Attachment 11 – Pre-notification Letter

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»,

I am writing to request your support of the Bureau of Justice Statistics' (BJS) 2019 Census of State and Federal Adult Correctional Facilities (CCF). 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.

In a couple of weeks, you will receive an email invitation from my staff to participate in 2019 CCF. The email will contain a username and password to access and submit your web survey(s). We will ask that you provide data for the following <<facility/facilities>>: [LIST FACILIT(Y/IES)]

If at this time you would like to become more familiar with the CCF, please visit the project website [WEB ADDRESS]. The data collection instrument(s) <<is/are>> available for reference on this site.

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