

2014 Census of Adult Probation Supervising Agencies

Data collection agents: Westat and the American Probation and Parole Association

FORM: CAPSA-1B

INSTRUCTIONS

The 2014 Census of Adult Probation Supervising Agencies (CAPSA) is designed to identify and enumerate both public agencies and private companies that conduct adult probation supervision in the United States and to obtain information about their organizational structures, functions, and populations supervised. 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.

Only four questions ask for numerical information: the counts of adults on probation for felonies, adults on probation for misdemeanors, adults on non-reporting probation, and total number of adults on probation supervised by your company. All other questions focus on your company's practices.

Please provide a response to each item. Blank items will be interpreted as "unknown." If you select "Other" as the answer to a question, please be sure you name or describe your answer in the corresponding open text box.

Mark to indicate your answer. If you want to change your answer, darken the box and mark the correct answer.

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.

Thank you.

CONTACT INFORMATION:

Please complete this questionnaire by **August 31, 2014**. If you have questions, please contact the CAPSA Agency Support Team at 1-888-329-8124 or by email at bjscapsa@westat.com.

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

Contact Name:

Title:

Company Name:

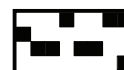
Address:

City: State: Zip:

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-XXXX, Washington, DC 20503.



KEY DEFINITIONS:

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 defined as 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 defined as persons 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.

SECTION A. Probation Supervision Responsibilities

1. Does your company conduct supervisory functions of adult probation?

- ▶ *Supervisory functions* are where staff (e.g., officers, agents, or caseworkers) supervise adult probationers either through face-to-face visits, mail, telephone, interactive voice recognition (IVR), or kiosks for routine reporting.

Yes

No

2. Does your company conduct non-reporting probation for adult supervision?

- ▶ *Non-reporting probation* is where the adult probationer is never required, during any period of the probation term, to report to a court, correctional authority, or your company on a regular basis either through face-to-face visits, mail, telephone, interactive voice recognition (IVR), or kiosks.

Yes

No ➔ GO TO question 3 on the next page.

2a. On June 30, 2014, did your company's total adult probation population consist only of adult probationers on non-reporting probation?

Yes, STOP HERE ➔ GO TO page 8 for instructions for returning your questionnaire.

No

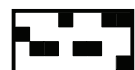
2b. On June 30, 2014, how many adult probationers were on non-reporting probation supervision? If your company did not conduct non-reporting probation supervision on June 30, 2014, mark (X) "None." When an exact number is not available, please provide an estimate and mark (X) in the box to the right of the figure.

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Adults on non-reporting probation supervision

This is an estimate

None



3. Does your company perform any of the following other functions of adult probation? Please mark “Yes” or “No” for each item a-f below.

	Yes	No
a. Administrative functions, such as, personnel management, or similar clerical or management activities, record storage and maintenance, or budget preparation	<input type="checkbox"/>	<input type="checkbox"/>
b. Reporting activities, such as data collection and reporting, for example the preparation of monthly or annual reports	<input type="checkbox"/>	<input type="checkbox"/>
c. Training or certification of supervision officers	<input type="checkbox"/>	<input type="checkbox"/>
d. Pre-sentencing investigations to inform case processing decisions (associated with but not limited to sentencing decisions); activities include collecting and reporting information related to adults' criminal history, housing, employment, and family circumstances	<input type="checkbox"/>	<input type="checkbox"/>
e. Provision of programs and services	<input type="checkbox"/>	<input type="checkbox"/>
f. Other functions	<input type="checkbox"/>	<input type="checkbox"/>

f1. Please describe the other adult probation functions performed by your company.

4. On June 30, 2014, in how many states did your company supervise adult probationers?

States

5. From July 1, 2013 to June 30, 2014, from which type(s) of government agency/court did your company receive adult probationers to supervise?

For each type below, please indicate if your company did not receive any probationers, received from a single agency/court, or received from more than one agency/court.

Type of Agency/Court	Did not receive from any agency/court	Single agency/court	More than one agency/court
Federal agency/court			
a. Executive branch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Judicial branch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
State agency/court			
a. Executive branch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Judicial branch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local agency/court			
a. Executive branch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Judicial branch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



6. From July 1, 2013 to June 30, 2014, did any government agency/court from which your company received adults for probation supervision conduct any of the following types of oversight of your adult probation supervision activities? Please mark "Yes" or "No" for each item a-d below.

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

SECTION B. 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.

7. Does your company use the following methods of reporting to conduct supervision of any adult probationers? Please mark "Yes" or "No" for each item a-e below.

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

8. Does your company collect fines from any adult probationers?

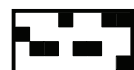
- ▶ *Fines* are monetary penalties paid by probationers. Fines include but are not limited to day fines, violation fines, and restitution.

- Yes
 No

9. Does your company collect fees from any adult probationers?

- ▶ *Fees* are paid by probationers to cover the cost of operations which 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
 No



10. 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
- No

11. 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
- No

12. 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 kiosks for routine reporting. It does not include electronic monitoring, email, or text reporting.

- Yes
- No

13. Which of the following assessment tools are used by your company to determine level, type, or conditions of supervision for any adult probationers? Please mark "Yes" or "No" for each item a-i below.

	Yes	No
a. Static Risk and Offender Needs Guide (STRONG)	<input type="checkbox"/>	<input type="checkbox"/>
b. Ohio Risk Assessment (ORAS)	<input type="checkbox"/>	<input type="checkbox"/>
c. Wisconsin Risk Assessment	<input type="checkbox"/>	<input type="checkbox"/>
d. Level of Service/Case Management Inventory (LS/CMI)	<input type="checkbox"/>	<input type="checkbox"/>
e. Level of Service Inventory-Revised (LSI-R)	<input type="checkbox"/>	<input type="checkbox"/>
f. Correctional Offender Management Profiling for Alternative Sanctions (COMPAS)	<input type="checkbox"/>	<input type="checkbox"/>
g. Global Appraisal of Individual Needs (GAIN)	<input type="checkbox"/>	<input type="checkbox"/>
h. Correctional Assessment and Intervention System (CAIS)	<input type="checkbox"/>	<input type="checkbox"/>
i. An assessment tool developed by your company or client-agency	<input type="checkbox"/>	<input type="checkbox"/>



14. Does your company rely on staff (e.g., officer, agent, caseworker) judgment of risks and needs to determine level, type, or conditions of supervision for any adult probationers?

- Yes
- No

15. Does your company rely on any other tools to determine level, type, or conditions of supervision for any adult probationers?

- Yes, please describe.
- No

The next questions ask about specialized caseloads and specialized services or programs. Note that specialized services and programs may be offered to any probationer, regardless of whether the person is a member of a specialized caseload.

16. Does your company supervise specialized caseloads of sex offenders on adult probation or adult probationers with mental health problems? Please mark "Yes" or "No" for each item a-b below.

	Yes	No
a. Specialized caseloads of sex offenders on adult probation	<input type="checkbox"/>	<input type="checkbox"/>
b. Specialized caseloads of adult probationers with mental health problems	<input type="checkbox"/>	<input type="checkbox"/>

17. Does your company provide any specialized services or programs to address the unique risks or needs of sex offenders on adult probation?

- Yes
- No

18. Does your company provide any specialized services or programs to address the unique risks or needs of adult probationers with mental health problems?

- Yes
- No



SECTION C. 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 has been responsible for supervising.

19. From July 1, 2013 to June 30, 2014, what type(s) of populations was your company responsible for supervising? Please mark "Yes" or "No" for each item a-g below.

	Yes	No
a. Adults awaiting trial	<input type="checkbox"/>	<input type="checkbox"/>
b. Adults whose criminal proceedings have been suspended pending a period of supervision in the community and prior to adjudication, conviction, or sentencing.	<input type="checkbox"/>	<input type="checkbox"/>
If yes, did this include adults whose criminal proceedings were suspended prior to:		
b1. Adjudication	<input type="checkbox"/>	<input type="checkbox"/>
b2. Conviction	<input type="checkbox"/>	<input type="checkbox"/>
b3. Sentencing	<input type="checkbox"/>	<input type="checkbox"/>
c. Adults on probation for a misdemeanor (or gross misdemeanor)	<input type="checkbox"/>	<input type="checkbox"/>
d. Adults on probation for a felony	<input type="checkbox"/>	<input type="checkbox"/>
e. Adults on parole or other type of post-custody conditional release	<input type="checkbox"/>	<input type="checkbox"/>
f. Juveniles	<input type="checkbox"/>	<input type="checkbox"/>
g. Other populations	<input type="checkbox"/>	<input type="checkbox"/>
g1. Please describe.	<input type="text"/>	

The next questions ask for the number of adult probationers supervised by your company. Please provide counts of individual probationers, not counts of cases. Include only adult probationers regardless of whether your company supervised other populations. Include all adult probationers regardless of their supervision or reporting status. If you cannot provide an exact count, please provide an estimate and mark (X) the box to the right of the figure.

20. On June 30, 2014, what was the total number of adult probationers supervised by your company? Include all adults on probation for a felony, misdemeanor (or gross misdemeanor), and all other offenses. If your company did not supervise adult probationers on June 30, 2014, mark (X) "None."

Adult Probationers This is an estimate
 None



The next questions ask about the number of adult probationers supervised by your company, by most serious offense—specifically, felony, misdemeanor, and other. 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, classify probationers based on the most serious offense for which they are being supervised by your company.

21. Are you able to provide the number (or estimate) of adult probationers supervised for a felony separately from the number supervised for a misdemeanor?

- Yes
 No → GO TO question 24 on this page.

22. On June 30, 2014, how many adult probationers supervised by your company had a felony as their most serious offense? If your company did not supervise adult felony probationers on June 30, 2014, mark (X) “None.”

- Adult Felony Probationers This is an estimate
 None

23. On June 30, 2014, how many adult probationers supervised by your company had a misdemeanor (or gross misdemeanor) as their most serious offense? If your company did not supervise adult misdemeanor probationers on June 30, 2014, mark (X) “None.”

- Adult Misdemeanant Probationers This is an estimate
 None

24. On June 30, 2014, did your company’s adult probation population include adult probationers who had as their most serious offense something other than a felony or misdemeanor?

- Yes
 No

25. In the box below, please describe any changes expected to take place affecting the types of adult probationers supervised by your company in the next 12 months. Examples might include starting or stopping supervision of particular population types (e.g., misdemeanants, felons) or similar kinds of changes.

Comments?

Thank you for participating in the 2014 Census of Adult Probation Supervising Agencies.
Please keep a copy of this survey for your records.

Please return completed form to:

Mail: CAPSA (8838)
Westat
1600 Research Boulevard
Rockville, Maryland 20850-3129
Fax: 301-279-4508

If you have any questions or comments, contact:

CAPSA AGENCY SUPPORT TEAM
1-888-329-8124
E-mail: bjscapsa@westat.com

