Attachment 12 – Pre-notification Letter and Designation Form

U.S. Department of Justice

Office of Justice Programs
Bureau of Justice Statistics

Washington, D.C. 20531

November 2, 2017

Mr. John Doe, Director of Administrative Services
State Department of Corrections
123 Government Court
City, State 12345

Dear Mr. John Doe,

As the Bureau of Justice Statistics (BJS) prepares to launch its Annual Surveys of Probation and Parole (ASPP), I look forward to your participation as these surveys are core components of BJS's data collections on community corrections. Data from these collections provide essential information for policy developing and criminal justice planning at all levels of government. These detailed data are not available from any other single source.

In January, RTI International will send your designated survey respondent an invitation to the 2017 collection. The current contact information that we have for your agency appears on the enclosed Designation Form. Please confirm or update the information on the form provided and email the completed form to bjs-aps-help@rti.org or fax it to (866) 509-7471 by **November 30, 2017**.

BJS will use the data collected in ASPP only for research and statistical purposes, as described in Title 42, USC §3735 and 3789g. RTI International, the ASPP data collector, 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. Your participation in this survey is voluntary, but is also needed to produce complete and accurate statistics about the probation and parole populations in the United States.

I hope for your continued support of BJS's statistical programs. Our project team will be happy to work with you and assist you in any way to ensure your participation in the ASPP is a smooth process. Members of RTI's Agency Support Team can be reached by calling toll-free (866) 334-4175 or by sending an email to bjs-aps-help@rti.org.

Sincerely,

Chief, Corrections Statistics Unit
Bureau of Justice Statistics

PROBATION
ANNUAL SURVEY
PAROLE

Learn more about the Annual Surveys of Probation and Parole (ASPP)

- Review the most recent survey reports: http://www.bjs.gov/index.cfm?ty=dcdetail&iid=271
- Look for RTI and BJS at the American Probation and Parole Association conferences
- Contact Danielle Kaeble, BJS project manager, at (202) 305-2017 or Danielle.Kaeble@usdoj.gov

Enclosure: Designation Form

2017 Annual Surveys of Probation and Parole
Designation Form

Please review the information below. Indicate whether the Head of Agency and Designated Survey Respondent information is accurate or make updates and corrections as needed. **Please complete and return this form by fax or email to RTI by November 30, 2017.**

Head of Agency

Information on File	Updated Information
State Department of Corrections	_____
Mr. John Doe	_____
Director of Administrative Services	_____
123 Government Court	_____
Suite 456	_____
City, State 12345	_____
Email: john.doe@state.com	_____
Phone: 123-555-5555 ext. 1234	_____
Fax: 123-555-5555	_____
Attn: Ms. Jane Doe	_____

☐ All information is correct.

Designated Survey Respondent

Information on File	Updated Information
Mr. John Doe	_____
Director of Administrative Services	_____
123 Government Court	_____
Suite 456	_____
City, State 12345	_____
Email: john.doe@state.com	_____
Phone: 123-555-5555 ext. 1234	_____
Fax: 123-555-5555	_____

☐ All information is correct.

Please complete and return this form by fax or email to RTI by November 30, 2017.

Fax: 866-509-7471
Email: bjs-aps-help@rti.org

If you have any questions, please call the RTI Agency Support Team at 866-334-4175.

«USER ID»