

<<DATE>>

<<SUID>>

<<TITLE>><<FNAME>> <<LNAME>> <<SUFFIX>>

Or Current <<TITLE>>

<<agcyname>>

<<ADDRESS>>

<<CITY, STATE ZIP>>

Dear <<TITLE>> <<FNAME>> <<LNAME>>:

With funding from the National Institute of Justice (NIJ), NORC at the University of Chicago (NORC) is conducting a study which examines the use of body armor and related safety/health issues within correctional facilities. The American Correctional Association (ACA) and the Association of State Correctional Administrators (ASCA) have partnered with NORC to conduct this study. The study includes two stages. The first stage requests facility level information from a facility representative. The second stage will collect data from a random selection of correctional officers within each facility. To facilitate the officer component of the study, we request that you provide a list of full-time correctional officers working in your facility as of XXXX. We will randomly select 10-12 correctional officers from this list for inclusion in the second stage of the survey.

This is critically important study that could help save the lives of correctional officers. The Officer Safety in Correctional Facilities Study will provide the first nationally representative information on the use of body armor within correctional facilities. Data will be used to explore who uses body armor and the situations in which body armor is currently used. This study has the potential to reduce correctional officer injuries. Risks or discomforts to you as a participant in this survey are minimal. The results of the study will be presented to the corrections community and made available at www.norc.org in summary form. Neither personal nor facility information will be identified in the final reports. Within the survey, you may indicate that you would like to receive a copy of the study results by e-mail.

In approximately one week, you will receive the Officer Safety in Correctional Facilities Study questionnaire. This form will request information from administrative records, including incidents of assault on correctional officers, overall inmate demographics, officer health and policies related to wearing body armor within your facility. It will also include instructions to provide officer contact information.

If you need assistance with the questionnaire, please contact NORC by telephone (XXXXX), or e-mail (XXXXX). Although this study is voluntary, we urgently need and appreciate your cooperation to make the results comprehensive, accurate, and timely. If you have questions about your rights as a study participant, you may call the NORC IRB Administrator, toll free, at 1-866-309-0542.

Sincerely,

NORC

Facility--Prenotification

Attachment 5: Facility Survey Pre-notification Letter

ACA
ASCA

Facility--Prenotification