

**On BJS Letterhead**

October 1, 2012

<<ContactFirstName>> <<ContactLastName>>  
<<Contact Agency>>  
<<Contact Address>> <<Contact Address2>>  
<<ContactCity>>, <<Contact State>> <<ContactZipCode>>

Dear <<ContactFirstName>><<Contact Last Name>>,  
lemas

The Bureau of Justice Statistics (BJS), a statistical agency within the U.S. Department of Justice, is conducting its periodic **Law Enforcement Management and Administrative Statistics (LEMAS) Survey**. This survey builds upon the previous eight waves of the LEMAS survey that have proved so useful to law enforcement professionals since 1988. This survey has been redesigned to focus on a few core issues in law enforcement, including the characteristics of law enforcement agencies and their personnel, community policing, information systems, officer safety and uses of force.

The redesigned LEMAS is shorter and more focused than the LEMAS surveys so that BJS can produce more timely findings about changes in law enforcement resources, employees, policies and practices. The new LEMAS is designed to report our findings in a format that can easily be used by you and other law enforcement professionals to identify the characteristics of other agencies using new technologies, specialized units or innovative policies and practices.

The survey is being administered to a nationally representative sample of 3,500 law enforcement agencies. Since 1988, each wave of the LEMAS survey has achieved better than a 90% response rate thanks to the participation of agencies like yours. Although your participation is voluntary, the cooperation of each department is critical to make the survey results accurate and reliable.

The Omnibus Crime Control and Safe Streets Act of 1968, as amended (Title 42 USC 3732), authorizes BJS to collect these data. The study has been reviewed and approved by the Office of Management and Budget in accordance with clearance requirements of the Paperwork Reduction Act of 1980 as amended (Title 44 USC 3507).

Please complete this survey by *mm/dd/yyyy* (TBD). BJS has retained the Urban Institute as its agent for this data collection and to assist you in completing this survey. If you have any questions about this survey, please contact the Urban Institute LEMAS hotline at *800-xxx-xxxx* or Ron Malega, the BJS Program Manager for the 2012 LEMAS at (202) 353-0487. Thank you for your assistance in this important data collection effort.

Sincerely,

James P. Lynch, Ph.D.  
Director, Bureau of Justice Statistics