



Appendix A - Agency and Court Cover Letters

U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Statistics

Washington, D.C. 20531

DATE

Mr. John Doe
Municipal Court
123 Government Court
City, State 12345

Dear Mr. John Doe,

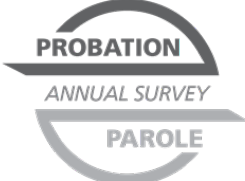
I am writing to request your assistance in providing information about COURT NAME's role in adult probation supervision in [STATE]. Even if your court does not assign adults to or supervise adults on any form of probation, please provide information on your court.

This effort is being done to support the Annual Probation Survey, one of two components of the U.S. Department of Justice's Bureau of Justice Statistics' (BJS) Annual Surveys of Probation and Parole (ASPP). Data from the ASPP allow BJS to report on the size and composition of the community corrections populations in the United States. The data from these surveys provide the only comprehensive overview of the total community supervision population, as well as the parole and probation populations individually, at both the national and state levels.

To ensure that the Annual Probation Survey is comprehensive, we are developing a complete listing of all courts and agencies with responsibility for supervising adults on probation. RTI International, BJS's data collection agent, has attempted to contact you via phone to discuss your court's potential eligibility for inclusion in the Annual Probation Survey. We understand that your time is limited, so the questions we have should only take you about 10 minutes to complete. Your participation in this effort is voluntary, but is also needed to produce complete and accurate statistics about the probation population in the United States. Please complete the enclosed Court Information Form and return it to RTI's Agency Support Team via fax (866-509-7471) or e-mail (bjs-aps-help@rti.org) by DATE. If you prefer to complete these questions over the phone, please contact RTI's Agency Support Team toll-free at 866-334-4175.

Sincerely,

Jeri M. Mulrow, Acting Director
Bureau of Justice Statistics

	<p>Learn more about the Annual Surveys of Probation and Parole (ASPP)</p> <ul style="list-style-type: none">• Review the most recent survey reports: http://www.bjs.gov/index.cfm?ty=dcdetail&iid=271• Contact Danielle Kaeble, BJS project manager, at (202) 305-2017 or Danielle.Kaeble@usdoj.gov
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Enclosure: Court Information Form



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Statistics

Washington, D.C. 20531

DATE

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Probation Agency
123 Government Court
City, State 12345

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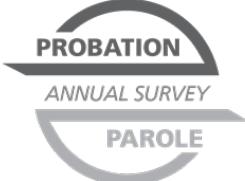
I am writing to request your assistance in providing information about AGENCY NAME's role in adult probation in [STATE]. Even if your agency does not supervise adults under any form of probation, please provide information on your agency.

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