



**2014 National Survey of Prosecutors (NSP)  
Attachments**

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Form NSP-14

**RETURN  
TO**  
NORC  
1 North State Street  
16th Floor  
Chicago, IL 60602

**U.S. Department of Justice  
Bureau of Justice Statistics**  
(NORC acting as data collection agent)



## National Survey of Prosecutors

In correspondence about this survey, please refer to the 8-digit number printed below.  
(Please correct any errors in your agency's name and address by writing the corrected information below.)

### INFORMATION SUPPLIED BY

<b>NAME</b>				<b>TITLE</b>		
<b>TELEPHONE</b>	Area Code	Number	Extension	<b>FAX</b>	Area Code	Number
<b>EMAIL ADDRESS</b>						

### INSTRUCTIONS

1. Please answer all questions with reference to the prosecutor's office(s) specified above.
2. For all questions, the phrase "**during 2014**" refers to **January 1, 2014 through December 31, 2014**.
3. Some questions ask you to provide exact counts of staff persons in the prosecutor's office or of types of cases handled by the office. If you are unable to provide an exact count in response to any such question, please provide your best estimate. If your agency did not track certain information, please mark the "do not track" checkbox.
4. Please complete and return the survey **within 30 days of receipt**.
5. Please submit your completed form by using the web reporting option at [www.xxxxx.org](http://www.xxxxx.org), by mailing it to NORC in the enclosed postage-paid envelope, or by faxing each page toll-free to NORC at XXX-XXX-XXXX.
6. If you have questions or concerns, or if you need assistance in completing the survey, please contact NORC via e-mail at [xxxxx@norc.org](mailto:xxxxx@norc.org), or call XXX-XXX-XXXX.

### BURDEN STATEMENT

Federal agencies may not conduct or sponsor an information collection, and a person is not required to respond to a collection of information, unless it displays a currently valid OMB Control Number. Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate, or any other aspects of this collection of information, including suggestions for reducing this burden, to the Director, Bureau of Justice Statistics, 810 Seventh Street, NW, Washington, DC 20531. The Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 USC 3732), authorizes this information collection. Although this survey is voluntary, we urgently need and appreciate your cooperation to make the results comprehensive, accurate, and timely.

## Section A: Staffing and Services

**A1. What is the term of office for the chief prosecutor?**

years

**A2. As of December 31, 2014, how long had the chief prosecutor served continuously in office?**

years   months

**A3–A4. As of December 31, 2014, how many of the following types of staff were employed in your office? (If none, enter "0.") If you are uncertain, please provide your best estimate and check the box. If you do not track this information, please mark the 'do not track' checkbox.**

**Part-time staff:** Any employee who works fewer hours than your standard work week, including employees in job-sharing arrangements.

Staff position	Total district		
	A3. Number Full-time	A4. Number Part-time	Estimate
a. <u>Chief prosecutor:</u> The elected, or State-appointed, head of the prosecutorial district . . . . .	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
b. <u>Litigating attorneys</u> (e.g., assistant prosecutors, civil attorneys, supervisory attorneys) . . . . .	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
c. <u>Support staff</u> (e.g., administrative staff, clerical staff, computer personnel, fiscal officers, etc.) . . . . .	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
d. <u>Investigators</u> (Include those on contract) . . . . .	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
e. <u>Victim/witness advocate</u> . . . . .	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
f. <u>Other (specify)</u> _____	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<b>g. TOTAL ACTUAL STAFF</b> (sum of rows a through f) . . . . .	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Do not track this information

**A5–A6. Number of designated Assistant Prosecutor vacancies unfilled (if any)**  
If you do not track this information, please mark the 'do not track' checkbox. . . . .

A5. Number Full-time	A6. Number Part-time	Do Not Track
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

**A7. Does your office provide direct victim assistance services (e.g., monetary, temporary housing, etc.) (or referrals) for victims (or their families) in any of the following situations? (Mark (X) all that apply)**

- 1  Child abuse
- 2  Domestic violence
- 3  Sexual assault
- 4  Elder abuse
- 5  Stalking
- 6  Drunk driving
- 7  Homicide support (family members/co-victims of homicide)
- 8  Victim and/or witness protection services
- 9  Identity theft/computer crime
- 10  Gang violence
- 11  Dating violence
- 12  Youth violence (other than child abuse)
- 13  Immigrant victims/cultural minorities
- 14  Human trafficking
- 15  Other (specify) \_\_\_\_\_
- 16  We do not provide direct services or referrals for victims or their families.

**A8. During 2014, did your office receive a federal or state grant to fund victim services or a victim services program?**

	Yes	No
a. Federal . . . . .	1 <input type="checkbox"/>	2 <input type="checkbox"/>
b. State . . . . .	1 <input type="checkbox"/>	2 <input type="checkbox"/>

**A9. During 2014, did your office have specialized units—or designated prosecutor(s)—to handle the following types of cases?**

	Specialized Units		Designated Prosecutor(s)	
	Yes	No	Yes	No
a. Homicide . . . . .	1 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>
b. Rape or sexual crimes . . . . .	1 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>
c. Burglary . . . . .	1 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>
d. Robbery . . . . .	1 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>
e. Domestic violence . . . . .	1 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>
f. Drugs . . . . .	1 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>
g. Guns . . . . .	1 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>
h. Juvenile . . . . .	1 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>
i. Computer crimes . . . . .	1 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>
j. Gang . . . . .	1 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>
k. White collar crimes . . . . .	1 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>
l. Financial crimes (e.g. check forgery, ATM thefts) . . . . .	1 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>
m. Traffic . . . . .	1 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>
n. Misdemeanors . . . . .	1 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>
o. Crime committed by illegal immigrants . . . . .	1 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>
p. Human trafficking . . . . .	1 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>
q. Other (specify) _____	1 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>
_____				
_____				

**A11. During 2014, did staff in your office directly monitor or supervise adults who were convicted and placed under supervision in the community as part of a court order?**

- 1  Yes
- 2  No

## Section B: Budget

**B1. For calendar year 2014, what were the total operating expenditures of your office for prosecutorial functions, excluding capital outlays for construction? (If you are unable to provide the actual number, please provide your best estimate)**

*Operating expenditures or budget are defined as all recurring fixed and variable costs associated with the management and administration of your system. It does not include non-recurring fixed capital costs such as building construction and major equipment purchases.*

**Total 2014 office expenditures**

\$ \_\_\_\_\_ .00

**If you can only provide the fiscal year budget, then please enter the amount and indicate the fiscal year period below.**

Fiscal Year → Please enter the start and end dates of the 2014 fiscal year (FY)

\_\_\_\_\_ to \_\_\_\_\_  
mm dd yyyy mm dd yyyy

**B2. Do the operating expenditures entered at B1 include funding for the following categories?**

- |                                    | Yes                        | No                         |
|------------------------------------|----------------------------|----------------------------|
| a. Staff salaries .....            | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| b. Expert services .....           | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| c. Investigator services .....     | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| d. Interpreter services .....      | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| e. Child support enforcement ..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| f. DNA testing .....               | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| g. Staff training .....            | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| h. Victim/witness services .....   | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| i. Community outreach .....        | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |

## Section C: Caseload

**C1. Please provide the total number of juvenile and adult felony and misdemeanor cases filed by your office in 2014.**

**Case definition:** A case is a set of all charges against a single defendant that are handled by the court as a single matter. A case with three defendants should be recorded as three cases but a case with one defendant with multiple charges should be counted as one case.

**Filed case:** A case in which charges have been filed with the clerk of the court.

**Felony case:** Use your State definition. If this term is not used in your State, interpret "felony" to mean any case in which the defendant, if convicted, could be sentenced to incarceration for one year or more. **Include as a felony case any defendant who had at least one felony filing charge.**

**Misdemeanor case:** Interpret "misdemeanor" to mean any case in which the defendant, if convicted, could be sentenced to incarceration for **no more than one year.**

- a. Total felony cases opened .....
- b. Total misdemeanor cases opened .....
- c. TOTAL CASES OPENED (sum of a and b)**

Convictions	Dismissals/ Acquittals
Number of Cases	Number of Cases
_____	_____
_____	_____
_____	_____

**C2. Please provide the total number of juvenile and adult felony and misdemeanor cases closed by your office during 2014, using the definition of case below. (If none, enter "0."). If you do not track this information, please mark the 'do not track' checkbox.**

**Closed case:** Any case with a judgment of conviction, acquittal, or dismissal with or without prejudice, entered by the court.

- a. Total felony cases closed .....
- b. Total misdemeanor cases closed .....
- c. TOTAL CASES CLOSED (sum of a and b)**

Convictions	Dismissals/ Acquittals
Number of Cases	Number of Cases
_____	_____
_____	_____
_____	_____

Do not track this information

**C3. Of the total felony cases closed recorded in C2a (convictions), please indicate how many were closed through the following methods: If you do not track this information, please mark the 'do not track' checkbox.**

	Convictions Number of Cases	Dismissals/ Acquittals Number of Cases
a. Bench trial verdict .....	_____	_____
b. Trial verdict .....	_____	_____
c. Through a plea deal .....	_____	_____

	Number of Cases
c. Diverted or other alternative disposition.....	_____

Do not track this information

**C4. If you are unable to provide the actual number of cases or an estimate for any method of closing a felony case in C2, please indicate why you cannot provide these numbers. (Mark (X) all that apply)**

➔ **If you were able to provide counts in C3, skip to C5-C6**

- 1  We use paper files only.
- 2  Our computer system does not enable us to provide this information.
- 3  We do not have personnel available to provide this information.
- 4  This requires coordination with other offices or agencies.

**C5-C6. During 2014, did your office have written policies or guidelines for case processing related to the following? (Please also indicate whether supervisor approval or review is required for each, even if there is not a written policy.)**

	C4. Written Policies		C5. Supervisor Approval/Review	
	Yes	No	Yes	No
a. Declinations after referral .....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>
b. The type or level of charges that are filed in a specific case? .....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>
c. The number of charges that are filed in a specific case? .....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>
d. The dismissal/amendment of charges after the initial filing of charges? .....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>
e. The pretrial release recommendation for defendants charged with a <b>felony</b> ? .....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>
f. The pretrial release recommendation for defendants charged with a <b>misdemeanor</b> ? .....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>
g. The conditions or types of plea offers that are made? .....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>
h. The sentence recommendations following the conviction of a defendant? .....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>
i. The number of open cases a prosecutor can carry at one time?	1 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>

**C7. During 2014, did your office prosecute any of the following types of felony offenses? (If yes, please provide the number of cases prosecuted during 2014 for each type of felony offense. If none, enter 0.) If you do not track this information, please mark the 'do not track' checkbox.**

	Yes	No	Number of Cases	Do Not Track
a. Police use of excessive force	1 <input type="checkbox"/>	2 <input type="checkbox"/>	_____	<input type="checkbox"/>
b. Use of internet for child exploitation	1 <input type="checkbox"/>	2 <input type="checkbox"/>	_____	<input type="checkbox"/>
c. Gang-related violence	1 <input type="checkbox"/>	2 <input type="checkbox"/>	_____	<input type="checkbox"/>
d. School violence involving firearms	1 <input type="checkbox"/>	2 <input type="checkbox"/>	_____	<input type="checkbox"/>
e. Methamphetamine production	1 <input type="checkbox"/>	2 <input type="checkbox"/>	_____	<input type="checkbox"/>
f. Terrorism/homeland security	1 <input type="checkbox"/>	2 <input type="checkbox"/>	_____	<input type="checkbox"/>
g. Elder abuse/neglect	1 <input type="checkbox"/>	2 <input type="checkbox"/>	_____	<input type="checkbox"/>

**C8. Does your office submit final case disposition information to an external criminal justice repository?**

- 1  Yes
- 2  No ➔ Skip to D1

**C9. To what types of external criminal record systems do you report case disposition information? (Mark (X) all that apply)**

- 1  Local criminal record systems/databases
- 2  Statewide court case management system
- 3  State criminal history repository
- 4  Federal criminal history systems/databases (e.g. NCIC or III System)

## Section D: Special Offense Categories

**Definition of cyber-crime:** Computer crimes cover such a wide range of offenses that a single definition has been elusive. The term **cyber crime** is used to describe the use of computer technology to engage in illegal activity. Cyber crimes can be characterized as falling into three categories: 1) crimes where the computer is the target; 2) the computer is a tool used to commit a crime; and 3) the computer is incidental to a crime (e.g. source of evidence).

**D1. During 2014, did your office prosecute any of the following types of cyber crimes where the computer was the target or tool?**

- |   | Yes                        | No                         |
|---|----------------------------|----------------------------|
| a. Computer sabotage (i.e., to hinder the normal functioning of a computer system through electronic means, such as the introduction of worms, viruses, etc.) . . . . . | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| b. Unauthorized access to a computer system . . . . .   | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| c. Cyberstalking (i.e., sending harassing or threatening electronic messages to others) . . . . .   | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| d. Unauthorized copying or distribution by electronic means of copyrighted material or other intellectual property (e.g., software, music, movies) . . . . .            | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| e. Unauthorized filming (i.e. webcam, cell phone video) . . . . .   | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| f. Extortion or blackmail . . . . .   | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| g. Other (specify) _____  | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |

**D2. During 2014, did your office prosecute any of the following types of cyber crimes involving child victims where the computer or internet was used?**

- |   | Yes                        | No                         |
|---|----------------------------|----------------------------|
| a. Electronic transmission of child pornography . . . . .   | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| b. Production of child pornography electronically . . . . .   | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| c. Possession of child pornography on computer . . . . .  | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| d. Use of computer to solicit sex from child or minor; entice child or minor for sex using computer . . . . . | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| e. Transmission of adult pornography to a child or minor . . . . .  | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| f. Stalking a child or minor . . . . .  | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| g. Harassing or bullying of a child or minor (e.g. Facebook, Twitter, email, etc) . . . . .                   | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |

**D3. During 2014, did your office prosecute any of the following types of cyber crimes involving adult victims where the computer or internet was used?**

- |   | Yes                        | No                         |
|---|----------------------------|----------------------------|
| a. Electronic transmission of adult pornography . . . . .   | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| b. Production of adult pornography electronically . . . . .                                       | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| c. Possession of adult pornography on computer . . . . .  | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| d. Use of computer to solicit sex from an adult; entice an adult for sex using computer . . . . . | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| e. Transmission of adult pornography to an adult . . . . .  | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| f. Stalking an adult . . . . .  | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| g. Harassing or bullying of an adult (e.g. Facebook, Twitter, email, etc) . . . . .               | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |

**D4. During 2014, did your office seize, or direct law enforcement to seize, any computers to use as evidence or to secure evidence from its memory for any crime?**

- 1  Yes  
2  No

**In responding to Questions D5–D7, please apply the following definition as it relates to the use of computers or the internet:**

**Computer or internet identity theft:** Use, or attempted use, of an account or identifying information without the owner's permission, where the owner may be an individual person, a corporation, or other organization via a computer or the internet.

**D5. During 2014, did your office prosecute any felony cases involving the theft of personal identifying information from a corporation, business, or organization through the use of a computer or the internet?**

- 1  Yes  
2  No

**D6. During 2014, did your office prosecute any felony cases involving identity theft from a person or individual through the use of a computer or the internet?**

- 1  Yes  
2  No

**D7. During 2014, did your office handle any of the following types of computer or internet-related identity theft cases (e.g., use or attempted use of an account or identifying information without the owner's permission)?**

- |  | Yes                        | No                         |
|--|----------------------------|----------------------------|
| a. Credit card account fraud . . . . .   | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| b. Online account fraud (e.g., Paypal) . . . . .   | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| c. Identity document forgery (e.g., Social Security number, birth certificate, driver's license) . . . . . | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| d. Insurance fraud (e.g., medical insurance) . . . . .   | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| e. Checking/savings account fraud . . . . .  | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |

**White collar crime:** For the purposes of this questionnaire, white collar crime is a violation of a criminal statute by a business or by its executives, employees, or agents acting on **behalf of and for the benefit of** the business, partnership, or other form of business entity.

**D8. During 2014, did your office prosecute the following types of white collar crime cases?**

- |   | Yes                        | No                         |
|---|----------------------------|----------------------------|
| a. Consumer fraud . . . . .   | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| b. Securities fraud . . . . .   | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| c. Insurance fraud . . . . .  | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| d. Tax fraud . . . . .  | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| e. False claims and statements . . . . .                                    | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| f. Workplace-related offenses<br>(e.g. unsafe working conditions) . . . . . | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| g. Environmental offenses . . . . .   | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| h. Illegal payments to governmental officials . . . . .                     | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| i. Unfair trade practices . . . . .   | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| j. Bank fraud . . . . .   | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |

➔ If "No" to all of the above, skip to Section E.

**D9. During 2014, how many white collar crime cases were concluded through jury/bench verdict or plea agreement? (If you are uncertain, please provide your best estimate and check the box.)**

	Number of Cases	Estimate
a. Consumer fraud . . . . .	_____	<input type="checkbox"/>
b. Securities fraud . . . . .	_____	<input type="checkbox"/>
c. Insurance fraud . . . . .	_____	<input type="checkbox"/>
d. Tax fraud . . . . .	_____	<input type="checkbox"/>
e. False claims and statements . . . . .	_____	<input type="checkbox"/>
f. Workplace-related offenses (e.g. unsafe working conditions) . . . . .	_____	<input type="checkbox"/>
g. Environmental offenses . . . . .	_____	<input type="checkbox"/>
h. Illegal payments to governmental officials . . . . .	_____	<input type="checkbox"/>
i. Unfair trade practices . . . . .	_____	<input type="checkbox"/>
j. Bank fraud . . . . .	_____	<input type="checkbox"/>

Do not track this information

## Section E: Evidence in Prosecution

**E1. During 2014, did your office use DNA evidence in its prosecution of the following crime types?**

- |  | Yes                        | No                         |
|--|----------------------------|----------------------------|
| a. Non-sex, violent crimes (i.e. murder, robbery, assault, etc.) . . . . . | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| b. Rape and/or sexual assault . . . . .                                    | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| c. Property (i.e., burglary, destruction of property) . . . . .            | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| d. Weapons or firearms . . . . .   | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| e. Other (specify) _____   | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| _____  |                            |                            |
| _____  |                            |                            |

**E2. During 2014, did your office encounter the following problems with the use of DNA evidence?**

- |  | Yes                        | No                         |
|--|----------------------------|----------------------------|
| a. Improper collection of evidence by police . . . . .                       | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| b. Excessive delay in getting DNA results from laboratory . . . . .          | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| c. Difficulty in getting DNA results admitted in court as evidence . . . . . | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| d. Backlog of sexual assault kits . . . . .                                  | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| e. Delay in follow-up after cold case hit . . . . .                          | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| f. Other (specify) _____   | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| _____  |                            |                            |
| _____  |                            |                            |

**E3. As of December 31, 2014, did your office participate in the following types of DNA databases (i.e. your office was authorized to request searches and submit profiles/samples)?**

- |  | Yes                        | No                         |
|--|----------------------------|----------------------------|
| a. Convicted offender database . . . . .                               | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| b. Forensic database containing profiles from unsolved cases . . . . . | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |

**E4. During 2014, was prosecution of a criminal case delayed due to a backlog of sexual assault kits?**

- 1  Yes  
2  No



## Section F: Human Trafficking

This section includes questions about the human trafficking in your jurisdiction.

The standard definition of human trafficking according to the Trafficking Victims Protection Act (P.L. 106-386) passed by the U.S. Congress defines human trafficking as:

**Definition of Sex Trafficking:** *The recruitment, harboring, transportation, provision, or obtaining of a person for a commercial sex act through the use of force, fraud, or coercion; or if the person is under 18 years of age, any commercial sex act, regardless of whether any form of coercion is involved.*

**Definition of Labor Trafficking:** *The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of the subjection to involuntary servitude, peonage, debt bondage, or slavery.*

**F1. During 2014, did your agency prosecute cases that involve sex trafficking either specified in the federal definition or specified in your state law even if those cases were not prosecuted under human trafficking laws?**

- 1  Yes  
2  No → Skip to F3

**F2. During 2014, what was the total number of sex trafficking cases your agency prosecuted? If you are unable to provide the actual number, please provide your best estimate.**

Estimate

**F3. During 2014, did your agency prosecute cases that involve labor trafficking either specified in the federal definition or specified in your state law even if those cases were not prosecuted under human trafficking laws?**

- 1  Yes  
2  No → Skip to G1

**F4. During 2014, what was the total number of labor trafficking cases your agency prosecuted? If you are unable to provide the actual number, please provide your best estimate.**

Estimate

## Section G: Specialty Courts and Diversion Programs

**G1. During 2014, did your office prosecute cases that were heard in a specialty court?**

- 1  Yes  
2  No → Skip to G3

**G2. For which of the following types of specialty courts was your office responsible for handling cases during 2014? (Mark (X) all that apply)**

- 1  Reentry  
2  Gun  
3  Community  
4  Mental health  
5  Domestic violence  
6  Prostitution  
7  Probation/parole violation  
8  Homeless  
9  Truancy  
10  Child support  
11  Drug and alcohol  
12  Gambling courts  
13  DWI or DUI courts  
14  Veterans court  
15  Other (specify) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**G3. Does your jurisdiction provide a diversion program alternative prior to formally charging the defendant with a crime?**

- 1  Yes  
2  No

**G4. During 2014, what types of defendants/crimes did your jurisdiction divert from prosecution prior to adjudication? (Mark (X) all that apply)**

- 1  Juveniles  
2  First-time offenders (e.g. probation before judgment)  
3  Domestic violence  
4  Child abuse  
5  Child neglect  
6  Drug offenses (other than marijuana possession)  
7  Simple possession of marijuana  
8  Simple assault  
9  DUI/DWI  
10  Other (specify) \_\_\_\_\_

G5. Did your office specifically assign staff to handle “only” cases that are diverted from traditional adjudication?

- 1  Yes  
2  No

G6. During 2014, did your office administer its own diversion program?

- 1  Yes  
2  No

G7. During 2014, what was the total number of cases your office diverted from traditional prosecution? If you are uncertain, please provide your best estimate and check the box.

Estimate

## Section H: Youth in Criminal Courts

Some crimes alleged to have been committed by a juvenile (i.e., a person normally below the age of criminal court jurisdiction in your State) may be prosecuted in a criminal court. Generally, this occurs through one of three legal mechanisms:

- **Judicial Waiver** (where a juvenile court judge transfers the case to the criminal court);
- **Prosecutorial Discretion** (where the prosecutor may file the matter in either juvenile or criminal court); and
- **Legislative Exclusion** (where legislation requires the matter be handled first in criminal court due to the seriousness of the offense and/or the prior record of the youth).

H1. Does your office have written guidelines about prosecuting juveniles in criminal court?

- 1  Yes  
2  No

H2. How many cases of juveniles prosecuted in criminal court did your office close during 2014 that reached criminal court by these various mechanisms?

(If none, enter “0.”) If you are uncertain, please provide your best estimate and check the box. If you do not track this information, please mark the ‘do not track’ checkbox.

	Number of Cases	Estimate
a. Total by all methods	_____	<input type="checkbox"/>
b. Judicial Waiver	_____	<input type="checkbox"/>
c. Prosecutorial Discretion	_____	<input type="checkbox"/>
d. Legislative Exclusion	_____	<input type="checkbox"/>
e. Other (specify) _____ _____ _____	_____	<input type="checkbox"/>

Do not track this information

## Section I: Indian Country

Under the Tribal Law and Order Act of 2010, the Director of BJS is required to establish and implement a tribal data collection system and report to Congress annually. The following questions are specifically related to DOJ’s objectives to improve the collection of crime and justice information related to Indian country.

In responding to Questions I1-I6, please apply the following definition:

**Tribal lands:** the term “tribal lands” includes areas also labeled Indian Country, federal or state recognized reservations, trust lands, Alaska Native villages, and/or tribal communities.

I1. During 2014, did your office have jurisdiction for the prosecution of criminal cases (misdemeanor and/or felonies) occurring on tribal lands?

- 1  Yes → Skip to I3  
2  No

I2. During 2014, did your office provide and/or participate in the provision of any support or supplemental justice related activities on tribal lands (e.g. participate on task force, victim notification, and training or technical assistance)?

- 1  Yes → Stop here, return survey to NORC  
2  No → Stop here, return survey to NORC

Stop here!

I3. Under what authority did your office exercise jurisdiction? (Mark (X) only one)

- 1  Mandatory Public Law 280  
2  Optional Public Law 280  
3  Memorandum of Understanding (MOU) or other agreement between tribal government and state (Non mandatory and non optional PL 280)  
4  Other (specify) \_\_\_\_\_  
\_\_\_\_\_

I4. During 2014, did your office prosecute any felony cases arising in Indian country that involved the following type of defendants?

- |   |                            |                            |
|---|----------------------------|----------------------------|
|   | Yes                        | No                         |
| a. Non-Indian .....                       | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| b. American Indian or Alaska Native ..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |

I5. During 2014, did your office have specific prosecutors assigned to handle felony cases arising in tribal lands?

- 1  Yes  
2  No

16. During 2014, what was the total number of cases your office diverted from traditional prosecution? *If you are uncertain, please provide your best estimate and check the box.*

	Yes	No	Estimate
a. Homicide . . . . .	1 <input type="checkbox"/>	2 <input type="checkbox"/>	<input type="checkbox"/>
b. Violent sexual assault . . . . .	1 <input type="checkbox"/>	2 <input type="checkbox"/>	<input type="checkbox"/>
c. Robbery . . . . .	1 <input type="checkbox"/>	2 <input type="checkbox"/>	<input type="checkbox"/>
d. Assault (aggravated) . . . . .	1 <input type="checkbox"/>	2 <input type="checkbox"/>	<input type="checkbox"/>
e. Domestic violence . . . . .	1 <input type="checkbox"/>	2 <input type="checkbox"/>	<input type="checkbox"/>
f. Drug trafficking . . . . .	1 <input type="checkbox"/>	2 <input type="checkbox"/>	<input type="checkbox"/>
g. Methamphetamine production . . . . .	1 <input type="checkbox"/>	2 <input type="checkbox"/>	<input type="checkbox"/>
h. Immigration violations . . . . .	1 <input type="checkbox"/>	2 <input type="checkbox"/>	<input type="checkbox"/>
i. Weapon crimes . . . . .	1 <input type="checkbox"/>	2 <input type="checkbox"/>	<input type="checkbox"/>
j. Juveniles . . . . .	1 <input type="checkbox"/>	2 <input type="checkbox"/>	<input type="checkbox"/>
k. Elderly abuse . . . . .	1 <input type="checkbox"/>	2 <input type="checkbox"/>	<input type="checkbox"/>
l. Cyber-crimes . . . . .	1 <input type="checkbox"/>	2 <input type="checkbox"/>	<input type="checkbox"/>
m. White collar crimes . . . . .	1 <input type="checkbox"/>	2 <input type="checkbox"/>	<input type="checkbox"/>
n. Human trafficking . . . . .	1 <input type="checkbox"/>	2 <input type="checkbox"/>	<input type="checkbox"/>
o. Gang-related crimes . . . . .	1 <input type="checkbox"/>	2 <input type="checkbox"/>	<input type="checkbox"/>
p. Other major crimes ( <i>specify</i> ) _____	1 <input type="checkbox"/>	2 <input type="checkbox"/>	<input type="checkbox"/>

\_\_\_\_\_

\_\_\_\_\_

Please submit your completed form by using the web reporting option at [www.xxxx.org](http://www.xxxx.org), by mailing it to NORC in the enclosed postage-paid envelope, or by faxing each page toll-free to NORC at XXX-XXX-XXXX.

If you have questions or concerns, or if you need assistance in completing the survey, please contact NORC via e-mail at [xxxx@norc.org](mailto:xxxx@norc.org), or call XXX-XXX-XXXX.





at the UNIVERSITY of CHICAGO

1 North State Street  
16th Floor  
Chicago IL 60602  
office (312) 759-5200  
fax (312) 759-4004  
[www.norc.org](http://www.norc.org)

[Date]

[SUID]

(PNAME)  
(PTITLE)  
(PADDR)  
(PCITY), (PSTATE) (PZIP)

Dear (PNAME),

On behalf of the Bureau of Justice Statistics (BJS), U.S. Department of Justice, NORC at the University of Chicago is conducting **the 2014 National Survey of Prosecutors (NSP-14)**, a survey of all prosecutors who try felony cases in State courts of general jurisdiction. The NSP is the only national effort to collect data on the resources, policies, and practices of local prosecutors' offices including critical information on caseloads, staffing and budget of the nation's prosecutors' offices. The participation of all prosecutors in the nation is critical for a complete census.

To complete the survey on behalf of your office, we encourage you to use the web option. The web survey provides the most cost efficient and convenient way to enter your responses. To access the web survey, please use the following link and unique Personal Identification Number (PIN) assigned to your office below:

Survey URL: <<web link>>

PIN: <<pin>>

**The attached brochure lists the types of questions that are asked in the web survey and will help you prepare for its completion. If you are unable to complete the survey on-line or prefer to complete a hardcopy version, you can request one by** e-mailing NORC at [xxxx@norc.org](mailto:xxxx@norc.org) or calling NORC toll free, at XXX-XXX-XXXX.

We thank you in advance for your participation in this important national study. Although this survey is voluntary, we would appreciate if you complete the survey as soon as possible to make the results comprehensive, accurate and timely. Upon completion of the study, BJS will make the findings from the NSP-14 available on its website at <http://www.bjs.gov/>. If you have any questions, please feel free to e-mail NORC at [xxxx@norc.org](mailto:xxxx@norc.org) or call NORC toll free, at XXX-XXX-XXXX.

Sincerely,

David Herda  
NSP-14 Project Director

Enclosure



# 2014 National Survey of Prosecutors

## Reference List of Questions

### Section A: Staffing

- How many of the following types of staff are employed in your office?
  - Chief Prosecutor
  - Litigating Attorneys
  - Support Staff
  - Investigators
  - Victim/Witness Advocates
  - Other
- Number of Assistant Prosecutor vacancies unfilled (if any)
- Does your office provide direct victim assistance services (or referrals) for victims (or their families)? In what situations?
- Does your office participate in any of the following multi-disciplinary teams?
  - Child Abuse
  - Elder Abuse
  - Human Trafficking
  - Sexual Assault Response
  - Other
- Does your office have specialized units—or designated prosecutors—to handle certain types of cases (i.e., homicide, robbery, white collar crimes)?

### Section B: Budget

- What was the FY 2014 budget of your office for prosecutorial functions?
- Does the budget amount include funding for the following budget categories?
  - Staff salaries
  - Expert services
  - Investigator services
  - Interpreter services
  - Child support enforcement
  - DNA testing
  - Staff training
  - Victim/witness services
  - Community outreach

- What percentage of the prosecutor's annual office budget come directly from each of the following sources?
  - State
  - County
  - City government
  - Grants (State, Federal, other)
  - Other

### Section C: Caseload

- Provide the total number of juvenile and adult felony and misdemeanor cases closed by your office during 2014 by conviction and/or dismissals/acquittals.
- Of the total felony cases closed, indicate how many were closed through trial verdict, plea deal, diverted or other alternative disposition.
- During 2014, did your office prosecute any of the following types of felony offenses? (If yes, please provide the number of cases prosecuted for each type of felony offense).
  - Police use of excessive force
  - Use of internet for child exploitation
  - Gang-related violence
  - School violence involving firearms
  - Methamphetamine production
  - Terrorism/homeland security
  - Elder abuse/neglect

### Section D: Special Offense Categories

- During 2014, how many of the following white collar crime cases were concluded through criminal trial, verdict or plea agreement?
  - Consumer fraud
  - Securities fraud
  - Insurance fraud
  - Tax fraud
  - False claims and statements
  - Workplace-related offenses
  - Environmental offenses

Illegal payments to government officials  
Unfair trade practices  
Bank fraud

- During 2014, did your office prosecute any of the following types of cyber crimes?
  - Computer sabotage
  - Unauthorized access to computer
  - Cyberstalking
  - Unauthorized copying or distribution by electronic means of copyrighted materials
  - Unauthorized filming (i.e. webcam)
  - Extortion or blackmail
  - Other

### Section E: Evidence in Prosecution

- During 2014, did your office use DNA evidence in its prosecution of the following crime types?
  - Non-sex, violent crimes
  - Rape and/or sexual assault
  - Property
  - Weapons or firearms
  - Other
- Does your office have a written formal policy regarding the disclosure of Brady material?
- Does your office have a formal written victim notification policy for cold cases?

### Section F: Human Trafficking

- During 2014, what was the total number of sex trafficking cases you or your agency prosecuted?
- During 2014, what was the total number of labor trafficking cases you or your agency prosecuted?

### Section G: Specialty Courts and Diversion Programs

- Does your office have the authority to assign cases to diversion programs?
- How many defendants were admitted to the diversion program during 2014, based on the offense? (Misdemeanor or Felony)
- How many defendants successfully completed the diversion program during 2014, based on the offense?

### Section H: Youth in Criminal Courts

- How many cases did your office close during 2014 that reached criminal court by these various mechanisms?
  - Judicial waiver
  - Prosecutorial discretion
  - Legislative exclusion
  - Other

### Section I: Indian Country

- During 2014, did your office have jurisdiction for prosecuting any felony cases occurring in tribal lands?
- During 2014, did your office prosecute any of the following types of cases arising in tribal lands? (If yes, please provide the number of cases prosecuted in 2014 for each type of case).
  - Homicide
  - Violent Sexual Assault
  - Robbery
  - Assault (aggravated)
  - Domestic violence
  - Drug-related crimes
  - Sexual assault/abuse
  - Immigration violations
  - Weapon crimes
  - Elderly Abuse

## General Information

The 2014 National Survey of Prosecutors (NSP-14) is a survey of all prosecutors who try felony cases in State courts of general jurisdiction. The NSP is the only national effort to collect data on the resources, policies, and practices of local prosecutors' offices. This study will provide us with national statistics regarding prosecutorial trends and help us identify the challenges facing our nation's prosecutors. NORC at the University of Chicago is conducting the 2014 NSP on behalf of the Bureau of Justice Statistics (BJS), U.S. Department of Justice.

This brochure is intended to give you a brief glimpse of the types of questions that are contained in the actual survey and to help you gather the proper information so that you can complete the survey quickly and efficiently online. The majority of questions can be answered by simply clicking on one or more of the pre-defined response categories (i.e., multiple choice).

If you have any questions, please e-mail NORC at [xxxx@norc.org](mailto:xxxx@norc.org) or call NORC toll free, at XXX-XXX-XXXX. Upon completion of the study, BJS will distribute the findings from the 2014 NSP.



at the UNIVERSITY of CHICAGO

1 North State Street  
16th Floor  
Chicago IL 60602  
office (312) 759-5200  
fax (312) 759-4004  
[www.norc.org](http://www.norc.org)

[Date]

[SUID]

(PNAME)  
(PTITLE)  
(PADDR)  
(PCITY), (PSTATE) (PZIP)

Dear (PNAME),

On behalf of the Bureau of Justice Statistics (BJS), U.S. Department of Justice, NORC at the University of Chicago is conducting **the 2014 National Survey of Prosecutors (NSP-14)**, a survey of all prosecutors who try felony cases in State courts of general jurisdiction. The NSP is the only national effort to collect data on the resources, policies, and practices of local prosecutors' offices including critical information on caseloads, staffing and budget of the nation's prosecutors' offices. The participation of all prosecutors in the nation is critical for a complete census.

We previously sent you a notification letter and brochure regarding the NSP-14. To complete the survey on behalf of your office, we encourage you to use the web option. The web survey provides the most cost efficient and convenient way to enter your responses. To access the web survey, please use the following link and unique Personal Identification Number (PIN) assigned to your office below:

Survey URL: <<web link>>

PIN: <<pin>>

**If you are unable to complete the survey on-line or prefer to complete a hardcopy version, you can request one by** e-mailing NORC at [xxxx@norc.org](mailto:xxxx@norc.org) or calling NORC toll free, at XXX-XXX-XXXX.

We thank you in advance for your participation in this important national study. Although this survey is voluntary, we would appreciate if you complete the survey as soon as possible to make the results comprehensive, accurate and timely. Upon completion of the study, BJS will make the findings from the NSP-14 available on its website at <http://www.bjs.gov/>. If you have any questions, please feel free to e-mail NORC at [xxxx@norc.org](mailto:xxxx@norc.org) or call NORC toll free, at XXX-XXX-XXXX.

Sincerely,

David Herda  
NSP-14 Project Director

Enclosure





U. S. Department of Justice  
Office of Justice Programs

*Bureau of Justice Statistics*

---

Washington, D.C. 20531

[Date]  
(PNAME)  
(PTITLE)  
(PADDDR)  
(PCITY), (PSTATE) (PZIP)

Dear (PNAME),

On behalf of the Bureau of Justice Statistics (BJS), U.S. Department of Justice, NORC at the University of Chicago is conducting the 2014 National Survey of Prosecutors (NSP-14), a survey of all prosecutors who try felony cases in State courts of general jurisdiction.

The NSP is the only national effort to collect data on the resources, policies, and practices of local prosecutors' offices, including important information on staffing, caseload, and budget. Findings from the 2014 survey will be sent to all respondents and will be available on the BJS website at <http://www.bjs.gov/>. In addition, the BJS website has information on NSP publications and methodology. The National Prosecutors Survey series data is available on the ICPSR website at <http://www.icpsr.umich.edu/icpsrweb/ICPSR/series/00084>.

The Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. 3732), authorizes this information collection. The request for information is in accordance with the clearance requirement of the Paperwork Reduction Act of 1980, as amended (44 U.S.C. 3507). Although this survey is voluntary, we urgently need and appreciate your cooperation to make the results comprehensive, accurate and timely.

For your convenience, we encourage you to use the web survey. The web survey provides a cost efficient and convenient way to enter your responses. If you have questions or need assistance, please e-mail NORC at [xxxxx@norc.org](mailto:xxxxx@norc.org) or call NORC at 1-800-XXX-XXXX. Thank you for your cooperation in this important data collection effort.

Sincerely,

William Sabol, Ph.D.  
Acting Director  
Bureau of Justice Statistics

Enclosure

**BOARD OF DIRECTORS**

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Association of  
Prosecuting Attorneys

1615 L Street NW, Suite 1100, Washington DC 20036 | (202) 861-2480 | [www.APAInc.org](http://www.APAInc.org)

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District Attorney  
Philadelphia, PA

**David LaBahn**  
President/CEO

**Steven Naugle**  
Treasurer/CFO

(DATE)

Dear Colleague,

As a professional and technical assistance provider dedicated to the enhancement of the prosecutorial function, the Association of Prosecuting Attorneys (APA) would like to make you aware of an important survey opportunity for prosecutors.

In an effort to support the U.S. Department of Justice, Bureau of Justice Statistics, APA encourages your participation in the **2014 National Survey of Prosecutors**. Conducted by NORC at the University of Chicago, this study will provide us with national statistics regarding prosecutorial trends and help us identify the challenges facing our nation's prosecutors.

The APA is a prosecutorial "think tank" incorporated and founded on the principles of reducing violent crime, ensuring equal justice and promoting safer neighborhoods. Our association acts as a global forum for the exchange of ideas and allows prosecutors to collaborate with all criminal justice partners. For further information regarding our association, please visit our website at [www.APAInc.org](http://www.APAInc.org).

We strongly encourage prosecutors to fill-out this survey in an effort to improve the U.S. Department of Justice and APA understanding of the experiences and challenges occurring in prosecutors' offices nationwide. Surveys must be completed and returned to NORC within two weeks of receipt.

Thank you.

David LaBahn  
President/ CEO

## **THANK YOU REMINDER POSTCARD TEXT**

### **We recently sent you the 2014 National Survey of Prosecutors (NSP)!**

The Bureau of Justice Statistics (BJS) is conducting a census of prosecutors throughout the United States and **we need your help!**

This data collection effort will provide much needed information on the resources, policies, and practices of local prosecutors. It is extremely important that your office responds so that the data is complete.

If you have already completed the 2014 NSP survey, please accept our sincere thanks. If not, please do so today. If you did not receive the survey invitation letter or it was misplaced, please call NORC toll-free at XXX-XXX-XXXX or via e-mail at [XXXXXXXX@norc.org](mailto:XXXXXXXX@norc.org). Again, thank you for your help.

David Herda  
Senior Survey Director, NORC

## **LAST CHANCE POSTCARD TEXT**

**Data collection for the 2014 National Survey of Prosecutors (NSP) is scheduled to end XXX XX, 2015!**

### **We have not yet received a response from you!**

We have been in contact with your agency and hope that you are able to participate. With ever increasing caseloads and reduced resources, it is extremely important that we have empirical data to document the current circumstances of prosecutors' offices nationwide.

If you did not receive a questionnaire, or if it was misplaced, please contact NORC (acting as a data collection agent for the Bureau of Justice Statistics) toll-free at **XXX-XXX-XXXX** or by e-mail at **XXXX@norc.org**. We will be happy to assist you with completing the questionnaire over the phone or via the internet.

Thank you for your help with this important survey!

David Herda  
Senior Survey Director, NORC



at the UNIVERSITY of CHICAGO

1 North State Street  
16th Floor  
Chicago IL 60602  
office (312) 759-5200  
fax (312) 759-4004  
[www.norc.org](http://www.norc.org)

[Date]

[SUID]

(PNAME)  
(PTITLE)  
(PADDR)  
(PCITY), (PSTATE) (PZIP)

Dear (PNAME),

The Department of Justice, Bureau of Justice Statistics (BJS) is currently conducting the **2014 National Survey of Prosecutors (NSP-14)**. The NSP is the only national effort to collect data on the resources, policies, and practices of local prosecutors' offices including critical information on caseloads, staffing and budget. The participation of all prosecutors in the nation is critical for a complete census.

A few weeks ago we contacted you about the survey. Enclosed is a copy of the questionnaire. Please complete the questionnaire as soon as possible. For your convenience, you can respond to the NSP-14 in one of several ways:

**Web:** We have created an electronic version of the survey which you can access and complete on the web. For security purposes, please use the Personal Identification Number (PIN) below to access the web survey. This information is printed on the cover of the questionnaire booklet as well.

Survey URL<<web link>>  
PIN: <<pin>>

- Fax:** Fax each page of your completed survey toll free to NORC at XXX-XXX-XXXX to the attention of **David Herda**.
- E-mail:** Attach a scanned copy of your completed survey to [xxxx@norc.org](mailto:xxxx@norc.org)
- Mail:** Complete and return the enclosed questionnaire in the postage-paid envelope. Please retain a copy of your completed reply for your records.

We thank you in advance for your participation in this important national study. Although this survey is voluntary, we would appreciate if you complete the survey as soon as possible to make the results comprehensive, accurate and timely. Upon completion of the study, BJS will make the findings from the NSP-14 available on its website at <http://www.bjs.gov/>. If you have any questions, please feel free to e-mail NORC at [xxxx@norc.org](mailto:xxxx@norc.org) or call NORC toll free, at XXX-XXX-XXXX.

Sincerely,

David Herda  
NSP-14 Project Director

Enclosure

Dear <<PNAME>>:

During the last few months we have sent you several mailings and attempted to contact you by phone about the 2014 National Survey of Prosecutors (NSP-14). **According to our records, we have not yet received a completed questionnaire from your office.** We are contacting you via fax because it is extremely important that your office respond for <<PJURIS>> in your state to ensure a complete accounting of the nation's prosecutorial districts.

The NSP-14 questionnaire contains a series of questions about staffing, funding, caseload, special offense categories such as cybercrimes and human trafficking, and juvenile matters. The NSP is the only national effort to collect data on the resources, policies, and practices of local prosecutors' offices.

For your convenience, you can respond to the NSP-14 via the Internet. It's quick and easy, and the website is programmed to ensure accurate and complete responses.

Please visit this user-friendly website to access the questionnaire:

<https://survey.norc.org/nsp-05/>

For security purposes, use this Personal Identification Number (PIN) and password to access the web questionnaire:

**PIN:** <PIN> **Password:** <PASSWORD>

**If you recently completed and returned the 2014 National Survey of Prosecutors questionnaire to us, please accept our sincere thanks. If not, please do so today. Responding now will eliminate the need for us to continue to contact your office about the NSP-14.**

If you need assistance while completing the questionnaire, you may call 1-XXX-XXX-XXXX or send an e-mail to [XXXX@norc.org](mailto:XXXX@norc.org).

Thank you,

NORC at the University of Chicago

Dear <<PNAME>>:

During the last few months we have sent you several mailings and attempted to contact you by phone about the 2014 National Survey of Prosecutors (NSP-14). **According to our records, we have not yet received a completed questionnaire from your office.** We are contacting you via e-mail because it is extremely important that your office respond for <<PJURIS>> in your state to ensure a complete accounting of the nation's prosecutorial districts.

The NSP-14 questionnaire contains a series of questions about staffing, funding, caseload, special offense categories such as cybercrimes and human trafficking, and juvenile matters. The NSP is the only national effort to collect data on the resources, policies, and practices of local prosecutors' offices.

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Please visit this user-friendly website to access the questionnaire:

<https://survey.norc.org/nsp-05/>

For security purposes, use this Personal Identification Number (PIN) and password to access the web questionnaire:

**PIN:** <PIN> **Password:** <PASSWORD>

**If you recently completed and returned the 2014 National Survey of Prosecutors questionnaire to us, please accept our sincere thanks. If not, please do so today. Responding now will eliminate the need for us to continue to contact your office about the NSP-14.**

If you need assistance while completing the questionnaire, you may call 1-XXX-XXX-XXXX or send an e-mail to [XXXX@norc.org](mailto:XXXX@norc.org).

Thank you,

NORC at the University of Chicago

[Date]

[SUID]

(PNAME)  
(PTITLE)  
(PADDR)  
(PCITY), (PSTATE) (PZIP)

Dear (PNAME),

The data collection period for the **2014 National Survey of Prosecutors (NSP-14) is coming to a close.** In the event your office did not receive your NSP-14 questionnaire, enclosed is a second copy. Please complete the questionnaire as soon as possible. For your convenience, you can respond to the NSP-14 in one of several ways:

**Web:** We have created an electronic version of the survey which you can access and complete on the web. For security purposes, please use the Personal Identification Number (PIN) below to access the web survey. This information is printed on the cover of the questionnaire booklet as well.

Survey URL<<web link>>  
PIN: <<pin>>

**Fax:** Fax each page of your completed survey toll free to NORC at xxx-xxx-xxxx to the attention of **David Herda**.

**E-mail:** Attach a scanned copy of your completed survey to [xxxx@norc.org](mailto:xxxx@norc.org)

**Mail:** Complete and return the enclosed questionnaire in the postage-paid envelope. Please retain a copy of your completed reply for your records.

We thank you in advance for your participation in this important national study. Although this survey is voluntary, we would appreciate if you complete the survey as soon as possible to make the results comprehensive, accurate and timely. Upon completion of the study, BJS will make the findings from the NSP-14 available on its website at <http://www.bjs.gov/>. If you have any questions, please feel free to e-mail NORC at [xxxx@norc.org](mailto:xxxx@norc.org) or call NORC toll free, at XXX-XXX-XXXX.

Sincerely,

David Herda  
NSP-14 Project Director

Enclosures

## 2014 National Survey of Prosecutors Telephone Contacting Script

Hello, may I please speak with (RESPONDENT).

IWER: IF R NO LONGER WORKS THERE, ASK FOR PERSON WHO CURRENTLY HOLDS R's POSITION.  
RECORD FIRST AND LAST NAME OF NEW R AND ATTEMPT TO INTERVIEW.

My name is (NAME) from NORC at the University of Chicago. We recently sent you a packet for the 2014 National Survey of Prosecutors. The packet contained a cover letter, a brief questionnaire, and postage-paid return envelope. Have you received this package?

### NO, did not receive package:



NORC is acting as the data collection agent to the Bureau of Justice Statistics (BJS) for the 2014 NSP, and your agency was randomly selected to participate in this survey. This survey will collect information on topics such as budget, staffing, caseloads, and emerging trends. We can send you another packet, but we also offer the option to complete the questionnaire via a secure web link. Would you like the web address?

**YES: PROVIDE R WITH WEB ADDRESS, PIN AND PASSWORD FOR THEIR AGENCY**

**NO: ASK R FOR CURRENT ADDRESS**



Can I confirm the address we have for you and I can mail you a copy of the survey materials? You should receive a new packet in the mail within the next week. If you have any questions when you receive the materials, please call us toll-free at XXX-XXX-XXXX. Thank you for your participation!

### YES, did receive package:



Great! Do you have any questions about the 2014 NSP?

Your completed questionnaire can be returned to NORC using the pre-addressed, pre-paid envelope, which was included in the package. You also have the option of the completing the questionnaire on-line. The package you received should have contained a cover letter that provided you with the questionnaire's web address and a pin and password to use when accessing the questionnaire.

If you have any questions as you complete the survey, please call us toll-free at XXX-XXX-XXXX. Thank you in advance for your participation!



## **2014 National Survey of Prosecutors Voice Mail Script**

### **Respondent's Direct Telephone Line**

Hello! My name is (NAME) from NORC at the University of Chicago. We are conducting the 2014 National Survey of Prosecutors on behalf of the Bureau of Justice Statistics. You should have received a packet in the mail containing the 2014 NSP questionnaire. Please complete and return the questionnaire to NORC as soon as possible. If you have any questions about the survey, please call our toll free number XXX-XXX-XXXX and mention the 2014 NSP. Again, our toll free number is XXX-XXX-XXXX. Thank you!

### **Administrative Assistant or Secretary's Telephone Line**

Hello! My name is (NAME), calling from NORC at the University of Chicago. We are conducting the 2014 National Survey of Prosecutors on behalf of the Bureau of Justice Statistics. (RESPONDENT'S NAME) should have received a package containing the census questionnaire. Please have (RESPONDENT NAME) complete and return the questionnaire to NORC as soon as possible. If there are any questions about the survey, please call our toll free number XXX-XXX-XXXX and mention the 2014 NSP. Again, our toll free number is XXX-XXX-XXXX. Thank you!

## **2014 National Survey of Prosecutors Telephone Retrieval Script**

Hello, may I please speak with (RESPONDENT).

My name is (NAME) from NORC at the University of Chicago. You recently completed a questionnaire for the 2014 National Survey of Prosecutors. We received your completed questionnaire and I'm calling now to confirm that we have everything recorded correctly and completely for your agency. It is very important that we have complete data from each agency to ensure an accurate representation of the nation's prosecutor offices. Before we begin, I would like to tell you that this call may be monitored for quality assurance. This should only take a few minutes of your time.

BEGIN READING QUESTION(S) THAT IS (ARE) MISSING INFORMATION:

[Date]

(PNAME)  
(PTITLE)  
(PADDR)  
(PCITY), (PSTATE) (PZIP)

Dear (PNAME),

In 2014, the Department of Justice, Bureau of Justice Statistics (BJS) will conduct the **2014 National Survey of Prosecutors (NSP-14)**. The NSP-14 is the only national effort to collect data on the resources, policies, and practices of local prosecutors' offices. NORC at the University of Chicago is carrying out the NSP-14 data collection for BJS.

**Your office has been selected to participate in a field test of the NSP-14 survey instrument.** This is a unique opportunity for your office to contribute to the national data collection effort. Please fully complete the enclosed survey instrument and provide any comments, suggestions or feedback in the Field Test Comments and Recommendations section. By participating in the field test, we will not contact your office for participation in 2014.

We ask that you complete and return this survey within the next **two weeks** so that we may analyze the results and incorporate any changes. For your convenience, you can respond to the NSP-14 field test in one of several ways:

**If by fax:** Fax each page toll free to NORC at 312-759-4004 to the attention of **David Herda**.

**If by e-mail:** Attach a scanned copy of your completed survey and send to it to [herda-david@norc.org](mailto:herda-david@norc.org)

**If by mail:** Complete and return the enclosed questionnaire in the postage-paid envelope. Please retain a copy of your completed reply for your records.

We thank you in advance for your participation in this important field test. If you have any questions, please send an e-mail to NORC at [herda-david@norc.org](mailto:herda-david@norc.org) or call me directly at 312-759-5086.

Sincerely,




David Herda  
Senior Survey Director

Enclosures


## 2013 NSP Web Survey Example Screens

### Log In Screen



**National Survey of Prosecutors**  
at the UNIVERSITY of CHICAGO

OMB Number: xxxxxxxx | Approval Expires: xx/xx/xxxx



Welcome!

On behalf of the Bureau of Justice Statistics (BJS), NORC at the University of Chicago is conducting the 2013 National Survey of Prosecutors (NSP). You should have received a Personal Identification Number (PIN) that will allow you access to this survey. Please enter your PIN into the field below and then click the 'Continue' button.


Your PIN is case sensitive and will not let you login without the proper upper and lower case letters.

Thank you for taking the time to complete the survey. If you have any questions, please contact NORC at XXXXXX@norc.org or call toll-free at 1-XXX-XXX-XXXX.

Please enter your PIN:


For technical assistance, please e-mail NORC at [xxx@norc.org](mailto:xxx@norc.org) or call XXX-XXX-XXXX.

### Verify Information



**National Survey of Prosecutors**  
at the UNIVERSITY of CHICAGO

OMB Number: xxxxxxxx | Approval Expires: xx/xx/xxxx



Progress

Please confirm the primary contact and address information for your office below. If the information is not correct, please click inside the text box for the field that you would like to edit. If all information is correct and you would like to begin the survey, please click the 'Next' button below. If you would like to complete the survey at another time, click the 'Suspend' button to stop the survey.


Office:	<input type="text" value="Test Agency 25"/>		
Name:	<input type="text" value="John Jones II"/>	Title:	<input type="text" value="District Attorney"/>
Address:	<input type="text" value="485 Main Street"/>	Suite/Floor:	<input type="text" value="Suite 1"/>
City:	<input type="text" value="Chicago"/>	State:	<input type="text" value="IL"/>
		Zip:	<input type="text" value="60657"/>

**BURDEN STATEMENT**

Federal agencies may not conduct or sponsor an information collection, and a person is not required to respond to a collection of information unless it displays a currently valid OMB Control Number. Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate, or any other aspects of this collection of information, including suggestions for reducing this burden, to the Director, Bureau of Justice Statistics, 810 Seventh Street NW, Washington, DC 20531. The Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 USC 3732), authorizes this information collection. Although this survey is voluntary, we urgently need and appreciate your cooperation to make the results comprehensive, accurate, and timely.


For technical assistance, please e-mail NORC at [xxx@norc.org](mailto:xxx@norc.org) or call XXX-XXX-XXXX.

## Instructions



NORC  
at the UNIVERSITY of CHICAGO

National Survey of Prosecutors




Progress

**INSTRUCTIONS**

1. For all questions, the phrase "during 2013" refers to **January 1, 2013 through December 31, 2013**.
2. Some questions ask you to provide exact counts of staff persons in the prosecutor's office or of types of cases handled by the office. If you are unable to provide an exact count in response to any such question, please provide your best estimate and mark the adjacent checkbox to indicate your response is an estimate. If your office did not track the requested information within the normal course of business, please mark the "Do Not Track" box at the pertinent question.
3. Please use the 'Next' and 'Back' buttons to navigate between screens within the survey.
4. Use the 'Suspend' button at the top of the page to stop the survey at any time. When you resume, the survey will pick up where you left off. You will need to enter your PIN to re-enter the survey.


For technical assistance, please e-mail NORC at [xxxx@norc.org](mailto:xxxx@norc.org) or call XXX-XXX-XXXX.

## Question Format



NORC  
at the UNIVERSITY of CHICAGO

National Survey of Prosecutors



Progress

Section A: Staffing

**A1. What is the term of office for the chief prosecutor?**

Years

For technical assistance, please e-mail NORC at [xxxx@norc.org](mailto:xxxx@norc.org) or call XXX-XXX-XXXX.