



European Monitoring Centre
for Drugs and Drug Addiction

EMCDDA SCIENTIFIC REPORT

**Drug seizures, drug offences, drug
offenders, drug use among criminal
populations**

—

***Information systems based on law
enforcement agencies and the criminal
justice system***

VOLUME III

**Annex – Information Map 2000-2001
Guidelines**

EMCDDA / 2002

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***Information systems based on law enforcement
agencies and the criminal justice system***

VOLUME III

**Annex – Information Map 2000-2001
Guidelines**

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CONTEXT AND GENERAL PURPOSE

Some data based on law enforcement sources have been routinely collected by the EMCDDA (e.g. arrests, convictions, prison data, drug seizures, drugs price/purity) through the NFP's and published in its Annual Report since 1995. The reliability and comparability of many of these statistics is unknown, and their value as indirect indicators of drug trends is unclear. There is a need to gain an insight into the context, recording practices and methodological characteristics of available law enforcement data. In addition, it appears important to get more information on specific populations in contact with law enforcement institutions such as arrestees or prisoners.

Since little work has been done yet on drug-related data based on law enforcement sources, we propose to use the revised Information Map as a basis for gaining more insight into definitions, recording procedures and context of these data.

STRUCTURE OF THE INFORMATION MAP 2000

The Information Map 2000 on epidemiological sources of information is divided into two parts.

Part I will provide background information on sources of data based on law enforcement institutions. The objectives are:

- to identify original sources of data such as law enforcement services and describe how they are organised,
- to identify points to which, in the judicial processes, routine data refer to in order to assess all selection effects and biases that should be taken into account when analysing such data,
- to get an overview of the overall information system on law enforcement drug-related data routinely available, as well as data potentially available or from ad-hoc studies.

Part II will provide specific information on each of the information sources providing routine data. Standardised forms have been developed on seven indicators:

- drug seizures (drug seizures made by law enforcement agencies)
- Police/Customs interventions (drug offenders caught by law enforcement agencies)
- prosecution statistics (drug offenders prosecuted)

- conviction statistics (drug offenders convicted/sentenced)
- penal statistics (drug offenders incarcerated, drug offenders in prison)
- drug use among 'arrestees' (drug use among offenders caught by law enforcement services – released/in police cell)
- drug use among prisoners. (drug use among people entering prison or people in prison – on remand/sentenced)

Information concerning topics such as coverage, collection methods, data analysis, biases and limits will be detailed for each data source per indicator.

TIMETABLE

The Information Maps should be submitted by the **15th of September 2000** along with the Standardised Epidemiological Tables.

The EMCDDA would like to encourage bilateral contacts between its staff and the NFP's at all stages of the completion of the Information Maps. It would allow to better appreciate the specific national situations as well as gaps and difficulties the key persons in the NFP's (or outside) responsible for it may encounter.

GENERAL INSTRUCTIONS FOR COMPLETION

GENERAL COMMENTS

Instructions, examples and other comments are written in **blue** within guidelines for Part I and Part II of the Information Map.

Information Maps should be provided in English. Due to specific national legal systems, it may be difficult to provide an accurate translation for each specific legal term. Translation into English of all terms should be the general rule to apply. You may indicate as well between brackets the term in your national language. However, if it is not straightforward, use the term in your national language quoted (inverted commas) and provide a definition in English.

We are conscious that, since every national situation is specific, filling the Information Map may represent difficulties. Thus, we are very keen on working on a bilateral basis with the expert co-ordinating the project (within or outside the NFP's).

If instructions and items in the forms are not understood as self-explained, please do not hesitate to contact the EMCDDA/Department of Epidemiology (Chloe Carpentier).

PART I: CONTEXTUAL INFORMATION

This part includes schematic diagrams and text. Please, follow the instructions developed further.

You may have other information you think relevant to include: do not hesitate to do so.

Whenever possible, provide the relevant references to your text: include them in the last section 'References'. If you wish to give any general bibliographic references, not specifically linked to some parts of your text, please do so by adding them in the last section 'References'.

PART II: FORMS ON DATA SOURCES PER INDICATOR

Different forms have been developed per indicator. For each indicator, one form per source of information should be filled in.

Please, describe only routine information system, i.e. information systems producing routine data. It concerns permanent reporting systems (on going recording), periodic reporting systems (periodic recording) or repeated surveys.

If there is a central source of information gathering data from different reporting systems/sources, please allocate a form to the central source rather to every reporting systems. However, within the form concerning the central source, please differentiate if answers to the items vary depending on the primary source/reporting system.

Please, respect the outline developed for each indicator and replace the blue instructions by your answer (in black).

For each of the items in the forms,

- if there is no information available to answer it, please mention it by 'unknown',
- if the question is not applicable to your specific situation, please mention it by 'not applicable' or '-'.

If data on drug use among 'arrestees' or prisoners are available from information sources on 'Police/Customs interventions' or 'Penal statistics', please mention it in the respective forms. If such data are available through other information sources, please refer to specific forms on 'Drug use among arrestees' and 'Drug use among prisoners'.

GUIDELINES PART I: CONTEXTUAL INFORMATION

1. BACKGROUND INFORMATION

Please, present information on [drug law enforcement organisation](#) and [judicial processes](#) by

- schematic diagrams (schemes)
- concise text

1.1 DRUG LAW ENFORCEMENT ORGANISATION

This section should describe how drug law enforcement is organised in your country in order to identify reporting processes and the sources (services) they cover.

1.1.1 Representation of drug enforcement

Draw a scheme on the organisation of all different enforcement agencies (police, 'gendarmerie', Customs) from the local level to the level of the ministries.

Make visible services/forces accountable to more centralised services.

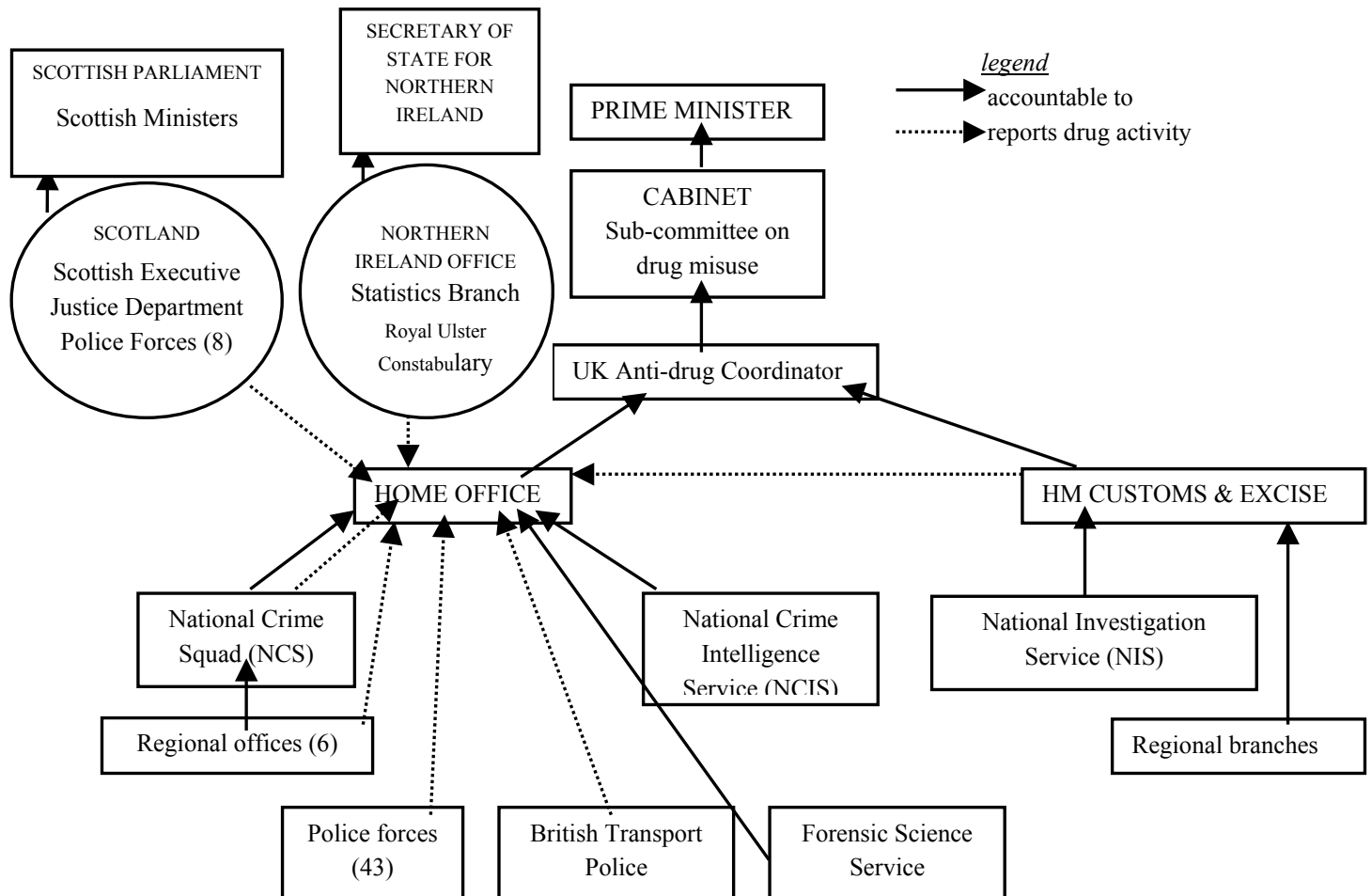
Make visible who reports drug activity and to whom.

Underline drug specific services/forces within general services/forces.

Make visible co-operation between services and agencies.

[see next page for following instructions]

Example of a scheme:



1.1.2 Drug enforcement organisation

Describe:

- how enforcement agencies are organised,
- what are the roles and the functions of each of them regarding drug enforcement,
- how they co-operate,
- how they report drug activity.

1.2 JUDICIAL PROCESS

This section should:

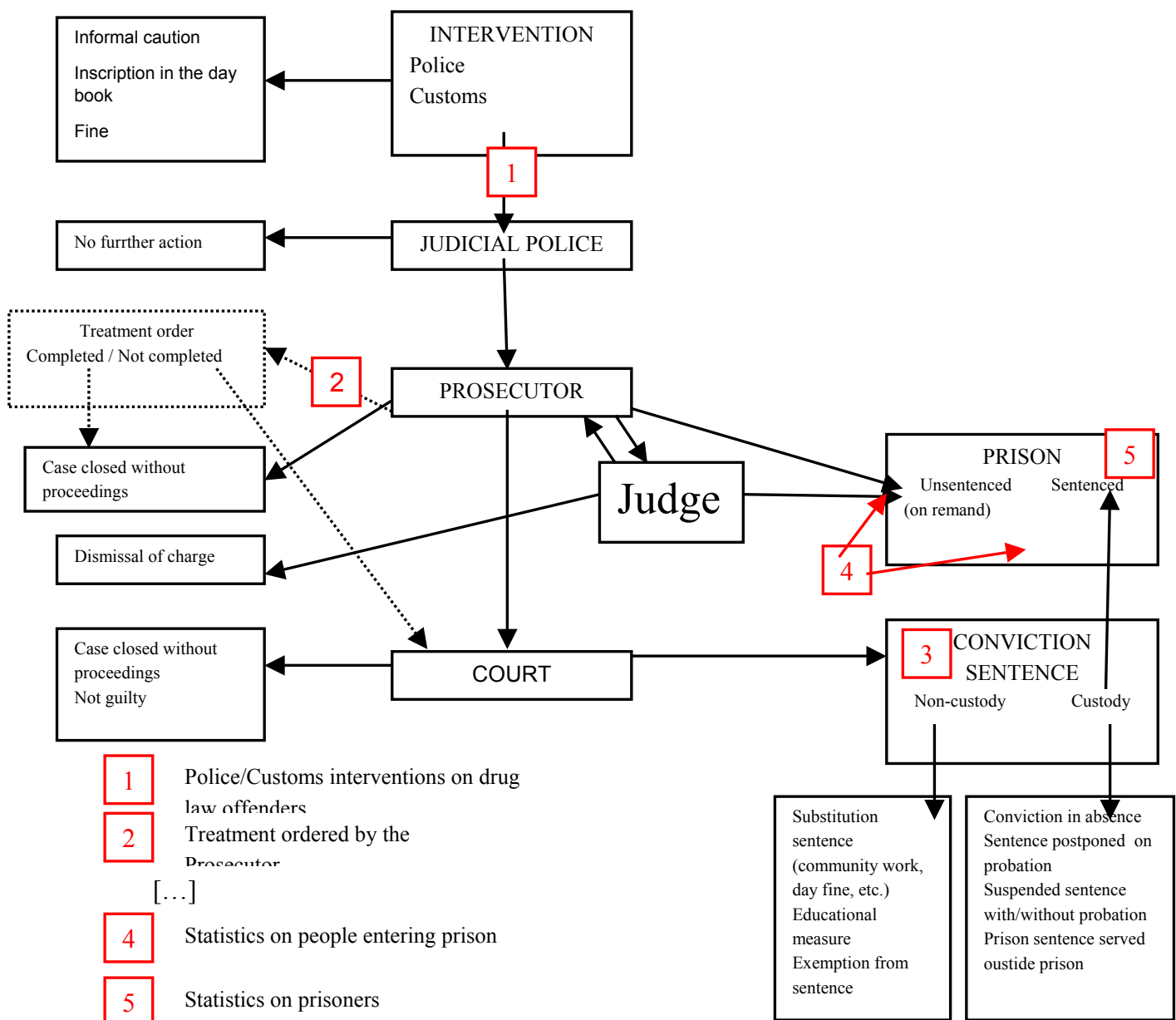
- *describe the stages within the legal process as they are organised in your country,*
- *point out the processes of selection,*
- *in order to identify stages where data refer to.*

1.2.1 Representation of the different processes

Draw a scheme on the different possible ways of treating the cases within the legal system, from the initial report made by a police/Customs officer to sentenced prisoners, pointing out when routine data are recorded
Represent on the scheme, at each stage of the process, results of actions/measures that may divert the case from prosecution, trial, conviction, imprisonment.

[see next page for following instructions]

Example of scheme:



Each data source referred by a number should be identified in this section (give the name corresponding to the number as shown above). Details on each source of data should be described in more details:

- if it is a routine reporting system: by a form in Part II
- if it is not a routine reporting system: further in Part I, in the section on 'Information systems and data available'.

1.2.2 Law enforcement agencies: Police, 'Gendarmerie', Customs

Describe:

- how law enforcement agencies deal with suspected offenders (initial report, etc.),
- what are their functions, responsibilities, duties, etc.,

- to whom they report,
- the functions of the judicial police (if any),
- if the judicial police qualify the offences and how,
- relationships with the prosecuting authority,
- the discretionary powers that law enforcement agencies may use in practice (formal and informal powers), specify when it takes place in the procedure (e.g. before/after initial report).

1.2.3 Prosecution process

Describe:

- role, functions, responsibilities of the prosecuting authorities,
- any discretionary power that they may use in practice (formal and informal), specify at which stage of the procedure it takes place (e.g. while reviewing the case, after investigation, etc.),
- alternative measures to prosecution that they may use and explain their effect on the proceedings (suspension, discontinuation, etc.) – *concentrate on measures that may apply to drug offenders (general measures or specific ones); no need to describe measures in detail, since we are not here interested in them per se but because they may divert cases from prosecution.*

1.2.4 Trial and sentencing process

Describe:

- role, functions of the Court(s),
- possible outcomes of trial(s),
- different types of sentences and measures imposed to convicted persons,
- alternative measures to imprisonment that the Court and then the Judge of Sentence Application may use, and explain their effect on application of custodial sentences (suspension, discontinuation, etc.) – *there is no need to describe measures in detail, since we are not here interested in them per se but because they may divert convicted persons to enter/stay in prison*
- special forms of application of custodial sentences (e.g. semi-release, placement outside prison, etc.) – *there is no need to describe measures in detail, since we are not here interested in them per se but because they may divert convicted persons to enter/stay in prison.*

2. INFORMATION SYSTEMS AND DATA AVAILABLE

This section should provide an overview of the different sources of information available in your country, whatever they produce or not routine data.

2.1 ROUTINE INFORMATION SYSTEMS

Provide a brief overview of routine information systems on drug-related law enforcement data and describe briefly the types of data available – *there is no need to provide a detailed description of information sources and data available, since Part II of the Information Map is devoted to them.*

2.2 OTHER INFORMATION SOURCES

Describe other sources of information on drug-related law enforcement data that are not producing routine data but that could be useful:

- sources of data potentially available (but not exploited up to now),
- interesting ad-hoc studies (from recent years: 1995-2000)

For each of them, give information on:

- title of the source/study
- year (if study), period covered if reporting system
- definition of population covered
- geographical coverage
- sampling method
- type of data available
- bibliographic reference(s) (published/grey literature)

3. REFERENCES

List bibliographic references on Part I of the Information Map

GUIDELINES PART II: FORMS ON DATA SOURCES PER INDICATOR

‘DRUG SEIZURES’ - NAME OF THE DATA SOURCE

Routine reporting system

Responsible institution : Name

Contact person : Name, function, mail address, e-mail address, phone

Collaborators : Name of other collaborating institutions

Objectives

List the different objectives of the source

Description

Periodicity

Permanent / periodic reporting system

Time coverage

Mention date since data are recorded and available

When are the data collected for the statistics ?

Specify the point in time at which information on drug seizures is recorded in the statistics – refer to schemes drawn in Part I

Statistical unit

Case / event / individual seizure / other (specify)

A case may include one or more events (drug seizures) happening at different points in time. An event is considered as a seizure at one point in time of one substance or several different substances. An individual seizure is considered as the seizure of one substance only. A case may thus include more than one event that may include more than one individual seizure.

Statistical procedure

Exhaustive recording / sampling method (specify)

Statistical coverage

In %: statistical units recorded ÷ statistical units covered

Geographical coverage

National / regional (specify)

Organisation of data gathering

List different stages, describe actors

Mention if any separate agency/service has got his own data recording system

Written rules for recording data

Yes / no

Which ones?

Data available

For each type of statistical unit, list data (items) available (number of seizures, quantity, drug-type, origin, destination, price, purity, tablet contents, seizing agency, etc.) and breakdown usually available/published

Specify if possible to distinguish between police and Customs seizures

Breakdown by drug

List categories of drugs

If broad categories, list all cases included in each (e.g. cannabis resin, herb, plants, oil), and if the case indicate more detailed possible breakdown by drug

- Specify if possible to distinguish between 'nederviet' plants and other cannabis plants
- Application of a principal drug rule (for breakdown by drug)**
- Yes / no
- If any rule, describe it
- Specify if it varies according to the type of statistical unit (e.g. number of drug seizures/events reported against the principal drug, and number of all individual drug seizures reported against the type of drug)
- Quantity measure**
- List all types of quantity measures per drug (e.g. amphetamines = kg, pill) and if many, mention rules to sum up using one quantity measure
- Breakdown by quantity**
- List categories of quantity available per drug (e.g. <100g, 100-500g, etc.)
- Information on price of drugs**
- If available, describe where the information comes from (police reports, dealers, drug users, estimates, etc.), how drug prices are reported (periodicity, sampling procedure, geographic coverage) and which type of information is available (min-max, average, geographical breakdown, drug-types).
- Specify if drug prices are reported against the quantity (retail level, wholesale level).
- Specify if drug prices are reported per unit (gram/tablet/dose) sold or per unit of pure substance (against the purity).
- Information on purity of drugs**
- If available, describe where the information comes from (police reports, dealers, drug users, estimates, etc.), how drug purity is reported (periodicity, sampling procedure, geographic coverage) and which type of information is available (min-max, average, geographical breakdown, drug-types)
- Specify if drug purity is reported against the quantity (retail level, wholesale level).
- Qualitative information**
- Specify if there is any qualitative information in the original records/files from which the statistical data are extracted. What type of qualitative information is it? Is there any access to it?

Data quality and reliability

Double-counting

For each type of statistical unit, describe situation regarding double-counting

Consistency over time

Mention any fact which could have had an effect on the consistency over time (changes in recording rules/procedures, changes in drug law application, etc.)

Provide dates and duration of possible changes

Biases in the coverage of the units

Mention any fact introducing bias in the sampling coverage

Technical information

Data storage

Manually / computer processing

Software for data processing

Mention the name

Access and dissemination

Transmission time

Time between the end of data gathering and publication/availability of first results

Information available to the Focal Points

Access: systematic / on request

Level of aggregation: aggregated / raw data (if aggregated, specify if the Focal Point may ask for specific breakdowns)

Legal status: confidential / restricted / public information

Level of aggregation and legal status of information available on request

Level of aggregation: aggregated / raw data (if aggregated, specify if it may be asked for specific breakdowns)

Legal status: confidential / restricted / public information

Bibliographic references

List annual reports, papers in scientific journals and other related publication with complete reference

Comments

Other additional information and any comment regarding the source: potentialities, limits, originality, comparability with other data sources

‘POLICE/CUSTOMS INTERVENTIONS’ - NAME OF THE DATA SOURCE

Routine reporting system

Responsible institution : Name

Contact person : Name, function, mail address, e-mail address, phone

Collaborators : Name of other collaborating institutions

Objectives

List the different objectives of the source

Description

Periodicity

Permanent / periodic reporting system

Time coverage

Mention date since data are recorded and available

When are the data collected for the statistics ?

Specify the point in time at which the suspected offender is recorded in the statistics (following an initial report: ‘input’ / subsequent to an initial investigation: ‘output’ / other (specify)) – refer to schemes drawn in Part I

Statistical unit(s): definition

Provide with a definition(s) of statistical unit(s) (e.g. suspected offenders, charges, etc.)

Statistical unit(s): type

Person / offence / police intervention / other (specify)

If many possible, indicate it

If statistical unit is the person, how is a person suspected more than once in the same year counted?

As one person / as two or more persons / other (specify) / no rule

If any rule, describe it

How are multiple offences counted ?

As one offence / as two or more offences / other (specify) / no rule

If any rule, describe it

If statistical unit is the offence, how is counted an offence committed by more than one person?

As one offence / as two or more offences / other (specify) / no rule

If any rule, describe it

Statistical procedure

Exhaustive recording / sampling method (specify)

Statistical coverage

In %: statistical units recorded ÷ statistical units covered

Geographical coverage

National / regional (specify)

Organisation of data gathering

List different stages, describe actors

Mention if any separate agency/service has got his own data recording system

Written rules for recording data

Yes / no

Which one?

Minimum age for consideration in statistics

Age limit under which suspects will not be included in the statistics (age of criminal responsibility in some cases)

Data available (per statistical unit)

For each type of statistical unit, list data (items) available (gender, age, offence, drug, geographical area, etc.) and breakdown usually available/published

Classification of drug law offences by the law enforcement services

List all the different categories of drug offence used by the services (e.g. use, possession for personal use, dealing, etc.)

Classification of drug law offences in the statistics

List all the different categories of drug offences used in the statistics (e.g. use, trafficking, etc.)

If broad categories, list in detail all offences included in each category

Application of a principal offence rule

Yes / no

If any rule, describe it

Specify if it varies according to the type of statistical unit (e.g. number of persons reported against the principal offence, and number of all offences reported against the type of offence)

Classification of actions taken

If the information is available, list all the different categories of actions taken (e.g. police caution, Customs fine, charge, etc.)

If broad categories, list in detail all cases included in each category

Breakdown by drug

List categories of drugs

If broad categories, list all cases included in each (e.g. cannabis = resin, herb, plants, oil)

Application of a principal drug rule (for breakdown by drug)

Yes / no

If any rule, describe it

Specify if it varies according to the type of statistical unit (e.g. number of persons reported against the principal drug, and number of all drugs reported against the type of drug)

Qualitative information

Specify if there is any qualitative information in the original records/files from which the statistical data are extracted. What type of qualitative information is it? Is there any access to it?

Data quality and reliability

Double-counting

For each type of statistical unit, describe situation regarding double-counting

Consistency over time

Mention any fact which could have had an effect on the consistency over time (changes in recording rules/procedures, changes in drug law application, etc.)

Provide dates and duration of possible changes

Biases in the coverage of the units

Mention any fact introducing bias in the sampling coverage

Practical implementation of procedures and methodological rules

Good / bad / no information

If problems/biases, specify where

Technical information

Data storage

Manually / computer processing

Software for data processing

Mention the name

Access and dissemination

Transmission time

Time between the end of data gathering and publication/availability of first results

Information available to the Focal Points

Access: systematic / on request

Level of aggregation: aggregated / raw data (if aggregated, specify if the Focal Point may ask for specific breakdowns)

Legal status: confidential / restricted / public information

Level of aggregation and legal status of information available on request

Level of aggregation: aggregated / raw data (if aggregated, specify if it may be asked for specific breakdowns)

Legal status: confidential / restricted / public information

Bibliographic references

List annual reports, papers in scientific journals and other related publication with complete reference

Comments

Other additional information and any comment regarding the source: potentialities, limits, originality, comparability with other data sources

‘PROSECUTION STATISTICS’ - NAME OF THE DATA SOURCE

Routine reporting system

Responsible institution : Name

Contact person : Name, function, mail address, e.mail address, phone

Collaborators : Name of other collaborating institutions

Objectives

List the different objectives of the source

Description

Periodicity

Permanent / periodic reporting system

Time coverage

Mention date since data are recorded and available

When are the data collected for the statistics ?

*Specify the point in time at which the offence is recorded in the statistics (following an initial report: ‘input’ / subsequent to an investigation: ‘output’ / other (specify)) – refer to schemes drawn in Part I

Statistical unit(s): definition

Provide with a definition(s) of statistical unit(s) (e.g. prosecuted offenders, charges, etc.)

Statistical unit(s): type

Person / offence / case / disposal / other (specify)

other (specify)

If many possible, indicate it

A case may cover one or more persons

If statistical unit is the person, how is a person suspected more than once in the same year counted?

As one person / as two or more persons / other (specify) / no rule

If any rule, describe it

How are multiple offences counted ?

As one offence / as two or more offences / other (specify) / no rule

If any rule, describe it

If statistical unit is the offence, how is an offence committed by more than one person counted?

As one offence / as two or more offences / other (specify) / no rule

If any rule, describe it

***How is a case counted when more than one person are involved?**

As one case / as two or more cases / other (specify) / no rule

If any rule, describe it

Statistical procedure

Exhaustive recording / sampling method (specify)

Statistical coverage

In %: statistical units recorded ÷ statistical units covered

Geographical coverage

National / regional (specify)

Organisation of data gathering

List different stages, describe actors

Mention if any separate agency/service has got his own data recording system

Written rules for recording data

Yes / no

Which one?

Minimum age for consideration in statistics

Age limit under which prosecuted persons will not be included in the statistics (age of criminal responsibility in some cases)

Data available (per statistical unit)

For each type of statistical unit, list data (items) available (gender, age, offence, drug, geographical area, disposal, etc.) and breakdown usually available/published

Classification of drug law offences in the statistics

List all the different categories of drug offences used in the statistics (e.g. use, trafficking, etc.)

If broad categories, list in detail all offences included in each category

Correspondence with police/Customs classification: yes / no; if any rule, describe it

Application of a principal offence rule

Yes / no

If any rule, describe it

Specify if it varies according to the type of statistical unit (e.g. number of persons reported against the principal offence, and number of all offences reported against the type of offence)

Classification of disposals in the statistics

List all the different categories of disposals used in the statistics (e.g. dismissal of charge, therapeutic order, sent to trial, etc.)

If broad categories, list in detail all disposals included in each category

Dropped proceedings

List all reasons included in (and excluded from) figures on dropped proceedings

Breakdown by drug

List categories of drugs

Application of a principal drug rule (for breakdown by drug)

Yes / no

If any rule, describe it

Specify if it varies according to the type of statistical unit (e.g. number of persons reported against the principal drug, and number of all drugs reported against the type of drug)

Qualitative information

Specify if there is any qualitative information in the original records/files from which the statistical data are extracted. What type of qualitative information is it? Is there any access to it?

Data quality and reliability**Double-counting**

For each type of statistical unit, describe situation regarding double-counting

Consistency over time

Mention any fact which could have had an effect on the consistency over time (changes in recording rules/procedures, changes in drug law application, etc.)

Provide dates and duration of possible changes

Biases in the coverage of the units

Mention any fact introducing bias in the sampling coverage

Practical implementation of procedures and methodological rules

Good / bad / no information
If problems/biases, specify which ones and where

Technical information

Data storage

Manually / computer processing

Software for data processing

Mention the name

Access and dissemination

Transmission time

Time between the end of data gathering and publication/availability of first results

Information available to the Focal Points

Access: systematic / on request

Level of aggregation: aggregated / raw data (if aggregated, specify if the Focal Point may ask for specific breakdowns)

Legal status: confidential / restricted / public information

Level of aggregation and legal status of information available on request

Level of aggregation: aggregated / raw data (if aggregated, specify if it may be asked for specific breakdowns)

Legal status: confidential / restricted / public information

Bibliographic references

List annual reports, papers in scientific journals and other related publication with complete reference

Comments

Other additional information and any comment regarding the source: potentialities, limits, originality, comparability with other data sources

'CONVICTION STATISTICS' - NAME OF THE DATA SOURCE

Routine reporting system

Responsible institution : Name

Contact person : Name, function, mail address, e-mail address, phone

Collaborators : Name of other collaborating institutions

Objectives

List the different objectives of the source

Description

Periodicity

Permanent / periodic reporting system

Time coverage

Mention date since data are recorded and available

At what stage of the process data refer to?

Before / after appeals / both (explain)

Statistical unit(s): definition

Provide with a definition(s) of statistical unit(s) (e.g. conviction, etc.)

Statistical unit(s): type

Person / offence / conviction / sanction-measure / other (specify)

If many possible, indicate it

If statistical unit is the person, how is a person dealt with more than once in the same year counted?

As one person / as two or more persons / other (specify)/ no rule

If any rule, describe it

How are multiple offences counted ?

As one offence / as two or more offences / other (specify) / no rule

If any rule, describe it

How is a person (or offence) who is given more than one sanction or measure counted?

As one person (offence) / as two or more persons (offences) / other (specify) / no rule

If any rule, describe it

Statistical procedure

Exhaustive recording / sampling method (specify)

Statistical coverage

In %: statistical units recorded ÷ statistical units covered

Geographical coverage

National / regional (specify)

Organisation of data gathering

List different stages, describe actors

Mention if any separate agency/service has got his own data recording system

Written rules for recording data

Yes / no

Which one?

Minimum age for consideration in conviction statistics

It corresponds to the age of criminal responsibility under which persons will not be convicted and therefore not counted in conviction statistics

Data available (per statistical unit)

For each type of statistical unit, list data (items) available (gender, age, offence, drug, geographical area, sanction/measure, etc.) and breakdown usually available/published

Classification of drug law offences in the statistics

List all the different categories of drug offences used in the statistics (e.g. use, trafficking, etc.)

If broad categories, list in detail all offences included in each category

Correspondence with police/Customs and prosecutors classification: yes / no; if any rule, describe it

Application of a principal offence rule

Yes / no

If any rule, describe it

Specify if it varies according to the type of statistical unit (e.g. number of persons reported against the principal offence, and number of all offences reported against the type of offence)

Classification of sanctions and measures in the statistics

List all different non-custodial / suspended custodial / unsuspended custodial / other sanctions and measures

If broad categories, list in detail all sanctions and measures included in each category

Application of a principal sanction/measure rule

Yes / no

If any rule, describe it

Specify if it varies according to the type of statistical unit (e.g. number of persons reported against the principal sanction/measure, and number of all sanctions/measures reported against the type of sanction/measure)

Breakdown by drug

List categories of drugs

If broad categories, list all cases included in each (e.g. cannabis = resin, herb, plants, oil)

Application of a principal drug rule (for breakdown by drug)

Yes / no

If any rule, describe it

Specify if it varies according to the type of statistical unit (e.g. number of persons reported against the principal drug, and number of all drugs reported against the type of drug)

Qualitative information

Specify if there is any qualitative information in the original records/files from which the statistical data are extracted. What type of qualitative information is it? Is there any access to it?

Data quality and reliability

Double-counting

For each type of statistical unit, describe situation regarding double-counting

Consistency over time

Mention any fact which could have had an effect on the consistency over time (changes in recording rules/procedures, changes in drug law application, etc.)

Provide dates and duration of possible changes

Biases in the coverage of the units

Mention any fact introducing bias in the sampling coverage

Practical implementation of procedures and methodological rules

Good / bad / no information

If problems/biases, specify which ones and where

Technical information

Data storage

Manually / computer processing

Software for data processing

Mention the name

Access and dissemination

Transmission time

Time between the end of data gathering and publication/availability of first results

Information available to the Focal Points

Access: systematic / on request

Level of aggregation: aggregated / raw data (if aggregated, specify if the Focal Point may ask for specific breakdowns)

Legal status: confidential / restricted / public information

Level of aggregation and legal status of information available on request

Level of aggregation: aggregated / raw data (if aggregated, specify if it may be asked for specific breakdowns)

Legal status: confidential / restricted / public information

Bibliographic references

List annual reports, papers in scientific journals and other related publication with complete reference

Comments

Other additional information and any comment regarding the source: potentialities, limits, originality, comparability with other data sources

‘PENAL STATISTICS’ – NAME OF THE DATA SOURCE

Routine reporting system

Responsible institution : Name

Contact person : Name, function, mail address, e-mail address, phone

Collaborators : Name of other collaborating institutions

Objectives

List the different objectives of the source

Description

Periodicity

Permanent / periodic reporting system

Time coverage

Mention date since data are recorded and available

Statistical unit(s): definition

Provide with a definition(s) of statistical unit(s) (e.g. imprisonments, prisoners, etc.)

Statistical unit(s): type

Person / offence / other (specify)

If many possible, indicate it

Incarceration/detention statistics

Specify if statistics concern flow/stock, or both

If statistical unit is the person, how is a person dealt with more than one preventative custody or conviction in the same year counted?

As one person / as two or more persons / other (specify)/ uncertain

If any rule, describe it

How are multiple offences counted ?

As one offence / as two or more offences / other (specify) / uncertain

If any rule, describe it

Statistical procedure

Exhaustive recording / sampling method (specify)

Statistical coverage

In %: statistical units recorded ÷ statistical units covered

Geographical coverage

National / regional (specify)

Prison centres coverage

Specify all the different types of prison centres included in the statistics (e.g. all types, for adults only, for long duration sentenced prisoners, etc.)

Population coverage

Specify any characteristics of the population included in statistics (e.g. on remand/convicted, males/females/, adults/youths, long duration sentences, etc.)

Organisation of data gathering

List different stages, describe actors

Mention if any separate agency/service has got his own data recording system

Written rules for recording data

Yes / no

Which one?

Data available (per statistical unit)

For each type of statistical unit, list data (items) available (gender, age, offence, drug, geographical area, on remand/convicted, etc.) and breakdown usually available/published

Classification of drug law offences in penal statistics

List all the different categories of drug offence used in the statistics (e.g. use, trafficking, etc.)

If broad categories, list in detail all offences included in each category

Correspondence with police/Customs and convictions classifications: yes / no; if any rule, describe it

Application of a principal offence rule

Yes / no

If any rule, describe it

Specify if it varies according to the type of statistical unit (e.g. number of persons reported against the principal offence, and number of all offences reported against the type of offence)

Breakdown by drug

List categories of drugs

If broad categories, list all cases included in each (e.g. cannabis = resin, herb, plants, oil)

Application of a principal drug rule (for breakdown by drug)

Yes / no

If any rule, describe it

Specify if it varies according to the type of statistical unit (e.g. number of persons reported against the principal drug, and number of all drugs reported against the type of drug)

Qualitative information

Specify if there is any qualitative information in the original records/files from which the statistical data are extracted. What type of qualitative information is it? Is there any access to it?

Data quality and reliability

Double-counting

For each type of statistical unit, describe situation regarding double-counting

Consistency over time

Mention any fact which could have had an effect on the consistency over time (changes in recording rules/procedures, changes in drug law application, etc.)

Provide dates and duration of possible changes

Biases in the coverage of the units

Mention any fact introducing bias in the sampling coverage

Practical implementation of procedures and methodological rules

Good / bad / no information

If problems/biases, specify which ones and where

Technical information

Data storage

Manually / computer processing

Software for data processing

Mention the name

Access and dissemination

Transmission time

Time between the end of data gathering and publication/availability of first results

Information available to the Focal Points

Access: systematic / on request

Level of aggregation: aggregated / raw data (if aggregated, specify if the Focal Point may ask for specific breakdowns)

Legal status: confidential / restricted / public information

Level of aggregation and legal status of information available on request

Level of aggregation: aggregated / raw data (if aggregated, specify if it may be asked for specific breakdowns)

Legal status: confidential / restricted / public information

Bibliographic references

List annual reports, papers in scientific journals and other related publication with complete reference

Comments

Other additional information and any comment regarding the source: potentialities, limits, originality, comparability with other data sources

'DRUG USE AMONG 'ARRESTEES' - NAME OF THE DATA SOURCE

Routine reporting system

Responsible institution : Name

Contact person : Name, function, mail address, e-mail address, phone

Collaborators : Name of other collaborating institutions

Objectives

List the different objectives of the source

Description

Periodicity

Permanent reporting system / periodic reporting system / repeated survey

Time coverage

Mention date since data are recorded/available or provide dates and duration of repeated surveys

Population coverage

Provide a definition of the population studied (e.g. all suspects before charge, suspects charged, arrestees in police bail, arrestees for drug offences, etc.)

Specify if any specific characteristics related to the population studied (e.g. suspects over an age limit, men only, etc.)

Statistical unit(s)

Person / other (specify)

If many possible, indicate it

How is counted a person who is suspected/arrested more than once in the same year?

As one person / as two or more persons / other (specify)/ uncertain

If any rule, describe it

Statistical procedure

Exhaustive recording / sampling method (specify)

Number of statistical units recorded (observed)

Number of statistical units recorded (observed) within the last survey for repeated surveys, or within the last exercise for permanent reporting system and specify the year it refers to (e.g. 1998: n = 1 500)

Statistical coverage

Answer rate in %: statistical units recorded (observed) ÷ statistical units theoretically covered (observable)

Geographical coverage

National / regional (specify)

Substance coverage

List all licit and illicit psychoactive substances covered by the source (e.g. alcohol, cannabis, cocaine, crack, heroin, psychotropic medicines, etc.)

Drug use definition(s)

Provide with all different definitions of drug use used by the source (e.g. lifetime use, last year use, regular use, use more than once a week, injecting use, current injecting use, etc.)

Provide as many details as possible

Mention for each definition if it applies to some specific substances or to all substances included in the source (listed above)

Data gathering procedure

Mention which type of procedure is used (self-report questionnaire, face-to-face interview, computer assisted telephone interview, urine test, etc.)

If any, mention which intermediary has been used (e.g. police officer, medical doctor, etc.)

Organisation of data collection and analysis

List different stages, describe actors

Mention if any separate agency/service has got his own data recording system

Written rules for recording data

Yes / no

Which one?

Data available (per statistical unit)

For each type of statistical unit, list data (items) available (gender, age, offence, drug(s), frequency of use, geographical area, etc.) and breakdown usually available/published

Application of a principal drug rule (for breakdown by drug)

Yes / no

If any rule, describe it

Are associated substances (those not recorded as the principal drug of choice) recorded?

Qualitative information

Specify if there is any qualitative information in the original records/files from which the statistical data are extracted. What type of qualitative information is it? Is there any access to it?

Data quality and reliability

Double-counting

For each type of statistical unit, describe situation regarding double-counting

Consistency over time

Mention any fact which could have had an effect on the consistency over time (changes in recording rules/procedures, changes in drug law application, etc.)

Provide dates and duration of possible changes

Biases in the coverage of the units

Mention any fact introducing bias in the sampling coverage

Practical implementation of procedures and methodological rules

Good / bad / no information

If problems/biases, specify which ones and where

Technical information

Data storage

Manually / computer processing

Software for data processing

Mention the name

Access and dissemination

Transmission time

Time between the end of data gathering and publication/availability of first results

Information available to the Focal Points

Access: systematic / on request

Level of aggregation: aggregated / raw data (if aggregated, specify if the Focal Point may ask for specific breakdowns)

Legal status: confidential / restricted / public information

Level of aggregation and legal status of information available on request

Level of aggregation: aggregated / raw data (if aggregated, specify if it may be asked for specific breakdowns)

Legal status: confidential / restricted / public information

Bibliographic references

List annual reports, papers in scientific journals and other related publication with complete reference

Comments

Other additional information and any comment regarding the source: potentialities, limits, originality, comparability with other data sources

‘DRUG USE AMONG PRISONERS’ - NAME OF THE DATA SOURCE

Routine reporting system

Responsible institution : Name

Contact person : Name, function, mail address, e.mail address, phone

Collaborators : Name of other collaborating institutions

Objectives

List the different objectives of the source

Description

Periodicity

Permanent reporting system / periodic reporting system / repeated survey

Time coverage

Mention date since data are recorded/available or provide dates and duration of repeated surveys

Population coverage

Provide a definition of the population studied (e.g. prisoners, prisoners on remand, prisoners sentenced, entries into prison, prisoners for drug offences, etc.)

Specify if any specific characteristics related to the population studied (e.g. prisoners over an age limit, men only, etc.)

Statistical unit(s)

Person / other (specify)

If many possible, indicate it

How is counted a person who is imprisoned more than once in the same year?

As one person / as two or more persons / other (specify)/ uncertain

If any rule, describe it

Statistical procedure

Exhaustive recording / sampling method (specify)

Number of statistical units recorded (observed)

Number of statistical units recorded (observed) within the last survey for repeated surveys, or within the last exercise for permanent reporting system and specify the year it refers to (e.g. 1998: n = 1 500)

Statistical coverage

Answer rate in %: statistical units recorded (observed) ÷ statistical units theoretically covered (observable)

Geographical coverage

National / regional (specify)

Prison centres coverage

Specify all the different types of prison centres included in the statistics (e.g. all types, for adults only, for long duration sentenced prisoners, etc.)

Substance coverage

List all licit and illicit psychoactive substances covered by the source (e.g. alcohol, cannabis, cocaine, crack, heroin, psychotropic medicines, etc.)

Drug use definition(s)

Provide with all different definitions of drug use used by the source (e.g. lifetime use, last year use, regular use, use more than once a week, injecting use, current injecting use, etc.)

Provide as many details as possible

Mention for each definition if it applies to some specific substances or to all substances included in the source (listed above)

Data gathering procedure

Mention which type of procedure is used (self-report questionnaire, face-to-face interview, computer assisted telephone interview, urine test, etc.)

If any, mention which intermediary has been used (e.g. police officer, medical doctor, etc.)

Organisation of data collection and analysis

List different stages, describe actors

Mention if any separate agency/service has got his own data recording system

Written rules for recording data

Yes / no

Which one?

Data available (per statistical unit)

For each type of statistical unit, list data (items) available (gender, age, offence, drug(s), frequency of use, geographical area, on remand/sentenced, etc.) and breakdown usually available/published

Application of a principal drug rule (for breakdown by drug)

Yes / no

If any rule, describe it

Are associated substances (those not recorded as the principal drug of choice) recorded?

Qualitative information

Specify if there is any qualitative information in the original records/files from which the statistical data are extracted. What type of qualitative information is it? Is there any access to it?

Data quality and reliability

Double-counting

For each type of statistical unit, describe situation regarding double-counting

Consistency over time

Mention any fact which could have had an effect on the consistency over time (changes in recording rules/procedures, changes in drug law application, etc.)

Provide dates and duration of possible changes

Biases in the coverage of the units

Mention any fact introducing bias in the sampling coverage

Practical implementation of procedures and methodological rules

Good / bad / no information

If problems/biases, specify which ones and where

Technical information

Data storage

Manually / computer processing

Software for data processing

Mention the name

Access and dissemination

Transmission time

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Information available to the Focal Points

Access: systematic / on request

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Level of aggregation and legal status of information available on request

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Legal status: confidential / restricted / public information

Bibliographic references

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Comments

Other additional information and any comment regarding the source: potentialities, limits, originality, comparability with other data sources