

County Jail Population Report

Sheriff: _____

Prepared by: _____

Date of Report: _____

_____ County

_____ Report Month / Year

Note: Use of this form is required; please do not alter format. Where available, this form may be completed and submitted on-line as directed by the Office of Jail and Detention Standards. Use figures for reporting month only.

	Non-sentenced		Regular Sentence		Work Release Sentence		Weekends Sentence	
	Number of Bookings	Total Number of Days	Number of New Sentences	Total Number of Days Sentenced	Number of New Sentences	Total Number of Days Sentenced	Number of New Sentences	Total Number of Days Sentenced
Adult Males								
Adult Females								
Juvenile Males								
Juvenile Females								
Totals								

Average Daily Population: _____

_____ Address

_____ Area Code / Telephone

Please submit report by the 10th of the month following the report period to:

Office of Jail & Detention Standards
 P.O. Box 19277
 Springfield, Illinois 62794-9277

Telephone: (217) 558-2200, ext. 4212
 Email: doc.jdsu@illinois.gov

The Illinois Department of Corrections is requesting disclosure of information necessary to accomplish the statutory purpose as outlined in 730 ILCS 5/3-15-2. Disclosure of this information is MANDATORY. Failure to provide the information could result in a court order requiring compliance with 20 Ill. Adm. Code 701.



The Illinois Department of Corrections

1301 Concordia Court, P.O. Box 19277 • Springfield, IL 62794-9277 • (217) 558-2200 TDD: (800) 526-0844

County Jail Monthly Population Report Guidelines

In order to increase validity and reliability to the statistics generated from the population numbers submitted these guidelines are provided to assist with the completion of the County Jail Population Report Forms.

Definition: A jail day is any day or portion of a day a person is held in a jail.

Column 1 Number of bookings

Any person booked in the jail is considered a new booking. If the adult detainee is booked and released, he/she is still recorded as a new booking. In addition, since a jail day is any day or portion of a day, the new booking would also generate a non-sentenced jail day.

Example: Joe Blow was arrested and booked on charges of burglary. He was able to post bond shortly after booking. He would be reflected in the population report as 1 new booking and 1 non-sentenced jail day. Should Joe have been arrested at 11pm and bonded out at 2am he would be reflected on the form as 1 new booking and 2 non-sentenced jail days (a day or any portion of a day).

Column 2 Total number of days

Any non-sentenced person detained in the jail generates non-sentenced jail days.

Example: John Doe was booked on January 30 and held until February 4 his activity would be reflected in the report as 1 new booking, 2 non-sentenced jail days for the month of January and 4 non-sentenced jail days for the month of February. Since he was booked in January he is not shown as a new booking in February as the booking has already been recorded. During the month of February he generated non-sentenced jail days only.

Average Daily Population Calculation: Using the totals columns (column 2 + column 4 + column 6 + column 8 divided by the number of days in the reporting month gives the average daily population of your jail.

Column 3 Number of new sentenced (Regular)

Persons sentenced are recorded. Any person sentenced generates sentenced jail days.

Example: Jane Doe was booked in the jail on January 30, was sentenced on February 1 to 10 days and was released on February 10. Her activity would be reflected on the population report as 1 new booking and 2 non-sentenced jail days for the month of January. The February report would reflect 1 new regular sentence and 10 sentenced jail days.

Column 4 Number of sentenced days (Regular)

After a person has been sentenced and that change of status been noted in column 4, that person generates sentenced jail days. He/she will continue to generate sentenced days until completion of his/her sentenced. Persons sentenced to IDOC will generate sentenced days until taken to prison.

Column 5 Number of sentenced days (Work release)

Any person sentenced to work release is recorded in this column.

Example: Harry Jones was sentenced to work release on January 30 and was released on February 10 after completing his sentence. His activity would be reflected in this column in January as a new work release sentence.

Column 6 Number of sentenced days (Work release)

Any day held in jail under sentence to work release is reflected in this column.

Example: Harry Jones generated 2 sentenced work release days in January. On the February he was credited with 10 sentenced work release days.

Column 7 Number of sentenced days (Weekends)

Any person sentenced to weekends is recorded in this column.

Column 8 Number of sentenced days (Weekends)

Any day held in jail under sentence to weekends is reflected in this column.

Example: Terry Larry was sentenced to weekends on February. He served 4 weekends and was released. His weekend period begins on Friday evening and he is released on Monday mornings. The weekend sentenced days generated is 12. That is he is given

credit of that portion of Friday he entered the jail, Saturday and Sunday and for the portion of Monday he was held prior to release. He does not generate weekend jail days when not physically held in the jail.

Note: Juveniles allowed in the jail for booking purposes only are not shown as a new booking. Juveniles held in secure detention for less than 6 hours are not shown as accumulating jail days. Only those juveniles booked into the jail and held in a juvenile section of the jail should be recorded on the monthly population report.

Average Length of Stay – The total number of days (Columns 2, 4, 6, & 8) divided by column 1 total.