

**Appendix O:**

**Replacement Survey Letter**

<<DATE>>

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

Or Current <<TITLE>>

<<AGENCY NAME>>

<<ADDRESS>>

<<CITY, STATE ZIP>>

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

About x weeks ago, we sent the National Survey of Correctional Contraband to your facility. According to our records, as of xxxxxx, we have not yet received a completed questionnaire from your agency. As a reminder, this survey 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.

We are writing to follow up about your progress with the survey. Although it is voluntary, it is very important that your agency respond in order to ensure the success of this study. To help us accomplish this, we request that the enclosed questionnaire be completed and returned to Urban Institute. Attached are also instructions to complete the survey online if you prefer to use the online version. The questionnaire asks a brief series of questions, including facility characteristics, contraband-related incidents, contraband interdiction modalities in use, etc. 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.

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

Sincerely,