



at the UNIVERSITY of CHICAGO

Attachment 12: Correctional Officer Survey Pre-notification Letter

<<DATE>>

<<SUID>>

<<TITLE>><<FNAME>> <<LNAME>> <<SUFFIX>>

<<agcyname>>

<<ADDRESS>>

<<CITY, STATE ZIP>>

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

With funding from the National Institute of Justice (NIJ), NORC at the University of Chicago (NORC) is conducting a study about the use of body armor within correctional facilities. The American Correctional Association and the Association of State Correctional Administrators have partnered with NORC to carry out this study. This is critically important study that could help save the lives of correctional officers. The Officer Safety in Correctional Facilities Study will provide the first nationally representative information on the use of body armor within correctional facilities. The data collected will be used to explore how body armor is currently utilized and to improve the safety of correctional officers. The questionnaire will take approximately 30 minutes to complete and will ask questions about your background, current position, use of body armor, and health.

You were randomly selected from a list of full-time correctional officers at <<agcyname>>. This list was provided by facility officials and as a result they may know of your selection into the study. Risks or discomforts to you as a participant in this survey are minimal. Facility officials will not be informed regarding your actual participation in the study. All information you provide will be kept strictly confidential and reported in summary form only.

You can complete the questionnaire on the internet now. Please go to the following web address and enter the PIN and Password below to access the survey online at:(web quex url)

PIN: <<XXXXXX >> Password: <<XXXXXX>>

If you prefer to complete the questionnaire on paper, you will be sent a hardcopy form by mail in approximately one week.

Study results will be presented to the corrections community and posted to NORC's website at [www.norc.org](http://www.norc.org) in summary form . Neither you, nor the facility where you work, will be identified in the final data or reports. However, you may be contacted in the next three years for a follow up study. Although participation in the Officer Safety in Correctional Facilities Study is voluntary, we need your cooperation to make the results comprehensive, accurate, and timely.

Please contact NORC at XXXXX or (email address) if you have any questions or need assistance completing the survey. 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. Thank you for your time and willingness to participate in this important study.

Sincerely,

(signature)  
Bruce Taylor, Ph.D.  
Principal Investigator

(signature)  
(Name Name)  
(Position)



*at the* UNIVERSITY of CHICAGO

NORC at the University of Chicago

(signature)

(Name Name)

Association of State Correctional Administrators

American Correctional Association