

FORM CJ-38L

U.S. DEPARTMENT OF JUSTICE
BUREAU OF JUSTICE STATISTICS
(NORC ACTING AS DATA COLLECTION AGENT)



**2008 CENSUS OF STATE AND LOCAL
LAW ENFORCEMENT AGENCIES**
Law Enforcement Management and Administrative Statistics

Please correct any errors in the name and address information that is printed below.

OFFICIAL NAME OF AGENCY (If different from above) ►

9-DIGIT NCIC-ORI NUMBER ►

COUNTY WHERE HEADQUARTERS LOCATED ►

PERSON COMPLETING THE FORM

NAME	Last Name	First Name	MI	TITLE
TELEPHONE	Area Code	Number	Extension	FAX
E-MAIL ADDRESS				

IMPORTANT – If any of the following conditions applied to your agency as of September 30, 2008, you do not need to complete the entire questionnaire. Mark [X] the appropriate box below and return the survey using the return instructions below.

- 1 ☐ Agency no longer in existence
 → Enter date agency ceased operations mm/dd/yyyy
- 2 ☐ Agency contracted or outsourced to the agency listed below for performance of all law enforcement services
 → Enter the name of agency providing contractual services
- 3 ☐ Agency employed only part-time officers AND the total combined hours worked for these officers averaged less than 35 hours per week
- 4 ☐ All the officers in the agency were unpaid volunteers
- 5 ☐ Agency was private (i.e., not operated with funds from a state, local, special district, or tribal government)
- 6 ☐ Agency was operated by the Federal government

RETURN INSTRUCTIONS

- Please submit your completed form by using the web reporting option at <https://websurvey.norc.org/CSLLEA2008>, mailing it to NORC in the enclosed postage-paid envelope, or faxing it (each page) toll-free to 1-888-836-7983.
- If you have any questions, call Stephanie Poland toll-free at 1-800-669-5539, or send an e-mail to csllea@norc.org
- If you have any general comments or suggestions for improving the survey, please contact Brian Reaves of the Bureau of Justice Statistics by phone at 1-202-616-3287 or by e-mail at Brian.Reaves@usdoj.gov
- When corresponding about this survey, please refer to the 8-digit number shown above the pre-printed address information.
- Retain a copy of your completed survey for 1 year.

INSTRUCTIONS FOR COMPLETING THE FORM

- Unless otherwise noted, please answer all questions using September 30, 2008 as a reference.
- If the answer to a question is "not available" or "unknown," write "DK" in the space provided.
- If the answer to a question is "none" or "zero," write "0" in the space provided.
- When an exact numeric response is not available, provide an estimate and mark the estimate box.
- Please do not leave any items blank.

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 90 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.

1. During 2008, which of the following functions did your agency perform on a regular basis or have primary responsibility for performing when needed? Mark [X] all that apply. At least one box must be marked under each category of functions. If your agency did not perform any of the duties listed under a particular category, mark [X] none of the above.

a. Patrol and response functions

- 1 ☐ First response to criminal incidents
2 ☐ Routine patrol services
3 ☐ Responding to citizen requests for service
4 ☐ Arrest of criminal suspects
5 ☐ Special events/crowd control
6 ☐ Dispatching of calls for service
7 ☐ None of the above

b. Criminal investigation functions

- 1 ☐ Homicide investigations
2 ☐ Arson investigations
3 ☐ Cybercrime investigations
4 ☐ Other criminal investigations
5 ☐ Forensic processing of crime scenes
6 ☐ None of the above

c. Traffic and vehicle-related functions

- 1 ☐ Traffic direction and control
2 ☐ Accident investigation
3 ☐ Parking enforcement and control
4 ☐ Commercial vehicle enforcement
5 ☐ Traffic law enforcement
6 ☐ None of the above

d. Detention-related functions

- 1 ☐ Operating 1 or more jails
2 ☐ Booking and release of inmates
3 ☐ Operating an OVERNIGHT lockup or temporary holding facility SEPARATE from a jail
4 ☐ Operating a temporary holding cell (NOT FOR OVERNIGHT DETENTION)
5 ☐ Inmate transport
6 ☐ None of the above

e. Court-related functions

- 1 ☐ Providing court security
2 ☐ Serving process
3 ☐ Executing arrest warrants
4 ☐ Serving eviction notices
5 ☐ Enforcing protection orders
6 ☐ Enforcing child support orders
7 ☐ Apprehension of fugitives
8 ☐ None of the above

f. Special public safety functions

- 1 ☐ Animal control
2 ☐ School crossing services
3 ☐ Emergency medical services
4 ☐ Fire services
5 ☐ Emergency management
6 ☐ None of the above

g. Task force participation

- 1 ☐ Drug trafficking
2 ☐ Gangs
3 ☐ Human trafficking
4 ☐ Violent crime
5 ☐ Anti-terrorism
6 ☐ Other (Specify -)
7 ☐ None of the above

h. Specialized functions

- 1 ☐ Bomb/explosives disposal
2 ☐ Search and rescue
3 ☐ Tactical operations (SWAT)
4 ☐ Underwater recovery
5 ☐ Operating a basic training academy
6 ☐ Operating a forensic crime lab
7 ☐ Other (Specify -)
8 ☐ None of the above

2. Enter the number of stations, SEPARATE from headquarters, operated by your agency as of September 30, 2008. If none, enter 0.

- a. District/precinct/division stations
b. Fixed-site neighborhood/community stations ..
c. Mobile neighborhood/community stations

Number

3. Enter your agency's total operating budget for the fiscal or calendar year that includes September 30, 2008. 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. Enter the number of AUTHORIZED FULL-TIME paid positions in your agency's budget as of September 30, 2008 - and enter the number of ACTUAL FULL-TIME and PART-TIME paid agency employees during the pay period that included September 30, 2008. Count employees who are regularly scheduled to work less than 35 hours per week as part-time. If none, enter 0.

	AUTHORIZED		ACTUAL	
	FULL-TIME		FULL-TIME	PART-TIME
a. Sworn personnel (defined as those with general arrest powers)	_____		_____	_____
b. Officers with restricted or no arrest powers	_____		_____	_____
c. All other personnel not included in a or b above	_____		_____	_____
d. Total AUTHORIZED positions/ ACTUAL employees (Sum of rows a-c)	_____		_____	_____

5. As of September 30, 2008, how many of your agency's ACTUAL FULL-TIME sworn personnel served in the following capacities? Officers may be counted in more than one category, but the number in each category should not exceed the number of ACTUAL FULL-TIME sworn personnel entered in 4a above. If none, enter 0.

- a. UNIFORMED officers with REGULARLY ASSIGNED DUTIES that included responding to citizen calls for service
- b. Community Policing Officers or other sworn personnel specifically designated to engage in community policing activities
- c. School resource officers or other sworn personnel whose primary duties are related to school safety (exclude crossing guards)

Number

6. As of September 30, 2008, how many ACTUAL FULL-TIME sworn personnel worked in each of the major operational areas listed below? The total should equal the number of ACTUAL FULL-TIME sworn personnel entered in 4a above. Count each employee only once.

ACTUAL FULL-TIME sworn personnel working PRIMARILY in a SINGLE duty area

- a. Law enforcement duties
- b. Jail-related duties
- c. Court-related duties
- d. Other duty area

Number

ACTUAL FULL-TIME sworn personnel working in MULTIPLE duty areas

- e. Law enforcement, jail, and court duties
- f. Law enforcement and jail-related duties
- g. Law enforcement and court-related duties
- h. Jail and court-related duties
- i. Other split-duty combination not listed
- j. TOTAL ACTUAL FULL-TIME SWORN PERSONNEL

7. Enter the number of FULL-TIME personnel as of September 30, 2008 for each position listed below.

If none, enter 0.

Position

- a. Crime analysts
- b. Investigative analysts
- c. Intelligence analysts with duties related to terrorism
- d. Other intelligence analysts not included in c. above
- e. Recruitment managers
- f. Public information officers

Sworn	Civilian

For the remaining questions, refer only to sworn personnel with general arrest powers who work in LAW ENFORCEMENT positions. Exclude sworn personnel who work exclusively in other operational areas such as jail or court operations from your responses to these questions. If your agency does not perform law enforcement duties, check the box below and skip to question 28.

☐ No law enforcement duties → (go to question 28)

8. Does a collective bargaining unit represent your SWORN employees at the officer/deputy rank?

1 ☐ Yes 2 ☐ No

9. During 2008, how many of your agency's FULL-TIME SWORN personnel were called up to active duty as military reservists, and therefore no longer available for law enforcement duties? Count each reservist only once.

10. Enter the number of FULL-TIME SWORN personnel that were HIRED during 2008. Include all full-time sworn personnel hired during 2008 whether they are currently employed by the agency or not.

- a. Entry-level hires (non-lateral)
- b. Lateral transfers/hires
- c. Other new hires
- d. Total NEW HIRES (sum of rows a through c)

Number

11. For each year, enter the number of sworn officer positions that were available, the number of applications received, and how many applicants were hired. If none, enter 0.

	Number of sworn positions available	Number of applications received	Number of hires
2008			
2007			
2006			

12. Which of the following incentives did your agency offer during 2008? Mark [X] all that apply.

- 1 ☐ College tuition reimbursement
- 2 ☐ Training academy tuition reimbursement
- 3 ☐ Free academy training
- 4 ☐ Training academy graduation bonus
- 5 ☐ Salary paid during academy training
- 6 ☐ Employment signing bonus
- 7 ☐ Relocation assistance (e.g., moving, travel costs)
- 8 ☐ Flexible hours to attend college
- 9 ☐ Other (Specify -)
- 10 ☐ No incentives offered

13. In order to increase its pool of applicants to be considered, does your agency allow the hiring of recruits with the following characteristics? This may be under specific parameters such as the number of times used or the number of years since the event occurred. Mark [X] yes or no for each characteristic.

	Yes	No
a. Prior marijuana use	1 ☐	2 ☐
b. Prior use of other illegal drugs	1 ☐	2 ☐
c. Prior DUI conviction	1 ☐	2 ☐
d. Prior gang affiliation	1 ☐	2 ☐
e. Prior misdemeanor conviction	1 ☐	2 ☐
f. Prior job-related problems	1 ☐	2 ☐
g. Prior suspended driver's license	1 ☐	2 ☐
h. Prior credit-related problems	1 ☐	2 ☐

14. Which of the following methods does your agency currently use to increase its retention rate for sworn officers? Mark [X] all that apply.

- 1 ☐ Increased pay at specific service milestones
- 2 ☐ Change in title at specific service milestones
- 3 ☐ Change in uniform at specific service milestones
- 4 ☐ Job sharing or time splits
- 5 ☐ Free/financial allowance for uniforms
- 6 ☐ Increase in salary for college degree
- 7 ☐ Increase in overtime opportunities
- 8 ☐ Enhanced medical benefits
- 9 ☐ Enhanced retirement benefits
- 10 ☐ Relaxed residency requirements
- 11 ☐ Take-home vehicle
- 12 ☐ Health club membership or subsidy
- 13 ☐ Housing allowance or mortgage discount program
- 14 ☐ Other (Specify -)
- 15 ☐ No methods are used

15. Which of the following methods does your agency regularly use to recruit sworn officers?

Mark [X] all that apply.

- 1 ☐ Ads on agency website
- 2 ☐ Ads on job/career websites
- 3 ☐ Recruitment task forces or advisory groups
- 4 ☐ Personal contacts
- 5 ☐ Newspaper ads
- 6 ☐ Magazine ads
- 7 ☐ Television ads
- 8 ☐ Radio ads
- 9 ☐ Information distributed at special events
- 10 ☐ Job fairs
- 11 ☐ Other (Specify -)
- 12 ☐ No methods are used

16. Which of the following types of applicants for sworn positions are targeted through special recruitment efforts? Mark [X] all that apply.

- 1 ☐ Women
- 2 ☐ Racial/ethnic minorities
- 3 ☐ Military veterans
- 4 ☐ 4-year college graduates
- 5 ☐ Multi-lingual speaking
- 6 ☐ People with prior law enforcement experience
- 7 ☐ Other (Specify -)
- 8 ☐ No special populations are targeted

17. What is your agency's current annual recruiting budget?

If not available, provide an estimate and mark [X] the estimate box. Exclude personnel costs.

\$ If estimate, check here ☐

Please turn over and answer questions on the reverse side



18. Enter the number of FULL-TIME SWORN personnel who separated from your agency during 2008. If none, enter 0.

- a. Resignations
b. Dismissals
c. Medical/disability retirements
d. Non-medical retirements
e. Probationary rejections
f. Other separations (e.g. death)
g. Total SEPARATIONS
(sum of rows a through f)

Number

19. Which of the following best describes your agency's exit interview policy used to assess officers' reasons for departure? Mark [X] only one.

- 1 ☐ Agency conducts exit interviews with officers selected by the agency
2 ☐ Agency conducts exit interviews with officers if they request one
3 ☐ Agency conducts exit interviews based on other policy (Specify -)
4 ☐ Exit interviews typically not conducted

20. What is the standard shift length for patrol officers in your agency?

 HOURS PER DAY

21. Do your patrol officers primarily work permanent shifts, rotating shifts or a combination of the two? Mark [X] only one.

- 1 ☐ Permanent shifts
2 ☐ Rotating shifts
3 ☐ Combination of permanent and rotating shifts

22. Does your agency require new sworn officers to sign a contract or agreement obligating them to work a minimum amount of time with the agency?

- 1 ☐ Yes → Enter time required -

Number	Circle one
	Days/Months/Years

2 ☐ No

23. Does your agency have a residency requirement for its sworn officers? Mark [X] only one.

- 1 ☐ Yes, must live within agency service area
2 ☐ Yes, must live within other specified area
 → Enter the specified area
3 ☐ No residency requirement

24. Does your agency limit the number of overtime hours an officer can work?

- 1 ☐ Yes
 → Enter the limit -

Number	Circle one
	Hours per Day/Week/Month/Year

2 ☐ No limit

25a. Does your agency allow an officer to work at a second job or other employment (i.e. moonlight)?

- 1 ☐ Yes → (go to question 25b) 2 ☐ No → (go to question 26)

25b. What types of limits are placed on it? Mark [X] all that apply.

- 1 ☐ Limited by time
(Specify -)
2 ☐ Limited by type of establishment
(Specify -)
3 ☐ Limited by other criteria
(Specify -)
4 ☐ Allowed without limits

26. Does your agency have a mandatory retirement age for sworn officers?

- 1 ☐ Yes → Enter mandatory retirement age -
2 ☐ No

27. Please provide the following information on your agency's full-service retirement pension. If your agency does not offer a full-service retirement pension, please mark [X] the box below. If none, enter 0.

☐ No full-service retirement pension

- a. Required years of service for full service-based retirement
b. Minimum age for full age-based retirement
c. % of annual salary for each year of service in first eligible year of retirement %

Number

28. During 2008, was your agency involved in one or more active, ongoing partnerships with private security that included a formal written agreement?

- 1 ☐ Yes → (go to question 29) 2 ☐ No → (go to question 31)

29. For which of the following types of activities or initiatives has your agency partnered with private security? Mark [X] all that apply.

- 1 ☐ Data information sharing and intelligence
2 ☐ Resource sharing (e.g., technology, facilities)
3 ☐ Training (e.g., joint or cross-training)
4 ☐ Community policing initiatives
5 ☐ Cybercrime investigation
6 ☐ Alarms (e.g., false alarms, verified response)
7 ☐ Critical incident planning and response
8 ☐ Financial crimes analysis
9 ☐ Special events preparation and response
10 ☐ Business improvement district (BID) projects
11 ☐ Terrorism prevention/homeland security
12 ☐ School safety
13 ☐ Other (Specify -)

30. Which of the following types of private security does your agency partner with? Mark [X] all that apply.

- 1 ☐ Alarm companies
2 ☐ Armored car/transport
3 ☐ Corporate security
4 ☐ Contract security/guard companies
5 ☐ Investigative firms
6 ☐ Proprietary security
7 ☐ Other (Specify -)

31. Does your agency have a written policy that requires the collection of information on arrest-related deaths?

- 1 ☐ Yes → (go to question 32) 2 ☐ No → (go to question 33)

32. Which of the following offices/agencies receives the information on arrest-related deaths? Mark [X] all that apply.

- 1 ☐ Internal Affairs
2 ☐ Chief/Commissioner
3 ☐ Inspector General/Auditor
4 ☐ Prosecutor
5 ☐ State Attorney General
6 ☐ State Police
7 ☐ Medical Examiner/Coroner
8 ☐ Other (Specify -)
9 ☐ No offices/Agencies receive this information

33. Which of the following actions are mandated, pending the outcome of an investigation, in the event of an arrest-related death? Mark [X] all that apply.

- 1 ☐ Suspension (with pay) of officers involved
2 ☐ Suspension (without pay) of officers involved
3 ☐ Reassignment of officers involved
4 ☐ Surrender of department-issued weapon
5 ☐ Psychological counseling/evaluation
6 ☐ Other action (Specify -)
7 ☐ No action mandated