

# New Agency Eligibility Calls

## IDENTIFY YOURSELF AND REASON FOR CALL

*Hello, my name is FIRST NAME LAST NAME and I'm calling on behalf of the Bureau of Justice Statistics at the U.S. Department of Justice. We are developing a comprehensive listing of courts and agencies with responsibility for supervising adults on probation. I'd like to speak with someone at your COURT/AGENCY who could answer a few questions about adult probation supervision.*

## [TRANSFER TO APPROPRIATE PERSON]

*[Hello, my name is FIRST NAME LAST NAME and I'm calling on behalf of the Bureau of Justice Statistics at the U.S. Department of Justice. We are developing a comprehensive listing of courts and agencies with responsibility for supervising adults on probation.]*

*To determine your COURT/AGENCY's eligibility, I have a just few questions. This should take about 10 minutes.*

*We already work with some COURTS/AGENCIES in your state to gather information about the adult probation population through the Annual Probation Survey, sponsored by the Department of Justice, Bureau of Justice Statistics. Since we are not currently working with anyone from your COURT/AGENCY, I wanted to reach out to determine if your COURT/AGENCY should be included in the data collection. This collection has been approved by the Office of Budget and Management (OMB No. 1121-0064: Approval Expires xx/xx/2021).*

*Let me first tell you a little bit about the Annual Probation Survey. It is conducted by RTI International on behalf of the Bureau of Justice Statistics each year. The survey collects data about the number of adults on probation, the number of entries to and exits from probation, and some characteristics of the population including most serious offense and race/ethnicity. These data are essential for compiling the most complete and accurate statistics on the probation population in the United States. Reports from the study are released annually; the most recent report for 2015 is available on the BJS website.*

**IF NON-COURT AGENCY, GO TO Q6.**

1. *First, does COURT NAME assign adults to any form of probation? This would include active supervision as well as inactive supervision, sometimes called “bench probation.” We’re interested in any form of probation for felons or misdemeanants that entails monitoring or surveillance with **or** without any reporting requirements.*

Yes     GO TO Q2  
No      GO TO Q2

2. *Does the court, or any office within the court, have responsibility for supervising adults on any form of probation?*

Yes     GO TO Q8  
No      GO TO Q3

3. *Is there a chance that your court will have responsibility for supervising adults on probation, either felons or misdemeanants, at any time in the next year?*

Yes     GO TO Q8  
No      IF Q1 = YES, GO TO Q4; IF Q1 = NO, GO TO Q18

4. *Who supervises the adults that COURT NAME assigns to probation?  
ATTEMPT TO GET AGENCY/COMPANY NAME AND PHONE NUMBER. [ALLOW FOR UP TO 5 TEXT ANSWERS.]*

<b>[TEXT ANSWER]</b>	<b>[NUMERIC ANSWER: FORMAT AS ### ## ## EXT #####]</b>
<b>[TEXT ANSWER]</b>	<b>[NUMERIC ANSWER: FORMAT AS ### ## ## EXT #####]</b>
<b>[TEXT ANSWER]</b>	<b>[NUMERIC ANSWER: FORMAT AS ### ## ## EXT #####]</b>
<b>[TEXT ANSWER]</b>	<b>[NUMERIC ANSWER: FORMAT AS ### ## ## EXT #####]</b>
<b>[TEXT ANSWER]</b>	<b>[NUMERIC ANSWER: FORMAT AS ### ## ## EXT #####]</b>

5. *Does COURT NAME maintain records on the supervision status and characteristics, such as gender, race/ethnicity, and offense type, of those assigned to probation?*

Yes     GO TO Q8  
No      GO TO Q18  
Don't Know     GO TO Q8

6. *Does AGENCY NAME have responsibility for supervising adults on any form of probation? This would include active supervision as well as inactive supervision, sometimes called "bench probation." We're interested in any form of probation for felons or misdemeanants that entails monitoring or surveillance with **or** without any reporting requirements.*

Yes GO TO Q8

No GO TO Q7

7. *Is there a chance that your agency will have responsibility for supervising adults on probation, either felons or misdemeanants, at any time in the next year?*

Yes GO TO Q8

No GO TO Q18

## COURT/AGENCY INFORMATION

8. *Next, I would like to confirm the name and address of your COURT/AGENCY...*

COURT/AGENCY Name: **[TEXT ANSWER]**

Address: **[TEXT ANSWER: FORMAT AS STREET, CITY, STATE, ZIP]**

9. *For future contact, are you the best person to speak to about the adult probation population supervised by your COURT/AGENCY?*

Yes

No

10. *I'd like to get your contact information / the contact information for the person who knows the most about the population supervised by your COURT/AGENCY.*

Salutation: **[TEXT ANSWER]**

First Name: **[TEXT ANSWER]**

Last Name: **[TEXT ANSWER]**

Title: **[TEXT ANSWER]**

Mailing Address: **[TEXT ANSWER: FORMAT AS STREET, CITY, STATE, ZIP]**

Phone Number: **[NUMERIC ANSWER: FORMAT AS ### ### #### EXT #####]**

Fax Number: **[NUMERIC ANSWER: FORMAT AS ### ### #### EXT #####]**

Email Address: **[TEXT ANSWER]**

11. What is the contact information for the head of your COURT/AGENCY?

INFORMANT IS COURT/AGENCY HEAD

Salutation: **[TEXT ANSWER]**

First Name: **[TEXT ANSWER]**

Last Name: **[TEXT ANSWER]**

Title: **[TEXT ANSWER]**

Mailing Address: **[TEXT ANSWER: FORMAT AS STREET, CITY, STATE, ZIP]**

Phone Number: **[NUMERIC ANSWER: FORMAT AS ### ### #### EXT #####]**

Fax Number: **[NUMERIC ANSWER: FORMAT AS ### ### #### EXT #####]**

Email Address: **[TEXT ANSWER]**

IF Q2=NO OR Q6=NO, GO TO Q18.

ELSE, CONTINUE.

#### **PROBATION SUPERVISION INFORMATION**

12. Finally, I would like to get some information on the populations that your COURT/AGENCY supervises. Does your COURT/AGENCY currently have responsibility for the supervision of felons?

Yes

No

13. Does your COURT/AGENCY currently have responsibility for the supervision of misdemeanants?

Yes

No

14. On December 31, 2016, what was total number of adult probationers supervised by your COURT/AGENCY?

**[NUMERIC ANSWER]**

IF Q12=YES, CONTINUE.

ELSE, GO TO Q16.

15. How many felons did your COURT/AGENCY supervise as of December 31, 2016?

**[NUMERIC ANSWER]**

IF Q13=YES, CONTINUE.

ELSE, GO TO Q17.

16. How many misdemeanants did your COURT/AGENCY supervise as of December 31, 2016?

**[NUMERIC ANSWER]**

**END**

17. That was my last question. Thank you for taking the time to speak with me today. Once we have developed the comprehensive national listing, we may contact you to participate in the Bureau of Justice Statistic's Annual Probation Survey, but that survey request would not be made until Fall 2018. Do you have any questions for me?

18. That was my last question. Thank you for taking the time to speak with me today. Since COURT/AGENCY does not supervise adults on probation, your COURT/AGENCY is not eligible to participate in the Bureau of Justice Statistic's Annual Probation Survey. Do you have any questions for me?