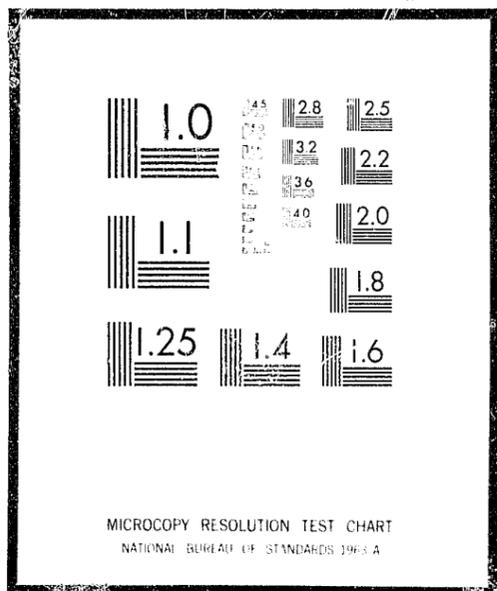


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LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
NATIONAL CRIMINAL JUSTICE REFERENCE SERVICE
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COMPUTERIZED JAIL INFORMATION SYSTEM



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ACQUISITIONS

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DEPARTMENT OF HEALTH AND SOCIAL SERVICES
DIVISION OF CORRECTIONS
BUREAU OF PLANNING, DEVELOPMENT, AND RESEARCH
MADISON, WISCONSIN 53701

NOVEMBER 1976

S T A T E O F W I S C O N S I N

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FUNDS FOR THIS PUBLICATION WERE PROVIDED BY
THE LAW ENFORCEMENT ASSISTANCE ADMINISTRATION,
GRANT NO. 74-03-05-13

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JAIL INFORMATION SYSTEM

I. Introduction

A. Background

Wisconsin recognizes that the county jail and other locally-operated detention facilities comprise an important facet of the state's overall corrections program. The attitudes of offenders can be substantially influenced by their jail experience, and for this reason the Division of Corrections has been actively concerned with the physical features of detention installation, jail administration, and jail programming.

The Division of Corrections has been involved in the supervision of local jails since 1913 when the Legislature provided for a Jail Inspection Service. In 1958 the Jail Inspection Unit within the Division of Corrections was reorganized with two full-time Jail Inspectors responsible for assigned regions within the state. This Unit had the primary responsibility of inspecting all municipal and county detention facilities to assure compliance with Wisconsin Statutes and the Standards for Jails, Lockups, Houses of Correction, and Rehabilitation Camps established by the State Department of Public Welfare (now known as the Department of Health and Social Services).

The Division of Corrections has the responsibility for collecting Statistical information on jail confinements under Wisconsin Statute 46.16(4).

"It shall visit all places in which persons convicted or suspected of crime or mentally ill persons are confined, and ascertain their arrangement for the separation of the hardened criminals from juvenile offenders and persons suspected of crime or detained as witnesses; collect statistics concerning the inmates, their treatment, employment and reformation; and collect information of other facts and considerations affecting the increase or decrease of crime and mental illness".

To comply with this requirement the Jail Inspection Unit developed

an annual survey form and mailed copies to county and municipal lockups after the first day of each calendar year (see Appendix 1). Local jails completed the form and forwarded aggregated data to the Division of Corrections. The annual survey form has been modified from time to time to meet changing informational needs generated through legislation and by the Jail Inspection Unit in the performance of their duties.

In 1962 a special project was initiated to publish statewide statistical information on local lockups and county jails, resulting in the publication of Wisconsin City Jails and Local Lockups (1958-1961) and Wisconsin County Jails (1958-1960). This project was discontinued because of lack of staff, and the Jail Inspection Unit returned to maintaining unpublished summary files.

In 1973 the Division of Corrections augmented its jail detention staff and began publishing statewide information on adult and juvenile confinements on an annual basis in the County Jail and Detention Facility Report. This report contained the total number of adults held and sentenced, by sex and county, and included reporting for three specific offenses; alcohol violations, drug violations, and alleged mental illness. Juvenile confinements were reported by sex and length of time held, with separate reporting for alcohol and drug violations. In 1975, city and village lockup information was included by location and sex.

B. The Problem

A number of states are beginning to review the total program for jail supervision. The trend is toward developing community programs for jail prisoners, clarifying the function of the jail and developing new goals and a greater visibility.

According to the President's Commission on Law Enforcement and Administration of Justice Task Force Report (1967) nineteen states inspected local jails, but only six subsidized them for necessary improvements. Sixteen states provided consultant services for jail

operations, but only twelve gathered statistics on the prisoners and programs of county jails. At least four states, Connecticut, Delaware, Rhode Island and Vermont have turned to state-administered jail systems.

With the annual publication of the County Jail and Detention Facility Report in 1973, the demand for more meaningful information on local jail confinements increased. A variety of criminal justice planning agencies began to view local incarceration of adult and juvenile offenders as an integral part of the criminal justice system. Inquiries were made for specific offense data and more detailed information on the composition of the jail population.

The Jail Inspection Unit provides consultation and technical assistance to architectural firms involved in renovating, remodeling, or constructing new county jails. To perform this role it needs information on type of offense, average length of stay, and composition of the jail population to develop recommendations as to specific space requirements for proper classification, work release, and other related programs.

The ability of the Division of Corrections to respond to informational inquiries is limited to summary data reported annually by local detention facilities. Each year the Jail Inspection Unit has made an effort to verify the data for accuracy, but generally the information has been published as reported.

II. New Concepts in Local Jail Supervision

A. Objective

In 1973 the Division of Corrections received federal funds from the Wisconsin Council on Criminal Justice to implement New Concepts in Local Jail Supervision. The grant award enabled expansion of the Jail Inspection Unit to five detention supervisors operating on a regional basis. The proposal included a specific objective to study locally-incarcerated offenders and record significant information for the purposes of short and long range planning and program development

relative to those confined.

Staff were hired to conduct a feasibility analysis and system study related to the following objectives: 1) study the informational needs of detention facility personnel, applicable Divisions in the Department of Justice and Department of Health and Social Services, and other related agencies; 2) ascertain information and system requirements; 3) study existing data collection systems within the various detention facilities; 4) design a new information system, specifying input, output, file, operations, procedure, and equipment characteristics; 5) implement the new information system; and 6) determine effectiveness of the system.

B. Feasibility Analysis

1. Informational Needs of Users

The primary users of jail information were identified as the Division of Corrections (see Appendix 2), the Wisconsin Council on Criminal Justice and its Regional Planning Councils, and local law enforcement agencies. Data will be used to provide management information necessary for making local planning and budgetary decisions.

Division of Corrections

The Division of Corrections has as an objective the expansion of Division services for offenders incarcerated in county jails. Such an objective requires an informational system comprehensive enough to identify target populations for which particular programs can be developed.

The Bureau of Planning, Development, and Research was assigned the responsibility of evaluating alternatives to state commitment and in developing community-based approaches for treatment of offenders. Inquiries are received from the State Legislature and state and regional planning agencies regarding specific offenses and average length of stay for persons held and sentenced to county jails.

More detailed information on the composition of the jail population has been requested to enable trend analysis and estimation of potential population growth. The Bureau of Probation and Parole, which

has been gradually expanding services to offenders incarcerated in county jails, has a specific interest in clients detained in jails pending revocation hearings and in those sentenced under 973.09(4), Wisconsin Statutes.

The Jail Inspection Unit is responsible for inspecting county jails, developing plans for renovation or construction of new facilities, and assisting in local program development. Informational needs include specific offense and sentence data for prisoner classification, security, and computation of the average length of stay for both sentenced and unsentenced prisoners. High rates of unemployment in Wisconsin has diverted Huber work release efforts toward Huber study release. This has required more detailed information on the composition of the jail population.

Wisconsin Council on Criminal Justice

The Wisconsin Council on Criminal Justice and its Regional Criminal Justice Planning Councils are responsible for statewide criminal justice planning and administration of the Law Enforcement Assistance Administration Act in Wisconsin. This responsibility includes reviewing grant requests submitted by county sheriffs' departments for jail programming. A more comprehensive statistical base is necessary to permit evaluation as to how specific requests relate to the changing role of the county jail as a secure detention facility that is also a part of the community treatment program.

Local Law Enforcement

While county sheriffs may not all consider themselves primary users of the Jail Information System, their managerial role requires that they have information for planning purposes and to develop annual budgets.

The lack of standardization of jail information throughout the state makes it difficult for county sheriffs to consider common problems and procedures regarding management of jail populations. This means more detailed information, including specific offense/sentence data and average length of stay, about unsentenced and sentenced prisoners.

The proposed Jail Information System has the capability of providing

sheriffs with a variety of output reports, some on a routine monthly basis and others upon request. Routine reports could include population tabulations by offense and status, average daily population, average length of stay, peak periods relative to staffing patterns, number of meals, use of overtime, etc.

Social history data will be made available upon request and may be used to comply with special surveys for jail information, summarize data for LEAA grant requests, and prepare annual jail reports. The data will permit identification of specific target populations and may be used to point out particular problem areas or staff requirements, e.g., Huber, Medical, etc.

2. Information and System Requirements

The components of a statewide information system should be comprehensive enough to fulfill Division of Corrections reporting requirements under 46.16(4), Wisconsin Statutes, and should be capable of providing reports to local law enforcement agencies reporting the data. This will include admission data, charges, sentence, court disposition, selected social history, and release data.

The present reporting system provides aggregate, summary data compiled at the local level. The only categorizations of adult confinements are by sex, type of confinement, and three specific offense categories, resulting in 77 percent of all adult offenders having non-defined offenses during calendar year 1975 (see Appendix 3).

The Division of Corrections will continue to publish statistical tables on jail confinements annually in the County Jail and Detention Facility Report. Information will be reported and disseminated in such a way as to protect the right to privacy of individual confinements. Inquiries from sources other than law enforcement agencies as to interpretation of statistical data about a special county or a smaller grouping of counties will be referred to the appropriate local law enforcement authority.

The jail information system will be devised in such a way to enhance both timeliness in reporting and the accuracy of the data reported.

C. Systems Study

1. Existing Local Data Collection Systems

Initially, a survey was conducted to review the data collection and record-keeping systems of thirty-one local jails throughout Wisconsin. The sample included small, medium, and large facilities selected from each of the five Detention Supervisor districts.

Three common procedures were identified in each of the facilities visited (see Appendix 4). These procedures may be performed separately by different members of the jail staff and include: a) the booking procedure; b) the completion or update of a criminal history index card filed alphabetically; and c) appropriate entries into the jail register. These procedures are diagrammed in a flowchart entitled "A General View of the Jail in the Criminal Justice System in Wisconsin" (see Appendix 5).

The booking procedure occurs when basic information related to identification, description, charges, personal property, etc., is recorded. Persons are booked each time they enter the county jail, and both the size of the booking form and the type of information recorded varies from county to county. The criminal history index card is more standard in size, although some smaller facilities use the booking card as the criminal history card. The form is normally brought up to date with each new offense and court disposition, and is maintained alphabetically in a central file.

Under Wisconsin Statute 59.23(2) all county sheriffs are required to maintain a jail register:

"The sheriff shall keep a true and exact register of all prisoners committed to any jail under his charge, in a book therefore, which shall contain the name of all persons who are committed to any such jail, their residence, the time when and cause of commitment, and the authority by which they are committed; and if for a criminal offense, a description of his person; and when any prisoner is

liberated, state the time when and the authority by which he was liberated, and if any person escapes, state the particulars of the time and manner of such escape."

The jail register form most commonly used by facilities surveyed is H. C. Miller form 749. This particular form is a log sheet with space for multiple listings on each page by jail register number. Entries are made regarding name, residence, description, offense charged, arresting agency, name of court, disposition, next of kin, and remarks. The design of the form contributes to the lack of clarity by providing inadequate space for recording multiple charges and corresponding sentences.

The lack of uniform instructions for completing jail register entries results in a number of discrepancies from county to county. Some jails book an individual for each entry into the facility, while others attempt to follow a case from booking through completion of sentence as one confinement.

A critique of the three basic internal record keeping procedures a) booking, b) criminal history record, and c) the jail register revealed that a great deal of duplication exists among them. Much of the basic identification, description, charges, and court information recorded at booking is repeated when entries are made on the criminal history card and in the jail register. This unnecessary duplication occurs when the jail staff is already performing a variety of administrative duties required by state and local governmental agencies. Therefore, the jail register, booking sheet, and criminal history card could, to some degree, all be copies of the same document.

D. Recommendations

1. Design and develop a computerized jail information system under a separate LEAA grant, utilizing a revised multi-part jail register form for recording basic admission and release data.
2. Eliminate the requirements for completing the Annual County Adult Jail Population Report.
3. Provide jail population reports to county sheriffs as outputs of

the system (see Appendix 6a thru 6k).

4. Provide detailed information on statewide jail confinements to the Division of Corrections, the Wisconsin Council on Criminal Justice, and other criminal justice planning agencies.

III. Jail Information System

A. Objective

In 1975 the Division of Corrections received a grant award from the Wisconsin Council on Criminal Justice entitled the Jail Information System. The objective was to develop and implement on a pilot basis a computerized jail information system in at least two counties and completed no later than June 30, 1976.

Subgoals included the testing of a specific data collection instrument designed to collect basic sentencing and incarceration data, and evaluation of the information system and the data collection instrument as to the feasibility of statewide implementation.

B. Data Collection Form

Based upon the survey of existing local record keeping procedures and the information and system requirements, a multi-part Wisconsin Standard Adult Jail Register form was developed* (see Appendix 7).

County jails are required to maintain jail registers under 59.23(2), Wisconsin Statutes. Since the existing jail register form most commonly used in county jails contains insufficient space for recording multiple charges, corresponding multiple sentences, and basic social history data, a redesigned multi-part jail register form was selected as the base for recording all entries.

The original copy of the redesigned multi-part form will serve as the new Wisconsin Standard Adult Jail Register, with the remaining duplicate

*The enclosed form is basically the one tested during the pilot project. Modifications made during the test phase include: 1) changing the size of the form to 11 x 8½; 2) shading required entries; and 3) modification of some of the social history data elements.

copies designed to protect the confidentiality of each confinement. The original will be completed during intake and copies of updated information forwarded to the Division of Corrections at admission, change of status, and release. The concept will clarify jail register entries and reduce duplication at the local level in first recording, and then reporting information to other jurisdictions.

C. Use of the Data Collection Form

1. When a person is being booked, the multi-part Wisconsin Standard Adult Jail Register/Division of Corrections data collection form will be completed (see Appendix 8).
2. The original copy will serve as the Wisconsin Standard Adult Jail Register and be numerically filed in a binder, after initial court appearance. During the interim period between booking and initial court appearance, it will be placed in a HOLD file. If a person is not released following initial court appearance, the green and yellow copies will remain with the jail register in the binder.
3. The blue-colored copy of the form will be completed during booking and forwarded to the Division of Corrections: a) upon release from the jail after posting of bond/recognizance; b) after disposition from initial court appearance; or c) upon entry to serve a sentence.
4. The green-colored copy will be forwarded to the Division of Corrections when the person changes status from a pre-sentenced to a sentenced condition or is released. This copy will be unnecessary when release occurs before or as a result of initial court appearance. It will be required when a) release occurs as a result of posting bond after initial court appearance; b) release or change of status occurs as a result of any subsequent court appearance; or c) upon completion of a sentence.
5. The yellow-colored copy of the form will be forwarded to the Division of Corrections when a person has completed sentence and is released from the jail.

Upon receipt of these documents, Division of Corrections staff will manually edit and code the blue, green and yellow forms. The data will then be prepared for machine processing. A computer program will be developed to edit the data for accuracy and to create a master data file. The

master file will be processed to produce various tabulations of the data for dissemination to users (see Appendix 9).

D. System Plan

1. Conduct a test of the proposed data collection instrument in at least two county jails.
2. Test the procedures for correct routing, form content, and completion.
3. Ascertain whether social history data could be collected.

E. Output Reports

There are several ways in which the data will be used to produce output reports. The County Jail and Detention Facility Report will be expanded to include specific categories for type of offenses, corresponding sentences, and social history characteristics of the state's jail population. Reports will be produced which link jail population information with jail inspection information, and tabulations will be available to depict a profile on each county's jail population (see Appendix 6a thru 6k).

IV. Conclusion

During the past year the Division of Corrections conducted a pilot project in six county jails, testing a specific method for collecting basic admission and release data under a computerized jail information system. The pilot project demonstrated feasibility of collecting data under a computerized reporting system. The system is currently operational in fourteen Wisconsin County Jails (see Appendix 10a thru 10d).

The Division of Corrections is statutorily required to collect statistics on jail confinements and has traditionally collected aggregate, historical data published annually in the County Jail and Detention Facility Report. Those data have proved insufficient in answering inquiries, projecting trends, and measuring the impact of changes in the law. A computerized system will provide more accurate and timely information, necessary for making management decisions.

Development of the project has been monitored by the Jail Information Advisory Committee, comprised of representatives from local law enforcement, state planning agencies, local government, and the general public.

The revised Wisconsin Standard Adult Jail Register form is used as a base for recording admission data, with additional space for current entries regarding sentence and release. This method standardizes procedures thus enabling counties to share information recorded on a uniform document. It also clarifies jail register entries and minimizes local administrative duties associated with completing the form.

The experience during the pilot project was that once trained, the jail staff quickly become familiar with procedures for completing and routing the revised jail register form. Counties participating in the information system will only be required to complete the Division of Corrections annual survey on adult confinements for a fraction of the calendar year, prior to entry. Once a county is in the system, the annual survey will be discontinued altogether, and the Division of Corrections will provide monthly reports to counties on their adult population.

On July 1, 1976 the Division of Corrections gradually began to expand the revised computerized reporting system into all county jails. Each Sheriff will be contacted by the Detention Supervisor and other Division staff who will explain the revised information system and answer questions. Division of Corrections staff will be available to help train local jail personnel.

A plan for statewide implementation has been developed to enable jails from each of the five Detention Supervisor districts to participate, with initial emphasis placed upon the more populated, larger facilities.

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Bureau of Planning, Development, and Research
Division of Corrections
P. O. Box 669
Madison, WI 53701

APPENDIX

1. Annual Report of County Jail Adult Population (1975).
2. Division of Corrections Organizational Chart.
3. Wisconsin County Jails and Detention Facilities 1975 Confinements by Reason for being Held.
4. County Record Keeping Procedures (1974).
5. A General View of the Jail in the Criminal Justice System in Wisconsin.
6. County Jail Output Reports (Examples).
7. State of Wisconsin Standard Adult Jail Register.
8. Jail Information System Data Flow Chart.
9. Jail Information System Output Flow Chart.
10. Jail Information System Pilot Project Report.

ANNUAL REPORT OF COUNTY JAIL ADULT POPULATION

Part A - For Year Ending December 31, 1975

- I. Enter the total number of adults (18 and over) admitted to your jail during 1975 for any reason. (Note: Do not include youths under 18 years for whom juvenile courts have waived jurisdiction.) Male Female
- II. Of the number reported above, how many were sentenced to your jail and then served part or all of their sentence? Male Female
- III. How many persons were held in your jail as alleged mentally ill during the year 1975? Male Female
- IV. How many persons were held in your jail for drunkenness, drunk and disorderly, drunk driving or vagrancy charge because of drunkenness? Male Female
- V. How many persons were held in your jail because of drug violations? Male Female
- VI. Have there been any deaths in your jail during 1975? Yes No

If yes, how many? deaths.

Please give some particulars as to the circumstances of each death. For example, was it due to suicide, accident, illness, old age? What happened to cause the death? Please use the back of this sheet to note your comments. If additional space is required, please attach another sheet.

- VII. Have there been any escapes from your jail during 1975? Yes No

If yes, how many? escapes.

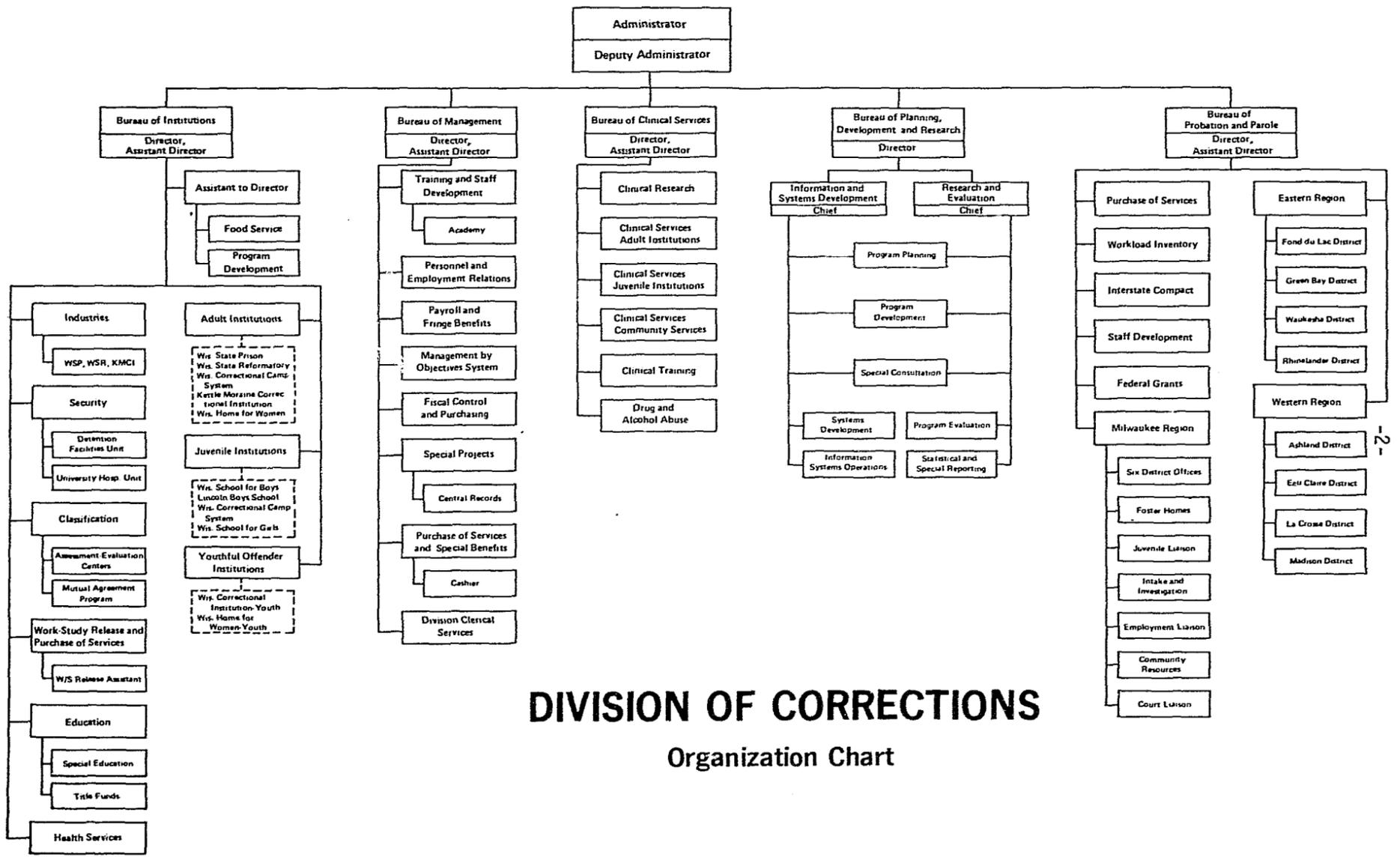
Please give some details discussing each escape other than walkaways or Huber Law escapes. For example, was an assault involved? Were locks picked or bars sawed? What happened? Please use the back of this sheet to note your comments. If additional space is required, please attach another sheet.

Part B - One Day Counts

- I. Enter the total number of adults (18 years and over) being held in your jail at
- A. Noon, Thursday, January 1, 1976 Male Female
- B. Noon, Sunday, January 4, 1976 Male Female
- II. Enter the number of adults (18 years and over) who are serving sentences at
- A. Noon, Thursday, January 1, 1976 Male Female
- B. Noon, Sunday, January 4, 1976 Male Female

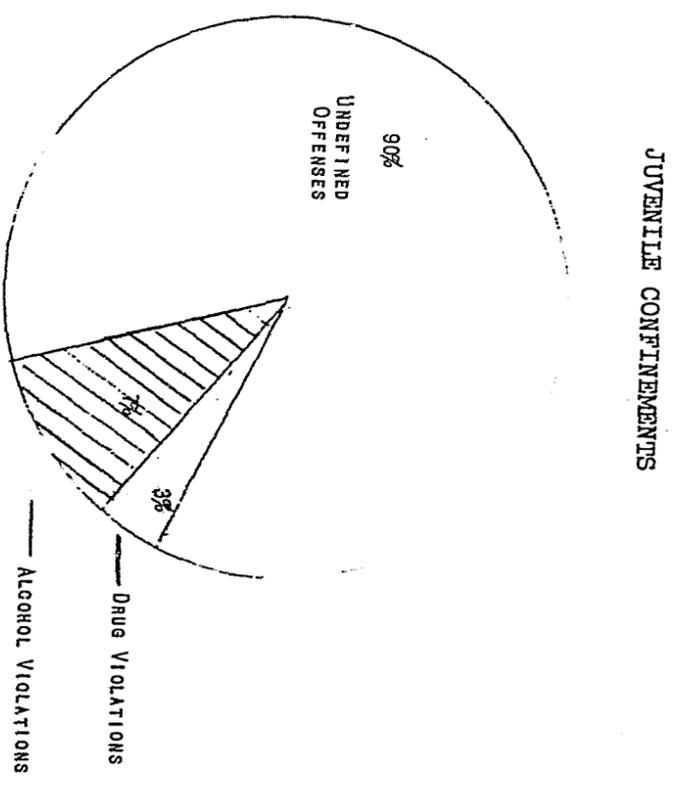
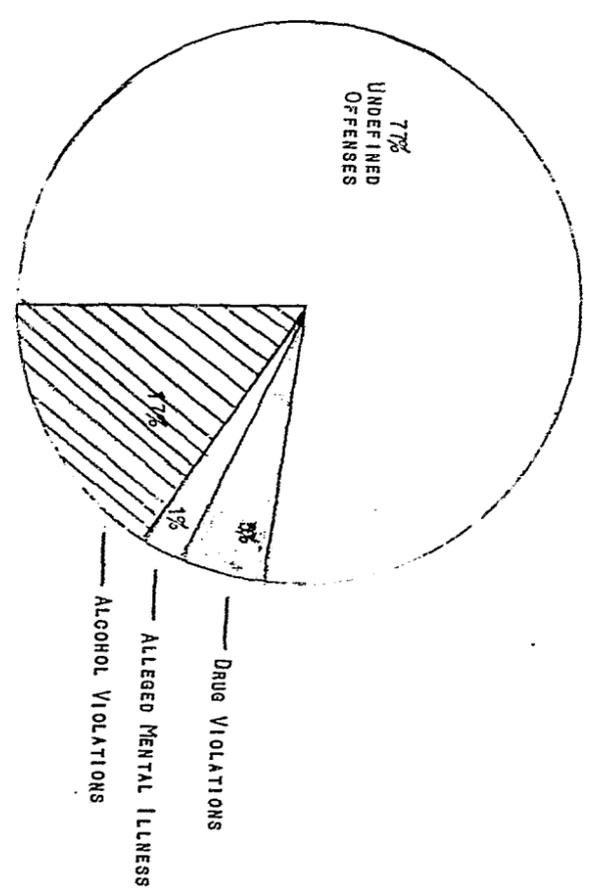
Name of Sheriff

County



DIVISION OF CORRECTIONS
Organization Chart

WISCONSIN COUNTY JAILS AND DETENTION FACILITIES
1975 CONFINEMENTS BY REASON FOR BEING HELD

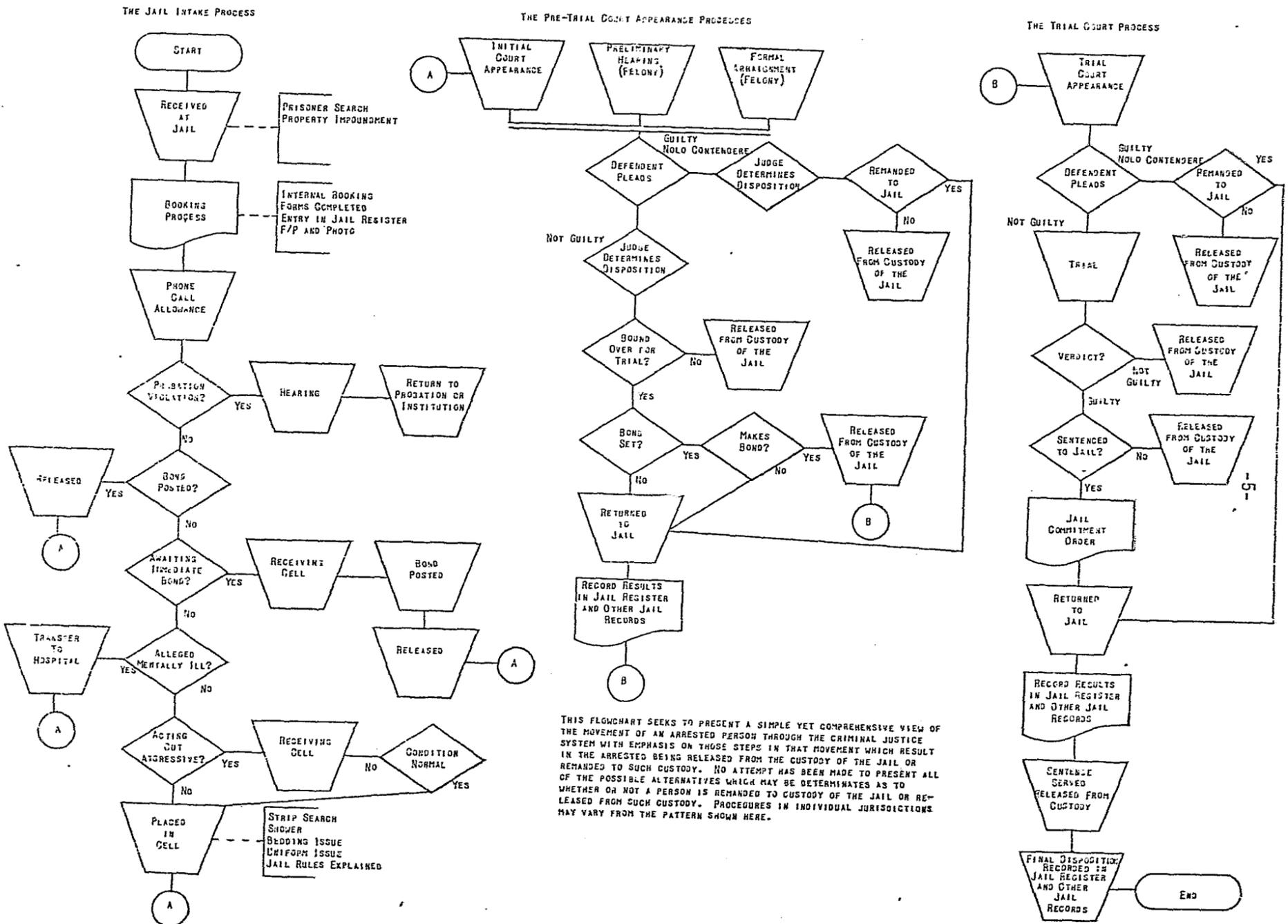


COUNTY RECORD-KEEPING PROCEDURES
(1974)

COUNTY	INTAKE INFORMATION						INITIAL COURT APPEARANCE INFORMATION				SENTENCE INFORMATION	
	JAIL REGISTER		BOOKING SHEET		CRIMINAL HISTORY INDEX		NOTES	SPECIFIC FORM	VERBAL	FROM COURT	COURT ORDER	SPECIFIC FORM
	YES	NO	YES	NO	YES	NO						
ASHLAND	X		X		X				X		X	
BARRON	X		X		X		X				X	
BAYFIELD	X		X		X				X		X	
BROWN	X		X		X			X			X	
DANE	X*		X		X		X				X	
DOOR	X		X		X		X				X	
DOUGLAS	X		X		X				X		X	
DUNN	X		X		X		X				X	
EAU CLAIRE	X		X		X			X			X	
GREEN	X		X		X				X		X	
JUNEAU	X		X		X				X		X	
LA CROSSE	X		X		X				X		X	
LA FAYETTE	X		X		X				X		X	
LINCOLN	X		X		X				X		X	
MANITOWOC	X		X		X				X		X	
MARATHON	X		X		X			X			X	
MILWAUKEE	X		X		X			X			X	X
MONROE	X		X		X		X				X	
OUTAGAMIE	X*		X		X		X				X	
PEPIN	X		X		X				X		X	
PIERCE	X		X		X						X	
PORTAGE	X		X		X				X		X	
RACINE	X		X		X				X		X	
ROCK	X		X		X				X		X	
SAUK	X		X		X				X		X	
SHEBOYGAN	X		X		X			X			X	X
ST. CROIX	X		X		X				X		X	
TREMPEALEAU	X		X		X				X		X	
WALWORTH	X		X		X						X	X
WASHBURN	X		X		X				X		X	
WAUKESHA	X		X		X		X				X	

* NEW JAIL REGISTER

A GENERAL VIEW OF THE JAIL IN THE CRIMINAL JUSTICE SYSTEM IN WISCONSIN



STATE OF WISCONSIN JAILS
NUMBER OF ADULTS HELD AND SENTENCED
JANUARY - DECEMBER, 19__

DAY	MONTH											
	JANUARY HELD SENT.	FEBRUARY HELD SENT.	MARCH HELD SENT.	APRIL HELD SENT.	MAY HELD SENT.	JUNE HELD SENT.	JULY HELD SENT.	AUGUST HELD SENT.	SEPTEMBER HELD SENT.	OCTOBER HELD SENT.	NOVEMBER HELD SENT.	DECEMBER HELD SENT.
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
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19												
20												
21												
22												
23												
24												
25												
26												
27												
28												
29												
30												
31												
TOTAL												
AVERAGE DAILY COUNT												
H	XXX.XX											
S	XXX.XX											
T	XXX.XX											

AVERAGE DAILY COUNT FOR ENTIRE YEAR HELD XXX.XX SENTENCED XXX.XX BOTH XXX.XX GRAND TOTAL

STATE OF WISCONSIN JAILS
NUMBER OF ADULTS IN CONFINEMENT, BY SEX
JANUARY 19__

DAY	TOTAL				MALE				FEMALE			
	RECEIVED	TOTAL RELEASED	HOLDING	SENTENCED HUBER NON HUBER	RECEIVED	MALE RELEASED	HOLDING	SENTENCED HUBER NON HUBER	RECEIVED	RELEASED	HOLDING	SENTENCED HUBER NON HUBER
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
26												
27												
28												
29												
30												
31												
TOTAL												
DAILY AVER.												

STATE OF WISCONSIN JAILS
 SOCIOECONOMIC CHARACTERISTICS OF ADULTS SENTENCED, BY LENGTH OF SENTENCE, BY SEX
 JANUARY - DECEMBER, 19__

CHARACTERISTIC	LENGTH OF SENTENCE IN DAYS											
	1-30 M F	31-60 M F	61-90 M F	91-120 M F	121-150 M F	151-180 M F	181-210 M F	211-240 M F	241-270 M F	271-300 M F	301-330 M F	331-365 M F
EDUCATIONAL ATTAINMENT												
MARITAL STATUS												
MONTHLY FAMILY INCOME												
LENGTH OF RESIDENCE IN COMMUNITY												
LENGTH OF EMPLOYMENT												
OCCUPATION GROUPING												
VETERAN												
RACE												
AGE												

-99-

STATE OF WISCONSIN JAILS
 SELECTED SOCIOECONOMIC CHARACTERISTICS OF ADULTS HELD AND/OR SENTENCED, BY RACE
 JANUARY - DECEMBER, 19__

	ALL RACES		WHITE		BLACK		SPANISH SURNAME		NATIVE AMERICAN		OTHER	
	NUMBER	PERCENT	NUMBER	PERCENT	NUMBER	PERCENT	NUMBER	PERCENT	NUMBER	PERCENT	NUMBER	PERCENT
SEX												
MALE												
FEMALE												
AGE												
LESS THAN 16												
18 - 21												
22 - 26												
27 - 35												
36 - 45												
46 - 55												
OVER 55												
MARITAL STATUS												
SINGLE												
SEPARATED												
DIVORCED												
WIDOWED												
MARRIED												
NOT AVAILABLE												
NUMBER OF DEPENDENTS												
1												
2												
3												
4												
5												
6 AND OVER												
NOT AVAILABLE												
OCCUPATION GROUP												
NO REGULAR OCCUPATION												
UNSKILLED												
SEMI-SKILLED												
SKILLED												
OFFICE												
PROFESSIONAL												
NOT AVAILABLE												
EMPLOYED AT TIME OF BOOKING												
YES												
NO												
NOT AVAILABLE												
VETERAN												
YES												
NO												
NOT AVAILABLE												

-99-

STATE OF WISCONSIN JAILS
 SELECTED SOCIOECONOMIC CHARACTERISTICS OF ADULTS HELD AND/OR SENTENCED, BY RACE
 JANUARY - DECEMBER, 19__

	ALL RACES		WHITE		BLACK		SPANISH SURNAME		NATIVE AMERICAN		OTHER	
	NUMBER	PERCENT	NUMBER	PERCENT	NUMBER	PERCENT	NUMBER	PERCENT	NUMBER	PERCENT	NUMBER	PERCENT
PREVIOUS CONVICTIONS (EXCEPT MINOR TRAFFIC)												
YES												
NO												
NOT AVAILABLE												
EDUCATIONAL ATTAINMENT												
HIGH SCHOOL DIPLOMA												
GENERAL EDUCATIONAL DEVELOPMENT CERTIFICATE												
NEITHER												
NOT AVAILABLE												
LENGTH OF RESIDENCE IN COUNTY												
WHERE BOOKED												
LESS THAN 6 MONTHS												
6 - 12 MONTHS												
13 - 24 MONTHS												
25 - 36 MONTHS												
37 MONTHS OR MORE												
NOT A RESIDENT												
NOT AVAILABLE												
AGENCIES RECEIVING AID FROM												
AFDC												
LOCAL RELIEF												
UNEMPLOYMENT COMPENSATION												
VA BENEFITS												
OTHER FORM OF AID												
NOT AVAILABLE												

-6e-

STATE OF WISCONSIN JAILS
 NUMBER OF ADULTS HELD, BY SOCIOECONOMIC CHARACTERISTIC, REASON RELEASED OR NOT RELEASED
 JANUARY - DECEMBER, 19__

	TOTAL	SIGNATURE BOND	CASH BAIL	OWN RECOGNIZANCE	OTHER AUTHORITY	FAILED TO POST	REMANDED TO JAIL	DISMISSED	TRANSFERRED
SEX									
MALE									
FEMALE									
AGE									
LESS THAN 18									
18 - 21									
22 - 26									
27 - 35									
36 - 45									
46 - 55									
OVER 55									
MARITAL STATUS									
SINGLE									
SEPARATED									
DIVORCED									
WIDOWED									
MARRIED									
NOT AVAILABLE									
NUMBER OF DEPENDENTS									
1									
2									
3									
4									
5									
6 AND OVER									
NOT AVAILABLE									
OCCUPATION GROUP									
NO REGULAR OCCUPATION									
UNSKILLED									
SEMI-SKILLED									
SKILLED									
OFFICE									
PROFESSIONAL									
NOT AVAILABLE									
EMPLOYED AT TIME OF BOOKING									
YES									
NO									
NOT AVAILABLE									
VETERAN									
YES									
NO									
NOT AVAILABLE									

-6f-

STATE OF WISCONSIN JAILS
 NUMBER OF ADULTS HELD, BY SOCIOECONOMIC CHARACTERISTIC, REASON RELEASED OR NOT RELEASED
 JANUARY - DECEMBER, 19__

	TOTAL	SIGNATURE BOND	CASH RAIL	OWN RECOGNIZANCE	OTHER AUTHORITY	FAILED TO POST	REMANDED TO JAIL	DISMISSED	TRANSFERRED
PREVIOUS CONVICTIONS (EXCEPT MINOR TRAFFIC)									
YES									
NO									
NOT AVAILABLE									
EDUCATIONAL ATTAINMENT									
HIGH SCHOOL DIPLOMA									
GENERAL EDUCATIONAL DEVELOPMENT CERTIFICATE									
NEITHER									
NOT AVAILABLE									
LENGTH OF RESIDENCE IN COUNTY WHERE BOOKED									
LESS THAN 6 MONTHS									
6 - 12 MONTHS									
13 - 24 MONTHS									
25 - 36 MONTHS									
37 MONTHS OR MORE									
NOT A COUNTY RESIDENT									
NOT AVAILABLE									
AGENCIES RECEIVING AID FROM									
AFDC									
LOCAL RELIEF									
UNEMPLOYMENT COMPENSATION									
VA BENEFITS									
OTHER FORM OF AID									
NOT AVAILABLE									

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LOCAL FACILITY NAME
 SENTENCED INMATES LISTED BY HUBER, WORK RELEASE OR STRAIGHT JAIL SENTENCE
 MONTH YEAR

**** THE CONFINEMENTS LISTED BELOW HAVE HUBER PRIVILEGES

SCHEDULED DATE OF RELEASE	SENTENCE NO. DAYS	CHARGE(S)/REASON FOR DETENTION	SEX	RACE	AGE	MARITAL STATUS	NO. DEP	OCCUPATION	EMPLOY	VET	HSD/ GED	LGTH CO RES	AID

TOTAL SENTENCED AND IN JAIL

TOTAL SENTENCE COMPLETED

AVERAGE LENGTH OF STAY

****THE CONFINEMENTS LISTED BELOW HAVE WORK/STUDY RELEASE

****THE CONFINEMENTS LISTED BELOW ARE STRAIGHT JAIL SENTENCES

GRAND TOTAL SENTENCED AND IN JAIL

GRAND TOTAL SENTENCE COMPLETED

AVERAGE LENGTH OF STAY ALL SENTENCED INMATES

FOOTNOTES:

- HSD = HIGH SCHOOL DIPLOMA
- GED = GENERAL EDUCATIONAL DEVELOPMENT
- LGTH CO RES = LENGTH OF COUNTY RESIDENCY WHICH IS EXPRESSED IN NUMBER OF WEEKS
- NR = NON-RESPONSE

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LOCAL FACILITY NAME
 CONFINEMENT LISTED BY CRIME TYPE
 MONTH YEAR

CHARGE(S)/REASON FOR DETENTION

DATE SENTENCE SCHEDULED DATE REASON FOR RELEASE FIRST LINE
 BOOKED NO. DAYS DATE OF RELEASE RELEASED TO RELEASED TO SECOND LINE

TOTAL BOOKED TOTAL RELEASED TOTAL STILL IN PRE-TRIAL DETENTION
 TOTAL COMPLETING SENTENCES TOTAL STILL SERVING SENTENCES
 AVERAGE LENGTH OF STAY PRE-TRIAL DETAINEES DAYS SENTENCED INMATES DAYS

LOCAL FACILITY NAME
 CONFINEMENTS LISTED BY ARRESTING AGENCY
 MONTH YEAR

ARRESTING AGENCY CHARGE(S)/REASON FOR DETENTION

DATE DATE LENGTH
 BOOKED RELEASED OF STAY

TOTAL BOOKINGS

AVERAGE LENGTH OF STAY

STATE OF WISCONSIN JAILS
 ADULTS IN JAIL, BY SERIOUSNESS OF OFFENSE, CONFINEMENT STATUS, AND SEX
 JANUARY - DECEMBER, 19__

OFFENSE	CONFINEMENT STATUS	
	CASH BAIL TOTAL MALE FEMALE	
	SIGNATURE BOND TOTAL MALE FEMALE	
	RECOGNIZANCE TOTAL MALE FEMALE	
	AWAITING T.J.U. TOTAL MALE FEMALE	
	SENTENCED TOTAL MALE FEMALE	
TOTAL TOTAL MALE FEMALE		
TOTAL		
MURDER		
KIDNAPPING		
RAPE		
ROBBERY		
AGGRAVATED ASSAULT		
BURGLARY		
GLASS LARCENY		
AUTO THEFT		
CRIMINAL ASSAULT		
.....		
OTHER OFFENSES		

-6k-

Complete Using a Typewriter
 Print using a Fine Ballpoint
 Pen or Ink and Write on a Hard Surface

All Shaded Blocks Must Be Completed

7

See Jail Information System
 Guide for Instructions

STATE OF WISCONSIN STANDARD ADULT JAIL REGISTER

Jail Register No. _____

Last Name _____ First _____ Middle _____ Soc. Sec. No. _____

Street Address _____ Driver's License No. _____ State _____

Municipality _____ County _____ State _____ Place of Birth _____

AKA _____

Next of Kin/ Last Name _____ First _____ Middle _____ Phone No. _____
 Parent/Guardian _____

Next of Kin/ Street Address _____ Municipality _____ County _____ State _____
 Parent/Guardian _____

Vehicle Make _____ Year _____ Model _____ Color _____ License No. _____ Location _____

Identifying Marks _____ 01-D.O.C. Record I.D. **013049**
 Arresting Agency/Jurisdiction _____

Height _____ Weight-In _____ Weight-Out _____ Hair _____ Eyes _____ Build _____ Complexion _____ Arresting Officer _____

02-Date Rec'd _____ 03-Time Rec'd _____ 04-Sex _____ 05-Race _____ 06-Age _____ 07-Date of Birth _____ Jailer Admitting _____

08-Physical Condition (Explain all entries, include medication information)

Charge(s)/Reason for Detention	Statute/Ord. No.	Sentence	Scheduled Release Date
1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	
6.		6.	

Initial Court Appearance Disposition _____ Sentencing Court _____ Sentencing Judge _____ Huber Privileges Yes No Work Release Yes No

09-Date Released _____ 10-Time Released _____ Released To _____ Jailer Releasing _____

Reason for Release _____

Initial Phone Call To: _____ Date _____ Time _____ Attorney Name & Phone No. _____

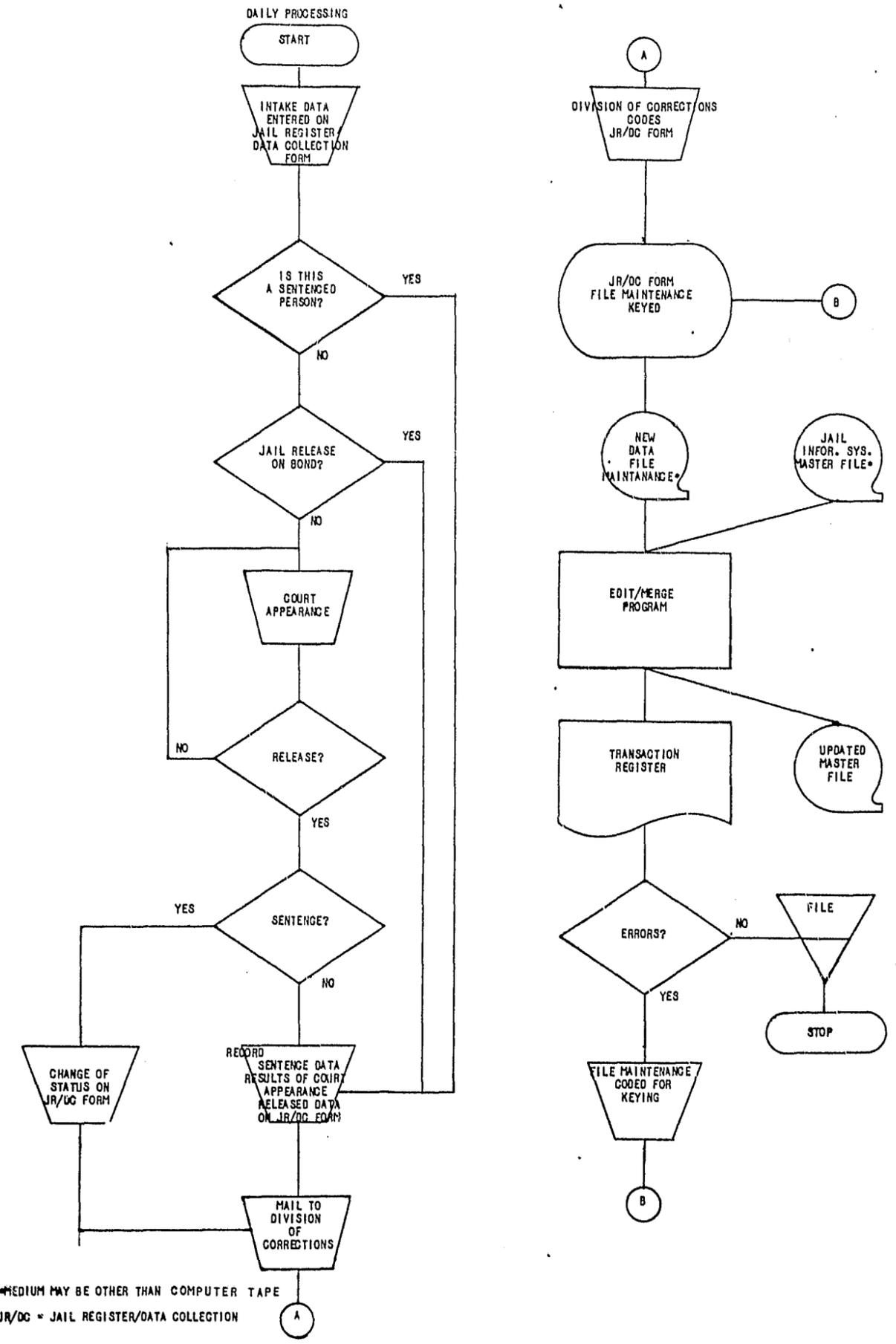
Remarks (Record details of an escape here)

Marital Status	No. Dependents	Occupation	Employed <input type="checkbox"/> Yes <input type="checkbox"/> No	Veteran <input type="checkbox"/> Yes <input type="checkbox"/> No	Previous Convictions (Except minor traffic) <input type="checkbox"/> Yes <input type="checkbox"/> No	High Sch. Grad <input type="checkbox"/> Yes <input type="checkbox"/> No	GED <input type="checkbox"/> Yes <input type="checkbox"/> No
How long have you lived in this county		Are you currently on <input type="checkbox"/> Probation <input type="checkbox"/> Parole <input type="checkbox"/> Neither		Are you receiving aid from (check all that apply) <input type="checkbox"/> AFDC <input type="checkbox"/> Local Relief <input type="checkbox"/> Unemploy Comp <input type="checkbox"/> VA Benefits <input type="checkbox"/> Other <input type="checkbox"/> None			

FOR DIVISION OF CORRECTIONS USE ONLY. MAKE NO ENTRIES IN BOXES BELOW

11-Charge 1	12-Charge 2	13-Charge 3	14-Charge 4	15-Charge 5	16-Charge 6	17-Agency	18-Rel. To				
19-Reason Rel	20-Marital	21-No. Dep.	22-Occup.	23-Employ	24-Vet	25-Convict	26-HS/GED	27-Len. Res.	28-P&P	29-Jurisd	30-Aid
31-Sch. Rel. Date	32-Sent. 1	33-Sent. 2	34-Sent. 3	35-Sent. 4	36-Sent. 5	37-Sent. 6	38-Huber				

FLOWCHART: JAIL INFORMATION SYSTEM DATA FLOW

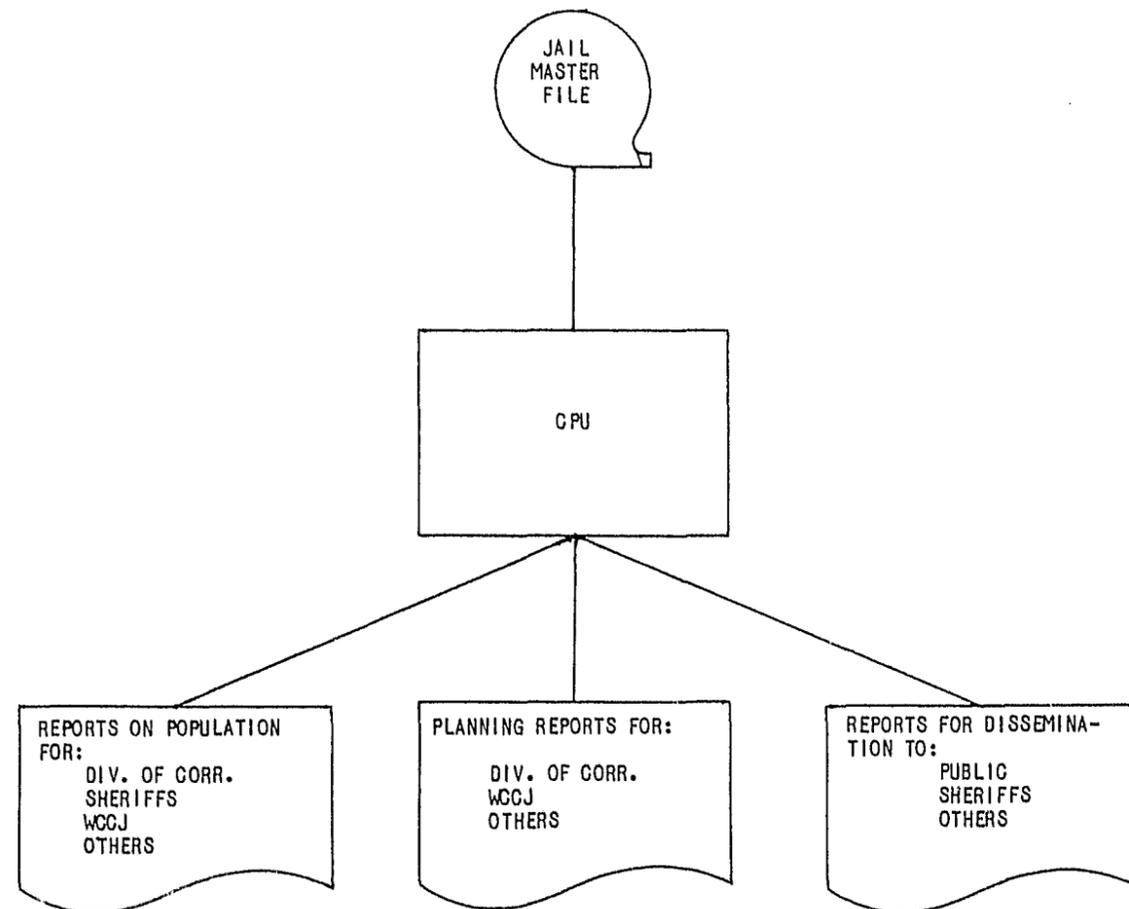


*MEDIUM MAY BE OTHER THAN COMPUTER TAPE
JR/DC = JAIL REGISTER/DATA COLLECTION

June 30, 1976

JAIL INFORMATION SYSTEM
PILOT PROJECT REPORT

JAIL INFORMATION SYSTEM OUTPUT



In July 1975, the Division of Corrections received a grant award from the Wisconsin Council on Criminal Justice to develop and implement, on a pilot basis, a Jail Information System. The project was to test a specific data collection instrument designed to collect basic sentencing and incarceration data, and evaluate the information system and the data collection instrument as to the feasibility of statewide implementation.

On December 1, 1975 six county jails (Marathon, Portage, Sheboygan, St. Croix, Washington, and Winnebago) began participating in a pilot project testing a specific method for collecting basic admission and release data under a computerized jail information system. A revised multi-part Standard Adult Jail Register form was introduced, designed to protect the privacy and confidentiality of adult confinements by not collecting individual identifiers on copies of the form forwarded to the Division of Corrections. A Jail Information Advisory Committee, comprised of representatives from local law enforcement, state planning agencies, local government and the general public was established to monitor the project and make recommendations.

Initially, a two month trial phase was conducted to test the multi-part form for correct routing procedures, form content and completion, and the validity of the social history characteristics recorded during booking. Input provided by participating county jails, local law enforcement associations and the Jail Information Advisory Committee recommended changes in the form, and the trial phase was extended through June 30, 1976. The system was expanded into Sauk County in January 1976, and later into Racine and Columbia counties.

The system is designed to standardize the basic booking procedure throughout the state, enabling counties to share information recorded on a uniform document; clarify jail register entries; minimize local administrative duties associated with completion of the form; and provide users with timely and accurate information, necessary for making management decisions.

Counties participating in the information system are only required to complete the Division of Corrections annual survey on adult confinements for a fraction of the calendar year, prior to entry. Once a county is in the system, the annual survey is discontinued altogether, and the Division of Corrections will provide monthly reports to counties on their adult population.

I. Routing Procedures

The system is designed to utilize an existing administrative procedure, common to most Wisconsin county jails, for recording basic admission and release data on all jail confinements. To accomplish this a revised multi-part Wisconsin Standard Adult Jail Register form was introduced. A form is completed on each admission with the original retained in the jail, and the blue, green and yellow copies of the form forwarded to the Division of Corrections immediately following initial court appearance, sentence, and release. When modifications

to this sequence occur, the system for forwarding information is adjusted accordingly.

The experience during the pilot project was that once trained, the jail staff quickly became familiar with procedures for routing the form. Some of the participating counties have their jailers make entries during booking on a "work sheet" copy of the form, with the information transcribed later on the Standard Adult Jail Register form by the person responsible for maintaining the jail register.

II. Form Content and Completion

Initially, a 5½ X 8½ multi-part Standard Adult Jail Register form, which complies with all requirements for a jail register under Wisconsin Statute 59.23 (2), was introduced. Input from participating counties, local law enforcement, and the Jail Information Advisory Committee indicated that more space was needed for recording entries on the form, and that additional information, important to local law enforcement, should be included on the original which remains in the jail.

The result was an 8½ X 11 multi-part Standard Adult Jail Register form. Data elements required by the Division of Corrections for its computerized reporting system were shaded, with optional information necessary to local law enforcement added to the form. Clarity between specific charges and corresponding sentences was enhanced by making the form larger and restructuring the spacing.

III. Data Verification

In an effort to verify the social history data contained on the blue Division of Corrections copy of the multi-part form, the following procedure was established:

1. A questionnaire was developed whereby identical questions regarding the social history data elements were asked of each inmate (test/retest design). These responses were followed by a series of follow-up questions in an effort to establish collateral resources for verification. In those areas where a release of information was necessary, it was obtained from the person being interviewed (see attached sample questionnaire).
2. A sample of 89 persons held and sentenced in all six county jails was conducted. The sample was selected by interviewing all persons held or sentenced to a particular county jail on a given day.

Marathon	14	Sentenced	49
Portage	5	Unsentenced	40
Sheboygan	33		
St. Croix	7	<u>Days of Week Used</u>	
Washington	11	Monday	(2)
Winnebago	19	Tuesday	(2)
	89	Wednesday	
		Friday	

3. The sample of 89 was reduced to 68 for the following reasons:
 - a. 18 of those interviewed were admitted prior to 12-1-75 and social history data was not completed on them.
 - b. 3 forms were only partially completed by one county jail, e.g., only 1 or 2 data elements were filled in.
4. Verification was conducted by comparing the admission data with the interview data:

	<u>Same Response</u>	<u>Different Response</u>
Marital Status	61 (90%)	7 (10%)
Number of Dependents	60 (88%)	8 (12%)
Occupation	50 (74%)	18 (26%)
Length Employed Current Job	44 (65%)	24 (35%)
Average Monthly Income	44 (65%)	24 (35%)
Veteran	65 (95%)	3 (5%)
Length of County Residency	33 (49%)	35 (51%)
Number of Convictions	40 (59%)	28 (41%)
Number of Years Education	60 (88%)	8 (22%)
Agency Receiving Aid From	53 (78%)	15 (22%)
On Probation/Parole	64 (94%)	4 (6%)
Agent's Name	64 (94%)	4 (6%)

Assumptions:

- a. Marital Status included the categories of Single, Married, Separated, Divorced, and No Response.
- b. Average Monthly Income was divided in the following categories:

1) 0	5) 600 - 799
2) 1 - 199	6) 800 - 999
3) 200 - 399	7) 1000 or more
4) 400 - 599	
- c. Length of County Residency was categorized as follows:

1) 0 - 1 year	4) 6 - 10 years
2) 1 - 2 years	5) 11 or more years
3) 3 - 5 years	
5. The input from the jailer questionnaire and the Jail Information Advisory Committee resulted in the following modifications to the social history data:
 - a. Marital Status, Number of Dependents, Veteran, On Probation/Parole, and Agent's Name were retained due to the high percentage of inmates indicating the same response in these categories.
 - b. Occupation was retained as it is important for employment purposes, and most jails presently collect this item.

- c. Average Monthly Income was dropped from the form.
- d. Length Employed Current Job was changed to Employed Yes or No.
- e. Number of Convictions was changed to Previous Convictions, Yes or No.
- f. Number of Years Education was changed to High School Graduate, Yes or No; GED, Yes or No.
- g. Length of County Residence was changed to How Long Have You Lived in This County.
- h. Agencies Receiving Aid From was changed to Are You Receiving Aid From: AFDC, Local Relief, UC, VA Benefits, Other.

The revised multi-part data collection forms were distributed to the pilot project counties in April, and project staff provided instructional training to the jail personnel.

IV. Conclusion

The pilot project demonstrated that it is feasible to collect data under a computerized system which is currently operational in nine Wisconsin county jails. By developing a revised multi-part Wisconsin Standard Adult Jail Register form, uniform entries are made and local administrative duties associated with completing the form are reduced to a minimum.

A plan for statewide implementation is being developed, whereby all jails from each of the five Detention Supervisor districts will be phased in, with initial emphasis placed upon the more populated, larger facilities. Data processing services are being arranged through the Department of Administration, and reports on the adult population will be forwarded to participating counties.

Prepared By:

Roger Rowin, Planning Analyst

END