Subject: 2019 Census of State and Federal Adult Correctional Facilities

Dear <<Salutation>> <<LastName>>:

We are pleased to announce the start of the 2019 Census of State and Federal Adult Correctional Facilities (CCF). <<You have been designated by <<Agency Head>> as the point of contact to assist with this data collection effort>>/<<Thank you for serving as our point of contact to assist with this data collection effort>>]>> The CCF has periodically gathered information on the operations and conditions of confinement in state and federal adult correctional facilities. These data can be used to inform issues related to facility capacity and crowding, safety and security within prisons, security staff workload, overall facility function, programming, work assignments, and special housing. The CCF also furnishes the sampling frame for important Bureau of Justice Statistics' (BJS) data collections, such as the Survey of Prison Inmates.

While voluntary, the success of this collection depends on your participation. As a central reporter, we are asking that you coordinate the submission of multiple facilities for [<<enter name of organization>>/<<state>>]. BJS has contracted with RTI International (RTI) to conduct this collection. Please submit your data online by [INSERT DATE] at:

Website:	[WEB ADDRESS]
Username:	«Username»
Password:	<<Password>>

We estimate that each [<<confinement facility questionnaire will take approximately 2 hours and 45 minutes<<and/or>> each community-based correctional facility questionnaire will take approximately 45 minutes>>] to complete. You may download a copy of the questionnaire(s) from the website to assist you in gathering the necessary data. You may share it with others at your organization who can assist you in providing the requested information.

For assistance with completing the questionnaires, please contact the RTI project team at 866-354-4993 or bjs-prisoncensus@rti.org. If you have any general comments about this data collection, please contact Laura Maruschak, the BJS CCF Project Manager, at (202) 307-5986 or Laura.Maruschak@usdoj.gov.

BJS uses the data collected in CCF only for research and statistical purposes, as described in Title 34, USC §10134. RTI, the CCF data collection agent, is required to adhere to BJS Data Protection Guidelines, which summarize the many federal statutes, regulations, and other authorities that govern all BJS data and data collected and maintained under BJS's authority. The Guidelines may be found at: http://www.bjs.gov/content/pub/pdf/BJS_Data_Protection_Guidelines.pdf.

Thank you in advance for your participation in the CCF. We appreciate your time and effort.

Sincerely,

Laura Maruschak
CCF Project Manager
Bureau of Justice Statistics

E. Ann Carson
Acting Chief, Corrections Statistics Unit
Bureau of Justice Statistics

Case ID: «caseid»