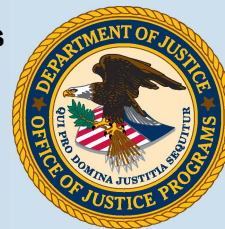


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U.S. Department of Justice Bureau of Justice Statistics
(Urban Institute acting as data collection agent)



2025 Census of Prosecutors Offices

Name: _____

Title: _____

Name of Office: _____

Direct Email: _____

Direct Phone: _____

Instructions

The 2025 Census of Prosecutor Offices (CPO) is a census of all state prosecutor offices in the United States that handle felony cases. Data collected on this form will provide needed information to state and local governments, practitioners, and other stakeholders. The Bureau of Justice Statistics (BJS) greatly appreciates your assistance.

1. There are multiple ways to complete and submit this survey. Please select the method most suitable for you:
 - a. Complete the survey and return via the provided self-addressed stamped envelope.
 - b. Visit [insert website] and enter your office's unique PIN provided on the bottom left of this survey.
 - c. Print out the survey, complete by hand, scan and return to CPO2025@urban.org via email.
 - d. Call (202) 261-5477 and complete the survey by phone.
2. Please answer all questions with reference to your office. If you find you need more copies of the survey, please contact the CPO team via email at CPO2025@urban.org.
3. Answer the questions as accurately as possible given the organization and structure of your office. Estimates are allowed.

Burden Statement

This collection is authorized under 34 U.S.C. § 10132. Your participation is voluntary. BJS will use the information only for statistical purposes [34 U.S.C. § 10134]. BJS will protect personally identifiable information consistent with the confidentiality requirements in 34 U.S.C. § 10231 and 28 CFR Part 22. See the [BJS Data Protection Guidelines](#).

This collection has been approved by the Office of Management and Budget (OMB Number: 1121-0149). If this number were not displayed, we could not conduct this survey. Your voluntary participation in this survey is important; however, you may decline to answer any or all questions. Public reporting burden for this collection of information is estimated to average 30 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.

You can contact the Bureau of Justice Statistics with questions or feedback at askbjs@usdoj.gov; by phone at 202-307-0765; or by mail: Bureau of Justice Statistics, 999 North Capitol Street, NE Washington, DC 20531.

Section A. Staffing

A1. Please indicate the year that the chief prosecutor, as of December 31, 2025, first assumed their official duties for this office.

The chief prosecutor is the elected or State-appointed head of the prosecutorial district.

If there was an interruption in the chief prosecutor's term, please select the most recent year elected or appointed.

_____ [YEAR ELECTED OR APPOINTED]

A2. Please indicate if the chief prosecutor, as of December 31, 2025, was a full-time or part-time employee.

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

Full-time

Part-time

A3. Please indicate the sex of the person serving as chief prosecutor as of December 31, 2025.

Only mark 'Do not track' if you are unable to provide a response.

Female

Male

Do not track

A4a. Please indicate the Hispanic origin of the person serving as chief prosecutor as of December 31, 2025.

Only mark 'Do not track' if you are unable to provide a response.

Spanish, Hispanic or Latino

Not Spanish, Hispanic or Latino

Do not Track

A4b. Please indicate the race of the person serving as chief prosecutor as of December 31, 2025. Select all that apply

Only mark 'Do not track' if you are unable to provide a response for all options.

White

Black or African American

American Indian or Alaska Native

Asian

Native Hawaiian or Pacific Islander

Do not track

A5: Please indicate the number of full- and part-time litigating attorneys employed in your office as of December 31, 2025.

If none, enter "0." If you are unable to provide the actual number, please provide your best estimate and mark (X) in the estimate checkbox. Only mark 'Do not track' if you are unable to provide estimates for all options.

	Litigating attorneys	Est
a. Full-time	_____	<input type="checkbox"/>
b. Part-time	_____	<input type="checkbox"/>
	<input type="checkbox"/> Do not track	

A6: Please indicate the number of male and female full-time litigating attorneys employed in your office as of December 31, 2025.

If none, enter "0." If you are unable to provide the actual number, please provide your best estimate and mark (X) in the estimate checkbox. Only mark 'Do not track' if you are unable to provide estimates for all options.

	Full-time litigating attorneys	Est
a. Female	_____	<input type="checkbox"/>
b. Male	_____	<input type="checkbox"/>
	<input type="checkbox"/> Do not track	

A7: Please indicate the number of full-time litigating attorneys by race and ethnicity employed in your office as of December 31, 2025.

If none, enter "0." If you are unable to provide the actual number, please provide your best estimate and mark (X) in the estimate checkbox. Only mark 'Do not track' if you are unable to provide estimates for all options.

	Full-time litigating attorneys	Est
a. White, non-Hispanic	_____	<input type="checkbox"/>
b. Black or African American, non-Hispanic	_____	<input type="checkbox"/>
c. Hispanic or Latino	_____	<input type="checkbox"/>
d. American Indian or Alaska Native, non-Hispanic	_____	<input type="checkbox"/>
e. Asian, non-Hispanic	_____	<input type="checkbox"/>
f. Native Hawaiian or Pacific Islander, non-Hispanic	_____	<input type="checkbox"/>
g. Two or more races	_____	<input type="checkbox"/>
h. Not known	_____	<input type="checkbox"/>
	<input type="checkbox"/> Do not track	

A8. Please indicate the number of both full- and part-time non-attorney staff employed in your office, as of December 31, 2025.

If none, enter "0." If you are unable to provide the actual number, please provide your best estimate and mark (X) in the estimate checkbox. Only mark 'Do not track' if you are unable to provide estimates for all options.

	Non-attorney staff	Est
a. Full-time	_____	<input type="checkbox"/>
b. Part-time	_____	<input type="checkbox"/>
<input type="checkbox"/> Do not track		

A9. Please indicate how many of the following types of full-time non-attorney staff were employed in your office as of December 31, 2025.

If none, enter "0." If you are unable to provide the actual number, please provide your best estimate and mark (X) in the estimate checkbox. Only mark 'Do not track' if you are unable to provide an estimate for all options.

Enter the number of full-time personnel according to their PRIMARY job responsibility as of December 31, 2025. Count each full-time employee only once. If full-time staff perform more than one job function, enter their count in the job category where they spend most of their time.

	Full-time non- attorney staff	Est
a. Victim/witness staff (include victim advocates)	_____	<input type="checkbox"/>
b. Child support enforcement	_____	<input type="checkbox"/>
c. Legal services (e.g., law clerks, paralegals)	_____	<input type="checkbox"/>
d. Investigators (include those on contract)	_____	<input type="checkbox"/>
e. Digital evidence staff (including review/redaction staff)	_____	<input type="checkbox"/>
f. Information technology (IT) staff	_____	<input type="checkbox"/>
g. Data and research staff	_____	<input type="checkbox"/>
h. Diversion staff	_____	<input type="checkbox"/>
i. Interns	_____	<input type="checkbox"/>
j. Administrative and/or clerical staff	_____	<input type="checkbox"/>
k. Other (please describe):	_____	<input type="checkbox"/>

Do not track

Section B. Expenditures

Section B asks a series of questions referring to operating expenditures.

B1. Please indicate your office's Fiscal Year (FY) 2025. Mark (X) only one.

- Calendar year (January 1, 2025-December 31, 2025)
- July 1, 2024, to June 30, 2025
- Other

If other, please indicate the dates below:

Month _____ Day _____ 202 _____

to

Month _____ Day _____ 202 _____

Please refer to the fiscal year (FY) indicated above when asked about FY 2025 for the remainder of this survey.

B2: Please indicate the total operating expenditure for your office in FY 2025.

Operating expenditures are defined as all recurring fixed and variable costs associated with the management and administration of your office. They do not include non-recurring fixed capital costs such as building construction and major equipment purchases. Expenditures reported below should include only those pertaining to your office's criminal work and not its civil work.

If you are unable to provide the actual amount, please provide your best estimate and mark (X) in the estimate check box. Only mark 'Do not track' if you are unable to provide an estimate.

\$ _____ .00

Estimate

Do not track

Section C. Caseload

Section C asks a series of questions about your caseload, including questions about **matters** reviewed and **cases** handled by your office. Please keep the following definitions in mind as you answer these questions:

- **Case:** A case is defined as a set of all charges filed in court against a single defendant that are handled by the court as a single incident. 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.
- **Matter:** A matter is defined as any incident to which your office dedicates resources at any point of the process, including an investigation, that may lead to a case filing.

C1. This section can be answered based on calendar year (January 1, 2025-December 31, 2025) or fiscal year (as indicated on B1). Indicate which 2025 time period you will be using for this section.

- Calendar year Fiscal year

Note: The remaining questions use "2025" to refer to the time period identified in C1.

C2. Please indicate the number of felony matters reviewed by your office, cases filed in court, and matters declined for prosecution by your office in 2025. The sum of rows b and c should not exceed the number in row a.

If none, enter "0." If you are unable to provide the actual number, please provide your best estimate and mark (X) in the estimate checkbox. Only mark 'Do not track' if you are unable to provide estimates for all options.

	Felony matters/cases	Est
a. Matters reviewed by office	_____	<input type="checkbox"/>
b. Cases filed in court	_____	<input type="checkbox"/>
c. Matters declined for prosecution	_____	<input type="checkbox"/>
<input type="checkbox"/> Do not track		

C3. Please indicate the number of felony cases filed in court by your office (reported in row b of question C2), that were concluded by court or jury trial, plea, Nolle prosequi or dismissal, or by other means in 2025.

If none, enter "0." If you are unable to provide the actual number, please provide your best estimate and mark (X) in the estimate checkbox. Only mark 'Do not track' if you are unable to provide estimates for all options.

	Felony cases	Est
a. Concluded by court or jury trial	_____	<input type="checkbox"/>
b. Concluded by plea	_____	<input type="checkbox"/>
c. Concluded by Nolle prosequi or dismissal	_____	<input type="checkbox"/>
d. Concluded by other means (please describe):	_____	<input type="checkbox"/>

e. Not concluded, case remained open	_____	<input type="checkbox"/>
<input type="checkbox"/> Do not track		

C4: Please indicate the number of felony cases concluded by court or jury trial (reported in row a. of question C3) that resulted in a conviction of one or more charges, dismissal of all charges, acquittal on all charges, mistrial, or other outcome in 2025.

If none, enter "0." If you are unable to provide the actual number, please provide your best estimate and mark (X) in the estimate checkbox. Only mark 'Do not track' if you are unable to provide estimates for all options.

	Felony cases	Est
a. Conviction of one or more charges	_____	<input type="checkbox"/>
b. Dismissal of all charges	_____	<input type="checkbox"/>
c. Acquittal on all charges	_____	<input type="checkbox"/>
d. Mistrial	_____	<input type="checkbox"/>
e. Other outcome (<i>please describe</i>):	_____	<input type="checkbox"/>

Do not track

C5: Please indicate if your office used an electronic case management system in 2025.

Case management systems are software packages that allow attorneys to keep track of data on clients and cases. For the purposes of this question, word-processing documents and spreadsheets (such as Excel) do not constitute a case management system. Mark (X) only one option.

Yes No

C6: Please indicate if your office shared data metrics with the public through a data dashboard, data reports, public events, or any other method in 2025.

Mark (X) only one option per row.

	Yes	No
Data dashboard	<input type="checkbox"/>	<input type="checkbox"/>
Data reports	<input type="checkbox"/>	<input type="checkbox"/>
Public events	<input type="checkbox"/>	<input type="checkbox"/>
Other method (<i>please describe</i>):	<input type="checkbox"/>	<input type="checkbox"/>

This concludes the Census of Prosecutor Offices. Thank you for completing this survey. Please send completed responses to CPO2025@urban.org.



Census of Prosecutor Offices

February 2026



CENSUS OF PROSECUTOR OFFICES

The Census of Prosecutors Offices (CPO) is a data collection by the Bureau of Justice Statistics (BJS). CPO is part of the National Survey of Prosecutors (NSP) series, which has collected data from prosecutors as a census or survey since 1990. Publications from the NSP include *Prosecutor in State Courts* in 1990, 1992, 1994, 1996, 2001, 2005, 2007, and 2020.

To administer the 2025 CPO, BJS has retained Urban Institute, a nonpartisan research organization.

What is the population of interest?

The 2025 CPO will survey approximately 2330+ prosecutor offices that handle cases in state courts of general jurisdiction. The census is not intended for federal prosecutors or for offices that try misdemeanor cases exclusively in limited jurisdiction courts.

What is the timeline for the 2025 CPO?

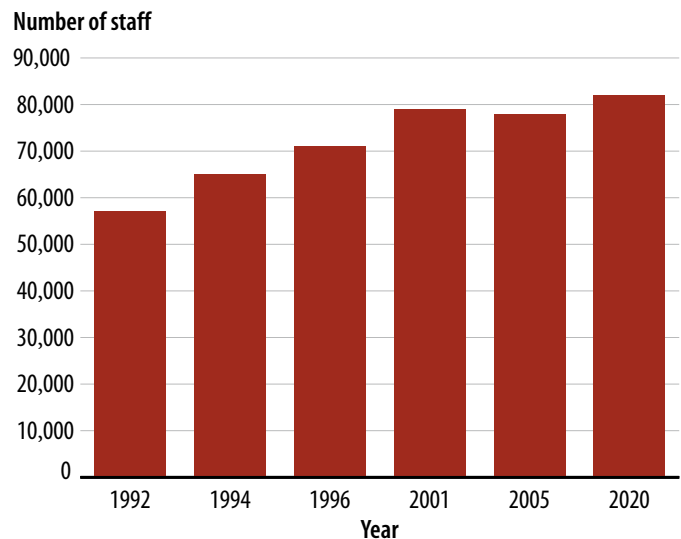
The CPO team began contacting prosecutor offices in 2024 to review the draft survey and provide comments. The CPO team tested the instrument with 15 offices in the Fall of 2025. The full census is planned to start in the Summer of 2026.

What kinds of questions are included?

The 2025 CPO will measure staffing characteristics, expenditures, and overall caseloads. Key questions include:

- How many litigating attorneys and support staff are employed nationwide in prosecutor offices?
- What is the average expenditures of prosecutor offices?
- What are the common trends of cases reviewed, filed, and prosecuted?

Number of staff in state prosecutor offices, 1992–2020



Note: Includes both part- and full-time attorneys and non-attorneys. See appendix table 5 for totals.

Source: Bureau of Justice Statistics, National Survey of Prosecutors, 1992, 1994, 1996, 2001, 2005, and 2020.

How are the data used?

BJS will use CPO data to produce reports similar to those previously published as part of the [NSP series](#). BJS will not collect any personally identifiable information about any one individual, though BJS may ask questions about the office as a whole.

How can I find out more?

George Ebo Browne, CPO Project Manager
Bureau of Justice Statistics
202-598-1395 | George.Browne@ojp.usdoj.gov

Andreea Matei, CPO Co-Principal Investigator Urban Institute
202-261-5477 | AMatei@urban.org

Bill Adams, CPO Co-Principal Investigator Urban Institute
202-261-5506 | BADams@urban.org

The full report (*Prosecutors in State Courts, 2020*, NCJ 309440, BJS, November 2024), related documents, and additional information about the Bureau of Justice Statistics are available on the BJS website

NOTICE OF OFFICE OF MANAGEMENT AND BUDGET ACTION

Date 05/07/2025

Department of Justice
Office of Justice Programs

Attachment 3

FOR CERTIFYING OFFICIAL: John Carlson
FOR CLEARANCE OFFICER: Darwin Arceo

In accordance with the Paperwork Reduction Act, OMB has taken action on your request received 04/29/2025

ACTION REQUESTED: Generic IC
IC TITLE: Census of Prosecutors Offices - Contact Outreach
ICR REFERENCE NUMBER: 202411-1121-003
AGENCY ICR TRACKING NUMBER: BJS
TITLE: Generic Clearance for Cognitive, Pilot and Field Studies for Bureau of Justice Statistics Data Collection Activities
LIST OF INFORMATION COLLECTIONS: See next page

OMB ACTION: Approved without change
OMB CONTROL NUMBER: 1121-0339

The agency is required to display the OMB Control Number and inform respondents of its legal significance in accordance with 5 CFR 1320.5(b).

EXPIRATION DATE: 01/31/2028

DISCONTINUE DATE:

BURDEN:	RESPONSES	HOURS	COSTS
Previous	30,000	18,000	0
New	30,000	25,000	0
Difference			
Change due to New Statute	0	0	0
Change due to Agency Discretion	0	7,000	0
Change due to Agency Adjustment	0	0	0
Change due to PRA Violation	0	0	0

TERMS OF CLEARANCE: Terms of the Generic ICR remain in effect.

OMB Authorizing Official: Dominic J. Mancini
Deputy Administrator,
Office Of Information And Regulatory Affairs

List of ICs				
IC Title	Form No.	Form Name	CFR Citation	Hrs/\$/Resp
Census of Prosecutors Offices - Contact Outreach				146 / 0 / 536
Total Hours Actually Used for Information Collections Under Currently Approved ICR:				146

34 USC 10132: Bureau of Justice Statistics

Text contains those laws in effect on August 13, 2018

From Title 34-CRIME CONTROL AND LAW ENFORCEMENT

Subtitle I-Comprehensive Acts

CHAPTER 101-JUSTICE SYSTEM IMPROVEMENT

SUBCHAPTER III-BUREAU OF JUSTICE STATISTICS

Jump To:

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[Codification](#)

[Prior Provisions](#)

[Amendments](#)

[Effective Date](#)

[Miscellaneous](#)

§10132. Bureau of Justice Statistics**(a) Establishment**

There is established within the Department of Justice, under the general authority of the Attorney General, a Bureau of Justice Statistics (hereinafter referred to in this subchapter as "Bureau").

(b) Appointment of Director; experience; authority; restrictions

The Bureau shall be headed by a Director appointed by the President. The Director shall have had experience in statistical programs. The Director shall have final authority for all grants, cooperative agreements, and contracts awarded by the Bureau. The Director shall be responsible for the integrity of data and statistics and shall protect against improper or illegal use or disclosure. The Director shall report to the Attorney General through the Assistant Attorney General. The Director shall not engage in any other employment than that of serving as Director; nor shall the Director hold any office in, or act in any capacity for, any organization, agency, or institution with which the Bureau makes any contract or other arrangement under this Act.

(c) Duties and functions of Bureau

The Bureau is authorized to-

(1) make grants to, or enter into cooperative agreements or contracts with public agencies, institutions of higher education, private organizations, or private individuals for purposes related to this subchapter; grants shall be made subject to continuing compliance with standards for gathering justice statistics set forth in rules and regulations promulgated by the Director;

(2) collect and analyze information concerning criminal victimization, including crimes against the elderly, and civil disputes;

(3) collect and analyze data that will serve as a continuous and comparable national social indication of the prevalence, incidence, rates, extent, distribution, and attributes of crime, juvenile delinquency, civil disputes, and other statistical factors related to crime, civil disputes, and juvenile delinquency, in support of national, State, tribal, and local justice policy and decisionmaking;

(4) collect and analyze statistical information, concerning the operations of the criminal justice system at the Federal, State, tribal, and local levels;

(5) collect and analyze statistical information concerning the prevalence, incidence, rates, extent, distribution, and attributes of crime, and juvenile delinquency, at the Federal, State, tribal, and local levels;

(6) analyze the correlates of crime, civil disputes and juvenile delinquency, by the use of statistical information, about criminal and civil justice systems at the Federal, State, tribal, and local levels, and about the extent, distribution and attributes of crime, and juvenile delinquency, in the Nation and at the Federal, State, tribal, and local levels;

(7) compile, collate, analyze, publish, and disseminate uniform national statistics concerning all aspects of criminal justice and related aspects of civil justice, crime, including crimes against the elderly, juvenile delinquency, criminal offenders, juvenile delinquents, and civil disputes in the various States and in Indian country;

(8) recommend national standards for justice statistics and for insuring the reliability and validity of justice statistics supplied pursuant to this chapter;

(9) maintain liaison with the judicial branches of the Federal Government and State and tribal governments in

matters relating to justice statistics, and cooperate with the judicial branch in assuring as much uniformity as feasible in statistical systems of the executive and judicial branches;

(10) provide information to the President, the Congress, the judiciary, State, tribal, and local governments, and the general public on justice statistics;

(11) establish or assist in the establishment of a system to provide State, tribal, and local governments with access to Federal informational resources useful in the planning, implementation, and evaluation of programs under this Act;

(12) conduct or support research relating to methods of gathering or analyzing justice statistics;

(13) provide for the development of justice information systems programs and assistance to the States, Indian tribes, and units of local government relating to collection, analysis, or dissemination of justice statistics;

(14) develop and maintain a data processing capability to support the collection, aggregation, analysis and dissemination of information on the incidence of crime and the operation of the criminal justice system;

(15) collect, analyze and disseminate comprehensive Federal justice transaction statistics (including statistics on issues of Federal justice interest such as public fraud and high technology crime) and to provide technical assistance to and work jointly with other Federal agencies to improve the availability and quality of Federal justice data;

(16) provide for the collection, compilation, analysis, publication and dissemination of information and statistics about the prevalence, incidence, rates, extent, distribution and attributes of drug offenses, drug related offenses and drug dependent offenders and further provide for the establishment of a national clearinghouse to maintain and update a comprehensive and timely data base on all criminal justice aspects of the drug crisis and to disseminate such information;

(17) provide for the collection, analysis, dissemination and publication of statistics on the condition and progress of drug control activities at the Federal, State, tribal, and local levels with particular attention to programs and intervention efforts demonstrated to be of value in the overall national anti-drug strategy and to provide for the establishment of a national clearinghouse for the gathering of data generated by Federal, State, tribal, and local criminal justice agencies on their drug enforcement activities;

(18) provide for the development and enhancement of State, tribal, and local criminal justice information systems, and the standardization of data reporting relating to the collection, analysis or dissemination of data and statistics about drug offenses, drug related offenses, or drug dependent offenders;

(19) provide for improvements in the accuracy, quality, timeliness, immediate accessibility, and integration of State and tribal criminal history and related records, support the development and enhancement of national systems of criminal history and related records including the National Instant Criminal Background Check System, the National Incident-Based Reporting System, and the records of the National Crime Information Center, facilitate State and tribal participation in national records and information systems, and support statistical research for critical analysis of the improvement and utilization of criminal history records;

(20) maintain liaison with State, tribal, and local governments and governments of other nations concerning justice statistics;

(21) cooperate in and participate with national and international organizations in the development of uniform justice statistics;

(22) ensure conformance with security and privacy requirement of section 10231 of this title and identify, analyze, and participate in the development and implementation of privacy, security and information policies which impact on Federal, tribal, and State criminal justice operations and related statistical activities; and

(23) exercise the powers and functions set out in subchapter VII.

(d) Justice statistical collection, analysis, and dissemination

(1) In general

To ensure that all justice statistical collection, analysis, and dissemination is carried out in a coordinated manner, the Director is authorized to-

(A) utilize, with their consent, the services, equipment, records, personnel, information, and facilities of other Federal, State, local, and private agencies and instrumentalities with or without reimbursement therefor, and to enter into agreements with such agencies and instrumentalities for purposes of data collection and analysis;

(B) confer and cooperate with State, municipal, and other local agencies;

(C) request such information, data, and reports from any Federal agency as may be required to carry out the purposes of this chapter;

(D) seek the cooperation of the judicial branch of the Federal Government in gathering data from criminal justice records;

(E) encourage replication, coordination and sharing among justice agencies regarding information systems, information policy, and data; and

(F) confer and cooperate with Federal statistical agencies as needed to carry out the purposes of this subchapter, including by entering into cooperative data sharing agreements in conformity with all laws and regulations applicable to the disclosure and use of data.

(2) Consultation with Indian tribes

The Director, acting jointly with the Assistant Secretary for Indian Affairs (acting through the Office of Justice Services) and the Director of the Federal Bureau of Investigation, shall work with Indian tribes and tribal law enforcement agencies to establish and implement such tribal data collection systems as the Director determines to be necessary to achieve the purposes of this section.

(e) Furnishing of information, data, or reports by Federal agencies

Federal agencies requested to furnish information, data, or reports pursuant to subsection (d)(1)(C) shall provide such information to the Bureau as is required to carry out the purposes of this section.

(f) Consultation with representatives of State, tribal, and local government and judiciary

In recommending standards for gathering justice statistics under this section, the Director shall consult with representatives of State, tribal, and local government, including, where appropriate, representatives of the judiciary.

(g) Reports

Not later than 1 year after July 29, 2010, and annually thereafter, the Director shall submit to Congress a report describing the data collected and analyzed under this section relating to crimes in Indian country.

(Pub. L. 90–351, title I, §302, as added Pub. L. 96–157, §2, Dec. 27, 1979, 93 Stat. 1176 ; amended Pub. L. 98–473, title II, §605(b), Oct. 12, 1984, 98 Stat. 2079 ; Pub. L. 100–690, title VI, §6092(a), Nov. 18, 1988, 102 Stat. 4339 ; Pub. L. 103–322, title XXXIII, §330001(h)(2), Sept. 13, 1994, 108 Stat. 2139 ; Pub. L. 109–162, title XI, §1115(a), Jan. 5, 2006, 119 Stat. 3103 ; Pub. L. 111–211, title II, §251(b), July 29, 2010, 124 Stat. 2297 ; Pub. L. 112–166, §2(h)(1), Aug. 10, 2012, 126 Stat. 1285 .)

REFERENCES IN TEXT

This Act, referred to in subsecs. (b) and (c)(11), is Pub. L. 90–351, **June 19, 1968**, 82 Stat. 197 , known as the Omnibus Crime Control and Safe Streets Act of 1968. For complete classification of this Act to the Code, see Short Title of 1968 Act note set out under section 10101 of this title and Tables.

CODIFICATION

Section was formerly classified to section 3732 of Title 42, The Public Health and Welfare, prior to editorial reclassification and renumbering as this section.

PRIOR PROVISIONS

A prior section 302 of Pub. L. 90–351, **title I, June 19, 1968**, 82 Stat. 200 ; Pub. L. 93–83, §2, **Aug. 6, 1973**, 87 Stat. 201 ; Pub. L. 94–503, **title I, §110, Oct. 15, 1976**, 90 Stat. 2412 , related to establishment of State planning agencies to develop comprehensive State plans for grants for law enforcement and criminal justice purposes, prior to the general amendment of this chapter by Pub. L. 96–157.

AMENDMENTS

2012-Subsec. (b). Pub. L. 112–166 struck out ", by and with the advice and consent of the Senate" before period at end of first sentence.

2010-Subsec. (c)(3) to (6). Pub. L. 111–211, §251(b)(1)(A), inserted "tribal," after "State," wherever appearing.

Subsec. (c)(7). Pub. L. 111–211, §251(b)(1)(B), inserted "and in Indian country" after "States".

Subsec. (c)(9). Pub. L. 111–211, §251(b)(1)(C), substituted "Federal Government and State and tribal governments" for "Federal and State Governments".

Subsec. (c)(10), (11). Pub. L. 111–211, §251(b)(1)(D), inserted ", tribal," after "State".

Subsec. (c)(13). Pub. L. 111–211, §251(b)(1)(E), inserted ", Indian tribes," after "States".

Subsec. (c)(17). Pub. L. 111–211, §251(b)(1)(F), substituted "activities at the Federal, State, tribal, and local" for "activities at the Federal, State and local" and "generated by Federal, State, tribal, and local" for "generated by Federal, State, and local".

Subsec. (c)(18). Pub. L. 111–211, §251(b)(1)(G), substituted "State, tribal, and local" for "State and local".

Subsec. (c)(19). Pub. L. 111–211, §251(b)(1)(H), inserted "and tribal" after "State" in two places.

Subsec. (c)(20). Pub. L. 111–211, §251(b)(1)(I), inserted ", tribal," after "State".

Subsec. (c)(22). Pub. L. 111–211, §251(b)(1)(J), inserted ", tribal," after "Federal".

Subsec. (d). Pub. L. 111–211, §251(b)(2), designated existing provisions as par. (1), inserted par. (1) heading, substituted "To ensure" for "To insure", redesignated former pars. (1) to (6) as subpars. (A) to (F), respectively, of par. (1), realigned margins, and added par. (2).

Subsec. (e). Pub. L. 111–211, §251(b)(3), substituted "subsection (d)(1)(C)" for "subsection (d)(3)".

Subsec. (f). Pub. L. 111–211, §251(b)(4)(B), inserted ", tribal," after "State".

Pub. L. 111–211, §251(b)(4)(A), which directed insertion of ", tribal," after "State" in heading, was executed editorially but could not be executed in original because heading had been editorially supplied.

Subsec. (g). Pub. L. 111–211, §251(b)(5), added subsec. (g).

2006-Subsec. (b). Pub. L. 109–162, §1115(a)(1), inserted after third sentence "The Director shall be responsible for the integrity of data and statistics and shall protect against improper or illegal use or disclosure."

Subsec. (c)(19). Pub. L. 109–162, §1115(a)(2), amended par. (19) generally. Prior to amendment, par.

(19) read as follows: "provide for research and improvements in the accuracy, completeness, and inclusiveness of criminal history record information, information systems, arrest warrant, and stolen vehicle record information and information systems and support research concerning the accuracy, completeness, and inclusiveness of other criminal justice record information;"

Subsec. (d)(6). Pub. L. 109–162, §1115(a)(3), added par. (6).

1994-Subsec. (c)(19). Pub. L. 103–322 substituted a semicolon for period at end.

1988-Subsec. (c)(16) to (23). Pub. L. 100–690 added pars. (16) to (19) and redesignated former pars. (16) to (19) as (20) to (23), respectively.

1984-Subsec. (b). Pub. L. 98–473, §605(b)(1), inserted provision requiring Director to report to Attorney General through Assistant Attorney General.

Subsec. (c)(13). Pub. L. 98–473, §605(b)(2)(A), (C), added par. (13) and struck out former par. (13) relating to provision of financial and technical assistance to States and units of local government relating to collection, analysis, or dissemination of justice statistics.

Subsec. (c)(14), (15). Pub. L. 98–473, §605(b)(2)(C), added pars. (14) and (15). Former pars. (14) and (15) redesignated (16) and (17), respectively.

Subsec. (c)(16). Pub. L. 98–473, §605(b)(2)(A), (B), redesignated par. (14) as (16) and struck out former par. (16) relating to insuring conformance with security and privacy regulations issued under section 10231 of this title.

Subsec. (c)(17). Pub. L. 98–473, §605(b)(2)(B), redesignated par. (15) as (17). Former par. (17) redesignated (19).

Subsec. (c)(18). Pub. L. 98–473, §605(b)(2)(D), added par. (18).

Subsec. (c)(19). Pub. L. 98–473, §605(b)(2)(B), redesignated former par. (17) as (19).

Subsec. (d)(1). Pub. L. 98–473, §605(b)(3)(A), inserted ", and to enter into agreements with such agencies and instrumentalities for purposes of data collection and analysis".

Subsec. (d)(5). Pub. L. 98–473, §605(b)(3)(B)–(D), added par. (5).

EFFECTIVE DATE OF 2012 AMENDMENT

Amendment by Pub. L. 112–166 effective 60 days after Aug. 10, 2012, and applicable to appointments made on and after that effective date, including any nomination pending in the Senate on that date, see section 6(a) of Pub. L. 112–166, set out as a note under section 113 of Title 6, Domestic Security.

EFFECTIVE DATE OF 1984 AMENDMENT

Amendment by Pub. L. 98–473 effective Oct. 12, 1984, see section 609AA(a) of Pub. L. 98–473, set out as an Effective Date note under section 10101 of this title.

CONSTRUCTION OF 2010 AMENDMENT

Pub. L. 111–211, [title II, §251\(c\), July 29, 2010](#), 124 Stat. 2298, provided that: "Nothing in this section [amending this section and section 41507 of this title] or any amendment made by this section-

"(1) allows the grant to be made to, or used by, an entity for law enforcement activities that the entity lacks jurisdiction to perform; or

"(2) has any effect other than to authorize, award, or deny a grant of funds to a federally recognized Indian tribe for the purposes described in the relevant grant program."

[For definition of "Indian tribe" as used in section 251(c) of Pub. L. 111–211, set out above, see section 203(a) of Pub. L. 111–211, set out as a note under section 2801 of Title 25, Indians.]

INCLUSION OF HONOR VIOLENCE IN NATIONAL CRIME VICTIMIZATION SURVEY

Pub. L. 113–235, [div. B, title II, Dec. 16, 2014](#), 128 Stat. 2191, provided in part: "That beginning not later than 2 years after the date of enactment of this Act [div. B of Pub. L. 113–235, Dec. 16, 2014], as part of each National Crime Victimization Survey, the Attorney General shall include statistics relating to honor violence".

STUDY OF CRIMES AGAINST SENIORS

Pub. L. 106–534, [§5, Nov. 22, 2000](#), 114 Stat. 2557, provided that:

"(a) **IN GENERAL.**-The Attorney General shall conduct a study relating to crimes against seniors, in order to assist in developing new strategies to prevent and otherwise reduce the incidence of those crimes.

"(b) **ISSUES ADDRESSED.**-The study conducted under this section shall include an analysis of-

"(1) the nature and type of crimes perpetrated against seniors, with special focus on-

"(A) the most common types of crimes that affect seniors;

"(B) the nature and extent of telemarketing, sweepstakes, and repair fraud against seniors;

and

"(C) the nature and extent of financial and material fraud targeted at seniors;

- "(2) the risk factors associated with seniors who have been victimized;
- "(3) the manner in which the Federal and State criminal justice systems respond to crimes against seniors;
- "(4) the feasibility of States establishing and maintaining a centralized computer database on the incidence of crimes against seniors that will promote the uniform identification and reporting of such crimes;
- "(5) the effectiveness of damage awards in court actions and other means by which seniors receive reimbursement and other damages after fraud has been established; and
- "(6) other effective ways to prevent or reduce the occurrence of crimes against seniors."

INCLUSION OF SENIORS IN NATIONAL CRIME VICTIMIZATION SURVEY

Pub. L. 106-534, §6, Nov. 22, 2000, 114 Stat. 2557, provided that: "Beginning not later than 2 years after the date of enactment of this Act [Nov. 22, 2000], as part of each National Crime Victimization Survey, the Attorney General shall include statistics relating to-

- "(1) crimes targeting or disproportionately affecting seniors;
- "(2) crime risk factors for seniors, including the times and locations at which crimes victimizing seniors are most likely to occur; and
- "(3) specific characteristics of the victims of crimes who are seniors, including age, gender, race or ethnicity, and socioeconomic status."

CRIME VICTIMS WITH DISABILITIES AWARENESS

Pub. L. 105-301, Oct. 27, 1998, 112 Stat. 2838, as amended by Pub. L. 106-402, title IV, §401(b)(10), Oct. 30, 2000, 114 Stat. 1739, provided that:

"SECTION 1. SHORT TITLE.

"This Act may be cited as the 'Crime Victims With Disabilities Awareness Act'.

"SEC. 2. FINDINGS; PURPOSES.

"(a) FINDINGS.-Congress finds that-

"(1) although research conducted abroad demonstrates that individuals with developmental disabilities are at a 4 to 10 times higher risk of becoming crime victims than those without disabilities, there have been no significant studies on this subject conducted in the United States;

"(2) in fact, the National Crime Victim's Survey, conducted annually by the Bureau of Justice Statistics of the Department of Justice, does not specifically collect data relating to crimes against individuals with developmental disabilities;

"(3) studies in Canada, Australia, and Great Britain consistently show that victims with developmental disabilities suffer repeated victimization because so few of the crimes against them are reported, and even when they are, there is sometimes a reluctance by police, prosecutors, and judges to rely on the testimony of a disabled individual, making individuals with developmental disabilities a target for criminal predators;

"(4) research in the United States needs to be done to-

"(A) understand the nature and extent of crimes against individuals with developmental disabilities;

"(B) describe the manner in which the justice system responds to crimes against individuals with developmental disabilities; and

"(C) identify programs, policies, or laws that hold promises for making the justice system more responsive to crimes against individuals with developmental disabilities; and

"(5) the National Academy of Science Committee on Law and Justice of the National Research Council is a premier research institution with unique experience in developing seminal, multidisciplinary studies to establish a strong research base from which to make public policy.

"(b) PURPOSES.-The purposes of this Act are-

"(1) to increase public awareness of the plight of victims of crime who are individuals with developmental disabilities;

"(2) to collect data to measure the extent of the problem of crimes against individuals with developmental disabilities; and

"(3) to develop a basis to find new strategies to address the safety and justice needs of victims of crime who are individuals with developmental disabilities.

"SEC. 3. DEFINITION OF DEVELOPMENTAL DISABILITY.

"In this Act, the term 'developmental disability' has the meaning given the term in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 [42 U.S.C. 15002].

"SEC. 4. STUDY.

"(a) IN GENERAL.-The Attorney General shall conduct a study to increase knowledge and information about crimes against individuals with developmental disabilities that will be useful in developing new strategies to reduce the incidence of crimes against those individuals.

"(b) ISSUES ADDRESSED.-The study conducted under this section shall address such issues as-

"(1) the nature and extent of crimes against individuals with developmental disabilities;

"(2) the risk factors associated with victimization of individuals with developmental disabilities;

"(3) the manner in which the justice system responds to crimes against individuals with developmental disabilities; and

"(4) the means by which States may establish and maintain a centralized computer database on the incidence of crimes against individuals with disabilities within a State.

"(c) NATIONAL ACADEMY OF SCIENCES.-In carrying out this section, the Attorney General shall consider contracting with the Committee on Law and Justice of the National Research Council of the National Academy of Sciences to provide research for the study conducted under this section.

"(d) REPORT.-Not later than 18 months after the date of enactment of this Act [Oct. 27, 1998], the Attorney General shall submit to the Committees on the Judiciary of the Senate and the House of Representatives a report describing the results of the study conducted under this section.

"SEC. 5. NATIONAL CRIME VICTIM'S SURVEY.

"Not later than 2 years after the date of enactment of this Act, as part of each National Crime Victim's Survey, the Attorney General shall include statistics relating to-

"(1) the nature of crimes against individuals with developmental disabilities; and

"(2) the specific characteristics of the victims of those crimes."

Attachment 5



The U.S. Department of Justice, Bureau of Justice Statistics is conducting the 2025 Census of Prosecutor Offices. This census was last conducted in 2007, and we are excited about the chance for updated and more comprehensive data. We thank you for your participation. Please enter the PIN for your office to access the survey. If you do not have your PIN, please email CPO2025@urban.org to request it.

Please enter your PIN

Take the Survey

BJS Census of Prosecutor Offices (CPO) Cognitive Test Report

The Urban Institute
December 2025

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Introduction

The Census of Prosecutor Offices (CPO) is the third iteration of a project by the Bureau of Justice Statistics (BJS) to collect informative metrics from all prosecutor offices operating in the United States. Last successfully administered in 2007, the CPO enhances understanding about prosecutor office operations and supplements the BJS portfolio of data collections on various aspects of prosecution. To collect this information, BJS is working with the Urban Institute (Urban) on this census data collection. The CPO project is intended to collect information focused on key operational aspects of prosecutor offices in each county and state in the United States.

The population of interest is all prosecutor offices that handle felony cases in state courts of general jurisdiction. The primary purpose of the CPO is to collect information about the operations of prosecutor offices. A diverse panel of prosecutors and prosecution experts contributed to the development of the CPO questionnaire. The census aims to collect information on staffing, budget, and caseload, which is consistent with the 2007 CPO to allow comparisons over time. The information collected by the CPO includes caseloads and case types; and staff sizes and roles.

The full CPO census will be fielded nationally to all prosecutor offices in the United States in early 2026. To pilot the census, the project team conducted a pretest of the CPO on a small sample of 15 prosecutor offices from July-November 2025. This pretest provided an opportunity to cognitively test the CPO questionnaire by obtaining feedback from respondents about the survey content, questionnaire construction, response options, and burden. This report describes the development and piloting of the CPO pretest that was conducted. Recommendations for survey and data collection revisions are included.

Questionnaire Development

For the design and development phase of the CPO questionnaire, BJS and the project team assembled an expert panel composed of chief prosecutors and other prosecution professionals in the field. BJS and the project team convened the expert panel in two separate meetings on August 13 and 15, 2024 to discuss content domains, survey development, and questionnaire construction for the CPO. The panel included the following 19 individuals

who provided valuable information and commentary on the content and design of the CPO data collection instrument:

Jean Peters Baker

Prosecuting Attorney, Jackson County, MO

Kriste Burnett

District Attorney, Palo Pinto County, TX

John Choi

County Attorney, Ramsey County, MN

Mark Dupree

District Attorney, Wyandotte County, KS

Reese Frederickson

County Attorney, Pine County, MN

Jose Garza

District Attorney, Travis County, TX

Sarah George

State's Attorney, Chittenden County, VT

James Gibbons-Shapiro

Assistant District Attorney, Santa Clara County, CA

Baird Green

Chief Deputy County Attorney, Pima County, AZ

Oren Gur

Director of Philadelphia District Attorney's DATA Lab, Philadelphia, PA

Matt Jennings

County Attorney, Missoula County, MT

Leesa Manion

Prosecuting Attorney, King County, WA

George Marquez

District Attorney, Imperial County, CA

Lisa Page

Chief of Staff, Fourth Judicial Circuit, FL

Dalia Racine

District Attorney, Douglas County, GA

Jeff Reisig

District Attorney, Yolo County, CA

Mike Schmidt

District Attorney, Multnomah County, OR

Eric Sparr

District Attorney, Winnebago County, WI

David Sullivan

District Attorney, Northwestern, MA

After feedback from BJS and the aforementioned experts was incorporated, the updated draft CPO instrument was circulated, and any additional input was requested by email or phone calls from these individuals. The draft survey was then formatted to align with other similar census data collections conducted by BJS. The formatted questionnaire was reviewed by BJS staff and suggested formatting changes were implemented over a twelve-week period.

Respondent Selection and Recruitment

In determining which offices to select to participate in the CPO pretest and cognitive interviewing, BJS and the project team considered the major structural and contextual differences in prosecutor offices across the country and developed a list of characteristics to include when selecting cognitive participants. The different office profiles could influence the availability and accessibility of financial and institutional data. Thus, the project team sought to include at least one office from each of these categories, to identify whether there are barriers in the survey instrument for offices that fit into each subset/stratum. Selected offices could fulfill more than one criterion (e.g., an urban office with an elected prosecutor). Additionally, we endeavored to select geographically diverse offices across the country.

The project identified 19 offices to conduct the pretest, based on the following criteria/office types:

- US region
- Office in a rural, urban, and suburban jurisdiction
- Jurisdiction size (in population)
- Elected and appointed chief prosecutors
- Political affiliation (if elected)
- Single county and multiple counties
- Statewide office

The original 19 prosecutor offices that were invited to participate in the pretest of the CPO questionnaire were located in the jurisdictions specified in the table below, which notes the office type and participation status for each invited office. There were also 35 alternate offices (office #20 through #54) that were additionally selected to replace offices which declined participation, and those offices that did not reply after two reminder emails and two calls in the CPO pretest. The 15 offices highlighted in blue below were the offices that fully participated in the pretest (i.e., these offices returned a completed survey and participated in a debriefing interview with the project team).

	Office	State	Office Type	Status
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1	Bronx County	NY	Large single-county office with an elected Democrat	Did not respond
2	Jefferson County Commonwealth Attorney Office	KY	Large, single-county office with an elected Democrat in a state with districts/circuits	Completed and returned questionnaire and participated in cognitive interview
3	West Palm Beach State's Attorney Office	FL	Large single-county office with an elected Democrat in a state with districts/circuits	Did not respond
4	Miami Dade State's Attorney Office	FL	Large single-county office with an elected Democrat in a state with districts/circuits	Did not respond
5	Tulsa County District Attorney's Office	OK	Medium single-county office with an elected Democrat in a state with districts/circuits	Did not respond
6	Jackson County Prosecutor's Office	MO	Medium single-county office with an elected Democrat	Completed and returned questionnaire but declined cognitive debriefing interview
7	Arlington County Commonwealth Attorney's Office	VA	Small single-county office with an elected Democrat	Did not complete questionnaire
8	Paulding Judicial Circuit	GA	Small multi-county office with an appointed district attorney	Did not respond
9	Butte County District Attorney's Office	CA	Small single-county office with an elected district attorney	Did not respond
10	Winnebago County District Attorney's Office	WI	Small single-county office with an elected Democrat	Completed and returned questionnaire and participated in cognitive interview
11	Buncombe County District Attorney's Office; 40 th Prosecutorial District	NC	Medium single-county office with an elected Democrat in a state with districts/circuits	Did not respond
12	Orange County District Attorney's Office	CA	Large single-county office with an elected Democrat	Completed and returned questionnaire and participated in cognitive interview
13	Deschutes County District Attorney's Office	OR	Small single-county office with an elected nonpartisan	Did not respond

14	Cook County State's Attorney Office	IL	Large single-office county office with an elected Democrat	Completed and returned questionnaire and participated in cognitive interview
15	Madison County	IN	Medium single-county office with an elected Republican	Completed and returned questionnaire and participated in cognitive interview
16	Salt Lake City District Attorney	UT	Large single-county office with an elected Democrat	Did not complete questionnaire
17	Thurston County Prosecuting Attorney's Office	WA	Medium single-county office with an elected Democrat	Completed and returned questionnaire and participated in cognitive interview
18	Ramsey County Attorney's Office	MN	Medium single-county office with an elected Independent	Completed and returned questionnaire and participated in cognitive interview
19	Imperial County District Attorney's Office	CA	Small single-county office with an elected Democrat	Did not respond
20	Prosecutorial District 1; York County District Attorney's Office	ME	Small single-county office with an elected Democrat in a state with districts/circuits	Did not respond
21	Travis County District Attorney's Office	TX	Large multi-county office with an elected Democrat	DECLINED participation
22	La Paz County Attorney's Office	AZ	Small single-county office with an elected Republican	Did not respond
23	Kenai District Attorney's Office	AK	Small regional office with an appointed district attorney	Did not respond
24	Bernalillo County District Attorney's Office	NM	Medium county office in a regional district with an elected Democrat	Did not respond
25	Judicial District of Windham	CT	Small multi-county office with a statewide appointed nonpartisan DA	Did not respond
26	6th District	ME	Small multi-county office with an elected Democrat	Completed and returned questionnaire but did not respond to scheduling the cognitive debriefing interview
27	Augusta Judicial District	GA	Small multi-county office with an elected Democrat	Did not respond
28	20th Judicial District (Boulder County)	CO	Medium single-county office with an elected Democrat in a state with districts/circuits	Did not respond

29	Columbia County	NY	Small single-county office with an elected Democrat	Completed and returned questionnaire and participated in cognitive interview
30	Columbia County	OR	Small single-county office with an elected Democrat	Did not respond
31	Fort Bend County	TX	Small multi-county office with an elected Democrat	Did not complete questionnaire
32	Kau'ai County	HI	Small single-county office with an elected Democrat	Completed and returned questionnaire and participated in cognitive interview
33	Polk County	IA	Medium single-county office with an elected Democrat	Did not respond
34	Washtenaw County	MI	Medium single-county office with an elected Democrat	Did not respond
35	Dallas County	TX	Large multi-county office with an elected Democrat	Did not complete questionnaire
36	Contra Costa	CA	Large multi-county office with an elected Democrat	Did not respond
37	Fredericksburg	VA	Small office in an independent city with an elected commonwealth's attorney	Completed and returned questionnaire and participated in cognitive interview
38	Montgomery County	PA	Large single-county office with an elected Democrat	Completed and returned questionnaire and participated in cognitive interview
39	Sangamon County	IL	Small single-county office with an elected Republican	Did not respond
40	Arapahoe County; 18 th Judicial District	CO	Medium multi-county office with an elected Democrat	Did not respond
41	Audrain County	MO	Small single-county office with an elected Democrat	Completed and returned questionnaire and participated in cognitive interview
42	Brazos County	TX	Small multi-county office with an elected Republican	Did not respond
43	Elmore County	ID	Small single-county office with an elected Republican	Did not respond
44	Harris County	TX	Large single-county office with an elected Democrat	Did not respond

45	Hood River County	OR	Small single-county office with an elected Democrat	Did not complete questionnaire
46	Durham County; 16 th Prosecutorial District	NC	Large single-county office with an elected Democrat in a state with districts/circuits	Did not respond
47	Fairfax County	VA	Large single-county office with an elected Democrat	Did not respond
48	Chittenden County	VT	Small single-county office with an elected Democrat	Did not respond
49	Bexar County	TX	Large single-county office with an elected Democrat	Did not respond
50	Santa Clara County	CA	Large single-county office with an elected Democrat	Completed and returned questionnaire and participated in cognitive interview
51	Missoula County	MT	Small single-county office with an elected Democrat	Completed and returned questionnaire and participated in cognitive interview
52	Pima County	AZ	Large single-county office with an elected Democrat	Did not respond
53	New Haven	CT	Small multi-county office with a statewide appointed DA	Did not respond
54	Pine County	MN	Small single-county office with an elected Democrat	Completed and returned questionnaire and participated in cognitive interview

The project team completed cognitive testing of the CPO instrument between July and November of 2025. There were several delays of conducting cognitive tests due to competing trials and other time constraining factors for prosecutors, several holidays, summer vacations for prosecutors, a government shutdown, and midterm elections in some of the participating office's states. Most offices that were contacted but did not participate were due to nonresponses, despite many contacts via email and phone call.

Below is a table tracking the planned and actual timeline for contact. **Appendix D** also highlights our contact timeline as dictated in the CPO generic clearance package.

Task Description	Planned # of participants contacted	Actual # of participants contacted	Method of contact	Planned timing of contact	Actual timing of contact
Contact potential cognitive test participants via email	20	19	Email	Day 1	Day 1
Phone call to request participation from nonrespondents	20	12	Phone	Day 5	Day 7, 35, 53, 75

Contacts to replace participants who decline	Up to 30	35	Email	Up to day 14	Day 15, 28, 46, 68
Respondents complete and return survey	20	16	Email	Up to day 28	Day 27-146
Email to schedule cognitive interview	Up to 20	16	Email	Up to day 28	Day 27-146
Cognitive interviews	20	15	Video Conference	Day 5-40	Day 41-152

Two offices declined immediately due to limited availability while a major trial was happening, and two offices were reporting bounce back emails saying the email could not be delivered. Twenty of the offices had agreed to participate in the cognitive testing, though only six responded agreeing to participate within the two-week window. After we sent the questionnaire to all 20 offices who agreed to participate, 4 offices did not end up completing the questionnaire due to lack of availability or nonresponse, so only 16 offices returned completed responses for the CPO questionnaire, with only 3 offices completing it within our requested two-week window. Of the 16 offices that completed the questionnaire, the project team conducted cognitive debriefing interviews with 15 offices (highlighted in blue, above). Only one office (office #26) completed the questionnaire for their office but did not follow up when asked to schedule a cognitive interview.

As discussed above, BJS and the project team sought to test the instrument on a variety of office types, while also ensuring geographically diversity. In the end, the 15 offices who completed the CPO instrument and participated in cognitive testing represented the following subsets/office types:

- US South region
- US Midwest region
- US West region
- US Northwest region
- US Northeast region
- US Eastern region
- Office in a rural jurisdiction
- Office in an urban jurisdiction
- Office in a suburban jurisdiction
- Large jurisdiction size (over 500,000 population)
- Small jurisdiction size (under 500,000 population)
- Elected chief prosecutor
- Republican elected chief prosecutor
- Democratic elected chief prosecutor
- Independent elected chief prosecutor
- Single county jurisdiction
- Multiple county jurisdiction

Data Collection Procedures

For the prosecutor offices that were selected for inclusion in the CPO pretest sample, we sent an initial email to the office leader/chief prosecutor inviting them to participate and informing them about the purpose of the survey and cognitive test (**Appendix B**). The email was sent by a project team member of the Urban Institute team. This invitation email provided the elements of informed consent and described the voluntary nature of the study, how the respondent office was selected, and information about whom to contact with questions about the study. The respondent was asked to reply to the email to indicate their consent for participation.

If a potential participant was unresponsive to the initial email, the project team followed up with phone calls and additional emails to request participation. If the invited participant refused/declined, or we were unable to secure their participation, we identified a replacement office that matched the initial respondent's selection criteria and invited that office to participate instead. The project team followed a similar protocol if a respondent's consent was initially secured and then withdrawn (or if the participant simply did not follow through to complete the interview within a reasonable timeframe).

After obtaining consent, respondents received the PDF questionnaire (**Appendix A**) along with instructions (i.e., how to complete it, the voluntary nature of the survey, the importance of noting challenges experienced during the survey, and the expected length of time to complete the survey) via email. Respondents were instructed to:

1. complete the survey by highlighting their answers in Adobe, if they were able to, and return via email; or
2. print out the survey, complete and scan the survey to return via email; or
3. complete the hard copy and return via self-addressed stamped envelope.

Respondents were asked to track the time they started and finished the survey as well as the number of individuals consulted to complete the questionnaire. The pilot survey also included an optional notes section at the end to record item numbers of challenging or unclear questions. If a respondent found that a question was too difficult or would require too much time to answer, the respondent was asked to estimate the time it would take to answer the question, note that, and proceed to the next question.

Participants were asked to complete the questionnaire and return their survey responses by a specific date that was two weeks from the date the survey was sent to them, though only three offices completed it within the two-week window. For those offices that did not complete the survey by the provided deadline, follow-up phone calls were made, and emails were sent reminding them to return their completed survey as soon as possible. Upon receipt of a completed survey, a project team member reached out to the respondent via email to schedule the cognitive debriefing interview, which was conducted via Zoom videoconference.

The debriefing interviews included a review of the instructions and screener questions and asked about readability, question clarity, adequacy of response choices, overall ease of providing the requested information, and the terminology used for each question. Interview scripts are in **Appendix C**. The burden/length of time needed to complete the survey, challenges in providing the information requested, and the preferred mode of completing the survey were also discussed in these cognitive interviews. Most interviews lasted an hour long, though one was as short as 30 minutes, and another was as long as 1 hour and 30 minutes. Results were recorded by Urban Institute staff members conducting the debriefing call and reviewed following the call for accuracy and completeness.

Findings and Recommendations

General Findings

All offices reported that it was not difficult for them to complete the questionnaire overall, except for our case number questions and some staffing questions around recruitment, retention, and tenure. Five offices indicated that it would take extra time for them to answer questions about the exact number of specific types of cases received (even for those offices with automated case management systems), if that were required, with some adding that the estimate options made it worthwhile completing. Accordingly, though many respondents did not check the estimate box, upon discussing with them, they admitted the question is not exact.

A common point of feedback was that the ease of responding to many questions depends on the size of the office. For example, for the staffing section, eight smaller offices in our sample shared that it was easy for them, but they

would imagine it would be difficult for larger offices. On the reverse, we heard from five large offices saying the caseload questions were discoverable due to their case management systems, but seven smaller offices struggled with answering these without estimates, including a couple saying they do not have a case management system that aggregates data for them.

Almost all believed the questionnaire was long but agreed that there was very little that felt unnecessary to ask. Further, they added that the questions that took the longest, like case and matter information, were the ones they were most curious about. One prosecutor said the questionnaire should take only 30 minutes or the length of a “lunch break” to respond, otherwise we will struggle to get responses. Still, they had some suggestions on specific questions to cut or add, which we add in the section below. Two small offices and one large office had suggestions to add more open-ended questions that allow prosecutors to share what they would like to about challenges with staffing, resources, and burden of digital evidence.

Response time. It took longer than anticipated to receive completed surveys back from respondents and to schedule and conduct follow-up debriefing interviews with respondents. The initial due date in the cover letter requesting that the office participate was two weeks out for each office, though only three offices accomplished this. To maximize response rates for the national data collection, we suggest communicating to offices that they have 3 or 4 weeks to complete the survey, though we expect a total period of 40-43 weeks may be necessary to conduct targeted follow-up with certain non-responders to achieve the highest response rates that are required of a census. We recommend building in a little extra time to account for any extenuating circumstances (i.e., prosecution of an urgent, high priority or complex case or trial) that the respondent in a prosecutor office may be facing at the time that the CPO instrument is sent to them. Though there were several offices who did not respond to any of our emails or calls, the offices that responded and declined said they were too busy to complete the questionnaire and interview in a timely manner.

Burden. The estimated time to complete the CPO survey reported by 14 of the 15 offices participating in the pretest ranged from a minimum of 20 minutes to a maximum of 15 hours,¹ with an average time burden of approximately 141.1 minutes per office and a median time burden of 75 minutes. The table below shows the survey completion time reported by each participating office. One office did not reply with a specific time allotment it took and said they picked it up “here and there.”

	Office	State	Office Type	Time to Complete the Questionnaire
2	Jefferson County Commonwealth Attorney Office	KY	Large, single-county office with an elected Democrat in a state with districts/circuits	900 minutes; multiple instances of recoding caseload information
10	Winnebago County District Attorney's Office	WI	Small single-county office with an elected Democrat	60 minutes

¹ Office 2 said they spent 15 hours completing the questionnaire, but it was unclear whether this was done in piecemeal across multiple days.

12	Orange County District Attorney's Office	CA	Large single-county office with an elected Democrat	90 minutes
14	Cook County State's Attorney Office	IL	Large single-office county office with an elected Democrat	Picking it up here and there over a few weeks
15	Madison County	IN	Medium single-county office with an elected Republican	45 minutes
17	Thurston County Prosecuting Attorney's Office	WA	Medium single-county office with an elected Democrat	45 minutes
18	Ramsey County Attorney's Office	MN	Medium single-county office with an elected Independent	180 minutes
29	Columbia County	NY	Small single-county office with an elected Democrat	120 minutes
32	Kau'ai County	HI	Small single-county office with an elected Democrat	30 minutes with two hours to get caseload data
37	Fredericksburg	VA	Small office in an independent city with an elected commonwealth's attorney	120 minutes
38	Montgomery County	PA	Large single-county office with an elected Democrat	50 minutes
41	Audrain County	MO	Small single-county office with an elected Democrat	30 minutes
50	Santa Clara County	CA	Large single-county office with an elected Democrat	120 minutes
51	Missoula County	MT	Small single-county office with an elected Democrat	20 minutes
54	Pine County	MN	Small single-county office with an elected Democrat	45 minutes

Based on the average time that pilot test respondents reported to complete the CPO questionnaire and feedback from respondents, we suggest a time burden estimate of 45-60 minutes for completing the instrument (to be

included in the burden statement on the instrument when the census is fielded nationally), which means cutting several high-burden questions.

Specific Findings and Recommendations

Based on the feedback received from respondents in the in-depth debriefing interviews, we recommend the following changes to the census instrument, which are organized by section.

Overall. We are changing the reference year throughout the report from 2024 to 2025. This is because the questionnaire will be administered in the field in 2026, and having a reference year of 2024, two years earlier, would be burdensome and not as relevant as the most recent complete year of data, 2025.

Staffing. Section A of the CPO captures information about staffing in prosecutor's offices, including part-time and full-time attorney demographics, salaries, retention metrics, non-attorney staff. Based on cognitive test feedback, several revisions were suggested in this section.

First, for questions A7-23, there was immense confusion over how "litigating attorney" is defined. For example, some were unsure whether this meant the same as trial attorneys and whether appeals staff and management staff (who are not trying cases any longer) are included. Further, it was unclear whether this number should include the chief prosecutor. A remaining question was whether these were attorneys that only work on criminal cases; this is challenging for some offices where attorneys have dual roles between criminal and civil cases. Seven respondents noted that a definition is necessary there. To address these concerns, we recommend adding a definition right below the question of A7, that says the same language as the 2020 NSP:

"A litigating attorney is an attorney who carries an assigned caseload (e.g., assistant prosecutors, civil attorneys)."

Another point of contention for respondents was questions A11-13, though the sentiment behind the value of the questions varied drastically. A few offices said this information would be very difficult for larger offices. Others said it's difficult for them because the numbers they could report are across a fiscal calendar. Some found A11 confusing because it was unclear if promotions should be included as hirings. One office said it would be difficult to answer these questions specifically for litigating attorneys focused on criminal cases. However, when asked whether these questions are of value, it was split of whether it's important to retain on the final questionnaire. One person added that other professional prosecutor associations already share surveys on retention and recruitment issues, so those questions could be cut here. Others said there might be a better way to ask about this topic. One suggested asking an open-ended question instead that asks, "Do you feel your office is understaff, and if so, how does it impact your office?" Others said more interesting metrics are vacancy percentages at the end of a year or the number of applicants to a prosecutor job posting. To address the feedback on questions A11-13 (and the corresponding questions for part-time litigating attorneys), we propose cutting A11 and A13 and keeping only question A12. Since we want to reduce burden to increase responses, we decided to consolidate A11-13 into one question. Additionally, we decided to cut A15 (and the corresponding question for part-time litigating attorneys) since respondents found this question difficult to answer and we would like to reduce burden.

There was much feedback on question A25, around non-attorney staff in the office. The resounding response was there needed to be a line added to include administrative or clerical staff. One office included those staff in the legal support option, but most did not. It was not clear what is included in legal services. We should explicitly mention law clerks and paralegals. However, one office did not think of adding administrative staff to the table because they believed the question was about specialized non-attorney staff, not general support staff. There was also confusion on how to answer this question when someone holds multiple roles. Finally, several offices

recommended changing “child support” to “child support enforcement.” We have decided to add only “*Administrative/clerical staff*” as an option, due to the overwhelming support of adding this category.

Finally, respondents from both small and large offices overwhelmingly agreed that the part-time questions were either irrelevant or uninteresting, and several believed the part-time questions on demographics, salaries, retention, and tenure should be cut. One suggested combining the full- and part-time questions into one question on tables rather than a separate version of the question for each type of staff. There was even confusion on what constitutes part-time litigating attorneys and whether that includes temporary staff or if it means litigating attorneys who spend part of their time on criminal cases. Of other questions to cut in this section, four respondents felt A15 was difficult or an uninteresting question. To address some of these concerns, we first adopted the below definitions of part-time and full-time litigating attorneys, based on the 2020 NSP’s definitions.

“Full-time litigating attorneys: Enter the number of full-time personnel according to their PRIMARY job responsibility for the pay period that included December 31, 2020. Count each full-time employee only once. If full-time staff perform more than one job function, enter their count in the job category where they spend most of their time.”

“Part-time litigating attorneys: Enter the number of employees who work fewer hours than your standard work week, including employees in job-sharing arrangements, according to their PRIMARY job responsibility for the pay period that included December 31, 2020. Count each part-time employee only once. If part-time staff perform more than one job function, enter their count in the job category where they spend most of their time.”

We also have proposed two different approaches to edit the part-time questions based on some respondents’ feedback to cut questions related to part-time staff. Option A is to add a sub-box on question A7 that says, “*If your office has no part-time attorneys, please check this box and skip questions A16-23.*” This gives some offices the opportunity to skip part-time questions with the added box. On the web portal, the questions will automatically skip based on that skip logic described in A7. In addition to this edit for option A, we could consolidate questions A8-15 and questions A16-24 into just questions A8-15 with additional box options for part-time questions if they answer both full-time and part-time litigating attorneys in A7. The rationale for this is to make the survey appear shorter and encourage more participation.

Option B to address respondents’ issues with part-time questions is, instead of option A detailed above, the questionnaire will only ask question A7 for number of part-time litigating attorneys and cut questions A16-24. The rationale for this is the only information reported about part-time litigating attorneys is the number of part-time litigating attorneys in the office, not the additional information asked in A16-24. Additionally, it makes the burden much lower and makes the survey appear shorter, improving response rates.

Option C, which is in addition to revisions listed in option B, is only for offices that answer with part-time litigating attorneys and no full-time litigating attorneys, questions A16-23 appear. The rationale for this is to still receive some information from offices that have solely part-time litigating attorneys. However, this does not solve the issue of the survey appearing long in non-web portal versions (i.e., print and fillable PDF).

Expenditures. Section B of the CPO focuses on expenditures for the prosecutor office’s criminal work. Several offices could not answer with their expenditures and could only reply with their budget. Two respondents said it would be interesting to ask for both the budget and the expenditure to get a sense of any discrepancy there. Of the offices that also handle civil and criminal cases, respondents said they are unable to separate out those costs. Seven respondents were interested in adding a question about sources of funding and the breakdown between city, county, state, and federal funding. To address this feedback that it was difficult for some respondents to separate out solely expenditures for criminal work, we decided to add a small box to indicate if their response includes civil work to lower burden and allow people to respond (i.e., “*The number above includes expenditures on civil*

work.”). We plan to make this box smaller to encourage respondents to prioritize answering with only criminal work, if this is an option.

Caseloads. Section C of the CPO census records caseload information for prosecutor offices. First, we asked about whether our definitions of case and matter seemed accurate. Some complications raised by our respondents with our definitions include 1) the entity that can refer cases and file cases vary by jurisdiction and the prosecutor may not be responsible for filing cases; 2) they measure cases not by defendant but by incident, even if there are multiple co-defendants; and 3) whether a filing is due to an indictment by the office or because a case is taken up by the district court. One respondent said their case management system can only pull up cases and not matters. And finally, one respondent from a small office shared that they don’t have a case management system that tracks many of the questions in this section. That respondent said it is crucial you first ask if they have an electronic case management that tracks cases across their life span.

Question C2, which asks about matters and cases by felony, misdemeanor, and other types of cases proved difficult for many offices, a common point of feedback was there is no distinction between municipal cases and traffic. Others asked whether misdemeanors are specifically for gross or petty misdemeanors and if diversion should fall under the other matters section. To improve this question, respondents offered different options. One shared that the important issue here is separating out felonies against all other types of cases. However, one office said they were happy to have questions about misdemeanors, as it reflects much of their work. Another suggestion was to separate juvenile cases from the other matters listed in the bottom, though this was complicated by one respondent that said if their office is referred a case involving a juvenile defendant, it is either a felony or misdemeanor case and is not explicitly considered juvenile. Across all respondents, this was mentioned as a high burden question, though they believed it was important to ask. We have decided to make it explicit that misdemeanors include both petty and gross misdemeanors. Additionally, we did not choose to separate our juvenile matters and cases into a separate category and instead decided to add the following asterisk to explain our decision, “*Other matters include juvenile, municipal, and traffic because these cases are often not included in caseloads of prosecutor offices in general jurisdiction.”

As for question C3 and 4, there was a common response that it was not clear what is considered a “concluded” case, particularly in jurisdictions that offer up various post-conviction reviews. To address this feedback, we have decided to add the following in parentheses in C3: “(by court, dismissals from your office, jury trial, etc.).” For question C4, some respondents offered additional types of resolutions including nolle prosequere, stricken on leave, transfer of venue/jurisdiction, extradition, abated by the death of the defendant, and covered by conviction on another charge (which they did not consider as a dismissed/acquitted charge). One requested breaking down the convictions into convictions by plea versus trials. We did not choose to add any of these additional categories to match past CPO questionnaires and reduce burden.

Finally, the last question that was controversial in this section was C6, asking about pending cases. Across all respondents, they struggled with answering this question with most respondents saying they do not collect this information or it would be incredibly time-consuming to find an answer. One respondent said this question was worth asking still while five others believed this question should be cut. The reasons for cutting were either 1) it is very burdensome or 2) it is implying that the issue of large amounts of pending cases is due to prosecutors when they believe courts have as much if not more blame to carry. We have decided to cut this question for these reasons.

New and Emerging Topics. Section D of the census collects information from prosecutor offices about digital evidence, AI, data, and victim assistance. Perhaps the most discussed question was D2, which asks about types of digital evidence collected. Almost all respondents said every office across the country will say yes to every subtype of digital evidence in the table. When asked about alternative questions, some suggestions included asking about volume of digital evidence (though some respondents said this would be difficult to find out), time spent on digital evidence, support staff hired for processing digital evidence or asking more open-ended questions on how

digital evidence has impacted their office from a staffing and case processing standpoint. However, to reduce burden and avoid a question with very little to no variation, we decided to cut questions D1 and 2.

D3 asks about AI use for court functions, and the main piece of feedback was to define court function, which they felt did not include case decision-making, or expand to ask for AI use for any office purpose. Another suggestion was to move all of the examples after “e.g.” into a table. Some respondents said they use AI in their legal research search engines, but they did not necessarily feel that applied. There was also a question of whether the question is focused on generative AI. Finally, one respondent requested we ask first if they currently use AI and a follow-up question of whether they are planning to use AI. Since this question is low-hanging fruit and has caused challenges with many, we have decided to cut this question to reduce burden.

We had several additions for specialized prosecution units for question D4, but the two substantive points of feedback we had were about how to define a unit, with several saying they can have a specialized staff member, but they did not consider that a unit. There was also some confusion on whether specialized court dockets and treatment courts are considered specialized prosecution units. We did believe specialized staff members were still interesting to capture, so we decided to expand the options to specialized staff members and/or units. Additionally, since this is one of only two remaining questions in Section D based on the revisions detailed above and below, we have decided to move it up to the end of section A, since this is related to staffing. It will allow the survey to appear shorter and reduce burden.

The last question frequently discussed by respondents was D6, on victim assistance. The most common piece of feedback was the difference between direct assistance and referrals is thin; most said the direct assistance is case navigation and providing needed referrals. Since this question was difficult to interpret for respondents and was already asked in the most recent NSP, we have decided to cut this. It will also allow for reduced burden on respondents.

There was no negative feedback on D5, so we plan to keep this question. However, since this is one of only two remaining questions in this section, we have decided to move it up to the end of section C, since this is related to case data. It will allow the survey to appear shorter and reduce burden.

Name:

Title:

Name of office:

Direct email:

Direct phone:

Instructions

The 2024 Census of Prosecutor Offices (CPO) is a census of all state prosecutor offices in the United States that handle felony cases. Data collected on this form will provide needed information to state and local governments, practitioners, and other stakeholders. The Bureau of Justice Statistics (BJS) greatly appreciates your assistance.

1. There are multiple ways to complete and submit this survey. Please select the method most suitable for you:
 - a. Complete the survey by highlighting your answers in Adobe Acrobat, save and email back to CPO2024@urban.org.
 - b. Print out the survey, complete by hand, scan and return to CPO2024@urban.org via email.
 - c. Complete the hard copy of the survey that will arrive at your office in the next week and return either via scanning and emailing to CPO2024@urban.org
 - d. or through the provided self-addressed stamped envelope.

2. When completing the survey, please take notes separately or on page 20 to provide feedback on questions that:
 - a. are unclear
 - b. require input from multiple staff in order to provide a response to a
 - c. are a high time burden

3. Please answer all questions with reference to your office.

4. Answer the questions as accurately as possible given the organization and structure of your office. Estimates are allowed. If any question is overly burdensome, you may skip the question and provide your best estimate as to how long it would take to answer it.

Once the project team has received your response, we will reach out via email to schedule your cognitive interview. If you have questions or need assistance in completing the survey, please contact the CPO team via email at CPO2024@urban.org.

Burden Statement

This collection is authorized under 34 U.S.C. § 10132. Your participation is voluntary. BJS will use the information only for statistical purposes [34 U.S.C. § 10134]. BJS will protect personally identifiable information consistent with the confidentiality requirements in 34 U.S.C. § 10231 and 28 CFR Part 22. See the BJS Data Protection Guidelines.

This collection has been approved by the Office of Management and Budget (OMB Number: XXXX–XXXX). If this number were not displayed, we could not conduct this survey. Your voluntary participation in this survey is important, however, you may decline to answer any or all questions. Public reporting burden for this collection of information is estimated to average 45 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.

You can contact the Bureau of Justice Statistics with questions or feedback at askbjs@usdoj.gov; by phone at 202-307-0765; or by mail: Bureau of Justice Statistics, 999 North Capitol Street, NE Washington, DC 20531.

Time of day starting survey: _____

Staffing – Section A

A1: What is the term of office for the chief prosecutor?

The chief prosecutor is the elected or State-appointed head of the prosecutorial district.

_____ years

A2.a: What date did the person serving as chief prosecutor as of December 31, 2024, first assume office?

___/___/___

A2.b: Has the person serving as chief prosecutor changed since December 31, 2024?

- Yes
- No

A3: Was the chief prosecutor on December 31, 2024, a full-time or part-time role?

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

- Full-time
- Part-time

A4: Indicate the sex of the person serving as chief prosecutor as of December 31, 2024?

- Female
- Male
- Do not track

A5: Indicate the race and/or ethnicity of the person serving as chief prosecutor as of December 31, 2024?
(Select all that apply)

- White

For example, English, German, Irish, Polish, Scottish, etc.

- Black or African American

For example, African American, Jamaican, Haitian, Nigerian, Ethiopian, Somali, etc.

- Hispanic or Latino

For example, Mexican, Puerto Rican, Salvadoran, Cuban, Dominican, Guatemalan

- American Indian or Alaska Native

For example, Navajo Nation, Blackfeet Tribe of the Blackfeet Indian Reservation of Montana, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, Aztec, Maya, etc.

- Asian

For example, Chinese, Asian Indian, Filipino, Vietnamese, Korean, Japanese, etc.

- Native Hawaiian or Pacific Islander

For example, Native Hawaiian, Samoan, Chamorro, Tongan, Fijian, Marshallese, etc.

- Middle Eastern or North African

For example, Lebanese, Iranian, Egyptian, Syrian, Iraqi, Israeli, etc.

- Do not track

A6: As of December 31, 2024, what was the annual salary of the chief prosecutor for your jurisdiction?

If you are unable to provide the actual number, please provide your best estimate and mark (X) in the estimate checkbox. Only mark 'Do not track' if you are unable to provide an estimate.

\$ _____ .00 per year Estimate

- Do not track

A7: Indicate the number of full- and part-time litigating attorney employed in your office as of December 31, 2024.

If none, enter "0." If you are unable to provide the actual number, please provide your best estimate and mark (X) in the estimate checkbox. Only mark 'Do not track' if you are unable to provide an estimate.

	Number	Estimate
a- Full-time litigating attorneys		<input type="checkbox"/>
b- Part-time litigating attorneys		<input type="checkbox"/>

- Do not track

- If your office only has part-time attorneys, please check the box and skip to A16.

A8: What was the breakdown by sex of the **full-time** litigating attorney (*listed in A7.a*) employed in your office on December 31, 2024?

If none, enter "0." If you are unable to provide the actual number, please provide your best estimate and mark (X) in the estimate checkbox. Only mark 'Do not track' if you are unable to provide estimates by sex.

	Full-Time Litigating Attorneys	Estimate
a- Female		<input type="checkbox"/>
b- Male		<input type="checkbox"/>

- Do not track

A9: What was the breakdown by race and ethnicity of the **full-time** litigating attorneys employed in your office on December 31, 2024?

If none, enter "0." If you are unable to provide the actual number, please provide your best estimate and mark (X) in the estimate checkbox. Only mark 'Do not track' if you are unable to provide estimates by race and ethnicity.

	Full-Time Litigating Attorneys	Estimate
a- White		<input type="checkbox"/>
b- Black or African American		<input type="checkbox"/>
c- Hispanic or Latino		<input type="checkbox"/>
d- American Indian or Alaska Native		<input type="checkbox"/>
e- Asian		<input type="checkbox"/>
f- Native Hawaiian or Pacific Islander		<input type="checkbox"/>
g- Middle Eastern or North African		<input type="checkbox"/>
h- Multiracial and/or Multiethnic		<input type="checkbox"/>

Do not track

A10: For the pay period that included December 31, 2024, indicate the number of **full-time** litigating attorneys, who were employed in your office, with and without management responsibilities?

If none, enter "0." If you are unable to provide the actual number, please provide your best estimate and mark (X) in the estimate checkbox. Only mark 'Do not track' if you are unable to provide an estimate for at least one row.

	Number	Estimate
a- Litigating attorneys with management or supervisory responsibilities over other attorneys		<input type="checkbox"/>
b- Litigating attorneys without management or supervisory responsibilities over other attorneys		<input type="checkbox"/>

Do not track

A11: Indicate the number of **full-time** litigating attorneys hired by your office from January 1, 2024 to December 31, 2024?

If none, enter "0." If you are unable to provide the actual number, please provide your best estimate and mark (X) in the estimate checkbox. Mark 'N/A' if your office does not employ these types of attorneys. Only mark 'Do not track' if you are unable to provide estimates on hires.

	Number	Estimate
a- Litigating attorneys with management or supervisory responsibilities over other attorneys		<input type="checkbox"/>
b- Litigating attorneys without management or supervisory responsibilities over other attorneys		<input type="checkbox"/>

Do not track

A12: Indicate the number of **full-time** litigating attorneys who left your office from January 1, 2024 to December 31, 2024, regardless of the reason (including retirement)?

If none, enter "0." If you are unable to provide the actual number, please provide your best estimate and mark (X) in the estimate checkbox. Mark 'N/A' if your office does not employ these types of attorneys. Only mark 'Do not track' if you are unable to provide estimates on separations.

	Number	Estimate
a- Litigating attorneys with management or supervisory responsibilities over other attorneys		<input type="checkbox"/>
b- Litigating attorneys without management or supervisory responsibilities over other attorneys		<input type="checkbox"/>

Do not track

A13: Indicate the number of **full-time** litigating attorney positions that were vacant on December 31, 2024?

Vacant: These are vacancies your office is authorized to fill, but as of December 31, 2024, the positions were not filled.

If none, enter "0." If you are unable to provide the actual number, please provide your best estimate and mark (X) in the estimate checkbox. Mark 'N/A' if your office does not employ these types of attorneys. Only mark 'Do not track' if you are unable to provide estimates on vacancies.

	Number	Estimate
a- Litigating attorneys with management or supervisory responsibilities over other attorneys		<input type="checkbox"/>
b- Litigating attorneys without management or supervisory responsibilities over other attorneys		<input type="checkbox"/>

Do not track

A14: Enter the minimum and maximum annual salaries of paid **full-time** litigating attorneys employed in your office as of December 31, 2024.

If you are unable to provide the actual number, please provide your best estimate and mark (X) in the estimate checkbox. Mark 'N/A' if your office does not employ these types of attorneys. Only mark 'Do not track' if you are unable to provide salary estimates.

	Minimum	Maximum	N/A
a- Litigating attorneys with management/supervisory responsibilities over other attorneys	\$_____ .00	\$_____ .00	<input type="checkbox"/>
	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	
b- Litigating attorneys without management/supervisory responsibilities over other attorneys	\$_____ .00	\$_____ .00	<input type="checkbox"/>
	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	

Do not track

A15: Indicate the number of **full-time** litigating attorneys employed in your office **for more than three years**, as of December 31, 2024.

If none, enter "0." If you are unable to provide the actual number, please provide your best estimate and mark (X) in the estimate checkbox. Only mark 'Do not track' if you are unable to provide an estimate.

_____ litigating attorneys Estimate

Do not track

A16: What was the breakdown by sex of the **part-time** litigating attorneys (*listed in A7.b*) employed in your office on December 31, 2024?

If none, enter "0." If you are unable to provide the actual number, please provide your best estimate and mark (X) in the estimate checkbox. Only mark 'Do not track' if you are unable to provide estimates by sex.

	Part-Time Litigating Attorneys	Estimate
a- Female		<input type="checkbox"/>
b- Male		<input type="checkbox"/>

Do not track

A17: What was the breakdown by race and ethnicity of the **part-time** litigating attorneys employed in your office on December 31, 2024?

If none, enter "0." If you are unable to provide the actual number, please provide your best estimate and mark (X) in the estimate checkbox. Only mark 'Do not track' if you are unable to provide estimates by race and ethnicity.

	Part-Time Litigating Attorneys	Estimate
a- White		<input type="checkbox"/>
b- Black or African American		<input type="checkbox"/>
c- Hispanic or Latino		<input type="checkbox"/>
d- American Indian or Alaska Native		<input type="checkbox"/>
e- Asian		<input type="checkbox"/>
f- Native Hawaiian or Pacific Islander		<input type="checkbox"/>
g- Middle Eastern or North African		<input type="checkbox"/>
h- Multiracial and/or Multiethnic		<input type="checkbox"/>

Do not track

A18: For the pay period that included December 31, 2024, indicate the number of **part-time** litigating attorneys, who were employed in your office, with and without management responsibilities?

If none, enter "0." If you are unable to provide the actual number, please provide your best estimate and mark (X) in the estimate checkbox. Only mark 'Do not track' if you are unable to provide an estimate for at least one row.

	Number	Estimate
a- Litigating attorneys with management or supervisory responsibilities over other attorneys		<input type="checkbox"/>
b- Litigating attorneys without management or supervisory responsibilities over other attorneys		<input type="checkbox"/>

Do not track

A19: Indicate the number of **part-time** litigating attorneys hired by your office from January 1, 2024 to December 31, 2024?

If none, enter "0." If you are unable to provide the actual number, please provide your best estimate and mark (X) in the estimate checkbox. Mark 'N/A' if your office does not employ these types of attorneys. Only mark 'Do not track' if you are unable to provide estimates on hires.

	Number	Estimate
a- Litigating attorneys with management or supervisory responsibilities over other attorneys		<input type="checkbox"/>
b- Litigating attorneys without management or supervisory responsibilities over other attorneys		<input type="checkbox"/>

Do not track

A20: Indicate the number of **part-time** litigating attorneys who left your office from January 1, 2024 to December 31, 2024, regardless of the reason (including retirement)?

If none, enter "0." If you are unable to provide the actual number, please provide your best estimate and mark (X) in the estimate checkbox. Mark 'N/A' if your office does not employ these types of attorneys. Only mark 'Do not track' if you are unable to provide estimates on separations.

	Number	Estimate
a- Litigating attorneys with management or supervisory responsibilities over other attorneys		<input type="checkbox"/>
b- Litigating attorneys without management or supervisory responsibilities over other attorneys		<input type="checkbox"/>

Do not track

A21: Indicate the number of **part-time** litigating attorney positions that were vacant on December 31, 2024?

Vacant: These are vacancies your office is authorized to fill, but as of December 31, 2024, the positions were not filled.

If none, enter "0." If you are unable to provide the actual number, please provide your best estimate and mark (X) in the estimate checkbox. Mark 'N/A' if your office does not employ these types of attorneys. Only mark 'Do not track' if you are unable to provide estimates on vacancies.

	Number	Estimate
a- Litigating attorneys with management or supervisory responsibilities over other attorneys		<input type="checkbox"/>
b- Litigating attorneys without management or supervisory responsibilities over other attorneys		<input type="checkbox"/>

Do not track

A22: Enter the minimum and maximum annual salaries of paid **part-time** litigating attorneys employed in your office as of December 31, 2024.

If you are unable to provide the actual number, please provide your best estimate and mark (X) in the estimate checkbox. Mark 'N/A' if your office does not employ these types of attorneys. Only mark 'Do not track' if you are unable to provide salary estimates.

	Minimum	Maximum	N/A
a- Litigating attorneys with management/supervisory responsibilities over other attorneys	\$_____00	\$_____00	<input type="checkbox"/>
	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	
b- Litigating attorneys without management/supervisory responsibilities over other attorneys	\$_____00	\$_____00	<input type="checkbox"/>
	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	

Do not track

A23: Indicate the number of **part-time** litigating attorneys employed in your office **for more than three years**, as of December 31, 2024.

If none, enter "0." If you are unable to provide the actual number, please provide your best estimate and mark (X) in the estimate checkbox. Only mark 'Do not track' if you are unable to provide an estimate.

_____ litigating attorneys Estimate

Do not track

A24: Indicate the number of **non-attorney staff** employed in your office, both full- and part-time, as of December 31, 2024.

If none, enter "0." If you are unable to provide the actual number, please provide your best estimate and mark (X) in the estimate checkbox. Only mark 'Do not track' if you are unable to provide an estimate.

	Number	Estimate

a- Full-time non-attorney staff		<input type="checkbox"/>
b- Part-time non-attorney staff		<input type="checkbox"/>

Do not track

A25: As of December 31, 2024, were any of the following types of **non-attorney staff** employed in your office, either full-time **or** part-time? *Mark (X) only one choice per row.*

	Yes	No
a- Victim/witness staff (<i>include victim advocates</i>)		
b- Child support services		
c- Legal services (<i>e.g., law clerks, paralegals</i>)		
d- Investigators (<i>include those on contract</i>)		
e- Digital evidence staff (<i>including review/redaction staff</i>)		
f- Information technology (IT) staff		
g- Data and research staff		
h- Diversion staff		
i- Interns		
j- Other (<i>please describe</i>): _____		

Expenditures – Section B

Section B asks a series of questions referring to operating expenditures. B1:

Please indicate your office’s FY 2024. *Mark (X) only one.*

- Calendar year (January 1, 2024-December 31, 2024)
- July 1, 2023, to June 30, 2024
- Other

If other, please indicate the dates below:

Month_____ Day_____ Year_____

to

Month_____ Day_____ Year_____

Please refer to the fiscal year (FY) indicated above when asked about FY 2024 for the remainder of this survey.

B2: During FY 2024 (as defined in B1), what were the total operating expenditures of your office?

Operating expenditures are defined as all recurring fixed and variable costs associated with the management and administration of your office. They do not include non-recurring fixed capital costs

such as building construction and major equipment purchases. Expenditures reported below should include only those pertaining to your office’s criminal work and not its civil work.

If you are unable to provide the actual amount, please provide your best estimate and mark (X) in the estimate check box. Only mark ‘Do not track’ if you are unable to provide an estimate.

\$ _____ .00 Estimate

Do not track

Caseload – Section C

Section C asks a series of questions about your caseload, including questions about **matters** reviewed and **cases** handled by your office. Please keep the following definitions in mind as you answer these questions:

- **Case:** A case is defined as a set of all charges filed in court against a single defendant that are handled by the court as a single incident. 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.
- **Matter:** A matter is defined as any incident to which your office dedicates resources at any point of the process, including an investigation, that may lead to a case filing.

C1: The remaining questions in this survey regarding caseload size and on new and emerging topics (Sections C and D) can be answered based on calendar year (January 1, 2024-December 31, 2024) or fiscal year (as indicated on B1). Indicate which 2024 time period you will be using for Sections C and D.

- Calendar year
- Fiscal year

**Note: The remaining questions use “2024” to refer to the time period identified in C1.*

C2: Indicate the number of matters reviewed, the number of matters declined, and the number of cases filed in court by your office during 2024.

If none, enter “0.” If you are unable to provide the actual number, please provide your best estimate and mark (X) in the estimate checkbox. Mark ‘N/A’ if your office is not responsible for prosecuting or litigating these types of cases. Only mark ‘Do not track’ if you are unable to provide an estimate for at least one row.

	Number of matters reviewed	Number of matters declined	Number of cases filed in court	N/A
a- Felony matters				<input type="checkbox"/>
	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	

b- Misdemeanor matters				□
	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	
c- Other matters (including juvenile, municipal, and traffic)				□
	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	

Do not track

C3: Indicate the total number of felony cases concluded in 2024?

If none, enter "0." If you are unable to provide the actual number, please provide your best estimate and mark (X) in the estimate checkbox. Only mark 'Do not track' if you are unable to provide an estimate.

_____ felony cases concluded Estimate

Do not track

C4: Indicate the number of the felony cases concluded in 2024 that resulted in...

If none, enter "0." If you are unable to provide the actual number, please provide your best estimate and mark (X) in the estimate checkbox. Only mark 'Do not track' if you are unable to provide an estimate for at least one row.

	Number	Estimate
a- Conviction on one or more charges		□
b- Dismissal of all charges		□
c- Not guilty/acquittal on all charges		□
d- Mistrial		□
e- Other (please describe): _____		□

Do not track

C5: Indicate the number of felony cases that were diverted by your office in 2024.

Cases diverted by any entity other than the prosecutor's office should not be included. If you do not have diversion programs or did not divert cases in 2024, enter "0." If you are unable to provide the actual number, please provide your best estimate and mark (X) in the estimate checkbox. Only mark 'Do not track' if you are unable to provide an estimate.

_____ felony cases diverted Estimate

Do not track

C6: Indicate the number of felony cases pending for 270 days or more as of December 31, 2024.

Cases pending are those that are pending after 270 days without case closure or filing of charges from date of referral.

If none, enter "0." If you are unable to provide the actual number, please provide your best estimate and mark (X) in the estimate checkbox. Only mark 'Do not track' if you are unable to provide an estimate.

_____ felony cases pending Estimate

Do not track

C7: During 2024, did your office prosecute any felony cases arising in tribal lands?

The term "tribal lands" includes all federal or state recognized reservations, trust lands, Alaska Native villages, and/or tribal communities.

Yes

No

N/A (*Office does not have jurisdiction for prosecuting felony cases occurring in tribal lands*)

New & Emerging Topics – Section D

D1: During 2024, did your office use digital evidence (e.g., body cam, surveillance footage) throughout the course of a matter or case?

Yes

No (*skip to D4*)

D2: Indicate if your staff reviewed any of the following types of digital evidence during 2024.

Mark (X) only one choice per row.

	Yes	No
<i>a-</i> Documents (e.g., notes, letters, articles, spreadsheets)		
<i>b-</i> GPS and navigation system data		
<i>c-</i> Social media posts, including audio and video files		
<i>d-</i> Law enforcement body worn camera footage		
<i>e-</i> Audio files not including social media or body worn camera footage		
<i>f-</i> Video files not including social media or body worn camera footage		
<i>g-</i> Other type of digital/multimedia data (please describe):		

D3: During 2024, did your office use Artificial Intelligence (AI) for any court function (e.g., case decision-making, note taking during interviews, note taking during internal meetings, performing data analysis)?

- Yes
- No

D4: During 2024, did your office have any of the following specialized prosecution units? *Mark*

(X) only one choice per row.

	Yes	No
<i>a-</i> Conviction integrity units/conviction review units		
<i>b-</i> Resentencing/Second Look units		
<i>c-</i> Prosecutor-led diversion units		
<i>d-</i> Special investigation units		
<i>e-</i> Hate crime units		
<i>f-</i> Domestic violence units		
<i>g-</i> Human trafficking units		
<i>h-</i> Drug specialty units		
<i>i-</i> Vehicular crimes unit		
<i>j-</i> Civil rights unit		
<i>k-</i> Other (<i>please describe</i>): _____		

D5: During 2024, did your office share data metrics with the public through any of the following? *Mark*

(X) only one choice per row.

	Yes	No
<i>a-</i> Data dashboard		
<i>b-</i> Data reports		
<i>c-</i> Public events		
<i>d-</i> Other (<i>please describe</i>): _____		

D6: During 2024, did your office provide any direct victim assistance or referrals for victims or their families that experienced any of the following crimes? *Mark 'N/A' if your office did not have any victims in the crime type.*

	Provided... <i>(select all that apply)</i>		Did not provide direct victim assistance or referrals. <i>Had victims of these crimes but did not provide or referred to any assistance.</i>	N/A <i>Did not have any victims in the crime type.</i>
	direct victim assistance. <i>Someone on your staff provided victim assistance (formally trained or otherwise).</i>	referrals for victims or their families. <i>Someone on your staff connected the person with an outside organization.</i>		
<i>a-</i> Child physical and sexual abuse and violence against youth				
<i>b-</i> Domestic or family violence				
<i>c-</i> Elder abuse				
<i>d-</i> Hate crime victimization (i.e., basis for crime is related to race, religion, disability, sexual orientation, ethnicity, gender, or gender identity)				
<i>e-</i> Homicide support (family members/co-victims of homicide)				
<i>f-</i> Human trafficking				
<i>g-</i> Sexual assault				
<i>h-</i> Other (<i>please describe</i>): _____				

Time survey completed: _____

Number of individuals consulted: _____

Notes (Optional)

Question numbers that were burdensome and why.

Question numbers that were unclear.

Question numbers that required other staff members' input.

Other feedback on survey.

Initial email to office leader to recruit CPO cognitive test participants:

Dear [NAME OF OFFICE LEADER],

Greetings! We are reaching out to request your office's participation in a pretest of the *Census of Prosecutor Offices* (CPO) survey. The CPO survey was developed in consultation with prosecutorial leaders to collect important information on general office information including expenditures, staffing, and caseloads. This census is being conducted on behalf of the U.S. Department of Justice's Bureau of Justice Statistics (BJS) by a team of researchers from the Urban Institute.

Your office is one of 20 offices invited to participate in the pretest. Feedback from prosecutors working in varying types of offices is vital to developing a census questionnaire that captures timely and accurate information. We hope that you, or your delegate, will participate in the following pretest activities:

- Complete the approximately 45-60-minute CPO questionnaire.
- Note questions that are unclear, those that need multiple staff to provide a response to, and those that are a high time burden.
- Participate in a 45-60-minute debriefing phone call about 7-10 days after completing the CPO questionnaire where you will be asked about your feedback on the questionnaire.

This is the cognitive test portion of the census project, and it is important that we ensure the questions are easy to understand, response options are adequate, and questions are not overly burdensome prior to the full implementation of the census later this year. This is voluntary, though we hope that you will agree to participate.

BJS is authorized to conduct this data collection (34 U.S.C. § 10132) and may only use the information it collects for statistical or research purposes (34 U.S.C. § 10134). BJS may not publicly release data in a way that could reasonably identify a specific private person (34 U.S.C. § 10231). Any person who violates these provisions may be punished by a fine up to \$10,000, in addition to any other penalties imposed by law. Further, per the Cybersecurity Enhancement Act of 2015 (6 U.S.C. § 151), federal information systems are protected from malicious activities. The [BJS Data Protection Guidelines](#) provide information on how BJS protects data.

To participate in the pretest, please respond to this email with your consent. A member of our team will follow up with instructions and the survey so you can begin the process.

We are grateful for your support! Thank you,

Andreea Matei

Senior Policy Associate, Urban Institute

Email: CPO2024@urban.org Phone: (202) 261-5477

Call to office leader to recruit CPO cog test participants when unresponsive to email outreach:

Hello, may I please speak with (INSERT CHIEF PROSECUTOR NAME)?

Hello, my name is ____ and I'm calling from Urban Institute. About two weeks ago, we emailed you requesting your participation in a pretest of the *Census of Prosecutor Offices*. Did you receive that email?

No, I did not receive that email.

Ok, let me give you some background on the census and then I'll confirm your email. The Census of Prosecutor Offices is being conducted on behalf of the U.S. Department of Justice's Bureau of Justice Statistics (BJS) by a team of researchers from Urban Institute. This survey was developed in consultation with prosecutorial leaders to collect important information on general office information including expenditures, staffing, and caseloads. Can you confirm that your email is [INSERT CHIEF PROSECUTOR EMAIL ADDRESS]?

Are you interested in pretesting the survey for us?

No, I cannot participate.

No problem at all. Thank you.

Yes, I can participate.

Great! To participate in the pretest, we would need you to:

- Complete the CPO questionnaire which will take about 60 minutes.
- Provide feedback on any questions that are unclear, those that need multiple staff to provide a response to and those that are a high time burden.
- Participate in a 45-60 minute debriefing phone call about 7-10 days after completing the CPO questionnaire where you will be asked about your feedback on the questionnaire.

A member of our team will follow-up with instructions and the survey so you can begin the process. As a reminder, your participation in this survey is voluntary and confidential. Your responses will not be shared with anyone outside of our research team, and you can refuse to answer questions or stop the survey at any time.

Thank you for your time!

Yes, I did receive that email.

Great! Are you interested in pretesting the survey for us?

No, I cannot participate.

No problem at all. Thank you.

Yes, I can participate.

Thank you. A member of our team will follow up with instructions and the survey so you can begin the process. As a reminder, your participation in this survey is voluntary and confidential. Your responses will not be shared with anyone outside of our research team, and you can refuse to answer questions or stop the survey at any time.

Thank you for your time!

Cognitive test debriefing interview phone script

Hello, my name is _____ and I'm calling from Urban Institute about the Bureau of Justice Statistics' *Census of Prosecutor Offices* questionnaire that you recently completed.

Is this still a good time to talk? *[If not, reschedule while on the phone!]*

Great, so let me walk you through the basic process of how the debriefing will work. We'll go through the major sections of the census, and for each section, I'll ask you if there were any particular questions in that section that you thought had issues with: clarity or wording, response choices, or the level of difficulty with providing the information requested.

We will also talk about how long it took you to complete the census and review your responses to the feedback questions.

With your permission, I would like to audio-record our conversation. This will allow me to concentrate on what you are saying instead of relying on notes I take while you're talking. I'll use the recording to help me write a summary of our conversation. It will not be used for any other purpose.

If you are willing to take part in the study and allow me to audio-record our conversation, please provide your verbal approval before we continue.

Record permission: Yes, proceed No, discontinue

Do you have any questions before we proceed?

CENSUS QUESTION REVIEW

We will go through each section of the census, and probe to see if there were:

- Any questions that were unclear or confusing or any terminology that needed to be better defined,
- Any response options that were unclear, confusing, overlapping, or missing,
- Any requested information that was not available and could not be reasonably provided. **If not able to provide:** What steps would be necessary to get the information? How long do you think that would take?

Inquiries on Specific Questions

Section A: Respondent feedback (record question numbers and feedback, prior to asking about A11 - A15)

- **A9/A17:** Did you have difficulty getting this information? Are there any race and/or ethnicity categories you were not able to report on?
- **A11-13/A19-21** ask for slightly different things regarding staffing levels (i.e., # of prosecutors that left, were hired, and vacant positions). Were you able to provide this information? What is the difficulty in providing this information? Which of these metrics was the most difficult to answer?
- **A14/A22:** (on attorney salaries). Are you able to provide this information? What is the difficulty with providing this information?

- **A15/A23:** How difficult was it to get this information? Is there an easier/less burdensome way to obtain this information?
- **A25:** Is this the correct terminology for child support staff? Should it be child support enforcement instead?

Section B: Respondent feedback (record question numbers and feedback, prior to asking about B2)

- **B2:** We ask about expenditures not budget. Is our definition clear? How did you arrive at your number? I.e., are those allocated costs or what you actually spent? Are you able to break down expenditures into only criminal work, as our definition calls for (and omit civil work)?

Section C: Respondent feedback (record question numbers and feedback, prior to asking Section C generally and C2, C4, and C6)

- **Section C generally:** Are our definitions of cases and matters clear? Do they make sense to you? If not, how would you define them? How do you count cases?
- **C2:** How difficult was this table to fill out? Are you able to count matters? Or do you only track cases? Can you drill things down into categories a, b, and c (felony, misdemeanor, and other matters)? What do you put into category c? Would it be easier to answer this question for all matters reviewed rather than breaking it down by felony misdemeanor and other? Do you define “other matters” similarly to our definition?
- **C4:** What did you include as “other” resolutions?
- **C6:** Is our definition of cases pending correct? How would you define it? And how difficult is this question to answer?

Section D: Respondent feedback (record question numbers and feedback, prior to asking D7)

- **D6:** Are these service topics clear and distinct? Do the categories make sense? Is this question difficult to answer/does it take a long time to answer? Why or why not?

OVERALL GENERAL QUESTIONS

- [If respondent did not record the start and stop time for the survey] How long did the census take you to complete?
- Did you need to share the census questionnaire with others in or outside of your office to complete any of the questions? If so, how many other staff members needed to provide information for the instrument? What were the roles of the other staff members needed to provide information for the instrument?
- Which questions were particularly hard to answer? Which questions took the longest? Why did those questions take the longest?
- Were there any questions that were not appropriate or not applicable to your office?
- Which section/questions would produce the data that is the most interesting to you?
- Are there any other improvements to the census that you would recommend that we make?

- In your opinion, how long should we give prosecutor offices to complete the census before following up with them?
- Throughout the survey, respondents are asked to answer questions as of December 31st, by calendar year, and fiscal year (as defined by each office). Was this confusing at times? If so, where? Would it be easier to answer any questions based on a different time period than was referenced?

In your opinion, what mode of communication would be most effective in following up to remind respondents to complete the census? Phone call, text, email, or regular mail?

Thank you so much for the time you've dedicated to reviewing and improving the CPO instrument. If you think of anything else you'd like to note about the survey, please don't hesitate to reach back out to me via phone or email. Thank you again.

Outreach schedule

Week	Description of outreach	Method
1	Outreach to state attorney associations requesting that they verify contact information of prosecutor offices in their state	Email
3-4	Non-response follow-ups to state attorney associations	Email, phone call
5	Outreach to prosecutor offices requesting that they verify the chief prosecutor and office contact	Phone call, email, USPS mail, online portal messaging
7-8	Non-response follow-ups to individual prosecutor offices	Email, phone call
9	Outreach to local government agencies requesting that they verify contact information of prosecutor offices in their locality	Phone call
11-12	Non-response follow-ups to local government agencies	Email, phone call

**U.S. Department of Justice**

Office of Justice Programs

Bureau of Justice Statistics

Washington, D.C. 20531

[Date]

(NAME), (TITLE)
(AGENCYNAME)
(ADDR)
(CITY), (STATE) (ZIP)

Dear (NAME),

I am writing to request your participation in the **Census of Prosecutor Offices (CPO)**, an iteration of the National Survey of Prosecutors series administered by the U.S. Department of Justice's Bureau of Justice Statistics (BJS), in partnership with the Urban Institute. This collection gathers general administration information on staffing, expenditures, and caseload statistics from all state prosecutor offices in the United States. The CPO will generate the first complete census of U.S. prosecutor offices since 2007.

Your participation in the CPO is vital. The data will provide office leaders like yourself with key metrics, including general office information, staffing, expenditures, and caseloads, to support efforts to improve resources. Additionally, it will offer transparency across similarly sized offices, allowing you to see how other similar offices are structured, staffed, and funded.

Next week, you will receive an email invitation from the CPO project team to complete the survey. This invitation will include a link to your office survey that can be shared with other personnel in your office who may be better informed to complete certain sections. We estimate the survey will take 45 minutes to complete.

A brief project overview is attached to this letter. If you have technical questions regarding the CPO data collection or need assistance with the survey, please contact the CPO project team at CPO2025@urban.org or 1-833-261-6304. If you have general comments about BJS or CPO, please contact George Ebo Browne, BJS project manager at George.Browne@usdoj.gov or (202) 598-1253. BJS appreciates your generous cooperation and partnership in supporting this important effort.

Sincerely,

Kevin M. Scott, Ph.D.

Acting Director

BJS is authorized to conduct this data collection (34 U.S.C. § 10132) and may only use the information it collects for statistical or research purposes (34 U.S.C. § 10134). BJS may not publicly release data in a way that could reasonably identify a specific private person (34 U.S.C. § 10231). Any person who violates these provisions may be punished by a fine up to \$10,000, in addition to any other penalties imposed by law. Further, per the Cybersecurity Enhancement Act of 2015 (6 U.S.C. § 151), federal information systems are protected from malicious activities. The [BJS Data Protection Guidelines](#) provide information on how BJS protects data.

Attachment 8



Dear [Contact Name or Office Name],

We are writing today to ask your office to participate in the Bureau of Justice Statistics (BJS)'s Census of Prosecutor Offices (CPO). BJS is the principal statistical agency of the Department of Justice and is responsible for collecting data on the justice system, and the Urban Institute will be administering the survey on BJS's behalf.

The CPO will provide updated information to prosecutors, policymakers, researchers and the public that will increase the body of knowledge about prosecutor offices.

Information generated by the CPO will include:

- 1) how many prosecutors and prosecutor offices there are in the country,
- 2) how many cases those offices are handling, and the staffing and resources they have for those cases, and
- 3) the expenditures of those offices.

To preview the CPO questionnaire, please see the attached PDF. A project flyer is also attached to this email and provides an overview of the collection.

The CPO was created with the help of prosecutors across the United States. Your responses, and those of your colleagues across the country, will allow national level information to be published for all prosecutor offices. BJS has collected data from state court prosecutors through a survey or census since 1990. The last CPO was conducted in 2007 so updated information is greatly needed. Public defender offices are being surveyed through a different collection, and it is critical that prosecution data are also collected.

Completing the questionnaire should take approximately 45 minutes. You may delegate the entire survey or a subset of questions to knowledgeable staff within your office by sharing the online census link and office PIN with your colleague.

The web survey automatically saves your responses after each question. This allows you to close the survey and pick up where you left off at a later time. **To begin the survey, please click this link: [LINK].**

You will be prompted to enter your office's unique PIN. **Your office's unique PIN is [PIN].**

Please complete the survey by [DATE].

Thank you in advance for your participation. We appreciate you filling this out on top of your other important responsibilities.

If your office has any further questions, please contact the CPO project team at CPO2025@urban.org or contact the project leaders listed below.

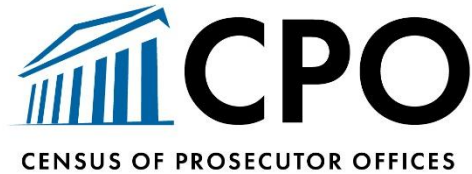
George Ebo Browne
CPO Project Manager
Bureau of Justice Statistics
202-598-1395 | George.Browne@ojp.usdoj.gov

Andreea Matei,
CPO Co-Principal Investigator
Urban Institute
202-261-5477 | AMatei@urban.org

Sincerely and on behalf of our project team,

[PROJECT STAFF NAME]

Attachment 9



Dear [insert name],

We are writing to you today to encourage your office to participate in the Census of Prosecutor Offices (CPO), the first to occur since 2007. Information about prosecutors is critically needed to:

- 1) Accurately understand the work you do;
- 2) Leverage meaningful conversations about the value of the work you conduct, and;
- 3) Identify funding, resource, and other reform needs to support your office.

We know local prosecutors are on the front lines, balancing heavy caseloads, limited staffing, and increasing responsibilities. This census can assist with:

- Help you compare your office to similar ones across the country
- Justify staffing and funding needs with reliable data
- Strengthening internal planning and external conversations
- Boost retention and inform stakeholders
- Highlight challenges and opportunities unique to your community

The Association of Prosecuting Attorneys is proud to serve as a partner for the 2025 CPO, and we are excited about the information this will provide. Your response will build our national understanding of the current state of prosecution, help you see where you stack up compared to similar offices, and inform conversations your office may have about funding and resource needs.

Thank you for your office's work and for participating in this census! We are grateful for the many ways that it will allow us to more effectively advocate for improvements for prosecutor offices across the country.

Sincerely,

[name of APA contact]

Association of Prosecuting Attorneys

[insert logo/signature]

Attachment 10

- Introduction
 - Introduce BJS
 - Statistical arm of the US Department of Justice
 - One of 13 independent federal statistical agencies
 - Manages CPO through partnerships with Urban
 - History of BJS prosecutor research
 - How BJS maintains data privacy and security (CIPSEA, Statutory guidelines for data protection and confidentiality)
- BJS
 - While BJS is located in DOJ, it is a statistical agency that independently reports data about the criminal justice system
 - Statistical agencies are a class of agencies that have a large number of protections surrounding privacy and data security
 - Evidence Act of 2018 coalesces a number of separate statutes surrounding the objectivity of research organizations across the federal government
 - Importantly for BJS's objectivity and its ability to protect data: Confidential Information Protection and Statistical Efficiency Act (CIPSEA)
 - Confidentiality protections, purpose limitations, access limitations
 - Data can only be used for statistical purposes (i.e. enumeration) and research purposes
 - Data cannot be used for investigative purposes
 - BJS's authorizing statute from 1979
 - Specifies that the agency reports objective information about criminal justice, independent from the rest of DOJ
 - Specifies that BJS protects respondent privacy and securely stores data
 - BJS publishes a detailed set data protection guidelines (https://bjs.ojp.gov/document/bjs_data_protection_guidelines.pdf)
 - Will be happy to answer any questions now or later with respect to the guidelines
- CPO description
 - History of prosecutor research at BJS
 - Census in 2001 and 2007.
 - Surveys in 1990, 1992, 1994, 1996, 2005, and 2020.
 - What we're asking for
 - Staffing, expenditures and case statistics
 - How we will disseminate information
 - Reports will show national aggregate statistics, and some subgroups

- Subgroups will be analytically useful to prosecutor offices, researchers, and stakeholders
 - Will not identify states, individual offices, or any contact information for office or person completing the survey. Tables will undergo disclosure review.
- Benefit to prosecutors
 - Why you should answer the survey
 - Describe the state of prosecutors
 - Increased workloads without necessarily corresponding increases in resources
 - Changes in the essence of the work
 - Provide evidence to policymakers and the public
 - Limited information on how work by prosecutor offices is done and the amount of cases they handle
 - Provide statistics useful to prosecutor offices
 - See how similar offices stack up, understand trends in practices

Attachment 11



Subject line: Invitation to Informational Session on Census of Prosecutor Offices

Dear [Prosecutor name],

We are writing to invite you to participate in a webinar on the 2025 Census of Prosecutor Offices (CPO). The 2025 CPO is a joint effort between the Bureau of Justice Statistics (BJS) and the Urban Institute. CPO is part of the National Survey of Prosecutors (NSP) series, which has collected data from prosecutors as a census or survey since 1990. The last survey was conducted in 2020, and the last census was in 2007.

With the last census being administered nearly two decades ago, the CPO team would like to host an informational session about the 2025 collection. Topics include the history of CPO, description of the 2025 collection, a review of BJS' privacy and data protection guidelines, and an opportunity to ask questions about the survey. The webinar will last approximately 1 hour.

We're inviting all prospective CPO participants to join on [Date & Time] [Click here for more information and to register your spot.](#)

Sincerely,

Andreea Matei
CPO Co-Principal Investigator
Urban Institute
202-261-5477 | AMatei@urban.org

Bill Adams
CPO Co-Principal Investigator
Urban Institute
202-261-5506 | BAadams@urban.org

George Ebo Browne
CPO Project Manager
Bureau of Justice Statistics
202-598-1395 | George.Browne@usdoj.gov

Attachment 12a

Subject: Census of Prosecutor Offices Reminder Email



Dear [Contact Name or Office Name],

The 2025 Census of Prosecutor Offices (CPO) is in progress, and we need [OFFICE NAME]'s help by participating in this survey!

Did you know...

- In 2007, 74% of prosecutor offices served districts with a population of less than 100,000 residents.
- Sixty-four percent of chief prosecutors had been in office for more than 5 years, and 38% had been in office for more than 10 years.

The last census of prosecutor offices was in 2007. Your response to the 2025 census will ensure that we have updated information on all state prosecutor offices across the U.S. More information about the CPO can be found in the attached informational flyer.

To complete the survey, please click this link: [LINK].

You will be prompted to enter your office's unique PIN. **Your office's unique PIN is [PIN].**

Please complete the survey by [DATE].

If your office has any further questions, please contact the CPO team at 1-833-261-6304, CPO2025@urban.org or contact the project leaders listed below.

Andreea Matei, amatei@urban.org, (202) 261-5477

George Ebo Browne, George.browne@usdoj.gov, (202) 598-1395

Sincerely and on behalf of our project team,

[PROJECT STAFF NAME]

Subject: Census of Prosecutor Offices Reminder Email

Attachment 12b



Dear [Contact Name or Office Name],

The 2025 Census of Prosecutor Offices (CPO) is in progress, and we need [OFFICE NAME]'s help by participating in this survey!

Did you know that in 2020...

- More than 35,000 attorneys were employed by state prosecutor offices across the United States.
- About 80% of full-time attorneys employed at state prosecutor offices were white, and half were female.

The last census of prosecutor offices was in 2007, and the last survey was in 2020. Your response to the 2025 census will make sure we have updated information on all state prosecutor offices across the U.S. More information about the CPO can be found in the attached informational flyer.

[For prosecutor offices in states with a prosecutor association: Attached to this email is an endorsement letter from {state prosecutor association name}]

To complete the survey, please click this link: [LINK].

You will be prompted to enter your office's unique PIN. **Your office's unique PIN is [PIN].**

Please complete the survey by [DATE].

If your office has any further questions, please contact the CPO team at 1-833-261-6304, CPO2025@urban.org or contact the project leaders listed below.

Andreea Matei, amatei@urban.org, (202) 261-5477

George Ebo Browne, George.browne@usdoj.gov, (202) 598-1395

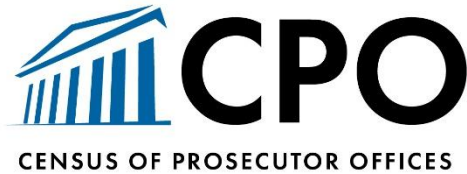
Sincerely and on behalf of our project team,

Sincerely,

[PROJECT STAFF NAME]

Attachment 12c

Subject: Census of Prosecutor Offices Reminder Email



Dear [Contact Name or Office Name],

The 2025 Census of Prosecutor Offices (CPO) is in progress, and we need [OFFICE NAME]'s help by participating in this effort! We know that your time is limited; however, the reliability of the study directly depends on the participation of your office. As a census, «OfficeName» cannot be replaced with another prosecutor office. The questionnaire includes items that are relevant to all prosecutors, and your responses are essential to provide an accurate national picture of the important work done by state prosecutors. No other national data collection can provide comprehensive data on the functions of prosecutor offices.

A PDF version of the questionnaire, along with a study flyer that provides an overview of the collection is attached to this email. Please feel free to share this information with others in your office who can assist in completing the questionnaire. If your office prefers to complete a hardcopy survey or over the phone, please contact us by email at CPO2025@urban.org or by phone at 1-833-261-6304.

To begin the survey, please click this link: [LINK].

You will be prompted to enter your office's unique PIN. **Your office's unique PIN is [PIN].**

Please complete the survey by [DATE].

If your office has any further questions, please contact the project team at 1-833-261-6304, CPO2025@urban.org or contact the project leaders listed below.

George Ebo Browne
CPO Project Manager
Bureau of Justice Statistics
202-598-1395 | George.Browne@ojp.usdoj.gov

Andreea Matei,

CPO Co-Principal Investigator
Urban Institute
202-261-5477 | AMatei@urban.org
Sincerely,

George Ebo Browne

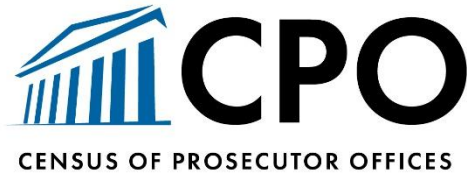
George (Ebo) Browne, Ph.D
Statistician, Judicial Statistics Unit
Bureau of Justice Statistics
Office of Justice Programs
U.S. Department of Justice
Email: George.browne@usdoj.gov
Phone: (202)598-1395



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

Attachment 12d

Subject: Census of Prosecutor Offices Reminder Email



Dear [Contact Name or Office Name],

This message is to follow-up on our recent emails and phone calls inviting [OFFICE NAME], to participate in the Census of Prosecutor Offices (CPO). Completing the survey should take approximately 45 minutes. While participation is voluntary, [OFFICE NAME]'s information is crucial to providing a complete picture of the important work done by state prosecutor offices.

To preview the CPO questionnaire, please see the attached PDF. A flyer with an overview of the project is also attached. This may help you decide whether and to whom to delegate your response. If you prefer to complete a hardcopy survey over the phone, please contact us at the email or phone numbers below.

To begin the survey, please click this link: [LINK].

You will be prompted to enter your office's unique PIN. **Your office's unique PIN is [PIN].**

Please complete the survey by [DATE].

If your office has any further questions, please contact the CPO team at 1-833-261-6304, CPO2025@urban.org or contact the project leaders listed below.

Andreea Matei, amatei@urban.org, (202) 261-5477

George Ebo Browne, BJS project manager, (202) 598-1395

Sincerely and on behalf of our project team,

[PROJECT STAFF NAME]

Subject: Census of Prosecutor Offices Reminder Email

Attachment 12e



Dear [Contact Name or Office Name],

Reminder – We need your office to complete the CPO!

Data collection for the 2025 Census of Prosecutor Offices (CPO) is still underway and we're waiting for your response to this important survey.

To complete the survey, please click this link: [LINK].

You will be prompted to enter your office's unique PIN. **Your office's unique PIN is [PIN].**

Please complete the survey by [DATE].

If your office has any further questions, please contact the CPO team at 1-833-261-6304, CPO2025@urban.org or contact the project leaders listed below.

Andreea Matei, amatei@urban.org, (202) 261-5477

George Ebo Browne, George.browne@usdoj.gov, (202) 598-1395

Sincerely and on behalf of our project team,

[PROJECT STAFF NAME]

Attachment 13

Dear [Contact Name or Office Name],

On behalf of [state prosecutor association], we are pleased to support the 2025 Census of Prosecutors Offices (CPO) conducted by the Bureau of Justice Statistics (BJS) and supported by the Urban Institute. Now more than ever, the collection, analysis and utilization of data in a prosecutor's office holds enormous potential to improve the functioning of a prosecutor's office, but also ensures a more efficient, effective and fair criminal justice system.

CPO aims to collect data on prosecutorial activities nationwide and administrative and legal issues facing prosecutors who handle felony cases in state courts. Data gathered will cover a variety of topics, including staffing, office expenditures, caseload statistics.

We understand that you are frequently asked to participate in surveys and the burden of doing so is significant. However, the 2025 CPO is unique in that its questions were developed in consultation with prosecutors like you and it is conducted by BJS, the federal statistical agency responsible for collecting and reporting data on the criminal justice system. We hope you will take the time to complete this survey in order to not only lift up the great work being done by prosecutors around the country, but also to identify the challenges you face as you seek justice and serve your communities. Our hope is that the availability of new baseline data from prosecutors' offices of all sizes from around the country, including yours, will better inform resource gaps and the needs in the field to help you perform your roles more effectively.

Sincerely,

[State prosecutor association signatures]

** Draft Content. Final letter may vary slightly after state prosecutor associations review the letter.



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

Dear [Contact Name or Office Name],

The U.S. Department of Justice's Bureau of Justice Statistics (BJS) and its data collection agent, the Urban Institute, are administering the Census of Prosecutor Offices (CPO). CPO is part of the National Survey of Prosecutors (NSP) series. Last administered as a census in 2007 and a survey in 2020, the current collection seeks to gather information from all state prosecutor offices in the United States. [Office name] is an essential component of this effort. The valuable information you all have cannot be obtained through any other source.

We invite your office to complete the enclosed census form and return it via mail **by [insert date]**. The form should take about 45 minutes to complete. You may also scan the form and email it to CPO2025@urban.org or call us at 1-(833)-261-6304 to complete it over the phone.

If your office prefers to complete the online version, instructions for completing the web survey are included on the first page of the form along with your unique PIN.

If your office has any further questions, please contact the CPO team via email at CPO2025@urban.org or phone at 1-(833)-261-6304. Also, please feel free to contact the project leaders listed below.

George Ebo Browne
CPO Project Manager
Bureau of Justice Statistics
202-598-1395 | George.Browne@ojp.usdoj.gov

Andreea Matei,
CPO Co-Principal Investigator
Urban Institute
202-261-5477 | AMatei@urban.org
Sincerely and on behalf of our project team,

[PROJECT STAFF NAME]

Reminder Call 1

IF ABLE TO GET IN TOUCH WITH SOMEONE

Hello, may I please speak with [INSERT CONTACT NAME].

Note: If contact no longer works there, ask for person who currently holds their position. Record updated information in system, then prompt the new staff member to complete online, attempt to schedule interview, or begin to complete items over the phone.

My name is [NAME]. I am calling from the Urban Institute on behalf of the Bureau of Justice Statistics regarding the Census of Prosecutor Offices. We recently sent you information via mail and email about the census. Do you remember seeing the information about this?

NO, did not receive letter/e-mail:

The Bureau of Justice Statistics is fielding the Census of Prosecutor Offices, which will provide the prosecution community with information about office staffing, expenditures, and caseloads. You or your designee can complete the census online. If you have an email address, I can send you information about the study including a direct link to the census and your PIN. If you would prefer a hard copy or to complete the census over the phone, we can provide you with a PDF of the census via email or mail.

YES, did receive letter/email:

Good! Do you have any questions about the census or who should complete it? You may complete the survey online or if you prefer, we can provide you with a hard copy or we can schedule an appointment to complete it over the phone.

Do you have any questions about the census?

If Yes

(provide potential answers to expected questions – burden, purpose, etc.):

If No

If you have any questions later, please call me directly at: [staff member's work number]. Please remember to complete the census by [insert date]. Thank you in advance for your participation.

FOR ANY WHO PICKS UP

Thank you for your time today. As you move forward with the census, we are happy to help. Our email is CPO2025@urban.org or you can call me directly at [staff member's work number].

IF VOICEMAIL

CPO Respondent's Voicemail Script

Hello! My name is [NAME] calling from the Urban Institute. We are conducting the 2025 Census of Prosecutor Offices on behalf of the Bureau of Justice Statistics. You should have received materials about the census, and we hope you will participate. Please complete the census by [insert date]. If you have any questions, you can call me back at [staff member's work number] or email us at CPO2025@urban.org. Thank you!

Administrative Assistant or Secretary's Telephone Line VM Script

Hello! My name is [NAME], calling from the Urban Institute. We are conducting the 2025 Census of Prosecutor Offices on behalf of the Bureau of Justice Statistics. [RESPONDENT'S NAME] should have received materials about the census, and I am calling to confirm that your office received the census invitation. Please contact us with any questions at [staff member's work number] or email us at CPO2025@urban.org. Thank you!

Reminder Call 2

IF ABLE TO GET IN TOUCH WITH SOMEONE

Hello, may I please speak with [INSERT CONTACT NAME].

Note: If contact no longer works there, ask for person who currently holds their position. Record updated information in system, then prompt the new staff member to complete online, attempt to schedule interview, or begin to complete items over the phone.

My name is [NAME]. I am calling from the Urban Institute on behalf of the Bureau of Justice Statistics regarding the Census of Prosecutor Offices. I called a bit ago to see if your office received the census invitation via email or mail and to answer any questions that you might have.

Do you have any questions about the census?

If Yes

(provide potential answers to expected questions – burden, purpose, etc):

If No

If you think of any questions later, please call me directly at: [staff member's work number].

Did you receive the census invitation?

NO, did not receive letter/e-mail:

If you have an email address, I can send you information about the census including a direct link to the census with PIN. If you would prefer a hard copy or to complete the census over the phone, please let us know.

YES, did receive letter/email:

Good! You may complete the survey online or if you prefer, we can provide a hardcopy or schedule an appointment to complete it over the phone.

If you have any questions, please call me directly at: [staff member's work number]. Please remember to complete the census by [insert date]. Thank you in advance for your participation.

FOR ANY WHO PICKS UP

Thank you for your time today. As you move forward with the census, we are happy to help. Our email is CPO2025@urban.org or you can call me directly at [staff member's work number].

IF VOICEMAIL

Hello! My name is [NAME] calling from the Urban Institute. We are conducting the 2025 Census of Prosecutor Offices on behalf of the Bureau of Justice Statistics. You should have received materials about the census, and we hope you will participate. Please complete the census by [insert date]. If you have any questions, you can call me back at [staff member's work number] or email us at CPO2025@urban.org. Thank you!

Factoids if respondent asks questions about the survey.

[IF QUESTIONS ABOUT THE SURVEY]

- The Census of Prosecutor Offices is part of the National Survey of Prosecutors (NSP) series. This collection provides data on prosecutorial activities nationwide as well as a variety of administrative and legal issues facing prosecutors who handle felony cases in state courts.
- National Survey of Prosecutors (NSP) has been conducted periodically since 1990; the last census was in 2007 and the last survey was in 2020.
- BJS will use the data collected only for research and statistical purposes.
- The survey will take approximately 30 minutes to complete, including gathering some of the information and numbers you might need to compile.



Washington, D.C. 20531

[Date]

(NAME), (TITLE)
(AGENCYNAME)
(ADDR)
(CITY), (STATE) (ZIP)

Dear (NAME),

The 2025 **Census of Prosecutor Offices (CPO)** is underway, and we have not yet received a response from your office.

The CPO is an important part of the National Survey of Prosecutors series. This collection gathers general administration information on staffing, budget, and caseload statistics from state prosecutor offices. This information is helpful to office leaders, policymakers and researchers, and we need data from your office to enhance our understanding of prosecution around the country.

The information collected in CPO represents a long-standing effort to provide national-level statistics on the important work done by state prosecutors. The last census was conducted in 2007 so it is vital to update these data. As a census, «OfficeName» cannot be replaced. We need your help by responding to the 2025 CPO survey to make sure we have accurate and updated information about office staffing, expenditures and caseloads from all prosecutor offices across the nation.

Without the participation of your office, the prosecutor community will be lacking national level information that is needed to provide an understanding of the challenges faced by prosecutors.

We have enclosed a copy of the census for completion by your office. Instructions for completing the census on-line are included on the first page of the form. We ask that you complete the survey by **[insert date]**. If you need assistance or have any questions regarding the census, please contact the CPO team at 1-833-261-6304 or email at CPO2025@urban.org. If you have general comments about BJS or CPO, please contact George Ebo Browne, BJS project manager at George.Browne@usdoj.gov or (202) 598-1395. BJS appreciates your generous cooperation and partnership in supporting this important effort.

Sincerely,

Kevin M. Scott, Ph.D.
Acting Director

BJS is authorized to conduct this data collection (34 U.S.C. § 10132) and may only use the information it collects for statistical or research purposes (34 U.S.C. § 10134). BJS may not publicly release data in a way that could reasonably identify a specific private person (34 U.S.C. § 10231). Any person who violates these provisions may be punished by a fine up to \$10,000, in addition to any other penalties imposed by law. Further, per the Cybersecurity Enhancement Act of 2015 (6 U.S.C. § 151), federal information systems are protected from malicious activities. The [BJS Data Protection Guidelines](#) provide information on how protects data.



Attachment 17

Dear [Contact Name or Office Name],

The U.S. Department of Justice's Bureau of Justice Statistics (BJS) and its data collection agent the Urban Institute are currently collecting data from over 2,340 prosecutor offices in the United States. CPO is part of the National Survey of Prosecutors series. The last CPO was administered in 2007 so updated information is greatly needed.

We invite your office to complete the enclosed census form **by [insert date]**. The form can be completed by any knowledgeable staff in your office and returned to the Urban Institute in the enclosed envelope. You can also scan and email the form to CPO2025@urban.org or call 1-833-261-6304 to complete the survey by phone. The survey should take about 45 minutes to complete.

If your office prefers to complete the online version, instructions for completing the web survey are included on the first page of the form along with your unique PIN.

If your office has any further questions, please contact the CPO project team at CPO2025@urban.org or contact the project leaders listed below.

George Ebo Browne
CPO Project Manager
Bureau of Justice Statistics
202-598-1395 | George.Browne@ojp.usdoj.gov


Andreea Matei,
CPO Co-Principal Investigator
Urban Institute
202-261-5477 | AMatei@urban.org
Sincerely and on behalf of our project team,

[PROJECT STAFF NAME]

Initial Script:


Hello, my name is [NAME] and I'm calling from the Urban Institute. We are working with the U.S. Department of Justice, Bureau of Justice Statistics on the Census of Prosecutor Offices. The census is collecting information on staffing, expenditures, and caseload statistics from all prosecutor offices in the United States. I'm calling to check in to see if you received the census invitation via email or the survey form via mail and to answer any questions that you might have.
RESPOND AS APPROPRIATE FOR THE COMMENT/QUESTION

NO, did not receive form/letter/email:



Your office is invited to participate in CPO. You or your designee can complete the census online. If you have an e-mail address, I can send you information about the study including your PIN and password. If you would prefer a hard copy, please let us know.

YES, did receive form/letter/email



Good! Do you have any questions about the census or who should complete it? You may complete the survey online through a link that we can email you. Would you please let me know of a good email to send that link to? Or if you prefer, we can also schedule an appointment to complete the form over the phone.

Do you have any questions?

Thank you for your time today. As you move forward with the census, we are happy to help. Our email is CPO2025@urban.org or you can call me directly at [staff member's work number].

CPO Respondent's Voicemail Script

Hello! My name is [NAME] calling from the Urban Institute. We are conducting the 2025 Census of Prosecutor Offices on behalf of the Bureau of Justice Statistics. You should have received materials about the census, and we hope you will participate. Please complete the census by [DATE]. If you have any questions, you can call me back at [staff member's work number] or email us at CPO2025@urban.org. Thank you!

If following up on a prior call or email:

Hello, my name is [NAME] from Urban and I'm following up on (our call/my email) regarding the Bureau of Justice Statistics' Census of Prosecutor Offices project.

- **If leaving voicemail:**
Please give us a call back as soon as you can at [staff member's work number]. Thank you.

- **If you reach contact:**

We haven't yet received the requested census of prosecutor offices survey from you, and I'm just calling to see if you have any questions I might be able to address as you complete the census.



<<P_SUID>>
<<P_NAME>>
<<P_ADD2>>
<<P_CITY>>, <<P_STATE>> <<P_ZIP>>

Don't miss out on your Last Chance to share your office's experience!



The Census of Prosecutor Offices (CPO) data collection is closing on <insert date> and we have not yet received a response from your office.

Your office is invited to participate in a census of prosecutor offices across the United States. We hope that you or another knowledgeable person in your office will complete the census. Please send us an email at CPO2025@urban.org or call us at 1-833-261-6304 to request a hard copy.



CPO survey closing soon!

To the Office of <<P_ADD1>>,

Dear [Contact or Office Name],

The Bureau of Justice Statistics (BJS) and its collection agent the Urban Institute encourages your office to complete the Census of Prosecutor Offices (CPO). We are about to close data collection, and we hope that your office will complete the survey so that we have an updated account on the number of prosecutor offices there are and the types of work that they do.

Completing the survey should take approximately 45 minutes and may be delegated to one or more knowledgeable staff in your office.

All surveys need to be completed by <insert date>, to be included in our final results!

Link to survey:

Your office's PIN:

If your office has any further questions, please contact the CPO team at 1-833-261-6304, CPO2025@urban.org or contact the project leaders listed below.

George Ebo Browne
CPO Project Manager
Bureau of Justice Statistics
202-598-1395 | George.Browne@ojp.usdoj.gov

Andreea Matei,
CPO Co-Principal Investigator
Urban Institute
202-261-5477 | AMatei@urban.org



Dear [Contact Name],

The Bureau of Justice Statistics (BJS) and the Urban Institute would like to thank you for your participation in the Census of Prosecutor Offices (CPO). We truly appreciate your support in completing the CPO questionnaire and your willingness to provide information so that office leaders, policymakers, researchers and the public will have an increased body of knowledge about prosecutor offices in the U.S. BJS will make the results of the CPO available on their web page: [insert website]

If you have any questions, please do not hesitate to contact us at 1-833-261-6304 or by email at CPO2025@urban.org.

Sincerely, The CPO Team

George Ebo Browne
CPO Project Manager
Bureau of Justice Statistics
202-598-1395 | George.Browne@ojp.usdoj.gov

Andreea Matei,
CPO Co-Principal Investigator
Urban Institute
202-261-5477 | AMatei@urban.org