

## Appendix D Email Request for Population Counts

**TO:** [john DOE@email.com](mailto:john DOE@email.com)

**SUBJECT:** Annual Probation Survey Request for Population Counts

**BODY OF EMAIL:**

Dear Mr. John Doe,

Recently, you provided information about the role that AGENCY NAME plays in supervising adults on probation in STATE. On behalf of the U.S. Department of Justice, Bureau of Justice Statistics, I want to thank you for responding.

You indicated that AGENCY NAME does have responsibility for supervising adults on probation. Please provide the following information:

1. How many adult probationers did AGENCY NAME supervise on December 31, 2016?

Felons \_\_\_\_\_  
Misdemeanants \_\_\_\_\_  
Total \_\_\_\_\_

2. Who is the head of AGENCY NAME?

Salutation (e.g., Mr. or Ms.) \_\_\_\_\_  
First Name \_\_\_\_\_  
Last Name \_\_\_\_\_  
Title \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Fax Number \_\_\_\_\_  
E-mail Address \_\_\_\_\_

If you prefer to share this information by phone, please call RTI's Agency Support Team toll-free at 866-334-4175.

Sincerely,

Tim Smith  
RTI Project Director  
Annual Surveys of Probation and Parole

E-mail: [bjs-aps-help@rti.org](mailto:bjs-aps-help@rti.org)

Phone: (866) 334-4175

Fax: (866) 509-7471