

To: Chief Executive
CC: NONE (unless already specified key contact)
Subject: CP-SAT Administration Date
Attachment(s): NONE

Dear 2013 COPS Hiring Program (CHP) grant recipient,

You are receiving this email as a 2013 COPS Hiring Program (CHP) grantee. As a condition of the grant, your agency is required to administer the Community Policing Self-Assessment Tool (CP-SAT) within the first and last year of your CHP grant. Your agency's first administration is set to begin on **March 4, 2014**. The survey will be open to participants in your agency for 3 weeks from that date. All surveys must be completed and submitted to ICF by the close of business on **March 25, 2014**.

The CP-SAT is a 15-minute online survey to be completed by sworn staff at all levels, civilian staff who work on community partnerships and/or problem solving, and representatives from community partners who are knowledgeable about the agency and how it interacts with partners. This tool helps you measure your agency's progress in implementing community policing. CP-SAT confidentially captures information about community partnerships, problem solving, and organizational impact. You'll receive a report that summarizes your agency's data so you can understand strengths and areas for improvement. For more information about the CP-SAT, reporting, and its benefits to your agency, please visit the CHP CP-SAT Webpage at <http://www.cops.usdoj.gov/Default.asp?Item=2686>.

Please email or call the ICF International CP-SAT administration team (CPSAT@icfsurveys.com or 877.99.CPSAT) **by Friday, February 7, 2014** to formally agree to your administration date and start the CP-SAT process. In addition, please provide the name and email address of the key contact that will be responsible for administering the CP-SAT to agency staff. The key contact will be responsible for identifying survey participants, emailing the survey link to the participants, providing reminder emails, and answering participant questions. This key contact will be the recipient of all future messages regarding CP-SAT administration.

*Please note that agencies that do not contact ICF International by the **February 7th** deadline run the risk of being non-compliant with the terms and conditions of the grant award. Thank you for your prompt attention.*

We look forward to working with you,
The ICF International CP-SAT Administration Team