

Name, Title
Title
Address1
Address2
City,State,Zip

Dear [Name of central reporter]

The Bureau Justice Statistics (BJS) is conducting the 2012 Census of State and Federal Adult Correctional Facilities. For each individual facility in operation that is authorized to house inmates under your jurisdiction, we are collecting data on facility characteristics, inmate counts, facility operation and security.

Your participation in this census is voluntary, but your assistance is extremely important. The U.S. Census Bureau collects these data on behalf of BJS under the authority of The Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. 3732).

Enclosed is a list of facilities that house adult inmates under your jurisdiction (CJ-43A). The list should include all public and private facilities that are physically separate. It should also include correctional boot camps; forestry and conservation camps; youthful offender facilities (except in California); community-based facilities; halfway houses; facilities for residential treatment; restitution, pre-release, work release and study release centers; and state-operated local detention facilities that house inmates under your jurisdiction. For each facility that you identify as being in operation on June 30, 2012, please provide the items requested on the enclosed CJ-43B.

For your convenience, we are offering several methods by which you can submit data. We have developed a secure website through which you can submit data via web-based forms or datafile uploads. You may find the online submission more convenient and less time-consuming. The website will be available at <https://respond.census.gov/cj43a> beginning June 30, 2012. If submitting your data online is not feasible, you may fill out paper forms and return them to the Census Bureau using the enclosed postage-paid mailing label. Completed questionnaires may also be faxed toll-free to (888) 891-2099.

Regardless of which submission option you choose, we would like to receive your data no later than August 31, 2012. If you have any questions regarding this census, please call Garry Smith at the Census Bureau at (800) 352-7229 or Tracy Snell at BJS at (202) 616-3288.

Thank you for your assistance in this data collection. Your cooperation is vital to making this census a nationwide success.

Sincerely,

Tracy L. Snell, *Statistician*
Corrections Statistics Program

William J. Sabol, *Principal Deputy Director*
Bureau of Justice Statistics

Enclosures.