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Information Concerning Adult Male Criminals which should be Published by Reformatories Penitentiaries and State Prisons

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INFORMATION CONCERNING ADULT MALE
CRIMINALS WHICH SHOULD BE PUB-
LISHED BY REFORMATORIES, PENI-
TENTIARIES AND STATE
PRISONS

SAM B. WARNER AND SANFORD BATES.

COMMITTEE ON CRIMINAL LAW AND STATISTICS OF
AMERICAN PRISON ASSOCIATION URGES PRISON
OFFICIALS TO ADOPT THE TABLES RECOM-
MENDED IN THIS REPORT

Nowhere do we find a more hopeful combination of the practical and the ideal than in the people who go to make up the American Prison Association. If there are practical people in the world, they are to be found in the ranks of our state prison wardens and the superintendents of our reformatories. Yet it is common to find these men, whose daily experience is one of contact with life's phases, moved by the desire to carry on towards the ideal laid down by this national association.

Among these ideals certain things are becoming fundamental. The wisdom of treating prisoners humanely needs no longer to be preached to our prison wardens; education, recreation, industrial training, are only parts of the general movement for reformation as displacing punishment, as such.

But over and beyond these, our prison wardens are often heard to express the belief that only through preventive measures can crime really be combatted. The American Prison Association, therefore, through its Committee on Criminal Law and Statistics, realizing the growth of this idea, attempts to assist in its realization by presenting herewith certain suggestions as to the next steps to be taken.

These propositions are fundamental:

1. Crime must be prevented rather than cured. In other words, we must get at the *causes of crime*.
2. If we are to know the *causes of crime*, we must have *reliable statistics*.
3. If we are to have *reliable statistics*, the institutions must keep *certain records* on which to base these statistics.
4. If the institutions are to keep *records* on which to base statistics in order that proper comparisons may be made between states, these records and these statistics must be *uniform*.

5. If *uniform statistics* are to be devised for this purpose, they must be such as can be kept by institution people without undue trouble.

6. If a schedule of uniform records is to be composed, the work must be undertaken by some committee or agency which has a national scope.

The American Prison Association, the Institute of Criminal Law and Criminology, and the U. S. Census Bureau have recently given much attention to the matter of uniform statistics. Growing out of these contacts, a proposed set of tables has been devised, on which could be gathered records of our institution inmates and these have been submitted to practical prison people and their suggestions have been incorporated into the tables.

In brief, institution statistics are gathered for the following purposes, among others:

1. To make certain of the identification of the individual. Records of this kind would include name, address, height, weight, etc.

2. To assist the institution to apply the proper reformatory or therapeutic treatment. Such records would include his mental and physical characterial defects, home training, school and industrial records, etc.

3. To assist the paroling authority and those who supervise the man on parole.

4. To assist the institutions of the country to improve their administration by showing them in brief tabular form what other institutions of similar nature are doing.

5. Lastly—to assist in the prevention of future crime. Statistics for this purpose would be those having to do with the recurrence of crime in certain quarters of the country; effectiveness of certain systems of penology; broken homes; intemperance, drug addiction; lack of education; immigration; and other factors having to do with the general question of crime prevention.

The tables suggested in the accompanying article are designed to facilitate the keeping and gathering of records bearing on the above purposes.

One of the most constructive and progressive things which the prison people of the country could do would be to agree to adopt the suggested tables, and see that they are faithfully and regularly filled out, thereby laying the basis for a concerted movement toward crime prevention.

LETTER FROM W. M. STEUART, DIRECTOR OF THE
FEDERAL CENSUS, APPROVING THIS REPORT AND
ANNOUNCING THE WILLINGNESS OF THE
CENSUS BUREAU TO PUBLISH THE
TABLES RECOMMENDED

To the Committee on Records of the American Institute of Criminal
Law and Criminology.

Gentlemen: We have carefully examined your report entitled
"Information Concerning Adult Male Criminals which should be pub-
lished by Reformatories, Penitentiaries, and State Prisons." We
heartily approve your report, and think that its adoption by the penal
institutions of the country will be a great step in advance.

The Census Bureau will be glad to cooperate by publishing the
information called for by your report if promptly furnished by the
institutions concerned.

Very truly yours,

W. M. STEUART, Director.

LETTER FROM COMMISSIONER OF CORRECTION OF
MASSACHUSETTS STATING THAT MASSACHU-
SETTS WILL PUBLISH THE TABLES
RECOMMENDED IN THIS REPORT

Dear Mr. Warner:

I have once more been carefully over the typewritten tables to the
number of twenty-six, for use in the penal institutions of the country.

You will remember that the Committee of the American Prison
Association on Statistics, of which I am Chairman, had previously
approved similar schedules.

I write to say that I have consulted with our prison people and
I am satisfied that we can fill out with substantial accuracy all of these
twenty-seven tables, and as Commissioner of Correction for Massa-
chusetts, in charge of our state prisons and reformatories, they have
my complete approval, and we can use them to advantage and will do
so. Furthermore, it is my belief that with possibly two or three ex-
ceptions, these tables should prove acceptable to the practical prison
people of the country.

Yours very truly,

SANFORD BATES, Commissioner.

LETTER FROM WARDEN LEWIS E. LAWES OF SING SING
PRISON APPROVING THE TABLES AND RECOM-
MENDING THEIR ADOPTION

My Dear Mr. Warner:

I am particularly gratified to learn that you are endeavoring to secure some substance and sense relative to information pertaining to prisons and prisoners.

Unfortunately for me, I endeavored to compile some statistics during the past year and found same was impossible.

After carefully looking over the proposed system, I unhesitatingly endorse it fully and feel sure that the Department of the Census at Washington will also be pleased to assist in putting this thing over.

I feel that the facilities in practically every institution—certainly in my own—can utilize this system and secure the information without difficulty.

Very truly yours,

LEWIS E. LAWES, Agent and Warden.

LETTER FROM H. K. W. SCOTT, WARDEN OF CONNECTI-
CUT STATE PRISON APPROVING THIS REPORT

My Dear Mr. Warner:

We believe there can be no doubt but that the adoption of uniform statistical tables for use in prisons, penitentiaries and reformatories, with national compilation and publication of the same, would prove of inestimable value, resulting in a better understanding of criminal problems.

As stated to you following our conference in Boston on June 17th, when a careful examination was made of the forms prepared by you and Mr. Sanford Bates, the plan has my hearty approval.

Very truly yours,

H. K. W. Scott, Warden.

LETTER FROM JOHN L. WHITMAN, WARDEN OF ILLI-
NOIS STATE PENITENTIARY APPROVING THE
TABLES AND EXPRESSING WILLING-
NESS TO ADOPT THEM

My Dear Mr. Warner:

I have gone over your list of tables prepared for the Institute of Criminal Law and Criminology and recommended for penal institutions.

I am in hearty accord with the recommendation. I will be glad to be of use in securing their adoption. I shall do what is possible for me to do in this State to bring about their adoption provided they are generally approved and adopted in other States. As you know our statistician in this State has commented favorably upon them.

Hoping I may be able to meet you at the coming prison conference at Salt Lake City, I am,

Very truly yours,

JOHN L. WHITMAN, Warden.

HOW THIS REPORT CAME TO BE WRITTEN.

The Committee on Criminal Records and Statistics of the American Institute of Criminal Law and Criminology conceived the idea of drafting model sets of records and statistics for use by the different agencies administering criminal justice. This report is the result of the Committee's labors on statistics for reformatories, penitentiaries and state prisons.

The Committee wishes to acknowledge its indebtedness to Wardens Lewis E. Lawes, H. K. W. Scott and John L. Whitman, who not only spent much of their valuable time in working over this report, but are sponsoring it by their letters of approval. The Committee wishes also to thank Dr. Ralph D. Hurlin, Statistician of the Russell Sage Foundation, Dr. Frank S. Drown, Municipal Court of Philadelphia, Dr. Joseph A. Hill, Assistant to the Director of the Bureau of the Census and Mr. Bennet Mead, of the Bureau of the Census, all of whom gave valuable assistance in revising this report. The list of races and nationalities appearing in tables 10 and 11 was furnished by Dr. Hurlin and his assistant, Miss Frances Brooks. But above all, the Committee is indebted to Honorable William M. Steuart, Director of the Bureau of the Census, who not only put the services of his staff of experts at the disposal of the Committee, but gave this report his personal attention and has offered to have his bureau publish the tables called for by this report.

NECESSITY FOR UNIFORM STATISTICS.

That the public is not satisfied with the way criminal justice is being administered in this country is patent to all. It is equally obvious that the opinions of the critics are based on observations of local facts of limited scope, and that they have no adequate knowledge of how criminal justice is being administered in this country as a whole.

For example, the advocates of capital punishment assert that it acts as a deterrent; its opponents deny this. When Mr. Lawes, Warden of Sing Sing Prison, tried to make an impartial investigation in order to find out which side was right, he was able after a great deal of labor, to obtain only fragmentary and inconclusive statistics. It is equally impossible intelligently to defend or attack our system of criminal justice without thoroughly understanding what that system is and how it works. We cannot do this without adequate criminal statistics.

IMPORTANCE OF INFORMATION FROM REFORMATORIES, PENITENTIARIES AND STATE PRISONS.

The prisoners in our reformatories, penitentiaries and state prisons are few compared with those in county jails; but they make up in criminal experience and danger to society what they lack in point of numbers. We cannot thoroughly understand our criminals, and hence how to handle them, without knowledge of this extremely important and influential group. Statistics concerning them are to be obtained in the Federal Census of Prisoners in Institutions, and in the annual or biennial reports of reformatories, penitentiaries and state prisons. The Federal Census, though it contains much valuable information, comes but once every ten years, and so needs to be supplemented by more up to date information. The reports of the institutions differ among themselves almost as much as do the criminals with whom they deal. Some reports are perfect mines of information, while others do not even give the prisoners' ages nor the number of whites and negroes. But even among the best reports, comparison is almost impossible, not only because of differences in the facts reported, but also because many of the tables are based on fiscal years which begin at different times in different states, and upon different groups of criminals. The tables in some reports are made up from total prison population, for example, while in others the basis is the number of prisoners admitted during the year. Even in the same institution, the reports are likely to be made up differently from year to year.

In view of these facts, it has seemed to the Committee on Criminal Records and Statistics of the American Institute of Criminal Law and Criminology, that the first requisite for obtaining adequate information concerning criminals in our reformatories, penitentiaries and state prisons, was to devise a set of tables which would give such information, and to try to get the various institutions to record and publish this information all in the same way and concerning the same classes of prisoners.

BUREAU OF THE CENSUS WILL PUBLISH THE STATISTICS.

The Committee of the Institute has been greatly assisted by Hon. W. M. Steuart, Director of the Federal Census. He and his staff of experts have not only given the Committee the benefit of their experience with statistics in devising the tables, but he has kindly consented to have the Federal Government publish annually the statistics of all institutions which will make them out according to the recommendations of the Committee. The Committee hopes and expects that the advantage of having their statistics included in the annual reports of the Census, will, within a short time, lead nearly all the states to record the items of information requested by the Committee.

THIS REPORT DEALS WITH STATISTICS.

This report deals with the information which should be published by reformatories, penitentiaries and state prisons as to male prisoners only. It deals only indirectly with the records such institutions should keep, and not at all with the information they should collect, for purposes other than publication. This report does not necessitate the adoption of a uniform system of records by penal institutions, but merely that each institution keep such records as will enable it to compile the tables called for by this report.

REPORT INTENDED AS A MINIMUM.

The tables recommended in this report are intended only as a minimum. Several institutions now report much more information than these tables contain. It is hoped that these institutions will continue to make the more lengthy reports. Much information which it is desirable to obtain, is not included in this report because of the desire to keep down the number of tables requested so as not to make the obtaining of the information requested in these tables a financial burden on the poorer institutions.

CALENDAR YEAR SHOULD BE USED.

The tables recommended in this report should be filled out and sent to the Bureau of the Census for inclusion in its annual report on prisoners in institutions. If the institution publishes an annual report and can afford to publish the tables in this report, it is desirable to do so. Those institutions which publish their reports biennially, should not lump the two years together, but should make separate tables for each year.

As previously stated, many institutions do not at present use the calendar year in making their reports, but a fiscal year as to which there is no uniformity among the different institutions. It is greatly to be desired that all institutions use the calendar year.

But if the laws of their states require that reports be rendered on the basis of a fiscal year, it should be possible for institutions to make their tables as of the calendar year; or, if this is not permissible, so to construct the tables that they can readily be converted to the basis of the calendar year. The tables sent in to the Bureau of the Census will, of course, have to be on the basis of the calendar year. Uniformity in the periods covered is absolutely necessary if comparisons are to be made between different institutions.

ARE TABLES TO BE BASED ON TOTAL PRISON POPULATION,
ADMISSIONS, OR DISCHARGES?

In many prison reports, all the tables apply to the entire prison population. This method of recording facts concerning prisoners is not believed to be desirable. It shows correctly enough the nature of our prison population, but it does not show the kinds of persons entering and leaving our prisons. For most purposes, it is concerning the latter classes that we need information. It makes, of course, much more difference in penitentiaries and state prisons than it does in reformatories, whether the statistics are made up from admissions or from total prison population, because of the greater length of the sentences in the former class of institution. It is conceivable that if five or ten per cent of the prison population received long sentences several years back, their inclusion in the tables might result in the tables giving a very misleading picture of present criminal conditions.

It is recommended that Table 1, "Movement of Prison Population," be made up from the total prison population. The tables numbered 17 to 19, dealing with the life of the prisoners in the institution, except Table 18, are also to be based on the total prison population. Tables 2 to 16, which deal with the crime and the prisoner, refer only to admissions. Tables 18, 20 and 21 deal with discharges during the year, while Tables 22 to 24 concern only prisoners on parole.

INFORMATION MUST BE ACCURATE.

Following each table is stated the method to be followed in obtaining the information necessary to fill out that table. If the tables are to be published and used as a basis of society's defense against crime, it is essential that they be accurate. Take, for example, the

question of the character of the prisoner's mother. Several institutions ask this question to determine the influence of the mother on the character of her sons. Examination of the answers obtained in one institution showed that practically all of the prisoners had good mothers. So, presumably the fact that a man has a mother of evil character is a guarantee against his becoming a criminal, because practically none with such mothers were found in the institutions. But when we discover that the information was obtained by asking the prisoner whether his mother was a good woman, and accepting his answer as the truth, we lose all confidence that the statistics correctly stated the character of the prisoner's mother.

Except in one or two very exceptional cases, which are noted where they occur, it is recommended that no information be published which is obtained from the unverified assertion of the prisoner. If an institution is unable to verify the prisoners' answers on a given topic, it is recommended that it publish no statistics on that topic. Badly as we need information concerning our criminals, we had better have no statistics than unreliable statistics.

ABRIDGED CLASSIFICATION OF CRIMES.

It is believed to be extremely important to ascertain what, if any, difference exists between criminals committing different kinds of offenses. It is, therefore, recommended that most of the facts published be tabulated by selected crimes. The following is the list of crimes selected:

1. *Homicide*, including attempts to commit homicide, and assaults to commit homicide.
2. *Rape*, including attempts, assaults with intent to rape, statutory rape, and similar crimes such as seduction and taking indecent liberties with female child.
3. *Robbery*, including assaults with intent to commit robbery, and attempts to commit robbery.
4. *Assault*. All kinds of assault except assaults to commit homicide, rape or robbery.
5. *Burglary*, including attempts to commit burglary, and statutory crimes resembling burglary, such as breaking and entering. The crime of having burglar's tools in one's possession is also included.
6. *Larceny* in all its forms, including larceny by bailee, larceny from the person, forgery, embezzlement, obtaining property by false pretenses, and receiving stolen property.
7. *Sexual crimes* except those included in heading 2.

8. *Other crimes.*9. *Total*

Where an offender is imprisoned for two or more crimes, he is to be placed in the heading coming nearest to the top of this list. For instance, if a man has been sentenced for burglary and larceny classify him under burglary only.

It is believed that the first seven headings will include 80 per cent or more of the total number of crimes committed by prisoners in reformatories and penitentiaries. Each institution is to put each prisoner under the heading which is appropriate, according to the law of its state. In view of the object of the classification, local differences in definition are believed to be unimportant.

DESCRIPTION OF TABLES RECOMMENDED.

Twenty-six tables are recommended. Table 1 is designed to show the number of prisoners in the institution, the number admitted and discharged, and the manner of admission and discharge.

The crime, the sentence, and recidivism are the subjects dealt with in tables 2 to 5. No argument should be needed to justify the recording of crime and sentence. The desirability of knowing the previous criminal history of those now inhabiting our penal institutions is now also well recognized. Such information is necessary to enable us to form even a rough estimate of the size of our criminal class. The information is also useful in showing the influence which penal institutions can reasonably be expected to have on their inmates. If we are to form an intelligent judgment on the success of reformatories and penitentiaries, we must have a thorough knowledge of the material with which they have to work, and the methods of treatment to which the inmates have already been subjected. Further, it is possible that such information may throw light upon the efficacy of certain types of institutions and of punishments as compared with others.

Table 6 shows the extent to which the prisoners have moved from one place to another. It should throw valuable light on the question whether the criminal problem can be successfully handled by the local authorities, as at present, or whether it must be dealt with by inter-county and inter-state measures.

Tables 7 to 9 show the prisoners' physical and mental condition. All institutions are expected to fill out tables 7 and 9, age on admission and physical or mental defects, but only institutions giving intelligence tests can use table 8, which records the prisoners' mental ages. The mental ages and the mental and physical defects of the prisoners

have a bearing upon the medical facilities needed in the institution, and upon the necessity for classification and individualization of treatment within the institution. This information should be particularly valuable in those states in which the desirability of reception prisons and of different institutions for different classes of prisoners is under consideration. Whether it is desirable to have special prisons for low grade morons, for example, depends, to a very considerable extent, upon the number of such persons in prison.

Tables 10 and 11 state the nativity of the prisoners, and are included because of their bearing on the immigration policy of this country.

Tables 12 to 16 deal with the prisoners' economic position, including length of employment, usual earnings, marital condition, number of dependents, ability to speak English, and education.

Information concerning the economic condition of the prisoners may be used for many purposes. There are two more or less inconsistent aims with regard to prison industry. One is to teach all prisoners a trade by which they may earn their living, and the other is to use the labor of the prisoners to help defray the cost to the taxpayers of their being kept in prison. Tables 13 and 14 should show the ability of the prisoners to earn a living, and hence the necessity of teaching them trades in the institution.

It has been said that when a man is imprisoned for crime, he is not the real sufferer, but his dependents. One of the strongest arguments for paying prisoners for their work in institutions is that otherwise their families will be destitute and will have to be supported by charity, poor-houses, etc. The tables recommended should supply valuable information on this problem.

Many people argue that low wages and unemployment are causes of crime, and advocate the minimum wage, old age and other pensions, and schemes to secure regularity in employment as a means of reducing crime. Tables such as those recommended should throw light on the extent to which such arguments are tenable.

Tables 17 to 21 relate to the prisoners' life in the institution, and to their discharge. They include such topics as earnings, occupations, method of discharge, and proportion of sentence served behind the bars.

All of the first twenty-one tables deal with facts relating to prisoners in the institution, but tables 22, 23 and 24 are to be compiled from prisoners on parole. The first is designed to show the recidivism among prisoners paroled, compared with successes on parole; the sec-

ond, the parole population, and the third, the time to violation of parole.

Tables 25 and 26 contain all the financial data that is believed to be important in determining the cost of crime. As this report in no way deals with the financial efficiency or the honesty of institutional management, no tables bearing on such topics are recommended. There is, of course, no objection to institutions publishing more detailed financial tables, if they so desire.

EXPLANATIONS AND INSTRUCTIONS FOR COMPILING TABLES.

Following each table, is (1) a short statement of the reasons why the particular table is important; (2) the basis of the table, whether total prison population, admissions or discharges; (3) the method of obtaining the information; and (4) instructions for making up the table.

If a state has a reception prison, it would seem a needless duplication to publish the tables twice; once in the report of the reception prison and once in that of the prison of final destination. Which prison had better publish the tables would depend upon the circumstances. It might be desirable to have the reception prison publish the tables relating to admissions, and the other prisons publish the tables concerning life in the institution and discharges.

TABLE 1
MOVEMENT OF PRISON POPULATION

1. Prisoners on books January 1:	
A. In institution	
B. In custody outside institution.....	
Total	
2. Admitted during year:	
A. From courts	
B. Transferred from	
C. Parole violators returned.....	
D. Escapes recaptured	
E. Other	
Total	
3. Total (sum of 1 and 2).....	
4. Discharged during year:	
A. Discharged by expiration of sentence...	
B. Paroled	
C. Pardoned and commuted.....	
D. Escaped from institution.....	
E. Escaped while outside of institution...	
F. Died	
G. Transferred to	
H. Other	
Total	
5. Prisoners on books December 31:	
A. In institution	
B. In custody without institution.....	
Total	
6. Total (sum of 4 and 5.) (Should equal 3).....	
7. Average daily resident prison population during year.....	
8. Normal capacity	

EXPLANATION OF TABLE 1

Object of Table: The table is designed to give a bird's-eye view of changes in prison population. A comparison of this table for different years will show the increase or decrease of prison population, the use of parole, etc. Groups 7 and 8 are included for the purpose of showing whether the institution is overcrowded.

Basis of Table: All prisoners carried on the books of the institution during the year.

Method of Obtaining Information: The information necessary to compile this table is to be obtained from the books of the institution.

Instructions for Compiling Table. Group 1 is intended to include all prisoners in custody, whether in the institution or in camps outside. Prisoners on parole should not be included. One man may be entered under many different headings. For example, the same man might have to be entered under 1-A, because in the institution

on January 1st, under 4-B and 2-C, because paroled and then returned from parole, under 4-D and 2-D, because he escaped and was recaptured, and under 5-A, because in the institution on December 31st. But since the table is designed so that it can be balanced, for every time a prisoner is put in group 1 or 2, he must be entered an equal number of times in group 4 or 5. Transfers from other penal institutions or to other penal institutions should be entered in group 2-B or 4-G; the name of the institution from which received or to which sent being entered after the words "from" and "to."

Enter under 8, the number of prisoners the institution can handle without overcrowding. Normal capacity is not necessarily the same thing as cell capacity, because the institution may not have facilities for efficiently caring for all the prisoners its cells would accommodate.

TABLE 2
CRIME COMPARED WITH SENTENCE

Crime	For proper headings see Instructions for Compiling Table
Total	
(Insert full list of crimes here)	

EXPLANATION OF TABLE 2

Object of Table: This is the only table containing a complete list of the crimes for which prisoners are sentenced. The table is designed to show this, and to show it in relation to the prisoners' maximum and minimum sentences.

Basis of Table: All prisoners received from courts during the year.

Method of Obtaining Information: The information for this table is to be obtained from the commitment papers accompanying each prisoner.

Instructions for Compiling Tables: All crimes appearing on the commitment papers should be listed in this table. What list of sentences should be put in the box (across the top), depends both upon whether the prisoners have both a maximum and a minimum sentence.

Each institution will have to make its own list depending upon the sentences its prisoners receive. For the sake of uniformity, which is absolutely essential if the Federal Bureau of the Census is to compare and publish the figures, each institution is requested to pattern its sentence headings as closely as possible upon one of the following four samples. If prisoners are received with other sentences, such as "minority," for example, appropriate headings should be added. If prisoners are received who were sentenced only to the payment of fines, a heading entitled "Fines" should be added. If prisoners are received with sentences of imprisonment and a fine, the fine should be disregarded in making up the table, but a note added at the bottom of the table stating the number of prisoners both fined and sentenced to imprisonment.

1. The following list of sentences is designed for a reformatory receiving prisoners with maximum sentences ranging from a month to ten years and without any minimum sentences.

Sentence	Total	Less than 1 year	1 year and less than 2 years	2 years and less than 3 years	3 years and less than 5 years	5 years and over

2. The following list of sentences is designed for a reformatory receiving prisoners with maximum sentences ranging from one to ten years and with minimum sentences having a similar range.

Maximum Sentence	Less than 2 years	2 years and less than 3 years	3 years and less than 5 years	5 years and over			
Minimum Sentence	Less than 2 years	Less than 2 years	2 years and over	Less than 2 years	2 years and less than 3 years	3 years and less than 5 years	5 years and over

3. The following list of sentences is designed for a state prison receiving prisoners with maximum sentences ranging from one year to death, but with no minimum sentences.

Sentence	Less than 2 years	2 years and less than 3 years	3 years and less than 5 years	5 years and less than 10 years	10 years and less than 20 years	Over 20 years	Life	Death

4. The following list of sentences is designed for a state prison receiving prisoners with maximum sentences ranging from one year to death and also with minimum sentences.

Maximum Sen- tence	Minimum Sen- tence
Less than 2 years	Less than 2 years
2 years and less than 3 years	Less than 2 years
	Over 2 years
3 years and less than 5 years	Less than 2 years
	2 years and less than 3 years
	3 years and over
5 years and less than 10 years	Less than 2 years
	2 years and less than 5 years
10 years and less than 20 years	5 years and less than 10 years
	Over 10 years
20 years and over	Less than 2 years
	2 years and less than 5 years
	5 years and less than 10 years
	10 years and over
Life	Life
Death	Death

If a prison is unfortunate enough to have prisoners with as great a variety of sentences as those shown above, it will probably be found necessary to use two pages for table 2, so as to make the headings large enough to be readable.

TABLE 3
TIMES PREVIOUSLY CONVICTED COMPARED WITH AGGREGATE
TIME IMPRISONED

Aggregate Time Imprisoned										
	Total	Fine, probation or suspended sentence but no imprisonment	Less than 6 mos.	6 months and less than 1 year	1 year and less than 2 years	2 years and less than 3 years	3 years and less than 5 years	5 years and less than 10 years	10 years and less than 15 years	15 years and over
Total										
Unknown										
None										
1										
2										
3										
4										
5-9										
10-14										
15-19										
20 and over.....										

EXPLANATION OF TABLE 3

Object of Table: The desirability of knowing the previous criminal history of those now inhabiting our penal institutions is now too well recognized to need any argument. Table 3 is designed to show the proportion of the prison population previously convicted of crime, the number of times the prisoners have been convicted, the length of time they have spent in penal institutions, and the relation between the number of convictions and the length of time in prison. The number of times the prisoners have previously been convicted and the number of years they have spent behind the bars are important indications of the nature of the men in our prisons. If such information were generally available, it would enable us to form a rough estimate of the size of our criminal class. The information is also useful in showing the influence that penal institutions can reasonably be expected to have on their inmates. Previous convictions, and not previous offenses, are to be recorded, because the latter are almost impossible to ascertain. Further, it is the conviction and treatment of the case by law that is a deterrent to future crime.

Basis of Table: All prisoners received from courts during the year.

Method of Obtaining Information: It is not anticipated that the information called for by this table will be equally reliable in all particulars. Prison officials are alive to the necessity of ascertaining the prisoner's prior incarcerations in state penal institutions, and can be counted on to do their utmost to obtain this information; so that the number and length of prior incarcerations in state penal institutions will probably be obtained fairly accurately in spite of the absence of national, and usually of state, clearing-houses for identification of criminals. The number of times prisoners have been convicted, but not sent to state penal institutions, probably will not in many states be ascertained with much accuracy. The information is requested because of the great importance of knowing whether prisoners who have never before been to a state penal institution are in fact, first offenders or confirmed criminals.

Much information can often be obtained by asking the prisoner how many times he has previously been arrested, where, on what charges, and with what results. Though the prisoner will probably not say that he has previously been convicted when he has not been, it is usually not safe to assume that he is a first offender because he says so.

The following method of determining a prisoner's prior criminal record is recommended. First, ascertain whether the prisoner has ever been in a penitentiary or reformatory. Enough reformatories and penitentiaries exchange information with the Federal Identification Bureau, so that by sending the prisoner's finger-prints there, and to the institutions in one or two states in which he is thought to have previously resided, a pretty accurate account of his prior institutional history can be obtained.

If no record of prior terms in state penal institutions can be obtained, an attempt should be made to ascertain whether the prisoner committed crimes that did not result in his landing in a reformatory or penitentiary. A letter of inquiry should be sent to the police of the cities and towns in which the defendant has resided during the last few years. If it is impossible to find out from the court, district attorney, police, etc., where the prisoner resided during the last few years, the prisoner should be questioned as to his whereabouts. He should be asked to give the names and addresses of his employers, landlords and acquaintances in each town in which he has resided over a period of years. These references should then be written to in order to ascertain whether he really was in that town during the

period named. If the prisoner is unable or unwilling to account for his whereabouts, he should be put down as presumptively a recidivist.

Instructions for Compiling Table: The controlling factor in making up this table is the number of times previously convicted. If John Doe has been previously convicted three times, all his entries will be in the horizontal column opposite "3." Suppose he was once put on probation and twice imprisoned, once for a year and a half and once for two years. He should not be entered under "Probation," because he has been imprisoned as well as put on probation. He should be entered under "3 years and less than 5 years" because the sum of his imprisonments amounts to three years, but less than five years. Except for being entered in the column "Total," no prisoner should be entered in more than one place in this table. Prisoners whose prior criminal careers have not been ascertained, should be entered where the headings "Unknown" and "Total" intersect. Prisoners known to be first offenders, should be entered at the intersection of "None" and "Total."

TABLE 4
NATURE OF PUNISHMENT FOR PREVIOUS CRIMES

Other Previous Punishments									
Nature of Last Sentence	Number of recidivists	Penitentiary or state prison	Reformatory	Jail	Institution for juvenile delinquents	Other penal institution	Fine, probation or suspended sentence	Parole	Pardon
Total									
Penitentiary or state prison ...									
Reformatory									
Jail									
Institution for juvenile delinquents									
Other penal institution									
Fine, probation or suspended sentence									

EXPLANATION OF TABLE 4.

Object of Table: See explanation of table 3 for reasons why it is important to know the prisoners' prior criminal records. Table 4, the nature of punishments for previous offenses, is important because of the value of knowing the extent to which the present inmates of our reformatories and penitentiaries represent the failures in past years of these and other institutions. Probation and parole are included, because these are methods of fighting crime now widely used. The inclusion of pardon is more questionable, but it seemed desirable. Further, if we are to form an intelligent judgment of the success of reformatories and penitentiaries, we must have a thorough knowledge of the material with which they have to work, and the methods of treatment to which the inmates have already been subjected. It is also probable that information such as that called for by tables 3, 4 and 5 will throw light on the efficiency of certain types of institutions and of punishments as compared with others.

Basis of Table: Only such of the prisoners received from courts during the year as are shown by table 3 to have been previously convicted, should be included in table 4.

Method of Obtaining Information. Same as in table 3.

Instructions for Compiling Table: Only recidivists are to be included in this table. Each recidivist should be entered in some horizontal column, in addition to the column headed by "Total." Which column to use depends upon the nature of his last sentence, not the sentence he is now serving. If he served his last sentence in a penitentiary, then he should be entered on the horizontal line following the group in the stub (down the side) entitled "Penitentiary or state prison." He must be entered in the vertical columns headed "Penitentiary or state prison," and "Number of recidivists." If he has been on parole or probation, or to some penal institution other than a penitentiary or state prison, he should also be entered under the appropriate headings. Similarly, if when last sentenced a prisoner was put on probation, then the stub heading "Fine, probation or suspended sentence" applies to his case. He must be placed under the headings of the box (across the top) entitled "Number of recidivists," and "Fine, probation or suspended sentence," and also under the heading appropriate to any institution to which he may have been sentenced. If he has ever been on parole, he should be entered under that heading also. "Parole" and "Pardon" are not placed in the stub, because of the extreme improbability of a man being paroled or pardoned without also having been to some institution. The numbers entered on the "Total" line, under the various headings of the box, should equal the sums of all other numbers under the same headings. But though the table should thus balance vertically, it need not balance horizontally, because a prisoner entered once under the heading of the box entitled "Number of recidivists," may be entered in more than one of the other headings of the box if he has been to more than one class of institution.

TABLE 5
PRESENT AND FORMER CRIMES

Present Crimes ..	Total number offenders	Homicide	Rape	Robbery	Assault	Burglary	Larceny	Sexual, except rape	Other
Prior Criminal Record									
Total number offenders									
Unknown									
First offenders ..									
Recidivists									
Crimes committed by recidivists:									
Homicide									
Rape									
Robbery									
Assault									
Burglary									
Larceny									
Sexual, except Rape									
Other									

EXPLANATION OF TABLE 5

Object of Table: A comparison between present and former crimes is important in showing the extent to which a criminal may be expected to repeat the same sort of crime. Several parole boards, for example, are now operating upon the theory that if a criminal has committed several crimes of such a nature as not to endanger human life, he can be counted upon never to commit a crime endangering life.

Basis of Table: All prisoners received from courts during the year.

Method of Obtaining Information: Same as in Table 3.

Instructions for Compiling Table: If in doubt as to the proper group in which to place any crime, see the Abridged Classification of Crimes, in the Introduction. All crimes not fitting into one of the groups should be placed in the group "Other." The numbers of prisoners placed in the groups "Total Number Offenders," "Unknown," "First Offenders," and "Recidivists," can be taken from Table 3.

If a prisoner is now serving a sentence for larceny, for example, the vertical column entitled "Larceny," applies to his case. If he is known to be a recidivist, he should be entered in the horizontal group entitled "Recidivists," and also in the horizontal group corresponding to each crime he is known to have previously committed.

Thus it is possible for the same man to be entered in each group included within the general group "Crimes Committed by Recidivists." the entries below the dotted line separating "Recidivists" from "Crimes Committed by Recidivists" should not be taken into account balancing the table.

Note that the total numbers on the lines opposite the headings of the stub (down the side) below the dotted line do not equal the total number of crimes committed by the recidivists. If a prisoner now incarcerated for larceny, for example, has previously been sentenced ten times for larceny, he is to be entered but once on the line headed by "Larceny."

TABLE 6
TIME IN LOCALITY AND STATE BEFORE COMMISSION OF CRIME

Crime									
Time In	Total	Homicide	Rape	Robbery	Assault	Burglary	Larceny	Sexual, except rape	Other
1. Total									
2. Locality less than month and in state									
A. Less than 1 month.....									
B. 1 month and less than 1 year									
C. 1 year and less than 5 years									
D. 5 years and over.....									
3. Locality 1 month and less than 1 year and in state									
A. 1 month and less than 1 year									
B. 1 year and less than 5 years									
C. 5 years and over.....									
4. Locality 1 year and less than 5 years and in state									
A. 1 year and less than 5 years									
B. Five years and over.....									
5. In both locality and state 5 years and over.....									
6. Unknown									

EXPLANATION OF TABLE 6

Object of Table: There has been for some time in different states a controversy over the desirability of extending state agencies for fighting crime into fields now controlled by county agencies. There is also much discussion of the necessity of states exchanging information concerning criminals and of a federal criminal identification bureau. The information concerning time in a city or town and state will be of value in this discussion, by showing the extent to which criminals stay in one city or town and in one state.

Basis of Table: All prisoners received from courts during the year.

Method of Obtaining Information: The word "locality," as used in this table, means city or town, if the crime was committed in a city or town; otherwise, it means the county in which the crime was

committed. The information necessary for this table should be obtained at the same time that the information called for by tables 3, 4, 5, and 6 is secured. The length of time the prisoner was in the locality and state before the commission of the crime may be obtained by writing the sheriff or other official of the county in which the crime was committed. It will undoubtedly, in many cases, be impossible to ascertain how long the prisoner has been in the state, especially if he has wandered from county to county.

Instructions for Compiling Table: See the Abridged Classification of Crimes in the Introduction, for the proper group in which to place any given crime. "Locality" means the city or town in which the crime was committed; or, if it was not committed in a city or town, then the county in which committed. Whether a prisoner is to be entered in group 2, 3, 4 or 5 depends upon how long he has been in the locality where he committed the crime for which he is being punished. Having placed a prisoner in the proper group designated by a number, next ascertain how long he was in the state, so as to determine to what lettered sub-group within the numbered group he belongs. Temporary absences from the locality or the state, not sufficient to amount to a change of residence, should be disregarded in compiling this table. Group 1 should equal the sum of all the other groups.

TABLE 7
PHYSICAL AGE

Crime									
Age, in Years	Total	Homicide	Rape	Robbery	Assault	Burglary	Larceny	Sexual, except rape	Other
Total									
Under 16									
16									
17									
18									
19									
20									
21-24									
25-29									
30-34									
35-39									
40-44									
45-49									
50 and over.....									

EXPLANATION OF TABLE 7

Object of Table: This table is designed to show the relation between age and the kind of crime committed. Further, we cannot thoroughly understand our criminals and what to do with them without knowing their ages.

Basis of Table: All prisoners received from courts during the year.

Method of Obtaining Information: The information as to the prisoner's age is to be obtained by questioning him. It is believed that the prisoner's true age can be obtained in nearly all cases from his answer and his appearance.

Instructions for Compiling Table: See the Abridged Classification of Crimes in the Introduction for the proper group in which to place any given crime.

TABLE 8
MENTAL AGE

(Optional Table)

Stanford Revision of Binet Test Used

Crime									
Mental Age	Total	Homicide	Rape	Robbery	Assault	Burglary	Larceny	Sexual, except rape	Other
Total									
0 - 9.4									
9.5-10.9									
11. -12.9									
13. -14.9									
15. -16.4									
16.5-17.9									
18 and over.....									
Not examined									

EXPLANATION OF TABLE 8

Table 8 is one of the six tables marked "optional." It is so marked because there may be a few penal institutions not equipped to give intelligence tests. The mental ages of the prisoners are important, however, and it is hoped that the few institutions that are at present unable to compile this table, will soon become equipped to do so.

Object of Table: It is important to know the prisoner's mental ages for the same reasons that it is important to know their physical ages. Further, knowledge of the prisoners' mental ages combined with the information called for in Table 9, should throw light upon the necessity for classification and individualization of treatment within the institution. The information also has a bearing upon the need for specialized institutions. In several states the desirability of reception prisons and of different institutions for different classes of prisoners is under consideration. The extent to which it is worth while to carry segregation of different kinds of offenders depends at least in part upon the number of offenders in each class. Whether it is desirable to have special prisons for low grade morons, for example, depends to a very considerable extent upon the proportion of such persons to the general prison population.

Basis of Table: All prisoners received from courts during the year.

Method of Obtaining the Information: For the sake of uniformity and comparability of results, it is important that all examiners use the Stanford Revision of the Binet Test.

Instructions for Compiling Table: Institutions that are not equipped to give the Stanford Revision of the Binet Test should omit this table. See the Abridged Classification of Crimes in the Introduction for the proper group in which to place any given crime.

TABLE 9
MENTAL AND PHYSICAL DISABILITIES

Crimes									
Disabilities	Total	Homicide	Rape	Robbery	Assault	Burglary	Larceny	Sexual, except rape	Other
Total									
Not disabled									
Partially disabled ..									
Totally disabled ...									
Not examined									
Prisoners classified as:									
Insane									
Epileptic									
Tubercular									
Narcotic drug addicts									
Venereal									

EXPLANATION OF TABLE 9

Object of Table: The reasons advanced for table 8 also apply to table 9. Table 9 also has a bearing on the medical and other facilities needed in different institutions. The occupations to which prisoners should be put and the number of workrooms required, depends, for example, upon the proportion of the prisoners who are partially or totally disabled by disease, heredity, accident, or other cause. Further, the success an institution can be expected to achieve in turning its inmates into law-abiding citizens depends upon the mental and physical quality of the prisoners sent to it, as well as upon their moral condition.

Basis of Table: All prisoners received from courts during the year.

Method of Obtaining the Information: The information is to be obtained from the examination of the prisoner by the prison physician.

Instructions for Compiling Table: Under "Totally disabled," put all prisoners who by disease, heredity, accident, or other cause, are clearly unable to lead an independent life and will need to be permanently under the care of some person or institution. The "Partially Disabled" are those who, for the same causes, will have difficulty in leading an independent existence, but may be able to do so. Examples are prisoners partially blind, deprived of the use of an

arm, or suffering from a mild form of epilepsy. The part of the table below the dotted line is intended to be entirely independent of the first part. A prisoner may be totally or partially disabled, and yet not suffer from any of the disorders listed below the dotted line. Similarly, a prisoner may have a venereal disease, and still be recorded "Not Disabled" because neither partially nor totally incapacitated thereby from making his way in the world. The part of the table below the dotted line is not expected to balance or be included in the group "Total" above the line. "Total" means the total number of prisoners who are "Not disabled," "Partially disabled," or "Totally disabled," and those "Not examined." There is no objection to adding other disorders, or specifying those enumerated more particularly, if so desired. See the Abridged Classification of Crimes in the Introduction for the proper group in which to place any given crime.

TABLE 10
RACE AND COUNTRY OF BIRTH

Crime									
Race and Country of Birth	Total	Homicide	Rape	Robbery	Assault	Burglary	Larceny	Sexual, except Rape	Other
Total									
White									
Native total									
Native parentage									
Mixed parentage									
Foreign-born parentage									
Foreign-born total									
Great Britain ¹									
Ireland									
Norway									
Sweden									
Denmark ²									
Netherlands									
Belgium									
France ³									
Germany									
Austria									
Switzerland									
Italy ⁴									
Spain									
Portugal ⁵									
Finland									
Russia, Lithuania, etc. ⁶									
Poland									
Czechoslovakia									
Hungary									
Jugo-Slavia									
Rumania									
Greece ⁸									
Canada, French									
Canada, other, and Newfoundland									
Mexico									
West Indies ⁹									
Central and South America.									
All other countries ¹⁰									

¹England, Scotland, Wales.

²Includes Greenland, Iceland and the Faroe Islands.

³Includes Alsace-Lorraine, but not the Saar Basin.

⁴Does not include Fiume.

⁵Does not include the Azores and other Portuguese Atlantic Islands.

⁶And other Russian states in Europe (Esthonia, Latvia, Ukraina, Daghestan). However, Asiatic Russia (Siberia, Turkestan, etc.) and Trans-Caucasia (Georgia, Azerbaijan, Envan) are not included.

⁷Does not include Danzig.

⁸Includes the Grecian Islands, except Crete.

⁹Except Porto Rico and the Virgin Islands.

TABLE 10
RACE AND COUNTRY OF BIRTH—Continued

Crime									
Race and Country of Birth	Total	Homicide	Rape	Robbery	Assault	Burglary	Larceny	Sexual, except Rape	Other
Negro total									
Native									
Foreign-born									
West Indies ⁹									
Canada and Newfoundland ..									
Mexico									
All other countries.....									
Indian total									
Native									
Foreign-born									
Canada and Newfoundland..									
Mexico									
All other countries ¹⁰									
Chinese total									
Native									
Foreign-born									
Japanese total									
Native									
Foreign-born									
All other ¹¹ total.....									
Native									
Foreign-born									
Unknown									

¹⁰Other Europe, Asia, Australia, Africa, etc. For example, Luxemburg, Monaco, Danzig, Saar Basin, Fiume, Bulgaria, Albania, Malta, Crete, Turkey, Syria, India, Atlantic and Pacific Islands at sea.

¹¹Filipino, Hindu, Korean, Hawaiian, and other.

EXPLANATION OF TABLE 10

Object of Table: It is desirable to know the race and country of birth of the prisoners, because of the importance to those shaping the immigration policy of the United States of knowing whether certain races and nationalities contribute more than their share to our penal population. If, for example, as some assert, some of the countries of Europe are deporting their criminals to the United States instead of caring for them themselves, that is a fact which those framing our immigration policy should know and take into consideration. Further, since we have embarked upon a policy of restricting immigration, we should so restrict it as to get the best possible class of immigrants. If immigrants from some countries commit

more crimes than do those from other countries, that is a fact which should be known and taken into consideration.

Basis for Table: All prisoners received from courts during the year.

Method of Obtaining the Information: The race of the prisoners can probably be determined with accuracy in nearly all cases by looking at the prisoners. The country of birth of the prisoners is to be determined by questioning the prisoners. In some cases the prisoners will undoubtedly lie, or not know the answers, but there is no reason to suppose that this will occur in a large enough proportion of the cases to make the figures unreliable.

Instructions for Compiling Table: The list of races and countries shown in table 10 is a very long one, but probably no institution will have prisoners of all the races and countries listed. In compiling the table, omit the races and countries not represented among your prisoners.

The term "White" refers to persons understood to be pure-blooded whites. A person of mixed blood is classified according to the non-white racial strain, or, if the non-white blood itself is mixed, according to his racial status as adjudged by the community in which he resides.

All persons born in continental United States, or in any of its outlying possessions, or born anywhere whose fathers are American citizens, are treated as natives; and all other persons as foreign-born.

Under "White—Native" the group "Mixed parentage" includes those who have one parent born in the United States and the other in some foreign country, and not those who parents are born in two different foreign countries.

See the Abridged Classification of Crimes in the Introduction, for the proper group in which to place any given crime.

TABLE 11
COUNTRY OF BIRTH OF PARENTS OF WHITE PRISONERS BORN
IN UNITED STATES

Crime									
Country	Total	Homicide	Rape	Robbery	Assault	Burglary	Larceny	Sexual, except rape	Other
1. Total									
2. Mixed parentage									
Total									
One parent born in: (insert name of proper country) ..									
Unknown									
3. Foreign parentage									
Total									
(See instructions for inserting names of countries) ..									
Unknown									
4. Unknown									

EXPLANATION OF TABLE 11

Object of Table: The reasons given for the importance of table 10 also apply to table 11. Further, it is popularly supposed that the second generation immigrants recruit the criminal classes out of all proportion to their numbers. It is important, therefore, to know the degree and kind of criminality of the second generation immigrant, so that measures may be taken to combat it.

Basis of Table: All white persons received from courts during the year, who were born in the United States of mixed or foreign parentage. Prisoners of races other than the white race are not included, because their numbers are not sufficient to justify their inclusion.

Method of Obtaining the Information: The information for this table is to be obtained by questioning the prisoners. In some cases the prisoners will undoubtedly lie, or not know the answers, but there is no reason to suppose that this will occur in a large enough proportion of the cases to make the figures unreliable.

Instructions for Compiling Table: Use the same list of countries as in table 10. If both parents of the prisoner are foreign-born, and the parents are not both born in the same foreign country, it is necessary to enter the names of both countries. If one parent was born in

Italy and the other in Greece, for example, the group "Italy-Greece" must be used to cover the case. If the prisoner does not know where his parents were born, enter him in the group "4. Unknown." If the prisoner knows that neither of his parents was born in the United States, but does not know in what country they were born, the group "Unknown" under "Foreign Parentage" covers his case. Similarly, a prisoner who knows merely that one of his parents was born in the United States, and the other in some foreign country, belongs under "Mixed Parentage"—"Unknown."

See the Abridged Classification of Crimes in the Introduction, for the group in which to place any given crime.

TABLE 12
PRISONER'S ABILITY TO SPEAK ENGLISH

Crime									
Ability to Speak English	Total	Homicide	Rape	Robbery	Assault	Burglary	Larceny	Sexual, except rape	Other
Total admissions									
Total prisoners whose mother tongue is not English.....									
None									
Partial									
Good									

EXPLANATION OF TABLE 12

Object of Table: Table 12 is recommended because it is believed that inability to speak English is a great handicap in earning a living, and a cause of difficulty in making adjustments to American conditions, and hence of crime. The information has also a bearing on the amount of money which should be allowed institutions for teaching prisoners English.

Basis of Table: All prisoners received from courts during the year whose mother-tongue is not English.

Method of Obtaining the Information: The information is to be obtained by talking to the prisoners.

Instructions for Compiling Table: "Good" means such ability to speak English that the prisoner is not handicapped in his occupation and intercourse with English speaking people. "None" means no knowledge of English, or so little that prison officials are obliged to use an interpreter in communicating with him. "Partial" includes all gradations between "None" and "Good." See Abridged Classification of Crimes in the Introduction, for the proper group in which to place any crime.

TABLE 13
 LENGTH OF EMPLOYMENT OF PRISONERS PRIOR TO COMMIS-
 SION OF CRIME
 (Optional Table)

Crime	Total	Homicide	Rape	Robbery	Assault	Burglary	Larceny	Sexual, except rape	Other
Employment									
1. Total									
2. Permanently employed									
3. Employed at time of crime and unemployed during previous year:									
A. 1 month less than 3 months									
B. 3 months and less than 6 months									
C. 6 months and over									
4. Unemployed for lack of work at time of crime:									
A. Less than 1 week									
B. 1 week and less than 1 month									
C. 1 month and less than 3 months									
D. 3 months and less than 6 months									
E. 6 months and over									
5. Permanently unemployed:									
A. Incapacitated									
B. Unwilling to work									
6. Unknown									

EXPLANATION OF TABLE 13

Tables 13 and 14, which deal with economic condition of the prisoners, are among the six tables marked "optional." These tables are so designated because they require information not now readily obtainable by all penal institutions. The economic condition of the prisoners is, however, a matter of supreme social significance, and it is expected that tables 13 and 14 will be filled out by all institutions able to compile them. It is hoped that all institutions will soon be in a position to compile these tables.

Object of Table: Information concerning the economic condition of the prisoners may be used for many purposes. There are two more or less inconsistent aims with regard to prison industry. One is to teach all prisoners a trade by which they may earn their living,

and the other is to use the labor of the prisoners to help defray the cost to the taxpayers of their being kept in prison. Tables 13 and 14 should show the ability of the prisoners to earn a living, and hence the necessity of teaching them trades in the institution.

It has been said that when a man is imprisoned for crime, he is not the real sufferer, but his dependents. One of the strongest arguments for paying prisoners for their work in institutions, is that otherwise their families will be destitute and will have to be supported by charity, poor-houses, etc. The tables recommended should supply valuable information on this problem.

Many people argue that low wages and unemployment are causes of crime, and advocate the minimum wage, old age, and other pensions, and schemes to secure regularity in employment as a means of reducing crime. Tables such as those recommended should throw light on the extent to which such arguments are tenable.

A table showing the amount of money or property that the prisoner has accumulated, would be desirable, but the difficulties in the way of obtaining such information seem insurmountable. Other information concerning employment and earnings might be substituted for that recommended, but it is believed that the information recommended has the merit of being definite and easily obtained correctly without much additional labor. It is customary in many institutions to ascertain the names of the prisoners' employers and write them concerning the prisoner for the purpose of obtaining information bearing upon the desirability of parole. It would involve little additional trouble or expense to include in such letters inquiries as to the information necessary for these tables. Further, the information given by these tables should be of assistance in determining whether to parole a prisoner.

Basis of Table: All prisoners received from courts during the year.

Method of Obtaining the Information: Institutions should not use this table if obliged to rely solely on the word of the prisoner to ascertain the facts called for by it. It is necessary to check up the prisoners' statements by letters to their former employers. Though this involves considerable labor and expense, it is labor and expense which most institutions wish to incur, regardless of the publication of the information called for by this table, because of the value of this information in determining whether to parole prisoners. The number of prisoners permanently unemployed because incapacitated, can be taken from the group "Totally Disabled," in Table 9.

Instructions for Compiling Table: "2 Permanently employed," are those who were employed at the time they committed the crime for which they were convicted, and had been unemployed less than a month during the preceding year.

Any prisoner who was employed at the time he committed the crime, and does not come in the group "Permanently employed," belongs in group 3.

See the Abridged Classification of Crimes in the Introduction, for the group in which to place any given crime.

TABLE 14
USUAL WEEKLY EARNINGS COMPARED WITH NUMBER OF
DEPENDENTS

(Optional Table)

Usual Weekly Earnings..								
Persons Supported	Total	Less than \$10	\$10 and less than \$20	\$20 and less than \$30	\$30 and less than \$40	\$40 and less than \$50	\$50 and less than \$100	\$100 or more
Total								
Wholly supported by others								
Partially supports himself								
Wholly supports himself only								
Wholly supports himself and partially supports another								
Wholly supports himself and 1 other.....								
and 2 others.....								
and 3 others.....								
and 4 others.....								
and 5 others.....								
and 6 or more others.								
Unknown								

EXPLANATION OF TABLE 14.

Table 14 is one of the six optional tables. The reasons why table 13 was made an optional table apply equally to table 14.

Object of Table: The object of this table is the same as that of Table 13.

Basis of Table: All sentenced prisoners received from courts during the year.

Method of Obtaining the Information: The information called for by this table should be obtained at the same time and in the same manner as that obtained for Table 13, that is, by checking up on the statements of the prisoners by letters to persons acquainted with the facts.

Instructions for Compiling Table: No attempt need be made to check up accurately the prisoners' earnings. What is wanted is an approximation of the weekly earnings of the prisoners during the last few months. Weeks in which the prisoner was unemployed should be disregarded in figuring his usual weekly earnings.

TABLE 15
MARITAL CONDITION AND NUMBER OF CHILDREN COMPARED
WITH AGE

Age	Total	Under 20	20 and less than 25	25 and less than 30	30 and less than 35	35 and less than 40	40 and less than 45	45 and less than 50	50 and over
Marital Condition and Number of Children									
Total									
Single									
Married									
Separated									
Divorced									
Widowed									
Children :									
0									
1									
2									
3									
4 and over.....									

EXPLANATION OF TABLE 15.

Object of Table: The object of this table is to show the effect, if any, of marriage and children on the commission of crime. The table is also an indication of the number of people affected by the imprisonment of the offender. Table 15 is governed by age rather than by the abridged classification of crimes, because age is such a significant factor in determining a man's marital condition and the number of his children.

Basis of Table: All prisoners received from courts during the year.

Method of Obtaining the Information: If the prisoners are married and on good terms with their wives, they will undoubtedly answer correctly the question as to marital relations, because they will desire the privilege of corresponding with their wives and receiving visits from them. If these conditions do not exist, it is probable that some of the prisoners will not report their marital condition truthfully, but it is not believed that the discrepancies will be sufficiently great or that the information is of sufficient importance to justify further investigation. The prisoners' statements are also to be accepted as to the number of their children, though the existence of illegitimate children will not be acknowledged in many cases. If an institution happens upon information showing a prisoner's statement to be false, the facts

should, of course, be recorded as they are, not as the prisoner states them to be.

Instructions for Compiling Table: The group "Total" should equal the sum of the other five groups above the dotted line. The groups below the dotted line are not to be included in the group "Total." The totals of the columns below the dotted line should equal the group "Total" less the number of single men.

TABLE 16
LITERACY AND EDUCATION

Crime	Total	Homicide	Rape	Robbery	Assault	Burglary	Larceny	Sexual, except rape	Other
Total									
Can read and write:									
English									
Foreign language only									
No language									
1. Total									
2. No school attendance									
3. Common school									
First grade ..									
Second grade ..									
Third grade ..									
Fourth grade ..									
Fifth grade ..									
Sixth grade ..									
Seventh grade ..									
Eighth grade ..									
4. High school									
1 year									
2 years									
3 years									
4 years									
5. Trade or business school:									
1 year									
2 years									
3 years									
6. College:									
1 year									
2 years									
3 years									
4 years									
7. Unknown									

EXPLANATION OF TABLE 16.

Object of Table: Information concerning the literacy and education of criminals in institutions is useful in estimating the necessity for institutional schools and the nature of the work which should be under-

taken in such schools. It is also of value in showing a characteristic of our criminal population which has an undoubted influence on economic success. The distinction between those able to read and write English and those only able to read and write some foreign language is important because of the great economic and social advantage of being able to read and write English.

Basis of Tables All sentenced prisoners received from courts during the year.

Method of Obtaining Information: As most penal institutions have schools in which it is aimed to teach at least reading and writing, the school teacher is interested in ascertaining which of the prisoners are unable to read or write. The information as to literacy can probably nearly always be obtained from him.

In the case of very young prisoners, it may be possible to ask them what school they attended, and then obtain their records from the school. But in most cases, it is impossible to obtain the schools' records of prisoners who have been out of school a considerable number of years. If a field investigation of the prisoner's case is made, it probably will be possible to obtain a fair idea of his education from his neighbors. But if no other method of obtaining the information is available, a fairly accurate table can probably be obtained merely by questioning the prisoners. A prisoner is probably less likely to lie as to his education than as to most other matters.

Instructions for Compiling Table: The table is composed of two independent parts; one dealing with literacy and the other with education. The total in both parts should be the same and should equal the number of sentenced prisoners received during the year. This means that each prisoner received should be entered in both parts of the table. A prisoner should be entered in group 3, "common school," of the second part of the table only if he has no other schooling. If he has attended a high, trade, or business school, he should be entered in group 4 or 5. A man should be entered as near the bottom of the table as possible. For example, a man who has attended college, should be entered in group 6 without regard to whether he attended a trade or business school. Similarly a man, who has been to a trade or business school should be entered in group 5 without regard to whether he has been to high school. Enter a man according to the last grade or year he has attended, without regard to how long he attended or whether he graduated.

If a man's common school education extended beyond the eighth grade, record him under eighth grade unless the additional work was

in the nature of high school work, in which case record him as having attended high school the appropriate number of years.

No account is to be taken of correspondence school work.

For the proper group in which to put any particular crime, see Abridged Classification of Crimes in the Introduction.

TABLE 17
NUMBER OF PRISONERS HAVING FUNDS HANDLED BY
INSTITUTION

(Optional Table)

Sources and Disposition of Funds	On hand at begin- ning of year	Earned in institution	Received from outside	Expended by pris- oner in institution	Expended in sup- port of persons outside institution	Miscellaneous expenditures	On hand at end of year
Amount in Dollars							
Total prisoners in institution during year having:							
No money							
Some money (amounting to):							
\$ 1-\$ 24							
25- 49							
50- 99							
200- 299							
300- 399							
400- 499							
500- 999							
1,000 and over.....							

EXPLANATION OF TABLE 17.

Table 17 is one of the six tables marked "optional." It is put in this class for two reasons. First, it is designed only for use by institutions in which prisoners are paid for their labor and is not thought to be of value for other institutions. Second, it is believed that some institutions in which prisoners are paid for their labor do not so keep their accounts as to be able to compile this table.

Object of Table: The amount of the earnings of prisoners, if any, has a bearing on their industrial efficiency; because if a prisoner is able to earn a considerable sum in the institution, he has probably been working hard and efficiently. The extent to which the money earned has been spent in contributing to the support of others, saved, or expended by the prisoner, has a bearing on the cost to the community of keeping him in confinement, and upon his chance of getting a good start on his discharge.

Basis of Table: All prisoners in the institution at the end of the year who were also in the institution at the beginning of the year. A prisoner who has not been in the institution the entire year is not to be included in this table.

Method of Obtaining the Information: The information for this table is to be obtained from the books of the institution.

Instructions for Compiling Table: This table is to be made out only by institutions in which prisoners are paid for their labor. The group "Miscellaneous Expenditures" includes all expenditures, if any, not included in either of the two previous groups of expenditures.

TABLE 18
PRISONERS MADE SELF-SUPPORTING AND OCCUPATIONS
TAUGHT

(Optional Table)

Length of Imprisonment.....						
Prisoners Made Self-Supporting and Occupations Taught	Total	Less than 1 year	1 year and less than 2 years	2 years and less than 3 years	3 years and less than 5 years	5 years and over
1. Total number of prisoners discharged during year						
2. Number formerly self-supporting who should after discharge be:						
A. Self-supporting						
B. Perhaps self-supporting						
C. Not self-supporting						
3. Number formerly partially self-supporting, who should after discharge be:						
A. Self-supporting						
B. Perhaps self-supporting						
C. Not self-supporting						
4. Number formerly not self-supporting, who should after discharge be:						
A. Self-supporting						
B. Perhaps self-supporting						
C. Not self-supporting						
5. Number whose former status is unknown, who should after discharge be:						
A. Self-supporting						
B. Perhaps self-supporting						
C. Not self-supporting						
6. Number of prisoners taught occupations						
7. Number of prisoners taught occupations who formerly had none						
8. Number of prisoners taught each of following occupations: (Name of occupation)						

EXPLANATION OF TABLE 18.

Table 18 is one of the six tables marked "optional" as it requires information not now readily obtainable by all penal institutions. This table is designed to present facts of great social significance, however, and it is expected that it will be filled out by all institutions able to do so. It hoped that all institutions will soon be in a position to compile this table.

Object of Table: Some prisoners will be able to support themselves when admitted to the institution, but because of old age, poor health, etc., may not be able to do so on discharge. On the other hand, many prisoners who had no means of support on admission will have been taught trades and made self-supporting. This should be recorded, because it represents one of the greatest possible achievements of a penal institution. The number of prisoners taught trades shows the extent of trade education in the institution, while the names of the trades taught is an indication of the value of such training. The reason for recommending that the information be obtained by time in the institution is that an institution should not be expected to teach occupations to prisoners spending only a short time in the institution.

Basis of Table: This table deals only with prisoners discharged during the year. A prisoner legally released from the institution for any purpose as for example on parole, should be treated as discharged for the purposes of this table.

Method of Obtaining the Information: Which prisoners were, before incarceration, wholly, partially, or not at all, self-supporting, is information which it is necessary to obtain concerning each prisoner admitted for Table 14. When a prisoner comes up for discharge it is only necessary to copy the information formerly obtained as to his ability to earn a living before imprisonment. The information as to the probable future ability of each prisoner to support himself by honest labor is to be obtained by consultation of the prison officials acquainted with the prisoner. This will probably not involve any additional labor in cases of prisoners eligible for parole, because the board of parole will undoubtedly wish this information. The books of the institution should show the former occupations of prisoners and the occupations they are taught in the institution.

Instructions for Compiling Table: Group 1 should equal the sum of groups 2, 3, 4 and 5. The portion of the table below the dotted line, groups 6, 7 and 8, has no relation to the rest of the table and should not be taken into account in balancing the table. Each institution is to enter in group 8 the names of the occupations which it has taught to the prisoners it is discharging, and after each name the number of prisoners taught such occupation. If the same prisoner has been taught two or more occupations, he should be included in each.

TABLE 19
NUMBER OF PRISONERS IN SCHOOL CLASSES AND SUBJECTS
TAUGHT

(Optional Table)

Hours of Instruction During Year and Rating Received....	Total number of prisoners taught	Hours of Instruction						Rating	
		Less than 10	10-24	25-49	50-74	75-99	100 and over	Satisfactory	Unsatisfactory
Subjects Taught During Year									
Total number of prisoners taught									
(Names of subjects taught in institutional school should be put on separate lines).....									

EXPLANATION OF TABLE 19.

Table 19 is one of the six tables marked "optional" as it requires information not now readily obtainable by all penal institutions. This table is designed to present facts of great social significance, however, and it is expected that it will be filled out by all institutions able to do so. It is hoped that all institutions will soon be in a position to compile this table.

Object of Table: This table shows the scholastic training given prisoners in the institution, just as Table 18 shows the industrial training.

Basis of Table: All prisoners who have attended during the year one or more classes in the institution school should be included in this table.

Method of Obtaining Information: The information called for by this table should be obtained from the records of the school of the institution.

Instructions for Compiling Table: If it is desired to do so, correspondence work taken by the prisoner may be included in this table, but the table should be compiled as to show whether the subjects listed are being taught in the institution school or by correspondence. Each prisoner is to be entered in three vertical columns: under "Total number of prisoners taught," in one of the columns indicating the number of hours of instruction received, and under "Satisfactory" or "Unsatisfactory" depending upon his accomplishment.

TABLE 20
METHOD OF DISCHARGE, AND TIME SERVED ON THIS SENTENCE

Crime									
Method of Discharge	Total	Homicide	Rape	Robbery	Assault	Burglary	Larceny	Sexual, except rape	Other
First parole in:									
Less than 1 year.....									
1 year and less than 2 years...									
2 years and less than 3 years...									
3 years and less than 5 years...									
5 years and less than 10 years..									
10 years and less than 15 years.									
15 years and less than 20 years.									
20 years and over.....									
Total									
Second or subsequent parole....									
Pardon or commutation.....									
Death									
Expiration of sentence.....									
Transferred to									
Escaped and not recaptured.....									

EXPLANATION OF TABLE 20.

Object of Table: There has recently been much controversy as to the success of parole, and as to the classes of offenders who should be paroled. This table is designed to show how prisoners who have committed different kinds of crimes are treated as regards parole and pardon. The time to first parole is included, because if one is to understand the policy of a board of parole toward paroling certain classes of offenders, it is necessary to know how soon they are paroled. Further, the time to first parole is an indication of the probable effect of the institution on prisoners, because the longer prisoners have been in the institution the greater opportunity it has had to place its imprint on them. The heading "Second or Subsequent Parole," is designed to show the number of prisoners who have failed once on parole, but are later given a second chance.

Basis of Table: All prisoners leaving the institution during the year.

Instructions for Compiling Table: The word "parole" as used in this and other tables, means any conditional release from the insti-

tution before the expiration of the prisoner's maximum sentence. Parole is the common term for such a release, but in some states it is called also conditional pardon, and in at least one state such releases are included under probation. Hence the word "pardon," as used in this and other tables, means the release of a prisoner without the possibility of his being returned to the institution for subsequent misconduct.

After the words "Transferred to....." should be inserted the name of the institution to which transferred.

"Escaped and not Recaptured" includes only those who have escaped during the year and are still at large one month after the expiration of the year.

TABLE 21
METHOD OF DISCHARGE AND TIME SERVED ON THIS SENTENCE,
COMPARED WITH SENTENCE

Method of Discharge	(For proper list of headings for this table see instructions for compiling Table 2)
Total	
First parole in:	
Less than 1 year	
1 year and less than 2 years...	
2 years and less than 3 years...	
3 years and less than 5 years...	
5 years and less than 10 years..	
10 years and less than 15 years.	
15 years and less than 20 years..	
20 years and over.....	
Total	
Second or subsequent parole.....	
Pardon or commutation.....	
Death	
Expiration of sentence.....	
Transferred to	
Escaped and not recaptured.....	

EXPLANATION OF TABLE 21

Object of Table: The object of this table is the same as that of Table 20. In addition, this table should enable those who know the length of the determinate sentences formerly imposed, to estimate the effect on the length of imprisonment of indeterminate sentence and parole laws.

Basis of Table, Method of Obtaining Information, and Instructions for Compiling Table: See Table 20. For the proper list of headings for this table see the Instructions for compiling Table 2. It is important that this table show both maximum and minimum sentences, if such exist. If it does not, uninformed persons seeing the small proportion of their maximum sentences that prisoners actually serve will think that the board of parole is misbehaving. If the state law provides that prisoners must be paroled after serving a certain portion of their sentences, as it does in some states, it might be advisable to add a note to that effect.

TABLE 22
 RECIDIVISM OF PRISONERS PAROLED COMPARED WITH SUCCESS
 ON PAROLE

Record on Parole.....	Total	Completed parole successfully	Violated parole by			Died	Given permission to leave state	Released from further supervision
Recidivism			New crime	Disappearance or failure to report	Other violation			
1. Total								
2. First offenders								
3. Fine or probation only								
4. Jail only, following number of times:								
A. 1								
B. 2								
C. 3								
D. 4								
E. 5-9								
F. 10 and over.....								
5. Reformatory, peni- tentiary or other state penal institu- tion following num- ber of times:								
A. 1								
B. 2								
C. 3								
D. 4 and over.....								

EXPLANATION OF TABLE 22

Tables 22, 23 and 24 are to be filled out by the penal institution if it has charge of prisoners on parole. If it has not, these tables are to be filled out by the board of parole or other authority having charge of prisoners on parole.

Object of Table: Table 22 deals with prisoners who have been released from the institution and whose parole periods have come to an end, because of the lapse of time, violation of parole, or some other reason. Some people claim that it is not desirable to parole prisoners who have committed several crimes, because they will be almost certain immediately to revert to crime. Other people say that professional criminals realize the folly of misbehaving on parole and nearly always wait until the end of the parole periods be-

fore reverting to their old ways. Uncertainty on these points would seem to justify the comparison of success on parole with recidivism.

In order to compare, even roughly, the effectiveness of different parole systems, it would seem necessary to know also the policy of the board of parole toward the supervision of prisoners on parole. A board that supervises all prisoners up to the expiration of their parole periods, for example, should be expected to have a larger proportion of parole violators than a board that released from further supervision before the completion of their parole periods those prisoners whose conduct was good up to the time of release from supervision. It was for this reason that information as to the number of prisoners released from further supervision is requested. Number granted permission to leave the state is also necessary for the same reason. This latter piece of information also serves as an indication of the extent to which parole is a means by which one state dumps its criminals upon another.

Basis of Table: Only those prisoners paroled from the institution whose parole periods have come to an end, because of the lapse of time, violation of parole, or some other reason, should be included in this table. The only exception is that parolees who are given permission to leave the state, or who are released from further supervision should be included, even though their parole periods have not yet expired. If such men later either successfully complete their parole or are returned as parole violators, those facts are not to be entered in this table.

Method of Obtaining the Information: The record on parole is to be obtained from the records of the board of parole. The method of obtaining information on recidivism is discussed in connection with Table 3. The information on recidivism necessary for Table 3, is sufficient for this table.

Instructions for Compiling Table: The term "Total," as used both in the box (across the top) and in the stub (down the side), means the number of parolees who have completed their parole periods or who have been given permission to leave the state or been released from further supervision. The group "Completed parole successfully," includes all naturally coming under that heading except those who have completed parole successfully after leaving the state or being released from further supervision. A parolee who is given permission to leave the state or released from further supervision should be entered either in the group entitled "Given permission to leave State," or in the group entitled "Released from

further supervision," and then not again entered no matter what is the final outcome of his parole.

In calculating a man's recidivism, the sentence which he was serving before being placed on parole should not, of course, be taken into consideration. A man should be entered under the highest number in the stub (down the side) applicable to his case. Suppose, for example, that a man who has been released from a reformatory on parole, served, before being sent to the reformatory, one term on probation, five terms in some jail, and one term in a penitentiary. He should be entered in group 5-A.

TABLE 23
MOVEMENT OF PAROLE POPULATION

Crime	Total	Homicide	Rape	Robbery	Assault	Burglary	Larceny	Sexual, except rape	Other
Parole Population									
1. Paroles on books January 1:									
Total									
A. On parole									
B. Other									
2. Received during year: Total.									
A. Placed on parole.....									
B. Other									
3. Total (sum of 1 and 2).....									
4. Released from supervision during year: Total.....									
A. Released from further supervision									
B. Granted permission to leave state									
C. Violated parole during year and at large at end of year.....									
5. Discharged during year: Total									
A. Completed parole									
B. Pardoned and commuted.									
C. Died									
D. Parole violators returned to custody									
6. Parolees on books December 31: Total									
A. On parole									
B. Other									
7. Total (sum of 4, 5 and 6. Should equal 3.)									

EXPLANATION OF TABLE 23

This table, like tables 22 and 24, is to be filled out by the penal institution if it has charge of prisoners on parole. If it has not, this table is to be compiled by the board of parole or other authority having charge of prisoners on parole.

Object of Table: This table is designed to give a bird's-eye view of the changes in the parole population. It is, therefore, so constructed as to correspond with Table 1, on movement of prison population.

Groups 4-A and 4-B "Released from further supervision," and "Granted permission to leave state," are included because in order to

compare, even roughly, the effectiveness of different parole systems, it would seem necessary to know also the policy of the board of parole toward the supervision of prisoners on parole. A board that supervises all prisoners up to the expiration of their parole periods, for example, should be expected to have a larger proportion of parole violators than a board that released from further supervision before the completion of their parole periods, those prisoners whose conduct was good up to the time of release from supervision. It is for this purpose that information as to the number of prisoners released from further supervision is requested. Number granted permission to leave the state is also necessary, for the same reason. This latter piece of information also serves as an indication of the extent to which parole is a means by which one state dumps its criminals upon another.

Basis of Table: All parolees carried on the books during the year should be entered in this table.

Method of Obtaining Information: The information for this table should be obtained from the books of such agency as has charge of parole.

TABLE 24
TIME TO VIOLATION OF PAROLE

Crime	Total	Homicide	Rape	Robbery	Assault	Burglary	Larceny	Sexual, except rape	Other
Parole Violators									
Total parole violators.....									
Violated parole in:									
Less than 1 month, by:									
New crime									
Disappearance or failure to report									
Other									
Total									
2-5 months by:									
New crime									
Disappearance or failure to report									
Other									
Total									
6-11 months by:									
New crime									
Disappearance or failure to report									
Other									
Total									
1 year by:									
New crime									
Disappearance or failure to report									
Other									
Total									
2 years by:									
New crime									
Disappearance or failure to report									
Other									
Total									
3 years and over by:									
New crime									
Disappearance or failure to report									
Other									
Total									

EXPLANATION OF TABLE 24

This table is to be filled out by the penal institution if it has charge of prisoners on parole. If it has not, this table is to be compiled by the board of parole or other authority having charge of prisoners on parole.

Object of Table: Besides being useful for the reasons set out in connection with Tables 22 and 23, Table 24 should be of assistance in determining what is the proper length of the parole period.

There is no recognized length of the parole period in this country. Some states have set parole periods, and others keep prisoners on parole for the balance of their sentences. Some people are advocating that a prisoner discharged from a penal institution should be kept on parole for the rest of his life. Information as to when during the parole period prisoners violate parole, will go a long way toward deciding what is the proper length of the parole period. Further parole statistics from states and institutions having parole periods of differing lengths cannot be compared, even roughly, without knowing how long the parole violators had been on parole before they violated parole. This information is also necessary in judging the effectiveness of supervision on parole.

Table 24 is also useful in showing how prisoners violate parole. If a prisoner violates parole by committing a new crime, he is clearly a parole failure. If a prisoner disappears while on parole, he has in a sense proved unworthy of the trust placed in him by the board of parole, but he may or may not have reverted, or be going to revert, to a career of crime. Prisoners whose leave to be at liberty is revoked because of failure to report, or for some other violation of the rules of the board of parole, probably represent parole failures. The method of violating parole may also be of value as an indication of the policy of the board of parole and the competence of its agents. A large proportion of violations of parole, combined with a large proportion of such violations through the commission of new crimes, would seem to show almost no control by the parole agents over the prisoners on parole.

Basis of Table: All parolees who have had their leave to be at liberty revoked during the year, should be included in this table.

Method of Obtaining Information: The information for this table should be obtained from the books of such agency as has charge of parole.

Instructions for Compiling Table: If a parolee has violated parole in any way except by committing a new crime or by disappearance or failure to report, he should be entered in the group entitled "Other." The group "New crime" includes all parolees whose leave to be at liberty is revoked on the ground that they committed new crimes while on parole. See the Abridged Classification of Crimes in the Introduction, for the proper group in which to place any given crime.

TABLE 25
GENERAL INFORMATION

1. Value of institution:		
A. Real estate (including buildings).....		
B. Personal property		
Total		
2. Total acreage of property owned.....		
3. Additional acreage rented.....		
4. Total acreage under cultivation during year.....		
5. Number of books in the institution library.....		
6. Officers and employees:	Employ'd during year ¹	In service at end of year
A. Executives		
(Includes wardens, superintendents, stewards, business managers and their chief assistants)		
B. Clerks and bookkeepers.....		
C. Keepers, guards, and other disciplinary officers.....		
D. Physicians (not including psychiatrists).....		
E. Psychologists and psychiatrists.....		
F. Resident dentists		
G. Matrons and nurses.....		
H. Chaplains		
I. Teachers		
J. Industrial and agricultural overseers.....		
K. Parole officers and social workers.....		
L. All other officers and employees.....		
Total officers and employees.....		

¹This should include the total number of different persons on the staff at any time during the year.

TABLE 26
FINANCIAL STATEMENT

Receipts

1. Balance on hand at beginning of year.....	
2. Received from appropriations.....	
3. Received from prison industries.....	
4. Received from sale of agricultural produce.....	
5. Received for labor of prisoners.....	
6. Other receipts	
7. Total	

Disbursements

8. Expenditures for maintenance:	
A. Salaries and wages	
B. Provisions (food)	
C. Fuel, light, water and power.....	
D. Cost of manufactures and agriculture.....	
E. Other	
9. Total	
10. Expenditures for purposes other than maintenance, in- cluding new buildings, additions, extraordinary re- pairs, improvements, etc.	
11. Total sum of 9 and 10.....	
12. Amount returned to state treasurer or other officials.....	
13. Balance on hand at end of year.....	
14. Total (sum of 11, 12 and 13. Should equal 7).....	