

<<DATE>>

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<<TITLE>><<FNAME>> <<LNAME>> <<SUFFIX>>
Or Current <<TITLE>>
<<agcynname>>
<<ADDRESS>>
<<CITY, STATE ZIP>>

Dear <<TITLE>><<LNAME>>:

About X weeks ago we sent the Officer Safety in Correctional Facilities Studyquestionnaire to you. According to our records, as of XXXXXX, we have not yet received a completed questionnaire from your agency. This study will provide the first nationally representative information on the use of body armor within correctional facilities. Data will be used to explore who uses body armor and the situations in which body armor is currently used. Risks or discomforts to you as a participant in this survey are minimal.

We are writing again because it is extremely important that your agency respond to ensure the success of this study that is important in exploring body armor use; contributing to correctional officer safety.

This is a two-stage study; the first stage collects facility level information from administrative records. We also request that you provide a listing of full-time correctional officers as of XXXX. The second stage will gather information from correctional officers. The results of the study will be presented to the corrections community and posted to NORC's website (www.norc.org) in summary form .. Neither you, nor your facility will be identified in the final reports. Within the survey, you may indicate that you would like to receive a copy of the study results by e-mail.

We are writing to request that the attached questionnaire be completed and returned to NORC. The questionnaire asks a brief series of questions; including incidents of assault on correctional officers, overall inmate demographics, officer health, and policies related to wearing body armor within your facility. If you need assistance with the questionnaire, please contact NORC by telephone (XXXXX), or e-mail (XXXXX). Please fax the list of officer information to NORC at 1-8XX-XXX-XXXX. If you have any questions about transmitting this information to NORC or do not have access to a fax machine, please contact NORC at 1-8XX-XXX-XXXX.

Although this study is voluntary, we urgently need and appreciate your cooperation to make the results comprehensive, accurate, and timely. If you have questions about your rights as a study participant, you may call the NORC IRB Administrator, toll free, at 1-866-309-0542.

Sincerely,

NORC ACA ASCA

Facility—Mass E-mail reminder

Attachment 10: Facility Survey E-mail Reminder