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# National Institute of Justice

## S o l i c i t a t i o n

*Jeremy Travis, Director*

*August 1999*

### Solicitation to Municipalities to Become an Arrestee Drug Abuse Monitoring (ADAM) Site

**APPLICATION DEADLINE:**  
**September 29, 1999**

**U.S. Department of Justice**  
**Office of Justice Programs**  
810 Seventh Street N.W.  
Washington, DC 20531

**Janet Reno**  
*Attorney General*

**Raymond C. Fisher**  
*Associate Attorney General*

**Laurie Robinson**  
*Assistant Attorney General*

**Noël Brennan**  
*Deputy Assistant Attorney General*

**Jeremy Travis**  
*Director, National Institute of Justice*

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For grant and funding information contact:  
**Department of Justice Response Center:**  
800-421-6770

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**Office of Justice Programs**  
**World Wide Web Site:**  
*<http://www.ojp.usdoj.gov>*

**National Institute of Justice**  
**World Wide Web Site:**  
*<http://www.ojp.usdoj.gov/nij>*

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SL000375

## Solicitation to Municipalities to Become an Arrestee Drug Abuse Monitoring (ADAM) Site

### I. Introduction

The National Institute of Justice (NIJ) is expanding its Arrestee Drug Abuse Monitoring (ADAM) program by enrolling 15 new sites in Fiscal Year (FY) 2000. Currently, the ADAM system consists of 35 sites with an expected total of 75 sites by FY 2001. **Under this solicitation municipalities can apply to be added to the ADAM network.** Eligible municipalities (see Appendix A) have been determined based on population size, or include the largest city in States with smaller populations. NIJ will select 15 new sites with an expectation that these municipalities will begin operating as ADAM sites during FY 2000, *subject to the upcoming Congressional budget appropriations.*

#### Letters of Intent

NIJ would like to determine in advance the number of applications that will be received under this solicitation. Applicants can help in a significant way by sending NIJ a non-binding letter of intent by September 15, 1999. You can express your intent to submit a proposal to NIJ via the Internet by sending e-mail to [fitzgera@ojp.usdoj.gov](mailto:fitzgera@ojp.usdoj.gov) or [cyrusk@ojp.usdoj.gov](mailto:cyrusk@ojp.usdoj.gov). Alternatively, you can write a letter with the same information to the application address noted later in this document.

Fifteen new municipalities will be selected from the pool of eligible sites responding to this solicitation. Sites not selected in FY 2000 will continue to be eligible for enrollment in the subsequent year until the anticipated total of 75 ADAM sites has been reached. **This solicitation**

**is applicable only to the eligible municipalities who wish to apply for one of the 15 new ADAM sites to be added during FY 2000.**

After new sites have been selected, NIJ will issue a separate solicitation for parties interested in receiving funds to manage and operate ADAM in the selected municipalities. Through this to-be-released solicitation, local data collection teams (e.g., universities or research institutes), will compete against each other for the funding to manage data collection as “site management teams” in the 15 new ADAM sites.

If selected as an ADAM site, the municipality will provide access to local lock-up facilities for collecting interview data and urine samples from recent arrestees, and access to arrest records for sample selection and weighting purposes. Municipal applicants under this solicitation are encouraged to work with data management teams who anticipate applying under the solicitation for ADAM site management teams. There are no monetary awards to municipalities associated with the site selection process. However, any direct costs experienced by the municipality as a result of ADAM data collection (e.g., payment for jail staff to provide security) will be covered in the contract with the site management team. The contract for managing each new site will be awarded based on responses to the forthcoming solicitation and negotiations with NIJ’s national data contractor for ADAM, Abt Associates Inc.

Applicants are encouraged to contact multiple potential research partners during the development of their applications, and, if selected as an ADAM site, to cooperate with submissions from multiple potential management partners in their submissions for ADAM site management teams.

## II. Background

To date, 35 jurisdictions participate in the ADAM program. These sites are Albuquerque; Anchorage; Atlanta; Birmingham; Chicago; Cleveland; Dallas; Denver; Des Moines; Detroit; Ft. Lauderdale; Honolulu; Houston; Indianapolis; Laredo; Las Vegas; Los Angeles; Miami; Minneapolis; New Orleans; New York City; Oklahoma City; Omaha; Philadelphia; Phoenix; Portland; Sacramento; Salt Lake City; San Antonio; San Diego; San Jose; Seattle; Spokane; Tucson; and Washington, D.C.

The ADAM program has two fundamental components. The first is a confidential, anonymous questionnaire administered by a trained interviewer to an arrestee in a booking facility within 48 hours of arrest. The second is a urine specimen collected from the respondent that is used to corroborate claims about recent drug use. Together these two techniques—interviewing and drug testing—provide a powerful platform from which communities can assess the dimensions of their particular local substance abuse problems; evaluate, in a low-cost manner, programs and interventions that serve or target the criminally active populations; and plan policy responses that are appropriate for that population. As one of the only regular sources of information that communities have about local drug trends, ADAM is an invaluable aid to community planning, monitoring, and resource allocation.

NIJ is building on the successes of the ADAM program by incorporating new elements that significantly strengthen the value of the data collected. Recently implemented ADAM program elements include:

- redesigning data collection and sampling methodology to provide policymakers and practitioners with a sound basis from which to assess local arrestee drug use and crime patterns, and evaluate local

policies, as well as with a research platform upon which local research can be conducted;

- developing local coordinating councils designed to assume a prominent role in disseminating the site's findings to policy, practitioner, and public constituencies, and to assist in generating local research projects using the ADAM platform and data; and
- establishing an outreach program to collect one quarter of ADAM data annually from a targeted population, such as a suburban, rural, or Indian Nation lock-up to compare with the standard four-quarter ADAM data collection in the metropolitan site.

ADAM is also used as a flexible research tool to explore other issues through specialized questionnaires, called addenda. These addenda have provided valuable insights into arrestees' attitudes about and reported use of firearms; structure and patterns of participation in heroin, crack, and powder cocaine markets; and the development of methamphetamine use patterns and markets in Western cities.

The benefits of joining the ADAM network derive from access to data for use in local policy planning. The ADAM program generates locally-relevant, statistically-reliable data on crime, drugs, health and treatment issues as they relate to arrestees, a population of critical importance to law enforcement and social services personnel. Moreover, ADAM fosters the development of partnerships with researchers, and facilitates local coordination and specialized research around drug-related issues of concern to local communities.

For more information on the ADAM program we encourage you to visit the ADAM web site located at <http://www.adam-nij.net>.

### III. Requirements

ADAM sites will be part of an ongoing nationwide research program on drug abuse, crime, and social issues. Each site will operate as a component of a standardized research and data collection undertaking. In order to ensure collection of a statistically valid sample and comparability of data across locations, ADAM sites will be required to adhere to a data collection protocol described later in this document. Applicants must demonstrate substantial capacity to follow the data collection protocol.

NIJ is interested in collecting data on adult male and female arrestees. *Applications should, however, primarily focus on describing the ability to collect information on the adult male arrestee population* because adult males constitute the majority of arrests in most jurisdictions and will form the core of the ADAM system. Applicants should understand, however, that the same data collection requirements hold for females. *Applicants should describe their ability to collect data on female populations in an appendix.* This appendix will not count against the page limit described below. Applications should reflect any special conditions or difficulties that apply to collecting information from female arrestees, such as gender requirements for access to these female arrestees, or other State and local restrictions. Funding to expand data to juvenile detainees is not expected until FY 2001.

### Data Collection Protocol

A primary goal of the data collection process is to provide local constituencies with data that represent all arrestees for their jurisdiction. In addition, by adhering to a standard data collection protocol, some comparisons can be made between ADAM sites. In order to ensure collection of data that is useful to policymakers, researchers and evaluators, and to ensure

comparability of data across sites, applicant municipalities must meet two primary requirements:

- the ability to ensure interviewer access to all facilities necessary to obtain a sample of arrestees from the total arrestee population that corresponds to the reference population of interest; and
- the ability to ensure site staff access to information at the time of each interviewing period that describes the total arrestee population so that appropriate arrestees can be selected for interviewing and appropriate statistical adjustments, such as sample weighting, can be accomplished.

These two requirements are discussed separately below. All applicants must detail in their proposals exactly what will be needed in their jurisdictions to meet these requirements and how the municipality will do so.

### Jail Facilities

ADAM's population of interest is the arrestee population in the *county (or counties)* in which the ADAM site is located. Thus, applicant municipalities must show the ability to provide access to *all facilities* such that *every person arrested in the county* has at least some probability of being interviewed and urine-tested (i.e., included in the sample). It is important to note that data collection will not necessarily occur in every jail in your communities, but we will need information from every jail to establish the proper sampling plan.

In some cases, arrestees may be processed at different facilities depending on the level of offense for which they are charged. In other cases, individuals will be counted as arrestees but will be unavailable for interviewing in ways that differ systematically by charge level, facility restrictions,

bond or other release practices, court appearances, or some other factor. For example, some arrestees may be processed for misdemeanors and released immediately at precinct houses and not at central booking facilities. Applicants must take care to explain such differences. The attached *Facilities Questionnaire*, which is a required part of the application, will assist applicants in describing how arrestees in the county are processed and the number of facilities to which access will be required.

### Access to Information on Arrestees

The second primary requirement is that information regarding the total arrestee population of the county must be available to interview teams prior to or at the time of interviewing. Site staff will use overall arrest statistics to determine how many interviews to conduct at each facility, and to identify individual arrestees for interviewing. Later, the national data contractor (Abt Associates Inc.) will use statistics on the total pool of arrestees to see if they differ systematically from those that are interviewed, and to make appropriate modifications, if necessary, in weighting and oversampling procedures. In rare cases where the total arrest data cannot be made available prior to interviewing, it must be made available at the completion of interviewing so that appropriate sampling weights can be calculated.

### Additional Basic Data Collection Requirements

Structurally, ADAM sites will need:

- interview rooms or settings where ADAM staff can complete confidential and anonymous interviews;
- access to a bathroom or toilet so that the urine sample can be collected; and
- the ability to provide arrestees for interviewing within 48 hours of arrest.

Procedurally, applicant municipalities will need to:

- provide interviewers access to facilities for approximately a two-week period each calendar quarter; and
- make available booking data to ADAM site staff so that an informational cover sheet (appended as Attachment A) can be completed **prior** to the interview.

## IV. Application Requirements

This solicitation has been sent to a number of local agencies within each eligible municipality including the Mayor's office, law enforcement (police and sheriff), jail managers (city and county), the prosecutor, the public defender, criminal justice and substance abuse program planning agencies, and the U.S. Attorney's office. In some cases, more than one municipality within a county was invited to apply as an ADAM site (because more than one met the population size minimum). However, only one application is expected from each county. If multiple cities within your county intend to apply as an ADAM site, the effort must be coordinated as a single application. There should be an indication that all critical agencies (whether municipality- or county-based) are in support of the proposal. Additional information about eligibility requirements is provided below in Section V (How to Apply) of the solicitation.

Municipal applications must include completed copies of the attached *Facility Questionnaire* (Appendix B). In addition, applicants must explicitly discuss four basic issues in the program narrative section to document why their municipality should be chosen over other sites, addressing:

- the need for ADAM data in their community;
- community and site capacity to collect data;
- community interest in development of an ADAM site; and

- dissemination plans and research interests.

Applicants may wish to contact existing ADAM sites for more detailed information on operational issues. Contacts at existing sites are listed in Appendix C or on the ADAM web site at <http://www.adam-nij.net>.

### **Need for ADAM Data**

Given that ADAM anticipates eventually operating in 75 sites, applicants should address what compelling justifications exist for selecting their community now, rather than at a later date. Proposals should state briefly how the ADAM data would be used in the community. Other topics that should be addressed, where appropriate, include availability of other drug data on local drug trends including local epidemics with national implications (e.g., opiates, methamphetamine) or the emergence of epidemics in sub-populations with potentially severe local consequences (e.g., inhalants, LSD, PCP). Brief descriptions of local research and service programs, and ADAM's potential contributions to them, are appropriate and encouraged.

### **Community and Site Capacity**

Data collected under ADAM will be a fundamental research and evaluation tool for local analysts, policymakers, and practitioners. Maintaining the integrity of data collection is the responsibility of the site management team selected to carry out data collection. However, applicants should discuss issues relating to their arrestee pool—the design, layout, and structure of jail or lock-up as it relates to the required interview conditions—and other matters relating to their ability to conform with the ADAM data collection protocol.

Applicants may wish to discuss information from the *Facilities Questionnaire* in more detail, such as how and when during the day arrestees arrive

at the lock-up facility and how these factors affect or limit the ability to conduct interviews; whether they are held in precinct houses or other facilities prior to booking; how and when arrestees make their first court appearance or make bond, and how this might influence the timing or location of the interview; and in how many facilities interviews would need to be conducted to ensure representation of the entire county.

ADAM staff will not necessarily conduct interviews at each jail in the county in each quarter. Depending on the number of jails in the county, the number of bookings processed at each jail, and procedures regarding transfers from one jail to another, ADAM interviewing may occur at fixed locations or may change from quarter to quarter. See Appendix D for a list that shows the number of jails in each existing ADAM site and the number of facilities where data collection occurs.

### **Demonstrated Community Interest**

Only one application for each municipality will be accepted. However, the application should be collaborative, including letters of support from the institutions to which this solicitation was sent, as well as from researchers, research organizations, universities, and service providers that may be interested in serving as the site management team.

Each community is strongly encouraged to develop an application that will result in the best possible data collection for local evaluation and policy purposes. Thus, applicants are encouraged to solicit broad support from treatment, prevention, education, homeless, domestic violence, and other professionals, disciplines, and organizations in their community, and to integrate these components into their applications. While the focus of the effort is on drug use among an arrestee population, applications should reflect consultation with a broader set of organizations

concerned with various aspects of substance abuse.

### Research and Dissemination

Applications should include a discussion of links between ADAM data collection and local policy making organizations and processes. Each ADAM site will operate a Local Coordinating Council (LCC). The recipients of this letter, in addition to the site management director, will form the core of the Council. Councils will be vested with the responsibilities of disseminating ADAM findings, generating addenda and research ideas, and guiding the development of outreach plans. Appendix E provides further guidance regarding the LCC. To be successful, ADAM must not only be a research tool, but a tool that informs and affects policy. Thus, applicants should carefully discuss how ADAM data will be used and disseminated. Applications should provide an overview of potential addenda research issues to be addressed at the site using special questionnaires. The list of issues to be addressed with addenda need not be confined to criminal justice matters. Applicants should note in the application, however, the relevance of *all* proposed addendum interviews for both the arrestee population and the community as a whole.

Finally, applicants should discuss their plans for outreach. ADAM outreach, which is a required component of the program, represents a significant opportunity to research the leading and trailing edges of arrestee drug use, and to target populations that are rarely subject to study. In this sense ADAM sites will serve as State and regional sentinels. Thus, the outreach section of the application should discuss plans for coordination with State officials and officials in other jurisdictions, and possible candidates for inclusion on the site's. Applications should provide examples of potential outreach populations, including the rationale and

justification for their possible selection.

Applications should also discuss how selection of the proposed outreach populations might inform a broader understanding of arrestee drug use trends and patterns. Since outreach data collection might occur under conditions that differ substantially from those of the ADAM site, operational standards for outreach may also differ substantially from those pertaining to the ADAM site.

However, applicants should note, to the extent possible, circumstances under which outreach data collection might depart from the ADAM site data collection protocol. Applicants do not need to complete the *Facilities Questionnaire* for possible outreach sites.

### Weights and Scoring of Applications

Applications will be scored on a 100-point scale, weighted among the following categories:

Category	Points
Need for ADAM data in the community	30
Community and site capacity to collect data	30
Demonstrated community interest in development of the site	20
Dissemination plans and research interests	20
<b>TOTAL</b>	<b>100</b>

### V. How to Apply

The application process differs from the typical NIJ application in numerous respects. No funds are being awarded based on this component of the solicitation. Many of the standard forms required of other applications to NIJ are not required.



Applicants are encouraged to review the following sections carefully.

## **Funding**

Applicants are not expected to submit a budget. NIJ will pay for all costs associated with operating the site, including paying interviewers, testing urine samples, and entering and processing the data through funding arrangements with the site management team awarded under a separate competitive selection as described above. For sites selected to participate in ADAM under this current municipal solicitation, the site management team will negotiate an operations contract with the ADAM management contractor after the team has been selected. However, sites are encouraged to discuss in their applications any special practices or issues that might affect site costs to be awarded under the contract with the site management team. Examples include requirements to provide security when non-police personnel, such as interviewers, are in the cellblock area; requirements to pay overtime, rather than basic rates, for activities related to interviewing; and other such costs that may be peculiar to the site. *Note that funding for the expanded program is pending approval by the Congress and the President and will not be available until FY 2000.*

## **Who is eligible to apply?**

Only **one** application will be accepted from each eligible municipality or county. Many municipalities will be applying for inclusion to the ADAM program. To ensure that applications have the support of the public authorities necessary to operate an ADAM site, NIJ will only accept applications from individuals (or their explicitly designated subordinates) who are elected or appointed officials representing the municipality (e.g., city government, police or sheriff's department). In the case of multiple eligible municipalities applying from one county a single application should be submitted, with an

indication that the relevant agencies and their officials from both municipalities are in support of the application. In all cases, applications submitted solely by non-official individuals and organizations will not be accepted.

The author(s) of the proposal should be clearly identified. Proposals that are incorrectly collated, incomplete, or handwritten will, at NIJ's discretion, be judged as submitted or will be returned without a deadline extension. No additions to the original submission are allowed.

## **Applications should also include:**

- a. Name, title, and contact information for the point of contact within the criminal justice or corrections systems who will assist in arranging and maintaining access to lockup facilities during ADAM data collection.
- b. Table of Contents
- c. Proposal Narrative
- d. References
- e. Résumés of key personnel representing the local authorities. (Résumés of key personnel for the site management teams will be provided with their separate applications.)

## **Page limits**

NIJ has established a limit of 20 double-spaced pages (with font size no smaller than 12 points) for applications. This page limit does not include references, letters of support, table of contents, curriculum vitae, responses to the ***Facilities Questionnaire***, or necessary appendixes. Proposals failing to conform to these page and font limitations will not be accepted.

**Number of copies.** Send ten (10) copies of the fully executed proposal.

## Proposals should be sent to:

Arrestee Drug Abuse Monitoring (ADAM)  
Program Site Solicitation  
National Institute of Justice  
Office of Research and Evaluation  
Attention: Karen Cyrus  
810 7<sup>th</sup> Street, N.W.  
Washington, D.C. 20531  
[overnight courier ZIP code 20001]

**Contact.** Applicants who have questions about this solicitation may contact the U.S. Department of Justice Response Center, by phone at 800-421-6770 (local number is 202-307-1480) or by fax at 202-616-9249.

## Due date

Completed proposals **must** be received at the National Institute of Justice by the close of business on **September 29, 1999**. Extensions of this deadline will not be permitted.

## Application Review

Applications will be reviewed relative to the criteria established in the **Application Requirements** section, in terms of their response to critical issues, their technical merits, and their probable impact. Applicants bear the responsibility of demonstrating that establishing an ADAM site in their community would address the critical issues discussed in the requirements section. Technical merit is judged by the likelihood that the facilities will be amenable to the data collection procedures established in earlier sections and in supplemental documents. It is likely that at least some of the sites responding to this solicitation will be unable to conform to ADAM standards and practices because of facility designs or other such limits. Sites unable to conform to the general guidelines described above and below should provide explicit discussion of potential remedial measures that

may be undertaken and their assessment of potential alternative arrangements. Impact is judged by the proposed scope of the research, evaluation, and outreach agenda, and by the articulated relationship between the ADAM site and the policy community.

After all applications are received, NIJ will convene a peer review panel. Panel members read each proposal and meet to assess the technical merits and policy relevance of the proposed research. The review will take 15 to 45 days, depending on the number of applications received. Each applicant receives written comments from the peer review panel concerning the strengths and weaknesses of their proposal. These comments may include suggestions for how a revised or subsequent application to NIJ might be improved.

## VI. Data Confidentiality and Human Subjects Protection

ADAM sites must comply with the Department of Justice regulations regarding the confidentiality of research and statistical information (28 CFR Part 22) and the protection of human subjects (28 CFR Part 46). Research that examines individual traits and experiences plays a vital part in expanding our knowledge about criminal behavior. It is essential, however, that researchers protect human subjects from the risk of harm or embarrassment and proceed with their willing and informed consent. Department of Justice (DOJ) requirements are summarized below to alert site management teams in the event that their institutions have stricter guidelines that may affect compliance with ADAM's operational research protocols.

The DOJ regulations at 28 Code of Federal Regulations (CFR) Part 22 require recipients of NIJ research funds to protect personally identifiable information that is collected from all research participants. When personally identifiable information is collected for research or statistical purposes, the regulations at 28 CFR Part 22

provide that this information is immune from legal process and may not, without the written consent of the person to whom the information pertains, be admitted as evidence or used for any purpose in any action, suit, or other judicial, legislative, or administrative proceeding. The purpose of these regulations is, in part, (1) to protect the privacy of individuals by requiring that any information identifiable to a private person that is obtained for research or statistical purposes may only be used and/or revealed for the purpose for which it was acquired and (2) to protect the integrity of research findings by minimizing subjects' concerns over the subsequent uses of personally identifiable information.

The DOJ regulations at 28 CFR Part 22 require applicants for NIJ funding to outline their plans for the protection of private information about individuals as part of their proposal. All applicants are required to submit a Privacy Certificate as part of their application for funding. The necessary assurances and safeguards are detailed in 28 CFR Part 22 (§22.23 Privacy Certification). The Privacy Certificate must fully describe the procedures used to ensure data confidentiality, the procedures to ensure the security of the data, the procedures for notifying research subjects and providing informed consent, and the procedures for the final disposition of the data.

Municipalities are not required to submit a Privacy Certificate as part of their application. However, they should be aware of human subject protection requirements and how they fit with local regulations, policies, and procedures.

Applicants for the site management team will be responsible for developing procedures used to ensure data confidentiality, the procedures to ensure the security of the data, the procedures for notifying research subjects and providing

informed consent, and the procedures for the final disposition of the data, as well as submitting the Privacy Certificate with their applications.

In addition to the regulations in Part 22, DOJ has adopted policies on the protection of human subjects that are the same as those established by the Department of Health and Human Services in 45 CFR Part 46, Subpart a, also known as the "Common Rule." The DOJ regulations are set forth in 28 CFR Part 46. In general, 28 CFR Part 46 requires that all research involving human subjects conducted or supported by a Federal department or agency be reviewed and approved by an Institutional Review Board (IRB) before Federal funds are expended for that research. However, many NIJ-supported research activities may be covered by one of the exemptions in 28 CFR §46.101(b) and, therefore, may not require review by an IRB. Nevertheless, all decisions as to whether an IRB review is required must be made on an applicant-by-applicant basis by each applicant for funding and by NIJ during the process of application review. If IRB review and approval is required for this project, a copy of the IRB's approval as well as supporting documentation concerning the IRB's institutional affiliation, its policies and procedures, and necessary assurances must be submitted to the National Institute of Justice prior to the initiation of data collection. Applicants for NIJ funding as the site management team should review 28 CFR Part 46 and particularly 28 CFR §46.101 to determine their individual project requirements.

Research partners should be aware that all site personnel, contractors, and subcontractors must be advised of DOJ's requirements regarding the confidentiality of research and statistical information and the protection of human subjects and must agree, in writing, to comply with all the statutes, regulations, and procedures to safeguard privacy and protect human subjects involved in research.

## Site Selection

Selected sites will be visited by NIJ staff for purposes of:

- selection of the data collection management team;
- meeting with prospective site staff and operating organizations;
- reviewing and/or piloting sampling protocols;
- initiating training and technical assistance that would facilitate the collection of ADAM data as soon as site operating funding is secured; and
- assisting site staff with establishing an operating local coordinating council.

## **Appendix A: Municipalities Receiving the Solicitation**

The following table indicates the municipalities receiving this solicitation and the county where it is anticipated that ADAM data will be collected. Note that if your city does not appear on this list it may be covered by an existing ADAM site (such as Hialeah in Dade County and Long Beach in Los Angeles County).

<b>STATE/City</b>	<b>County</b>
<b>ALABAMA</b>	
Mobile	Mobile
<b>ARKANSAS</b>	
Little Rock	Grant (N. Little Rock in Pulaski Co.)
<b>CALIFORNIA</b>	
Anaheim	Orange
Bakersfield	Kern
Fremont	Alameda
Fresno	Fresno
Oakland	Alameda
Riverside	Riverside
San Francisco	San Francisco (S. San Fran in San Mateo Co.)
Santa Ana	Orange
Stockton	San Joaquin
<b>COLORADO</b>	
Aurora	Arapahoe
Colorado Springs	El Paso
<b>CONNECTICUT</b>	
Bridgeport	Fairfield
<b>DELAWARE</b>	
Wilmington	New Castle
<b>FLORIDA</b>	
Jacksonville	Clay (Jacksonville Beach in Duval Co.)
St Petersburg	Pinellas
Tampa	Hillsborough
<b>IDAHO</b>	
Boise	Ada
<b>KANSAS</b>	
Wichita	Sedgwick
<b>KENTUCKY</b>	
Lexington-Fayette	Fayette
Louisville	Jefferson
<b>LOUISIANA</b>	
Baton Rouge	Baton Rouge (Parish)

## Solicitation

**MAINE**

Portland Cumberland (North Portland in Penobscot Co.)

**MARYLAND**

Baltimore City Baltimore

**MASSACHUSETTS**

Boston Suffolk

**MINNESOTA**

St Paul Ramsey (South & West St. Paul in Dakota Co.)

**MISSISSIPPI**

Jackson Hinds

**MISSOURI**

Kansas City Jackson

**MONTANA**

Billings Yellowstone

**NEBRASKA**

Lincoln Lancaster

**NEW HAMPSHIRE**

Manchester Hillsborough

**NEW JERSEY**

Jersey City Hudson

Newark Wayne (East Newark in Hudson Co.)

**NEW YORK**

Albany Albany

Buffalo Erie

Rochester Monroe

**NORTH CAROLINA**

Charlotte Mecklenburg

Raleigh Durham

**NORTH DAKOTA**

Fargo Cass

**OHIO**

Akron Summit

Cincinnati Hamilton

Columbus Franklin

Toledo Lucas

**OKLAHOMA**

Tulsa Creek

**PENNSYLVANIA**

Pittsburgh Allegheny

**PUERTO RICO**

San Juan municipality also includes Santurce, Hato Rey, and Río Piedras

**RHODE ISLAND**

Providence Providence

# Solicitation

## **SOUTH CAROLINA**

Columbia Richland (West Columbia in Lexington Co.)

## **SOUTH DAKOTA**

Sioux Falls Minnehaha

## **TENNESSEE**

Memphis Shelby

Nashville-Davidson Davidson

## **TEXAS**

Arlington Tarrant

Austin Travis

Corpus Christi Nueces

El Paso El Paso

Fort Worth Tarrant

Plano Collin

## **VERMONT**

Burlington Chittenden

## **VIRGINIA**

Norfolk Norfolk \*

Virginia Beach Virginia Beach \*

## **WEST VIRGINIA**

Charleston Kanawha

## **WISCONSIN**

Madison Dane

Milwaukee Milwaukee

## **WYOMING**

Cheyenne Laramie

\* City does not reside in a county; application should be submitted through the municipality.

## Appendix B: Facilities Questionnaire

You may duplicate this form if you intend to provide information on more than one arrestee population. Please check below the population to which your answers refer.

- Adult Males
- Adult Females

Use other sheets of paper as necessary, but be sure that your answers are labeled with the appropriate question number.

NIJ is interested in collecting information on a sample of arrestees that is representative of all arrestees, including both felons and misdemeanants, in your county. Your answers to the questions below will help us evaluate your ability to follow the ADAM data collection protocol, as well as determine the adjustments in the data collection methodology necessary to enable your organization to participate.

Information about the **facility(ies)** in your county is critical to maintaining cross-site standardization in data collection. The facility(ies) questionnaire includes delimiting or describing the population of arrestees as it relates to your county reference populations, as well as describing the physical location where the interviewing will take place.



## Facilities

### Jails and Lock-Ups

The reference population for ADAM data collection is the county. We are interested in establishing an interview protocol in your county such that every booked arrestee (other than those held solely on immigration or other Federal charges) has some probability of being selected for interviewing. The appropriate probabilities will be determined later. For now, however, we need to establish the number of individual facilities where interviews would be conducted to ensure that each arrestee has a chance of being selected during the data collection period.

1. At which facility(ies) in your county are arrested adult male *felons* booked and detained? Please list all facility names. **Include**, as necessary, special detention facilities if the arrestees are not routinely transferred to county or city jails immediately after arrest. Examples of special facilities include transit authority, park authority, and other such detention facilities. **Exclude** from your list facilities that serve only Federal arrestees.
2. Are adult male *misdemeanants* booked and detained at the same facility(ies)? If yes, please write “same” in the space below. If not, please list all facility names. If booking of misdemeanants is handled at precinct headquarters, you need not list specific precinct numbers, but please list the number of precincts where these bookings occur. **Include**, as necessary, special detention facilities if the arrestees are not routinely transferred to county or city jails immediately after arrest. Examples of special facilities include transit authority, park authority, and other such detention facilities. **Exclude** from your list facilities that serve only Federal arrestees.
3. Is there any offense category other than felonies and misdemeanors, such as citations, that result in an arrest or in detention in your jurisdiction? If so, where are these arrestees booked? Please list all facility names. If booking of this offense category is handled at precinct headquarters, you need not list specific precinct numbers, but please list the number of precincts where these bookings occur. **Include**, as necessary, special detention facilities if the arrestees are not routinely

## Solicitation

transferred to county or city jails immediately after arrest. Examples of special facilities include transit authority, park authority, and other such detention facilities. **Exclude** from your list facilities that serve only Federal arrestees.

4. For the month of March 1999, list the total number of individuals who were arrested and booked in your county. If possible, please provide the number who were detained overnight and the number who were arrested, booked, and released all the same day.

**Total Number Arrested and Booked (This is your total monthly arrestee population.)**

\_\_\_\_\_

**Of this total, how many were:**

**arrested, booked and held overnight?**

\_\_\_\_\_

**arrested, booked and released the same day?**

\_\_\_\_\_

5. Do any of the facilities in 1, 2, or 3 handle arrestees from jurisdictions or municipalities not physically located in the county? For example, transit police may have the authority to make arrests in several counties. Arrests made outside of the referent county should be excluded from the ADAM sample. Please describe the circumstances under which such events might occur, the arresting organizations involved, and other pertinent information.
6. Do any adult male arrestees in your county get booked in facilities other than those mentioned in 1, 2, and 3, particularly facilities that are located outside your county?



11. Can you accommodate daily data collection for two weeks on a quarterly basis? Are there any specific times during the year when data collection could not take place?

### **Arrestee Populations**

12. Are there annual events or times of year when the arrestee population changes significantly? Please describe what these factors are and how they might affect ADAM data collection.
13. Are arrestees available for interviewing at any hour of the day or are there factors that limit the times when data can be collected? Examples of relevant factors include shift changes, meal schedules, court appearances, and movement of arrestees.
14. At what times during the day are arrestees brought in for booking? Are they brought in individually or in groups?

15. Are there arrestees that you will not permit ADAM staff to interview? Please describe the circumstances under which this might occur.

### Other Arrestee Information

16. At the end of this appendix, there is a sample of the face sheet for the ADAM instrument that must be completed in advance of interviewing an arrestee. These are questions that the arrestees must not be asked directly, but are taken from official records. Do you have records, including the **total arrestee population** discussed in the previous section, **booking slips**, **movement forms**, or other forms that provide all of this information?
  - A. Please indicate which types of records are available for completing this face sheet.
  - B. Please identify the data fields on the sheet that *cannot* be completed prior to the interview with the arrestee *by filling out the attached face sheet*. Please include the reason why these fields cannot be completed. For example, your jurisdiction may not collect certain types of information or may have departmental policies against releasing certain types of information.

## Appendix C: ADAM Site Contacts

The following individuals have significant experience with ADAM policies and procedures and may be able to provide assistance with applications.

### Chicago

James Swartz  
Illinois TASC Inc.  
1500 N. Halsted Street, Second Floor  
Chicago, IL 60622  
(312) 573-8281  
jswartz@interaccess.com

### Denver

Kim English  
Office of Research and Statistics  
Colorado Division of Criminal Justice  
700 Kipling Street, Suite 1000  
Denver, CO 80215  
(303) 239-4453  
kenglis8@aol.com

### Los Angeles

M. Douglas Anglin  
UCLA Drug Abuse Research Center  
1640 S. Sepulveda Blvd., Suite 200  
Los Angeles, CA 90025  
(310) 794-2788 ext. 223  
danglin@ucla.edu

### Omaha

Denise Herz  
Department of Criminal Justice  
60<sup>th</sup> & Dodge Streets  
University of Nebraska at Omaha  
Omaha, NE 68182  
(402) 554-3081  
dherz@fa-cpacs.unomaha.edu

### Cleveland

Sonia Alemagno  
The University of Akron  
Dept. of Public Administration & Urban Studies  
The Polsky Building 265  
Akron, OH 44325-7904  
(330) 972-7617  
saalemagno@aol.com

### Detroit

Tim Bynum  
School of Criminal Justice  
Michigan State University  
560 Baker Hall  
East Lansing, MI 48824-1118  
(517) 355-2196  
tim.bynum@ssc.msu.edu

### New Orleans

Captain William Hunter  
Orleans Parish Criminal Sheriff's Office  
2800 Gravier Street  
New Orleans, LA 70119  
(504) 822-3355  
opcsohunt@aol.com

### Philadelphia

Jack Greene  
Center for Public Policy  
Temple University  
Gladfelter Hall, 10th Floor  
Philadelphia, PA 19122  
(215) 204-6696  
jrgreene@astro.temple.edu

## Solicitation

### **Portland**

Diane Wiscarson  
P.O. Box 301609  
Portland, OR 97294  
(503) 727-0202  
almist@spiritone.com

### **San Antonio**

Edmund Baca, Jr.  
City of San Antonio  
Metropolitan Health District  
322 West Commerce Street  
San Antonio, TX 78205  
(210) 207-7120  
ehbaca@ci.sat.tx.us

### **San Diego**

Susan Pennell  
Criminal Justice Research Division  
San Diego Association of Governments  
401 B Street, Suite 800  
San Diego, CA 92101-4231  
(619) 595-5383  
spe@sandag.cog.ca.us

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## Appendix D: Current ADAM Site Descriptions

<b>ADAM Site Name</b>	<b>Catchment Area of ADAM Site</b>	<b>Number of Jails where Data Collection Occurs</b>	<b>Average 2-Week Jail Flow</b>	<b>Case Production Target</b>
Albuquerque, NM	All of Bernalillo County	1	654.0	168
Anchorage, AK	All of City of Anchorage	3	232.3	126
Atlanta, GA	All of Fulton County plus portions of City of Atlanta falling outside Fulton County	6	1839.6	350
Birmingham, AL	All of Jefferson County	8	638.8	154
Chicago, IL	All of Cook County	5	9196.8	745
Cleveland, OH	All of Cuyahoga County	4	1701.6	378
Dallas, TX	All of Dallas County	1	2533.4	336
Denver, CO	All of City of Denver	1	1135.5	168
Des Moines, IO	All of Polk County	3	303.6	117
Detroit, MI	All of Wayne County	12	2923.7	516
Ft. Lauderdale, FL	All of Broward County	1	1126.3	168
Houston, TX	All of Harris County plus the portions of Houston falling outside Harris County	1	3411.4	504
Indianapolis, IN	All of Marion County	1	897.9	168
Laredo, TX	All of Webb County	1	136.9	76
Las Vegas, NV	All of Clark County	4	1339.0	287
Los Angeles, CA	All of Los Angeles County and portions of City of Los Angeles falling outside Los Angeles County	12	9074.1	1028
New York, NY	All five metropolitan boroughs: Bronx, Brooklyn, Manhattan, Queens and Staten Island	5	12982.6	420
Miami, FL	All of Dade County	1	2358.8	336
Minneapolis, MN	All of Hennepin County	4	1039.4	189
New Orleans, LA	All of New Orleans Parish	1	545.2	168
Oklahoma City, OK	All of Oklahoma City and Oklahoma County	1	416.4	168



**Appendix D: Current ADAM Site Descriptions**

ADAM Site Name	Catchment Area of ADAM Site	Number of Jails where Data Collection Occurs	Average 2-Week Jail Flow	Case Production Target
Omaha, NE	All of Dodge County	1	496.3	168
Phoenix, AZ	All of Maricopa County	1	2727.4	420
Philadelphia, PA	All of City of Philadelphia	4	1333.5	256
Portland, OR	All of Multnomah County	1	707.9	168
Sacramento, CA	All of Sacramento County	1	1021.4	168
Salt Lake City, UT	All of Salt Lake City and Salt Lake County	2	828.0	168
San Antonio, TX	All of Bexar County	1	1103.5	168
San Diego, CA	All of San Diego County	2	2362.5	252
San Jose, CA	All of Santa Clara County	1	1551.0	252
Seattle, WA	All of King County	4	1523.8	278
Spokane, WA	All of Spokane County	1	428.6	168
Tucson, AZ	All of Pima County	1	1077.3	168
Washington, DC	All of City of Washington, DC	4	967.4	186

## Appendix E: Guidelines for ADAM Local Coordinating Councils

The ADAM program provides a flexible research platform for meeting local and regional research and policy needs. A Local Coordinating Council (LCC) will be established at each ADAM site to facilitate local use of the ADAM data. The LCC is a key component to the success of an ADAM site in determining and meeting local needs, assisting in the dissemination of locally relevant results, and establishing and utilizing the outreach component of the program. New ADAM sites are expected to have an LCC within one year of their initial data collection.

The primary goals and responsibilities of the LCC are:

- to disseminate ADAM data and findings to public agencies, policymakers, practitioners, researchers, and evaluators;
- to identify supplemental research topics that would provide useful information to the community, and to work with local site contractors to have these topics addressed; and
- in subsequent years, when the outreach component of the program has been funded, to establish outreach objectives, and to assist in implementing outreach efforts.

The National Institute of Justice (NIJ) and Abt Associates Inc. will work with local site staff to attend to all aspects of the management and monitoring of local data collection, procedures, methodology, and quality control. The LCC will focus its efforts on integrating the data into local planning processes and meeting unique, local

information needs. The LCC is responsible for representing the needs of the local community.

The local ADAM site director will work with NIJ and Abt Associates Inc. to establish an LCC, or may work with an existing committee or coalition willing to serve as an ADAM LCC. Each LCC will have representatives from law enforcement, criminal justice, drug abuse treatment, public health, and education, in addition to other organizations and agencies appropriate for local communities.

To find out more information about the National Institute of Justice, please contact:

**National Criminal Justice Reference Service**

Box 6000

Rockville, MD 20849-6000

800-851-3420

e-mail: askncjrs@ncjrs.org

To obtain an electronic version of this document, access  
the NIJ web site (<http://www.ojp.usdoj.gov/nij>).

If you have any questions, call or e-mail NCJRS.