

2022 CSLLEA OMB Attachments

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2022 CENSUS OF STATE AND LOCAL LAW ENFORCEMENT AGENCIES

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



Acting as collection agent: RTI International

Please use this form to provide information on behalf of the following agency:

[XXXXXXXXXXXXXXXXXXXX]

If the agency name printed above is incorrect, please call us at 1-800-845-7883.

Submit this form using one of the following four methods:

- Online: <https://bjslecs.org/CSLLEA2022>
- E-mail: csllea@rti.org
- Fax: 1-866-354-4989 (toll-free)
- Mail: Use the enclosed postage-paid envelope

Agency ID:

Password:

Important:

If any of the following conditions applied to your agency as of June 30, 2022, you do not need to complete the entire questionnaire. Mark [X] the appropriate box below and return the survey using the return instructions in the box above.

Agency no longer in existence
 → Enter date agency ceased operations:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Month	Day	Year		

Agency contracted or outsourced all law enforcement services to the following agency
 → Enter the name of the agency providing contractual services:

- Agency employed only part-time officers and the total combined hours worked for these officers averaged less than 35 hours per week
- All the officers in the agency were unpaid volunteers
- All the officers in the agency were paid via fee-for-service and not salary
- Agency was private (i.e., not operated with funds from a state, local, special district, or tribal government)
- Agency was operated by the Federal government

Indicate who completed this form:

Name:

<i>Last Name</i>	<i>First Name</i>	<i>MI</i>
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Title:

Phone:

<i>Area Code</i>	<i>Number</i>	<i>Extension</i>
------------------	---------------	------------------

Fax:

<i>Area Code</i>	<i>Number</i>
------------------	---------------

E-mail:

Agency Website:

NCIC-ORI:

9-digit

- Please retain a copy of your completed survey. Questionnaires completed online can be printed for your records.
- If you have any questions, call RTI toll-free at 1-800-845-7883, or send an e-mail to csllea@rti.org. When corresponding about this survey, please refer to the Agency ID number above.
- If you have any general comments or suggestions for improving the survey, please contact Elizabeth Davis of the Bureau of Justice Statistics by phone at 1-202-305-2667 or by e-mail at Elizabeth.Davis@usdoj.gov.

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. Public reporting burden for this collection of information is estimated to average 32 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. Although this survey is voluntary, we urgently need your cooperation to make the results comprehensive, accurate, and timely. We greatly appreciate your assistance.

INSTRUCTIONS

Please do not leave any items blank.

- If the answer to a question is “none” or “zero,” write “0” in the space provided.
- Use an X when marking an answer in a box.

VERIFY AGENCY HEAD CONTACT INFORMATION

The contact information at right is on file for the head of this agency:

Agency Head Name: <<AgencyHeadName>>
Agency Head Title: <<AgencyHeadTitle>>
Agency Address: <<Address1>>
<<Address2>>
<<City>>, <<State>> <<Zip>>

Is this information correct?

- Yes
- No → *Provide correct information*

New Agency Head Information

Name	<input type="text"/>
Title	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>

SURVEY QUESTIONS

1. Who operates this agency? Mark [X] only one.

- County or parish government
- Regional government
- Municipal (city, town or township) government
- Tribal government
- School district (K-12)
- 2-year college
- 4-year college or university
- State government → *Go to Question 2 on the next page.*
- Special district or authority (*Specify*):

→ *Go to Question 2 on the next page.*

Go to SURVEY INSTRUCTION Box on the next page.

2. A **multi-agency system** is a formal organizational structure where a parent or primary agency oversees subordinate law enforcement agencies or components. In a multi-agency system, sub-agencies or sub-components typically address a specific jurisdiction or special law enforcement function. *For example*, a state-level Department of Public Safety may oversee multiple sub-agencies or sub-components such as narcotics enforcement, state bureau of investigation, intelligence, etc.

NOT included are contractual law enforcement arrangements voluntarily agreed to by individual agencies and not required by state or local law.

Is your agency part of a multi-agency system?

- Yes → Go to Question 2a
- No → Go to SURVEY INSTRUCTION BOX

2a. Is your agency the parent or primary agency of the system?

- Yes → Please provide the name(s) of the sub-agencies or sub-components within the system that your agency oversees:

- No → Please provide the name of the parent or primary agency that oversees your sub-agency or sub-component:

SURVEY INSTRUCTION BOX

For the rest of this survey, report for **only** the agency to which this survey request is addressed.

- If your agency oversees sub-agencies or sub-components, those sub-agencies or sub-components should complete their own survey.
- If your agency is a sub-agency or sub-component of a larger agency, please respond only for your sub-agency or sub-component.

For campus law enforcement agencies only, report for all campuses served by the agency to which this survey request is addressed.

3. **Enter your agency's total operating budget for the fiscal or calendar year that included June 30, 2022 and your agency's total operating budget for the PREVIOUS fiscal or calendar year that included June 30, 2021.** *If not available, provide an estimate and mark [X] the estimate checkbox. Include jails administered by your agency. Exclude building construction costs and major equipment purchases*

2022 \$ *If estimate, check here:*

2021 \$ *If estimate, check here:*

4. During 2022, did your agency perform any of these functions on a regular basis or have primary responsibility for performing when needed? Mark [X] Yes or No for each function.

A. Patrol and response functions		Yes	No
1. Arrest of criminal suspects	<input type="checkbox"/>	<input type="checkbox"/>	
2. Dispatching of calls for service	<input type="checkbox"/>	<input type="checkbox"/>	
3. First response to criminal incidents	<input type="checkbox"/>	<input type="checkbox"/>	
4. Responding to citizen-initiated requests for service	<input type="checkbox"/>	<input type="checkbox"/>	
5. Routine patrol services	<input type="checkbox"/>	<input type="checkbox"/>	
6. Special events/crowd control	<input type="checkbox"/>	<input type="checkbox"/>	
B. Criminal investigation for:		Yes	No
1. Arson	<input type="checkbox"/>	<input type="checkbox"/>	
2. Cybercrime	<input type="checkbox"/>	<input type="checkbox"/>	
3. Homicide	<input type="checkbox"/>	<input type="checkbox"/>	
C. Traffic and vehicle-related functions		Yes	No
1. Accident investigation	<input type="checkbox"/>	<input type="checkbox"/>	
2. Commercial vehicle enforcement	<input type="checkbox"/>	<input type="checkbox"/>	
3. Traffic law enforcement	<input type="checkbox"/>	<input type="checkbox"/>	
D. Detention-related functions		Yes	No
1. Booking and release of inmates	<input type="checkbox"/>	<input type="checkbox"/>	
2. Detainee or inmate transport	<input type="checkbox"/>	<input type="checkbox"/>	
3. Operating a temporary holding cell (not for overnight detention)	<input type="checkbox"/>	<input type="checkbox"/>	
4. Operating an <u>overnight</u> lockup or temporary holding facility <u>separate</u> from a jail	<input type="checkbox"/>	<input type="checkbox"/>	
5. Operating 1 or more jails	<input type="checkbox"/>	<input type="checkbox"/>	
E. Court-related functions		Yes	No
1. Apprehension of fugitives	<input type="checkbox"/>	<input type="checkbox"/>	
2. Enforcing child support orders	<input type="checkbox"/>	<input type="checkbox"/>	
3. Enforcing protection orders	<input type="checkbox"/>	<input type="checkbox"/>	
4. Executing arrest warrants	<input type="checkbox"/>	<input type="checkbox"/>	
5. Providing court security	<input type="checkbox"/>	<input type="checkbox"/>	
6. Serving eviction notices	<input type="checkbox"/>	<input type="checkbox"/>	
7. Serving process (i.e., legal notification)	<input type="checkbox"/>	<input type="checkbox"/>	
F. Forensic services		Yes	No
1. Digital evidence examination	<input type="checkbox"/>	<input type="checkbox"/>	
2. Firearms examinations (other than NIBIN)	<input type="checkbox"/>	<input type="checkbox"/>	
F. Forensic services (continued)		Yes	No
3. Footwear or tire tread examination	<input type="checkbox"/>	<input type="checkbox"/>	
4. Forensic crime scene investigation	<input type="checkbox"/>	<input type="checkbox"/>	
5. Latent fingerprint examination	<input type="checkbox"/>	<input type="checkbox"/>	
6. Operating a forensic crime lab	<input type="checkbox"/>	<input type="checkbox"/>	
G. Special public safety functions		Yes	No
1. Animal control	<input type="checkbox"/>	<input type="checkbox"/>	
2. Emergency management	<input type="checkbox"/>	<input type="checkbox"/>	
3. Emergency medical services	<input type="checkbox"/>	<input type="checkbox"/>	
4. Fire services	<input type="checkbox"/>	<input type="checkbox"/>	
5. Responding to mental health calls	<input type="checkbox"/>	<input type="checkbox"/>	
6. School crossing services	<input type="checkbox"/>	<input type="checkbox"/>	
H. Task force participation for:		Yes	No
1. Anti-terrorism	<input type="checkbox"/>	<input type="checkbox"/>	
2. Auto theft	<input type="checkbox"/>	<input type="checkbox"/>	
3. Drug trafficking	<input type="checkbox"/>	<input type="checkbox"/>	
4. DUI	<input type="checkbox"/>	<input type="checkbox"/>	
5. Gangs	<input type="checkbox"/>	<input type="checkbox"/>	
6. Human trafficking	<input type="checkbox"/>	<input type="checkbox"/>	
7. Opioid abuse	<input type="checkbox"/>	<input type="checkbox"/>	
8. Other (<i>Specify</i>): <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I. Specialized functions		Yes	No
1. Bomb/explosives disposal	<input type="checkbox"/>	<input type="checkbox"/>	
2. Canine/K-9	<input type="checkbox"/>	<input type="checkbox"/>	
3. Crime analysis	<input type="checkbox"/>	<input type="checkbox"/>	
4. Firearm background checks	<input type="checkbox"/>	<input type="checkbox"/>	
5. Operating a basic training academy	<input type="checkbox"/>	<input type="checkbox"/>	
6. Providing direct victim assistance or programs	<input type="checkbox"/>	<input type="checkbox"/>	
7. Providing law enforcement services to or on tribal lands	<input type="checkbox"/>	<input type="checkbox"/>	
8. School Resource Officers (SROs)	<input type="checkbox"/>	<input type="checkbox"/>	
9. Search and rescue	<input type="checkbox"/>	<input type="checkbox"/>	
10. Tactical operations (SWAT)	<input type="checkbox"/>	<input type="checkbox"/>	
11. Underwater recovery	<input type="checkbox"/>	<input type="checkbox"/>	
12. Other (<i>Specify</i>): <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	

5. Enter the number of **full-time** and **part-time paid** agency employees for the pay period that included June 30, 2022. Count employees who were regularly scheduled to work less than 35 hours per week as part-time. If none, enter 0.

	Full-Time	Part-Time
a. Sworn officers with general arrest powers	<input type="text"/>	<input type="text"/>
b. Officers with limited or no arrest powers (e.g., jail or court officers in some agencies)	<input type="text"/>	<input type="text"/>
c. Non-sworn/civilian personnel	<input type="text"/>	<input type="text"/>
d. Total employees (Sum of rows a-c)	<input type="text"/>	<input type="text"/>

6. Enter the number of **full-time** personnel by sex for the pay period that included June 30, 2022. Each total should match the number reported in the same colored cell in Question 4. If none, enter 0.

	Male	Female	Total
a. Sworn officers with general arrest powers	<input type="text"/>	<input type="text"/>	<input type="text"/>
b. Officers with limited or no arrest powers (e.g., jail or court officers in some agencies)	<input type="text"/>	<input type="text"/>	<input type="text"/>
c. Non-sworn/civilian personnel	<input type="text"/>	<input type="text"/>	<input type="text"/>

7. Enter the number of **full-time sworn** officers by race and Hispanic origin for the pay period that included June 30, 2022. The total reported in 7i should match the number reported in the same colored cell in Questions 5 and 6. If none, enter 0.

	Number
a. White, non-Hispanic	<input type="text"/>
b. Black or African American, non-Hispanic	<input type="text"/>
c. Hispanic or Latino	<input type="text"/>
d. American Indian or Alaska Native, non-Hispanic	<input type="text"/>
e. Asian, non-Hispanic	<input type="text"/>
f. Native Hawaiian or Other Pacific Islander, non-Hispanic	<input type="text"/>
g. Two or more races	<input type="text"/>
h. Not known	<input type="text"/>
i. Total full-time sworn officers (Sum of rows a-h)	<input type="text"/>

Thank You!

Thank you for participating in this survey. Please retain a copy for your records. If you have any questions about this survey, please contact the CSLLEA team at 1-800-845-7883 or csllea@rti.org.

Attachment 2: 2022 CSLLEA web survey screenshots

Login page

LECS | Law Enforcement Co... x

Bureau of Justice Statistics
Law Enforcement Core Statistics

[CSLEA2022](#) | [SCLEA2021](#) | [Past Collections](#) | [FAQ](#) | [Volunteer](#)

Click here to take the **2022 CSLLEA Survey** [Login to Survey](#)

CSLLEA Overview

The Bureau of Justice Statistics (BJS) has administered the **Census of State and Local Law Enforcement Agencies (CSLLEA)** regularly since 1986. The CSLLEA serves as the complete enumeration of law enforcement agencies (LEAs) in the U.S. This national roster of active publicly-funded LEAs will serve as a sampling frame for other survey collections as well as provide national, state and local-level data on the size, characteristics and functions of LEAs in the U.S.

Please click 'Log in' to the Census of State and Local Law Enforcement site* to complete, edit, or review the 2022 CSLLEA.

Please select the Log In button below to access your survey.

[Login to complete your survey](#)

If you have any questions, call RTI toll - free at 1-xxx-xxx-xxxx, or send an e-mail to cslea@rti.org. When corresponding about this survey, please include your CSLLEA Agency ID.

2022 CSLLEA Schedule

Fall 2022 – Spring 2023

Fall 2022 – Spring 2023

- BJS will send a letter inviting law enforcement agency chief executives to participate in the CSLLEA.
- Chief executives invited to participate in the CSLLEA can designate a point-of-contact who will complete the survey
- RTI will provide the chief or point-of-contact with access to the survey website and collect the survey data.

Spring – Fall 2023

- Data quality will be assessed
- Results will be processed and analyzed

Spring 2024

- BJS will publish a report of the findings

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Numeric Item

Form XX-00YY

OMB No. 000-0000; Approval Expires 00/00/0000

2022 CENSUS OF STATE AND LOCAL LAW ENFORCEMENT AGENCIES



Agency ID: SS100001

36% Complete

Save Resume later

CSLLEA

3. Enter your agency's total operating budget for the fiscal or calendar year that included June 30, 2022 and your agency's total operating budget for the PREVIOUS fiscal or calendar year that included June 30, 2021.

If not available, provide an estimate and select the estimate checkbox. Include jails administered by your agency. Exclude building construction costs and major equipment purchases.

2022: \$.00 *If estimate, check here*

2021: \$.00 *If estimate, check here*

Next >

Questions? If you have any questions regarding the survey, please contact the CSLLEA data collection team toll free at RTI International at 1-866-XXXX-XXXX or CSLEA@rti.org. If you have general project-related questions, please contact Elizabeth Davis of BJS at 202-305-2667 or Elizabeth.Davis@usdoj.gov

Likert Question

Form XX-00YY

OMB No. 000-0000; Approval Expires 00/00/0000

2022 CENSUS OF STATE AND LOCAL LAW ENFORCEMENT AGENCIES



Agency ID: SS100001

57% Complete

Save Resume later

CSLLEA

4.F. During 2022, did your agency perform any of these functions on a regular basis or have primary responsibility for performing when needed? Select Yes or No for each function.

	Yes	No
1. Digital evidence examination	<input type="radio"/>	<input type="radio"/>
2. Firearms examinations (other than NIBIN)	<input type="radio"/>	<input type="radio"/>
3. Footwear or tire tread examination	<input type="radio"/>	<input type="radio"/>
4. Forensic crime scene investigation	<input type="radio"/>	<input type="radio"/>
5. Latent fingerprint examination	<input type="radio"/>	<input type="radio"/>
6. Operating a forensic crime lab	<input type="radio"/>	<input type="radio"/>

Next >

Questions? If you have any questions regarding the survey, please contact the CSLLEA data collection team toll free at RTI International at 1-866-XXX-XXXX or CSLEA@rti.org. If you have general project-related questions, please contact Elizabeth Davis of BJS at 202-305-2667 or Elizabeth.Davis@usdoj.gov



U.S. Department of Justice

Office of Justice Programs

Bureau of Justice Statistics

Washington, DC 20531

«TITLE» «NAME»
OR CURRENT CHIEF EXECUTIVE
«AGENCY»
«ADDRESS1», «ADDRESS2»
«CITY», «STATE» «ZIP»

Dear «TITLE» «NAME»:

I am writing to invite «AGENCY» to participate in the 2022 Census of State and Local Law Enforcement Agencies (CSLLEA). Conducted periodically since 1986, the CSLLEA is the only systematic, national-level data collection providing a complete enumeration of the approximately 20,000 publicly funded law enforcement agencies in the United States. The 2022 CSLLEA has been endorsed by the law enforcement community, and a letter of support and an informational flyer on the CSLLEA are enclosed.

The seven-item questionnaire will take approximately 30 minutes to complete. You can download a copy of the questionnaire from the website to assist you in gathering the necessary data or share it with others at your agency who can assist you in providing the requested information.

Hearing from all agencies, << regardless of size/, including constables/, including tribal agencies, >> is important, and your participation has a direct impact on the reliability of the study results. <<Agencies with fewer than 10 full-time sworn officers comprise about 50% of all law enforcement agencies in the nation and have unique perspectives on policing. >> To begin, please access the questionnaire online at <http://bjslecs.org/csllea2022>. Your agency-specific information is:

Username: «WebUsername» Password: «PIN»

Please complete this questionnaire online by November 10, 2022.

If you need to change the point of contact for your agency or update your contact information (including email address), go to <http://bjslecs.org/csllea2022> using the username and password shown above and follow the instructions provided on the website. If you have questions about CSLLEA, please contact the CSLLEA data collection team via phone or e-mail at 800-845-7883 or csllea@rti.org. If you have any general comments about this data collection, please contact Elizabeth Davis, Bureau of Justice Statistics Program Manager, at 202-305-2667 or Elizabeth.Davis@usdoj.gov.

BJS will use the data collected in CSLLEA only for research and statistical purposes, as described in Title 34, U.S.C. § 10134. RTI International, the CSLLEA data collector, is required to adhere to BJS Data Protection Guidelines, which summarize the many federal statutes, regulations, and other authorities that govern all BJS data and data collected and maintained under BJS's authority. The Guidelines may be found at http://www.bjs.gov/content/pub/pdf/BJS_Data_Protection_Guidelines.pdf.

I understand that you receive a number of data requests throughout the year. I greatly appreciate your taking the time to complete the CSLLEA questionnaire. Your agency's participation is critical to the success of CSLLEA.

Sincerely,

[INSERT SIGNATURE]

Doris J. James, Acting Director
Bureau of Justice Statistics, Office of Justice Programs, Department of Justice

Enclosures: Letter of Support, CSLLEA Flyer, POC Update Form

Case ID: «caseid»

Title Page

2022 Census of State and Local Law Enforcement Agencies (CSLLEA)

Conducted by

Bureau of Justice Statistics, US Department of Justice
RTI International

Law enforcement agencies face unique challenges in areas such as staffing, number and types of functions performed, and budget allocation. An important step to addressing these challenges is to understand how these issues may have changed over time and how law enforcement agencies (LEAs) are responding to changing demands. The Bureau of Justice Statistics (BJS) will use the 2022 Census of State and Local Law Enforcement Agencies (CSLLEA) to provide critical information to practitioners, policy makers, researchers, and other stakeholders. Through the 2022 CSLLEA, LEAs will be asked to help build a complete enumeration of the Nation's state and local law enforcement agencies. This national roster of active publicly-funded LEAs will also be used as a sampling frame for other collections.

BJS has administered the CSLLEA periodically since 1986. **The next CSLLEA will begin administration in fall 2022.** The brief questionnaire will go to approximately 20,000 state and local LEAs. Data are used to produce national-level estimates describing the size, characteristics, and functions of these agencies.

In addition to providing a snapshot of the current state of law enforcement, BJS will compare the results of the 2022 CSLLEA with those from prior CSLLEA administrations to determine how LEAs have changed over time. Information collected through the CSLLEA can provide localized estimates of personnel counts and functions; statistics that are essential for better understanding the landscape of American policing. National findings from the CSLLEA will be made available to law enforcement personnel, researchers, law makers and other stakeholders in 2024.

The CSLLEA is part of the Law Enforcement Core Statistics (LECS) program, which coordinates a group of LEA surveys conducted by BJS. Also included in the LECS is the Law Enforcement Management and Administrative Statistics (LEMAS) Core survey and a series of supplemental LEMAS questionnaires on specialized topics such as body-worn cameras. Currently, BJS is working with RTI International to administer the LECS surveys.

CSLLEA Survey Content (text box)

During the 2022 CSLLEA survey, agencies will be asked questions on the following topics:

- Type of agency
- Operating budget
- Functions performed by the agency including
 - Patrol and response to calls for service
 - Criminal investigation
 - Traffic and vehicle-related enforcement
 - Detention center operation
 - Providing services to courts
 - Forensic services
 - Task force participation
 - Other specialized functions
- Number of sworn officers with general arrest powers, officers with limited or no arrest powers, and non-sworn/civilian personnel by full-time or part-time status
- Number of full-time sworn officers with general arrest powers, officers with limited or no arrest powers, and non-sworn/civilian personnel by gender
- Number of full-time sworn officers by race and Hispanic origin

CSLLEA Schedule (text box)

Fall 2022 – Spring 2023

- BJS will send a letter inviting law enforcement agency chief executives to participate in the CSLLEA
- Chief executives invited to participate in the CSLLEA can designate a point-of-contact who will complete the survey
- RTI will provide the chief or point-of-contact with access to the survey website and collect the survey data

Spring – Summer 2023

- Data quality will be assessed
- Results will be processed and analyzed

Winter 2023 - Spring 2024

- BJS will publish a report on the findings

Shaded Box

For more information about the CSLLEA, visit <https://bjslecs.org/2022CSLLEA>

For additional information on the LECS suite of BJS data collection efforts, visit <https://bjslecs.org/>.

You may also contact:

Renee Mitchell, PhD

Research Criminologist

RTI International

P.O. Box 12194

3040 E Cornwallis Blvd, RTP, NC 27709

rjmitchell@rti.org

XXX-XXX-XXXX

Elizabeth Davis

Program Manager

Bureau of Justice Statistics

810 7th Street NW, Washington, DC 20531

elizabeth.davis@usdoj.gov

202-305-2667



(DATE)

(AGENCY NAME)
(ADDRESS), (CITY, STATE, ZIP)

Dear (AGENCY CHIEF EXECUTIVE):

The Bureau of Justice Statistics, working with RTI International, is fielding the 2022 Census of State and Local Law Enforcement Agencies (CSLLEA). Conducted periodically since 1986, the CSLLEA is the only systematic, national-level data collection providing a complete enumeration of publicly-funded law enforcement agencies in the U.S.

Recognizing the importance of this work, the nation's law enforcement community as represented by the International Association of Chiefs of Police (IACP), Major Cities Chiefs Association (MCCA), National Sheriffs' Association (NSA), Major County Sheriffs of America (MCSA), and the Association of State Criminal Investigative Agencies (ASCIA) provide their full support of these efforts. These organizations recognize the importance of this national data collection and encourage their members and other law enforcement agency professionals to participate.

Your participation will help ensure that the 2022 CSLLEA is a success and that the results can be used by law enforcement, policy-makers, and researchers with confidence. We know that your staff have many responsibilities and limited time, but we hope that you will provide the requested information and contribute to this effort. No other data collection provides such a complete accounting of the functions and personnel of law enforcement agencies throughout the country.

We thank you in advance for your participation in this important study.

Sincerely,

Handwritten signature of Vincent Talucci in black ink.

Vincent Talucci, Executive Director
International Association of Chiefs of Police

Handwritten signature of Laura Cooper in black ink.

Laura Cooper, Executive Director
Major Cities Chiefs Association

Handwritten signature of Jonathan F. Thompson in black ink.

Jonathan F. Thompson, Executive Director
National Sheriffs' Association

Handwritten signature of Sheriff Dennis M. Lemma in blue ink.

Sheriff Dennis M. Lemma, President
Major County Sheriffs of America

Handwritten signature of Chief Mark Keel in blue ink.

Chief Mark Keel, President
Association of State Criminal Investigative Agencies

CSLLEA Contact Form

Below is the point of contact information we have on record for your agency. Please confirm or update this information using the mode that is most convenient for you. To confirm or update by:

- Mail: Via the enclosed postage-paid return envelope when you return your questionnaire
- Phone: xxx-xxx-xxxx
- Fax: 866-354-4989
- Email: csllea@rti.org

<p>Primary Contact: The Primary Contact is the point of contact we have on file for your agency. This is typically the chief executive of the law enforcement agency and the person BJS will contact for survey requests.</p>	<p>CSLLEA Survey Contact: The Survey Contact is the person at your agency who will actually complete this CSLLEA survey. This person might be the same as the Primary Contact or it could be a different person.</p>
<p>Law Enforcement Agency: <<agency>></p> <p>Primary Contact (e.g., chief): <<name>></p> <p>Title: <<title>></p> <p>Address: <<address1>>, <<address2>> <<city>>, <<state>> zip</p> <p>Telephone: <<Area>>-<<Phone>></p> <p>Email: <<Email>></p> <p><input type="checkbox"/> Check here if ALL information currently on record is correct. If any information is not correct, please update it below.</p> <p>Primary Contact Name: _____</p> <p>Title: _____</p> <p>Address: _____</p> <p>City: _____</p> <p>State: _____ Zip: _____</p> <p>Telephone: _____</p> <p>Email: _____</p>	<p><input type="checkbox"/> Check here if the CSLLEA Survey Contact is the same as the Primary Contact. If not, please enter the Survey Contact's information below.</p> <p>CSLLEA Survey Contact Name: _____</p> <p>Title: _____</p> <p>Address: _____</p> <p>City: _____</p> <p>State: _____</p> <p>Zip: _____</p> <p>Telephone: _____</p> <p>Email: _____</p> <p>Please indicate how the CSLLEA Survey Contact would prefer to complete the survey.</p> <p><input type="checkbox"/> Online/Internet</p> <p><input type="checkbox"/> Paper questionnaire</p>

To: «Agency Head Email»

Subject: Census of State and Local Law Enforcement Agencies (CSLLEA) | «caseid»

Body of Email:

Dear «TITLE» «NAME»:

Last week, materials related to the 2022 Census of State and Local Law Enforcement Agencies (CSLLEA) were sent to you by mail. This email message is to request confirmation that we have successfully reached you and encourage you to contact us if you have any questions related to the data collection.

The mailing contained two enclosures that you can view on the survey web site:

- An informational flyer describing the goals and schedule for the 2022 CSLLEA – CSLLEA Informational Flyer: «URL»
- A letter of support from several organizations representing the nation's law enforcement community – CSLLEA Letter of Support: «URL»

Please reply to this message to confirm that we have reached:

- «AGENCY NAME»
- «AGENCY ADDRESS»

For your convenience, the cover letter from the mailed materials is inserted below.

Dear «TITLE» «NAME»:

I am writing to invite «AGENCY» to participate in the 2022 Census of State and Local Law Enforcement Agencies (CSLLEA). Conducted periodically since 1986, the CSLLEA is the only systematic, national-level data collection providing a complete enumeration of the approximately 20,000 publicly-funded law enforcement agencies in the U.S. The 2022 CSLLEA has been endorsed by the law enforcement community and a letter of support along with an informational flyer on the CSLLEA is enclosed.

The 7-item questionnaire will take approximately 30 minutes to complete. You can download a copy of the questionnaire from the website to assist you in gathering the necessary data or share with others at your agency who can assist you in providing the requested information.

Hearing from all agencies, << regardless of size/, including constables/, including tribal agencies, >> is important, and your participation has a direct impact on the reliability of the study results. <<Agencies with fewer than 10 full-time sworn officers comprise about 50% of all law enforcement agencies in the nation and have unique perspectives on policing. >> To begin, please access the questionnaire online at <http://bjslecs.org/csllea2022>. Your agency-specific information is:

Username: «WebUsername» Password: «PIN»

Please complete this questionnaire online by November 10, 2022.

If you need to change the point of contact for your agency or update your contact information (including email address), go to <http://bjslecs.org/cslllea2022> using the username and password shown above and follow the instruction provided on the website. If you have questions about CSLLEA, please contact the CSLLEA data collection team via phone or e-mail at 800-845-7883 or cslllea@rti.org. If you have any general comments about this data collection, please contact Elizabeth Davis, the Bureau of Justice Statistics Program Manager, at 202-305-2667 or Elizabeth.Davis@usdoj.gov.

BJS will use the data collected in CSLLEA only for research and statistical purposes, as described in Title 34, USC §10134. RTI International, the CSLLEA data collector, is required to adhere to BJS Data Protection Guidelines, which summarize the many federal statutes, regulations, and other authorities that govern all BJS data and data collected and maintained under BJS's authority. The Guidelines may be found at http://www.bjs.gov/content/pub/pdf/BJS_Data_Protection_Guidelines.pdf.

I understand that you receive a number of data requests throughout the year. I greatly appreciate your taking the time to complete the CSLLEA questionnaire. Your agency's participation is critical to the success of CSLLEA.

Sincerely,

[INSERT SIGNATURE]

Doris J. James, Acting Director
Bureau of Justice Statistics, Office of Justice Programs, Department of Justice

October 6, 2022

«AGENCYID» «SEQUENCE»
«SurveyContactTitle» «SURVEYCONTACTNAME»
OR CURRENT CHIEF EXECUTIVE
«AGENCYNAME»
«SURVEYCONTACTADDRESS1», «SURVEYCONTACTADDRESS2»
«SURVEYCONTACTCITY», «SURVEYCONTACTSTATE» «SURVEYCONTACTZIP»

Dear «SurveyContactTitle» «SurveyContactName»:

In September 2022, the Bureau of Justice Statistics (BJS) mailed you a link to a web questionnaire seeking information about your law enforcement agency for the 2022 Census of State and Local Law Enforcement Agencies (CSLLEA). The questionnaire due date is **November 10, 2022**, and we hope that you will be able to respond by then. As of October 6, 2022, we have not received your completed survey; if you have completed the questionnaire since then, please accept my sincere thank you.

Please access the questionnaire online at <http://bjslecs.org/csllea2022>. Your agency-specific information is:

Username: «AgencyID»

Password: «Password»

I encourage you to complete your survey as soon as possible. No other national data collection provides data on the functions and personnel of all law enforcement agencies. Maintaining an accurate picture of the nation's law enforcement workforce is essential to all law enforcement in the United States.

If you would prefer to complete the questionnaire on paper, you may download and print a paper version upon entering your agency-specific information on the CSLLEA website. You may also request a paper questionnaire by emailing RTI International at csllea@rti.org or calling 1-800-845-7883. Upon receipt of your agency's request, we will mail a paper version and a postage paid return envelope within 3 business days. If you have any general comments about this data collection, please contact me at 202-305-2667 or Elizabeth.Davis@usdoj.gov.

Sincerely,

[INSERT SIGNATURE]

Elizabeth Davis
Program Manager
Bureau of Justice Statistics

Case ID: «AgencyID»

To: «Survey Contact Email»

If Survey Contact Email is not available, send to Agency Head Email

Subject: 2022 Census of State and Local Law Enforcement Agencies (CSLLEA) | «Agency ID»

Body of Email:

Dear « TITLE» «NAME»: **Match e-mail address to Title and Name**

I'm writing on behalf of the Bureau of Justice Statistics (BJS) regarding the 2022 Census of State and Local Law Enforcement Agencies (CSLLEA). You recently received a letter from Elizabeth Davis, the BJS CSLLEA Program Manager, stating that this survey is due on November 10, 2022. As of October 13, 2022, we have not received your completed survey. I know that you have many responsibilities, and I hope that you can find the time to respond soon.

Please use the following information to log onto the CSLLEA website (<http://bjslecs.org/csllea2022>) to complete your survey:

Username: «Agency ID»

Password: «Password»

An informational flyer describing the goals and schedule for the 2022 CSLLEA is available here: «URL».

I look forward to your assistance with this important data collection.

Sincerely,

Tim Smith
RTI Project Director
Census of State and Local Law Enforcement Agencies

E-mail: csllea@rti.org

Phone: (800) 845-7883

Attachment 10: Third reminder (postcard)

Dear «Title» «Name»,

«Agency» was invited to participate in the Bureau of Justice Statistics' (BJS) 2022 Census of State and Local Law Enforcement Agencies (CSLLEA). Our records show that as of October 27, we have not received your completed questionnaire.

If you have completed the questionnaire since October 27, please accept my sincere thank you.

If you have not completed the questionnaire, please use the following information to log onto the CSLLEA website (<https://bjslecs.org/csllea2022>). The 7-item questionnaire will take approximately 30 minutes to complete.

USERNAME: «agencyID»

PASSWORD: «password»

Your response is very important; as CSLLEA is a census, your agency cannot be replaced by another agency. We kindly ask that you submit your questionnaire by November 10, 2022. If you have any questions, please contact RTI (BJS's data collection agent for CSLLEA) by phone at 1-800-845-7883 or by e-mail at csllea@rti.org.

Sincerely,

Elizabeth Davis

Program Manager

Bureau of Justice Statistics

(202) 305-2667

Elizabeth.Davis@usdoj.gov

Attachment 11: Fourth reminder (letter)

November 10, 2022

«AGENCYID» «SEQUENCE»
«AgencyHeadTitle» «AGENCYHEADNAME»
OR CURRENT CHIEF EXECUTIVE
«AGENCYNAME»
«ADDRESS1», «ADDRESS2»
«CITY», «STATE» «ZIP»

Dear «AgencyHeadTitle» «AgencyHeadName»:

«AGENCYNAME» has been asked to participate in the Bureau of Justice Statistics' (BJS) Census of State and Local Law Enforcement Agencies (CSLLEA). I recognize that you may not have received the previous correspondence or that you may not have responded because of time constraints. I appreciate that your time is limited; however, the reliability of the study directly depends on the participation of your agency. As CSLLEA is a census, «AGENCYNAME» cannot be replaced with another agency. The questionnaire includes items that are relevant to all agencies and your responses are essential to our ability to provide the information needed by local law enforcement and other stakeholders.

CSLLEA data will be used by law enforcement agencies, policy makers, and researchers to better understand and respond to agency needs. No other national data collection can provide comprehensive data on functions of local law enforcement agencies. The 2022 CSLLEA has been endorsed by the law enforcement community and a letter of support is enclosed.

Please access the questionnaire online at <http://bjslecs.org/cslllea2022>. Your agency-specific information is:

Username: «AgencyID»

Password: «Password»

Alternatively, you can submit your data by mail using the enclosed hard copy questionnaire and business reply envelope.

The questionnaire due date was November 10, 2022, but we can accept questionnaires for the next few weeks and still meet the deadlines to release the study findings. Please submit your questionnaire as soon as possible. If you have questions about the CSLLEA questionnaire or have difficulty accessing the website, please contact the CSLLEA data collection team via phone or e-mail at 800-845-7883 or cslllea@rti.org. If you have any general comments about this data collection, please contact Elizabeth Davis, BJS Program Manager, at 202-305-2667 or Elizabeth.Davis@usdoj.gov.

Sincerely,

[INSERT SIGNATURE]

Doris J. James,
Acting Director
Bureau of Justice Statistics, Office of Justice Programs, Department of Justice

Enclosures: Letter of Support; CSLLEA questionnaire; Business reply envelope
Case ID: «AgencyID»

To: «Survey Contact Email»

If Survey Contact Email is not available, send to Agency Head Email

Subject: 2022 Census of State and Local Law Enforcement Agencies (CSLLEA) | «Agency ID»

Body of Email:

Dear « TITLE» «NAME»: **Match e-mail address to Title and Name**

I'm writing on behalf of the Bureau of Justice Statistics (BJS) regarding the 2022 Census of State and Local Law Enforcement Agencies (CSLLEA). Last week, study materials were sent to you by mail. The information contained in the mailed materials is provided below.

I look forward to your assistance with this important data collection.

Sincerely,

Tim Smith
RTI Project Director
Census of State and Local Law Enforcement Agencies

E-mail: csllea@rti.org

Phone: (800) 845-7883

[insert text from fourth reminder]

December 8, 2022

«AGENCYID» 540/«SEQUENCE»
«AgencyHeadTitle» «AGENCYHEADNAME»
OR CURRENT CHIEF EXECUTIVE
«AGENCYNAME»
«ADDRESS1», «ADDRESS2»
«CITY», «STATE» «ZIP»

Dear «AgencyHeadTitle» «AgencyHeadName»:

On behalf of the Bureau of Justice Statistics (BJS), RTI International is conducting the Census of State and Law Enforcement Agencies (CSLLEA). This letter is to remind you that «AGENCYNAME» has been invited to participate in CSLLEA. The 2022 CSLLEA includes 7-items that are relevant to all law enforcement agencies. **Hearing from all agencies is important, and your participation has a direct impact on the reliability of the study results.**

The questionnaire due date was November 10, 2022 but we are still accepting questionnaires for the next few weeks. Please complete the 2022 CSLLEA questionnaire as soon as possible. I understand that you receive a number of survey requests and I genuinely appreciate your attention to this request.

Please access the questionnaire online at <http://bjslecs.org/csllea2022>. Your agency-specific information is:

Username: «AgencyID»

Password: «Password»

BJS will use the data collected in this questionnaire only for research and statistical purposes. Your response is very important to help law enforcement agencies and policy makers understand administrative aspects of your agency and others like yours.

If you have questions about the CSLLEA, need to change the point of contact at your agency, or need to update your contact information (including e-mail address), please contact the RTI team via phone at 800-845-7883 or email at csllea@rti.org. If you have any general comments about this data collection, please email me at Elizabeth.Davis@usdoj.gov.

Thank you for your time and consideration. I look forward to our continued work together.

Sincerely,

[INSERT SIGNATURE]

Elizabeth Davis
Program Manager
Bureau of Justice Statistics

January 5, 2023

«AGENCYID» 540/«SEQUENCE»
«AgencyHeadTitle» «AGENCYHEADNAME»
OR CURRENT CHIEF EXECUTIVE
«AGENCYNAME»
«ADDRESS1», «ADDRESS2»
«CITY», «STATE» «ZIP»

Dear «AgencyHeadTitle» «AgencyHeadName»:

«AGENCYNAME» has been asked to participate in the Department of Justice (DOJ), Bureau of Justice Statistics' (BJS) Census of State and Local Law Enforcement Agencies (CSLLEA). We have reached out to your agency several times to inquire about your participation and answer any questions you might have about the Census. To date, we have not received your completed questionnaire.

I am writing to request your response within the next few weeks as we are nearing the end of the data collection period. I know that your time is valuable, but your participation will help ensure that the Census data accurately represent the characteristics of agencies nationwide <<, regardless of size/, including constables/, including tribal agencies>>. <<AGENCY >> **cannot be replaced.**

It is because your agency is so important to the success of the project that we have sent this letter via UPS instead of standard mail delivery. Please access the questionnaire online at <http://bjslecs.org/csleea2022>. Your agency-specific information is:

Username: «AgencyID»

Password: «Password»

Alternatively, you can submit your data by mail using the enclosed hard copy questionnaire and business reply envelope. **Please submit your questionnaire as soon as possible.**

CSLLEA data will be used by law enforcement agencies, policy makers, and researchers to better understand and respond to agency needs. No other national data collection can provide comprehensive data on functions of local law enforcement agencies. The 2022 CSLLEA has been endorsed by the law enforcement community and a letter of support is enclosed.

If you have questions about the CSLLEA, need to change the point of contact at your agency, or need to update your contact information (including e-mail address), please contact the CSLLEA Help Desk via phone at 800-845-7883 or email at csleea@rti.org.

Thank you for your time and consideration.

Sincerely,

[INSERT SIGNATURE]

Elizabeth Davis
Program Manager
Bureau of Justice Statistics
Elizabeth.Davis@usdoj.gov

Enclosures: Letter of Support; CSLLEA questionnaire; Business reply envelope

Case ID: «AgencyID»

Sample Call Script for Nonresponse Telephone Calls

[IF CALL RINGS TO A GATEKEEPER]

Hello, this is <<INSERT NAME>> calling on behalf of the Bureau of Justice Statistics in the U.S. Department of Justice regarding the 2022 Census of State and Local Law Enforcement Agencies. I am following up on a survey invitation that we sent addressed to <<POC NAME>>. May I speak with <<POC NAME>>?

[IF CALL RINGS TO POC]

Hello, this is <<INSERT NAME>> calling on behalf of the Bureau of Justice Statistics in the U.S. Department of Justice regarding the 2022 Census of State and Local Law Enforcement Agencies. A few months ago, we sent you a letter and an email message inviting your agency to participate in the survey. We did not hear back from your agency and I wanted to follow up with you to confirm that you received the messages that we sent.

Have you received our communications?

[IF YES]

[IF QUESTIONS ABOUT THE SURVEY]

- The 2022 Census of State and Local Law Enforcement Agencies (CSLLEA) is the core of the law enforcement agency surveys conducted by BJS.
- The CSLLEA captures information on personnel counts and functions of every law enforcement agency in the U.S.
- BJS will use the data collected through this survey only for research and statistical purposes.
- The survey will take approximately 30 minutes to complete.

[OFFER ASSISTANCE TO COMPLETE]

Is there anything I can do to assist you in completing the survey? A paper version is available if you would prefer to submit the information by mail. Alternatively, I can complete the survey with you over the phone.

[IF PROMPTING AGENCY TO COMPLETE ONLY CRITICAL ITEMS]

BJS considers the following questions to be most critical: <<INSERT ITEMS>>. Would you be able to provide responses to just those questions?

[IF AGENCY SAYS THEY DO NOT INTEND TO RESPOND]

Thank you for letting us know. Would you be willing to share with us why you have chosen not to participate?

[IF NO]

Let me review the information we have on file for your agency. [REVIEW E-MAIL ADDRESS AND MAILING ADDRESS.]

Ask for the POC's preferred method of contact and offer to re-send the information.

Attachment 15: Sample follow-up phone call script

[IF VOICEMAIL]

Hello, this is <<INSERT NAME>>and I am calling on behalf of the Bureau of Justice Statistics regarding the 2022 Census of State and Local Law Enforcement Agencies. A few months ago, we sent you a letter and an email message inviting your agency to participate in the census. We did not hear back from your agency and I wanted to follow up with you to confirm that you received the messages that we sent.

Please call us at 1-800-845-7883 referencing Agency ID <<agencyID>>. Again, that number is 1-800-845-7883 and the Agency ID is <<agencyID>>. Any member of our team can assist you. Thank you and have a great day.

To: «Survey Contact Email»

If Survey Contact Email is not available, send to Agency Head Email

Subject: 2022 Census of State and Local Law Enforcement Agencies (CSLLEA) | «Agency ID»

Body of Email:

Dear « TITLE» «NAME»: Match e-mail address to Title and Name

I'm writing on behalf of the Bureau of Justice Statistics (BJS) regarding the 2022 Census of State and Local Law Enforcement Agencies (CSLLEA). The questionnaire due date was November 10, 2022, but we are still accepting questionnaires for the next few weeks. Please complete the 2022 CSLLEA questionnaire as soon as possible.

<<Agencies with fewer than 10 full-time sworn officers comprise about 50% of all law enforcement agencies in the nation and have unique perspectives on policing. Participation among these agencies is critically important. >>

Please use the following information to log onto the CSLLEA website (<http://bjslecs.org/csllea2022>) to complete your survey:

Username: «Agency ID»

Password: «Password»

I look forward to your assistance with this important data collection. If you have questions about the CSLLEA questionnaire or have difficulty accessing the website, please contact the CSLLEA data collection team via phone or e-mail at 800-845-7883 or csllea@rti.org.

Sincerely,

Tim Smith
RTI Project Director
Census of State and Local Law Enforcement Agencies

March 7, 2023

«AGENCYID» 540/«SEQUENCE»
«AgencyHeadTitle» «AGENCYHEADNAME»
OR CURRENT CHIEF EXECUTIVE
«AGENCYNAME»
«ADDRESS1», «ADDRESS2»
«CITY», «STATE» «ZIP»

Dear «AgencyHeadTitle» «AgencyHeadName»:

On behalf of the Bureau of Justice Statistics (BJS), RTI International is conducting the Census of State and Law Enforcement Agencies (CSLLEA). This letter is to remind you that «AGENCYNAME» has been invited to participate in CSLLEA. **Hearing from all agencies is important, and your participation has a direct impact on the reliability of the study results.**

We have made multiple attempts to contact your agency but have not yet received your completed questionnaire. I am writing today to notify you that we need your response within the next few weeks for your agency to be represented in the national statistics produced by the CSLLEA. The reliability of the study's results directly depends on the participation of the selected law enforcement agencies; <<AGENCY >> **cannot be replaced.**

Please access the questionnaire online at <http://bjslecs.org/csllea2022>. Your agency-specific information is:

**Username: «AgencyID»
Password: «Password»**

BJS will use the data collected in this questionnaire only for research and statistical purposes. Your response is very important to help law enforcement agencies and policymakers understand the administrative aspects of your agency and others like yours.

If you have questions about the CSLLEA, need to change the point of contact at your agency, or need to update your contact information (including e-mail address), please contact the RTI team via phone at 800-845-7883 or email at csllea@rti.org. If you have any general comments about this data collection, please email me at Elizabeth.Davis@usdoj.gov.

Thank you for your time and consideration. I look forward to our continued work together.

Sincerely,

[INSERT SIGNATURE]

Elizabeth Davis
Program Manager
Bureau of Justice Statistics

To: «Survey Contact Email»

If Survey Contact Email is not available, send to Agency Head Email

Subject: 2022 Census of State and Local Law Enforcement Agencies (CSLLEA) Reminder | «Agency ID»

Body of Email:

Dear « TITLE» «NAME»: **Match e-mail address to Title and Name**

I'm writing on behalf of the Bureau of Justice Statistics (BJS) regarding the 2022 Census of State and Local Law Enforcement Agencies (CSLLEA). We are nearing the end of data collection, but there is still time for <<Agency Name>> to contribute to this valuable project.

The data collected in this survey provide critical information to law enforcement agencies (LEAs), policy makers, researchers, and other stakeholders. It also establishes a roster of the nation's state, county, local, and tribal LEAs. **The information you provide is incredibly valuable and your agency cannot be replaced.**

Please access the questionnaire online at <http://bjslecs.org/cslllea2022>.
Your agency-specific information is:

Username: «AgencyID»

Password: «Password»

I look forward to your assistance with this important data collection.

Sincerely,

Tim Smith
RTI Project Director
Census of State and Local Law Enforcement Agencies

E-mail: cslllea@rti.org

Phone: (800) 845-7883

<<AGENCYID>> <<SEQUENCE>>
«TITLE» «NAME»
OR CURRENT CHIEF EXECUTIVE
«AGENCY»
«ADDRESS1», «ADDRESS2»
«CITY», «STATE» «ZIP»

Dear «TITLE» «NAME»:

We have made several attempts to contact you over the past few months regarding the participation of <<AGENCY>> in the Bureau of Justice Statistics' (BJS) Census of State and Local Law Enforcement Agencies (CSLLEA). Your responses are vital to the success of the project.

I am writing today to notify you that there are only a couple of weeks remaining to complete the questionnaire. We must receive your response by <<DATE>> **2023**, to ensure that the study results accurately reflect the characteristics and activities of your agency. The reliability of the study's results directly depends on the participation of the selected law enforcement agencies; <<AGENCY >> **cannot be replaced.**

Please complete the questionnaire by using the following link: <http://bjslecs.org/csllea2022> and entering the following information:

Username: «AgencyID»
Password: «Password»

If you have questions about the CSLLEA or need to update your contact information (including e-mail address), please contact the CSLLEA data collection team via phone or e-mail at 800-845-7883 or csllea@rti.org.

I understand that you receive a number of data requests throughout the year; and I greatly appreciate your taking the time to complete the 2022 CSLLEA.

Sincerely,

[INSERT SIGNATURE]

Elizabeth Davis
CSLLEA Program Manager
Bureau of Justice Statistics
Office of Justice Programs
Department of Justice

To: «Survey Contact Email»

If Survey Contact Email is not available, send to Agency Head Email

Subject: 2022 Census of State and Local Law Enforcement Agencies (CSLLEA) Reminder | «Agency ID»

Body of Email:

Dear « TITLE» «NAME»: **Match e-mail address to Title and Name**

We have made several attempts to contact you over the past few months regarding the participation of <<AGENCY>> in the Bureau of Justice Statistics' (BJS) Census of State and Local Law Enforcement Agencies (CSLLEA). Your responses are vital to the success of the project.

I am writing today to notify you that there are only a couple of weeks remaining to complete the questionnaire. We must receive your response by <<DATE>>, **2023**, to ensure that the study results accurately reflect the characteristics and activities of your agency. The reliability of the study's results directly depends on the participation of the selected law enforcement agencies; <<AGENCY >> **cannot be replaced.**

Please complete the questionnaire by using the following link: <http://bjslecs.org/csllea2022> and entering the following information:

Username: «AgencyID»

Password: «Password»

If you have questions about the CSLLEA or need to update your contact information (including e-mail address), please contact the CSLLEA data collection team via phone or e-mail at 800-845-7883 or csllea@rti.org.

I understand that you receive a number of data requests throughout the year; and I greatly appreciate your taking the time to complete the 2022 CSLLEA.

Sincerely,

Elizabeth Davis
CSLLEA Program Manager
Bureau of Justice Statistics
Office of Justice Programs
Department of Justice

Attachment 21: Thank you

To: «Agency Head Email»

CC: csllea@rti.org

Subject: Thank You for Supporting the 2022 Census of State and Local Law Enforcement Agencies

Body of Email:

Dear «Agency Head TITLE» «Agency Head NAME»:

This message confirms that we have processed the data your agency provided for the 2022 Census of State and Local Law Enforcement Agencies (CSLLEA). On behalf of the Bureau of Justice Statistics (BJS) and RTI International, I would like to thank you for your participation in CSLLEA.

I truly appreciate your support in completing this survey, as it helps ensure that we are a step closer to providing a complete enumeration of the nation's law enforcement agencies. We anticipate all survey responses will be collected by mid-2023. A copy of the report will be available through BJS and the LECS website in 2024.

If you have questions about CSLLEA, need to change the point of contact at your agency, or need to update your contact information (including email address), please contact the CSLLEA support team at 800-845-7883 or csllea@rti.org. If you have any general comments or questions, please feel free to contact me at 202-305-2667 or Elizabeth.Davis@usdoj.gov.

Sincerely,

Elizabeth Davis
Program Manager
Bureau of Justice Statistics

Agency ID: «agencyID»



U.S. Department of Justice

Office of Justice Programs

Bureau of Justice Statistics

Washington, DC 20531

<<DATE>>

«AH_TITLE» «AH_NAME»
OR CURRENT CHIEF EXECUTIVE
«AGENCY_NAME»
«AH_ADD», «AH_ADD2»
«AH_CITY», «AH_STATE» «AH_ZIP »

Dear «AH_TITLE» «AH_NAME»

I am pleased to announce that the Bureau of Justice Statistics (BJS) is preparing to conduct the 2022 Census of State and Local Law Enforcement Agencies (CSLLEA). CSLLEA is the only systematic, national-level data collection providing a complete enumeration of the approximately 20,000 publicly funded law enforcement agencies in the United States. It was last administered in 2018. The 2022 CSLLEA has been endorsed by the law enforcement community. A letter of support and an informational flyer on the CSLLEA are enclosed.

In the next few weeks, our data collection agent for the CSLLEA (RTI International) will mail your agency an invitation with a link and login information to participate in the 2022 collection. To designate a survey respondent and ensure this invitation reaches them, I encourage you to **log onto the CSLLEA website (<http://www.bjslecs.org/csllea2022>) and confirm or update the contact information for your agency using the login information below:**

Username: <CASEID> Password: <Pin>

Please submit this information by September 1, 2022.

I appreciate that you may receive a number of data requests throughout the year, and I thank you for supporting the 2022 CSLLEA. If you have questions about CSLLEA, please contact the CSLLEA data collection team at 800-845-7883 or csllea@rti.org. If you have any general comments about this data collection, please contact Elizabeth Davis, Bureau of Justice Statistics Program Manager, at 202-305-2667 or Elizabeth.Davis@usdoj.gov.

Sincerely,

[Insert signature]

Doris J. James
Acting Director
Bureau of Justice Statistics

Enclosures: Letter of Support, CSLLEA Flyer

Help Desk Frequently Asked Questions

To be used by Help Desk staff responding to incoming phone and e-mail communications

What is CSLLEA?

The Census of State and Local Law Enforcement Agencies (CSLLEA) is the only national level data collection providing a complete enumeration of publicly funded law enforcement agencies in the United States.

What is the Bureau of Justice Statistics (BJS)?

The Bureau of Justice Statistics (BJS) is a component of the Office of Justice Programs in the U.S. Department of Justice.

[If they want more information on BJS, provide the web site www.bjs.gov.]

Who is RTI?

RTI International is an independent, nonprofit research institute that works as the data collection agent on several studies for the U.S. Department of Justice's Bureau of Justice Statistics. This includes our work on the CSLLEA.

[If they want more information on RTI, you can provide our web site www.rti.org.]

What information does CSLLEA collect?

The CSLLEA collects information on government authority, budget, functions, and personnel. The information is used to provide national, state, and local estimates for all law enforcement agencies in the United States.

What types of functions does CSLLEA ask about?

CSLLEA asks about functions performed by the agency, including patrol and response, criminal investigations, traffic and vehicle-related, detention-related, court-related, forensic services, special public safety, task force participation, and specialized functions.

What categories of personnel are included on the CSLLEA?

The 2022 CSLLEA asks for several important staffing numbers, including the number of full-time and part-time paid agency employees by sworn status (sworn officers with general arrest powers, officers with limited or no arrest powers, and non-sworn/civilian personnel). It asks for a breakdown of these full-time personnel by sex and a breakdown of full-time sworn officers by race and Hispanic origin.

Why is CSLLEA important?

LEAs face unique challenges in areas such as staffing, number and types of functions performed, and budget allocation. The CSLLEA is the only national data collection that asks every law enforcement agency in the nation about these issues. These data are used by various stakeholders to better understand the current state of law enforcement. Additionally, the data can be used by law enforcement agencies to compare themselves to other similar agencies in the United States.

Why/How was my agency selected?

The CSLLEA was sent to every publicly-funded government entity that employs at least one full-time equivalent sworn law enforcement officer. Most agencies included in the CSLLEA are municipal law enforcement agencies or sheriff's offices. In addition, other entities such as colleges and universities, transit districts, parks, schools, and tribal governments are included in the study.

How long does it take to complete the 2022 CSLLEA?

It is estimated to take about 30 minutes to complete.

How can I submit data to the 2022 CSLLEA?

You can submit data online, or by mail, email, or fax.

How do I submit data online?

You can access the survey at: <https://bjslecs.org/CSLLEA2022>.

- Click "Login to complete your survey."
- Enter your username and password and click "Login."
- Click "Take the survey online."

How do I submit data by mail?

Completed paper surveys can be mailed to:

CSLLEA
Bureau of Justice Statistics
U.S. Department of Justice
c/o RTI International
5265 Capital Boulevard
Raleigh, NC 27616
ATTN: Data Capture 0215001.001.001.005.006.001

I can email this address to you if you would like.

How do I submit data by e-mail?

Completed surveys can be submitted by e-mail to csllea@rti.org.

How do I submit data by fax?

Completed surveys can be faxed to the toll-free number 866-354-4989.

My agency is very small. Why do we need to complete the survey?

The CSLLEA is a census of agencies both large and small, and it is critical that all agencies receiving the CSLLEA respond. The CSLLEA is the only national data collection that provides a broad understanding of the scale and functions of law enforcement agencies of all types and sizes.

How will the data be used?

Data will be used to produce estimates describing the staffing and functions of approximately 20,000 agencies by type and size. Additionally, the data can be used by law enforcement agencies to compare themselves to other similar agencies in the United States.

When will I see the results from the CSLLEA?

Findings from the CSLLEA will be made available in 2024.

Is participation in the CSLLEA mandatory?

Your participation in this effort is voluntary but it is needed for the complete enumeration of publicly-funded law enforcement agencies in the United States.

I think my agency is ineligible.

Your agency may be ineligible if any of the following conditions applied to your agency as of June 30, 2022:

- Agency was no longer in existence
- Agency contracted or outsourced all law enforcement services
- Agency employed only part-time officers and the total combined hours worked for these officers averaged less than 35 hours per week
- All the officers in the agency were unpaid volunteers
- All the officers in the agency were paid via fee-for-service and not salary
- Agency was private (i.e., not operated with funds from a state, local, special district, or tribal government)
- Agency was operated by the Federal government

What organizations support the CSLLEA?

Recognizing the importance of this work, the nation's law enforcement community as represented by the International Association of Chiefs of Police (IACP), Major Cities Chiefs Association (MCCA), National Sheriffs Association (NSA), Major County Sheriffs of America (MCSA), and the Association of State Criminal Investigative Agencies (ASCIA) provide their full support.

How do I get a copy of my agency's completed form?

Once the survey has been completed and submitted, you can download a PDF copy from the web site <https://bjslecs.org/CSLLEA2022>.

- [Details on how to get to PDF to be added once programmed.]

Alternatively, I can e-mail you a PDF copy. [Details to be added on how Help Desk staff will access completed PDFs once programmed.]