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UNIFORM PAROLE REPORTS

FINAL REPORT

January 5, 1979 - January 4, 1980

Grant Number: 79-SS-AX-0002

Reference: 9-0057-5-NJ-SS

NCJRS

JUL 1 1980

ACQUISITIONS

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## I. INTRODUCTION

### Overview

During the 1979 grant period, Uniform Parole Reports continued to expand the structure and scope of the project in the effort to improve UPR's role as a system for gathering, analyzing, and disseminating data on parole and other related areas of criminal justice. A series of eight tasks comprised the work plan for the 1979 grant period. This report outlines the major activities and products of that plan.

#### Task 1: Level I

Level I: Aggregate Parole Data included collecting summary parole data from state and federal agencies, publishing it in the report, Parole in the United States: 1978 and distributing it nationally.

#### Task 2: Level II

Level II: Individual Parole Data included the collection and publication of the individual case-based data system. The distribution of these data on entry and follow-up data included the national report, Characteristics of the Parole Population: 1976 and 1977 as well as accompanying state feedback tables.

#### Task 3: Level III

Level III: Special Questions included two main categories. One was the special requests received by UPR data users. Two included a methodological review and an exploration of parole related community programs.

#### Task 4: Level IV

Level IV: Information Referral Service included responding to requests for parole information and data sources and distributing two UPR reports (one on parole related legislation and the other on community programs).

Task 5: National Probation  
Reporting Study

During the 1979 grant period, UPR expanded its scope to examining the feasibility of a national probation reporting system comparable to National Prisoner Statistics, Uniform Crime Reports, and Uniform Parole Reports. Currently no such system exists. In addition to this report, a detailed final report on the first year findings is being prepared under separate cover.

Task 6: Liaison/Coordination

UPR maintained contact with data users and other key agencies through five major avenues: the UPR annual seminar, the annual Task Force meetings, UPR publications, contact with other national criminal justice reporting systems, and professional meetings.

Task 7: Technical Support

Technical and methodological support was provided for the data collection and processing at UPR through: expanding the data processing shop, implementing procedures for an automated reporting system, redesigning coding procedures, and training data providers. Concurrently, additional time and expertise were devoted to solving problems of sampling, quality control, and statistical analyses.

Task 8: Administration

UPR's administrative staff continued to streamline and routinize tasks in order to support the project's expanding staff and expanding research capabilities.

## II. LEVEL I: AGGREGATE PAROLE DATA

### Introduction

The purpose of this UPR series, Level I, is to present basis summary statistics concerning adult parole in the United States. It is intended to answer a series of straight-forward questions about parole, including:

1. How many People are on parole?
2. How many people entered parole during the last year?
3. How many people were removed from parole during the last year?
4. What were the parole population compositions?

This series is also designed to increase factual knowledge about parole systems, the administration of parole and agency workloads and resources. The report, drawing on sources in addition to Uniform Parole Reports, explores a series of relationships between parole data and other items related to parole, including:

1. Parole system characteristics
2. Parole supervision
3. Prison population
4. Crime levels
5. The total U.S. population
6. Trends in parole and prison populations
7. Trends in the rate of use of parole

### Accomplishments

During the 1979 grant period, Uniform Parole Reports published its second annual report on aggregate parole data, Parole in the United States: 1978. The general



design of this report involved the presentation of state, regional and national aggregate parole data on: 1) conditional release population movements which included entries, removals, year-end population and population composition; 2) parole authority characteristics which included parole guidelines, sentencing statutes and agency staff resources; 3) the context of parole which included the crime rate and prison/parole populations, 4) and longer term trends of parole based on prison releases and parole entries, and prison/parole populations.

The report is based on four sources of data. First, the major focus of the report is on the 1977 and 1978 parole data collected in the 1979 aggregate parole data survey conducted by the UPR staff. The data were voluntarily provided by 56 parole authority/corrections agencies including: all 50 states, the U.S. federal system; the District of Columbia; American Samoa; Guam; and Puerto Rico (see Attachment I). Second, the UPR historical data from UPR files from 1965 through 1974 were used to examine longer term trends. Third, the discussion on parole authority characteristics is a secondary data analysis of information presented in Changes in Sentencing and Parole Decision-making: 1976-78 (Travis and O'Leary, 1979) and "Survey of Parole Related Legislation Enacted During 1977-1978 Legislative Sessions" (Kannenshon, 1978). Fourth, to set the context of parole and aid in examining longer term trends, two other national data collection systems were used: prison release and prison population data were drawn from the NPS annual publication series, "Prisoners in State and Federal Institutions" (February, 1977; February 1978; February 1979; and May 1979); and crime index data and civilian population data were drawn from the Uniform Crime Reports' annual publication series "Crime in the United States" (FBI, 1978).

In addition to presenting this parole system information and relating it to population and criminal justice data from other sources, UPR also hopes to both call

attention to the need for further studies and to identify gaps and inconsistencies in criminal justice data which are currently collected and published. If useful policy studies are to be made in the area of parole, it is essential to have reasonably complete and reliable information, not only on parole but on criminal justice activity as a whole.

### III. LEVEL II: INDIVIDUAL PAROLE DATA

#### Introduction

Level II constitutes the individual case-based data system from which the detailed analysis of those entering parole and those being removed from parole is developed. This data base is designed to answer the following types of questions:

1. What are the characteristics of the population entering parole in a given year?
2. What are the characteristics of the population being removed from parole in a given year?
3. What relationships are there between the population and system characteristics covered in Level I to parole entry, and to the nature and timing of parole removal?
4. How do the answers to the three questions change over time?

In addition to addressing these basic substantive questions, the Level II data base also performs the following functions:

1. It serves as the data base from which special runs can be made and sample can be drawn for a variety of special studies, including follow-up studies on parole performance.
2. Through the use of various estimation procedures, it provides a cross-check with certain aspects of the data reported at the aggregate level (i.e., UPR Level I).
3. It provides the basis for item validity studies and allows for the incorporation of procedures for continuous quality control in terms of matters such as state coding and UPR coder reliability.

#### Accomplishments

Several major developments occurred at the individual data level of the UPR project. First, the new Level II data collection procedures were implemented with the collection of 1979 data (on those entering parole in 1979, 1978, 1977, and 1976). New data sheets were designed to provide more ease in coding for agency data providers and

several variables revised and added to expand and broaden the data base. An Instruction Manual was also designed to accompany the new forms, explaining in detail all data items and values found on the sheets. The revised data base is now based on entry and follow-up period files.

Second, computer software was created for data entry, recoding of automated agency data to UPR codes and formats, editing, and updating the data. This software provides the basis for converting previously collected data to a format compatible with the new Level II design and for analyzing all data collected as part of the new system. Given the relatively large size of the data files, the complexities of some of the variables, and some of the problems associated with the data base, the conversion of the eleven years of data was begun. This conversion task will be spaced out over a three-year period. But once completed, the converted data base will make crucial long-term studies possible.

Third, work was completed on the development of procedures for receiving automated data from the participating agencies. For those agencies which have automated data systems, the provision of entry and follow-up data should, in fact, be considerably easier than has been the case in the past. While interfacing with these system has created coding and other problems, they are soluble. Other developments in UPR's data processing system are described in Section VII, Technical Support.

Fourth, the publication of the first annual parole entry and follow-up report, Characteristics of the Parole Population: 1976 and 1977, and accompanying state feedback tables were distributed. Along with the Level I Annual Report, the parole entry and follow-up report provides a relatively comprehensive look at parole on a national and state-by-state basis. The Level II report covers factors such as race and ethnic background, type of release on parole, age, sex, prior record, and type of offense.

The tabulations presented in the annual publication are also run on a state-by-state basis. However, they are too large in volume to publish and have other problems associated with them. For example, detailed cross-tabulations of states with small parole populations result in such small numbers in certain cells that it is possible for individuals to be identified. Such data are handled very carefully by UPR in order to observe the privacy and confidentiality requirements of the data base. At the same time, the cross-tabulations may be of great use to certain states, particularly those that do not have their own elaborate statistical reporting systems. Therefore, these data, reported in the state feedback tables, are only released to appropriate persons in the individual states, not to the general public.

States participating in UPR's reporting system are listed in Attachment A; participation is shown for two years. States which contributed data during 1978 are included in the next Level II publication and the 1979 feedback tables. States which contributed data during 1979 will have their data reported during the upcoming year.

## IV. LEVEL III: SPECIAL QUESTIONS

### Introduction

UPR's Level III was designed to examine selected "special questions" that were considered significant to the UPR project and to the study of parole in general. As in our previous project year, three general principles guided the selection of questions incorporated into this special study component of UPR:

1. The studies should contribute to the clarification of UPR's basic data. Many issues arise in using a data base such as UPR's, and one task of the special study component is to undertake studies which could help in the development of solutions to issues such as reliability and validity that are inherent in the type of data reported to UPR.
2. The studies should contribute to an improvement of UPR's data system. Concrete alternatives can be proposed on the basis of special studies which deal with issues such as increasing coder reliability, improving the accuracy of sampling procedures, and improving the quality of estimation procedures.
3. The studies should focus on current policy concerns in order to illuminate options for the formulation of new public policies governing parole. Public policy is shifting in the area of parole, and as policy matters are raised, one task of a data/study system such as UPR is to analyze the data that are available to indicate the nature and consequence of public policy option.

The Level III component contained two main categories of special questions: special requests and special studies.

### Accomplishments

#### Special Requests

Special requests were received by UPR from state parole agencies and other interested users of UPR data. These requests included analyses of some part of an individual state's data or of specific data from a group of states linked by a similar characteristic. Special requests completed by UPR during 1979 were:

SOURCE: Ed Ziegler  
Rhode Island Parole

REQUEST: Median time served for willful homicide in Rhode Island

\* \* \*

SOURCE: Pat Ray Reese  
Kentucky Bureau of Corrections

REQUEST: Machine-readable copy of data provided by Kentucky for 1973  
to 1976

\* \* \*

SOURCE: Dr. Richard McCleary  
University of Illinois

REQUEST: Analysis of time under active parole supervision

\* \* \*

SOURCE: Steven Van Dine  
Ohio Adult Parole Authority

REQUEST: New offense by commitment offense for 1976 entries in Ohio

\* \* \*

SOURCE: Devon F. Knoll  
Kansas Adult Authority

REQUEST: Mean time served by class of offense in Kansas

\* \* \*

SOURCE: Pleasant C. Shields  
Virginia Parole Board

REQUEST: Parole status comparing Virginia with certain other states  
with/without credit for time on parole

\* \* \*

SOURCE: Kenneth Adams  
Criminal Justice Institute

REQUEST: 1976, 1975, and 1974 national tables for individual and  
aggregate-based parole data

\* \* \*

SOURCE: Charles P. Smith  
American Justice Institute  
Sacramento, California

REQUEST: Characteristics for parole population under age 18

\* \* \*

SOURCE: Mark Reading  
Missouri Board of Probation and Parole

REQUEST: New offense by commitment offense for 1974-1976 parole  
entries and one-year parole status by prior prison in Missouri

\* \* \*

SOURCE: Richard J. Oldroyd  
Utah Department of Social Services

REQUEST: Length of time under parole supervision of 1976 parole entries

SOURCE: Edwin Zedlewski  
Office of Research and Evaluation Methods  
LEAA

REQUEST: Mean time served in prison by UCR Type 1 offenses by state

\* \* \*

SOURCE: Timothy Flanagan  
Sourcebook

REQUEST: 1976, 1975, and 1974 national parole tables

\* \* \*

SOURCE: Ray Rhodes  
Kansas Adult Authority

REQUEST: Months under supervision by parole performance by  
commitment offense for Kansas

\* \* \*

SOURCE: William P. Johnson  
Colorado Division of Criminal Justice



REQUEST: Median time served in prison by sex and commitment offense  
for first releases to parole in 1976 (national)

\* \* \*

SOURCE: Sister Dolores Brinkel  
Criminal Justice Ministry  
Kansas

REQUEST: One-year parole status for offenders convicted of willful  
homicide and paroled in 1976 for Kansas and the nation.

\* \* \*

### Special Studies

During the 1979 grant period attention was devoted to two major special studies. One was a methodological review. The other was an exploration of parole-related community programs currently available to parolees. The findings of this study are reported in a UPR publication entitled Parole-Related Community Programs: A Preliminary National Survey.

#### "Methodological Review"

With technical support from John H. Freeman, Ph.D., a methodologist from the School of Business at the University of California, Berkeley, one UPR product was to be the preparation of a detailed report discussing the major considerations emerging from a methodological review of the entire UPR individual case-based data system. This would include a discussion of the methodological problems and issues as well as a plan for: restructuring the 10-year existing data base; establishing sampling techniques for both the interim and revised systems implemented in January, 1979; and refining quality control procedures.

A draft of the report was prepared during the 1979 project year. The major sections of the report reflect the completion of the first phase of the methodological

analysis conducted by UPR with the technical assistance of Dr. Freeman over the past two project years. The sections are: 1) Introduction, providing an overview of UPR; 2) Evolutionary Considerations, which discusses national reporting systems and technical developments; 3) Special Features of UPR, which analyzes the restrictions on the variables studied by UPR, and the problems arising from follow-up studies, the large volume of data and the voluntary nature of the UPR data collection system. The last section, Future Plans, outlines further procedures for quality control of the individual case-based data. The expansion and refinement of the report will parallel the completion of the second phase of the methodological analyses to be conducted during the 1980 project year.

"Parole-Related Community Programs:  
A Preliminary National Survey"

With an apparent trend towards the abolition of indeterminate sentencing by state legislatures nationwide, parole in general, and more specifically, the function and nature of parole supervision, have come under public scrutiny. The overall question is, of course, the future of parole. Students of parole such as Eliot Studt and Arthur Pearl have proposed that voluntary rehabilitative services be made the emphasis of parole supervision in the future.

In order to help conceptualize a parole organization of the future which promotes the service function of parole, it was necessary to review the service areas for parolees that were being addressed by parole agencies. What services other than the general services of traditional parole supervision are available to parolees? The need for the identification of parole-related community programs and/or service areas that are being used or could be used by parole authorities for the benefit of parolees under their supervision led UPR to undertake this study.

The study was divided into two phases. The first phase was conducted in 1979. It consisted of a preliminary survey of state parole authorities on the existence of parole-related community programs and/or service areas sponsored by the parole agencies. Five categories of programs and/or service areas were identified and are discussed in the published report. The second phase of the study will be conducted in 1980.

The UPR staff continues to work in both areas of the special questions component of the project. During the 1979 grant year highest priority was given to special requests from state parole agencies which participate in UPR's data reporting effort, but special requests from all other sources were also considered. On the other hand, the number of special studies suggested for consideration by UPR was very large, so the staff undertook those (such as sampling and quality control and the survey of parole-related community programs) deemed most likely to contribute to the improvement of the performance of UPR's regular system functions, i.e., design, implementation, and publication of yearly summaries of data, parole entry and removal data, and follow-up studies; and collections and codification of resource materials on changes in the policies and the organization of parole. UPR also developed ideas and designs for additional special studies and sought potential sponsors to fund them. Finally, the project made its data and findings from both its regular and special studies available to researchers.

## V. LEVEL IV: INFORMATION REFERRAL SERVICE

### Introduction

There is a demonstrated need for up-to-date information on the constantly changing nature of the parole system in the nation. States have unique statutes, parole systems, and parole regulations which are frequently changed as legislatures pass new laws or repeal old ones, administrations change, and as new programs are implemented. In addition, there is an increasing number of books and journal articles devoted to the subject of the parole system. Further, research into all aspects of the parole system is continually being conducted. Because of this steady growth in parole materials of all types, it is becoming more difficult for people seeking specific parole data to locate what they need.

### Accomplishments

UPR's general approach to the information referral service function was that while it was important, it must be made a lower priority given the other developmental needs in UPR. However, in addition to maintaining our liaison with the National Parole Institute and the NCCD Information Center, which routinely forwards parole-related information to UPR, and our liaison with the Council of State Governments and other similar organizations pursuing issues in parole-related legislation, three accomplishments in this area could be reported in 1979.

First, UPR attempted to respond to any reasonable request for information in the area of parole. These requests come from either state parole agencies or others interested in the field. But the emphasis in this referral service was on assisting individuals in the location of the appropriate data sources.

Second, a report on parole-related legislation presented to the 1979 UPR Seminar by Michael Kannensohn was published by UPR and distributed nationally. The report, A National Survey of Parole-Related Legislation Enacted During the 1979 Legislation Session, provides an update on mandatory sentencing, determinate sentencing, parole guidelines, due process rights, and parole eligibility dates legislation.

Third, a report of findings from our survey of parole-related community programs and/or service areas (discussed in Level III) was distributed nationally. This report, entitled Parole-Related Community Programs: A Preliminary National Survey covers programs reported by state parole agencies to be in existence in 1979.

## VI. NATIONAL PROBATION REPORTING STUDY

### Introduction

The National Probation Reporting Study (NPRS), a project funded by LEAA to determine the feasibility of a national reporting system, completed a successful first year of operation on December 31, 1979. If found to be feasible, a national adult probation reporting system would be comparable to the Uniform Crime Reports, the National Prison Statistics, or the Uniform Parole Reports. Currently no such national information system for adult probation exists.

The 1979 final report for the National Probation Reporting Study (NPRS) is presented here in two sections: 1) a brief summary of the accomplishments achieved in the first year of the study; and 2) a summary of the preliminary analysis of adult probation agencies and offices.

A detailed version of the final report containing an in-depth analysis of the survey data is being prepared under separate cover.

### Accomplishments

In its effort to establish the feasibility of national probation reporting, the NPRS project accomplished three major tasks:

1. The identification of adult probation agency and office populations in the U.S. and its territories
2. Survey of adult probation agency population
3. Preliminary data analysis

Working with a 1976 Bureau of the Census listing, the population of adult probation offices was initially identified through contacts with the State Planning Agencies. Each agency assisted in verifying the listing of offices in their jurisdictions. This initial identification resulted in a total count of 2,100 adult probation offices. The

figure represented all adult probation locations at the state, county, and city levels of government. This task updated the 1976 listing and showed a net increase of 166 offices. State reorganization of probation created the addition and deletion of offices in some agencies. Other increases in the final count are attributable to a more complete listing of offices than previously compiled in some jurisdictions.

A national canvassing of the 2,100 offices was conducted in July. A glossary of probation terminology was prepared in an attempt to obtain uniform responses. This effort sought to identify certain characteristics of each office. These include: information on the administrative structure of agencies, types of populations served, and record-keeping methods employed. The full details of this effort will be discussed in a separate report of the specific information gathered by the NPRS project. By October, with one follow-up request, the study obtained 71% response rate. Only 1% of these reported not to be involved in adult probation. The remainder became the basis for the full data analysis to be conducted in the second year.

Preliminary data analysis required classification of each office within each agency. Offices were identified as existing at one of five levels within an agency's organizational structure: central, regional, area, branch or satellite. Attachment II illustrates this method of classifying offices within the hierarchy of an agency. This classification scheme resulted in identification of 472 additional offices, most of which were branch offices not included in the first count. The total number of adult probation offices currently identified is 2,403. This figure represents the total population, not the number of contacts required to collect adult probation data on a national level.

The preliminary data analysis presented in the following section is the product of the identification of the adult probation agency population and the subsequent agency classification scheme. Three substantive issues are presented which capsule the efforts

made toward addressing the central issue of national reporting. These issues are: 1) a comparison of 1976 to 1979 adult probation office population figures; 2) an examination of the current organizational structure of these agencies; and 3) the identification of central reporting locations for national reporting.

### Preliminary Analysis

#### The Changing Population of Adult Probation Offices

The initial task in assessing the feasibility of national reporting on adult probation was to identify the total population of organizational units which might eventually contribute information to a reporting system. This effort benefited immeasurably from a previous study conducted in 1976 for LEAA by the Governments Division, Bureau of the Census. Analysis of the information obtained in this earlier study indicated a population of 1,931 agencies engaged in adult probation as of September 1, 1976.

The Bureau of the Census study contributed in two important respects to the NPRS research effort. First, the earlier listing of adult probation agencies provided the benchmark for contacts at the state and local levels in attempting to document the current population of adult probation offices. These contacts resulted in a revised listing of 2,100 offices which served as the base population for a direct mailing effort in July, 1979. The returns and subsequent follow-up of the direct mailing led to a further revision of the population listing which amounted to 2,403 offices as of January 1, 1980.

Secondly, the previous research by the Bureau of Census was instrumental in pointing to the need for further conceptual distinctions regarding probation agencies. Among these was the need to classify organizational units belonging to a single administrative authority. The Census study adopted a definition of agency that classified



sub-offices of a single authority as separate agencies. When documenting the activities of all such "agencies" there is a tendency toward over-enumeration in which a central administrative unit reports a total figure while sub-offices separately reported their own contribution to the same total. The summation of these reports could more than double the activity count for all offices of a probation authority. Having been forewarned of this problem, the NPRS research was based on a classification whereby all offices of an administrative authority would be counted as an agency. All offices were then identified according to their position within the organizational hierarchy of their respective agencies. Comparing the results of the Bureau of the Census study to that of NPRS, the practical consequence of differences in classification is that the Census count of "agencies" is equivalent to the NPRS count of offices.

Table 1 provides an indication of the major changes that occurred in the population of adult probation offices between 1976 and 1979 (see Attachment III for the detailed breakdown of changes in office populations). Revision of the listing of adult offices resulted in the deletion of 332 office designations from the population of 1,931 offices enumerated by the Bureau of Census. Many of these deletions do not involve, in a strict sense, the physical disappearance of a probation office. Rather, they may represent a reorganization of probation within a jurisdiction transferring probation authority from the local level to state government, or vice versa. For instance, reorganization in Massachusetts placed 82 separate county and municipal probation departments under the authority of a single state agency. This is recorded in the NPRS enumeration as a deletion of 82 designations at the county and municipal level with an equal number of additions for state designated offices. The 804 additions to the office listing yielded the 1979 total population of 2,403 offices, a net increase of 472 offices or 24.5% over the 1976 population figure. While additions may reflect reorganization and

changed designation of offices, they also include a number of other factors besides real growth in the population of offices. The NPRS figures include a small number of offices (N=18) from six jurisdictions that were not enumerated in the Census study - American Samoa, Guam, Puerto Rico, Virgin Islands, Northern Mariana Islands, and Trust Territories of the Pacific Island. Also, the NPRS effort identified a number of sub-offices that were probably missed in the 1976 Census study. This would leave some portion, but not all, of the net increase of 472 offices as an indication of real growth in the population of adult probation offices.

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TABLE 1  
Changes in the Population of Adult  
Probation Offices (1976-1979) by  
Major Geographical Area

<u>Area</u>	<u>1976 Population</u>	<u>Deletions</u>	<u>Additions</u>	<u>1979 Population</u>
Northeast	324	96	186	414
North Central	700	133	310	877
South	616	86	239	769
West	<u>291</u>	<u>17</u>	<u>69</u>	<u>343</u>
Totals	1931	332	804	2403

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Additional detail on changes in the population of offices can be seen in Table 2 which shows the distributional shifts in offices at each level of government—state, county and municipal. The figures for municipal adult probation offices should be viewed with caution. In 1976 only 52 such offices were identified, and the 1979 NPRS effort yielded a net increase of 18 for a total of only 70 municipal offices nationally. These figures may be a function of the difficulty in identifying purely local probation departments through state and regional information networks, and future NPRS efforts may show that the actual number is higher than has been suspected.

TABLE 2  
Changes in the Population of Adult Probation Offices  
(1976-1979) by Major Geographical  
Area and Level of Government

	<u>1976</u> <u>Population</u>	<u>Deletions</u>	<u>Additions</u>	<u>1976</u> <u>Population</u>	<u>%</u> <u>Change</u>
<u>Northeast</u>					
State	35	4	116	197	+ 132%
County	216	79	43	180	- 17%
Municipal	23	13	27	37	
<u>North Central</u>					
State	344	53	98	389	+ 13%
County	337	72	206	471	+ 40%
Municipal	19	8	6	17	
<u>South</u>					
State	500	71	118	547	+ 9%
County	111	15	115	211	+ 90%
Municipal	5	0	6	11	
<u>West</u>					
State	157	13	29	173	+ 10%
County	129	1	37	165	+ 28%
Municipal	5	3	3	5	
<u>U.S. Total</u>					
State	1,086	141	361	1,306	+ 20%
County	793	167	401	1,027	+ 30%
Municipal	52	24	42	70	

For both state and county level offices, an increase has been recorded in each of the four major geographical areas. The exception occurred in the Northeast where the reorganization in Massachusetts resulted in a net decline among county adult probation offices. The remaining three areas—North Central, South, and West—show a proportionately higher increase at the county level than in adult probation offices at the state level. This is reflected in the national figures which show a 30% increase at the

county level (from 793 in 1976 to 1,027 in 1979) as compared to a 20% increase in state level offices (from 1,086 in 1976 to 1,306 in 1979). However, in both years the majority of all adult probation offices were found at the state level, with state offices accounting for 56% (N=1,086) in 1976 and 54% (N=1,306) in 1979.

Current Organization  
of Adult Probation

In an attempt to document the organization of adult probation, the NPRS effort utilized, as previously discussed, a classification that identified an agency as an entity composed of all offices administered by a single probation authority. Within this system the size of an adult probation agency could vary from a single to a multiple office structure. The detailed information in Attachment IV shows that the largest agency nationally is the Florida state system with 86 office locations within a four-level agency organizational structure. Single office agencies are frequently encountered at the municipal and county levels

An additional classification was made of the organizational position of offices within their respective agencies. Each office is identified as operating at one of five levels within an agency: central, regional, area, branch, or satellite office. The summary results of this effort are shown in Table 3.

TABLE 3  
Number of Adult Probation Offices  
by Organizational Level  
Within Agencies

<u>Organizational Level of Office</u>	N	%
Central	885	36.8
Regional	827	34.4
Area	445	18.5
Branch	240	10.0
Satellite	<u>6</u>	<u>0.3</u>
Total	2,403	100.0

Only one office in each agency was designated as a central office location. The total count of 885 central offices therefore represents the number of adult probation agencies nationally. Regional offices, those having regional authority within the total jurisdiction of an agency, total 827 of all offices identified. The third level of offices is found in those agencies which assign area responsibility to locations within a region. This category of area offices totalled 445. Slightly over 10% of all offices identified are either branch or satellite offices. This percentage represents the 240 branch offices of area level offices and six satellite locations attached to branch level offices.

Details in Attachment IV indicate that agencies with three or more levels of office organizational structure total less than 3% of all agencies. However, this group generally contains the largest state agencies, and accounts for 42% of all adult probation offices.

Additional descriptive information is available concerning the agencies that are represented by the 885 central offices. This is shown in Table 4 which presents a classification of all agencies according to both the branch of government responsible for administration, and the level of government at which the agency exercises jurisdiction. In terms of absolute numbers, the majority of all adult probation agencies, 69% (N=612), are administered by an executive branch of government, with the remainder being within a judicial branch. The importance of this distinction is somewhat tempered by the fact that the judiciary often has appointive power over probation staff in executive branch agencies, and, at the operational level, all probation agencies are necessarily responsive to the judiciary.

TABLE 4  
Number of Adult Probation Agencies  
by Level and Branch of Government

<u>Level of Government</u>	<u>Branch of Government</u>		
	<u>Executive</u>	<u>Judicial</u>	<u>Total</u>
State	44	12	56
County	538	241	779
Municipal	<u>30</u>	<u>20</u>	<u>50</u>
Total	612	273	885

The level of government at which an agency operates is of major significance because it determines the size of the geographical jurisdiction of the agency, and is related to both the number of offices within an agency and the likelihood of processing felony level caseloads. Again, as shown in Table 4, in regard to absolute numbers there is an obvious clustering of agencies within a single category: 88% of all agencies operate at the county level and approximately 6% operate at the state and municipal levels of government.

Among all agencies it is important to note that, based on the data shown in Table 2, there is a different pattern of relationship in the number of probation offices operating at various levels of government. For instance, while only 6% of the agencies are at the state level they account for 54% (N=1,306) of all probation offices; and that 42% (N=1,027) and 3% (N=70) of all offices can be found at the county and municipal levels, respectively.



Feasibility of Adult  
Probation Reporting

In contemplating a national population of 885 adult probation agencies representing 2,403 separate office locations, the prospect of a complete national reporting system appears as a dim, if not unobtainable, reality. However, in assessing the feasibility of such a system, the NPRS effort sought to identify the actual number of contacts that would have to be made at the state and local level in order to obtain caseload statistics for all probation agencies. This task required gathering additional information on existing centralized reporting systems within state and regional jurisdictions, and the adoption of an as yet unverified assumption concerning reporting practices within adult probation agencies: namely, that offices within an agency report their caseload statistics to the central agency office.

The review of centralized reporting revealed that a number of state jurisdictions have established computerized reporting systems for all levels of adult probation data, from state, county and municipal agencies. A larger number of states gather aggregate, or summary, caseload statistics on a regular basis from all probation agencies operating within the state jurisdiction. This information was used in examining each state or territorial jurisdiction to determine the projected number of contacts that would be necessary for national reporting. The detailed information appears in Attachment V, and the summary of this effort is shown in Table 5.

TABLE 5  
 Number of Projected Reporting Contacts  
 for Adult Probation by Major  
 Geographical Area

	Centralized Reporting			De-Centralized Reporting		
	Number of Contacts	Offices Reported		Number of Contacts	Offices Reported	
		<u>N</u>	<u>%</u>		<u>N</u>	<u>%</u>
Northeast	11	414	100	NONE	---	---
North Central	13	803	92	70	74	8
South	18	713	93	54	56	7
West	<u>17</u>	<u>284</u>	<u>83</u>	<u>46</u>	<u>59</u>	<u>17</u>
Total	59	2,214	92	170	189	8

When viewed from the perspective of actual contact points, the possibility for total national reporting appears as a very reasonable objective. While there are differences among major geographical areas, it appears that only 59 contacts would be required to produce reports accounting for the activity of 92% (N=2,214) of all adult probation offices. The remaining 8% (N=189) of the offices would require 170 contacts in order to secure reports of their activities. However, if municipal probation agencies were excluded in gathering data from decentralized sources, the remaining 163 county offices could be reached through 144 contacts.

In summary, if the assumptions and additional information used in this analysis are correct, then it would be possible to obtain national probation reporting from all state and county level agencies by contacting 59 centralized reporting locations and an additional 144 county level agencies. The added effort to obtain all known municipal probation agencies as well would require 26 more contacts. It appears that national probation reporting is indeed feasible.

## VII. LIAISON/COORDINATION

### 1979 UPR Seminar

The 1979 UPR Seminar was held on October 15, 16, and 17 in Kansas City, Kansas. This year's Seminar was the largest ever with 109 participants from parole, correctional, and other public and private agencies. The theme was "UPR and Parole-Related Research."

The Seminar opened with a keynote address by Richard Mulcrone, U.S. Parole Commissioner. Mr. Mulcrone's address, "Can Parole Develop Its Own Directions?" set the framework for the remaining two days of the Seminar (see Attachment VI for the complete Seminar agenda).

The second day was highlighted by a keynote panel on limited discretion. Professor Leslie Wilkins from the State University of New York, Albany, presented a paper entitled "Structured Decision-making: The Impact on Parole Guidelines and Determinate Sentencing." Panel respondents were Ira Blalock, Board Member from Oregon; Kenneth Polk, Ph.D., Professor of Sociology, University of Oregon; and Brian Taugher, J.D., Chief Counsel to the California Community Release Board.

Participants selected workshops to attend that afternoon. Workshops were organized around three themes, two of them specific to UPR data: "Data Related Issues" and "Using Research." UPR staff led these presentations. A third theme, "New Directions," offered broadly based workshops: 1) "Parole Guidelines" led by Edward Hammock (New York Board of Parole), 2) "Prison Populations" led by Bradford Smith, Ph.D., (Abt Associates, Cambridge, Massachusetts), Carol Kalish (Bureau of Justice Statistics/Office of Justice Assistance, Research and Statistics) and Vida Ryan (California Department of Corrections); 3) "Legislative Update" led by Michael Kannensohn (Council of State Governments, Lexington, Kentucky); and 4) "National Probation Reporting" with Gerald

Alston (New York State Division of Probation) and Charles Wheeler, Ph.D., (Mott-McDonald Associates, Inc., Washington, D.C.).

The last day opened with workshops and concluded with a panel, "Research and Parole-Related Community Programs." Panel members Sherry Haller (Executive Director of the Criminal Justice Education Center, Hartford, Connecticut) and Cynthia Mahabir, D.Crim. (UPR Research Associate) provided a national overview of community programs available to parolees; while John Irwin, Ph.D. (Professor, San Francisco State University) presented a critique of community corrections. Arthur Pearl, Ph.D. (Professor, University of California at Santa Cruz) responded to the panel presentations and concluded with a summary of the role of parole in the broader context of social problems.

The major Seminar presentations will be published in the 1979 UPR Seminar Final Report.

### Task Force

#### Overview

The annual UPR Task Force meeting was held on September 24-25, 1979 to aid the UPR staff and its program monitor from the Bureau of Justice Statistics/OJARS, Carol Kalish, in: planning for the second phase of the Community Alternative Study and other special studies conducted by UPR (Level III); expanding the information referral functions (Level II); refining the aggregate parole data collection procedures (Level I) for the upcoming year; and developing a third year plan for the National Probation Reporting Study (NPRS). (See Attachment VII for the complete Task Force Report.)

Participants

Task Force Members

Ira Blalock	Parole Board Member Salem, Oregon
John J. Galvin	Project Director American Justice Institute Sacramento, California
John Irwin, Ph.D.	Professor Department of Sociology San Francisco State University San Francisco, California
Paul Kusuda	Director Office of Systems and Evaluations Department of Corrections Madison, Wisconsin
Kenneth Polk, Ph.D.	Professor Department of Sociology University of Oregon Eugene, Oregon

UPR/NPRS Staff

William Elms	Research Assistant
Marcia Empey	Research Associate
Margene Fudenna	Administrative Assistant
James L. Galvin, Ph.D.	Project Director
Frank R. Hellum	Project-Co-Director
Paul Litsky	Research Associate
Cynthia Mahabir, D.Crim.	Research Associate
Ellen L. McNeil	Manager of Data Services
Cheryl H. Ruby, Ph.D.	Project Co-Director

Offender-Based State Correctional  
Information System (OBSCIS)

The key to the development of any inter-state data management system is the development of agreements between states for common definition of terms. UPR's service on the OBSCIS Data Elements Subcommittee made available its long-term experience in the development of these common definitions. As an active member of the OBSCIS Project Committee, UPR facilitates the growth of the OBSCIS system and also maintains active contact with data management personnel within state corrections.

systems. UPR staff participated in the SEARCH International Symposium held in Washington, D.C. in May, 1979 and in the Users Group Meeting which was held in Sacramento, California in July, 1979.

#### National Prisoner Statistics (NPS)

UPR staff has attempted to maintain close contact with the National Prisoner Statistics program in order to assure uniformity and continuity between the two data systems. Most of the focus during 1979 was on issues related to UPR's Level I. Relevant data were again exchanged, as in 1978, and discrepancies between the data reported to NPS and UPR were discussed in detail. Procedures for checking such discrepancies in future data collection were also finalized. In addition, with NPS's support, NPS data were again included in the Level I document. The NPS data have proven valuable for establishing the context not only for the parole data, but for the determination of the relative use of parole over time by the fifty states.

#### Professional Contacts

UPR staff maintained active contact with national parole and correctional organizations by attending a variety of meetings and conferences. UPR participated in: the Sixth Annual Meeting of the Western Society of Criminology in Philadelphia, Pennsylvania; the National Conference on Organized Crime in Los Angeles, California; the Association of Criminal Justice Research conference in Sacramento, California; and the American Correctional Association's (ACA) Congress in Philadelphia, Pennsylvania.

Presentations were made during the ACA Congress at the annual meetings of the American Probation and Parole Association, the Association of Paroling Authorities, and the Interstate Compact Administrators. Because the activities of UPR have expanded to include studying the feasibility of implementing a national probation reporting system parallel to the UPR system, the purpose was to further familiarize parole and probation officials with the current publications and expanded activities of UPR. The staff also

attended and made presentations at: the Search International Symposium in Washington, D.C.; the International Female Offender Symposium in Vancouver, British Columbia; the National Legal Aid and Defender Association in Albuquerque, New Mexico; the Offender Based State Corrections Information Systems (OBSCIS) Users Group meeting in Sacramento, California; the National Institute of Corrections (NIC) Conference in Washington, D.C.; and the Texas Adult Probation Commission, Second Cooperative Information Network Conference in Corpus Christi, Texas.

## VIII. TECHNICAL SUPPORT

### Introduction

The UPR project collects, analyzes, and aggregates data supplied by state parole agencies. In the operation of the project, the technical support used involved two separate, yet related, areas: the coding of parole data and the data processing capabilities.

### Data Collection

The new Level II data collection system was implemented with new data sheets and Instruction Manual (see Attachment VIII). Several new variables were added, others revised, the data collection sheets changed to reflect the new system and the entire process integrated completely into the data collection scheme. Data are now collected at the point of entry to parole (Entry Sheets) and at the end of the one-, two-, and three-year follow-up periods (Follow-up Sheets). A new Instruction Manual was also designed to provide detailed explanations of the data items and their values.

To facilitate implementation of the new Level II system, on-site and regional training meetings were held to instruct agency data providers in completion of the new data sheets. These meetings, which will continued to be conducted as review or for training new agency data providers, proved helpful to UPR staff for highlighting the discrepancies between the various state parole definitions and UPR's language. A total of 72 data providers from 33 agencies participated in the 1979 meetings with one of four UPR staff members.

### Data Processing

The UPR project's data shop was expanded in 1979 to include three terminals (two with video screens), a microprocessor, and a high-speed printer. Data collected



from the participating agencies were entered into the system via a special data entry package, FORMSPAK, then transferred over telephone lines to disk at the computing facility of the University of California, San Francisco. The end of 1979 saw the installation of a special direct communication line from UPR offices to the UCSF Computer Center to better facilitate spooling of data from the microprocessor to the mainframe computer.

Procedures were developed to permit agencies to submit data to UPR in an automated format. These procedures were written up in the UPR 1979 Technical Specifications (see Attachment VIII) which includes:

1. A record layout form
2. Variable code descriptions
3. The relationship between UPR and the Offender-Based State Corrections Information System (OBSCIS) for those agencies implementing the BASIC OBSCIS Software package
4. A questionnaire that when completed by the agency, would describe the machine-readable data being submitted to UPR

This new capability of UPR allows states with information systems that were previously unable to participate in the hand-scored data scheme due to staffing limitations, to commence participation as automated data providers. This should also aid in the collection of more reliable and complete data by UPR.

Computer programming consultants have completed debugging and testing of the majority of programs that perform the housekeeping and analysis chores involved in processing the new system data. The following new system programs have been tested and debugged:

FORMSPAK: program that created a data "dictionary" and screen forms for data entry; contains variable edit and verify capabilities

SORT: program to sort selected files by specified variables (i.e., ID number or zipcode)

FREQ: program that outputs frequencies of selected variables from selected files

LIST: program that reads from selected file and outputs in desired format

PRDAT: program that prints specified variables from files onto data forms

LABEL: program that prints mailing labels from address files

CREFMT: program that allows recording and reformatting of a file into UPR format and codes; especially designed for receipt of automated agency data

IDNAM: program that outputs name and ID numbers of Level II files for recordkeeping purposes

UPDAT: program that allows for mass updating of selected files with additional data

High priority was devoted to using these programs to create new system files and to computerize many of the routine, on-going tasks involved in collecting the large amount of UPR Level II data.

The data services section of UPR was expanded in 1979 to include data entry and processing needs of the National Probation Reporting Study (NPRS). NPRS tasks were designed to be compatible with existing UPR data entry and processing packages.

#### Methodology

John Freeman, of the University of California at Berkeley, has functioned as UPR's methodological advisor in reviewing and revising the UPR data base. His primary focus is on Levels II and III, including the following functions:

- I. Analysis of and planning for the restructuring of the existing data base of Level II:
  - A. An analysis of the methodological problems with the existing eleven-year data base and the development of procedures for establishing the quality of the data base;
  - B. Estimating missing data for states which did not participate in a given year, or states which did not participate in certain months of a given year;
  - C. Establishing adequate estimating procedures for those states that were sampled in the past;
  - D. Handling the problem of panel mortality; and
  - E. Sampling within the data base as a prelude to exploratory studies.
- II. Establishing a sample plan for the revised Level II: to include specific sampling procedures, documentation of the procedures, the drawing of the sample, and the fine tuning of the procedures.
- III. Refinement of quality control procedures: to include working with the systems analyst in order to refine quality control procedures for Level II.
- IV. Exploration of modeling and other advanced techniques of data analysis: to explore the relevance of advanced techniques of data analysis to the data base.

The work during the past year focused on aspects of the first three steps: 1) analysis of the data base, 2) work on the sampling plan, and 3) work on quality control procedures.

Analysis of the Level II  
Data Base

The analysis of the data base included not only the current files in which data is still being entered, but, in fact, certain work was done on the entire eleven-year data base. All data was converted to the current file structure and run against the edit procedures on the mainframe IBM 370 computer. These runs yielded a relatively high error rate in all of the data files covering persons entering parole prior to 1973. This has

been referred to as the "old data set" and will require special funding if it is to be cleaned. It should be noted that the edit run checks only those variables that can be compared for logical consistency with other variables in the system and as of yet, no complete edit of all variables for out-of-range characters and the like has been done. At this point it appears that the error rate is high enough that further analysis is not really appropriate until such time as we have the funds available to carry out the corrective work. The current data base continues to be analyzed for completeness, accuracy, and structure of the distribution of the variables within it.

#### Completeness of Data Base

A panel mortality study previously reported was conducted and it was determined that panel mortality is not a serious issue in the UPR data base. A variety of strategies for estimating data from states which did not participate in a given year were explored and no adequate solution was uncovered other than the general strategy of assuming that those states that report data to UPR represent an adequate picture of parole nationally. While this does not assume that any given state is identical to the total pool of those that do report, it does assume that the group of non-reporting states is statistically equivalent to the group of reporting states. While this solution is not totally satisfactory, it turns out to be the only one available to us. We did determine that the best procedure for estimating the presumed total N for the Level II data base was to take the parole entry figure (reported in the Level I aggregate parole data survey) given the same definition of the population covered and use that for the basis for establishing the weights within the data base.

Technical Structure  
Data Base

A variety of actions were taken with regard to technical structure of the data base. We submitted the UPR data base structure to Search Group for its review of the congruence between the OBSCIS general structure and the OBSCIS software package. Based on their comments we have made certain revisions and these are reflected in the technical specifications that were distributed to those states who may be submitting in machine-readable form in future years. We conducted similar negotiations with National Prisoner Statistics in order to determine that we had common definitions of when a person should be reported to NPS and when they should be reported to UPR. In addition, we have constantly reviewed the file structure of the Level II data base in order to determine the most useful form it should take. While some fine-tuning will continue throughout the life of the project, we expect to be able to arrive at a relatively final version during the spring of 1980. At this point we will be able to use a new program on the mainframe computer, RECODE/REFORMAT, in order to convert the entire eleven-year data base to this format. At this point we will also revise all our various programs to be dependent upon this new format so that we can have an integrated mainframe and microprocessor set of data-handling routines that are applicable to the entire data base.

Sampling Plan for Level II Data

A variety of strategies were considered in developing a sampling plan. The one that was initially given the most weight was a cluster sampling design which would have permitted factors of geographic region and population size to be considered in determining the sampling frame. However, the variability of state reporting from year to year ultimately defeated this plan. That is, with many states shifting in and out of reporting to data base from year to year it became impossible to develop a stable

sampling frame over time. Furthermore, it became very difficult to draw a national sample of reporting units (agencies or states) that turned out to be, indeed, present in the data for a given year. While it was possible to select replacements that closely approximated the missing units in population size, this violation of the sampling design called into question its usefulness. Ultimately, it proved to be more cumbersome than a simple random sample of the actual reporting units. This simple random approach has been adopted as the basis for sampling within UPR.

#### Sampling Issues

As indicated above, in order to assume that this simple random sample that we will be drawing is truly a national sample, it is necessary to assume that the group of reporting states and the group of non-reporting states are statistically equivalent. There are a variety of difficulties with this assumption both because of some of the missing reporting units (for example, California Department of Corrections has not reported for several years) and because of the changing nature of parole. California is, in fact, an example of the latter problem as well. Because of the changes in California's parole legislation we have agreed with the state (and NPS has agreed as well) that all those persons entering parole after January 1, 1979, will be treated as mandatory releasees. This means that they will be reported in the UPR Level I but to date UPR has not included mandatory releasees in its Level II data base. As more states pass forms of determinate sentencing where discretionary parole release is either eliminated or severely constrained, the issue of how to classify such releasees becomes problematic. The conceptual exploration of this issue and the development of some solution for the Level II data base should be a prime priority for the next year to two years and must be followed over the life of the data base.

One concern in the sampling procedure was presented by those states which reported for only parts of the year. The concern here was that there might be seasonal variations sufficient partial year reporting an accurate in estimating the total years entering population in a given state. A variety of runs were done using all those states which provided complete full year reporting. The procedures included drawing three-, six-, and nine-month samples from various parts of the calendar and using them to estimate the entire year. These runs showed that while the accuracy of predicting the full year picture was increased from three to six to nine months, the three-month data was a sufficient base to make a statistically equivalent prediction of the full-year pattern. For this reason the general procedure followed by UPR is that for any state that reports at least three months worth of data, that amount of data will be used as a basis for estimating their full-year entering population.

These and other activities with regard to the development of a sampling plan for UPR are being reported in a document currently under preparation. This document should be completed by late spring or early summer of 1980. A more detailed discussion of the contents is provided in Section IV.

#### Quality Control for Level II

Several steps in the improvement of quality control procedures were undertaken during the year.

#### Data Entry

Data entry is now being done on a key-to-disk basis using a specialized data entry program developed for UPR called FORMSPAK. This package sets each variable as it is entered. It can test for alpha versus numeric and for those variables where the specific values or range of values can be specified in advance. It can be set to accept

only those values. Approximately half of the data entered during 1979 was entered via this program, which has proved a significant help in assuring data quality. This program operates on the DTC microprocessor in the UPR offices. Its current operating companion is the set of edit routines on the mainframe IBM 370 computer. This program tests for acceptable values among those variables that can be compared (for example, parole status across follow-up periods and the like). Other elements of the data base handling system that were specified during 1979 and will be fully operational in 1980 include the following two key programs: The first is a relationship edit program that will operate on the DTC microprocessor so that this level of editing can be completed after a given state file for a given month is finished. In this way edits can be done immediately following the entering of the data rather than on a large scale batch basis on the mainframe computer. The second program, now partially operational and to be fully operational by spring 1980, is the above-mentioned RECODE/REFORMAT which in one version will function as a batch edit of all variables values.

#### Coder Reliability

A variety of techniques are being explored for insuring the accuracy of the UPR data operation. While the primary reliance has been on the development of FORMSPAK and the other editing routines on the computer, other steps are being taken with regard to the staff. First of all based on the literature which exists on coder reliability we have determined that the single greatest step to assure the highest possible coder reliability is that those doing data entry have the fullest possible understandings of the purpose of the project and the meaning of the data base with which they are working. However, in addition, a variety of steps are being explored to supplement this general effort. Of course our main concern is to avoid establishing procedures which are counter-productive to the effort to develop a high quality data base. Now that the data entry and data



handling system is becoming more stabilized, we expect to be able to develop performance standards and the like in order to give all those staff members in the data entry and other forms of data handling a more precise picture of the expectations the project has for their work.

At the same time, we have begun an effort to develop a routine quality control procedure with regard to the reliability of the information provided us by the states. Essentially this will involve an annual sample of twenty-five cases in which we ask them to recode. While this small sample will provide only quite limited information, it does represent an appropriate routine check. Where problems crop up in the small sample, we will then conduct further explorations to determine what the nature of the problem is and how it can be corrected.

#### Revised Manual Coding Forms

With regard to our general strategy for increasing the quality of the data we receive from the states, we feel that two steps should prove quite helpful. The first is that for all those persons entering parole after January 1, 1980, data will be provided by hand-scoring states on a revised form. This form is much more directly interpretable to the data entry persons working in the states in that the questions that are to be answered are asked in standard English forms and answers with check boxes are provided. This is a shift from the previous style which was simply a data processing code sheet onto which the data entry person had to mark preset codes taken from a forty-eight page code book. The requirement that the data entry person in the state used both the code book, and the coding sheet as well as the cumbersome files from which they had to draw the data, led to a high degree of error. In particular our observations and discussions with coders in the state led us to believe that they rarely referred to the codebook, but relied on memory for the codes. The possibilities for errors in such a process are obvious. The

new data entry form went through several variations as we reviewed it with a variety of state representatives, with the UPR Task Force, and with data entry persons themselves working with them in the states in a pretest situation. The resulting form has had a high degree of user acceptance and should result in increased accuracy of the reports from the states.

### Automated Data Capability

A second major step in terms of improving the accuracy of reporting from the states has been to develop within UPR the capability of accepting automated data. This is a step that is not without its difficulties. While on the one hand it removes the separate manual transcription step that currently goes on in the states and it provides us with data from the same system that the states themselves use for their own data, it does put us one step further away from the point of data entry. Furthermore, many of the states have established their automated data systems as tracking systems for offenders in institutional custody. Parole is only now being added to many of the systems and it has not been given the same level of attention as has the aspects of correctional supervision. We expect to encounter variety of difficulties as we begin to accept automated data. However, it does provide the possibility that the total coverage of the system will increase in terms of the number of states covered. Furthermore, many states are suffering the same sort of post Proposition 13 financial difficulties experienced in California and these states may only be able to participate in the future if we draw the data from their automated system. The manual coding that they have done for UPR in the past may simply be eliminated in the future through budget cuts. For this range of reasons it seems very appropriate for us to increase our capability to accept automated data.

## IX. ADMINISTRATION

### Administrative Support

UPR's administrative staff continued to streamline and routinize tasks in order to support the project's expanding research staff and product schedule. Extensive surveys were done into the areas of word processing and in-house report binding equipment. It is anticipated that the purchase or lease of such equipment will decrease the project's dependency on temporary secretarial services and outside printing services.

### Staff Changes

During 1970 promotions, restructuring of the project, and expansion within UPR brought new staff members and a shifting of responsibilities for the entire staff.

Ellen Swanberg joined UPR as Project Secretary. Ellen McNeil, formerly Data Collection Coordinator, became Manager of Data Services. Bill Elms was promoted from coder to a research assistant in charge of the DTC/MKX operations. The data gathering staff expanded to include Daniel Thigpen and Gayle Marie as coders.

The NPRS project recruited Frank R. Hellum as Project Co-Director, Marcia Empey as research associates, and Barbara Bonner as research assistant.

ATTACHMENTS

ATTACHMENT I

1979 PARTICIPATING AGENCIES

1979  
PARTICIPATING AGENCIES

<u>AGENCIES</u>	<u>Level I</u>	<u>Level II*</u>	<u>AGENCIES</u>	<u>Level I</u>	<u>Level II*</u>
Alabama	x	1	Montana	x	3
Alaska	x	4	Nebraska	x	1
Arizona	x	4	Nevada	x	1
Arkansas	x	4	New Hampshire	x	1
California-CYA	x	3	New Jersey	x	3
California-CDC	x	2	New Mexico	x	1
Colorado	x	2	New York	x	3
Connecticut	x	2	North Carolina	x	1
Delaware	x	1	North Dakota	x	1
District of Columbia	x	1	Ohio	x	3
Florida	x	1	Oklahoma	x	4
Georgia	x	1	Oregon	x	2
Hawaii	x	4	Pennsylvania	x	1
Idaho	x	3	Puerto Rico	x	1
Illinois	x	1	Rhode Island	x	1
Indiana	x	4	South Carolina	x	1
Iowa	x	3	South Dakota	x	1
Kansas	x	3	Tennessee	x	1
Kentucky	x	1	Texas	x	1
Louisiana	x	1	U.S. Federal	x	4
Maine	x	1	Utah	x	3
Maryland	x	1	Vermont	x	2
Massachusetts	x	4	Virginia	x	1
Michigan	x	1	Washington	x	4
Minnesota	x	2	West Virginia	x	1
Mississippi	x	4	Wisconsin	x	2
Missouri	x	1	Wyoming	x	1

- \* Level II Codes:
1. Active Participation--reporting 1979 data (1979, 1978, 1977, and 1976 entries) in hand-scored format
  2. Active Participation--reporting 1979 data in automated format
  3. Active Participation--reporting 1979 data in a combination of the hand-scored and automated formats
  4. Not reporting 1979 data

ATTACHMENT II

Organizational Structure of an Adult  
Probation Agency and Its  
Associated Offices

Organizational Structure of an Adult Probation Agency and Its Associated Offices

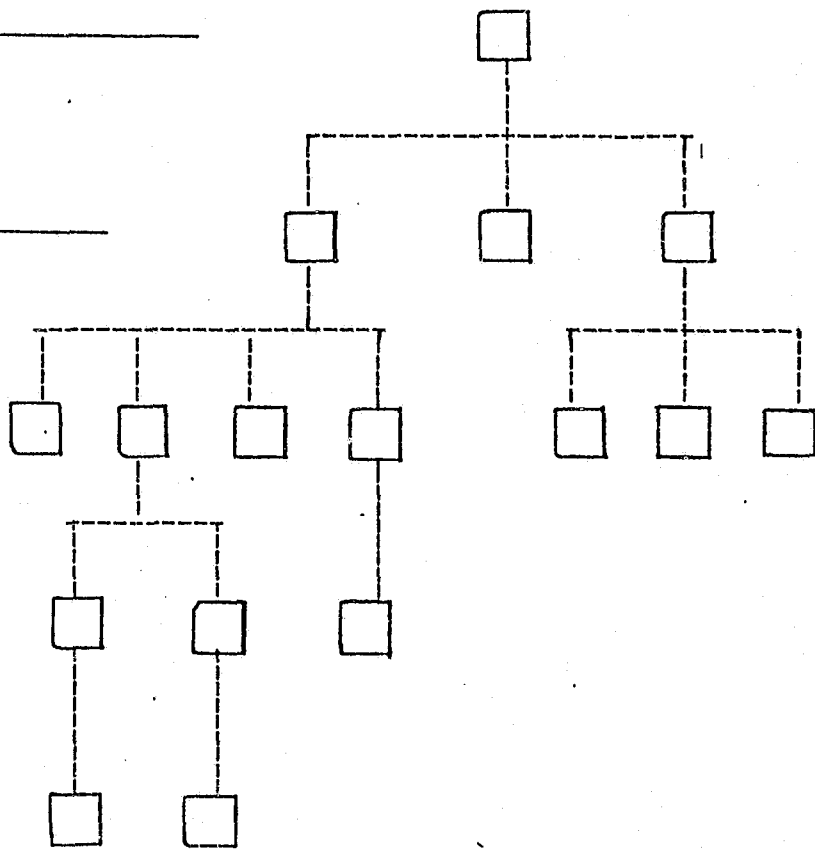
Central

Regional

Area

Branch

Satellite





ATTACHMENT III

Changes in the Population of Adult Probation Offices  
(1976-1979) by Major Geographical Area, State, or  
Territorial Jurisdiction, and Level of Government

Changes in the Population of  
Adult Probation Offices, 1976 - 1979  
by Major Geographical Area, State, or Territorial  
Jurisdiction, and Level of Government

<u>NORTHEAST</u>		<u>ADULT PROBATION OFFICES</u>		
		<u>1976</u>	<u>1979</u>	<u>Change</u>
Connecticut:	State	5	21	+ 16
	County	0	0	0
	Municipal	0	0	0
Maine:	State	5	6	+ 1
	County	0	0	0
	Municipal	0	0	0
Massachusetts:	State	1	83	+ 82
	County	70	0	- 70
	Municipal	12	0	- 12
New Hampshire:	State	14	15	+ 1
	County	0	0	0
	Municipal	8	15	+ 7
New Jersey:	State	0	1	+ 1
	County	25	21	- 4
	Municipal	0	0	0
New York:	State	7	3	- 4
	County	59	54	- 5
	Municipal	2	22	+ 20
Pennsylvania:	State	30	30	0
	County	62	105	+ 43
	Municipal	1	0	- 1
Puerto Rico:		nr	12	+ 12
Rhode Island:	State	14	15	+ 1
	County	0	0	0
	Municipal	0	0	0
Vermont:	State	9	9	0
	County	0	0	0
	Municipal	0	0	0
Virgin Is:		nr	2	+ 2
		324	414	+ 90

ADULT PROBATION  
OFFICES

<u>NORTH CENTRAL</u>		<u>1976</u>	<u>1979</u>	<u>Change</u>	
Illinois:	State	10	1	-	9
	County	58	85	+	27
	Municipal	0	0		0
Indiana:	State	4	0	-	4
	County	92	108	+	16
	Municipal	8	7	-	1
Iowa:	State	12	1	-	11
	County	0	37	+	37
	Municipal	0	0		0
Kansas:	State	23	30	+	7
	County	41	0	-	41
	Municipal	0	4	+	4
Michigan:	State	99	78	-	21
	County	8	104	+	96
	Municipal	3	2	-	1
Minnesota:	State	38	43	+	5
	County	52	81	+	29
	Municipal	0	0		0
Missouri:	State	27	27		0
	County	0	1	+	1
	Municipal	2	2		0
Nebraska:	State	14	35	+	21
	County	2	0	-	2
	Municipal	0	2	+	2
N Dakota:	State	13	10	-	3
	County	0	0		0
	Municipal	0	0		0
Ohio:	State	21	46	+	25
	County	81	55	-	26
	Municipal	6	0	-	6
S Dakota:	State	33	28	-	5
	County	0	0		0
	Municipal	0	0		0
Wisconsin:	State	50	90	+	40
	County	3	0	-	3
	Municipal	0	0		0
		<u>700</u>	<u>877</u>	<u>+</u>	<u>177</u>

ADULT PROBATION  
OFFICES

<u>SOUTH</u>		<u>1976</u>	<u>1979</u>	<u>Change</u>	
Alabama:	State	39	42	+	3
	County	4	0	-	4
	Municipal	1	1		0
Arkansas:	State	6	22	+	16
	County	9	25	+	16
	Municipal	3	4	+	1
Delaware:	State	2	1	-	1
	County	0	0		0
	Municipal	0	0		0
District of Columbia:		2	1	-	1
Florida:	State	59	86	+	27
	County	0	0		0
	Municipal	0	0		0
Georgia:	State	89	84	-	5
	County	0	7	+	7
	Municipal	0	0		0
Kentucky:	State	57	57		0
	County	0	0		0
	Municipal	0	0		0
Louisiana:	State	18	19	+	1
	County	1	0	-	1
	Municipal	1	2	+	1
Maryland:	State	5	5		0
	County	1	0	-	1
	Municipal	0	0		0
Mississippi:	State	21	37	+	16
	County	0	0		0
	Municipal	0	0		0
N Carolina:	State	10	10		0
	County	0	0		0
	Municipal	0	0		0
Oklahoma:	State	8	39	+	31
	County	0	0		0
	Municipal	0	2	+	2
S Carolina:	State	44	47	+	3
	County	0	0		0
	Municipal	0	0		0
Tennessee:	State	20	21	+	1
	County	0	0		0
	Municipal	0	2	+	2
Texas:	State	65	1	-	64
	County	87	179	+	92
	Municipal	0	0		0

ADULT PROBATION  
OFFICES

<u>SOUTH (cont.)</u>		<u>1976</u>	<u>1979</u>	<u>Change</u>
Virginia:	State	32	39	+ 7
	County	0	0	0
	Municipal	0	0	0
- W Virginia:	State	23	36	+ 13
	County	9	0	- 9
	Municipal	0	0	0
		<hr/>	<hr/>	<hr/>
		616	769	+ 153

WEST

Alaska:	State	15	14	- 1
	County	0	0	0
	Municipal	0	0	0
American Samoa:		nr	1	+ 1
Arizona:	State	10	0	- 10
	County	15	14	- 1
	Municipal	0	0	0
California:	State	0	0	0
	County	89	97	+ 8
	Municipal	2	0	- 2
Colorado:	State	23	27	+ 4
	County	0	1	+ 1
	Municipal	0	3	+ 3
Guam:		nr	1	+ 1
Hawaii:	State	4	5	+ 1
	County	0	0	0
	Municipal	0	0	0
Idaho:	State	8	8	0
	County	0	0	0
	Municipal	0	0	0
Montana:	State	13	18	+ 5
	County	0	0	0
	Municipal	0	0	0
Nevada:	State	5	8	+ 3
	County	0	0	0
	Municipal	0	0	0
New Mexico:	State	21	24	+ 3
	County	0	0	0
	Municipal	1	0	- 1
Northern Mariana Islands		nr	1	+ 1

ADULT PROBATION  
OFFICES

<u>WEST (cont.)</u>		<u>1976</u>	<u>1979</u>	<u>Change</u>
Oregon:	State	34	40	+ 6
	County	14	22	+ 8
	Municipal	0	0	0
Trust Territory - Pac. Is.		nr	1	+ 1
Utah:	State	4	4	0
	County	0	0	0
	Municipal	0	0	0
Washington:	State	6	4	- 2
	County	11	31	+ 20
	Municipal	2	2	0
Wyoming:	State	14	17	+ 3
	County	0	0	0
	Municipal	0	0	0
		<hr/>	<hr/>	<hr/>
		291	343	+ 52

ATTACHMENT IV

Level of Branch of Government of Adult Probation  
Agencies by Type and Number of Offices

ATTACHMENT IV

Level of Branch of Government of Adult Probation  
Agencies by Type and Number of Offices

	Central	Regional	Area	Area Branch	Branch Satellite	Office Total
<b>ALABAMA</b>						
State:	1	12	29			42
Municipal:	1					1
<b>ALASKA</b>						
State:	1	3	10			14
<b>ARIZONA</b>						
Judicial (County):	14					14
<b>ARKANSAS</b>						
State:	1	6	15			22
Judicial (County):	23	2				25
Municipal:	4					4
<b>CALIFORNIA</b>						
County:	58	39				97
<b>COLORADO</b>						
Judicial (State):	1	22	4			27
County:	1					1
Municipal:	3					3
<b>CONNECTICUT</b>						
Judicial (State):	1	4	16			21
<b>DELAWARE</b>						
State:	1					1
<b>DIST. OF COLUMBIA</b>						
Judicial:	1					1



	Central	Regional	Area	Area Branch	Branch Satellite	Office Total
FLORIDA						
State:	1	5	20	60		86
GEORGIA						
State:	1	42	41			84
County:	7					7
HAWAII						
Judicial (State):	1	4				5
IDAHO						
State:	1	7				8
ILLINOIS						
Judicial (State):	1					1
County:	70	15				85
INDIANA						
County:	108					108
Municipal	7					7
IOWA						
State:	1					1
Judicial (County):	8	29				37
KANSAS						
Judicial (State):	1	29				30
Judicial (Munic):	4					4
KENTUCKY						
State:	1	12	44			57
LOUISIANA						
State:	1	4	14			19
Municipal:	2					2

	Central	Regional	Area	Area Branch	Branch Satellite	Office Total
MAINE						
State:	1	5				6
MARYLAND						
State:	1	4				5
MASSACHUSETTS						
Judicial_(State):	1	81	1			83
MICHIGAN						
State:	1	4	12	60		77
Judicial (State):	1					1
Judicial (County):	92	4				96
County:	4	4				8
Judicial (Munic):	1					1
Municipal	1					1
MINNESOTA						
State:	1	3	13	26		43
County:	55	24	2			81
MISSISSIPPI						
State:	1	36				37
MISSOURI						
State:	1	24	2			27
County:	1					1
Municipal:	2					2
MONTANA						
State:	1	3	14			18
NEBRASKA						
Judicial (State):	1	16	18			35
Municipal:	2					2

	Central	Regional	Area	Area Branch	Branch Satellite	Office Total
PENNSYLVANIA						
State:	1	10		19		30
County:	64	41				105
RHODE ISLAND						
State:	1	14				15
SOUTH CAROLINA						
State:	1	46				47
SOUTH DAKOTA						
Judicial (State):	1	8		19		28
TENNESSEE						
State:	1	8		12		21
Municipal:	2					2
TEXAS						
State:	1					1
Judicial (County):	104	75				179
UTAH						
State:	1	3				4
VERMONT						
State:	1	8				9
VIRGINIA						
State:	1	38				39
WASHINGTON						
State:	1	3				4
County:	23	8				31
Municipal:	2					2

	Central	Regional	Area	Area Branch	Branch Satellite	Office Total
NEVADA						
State:	1	5	2			8
NEW HAMPSHIRE						
State:	1	14				15
Judicial (Munic):	15					15
NEW JERSEY						
Judicial (State):	1					1
County:	21					21
NEW MEXICO						
State:	1	4	19			24
NEW YORK						
State:	1	2				3
County:	54					54
Municipal:	2	5	15			22
NORTH CAROLINA						
State:	1	9				10
NORTH DAKOTA						
State:	1	9				10
OHIO						
State:	1	5	7	33		46
County:	55					55
OKLAHOMA						
State:	1	7	31			39
Municipal:	2					2
OREGON						
State:	1	3	10	20	6	40
County:	17	5				22

	Central	Regional	Area	Area Branch	Branch Satellite	Office Total
WEST VIRGINIA						
State:	1	7				8
Judicial (State):	1	27				28
WISCONSIN						
State:	1	6	42	41		90
WYOMING						
State:	1	2	14			17
AMERICAN SAMOA:	1					1
GUAM:	1					1
PUERTO RICO:	1	11				12
VIRGIN ISLANDS:	1	1				2
NORTHERN MARINA IS:	1					1
TRUST TERR. PACIFIC:	1					1
Totals:	885	827	445	240	6	2403

ATTACHMENT V

Number of Projected Reporting Contacts for  
Adult Probation by Major Geographical Area  
and State or Territorial Jurisdiction

Number of Projected Reporting Contacts for  
Adult Probation by Major Geographical Area  
and State or Territorial Jurisdiction

	<u>Centralized Reporting</u>		<u>Decentralized Reporting</u>			
	<u># Contact</u>	<u># Offices</u>	<u># Contract</u>	<u># Offices</u>	<u># Contract</u>	<u># Offices</u>
<u>Northeast</u>						
Connecticut	1	21				
Maine	1	6				
Massachusetts	1	83				
New Hampshire	1	30				
New Jersey	1	22				
New York	1	79				
Pennsylvania	1	135				
Puerto Rico	1	12				
Rhode Island	1	15				
Vermont	1	9				
Virgin Islands	1	2				
	<u>11</u>	<u>414</u>	—	—	—	—
<u>Northcentral</u>						
Illinois	1	86				
Indiana	1	115				
Iowa	1	38				
Kansas	1	30			4	4
Michigan	2	174	4	8	2	2
Minnesota	1	124				
Missouri	1	27	1	1	2	2
Nebraska	1	35			2	2
North Dakota	1	10				
Ohio	1	46	55	55		
South Dakota	1	28				
Wisconsin	1	90				
	<u>13</u>	<u>803</u>	<u>60</u>	<u>64</u>	<u>10</u>	<u>10</u>
<u>South</u>						
Alabama	1	42			1	1
Arkansas	1	22	23	25	4	4
Delaware	1	1				
District of Columbia		1	1			
Florida	1	86				
Georgia	1	84	7	7		
Kentucky	1	57				
Louisiana	1	19			2	2
Maryland	1	5				
Mississippi	1	37				
North Carolina	1	10				
Oklahoma	1	39			2	2
South Carolina	1	47				
Tennessee	1	21			2	2
Texas	1	167	13	13		
Virginia	1	39				
West Virginia	2	36				
	<u>18</u>	<u>713</u>	<u>43</u>	<u>45</u>	<u>11</u>	<u>11</u>

West

Alaska	1	14				
American Samoa	1	1				
Arizona	1	14				
California	1	97				
Colorado	1	27	1	1	3	3
Guam	1	1				
Hawaii	1	5				
Idaho	1	8				
Montana	1	18				
Nevada	1	8				
New Mexico	1	24				
Northern Mariana Is.		1	1			
Oregon	1	40	17	22		
Trust Territories	1	1				
Utah	1	4				
Washington	1	4	23	31	2	2
Wyoming	<u>1</u>	<u>17</u>				
	17	284	41	54	5	5

6 8



ATTACHMENT VI  
1979 Seminar Agenda

UPR AND PAROLE RELATED RESEARCH

1979 UPR SEMINAR

AGENDA

MONDAY, OCTOBER 15, 1979

5:00 - 7:00 p.m.      REGISTRATION      (*Lewis & Clark - West*)

7:00 - 7:30 p.m.      WELCOME      (*Lewis & Clark - West*)

- James L. Galvin, Ph.D.  
UPR Project Director
- Cheryl H. Ruby, Ph.D.  
UPR Project Co-Director
- Frank R. Hellum  
UPR Project Co-Director
- Carol B. Kalish  
Project Monitor  
National Criminal Justice Information  
and Statistics Service (NCJISS)  
Law Enforcement Assistance Administration  
(LEAA)  
Washington, DC

7:30 - 8:30 p.m.      KEYNOTE ADDRESS      (*Lewis & Clark - West*)

"Can Parole Develop Its Own New Directions?"

- Richard D. Mulcrone  
Parole Commissioner  
U.S. Parole Commission  
Kansas City, MO

8:30 - 9:30 p.m.      NO HOST COCKTAIL HOUR      (*Lewis & Clark - West*)

TUESDAY, OCTOBER 16, 1979

8:30 - 9:00 a.m.      COFFEE / REGISTRATION      (*Lewis & Clark - West*)

# AGENDA

-2-

9:00 - 10:00 a.m. UPR UPDATE AND REVIEW (Lewis & Clark - West)

- James L. Galvin, Ph.D.  
UPR Project Director
- UPR Staff

10:15 - 12:00 p.m. KEYNOTE PANEL (Lewis & Clark - West)

"Structured Decision-Making: The Impact of Parole Guidelines and Determinate Sentencing"

- Leslie Wilkins, Ph.D.  
Professor  
State University of New York
- Ira Blalock  
Board Member  
Oregon Board of Parole
- Kenneth Polk, Ph.D.  
Professor  
University of Oregon
- Brian Taugher, J.D.  
Chief Counsel  
Community Release Board (California)

12:00 - 1:30 p.m. BUFFET LUNCHEON (Lewis & Clark - East)

1:30 - 3:00 p.m. WORKSHOPS

1. DATA RELATED ISSUES (Kaw)  
Manual Reporting

- Ellen L. McNeil  
UPR Manager of Data Services
- Bill Elms  
UPR Research Assistant
- Anner Montgomery  
UPR Data Entry Specialist
- Elsie Semrad  
UPR Systems Analyst

# AGENDA

-3-

2. NEW DIRECTIONS (Osage - North)  
National Probation Reporting
  - Frank R. Hellum  
UPR Project Co-Director
  - Marcia Empey  
UPR Research Associate
  - James Creighton  
Chief, Information Systems  
New York State Division of Probation
  
3. NEW DIRECTIONS (Osage - South)  
Legislative Update
  - Michael Kannensohn  
Special Assistant for Criminal Justice  
Council for State Governments  
Lexington, KY
  - Cheryl H. Ruby, Ph.D.  
UPR Project Co-Director
  
4. PAROLE GUIDELINES (Lewis & Clark - West)  
Questions and Concerns
  - Edward Hammock  
Chairperson  
New York State Board of Parole

Respondents

  - Ira Blalock  
Board Member  
Oregon Board of Parole
  - Kenneth Polk, Ph.D.  
Professor  
University of Oregon
  - Brian Taugher, J.D.  
Chief Counsel  
Community Release Board (California)

3:15 - 4:45 p.m.

## WORKSHOPS

1. DATA RELATED ISSUES (Kaw)  
Sampling and Quality Control
  - John Freeman, Ph.D.  
Professor  
University of California at Berkeley
  - Paul Litsky  
UPR Research Associate

# AGENDA

-4-

2. USING RESEARCH *(Osage - North)*  
Level I: Aggregate Parole Data
  - Cheryl H. Ruby, Ph.D.  
UPR Project Co-Director
  - John J. Galvin  
Project Director  
American Justice Institute  
Sacramento, CA
  - Paul Kusuda  
Director, Office of Systems and Evaluation  
Wisconsin Division of Corrections
  
3. USING RESEARCH *(Osage - South)*  
State Reports
  - James L. Galvin, Ph.D.  
UPR Project Director
  - James J. Alibrio  
Director of Research and Statistics  
Pennsylvania Board of Probation and Parole
  - Kenneth Polk, Ph.D.  
Professor  
University of Oregon
  
4. NEW DIRECTIONS *(Lewis & Clark - West)*  
Prison Population
  - Bradford Smith, Ph.D.  
Project Director  
Abt Associates  
Cambridge, MA
  - Carol B. Kalish  
Project Monitor  
NCJISS/LEAA  
Washington, DC
  - Vida Ryan  
Chief, Management Information  
California Department of Corrections

WEDNESDAY, OCTOBER 17, 1979

8:30 - 9:00 a.m.    COFFEE

*(Lewis & Clark - West)*

# AGENDA

-5-

9:00 - 10:15 a.m.

## WORKSHOPS

(Kaw)

### 1. DATA RELATED ISSUES

Automated OBSCIS/UPR/NPS

- Ellen L. McNeil  
UPR Manager of Data Services
- Chester E. Bowie  
Chief  
National Prisoner Statistics  
U.S. Bureau of the Census
- Bill Elms  
UPR Research Assistant
- Paul Litsky  
UPR Research Associate
- Van Mitchell  
OBSCIS Project Manager  
Search Group, Inc.  
Sacramento, CA
- Elsie Semrad  
UPR Systems Analyst

### 2. USING RESEARCH

(Osage - North)

Special Research Topics

- James L. Galvin, Ph.D.  
UPR Project Director
- Cynthia Mahabir, D.Crim.  
UPR Research Associate
- Kenneth Polk Ph.D.  
Professor  
University of Oregon

### 3. NEW DIRECTIONS

(Osage - South)

Legislative Update

- Michael Kennensohn  
Special Assistant for Criminal Justice  
Council for State Governments  
Lexington, KY
- Cheryl H. Ruby, Ph.D.  
UPR Project Co-Director

# AGENDA

-6-

4. NEW DIRECTIONS *(Lewis & Clark - West)*  
National Probation Reporting
- Frank R. Hellum  
UPR Project Co-Director
  - Marcia Empey  
UPR Research Associate
  - James Creighton  
Chief, Information Systems  
New York State Division of Probation
  - Charles Wheeler, Ph.D.  
Project Director  
Mott-McDonald Associates, Inc.  
Washington, DC

10:30 - 12:00 p.m.

## PANEL

*(Lewis & Clark - West)*

Research and Parole Related Community Programs

### 1. NEW DIRECTIONS IN COMMUNITY SUPERVISION

- Sherry Haller  
Executive Director  
Criminal Justice Evaluation Center  
Hartford, CT

### 2. CRITIQUE OF COMMUNITY CORRECTIONS

- John Irwin, Ph.D.  
Professor  
San Francisco State University

### 3. PAROLE AUTHORITY-SPONSORED ALTERNATIVES

- Cynthia Mahabir, D.Crim.  
UPR Research Associate

### 4. RESPONDENT

- Arthur Pearl, Ph.D.  
Professor  
University of California at Santa Cruz

AGENDA

-7-

12:00 p.m.

BUSINESS AND BUREAUCRACY (Lewis & Clark - West)

Collection of Expense Records and Evaluations

- Margene Fudenna  
UPR Administrative Assistant
- Ellen Swanberg  
UPR Project Secretary

N.B.: UPR staff will be available until 2 p.m.  
to answer questions concerning Expense  
Records, Reimbursements, Publications,  
etc.

\* \* A D J O U R N M E N T \* \*



ATTACHMENT VII

1979 Task Force Meeting Report

UNIFORM PAROLE REPORTS

TASK FORCE MEETING

September 24-25, 1979

FINAL REPORT

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## I. PURPOSE AND AGENDA

### A. Purpose

A UPR Task Force meeting was held on September 24-25, 1979 to aid the UPR staff and the NCJISS/LEAA program monitor, Ms. Carol Kalish, in: planning for the Phase II of the Community Alternatives Study and other special studies conducted by UPR (Level III), expanding the information referral functions (Level II), refining the aggregate parole data collection procedures (Level I) for the upcoming year, and developing a third-year plan for the National Probation Reporting Study.

### B. Agenda

1. Introduction and discussion of agenda
2. Special Studies (Level III) and Clearinghouse (Level IV: current and future activities)
  - a. Community Alternatives Study
  - b. Developing a plan for Special Studies
  - c. Developing a plan for Clearinghouse functions
3. Individual Case Data Base (Level II)
  - a. Current status
  - b. Responding to the offense coding problem
4. Aggregate Data (Level I)
  - a. Current status
  - b. Developing revisions for 1980
5. National Probation Reporting Study
  - a. Current status and second-year plan
  - b. Developing a third-year plan for NPRS

II. PARTICIPANTS

A. Task Force Members

Ira Blalock	Parole Board Chairman Salem, Oregon
John J. Galvin	Project Director American Justice Institute Sacramento, California
John Irwin, Ph.D.	Professor Department of Sociology San Francisco State University San Francisco, California
Paul Kusuda	Director Office of Systems and Evaluation Department of Corrections Madison, Wisconsin
Kenneth Polk, Ph.D.	Professor Department of Sociology University of Oregon Eugene, Oregon

B. National Criminal Justice Information and Statistics Service/  
Law Enforcement Assistance Administration

Carol Kalish	Project Monitor NCJISS/LEAA Washington, D.C.
--------------	--

C. UPR Staff

William Elms	Research Assistant
Marcia Empey	Research Associate
Margene Fudenna	Administrative Assistant
James L. Galvin, Ph.D.	Project Director
Frank R. Hellum	Project Co-Director
Paul Litsky	Research Associate
Cynthia Mahabir, D.Crim.	Research Associate
Ellen L. McNeil	Manager, Data Services
Cheryl H. Ruby, Ph.D.	Project Co-Director

### III. MAJOR RECOMMENDATIONS OF THE TASK FORCE

#### A. Community Alternatives Study

Major Recommendation: For Phase II of the study, UPR should conduct a critical examination of some of the program types identified and located in the Phase I survey.

Discussion: The Task Force recommended that Phase II of the study should involve a more in-depth examination of community alternatives. To do this, the Task Force suggested the following:

1. Tighten the typology used for Phase I; expand and clarify the definition of each type of program.
2. Make contacts with people and organizations that might have information or know of past studies on halfway houses and other community alternatives. These contacts include: the International Halfway House Association, Bureau of Prisons, Jerry Collins, and community corrections article by David Greenberg in Issues in Criminology.
3. Possible areas of investigation for Phase II:
  - a. Take the program typology and investigate the following three questions: (1) What are the sources of the pressures that affect these programs? (3) How could they move to positive alternatives?
  - b. Since halfway houses predominate among parole-related community programs, UPR might do a comparison of halfway houses using level of custodial control as the main basis of comparison.
  - c. Since career development seems to contain the least amount of surveillance and perhaps the greatest support for parolees, UPR might restrict the second phase of the study to this type of program and relate it to Level II (individual case-based data) on a "prospective" basis by: a) defining career development, and b) identifying through Level II offenders who receive this service and those who should have received it and did not.

B. Plan for Special Studies (Level III)

Major Recommendation: The Task Force recommended that UPR proceed with its plan to conduct follow-up phases for both the Life Without the Possibility of Parole and community alternatives studies.

Discussion: This was not a major item of discussion at the meeting. However, the Task Force recommended that UPR continue with its current special studies plan to focus on research in the general areas of the community, positive alternatives, and system characteristics.

C. Plan for Information Referral Functions (Level IV)

Major Recommendation: The Task Force supported UPR's plan for developing the Informational Referral functions (Level IV).

Discussion: This was not a major item of discussion at the meeting. However, a possible plan for the development of UPR Level IV functions was distributed and reviewed. The Task Force agreed that the four areas outlined should be considered as possible Level IV activities:

1. Continued follow-up and publication on previous Special Studies. Last year's LWOPP study and the current Community Alternatives are two possibilities. Periodic reports in the Newsletter and references to UPR summaries of recent information could be added to the Level IV effort.
2. Monitoring of parole legislation. Develop a program for gathering, organizing, and disseminating information on proposed and adopted legislative changes in the area of parole.
3. Bibliography of parole literature. A Newsletter section could be developed for a listing of recent publications in the parole field. Possible sources

of information include other bibliographies such as the National Criminal Justice Reference Service, NCCD library services, and direct contact with publishers of criminal justice materials.

4. Summaries of recent parole research. Develop a systematic review of published research in the parole field with possible abstracts or summaries in the Newsletter. This type of activity and the bibliography effort could add to the in-house capacity for fielding questions on general parole issues.

D. Individual Case Data Base (Level II)

Major Recommendation: UPR should maintain the existing basic offense coding scheme and modify it only so it better corresponds with the offense classification used by the Uniform Crime Reports (UCR). Also, a table showing the relationship between NCIC and UPR offense coding should be provided to all participating agencies.

Discussion: The Task Force felt that the existing UPR offense classification was adequate. However, to adjust for more compatible national data collection efforts, it was recommended that the existing scheme be modified to align with the UCR reporting classifications. The suggestion was made that a NCIC/UPR offense table be constructed and distributed since many corrections and parole agencies collect offense data in the NCIC format. A table reflecting the compatibility of the two schemes would enable states reporting parole data in a machine-readable format to more easily submit offense data according to the UPR scheme.

E. Aggregate Parole Data (Level I)

Major Recommendation: The Task Force recommended that in 1980 UPR follow the data collection procedures and reporting format



used the previous year.

Discussion: Part of the discussion consisted of reviewing the current status of Level I: the distribution date for Parole in the United States: 1978, common problems states shared in providing some of the data, and plans for the 1980 survey and publication. The Task Force continued to be supportive of the new Level I series and recommended UPR follow the same overall data collection procedures and reporting format for the 1980 publication as in 1979. In addition, the Task Force made the following recommendations:

1. Move in the direction of using the broader concept of supervised community release populations with parole as one subcategory of that population.
2. Clarify the definitions of parole, mandatory release and other conditional releases.
3. Collect the same data, but reorganize some of the questions on the data collections instrument.
4. In the report, expand the analysis of the parole authority characteristics (now in Section IV), particularly in the area of limited discretion.

#### F. National Probation Reporting Study

Major Recommendation: The Task Force recommended that NPRS proceed with its proposed activities, but that a special task force for probation be created to provide NPRS with more specific guidance in the future.

Discussion: There was a discussion of the first-year activities of NPRS including objectives of the study and tasks completed. There was a lengthy discussion of future plans for NPRS which the Task Force supported. These plans include:

1. Interim directory of adult probation. It will be organized by state and sent to each office within the respective jurisdictions. The mailing will also be the method of monitoring the agency/office population.
2. Adult probation newsletter. A presentation of selected first-year findings on the organization of adult probation offices. It will be the initial effort in establishing a forum for an adult probation information referral service.
3. Analysis of agency/office classification data. An examination of the data collected to determine any logical inconsistencies or other problems. This editing process will produce the final form of data for the interim directory.
4. Directory of adult probation. A computerized version of all information collected as a result of the interim directory.
5. Aggregate reporting. Collecting total numbers of people in probation (comparable to UPR's Level I).

In addition to the overall mandate for NPRS to proceed with its proposed activities and schedule, the Task Force made the following specific suggestions:

1. Create a task force specifically for adult probation. Include people involved with probation at the state and local levels.
2. Clarify whether data collection will comprise felony population only or combined felony/misdemeanant population.
3. Establish coordination with APPA to help identify the problems and solutions for national probation reporting.

**CONTINUED**

**1 OF 2**

#### IV. LIST OF SUPPORTING MATERIALS

Each member of the Task Force received copies of:

- Community studies summary table
- Community studies list of program examples
- Level III memo on potential projects
- NPRS Inquiry Packet: cover letter, inquiry form, and glossary
- NPRS narrative from the UPR 1980 Refunding Proposal
- NCIC Offense Codes
- NPS Offense Codes
- UCR Offense Codes
- Unpublished dictionary of crime classification systems
- Level I data collection instrument
- UPR Seminar schedule

The above materials are on file in the Uniform Parole Reports office and are available upon request.

#### IV. LIST OF SUPPORTING MATERIALS

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2

ATTACHMENT VIII

1979 Individual Case-Based Data System  
Instruction Manual

FORM PAR

DATE OF PAROLE ENTRY:

BIRTHDATE:

MONTH / DAY / YEAR

STATE ID NUMBER:

SUBJECT NAME:

FBI NUMBER:

AGENCY PAROLING:
AGENCY RECEIVING:

Please Check One Box [X] In Each Section Below

PAROLE DATA

A. TYPE OF CONDITIONAL RELEASE:
1. [ ] PAROLE AUTHORITY DECISION
2. [ ] MANDATORY RELEASE
3. [ ] OTHER:
X. [ ] UNKNOWN OR NOT REPORTED

C. PAROLE OR REPAROLE:
1. [ ] FIRST PAROLE ON CURRENT SENTENCE
2. [ ] REPAROLE ON CURRENT SENTENCE
X. [ ] UNKNOWN OR NOT REPORTED

B. CONDITION OF RELEASE:
1. [ ] ACTIVE SUPERVISION
2. [ ] INACTIVE SUPERVISION
3. [X] PAROLED TO CUSTODY, DETAINER OR WARRANT
X. [ ] UNKNOWN OR NOT REPORTED
If box #3 is checked, go directly to section Q, omitting sections C-P

D. MINIMUM ELIGIBLE PAROLE DATE: MONTH / YEAR
E. MINIMUM ELIGIBLE DISCHARGE DATE: MONTH / YEAR
F. AGGREGATE MAXIMUM RELEASE DATE: MONTH / YEAR

BACKGROUND DATA

G. SEX:
1. [ ] MALE
2. [ ] FEMALE
X. [ ] UNKNOWN OR NOT REPORTED

I. EDUCATION:
00. [ ] NONE OR KINDERGARTEN
1-8. [ ] GRADE SCHOOL
9-12. [ ] HIGH SCHOOL
13-16. [ ] SOME COLLEGE
17. [ ] COLLEGE GRADUATE
18. [ ] SOME GRADUATE SCHOOL
19. [ ] MASTER'S DEGREE
20. [ ] Ph.D., M.D., J.D., OTHER
22. [ ] GED OR HED
XX. [ ] UNKNOWN OR NOT REPORTED
Highest Grade

H. RACE/ETHNICITY:
1. [ ] AMERICAN INDIAN OR ALASKAN NATIVE
2. [ ] ASIAN OR PACIFIC ISLANDER
3. [ ] BLACK, NOT OF HISPANIC ORIGIN
4. [ ] HISPANIC
5. [ ] WHITE, NOT OF HISPANIC ORIGIN
X. [ ] UNKNOWN OR NOT REPORTED

If box for # 1-16 is checked, please write in the highest grade completed.

COURT AND CORRECTIONAL DATA

J. TYPE OF MOST RECENT ADMISSION TO PRISON SYSTEM:
1. [ ] NEW COURT COMMITMENT
2. [ ] PROBATION VIOLATION/NEW CONVICTION
3. [ ] PROBATION VIOLATION/NO NEW CONVICTION
4. [ ] PAROLE VIOLATION/NEW CONVICTION

5. [ ] PAROLE VIOLATION/NO NEW CONVICTION
6. [ ] TRANSFER OF JURISDICTION
7. [ ] OTHER
X. [ ] UNKNOWN OR NOT REPORTED

K. DATE OF MOST RECENT ADMISSION TO PRISON SYSTEM: MONTH / YEAR

L. DATE OF ORIGINAL ADMISSION TO PRISON ON THIS AGGREGATED SENTENCE: MONTH / YEAR

M. CURRENT SENTENCE OFFENSE CODES: (For multiple offenses, check the three [X] [X] [X] most serious, and circle the controlling offense.)

10. CRIMES AGAINST PERSON:
11. [ ] MURDER/NONNEGLIGENT MANSLAUGHTER
12. [ ] NEGLIGENT MANSLAUGHTER
13. [ ] FORCIBLE RAPE
14. [ ] ROBBERY
17. [ ] AGGRAVATED ASSAULT

20. PROPERTY CRIMES:
21. [ ] BURGLARY
22. [ ] LARCENY/THEFT
23. [ ] MOTOR VEHICLE THEFT

30. OTHER PROPERTY CRIMES:
31. [ ] ARSON
32. [ ] FORGERY/COUNTERFEITING
33. [ ] FRAUD/EMBEZZLEMENT
34. [ ] STOLEN PROPERTY

40. ALL OTHER OFFENSES:
42. [ ] COMMERCIAL SEX OFFENSE
43. [ ] OTHER SEX OFFENSE
44. [ ] NARCOTIC LAW VIOLATION
45. [ ] ALCOHOL LAW VIOLATION
46. [ ] WEAPON OFFENSE
47. [ ] ESCAPE
48. [ ] SIMPLE ASSAULT
49. [ ] OTHER

XX. [ ] UNKNOWN OR NOT REPORTED

N. COUNTY OF COMMITMENT FOR THIS SENTENCE: The county in which the court passing the controlling sentence is located. NAME OF COUNTY

O. TIME CREDITS ALLOWED FROM JAIL BY JUDGE OR STATUTE ON THIS CONTROLLING SENTENCE. NUMBER OF DAYS

P. NUMBER OF PRIOR KNOWN INCARCERATIONS ON A COURT COMMITMENT WITH SENTENCE OF ONE YEAR OR MORE IN ADULT CORRECTIONAL FACILITY. NUMBER

Q. COMPLETION DATE: MONTH / YEAR COMPLETED BY: INITIALS

R. INDIVIDUAL AGENCY USE: [ ] [ ] [ ] [ ]

July, 1979

UNIFORM PAROLE REPORTS

Instruction Manual Supplement

Entry

<u>Variable</u>	<u>Required Relationships</u>
D. Minimum Eligible Parole Date	a. Must be prior to or equal to Date of Parole Entry.
E. Minimum Eligible Discharge Date	a. Must be later than the Minimum Eligible Parole Date (D).
F. Aggregate Maximum Release Date	a. Must be equal to or later than the Minimum Eligible Discharge Date (E).
J. Type of Most Recent Admission to Prison System	a. If 1 (first parole) was checked in C (Parole/Reparole), must be 1, 2, 3, 4, 6, 7, or X. b. If 2 (reparole) was checked in C (Parole/Reparole), must be 4 or 5.
K. Date of Most Recent Admission to Prison System	a. Must be prior to or equal to Date of Parole Entry; later than or equal to Date of Original Admission to Prison System.
L. Date of Original Admission to Prison System	a. Must be prior to or equal to Date of Most Recent Admission to Prison System. b. If 1, 2, or 3 was checked in J (Type of Admission), must be equal to Date of Most Recent Admission to Prison System. c. If 5 was checked in J (Type of Admission), must be prior to Date of Most Recent Admission to Prison System.



DATE OF PAROLE ENTRY:

BIRTHDATE:

MONTH / DAY / YEAR

STATE ID NUMBER:

SUBJECT NAME:

FBI NUMBER:

AGENCY PAROLING:

AGENCY RECEIVING:

Please Check One Box [X] In Each Section Below:

PAROLE DATA

- A. TYPE OF CONDITIONAL RELEASE: 1. [ ] PAROLE AUTHORITY DECISION 2. [ ] MANDATORY RELEASE 3. [ ] OTHER: 4. [ ] UNKNOWN OR NOT REPORTED

- C. PAROLE OR REPAROLE: 1. [ ] FIRST PAROLE ON CURRENT SENTENCE 2. [ ] REPAROLE ON CURRENT SENTENCE X. [ ] UNKNOWN OR NOT REPORTED

- CONDITION OF RELEASE: 1. [ ] ACTIVE SUPERVISION 2. [ ] INACTIVE SUPERVISION 3. [X] PAROLED TO CUSTODY, DETAINER OR WARRANT X. [ ] UNKNOWN OR NOT REPORTED

D. MINIMUM ELIGIBLE PAROLE DATE: MONTH / YEAR

E. MINIMUM ELIGIBLE DISCHARGE DATE: MONTH / YEAR

F. AGGREGATE MAXIMUM RELEASE DATE: MONTH / YEAR

If box #3 is checked, go directly to section Q, omitting sections C-P

BACKGROUND DATA

- G. SEX: 1. [ ] MALE 2. [ ] FEMALE X. [ ] UNKNOWN OR NOT REPORTED

- I. EDUCATION: 00. [ ] NONE OR KINDERGARTEN 1-8. [ ] GRADE SCHOOL 9-12. [ ] HIGH SCHOOL 13-16. [ ] SOME COLLEGE Highest Grade

- H. RACE/ETHNICITY: 1. [ ] AMERICAN INDIAN OR ALASKAN NATIVE 2. [ ] ASIAN OR PACIFIC ISLANDER 3. [ ] BLACK, NOT OF HISPANIC ORIGIN 4. [ ] HISPANIC 5. [ ] WHITE, NOT OF HISPANIC ORIGIN X. [ ] UNKNOWN OR NOT REPORTED

- 17. [ ] COLLEGE GRADUATE 18. [ ] SOME GRADUATE SCHOOL 19. [ ] MASTER'S DEGREE 20. [ ] PH.D., M.D., J.D., OTHER 22. [ ] GED OR HED XX. [ ] UNKNOWN OR NOT REPORTED

If box for # 1-16 is checked, please write in the highest grade completed.

COURT AND CORRECTIONAL DATA

- J. TYPE OF MOST RECENT ADMISSION TO PRISON SYSTEM: 1. [ ] NEW COURT COMMITMENT 2. [ ] PROBATION VIOLATION/NEW CONVICTION 3. [ ] PROBATION VIOLATION/NO NEW CONVICTION 4. [ ] PAROLE VIOLATION/NEW CONVICTION 5. [ ] PAROLE VIOLATION/NO NEW CONVICTION 6. [ ] TRANSFER OR JURISDICTION 7. [ ] OTHER X. [ ] UNKNOWN OR NOT REPORTED

I. DATE OF MOST RECENT ADMISSION TO PRISON SYSTEM MONTH / YEAR

L. DATE OF ORIGINAL ADMISSION TO PRISON ON THIS AGGREGATED SENTENCE MONTH / YEAR

K. CURRENT SENTENCE OFFENSE CODES: (For multiple offenses, check the three [X][X][X] most serious, and circle the controlling offense.)

- 10. CRIMES AGAINST PERSON: 11. [ ] WILLFUL HOMICIDE 12. [ ] INVOLUNTARY MANSLAUGHTER 13. [ ] FORCIBLE RAPE 14. [ ] ARMED ROBBERY 15. [ ] UNARMED ROBBERY 16. [ ] ASSAULT

- 20. PROPERTY CRIMES (UCR PART 1): 21. [ ] BURGLARY 22. [ ] LARCENY 23. [ ] MOTOR VEHICLE THEFT

- 30. OTHER PROPERTY CRIMES: 31. [ ] ARSON 32. [ ] FORGERY 33. [ ] FRAUD 34. [ ] RECEIVING STOLEN PROPERTY 35. [ ] OTHER

- 40. ALL OTHER OFFENSES: 41. [ ] STATUTORY RAPE 42. [ ] COMMERCIAL SEX OFFENSE 43. [ ] OTHER SEX OFFENSE 44. [ ] NARCOTIC LAW VIOLATION 45. [ ] ALCOHOL LAW VIOLATION 46. [ ] WEAPON POSSESSION 47. [ ] ESCAPE 49. [ ] OTHER

XX. [ ] UNKNOWN OR NOT REPORTED

M. COUNTY OF COMMITMENT FOR THIS SENTENCE (The county in which the court passing the controlling sentence is located)

NAME OF COUNTY

N. TIME CREDITS ALLOWED FROM JAIL BY JUDGE OR STATUTE ON THIS SENTENCE

NUMBER OF DAYS

O. NUMBER OF PRIOR KNOWN INCARCERATIONS ON A COURT COMMITMENT WITH SENTENCE OF ONE YEAR OR MORE IN ADULT CORRECTIONAL FACILITY

NUMBER

COMPLETION DATE MONTH / YEAR

COMPLETED BY INITIALS

R. INDIVIDUAL AGENCY USE

Four empty boxes for individual agency use.

May, 1979

ENTRY DATA

I. IDENTIFYING DATA

Five variables (Date of Parole Entry, Birthdate, State ID Number, Agency Paroling, and Agency Receiving) form the basic set of identifiers for each offender being entered in the UPR system. Subject Name and FBI Number are also useful as identifiers but are optional. Most of these variables are supplied to UPR by each state/agency on the monthly parole release lists. This information will be pre-printed on all forms. Instructions and variable definitions for these items are included here for reference only.

Item A. Date of Parole Entry

DATE OF PAROLE ENTRY:

Instructions:

Enter month (January = 01, February = 02, etc.) and last two digits of year. If unknown or not reported, enter XX/XX.

This item reflects the month and year in which the offender was released on parole or any other conditional release.

Example:

If an offender was released from the prison system to parole supervision on July 10, 1977, the date of parole entry would be:

DATE OF PAROLE ENTRY: 07/77

Item B. Birthdate

BIRTHDATE:	____/____/____
	MONTH DAY YEAR

Instructions:

Enter month (January = 01, February = 02, etc.), day, and last two digits of year. If unknown or not reported, enter XX/XX/XX.

Example:

If an offender was born on October 7, 1948, his/her birthdate would be:

BIRTHDATE:	10/07/48
	MONTH DAY YEAR

Item C. State ID Number

STATE ID NUMBER:	_____
------------------	-------

Instructions:

Enter any number (8 digits or less) that clearly identifies the offender.

This number must enable you to locate the records for each offender within your state/agency and must also allow UPR to follow all movements by the same person within both your system and the UPR system.

Item D. Subject NameInstructions:

Enter the offender's full legal name.

This information is optional and will be used only to aid in matching records within the UPR system. It will not be released under any circumstances.

Item E. FBI NumberInstructions:

Enter the identification number (11 digits or less) assigned to the offender by the Federal Bureau of Investigation.

This information is optional and will be used only to aid in matching records within the UPR system. It will not be released under any circumstances.

Item F. Agency Paroling

AGENCY PAROLING:

Instructions:

Enter the number for the state/agency releasing the offender on parole or other conditional release. Use only the state/agency numbers presented in Figure 1 (see p. 5).

Item G. Agency Receiving

AGENCY RECEIVING:

Instructions:

Enter the number for the state/agency to which the offender is being released on parole or other conditional release. Use only the state/agency numbers presented in Figure 1.

FIGURE 1

State/Agency Numbers

(Alphabetical)

62	Alabama	45	Nebraska
94	Alaska	87	Nevada
85	Arizona	11	New Hampshire
70	Arkansas	21	New Jersey
92	California	84	New Mexico
83	Colorado	20	New York
15	Connecticut	55	North Carolina
50	Delaware	43	North Dakota
52	District of Columbia	30	Ohio
58	Florida	72	Oklahoma
57	Georgia	91	Oregon
93	Hawaii	22	Pennsylvania
81	Idaho	98	Puerto Rico
32	Illinois	14	Rhode Island
31	Indiana	56	South Carolina
41	Iowa	44	South Dakota
46	Kansas	61	Tennessee
60	Kentucky	73	Texas
71	Louisiana	00	U.S. Federal System
10	Maine	86	Utah
51	Maryland	12	Vermont
13	Massachusetts	53	Virginia
33	Michigan	99	Virgin Islands
40	Minnesota	90	Washington
63	Mississippi	54	West Virginia
42	Missouri	34	Wisconsin
80	Montana	82	Wyoming

## II. PAROLE DATA

The following six variables constitute the information on the offender's entry to parole or other conditional release.

### Item A. Type of Conditional Release

A. TYPE OF CONDITIONAL RELEASE:	1. <input type="checkbox"/> PAROLE AUTHORITY DECISION 2. <input type="checkbox"/> MANDATORY RELEASE 3. <input type="checkbox"/> OTHER: _____ X. <input type="checkbox"/> UNKNOWN OR NOT REPORTED
------------------------------------	---

#### Instructions:

Check [✓] the ONE most appropriate category.

This item reflects the type of release granted to the offender.

#### Definitions:

1. Parole Authority Decision--All conditional releases officially entitled "parole"; release to parole supervision granted by the parole authority.
2. Mandatory Release--The offender has served his/her maximum sentence minus deductions for "good time" and, by law, is being conditionally released.

Note: In contrast to expirations of sentence, supervised mandatory releases may be reincarcerated for violating conditions of release. This type of release may also be called supervised mandatory release, supervised conditional release, or mandatory conditional release.

3. Other--Types of conditional releases not covered by the preceding categories. Examples: (a) where the law does not provide for good time but does provide that persons released upon completion of sentence must submit to parole supervision for some period; and, (b) where release results from conditional sentence commutation (e.g., by the Governor).

Describe the nature of the other conditional release in the space provided.

- X. Unknown or Not Reported--Not able to be determined.

Item B. Condition of Release

B. CONDITION OF RELEASE:	1. <input type="checkbox"/> ACTIVE SUPERVISION
	2. <input type="checkbox"/> INACTIVE SUPERVISION
	☆ 3. <input type="checkbox"/> PAROLED TO CUSTODY, DETAINER OR WARRANT
	X. <input type="checkbox"/> UNKNOWN OR NOT REPORTED

☆ If box #3 is checked, go directly to section Q, omitting sections C-P

Instructions:

Check [] the ONE most appropriate category. If Box #3 is checked, go directly to Section Q, omitting Sections C-P.

Definitions:

1. Active Supervision--Active parole supervision refers to face-to-face supervision with the parolee on a regular basis.
  2. Inactive Supervision--Released to parole jurisdiction but not to active parole supervision. Inactive refers to telephone and mail contact with the offender.
  3. Paroled to Custody--Includes parole to detainer, mental hospital, or to the U.S. Immigration Service for deportation to a foreign country.
- X. Unknown or Not Reported--Not able to be determined.



Item C. Parole or Reparole

C. PAROLE OR REPAROLE:	1. <input type="checkbox"/> FIRST PAROLE ON CURRENT SENTENCE
	2. <input type="checkbox"/> REPAROLE ON CURRENT SENTENCE
	X. <input type="checkbox"/> UNKNOWN OR NOT REPORTED

Instructions:

Check [✓] the ONE most appropriate category.

This item reflects whether or not the offender has been previously released on parole or other conditional release on the current sentence.

Example:

An offender was convicted of robbery, entered the prison system in March 1974, and was then paroled 15 months later in June 1975. Parole was revoked on a technical violation in March 1976. The offender was subsequently reparaoled (on the original robbery conviction) in September 1976. You are completing the form for the second parole so Item C would be:

C. PAROLE OR REPAROLE:	1. <input type="checkbox"/> FIRST PAROLE ON CURRENT SENTENCE
	2. <input checked="" type="checkbox"/> REPAROLE ON CURRENT SENTENCE
	X. <input type="checkbox"/> UNKNOWN OR NOT REPORTED

Example:

An offender was convicted of theft, entered the prison system in June 1976, and was paroled in June 1977. While on parole, the offender committed burglary and was recommitted to prison in September 1977 with a new sentence. In December 1978, the offender was paroled on the burglary sentence. Since this is the parole period UPR data is being collected on, Item C would be:

C. PAROLE OR REPAROLE:	1. <input checked="" type="checkbox"/> FIRST PAROLE ON CURRENT SENTENCE
	2. <input type="checkbox"/> REPAROLE ON CURRENT SENTENCE
	X. <input type="checkbox"/> UNKNOWN OR NOT REPORTED

Item D. Minimum Eligible Parole Date

D. MINIMUM ELIGIBLE PAROLE DATE: _____ / _____ MONTH YEAR
--

Instructions:

Enter month (January = 01, February = 02, etc.) and last two digits of year. If unknown or not reported, enter XX/XX.

This data should reflect when the offender was first eligible for parole or other conditional release on the current sentence.

As determined at the time of original admission to the prison system or as first set by the parole authority, it should take into account all current effective sentences and should also consider the date of original admission to the prison system, the sentence, time credit deductions, and any other factors affecting this date.

If parole eligibility is indeterminate, this date would be the same as Date of Parole Entry, unless the offender has been previously denied parole on the current sentence. In this case, the Minimum Eligible Parole Date would be the date of his/her first board hearing.

Example:

See example following Item F.





Item F (continued)Example (continued)Item E. Minimum Eligible Discharge Date

E. MINIMUM ELIGIBLE DISCHARGE DATE:	<u>04</u>	/	<u>74</u>
	MONTH		YEAR

The correct date is 04/74 because the good time allowance would take off one-third of the sentence (24 months). Thus, the offender could be discharged from all correctional supervision after serving two-thirds of the sentence (or 16 months).

Item F. Maximum Aggregate Release Date

F. AGGREGATE MAXIMUM RELEASE DATE:	<u>12</u>	/	<u>74</u>
	MONTH		YEAR

The correct date is 12/74 because the offender could be required to serve the entire sentence of 24 months.

III. BACKGROUND DATA

Item G. Sex

G. SEX	1. <input type="checkbox"/> MALE
	2. <input type="checkbox"/> FEMALE
	X. <input type="checkbox"/> UNKNOWN OR NOT REPORTED

Instructions:

Check [] the ONE most appropriate category.

Item II. Race/Ethnicity

H. RACE/ETHNICITY	1. <input type="checkbox"/> AMERICAN INDIAN OR ALASKAN NATIVE 2. <input type="checkbox"/> ASIAN OR PACIFIC ISLANDER 3. <input type="checkbox"/> BLACK, NOT OF HISPANIC ORIGIN 4. <input type="checkbox"/> HISPANIC 5. <input type="checkbox"/> WHITE, NOT OF HISPANIC ORIGIN X. <input type="checkbox"/> UNKNOWN OR NOT REPORTED
-------------------	---

Instructions:

Check [✓] the ONE most appropriate category.

Definitions:

1. American Indian or Alaskan Native--A person having origins in any of the original peoples of North America, and who maintains cultural identification with this group through tribal affiliation or community recognition.
2. 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. This category includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
3. Black, Not of Hispanic Origin--A person having origins in any of the black racial groups of Africa.
4. Hispanic--A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
5. White, Not of Hispanic Origin--A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- X. Unknown or Not Reported--Not able to be determined.

Item I. Education

	00.	<input type="checkbox"/>	NONE OR KINDERGARTEN	
	☆ 1-8.	<input type="checkbox"/>	GRADE SCHOOL	} _____ <i>Highest Grade</i>
	☆ 9-12.	<input type="checkbox"/>	HIGH SCHOOL	
	☆ 13-16.	<input type="checkbox"/>	SOME COLLEGE	
I. EDUCATION	17.	<input type="checkbox"/>	COLLEGE GRADUATE	
	18.	<input type="checkbox"/>	SOME GRADUATE SCHOOL	
	19.	<input type="checkbox"/>	MASTER'S DEGREE	
	20.	<input type="checkbox"/>	Ph.D., M.D., J.D., OTHER	
	22.	<input type="checkbox"/>	GED OR HED	
	XX.	<input type="checkbox"/>	UNKNOWN OR NOT REPORTED	
	☆ <i>If box for # 1-16 is checked, please <u>write in</u> the highest grade completed.</i>			

Instructions:

Check [✓] the ONE most appropriate category.

Note: If a box for 1-16 is checked, write in the highest grade level completed in the space provided.

Education indicates the highest academic level completed by the offender at the time of original admission to the prison system on the current sentence. It does not take into account any education completed while the offender was incarcerated on the current sentence.

If both "claimed" and "tested" grade levels are available, enter grade "claimed". However, in the case where either only grade "claimed" or only grade "tested" is available, enter the one that is available.



## IV. COURT AND CORRECTIONAL DATA

Item J. Type of Most Recent Admission to Prison System

J. TYPE OF MOST RECENT ADMISSION TO PRISON SYSTEM:	
1. <input type="checkbox"/> NEW COURT COMMITMENT	5. <input type="checkbox"/> PAROLE VIOLATION/NO NEW CONVICTION
2. <input type="checkbox"/> PROBATION VIOLATION/NEW CONVICTION	6. <input type="checkbox"/> TRANSFER OR JURISDICTION
3. <input type="checkbox"/> PROBATION VIOLATION/NO NEW CONVICTION	7. <input type="checkbox"/> OTHER _____
4. <input type="checkbox"/> PAROLE VIOLATION/NEW CONVICTION	X. <input type="checkbox"/> UNKNOWN OR NOT REPORTED

Instructions:

Check [✓] the ONE most appropriate category.

Definitions:

1. New Court Commitment--First admission to a given state correctional facility as a result of a sentence which did not grow out of a probation or parole violation.
2. Probation Violation/New Conviction--Commitment to the prison system on a new conviction for an offense committed while the offender was on probation on a previous sentence.
3. Probation Violation/No New Conviction--Commitment to the prison system on the current sentence after probation was revoked for a technical or probation violation.
4. Parole Violation/New Conviction--Recommitment to the prison system on a new conviction for an offense committed while the offender was on parole on a previous sentence.
5. Parole Violation/No New Conviction--Return to the prison system on the current sentence after parole was revoked for a technical or parole violation.
6. Transfer of Jurisdiction--Received in the prison system from an out-of-state jurisdiction. This does not include in-state transfers.
7. Other--Any type of admission to the prison system not covered by the preceding categories. Describe the nature of the other admission in the space provided.
- X. Unknown or Not Reported--Not able to be determined.

Item K. Date of Most Recent Admission to the Prison System

K. DATE OF MOST RECENT ADMISSION TO PRISON SYSTEM	_____ / _____
	MONTH                      YEAR

Instructions:

Enter month (January = 01, February = 02, etc.) and last two digits of year. If unknown or not reported, enter XX/XX.

This date should reflect when the offender was most recently received into the prison system. Do not include escapes and recaptures unless the offender was recommitted with a new sentence for escape. If the offender is a New Court Commitment or a Probation Violator (Item J), this date will probably be the same as the Date of Original Admission to Prison System (Item L).

Example:

An offender was committed to the prison system in March 1975, and paroled in September 1975. Returned to prison as a parole violator in January 1976, the offender was then reparaoled in July 1976. This item would be:

K. DATE OF MOST RECENT ADMISSION TO PRISON SYSTEM	01 / 76
	MONTH                      YEAR

Item L. Date of Original Admission to Prison System

L. DATE OF ORIGINAL ADMISSION TO PRISON ON THIS AGGREGATED SENTENCE	____ / ____ MONTH                      YEAR
--	--

Instructions:

Enter month (January = 01, February = 02, etc.) and last two digits of year. If unknown or not reported, enter XX/XX.

This date should reflect when the offender was first received into the prison system for confinement on the sentence from which s/he is now released on parole or other conditional release.

Example:

Using the example in Item K, this item ..

L. DATE OF ORIGINAL ADMISSION TO PRISON ON THIS AGGREGATED SENTENCE	03 / 75 MONTH                      YEAR
--	--

Item M. Current Sentence Offense Codes

M. CURRENT SENTENCE OFFENSE CODES: (For multiple offenses, check the <u>three</u> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> most serious, and <u>circle</u> the controlling offense.)			
10 CRIMES AGAINST PERSON	20. PROPERTY CRIMES	30 OTHER PROPERTY CRIMES	40. ALL OTHER OFFENSES
11. <input type="checkbox"/> MURDER/NONNEGLIGENT MANSLAUGHTER	21. <input type="checkbox"/> BURGLARY	31. <input type="checkbox"/> ARSON	42. <input type="checkbox"/> COMMERCIAL SEX OFFENSE
12. <input type="checkbox"/> NEGLIGENCE MANSLAUGHTER	22. <input type="checkbox"/> LARCENY/THEFT	32. <input type="checkbox"/> FORGERY/COUNTERFEITING	43. <input type="checkbox"/> OTHER SEX OFFENSE
13. <input type="checkbox"/> FORCIBLE RAPE	23. <input type="checkbox"/> MOTOR VEHICLE THEFT	33. <input type="checkbox"/> FRAUD/EMBEZZLEMENT	44. <input type="checkbox"/> NARCOTIC LAW VIOLATION
14. <input type="checkbox"/> ROBBERY		34. <input type="checkbox"/> STOLEN PROPERTY	45. <input type="checkbox"/> ALCOHOL LAW VIOLATION
17. <input type="checkbox"/> AGGRAVATED ASSAULT			46. <input type="checkbox"/> WEAPON OFFENSE
			47. <input type="checkbox"/> ESCAPE
			48. <input type="checkbox"/> SIMPLE ASSAULT
			49. <input type="checkbox"/> OTHER _____
XX. <input type="checkbox"/> UNKNOWN OR NOT REPORTED			

Instructions:

Check [] up to the THREE most appropriate categories. Circle the ONE controlling offense.

This item should reflect the offense types for which the offender was committed to the prison system on the current sentence(s). Ignore multiple counts of the same offense type.

Major offense is one for which a sentence of one year or more in an adult correctional facility is given or one that is designated as a felony.

If the sentence(s) contains more than three distinct offense types, check the THREE most serious.

Procedures to Determine Offense Seriousness:

1. Check the THREE offenses for which the offender received the highest maximum sentences.
2. If the highest maximum sentences are the same for two or more of the offenses so that you cannot check the THREE most serious, check the offenses for which the offender received the highest minimum sentences.
3. If both the maximum and the minimum sentences are the same for two or more offenses, check the offenses by assumed seriousness as ranked on the form (11. Murder/Nonnegligent Manslaughter = most serious; 49. Other = least serious).

Item M (continued)Instructions (continued)

4. The controlling offense is the offense receiving the longest maximum sentence. If no controlling offense is specified, UPR will assume controlling offense based on the ranking on the form.

Offense Codes: Codes are based on the Uniform Crime Reports (UCR) Reporting Handbook (Washington, D.C.: FBI, January, 1978).

10. Crimes Against Person

- 11 Murder/Nonnegligent Manslaughter: the willful (or nonnegligent) killing of one human being by another; all willful felonious homicides as distinguished from deaths caused by negligence; excludes attempts to kill, assaults to kill, suicides, accidental deaths, or justifiable homicides.
- 12 Negligent Manslaughter: the killing of another person by gross negligence of some individual other than the victim.
- 13 Forcible Rape: the carnal knowledge of a person forcibly and against his/her will, and attempts or assaults to rape. (Excludes statutory rape.)
- 14 Robbery: the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force, threat of force, violence, and/or by putting the victim in fear, such as strong-arm robbery, stickups, armed robbery, attempts or assaults to rob.
- 17 Aggravated Assault: the unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or bodily harm. (Excludes simple assault.)

20. Property Crimes

- 21 Burglary: any breaking or unlawful entry of a structure to commit a felony or theft.
- 22 Larceny/Theft: the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Excludes motor vehicle theft.)

Item M (continued)

23 Motor Vehicle Theft: the theft or attempted theft of a motor vehicle. A motor vehicle is self-propelled and travels on the surface rather than on rails. Specifically excluded from this category are motorboats, construction equipment, airplanes, and farming equipment.

30. Other Property Crimes

31 Arson: any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, church, college, jail, meeting house, public building or any building, ship or other vessel, motor vehicle or aircraft, contents of buildings, personal property of another, etc.

32 Forgery/Counterfeiting: the making, altering, uttering or possessing, with intent to defraud, anything false in the semblance of that which is true as well as all attempts to commit any of these offenses.

33 Fraud/Embezzlement: fraudulent conversion and obtaining money or property by false pretenses. Includes bad checks, confidence games, etc., except forgeries and counterfeiting. Also, the misappropriation or misapplication of money or property entrusted to one's care, custody, or control.

34 Stolen Property: buying, receiving, and possessing stolen property, as well as all attempts to commit any of these offenses.

40. All Other Offenses

42 Commercial Sex Offense: all sex offenses of a commercialized nature and attempts such as prostitution, pandering, procuring or transporting persons for immoral purposes.

43 Other Sex Offense: offenses against chastity, common decency, morals, and the like, such as statutory rape, incest, indecent exposure, and all attempts to commit any of these offenses.

44 Narcotic Law Violations: unlawful possession, use, growing, manufacturing, and making of narcotic drugs.

45 Alcohol Law Violations: the unlawful manufacture, sale, transporting, furnishing, possessing, etc. of intoxicating liquor.

Item M (continued)

- 46 Weapons Offense: unlawful manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; etc., and any attempts to commit any of these offenses.
- 47 Escape: escape or attempted escape from incarceration in an adult correctional facility.
- 48 Simple Assault: unlawful assaults and attempted assaults where no weapon was used or which did not result in serious or aggravated injury to the victim.
- 49 Other: all offenses not covered by the preceding categories. Describe briefly the nature of the offense in the space provided.

XX. Unknown or Not Reported--not able to be determined.

Example:

The offender was convicted of four different offense types: robbery, 3 to 10 years; burglary, 2 to 5 years; theft, 1 to 5 years; and forcible rape, 5 to 20 years. This item would be:

M. CURRENT SENTENCE OFFENSE CODES: (For multiple offenses, check the three    most serious, and circle the controlling offense.)

<p>10. CRIMES AGAINST PERSON</p> <p>11 <input type="checkbox"/> MURDER-NONNEGLIGENT MANSLAUGHTER</p> <p>12 <input type="checkbox"/> NEGLIGENT MANSLAUGHTER</p> <p>13 <input checked="" type="checkbox"/> FORCIBLE RAPE</p> <p>14 <input checked="" type="checkbox"/> ROBBERY</p> <p>17 <input type="checkbox"/> AGGRAVATED ASSAULT</p>	<p>20. PROPERTY CRIMES</p> <p>21 <input checked="" type="checkbox"/> BURGLARY</p> <p>22 <input type="checkbox"/> LARCENY-THEFT</p> <p>23 <input type="checkbox"/> MOTOR VEHICLE THEFT</p>	<p>30. OTHER PROPERTY CRIMES</p> <p>31 <input type="checkbox"/> ARSON</p> <p>32 <input type="checkbox"/> FORGERY/COUNTERFEITING</p> <p>33 <input type="checkbox"/> FRAUD/EMBEZZLEMENT</p> <p>34 <input type="checkbox"/> STOLEN PROPERTY</p>	<p>40. ALL OTHER OFFENSES</p> <p>42 <input type="checkbox"/> COMMERCIAL SEX OFFENSE</p> <p>43 <input type="checkbox"/> OTHER SEX OFFENSE</p> <p>44 <input type="checkbox"/> NARCOTIC LAW VIOLATION</p> <p>45 <input type="checkbox"/> ALCOHOL LAW VIOLATION</p> <p>46 <input type="checkbox"/> WEAPON OFFENSE</p> <p>47 <input type="checkbox"/> ESCAPE</p> <p>48 <input type="checkbox"/> SIMPLE ASSAULT</p> <p>49 <input type="checkbox"/> OTHER</p>
--	---	--	--

XX.  UNKNOWN OR NOT REPORTED

The offenses of forcible rape and robbery received the highest maximum sentences (20 and 10 years, respectively). Of the remaining offenses, burglary received the highest minimum sentence (2 years). So those three offenses were checked and forcible rape was circled as the controlling offense (longest sentence).

Item N. County of Commitment

N. COUNTY OF COMMITMENT FOR THIS SENTENCE <i>(The county in which the court passing the controlling sentence is located)</i>	
	NAME OF COUNTY

Instructions:

Enter the name of the county in which the court passing the controlling sentence (for the current sentence) is located. If unknown or not reported, enter X. If there are multiple counties of commitment, enter that ONE which corresponds to the controlling offense (see Item M).

Item O. Net Time Credits

O. NET TIME CREDITS ALLOWED FROM JAIL BY JUDGE OR STATUTE ON THIS SENTENCE	
	NUMBER OF DAYS

Instructions:

Enter the number of days. If unknown or not reported, enter X.

This number should represent the net time credits in days allowed by the judge or state statute (for all current effective sentences) prior to the "Date of Most Recent Admission to Prison System" (Item K).

Example:

An offender spent 12 days in jail prior to the most recent admission (as a new court commitment) to the prison system, and these 12 days were credited by the judge against the sentence. This item would be:

O. NET TIME CREDITS ALLOWED FROM JAIL BY JUDGE OR STATUTE ON THIS SENTENCE	
	12 NUMBER OF DAYS



Item P. Number of Prior Known Incarcerations

P. NUMBER OF PRIOR KNOWN INCARCERATIONS ON A COURT COMMITMENT WITH SENTENCE OF ONE YEAR OR MORE IN ADULT CORRECTIONAL FACILITY.....
--

NUMBER

Instructions:

Enter the known number. If unknown or not reported, enter X.

This number should represent the known number of times the offender has been incarcerated within the jurisdiction of the agency paroling (in-state): (1) on a court commitment with a new sentence of one year or more (excluding the present incarceration); and (2) in a correctional facility having the legal authority to confine persons with sentences greater than one year.

DATE OF PAROLE ENTRY: \_\_\_\_\_  
DATE OF FOLLOW-UP: \_\_\_\_\_

BIRTHDATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
MONTH DAY YEAR

STATE ID NUMBER: \_\_\_\_\_  
MONTHS UNDER SUPERVISION: \_\_\_\_\_

SUBJECT NAME: \_\_\_\_\_

FBI NUMBER: \_\_\_\_\_

AGENCY PAROLING: \_\_\_\_\_

AGENCY RECEIVING: \_\_\_\_\_

**CURRENT PAROLEE STATUS**

A. ABSCONDER? ☆ 1.  YES  
2.  NO  
☆ If yes, enter date of last contact: \_\_\_\_\_  
MONTH / YEAR

B. CONTINUED ON PAROLE? ☆ 1.  YES  
2.  NO  
☆ If yes, check one box  below:  
1.  NO OFFICIAL PROBLEM  
2.  NEW MINOR CONVICTION  
3.  NEW MAJOR CONVICTION  
4.  CHARGES PENDING, NOT YET REMOVED FROM PAROLE  
5.  ABSCONDER, NOT YET REMOVED FROM PAROLE  
X.  UNKNOWN OR NOT REPORTED

C. REMOVED FROM PAROLE? ☆ 1.  YES 2.  NO  
☆ If yes, enter date of action \_\_\_\_\_  
and check one box  below:  
1.  PAROLE COMPLETE/EXPIRATION OF SENTENCE  
2.  RELEASED PRIOR TO EXPIRATION OF SENTENCE  
a.  EARLY DISCHARGE/PAROLE BOARD  
b.  SENTENCE COMMUTED/PARDON  
3.  DEATH  
4.  REVOCATION  
5.  RECOMMITTED TO PRISON BUT NOT REVOKED  
6.  RETURNED TO PRISON BUT NOT REVOKED  
7.  OTHER \_\_\_\_\_  
X.  UNKNOWN OR NOT REPORTED  
☆ If answers # 1-3 are checked , go directly to section 9.

D. REMOVED FROM PAROLE BY REVOCATION, RECOMMENDATION, OR RETURN TO PRISON?  
☆ 1.  YES  
2.  NO  
☆ If yes, check one box  below:

1.  VIOLATION OF PAROLE CONDITIONS  
a.  PAROLE VIOLATION ONLY  
b.  PAROLE VIOLATION, CRIMINAL CHARGES PENDING  
c.  IN LIEU OF NEW MINOR CONVICTION  
d.  IN LIEU OF NEW MAJOR CONVICTION  
2.  NEW MINOR CONVICTION  
3.  NEW MAJOR CONVICTION  
4.  OTHER \_\_\_\_\_  
X.  UNKNOWN OR NOT REPORTED

E. CURRENTLY IN PRISON? ☆ 1.  YES  
2.  NO  
☆ If yes, check one box  below:  
1.  IN-STATE  
2.  OUT-OF-STATE  
X.  UNKNOWN OR NOT REPORTED

F. RETURNED TO PRISON...NOT REMOVED FROM PAROLE?  
☆ 1.  YES  
2.  NO  
☆ If yes, check one box  below:  
1.  PENDING HEARING  
2.  MEDICAL REASONS  
3.  OTHER \_\_\_\_\_  
X.  UNKNOWN OR NOT REPORTED

G. ARE THE ACTUAL MONTHS UNDER SUPERVISION DIFFERENT THAN ABOVE?  
☆ 1.  YES  
2.  NO  
☆ If yes, enter number of months below: \_\_\_\_\_  
NUMBER

H. NEW MAJOR CONVICTION? ☆ 1.  YES 2.  NO  
☆ If yes, check the appropriate box(es): (For multiple offenses, check the three    most serious and circle the controlling offense.)

10. CRIMES AGAINST PERSON  
11.  MURDER/NONNEGLIGENT MANSLAUGHTER  
12.  NEGLIGENT MANSLAUGHTER  
13.  FORCIBLE RAPE  
14.  ROBBERY  
15.  AGGRAVATED ASSAULT

20. PROPERTY CRIMES  
21.  BURGLARY  
22.  LARCENY/THEFT  
23.  MOTOR VEHICLE THEFT  
XX.  UNKNOWN OR NOT REPORTED

30. OTHER PROPERTY CRIMES  
31.  ARSON  
32.  FORGERY/COUNTERFEITING  
33.  FRAUD/EMBEZZLEMENT  
34.  STOLEN PROPERTY

40. ALL OTHER OFFENSES  
42.  COMMERCIAL SEX OFFENSE  
43.  OTHER SEX OFFENSE  
44.  NARCOTIC LAW VIOLATION  
45.  ALCOHOL LAW VIOLATION  
46.  WEAPON OFFENSE  
48.  SIMPLE ASSAULT  
49.  OTHER \_\_\_\_\_

I. COMPLETION DATE \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
MONTH YEAR COMPLETED BY \_\_\_\_\_  
INITIALS

J. INDIVIDUAL AGENCY USE

UNIFORM PAROLE REPORTS  
Instruction Manual Supplement

One-Year Follow-up

<u>Variable</u>	<u>Required Relationships</u>
A. Absconder?	a. Date of Last Contact must be equal to or up to one year later than Date of Parole Entry.*
B. Continued on Parole?	a. If 1 (yes) was checked in A (Absconder) and 1 (yes) was checked here, status must be 5.
C. Removed from Parole?	a. Date of Action must be equal to or up to one year later than Date of Parole Entry.*
D. Removed by Revocation, Recombitment, or Return?	a. If 4, 5, or 6 was checked in C (Removed from Parole), must be 1 (yes).
F. Returned to Prison... Not Removed from Parole?	a. If 1 (yes) was checked in C (Removed from Parole) or 2 (no) was checked in E (Prison), must be 2.
G. Actual Months Under Supervision?	a. If 1 (yes) was checked, Number of Months must be between 00 and 11.*
H. New Major Conviction?	a. If 3 checked in B (Continued on Parole) or in D (Removed by Revocation), must be 1.

\* This supplement can also be used when completing two and three year follow-up forms. However, the Date of Last contact (A. Absconder) and the Date of Action (C. Removed from Parole) must be equal to or up to two (or three) years later than the Date of Parole Entry; and Actual Months under Supervision must be between 00 and 23 (two year) or 00 and 35 (three year).

May, 1979

## FOLLOW-UP DATA

Follow-up data is collected at the end of an offender's first, second, and third years on parole or other conditional release. For example, if an offender was released to parole supervision in June 1977, one year follow-up would show his/her status as of exactly one year later, that is, June 1978.

The Follow-up form contains the same identifying data as the Entry form in addition to two other items: Date of Follow-Up and Months Under Supervision. These have been added to differentiate between the three follow-up periods and will be entered in the UPR office prior to mailing to the state/agency.

### CURRENT PAROLEE STATUS

#### Item A. Absconder?

A. ABSCONDER?	☆ 1. <input type="checkbox"/> YES
	2. <input type="checkbox"/> NO
☆ <i>If yes, enter date of last contact:</i>	
_____ / _____	
MONTH                      YEAR	

#### Instructions:

Check [✓] the ONE most appropriate category. If yes is checked, enter month (January = 01, February = 02, etc.) and last two digits of year. If the date of last contact is unknown or not reported, enter XX/XX.

This item should reflect whether or not the offender has been declared an absconder or if a warrant has been issued for his/her arrest at the time of follow-up.

Item B. Continued on Parole?

B. CONTINUED ON PAROLE? ☆ 1. <input type="checkbox"/> YES	
2. <input type="checkbox"/> NO	
☆ <i>If yes, check one box <input checked="" type="checkbox"/> below:</i>	
1. <input type="checkbox"/>	NO OFFICIAL PROBLEM
2. <input type="checkbox"/>	NEW MINOR CONVICTION
3. <input type="checkbox"/>	NEW MAJOR CONVICTION
4. <input type="checkbox"/>	CHARGES PENDING, NOT YET REMOVED FROM PAROLE
5. <input type="checkbox"/>	ABSCONDER, NOT YET REMOVED FROM PAROLE
X. <input type="checkbox"/>	UNKNOWN OR NOT REPORTED

Instructions:

Check [] the ONE most appropriate category. If yes is checked, then check ONE category in the second part.

Definitions:

1. No Official Problem--Continued on parole with no technical violation; with reprimands; or with jail sentences resulting in 60 days or less.
2. New Minor Conviction--Continued on parole although the offender has been convicted of a new minor offense resulting in a sentence between 60 days and one year.
3. New Major Conviction--Continued on parole although the offender has been convicted of a new major offense resulting in a sentence of one year or more.
4. Charges Pending, Not Yet Removed From Parole--Either an alleged technical violation or an alleged new offense has been committed and charges are pending against the offender. However, s/he has not yet been removed from parole and is still under parole jurisdiction (no new conviction).
5. Absconder, Not Yet Removed From Parole--A warrant has been issued or the offender has been declared an absconder although s/he has not yet been officially removed from parole jurisdiction. If "yes" was checked in Item A, this should be checked.
- X. Unknown or Not Reported--Not able to be determined.

Item C. Removed from Parole?

C. REMOVED FROM PAROLE? ☆ 1. <input type="checkbox"/> YES      2. <input type="checkbox"/> NO	
☆ <i>If yes, enter date of action</i> _____ MONTH / YEAR	
<i>and check one box <input checked="" type="checkbox"/> below:</i>	
• 1. <input type="checkbox"/>	PAROLE COMPLETE/EXPIRATION OF SENTENCE
• 2. <input type="checkbox"/>	RELEASED PRIOR TO EXPIRATION OF SENTENCE
	a. <input type="checkbox"/> EARLY DISCHARGE/PAROLE BOARD
	b. <input type="checkbox"/> SENTENCE COMMUTED/PARDON
• 3. <input type="checkbox"/>	DEATH
4. <input type="checkbox"/>	REVOCAION
5. <input type="checkbox"/>	RECOMMITTED TO PRISON BUT NOT REVOKED
6. <input type="checkbox"/>	RETURNED TO PRISON BUT NOT REVOKED
7. <input type="checkbox"/>	OTHER _____
X. <input type="checkbox"/>	UNKNOWN OR NOT REPORTED
• <i>If answers # 1-3 are checked <input checked="" type="checkbox"/>, go directly to section 9.</i>	

Instructions:

Check [✓] the ONE most appropriate category. If yes-- is checked, enter month (January = 01, February = 02, etc.) and last two digits of year; then check ONE category in the second part. If data of removal action is unknown or not reported, enter XX/XX. If 1, 2, or 3 is checked, go directly to Item I; do not complete Items D-H.

Definitions:

1. Parole Complete/Expiration of Sentence--Sentence expired and offender has been discharged from parole.
2. Released Prior to Expiration of Sentence--Release prior to the expiration of sentence because:
  - a. The parole authority discharged the offender early from parole (Early Discharge/Parole Board); or
  - b. The sentence has been commuted or the offender was granted a pardon (Sentence Commuted/Pardon).
3. Death--The offender died while on parole.
4. Revocation--Parole has been revoked for whatever reason as a result of parole authority action.
5. Recommitted to Prison but Not Revoked--Recommitment to the prison system jurisdiction with a new conviction although the parole authority took no official action to revoke parole.

Item C (continued)

6. Returned to Prison but Not Revoked--Return to the prison system jurisdiction although the parole authority took no official action to revoke parole.
7. Other--Removals from parole not covered by the preceding categories. Describe the nature of the other removal in the space provided.
- X. Unknown or Not Reported--Not able to be determined.

Item D. Removed From Parole by Revocation, Recommitment, or Return to Prison?

<p>D. REMOVED FROM PAROLE BY REVOCATION, RECOMMITMENT, OR RETURN TO PRISON?</p> <p>* 1. <input type="checkbox"/> YES 2. <input type="checkbox"/> NO</p>	<p>* If yes, check one box <input type="checkbox"/> below:</p> <p>1. <input type="checkbox"/> VIOLATION OF PAROLE CONDITIONS</p> <p>a. <input type="checkbox"/> PAROLE VIOLATION ONLY</p> <p>b. <input type="checkbox"/> PAROLE VIOLATION, CRIMINAL CHARGES PENDING</p> <p>c. <input type="checkbox"/> IN LIEU OF NEW MINOR CONVICTION</p> <p>d. <input type="checkbox"/> IN LIEU OF NEW MAJOR CONVICTION</p> <p>2. <input type="checkbox"/> NEW MINOR CONVICTION</p> <p>3. <input type="checkbox"/> NEW MAJOR CONVICTION</p> <p>4. <input type="checkbox"/> OTHER</p> <p>X. <input type="checkbox"/> UNKNOWN OR NOT REPORTED</p>
---	---

Instructions:

Check [✓] the ONE most appropriate category. If yes is checked, then check ONE category in the second part.

Definitions:

1. Violation of Parole Conditions--Revocation of parole due to a technical or parole violation on one of the following grounds:
- Parole Violation Only--Parole was revoked for a violation of the offender's parole conditions.
  - Parole Violation, Criminal Charges Pending--Parole was revoked for a violation of parole conditions although criminal charges are pending against the offender.
  - In Lieu of New Minor Conviction--After allegedly committing a new minor offense, parole was revoked and the offender returned to the prison system as a parole violator instead of being prosecuted on the new offense.
  - In Lieu of New Major Conviction--After allegedly committing a new major offense, parole was revoked and the offender

Item D (continued)

- returned to the prison system as a parole violator instead of being prosecuted on the new offense.
2. New Minor Conviction--Conviction of a new offense resulting in a sentence between 60 days and one year (i.e., misdemeanor) in an adult correctional facility.
  3. New Major Conviction--Conviction of a new offense resulting in a sentence of one year or more (i.e., felony) in an adult correctional facility.
  4. Other--Reasons for removal from parole not covered by the preceding categories. Describe the nature of the other removal in the space provided.
  - X. Unknown or Not Reported--Not able to be determined.

Item E. Currently in Prison?

E. CURRENTLY IN PRISON?	
	☆ 1. <input type="checkbox"/> YES
	2. <input type="checkbox"/> NO
☆ <i>If yes, check one box <input checked="" type="checkbox"/> below:</i>	
1. <input type="checkbox"/>	IN-STATE
2. <input type="checkbox"/>	OUT-OF-STATE
X. <input type="checkbox"/>	UNKNOWN OR NOT REPORTED

Instructions:

Check [] the ONE most appropriate category. If yes is checked, check ONE category in the second part.

Definitions:

1. In-State--The offender is currently in prison within the same jurisdiction in which s/he had been incarcerated and then paroled (in-state).
2. Out-of-State--The offender is in prison within a jurisdiction different from the jurisdiction where s/he had been incarcerated and then paroled (out-of-state).
- X. Unknown or Not Reported--Not able to be determined.



Item F. Returned to Prison, Not Removed from Parole?

F. RETURNED TO PRISON...NOT REMOVED FROM PAROLE?	
☆	1. <input type="checkbox"/> YES
	2. <input type="checkbox"/> NO
☆	<i>If yes, check one box <input checked="" type="checkbox"/> below</i>
	1. <input type="checkbox"/> PENDING HEARING
	2. <input type="checkbox"/> MEDICAL REASONS
	3. <input type="checkbox"/> OTHER _____
	X. <input type="checkbox"/> UNKNOWN OR NOT REPORTED

Instructions:

Check [] the ONE most appropriate category. If yes is checked, check ONE category in the second part.

Definitions:

1. Pending Hearing--The offender is being held in custody pending either a court or parole authority hearing, and has not been removed from parole.
2. Medical Reasons--Return to prison for matters concerning the offender's health (physical or mental), not removed from parole.
3. Other--Reasons for a return to prison, not removed from parole not covered in the preceding categories. Describe the nature of the other return in the space provided.
- X. Unknown or Not Reported--Not able to be determined.

Item G. Are the Actual Months Under Supervision Different Than Above?

G. ARE THE ACTUAL MONTHS UNDER SUPERVISION DIFFERENT THAN ABOVE?

1.  YES

2.  NO

☆ If yes, enter number of months below:

\_\_\_\_\_

NUMBER

Instructions:

Check [✓] the ONE most appropriate category. If yes is checked, enter the correct number of months in the space provided.

Item H. New Major Conviction?

H NEW MAJOR CONVICTION? 1  YES 2  NO

☆ If yes, check the appropriate box(es). (For multiple offenses, check the three    most serious and circle the controlling offense.)

<p>10. CRIMES AGAINST PERSON</p> <p>11. <input type="checkbox"/> MURDER/MANSLAUGHTER</p> <p>12. <input type="checkbox"/> NEGLECT MANSLAUGHTER</p> <p>13. <input type="checkbox"/> FORCIBLE RAPE</p> <p>14. <input type="checkbox"/> ROBBERY</p> <p>17. <input type="checkbox"/> AGGRAVATED ASSAULT</p>	<p>20. PROPERTY CRIMES</p> <p>21. <input type="checkbox"/> BURGLARY</p> <p>22. <input type="checkbox"/> LARCENY/THEFT</p> <p>23. <input type="checkbox"/> MOTOR VEHICLE THEFT</p>	<p>30. OTHER PROPERTY CRIMES</p> <p>31. <input type="checkbox"/> ARSON</p> <p>32. <input type="checkbox"/> FORGERY/COUNTERFEITING</p> <p>33. <input type="checkbox"/> FRAUD/EMBEZZLEMENT</p> <p>34. <input type="checkbox"/> STOLEN PROPERTY</p>	<p>40. ALL OTHER OFFENSES</p> <p>42. <input type="checkbox"/> COMMERCIAL SEX OFFENSE</p> <p>43. <input type="checkbox"/> OTHER SEX OFFENSE</p> <p>44. <input type="checkbox"/> NARCOTIC LAW VIOLATION</p> <p>45. <input type="checkbox"/> ALCOHOL LAW VIOLATION</p> <p>46. <input type="checkbox"/> WEAPON OFFENSE</p> <p>48. <input type="checkbox"/> SIMPLE ASSAULT</p> <p>49. <input type="checkbox"/> OTHER _____</p>
--	---	--	---

XX.  UNKNOWN OR NOT REPORTED

Instructions:

Check [✓] the ONE most appropriate category. If yes is checked, check up to THREE categories in the second part. Circle the ONE controlling offense.

This item should reflect the offense type(s) for which the offender was recommitted to the prison system on a new major conviction. Ignore multiple counts of the same offense type.

A major offense is one for which a sentence of one year or more in an adult correctional facility is given or one that is designated as a felony.

If the sentence(s) contains more than three distinct offense types, check the THREE most serious.

Item H (continued)Procedures to Determine Offense Seriousness:

1. Check the THREE offenses for which the offender received the highest maximum sentence.
2. If the highest maximum sentences are the same for two or more of the offenses so that you cannot check the THREE most serious, check the offenses for which the offender received the highest minimum sentences.
3. If both the maximum and the minimum sentences are the same for two or more offenses, check the offenses by assumed seriousness as ranked on the form (11. Murder/Nonnegligent Manslaughter = most serious; 49. Other = least serious).
4. The controlling offense is the offense receiving the longest maximum sentence. If no controlling offense is circled, UPR will assume controlling offense based on the ranking on the form.

Offense Codes: Codes are based on the Uniform Crime Reports (UCR) Reporting Handbook (Washington, D.C.: FBI, January, 1978).

10. Crimes Against Person

- 11 Murder/Nonnegligent Manslaughter: the willful (or nonnegligent) killing of one human being by another; all willful felonious homicides as distinguished from deaths caused by negligence; excludes attempts to kill, assaults to kill, suicides, accidental deaths, or justifiable homicides.
- 12 Negligent Manslaughter: the killing of another person by gross negligence of some individual other than the victim.
- 13 Forcible Rape: the carnal knowledge of a person forcibly and against his/her will, and attempts or assaults to rape. (Excludes statutory rape.)
- 14 Robbery: the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force, threat of force, violence, and/or by putting the victim in fear, such as strongarm robbery, stickups, armed robbery, attempts or assaults to rob.
- 17 Aggravated Assault: the unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or bodily harm. (Excludes simple assault.)

Item H (continued)20. Property Crimes

- 21 Burglary: any breaking or unlawful entry of a structure to commit a felony or theft.
- 22 Larceny/Theft: the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Excludes motor vehicle theft.)
- 23 Motor Vehicle Theft: the theft or attempted theft of a motor vehicle. A motor vehicle is self-propelled and travels on the surface rather than on rails. Specifically excluded from this category are motorboats, construction equipment, airplanes, and farming equipment.

30. Other Property Crimes

- 31 Arson: any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, church, college, jail, meeting house, public building or any building, ship or other vessel, motor vehicle or aircraft, contents of buildings, personal property of another, etc.
- 32 Forgery/Counterfeiting: the making, altering, uttering or possessing, with intent to defraud, anything false in the semblance of that which is true as well as all attempts to commit any of these offenses.
- 33 Fraud/Embezzlement: fraudulent conversion and obtaining money or property by false pretenses. Includes bad checks, confidence games, etc., except forgeries and counterfeiting. Also, the misappropriation or misapplication of money or property entrusted to one's care, custody, or control.
- 34 Stolen Property: buying, receiving, and possessing stolen property, as well as all attempts to commit any of these offenses.

40. All Other Offenses

- 42 Commercial Sex Offense: all sex offenses of a commercialized nature and attempts such as prostitution, pandering, procuring or transporting persons for immoral purposes.
- 43 Other Sex Offense: offenses against chastity, common decency, morals, and the like, such as statutory rape, incest, indecent exposure, and all attempts to commit any of these offenses.

Item H (continued)

- 44 Narcotic Law Violations: unlawful possession, use, growing, manufacturing, and making of narcotic drugs.
- 45 Alcohol Law Violations: the unlawful manufacture, sale, transporting, furnishing, possessing, etc. of intoxicating liquor.
- 46 Weapons Offense: unlawful manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; etc., and any attempts to commit any of these offenses.
- 47 Escape: escape or attempted escape from incarceration in an adult correctional facility.
- 48 Simple Assault: unlawful assaults and attempted assaults where no weapon was used or which did not result in serious or aggravated injury to the victim.
- 49 Other: all offenses not covered by the preceding categories. Describe briefly the nature of the offense in the space provided.

XX. Unknown or Not Reported--not able to be determined.

Example:

The offender was convicted of four different offense types: robbery, 3 to 10 years; burglary, 2 to 5 years; theft, 1 to 5 years; and forcible rape, 5 to 20 years. This item would be:

H NEW MAJOR CONVICTION? 1 <input type="checkbox"/> YES    2 <input type="checkbox"/> NO			
* If yes, check the appropriate box(es). (For multiple offenses, check the three <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> most serious and circle the controlling offense.)			
10. CRIMES AGAINST PERSON 11 <input type="checkbox"/> MURDER/MANSLAUGHTER 12 <input type="checkbox"/> MURDER/MANSLAUGHTER 13 <input checked="" type="checkbox"/> FORCIBLE RAPE 14 <input checked="" type="checkbox"/> ROBBERY 17 <input type="checkbox"/> AGGRAVATED ASSAULT	20. PROPERTY CRIMES 21 <input checked="" type="checkbox"/> BURGLARY 22 <input type="checkbox"/> LARCENY/THEFT 23 <input type="checkbox"/> MOTOR VEHICLE THEFT	30. OTHER PROPERTY CRIMES 31 <input type="checkbox"/> ARSON 32 <input type="checkbox"/> FORGERY/COUNTERFEITING 33 <input type="checkbox"/> FRAUD/EMBEZZLEMENT 34 <input type="checkbox"/> STOLEN PROPERTY	40. ALL OTHER OFFENSES 42 <input type="checkbox"/> COMMERCIAL SEX OFFENSE 43 <input type="checkbox"/> OTHER SEX OFFENSE 44 <input type="checkbox"/> NARCOTIC LAW VIOLATION 45 <input type="checkbox"/> ALCOHOL LAW VIOLATION 46 <input type="checkbox"/> WEAPON OFFENSE 48 <input type="checkbox"/> SIMPLE ASSAULT 49 <input type="checkbox"/> OTHER _____
XX. <input type="checkbox"/> UNKNOWN OR NOT REPORTED			

The offenses of forcible rape and robbery received the highest maximum sentences (20 and 10 years, respectively). Of the remaining offenses, burglary received the highest minimum sentence (2 years). So those three offenses were checked and forcible rape was circled as the controlling offense (longest sentence).

## UNIFORM PAROLE REPORTS

### 1979 TECHNICAL SPECIFICATIONS

#### Introduction

Uniform Parole Reports (UPR) is a federally-funded national project collecting data on paroled offenders sentenced to a year or more in prison. It is funded by the National Criminal Justice Information and Statistics Service (NCJISS) of the Law Enforcement Assistant Administration (LEAA), and is operated by the National Council on Crime and Delinquency (NCCD) Research Center in San Francisco.

These 1979 Technical Specifications are for the submission of individual case-based data to the UPR project in an automated format by the state agencies. The data cover characteristics of parolees such as the amount of time served in prison on current sentence, type of commitment offense, and number of known prior prison commitments. The data also cover the status of parolees while on parole (continued or absconded) or at the time of their removal from parole (discharged, returned or recommitted to prison, or died).

The data on characteristics are collected at the point of entry to parole and are known as ENTRY data. Data on the status of parolees are collected one, two, or three years after entry to parole and are called FOLLOW-UP/REMOVAL data. These Technical Specifications are designed for the submission of Entry data on offenders who entered parole during 1978 and 1979, and Follow-up/Removal data on offenders who entered parole during 1978 (one year), 1977 (two year), and 1976 (three year).

The following UPR Technical Specifications include four sections: (1) the record layout forms for Entry and Follow-up/Removal files; (2) variable and code definitions describing in detail the UPR data items; (3) the relationship between the Offender-Based State Corrections Information System (OBSCIS) and UPR for those agencies implementing the BASIC OBSCIS Software package; and (4) a questionnaire to be completed and submitted to UPR along with any type of machine-readable data.

Each Entry and Follow-up/Removal file begins with seven items called identifying data. The seven variables (Agency Paroling, Agency Receiving, State Case ID Number, Date of Parole Entry, Birthdate, Subject Name, and FBI Number) are used to match Entry and Follow-up/Removal records in the UPR offices. Thus, it is critical that the State Case ID Number for each particular case be identical in all files containing data on that parolee for matching records. Subject Name and FBI Number are also useful identifiers but are optional. Agency Paroling is the UPR code for each contributing agency and should be the same for all records in your agency's files.

Entry data are collected on each offender at the time of entry to parole or other conditional release and should reflect the offender's characteristics and history as of the Date of Parole Entry unless otherwise specified in the definitions.

Follow-up/Removal data are collected on each offender at the end of his/her first, second, or third year on parole if s/he has not yet been removed from parole. If the parolee has been removed from parole prior to the end of the first (or second or third) year on parole, status would be as of the date s/he was removed. For example, for those offenders released to parole in June 1978, one year follow-up/removal data would reflect their status as of exactly one year later, June 1979, unless they had been removed prior to that date. In this case, assumed Months Under Supervision would be 12 (24 for two year, 36 for three year).

All data items are to be right-justified unless otherwise indicated in Section 2 (Definitions).

The deadline for submission of automated 1979 data (Entry: 1979, 1978; Follow-up/Removal: 1978 one year, 1977 two year, 1976 three year) to UPR is May 15, 1980.

If necessary, UPR can supply your agency with a tape for reporting machine-readable data. If you send us your own tape, it will be returned to you as soon as the data have been successfully entered into the UPR system.

If, for any reason, your agency plans to submit all or partial 1979 parole data in a machine-readable format and foresees any problem in meeting the May 15 deadline, or if you should have any questions, please contact Ellen McNeil at UPR immediately.

SECTION 1

Entry and Follow-up/Removal Record Lay-out Forms



ENTRY

001 Agency	051	101 Credits	151	201	251
002 Paroling	052	102 Prior	152	202	252
003 Agency	053 FBI	103 Incarcerations	153	203	253
004 Receiving	054 Number	104	154	204	254
005	055	105 Agency	155	205	255
006	056	106 Use	156	206	256
007	057	107	157	207	257
008 State Case	058	108	158	208	258
009 ID Number	059 Type of Release	109	159	209	259
010	050 Condition of Rel.	110	160	210	260
011	051 Parole/Reparole	111	161	211	261
012	052	112	162	212	262
013	063 Minimum Elig.	113	163	213	263
014 Date of	064 Parole Date	114	164	214	264
015 Parole Entry	065	115	165	215	265
016	066	116	166	216	266
017	067 Minimum Elig.	117	167	217	267
018	068 Discharge Date	118	168	218	268
019 Birthdate	069	119	169	219	269
020	070	120	170	220	270
021	071 Maximum Agg.	121	171	221	271
022	072 Release Date	122	172	222	272
023	073	123	173	223	273
024	074 Sex	124	174	224	274
025	075 Race/Ethnicity	125	175	225	275
026	076 Education	126	176	226	276
027	077	127	177	227	277
028	078 Type of Admission	128	178	228	278
029	079	129	179	229	279
030	080 Date of Most	130	180	230	280
031	081 Recent Admission	131	181	231	281
032	082	132	182	232	282
033	083	133	183	233	283
034 Subject	084 Date of Original	134	184	234	284
035 Name	085 Admission	135	185	235	285
036	086	136	186	236	286
037	087	137	187	237	287
038	088 Offense 1	138	188	238	288
039	089	139	189	239	289
040	090	140	190	240	290
041	091 Offense 2	141	191	241	291
042	092	142	192	242	292
043	093	143	193	243	293
044	094 Offense 3	144	194	244	294
045	095	145	195	245	295
046	096	146	196	246	296
047	097 County of	147	197	247	297
048	098 Commitment	148	198	248	298
049	099	149	199	249	299
050	100 Net Time	150	200	250	300

RECORD LAYOUT SHEET  
 FOLLOW-UP & REMOVAL

001 Agency	051	101	151	201	251
002 Paroling	052 FBI	102	152	202	252
003 Agency	053 Number	103	153	203	253
004 Receiving	054	104	154	204	254
005	055	105	155	205	255
006	056	106	156	206	256
007	057	107	157	207	257
008 State Case	058	108	158	208	258
009 ID Number	059 Absconder?	109	159	209	259
010	060	110	160	210	260
011	061 Date of	111	161	211	261
012	062 Last Contact	112	162	212	262
013	063	113	163	213	263
014 Date of	064 Continued?	114	164	214	264
015 Parole Entry	065 Type of Cont.	115	165	215	265
016	066 In Prison?	116	166	216	266
017	067 Jurisdiction	117	167	217	267
018	068 Returned?	118	168	218	268
019 Birthdate	069 Return Reason	119	169	219	269
020	070 Months?	120	170	220	270
021	071 Actual Months	121	171	221	271
022	072 Under Supervision	122	172	222	272
023	073 New Major?	123	173	223	273
024	074	124	174	224	274
025	075 Offense 1	125	175	225	275
026	076	126	176	226	276
027	077	127	177	227	277
028	078 Offense 2	128	178	228	278
029	079	129	179	229	279
030	080	130	180	230	280
031	081 Offense 3	131	181	231	281
032	082	132	182	232	282
033 Subject	083 Removed?	133	183	233	283
034 Name	084	134	184	234	284
035	085 Removal Action	135	185	235	285
036	086 Date	136	186	236	286
037	087	137	187	237	287
038	088 Type of	138	188	238	288
039	089 Removal	139	189	239	289
040	090 Revoked?	140	190	240	290
041	091 Type of	141	191	241	291
042	092 Revocation	142	192	242	292
043	093	143	193	243	293
044	094 Agency	144	194	244	294
045	095 Use	145	195	245	295
046	096	146	196	246	296
047	097	147	197	247	297
048	098	148	198	248	298
049	099	149	199	249	299
050	100	150	200	250	300

## SECTION 2

### UPR Variable and Code Definitions

#### Entry Segment

<u>Record Position</u>	<u>Variable and Code Definitions</u>
1-2	<u>Agency Paroling</u> : the state/agency releasing the offender on parole or other conditional release. For all cases, this number should reflect the appropriate code for the state/agency submitting the data (see Figure 1).
3-4	<u>Agency Receiving</u> : the state/agency to which the offender was released on parole or other conditional release (see Figure 1).
5-12	<u>State Case ID number</u> : the number (8 digits or less) that clearly identifies the offender. It should enable you to locate the records for each offender within your state/agency and must also allow UPR to follow all movements by the same person within both your system and the UPR system.
13-16	<u>Date of Parole Entry</u> : this item reflects the month and year in which the offender was released to parole or any other conditional release.
17-22	<u>Birthdate</u> : the birthdate of the offender, verified if possible (mm/dd/yy).
23-47	<u>Subject Name</u> : the full legal name of the offender (free form, left-justified).
48-58	<u>FBI Number</u> : the identification number assigned to the offender by the Federal Bureau of Investigation.
59	<u>Type of Conditional Release</u> : <ol style="list-style-type: none"><li>1. Parole Authority Decision--All conditional releases officially entitled "parole;" release to parole supervision granted by the parole authority.</li><li>2. Mandatory Release--The offender has served his/her maximum sentence minus deductions for "good time" and, by law, is being conditionally released.</li></ol>

FIGURE 1

Agency Numbers

(Alphabetical)

62	Alabama	45	Nebraska
94	Alaska	87	Nevada
85	Arizona	11	New Hampshire
70	Arkansas	21	New Jersey
92	California	84	New Mexico
83	Colorado	20	New York
15	Connecticut	55	North Carolina
50	Delaware	43	North Dakota
52	District of Columbia	30	Ohio
58	Florida	72	Oklahoma
57	Georgia	91	Oregon
97	Guam	22	Pennsylvania
93	Hawaii	98	Puerto Rico
81	Idaho	14	Rhode Island
32	Illinois	56	South Carolina
31	Indiana	44	South Dakota
41	Iowa	61	Tennessee
46	Kansas	73	Texas
60	Kentucky	00	U.S. federal system
71	Louisiana	86	Utah
10	Maine	12	Vermont
51	Maryland	53	Virginia
13	Massachusetts	99	Virgin Islands
33	Michigan	90	Washington
40	Minnesota	54	West Virginia
63	Mississippi	34	Wisconsin
42	Missouri	82	Wyoming
80	Montana		

Record Position	Variable and Code Definitions
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Note: In contrast to expirations of sentence, supervised mandatory releases may be re-incarcerated for violating conditions of release. This type of release may also be called supervised mandatory release, supervised conditional release, or mandatory conditional release.

- 3 Other--Types of conditional releases not covered by the preceding categories. Examples: (a) where the law does not provide for good time but does provide that persons released upon completion of sentence must submit to parole supervision for some period; and (b) where release results from conditional sentence commutation (e.g., by the Governor).

9 Not Reported

60

Condition of Release:

- 1 Active Supervision--Face-to-face supervision with the parolee on a regular basis.
- 2 Inactive Supervision--Released to parole jurisdiction but not to active parole supervision; refers to telephone and mail contact with the offender.
- 3 Paroled to Custody--Includes parole to detainer, warrant, or to custody of the U.S. Immigration Service for deportation to a foreign country.

9 Not Reported.

61

Parole/Reparole:

- 1 First parole on current sentence
- 2 Reparole on current sentence
- 9 Not Reported

62-65

Minimum Eligible Parole Date: This date should reflect when the offender was first eligible for parole or other conditional release on the current sentence (mm/yy).

As determined at the time of original admission to the prison system or as first set by the parole

Record Position	Variable and Code Definition
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authority, it should take into account all current effective sentences and should also consider the date of original admission to the prison system, sentence, time credit deductions, and any other factors affecting this date.

If parole eligibility is indeterminate, this date would be the same as Date of Parole Entry, unless the offender has been previously denied parole on the current sentence. In this case, the Minimum Eligible Parole Date would be the date of his/her first board hearing.

66-69 Minimum Eligible Discharge Date: This date should reflect when the offender is first eligible for complete discharge from all correctional supervision on this sentence (mm/yy).

As determined at the time of original admission or as first set by the parole authority, it should take into account all current effective sentences, and should also consider the date of original admission to the prison system, sentence, time credit deductions, and any other factors affecting this date.

If the sentence is "Life" and a term of years was not given, code 88/88.

70-73 Maximum Aggregate Release Date: This date should reflect the date when the offender will be fully discharged from all sentences currently active (mm/yy).

If the sentence is "Life" and a term of years is not given, enter 88/88.

74 Sex: 1 Male  
2 Female  
9 Not Reported

75 Race/Ethnicity:

1 American Indian or Alaskan Native--A person having origins in any of the original peoples of North America, and who maintains cultural identification with this group through tribal affiliation or community recognition.

Record Position	Variable and Code Definition
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- 2 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. This category includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- 3 Black, Not of Hispanic Origin--A person having origins in any of the black racial groups of Africa.
- 4 Hispanic--A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- 5 White, Not of Hispanic Origin--A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- 9 Not Reported

76-77

Education: Education indicates the highest academic level completed by the offender at the time of original admission to the prison system on the current sentence. It does not take into account any education completed while the offender was incarcerated on the current sentence.

If both "claimed" and "tested" grade levels are available, enter grade "claimed." However, in the case where either only grade "claimed" or only grade "tested" is available, enter the one that is available.

- 00 None or Kindergarten
- 01-16 Highest Grade
- 17 College Graduate
- 18 Some Graduate School
- 19 Master's Degree
- 20 Ph.D., J.D., M.D., Other
- 22 GED or HED
- 99 Not Reported

78

Type of Most Recent Admission to Prison:

- 1 New Court Commitment--First admission to a given state correctional facility as a result of a sentence which did not grow out of a probation or parole violation.

Record Position      Variable and Code Definition

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- 2 Probation Violation/New Conviction--Commitment to the prison system on a new conviction for an offense committed while the offender was on probation on a previous sentence.
  - 3 Probation Violation/No New Conviction--Commitment to the prison system on the current sentence after probation was revoked for a technical or probation violation.
  - 4 Parole Violation/New Conviction--Recommitment to the prison system on a new conviction for an offense committed while the offender was on parole on a previous sentence.
  - 5 Parole Violation/No New Conviction--Return to the prison system on the current sentence after parole was revoked for a technical or parole violation.
  - 6 Transfer of Jurisdiction--Received in the prison system from an out-of-state jurisdiction. This does not include in-state transfers.
  - 7 Other--Any type of admission to the prison system not covered by the preceding categories.
  - 9 Not Reported
- 79-82      Date of Most Recent Admission to Prison: This date should reflect when the offender was most recently received into the prison system. Do not include escapes and recaptures unless the offender was re-committed with a new sentence for escape (mm/yy).
- 83-86      Date of Original Admission to Prison: This date should reflect when the offender was first received into the prison system for confinement on the sentence from which s/he is now released on parole or other conditional release (mm/yy).
- 87-89      Current Sentence Offense 1: Controlling or single major offense type.
- 90-92      Current Sentence Offense 2: If multiple, second most serious major offense type.



Record Position	Variable and Code Definition
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93-95	<u>Current Sentence Offense 3</u> : If multiple, third most serious major offense type.
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Major offense is one for which a sentence of one year or more in an adult correctional facility is given or one that is designated as a felony. Ignore multiple counts of the same offense type.

If the sentence(s) contains more than three distinct offense types, code the THREE most serious.

Procedures to Determine Offense Seriousness:

1. Code the THREE offenses for which the offender received the highest maximum sentences.
2. If the highest maximum sentences are the same for two or more of the offenses so that you cannot code the THREE most serious, code the offenses for which the offender received the highest minimum sentences.
3. If both the maximum and the minimum sentences are the same for two or more offenses, code the offenses by assumed seriousness as numbered (11 Murder/Nonnegligent Manslaughter = most serious; 49 Other = least serious).
4. The controlling offense is the offense receiving the longest maximum sentence. If no controlling offense is specified, UPR will assume controlling offense based on numbered ranking,

Offense Codes: Codes are based on the Uniform Crime Reports (UCR) Reporting Handbook (Washington, D:C: FBI, January, 1978).

- 11 Murder/Nonnegligent Manslaughter: the willful (or nonnegligent) killing of one human being by another; all willful felonious homicides as distinguished from deaths caused by negligence; excludes attempts to kill, assaults to kill, suicides, accidental deaths, or justifiable homicides.
- 12 Negligent Manslaughter: the killing of another person by gross negligence of some individual other than the victim.

Record Position	Variable and Code Definition
13	Forcible Rape: the carnal knowledge of a person forcibly and against his/her will, and attempts or assaults to rape. (Excludes statutory rape.)
14	Robbery: the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force, threat of force, violence, and/or by putting the victim in fear, such as strongarm robbery, stickups, armed robbery, attempts or assaults to rob.
17	Aggravated Assault: the unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or bodily harm. (Excludes simple assaults.)
21	Burglary: any breaking or unlawful entry of a structure to commit a felony or theft..
22	Larceny/Theft: the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Excludes motor vehicle theft.)
23	Motor Vehicle Theft: the theft or attempted theft of a motor vehicle. A motor vehicle is self-propelled and travels on the surface rather than on rails. Specifically excluded from this category are motorboats, construction equipment, airplanes, and farming equipment..
31	Arson: any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, church, college, jail, meeting house, public building or any building, ship or other vessel, motor vehicle or aircraft, contents of buildings, personal property of another, etc.
32	Forgery/Counterfeiting: the making, altering, uttering or possessing, with intent to defraud, anything false in the semblance of that which is true as well as all attempts to commit any of these offenses.

Record Position	Variable and Code Definition
33	Fraud/Embezzlement: fraudulent conversion and obtaining money or property by false pretenses. Includes bad checks, confidence games, etc., except forgeries and counterfeiting. Also, the misappropriation or misapplication of money or property entrusted to one's care, custody, or control.
34	Stolen Property: buying, receiving, and possessing stolen property, as well as all attempts to commit any of these offenses.
42	Commercial Sex Offense: all sex offenses of a commercialized nature and attempts such as prostitution, pandering, procuring or transporting persons for immoral purposes.
43	Other Sex Offense: offenses against chastity, common decency, morals, and the like, such as statutory rape, incest, indecent exposure, and all attempts to commit any of these offenses.
44	Narcotic Law Violations: unlawful possession, use, growing, manufacturing, and making of narcotic drugs.
45	Alcohol Law Violations: the unlawful manufacture, sale, transporting, furnishing, possessing, etc. of intoxicating liquor.
46	Weapons Offense: unlawful manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; etc., and any attempts to commit any of these offenses.
47	Escape: escape or attempted escape from incarceration in an adult correctional facility.
48	Simple Assault: unlawful assaults and attempted assaults where no weapon was used or which did not result in serious or aggravated injury to the victim.
49	Other: all offenses not covered by the preceding categories. Describe briefly the nature of the offense in the space provided.
99	Unknown

<u>Record Position</u>	<u>Variable and Code Definition</u>
96-98	<u>County of Commitment</u> : The county in which the court passing the controlling sentence (for the current sentence) is located. If there are multiple counties of commitment, code the ONE which corresponds to the controlling offense.
99-101	<u>Net Time Credits</u> : Number of <u>days</u> that represent the net time credits allowed by the judge or state statute (for all current effective sentences) <u>prior</u> to the "Date of Most Recent Admission to Prison System."
102-103	<u>Number of Prior Known Incarcerations</u> : The known number of times the offender has been incarcerated within the jurisdiction of the agency paroling (in-state): (1) on a court commitment with a new sentence of one year or more ( <u>excluding</u> the present incarceration); and (2) in a correctional facility having the legal authority to confine persons with sentences greater than one year.
104-107	<u>Agency Use</u> : These four variables are for the use of any agency reporting data to UPR that wishes UPR to collect state specific data not in the UPR data base.

## UNIFORM PAROLE REPORTS

UPR Variable and Code Definitions

## Follow-up/Removal Segment

Record Position	Variable and Code Definitions
1-2	Agency Paroling
3-4	Agency Receiving
5-12	State Case ID Number
13-16	Date of Parole Entry
17-22	Birthdate
23-47	Subject Name
48-58	FBI Number
	} Identifying Data: see Entry segment for definitions.
59	<u>Absconder?</u> Is the parolee declared an absconder or was a warrant issued for his/her arrest at the time of follow-up? (y/n)
60-63	<u>Date of Last Contact:</u> if yes above, date of last contact with the parolee (mm/yy).
64	<u>Continued on Parole?</u> Was the parolee still on parole at the time of follow-up? (y/n)
65	<u>Type of Continuation:</u> if yes above, <ol style="list-style-type: none"> <li>1 No Official Problem--Continued on parole with no technical violation; with reprimands; or with jail sentences resulting in 60 days or less.</li> <li>2 New Minor Conviction--Continued on parole although the parolee has been convicted of a new <u>minor</u> offense resulting in a sentence between 60 days and one year.</li> <li>3 New Major Conviction--Continued on parole although the parolee has been convicted of a new <u>major</u> offense resulting in a sentence of one year or more.</li> <li>4 Charges Pending, Not Yet Removed From Parole-- Either an alleged technical violation or an alleged new offense has been committed and charges are pending against the parolee. However, s/he has not yet been removed from parole and is still under parole jurisdiction (no new conviction).</li> </ol>

Record Variable and  
Position Code Definitions

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- 5 Absconder, Not Yet Removed From Parole--A warrant has been issued or the parolee has been declared an absconder although s/he has not yet been officially removed from parole jurisdiction.
- 9 Unknown
- 66 In Prison? Is the parolee currently in prison?  
(y/n)
- 67 Jurisdiction: If yes above,
- 1 The parolee is currently in prison within the same jurisdiction in which s/he had been incarcerated and then paroled (in-state).
- 2 The parolee is in prison within a jurisdiction different from the jurisdiction where s/he had been incarcerated and then paroled (out-of-state).
- 9 Unknown.
- 68 Returned? Was the parolee returned to prison but not removed from parole? (y/n)
- 69 Return Reason: If yes above,
- 1 The parolee is being held in custody pending either a court or parole authority hearing, and has not been removed from parole.
- 2 Return to prison for matters concerning the parolee's health (physical or mental), not removed from parole.
- 3 Other reasons for a return to prison, not removed from parole not covered in the preceding categories.
- 9 Unknown.
- 70 Months? Are the actual months under supervision different than 12 for one year follow-up, 24 for two year follow-up, or 36 for three year follow-up?  
(y/n)

Record Position	Variable and Code Definitions
71-72	<u>Actual Months Under Supervision</u> : if yes above, number of actual months under supervision between Date of Parole Entry and time of follow-up.
73	<u>New Major?</u> Has the parolee been convicted of a new major offense while on parole or other conditional release? (y/n)
74-76	<u>New Offense 1</u> : Single or controlling major offense type.
77-79	<u>New Offense 2</u> : If multiple, second most serious major offense type.
80-82	<u>New Offense 3</u> : If multiple, third most serious major offense type.

Major offense is one for which a sentence of one year or more in an adult correctional facility is given or one that is designated as a felony. Ignore multiple counts of the same offense type.

If the sentence(s) contains more than three distinct offense types, code the THREE most serious.

Procedures to Determine Offense Seriousness:

1. Code the THREE offenses for which the offender received the highest maximum sentences.
2. If the highest maximum sentences are the same for two or more of the offenses so that you cannot code the THREE most serious, code the offenses for which the offender received the highest minimum sentences.
3. If both the maximum and the minimum sentences are the same for two or more offenses, code the offenses by assumed seriousness as numbered (11 Murder/Nonnegligent Manslaughter = most serious; 49 Other = least serious).
4. The controlling offense is the offense receiving the longest maximum sentence. If no controlling offense is specified, UPR will assume controlling offense based on numbered ranking,

Record Variable and  
Position Code Definitions

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Offense Codes: Codes are based on the Uniform Crime Reports (UCR) Reporting Handbook (Washington, D.C.: FBI, January, 1978).

- 11 Murder/Nonnegligent Manslaughter: the willful (or nonnegligent) killing of one human being by another; all willful felonious homicides as distinguished from deaths caused by negligence; excludes attempts to kill, assaults to kill, suicides, accidental deaths, or justifiable homicides.
- 12 Negligent Manslaughter: the killing of another person by gross negligence of some individual other than the victim.
- 13 Forcible Rape: the carnal knowledge of a person forcibly and against his/her will, and attempts or assaults to rape. (Excludes statutory rape.)
- 14 Robbery: the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force, threat of force, violence, and/or by putting the victim in fear, such as strongarm robbery, stickups, armed robbery, attempts or assaults to rob.
- 17 Aggravated Assault: the unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or bodily harm. (Excludes simple assaults.)
- 21 Burglary: any breaking or unlawful entry of a structure to commit a felony or theft.
- 22 Larceny/Theft: the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Excludes motor vehicle theft.)
- 23 Motor Vehicle Theft: the theft or attempted theft of a motor vehicle. A motor vehicle is self-propelled and travels on the surface rather than on rails. Specifically excluded from this category are motorboats, construction equipment, airplanes, and farming equipment.



Record Variable and  
Position Code Definitions

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- 31 Arson: any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, church, college, jail, meeting house, public building or any building, ship or other vessel, motor vehicle or aircraft, contents of buildings, personal property of another, etc.
- 32 Forgery/Counterfeiting: the making, altering, uttering or possessing, with intent to defraud, anything false in the semblance of that which is true as well as all attempts to commit any of these offenses.
- 33 Fraud/Embezzlement: fraudulent conversion and obtaining money or property by false pretenses. Includes bad checks, confidence games, etc., except forgeries and counterfeiting. Also, the misappropriation or misapplication of money or property entrusted to one's care, custody, or control.
- 34 Stolen Property: buying, receiving, and possessing stolen property, as well as all attempts to commit any of these offenses.
- 42 Commercial Sex Offense: all sex offenses of a commercialized nature and attempts such as prostitution, pandering, procuring or transporting persons for immoral purposes.
- 43 Other Sex Offense: offenses against chastity, common decency, morals, and the like, such as statutory rape, incest, indecent exposure, and all attempts to commit any of these offenses.
- 44 Narcotic Law Violations: unlawful possession, use, growing, manufacturing, and making of narcotic drugs.
- 45 Alcohol Law Violations: the unlawful manufacture, sale, transporting, furnishing, possessing, etc. of intoxicating liquor.
- 46 Weapons Offense: unlawful manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; etc., and any attempts to commit any of these offenses.

Record Position	Variable and Code Definitions
47	Escape: escape or attempted escape from incarceration in an adult correctional facility.
48	Simple Assault: unlawful assaults and attempted assaults where no weapon was used or which did not result in serious or aggravated injury to the victim.
49	Other: all offenses not covered by the preceding categories. Describe briefly the nature of the offense in the space provided.
99	Unknown
83	<u>Removed?</u> Was the parolee removed from parole supervision? (y/n)
84-87	<u>Removal Action Date:</u> If yes above, date parolee was removed (mm/yy).
88-89	<u>Type of Removal:</u> if yes above,
10	Sentence expired and parolee has been discharged from parole.
20	Release prior to the expiration of sentence because:
21	Early discharge granted the parolee by the parole authority.
22	Sentence commuted or the parolee was granted a pardon.
30	The parolee died while on parole.
40	Parole has been revoked (for whatever reason) as a result of parole authority action.
50	Recommitment with new major conviction to the prison system jurisdiction with a new conviction although the parole authority took no official action to revoke parole.
60	Return to the prison system jurisdiction although the parole authority took no official action to revoke parole.
70	Other removals from parole not covered by the preceding categories.

Record Position	Variable and Code Definitions
99	Unknown
90	<u>Revoked?</u> Was the parolee removed from parole supervision by revocation, recommitment to prison, or return to prison? (y/n)
91-92	<u>Type of Revocation:</u>
10	Revocation of parole due to a technical or parole violation on one of the following grounds:
11	Parole Violation Only--Parole was revoked for a violation of the parolee's parole conditions.
12	Parole Violation, Criminal Charges Pending--Parole was revoked for a violation of parole conditions although criminal charges are pending against the parolee.
13	In Lieu of New Minor Conviction--After allegedly committing a new minor offense, parole was revoked and the parolee returned to the prison system as a parole violator instead of being prosecuted on the new offense.
14	In Lieu of New Major Conviction--After allegedly committing a new major offense, parole was revoked and the parolee returned to the prison system as a parole violator instead of being prosecuted on the new offense.
20	New Minor Conviction--Conviction of a new offense resulting in a sentence between 60 days and one year (i.e., misdemeanor) in an adult correctional facility.
30	New Major Conviction--Conviction of a new offense resulting in a sentence of one year or more (i.e., felony) in an adult correctional facility.
40	Other reasons for removal from parole not covered by the preceding categories.

Record Variable and  
Position Code Definitions

---

99 Unknown

93-96

Agency Use: These four variables are for the use of any agency reporting data to UPR that wishes UPR to collect state specific data not in the UPR data base.

## SECTION 3

Relationship Between UPR and  
BASIC OBSCIS Software

For those states implementing the BASIC OBSCIS (Offender-Based State Corrections Information System) Software package, we have included here a brief table comparing the UPR variables and the corresponding OBSCIS items. Nearly all of the UPR variables can be directly drawn or derived from core level OBSCIS.

However, two basic differences exist between the two systems. First, UPR uses a numeric "9" for the unknown/not reported code; OBSCIS leaves the item blank except in the case of Education which is coded 21 for unknown.

Second, except for Birthdate (month/day/year), UPR collects only month/year for all dates; OBSCIS provides for month/day/year on all dates. These are minimal problems and can easily be worked around.

The following section charts briefly the UPR variables and the corresponding OBSCIS items. Also included is a table matching UPR Offense codes to the NCIC offense coding scheme.

UPROBSCISIdentifying Data Elements

Agency Paroling (UPR code)	---
Agency Receiving	Location (Parole Destination (o))
State Case ID Number	State Corrections ID Number
Date of Parole Entry	Movement--Exits date of exits to Conditional Release (4 codes)
Birthdate	Birth Date
Subject Name	Commitment Name
FBI Number	FBI Number

Entry Data Elements

Type of Conditional Release	Movement--Exits
1 parole authority decision	Cond. release-parole, unsupervd. Cond. release-parole, supervised Cond. release-parole to custody
2 mandatory release	---
3 other	Other conditional release
Condition of Release	(Parole Supervisory Level (r))
Parole/Reparole	Movement-New Entries (3 codes)
1 first parole	New court commitment NCC/probation violation Transfer of jurisdiction
2 reparole	Movement--Returns Parolee returned--tech. viol. Ret. from cond. release--tech. viol.
Minimum Eligible Parole Date	Minimum Eligible Parole Date
Minimum Eligible Discharge Date	Sentence Minimum/Maximum Minimum length of sentence plus movement date (new court commitment)

<u>UPR</u>	<u>OBSCIS</u>
Maximum Aggregate Release Date	Aggregate Maximum Release Date
Sex	Sex
Race/Ethnicity	Race
Education	Last Grade Completed
Type of Admission	Movement-New Entries
1 new court commitment	New court commitment
2 probation viol/new conv	---
3 probation viol/no new conv	NCC following probation viol.
4 transfer of jurisdiction	Receiving full jurisdiction
5 parole viol/new conv.	Movement>Returns
6 parole viol/no new conv.	Parolee returned,w/new sentence
	Parolee returned, tech.viol.
Date of Most Recent Admission	Movement-New Entries date
	>Returns date
Date of Original Admission	Movement-New Entries date
Offense 1	(State-specific code)
Offense 2	
Offense 3	
County of Commitment	County of Commitment
Net Time Credits	Sentence Credit Time
Number of Prior Known Incarcerations	Adult Criminal Commitment History (In-state (r))

Follow-up/Removal Data Elements

Absconder?	Paroling Authority Decisions
Date of Last Contact	Absconder
Continued on Parole?	Paroling Authority Decisions
Type of Continuation	Paroling Authorit Decisions
1 no official problem	Parole continued
2 new minor conviction	Parole cont-new minor conv.
3 new major conviction	Parole cont-new major conv.
4 charges pending	---
	(Movement>Returns: parolee returned, pending hearing)

UPR

5 absconder

In Prison?

Jurisdiction

1 in-state

2 out-of-state

Returned to Prison?

Return Reason

1 pending hearing

2 medical reasons

3 other

Months?

Actual Months Under Supervision

New Major Conviction?

Offense 1

Offense 2

Offense 3

Removed from Parole?

Removal Action Date

Type of Removal

10 parole complete

20 release prior to expiration

21 release/parole board

22 release/commutation or pardon

30 revocation

40 recommitted, not revoked

50 returned, not revoked

OBSCIS

Absconder

Movement>Returns

Location

In-state correctional facility

Other state or federal system

Movement>Returns

Movement>Returns

Parolee returned-pending hearing

---

Parolee returned for medical or other

----

(Date of Parole Entry plus 12; or plus Date of Last Contact; or plus Date of Removal Action)

Paroling Authority Decisions

Parolee returned-w/new sentence

(State-specific code)

Movement>Returns

Return date

Final Termination:

discharge from parole

---

---

discharge from institution by commutation

discharge from institution by pardon

---

---

---



UPR

60 death

70 other

Revoked?

Type of Revocation

10 violation of parole conds.

11 parole violation only

12 pv/criminal charges pending

13 in lieu of new minor conv.

14 in lieu of new major conv.

20 new minor conviction

30 new major conviction

40 other

OBSCIS

death-suicide  
 death-accidental  
 death-non-accidental  
 death-natural causes  
 death-unknown causes

---

Paroling Authority Decisions

Paroling Authority Decisions

---

return to prison, tech. viol./  
 violation of parole conds.

---

---

Return to prison, tech. viol.  
 in lieu of new major offense  
 prosecution

Return to prison, tech. viol./  
 new minor conv. or in lieu  
 of new minor conv.

Return to prison, new court  
 commitment for new major  
 offense conv.

Return to prison, other

OFFENSES

<u>UPR</u>	<u>NCIC</u>
Murder/Nonnegligent	0900 - 0908 0911 - 0999
Negligent Manslaughter	0909 - 0910
Forcible Rape	1101 - 1103
Robbery	1200 - 1299
Aggravated	1301 - 1312 1314 - 1315
Burglary	2200 - 2299
Larceny/Theft	2300 - 2399 2410
Motor Vehicle Theft	2400 - 2409 2411 - 2499
Arson	2000 - 2099
Forgery/Counterfeiting	2500 - 2599
Fraud/Embezzlement	2600 - 2699 2700 - 2799
Stolen Property	2800 - 2899
Commercial Sex Offense	4000 - 4099
Narcotic Law Violation	3500 - 3599
Alcohol Law Violation	4100 - 4199
Weapons Offense	5200 - 5299
Escape	4901 - 4903 4999
Simple Assault	1300 1313 1316 1399
Other	all other codes

SECTION 4

Questionnaire

All Automated Data Submitted After January 1, 1980  
(including Entry data for 1979, 1978 and  
Follow-up/Removal data for 1978, 1977, 1976)

ITEM A SPECIFICATIONS

Who is the person to be contacted if UPR has questions  
regarding the data?

NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ITEM B SPECIFICATIONS

The UPR system is capable of accepting machine-readable  
data in two manners. Please check  ONE box.

- Punched Cards: skip ITEMS C-F and continue with  
ITEM G.
- Magnetic Tape: continue with ITEM C.

ITEM C SPECIFICATIONS

The UPR system is currently running on an IBM/370.

The specifications listed below are preferred for the  
UPR configuration:

Density	-	1600 bpi
Tracks	-	9
Mode	-	EBCDIC
Labels	-	Standard IBM
Record Form	-	Fixed Block



ITEM F SPECIFICATIONS

It is necessary to have a description of each of the data sets (files) on the tape submitted to UPR.

Please complete the table on the next page describing the characteristics of each data set on the tape.

NOTES (explaining the table):

FILE# refers to the sequence locating the files on the tape. The first FILE# is #1, the second is #2, etc.

DATA TYPE/YEAR defines the type of data on the records in each of the files. The 1979 UPR files contain Entry data and Follow-up/Removal data for three years for those cases on which data are being collected in 1979. The YEAR refers to the year of entry to parole. If your file contains only Entry data for 1979 releases, you would describe the file as ENTRY/1979. If the file contains both Entry and Follow-up/Removal data for 1978 releases, you would specify TYPE as ENTRY, FU#1/1978. Note: BE SURE THE YEAR IS THE DATE OF ENTRY AND NOT THE DATE OF FOLLOW-UP.

LABEL NAME refers to the internal name on the tape for each of the files if you use standard labels. The label name must not exceed eight characters. You may choose to create a NO LABEL tape; if so, write NO LABEL in this column.

RECORD LENGTH should conform to the UPR record length of 107 characters for Entry files and 96 characters for Follow-up/Removal files and be padded with blanks if you are unable to supply all of the data items.

BLKSIZE refers to the size of the block and is the total number of characters used for blocking the records when the tape is created. You may choose any blocksize that is a multiple of the record length. It is suggested to block the 96 character records in blocks of 5568.

N/RECORDS refers to the actual number of records (cases) on each file.



ITEM G SPECIFICATIONS

The UPR system has a fixed set of codes which it expects to find at certain locations on the physical record. It would be ideal if users would supply data with variables using UPR codes. However, we realize this may not be realistic. Therefore, we are supplying a table listing for each of the record positions on the file and a space for user codes if different from UPR. If some of the fields are the same and some differ, write SAME for those files having the same coding structure as UPR and supply us with your codes when they differ. If you cannot supply the data for a particular variable, write OMIT in the USER CODE column by that field.

Each variable is defined in detail in the sections on "Variable and Code Definitions." Please refer to the definitions when determining any differences between UPR codes and your agency codes.

## UPR FILE DEFINITION TABLE

Entry Segment

(107 Characters, 26 Variables)

RECORD POSITION	FIELD DESCRIPTION	USER CODES
1-2	Agency paroling	
3-4	Agency receiving	
5-12	State case ID number	
13-16	Date of parole entry (mm/yy)	
17-22	Birthdate (mm/dd/yy)	
23-47	Subject name (free form)	
48-58	FBI number	
59	Type of conditional release 1-parole authority decision 2-mandatory release 3-other 9-not reported	
60	Condition of release 1-active supervision 2-inactive supervision 3-paroled to custody, detrainer, or warrant 9-not reported	
61	Parole or reparole 1-first parole on current sentence 2-reparole on current sentence 9-not reported	
62-65	Minimum eligible parole date (mm/yy)	
66-69	Minimum eligible discharge date (mm/yy)	



RECORD POSITION	FIELD DESCRIPTION	USER CODES
70-73	Maximum aggregate release date (mm/yy)	
74	Sex 1-male 2-female 9-not reported	
75	Race/Ethnicity 1-American Indian/ Alaskan Native 2-Asian/Pacific Islander 3-Black, not Hispanic 4-Hispanic 5-White, not Hispanic 9-not reported	
76-77	Education 00-none or kindergarten 01-16-highest grade 17-college graduate 18-some graduate school 19-Master's degree 20-Ph.D., M.D., J.D., other 22-GED or HED 99-not reported	
78	Type of admission 1-new court commitment 2-probation viol/new conv. 3-probation viol/no new conv. 4-parole viol/new conv. 5-parole viol/no new conv. 6-transfer of jurisdiction 7-other 9-not reported	
79-82	Date of most recent admission (mm/yy)	
83-86	Date of original admission (mm/yy)	
87-89	Major or single offense	
90-92	Next offense, if multiple	
93-95	Next offense, if multiple	

RECORD POSITION	FIELD DESCRIPTION	USER CODES
	11-murder/nonnegligent manslaughter	
	12-negligent manslaughter	
	13-forcible rape	
	14-robbery	
	17-aggravated assault	
	21-burglary	
	22-larceny/theft	
	23-motor vehicle theft	
	31-arson	
	32-forgery/counterfeiting	
	33-fraud/embezzlement	
	34-stolen property	
	42-commercial sex offense	
	43-other sex offense	
	44-narcotic law violation	
	45-alcohol law violation	
	46-weapons offense	
	47-escape	
	48-simple assault	
	49-other offense	
	99-not reported	
96-98	County of commitment (3-digit code)	
99-101	Net time credits (N days)	
102-103	Prior incarcerations (N times)	
104-107	Agency use	

Follow-up Segment

Year #1

(96 Characters, 27 Variables)

RECORD POSITION	FIELD DESCRIPTION	USER CODES
1-2	Agency paroling	
3-4	Agency receiving	
5-12	State case ID number	
13-16	Date of parole entry (mm/yy)	
17-22	Birthdate (mm/dd/yy)	
23-47	Subject name (free form)	
48-58	FBI number	
59	Absconder (y/n)	
60-63	Date of last contact (if yes) (mm/yy)	
64	Continued on parole. (y/n)	
65	Type of continuation (if yes) 1-no official problem 2-new minor conviction 3-new major conviction 4-charges pending, not removed 5-absconder, not removed 9-not reported	
66	Currently in prison (y/n)	
67	Jurisdiction (if yes) 1-in-state 2-out-of-state 9-not reported	
68	Returned to prison, not removed (y/n)	
69	Return reason (if yes) 1-pending hearing 2-medical reasons 3-other 9-not reported	

RECORD POSITION	FIELD DESCRIPTION	USER CODES
70	Months under supervision = 12 (y/n)	
71-72	Actual months under supervision	
73	New major conviction (y/n)	
74-76	Major or single offense, if yes	
77-79	Next offense, if multiple	
80-82	Next offense, if multiple 11-murder/nonnegligent manslaughter 12-negligent manslaughter 13-forcible rape 14-robbery 17-aggravated assault 21-burglary 22-larceny/theft 23-motor vehicle theft 31-arson 32-forgery/counterfeiting 33-fraud/embezzlement 34-stolen property 42-commercial sex offense 43-other sex offense 44-narcotic law violation 45-alcohol law violation 46-weapons offense 47-escape 48-simple assault 49-other offense 99-not reported	
83	Removed from parole (y/n)	
84-87	Removal action date (if yes) (mm/yy)	
88-89	Type of removal (if yes) 10-parole complete 20-release prior to expiration (only) 21-release prior to expiration by early discharge by parole authority 22-release prior to expiration by sentence commuted/pardon 30-death	

RECORD POSITION	FIELD DESCRIPTION	USER CODES
	40-revocation 50-recommitted, not revoked 60-returned, not revoked 70-other 99-not reported	
90	Revoked, recommitted, or returned (y/n)	
91-92	Type of revocation (if yes) 11-violation of parole conditions (only) 12-violation, criminal charges pending 13-violation, in lieu of minor conviction 14-violation, in lieu of major conviction 20-new minor conviction 30-new major conviction 40-other 99-not reported	
93-96	Agency use.	

Follow-up Segment

Year #2

(96 Characters, 27 Variables)

RECORD POSITION	FIELD DESCRIPTION	USER CODES
1-2	Agency paroling	
3-4	Agency receiving	
5-12	State case ID number	
13-16	Date of parole entry (mm/yy)	
17-22	Birthdate (mm/dd/yy)	
23-47	Subject name (free form)	
48-58	FBI number	
59	Absconder (y/n)	
60-63	Date of last contact (if yes) (mm/yy)	
64	Continued on parole (y/n)	
65	Type of continuation (if yes) 1-no official problem 2-new minor conviction 3-new major conviction 4-charges pending, not removed 5-absconder, not removed 9-not reported	
66	Currently in prison (y/n)	
67	Jurisdiction (if yes) 1-in-state 2-out-of-state 9-not reported	
68	Returned to prison, not removed (y/n)	
69	Return reason (if yes) 1-pending hearing 2-medical reasons 3-other 9-not reported	

RECORD POSITION	FIELD DESCRIPTION	USER CODES
70	Months under supervision = 24 (y/n)	
71-72	Actual months under supervision	
73	New major conviction (y/n)	
74-76	Major or single offense, if yes	
77-79	Next offense, if multiple	
80-82	Next offense, if multiple 11-murder/nonnegligent manslaughter 12-negligent manslaughter 13-forcible rape 14-robbery 17-aggravated assault 21-burglary 22-larceny/theft 23-motor vehicle theft 31-arson 32-forgery/counterfeiting 33-fraud/embezzlement 34-stolen property 42-commercial sex offense 43-other sex offense 44-narcotic law violation 45-alcohol law violation 46-weapons offense 47-escape 48-simple assault 49-other offense 99-not reported	
83	Removed from parole (y/n)	
84-87	Removal action date (if yes) (mm/yy)	
88-89	Type of removal (if yes) 10-parole complete 20-release prior to expiration (only) 21-release prior to expiration by early discharge by parole authority 22-release prior to expiration by sentence commuted/pardon 30-death	

RECORD POSITION	FIELD DESCRIPTION	USER CODES
	40-revocation 50-recommitted, not revoked 60-returned, not revoked 70-other 99-not reported	
90	Revoked, recommitted, or returned (y/n)	
91-92	Type of revocation (if yes) 11-violation of parole conditions (only) 12-violation, criminal charges pending 13-violation, in lieu of minor conviction 14-violation, in lieu of major conviction 20-new minor conviction 30-new major conviction 40-other 99-not reported	
93-96	Agency use.	



Follow-up Segment

Year #3

(96 Characters, 27 Variables)

RECORD POSITION	FIELD DESCRIPTION	USER CODES
1-2	Agency paroling	
3-4	Agency receiving	
5-12	State case ID number	
13-16	Date of parole entry (mm/yy)	
17-22	Birthdate (mm/dd/yy)	
23-47	Subject name (free form)	
48-58	FBI number	
59	Absconder (y/n)	
60-63	Date of last contact (if yes) (mm/yy)	
64	Continued on parole (y/n)	
65	Type of continuation (if yes) 1-no official problem 2-new minor conviction 3-new major conviction 4-charges pending, not removed 5-absconder, not removed 9-not reported	
66	Currently in prison (y/n)	
67	Jurisdiction (if yes) 1-in-state 2-out-of-state 9-not reported	
68	Returned to prison, not removed (y/n)	
69	Return reason (if yes) 1-pending hearing 2-medical reasons 3-other 9-not reported	

RECORD POSITION	FIELD DESCRIPTION	USER CODES
70	Months under supervision = 36 (y/n)	
71-72	Actual months under supervision	
73	New major conviction (y/n)	
74-76	Major or single offense, if yes	
77-79	Next offense, if multiple	
80-82	Next offense, if multiple 11-murder/nonnegligent manslaughter 12-negligent manslaughter 13-forcible rape 14-robbery 17-aggravated assault 21-burglary 22-larceny/theft 23-motor vehicle theft 31-arson 32-forgery/counterfeiting 33-fraud/embezzlement 34-stolen property 42-commercial sex offense 43-other sex offense 44-narcotic law violation 45-alcohol law violation 46-weapons offense 47-escape 48-simple assault 49-other offense 99-not reported	
83	Removed from parole (y/n)	
84-87	Removal action date (if yes) (mm/yy)	
88-89	Type of removal (if yes) 10-parole complete 20-release prior to expiration (only) 21-release prior to expiration by early discharge by parole authority 22-release prior to expiration by sentence com- muted/pardon 30-death	

RECORD POSITION	FIELD DESCRIPTION	USER CODES
	40-revocation 50-recommitted, not revoked 60-returned, not revoked 70-other 99-not reported	
90	Revoked, recommitted, or returned (y/n)	
91-92	Type of revocation (if yes) 11-violation of parole conditions (only) 12-violation, criminal charges pending 13-violation, in lieu of minor conviction 14-violation, in lieu of major conviction 20-new minor conviction 30-new major conviction 40-other 99-not reported	
93-96	Agency use	

**END**