



at the UNIVERSITY of CHICAGO

Attachment 16: Correctional Officer Survey Ad hoc Mailing Letter

<<DATE>>

<<SUID>>

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

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

Thank you for {speaking with/contacting} us regarding the Officer Safety in Correctional Facilities Study. Per your request, a copy of the survey is enclosed. This 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.

Web: You may complete the questionnaire online 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 XXXXXX.

Although this study is voluntary, we need your cooperation to make the results comprehensive, accurate, and timely. The questionnaire will take approximately 30 minutes to complete and will ask questions about your background, current position, use of body armor, and health. All information you provide will be kept strictly confidential.

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

Sincerely,

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

(signature)
(Name Name)
(Position)
American Correctional Association

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