Assessing Data Collection in Your Office

Which of the following metrics does your office collect? Check all that apply.

Screening and Charging

☐ Number of cases referred to your office

☐ Number of charges per case at arrest and/or the number of charges at initial charging

☐ Number of cases declined for prosecution and/or the number of cases where charges were filed

☐ Number of juvenile cases filed in adult/criminal court

☐ Number of cases that included any enhancement charges (e.g. habitual offender)

Pretrial Release

☐ Number of cases where the prosecutor recommended own/personal recognizance (nonmonetary release), bail/bond, or no bail for pretrial release

☐ Number of cases where the prosecutor recommended pretrial supervision

☐ Number of cases where the judge deviates from the prosecutor's pretrial release recommendation

☐ Number of defendants held in pretrial detention between arraignment and sentencing

☐ Number of defendants on pretrial supervision

Alternative Options: Diversion, Problem-Solving Courts, Deferred Prosecution/Adjudication

☐ Number of cases disposed to diversion programs

☐ Number of cases handled by alternative or problem-solving courts

☐ Number of cases deferred

☐ Number of cases that end with successful or unsuccessful completion of the diversion, problem-solving court, or deferred option

- ☐ Average time elapsed between decision to impose an alternative option and the completion of that alternative option
- ☐ Case dispositional outcomes (e.g. incarceration, probation, sentence length) for cases where the alternative option was not successfully completed

Plea Bargaining and Sentencing

- ☐ Number of cases resolved by all charges being dismissed by the prosecutor
- ☐ Number of cases resolved by guilty or no contest plea on at least one charge
- ☐ Number of cases that go to trial and the subsequent disposition
- ☐ Final number of charges at disposition
- ☐ Number of cases recommended for incarceration or probation
- ☐ Recommended sentence length
- ☐ Fines recommended as part of the case resolution
- ☐ Number of convictions overturned

Other

- ☐ Time spent processing a case (e.g. the time spent deciding on charges and/or the time elapsed between when charges are filed and disposition)
- ☐ Caseloads per prosecutor
- ☐ Information on turnover of staff
- ☐ Recidivism results (such as re-arrest, re-conviction, or probation violations)
- ☐ Allegations of prosecutorial misconduct

Add up the total number of metrics collected and record it here: _____

Use your score to classify your office as one of the following:

0 to 11 metrics .... low collector
12 to 18 metrics .... medium collector
19+ metrics .... high collector

Based on your office's classification, use the following steps to improve data collection:

☐ Ensure your office is collecting foundational information that describes case flow.

FOUNDATIONAL METRICS
1. Cases referred   4. Cases declined   7. Cases that go to trial
2. Cases at arrest   5. Cases dismissed
3. Final charges   6. Cases resolved by plea

☐ Ensure your office is collecting relevant case details.

CASE DETAILS
1. Offense type   4. Assigned prosecutor
2. Misdemeanor/felony   5. Defendant characteristics
3. Referring agency   6. Victim characteristics

☐ Consider collecting at least one metric at each stage of the decisionmaking process.

STAGES OF DECISIONMAKING
1. Screening and charging   3. Alternative options
2. Pretrial release   4. Plea bargaining and sentencing

☐ Improve the ability of staff to collect and analyze data and take advantage of outside resources where possible. Invest in resources such as staff training and technology to make data entry less burdensome.

☐ Take steps to strengthen technology infrastructure that would improve data collection.

☐ Learn from peers to implement innovative approaches, such as dashboards, to track and respond to changes in trends and operational metrics.

☐ Solicit information from your local community and, in turn, share your findings with the community.

LOW COLLECTORS

☐ Focus on foundational metrics as a starting point to data collection, as well as basic case details such as offense type.
☐ Give current employees, such as office managers and senior attorneys, tools to collect basic metrics.
☐ Consider publicly publishing information on foundational metrics.

MEDIUM COLLECTORS

☐ Choose two decision-making points that are particularly important and strive to collect comprehensive data at those points.
☐ Supplement the information you're collecting by soliciting input and information from the community.
☐ Consider partnering with outside research partners.

HIGH COLLECTORS

☐ Strive to collect all seven foundational metrics and all six case details.
☐ Consider tracking more advanced metrics to improve office management, such as compliance with guidance.
☐ Build in-house data collection and analysis capability.