

Sacramento County Jail Population Dashboard

User Manual

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Introduction

Welcome to the User Manual for the **Sacramento County Jail Population Dashboard**. This guide is designed to assist you in accessing, navigating, interpreting, and deriving actionable insights from this dashboard. For more information related to the dashboard's underlying models and other technical documentation, please contact PSJA@saccounty.gov.

Getting Started

What is Power BI?

Power BI is a business analytics tool by Microsoft that enables users to visualize data, share insights, and make data-driven decisions. Dashboards in Power BI provide a consolidated view of critical metrics and reports, enabling interactive data exploration.

Understanding the Dashboard Components

Key Elements

This dashboard is composed of several elements:

- **Tiles:** Visualizations displayed on the dashboard, such as bar charts, line graphs, and metrics.
- **Filters:** Tools to refine and narrow down the data displayed.
- **Navigation Panel:** Found on the left, it allows users to switch between dashboards and reports.
- **Tooltips:** Hover-over details that provide additional insights.
- **Drill-through:** A feature that allows users to explore underlying data by clicking on specific visuals.

Common Visualizations

The Sacramento Jail Population Dashboard includes the following visualizations: Power BI dashboard may include the following visualizations:

- **Line Charts:** To show jail bookings, releases, and returns to custody trends from the past five years.

- **Bar/Column Charts:** To compare the jail population by demographic information and booking categories.
- **Pie Charts:** To illustrate proportions of bookings, releases, and returns to custody by various categories.

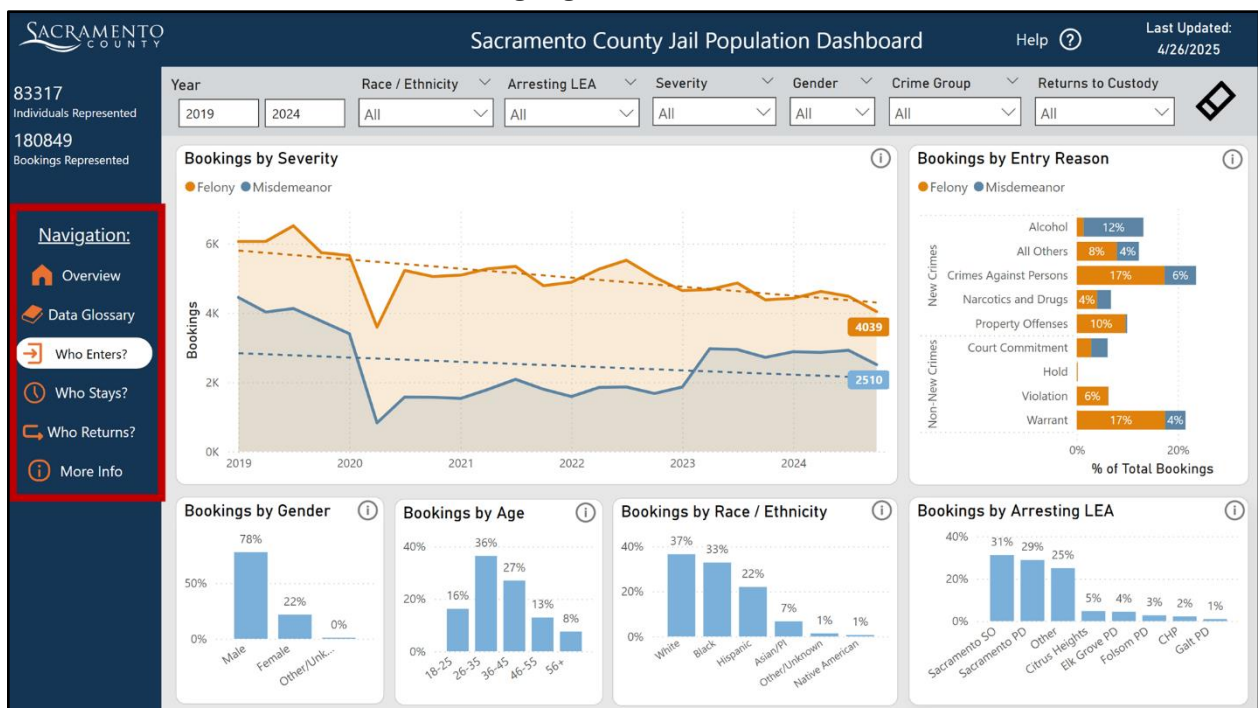
How to Interact with the Dashboard

Navigating the Dashboard

The dashboard contains six 6 tabs with various information. Below describe the data and information that is included within each tab:

- **Overview:** Introduces the dashboard, explains the data, and provides a roadmap on future features.
- **Data Glossary:** Includes definitions for key terms used throughout the dashboard.
- **Who Enters?** -This tab summarizes who comes into the jail facility and why
- **Who Stays?** - This tab summarizes the daily population as well as length of stay
- **Who Returns?** - Coming Soon!
- **More Info:** Includes the point of contact for questions related to the dashboard and other resources for more information about the county and jail population.

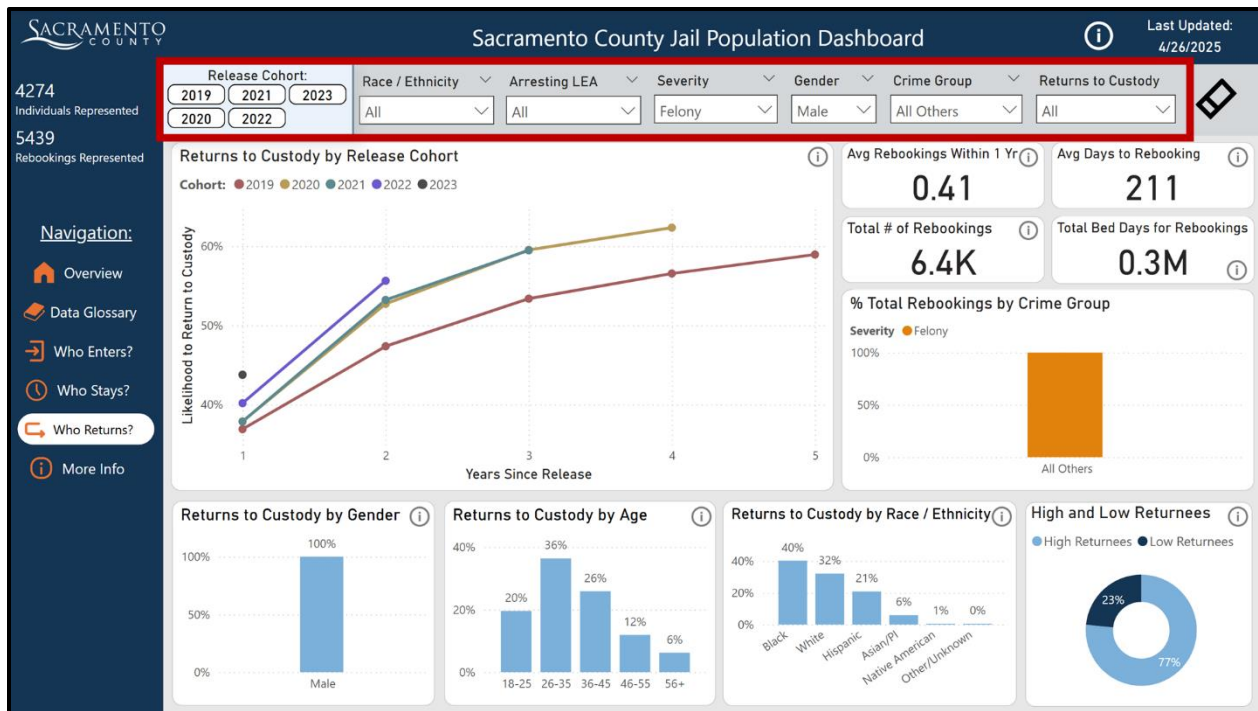
To navigate to each tab, select the tab name in the navigation bar on the left-hand side of the dashboard. The selected tab is highlighted in white:



Filtering Data

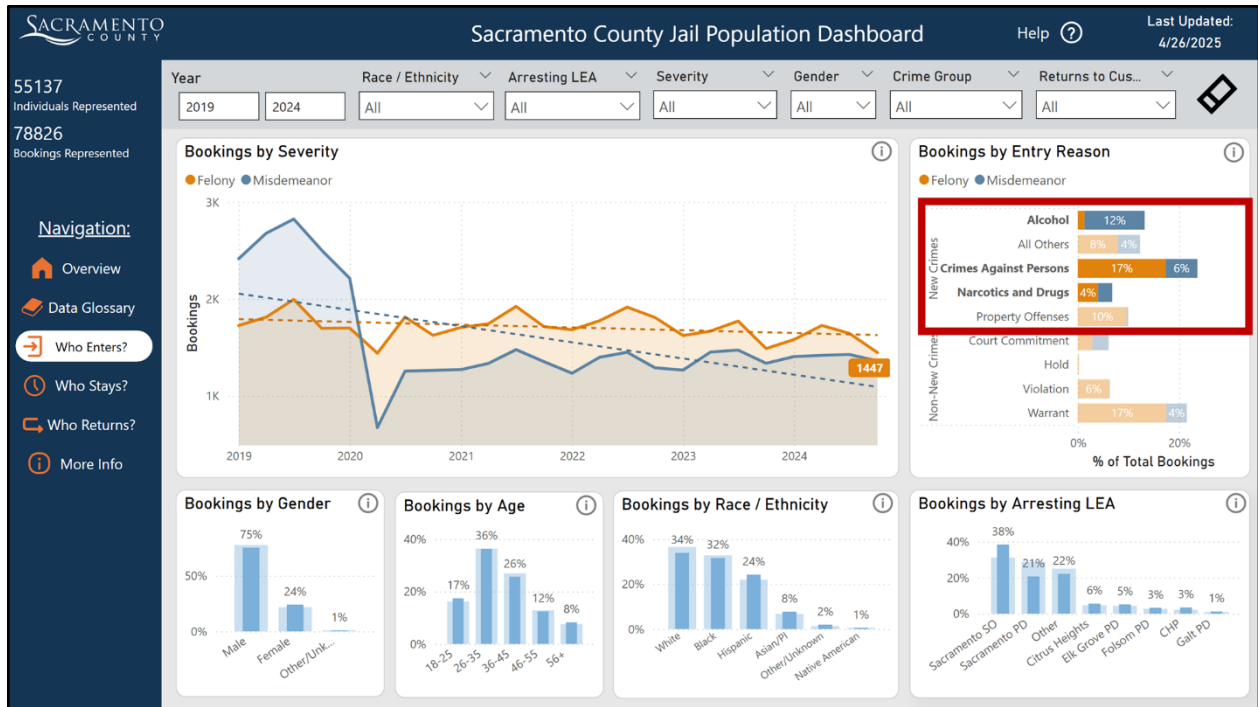
Filters allow you to customize the data displayed on the dashboard. You can use:

- **Dropdown Filters:** Select a date range or category from the filter bar to filter the visuals by your selection. The number of individuals and data points represented by the selected filter(s) are noted in the left-hand panel. In the below example, Felony is selected in the Severity filter, Male is selected in the Gender filter, and All Others is selected in the Crime Group filter. The visuals automatically update to show data for the individuals in the selected groups.

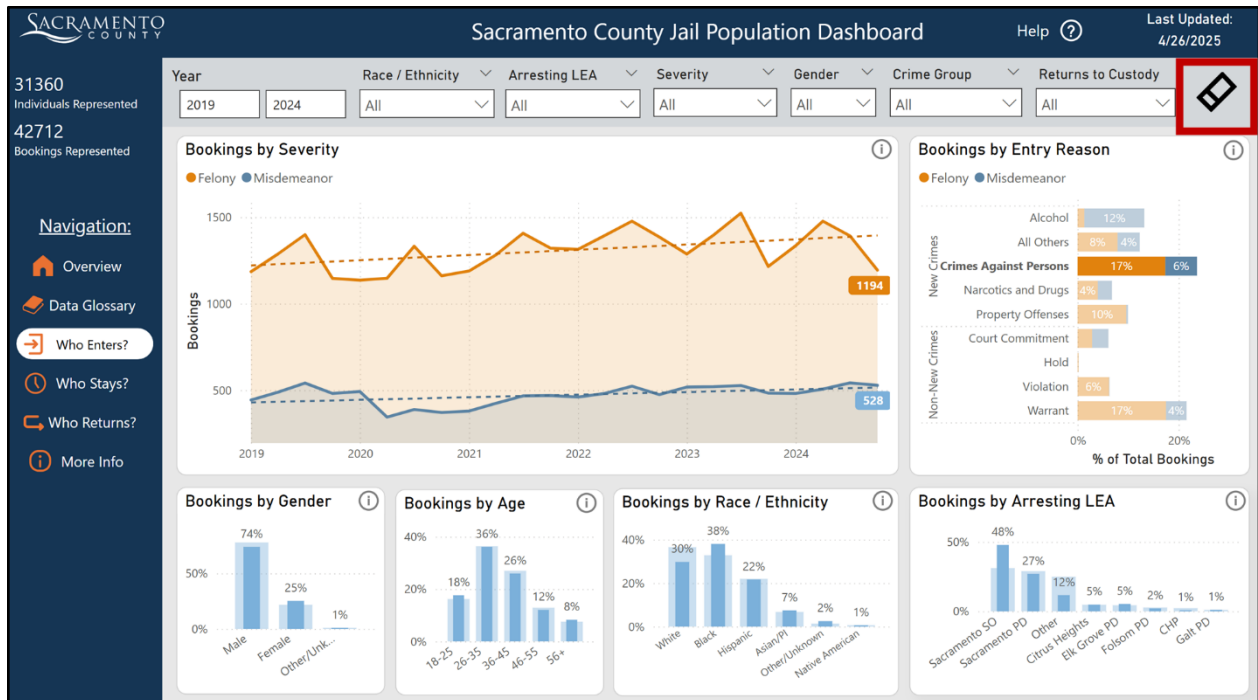


- **Slicers:** Alternatively, click directly on visuals to filter the data in the other visuals dynamically. Hold the **control key** to select more than one element on a visual. In the below example, the user has selected Alcohol, Crimes Against Persons, and Narcotics and Drugs in the Bookings by Entry Reason chart. The visuals automatically update to display data for the individuals in the selected groups.

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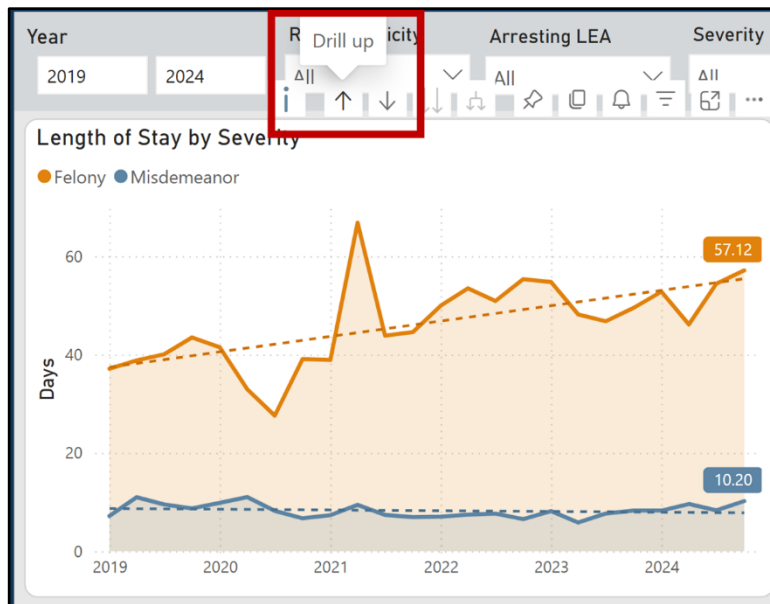
To reset all the filters and selections on the page, select the eraser icon in the upper-right hand corner of any page.



Drill-Down and Drill-Up

This feature allows users to explore detailed information:

- **Drill-Down and Drill-Up:** When available, click on a chart and then select the up arrow or down arrow to show data at various time levels (e.g., Year vs Quarter).



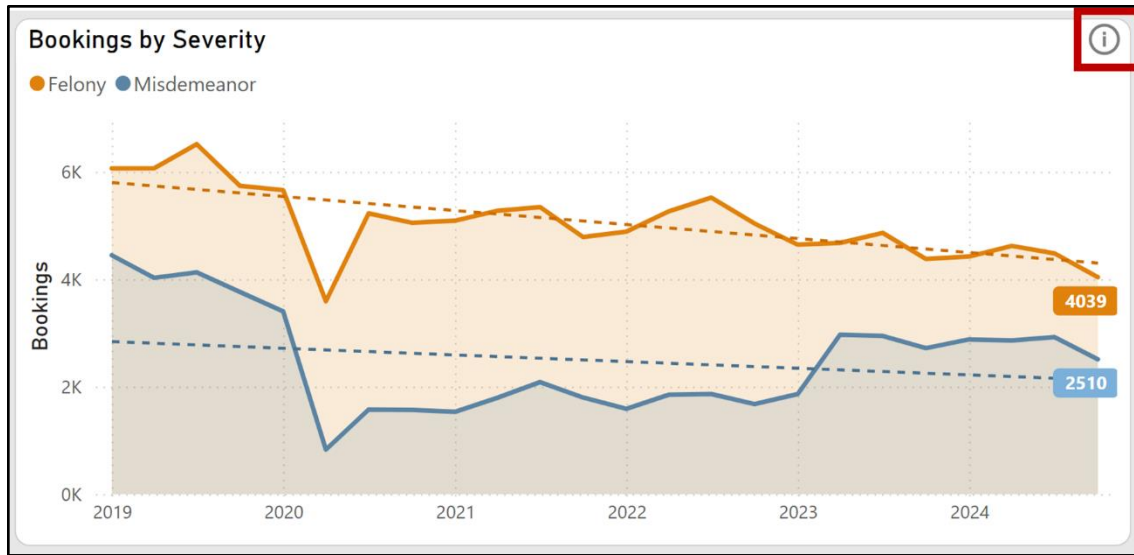
Exporting Data

To export data from a visualization:

1. Hover over the desired chart or visual.
2. Click on the ellipsis (...) in the top-right corner of the visual.
3. Select “Export data” and choose the format (e.g., Excel, CSV).

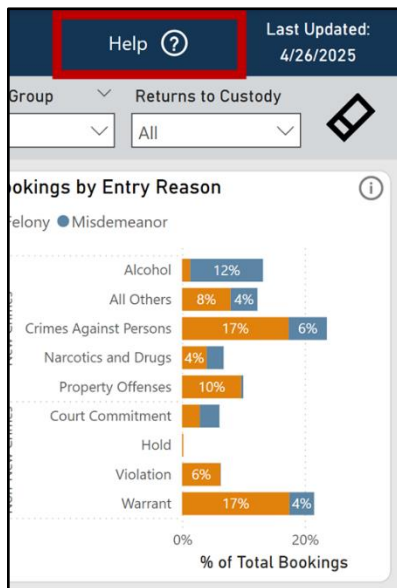
Visual Definitions

Hover over the info tooltip on the top-right corner of a visual to view relevant definitions and explanations of the data.



Help Pages

On each tab, select the Help button on the top panel to display an overlay with further instructions on interacting with the dashboard:



Refreshing Data

This dashboard is refreshed quarterly. The date of the last refresh is noted in the upper-right hand corner of the page.

Troubleshooting and Support

Common Issues

- **Dashboard not loading:** Check your internet connection and browser compatibility.
- **Filters not applying:** Ensure the filter criteria are valid and supported by the data.
- **Data discrepancies:** Contact your administrator to check data source updates.

Contact Support

For questions about the dashboard or the underlying data used in the analysis, contact the Public Safety and Justice Agency at PSJA@saccounty.gov.