

**Appendix N:**

**Pre-Notification Letter**



<<DATE>>

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

Or Current <<TITLE>>

<<AGENCY NAME>>

<<ADDRESS>>

<<CITY, STATE ZIP>>

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

With funding from the National Institute of Justice and in partnership with the American Correctional Association, the Urban Institute is working on a project to better understand contraband and contraband interdiction. As part of this effort, your agency was selected to participate in the National Survey of Correctional Contraband (NSCC). The NSCC is being administered to all state prisons and a sample of jails across the country.

The NSCC has four objectives: To estimate the *prevalence and types of contraband* known to administrators, to determine the *methods by which contraband is introduced to inmates* (e.g., through visitation, mail, or correctional staff; by modifying items found in the facility; etc.), to quantify the *occurrence of contraband-related violence and misconduct* in correctional facilities, and to understand the *types of interdiction modalities* used in these facilities and what kinds of contraband these modalities target.

We are seeking one survey response per facility. For example, if your agency operates multiple jails in your county or jurisdiction, including privately operated jails, please provide one response for each jail facility. This survey should be completed by the person or persons in your agency most knowledgeable about your data and/or your current practices and policies regarding contraband. This may require the input of multiple people across multiple departments within your agency.

At its conclusion, this project will provide clear and practical information to correctional agencies about the prevalence of contraband in the U.S., the methods by which contraband enters correctional facilities, which interdiction modalities are used to prevent and remove contraband, how administrators can select and implement these interdiction modalities, and lessons learned related to the cost, implementation challenges, and efficacy of these modalities. The results of the study will be presented to the corrections community and made available at [www.urban.org](http://www.urban.org) in summary form. Neither personal nor facility information will be identified in the final reports.

If you need assistance with the survey, please contact Urban Institute by telephone (1-844-288-4427), or e-mail (NSCC@urban.org).

Sincerely,

2100 M Street NW  
Washington DC 20037

[urban.org](http://urban.org)