



1905 High Park Circle Maryville, Tennessee 37803

iSOMS Jail Census – Bureau of Justice Statistics Reporting Guide

Reference: U.S. Department of Justice, Bureau of Justice Statistics

Form CJ-3

OMB No. 1121-0010 Approval Expires 05/31/2027



2025 CENSUS OF JAILS

U.S. DEPARTMENT OF JUSTICE
BUREAU OF JUSTICE STATISTICS
AND ACTING AS COLLECTION AGENT
RTI INTERNATIONAL

This new report required several new fields be added to the system to be able to classify Intake Agency, Inmate and Employees. This document will show you where those new items are and how to populate them. Then show you how to run the report.

The report uses a single year ending date, such as 12/31/2025.
It uses this date for the Census values and then the Year part for other parts of the report.



www.mmicro.com



888-644-5786



865-380-4600



1905 High Park Circle Maryville, Tennessee 37803

New Company Setup Setting

Settings Tab

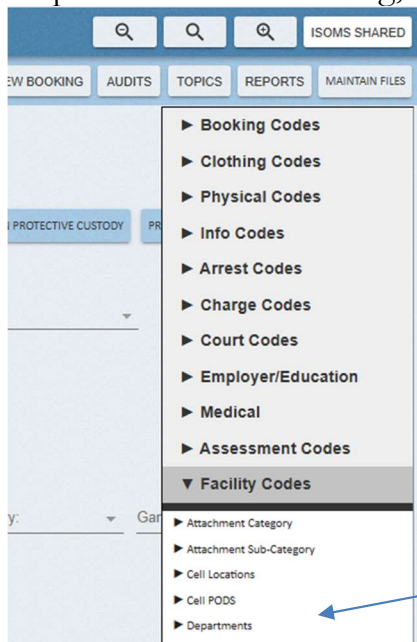
Program = Booking

Setting = DATE-CENSUS-RATED-CAPACITY

Value = your rated capacity for the report (optional)

New Fields

Departments – In booking, under maintain files, Facility Codes, Departments



www.mmicro.com



888-644-5786



865-380-4600



1905 High Park Circle Maryville, Tennessee 37803

Departments – In booking, under maintain files, Facility Codes, Departments There is a new Picklist for Authority Type. Which matches the Federal/State and Other Local authorities and jurisdictions. Look at each of your departments and connect them, if appropriate, to their correct Authority Type

YOUR AGENCY

Maintain Department: View Record

<< FIRST < PRIOR NEXT > LAST >> SAVE DELETE

Department Letters: FED Department Name: U.S. MARSHAL'S SERVICE ORI Number: FED Sorting Rank: 0 Department Type: Department Color:

Common/Business Name: House #: 800 Direction: MARKET ST SUITE 320 Apt/Lot #: KNOXVILLE City: TN State: TN Zip: 379

Phone #: 123-456-7890 Fax#: Email: Department Website: Primary Zone:

☐ Include On IBR Submissions ☐ Exclude From Website ☐ Exclude From Reports

☐ Enable iConnect iConnect Token: 6502fbde-047e-4cba-a430-80fe4f53c62c

☐ Federal Authority ☐ State Authority ☐ Tribal Authority ☐ Military Authority Authority Type: U.S. Marshals Service

Inmate booking, Classification Tab

Violation Type - is connected to the inmate, not looking at the charges filed. If violated, select the type: Probation, Parole, Pretrial Release, Other conditions

Current Classification: PAROLE VIO X Prior Classification: Prior Classification Date: 10/24/2006 Time: 00:00:00 Violation Type: Violated Other Release Condition: X

☒ Felon ☐ Registered Offender ☐ State Parolee ☐ Local Parolee ☐ Federal Prisoner ☐ Protective Custody ☐ Restricted View To Jail

☐ Suicide Watch ☐ Weekender ☐ Escape Risk ☐ Mental Illness ☐ Violent ☐ Work Release ☐ Substance Abuse

☐ Complementary Hold ☐ Restrict Commissary ☐ Indigent ☐ Trusty ☐ Worker ☒ Died In Custody ☐ Excluded

Died In Custody: (new field). Simply check if the inmate died in custody.

Felon: Not looking at charges, but this single check box to say, in general, is the inmate charged with a felon for this booking or all charges are Misdemeanor.



www.mmmicro.com



888-644-5786



865-380-4600



1905 High Park Circle Maryville, Tennessee 37803

Convicted – Not looking at charges, but the Sentence tab, the Sentence start date is the date of the first sentenced/convicted charge.

Intake Property Assigned Property Movement Temp Release Sentence

Billing Assessments Mittimus Meal Log Gri

Intake History Victims To Notify Incident History Expungement

Receipt History Spend/Check History Order History Person Identification Medical History

☐ Continue Sentence Credit After Release

Sentence Start: 01/01/2017 Time: 00:00:00 Sentence End: Time: SENTENCE NOTES SENTENCE DETAIL

State Sentence

Corrections Employee stats

New Field added to Employee Records, Payroll Tab (Admin vs Officer)

This field is defaulting the employee as an Officer

Officer is defined as: Deputies, monitors, and other custody staff who spend more than 50% of their time with the incarcerated population

Admin is defined as: Administrators, clerical and maintenance staff, educational staff, professional and technical staff, and other staff who spend more than 50% of their time in your jail.

Hire Date: 03/01/2008 End Of Employment (locks out employee): 12/01/2025 End Of Employment Reason: TERMINATION REASON ☐ Position Available

☐ On Probation Probation Ends D... Probation Reason:

Review Date: 04/01/2008 Insurance Date: Prior Hire Date:

☐ Active Military ☐ Sworn ☐ Civilian ☐ Exclude From Timesheet ☐ Always Overtime Timesheet

☐ Salary Exempt ☐ Exclude From All Benefits ☐ Tour Of Duty Officer ☐ Auto Create ClockCard(payroll) ☐ Always CompTime Timesheet

Major: CORRECTIONS Minor: Current Shift: ☒ Admin (vs Officer)



www.mm-micro.com



888-644-5786



865-380-4600



1905 High Park Circle Maryville, Tennessee 37803

Running the report

Jail Reporting

Analysis reports (4th tab)

Single Date Population Census



Population Census is the summary numbers for the report
Population Census Audit (a list of the inmates in jail on the date). With the identifiers
used in computing the numbers.

Enter the Same Year Ending date on both fields



www.mmicro.com



888-644-5786



865-380-4600



1905 High Park Circle Maryville, Tennessee 37803

Sections Explained

Section 1: Is the count of inmates in jail on that date. There is an option to include inmates in jail on that date who were marked as “weekender”. The default is to exclude weekenders from that computation.

Section 2: Age of inmates at time of report, not time of intake. Uses the report date to compute the current age of the inmate.

Section 3: Sex/Age of inmates at time of report. The only oddity here is they only care about Male and Female (M/F). They make no account if the sex is blank or defined as U-Unknown. So, if they left it blank, they are not counted in this number.

Section 4: (same as section 3). Most departments only have one facility.

Section 5: Race/Sex. The important item here is, the Picklist of RACE SHOULD NOT have Hispanic in it. You have to be using the Ethnicity picklist and select Hispanic. If you have Hispanic in your Race List, it will be counted as UNKNOWN on this section, if you did not use the Ethnicity “Hispanic”

Glasses: NONE	Hair Style:	Hair Length: SHOR	Dominant Hand: RIGHT	Resident:	Ethnicity: HISPANIC OR LATINO	Marital Status: DIVORCED
Indian Tribe:	Interpreter Required:	Gang:	Religion: BAPT			

Section 6: Citizen. Uses the Y/N box on the inmate record.

47808 / Master ID #: 22837		FINGERPRINT	Time In Jail: 7174 Days 19 Hours (172195 Total Hours)		OPEN
Nickname/AKA:	Social Security #: 409-37-7984	Date of Birth: 12/22/1964	(Age: 41/61) [Location: DELT		
State: TN	ZipCode: 37854	County:	Homeless: N		
Country Of Citizenship: UNITED STATES	Place Of Birth (free form): COLUMBUS MS	Citizen: Y	Here Illegally: (Y/N)		



www.mmicro.com



888-644-5786



865-380-4600



1905 High Park Circle Maryville, Tennessee 37803

Section 7: Violation Type. (*new field*) New picklist on Inmate Classification tab for Violation Type. We are not looking at charges filed, only on this single picklist. Violated Probation, Violated Parole, Violated Pretrial Release, Violated Other

Prior Classification Date: 10/24/2006 Time: 00:00:00 Violation Type: Violated Other Release Condition: X

☐ Federal Prisoner ☐ Protective Custody ☐ Restricted View To Jail Investigations

Section 8: Felon / Misdemeanor

Does not look at charges filed, only the Box on inmate classification Felon. If not checked it will be Misdemeanor.

Current Classification: PAROLE VIO X Prior Classification:

☒ Felon ☐ Registered Offender ☐ State Parolee

☐ Suicide Watch ☐ Weekender ☐ Escape Risk

Section 9: Convicted

Does not look at charges filed. Looks at the Sentence Tab on the inmate record and the Sentence Start Date

☐ Continue Sentence Credit After Release

Sentence Start: 06/16/2026 Time: 13:06:55 Sentence End:

State Sentence

State Years: 0 State Days: 0 Percent To Serve: 0



www.mmmicro.com



888-644-5786



865-380-4600



1905 High Park Circle Maryville, Tennessee 37803

Section 10: Arrest/Intake Agency “Authority Type”

At the top of the document, I review the Maintain Departments, and how to identify your department list as to the type of Authority this report is wanting broken out by. As long as you have done that, it looks at the Arresting Agency picklist to count the number by Authority.

Arrest Date:	Time:	Case#:	Arresting Agency/Department Responsible:
10/24/2006	17:00:00	0610241835	U.S. MARSHAL'S SERVICE
Arrested By CAD Unit:		Transported By CAD Unit:	Overriding Bond Amount:
			0

Section 11: Population on Last Monday of each month in the selected year. System uses the Year of the report, and gets population on each of those 12 days. The count does include weekenders, where the 1st part of the report auto excludes them.

Section 12: Average Population (male/female). System will compute each day in the reporting years Male/Female population and then divided by 365.

Section 13: Admitted / Discharged. System will get a list of inmates that either

1. Had an intake date during the reporting year OR
2. Had a release date during the reporting year.

Section 14: (*new field*). Died in custody is on the Inmate classification tab. Will get a list of inmates during the reporting year, where that box is checked by sex.

Prior Classification Date:	Time:	Violation Type:
10/24/2006	00:00:00	Violated Other Release Condition:
☐ Federal Prisoner	☐ Protective Custody	☐ Restricted View To Jail Inve
☐ Violent	☐ Work Release	☐ Substance Abuse
☐ Worker	☒ Died In Custody	☐ Exclude fro



www.mm-micro.com



888-644-5786



865-380-4600



1905 High Park Circle Maryville, Tennessee 37803

Section 15: Rated capacity: Filled in by the agency

Section 16: Employees (*new field*) (defined as Correction Officers vs Admin)

The idea here is using the Department Major, (minor optional) count the number of employees that were employed on the reporting date

Evaluating Hire Date and Termination date.

The default is (not checked) meaning employee is an Officer

You would look up all employees that are Admin and check the Admin Box.

Hire Date: 03/01/2008 End Of Employment (locks out employee): 12/01/2025 End Of Employment Reason: TERMINATION REASON ☐ Position Available

☐ On Probation Probation Ends D... Probation Reason:

Review Date: 04/01/2008 Insurance Date: Prior Hire Date:

☐ Active Military ☐ Sworn ☐ Civilian ☐ Exclude From Timesheet ☐ Always Overtime Timesheet

☐ Salary Exempt ☐ Exclude From All Benefits ☐ Tour Of Duty Officer ☐ Auto Create ClockCard (payroll) ☐ Always Comp Time Timesheet

Major: CORRECTIONS Minor: Current Shift: ☒ Admin (vs Officer)

When you run the report, you would narrow by a Major (and/or minor) and the system will count the number of Admin(male/female) and Officer(male/female)

Notes: Even though H-Hispanic is not a valid NCIC Rate, some Jails still use it as a Race Code. This report will evaluate the H-Hispanic Race, but primarily the Ethnicity H-Hispanic to complete the Race values on the report.



www.mmicro.com



888-644-5786



865-380-4600