2023 LEMAS Supplement Cognitive Interview Generic Clearance Attachments

Attachment A: LEMAS Supplement Survey – Post-Academy Training questionnaire
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Attachment A: LEMAS Supplement Survey – Post-Academy Training questionnaire

Agency Information

1. Enter the number of full-time and part-time paid agency employees for the pay period that included December 31, 2022.

    ❖ Count employees who were regularly scheduled to work less than 35 hours per week as part-time. If none, enter '0'

Pay period **that included December 31, 2022**:		
	Full-time	Part-time
a. Sworn personnel with general arrest powers		
b. Officers/deputies with limited or no arrest powers (e.g., jail or correctional deputies)		
c. Non-sworn/civilian personnel		
d. Total number of employees (sum of rows a, b, and c)		

2. Enter your agency's total operating budget for the **fiscal year** that included December 31, 2022. *If the budget is not available, provide an estimate and check the box below. DO NOT include building construction costs or major equipment purchases.*

    Operating budget: $ ☐☐ , ☐☐☐ , ☐☐☐ , ☐☐☐ .00

    Please mark if this figure is an estimate ☐

Post-Academy Characteristics

For purposes of this survey, "post-academy training" is defined as law enforcement training provided to full-time sworn personnel with general arrest powers at any point in their career following any recruit/field training. To qualify as "post-academy" training, expenses for the training should be approved or provided by your agency (e.g., paid by the agency, course registration approved by the agency). Training can be in-person or web-based distance learning.

"Post-academy training" includes:

- ❖ Mandatory training required to maintain officer certification or licensure.
- ❖ Mandatory training required by law or other mandate (e.g., state or local legislation, judicial ruling, consent decree, or collaborative reform).
- ❖ Promotional training provided by your agency.
- ❖ Elective training provided by your agency beyond requirements of the law.
- ❖ Elective or mandatory training provided by other law enforcement, state, or federal agencies beyond the requirement of law

Do **NOT** include any training:

- ❖ Associated with basic academy training or field training programs for new officers or deputies.
- ❖ Used in lieu of disciplinary action.

3. Enter your agency's total budget for post-academy training for the **fiscal year** that included December 31, 2022. *If the budget is not available, provide an estimate and check the box below. DO NOT include building construction costs or major equipment purchases.*

Post-academy training budget: $ ☐☐☐ , ☐☐☐ , ☐☐☐ .00

Please mark if this figure is an estimate ☐

4. In the **calendar year 2022**, did your agency …

	Yes	No
a. Provide any post-academy training to your agency's full-time sworn personnel using trainers employed or contracted by your agency?		
b. Provide any post-academy training to full-time sworn personnel from an outside agency?		
c. Send your agency's full-time sworn personnel to participate in post-academy training provided by an outside agency or organization?		

5. What was the minimum annual number of **post-academy hours of** training that were mandated for your agency's full-time sworn personnel as of December 31, 2022? *If no training was mandated, enter '0'.*

	Hours
a. Hours mandated by state POST or state law	
b. Hours mandated by local law	
c. Additional training hours mandated, but not by law	
d. Total hours of training (sum of rows a, b, and c)	

The next few questions refer to the **calendar year 2022**, that is, January through December 2022.

IF ANSWER FOR ADDITIONAL TRAINING HOURS(ITEM C IN QUESTION 5) >0, GO TO QUESTION 5a BELOW, OTHERWISE GO TO Q6

5a. For agency training **not mandated by law** during 2022, were any of the following used to develop the content of your agency's additional training?

	Yes	No
Job task analysis or needs analysis		
State- or POST- commission standards or requirements		
Subject matter expert input or recommendations		
Law enforcement advisory board input or recommendations		
Academy staff input or recommendations		
Formal community input or recommendations (e.g., advisory board, commission reports)		
Informal community needs or request (e.g., conversations with the community, general feedback from community)		
State legislative requirements		
Local legislative requirements		
Internal agency decisions by chief executive and command staff		
Consent decree		
Judicial ruling		
Agency accreditation requirements		
Grant requirements		
Other (Please specify):		

6. In 2022, did your agency provide specific training for full-time sworn personnel following a promotion or assignment to any of the positions listed below?

If the position does not exist or if no new assignments were made in 2022, select N/A.

	Yes	No	N/A
Chief executive			
Intermediate supervisor (below chief executive and above sergeant or first-line supervisor)			
Sergeant or equivalent first-line supervisor			
Detective, violent crime			
Detective, property crime			

7. Did your agency authorize or provide any of the following for full-time sworn personnel in 2022?

	Yes	No
Education incentive pay		
Special skills proficiency pay		
College tuition reimbursement		
Flexible hours to attend college		
Flexible hours to attend law enforcement conferences		

Providers of Post-Academy Training

[FOR AGENCIES THAT PROVIDE THEIR OWN OST-ACADEMY TRAINING – YES TO Q4a]

8. As of **December 31, 2022,** how many personnel were serving as post-academy trainers or instructors in each category shown below?

	Full-time trainers or instructors	Part-time trainers or instructors
Sworn personnel employed by your agency		
Retired law enforcement personnel employed by your agency		
Non-sworn/civilian personnel employed by your agency		
Sworn personnel NOT employed by your agency		
Retired law enforcement personnel NOT employed by your agency		
Non-sworn/civilian personnel NOT employed by your agency		

Questions 9, 10 and 11 ask about **full-time** post-academy trainers only in the **calendar year 2022**.

9. In 2022, what was the minimum education requirement for your agency's **full-time** post-academy trainers or instructors?
   a. Graduate degree required
   b. Four-year college degree required
   c. Two-year college degree required
   d. Some college but no college degree required
   e. High school diploma or equivalent required
   f. Minimum education requirement varied by training subject
   g. Not applicable – There was no formal education requirement

10. In 2022, were any of the following certifications required for **full-time** post-academy trainers or instructors used by your agency?

	Yes	No
State- or POST- certification		
Academy certification		
Qualified subject matter expert		
Other (Please specify)_____		

11. In 2022, what was the minimum number of years of law enforcement experience required for your agency's **full-time** post-academy trainers or instructors? If there was no minimum requirement, enter 0. _____

12. For post-academy training conducted in 2022, did your agency use any personnel from the following agencies/organizations to provide training within your agency?

	Yes	No
Outside law enforcement agency		
State or local government		
Federal government		
For-profit organizations (e.g., businesses, corporations, LLCs)		
Non-profit organizations (e.g., NGOs, philanthropies, community groups)		
Colleges or universities		

13. In 2022, were any of the following used to evaluate the performance of post-academy trainers or instructors used by your agency?

	Yes	No
Supervisory evaluation		
Peer evaluations		
Student feedback/evaluations		
Other (Please specify) _____		

Post-Academy Training Content

14. Please indicate whether your agency provided post-academy training instruction on the following subject areas **since 2018**.

❖ Include training regardless of how it is provided (e.g., by your agency, by an outside agency).
❖ Only include training for your **full-time sworn personnel with general arrest powers.**
❖ For each subject area that is **mandatory** or **optional**, complete the questions under the "If applicable" heading.
❖ 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 was integrated throughout the curriculum.

Training subject area	Please select one choice for each subject area			If applicable (complete if training is mandatory or optional)			
	Mandatory for all full-time sworn officers	Optional or mandatory only for some full-time sworn officers	Not provided since 2018	Number of hours for most recent training	Frequency since 2018		
					More than once per year	Once per year	Less than once per year
Operations							
First-aid/CPR	⍰	⍰	⍰		⍰	⍰	⍰
Computers/information systems (e.g., records or case management systems, new software)	⍰	⍰	⍰		⍰	⍰	⍰
Emergency vehicle operations	⍰	⍰	⍰		⍰	⍰	⍰
Evidence processing and storage	⍰	⍰	⍰		⍰	⍰	⍰
Interrogation/interviewing	⍰	⍰	⍰		⍰	⍰	⍰
Criminal investigation procedures/techniques	⍰	⍰	⍰		⍰	⍰	⍰
Patrol procedures/techniques	⍰	⍰	⍰		⍰	⍰	⍰
Traffic enforcement safety/tactics	⍰	⍰	⍰		⍰	⍰	⍰
Strip search/stop and frisk	⍰	⍰	⍰		⍰	⍰	⍰

Foot pursuits	☐	☐	☐		☐	☐	☐
Vehicle pursuits	☐	☐	☐		☐	☐	☐
SWAT/Hostage	☐	☐	☐		☐	☐	☐
School resource officer (SRO)	☐	☐	☐		☐	☐	☐
Hazardous materials and Weapons of Mass Destruction (WMD) incidents	☐	☐	☐		☐	☐	☐
Defensive Tactics							
Reporting use of force	☐	☐	☐		☐	☐	☐
Electronic control weapons	☐	☐	☐		☐	☐	☐
OC spray	☐	☐	☐		☐	☐	☐
Baton	☐	☐	☐		☐	☐	☐
Firearms skills	☐	☐	☐		☐	☐	☐
Physical comply and control tactics	☐	☐	☐		☐	☐	☐
Martial arts training (e.g. ju-jitsu)	☐	☐	☐		☐	☐	☐
Legal Updates							
Legal Updates (including local, state, and federal)	☐	☐	☐		☐	☐	☐
Sexual harassment	☐	☐	☐		☐	☐	☐

Community Policing								
Community partnership building/collaboration	☐	☐	☐	☐☐☐		☐	☐	☐
Problem solving	☐	☐	☐	☐☐		☐	☐	☐
Self-Improvement								
Health, fitness, and nutrition	☐	☐	☐			☐	☐	☐
Stress prevention/management	☐	☐	☐			☐	☐	☐
Agency Management								
In-custody deaths	☐	☐	☐			☐	☐	☐
Civilian complaints	☐	☐	☐			☐	☐	☐
Body-worn cameras	☐	☐	☐			☐	☐	☐
First line Supervision	☐	☐	☐			☐	☐	☐
Leadership training	☐	☐	☐			☐	☐	☐
Special Topics								
Crimes against children	☐	☐	☐			☐	☐	☐
Cyber/internet crimes	☐	☐	☐			☐	☐	☐
Domestic violence	☐	☐	☐			☐	☐	☐

DUI	☐	☐	☐		☐	☐	☐
Elder abuse	☐	☐	☐		☐	☐	☐
Ethics and integrity	☐	☐	☐		☐	☐	☐
Hate crimes/bias crimes	☐	☐	☐		☐	☐	☐
Human trafficking	☐	☐	☐		☐	☐	☐
Substance use disorders (e.g., opioids, methamphetamines, hallucinogenics)	☐	☐	☐		☐	☐	☐
Responding to victims of sexual assault	☐	☐	☐		☐	☐	☐
Juveniles	☐	☐	☐		☐	☐	☐
Public records / FOIA	☐	☐	☐		☐	☐	☐

14a   Please indicate whether your post-academy training provided instruction on the Agency Technical subject areas **since 2018**.

- ❖ If your agency has **never** provided post-academy training on an Agency Technical subject area, please check NA – Never provided
- ❖ Include training regardless of how it is provided (e.g., by your agency, by an outside agency).
- ❖ Only include training for your **full-time sworn personnel with general arrest powers.**
- ❖ For each subject area that is **mandatory** or **optional**, complete the questions under the "If applicable" heading.

❖ 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 was integrated throughout the curriculum.

Training subject area	Please select one choice for each subject area				If applicable (complete if training is mandatory or optional)			
	Mandatory for all full-time sworn officers	Optional or mandatory only for some full-time sworn officers	Not provided since 2018	NA – Never provided	Number of hours for most recent training	Frequency since 2018		
						More than once per year	Once per year	Less than once per year
Agency Technical								
Facial recognition	☐	☐	☐	☐		☐	☐	☐
Drones	☐	☐	☐	☐		☐	☐	☐
LPR	☐	☐	☐	☐		☐	☐	☐
Other (Please Specify): _____	☐	☐	☐	☐		☐	☐	☐

14b: Since 2018, did your agency provide specific training for full-time sworn personnel following a promotion or assignment to any of the positions listed below?

If the position does not exist or if no new assignments were made in 2022, select N/A.

	Yes	No	N/A
School resource officer (SRO)			
SWAT/Hostage negotiations			
Community police officer			
K9			
Crisis intervention team			
Civilian or intelligence analyst (sworn or non-sworn/civilian)			

14c.   **Since 2018**, did your post-academy training provide any instruction on how to identify or respond to potential excessive force used by other officers or deputies?

  a. Yes
  b. No

Detailed Information on Select Topics

[RESPONDENTS WILL BE ASKED DETAILED QUESTIONS ABOUT A SELECT SET OF TOPICS. IF MANDATORY OR OPTIONAL, PRESENT FIRST SET OF QUESTIONS. IF NOT PROVIDED, PRESENT SECOND SET OF QUESTIONS]

15. For the following topics, please consider any post-academy training for full-time sworn personnel provided by your agency **since 2018**.

    ❖ Include training regardless of how it is provided (e.g., by your agency, by an outside agency).

Training subject area	Please select one choice for each subject area			If applicable complete if training is mandatory or optional)	
	Mandatory for all full-time sworn officers	Optional or mandatory only for some full-time sworn officers	Not provided since 2018	Number of hours for most recent training	Month and year of most recent training

Public order / Protest management / Mass demonstrations	☐	☐	☐		__/____ [MM/YYYY]
Racial profiling, unbiased policing, implicit bias	☐	☐	☐		__/____ [MM/YYYY]
Response to an active shooter	☐	☐	☐		__/____ [MM/YYYY]
Use of force continuum/situational use of force	☐	☐	☐		__/____ [MM/YYYY]
De-escalation/verbal judo	☐	☐	☐		__/____ [MM/YYYY]
Procedural justice	☐	☐	☐		__/____ [MM/YYYY]
Suicide prevention/mental health awareness	☐	☐	☐		__/____ [MM/YYYY]
Peer intervention training	☐	☐	☐		__/____ [MM/YYYY]
Responding to persons with mental illness/behavioral health issues (e.g., crisis intervention)	☐	☐	☐		__/____ [MM/YYYY]

Homeless persons	☐	☐	☐		__/____ [MM/YYYY]

- ❖ Only include training for your **full-time sworn personnel with general arrest powers.**
- ❖ For each subject area that is **mandatory** or **optional**, complete the questions under the "If applicable" heading.
- ❖ 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 was integrated throughout the curriculum.

[IF TRAINING IS MANDATORY OR OPTIONAL]

For the following questions on [**TOPIC**], please answer according to how the post-academy training was most recently provided.

16.   Did your agency use any personnel from the following agencies/organizations to provide training within your agency on [**TOPIC**]?

	Yes	No
Outside law enforcement agency		
Other state or local government		
Federal government		
For-profit organizations (e.g., businesses, corporations, LLCs)		
Non-profit organizations (e.g., NGOs, philanthropies)		
Colleges or universities		

16a.   Who provides or instructs post-academy training on [**TOPIC**]?

	Yes	No
Sworn personnel employed by your agency		
Retired law enforcement personnel employed by your agency		
Non-sworn/civilian personnel employed by your agency		
Sworn personnel NOT employed by your agency		
Retired law enforcement personnel NOT employed by your agency		
Non-sworn/civilian personnel NOT employed by your agency		

17.   Are any of the following methods used in the training of [**TOPIC**]?

	Yes	No
In-person classroom lecture		
In-person group activities		
Pre-recorded video, lecture, or presentations		

Real-time, distance-based learning (e.g., video conference or webinar)		
Written or interactive web-based distance learning		
Scenario-based exercises, live action (e.g., role playing or simulated events with trainers)		
Scenario-based exercises, technology-based simulations (e.g., virtual reality; FATS)		
Roll-call training		

18. How did your agency measure successful completion of the post-academy training on [**TOPIC**]?

	Yes	No
Knowledge-based test		
Skills-based test		
Satisfaction or feedback survey		
Attendance		

19. Does your agency use any of the following data to gather evidence on the effectiveness of training on [**TOPIC**]?

Data Source	Yes	No
Follow-up surveys with participants (e.g., weeks or months after training)		
Calls for service data		
Crime or incident data		
Arrest data		
Use of force incidents		
Civilian complaints		
Body-worn camera footage		
Officer observations		
Community feedback surveys		
Other (please specify _____)		

20.   How often is training on [**TOPIC**] repeated for full-time sworn personnel after the initial training on this topic is provided?

   a. Twice or more times per year
   b. Once a year
   c. Once every 2 years
   d. Once every 3 or more years
   e. Ad-hoc (e.g., as needed but no fixed time interval)
   f. Not repeated (e.g., single training with no refresher)

21.   Why is training on [**TOPIC**] provided to full-time sworn personnel?

	Yes	No
Job task analysis or needs assessment		
State- or POST- commission standard or requirement		
Subject matter expert input or recommendation		
Law enforcement advisory board input or recommendation		
Academy staff input or recommendation		
Formal community input or recommendations (e.g., advisory board, commission reports)		
Informal community needs or request (e.g., conversations with the community, general feedback from community)		
State legislative requirement		
Local legislative requirement		
Internal agency decision by chief executive and command staff		
Consent decree		
Judicial ruling		
Agency accreditation requirements		
Grant requirements		
Other (Please specify) _____		

[IF TRAINING HAS NOT BEEN OFFERED SINCE 2018]

22. What are the reasons that your agency has not provided training on [**TOPIC**]?

	Yes	No
Already provided in basic academy or field training		
No perceived need for the training		
Cost of implementing training too high		
Lack of qualified trainers		
Lack of appropriate facilities or equipment		
Lack of budget or financial support		
Insufficient staffing/inability to take officers off assignment		
Lack of appropriate course		
COVID-related health restrictions, no alternative training model available		
Other (Please specify) _____		

23. How likely are you to consider providing [**TOPIC**] training in the next 12 months?

    a. Very likely
    b. Somewhat Likely
    c. Somewhat Unlikely
    d. Very unlikely
    e. Unsure / Don't know

24. What factors will determine whether or not you would provide [**TOPIC**] training in the next 12 months?

	Yes	No
Public expectations		
Directive from your agency's Chief executive (chief, sheriff, director, or agency head)		
Guidance or directive from local government		
Guidance or directive from state government		
Guidance or directive from federal government		
Availability of funding		
Free or low-cost training		
Ability to find appropriate course		
Ability to find qualified trainers		
Requirement of accreditation		
Improved officer availability		
Other (Please specify) _____		

[CYCLE THROUGH OTHER TRAINING TOPICS]

Attachment B: LEMAS Supplement Survey – Response to Police Suicide questionnaire

<u>Current Programs</u>

The first questions ask about formal wellness programs currently available to full-time sworn personnel within your agency. For this survey, please define a formal wellness program as: a program intended to reduce factors that interfere with employee physical and/or mental health by providing resources, training, and/or intervention services.

1. In the calendar year 2022 (that is, January 1 through December 31, 2022), did your agency offer any of the following formal wellness programs for use by full-time, sworn personnel? If no formal wellness programs were offered to full-time sworn personnel, please select the applicable Not Offered category for each program and skip to Question 4.

	If managed by agency			*If managed by government*	*Not offered*	
	Yes, managed directly within the agency	Yes, through agency contract with external partner	*If either agency option is Yes,* since what year? *If more than one program, enter the origination date of the oldest program that was **still** active in 2022.*	Yes, managed by government	No such program available in 2022; don't intend to make available within 2023	No such program available in 2022, but intend to make available at some point within 2023
Physical fitness						
General stress management						
Coping skills to manage trauma						
Psychological and mental						

health care treatment					
Nutrition and dietary education					
Alcohol and chemical dependency treatment					
Peer support programs					
Support for families of sworn personnel					
Financial literacy education					
Fatigue management					
Other _____					

1a. IF any YES Q1: What is your agency's estimated budget dedicated to formal wellness programs in calendar year 2022? $XXX,XXX,XXX

1b. IF any YES Q1: How many total full-time agency employees work in wellness programs as their primary responsibility as of December 31, 2022? Please provide separate counts for sworn and non-sworn full-time agency employees.   Sworn: _____   Non-Sworn: _____

2. For the formal wellness programs offered in the calendar year 2022, does your agency collect and regularly assess (i.e., every month, quarter, or year) data on *the number of officers served by each program?*

	Yes	No	N/A, program not offered in 2022 or data not available to agency

Physical fitness			
General stress management			
Coping skills to manage trauma			
Psychological and mental health care treatment			
Nutrition and dietary education			
Alcohol and chemical dependency treatment			
Peer support programs			
Support for families of sworn personnel			
Financial literacy education			
Fatigue management			
Other _____			

3. Are any of the formal wellness programs offered in the calendar year 2022 available confidentially?

	Yes	No	N/A, program not offered in 2022
Physical fitness			
General stress management			
Coping skills to manage trauma			
Psychological and mental health care treatment			
Nutrition and dietary education			
Alcohol and chemical dependency treatment			

Peer support programs			
Support for families of sworn personnel			
Financial literacy education			
Fatigue management			
Other _____			

Current Policies and Training

4. Does your agency mandate any of the following policies for full-time sworn personnel?

	Yes	No
Regularly scheduled (e.g., annually, quarterly) psychological evaluations		
Response protocols after critical incidents that occurred on-duty (e.g., officer involved shooting)		
Response protocols after critical incidents that occurred off-duty (e.g., death in family, divorce)		
Officer allowed access to service weapon while off-duty		
Temporarily reduced access to service weapon when an officer is considered at a higher risk of suicide		

5. Are any of the following full-time sworn personnel provided training on potential warning signs of depression and suicide risk?

	Yes	No	N/A
Chief executive			
Intermediate supervisor (below chief executive and above sergeant or first-line supervisor)			
Sergeant or equivalent first-line supervisor			
Deputies/Officers			

6. Is suicide awareness training a part of your agency's curriculum for…

	Yes	No	Don't Know	N/A (agency does not operate an academy)
Academy or field training?				
Post-academy or in-service training?				
Exit interviews with retiring or departing sworn personnel?				

Attachment C: LEMAS Supplement Survey Cognitive Testing Protocol

DATE: ___ ___ / ___ ___ / 2 0 22
        M   M   D   D

START TIME: ___ ___ : ___ ___   AM / PM

Hello, I'm [NAME] with RTI, calling on behalf of the Bureau of Justice Statistics.

Thanks for agreeing to help us develop the questionnaires for the 2023 Law Enforcement Management and Administrative Statistics Supplemental Surveys. This call will take about an hour. If this time still works for you, I'd like to start with a short summary of the goals for today's call and explain a bit about how I'll conduct the interview.

       IF NO LONGER A GOOD TIME, OFFER TO RESCHEDULE

       IF STILL GOOD TIME, CONTINUE

The purpose of this conversation is to get your feedback on draft questions for the Law Enforcement Management and Administrative Statistics, or LEMAS, survey program. The LEMAS program incorporates use of a core survey and periodic supplemental surveys to address special topics. The core and supplemental surveys are conducted every 4 years – with the next supplements taking place in 2023 and the next core taking place in 2025.

BJS is interested in exploring two topics through upcoming LEMAS supplemental surveys: a.) post-academy training and b.) officer mental health, well-being, and resources to support officer health. As we get ready for the supplemental surveys, we're asking staff from law enforcement agencies to review the draft questionnaires. During this call, I'll ask for your reactions to the draft questions – including things like question wording, clarity of instructions, and information your agency tracks related to the survey questions.

Please keep in mind that there are no right or wrong answers to my questions. One of our main goals is to draft questions that make sense, so if anything about the questions is confusing or unclear, you can help by pointing this out. Also, if you're not sure how you would respond to any of the questions, please tell me that, too. Finally, please let me know if you believe any questions or topics were omitted, or any answer choices or response categories that were missing or insufficient.

I am interested in hearing all your feedback on the survey, but because there is a lot to discuss and we only have an hour, sometimes I might ask that we move on to the next question before you've had a chance to share everything on your mind. At the end of the interview, you can share any important feedback that you didn't have a chance to share earlier. Your participation is completely voluntary and

you do not have to answer any question you do not wish to, but your responses will help improve the LEMAS supplemental surveys.

Do you have any questions before we begin?

First, do you happen to recall approximately how much time you spent completing the questionnaires? And please include the time you and any others at your agency spent gathering information needed to answer the questions.

Post-Academy Training	Response to Police Suicide	Total
_____ HOURS	_____ HOURS	_____ HOURS
_____ MINUTES	_____ MINUTES	_____ MINUTES

I'm planning to discuss only some of the questions on the questionnaires, but if you have comments or concerns about any of the questions I skip, please feel free to share them with me at any time.

1. The first thing I'd like to discuss is the paragraph at the beginning of the **Post-Academy Characteristics** section. Please read the first paragraph, starting at "For purposes of this survey…"
   a. In your own words, what does "post-academy training" mean?

   b. Looking at that paragraph and the bullet points that follow, is there anything confusing or unclear about this section?
      IF YES: What do you find unclear?

2. **Question 3** asks about the post-academy training budget for the fiscal year.
   a. How easy or difficult is it for you to report this number? What makes it easy/difficult?

   b. What training costs are you including when reporting this number?

i. How easy or difficult is it to exclude academy training costs from this number? What makes it easy/difficult?

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c. Did you include any funding received for training through grants in this number? If NO: Why not?

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3. Now let's look at **Question 4**. It asks about the various ways you can provide full-time sworn personnel with training.
   a. The previous question referenced "the fiscal year that included December 31, 2022", and this question references "the calendar year 2022". Did you notice that? Are those time frames different or are they the same? IF DIFFERENT: How are they different?

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   b. How easy or difficult was it to answer this question with "Yes" or "No"? What makes it easy/difficult?

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   c. IF YES TO 4B OR 4C: How many officers did you send to receive outside training? IF NECESSARY: If your agency only sent 1 officer to outside training, would you have reported "Yes" or "No"?

```



```

   d. For your agency, what does it mean to "provide any post-academy training"?

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```

e. Would it be easier for you to answer this question with the number of full-time sworn officers who participated, or do you prefer the question the way it is?

```



```

4. I'd now like to discuss **Question 5.** It asks about the minimum number of hours of training required.

   a. How easy or difficult was it for you to answer this question? What made it easy/difficult?

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   b. What time period were you thinking about when you answered this question?

```



```

   c. What other situations where a training might be mandated are not listed here?

```



```

5. The next question I'd like to discuss is **Question 5a.** It asks about how you developed trainings not mandated by law.

   a. In your own words, what is this question asking?

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```

   b. How did you decide on your answer for "State legislative requirements" and "Local legislative requirements"? How did you decide on your answer for "Consent decree"?

```



```

   c. What time period were you thinking about when answering this question?

```



```

d. Was there anything about this question that was confusing or unclear?

```



```

6. Ok, let's look at **Question 6.** It asks about specific trainings provided following a promotion or assignment.
   a. How did you interpret "N/A" in the context of this question?

```



```

   b. IF YES OR NO TO CHIEF EXECUTIVE TRAINING: What does "training on the Chief Executive position" typically entail?

```



```

7. Turning to **Question 7.** It asks whether your agency authorized or provided various benefits to full-time sworn personnel.
   a. How easy or difficult was it to answer this question with "Yes" or "No"? What makes it easy/difficult?

```



```

   b. How did you interpret "authorize" as it is used in this question? What does that mean?

```



```

8. I'd now like to look at **Question 8.** It asks about individuals serving as post-academy trainers or instructors.
   a. This question asks specifically about "trainers or instructors." Did that lead you to exclude any other individuals who are paid to facilitate trainings?

```



```

b. What time period were you thinking of when you answered this question?

[ ]

9. Now let's look at **Question 10.**

a. In your own words, what does the term "certifications" refer to in this question?

[ ]

b. Are any of the certifications listed unclear or confusing?

[ ]

c. What additional certifications should be included in this question?

[ ]

10. **Question 12** asks about agencies/organizations your agency may have used for post-academy training.

a. How easy or difficult was it to answer this question with "Yes" or "No"? What makes it easy/difficult?

[ ]

b. What additional groups, agencies, or organizations should be included?

[ ]

c. In your own words, what is a "community group"? IF YES TO NON-PROFITS: If "community groups" was not included under "Non-profit organizations," would your response change to this question?

[ ]

11. Let's turn to the **table in Question 14.** This table asks about various kinds of content that could be covered by post-academy trainings.

    a. Were the instructions helpful or not helpful? How easy or difficult was it for you to fill out this table? What made it easy/difficult?

    b. How easy or difficult was it for you to get the data needed to answer these questions? What made it easy/difficult?

    c. How did you calculate the number of hours for the most recent training?

    d. IF MARKED MORE THAN ONCE PER YEAR:

        i. How did you determine that a training is offered more than once per year?

    e. Are there any column headings that are unclear or confusing? Are there any training subject areas that are unclear or confusing?

    f. Are there any training subject areas that are not listed that you think should be added to this table?

    g. When filling out this table, what time period were you thinking of?

h. How easy or difficult was it to answer in terms of programs offered since 2018? What made it easy/difficult?

i. How consistently have these programs been offered (or not offered) since 2018? How did that affect your ability to fill out this table?

12. I'd now like to look at the table included as part of **Question 14a.** It mentions possible specialized content areas that could be covered by post-academy trainings.
    a. Thinking about the section in the bottom left, labeled "Agency Technical" --
        i. Do you think any of these subjects overlap with subjects already listed in the previous table in Question 14?

        ii. Would any of these trainings be provided as part of the trainings listed for Question 14?

13. Now let's go to **the table for Question 15**. This table lists additional training subject areas that we might ask more information about.
    a. Thinking about the training subjects listed in the table —
        i. Do you think any of these subjects overlap with subjects already listed in the previous tables?
            1. Were there any stand-alone trainings specifically on these subjects that you considered when responding to a previous question?

        ii. How common is it for stand-alone trainings to be provided on these specific subjects? (IF COMMON, PLEASE ELABORATE.)

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      iii.   Are any of the subject areas confusing or unclear? Are any of the column headings confusing or unclear?

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14. Now, let's look at **Question 16.** It asks about possible agencies or organizations you may have collaborated with to provide training. For [ITEMS ANSWERED AS YES], could you tell me a bit more about that?

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15. Overall, when answering these questions about post-academy training, were you thinking about in-person training, web-based distance learning, or both?

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16. Were there any questions or items you would recommend cutting from this survey? [FOR ANY RESPONSES] Could you tell me why?

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17. What other issues did you see with the survey questions that we did not discuss?

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END TIME: ___ ___ : ___ ___   AM / PM

[TRANSITION TO THE ORGANIZATIONAL PROGRAMS, POLICIES, AND TRAINING TO ADDRESS POLICE SUICIDE MODULE]

I would next like to ask about the questionnaire that focuses on resources responding to police suicide. **Would you be able to answer questions related to this section, or would I need to speak with someone else?**

> **R WILL ANSWER – CONTINUE WITH QUESTION 17**

> **SOMEONE ELSE WILL ANSWER – COLLECT CONTACT INFORMATION, THANK RESPONDENT AND END CALL.**

DATE: ___ ___ / ___ ___ / 2 0 22 [**IF SECOND RESPONDENT**]
     M   M   D   D

START TIME: ___ ___ : ___ ___   AM / PM

IF SECOND RESPONDENT: RE-READ INTRODUCTION AT BEGINNING OF PROTOCOL. First, do you happen to recall approximately how much time you spent completing this questionnaire? And please include the time you and any others at your agency spent gathering information needed to answer the questions.

> _____ HOURS

> _____ MINUTES

18. **Question 1 in this survey** asks about formal wellness programs that your agency might offer to full-time sworn personnel.
    a. Is "wellness program" the best term to use? Does your agency use a different term?

    b. In your own words, what does the word "offer" mean to you as it's used in this question?

    c. If your agency had offered a single training that covered two topics in this table, how would you respond to this question?

d. IF MARKED "YES," MANAGED BY GOVERNMENT: You marked "Yes, managed by government." Does the government manage these programs directly, or through a contract?

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```

e. If your agency offered a temporary wellness program, such as peer support for 3 months after an incident, would you include that here? Would you include it under one of the programs already listed or should it be listed on its own?

```

```

f. Are any of the column headings confusing or unclear?

```

```

19. Looking at **Question 1A,** it asks you to estimate the budget dedicated to formal wellness programs in calendar year 2022.
    a. IF ANSWERED: How easy or difficult was it to answer this question? What makes it easy/difficult?

```

```

b. IF NOT ANSWERED: This question was not answered. Can you tell me more about why?

```

```

20. Looking at **Question 1B,** it asks about full-time agency employees who work on these wellness programs.
    a. In your own words, what does the phrase "full-time agency employees work in wellness programs as their primary responsibility" mean?
        i. PROBE: Would you include contractors under this definition?

```

```

b. When answering this question, did you include staff who were partially assigned to work on these wellness programs? Did you include contractors?

21. Let's look at **Question 2.** It asks about the data collected and used to assess formal wellness programs offered.
    a. How easy or difficult was it for you to answer this question? What made it easy/difficult?

    b. What time frame were you thinking about when answering this question?

22. **Question 3** asks about the confidentiality of your formal wellness programs. What does "confidentially" mean to you as it's used in this question?

23. **Question 4** asks about policies your organization might mandate related to officer mental health. Was there anything about this question that was confusing or unclear?

24. IF YES TO ANY ITEM IN QUESTION 6. Let's look at **Question 6**. You answered "Yes" to [ITEM]. Can you tell me more about that?

25. Is there anything else about these questions that you would like to bring up?

Thank you very much for taking the time to provide feedback. We will combine your comments with feedback from other participants into an overall report. That report will help BJS evaluate the questionnaire and determine whether to make any changes.

Is there anything else you would like to talk about today?

Thanks again!

END TIME: ___ ___ : ___ ___   AM / PM

Attachment D: Agency Invite Letter

Good morning/afternoon [TITLE] [NAME],

My name is [NAME] with RTI International. We are working with the U.S. Department of Justice's Bureau of Justice Statistics (BJS) to develop a survey on post-academy training and agency resources related to police suicide. This effort is part of the Law Enforcement Management and Administrative Statistics (LEMAS) program. BJS has run the LEMAS program since 1987.

I am asking for your agency's feedback on the current survey draft.

Before sending any survey nationally, we ask for direct feedback from agencies. BJS relies on you to provide data. We need to ensure all survey questions and instructions are as clear as possible, and relevant for a wide range of agencies. We cannot produce a high-quality survey or results without help from law enforcement.

This request is going to a select group of agencies across the country. [AGENCY NAME] was chosen as a [LOCAL or SHERIFF] with [100+ or <100] full-time equivalent sworn personnel. [WHEN APPLICABLE - Additionally, your agency noted an interest in future research and development tasks during the 2020 LEMAS survey response.] We hope that your agency will be able to assist us with this effort.

If you agree to provide feedback, we will:

-   provide a copy of the LEMAS supplemental draft surveys to your agency's point of contact;
-   ask the assigned point of contact to complete the survey;
-   return a copy of the completed draft to us, and;
-   schedule a brief phone interview (1-hour maximum) with RTI staff to discuss the survey.

We hope to collect feedback through the next month. Recognizing that your time is limited, our team will be flexible to accommodate your schedule.

BJS is the best source for nationally-representative, unbiased statistics about law enforcement. Results can be used for benchmarking to national counts and helping agencies address questions from the public. Published reports are found on the BJS website, https://bjs.ojp.gov/. However, these data and reports are only possible with the cooperation with law enforcement agencies.

Thank you for your consideration. Please let us know if you have any questions or concerns. You can contact me at [RTI CONTACT email, phone] or Elizabeth Davis, the BJS program manager for LEMAS, at Elizabeth.Davis@usdoj.gov or (202) 305-2667.

Sincerely,

Attachment E: Non-Response Follow-Up Phone Script

[IF CALL IS ANSWERED BY POINT OF CONTACT (POC)]

Good morning/afternoon, [TITLE] [NAME]. My name is [NAME] with RTI International. We are working with the U.S. Department of Justice's Bureau of Justice Statistics (BJS) to develop a survey on post-academy training and agency resources related to police suicide. We hope to have your agency aid us in developing this survey. Is now a good time to speak about this matter?

        IF NOT A GOOD TIME, OFFER TO CALL BACK AT WHEN POC IS FREE

        IF IT IS A GOOD TIME, CONTINUE

This effort to develop a new survey is part of the Law Enforcement Management and Administrative Statistics (LEMAS) program. BJS has run the LEMAS program since 1987.

I am asking for your agency's feedback on the current survey draft.

Before sending any survey nationally, we ask for direct feedback from agencies. BJS relies on you to provide data. We need to ensure all survey questions and instructions are as clear as possible, and relevant for a wide range of agencies. We cannot produce a high-quality survey or results without help from law enforcement.

If you agree to provide feedback, we will follow four steps:

- First, provide a copy of the LEMAS supplemental draft surveys to your agency's point of contact;
- Second, ask the assigned point of contact to complete the survey;
- Third, have the point of contact return a copy of the completed draft to us, and;
- Finally, schedule a brief phone interview (1-hour maximum) with RTI staff to discuss the survey.

We hope to collect feedback through the next month. Recognizing that your time is limited, our team will be flexible to accommodate your schedule.

Is this something your agency would be able to participate in?

        IF YES:

        Thank you for your participation. Are you the best point of contact to send the draft surveys too?

                IF YES, CONTINUE

                IF NO, OBTAIN POC CONTACT INFORMATION (EMAIL AND PHONE), THEN CONTINUE

Thank you. We will distribute the materials shortly and schedule a phone interview. If you have any questions about this survey development effort, feel free to contact me at [CONTACT INFO].

IF NO:

Thank you for your consideration. We will take you off the list for further contact, but if you decide to participate later, please reach out to me at [CONTACT INFO].

Do you have any questions about this survey development effort?

Thank you again for your time today. Goodbye.

[IF CALL IS ANSWERED BY NON-POC OR UNCLEAR IF POC]

Good morning/afternoon. My name is [NAME] with RTI International. We are working with the U.S. Department of Justice's Bureau of Justice Statistics (BJS) to develop a survey on post-academy training and agency resources related to police suicide. May I speak to [TITLE] [NAME] about this matter?

ONCE CONNECTED WITH POC, START WITH MAIN SCRIPT

IF SENT TO POC VOICEMAIL:

Good morning/afternoon, [TITLE] [NAME]. My name is [NAME] with RTI International. We are working with the U.S. Department of Justice's Bureau of Justice Statistics (BJS) to develop a survey on post-academy training and agency resources related to police suicide. We hope to have your agency aid us in developing this survey by reviewing and providing feedback on a draft. Can you contact me so we can discuss potential participation and answer any questions you may have about this effort? You can reach me at [EMAIL AND PHONE]. Thank you and have a good day.

Attachment F: Cognitive Interview Packet Cover Letter

Dear [TITLE] [NAME],

Recently, you were asked by the Bureau of Justice Statistics (BJS) and its data collection agent, RTI International (RTI), to assist with a special effort related to the Law Enforcement Management and Administrative Statistics (LEMAS) supplemental survey. The proposed topics for this LEMAS supplement are post-academy training and organizational resources to address police suicide. The upcoming 2023 LEMAS supplement will include a sample of approximately 3,500 local and county law enforcement agencies (LEAs) nationwide.

As part of this effort, we are asking a small number of LEAs to complete the attached surveys and provide feedback. As you are completing the survey, please take note of any of the following:

- Instructions, terms, or questions that are vague or insufficiently defined;
- Answer choices that are unclear, confusing, or insufficient; and
- How you arrived at your response.

I would also appreciate if you could record how long it takes you to complete the supplement. As arranged previously, I will call you at **[TIME] on [DAY], [DATE]** to discuss your responses and experience answering the questions. **If possible, please submit your survey 1 week before the call**—this will allow for a more efficient discussion. Once completed, you can return your questionnaire to me by email.

If you have any questions about this special request, please contact me at [PHONE] or [EMAIL]. If you have any general comments about the LEMAS, please contact Elizabeth Davis, the LEMAS Program Manager at BJS, at Elizabeth.Davis@usdoj.gov.

Sincerely,

[INTERVIEWER NAME], [DEGREE]

[JOB TITLE]

RTI International

Office of Research Protection

3040 Cornwallis Road ▪ PO Box 12194 ▪ Research Triangle Park, NC 27709-2194 ▪ USA
Telephone 919-316-3358 ▪ Toll Free 1-866-214-2043 ▪ Fax 919-316-3897 ▪ www.rti.org

NOT HUMAN RESEARCH DETERMINATION

February 6, 2020

Travis Taniguchi

919-248-8501, x28501

taniguchi@rti.org

Dear Travis Taniguchi:

On 2/5/2020, the IRB reviewed the following protocol:

Type of Review:	Initial Study
Title:	Law Enforcement Core Statistics (LECS) 2020
Investigator:	Travis Taniguchi
IRB ID:	STUDY00020974
Funding Source:	Dept of Justice BJS
Customer/Client Name:	Dept of Justice BJS
Project/Proposal Number:	0217162.000
IND, IDE, or HDE:	None

The IRB determined that the proposed activity is not research involving human subjects as defined by 28 CFR 46.

Although RTI IRB oversight of this activity is not required, this determination applies only to the activities described in the IRB submission and may not apply should any changes be made. If the nature or scope of the activity changes and there are questions about whether the revised activities constitute human subjects research, you should contact the IRB to discuss whether a new submission and determination is necessary.

Sincerely,
The RTI Office of Research Protection