Attachment 10: Web Invitation Letter (Email)

SUBJECT: 2020 National Survey of Prosecutors | «CASE_ID»

BODY:

[INSERT DATE]

Dear «POC_TITLE» «POC_NAME»:

We are pleased to announce the start of the 2020 National Survey of Prosecutors (NSP). «{You have been designated by <<Agency Head>> as the point of contact to assist with this data collection effort}/{Thank you for serving as our point of contact to assist with this data collection effort}». The NSP seeks to collect data on both prosecutorial activities nationwide and a variety of 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.

Your office has been selected to participate in the 2020 NSP. While voluntary, the success of this collection depends on your participation. BJS has contracted with RTI International (RTI) to conduct this collection. Please submit your data online by [INSERT DUE DATE] at:

Website: [URL]
Username: «Case_ID»
Password: «Password»

We estimate that the questionnaire will take approximately [INSERT BURDEN ESTIMATE] to complete. You may download a copy of the questionnaire from the website to assist you in gathering the necessary data. You may share it with others who can assist you in providing the requested information.

Your participation in is critical to NSP and will represent many other agencies like yours. If you have questions about NSP, please contact the NSP Helpdesk at RTI by phone at [INSERT RTI PHONE] or e-mail at [INSERT RTI Email]. If you have any general comments about this data collection, please contact me at [INSERT BJS Phone] or [INSERT BJS EMAIL]

BJS is authorized to conduct this data collection under 34 U.S.C § 10132. BJS and its data collection agents will only use the information you provide for statistical or research purposes pursuant to 34 U.S.C. § 10134, and will not disclose your information in identifiable form to anyone outside of the BJS project team without your consent. All personally identifiable information (PII) collected under BJS's authority is protected under the confidentiality provisions of 34 U.S.C. § 10231. Any person who violates these provisions may be punished by a fine of up to $10,000 in addition to any other penalties imposed by law. Further, per the Cybersecurity Enhancement Act of 2015 (6 U.S.C. § 151), federal information systems are protected from malicious activities through cybersecurity screening of transmitted data. For more information on how BJS and its data collection agents will use and protect your information, go to https://www.bjs.gov/content/pub/pdf/BJS_Data_Protection_Guidelines.pdf.

We thank you in advance for your participation.

Sincerely,

George Ebo Browne
NSP Program Manager
Bureau of Justice Statistics