

<<DATE>>

<<SUID>>

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

Or Current <<TITLE>>

<<agcyname>>

<<ADDRESS>>

<<CITY, STATE ZIP>>

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

The Officer Safety in Correctional Facilities Study is quickly coming to a close and we have not received your response. 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 ask that you take a short amount of time to complete and return the form and list of officers to us by XXXX.

Both the completed survey and officer information may be faxed to NORC at 1-8XX-XXX-XXXX. The correctional officer information will be used to randomly select 10-12 officers for the second stage of the study. We request that you provide the following information for each full-time correctional officer working in your facility as of XXXX:

- correctional officer name,
- gender,
- rank,
- age or employee identification number,
- work contact information (telephone and address),
- and shift worked.

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.

If you need assistance completing the questionnaire or have any questions about the study, please contact NORC at 1-8XX-XXX-XXXX. 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.

Once again, thank you for your time and willingness to participate.

Sincerely,

NORC

ACA

ASCA

Facility—Last Chance