



2018 NCRP Data Request Instructions

Prison and Post Confinement Community Supervision Records (Parts A, B, D, E, and F)

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Overview

The National Corrections Reporting Program (NCRP) collects offender-level information from state departments of correction and community supervision on admissions to and releases from prisons and post confinement community supervision. Abt Associates is the NCRP data collection agent for the Bureau of Justice Statistics, the federal agency that administers NCRP. BJS has administered NCRP since 1983. Contact your **NCRP site liaison** (Tom Rich, at tom_rich@abtassoc.com or 617-349-2753 or Mike Shively, at michael_shively@abtassoc.com or 617-520-3562) for more information. Or visit the NCRP website at www.ncrp.info.

For 2018, states are asked to submit three prison files:

- Prison Admissions (Part A): one record for each *admission* of a sentenced offender to the state's prison system during calendar year 2018.
- Prison Releases (Part B): one record for each *release* of a sentenced offender from the state's prison system during calendar year 2018.
- Prison Custody (Part D): one record for each sentenced *offender* in the physical custody of the state's prison system on December 31, 2018.

For 2018, states are also asked to submit two post-confinement community supervision (PCCS) files:

- Post Confinement Community Supervision¹ Admissions (Part E): one record for each *admission* to a post-confinement community supervision program during calendar year 2018.
- Post Confinement Community Supervision Releases (Part F): one record for each *release* from a post-confinement community supervision program during calendar year 2018.

The detailed instructions below for Parts A, B, D, E, and F include the NCRP definitions of admissions, releases, and other terminology. The NCRP definitions may vary from the definitions your state uses.

What's New for 2018

There are three new variables in the 2018 request:

- Whether the offender is a **citizen of the United States** (Parts A, D, and E).
- The offender's **country of current citizenship** (Parts A, D, and E).
- The offender's **country of birth** (Parts A, D, and E).

The US Department of Justice has made the citizenship of prisoners a priority item for data collection. As with all other BJS data, these data will not be used for enforcement purposes, but rather to better describe the state prison population. While country of birth does not necessarily match current

¹ Post Confinement Community Supervision means sentenced offenders serving a period of community supervision immediately after release from prison.

citizenship, collection of this element will allow BJS to better understand whether country of birth is a good proxy for citizenship. *As with all NCRP variables, states may decide not to include these three new variables in their NCRP submission.*

BJS has also decided to remove 7 variables that have had poor response rates in the past. *If you have been providing these data and it is too burdensome to modify your data extraction programs to remove them, you may continue to provide them, however, BJS will not explicitly request them in this document.* These variables are:

- **Prior prison** time served by the offender (Variable 12; Parts A, B, and D).
- **Additional offenses since admission date** committed by the offender (Variable 18; Parts B and D)
- **Additional sentence time since admission date** to be served by the offender (Variable 19; Parts B and D)
- Whether the offender was on **AWOL or Escape** while serving sentences (Variable 21; Part B).
- Whether the offender was serving time concurrently on **community release prior to prison release** (Variable 22a; Part B).
- The **number of days on community release prior to prison release** served by the offender (Variable 22b; Part B).
- Offender's **supervision status prior to release from PCCS** (Variable 28; Part F).

In addition, if you were not able to include in your 2017 submission any of the new variables from 2015, please try to include them in your 2018 submission. The new variables from the 2015 request were:

- The offender's **Social Security Number** (all five Parts).
- The offender's **last known address prior to incarceration** (Parts A and E).
- The offender's **custody level** at year-end (Part D).

If your agency requires additional information or a signed Data Use Agreement before including SSNs or the last known address in your NCRP submission, please contact your Abt Associates site liaison.

General Data Submission Instructions

Is there a required format or coding scheme for the data?

- There is no required format or file type for the data you submit; use whatever is most convenient for you.
- There is no required set of codes for the categorical NCRP variables (e.g., race, prison admission type). The documentation in this manual includes suggested "NCRP format" codes, but you can use whatever internal codes your agency uses. As necessary, Abt will re-code your internal agency codes into the standardized NCRP codes.

What if I am unable to provide all the requested data?

- If your agency does not collect one or more of the requested data elements or providing them would be an excessive burden (or is not allowed under agency policy), those data elements do not have to be included in the data submission. The instructions for each Part also highlight the “core” data elements that are most important to NCRP.

When is the data submission due?

- The target date for submitting NCRP data is March 31st, but we understand that agency constraints in many states preclude meeting that target date. The Abt site liaison will work with each state to set a realistic target date.

How do I send the data to Abt Associates?

- Use the NCRP data transfer site (transfer.abtassoc.com) to submit data. This site is compliant with FIPS (Federal Information Processing Standard) 140-2 and meets all the requirements of the Federal Information Security Management Act (FISMA) and the Privacy Act. The data are automatically encrypted during transit.
- When you are ready to submit data, contact your NCRP site liaison² to obtain a unique username and password for the transfer portal, or to make other submission arrangements. Please protect your transfer portal username and password. Instructions on how to use the transfer site are available from your Abt site liaison.

What happens after we submit data?

- Abt will verify the contents of the data files and conduct a series of validity checks on the data (including comparing the submitted data to your submissions from prior years). Typically, this will be accomplished within 1-3 weeks of receipt of your data. Your Abt site liaison will then contact you to review the findings. Having a thorough understanding of what data you submit is necessary in order to construct valid and reliable national NCRP datasets.

² Tom Rich, at tom_rich@abtassoc.com or 617-349-2753, or Mike Shively, at michael_shively@abtassoc.com or 617-520-3562

Part A (Prison Admissions) Instructions

The data file you produce for Part A should contain **one data record for each admission of a sentenced inmate to your prison system during 2018, regardless of sentence length or jurisdiction.**

NCRP defines admissions as including:

- new court commitments;
- revocations from probation, parole, or other types of post-confinement community supervision;
- transfers from other jurisdictions;
- escape or AWOL returns;
- returns from appeal or bond.

Include in Part A:

- Admissions of sentenced inmates to your prison facilities.³
- Admissions of sentenced inmates under your jurisdiction to county or local jails.
- Admissions of sentenced inmates under your jurisdiction to in-state private prisons, including both privately owned facilities and facilities operated by a private entity under contract to the state.

Exclude from Part A:

- Admissions of sentenced inmates to one of your prison facilities who are being transferred from another one of your prison facilities.
- Inmates re-entering a prison facility after a temporary leave of 30 days or less (e.g., for a court appearance, funeral furlough, or medical care).
- Admissions of sentenced inmates under your jurisdiction to Federal facilities, another state's facilities, or out-of-state private facilities.
- Admissions of unsentenced inmates to your prison facilities (e.g., inmates awaiting trial, civil commitments)

The variables requested in the Part A data set are listed on the next page. Most of these variables are also in the Part B and D requests. Refer to the Appendix for additional information on these variables.

³ Prison facilities include prisons, penitentiaries, and correctional institutions; boot camps; prison farms; reception, diagnostic, and classification centers; release centers, halfway houses, and road camps; forestry and conservation camps; vocational training facilities; prison hospitals; and drug and alcohol treatment facilities for prisoners. For inmates under home confinement, a private residence is not considered a prison facility.

The Part A (Prison Admissions) variables are listed below in the table. If you have limited resources for responding to this data request, please focus on the **core variables**. Additional information on the variables is in the Appendix.

Category	#	Name	Definition	Core Variable
Offender	2	Inmate ID Number	A unique number that identifies an offender within the agency for this admission and all subsequent admissions.	✓
	30	State ID Number	The offender's unique, fingerprint-supported state identification number	✓
	39	FBI Number	The unique identification number given by the Federal Bureau of Investigation/ Interstate Identification Index to each offender	✓
	36	First Name	The offender's first name	✓
	37	Last Name	The offender's last name	✓
	3	Date of Birth	The offender's date of birth	✓
	4	Sex	The offender's biological sex	✓
	5	Race	The offender's race	✓
	6	Hispanic Origin	Is the offender of Hispanic origin?	✓
	7	Highest Grade Completed	The highest academic grade level the offender completed prior to admission to prison on the current sentence	
	40	Prior Military Service	Did the offender ever served in the U.S. Armed Forces?	✓
	41	Date of Last Military Discharge	The date the offender was discharged from the U.S. Armed Forces for the final time	✓
	42	Type of Last Military Discharge	The type of discharge the inmate received from the U.S. Armed Forces	✓
	46	SSN	The offender's Social Security Number	✓
	47	Last Known Address	The offender's last known address prior to incarceration	✓
	49	US Citizen	Whether the offender is a citizen of the US	
	50	Country of citizenship	The offender's current country of citizenship	
	51	Country of birth	The offender's country of birth	
Sentence	1	County in Which Sentence was Imposed	The county where the court imposing the current sentence is located	✓
	11	Prior Jail Time	The length of time served in jail prior to the date of admission (Variable 8) and credited to prison service for the current sentence	

Category	#	Name	Definition	Core Variable
	13	Offenses	Crime(s) for which the offender was admitted to prison on the current sentence(s), including the number of counts for each offense.	✓
	14a	Offense with Longest Maximum Sentence	Of the crimes coded in Variable 13, the ONE crime for which the inmate received the longest sentence	✓
	14b	Sentence Length for Variable 14a Offense	The maximum sentence as stated by the court that the offender is required to serve for the offense listed in Variable 14a	✓
	15	Total Maximum Sentence Length	The longest length of time as stated by the court that the offender could be required to serve for all offenses specified in Variable 13 (Offenses)	✓
	31a	Indeterminate Sentence	Does the total maximum sentence (Variable 15) include an indeterminate sentence?	
	31b	Determinant Sentence	Does the total maximum sentence (Variable 15) include a determinate sentence?	
	31c	Mandatory Minimum Sentence	Does the total maximum sentence (Variable 15) include a mandatory minimum sentence?	
	31d	Truth in Sentencing Law Restriction	Is the total maximum sentence (Variable 15) restricted by a Truth in Sentencing Law mandating that a certain percentage of the court- imposed sentence be served in prison?	
	32	Length of Court-Imposed Sentence to Community Supervision	The amount of time which the court states that the offender is required to serve under community supervision after release from prison	
Prison Admission	8	Date of Admission to Prison	The most recent date the offender was admitted into the custody of the state prison system on the current sentence	✓
	9	Type of Admission to Prison	The reason an offender entered into the physical custody of a correctional facility on the date provided in Variable 8 (Admission Date) of the current record	✓
	10	Jurisdiction on Date of Admission	The state with the legal authority to enforce the prison sentence	✓

Category	#	Name	Definition	Core Variable
	17	Location where Offender is to Serve Sentence	The type of facility in which the offender will be incarcerated to serve time for his/her crime.	
Anticipated Release from Prison	33	Parole Hearing/Eligibility Date	The date the offender is eligible for review by an administrative agency such as a parole board, to determine whether he or she will be released from prison	
	34	Projected Release Date	The projected date on which the offender will be released from prison	
	35	Mandatory Release Date	The date the offender by law must be conditionally released from prison	

Part B (Prison Releases) Instructions

The data file you produce for Part B should contain **one data record for each release of a sentenced inmate from your prison system during 2018, regardless of sentence length or jurisdiction.**

NCRP defines releases as including:

- conditional releases from prison to parole, probation, or other forms of post-confinement community supervision;
- unconditional releases;
- releases or transfers to other authorities;
- deaths;
- releases on appeal or bond if credit for time served is not given while on release;
- escapes from custody.

Include in Part B:

- Releases of sentenced inmates from your prison facilities⁴, regardless of jurisdiction or sentence length.
- Releases of sentenced inmates under your jurisdiction from county or local jails.
- Releases of sentenced inmates under your jurisdiction from in-state private prisons, including both privately owned facilities and facilities operated by a private entity under contract to the state.

Exclude from Part B:

- Sentenced inmates who are being transferred from one of your facilities to another one of your prison facilities.
- Temporary releases of sentenced inmates of 30 days or less (e.g., for a court appearance, funeral furlough, or medical care).
- Releases of sentenced inmates under your jurisdiction from Federal facilities, another state's facilities, or out-of-state private facilities.
- Releases of unsentenced inmates from your prison facilities (e.g., inmates awaiting trial, civil commitments)

⁴ Prison facilities include prisons, penitentiaries, and correctional institutions; boot camps; prison farms; reception, diagnostic, and classification centers; release centers, halfway houses, and road camps; forestry and conservation camps; vocational training facilities; prison hospitals; and drug and alcohol treatment facilities for prisoners. For inmates under home confinement, a private residence is not considered a prison facility.

The variables requested in the Part B data set are listed on the next page. Most of these variables are also in the Part A and D requests. Refer to the Appendix for additional information on these variables.

The Part B (Prison Releases) variables are listed below in the table. If you have limited resources for responding to this data request, please focus on the **core variables**. Additional information on the variables is in the Appendix.

Category	#	Name	Definition	Core Variable
Offender	2	Inmate ID Number	A unique number that identifies an offender within the agency for this admission and all subsequent admissions.	✓
	30	State ID Number	The offender's unique, fingerprint-supported state identification number	✓
	39	FBI Number	The unique identification number given by the Federal Bureau of Investigation/ Interstate Identification Index to each offender	✓
	36	First Name	The offender's first name	✓
	37	Last Name	The offender's last name	✓
	3	Date of Birth	The offender's date of birth	✓
	4	Sex	The offender's biological sex	✓
	5	Race	The offender's race	✓
	6	Hispanic Origin	Is the offender of Hispanic origin?	✓
	7	Highest Grade Completed	The highest academic grade level the offender completed prior to admission to prison on the current sentence	
	40	Prior Military Service	Did the offender ever served in the U.S. Armed Forces?	✓
	41	Date of Last Military Discharge	The date the offender was discharged from the U.S. Armed Forces for the final time	✓
	42	Type of Last Military Discharge	The type of discharge the inmate received from the U.S. Armed Forces	✓
	20	Prior Felony Incarcerations	Was the offender ever sentenced to confinement for a felony as a juvenile or adult prior to his/her current prison admission?	
	46	SSN	The offender's Social Security Number	✓
Sentence	1	County in Which Sentence was Imposed	The county where the court imposing the current sentence is located	✓
	11	Prior Jail Time	The length of time served in jail prior to the date of admission (Variable 8) and credited to prison service for the current sentence	
	13	Offenses	Crime(s) for which the offender was admitted to prison on the current sentence(s), including the number of counts for each offense.	✓

Category	#	Name	Definition	Core Variable
	14a	Offense with Longest Maximum Sentence	Of the crimes coded in Variable 13, the ONE crime for which the inmate received the longest sentence	✓
	14b	Sentence Length for Variable 14a Offense	The maximum sentence as stated by the court that the offender is required to serve for the offense listed in Variable 14a	✓
	15	Total Maximum Sentence Length	The longest length of time as stated by the court that the offender could be required to serve for all offenses specified in Variable 13 (Offenses)	✓
	31a	Indeterminate Sentence	Does the total maximum sentence (Variable 15) include an indeterminate sentence?	
	31b	Determinant Sentence	Does the total maximum sentence (Variable 15) include a determinate sentence?	
	31c	Mandatory Minimum Sentence	Does the total maximum sentence (Variable 15) include a mandatory minimum sentence?	
	31d	Truth in Sentencing Law Restriction	Is the total maximum sentence (Variable 15) restricted by a Truth in Sentencing Law mandating that a certain percentage of the court-imposed sentence be served in prison?	
	32	Length of Court-Imposed Sentence to Community Supervision	The amount of time which the court states that the offender is required to serve under community supervision after release from prison	
Admission to Prison	8	Date of Admission to Prison	The most recent date the offender was admitted into the custody of the state prison system on the current sentence	✓
	9	Type of Admission to Prison	The reason an offender entered into the physical custody of a correctional facility on the date provided in Variable 8 (Admission Date) of the current record	✓
	10	Jurisdiction on Date of Admission	The state with the legal authority to enforce the prison sentence	✓
	17	Location where Offender is to Serve Sentence	The type of facility in which the offender will be incarcerated to serve time for his/her crime.	

Category	#	Name	Definition	Core Variable
Release from prison	23a	Date of Release from Prison	The most recent calendar date that the state's prison custody terminated	✓
	25	Type of Release from Prison	The method of, or reason for, departure from the custody of your prison system on the reported date of release	✓
	23b	Location at Time of Prison Release	The type of facility that had been used for the custody or care of the offender just prior to release	
	24	Agencies Assuming Custody at Time of Prison Release	The type and location of agency that assumes custody (physical or supervisory) over an inmate's freedom at the time of prison release	

Part D (Prison Custody) Instructions

The data file you produce for Part D should contain **one data record for each sentenced inmate under physical custody, regardless of sentence length or jurisdiction, on December 31, 2018.**

Include in Part D:

- Sentenced inmates in your prison facilities⁵, regardless of jurisdiction or sentence length.
- Sentenced inmates under your jurisdiction held in county or local jails.
- Sentenced inmates under your jurisdiction held in in-state or out-of-state private prisons, including both privately owned facilities and facilities operated by a private entity under contract to the state.
- Any inmate in the above categories who was temporarily released (less than 30 days) from a facility.

Exclude from Part D:

- Sentenced inmates under your jurisdiction held in Federal facilities or another state's facilities.
- Unsented inmates held in your prison facilities (e.g., civil commitments, inmates awaiting trial).
- Inmates who have escaped and are not in custody.

The variables requested in the Part D data set are listed on the next page. Most of these variables are also in the Part A and B requests. Refer to the Appendix for additional information on these variables.

⁵ Prison facilities include prisons, penitentiaries, and correctional institutions; boot camps; prison farms; reception, diagnostic, and classification centers; release centers, halfway houses, and road camps; forestry and conservation camps; vocational training facilities; prison hospitals; and drug and alcohol treatment facilities for prisoners. For inmates under home confinement, a private residence is not considered a prison facility.

The Part D (Prison Custody) variables are listed below in the table. If you have limited resources for responding to this data request, please focus on the **core variables**. Additional information on the variables is in the Appendix.

Category	#	Name	Definition	Core Variable
Offender	2	Inmate ID Number	A unique number that identifies an offender within the agency for this admission and all subsequent admissions.	✓
	30	State ID Number	The offender's unique, fingerprint-supported state identification number	✓
	39	FBI Number	The unique identification number given by the Federal Bureau of Investigation/ Interstate Identification Index to each offender	✓
	36	First Name	The offender's first name	✓
	37	Last Name	The offender's last name	✓
	3	Date of Birth	The offender's date of birth	✓
	4	Sex	The offender's biological sex	✓
	5	Race	The offender's race	✓
	6	Hispanic Origin	Is the offender of Hispanic origin?	✓
	7	Highest Grade Completed	The highest academic grade level the offender completed prior to admission to prison on the current sentence	
	40	Prior Military Service	Did the offender ever served in the U.S. Armed Forces?	✓
	41	Date of Last Military Discharge	The date the offender was discharged from the U.S. Armed Forces for the final time	✓
	42	Type of Last Military Discharge	The type of discharge the inmate received from the U.S. Armed Forces	✓
	20	Prior Felony Incarcerations	Was the offender ever sentenced to confinement for a felony as a juvenile or adult prior to his/her current prison admission?	
	46	SSN	The offender's Social Security Number	✓
	49	US Citizen	Whether the offender is a citizen of the US	
	50	Country of citizenship	The offender's current country of citizenship	
	51	Country of birth	The offender's country of birth	
Sentence	1	County in Which Sentence was Imposed	The county where the court imposing the current sentence is located	✓

Category	#	Name	Definition	Core Variable
	11	Prior Jail Time	The length of time served in jail prior to the date of admission (Variable 8) and credited to prison service for the current sentence	
	13	Offenses	Crime(s) for which the offender was admitted to prison on the current sentence(s), including the number of counts for each offense.	✓
	14a	Offense with Longest Maximum Sentence	Of the crimes coded in Variable 13, the ONE crime for which the inmate received the longest sentence	✓
	14b	Sentence Length for Variable 14a Offense	The maximum sentence as stated by the court that the offender is required to serve for the offense listed in Variable 14a	✓
	15	Total Maximum Sentence Length	The longest length of time as stated by the court that the offender could be required to serve for all offenses specified in Variable 13 (Offenses)	✓
	31a	Indeterminate Sentence	Does the total maximum sentence (Variable 15) include an indeterminate sentence?	
	31b	Determinant Sentence	Does the total maximum sentence (Variable 15) include a determinate sentence?	
	31c	Mandatory Minimum Sentence	Does the total maximum sentence (Variable 15) include a mandatory minimum sentence?	
	31d	Truth in Sentencing Law Restriction	Is the total maximum sentence (Variable 15) restricted by a Truth in Sentencing Law mandating that a certain percentage of the court- imposed sentence be served in prison?	
	32	Length of Court-Imposed Sentence to Community Supervision	The amount of time which the court states that the offender is required to serve under community supervision after release from prison	
Prison Admission	8	Date of Admission to Prison	The most recent date the offender was admitted into the custody of the state prison system on the current sentence	✓
	9	Type of Admission to Prison	The reason an offender entered into the physical custody of a correctional facility on the date provided in Variable 8 (Admission Date) of the current record	✓
	10	Jurisdiction on Date of Admission	The state with the legal authority to enforce the prison sentence	✓

Category	#	Name	Definition	Core Variable
	17	Location where Offender is to Serve Sentence	The type of facility in which the offender will be incarcerated to serve time for his/her crime.	
Anticipated Release from Prison	33	Parole Hearing/Eligibility Date	The date the offender is eligible for review by an administrative agency such as a parole board, to determine whether he or she will be released from prison	
	34	Projected Release Date	The projected date on which the offender will be released from prison	
	35	Mandatory Release Date	The date the offender by law must be conditionally released from prison	
Facility	38	Facility Name	Name of the facility holding the offender at year-end	✓
	48	Custody Level	The custody level to which the offender is assigned at year-end	✓

Part E (Post Confinement Community Supervision Admissions) Instructions

The data file you produce for Part E should contain **one data record for each admission of an offender to a term of post-confinement community supervision (PCCS) to your state during 2018**. PCCS means sentenced offenders serving a period of community supervision immediately after release from prison. Only include admissions to PCCS of offenders under the legal authority of your state; do not include interstate compact cases in which only supervisory responsibility is transferred to your state but legal authority is retained by another state.

Include in Part E:

- Admissions to community supervision for the purpose of completing a prison term in the community. Most states refer to this as parole; your state may use other terminology. Examples include:
 - An offender is released from a prison facility by the decision of a parole board or other authority to the caseload of a community supervision authority (e.g., parole agency, probation agency, corrections department). Most states call this a discretionary prison release.
 - An offender has a mandatory release from prison to the caseload of a community supervision authority (e.g., parole agency, probation agency, corrections department).
- Admissions to community supervision resulting from a community supervision sentence that begins immediately upon release from prison. This includes what some states refer to as a split sentence or shock probation. Examples include:
 - An offender begins serving a court-imposed sentence of community supervision following release from prison.
- Re-admissions to community supervision following a revocation from community supervision and a subsequent release from prison to complete the sentence in the community.
- Admissions of offenders to community supervision in your state following a term of confinement in another state when that state transfers legal authority of the offender to your state.

Exclude from Part E:

- Admissions to community supervision that are not immediately preceded by a term of confinement.
- Admissions to prison facilities.⁶

⁶ Prison facilities include prisons, penitentiaries, and correctional institutions; boot camps; prison farms; reception, diagnostic, and classification centers; release centers, halfway houses, and road camps; forestry and conservation camps; vocational training facilities; prison hospitals; and drug and alcohol treatment facilities for prisoners.

- Inmates re-entering parole or supervised release after a leave that was NOT a revocation.
 - Example: An offender serving a term of supervision is picked up on a technical violation and sent back to prison for a “shock” term. The offender is never released from supervision and the supervising agency has jurisdiction over the offender the entire time.
- Interstate compact cases where only supervisory responsibility is transferred to your state but legal jurisdiction is retained by another state.

The variables requested in the Part E data set are listed below. Refer to the Appendix for additional information on these variables.

The Part E (Post-Confinement Community Supervision Admissions) variables are listed below in the table. If you have limited resources for responding to this data request, please focus on the **core variables**. Additional information on the variables is in the Appendix.

Category	#	Name	Definition	Core Variable
Offender	2	Inmate ID Number	A unique number that identifies an offender within the agency for this admission and all subsequent admissions.	✓
	30	State ID Number	The offender's unique, fingerprint-supported state identification number	✓
	39	FBI Number	The unique identification number given by the Federal Bureau of Investigation/ Interstate Identification Index to each offender	✓
	36	First Name	The offender's first name	✓
	37	Last Name	The offender's last name	✓
	3	Date of Birth	The offender's date of birth	✓
	4	Sex	The offender's biological sex	✓
	5	Race	The offender's race	✓
	6	Hispanic Origin	Is the offender of Hispanic origin?	✓
	7	Highest Grade Completed	The highest academic grade level the offender completed prior to admission to prison on the current sentence	
	40	Prior Military Service	Did the offender ever served in the U.S. Armed Forces?	✓
	41	Date of Last Military Discharge	The date the offender was discharged from the U.S. Armed Forces for the final time	✓
	42	Type of Last Military Discharge	The type of discharge the inmate received from the U.S. Armed Forces	✓
	46	SSN	The offender's Social Security Number	✓
	47	Last Known Address	The offender's last known address prior to incarceration	✓
	49	US Citizen	Whether the offender is a citizen of the US	
	50	Country of citizenship	The offender's current country of citizenship	
	51	Country of birth	The offender's country of birth	
Sentence	1	County in Which Sentence was Imposed	The county where the court imposing the current sentence is located	✓
	13	Offenses	Crime(s) for which the offender was admitted to prison on the current sentence(s)	✓

Category	#	Name	Definition	Core Variable
Release from Prison	23a	Date of Release from Prison	The most recent calendar date that the state's prison custody terminated	✓
	25	Type of Release from Prison	The method of, or reason for, departure from the custody of your prison system on the reported date of release	✓
	24	Agencies Assuming Custody at Time of Prison Release	The type and location of the agency that assumes custody (physical or supervisory) over an inmate's freedom at the time of prison release	
Admission to PCCS	43	Date of Admission to Post-Confinement Community Supervision	The date an offender entered into post-confinement community supervision	✓
	44	Type of Admission to Post-Confinement Community Supervision	The reason an offender entered into post-confinement community supervision on the date provided in Variable 43 (Date of Admission to Post-Confinement Community Supervision) of the current record	✓

Part F (Post-Confinement Community Supervision Releases) Instructions

The data file you produce for Part F should contain **one data record for each release of an offender serving a term of post-confinement community supervision (PCCS) during 2018**. PCCS means sentenced offenders serving a period of community supervision immediately after release from prison. Only include releases from PCCS of offenders under the legal jurisdiction of your state; do not include interstate compact cases in which your state only had supervisory responsibility and another state retained legal jurisdiction over the offender.

NCRP defines PCCS releases as including:

- Discharges
- Returns to prison or jail resulting from a revocation, pending revocation, or a new sentence
- Transfer of legal authority over an offender from your state to another state
- Deaths

Include in Part F:

- Releases from community supervision when the offender was completing his prison sentence. Examples include:
 - An offender is returned to prison while on parole, supervised release, mandatory supervised release, or other types of post-confinement community supervision.
 - An offender is discharged after completing parole, supervised release, mandatory supervised release, or other types of conditional release.
 - An offender is discharged after completing parole, supervised release, mandatory supervised release, or other types of conditional release, but then begins serving a court-imposed sentence of community supervision.
- Releases from community supervision that resulted from a separate sentence that began following release from prison. Examples include:
 - An offender completes a court-imposed term of probation after serving a term of incarceration.
 - An offender is returned to prison while serving a court-imposed term of probation after serving a prison term.
- Transfer of legal authority from your state to another state of an offender on community supervision following a prison term.

Exclude from Part F:

- Releases from community supervision when the offender did not serve a term of incarceration immediately preceding the term of community supervision.

- Releases from prison facilities.⁷
- Temporary revocations where the inmate is not removed from supervision, and not re-admitted into a facility.
 - Example: An offender serving a term of supervision is picked up on a technical violation and sent back to prison for a “shock” term. The offender is never released from supervision and the supervising agency has jurisdiction over the offender the entire time.
- Releases of un-sentenced inmates who are being supervised in the community but who have not served a sentenced term of incarceration.
- Interstate compact cases in which your state only had supervisory responsibility and another state retained legal jurisdiction over the offender.

The variables requested in the Part F data set are listed below. Refer to the Appendix for additional information on these variables.

⁷ Prison facilities include prisons, penitentiaries, and correctional institutions; boot camps; prison farms; reception, diagnostic, and classification centers; release centers, halfway houses, and road camps; forestry and conservation camps; vocational training facilities; prison hospitals; and drug and alcohol treatment facilities for prisoners.

The Part F (Post-Confinement Community Supervision Releases) variables are listed below in the table. If you have limited resources for responding to this data request, please focus on the **core variables**. Additional information on the variables is in the Appendix.

Category	#	Name	Definition	Core Variable
Offender	2	Inmate ID Number	A unique number that identifies an offender within the agency for this admission and all subsequent admissions.	✓
	30	State ID Number	The offender's unique, fingerprint-supported state identification number	✓
	39	FBI Number	The unique identification number given by the Federal Bureau of Investigation/ Interstate Identification Index to each offender	✓
	36	First Name	The offender's first name	✓
	37	Last Name	The offender's last name	✓
	3	Date of Birth	The offender's date of birth	✓
	4	Sex	The offender's biological sex	✓
	5	Race	The offender's race	✓
	6	Hispanic Origin	Is the offender of Hispanic origin?	✓
	7	Highest Grade Completed	The highest academic grade level the offender completed prior to admission to prison on the current sentence	
	40	Prior Military Service	Did the offender ever served in the U.S. Armed Forces?	✓
	41	Date of Last Military Discharge	The date the offender was discharged from the U.S. Armed Forces for the final time	✓
	42	Type of Last Military Discharge	The type of discharge the inmate received from the U.S. Armed Forces	✓
	46	SSN	The offender's Social Security Number	✓
Sentence	1	County in Which Sentence was Imposed	The county where the court imposing the current sentence is located	✓
	13	Offenses	Crime(s) for which the offender was admitted to prison on the current sentence(s)	✓
Release from Prison	23a	Date of Release from Prison	The most recent calendar date that the state's prison custody terminated.	✓
	25	Type of Release from Prison	The method of, or reason for, departure from the custody of your prison system on the reported date of release	✓

Category	#	Name	Definition	Core Variable
	24	Agencies Assuming Custody at Time of Prison Release	The type and location of the agency that assumes custody (physical or supervisory) over an inmate's freedom at the time of prison release	
Admission to PCCS	43	Date of Admission to Post-Confinement Community Supervision	The date an offender entered into post-confinement community supervision.	✓
	44	Type of Admission to Post-Confinement Community Supervision	The reason an offender entered into post-confinement community supervision on the date provided in Variable 43 (Date of Admission to Post-Confinement Community Supervision) of the current record	✓
Release from PCCS	26	Date of Release from Post-Confinement Community Supervision	The date of discharge or termination from post-confinement community supervision jurisdiction for any reason, including returning the offender to prison	✓
	27	Type of Release from Post-Confinement Community Supervision	The reason for the termination of post-confinement community supervision jurisdiction that occurred on the date provided in Variable 26	✓
	45	County Where Offender was Released / County Where PCCS Office is Located	The county where the offender was released from post-confinement community supervision on the date in Variable 26. If not available, report the county where the PCCS office to which the offender reported before exit is located.	✓

Appendix. Additional Information on NCRP Variables

Variable 1: County in Which Sentence Was Imposed

Applies To

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Prison Custody (Part D)
- Post Confinement Community Supervision Admissions (Part E)
- Post Confinement Community Supervision Releases (Part F)

Definition

- The county where the court imposing the current sentence is located. If there are multiple counties of commitment, use the one which corresponds with the offense for which the person received the longest maximum sentence.

Codes / Coding Information

- If possible, use either the name of the county or the 5-digit county FIPS code (available at <https://www.census.gov/geo/reference/codes/cou.html>).

Variable 2: Inmate ID Number

Applies To

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Prison Custody (Part D)
- Post Confinement Community Supervision Admissions (Part E)
- Post Confinement Community Supervision Releases (Part F)

Definition

- A unique number that identifies an offender within the state department of corrections.
- Parole or other community supervision agencies that do not have access to the department of corrections inmate identification number can provide their own agency's unique identification number for the offender.

Additional Information

- Do not use sequence numbers for identification numbers unless you can identify each inmate by the sequence number and use the same sequence number for the inmate's every movement into or out of the corrections system.

- All information that can identify individuals will be held strictly confidential by Abt Associates and the Bureau of Justice Statistics, per the requirements of Title 34, United States Code, Sections 10134 and 10231.

Variable 3: Date of Birth

Applies To

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Prison Custody (Part D)
- Post Confinement Community Supervision Admissions (Part E)
- Post Confinement Community Supervision Releases (Part F)

Definition

- The offender's date of birth
- Report partial dates if the day or month is not known.

Variable 4: Sex

Applies To

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Prison Custody (Part D)
- Post Confinement Community Supervision Admissions (Part E)
- Post Confinement Community Supervision Releases (Part F)

Definition

- The offender's biological sex

Codes / Coding Information

Use either your agency's codes or the following NCRP codes for this variable.

- (1) *Male*
- (2) *Female*
- (9) *Not known*

Variable 5: Race

Applies To

- Prison Admissions (Part A)
- Prison Releases (Part B)

- Prison Custody (Part D)
- Post Confinement Community Supervision Admissions (Part E)
- Post Confinement Community Supervision Releases (Part F)

Definition

- The offender's race

Codes / Coding Information

Use either your agency's codes or the following NCRP codes for this variable.

- (1) *White*. A person having origins in any of the original people of Europe, North Africa, or the Middle East.
- (2) *Black*. A person having origins in any of the black racial groups of Africa.
- (3) *American Indian / Alaskan Native*. A person having origins in any of the original people of North America and South America (including Central America), and who maintains tribal affiliations or community attachment.
- (4) *Asian*. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- (5) *Native Hawaiian / Pacific Islander*. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- (6) *Other categories in your information system*. Other single-race categories not listed above which are in your information system.
- (7) *Two or more races*. A person who identifies with more than one racial category and/or a person who identifies as multi-racial.
- (9) *Not known*. Racial category is not known.

Additional Information

- Hispanic origin is a cultural characteristic rather than racial characteristic (see Variable 6). Persons of Hispanic origin can be black, white or some other racial group. When the information is available, please code the racial characteristic of persons of Hispanic origin.
- If the inmate's race can be determined but does not fit one of the above categories, then code as "other categories in your information system."

Variable 6: Hispanic Origin

Applies To

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Prison Custody (Part D)
- Post Confinement Community Supervision Admissions (Part E)
- Post Confinement Community Supervision Releases (Part F)

Definition

- Whether the offender is of Hispanic origin

Codes / Coding Information

Use either your agency's codes or the following NCRP codes for this variable.

- (1) *Hispanic or Latino origin*. A person of Mexican, Puerto Rican, Cuban, Central American, South American, or other Spanish culture or origin, regardless of race.
- (2) *Not of Hispanic origin*.
- (9) *Not known* (Hispanic origin is not known).

Variable 7: Highest Grade Completed

Applies To

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Prison Custody (Part D)
- Post Confinement Community Supervision Admissions (Part E)
- Post Confinement Community Supervision Releases (Part F)

Definition

- The highest academic grade level completed by the offender before being admitted to prison on the current sentence.

Codes / Coding Information

Use either your agency's codes or the following NCRP codes for this variable.

- (1) *8th Grade or Less* (level of education did not exceed 8th grade, including having never attended school).
- (2) *Some High School* (grade unspecified or grade completed is not available but it is known that the inmate entered high school or started 9th grade).
- (3) *9th Grade*
- (4) *10th Grade*
- (5) *11th Grade*
- (6) *12th Grade or GED*
- (7) *Some College* (any person who attended college but did not graduate).
- (8) *College Degree* (any person who completed college or had some post-graduate education).
- (9) *Special/Ungraded* (including Special education, vocational education/rehabilitation, occupational education/rehabilitation, academic in an ungraded system, technical training, or education in an ungraded system).
- (99) *Not known* (level of education is not known).

Additional Information

- Do not report any educational work completed during incarceration on the current sentence.
- Do not report competency level.

Variable 8: Date of Admission to Prison

Applies To

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Prison Custody (Part D)

Definition

- The most recent date the inmate was admitted into the custody of the state prison system on the current sentence.
- Report partial dates if the day or month is not known.

Additional Information

- Do not provide the sentencing date as the date of admission unless correctional custody began immediately after sentencing. Admission date should never be prior to the sentencing date.
- Offenders exiting from post confinement community supervision and returning to prison as violators should be included in both the Part A (prison admission) and Part F (post confinement community supervision release) files.
- Prisoner admission data should be provided for sentenced state prisoners housed in local jails. The date of admission for prison inmates housed in local jails is the date on which the prison system assumed jurisdiction, often the date of sentencing. Once you submit an admission record to NCRP for a sentenced state prisoner who is housed in a local jail, do not later report his/her transfer from jail to prison as an admission.

Examples

- A person held in a local jail is sentenced on April 3, 2009. Due to prison overcrowding, he begins serving his sentence in the local jail immediately after sentencing. The date of admission to prison is reported as April 3, 2009.
- A prisoner held in a local jail is sentenced on April 3, 2009. Due to prison overcrowding, she begins serving her sentence in a local jail immediately after sentencing. She is transferred and physically enters prison on October 28, 2009. No record of any kind is created for the October transfer. Instead, a Part A record is created with April 3, 2009 as the date of admission.
- A person was admitted originally on June 11, 2003. He was released to parole supervision in 2005 and readmitted to prison August 7, 2009 as the result of a parole revocation. For the Part A (prison admission) record, the date of admission is August 7, 2009.

Variable 9: Type of Admission to Prison

Applies To

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Prison Custody (Part D)

Definition

- The reason an offender entered into the physical custody of a correctional facility on the date provided in Variable 8 of the current record.

Codes / Coding Information

Use either your agency's codes or the following NCRP codes for this variable.

- (10) *Court Commitment.* A person being admitted to prison on one or more new sentences; the person is being confined for the first time on this/these particular sentence(s) and is not being re-admitted on any previous sentences still in effect.
- (20) *Returned from Appeal or Bond.* An offender's re-entry into prison after an absence on appeal bond during which his/her sentence time was not running. Do not create a new admission record upon an inmate's return if the inmate's sentence time continued to run while he/she was on appeal bond.
- (30) *Transfer.* The admission of a person from the custody of another detaining authority to continue serving the same sentence.
- (46) *Discretionary Release Revocation, New Sentence.* Discretionary release occurs when an inmate is conditionally released by the decision of a parole board or other authority. Revocation is the administrative action of a supervising agency removing a person from supervision status in response to a violation of conditions of supervision. **If discretionary release is revoked because of a new sentence, use code 46.**
- (47) *Discretionary Release Revocation, No New Sentence.* Discretionary release occurs when an inmate is conditionally released by the decision of a parole board or other authority. Revocation is the administrative action of a supervising agency removing a person from supervision status in response to a violation of conditions of supervision. **If discretionary release is revoked because of a technical violation, use code 47.**
- (49) *Discretionary Release Revocation, No Information.* Discretionary release occurs when an inmate is conditionally released by the decision of a parole board or other authority. Revocation is the administrative action of a supervising agency removing a person from supervision status in response to a violation of conditions of supervision. **If discretionary release has been revoked and the reason is not known, use code 49.**
- (56) *Mandatory Conditional Release Revocation, New Sentence.* Mandatory conditional release occurs when an inmate must, by law, be conditionally released from prison to serve the remainder of their sentence in the community. Revocation is the administrative

action of a supervising agency removing a person from supervision status in response to a violation of conditions of supervision. This type of release may also be called "mandatory parole" or "supervised mandatory release." **Use code 56 if mandatory conditional release is revoked because of a new sentence.**

- (57) *Mandatory Conditional Release Revocation, No New Sentence.* Mandatory conditional release occurs when an inmate must, by law, be conditionally released from prison to serve the remainder of their sentence in the community. Revocation is the administrative action of a supervising agency removing a person from supervision status in response to a violation of conditions of supervision. This type of release may also be called "mandatory parole" or "supervised mandatory release." **Use code 57 if mandatory conditional is revoked because of a technical violation.**
- (59) *Mandatory Conditional Release Revocation, No Information.* Mandatory conditional release occurs when an inmate must, by law, be conditionally released from prison to serve the remainder of their sentence in the community. Revocation is the administrative action of a supervising agency removing a person from supervision status in response to a violation of conditions of supervision. This type of release may also be called "mandatory parole" or "supervised mandatory release." **Use code 59 if mandatory conditional release is revoked and the reason is not known.**
- (65) *Court Commitment/Suspended Sentence Imposed.* Use this code if the admission is the result of the court's imposition of a previously suspended sentence.
- (66) *Escapee/AWOL Returned, New Sentence.* Use this code if an escaped inmate is returned **with a new sentence.** The new sentence may be for escaping or another offense.
- (67) *Escapee/AWOL Returned, No New Sentence.* Use this code if an escaped inmate is returned and **there is no new sentence.**
- (69) *Escapee/AWOL Returned, No Information.* Use this code if an escaped inmate is returned and **it is not known if there is a new sentence.**
- (70) *Court Commitment/Discretionary Release Status, Pending Revocation.* Use this code if the inmate has **violated the conditions of discretionary release supervision** but his/her discretionary release has not been formally revoked.
- (80) *Court Commitment/Mandatory Conditional Release Status, Pending Revocation.* Use this code if the inmate has **violated the conditions of mandatory conditional release supervision**, but his/her conditional release has not been formally revoked.
- (90) *Court Commitment/Probation Status, Pending Revocation.* Use this code if the inmate has **violated the conditions of probation**, but his/her probation has not been formally revoked.
- (86) *Probation Revocation, New Sentence.* Probation Revocation is a court order taking away a person's probationary status in response to a violation of conditions of probation. Use this code if the **probation was revoked as a result of a new sentence.**
- (87) *Probation Revocation, No New Sentence.* Probation Revocation is a court order taking away a person's probationary status in response to a violation of conditions of probation. Use this code if **probation is revoked due to a technical violation.**

- (89) *Probation Revocation, No Information.* Probation Revocation is a court order taking away a person's probationary status in response to a violation of conditions of probation. Use this code if the **probation was revoked and the reason is not known**.
- (88) *Other.* If a unique code cannot be assigned, use code 88 and document the types of admission included in this category.
- (92) *Unsentenced Commitment.*
- (99) *Not Known.* Use this code if the type of admission is Not Known.

Additional Information

- For Code 10 (Court Commitment):
 - Include as a court commitment inmates sentenced to prison for brief periods of time, usually 90-180 days, after which they are either released to probation or remain in prison. If, at the end of the "shock" period, the court commits the offender to prison to continue serving sentence, do not report him/her again as an admission.
 - Exclude from the court commitment category: all revocations of probation, parole or other conditional release with or without a new sentence for a new offense; all transfers unless the inmate has completed all previous sentences and is beginning to serve time on a new sentence; and all returns from escape or unauthorized departures.
- For Code 30 (Transfer):
 - Include inmates admitted from a long term stay in a hospital, mental health facility or another state or federal prison.
 - Do not provide records for movements from prison facility to prison facility within your state.
 - Do not report the return of an inmate sent temporarily to another state to stand trial.
 - Do not include inmates who have completed a sentence in another state and are transferred to your state to begin serving a different sentence. Code them as court commitments, post-confinement community release revocations or other, as appropriate.
- Codes 46, 47, and 49 (Discretionary Release Revocation) are limited to those cases where **revocation proceedings have been completed**.
- Codes 56, 57, and 59 (Mandatory Conditional Release) also are only applicable to those cases where **revocation proceedings have been completed**.

Examples

- Court Commitment (Code 10)
 - A person is sentenced by the court for murder and transported to a state correctional institution to begin serving her sentence. The correct code is "10" court commitment.
 - A person is sentenced by the court for murder and transported to a state correctional facility to begin serving his/her sentence. This person is still on parole for a robbery he committed four years ago but his parole revocation hearing has not been held yet. This admission is not a court commitment. Use code 70 or 80 to report admission type for this inmate.

- A person is sentenced in 2011 to serve three years for burglary. She is conditionally released after one year and completes her time on parole. She is now being incarcerated for a burglary for which she has never served a sentence. The correct code is 10, "court commitment."
 - An offender receives a sentence of five years, the first 120 days to be served in prison, the remainder on probation. A Prison Admission record should be created and Variable 9 coded as 10, "court commitment."
- Returned from Appeal or Bond (Code 20)
 - An inmate in prison is granted an appeal and released on bond. His sentence time is not running. His guilt and sentence are later reaffirmed and he returns to prison to resume serving his sentence. The admission type is code 20, "return from appeal bond."
- Transfer (Code 30)
 - An inmate serving a prison sentence was declared insane and surrendered to the custody of the State Department of Mental Health. This movement constituted a transfer release. This year the inmate is found sane and returns to prison to resume serving the sentence. A Prison Admission record should be created and the type of admission coded as 30, "Transfer."
 - An inmate is sentenced in California to serve 5 years for burglary and enters a California prison to begin serving her sentence. During the report year, she is transferred to a Nevada prison for protective custody. This movement is a prison release type, "Transfer" for California. Nevada would report this inmate's admission as code 30, "Transfer."
 - An inmate serving a prison sentence in Rhode Island is temporarily released to Vermont to stand trial for charges in that state. The inmate is found guilty and returned one week later to Rhode Island to continue serving his/her time. No admission or release record is created by either state.
 - A Rhode Island inmate is serving a two-year sentence. After serving one year of his sentence, he is sent to Vermont to serve the balance of his sentence. The correct response for each state is as follows:
 - Rhode Island creates a prison release record - Variable 25 (type of prison release) is coded as 15, "Transfer."
 - Vermont creates a prison admission record - Variable 9 is coded 30, "Transfer."
 - In February of the report year, an inmate is admitted to a Maryland State prison to begin serving a three year sentence for armed robbery. In June of the same year, he is transferred to a county detention facility for safekeeping. An admission record is created when the inmate is admitted in February. No admission or release record is created when the inmate is transferred to the county facility because he is still serving the state sentence at the county facility and he is still in the state of Maryland.
 - A Maine inmate is transferred during the report year from the Maine Correctional Center (a state facility) to the Maine State Prison. The correct response is to create no admission or release record for inmates that are transferred among state facilities within your state.
- Discretionary Release Revocations (Codes 46, 47, 49)
 - While on discretionary release, the offender commits an armed robbery and is sentenced to serve time for that offense. His discretionary release is revoked, and he enters prison to begin serving time on the new sentence. Code 46, "discretionary release revocation, new sentence" is the correct code.

- **Mandatory Conditional Release Revocations(Codes 56, 57, 59):**
 - While on mandatory conditional release, an offender fails to report to his/her supervising authority. Her conditional release is revoked and she returns to prison to continue serving time on the original sentence. Code 57, "mandatory conditional release revocation, no new sentence" is the correct code to use in this instance.
- **Escape/AWOL Return (Codes 66, 67, 69):**
 - An inmate escaped from prison in December, last year. A release record was created for that calendar year. He was located and returned to prison in June this year with no new sentence. An admission record is created and the admission type is coded 67, "escapee returned, no new sentence."
 - An inmate escaped from prison in June. While on escape status, he commits a burglary and is arrested and placed in jail. He is found guilty of burglary, sentenced, and returned to prison in December. His admission type is code 66, "escapee returned, new sentence."
- **Court Commitment/Discretionary Release Status, Pending Revocation (Code 70)**
 - An offender violates the conditions of his discretionary release and is accused of committing a new offense. He is returned to prison. The new charges are pending. The discretionary release revocation hearing has not been held yet. The correct code is 70, "discretionary release status, pending revocation."

Variable 10: Jurisdiction on Date of Admission

Applies To

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Prison Custody (Part D)

Definition:

- The state with the legal authority to enforce the prison sentence on the date of admission in Variable 8.

Codes / Coding Information

Use either your agency's codes or the following NCRP codes for this variable.

- State FIPS Codes (available at <http://www.itl.nist.gov/fipspubs/fip5-2.htm>)
 - (52) Jurisdiction is shared between states
 - (57) Federal Prison System has jurisdiction
 - (60) State not known
 - (99) Not known

Examples

- An inmate is convicted of murder in Maryland and sentenced to a 10-year prison term. He begins serving his sentence in a Virginia prison to ensure protective custody. Maryland is the correct value.

Variable 11: Prior Jail Time

Applies To

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Prison Custody (Part D)

Definition

- The length of time served in jail prior to the date of admission (provided in Variable 8) and credited to prison service for the current sentence.

Additional Information

- If it is known that some prior time had been served but prior jail time cannot be distinguished from prior prison time, include all prior time in the prior prison time category (see Variable 12).

Examples

- A man was arrested and charged with burglary on January 1 of this year. He spent two months in jail awaiting trial. He was convicted on March 1 and was sentenced to serve two years in prison. The judge allows his time in jail to be credited toward his total sentence. The correct value for Variable 11 is two months.
- A man was arrested and charged with burglary on January 1 of this year. He spent two months in jail awaiting trial. He was convicted and sentenced on March 1. The judge states that his prison time begins running as of his date of sentencing. The correct code for Variable 11 is zero days, because no time in jail was credited toward his sentence.
- On July 1, 2005 an inmate was admitted to a local jail, due to overcrowding, to begin serving a 5-year sentence for drug trafficking. He was released to post-confinement community supervision (PCCS) on December 15, 2006. He is now being admitted to prison on a PCCS revocation and must serve the remainder of his drug trafficking sentence in prison. The time he served in jail for this offense, prior to his release to PCCS, counts toward his total time incarcerated on the current sentence and must be reported. The correct value to report is one year, five months, and 15 days.

Variable 12: Prior Prison Time **REMOVED AS OF REPORTING YEAR 2018**

Variable 13: Offenses

Applies To

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Prison Custody (Part D)
- Post Confinement Community Supervision Admissions (Part E)
- Post Confinement Community Supervision Releases (Part F)

Definition

- Crime(s) for which the offender was admitted to prison on the current sentence(s).
- Include the number of counts of each offense.

Codes / Coding Information

- Use your state's own offense codes. NCRP staff will re-code your state's offense codes into the NCRP offense codes (available at <https://www.ncrp.info/SitePages/FAQs.aspx>).

Additional Information

- Please submit offense code documentation along with data submission. This documentation should include all of your states' offense codes and a description of each offense.
- For persons readmitted to prison, the original crime(s) in addition to any new crime(s) resulting in the current sentence(s) should be indicated.

Variable 14a: Offense with Longest Maximum Sentence

Applies To

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Prison Custody (Part D)

Definition

- Of the crimes reported in Variable 13, this is the ONE crime for which the inmate received the longest sentence.

Additional Information

- If the inmate received the same maximum sentence length for two different offenses, provide the one your state would designate as the "controlling," "driving," or "most serious" offense.

Variable 14b: Sentence Length for Variable 14a Offense

Applies To

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Prison Custody (Part D)

Definition

- The maximum sentence as stated by the court, that the offender is required to serve for the offense listed in Variable 14a.

Codes / Coding Information

Report a life or a death sentence using either your agency's codes or the following NCRP codes.

- (99996) Maximum sentence is Life.
- (99997) Maximum sentence is Death.
- (99994) Maximum sentence is Life plus additional years.
- (99993) Maximum sentence is Life without discretionary release.

Additional Information

- This is the maximum sentence imposed by the court for one specific offense and should not reflect any statutory or administrative sentence reductions.
- If the inmate has more than one sentence for the same type of offense, such as 2 years for one burglary (or one count of burglary) and 3 years for another burglary (on another count of burglary), the 3-year sentence would be reported for Variable 14b.
- If the offense reported in Variable 14a is one for which the inmate was previously placed on post-confinement community supervision (e.g. parole or probation), provide the original maximum sentence not the part of the sentence remaining to be served.
- Please document any other code for life or death sentences that may appear on your file.

Examples

- A man enters prison to begin serving time for three sentences. He received 5 years for burglary, 3 years for auto theft, and 1 year for a minor drug violation. The sentences are to be served consecutively and result in a TOTAL maximum sentence of 9 years. However, for Variable 14a and 14b, you need to indicate the one specific offense with the longest sentence. The correct response for Variable 14a is your state code for burglary, and for 5 years for Variable 14b.
- A man enters prison to begin serving time for two sentences. He received 5 years for burglary and 5 years for drug trafficking, both sentences to be served concurrently. In your state, burglary is considered more serious and to be the "controlling" offense. Therefore, for Variable 14a, you would provide your state code for burglary, and 5 years for Variable 14b.
- A woman enters prison to begin serving time for three counts of burglary. She received 6 years for the first count, 6 years for the second, and 4 years for the third, all to be served consecutively. In Variable 14a, would be your state code for burglary, and 6 years for Variable 14b. Each count is to be considered separately when it carries its own sentence length.

Variable 15: Total Maximum Sentence Length

Applies To

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Prison Custody (Part D)

Definition

- The longest length of time as stated by the court that the offender could be required to serve for all offenses.

Codes / Coding Information

Report a life or a death sentence using either your agency's codes or the following NCRP codes.

- (99996) Maximum sentence is Life.
- (99997) Maximum sentence is Death.
- (99994) Maximum sentence is Life plus additional years.
- (99993) Maximum sentence is Life without discretionary release.

Additional Information

- This is the maximum sentence imposed by the court and should not reflect any statutory or administrative sentence reductions.
- Do not subtract time credits or prior jail or prison time.
- If all or a portion of a maximum sentence has been conditionally suspended (that is, the sentenced person may in the future be required to serve the suspended sentence or only a portion under certain circumstances), set the "Maximum Sentence" to the sum of the unsuspended and suspended portions of the maximum sentence of each offense for which the inmate is currently in prison.
- Do not report unconditionally suspended sentences.
- If all or a portion of a maximum sentence has been unconditionally suspended (that is, the person cannot be required to serve the suspended sentence or any portion under any circumstances), use as the "Maximum Sentence" only the unsuspended portions of the sentences.
- For a split sentence or shock probation, set the maximum sentence to the sum of the prison and probation segments of the sentence(s).
- Provide the sum of sentences to be served consecutively. Do not add sentences to be served concurrently.

Examples

- An inmate receives a sentence of 3 years for possession of marijuana, 2 years conditionally suspended. He will be released to post-confinement community supervision after being imprisoned for one year. The correct value for Variable 15 is 3 years; that is, if his behavior is not satisfactory, he will serve 3 years in prison.
- A person receives a sentence of 5 years for burglary, one year unconditionally suspended. He will receive no supervision during the one year regardless of his behavior. The correct value for Variable 15 is 4 years.
- A person receives a 10-year sentence for armed robbery, is paroled after 3 years, but returns to prison on a technical violation 6 months later. The correct value for Variable 15 is 10 years, reflecting his original maximum sentence.
- A first offender receives a 5-year sentence for manslaughter, 90 days to be served in prison and the remainder on probation. The correct value for Variable 15 is 5 years.

- An offender enters prison to serve 6 years on a burglary conviction and 5 years on a drug conviction. The two sentences are to be served consecutively. The correct value for Variable 15 is 11 years.
- An offender enters prison to serve 6 years on a burglary conviction and 5 years on a drug conviction. The two sentences are to be served concurrently. The correct value for Variable 15 is 6 years.

(There is no Variable 16)

Variable 17: Location Where Inmate is to Serve Sentence

Applies To

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Prison Custody (Part D)

Definition

- The type of facility in which the offender will be incarcerated to serve time for his crime.
- The name of the facility can be provided instead. In this case, provide information in a separate file that will enable NCRP staff to re-code the name of facility into the NCRP facility type categories listed below.

Codes / Coding Information

Use either your agency's codes or the following NCRP codes for this variable.

- (1) *State Prison Facility.* A state administered confinement facility having custodial authority over persons sentenced to confinement.
- (2) *Local Jail.* A confinement facility administered by an agency of the local government intended for adults but sometimes also houses juveniles, which holds persons detained pending adjudication and persons committed after adjudication usually with sentences of a year or less.
- (3) *Other Specify.* All other facilities except those specified above which house sentenced prisoners. Provide documentation for the type of facility included in this category.
- (4) *Mental Hospital.* A confinement facility for the diagnosis or treatment of mentally ill patients.
- (5) *Medical Hospital.* A facility designed for the treatment of persons with illnesses other than mental disorders.
- (6) *Rehabilitation Unit.* A residential treatment facility designed for the care of patients with drug or alcohol problems.
- (57) *Federal Prison.* A confinement facility administered by the Federal government having custodial authority over persons sentenced to confinement.
- (99) *Not Known.* Location where the inmate is to serve his/her sentence is not known.

Examples

- An offender is sentenced to serve 5 years for a possession of marijuana conviction. Due to prison overcrowding he is to be housed in the local jail. The correct code is "local jail."
- An offender is admitted to prison to serve 5 years for a possession of marijuana conviction. She is then placed in a drug treatment facility and will stay there through the completion of the program - a minimum of 1 year. The correct code is "Rehabilitation Unit."
- An offender is sentenced to serve 5 years for a possession of marijuana conviction. He is to serve his sentence in a Federal penitentiary. The correct code is "Federal Prison."

Variable 18: Additional Offenses since Admission Date REMOVED AS OF REPORTING YEAR 2018

Variable 19: Additional Sentence Time since Admission REMOVED AS OF REPORTING YEAR 2018

Variable 20: Prior Felony Incarcerations

Applies To

- Prison Releases (Part B)
- Prison Custody (Part D)

Definition

- An offender who has ever been sentenced to confinement for a felony as a juvenile or adult prior to his/her current prison admission (Variable 8).

Codes / Coding Information

Use either your agency's codes or the following NCRP codes for this variable.

- (1) Yes
- (2) No
- (9) Don't Know

Additional Information

- Do not include detention before trial or sentencing.
- Do not report non-incarceration sentences such as probation, unless at some point prison time occurred.

Examples

- Ten years ago, a man served 3 years in prison for robbery and was released, having satisfied the conditions of his sentence. He is once again being admitted to begin serving time on a new sentence. The correct code is "Yes."

Variable 21: AWOL or Escape **REMOVED AS OF REPORTING YEAR 2018**

Variable 22a: Community Release Prior to Prison Release **REMOVED AS OF REPORTING YEAR 2018**

Variable 22b: Number of Days on Community Release **REMOVED AS OF REPORTING YEAR 2018**

Variable 23a: Date of Release from Prison

Applies To

- Prison Releases (Part B)
- Post Confinement Community Supervision Admissions (Part E)
- Post Confinement Community Supervision Releases (Part F)

Definition

- The most recent calendar date that the state's prison custody terminated.
- Report partial dates if the day or month is not known.

Additional Information

- On post confinement community supervision release (Part F) records, "Date of Release from Prison" is the most recent prison release date prior to the post confinement community supervision release date.

Variable 23b: Location at Time of Prison Release

Applies To

- Prison Releases (Part B)

Definition

- The type of facility that had been used for the custody or care of the offender just prior to release.

- The name of the facility can be provided instead. In this case, provide information in a separate file that will enable NCRP staff to re-code the name of facility into the NCRP facility type categories listed below.

Codes / Coding Information

Use either your agency's codes or the following NCRP codes for this variable.

- (1) *State Prison Facility*. A confinement facility administered by the state with custodial authority over adults sentenced to confinement.
- (2) *Local Jail*. A confinement facility administered by an agency of the local government, intended for adults but sometimes also containing juveniles (holds persons detained pending adjudication and/or persons committed after adjudication, usually with sentences of a year or less).
- (3) *Other – Specify*. All facilities except those listed above which house sentenced prisoners. Provide documentation for the types of facilities you include in this category.
- (4) *Halfway House*. A long-term residential facility in which residents are allowed extensive contact with the community (e.g., attending school).
- (5) *Community Work Center or Work Release*. A residential facility in which residents are employed and allowed extensive contact with the community.
- (6) *Pre-release Center*. A residential facility in which inmates may be placed in order to seek employment, housing, etc.
- (12) *Federal Prison*. A confinement facility administered by the Federal government with custodial authority over persons sentenced to confinement.
- (99) *Unknown*. Information on the facility from which the inmate is released is not known.

Examples

- An offender served a 2-year prison term for burglary in the local jail due to overcrowding at the state penitentiary. This would be coded as Local Jail.
- An offender was sentenced to 18 months for a drug offense. The first 12 months were served in a drug rehabilitation program in a county hospital. The offender then served the rest of his sentence in prison. This would be coded as State Prison Facility.

Variable 24: Agencies Assuming Custody at Time of Prison Release

Applies To

- Prison Releases (Part B)
- Post Confinement Community Supervision Admissions (Part E)
- Post Confinement Community Supervision Releases (Part F)

Definition

- Type and location of the agency/agencies that assumes custody (physical or supervisory) over an inmate at the time of prison release.

Codes / Coding Information

Use either your agency's codes or the following NCRP codes for this variable.

- (00) None
- (01) Other Prison Outside of State
- (02) Other Prison - Federal System
- (03) Parole Within State (Include Parole Agencies in DOC)
- (04) Parole Outside State
- (05) Parole - Federal System
- (06) Probation within State
- (07) Probation Outside State
- (08) Probation Federal System
- (09) Mental/Medical Facility within State
- (10) Mental/Medical Facility Outside of State
- (11) Mental/Medical Facility - Federal
- (12) Other Within State – Specify
- (13) Other Outside State – Specify
- (14) Other - Federal – Specify
- (99) Not Known

Examples

- An inmate is released from a state prison to a detainer from Federal authorities. He is transported to a Federal prison in another state. "Other Prison, Federal" is the correct value to report.
- After serving two-thirds of his sentence, an offender is required by law to be placed on mandatory conditional release. He will be supervised by the paroling authority of that state. "Parole, Within State" is the correct value to report.

Variable 25: Type of Release From Prison

Applies To

- Prison Releases (Part B)
- Post Confinement Community Supervision Admissions (Part E)
- Post Confinement Community Supervision Releases (Part F)

Definition

- Method of or reason for departure from the custody of your prison system on the reported date of release (in Variable 23a of the current record).

Codes / Coding Information

Use either your agency's codes or the following NCRP codes for this variable.

- (01) *Discretionary Release Decision.* A conditional release granted by a parole board or other agency that has the authority to release adult prisoners to post-confinement community supervision.
- (02) *Mandatory Conditional Release.* A conditional release from prison which is mandated by law rather than granted by a discretionary authority.
- (03) *Probation Release.* A conditional release to court supervision or supervision by a probation authority after the inmate is confined usually for a brief period in a prison facility. These cases are often called "Split Sentences" or "Shock Probation."
- (04) *Other Conditional Releases – Specify.* All other conditional releases not covered by the preceding categories. Always describe the nature of the release in your documentation.

- (05) *Expiration of Sentence.* The termination of the period of time an offender has been required to serve in a state prison.
- (06) *Commutation/Pardon.* A reduction of the term of confinement or an executive order excusing the remainder of the sentence and pardon resulting in immediate unconditional release.
- (07) *Release to Custody, Detainer, or Warrant.* Unconditionally releasing an inmate to custody of another authority. The original prison authority relinquishes all claims upon the inmate.
- (08) *Other Unconditional Release – Specify.* All unconditional releases not covered by the preceding three categories. Always document the nature of the release.

- (09) *Death by Natural Causes.* Death due to illness, old age, AIDS, etc.
- (10) *Death by Suicide.*
- (11) *Death by Homicide by Another Inmate.*
- (12) *Death by Other Homicide.* The death of an inmate caused by a person who is not an inmate that is not legally justifiable.
- (13) *Death by Execution*
- (14) *Death by Other – Specify.* All deaths not covered by the preceding six categories. Always document the manner of death. Use code 14 "Other" to report an inmate's death which is due to accidental injury caused by another person (whether the other person is an inmate or not).
- (27) *Death by Accidental Injury to Self.* Death caused by the inmate accidentally injuring himself.

- (15) *Transfer.* The movement of a person from the custody of your state's correctional system to the custody of another authority while serving the same sentence. Transfers are permanent or indefinite releases for such purposes as long-term mental health commitment, safekeeping in another state, or housing in a Federal facility.

- (16) *Release on Appeal or Bond.* An offender is released to seek or participate in an appeal of his case and is not receiving credit on his sentence while out of confinement. If the inmate is being given credit on the remainder of his time while out of confinement or bond, or appealing his case, do not report a release.

- (25) *AWOL/Escape*. An inmate who is absent from your state's custody without leave or has escaped from state prison. If your state reports AWOLs and Escapes as releases, you must report their recapture as admissions.
- (17) *Other – Specify*. All other releases not specifically defined in the above categories. Specify in your documentation the type of releases included in this category.
- (99) *Not Known*. The type of release from prison is not known.

Additional Information

- Verify that all releases included in the Other category are releases from the custody of this prison system and releases of sentenced persons.
- For Code 16 (Release on Appeal or Bond) do not include temporary movements to court (e.g., to testify or appear at a brief hearing).
- Do include transfers to other states to continue serving a sentence.
- Do not include movements from prison facility to prison facility within your state.
- Do not include movements of state prisoners to local jails because the prison is crowded or for such reasons as overcrowding, safekeeping, etc.
- State inmates housed in local jails are to be considered as state prison inmates.
- Do not include temporary absences for such reasons as court appearances, training or medical care.
- A detainer is an official notice from one authority agency to another authority agency requesting that a person wanted by them, but subject to the other agency's jurisdiction, not be released or discharged without notification to the authority agency requesting the person.
- The placing of a detainer is often, but not always, prior to the issuing of a warrant. Typical reasons for the detainer are that the person is wanted for trial in the requesting jurisdiction or is wanted to serve a sentence.
- Conditional Release is the release from a federal or state correctional facility of a prisoner who has not completed his/her sentence, and whose freedom is contingent upon obeying specified rules of behavior while in the community. The offender can be re-incarcerated on current sentence(s).
- Persons on mandatory supervised release are usually subject to the same conditions as offenders released to post-confinement community supervision via discretionary release, and can be returned to prison for technical violations of release conditions. However, the difference is that the release is not a discretionary decision of a parole board or other authority.
- If you need to report a type of release not defined by one of the codes provided, assign a unique code and define it in your documentation.

Examples

- For Code 01 (Discretionary Release Decision),
 - An inmate is granted a release by the Parole Board after serving 3 years of a 10 year sentence. Use code "Discretionary Release Decision."
- For Code 02 (Mandatory Conditional Release),

- An inmate received a 3 year sentence for heroin possession. The law requires that the inmate be released to post-confinement community supervision after serving a year. Use code "Mandatory Conditional Release."
- For Code 03 (Probation Release),
 - An offender serves 180 days in prison and returns to court for a hearing. The judge allows him to serve the remainder of his sentence on probation. The correct code is "Probation Release."
- For Code 05 (Expiration of Sentence),
 - A person given a maximum sentence of 5 years for robbery is released, without parole supervision, after serving 5 years. His release is code 05, "Expiration of Sentence."
 - A person given a maximum sentence of 5 years for robbery is released without parole supervision, after serving 3 1/2 years and receiving 1 1/2 years of irrevocable "Good Time." His release is "Expiration of Sentence."
- For Code 06 (Commutation/Pardon),
 - After the legislature reduced marijuana offenses from felonies to misdemeanors, the 15 year sentence of a person is reduced by the Governor to actual time served, 2 1/2 years, and the inmate is unconditionally released. The correct code is "Commutation/Pardon."
- For Code 07 (Release to Custody, Detainer, or Warrant),
 - A man is serving three years for armed robbery in Maine. Extradition papers from Texas on another armed robbery charge await him, however, so he is released to Texas custody. The correct code is "Release to Custody, Detainer, or Warrant."
- For Code 15 (Transfer),
 - An inmate is threatened by other inmates. He is transferred to the custody of another state to complete his sentence. Use code "Transfer."
 - On June 10th of the report year, a Texas inmate is sent from the state prison to the Department of Corrections training school. On June 24th of the report year, the training is completed and the inmate is sent back to the state prison. No admission or release movement should be reported.
 - Due to crowding, a Maine inmate is transferred on June 6th of the report year from the Maine State Correctional Center to the Maine State Prison. No admission or release movement should be reported.
 - An inmate is admitted to a Rhode Island prison on February 1st of the report year, to begin serving a three year sentence for armed robbery. On June 5th of the report year, the inmate is transferred to a county detention facility for safekeeping. No admission or release movement should be reported.

Variable 26: Date of Release from Post Confinement Community Supervision

Applies To

- Post Confinement Community Supervision Releases (Part F)

Definition

- The date of discharge or termination from post-confinement community supervision for any reason, including returning the offender to prison.

- Report partial dates if the day or month is not known.

Examples

- An offender is discharged after completing his term of post-confinement community supervision (PCCS) on August 1, 2008. The date of release from PCCS is August 1, 2008.
- While on parole, an offender commits an armed robbery and is sentenced to serve time for that offense. His parole is revoked, and he enters prison to begin serving time on the new sentence on March 20, 2010. The date of release from PCCS is March 20, 2010.

Variable 27: Type of Release from Post Confinement Community Supervision

Applies To

- Post Confinement Community Supervision Releases (Part F)

Definition

- The reason for the termination of post-confinement community supervision that occurred on the date provided in Variable 26.

Codes/Coding Information

Use either your agency's codes or the following NCRP codes for this variable.

- (01) *Discharged, Completion of Term.* The release of offenders on Post Confinement Community Supervision (PCCS) who have served full-term sentences or who have been released early due to a discretionary decision, commutation or pardon.
- (02) *Discharged, Absconder.* The release of offenders on PCCS while known to be on absconder status, regardless of whether a warrant has been issued. Code 02 (Discharged, Absconder) should be used only if the offender has been formally discharged by the supervising agency or if PCCS jurisdiction has been relinquished.
- (03) *Discharged to Custody, Detainer or Warrant.* Your state supervising authority or agency relinquishes its jurisdiction over the offender on PCCS. Another agency or authority (in or out of your state) assumes jurisdiction and perhaps custody over the person. The agency that assumes jurisdiction or jurisdiction and custody may be a non-correctional agency, e.g., a mental hospital.
- (04) *Returned to Prison or Jail, New Sentence.* The re-admission of an offender on PCCS into a prison or jail after receiving a sentence for a new offense(s). If PCCS has been revoked and the person is admitted to prison or jail with a new sentence, the type of release is code 04, "Returned to Prison or Jail, New Sentence."
- (05) *Returned to Prison or Jail, PCCS Revocation.* The re-admission of an offender on PCCS into a prison or jail due to the violation of the conditions of supervision, and the **PCCS has been revoked.**
- (06) *Returned to Prison or Jail, PCCS Revocation Pending.* The re-admission of an offender on PCCS into a prison or jail for the alleged violation of the conditions of supervision. A

revocation hearing will be held in the future **and a decision to revoke or not revoke the person's PCCS will be made.**

- (07) *Returned to Prison or Jail, Charges Pending.* The re-admission of an offender on PCCS into a prison or jail for an alleged new offense, pending trial, conviction, or sentence.
- (08) *Transferred to Another Jurisdiction.* Jurisdiction over the offender on PCCS is transferred to another state from your authority.
- (09) *Death*
- (10) *Other – Specify.* For any other removal from PCCS not covered in the previous categories, code as 10. Please provide documentation for all PCCS exits included in this category.
- (99) *Not Known.* Information on type of release from PCCS is not available.

Additional Information

- Do not include those interstate compact cases where only supervisory responsibility is transferred but legal jurisdiction is retained by your state parole authority, i.e., parole termination is still determined by your state.
- If the supervising agency changes the absconder from active to inactive status without relinquishing jurisdiction over the person, a PCCS release should not be reported in Code 02.
- A detainer is an official notice from one authority agency to another authority agency requesting that a person wanted by them, but subject to the other agency's jurisdiction, not be released or discharged without notification to the authority agency requesting the person.
- The placing of a detainer is often, but not always, prior to the issuance of a warrant. Typical reasons for detainers are that the offender is wanted for trial in the requesting jurisdiction.
- If an offender on PCCS has had his supervision status revoked because he violated conditions of supervision but was not sentenced for another crime, code as 05, "Returned to Prison or Jail, PCCS Revocation."
- Count persons returned to prison or jail with revocation pending in Code 06 only if termination of PCCS jurisdiction is pending in your state.
- Use one of the codes 04-07 for absconders who have been released from PCCS because he was returned to jail or prison.
- For parolees who have already received new sentences at the time of release from PCCS, code as 04, "Returned to Prison or Jail, New Sentence."
- Count persons returned to prison or jail with charges pending in Code 07.

Examples

- For Code 01 (Discharged, Completion of Term),
 - A parolee, released from prison, is required to serve three years on parole. He finishes the three years and is discharged by the Adult Parole Authority. Use code 01, "Discharged, Completion of Term."

- An offender, released from prison, is required to serve three years on mandatory conditional release. He finishes two years and receives an early discharge by the supervising agency. Use code 01, "Discharged, Completion of Term."
- For Code 02 (Discharged, Absconder),
 - Wyoming parolee moved to New Mexico last year without the permission of the Wyoming Board of Parole. After six months, the Wyoming Parole Board relinquished jurisdiction. Use code 02, "Discharged, Absconder."
 - An offender on post-confinement community supervision in Nevada moved to New Mexico last year without permission of the Nevada supervising agency. As of December 31 of the report year, the Nevada supervising agency had not relinquished jurisdiction. Do not submit a PCCS exit record for this offender.
- For Code 03 (Discharged to Custody, Detainer or Warrant),
 - A Wisconsin probationer is discharged as a result of an extradition request from Texas. He is released to Texas custody on a warrant. Use code 03, "Discharged to Custody, Detainer or Warrant."
- For Code 04 (Returned to Prison or Jail, New Sentence),
 - While out on supervised release, an offender commits a crime and is sentenced to serve two years in prison. PCCS is revoked. Use code 04, "Returned to Prison or Jail, New Sentence."
- For Code 05 (Returned to Prison or Jail, PCCS Revocation),
 - A probationer in Wisconsin violates the conditions of his probation. The supervising agency formally revokes his probation and the offender is returned to the county jail to continue serving his sentence. Use code 05, "Returned to Prison or Jail, PCCS Revocation."
- For Code 06 (Returned to Prison or Jail, Revocation Pending),
 - A parolee is accused of violating conditions of his parole. He is sent to the state prison to await a decision from the Parole Authority concerning possible revocation. Use code 06, "Returned to Prison or Jail, Revocation Pending."
- For Code 07 (Returned to Prison or Jail, Charges Pending),
 - An offender on supervised release is charged with committing a new offense. He is held in the local jail to await trial on the new charge. Use code 07, "Returned to prison or jail, charges pending."
- For Code 08 (Transferred to Another Jurisdiction),
 - A parolee in Mississippi finds a new job in Alabama. The Mississippi Parole Board arranges for the parolee to be supervised in Alabama through an interstate compact agreement. Your state parole authority has not relinquished jurisdiction; therefore no parole exit has occurred. Use code 08, "Transferred to Another Jurisdiction."
 - An offender on PCCS in Mississippi finds a new job in Alabama. The Alabama Board of Pardons and Paroles agrees to assume jurisdiction over the parolee; Mississippi then terminates jurisdiction. Use code 08, "Transferred to Another Jurisdiction."

Variable 28: Supervision Status Just Prior to Release REMOVED AS OF REPORTING YEAR 2018

(There is no Variable 29)

Variable 30: Inmate State ID Number

Applies To

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Prison Custody (Part D)
- Post Confinement Community Supervision Admissions (Part E)
- Post Confinement Community Supervision Releases (Part F)

Definition

- The inmate's unique, fingerprint-supported State Identification (SID) Number assigned by the state's criminal history repository.

Additional Information

- All information that can identify individuals will be held strictly confidential by the NCRP data collection agent and the Bureau of Justice Statistics as required by Title 34, United States Code, Sections 10134 and 10231.

Variable 31a: Indeterminate Sentence

Applies To

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Prison Custody (Part D)

Definition

- Report if any part of the total maximum sentence reported in Variable 15 an indeterminate sentence (a sentence in which the judge specifies a minimum and maximum prison term)

Codes / Coding Information

Use either your agency's codes or the following NCRP codes for this variable.

- (1) Yes, any part of the total maximum sentence (Variable 15) is an indeterminate sentence
- (2) No, no part of the total maximum sentence (Variable 15) is an indeterminate sentence
- (9) Don't Know

Examples

- An offender is serving a 10-year determinate sentence for robbery under a truth in sentencing law, and a 5-year sentence for drug trafficking under a mandatory minimum law.

- “No” for variable 31a (indeterminate sentence),
 - “Yes” for variable 31b (determinate sentence),
- An offender is serving a 10 to 15-year indeterminate sentence for vehicular homicide, a 5-year determinate sentence for reckless endangerment, and a 3-year determinate sentence for driving under the influence of drugs. The 10 to 15-year indeterminate sentence for vehicular homicide is restricted by a truth in sentencing law. The vehicular homicide sentence is not a mandatory minimum, nor is the 5-year sentence for reckless endangerment. It is not known whether the 3-year sentence for driving under the influence of drugs is a mandatory minimum sentence. The correct entry is:
 - Variable 31a (indeterminate sentence) –Yes.
 - Variable 31b (determinate sentence) –Yes.

Variable 31b: Determinate Sentence

Applies To

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Prison Custody (Part D)

Definition

- Report if any part of the total maximum sentence reported in variable 15 a determinate sentence (a sentence in which the judge sets a fixed prison term). The sentence may be reduced by good time credits or earned time.

Codes / Coding Information

Use either your agency’s codes or the following NCRP codes for this variable.

- (1) Yes, any part of the total maximum sentence (Variable 15) is a determinate sentence
- (2) No, no part of the total maximum sentence (Variable 15) is a determinate sentence
- (9) Don’t Know

Examples

- An offender is serving a 10-year determinate sentence for robbery under a truth in sentencing law, and a 5-year sentence for drug trafficking under a mandatory minimum law.
 - “No” for variable 31a (indeterminate sentence),
 - “Yes” for variable 31b (determinate sentence),
- An offender is serving a 10 to 15-year indeterminate sentence for vehicular homicide, a 5-year determinate sentence for reckless endangerment, and a 3-year determinate sentence for driving under the influence of drugs. The 10 to 15-year indeterminate sentence for vehicular homicide is restricted by a truth in sentencing law. The vehicular homicide sentence is not a mandatory minimum, nor is the 5-year sentence for reckless endangerment. It is not known whether the 3-

year sentence for driving under the influence of drugs is a mandatory minimum sentence. The correct entry is:

- Variable 31a (indeterminate sentence) –Yes.
- Variable 31b (determinate sentence) –Yes.

Variable 31c: Mandatory Minimum Sentence

Applies To

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Prison Custody (Part D)

Definition

- Is any part of the total maximum sentence reported in variable 15 a mandatory minimum sentence (a minimum sentence specified by statute for a particular crime)?

Codes / Coding Information

Use either your agency's codes or the following NCRP codes for this variable.

- (1) Yes
- (2) No
- (9) Don't Know

Examples (see Variable 31a)

Variable 31d: Truth in Sentencing Restriction

Applies To

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Prison Custody (Part D)

Definition

- Is any part of the total maximum sentence reported in Variable 15 restricted by a Truth in Sentencing Law (a statute which mandates that a certain percentage of the court-imposed sentence be served in prison)?

Codes / Coding Information

Use either your agency's codes or the following NCRP codes for this variable.

- (1) Yes
- (2) No

(9) Don't Know

Examples (see Variable 31a)

Variable 32: Length of Court-Imposed Sentence to Community Supervision

Applies To

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Prison Custody (Part D)

Definition

- The amount of time which the court states that the offender is required to serve under community supervision after release from prison.

Additional Information

- This variable is applicable only if the court imposed a sentence to community supervision that is separate from the sentence to prison.
- The sentence to post-incarceration community supervision may be in the form of parole, probation, or other supervision in the community, as ordered by the court.

Examples

- The offender is sentenced by the court to serve a 5-year fixed prison term and an additional 2-year term on community supervision after release from prison. The correct value to report is 2 years.
- The offender is sentenced by the court to serve a 2 to 10-year sentence in prison. The court did not sentence the offender to a separate term of community supervision. The term of community supervision will be determined by an administrative agency, such as a parole board, when the offender is approved for release from prison. The correct value to report is “not applicable.”

Variable 33: Parole Hearing / Eligibility Date

Applies To

- Prison Admissions (Part A)
- Prison Custody (Part D)

Definition

- The date the offender is eligible for review by an administrative agency such as a parole board, to determine whether he or she will be released from prison.
- Report partial dates if the day or month is not known.

Additional Information

- This variable is applicable only if the decision to release an offender is controlled by an administrative agency such as a parole board.
- The parole hearing eligibility date should be calculated from the total maximum sentence (variable 15) for all offenses. For the year-end custody record, report the next date the inmate will be eligible for a parole hearing.

Examples

- An offender was admitted to prison on January 1, 1999, with a 15 years to life sentence for second degree murder. The law states the offender is eligible for parole board release after serving 85% of the minimum 15-year sentence (or 12 years 9 months). The parole eligibility date is calculated by adding 12 years 9 months to the date of admission. The offender will be eligible for parole board release on October 1, 2011.
- A judge sentences an offender to serve 2 to 4 years in prison for theft. The offender is eligible for parole board release after the minimum 2-year sentence has been served. The offender was admitted to prison on January 1, 2010, with 6 months in jail time credits. The parole eligibility date is calculated by adding two years to the date of admission, and subtracting six months for credited jail time. The parole eligibility date is July 1, 2010.
- An offender is admitted to prison on January 1, 2005, with a 10-year sentence for aggravated robbery. The law requires violent offenders to serve 50% of the sentence before they are eligible for parole board release. Good time credits may be accrued only after 50% of the sentence has been served. The parole eligibility date is 5 years from the date of admission, or January 1, 2010.
- While on parole, an offender is arrested for aggravated assault and is sentenced to a 10-year prison term for the new offense. At sentencing, the offender's parole is revoked with 2 years remaining on a previous robbery sentence. The offender is admitted to prison on January 1, 2004 as a parole violator, with a 12-year total maximum sentence for both convictions. Good time credits may be accrued only after 50% of the sentence has been served. The parole eligibility date is 6 years from the date of admission, or January 1, 2010.

Variable 34: Projected Release Date

Applies To

- Prison Admissions (Part A)
- Prison Custody (Part D)

Definition

- The projected date on which the offender will be released from prison.
- Report partial dates if the day or month is not known.

Additional Information

- Statutory requirements, good time credits, jail time credit, and any other factors which might modify the prison release date should be included in this calculation.
- If an offender is serving time for more than one offense, the projected release date should be calculated from the total maximum sentence (variable 15) for all offenses.

Examples

- An offender enters prison on January 1, 2002, with a 10-year sentence for armed robbery. At sentencing, the offender received 6 months credit for time served in jail prior to being admitted to prison. While in prison, the State allows inmate to earn one day work credit for every 3 days served, not to exceed 15% of the sentence. The projected release date is calculated by subtracting the 6 months jail credit and the 1 ½ years of available work credit from the 10-year prison sentence. The offender's projected release date is 8 years from the date of admission or January 1, 2010.
- A judge sentences an offender to serve 10 years in prison for armed robbery. The offender is admitted to prison on January 1, 2002, and is required by State law to serve 6/7 of the 10-year sentence (8.57 years, or 8 years 6 months and 26 days). The offender's projected release date is 8 years 6 months and 26 days from the date of admission or July 26, 2010.
- A judge sentences an offender to serve 2 to 6 years in prison for theft. The offender is admitted to prison on January 1, 2007, and is given 3 years of good time credit (one-half the maximum sentence). Assuming the offender does not lose any good time while incarcerated, he or she is projected to be released after serving the remaining 3 years of the maximum sentence. The projected release date is calculated as January 1, 2010.
- A judge sentences an offender to serve 5 to 10 years in prison for aggravated robbery. The offender is admitted to prison on January 1, 2000, and given 5 years of good time credit (one-half the maximum sentence). After serving 8 years the offender has lost all good time credits due to disciplinary actions. The offender is expected to expire the sentence, or serve the entire 10-year maximum sentence, and be released unconditionally from prison. The projected release date is 10 years from the date of admission or January 1, 2010.
- While on parole, an offender is arrested and convicted for armed robbery and sentenced to a 10-year prison term for the new offense. The offender's parole is revoked with 2 years remaining on a previous robbery sentence. The offender is admitted to prison on January 1, 2004 as a parole violator, with a 12-year total maximum sentence for both robbery convictions. The offender is given 6 years of good time credit at admission (one-half the total maximum sentence). The projected release date is 6 years from the date of admission, or January 1, 2010.

Variable 35: Mandatory Release Date

Applies To

- Prison Admissions (Part A)
- Prison Custody (Part D)

Definition

- The date the offender by law must be conditionally released from prison.
- Report partial dates if the day or month is not known.

Additional Information

- This date should reflect jail time credits and any statutory or administrative sentence reductions, including good time.
- The mandatory release date should be calculated from the total maximum sentence (variable 15) for all offenses.
- This variable is intended to capture mandatory conditional release policies structured around good time and other administrative sentence reductions.
- Do not set to the date the offender's sentence will expire (serve the entire sentence and be released unconditionally from prison).

Examples

- An offender is admitted to prison on January 1, 2006, with a 5 to 10-year prison sentence for fraud. The law requires mandatory release for non-violent offenders when good time credits plus actual time served in prison equals the maximum sentence. The offender is allowed to earn a maximum of 45 days good time credit for every 30 days served. The mandatory release date is calculated by determining the date the offender's actual time served plus good time will equal the maximum sentence. After serving 4 years, the offender will have earned a maximum of 6 years in good time credit. The mandatory release date is 4 years from the date of admission, or January 1, 2010.

Variable 36: First Name

Applies To

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Prison Custody (Part D)
- Post Confinement Community Supervision Admissions (Part E)
- Post Confinement Community Supervision Releases (Part F)

Definition

- The first name of the offender.

Additional Information

- All information that can identify individuals will be held strictly confidential by the NCRP data collection agent and the Bureau of Justice Statistics, in accordance with Title 34, United States Code, Sections 10134 and 10231.

Variable 37: Last Name

Applies To

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Prison Custody (Part D)
- Post Confinement Community Supervision Admissions (Part E)
- Post Confinement Community Supervision Releases (Part F)

Definition

- The last name of the offender.

Additional Information

- All information that can identify individuals will be held strictly confidential by the NCRP data collection agent and the Bureau of Justice Statistics, in accordance with Title 34, United States Code, Sections 10134 and 10231.
-

Variable 38: Facility Name

Applies To

- Prison Custody (Part D)

Definition

- Name of the facility in which the prisoner will be incarcerated at yearend.

Variable 39: FBI Number

Applies To

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Prison Custody (Part D)
- Post Confinement Community Supervision Admissions (Part E)
- Post Confinement Community Supervision Releases (Part F)

Definition

- The unique identification number given by the Federal Bureau of Investigation/ Interstate Identification Index to each offender.

Codes / Coding Information

- All information that can identify individuals will be held strictly confidential by the NCRP data collection agent and the Bureau of Justice Statistics as required by Title 34, United States Code, Sections 10134 and 10231.

Variable 40: Prior Military Service

Applies To

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Prison Custody (Part D)
- Post Confinement Community Supervision Admissions (Part E)
- Post Confinement Community Supervision Releases (Part F)

Definition

- Report if the inmate ever serve in the U.S. Armed Forces.

Codes / Coding Information

Use either your agency's codes or the following NCRP codes for this variable.

- (1) *Yes.* Inmate served in the U.S. Armed Forces. Does not require that the inmate receive veterans' benefits, nor that the inmate served in a conflict situation. Includes all branches of the military, including the Coast Guard.
- (2) *No.* Inmate never served in the U.S. Armed Forces.
- (9) *Don't Know*

Variable 41: Date of Last Military Discharge

Applies To

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Prison Custody (Part D)
- Post Confinement Community Supervision Admissions (Part E)
- Post Confinement Community Supervision Releases (Part F)

Definition

- The date the inmate was discharge from the U.S. Armed Forces for the final time.
- Report partial dates if the day or month is not known.

Variable 42: Type of Last Military Discharge

Applies To

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Prison Custody (Part D)
- Post Confinement Community Supervision Admissions (Part E)
- Post Confinement Community Supervision Releases (Part F)

Definition

- The type of discharge the offender received from the U.S. Armed Forces on the date in Variable 41.

Codes / Coding Information

Use either your agency's codes or the following NCRP codes for this variable. If using your own codes, please provide their definitions to the NCRP data collection agent.

- (1) *Honorable*. Offender received a rating from good to excellent for their service.
- (2) *General (honorable conditions)*. Offender's military performance was satisfactory.
- (3) *General (not honorable conditions)*. Offender's military performance was satisfactory but marked by a considerable departure in duty performance and conduct expected of military members.
- (4) *Other than honorable*. Offender's military performance was a serious departure from the conduct and performance expected of all military members.
- (5) *Bad conduct*. Only given by a court martial.
- (6) *Dishonorable*. May be rendered only by conviction at a general court-martial for serious offenses that call for dishonorable discharge as part of the sentence.
- (7) *Other*.
- (9) *Not Known*.

Variable 43: Date of Admission to Post Confinement Community Supervision

Applies To

- Post Confinement Community Supervision Admissions (Part E)
- Post Confinement Community Supervision Releases (Part F)

Definition

- The date the offender was most recently admitted to post-confinement community supervision on the current sentence.
- Report partial dates if the day or month is not known.

Variable 44: Type of Admission to Post Confinement Community Supervision

Applies To

- Post Confinement Community Supervision Admissions (Part E)
- Post Confinement Community Supervision Releases (Part F)

Definition

- The reason an offender entered into post-confinement community supervision on the date provided in Variable 43 (Date of Admission to Post-Confinement Community Supervision) of the current record.
- As necessary, provide information in a separate file that will enable Abt Associates to re-code your agency's PCCS admission type codes into the NCRP PCCS admission type categories listed below.

Codes / Coding Information

Use either your agency's codes or the following NCRP codes for this variable. If using your own codes, please provide their definitions to the NCRP data collection agent.

- (1) *Discretionary release from prison.* An offender being admitted to PCCS based on the decision of the Governor, the department of correction, or parole board, or commutation of sentence.
- (2) *Mandatory conditional release from prison.* An offender being admitted to PCCS based on a determinate sentencing statute or good-time provision
- (3) *Reinstatement of PCCS.* Offenders returned to PCCS status, including discharged absconders whose cases were reopened, revocations with immediate reinstatement, and offenders re-admitted to PCCS at any time under the same sentence.
- (4) *Court-imposed sentence to PCCS that begins upon release from prison.* An offender being admitted to PCCS based on a judicial sentence of a period of incarceration immediately followed by a period of PCCS.
- (5) *Transferred from another jurisdiction.* An offender admitted following a term of confinement or community supervision in another state when that state transfers legal authority of the offender to your state.
- (6) *Other.*
- (9) *Not known.*

Variable 45: County Where Offender was Released / County Where PCCS Office is Located

Applies To

- Post Confinement Community Supervision Releases (Part F)

Definition

- The county where the offender was released from post-confinement community supervision on the date in Variable 26.
- If this information is not available, please report the county where the post-confinement community supervision (PCCS) office to which the offender reported before exit is located.

Codes / Coding Information

- If possible, use either the name of the county or the 5-digit county FIPS code (available at <http://www.itl.nist.gov/fipspubs/co-codes/states.txt>).

Variable 46: Social Security Number

Applies To

- Prison Admissions (Part A)
- Prison Releases (Part B)
- Prison Custody (Part D)
- Post Confinement Community Supervision Admissions (Part E)
- Post Confinement Community Supervision Releases (Part F)

Definition

- The offender's nine-digit Social Security Number (SSN).

Codes / Coding Information

- All information that can identify individuals will be held strictly confidential by the NCRP data collection agent and the Bureau of Justice Statistics, as required by Title 34, United States Code, Sections 10134 and 10231.
- If your agency can only provide the last four digits of the SSN, please submit the last four digits.
- Contact your NCRP data collection agent site liaison if your agency requires additional information or a signed Data Use Agreement before including SSNs in your NCRP submission.

Additional Information

- SSNs allow BJS to link the NCRP data to a variety of Federal administrative datasets that contain information on income, employment, mortality, and public assistance histories of prisoners and their families before and after incarceration. This will enable researchers and policymakers to broaden their understanding of the factors that contribute to recidivism or successful reentry into society, and enable analysts to better understand the inter-relationship among poverty, health, crime, and other social-economic indicia.

Variable 47: Last Known Address Prior to Incarceration

Applies To

- Prison Admissions (Part A)
- Post Confinement Community Supervision Admissions (Part E)

Definition

- The offender's last known address prior to incarceration.

Codes / Coding Information

- All information that can identify individuals will be held strictly confidential by the NCRP data collection agent and the Bureau of Justice Statistics, as required by Title 34, United States Code, Sections 10134 and 10231.
- Please provide the street address (number, name, and suffix), city, state, and zip code in separate fields or delimit them in some way.
- If your agency does not allow release of the offender's last known address, please consider submitting less detailed geographic information, such as the zip code or the county where the offender resided prior to incarceration.

Contact your NCRP data collection agent site liaison if your agency requires additional information or a signed Data Use Agreement before including the offender's last known address in your NCRP submission.

Additional Information

- This information allows BJS to produce more accurate imprisonment rates for areas smaller than states and to link NCRP data to other Federal administrative records.

Variable 48: Offender Custody Level

Applies To

- Prison Custody (Part D)

Definition

- The offender's custody level at yearend. Custody level is used to determine the types of facilities where the offender can be assigned and whether the offender is available for work assignments outside security fences (and, if so, under what circumstances).

Codes / Coding Information

Use either your agency's custody level codes or the following NCRP codes for this variable. If using your own codes, please provide their definitions to the NCRP data collection agent.

- (1) *Community* – is assigned to offenders posing the least threat to public safety. They include offenders assigned to community or residential facilities outside institutional perimeters and those who participate in work, education, or other activities in the community. They are generally permitted to move unescorted for program and work assignments.
- (2) *Minimum* – is assigned to offenders who are not eligible for placement at a community residential facility and are typically housed in facilities characterized by a fenced or "posted" perimeter. Normal entry and exit are under visual surveillance.
- (3) *Medium* – is assigned to offenders needing more supervision than what is provided in minimum security prisons. They are typically housed in facilities characterized by a single or double fenced perimeter with armed coverage by towers or patrols. Typically, offenders' inside movement and call-outs require passes and/or supervision, and movement outside of institutional perimeters requires restraints and/or armed supervision for work or program assignments.
- (4) *Maximum, close, or high* – is assigned to offenders requiring the highest degree of supervision because they pose a danger to others and to the institution; or because their well-being would be in jeopardy if they refused protective custody. These prisoners cannot participate in activities requiring outside movement, and their inside movement is closely observed.
- (5) *Not classified*. The offender has not yet been assigned a custody level.
- (9) *Not known*.

Variable 49: US Citizen

Applies To

- Prison Admissions (Part A)
- Prison Custody (Part D)
- Post Confinement Community Supervision Admissions (Part E)

Definition

- Whether the offender is currently a citizen of the United States.

Codes / Coding Information

- (1) *Yes*. Offender is currently a citizen of the United States.
- (2) *No*. Offender is not currently a citizen of the United States.
- (9) *Not Known*.

Additional Information

- If your offender management system does not have a US citizen Yes/No flag but has the offender's country of citizenship, include the country of current citizenship in your submission and the NCRP data collection agent will derive the US Citizen variable from the country of citizenship.
- Submission of this variable is voluntary.

Variable 50: Country of Citizenship

Applies To

- Prison Admissions (Part A)
- Prison Custody (Part D)
- Post Confinement Community Supervision Admissions (Part E)

Definition

- The offender's country of current citizenship

Codes / Coding Information

- Include either the name of the country or a country code (and include the meaning of the country codes with your submission).

Additional Information

- Submission of this variable is voluntary.

Variable 51: Country of Birth

Applies To

- Prison Admissions (Part A)
- Prison Custody (Part D)
- Post Confinement Community Supervision Admissions (Part E)

Definition

- The offender's country of birth

Codes / Coding Information

- Include either the name of the country or a country code (and include the meaning of the country codes with your submission).

Additional Information

- Submission of this variable is voluntary.