

## Appendix A

### Stage 1 – Current Central Reporters and Non-Central Reporters Email Template

TO: <<AH\_EMAIL>>

**SUBJECT:** Annual Survey of Probation – Special Request for Assistance

**BODY OF E-MAIL:**

Dear <<AH\_SAL>> <<AH\_FN>> <<AH\_LN>>,

I'm writing on behalf of the Bureau of Justice Statistics (BJS) regarding the Annual Probation Survey. In an effort to enhance the value of the survey data and minimize burden placed on survey respondents, BJS is considering changes to the questionnaire. Specifically, the changes would allow BJS to collect and share data separately for supervised felons and supervised misdemeanants. To help ensure that any changes can achieve these goals, we would like to discuss the possible revisions with representatives from a small number of [agencies/courts].

In the next few days, a member of our research team will call to request your support and identify someone from your staff to participate in this special effort. [IF AH IS NOT DP: <<DP\_FN>> <<DP\_LN>> has been designated to provide APS data for your [agency/court] in the past and might be an ideal participant for this task.] Participants will be asked to talk with someone from our staff by phone for about 1 hour. Prior to the call, we will provide you with a copy of some draft survey questions that we will discuss during the call. During the call, the potential changes will be more fully described, and questions will be asked to determine the ability of your [agency/court] to report using the revised format. We will not ask for any survey data on your population before or during the call; the goal is only to discuss the feasibility and merits of the potential changes to the survey.

A copy of your [agency's/court's] completed 2018 APS questionnaire is attached for your reference.

I hope that you will consider this request. We look forward to working with you on this important effort.

Sincerely,

Tim Smith  
RTI Project Director  
Annual Surveys of Probation and Parole

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