



U.S. Department of Justice

Office of Justice Programs

Office of Juvenile Justice and Delinquency Prevention

Office of the Administrator

Washington, D.C. 20531

<Month> <Day>, <Year>

Dear Facility Administrator:

The Office of Juvenile Justice and Delinquency Prevention (OJJDP) is pleased to sponsor the *2013 Census of Juveniles in Residential Placement (CJRP)*. The CJRP provides the Nation with the most detailed picture of juveniles in custody ever produced and provides statistical data to OJJDP for program planning and funding. The U.S. Census Bureau is the data collection agent and we request your cooperation in completing and returning your census information to the U.S. Census Bureau.

We rely on your cooperation to present a clear picture of the state of juvenile justice placement in this country. Since CJRP was first conducted in 1997, we have achieved close to a 100 percent response rate, despite participation being voluntary. Your response by **<insert date>** is important to the continued success of this effort. The confidentiality of the information you provide on this questionnaire is protected by federal law (Title 42, Section 3789g of the United States Code) and will only be revealed or used for research purposes (see reverse side of this letter for more details).

Enclosed you will find materials and instructions for completing the CJRP. In order to make data reporting easier and more convenient, we are introducing a new online reporting option. To access the online reporting method, go to <https://respond.census.gov/cjrp>. You may also report your census data by filling out the enclosed paper copy of the CJRP questionnaire.

I trust that we can count on your support as we have in the past. If you have any questions, please call Josh Giunta of the U.S. Census Bureau at the toll free number, 1-800-352-7229.

Thank you for your time and efforts in this important data collection effort.

Sincerely,

Melodee Hanes
Acting Administrator

Attachments

FEDERAL ASSURANCES OF CONFIDENTIALITY AND OTHER NOTICES

The Juvenile Justice and Delinquency Prevention Act of 2002, provides the authority for conducting this data collection (see, 42 U.S.C. § 5661). We rely on your cooperation to present a clear picture of the state of juvenile justice placement in this country. The confidentiality of the information you provide on this questionnaire is guaranteed by Title 42, Section 3789 of the United States code. This law requires both the U.S. Department of Justice and the U.S. Census Bureau to hold strictly confidential any information that could identify individual youth, employees, or private facilities. The penalty for anyone violating this confidentiality is \$11,000. While public facilities are not subject to this statutory protection, OJJDP's policy is that the information collected for the Census of Juveniles in Residential Placement (CJRP) will only be used or revealed for research or statistical purposes, and it will take appropriate measures to protect the confidentiality of public facilities. The identities of youth residing in public facilities are protected. Your compliance with the request for information is entirely voluntary. If you would like more information concerning this authorization or the confidentiality guarantee, please write to Janet Chiancone at the address below.

Under the Federal Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. We estimate that it will take between 45 to 480 minutes to complete this questionnaire with 180 minutes being the average. The time needed to complete the form will vary depending on several factors including the number of residents, the reasons for placement in this facility, and whether the facility records are computerized. This estimate includes time for reviewing the instructions, searching for and gathering the data, completing the form, and reviewing answers. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to:

Brecht Donoghue
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U.S. Department of Justice
Washington, DC 20531