

U.S. DEPARTMENT OF JUSTICE
BUREAU OF JUSTICE STATISTICS

**2008 CENSUS OF STATE AND LOCAL
LAW ENFORCEMENT AGENCIES**

Law Enforcement Management and Administrative Statistics

Please correct any errors in the name and address information printed below.

Name	Title
Telephone	Fax
Email address	

INFORMATION SUPPLIED BY

IMPORTANT - If any of the following conditions applied to your agency as of September 30, 2008, you do not need to complete this questionnaire. Mark (X) the appropriate box and return the survey form using the return instructions below.

- Agency no longer existed (enter date agency ceased operations _____)
- Agency contracted or outsourced to the agency listed below for performance of all law enforcement services
Enter the name of agency providing contractual services _____
- Agency employed only part-time officers AND the total combined hours worked for these officers averaged less than 35 hours per week.
- All the officers in the agency were unpaid volunteers
- Agency was private (i.e., not operated with funds from a state, local, special district, or tribal government)
- Agency was operated by the Federal government

INSTRUCTIONS FOR COMPLETING THE FORM

Unless otherwise noted, please answer all questions using September 30, 2008, as a reference. If the answer to a question is none or zero, write "0" in the space provided. When an exact numeric response is not available, provide an estimate and mark with an asterisk (*). If the question is not applicable, write "NA" in the space provided. If the answer to a question is not available or is unknown, write "DK" (don't know) in the space provided. **Do not leave any items blank.** Please use blue or black ink and print as neatly as possible using CAPITAL letters. Please retain a copy of the completed survey for your records. If you have any questions or need assistance in completing the questionnaire, please contact xxxxx xxxxx of the xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx by phone at xxx-xxx-xxxx or by email at xxxxx@xxxxxx.xxx. If you have general comments or suggestions for improving the survey, please contact Brian Reaves of the Bureau of Justice Statistics by phone at 202-616-3287 or by email at Brian.Reaves@usdoj.gov.

INSTRUCTIONS FOR RETURNING THE FORM

There are three ways to submit this survey:

- 1) Complete the survey online at <http://xxx.xxxxxxxx.xxx>
If completing the survey online, please make sure to enter your ID NUMBER, which is located at the top right of this page. Without the ID NUMBER, you will not be able to complete the survey online.
- 2) Mail the survey to xxxx using the enclosed postage-paid envelope.
- 3) Fax the survey to xxxx at xxx-xxx-xxxx.

BURDEN STATEMENT

Federal agencies may not conduct or sponsor an information collection, and a person is not required to respond to a collection of information, unless it displays a currently valid OMB Control Number. Public reporting burden for this collection of information is estimated to average 90 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. Send comments regarding this burden estimate, or any other aspects of this collection of information, including suggestions for reducing this burden, to the Director, Bureau of Justice Statistics, 810 Seventh Street, NW, Washington, DC 20531. The Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 USC 3732), authorizes this information collection. Although this survey is voluntary, we urgently need your cooperation to make the results comprehensive, accurate, and timely. We greatly appreciate your assistance.

During 2008, which of the following functions did your agency perform on a regular basis or have primary responsibility for performing when needed? Mark (X) one box per line.

a. Patrol and response functions

- First response to criminal incidents
- Routine patrol services
- Responding to citizen requests for service
- Arrest of criminal suspects
- Special events/crowd control
- Dispatching of calls for service
- None of the above

b. Criminal investigation functions

- Homicide investigations
- Arson investigations
- Cybercrime investigations
- Other criminal investigations
- Forensic processing of crime scenes
- None of the above

c. Traffic and vehicle-related functions

- Traffic direction and control
- Accident investigation
- Parking enforcement and control
- Commercial vehicle enforcement
- Traffic law enforcement
- None of the above

d. Detention-related functions

- Operating 1 or more jails
- Booking and release of inmates
- Operating an overnight lockup or temporary holding facility SEPARATE from a jail
- Operating a temporary holding cell (NO overnight)
- Inmate transport
- None of the above

e. Court-related functions

- Providing court security
- Serving process
- Executing arrest warrants
- Serving eviction notices
- Enforcing protection orders
- Enforcing child support orders
- Apprehension of fugitives
- None of the above

f. Special public safety functions

- Animal control
- School crossing services
- Emergency medical services
- Fire services
- Emergency management
- None of the above

g. Task force participation

- Drug trafficking
- Gangs
- Human trafficking
- Violent crime
- Anti-terrorism
- Other (specify _____)
- None of the above

h. Specialized functions

- Bomb/explosives disposal
- Search and rescue
- Tactical operations (SWAT)
- Underwater recovery
- Operating a basic training academy
- Operating a crime lab
- None of the above

1. Enter the number of stations, SEPARATE from headquarters, operated by your agency as of September 30, 2008. If none, enter "0".

- a. District/precinct/division stations.
- b. Fixed-site neighborhood/

Number

- community stations.
- c. Mobile neighborhood/
community stations.

2. Enter the number of **AUTHORIZED FULL-TIME** positions in your agency as of September 30, 2008.

Sworn	Civilian

3. Enter the number of **ACTUAL PAID** employees during the pay period that included September 30, 2008. Count employees who are regularly scheduled to work less than 35 hours or more per week as part-time. If none, enter 0.

- a. Sworn personnel with full general arrest powers.
- b. Officers with restricted or no arrest powers.
- c. All other personnel not included in a or b above.
- d. **TOTAL AGENCY EMPLOYEES** (sum of rows a-c)

Full-time	Part-time

4. How many of your agency's **FULL-TIME** sworn personnel with general arrest powers (from 4a above), serve in the following capacities. Officers may be counted in more than one category, but the number in each row should not exceed the number of **FULL-TIME** personnel entered in 4a above. If none, enter 0.

	Number
UNIFORMED officers with REGULARLY ASSIGNED DUTIES that included responding to citizen calls for service	
Community Policing Officers, Community Relations Officers or other sworn personnel specifically designated to engage in community policing activities	
School resource officers or other sworn personnel whose primary duties are related to school safety (exclude crossing guards)	

5. Of the **FULL-TIME** sworn personnel with full general arrest powers (from 4a above) how many worked in each of the major operational areas listed below?

a. Full-time sworn personnel working primarily in a **SINGLE** duty area

Number

- Law enforcement duties
- Jail-related duties
- Court-related duties
- Other operational area

b. Full-time sworn personnel working in **MULTIPLE** duty areas

- Law enforcement and jail-related duties
- Law enforcement and court-related duties
- Jail and court-related duties Law enforcement, jail, and court duties
- Other split-duty combination not listed

7. Enter the number of FULL-TIME personnel as of September 30, 2008 for each position listed below.

Position	Sworn	Civilian
Crime analysts		
Intelligence analysts		
Recruitment managers		
Public information officers		

8. As of September 30, 2008, how many FULL-TIME SWORN personnel employed by your agency were full-time military reservists?

9. During the 12-month period ending September 30, 2008 how many of your agency's FULL-TIME SWORN personnel were called up as military reservists, and therefore no longer available for law enforcement duties. Count each reservist only once.

10. Enter the number of actual FULL-TIME SWORN personnel with general arrest powers (as entered in 4a), that were NEW HIRES during the 12-month period ending September 30, 2008. If none, enter "0".

- a. Entry-level hires (non-lateral)
- b. Lateral transfers/hires
- c. Other new hires (specify)
- d. Total NEW HIRES (sum of rows a through c).

11. For each year, how many applicants for entry-level sworn officer were received and how many were hired?

	Number of applicants	Number of hires
2008		
2007		
2006		
2005		
2004		

12. What hiring incentives did your agency offer during the 12-month period ending September 30, 2008?

- College tuition reimbursement
- Training academy tuition reimbursement
- Training academy graduation bonus
- Salary paid during academy training
- Employment signing bonus
- Relocation assistance (e.g., moving, travel costs)
- Flexible hours to attend college
- Other (specify _____)

13. How difficult has it been for your agency to find enough qualified recruits over the past year?

- Very difficult
- Somewhat difficult
- Not at all difficult

14. In order to increase its pool of applicants to be considered, does your agency allow the hiring of recruits with the following characteristics? This may be under specific parameters such as the number of years since the event occurred.

- Prior experimental marijuana use
- Prior experimental use of illegal drugs other than marijuana
- Prior DUI conviction
- Prior gang affiliation

- Prior misdemeanor conviction
- Prior job-related problems
- Prior suspended driver's license

15. What methods does your agency currently use to increase its retention rate for sworn officers?

- Increased pay at specific service milestones
- Change in title at specific service milestones
- Change in uniform at specific service milestone
- Job sharing or time splits
- Financial allowance for uniform
- Increase in salary for college degrees
- Increase in overtime opportunities
- Enhanced medical benefits
- Enhanced retirement benefits
- Relaxed residency requirements
- Take-home vehicle
- Health club membership or subsidy
- Housing allowance or mortgage discount program
- Other (specify _____)

16. Which of the following methods does your agency regularly use to recruit sworn officers?

- Ads on agency website
- Ads on job/career websites
- Recruitment task forces or advisory groups
- Personal contacts
- Newspaper ads
- Magazine ads
- Television ads
- Radio ads
- Information distributed at special events

17. Which of the following types of applicants for sworn positions are targeted through special recruitment efforts?

- Women
- Racial/ethnic minorities
- Military veterans
- 4-year college graduates
- Multi-lingual speaking
- People with prior law enforcement experience
- Other (specify _____)

18. What is your agency's current annual recruiting budget?

\$

19. Enter the number of actual FULL-TIME SWORN personnel with general arrest powers who separated from your agency during the 12-month period ending September 30, 2008. If none, enter "0".

a. Resignations	
b. Dismissals	
c. Medical/disability retirements	
d. Non-medical retirements . . .	
e. Probationary retirements . . .	
f. Other separations (e.g. death)	
g. Total SEPARATIONS (sum of rows a through f)	

20. For officers leaving your agency during the 12-month period ending 2008, how many years had they spent in your agency prior to leaving?

Years with agency	Number of officers
Under 1 year	
1-3 years	
4-6 years	
7-10 years	
11-15 years	
15+ years	
Total	

21. Does your agency conduct exit interviews with officers who have left your agency to assess their reasons for departure?

- Yes, agency has mandatory exit interview policy
 Yes, exit interviews conducted selectively
 No, exit interviews typically not conducted

22. Of the total number of officers who resigned from your agency during the 12-month period ending September 30, 2008, approximately what percentage left for each of the following reasons?

Primary reason for leaving	Percent
Salary	
Work hours	
Working conditions	
Personal reasons	
Other (specify _____)	
Unknown reasons	
Total	100%

23. What is the standard shift length for patrol officers in your agency?

24. Do your officers work permanent shifts, rotating shifts, or a combination?

- Rotating shifts
 Permanent shifts
 Combination shifts

25. Does a collective bargaining unit represent your employees at the officer/deputy rank?

- Yes
 No

26. Does your agency require new sworn officers to sign a contract or agreement obligating them to work a minimum number of years with the agency?

- Yes (enter number of months required _____)
 No

27. Does your agency have a residency requirement that applicants or officers meet any of the following requirements?

- Must live within agency service area
 Must live within other specified area
 (specify _____)
 No residency requirement

28. Does your agency limit the number of overtime hours an officer can work?

- Yes, (specify ___ hours per ___)
 No limit

29. Does your agency allow an officer to work at a second job or other employment (i.e. moonlight)?

- Not allowed
 Allowed with limit (specify ___ hours per ___)
 Allowed without limits

30. Does your agency have a mandatory retirement age for officers?

- No
- Yes (specify age _____)

31. Please provide information on your agency's full-service retirement pension.

Required years of service for full retirement. . . .

Minimum age for full retirement

% of earnings in first eligible year of retirement . .
