

2024 Census of Publicly Funded Forensic Crime Laboratories (CPFFCL) Verification Materials

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Appendix A-1: Verification Form

OMB No. XXXX-XXXX: Approval Expires XX/XX/20XX

Agency

Please review and update your agency's contact information below.

Agency Name:

If you would like to update the agency name, please reach out to us at

Address *

City *

State *

Zip *

Point of Contact (POC)

Salutation

Title

First Name *

Last Name *

Email

Address 1 *

Address 2

City *

State *

Zip *

Phone *

ext.

Data Supplier

The data supplier is the person who typically completes the survey. We will reach out to 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.

Salutation

Title

First Name

Last Name

Email

Agency Head

Check here if the agency head is the same as the point of contact.

Salutation

Title

First Name

Last Name

Email

Address 1

Address 2

City

State

Zip

Phone

Phone Ext

Save and continue

Appendix A-2: Verification Invitation Email to Forensic Crime Laboratories

Email Subject: Verify Contact Information for the 2024 Census of Publicly Funded Forensic Crime Laboratories

Dear [NAME],

The U.S. Department of Justice's Bureau of Justice Statistics (BJS) and RTI International are preparing to conduct the sixth Census of Publicly Funded Forensic Crime Laboratories (CPFFCL) in spring 2025. This survey is designed to provide national statistics on staffing, budgets, workload, and resources of publicly funded forensic crime laboratories.

Prior to the survey launching, we are asking laboratories to log onto our website and verify their contact information. This request will only take about 5 minutes. If we don't hear from your office by MONTH, DAY, we will give you a call to confirm your information by phone.

Please verify your information online within the next 2 weeks:

URL: [HYPERLINK]

[entityname]

Username: [caseid]

Password: [password]

If you have any questions, please contact us at XXX-XXX-XXXX or at CPFFCL@rti.org. If you have any general comments, please contact Matt Durose, the program manager from BJS, at 202-598-0295 or Matt.Durose@usdoj.gov. Results from the previous 2020 CPFFCL may be viewed on BJS's website: <https://bjs.ojp.gov/document/pffcl20.pdf>.

BJS and RTI International thank you for your time and effort in providing this information concerning your lab.

Sincerely,

CPFFCL Task Lead
RTI International

Appendix A-3: Verification Email Reminder to Forensic Crime Laboratories

Email Subject: Reminder - Verify Contact Information for the 2024 Census of Publicly Funded Forensic Crime Laboratories (CPFFCL)

Dear [NAME],

The U.S. Department of Justice's Bureau of Justice Statistics (BJS) and RTI International are preparing to conduct the sixth Census of Publicly Funded Forensic Crime Laboratories (CPFFCL) in spring 2025.

ACTION NEEDED NOW:

This is a reminder that, prior to the survey launching, we are asking you to log onto our website and verify your contact information. We will call your office by phone soon if we do not hear from you.

REMINDER: Please verify your information online by MONTH, DAY, 2024:

URL: [HYPERLINK]

[entityname]

Username: [caseid]

Password: [password]

If you have any questions, please contact us at XXX-XXX-XXXX or at CPFFCL@rti.org. If you have any general comments, please contact Matt Durose, the program manager from BJS, at 202-598-0295 or Matt.Durose@usdoj.gov. Results from the previous 2020 CPFFCL may be viewed on BJS' website: <https://bjs.ojp.gov/document/pffcl20.pdf>.

BJS and RTI International thank you for your time in providing this information concerning your laboratory.

Sincerely,

CPFFCL Task Lead
RTI International

Appendix A-4: Verification Call Script

Good [morning/afternoon/evening], my name is [INTERVIEWER NAME] from RTI International, and I am calling on behalf of the Bureau of Justice Statistics regarding the forthcoming Census of Publicly Funded Forensic Crime Laboratories. This survey has been conducted periodically since 2002 to produce national statistics on staffing, budgets, workload, and resources of publicly funded forensic crime laboratories. BJS is preparing to conduct the new census of crime laboratories next year. I'm reaching out to confirm that we have the correct contact information so that we can make sure that the survey is mailed to the appropriate address.

Do you have 5 minutes to answer a few brief questions?

- 1 YES [GO TO 1.1]
- 2 NO [SET FOR CALLBACK]
- 3 NOT AVAILABLE NOW [SET FOR CALLBACK]
- 4 NOT THE DIRECTOR NAMED IN INTRO [GO TO 1.1a]

1.1 First, in case we get disconnected, I would like to confirm that this phone number is the correct phone number for [NAME OF DIRECTOR OR DEPUTY DIRECTOR].

- 1 YES [GO TO 1.2]
- 2 NO [GO TO 1.1a]

1.1a What is the correct phone number? _____

1.2 Can you confirm that [NAME OF FORENSIC CRIME LABORATORY] is the correct name of this agency?

- 1 YES [GO TO 1.3]
- 2 NO [GO TO 1.2a]

1.2a What is the correct name and spelling of the [FORENSIC CRIME LABORATORY]?

- 1 NOT A FORENSIC CRIME LAB [GO TO GENERIC THANK YOU SCREEN AND TERMINATE CALL]

1.3 I have the mailing address as [street address, city, state, zip]. Is this information correct?

- 1 YES [GO TO 1.4]
- 2 NO [GO TO 1.3a]

1.3a What is your full street address?

Street Address _____
City, State _____

Zip Code _____

1.4 Our records indicate that [TITLE] [FIRST NAME] [LAST NAME] is the Laboratory/Office Head. Is this information correct?

1 YES [GO TO 1.5]

2 NO [GO TO 1.4a]

1.4a Is the head of this crime laboratory the director or deputy director? If yes (or no), who is this person?

Title _____

First Name _____

Last Name _____

Professional Designation _____

1.5 Would [Person from 1.4] be the best point of contact for sending a survey about laboratory operations and providing the responses and data, including administrative, budget, and resource information?

1 YES [GO TO 1.6]

2 NO [GO TO 1.5a]

1.5a Please provide us with the name of the best point of contact for sending a survey.

Title _____

First Name _____

Last Name _____

Professional Designation _____

1.6 What is the best phone number to contact the [Head of Office or Best Point of Contact]?
PHONE NUMBER _____

1.7 What is the best email address to contact the [Head of Office or Best Point of Contact]?
EMAIL ADDRESS _____@_____

1.8 Thank you for answering these questions. In early 2025, your office will receive an invitation to participate in the Census of Publicly Funded Forensic Crime Laboratories conducted by RTI International on behalf of the Bureau of Justice Statistics. We will request that you complete the survey online, however, we can mail you a copy of the survey if you would prefer to complete by hand. Would you like a copy mailed to you as well?

- 1 Yes, mail me a paper survey
- 2 No

GENERIC THANK YOU. Thank you so much for your time.

END. Thank you. Those are all of the questions that I have. If your laboratory is eligible, RTI International, the data collection agent for the Bureau of Justice Statistics, will send you the survey using the contact information you've provided. We thank you for your help. If you have any questions in the meantime, please call us toll free at 1-XXX-XXXX. Thank you again for your time.