

Submission Attachments

Table of Contents

Attachment 1: CTLEA Pilot Survey 1

Attachment 2: CTLEA Cognitive Interview Script..... 5

Attachment 3: CTLEA Pilot Survey Invitation Letter 9

Attachment 4: CTLEA Pilot Survey Phone, Voicemail, and Frequently Asked Questions Script..... 11

Attachment 5: CTLEA Pilot Survey Follow Up Letter..... 17

Attachment 6: CTLEA Pilot Survey Reminder Letter 19

Form CTLEA

**RETURN
TO**NORC
55 E Monroe
19th Floor
Chicago, IL 60603**U.S. Department of Justice
Bureau of Justice Statistics**
(NORC acting as data collection agent)**2018 Census of Tribal Law Enforcement Agencies**

Please correct any errors in the printed information below.

If you have any questions while completing this form, please contact CTLEA@norc.org or call 1-877-346-5693.

PIN

OFFICIAL
TRIBAL NAMETRIBAL LAW
ENFORCEMENT
AGENCY NAME

CHIEF OF POLICE

STREET ADDRESS

CITY

STATE

ZIP

INFORMATION SUPPLIED BY**NAME****TITLE****TELEPHONE**

Area Code

Number

Extension

FAX

Area Code

Number

EMAIL ADDRESS

The 2018 Census of Tribal Law Enforcement Agencies (CTLEA) is a census of all tribal law enforcement agencies granted authority by federally recognized tribes, tribal constitution, or tribal code, the Bureau of Indian Affairs (BIA), or state justice enforcement agencies. Information collected on this form will provide needed information to tribes, law enforcement agencies, federal agencies, and other partners working on tribal lands. The Bureau of Justice Statistics (BJS) greatly appreciates your assistance.

INSTRUCTIONS

1. Please answer all questions with reference to the tribal law enforcement agency specified above.
2. For all questions, the phrase **"during calendar year 2017"** refers to **January 1, 2017 through December 31, 2017**.
3. For any series of yes or no response questions, please check either "Yes" or "No" for each option.
4. Please submit your completed form by mailing it to NORC in the enclosed postage paid envelope, by faxing to NORC at xxx xxx xxxx, or by scanning and emailing all pages to CTLEA@norc.org.
5. If you have questions or need assistance in completing the survey, please contact NORC via email at CTLEA@norc.org or call 1-877-346-5693.

BURDEN STATEMENT

Federal agencies may not conduct or sponsor an information collection, and a person is not required to respond to a collection of information, unless it displays a currently valid OMB Control Number. The public reporting burden for this collection of information is estimated to average **30 minutes per response**, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspects of this collection of information, including suggestions for reducing this burden, to the Director, Bureau of Justice Statistics, 810 Seventh Street, NW, Washington, DC 20531. The Omnibus Crime Control and Safe Streets Act of 1968, as amended (34 USC 10132), authorizes this information collection. Data about your agency collected in this survey will be made publicly available after analysis. However, BJS will not release the names, phone numbers, or email addresses of the actual persons responsible for completing the instrument. Although this survey is voluntary, BJS needs your participation to make the results comprehensive, accurate, and timely.

SECTION A. JURISDICTION

Your agency has been selected for this survey based on its status as a tribal law enforcement agency granted authority by a federally recognized tribe, tribal constitution, and/or tribal code.

A1. During calendar year 2017, did your tribal law enforcement agency employ at least one sworn law enforcement officer with general arrest powers and/or the authority to issue citations?

- 1 Yes
2 No

A2. For crimes and/or tribal code violations occurring on tribal lands, which types of offenders did your officers have the authority to issue citations or arrest during calendar year 2017, in all circumstances?

	Citation authority		Arrest authority	
	Yes	No	Yes	No
a. Indian offenders with Indian victims	1 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>
b. Indian offenders with non-Indian victims	1 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>
c. Indian offenders for victimless crime (e.g., gambling, prostitution, or drug violations).....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>
d. Non-Indian offenders with Indian victims	1 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>
e. Non-Indian offenders with non-Indian victims.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>
f. Non-Indian offenders for victimless crimes.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>

SECTION B. ADMINISTRATION

B1. During FY 2017, did your tribal law enforcement agency receive funding from the following sources?

	Yes	No
a. Tribal council or tribal government.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
b. BIA 638 contract	1 <input type="checkbox"/>	2 <input type="checkbox"/>
c. Self-governance compacts	1 <input type="checkbox"/>	2 <input type="checkbox"/>
d. Department of Justice Coordinated Tribal Assistance Solicitation (CTAS)	1 <input type="checkbox"/>	2 <input type="checkbox"/>
e. Federal grants, other than 638 funding and CTAS	1 <input type="checkbox"/>	2 <input type="checkbox"/>
f. State grant(s).....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
g. Other state funding	1 <input type="checkbox"/>	2 <input type="checkbox"/>
h. Tribal business enterprise.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
i. Private funding source	1 <input type="checkbox"/>	2 <input type="checkbox"/>

B2. During calendar year 2017, were the following benefits provided to your tribal law enforcement agency's full time officers?

	Yes	No
a. Medical insurance	1 <input type="checkbox"/>	2 <input type="checkbox"/>
b. Dental insurance	1 <input type="checkbox"/>	2 <input type="checkbox"/>
c. Vision insurance.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
d. Life insurance.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
e. Retirement contributions (e.g. pension/401K)	1 <input type="checkbox"/>	2 <input type="checkbox"/>
f. Paid time off, including annual leave and sick time	1 <input type="checkbox"/>	2 <input type="checkbox"/>
g. Short and/or long term disability	1 <input type="checkbox"/>	2 <input type="checkbox"/>
h. Family and Medical Leave Act (FMLA) benefits (e.g. parental leave).....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
i. Collective bargaining	1 <input type="checkbox"/>	2 <input type="checkbox"/>

B3. During calendar year 2017, did your tribal law enforcement agency supply the following items to sworn personnel?

	Yes	No
a. Primary side arm.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
b. Backup side arm	1 <input type="checkbox"/>	2 <input type="checkbox"/>
c. Body armor	1 <input type="checkbox"/>	2 <input type="checkbox"/>
d. Uniform.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
e. Electronic control device (e.g. Taser).....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
f. Collapsible/non-collapsible baton.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
g. OC spray (e.g. pepper spray).....	1 <input type="checkbox"/>	2 <input type="checkbox"/>

B4. Enter your tribal law enforcement agency's total number of full time and part time sworn officers by race and Hispanic origin for the pay period that included December 31, 2017. If an exact number is not available, please provide an estimate and check the "Estimate" box.

Race/Hispanic origin:	Full-time sworn	Estimate	Part-time sworn	Estimate
a. White, non-Hispanic	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
b. Black or African American, non-Hispanic	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
c. Hispanic or Latino	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
d. American Indian or Alaska Native, non-Hispanic	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
e. Asian, non-Hispanic	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
f. Native Hawaiian or Other Pacific Islander, non-Hispanic	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
g. Two or more races	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
h. Race/Hispanic origin not known	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>

B5. During calendar year 2017, were any of your tribal police officers authorized by the state to enforce state laws?

- 1 Yes
2 No

B6. During calendar year 2017, were the following trainings available to your officers on a recurring basis? Please include training provided by your agency or any other agency.

- | | Yes | No |
|--|----------------------------|----------------------------|
| a. POST required training | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| b. Leadership | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| c. Native language or cultural awareness..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| d. Use of force | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| e. Patrol skills..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| f. BIA Special Law Enforcement Commission (SLEC) training..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| g. Crisis response training (e.g. identification of mental health or substance abuse issues) | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |

SECTION C. OPERATIONS

C1. Enter the total number of calls for service (e.g., 911 calls, non-emergency calls, alarm, other source, self-dispatched, or self-initiated) received and dispatched by your tribal law enforcement agency during calendar year 2017. If an exact number is not available, please provide an estimate and check the "Estimate" box.

	Total number	Estimate	Information not available
Calls/requests for service received or self-dispatched	<input style="width: 80px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

C2. Enter the total number of arrests made by your tribal law enforcement agency during calendar year 2017. If the exact number is not known, please provide an estimate and check the "Estimate" box.

	Total arrests by your agency	Estimate	Information not available
Arrests	<input style="width: 80px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

C3. Enter the total number of juvenile (i.e. persons under age 18) arrests made by your tribal law enforcement agency during calendar year 2017. If the exact number is not known, please provide an estimate and check the "Estimate" box.

	Total juvenile arrests by your agency	Estimate	Information not available
Arrests	<input style="width: 80px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

C4. During calendar year 2017, did your tribal law enforcement agency make arrests for any of the following on tribal lands?

- | | Yes | No | Unknown |
|--|----------------------------|----------------------------|----------------------------|
| a. Arrests for domestic violence (Domestic violence includes violence, threats of violence, or serious bodily harm committed by intimate partners, immediate family members, or other relatives.)..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> |
| b. Arrests for violation of protection orders..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> |
| c. Arrests for sex trafficking (Sex trafficking is defined as: A commercial sex act is induced by force, fraud, or coercion OR in which the person induced to perform such an act is younger than age 18.)..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> |
| d. Arrests for labor trafficking (Labor trafficking is defined as: Recruitment, harboring, transportation, provision, or obtaining of a person for labor or services through the use of force, fraud, or coercion for the purpose of subsection to involuntary servitude, peonage, debt bondage, or slavery.) .. | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> |
| e. Arrest for opioid sales or distribution .. | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> |
| f. Arrest for methamphetamine sales or distribution | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> |
| g. Neglect, abuse or financial exploitation of the elderly | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> |

SECTION D. AGENCY FUNCTIONS

D1. During calendar year 2017, did your tribal law enforcement agency perform the following safety functions?

- | | Yes | No |
|--|----------------------------|----------------------------|
| a. Animal control | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| b. Crime scene investigation unit..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| c. Emergency medical services..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| d. Fire services, including evacuation and traffic control | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| e. Housing code enforcement..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| f. Natural resources enforcement | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| g. Parking enforcement and control..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| h. Patrol of/at casinos..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| i. School resource officers..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| j. Traffic law enforcement..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |

D2. During calendar year 2017, did your tribal law enforcement agency officers perform any of the following duties?

- | | Yes | No |
|--|----------------------------|----------------------------|
| a. Prisoner transport..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| b. Jail, detention, or corrections services or operations..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| c. Booking and release of arrestees and inmates..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| d. Temporary hold for other authorities..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| e. Court security (e.g. bailiffs)..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| f. Executing arrest/search warrants..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| g. Prosecute cases (e.g. providing evidence or testimony) in court..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| h. Process server (serving eviction notices, protection orders from tribe/state/local police, child support orders)..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| i. SORNA (Sex Offender Registration and Notification Act) registration..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| j. Crisis intervention (e.g. psychological evaluation or hold)..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| k. Probation officer or probationary functions.... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| l. Support for social services (e.g. child in need of care)..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |

D3. During calendar year 2017, did any state, local, federal or other tribal law enforcement agencies deputize officers from your tribal law enforcement agency giving them authority to patrol, issue citations, make arrests or conduct investigations?

- | | Yes | No |
|---|----------------------------|----------------------------|
| a. Local agency..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| b. State agency..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| c. Federal agency..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| d. Other tribal law enforcement agencies..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |

SECTION E. INFORMATION TECHNOLOGY

E1. During calendar year 2017, did your tribal law enforcement agency access or submit criminal justice information (e.g., background checks, fingerprints, etc.) through any of the following agencies/entities?

- | | Agency accessed electronic data from: | | Agency submitted electronic data to: | |
|---|---------------------------------------|----------------------------|--------------------------------------|----------------------------|
| | Yes | No | Yes | No |
| a. Internal tribal law enforcement agency system..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| b. Local justice agency (city or county)..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| c. State justice agency..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| d. Other tribes..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| e. Criminal justice fusion center..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |

E2. During calendar year 2017, did your tribal law enforcement agency submit information to any of the following FBI CJIS criminal justice database programs?

- | | Yes | No |
|--|----------------------------|----------------------------|
| a. National Crime Information Center (NCIC)..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| b. National Instant Criminal Background Check System (NICS)..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| c. National Data Exchange (N-DEx)..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| d. Next Generation Identification (formerly known as IAFIS)..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |

E3. During calendar year 2017, did your agency submit 12 consecutive months of crime data directly to any of the following?

- | | Yes | No |
|---|----------------------------|----------------------------|
| a. Bureau of Indian Affairs record systems..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| b. State Criminal Justice Information Service (CJIS)..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| c. FBI's Uniform Crime Reporting Program..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |

E4. During calendar year 2017, was your tribal law enforcement agency able to issue AMBER Alerts?

- 1 Yes
2 No

E5. During calendar year 2017, did your tribal law enforcement agency have an IT department or IT specialist on staff or have access to one not on staff?

- | | Yes | No |
|---|----------------------------|----------------------------|
| a. IT department or an IT specialist on staff..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| b. Access to an IT Department or an IT Specialist not on staff..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| c. Outside contracted IT services..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |

E6. During calendar year 2017, was the following equipment available to officers in your tribal law enforcement agency?

- | | Yes | No |
|---|----------------------------|----------------------------|
| a. Computers in the office..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| b. Laptop/tablet in patrol vehicles..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| c. Case management system (CMS)/ record management system (RMS)..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| d. Land mobile radio system (e.g. LMR, radio management system)..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| e. Satellite phones..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| f. Cell phones..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| g. Tablets, not in patrol vehicles..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| h. Electronic fingerprinting machines..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| i. GPS equipment..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| j. Dashboard cameras..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| k. Mobile hot spot or internet access throughout your agency's jurisdiction..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| l. Mobile fingerprint scanner..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| m. Body-worn cameras..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| n. Professional grade cameras for evidence collection (e.g. digital or film cameras that are not cell phone cameras)..... | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |

Please submit your completed form by mailing it to NORC in the enclosed postage-paid envelope or by faxing each page toll-free to NORC at 1-866-315-7129.

If you have questions or concerns, or if you need assistance in completing the survey, please contact NORC via e-mail at Page 4@norc.org or call 1-877-346-5693.

CTLEA COGNITIVE INTERVIEW DEBRIEFING SCRIPT/QUESTIONNAIRE

Hi,

My name is _____ and I'm calling on behalf of the Bureau of Justice Statistics regarding the Census of Tribal Law Enforcement pilot survey. May I please speak to _____?

I'm calling regarding Census of Tribal Law Enforcement Agencies/ pilot survey you recently completed for us. Thank you so much for completing the survey. Could we schedule a time to conduct a debriefing of the survey? It shouldn't take more than half an hour.

If available at the time of the call, make sure they have copy of completed survey in front of them.

Great, let me walk you through the basic process of how the debriefing will work. First we will start with general questions about the survey. Next, I will ask questions about a subset of the items on the survey. We will also talk about how long the survey took to complete and the accessibility of the information needed to complete the survey. I have your survey responses in front of me. Do you have any questions before we start?

General Questions:

Were any of the questions difficult to answer?

If yes, which question(s) and why? Was any response unclear, confusing, overlapping, or missing or terminology that needed to be better defined?

Were any additional definitions needed? If yes, for which question(s)?

What systems/records did you use to complete the survey?

How long did it take you to complete the survey? How long did it take to collect and assemble the requested information?

Did requesting data by calendar year make it easier or more difficult to retrieve this information?

Were you able to complete the survey all at once or did it require multiple sessions?

Was the level of effort to complete the survey appropriate for the questions the survey asked?

Were any of these questions not applicable to your agency? Which ones?

Were any of questions unclear or difficult to understand? Which ones?

Would you recommend that we make any changes to the survey to enhance the clarity of the questions or to make the survey easier to complete?

Turning to specific questions, please provide details on the following...

B4: How difficult was it to provide this information? About how long did it take to retrieve this information? Did you have to consult other staff to answer this question? What percentage of your time completing this question was spent on providing information for full time officers compared as compared to part time officers? Would it have taken significantly less time to complete this question if fewer categories had been provided?

C1: (If unable to provide the information/information unavailable) If you had answered this question, about how long would it have taken to retrieve this data? Did you consult other staff to retrieve this data?

C2: (If unable to provide the information/information unavailable) If you had answered this question, about how long would it have taken to retrieve this data? Did you consult other staff to retrieve this data?

C3: (If unable to provide the information/information unavailable) If you had answered this question, about how long would it have taken to retrieve this data? Did you consult other staff to retrieve this data?

E1: How familiar are these terms to your agency?

E2: How familiar are these database names?

E5: Is the term 'IT Specialist' clear? How easy was this question to answer?



Attachment 3: CTLEA Pilot Survey
Invitation Letter
U.S. Department of Justice

Office of Justice Programs

Bureau of Justice Statistics

Washington, D.C. 20531

MONTH DAY, 2018

Name
Title
Affiliation
Address
City, State Zip Code

Dear <<TITLE>> <<LAST_NAME>>:

I am writing to request your participation in a test of the 2018 Census of Tribal Law Enforcement Agencies (CTLEA) pilot survey being conducted by the NORC at the University of Chicago (NORC) on behalf of the U.S. Department of Justice, Bureau of Justice Statistics (BJS).

Your agency is one of a select few asked to participate in this test to assess the survey content, question clarity, and time required to complete the survey prior to the full data collection in 2019. The CTLEA is designed to collect information from tribal law enforcement agencies such as yourself on agency characteristics, functions and needed resources including, but not limited, to staffing, training, work activities and functions, technology, and information sharing between law enforcement agencies.

The CTLEA is part of BJS's on-going efforts to expand statistical activities related to American Indian and Alaska Native crime and justice issues under the Tribal Law and Order Act (TLOA). TLOA expanded the role of BJS to establish and implement a tribal data collection system and requires that BJS report to Congress annually the data collected and analyzed in accordance with the act (P.L. 111-211, 124 Stat. 2258, § 251(b)).

To participate in this effort, first please fill out the enclosed questionnaire in its entirety and return it using the prepaid envelope addressed to NORC, the BJS data collection agent. Second, please participate in a short interview to discuss your experience completing the survey and understanding of the survey questions. A representative of NORC will contact you to arrange a time to discuss the questionnaire once your completed survey is received. It will be useful to retain a copy of the survey for your reference.

Please complete the survey by DATE. If you need assistance or have any questions concerning this pilot test, please contact NORC at 877-346-5693 or at ctlea@norc.org. For comments or questions about the CTLEA program, please contact Steven W. Perry, BJS Program Manager, at 202-307-0777 or at Steven.W.Perry@usdoj.gov.

Thank you in advance for your time and consideration in helping BJS on this important survey.

Sincerely,

Jeffrey H. Anderson
Director

Enclosure

Census of Tribal Law Enforcement Agencies (CTLEA)

Telephone follow up and voicemail scripts

Hello, may I please speak with (RESPONDENT).

IWER: IF R NO LONGER WORKS THERE, ASK FOR THE CHIEF OF POLICE OR THE PERSON WHO CURRENTLY HOLDS R's POSITION.

RECORD FIRST AND LAST NAME OF NEW R AND COMMUNICATE THE PURPOSE OF THE CALL.

Hello, this is _____ calling on behalf of the U. S. Department of Justice, Bureau of Justice Statistics (BJS) regarding the Census of Tribal Law Enforcement (CTLEA) pilot survey. We recently sent/e-mailed you a materials for a project called the CTLEA. Do you recall receiving these materials?

If yes, skip to 'Yes, did receive below'.

If No, did not receive/does not recall materials:



The survey asks questions on topics such as staffing, training, equipment, and agency functions. Can I mail or e-mail a copy of the survey to you? What is the best address/e-mail to send the survey to?

Record information in contact document.

Thank you for your time. You can expect to receive that survey by **DATE**. We are hoping to receive responses by **DATE**. Have a great day.

If no contact does not want the survey materials sent to him/her:



Would it be best if we contacted a different staff member at your agency to complete the survey?

If yes:



Thank you, what is the best phone number and address to reach them at?

Record information in contact document.

Thank you for your time. Your colleague can expect to hear from me soon. Have a great day.

Yes, Did receive materials:



Great! Do you have any questions about the survey or the purpose of the study?

IF RESPONDENT INDICATES THAT THEY HAVE THE MATERIALS AVAILABLE OR IF THEY HAVE TIME DURING THE CALL, OFFER TO COMPLETE THE SURVEY VIA THE TELEPHONE

Your completed survey can be returned to NORC using the pre-addressed, pre-paid envelope, which was included in the package or via e-mail at ctlea@norc.org. Any knowledgeable staff person may complete the survey on behalf of your agency. We are hoping to receive responses by **DATE**. About how soon can we expect to receive the completed copy?

Record information in contact document.

If you have any questions as you complete the survey, please call us toll-free at 1-877-346-5693 or email ctlea@norc.org. Thank you in advance for your participation!

Responses to frequently asked questions:

Why are you conducting this survey?

This survey is being conducted to better understand the unique functions of tribal law enforcement; the complexity surrounding tribal, state, and federal jurisdictions; and the interrelationships that exist among the different law enforcement agencies in Indian Country. Information collected from this survey will help inform funding and policy decisions to help tribes access the resources they need for public safety.

Your participation in the CTLEA is critical and will help us gather the most accurate and comprehensive picture of the strengths, capacity, and needs of tribal law enforcement.

PILOT AGENCIES: The pilot is being conducted survey to help us develop a survey that collects critical information from tribal law enforcement agencies.

Who else is it being sent to?

The survey is being sent to all tribal law enforcement agencies and those agencies with special authority including natural resources, fish and wildlife, casino and gaming enforcement that serve federally recognized tribes and have the authority to issue arrests and/or citations. For the project to be successful and representative of all of Indian Country, it is important that we hear from all tribal law enforcement agencies.

PILOT AGENCIES: A select number of agencies were sent the pilot survey based on the size and location of the agency and resident population.

How will these results be used?

The results will be used to develop an accurate and comprehensive understanding of the administration, operations, services, and capabilities, as well as the challenges, resource gaps, and emerging crime concerns. With recent legislative changes through the Tribal Law and Order Act (TLOA), this information will help us measure changes in tribal law enforcement authority and capacity. The information will help inform federal agencies, as they craft legislation, allocate resources, and develop funding programs that will better meet tribes' public safety needs.

PILOT AGENCIES: Your response to the pilot survey will help us to refine the survey questions that will be used during the full data collection.

How long will this take?

TLE: We expect that the survey will take about 30 minutes to complete.

PILOT AGENCIES: The interview to review the survey content and your experience completing the survey will take approximately 1 hour.

How will this survey benefit my agency or tribe?

The survey will provide statistical information for tribes to demonstrate their capabilities and challenges when applying for funding and advocating on behalf of their needs. It will also alert tribes about emerging crime trends in Indian Country, so tribes can be more proactive about safeguarding their tribal members from emerging threats. With increased understanding about the capacity and professionalism of tribal law enforcement, the CTLEA will also help raise the profile of tribal law enforcement, which can assist tribes in forming stronger partnerships and gaining access to vital criminal justice resources.

PILOT AGENCIES: Your participation in the pilot survey will help us develop a survey that collects critical information from tribal law enforcement agencies.

CTLEA - Law Enforcement Telephone Voicemail Script

Respondent's Direct Telephone Line

Hello! My name is (NAME) and I am calling on behalf of the Bureau of Justice Statistics (BJS). BJS is conducting data collection for the Census of Tribal Law Enforcement Agencies program. You should have received a packet in the mail containing an introductory letter and the survey. I am following up to confirm that you received the survey and see if you have any questions. If you have received the survey, we ask that the survey be returned to NORC as soon as possible. If you have any questions about the survey, please call our toll free number 1-877-346-5693. Please also contact us if you think that the survey does not apply to your agency or if we should contact someone else in your agency for survey completion. Again, our toll free number is 1-877-346-5693 or you can email us at CTLEA@NORC.org. Thank you!

Administrative Assistant or Secretary's Telephone Line

Hello! My name is (NAME) and I am calling on behalf of the Bureau of Justice Statistics (BJS). BJS is conducting data collection for the Census of Tribal Law Enforcement Agencies program. (RESPONDENT'S TITLE_LAST NAME) should have received a package in the mail containing the questionnaire called the 2018 Census of Tribal Law Enforcement Agencies. I am following up to confirm that the package arrived and to see if (RESPONDENT TITLE_LAST NAME) has any questions about the survey. If the survey has been received, we ask that it be returned to NORC as soon as possible. If you need assistance or would like us to resend the survey, please call our toll free number 1-877-346-5693, or you can email us at CTLEA@NORC.org. Please also contact us if you think that the survey does not apply to your agency. Again, our toll free number is 1-877-346-5693. Thank you!

Hello,

I am contacting you to request your participation in the 2018 Census of Tribal Law Enforcement Agencies (CTLEA) pilot survey being conducted by the NORC at the University of Chicago (NORC) on behalf of the U.S. Department of Justice, Bureau of Justice Statistics (BJS) and in partnership with the International Association of Chief of Police, Indian Country Law Enforcement Section.

A package of materials was mailed to your office via USPS mail on DATE. I have attached electronic copies of the documents that were mailed, which provides information about the CTLEA and includes a copy of the survey to be completed. We hope that you are able to participate and provide feedback on the survey questions.

If you have any questions or concerns, please do not hesitate to contact us directly at 877-346-5693 or at ctlea@norc.org. Once your agency has completed the survey, it can be returned via email to ctlea@norc.org or by mail using the materials included in the hardcopy mailing that was sent to your office. It can be also be returned by fax to 312-759-4004, sent to the attention of NAME.

Please confirm that you have received this message by responding to this email or contacting us at 877-346-5693. Thank you in advance for both your time and support of this important work.

Regards,

CTLEA Project Team



U.S. Department of Justice

Office of Justice Programs

Bureau of Justice Statistics

Washington, D.C. 20531

MONTH DAY, 2018

Name
Title
Affiliation
Address
City, State Zip Code

Dear <<TITLE>> <<LAST_NAME>>:

I am writing to follow up on my previous request for your participation and support for the 2018 Census of Tribal Law Enforcement Agencies (CTLEA) pilot survey and cognitive interview.

As one of a select few agencies asked to participate in this effort, it is important we have your participation. The CTLEA is designed to collect information from tribal law enforcement agencies on staffing, training, budgets, work activities and functions, technology, and information sharing between law enforcement agencies, among other topics.

The Tribal Law and Order Act (TLOA) expanded the role of BJS to establish and implement a tribal data collection system and requires that BJS report to Congress annually on the data collected and analyzed in accordance with the act (P.L. 111-211, 124 Stat. 2258, § 251(b)). CTLEA is part of these efforts.

Please fill out the enclosed questionnaire in its entirety and return it using the prepaid envelope addressed to NORC at the University of Chicago, BJS' data collection agent. Additionally, we ask that you participate in a short debriefing interview to discuss your experience completing the survey. A representative of NORC will contact you to arrange a time to discuss the survey questions once your completed form is received. Please retain a copy of the completed survey for your reference.

Please complete and return the survey by DATE. For assistance or questions about the pilot survey, contact NORC at 877-346-5693 or via e-mail at ctlea@norc.org. If you have any comments or questions about the CTLEA program, contact Steven W. Perry, BJS Program Manager, at 202-307-0777 or e-mail at Steven.W.Perry@usdoj.gov.

Again, thank you in advance for your time and consideration in helping BJS on this important survey.

Sincerely,

Jeffrey H. Anderson
Director

Enclosure