Attachment 14
First Reminder E-mail

To: «POC Email»

Subject: 2019 Census of State and Federal Adult Correctional Facilities (CCF) Reminder | «caseid»

Body of Email:

Dear «TITLE» «NAME»:

The 2019 Census of State and Federal Adult Correctional Facilities (CCF) began in [DATE]. I am writing remind you of the upcoming due date of [DATE]. As of [DATE] we have yet to receive your questionnaire(s).

If you have not completed your questionnaire(s), please do so as soon as possible. No other national data collection can provide such comprehensive data on the characteristics of adult correctional facilities. Developing and maintaining an accurate picture of correctional facilities is paramount to understanding the current landscape of corrections in the United States.

Please complete your assigned questionnaire(s) by using the following link: [WEB ADDRESS] and entering the following information:

Username: <<Username>>
Password: <<Password>>

If you would prefer to complete your questionnaire(s) on paper, you may download and print a paper version upon logging into the CCF website.

If you have questions about the CCF questionnaire or are having difficulty accessing the website, please contact the RTI data collection team at bjs-prisoncensus@rti.org or 866-354-4993. 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.

Sincerely,

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

Case ID: <<caseID>>