

Appendix C4 - Staffing Supplement Pilot Questionnaire – Probation Only

OMB No. XXXX-XXXX: Approval Expires XX/XX/XXXX

RETURN TO	WESTAT BJS ASPP RW 2513 1600 Research Boulevard Rockville, MD 20850-3129	Appendix C4 - Staffing Supplement Pilot Test (Probation Only Reporter) ANNUAL SURVEYS OF PROBATION AND PAROLE	<small>U.S. DEPARTMENT OF JUSTICE BUREAU OF JUSTICE STATISTICS</small>
PLEASE ENTER THE CONTACT INFORMATION FOR THE PERSON FILLING OUT THIS FORM			
Name		Title	
Address 1			
Address 2			
City		State	Zip code
TELEPHONE	Area code	Number	Extension
FAX NUMBER	Area code	Number	
EMAIL ADDRESS			

GENERAL INFORMATION

- If you have any questions, call the **Agency Support Team, Westat**, at **1-888-371-3718**, or email bjis-aps@westat.com.
- Please complete and return both pages of the questionnaire by MONTH/DAY/YEAR, by **mail** to **WESTAT** at the address above, **fax** to **1-888-371-3949**, or **email** to bjis-aps@westat.com.
- In responding to these questions, collaboration between probation supervision, human resources, accounting, and other agency personnel familiar with staffing issues may be helpful.

Burden statement

Under the Paperwork Reduction Act, we cannot ask you to respond to a collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any aspect of this collection of information, including suggestions for reducing this burden, to the Director, Bureau of Justice Statistics, 810 Seventh Street, NW, Washington, DC 20531; and to the Office of Management and Budget, OMB No. XXXX-XXXX, Washington, DC 20503.

INSTRUCTIONS

- Please provide a response to each question. Blanks will be interpreted as “unknown” (“DK”).**
- If the answer to a question is “none” or “zero,” write “0” in the space provided.
- If the answer to a question is “unknown,” mark “Don’t know” in the box provided.
- If the answer to a question is “not applicable,” write “NA” in the space provided.
- When an exact numeric answer is not available, provide an **estimate** and mark (X) in the box beside each figure. For example **1,000 X**.

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These questions ask about the staffing at your probation agency, including both full- and part-time staff. The questions ask about number of staff in your agency who work in various positions, such as directors, probation/parole officers and their supervisors, administrative staff, professional service providers, information technology staff, clerical staff, and other types of staff.

- Some respondents to the Annual Survey of Probation report on the populations of more than one agency. If the probation population that you reported in the yearend count (see Question 4 on the annual survey) represents the population for more than one agency, when answering the following questions about staffing that refer to “your agency,” please report the total staff that worked in all agencies reflected in the answer to Question 4 on the annual survey.
- Some agencies supervise more than one population type (e.g., adult probationers, adult parolees, juveniles, etc.). If your agency supervises populations in addition to adult probationers, when answering the following questions about staffing, please report the total staff that worked in your agency, regardless of the populations they may serve.

1. As of December 31, 2014, how many full- and part-time staff worked in your probation agency?

- Include both full- and part-time staff. Use your agency’s definition to differentiate between full- and part-time staff.
- Report the number of people who comprise the total FTEs in your agency’s budget. For example, if two people account for one FTE, count them as two part-time payroll staff.
- Include all staff on the payroll of your agency. For example, include those whose names or positions are covered in your budget and those covered by collective bargaining agreements with the agency.
- Exclude vacant positions.
- Exclude private contractors, staff from another government agency, unpaid interns, or community volunteers.

	Number of Staff	Estimate	Don't Know
a. Full-time payroll staff.....	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Part-time payroll staff.....	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. As of December 31, 2014, how many of the payroll staff (full- and part-time) reported in Question 1 worked in the following positions?

- Report each person in only one category based on his/her primary function, so that the sum of staff across all categories in 2a-2i equals the total in Question 1.

	Full- and Part-time Staff	Estimate	Don't Know
a. Directors, deputy directors, court administrators, and chief probation/parole officers.....	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Supervisors of probation/parole officers, agents, surveillance officers, line officers, and institutional officers.....	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Probation/parole officers, agents, surveillance officers, line officers, and institutional officers (and trainees working with these staff).....	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Administrative staff (and their supervisors), such as human resources, finance, and grant-writing staff.....	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Professional service providers (and their supervisors), such as counselors, psychiatrists, psychologists, social workers, medical staff, and educators.....	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Researchers (and their supervisors), such as data analysts, research associates, management analysts, and others who perform research activities.....	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Information technology staff (and their supervisors), such as systems analysts, systems managers, technicians, telecommunications personnel, and others who support IT functions.....	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Clerical staff (and their supervisors), such as typists, secretaries, records and accounting clerks	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Other types of payroll staff (full- or part-time).....	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Please specify) <input type="text"/>			
TOTAL (Sum of items 2a through 2i should equal Question 1 TOTAL.).....	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. As of December 31, 2014, how many individuals routinely worked full-time or part-time for your agency within the following types of arrangements?

- Include staff who work for your agency but who are not on your agency's payroll and who are not included in Question 1.
- Report the number of people working in each arrangement, not the number of FTE positions worked by those individuals. For example, if two private contractors account for one FTE, count them as two part-time contract staff.

	Full- and Part-time Individuals	Estimate	Don't Know
a. Private contractors, including those working under contract who are hired for a specific job at a specific rate of pay and are not considered a permanent employee. Do not include community volunteers.....	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Staff from another government agency, including staff on the payroll of other government agencies (e.g., health department, school district, court) and unpaid interns. Do not include community volunteers.....	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Community volunteers.....	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Are any of the staff/individuals reported in Questions 2 or 3 directly or indirectly involved with the supervision activities of any other population type(s) besides your adult probation population?

- Yes..... (CONTINUE)
 No..... (SKIP TO END OF SURVEY)

5. As of December 31, 2014, for what type(s) of populations were your staff directly or indirectly involved with supervision activities? Please mark "Yes" or "No" for each item below.

	Yes	No
a. Adults on parole.....	<input type="checkbox"/>	<input type="checkbox"/>
b. Juveniles sentenced to probation in juvenile court.....	<input type="checkbox"/>	<input type="checkbox"/>
c. Juveniles assigned to after-care (parole).....	<input type="checkbox"/>	<input type="checkbox"/>
d. Other (please specify) <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. As of December 31, 2014, what was the total number of individuals supervised by your agency in each of these categories?

	Number of Individuals	Estimate	Don't Know
a. Adults on parole.....	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Juveniles sentenced to probation in juvenile court.....	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Juveniles assigned to after-care (parole).....	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Other (please specify) <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

These next questions ask about the number of probation/parole officers, their supervisors, and other payroll staff (full- and part-time) reported in Question 1 that had direct or indirect involvement with supervision activities for only probationers, only parolees, or both probationers and parolees. Please remember:

- Report the number of people who comprise the total FTEs in your agency's budget. For example, if two people account for one FTE, count them as two part-time payroll staff.
- Include both full- and part-time staff. Use your agency's definition to differentiate between full- and part-time staff.
- Include all staff on the payroll of your agency. For example, include those whose names or positions are covered in your budget and those covered by collective bargaining agreements with the agency.
- Exclude vacant positions.
- Exclude private contractors, staff from another government agency, unpaid interns, or community volunteers.

7. As of December 31, 2014, how many of the payroll staff (full- and part-time) reported in Question 1 worked in the following positions and had direct or indirect involvement with only adult or juvenile probationers?

	Full- and Part-time Staff	Estimate	Don't Know
a. Supervisors of probation/parole officers.....	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Probation/parole officers.....	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. All other types of payroll staff.....	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. As of December 31, 2014, how many of the payroll staff (full- and part-time) reported in Question 1 worked in the following positions and had direct or indirect involvement with only adult or juvenile parolees?

	Full- and Part-time Staff	Estimate	Don't Know
a. Supervisors of probation/parole officers.....	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Probation/parole officers.....	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. All other types of payroll staff.....	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. As of December 31, 2014, how many of the payroll staff (full- and part-time) reported in Question 1 worked in the following positions and had direct or indirect involvement with both (adult or juvenile) probationers and parolees?

	Full- and Part-time Staff	Estimate	Don't Know
a. Supervisors of probation/parole officers.....	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Probation/parole officers.....	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. All other types of payroll staff.....	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>