS in providing valuable benchmarks and insights that inform policies and procedures affecting local jails.

We are pleased to announce the upcoming launch of the 2024 Census of Jails (COJ) scheduled for July 1, 2024. The COJ is a comprehensive study that enumerates every jail facility in the United States, collecting crucial information on jail population, facility characteristics, staffing, and programs.

### **Log In Now to Verify Your Jail's Contact Information**

Please take a moment to update your jail facility eligibility and point of contact information on our secure [online portal](#).

**Username:** «username»

**Password:** «password»

### **What's New in the 2024 COJ?**

- The reference date for the 2024 Census of Jails will be **June 28<sup>th</sup>, 2024**. During the census, you will be asked about your jail's confined population on that date, including population breakdowns by sex, race, age group, conviction status, and severity of offense (felony or misdemeanor), etc.
- You will also be asked to provide information on admissions, releases, and average daily population for the 12-month period from July 2023 to June 2024.
- In addition to jail population data, the 2024 COJ includes a few questions on your jail program related to the screening and treatment of opioid use disorders, similar to the opioid module in the 2019 COJ.

### **Preview Census Form**

For your convenience, a PDF version of the [2024 COJ Form](#) is available for preview. Additional details about the purpose, authority, and security of this data collection can be found at our FAQs at <https://jailcensus.rti.org/Home/FAQ>.

**Questions or Concerns about the 2024 COJ?** Our data collection team at RTI International are available 9 AM to 5 PM EDT, Monday through Friday. Contact us toll-free at (866) 354-4992 or by email at [jailcensus@rti.org](mailto:jailcensus@rti.org).

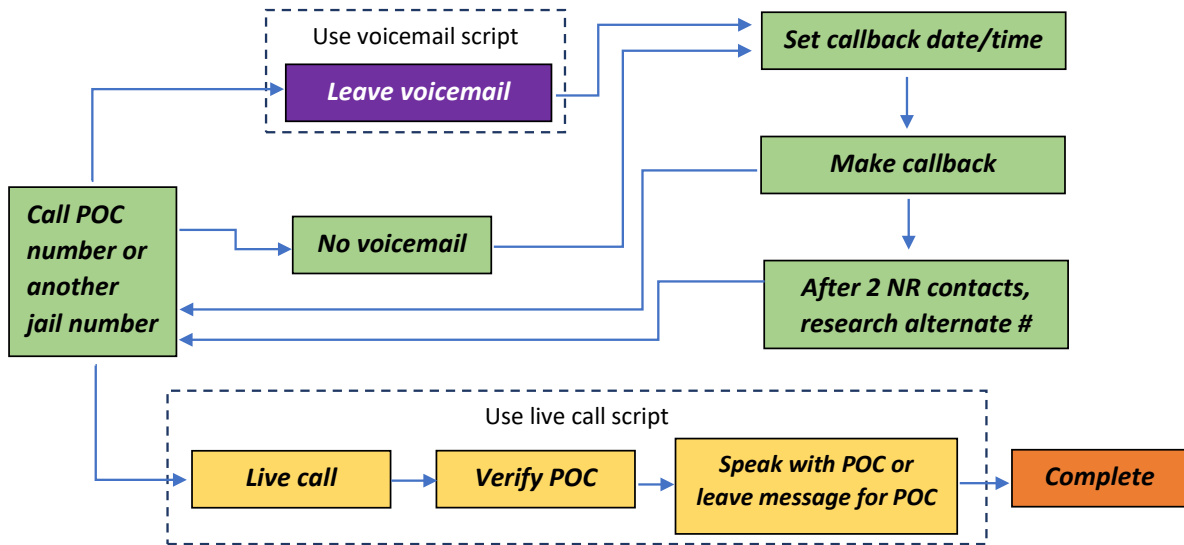
Once again, we thank you for your contributions to BJS jail data collections and look forward to working with you once again on this important data collection effort.

Sincerely,

Kevin M. Scott, PhD  
Acting Director, Bureau of Justice Statistics  
U.S. Department of Justice

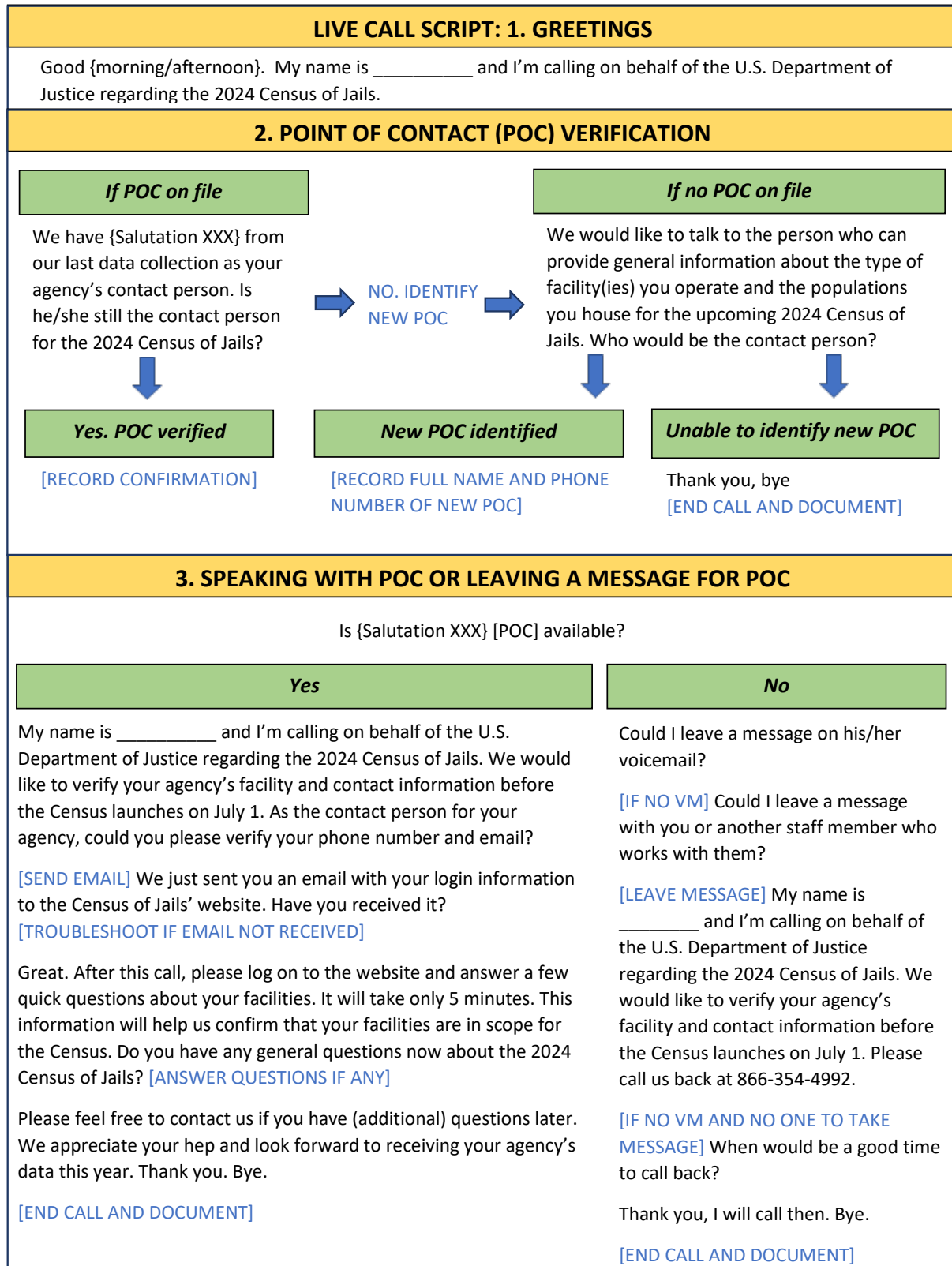


## 2024 Census of Jails Verification Calls Case Flow and Scripts



### VOICEMAIL SCRIPT

My name is \_\_\_\_\_ and I'm calling on behalf of the U.S. Department of Justice regarding the 2024 Census of Jails. We would like to verify your agency's facility and contact information before the Census launches on July 1. Please call us back at 866-354-4992.



Attachment 5: Reminder email 1

SUBJECT: Information Regarding the Upcoming 2024 Census of Jails

Dear <<Salutation>> <<Last Name>>:

We are pleased to announce the upcoming launch of the **2024 Census of Jails (COJ)**, sponsored Bureau of Justice Statistics (BJS), on July 1, 2024. The COJ is our primary administrative data collection dedicated to the study of local jails. Since 1970, BJS has conducted the COJ every 5-6 years to collect information from approximately 2,900 local jails across the nation. The COJ provides state-level and national statistics on the number of inmates confined in jails, characteristics of the jail population, counts of admissions and releases, and jail facility characteristics.

To ensure accurate representation, we kindly request that you confirm or update your jail's information at <https://jailcensus.rti.org>.

**Username:**     <<username>>

**Password:**    <<password>>

Alternatively, you may provide your agency's contact information, including the designated respondent's name, email, and phone number, by email to [jailcensus@rti.org](mailto:jailcensus@rti.org). Please submit this information by April 15, 2024.

For your convenience, a PDF version of the survey form is available for preview. Additional details about the purpose, authority, and security of this data collection can be found at our FAQs at <https://jailcensus.rti.org/Home/FAQ>.

The 2024 COJ will gather information on jail population size, demographic breakdowns, conviction status, offense severity, facility functions, capacity, and staffing with a reference date of **June 28, 2024**. Additionally, there will be a set of questions pertaining to opioid use disorder screening and treatment.

Our project team is happy to work with you in any way to ensure your participation in the census is a smooth process. Members of our data collection team can be reached at [jailcensus@rti.org](mailto:jailcensus@rti.org) or (866) 354-4992, Monday through Friday, 9 AM to 5 PM, EDT.

Thank you very much for your participation in BJS statistical programs.

Sincerely,

Zhen Zeng, PhD  
Program Manager of Census of Jails  
Bureau of Justice Statistics  
U.S. Department of Justice



*The Bureau of Justice Statistics (BJS) administers the Census of Jails (COJ) every 5 to 6 years, enumerating every jail facility in the United States. The COJ monitors shifts in jail populations and their characteristics, while also collecting data on facility features, staffing, and jail programs. BJS is authorized to conduct this survey under 42 USC §3732 and may only use data collected under its authority for research and statistical purposes. This data collection has been approved by the Office of Management and Budget (OMB Control No: 1121-0100; Expiration Date: XX/XX/202X). For additional information about the purpose, authority, and security of this data collection, please visit <https://jailcensus.rti.org>.*

Attachment 6: Reminder email 2

SUBJECT: Important Reminders about the 2024 Census of Jails | <<Jail Name>>

Dear <<Salutation>> <<LastName>>:

Please log on today to verify your jail's contact information and facility status for the upcoming **2024 Census of Jails**, sponsored by the Bureau of Justice Statistics (BJS). This ensures that our communications accurately reach your designated respondent.

**Website:**        <https://jailcensus.rti.org>  
**Username:**      «username»  
**Password:**     «password»

Alternatively, you may provide your agency's contact information, including the designated respondent's name, email, and phone number, by email to [jailcensus@rti.org](mailto:jailcensus@rti.org). Please submit this information by May 6, 2024.

For your convenience, a PDF version of the census form is available for [preview](#). The web survey will be available online on July 1, 2024.

We are available to address any questions or concerns you may have about the jail census. Please reach out to us at [jailcensus@rti.org](mailto:jailcensus@rti.org) or (866) 354-4992, Monday through Friday, 9 AM to 5 PM, EDT.

Thank you in advance for your participation in BJS statistical programs.

Sincerely,

Zhen Zeng, PhD  
Program Manager of Census of Jails  
Bureau of Justice Statistics  
U.S. Department of Justice



*The Bureau of Justice Statistics (BJS) administers the Census of Jails (COJ) every 5 to 6 years, enumerating every jail facility in the United States. The COJ monitors shifts in jail populations and their characteristics, while also collecting data on facility features, staffing, and jail programs. BJS is authorized to conduct this survey under 42 USC §3732 and may only use data collected under its authority for research and statistical purposes. This data collection has been approved by the Office of Management and Budget (OMB Control No: 1121-0100; Expiration Date: XX/XX/202X). For additional information about the purpose, authority, and security of this data collection, please visit <https://jailcensus.rti.org>.*



Office of Research Protection

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NOT HUMAN RESEARCH DETERMINATION

November 13, 2023

Bryan Rhodes  
919-316-3974  
brhodes@rti.org

Dear Bryan Rhodes:

On 11/13/2023, the IRB reviewed the following submission:

Type of Review:	Initial Study
Title:	Census of Jails 2024
Investigator:	Bryan Rhodes
IRB ID:	STUDY00022681
Funding Source:	Dept of Justice BJS
Customer/Client Name:	Dept of Justice BJS
Project/Proposal Number:	0219320
Contract/Grant Number:	15PBJS-23-GK-05394-BJ5B
IND, IDE, or HDE:	None

The IRB determined that the proposed activity is not research involving human subjects as defined by DOJ regulations 28 CFR 26.

Although RTI IRB oversight of this activity is not required, this determination applies only to the activities described in the IRB submission and may not apply should any changes be made. If the nature or scope of the activity changes and there are questions about whether the revised activities constitute human subjects research, you should contact the IRB to discuss whether a new submission and determination is necessary.

Sincerely,

The RTI Office of Research Protection