

# Staffing Supplement Appendices

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Appendix A - Title 42 BJS Authorizing Legislation  
DERIVATION

Title I  
THE OMNIBUS CRIME CONTROL AND SAFE STREETS ACT OF 1968  
(Public Law 90-351)

42 U.S.C. § 3711, *et seq.*

*AN ACT to assist State and local governments in reducing the incidence of crime, to increase the effectiveness, fairness, and coordination of law enforcement and criminal justice systems at all levels of government, and for other purposes.*

As Amended By

THE OMNIBUS CRIME CONTROL ACT OF 1970  
(Public Law 91-644)

THE CRIME CONTROL ACT OF 1973  
(Public Law 93-83)

THE JUVENILE JUSTICE AND DELINQUENCY PREVENTION ACT OF 1974  
(Public Law 93-415)

THE PUBLIC SAFETY OFFICERS' BENEFITS ACT OF 1976  
(Public Law 94-430)

THE CRIME CONTROL ACT OF 1976  
(Public Law 94-503)

THE JUSTICE SYSTEM IMPROVEMENT ACT OF 1979  
(Public Law 96-157)

THE JUSTICE ASSISTANCE ACT OF 1984  
(Public Law 98-473)

STATE AND LOCAL LAW ENFORCEMENT ASSISTANCE ACT OF 1986  
(Public Law 99-570-Subtitle K)

THE ANTI-DRUG ABUSE ACT OF 1988  
TITLE VI, SUBTITLE C - STATE AND LOCAL NARCOTICS CONTROL  
AND JUSTICE ASSISTANCE IMPROVEMENTS  
(Public Law 100-690)

THE CRIME CONTROL ACT OF 1990  
(Public Law 101-647)

BRADY HANDGUN VIOLENCE PROTECTION ACT  
(Public Law 103-159)

VIOLENT CRIME CONTROL AND LAW ENFORCEMENT ACT OF 1994  
(Public Law 103-322)

NATIONAL CHILD PROTECTION ACT OF 1993, AS AMENDED  
(Public Law 103-209)

and

CRIME IDENTIFICATION TECHNOLOGY ACT OF 1998  
(Public Law 105-251)

**BUREAU OF JUSTICE STATISTICS**  
**CHAPTER 46 - SUBCHAPTER III**  
**[TITLE I - PART C]**

*42 USC § 3731*      **[Sec. 301.] Statement of purpose**

It is the purpose of this subchapter [part] to provide for and encourage the collection and analysis of statistical information concerning crime, juvenile delinquency, and the operation of the criminal justice system and related aspects of the civil justice system and to support the development of information and statistical systems at the Federal, State, and local levels to improve the efforts of these levels of government to measure and understand the levels of crime, juvenile delinquency, and the operation of the criminal justice system and related aspects of the civil justice system. The Bureau shall utilize to the maximum extent feasible State governmental organizations and facilities responsible for the collection and analysis of criminal justice data and statistics. In carrying out the provisions of this subchapter [part], the Bureau shall give primary emphasis to the problems of State and local justice systems.

*42 USC § 3732*      **[Sec. 302.] Bureau of Justice Statistics**

(a) Establishment. There is established within the Department of Justice, under the general authority of the Attorney General, a Bureau of Justice Statistics (hereinafter referred to in this subchapter [part] as “Bureau”).

(b) Appointment of Director; experience; authority; restrictions. The Bureau shall be headed by a Director appointed by the President, by and with the advice and consent of the Senate. The Director shall have had experience in statistical programs. The Director shall have final authority for all grants, cooperative agreements, and contracts awarded by the Bureau. The Director shall report to the Attorney General through the Assistant Attorney General. The Director shall not engage in any other employment than that of serving as Director; nor shall the Director hold any office in, or act in any capacity for, any organization, agency, or institution with which the Bureau makes any contract or other arrangement under this Act.

(c) Duties and functions of Bureau. The Bureau is authorized to—

(1) make grants to, or enter into cooperative agreements or contracts with public agencies, institutions of higher education, private organizations, or private individuals for purposes related to this subchapter [part]; grants shall be made subject to continuing compliance with standards for gathering justice statistics set forth in rules and regulations promulgated by the Director;

(2) collect and analyze information concerning criminal victimization, including crimes against the elderly, and civil disputes;

(3) collect and analyze data that will serve as a continuous and comparable national social indication of the prevalence, incidence, rates, extent, distribution, and attributes of crime, juvenile delinquency, civil disputes, and other statistical factors related to crime, civil disputes, and juvenile delinquency, in support of national, State, and local justice policy and decisionmaking;

(4) collect and analyze statistical information, concerning the operations of the criminal justice system at the Federal, State, and local levels;

- (5) collect and analyze statistical information concerning the prevalence, incidence, rates, extent, distribution, and attributes of crime, and juvenile delinquency, at the Federal, State, and local levels;
- (6) analyze the correlates of crime, civil disputes and juvenile delinquency, by the use of statistical information, about criminal and civil justice systems at the Federal, State, and local levels, and about the extent, distribution and attributes of crime, and juvenile delinquency, in the Nation and at the Federal, State, and local levels;
- (7) compile, collate, analyze, publish, and disseminate uniform national statistics concerning all aspects of criminal justice and related aspects of civil justice, crime, including crimes against the elderly, juvenile delinquency, criminal offenders, juvenile delinquents, and civil disputes in the various States;
- (8) recommend national standards for justice statistics and for insuring the reliability and validity of justice statistics supplied pursuant to this chapter [title];
- (9) maintain liaison with the judicial branches of the Federal and State Governments in matters relating to justice statistics, and cooperate with the judicial branch in assuring as much uniformity as feasible in statistical systems of the executive and judicial branches;
- (10) provide information to the President, the Congress, the judiciary, State and local governments, and the general public on justice statistics;
- (11) establish or assist in the establishment of a system to provide State and local governments with access to Federal informational resources useful in the planning, implementation, and evaluation of programs under this Act;
- (12) conduct or support research relating to methods of gathering or analyzing justice statistics;
- (13) provide for the development of justice information systems programs and assistance to the States and units of local government relating to collection, analysis, or dissemination of justice statistics;
- (14) develop and maintain a data processing capability to support the collection, aggregation, analysis and dissemination of information on the incidence of crime and the operation of the criminal justice system;
- (15) collect, analyze and disseminate comprehensive Federal justice transaction statistics (including statistics on issues of Federal justice interest such as public fraud and high technology crime) and to provide technical assistance to and work jointly with other Federal agencies to improve the availability and quality of Federal justice data;
- (16) provide for the collection, compilation, analysis, publication and dissemination of information and statistics about the prevalence, incidence, rates, extent, distribution and attributes of drug offenses, drug related offenses and drug dependent offenders and further provide for the establishment of a national

clearinghouse to maintain and update a comprehensive and timely data base on all criminal justice aspects of the drug crisis and to disseminate such information;

(17) provide for the collection, analysis, dissemination and publication of statistics on the condition and progress of drug control activities at the Federal, State and local levels with particular attention to programs and intervention efforts demonstrated to be of value in the overall national anti- drug strategy and to provide for the establishment of a national clearinghouse for the gathering of data generated by Federal, State, and local criminal justice agencies on their drug enforcement activities;

(18) provide for the development and enhancement of State and local criminal justice information systems, and the standardization of data reporting relating to the collection, analysis or dissemination of data and statistics about drug offenses, drug related offenses, or drug dependent offenders;

(19) provide for research and improvements in the accuracy, completeness, and inclusiveness of criminal history record information, information systems, arrest warrant, and stolen vehicle record information and information systems and support research concerning the accuracy, completeness, and inclusiveness of other criminal justice record information;

(20) maintain liaison with State and local governments and governments of other nations concerning justice statistics;

(21) cooperate in and participate with national and international organizations in the development of uniform justice statistics;

(22) ensure conformance with security and privacy requirement of section 3789g of this title and identify, analyze, and participate in the development and implementation of privacy, security and information policies which impact on Federal and State criminal justice operations and related statistical activities; and

(23) exercise the powers and functions set out in subchapter VIII [part H] of this chapter [title].

(d) Justice statistical collection, analysis, and dissemination. To insure that all justice statistical collection, analysis, and dissemination is carried out in a coordinated manner, the Director is authorized to—

(1) utilize, with their consent, the services, equipment, records, personnel, information, and facilities of other Federal, State, local, and private agencies and instrumentalities with or without reimbursement therefor, and to enter into agreements with such agencies and instrumentalities for purposes of data collection and analysis;

(2) confer and cooperate with State, municipal, and other local agencies;

(3) request such information, data, and reports from any Federal agency as may be required to carry out the purposes of this chapter [title];

(4) seek the cooperation of the judicial branch of the Federal Government in

gathering data from criminal justice records; and

(5) encourage replication, coordination and sharing among justice agencies regarding information systems, information policy, and data.

(e) Furnishing of information, data, or reports by Federal agencies. Federal agencies requested to furnish information, data, or reports pursuant to subsection (d)(3) of this section shall provide such information to the Bureau as is required to carry out the purposes of this section.

(f) Consultation with representatives of State and local government and judiciary. In recommending standards for gathering justice statistics under this section, the Director shall consult with representatives of State and local government, including, where appropriate, representatives of the judiciary.


*42 USC § 3733*      **[Sec. 303.] Authority for 100 per centum grants**

A grant authorized under this subchapter [part] may be up to 100 per centum of the total cost of each project for which such grant is made. The Bureau shall require, whenever feasible as a condition of approval of a grant under this subchapter [part] , that the recipient contribute money, facilities, or services to carry out the purposes for which the grant is sought.

*42 USC § 3735*      **[Sec. 304.] Use of data**

Data collected by the Bureau shall be used only for statistical or research purposes, and shall be gathered in a manner that precludes their use for law enforcement or any purpose relating to a particular individual other than statistical or research purposes.

## Appendix B – Sample Screen Shots of ASPP



# Annual Probation and Parole Surveys


OMB No. 1121-0064. Exp. 08/31/2014


Welcome to the 2013 Annual Probation and Parole Surveys.


To begin, please enter the username and password that you received in the mail.  
If you need this information again or have technical difficulties, please contact the Agency Support Team at 1-888-371-3718.

Username:

Password:

 This is the official website for the Bureau of Justice Statistics (BJS) Annual Probation and Parole Surveys. The website is hosted at Westat. You can access the BJS website by clicking on this link: <http://bjs.ojp.usdoj.gov>





## Annual Parole Survey (CJ-7)

OMB No. 1121-0064. Exp. 08/31/2014

[Web Survey Instructions](#) | [List of Survey Questions](#) | [Adobe PDF Version of Blank Survey](#) | [Contact Us](#) | [Logout](#)

### GENERAL INFORMATION

Please complete the survey before **February 28, 2014**. If you need assistance or have any questions, please contact us at [bjs-aps@westat.com](mailto:bjs-aps@westat.com) or call the Agency Support Team at 1-888-371-3718.

**Who is covered by this survey?**

- INCLUDE all persons sentenced as adults, who were conditionally released to parole supervision, by parole board decision, by mandatory conditional release, through other types of post-custody conditional supervision, or as the result of a sentence to a term of supervised release. (Adults are persons subject to the jurisdiction of an adult court or correctional agency.)
- INCLUDE adult parolees legally your responsibility but supervised outside your jurisdiction, such as through an interstate compact agreement.
- INCLUDE adult parolees on active supervision, including those who report electronically, or inactive supervision.
- INCLUDE adult parolees under your jurisdiction, regardless of supervision status or sentence length.
- INCLUDE absconders who have not been discharged from parole.

**Who is not covered by this survey?**


- EXCLUDE juveniles (persons under the jurisdiction of a juvenile court or corrections agency).
- EXCLUDE interstate compact cases supervised by your jurisdiction for another state.
- EXCLUDE adult parolees supervised by your jurisdiction but legally the responsibility of another jurisdiction.


**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 1.5 hours 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. 1121-0064, Washington, DC 20503.

**Upload instructions**

- If you want to upload data rather than completing any portion of the survey, please call the Agency Support Team at 1-888-371-3718 for instructions.

 This is the official website for the Bureau of Justice Statistics (BJS) Annual Probation and Parole Surveys. The website is hosted at Westat. You can access the BJS website by clicking on this link: <http://bjs.ojp.usdoj.gov>



## Appendix B – Sample Screen Shots of ASPP



### Web Survey Instructions

#### Answering Questions

- The "List of Survey Questions" screen contains links to all survey questions.
- Navigate through the survey by answering each question and clicking the "Save and Go to Next Question" button, the "Save and Go to Previous Question" button, or the "Save and Go to List of Survey Questions" button. (Do not use your browser's back and forward buttons, this may result in lost data.) When you click the "Save and Go to Next Question" button, the responses you entered on that page will be saved and the next question screen will appear. You may save your responses and return to the previous question by clicking the "Save and Go to Previous Question" button. To view the status of completion for your survey or to navigate to a specific question, click the "Save and Go to List of Survey Questions" button. You may enter or change answers to questions at any time prior to submission.
- If you need assistance or have any questions, please contact us at [bjs-aps@westat.com](mailto:bjs-aps@westat.com) or call the Agency Support Team at 1-888-371-3718.
- Please provide a response to each item. Blank items will be interpreted as "unknown" ("DK"). If the answer to a question is "none" or "zero," enter "0" in the space provided.
- Whenever counts are required, there is a drop down menu that provides several options:
  - If the answer to a question is an exact count, leave "ACT" (for actual) in the drop-down menu.
  - If the answer to a question is an estimate, select "EST" from the drop-down menu beside the question.
  - If the answer to a question is "unknown," select "DK" from the drop-down menu and leave the data field blank.
  - If the answer to a question is "not applicable," select "NA" from the drop-down menu and leave the data field blank.
- When questions asking for counts have multiple parts, there will be a running total automatically entered in the total box for your convenience. You may overwrite this automatic total.

#### Saving Your Answers

- After answering each question, it is very important to save your entries; click the "Save and Go to Next Question" button, the "Save and Go to Previous Question" button, or the "Save and Go to List of Survey Questions" button to ensure that you do not lose the data you have entered.
- Do not use the back button on your browser; this will not save your data to the system. If you leave a question screen without clicking the "Save and Go to Next Question" button, the "Save and Go to Previous Question" button, or the "Save and Go to List of Survey Questions" button, any answers you've just entered will be lost.

#### Finishing Later

- You can stop your work in the survey at any time - just be sure to click "Save and Go to Next Question" or the "Save and Go to List of Questions" button before you leave the survey.
- When you come back, you'll arrive at the "List of Survey Questions" screen, and you'll be able to resume your work from there.

#### What the Icons Mean

- The survey uses two icons on the "List of Survey Questions" screen: Data Saved (✓), to acknowledge that you have entered data for a question, and Check Your Data (⚠) to signal that a question is partially complete.

#### Print a Blank Survey

- To print or save a blank survey, click on the tab labeled "Adobe PDF Version of Blank Survey" at the top of the "List of Survey Questions" screen. The file can be printed or saved for future reference.

#### Print Your Completed Survey

- Once you have completed the survey and before you have submitted it, you can save a .pdf version and/or print a hardcopy of the survey with your answers. This will be formatted to appear like a paper questionnaire.
- Click on the button labeled "Print Completed Survey" on the "End of Survey" screen.
- This must be done before you click the "Submit Survey" button. This option is not available after you hit the submit button.
- If you need a copy with your answers after you submit the survey, please contact Westat at [bjs-aps@westat.com](mailto:bjs-aps@westat.com) or call the Agency Support Team at 1-888-371-3718.

#### Submitting the Completed Survey

- After completing the survey, you must click on the "Submit Survey" button on the "End of Survey" screen. When we receive the survey, we will review your responses and contact you with any questions.
- To revise a response after you have clicked "Submit Survey," please contact Westat at [bjs-aps@westat.com](mailto:bjs-aps@westat.com) or call the Agency Support Team at 1-888-371-3718.

#### Privacy Statement

##### Information Collected and Stored Automatically

If you visit our site to read or download information, we collect and store certain information about the internet address from which you accessed the site. This applies only to the website and not to the survey itself.

- The name of the Internet domain (for example, "agencyname.gov" if you connect from a government account) and the IP address (a number that is automatically assigned to your computer when you are using the Internet) from which you access our site.
- The type of browser and operating system used to access our site.
- The date and time you access our site.
- The Internet address of any Web site from which you linked directly to our site.
- The pages you visit and the information you request.

##### Cookies

"Cookies" are small bits of text that are either used for the duration of a session ("session cookies"), or saved on a user's hard drive in order to identify that user, or information about that user, the next time the user logs on to a Web site ("persistent cookies"). Westat does not use persistent cookies. We may use session cookies to provide streamlined navigation through the sites. These session cookies are deleted from the component's server soon after your session ends and are not collected or saved.

##### Security


For site security purposes our computer system, like government systems, employs software programs to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage. Anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals evidence of possible abuse or criminal activity, such evidence may be provided to appropriate law enforcement officials. Unauthorized attempts to upload or change information on this server are strictly prohibited and may be punishable by law.

[Go to List of Survey Questions](#)





## Appendix B – Sample Screen Shots of ASPP



### Annual Parole Survey (CJ-7)

OMB No. 1121-0064, Exp. 08/31/2014



[Web Survey Instructions](#) | [General Information](#) | [Adobe PDF Version of Blank Survey](#) | [Contact Us](#) | [Logout](#)


#### List of Survey Questions

Click on **Contact information** to start the survey.

✓ = data saved → = partial complete

- [Contact information](#)
- 1. [Adult parole population on January 1, 2013](#)
- 2. [Entries to parole by type of entry](#)
- 3. [Discharges from parole by type of discharge](#)
- 4. [Adult parole population on December 31, 2013](#)
- 5. [Adult parole population based on individuals or cases](#)
- 6. [Interstate compact: Parolees supervised by your agency by another state](#)
- 7. [Interstate compact: Parolees supervised by your agency for another state](#)
- 8. [Adult parole population by maximum sentence to incarceration](#)
- 9. [Adult parole population by sex](#)
- 10. [Adult parole population by race or Hispanic/Latino origin](#)
- 11. [Adult parole population by type of offense](#)
- 12. [Adult parole population by supervision status](#)
- 13. [Adult parolees under additional types of correctional supervision](#)
- 14. [Adult parole population by type of release from prison](#)
- 15. [Adult parolees tracked through a Global Positioning System \(GPS\)](#)
- [General comments](#)
- [End of Survey](#)

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### Annual Parole Survey (CJ-7)

OMB No. 1121-0064, Exp. 08/31/2014

[Web Survey Instructions](#) | [General Information](#) | [Adobe PDF Version of Blank Survey](#) | [Contact Us](#) | [Logout](#)

**Your agency's adult parole population on December 31, 2012 was 2,089.**



**Question 1**

On January 1, 2013, what was your agency's adult parole population?  ACT

• Click on the "General Information" tab at the top of the screen to see instructions for persons to INCLUDE and EXCLUDE.

**Provide additional comments if desired:**

(2000 characters remaining)

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## Appendix B – Sample Screen Shots of ASPP



### Annual Parole Survey (CJ-7)

OMB No. 1121-0064. Exp. 08/31/2014

[Web Survey Instructions](#) | [General Information](#) | [Adobe PDF Version of Blank Survey](#) | [Contact Us](#) | [Logout](#)

Save and Go to List of Survey Questions

#### Question 2

Between January 1, 2013, and December 31, 2013, how many adults entered parole by –

- Individuals entering parole more than once during the year should be counted each time (e.g., entered, discharged, and re-entered should be counted as two entries).
- Individuals who enter parole and, without being discharged, are placed on parole for a second offense, should be counted as one entry.

a. Discretionary release from prison

 ACT ▾

- Persons who entered parole as a result of a parole board decision, Governor's pardon, or commutation of sentence.

b. Mandatory release from prison

 ACT ▾

- Persons who entered parole as a result of determinate sentencing statute or good-time provision.

c. Reinstatement of parole

 ACT ▾

- opened, revocations with immediate reinstatement, and offenders re-paroled at any time under the same sentence.

d. Term of supervised release from prison

 ACT ▾

- Persons sentenced by a judge to a fixed period of incarceration based on a determinate statute, immediately followed by a period of supervised release.

e. Other, specify

 ACT ▾

f. Not known

 ACT ▾

g. Total entries

 ACT ▾

- The total is the sum of items 2a-2f.

Provide additional comments if desired:

(2000 characters remaining)

Save and Go to Previous Question

Save and Go to Next Question



This is the official website for the Bureau of Justice Statistics (BJS) Annual Probation and Parole Surveys. The website is hosted at Westat. You can access the BJS website by clicking on this link: <http://bjs.ojp.usdoj.gov>



## Appendix C1 – Staffing Supplement Pilot Questionnaire – Dual Reporter, Parole Focus

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

<b>RETURN TO</b>	<b>WESTAT BJS ASPP RW 2513 1600 Research Boulevard Rockville, MD 20850-3129</b>	U.S. DEPARTMENT OF JUSTICE BUREAU OF JUSTICE STATISTICS  <b>Appendix C1 - Staffing Supplement Pilot Test</b> (Probation and Parole Dual Reporter – Parole Focus) <b>ANNUAL SURVEYS OF PROBATION AND PAROLE</b>
<b>PLEASE ENTER THE CONTACT INFORMATION FOR THE PERSON FILLING OUT THIS FORM</b>		
Name		Title
Address 1		
Address 2		
City		State
		Zip code
<b>TELEPHONE</b>	Area code	Number
		Extension
		<b>FAX NUMBER</b>
	Area code	Number
<b>EMAIL ADDRESS</b>		

### GENERAL INFORMATION

- If you have any questions, call the **Agency Support Team, Westat**, at **1-888-371-3718**, or email [bjs-aps@westat.com](mailto:bjs-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 [bjs-aps@westat.com](mailto:bjs-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**.

<b>AGENCY UID</b>	
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These questions ask about the staffing at your probation/parole 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 Parole report on the populations of more than one agency. If the parole 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 parolees, 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/parole 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)..... (Please specify) <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 parole 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. Juveniles sentenced to probation in juvenile court.....	<input type="checkbox"/>	<input type="checkbox"/>
b. Juveniles assigned to after-care (parole) .....	<input type="checkbox"/>	<input type="checkbox"/>
c. 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. Juveniles sentenced to probation in juvenile court.....	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Juveniles assigned to after-care (parole) .....	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. 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"/>

**Appendix C2 - Staffing Supplement Pilot Questionnaire – Dual Reporter, Probation Focus**

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

<b>RETURN TO</b>	<b>WESTAT BJS ASPP RW 2513 1600 Research Boulevard Rockville, MD 20850-3129</b>	<b>U.S. DEPARTMENT OF JUSTICE BUREAU OF JUSTICE STATISTICS</b>  <b>Appendix C2 - Staffing Supplement Pilot Test (Probation and Parole Dual Reporter – Probation Focus) ANNUAL SURVEYS OF PROBATION AND PAROLE</b>
<b>PLEASE ENTER THE CONTACT INFORMATION FOR THE PERSON FILLING OUT THIS FORM</b>		
Name		Title
Address 1		
Address 2		
City		State
		Zip code
<b>TELEPHONE</b>	Area code	Number
		Extension
<b>FAX NUMBER</b>	Area code	Number
<b>EMAIL ADDRESS</b>		

**GENERAL INFORMATION**

- If you have any questions, call the **Agency Support Team, Westat**, at **1-888-371-3718**, or email [bjs-aps@westat.com](mailto:bjs-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 [bjs-aps@westat.com](mailto:bjs-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.

<b>AGENCY UID</b>	
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These questions ask about the staffing at your probation/parole 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/parole 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)..... (Please specify) <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
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. Juveniles sentenced to probation in juvenile court.....	<input type="checkbox"/>	<input type="checkbox"/>
b. Juveniles assigned to after-care (parole) .....	<input type="checkbox"/>	<input type="checkbox"/>
c. 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. Juveniles sentenced to probation in juvenile court.....	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Juveniles assigned to after-care (parole) .....	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. 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"/>

**Appendix C3 - Staffing Supplement Pilot Questionnaire – Parole Only**

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

<b>RETURN TO</b>	<b>WESTAT BJS ASPP RW 2513 1600 Research Boulevard Rockville, MD 20850-3129</b>	U.S. DEPARTMENT OF JUSTICE BUREAU OF JUSTICE STATISTICS  <b>Appendix C3 - Staffing Supplement Pilot Test</b> (Parole Only Reporter) <b>ANNUAL SURVEYS OF PROBATION AND PAROLE</b>
<b>PLEASE ENTER THE CONTACT INFORMATION FOR THE PERSON FILLING OUT THIS FORM</b>		
Name		Title
Address 1		
Address 2		
City		State
		Zip code
<b>TELEPHONE</b>	▶ Area code	Number
		Extension
		<b>FAX NUMBER</b>
	▶ Area code	Number
<b>EMAIL ADDRESS</b> ▶		

**GENERAL INFORMATION**

- If you have any questions, call the **Agency Support Team, Westat**, at **1-888-371-3718**, or email [bjs-aps@westat.com](mailto:bjs-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 [bjs-aps@westat.com](mailto:bjs-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.

<b>AGENCY UID</b>	▶
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These questions ask about the staffing at your parole 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 Parole report on the populations of more than one agency. If the parole 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 parolees, 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 parole 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)..... (Please specify) <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 parole 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 probation.....	<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 probation.....	<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"/>

## Appendix C4 - Staffing Supplement Pilot Questionnaire – Probation Only

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

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

### GENERAL INFORMATION

- If you have any questions, call the **Agency Support Team, Westat**, at **1-888-371-3718**, or email [bjs-aps@westat.com](mailto:bjs-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 [bjs-aps@westat.com](mailto:bjs-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.

<b>AGENCY UID</b>	
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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)..... (Please specify) <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>

## Appendix D – Pre-notification Letter

MM/DD/2014

«HEAD\_FIRST\_NAME» «HEAD\_LAST\_NAME»«HEAD\_TITLE\_COMMA» «HEAD\_TITLE»  
«ATTN» «ATTN\_FIRST\_NAME» «ATTN\_LAST\_NAME»  
«AGENCY\_NAME»«AGENCY\_NAME\_COMMA» «AGENCY\_NAME\_2»  
«HEAD\_ADDRESS»  
«HEAD\_ADDRESS\_2»  
«HEAD\_CITY», «HEAD\_STATE» «HEAD\_ZIP\_A»«HEAD\_ZIP\_DASH»«HEAD\_ZIP\_B»

Dear «HEAD\_FIRST\_NAME» «HEAD\_LAST\_NAME»,

The Bureau of Justice Statistics (BJS) is preparing to conduct the «Annual\_Probation\_SurveyParole\_SurveySu», «a\_surveysurveys», continuing the data collection series that started in 1980. Data from «this\_survey\_isthese\_surveys\_are» used to produce statistics about the «probation\_populationparole\_population» throughout the United States including its size, movements onto and off supervision, and outcomes of supervision. This type of information is essential for policy development and criminal justice planning at all levels of government and is not available from any other source. Westat (Rockville, MD) is acting as the data collection agent for «this\_surveythese\_surveys».

This year, BJS and Westat have developed a set of questions that focus on staffing within community corrections agencies (see enclosure). Staffing in community corrections has been identified as a topic of interest to the field and this data collection proposes to close this information gap. Your agency has been selected to take part in a pilot test of this questionnaire.

Important dates:

- November 29, 2014: Submit any necessary corrections to the information shown on the enclosed Designation Form by fax to 888-371-3949 or by email to [bjs-aps@westat.com](mailto:bjs-aps@westat.com).
- Mid-December 2014: Your agency will receive the invitation to the 2014 collection and you can begin to complete the survey at that time. Please note that some questions will ask about your yearend «probation\_populationparole\_population»; you will likely need to wait until January 2015 to answer those questions.
- February 28, 2015: Submit your completed <<surveysurveys>>.

If you are unable to submit your «surveysurveys» by the due date or if we can assist you in any way, please call the Westat Agency Support Team toll free at 888-371-3718 or email [bjs-aps@westat.com](mailto:bjs-aps@westat.com).

BJS will release *Probation and Parole in the United States, 2014* in the fall of 2015. Information and reports about the «Annual\_Probation\_SurveyParole\_SurveySu» are available at the Bureau of Justice Statistics website <http://bjs.ojp.usdoj.gov/index.cfm?ty=tp&tid=15>.

Thank you for your continued support of the BJS statistical programs. If you have any questions or comments about these collections, please contact Laura Maruschak at (202) 598-0802 or [Laura.Maruschak@usdoj.gov](mailto:Laura.Maruschak@usdoj.gov). We look forward to working with you on the «Annual\_Probation\_SurveyParole\_Survey».

Sincerely,

Daniela Golinelli, Ph.D.  
Chief, Corrections Unit  
Bureau of Justice Statistics

## 2014 Annual Surveys of Probation and Parole

### Staffing Questions (Pilot Test)

**BJS and Westat are pilot testing some questions focused on staffing within community corrections agencies. The actual questions will be included at the end of your agency's annual survey.**

#### **Preview of the topics addressed by the staffing questions:**

- The number of **full-time payroll staff** and the number of **part-time payroll staff** that worked in your agency
- The number of full-time and part-time **staff in each of the following categories:**
  - Directors, deputy directors, court administrators, and chief probation/parole officers
  - Supervisors of probation/parole officers, agents, surveillance officers, line officers, and institutional officers
  - Probation/parole officers, agents, surveillance officers, line officers, and institutional officers
  - Administrative staff, such as human resources, finance, and grant-writing staff
  - Professional service providers, such as counselors, psychiatrists, psychologists, social workers, medical staff, and educators
  - Researchers, such as data analysts, research associates, and management analysts
  - Information technology staff, such as systems analysts, and telecommunications personnel
  - Clerical staff, such as typists, secretaries, records and accounts clerks
  - Other types of payroll staff
- The number of full-time and part-time **staff working within the following arrangements:**
  - Private contractors
  - Staff from another government agency, including staff on the payroll of other government agencies
  - Community volunteers

**If you would like additional information about the pilot test or would like to discuss the questions, please contact the Agency Support Team at 1-888-371-3718 or email [bjs-aps@westat.com](mailto:bjs-aps@westat.com)**

## Appendix E – Survey Invitation Letter

MM/DD/2014

«D\_FIRSTNAME» «D\_LASTNAME»«D\_TITLECOMMA» «D\_TITLE»  
«AGENCYNAME»«AGENCYNAMECOMMA» «AGENCYNAME2»  
«DP\_ADDRESS»  
«DP\_ADDRESS\_2»  
«DP\_CITY», «DP\_STATE» «DP\_ZIP\_A»«H\_ZIPDASH»«DP\_ZIP\_B»

Dear «D\_FIRSTNAME» «D\_LASTNAME»,

We would like to inform you of the start of the 2014 <<Annual Probation/Annual Parole/Annual Probation and Parole>> <<Survey(s)>>, part of the Bureau of Justice Statistics' (BJS) core set of correctional statistics since 1980. Data are used by state and local criminal justice stakeholders to understand the nature of the population under correctional authority, compare changes in populations between jurisdictions, track outcomes of those on <<probation/parole/p&p>>, and justify budgets. There is no other ongoing, comprehensive, nationally-representative survey of the <<probation/parole/p&p>> population. BJS has engaged the services of Westat (Rockville, MD) to act as the data collection agent. Although participation is voluntary, your agency's data are needed to produce complete and accurate statistics on the <<probation/parole/p&p>> population in the United States. The Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 USC 3732), authorizes this data collection.

This year, BJS and Westat have developed a set of questions that focus on staffing within community corrections agencies (see enclosure). Staffing in community corrections has been identified as a topic of interest to the field and this data collection proposes to close this information gap. Your agency has been selected to take part in a pilot test of this questionnaire. You may wish to contact others in your agency (e.g., from a human resources office) for assistance in completing the Staffing Supplement.

In order to provide stakeholders with the results of this survey as quickly as possible, BJS needs your completed <<survey(s)>> by **February 28, 2015**. If you are unable to submit your «surveysurveys» by the due date, please notify Westat's Agency Support Team.

The enclosed information sheet provides your agency's unique login information for <<this web survey/these web surveys>>. The website is secure and allows you to save and exit the survey at any time and re-open it later. The website is now open and you can begin entering responses. Please note that some questions will ask about your agency's yearend «probation\_populationparole\_population»; you will likely need to wait until January 2015 to answer those questions. If you are unable to submit your <<survey(s)>> online and you need an alternative format for submission, please contact Westat's Agency Support Team.

For assistance, please call **Westat's Agency Support Team at 1-888-371-3718** or by email at [bjs-aps@westat.com](mailto:bjs-aps@westat.com). If you have any general comments about this survey, feel free to contact Laura Maruschak at (202) 598-0802 or [Laura.Maruschak@usdoj.gov](mailto:Laura.Maruschak@usdoj.gov). Information and reports about the «Annual\_Probation\_SurveyParole\_SurveySu» are available at the BJS's website <http://bjs.ojp.usdoj.gov/index.cfm?ty=tp&tid=15>.

Thank you for your continued support of BJS's statistical programs.

Sincerely,

Daniela Golinelli, Ph.D.  
Chief, Corrections Unit  
Bureau of Justice Statistics

<<UID>>



## 2014 <<Annual Probation Survey/Annual Parole Survey>>

«AGENCY\_NAME» «AGENCY\_NAME\_COMMA» «AGENCY\_NAME\_2»

Head of Agency: «HEAD\_FIRST\_NAME» «HEAD\_LAST\_NAME»

Data Provider: «D\_FIRSTNAME» «D\_LASTNAME»

The username and password below provide you access to the online parole survey at: [www.bjs-aps.org](http://www.bjs-aps.org).

Username: «UID»

Password: «Password»

Please submit your completed survey by **February 28, 2015**.

Below is a screenshot of the survey sign-in webpage.

A screenshot of the sign-in webpage for the 2014 Annual Probation and Parole Surveys. The page features the BJS logo and the title "Annual Probation and Parole Surveys" with the OMB number 1121-0064 and expiration date 08/31/2017. The main content area contains a welcome message and instructions for users to enter their username and password. Below the instructions are two input fields labeled "Username:" and "Password:", and a "Login to Survey" button. At the bottom, there is a disclaimer about the website's official status and a Westat logo.

For assistance or more information, contact Westat's <<Annual Probation Survey/Annual Parole Survey>> Agency Support Team, Vanessa and Ben, at 1-888-371-3718 or [bjs-aps@westat.com](mailto:bjs-aps@westat.com).

<<UID>>

## 2014 Annual Surveys of Probation and Parole

### Staffing Questions (Pilot Test)

**BJS and Westat are pilot testing some questions focused on staffing within community corrections agencies. The actual questions will be included at the end of your agency's annual survey.**

#### **Preview of the topics addressed by the staffing questions:**

- The number of **full-time payroll staff** and the number of **part-time payroll staff** that worked in your agency
- The number of full-time and part-time **staff in each of the following categories:**
  - Directors, deputy directors, court administrators, and chief probation/parole officers
  - Supervisors of probation/parole officers, agents, surveillance officers, line officers, and institutional officers
  - Probation/parole officers, agents, surveillance officers, line officers, and institutional officers
  - Administrative staff, such as human resources, finance, and grant-writing staff
  - Professional service providers, such as counselors, psychiatrists, psychologists, social workers, medical staff, and educators
  - Researchers, such as data analysts, research associates, and management analysts
  - Information technology staff, such as systems analysts, and telecommunications personnel
  - Clerical staff, such as typists, secretaries, records and accounts clerks
  - Other types of payroll staff
- The number of full-time and part-time **staff working within the following arrangements:**
  - Private contractors
  - Staff from another government agency, including staff on the payroll of other government agencies
  - Community volunteers

**If you would like additional information about the pilot test or would like to discuss the questions, please contact the Agency Support Team at 1-888-371-3718 or email [bjs-aps@westat.com](mailto:bjs-aps@westat.com)**