



U.S. Department of Justice

Office of Justice Programs

Bureau of Justice Statistics

Washington, D.C. 20531

[DATE]

«POC_SAL» «POC_FN» «POC_LN»
«AGENCY_NAME»
«POC_ADD»
«POC_ADD2»
«POC_CITY», «POC_STATE» «POC_ZIP_A»

Dear «POC_SAL» «POC_FN» «POC_LN»,

I am pleased to announce that the Bureau of Justice Statistics (BJS) has begun preparations for the midyear 2019 Census of State and Federal Adult Correctional Facilities (CSFACF). The CSFACF is an important component of BJS's core set of correctional statistics. Data collected in the CSFACF describe the characteristics of adult correctional facilities nationwide and inform state and federal policy makers and corrections officials on issues such as capacity and crowding, workload, facility function, safety and security, and inmate reentry.

Before data collection for the CSFACF can occur, we must develop a comprehensive roster of adult correctional facilities administered by state governments, the Federal Bureau of Prisons, and by private corporations primarily for state or federal governments. Locally-operated community-based adult correctional facilities may also be included in the roster if they primarily house prisoners for state prison authorities or the Federal Bureau of Prisons. I am writing to ask for your assistance in achieving part of this goal. BJS needs your help to develop the most up-to-date and accurate list of adult *community-based* correctional facilities operated by a state DOC or contractor that primarily house inmates for state prison authorities *and* regularly permits 50% or more of its inmates to leave unaccompanied by staff for work, study, or treatment.

Please review the sample roster development questionnaire and use the enclosed form to provide contact information for a designated point of contact at your agency who can provide information needed to ensure a complete and accurate CSFACF roster. I ask that you please provide this information by **August 3, 2018**. RTI International, BJS's data collection agent for the CSFACF, will then send your designee a roster development questionnaire.

BJS is authorized to conduct this data collection under 34 U.S.C. § 10132.

Appendix A. Agency Head Cover Letter

BJS will protect and maintain the confidentiality of your personally identifiable information (PII) to the fullest extent under federal law. BJS, its employees, and its contractors will only use the information you provide for statistical or research purposes pursuant to 34 U.S.C. § 10134, and will not disclose your information in identifiable form to anyone outside of the BJS project team without your consent. All PII collected under BJS's authority is protected under the confidentiality provisions of 34 U.S.C. § 10231. Any person who violates these provisions may be punished by a fine up to \$10,000, in addition to any other penalties imposed by law. Further, per the Cybersecurity Enhancement Act of 2015 (6 U.S.C. § 151), federal information systems are protected from malicious activities through cybersecurity screening of transmitted data. For more information on how BJS and its contractors will use and protect your information, go to https://www.bjs.gov/content/pub/pdf/BJS_Data_Protection_Guidelines.pdf. Your participation in this collection is voluntary, but is needed for the success of BJS's CSFACF.

If you have questions about this request, our project team will be happy to assist you: contact Christian Genesky at 919-541-6051 or cgenesky@rti.org. If you have any general comments about the CSFACF or our statistical programs, contact Laura Maruschak at (202) 307-5986 or Laura.Maruschak@usdoj.gov.

Thank you for your continued support of BJS's statistical programs.

Sincerely,

Jeffrey Anderson
Director, Bureau of Justice Statistics

Enclosures

**Census of State and Federal Adult Correctional Facilities (CSFACF)
Roster Development Point-of-Contact Designation**

Please use this form to designate a point of contact (POC) at your agency who can provide information on the adult community-based correctional facilities holding prisoners under your legal authority. Please return this form by **August 3, 2018**.

Your POC form can be:

- **Mailed** to RTI International using the enclosed postage-paid envelope.
- **Phoned** to Christian Genesky at <<phone number>>
- **Emailed** to Christian Genesky at cgenesky@rti.org
- **Faxed** to Christian Genesky at <<fax number>>

CSFACF ROSTER DEVELOPMENT POINT OF CONTACT	
SALUTATION:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr
NAME:	
TITLE:	
MAILING ADDRESS:	
CITY:	
STATE:	
ZIP CODE:	
TELEPHONE NUMBER:	
EMAIL ADDRESS:	

The Bureau of Justice Statistics (BJS) is authorized to conduct this data collection under 34 U.S.C. § 10132. BJS will protect and maintain the confidentiality of your personally identifiable information (PII) to the fullest extent under federal law. BJS, its employees, and its contractors will only use the information you provide for statistical or research purposes pursuant to 34 U.S.C. § 10134, and will not disclose your information in identifiable form to anyone outside of the BJS project team without your consent. All PII collected under BJS's authority is protected under the confidentiality provisions of 34 U.S.C. § 10231. Any person who violates these provisions may be punished by a fine up to \$10,000, in addition to any other penalties imposed by law. Further, per the Cybersecurity Enhancement Act of 2015 (6 U.S.C. § 151), federal information systems are protected from malicious activities through cybersecurity screening of transmitted data. For more information on how BJS and its contractors will use and protect your information, go to https://www.bjs.gov/content/pub/pdf/BJS_Data_Protection_Guidelines.pdf.

Census of State and Federal Adult Correctional Facilities Roster of Community-Based Correctional Facilities

The purpose of this collection is to obtain a comprehensive list of adult *community-based* correctional facilities. **For this study, a community-based facility is defined by two criteria: (1) the facility is used primarily to house inmates for state prison authorities; and (2) 50% or more of the prisoners are regularly permitted to leave unaccompanied by staff for work, study, or treatment.**

You will be asked to confirm and add (if necessary) to a pre-populated list of facilities and provide the following information for each community-based facility:

- Facility name
- Facility mailing address
- Operational status (i.e., open or closed)
- Use by your state to hold prisoners
- Ability of prisoners to leave the facility unaccompanied for work, study, or treatment
- Operator (i.e., state authority, local authority, private company)
- Authority/Company name, phone number, and email address
- Names of facilities and additional information about facilities not listed on the roster

The following list reflects information from our most recent records about *community-based* facilities used by your state. It may include facilities which have closed or exclude facilities which have opened since we last compiled our data.

[INSERT FACILITY 1 NAME AND ADDRESS]	[INSERT FACILITY 8 NAME AND ADDRESS]	[INSERT FACILITY 15 NAME AND ADDRESS]
[INSERT FACILITY 2 NAME AND ADDRESS]	[INSERT FACILITY 9 NAME AND ADDRESS]	[INSERT FACILITY 16 NAME AND ADDRESS]
[INSERT FACILITY 3 NAME AND ADDRESS]	[INSERT FACILITY 10 NAME AND ADDRESS]	[INSERT FACILITY 17 NAME AND ADDRESS]
[INSERT FACILITY 4 NAME AND ADDRESS]	[INSERT FACILITY 11 NAME AND ADDRESS]	[INSERT FACILITY 18 NAME AND ADDRESS]
[INSERT FACILITY 5 NAME AND ADDRESS]	[INSERT FACILITY 12 NAME AND ADDRESS]	[INSERT FACILITY 19 NAME AND ADDRESS]
[INSERT FACILITY 6 NAME AND ADDRESS]	[INSERT FACILITY 13 NAME AND ADDRESS]	[INSERT FACILITY 20 NAME AND ADDRESS]
[INSERT FACILITY 7 NAME AND ADDRESS]	[INSERT FACILITY 14 NAME AND ADDRESS]	[INSERT FACILITY 21 NAME AND ADDRESS]



U.S. Department of Justice

Office of Justice Programs

Bureau of Justice Statistics

Washington, D.C. 20531

[DATE]

«POC_SAL» «POC_FN» «POC_LN»
«AGENCY_NAME»
«POC_ADD»
«POC_ADD2»
«POC_CITY», «POC_STATE» «POC_ZIP_A»

Dear «POC_SAL» «POC_FN» «POC_LN»,

<<I am pleased to announce that preparations have begun for the Bureau of Justice Statistics (BJS) midyear 2019 Census of State and Federal Adult Correctional Facilities (CSFACF). [<<You have been designated by <<Agency Head>> as the point of contact to assist with preparation activities>>/<<Thank you for agreeing to serve as our point of contact to assist with preparation activities>>].>>

Before data collection for the CSFACF can occur, we must develop a comprehensive roster of adult correctional facilities administered by state governments, the Federal Bureau of Prisons (BOP), and private corporations primarily for state or federal governments. Locally-operated community-based adult correctional facilities may also be included in the roster if they primarily house prisoners for state or BOP authorities.

At this time BJS needs your help to develop the most up-to-date and accurate list of adult *community-based* correctional facilities operated by a state DOC or contractor. To be eligible for inclusion on the roster, each facility must (1) be used primarily to house prisoners for state prison authorities and (2) regularly permit 50% or more of the prisoners to leave unaccompanied by staff for work, study, or treatment. This roster development effort excludes confinement facilities housing prisoners under your authority.

As the designated point of contact, please review the enclosed pre-populated list of adult *community-based* correctional facilities for your jurisdiction that we believe meet the criteria specified above, make necessary updates to the list, and provide us with some additional information about each facility. The information being requested is described on the enclosed roster information sheet.

Appendix D. POC Cover Letter

To provide the information requested in the roster instrument, please access the <STATE> roster template at {survey website} using the log-in information below. Please complete the form and submit your data to RTI International, BJS's data collection agent for the CSFACF, via email at cgenesky@rti.org, via fax at <<insert fax number>>, or via mail to <<insert address>> by **September 7, 2018**. If you would like to provide the data in an alternate format, contact Christian Genesky at 919-541-6051 or cgenesky@rti.org to make arrangements for your submission.

Username: userID1 **Password:** PW1

We estimate that reporting burden for this request will average 45 minutes per agency, including the time needed to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the collection of information; this may vary based on the number of facilities in your state and the data management tools available to you.

This data collection has been approved by OMB No. XXXX-XXX. We cannot ask you to respond to a collection unless it displays a currently valid OMB control number. Send comments regarding this burden or any other aspect of this collection of information, including suggestions for reducing this burden, to the Director, Bureau of Justice Statistics, Washington, DC 20531 and to the Office of Management and Budget, OMB No. XXXX-XXX, Washington, DC 20503.

If you have questions about this request, our project team will be happy to assist you: contact Christian Genesky at 919-541-6051 or cgenesky@rti.org. If you have any general comments about the CSFACF or our statistical programs, contact Laura Maruschak at (202) 307-5986 or Laura.Maruschak@usdoj.gov.

Thank you for your assistance and continued support of BJS's statistical programs.

Sincerely,

Laura Maruschak
CSFACF Project Manager, Bureau of Justice Statistics

Enclosures

Census of State and Federal Adult Correctional Facilities

Instructions to Access the Roster of Community-Based Correctional Facilities Worksheet

To access the pre-populated template listing adult community-based correctional facilities for your state, please log into the project website using the information provided below. The template will list the facilities and other information from our most recent records. It may include facilities which have closed or exclude facilities which have opened since we last compiled our data. You can also use the template to update the information and provide information on additional community-based correctional facilities used by your state.

To access and download the roster template:

Go to: {survey website} and enter the following information:

Username: userID1 **Password:** PW1

Once you log in, you can download the Excel template. Please review the list of pre-populated facilities, make any corrections to the name and address of the facility, and answer questions about each facility. If any facility is missing from the list, we ask you to add it to the list. Once completed, you may submit the file to Christian Genesky at cgenesky@rti.org, via fax at <<insert fax number>>, or via mail to <<insert address>>. If you would like to discuss providing your data in another format or have questions regarding this request, you may contact Mr. Genesky at 919-541-6051.

Please submit your data by **September 7, 2018**.

Thank you for continuing to support BJS's statistical programs. If you have any general comments about the CSFACF, contact Laura Maruschak at (202) 307-5986 or Laura.Maruschak@usdoj.gov.