

TO: «POC NAME» OR «STATE PROSECUTOR ASSOCIATION DIRECTOR»  
SUBJECT: Census of Prosecutor Offices (CPO) Directory

Dear «First Name» «Last Name»:

The U.S. Department of Justice's Bureau of Justice Statistics will soon be fielding the Census of Prosecutor Offices (CPO). The first step in administering CPO is constructing an updated directory of all state prosecutor offices in the United States. Attached to this email is a request from the BJS Director asking that «STATE PROSECUTOR ASSOCIATION» assist in updating the directory for the state of «STATE».

Thank you,

George E. Browne, Ph.D.  
Program Manager  
Bureau of Justice Statistics

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## U.S. Department of Justice

### Office of Justice Programs

#### *Bureau of Justice Statistics*

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Washington, D.C. 20531

Dear (NAME),

The U.S. Department of Justice's Bureau of Justice Statistics (BJS), in partnership with the Urban Institute (Urban), is conducting the **Census of Prosecutor Offices (CPO)**. CPO is the most recent iteration of BJS' series on prosecutors, the National Survey of Prosecutors (NSP). This data collection series examines the roles and functions of state court prosecutor offices. Conducted periodically as a census or survey since 1990, this collection examines information on the operational and administrative functions of the offices that prosecute criminal offenses in state courts (see [National Survey of Prosecutors \(NSP\) | Bureau of Justice Statistics](#) for more information).

The main purpose of the CPO is to collect key statistics about all prosecutor offices currently operating in the U.S. A secondary purpose is to construct and validate a reliable frame for future survey iterations of the NSP. As an initial step to complete the census, BJS needs assistance verifying contact information for prosecutor offices. We are asking prosecutor associations in each state to verify a list of prosecutor offices that were generated from public sources.

Can you please verify that we have an accurate and complete list of prosecutor offices for [state]? This can be done by attaching your directory or association membership list in a reply to this email. In your reply, please let us know the date of when it was last updated. Alternatively, we have attached an excel spreadsheet with a list of prosecutor offices in [state] that we need verified. Please review, edit as necessary, and send the updated spreadsheet to BJS by simply replying to this email. We ask that you verify and update the information in the attached spreadsheet or submit a copy of your own directory by [date].

If you have questions regarding CPO, please contact George E. Browne, BJS project manager, at [George.Browne@usdoj.gov](mailto:George.Browne@usdoj.gov) or call (202) 598-1395 or contact Andreea Matei, Urban Senior Policy Associate, at [AMatei@urban.org](mailto:AMatei@urban.org) or call (202) 261-5477.

BJS is authorized to conduct this data collection under 34 U.S.C. § 10132. By law, BJS employees and its data collection agents may only use your agency's information for statistical or research purposes and must protect the confidentiality of information identifiable to a private person [34 U.S.C. §§ 10134 and 10231]. BJS is not permitted to publicly release your agency's responses in a way that could reasonably identify a specific private person. Contact information collected through this effort will not be publicly disseminated by BJS.

Thank you for your assistance in ensuring that [state] is accurately represented in this census.

Sincerely,

Kevin M. Scott, Ph.D.  
Acting Director  
Bureau of Justice Statistics

AGENCY_NAME	JURISDICTION	PROSECUTOR_NAME	MAILING ADDRESS	AG_CITY	AG_STATE
MI Alcona	Alcona County	Thomas J. Weichel	106 5TH STREET PO Box 189	HARRISVILLE	MI
MI Alger	Alger County	Robert T. Steinhoff	101 E. VARNUM STREET	MUNISING	MI
MI Alpena	Alpena County	Cynthia M. Muszynski	719 W CHISHOLM ST, County Annex Building, Suite 2	ALPENA	MI
MI Arenac	Arenac County	Curtis G. Broughton	120 N. Grove, P.O. BOX 1309	STANDISH	MI
MI Barry	Barry County	Julie A. Nakfoor Pratt	206 W. COURT STREET, Suite 201	HASTINGS	MI
MI Bay	Bay County	Mike Kanuszewski	1230 WASHINGTON AVENUE, Suite 768	BAY CITY	MI
MI Berrien	Berrien County	Amy Byrd	811 PORT STREET, 2nd Floor	ST. JOSEPH	MI
MI Branch	Branch County	Zachary W. Stempien	31 DIVISION ST	COLDWATER	MI
MI Cass	Cass County	Victor A. Fitz	Cass County Law and Courts Building, 60296 M-62, SUITE 6	CASSOPOLIS	MI
MI Chippewa	Chippewa County	Rob L. Stratton, III	325 COURT STREET, Suite 103	SAULT STE MARIE	MI
MI Clare	Clare County	Andrew J. Santini	225 WEST MAIN St. PO Box 586	HARRISON	MI
MI Clinton	Clinton County	Anthony M. Spagnuolo	100 E STATE ST, Suite 3100	ST. JOHNS	MI
MI Dickinson	Dickinson County	Lisa M. Richards	300 East D, P.O. BOX 609	IRON MOUNTAIN	MI
MI Genesee	Genesee County	David S. Leyton	PO Box 320349	FLINT	MI
MI Gratiot	Gratiot County	Lauren M. Bever	214 E. CENTER STREET	ITHACA	MI
MI Huron	Huron County	Timothy J. Rutkowski	Huron County Building, 250 E. HURON Ave # 103	BAD AXE	MI
MI Ionia	Ionia County	Kyle B. Butler	100 W MAIN STREET	IONIA	MI
MI Iosco	Iosco County	James A. Bacarella	County Building, PO Box 548, 422 LAKE STREET	TAWAS CITY	MI
MI Iron	Iron County	Chad A. DeRouin	2 SOUTH SIXTH STREET	CRYSTAL FALLS	MI
MI Kalkaska	Kalkaska County	Ryan S. Ziegler	605 N BIRCH ST	KALKASKA	MI
MI Kent	Kent County	Christopher R. Becker	82 IONIA AVE., NW, STE 450	GRAND RAPIDS	MI
MI Lapeer	Lapeer County	John D. Miller	255 CLAY STREET	LAPEER	MI
MI Luce	Luce County	Cameron S. Harwell	407 WEST HARRIE STREET	NEWBERRY	MI
MI Mackinac	Mackinac County	J. Stuart Spencer	100 SOUTH MARLEY STREET	ST. IGNACE	MI
MI Manistee	Manistee County	Jonathon Hauswirth	415 THIRD STREET	MANISTEE	MI
MI Monroe	Monroe County	Jeffrey A. Yorkey	125 EAST SECOND ST	MONROE	MI
MI Montcalm	Montcalm County	Tom Ginster	621 N. STATE ST.	STANTON	MI
MI Montmorency	Montmorency County	Vicki Kunding	12265 M-32, P.O. BOX 789	ATLANTA	MI
MI Newaygo	Newaygo County	Rachel Robinson	1092 Newell, P.O.BOX 885	WHITE CLOUD	MI
MI Ogemaw	Ogemaw County	LaDonna A Schultz	County Bldg. #109, 806 W. HOUGHTON AVE	WEST BRANCH	MI
MI Ontonagon	Ontonagon County	Michael Findlay	725 GREENLAND ROAD	ONTONAGON	MI
MI Otsego	Otsego County	Michael A. Rola	800 LIVINGTON BLVD SUITE 3-D	GAYLORD	MI
MI Saginaw	Saginaw County	John McColgan Jr.	111 S MICHIGAN AVE	SAGINAW	MI
MI Sanilac	Sanilac County	Mark E. Davidson	60 W. SANILAC AVENUE	SANDUSKY	MI
MI Schoolcraft	Schoolcraft County	Timothy Noble	County Building, Rm. 209, 300 WALNUT ST	MANISTIQUE	MI
MI St. Clair	St. Clair County	Michael Wendling	201 MCMORRAN BLVD.	PORT HURON	MI
MI St. Joseph	St. Joseph County	Deborah J. Davis	PO Box 250	CENTREVILLE	MI
MI Tuscola	Tuscola County	Erica Walle	207 E GRANT STREET, Ste. 1	CARO	MI
MI Van Buren	Van Buren County	Susan K. Zuiderveen	212 E PAW PAW ST	PAW PAW	MI
MI Wayne	Wayne County	Kym Worthy	Frank Murphy Hall of Justice, 1441 ST. ANTOINE, 12th Floor	DETROIT	MI

**Nonresponse follow up #1: State attorney associations outreach (email)**

Dear x,

This is a follow-up message from [date]. The Bureau of Justice Statistics (BJS) and the Urban Institute are identifying a comprehensive list of all prosecutor offices in the nation as part of the Census of Prosecutor Offices (CPO).

Please verify the list of prosecutor offices in [state] to ensure we have an accurate and complete list by sending us your membership list or making edits where necessary in the attached spreadsheet. These items can be submitted to BJS by simply replying to this email and adding them as attachments. We ask that you do this by [date].

If you have any questions pertaining to the CPO, please contact George E. Browne, BJS project manager at [George.Browne@usdoj.gov](mailto:George.Browne@usdoj.gov) or call (202) 598-1395 or contact Andreea Matei, Urban Senior Policy Associate, at [AMatei@urban.org](mailto:AMatei@urban.org) or call (202) 261-5477.

Sincerely,

[Urban staff member]

**Nonresponse follow up #2: State attorney associations outreach (phone script)**

*Hello, this is [name] from the Urban Institute. I am calling to check if you received our previous outreaches regarding the Census of Prosecutor Offices. The Bureau of Justice Statistics, along with the Urban Institute, are creating a census of all state prosecutor offices. The first step in implementing the census is ensuring we have an accurate list of all state prosecutor offices. In effort to do that, we are reaching out to each state's prosecutor association and asking that they submit their membership list or review a list that we compiled through online resources. Would you be able to do this for [state]?*

*If yes, say "Ok thank you! We will send you an email with further instructions. Can you please let us know the best email address to reach you?"*

*If no, say "If you are not the person, do you have a good point of contact that can assist us? What is the best email address or phone number to reach them?"*

*Thank you!*

**Initial outreach as email:**

TO: «POC NAME» OR «HEAD DISTRICT ATTORNEY»  
SUBJECT: Census of Prosecutor Offices (CPO) Directory

Dear «First Name» «Last Name»:

The U.S. Department of Justice's Bureau of Justice Statistics will soon be fielding the Census of Prosecutor Offices (CPO). The first step in administering CPO is constructing an updated directory of all state prosecutor offices in the United States. Attached to this email is a request from the BJS Director asking that «PROSECUTOR OFFICE NAME» assist in updating the directory for «JURISDICTION».

Thank you,

George E. Browne, Ph.D.  
Program Manager  
Bureau of Justice Statistics

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## U.S. Department of Justice

### Office of Justice Programs

#### *Bureau of Justice Statistics*

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Washington, D.C. 20531

Dear (NAME),

The U.S. Department of Justice's Bureau of Justice Statistics (BJS), in partnership with the Urban Institute (Urban), is conducting the **Census of Prosecutor Offices (CPO)**. CPO is the most recent iteration of BJS' National Survey of Prosecutors (NSP), a data collection series that examines the roles and functions of state court prosecutor offices. Conducted periodically as a census or survey since 1990, this collection examines information on the operational and administrative functions of the offices that prosecute criminal offenses in state courts (see [National Survey of Prosecutors \(NSP\) | Bureau of Justice Statistics](#) for more information).

The main purpose of the CPO is to collect key statistics about all prosecutor offices currently operating in the U.S. A secondary purpose is to construct and validate a reliable frame for future survey iterations of the NSP. As an initial step to complete the census, BJS needs assistance verifying prosecutor offices. We are asking prosecutor offices to verify the chief prosecutor and provide a contact person who could oversee administration of the census for their office.

Can you please review the attached spreadsheet to confirm that the information is accurate? If changes need to be made, please make those edits, and send the updated spreadsheet to BJS by simply replying to this email. We ask that you complete verification of the spreadsheet by [date].

If you have questions regarding CPO, please contact George E. Browne, BJS project manager, at [George.Browne@usdoj.gov](mailto:George.Browne@usdoj.gov) or call (202) 598-1395 or contact Andreea Matei, Urban Senior Policy Associate, at [AMatei@urban.org](mailto:AMatei@urban.org) or call (202) 261-5477.

BJS is authorized to conduct this data collection under 34 U.S.C. § 10132. By law, BJS employees and its data collection agents may only use your agency's information for statistical or research purposes and must protect the confidentiality of information identifiable to a private person [34 U.S.C. §§ 10134 and 10231]. BJS is not permitted to publicly release your agency's responses in a way that could reasonably identify a specific private person. Contact information collected through this effort will not be publicly disseminated by BJS.

Thank you for your assistance in ensuring that [prosecutor office name] is accurately represented in this census.

Sincerely,

Kevin M. Scott, Ph.D.  
Acting Director  
Bureau of Justice Statistics

**Phone script as initial outreach:**

Hello, my name is [Urban staff member name] from the Urban Institute. The U.S. Department of Justice's Bureau of Justice Statistics (BJS), in partnership with the Urban Institute (Urban), is conducting the **Census of Prosecutor Offices (CPO)**. CPO is the most recent iteration of BJS' series on prosecutor, the National Survey of Prosecutors (NSP). This data collection series examines the roles and functions of state court prosecutor offices.

The main purpose of the CPO is to collect key statistics about all prosecutor offices currently operating in the U.S. A secondary purpose is to construct and validate a reliable frame for future survey iterations of the NSP. As an initial step to complete the census, BJS needs assistance verifying prosecutor offices. Can you please verify that the chief prosecutor for [prosecutor office name] is [chief prosecutor name & contact information] and the best person to contact when administering the survey [contact person name and contact information]? Also, is your mailing address [office mailing address]?

It is vital that [prosecutor office name] is included in the census to get the national picture of the important work done by prosecutors, so we thank you for your time!



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Washington, D.C. 20531

**Initial outreach as USPS mail:**

[Date]  
(NAME), (TITLE)  
(AGENCYNAME)  
(ADDR)  
(CITY), (STATE) (ZIP)

Dear (NAME),

The U.S. Department of Justice's Bureau of Justice Statistics (BJS), in partnership with the Urban Institute (Urban), is conducting the **Census of Prosecutor Offices (CPO)**. CPO is the most recent iteration of BJS' National Survey of Prosecutors (NSP), a data collection series that examines the roles and functions of state court prosecutor offices. Conducted periodically as a census or survey since 1990, this collection examines information on the operational and administrative functions of the offices that prosecute criminal offenses in state courts.

The main purpose of the CPO is to collect key statistics about all prosecutor offices currently operating in the U.S. A secondary purpose is to construct and validate a reliable frame for future survey iterations of the NSP. As an initial step to complete the census, BJS needs assistance verifying prosecutor offices. We are asking prosecutor offices to verify the chief prosecutor and provide a contact person who could oversee administration of the census for their office.

Can you please review the spreadsheet included in this email to confirm that the information is accurate? If changes need to be made, please make those edits, and send the updated spreadsheet to Urban Institute, Attn: Andreea Matei and Bill Adams, 500 L'Enfant Plaza SW, Washington, DC 20024 or email us at [CPO2025@urban.org](mailto:CPO2025@urban.org). We ask that you complete verification of the spreadsheet by [date].

If you have questions regarding CPO please contact George E. Browne, BJS project manager, at [George.Browne@usdoj.gov](mailto:George.Browne@usdoj.gov) or call (202) 598-1395 or contact Andreea Matei, Urban Senior Policy Associate, at [AMatei@urban.org](mailto:AMatei@urban.org) or call (202) 261-5477.

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Thank you for your assistance in ensuring that [prosecutor office name] is accurately represented in this census.

Sincerely,

Kevin M. Scott, Ph.D.  
Acting Director  
Bureau of Justice Statistics

**Online portal messaging as initial outreach:**

Hello, my name is [name] from the Urban Institute. The U.S. Department of Justice's Bureau of Justice Statistics (BJS), in partnership with the Urban Institute (Urban), is conducting the **Census of Prosecutor Offices (CPO)**. CPO is the most recent iteration of BJS' National Survey of Prosecutors (NSP), a data collection series that examines the roles and functions of state court prosecutor offices. Conducted periodically as a census or survey since 1990, this collection examines information on the operational and administrative functions of the offices that prosecute criminal offenses in state courts (see [National Survey of Prosecutors \(NSP\) | Bureau of Justice Statistics](#) for more information).

The main purpose of the CPO is to collect key statistics about all prosecutor offices currently operating in the U.S. A secondary purpose is to construct and validate a reliable frame for future survey iterations of the NSP. As an initial step to complete the census, BJS needs assistance verifying prosecutor offices. Could a member of [prosecutors office name] please call [202-261-5477] or email [CPO2025@urban.org](mailto:CPO2025@urban.org) to verify your chief prosecutor and office contact information? When reaching back out to us, please let us know which office you are with, and we will verify the information we have on file.

If you have questions regarding CPO, please contact George E. Browne, BJS project manager, at [George.Browne@usdoj.gov](mailto:George.Browne@usdoj.gov) or call (202) 598-1395 or Andreea Matei, Urban Senior Policy Associate, at [AMatei@urban.org](mailto:AMatei@urban.org) or call (202) 261-5477.

Thank you!

[Urban staff member name]

**Nonresponse follow up #1: Individual prosecutor offices (email)**

Dear x,

This is a follow-up message from [date]. The Bureau of Justice Statistics (BJS) and the Urban Institute are identifying a comprehensive list of all prosecutor offices in the nation as part of the Census of Prosecutor Offices (CPO).

Please verify the chief prosecutor and office contact information for [prosecutor office name] in the attached spreadsheet. If any changes need to be made, please do so in the spreadsheet and send back to BJS by replying to this email.

If you have any questions pertaining to CPO, please contact George E. Browne, BJS project manager at [George.Browne@usdoj.gov](mailto:George.Browne@usdoj.gov) or call (202) 598-1395 or contact Andreea Matei, Urban Senior Policy Associate, at [AMatei@urban.org](mailto:AMatei@urban.org) or call (202) 261-5477.

Sincerely,

[Urban staff member]

**Nonresponse follow up #2: Individual prosecutor offices (phone script)**

*Hello, this is [name] from the Urban Institute. I am calling to check if you received our previous outreaches regarding the Census of Prosecutor Offices. The Bureau of Justice Statistics, along with the Urban Institute, are creating a census of all state prosecutor offices. The first step in implementing the census is ensuring we have an accurate list of all state prosecutor offices. In effort to do that, we are reaching out to prosecutor offices and asking that they verify the chief prosecutor and office contact information. Can you please let us know if the following information is correct for [prosecutor office name]? {Read information in the excel spreadsheet}. Also, do you have a contact person of whom we should reach out to when administering the survey?*

*Thank you for the time, this information is very helpful. We will be in touch with your office in a few months when we are administrating the census.*

**Phone script as initial outreach:**

Hello, my name is [Urban staff member name] from the Urban Institute. The U.S. Department of Justice's Bureau of Justice Statistics (BJS), in partnership with the Urban Institute (Urban), is conducting the **Census of Prosecutor Offices (CPO)**. CPO is the most recent iteration of BJS' series on prosecutor, the National Survey of Prosecutors (NSP). This data collection series examines the roles and functions of state court prosecutor offices.

The main purpose of the CPO is to collect key statistics about all prosecutor offices currently operating in the U.S. A secondary purpose is to construct and validate a reliable frame for future survey iterations of the NSP. As an initial step to complete the census, BJS needs assistance verifying prosecutor offices. We previously tried to contact [prosecutor office name] to verify their contact information. However, we were unable to get a hold of anyone. We see that your office is also located in [jurisdiction name]. Would you have a second to verify a few items for us. We currently have [prosecutor name] as the chief prosecutor office and have [office contact information]. Is that correct or do you have another point of contact for their office?

It is vital that [jurisdiction name] is included in the census to get the national picture of the important work done by prosecutors, so we thank you for your time!

**Initial Outreach as email:**

TO: «POC NAME» OR «LOCAL AGENCY HEAD»  
SUBJECT: Census of Prosecutor Offices (CPO) Directory

Dear «First Name» «Last Name»:

The U.S. Department of Justice's Bureau of Justice Statistics will soon be fielding the Census of Prosecutor Offices (CPO). The first step in administering CPO is constructing an updated directory of all state prosecutor offices in the United States. Attached to this email is a request from the BJS Director asking that «LOCAL AGENCY NAME» assist in updating the directory for «JURISDICTION NAME».

Thank you,

George E. Browne, Ph.D.  
Program Manager  
Bureau of Justice Statistics

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## U.S. Department of Justice

### Office of Justice Programs

#### *Bureau of Justice Statistics*

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Washington, D.C. 20531

Dear (NAME),

The U.S. Department of Justice's Bureau of Justice Statistics (BJS), in partnership with the Urban Institute (Urban), is conducting the **Census of Prosecutor Offices (CPO)**. CPO is the most recent iteration of BJS' National Survey of Prosecutors (NSP), a data collection series that examines the roles and functions of state court prosecutor offices. Conducted periodically as a census or survey since 1990, this collection examines information on the operational and administrative functions of the offices that prosecute criminal offenses in state courts (see [National Survey of Prosecutors \(NSP\)](#) | [Bureau of Justice Statistics](#) for more information).

The main purpose of the CPO is to collect key statistics about all prosecutor offices currently operating in the U.S. A secondary purpose is to construct and validate a reliable frame for future survey iterations of the NSP. As an initial step to complete the census, BJS needs assistance verifying prosecutor offices. We previously tried to contact [prosecutor office name] to verify their contact information. We see that your office is also located in [jurisdiction name]. We currently have [prosecutor name] as the chief prosecutor office and have [office contact information]. Could you please tell us if this information is accurate or if you have other contact information by simply replying to this email? We asked that you do this by [date].

If you have questions regarding CPO, please contact George E. Browne, BJS project manager, at [George.Browne@usdoj.gov](mailto:George.Browne@usdoj.gov) or call (202) 598-1395 or Andreea Matei, Urban Senior Policy Associate, at [AMatei@urban.org](mailto:AMatei@urban.org) or call (202) 261-5477.

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Thank you for your assistance in ensuring that [jurisdiction name] is accurately represented in this census.

Sincerely,

Kevin M. Scott, Ph.D.  
Acting Director  
Bureau of Justice Statistics

**Nonresponse follow up #1: Local agencies (email)**

Dear x,

This is a follow-up message from [date]. The Bureau of Justice Statistics (BJS) and the Urban Institute are identifying a comprehensive list of all prosecutor offices in the nation as part of the Census of Prosecutor Offices (CPO).

We were unable to contact anyone at [prosecutor office name]. Could you please verify that the chief prosecutor's name is [chief prosecutors' name] and their office's contact information is [office contact information]? You can simply reply to this email letting us know if this information is correct or any edits need to be made.

If you have any questions pertaining to CPO, please contact George E. Browne, BJS project manager at [George.Browne@usdoj.gov](mailto:George.Browne@usdoj.gov) or call (202) 598-1395 or contact Andreea Matei, Urban Senior Policy Associate, at [AMatei@urban.org](mailto:AMatei@urban.org) or call (202) 261-5477.

Sincerely,

[Urban staff member]

**Nonresponse follow up #2: Local agencies (phone script)**

*Hello, this is [name] from the Urban Institute. I am calling to check if you received our previous outreaches regarding the Census of Prosecutor Offices. The Bureau of Justice Statistics, along with the Urban Institute, are creating a census of all state prosecutor offices. The first step in implementing the census is ensuring we have an accurate list of all state prosecutor offices. In effort to do that, we are reaching out to prosecutor offices and asking that they verify the chief prosecutor and office contact information. We were unable to contact anyone at [prosecutor office name]. Can you please let us know if the following information is correct {Read information in the excel spreadsheet}?*

Thank you for the time, this information is very helpful!

**URBAN**

INSTITUTE · ELEVATE · THE · DEBATE

**INSTITUTIONAL REVIEW BOARD NOTICE OF APPROVAL**  
**(Federalwide Assurance Number #0189)**

PROJECT DIRECTOR: **Andreea Matei**TITLE: **“Census of Prosecutor Offices”**SPONSOR AGENCY: **Bureau of Justice Statistics**PROTOCOL DATE: **Feb '24**UI PROJECT NUMBER: **102946-0001-001-00001**PROPOSAL NUMBER: **N/A**

NATURE OF REVIEW:

(Check One)

FULL \_\_\_\_\_

EXPEDITED   X  MEETING DATE: **N/A**

TYPE OF APPROVAL

 PRELIMINARY PRETEST/PILOT TEST. SCHEDULE NEXT REVIEW PRIOR TO FULL IMPLEMENTATION FULL IMPLEMENTATION Project was Reviewed and Approved in Accordance with 28 CFR Part 46 RENEWAL AMENDMENT

Please note the following requirements:

**PROBLEMS OR ADVERSE REACTIONS:** If any problems in treatment of human subjects or unexpected adverse reactions to include a breach of data security occur as a result of this study, you must notify the IRB Chairperson immediately. (See the IRB website for further information on reporting)

**CHANGES IN PROTOCOL:** If there are significant changes in procedures or study protocol, you must notify the IRB Chairperson before they are implemented.

**RENEWAL:** You are required to apply for renewal of approval at least annually for as long as the study is active. Your next review date should be on or before 2/27/25.

**Everett**  
**Madden**  
 Digitally signed by Everett  
 Madden  
 DN: cn=Everett Madden,  
 o=Urban Institute, ou=IRB,  
 email=emadden@urban.org  
 , c=US  
 Date: 2024.02.28 10:49:53  
 -05'00'

**IRB Administrator and Member**  
**Everett I. Madden**  
**Copy: Project Director**

**February 28, 2024**  
**Date**

500 L'Enfant Plaza SW  
 Washington DC 20024

[urban.org](http://urban.org)

*Revision Date: January 14, 2015*