Attachment 14: Second Reminder Email

SUBJECT: DUE SOON: 2020 National Survey of Prosecutors | «Case_ID»

[INSERT DATE]

Dear «POC_TITLE» «POC_FULLNAME»:

«OFFICE_NAME» has been asked to participate in the Bureau of Justice Statistics' (BJS) National Survey of Prosecutors (NSP). I recognize that you may not have received the previous correspondence or that you may not have responded because of time constraints. I appreciate that your time is limited; however, the reliability of the study directly depends on the participation of your agency. As a census, «AGENCYNAME» cannot be replaced with another agency. The questionnaire includes items that are relevant to all agencies and your responses are essential to our ability to provide the information needed by local law enforcement and other stakeholders.

NSP data will be used by prosecutors, researchers, and policy makers to better understand and respond to agency needs. No other national data collection can provide comprehensive data on functions of prosecutors' offices. The 2020 NSP has been endorsed by the National District Attorney's Association (NDAA) and a letter of support is enclosed.

Please access the questionnaire online at [URL]. Your agency-specific information is:

Username: «Case_ID»
Password: «Password»

Alternatively, you can submit your data by mail using the enclosed hard copy questionnaire and business reply envelope.

The questionnaire due date was [ORIGINAL DUE DATE], but we can accept questionnaires for the next few weeks and still meet the deadlines to release the study findings. Please submit your questionnaire as soon as possible. If you have questions about the NSP questionnaire or have difficulty accessing the website, please contact the NSP Helpdesk via phone or e-mail at [RTI PHONE] or [RTI EMAIL]. If you have any general comments about this data collection, please contact me at [BJS PHONE] or [BJS EMAIL].

Sincerely,

George Ebo Browne
NSP Program Manager
Bureau of Justice Statistics