

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

Worksheet

**E-9** (06-28-2018)

# 2020 ANNUAL SURVEY OF PUBLIC EMPLOYMENT & PAYROLL March 2020 – Police Protection Agencies

OMB No. 0607-0585: Approval Expires 07/31/2023

#### **DUE DATE:**

April 28, 2020

## Need help or have questions?

- Visit respond.census.gov/aspep
- Call

   1-800-832-2839 weekdays,

   8AM to 5PM ET

#### **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.

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.

Yes – Go to 2	☐ No – Enter correct information below
Addressee Title or Department	
ATTN:	
Street 1	
Street 2	
City	State Zip Code

Approximately h	ow many h	ours per week o	do the majority	of the ful	ll-tim	ne employees v	work?
		number of hours mployees who are					egular, full-tim
Exclude • Employees or	n unpaid lea	ve, unpaid officia	ls, pensioners, a	nd contract	ors a	and their employ	/ees
Mark "X" only one	box.						
A		c 🗌 34	to 37.4 hours	Е		30 to 31.9 hou	rs
For each applica employees and T	S, PAYROL ble pay per OTAL gros	L, AND PART-TI riod that include s payroll amoun	es March 12, 2 nts for both ful	ll-time and	part	t-time employe	umber of ees? Please a
RT 2 – EMPLOYEE	S, PAYROL ble pay per OTAL gros	L, AND PART-TI riod that include s payroll amoun	ME HOURS es March 12, 2 nts for both ful	019, what Il-time and	part	e the TOTAL notetime employe	umber of ees? Please a
RT 2 – EMPLOYEE  For each applica employees and T	S, PAYROL ble pay per OTAL gros	L, AND PART-TI riod that include is payroll amoun ime hours paid	es March 12, 2 nts for both ful for each applic	019, what Il-time and	part perio	e the TOTAL notetime employe	umber of ees? Please a
RT 2 – EMPLOYEE  For each applica employees and T report the number	S, PAYROL  ble pay per OTAL gros er of part-t  B = Bi-Weekly	L, AND PART-TI riod that include is payroll amoun ime hours paid ; T = Twice a Month	es March 12, 2 that for both ful for each applic  Payroll Codes h; M = Monthly;	O19, what Il-time and cable pay p Q = Quarterly de the one bi-we	part perio y; S	e the TOTAL notes that the time employed with part-tines are semi-Annually;	umber of ees? Please a ne employees A = Annually
For each applica employees and T report the number	ble pay per OTAL gros er of part-t  B = Bi-Weekly  If all full-time Full-time Payroll	L, AND PART-TI riod that include s payroll amoun ime hours paid ;  T = Twice a Month e employees are paid bi employees and gross pa	es March 12, 2 hts for both ful for each applic  Payroll Codes h; M = Monthly;	O19, what ill-time and cable pay page of the one bi-wood that includes the complex control of the control of the complex control of the control of	part perio y; S eekly p	e the TOTAL notes that the time employed with part-tines are semi-Annually;	umber of ees? Please a ne employees A = Annually
For each applica employees and T report the number	ble pay per OTAL gros er of part-t  B = Bi-Weekly  If all full-time Full-time Payroll	L, AND PART-TI riod that include s payroll amoun ime hours paid ;  T = Twice a Month e employees are paid bi employees and gross pa	es March 12, 2 hts for both ful for each applic  Payroll Codes h; M = Monthly;  F-weekly, please provi ayroll for the pay peri Gross Payroll for Fo	O19, what ill-time and cable pay page of the one bi-wood that includes the complex control of the control of the complex control of the control of	part perio y; S eekly p	e the TOTAL notes that the time employed with part-tines are semi-Annually;	umber of ees? Please a ne employees A = Annually

nd hours for the pay period that includes March 12, 2019 B. Part-time employees, gross payroll,

Number of Part-time Employees cross Payroll for Part-time Employees Part-time Hours Paid В 1 0 6 3 0 7 7 2 2 5 2 M 4 5 5 5 9 0 1 9 8 5

#### **PART 2 - EMPLOYEES, PAYROLL, AND PART-TIME HOURS - (**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.

An estimate of hours worked during the pay period for part-time employees, not compensation on an hourly

#### **Exclude**

#### **Employees**

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

 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.

			<b>Payroll Codes</b>			
W = Weekly;	B = Bi-Weekly;	T = Twice a Month;	M = Monthly;	Q = Quarterly;	S = Semi-Annually;	A = Annually

#### **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

Part-time Employees

#### Include

· Police employees only

#### Exclude

Payroll

Code

Other employees with power of arrest

(1) Fu	ll-time employees and	d gross pay	roll for the	pay period th	at include:	s March 12	, 2019
Full-time Payroll	Number of	Gros	s Payroll fo	r Full-time Emp	oloyees		
Code	Full-time Employees	\$Bil.	Mil.	Thou.	Dol.		

Mil.

Code	Full-time Employees	\$Bil.	Mil.	Thou.	Dol.

\$Bil.

(2) Part-ti	me employees,	gross payroll, and hours for the pay period that includes March 12, 2019
Part-time	Number of	Gross Payroll for Part-time Employees

Thou.

Dol.


Part-time Hours Paid

c. Full-time employees and gross payroll for the pay period that includes March 12, 2019  Full-time Payroll		• Al • Co • So • Po	II police protection emplo proners and crime lab en chool crossing guards (so plice administrative staff	oyees not reported in it nployees hould be reported as p	art-time emplo		rob 12, 2019
Part-time Payroll Number of Code Part-time Employees \$Bil. Mil. Thou. Dol. Part-time Hours Part-time Employees \$Bil. Mil. Thou. Dol. Part-time Hours Part-time Employees Part-time Employees Part-time Hours Part-time Employees And Gross Payroll for the pay period that includes March 12, 2019  Bull-time Employees Payroll for Full-time Employees Payroll Full-time Employees Payroll Full-time Employees Sail. Mil. Thou. Dol.  Bull-time Employees Payroll for Full-time Employees Payroll Full-time Employees Payroll Full-time Employees Payroll Full-time Employees Payroll for Part-time Employees Payroll Full-time Employees	0.	Full-time Payroll	Number of	Gross Payroll fo	r Full-time Em	ployees	
2. STATE GOVERNMENT AGENCIES TOTAL – (Sum of items 1a. through 1b.)  a. Full-time employees and gross payroll for the pay period that includes March 12, 2019  Full-time Payroll Number of Gross Payroll for Full-time Employees  Code Full-time Employees \$Bil. Mil. Thou. Dol.  b. Part-time employees, gross payroll, and hours for the pay period that includes March 12, 2019  Part-time Payroll Number of Gross Payroll for Part-time Employees		Part-time Payroll	Number of	Gross Payroll fo	r Part-time Em	ployees	
Part-time Payroll Number of Gross Payroll for Part-time Employees		Full-time Full-time Payroll	me employees and gro Number of	ss payroll for the pay Gross Payroll fo	<b>/ period that i</b> or Full-time Em	ncludes Mai ployees	rch 12, 2019
	b.	Part-time Payroll	Number of	Gross Payroll fo	r Part-time Em	ployees	

				D !! O :				
W = V	/eekly; B =	Bi-Weekly; T =	= Twice a Month;	Payroll Code M = Monthly		; S = Semi-	-Annually;	A = Annuall
COU	ITY AND O	THER LOCAL	GOVERNMEN	IT AGENCIES	:			
					overnment agen	icies only.		
	olice prote	ction						
In	clude • Police d	epartment, law	enforcement a	and lock-up em	nployees			
-		ees performing	activities of sh	eriff's and cor	stable's offices			
E.	<b>clude</b> • Sheriff's	correction em	ployees (shoul	d be reported	in item 4.)			
a.	Persons v	with power of	arrest 062					
	Include • Police	e employees or	nly					
	Exclude							
			-		e reported in ite pay period tha			2010
	Full-time			•	r Full-time Emp		iviarcii 12,	2019
	Payroll Code <b>Fu</b>	Number of II-time Employe		Mil.	Thou.	Dol.		
		ime employee	es, gross payr	oll, and hour	s for the pay p	eriod that i	ncludes M	arch 12, 2
	Part-time Payroll Code Pa	Number of rt-time Employ		oss Payroll for Mil.	r Part-time Emp Thou.	loyees Dol.	Part-tin	ne Hours P
		rt timo zmpioy			modi	20		io riodio r
b	Other pol	ice protection	n employees	162				
	Include	olica protection	employees no	t raparted in it	om 2a			
	<ul> <li>Coror</li> </ul>	ners and crime	lab employees	·				
		ol crossing gua e administrative		reported as p	art-time employ	vees)		
C	Full-time	employees ar	nd gross payro	oll for the pay	period that in	cludes Mar	ch 12, 201	19
	Full-time Payroll _	Number of		•	r Full-time Emp	•		
	Code Fu	II-time Employ	ees \$Bil.	Mil.	Thou.	Dol.		
							_	
	(O) D- 1.1	•						40. 0
	(2) Part-t Part-time				s for the pay p		ncludes IVI	arch 12, 2
	Pavroll	Number of rt-time Employ		oss Payroll to Mil.	r Part-time Emp Thou.	Dol.	Part-tin	ne Hours Pa
	Code Pa							
	Code Fa	, ,						
	Code Fa	, ,						

W = \	Weekly;	B = Bi-Weekly;	; T = Twice		Payroll Code: M = Monthly;	S Q = Quarterl	y; S = Semi	-Annually; A = Annually
1. C	Correct	tions 005						
li	nclude							
	• Em	iployees of jails iployees perfori	s, reformato ming probat	ries, detenti- tion and par	on nomes ole activities	for both adu	ılts and juver	niles
E	xclude	e ck-up employee	es (should b	e reported i	n item 3 )			
а		time employe	·	•	•	period that i	ncludes Mai	rch 12, 2019
	Full-tii Payro Code			Gross \$Bil.	s Payroll for Mil.	Full-time Emp Thou.	ployees Dol.	
b			ees, gross	payroll, an	d hours for	the pay perio	od that inclu	_ udes March 12, 2019
	Part-ti Payrol Code			Gros: \$Bil.	s Payroll for Mil.	Part-time Em Thou.	ployees Dol.	Part-time Hours Pa
		1 411 11110 211		Ψ5		mour	20	
				-				
5. J	ludicia	l and legal 02	5					
li	• Em offi • Pro • Leo • Em	pployees perforing ice (e.g., bailiffs psecuting attorn gal department iployees of law	ming all cou s, process so ney's and pu employees	<i>ervers)</i> ıblic defend	er's offices e	mployees		vities of sheriff's ervices
lı	• Em offi • Pro • Leo • Em • Em	pployees perforing ice (e.g., bailiffs psecuting attorn gal department iployees of law	ming all cou s, process so ney's and pu employees libraries ming probat	ervers) ublic defende and attorne tion activitie	er's offices e ys providing es (should be	mployees government-	-wide legal so	
lı E	e Em offi o Pro o Leg o Em Exclude o Em o Pri	ployees performice (e.g., bailiffs proceduring attorning attorning attorning attorning ployees of law ployees performicate attorneys of time employees	ming all countries, process so ney's and puremployees libraries	ervers) ublic defende and attorne tion activitie and court ap	er's offices e ys providing es (should be pointed atto	mployees governmenter e reported in in erneys	-wide legal so	ervices
lı E	• Em offi • Pro • Leo • Em • Em • Pri	apployees performing attorning attorning attorning attorning attorning attorning attorning apployees of law apployees performing attorneys of time employeeme	ming all country, process so ney's and pure employees libraries ming probation retainer at the ees and grown of	ervers) ublic defende and attorne tion activitie and court ap	er's offices e ys providing es (should be pointed atto	mployees governmenter e reported in in erneys	-wide legal so item 4.) ncludes Mai	ervices
lı E	enclude  • Em  offi • Pro • Leg • Em  Exclude • Pri • Pri Full-tin Payrol	apployees performice (e.g., bailiffs) specuting attorn gal department apployees of law apployees perform vate attorneys of time employees  Mumbe	ming all country, process so ney's and pure employees libraries ming probation retainer at the ees and grown of	ervers) ublic defender and attorne tion activitie and court ap uss payroll f	er's offices e ys providing es (should be pointed atto for the pay pages of the pages of the pay pages of the pages of	mployees governmenter e reported in a brneys period that in Full-time Em	-wide legal so item 4.) ncludes Mai ployees	ervices
lı E	enclude  Exelude  Exelude  Privin. Full-tin Payrol Code	apployees performice (e.g., bailiffs besecuting attorned	ming all course, process so ney's and puremployees libraries ming probation retainer at the sand ground process and ground process are ground process.	ervers) ublic defende and attorne tion activitie and court ap uss payroll to Gros \$Bil.	er's offices e ys providing es (should be pointed atto for the pay   s Payroll for Mil.	mployees government- e reported in in brineys period that in Full-time Em Thou.	wide legal so item 4.) ncludes Mai ployees Dol.	ervices
lı E	enclude  • Em  • Fri  • Pri  • Leg  • Em  • Exclude  • Em  • Priv  • Priv  Code  O. Part  Part-ti Payrol	aployees performice (e.g., bailiffs) specuting attorn gal department aployees of law aployees perform vate attorneys of time employe  Full-time En	ming all cours, process series, process series and grown series and grown series and grown series series, process series se	ervers) ublic defende and attorne tion activitie and court ap ss payroll f Gros \$Bil.  payroll, an	er's offices e ys providing as (should be pointed atto for the pay p s Payroll for Mil.	mployees government- e reported in interneys period that in Thou.  the pay perion	wide legal solitem 4.)  ncludes Mai  ployees  Dol.  od that inclu	ervices rch 12, 2019
lı E	enclude  • Em  offi • Pri • Lec • Em  Exclude • Em  offi • Pri  Full-tii Payrol Code	aployees performice (e.g., bailiffs proceduring attorning all department aployees of law apployees performing attorneys of the employees.  The employees performing attorneys of the employees.	ming all cours, process series, process series and grown series and grown series and grown series series, process series se	ervers) ublic defende and attorne tion activitie and court ap ss payroll (  Gros. \$Bil.	er's offices e ys providing es (should be pointed atto for the pay p s Payroll for Mil.	mployees government- e reported in interneys period that in Thou.	wide legal solitem 4.) ncludes Man ployees Dol.	ervices rch 12, 2019
lı E	enclude  • Em  • Fri  • Pri  • Leg  • Em  • Exclude  • Em  • Priv  • Priv  Code  O. Part  Part-ti Payrol	aployees performice (e.g., bailiffs) specuting attorn gal department aployees of law aployees perform vate attorneys of time employe  Full-time En	ming all cours, process series, process series and grown series and grown series and grown series series, process series se	ervers) ublic defende and attorne tion activitie and court ap ss payroll f Gros \$Bil.  payroll, an	er's offices e ys providing as (should be pointed atto for the pay p s Payroll for Mil.	mployees government- e reported in interneys period that in Thou.  the pay perion	wide legal solitem 4.)  ncludes Mai  ployees  Dol.  od that inclu	ervices rch 12, 2019
lı E	enclude  • Em  • Fri  • Pri  • Leg  • Em  • Exclude  • Em  • Priv  • Priv  Code  O. Part  Part-ti Payrol	aployees performice (e.g., bailiffs) specuting attorn gal department aployees of law aployees perform vate attorneys of time employe  Full-time En	ming all cours, process series, process series and grown series and grown series and grown series series, process series se	ervers) ublic defende and attorne tion activitie and court ap ss payroll f Gros \$Bil.  payroll, an	er's offices e ys providing as (should be pointed atto for the pay p s Payroll for Mil.	mployees government- e reported in interneys period that in Thou.  the pay perion	wide legal solitem 4.)  ncludes Mai  ployees  Dol.  od that inclu	ervices rch 12, 2019

W =	= Weekly;	B = Bi-Weekly;	T = Twice a		ayroll Codes  M = Monthly;	Q = Quarterly;	; S = Semi	i-Annually; A = Annua
6.	Tax and	d fee collection	023					
	Include	•						
	• Em	nployees of treasux assessment, tax	urer's, audit	tor's or con	nptroller's of	fice		
	<ul><li>Bu</li></ul>	dgeting and purc	hasing emp	oloyees	ciripioyees			
	<ul><li>Infe</li></ul>	nployees of centra ormation technol	ogy employ	/ees				
		milar financial adı -time employee:				oriod that in	oludoo Moi	rob 12, 2010
	Full-ti	me	_					rcii 12, 2019
	Payro Code			Gross \$Bil.	Mil.	Full-time Empl Thou.	loyees Dol.	
			,					
	b. Part	t-time employee	s. aross p	avroll. and	l hours for	the pay perio	d that incl	_ udes March 12, 2019
	Part-ti	ime N		-		Part-time Emp		
	Payro Code	Number Part-time Emp		\$Bil.	Mil.	Thou.	Dol.	Part-time Hours F
7.		TY AND OTHER -time employee:						ms 3. through 6.)
	Full-ti	me						17011 12, 2016
	Payro Code			Gross \$Bil.	Mil.	Full-time Emp Thou.	Dol.	
			, 					
	b. Part	t-time emploves	es, gross n	ayroll, and	hours for	the pav perio	d that incl	_ udes March 12, 2019
	Part-ti	ime N		_		Part-time Emp		
	Payro Code	Number Part-time Emp		\$Bil.	Mil.	Thou.	Dol.	Part-time Hours F

Use this space for any explanations	that may be essential i	n understanding the reported data.	
include	,	<b>3</b>	
<ul><li>Any significant changes to employe</li><li>Groups of employees for which you</li></ul>	nent or payroll occurring	within the last year	
<ul> <li>A note if the majority of the full-tim</li> </ul>	ie employees work more	than 40 hours per week	
4 - CONTACT INFORMATION			
	questions about data ı	reported on this worksheet?	
Who should be contacted to answer	=	reported on this worksheet? of contact person - Please print	
Who should be contacted to answer	=		
Who should be contacted to answer Name of contact person - Please print	Title	of contact person - Please print	
Who should be contacted to answer Name of contact person - Please print	=		
Who should be contacted to answer Name of contact person - Please print	Title	of contact person - Please print	
Who should be contacted to answer Name of contact person - Please print	Title	of contact person - Please print	
Who should be contacted to answer Name of contact person - Please print	Title	Area code and fax number  Date worksheet was comp	
Who should be contacted to answer Name of contact person - Please print Area code and phone number	Title	Area code and fax number  Date worksheet was comp	leted (YYY)
Who should be contacted to answer Name of contact person - Please print Area code and phone number	Title	Area code and fax number  Date worksheet was comp	
Who should be contacted to answer Name of contact person - Please print  Area code and phone number	Title	Area code and fax number  Date worksheet was comp	
Who should be contacted to answer Name of contact person - Please print  Area code and phone number  Email Address - Please print	Title	Area code and fax number  Date worksheet was comp	
Who should be contacted to answer Name of contact person - Please print  Area code and phone number	Title	Area code and fax number  Date worksheet was comp	
Who should be contacted to answer Name of contact person - Please print  Area code and phone number	Title	Area code and fax number  Date worksheet was comp	