

Attachment 15: Correctional Officer Survey Reminder Letter

<<DATE>>

<<SUID>>

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

<<agcynname>>

<<ADDRESS>>

<<CITY, STATE ZIP>>

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

About X weeks ago we sent the Officer Safety in Correctional Facilities Study questionnaire to you. According to our records, as of XXXXXX, we have not yet received your completed questionnaire. The data collected will be used to understand how body armor is used in correctional facilities and to improve officer safety.

We are writing to request that the enclosed questionnaire be completed in a private location and returned to NORC. The questionnaire asks a brief series of questions; including your use of body armor, your health, maintenance of your body armor and institutional policies related to body armor within your facility. Risks or discomforts to you as a participant in this survey are minimal. If you need assistance with the questionnaire, please contact NORC by telephone (XXXXX), or e-mail (XXXXX).

Although participation in the study is voluntary, your cooperation is needed to make the results comprehensive, accurate, and timely. You were randomly selected from a list of full-time correctional officers at <<agcynname>>. This list was provided by facility officials and as a result they may know of your selection into the study, however, they will not be notified regarding your actual participation in the study. The results will be presented to the corrections community and posted to NORC's website (www.norc.org) in summary form. Neither you, nor the facility you work in, will be identified in the final data or reports. All information you provide will be kept strictly confidential.

For your convenience, you can respond to the Officer Safety in Correctional Facilities Study in one of two ways:

Web: We invite you to complete the questionnaire online available at: <https://websurvey.norc.org/XXXXXX>

Your login information is as follows: PIN: <<pin>>

Password: <<password>>

Paper: If you prefer to complete a paper version, complete and return the enclosed questionnaire in the postage-paid envelope or fax each page toll-free to XXXXX.

You may be contacted in the future for a follow up study. Please contact NORC at XXXXX or (email address) if you have any questions or need assistance completing the Officer Safety in Correctional Facilities Study 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)

(signature)



at the UNIVERSITY of CHICAGO

Bruce Taylor, Ph.D.
Principal Investigator
NORC at the University of Chicago

(Name Name)
(Position)
American Correctional Association

(signature)
(Name Name)
(Position)
Association of State Correctional Administrators