Jail Data Codebook

This Jail Data Codebook template includes a standardized set of data elements that may be collected within your agency. These standardized data elements may not have the same name in your data system. You may not collect some of these elements, and there may be additional elements you collect that are important to understanding your system. This codebook template is working document – it can evolve to meet your needs.

In this seminar series, we will use this standardized codebook to allow us to all work from a common set of data elements. We will use these elements to demonstrate how data can be linked, summarized, visualized through dashboards, and applied in analyses. Through our technical assistance outside the seminar, we can work with you to adapt this template to best meet your needs.

How is this codebook structured?

Each of the tables below represents a dataset. We refer to each row in a dataset as an observation. An observation can be at the individual level or the event level. Events are things that an individual can experience more than one time, such jail episodes, supervision episodes, risk or needs assessments, rewards or sanctions, or program or services referrals. We connect events to individuals to build trajectories using individual identifiers and event dates.

What are the individual identifiers and how are they used?

Each table includes individual identifiers, which allow us to connect information across tables (or datasets). Individual identifiers are important for connecting data within your agency, between county agencies, and between the county and the state data. We commonly use two individual identifiers: the CII number and the Local ID number. The CII number is used by DOJ and CDCR. Counties also commonly assign a Local ID that is helpful to connect datasets when CII is not available.

Using these two individual identifiers is also helpful in cleaning data. You may find that for some observations either CII or Local ID numbers may be missing. You can often use the other observations for this individual in your data to fill in the missing identifier. You may also find that some observations are inconsistent. For example, you may find you have 10 observations with the same Local ID number. However, in one of these observations the CII number is not consistent with the other 9 observations. In this case, after reviewing the other characteristics of the individual, you may determine that the CII number was entered or constructed in error for that case and decide to correct it in your working datafile. These type of corrections will allow for more complete matching, especially with state data.

Key Datasets

Table 1 captures what we refer to as static individual characteristics – these are characteristics that we do not expect to change over time. However, you may find observations in your data in which the same individuals seem to have different demographic characteristics. For example, you may find you have 10 observations with the same identifier. However, in one of these observations the DOB (date of birth) is not consistent with the other 9 observations. In this case, after reviewing the other characteristics of the individual, you may determine that the DOB was entered in error for that case and decide to correct it in your working datafile. These type of corrections will allow for cleaner data and more accurate visualizations and analyses.

Table 2 captures jail episodes – jail booking periods bound by booking and release dates. Table 3 captures risk and needs assessment information. Table 4 captures programs and services received, either through the Sheriff's Department, other county agencies, or community-based organizations. Table 5 captures rewards and sanctions.

Table 1. Individual Characteristics

Variable Name	Variable Description	Values
CII	State individual identifier	8-digit number
LOCALID	Local individual identifier	Determined locally
DOB	Date of birth	MM/DD/YYYY
RACE	Race and ethnicity	White Black/African American Latinx/Hispanic Asian/Asian American American Indian/Native Alaskan Other
SEX	Sex	Male Female Other

Table 2. Jail Episodes

Variable Name	Variable Description	Values
CII	State individual identifier	8-digit number
LOCALID	Local individual identifier	Determined locally
BOOK_NUM	Booking episode identifier	Determined locally
BOOK_DATE	Booking date	MM/DD/YYYY
BOOK_TYPE	Booking type	Arrest Warrant Parole Violation Probation Violation Flash Incarceration Commitment Hold Other
BOOK_CHARGE-LEVEL	Booking charge level	Felony Misdemeanor Other
BOOK_CHARGE	Booking charge	Penal code, multiple observations (e.g., PC 459)
REL_DATE	Release date	MM/DD/YYYY
REL_TYPE	Release type	Cite & Release OR Bail Pretrial Program Unsentenced Capacity Residential Treatment Alternative to Incarceration Parole Probation State Hospital CDCR Intra-county Transfer Detention Only Dismissed Deceased Escaped Sentenced Capacity Time Served Other

Table 3. Risks & Needs Assessments

Variable Name	Variable Description	Values
CII	State individual identifier	8-digit number
LOCALID	Local individual identifier	Determined locally
RISK_DATE	Risk assessment date	MM/DD/YYYY
RISK_TYPE	Risk assessment type	COMPAS CAIS LS/CMI STRONG Other
RISK_SCALE	Risk scale	Violent Recidivism General Recidivism Failure to Appear Other
RISK_SCORE	Risk score	Numeric score
RISK_LEVEL	Risk level	High Medium Low Other
NEEDS_DATE	Needs assessment date	MM/DD/YYYY
NEEDS_TYPE	Needs assessment type	COMPAS CAIS LS/CMI STRONG Other
NEEDS_SCALE	Needs assessment scale	Cognitive Behavioral Criminal Associates Criminal Involvement Criminal Opportunity Criminal Personality Criminal Thinking Current Violence Family Criminality History of Non-Compliance History of Violence Leisure/Boredom Residential Instability Social Adjustment Social Environment Social Isolation Substance Abuse Vocation/Employment Education

Table 3. Risks & Needs Assessments (cont.)

Variable Name	Variable Description	Values
NEEDS_SCORE	Needs score	Numeric score
NEEDS_LEVEL	Needs level	High Medium Low Other

Table 4. Programs & Services

Variable Name	Variable Description	Values
CII	State individual identifier	8-digit number
LOCALID	Local individual identifier	Determined locally
PROG_PROV	Program provider	Sheriff Department Another County Agency Community Based Organization Other
PROG_LOCATION	Program location	In Custody Out of Custody Other
PROG_PROV_NAME	Program provider name	Text field
PROG_REF_DATE	Date of program/service referral	MM/DD/YYYY
PROG_START_DATE	Program/service start date	MM/DD/YYYY
PROG_REASON	Reason for participation	Mandated Needs Assessment Self-referral/request Other
PROG_TYPE	Type of program or service	Substance Use Treatment Cognitive Behavioral Therapy Mental Health Physical Health Housing Education Employment Income Support Disability Support Reentry Planning Other
PROG_DOSAGE	Program dosage	Text field
PROG_END_DATE	Program end date	MM/DD/YYYY
PROG_END_TYPE	Program end type	In Progress Asked to Leave Dropped Out Left Custody Returned to Custody Successfully Completed Other