

# The 2023 and 2025 Annual Survey of Jails OMB Clearance Application Attachments

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## Annual Survey of Jails

The Annual Survey of Jails (ASJ) is a nationally representative survey of county or city jail jurisdictions and regional jails in the country. Started in 1982, the ASJ tracks changes in the number and characteristics of local jail inmates nationwide. It also collects annual data on jail inmate turnover, jail capacity, and space usage by other authorities. About 910 agencies, representing the nation's 2,851 jail jurisdictions, participate in the ASJ each year.


 [Data Archive](#)

 [BJS Reports](#)

### Log In

Username

Password

 LOG IN

Test Agency - DC (12345555)

2018

[Enter Data](#)

## Instructions for completion and submission

### FOR EACH ITEM—

- If the answer to a question is “none” or “zero,” write “0” in the space provided.
- When exact numeric answers are not available, provide estimates and mark ( X ) in the checkbox beside each number that is estimated. For example 1234

Please submit your completed form(s) within 30 days of receipt. You may submit information in one of these ways:

ONLINE: Complete this form online at: <https://bjsasj.rti.org>  
EMAIL: [bjsasj@rti.org](mailto:bjsasj@rti.org)  
FAX (TOLL-FREE): 1-866-800-9179

MAIL: RTI International, Attn: Data Capture  
Project Number: 0215015.001.300.018.102  
5265 Capital Boulevard  
Raleigh, NC 27690-1652

If you need assistance, contact Bryan Rhodes of RTI International toll-free at 1-866-354-4992 or [bjsasj@rti.org](mailto:bjsasj@rti.org).

## What to include and exclude in this data collection

### INCLUDE—

- ✓ Confinement facilities usually administered by a local law enforcement agency, intended for adults but sometimes holding juveniles
- ✓ All jails and city/county correctional centers that hold inmates beyond arraignment. Report data on all inmates, including those held in separate holding or lockup areas within your facilities.
- ✓ Special jail facilities (e.g., medical/treatment/release centers, halfway houses, and work farms).
- ✓ Temporary holding or lockup facilities if they are part of your combined function.
- ✓ Inmates held for other jurisdictions, including federal authorities, state prison authorities, American Indian or Alaska Native tribal governments, and other local jail jurisdictions.

### EXCLUDE—

- ✗ Facilities that are exclusively used as temporary holding or lockup facilities, where inmates are generally held for less than 72 hours and not held beyond arraignment.
- ✗ Privately operated jails and facilities operated by two or more jurisdictions (i.e., multi-jurisdictional facilities). These jails will be contacted directly for this data collection.

## Form Completed By—

Name

Title

Official Address

Telephone

City

Fax

State

Zip

Email

Save

Close Form Completed By

 Instructions and Burden

1. On June 29, 2018, how many persons under the supervision of your jail jurisdiction were—

a. **CONFINED** in your jail facilities?

INCLUDE—

- ✓ Persons on transfer to treatment facilities but who remain under your jurisdiction
- ✓ Persons held for other jurisdictions
- ✓ Persons in community-based programs (e.g., work release, day release, or drug/alcohol treatment) who return to jail at night
- ✓ Persons out to court while under your jurisdiction.

1. On June 29, 2018, how many persons under the supervision of your jail jurisdiction were—

a. **CONFINED** in your jail facilities?

   ?

INCLUDE—

- ✓ Persons on transfer to treatment facilities but who remain under your jurisdiction
- ✓ Persons held for other jurisdictions
- ✓ Persons in community-based programs (e.g., work release, day release, or drug/alcohol treatment) who return to jail at night
- ✓ Persons out to court while under your jurisdiction.

EXCLUDE—

- ✗ Persons under your jurisdiction who are boarded elsewhere
- ✗ Inmates who are AWOL, escaped, or on long-term transfer to other jurisdictions
- ✗ Persons in community-based programs run by your jails (e.g., electronic monitoring, house arrest, community service, day reporting, or work programs) who do NOT return to jail at night.

b. **Under jail supervision, but NOT CONFINED?**

   ?

INCLUDE—

- ✓ Persons in community-based programs run by your jail jurisdiction (e.g., electronic monitoring, house arrest, community service, day reporting, or work programs) who do NOT return to jail at night.

EXCLUDE—

- ✗ Persons on pretrial release who are not in a community-based program run by your jail jurisdiction
- ✗ Persons under the supervision of probation, parole, or other agencies
- ✗ Inmates on weekend programs that allow offenders to serve their sentences of confinement only on weekends (e.g., Friday–Sunday)
- ✗ Inmates participating in community-based programs (e.g., work release, day release, or drug/alcohol treatment) who return to jail at night.

c. **TOTAL** (Sum of items 1a and 1b)

Save and Continue

3. Of all the persons CONFINED in your jail facilities on June 29, 2018 (as reported in item 1a), how many were not U.S. citizens?

Non-U.S. Citizens



Back

Save and Continue

# 2023 Annual Survey of Jails Web Verification Module

First, let's update your agency's contact information—

## Agency

Name:

Address:

Phone:  ext.

## Point of contact (POC)

Name:

Title:

Email:

Phone:  ext.

## Data supplier

*The data supplier is the person who typically completes the survey. We will reach out the data supplier if there are any questions about the survey data.*

Check here if the data supplier is the same as the point of contact.

Name:

Title:

Email:

Phone:  ext.

[Back](#)

[Save and continue](#)



**Under what type of government authority is <<Maricopa County Sheriff's Office>> operated?**

**County**

**City**

**State**

**This is a regional jail, operated by two or more county or city governing bodies through a cooperative agreement.**

**This is a privately operated facility contracted by  county/ city/ state/ federal government(s).**

[Back](#)

[Save and continue](#)

**You mentioned that <<Maricopa County Sheriff's Office>> is a regional jail. Please list all counties, cities, and places served by your agency:**

Locations served:

City/county	State

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Save and continue

**Our records show that <<Maricopa County Sheriff's Office>> has operated the following facilities. Please verify the facility names and add or remove facilities if needed. Include all facilities that were open at any time between July 1, 2022, to June 30, 2023.**

Deselect to  
remove a facility

- Maricopa County Estrella Jail
- Maricopa County Towers Jail
- Maricopa County Durango Jail
- Maricopa County Lower Buckeye Jail
- Maricopa County Fourth Avenue Jail

Add new facilities:

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Save and continue

Please indicate if any of these facilities are:

- **Exclusively** used as a temporary holding or a lockup facility from which inmates are usually transferred within 72 hours and not held beyond arraignment
- **Exclusively** used to hold juveniles.

	<b>Exclusively Temporary Holding</b>	<b>Exclusively holds juveniles</b>
<i>Maricopa County Estrella</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Maricopa County Towers Jail</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Maricopa County Durango Jail</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Maricopa County Lower Buckeye Jail</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Maricopa County Fourth Avenue Jail</i>	<input type="checkbox"/>	<input type="checkbox"/>

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[Save and continue](#)

**Based on the information you provided, the following facilities should be included in the ASJ.**

- Maricopa County Estrella Jail
- Maricopa County Towers Jail
- Maricopa County Durango Jail
- Maricopa County Lower Buckeye Jail

**The following facilities are not included in the ASJ because it is exclusively used to hold juveniles.**

- Maricopa County Fourth Avenue Jail

**If you need to edit the list of facilities, click [here](#).**

**Back**

**Save and continue**

**Before proceeding to the 2023 Annual Survey of Jails, please verify and update the addresses of the facilities to be included in the 2023 Annual Survey of Jails.**

- Maricopa County Estrella Jail
- Maricopa County Towers Jail
- Maricopa County Durango Jail
- Maricopa County Lower Buckeye Jail

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[Save and continue](#)

**From:** [Andrea Armstrong](#)  
**To:** [Zeng, Zhen \(OJP\)](#)  
**Subject:** [EXTERNAL] Comments - 88 FR 10937 - AJS  
**Date:** Tuesday, March 7, 2023 7:22:25 PM

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I am writing to support the continued collection of the Annual Jail Survey data, as it is critical to understanding the operations, policies, and practices across a wide variety of jails. In addition, the AJS is the only reliable and national source for certain types of data on jail admissions, operations, and outcomes. Much of the data required is already collected for internal jail administration purposes, thus the burden of continued collection is smaller than for data requests that are not a standard part of jail administration.

Andrea Armstrong

\*\*\*\*\*

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Linkedin: <https://www.linkedin.com/in/andrea-armstrong-b4643671/>

\*\*\*\*\*

**From:** [Michael Kusin](#)  
**To:** [Zeng, Zhen \(OJP\)](#)  
**Subject:** [EXTERNAL] Reinstating jail data collection  
**Date:** Monday, February 27, 2023 9:48:19 PM

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I understand that this is an informal response because the formal process is not open to the public.

The collection of jail data should not have been discontinued in the first place. Despite whatever statistically-based language was used to justify discontinuing it, the real explanation was political. The data which you stopped collecting reflected the unfortunate reality that a disproportionate percentage of jail populations were black, even as the data show the unfortunate---but accurate---reality that a disproportionate percentage of violent crime is committed by black men who are within a relatively narrow age group.

It is for those reasons that jail data collection should be resumed. I suspect that you will probably censor my comment for the same reasons that jail data collection was stopped.

-  
Michael Kusin  
Houston  
[michael@kushouston.com](mailto:michael@kushouston.com)  
Cell - 713.829.2276



**From:** [Belinda Spinosi](#)  
**To:** [Zeng, Zhen \(OJP\)](#)  
**Subject:** [EXTERNAL] question re Public Comments 88 FR 10938 <https://www.federalregister.gov/d/2023-03592>  
**Date:** Friday, February 24, 2023 12:23:30 PM

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Bureau of Justice Statistics  
Office of Justice Programs  
Department of Justice

re Public Comments 88 FR 10938 <https://www.federalregister.gov/d/2023-03592>

Hello Bureau of Justice Statistics:

May I have a copy of the proposed information collection instrument with instructions?

I would like to read what is asked to comment on.

My interests are two fold:

- 1) the Census Bureau is unable to conduct Census consistently in all jails and prisons thereby making all data inaccurate;
- 2) as a disability advocate, I want to assure that the data taken asks appropriate questions about those who enter jails and prisons (education level, diagnosed disability, were they given access testing their disability before entering. As well, how they are tested for a disability, educated and given job training (rehabilitation) once inside, and how prepared they are for the outside world when they are released.

These will assess the outcomes of the upstream service provision, giving a greater picture of why people are becoming incarcerated, activities within jails and prisons to prepare professional service delivery and courts for release.

With gratitude for your consideration,

*Belinda*

*Belinda Spinosi*  
4249 East Broad Street F  
Columbus OH 43213  
614-902-0572  
[belindaspinosi0@gmail.com](mailto:belindaspinosi0@gmail.com)

April 24, 2023

**To:** Zhen Zheng, Bureau of Justice Statistics  
**From:** Jim Parsons, Vice President for Research, Monitoring, Evaluation and Learning;  
Vera Institute of Justice  
**Subject:** Comments on Annual Survey of Jails

The Vera Institute of Justice (Vera) is providing this information in response to the invitation for public commentary on the proposed reinstatement of the Annual Survey of Jails (OMB Number 1121 – 0094). We are responding to the following questions included in the invitation.

- Evaluate whether the proposed collection of information is necessary for the proper performance of the functions of the Bureau of Justice Statistics, including whether the information will have practical utility.
- Evaluate whether and if so, how the quality, utility, and clarity of the information to be collected can be enhanced.

### Comments

- The annual survey of jails includes valuable information that Vera regularly uses in our work to better understand the criminal legal system. Many of the data measures are essential for shaping the field's understanding of how jails are used across the United States.
- Vera suggests that the quality and utility of statistics around race, ethnicity, and gender could be substantially enhanced without adding undue administrative burden on jails.
- Under current data collection practices, the Bureau of Justice Statistics does not collect information on gender and race/ethnicity together of people that are incarcerated in jails. Rather, it collects gender populations and race/ethnicity separately. This prevents tracking the way that racial disparities vary by gender. BJS's work on prison populations by race and gender indicates that there are substantial variations in racial disparities by gender at the prison level. More data is needed to understand how local jails may or may not be different. Historically, BJS collected information this way prior to 1993, and we suggest a return to a similar approach now. Because many jails use electronic data systems.

- As a medium-term objective, it would be helpful for jails to collect information on people who identify as transgender (even if they are also registered under a binary male/female variable), since there are specific concerns and policy questions around housing, services, and other issues related to transgender people.
- Admissions and releases from jail by gender are very useful. Vera suggests that information on race/ethnicity should also be collected for admissions and release statistics.



**U.S. Department of Justice**

Office of Justice Programs

*Bureau of Justice Statistics*

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*Washington, DC 20531*

June XX, 2023

<<Salutation>> <ContactFirstName>> <<ContactLastName>>

<<Agency Name>>

<<Address 1>>

<<Address 2>>

<<City>>, <<State>> <<Zip>>

Dear <<Salutation>> <<Last Name>>:

In a few weeks, you will receive an email invitation for you to participate in Bureau of Justice Statistics' Annual Survey of Jails (ASJ). The invitation will contain instructions for completing the survey. When the invitation arrives, please log onto the data collection website and fill out the form promptly.

Started in 1982, the ASJ is the longest running annual data collection focused on local jails and jail populations. The data are widely used by practitioners, policy makers, researchers, and the general public to understand the conditions and needs of local jails. **[If not Top150:** Your participation in the Annual Survey ensures that your agency will be represented in our national statistics on local jails.] **[If Top150:** As one of our nation's largest jail jurisdictions, your data are critical to this important data collection.]

The reference date for the 2023 ASJ will be **June 30<sup>th</sup>, 2023**. The survey will ask about your jail's confined population on this date, including population breakdowns by sex, race, age group, conviction status, severity of offense (felony or misdemeanor), and U.S. citizenship status. You can preview the PDF form of the survey now at: <http://bjsasj.rti.org>. The online survey will be available on July 1, 2023.

The Bureau of Justice Statistics has contracted with RTI, International to conduct this data collection. If you have any questions, please feel free to e-mail us at [bjsasj@rti.org](mailto:bjsasj@rti.org) or call at 1-866-354-4992.

BJS appreciates your generous cooperation and partnership in supporting this important effort.

Sincerely,

Alexis R. Piquero, PhD  
Director, Bureau of Justice Statistics  
U.S. Department of Justice

Attachment E: Invitation Email

SUBJECT: Invitation 2023 Annual Survey of Jails | <<Jail Name>>

Dear <<Salutation>> <<LastName>>:

We are writing to invite you to participate in the 2023 Annual Survey of Jails (ASJ). The Bureau of Justice Statistics (BJS) has been conducting the ASJ since 1982 to collect data on local jails and the population they supervise. The data are published in the BJS [Jail Inmates](#) statistical report series and [archived](#) for public use. Participation in the ASJ is voluntary.

**Please submit your data by July 31, 2023. Your logon information is—**

**Website:** <https://bjsasj.rti.org>  
**Username:** <<username>>  
**Password:** <<password>>

The Bureau of Justice Statistics has contracted with RTI, International to conduct this data collection. For most jails, it takes about 80 minutes to complete the survey. You can complete the form in more than one session. You may also forward this email to colleagues within your agency, if you feel they can help you complete the survey.

For assistance with completing this survey, please contact RTI at [bjsasj@rti.org](mailto:bjsasj@rti.org) or (866) 354-4992, Monday through Friday, 9 AM to 5 PM, EDT. If you have questions about the collection, please contact the BJS program manager, Zhen Zeng, at [zhen.zeng@usdoj.gov](mailto:zhen.zeng@usdoj.gov).

Thank you very much for your participation in BJS's statistical programs.

Sincerely,

Alexis R. Piquero, PhD  
Director, Bureau of Justice Statistics  
U.S. Department of Justice



*Annual Survey of Jails (ASJ) is a national survey of local jails in the country. Started in 1982, the ASJ tracks changes in the number and characteristics of local jail inmates nationwide. It also collects annual data on jail inmate turnover, jail capacity, and space usage by other authorities. BJS is authorized to conduct this survey under 42 USC § 3732 and may only use data collected under its authority for research and statistical purposes. This data collection has been approved by the Office of Management and Budget (OMB Control No: 1121-0094; Expiration Date: xx/xx/xxxx). Additional information about the purpose, authority, and security of this data collection can be found at <https://bjsasj.rti.org>.*

Attachment F: Reminder Email 1

SUBJECT: 2023 Annual Survey of Jails due soon | <<Jail Name>>

Dear <<Salutation>> <<Last Name>>:

We are writing to remind you of the upcoming due date for your 2023 Annual Survey of Jails (ASJ) submission. The Bureau of Justice Statistics (BJS) has been conducting the ASJ since 1982 to collect data on local jails and the population they supervise. Your agency was selected to represent many other similar agencies in the nation. BJS relies on your prompt response to publish accurate and timely national statistics on local jails and the population they supervise.

If you have not submitted your data, please do so by July 31, 2023. Your logon information is—

Website: <https://bjsasj.rti.org>  
Username: <<username>>  
Password: <<password>>  
**Submit by: July 31, 2023**

If needed, you can view the survey form and the FAQs at the website above. For assistance with completing this survey, contact RTI at [bjsasj@rti.org](mailto:bjsasj@rti.org) or (866) 354-4992, Monday through Friday, 9 AM to 5 PM, EDT. If you have questions about the ASJ collection, please contact the BJS ASJ program manager, Zhen Zeng, at [zhen.zeng@usdoj.gov](mailto:zhen.zeng@usdoj.gov) or (202) 598-9955.

Thank you very much for your continued participation in BJS's statistical programs.

Sincerely,

Zhen Zeng, Ph.D.  
Annual Survey of Jails Program Manager  
Bureau of Justice Statistics



*Annual Survey of Jails (ASJ) is a national survey of local jails in the country. Started in 1982, the ASJ tracks changes in the number and characteristics of local jail inmates nationwide. It also collects annual data on jail inmate turnover, jail capacity, and space usage by other authorities. BJS is authorized to conduct this survey under 42 USC § 3732 and may only use data collected under its authority for research and statistical purposes. This data collection has been approved by the Office of Management and Budget (OMB Control No: 1121-0094; Expiration Date: xx/xx/xxxx). Additional information about the purpose, authority, and security of this data collection can be found at <https://bjsasj.rti.org>.*

Attachment G: Reminder Email 2

SUBJECT: 2023 Annual Survey of Jails | <<Jail Name>>

Dear <<Salutation>> <<Last Name>>:

We would like to thank you for your past support for Bureau of Justice Statistics' (BJS) statistical programs and remind you that the Annual Survey of Jails (ASJ) 2023 collection is overdue. BJS needs your prompt response to publish accurate and timely statistics on local jails and inmates. Please submit your data online—

Website: <https://bjsasj.rti.org>  
Username: <<username>>  
Password: <<password>>  
**Submit by: ASAP**

If needed, you can download a survey form for reference [here](#). For assistance with completing the survey, please contact our data collection team at [bjsasj@rti.org](mailto:bjsasj@rti.org) or (866) 354-4992, Monday through Friday, 9 AM to 5 PM, EDT. If you have questions about the ASJ, please contact the ASJ program manager, Zhen Zeng, at [zhen.zeng@usdoj.gov](mailto:zhen.zeng@usdoj.gov) or (202) 598-9955.

Thank you in advance for your help.

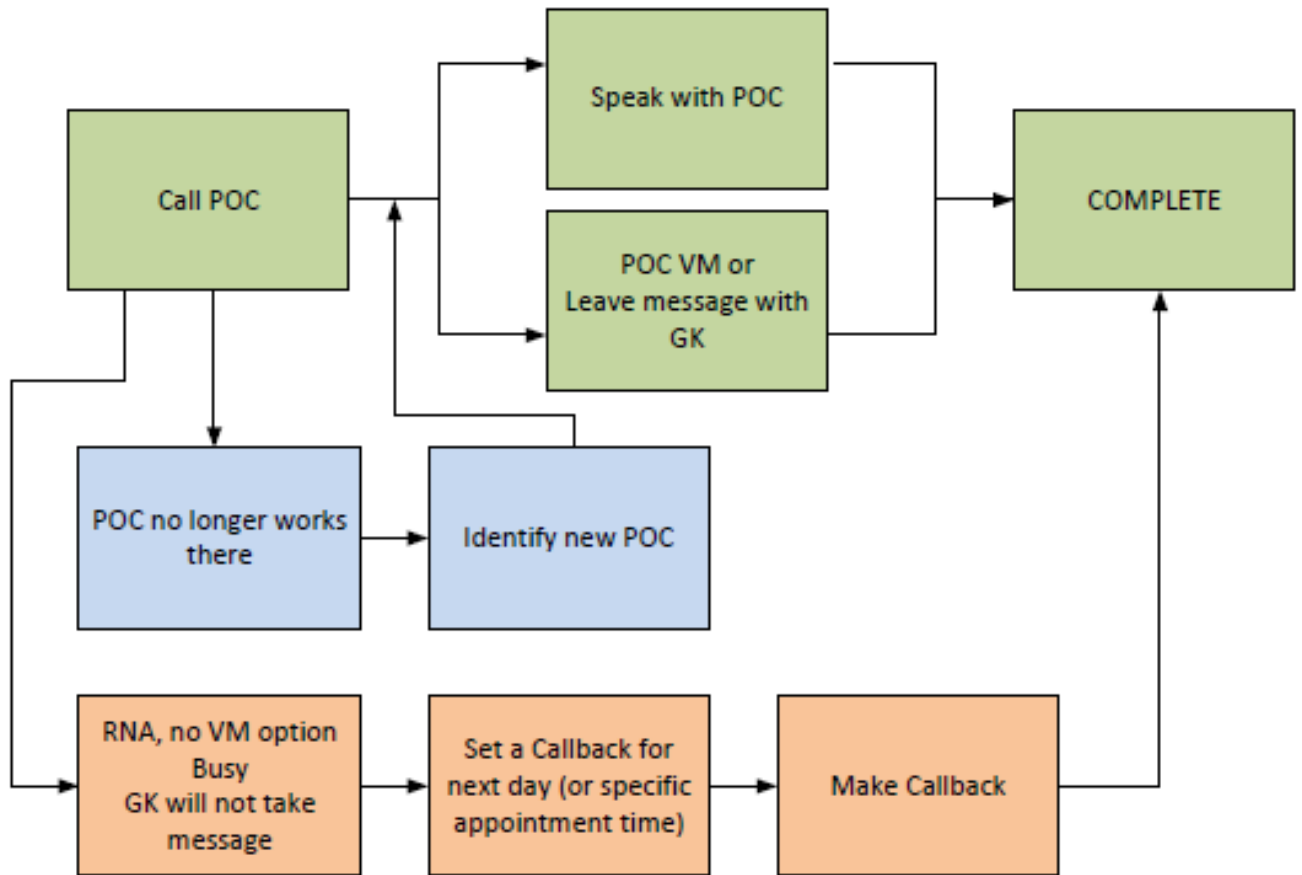
Sincerely,

Zhen Zeng, Ph.D.  
Annual Survey of Jails Program Manager  
Bureau of Justice Statistics



*Annual Survey of Jails (ASJ) is a national survey of local jails in the country. Started in 1982, the ASJ tracks changes in the number and characteristics of local jail inmates nationwide. It also collects annual data on jail inmate turnover, jail capacity, and space usage by other authorities. BJS is authorized to conduct this survey under 42 USC § 3732 and may only use data collected under its authority for research and statistical purposes. This data collection has been approved by the Office of Management and Budget (OMB Control No: 1121-0094; Expiration Date: xx/xx/xxxx). Additional information about the purpose, authority, and security of this data collection can be found at <https://bjsasj.rti.org>.*

### Overview of Case Flow / Script Paths



POC: point of contact  
VM: voice mail  
RNA: respondent not available  
GK: gate keeper



## LIVE CALL

Hi, my name is [name] and I'm calling on behalf of the U.S. Department of Justice regarding the Annual Survey of Jails. May I speak with [point of contact]?

### *If point of contact is on the phone*

Hello, I am calling today to remind you to submit your agency's 2023 Annual Survey of Jails data. We sent a reminder email on Monday, August 1st. Did you receive it?

### *If email was received*

Great. Do you have any questions about the Annual Survey of Jails in general or about submitting data online?

### *If questions*

[answer questions]

### *If NO questions / questions resolved*

Okay. We look forward to receiving your agency's data. Thank you. Bye. [add event note, set action due as complete]

### *If email NOT received*

Okay. I can send a new email right now. [confirm we have correct email address on file, send email]

The email will have a link to our website with your agency username and password. Do you have any questions about the Annual Survey of Jails in general or about submitting data online?

### *If questions*

[answer questions]

### *If NO questions / questions resolved*

Attachment H: Nonresponse Call Prompt Script

Okay. We look forward to receiving your agency's data.  
Thank you. Bye. [add event note, set action due as complete]

***If point of contact no longer works there***

Could I speak with the individual who has taken over for them, or someone who would be able to answer questions about the jail facilities?

***If new POC***

Hello, my name is [name] and I'm calling on behalf of the U.S. Department of Justice regarding the Annual Survey of Jails. [POC] was our previous point of contact at your agency. [He/she] completed reports for the Bureau of Justice Statistics about your inmate population. We are currently requesting data for the 2023 year. Is this something you can help with?

***If yes, new POC on phone and can help***

Thank you. May I have your name, phone number, and email address? We will send you an email with instructions to complete the current form. [collect info and update the POC]

Okay. I am sending you the email now. [send email]  
If you have any questions, our contact information will be included. Thank you. Bye. [add event note, set action due as complete]

***If unable to identify new POC / no one can help***

[document outcome in events and set a supervisor alert, set action due as complete]

***If new POC VOICEMAIL***

Attachment H: Nonresponse Call Prompt Script

Hi, my name is [your name] and I'm calling on behalf of the U.S. Department of Justice regarding the Annual Survey of Jails. [POC] was our previous point of contact at your agency. [He/she] completed reports for the Bureau of Justice Statistics about your inmate population. We are currently requesting data for the 2023 year, which I'm hoping you can help with. Please call us back at 866-354-4992. [add event note about new POC, set action due as complete]

***If point of contact is not available***

Could I leave them a message on [His/her] voicemail?

***If POC voicemail***

[read VM script] [add event note, set action due as complete]

***If NO voicemail option for POC***

Could I leave a message with you or another staff member who works with them?

***If yes / ready for message***

I'm calling to remind [POC] to submit your agency's 2023 Annual Survey of Jails data. This is for the Department of Justice. Please tell [POC] they received an email on Monday August 1st with information on how to get this submitted. [add event note, set action due as complete]

***If NOT able to leave any message***

Okay. When would be a good time to call back?  
Thank you, I will call then. Bye. [add event note, set action due for callback]

## VOICEMAIL

Hi, my name is [your name] and I'm calling on behalf of the U.S. Department of Justice regarding the 2023 Annual Survey of Jails. On Monday August 1st, we emailed you a reminder to submit your agency's Annual Survey of Jails data on our website. Please submit your responses online as soon as you are able in the next few weeks. If you have any questions, please call back at 866-354-4992.  
[add event note, set action due as complete]



**U.S. Department of Justice**

Office of Justice Programs

*Bureau of Justice Statistics*

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*Washington, DC 20531*

August 22, 2023

Attn: [FILL: Salutation POCFirstname POCLastname]  
[FILL:Name]

We would like to thank you for your past support for Bureau of Justice Statistics' (BJS) statistical programs and remind you that your 2023 Annual Survey of Jails (ASJ) form is past due. [FILL:If AgencyStatusCodeId=1: Your form has been started online but is not yet complete.] We have sent you periodic reminders since July 2023 and hope that you will find time to submit your agency's data as soon as possible.

We have included a survey form in this packet for your convenience. If possible, please submit your data online. However, you can also fill out a paper form and return it in the enclosed prepaid envelope.

To submit data online, please go to—

<https://bjsasj.rti.org>

Username: <FILL:username>

Password: <FILL:password>

**Submit by: September 15, 2023**

For assistance with completing this survey, contact RTI at [bjsasj@rti.org](mailto:bjsasj@rti.org) or (866) 354-4992, Monday through Friday, 9 AM to 5 PM, EDT. If you have questions about the ASJ collection, please contact me via e-mail at [zhen.zeng@usdoj.gov](mailto:zhen.zeng@usdoj.gov) or call (202) 598-9955.

Thank you in advance for your participation in BJS's statistical programs.

Sincerely,

Zhen Zeng, Ph.D.  
Annual Survey of Jails Program Manager  
Bureau of Justice Statistics

## Example Nonresponse Calling Guide

### Contact #1

Hello, my name is **Lizzie Smith** and I'm calling on behalf of the Department of Justice regarding the 2023 Annual Survey of Jails. We recently mailed you a reminder to submit data for your agency online. This is just a friendly check in to make sure you received that email and to see if there is anything I can help you with. The ASJ is the only annual national data collection that provides information on local jails and jail inmates. Your agency was selected to represent many other similar agencies in the nation and any data that you can provide will be very helpful. I will check back in with you soon if we are not able to touch base. My phone number is **800-334-8571, x25984**. Thank you.

### Contact #2

Hello, I am following up to a message I left for you last week about the 2023 Annual Survey of Jails. Again, I'm just checking in to see if you might be able to submit data for your agency soon. Please let me know if I can help in any way. You will receive a reminder email soon. If we can close out this process by the end of September that would be great. My name is **Lizzie** and my phone number is **800-334-8571, x25984**.

## Example Nonresponse Email Guide

Subject: 2022 Annual Survey of Jails – Reminder | <orgID>

Hello,

This is a reminder to submit your agency's 2023 Annual Survey of Jails (ASJ) data to the Bureau of Justice Statistics. Please enter your data online in the next few weeks. I will give you a call to check in soon.

Website: <https://bjsasj.rti.org/>

Username: <username>

Password: <password>

It may be helpful to view a copy of the form on our website before you begin entering data so that you can prepare your responses.

If there is anything I can do to assist you, please contact me at **800-334-8571 extension <ext>** or [bjsasj@rti.org](mailto:bjsasj@rti.org).

Thank you,

<AL name>

Agency Liaison for Annual Survey of Jails



**U.S. Department of Justice**

Office of Justice Programs

*Bureau of Justice Statistics*

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Washington, DC 20531

September XX, 2023

<<Salutation>> <ContactFirstName>> <<ContactLastName>>  
<<Agency Name>>  
<<Address 1>>  
<<Address 2>>  
<<City>>, <<State>> <<Zip>>

Dear <<Salutation>> <<Last Name>>:

I am writing to ask for your assistance in completing the Bureau of Justice Statistics' (BJS) 2023 Annual Survey of Jails (ASJ). We would greatly appreciate if you would submit your form by **October 1, 2023**.

Your data, combined with data from other local jails, allows BJS to publish on national trends in jail populations. BJS is committed to disseminating accurate and timely statistics to inform the practices and policies of jails nationwide.

You may submit your data online—

**Website:**     <https://bjsasj.rti.org>  
**Username:**    <<username>>  
**Password:**    <<password>>

If you prefer, you may download the 2023 ASJ form from the website above, fill it out, and fax or mail it back to us.

If you have any questions about this survey, please contact our hotline at (866) 354-4992 Monday through Friday, 9 AM to 5 PM, EDT, or email [bjsasj@rti.org](mailto:bjsasj@rti.org). RTI International is BJS's data collection agent for the ASJ.

BJS is authorized to conduct the ASJ under 34 U.S.C. § 10132 and may only use data collected under its authority for research and statistical purposes. This data collection has been approved by the Office of Management and Budget (OMB Control No: 1121-0049; Expiration Date: 06/2023).

Thank you very much for your participation and continued support for BJS's statistical programs.

Sincerely,

Alexis R. Piquero, PhD  
Director, Bureau of Justice Statistics  
U.S. Department of Justice

Attachment L: Data Quality Follow-up Email

SUBJECT: 2023 ASJ: Following up on Data Quality Issues | <<Agency ID>>

Dear <<Salutation>> <<POC Last Name>>:

Thank you for submitting the 2023 Annual Survey of Jails (ASJ) form for your agency. We have reviewed your submission and request that you review the following possible data quality issues:

- <<Issue 1>>
- <<Issue 2>>
- etc.

To correct these issues online:

1. Log on to the ASJ website (<https://bjasj.rti.org>) using these credentials:  
    USERNAME: <<Username>>  
    PASSWORD: <<Password>>
2. Click on "Enter Data."
3. Navigate to the appropriate questions and make any necessary edits.

If you believe any of these items is not an error or you have questions, you can just reply to this email, or I'd be happy to discuss by phone at (800) 334-8571 ext. <<AL Extension>>.

Thank you,

<<AL Name>>

Agency Liaison  
RTI International  
ASJ Data Collection Agent for the Bureau of Justice Statistics