Attachment 7: Prenotification letter

U.S. Department of Justice

Office of Justice Programs

Bureau of Justice Statistics

Washington, DC 20531

[INSERT DATE]

«CONTACT_TITLE» «CONTACT_NAME»
OR CURRENT CHIEF PROSECUTOR
«OFFICE_NAME»
«Address1» «Address2»
«City_Name», «State_Code» «Zip_Zip4»

Dear «CONTACT_TITLE» «CONTACT_NAME»,

I am pleased to announce that the Bureau of Justice Statistics (BJS), supported by RTI International (RTI) and the National District Attorneys Association (NDAA), has begun preparations for the 2020 National Survey of Prosecutors (NSP). The NSP will collect data on prosecutorial activities nationwide and administrative and legal issues facing prosecutors who handle felony cases in state courts. Data gathered will cover a variety of topics, including annual office budgets, tenure and salaries of chief prosecutors, staffing information, use of evidence, and case statistics.

At this time, I am writing to request your participation in the 2020 NSP. To participate, BJS needs you to designate a point of contact in your agency that can provide data for your office on staffing, budget, caseloads, diversion programs and specialty courts. Please provide a point of contact on the enclosed form by [INSERT DATE] and share this letter with your designated data provider as a pre-notification of the upcoming collection. In the next few weeks, a member of my staff will email your designee an invitation to participate in the collection. The message will contain a username and password for your designee to access and submit data for your office in a web survey. If you are planning to complete the survey yourself, you do not need to submit a point of contact designation form.

I appreciate that you receive a number of data requests throughout the year, and I thank you for your support for the NSP. If you have questions about the NSP, please contact the NSP Helpdesk by phone at [INSERT RTI PHONE] or e-mail at [INSERT RTI Email]. If you have any comments or questions about this data collection, please contact the Bureau of Justice Statistics Program Manager, George Ebo Browne, at [INSERT BJS Phone] or [INSERT BJS EMAIL].

Sincerely,

Jeffrey H. Anderson, Director
Bureau of Justice Statistics