2013 Census of Law Enforcement Training Academies – Table of Contents

DERIVATION

Title I
THE OMNIBUS CRIME CONTROL AND SAFE STREETS ACT OF 1968
(Public Law 90-351)

42 U.S.C. § 3711, *et seq.*

AN ACT to assist State and local governments in reducing the incidence of crime, to increase the effectiveness, fairness, and coordination of law enforcement and criminal justice systems at all levels of government, and for other purposes.

As Amended By

THE OMNIBUS CRIME CONTROL ACT OF 1970
(Public Law 91-644)

THE CRIME CONTROL ACT OF 1973
(Public Law 93-83)

THE JUVENILE JUSTICE AND DELINQUENCY PREVENTION ACT OF 1974
(Public Law 93-415)

THE PUBLIC SAFETY OFFICERS' BENEFITS ACT OF 1976
(Public Law 94-430)

THE CRIME CONTROL ACT OF 1976
(Public Law 94-503)

THE JUSTICE SYSTEM IMPROVEMENT ACT OF 1979
(Public Law 96-157)

THE JUSTICE ASSISTANCE ACT OF 1984
(Public Law 98-473)

STATE AND LOCAL LAW ENFORCEMENT ASSISTANCE ACT OF 1986
(Public Law 99-570-Subtitle K)

THE ANTI-DRUG ABUSE ACT OF 1988
TITLE VI, SUBTITLE C - STATE AND LOCAL NARCOTICS CONTROL
AND JUSTICE ASSISTANCE IMPROVEMENTS
(Public Law 100-690)

THE CRIME CONTROL ACT OF 1990
(Public Law 101-647)

BRADY HANDGUN VIOLENCE PROTECTION ACT
(Public Law 103-159)

VIOLENT CRIME CONTROL AND LAW ENFORCEMENT ACT OF 1994
(Public Law 103-322)

NATIONAL CHILD PROTECTION ACT OF 1993, AS AMENDED
(Public Law 103-209)

and

CRIME IDENTIFICATION TECHNOLOGY ACT OF 1998
(Public Law 105-251)

BUREAU OF JUSTICE STATISTICS
CHAPTER 46 - SUBCHAPTER III
[TITLE I - PART C]

42 USC § 3731   **[Sec. 301.] Statement of purpose**

It is the purpose of this subchapter [part] to provide for and encourage the collection and analysis of statistical information concerning crime, juvenile delinquency, and the operation of the criminal justice system and related aspects of the civil justice system and to support the development of information and statistical systems at the Federal, State, and local levels to improve the efforts of these levels of government to measure and understand the levels of crime, juvenile delinquency, and the operation of the criminal justice system and related aspects of the civil justice system. The Bureau shall utilize to the maximum extent feasible State governmental organizations and facilities responsible for the collection and analysis of criminal justice data and statistics. In carrying out the provisions of this subchapter [part], the Bureau shall give primary emphasis to the problems of State and local justice systems.

42 USC § 3732   **[Sec. 302.] Bureau of Justice Statistics**

(a) Establishment. There is established within the Department of Justice, under the general authority of the Attorney General, a Bureau of Justice Statistics (hereinafter referred to in this subchapter [part] as "Bureau").

(b) Appointment of Director; experience; authority; restrictions. The Bureau shall be headed by a Director appointed by the President, by and with the advice and consent of the Senate. The Director shall have had experience in statistical programs. The Director shall have final authority for all grants, cooperative agreements, and contracts awarded by the Bureau. The Director shall report to the Attorney General through the Assistant Attorney General. The Director shall not engage in any other employment than that of serving as Director; nor shall the Director hold any office in, or act in any capacity for, any organization, agency, or institution with which the Bureau makes any contract or other arrangement under this Act.

(c) Duties and functions of Bureau. The Bureau is authorized to–

(1) make grants to, or enter into cooperative agreements or contracts with public agencies, institutions of higher education, private organizations, or private individuals for purposes related to this subchapter [part]; grants shall be made subject to continuing compliance with standards for gathering justice statistics set forth in rules and regulations promulgated by the Director;

(2) collect and analyze information concerning criminal victimization, including crimes against the elderly, and civil disputes;

(3) collect and analyze data that will serve as a continuous and comparable national social indication of the prevalence, incidence, rates, extent, distribution, and attributes of crime, juvenile delinquency, civil disputes, and other statistical factors related to crime, civil disputes, and juvenile delinquency, in support of national, State, and local justice policy and decisionmaking;

(4) collect and analyze statistical information, concerning the operations of the criminal justice system at the Federal, State, and local levels;

(5) collect and analyze statistical information concerning the prevalence, incidence, rates, extent, distribution, and attributes of crime, and juvenile delinquency, at the Federal, State, and local levels;

(6) analyze the correlates of crime, civil disputes and juvenile delinquency, by the use of statistical information, about criminal and civil justice systems at the Federal, State, and local levels, and about the extent, distribution and attributes of crime, and juvenile delinquency, in the Nation and at the Federal, State, and local levels;

(7) compile, collate, analyze, publish, and disseminate uniform national statistics concerning all aspects of criminal justice and related aspects of civil justice, crime, including crimes against the elderly, juvenile delinquency, criminal offenders, juvenile delinquents, and civil disputes in the various States;

(8) recommend national standards for justice statistics and for insuring the reliability and validity of justice statistics supplied pursuant to this chapter [title];

(9) maintain liaison with the judicial branches of the Federal and State Governments in matters relating to justice statistics, and cooperate with the judicial branch in assuring as much uniformity as feasible in statistical systems of the executive and judicial branches;

(10) provide information to the President, the Congress, the judiciary, State and local governments, and the general public on justice statistics;

(11) establish or assist in the establishment of a system to provide State and local governments with access to Federal informational resources useful in the planning, implementation, and evaluation of programs under this Act;

(12) conduct or support research relating to methods of gathering or analyzing justice statistics;

(13) provide for the development of justice information systems programs and assistance to the States and units of local government relating to collection, analysis, or dissemination of justice statistics;

(14) develop and maintain a data processing capability to support the collection, aggregation, analysis and dissemination of information on the incidence of crime and the operation of the criminal justice system;

(15) collect, analyze and disseminate comprehensive Federal justice transaction statistics (including statistics on issues of Federal justice interest such as public fraud and high technology crime) and to provide technical assistance to and work jointly with other Federal agencies to improve the availability and quality of Federal justice data;

(16) provide for the collection, compilation, analysis, publication and dissemination of information and statistics about the prevalence, incidence, rates, extent, distribution and attributes of drug offenses, drug related offenses and drug dependent offenders and further provide for the establishment of a national

clearinghouse to maintain and update a comprehensive and timely data base on all criminal justice aspects of the drug crisis and to disseminate such information;

(17) provide for the collection, analysis, dissemination and publication of statistics on the condition and progress of drug control activities at the Federal, State and local levels with particular attention to programs and intervention efforts demonstrated to be of value in the overall national anti- drug strategy and to provide for the establishment of a national clearinghouse for the gathering of data generated by Federal, State, and local criminal justice agencies on their drug enforcement activities;

(18) provide for the development and enhancement of State and local criminal justice information systems, and the standardization of data reporting relating to the collection, analysis or dissemination of data and statistics about drug offenses, drug related offenses, or drug dependent offenders;

(19) provide for research and improvements in the accuracy, completeness, and inclusiveness of criminal history record information, information systems, arrest warrant, and stolen vehicle record information and information systems and support research concerning the accuracy, completeness, and inclusiveness of other criminal justice record information;

(20) maintain liaison with State and local governments and governments of other nations concerning justice statistics;

(21) cooperate in and participate with national and international organizations in the development of uniform justice statistics;

(22) ensure conformance with security and privacy requirement of section 3789g of this title and identify, analyze, and participate in the development and implementation of privacy, security and information policies which impact on Federal and State criminal justice operations and related statistical activities; and

(23) exercise the powers and functions set out in subchapter VIII [part H] of this chapter [title].

(d) Justice statistical collection, analysis, and dissemination. To insure that all justice statistical collection, analysis, and dissemination is carried out in a coordinated manner, the Director is authorized to–

(1) utilize, with their consent, the services, equipment, records, personnel, information, and facilities of other Federal, State, local, and private agencies and instrumentalities with or without reimbursement therefor, and to enter into agreements with such agencies and instrumentalities for purposes of data collection and analysis;

(2) confer and cooperate with State, municipal, and other local agencies;

(3) request such information, data, and reports from any Federal agency as may be required to carry out the purposes of this chapter [title];

(4) seek the cooperation of the judicial branch of the Federal Government in

gathering data from criminal justice records; and

(5) encourage replication, coordination and sharing among justice agencies regarding information systems, information policy, and data.

(e) Furnishing of information, data, or reports by Federal agencies. Federal agencies requested to furnish information, data, or reports pursuant to subsection (d)(3) of this section shall provide such information to the Bureau as is required to carry out the purposes of this section.

(f) Consultation with representatives of State and local government and judiciary. In recommending standards for gathering justice statistics under this section, the Director shall consult with representatives of State and local government, including, where appropriate, representatives of the judiciary.

42 USC § 3733   **[Sec. 303.] Authority for 100 per centum grants**

A grant authorized under this subchapter [part] may be up to 100 per centum of the total cost of each project for which such grant is made. The Bureau shall require, whenever feasible as a condition of approval of a grant under this subchapter [part] , that the recipient contribute money, facilities, or services to carry out the purposes for which the grant is sought.

42 USC § 3735   **[Sec. 304.] Use of data**

Data collected by the Bureau shall be used only for statistical or research purposes, and shall be gathered in a manner that precludes their use for law enforcement or any purpose relating to a particular individual other than statistical or research purposes.

PAPERWORK CERTIFICATION

In submitting this request for OMB approval, I certify that the requirements of the Privacy Act and OMB directives have been complied with including paperwork regulations, statistical standards for directives, and any other information policy directives promulgated under the Paperwork Reduction Act of 1995.

_____   _____
William J. Sabol, Acting Director   Date
Bureau of Justice Statistics

Department of Justice   Billing Code: 4410-18

Bureau of Justice Statistics

[OMB Number 1121-0255]

Agency Information Collection Activities: Proposed Collection; Comments Requested; Reinstatement, with change, of a previously approved collection for which approval has expired: 2012 Census of Law Enforcement Training Academies

ACTION: 60-Day Notice of Information Collection Under Review.
_____

The Department of Justice (DOJ), Office of Justice Programs, Bureau of Justice Statistics, will

be submitting the following information collection request to the Office of Management and

Budget (OMB) for review and approval in accordance with the Paperwork Reduction Act of

1995. The proposed information collection is published to obtain comments from the public and

affected agencies. Comments are encouraged and will be accepted for 60 days until [The Federal

Register will insert the date 60 days from the date this notice is published in the Federal

Register]. This process is conducted in accordance with 5 CFR 1320.10.

If you have additional comments especially on the estimated public burden or associated

response time, suggestions, or need a copy of the proposed information collection instrument

with instructions or additional information, please contact Brian A. Reaves, Statistician, Bureau

of Justice Statistics, 810 Seventh Street NW, Washington, DC 20531 (phone: 202-616-3287).

Written comments and suggestions from the public and affected agencies concerning the

proposed collection of information are encouraged. Your comments should address one or more

of the following four points:

- Evaluate whether the proposed collection of information is necessary for the proper performance of the functions of the Bureau of Justice Statistics, including whether the information will have practical utility;

- Evaluate the accuracy of the agency's estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions used;

- Evaluate whether and if so how the quality, utility, and clarity of the information to be collected can be enhanced; and

- Minimize the burden of the collection of information on those who are to respond, including through the use of appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses.

Overview of this information collection:

(1) *Type of Information Collection:* Reinstatement, with change, of a previously approved collection for which approval has expired.

(2) The t*itle of the Form/Collection:* 2012 Census of Law Enforcement Training Academies (CLETA).

(3) The agency form number, if any, and the applicable component of the Department sponsoring the collection: The form numbers is CJ-52. The applicable component within the Department of Justice is the Bureau of Justice Statistics, Office of Justice Programs.

(4) *Affected public who will be asked or required to respond, as well as a brief abstract:*

This information collection is a census of regional, state, and local law enforcement training academies that operated a basic training programs during the period 2010-2012. The information will provide national statistics on staff, recruits/trainees, curricula, facilities, and policies of law enforcement training academies.

(5) *An estimate of the total number of respondents and the amount of time estimated for an average respondent to respond:* A projected 700 respondents will take an average of 2 hours each to complete form CJ-52. In addition, 70 respondents of these respondents will be used for reliability testing averaging 1 hour each.

(6) *An estimate of the total public burden (in hours) associated with the collection:* There are an estimated 1,470 total burden hours associated with this collection.

If additional information is required contact: Jerri Murray, Department Clearance Officer, United States Department of Justice, Justice Management Division, Policy and Planning Staff, Two Constitution Square, 145 N street NE, Suite 2E-508, Washington, DC 20530.

_____   _____
Jerri Murray   Date
Department Clearance Officer, PRA
U.S. Department of Justice

Department of Justice   Billing Code: 4410-18

Bureau of Justice Statistics

[OMB No. 1121-0255]

Agency Information Collection Activities:

Reinstatement of a previously approved collection; comments requested:

ACTION: 30-Day Notice of Information Collection Under Review:

       2013 Census of Law Enforcement Training Academies

_____

The Department of Justice (DOJ), Office of Justice Programs, Bureau of Justice Statistics (BJS),

has submitted the following information collection request to the Office of Management and

Budget (OMB) for review and approval in accordance with the Paperwork Reduction Act of

1995. The proposed information collection is published to obtain comments from the public and

affected agencies. This proposed information collection was previously published in the Federal

Register Volume 78, Number 39, pages 13381-13382, on February 27, 2013, allowing for a 60-

day comment period.

The purpose of this notice is to allow for an additional 30 days for public comment until [The

Federal Register will insert the date 30 days from the date this notice is published in the Federal

Register]. This process is conducted in accordance with 5 CFR 1320.10.

If you have comments especially on the estimated public burden or associated response time,

suggestions, or need a copy of the proposed information collection instrument with instructions

or additional information, please contact Brian A. Reaves, Bureau of Justice Statistics, 810

Seventh St., NW, Washington, DC 20531 (phone: 202-616-3287).

Written comments and suggestions from the public and affected agencies concerning the

proposed collection of information are encouraged. Your comments should address one or more

of the following four points:

- Evaluate whether the proposed collection of information is necessary for the

    proper performance of the functions of the agency, including whether the

    information will have practical utility;

- Evaluate the accuracy of the agencies estimate of the burden of the proposed

    collection of information, including the validity of the methodology and

    assumptions used;

- Evaluate whether, and if so, how the quality, utility, and clarity of the information

    to be collected can be enhanced; and

- Ways to minimize the burden of the collection of information on those who are to

    respond, including through the use of appropriate automated, electronic,

mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses.

Overview of this information collection:

(1)   Type of Information Collection: Reinstatement, with change, of a previously approved collection for which approval has expired.

(2)   Title of the Form/Collection: 2013 Census of Law Enforcement Training Academies.

(3)   Agency form number, if any, and the applicable component of the Department of Justice sponsoring the collection: Form Number: CJ-52.

(4)   Affected public who will be asked or required to respond, as well as a brief abstract: Primary: State and Local Government. This information collection is a census of law enforcement training academies. The affected public that will be asked to respond will include approximately 700 state, regional, county, municipal, campus, and tribal law enforcement training academies that operate basic training programs. The information will provide national statistics on law enforcement training staff, recruits/trainees, curricula, facilities, and policies.

This collection is the only national effort devoted to describing and understanding the training received by recruits entering the profession of law enforcement. The collection enables BJS, other federal agencies, and state, regional, local, campus, and tribal law enforcement authorities, as well as legislators and researchers, to track changes in the characteristics of basic recruits and their training programs.

(5)   An estimate of the total number of respondents and the average amount of time for a respondent to respond: It is estimated that 700 respondents will complete a two-hour form. It is estimated that 70 of these respondents will be contacted a second time to participate in reliability testing for selected items. This testing will average about one hour per selected respondent.

(6)   An estimate of the total public burden (in hours) associated with the collection: There are an estimated 1,470 total annual burden hours associated with this collection.

If additional information is required contact: Jerri Murray, Department Clearance Officer, United States Department of Justice, Justice Management Division, Policy and Planning Staff, Two Constitution Square, 145 N Street NE, Suite 1407B, Washington, DC 20530.

_____   _____

Jerri Murray   Date

Department Clearance Officer

Department of Justice

May 30, 2013

To: Jerri Murray
        Clearance Officer
        Justice Management Division

From: Brian A. Reaves
        Statistician
        Bureau of Justice Statistics
        Office of Justice Programs

Subject: Office of Justice Programs Information Collection for approval by the Office of
         Management and Budget

Attached is the information collection request (ICR), 2013 Census of Law Enforcement Training
Academies, for certification and submission to the Office of Management and Budget.

This information collection is a reinstatement, with change, of a previously approved collection
for which approval has expired. The information will provide national statistics on law
enforcement training staff, recruits/trainees, curricula, facilities, and policies.

The following documents are contained in this ICR:

    1. OMB Form 83-I Paperwork Reduction Act Submission
    2. Supporting Statement (Parts A and B) for Paperwork Reduction Act Submission
    3. Certification Statement
    4. Form to be used to collect the information with burden statement
    5. Law or authority mandating the information collection
    6. 60-day ICR notice that will be published in the Federal Register
    7. 30-day ICR notice that will be published in the Federal Register

If there are any questions concerning this ICR, please contact me at (202) 616-3287, or
brian.reaves@usdoj.gov.

Thank you for your assistance in this matter.

2012 CENSUS OF LAW ENFORCEMENT TRAINING ACADEMIES (CLETA)

U.S. Department of Justice, Bureau of Justice Statistics

ID NUMBER

Burden Statement

RETURN TO: Police Executive Research Forum
1120 Connecticut Ave., NW
Suite 930
Washington, DC 20036

INFORMATION SUPPLIED BY:

NAME:

TITLE:

INSTITUTION:

E-MAIL ADDRESS:

TELEPHONE: (   )   -   EXT.

FAX NUMBER: (   )   -

INSTRUCTIONS

If you have any questions regarding the survey, please contact Bruce Kubu of PERF at (202) 454-8308 or bkubu@policeforum.org. If you have general project-related questions, please contact Brian Reaves of BJS at (202) 616-3287 or brian.reaves@usdoj.gov.

Do not leave any items blank.

- If the answer to a question is not available or is unknown, write "DK" (don't know) in the space provided.
- If the answer to a question is not applicable, write "NA" in the space provided.
- If the answer to a question is none or zero, write "0" in the space provided.
- When exact numeric answers are not available, provide estimates.
- Please use either blue or black ink and print as neatly as possible using only CAPITAL letters.
- Use the period 2010-2012 to answer questions unless otherwise instructed.

You may complete the survey online at http://onlinesurvey.policeforum.org/BJS2012CLETA.html. If you are unable to utilize the online option, then mail your completed questionnaire to the address noted above, or fax it to (202) 466-7826.

When completing the survey online, 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.

Please retain a copy of the completed survey for your records as project staff may call to clarify responses.

5793621227

GENERAL ACADEMY INFORMATION

1. **Indicate which of the following BEST describes the entity (or entities) responsible for operating your BASIC training academy.** *Mark (●) all that apply.*

   ○ State POST (or equivalent state authority)   ○ 4-year college/university

   ○ State Police/Highway Patrol agency   ○ 2-year college/community college

   ○ City/municipal police department   ○ Technical school

   ○ Sheriff's office/department   ○ Other (please specify):

   ○ County police department

2. **For which of the following positions does your academy provide BASIC training and/or certification?** *Mark (●) all that apply.*

   ○ Local police officer (city/county)   ○ Park ranger/officer

   ○ Sheriff's deputy (law enforcement)   ○ Transportation police officer

   ○ Campus police officer   ○ Private security officer

   ○ Jail Officer   ○ Firefighter

   ○ Corrections officer   ○ Emergency Medical Technician (EMT)

   ○ State police/highway patrol officer   ○ Animal control officer

   ○ Constable   ○ School resource officers

   ○ Parole/probation officer   ○ Public housing officers

   ○ Fire marshal/arson investigator   ○ Other (please specify):

   ○ Tribal police officer

   ○ Natural resources (fish and game) officer

3. **Indicate which of the following types of training your academy provides. Mark (●)** *all that apply.*

   ○ Basic law enforcement training   ○ Field training instructors—FTO/PTO

   ○ First-line or higher supervisor training   ○ Pre-service training (for persons entering law enforcement who are not employed or sponsored by a law enforcement agency)

   ○ In-service training (active duty, certified officers)

   ○ Specialized training (e.g., SWAT, K-9, marine, etc.)   ○ Other (please specify):

4. **Please list the law enforcement agencies for which your academy trained basic recruits in 2010, 2011, or 2012. If you feel the list is too lengthy to list here, please mark this box:** ○ Too lengthy to list

   Agency #1:

   Agency #2:

   Agency #3:

   Agency #4:

   Agency #5:

5. Is your academy state- or POST- approved?

○ Yes

○ No

6. Is college credit awarded for BASIC training conducted by or through your academy?

○ Yes

○ No

7. Is college credit awarded for IN-SERVICE training conducted by or through your academy?

○ Yes

○ No

○ Not applicable—no in-service training conducted

8. Is an academic degree (e.g., Associate's or Bachelor's Degree) offered through your academy?

○ Yes

○ No

9. Enter the length of your current BASIC recruit training program (excluding any formal field training program) and mark the appropriate time increment for the program.

Length of
BASIC recruit
training program: ▢▢▢▢

○ Hours
○ Weeks
○ Months
○ Semesters
○ Other increment (please specify):   ▭

10. Is field-training mandatory for recruits to complete the BASIC academy?

○ Yes

○ No (Skip to Question 11)

   10a. If YES, enter the length of your current FIELD-TRAINING segment and mark the appropriate time increment for the segment.

   Length of
   FIELD-TRAINING
   segment in recruit
   training program: ▢▢▢▢

   ○ Hours
   ○ Weeks
   ○ Months
   ○ Semesters
   ○ Other increment (please specify):   ▭

	TRAINING PERSONNEL

11. Of the total number of personnel currently serving as TRAINERS or INSTRUCTORS (or serving as trainers or instructors during the most recent class), how many are: 💬

		Full-time	Part-time
a.	Civilians employed by, or assigned to, the academy		
b.	Sworn officers employed by, or assigned to, the academy		
c.	On-duty sworn officers temporarily assigned to the academy		
d.	Civilians temporarily assigned to the academy		
e.	Contractors		
f.	Off-duty officers compensated to teach		
g.	Volunteers		
h.	Adjunct faculty		
i.	Other (please specify):		
j.	Sum of lines 'a' through 'i'		

12. Which of the following certifications are required for your full-time trainers or instructors? *Mark (●) all that apply.*

○ State- or POST-certification as trainer   ○ Other certification requirement (please specify):

○ Academy certification as trainer

○ Subject matter expert   ○ No certifications are required

13. Is there a minimum educational requirement that applies to all your full-time trainers or instructors?

○ Yes

○ No (Skip to Question 15)

    13a. If YES, what is the minimum required education level for all your full-time trainers or instructors? *Mark (●) only one response.*

      ○ High school/GED   ○ Non-degree college requirement

      ○ Two-year college degree   ○ Other education requirement (please specify):

      ○ Four-year college degree

      ○ Graduate degree

14. What is the minimum number of years of law enforcement experience required for your full-time trainers or instructors? *If you do not require a minimum number of years or experience, enter 0.*

    ☐☐ Years

15. How are your trainers or instructors evaluated on their performance? *Mark (●) all that apply.*

○ State- or POST-certification as trainer

○ Peer evaluations (i.e., evaluated by other instructors)

○ Supervisory evaluations

○ Other (please specify):

16. Does your academy provide ongoing and/or refresher training for trainers or instructors?

○ Yes

○ No (Skip to Section C, Question 17)

16a. If YES, how is the content of the refresher training for trainers or instructors developed? *Mark (●) all that apply.*

○ Job task analysis/needs analysis　　　○ Academy staff input

○ State- or POST-commission　　　　　○ Other (please specify):

○ Subject matter expert

○ Law enforcement advisory board

<u>**Section C**</u>　　　　　　　　　　**ACADEMY RESOURCES**

17. From which of the following sources did your academy receive training funds or equipment in 2012?
Mark (●) all that apply.

○ City/county funding　　　　　　　　　○ Financial donations from private vendors/corporations/universities

○ State funding, excluding grants　　　　○ Equipment/facility donations from private vendors/corporations/universities

○ State grants　　　　　　　　　　　　　○ Police departments sponsoring recruits

○ Federal funding, excluding grants　○ Other (please specify):

○ Federal grants

○ Surplus government equipment

○ Tuition

○ Student fees (other than tuition)

18. Indicate whether your academy facility includes, or you have access to, each of the following for purposes of training. *Mark (●) only one response for each item.*

	Part of academy facility	Not part of academy facility, but have access to	Not part of academy facility, and do NOT have access to
a. Computers	○	○	○
b. Defensive tactics room	○	○	○
c. Dormitory/residential facilities	○	○	○
d. Driving simulator	○	○	○
e. Electronic stability control facility	○	○	○
f. Firearms training simulators	○	○	○
g. Gymnasium	○	○	○
h. Indoor firearms range	○	○	○
i. Internet/on-line classes	○	○	○
j. Library	○	○	○
k. Media lab/video production facility	○	○	○
l. Mobile data terminals/computers	○	○	○
m. Obstacle course	○	○	○
n. Outdoor firearms range	○	○	○
o. Scenario training facility	○	○	○
p. Subscription to a satellite down-link information service (e.g., LETN)	○	○	○
q. Swimming pool	○	○	○
r. Vehicle operation range	○	○	○
s. Video conferencing classes	○	○	○
t. Weight room	○	○	○

19. What was your academy's operating budget for 2012 excluding purchases of EQUIPMENT (e.g., cars, radios, computers with a life expectancy of five years or more)?

	Amount	If amount is an estimate, mark (●) in this column.
a. Academy's TOTAL (sum of b and c) operating budget for 2012 including employer contributions to employee benefits (excluding recruit salaries). If your academy does NOT have its own operating budget, please estimate the total operating budget for 2012.	$☐☐,☐☐☐,☐☐☐	○
b. Academy's 2012 operating budget for GROSS SALARIES AND WAGES, including employer contributions to employee benefits (excluding recruit salaries). If employer contributions to employee benefits are NOT included in the amount listed, estimate the percentage of gross salaries necessary to account for these costs: ☐☐ %	$☐☐,☐☐☐,☐☐☐	○
c. Academy's 2012 operating budget for OTHER OPERATING COSTS (e.g., purchase of supplies, food, and contractual services, etc.) excluding equipment? (e.g., purchase of cars, radios, computers, etc., with a life expectancy of five years or more)	$☐☐,☐☐☐,☐☐☐	○

20. What was your academy's total budget for 2012 for EQUIPMENT (e.g., purchase of cars, radios, computers, etc., with a life expectancy of five years or more)?

$☐☐,☐☐☐,☐☐☐   ○ If amount is an estimate, mark here

Section D | **ACADEMY TRAINEES**

21. Does your academy use a "class" structure (a group of recruits who go through training at the same time)?

○ Yes

○ No (Skip to Question 23)

22a. What was the total number of BASIC recruit academy classes that ENDED (GRADUATED) in 2010, 2011, and 2012? *(If none, enter 0.)*

Number of basic recruit training classes that ended in:	Total number of recruits that STARTED these classes	Total number of recruits that COMPLETED these classes	Number of recruits in SMALLEST graduating class	Number of recruits in LARGEST graduating class
2010 ⇨ ☐☐	☐,☐☐☐	☐,☐☐☐	☐☐☐	☐☐☐
2011 ⇨ ☐☐	☐,☐☐☐	☐,☐☐☐	☐☐☐	☐☐☐
2012 ⇨ ☐☐	☐,☐☐☐	☐,☐☐☐	☐☐☐	☐☐☐
Total for classes ending in 2010, 2011, and 2012 ⇨ ☐☐	☐,☐☐☐	☐,☐☐☐		

22b. For each year, how many of those who completed training were "recycled" through one or more training segments?

2010 ☐,☐☐☐

2011 ☐,☐☐☐

2012 ☐,☐☐☐

23. For the BASIC recruit academy classes that ended in 2010, 2011, or 2012 (Q22a), please indicate the total number of recruits who started BASIC training, and the total number who completed it, by SEX. If your academy does NOT use a "class" structure (see Question 21), fill only the right two columns pertaining to the "Total number of recruits who COMPLETED training".

	Number of recruits who STARTED training	Number of recruits who COMPLETED training
a. Male	☐,☐☐☐	☐,☐☐☐
b. Female	☐,☐☐☐	☐,☐☐☐
Total for classes ending in 2010, 2011, or 2012 (sum of lines a and b)	☐,☐☐☐	☐,☐☐☐

24. For the BASIC recruit academy classes that ended in 2010, 2011, or 2012 (Q22a), please indicate the total number of recruits who started BASIC training, and the total number who completed it, by RACE and ETHNICITY. If your academy does NOT use a "class" structure (see Question 21), fill only the right two columns pertaining to the "Total number of recruits who COMPLETED training".

	Number of recruits who STARTED training	Number of recruits who COMPLETED training
a. White, not of Hispanic origin	☐,☐☐☐	☐,☐☐☐
b. Black or African American, not of Hispanic origin	☐,☐☐☐	☐,☐☐☐
c. Hispanic or Latino, any race	☐,☐☐☐	☐,☐☐☐
d. American Indian or Alaska Native	☐,☐☐☐	☐,☐☐☐
e. Asian*	☐,☐☐☐	☐,☐☐☐
f. Native Hawaiian or Other Pacific Islander*	☐,☐☐☐	☐,☐☐☐
g. Some other race	☐,☐☐☐	☐,☐☐☐
Total for classes ending in 2010, 2011, or 2012 (sum of lines 'a' through 'g')	☐,☐☐☐	☐,☐☐☐

*If you do not have the separate race breakdowns for categories 'e' (Asian) and 'f' (Native Hawaiian or Other Pacific Islander), provide information for the combined groups under 'e' (Asian) and mark 'f' with "NA."

25. In regard to those recruits that <u>did not</u> complete BASIC recruit training in the classes that ended in 2010, 2011, or 2012 (Q23), please provide the total numbers of reasons for failure (i.e., physical, academic, disciplinary) by SEX.

	Physical reason	Academic reason	Disciplinary reason
a. Male	☐ , ☐☐☐	☐ , ☐☐☐	☐ , ☐☐☐
b. Female	☐ , ☐☐☐	☐ , ☐☐☐	☐ , ☐☐☐
Total for classes ending in 2010, 2011, or 2012 (sum of lines a and b)	☐ , ☐☐☐	☐ , ☐☐☐	☐ , ☐☐☐

26. Does your academy have a set of formal rules concerning recruit behavior (e.g., disciplinary code, code of conduct)?

○ Yes

○ No (Skip to Section E, Question 27)

26a. If YES, what actions are taken in response to violations? *Mark (●) all that apply.*

○ Loss of leave privileges   ○ Verbal reprimand

○ Lowering of specific course grades   ○ Written reprimand

○ Motivational physical training   ○ Other (please specify):

○ "Extra duty" tasks (e.g., writing assignments)

○ Termination/dismissal/expulsion

○ Counseling   ○ No actions are taken in response to violations

<u>**Section E**</u>   **CORE CURRICULUM**

27. In which of the following ways is the content of the BASIC recruit training curriculum developed? *Mark (●) all that apply.*

○ Departmental objectives   ○ Legislative/regulatory mandate

○ Job task analysis/needs analysis   ○ Subject matter experts

○ Law enforcement advisory board   ○ Academy staff input

○ State- or POST-commission mandates   ○ Other (please specify):

28. The training environment of some academies can be described as a stress model (i.e., military style), some as a non-stress model (i.e., academic), and others as a combination of the two styles. Using the scale below, indicate the level of stress/non-stress present in the training environment of your BASIC training program by marking the box above the appropriate description. *Mark (●) only one box.*

○	○	○	○	○	○	○
Entirely non-stress model	Predominantly non-stress model	Slightly more non-stress than stress	Equal balance of stress and non-stress	Slightly more stress than non-stress	Predominantly stress model	Entirely stress model

29. Please indicate whether your academy provides the following types of training and the approximate number of hours of instruction required in your current BASIC recruit training program. We understand that these categories may not reflect your course titles and the list is not comprehensive. Please give us your best estimates, even if a topic is integrated throughout the curriculum. If estimating, please mark (●) the box in the column labeled "Estimated" next to that particular topic.

Subject area	YES	NO	If YES, enter number of hours of basic training instruction required on topic	If number of hours is an estimate, mark (●) in this column
a. Basic first-aid/CPR	○	○	hours	○
b. Basic foreign language	○	○	hours	○
c. Computers/information systems	○	○	hours	○
d. Community policing	○	○	hours	○
e. Crimes against children	○	○	hours	○
f. Cultural diversity/human relations	○	○	hours	○
g. Domestic preparedness/terrorism	○	○	hours	○
h. Domestic violence	○	○	hours	○
i. Emergency vehicle operations	○	○	hours	○
j. Ethics and integrity	○	○	hours	○
k. Firearms skills	○	○	hours	○
l. Gangs	○	○	hours	○
m. Hate crimes/bias crimes	○	○	hours	○
n. Health and fitness	○	○	hours	○
o. Human trafficking	○	○	hours	○
p. Investigations	○	○	hours	○
q. Juvenile justice law and procedures	○	○	hours	○
r. Law (criminal, constitutional, etc.)	○	○	hours	○
s. Mediation/conflict management	○	○	hours	○
t. Mental illness	○	○	hours	○
u. Nonlethal weapons	○	○	hours	○
v. Patrol procedures/techniques	○	○	hours	○
w. Report writing	○	○	hours	○
x. Self-defense	○	○	hours	○
y. Sexual assault	○	○	hours	○
z. Sexual harassment	○	○	hours	○
aa. Stress prevention/management	○	○	hours	○
bb. Use of force	○	○	hours	○
cc. Victim response	○	○	hours	○

30. Which of the following types of tests does your BASIC recruit training program require? *Mark (●) all that apply. If YES, indicate the number of tests required within each category that are used as part of the formal evaluation of the recruit.*

	YES	NO	If YES, number of tests required
a. Scenario-based tests	○	○	tests
b. Written tests	○	○	tests
c. Oral tests	○	○	tests
d. Skills/proficiency tests	○	○	tests
e. State- or POST-constructed knowledge tests	○	○	tests
f. Physical fitness tests	○	○	tests
g. State competency exams	○	○	tests
h. Other types of tests (please specify):	○	○	tests

Section F | **OTHER TRAINING ISSUES**

31. Does your BASIC training program include instruction in any of the following areas related to terrorism and responding to terrorist incidents? *Mark (●) all that apply.*

○ Intelligence gathering

○ Intelligence analysis

○ Response to weapons of mass destruction (nuclear, biological, chemical)

○ Role of anti-terrorist task forces

○ Inter-agency information sharing

○ Understanding the nature of terrorism

○ Overview of related technology/equipment

○ Post-incident stabilization of the community

○ Overview of relevant Federal, State, and local agencies (e.g., FEMA, FBI, DHS)

○ National Incident Management System (NIMS)/ Incident Command System (ICS)

○ Other (please specify):

○ None of the above

32. Indicate for which of the following your academy uses reality-based (mock) scenarios for BASIC training. *Mark (●) all that apply.*

○ Firearms

○ Self-defense

○ Non-lethal weapons

○ Threat assessment

○ Simunitions

○ Verbal tactics

○ Arrest control tactics

○ Firearms training simulator

○ Use of force continuum

○ None—Reality-based scenarios not used

33. Indicate for which of the following types of weapons your academy provides BASIC training. *Mark (●) all that apply.*

○ Revolver

○ Semi-automatic pistol

○ Shotgun

○ Rifle

○ Conducted Energy Device (CED) (e.g., Taser, Stinger, etc.)

○ Baton

○ Chemical agents (e.g., pepper spray)

○ Other less-lethal firearms (e.g., bean bag gun, rubber bullets, etc.)

○ Flashlight

○ Extended range impact weapons

○ None of those listed

34. Indicate which of the following are included in your BASIC firearms or related training. *Mark (●) all that apply.*

○ Night-time or reduced light conditions

○ Computerized firearms training systems

○ Simulated stressful conditions

○ Training with off-duty weapons

○ Non-lethal live fire (e.g., simunitions)

○ Other (please specify):

○ None of those listed

35. Indicate which of the following techniques are included in your BASIC control/defensive tactics instruction for use in the field. *Mark (●) all that apply.*

○ Weapon retention

○ Ground fighting

○ Pressure-point control

○ Verbal command presence

○ Neck restraints

○ Speed cuffing

○ Full body restraints (e.g., "hog tying")

○ Other (please specify):

○ None of those listed

36. Does your BASIC training program provide any instruction on how to identify and respond to excessive force used by:

Peer officers: ○ Yes   ○ No

Superior officers: ○ Yes   ○ No

37. Indicate whether instruction is currently provided in each topic area for BASIC recruit trainees. *Mark (●) all that apply.*

○ History of community-oriented policing

○ Identifying community problems

○ Prioritizing crime and disorder problems

○ Applying research methods to study crime and disorder

○ Using problem-solving models (e.g., SARA*, CAPRA**)

○ Environmental causes of crime (e.g., CPTED***, "Broken Windows")

○ Organizing/mobilizing the community

○ Analyzing crime/calls for service data

○ Using crime mapping to analyze community problems

○ Creating problem-solving teams

○ Assessing the effectiveness of responses used in problem-solving

○ Interacting with youth

○ None of those listed

*SARA stands for Scanning, Analysis, Response, Assessment.
**CAPRA stands for Clients, Acquiring and analyzing information, Partnerships, Response, Assessment.
***CPTED stands for Crime Prevention Through Environmental Design.

38. Does your academy provide any training or orientation for the families of recruits (e.g., preparing family members for changes in lifestyle they may encounter when the recruit begins work as a law enforcement officer)?

○ Yes

○ No

39. Other than as a part of BASIC recruit training, does your academy provide specialized patrol training for any of the following types of patrol? *Mark (●) all that apply.*

○ Mounted (horse)　　　　○ ATV

○ Bicycle　　　　　　　　○ Human Transporter (e.g., Segway)

○ Motorcycle　　　　　　 ○ None of the above

○ Marine

40. Other than as a part of BASIC recruit training, does your academy provide specialized training in any of the following topics? *Mark (●) all that apply.*

○ K-9　　　　　　　　　　○ Crimes against children

○ SWAT　　　　　　　　　○ Juvenile Justice

○ Crash reconstruction　　　○ Other special training (please specify):

○ Radar/lidar

○ Field Training Officer

○ HAZMAT

○ Methamphetamine labs　　○ NO specialized training is offered

Thank you for your time and assistance!

Summary of Comments from Pilot Test and Second Focus Group Meeting

2013 Census of Law Enforcement Training Academies

Agencies and representatives participating:

Baltimore City Police Academy (BCPA) – Major Eric Russell

Chesapeake Police Academy (CPA) – Lt. John Landfair

Fairfax County Criminal Justice Academy (FCCJA) – Major Cynthia McAlister, Capt. Paul Thornton

Montgomery County Training Academy (MCTA) – Lt. Frank Stone

Northern Virginia Criminal Justice Academy (NVCJA) – Director William O'Toole

University of Maryland Police Academy (UMPA) – Sgt. Ken Leonard

Virginia State Police Academy (VSPA) – Captain Lenmuel Terry

Police Executive Research Forum – Deputy Director of Research Bruce Kubu, Research Associate Daniel Woods, Research Assistant Nathan Ballard

Bureau of Justice Statistics – Statisticians Brian Reaves and Ron Malega

Note: The question numbers in this document refer to the pilot version of the instrument. You must refer to the document "CLETA2012_pilot" when reading these comments.

Q1 – No comments

Q2

- FCCJA –
  - School resource officers are usually incumbents
  - Auxiliary officers
  - In FC – Arson investigators go through LE training, but get arson training from Fire.
- NVCJA –
  - School resource officer – certification training does apply
- MCTA – do certification training, but have specialized instructors do the training
- CPA – Park rangers, animal control – do basic, but get certification from an outside entity
- FCCJA – jumped to Q40 noting specialized training was covered there.
- VSPA – and/or covers it
- MCTA – arson investigator gets basic LE training but they don't train arson investigation (like FCCJA)
- CPA – have descriptions of what is BASIC, in-service, etc.

Q3

- VSPA – thinks the screener could be part of the Page 1 instructions
- NVCJA – Specialized vs. Other
- MCTA – Host some of the training, but don't provide it. Outside trainers utilize their facilities (e.g., SWAT).
- FCCJA – is it MCPD officers or outside. She thinks if they are certified trainers it would apply.
- NVCJA asked if MCPD officers receive the training, answer is YES
- BCPA says BC operates the same way.
- FCCJA – should add "includes adjuncts to your academy"

- FCCJA – if pull from other agencies, they become adjuncts (and adjuncts is covered on Q11)
- FCCJA– working towards it, but not yet
- NVCJA – provides outside trainer
- BCPA – crime lab comes to training
- NVCJA – operates the same

Q4

- UMPA – do train more than 5 agencies
- VSPA – only their agency
- FCCJA – budgets might have ditched training so having "thru"
- NVCJA – say "from 2010 to 2012"

Q5 – no comments

Q6 –

- CPA – understands intent of the question, but in practice it might not be clear. Don't automatically get college credit
- FCCJA – agrees, have to go to NOVA, register, and bring transcripts
- NVCJA – says if it's "automatic" he would have to change his answers to "no" – have agreements with 7 schools, but it is student driven
- VSPA – would it be easier to say does your academy have matriculation agreements
- CPA – are they eligible for college credits
- NVCJA – if "No" are their matriculation agreements that would allow students the opportunity to apply for college credits. If it's not automatic, then it should be "no"

Q7 – See Q6 discussion – similar issues.

- VSPA – did think Q7 was out-of-place
- NVCJA – thinks few places would give credit for in-service, so is curious to see if places do.

Q8 – No comments

Q9

- BCPA – classes fluctuate in amount of weeks, so there are a set amount of weeks, but each class could be different based on what chief wants from that class.
- BCPA – could be a difference of 5(6) weeks. Held another additional training for 3 weeks.
- CPA – add "approximate" or "average"
- FCCJA – minimum is bad, b/c the VA academies represented are well above the minimum.
- FCCJA/VSPA/BCPA different scenarios are going to complicate the program
- MCTA – is program based on a 40 week model? BCPA says YES, so if develop curriculum based on a particular model, then that is the answer. Additional training would be an exception
- FCCJA – in the parenthetical should add, any breaks in training for exceptional circumstances
- BCPA – length of training will vary, thinks should stick to the CORE length of training
- MCTA – add parenthetical "unforeseen special details"
- NVCJA – sheriffs receive additional for weeks of training. So selected both
- CPA – question is about LE, so exclude corrections, etc.

Q10

- CPA – FT mandatory FOLLOWING completion of the basic academy

Q10a

- UMPA – varies widely
- NVCJA state requires a minimum, but it varies. Wouldn't be able to answer 10a, or would have to answer "Other"
- FCCJA – permanent academies could answer, but regional could not
- VSPA – is it specified by the
- CPA – if Field Training is not overseen by your agency then it shouldn't apply.

- NVCJA/FCCJA don't oversee the training, but do know what the length is
- NVCJA – unusual for the academy to do Field Training
- CPA – they do b/c it's a single agency
- FCCJA - will it be YES/NO? don't oversee, but could still answer the question

Q11

- NVCJA - wanted clarification on most recent BASIC class. Also hire actors
- FCCJA - doesn't think those would trainer, so wouldn't need to cover

Q12

- MCTA - need an and/or? If teach more than 3 hours need state-certification

Q13 – no comments

Q14 - no comments

Q15

- FCCJA – add "student evaluations"

Q16 – no comments

Part C

Q17

- NVCJA – should it be police/sheriffs

Q18

- FCCJA - wasn't sure about (e)
- NVCJA - wasn't sure about a facility, but often have the equipment
- CPA - thinks should strike, driving simulator would cover it.
- NVCJA – don't have a basketball court, but do have fitness center beyond the gymnasium.
- FCCJA/CPA – change to gymnasium/fitness center or ditch gymnasium

- FCCJA – thinks change to "area" vs "center"
- NVCJA – (j) Library. They have a resource center. Not technically a library
- CPA – (a) vs. (l)
- VSPA – remove "computers" from (l) to avoid confusion
- NVCJA – change (a) to computer lab
- NVCJA – issuing tablets to recruits, to reduce paper cost
- CPA - (p) don't use them, but do have subscription to media service, but isn't satellite downlink. Ex. PoliceOne Academy or "In the Line of Duty"
- MCTA – need clearer specification/organization to clarify if it applies to BASIC or additional training.

Q19/Q20

- NVCJA - 19 (b) – should this include lease payments, land taxes, debt service etc.? or add them as exclusions
- MCTA – would overtime be in there. They have fund.
- VSPA – for clarification if add a + b then won't add to the total if debt service is excluded
- FCCJA - Property costs will get excluded. Overtime fund would be included in wages/salaries.
- CPA – If only care about total operating budget for the academy then answer will be easy.
- UMPA – really rely on who's available for training. Which officers came in may have a day-to-day difference.
- VSPA – wondered why equipment was excluded in (b)
- FCCJA - maintenance/upkeep costs will be unknown for them b/c it is handled by another govt. agency.
- NVCJA – If question is about operating budget it's okay as it is.
- FCCJA – thinks simpler is better
- NVCJA – if allowed operating costs in Q19 and then other equipment/lease/etc. for Q20
- MCTA – thinks having a list of common items everyone will have then will have an apples to apples comparison.

- FCCJA – expanded examples could help ground the answers
- CPA – have "what are your top ≈3 costs?" or if the overall goal is what the operation costs are, then just ask (c)
- NVCJA - when he was MC Training Director, the budget was more of a wish list depending on funds available and training areas Chief wanted to focus on. Now he runs it like a business and knows it to the penny
- BCPA – doesn't have a budget. Training is part of overall police budget
- CPA – what about having a range, b/c it may fluctuate. So make it categorical
- FCCJA/VSPA said they skipped it and completed the survey and came back.

Q21 – no comments

Q22a –

- FCCJA – have modified training for "direct to the street" or lateral transfers which offers more of an "orientation" type training. They are certified elsewhere, evaluate what training they have had, and assess their needs.
- FCCJA – it's not basic training, it's probationary for their academy.
- CPA/NVCJA/FCCJA – thinks it would be curious how many academies do lateral transfers (lateral-level training).
- BCPA – thinks it's important b/c they're not included in their academy figures.
- CPA – curious about adding "non-competition" clauses. How many agencies have contracts like that for minimum level of service?
- VSPA – says make people payback.
- NVCJA – says might have agreement, but can't really enforce them.
- UMPA - says took to court and got their money.

Q22b

- FCCJA – does their need to be a question asking if the recycled students actually completed training.
- "Recycled" resonates.
- NVCJA don't need figure in the 1000s

Q23 – no comments

Q24

- NVCJA – says item (d) is not covered by them
- FCCJA – do categories need to be updated? EEO has new categories now.

Q25

- CPA – add a column for "Voluntary" withdrawl. Most of his recruits drop out voluntarily.
- FCCJA - answered under the assumption why someone withdrew and counted as a failure.
- VSPA/FCCJA – think change question wording to "non-completion" Does "physical" reason ask about not meeting standards, or injury in training or other reason.
- NVCJA – firearms failure is highest cause for female recruits to fail out of training. Wondering if that is a trend.
- MCTA – "Cooper Test" – curious about non-physical fitness correlation with other areas where they're lacking.
- NVCJA – would be interested in specific categories of gender-related failure.

Q26 – no comments

Q26a – no comments

Section E

Q27 – no comments

Q28 – no comments

Q29 –

- FCCJA – add if a *portion* is online (b/c some could be both)
- MCTA/UMPA – they offer scenario training in addition to patrol techniques/procedures
- CPA – some seem to overlap, firearms, nonlethal, use of force
- CPA – might be better to organize in terms of topic rather than alphabetical.

- MCTA – health & fitness could be "wellness" so should add physical fitness
- CPA – could add "minimum hours"
- NVCJA – distinction between physical fitness & wellness is important
- CPA – Look at POST standards to provide groupings.
- NVCJA – VA has 9 categories, for example.

Q30

- CPA – Number of tests required is difficult.
- FCCJA/CPA thought (e) & (g) were unclear, overlapping.
- VSPA – number of exams, certain number of failures will mark potential of recycling or voluntary withdrawal.
- Most think there are not going to be any oral tests.
- FCCJA – thinks it could be eliminated.
- NVCJA - technically all of the knowledge tests done orally could count.

Section F

Q31

- UMPA – "suspicious activity" reporting was in other, but overall categories were covered

Q32 – no comments

Q33

- FCCJA – train on pepper-ball gun, but is air-driven
- CPA – take out "firearm" from other less lethal.
- CPA/UMPA – how is other less-lethal different from extended range impact weapon?

Q34 – no comments

Q35

- CPA/FCCJA better terminology for "neck restraint" – LVN

Q36

- OT – don't make a distinction between peer/supervisor – LOOK AT PREVIOUS SURVEY RESPONSE TO SEE IF CAN COLLAPSE

Q37 – no comments

Q38

- MCTA – can we separate out whether it is at the beginning, middle or end of training.

Q39 – no comments

Q40

- FCCJA – many categories are not covered in the question.
- UMPA – providing it themselves or outside.
- MCTA – have clarification that includes outside vendors/adjuncts
- NVCJA – list is incomplete. They do a training needs survey, name the top 3 (trainers & recruits). Compile a needs/wants list.

<mark>WRAP UP – MISSED ITEMS, OMISSIONS, ETC.</mark>

- MCTA – include Social Network, for Q29 & Q40 (investigative as well as personal use).
- NVCJA – do we ask enough about what topic areas are covered online? Could have online training for IN-SERVICE (in connection with Q40 with specialized training).
- VSPA – can see how some items that might not apply to him, might be relevant to other academies.
- NVCJA – Survey introduction should include a heads-up that survey might have in-depth info – covered by online-save function.

2013 CENSUS OF LAW ENFORCEMENT
TRAINING ACADEMIES (CLETA)
U.S. Department of Justice, Bureau of Justice Statistics

ID NUMBER

RETURN TO: Police Executive Research Forum
1120 Connecticut Ave., NW
Suite 930
Washington, DC 20036

INFORMATION SUPPLIED BY:

NAME:

TITLE:

INSTITUTION:

E-MAIL:

TELEPHONE: ( ) - **EXT.**

FAX NUMBER: ( ) -

INSTRUCTIONS:

If you have any questions regarding the survey, please contact Bruce Kubu of PERF at (202) 454-8308 or bkubu@policeforum.org. If you have general project-related questions, please contact Brian Reaves of BJS at (202) 616-3287 or brian.reaves@usdoj.gov.

Do not leave any items blank.

- If the answer to a question is not available or is unknown, enter "DK" (don't know) in the space provided.
- If the answer to a question is not applicable, enter "NA" in the space provided.
- If the answer to a question is none or zero, enter "0" in the space provided.
- When exact numeric answers are not available, provide estimates.
- If completing this survey in hardcopy, please use either blue or black ink and print as neatly as possible using only CAPITAL letters.
- Use the period 2011-2013 to answer questions unless otherwise instructed.
- For the purposes of this survey, we define "Basic Law Enforcement Training" as the mandatory training for newly appointed or elected law enforcement officers as required by federal or state statute, rule or regulation, depending upon the jurisdiction of the agency hiring the new officer.

You may complete the survey online at http://onlinesurvey.policeforum.org/BJS2013CLETA.html. If you are unable to utilize the online option, contact Bruce Kubu at the phone number/email address specified above. You may mail your completed questionnaire to the address noted above, or fax it to (202) 466-7826.

When completing the survey online, 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.

Please retain a copy of the completed survey for your records as project staff may call to clarify responses.

GENERAL ACADEMY INFORMATION

Instruction: Use the period 2011-2013 to answer questions unless otherwise instructed.

1. **Indicate which of the following describes the entity (or entities) responsible for operating your BASIC training academy.** *Mark (■) all that apply.*

   ☐ State POST (or equivalent state authority)

   ☐ State police/highway patrol agency

   ☐ City/municipal police department

   ☐ Sheriff's office/department

   ☐ County police department

   ☐ 4-year college/university

   ☐ 2-year college/community college

   ☐ Technical school

   ☐ Other (please specify):

2. **Indicate which of the following types of training are provided at your academy (including training by department adjunct instructors).** *Mark (■) all that apply.*

   ☐ Basic law enforcement training *(see note below)

   ☐ First-line or higher supervisor training

   ☐ In-service training for active duty, certified officers

   ☐ Specialized training (e.g., SWAT, K-9, marine, radar/lidar, etc.)

   ☐ Lateral training for officers hired from other agencies

   ☐ Field training instructors—FTO/PTO

   ☐ Pre-service training (for persons entering law enforcement who are not employed or sponsored by a law enforcement agency)

   ☐ Other (please specify):

⇨ ***If your agency does NOT currently provide basic law enforcement training (i.e., you did not mark this option above in Question 2), please mark here:** ☐
   Then, please return the survey to PERF via mail or facsimile using the instructions on the survey cover sheet.

3. **For which of the following positions does your academy provide BASIC training?** *Mark (■) all that apply.*

   ☐ Local police officer (city/county)

   ☐ Sheriff's deputy (law enforcement)

   ☐ Campus police officer

   ☐ Jail officer

   ☐ Corrections officer

   ☐ State police/highway patrol officer

   ☐ Constable

   ☐ Parole/probation officer

   ☐ Auxiliary officer

   ☐ Fire marshal

   ☐ Arson investigator

   ☐ Tribal police officer

   ☐ Natural resources (fish and game) officer

   ☐ Park ranger/officer

   ☐ Transportation police officer

   ☐ Private security officer

   ☐ Firefighter

   ☐ Emergency Medical Technician (EMT)

   ☐ Animal control officer

   ☐ School resource officer

   ☐ Public housing officer

   ☐ Pre-service/self-sponsored

   ☐ Other (please specify):

4. **Please enter the number of law enforcement agencies for which your academy trained BASIC recruits from 2011 through 2013.**

Type of law enforcement agency	Number served
Primary state agency (highway patrol, state police, dept. of public safety)	
Local police department (municipal, county, regional)	
Sheriff's office/department	
Special jurisdiction *(see examples below)*	
Other type of agency (please specify):	
Total number of agencies served from 2011 through 2013	

5. **Is your academy state- or POST- certified/approved?**
   ☐ Yes
   ☐ No

6. **Is your academy accredited by the Commission on Accreditation for Law Enforcement Agencies (CALEA)?**
   ☐ Yes
   ☐ No

7. **Is college credit awarded for BASIC training conducted by or through your academy?**
   ☐ Yes, college credit is automatically awarded
   ☐ Yes, college credit is awarded under certain circumstances (i.e., student initiated)
   ☐ No

8. **Is an associate's or bachelor's degree offered through your academy?**

   Associate's degree   Bachelor's degree
       ☐ Yes   ☐ Yes
       ☐ No   ☐ No

9. **Enter the length of your current core BASIC law enforcement recruit training program (excluding any formal field training program, details outside your core program, and any breaks from scheduled basic training) and mark the appropriate time increment for the program.**

   Length of
   BASIC recruit
   training program: ☐ Hours
       ☐ Weeks
       ☐ Months
       ☐ Semesters
       ☐ Other increment (please specify):

Special jurisdiction examples include: Public buildings/facilities (e.g., university, campus), Natural resources (e.g., fish and wildlife, parks), Transportation (e.g., airports, railroads, harbor), Criminal investigations (e.g., state/county/city investigations, fraud), Special enforcement (e.g., alcohol, narcotics) **Page 3**

10. Is field training mandatory for recruits following completion of the BASIC law enforcement academy?

☐ Yes, for all recruits
☐ Yes, but it is agency specific
☐ No (Skip to Question 11)

10a. If YES, does your academy oversee the field training component?

☐ Yes
☐ No (Skip to Question 11)

10b. If YES, enter the length of your current FIELD TRAINING segment and mark the appropriate time increment for the segment.

Length* of
FIELD TRAINING
segment in recruit
training program: ☐☐☐

☐ Hours
☐ Weeks
☐ Months
☐ Semesters
☐ Other increment (please specify):

If the length of your field training segment varies, please specify the minimum and maximum and select the appropriate time increment. (e.g., hours, weeks, etc.)

minimum   maximum

<u>**Section B**</u>

TRAINING PERSONNEL

Instruction: Use the period 2011-2013 to answer questions unless otherwise instructed.

11. Of the total number of personnel currently serving as TRAINERS or INSTRUCTORS (or serving as trainers or instructors during the most recent BASIC class), how many are:

	Full-time	Part-time
a. Sworn officers employed by, or permanently assigned to, the academy		
b. On-duty sworn officers temporarily assigned to the academy		
c. Civilians employed by, or permanently assigned to, the academy		
d. Civilians temporarily assigned to the academy		
e. Contractors		
f. Off-duty officers compensated to teach		
g. Volunteers		
h. Adjunct faculty		
i. Other (please specify):		
j. Sum of lines 'a' through 'i'		

12. What is the minimum required education level for all your full-time and part-time trainers or instructors? *Mark (■) only one response for full-time and one for part-time.*

Full-time instructors

☐ High school/GED

☐ Two-year college degree

☐ Four-year college degree

☐ Graduate degree

☐ Non-degree college requirement

☐ No requirement

Part-time instructors

☐ High school/GED

☐ Two-year college degree

☐ Four-year college degree

☐ Graduate degree

☐ Non-degree college requirement

☐ No requirement

13. What is the minimum number of years of law enforcement experience required for your full-time and part-time trainers or instructors? *If you do not require a minimum number of years of experience, enter 0.*

Full-time instructors   Part-time instructors

[ ][ ] Years   [ ][ ] Years

14. Which of the following certifications are required for your full-time and part-time trainers or instructors? Exclude any educational requirements listed in Question 12. *Mark (■) all that apply.*

Full-time instructors

☐ State- or POST-certification

☐ Academy certification

☐ Qualified subject matter expert

☐ Other certification requirement (please specify):

[   ]

☐ No certifications are required

Part-time instructors

☐ State- or POST-certification

☐ Academy certification

☐ Qualified subject matter expert

☐ Other certification requirement (please specify):

[   ]

☐ No certifications are required

15. Does your academy send any of its full-time and part-time trainers or instructors to other basic law enforcement training academies as a means for sharing resources?

Full-time instructors   Part-time instructors

☐ Yes   ☐ Yes

☐ No   ☐ No

16. How are your trainers or instructors evaluated on their performance? *Mark (■) all that apply.*

☐ State- or POST-certification

☐ Peer evaluations (i.e., evaluated by other instructors)

☐ Supervisory evaluations

☐ Student feedback

☐ Other (please specify): [   ]

17. Does your academy provide ongoing and/or refresher training for trainers or instructors?

☐ Yes

☐ No (Skip to Section C, Question 18)

    17a. If YES, how is the content of the refresher training for trainers or instructors developed?
    Mark (■) all that apply.

        ☐ Job task analysis/needs analysis   ☐ Other (please specify):

        ☐ State- or POST-commission

        ☐ Subject matter expert

        ☐ Law enforcement advisory board

        ☐ Academy staff input

<u>**Section C**</u>

ACADEMY RESOURCES

Instruction: Use the period 2011-2013 to answer questions unless otherwise instructed.

18. From which of the following sources did your academy receive training funds or equipment?
Mark (■) all that apply.

City/county funding   ☐ Donations from private vendors/corporations

☐ State funding, excluding grants   ☐ College/university

☐ State grants   ☐ Law enforcement agencies sponsoring recruits

☐ Federal funding, excluding grants   ☐ Other (please specify):

☐ Federal grants

☐ Surplus government equipment

☐ Tuition

☐ Student fees (other than tuition)

19. Does your academy have any satellite training locations?

☐ Yes

☐ No (Skip to Question 20)

    19a. If YES, please indicate the total number of satellite locations:

        ☐☐ satellite locations

    19b. If YES, which types of law enforcement training are currently offered at your satellite locations?
    Mark (■) all that apply.

        ☐ Basic law enforcement training

        ☐ In-service training

        ☐ Advanced/specialized training

        ☐ Other (please specify):

20. Indicate whether your academy includes, or provides access to, each of the following for purpose of BASIC training. *Mark (■) only one response for each item.*

	Part of academy	Not part of academy, but have access to	Not part of academy, and do NOT have access to
Educational			
a. Computer lab	☐	☐	☐
b. Electronic tablet/iPad	☐	☐	☐
c. Internet/on-line classes	☐	☐	☐
d. Media lab/video production facility	☐	☐	☐
e. Mobile data terminals	☐	☐	☐
f. Resource center/library	☐	☐	☐
g. Subscription to a down-link information service (e.g., LETN, PoliceOne Academy, In the Line of Duty)	☐	☐	☐
h. Video conferencing classes	☐	☐	☐
Weapons/self-defense			
i. Defensive tactics room	☐	☐	☐
j. Firearms training simulators	☐	☐	☐
k. Indoor firearms range	☐	☐	☐
l. Outdoor firearms range	☐	☐	☐
m. Scenario training facility	☐	☐	☐
Physical fitness/agility			
n. Fitness facilities (e.g., gymnasium, weight room)	☐	☐	☐
o. Obstacle course	☐	☐	☐
p. Swimming pool	☐	☐	☐
Driving-related			
q. Driving simulator	☐	☐	☐
r. Vehicle operation range	☐	☐	☐
Residency			
s. Dormitory/residential facilities	☐	☐	☐

21. What was your academy's TOTAL operating budget for 2013? This is to include employer contributions to employee benefits (exluding recruit salaries) but excludes purchases of EQUIPMENT (e.g., cars, radios, computers with a life expectancy of five years or more). *If your academy does NOT have its own operating budget, please estimate the total operating budget for 2013.*

	Amount	If amount is an estimate, mark (■) in this column.
Academy's TOTAL operating budget for 2013 including employer contributions to employee benefits (excluding recruit salaries). *If your academy does NOT have its own operating budget, please estimate the total operating budget for 2013.*	$☐☐,☐☐☐,☐☐☐	☐

22. What was your academy's total budget for 2013 for EQUIPMENT (e.g., purchase of cars, radios, computers, etc., with a life expectancy of five years or more)?

$☐☐,☐☐☐,☐☐☐   ☐ *If amount is an estimate, mark here*

Section D

ACADEMY TRAINEES

Instruction: Use the period 2011-2013 to answer questions unless otherwise instructed.

23. Does your academy use a "class" structure (a group of recruits who go through training at the same time)?

☐ Yes
☐ No (Skip to Question 25)

24a. Please provide the following information for your BASIC recruit academy classes that ENDED (GRADUATED) in 2011, 2012, and 2013. *(If none, enter 0.)*

Number of basic recruit training classes that ended in:	Number of recruits who STARTED training	Number of recruits who COMPLETED training	Number of recruits in SMALLEST graduating class	Number of recruits in LARGEST graduating class
2011 ⇨ ☐☐	☐,☐☐☐	☐,☐☐☐	☐☐☐	☐☐☐
2012 ⇨ ☐☐	☐,☐☐☐	☐,☐☐☐	☐☐☐	☐☐☐
2013 ⇨ ☐☐	☐,☐☐☐	☐,☐☐☐	☐☐☐	☐☐☐
Total for classes ending in 2011, 2012, and 2013 ⇨ ☐☐	☐,☐☐☐	☐,☐☐☐		

24b. For the BASIC recruit academy classes that ended in 2011, 2012, and 2013, how many recruits were "recycled" through one or more previous training segments, and how many of them completed training in those years? *A recruit could be considered "recycled" if he/she leaves basic academy training, and returns to a subsequent session to complete training.*

	Number of "recycled" recruits who STARTED training	Number of "recycled" recruits who COMPLETED training
2011	☐☐☐	☐☐☐
2012	☐☐☐	☐☐☐
2013	☐☐☐	☐☐☐

25. For the BASIC recruit academy classes that ended in 2011, 2012, and 2013 (see Question 24a), please indicate the total number of recruits who started BASIC training, and the total number who completed it, by GENDER. *If your academy does NOT use a "class" structure (see Question 23), fill only the right column pertaining to the "Total number of recruits who COMPLETED training".*

	Number of recruits who STARTED training	Number of recruits who COMPLETED training
a. Male	☐,☐☐☐	☐,☐☐☐
b. Female	☐,☐☐☐	☐,☐☐☐
Total for classes ending in 2011, 2012, and 2013 *(sum of lines a and b)*	☐,☐☐☐	☐,☐☐☐

26. For the BASIC recruit academy classes that ended in 2011, 2012, and 2013 (see Question 24a), please indicate the total number of recruits who started BASIC training, and the total number who completed it, by RACE and ETHNICITY. *If your academy does NOT use a "class" structure (see Question 23), fill only the right column pertaining to the "Total number of recruits who COMPLETED training".*

	Number of recruits who STARTED training	Number of recruits who COMPLETED training
a. White, not of Hispanic origin	☐,☐☐☐	☐,☐☐☐
b. Black or African American, not of Hispanic origin	☐,☐☐☐	☐,☐☐☐
c. Hispanic or Latino, any race	☐,☐☐☐	☐,☐☐☐
d. American Indian or Alaska Native	☐,☐☐☐	☐,☐☐☐
e. Asian *(see note below)*	☐,☐☐☐	☐,☐☐☐
f. Native Hawaiian or Other Pacific Islander *(see note below)*	☐,☐☐☐	☐,☐☐☐
g. Two or more races	☐,☐☐☐	☐,☐☐☐
h. Don't know/no information available	☐,☐☐☐	☐,☐☐☐
Total for classes ending in 2011, 2012, and 2013 *(sum of lines 'a' through 'h')*	☐,☐☐☐	☐,☐☐☐

If you do not have the separate race breakdowns for categories 'e' (Asian) and 'f' (Native Hawaiian or Other Pacific Islander), provide information for the combined groups under 'e' (Asian) and enter "NA" in 'f.'

27. With regard to those recruits that <u>did not</u> complete BASIC recruit training in the classes that ended in 2011, 2012, and 2013, please provide the number of recruits by each primary reason for non-completion by GENDER. *If your academy uses a "class" structure, your totals should be consistent with the number of recruits that had not completed training from Question 25 and Question 26 (difference between those who STARTED and those who COMPLETED).*

Primary reason for non-completion	Male	Female	Total
a. Injury/illness	☐,☐☐☐	☐,☐☐☐	☐,☐☐☐
b. Failure to qualify - firearms	☐,☐☐☐	☐,☐☐☐	☐,☐☐☐
c. Failure to qualify - driving	☐,☐☐☐	☐,☐☐☐	☐,☐☐☐
d. Inability to meet physical standards	☐,☐☐☐	☐,☐☐☐	☐,☐☐☐
e. Academic	☐,☐☐☐	☐,☐☐☐	☐,☐☐☐
f. Disciplinary	☐,☐☐☐	☐,☐☐☐	☐,☐☐☐
g. Voluntary	☐,☐☐☐	☐,☐☐☐	☐,☐☐☐
h. Withdrawn by sponsoring agency	☐,☐☐☐	☐,☐☐☐	☐,☐☐☐
i. Other reason for non-completion	☐,☐☐☐	☐,☐☐☐	☐,☐☐☐
Total for classes ending in 2011, 2012, and 2013 *(sum of lines 'a' through 'i')*	☐,☐☐☐	☐,☐☐☐	☐,☐☐☐

28. Does your academy have a set of formal rules concerning recruit behavior (e.g., disciplinary code, code of conduct)?

☐ Yes
☐ No (Skip to Section E, Question 29)

28a. If YES, what actions are taken in response to violations? *Mark (■) all that apply.*

☐ Loss of privileges   ☐ Demerits
☐ Lowering of specific course grades   ☐ Verbal reprimand
☐ Motivational physical training   ☐ Written reprimand
☐ "Extra duty" tasks (e.g., writing assignments)   ☐ Other (please specify):
☐ Probation/suspension
☐ Termination/dismissal/expulsion
☐ Counseling   ☐ No actions are taken in response to violations

---

Section E   **CORE CURRICULUM**

Instruction: Use the period 2011-2013 to answer questions unless otherwise instructed.

29. In which of the following ways is the content of the BASIC recruit training curriculum developed?
Mark (■) all that apply.

☐ Departmental objectives   ☐ Legislative/regulatory mandate
☐ Job task analysis/needs analysis   ☐ Subject matter experts
☐ Law enforcement advisory board   ☐ Academy staff input
☐ State- or POST-commission mandates   ☐ Other (please specify):

30. The training environment of some academies can be described as a stress model (i.e., military style), some as a non-stress model (i.e., academic), and others as a combination of the two styles. Using the scale below, indicate the level of stress/non-stress present in the training environment of your BASIC training program by marking the box above the appropriate description. *Mark (■) only one box.*

☐	☐	☐	☐	☐	☐	☐
Entirely non-stress model	Predominantly non-stress model	Slightly more non-stress than stress	Equal balance of stress and non-stress	Slightly more stress than non-stress	Predominantly stress model	Entirely stress model

31. Please indicate whether your academy provides the following types of training and the approximate number of hours of instruction required in your current BASIC recruit training program. We understand that these categories may not reflect your course titles and the list is not comprehensive. Please give us your best estimates, even if a topic is integrated throughout the curriculum. *If estimating, please mark (■) the box in the far right column next to that particular topic.*

Subject area	YES	NO	If YES, enter number of hours of basic training instruction required on topic	If number of hours is an estimate, mark (■) in this column
Operations				
a. Basic first-aid/CPR	☐	☐	☐☐☐ hours	☐
b. Computers/information systems	☐	☐	☐☐☐ hours	☐
c. Emergency vehicle operations	☐	☐	☐☐☐ hours	☐
d. Investigations	☐	☐	☐☐☐ hours	☐
e. Patrol procedures/techniques	☐	☐	☐☐☐ hours	☐
f. Report writing	☐	☐	☐☐☐ hours	☐
g. Traffic accident investigations	☐	☐	☐☐☐ hours	☐
Weapons/defensive tactics				
h. Defensive tactics	☐	☐	☐☐☐ hours	☐
i. Firearms skills	☐	☐	☐☐☐ hours	☐
j. Nonlethal weapons	☐	☐	☐☐☐ hours	☐
Legal				
k. Criminal/constitutional law	☐	☐	☐☐☐ hours	☐
l. Juvenile justice law and procedures	☐	☐	☐☐☐ hours	☐
m. Traffic law	☐	☐	☐☐☐ hours	☐
Community policing				
n. Community partnership building/ collaboration	☐	☐	☐☐☐ hours	☐
o. Cultural diversity/human relations	☐	☐	☐☐☐ hours	☐
p. Mediation/conflict management	☐	☐	☐☐☐ hours	☐
q. Problem-solving approaches	☐	☐	☐☐☐ hours	☐

31 (continued). Please indicate whether your academy provides the following types of training and the approximate number of hours of instruction required in your current BASIC recruit training program. We understand that these categories may not reflect your course titles and the list is not comprehensive. Please give us your best estimates, even if a topic is integrated throughout the curriculum. *If estimating, please mark (■) the box in the far right column next to that particular topic.*

Subject area	YES	NO	If YES, enter number of hours of basic training instruction required on topic	If number of hours is an estimate, mark (■) in this column
Self-improvement				
r. Basic foreign language	☐	☐	☐☐☐ hours	☐
s. Communications	☐	☐	☐☐☐ hours	☐
t. Ethics and integrity	☐	☐	☐☐☐ hours	☐
u. Health and fitness	☐	☐	☐☐☐ hours	☐
v. Professionalism	☐	☐	☐☐☐ hours	☐
w. Stress prevention/management	☐	☐	☐☐☐ hours	☐
Special topics				
x. Clandestine drug labs	☐	☐	☐☐☐ hours	☐
y. Crimes against children	☐	☐	☐☐☐ hours	☐
z. Cyber/internet crimes	☐	☐	☐☐☐ hours	☐
aa. Domestic preparedness/terrorism	☐	☐	☐☐☐ hours	☐
bb. Domestic violence	☐	☐	☐☐☐ hours	☐
cc. Gangs	☐	☐	☐☐☐ hours	☐
dd. Elder Abuse	☐	☐	☐☐☐ hours	☐
ee. Hate crimes/bias crimes	☐	☐	☐☐☐ hours	☐
ff. Human trafficking	☐	☐	☐☐☐ hours	☐
gg. Mental illness	☐	☐	☐☐☐ hours	☐
hh. Sexual assault	☐	☐	☐☐☐ hours	☐
ii. Sexual harassment	☐	☐	☐☐☐ hours	☐
jj. Use of force	☐	☐	☐☐☐ hours	☐
kk. Victim response	☐	☐	☐☐☐ hours	☐

32. With regard to your BASIC training curriculum, which of the following training delivery methods do you utilize? *Mark (■) all that apply.*

	Primary Method	Secondary Method	Method not used
a. Lecture	☐	☐	☐
b. Adult learning	☐	☐	☐
c. Scenario based	☐	☐	☐
d. Other type of training delivery method (please specify):	☐	☐	☐

33. Which of the following types of tests does your BASIC recruit training program require? *Mark (■) all that apply. If YES, indicate the number of tests required within each category that are used as part of the formal evaluation of the recruit.*

	YES	NO	If YES, number of tests required
a. Scenario-based tests	☐	☐	☐☐ tests
b. Written tests	☐	☐	☐☐ tests
c. Oral tests	☐	☐	☐☐ tests
d. Skills/proficiency tests	☐	☐	☐☐ tests
e. Physical fitness tests	☐	☐	☐☐ tests
f. State competency exams	☐	☐	☐☐ tests
g. Other types of tests (please specify):	☐	☐	☐☐ tests

OTHER TRAINING ISSUES

Instruction: Use the period 2011-2013 to answer questions unless otherwise instructed.

34. For which of the following areas related to terrorism and responding to terrorist incidents does your BASIC training program provide instruction? *Mark (■) all that apply. Please specify the total number of training hours provided on the subject areas (i.e., terrorism and responding to terrorist incidents) marked below.*

☐ Intelligence gathering

☐ Intelligence analysis

☐ Disaster response and recovery

☐ Response to weapons of mass destruction (nuclear, biological, chemical)

☐ Role of anti-terrorist task forces

☐ Inter-agency information sharing

☐ Understanding the nature of terrorism

☐ Overview of related technology/equipment

☐ Post-incident stabilization of the community

☐ Overview of relevant Federal, State, and local agencies (e.g., FEMA, FBI, DHS)

☐ National Incident Management System (NIMS)/ Incident Command System (ICS)

☐ Working with information-sharing fusion centers

☐ Special events

☐ Other (please specify):

☐ None of those listed

Total hours provided: ☐☐ hours

35. Indicate for which of the following your academy uses reality-based (mock) scenarios for BASIC training. *Mark (■) all that apply.*

☐ Firearms

☐ Self-defense

☐ Non-lethal weapons

☐ Threat assessment

☐ Simunitions

☐ Verbal tactics

☐ Arrest control tactics

☐ Firearms training simulator

☐ Use of force continuum

☐ None of those listed

36. Indicate for which of the following types of weapons your academy provides BASIC training. *Mark (■) all that apply.*

☐ Revolver

☐ Semi-automatic pistol

☐ Shotgun

☐ Rifle

☐ Chemical agents (e.g., pepper spray)

☐ Baton

☐ Flashlight

☐ Extended range impact weapons

☐ Conducted Energy Device (CED)/ Electronic Control Weapon (ECW) (e.g., Taser, Stinger, etc.)

☐ Other (please specify):

☐ None of those listed

37. Indicate which of the following are included in your BASIC firearms or related training. *Mark (■) all that apply.*

☐ Night-time or reduced light conditions

☐ Computerized firearms training systems

☐ Simulated stressful conditions

☐ Training with off-duty weapons

☐ Non-lethal live fire (e.g., simunitions, paintball)

☐ Other (please specify):

☐ None of those listed

38. Indicate which of the following techniques are included in your BASIC control/defensive tactics instruction for use in the field. *Mark (■) all that apply.*

☐ Weapon retention

☐ Ground fighting

☐ Pressure-point control

☐ Verbal command presence

☐ Neck/caratoid restraints

☐ Speed cuffing

☐ Full body restraints (e.g., "hog tying")

☐ Other (please specify):

☐ None of those listed

39. Does your BASIC training program provide any instruction on how to identify and respond to excessive force used by other officers?

☐ Yes

☐ No

40. Indicate whether instruction is currently provided in each topic area for BASIC recruit trainees.
Mark (■) all that apply.

☐ History of community-oriented policing

☐ Identifying community problems

☐ Prioritizing crime and disorder problems

☐ Applying research methods to study crime and disorder

☐ Using problem-solving models (e.g., SARA*, CAPRA**)

☐ Environmental causes of crime (e.g., CPTED***, "Broken Windows")

☐ Organizing/mobilizing the community

☐ Creating private sector partnerships

☐ Analyzing crime/calls for service data

☐ Using crime mapping to analyze community problems

☐ Creating problem-solving teams

☐ Assessing the effectiveness of responses used in problem-solving

☐ Interacting with youth

☐ None of those listed

41. Does your academy provide any training or orientation for the families of recruits (e.g., preparing family members for changes in lifestyle they may encounter when the recruit begins work as a law enforcement officer)?

☐ Yes

☐ No (Skip to Question 42)

41a. If YES, when does this training or orientation for the families of recruits occur? *Mark (■) all that apply.*

☐ At the beginning of the academy

☐ In the middle of the academy

☐ At the end of the academy

41b. If YES, are recruits present?

☐ Yes

☐ No

*SARA stands for Scanning, Analysis, Response, Assessment.
**CAPRA stands for Clients, Acquiring and analyzing information, Partnerships, Response, Assessment.
7193559425 ****CPTED stands for Crime Prevention Through Environmental Design.* **Page 16**

42. For which of the following types of patrol does your academy provide specialized training other than as of BASIC recruit training? *Mark (■) all that apply.*

☐ Mounted (horse)

☐ Bicycle

☐ Motorcycle

☐ Marine

☐ ATV

☐ Human Transporter (e.g., Segway)

☐ None of those listed

43. Other than as a part of BASIC recruit training, does your academy provide specialized training in any of the following topics? *Mark (■) all that apply.*

☐ K-9

☐ Advanced firearms
(e.g., patrol rifle, advanced
shotgun, tactical pistol, etc.)

☐ SWAT

☐ Crisis Intervention Teams (CIT)

☐ Response to weapons of mass destruction

☐ Response to an active shooter

☐ Crash reconstruction

☐ Radar/lidar

☐ Field Training Officer (FTO)

☐ Leadership/command staff training

☐ HAZMAT

☐ Incident command

☐ Methamphetamine labs

☐ Advanced narcotics

☐ Intelligence gathering and analysis

☐ Advanced investigations

☐ Computer forensics

☐ Elder abuse

☐ Crimes against children

☐ Juvenile justice

☐ Specialized legal topics

☐ Interpersonal skills

☐ Social networking as an investigative tool

☐ Interrogation/interviewing

☐ DUI/sobriety

☐ Other special training

☐ None of those listed

Please provide any additional comments in the space below:

We may wish to clarify certain responses after review of your completed questionnaire. In case we are unable reach you at this time, please provide to us the contact information of an alternate agency employee that may be reached for these follow-up questions:

ALTERNATE CONTACT:

NAME:

TITLE:

E-MAIL:

TELEPHONE: (　　　) 　　　 - 　　　　　EXT. 　　　　

FAX NUMBER: (　　　) 　　　 - 　　　　

Thank you for your time and assistance!
(Please make a copy of the completed questionnaire for your records.)

ID NUMBER

2013 CENSUS OF LAW ENFORCEMENT TRAINING ACADEMIES (CLETA)

U.S. Department of Justice, Bureau of Justice Statistics

Burden Statement

RETURN TO:

Police Executive Research Forum
1120 Connecticut Ave., NW
Suite 930
Washington, DC 20036

INFORMATION SUPPLIED BY:

NAME:

TITLE:

INSTITUTION:

E-MAIL:

TELEPHONE:

EXT.

FAX NUMBER:

<u>INSTRUCTIONS:</u>
If you have any questions regarding the survey, please contact Bruce Kubu of PERF at (202) 454-8308 or bkubu@policeforum.org. If you have general project-related questions, please contact Brian Reaves of BJS at (202) 616-3287 or brian.reaves@usdoj.gov.

Do not leave any items blank.

- If the answer to a question is not available or is unknown, enter "DK" (don't know) in the space provided.
- If the answer to a question is not applicable, enter "NA" in the space provided.
- If the answer to a question is none or zero, enter "0" in the space provided.

- When exact numeric answers are not available, provide estimates.
- Use the period 2011-2013 to answer questions unless otherwise instructed.
- For the purposes of this survey, we define "Basic Law Enforcement Training" as the mandatory training for newly appointed or elected law enforcement officers as required by federal or state statute, rule or regulation, depending upon the jurisdiction of the agency hiring the new officer.

You may complete the survey online at: http://onlinesurvey.policeforum.org/BJS2013CLETA.html. If you are unable to utilize the online option, contact Bruce Kubu at the phone number/email address specified above to receive a hardcopy. You may mail your completed questionnaire to the address noted above, or fax it to (202) 466-7826.

When completing the survey online, 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.

Please retain a copy of the completed survey for your records as project staff may call to clarify responses.

Next

Section A

GENERAL ACADEMY INFORMATION

Instruction: Use the period 2011-2013 to answer questions unless otherwise instructed.

Previous   Next

1. **Indicate which of the following describes the entity (or entities) responsible for operating your BASIC training academy.** *Mark (✓) all that apply.*

   ☐ State POST (or equivalent state authority)

   ☐ State police/highway patrol agency

   ☐ City/municipal police department

   ☐ Sheriff's office/department

   ☐ County police department

   ☐ 4-year college/university

   ☐ 2-year college/community college

   ☐ Technical school

   ☐ Other (please specify):

   ```
   [                              ]
   ```

2. **Indicate which of the following types of training are provided at your academy (including training by department adjunct instructors).** *Mark (✓) all that apply.*

   ☐ Basic law enforcement training

   ☐ First-line or higher supervisor training

   ☐ In-service training for active duty, certified officers

   ☐ Specialized training (e.g., SWAT, K-9, marine, radar/lidar, etc.)

   ☐ Lateral training for officers hired from other agencies

   ☐ Field training instructors—FTO/PTO

   ☐ Pre-service training (for persons entering law enforcement who are not employed or sponsored by a law enforcement agency)

   ☐ Other (please specify):

   ```
   [                              ]
   ```

⇨ ***If your agency does NOT currently provide basic law enforcement training (i.e., you did not mark this option above in Question 2), please mark here:**   ☐

Then, please go to the end of the survey and click "submit".

[Previous] [Next]

3. For which of the following positions does your academy provide BASIC training? *Mark (✓) all that apply.*

☐ Local police officer (city/county)   ☐ Natural resources (fish and game) officer

☐ Sheriff's deputy (law enforcement)   ☐ Park ranger/officer

☐ Campus police officer   ☐ Transportation police officer

☐ Jail officer   ☐ Private security officer

☐ Corrections officer   ☐ Firefighter

☐ State police/highway patrol officer   ☐ Emergency Medical Technician (EMT)

☐ Constable   ☐ Animal control officer

☐ Parole/probation officer   ☐ School resource officer

☐ Auxiliary officer   ☐ Public housing officer

☐ Fire marshal   ☐ Pre-service/self-sponsored

☐ Arson investigator   ☐ Other (please specify):

☐ Tribal police officer

Previous   Next

4. Please enter the number of law enforcement agencies for which your academy trained BASIC recruits from 2011 through 2013.

	Number served
Primary state agency (highway patrol, state police, dept. of public safety)	
Local police department (municipal, county, regional)	
Sheriff's office/department	
Special jurisdiction *(see examples below)*	
Other type of agency (please specify):	

Total number of agencies served from 2011 through 2013	

Special jurisdiction examples include: Public buildings/facilities (e.g., university, campus), Natural resources (e.g., fish and wildlife, parks), Transportation (e.g., airports, railroads, harbor), Criminal investigations (e.g., state/county/city investigations, fraud), Special enforcement (e.g., alcohol, narcotics)

Previous   Next

5. Is your academy state- or POST- certified/approved?

- ○ Yes
- ○ No

6. Is your academy accredited by the Commission on Accreditation for Law Enforcement Agencies (CALEA)?

- ○ Yes
- ○ No

7. Is college credit awarded for BASIC training conducted by or through your academy?

- ○ Yes, college credit is automatically awarded
- ○ Yes, college credit is awarded under certain circumstances (i.e., student initiated)
- ○ No

8. Is an associate's or bachelor's degree offered through your academy?

Associate's degree
- ○ Yes
- ○ No

Bachelor's degree
- ○ Yes
- ○ No

| Previous | Next |

9. Enter the length of your current core BASIC law enforcement recruit training program (excluding any formal field training program, details outside your core program, and any breaks from scheduled basic training) and mark the appropriate time increment for the program.

Length of BASIC recruit training program:

[ ]

○ Hours

○ Weeks

○ Months

○ Semesters

○ Other increment (please specify):

[ ]

[Previous]   [Next]

10. Is field training mandatory for recruits following completion of the BASIC law enforcement academy?

○ Yes, for all recruits

○ Yes, but it is agency specific

○ No (Respondent will be forwarded to Question 11)

Previous   Next

10a. If YES, does your academy oversee the field training component?

○ Yes

○ No (Respondent will be forwarded to Question 11)

[Previous] [Next]

10b. If YES, enter the length of your current FIELD TRAINING segment and mark the appropriate time increment for the segment.

Length* of FIELD TRAINING segment in recruit training program:

[   ]

○ Hours
○ Weeks
○ Months
○ Semesters
○ Other increment (please specify):

[   ]

If the length of your field training segment varies, please specify the minimum and maximum and select the appropriate time increment. (e.g., hours, weeks, etc.)

minimum

[   ]

maximum

[   ]

[Previous]　[Next]

Section B

TRAINING PERSONNEL

Instruction: Use the period 2011-2013 to answer questions unless otherwise instructed.

11. Of the total number of personnel currently serving as TRAINERS or INSTRUCTORS (or serving as trainers or instructors during the most recent BASIC class), how many are:

	Full-time	Part-time
a. Sworn officers employed by, or permanently assigned to, the academy		
b. On-duty sworn officers temporarily assigned to the academy		
c. Civilians employed by, or permanently assigned to, the academy		
d. Civilians temporarily assigned to the academy		
e. Contractors		
f. Off-duty officers compensated to teach		
g. Volunteers		
h. Adjunct faculty		
i. Other (please specify):		

j. Sum of lines 'a' through 'i'		

Previous   Next

12. What is the minimum required education level for all your full-time and part-time trainers or instructors? *Mark (●) only one response for full-time and one for part-time.*

Full-time instructors

- ○ High school/GED
- ○ Two-year college degree
- ○ Four-year college degree
- ○ Graduate degree
- ○ Non-degree college requirement
- ○ No requirement

Part-time instructors

- ○ High school/GED
- ○ Two-year college degree
- ○ Four-year college degree
- ○ Graduate degree
- ○ Non-degree college requirement
- ○ No requirement

Previous   Next

13. What is the minimum number of years of law enforcement experience required for your full-time and part-time trainers or instructors? *If you do not require a minimum number of years of experience, enter 0.*

Full-time instructors

[   ]

Part-time instructors

[   ]

[Previous]   [Next]

14. Which of the following certifications are required for your full-time and part-time trainers or instructors? Exclude any educational requirements listed in Question 12. *Mark (✓) all that apply.*

<u>Full-time instructors</u>

☐ State- or POST-certification

☐ Academy certification

☐ Qualified subject matter expert

☐ Other certification requirement (please specify):

☐ No certifications are required

<u>Part-time instructors</u>

☐ State- or POST-certification

☐ Academy certification

☐ Qualified subject matter expert

☐ Other certification requirement (please specify):

☐ No certifications are required

Previous   Next

15. Does your academy send any of its full-time and part-time trainers or instructors to other basic law enforcement training academies as a means for sharing resources?

<u>Full-time instructors</u>

    ○ Yes
    ○ No

<u>Part-time instructors</u>

    ○ Yes
    ○ No

[Previous] [Next]

16. How are your trainers or instructors evaluated on their performance? *Mark (✓) all that apply.*

☐ State- or POST-certification
☐ Peer evaluations (i.e., evaluated by other instructors)
☐ Supervisory evaluations
☐ Student feedback
☐ Other (please specify):

Previous   Next

17. Does your academy provide ongoing and/or refresher training for trainers or instructors?

○ Yes

○ No (Respondent will be forwarded to Section C, Question 18)

[Previous]   [Next]

17a. If YES, how is the content of the refresher training for trainers or instructors developed? *Mark (✓) all that apply.*

☐ Job task analysis/needs analysis
☐ State- or POST-commission
☐ Subject matter expert
☐ Law enforcement advisory board
☐ Academy staff input
☐ Other (please specify):

[Previous] [Next]

Section C

ACADEMY RESOURCES

Instruction: Use the period 2011-2013 to answer questions unless otherwise instructed.

18. From which of the following sources did your academy receive training funds or equipment? *Mark (✓) all that apply.*

☐ City/county funding

☐ State funding, excluding grants

☐ State grants

☐ Federal funding, excluding grants

☐ Federal grants

☐ Surplus government equipment

☐ Tuition

☐ Student fees (other than tuition)

☐ Donations from private vendors/corporations

☐ College/university

☐ Law enforcement agencies sponsoring recruits

☐ Other (please specify):

[Previous]   [Next]

19. Does your academy have any satellite training locations?

○ Yes

○ No (Respondent will be forwarded to Question 20)

[Previous] [Next]

19a. If YES, please indicate the total number of satellite locations:

satellite locations

[   ]

19b. If YES, which types of law enforcement training are currently offered at your satellite locations? *Mark (✓) all that apply.*

☐ Basic law enforcement training

☐ In-service training

☐ Advanced/specialized training

☐ Other (please specify):

[   ]

[Previous]   [Next]

20. Indicate whether your academy includes, or provides access to, each of the following for purpose of BASIC training. *Mark (●) only one response for each item.*

Educational

	Part of academy	Not part of academy, but have access to	Not part of academy, and do NOT have access to
a. Computer lab	○	○	○
b. Electronic tablet/iPad	○	○	○
c. Internet/on-line classes	○	○	○
d. Media lab/video production facility	○	○	○
e. Mobile data terminals	○	○	○
f. Resource center/library	○	○	○
g. Subscription to a down-link information service (e.g., LETN, PoliceOne Academy, In the Line of Duty)	○	○	○
h. Video conferencing classes	○	○	○

Weapons/self-defense

	Part of academy	Not part of academy, but have access to	Not part of academy, and do NOT have access to
i. Defensive tactics room	○	○	○
j. Firearms training simulators	○	○	○
k. Indoor firearms range	○	○	○
l. Outdoor firearms range	○	○	○
m. Scenario training facility	○	○	○

Physical fitness/agility

	Part of academy	Not part of academy, but have access to	Not part of academy, and do NOT have access to
n. Fitness facilities (e.g., gymnasium, weight room)	○	○	○
o. Obstacle course	○	○	○
p. Swimming pool	○	○	○

Driving-related

	Part of academy	Not part of academy, but have access to	Not part of academy, and do NOT have access to
q. Driving simulator	○	○	○
r. Vehicle operation range	○	○	○

Residency

	Part of academy	Not part of academy, but have access to	Not part of academy, and do NOT have access to
s. Dormitory/residential facilities	○	○	○

Previous   Next

21. What was your academy's TOTAL operating budget for 2013? This is to include employer contributions to employee benefits (exluding recruit salaries) but excludes purchases of EQUIPMENT (e.g., cars, radios, computers with a life expectancy of five years or more). *If your academy does NOT have its own operating budget, please estimate the total operating budget for 2013.*

$ [   ]

If amount is an estimate, mark (✓) here: ☐

22. What was your academy's total budget for 2013 for EQUIPMENT (e.g., purchase of cars, radios, computers, etc., with a life expectancy of five years or more)?

$ [   ]

If amount is an estimate, mark (✓) here: ☐

[Previous]　[Next]

Section D

ACADEMY TRAINEES

Instruction: Use the period 2011-2013 to answer questions unless otherwise instructed.

23. Does your academy use a "class" structure (a group of recruits who go through training at the same time)?

    ○ Yes

    ○ No (Respondent will be forwarded to Question 25)

[Previous]   [Next]

24a. Please provide the following information for your BASIC recruit academy classes that ENDED (GRADUATED) in 2011, 2012, and 2013.
(If none, enter 0.)

	Number of basic recruit training classes that ended in:	Number of recruits who STARTED training	Number of recruits who COMPLETED training	Number of recruits in SMALLEST graduating class	Number of recruits in LARGEST graduating class
2011 ⇨					
2012 ⇨					
2013 ⇨					

	Number of basic recruit training classes that ended in:	Number of recruits who STARTED training	Number of recruits who COMPLETED training
Total for classes ending in 2011, 2012, and 2013 ⇨			

Previous   Next

24b. For the BASIC recruit academy classes that ended in 2011, 2012, and 2013, how many recruits were "recycled" through one or more previous training segments, and how many of them completed training in those years? *A recruit could be considered "recycled" if he/she leaves basic academy training, and returns to a subsequent session to complete training.*

	Number of "recycled" recruits who STARTED training	Number of "recycled" recruits who COMPLETED training
2011		
2012		
2013		

Previous   Next

25. For the BASIC recruit academy classes that ended in 2011, 2012, and 2013 (see Question 24a), please   indicate the total number of recruits who started BASIC training, and the total number who completed it, by GENDER. *If your academy does NOT use a "class" structure (see Question 23), fill only the right column pertaining to the "Total number of recruits who COMPLETED training".*

	Number of recruits who STARTED training	Number of recruits who COMPLETED training
a. Male		
b. Female		
Total for classes ending in 2011, 2012, and 2013 *(sum of lines a and b)*		

Previous   Next

26. For the BASIC recruit academy classes that ended in 2011, 2012, and 2013 (see Question 24a), please indicate the total number of recruits who started BASIC training, and the total number who completed it, by RACE and ETHNICITY. *If your academy does NOT use a "class" structure (see Question 23), fill only the right column pertaining to the "Total number of recruits who COMPLETED training".*

	Number of recruits who STARTED training	Number of recruits who COMPLETED training
a. White, not of Hispanic origin		
b. Black or African American, not of Hispanic origin		
c. Hispanic or Latino, any race		
d. American Indian or Alaska Native		
e. Asian *(see note below)*		
f. Native Hawaiian or Other Pacific Islander *(see note below)*		
g. Two or more races		
h. Don't know/no information available		
Total for classes ending in 2011, 2012, and 2013 *(sum of lines 'a' through 'h')*		

If you do not have the separate race breakdowns for categories 'e' (Asian) and 'f' (Native Hawaiian or Other Pacific Islander), provide information for the combined groups under 'e' (Asian) and enter "NA" in 'f.'

Previous   Next

27. With regard to those recruits that did not complete BASIC recruit training in the classes that ended in 2011, 2012, and 2013, please provide the number of recruits by each primary reason for non-completion by GENDER. *If your academy uses a "class" structure, your totals should be consistent with the number of recruits that had not completed training from Question 25 and Question 26 (difference between those who STARTED and those who COMPLETED).*

Primary reason for non-completion

	Male	Female	Total
a. Injury/illness			
b. Failure to qualify - firearms			
c. Failure to qualify - driving			
d. Inability to meet physical standards			
e. Academic			
f. Disciplinary			
g. Voluntary			
h. Withdrawn by sponsoring agency			
i. Other reason for non-completion			
Total for classes ending in 2011, 2012, and 2013 *(sum of lines 'a' through 'i')*			

Previous   Next

28. Does your academy have a set of formal rules concerning recruit behavior (e.g., disciplinary code, code of conduct)?

    ◯ Yes

    ◯ No (Respondent will be forwarded to Section E, Question 29)

| Previous | Next |

28a. If YES, what actions are taken in response to violations? *Mark (✓) all that apply.*

☐ Loss of privileges
☐ Lowering of specific course grades
☐ Motivational physical training
☐ "Extra duty" tasks (e.g., writing assignments)
☐ Probation/suspension
☐ Termination/dismissal/expulsion
☐ Counseling
☐ Demerits
☐ Verbal reprimand
☐ Written reprimand
☐ Other (please specify):

☐ No actions are taken in response to violations

Previous   Next

Section E

CORE CURRICULUM

Instruction: Use the period 2011-2013 to answer questions unless otherwise instructed.

Previous   Next

29. In which of the following ways is the content of the BASIC recruit training curriculum developed? *Mark (✓) all that apply.*

☐ Departmental objectives
☐ Job task analysis/needs analysis
☐ Law enforcement advisory board
☐ State- or POST-commission mandates
☐ Legislative/regulatory mandate
☐ Subject matter experts
☐ Academy staff input
☐ Other (please specify):

Previous   Next

30. The training environment of some academies can be described as a stress model (i.e., military style), some as a non-stress model (i.e., academic), and others as a combination of the two styles. Using the scale below, indicate the level of stress/non-stress present in the training environment of your BASIC training program by marking the box above the appropriate description. *Mark (●) only one box.*

Entirely non-stress model	Predominantly non-stress model	Slightly more non-stress than stress	Equal balance of stress and non-stress	Slightly more stress than non-stress	Predominantly stress model	Entirely stress model
○	○	○	○	○	○	○

Previous   Next

31. Please indicate whether your academy provides the following types of training and the approximate number of hours of instruction required in your current BASIC recruit training program. We understand that these categories may not reflect your course titles and the list is not comprehensive. Please give us your best estimates, even if a topic is integrated throughout the curriculum. *If estimating, please mark (✓) the box in the far right column next to that particular topic.*

Operations

	YES	NO	If YES, enter number of hours of basic training instruction required on topic	If number of hours is an estimate, mark (✓) in this column
a. Basic first-aid/CPR	○	○		☐
b. Computers/information systems	○	○		☐
c. Emergency vehicle operations	○	○		☐
d. Investigations	○	○		☐
e. Patrol procedures/ techniques	○	○		☐
f. Report writing	○	○		☐
g. Traffic accident investigations	○	○		☐

Weapons/defensive tactics

	YES	NO	If YES, enter number of hours of basic training instruction required on topic	If number of hours is an estimate, mark (✓) in this column
h. Defensive tactics	○	○		☐
i. Firearms skills	○	○		☐
j. Nonlethal weapons	○	○		☐

Legal

	YES	NO	If YES, enter number of hours of basic training instruction required on topic	If number of hours is an estimate, mark (✓) in this column
k. Criminal/constitutional law	○	○		☐
l. Juvenile justice law and procedures	○	○		☐
m. Traffic law	○	○		☐

Community policing

	YES	NO	If YES, enter number of hours of basic training instruction required on topic	If number of hours is an estimate, mark (✓) in this column
n. Community partnership building/collaboration	○	○		☐
o. Cultural diversity/ human relations	○	○		☐
p. Mediation/conflict management	○	○		☐
q. Problem-solving approaches	○	○		☐

Previous   Next

31 (continued). Please indicate whether your academy provides the following types of training and the approximate number of hours of instruction required in your current BASIC recruit training program. We understand that these categories may not reflect your course titles and the list is not comprehensive. Please give us your best estimates, even if a topic is integrated throughout the curriculum. *If estimating, please mark (✓) the box in the far right column next to that particular topic.*

Self-improvement

	YES	NO	If YES, enter number of hours of basic training instruction required on topic	If number of hours is an estimate, mark (✓) in this column
r. Basic foreign language	○	○		☐
s. Communications	○	○		☐
t. Ethics and integrity	○	○		☐
u. Health and fitness	○	○		☐
v. Professionalism	○	○		☐
w. Stress prevention/ management	○	○		☐

Special topics

	YES	NO	If YES, enter number of hours of basic training instruction required on topic	If number of hours is an estimate, mark (✓) in this column
x. Clandestine drug labs	○	○		☐
y. Crimes against children	○	○		☐
z. Cyber/internet crimes	○	○		☐
aa. Domestic preparedness/terrorism	○	○		☐
bb. Domestic violence	○	○		☐
cc. Gangs	○	○		☐
dd. Elder Abuse	○	○		☐
ee. Hate crimes/ bias crimes	○	○		☐
ff. Human trafficking	○	○		☐
gg. Mental illness	○	○		☐
hh. Sexual assault	○	○		☐
ii. Sexual harassment	○	○		☐
jj. Use of force	○	○		☐
kk. Victim response	○	○		☐

Previous   Next

32. With regard to your BASIC training curriculum, which of the following training delivery methods do you utilize? *Mark (●) all that apply.*

	Primary Method	Secondary Method	Method not used
a. Lecture	○	○	○
b. Adult learning	○	○	○
c. Scenario based	○	○	○
d. Other type of training delivery method (please specify):	○	○	○

[Previous]　[Next]

33. Which of the following types of tests does your BASIC recruit training program require? *Mark (●) all that apply. If YES, indicate the number of tests required within each category that are used as part of the formal evaluation of the recruit.*

	YES	NO	If YES, number of tests required
a. Scenario-based tests	○	○	
b. Written tests	○	○	
c. Oral tests	○	○	
d. Skills/proficiency tests	○	○	
e. Physical fitness tests	○	○	
f. State competency exams	○	○	
g. Other types of tests (please specify):	○	○	

Previous   Next

Section F

OTHER TRAINING ISSUES

Instruction: Use the period 2011-2013 to answer questions unless otherwise instructed.

Previous   Next

34. For which of the following areas related to terrorism and responding to terrorist incidents does your BASIC training program provide instruction? *Mark (✓) all that apply. Please specify the total number of training hours provided on the subject areas (i.e., terrorism and responding to terrorist incidents) marked below.*

- ☐ Intelligence gathering
- ☐ Intelligence analysis
- ☐ Disaster response and recovery
- ☐ Response to weapons of mass destruction (nuclear, biological, chemical)
- ☐ Role of anti-terrorist task forces
- ☐ Inter-agency information sharing
- ☐ Understanding the nature of terrorism
- ☐ Overview of related technology/equipment
- ☐ Post-incident stabilization of the community
- ☐ Overview of relevant Federal, State, and local agencies (e.g., FEMA, FBI, DHS)
- ☐ National Incident Management System (NIMS)/Incident Command System (ICS)
- ☐ Working with information-sharing fusion centers
- ☐ Special events
- ☐ Other (please specify):

- ☐ None of those listed

Total hours provided: [   ]

Previous   Next

35. Indicate for which of the following your academy uses reality-based (mock) scenarios for BASIC training. *Mark (✓) all that apply.*

☐ Firearms
☐ Self-defense
☐ Non-lethal weapons
☐ Threat assessment
☐ Simunitions
☐ Verbal tactics
☐ Arrest control tactics
☐ Firearms training simulator
☐ Use of force continuum
☐ None of those listed

[Previous] [Next]

36. Indicate for which of the following types of weapons your academy provides BASIC training. *Mark (✓) all that apply.*

☐ Revolver

☐ Semi-automatic pistol

☐ Shotgun

☐ Rifle

☐ Chemical agents (e.g., pepper spray)

☐ Baton

☐ Flashlight

☐ Extended range impact weapons

☐ Conducted Energy Device (CED)/Electronic Control Weapon (ECW) (e.g., Taser, Stinger, etc.)

☐ Other (please specify):

```
┌────────────────────────────────────────────────┐▲
│                                                │
│                                                │▼
└────────────────────────────────────────────────┘
```

☐ None of those listed

[Previous] [Next]

37. Indicate which of the following are included in your BASIC firearms or related training. *Mark (✓) all that apply.*

☐ Night-time or reduced light conditions
☐ Computerized firearms training systems
☐ Simulated stressful conditions
☐ Training with off-duty weapons
☐ Non-lethal live fire (e.g., simunitions, paintball)
☐ Other (please specify):

☐ None of those listed

Previous   Next

38. Indicate which of the following techniques are included in your BASIC control/ defensive tactics instruction for use in the field.
   Mark (✓) all that apply.

☐ Weapon retention

☐ Ground fighting

☐ Pressure-point control

☐ Verbal command presence

☐ Neck/caratoid restraints

☐ Speed cuffing

☐ Full body restraints (e.g., "hog tying")

☐ Other (please specify):

☐ None of those listed

Previous   Next

39. Does your BASIC training program provide any instruction on how to identify and respond to excessive force used by other officers?

     ○ Yes

     ○ No

[Previous]   [Next]

40. Indicate whether instruction is currently provided in each topic area for BASIC recruit trainees. *Mark (✓) all that apply.*

☐ History of community-oriented policing

☐ Identifying community problems

☐ Prioritizing crime and disorder problems

☐ Applying research methods to study crime and disorder

☐ Using problem-solving models (e.g., SARA*, CAPRA**)

☐ Environmental causes of crime (e.g., CPTED***, "Broken Windows")

☐ Organizing/mobilizing the community

☐ Creating private sector partnerships

☐ Analyzing crime/calls for service data

☐ Using crime mapping to analyze community problems

☐ Creating problem-solving teams

☐ Assessing the effectiveness of responses used in problem-solving

☐ Interacting with youth

☐ None of those listed

*SARA stands for Scanning, Analysis, Response, Assessment.
**CAPRA stands for Clients, Acquiring and analyzing information, Partnerships, Response, Assessment.
***CPTED stands for Crime Prevention Through Environmental Design.

Previous   Next

41. Does your academy provide any training or orientation for the families of recruits (e.g., preparing family members for changes in lifestyle they may encounter when the recruit begins work as a law enforcement officer)?

    ○ Yes

    ○ No (Respondent will be forwarded to Question 42)

    [Previous]   [Next]

41a. If YES, when does this training or orientation for the families of recruits occur? *Mark (✓) all that apply.*

☐ At the beginning of the academy
☐ In the middle of the academy
☐ At the end of the academy

41b. If YES, are recruits present?

○ Yes
○ No

[Previous]   [Next]

42. For which of the following types of patrol does your academy provide specialized training other than as part of BASIC recruit training? *Mark (✓) all that apply.*

- ☐ Mounted (horse)
- ☐ Bicycle
- ☐ Motorcycle
- ☐ Marine
- ☐ ATV
- ☐ Human Transporter (e.g., Segway)
- ☐ None of those listed

Previous   Next

43. Other than as a part of BASIC recruit training, does your academy provide specialized training in any of the following topics? *Mark (✓) all that apply.*

- ☐ K-9
- ☐ Advanced firearms (e.g., patrol rifle, advanced shotgun, tactical pistol, etc.)
- ☐ SWAT
- ☐ Crisis Intervention Teams (CIT)
- ☐ Response to weapons of mass destruction
- ☐ Response to an active shooter
- ☐ Crash reconstruction
- ☐ Radar/lidar
- ☐ Field Training Officer (FTO)
- ☐ Leadership/command staff training
- ☐ HAZMAT
- ☐ Incident command
- ☐ Methamphetamine labs
- ☐ Advanced narcotics
- ☐ Intelligence gathering and analysis
- ☐ Advanced investigations
- ☐ Computer forensics
- ☐ Elder abuse
- ☐ Crimes against children
- ☐ Juvenile justice
- ☐ Specialized legal topics
- ☐ Interpersonal skills
- ☐ Social networking as an investigative tool
- ☐ Interrogation/interviewing
- ☐ DUI/sobriety
- ☐ Other special training
- ☐ None of those listed

Please provide any additional comments in the space below:

Previous   Next

We may wish to clarify certain responses after review of your completed questionnaire. In case we are unable to reach you at this time, please provide to us the contact information of an alternate agency employee that may be reached for these follow-up questions:

ALTERNATE CONTACT:

NAME:	
TITLE:	
E-MAIL:	
TELEPHONE:	
EXT.	
FAX NUMBER:	

Thank you for your time and assistance!
(Please save a copy of the completed questionnaire for your records.)

Previous

Pre-notification Letter (from IADLEST)

Date
Name/address
Dear [personalized]:

I am pleased to report that the Bureau of Justice Statistics (BJS) has funded the Police Executive Research Forum (PERF), in partnership with the International Association of Directors of Law Enforcement Standards and Training (IADLEST), to conduct the 2013 Census of Law Enforcement Training Academies (CLETA). This survey is being sent to approximately 700 law enforcement training academies in the United States, including yours. You should receive a request for participation shortly.

The information that will be produced by this survey will be very valuable not only to BJS, but to all academy directors. From the survey results, you will be able to learn about how other academies conduct their business. For instance, you will learn about curriculum content, training methods, staff credentials and training, facilities, budgets, policies and more. This information will allow you to assess your own academy in relation to national norms.

I write to strongly encourage you to complete the survey when it comes to you. BJS and PERF are striving for a 100% response rate from the academy directors. The receipt of information from *each and every academy* will greatly enhance the value of the data produced by this project. Please note that your academy could be contacted a second time to confirm the accuracy of your responses.

Thank you in advance for your cooperation with this important endeavor.

Sincerely,

William J. Muldoon
President

First Invitation Letter (from BJS)

Date

DIRECTOR
ACADEMY
ADDRESS1
CITY, STATE ZIPCODE

Dear DIRECTOR:

The Bureau of Justice Statistics (BJS), with assistance from the Police Executive Research Forum (PERF), is conducting the 2013 Census of Law Enforcement Training Academies (CLETA). The survey—which is being sent to approximately 700 training academies nationwide—will produce valuable data for BJS and for training administrators regarding curricula, staff, recruits/trainees, facilities, budgets, policies and so forth. The Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 USC 3732), authorizes the collection of this data. Although participation is voluntary, your response is needed to make the data complete and accurate. We are attempting to achieve as close to a 100 percent response rate as possible, so our receipt of your completed survey is critical to the achievement of our goal. **Please submit the survey by (Date).** Project staff may follow up with you to encourage your participation.

Upon the completion of the data collection, BJS will analyze the data and publish a summary report. The data will, then, be archived within the Inter-University Consortium for Political and Social Research at the University of Michigan and will be available for future research purposes. While academy names will be retained in the archival data, the individuals completing the survey will not be identified either in the report or within the archived data. Please be assured that all personal contact information will be kept strictly confidential.

An electronic version of this questionnaire is located on the Internet at http://onlinesurvey.policeforum.org/BJS2013CLETA.html. **You will be prompted to enter your login name, XXXX, and password, XXXX. You will also have to enter your ID number (ID # goes HERE) in the space labeled "ID NUMBER" located at the top right corner of the screen. Without entering your academy's login, password, and ID #, you will not be able to complete the survey online.** The login and password provide a secure location to submit your survey. Completing the survey online saves resources (e.g., paper, toner, etc.), promotes data entry accuracy, and also eases the burden on the respondent.

This survey should take you or your staff approximately 2 hours to complete. Again, **we request that you submit your completed survey by (Date).** If you have any questions regarding this project, please feel free to contact Brian Reaves of BJS at (202) 616-3287 or brian.reaves@usdoj.gov. Thank you for your time and assistance.

Sincerely,

William J. Sabol, Acting Director
Bureau of Justice Statistics

Second Invitation Letter (from BJS)

Date
NAME   {ID NUMBER}
DEPARTMENT
ADDRESS1
ADDRESS2
CITY, STATE ZIPCODE

Dear NAME,

The Police Executive Research Forum (PERF) is assisting the Bureau of Justice Statistics (BJS) with the 2013 Census of Law Enforcement Training Academies (CLETA). The survey, sent to approximately 700 academies in the United States, will produce valuable data for training administrators regarding curricula, staff, trainees, facilities, budgets, and policies. The CLETA was also conducted in 2006, and the results can be located at: http://www.bjs.gov/content/pub/pdf/slleta06.pdf.

Previously, we sent a request to complete the survey, but have not received your response. Your participation is voluntary, but your cooperation is very important since your participation will make the results timely, accurate, and comprehensive. **We ask that you submit a completed survey by Friday, (Date)**. The Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 USC 3732), authorizes the collection of this data.

You may complete the survey online at http://onlinesurvey.policeforum.org/BJS2012CLETA.html. You will be prompted to enter your username, [**USERNAME**], and password, [**PASSWORD**]. You will also have to enter your ID number {**ID NUMBER**} in the space labeled "ID NUMBER" located at the top right corner of the screen. Without entering your academy's username, password, and ID #, you will not be able to complete the survey online.

This project will result in a BJS statistical report that will be sent to all respondents. The data will then be sent to the Inter-University Consortium for Political and Social Research at the University of Michigan where it will be archived for future research purposes. While academy names may be used in the report and will be retained in the archived data, individuals completing the survey will not be identified. All personal contact information will be kept strictly confidential.

If you have any questions regarding this project, please feel free to contact Bruce Kubu of PERF at 202-454-8308 or Brian Reaves of BJS at 202-616-3287. We ask that you complete the survey by (Date). Thank you for your time and assistance.

Sincerely,

William J. Sabol, Acting Director
Bureau of Justice Statistics

First Hard Copy Wave Letter (from BJS)

Date
DIRECTOR
ACADEMY
ADDRESS
CITY, STATE ZIPCODE

Dear DIRECTOR:

The Bureau of Justice Statistics (BJS), with assistance from the Police Executive Research Forum (PERF), is conducting the 2013 Census of Law Enforcement Training Academies (CLETA). The enclosed survey, to which IADLEST referred in their recent letter to you, solicits critical information about law enforcement training practices across the U.S. The survey—which is being sent to approximately 700 training academies nationwide— will produce valuable data for BJS and for training administrators regarding curricula, staff, recruits/trainees, facilities, budgets, policies, and so forth. The Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 USC 3732), authorizes the collection of this data.

We recently sent two survey invitation letters, but have not yet received your academy's response. We are attempting to achieve as close to 100 percent response rate as possible. Thus, although your participation is voluntary, our receipt of your completed survey is critical to the achievement of our goal. **Please submit the survey by (Date).** Project staff may follow up with you to encourage your participation.

Following data collection, a summary report will be produced by BJS. The data will, then, be archived within the Inter-University Consortium for Political and Social Research at the University of Michigan and will be available for future research purposes. While academy names may be used in the report and will be retained in the archival data, the individuals completing the survey will not be identified either in the report or within the archived data. All personal contact information will be keep strictly confidential.

There are three ways to respond to this survey:

1. Internet: An electronic version of this questionnaire is located on the Internet at 3http://onlinesurvey.policeforum.org/BJS2013CLETA.html. **If you choose to complete the survey via the Internet, you will be prompted to enter your login name, XXXX, and password, XXXX. You will also have to enter your ID number (ID # goes HERE) in the space labeled "ID NUMBER" located at the top right corner of the screen. Without entering your academy's login, password, and ID #, you will not be able to complete the survey online.** The login and password provide a secure location to submit your survey.

2. Fax the completed survey to the Police Executive Research Forum at (202) 466-7826.

3. Mail the completed survey using the enclosed self-addressed envelope to:
   Bruce Kubu – 2013 CLETA
   Police Executive Research Forum
   1120 Connecticut Avenue, Suite 930, NW
   Washington, DC 20036

This survey should take you or your staff approximately 2 hours to complete. Again, **we request that you submit the completed survey by (Date).** If you have any questions regarding this project, please feel free to contact a member of our research team (names and contact information are included in the survey instructions attached to the survey). Thank you for your time and assistance.

Sincerely,

William J. Sabol, Acting Director
Bureau of Justice Statistics

Second Hard Copy Wave Letter (from BJS)

DATE
NAME
ACADEMY
ADDRESS
CITY, STATE ZIPCODE

Dear NAME:

The Bureau of Justice Statistics (BJS), with assistance from the Police Executive Research
Forum (PERF), is conducting the 2013 Census of Law Enforcement Training Academies (CLETA). The enclosed
survey—mailed to over seven hundred training academies nationwide—solicits critical information about law
enforcement training practices across the United States. The results will produce valuable data for BJS and for training
administrators regarding curricula, staff, recruits/trainees, facilities, budgets, policies and so forth.

In order to make the results of this Census as meaningful as possible, we are attempting to achieve as close to a 100
percent response rate as possible. Although your participation is voluntary, we need and appreciate your cooperation
to make the results comprehensive, accurate, and timely. If you have already submitted a completed survey, please
disregard this letter. If you have not already done so, **please submit the survey by Date**. Project staff may follow up
with you to encourage your participation. The Omnibus Crime Control and Safe Streets Act of 1968, as amended (42
USC 3732), authorizes the collection of this data.

There are three ways to respond to this survey:

1. Internet: An electronic version of this questionnaire is located on the Internet at
    http://onlinesurvey.policeforum.org/BJS2013 CLETA.html. If you choose to complete the survey via the
    Internet, you will be prompted to enter your username, **USER NAME GOES HERE**, and password,
    PASSWORD GOES HERE. You will also have to enter your ID number {**ID goes here**} in the space
    labeled "ID NUMBER" located at the top right corner of the screen. Without entering your academy's
    username, password, and ID #, you will not be able to complete the survey online. The username and
    password provide a secure location to submit your survey.

2. Fax the completed survey to the Police Executive Research Forum at (202) 466-7826.

3. Mail the completed survey using the enclosed prepaid, self-addressed envelope or
    your own envelope addressed to:

    > Police Executive Research Forum
    > Attn: Bruce Kubu – 2013 CLETA
    > 1120 Connecticut Avenue, NW, Suite 930
    > Washington, DC 20036

This project will result in a BJS statistical report that will be sent to all respondents. The data will then be sent to the
Inter-University Consortium for Political and Social Research at the University of Michigan where it will be archived
for future research purposes. While academy names may be used in the report and will be retained in the archived data,
individuals completing the survey will not be identified.

This survey should take you or your staff approximately 1.5 hours to complete. Again, **we request that you submit
the completed survey by (Date)**. If you have any questions regarding this project, please contact Bruce Kubu at
PERF (202-454-8308, bkubu@policeforum.org). Thank you for your time and assistance.

Sincerely,

William J. Sabol, Acting Director
Bureau of Justice Statistics

Reminder Phone Call Talking Points for PERF

- (Identify yourself and PERF)

- PERF has been funded by the Bureau of Justice Statistics, a division of the US Department of Justice, to conduct the 2013 Census of Law Enforcement Training Academies (CLETA).

- (Remind them that PERF is partnering with the International Association of Directors of Law Enforcement Standards and Training (IADLEST).)

- The primary goals of this Census are to generate national data on the nature and extent of law enforcement training in the U.S. and the extent of variation by academy type, size and jurisdictional characteristics.

- As secondary goals, the data obtained will update existing knowledge of law enforcement training academies and will be able to be integrated with data from other sources and surveys to build knowledge of the field.

- We recently contacted you by mail to request your completion of this census instrument.

- In order to produce reliable national statistical estimates, it is imperative to receive a completed survey from all academies. We hope that we can count on your participation.

- (Remind them of their past assistance with completing the 2006 CLETA.)

- Will you be able to help BJS in their endeavor?

- Do you have any questions?

- DO YOU NEED A COPY OF THE SURVEY? HOW CAN WE GET THEM THE COPY OF THEIR SURVEY IF THEY NEED ONE – verify contact information

- Do you have any questions?

- (Ask them for a suitable completion day not to exceed three weeks from the

date of the call).	Date sent	Date due
1st survey invitation letter	SENT DATE	DUE DATE
2nd survey invitation letter	SENT DATE	DUE DATE
1st hardcopy wave (mail)	SENT DATE	DUE DATE
2nd hardcopy wave (mail)	SENT DATE	DUE DATE

First Reminder Letter (from IADLEST)

Date

Director Academy Address 1
Address 2
City State Zip

Dear Director:

I write to encourage you to submit the survey that was previously sent as part of the 2013
Census of Law Enforcement Training Academies being conducted by the Bureau of Justice Statistics
(BJS), with the help of the Police Executive Research Forum (PERF) and the International Association of
Directors of Law Enforcement Standards and Training (IADLEST). This survey was sent to all of the
approximately 700 law enforcement training academies in the United States and the BJS/PERF team and
IADLEST are hoping that you will participate in this important project.

The information that will be produced by this survey will be very valuable not only to BJS, but to all
academy directors. From the survey results, you will be able to learn about how other academies conduct
their business. For instance, you will learn about curriculum content, training methods, staff credentials
and training, facilities, budgets, policies and more. You will be able to assess your own academy in
relation to national norms.

I write to strongly encourage you to complete the survey by (Date). BJS and PERF are striving for a
100% response rate from the academy directors and are close to achieving that goal. The receipt of
information from *each and every academy* will greatly enhance the value of the data produced by this
project.

You may complete the survey online by typing the following URL into your web
browser: http://onlinesurvey.policeforum.org/BJS2013CLETA.html. If you choose to complete the survey
via the Internet, you will be prompted to enter your username, **USERNAME GOES HERE**, and password,
PASSWORD GOES HERE. You will also have to enter your ID number {**ID goes here**} in the space
labeled "ID NUMBER" located at the top right corner of the screen. Without entering your academy's
username, password, and ID #, you will not be able to complete the survey online. The username and
password provide a secure location to submit your survey. If you would prefer to complete a hardcopy
version of the survey, and you no longer have a copy of the survey that was previously mailed to you,
please contact Bruce Kubu at PERF by phone, 202-454-8308, or email, bkubu@policeforum.org.

Thank you in advance for your cooperation with this important endeavor.

Sincerely,

William J. Muldoon
President

Second Reminder Letter (from BJS)

Date

Director
Academy
Address 1
Address 2
City State Zip

Dear Director:

The Bureau of Justice Statistics (BJS), with assistance from the Police Executive Research Forum (PERF), is conducting the 2013 Census of Law Enforcement Training Academies. This survey is being sent to approximately 700 training academies across the United States. The survey will produce valuable data for training administrators regarding curricula, staff, trainees, facilities, budgets, and policies. The Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 USC 3732), authorizes the collection of this data.

We previously sent to you a request to complete the survey, but have not yet received your response. We are attempting to achieve as close to a 100 percent response rate as possible. Although your participation is voluntary, we need and appreciate your cooperation to make the results comprehensive, accurate, and timely. **Please submit the survey by (Date).** We request that you complete the survey on the Internet at http://onlinesurvey.policeforum.org/BJS2013CLETA.html if at all possible. If you choose to complete the survey via the Internet, you will be prompted to enter your username, **USERNAME GOES HERE**, and password, **PASSWORD GOES HERE**. You will also have to enter your ID number {**ID goes here**} in the space labeled "ID NUMBER" located at the top right corner of the screen. Without entering your academy's username, password, and ID #, you will not be able to complete the survey online. The username and password provide a secure location to submit your survey.

If you no longer have a copy of the survey that we sent previously, and prefer to complete the survey in hardcopy format, you may contact Bruce Kubu at 202-454-8308 or bkubu@policeforum.org.

This project will result in a BJS statistical report that will be sent to all respondents. The data will then be sent to the Inter-University Consortium for Political and Social Research at the University of Michigan where it will be archived for future research purposes. While academy names may be used in the report and will be retained in the archived data, individuals completing the survey will not be identified. All personal contact information will be kept strictly confidential.

This survey should take you or your staff approximately 2 hours to complete. Again, **we request that you submit the completed survey by Date.** If you have any questions regarding this project, please feel free to contact Bruce Kubu of PERF at 202-454-8308 or Brian Reaves of BJS at 202-616-3287. We greatly appreciate your thoughtful consideration of this important request.

Sincerely,

William J. Sabol, Acting Director
Bureau of Justice Statistics

Third Reminder Letter (from BJS)

Date
NAME   {ID NUMBER}
DEPARTMENT
ADDRESS1
ADDRESS2
CITY, STATE ZIPCODE

Dear NAME,

The Police Executive Research Forum (PERF) is assisting the Bureau of Justice Statistics (BJS) with the 2013 Census of Law Enforcement Training Academies (CLETA). The survey, sent to approximately 700 academies in the United States, will produce valuable data for training administrators regarding curricula, staff, trainees, facilities, budgets, and policies. The Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 USC 3732), authorizes the collection of this data. The CLETA was also conducted in 2006, and the results can be located at: http://www.bjs.gov/content/pub/pdf/slleta06.pdf.

Previously, we sent a request to complete the survey, but have not received your response. Your participation is voluntary, but your cooperation is very important since your participation will make the results timely, accurate, and comprehensive. **We ask that you submit a completed survey by (Date)**.

If you no longer have a copy of the survey that we sent previously, you may contact Bruce Kubu at 202-454-8308 or bkubu@policeforum.org, or you may complete the survey online at http://onlinesurvey.policeforum.org/BJS2012CLETA.html. If you choose to complete the survey via the Internet, you will be prompted to enter your username, [**USERNAME]**, and password, [**PASSWORD**]. You will also have to enter your ID number {**ID NUMBER**} in the space labeled "ID NUMBER" located at the top right corner of the screen. Without entering your academy's username, password, and ID #, you will not be able to complete the survey online.

This project will result in a BJS statistical report that will be sent to all respondents. The data will then be sent to the Inter-University Consortium for Political and Social Research at the University of Michigan where it will be archived for future research purposes. While academy names may be used in the report and will be retained in the archived data, individuals completing the survey will not be identified.

If you have any questions regarding this project, please feel free to contact Bruce Kubu of PERF at 202-454-8308 or me at 202-616-3287. We ask that you submit the survey by (Date). Thank you for your time and assistance.

Sincerely,

Brian Reaves, Ph.D., Program Manager
Census of Law Enforcement Training Academies

Fourth Reminder Letter (faxed from PERF)

DATE

NAME
{ID NUMBER}
DEPARTMENT ADDRESS1
ADDRESS2
CITY, STATE ZIPCODE

Dear NAME,

The Police Executive Research Forum (PERF) is assisting the Bureau of Justice Statistics (BJS) with the 2013 Census of Law Enforcement Training Academies (CLETA). The survey, sent to approximately 700 academies in the United States, will produce valuable data for training administrators regarding curricula, staff, trainees, facilities, budgets, and policies. The CLETA was also conducted in 2006, and the results can be located at: http://www.bjs.gov/content/pub/pdf/slleta06.pdf.

Recently, we sent you a request to complete the CLETA survey. However, we have not received your response. While your participation is voluntary, your assistance in completing this survey will make the results timely, accurate, and comprehensive. We ask that you submit a completed survey by (DATE).

We respectfully request that you complete the survey online at: http://onlinesurvey.policeforum.org/BJS2013CLETA.html. If you choose to complete the survey via the Internet, you will be prompted to enter your username, [**USERNAME**], and password, [**PASSWORD**]. You will also have to enter your ID number {**ID NUMBER**} in the space labeled "ID NUMBER" located at the top right corner of the screen. Without entering your academy's username, password, and ID #, you will not be able to complete the survey online. If you no longer have a copy of the survey that we sent previously, you may contact Bruce Kubu at PERF (202-454-8308, bkubu@policeforum.org) to have a hardcopy survey mailed to you.

If you have any questions regarding this project, please feel free to contact Bruce Kubu of PERF at 202-454-8308 or Brian Reaves of BJS at 202-616-3287. We ask that you submit the survey by (Date). After the conclusion of the project, a BJS statistical report will be sent to all respondents as soon as it becomes available. Thank you for your time and assistance.

Sincerely,

Chuck Wexler
Executive Director
Police Executive Research Forum

Final FedEx Reminder Letter (from BJS)

<<DATE>>   <<SU_ID>>
<<TITLE>> <<FNAME>> <<LNAME>> <<SUFFIX>>
<<AGCYNAME>>
<<ADDR1>>
<<ADDR2>>
<<CITY>>, <<STATE>> <<ZIP>>

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

The Bureau of Justice Statistics, with assistance from the Police Executive Research Forum, is conducting the 2013 Census of Law Enforcement Training Academies (CLETA). **Data collection for the 2013 CLETA is drawing to a close, and according to our records, we have not yet received a completed questionnaire from your agency.** We are contacting you via FedEx because it is extremely important that your agency respond to ensure timely, accurate, and comprehensive results. Project staff will follow up with you to verify receipt of the questionnaire and answer any questions you might have.

The CLETA questionnaire contains a series of questions about curricula, staff, recruits/trainees, facilities, budgets, and policies. **The results will provide valuable data for BJS and training administrators regarding curricula, staff, recruits/trainees, facilities, budgets, and policies.** This project will result in a BJS statistical report that will be sent to all respondents. The Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 USC 3732), authorizes the collection of this data.

For your convenience, you can respond to the 2013 CLETA in one of two ways:

Web: If you have Internet access, we strongly encourage you to complete the questionnaire online. Please visit this user-friendly website to access the questionnaire:
          http://onlinesurvey.policeforum.org/BJS2012CLETA.html
     For security purposes, you will need to use the following username and password to access the web questionnaire. Once you have accessed the questionnaire, you will need to enter your ID number in the space labeled "ID NUMBER" located at the top right corner of the screen. Without entering your academy's username, password, and ID #, you will not be able to complete the survey online. Please retain a photocopy of your completed reply.

     USERNAME: <WEBPIN>   **Password:** <WEBPW>   **ID NUMBER:** <ID>

     Paper: If you prefer to use a paper version of the survey, complete and return the enclosed questionnaire in the postage-paid envelope or fax each page toll-free to the Police Executive Research Forum at (202) 466-7826. Please retain a photocopy of your completed reply.

If you recently completed and returned the 2013 CLETA questionnaire to us, please accept our sincere thanks. If not, please do so today. Responding now will eliminate the need for us to continue to contact your agency about the 2013 CLETA. If you have any questions regarding this project, please feel free to contact Bruce Kubu of PERF at 202-454-8308 or Brian Reaves of BJS at 202-616-3287. Thank you for your time and assistance.

Sincerely,

William J. Sabol, Acting Director
Bureau of Justice Statistics

Final Reminder Fax Letter from BJS (sent by NORC)

<<date>>   <<ID Number>>

<<TITLE>> <<FNAME>> <<LNAME>> <<SUFFIX>>
<<AGCYNAME>>
<<ADDR1>>
<<ADDR2>>
<<CITY>>, <<STATE>> <<ZIP>>

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

The Bureau of Justice Statistics, with assistance from the Police Executive Research Forum and NORC at the University of Chicago, is conducting the 2013 Census of Law Enforcement Training Academies (CLETA). **Data collection for the 2013 CLETA is drawing to a close, and according to our records, we have not yet received a completed questionnaire from your agency.** We are contacting you via FedEx because it is extremely important that your agency respond to ensure timely, accurate, and comprehensive results. Project staff will follow up with you to verify receipt of the questionnaire and answer any questions you might have. The Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 USC 3732), authorizes the collection of this data.

The CLETA questionnaire contains a series of questions about curricula, staff, recruits/trainees, facilities, budgets, and policies. **The results will provide valuable data for BJS and training administrators regarding curricula, staff, recruits/trainees, facilities, budgets, and policies.** This project will result in a BJS statistical report that will be sent to all respondents.

For your convenience, you can respond to the 2013 CLETA in one of two ways:

Web: If you have Internet access, we strongly encourage you to complete the questionnaire online. Please visit this user-friendly website to access the questionnaire:
                http://onlinesurvey.policeforum.org/BJS2013CLETA.html

            For security purposes, you will need to use the following username and password to access the web questionnaire. Once you have accessed the questionnaire, you will need to enter your ID number in the space labeled "ID NUMBER" located at the top right corner of the screen. Without entering your academy's username, password, and ID #, you will not be able to complete the survey online. Please retain a photocopy of your completed reply.

            USERNAME: <WEBPIN>   **Password:** <WEBPW>   **ID NUMBER:** <ID>

            Paper: If you prefer to use a paper version of the questionnaire, complete and return the enclosed questionnaire in the postage-paid envelope or fax each page to the Police Executive Research Forum at (202) 466-7826. Please retain a photocopy of your completed reply.

If you recently completed and returned the 2013 CLETA questionnaire to us, please accept our sincere thanks. If not, please do so today. Responding now will eliminate the need for us to continue to contact your agency about the 2013 CLETA.

If you have any questions regarding this project, please feel free to contact Bruce Kubu of PERF at 202-454-8308 or Brian Reaves of BJS at 202-616-3287. Thank you for your time and assistance.

Sincerely,

William J. Sabol, Acting Director
Bureau of Justice Statistics

Final Email reminder text for 2013 CLETA (from NORC)

Subject line: 2012 Census of Law Enforcement Training Academies for BJS
E-mail prompting text:

Dear <<DIRECTOR>>:

During the last few months we have sent you several mailings and attempted to contact you by phone about the 2013 Census of Law Enforcement Training Academies (CLETA). **Data collection for the 2013 CLETA is drawing to a close, and according to our records, we have not yet received a completed questionnaire from your agency.** We are contacting you via e-mail because it is extremely important that your agency respond to ensure a complete accounting of the nation's law enforcement agencies.

The CLETA questionnaire contains a series of questions about curricula, staff, recruits/trainees, facilities, budgets, and policies. **The results will provide valuable data for BJS and training administrators on these topics.** This project will result in a BJS statistical report that will be sent to all respondents.

For your convenience, you can respond to the 2013 CLETA via the Internet.
Please visit this user-friendly website to access the questionnaire:

http://onlinesurvey.policeforum.org/BJS2013CLETA.html

For security purposes, you will need to use the following username and password to access the web questionnaire. Once you have accessed the questionnaire, you will need to enter your ID number in the space labeled "ID NUMBER" located at the top right corner of the screen. Without entering your academy's username, password, and ID #, you will not be able to complete the survey online. Please retain a photocopy of your completed reply.

USERNAME:<<username>>   Password: <<password>> **ID NUMBER: <<ID>>**

If you recently completed and returned the 2013 CLETA questionnaire to us, please accept our sincere thanks. If not, please do so today. Responding now will eliminate the need for us to continue to contact your agency about the 2013 CLETA.

If you need assistance while completing the census, you may call Bruce Kubu at at 202-454-8308 or send an e-mail to bkubu@policeforum.org.

Thank you,

NORC at the University of Chicago
Acting as Data Collection Agent for the Bureau of Justice Statistics and the Police Executive Research Forum

Final Reminder letter from BJS (sent by NORC)

U. S. Department of Justice
Office of Justice Programs
Bureau of Justice Statistics

Washington, D.C. 20531

<<DATE>>   <<SU_ID>>

<<TITLE>> <<FNAME>> <<LNAME>> <<SUFFIX>>
<<AGCYNAME>>
<<ADDR>>
<<CITY>>, <<STATE>> <<ZIP>>

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

The Bureau of Justice Statistics, with assistance from the Police Executive Research Forum and NORC at the University of Chicago, is conducting the 2013 Census of Local Law Enforcement Training Academies (CLETA). **Data collection for the 2013 CLETA is drawing to a close, and according to our records, we have not yet received a completed questionnaire from your agency.** We are contacting you via fax because it is extremely important that your agency respond to ensure timely, accurate, and comprehensive results. Project staff will follow up with you to verify receipt of the questionnaire and answer any questions you might have.

The CLETA questionnaire contains a series of questions about curricula, staff, recruits/trainees, facilities, budgets, and policies. **The results will provide valuable data for BJS and training administrators regarding curricula, staff, recruits/trainees, facilities, budgets, and policies.** This project will result in a BJS statistical report that will be sent to all respondents. For your convenience, you can respond to the 2013 CLETA in one of two ways:

Web: If you have Internet access, we strongly encourage you to complete the questionnaire online. Please visit this user-friendly website to access the questionnaire:

http://onlinesurvey.policeforum.org/BJS2013CLETA.html

For security purposes, you will need to use the following username and password to access the web questionnaire. Once you have accessed the questionnaire, you will to enter your ID number in the space labeled "ID NUMBER" located at the top right corner of the screen. Without entering your academy's username, password, and ID #, you will not be able to complete the survey online. Please retain a photocopy of your completed reply.

USERNAME: <WEBPIN>   **Password:** <WEBPW>   **ID NUMBER:** <ID>

Paper: If you prefer to use a paper version of the questionnaire, complete and return the enclosed questionnaire in the postage-paid envelope or fax each page to the Police Executive Research Forum at (202) 466-7826. Please retain a photocopy of your completed reply.

If you recently completed and returned the 2013 CLETA questionnaire to us, please accept our sincere thanks. If not, please do so today. Responding now will eliminate the need for us to continue to contact your agency about the 2013 CLETA. If you have any questions regarding this project, please feel free to contact Bruce Kubu of PERF at 202-454-8308 or Brian Reaves of BJS at 202-616-3287. Thank you for your time and assistance.

Sincerely,

William J. Sabol, Acting Director
Bureau of Justice Statistics

2013 Census of Law Enforcement Training Academies scheduled to end <DATE TBD>!

We have not yet received a response from your academy.

The data will help BJS and training administrators identify the current and future needs of law enforcement training academies. It is extremely important that your academy respond to the census to ensure a complete accounting of the nation's law enforcement training academies. The Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 USC 3732), authorizes the collection of this data.

If you did not receive a questionnaire, or if it was misplaced, please contact Bruce Kubu from the Police Executive Research Forum at **202-454-8308**. He will be happy to assist you. Responding now will eliminate the need for us to continue to contact your agency about the 2013 CLETA. Thank you for your assistance.

William J. Sabol, Acting Director
Bureau of Justice Statistics

Telephone Scripts for NORC

My name is _____ from the NORC at the University of Chicago. Earlier this week, we sent you a FedEx package (or Priority Mail for academies with only a P.O Box listed in the address) for the 2013 Census of Law Enforcement Training Academies. The package we sent to you contained a letter from the Bureau of Justice Statistics, a questionnaire, and postage-paid return envelope. Have you received this package?

> **IF YES:** We strongly encourage you to complete and return the census. The 2013 CLETA is the only complete accounting of State and local law enforcement training academies conducted in the U.S. The CLETA was last conducted in 2006. Do you have any questions about the census or the questionnaire?

> **IF NO**: Would you like for us to e-mail or fax you a copy of the questionnaire? I can also direct you to a secure Internet version of the questionnaire that you can complete on your own. You would be able to complete the questionnaire on-line now and not have to wait for the package to arrive. Would you like the web address for the 2013 CLETA?

If you have any questions as you complete the questionnaire, please call Bruce Kubu at 202-454-8308. His number can also be found on the questionnaire. Please remember to complete the questionnaire and mail it to PERF within the next week. Thanks in advance for your participation.

Voicemail Scripts

Respondent's Direct Telephone Line

Hello! My name is _____ from the NORC at the University of Chicago. We are contacting you about the 2013 Census of Law Enforcement Training Academies on behalf of the Bureau of Justice Statistics. You should have received a package in the mail containing the 2013 CLETA questionnaire. All state and local law enforcement training academies are asked to participate in this important census. Please complete and return the questionnaire as soon as possible. If you have any questions about the census, please call Bruce Kubu at 202-454-8308 and mention the 2012 CLETA. Again, you can reach Bruce Kubu at 202-454-8308. Thank you!

Administrative Assistant or Secretary's Telephone Line

Hello! My name is _____ from the NORC at the University of Chicago. We are contacting you about the 2013 Census of Law Enforcement Training Academies on behalf of the Bureau of Justice Statistics. All state and local law enforcement training academies are asked to participate in this important census. (RESPONDENT'S NAME) should have received a package containing the census questionnaire. Please have (RESPONDENT NAME) complete and return the questionnaire as soon as possible. If you have any questions about the census, please call Bruce Kubu at 202-454-8308 and mention the 2013 CLETA. Again, you can reach Bruce Kubu at 202-454-8308. Thank you!