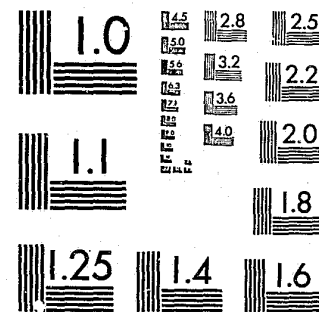


National Criminal Justice Reference Service

ncjrs

This microfiche was produced from documents received for inclusion in the NCJRS data base. Since NCJRS cannot exercise control over the physical condition of the documents submitted, the individual frame quality will vary. The resolution chart on this frame may be used to evaluate the document quality.



MICROCOPY RESOLUTION TEST CHART
NATIONAL BUREAU OF STANDARDS-1963-A

Microfilming procedures used to create this fiche comply with the standards set forth in 41CFR 101-11.504.

Points of view or opinions stated in this document are those of the author(s) and do not represent the official position or policies of the U. S. Department of Justice.

National Institute of Justice
United States Department of Justice
Washington, D. C. 20531

8/19/83

November, 1979

File Room with other manuals

Form NPS-29

interviewer's manual ^{MF-1}

Survey of Inmates of State Correctional Facilities

U.S. Department of Commerce
BUREAU OF THE CENSUS



U.S. Department of Justice
National Institute of Justice

This document has been reproduced exactly as received from the person or organization originating it. Points of view or opinions stated in this document are those of the authors and do not necessarily represent the official position or policies of the National Institute of Justice.

Permission to reproduce this copyrighted material has been granted by

PUBLIC DOMAIN/ U.S. DEPARTMENT

OF COMMERCE

to the National Criminal Justice Reference Service (NCJRS).

Further reproduction outside of the NCJRS system requires permission of the copyright owner.

TABLE OF CONTENTS

	<u>Page</u>
CHAPTER 1. THE SURVEY OF INMATES OF STATE CORRECTIONAL FACILITIES	1-1
1.A Survey Description	1-1
1.B Survey Purpose	1-1
1.C Survey Authority	1-1
1.D Basic Interviewer Field Duties	1-2
1.E Survey Forms	1-2
CHAPTER 2. SELECTING A SAMPLE OF INMATES	2-1
2.A General	2-1
2.B Advance Contacts by Supervisory Staff	2-1
2.C Your Initial Contact	2-1
2.C1 Contact the Institution	2-1
2.C2 Type of Inmates to Sample At the Prison	2-2
2.C3 Multi-Facility Prisons	2-3
2.C4 Respondent Has Questions	2-3
2.C5 Multi-Interviewer Prisons	2-3
2.D Filling the NPS-13, Sampling Questionnaire, At the Prison	2-3
2.D1 Obtaining an Accurate Count of Inmates	2-4
2.D2 Comparison of Inmate Counts	2-6
2.D3 Transcribe the Est. No. and the Final Count to the NPS-12	2-8
2.E Locating a Usable List of Inmates	2-8
2.E1 Obtaining a List	2-8
2.E2 Verify the List	2-9
2.E3 Male/Female Prisons	2-9
2.E4 Multi-Facility Prisons	2-10
2.E5 Multi-Roster Facilities	2-10
2.E6 Number of Inmates on the List	2-10
2.F Selecting Sample Inmates	2-10
2.F1 Types of Sampling Instructions	2-11
2.F2 General Instructions for TA Places	2-11
2.F3 General Instructions for NTA Places	2-12
2.F4 Special Situations for NTA Places	2-12

	<u>Page</u>
CHAPTER 2. (continued)	
2.G Verifying the Sample Count for NTA Places	2-13
2.G1 Formula	2-14
2.G2 Example	2-14
2.G3 Number of Sample Cases is Incorrect	2-14
2.G4 Differences Cannot Be Reconciled	2-14
2.G5 Check Results of Resampling	2-14
2.G6 If Resampling Does Not Reconcile Differences	2-15
2.H Institution Does the Sampling	2-15
2.H1 Conditions Which Must Be Met	2-15
2.H2 Form NPS-13A, Flashcard	2-16
2.H3 Select the Sample	2-16
2.H4 Verify the Sample	2-16
2.I Completing the Sample Listing Sheet (NPS-12)	2-16
2.I1 Column a	2-16
2.I2 Columns b and c	2-17
2.I3 Apply the Following Procedure in Transcribing to the Sample Listing Sheet	2-17
2.I4 Give Pink Copy to the Prison Official	2-18
2.I5 Fill Columns d-h	2-18
2.J Select Sample of Remaining Types of Inmates, If Necessary	2-18
CHAPTER 3. PROCEDURES FOR FILLING THE NPS-25 INMATE QUESTIONNAIRE	3-1
3.A General Instructions for Conducting the Interview	3-1
3.A1 Scheduling Inmates for Interview	3-1
3.A2 Interview Places	3-4
3.A3 Bringing Sampled Inmates to Interview	3-5
3.A4 Confidentiality	3-7
3.A5 Introduction	3-8
3.A6 Inmate Questions About the Survey	3-8
3.A7 Inmate Refusals at Interview	3-9
3.B Instructions and Preparation for Interview	3-10
3.B1 General Interviewer Instructions	3-10
3.B2 Preparation of Forms for Interview	3-10
3.C Filling the Inmate Questionnaire	3-12
3.D Closing the Interview	3-86

	<u>Page</u>
CHAPTER 4. RECORDS CHECKING	4-1
4.A General Instructions	4-1
4.B Locate Acceptable Inmate Files	4-1
4.C Completing the Items	4-2
4.C1 Must Items for All Interviews	4-2
4.C2 Type A, Noninterview Records Checks	4-2
4.D Medical Records Checking	4-2
4.D1 Obtaining the Medical Records	4-3
4.D2 Filling the Medical Verification Sheet	4-3
4.D3 Filling the Medical Recordkeeping Information Sheet	4-4
4.D4 Filling the Medical Records Summary Sheet	4-5
CHAPTER 5. CLOSEOUT PROCEDURES	5-1
GLOSSARY OF TERMS	i

CHAPTER 1. THE SURVEY OF INMATES OF STATE CORRECTIONAL FACILITIES

1.A SURVEY DESCRIPTION

The Survey of Inmates of State Correctional Facilities, also called NPS-25, is a nationwide study of prisoners and prisoner experiences. It is designed to collect information from almost 12,000 inmates (from a total of about 250,000) housed in State operated prisons and other adult correctional facilities across the country. Inmates of about 200 of the 800 total facilities will be interviewed. The study does not include inmates of local jails, hospitals, courts or prisons, juvenile facilities of any sort, or any Federally operated places, or inmates of non-State operated facilities, such as private halfway houses. Only inmates of facilities operated by the State are included.

1.B SURVEY PURPOSE

The survey is intended to provide basic data on such general characteristics as sex, race, age, education, crime (offense) for which imprisoned, and time served in prison; and information on the use of drugs and alcohol, income before prison, veterans' status, and prisoner programs and activities. The study is not designed to describe prisoners in particular prisons or even prisoners of any individual State, but as a national study, it is designed to present meaningful descriptions at the national level only. Of course, all information about individuals in the survey is confidential.

The information obtained from the survey will be used to help State and federal governments make decisions about State correctional institutions. It will also assist particular research groups in their work by providing detailed information on issues, such as drug use by offenders or veterans status information. Finally, the survey data will provide all of us reliable basic information about State prisoners.

1.C SURVEY AUTHORITY

The Bureau of the Census, through agreement with the Law Enforcement Assistance Administration (LEAA) of the U.S. Department of Justice, will collect and process the survey data. The survey is being conducted under the authority of title 42, U.S.C., section 3763. Strict confidentiality of individual respondent information is guaranteed by title 13, U.S.C., section 9.

1.D BASIC INTERVIEWER FIELD DUTIES

As an NPS survey interviewer, your duties are as follows:

1. Arrange precise dates and times to conduct the survey at each assigned facility. This duty is described in Chapter 2.
2. Draw a sample of inmates for interview. This duty is also described in Chapter 2.
3. Interview all sampled inmates. Chapter 3 contains detailed interview instructions.
4. Conduct records checks for selected information. Chapter 4 describes this procedure.

1.E SURVEY FORMS

1. The questionnaire for the survey is the NPS-25. One NPS-25 must be completed for each inmate selected in the sampling, whether interviewed or not.
2. Other forms are as follows:
 - a. NPS-12 and 12a, Sample Listing Sheets--You will enter the names of all selected inmates on these sheets. You will also record, for each inmate, type of interview and records verification. These sheets will be partially completed when you receive them. Chapter 2 describes these sheets in detail.
 - b. NPS-13, Sampling Questionnaire--This form contains important information about the facility such as name, address, and telephone number and persons, dates, and times of contact. More important, the sampling questionnaire contains proper inmate count for sampling. Again, Chapter 2 describes the use of this form in detail.
 - c. NPS-13a, Sampling Flashcard - This form will be used in the event that the facility contact insists on personally conducting the sampling.
 - d. NPS-24, Facility Letter--You will receive a photocopy of the letter sent by the Bureau of the Census to each facility at which you will interview. If questions arise regarding clearance to conduct the survey, you may use this letter to show Census contacted the person authorized by the State Department of Corrections.

- e. NPS-25 Continuation, Prior Offense Continuation Sheet--If an inmate has more than 10 past incarcerations, the additional incarcerations will be recorded on this form.
- f. NPS-26, Flashcard Handbook--This handbook contains a series of lists you will need to show each inmate during the interview. Specific uses are described in Chapter 3.
- g. NPS-27, Privacy Statement--This form will be given each inmate before interviewing begins. It introduces the survey and reminds the inmate of its voluntary and confidential nature. Chapter 3 describes its use.
- h. NPS-33, Survey Operations Checklist--This form contains a series of steps that must be completed during the sampling and interview periods.
- i. NPS-34, Medical Release Statement--This form must be signed by the inmate in order to look at his/her medical records.
- j. NPS-35, Medical Verification Sheet--This form will be used to obtain medical information from the inmate's record.
- k. NPS-36, Medical Record-Keeping Information Sheet--This form contains a series of questions for the medical records person regarding record-keeping practices at the institution.
- l. NPS-37, Medical Records Summary Sheet--This form will be used after the interview to compare inmate answers from the questionnaire to institution records.

CHAPTER 2. SELECTING A SAMPLE OF INMATES

2.A GENERAL

You are to select a sample of the inmates of each correctional institution in your assignment. You will use the NPS-13, Sampling Questionnaire, and the NPS-12, Sample Listing Sheet, to select the sample and identify the inmates for interview. Note that in some prisons you will select separate samples of male and female inmates; while in the majority of prisons you will select either male or female inmates but not both.

2.B ADVANCE CONTACTS BY SUPERVISORY STAFF

A letter was sent to all State correctional institutions selected for the survey informing them of their participation. This letter was followed by a call or visit from the regional office to obtain preliminary information about the institution. Therefore, the facility should be expecting your telephone call, described in section 2.C below.

2.C YOUR INITIAL CONTACT

2.C1 Contact the Institution

After the training session, telephone the person designated as Interviewer Contact on form NPS-13. Make an appointment to visit that person at the institution. (In some prisons you may receive two forms NPS-13. These are places where you have to select separate samples of males and females.) (See section 2.C2)

For example, you might say,

"I am ... from the United States Census Bureau. I am calling in regard to the Survey of Inmates. My supervisor ... (read supervisor's name for Section I) contacted this institution on _____ (date shown in Section I) and arranged for me to visit ... (administrative unit) in order to select a sample of inmates from your records and conduct interviews with the sample persons. I would like to meet you on _____ (give the date and time that you would like to visit the institution to begin your work). Is this time acceptable to you?"

- a. Arrange a time that is acceptable. If the visit is delayed for a week or more, accept the date suggested but phone your supervisor for instructions. Your supervisor may try to arrange an earlier date.

NOTE: If you have two or more institutions in your assignment, allow time to complete all work in one institution before visiting the next.

- b. Enter the date and time of the appointment in the place provided in Section I on form NPS-13. Also enter this date on the line for Sampling Day.
- c. Sampling Day is the day you fill Section II of form NPS-13. This is usually the day you specified in Section I for your visit. However, if you change your appointment date or if you are unable to complete Section II of form NPS-13 on your first visit, cross through the entry in Section I for Sampling Day and enter above it the date on which you fill Section II. All questions in Section II refer to the day you are completing the form. You may not change Sampling Day once you have completed Section II.
- d. Inform the respondent that you will need a roster, list, printout or file of the inmates who had a bed assigned as of the night before your visit.
- e. Ask if there are any special arrangements you must make, such as identification for admission to the institution. Also, obtain directions to the facility. Call your supervisor if there are any problems. If Item 2 on the cover has the notation, "Institution will do the sampling," see Section 2.H.
- f. Make sure that the person with whom you are speaking will meet you at the institution when you arrive. Do not visit the prison until you have first spoken with the person who will act as your prison contact.

2.C2 Type of Inmates to Sample At the Prison

Item 4 on the front of the Form NPS-13 will specify the type of inmates you are to sample at the prison. There are various possible sampling situations.

- (1) In male-only institutions, you will receive one NPS-13. The box for "Sample Male Inmates" will be marked in Item 4. In this situation include all the eligible male inmates in the sampling. If you find any females at the prison, do not include them in the sampling.
- (2) In female-only institutions, you will receive one NPS-13. The box for "Sample Female Inmates" will be marked in Item 4. In this case, include all the eligible female inmates in the sampling. If you find any male inmates at the institution do not include them in the sampling.

- (3) In prisons with both males and females, you may receive one or two forms NPS-13 depending on which types of inmates are to be included in the sampling.

- o If only males or only females are to be sampled, you will receive one NPS-13, with the appropriate box marked in Item 4.
- o If both males and females are to be included, you will receive TWO forms NPS-13. One form will specify "Sample Male Inmates" and the other will specify "Sample Female Inmates." You will have to fill both forms NPS-13, and select two separate samples of inmates.

2.C3 Multi-Facility Prisons

Some prisons have more than one facility under their control. In some cases you are to select a sample of inmates from all the facilities, while in other cases only one administrative unit in the prison will be designated. The specific administrative unit will be identified on the front of the NPS-13.

- o If you are to select a sample of inmates from a specific administrative unit, ask your contact whether these inmates can be identified separately (on a list, printout or by other means) from the inmates at the other administrative units. If there are problems identifying the inmates in the specific facility, contact your supervisor.

2.C4 Respondent Has Questions

If your contact person at the prison has any questions about the authority for the survey, or other administrative matters, try to resolve them. However, if there are problems or questions which you cannot resolve, tell your respondent that your supervisor will contact the prison. Then, explain the situation to your supervisor immediately.

2.C5 Multi-Interviewer Prisons

In some large prisons, more than one interviewer may conduct interviews in the place. However, only one interviewer should contact the institution and do the sampling. Your supervisor will designate the "sampler" for these multi-interviewer prisons.

2.D FILLING THE NPS-13, SAMPLING QUESTIONNAIRE, AT THE PRISON

Visit the prison as arranged and meet the person with whom you spoke in your telephone contact. Remind the person that you have some questions to ask and that you will then need to --

- o Establish a count of inmates as of the night before your visit.

- o Select a sample of inmates who have a bed reserved for them the night before your visit.
- o Interview inmates selected in the sample; and
- o Obtain additional information from the prison records for the selected inmates.

If you have two forms NPS-13 for an institution because separate male and female samples must be selected, fill one NPS-13 and do the sampling before filling the second NPS-13.

2.D1 Obtaining an Accurate Count of Inmates

Obtaining an accurate inmate count is a critical step in your work. Section II of the NPS-13 is designed to help you obtain this count. It is important to complete this section accurately, since prisons may use different counts for different purposes. Therefore, you must be certain that the count you obtain includes only those persons who had a bed assigned to them the night before your visit, and that ALL such persons are included. In addition, make sure that you obtain a sampling count of only the type of inmates specified on the NPS-13, i.e., males or females.

a. Item 1

Ask Item 1 as worded and record the count on the line provided.

--If questioned, tell the respondent that the count is for statistical purposes only. It will be used for selecting a sample of inmates and will not be used for publication purposes.

--The count you enter in Item 1 should be an estimate. The respondent should not physically count the number of inmates. You will refine the count by asking the remaining questions in Section II of the NPS-13.

b. Item 2a

Ask Item 2a as worded, pausing between each part to allow the respondent time to answer. This item describes the types of residents to be INCLUDED in the count.

--Mark the appropriate box, YES or NO, for each question before going to the next. If the respondent tells you that a situation covered in this item does not apply, mark the NA box (for Not Applicable) meaning that this institution does not feature the situation in question; for example, no furloughs are given.

c. Review Entries in Item 2a

After the appropriate box has been marked for each situation, review the entries in Item 2a.

--If all YES or NA boxes are marked, go to Item 2b.

--For each NO box marked, ask the respondent how many of these types of persons are inmates, and enter the number on the line provided.

For example, if the NO box was checked for the second situation, you would say: "You told me that the count of inmates does not include persons who sleep at... (name of prison or administrative unit) but eat elsewhere. How many such inmates had a bed assigned as of last night?" Record the number on the line provided.

d. Item 2b

Ask Item 2b as worded, pausing between each part to allow the respondent time to answer. This item describes the types of inmates who must be EXCLUDED FROM the count.

--Mark the appropriate box YES or NO, for each situation. If the respondent tells you that a situation covered in this item does not apply, mark the NA box.

e. Review Entries in Item 2b

After the appropriate box has been marked for each situation, review the entries in Item 2b.

--If all NO or NA, go to Interviewer Instruction C.

--For each YES box marked, ask how many of such inmates were included in the count, and enter the number on the line provided.

For example, if the YES box was checked for the second situation, you would say: "You told me that the count of inmates includes persons who were released from... (name of prison or administrative unit) prior to last night. How many of such inmates were included in the count?" Record the number on the line provided.

f. Ask Item 3a or 3b, if Appropriate

Ask Item 3a and/or 3b only if a written name or description of an administrative unit appears in the particular item. For example, if the entry "Security Wing No. 1" appears in Item 3a, you would ask this item to make sure the count includes inmates in this unit.

If there are no entries in Items 3a or 3b, leave the items blank. This situation will apply in most institutions.

g. Ask Item 3c, if Appropriate

If you receive only one NPS-13 for an institution, Item 3c will contain the type of inmates not marked in Item 4 of the NPS-13. For example, if Item 4 specifies "Sample Male Inmates" Item 3c will show "Females." Then, ask the item to verify that those inmates were not included in the count. Record the number of such ineligible inmates in Item 3c (1) if they were included, and in Item 3c (2) if they were excluded.

h. Correcting the Count in Item 1

Follow the instructions in Interviewer Instruction D for correcting the count.

In this item you will compute the final count of inmates to be included in the sampling. The steps to follow are explicit, and the calculations required are specified in Interviewer Instruction D.

2.D2 Comparison of Inmate Counts

After you have completed Section II of the NPS-13, compare the Final Count in Section II, Item 1 to the entry in Section I, Item 3, Est. No. (This is an estimate of the number of inmates at the prison based on Census Bureau records).

Determine whether there is a difference between the Count and the Est. No.

- o If there is no difference, transcribe the Final Count to Item 5, Count, on the NPS-12, Sample Listing Sheet, as instructed in paragraph 2.D3 below.
- o If there is a difference, determine whether it requires explanation. Proceed as follows, using the comments space provided in Section III on the NPS-13.

a. Estimate is 20 or less

For prisons where the est. no. is 20 or less, accept a difference between the count and the est. no. of 1 or 2. Explain any difference larger than 2.

b. Estimate is 21 or More

For prisons where the est. no. is 21 or more, accept a difference between the count and the est. no. of less than 10 percent. Explain any difference of 10 percent or more.

You determine the percentage of differences as follows:

- (1) Determine which is larger - the count or the estimated number (est. no.)

EXAMPLE

120
100
20

Subtract the smaller number from the larger and circle the results

(Note that it does not matter whether the estimate or the count is the larger)

- (2) Transcribe the estimated number (est. no.) from Section I, Item 3, to the comments space and cross through the right most digit. Underline the digits not crossed out.

120

- (3) If the circled entry is equal to or greater than the underlined number, the difference is 10 percent or more and must be explained. In the example above 20 is more than 12, thus the difference is more than 10 percent and must be reconciled.

c. Differences Must be Explained

If you determine that the difference between the count and the estimated number must be explained, probe to determine the reason for the difference. It is very important that you explain such differences, since they may have to be considered in tabulating the data. Enter reason in the comments space in Section I of the NPS-13.

- o Ask the respondent if he or she can explain the difference.

For example, you might say: "The final count we arrived at is _____ and the estimate obtained from our records was _____ (entry in Section I). Can you think of any reason for the difference?"

- o A NORMAL INCREASE OR DECREASE IN SIZE SINCE THE ESTIMATE WAS OBTAINED IS AN ACCEPTABLE EXPLANATION OF THE DIFFERENCE. By normal changes, we mean changes due to factors which do not reflect a change in the basic function or in the use of the facilities, for example, the opening or closing of a wing. In this situation, accept the count as correct.
- o If the respondent tells you that the final count is wrong, determine the cause of the discrepancy. If the count is wrong, correct it. Cross through the count and enter the corrected count above it. Do not erase.

- o If the respondent tells you the estimate was wrong, explain that the estimate is based on information provided by the prison on a mail questionnaire sent to the Census Bureau several months ago. Try to obtain a definite reason for the incorrect estimate; for example, you might learn that the estimate did not include inmates on leave, or inmates who were temporarily absent. Never correct the estimate; simply explain the reason for the discrepancy in Section I of the NPS-13.

Sometimes the discrepancy is due to a change in the basic function of the prison, for example, it may combine with one or more other prisons, or may split into two prisons. FOR ANY UNUSUAL SITUATION, CALL YOUR SUPERVISOR IMMEDIATELY. DO NOT CONTINUE THE INTERVIEW UNTIL YOU HAVE DISCUSSED THIS SITUATION WITH YOUR SUPERVISOR. Your supervisor will need the ID number of the prison, the name and telephone number of the official who gave you the information, the names of all prisons involved, and a complete explanation of the situation.

2.D3 Transcribe the Est. No. and the Final Count to the NPS-12

Transcribe the Est. No. and the Final Count to Item 4 and 5 on Form NPS-12, Sample Listing Sheet. These items must not be changed after this point in the interview. Be sure you transcribe the entries to the proper NPS-12 if you have more than one for the institution. Be sure the notation "Take Males" or "Take Females" in Item 1 of the NPS-12 matches the entry in Item 4 of the NPS-13.

2.E LOCATING A USABLE LIST OF INMATES

After completing Form NPS-13, obtain a roster, list, printout or other such material from which to select the sample of inmates. You should refer to Section III of the NPS-13 for an outline of the remaining steps involved in sampling the inmates. From this point on, however, you will make all entries on the NPS-12, Sample Listing Sheet.

- o Note that if you have another NPS-13 to fill for the prison, you should determine whether it would be more efficient to fill the remaining NPS-13 before or after selecting the first sample. Base your decision on the availability of records, cooperativeness of the respondent, and so forth.

2.E1 Obtain a List

Explain to the respondent that --

- a. You now need a list of inmates which corresponds to the count... (read the count recorded in NPS-12, Item 5).

- b. You will select a sample of inmates from this roster; these inmates will participate in the survey. Therefore, you want to be sure that the list is complete and up-to-date.
- c. The list can be a computer printout, a card file, a typed list, a ledger, etc., but it should contain inmate names or some other unique identifier.

2.E2 Verify the List

Apply the same definitions to the list, that you used in obtaining the count.

- a. Review your entries in Section II of Form NPS-13. For each situation in which a NO box is marked in Item 2a or 3a or a YES box is marked in Item 2b, 3b or 3c ask, "Does this list contain the names of inmates...(read the situation in Section II)?"
- b. If the list contains names of ineligible persons, that is persons who should NOT be included in the survey, ask the respondent to identify these persons.

- (1) If the respondent can identify these persons, mark these names in some way so that you can exclude them when you select the sample. For example,

--if you are sampling from a list, place a checkmark (✓) by the person's name or ID code.

--If you are sampling from a card file, turn the card over or put two paper clips on the card. (Do not use one clip, since you may use this method for marking sample cases.)

- (2) If the respondent cannot identify the ineligible persons, write "Included in list," beside the applicable situations in Items 2b, 3b or 3c on Form NPS-13 and accept the list.

- c. If the list is incomplete, you must obtain a supplemental roster of the missing names. Ask the respondent where you can obtain such a list. If a separate list of these persons is not available, ask the respondent to prepare a list for you. It can be a handwritten list and need only contain the inmates' identification numbers or names.

2.E3 Male/Female Prisons

If the prison has both males and females be sure the list covers only the inmate sex specified on the NPS-13.

2.E4 Multi-Facility Prisons

Some prisons have more than one facility or site under their control. Always check the address on the NPS-13 to be sure the list covers only the units to be included in the sample, and that it covers all the units it should.

2.E5 Multi-Roster Facilities

Some prisons maintain separate lists for each division or unit. You do not need to sequence these in any particular order, but make sure you have the lists for all the facilities to be included in the sample and no others.

2.E6 Number of Inmates on the List

Determine the number of inmates on the list as directed below. Record the number in Item 6 on the NPS-12, Sample Listing Sheet. Follow the steps below; do not physically count the number of persons on the list as this is time consuming and error prone. You will perform a more accurate check later.

- a. If the respondent was able to identify ineligible inmates, or if the list contained only eligible persons, assume that the list adequately reflects the count. Transcribe the count from Item 5 to Item 6 on the NPS-12.
- b. If the respondent was NOT able to identify ineligible inmates,
 - add together the entry on each line of Section II, Item 2b, 3b, or 3c that has a notation "Included in list."
 - enter this total, and circle it, beside the final count in Section II, Item 1 on the NPS-13.
 - add together the final count and the circled figure, and enter the total in Item 6 on the NPS-12.

2.F SELECTING SAMPLE INMATES

For each prison in your assignment you will select a sample of male or female inmates to be interviewed for the survey. You must complete the selection of the sample inmates before listing any inmates on the NPS-12. In this way you will avoid the need to erase entries on the NPS-12 if you find any errors when you verify the sample.

NOTE: In some cases, the prison may insist upon doing the actual sampling. If this situation occurs, follow the procedures in Section 2.H.

2.F1 Types of Sampling Instructions

There are two types of sampling instructions: TAKE ALL (TA) or NON-TAKE ALL (NTA). The specific instructions for a prison appear in Item 8 on the NPS-12, Sample Listing Sheet.

- o When the "TA" box is marked in Item 8, all eligible inmates on the list must be interviewed for the survey.
- o When the "NTA" box is marked in Item 8, there will be a START WITH and TAKE EVERY shown in Item 8. For these prisons, only certain eligible inmates on the list will be interviewed for the survey.
- o Note that in prisons where you are to select samples of male and females, the sampling instructions may be different for each type of inmates.

2.F2 General Instructions for TA Places

- a. If the list or roster contains only inmates who are eligible for sampling, count the number of inmates on the roster and enter this number in Item 7 on the NPS-12. The entry in Item 7 should be the same as the entry in Item 6, that is, the number of sample cases should equal the number of inmates on the roster.
- b. If the list or roster contains some inmates who the respondent has identified as ineligible, count the number of eligible inmates on the roster and enter this number in Item 7 on the NPS-12. The entry in Item 7 should correspond to the entry in Item 6. If there is any difference between the entries in Item 6 and Item 7, ask the respondent if he or she can explain the difference. If you cannot reconcile the difference, call your supervisor for assistance.
- c. If the roster or list contains ineligible inmates who cannot be identified, count all the inmates on the roster and enter this number in Item 7 on the NPS-12. Since only small institutions have a TA sampling rate, this situation should be rare. If it occurs, you must include each inmate in the sample. The ineligible inmates will be identified during the actual interview phase of the survey and classified as Type C noninterviews, "Ineligible."
- d. After filling Item 7 on the NPS-12 for TA places, follow the instructions in Section 2.I.

2.F3 General Instructions for NTA Places (Also see Section 2.F4 if list contains ineligible persons)

- a. The entry for SW corresponds to the first sample person to be selected. For example, if the START WITH is 2, you would select the second inmate listed.

--Starting with the first inmate on the roster, count down to the SW number and mark it. If you are sampling from a list, place an "X" beside the name or ID number of that inmate. If you are sampling from a card file, place a paper clip on the card for that inmate.

- b. From the SW, count down to the TE number and mark it. For example, with a SW 2 and TE 3, you would select the second inmate and then the fifth inmate listed (2 + 3 = 5). Continue counting down and marking the TE number until you have gone through every inmate on the list.

- c. Some large prisons may ask to do the sampling on their computer. This is allowable provided that the computer uses a count which corresponds to the count in Item 5 of the NPS-12. Request that the computer print out the count it uses to do the sampling. You should provide the START WITH and TAKE EVERY for the computer to use. If problems arise, call your supervisor.

Shown below is an illustration of a list from which a sample of inmates has been selected using START WITH 2, TAKE EVERY 3 sampling instructions.

LIST OF INMATES

ID NUMBER		
	101	Morris Jones
"X" was placed	X	102 James Smith ←
beside each		103 Harry Homes
sample inmate's		104 Sam Lead ←
ID as he was	X	105 William Taylor
selected		106 John Joseph
		108 Michael Smith
	X	109 Gerald Fine ←
		110 Jude Fine

2.F4 Special Situations for NTA Places

The following instructions apply to special situations you might encounter when sampling.

- a. Sometimes the list contains the names of inmates who should NOT be included in the sample; i.e., ineligible inmates. This may be common in prisons with males and females where you want to select a sample of only one type of inmate.

(1) If the respondent can identify these inmates, mark them in some way; i.e., a checkmark (✓) by the name on a list or a pair of paper clips on a card file. (Use two paper clips since one clip indicates the sample inmate selected.)

(2) Skip these inmates when applying the SW and TE counts. For example, in the illustration above, if the respondent had indicated that Harry Homes was ineligible for the sample, you would have placed a checkmark (✓) by his ID code. Therefore, you would skip Harry Homes when applying the sampling instructions and the sample inmates would then be ID 102 (James Smith), 106 (John Joseph), and 110 (Jude Fine).

(3) If the respondent was not able to identify ineligible inmates, apply the sampling instructions to all inmates on the roster.

- b. Identification numbers, names, etc., may not be listed in any order on the list. For this reason it is very important that you physically count the SW and TE, as instructed. DO NOT try short-cuts, such as adding the TE to the last ID number. These will usually result in selecting the wrong person somewhere along the line and you will have to resample the whole file.

--Note that in the preceding illustration there is no ID 107. Frequently lists skip line number 13 and there are other reasons why certain numbers or blocks of numbers may be skipped or listed out-of-order.

- c. When a second or subsequent roster is used, carry the TE count over from one list to the next; DO NOT apply the SW again.

- d. Ask the respondent to explain the meaning of any symbols or notations on the list. The symbols may simplify the sampling, for example, an asterisk (*) may identify duplicates on the list.

2.G VERIFYING THE SAMPLE COUNT FOR NTA PLACES

Count the number of inmates you have selected for the sample and enter this number in Item 7 on the NPS-12.

Use the following formula to determine if the number of sample cases is correct. Do the calculation in the Comments on the NPS-12 and circle the result. The result should equal the number of sample cases.

2.G1 Formula

Item 6 - SW +1 = No. of Sample Cases in Item 7.
TE

In all cases, drop any fractions; DO NOT round up.

2.G2 Example

Suppose the entry in Item 6 for a prison is 14. The sampling instructions are SW 1, TE 2. After sampling you have 7 sample cases. You would verify these as follows:

	Step 1	Step 2	Step 3
$\frac{14-1}{2} + 1 = 7?$	$\frac{14-1}{2} = \frac{13}{2}$	$\frac{13}{2} = 6\frac{1}{2}$	$6 + 1 = 7$
		Drop the remainder	

2.G3 Number of Sample Cases is Incorrect

If the number of sample cases does not equal the result circled in the formula, make the following checks. DO NOT physically count the names on the list.

--Check your arithmetic in applying the formula.

--See if all numbers in the formula are correct.

--See if the entry in Item 6 correctly reflects the roster. Have you failed to add all of the unidentified ineligible to the count? (You should have marked these as "Included in List.")

2.G4 Differences Cannot Be Reconciled

If you cannot reconcile the difference, recheck your sampling. Apply the SW and TE, as you did in the original sampling. If you select a different inmate in the recheck, stop at that point and--

- Make sure that you are sampling correctly in the recheck.
- If you are sampling correctly, remove the paper clips or erase the "X's" for the sample inmates from that point on and continue sampling and marking the sample inmate. DO NOT try to patch up the previous sampling; continue the TE count from the point where the error was discovered.

2.G5 Check Results of Resampling

Check the results of resampling, using the formula specified in paragraph 2.G1. Cross through the previous formula in the Comments on the NPS-12 and reapply the formula beside the crossed-out version.

2.G6 If Resampling Does Not Reconcile Differences

If you cannot reconcile the difference after you have tried these checks, do the following:

- Count the number of inmates from the last sample case to the end of the list. Write "Remainder" and enter this number in the Comments beside the formula.
- Call your supervisor and give:
 - the name, address, and control number of the prison,
 - the estimate, count, number of sample cases, SW, TE, and "Remainder" entries.

NOTE: When verifying the sample count, DO NOT question the respondent until you have contacted your supervisor. In some cases the differences may be due to inclusion of ineligible persons on the list. This will not adversely affect the survey if sampling procedures were carried out correctly. Your supervisor must make this decision.

2.H INSTITUTION DOES THE SAMPLING

You are responsible for applying the START WITH and TAKE EVERY to the list of eligible inmates. However, in some institutions there may be regulations which restrict access to inmate names. In these institutions it is permissible to allow the institution official to apply the START WITH and TAKE EVERY to the list of inmates provided that you have express permission from your supervisor. This permission may be granted in two ways:

- Your supervisor may have discovered this situation when he/she telephoned the institution before your arrival. If so, Item 2 on the cover of the NPS-13 will have the notation "Institution may do the sampling." In this case, proceed with the sampling as directed in the sections below.
- If there isn't a notation in Item 2 of the NPS-13, telephone your supervisor and explain the situation. If after discussion with your supervisor, it is agreed that the institution will apply the START WITH and TAKE EVERY, follow the instructions in the sections below. Enter the notation "Institution did the sampling" in Item 2 on the cover of the NPS-13.

2.H1 Conditions Which Must Be Met

- You must be present when the sampling is done, and you must direct the operation.

- o The rules and statistical procedures must be followed exactly as specified.

2.H2 Form NPS-13A, Flashcard

Hand the NPS-13A Flashcard to the person who will do the sampling. This card provides basic sampling rules and illustrations of sampling situations. Ask the person to read the card carefully, and to do the exercise at the end. If the person refuses to read the card, or objects to the sampling procedures in any way, contact your supervisor immediately.

2.H3 Select the Sample

After you are satisfied that the person understands the sampling procedures, provide the START WITH/TAKE EVERY numbers for this prison. Be sure that the list or roster used for sampling corresponds to the final count.

IMPORTANT: When the prison does the sampling, they are to include all inmates, even those identified as ineligible in the final count. This procedure will allow us to better control the sampling. If an identified ineligible is selected in the sampling, mark INELIGIBLE beside that inmate's name when you fill the NPS-12.

2.H4 Verify the Sample

Verify the sample by using the formula specified in Section 2.G1. If the list or roster contained ineligibles, add these into the Item 6 number in the formula.

2.I COMPLETING THE SAMPLE LISTING SHEET (NPS-12)

After you have selected and verified the sample, fill one line of the Sample Listing Sheet for each sample person.

- o For TA places, this includes every eligible inmate on the roster.
- o For NTA places, list only inmates selected in the sampling.

2.I1 Column a

In column a on the Sample Listing Sheet, Form NPS-12, line numbers are preprinted. However, on the continuation sheet, NPS-12A, only the units digit is preprinted, from 1 to 0. You are to carry over the numbering

from the previous sheet for the tens and hundreds digits, as needed. For example, on the second sheet you would enter the tens digit; the units digit would be preprinted.

```

2 1
2 2
2 3
3 0
3 1

```

- o If you select more than 20 inmates for sample, use a Form NPS-12A to list the additional inmates. Be sure to carry over the line numbering scheme from the NPS-12 to the NPS-12A, that is, start with line number 21 on the first NPS-12A, and so on.
- o If you have two forms NPS-12 for a prison, list the persons selected in the first sample (male or female) on one NPS-12 and continue on an NPS-12A, if needed. Then, when you select the sample for the other type of inmate use the other NPS-12. Change the line numbers on that NPS-12 to begin with 51. Then continue on to an NPS-12A if needed and start with line number 71. In this way, each selected inmate will have a unique line number.

2.I2 Columns b and c

Fill columns b and c as specified on the form. Try to obtain the name and identification number of each selected inmate. However, if the institution cannot or will not provide names or numbers, you may proceed with the interviewing, provided that some identifier is used. You must be assured that you are actually interviewing the selected inmate, and that you can locate the inmate's records without difficulty.

2.I3 Apply the Following Procedure in Transcribing to the Sample Listing Sheet

- If you are sampling from a list, computer printout or other source for which you marked an "X" to identify the sample person --
 - o Place a ruler under the name and/or identification number of the sample person.
 - o After you have completed the transcription, check your entries. Make sure that you have not transcribed part of the entry from the line above the sample person.
 - o After you have verified the transcription, erase the "X" that you entered on the list to identify the sample person. This will verify that the transcription was done and will return the list to its former condition.

b. If you are sampling from a card file or other source for which you paper-clipped the sample person's card, remove the clip after you have completed and verified the transcription.

- o After all transcription is completed, check the file to see if any clips remain. Double clips, identifying ineligible persons, should be removed. If there are any single clips, see if the case has been transcribed before removing the clip. If not, add the case to the bottom of the list.

c. Do not skip any line when transcribing to the Sample Listing Sheet.

- o If you need to delete a line because of a transcription error, draw a wavy line across all columns for that line. However, do not change the sequence of numbering.

2.I4 Give Pink Copy to Prison Official

After you fill columns b and c for each inmate, tear off the third (pink) copy of the listing sheets and give it to the prison official who will arrange to have the inmates brought to the interview site. See Chapter 3 for detailed instructions on scheduling your interviews.

2.I5 Fill Columns d-h

See Chapter 3D for details.

2.J SELECT SAMPLE OF REMAINING TYPES OF INMATES, IF NECESSARY

If you have two forms NPS-13 and NPS-12 for a prison, complete the second NPS-13 in the same manner as the first forms if you have not already done so. Then select the sample and fill the second NPS-12, as instructed in this chapter.

CHAPTER 3. PROCEDURES FOR FILLING THE NPS-25 INMATE QUESTIONNAIRE

3.A GENERAL INSTRUCTIONS FOR CONDUCTING THE INTERVIEW

Having drawn a sample of inmates, it is now your job to interview each and every inmate selected. Ask all appropriate questions in the NPS-25 only of the inmate. Proxy respondents are not permitted.

3.A1 Scheduling Inmates for Interview

One of the most important tasks you will perform at each prison is your careful scheduling the interview workload in order to (1) minimize disruption of inmate and staff routine, (2) guarantee your meeting each inmate for interview, and (3) avoid lengthy delays between the conclusion of one interview and the beginning of the next. Careful planning is an essential part of your work.

Your supervisor will have discussed workload and prison schedules with the facility and may have indicated the scheduling information in Item 2 of the NPS-12 Sampling Questionnaire. With any information your supervisor may have provided, discuss the following with your prison contact before scheduling any interviews.

a. At Least 8 Work Hours Each Day

It is essential that your work day (including driving time) is at least 8 hours. These hours may vary at your and prison staffs preference. It is, nevertheless, essential that at least an 8 hour day be scheduled. If this is strictly impossible, for example, at a work-release site, either your supervisor will have noted it among special instructions or you must notify him or her of this constraint.

Make the negotiated times specific. You must agree on specific interview times. For example, you might agree that, on Tuesday interviewers will arrive at 8:45 a.m. and interviewing will begin at 9:00 a.m. and will continue, with a half hour for lunch, until 5:30 p.m.; on Wednesday, however, interviewers will begin at 1:00 p.m. (arrival at 12:05 p.m.) and continue until 10:00 p.m., with an hour dinner break, from 5 to 6:00 p.m.

You and your contact may find it may be helpful to include a guard captain or other custodial supervisor in planning an effective schedule. This should be at the discretion of the prison contact.

A work day of more than 8 hours must be approved by your supervisor.

b. A Routine for Scheduling Inmates for Interview

Before leaving for a meal or at the end of a day, arrange scheduling with your contact for the following period, that is, agree (1) that you will be present and ready to interview at the prearranged time, and (2) that the prison will have inmates present and ready for interview at that time.

Once you agree on the interview times, be certain of your arrival and return times and be present at the times you have arranged. If for any reason you will be late, telephone your contact sufficiently in advance to permit rescheduling.

An excellent approach to scheduling the interviews is to schedule selected inmates for specific times. You should use flexibility where necessary, however, in making sure that a selected inmate is available for interviewing during all interviewing hours.

c. Arrangements to Meet Any Inmates in Unusual Circumstances

Not all inmates will be equally available for interview. Some inmates may be scheduled for release during the interview period; others may be transferred or granted temporary releases; still others may be in hospitals on special detention circumstances.

In all cases, safety and confidentiality considered (described below), it is your job to attempt an interview with each sampled inmate. Therefore, after sampling and establishing a general interview routine, carefully review the NPS-12 and NPS-12A, Sample Listing Sheets, with your contact for the following or any other unusual cases:

1) Inmates Scheduled for Release During the Survey Period

Ask your contact to (a) review the list and identify all inmates scheduled for departure during the survey period, and (b) during the survey period to check all additionally scheduled facility releases against the sample listing sheets and identify any sampled persons scheduled for departure. These inmates should be interviewed prior to departure.

This check is particularly critical at facilities serving as intake or reception centers or as pre-release or half-way facilities.

2) Inmates Temporarily Absent

Some sampled inmates may be temporarily absent; inmates occasionally, for example, return to court or are hospitalized or are on authorized leave. Ask your contact to identify all sampled persons temporarily absent. If any such persons

exist, attempt to devise an interview method. While interviewing an inmate in his or her own home should not be done, you may be able to schedule the interview after the inmate returns (but within the survey period); you may be able to visit the inmate at court or in the hospital. Attempt to devise some method by which you can interview the inmate.

3) Inmates in Special Programs

Some inmates may work or be involved in special programs or functions making it difficult for you to interview them during normally agreed upon hours. Ask your contact to review the sample listing sheets to identify such persons and arrange alternate interview times or places.

4) Inmates in Disciplinary Status, Segregation, and Solitary Confinement

Some sampled inmates may be held in confinement separate from the normal prison population. Under various titles, such as segregation or solitary confinement, these inmates may be separated because they violated prison rules, because they constitute a danger to other persons, or because they are endangered by other persons.

Safety and privacy considerations understood (described below), your job includes interviewing all inmates in special confinement status. Ask your contact to identify those inmates in your sample. Then agree on an interview procedure meeting prison requirements and your needs for safety and confidentiality. It is reasonable to suppose that inmates segregated for non-violent rule violations or protection from other inmates can be interviewed; more difficulty can be expected in obtaining confidential interviews with violent inmates. The relationship and trust you have established with your contact is most important in developing these interview arrangements.

Always identify the reason the person is held in special confinement. If the inmate in such confinement is available to be met by prison staff, that is, he or she is able to meet facility counselors, administrators, or other non-security personnel, then arrangements for your interview may well be possible. If, however, the inmate is not accessible even to prison staff, except guards, interviewing may be difficult to arrange.

5) Inmates in Any Other Special Circumstances

After reviewing the list of selected inmates for all the groups noted above, ask your contact if any other inmates on the list

are subject to any other circumstance requiring special plans. Identify these special cases and attempt to arrange interviews.

NOTE: Non-English speaking inmates. If an inmate cannot speak English and no interviewer is conversant in the inmate's language, try to get an interpreter within the prison system. The interpreter must be agreeable to the inmate. If there are no interpreters available within the system or agreeable to the inmate, try to get an outside interpreter by contacting your supervisor.

Because it is vital to the survey to include all kinds of inmates, you are clearly being asked to perform extra effort to obtain interviews with inmates in all special circumstances. If, after careful review, you and your contact are unable to devise a successful interview method, then (1) complete an NPS-25 inmate questionnaire marking TYPE A, non-interview, and (2) clearly describe on the questionnaire the inmate circumstance (on home furlough, hospitalized, etc.) and the specific reason interview could not be arranged. Also note non-interview status on the NPS-12 and NPS-12A, Sample Listing Sheets.

During closeout you will be required to re-examine all TYPE A non-interviews.

3.A2 Interview Places

Arrange with your contact enough interview locations to accommodate all the interviewers. Just as in scheduling inmates, it is also important to schedule in advance of your daily arrival the location of all interview places. These places may change from day to day, or within days, as prison uses of interview areas dictate.

Each interview area must meet two conditions:

- a. The location must be safe. Prisons are skilled in protecting visitors and staff; you will find their advice excellent. Nevertheless, each interviewer is ultimately responsible for accepting or declining her or his interviewing location. If, after thorough discussion with your contact, you appear to be encountering substantial difficulties in obtaining safe locations, contact your supervisor.

It is reasonable to expect and request the availability of a guard for your safety. This may require the assignment of a guard to you or simply conducting interviews near a guard or other protective staff location. The rule of thumb used by earlier surveys is "A guard present, out of eavesdropping range but within easy hailing distance."

- b. The location must protect the privacy of the inmate and confidentiality of the interview.

Again, your judgement is required in particular situations. Many different locations have been successfully used; offices, classrooms, and dining halls, among others. Occasionally interviewers share a large room. Make certain that prison staff and other prisoners are sufficiently far enough away to prevent hearing or any other form of interruption. Again, discuss arrangements with your contact; if, after thorough discussion, serious difficulties remain, contact your supervisor.

3.A3 Bringing Sampled Inmates to Interview

a. Scheduling

Having reviewed scheduling carefully with your contact, you must now carry out the agreed upon schedule through the prison guards. If your contact is someone other than a guard captain or coordinator, or you have not so far included such a person in your planning, introduce the survey to such a person at this point. Provide him or her a copy (the pink copy or a photostat) of the Sample Listing Sheet and, with your contact, arrange a scheduling plan in detail. You will probably find it helpful to coordinate all inmate accessing through this one coordinator and maintain one final sampling list. Each interviewer's sample list should regularly be checked against that master list. Arrange a method whereby enough inmates are available at the agreed upon beginning time of each interview period to occupy each interviewer. Since interviews take approximately 50 minutes, arrange a system whereby a reasonable number of inmates become available for subsequent interviews.

Naturally this planning is subject to some trial and error and planning adjustments can be expected along the way.

Attempt to avoid scheduling systems forcing inmates to wait long periods of time before or after interview, for example, when staff bring inmates to interview in large groups. Such long waits are inconsiderate to respondents and occasionally result in refusal to participate. Make real efforts to minimize inmate waiting time.

If inmates arrive in a group for interview and return to the waiting group after interview, ask your contact if possible, to separate the inmates awaiting interview from those already interviewed. In this way conversations about the survey are minimized.

b. Informing Guards and Other Custodial Staff

Because prisoners are a unique population, you will be unable to invite them directly to the interview. Instead, prison staff will introduce the survey to them for you. Your coordination with prison guards, then, becomes an essential feature of your success in obtaining interviews.

Provide guards the following information about the survey:

- 1) This is a national survey of State prisoners.
- 2) It is being conducted by the U.S. Bureau of the Census for the Law Enforcement Assistance Administration, a part of the U.S. Department of Justice.
- 3) The survey is a scientific sample study developing information for the whole country. It is not designed to describe any particular prisoner, prison, or State, but only a useful national picture. Overall, one in every 20 inmates across the country is being interviewed.
- 4) The survey is being conducted to assist State and national legislatures and agencies in understanding and making useful decisions about prisons in the United States.
- 5) By law, the Census Bureau is forbidden to release any information about a particular prisoner to anyone inside or outside the prison. Only statistical summaries will result.
- 6) The survey is completely voluntary. The inmate can refuse to answer any or all questions if he or she so chooses. However, the inmate must tell the interviewer in person whether he or she will or will not be interviewed. Prison staff cannot accept or refuse for the inmates.

Do not discuss particular questions or purposes. Admit to the staff that your training does not include final uses of the data beyond a general understanding. However, if staff or inmates would like to know more specific information, they are welcome to contact the Bureau of the Census, using your regional office mailing address. Questions will be forwarded to the survey sponsor (LEAA).

c. Inviting Inmates to Interview

Ask the guards to invite inmates to interview according to your schedule. Encourage the guard to tell the inmate as much of the information provided in part b, above, as necessary.

Ask the guard to refer all detailed inmate questions to you and to carefully avoid any detailed discussion of the program.

d. Inmate Refusals Before Interview

The survey, both as a whole and in individual parts, is voluntary. The inmate may refuse.

However, it is important that the inmate refuse directly to the interviewer. Refusals indirectly through prison guards are to be avoided.

If prison staff report an inmate refusal, do the following:

- 1) Consider going to the inmate. It may be possible for you to meet the inmate in or near a workplace or dining hall, for example.
- 2) Consider asking the guard to report to you the concerns and questions of the inmate. Possibly the guard can convey convincing responses to the inmate or establish interview times more suitable.
- 3) Consider delaying a short while and trying again.
- 4) Consider asking the guard to tell the inmate that the interviewer insists on at least seeing the inmate and knowing that the inmate alone has refused. Consider asking the guard to remind the inmate that he or she may decline to answer any particular questions asked.

If, after considering the above steps and making at least two attempts to obtain an interview, the inmate continues to refuse, accept the refusal, mark an NPS-25 inmate questionnaire TYPE A, Inmate Refusal, and record a clear explanation of the reason for refusal and attempts made. Note that refusal was made through staff and not directly to the interviewer. Appropriately mark the NPS-12 Sample Listing Sheet also.

3.A4 Confidentiality

Both because of normal Census constraints and the possible sensitivity of the information you are gathering, it is extremely important that inmate information be carefully protected from disclosure. In addition to protecting the interview environment -

- a. NEVER DISCUSS INMATES OR INTERVIEWS WITH PRISON GUARDS OR OTHER STAFF.
- b. Keep all completed questionnaires in your possession and out of sight. Never allow prison staff to inspect or examine completed questionnaires.

- c. Avoid casual conversation about interviews even among the survey team.
- d. Maintain strict control over all inmate lists, including photocopies. At the end of the survey, all such lists must be collected.
- e. Do not allow prison staff to observe.

Both the law and respect for respondents require care on our part in guaranteeing strict confidentiality of all inmate information.

3.A5 Introductions

When an inmate appears for interview, extend all the normal courtesies and consideration due a respondent assisting survey work. Standing and greeting the inmate is appropriate, as is offering as comfortable a chair as is available. Introduce yourself, shake hands, and ask inmate's name if not offered.

Use the introduction provided on the NPS-25 inmate questionnaire. If your respondent does not volunteer his or her name, ask. Show your identification and offer the inmate the privacy statement. You may choose to complete cover items b and c while the statement is being reviewed.

3.A6 Inmate Questions About the Survey

Inmates are often and justifiably concerned about being interviewed. However, ordinarily their concerns are general in nature and not specific to any particular question or problem. Typical questions are -

- a. What is this all about?
- b. Who is this for?
- c. Why did you pick me?
- d. What good is this going to do me?

Answers to these questions can be easily provided and you should be prepared to offer the inmate a satisfactory response. Refer to Chapter 1 of the manual or to Section 3.A3 of this chapter, wherein purposes of the survey and relevant information are presented. Essentially, of course, the survey is about State prisoners across the country. It is not about any one prisoner, prison, or State, but only about the U.S. State prison population as a whole. The survey data are for U.S. and State legislatures and agencies, and for research groups trying to better understand America's prisons. This inmate was randomly picked by

statistical sampling from a list of all the inmates of this facility. Even the facility itself was selected from a large group of similar facilities across the country by means of a statistical sample.

Inmate concerns about confidentiality: If the inmate expresses concern about who will see his or her answers to the questions, a concern often expressed, you can assist him or her in becoming more confident by pointing out the following:

- a. This State's prison system has no direct involvement in the survey and is merely permitting the Bureau of the Census to conduct it.
- b. The Bureau of the Census is forbidden by law from revealing information traceable to any individual (as is noted in the privacy statement). The Bureau will not show his or her answers to anyone else in the prison or outside the Bureau collection program.
- c. Only statistical summaries will be published without name, prison, or even State identifiers.
- d. The inmate can refuse to answer any question in the survey. Often cooperation is won by suggesting that the interview begin and offering to skip any questions the inmate prefers to skip in the course of the interview.

3.A7 Inmate Refusals at Interview

Again, the survey, both as a whole and in individual parts, is voluntary. The inmate may refuse.

If the inmate's refusal is steadfast, accept the refusal. Thank the inmate for listening, and offer to talk with him or her later in the survey period if he or she reconsiders and is willing to be interviewed.

You may inquire later in the period if the inmate will agree to interview.

If the inmate has answered no questions, complete the cover page by marking item g, interview status, "inmate refusal," and describe clearly the reason provided and the fact that the inmate personally refused. Appropriately mark the NPS-12 Sample Listing Sheet.

See "Closing Procedures" at the end of this chapter.

3.B INSTRUCTIONS AND PREPARATION FOR INTERVIEW

3.B1 General Interviewer Instructions

- a. Pay close attention to the instructions in this manual and on the questionnaire. Review the flow of items on the questionnaire so that you are thoroughly familiar with the form before beginning your interview assignment.
- b. Ask all questions exactly as worded.
- c. When filling in numerical entries, be sure to transcribe your numbers to the boxes furthest to the right.

For example: maximum sentence = 12 years

	1	2
--	---	---

 years

- d. Dates should be transcribed numerically, that is, February 4, 1947 should be recorded as

	2		4		4	7
--	---	--	---	--	---	---

- e. Avoid abbreviations whenever possible. If you must use them, only use those that are common nationally.
- f. As you go through these interviews, you will notice certain terms used by inmates that are unique to that particular prison or to that State. Some of these terms you will run into over and over again. After you talk to a few persons, you should try to get an idea what these terms mean and reclassify them to categories on the questionnaire.

3.B2 Preparation of Forms for Interview

An inmate questionnaire, NPS-25, must be completed for every inmate listed on the NPS-12 Sample Listing Sheet including Type A and Type C non-interviews.

To complete the cover page, do the following:

- a. Enter your name in item a.
- b. Enter the Facility Control Number in item c. This 3 digit number can be found in the NPS-12 Sample Listing Sheet's upper righthand corner, item 1.
- c. Transcribe in item d the full facility name and address. This information can be found on the NPS-12 Sample Listing Sheet as item 2.

These steps can be performed well in advance of actual interviews. When an inmate arrives for interview, after introductions, continue to -

- d. Enter the interview date (month, day, year) in item b.
- e. Transcribe the inmate line number from the NPS-12 (left most column) Sample Listing Sheet to item e. Do not transcribe the inmate's prison identification number. Verify that the inmate you are noting is the inmate being interviewed by comparing the name on the list to his or her name at introduction.

Do not complete item g or mark the NPS-12 Sample Listing Sheet until the interview has concluded.

3.C FILLING THE INMATE QUESTIONNAIRE

1

ITEM 1 - SEX

Check appropriate box by observation.

ITEM 2 -

2a

a. WHAT IS YOUR DATE OF BIRTH?

Enter month, day, and year of birth. Skip to Item 3.
If the inmate does not know date of birth, ask
Item 2b.

2b

b. WHAT IS YOUR AGE TODAY?

Ask only if inmate does not know his date of birth.

3

ITEM 3 - ARE YOU NOW MARRIED, WIDOWED, DIVORCED, SEPARATED,
OR HAVE YOU NEVER BEEN MARRIED?

"Married" includes common-law marriages. "Separated"
refers only to legal separations; that is, separations
due to marital discord. "Separated" does not refer
to being separated due to imprisonment.

ITEM 4 -

4a

a. WHAT IS YOUR RACE? (SHOW INMATE FLASHCARD A)

White - A person having origins in any of the
original peoples of Europe, North Africa, or the
Middle East.

Black - A person having origins in any of the
black racial groups of Africa.

Asian or Pacific Islander - A person having origins
in any of the original peoples of the Far East,
Southeast Asia, the Indian subcontinent, or the
Pacific Islands.

American Indian, Aleut, or Alaskan Native - A person
having origins in any of the original peoples of
North America and who maintains cultural identifi-
cation through tribal affiliation or community
recognition.

In the case where the inmate disagrees with the
preceding four categories and considers himself/her-
self to be primarily hispanic, explain that hispanic
is an ethnic origin as opposed to race. If the inmate
still refuses to be recognized as one of the four
races, classify him/her into one of the following
categories:

Hispanic-White - A person who is of Spanish origin
and whose race is white.

Hispanic-Black - A person who is of Spanish origin
and whose race is black.

If the inmate says "other" and specifies a race
clearly included among the above racial groups, mark
the specific racial group. Do not mark "other."

b. WHAT IS YOUR ORIGIN OR DESCENT? (SHOW INMATE
FLASHCARD B)

4b

If the inmate describes an origin shown on the
questionnaire, mark that category. If the inmate
describes an origin not shown on the questionnaire,
mark "other group not listed."

If a person's origin is multiple, and one part is
Spanish, check the appropriate Spanish category.
For example, a person of Irish-Mexican origin should
be marked "Mexican."

If two or more parts of the origin are Spanish,
such as, Cuban-Puerto Rican, check "other Spanish."

If a person's origin is mixed, and no part is
Spanish, check "other group not listed," and
specify the response given.

Enter "other group not listed" for American Indians.

Accept a response of "American" only if the respondent
cannot be more specific and check "other group not
listed."

NOTE ON CURRENT OFFENSE SECTION:

Items 5 through Check Item A comprise the "current offense
section." This is the most important part of the question-
naire. Special care must be taken to insure the accuracy
of these items.

Certain key items from this section will be transcribed to the flap attached to the last page of the questionnaire. You will notice as you go through the remainder of the questionnaire, that many of the items are based on the time frame and offenses described in this section.

An inmate's "current offense" is that offense for which the inmate last entered the prison system. Four different cases can occur.

- (1) "New court commitment" - This is an admission to start serving on a new sentence, that is, the inmate is not being readmitted to prison for any new sentences.

A "new court commitment" is the admission of a person who either (a) is in a State correctional facility for the first time, or (b) has been sentenced to serve time in a State correctional facility at another time, finished his/her prison time and has satisfied all conditions of that release, and is now serving time on a completely different sentence.

The current offense in these cases is the most recent offense.

EXAMPLES:

- (a) John Doe has never been imprisoned before. He is admitted June 29, 1978 for burglary. His admission is therefore a "new court commitment." His current offense and date of admission will be transcribed from Items 8c and 5. His current offense is burglary.
 - (b) Edith Smith was imprisoned in 1968 for issuing bad checks. Her sentence expired and she was released from prison. In April, 1976, she was again admitted, this time for forgery. Her admission is also a "new court commitment" because she was not serving a sentence for any other offense when she was admitted for forgery. Her offense and date of admission will be transcribed in Items 8c and 5 also. Her current offense is forgery.
- (2) A parole, probation, or other conditional release violator (see glossary for definitions) or escapee returned with no new sentences - This is a person who was released by probation, parole, other conditional release, or escape and returned to prison for some sort of a technical violation with no new sentences in force

on admission date (for example, a parole violator who is picked up for failure to report to his/her parole officer).

The current offense in this case is the offense the inmate was serving when released by probation, parole, escape, or other conditional release.

Example: Joe Thompson, imprisoned for arson in 1975, was paroled in 1978. In June, 1979, he was returned to prison because of an unauthorized trip to another State, a parole violation. His current offense and date of admission will be transcribed in Items 10a and 10c. Current offense is arson.

- (3) A parole, probation, or other conditional release violator or escapee returned with new sentences - This is a person who was released by probation, parole, other conditional release, or escape, and returned to prison with new sentences in force on admission date. The current offense(s) in this case is the newest offense for which the inmate was admitted.

Example: Clara Bronte, imprisoned for assault, was released to supervised mandatory release in 1976. In November, 1977, she was returned to prison to continue serving the assault sentence and to begin serving a new sentence for another offense, grand larceny. Her offenses and dates of admission will be transcribed in Items 5 and 9a. Current offense is grand larceny.

- (4) Unsented person - This is a person spending time in prison, who as yet, has had no penalty or fine imposed on him/her by a court. Some of the most common cases are:
 - a. Those being held for other authorities (other States, the county system, detainer (see glossary for definition), etc.).
 - b. Those awaiting trial (including those who cannot afford bail, or those who are not offered bail). This category will be relatively rare except in the case of integrated systems (see glossary).
 - c. Those held for safekeeping (their lives are endangered in another jail or some other location).

- d. Those who have been tried and convicted and are awaiting sentencing. This category will also be relatively rare except in the case of integrated systems.

Example: Ed Jones is not sentenced. He is awaiting trial on charges of burglary and auto theft. His offenses and date of admission will be transcribed from Items 5 and 7a. Current offenses are burglary and auto theft.

This questionnaire has been physically designed to assist you in establishing inmate current offenses and current admission dates. The current offense will be the first offense item you complete. Nevertheless, it will be useful for you to understand the concepts just presented. The basic rule is: an inmate's current offense is the last new offense for which the inmate entered prison; the current admission date is the original date of admission to the prison system for this last new offense. You will note that --

If the inmate is	The current offense can be found in item	The current admission date is item
o Unsentenced	7a	5
o New court commitment	8c	5
o Parole, probation or other con- ditional release violation or escapee returned without new sentences	10a	10c
o Parole, probation or other con- ditional release violation or escapee returned with new sentences	9a	5

ITEM 5 - WHEN WERE YOU MOST RECENTLY ADMITTED TO PRISON?

Enter the month, day, and year that inmate was most recently admitted to this State correctional system.

Inmates often move from prison to prison within a State prison system. If the inmate has moved from one facility to another since being admitted, enter in Item 5 the most recent admission date to the system. DO NOT ENTER his/her most recent transfer date to this particular prison.

This could mean the inmate was admitted to another State facility before he/she entered this one.

Example: In June, 1977, Adam Brooks was admitted to the Green Haven, New York Correctional Facility for manslaughter. In August, 1978, he was transferred to the Wallkill, New York Correctional Facility to continue serving the sentence. His most recent admission to prison is June, 1977.

NOTE: Integrated system - Prisons and jails are combined to form one united system. In these States, the inmates you interview can be jail or prison inmates. They are all housed in the same facilities. These States (Alaska, Connecticut, Delaware, District of Columbia, Hawaii, Rhode Island, and Vermont) will have a higher proportion of unsentenced inmates than other States.

ITEM 6 - ARE YOU SENTENCED?

Check appropriate box. If "Yes," skip to Item 8a.

The usual criminal procedure is:

- Arrest - Taking an adult or juvenile into physical custody by authority of the law for the purpose of charging the person with a criminal offense, a delinquent act, or a status offense.
- Arraignment - The hearing before a court having jurisdiction in which the identity of the defendant is established, the defendant is informed of the charge(s) and his/her rights, and is required to enter a plea.
- Conviction - The judgment of a judicial officer, based on the verdict of a jury, or on a guilty plea of the defendant, that he/she is guilty of the offense(s) for which he/she has been charged.
- Sentence - The penalty imposed by a court upon a person convicted of a crime.

ITEM 7 -

- a. FOR WHAT OFFENSES ARE YOU BEING HELD? ANY OTHERS?

Ask only if "No" in Item 6. Remember that you only want the offenses for which the inmate is being held in prison today.

List every offense reported, up to four offenses. List the most serious offense first. You will notice in this and all items on offense that there are four lines for offenses. Please list the four most serious offenses in the following seriousness order:

1. Against Persons - Violent

- a) Violent offense involving loss of life (murder, manslaughter)
- b) Other violent offenses against persons (assault, kidnap, intimidation, robbery)

2. Not Against Persons - Non-violent

- a) Offenses against property (burglary, larceny, forgery, property damage, auto theft)
- b) Drug offenses (sale, possession, use, traffic)
- c) Other offenses (drunkenness, vagrancy, juvenile offenses)

Write the full name for the offense. Do not abbreviate. Do not use criminal code numbers or statute numbers. For example, write "assault with a deadly weapon," not ADW.

* SPECIAL NOTES FOR TYPES OF OFFENSE *

The term the police use for an offense is preferred. You should ask the inmate if his answer is the term used by the police. If he doesn't know, record his answer as stated.

Disregard "counts" (i.e., 3 counts of robbery, etc.). Probe to make sure the inmate has reported all offenses for which he is being held. Enter only one offense per line.

For responses in the areas of drug (narcotic) offenses, larceny (theft), and assault, we will need specific answers, as explained below.

Drug (narcotic) offenses: If the inmate states a drug (narcotic) offense, you must establish:

- a) The name of the drug - Attempt to get the proper name. Avoid slang. If you do not understand,

you may attempt to locate the proper name either on Flashcard E, slang terms, or Flashcard F, other proper drug names.

- b) The illegal drug activity, either possession, use, or sale or distribution.

Larceny (theft): If the inmate states a larceny, you must establish whether the sentence is:

- a) Grand larceny - Larceny of goods where the offense is classified by statute as a felony (major offense).
- b) Petty larceny - Larceny of goods where the offense is classified by statute as a misdemeanor (minor offense).

If the inmate does not say "Grand" or "Petty," ask. If the inmate still does not know, attempt to determine the courts valuation for sentencing purposes. If the inmate still does not know, ask for a description of what was stolen and value it yourself. List the items reported stolen in parentheses next to the offense.

The value does not necessarily mean the amount that was paid by the individual for the item. For instance, the stolen item is a television set bought for \$600.00. But, because it is 10 years old, the court decides to set the value at \$150.00. This could mean the difference between petty and grand larceny.

Take care to include here those values that the court has assigned to the goods, rather than the actual purchased value.

Assault: Assaults should be recorded as either simple or aggravated assault.

- a) Simple assaults (assaults without a weapon) - Include minor assault and assault and battery.
- b) Aggravated assaults - Include assaults with a weapon, assault with intent to kill, and an assault resulting in serious bodily harm.

The responses you receive to the "offense" question will include many other answers besides those given above. Be as specific as possible when recording your answers.

7b

b. WHY ARE YOU BEING HELD IN PRISON? ANY OTHER REASON?

Check appropriate box and skip to Check Item A. "Awaiting revocation hearing" is not an acceptable answer. The inmate must be on parole and, therefore, sentenced in order to have a revocation hearing. If this answer is indicated, delete the answer in 7a, and change Item 6, "Are you sentenced?" to "Yes."

Being held for other authorities - This occurs when a person who is unsentenced is being held by this State for another State, county, federal, or some other jurisdiction until they are able to take the inmate. (For example, an inmate who is being held by a California prison for the New York State system until the latter can get the proper paperwork approved to get the inmate back.)

Awaiting trial - This occurs when a person, unable to be released from prison on bail or any other way, is waiting for his/her trial to take place.

Safekeeping - This occurs when this prison is holding a person who, for some reason, is in danger and needs to be protected.

Awaiting sentencing - This occurs when a person who has been convicted of a crime (that is, guilt is confirmed) and remains in prison in order to be sentenced.

ITEM 8 -

8a

a. WERE YOU ON PROBATION, PAROLE, ANY OTHER FORM OF CONDITIONAL RELEASE, OR ESCAPE WHEN YOU WERE ADMITTED?

Ask this question only of sentenced inmates. If the answer is "No," go on to Item 8c. If the inmate answers "Yes," ask "Which? Probation, parole, other conditional release, or escape?", and check appropriate box. Skip to Item 8b or 9a as appropriate.

Probation - A sentence given by the court granting conditional freedom, as long as the person meets certain conditions of behavior. A probationer is under supervision of the court.

Parole - The status of an offender conditionally released from a prison by discretion of a paroling authority before expiration of a sentence, required to observe conditions of parole, and placed under the supervision of a parole agency.

Mark "parole" only if the inmate specifies parole as the type of conditional release.

Probation for a sentenced person is a court ordered conditional freedom, whereas parole is a conditional freedom granted by a paroling authority after confinement.

Other conditional release - Any other form of conditional release from prison except parole and probation, that is, any type of release aside from parole and probation, where the inmate must meet some condition such as reporting to a specified officer of the court, not associating with undesirables, not crossing State lines, etc., which, if violated, could result in reimprisonment for the inmate. Examples of this are supervised mandatory release, mandatory conditional release, conditional pardon, or conditional commutation (terms used in many State systems).

Escape - The unlawful removal of one's self from official physical custody, or failure to return to confinement after authorized leave.

b. WAS THAT PROBATION FROM COURT OR PROBATION AFTER BEING IN PRISON, FOR EXAMPLE, SHOCK PROBATION, SPLIT SENTENCE, ETC.?

8b

This question is designed to distinguish the type of probation the inmate is talking about in Item 8a.

There are generally three different types of probation.

- (1) Probation imposed directly from court - The inmate is put directly on probation by the court and is not required to be imprisoned. Record these inmates as "probation from court" and ask Item 8c.
- (2) Probation granted by the court after a long stay in prison - The inmate has spent a year or more in prison and is released by the court

to probation. Record these inmates as "probation after being in prison" and skip to Item 9a.

- (3) Probation granted by the court after a short stay in prison - This probation is being used more widely throughout the country now. Although the name may differ from State-to-State (some common terms are shock probation or split sentence), the definition is as follows:

A sentence for which part, normally 60-120 days, is served in prison, followed by the remaining portion to be served on probation. This technique is used mainly with persons who have never been in prison before and who, it is thought, may be shocked by a short time in prison into never wanting to return. Record these inmates as "probation from prison" and skip to Item 9a.

8c c. FOR WHAT OFFENSES WERE YOU SENTENCED? ANY OTHERS?

Ask only if "No" in Item 8a. This question asks only about offenses for which the inmate was most recently admitted.

Do not include sentences served before this admission.

Sentences received after admission are recorded in Item 11.

Refer to note on current offense for specific instructions on offenses.

8d d. WHEN WERE YOU SENTENCED FOR (THIS OFFENSE/THESE OFFENSES)?

Enter the month and year that the inmate was sentenced for the offense(s) mentioned in Item 8c. If more than one sentence date occurred, record the earliest sentencing date.

ITEM 9 -

9a a. DID YOU RETURN TO PRISON WITH ANY NEW SENTENCES?

Check appropriate box. If "No," skip to Item 10a. If "Yes," ask for what new offenses were you sentenced. Any others? Refer to Item 7a for specific instructions on offenses.

b. WHEN WERE YOU SENTENCED FOR (THIS OFFENSE/THESE OFFENSES)? 9b

Enter the month and year that the inmate was sentenced for the offense(s) in Item 9a. If more than one sentencing date, record the earliest.

ITEM 10 -

a. FOR WHAT OFFENSES WERE YOU SERVING TIME AT THE OF YOUR (PROBATION/PAROLE/OTHER CONDITIONAL RELEASE/ESCAPE)? ANY OTHERS AT THAT TIME? 10a

Ask only if "Yes" in Item 8a. This question asks about offenses for which the inmate was serving before the probation, parole, other conditional release, or escape.

Refer to Item 7a for specific instructions on offenses.

b. WHEN WERE YOU SENTENCED FOR (THIS OFFENSE/THESE OFFENSES)? 10b

Enter the month and year that the inmate was sentenced in connection with the offense(s) mentioned in Item 10a.

c. WHEN WERE YOU FIRST ADMITTED TO PRISON FOR (THIS OFFENSE/THESE OFFENSES)? 10c

Enter the month and year that the inmate was admitted to any correctional institution for the offense(s) mentioned in Item 10a.

Note the difference between Item 10b and 10c. 10b asks for the date of sentencing for this offense, while Item 10c asks for date of admission to a facility for the offense.

d. WERE YOU SENTENCED AS AN ADULT, A YOUTHFUL OFFENDER, OR A JUVENILE? 10d

Check the appropriate box. Indicate the court in which the inmate was sentenced, not the inmate's age.

Adult - A person sentenced in adult criminal court.

Youthful offender - Classification which exists in some States. A person sentenced in criminal court who may be above the statutory age limit for juveniles but is below a specified upper age limit.

10e

Juvenile - A person sentenced in a juvenile court; typically a person below 18 years of age.

e. WHAT WERE THE TOTAL MINIMUM AND MAXIMUM SENTENCES YOU RECEIVED FOR (THIS OFFENSE/THESE OFFENSES)?

Minimum sentence - The minimum penalty given by the court for an offense or group of offenses. In some jurisdictions, there is no officially stated minimum sentence. The minimum sentence may also be a term of years, for example, 5 years or life or death. If the inmate says "none," or "zero," mark that category.

Maximum sentence - The maximum period given by the court for an offense or group of offenses. This maximum may be a term of years, for example, 10 years, life, or death. Mark the appropriate category.

Both maximum and minimum sentences can be provided by statute or determined by court or parole authority within statutory limits.

Enter the amount of time in days, months, and years that the inmate was given as minimum and maximum sentence. If the inmate gives his/her sentence as 1-5 years, enter 1 year for minimum and 5 years for maximum sentence. This item refers to length of sentence for this sentence only.

Do not include "good time," "work time," and so on. Enter the actual length of the original sentence given by the judge.

Indeterminate sentence - A type of sentence to imprisonment where the commitment, instead of being for a specified single length of time, such as 3 years, is for a range of time, such as 2 to 5 years.

10f

f. DID YOU SERVE THIS SENTENCE IN A LOCAL, STATE, MILITARY, OR FEDERAL FACILITY?

Check appropriate box.

Local facility - This category includes facilities such as city and county jails, correctional camps

or centers, work houses, or other correctional facilities or sites holding inmates of local jurisdictions.

State facility - This category includes any State operated correctional facilities, for example, prisons, prison farms, or special centers, jails operated by the State, or reformatories. Facilities of the District of Columbia are considered "State."

Military facility - This category includes all military domestic prisons, or U.S. military prisons abroad.

Federal facility - This category includes all federal civilian facilities, or sites contracted by the federal system for the purpose of housing federal inmates.

Other - Includes foreign facilities (other than U.S. military prisons abroad) or any other known arrangements not included in the preceding categories.

Don't know - If the inmate does not know the level of the jurisdiction, ask him the proper name of the institution. If that name clearly reveals the level of jurisdiction, for example, "Cook County Jail," or "Spokane City Jail," mark the proper category.

Never guess the level of jurisdiction if the inmate does not know. Enter "Don't know."

g. BEFORE YOUR (PROBATION/PAROLE/OTHER CONDITIONAL RELEASE/ESCAPE), HOW MUCH TOTAL TIME HAD YOU SPENT IN A JAIL OR PRISON FOR THESE OFFENSES?

10g

Enter the amount of time the inmate spent in jail or prison, both before and after sentencing, before being released to probation, parole, other conditional release, or escape in months and years. If less than 1 month, enter the number of days. Enter only the amount of time served in an institution or in different institutions, i.e., the amount of time the inmate was "locked up" for this sentence. If the respondent does not remember the exact time, ask for an approximation. Do not include time on parole, probation, or escape.

10h

h. ALTOGETHER, HOW MUCH TIME DID YOU SPEND ON (PROBATION/PAROLE/OTHER CONDITIONAL RELEASE/ESCAPE)? PLEASE INCLUDE ALL (PROBATIONS/PAROLE/OTHER CONDITIONAL RELEASES/ESCAPES).

Enter the amount of time inmate served on probation, parole, other conditional release or escape in months and years. If less than 1 month, enter the number of days. Enter only the amount of time served on parole, probation, or escape for this sentence. If the respondent does not remember the exact time, ask for an approximation. Do not include time spent in any institution.

Remember, only include probationers that have spent time in prison before being released to probation.

ITEM 11 -

11a

a. HAVE YOU RECEIVED ANY ADDITIONAL SENTENCE SINCE BEING ADMITTED TO PRISON?

Check appropriate box. If "No" or "Don't know" skip to interviewer Check Item A. Previous offense items record sentences in force at or before admission.

11b

b. FOR WHAT OFFENSES? ANY OTHERS?

Ask only if "Yes" in 11a. This question asks only about offenses the inmate received after being admitted to prison for other offenses (mentioned earlier).

Refer to notes on current offense for specific instructions on offenses.

11c

c. (WAS THIS OFFENSE/WERE THESE OFFENSES) COMMITTED ON PRISON PROPERTY OR OUTSIDE?

Check appropriate box. Mark one only.

Look at the flap.

In this section, you will go back and identify the inmate's current offense and related information (see NOTE ON CURRENT OFFENSE SECTION).

CHECK ITEM A

A1 MOST RECENT ADMISSION DATE

A1

Turn back to Item 5.

Enter in Check Item A1 the date shown in Item 5. This is the inmate's most recent admission to the State correctional system.

A2a CURRENT OFFENSES

A2a

Enter in Check Item A2a the offenses shown in Item 7a, 8c, 9a, or 10a; whichever comes first. Current offense is explained more fully in NOTE ON CURRENT OFFENSE SECTION.

A2b CURRENT ADMISSION DATE

A2b

Enter the date shown in Item 5 if Check Item A2b was transcribed from either Items 7a, 8c, or 9a. If the offense transcribed to A2a was shown in Item 10a, enter in A2b the date shown in Item 10c. This is the date the inmate was admitted in connection with the current offense(s) mentioned in Check Item A2a.

A2c SENTENCED/UNSENTENCED

A2c

Transcribe in Check Item A2c the entry shown in Item 6.

A3 EARLIEST ADMISSION DATE

A3

Enter date shown in Item 10c. If 10c is not marked, enter the same date shown in Check Item A2b "Current admission date." This is the first time the inmate was admitted in connection with the current offense(s) mentioned in Check Item A2a. This date is generally different from A2b, current admission date. However, in the case of a parole violator with no new sentences, (see NOTE ON CURRENT OFFENSE SECTION) A2b, current admission date, and A3, earliest admission date will be the same.

EXAMPLES:

- (1) An unsentenced inmate is being held in prison for a burglary charge. He was admitted (Item 5) in June, 1979.

Check Item A should be filled in as follows:

A1: Transcribe from Item 5

	6		7	9
--	---	--	---	---

A2a: Look at Item 7a. It is filled in.
Enter burglary as his current offense.

		burglary
--	--	----------

GO ON TO CHECK ITEM A2b.

A2b: Since the current offense is listed in Item 7a, transcribe the date shown in Item 5.

	6		7	9
--	---	--	---	---

A2c: Transcribe the entry from Item 6.

- 1 (x) Unsentenced
2 () Sentenced

A3: Since 10c is blank (he was not a violator or escapee returned) enter the current admission date from A2b.

	6		7	9
--	---	--	---	---

- (2) A sentenced inmate is a parole violator brought back with no new sentences. Her offense (10a) for which she was serving at the time of her parole was assault. She was most recently admitted to prison in March, 1979. She was first admitted (10c) to prison for assault in November, 1977.

Check Item A should be filled in as follows:

A1: Transcribe from Item 5

	3		7	9
--	---	--	---	---

A2a: Look at Item 7a. It is blank. 8c is blank, 9a is blank, 10a is completed. Enter assault as her current offense.

		Assault
--	--	---------

A2b: Since the current offense is listed in Item 10a, transcribe the date shown in Item 10c.

	1	1		7	7
--	---	---	--	---	---

A2c: Transcribe the entry from Item 6.

- 1 () Unsentenced
2 (X) Sentenced

A3: Transcribe the entry from Item 10c.

	1	1		7	7
--	---	---	--	---	---

Now you have identified Most Recent Admission Date, Current Offenses, Current Admission Date, Sentence Status, and Earliest Admission Date, which you will be using throughout the interview.

NOTE: You will never actively use the terms current offense or current admission date. Instead, you will repeat the name of the offense and the date itself. However, in the case of certain crimes (i.e., murder, child molesting, rape) use your best judgment. If at anytime you believe the inmate misunderstands the offense being discussed or the date, a reminder is in order.

ITEM 12 -

12a

a. THE NEXT QUESTIONS ARE ABOUT YOUR (CURRENT OFFENSE) SENTENCE(S) AND YOUR ADMISSION TO PRISON IN (CURRENT ADMISSION DATE).

WERE YOU SENTENCED AS AN ADULT, YOUTHFUL OFFENDER, OR JUVENILE?

Check appropriate box. See Item 10d for definitions of juvenile, adult, and youthful offender.

B

CHECK ITEM B

Look at Check Item A. If the current admission date (Check Item A2b) is before the most recent admission date (A1), skip to Item 13a.

12b

b. WHAT WERE THE TOTAL MINIMUM AND MAXIMUM SENTENCES YOU RECEIVED FOR THIS (OFFENSE/THESE OFFENSES)?

Enter the length of both minimum and maximum sentences in months and years. If the sentences are for less than 1 month, enter the number of days. This item refers to length of sentences for this sentence only.

Do not include "good time," "work time" and so on. Enter the actual length of the original sentence given by the judge.

(See Item 10e for definitions of minimum and maximum sentence.)

ITEM 13 -

13a

a. (WAS THIS/WERE THESE) THE ORIGINAL OFFENSE(S) YOU WERE CHARGED WITH BEFORE A JUDGE?

Check appropriate box.

In this question, we are interested only in the first list of charges issued by the court, not any charges that remained after some kind of bargaining with the court.

13b

b. WHAT WERE THE ORIGINAL OFFENSES WITH WHICH YOU WERE CHARGED? ANY OTHERS?

Enter the original offenses in the spaces provided, one offense per line. Obviously, there should be

more charges, different charges, or different classes of charges listed in this item than in Check Item A2a. Refer to Item 7a for specific instructions on offenses.

c. WERE ANY OF THE ORIGINAL CHARGES CHANGED OR DROPPED THROUGH PLEA BARGAINING?

13c

Plea bargaining takes place when a defendant agrees to plead guilty to a lesser offense than the one originally charged and foregoes a jury trial in order to obtain a lesser sentence of punishment.

This item was designed to find out whether or not the inmate's charges were dropped through plea bargaining. Do not include charges dropped by other means.

ITEM 14 -

a. AT ANY TIME AFTER YOU WERE ARRESTED, WAS BAIL SET?

14a

Bail is that amount of money required by the court as security in exchange for release of the defendant before trial or sentence. If the defendant fails to appear, bail is forfeited to the court. In some jurisdictions, bail is called "bond," but still refers to the security set by the court.

Check appropriate box. If "Yes," continue. If "Don't know," skip to Item 15a. If "No," ask why not? Check one most important reason and skip to 15a.

Released on own recognizance - An accused person's release by the court upon his/her promise to appear in court for criminal proceedings.

Released to custody of another (third-party custody) - A release by the court of an accused person to a third party (for example, the accused's family, church, or counselor) who promises to return the accused to court for criminal proceedings.

Non-bail offense - The nature of the offense precludes release on bail.

Parole or probation revocation - The act returning an inmate to prison to complete his/her sentence by having his/her release "revoked." Revocation is

an administrative act performed by a parole authority removing a person from parole or probation, in response to a violation on the part of the parolee or probationer.

14b

b. WHAT WAS THE FINAL AMOUNT OF BAIL SET?

Enter the amount of bail (to the nearest dollar) set by the court, if the respondent knows. Otherwise, check the "Don't know" box.

14c

c. WERE YOU RELEASED ON BAIL?

Check appropriate box. If "Yes," continue. If "No," ask why not? Check most important reason and follow the skip pattern.

14d

d. HOW MUCH DID YOU, YOUR FAMILY, OR FRIENDS PAY?

Ask only if inmate answered "Yes" to question 14c. Enter the amount of bail the inmate paid to get out of prison. This includes the amount that inmate paid a bondsman.

A bondsman is a person who guarantees the full amount of bail. In exchange for this service, he/she is paid a percentage of the full bail amount (or a bond). Therefore, the amount that the inmate gives you in Item 14d may be less than the amount of bail he/she reported in Item 14b. Enter the amount or the percentage of the bail that would have to be paid to the bondsman or indicate that collateral (that is, property) was posted.

14e

e. HOW MUCH WAS RETURNED?

Enter the amount of bail that was returned to the inmate, family, or friends.

14f

f. HOW LONG WERE YOU OUT ON BAIL?

Enter the amount of time the inmate was out on bail in days, weeks, months, and years. Otherwise, check "Don't know" box.

14g

g. IN ORDER TO BE RELEASED ON BAIL, HOW MUCH WOULD YOU HAVE HAD TO PAY?

Ask if the inmate answered "couldn't afford" to question 14c. The intention is to find out how much money the inmate would have had to pay if he/she were able to afford it.

ITEM 15 -

a. ALTOGETHER, HOW LONG DID YOU SPEND IN JAIL AFTER ARREST BEFORE BEING ADMITTED TO PRISON?

15a

Enter the amount of time in days, weeks, months, and years. If "None," skip to Item 16. Report only that time the inmate spent in custody. If the prison also served as the jail, record time incarcerated before sentencing.

b. HOW MUCH OF THIS TIME WAS APPLIED TO YOUR SENTENCE?

15b

This refers to actual amount of time in custody between arrest and sentencing which was credited to the sentence imposed.

ITEM 16 - WERE YOU FOUND GUILTY OR DID YOU PLEAD GUILTY?

16

If the inmate was judged guilty, he/she was convicted by trial before a jury and/or judge.

If he/she pled guilty, he/she admitted guilt (this may occur either before trial begins or while a trial is in progress but not yet concluded).

Nolo contendere - The inmate did not contest the charges and while not admitting guilt, subjects himself/herself to the same legal consequences as a plea of guilty.

Check appropriate box.

ITEM 17 -

a. AT THAT TIME, DID YOU HAVE A LAWYER?

17a

Check appropriate box. If "Yes," skip to 18a.

b. DID YOU REPRESENT YOURSELF?

17b

Check appropriate box. Inmate should only answer yes if he/she acted legally as a defense for himself/herself.

c. WHY DIDN'T YOU HAVE A LAWYER?

17c

Check appropriate box. If the answer is "Other," be sure to specify the exact answer. In all cases, skip to Item 19.

ITEM 18 -

18a

a. DID YOU CHOOSE YOUR LAWYER OR WAS YOUR LAWYER APPOINTED FOR YOU?

Ask only if Item 17a was answered "Yes." Check appropriate box.

Include those that are court appointed but chosen by the inmate as "chosen."

18b

b. DID YOU, YOUR FAMILY, OR YOUR FRIENDS HAVE TO PAY THE LAWYER?

Check appropriate box. If "No" or "Don't know," skip to 19.

18c

c. WHAT WAS THE FEE?

Enter the amount paid to the nearest dollar, if the inmate knows. Accept the best estimate. Otherwise, check the "Don't know" box.

19

ITEM 19 - HAVE YOU EVER APPEALED OR ARE YOU CURRENTLY APPEALING YOUR CONVICTION FOR (THIS OFFENSE/THESE OFFENSES)?

Check appropriate box. A "Yes" answer to this question indicates that the inmate either has appealed, is currently preparing an appeal, or has such an appeal before the court for any of the current offenses noted in Check Item A.

ITEM 20 -

20a

a. SINCE ADMISSION IN (CURRENT ADMISSION DATE) HOW MANY PAROLE HEARINGS HAVE YOU HAD?

Enter number of parole hearings inmate has had since admission for his/her current offenses. If "None," skip to 23a.

Parole hearing - A proceeding in which a person has to appear before a parole board for one of the following two reasons:

- 1) An inmate is trying to be released from prison to parole.
- 2) A person on parole is having a hearing to determine whether or not parole will be revoked (see glossary).

Include both of these cases.

Do not include any other kinds of hearings.

NOTE: If the current admission date was transcribed from Item 10c and Item 8a is marked "parole," that is, you are interviewing a technical violator of parole, Item 20a must be at least one.

b. REGARDING YOUR MOST RECENT PAROLE HEARING, DID YOU HAVE A LAWYER PRESENT AT THE HEARING?

20b

Ask only about the most recent parole hearing. If "No," ask "What were your reasons? Any other reasons?" and check all appropriate boxes.

c. DID YOU HAVE WITNESSES PRESENT AT THE HEARING?

20c

If "No," ask "What were your reasons? Any other reasons?" and check all appropriate boxes.

ITEM 21 - HAVE YOU RECEIVED A DECISION FROM THE PAROLE BOARD?

21

Check appropriate box. If "No" or "Don't know," skip to Item 23a.

ITEM 22 - WERE YOU GRANTED PAROLE?

22

If "No," ask "What was the main reason you were not granted parole?" and mark the one most important reason.

Bad conduct while in prison - If the inmate wasn't granted parole because he/she was considered to cause too much trouble while in prison.

Poor risk or long record - If inmate was considered a poor risk due to previous experiences with him/her or if he/she had a long record.

Nature or severity of crime - If the crime was so serious that the parole board is afraid to release him/her on parole.

Didn't want parole - If the inmate wanted to serve out all his/her time instead of being released to parole.

ITEM 23 -

23a

a. WHEN IS YOUR NEXT POSSIBLE RELEASE DATE?

Enter the inmate's earliest possible release date from prison. If "Not eligible for release" or "Don't know," skip to Item 24.

23b

b. WHAT KIND OF RELEASE WILL THAT BE?

Check appropriate box.

Unconditional release (includes expiration of sentence and commutation) - A release for which the inmate cannot be reimprisoned.

Expiration of sentence - An unconditional release for which the inmate has served his/her entire maximum sentence minus "good time" credits.

Commutation - An unconditional release brought about by changing the maximum sentence, that is, reducing it to bring about an immediate unconditional release.

Conditional release (includes parole, probation, and supervised mandatory release) - A release for which the inmate, if he/she violates some of the conditions of the release, can be reimprisoned.

Supervised mandatory release - A type of conditional release occurring when a federal or State prison inmate has been confined for a time period equal to his/her full sentence minus good time if any is required by statute to be placed on conditional release status until the full sentence expires.

See Item 8a for definitions of parole, probation or other unconditional release.

Specify if "Other," but probe to determine if any conditions are attached to that release. Mark "Other conditional" if it does have conditions. If "Other unconditional" specify in "Other."

ITEM 24 - SINCE YOUR ADMISSION IN (CURRENT ADMISSION DATE), HAVE YOU USED ANY LAW BOOKS OR OTHER LEGAL MATERIALS PROVIDED BY THIS PRISON?

24

If "No," ask "What were your reasons?" and check all appropriate boxes.

Legal materials can be books, films, etc., that can be obtained through the prison library or some group affiliated with the prison. They do not necessarily have to be obtained in the prison.

ITEM 25 - HAVE YOU WORKED WITH A LAWYER, LAW STUDENT, OR ANY OTHER PERSON FORMALLY TRAINED IN LEGAL MATTERS?

25

If "No," ask "What were your reasons?" and check all appropriate boxes. Accept only those persons trained formally in legal matters. DO NOT INCLUDE other inmates or "jailhouse lawyers" unless formally trained.

ITEM 26 - TO YOUR KNOWLEDGE, DOES THIS PRISON HAVE WRITTEN PROCEDURES FOR RESOLVING INMATE COMPLAINTS OR GRIEVANCES?

26

Check appropriate box.

ITEM 27 -

a. SINCE YOUR ADMISSION IN (CURRENT ADMISSION DATE), HAVE YOU FILED A GRIEVANCE OR A FORMAL COMPLAINT?

27a

Check appropriate box.

b. WHEN DID YOU MOST RECENTLY FILE A GRIEVANCE OR COMPLAINT?

27b

Enter month and year of inmate's most recent action.

c. WHEN DID YOU RECEIVE AN ANSWER?

27c

Enter the date the inmate received a reply. If "No answer yet," skip to Item 28a.

d. WAS IT IN WRITING?

27d

Check appropriate box.

27e

e. WAS THE GRIEVANCE OR COMPLAINT RESOLVED IN YOUR FAVOR?

Check appropriate box.

27f

f. WERE YOU GIVEN THE REASONS?

Check appropriate box.

ITEM 28 -

28a

a. TO YOUR KNOWLEDGE, DOES THIS PRISON HAVE WRITTEN RULES STATING WHAT INMATES CAN AND CANNOT DO?

Check appropriate box.

The question here is not whether or not the prison actually has rules, but whether or not the inmate knows if the prison has rules. It is a question of perception. Accept whatever the inmate tells you. Do not try to change his/her answer.

28b

b. HOW DO YOU KNOW WHAT THE RULES ARE? ANY OTHER WAY?

Check appropriate box.

Inmate has or had copy - If the inmate was given a copy at reception, was shown a copy, or currently has a copy.

Rules are posted - If the administration posts copies of the rules on bulletin boards or other places easily accessible to him/her.

Staff tell us - If guards or administrators tell inmates or if classes or meetings are offered to inform the inmates.

Memos - If memorandums are sent around to inform the inmates of the rules.

Other inmates tell us - If inmate finds out from other inmates at the facility.

Experience - If the inmate finds out as a result of a punishment he/she has received.

c. DO THE RULES TELL YOU THE PENALTIES OR PUNISHMENTS FOR BREAKING THEM?

28c

Check appropriate box.

ITEM 29 -

a. SINCE YOUR ADMISSION IN (CURRENT ADMISSION DATE) HAVE YOU BEEN FORMALLY CHARGED WITH BREAKING ANY OF THE RULES?

29a

If "No" or "Don't know," skip to Item 30a. If "Yes" enter number of times.

This should be answered only if the inmate has been formally charged with breaking any rules.

Formally charged - Officially notified of the offenses for which accused.

b. FOR THE MOST RECENT TIME, DID YOU RECEIVE A COPY OF THE CHARGES?

29b

Check appropriate box. If you read one category, be sure to read all of them.

c. DID YOU RECEIVE A COPY OF THE DECISION?

29c

Check appropriate box.

d. WERE YOU FOUND GUILTY?

29d

Check appropriate box.

e. DID YOU APPEAL?

29e

If "No," ask why not. Check all appropriate boxes and skip to Item 29g. If you read one category, be sure to read all of them.

f. WHAT WAS THE OUTCOME OF THE APPEAL?

29f

Check appropriate box.

Outcome is the result of the appeal, that is, any steps taken because of the inmate's appeal procedure. If "Other," be sure to specify the exact answer.

Check "Finding overturned and charges dismissed" if the appeal resulted in charges against the inmate being removed.

Check "Rehearing ordered in whole or in part" if another hearing was ordered to address the appeal.

29g g. WHAT DISCIPLINARY ACTION TOOK PLACE? ANYTHING ELSE?

Check appropriate box. If "Other," be sure to specify the exact answer.

Reprimand - An official reproof, such as, a written letter to the inmate or a notice placed in the inmate's folder.

Higher security placement within institution - A change from one level of security to a higher level (for example, minimum to medium or medium to maximum).

ITEM 30 -

30a a. THE NEXT SERIES OF QUESTIONS IS ABOUT PAST SENTENCES.

Past sentences - All those sentences before any mentioned at the beginning of the interview.

HAVE YOU EVER BEEN ON PROBATION, EITHER AS A JUVENILE OR AS AN ADULT?

Excluding any probation associated with current offense, has inmate ever been placed on probation?

Include all probations assigned to the inmate as a juvenile, adult, or youthful offender.

DO NOT include paroles here.

For definition of probation, see Item 8a.

30b b. HOW MANY TIMES AS A JUVENILE?

Record the number of times in the space provided. Accept the inmate's best guess.

30c c. HOW MANY TIMES AS AN ADULT?

Record the number of times in the space provided. Again, accept the inmate's best guess.

Include "Youthful offender" as an adult.

d. HOW OLD WERE YOU THE FIRST TIME YOU WERE PUT ON PROBATION? 30d

Enter the inmate's age at the time of his/her first probation. Accept the inmate's best guess.

ITEM 31 -

a. HAVE YOU EVER BEEN SENTENCED TO SERVE TIME FOR DRUNKENNESS, VAGRANCY, OR TRAFFIC OFFENSES? 31a

This question is designed to bring out all incidents of drunkenness, vagrancy, or traffic offenses so that they will not be mentioned in later questions.

Include only actual sentences.

If respondent says "No," go directly to Item 32a.

b. HOW MANY TIMES AS A JUVENILE? 31b

Record the number of times in the space provided.

For definitions of the term "juvenile" see Item 10d.

Accept the inmate's best guess.

c. HOW MANY TIMES AS AN ADULT? 31c

Record the number of times in the space provided.

Include "youthful offender" as an adult. See Item 10d for definitions of the term "youthful offender."

Accept the inmate's best guess.

ITEM 32 -

a. (EXCEPT FOR ANY DRUNKENNESS, VAGRANCY OR TRAFFIC OFFENSES) WERE YOU EVER SENTENCED TO SERVE TIME IN A JAIL, PRISON, OR SOME OTHER KIND OF CORRECTIONAL FACILITY BEFORE (EARLIEST ADMISSION DATE)? 32a

Again we are asking the inmate if he/she has ever been sentenced to serve time in any type of institution, but this time for offenses other than drunkenness, vagrancy, or traffic offenses.

Check appropriate box. If "No" or "Don't know," skip to Check Item C.

32b

b. HOW MANY TIMES AS A JUVENILE?

Record the number of times in the space provided.

For definitions of the term "juvenile" see Item 10d.

Accept the inmate's best guess.

32c

c. HOW MANY TIMES AS AN ADULT?

Record the number of times in the space provided.
Include "youthful offender" as an adult.

For definitions of the term "youthful offender" see Item 10d.

Accept the inmate's best guess.

C

CHECK ITEM C

If the inmate said "No" or "Don't know" in Item 32a, mark "No prior sentences" in Check Item C and skip to Item 34a.

If the inmate said "Yes" in Item 32a, mark "Prior sentences" in Check Item C and go on to Item 33a.

ITEM 33 -

33a

a. NOW I AM GOING TO ASK YOU ABOUT EACH OF THE TIMES YOU HAVE BEEN SENTENCED TO A JUVENILE FACILITY, JAIL, OR PRISON BEFORE (EARLIEST ADMISSION DATE).

Item 33 contains the history of all juvenile, jail, and prison incarcerations not already reported among Items 1-32.

Normal Procedure: Begin with the inmate's oldest (first) incarceration and ask all questions 33a-f for that incarceration. Then proceed to the next (second), complete 33a-f for it, and so on until all past incarcerations are completed.

Exceptional Procedure: Some inmates, particularly those with long incarceration histories, will be unable to clearly describe each incarceration.

Therefore, proceed as follows:

(a) Begin as in the normal procedure.

(b) However, when you perceive difficulty in recollection, do the following:

(1) STOP proceeding from oldest to most recent

(2) Tell the inmate that the oldest imprisonment he/she has described before beginning the past sentence history is (read the first of the following recorded).

a. Item 10a

or

b. Current offense, if different from 10a.

(3) Ask the inmate to begin describing the incarceration just before that one described in 10a or Current Offense.

(4) Record answers in the furthest columns to the right. Cross out 10th and record as 99th time.

(5) After completing, ask inmate to describe the incarceration just before that just described, crossing out 9th and entering it as the 98th time to the left of that just described. Record all information for that sentence and skip to 34a.

FOR WHAT OFFENSES WERE YOU SENTENCED THE (1ST, 2ND...) TIME? ANY OTHERS?

Record the offense(s) accurately. Refer to "Special Notes for Offenses" under Item 7a. If inmate says there are no more sentences, skip to Item 34a.

b. WHEN WERE YOU FIRST ADMITTED TO A JUVENILE FACILITY, JAIL, OR PRISON TO SERVE THIS SENTENCE?

33b

Enter the month and year after sentencing, the inmate began serving time in a correctional institution, not the date he/she entered jail before trial.

If the inmate was not admitted (i.e., if he was already in jail or prison for other charges or sentences and just continued to serve time for this sentence), enter the month and year he/she began serving new sentences.

CHECK ITEM D

D

If date shown here is before "earliest admission date," continue.

If date shown here is the same or more recent than the "earliest admission date," say -

You mentioned this date near the beginning of our interview. Have I already recorded this sentence?

If "Yes," delete this "time's" entries in Items 33a and 33b, then skip to Item 34a. If "No" review and correct all offense information starting with Item 5a.

33c c. WERE YOU SENTENCED AS A JUVENILE OR AS AN ADULT?

Check appropriate box. If "youthful offender," check adult.

33d d. WHAT WAS YOUR TOTAL MAXIMUM SENTENCE FOR (THIS OFFENSE/THESE OFFENSES)?

Enter the length of the sentence in months and years. If the sentence was for less than 1 month, enter the number of days. If the respondent does not remember the exact length of the sentence, ask for an approximation. Do not enter the length of time the inmate actually spent in jail, which was probably less than the total sentence due to parole, etc.

If the sentence is "Life," or "Death," check appropriate box.

See Item 10e for more information on "maximum sentence."

33e e. DID YOU SERVE THIS SENTENCE IN A LOCAL JAIL, STATE PRISON, MILITARY PRISON, OR FEDERAL FACILITY?

Check appropriate box. If "Federal" make sure it is a civilian institution.

For definitions, see Item 10f.

33f f. HOW MUCH TOTAL TIME DID YOU SPEND IN JAIL OR PRISON FOR THIS SENTENCE BEFORE GETTING RELEASED OR GETTING NEW SENTENCES?

Enter the amount of time in months and years. If the amount was for less than 1 month, enter the number of days. If the respondent does not remember the exact length of sentence, ask for an approximation.

CHECK ITEM E

See Check Item D for instructions.

ITEM 34 -

34a a. NOW I AM GOING TO ASK ABOUT YOUR COMMUNICATION WITH PEOPLE OUTSIDE THE PRISON.

HOW OFTEN DO YOU MAKE OR RECEIVE TELEPHONE CALLS FROM -

(1) YOUR FAMILY OR RELATIVES?

(2) FRIENDS OR OTHERS?

Check appropriate box. If inmate says "Seldom" or "Occasionally" press for more specific information. Suggest a category..."Is it less than once a month?" This question is not asking about the rule at the prison, but how often it actually occurs.

Include spouse, children, parents, step-parents, siblings, aunts, uncles, cousins, and foster parents in "your own family or relatives."

Include any friends or anybody else that has telephone contact with the inmate as a normal visitor in "Friends or others." Others can include lawyers, counselors, etc., if they are persons who are in contact with the inmate on a regular basis and according to the rules of the prison. However, if the inmate's lawyer is given special privileges (that is, he/she can call or visit the inmate at just about any time) don't include him/her in this section.

Include only persons with normal visiting privileges. Exclude any persons other than those with normal visiting privileges.

34b b. HOW OFTEN DO YOU SEND OR RECEIVE MAIL FROM -

(1) YOUR FAMILY OR RELATIVES?

(2) FRIENDS OR OTHERS?

Check appropriate box.

See 34a for specific instructions.

ITEM 35 -

35a

a. HOW MANY MILES ARE YOU FROM YOUR HOME?

Check appropriate box. If inmate says "Don't know," ask for an estimate. Read the categories, if necessary.

35b

b. HOW OFTEN ARE YOU PERSONALLY VISITED BY -

(1) YOUR FAMILY OR RELATIVES?

(2) FRIENDS OR OTHERS?

Check appropriate box.

See Item 34a for specific instructions.

F

CHECK ITEM F

This check item screens out those persons who have no visitors.

ITEM 36 -

36a

a. WHEN YOU ARE VISITED, ARE YOU ABLE TO SEE VISITORS IN A PLACE WHERE YOU CAN TALK PRIVATELY AND OTHERS CANNOT HEAR YOU?

Check appropriate box.

Accept the inmate's judgment. The critical characteristic is a place "where you can talk privately and others cannot hear you."

36b

b. WHEN YOU HAVE VISITORS, IS THERE ANY SCREEN, GLASS, OR OTHER BARRIER SEPARATING YOU FROM THEM?

Check appropriate box.

ITEM 37 -

37a

a. SINCE YOUR ADMISSION IN (CURRENT ADMISSION DATE), HAVE YOU RECEIVED A FURLOUGH, THAT IS, AN OUTSIDE VISIT OTHER THAN EMERGENCY, WORK OR STUDY?

Check appropriate box.

A furlough is a formal leave of absence from the prison or facility with a specified time limit authorized by prison administrative officials.

Include inmates who are released for weekends on furloughs near the end of prison terms, and similar situations.

Exclude cases where the inmate is released to attend a funeral, to a hospital, or other similar emergency furloughs.

Exclude those inmates being released during the day to work assignments outside the prison.

Exclude study furloughs, whereby the inmate is being released from the institution to attend classes or to complete credits on the outside.

If you are interviewing at a facility which, as part of its purpose, allows inmates freedom outside the facility and does not issue specific furloughs, then those normal releases are not furloughs.

b. ARE YOU NOW ELIGIBLE FOR SUCH A NON-EMERGENCY FURLOUGH?

37b

Check appropriate box. This question is designed to find out whether or not the inmate is currently eligible for such a furlough, not whether or not he/she has received a furlough in the past.

ITEM 38 - THE NEXT QUESTIONS ARE ABOUT YOUR ACTIVITIES HERE

38

IN AN AVERAGE WEEK, ABOUT HOW MANY HOURS DO YOU SPEND OUTDOORS WALKING, EXERCISING, PLAYING SPORTS, AND SO FORTH?

Enter the number of hours the inmate spends outside the prison (in the prison yard, etc.) exercising each week. Include only the amount of time the inmate spends in outdoor recreation. Do not include job assignments (for example, gardening, putting up fences).

Help the inmate, if necessary. But be sure, if adding time given daily by the inmate, to stress the difference between weekdays and weekends.

ITEM 39 - IN AN AVERAGE WEEK, HOW MANY HOURS DO YOU SPEND OUTSIDE YOUR CELL OR ROOM?

39

Enter the number of hours the inmate spends outside his/her cell or room each week for any purpose.

The answer here will be larger or at least equal to the answer in the previous question. Here we will include all the time mentioned in Item 38 (that is, outdoors) plus any other time spent outside the cell or room.

Include jobs here, if performed outside the cell block.

Again, help the inmate, stressing differences in hours on Saturdays and Sundays.

40 ITEM 40 - ABOUT HOW OFTEN DO YOU -

Check appropriate box for each of the activities listed. If inmate says "Seldom" or "Occasionally," press for more specific information. Read all categories ... "Is it less than a month?" If the category is not applicable (e.g., no prison store) check "Not exist here."

Go to movies - Do not include TV movies here.

41 ITEM 41 - WHAT DO YOU DO MOST OF EACH NORMAL WEEKDAY?

Read categories if necessary. Check box that corresponds to the activity that inmate spends the most time doing. If "Something else," be sure to specify.

ITEM 42 -

42a a. NOW I AM GOING TO ASK YOU ABOUT MILITARY SERVICE. DID YOU EVER SERVE IN THE U.S. ARMED FORCES?

Check appropriate box.

42b b. WHEN DID YOU ENTER?

Enter both the month and year of entry to the Armed Forces.

If inmate served at two different periods of time, or in two different branches, record the most recent time.

42c c. WHEN WERE YOU DISCHARGED?

Enter the month and year of most recent discharge from the armed forces or reserve.

Mark "Still in military service" if the inmate has not been discharged.

42d d. IN WHAT BRANCH DID YOU SERVE?

Mark the appropriate branch. If the inmate was a member of a reserve or national guard unit, specify the military branch to which he belonged; for example, "Army National Guard" should be marked "Army."

Again, if the inmate served in two different branches, ask about the more recent time.

42e e. WERE YOU A MEMBER OF THE NATIONAL GUARD OR RESERVE?

If "No" is marked, skip to Item 43.

42f f. EXCEPT FOR TRAINING, WHAT WAS YOUR LONGEST CONTINUOUS PERIOD OF ACTIVE DUTY?

If the inmate's only active duty periods were for training, for example, basic training, ROTC drills, weekends, or summer camp, or the inmate's longest continuous non-training period of active duty was less than six months, mark "6 months or less," and skip to Item 44.

Do not include time between training and drills for inactive reservists.

ITEM 43 - WERE YOU STATIONED IN VIETNAM, LOAS, OR CAMBODIA; THE WATER IN OR AROUND THESE COUNTRIES; OR DID YOU FLY IN MISSIONS OVER THESE AREAS AFTER AUGUST 1964?

If the inmate served in the Southeast Asian war zone (the places listed in the question) that is, received hazardous duty pay for military service in Southeast Asia after August, 1964, mark this item "Yes."

ITEM 44 -

44a a. BEFORE YOUR MOST RECENT ADMISSION TO PRISON IN (MOST RECENT ADMISSION DATE), WERE YOU ELIGIBLE FOR EDUCATIONAL OR OTHER VETERANS BENEFITS?

Check Item A1 contains the inmate's most recent admission date.

If the inmate's response is "No," skip to Check Item G.

44b

b. WHICH VETERANS' BENEFITS HAD YOU USED? ANY OTHERS? SHOW FLASHCARD C.

Mark all that apply. Mark only benefits used before most recent admission date.

If the inmate used no benefits, mark "None."

If the inmate does not know if he used any benefits or does not know which benefits he used, although he believes he used at least one, mark "Don't know."

If a type of assistance fits both a specific and a more general category, mark only the more specific category. For example, if the inmate was in a work-study college assistance program, mark only "work-study assistance."

44c

c. ARE YOU USING ANY VETERANS' BENEFITS NOW?

If the inmate's response to Item 44c is "Yes," ask "Which ones?" Show flashcard C and mark all that apply. Mark only benefits being used at the present time.

See Item 44b for more specific instructions.

G

CHECK ITEM G

IS ITEM 42c MARKED "STILL IN MILITARY SERVICE?"

If Item 42c is marked "Yes," skip to Item 47.

ITEM 45 -

45a

a. WHAT TYPE OF DISCHARGE DID YOU RECEIVE?

Enter the inmate's original discharge type from most recent service.

If the inmate's response is "Honorable" or "Don't know," skip to Item 46a.

If you choose to read the inmate any of the categories, read all of them, accepting the inmate's choice. For all general discharges, distinguish whether the

discharge was under honorable or other than honorable conditions. Medical discharges are general discharges, and must be clarified as honorable or other than honorable.

b. DID YOU EVER APPLY TO HAVE YOUR DISCHARGE UPGRADED?

45b

If the inmate's response is "No," skip to Item 46a.

c. WAS YOUR DISCHARGE UPGRADED?

45c

If the inmate's discharge has not yet been upgraded but the inmate has actually filed for upgrade, mark "Case still pending."

If the inmate's response is "Yes," ask "To what?" Again, if you choose to read the inmate any of the categories, read all of them, accepting the inmate's choice.

If the discharge was upgraded, enter the inmate's final discharge type.

See Item 45a for more specific instructions.

ITEM 46 -

a. ARE YOU A DISABLED VETERAN, THAT IS, HAS THE VETERANS ADMINISTRATION (V.A.) RECOGNIZED YOU AS DISABLED?

46a

If the inmate's response to Item 46a is "No," skip to Item 47.

b. DO YOU RECEIVE DISABILITY PAYMENTS?

46b

If the inmate receives disability payments or, while he is in prison, some other person or organization receives payments for him/her, mark Item 46b "Yes."

If no disability payments are made, mark Item 46b "No."

ITEM 47 - DID YOU DEVELOP A DRUG OR ALCOHOL PROBLEM WHILE IN THE MILITARY SERVICE, THAT IS, DID YOU BECOME DEPENDENT ON DRUGS OR ALCOHOL?

47

Mark only those substances upon which the inmate became dependent while in military service.

ITEM 48 -

48a

a. ARE YOU IN PRISON TODAY FOR AN OFFENSE COMMITTED WHILE YOU WERE IN THE ARMED FORCES?

If the offense was committed between the entry and discharge dates shown in Item 42b and c (or today if the inmate has not been discharged), mark Item 48a "Yes."

48b

b. BEFORE YOUR (CURRENT OFFENSES), DID YOU EVER SERVE TIME FOR OFFENSES COMMITTED WHILE IN THE MILITARY?

If the inmate was ever found guilty and incarcerated to serve a sentence by any authority, military and civilian, while in the military, mark Item 48b "Yes."

If the response to Item 48b is "No," skip to Item 49a.

48c

c. HOW MANY SUCH SENTENCES DID YOU SERVE IN MILITARY FACILITIES?

Enter in Item 48c the number of sentences served in military facilities.

Consider Ft. Leavenworth, Kansas, a military facility.

48d

d. DID YOU EVER SERVE TIME FOR CIVILIAN OFFENSES COMMITTED WHILE IN THE MILITARY?

If the inmate was ever found guilty and incarcerated to serve a sentence by any civilian authority while in the military, mark Item 48d "Yes."

48e

e. HOW MANY SUCH SENTENCES DID YOU SERVE IN CIVILIAN FACILITIES?

Enter in 48e the number of sentences served in civilian facilities.

ITEM 49 -

49a

a. SINCE YOUR ADMISSION IN (CURRENT ADMISSION DATE), HAVE YOU MET WITH A REPRESENTATIVE OF THE VETERANS ADMINISTRATION (V.A.) OR ANY OTHER VETERANS ORGANIZATION EITHER IN A GROUP OR INDIVIDUALLY?

A veterans organization is any organization or official part of an organization whose purpose includes direct service to veterans, excluding

merely research or data gathering groups. For example, the Veterans of Foreign Wars (VFW), American Legion, and National Association of Concerned Veterans (NACV) are veterans organizations, while the Law Enforcement Assistance Administration's (LEAA) research staff for incarcerated veterans is not.

If no group has met with the inmate, mark Item 49a "No," and skip to Item 50a. Do not include any letters the inmate has received from veterans organizations.

If the veterans group is not the Veterans Administration (V.A.) write the full name of the group in the space provided. Do not abbreviate.

b. AS A RESULT OF YOUR CONTACT WITH A VISITING VETERANS REPRESENTATIVE, HAVE YOU APPLIED FOR ONE OR MORE VETERANS BENEFITS?

49b

If inmate has met with a representative from a veterans organization, and has, as a result, applied for any veterans' benefits, mark Item 49b "Yes."

ITEM 50 -

a. THE NEXT QUESTIONS ARE ABOUT EDUCATION AND TRAINING. WHAT IS THE HIGHEST GRADE OF REGULAR SCHOOL YOU HAVE EVER ATTENDED BEFORE ADMISSION IN (CURRENT ADMISSION DATE)? (ACCEPT GED OR HIGH SCHOOL EQUIVALENCY AS "12")

50a

Include regular schooling in graded public, private, or parochial schools, or in colleges, universities, or professional schools, whether day school or night school. Regular schooling is that which advances a person toward an elementary, or high school diploma, or a college, university, or professional school degree. Count schooling in other than regular schools only if the credits obtained are acceptable in the regular school system.

Enter "0" for persons who have never attended a regular school or have attended only kindergarten. Circle the appropriate code, "Elementary 1" up to "College 6+" based on the regular school system, to designate the highest grade (or year) of school ever attended.

Determine the specific grade and record the highest year of school attended. The following provide rules in special cases in determining the highest grade of school attended:

If the person's highest grade was in "junior high" determine the equivalent in elementary grades (1-8) or high school grades (9-12). not assume that junior high grades always consist of "7th, 8th" and "first year high school." In a few systems, junior high starts with "6th" and in some ends with "second year high school."

For persons who have attended "post-graduate" high school classes after completing high school, but have not attended college, circle "12" under high school.

For persons who have attended more than 4 years of college or who have attended professional schools (law, medical, dental, etc.) after completion of 4 years of college, circle the code which represents the total number of school years (not calendar years) the person attended college and graduate or professional school. For a person who has attended 6 years or more of college, circle "6+" under college.

Exclude vocational and trade schools.

50b b. DID YOU COMPLETE THAT GRADE?

If the response to Item 50b is "No," ask "Are you currently attending that grade?" and enter the appropriate response.

50c c. HAVE YOU COMPLETED ANY GRADES SINCE ADMISSION IN (CURRENT ADMISSION DATE)?

If inmate has completed any grades since admission to prison, mark Item 50c "Yes" and ask "What is the highest grade you completed?"

H CHECK ITEM H

If the inmate has completed "4th" year of high school, mark "Yes" and skip to Item 51.

If the inmate has not completed "4th" year of high school, mark "No" and ask Item 50d.

50d d. HAVE YOU RECEIVED A GED, OR HIGH SCHOOL EQUIVALENCY CERTIFICATE?

Check the appropriate box.

ITEM 51 -

51a a. SINCE YOUR ADMISSION IN (CURRENT ADMISSION DATE), HAVE YOU HAD ANY FORMAL TRAINING IN JOB SKILLS? (DO NOT INCLUDE ON-THE-JOB TRAINING.)

If, since current admission date, the inmate has had any formal training in particular job skills, for example, computer programming, cosmetology, brick masonry, auto repair, etc., mark Item 51a "Yes." On-the-job training (OJT) which is merely a by-product of a normal work assignment should not be considered job training in this item unless that assignment is also accompanied by formal training.

If the inmate has had no formal training in job skills since current admission date, mark Item 51a "No" and skip to Item 52.

51b b. WHAT KIND OF WORK WERE YOU LEARNING? (IF MORE THAN ONE, TAKE ONE LASTING LONGEST.)

The entry in Item 51b should describe the kind of work the inmate was learning, for example, television repair, computer keypunch, diesel mechanics. If more than one kind of training has occurred, enter the one lasting longest.

Sufficient detail

One word occupational descriptions are usually inadequate. Clarify the entry as much as possible. For example, instead of merely entering "mechanics" enter "diesel mechanics" for a fuller description.

51c c. WHAT ACTIVITIES OR DUTIES DID YOU LEARN?

Provide in this item any descriptive information which will assist in understanding Item 51b. For example, Item 51c might read "Diesel truck engine assembly, maintenance, and repair."

51d

d. HOW LONG WERE YOU IN THE TRAINING?

Mark in Item 51d the total time prior to interview day the inmate has actually spent in the one longest kind of training described in Items 51b-d. Do not record the amount of time the training was supposed to last, but the amount of time he/she spent in the training.

51e

e. DID YOU COMPLETE THE TRAINING COURSE?

If the inmate answers "No" to Item 51e, ask "Are you still in the training?" and enter the appropriate response.

52

ITEM 52 - SINCE YOUR ADMISSION IN (CURRENT ADMISSION DATE) HAVE YOU EVER BEEN ON STUDY RELEASE?

Check Item A2 contains the inmate current admission date.

If, since that date, the inmate has been allowed to leave prison or correctional property to attend any kind of school or training in the general community, mark Item 52 "Yes."

53

ITEM 53 - SINCE THAT ADMISSION, HAVE YOU EVER BEEN ON WORK RELEASE?

If, since current admission date, the inmate has been allowed to leave prison or correctional property to hold a job in the general community, mark Item 53 "Yes."

ITEM 54 -

54a

a. DO YOU HAVE A WORK ASSIGNMENT HERE?

If the inmate's response to Item 54a is "Yes," say "Please describe it" marking the one most important assignment, that is, mark the one at which the inmate spends the most time, whether it is voluntary or paid.

"Work assignments" are similar to jobs in the normal community. Therefore, if the inmate is regularly assigned to a specific work function, such as furniture shop, kitchen, road crew, etc., the response to Item 54a should be "Yes." If, however, the inmate only performs brief, intermittent, rotating assignments

shared by all inmates, such as rotating latrine cleanup assignment or spring barracks painting, the response to Item 54a should be "No." Skip to Item 55. Exclude all work release jobs.

Voluntary employment is also considered a job, as long as the inmate attends that job with some regularity.

General janitorial duties (cleaning): Except for kitchen or mess hall cleanup, any regularly performed cleanup duty anywhere in the prison as a normal job assignment should be categorized as "general janitorial duties." Exclude routine maintenance performed by all inmates.

Grounds or road maintenance: Care of prison or other facility grounds or any kind of road work (road crews or gangs) should be marked in this category.

Food preparation or related duties (kitchen, bakery, butchery, etc.): This category includes all food preparation jobs, such as cook, baker, or butcher and all related food service jobs, such as waiters, servers, and kitchen cleanup, so long as those duties comprise a regular job assignment and not a rotating task shared by all inmates.

Laundry: Self-explanatory.

Hospital, infirmary, or other medical services: An assignment in this category refers to any job assignment in a prison infirmary or hospital or outside medical facility (such as local mental hospital) in which some medically oriented service is performed, such as orderly, nurse's assistant, or records keeper. Include hospital or infirmary cleanup in this category.

Farming or forestry: Include in this category specifically gardening, farming or forestry duties. Exclude other functions which may happen to occur on a farm, such as maintenance or kitchen work.

Goods production: Except for specific items mentioned in other categories, "goods production" refers to any prison assignment producing things, such as license tags, furniture, canned goods, soap, etc. Exclude farm, kitchen, and bakery or butchery duty from this category.

Other prison services (library, stockroom, store, driver, etc.): Except for specific services mentioned in other categories "prison services" refers to any prison job assignment in which a service is performed, such as clerical assistance, store keeping, warehousing, library work, etc. Exclude work release jobs.

Maintenance or repair: This category includes all assignments in maintaining or repairing prison property. Examples include carpentry, electrical or plumbing, auto, tractor, or truck repair, etc. Construction labor is also included in this category.

Other: Be sure to specify the exact answer.

54b

b. HOW MANY HOURS A WEEK ARE YOU ASSIGNED TO THIS JOB?

Record the approximate whole number of hours the inmate is assigned to the job each week.

54c

c. ARE YOU PAID FOR THIS WORK?

If "Yes" ask "How much?" and record the dollar and cent amount and the rate at which he/she receives that amount, whether hourly, daily, weekly, or monthly.

If "No" ask "Do you receive anything for your work?" and check appropriate box. If "Other" be sure to specify the exact answer (for example, "I get a carton of cigarettes a week").

If the inmate is unsure or doesn't know, check "Don't know."

Good time - Credits earned by the inmate which bring about an early release.

55

ITEM 55 - THIS GROUP OF QUESTIONS CONCERNS YOUR EMPLOYMENT HISTORY AND INCOME.

DURING MOST OF THE MONTH BEFORE THE (CURRENT OFFENSE) DID YOU HAVE A JOB OR BUSINESS?

Check Item A2 contains the inmate's current offense.

- (1) Purpose - The purpose of this question is to determine the employment status of the inmate immediately preceding the current offense for which he/she is now imprisoned.

(2) Definitions -

(a) Job defined

A job exists if there is a definite arrangement for regular work for pay every week or every month. This includes arrangements for either regular part-time or regular full-time work. A formal definite arrangement with one or more employers to work a specified number of hours a week or days a month but on an irregular schedule during the week or month is also considered a job. However, do not consider as having a job, a person who is on call to work whenever there is need for his/her services. Examples of persons who might say they are "on call" but who generally should not be considered "with a job" are substitute school teachers, substitute telephone operators, substitute mailmen, and cooks and waitresses on call with a catering service. If such persons were not actually working during most of the month before the current offense but were willing and able to work, check Item 55 "No" and Item 56a "Yes."

(b) Full-time Employment

Full-time employment is defined as working 35 hours per week or more; part time employment is less than 35 hours per week.

(c) Part-time jobs

Two or more part-time jobs, totaling 35 or more hours per week, should be marked as full-time. A respondent who had a full and part-time job concurrently, should be coded as full-time only.

If the inmate's response is "Yes," ask "Full-time or part time?" Mark the appropriate reply, and skip to Item 59a.

ITEM 56 -

56a

a. DURING THAT MONTH WERE YOU LOOKING FOR WORK?

Mark "Yes" if the person was in the market for a job, or trying to start a business or profession. Accept the answer of the respondent if he/she says he/she was looking for work.

Skip to Item 57 for a "Yes" response.

If the respondent is in doubt about what the phrase "looking for work" means, tell him/her a person is LOOKING FOR WORK if he/she is actively trying to get work or actively trying to establish a business or profession.

56b

b. WHAT WERE THE REASONS YOU WEREN'T LOOKING FOR WORK AT THAT TIME? ANY OTHER REASON?

In asking this item, try to elicit a specific response. You should probe until you have elicited all the reasons the person was not looking for work. Use the phrase "Any other reason?" until the inmate answers negatively.

How to fill -

Complete all applicable categories according to the following directions.

1. Believes no work available in line of work or area

Mark this category for persons who say that they were not looking for work at the time because they believed there was no work available in their communities, or in their occupations. Examples are:

No work around here

No jobs since the mill closed

No other jobs for women here

2. Couldn't find any work

Mark this category for persons who made some efforts to find work and became discouraged and stopped looking.

3. Lacked necessary schooling, training, skills or experience

Mark this category for those who were not looking for work because of illiteracy, who lacked knowledge about how to find a job, or who felt they did not have the proper training to meet job qualifications.

4. Employers think too young or too old

Mark this category for those who say no work was available to them because of age. This applies to a person too young to obtain a "work permit," a person who says "nobody will hire a 70-year-old man," and persons who had been informed by prospective employers that no job was available to them because of their age. For example, a person is informed, "while your qualifications are good, we feel that the position requires someone a little older and more mature."

5. Other personal handicap in finding job

Some of the reasons for marking this category include racial or other discrimination, a criminal or delinquency record.

6. Family responsibilities or couldn't arrange child care

Mark this category for persons who would have looked for work if they were not hampered by large families, illness in family or similar reasons or for persons who say they could not arrange for child care. An example of the latter is a woman who says she would like to go to work but she cannot find a reliable baby sitter.

7. In school or other training

Mark this category for persons who were attending any kind of public or private school, including trade and vocational schools, who would have otherwise been looking for work.

8. Ill health, physical disability
Mark this for persons who would have looked for work if they hadn't been personally ill or disabled.
9. Didn't need a job
Mark this category for persons who felt that they received enough money to support themselves from other sources.
10. On welfare
Mark this category for those persons who were on welfare or any form of public assistance.
11. Illegal activities
Mark this category for those persons who felt they made enough to support themselves from illegal activities.
12. Didn't want a job
Mark this category for those persons who just didn't want to work.
13. On drugs/alcohol
Mark this category for those persons who were too dependent on drugs or alcohol to look for work.
14. Other (Specify in notes)
This category includes reasons which cannot be classified in the above categories. For each "Other" entry, specify the reason given in the "Notes" section.
- While the "Other" entries are to be kept to a minimum we want to know all of the different reasons for not seeking work. If the respondent gives an answer that is classifiable in the present categories and another that is not, mark the circle for the reason that is classifiable and also the "Other" circle and specify the non-classifiable reason in the "Notes" section.

15. No specific reason
Mark this category if the respondent offers no reasons for not looking for work.

CHECK ITEM I

IS MORE THAN ONE REASON ENTERED IN 56b?

If only one category is marked in Item 56b, check "No" in Check Item I and skip to Item 58.

c. WHAT WAS THE MOST IMPORTANT REASON?

Enter the number of the reason shown in Item 56b as most important. For example, if the inmate says that "ill health" prevented looking for work, enter "8" in Item 56c.

Skip to Item 58.

ITEM 57 - HOW LONG HAD YOU BEEN LOOKING FOR WORK WHEN YOU WERE ARRESTED?

In computing the weeks a person has been looking for work, count the number of weeks from the time he/she started looking for work to the time of his/her arrest. This should be a continuous period of time. Consider a period of two weeks or more during which a person was employed or ceased looking for work as breaking the continuity of the present period of seeking work.

If the inmate replies in terms of months, multiply his/her response by 4 (4 weeks = 1 month) and check the box containing the result. For example, 4 months equals 16 weeks; therefore, category 3 should be marked.

ITEM 58 - BEFORE YOUR ADMISSION IN (CURRENT ADMISSION DATE) IN WHAT YEAR DID YOU LAST WORK AT EITHER A FULL-TIME OR A PART-TIME JOB OR BUSINESS LASTING TWO STRAIGHT WEEKS OR MORE?

Check Item A1 contains the most current admission date.

If the inmate never worked, never worked two consecutive weeks, or does not know, skip to Item 60.

59a

a. FOR WHOM DID YOU WORK? (NAME OF COMPANY, BUSINESS ORGANIZATION, OR OTHER EMPLOYER)

List the full proper name of the company or agency, avoiding abbreviations (unless nationally known) and being as specific as possible.

For example, a correct response might be: "Westinghouse Air Brake Company, Sales Division, Displays Department," instead of "WABCO," "Westinghouse," or other correct but vague responses. However, if the inmate does not recall exactly, approximate.

For inmates whose employers did not have company names, such as dentists, or lawyers, some small retail stores, construction contractors, etc., write the name of the owner.

If the inmate was self-employed, enter the name of the place of business or establishment. If there was no business name, write "self-employed," "own business," "family farm," etc.

For government civilian employees, it is not sufficient to report merely that the persons worked for the government. Be sure to state level of government and the type of organization, for example, City Tax Office, County Highway Commission, State Employment Office, U.S. Navy Ship Yard.

b. WHAT KIND OF BUSINESS OR INDUSTRY WAS THAT? (FOR EXAMPLE, T.V. AND RADIO MANUFACTURING, SHOE STORE, FARM, ETC.)

The entry here should tell clearly and specifically what the company or business does at the location where the inmate worked.

1) Description

In order to give a clear and exact description of the industry, the entry must state or indicate both a general and specific function for the employer; for example, cattle ranch, copper mine, fountain pen manufacturers, wholesale grocery, retail book store, road construction, shoe repair service. The words "ranch," "mine," "manufacturer," "wholesale," "retail," "construction," and "repair service" show the general function. The words "cattle,"

"copper," "fountain pen," "grocery," "book store," "road," and "shoe" indicate the specific function.

2) Function

Distinguish between manufacturing, wholesaling, retailing, and service establishments. Even though a manufacturing plant sells its products in large lots to other manufacturers, wholesalers, or retailers, report it as "manufacturing." A wholesaler establishment buys, rather than makes, products in large quantities for resale to retailers, industrial users, or to other wholesalers. Wholesalers generally do not sell to individual consumers.

3) Clarification

Additional questions to help the respondent: avoid use of the word "company" as it gives no useful information. If the respondent reports that he works for a metal furniture company, ask, "Do they manufacture or do they just sell it?" If they just sell, ask, "Do they sell to other stores (which would be wholesale) or to individuals (retail)?" Accordingly, the possible replies would be "Metal furniture manufacturer," "Metal furniture wholesaler," or "Metal furniture retailer."

c. WERE YOU -

An employee of a PRIVATE company, business or individual FOR WAGES, SALARY OR COMMISSIONS?

A government employee (Federal, State, county or local)?

Self-employed in own business, professional practice, or farm?

(If not a farm, ask):

Was this business incorporated?

() Yes

() No

59c

Working without pay in family business or farm?

1) Private employee

Mark Box 1 for persons who worked for a PRIVATE employer for wages, salary, commission, tips, piece-rates, or pay in kind; this applies regardless of the occupation at which the employee worked, whether general manager, file clerk, or porter. Also include persons who worked for pay in settlement houses, churches, unions, and other private nonprofit organizations.

2) Government employee

Mark Box 2 for work in any branch of Federal, State or local governments. Include persons who were elected to paid Federal offices and members of the Armed Forces. Mark this category also for employees of international organizations, (e.g., United Nations) and for employees of foreign governments.

3) Self-employed

Mark Box 3 for work for profit or fees in OWN business, farm, shop, office, etc. This does not apply to superintendents, foremen, managers, or other executives hired to manage a business or farm, salespersons working for commission or officers of corporations. Consider such persons private employees.

If the inmate responds "Self-employed" and his/her employment is not on farm, ask "WAS THIS BUSINESS INCORPORATED?" and record the appropriate response.

4) Working without pay

Mark Box 6 for work WITHOUT PAY on a farm or business operated by a related member of the household. Room and board and a cash allowance are not counted as pay for these family workers; however, if the worker received money which was definitely considered to be wages for work performed, he should be considered a private employee.

d. WHAT KIND OF WORK WERE YOU DOING? (FOR EXAMPLE, MACHINIST, ACCOUNTANT, SECRETARY, ETC.)

59d

The entry should describe the kind of work the inmate himself/herself did; that is, his/her occupation. The entry is adequate if it tells clearly and specifically what he/she did; for example, janitor, sales clerk, TV serviceperson, auto mechanic, welder, or shoe repair-person.

Sufficient Detail

One-word occupational descriptions are usually not adequate. For example, we need to know what type of nurse or engineer, clerk, teacher, etc.

Sometimes when the response to Item 59d is not adequate, the answer to Item 59e will clarify it. If not, ask additional questions to obtain an adequate description.

e. WHAT WERE YOUR MOST IMPORTANT ACTIVITIES OR DUTIES? (DRILL PRESS OPERATION, TYPING AND FILING, ETC.)

59e

Often the response to this question on activities will give the information needed to make the occupation description adequate. For some persons the response to this question may be very similar to the earlier reply in Item 59d. For example, a respondent may say his/her kind of work is a "knitting machine operator" and his/her activities or duties are "operating a knitting machine." Fill this item even when it seems to be repetitive.

The entry in Item 59e must include enough additional information for a precise classification. Usually a few words telling what the person actually does or the tools he/she uses will suffice.

CHECK ITEM J

J

If inmate has prior sentences listed in Check Item C, ask Item 60a.

If inmate has no prior sentences listed in Check Item C, skip to Item 61.

CONTINUED

1 OF 2

d. WHAT KIND OF WORK WERE YOU DOING? (FOR EXAMPLE, MACHINIST, ACCOUNTANT, SECRETARY, ETC.)

59d

The entry should describe the kind of work the inmate himself/herself did; that is, his/her occupation. The entry is adequate if it tells clearly and specifically what he/she did; for example, janitor, sales clerk, TV serviceperson, auto mechanic, welder, or shoe repair-person.

Sufficient Detail

One-word occupational descriptions are usually not adequate. For example, we need to know what type of nurse or engineer, clerk, teacher, etc.

Sometimes when the response to Item 59d is not adequate, the answer to Item 59e will clarify it. If not, ask additional questions to obtain an adequate description.

e. WHAT WERE YOUR MOST IMPORTANT ACTIVITIES OR DUTIES? (DRILL PRESS OPERATION, TYPING AND FILING, ETC.)

59e

Often the response to this question on activities will give the information needed to make the occupation description adequate. For some persons the response to this question may be very similar to the earlier reply in Item 59d. For example, a respondent may say his/her kind of work is a "knitting machine operator" and his/her activities or duties are "operating a knitting machine." Fill this item even when it seems to be repetitive.

The entry in Item 59e must include enough additional information for a precise classification. Usually a few words telling what the person actually does or the tools he/she uses will suffice.

CHECK ITEM J

J

If inmate has prior sentences listed in Check Item C, ask Item 60a.

If inmate has no prior sentences listed in Check Item C, skip to Item 61.

ITEM 60 -

60a

a. BEFORE THE (CURRENT OFFENSE), WERE YOU FREE AT LEAST ONE YEAR?

Check Item A2 contains the inmate's current offense.

"Free" means not incarcerated or jailed by any law enforcement agency (jail, detention center, prison, etc.). If the inmate is on parole, probation, or escape status, he/she is considered to be "free."

If the inmate answers "Yes," mark "Yes" and skip to Item 61.

If the inmate answers "No," ask "How many months were you free?"

If the inmate was free less than one month, mark category 2 and skip to Item 64.

60b

b. WHAT WAS YOUR USUAL MONTHLY INCOME DURING THAT TIME? PLEASE INCLUDE ANY INCOME YOU MAY HAVE RECEIVED FROM BOTH LEGAL AND ILLEGAL SOURCES. INCLUDE ALSO MONEY FROM JOBS, NET INCOME FROM A BUSINESS OR FARM, PENSIONS, SOCIAL SECURITY PAYMENTS, AND ANY OTHER MONEY INCOME YOU RECEIVED.

Ask Item 60b only of inmates free less than one year before arrest for their current offenses (Check Item A2).

Include in this item any money received by the inmate during a usual month. Do not include income of other family or household members.

Include all illegal income received.

If the inmate declines to answer the question, leave Item 60b blank. Assure the inmate that we have no way of knowing how much, if any, of his/her income is illegal.

Skip to Item 64.

ITEM 61 - WHICH CATEGORY ON THIS CARD REPRESENTS YOUR TOTAL INCOME DURING THE 12 MONTHS BEFORE YOUR ARREST FOR (CURRENT OFFENSE)? PLEASE INCLUDE ANY INCOME YOU MAY HAVE RECEIVED FROM BOTH LEGAL AND ILLEGAL SOURCES. INCLUDE ALSO MONEY FROM JOBS, NET INCOME FROM A BUSINESS OR FARM, PENSIONS, SOCIAL SECURITY PAYMENTS, AND ANY OTHER MONEY INCOME YOU RECEIVED.

61

Ask Item 61 of all inmates free at least one year before arrest for their current offense (Check Item A2).

Mark the one category reported by the inmate as describing the year's income. If necessary, assist the inmate in calculating income and locating the proper category. The precise income need not be known so long as the income category can be identified.

Include in this item ANY MONEY received by the inmate during the year before current offense arrest. Do not include income of other family or household members.

INCLUDE ALL ILLEGAL INCOME RECEIVED.

If the inmate declines to answer the question, leave Item 61 blank.

ITEM 62 - IN THE YEAR BEFORE YOU WERE ARRESTED, HOW WERE YOU SUPPORTED? ANY OTHER WAY?

62

Read the inmate all the categories, if necessary, marking all that apply.

INCLUDE ANY REFERENCE TO ILLEGAL INCOME AS OTHER, specify, and clearly describe.

SSI stands for supplemental security income.

ITEM 63 -

a. WERE YOU SUPPORTING ANY OTHER PERSONS BESIDES YOURSELF?

63a

Enter the number of persons, other than himself/herself the inmate reports supporting.

If the inmate was supporting no one else, skip to Item 64a.

63b

b. WHAT WAS THEIR RELATIONSHIP TO YOU? ANY OTHERS?

If necessary, read the response categories to the respondent. Relationship to the inmate is important, not names.

Accept the inmate's understanding of the relationships.

63c

c. ARE ANY OF THEM NOW RECEIVING PUBLIC ASSISTANCE OR WELFARE?

If at least one of the persons the inmate was supporting now receives public assistance or welfare, mark Item 63c "Yes."

ITEM 64 -

64a

a. NOW I'D LIKE TO ASK A FEW QUESTIONS ABOUT YOUR FAMILY. DO YOU HAVE ANY CHILDREN?

Accept the inmate's response. Do not elaborate.

If the response is "No," skip to Item 65a.

64b

b. WHAT ARE THEIR AGES?

If the respondent has more than six children, enter the ages of the youngest six.

K

CHECK ITEM K

ARE ANY CHILDREN UNDER 18?

If none of the listed children are less than 18 years old, skip to Item 65a.

64c

c. WHO ARE THEY LIVING WITH NOW? (PLEASE INCLUDE ONLY YOUR CHILDREN WHO ARE UNDER 18.)

In reading the categories of Item 64c to an inmate, refer only to the sex of the other parent.

A foster home is a private home selected by the State or community offering shelter to children.

Mark all appropriate answers.

If "Somewhere else" be sure to specify the exact answer.

ITEM 65 -

a. HOW MANY BROTHERS AND SISTERS HAVE YOU HAD ALTOGETHER? COUNT ANY THAT HAVE DIED. ALSO COUNT HALF BROTHERS AND SISTERS.

65a

Accept the inmate's count using any definitions selected by the inmate so long as deceased or half brothers and sisters are included. If "None," skip to Item 65d.

b. ARE YOU THE OLDEST?

65b

If the inmate is the oldest child born to his/her mother (including any deceased or half brothers and sisters), mark "Yes" and skip to Item 65d.

c. HOW OLD IS YOUR OLDEST BROTHER OR SISTER?

65c

If the inmate told you before that he/she has a deceased sibling, find out if that brother or sister would have been the oldest. If so, record the age that the deceased person would be now. If the inmate cannot give you an exact age, accept a close estimate. If the inmate is unsure or doesn't know, mark "Don't know."

d. HOW OLD IS YOUR MOTHER NOW?

65d

Enter the mother's age as appropriate, accepting the inmate's guess if it is believed fairly close and skip to Item 66a. If the inmate has only a vague idea or none at all, mark "Don't know."

If his/her mother is deceased, get an estimate of the age she would be now.

e. HOW OLD WAS YOUR MOTHER WHEN HER FIRST CHILD WAS BORN?

65e

As above, enter the mother's age, accepting the inmate's best guess. If the inmate doesn't know, mark "Don't know."

ITEM 66 -

a. WHAT IS THE HIGHEST GRADE OF REGULAR SCHOOL YOUR MOTHER EVER ATTENDED?

66a

Enter the mother's highest grade attended.

If the inmate responds "Never attended school or only kindergarten," mark that category, and skip to Item 66c.

If the inmate responds "Don't know," do not probe. Mark "Don't know" and skip to Item 66c.

For more specific instructions, see Item 50a.

b. DID SHE COMPLETE THAT GRADE?

Mark the appropriate response.

c. WAS YOUR MOTHER EMPLOYED OUTSIDE THE HOME?

If the inmate's mother held a job outside the home, check "Yes."

However, if his/her mother was a housewife, check "No" and skip to Item 67a.

If she had a job inside the home (for example, taking in ironing), consider that as being employed outside the home.

d. WHAT IS OR WAS HER USUAL OCCUPATION?

See Item 59d.

ITEM 67 -

a. WHAT IS THE HIGHEST GRADE OF REGULAR SCHOOL YOUR FATHER EVER ATTENDED?

See Item 66a.

b. DID HE COMPLETE THAT GRADE?

Mark the appropriate response.

c. WHAT IS OR WAS YOUR FATHER'S USUAL OCCUPATION?

See Item 59d.

ITEM 68 - HAS ANYONE ELSE IN YOUR IMMEDIATE FAMILY EVER SERVED TIME IN JAIL OR PRISON?

If the inmate responds "Yes," ask "Who? Anyone else?" Mark (X) all that apply.

Immediate family includes only parents, children, brothers and sisters.

If the inmate answers "Brother/sister," ask "How many brothers?" and "How many sisters?"

ITEM 69 - WHO DID YOU LIVE WITH MOST OF THE TIME YOU WERE GROWING UP? (IF RELATIVE, MARK CLOSEST BLOOD RELATIVE.)

Mark the one category describing whom the inmate lived with more than any other. If there is more than one person (for example, mother and grandparents), take the closest blood relative (mother). Mark parents first, then siblings, grandparents, etc.

If the inmate lived with two different persons for an equal amount of time (for example, six months with mother, six months with father) mark "Other" and specify.

Include any religious institution under "Agency or institution."

A foster home is a private home selected by the community or State offering shelter to children.

CHECK ITEM L

Look at Check Item A1. Is most recent admission date less than one year ago?

If the response to Check Item L is "Yes" mark and skip to Item 71a. If "No," go on with Item 70a.

ITEM 70 -

a. NOW I AM GOING TO ASK YOU SOME MEDICAL QUESTIONS. WITHIN THE PAST YEAR HAVE YOU BEEN GIVEN ANY MEDICAL TESTS, CHECKUPS, OR PHYSICAL EXAMINATIONS?

Accept the inmate's judgment. Do not advise.

If the inmate has had no tests, checkups, or physical examinations, mark "No" and skip to Item 71a.

If "Yes," ask "How many?"

Note that only the last year is being reviewed.

70b

b. (WAS THAT/WERE THEY) ROUTINE OR FOR SOME PARTICULAR PROBLEM?

Again, accept the inmate's judgment whether the test was routine or for a particular problem.

Check appropriate box.

ITEM 71 -

71a

a. (WITHIN THE PAST YEAR/SINCE YOUR MOST RECENT ADMISSION) HAVE YOU ASKED TO SEE A DOCTOR, DENTIST, OR OTHER MEDICAL PERSON? (DO NOT INCLUDE PRE-PRISON JAIL EXPERIENCE)

NOTE: Item 71a focuses on the number of times the inmate ASKED to see a medical person. It questions the inmate's experience while in prison, not before entering. Therefore, if Check Item L is marked "Yes," ask "Since your most recent admission, . . ." If "No," ask "Within the past year, . . ."

71b

b. HOW MANY TIMES DID YOU GET TO SEE THE PERSON YOU ASKED TO SEE?

NOTE: Item 71b focuses on the number of times the inmate actually met with a doctor or other medical person requested.

The entry in Item 71b must be equal to or less than that reported in Item 71a. If the number reported in Item 71b is equal to the number of times asked (71a), mark "Every time" and skip to Item 72a.

71c

c. THE TIMES YOU DIDN'T GET TO, WHAT WAS THE REASON?

Enter, as clearly as possible, the ONE MOST IMPORTANT REASON the inmate missed seeing the doctor or other medical person within the last year. If "Other," be sure to specify the exact answer.

ITEM 72 -

72a

a. ARE YOU TAKING ANY MEDICINE DAILY?

Mark this item "Yes," if the inmate is taking any medicine daily, and has done so for at least two weeks.

If the inmate responds "No," mark and skip to Item 73.

b. WHAT IS THE NAME OF THE MEDICINE?

72b

If the inmate takes more than three medicines daily, enter the three medications for the most serious illnesses or injuries.

Attempt to record the medicine using the name the doctor used in prescribing it, spelled correctly or at least spelled to sound correct.

c. WHAT DO YOU TAKE IT FOR?

72c

Be as specific as possible, mentioning illnesses or injuries by name. Probe, if necessary, in order to clearly report each illness or injury. For example, "hardening of the arteries" is a more precise explanation than simply "heart problem."

d. (IF APPROPRIATE) IS IT FOR STRESS, TENSION, OR ANXIETY?

72d

If the relationship of the medicine to stress, tension, or anxiety, is at all unclear, ask Item 72d.

If a particular medicine's purpose is obviously not for stress, tension, or anxiety, for example, pain killers administered directly to relieve pain of injury, do not ask Item 72d. Or if the inmate's response in Item 72c, is in fact, "stress," "tension," or "anxiety," do not ask Item 72d, simply mark Item 72d "Yes."

ITEM 73 -

a. NOW I AM GOING TO ASK YOU SOME QUESTIONS ABOUT YOUR USE OF DRUGS. YOUR RESPONSES WILL NOT BE SHOWN TO ANYONE IN THE PRISON OR TO ANYONE ELSE EXCEPT PERSONS WHO WILL USE THE RESPONSES FOR STATISTICAL PURPOSES.

73a

HAVE YOU EVER USED (NAME OF DRUG)?

Ask Item 73d for ALL drugs on pages 34 through 38 before completing Items b through l.

SPECIAL NOTE

Items 73-76 Questions related to drug use

Items 77-88 Questions related to alcohol use

As with all parts of this survey, inmate cooperation is completely voluntary. It is particularly important throughout the drug and alcohol series that you be especially aware of inmate hesitance or withdrawal of cooperation, although in past studies, these questions have not been problems and inmates have answered them freely.

If inmate asks, specify that we only want drug use BEFORE admission.

Never badger or prod the inmate. If he appears reluctant or begins to refuse cooperation -

1. Remind him that the survey is completely voluntary.
2. Answer any question the inmate asks.

If at any point, the inmate tells you to stop, move on to the next section of the questionnaire.

If inmate has used another drug without a doctor's prescription, ask "What drug?" Check the "Drug Slang" and "Drug List" (Flashcards E & F) list in the Interviewer's Information Card Booklet to see if the other drug mentioned is a slang term for one of the drugs previously mentioned. If so, mark the "Yes" box for the formal name of the drug and delete the "Yes" in this box. For example, a respondent says that the other drug he used was Acapulco Gold. After checking the drug slang list, you find out that Acapulco Gold is a slang name for marijuana. Check the response for "Marijuana or Hashish." If already marked "Yes," disregard Acapulco Gold in "Other drug" column. If Marijuana is currently marked "No," change to "Yes" and substitute the words "Acapulco Gold" for "Marijuana or Hashish" in this column. Disregard "Other drug" column.

If the drug mentioned is not on the "Drug Slang" list or the "Drug List," enter the drug on the line provided and ask all items for this drug.

Note the interviewer instruction: Ask Items b-1 for each drug the respondent admits to having ever used. If answers to all drugs in Item 73a are "No" or "Refuse," skip to Item 77.

b. HAVE YOU EVER USED (NAME OF DRUG) ON A REGULAR BASIS; THAT IS, ONCE A WEEK OR MORE FOR AT LEAST A MONTH?

73b

Check appropriate box. If "No," go to Item 73h.

c. AT WHAT AGE DID YOU FIRST USE (NAME OF DRUG) ON A REGULAR BASIS?

73c

Accept the inmate's estimate. Note that this does not ask for the calendar year, but instead for the inmate's age.

d. ABOUT HOW LONG DID YOU USE (NAME OF DRUG) ON A REGULAR BASIS; THAT IS, ONCE A WEEK OR MORE, OVER THE COURSE OF YOUR LIFE?

73d

Include in this measure only the sum of active periods of regular or more frequent use.

For example, if a person used a drug regularly during three different periods over the last ten years, say, about 8 months each period, the entry for Item 73d would be "2 years." (3 x 8 months = 24 months or 2 years)

Accept the inmate's "Best guess."

e. HAVE YOU EVER USED (NAME OF DRUG) ON A DAILY OR ALMOST DAILY BASIS?

73e

Check appropriate box. If "No," skip to Item 73h.

f. AT WHAT AGE DID YOU FIRST USE (NAME OF DRUG) ON A DAILY OR ALMOST DAILY BASIS?

73f

Accept the inmate's estimate. Note that this question asks for age rather than calendar year.

g. ABOUT HOW LONG DID YOU USE (NAME OF DRUG) ON A DAILY OR ALMOST DAILY BASIS OVER THE COURSE OF YOUR LIFE?

73g

Accept the inmate's best guess. See Item 73d for more specific instructions.

h. DURING THE MONTH BEFORE THE (CURRENT OFFENSE), WERE YOU USING (NAME OF DRUG)?

73h

If "No," skip to Check Item M.

73i

i. HOW OFTEN DID YOU USE (NAME OF DRUG) DURING THAT MONTH? READ CATEGORIES.

Check appropriate box.

73j

j. AT THAT TIME, WHAT WAS THE MAIN SOURCE OF THE (NAME OF DRUG) YOU WERE USING, THAT IS, WHERE WERE YOU GETTING IT? (READ CATEGORIES, IF NECESSARY.)

Check appropriate box.

Street buy - includes any purchase other than from a pharmacy.

M

CHECK ITEM M

If inmate has prior sentences listed in Check Item C, ask Item 73k.

If inmate has no prior sentences listed in Check Item C, skip to next drug.

73k

k. AROUND THE TIME OF THE FIRST OFFENSE(S) FOR WHICH YOU WERE SENTENCED TO SERVE TIME, WERE YOU USING (NAME OF DRUG)?

Should reference to the offense be necessary, see Item 33a, "First" time.

If "No," skip to next drug.

73l

l. HOW FREQUENTLY WERE YOU USING (NAME OF DRUG) AT THAT TIME? READ CATEGORIES.

Check appropriate box.

N,O

CHECK ITEMS N AND O

See Check Item M for instructions.

ITEM 74 -

74a

a. AT THE TIME OF THE (CURRENT OFFENSE), WERE YOU IN ANY DRUG ABUSE TREATMENT PROGRAM?

If "No," skip to Item 75a.

74b

b. WERE YOU GIVEN DRUGS AS PART OF THE PROGRAM?

If "No," skip to Item 74d.

If "Don't know," ask the inmate to describe and record as clearly as possible. Skip to 75a.

c. WAS THIS PROGRAM A METHADONE MAINTENANCE PROGRAM, ANOTHER TYPE OF DRUG MAINTENANCE PROGRAM, OR A MEDICAL WITHDRAWAL PROGRAM?

74c

If "Don't know," again provide as clear as possible a description.

Drug maintenance programs attempt to substitute one drug for another, but do not attempt to lessen the addict's dependence on, or "withdraw" him/her from that drug.

Drug withdrawal programs attempt to lessen the addict's dependence on that drug by withdrawing him/her from that or any other drug.

d. DID YOU LIVE AT THE TREATMENT CENTER?

74d

Check appropriate box.

e. HOW LONG DID THE TREATMENT LAST?

74e

Enter the amount of time the inmate actually spent in treatment program. If it was supposed to last for two years, and the inmate only spent four months, enter four months.

If the inmate is unsure or doesn't know, mark "Don't know."

f. DID YOU COMPLETE THE TREATMENT?

74f

Check appropriate box.

ITEM 75 -

a. HAVE YOU EVER BEEN ENROLLED IN A DRUG ABUSE TREATMENT PROGRAM (OTHER THAN ANY PROGRAM YOU WERE IN AT THE TIME OF THE (CURRENT OFFENSE))?

75a

(Read phrase in brackets for those enrolled at the time of their current offense)

Check Item A2 contains the current offense.

If "No," skip to Item 76a.

If "Yes," ask "How many times?" and record on the line provided. Then ask 75b-g for the most recent drug abuse treatment program in which the inmate was enrolled.

75b b. WAS THE MOST RECENT TIME IN A CORRECTIONAL INSTITUTION?

Check as appropriate.

A correctional institution may be a jail, prison, penitentiary, halfway house, work release center, etc.

75c c. WERE YOU GIVEN DRUGS AS PART OF THE PROGRAM?

Check appropriate box.

If "No," skip to Item 75e.

If "Don't know," ask inmate to describe the program and record in the space provided. Skip to 76a.

75d d. WAS THIS PROGRAM A METHADONE MAINTENANCE PROGRAM, ANOTHER TYPE OF DRUG MAINTENANCE PROGRAM, OR A MEDICAL WITHDRAWAL PROGRAM?

Check appropriate box.

If "Don't know," ask inmate to describe the program and record in the space provided.

75e e. DID YOU LIVE AT THE TREATMENT CENTER?

Check as appropriate.

75f f. HOW LONG DID THE TREATMENT LAST?

As in Item 74e, enter the amount of time the inmate actually spent in the treatment program.

If the inmate is unsure or doesn't know, mark "Don't know."

75g g. WHEN YOU LEFT THIS PROGRAM, HAD YOU COMPLETED TREATMENT OR DID YOU TRANSFER TO ANOTHER DRUG PROGRAM OR DID YOU LEAVE WITHOUT COMPLETING TREATMENT?

Check appropriate category.

ITEM 76 -

76a a. AT THE TIME OF THE (CURRENT OFFENSE), WERE YOU UNDER THE INFLUENCE OF DRUGS?

Check Item A2 contains the inmate's current offense.

An inmate was "under the influence of a drug" if he was physically affected by the drug at the time of the current offense.

If the response is "No," skip to Item 77.

76b b. WHAT DRUGS WERE YOU UNDER THE INFLUENCE OF? (READ CATEGORIES, IF NECESSARY, AND MARK ALL THAT APPLY.)

Check all appropriate boxes.

ITEM 77 - NOW LET'S TALK ABOUT YOUR USUAL DRINKING HABITS DURING THE YEAR BEFORE THE (CURRENT OFFENSE).

77 DID YOU DRINK . . .

Check Item A2 contains the current offense.

If "Didn't/don't drink," skip to Item 89a.

Complete all parts of Item 77 before completing any part of Item 78.

ITEMS 78-81

78-81a a. DURING THAT TIME, HOW OFTEN DID YOU USUALLY DRINK (ALCOHOLIC BEVERAGE)?

Ask this question only if inmate reported drinking the alcoholic beverage in Item 77. Ask for all beverages mentioned.

Check appropriate box.

If other alcohol, specify.

Read categories.

78-81b b. DID YOU USUALLY DRINK ALONE OR WITH OTHERS?

Check appropriate box.

78-81c

c. ABOUT HOW MUCH (READ ALCOHOLIC BEVERAGE) DID YOU DRINK AT ONE TIME ON THE AVERAGE?

This item refers only to the inmate's own consumption not that of persons with him at the time. Mark only one category.

78-81d

d. IF "WITH OTHERS" IN b, IS THAT THE AMOUNT YOU PERSONALLY DRANK?

If "No," ask "How much did you PERSONALLY drink?"

If inmate usually drank with others, ask this question.

This question is designed to get at the amount of the alcoholic beverage that the inmate personally consumed, as opposed to the total amount consumed by the inmate and his/her friends.

78-81e

e. BY THE TIME YOU WOULD GENERALLY STOP DRINKING (READ ALCOHOLIC BEVERAGE) WOULD YOU SAY YOU WERE VERY DRUNK, PRETTY LOADED, FEELING GOOD, OR RELATIVELY SOBER?

Check appropriate box.

82

ITEM 82 - HAD YOU BEEN DRINKING JUST BEFORE THE (CURRENT OFFENSE)?

Check Item A2 contains the current offense.

If "No," skip to Item 87.

ITEM 83 -

83a

a. AT THE TIME WERE YOU DRINKING:

NOTE: Ask all categories in 83a before proceeding to Items 83b-d. Return and ask 83b-d for each "Yes" in 83a.

Mark as appropriate.

83b

b. WERE YOU DRINKING ALONE OR WITH OTHERS?

Check appropriate box.

If "With Others," ask "Who were you drinking with?" and mark the appropriate category.

NOTE: Ask 83b-d only for those categories in 83a which were answered "Yes."

c. ABOUT HOW MUCH . . . WOULD YOU SAY YOU DRANK AT THAT TIME?

83c

Check appropriate category, accepting the inmate's estimate. This item refers to that amount CONSUMED ONLY BY THE INMATE AND NOT BY OTHER PERSONS.

d. IF "WITH OTHERS" IN b, IS THAT THE AMOUNT YOU PERSONALLY DRANK?

83d

Again, this question is designed to clarify the answer given in Item 83c.

If inmate was drinking with others, ask this question.

If "No," ask "How much did you drink?"

ITEM 84 - WOULD YOU SAY YOU WERE VERY DRUNK, PRETTY LOADED, FEELING GOOD, OR RELATIVELY SOBER AT THAT TIME?

84

Check appropriate box.

Remember, these questions still refer to the time of the current offense.

ITEM 85 - ABOUT HOW MANY HOURS HAD YOU BEEN DRINKING?

85

Enter the inmate's best estimate. If less than one hour, check the provided box.

ITEM 86 - WHERE WERE YOU DRINKING? ANYWHERE ELSE? MARK (X) ALL THAT APPLY.

86

Check as appropriate. If "somewhere else," indicate the location.

ITEM 87 - AT THE TIME OF THE (CURRENT OFFENSE) WERE YOU IN ANY ALCOHOL ABUSE TREATMENT PROGRAM?

87

Check appropriate box.

ITEM 88 -

a. HAVE YOU EVER BEEN ENROLLED IN AN ALCOHOL ABUSE TREATMENT PROGRAM (OTHER THAN ANY PROGRAM YOU WERE IN AT THE TIME OF THE (CURRENT OFFENSE))?

88a

Use the phrase in parenthesis only if the inmate answered "Yes" to Item 87.

If "No," skip to 89a.

If "Yes," ask "How many times?" Accept the inmate's best guess.

b. WAS THE MOST RECENT TIME INSIDE OR OUTSIDE A PRISON?

Check appropriate box.

c. WHO RAN THE PROGRAM?

Check appropriate box. If "Someone else," be sure to specify the exact answer.

Alcoholics Anonymous: If the group operating the program is an official Alcoholics Anonymous (AA) chapter or group, mark "Alcoholics Anonymous" regardless of its affiliation with the prison, a church, or other organization.

Church group: If the group operating the program is not an official Alcoholics Anonymous (AA) chapter, but is organized by some religious organization inside or outside the prison, mark "church group."

Prison staff: If the group operating the program is neither Alcoholics Anonymous (AA) nor church operated and is operated by prison employees, mark "prison staff."

If the operating group is none of the three already mentioned, indicate clearly the sponsoring organization. Verify that the group is not Alcoholics Anonymous, a church group, or prison staff.

ITEM 89 -

a. HAVE YOU BEEN IN ANY KIND OF COUNSELING SINCE YOUR ADMISSION IN (CURRENT ADMISSION DATE)?

If "No," end the interview.

If the inmate has had any individual or group counseling while in prison, mark "Yes," and ask "What kind - psychological, social, or legal?"

If "Other," be sure to specify the exact answer.

DO NOT INCLUDE any drug or alcohol abuse treatment counseling.

b. HOW OFTEN DOES OR DID IT USUALLY OCCUR?

Check appropriate box. If the inmate attends or attended different types of counseling, check the box that best describes all combined sessions.

3.D CLOSING THE INTERVIEW

When you have completed the last question hand the inmate the NPS-34, Medical Release Statement asking for permission to examine his/her records. If the inmate appears to be reluctant to sign the form, explain that the Bureau of the Census will only use the information for statistical purposes. Explain that her/his responses will not be discussed with anyone in the prison.

After obtaining a signature, hand the inmate the last (Pink) copy. Keep the other two copies.

Notify your respondent that the interview is over, express your thanks for the inmate's assistance and patience, answer or record any questions the inmate has, and follow normal departure courtesies, such as standing and accompanying the person to the door.

Before beginning the next interview -

1. Verify that the inmate's line number from the NPS-12 is on the questionnaire cover.
2. Mark the interview type on the front page of the questionnaire Item F, "Interview Status." Repeat this step on the NPS-12 in one of columns d through g.
3. Put the completed questionnaire out of sight, preferably in your briefcase or portfolio.
4. Begin preparations for the next interview.

CHAPTER 4. RECORDS CHECKING

You are required to review inmate personnel records for:

All Type A noninterviews.

Any inmates who were interviewed, but failed to answer any of the following items: 1, 2a, 3, 4a, 4b, 6, 50a, or current offense. (See Check Item A.)

You are not required to review inmate personnel records for:

Type C noninterviews.

4.A GENERAL INSTRUCTIONS

- 1) Try to do records on a daily basis. If this is not possible, work out with the prison staff the easiest way to examine the records.
- 2) Do records checking independent of inmate responses. Never adjust an inmate response or your entry from records because of a difference noticed between them.
- 3) Never show prison staff completed inmate questionnaires. Never discuss the inmate or the inmate's responses with the staff. Do not leave questionnaires or other survey materials unattended or exposed to observation by staff. Your obligation of protecting interview confidentiality extends to the records review process, both in letter and in spirit.
- 4) Except for current offense entries, enter records verification items on the questionnaire in the same positions provided for inmate verbal responses. Rules guiding entry are the same for data from records as for personal interviews.
- 5) You or other members of your Census interview team should perform all records checks. However, if you are prevented from checking records yourself, you may obtain the information via the assistance of prison staff providing that you retain possession of the questionnaire and record all entries. Of course, you may provide prison staff the inmate ID's and ask the necessary questions.

4.B LOCATE ACCEPTABLE INMATE FILES

With the assistance of your prison contact, locate any current inmate file containing the information you require. Verify that the file is up to date.

4.C COMPLETING THE ITEMS

4.C1 MUST Items for all Interviews

If, for any reason, any of Items 1 (Sex), 2a (Date of Birth), 3 (Marital Status), 4a (Race), 4b (Origin or Descent), 6 (Sentence Status), 50a (Education), or 90 (Current Offense) remains incomplete after interview, complete those items from records. Next to each entry obtained from records, write in bold letters, "REC."

Current Offense - Establish the inmate's most recent offense according to the institution records. If the inmate is a probation, parole, conditional release violator, or a returned escapee, try to determine whether or not the inmate entered with new offenses. If there were new offense(s), enter them in Item 90 (Current Offense). If there were none, enter the offense(s) the inmate was originally serving before being released to probation, parole, other conditional release, or escape.

(See p. 3-13 for specific details.)

4.C2 Type A, Noninterview Records Checks

For inmates whose records are marked Type A, noninterview, in Item f, "Interview Status," the following items must be completed from records:

- Item 1, Sex
- Item 2a, Date of Birth
- Item 3, Marital Status
- Item 4a, Race
- Item 4b, Origin or Descent
- Item 6, Sentence Status
- Item 50a, Education
- Item 90, Current Offenses

Rules for all such entries are available in Chapter 3 (Items 1-6) or part 4.C1 of this chapter (Item 90).

4.D MEDICAL RECORDS CHECKING

You are required to review inmate medical records for:

All interviews.

You are not required to review inmate medical records for:

- Type A noninterviews.
- Type C noninterviews.

4.D1 Obtaining the Medical Records

Your contact at the institution can help you set up a time and place where you can do the medical records checking. If you have only a few records to check, you may want to wait and do them all at once. If you have a lot of cases, you may want to do them on a daily basis. You can work out the method that is most convenient to you and your prison contacts.

You will want to meet with an experienced doctor, nurse, or some other medical records person. Inform them that you may require their help in interpreting some of the records and in answering a few questions at the completion of your medical records checking procedure.

Give the medical person the yellow copies of all the signed Medical Release Statements (NPS-34) that you have. He/she can then give you the records for all those inmates.

4.D2 Filling the Medical Verification Sheet

Medical records verification must be done for each interviewed inmate. Take out an NPS-35, Medical Verification Sheet. Transcribe the Facility Control Number from the NPS-13, Sampling Questionnaire, and the Inmate Line Number from the NPS-12, Sample Listing Sheet.

Item 1 - Did inmate sign the Medical Release Statement (NPS-34)? If the answer is yes, go on and conduct the medical records check.

If the inmate has not signed the form, do not conduct the medical records check. If she/he has denied you the right to look at his/her medical records, it would be a violation of that inmate's privacy to do so. You will have to do nothing further with that person's medical forms.

Item 2 - Is this the most up-to-date medical record available for this inmate?

Continue with Item 3, if you are assured the record is up-to-date.

If, however, you are informed that the record for that inmate is not complete, stop and try to get an updated version of the record from the medical person.

Item 3 - Is this inmate taking any medicine daily? Mark this item "Yes," if the inmate is taking any medicine daily, and has done so for at least two weeks. Mark "No," if the records indicate that the inmate has taken no medication daily for the past two weeks.

Item 4 -

a - What is the name of the medicine?

If the inmate takes more than three medicines daily, enter the three for the most serious illnesses or injuries. You will have to use your best judgement here.

b - What does he/she take it for?

Be as specific as possible mentioning illnesses or injuries by name. If there is anything you don't understand, ask the medical person.

c - Is it for stress, tension, or anxiety?

If the answer in 4b indicates that the inmate took the medicine for stress, tension, or anxiety, check "Yes" in 4c. In all other cases, check with the medical records person.

You can then go on to the next inmate record.

4.D3 Filling the Medical Recordkeeping Information Sheet

You will also have to fill out an NPS-36, Medical Recordkeeping Sheet for each institution where interviewing is done. This will be completed with the medical person after all medical verification sheets are filled out.

Item 1 - How frequently are medical records updated?

If "Other," be sure to specify the exact answer.

Item 2 - Are medicines/drugs recorded on the records at the time they are dispensed?

If "No," ask "Why not?" and record the explanation.

Item 3 - Are over-the-counter or non-prescription medicines/drugs recorded in the inmate's record when dispensed?

If "Yes," skip to Item 5. If "No," continue with Item 4.

Item 4 - What types of medicines/drugs would not be entered in an inmate's medical record?

Include all applicable medicines or drugs. This could include aspirin, cough medicine, or any other medicine or drug that the inmate may be given without it being recorded in his/her record.

Item 5 - Some inmates have mentioned that they are taking (name of slang). What is the proper name for this drug?

This question will be asked only if, throughout the facility, you find certain terms inmates are using, but are not able to locate them in their records. DO NOT ask the question unless you have at least one of these terms.

Example: You find, upon interviewing at Bedford Hills Correctional Facility, that many of the inmates have been given "Purple Jesus." This is a term that is not mentioned in any of the medical records. So you will ask the question:

Some inmates have mentioned that they are taking "Purple Jesus." What is the proper name for this drug?

Record "Purple Jesus" under "Slang," and the proper medicine/drug name in the corresponding space under "Proper Name."

4.D4 Filling the Medical Records Summary Sheet

A Medical Records Summary Sheet, NPS-37, must be filled out for each institution where sampling is done. This is merely a transcription from the NPS-25, Inmate Questionnaire (question 72) and from the NPS-35, Medical Verification Sheet for each inmate.

Item 1 - ID

Enter the inmate line number from the NPS-12, Sample Listing Sheet.

Item 2 - Permission

If the inmate refused to sign the Medical Release Statement, NPS-34, check "No" and go on to the next inmate ID.

Item 3 - Daily Medication Now?

Under "questionnaire" enter the answer the inmate gave in Item 72a from the NPS-25.

Under "medical record," enter the answer listed in Item 3 from the NPS-35.

Item 4 - Medicine Name

Enter up to three medicines.

Under "questionnaire" enter the answer the inmate gave in Item 72b from the NPS-25.

Under "medical record," enter the answer listed in Item 4a from the NPS-35.

Item 5 - Illness Name

Under "questionnaire" enter the answer the inmate gave in Item 72c from the NPS-25.

Under "medical record," enter the answer listed in Item 4b from the NPS-35.

Item 6 - Stress

Under "questionnaire" check the box indicated in Item 72d from the NPS-25.

Under "medical record" check the box indicated in Item 4c from the NPS-35.

containing all interview entries), (c) NPS-25 completed questionnaires, (d) the NPS-33 checklist, (e) the NPS-36 Medical Recordkeeping Information Sheet, (f) the NPS-37 Medical Records Summary Sheet, and (g) all other materials, including privacy statements, flashcards, lists, unused forms of every type, interviewers manuals, etc. Leave no survey materials, complete or incomplete, at the facility.

- (7) Thank the prison staff with whom you have worked. Request and record for presentation to your supervisor any comments they may have about the program.
- (8) Mail the entire package from that facility in the envelopes provided. Do not mail questionnaires on a flow basis.

CHAPTER 5. CLOSEOUT PROCEDURES

After you have completed all inmate interviews and performed all records checks for a facility, you are ready to complete survey closeout procedures.

The procedures are as follows:

- (1) Verify that one and only one questionnaire has been completed for each sampled inmate, including Type C noninterviews.
- (2) Verify that: The interview status recorded on each questionnaire, Item f, "Interview Status," is properly transcribed to the master copy, NPS-12/12a Sample Listing Sheet, and that records checking is also recorded.

All questionnaires marked "Interview" in cover Item f, "Interview Status," are represented on the sample listing sheet by an X in column d.

All questionnaires marked "Type A" in cover Item f, "Interview Status," are represented on the sample listing sheet by an X in column e. Type A's should not be recorded until after attempts at personal interview have failed.

All questionnaires marked "Type C" in cover Item f, "Interview Status," are represented on the sample listing sheet by an X in column f.

Column g is checked for each questionnaire that required record checking. No NPS-12 column g entry should be made for Type C noninterviews, since no records checking will have occurred.

- (3) You should have a package for each sampled inmate. Attach to each NPS-25 Questionnaire, the following:

Form NPS-25 continuation - "Prior Offense Continuation Sheet"
Form NPS-33 - "Medical Release Statement" (insert white copy - if signed by inmate)
Form NPS-35 - "Medical Verification Sheet"

- (4) Assemble all NPS-25 Questionnaires in order of their listing on the NPS-12 Sample Listing Sheet.
- (5) Collect all NPS-12 and 12a Sample Listing Sheets.
- (6) Assemble, in order, (a) the NPS-13 Sampling Questionnaire, (b) the NPS-12/12a master Sample Listing Sheet (the one copy

GLOSSARY OF TERMS

1. Adult - an individual sentenced for an offense in adult criminal court.
2. Arraignment - the hearing before a court having jurisdiction in which the identity of the defendant is established, the defendant is informed of the charge(s) and of his/her rights, and is required to enter a plea.
3. Arrest - taking an adult or juvenile into physical custody by authority of law, for the purpose of charging the person with a criminal offense or a delinquent act or status offense.
4. Assault - unlawful intentional, attempted, or threatened inflicting of injury upon the person of another.
 - a. Simple assault - unlawful intentional threatening, attempted inflicting, or inflicting of less than serious bodily injury, in the absence of a deadly weapon.
 - b. Aggravated assault - unlawful intentional causing of serious bodily injury with or without a deadly weapon.
5. Bail - to effect the release of an accused person from custody, in return for a promise that he/she will appear at a specific time and place and submit to the jurisdiction and judgement of the court, guaranteed by a pledge to pay to the court a specified sum of money or property if the person does not appear.
6. Bond - a document guaranteeing the appearance of the defendant in court as required, and recording the pledge of money or property to be paid to the court if he/she does not appear, which is signed by the person to be released and any other persons acting in his/her behalf.
7. Conditional release - the release from a Federal or State correctional facility of a prisoner who can be imprisoned again for violating the conditions of his/her release.
 - a. Parole - the status of an offender conditionally released from a prison by discretion of a paroling authority prior to expiration of sentence, required to observe conditions of parole, and placed under the supervision of a parole agency.
 - b. Probation - the conditional freedom granted by a judicial officer to an alleged or sentenced offender, as long as the person meets certain conditions of behavior.

- c. Supervised mandatory release - a type of conditional release occurring when a Federal or State prison inmate has been confined for a time period equal to his/her full sentence minus good time, if any, and is required by statute to be placed on conditional release status until the full sentence expires.
- 8. Conviction - the judgment of a judicial officer, based on the verdict of a jury, or on the guilty plea of the defendant, that he/she is guilty of the offense(s) for which he/she has been charged.
- 9. Detainer - an official notice from a Government agency to a correctional agency requesting that an identified person wanted by the first agency, but subject to the correctional agency's jurisdiction, not be released or discharged without notification to the first agency and opportunity to respond.
- 10. Escape - the unlawful removal of one's self from official physical custody, or failure to return to confinement after authorized leave.
- 11. Facility - a structure or location built or established for the lawful custody of convicted adults and/or juveniles.
 - a. Local facility - facilities such as local and county jails, correctional camps or centers, work houses, or other correctional facilities or sites holding inmates of local jurisdictions.
 - b. State facility - any State operated correctional facilities, for example, prisons, prison farms, or special centers, jails operated by the State, or reformatories. Facilities of the District of Columbia are considered "State."
 - c. Military facility - all military domestic prisons, or U.S. military prisons abroad.
 - d. Federal facility - all Federal civilian facilities, or sites contracted by the Federal System for the purpose of housing Federal inmates.
- 12. Good time - the amount of time deducted from time to be served in prison on a given sentence(s), contingent upon good behavior and/or awarded automatically by application of a statute or regulation.
- 13. Indeterminate sentence - a type of sentence to imprisonment where the commitment, instead of being for a specified single length of time, such as three years, is for a range of time, such as two to five years.
- 14. Integrated system (also called consolidated system) - prisons and jails are combined to form one united system. States with integrated systems are: Alaska, Connecticut, Delaware, District of Columbia, Hawaii, Rhode Island, and Vermont.

- 15. Juvenile - a person sentenced in a juvenile court, typically a person below 18 years of age.
- 16. Larceny - the unlawful taking or attempted taking of property from the possession of another, without force.
 - a. Grand larceny - larceny of goods where the offense is classified by statute as a felony (major offense).
 - b. Petty larceny - larceny of goods where the offense is classified by statute as a misdemeanor (minor offense).
- 17. Maximum sentence - the maximum penalty provided by law for a given criminal offense, usually stated as a maximum term of imprisonment or fine.
- 18. Minimum sentence - the minimum penalty provided by law for a given criminal offense, usually stated as a minimum term of imprisonment or fine.
- 19. New court commitment - the type of entry into prison in which the individual is admitted on one or more new sentences and is not being readmitted on any previous sentence still in effect.
- 20. Parole violator - an individual on parole who does not conform to the conditions of parole.
- 21. Plea bargaining - when a defendant agrees to plead guilty to a lesser offense than the one originally charged and foregoes a jury trial in order to obtain a lesser sentence of punishment.
- 22. Probation violator - an individual on probation who does not conform to the conditions of his/her probation.
- 23. Revocation of bail - the court decision withdrawing the status of release or bail previously conferred upon a defendant.
- 24. Revocation of parole or probation - an administrative act performed by a parole authority removing a person from parole or probation, in response to a violation on the part of the parolee or probationer.
- 25. Sentence - the penalty imposed by a court upon a person convicted of a crime.
- 26. Split sentence/shock probation - a sentence explicitly requiring the convicted person to serve a period of confinement in a local, State, or Federal facility followed by a period of probation.

27. Suspended sentence - a court disposition of a convicted person pronouncing a penalty of a fine or commitment to confinement, but unconditionally discharging the defendant or holding execution of the penalty in abeyance upon good behavior.
28. Unconditional release - the release from a Federal or State correctional facility of, and termination of jurisdiction over, a prisoner who has served his/her full sentence, or who for other reasons is released from confinement without possibility of return on a given sentence.
- a. Expiration of sentence - the termination of the period of time during which an offender has been required to be under the jurisdiction of a correctional agency as the penalty for an offense.
 - b. Commutation of sentence - the type of executive or legislative action where the severity of punishment of the offender(s) is reduced or the punishment stopped.
 - c. Death - except execution - self explanatory.
 - d. Execution - self explanatory.
29. Unsentenced person - a person spending time in prison, who as yet, has had no penalty or fine imposed on him/her by a court.
30. Youthful offender - a person, sentenced in criminal court, who may be above the statutory age limit for juveniles but is below a specified upper age limit, for whom special correctional commitments and special record sealing procedures are made available by statute.

END