Attachment 11. Telephone and Voicemail Script - Survey of State Attorneys General Offices (SSAGO)

Hello, may I please speak with (RESPONDENT)? (If no respondent is identified, ask to be transferred to someone knowledgeable about human trafficking cases)

Note to Caller: IF [RESPONDENT X] NO LONGER WORKS THERE, ASK FOR PERSON WHO CURRENTLY HOLDS [RESPONDENT X'S] POSITION. RECORD FIRST AND LAST NAME OF NEW RESPONDENT AND COMMUNICATE THE PURPOSE OF THE CALL.

My name is (NAME) from The Urban Institute located in Washington D.C. We are working on behalf of the Bureau of Justice Statistics to collect data for the Survey of State Attorneys General Offices (SSAGO) study. We recently sent your office a survey packet along with a cover letter. Do you recall receiving these materials?

NO, did not receive materials:

BJS is conducting the first national effort to systematically describe the organization, structure, responsibilities, and activities of state attorneys general offices. The current survey asks questions on how your office handles and prosecutes human trafficking. There is a short survey for your office to complete. I can send this information to you via mail or e-mail. The survey may be completed on hardcopy or electronically using a fillable PDF survey. How would you like to receive the survey?

RESPOND AS APPROPRIATE BASED ON RESPONDENT'S ANSWER AND CONFIRM ADDRESS/E-MAIL.

YES, did receive materials:

Great! Do you have any questions about the survey or the purpose of the study?

IF RESPONDENT INDICATES THAT THEY HAVE THE MATERIALS AVAILABLE OR IF THEY HAVE TIME DURING THE CALL, WALK THROUGH SECTIONS.

Your completed survey may be returned to the Urban Institute electronically, by fax, or by using the pre-addressed, pre-paid envelope, which was included in the package. You also have the option of completing the fillable pdf survey form, which we can send to you via email. Any knowledgeable staff person may complete the survey on behalf of your office.

If you have any questions as you complete the survey, please call us toll-free at_____. Thank you in advance for your participation!

Voicemail Script

My name is [NAME], and I am a researcher at the Urban Institute working on behalf of the Bureau of Justice Statistics to collect data for the first survey from the Survey of State Attorneys General Offices, which asks questions on how your office handles and prosecutes human trafficking.

Recently, we contacted your office by email seeking a response to the survey, which has been sent to all U.S. jurisdictions. It is important that we receive responses from all jurisdictions, yours included, for a comprehensive view of the needs and resources of state attorneys general offices in human trafficking prosecution.

If there is someone else in your office that we should contact about completing the survey, please let us know by calling our toll-free number_____.We offer multiple ways in which your office may return the survey to us, including email, US mail, and fax. If you have any questions about the completion of the survey, or how to return it to the Urban Institute, please contact us by calling the toll- free number____ _____.

We appreciate your time in responding to the survey. Again, please reach us at_____with any questions.