

## ***Attachment 11. Contacting Sampled Addresses and Gaining Cooperation***

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At the start of Wave 1 data collection, we will send an advance letter and SCV study brochure to all Condition 1 and Condition 2 sampled addresses. Because we will not know the names associated with the addresses, the letter will be addressed to “Resident” at each address, a practice that has been effective with other address-based samples. The purpose of the advance mailing will be to inform the household members about the study purpose and sponsorship, explain the survey procedures (customized by experimental design), provide information about how the household can participate, and, if in the \$10 treatment group, offer an incentive to participate. For Condition 2 cases, the advance mailing will also include a SCV Instructions Card, containing detailed information on how to contact RTI toll-free to participate by telephone.

In addition to the condition-tailored lead letters, study brochure, and Instructions Card, we will also use these respondent materials during data collection: (1) informed consent forms/scripts; (2) reminder and post-interview/thank you letters; and (3) nonresponse follow-up letters for households who do not respond to the initial survey request. Data collectors will have responsibility for obtaining informed consent prior to each interview. The informed consent form will explain the goals of the methods research and state how confidentiality is assured.

Prior to Wave 2 contact, a letter announcing the next wave of the survey will be mailed to all Wave 1 participants. The letter will include the SCV Instructions Card containing information about how to complete the survey via the Web or by calling RTI toll-free to participate by telephone. As at Wave 1, respondents in the incentive treatment group will be provided a \$2 prepaid incentive and offered a \$10 incentive upon completion of the survey.

Exhibits 11-1 to 11-28 provide copies of the SCV data collection materials. Consent forms and scripts for all modes (\$0 and \$10 conditions) are provided in Exhibits 11-1 to 11-4. Lead letters for each mode and condition (\$0 and \$10) are provided in Exhibits 11-5 to 11-8. The SCV study brochure is provided in Exhibit 11-9. The Instructions Cards for Waves 1 and 2 are provided in Exhibits 11-10 and 11-11. Post-interview and thank you letters for Waves 1 and 2 (\$0 and \$10 conditions) are provided in Exhibits 11-12 to 11-15. Nonresponse follow-up letters and postcards for Waves 1 and 2 (\$0 and \$10 conditions) are provided in Exhibits 11-16 to 11-31. Appointment reminder cards, incentive payment receipts, and Sorry I Missed You cards are provided in Exhibits 11-32 to 11-34.

## **Attachment 11 Exhibits**

Exhibit 11-1. Informed Consent - \$10 Incentive WEB & CATI Version

Exhibit 11-2. Informed Consent - \$0 Incentive WEB & CATI Version

Exhibit 11-3. Informed Consent - \$10 CAPI Incentive Version

Exhibit 11-4. Informed Consent - \$0 CAPI Incentive Version

Exhibit 11-5. Wave 1 – Condition 1– Incentive \$0 – Lead Letter CAPI Household Respondent

Exhibit 11-6. Wave 1 – Condition 1– Incentive \$10 – Lead Letter CAPI Household Respondent

Exhibit 11-7. Wave 1 – Condition 2 – Incentive \$0 – Lead Letter Individual Respondent

Exhibit 11-8. Wave 1 – Condition 2 – Incentive \$10 – Lead Letter Individual Respondent

Exhibit 11-9. SCV Study Brochure

Exhibit 11-10. SCV Wave 1 Instruction Sheet

Exhibit 11-11. SCV Wave 2 Instruction Sheet

Exhibit 11-12. Wave 2 – Conditions 1and 2 – Incentive \$0 – Return Letter

Exhibit 11-13. Wave 2 – Conditions 1and 2 – Incentive \$10 – Return Letter

Exhibit 11-14. Wave 1 – Condition 1 and 2 – Incentive \$0 – Thank You Letter

Exhibit 11-15. Wave 1 – Condition 1and2 – Incentive \$10 – Thank You Letter

Exhibit 11-16. Wave 1 – Condition 1 (HH Only) – Incentive \$0 – Nonresponse CAPI Follow-up Letter – CAPI Initial Contact

Exhibit 11-17. Wave 1 – Condition 1 (HH Only) – Incentive \$10 – Nonresponse CAPI Follow-up Letter – CAPI Initial Contact

Exhibit 11-18. Wave 1 – Condition 1(Indv Only) 2(HH Only) – Incentive \$0 – Nonresponse CATI Followup Letter – CAPI Initial Contact

Exhibit 11-19. Wave 1 – Condition 1(Indv Only) 2(HH Only) – Incentive \$10 – Nonresponse CATI Follow-up Letter – CAPI Initial Contact

Exhibit 11-20. Wave 1 – Condition 2 (HH and Indv) – Incentive \$0 – Nonresponse CAPI Follow-up Letter – CATI Initial Contact

Exhibit 11-21. Wave 1 – Condition 2 (HH and Indv) – Incentive \$10 – Nonresponse CAPI Follow-up Letter – CATI Initial Contact

Exhibit 11-22. Wave 1- Refusal Letter – IR D/N Want to Participate – Conditions 1&2 - Incentive \$0

Exhibit 11-23. Wave 1- Refusal Letter – IR D/N Want to Participate – Conditions 1&2 - Incentive \$10

Exhibit 11-24. Wave 1- Refusal Letter – Not a Victim – Conditions 1&2 - Incentive \$0

Exhibit 11-25. Wave 1- Refusal Letter – Not a Victim – Conditions 1&2 - Incentive \$10

Exhibit 11-26. Wave 2- Refusal Letter – Conditions 1 & 2 - Incentive \$0

Exhibit 11-27. Wave 2- Refusal Letter – Conditions 1 & 2 - Incentive \$10

Exhibit 11-28. First Thank You/Reminder Post Card - \$10 Version

Exhibit 11-29. First Thank You/Reminder Post Card - \$0 Version

Exhibit 11-30. Final Thank You/Reminder Post Card - \$10 Version

Exhibit 11-31. Final Thank You/Reminder Post Card - \$0 Version

Exhibit 11-32. Appointment Reminder Card

Exhibit 11-33. Incentive Payment Receipt

Exhibit 11-34. Sorry I Missed You Card

# *Survey of Crime Victimization*

## **Exhibit 11-1. Informed Consent - \$10 Incentive WEB & CATI Version**

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Your address is one of over 3,800 scientifically sampled for participation in the Survey of Crime Victimization (SCV), sponsored by the Bureau of Justice Statistics (BJS). The purpose of the study is to gather information on crimes experienced by individuals and households. The results will be used to improve the way BJS measures crime in the U.S.

The SCV asks about the types and amount of crime committed against you and your household. This includes crimes that may have been committed by someone you know. It also asks about characteristics of the victims affected by the offenses and the offenders who committed these crimes. During the survey, you will never be asked to identify or report any offenders by name. The survey will take about 10-20 minutes on average and should be completed in a private location. The survey is not affiliated with any local law enforcement agency.

Participation in the SCV is voluntary, and there are no penalties for refusing to answer any questions.. Some questions in this study are of a personal nature and you may find them embarrassing or distressing. If you are upset or uncomfortable you may skip any question, or you may stop the survey at any time. You can log in and finish the survey later. You can also find telephone numbers for several help lines and support centers through the [Resources] button at the bottom of each survey screen.

Federal law assures that all the information you provide will be kept confidential and used for research purposes only. Your name and address will not be connected to the answers that you provide. If you do agree to participate, and complete the interview, you will receive **\$10 as a token of our appreciation.**

If you have any questions about the SCV, please call the project toll-free number, 1-866-xxx-xxxx. If you have questions about your rights as a study participant, call RTI's Office of Research Protection at 1-866-214-2043 (a toll-free number).

Do you agree to participate in the survey?

1 = Yes

2 = No

# *Survey of Crime Victimization*

## **Exhibit 11-2. Informed Consent - \$0 Incentive WEB & CATI Version**

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Your address is one of over 3,800 scientifically sampled for participation in the Survey of Crime Victimization (SCV), sponsored by the Bureau of Justice Statistics (BJS). The purpose of the study is to gather information on crimes experienced by individuals and households. The results will be used to improve the way BJS measures crime in the U.S.

The SCV asks about the types and amount of crime committed against you and your household. This includes crimes that may have been committed by someone you know. It also asks about characteristics of the victims affected by the offenses and the offenders who committed these crimes. During the survey, you will never be asked to identify or report any offenders by name. The survey will take about 10-20 minutes on average and should be completed in a private location. The survey is not affiliated with any local law enforcement agency.

Participation in the SCV is voluntary, and there are no penalties for refusing to answer any questions. .. Some questions in this study are of a personal nature and you may find them embarrassing or distressing. If you are upset or uncomfortable you may skip any question, or you may stop the survey at any time. You can log in and finish the survey later. You can also find telephone numbers for several help lines and support centers through the [Resources] button at the bottom of each survey screen.

Federal law assures that all the information you provide will be kept confidential and used for research purposes only. Your name and address will not be connected to the answers that you provide.

If you have any questions about the SCV, please call the project toll-free number, 1-866-xxx-xxxx. If you have questions about your rights as a study participant, call RTI's Office of Research Protection at 1-866-214-2043 (a toll-free number).

Do you agree to participate in the survey?

1 = Yes

2 = No

# Survey of Crime Victimization

## Exhibit 11-3. Informed Consent - \$10 CAPI Incentive Version

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**Description and Purpose of the SCV:** Your address is one of over 3,800 scientifically sampled addresses selected for participation in the Survey of Crime Victimization (SCV), sponsored by the Bureau of Justice Statistics (BJS). The purpose of the study is to gather information on crimes experienced by individuals and households. The results of the study will be used to improve the way BJS measures crime in the U.S. The survey is not affiliated with any local law enforcement agency.

**Sponsor:** The SCV is a research study being sponsored by the Bureau of Justice Statistics, which is part of the U.S. Department of Justice. RTI International, a not-for-profit research organization, is conducting the study on the behalf of BJS. BJS sponsors the survey under the authority of Title 42, United States Code, Section 3732. RTI International performs the work under the authority of Title 13, United States Code Section 8. BJS analyzes and publishes statistical information collected on crime, its victims and offenders, and provides data about crime to the President, Congress, other government officials, and the general public.

**Interview Details:** This study asks about the types and amount of crime committed against you and your household. This includes crimes that may have been committed by someone you know. It will also include questions on the characteristics of the victims affected by the offenses and the offenders who committed these crimes. During this interview, you will never be asked to identify or report any offenders by name.

**Length of Interview:** We anticipate the interview will take about 10-20 minutes to complete on average for each adult household member. However, this is only an estimate, as it will vary depending on one's experiences during the six-month reference period.

**Participation Requirements/Token of Appreciation:** Participation in this survey is voluntary, and there are no penalties for refusing to answer any questions. However, whether you were a crime victim or not, your cooperation is extremely important to help ensure the completeness and accuracy of this much needed information. If you do agree to participate, and complete the interview, you will receive \$10 as a token of our appreciation. We would also like to contact you again in about 6 months to update our information.

**Confidentiality:** While the interview has some personal questions, federal law assures that all the information you provide will be kept confidential and will only be used for research purposes. Your name and address will not be connected to the answers that you provide. We hope that protecting your privacy will help you to give accurate answers. There is one exception to our guarantee of confidentiality. If in the course of this interview, I learn that you or someone else is in immediate risk of harm, I may need to tell someone whose job it is to keep you safe.

**Possible Risks and Discomforts:** Some questions in this study are of a personal nature and you may find them embarrassing or distressing. If you are upset or uncomfortable you may skip any question, or you may stop the interview at any time.

**Further Questions:** If you have any questions about the SCV, please call the project toll-free number, 1-877-XXXXXXX. If you have questions about your rights as a study participant, call RTI's Office of Research Protection at 1-866-XXX-XXXX (a toll-free number).

Do you have any questions? (Can you/we find a private place to complete the interview?)

# Survey of Crime Victimization

## Exhibit 11-4. Informed Consent - \$0 CAPI Incentive Version

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**Description and Purpose of the SCV:** Your address is one of over 3,800 scientifically sampled addresses selected for participation in the Survey of Crime Victimization (SCV), sponsored by the Bureau of Justice Statistics (BJS). The purpose of the study is to gather information on crimes experienced by individuals and households. The results of the study will be used to improve the way BJS measures crime in the U.S. The survey is not affiliated with any local law enforcement agency.

**Sponsor:** The SCV is a research study being sponsored by the Bureau of Justice Statistics, which is part of the U.S. Department of Justice. RTI International, a not-for-profit research organization, is conducting the study on the behalf of BJS. BJS sponsors the survey under the authority of Title 42, United States Code, Section 3732. RTI International performs the work under the authority of Title 13, United States Code Section 8. BJS analyzes and publishes statistical information collected on crime, its victims and offenders, and provides data about crime to the President, Congress, other government officials, and the general public.

**Interview Details:** This study asks about the types and amount of crime committed against you and your household. This includes crimes that may have been committed by someone you know. It will also include questions on the characteristics of the victims affected by the offenses and the offenders who committed these crimes. During this interview, you will never be asked to identify or report any offenders by name.

**Length of Interview:** We anticipate the interview will take about 10-20 minutes to complete on average for each adult household member. However, this is only an estimate, as it will vary depending on one's experiences during the six-month reference period.

**Participation Requirements/ Token of Appreciation:** Participation in this survey is voluntary, and there are no penalties for refusing to answer any questions. However, whether you were a crime victim or not, your cooperation is extremely important to help ensure the completeness and accuracy of this much needed information. We would also like to contact you again in about 6 months to update our information.

**Confidentiality:** While the interview has some personal questions, federal law assures that all the information you provide will be kept confidential and will only be used for research purposes. Your name and address will not be connected to the answers that you provide. We hope that protecting your privacy will help you to give accurate answers. There is one exception to our guarantee of confidentiality. If in the course of this interview, I learn that you or someone else is in immediate risk of harm, I may need to tell someone whose job it is to keep you safe.

**Possible Risks and Discomforts:** Some questions in this study are of a personal nature and you may find them embarrassing or distressing. If you are upset or uncomfortable you may skip any question, or you may stop the interview at any time.

**Further Questions:** If you have any questions about the SCV, please call the project toll-free number, 1-877-XXXXXXX. If you have questions about your rights as a study participant, call RTI's Office of Research Protection at 1-866-XXX-XXXX (a toll-free number).

Do you have any questions? (Can you/we find a private place to complete the interview?)



**Exhibit 11-5. Wave 1 – Condition 1– Incentive \$0 – Lead Letter CAPI Household Respondent**

DATE

«add1» «add2»  
«city», «state» «zip»

Dear Resident,

The Bureau of Justice Statistics (BJS), part of the U.S. Department of Justice, is conducting the Survey of Crime Victimization (SCV) to gather information on crimes experienced by individuals and households. The results of the study will be used to improve the way BJS measures crime in the U.S.

This letter is addressed to “Resident” because your address, rather than a specific person living at this address, was randomly selected to participate in this research study. This means that your answers represent not only you and your household, but also hundreds of other households like yours. Although you may choose not to take part in this study, your random selection means that no one else can take your place. For this reason, we hope you and your household will choose to participate.

RTI International, a not-for-profit research organization, is conducting the study for BJS. An RTI International representative will be contacting your household shortly for an initial interview. When the interviewer arrives, he/she will present an RTI International identification card. Each adult in the household will be asked to complete the SCV interview, which will only take about 10-20 minutes on average.

Your household’s participation in the survey is considered confidential and is protected by federal law. The answers you provide will be used for statistical purposes only. No information about your household or any individual household member can be identified from these statistics.

The enclosed study brochure provides additional information about the SCV. Also, feel free to ask the RTI representative any questions you have about the study or call RTI directly at 1-877-294-1302.

Thank you for your cooperation. We appreciate your help.

Sincerely,

Susan Kinsey  
RTI Project Director

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OMB#



**Exhibit 11-6. Wave 1 – Condition 1– Incentive \$10 – Lead Letter CAPI Household Respondent**

DATE

«add1» «add2»  
«city», «state» «zip»

Dear Resident,

The Bureau of Justice Statistics (BJS), part of the U.S. Department of Justice, is conducting the Survey of Crime Victimization (SCV) to gather information on crimes experienced by individuals and households. The results of the study will be used to improve the way BJS measures crime in the U.S.

This letter is addressed to “Resident” because your address, rather than a specific person living at this address, was randomly selected to participate in this research study. This means that your answers represent not only you and your household, but also hundreds of other households like yours. Although you may choose not to take part in this study, your random selection means that no one else can take your place. For this reason, we hope you and your household will choose to participate. ***All adult household members who complete the interview will receive \$10 as a token of our appreciation.***

RTI International, a not-for-profit research organization, is conducting the study for BJS. An RTI International representative will be contacting your household shortly for an initial interview. When the interviewer arrives, he/she will present an RTI International identification card. Each adult in the household will be asked to complete the SCV interview, which will only take about 10-20 minutes on average.

Your household’s participation in the survey is considered confidential and is protected by federal law. The answers you provide will be used for statistical purposes only. No information about your household or any individual household member can be identified from these statistics.

The enclosed study brochure provides additional information about the SCV. Also, feel free to ask the RTI representative any questions you have about the study or call RTI directly at 1-877-294-1302.

Thank you for your cooperation. We appreciate your help.

Sincerely,

Susan Kinsey  
RTI Project Director

G» U.S. GOVERNMENT PRINTING OFFICE: 2008—745-242/80095

*LL-HH-1&2-0* NCVS-572(L)  
OMB#



3040 Cornwallis Road ■ PO Box 12194 ■ Research Triangle Park, NC 27709-2194 ■ USA  
Telephone 919.541.6000 ■ Fax 919.541.5985 ■ www.rti.org

**Exhibit 11-7. Wave 1 – Condition 2 – Incentive \$0 – Lead Letter**  
**Individual Respondent**

DATE

«add1» «add2»  
«city», «state» «zip»

ID:

Dear Resident,

The Bureau of Justice Statistics (BJS), part of the U.S. Department of Justice, is conducting the Survey of Crime Victimization (SCV) to gather information on crimes experienced by individuals and households. The results of the study will be used to improve the way BJS measures crime in the U.S.

This letter is addressed to “Resident” because your address, rather than a specific person living at this address, was randomly selected to participate in this research study. This means that your answers represent not only you and your household, but also hundreds of other households like yours. Although you may choose not to take part in this study, your random selection means that no one else can take your place. For this reason, we hope you and your household will choose to participate.

RTI International, a not-for-profit research organization, is conducting the study for BJS. We are asking that each adult member of this household call us toll free to complete the interview by telephone with an RTI representative. The interview will only take about 10-20 minutes on average to complete.

Your household’s participation in the survey is considered confidential and is protected by federal law. The answers you provide will be used for statistical purposes only. No information about your household or any individual household member can be identified from these statistics.

The enclosed study brochure provides additional information about the SCV. The Instructions card describes how easy it is for you and other adult household members to take part in the survey by telephone. To complete your interview with an RTI representative, or to receive additional information about the SCV, please call 1-877-294-1302.

We look forward to hearing from you. Thank you for your cooperation.

Sincerely,

Susan Kinsey  
RTI Project Director  
U.S. GOVERNMENT PRINTING OFFICE: 2008—745-242/80095

*LL-HH&IR-4-0* NCVS-572(L)G»  
OMB#



**Exhibit 11-8. Wave 1 – Condition 2 – Incentive \$10 – Lead Letter  
Individual Respondent**

DATE

«add1» «add2»  
«city», «state» «zip»

ID:
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Dear Resident,

The Bureau of Justice Statistics (BJS), part of the U.S. Department of Justice, is conducting the Survey of Crime Victimization (SCV) to gather information on crimes experienced by individuals and households. The results of the study will be used to improve the way BJS measures crime in the U.S.

This letter is addressed to “Resident” because your address, rather than a specific person living at this address, was randomly selected to participate in this research study. This means that your answers represent not only you and your household, but also hundreds of other households like yours. Although you may choose not to take part in this study, because of your random selection no one else can take your place. For this reason, we hope you and your household will choose to participate. **All adult household members who complete the interview will receive \$10 as a token of our appreciation.**

RTI International, a not-for-profit research organization, is conducting the study for BJS. We are asking that each adult member of this household call us toll free to complete the interview by telephone with an RTI representative. The interview will only take about 10-20 minutes to complete on average.

Your household’s participation in the survey is considered confidential and is protected by federal law. The answers you provide will be used for statistical purposes only. No information about your household or any individual household member can be identified from these statistics.

The enclosed study brochure provides additional information about the SCV. The Instructions card describes how easy it is for you and other adult household members to take part in the survey by telephone. To complete your interview with an RTI representative, or to receive additional information about the SCV, please call 1-877-294-1302.


We look forward to hearing from you. Thank you for your cooperation.

Sincerely,

Susan Kinsey  
RTI Project Director  
GOVERNMENT PRINTING OFFICE: 2008—745-242/80095

*LL-HH&IR-4-10* NCVS572(L)G» U.S.  
OMB#

**Exhibit 11-9. SCV Study Brochure**



**Survey of Crime Victimization**

For more information on RTI International, contact:  
**Susan Kinsey**  
3040 Cornwallis Road  
Durham, NC 27709  
1-XXX-XXX-XXXX  
[www.rti.org](http://www.rti.org)

If you have any comments about this survey or have recommendations for reducing its length, please send them to:

**Michael Rand**  
Senior Statistician  
Bureau of Justice Statistics  
Washington, DC 20531

For more information on the Survey of Crime Victimization (SCV) or the Bureau of Justice Statistics (BJS), go to [www.ojp.usdoj.gov/bjs/](http://www.ojp.usdoj.gov/bjs/)




**Useful Information**

**National Domestic Violence Hotline**  
1-800-799-SAFE  
1-800-787-3224 (TTY)

**National Center for Victims of Crime**  
1-800-FYI-CALL  
1-800-211-7996 (TTY)

**Child Help**  
National Child Abuse Hotline  
1-800-4-A-CHILD

**Eldercare Locator**  
1-800-677-1116



### What Is the Survey of Crime Victimization?

The Survey of Crime Victimization (SCV) is a survey sponsored by the Bureau of Justice Statistics (BJS) of the U.S. Department of Justice. The purpose of this study is to examine the collection of victimization data. The survey is designed to obtain information on the types and amount of crime committed against households and individuals. The SCV will:

- Collect the most up-to-date and accurate crime information from households across the US,
- Identify the most cost-efficient survey processes to collect this information in order to provide the best value for taxpayer dollars,
- Evaluate multiple survey options that make participating easier,
- Identify the best ways to provide assistance to crime victims, and
- Enable the development of effective crime programs.



### What kinds of questions will I be asked?

The SCV asks questions about the types and amount of crime committed in your household, such as, but not limited to: theft, burglary, motor vehicle theft, robbery, assault, rape, and purse snatching/pocket picking. This includes crimes that may have been committed by someone you know. We are also collecting information on the characteristics of the victims and offenders, as well as specific details about the crimes themselves. You will not be asked to give the names of those who may have been involved in the crimes, but we may ask about how they were related to you. The survey will take about 10 to 20 minutes to complete. It is not affiliated with any local law enforcement agency.

### Why should I participate?

Participation in this survey is voluntary and there are no penalties for refusing to answer any questions. However, whether you were a crime victim or not, your cooperation is extremely important because it will help ensure the completeness and reliability of the survey results. Your answers not only represent your household, but also hundreds of other similar households. You may choose not to take part in this study, but because our sample is selected based on scientific random sampling, no other household or person can take your place.

### How was I selected for this survey?

We randomly selected a cross section of addresses, not you personally, to represent a larger population of households. We will interview all eligible adult residents (18 or older) at each selected address twice over a one-year period.

### How will the data be used?

The results of the study will be used to improve the way the National Crime Victimization Survey (NCVS) is conducted and administered to households such as yours. The NCVS is a large national survey conducted annually by BJS to measure crime in the U.S. To date, the NCVS is the largest ongoing survey sponsored by BJS.

### Will my answers be kept confidential?

BJS and RTI are committed to assuring complete confidentiality of responses. Our interest is only in the combination of all responses and not anyone's individual answers. The answers that you provide will be combined with all other participant's answers, and will be coded, totaled, and turned into statistics for analysis. Your name is never recorded or associated with your answers, and the information is used only for research and analysis and cannot be used for any other purpose. Confidentiality of all answers to questions in this survey is protected under Federal law, U.S. Code, Title 13, Section 9 and 214.

### Who conducts the SCV?

BJS has hired RTI International, a not-for-profit research organization based in North Carolina, to conduct the SCV. RTI International collects and processes the information from the SCV and aids BJS in the analysis of the data. BJS is responsible for the publication and dissemination of the results.

Exhibit 11-10. SCV Wave 1 Instruction Sheet

# Survey of Crime Victimization (SCV)



## Instructions

Each adult member of your household (age 18 or older) is asked to participate in this important survey. It will only take 10–20 minutes for each person to complete.

### PLEASE CALL US TOLL-FREE:

Call us toll-free at 1-877-XXX-XXXX to speak with a representative and complete the interview over the telephone. When you call, you will be asked for your unique survey code printed on the left side of this information sheet. Our representatives are available during the following times:

Day	Eastern Standard Time
Monday through Thursday	9:00 a.m. – 9:00 p.m.
Friday	9:00 a.m. – 8:00 p.m.
Saturday	10:00 a.m. – 5:00 p.m.
Sunday	1:30 p.m. – 8:30 p.m.

### Survey Code:

#### Need Assistance?

For technical problems or general questions regarding the Survey of Crime Victimization, please call us toll-free at 1-877-xxx-xxxx.

**Exhibit 11-11. SCV Wave 2 Instruction Sheet**

# Survey of Crime Victimization (SCV)



## Survey Code:

### Need Assistance?

For technical problems or general questions regarding the Survey of Crime Victimization, please call us toll-free at 1-877-xxx-xxxx.

## Instructions

Each adult member of your household (age 18 or older) is asked to participate in this important survey. It will only take 10–20 minutes for each person to complete. The survey can be completed using the most convenient method for you and your adult household members: on-line (web) or telephone.

### PLEASE CHOOSE ONE SURVEY METHOD:

- **On-line (Web)**—Go to the secure study website at <https://scv.rti.org>. Enter your unique access survey code printed on the left side of this information sheet.
- **Telephone**—Call us toll free at 1-877-XXX-XXXX to speak with a representative and complete the interview over the telephone. When you call, you will be asked for your unique survey code printed on the left side of this information sheet. Our representatives are available during the following times:

Day	Eastern Standard Time
Monday through Thursday	9:00 a.m. – 9:00 p.m.
Friday	9:00 a.m. – 8:00 p.m.
Saturday	10:00 a.m. – 5:00 p.m.
Sunday	1:30 p.m. – 8:30 p.m.



**Exhibit 11-12. Wave 2 – Conditions 1 and 2 – Incentive \$0 – Return Letter**

DATE

«add1» «add2»  
«city», «state» «zip»

ID:

Dear [Insert respondent's name],

Several months ago, your address was randomly selected to participate in an important research study called the Survey of Crime Victimization (SCV) being sponsored by the Bureau of Justice Statistics (BJS). We are grateful for the cooperation we have already received from you and are hoping you will participate in this final phase of the study!

RTI International, a not-for-profit research organization, is conducting the study for BJS. As you may recall, the purpose of this survey is to gather information on crimes experienced by individuals and households. The results of the study will be used to improve the way BJS measures crime in the U.S.

This final interview will only take about 10-20 minutes to complete on average. Your participation in the study is considered confidential and is protected by federal law. The answers you provide will be used for statistical purposes only. No information about your household or any individual household member can be identified from these statistics.

Your answers represent not only you and your household, but also hundreds of other households like yours. Although you may choose not to participate, your random selection means that no one else can take your place. For this reason, we hope you will choose to participate once again.

The enclosed Instructions card describes several easy ways in which you can take part in this final phase of the study. You can participate on-line through the study website or by telephone, whichever is most convenient for you. If you have any questions about the study or would like further information, please feel free to call an RTI representative at 1-877-294-1302.

We look forward to hearing from you. Thank you for your cooperation.

Sincerely,

Susan Kinsey  
RTI Project Director

U.S. GOVERNMENT PRINTING OFFICE: 2008—745-242/80095

*R-HH&IR-1234-0* NCVS-72(L)G  
OMB#





**Exhibit 11-13. Wave 2 – Conditions 1 and 2 – Incentive \$10 – Return Letter**

DATE

«add1» «add2»  
«city», «state» «zip»

ID:

Dear [Insert respondent’s name],

Several months ago, your address was randomly selected to participate in an important research study called the Survey of Crime Victimization (SCV) being sponsored by the Bureau of Justice Statistics (BJS). We are grateful for the cooperation we have already received from you and are hoping you will participate in this final phase of the study! ***If you complete the survey you will receive \$10 as a token of our appreciation.***

RTI International, a not-for-profit research organization, is conducting the study for BJS. As you may recall, the purpose of this survey is to gather information on crimes experienced by individuals and households. The results of the study will be used to improve the way BJS measures crime in the U.S.

This final interview will only take about 10-20 minutes to complete on average. Your participation in the study is considered confidential and is protected by federal law. The answers you provide will be used for statistical purposes only. No information about your household or any individual household member can be identified from these statistics.

Your answers represent not only you and your household, but also hundreds of other households like yours. Although you may choose not to take part in this study, your random selection means that no one else can take your place. For this reason, we hope you will choose to participate once again.

The enclosed Instructions card describes several easy ways in which you can take part in this final phase of the study. You can participate on-line through the study website or by telephone. If you have any questions about the study or would like further information, please feel free to call an RTI representative at 1-877-294-1302.

We look forward to hearing from you. Thank you for your cooperation.

Sincerely,

Susan Kinsey  
RTI Project Director  
U.S. GOVERNMENT PRINTING OFFICE: 2008—745-242/80095

*R-HH&IR-1234-10* NCVS-72(L)G»  
OMB#



3040 Cornwallis Road ■ PO Box 12194 ■ Research Triangle Park, NC 27709-2194 ■ USA  
Telephone 919.541.6000 ■ Fax 919.541.5985 ■ [www.rti.org](http://www.rti.org)

**Exhibit 11-14. Wave 1 – Condition 1 and 2 – Incentive \$0 – Thank  
You Letter**

DATE

# *Thank you*

...for your recent participation in the Survey of Crime Victimization (SCV), a study sponsored by the Bureau of Justice Statistics (BJS). Because of your participation, we will have a better understanding of the best ways to measure crimes experienced by individuals and households across the United States.

We would also like to take this opportunity to reassure you that the information you provided for the SCV will be kept confidential and used only for statistical purposes. No information about your household or any individual household member can be identified from these statistics.

Your household will be contacted again in a few months for the final phase of this important survey. We hope we can count on your continued cooperation.

Sincerely,

Susan Kinsey  
RTI Project Director

**Exhibit 11-15. Wave 1 – Condition 1and2 – Incentive \$10 – Thank  
You Letter**

November 11, 2011

# Thank you

...for your recent participation in the Survey of Crime Victimization (SCV), a study sponsored by the Bureau of Justice Statistics (BJS). Because of your participation, we will have a better understanding of the best ways to measure crimes experienced by individuals and households across the United States.

*As was promised and because we value your participation, enclosed is **\$10 as a token of our appreciation.***

We would also like to take this opportunity to reassure you that the information you provided for the SCV will be kept confidential and used only for statistical purposes. No information about your household or any individual household member can be identified from these statistics.

Your household will be contacted again in a few months for the final phase of this important survey. We hope we can count on your continued cooperation.

Sincerely,

Susan Kinsey  
RTI Project Director

**Exhibit 11-16. Wave 1 – Condition 1 (HH Only) – Incentive \$0 –  
Nonresponse CAPI Follow-up Letter – CAPI Initial Contact**

DATE

«add1» «add2»  
«city», «state» «zip»

ID:

Dear Resident,

Recently, your household was selected to participate in an important research study called the Survey of Crime Victimization (SCV). Sponsored by the Bureau of Justice Statistics (BJS), the SCV is gathering information on crimes experienced by individuals and households. Results of the study will be used to improve the way BJS measures crime in the U.S. RTI International, a not-for-profit research organization, is conducting the study for BJS.

We are asking each adult household member to complete a brief interview that will only take about 10-20 minutes on average. So far, we have been unable to speak with anyone in your household. We are nearing the end of our survey period and your participation is important—this is why we continue to try and reach you.

A limited number of households were randomly selected to participate in this study, and your household cannot be replaced. If you choose not to take part, your experiences and views—as well as the hundreds of other households you represent—will not have a chance to be heard. Your participation is critical to the success of this study, and we are happy to make a special effort to work around your schedule and that of others in your household so that you can be included. To ensure you have an opportunity to participate in the SCV, an RTI study representative will visit your household soon to answer any questions you have and to complete the interview with you and other adults in your household.

If you have any questions about the study, would like to set an appointment with one of our study representatives, or if you simply wish to tell us the best times to reach you, please call us toll free at 1-877-294-1302.

Thank you for your cooperation.

Sincerely,

Susan Kinsey  
RTI Project Director

U.S. GOVERNMENT PRINTING OFFICE: 2008—745-242/80095

NR-HH-1 -0 NCVS-572(L)G»  
OMB#



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Telephone 919.541.6000 ■ Fax 919.541.5985 ■ www.rti.org

**Exhibit 11-17. Wave 1 – Condition 1 (HH Only) – Incentive \$10 –  
Nonresponse CAPI Follow-up Letter – CAPI Initial Contact**

DATE

«add1» «add2»  
«city», «state» «zip»

ID:

Dear Resident,

Recently, your household was selected to participate in an important research study called the Survey of Crime Victimization (SCV). Sponsored by the Bureau of Justice Statistics (BJS), the SCV is gathering information on crimes experienced by individuals and households. Results of the study will be used to improve the way BJS measures crime in the U.S. RTI International, a not-for-profit research organization, is conducting the study for the BJS.

We are asking each adult household member to complete a brief interview that will only take 10-20 minutes on average. So far, we have been unable to speak with anyone in your household. We are nearing the end of our survey period and your participation is important—this is why we continue to try and reach you. We appreciate that your time is a valuable. **All adult household members who complete the interview will receive \$10 in cash as a token of our appreciation.**

A limited number of households were randomly selected to participate in this study, and your household cannot be replaced. If you choose not to participate, your experiences and views—as well as the hundreds of other households you represent—will not have a chance to be heard. Your participation is critical to the success of this study, and we are happy to make a special effort to work around your schedule and that of others in your household so that you can be included. To ensure you have an opportunity to participate in the SCV, an RTI study representative will visit your household soon to answer any questions you have and to complete the interview with you and other adults in your household.

If you have any questions about the study, would like to set an appointment with one of our study representatives, or if you simply wish to tell us the best times to reach you, please call us toll free at 1-877-294-1302.

Thank you for your cooperation.

Sincerely,

Susan Kinsey  
RTI Project Director  
GOVERNMENT PRINTING OFFICE: 2008—745-242/80095

*NR-HH-1-10* NCVS-572(L)G» U.S.  
OMB#



3040 Cornwallis Road ■ PO Box 12194 ■ Research Triangle Park, NC 27709-2194 ■ USA  
Telephone 919.541.6000 ■ Fax 919.541.5985 ■ www.rti.org

**Exhibit 11-18. Wave 1 – Condition 1(Indv Only) 2(HH Only) –  
Incentive \$0 – Nonresponse CATI Follow-up Letter – CAPI Initial  
Contact**

DATE

«add1» «add2»  
«city», «state» «zip»

ID:

Dear Resident,

Recently, your household was selected to participate in an important research study called the Survey of Crime Victimization (SCV). Sponsored by the Bureau of Justice Statistics (BJS), the SCV is gathering information on crimes experienced by individuals and households. Results of the study will be used to improve the way BJS measures crime in the U.S. RTI International, a not-for-profit research organization, is conducting the study for the BJS.

We are asking each adult household member to complete a brief questionnaire that will only take about 10-20 minutes on average. So far, we have been unable to speak with anyone in your household. We are nearing the end of our survey period and your participation is important—this is why we continue to try and reach you.

A limited number of households were randomly selected to participate in this study, and your household cannot be replaced. If you choose not to take part, your experiences and views—as well as the hundreds of other households you represent—will not have a chance to be heard. Your participation is critical to the success of this study, and we are happy to make a special effort to work around your schedule and that of others in your household so that you can be included. To ensure that you have the opportunity to participate in the SCV, an RTI study representative may call you soon to answer any questions you have and complete the interview over the telephone.

If you have any questions about the study or would like to go ahead and complete the interview over the telephone with a study representative, please call us toll free at 1-877-294-1302. The enclosed Instructions card provides more information about how to take part in the survey by telephone.

Thank you for your cooperation.

Sincerely,

Susan Kinsey  
RTI Project Director  
U.S. GOVERNMENT PRINTING OFFICE: 2008—745-242/80095

*FU-HH&IR-12 -0* NCVS-72(L) G»  
OMB#



**Exhibit 11-19. Wave 1 – Condition 1(Indv Only) 2(HH Only) –  
Incentive \$10 – Nonresponse CATI Follow-up Letter – CAPI Initial  
Contact**

DATE

«add1» «add2»  
«city», «state» «zip»

ID:

Dear Resident,

Recently, your household was selected to participate in an important research survey called the Survey of Crime Victimization (SCV). Sponsored by the Bureau of Justice Statistics (BJS), the SCV is gathering information on crimes experienced by individuals and households. Results of the study will be used to improve the way BJS measures crimes in the U.S. RTI International, a not-for-profit research organization, is conducting the study for the BJS.

We are asking each adult household member to complete a brief interview that will only take about 10-20 minutes on average. So far, we have been unable to speak with anyone in your household. We are nearing the end of our survey period and your participation is important—this is why we continue to try and reach you. We appreciate that your time is a valuable. **All adult household members who complete the interview will receive \$10 in cash as a token of our appreciation.**

A limited number of households were randomly selected to participate in this study, and your household cannot be replaced. If you choose not to take part, your experiences and views—as well as the hundreds of other households you represent—will not have a chance to be heard. Your participation is critical to the success of this study, and we are happy to make a special effort to work around your schedule and that of others in your household so that you can be included. To ensure that you have the opportunity to participate in the SCV, an RTI study representative may call you soon to answer any questions you have and complete the interview over the telephone.

If you have any questions about the study or would like to go ahead and complete the interview over the telephone with a study representative, please call us toll free at 1-877-294-1302. The enclosed Instructions card provides more information about how to take part in the survey by telephone.

Thank you for your cooperation.

Sincerely,

Susan Kinsey  
RTI Project Director

U.S. GOVERNMENT PRINTING OFFICE: 2008—745-242/80095

*FU-HH&IR-12 -10* NCVS-572(L)G»  
OMB#



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Telephone 919.541.6000 ■ Fax 919.541.5985 ■ www.rti.org

**Exhibit 11-20. Wave 1 – Condition 2 (HH and Indv) – Incentive \$0 –  
Nonresponse CAPI Follow-up Letter – CATI Initial Contact**

DATE

«add1» «add2»  
«city», «state» «zip»

ID:
-----

Dear Resident,

Recently, your household was selected to participate in an important research survey called the Survey of Crime Victimization (SCV). Sponsored by the Bureau of Justice Statistics (BJS), the SCV is gathering information on crimes experienced by individuals and households. Results of the study will be used to improve the way BJS measures crime in the U.S. RTI International, a not-for-profit research organization, is conducting the study for the BJS.

We are asking each adult household member to complete a brief interview that will only take about 10-20 minutes on average. Unfortunately, our representatives have not yet been able to speak with you to complete the interview, and we are nearing the end of our survey period.

A limited number of households were randomly selected to participate in this study, and your household cannot be replaced. If you choose not to take part, your experiences and views—as well as the hundreds of other households you represent—will not have a chance to be heard. Your participation is critical to the success of this study, and we are happy to make a special effort to work around your schedule and that of others in your household so that you can be included—this is why we continue to try and reach you. To ensure that you have the opportunity to participate in the SCV, an RTI study representative may visit you soon to answer any questions you have and complete the interview in-person.

If you have any questions about the study or would prefer to complete the interview over the telephone with a study representative, please call us toll free at 1-877-294-1302. The enclosed Instructions card provides more information about how to take part in the survey by telephone.

Thank you for your cooperation.

Sincerely,

Susan Kinsey  
RTI Project Director

U.S. GOVERNMENT PRINTING OFFICE: 2008—745-242/80095

NR-HH&IR-4-0 NCVS-572(L)G»  
OMB#





**Exhibit 11-21. Wave 1 – Condition 2 (HH and Indv) – Incentive \$10 –  
Nonresponse CAPI Follow-up Letter – CATI Initial Contact**

DATE

«add1» «add2»  
«city», «state» «zip»

ID:

Dear Resident,

Recently, your household was selected to participate in an important research survey called the Survey of Crime Victimization (SCV). Sponsored by the Bureau of Justice Statistics (BJS), the SCV is gathering information on crimes experienced by individuals and households. Results of the study will be used to improve the way BJS measures crime in the U.S. RTI International, a not-for-profit research organization, is conducting the study for the BJS.

We are asking each adult household member to complete an interview that will only take about 10-20 minutes on average. Unfortunately, our representatives have not yet been able to speak with you to complete the interview, and we are rapidly approaching the end of our survey period. We appreciate that your time is a valuable. **All adult household members who complete the interview will receive \$10 in cash as a token of our appreciation.**

A limited number of households were randomly selected to participate in this study, and your household cannot be replaced. If you choose not to take part, your experiences and views—as well as the hundreds of other households you represent—will not have a chance to be heard. Your participation is critical to the success of this study, and we are happy to make a special effort to work around your schedule and that of others in your household so that you can be included—this is why we continue to try and reach you. To ensure that you have the opportunity to participate in the SCV, an RTI study representative may visit you soon to answer any questions you have and complete the interview in-person.

If you have any questions about the study or would prefer to complete the interview over the telephone with a study representative, please call us toll free at 1-877-294-1302. The enclosed Instructions card provides more information about how to take part in the survey by telephone.

Thank you for your cooperation.

Sincerely,

Susan Kinsey  
RTI Project Director

U.S. GOVERNMENT PRINTING OFFICE: 2008—745-242/80095

NR-HH&IR-4 -10 NCVS-572(L)G»  
OMB#



**Exhibit 11-22. Wave 1- Refusal Letter – IR D/N Want to Participate – Conditions 1&2 - Incentive \$0**

DATE

«add1» «add2»  
«city», «state» «zip»

Dear [Insert Individual Respondent's Name],

Recently, a representative from RTI International contacted your household about participating in the Survey of Crime Victimization (SCV) which is being sponsored by the Bureau of Justice Statistics (BJS). At the time, you expressed some reluctance about participating in the study.

We truly understand. However, as researchers on the SCV, we face a problem:

*We can't replace you, and we value your feedback.*

We are asking each adult household member living at this address to complete a brief 10-20 minute survey about crime they may have experienced. We need the help and feedback of all adults living in the selected households to get a true picture of crime victimization across the U.S. A limited number of households were randomly selected to represent the population of the U.S., and as a result, you and your household cannot be replaced. If you choose not to participate, your experiences and views—as well as the thousands of people you represent—will not be heard.

We *do* respect the fact that you lead a busy life and have many priorities. For that reason, we'd like to contact you for the sole purpose of seeing if there is *any way* we can make the interview more convenient for you and your household. Your participation is critical to the success of this study, and we are happy to work around your schedule so that you can be included.

The enclosed study brochure provides additional information about the SCV, including how the information you provide will be used. We will combine the answers your household provides with the answers of thousands of other people and report them only as overall numbers. Also, you may refuse to answer any question during the survey.

If you have any questions or would like to set up an appointment, please call our study representatives toll-free at 1-877-294-1302.

Thank you for your time. I hope you'll reconsider and choose to participate in this very important study.

Sincerely,

Susan Kinsey  
RTI Project Director  
U.S. GOVERNMENT PRINTING OFFICE: 2008—745-242/80095

*RLIR-123-0* NCVS-572(L)G»



**Exhibit 11-23. Wave 1- Refusal Letter – IR D/N Want to Participate – Conditions 1&2 - Incentive \$10**

DATE

«add1» «add2»  
«city», «state» «zip»

Dear [Insert Individual Respondent's Name],

Recently, a representative from RTI International contacted your household about participating in the Survey of Crime Victimization (SCV) that is being sponsored by the Bureau of Justice Statistics (BJS). At the time, you expressed some reluctance about participating in the study.

We truly understand. However, as researchers on the SCV, we face a problem:

*We can't replace you, and we value your feedback.*

We are asking each adult household member living at this address to complete a brief 10-20 minute survey about crime they may have experienced. We need the help and feedback of all adults living in the selected households to get a true picture of crime victimization across the U.S. A limited number of households were randomly selected to represent the population of the U.S., and as a result, you and your household cannot be replaced. If you choose not to participate, your experiences and views—as well as the thousands of people you represent—will not be heard.

We *do* respect the fact that you lead a busy life and have many priorities. For that reason, we'd like to contact you for the sole purpose of seeing if there is *any way* we can make the interview more convenient for you and your household. Your participation is critical to the success of this study, and we are happy to work around your schedule so that you can be included. We appreciate that your time is a valuable. ***All adult household members who complete the interview will receive \$10 in cash as a token of our appreciation.***

The enclosed study brochure provides additional information about the SCV, including how the information you provide will be used. We will combine the answers your household provides with the answers of thousands of other people and report them only as overall numbers. Also, you may refuse to answer any question during the survey.

If you have any questions or would like to set up an appointment, please call our study representatives toll-free at 1-877-294-1302.

Thank you for your time. I hope you'll reconsider and choose to participate in this very important study.

Sincerely,

Susan Kinsey  
RTI Project Director  
U.S. GOVERNMENT PRINTING OFFICE: 2008—745-242/80095

*RLIR-123-0* NCVS-572(L)G»



**Exhibit 11-24. Wave 1- Refusal Letter – Not a Victim – Conditions 1&2 - Incentive \$0**

DATE

«add1» «add2»  
«city», «state» «zip»

Dear Resident,

Recently, a representative from RTI International contacted your household about participating in the Survey of Crime Victimization (SCV) which is being sponsored by the Bureau of Justice Statistics (BJS). At that time, you indicated your household had not experienced any crime and was not interested in participating.

We understand your hesitation about participating, but as researchers on the SCV, we face a problem:

*We can't replace you, and we value your feedback.*

In order for us to understand the crime experienced across the U.S., we need the help and feedback of all kinds of persons and households, including those that have not experienced any crime! If we only spoke to those who had been the victims of crime, we would not be creating a true picture of crime victimization in the U.S.

We are asking each adult household member living at this address to complete a brief 10-20 minute survey about their crime experiences, if any. A limited number of households were randomly selected to represent the population of the U.S., and as a result, your household cannot be replaced. If you choose not to take part, your experiences and views—as well as the thousands of people you represent—will not be heard.

The enclosed study brochure provides additional information about the SCV, including how the information you provide will be used. We will combine the answers your household provides with the answers of thousands of other people and report them only as overall numbers. Also, you may refuse to answer any question during the survey.

To ensure that you have the opportunity to participate in the SCV, an RTI study representative may visit or call you soon to answer any questions you have and complete the interview. If you have you have any questions or would like to set up an appointment, please call our study representatives toll-free at 1-877-294-1302.

Thank you for your time. I hope you'll reconsider and choose to participate in this extremely important and beneficial study.

Sincerely,

Susan Kinsey  
RTI Project Director  
U.S. GOVERNMENT PRINTING OFFICE: 2008—745-242/80095

*RLV-123-0* NCVS-572(L)G»  
OMB#



**Exhibit 11-25. Wave 1- Refusal Letter – Not a Victim – Conditions 1&2 - Incentive \$10**

DATE

«add1» «add2»  
«city», «state» «zip»

Dear Resident,

Recently, a representative from RTI International contacted your household about participating in the Survey of Crime Victimization (SCV) which is being sponsored by the Bureau of Justice Statistics (BJS). At that time, you indicated your household had not experienced any crime and was not interested in participating.

We understand your hesitation about participating, but as researchers on the SCV, we face a problem:

*We can't replace you, and we value your feedback.*

In order for us to understand the crime experienced across the U.S., we need the help and feedback of all kinds of persons and households, including those that have not experienced any crime! If we only spoke to those who had been the victims of crime, we would not be creating a true picture of crime victimization in the U.S. A limited number of households were randomly selected to represent the population of the U.S., and as a result, your household cannot be replaced. If you choose not to take part, your experiences and views—as well as the thousands of people you represent—will not be heard.

We are asking each adult household member living at this address to complete a brief 10-20 minute survey about their crime experiences, if any. We appreciate that your time is a valuable. ***All adult household members who complete the interview will receive \$10 in cash as a token of our appreciation.***

The enclosed study brochure provides additional information about the SCV, including how the information you provide will be used. We will combine the answers your household provides with the answers of thousands of other people and report them only as overall numbers. Also, you may refuse to answer any question during the survey.

To ensure that you have the opportunity to participate in the SCV, an RTI study representative may visit or call you soon to answer any questions you have and complete the interview. If you have you have any questions or would like to set up an appointment, please call our study representatives toll-free at 1-877-294-1302.

Thank you for your time. I hope you'll reconsider and choose to participate in this extremely important and beneficial study.

Sincerely,

Susan Kinsey  
RTI Project Director

U.S. GOVERNMENT PRINTING OFFICE: 2008—745-242/80095

**RLV-123-10** NCVS-572(L)G»  
OMB#



**Exhibit 11-26. Wave 2- Refusal Letter – Conditions 1 & 2 - Incentive \$0**

DATE

«add1» «add2»  
«city», «state» «zip»

Dear [Insert Respondent Name],

Recently, a representative from RTI International contacted you about participating in the final round of interviews for the Survey of Crime Victimization (SCV) which is being sponsored by the Bureau of Justice Statistics (BJS). At that time, you expressed concerns about participating in this final phase of the survey. We are very grateful for your participation in the first round of interviews, and we continue to try to reach you because you cannot be replaced! Here are a few reasons why:

- The SCV is important! The results of the study will be used to improve the way BJS measures crime in the U.S.
- Each of our SCV participants is “one of a kind.” It is important that we re-interview all of our original participants to better understand experiences that change over time. This includes you and other adult household members who took part in the first round of interviews.
- Even if you haven’t been the victim of crime since your last SCV interview, we still need and value your feedback. We are interested in any experiences you have had since your last interview.
- This final round of interviews is especially critical to the success of the SCV. We will not be able to fully evaluate the best ways to collect crime victimization data from households like yours without the help of all our original participants.

There are 2 easy ways in which you can take part in the SCV, and at a time of your choosing. You can participate on-line through the study website or by telephone, whichever is most convenient for you. The enclosed Instructions card describes the ways in which you can take part in this final phase of the study. The study brochure included in the mailing provides additional information about the SCV, including how the information you provide will be used.

We will get back in touch with you soon because your help is so important to our research. If you have any further questions or would like to complete the interview over the telephone, please feel free to call our study representatives toll-free at 1-877-294-1302.

I hope you will reconsider and choose to participate in the final phase of this important study.

Sincerely,

Susan Kinsey  
RTI Project Director

U.S. GOVERNMENT PRINTING OFFICE: 2008 – 745-242/80095

RLW2-1234-0 NCVS-572(L)G»  
OMB#



**Exhibit 11-27. Wave 2- Refusal Letter – Conditions 1 & 2 - Incentive \$10**

DATE

«add1» «add2»  
«city», «state» «zip»

Dear [Insert Respondent Name],

Recently, a representative from RTI International contacted you about participating in the final round of interviews for the Survey of Crime Victimization (SCV) which is being sponsored by the Bureau of Justice Statistics (BJS). At that time, you expressed concerns about participating in this final phase of the survey. We are very grateful for your participation in the first round of interviews, and we continue to try to reach you because you cannot be replaced! Here are a few reasons why:

- The SCV is important! The results of the study will be used to improve the way BJS measures crime in the U.S.
- Each of our SCV participants is “one of a kind.” It is important that we re-interview all of our original participants to better understand experiences that change over time. This includes you and other adult household members who participated in the first round of interviews.
- Even if you haven’t been the victim of crime since your last SCV interview, we still need and value your feedback. We are interested in any experiences you have had since your last interview.
- This final round of interviews is especially critical to the success of the SCV. We will not be able to fully evaluate the best ways to collect crime victimization data from households like yours without the help of all our original participants.

There are 2 easy ways in which you can take part in the SCV, and at a time of your choosing. You can participate on-line through the study website or by telephone, whichever is most convenient for you. The enclosed Instructions card describes the ways in which you can take part in this final phase of the study. The study brochure included in the mailing provides additional information about the SCV, including how the information you provide will be used.

We appreciate that your time is a valuable. ***All adult household members who complete the interview will receive \$10 in cash as a token of our appreciation.***

We will get back in touch with you soon because your help is so important to our research. If you have you have any further questions or would like to complete the interview over the telephone, please feel free to call our study representatives toll-free at 1-877-294-1302.

I hope you will reconsider and choose to participate in the final phase of this important study.

Sincerely,

Susan Kinsey  
RTI Project Director

U.S. GOVERNMENT PRINTING OFFICE: 2008—745-242/80095

**RLW2-1234-10** NCVS-572(L)G»  
OMB#

[Insert  
RTI/BJs/Pro  
ject Logo  
and name]

PO Box 12194  
Research Triangle Park, NC 27709-2194  
RTI Project #  
ADDRESS SERVICE REQUESTED

Dear Resident  
«Addr1»  
«Addr2»  
«City», «state» «zip»

«caseid»

[Insert RTI/BJs/Project Logo and name]

Dear Resident,

Recently, we sent your household information on how to complete the interview for the Survey of Crime Victimization (SCV). RTI International is conducting this study on behalf of the Bureau of Justice Statistics (BJS), part of the U.S. Department of Justice. If you have already completed the interview, **we would like to thank you for your participation.** Your assistance is very much appreciated.

If you and any other adult household members have not yet completed the interview, we would like to remind you that all adult household members who complete the interview will receive **\$10 as a token of our appreciation.** You cannot be replaced in this important study. Your answers not only represent your household, but also hundreds of other similar households.

If you have any questions about completing the SCV interview, please contact our RTI study representatives at 1-877-294-1302.

**Thank you.**



**Exhibit 11-29. First Thank You/Reminder Post Card - \$0 Version**

[Insert  
RTI/BJs/Pro  
ject Logo  
and name]

PO Box 12194  
Research Triangle Park, NC 27709-2194  
RTI Project #

ADDRESS SERVICE REQUESTED

Dear Resident  
«Addr1»  
«Addr2»  
«City», «state» «zip»

«caseid»

[Insert RTI/BJs/Project Logo and name]

Dear Resident,

Recently, we sent your household information on how to complete the interview for the Survey of Crime Victimization (SCV). RTI International is conducting this study on behalf of the Bureau of Justice Statistics (BJS) part of the U.S. Department of Justice. If you have already completed the interview, **we would like to thank you for your participation.** Your assistance is very much appreciated.

If you and any other adult household members have not yet completed the interview, we ask that you and all adult household members living at this address please complete the interview as soon as possible. You cannot be replaced in this important study. Your answers not only represent your household, but also hundreds of other similar households.

If you have any questions about completing the SCV interview, please feel free to contact our RTI study representatives at 1-877-294-1302.

**Thank you.**

**Exhibit 11-30. Final Thank You/Reminder Post Card - \$10 Version**

[Insert  
RTI/BJs/Pro  
ject Logo  
and name]

PO Box 12194  
Research Triangle Park, NC 27709-2194  
RTI Project #

ADDRESS SERVICE REQUESTED

Dear Resident  
«Addr1»  
«Addr2»  
«City», «state» «zip»

«caseid»

[Insert RTI/BJs/Project Logo and name]

Dear Resident,

Data collection is winding down for the Survey of Crime Victimization (SCV, which is being conducted by RTI International on behalf of the Bureau of Justice statistics (BJS), part of the U.S. Department of Justice. By completing the SCV interview, you will make an important contribution to research that will help determine the best ways to collect crime victimization data from households across the United States. If you and all adult household members living at this address have already completed the SCV interview, **we thank you very much for your help.**

If you and any other adult household members have not yet completed the interview, there is still time to participate! And as a reminder, all adult household members who complete the interview will receive **\$10 as a token of our appreciation.** Your household's participation in this study is essential to the success of the SCV—this is why we continue to try and reach you. Your answers not only represent your household, but also hundreds of other similar households.

If you have any questions about completing the SCV interview, please feel free to contact our RTI study representatives at 1-877-294-1302. We hope you'll choose to participate in this very important and beneficial study. **Thank you.**

[Insert  
RTI/BJs/Pro  
ject Logo  
and name]

PO Box 12194  
Research Triangle Park, NC 27709-2194  
RTI Project #

ADDRESS SERVICE REQUESTED

Dear Resident  
«Addr1»  
«Addr2»  
«City», «state» «zip»

«caseid»

[Insert RTI/BJs/Project Logo and name]

Dear Resident,

Data collection is winding down for the Survey of Crime Victimization (SCV, which is being conducted by RTI International on behalf of the Bureau of Justice statistics (BJS), part of the U.S. Department of Justice. By completing the SCV interview, you will make an important contribution to research that will help determine the best ways to collect crime victimization data from households across the United States. If you and all adult household members living at this address have already completed the SCV interview, **we thank you very much for your help.**

If you and any other adult household members have not yet completed the interview, there is still time to participate! We ask that you and all adult household members living at this address please complete the interview as soon as possible. Your household's participation in this study is essential to the success of the SCV—this is why we continue to try and reach you. Your answers not only represent your household, but also hundreds of other similar households.

If you have any questions about completing the SCV interview, please feel free to contact our RTI study representatives at 1-877-294-1302. We hope you'll choose to participate in this very important and beneficial study.

**Thank you.**

Exhibit 11-32. Appointment Reminder Card

*SCV*  
*Interview Appointment*



*SCV*  
*Interview Appointment*



*SCV*  
*Interview Appointment*



*SCV*  
*Interview Appointment*



### Interview Appointment

**Just a reminder:** I appreciate you taking time for this important study and look forward to our appointment to complete the interview. I have you scheduled for the following:

Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Field Interviewer: \_\_\_\_\_



RTI International  
Research Triangle Park, NC 27709-2194  
1-877-294-1302



### Interview Appointment

**Just a reminder:** I appreciate you taking time for this important study and look forward to our appointment to complete the interview. I have you scheduled for the following:

Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Field Interviewer: \_\_\_\_\_



RTI International  
Research Triangle Park, NC 27709-2194  
1-877-294-1302



### Interview Appointment

**Just a reminder:** I appreciate you taking time for this important study and look forward to our appointment to complete the interview. I have you scheduled for the following:

Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Field Interviewer: \_\_\_\_\_



RTI International  
Research Triangle Park, NC 27709-2194  
1-877-294-1302



### Interview Appointment

**Just a reminder:** I appreciate you taking time for this important study and look forward to our appointment to complete the interview. I have you scheduled for the following:

Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Field Interviewer: \_\_\_\_\_



RTI International  
Research Triangle Park, NC 27709-2194  
1-877-294-1302



**Exhibit 11-33. Incentive Payment Receipt**

**SCV Incentive Payment Receipt**

The Bureau of Justice Statistics (BJS) and RTI International would like to thank you for your participation in the Survey of Crime Victimization (SCV). **As a token of our appreciation for your participation** in this important research study, you are eligible to receive a \$10 cash payment.

Name of Respondent (Print): \_\_\_\_\_

Signature of Respondent: \_\_\_\_\_

Signature of Field Interviewer: \_\_\_\_\_

Case ID: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

- Accepted \$10 Cash Payment
- Declined \$10 Cash Payment

If you have any questions about your participation in the SCV, contact project staff at [1-877-294-1302](tel:1-877-294-1302). If you ever feel you need to talk to someone about crime victimization issues, contact information is provided in the SCV Study Brochure.

Form IR

Disposition: Top White to Respondent, Yellow to FS, Pink to FI

Exhibit 11-34. Sorry I Missed You Card



RTI International  
Survey Research Division  
P.O. Box 12194  
Research Triangle Park, NC 27709  
1-877-294-1302



RTI International  
Survey Research Division  
P.O. Box 12194  
Research Triangle Park, NC 27709  
1-877-294-1302



Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time: \_\_\_\_\_

Dear Resident:

I stopped by today to talk to you about an important research study being conducted by RTI International.

I am sorry that I did not find you at home. I will return to talk with you in the next few days. Thank you in advance for your participation. If you have any questions, please contact RTI via the toll-free 1-800 number or email address on the back of this card.

Sincerely, \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time: \_\_\_\_\_

Dear Resident:

I stopped by today to talk to you about an important research study being conducted by RTI International.

I am sorry that I did not find you at home. I will return to talk with you in the next few days. Thank you in advance for your participation. If you have any questions, please contact RTI via the toll-free 1-800 number or email address on the back of this card.

Sincerely, \_\_\_\_\_