

U.S. DEPARTMENT OF JUSTICE  
BUREAU OF JUSTICE STATISTICS

and acting as data collection agent

Westat and the American Probation and Parole Association

**Census of Adult Probation Supervising Agencies (CAPSA)**

FORM APPROVED  
O.M.B. No.: 1121-0339  
EXPIRATION DATE: 01/31/2016

**INSTRUCTIONS**

The Census of Adult Probation Supervising Agencies (CAPSA) is designed to identify and enumerate public and private adult probation supervising agencies in the United States and obtain information about their organizational structures, functions, and populations supervised. Only two questions ask for numerical information: the counts of adults on probation for felonies and adults on probation for misdemeanors. All other questions focus on your company's practices.

Please read all definitions and questions carefully. These definitions were developed for the purpose of this census; as such, definitions and question wording are standardized for this national census and may not match your company's definitions and practices. Because CAPSA is a national data collection, we ask all study participants to use these standardized definitions. You can provide comments at the end of the questionnaire; please describe any instances where you were unable to apply the census definition when answering a question. The comment field can also be used to provide any other general or specific comments about this questionnaire.

As part of this special pilot test, we hope to determine the how much time is associated with responding to the census. At the end of the questionnaire, you will be asked to report how much time you (and/or your staff) spent to complete the survey, including time for reviewing instructions, searching existing data sources, gathering the data needed, and completing and reviewing your responses. Please monitor the time spent as you prepare and provide your responses. Thank you.

**CONTACT INFORMATION:**

Please complete this questionnaire by August 15, 2013. If you have questions, please contact the CAPSA Support Team at 1-888-329-8124 or by email at [bjscapsa@westat.com](mailto:bjscapsa@westat.com).

Please provide the contact information for the person completing this questionnaire.

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Extension: \_\_\_\_\_

E-mail: \_\_\_\_\_

**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 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. 1121-0339, Washington, DC 20503.

## SECTION A. Probation Supervision Responsibilities

The census focuses on **adult probation**. However, there are some questions that reference other populations your company may supervise. As you answer each question, please consider only **adult probation**, unless instructed otherwise.

- *Probation* is a disposition or sentence for either a felony or misdemeanor that (1) is imposed by a criminal court and (2) places the adjudicated person under the control, supervision and care of a public or private correctional agency. The probation conditions form a contract with the court by which the person must abide in order to remain in the community, generally in lieu of incarceration. Often, probation entails monitoring or surveillance by a correctional agency, but in some instances, probation may not involve any reporting requirements.
- *Adult probationers* are those who are subject to the authority of an adult criminal court or a public or private correctional agency. Persons under the age of 18 who were prosecuted as adults in a criminal court are considered adults for the purpose of this census.

### 1. Does your company perform any of the following functions of adult probation?

	Yes	No
a. Administrative functions, such as record storage and maintenance, budget preparation, personnel management or similar clerical or management activities. ....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>
b. Reporting functions, such as data collection and reporting activities, for example the preparation of monthly or annual reports. ....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>
c. Supervisory functions, where your staff (e.g., officers, agents, or caseworkers) supervise adult probationers either through face-to-face visits, mail, phone, or electronic means. ....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>
d. Other functions .....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>
d1. Please describe the other adult probation functions performed by your company.		

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### 2. On June 30, 2013, did your company supervise adult probationers?

- Yes ..... <sup>1</sup>  
No ..... <sup>2</sup> SKIP TO QUESTION 20.

3. On June 30, 2013, in how many states did your company supervise adult probationers?

\_\_\_\_\_ States

4. On June 30, 2013, with which type(s) of government agency/court did your company have a contract to supervise adult probationers?

For each type, please indicate if your company had no contract, a contract with a single agency/court, or a contract with more than one agency/court.

		Number of Agencies/Courts		
		None	One	More than one
Federal agency/court				
a.	Executive branch.....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>
b.	Judicial branch .....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>
c.	Other .....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>
State agency/court				
d.	Executive branch.....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>
e.	Judicial branch .....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>
f.	Other .....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>
Local agency/court				
g.	Executive branch.....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>
h.	Judicial branch .....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>
i.	Other .....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>

5. From July 1, 2012 to June 30, 2013, did any government agency/court with which your company has a contract conduct any of the following types of oversight of your adult probation supervision activities?

		Yes	No
a.	Require your company include a description of its policies and procedures for supervising adult probationers in a contract or memorandum of understanding? .....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>
b.	Require your company obtain approval for any modification of its policies and procedures for supervising adult probationers? .....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>
c.	Require your company to submit periodic reports on its performance of adult supervision activities or the status of adult probationers? .....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>
d.	Perform audits or inspections of your company's performance in supervising adult probationers? .....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>

## SECTION B. Populations Under Supervision

The next questions ask about the types of populations that your company supervises. Some persons under your company's supervision may have multiple sentences or correctional statuses, and may be supervised by your company and another correctional agency. When answering these questions, only report the types of populations that your company is responsible for supervising.

6. On June 30, 2013, did your company supervise adults on non-reporting probation?

- *Non-reporting probation* is supervision that never required the probationer, during any period of the probation term, to report to a court or a public or private correctional authority on a regular basis either in person, by telephone or mail, or by electronic means.

Yes ..... <sup>1</sup>

No ..... <sup>2</sup> SKIP TO QUESTION 8.

7. On June 30, 2013, did your company's total adult probation population consist only of probationers on non-reporting probation?

- *Non-reporting probation* is supervision that never required the probationer, during any period of the probation term, to report to a court or correctional authority on a regular basis either in person, by telephone or mail, or by electronic means.

Yes ..... <sup>1</sup>

No ..... <sup>2</sup>

8. On June 30, 2013, how many adult felony probationers did your company supervise?

\_\_\_\_\_ Adult Felony Probationers

9. On June 30, 2013, how many adult misdemeanor probationers did your company supervise?

\_\_\_\_\_ Adult Misdemeanant Probationers

10. On June 30, 2013, what other type(s) of populations did your company supervise?

	Yes	No
a. Adults on pretrial status awaiting trial.....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>
b. Adults whose criminal proceedings have been suspended prior to adjudication or conviction and pending completion of a period of supervision in the community.....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>
c. Adults on parole or other type of post-custody conditional release.....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>
d. Juveniles .....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>
e. Other populations.....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>
e1. Please describe: _____		

## SECTION C. Supervision Activities

The next questions ask about supervision activities that may be conducted directly by your company. When answering, please think about who performs the activity, regardless of who owns any equipment that might be used to perform the activity.

**11. Does your company use the following methods to conduct supervision of any adult probationers?**

	Yes	No
a. Face-to-Face (conducted through in-person visits such as office or field visits) .....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>
b. Mail.....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>
c. Phone.....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>
d. Text .....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>
e. Email .....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>

**12. Does your company collect fines from any adult probationers?**

- *Fines* are monetary penalties paid by probationers. Fines include but are not limited to day fines, violation fines, and restitution.

Yes ..... <sup>1</sup>  
 No..... <sup>2</sup>

**13. Does your company collect fees from any adult probationers?**

- *Fees* are paid by probationers to cover the cost of operations and include, but are not limited to, supervision fees, program fees, drug testing fees, pre-sentence investigation (PSI) report fees, and risk or needs assessment fees.

Yes ..... <sup>1</sup>  
 No..... <sup>2</sup>

**14. Does your company conduct *intensive supervision* (ISP) of any adult probationers?**

- *ISP* is a more rigorous form of supervision than standard probation. It often emphasizes extensive contact, stringent conditions (e.g., drug testing, curfews, employment, or program engagement), and close monitoring or surveillance.

Yes ..... <sup>1</sup>  
 No..... <sup>2</sup>

**15. Does your company use *electronic supervision* for routine reporting of any adult probationers?**

- *Electronic supervision* uses automated or electronic means, such as interactive voice recognition (IVR) or reporting kiosks for routine reporting. It does not include telephone, email, or text reporting.

Yes ..... <sup>1</sup>  
 No..... <sup>2</sup>

**16. Does your company use *electronic monitoring* for the supervision of any adult probationers?**

- *Electronic monitoring* uses electronic devices or systems to monitor or track probationers' locations, activities, or behaviors. Examples can include, but are not limited to, radio frequency monitoring, Global Position System (GPS) monitoring, and alcohol monitoring.

Yes ..... <sup>1</sup>  
No..... <sup>2</sup>

**17. Which of the following are used by your company to determine level, type, or conditions of supervision for any adult probationers?**

	Yes	No
a. Standardized risk or needs assessment (such as the LSI-R or COMPAS) .....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>
b. Risk or needs assessment developed by your company.....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>
c. Risk or needs assessment developed by a client (i.e., agency/court).....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>
d. Staff (e.g., officer, agent, case worker) judgment of risks and needs .....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>
e. Other .....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>
e1. Please describe: _____		

**18. Does your company provide specialized services or programs for sex offenders on adult probation?**

Yes ..... <sup>1</sup>  
No..... <sup>2</sup>

**19. Does your company provide specialized services or programs for mentally ill offenders on adult probation?**

Yes ..... <sup>1</sup>  
No..... <sup>2</sup>

**SECTION D. CAPSA Response Time**

20. How long did it take to respond to this census? Please include time for reviewing instructions, searching existing data sources, gathering the data needed, and completing and reviewing your responses.

\_\_\_\_\_ Minutes

21. If you had been asked, would your company have been able to respond to this survey through the Internet, instead of using this paper questionnaire?

Yes, we could respond via the Internet <sup>1</sup>

No..... <sup>2</sup>

**THANK YOU FOR PARTICIPATING IN THE CENSUS OF ADULT PROBATION SUPERVISING AGENCIES.  
PLEASE KEEP A COPY OF THIS SURVEY FOR YOUR RECORDS.**

<p><b>PLEASE RETURN COMPLETED FORM TO:</b></p> <p><b>Mail:</b> CAPSA (8838) Westat 1600 Research Boulevard Rockville, Maryland 20850-3129</p> <p><b>Fax:</b> NUMBER</p>	<p><b>IF YOU HAVE ANY QUESTIONS OR COMMENTS, CONTACT:</b></p> <p>CAPSA SUPPORT TEAM 1-888-329-8124 E-mail: <a href="mailto:bjscapsa@westat.com">bjscapsa@westat.com</a></p>
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