Attachment 11 – Survey Invitation Letter and E-mails

TO: john.doe@state.com

SUBJECT: Announcing the 2017 Annual Surveys of Probation and Parole (ASPP) | USER_ID

BODY OF E-MAIL:

Dear Mr. John Doe,

I am pleased to announce the start of the 2017 Annual Surveys of Probation and Parole (ASPP), part of the Bureau of Justice Statistics' (BJS) core set of correctional statistics since 1980. We depend on your participation in these annual surveys to help compile the most complete and accurate statistics on the probation and parole populations in the United States. The Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 USC 3732), authorizes the collection of these data.

We need your surveys by **February 28, 2018** to provide stakeholders with the results of these collections as quickly as possible. To provide your data, simply log onto the website (www.bjs-aps.org) using your username and password below.

Probation	**Username:** userID1	**Password:** PW1
Parole	**Username:** userID2	**Password:** PW2

We estimate the surveys will take 1 hour and 30 minutes each to complete. We have tried to minimize the burden of participating by offering an online version of the surveys that you can complete, a few questions at a time. The surveys do not need to be done all at once. If you are unable to submit your surveys online, please contact RTI's **Agency Support Team at (866) 334-4175** or bjs-aps-help@rti.org and they will provide an alternative format.

I hope for your agency's continued support of BJS' statistical programs. If you have any general comments about these surveys, contact Danielle Kaeble at (202) 305-2017 or Danielle.Kaeble@usdoj.gov.

Sincerely,

Chief, Corrections Statistics Unit
Bureau of Justice Statistics

U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Statistics

Washington, D.C. 20531

January 4, 2018

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

Dear Mr. John Doe,

I am pleased to announce the start of the 2017 Annual Surveys of Probation and Parole (ASPP), part of the Bureau of Justice Statistics' (BJS) core set of correctional statistics since 1980. We conduct these surveys annually to collect probation and parole information from your agency and other agencies nationwide.

We depend on your participation in these surveys to help ensure their success. Your agency's data are needed to compile the most complete and accurate statistics on the probation and parole populations in the United States. The statistics produced are imperative to understanding the characteristics of the total population of persons under correctional authority. Data such as these are used by state and local criminal justice officials to justify budgets, compare changes in populations with comparable jurisdictions, and track outcomes of those on probation and parole. There is no other ongoing, comprehensive, nationally-representative survey of the probation and parole populations. The Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 USC 3732), authorizes the collection of these data.

BJS is committed to providing stakeholders with the results of these collections as quickly as possible. We need your surveys by **February 28, 2018** to meet our publication deadline. We estimate the surveys will take 1 hour and 30 minutes each to complete. We have tried to minimize the burden of participating by offering an online version of the surveys that you can complete, a few questions at a time. The surveys do not need to be done all at once. Please use the following information to log onto the ASPP website (www.bjs-aps.org):

Probation	**Username:** userID1	**Password:** PW1
Parole	**Username:** userID2	**Password:** PW2

If you are unable to submit your surveys online, please contact RTI's **Agency Support Team at (866) 334-4175** or bjs-aps-help@rti.org and they will provide an alternative format.

I hope for your agency's continued support of BJS' statistical programs.

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

TO: john.doe@state.com

SUBJECT: Announcing the 2017 Annual Surveys of Probation and Parole (ASPP) | USER_ID

BODY OF E-MAIL:

Dear Mr. John Doe,

I'm writing on behalf of the Bureau of Justice Statistics (BJS) regarding the Annual Surveys of Probation and Parole (ASPP). You recently received a letter from the Chief of the Corrections Statistics Unit of BJS announcing the start of the 2017 collection.

As noted in that letter, we need your surveys by **February 28, 2018** to provide stakeholders with the results of these collections as quickly as possible. To provide your data, simply log onto the website (www.bjs-aps.org) using your username and password below. If you are unable to submit your surveys online, please contact RTI's **Agency Support Team at (866) 334-4175** or bjs-aps-help@rti.org and we will provide an alternative format.

Probation	**Username:** userID1	**Password:** PW1
Parole	**Username:** userID2	**Password:** PW2

If you have already submitted your surveys online, thank you for your prompt response. We look forward to working with you on this important data collection.

Sincerely,

Tim Smith
RTI Project Director
Annual Surveys of Probation and Parole

E-mail: bjs-aps-help@rti.org
Phone: (866) 334-4175
Fax: (866) 509-7471