Attachment B

**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!