Attachment 9 – Agency Head Letter from Director

U.S. Department of Justice

Office of Justice Programs

Bureau of Justice Statistics

Washington, D.C. 20531

[DATE]

«POC_SAL» «POC_FN» «POC_LN»
«AGENCY_NAME»
«POC_ADD»
«POC_ADD2»
«POC_CITY», «POC_STATE» «POC_ZIP_A»

Dear «POC_SAL» «POC_FN» «POC_LN»,

Thank you for your agency's participation in the Bureau of Justice Statistics' (BJS) Census of State and Federal Adult Correctional Facilities (CCF) roster development effort last year. With your participation, BJS has successfully developed a comprehensive list of state and federal correctional facilities that we will use for our upcoming 2019 CCF data collection. A hard copy of the list of facilities identified for your state during roster development is enclosed.

At this time, I am writing to request your continued support of the 2019 CCF. BJS needs you to designate a point of contact at your agency who can provide facility-level data for the correctional facilities operated by your state DOC. We will be contacting and requesting data directly from either a central or individual reporter for correctional facilities under contract to hold inmates for your state.

The CCF is an important part of BJS's portfolio of establishment collections that inform the nation on the characteristics of adult correctional facilities and persons sentenced to state and federal prisons. Through the CCF, BJS periodically gathers information on correctional facility operations, inmates, staff, and programs. This collection will be the ninth in our series and data collected will provide information to assess the changing nature of corrections. The Omnibus Crime Control and Safe Streets Act of 1968, as amended (34 U.S.C § 10132), authorizes the collection of these data. For more information about the CCF, including the CCF questionnaires, please visit [WEB ADDRESS].

Please provide a point of contact on the enclosed form by [INSERT DATE], and share this letter with your POC as a pre-notification of the upcoming collection. In a couple of weeks, a member of my staff will email your designee an invitation to participate in the collection. The email will contain a username and password for your designee to access and submit web surveys for each facility operated by your agency.

If at any time you have questions about this collection, I urge you to contact our office, and speak with my staff. Laura Maruschak, the CCF Project Manager can be reached at (202) 307-0765 or laura.maruschak@usdoj.gov.

Sincerely,

Jeffrey H. Anderson
Director, Bureau of Justice Statistics
Enclosures