Attachment F

**Initial email to office leader to recruit CPO usability test participants:**

Dear [NAME OF OFFICE LEADER],

Greetings! We are reaching out to request your office's participation in a usability test 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 Urban Institute.

Your office is one of 5 offices invited to participate in the usability test. Feedback from prosecutor offices accessing the survey using a variety of devices and providing answers unique to their office is vital to identifying outstanding technical issues. We hope that you, or your delegate, will participate in the following usability test activities:

- Complete the approximately 60-minute* CPO online questionnaire.
- Note any issues with opening or completing the survey such as questions that do not display properly on your device or challenges inputting or selecting answer choices.
- Participate in a 30 minute debriefing phone call about 2-10 days after completing the CPO survey where you will be asked about any technical issues encountered while answering questions or advancing through the survey.

This is the usability test portion of the census project, and it is important that we ensure the questionnaire operates as expected. This is voluntary, though we hope that you will agree to participate.

To participate in the usability test, please respond to this email with your consent. A member of our team will follow-up with the survey link 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

*to be adjusted based on the responses and adjustments to the cognitive test

**Call to office leader to recruit CPO usability 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 usability test 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 testing the survey for us?

***No, I cannot participate.***

No problem at all. Thank you.

***Yes, I can participate.***

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

- Complete CPO online questionnaire which will take about 60 minutes*.
- Note any issues with opening or completing the survey such as questions that do not display properly on your device or challenges inputting or selecting answer choices.
- Participate in a 30 minute debriefing phone call about 2-10 days after completing the CPO questionnaire where you will be asked about any technical issues encountered while answering questions or advancing through the survey.

A member of our team will follow-up with instructions and the survey link 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 testing 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 link 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!

*to be adjusted based on the responses and adjustments to the cognitive test