

Attachment B: Facility Pre-test Enrollment Materials

- NIS-4 Jails – BJS Introduction Letter – Pre-test Study
- Facility Information Overview
- Facility Roles and Responsibilities

SUBJECT: National Inmate Survey Pre-Test – Request for Assistance

Dear <Contact Name>:

I am writing to ask for your assistance with the fourth National Inmate Survey in Jails (NIS-4J). Since the last NIS, we have received helpful recommendations from jail administrators, advocates, and other interested stakeholders. These recommendations were invaluable as we enhanced the survey to address important issues identified in past collections. We are now planning to pre-test the NIS-4J instrument with inmates in several jails, and we are hoping to conduct a pre-test in your jail facility. The pre-test would last approximately half a day as we interview ten inmates in your facility.

BJS has entered into a cooperative agreement with Westat, a private research company, to conduct the data collection and analysis activities for the NIS-4J. BJS is committed to conducting this pre-test safely and has received Westat's assurance that they will adhere to safety protocols designed to minimize the risk of the transmission of COVID-19. Westat will work closely with facility personnel to adhere to all safety requirements.

Should you agree to participate, a Westat representative (Susan Cross) will contact you in <month>. She will provide details about our plans for the pre-test and answer any questions you may have. If you would like for Ms. Cross to work with a liaison from your office, please let us know whom she should contact. We understand the potential burden of even conducting a small pre-test in your jail, but we will work diligently to minimize its impact on facility operations. Ms. Cross can be reached by email (SusanCross@Westat.com) or by phone (800) 937-8281 x2664.

The Bureau of Justice Statistics (BJS) is mandated by the Prison Rape Elimination Act (PREA; P.L. 108-79) to carry out a comprehensive statistical analysis and report on the prevalence and nature of sexual victimization within jail facilities. Findings from the most recent data collection were published by BJS in *Sexual Victimization in Prisons and Jails Reported by Inmates, 2011-12*, and are available online at <https://bjs.ojp.gov/content/pub/pdf/svpjri1112.pdf>.

If you have any questions, feel free to contact me at (202) 307-0711, Amy.Lauger@usdoj.gov. Jessica Taylor, the Project Director from Westat, is also available to address questions and comments at (240) 301-5852, JessicaTaylor@Westat.com.

Sincerely,

Amy D. Lauger
PREA Program Manager
Bureau of Justice Statistics



NATIONAL INMATE SURVEY (NIS-4J) Jail Facility Information Overview

Implementation Process

Preparing for Data Collection

- BJS and Westat will host an introductory webinar to introduce the survey to jail administrators from sampled facilities.
- Westat will contact the facility administrator to learn who will serve as the coordinator for the facility.
- Westat will provide the facility coordinator with materials about the National Inmate Survey and begin planning for data collection at the facility.
- Through emails and phone calls, Westat will review protocols and logistics with the facility coordinator.
- Westat and the coordinator will schedule the data collection visit.
- If minor inmates (ages 16 or 17) are held in the facility, Westat will request that the facility provide consent *in loco parentis* (ILP) for minor inmates.

Data Collection Begins

- Westat will begin visiting facilities to conduct interviews.
- Four weeks before the visit, the coordinator will provide an electronic test roster of arraigned inmates including the inmate's identification number, name, gender, date of birth, race/ethnicity, admission date, and housing assignment.
- The coordinator will provide a full roster the Wednesday before the visit and an updated roster the first day of the visit.
- The coordinator will locate space in the facility where Westat interviewers can meet individually with inmates to conduct the surveys. The coordinator will arrange for facility staff to escort inmates to and from the interview area(s).
- The coordinator will complete a web-based Facility Questionnaire by the last day of the visit.



NATIONAL INMATE SURVEY (NIS-4J) Jail Facility Roles and Responsibilities

Facility administrator

1. **Designate a facility coordinator:** The facility administrator will designate a staff person who will work with Westat to prepare for the survey team visit and to complete the facility survey.

Facility coordinator

1. **Describe facility characteristics:** The coordinator will provide information about the facility (e.g., number of living units, number of inmates, whether the administrator runs any facilities in other locations such as annexes or satellite locations) through a series of emails and brief telephone interviews. This information will be used to plan for the visit.
2. **Plan visit logistics:** In preparation for the survey visit, the coordinator will identify private rooms where each researcher will conduct the interviews and arrange the daily schedule so inmates can be available. These plans will be prepared in advance and then confirmed when the team supervisor meets with the coordinator on the first day of the visit.
3. **Arrange for counseling services:** The coordinator will ensure that counseling is available for inmates.
4. **Schedule the facility visit:** The coordinator and Westat staff will schedule the visit based on the facility schedule, expected number of inmates, and availability of researchers. For larger facilities, the research team will include up to eight Westat staff.
5. **Provide inmate roster:** Four weeks prior to the visit date, the coordinator will provide Westat with a test roster of arraigned inmates in the facility. The roster will contain each inmate's identification number, name, gender, date of birth, race/ethnicity, admission date, and housing assignment.
6. **Provide roster updates:** The Wednesday before the visit, the coordinator will provide Westat a full roster. The coordinator will provide Westat an updated roster on the first day of the visit, adding newly arraigned inmates.
7. **Complete a facility questionnaire:** By the last day of the visit, the coordinator will complete a web-based Facility Questionnaire that collects information about the facility.

8. **Provide support during data collection visit:** The coordinator will be the point of contact while the interviews are taking place. This includes scheduling the interviews for the selected inmates and arranging for staff to escort inmates to and from the interview rooms.
9. **If minor inmates are held in the facility:**
 - a) **Consent for minor inmates to participate:** The facility will grant permission to interview minor inmates *in loco parentis*.
 - b) **Define mandatory reporting procedures:** NIS-4J researchers are considered subject to state and local mandatory reporting requirements. When minor inmates make verbal allegations of abuse or harm to a researcher, a report will be made. General procedures will be specified by the agency liaison. However, the facility coordinator will be asked to define the specific procedures for the facility (e.g., name and contact information for the agency designated to receive the report).