

<b>RETURN TO</b>		Bureau of Justice Statistics 810 Seventh Street NW Washington, DC 20531 Attn: Corrections Statistics Unit		FORM CJ-8A (11-18-2004)		<b>2004 Annual Probation Survey (Short Form)</b>		U.S. DEPARTMENT OF JUSTICE BUREAU OF JUSTICE STATISTICS	
<b>DATA SUPPLIED BY</b>									
<b>NAME</b>					<b>Title</b>				
<b>TELEPHONE</b>	<b>Area Code</b>	<b>Number</b>	<b>Extension</b>	<b>FAX NUMBER</b>	<b>Area Code</b>	<b>Number</b>			
<b>E-MAIL ADDRESS</b>									

PLEASE CORRECT ANY ERRORS IN THE MAILING ADDRESS.

**GENERAL INFORMATION**

- If you have any questions, call **Seri Palla, Bureau of Justice Statistics** at (202) 307-0235 or **Lauren Glaze, Bureau of Justice Statistics** at (202) 305-9628.
- Please mail your completed questionnaire to the **Bureau of Justice Statistics** before **February 28, 2005**, or **FAX** (all pages) to (202) 514-1757.

**Who is included in this survey?**

- **INCLUDE** all probationers sentenced as an adult, regardless of conviction status, who have been placed under the supervision of a probation agency as part of a court order.
- **INCLUDE** adult probationers legally your responsibility but supervised outside your jurisdiction, such as through an interstate compact agreement.
- **INCLUDE** adult probationers contracted out to private agencies.
- **INCLUDE** all adult probationers -- on active or inactive supervision or in a residential/other treatment program but not in regular contact with a probation authority.
- **INCLUDE** absconders who have not been discharged from probation.

**Who is excluded from this survey?**

- **EXCLUDE** juveniles (persons under the jurisdiction of a juvenile court or agency).
- **EXCLUDE** interstate compact cases supervised by your jurisdiction for another State.
- **EXCLUDE** adult probationers supervised by your jurisdiction but legally the responsibility of another jurisdiction.

**Burden statement**

We estimate that it will take about 30 minutes per jurisdiction to collect this information. This includes time for reviewing instructions, searching existing data sources, gathering and maintaining 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 Number 1121-0064, Washington, DC 20503.

**INSTRUCTIONS**

- If the answer to a question is "not available" or "unknown," write **DK** in the space provided.
- If the answer to a question is "not applicable," write **NA** in the space provided.
- If the answer to a question is "none" or "zero," write **0** in the space provided.
- When an exact numeric answer is not available, provide an estimate and mark **X** in the box beside each figure.

For example   1,000    .

**ITEMS AND DEFINITIONS**

1. **On January 1, 2004, what was your agency's adult probation population?**  
Population on January 1, 2004 \_\_\_\_\_
  
2. **Between January 1, 2004, and December 31, 2004, how many adults entered probation?**  
Number of entries \_\_\_\_\_
  
3. **Between January 1, 2004, and December 31, 2004, how many adult probationers were discharged from supervision?**  
Number of discharges \_\_\_\_\_
  
4. **On December 31, 2004, what was your agency's adult probation population?**  
*(Should equal item 1 plus item 2 minus item 3)*  
Population on December 31, 2004 \_\_\_\_\_
  
5. **On December 31, 2004, how many adult probationers in your jurisdiction were —**
  - A. Male \_\_\_\_\_
  - B. Female \_\_\_\_\_
  - C. Total *(Sum of items 5A and 5B should equal item 4.)* \_\_\_\_\_
  
6. **On December 31, 2004, how many adult probationers had as their most serious offense —**
  - A. Felony \_\_\_\_\_
  - B. Misdemeanor \_\_\_\_\_
  - C. Other — *Specify* \_\_\_\_\_
  - D. Total *(Sum of items 6A through 6C should equal item 4.)* \_\_\_\_\_
  
7. **Does your probation agency include in its count (item 4), "paper-only" probationers who have never been under active supervision?**
  - Paper-only describes probationers whose only sentence is a warning that they will receive a greater penalty if they are arrested for another offense.

1  Yes — How many adult probationers counted by your agency had only a paper sentence to probation on December 31, 2004? \_\_\_\_\_

2  No
  
8. **Does the total probation population on December 31, 2004, (reported in item 4) include any persons held in a community-based correctional facility?**

1  Yes — How many adult probationers were in a community-based correctional facility on December 31, 2004? \_\_\_\_\_

2  No

1. Include adult probationers who have been placed under the supervision of a probation agency as part of a court order, regardless of conviction status.
  
2. Individuals entering probation more than once during the year should be counted each time (e.g., entered, discharged, and re-entered should be counted as two entries. Individuals who enter probation and, without being discharged, are placed on probation for a second offense, should be counted once).
  
3. Individuals exiting probation more than once during the year should be counted each time (e.g., individuals who are discharged from all supervision, re-enter probation, and are fully discharged again, should be counted as two discharges).
  
4. The count of adult probationers at yearend 2004. This figure should equal the population on January 1, plus the total entering probation in 2004, minus the total discharged from probation in 2004. (See cover page for persons to INCLUDE and EXCLUDE.)

**Notes and comments (Please explain changes in how data are reported as compared with last year.)**