



# A Framework for Evidence-Based Decision Making in Local Criminal Justice Systems

## Starter Kit

### 4a: Understanding Your Agency: Conducting an EBP Knowledge Survey

#### Appendix 2: Email Templates for Conducting the Knowledge Survey

---

##### **Email 1**

*Send this email a few days before the survey period. (Make sure that the survey is up and running before you send this email!)*

Dear Colleague,  
We would like to ask you to complete a short, online survey. It should take no more than 10 minutes of your time. The purpose of this survey is to determine the extent to which staff in our organization share common knowledge about key justice practices that are supported by research.

A number of policy level and line staff members have been selected to participate in this survey, including managers and those who work directly with **defendants/offenders**. Your answers will remain completely anonymous.

To take the survey, please click on the following link: [xxxx](#).

The survey will be open for the next two weeks. If you have questions about how to take the survey, please contact **Name** and **Email**.

Thanks in advance for your cooperation.  
**Agency Leader Name**

---

##### **Email 2**

*Send this reminder email about halfway through the survey period.*

Dear Colleague,  
If you have not completed the Evidence-Based Practices survey, please do so as soon as possible.

To take the survey, please click on the following link: [xxxx](#). Please complete this survey by: **date**.

Thanks,  
**Agency Leader Name**

---

##### **Email 3**

*Send this reminder the day after the survey period ends.*

Dear Colleague,

Although the deadline has passed, we feel it is important that each person participate in the Evidence-Based Practices survey and therefore the deadline has been extended for three more business days.

If you have not already completed the survey, please do so by [date](#) by clicking here: [xxxx](#).

Thanks,

Agency Leader Name

---