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U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU Worksheet

E-9 (10-25-2019)

#### 2019 ANNUAL SURVEY OF PUBLIC EMPLOYMENT & PAYROLL March 2019 – Police Protection Agencies

OMB No. 0607-0452: Approval Expires 11/30/2018

<b>DUE DATE</b> :
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April 25, 2019

#### WORKSHEET

DO NOT use this worksheet to respond to the survey, it is intended to assist you with gathering and preparing your data prior to reporting online.

Return to respond.census.gov/aspep when you are ready to report online.

# Need help or have questions?

•	Visit
	respond.census.gov/aspep

• Call 1-800-832-2839 weekdays, 8AM to 5PM ET

Title 13, United States Code, Sections 161 and 182 authorizes the Census Bureau to conduct this collection and to request your voluntary assistance. These data are subject to provisions of Title 13, United States Code, Section 9(b) exempting data that are customarily provided in public records from rules of confidentiality.

This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number is 0607-0452 and appears at the upper right of this page. Without this approval we could not conduct this survey.

We estimate this survey will take between 10 minutes to 15 hours to complete, with an average of 50 minutes, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

1	Is the addressee title/department and a Mark "X" only one box.	naili	ng address the same as shown in the address label?
	Yes – Go to 2		No – Enter correct information below
	Addressee Title or Department		
	ATTN:		
	Street 1		
	Street 2		
	City		State Zip Code

Please continue on the next page

<b>2</b> Does this agency currently have paid employees and/or paid officials? Mark "X" only one box.
Yes – go to 3
No – go to 5
PART 1 – EMPLOYEES AND PAYROLL
<b>3</b> For each applicable pay period that includes March 12, 2019, what were the TOTAL number of employees and TOTAL gross payroll amounts for both full-time and part-time employees?
Payroll Codes
W = Weekly; B = Bi-Weekly; T = Twice a Month; M = Monthly; Q = Quarterly; S = Semi-Annually; A = Annually
EXAMPLE       If all full-time employees are paid bi-weekly, please provide the one bi-weekly payroll that includes March 12, 2019.         A. Full-time employees and gross payroll for the pay period that includes March 12, 2019         Full-time Payroll Code       Gross Payroll for Full-time Employees         SBil       Mil.       Thou.       Dol.
B 156 295932
If some part-time employees are paid bi-weekly and some part-time employees are paid monthly; please provide the data for the bi-weekly payroll that includes March 12, 2019 for the employees paid bi-weekly and the monthly data for the month of March for the employees paid monthly.
B. Part-time employees and gross payroll for the pay period that includes March 12, 2019 Part-time Payroll Part-time Employees Part-time Employees \$Bil. Mil. Thou. Dol.
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M 41 55590

**Report Online -**

Not Return

### PART 1 – EMPLOYEES AND PAYROLL – (Continued)

#### Include

#### Employees

- Current employees in paid leave status whether paid from the general, special, or Federal grant funds
- All elected or appointed officials paid any amount of pay or stipend (even small amounts of \$25 per meeting or \$100 annually) or paid on salary basis; by fees or commissions; on a per meeting basis; or a flat sum quarterly, semi-annually, or annually
- Temporary or seasonal employees working the number of hours that represent full-time employment should be reported as full-time employees
- Temporary or seasonal employees working less than the regular, full-time workweek should be reported as part-time employees

Payroll

- Salaries, wages, fees or commissions, as well as overtime, premium, and night differential pay
- · Bonuses and incentive payments that are paid at regular pay periods
- Amounts withheld for taxes, employee contributions to retirement systems, etc.

#### Exclude

Employees

- · Employees on unpaid leave, unpaid officials, pensioners, and contractors and their employees
- School system employees and payrolls

Payroll

• Lump sum payments and the value of living quarters and subsistence allowances furnished to employees

#### Do not report

- Cumulative salaries since the beginning of the calendar or fiscal year
- Payroll amounts from last fiscal year
- Employer costs of non-wage employee benefits such as workers' compensation, FICA, health insurance, etc.

#### **Payroll Codes**

W = Weekly; B = Bi-Weekly; T = Twice a Month; M = Monthly; Q = Quarterly; S = Semi-Annually; A = Annually

#### A. STATE GOVERNMENT AGENCIES

- To be completed by state government law enforcement agencies only.
- 1. Police protection

#### Include

- Police department, law enforcement and lock-up employees
- · Employees performing activities of sheriff's and constable's offices

#### Exclude

Sheriff's correction employees

#### a. Persons with power of arrest 062

#### Include

• Police employees only

#### Exclude

• Other employees with power of arrest

(1) Full-time employees and gross payroll for the pay period that includes March 12, 2019

Full-time Payroll Code	Number of Full-time Employees	Gros \$Bil.	ss Payroll fo Mil.	r Full-time Em Thou.	ployees Dol.	
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2019

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Page 5

#### **PART 1 – EMPLOYEES AND PAYROLL –** (Continued)

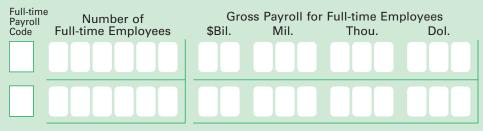
#### Payroll Codes

W = Weekly; B = Bi-Weekly; T = Twice a Month; M = Monthly; Q = Quarterly; S = Semi-Annually; A = Annually

4. Corrections 005

#### Include

- Employees of jails, reformatories, detention homes
- Employees performing probation and parole activities for both adults and juveniles
- Exclude
  - Lock-up employees (should be reported in item 3.)
- a. Full-time employees and gross payroll for the pay period that includes March 12, 2019



#### b. Part-time employees and gross payroll for the pay period that includes March 12, 2019

Part-time Payroll Code	Number of Part-time Employees	Gro \$Bil.	ss Payroll fo Mil.	or Part-time Em Thou.	nployees Dol.

#### 5. Judicial and legal 025

#### Include

- Employees performing all court and court related activities, including court activities of sheriff's office (e.g., bailiffs, process servers)
- Prosecuting attorney's and public defender's offices employees
- Legal department employees and attorneys providing government-wide legal services
- Employees of law libraries

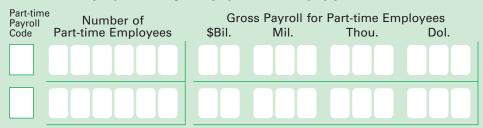
#### Exclude

- Employees performing probation activities (should be reported in item 4.)
- Private attorneys on retainer and court appointed attorneys

#### a. Full-time employees and gross payroll for the pay period that includes March 12, 2019



#### b. Part-time employees and gross payroll for the pay period that includes March 12, 2019



**Report Online** 

i.

**Not Return** 

#### **PART 1 – EMPLOYEES AND PAYROLL –** (Continued) **Pavroll Codes** W = Weekly;M = Monthly; B = Bi-Weekly;T = Twice a Month;Q = Quarterly;S = Semi-Annually;A = Annually6. Tax and fee collection 023 Include Employees of treasurer's, auditor's or comptroller's office • Tax assessment, tax billing and collection employees . Budgeting and purchasing employees • Employees of central accounting offices Information technology employees • Similar financial administration employees a. Full-time employees and gross payroll for the pay period that includes March 12, 2019 Full-time Gross Payroll for Full-time Employees Number of Payroll Code Full-time Employees \$Bil. Mil. Thou. Dol. b. Part-time employees and gross payroll for the pay period that includes March 12, 2019 Part-time Gross Payroll for Part-time Employees Number of Payroll Part-time Employees \$Bil. Mil. Thou. Dol. Code 7. COUNTY AND OTHER LOCAL GOVERNMENT AGENCIES TOTAL - (Sum of items 3. through 6.) a. Full-time employees and gross payroll for the pay period that includes March 12, 2019 Full-time Gross Payroll for Full-time Employees Number of Payroll Code **Full-time Employees** \$Bil. Mil. Thou. Dol. b. Part-time employees and gross payroll for the pay period that includes March 12, 2019 Part-time Gross Payroll for Part-time Employees Number of Payroll \$Bil. Mil. Part-time Employees Thou. Dol. Code

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RT 3 – CONTACT INFORMATION		
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Who should be contacted to answer         Name of contact person - Please print         Area code and phone number	Title of	Contact person - Please print         Area code and fax number         Date worksheet was completed