

2018 CSLLEA OMB Attachments

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2018 CENSUS OF STATE AND LOCAL LAW ENFORCEMENT AGENCIES



U.S. Department of Justice, Bureau of Justice Statistics, and acting as collection agent: RTI International

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

[FILL AGENCY NAME HERE]

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/2018csllea>
 - Agency ID:
 - Password:
- E-mail: csllea@rti.org
- Fax: 1-866-354-7883 (toll-free)
- Mail: Use the enclosed postage-paid envelope

Important:

If any of the following conditions applied to your agency as of **December 31, 2017**, 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 next column.

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

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:
Last Name First Name MI

Title:

Phone:
Area Code Number Extension

Fax:
Area Code Number

E-mail:

Agency Website:

- 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 Shelley Hyland of the Bureau of Justice Statistics by phone at 1-202-616-1706 or by e-mail at Shelley.Hyland@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 **30** minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate, or any other aspects of this collection of information, including suggestions for reducing this burden, to the Director, Bureau of Justice Statistics, 810 Seventh Street, NW, Washington, DC 20531. The Omnibus Crime Control and Safe Streets Act of 1968, as amended (34 USC 10132), authorizes this information collection. 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 CONTACT INFORMATION

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

[Chief Name]

[Title]

[Agency Address]

Is this information correct?

☐ Yes

☐ No → Provide correct information:

SURVEY QUESTIONS

1. What type of government operates this agency? Mark [X] only one.

☐ State

☐ County or parish

☐ Regional

☐ Municipal (city, town or township)

☐ School district (K-12)

☐ 2-year college

☐ 4-year college or university

☐ Tribal

☐ Special district or authority (Specify):

2. Is your agency primarily responsible for providing law enforcement services within the jurisdiction above?

☐ Yes

☐ No → Specify primary agency:

3. Enter your agency's total operating budget for the fiscal or calendar year that includes **December 31, 2017**. 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.

\$

If estimate, check here: ☐

4. During 2017, 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. Do not leave any blank.

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

Please continue to Page 4 →

5. Enter the number of authorized full-time sworn in your agency's budget and the number of actual full-time and part-time paid agency employees during the pay period that included **December 31, 2017**. Count employees who are regularly scheduled to work less than 35 hours per week as part-time. If none, enter 0.

	Authorized Full-Time	Actual Full-Time	Actual Part-Time
a. <i>Fully Sworn</i> : Officers with general arrest powers			
b. <i>Limited Sworn</i> : Officers with limited or no arrest powers			
c. Non-sworn employees	Not Applicable		
d. Total employees (Sum of rows a-c)	Not Applicable		

6. Enter the number of actual full-time sworn officers by sex for the pay period that included **December 31, 2017**. Each total should match the number reported in the same colored cell in Question 5. If none, enter 0.

	Fully Sworn	Limited Sworn
a. Male		
b. Female		
c. Total officers (Sum of rows a and b)		

7. Enter the number of actual full-time sworn officers that performed the following duties as their primary job responsibility for the pay period that included **December 31, 2017**. Count each officer only once. Each total should match the number reported in the same colored cell in Question 5. If none, enter 0.

	Fully Sworn	Limited Sworn
a. Patrol duties (including community policing officers)		
b. Investigative duties (e.g., detectives, investigators)		
c. K-12 school safety duties (e.g., school resource or liaison officer)		
d. Jail-related duties		
e. Court-related duties		
f. Other duties (<i>Specify</i>):		
g. Total officers (Sum of rows a-f)		

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.

2018 CENSUS OF STATE AND LOCAL LAW ENFORCEMENT AGENCIES



Web Survey Completion Instructions

- Please do not leave any items blank.
- If you have any questions, call RTI toll-free at 1-800-845-7883 or send an email to csllea@rti.org. When corresponding about this survey, please refer to your Agency ID number.
- If you have general comments or suggestions for improving the survey, please contact Shelley S. Hyland, CSLLEA Program Manager, Bureau of Justice Statistics, by phone at 202-616-1706 or by email at Shelley.Hyland@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 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate, or any other aspects of this collection of information, including suggestions for reducing this burden, to the Director, Bureau of Justice Statistics, 810 Seventh Street, NW, Washington, DC 20531. The Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 USC 3732), 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.

What type of government operates this agency? Mark only one.

- ☐ State
- ☐ County or Parish
- ☐ Regional
- ☐ Municipal (city, town or township)
- ☐ School district (K-12)
- ☐ 2-year college
- ☐ 4-year college or university
- ☐ Tribal
- ☒ Special district or authority (Specify)

Other specify.

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Enter your agency's total operating budget for the fiscal or calendar year that includes **December 31, 2017**. If not available, provide an estimate and mark the estimate checkbox. Include jails administered by your agency. Exclude building construction costs and major equipment purchases.

☒ If estimate, check here.

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Enter the number of actual full-time sworn officers by sex for the pay period that included **December 31, 2017**. Each total should match the number reported in the same colored cell in Question 5. If none, enter 0.

	Fully Sworn	Limited Sworn
a. Male	100	50
b. Female	100	50
c. Total Officers (Sum of rows a and b)	200	100

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DEPARTMENT OF JUSTICE

Antitrust Division

**Notice Pursuant to the National
Cooperative Research and Production
Act of 1993—Integrated Photonics
Institute for Manufacturing Innovation
Operating Under the Name of the
American Institute for Manufacturing
Integrated Photonics**

Notice is hereby given that, on October 25, 2017, pursuant to Section 6(a) of the National Cooperative Research and Production Act of 1993, 15 U.S.C. 4301 *et seq.* (“the Act”), Integrated Photonics Institute for Manufacturing Innovation operating under the name of the American Institute for Manufacturing Integrated Photonics (“AIM Photonics”) has filed written notifications simultaneously with the Attorney General and the Federal Trade Commission disclosing changes in its membership. The notifications were filed for the purpose of extending the Act’s provisions limiting the recovery of antitrust plaintiffs to actual damages under specified circumstances. Specifically, Corning Research & Development Corporation, Corning, NY; Regents of the University of Idaho, Moscow, ID; The University of Texas at Austin, Austin, TX; Worcester Polytechnic Institute, Worcester, MA; and REDCOM Laboratories, Inc., Victor, NY, have been added as parties to this venture.

No other changes have been made in either the membership or planned activity of the group research project. Membership in this group research project remains open, and AIM Photonics intends to file additional written notifications disclosing all changes in membership.

On June 16, 2016, AIM Photonics filed its original notification pursuant to Section 6(a) of the Act. The Department of Justice published a notice in the **Federal Register** pursuant to Section 6(b) of the Act on July 25, 2016 (81 FR 48450).

The last notification was filed with the Department on June 19, 2017. A notice was published in the **Federal Register** pursuant to Section 6(b) of the Act on August 1, 2017 (82 FR 35824).

Patricia A. Brink,

Director of Civil Enforcement, Antitrust Division.

[FR Doc. 2017-24766 Filed 11-15-17; 8:45 am]

BILLING CODE P

DEPARTMENT OF JUSTICE

Antitrust Division

**Notice Pursuant to the National
Cooperative Research and Production
Act of 1993—Automation and Public
Safety Common Solutions Consortium**

Notice is hereby given that, on October 24, 2017, pursuant to Section 6(a) of the National Cooperative Research and Production Act of 1993, 15 U.S.C. 4301 *et seq.* (“the Act”) Automation and Public Safety Common Solutions Consortium (“APSCS Consortium”) has filed written notifications simultaneously with the Attorney General and the Federal Trade Commission disclosing (1) the identities of the parties to the venture and (2) the nature and objectives of the venture. The notifications were filed for the purpose of invoking the Act’s provisions limiting the recovery of antitrust plaintiffs to actual damages under specified circumstances.

Pursuant to Section 6(b) of the Act, the identities of the parties to the venture are: General Motors LLC, Warren, MI; Ford Motor Company, Dearborn, MI; Honda R&D Americas, Inc., Torrance, CA; Hyundai-Kia America Technical Center, Inc., Superior Township, MI; Mercedes-Benz Research & Development North America, Ann Arbor, MI; Nissan Technical Center North America, Farmington Hills, MI; Toyota Motor North America, Plano, TX; and Volvo Group North America, Costa Mesa, CA. The general area of APSCS Consortium's planned activity is collaboration to conduct multiple research projects limited to specific areas in which the participants believe common solutions to specifically defined technical goals will speed the development and ultimate consumer access to safe Automated Driving Systems-equipped (ADS-equipped) vehicles. APSCS Consortium's objectives are to gain further knowledge and understanding of ADS-equipped vehicle interactions with public safety through research into common operational use cases.

Patricia A. Brink.

Director of Civil Enforcement, Antitrust Division.

[FR Doc. 2017-24767 Filed 11-15-17; 8:45 am]

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DEPARTMENT OF JUSTICE

Antitrust Division

Notice Pursuant to the National Cooperative Research and Production Act of 1993—Node.js Foundation

Notice is hereby given that, on October 26, 2017, pursuant to Section 6(a) of the National Cooperative Research and Production Act of 1993, 15 U.S.C. 4301 *et seq.* (“the Act”), Node.js Foundation (“Node.js Foundation”) has filed written notifications simultaneously with the Attorney General and the Federal Trade Commission disclosing changes in its membership. The notifications were filed for the purpose of extending the Act’s provisions limiting the recovery of antitrust plaintiffs to actual damages under specified circumstances. Specifically, HackerOne, San Francisco, CA; Chef Software, Inc., Seattle, WA; Profound Logic, Dayton, OH; and Keymetrics, Inc., Paris, FRANCE, have been added as parties to this venture.

No other changes have been made in either the membership or planned activity of the group research project. Membership in this group research project remains open, and Node.js Foundation intends to file additional written notifications disclosing all changes in membership.

On August 17, 2015, Node.js Foundation filed its original notification pursuant to Section 6(a) of the Act. The Department of Justice published a notice in the **Federal Register** pursuant to Section 6(b) of the Act on September 28, 2015 (80 FR 58297).

The last notification was filed with the Department on August 14, 2017. A notice was published in the **Federal Register** pursuant to Section 6(b) of the Act on September 7, 2017 (82 FR 42363).

Patricia A. Brink.

Director of Civil Enforcement, Antitrust Division.

[FR Doc. 2017-24771 Filed 11-15-17; 8:45 am]

BILLING CODE P

DEPARTMENT OF JUSTICE

[OMB Number 1121-0240]

**Agency Information Collection
Activities: Proposed eCollection
eComments Requested;
Reinstatement, With Change, of a
Previously Approved Collection: 2018
Census of State and Local Law
Enforcement Agencies (CSLLEA)**

AGENCY: Bureau of Justice Statistics,
Department of Justice.

ACTION: 60-Day notice.

SUMMARY: The Department of Justice (DOJ), Office of Justice Programs, Bureau of Justice Statistics, will be submitting the following information collection request to the Office of Management and Budget (OMB) for review and approval in accordance with the Paperwork Reduction Act of 1995.

DATES: Comments are encouraged and will be accepted for 60 days until January 16, 2018.

FOR FURTHER INFORMATION CONTACT: If you have additional comments especially on the estimated public burden or associated response time, suggestions, or need a copy of the proposed information collection instrument with instructions or additional information, please contact Shelley S. Hyland, Statistician, Law Enforcement Statistics Unit, Bureau of Justice Statistics, 810 Seventh Street NW., Washington, DC 20531 (email: Shelley.Hyland@usdoj.gov; phone: 202-616-1706).

SUPPLEMENTARY INFORMATION: Written comments and suggestions from the public and affected agencies concerning the proposed collection of information are encouraged. Your comments should address one or more of the following four points:

- Evaluate whether the proposed collection of information is necessary for the proper performance of the functions of the Bureau of Justice Statistics, including whether the information will have practical utility;
- Evaluate the accuracy of the agency's estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions used;
- Evaluate whether and if so how the quality, utility, and clarity of the information to be collected can be enhanced; and
- Minimize the burden of the collection of information on those who are to respond, including through the use of appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses.

Overview of This Information Collection

(1) *Type of Information Collection:* Reinstatement, with change, of a previously approved collection.

(2) *The Title of the Form/Collection:* 2018 Census of State and Local Law Enforcement Agencies (CSLLEA).

(3) *The agency form number, if any, and the applicable component of the*

Department sponsoring the collection: The form number is CJ-38. The applicable component within the Department of Justice is the Bureau of Justice Statistics, Office of Justice Programs.

(4) *Affected public who will be asked or required to respond, as well as a brief abstract:* Respondents will include all publicly-funded state, county and local law enforcement agencies in the United States that employ the equivalent of at least one full-time sworn officer with general arrest powers. Both general purpose agencies (i.e., any public agency with sworn officers whose patrol and enforcement responsibilities are primarily delimited by the boundaries of a municipal, county, or state government) and special purpose agencies (e.g., campus law enforcement, transportation, natural resources, etc.) meeting the above description will be asked to respond.

Abstract: BJS has conducted the CSLLEA regularly since 1992. The 2018 CSLLEA will be the seventh administration. Historically, the CSLLEA generates an enumeration of all publically funded state, county and local law enforcement agencies operating in the United States. The CSLLEA provides complete personnel counts and an overview of the functions performed for approximately 20,000 law enforcement agencies operating nationally.

The 2018 CSLLEA collection involves two phases. In the first phase, BJS will cognitively test the revised instrument with 48 agencies based on agency type (i.e., local and county police, sheriff's office, or special purpose) and size (i.e., 100 or more full-time equivalent sworn officers or less than 100 full-time equivalent sworn officers). A maximum of 8 agencies of each type and size will be asked to participate in testing. BJS has reduced the number of items from the 2014 administration but has included additional items on limited sworn officers. Additionally, BJS will continue to refine the universe frame by verifying agency in-service status, contact information and de-duplicating agencies.

Pending positive results from the first phase, in the second phase, BJS will conduct the main data collection. The 2018 CSLLEA is designed to collect general information on state, county and local law enforcement agencies. The survey asks about the level of government that operates the agency; total operating budget; full-time and part-time personnel counts for fully sworn officers, limited sworn officers and non-sworn employees; gender and primary job responsibility of full-time

sworn officers; and the functions the agency performs on a regular or primary basis. Upon completion, the 2018 CSLLEA will serve as the sampling frame for future law enforcement surveys administered by BJS.

(5) *An estimate of the total number of respondents and the amount of time estimated for an average respondent to respond:* For the cognitive testing, BJS is planning 48 agencies with an estimated total respondent burden of 90 minutes. For the full data collection, BJS estimates a maximum of 20,000 state, county and local law enforcement agencies with a respondent burden of about 45 minutes per agency, including the follow-up time.

(6) *An estimate of the total public burden (in hours) associated with the collection:* The estimated total respondent burden for the cognitive testing is 72 hours. The maximum respondent burden for the full data collection is approximately 15,000 burden hours. Therefore, total burden for both phases is approximately 15,072 burden hours.

If additional information is required contact: Melody Braswell, Department Clearance Officer, United States Department of Justice, Justice Management Division, Policy and Planning Staff, Two Constitution Square, 145 N Street NE., 3E.405A, Washington, DC 20530.

Dated: November 13, 2017.

Melody Braswell,
Department Clearance Officer for PRA, U.S.
Department of Justice.

[FR Doc. 2017-24818 Filed 11-15-17; 8:45 am]

BILLING CODE 4410-18-P

DEPARTMENT OF JUSTICE

Notice of Lodging of the Proposed Second Amended Consent Decree Under the Clean Water Act

On November 9, 2017, the Department of Justice lodged a proposed Second Amended Consent Decree with the United States District Court for the Western District of Missouri in the lawsuit entitled *United States v. The City of Kansas City, Missouri*, Civil Action No. 4:10-cv-0497-GAF, proposing to modify the implementation schedule for certain injunctive measures required under the original Consent Decree entered in this matter on September 27, 2010, resolving Kansas City's alleged violations of the Clean Water Act ("CWA" or "Act").

The Consent Decree ("CD") requires, among other measures intended to reduce or eliminate sewage overflows from Kansas City's sewer system, that

DEPARTMENT OF JUSTICE

Bureau of Justice Statistics

[OMB Number 1121-0346]

Agency Information Collection Activities: Proposed eCollection eComments Requested; Reinstatement, With Change, of a Previously Approved Collection: 2018 Census of State and Local Law Enforcement Agencies (CSLLEA)

AGENCY: Bureau of Justice Statistics,
Department of Justice.

ACTION: 30-Day Notice.

SUMMARY: The Department of Justice (DOJ), Office of Justice Programs, Bureau of Justice Statistics, will be submitting the following information collection request to the Office of Management and Budget (OMB) for review and approval in accordance with the Paperwork Reduction Act of 1995. The proposed information collection was previously published in the **Federal Register** on Thursday, November 16, 2017, allowing a 60-day comment period. Following publication of the 60-day notice, the Bureau of Justice Statistics received three requests for the survey instrument and one communication containing general comments on the importance of the collection.

DATES: Comments are encouraged and will be accepted for 30 days until March 19, 2018.

FOR FURTHER INFORMATION CONTACT: If you have additional comments especially on the estimated public burden or associated response time, suggestions, or need a copy of the proposed information collection instrument with instructions or additional information, please contact Shelley S. Hyland, Statistician, Law Enforcement Statistics Unit, Bureau of Justice Statistics, 810 Seventh Street NW, Washington, DC 20531 (email: Shelley.Hyland@usdoj.gov; phone: 202-616-1706). Written comments and/or suggestions can also be sent to the Office of Management and Budget, Office of Information and Regulatory Affairs, Attention Department of Justice Desk Officer, Washington, DC 20503 or sent to OIRA_submissions@omb.eop.gov.

SUPPLEMENTARY INFORMATION: Written comments and suggestions from the public and affected agencies concerning the proposed collection of information are encouraged. Your comments should address one or more of the following four points:

- Evaluate whether the proposed collection of information is necessary for the proper performance of the functions of the Bureau of Justice Statistics, including whether the information will have practical utility;
- Evaluate the accuracy of the agency's estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions used;
- Evaluate whether and if so how the quality, utility, and clarity of the information to be collected can be enhanced; and
- Minimize the burden of the collection of information on those who are to respond, including through the use of appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses.

Overview of this information collection:

(1) *Type of Information Collection:* Reinstatement, with change, of a previously approved collection for which approval has expired.

(2) *The Title of the Form/Collection:* 2018 Census of State and Local Law Enforcement Agencies (CSLLEA).

(3) *The agency form number, if any, and the applicable component of the Department sponsoring the collection:* The form number is CJ-38. The applicable component within the Department of Justice that is sponsoring this collection is the Bureau of Justice Statistics, Office of Justice Programs.

(4) *Affected public who will be asked or required to respond, as well as a brief abstract:* Respondents will include all publicly-funded state, county, local and tribal law enforcement agencies in the United States that employ the equivalent of at least one full-time sworn officer with general arrest powers. Both general purpose agencies (i.e., any public agency with sworn officers whose patrol and enforcement responsibilities are primarily delimited by the boundaries of a municipal, county, or state government) and special purpose agencies (e.g., tribal, campus law enforcement, transportation, natural resources, etc.) meeting the above description will be asked to respond.

Abstract: BJS has conducted the CSLLEA regularly since 1986. The 2018 CSLLEA will be the seventh administration. Historically, the CSLLEA generates an enumeration of all publicly funded state, county, local and tribal law enforcement agencies operating in the United States. The CSLLEA provides complete personnel

counts and an overview of the functions performed for approximately 20,000 law enforcement agencies operating nationally.

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(5) *An estimate of the total number of respondents and the amount of time estimated for an average respondent to respond:* For the cognitive testing, BJS is planning 48 agencies with an estimated total respondent burden of 90 minutes. For the full data collection, BJS estimates a maximum of 20,000 state, county, local and tribal law enforcement agencies with a respondent burden of about 45 minutes per agency, including the follow-up time.

(6) *An estimate of the total public burden (in hours) associated with the collection:* The estimated total respondent burden for the cognitive testing is 72 hours. The maximum respondent burden for the full data collection is approximately 15,000 burden hours. Therefore, total burden for both phases is approximately 15,072 burden hours.

If additional information is required contact: Melody Braswell, Department Clearance Officer, United States Department of Justice, Justice Management Division, Policy and

Planning Staff, Two Constitution Square, 145 N Street NE, 3E.405A, Washington, DC 20530.

Dated: February 13, 2018.

Melody Braswell,

Department Clearance Officer for PRA, U.S. Department of Justice.

[FR Doc. 2018-03216 Filed 2-15-18; 8:45 am]

BILLING CODE 4410-18-P

DEPARTMENT OF LABOR

Office of Workers' Compensation Programs

Division of Longshore and Harbor Workers' Compensation Proposed Extension of Existing Collection; Comment Request

ACTION: Notice.

SUMMARY: The Department of Labor, as part of its continuing effort to reduce paperwork and respondent burden, conducts a preclearance consultation program to provide the general public and Federal agencies with an opportunity to comment on proposed and/or continuing collections of information in accordance with the Paperwork Reduction Act of 1995 (PRA95). This program helps to ensure that requested data can be provided in the desired format, reporting burden (time and financial resources) is minimized, collection instruments are clearly understood, and the impact of collection requirements on respondents can be properly assessed. Currently, the Office of Workers' Compensation Programs (OWCP) is soliciting comments concerning the proposed collection: Notice of Payment (LS-208). A copy of the proposed information collection request can be obtained by contacting the office listed below in the address section of this Notice.

DATES: Written comments must be submitted to the office listed in the addresses section below on or before April 17, 2018.

ADDRESSES: You may submit comments by mail, delivery service, or by hand to Ms. Yoon Ferguson, U.S. Department of Labor, 200 Constitution Ave. NW, Room S-3323, Washington, DC 20210; by fax to (202) 354-9647; or by Email to ferguson.yoon@dol.gov. Please use only one method of transmission for comments (mail/delivery, fax, or Email). Please note that comments submitted after the comment period will not be considered.

SUPPLEMENTARY INFORMATION:

I. Background

The Office of Workers' Compensation Programs administers the Longshore and Harbor Workers' Compensation Act. The Act provides benefits to workers' injured in maritime employment on the navigable waters of the United States or in an adjoining area customarily used by an employer in loading, unloading, repairing, or building a vessel. In addition, several acts extend the Longshore Act's coverage to certain other employees.

Under sections 914(b) & (c) of the Longshore Act, a self-insured employer or insurance carrier is required to pay compensation within 14 days after the employer has knowledge of the injury or death and immediately notify the district director of the payment. Under Section 914(g), the employer/carrier is required to issue notification of final payment of compensation. Form LS-208 has been designated as the proper form on which report of those payments is to be made.

II. Review Focus

The Department of Labor is particularly interested in comments which:

- * Evaluate whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility;

- * evaluate the accuracy of the agency's estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions used;

- * enhance the quality, utility and clarity of the information to be collected; and

- * minimize the burden of the collection of information on those who are to respond, including through the use of appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submissions of responses.

III. Current Actions

The Department of Labor seeks the extension of approval of this information collection in order to carry out its responsibility to meet the statutory requirements to provide compensation or death benefits under the Act to workers covered by the Act.

Agency: Office of Workers' Compensation Programs.

Type of Review: Extension.

Title: Notice of Payments.

OMB Number: 1240-0041.

Agency Number: LS-208.

Affected Public: Business or other for-profit.

Total Respondents: 600.

Total Annual Responses: 37,800.

Estimated Total Burden Hours: 6,300.

Estimated Time per Response: 10 minutes.

Frequency: On occasion.

Total Burden Cost (capital/startup): \$0.

Total Burden Cost (operating/maintenance): \$16,112.

Comments submitted in response to this notice will be summarized and/or included in the request for Office of Management and Budget approval of the information collection request; they will also become a matter of public record.

Dated: February 6, 2018.

Yoon Ferguson,

Agency Clearance Officer, Office of Workers' Compensation Programs, U.S. Department of Labor.

[FR Doc. 2018-03183 Filed 2-15-18; 8:45 am]

BILLING CODE 4510-CF-P

NATIONAL COMMISSION ON MILITARY, NATIONAL, AND PUBLIC SERVICE

[NCMNPS Docket No. 05-2018-01]

Request for Information on Improving the Military Selective Service Process and Increasing Participation in Military, National, and Public Service

AGENCY: National Commission on Military, National, and Public Service.

ACTION: Request for comments.

SUMMARY: The National Commission on Military, National, and Public Service (the "Commission") was created by Congress in the National Defense Authorization Act of Fiscal Year 2017 to "conduct a review of the military selective service process (commonly referred to as 'the draft')" and to consider methods to increase participation in military, national, and public service in order to address national security and other public service needs of the Nation. In connection with this effort, Congress has directed the Commission to seek written comments from the general public and interested parties on matters of the Commission's review. The Commission seeks to learn more about the general public's views on these topics, including what has encouraged or discouraged them to perform voluntary or paid services for their communities at all levels.

DATES: Comments are due by April 19, 2018.

«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 2018 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 18,000 publicly-funded law enforcement agencies in the U.S. The 2018 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.

To begin, please access the questionnaire online at <http://bjslecs.org/csllea2018>. Your agency-specific information is:

User name: «WebUsername»
Password: «PIN»

Please complete this questionnaire online by September 28, 2018.

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/csllea2018> using the user name 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 csllea@rti.org. If you have any general comments about this data collection, please contact Shelley Hyland, the Bureau of Justice Statistics Program Manager, at 202-616-1706 or Shelley.Hyland@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,

Jeffrey Anderson, Director
Bureau of Justice Statistics, Office of Justice Programs, Department of Justice

Enclosures: CSLLEA Contact Form, Letter of Support, CSLLEA Flyer, 2018 CSLLEA Questionnaire, Return Envelope

Case ID: «caseid»

Title Page

2018 Census of State and Local Law Enforcement Agencies (CSLLEA)

Conducted by

Bureau of Justice Statistics, US Department of Justice
RTI International
Police Executive Research Forum

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 2018 Census of State and Local Law Enforcement Agencies (CSLLEA) to provide critical information to practitioners, policy makers, researchers, and other stakeholders. Through the 2018 CSLLEA, LEAs will be asked to help build a complete enumeration of the Nation's state, county, local and tribal 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 regularly since 1986. **The next CSLLEA will begin full administration in fall 2018.** The brief questionnaire will go to approximately 20,000 state and local LEAs. Data will be 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 2018 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 2019.

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 new series of supplemental LEMAS questionnaires on specialized topics such as body-worn cameras. Currently, BJS is working with RTI International and the Police Executive Research Forum to administer the LECS surveys.

CSLLEA Survey Content (text box)

During the 2018 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 and civilian personnel by full-time or part-time status
- Number of sworn officers by gender
- Number of full-time sworn officers by primary duty

CSLLEA Schedule (text box)

Fall 2018 – Spring 2019

- 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 – Winter 2019

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

Winter - Spring 2020

- BJS will publish a report on the findings

Shaded Box

For more information about the CSLLEA, visit <https://bjslecs.org/CSLLEA2018>

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

You may also contact:

Travis Taniguchi, PhD

Research Criminologist

RTI International

3040 E Cornwallis Blvd, RTP, NC 27709

taniguchi@rti.org

919-248-8501

Shelley Hyland, PhD

Statistician

Bureau of Justice Statistics

810 7th Street NW, Washington, DC 20531

Shelley.Hyland@usdoj.gov

202-616-1706



(DATE)

(AGENCY NAME)

(ADDRESS), (CITY, STATE, ZIP)

Dear (AGENCY CHIEF EXECUTIVE):

The Bureau of Justice Statistics, working with RTI International and the Police Executive Research Forum (PERF), is fielding the 2018 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 City 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 2018 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,

Vincent Talucci, Executive Director
International Association of Chiefs of Police

Chief (Ret.) Richard W. Myers, Executive Director
Major City Chiefs Association

Jonathan F. Thompson, Executive Director
National Sheriffs' Association

David Weisz, Executive Director
Major County Sheriffs of America

Director Mark Gwyn, 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: 800-845-7883
- Fax: 866-354-4989
- Email: csllea@rti.org

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.	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.
Law Enforcement Agency: <<agency>> Primary Contact (e.g., chief): <<name>> Title: <<title>> Address: <<address1>>, <<address2>> <<city>>, <<state>> zip Telephone: <<Area>>-<<Phone>> Email: <<Email>> ☐ Check here if ALL information currently on record is correct. If any information is not correct, please update it below. Primary Contact Name: _____ Title: _____ Address: _____ City: _____ State: _____ Zip: _____ Telephone: _____ Email: _____	☐ Check here if the CSLLEA Survey Contact is the same as the Primary Contact. If not, please enter the Survey Contact's information below. CSLLEA Survey Contact Name: _____ Title: _____ Address: _____ City: _____ State: _____ Zip: _____ Telephone: _____ Email: _____ Please indicate how the CSLLEA Survey Contact would prefer to complete the survey. ☐ Online/Internet ☐ Paper questionnaire

SUBJECT: Census of State and Local Law Enforcement Agencies

Dear «TITLE» «NAME»:

Last week, materials related to the 2018 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.

Please reply to this message to confirm that we have reached <<AGENCY NAME>>.

The information contained in the mailed materials is provided below.

«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 2018 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 18,000 publicly-funded law enforcement agencies in the U.S. The 2018 CSLLEA has been endorsed by the law enforcement community. This 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.

To begin, please access the questionnaire online at <http://bjslecs.org/csllea2018>. Your agency-specific information is:

User name: «WebUsername»
Password: «PIN»

Please complete this questionnaire online by September 28, 2018.

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/csllea2018> using the user name 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 csllea@rti.org. If you have any general comments about this data collection, please contact Shelley Hyland, the Bureau of Justice Statistics Program Manager, at 202-616-1706 or Shelley.Hyland@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,

Jeffrey Anderson, Director
Bureau of Justice Statistics, Office of Justice Programs, Department of Justice

ATTACH FLYER AND LETTER OF SUPPORT PDF'S

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

Dear «TITLE» «NAME»:

The Bureau of Justice Statistics (BJS) recently mailed you a link to a web questionnaire seeking information about your law enforcement agency for the 2018 Census of State and Local Law Enforcement Agencies (CSLLEA). The questionnaire due date was September 28, 2018 and we had hoped that you would be able to respond by then. If you have already completed the questionnaire, please accept my sincere thank you.

If you have not completed your questionnaire, I ask you to complete it as soon as possible. No other national data collection can provide such comprehensive data on the functions and personnel of law enforcement agencies. Developing and maintaining an accurate picture of the nation's law enforcement workforce is paramount to understanding the current state of law enforcement in the United States.

Please complete the questionnaire by using the following link: <http://bjslecs.org/csllea2018> and entering the following information:

User Name: <<WebUsername>>
Password: <<PIN>>

If you would prefer to complete the questionnaire on paper, you may download and print a paper version upon entering your questionnaire access code on the CSLLEA questionnaire 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, you will receive 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 202-616-1706 or Shelley.Hyland@usdoj.gov.

Sincerely,

Shelley S. Hyland, Ph.D.
Program Manager
Bureau of Justice Statistics

Case ID: <<caseID>>

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

Dear «TITLE» «NAME»:

«AGENCY» has been asked to participate in the Bureau of Justice Statistics' (BJS) Census of State and Local Law Enforcement Agencies (CSLLEA). 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. As a census, «AGENCY» cannot be replaced with another agency.

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. 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.

Please complete the questionnaire by using this link <http://bjslecs.org/csllea2018> and entering the following information:

User Name: <<WebUsername>>
Password: <<PIN>>

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

The questionnaire due date was September 28, 2018. 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 csllea@rti.org. If you have any general comments about this data collection, please contact Shelley Hyland, BJS Program Manager, at 202-616-1706 or Shelley.Hyland@usdoj.gov.

Sincerely,

Kevin M. Scott, Ph.D.
Law Enforcement Statistics Unit Chief
Bureau of Justice Statistics, Office of Justice Programs, Department of Justice

Enclosures: CSLLEA questionnaire; Business reply envelope

Case ID: «caseID»

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

SUBJECT: Final Reminder - Census of State and Local Law Enforcement Agencies

Dear «TITLE» «NAME»:

Last week, materials related to the 2018 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.

Please reply to this message to confirm that we have reached <<AGENCY NAME>>.

The information contained in the mailed materials is provided below.

Dear «TITLE» «NAME»:

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 <<AGENCY>> has been invited to participate in CSLLEA. The 2018 CSLLEA includes items that are relevant to all law enforcement agencies – regardless of agency size or type. The reliability of the study depends on your participation; your agency cannot be replaced.

The original due date was September 28, 2018 and this will be the final reminder. Please complete the 2018 CSLLEA questionnaire as soon as possible. I understand that you receive a number survey requests and I genuinely appreciate your attention to this request.

You may still access the questionnaire online at <http://bjslecs.org/csllea2018> and then entering the following information:

User Name: <<WebUsername>>
Password: <<PIN>>

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 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 or e-mail at 800-845-7883 or csllea@rti.org. If you have any general comments about this data collection, please contact me at 202-616-1706 or Shelley.Hyland@usdoj.gov.

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

Sincerely,

Shelley Hyland, Ph.D.
Program Manager
Bureau of Justice Statistics

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 2018 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 2018 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 2018 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 14: Forth reminder (email)

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

Dear «TITLE» «NAME»:

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 <<AGENCY>> has been invited to participate in CSLLEA. The 2018 CSLLEA includes items that are relevant to all law enforcement agencies – regardless of agency size or type. The reliability of the study depends on your participation; your agency cannot be replaced.

The original due date was September 28, 2018 and this will be the final reminder. Please complete the 2018 CSLLEA questionnaire as soon as possible. I understand that you receive a number survey requests and I genuinely appreciate your attention to this request.

You may still access the questionnaire online at <http://bjslecs.org/csllea2018> and then entering the following information:

User Name: <<WebUsername>>
Password: <<PIN>>

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 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 or e-mail at 800-845-7883 or csllea@rti.org. If you have any general comments about this data collection, please contact me at 202-616-1706 or Shelley.Hyland@usdoj.gov.

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

Sincerely,

Shelley Hyland, Ph.D.
Program Manager
Bureau of Justice Statistics

«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 **March 15, 2019** 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/csllea2018> and entering the following information:

**User Name: «WebUsername»
Password: «PIN»**

Alternatively, if you prefer to submit your responses by mail, enclosed in this packet you will find a paper version of the questionnaire and a business reply envelope to facilitate the return of your completed form. Please feel free to share the questionnaire with others at your agency who can assist you in providing the requested information.

If you have questions about 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. If you have any general comments about this data collection, please contact Shelley Hyland, the BJS Program Manager, at 202-616-1706 or Shelley.Hyland@usdoj.gov.

I understand that you receive a number of data requests throughout the year; and, I greatly appreciate your taking the time to complete the 2018 CSLLEA.

Sincerely,

Jeffrey Anderson, Director
Bureau of Justice Statistics, Office of Justice Programs, Department of Justice

Enclosures: 2018 CSLLEA Questionnaire; Business reply envelope

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

Dear «TITLE» «NAME»:

On behalf of the Bureau of Justice Statistics (BJS) and RTI International, I would like to thank you for your participation in the 2018 Census of State and Local Law Enforcement Agencies (CSLLEA). I truly appreciate your support in completing this survey. Your participation ensures that we are a step closer to providing a complete enumeration of the nation's law enforcement agencies.

This letter confirms that we have received your survey and are currently processing the data. RTI will contact you if there are any questions about the answers your agency has submitted. We anticipate all survey responses will be collected by the end of 2018. A copy of the report will be available through BJS and the LECS website in 2019.

If you have any general comments or questions, please feel free to contact me at 202-616-1706 or Shelley.Hyland@usdoj.gov. 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.

Sincerely,

Shelley S. Hyland, Ph.D.
Program Manager
Bureau of Justice Statistics

Case ID: «caseid»



3040 E. Cornwallis Road • PO Box 12194 • Research Triangle Park, NC 27709-2194 • USA
Telephone +1.919.541.6000 • Fax +1.919.541.5985 • www.rti.org

[Month] [Day], 2017

[Participant First Name] [Participant Last Name]

[Agency Name]

[Address 1]

[Address 2]

[City], [State] [ZIP]

Dear [Ms./Mr./etc.] [Participant Last 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 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. BJS, RTI and the Police Executive Research Forum, are editing the instrument to ensure that the survey continues to meet this goal.

As part of this effort, we are asking a small number of law enforcement agencies to review an updated version of the survey; a copy is enclosed for your reference. We would like to get your feedback on the following:

- Instructions, terms, or questions that are vague or insufficiently defined;
- Answer choices that are unclear, confusing, or insufficient; and
- Answers that you would choose and how you would arrive at those responses.

As arranged previously, I will call you at [TIME] [AM/PM] on [Day of week], [Month] [Day] to discuss your responses and experience answering the questions. **If possible, please answer the questions prior to our call**—this will allow for a more efficient discussion.

If you have any questions about this special request, please contact me at [INTERVIEWER PHONE NUMBER] or [INTERVIEWER EMAIL ADDRESS]. If you have any general comments about the CSLLEA, please contact Shelley Hyland, the CSLLEA Program Manager at BJS, at 202-616-1706 or Shelley.Hyland@usdoj.gov.

Sincerely,

[Interviewer First Name] [Interviewer Last Name], [Degree—MA/MS/etc.]

Survey Methodologist

RTI International

[INTERVIEWER EMAIL ADDRESS]

2017 CSLLEA: Cognitive Interview Protocol

DATE: ____ ____ / ____ ____ / 2 0 1 8
 M M D D

START TIME: ____ ____ : ____ ____ AM / PM

[BASIC GREETING...]

Thanks for agreeing to help us develop the questionnaire for the 2018 Census of State and Local Law Enforcement Agencies, or CSLLEA. The call will take no more than 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

As you may know, the Bureau of Justice Statistics and RTI are preparing to conduct the CSLLEA later this year. As we get ready for the study, we are asking agency staff like yourself to review the draft questions that appear on the questionnaire, tell us how they interpret them, and identify ways that we could improve the questionnaire. During this call, I'll ask questions to get your reactions to the draft– including things like how the questions are worded, ways to clarify instructions, and the information your agency tracks that is 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 to me. Also, if you're not sure how you would respond to any of the draft questions, please tell me that, too.

Do you have any questions before we begin?

Have you had a chance to complete the questionnaire that we sent you?

NO

YES

[IF COMPLETED THE SURVEY IN ADVANCE] **Before we start discussing the questions, do you happen to recall approximately how much time you spent completing the questionnaire? Please include the time you and any others at your agency spent gathering information needed to answer the questions.**

_____ HOURS

_____ MINUTES

P1. I'd like to start by talking about the survey's cover page (page 1).

- a. What is your initial reaction when you look at this page?**

- b. What parts of the page catch your attention?**

- c. What information on this page do you find helpful? What information do you think is unnecessary – that is, you don't need it to understand the survey?**

- d. [IF COMPLETED THE SURVEY IN ADVANCE] As far as you recall, when you completed the survey, did you scan or skip over any material on the cover page? [EXPLAIN]**

- e. After reviewing the cover page, do you have any questions or concerns about the survey?**

- f. What other thoughts or comments do you have about the cover page?**

P2. Now I'd like to go to Question 1 on the next page.

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

- b. How do you pick which answer to select? Is there more than one category that your agency could fit in?**

P3. Next, I'd like to talk about Question 2 (on the next page).

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

- b. Is anything about this question confusing or unclear? [IF YES: PROBE]**

P4. Now let's look at Question 3.

- a. Did you have any difficulty with this question? [IF YES: PROBE]**

- b. [IF COMPLETED THE SURVEY IN ADVANCE] How did you determine your agency's total operating budget? [IF NECESSARY: What steps were involved?]**

- c. How do you define "operating budget"? What general categories of your agency's budget do you include/exclude?**

- d. (Why did you/Under what conditions would you) check the box next to the dollar amount?**

P5. Let's move on now to Question 4.

- a. Is anything about this question confusing or unclear? [IF YES: PROBE]**

- b. What sorts of things do you think people might write in for Other in Section H, task force participation?**

- c. How about in Section I (specialized functions)—what sorts of things do you think people might write here?**

- d. What items in the list need clarification? Think about how you interpret them and how you think others might think of them**

- e. Do you have any other feedback on this question?**

P6. Let's move on to Question 5.

- a. This question asks about "authorized full-time sworn." Can you explain to me what that means, in your own words?**

- b. How would you describe the difference between "authorized full-time" and "actual full-time?"**

- c. This question also refers to "fully sworn" and "limited sworn" officers. Can you explain what those terms mean, in your own words? How did you determine which category to report your officers in?**

- d. Is anything about this question confusing or unclear? [IF YES: PROBE]**

- e. The layout of this question differs quite a bit from the previous questions. What did you think about the layout?**

P7. Now let's talk about Questions 6 and 7.

- a. These questions have an orange box and a green box, like Question 5. What do you think is the purpose of the colors?**

- b. [IF COMPLETED THE SURVEY IN ADVANCE] Did the color coding help you answer the question, did it not make a difference, or was it confusing? Tell me more about that.**

- c. How easy or difficult is it for you to determine the numbers requested in these questions?**

- d. What do you think about the primary job responsibility categories (rows) in Question 7?**

- e. On Question 7, what sorts of things do you think people might write in for Other?**

- f. Do you have any other feedback on Question 6 or 7?**

FINAL QUESTIONS

P8. Now think about the entire survey. Did you have difficulty with any aspect of the survey that we have not already discussed?

P9. How much of the information needed to answer these questions do you have available? What did you need to get from other people at your agency? [PROBE]

P10. How do you feel about the length and time needed to answer the questions?

P11. Your feedback on these questions has been very helpful. Before we conclude, do you have any other feedback or suggestions to improve the questionnaire?

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 survey and determine whether to make further changes to the questionnaire.

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

Thanks again!

END TIME: ____ : ____ AM / PM