

**Appendix P:**  
**Survey Cover 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.

Enclosed with this letter you will find a hard copy of the survey, as well as instructions to access the online version. 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.

Your participation in this survey is voluntary and your answers will be confidential. We will only share aggregated results and will not share an individual agency's responses to a question. By providing answers to these survey questions, you consent to participate in this study. However, you may stop at any time or decline to answer any question. Once all surveys have been collected, we will remove all identifying data from the survey responses and archive them with the Interuniversity Consortium for Political and Social Research's National Archive of Criminal Justice Data. These de-identified data will not be made available to the public and can only be accessed through special restricted data use requests to ICPSR.

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,

2100 M Street NW  
Washington DC 20037

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