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## 2012 LAW ENFORCEMENT MANAGEMENT AND ADMINISTRATIVE STATISTICS SURVEY



FORM CJ-44  
2012 SURVEY OF STATE AND LOCAL  
LAW ENFORCEMENT AGENCIES  
U.S. Department of Justice  
Bureau of Justice Statistics

In correspondence about this survey, please refer to the number at the top left of this box. (Please correct any error in name and mailing address in the box below. If the label is correct, please check the box in the bottom right hand corner.)

UserName :

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Agency :

The label is correct ☐

### INFORMATION SUPPLIED BY

| NAME          |           |        |           | TITLE |           |        |
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### Instructions

1. Please answer all questions with reference to the law enforcement agency specified on the label above. This survey is directed to a sample of state and local general purpose law enforcement agencies in the United States.
2. Please complete the survey online at <https://secure.urban.org/lemas/> using the Agency Number and Password listed above. If you are unable to use the Internet or prefer to use a different method of completion, contact the Help Line.
3. It may be necessary to gather information from multiple departments within your agency in order to complete this survey. Please review the entire survey and share your Agency Number and Password with the appropriate staff prior to allow them to logon and complete a specific section.
4. When completing the survey online, you are **not required to complete this survey all at once**. The web survey offers several advantages, including: 1) a secure, encrypted system with agency-specific passwords, 2) the ability to save survey responses so you can start and return on several occasions, 3) help flags to request assistance on a particular item, and 4) the option to save and print a copy of your answers once you complete the census.
5. If you are unable to complete an item according to the directions, call the Help Line or make a note in the comments portion (Section J) to explain how you handled the item.
6. Please complete the survey online **by May 31, 2013**.
7. Please print and retain a copy of the completed survey for your records.
8. Data collected through this project will be used for research and statistical purposes only (Title 42 USC 3725 and 3789g) and archived on the Interuniversity Consortium for Political and Social Research (ICPSR) website. Your participation in this data collection is voluntary.
9. If you have questions or concerns, or if you need assistance completing the survey, please contact the Survey Team at the Urban Institute by email at [lemas@urban.org](mailto:lemas@urban.org) or call (toll-free) at (855) 650-6963. Please call between 9:00 a.m. and 5:00 p.m. EST.

### 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 4 hours 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.

Please do not leave any items blank. All "Yes/No" items require an answer. Blanks will not be accepted as "No" and may trigger a follow-up phone call for clarification. For assistance with any item, see the Help Text in Appendix A for item-specific guidance. A glossary of terms is provided in Appendix B for your reference. Please contact the Help Line if you have any questions or you are unable to complete a question as instructed. Document any instances where you were unable to complete items as requested in the comments portion (Section J).

## SECTION A – PERSONNEL

SWORN personnel are those with general arrest powers.

FULL-TIME employees are those regularly scheduled for 35 or more hours per week.

Do not include seasonal or unpaid reserve officers until Question A5 and A6.

**A1. As of January 1, 2013, how many PAID SWORN personnel worked in your agency? Do not include seasonal employees whose positions are regularly added during peak months of the year and dropped after the peak season. If none, enter '0.'**

|                                        | Full-Time | Part-Time |
|----------------------------------------|-----------|-----------|
| a. MALE sworn personnel                | 1 _____   | 2 _____   |
| b. FEMALE sworn personnel              | 1 _____   | 2 _____   |
| c. TOTAL sworn personnel (sum a and b) | 1 _____   | 2 _____   |

**A2. As of January 1, 2013, how many FULL-TIME SWORN personnel were there in each of the following racial / ethnic categories? If none, enter '0.'**

|                                                                      |          |
|----------------------------------------------------------------------|----------|
| a. White, not of Hispanic Origin                                     | a. _____ |
| b. Black or African American, not of Hispanic Origin                 | b. _____ |
| c. Hispanic or Latino                                                | c. _____ |
| d. American Indian or Alaskan Native, not of Hispanic Origin         | d. _____ |
| e. Asian, not of Hispanic Origin                                     | e. _____ |
| f. Native Hawaiian or Other Pacific Islander, not of Hispanic Origin | f. _____ |
| g. Two or more races                                                 | g. _____ |
| h. Not known                                                         | h. _____ |
| i. TOTAL personnel (sum a through h)                                 | i. _____ |

**A3. As of January 1, 2013, how many FULL-TIME SWORN personnel performed the following duties as their PRIMARY job responsibility? Count each officer or deputy only once. If none, enter '0.'**

|                                                          |          |
|----------------------------------------------------------|----------|
| a. Patrol duties (including community policing officers) | a. _____ |
| b. Investigative duties (e.g., detectives)               | b. _____ |
| c. Jail-related duties                                   | c. _____ |
| d. Court-related duties                                  | d. _____ |
| e. Other duties                                          | e. _____ |

**A4. As of January 1, 2013, how many FULL-TIME SWORN personnel held the following SUPERVISORY positions? If a position does not exist in your agency, check N/A. If none, enter '0.'**

|                                                         | Male    | Female  | N/A                         |
|---------------------------------------------------------|---------|---------|-----------------------------|
| a. Chief Executive (i.e., Chief, Sheriff, Commissioner) | 1 _____ | 2 _____ |                             |
| b. Any intermediate supervisor, below Chief Executive   | 1 _____ | 2 _____ | <input type="checkbox"/> 99 |
| c. Sergeant or equivalent first-line supervisor         | 1 _____ | 2 _____ | <input type="checkbox"/> 99 |

**A5. During the 12-month period ending December 31, 2012, how many PAID SEASONAL SWORN personnel worked in your agency (e.g., worked only in the summer or winter)? If none, enter '0.'**

|                          | Full-Time | Part-Time |
|--------------------------|-----------|-----------|
| Seasonal sworn personnel | 1 _____   | 2 _____   |

**A6. As of January 1, 2013, how many UNPAID SWORN reserve or auxiliary officers did your agency have? If none, enter '0.'**

\_\_\_\_\_ Number of sworn reserve / auxiliary personnel

**A7. As of January 1, 2013, how many PAID NONSWORN personnel worked at your agency? If none, enter '0.'**

|                         | Full-Time | Part-Time |
|-------------------------|-----------|-----------|
| Paid nonsworn personnel | 1 _____   | 2 _____   |

**A8. As of January 1, 2013, NONSWORN personnel performed what type(s) of job duties for your agency? Check either 'yes' or 'no' for each item.**

☐99 Agency does not employ any NONSWORN personnel

### Yes No

|                                                       |                                            |
|-------------------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> 1 <input type="checkbox"/> 2 | a. Administrative or clerical              |
| <input type="checkbox"/> 1 <input type="checkbox"/> 2 | b. Building cleaning and maintenance       |
| <input type="checkbox"/> 1 <input type="checkbox"/> 2 | c. Legal services                          |
| <input type="checkbox"/> 1 <input type="checkbox"/> 2 | d. Accounting or financial management      |
| <input type="checkbox"/> 1 <input type="checkbox"/> 2 | e. Forensic sciences                       |
| <input type="checkbox"/> 1 <input type="checkbox"/> 2 | f. Research, statistics, or crime analysis |
| <input type="checkbox"/> 1 <input type="checkbox"/> 2 | g. Personnel /human resources management   |
| <input type="checkbox"/> 1 <input type="checkbox"/> 2 | h. Information technology specialist       |
| <input type="checkbox"/> 1 <input type="checkbox"/> 2 | i. Vehicle maintenance                     |
| <input type="checkbox"/> 1 <input type="checkbox"/> 2 | j. Call dispatcher                         |
| <input type="checkbox"/> 1 <input type="checkbox"/> 2 | k. Court-related functions                 |
| <input type="checkbox"/> 1 <input type="checkbox"/> 2 | l. Jail-related functions                  |
| <input type="checkbox"/> 1 <input type="checkbox"/> 2 | m. Other, please specify:                  |

## SECTION B – PAY AND BENEFITS

**B1.** As of January 1, 2013, what was your agency's annual salary schedule for FULL-TIME SWORN positions? If no fixed salary schedule exists, list the lowest current pay as the minimum and the highest current pay as the maximum for each position below. If a position does not exist in your agency, check N/A.

|                                                         | Minimum      | Maximum      | N/A                                    |
|---------------------------------------------------------|--------------|--------------|----------------------------------------|
| a. Chief Executive (i.e., Chief, Sheriff, Commissioner) | \$ _____ .00 | \$ _____ .00 |                                        |
| b. Sergeant or equivalent first-line supervisor         | \$ _____ .00 | \$ _____ .00 | <input type="checkbox"/> <sub>99</sub> |
| c. Entry-level officer or deputy (Post Academy)         | \$ _____ .00 | \$ _____ .00 | <input type="checkbox"/> <sub>99</sub> |

**B2.** As of January 1, 2013, which of the following include INCENTIVES for FULL-TIME SWORN personnel? Check either 'yes' or 'no' for each item. Incentives include either increased salary or additional paid leave.

**Yes No**

- ☐ <sub>1</sub> ☐ <sub>2</sub> a. Educational achievement (e.g., college degree)
- ☐ <sub>1</sub> ☐ <sub>2</sub> b. Special skills or vocational training
- ☐ <sub>1</sub> ☐ <sub>2</sub> c. Bi-lingual or Multi-lingual ability
- ☐ <sub>1</sub> ☐ <sub>2</sub> d. Special duty assignments (e.g., K-9, horse patrol)
- ☐ <sub>1</sub> ☐ <sub>2</sub> e. Hazardous duty assignments
- ☐ <sub>1</sub> ☐ <sub>2</sub> f. Shift differential
- ☐ <sub>1</sub> ☐ <sub>2</sub> g. Residential incentive
- ☐ <sub>1</sub> ☐ <sub>2</sub> h. Merit/performance
- ☐ <sub>1</sub> ☐ <sub>2</sub> i. Other, please specify: \_\_\_\_\_

**B3.** During the 12-month period ending December 31, 2012, did your agency allow SWORN personnel to WORK OUTSIDE YOUR AGENCY in a law enforcement capacity (e.g., off duty / extra duty job)? Include overtime employment arranged by your agency.

- ☐ <sub>1</sub> Yes  
☐ <sub>2</sub> No → Skip to B5

**B4.** During the 12-month period ending December 31, 2012, what RESTRICTIONS were placed on SWORN PERSONNEL working outside your agency in a law enforcement capacity? Check all that apply.

- ☐ <sub>1</sub> No limits
- ☐ <sub>2</sub> Number of hours worked
- ☐ <sub>3</sub> Type of establishment
- ☐ <sub>4</sub> Other criteria, please specify: \_\_\_\_\_

**B5.** As of January 1, 2013, were the interests of SWORN personnel represented by a COLLECTIVE BARGAINING ORGANIZATION?

- ☐ <sub>1</sub> Yes  
☐ <sub>2</sub> No → Skip to B7

**B6.** As of January 1, 2013, what was the status of the COLLECTIVE BARGAINING AGREEMENT between your agency and its SWORN personnel?

- ☐ <sub>1</sub> Active
- ☐ <sub>2</sub> Expired
- ☐ <sub>3</sub> No agreement

**B7.** As of January 1, 2013, which of the following did your agency provide or reimburse expenses for FULL-TIME SWORN personnel? Check either 'yes' or 'no' for each item.

**Yes No**

- ☐ <sub>1</sub> ☐ <sub>2</sub> a. Tuition costs
- ☐ <sub>1</sub> ☐ <sub>2</sub> b. Uniform costs
- ☐ <sub>1</sub> ☐ <sub>2</sub> c. Body armor
- ☐ <sub>1</sub> ☐ <sub>2</sub> d. Other safety equipment, excluding body armor
- ☐ <sub>1</sub> ☐ <sub>2</sub> e. Primary sidearm/firearm

**B8.** During the 12-month period ending December 31, 2012, did your agency COMPENSATE any personnel for OVERTIME work?

**Yes No**

- ☐ <sub>1</sub> ☐ <sub>2</sub> a. Sworn personnel
- ☐ <sub>1</sub> ☐ <sub>2</sub> b. Nonsworn personnel

If NO to B8a, skip to question B10.

**B9.** Which law enforcement functions were SWORN PERSONNEL AUTHORIZED to work OVERTIME? Check either 'yes' or 'no' for each item. Only include overtime work paid by your agency with no reimbursement from other agencies.

**Yes No**

- ☐ <sub>1</sub> ☐ <sub>2</sub> a. Court testimony
- ☐ <sub>1</sub> ☐ <sub>2</sub> b. Extended shifts
- ☐ <sub>1</sub> ☐ <sub>2</sub> c. Increased patrol
- ☐ <sub>1</sub> ☐ <sub>2</sub> d. Investigations
- ☐ <sub>1</sub> ☐ <sub>2</sub> e. Administrative duties
- ☐ <sub>1</sub> ☐ <sub>2</sub> f. Emergency response
- ☐ <sub>1</sub> ☐ <sub>2</sub> g. Special events (e.g., parades or sporting events)
- ☐ <sub>1</sub> ☐ <sub>2</sub> h. Other functions, please specify: \_\_\_\_\_

**B10.** During the 12-month period ending December 31, 2012, did your agency LIMIT the number of OVERTIME hours individual SWORN personnel could work for your agency?

- ☐ <sub>1</sub> Yes  
☐ <sub>2</sub> No

**B11.** As of January 1, 2013, did your agency allow ELIGIBLE SWORN personnel to take agency-owned vehicles to their home? Eligible personnel are those that qualify for or have the ability to obtain a department vehicle.

**Authorized for:**

| All Sworn Personnel                   | Some Sworn Personnel                  | Not Authorized                        |                      |
|---------------------------------------|---------------------------------------|---------------------------------------|----------------------|
| <input type="checkbox"/> <sub>1</sub> | <input type="checkbox"/> <sub>2</sub> | <input type="checkbox"/> <sub>3</sub> | a. Marked vehicles   |
| <input type="checkbox"/> <sub>1</sub> | <input type="checkbox"/> <sub>2</sub> | <input type="checkbox"/> <sub>3</sub> | b. Unmarked vehicles |

## SECTION C – HIRES AND SEPARATIONS

**C1. At any time between January 1, 2010 and December 31, 2012, did your agency IMPLEMENT a HIRING FREEZE (i.e., a policy of not hiring new personnel when existing personnel leave)?**

- ☐<sub>1</sub> Yes  
☐<sub>2</sub> No → Skip to C3

**C2. During this 36-month period, how many MONTHS was your agency's HIRING FREEZE in effect? If there was no such policy for a given year, enter '0.'**

### Number of Months

|                       | 2010    | 2011    | 2012    |
|-----------------------|---------|---------|---------|
| a. Sworn employees    | 1 _____ | 2 _____ | 3 _____ |
| b. Nonsworn employees | 1 _____ | 2 _____ | 3 _____ |

**C3. During the 12-month period ending December 31, 2012, how many SWORN personnel were HIRED? If none, enter '0.'**

☐ No sworn personnel were hired during the 12-month period ending December 31, 2012. Skip to Question C4.

### Full-Time    Part-Time

|                                                                                           |         |         |
|-------------------------------------------------------------------------------------------|---------|---------|
| a. Direct hires<br><i>Hires with no law enforcement certification or experience</i>       | 1 _____ | 2 _____ |
| b. Pre-Service Hires<br><i>Hires with certification but no law enforcement experience</i> | 1 _____ | 2 _____ |
| c. Lateral hires<br><i>Hires with certification and law enforcement experience</i>        | 1 _____ | 2 _____ |
| d. TOTAL New Hires<br>(sum a through c)                                                   | 1 _____ | 2 _____ |

**C4. As of January 1, 2013, what types of additional law enforcement TRAINING were (or would be) required for LATERAL or PRE-SERVICE hires?**

| Pre-Lateral                                      | service                                                                                                   |
|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> <sub>1</sub>            | <input type="checkbox"/> <sub>2</sub> a. None                                                             |
| <input type="checkbox"/> <sub>1</sub>            | <input type="checkbox"/> <sub>2</sub> b. Abbreviated courses on departmental policies and practices       |
| <input type="checkbox"/> <sub>1</sub>            | <input type="checkbox"/> <sub>2</sub> c. Abbreviated field supervision                                    |
| <input type="checkbox"/> <sub>1</sub>            | <input type="checkbox"/> <sub>2</sub> d. Same training as direct hires                                    |
| <input type="checkbox"/> <sub>1</sub>            | <input checked="" type="checkbox"/> <sub>2</sub> e. Other <i>lateral hires</i> , please specify:<br>_____ |
| <input checked="" type="checkbox"/> <sub>1</sub> | <input type="checkbox"/> <sub>2</sub> f. Other <i>pre-service hires</i> , please specify:<br>_____        |

**C5. During the 12-month period ending December 31, 2012, how many NONSWORN personnel were HIRED?**

☐ No NONSWORN personnel were hired in the 12 months that ended December 31, 2012.

### Full-Time    Part-Time

|                                    |         |         |
|------------------------------------|---------|---------|
| Number of nonsworn personnel hired | 1 _____ | 2 _____ |
|------------------------------------|---------|---------|

**C6. As of January 1, 2013, what was your agency's minimum EDUCATION REQUIREMENT for SWORN NEW HIRES? Check one.**

- ☐<sub>1</sub> No minimum requirement  
☐<sub>2</sub> High school diploma or equivalent (e.g., GED)  
☐<sub>3</sub> Some college but no degree  
☐<sub>4</sub> Associate's Degree or equivalent  
☐<sub>5</sub> Bachelor's Degree or equivalent  
☐<sub>6</sub> Other requirement, please specify:  
 \_\_\_\_\_

**C7. Does your agency consider MILITARY SERVICE as an alternative to its minimum educational requirement for SWORN personnel?**

- ☐<sub>1</sub> Yes  
☐<sub>2</sub> No  
☐<sub>99</sub> N/A

**C8. During the 12-month period ending December 31, 2012, how many employees hired for FULL-TIME SWORN positions had a BACHELOR'S DEGREE OR HIGHER? If none, enter '0.'**

\_\_\_\_\_ Full-time sworn hires with at least a Bachelor's Degree

**C9. What types of RETIREMENT PROGRAMS were available to all FULL-TIME SWORN EMPLOYEES HIRED during the 12-month period that ended December 31, 2012?**

### Yes    No

- |                                                                             |                                                                                          |
|-----------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| <input type="checkbox"/> <sub>1</sub> <input type="checkbox"/> <sub>2</sub> | a. Defined Benefits Retirement Plan                                                      |
| <input type="checkbox"/> <sub>1</sub> <input type="checkbox"/> <sub>2</sub> | b. Defined Contribution Plan (e.g., IRA, 401k)                                           |
| <input type="checkbox"/> <sub>1</sub> <input type="checkbox"/> <sub>2</sub> | c. U.S. Social Security Program                                                          |
| <input type="checkbox"/> <sub>1</sub> <input type="checkbox"/> <sub>2</sub> | d. Other type of program, please specify the nature of this retirement program:<br>_____ |

**C10. During the 12-month period ending December 31, 2012, how many FULL-TIME SWORN personnel SEPARATED from your agency? If none, enter '0.'**

|                                                         | Full-Time |
|---------------------------------------------------------|-----------|
| a. Non-medical retirements                              | a. _____  |
| b. Medical/disability retirements                       | b. _____  |
| c. Voluntary resignations                               | c. _____  |
| d. Layoffs                                              | d. _____  |
| e. Dismissals (e.g., terminated/fired by agency)        | e. _____  |
| f. Other separations                                    | f. _____  |
| g. TOTAL sworn personnel separated<br>(sum a through f) | g. _____  |

**C11. During the 12-month period ending December 31, 2012, how many NONSWORN personnel SEPARATED from your agency? If none, enter '0.'**

|                                               | Full-Time |
|-----------------------------------------------|-----------|
| a. Layoffs                                    | a. _____  |
| b. Other separation(s)                        | b. _____  |
| c. TOTAL personnel separated<br>(sum a and b) | c. _____  |

**SECTION D – BUDGET AND FISCAL ISSUES**

D1. In what MONTH does your FISCAL YEAR begin?

\_\_\_\_\_

D2. What was your agency's TOTAL OPERATING BUDGET for the 12-month period that included January 1, 2013? Do not include construction costs, major equipment expenditures, or other capital expenditures.

Operating Budget: \$ \_\_\_\_\_ .00

☐ Check here if the figure above is an estimate.

D3. During the 12-month fiscal period that included January 1, 2013, what were the sources of funding for the operational expenses of your agency? Include funds received through grants in your agency's response. Do not include capital expenditures.

Yes No

- ☐ ☐ a. One or more municipal governments
- ☐ ☐ b. One or more county governments
- ☐ ☐ c. One or more state government agencies
- ☐ ☐ d. One or more federal government agencies
- ☐ ☐ e. Payment for contracted law enforcement services
- ☐ ☐ f. Asset Forfeiture Program
- ☐ ☐ g. User fees
- ☐ ☐ h. Other, please specify:
- \_\_\_\_\_

D4. At any time between January 1, 2010 and December 31, 2012, did your agency implement AGENCY-WIDE REDUCTIONS in the base SALARY for sworn or non-sworn personnel?

- ☐ Yes
- ☐ No → Skip to D6

D5. If YES to Question D4, what was the PERCENT CHANGE in the base salary?

% Change

a. Sworn personnel \_\_\_\_\_

b. Nonsworn personnel \_\_\_\_\_

D6. At any time since January 1, 2010, did your agency FURLOUGH ANY employees (i.e., reduce the number of PAID hours or days for employees)? Do not include reductions in overtime.

- ☐ Yes
- ☐ No → Skip to E1

D7. How many personnel were FURLOUGHED during at least one pay period in 2010, 2011 and 2012 (Do not include reductions in overtime)? If no personnel were furloughed in a particular year, enter '0.'

|                       | 2010    | 2011    | 2012    |
|-----------------------|---------|---------|---------|
| a. Sworn personnel    | 1 _____ | 2 _____ | 3 _____ |
| b. Nonsworn personnel | 1 _____ | 2 _____ | 3 _____ |

**SECTION E – COMMUNITY POLICING**

E1. As of January 1, 2013, what best describes your agency's WRITTEN MISSION STATEMENT?

- ☐ No written mission statement
- ☐ Written mission statement with NO community policing component
- ☐ Written mission statement WITH a community policing component

E2. During the 12-month period ending December 31, 2012, what proportion of FULL-TIME SWORN PERSONNEL received at least 8 HOURS of training on COMMUNITY POLICING issues (e.g., problem solving, SARA, and community partnerships)? Check one for both 'a' and 'b.'

a. Recruit Training (Check one)

- ☐ All
- ☐ Half or More
- ☐ Less than Half
- ☐ None
- ☐ 99 Not Applicable

b. In-service Training (Check one)

- ☐ All
- ☐ Half or More
- ☐ Less than Half
- ☐ None
- ☐ 99 Not Applicable

E3. During the 12-month period ending December 31, 2012, did your agency actively encourage PATROL OFFICERS to engage in SARA-TYPE PROBLEM-SOLVING PROJECTS?

- ☐ Yes
- ☐ No → Skip to E5

E4. During the 12-month period ending December 31, 2012, how many PATROL OFFICERS were engaged in SARA-TYPE PROBLEM-SOLVING PROJECTS? If none, enter '0.'

\_\_\_\_\_ Number of patrol officers

E5. As of January 1, 2013, did your agency include COLLABORATIVE PROBLEM-SOLVING PROJECTS in the evaluation criteria of PATROL OFFICERS?

- ☐ Yes
- ☐ No

E6. During the 12-month period ending December 31, 2012, did your agency have a PROBLEM-SOLVING PARTNERSHIP or WRITTEN AGREEMENT with any local civic, business, or governmental organizations? This could include Memoranda of Understanding.

- ☐ Yes
- ☐ No

E7. During the 12-month period ending December 31, 2012, did your agency regularly assign the SAME patrol officers' primary responsibility for a particular AREA OR BEAT within your agency's jurisdiction?

- ☐<sub>1</sub> Yes  
☐<sub>2</sub> No → Skip to E9

E8. How MANY patrol officers were regularly given primary or exclusive responsibility for particular AREAS OR BEATS? If none, enter '0.'

\_\_\_\_\_ Number of patrol officers

E9. During the 12-month period ending December 31, 2012, did your agency utilize information from a SURVEY OF LOCAL RESIDENTS about crime, fear of crime, or satisfaction with law enforcement?

- ☐<sub>1</sub> Yes  
☐<sub>2</sub> No

## SECTION F – TECHNOLOGY AND INFORMATION SYSTEMS

F1. As of January 1, 2013, did your agency use any of the following TECHNOLOGIES to collect information?

Yes No

- ☐<sub>1</sub> ☐<sub>2</sub> a. Gunshot detection system  
☐<sub>1</sub> ☐<sub>2</sub> b. License plate readers  
☐<sub>1</sub> ☐<sub>2</sub> c. Smartphones  
☐<sub>1</sub> ☐<sub>2</sub> d. Video surveillance of public areas  
☐<sub>1</sub> ☐<sub>2</sub> e. Video cameras in patrol vehicles  
☐<sub>1</sub> ☐<sub>2</sub> f. Video cameras on patrol officers  
☐<sub>1</sub> ☐<sub>2</sub> g. Video cameras on weapons  
☐<sub>1</sub> ☐<sub>2</sub> h. Other types of video cameras

F2. As of January 1, 2013, did any of your patrol officers have DIRECT ELECTRONIC ACCESS (e.g., via computer, smart phone) to the following types of information while in the field?

Yes No

- ☐<sub>1</sub> ☐<sub>2</sub> a. Motor vehicle records  
☐<sub>1</sub> ☐<sub>2</sub> b. Driver license records  
☐<sub>1</sub> ☐<sub>2</sub> c. Criminal history  
☐<sub>1</sub> ☐<sub>2</sub> d. Outstanding warrants  
☐<sub>1</sub> ☐<sub>2</sub> e. Protection orders  
☐<sub>1</sub> ☐<sub>2</sub> f. History at address (e.g., repeat call for service)

F3. As of January 1, 2013, what was the PRIMARY METHOD for transmitting CRIMINAL INCIDENT REPORTS from the field to your agency's central information system? Check one.

- ☐<sub>1</sub> Paper report  
☐<sub>2</sub> Voice transmission (e.g., radio, phone)  
☐<sub>3</sub> Smartphone  
☐<sub>4</sub> Computer  
☐<sub>5</sub> Other, please specify: \_\_\_\_\_

F4. As of January 1, 2013, did your agency maintain a COMPUTERIZED RECORDS SYSTEM for criminal incidents?

- ☐<sub>1</sub> Yes  
☐<sub>2</sub> No → Skip to F10

F5. What TYPES OF COMPUTERIZED RECORDS of criminal incidents are maintained by your agency?

Yes No

- ☐<sub>1</sub> ☐<sub>2</sub> a. Incident-based statistical records  
☐<sub>1</sub> ☐<sub>2</sub> b. Summary statistics  
☐<sub>1</sub> ☐<sub>2</sub> c. Officer narratives  
☐<sub>1</sub> ☐<sub>2</sub> d. Other, please specify: \_\_\_\_\_

F6. What TYPES OF DATA are included in your COMPUTERIZED RECORDS of criminal incidents?

Yes No

- ☐<sub>1</sub> ☐<sub>2</sub> a. Narrative descriptions of offenses  
☐<sub>1</sub> ☐<sub>2</sub> b. Offense codes (e.g., NCIC, UCR)  
☐<sub>1</sub> ☐<sub>2</sub> c. State statutes or municipal offense codes  
☐<sub>1</sub> ☐<sub>2</sub> d. Victim characteristics  
☐<sub>1</sub> ☐<sub>2</sub> e. Suspect characteristics  
☐<sub>1</sub> ☐<sub>2</sub> f. Offense location (e.g., street address, cross streets)  
☐<sub>1</sub> ☐<sub>2</sub> g. Geocoded address of offense (X, Y coordinates)  
☐<sub>1</sub> ☐<sub>2</sub> h. Offense date and time

F7. During the 12-month period ending December 31, 2012, WHO conducted RESEARCH OR STATISTICAL ANALYSES (including geospatial analyses) using your agency's computerized records of criminal incidents?

☐ No analyses were conducted. Skip to Question F10.

Yes No

- ☐<sub>1</sub> ☐<sub>2</sub> a. Analyses conducted by agency staff  
☐<sub>1</sub> ☐<sub>2</sub> b. Analyses conducted by external organizations

F8. If YES to F7a, during the 12-month period ending December 31, 2012, how MANY personnel conducted RESEARCH OR STATISTICAL ANALYSES using your agency's computerized records of criminal incidents? If none, enter '0.'

- \_\_\_\_\_ a. Analysis conducted FT by SWORN personnel  
 \_\_\_\_\_ b. Analysis conducted PT by SWORN personnel  
 \_\_\_\_\_ c. Analysis conducted FT by NONSWORN personnel  
 \_\_\_\_\_ d. Analysis conducted PT by NONSWORN personnel

F9. If YES to F7b, what TYPES OF OUTSIDE ORGANIZATIONS OR INDIVIDUALS conducted RESEARCH OR STATISTICAL ANALYSIS of your agency's computerized records of criminal incidents? Check all that apply.

- ☐<sub>1</sub> Another law enforcement agency  
☐<sub>2</sub> Another government agency  
☐<sub>3</sub> A college, university, or non-profit organization  
☐<sub>4</sub> A commercial vender  
☐<sub>5</sub> Other source, please specify: \_\_\_\_\_

**F10. As of January 1, 2013, what crime-related information did your agency provide to the public on its WEBSITE? Check all that apply.**

☐ Agency has no website. Skip to Question F12.

**Yes No**

- ☐ ☐ a. Jurisdiction-wide summaries of crime statistics
- ☐ ☐ b. Summaries of crime statistics by districts, beats, neighborhoods, or other areas within your jurisdiction
- ☐ ☐ c. Street-level maps that report the location and nature of a variety of specific crimes
- ☐ ☐ d. Street-level maps with details about the residential location of sex offenders
- ☐ ☐ e. Other crime-related information, please specify: \_\_\_\_\_

**F11. As of January 1, 2013, what kind of information was PROVIDED BY THE PUBLIC using your agency's website?**

**Yes No**

- ☐ ☐ a. Report crimes or other problems
- ☐ ☐ b. Ask questions or provide feedback
- ☐ ☐ c. File agency or officer complaints
- ☐ ☐ d. Other, please specify: \_\_\_\_\_

**F12. As of January 1, 2013, could the public REPORT crimes or other problems to your agency by EMAIL OR TEXTING?**

- ☐ ☐ Yes
- ☐ ☐ No

**F13. Can the public arrange to RECEIVE INFORMATION about crime or other issues via email, recorded phone calls, cell phone texts, or other electronic means from your agency?**

- ☐ ☐ Yes
- ☐ ☐ No

**F14. Does your agency use any of the electronic SOCIAL MEDIA listed below?**

**Yes No**

- ☐ ☐ a. Twitter
- ☐ ☐ b. Facebook, Google+, or similar service
- ☐ ☐ c. Blogs
- ☐ ☐ d. YouTube or similar video sharing service
- ☐ ☐ e. Mass communication/notification system (e.g., Nixle)
- ☐ ☐ f. Other, please specify: \_\_\_\_\_

## SECTION G – VEHICLES AND PURSUITS

**G1. As of January 1, 2013, how many MARKED AND UNMARKED MOTORIZED VEHICLES were operated by your agency? Include all owned, rented, leased and confiscated vehicles that your agency USES. If none, enter '0.'**

- a. Marked cars (e.g., SUVs, vans, trucks) a. \_\_\_\_\_
- b. Unmarked cars (e.g., SUVs, vans, trucks) b. \_\_\_\_\_

**G2. As of January 1, 2013, did your agency operate other TYPES OF MOTORIZED VEHICLES?**

**Yes No**

- ☐ ☐ a. Motorcycles
- ☐ ☐ b. All-terrain vehicles (ATVs)
- ☐ ☐ c. Fixed-wing aircraft
- ☐ ☐ d. Helicopters
- ☐ ☐ e. Boats
- ☐ ☐ f. Unmanned aerial drones
- ☐ ☐ g. Other, please specify: \_\_\_\_\_

**G3. As of January 1, 2013, which one of the following options best describes your agency's WRITTEN PURSUIT DRIVING POLICY? Check one.**

- ☐ Agency has no written policy on pursuit driving
- ☐ Permitted – left to the discretion of the pursuing officer(s)
- ☐ Permitted – restricted by policy to certain circumstances
- ☐ Permitted – subject to supervisory review before initiation
- ☐ Discouraged – all vehicle pursuits discouraged
- ☐ Prohibited – all pursuits prohibited
- ☐ Other, please specify: \_\_\_\_\_

**G4. As of January 1, 2013, how does your agency DOCUMENT VEHICLE PURSUIT INCIDENTS? Check one.**

- ☐ No formal records of pursuit incidents maintained
- ☐ Separate report
- ☐ Use of force form
- ☐ Offense or arrest reports
- ☐ Other, please specify: \_\_\_\_\_

**G5. During the 12-month period ending December 31, 2012, how MANY VEHICLE PURSUITS occurred in your agency? If none, enter '0.'**

\_\_\_\_\_ Number of vehicle pursuits

- ☐ Check here if the figure above is an estimate.
- ☐ Check here if the number is not known.

**G6. As of January 1, 2013, does your agency's WRITTEN FOOT PURSUIT POLICY include any of the following RESTRICTIONS?**

- ☐ No written policy on foot pursuits. Skip to Question H1.

**Yes No**

- ☐ ☐ a. Officer acting alone
- ☐ ☐ b. Officer loses visual contact with suspect
- ☐ ☐ c. Two or more officers become separated to the degree that they cannot immediately assist each other
- ☐ ☐ d. Officer loses radio contact with Dispatch or fellow backup officers
- ☐ ☐ e. Suspect believed to be armed with firearm
- ☐ ☐ e. Other, please specify: \_\_\_\_\_

**G7. Does your agency's WRITTEN FOOT PURSUIT POLICY encourage the use of CONTAINMENT TACTICS?**

- ☐ ☐ Yes
- ☐ ☐ No

## SECTION H – USE OF FORCE AND OFFICER SAFETY

**H1. As of January 1, 2013, which of the following types of WEAPONS or ACTIONS were authorized for use by your agency's SWORN FIELD/PATROL OFFICERS?**

Authorized for:

| All Sworn Personnel        | Some Sworn Personnel       | Not Authorized             |                                                       |
|----------------------------|----------------------------|----------------------------|-------------------------------------------------------|
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | a. Handgun                                            |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | b. Patrol Rifle                                       |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | c. Shotgun                                            |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | d. Batons                                             |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | e. Other impact weapons                               |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | f. Soft projectiles (e.g., bean bag)                  |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | g. OC spray/foam                                      |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | h. Other chemical agent (excluding OC spray/foam)     |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | i. Conducted energy device (e.g., Taser™, Stinger™)   |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | j. Neck restraints (e.g., lateral vascular restraint) |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | k. Takedown techniques (e.g., straight-arm bar)       |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | l. Open hand techniques                               |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | m. Closed-hand techniques                             |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | n. Leg hobble or other severe restraints              |

**H2. As of January 1, 2013, does your agency require documentation when the following types of WEAPONS OR ACTIONS are used?**

Yes No N/A

|                            |                            |                             |                                                      |
|----------------------------|----------------------------|-----------------------------|------------------------------------------------------|
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 99 | a. Display of firearm                                |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 99 | b. Discharge of firearm                              |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 99 | c. Baton                                             |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 99 | d. Other Impact weapon                               |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 99 | e. Soft projectile (e.g., bean bag)                  |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 99 | f. OC spray/foam                                     |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 99 | g. Other chemical agent (excluding OC spray/foam)    |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 99 | h. Display of conducted energy device                |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 99 | i. Discharge of conducted energy device              |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 99 | j. Neck Restraint (e.g., lateral vascular restraint) |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 99 | k. Takedown technique (e.g., straight-arm bar)       |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 99 | l. Open-hand techniques                              |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 99 | m. Closed-hand techniques                            |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 99 | n. Leg hobble or other severe restraints             |

**H3. As of January 1, 2013, how does your agency document USE OF FORCE INCIDENTS? Check one.**

- ☐1 Use of force form  
☐2 Use of force documented in arrest/offense report  
☐3 No formal records of use of force incidents maintained  
☐4 Other method of documentation

**H4. During the 12-month period ending December 31, 2012, how did your agency record USE OF FORCE?**

- ☐ Agency does not record use of force

Yes No

- ☐1 ☐2 a. One report per incident  
☐1 ☐2 b. One report per officer/deputy involved  
☐1 ☐2 c. Other method used, please specify: \_\_\_\_\_

**H5. If YES to H4a, during the 12-month period ending December 31, 2012, how many TOTAL use of force INCIDENTS did your agency record? If none, enter '0.'**

\_\_\_\_\_ Number of INCIDENTS of use of force

- ☐ Check here if the number is an estimate.  
☐ Check here if the number is not known.

**H6. If YES to H4b, during the 12-month period ending December 31, 2012, how many separate REPORTS from individual officers or deputies did your agency record? If none, enter '0.'**

\_\_\_\_\_ Number of REPORTS of use of force

- ☐ Check here if the number is an estimate.  
☐ Check here if the number is not known.

**H7. As of January 1, 2013, according to your agency's WRITTEN POLICY, who is responsible for selecting BODY ARMOR FOR SWORN PERSONNEL? Check one.**

- ☐1 Agency has no written policy on body armor. Skip to H9.  
☐2 The agency selects body armor  
☐3 The individual officer selects body armor  
☐4 The individual officer selects with restrictions set by the department on the armor type or manufacturer  
☐5 Other, please specify: \_\_\_\_\_

**H8. Does your agency's WRITTEN BODY ARMOR POLICY include any of the following requirements?**

Yes No

|                            |                            |                                                                                                                        |
|----------------------------|----------------------------|------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | a. Uniformed field/patrol officers must have access to body armor at all times                                         |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | b. Uniformed field/patrol officers must wear body armor in certain high risk conditions, such as when serving warrants |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | c. Uniformed field/patrol officers must wear body armor in the field at all times                                      |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | d. The body armor worn must be custom-fitted to the officer                                                            |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | e. Officers must be trained for the proper wear, care and maintenance of the armor                                     |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | f. Supervisors are required to inspect personnel for compliance with the body armor policy                             |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | g. The body armor must be purchased in compliance with the most current NIJ ballistic-resistant body armor standard    |

**H9. As of January 1, 2013, who PAYS FOR OR CONTRIBUTES to the purchase of BODY ARMOR used by agency personnel?**

- ☐ Agency personnel do not use body armor

Yes No

- ☐1 ☐2 a. The department  
☐1 ☐2 b. The individual officer/deputy  
☐1 ☐2 c. Grant funds  
☐1 ☐2 d. Other sources, please specify: \_\_\_\_\_

## SECTION I – ORGANIZATIONAL RESPONSES TO ISSUES / PROBLEMS

- 11. As of January 1, 2013, how did your agency ADDRESS the following ISSUES, PROBLEMS OR TASKS?** For each issue, please check the column that best describes your agency's approach to each issue.

Check **ONE** of the following options for EACH issue or problem: 1) Specialized Unit, 2) Dedicated Personnel, 3) No Dedicated Personnel or 4) Issue / Problem not formally addressed. For issues or problems addressed by a specialized unit, check whether the unit has any personnel assigned full-time, part-time or both.

|                                              | Specialized Unit                                                              |                                                                               | Dedicated Personnel                                                                                                                          | No Dedicated Personnel                                                                                                      | Issue not formally addressed          |
|----------------------------------------------|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
|                                              | Personnel Assigned Full-time                                                  | Personnel Assigned Part-time                                                  |                                                                                                                                              |                                                                                                                             |                                       |
|                                              | <i>Check if any personnel were assigned to this unit on a full-time basis</i> | <i>Check if any personnel were assigned to this unit on a part-time basis</i> | <i>Check if at least one person was assigned to this issue /problem on at least a part-time basis but the agency has no specialized unit</i> | <i>Check if the agency has specialized policies, procedures, or training but no dedicated personnel or specialized unit</i> |                                       |
| a. Bias/Hate crime                           | <input type="checkbox"/> <sub>1</sub>                                         | <input type="checkbox"/> <sub>2</sub>                                         | <input type="checkbox"/> <sub>3</sub>                                                                                                        | <input type="checkbox"/> <sub>4</sub>                                                                                       | <input type="checkbox"/> <sub>5</sub> |
| b. Bomb/Explosive disposal                   | <input type="checkbox"/> <sub>1</sub>                                         | <input type="checkbox"/> <sub>2</sub>                                         | <input type="checkbox"/> <sub>3</sub>                                                                                                        | <input type="checkbox"/> <sub>4</sub>                                                                                       | <input type="checkbox"/> <sub>5</sub> |
| c. Child abuse/endangerment                  | <input type="checkbox"/> <sub>1</sub>                                         | <input type="checkbox"/> <sub>2</sub>                                         | <input type="checkbox"/> <sub>3</sub>                                                                                                        | <input type="checkbox"/> <sub>4</sub>                                                                                       | <input type="checkbox"/> <sub>5</sub> |
| d. Cybercrime                                | <input type="checkbox"/> <sub>1</sub>                                         | <input type="checkbox"/> <sub>2</sub>                                         | <input type="checkbox"/> <sub>3</sub>                                                                                                        | <input type="checkbox"/> <sub>4</sub>                                                                                       | <input type="checkbox"/> <sub>5</sub> |
| e. Domestic / Intimate partner violence      | <input type="checkbox"/> <sub>1</sub>                                         | <input type="checkbox"/> <sub>2</sub>                                         | <input type="checkbox"/> <sub>3</sub>                                                                                                        | <input type="checkbox"/> <sub>4</sub>                                                                                       | <input type="checkbox"/> <sub>5</sub> |
| f. Terrorism/homeland security               | <input type="checkbox"/> <sub>1</sub>                                         | <input type="checkbox"/> <sub>2</sub>                                         | <input type="checkbox"/> <sub>3</sub>                                                                                                        | <input type="checkbox"/> <sub>4</sub>                                                                                       | <input type="checkbox"/> <sub>5</sub> |
| g. Human Trafficking                         | <input type="checkbox"/> <sub>1</sub>                                         | <input type="checkbox"/> <sub>2</sub>                                         | <input type="checkbox"/> <sub>3</sub>                                                                                                        | <input type="checkbox"/> <sub>4</sub>                                                                                       | <input type="checkbox"/> <sub>5</sub> |
| h. Drug/alcohol impaired driving             | <input type="checkbox"/> <sub>1</sub>                                         | <input type="checkbox"/> <sub>2</sub>                                         | <input type="checkbox"/> <sub>3</sub>                                                                                                        | <input type="checkbox"/> <sub>4</sub>                                                                                       | <input type="checkbox"/> <sub>5</sub> |
| i. Juvenile crime                            | <input type="checkbox"/> <sub>1</sub>                                         | <input type="checkbox"/> <sub>2</sub>                                         | <input type="checkbox"/> <sub>3</sub>                                                                                                        | <input type="checkbox"/> <sub>4</sub>                                                                                       | <input type="checkbox"/> <sub>5</sub> |
| j. Gangs                                     | <input type="checkbox"/> <sub>1</sub>                                         | <input type="checkbox"/> <sub>2</sub>                                         | <input type="checkbox"/> <sub>3</sub>                                                                                                        | <input type="checkbox"/> <sub>4</sub>                                                                                       | <input type="checkbox"/> <sub>5</sub> |
| k. Re-entry surveillance                     | <input type="checkbox"/> <sub>1</sub>                                         | <input type="checkbox"/> <sub>2</sub>                                         | <input type="checkbox"/> <sub>3</sub>                                                                                                        | <input type="checkbox"/> <sub>4</sub>                                                                                       | <input type="checkbox"/> <sub>5</sub> |
| l. Fugitives / warrants                      | <input type="checkbox"/> <sub>1</sub>                                         | <input type="checkbox"/> <sub>2</sub>                                         | <input type="checkbox"/> <sub>3</sub>                                                                                                        | <input type="checkbox"/> <sub>4</sub>                                                                                       | <input type="checkbox"/> <sub>5</sub> |
| m. Victim assistance                         | <input type="checkbox"/> <sub>1</sub>                                         | <input type="checkbox"/> <sub>2</sub>                                         | <input type="checkbox"/> <sub>3</sub>                                                                                                        | <input type="checkbox"/> <sub>4</sub>                                                                                       | <input type="checkbox"/> <sub>5</sub> |
| n. Special Operations Unit (e.g., SWAT, SRT) | <input type="checkbox"/> <sub>1</sub>                                         | <input type="checkbox"/> <sub>2</sub>                                         | <input type="checkbox"/> <sub>3</sub>                                                                                                        | <input type="checkbox"/> <sub>4</sub>                                                                                       | <input type="checkbox"/> <sub>5</sub> |

- 12. As of January 1, 2013, how many TOTAL SPECIALIZED UNITS did your agency have that addressed the issues or problems included above in Question 11?** For example, your agency may have only two or three units that cover all the issues listed above rather than having a separate specialized unit for each. Please provide how many separate units cover the issues addressed.

\_\_\_\_\_ Number of specialized units

- 13. During the 12-month period ending December 31, 2012, did your agency participate in any MULTI JURISDICTIONAL task forces?** Include only ongoing efforts. Do not include ad hoc or single event collaborations.

☐<sub>1</sub> Yes  
☐<sub>2</sub> No → Skip to Section J

- 14. If YES to Question 12, which of the following issues were addressed by these task forces?**

Yes No

- ☐<sub>1</sub> ☐<sub>2</sub> a. Special Operations Unit (e.g., SWAT, SRT)  
☐<sub>1</sub> ☐<sub>2</sub> b. Drugs/Counternarcotics  
☐<sub>1</sub> ☐<sub>2</sub> c. Gangs  
☐<sub>1</sub> ☐<sub>2</sub> d. Human Trafficking  
☐<sub>1</sub> ☐<sub>2</sub> e. Other, please specify:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## SECTION J – FEEDBACK & SUBMISSION

Please write any comments you would like to share with the Bureau of Justice Statistics about (a) your survey response, (b) the survey content or format, (c) the manner of administration of the survey, or (d) any other applicable information.

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### Directions for submission:

1. Please review your answers and make sure that no questions are left blank.
2. Retain a copy of your completed survey.
3. Return your completed survey to the Urban Institute, fax it to (202) 659-8985, or email it to [LEMAS@urban.org](mailto:LEMAS@urban.org).
4. If you have any additional questions, you may contact the Help Line (toll-free) at (855) 650-6963 between 9AM and 5PM EST.

**Thank you for taking the time to complete this important survey.**

## APPENDIX A - HELP TEXT

This Help Text provides information to assist in answering items from the 2012 Law Enforcement Management and Administrative Statistics Survey (LEMAS). Please review this Help Text before completing the survey. Refer to the glossary of terms in Appendix B for additional information on definitions of terms used in the survey.

This survey may be completed through a secure website or hard-copy paper version. The web survey offers the following advantages: (a) secure, encrypted system with agency-specific passwords, (b) the ability to save survey responses so you can start and return on several occasions, (c) help flags to request assistance on a particular item, and (d) the option to save and print a copy of your answers once you complete the survey. You may find the web-based survey at <https://secure.urban.org/lemas/>.

In completing the survey, please respond to ALL questions. On “Yes/No” questions, please mark the “No” response if that is the appropriate answer; do NOT only check off the “Yes” boxes and leave the remaining boxes blank. **If you are unable to complete the item as requested, document the instance in the comments portion (Section J).**

If you have additional questions or need to request your agency’s username and password for the online version, please contact the **LEMAS Help Line (toll-free) at 855-650-6963 or [lemas@urban.org](mailto:lemas@urban.org)**.

### SECTION A – PERSONNEL

For the following section, please enter the personnel numbers and duties performed for your agency.

A1. Do not include unpaid reserve officers. An employee is full-time if they are expected to work 40 hours per week. Do not include seasonal employees whose positions are regularly added during peak months of the year and dropped after the peak season. Do not leave any categories blank. If none, enter ‘0.’ The total should equal the sum of a. and b. for each column.

A2. An employee is full-time if they are expected to work 40 hours per week. Do not include seasonal or unpaid reserve officers. Enter the number of full-time sworn personnel who identify as two or more races in g. Enter the total number of full-time sworn personnel whose race/ethnicity is not known in h. Do not leave any categories blank. If none, enter ‘0.’ Each full-time sworn personnel should only be counted once. The total should equal the sum of responses a. through h.

A3. Only include full-time sworn personnel in each category if the duty listed is their primary responsibility. Enter the number of full-time sworn personnel whose primary duties are not described at a. through d. in response e. An employee is full-time if they are expected to work 40 hours per week. Do not include seasonal or unpaid reserve officers. If none, enter ‘0.’ Each full-time sworn personnel should only be counted once in responses a. through e.

A4. An employee is full-time if they are expected to work 40 hours per week. If none, enter ‘0.’ Do not include seasonal or unpaid reserve officers. Each full-time sworn personnel should only be counted once. If the position does not exist within your agency, mark the N/A checkbox.

A5. An employee is full-time if they are expected to work 40 hours per week. If none, enter ‘0.’

A6. Only include unpaid sworn reserve or auxiliary officers. If none, enter ‘0.’

A7. An employee is full-time if they are expected to work 40 hours per week. If none, enter ‘0.’

A8. Mark the checkbox for “Yes” or “No” for each type of job duty performed. If nonsworn personnel performed any other type(s) of job duties for your agency, please mark “Yes” for “Other” and write in the type(s) of job duties performed. For all responses, please mark the “No” response if this is the appropriate answer; do NOT only check off the “Yes” boxes and leave the remaining boxes blank. If your agency does not employ nonsworn personnel, please select the appropriate checkbox and skip to the next section.

### SECTION B – PAY AND BENEFITS

For the following questions, please report the salary ranges, pay, and benefits for your agency.

B1. Enter a number corresponding to the minimum and maximum allowable annual salary in U.S. dollars for each given full-time sworn position. Round to the nearest dollar. If your agency does not use set salary scales, enter in the minimum and maximum salaries for that position or its closest equivalent during 2012. Do not enter dollar signs (\$) or commas. If employees in a particular position are paid a wage rather than a salary, please report the minimum and maximum pay the employees would receive if they worked 40 hours per week for an entire year and received no overtime. If, for a given position, the minimum and maximum salaries are equal, enter the same value in **both** columns. Please mark the “N/A” checkbox if, on January 1, 2013, your agency had no employees occupying the given position and the position was not considered vacant.

B2. Mark the checkbox for “Yes” or “No” for each item for which your agency provided incentives for full-time sworn personnel as of January 1, 2013. Incentives include either increased salary or additional paid leave. If any other skills or factors included incentive pay for full-time sworn personnel, please mark “Yes” for “Other” and write in the type(s). An employee is full-time if they are expected to work 40 hours per week. For all responses, please mark the “No” response if this is the appropriate answer; do NOT only check off the “Yes” boxes and leave the remaining boxes blank.

B3. Mark the checkbox for “Yes” or “No” to indicate whether your agency allowed sworn personnel to work outside of your agency in law enforcement positions, such as off duty positions or extra duty jobs. Include any overtime employment arranged through your agency in your response. If you answer “No,” skip to question B5.

B4. If sworn personnel were permitted to work outside your agency in a law enforcement capacity, select the applicable checkbox(es) to indicate what types of restrictions were placed on these sworn personnel (as described above in Question B3). Check all limitations that apply. If your agency applied additional restrictions to sworn personnel working outside your agency, please mark “Yes” for “Other criteria,” and write in the type(s).

B5. Indicate whether a collective bargaining organization existed as of January 1, 2013 to bargain on behalf of sworn

personnel in your agency. If you answer “No,” skip to Question B7.

B6. Select ONE option that best represented the status of the collective bargaining agreement as of January 1, 2013, as referenced in question B10.

B7. Mark the checkbox for “Yes” or “No” to indicate which costs and expenses your agency reimbursed for full-time sworn personnel as of January 1, 2013. An employee is full-time if they are expected to work 40 hours per week. For all responses, please mark the “No” response if this is the appropriate answer; do NOT only check off the “Yes” boxes and leave the remaining boxes blank.

B8. Mark the checkbox for “Yes” or “No” to indicate whether your agency compensated sworn personnel or nonsworn personnel for overtime work during the 12-month period ending December 31, 2012. If you answer “No” to sworn personnel (Item B8a.), skip to question B10.

B9. Mark the checkbox for “Yes” or “No” for each law enforcement function for which your agency’s sworn personnel were authorized to work overtime. If your agency authorizes overtime for sworn personnel for any additional duties or functions, please mark “Yes” for “Other” and write in the type(s). For all responses, please mark the “No” response if this is the appropriate answer; do NOT only check off the “Yes” boxes and leave the remaining boxes blank.

B10. Mark the checkbox for “Yes” or “No” to indicate whether your agency limited the number of overtime hours that each individual sworn personnel could work during the 12-month period ending December 31, 2012.

B11. Mark the appropriate checkbox that indicates the number of sworn personnel eligible to take home agency-owned vehicles. Eligible personnel are those that qualify for or have the ability to obtain a department vehicle even if they are not currently using this authorization.

## SECTION C – HIRES AND SEPARATIONS

For the following questions, please report the numbers of personnel hired by and separated from your agency.

C1. Indicate whether your agency implemented a hiring freeze at any time between January 1, 2010 and December 31, 2012. A hiring freeze is defined as a policy of not hiring new personnel when existing positions are vacated by departing personnel. If you answer “No,” skip to Question C3.

C2. If you indicated in Question C1 that your agency implemented a hiring freeze at some point over the last 36 months, enter the number of months each year from 2010-2012 that the hiring freeze was in effect for sworn employees and nonsworn employees. If the hiring freeze was measured in number of days, round to the closest number of months for each year. If there was no such hiring freeze policy in a given year, enter ‘0.’

C3. Enter the number of full-time and part-time sworn personnel hired by category: direct hires, pre-service hires, and lateral hires. Direct hires are hires with no law enforcement certification or experience. Pre-service hires are hires with certification but no law enforcement experience. Lateral hires are hires with certification and law enforcement experience. An employee is full-time if they are expected to work 40 hours per week. If none, enter ‘0.’ The total number of new hires should

equal the sum all items within the corresponding column. Each new hire can only be counted once.

C4. Mark the checkboxes to indicate what types of additional law enforcement training were or would be required for lateral and pre-service hires. Include in your responses any training that would be required by your agency at the start of the hire’s employment. If other additional law enforcement training requisites exist at your agency for lateral hires, mark the “Lateral” checkbox in Item C5e, and write in the type(s) of training required. If other additional law enforcement training requisites exist at your agency for pre-service hires, mark the “Pre-service” checkbox in Item C5f, and write in the type(s) of training required.

C5. Enter the number of full-time and part-time nonsworn personnel hired during the 12-month period ending December 31, 2012. An employee is full-time if they are expected to work 40 hours per week. Mark the checkbox if no nonsworn personnel were hired during the specified time period.

C6. Select ONE option that best represents your agency’s minimum education requirement for sworn new hires. If the options provided do not accurately describe your agency’s education requirement, select “other requirement” and write in your agency’s minimum education requirement(s).

C7. Indicate whether your agency considers military service as an alternative to its minimum education requirement for sworn personnel. If your agency has no minimum education requirement, as indicated above in Item C6, select “N/A” for not applicable.

C8. Enter the number of employees hired for full-time sworn positions during the specified time period that had completed a Bachelor’s Degree or higher. An employee is full-time if they are expected to work 40 hours per week. If none, enter ‘0.’

C9. Mark the checkbox for “Yes” or “No” to indicate which types of retirement programs were available to all full-time sworn employees hired during the 12-month period ending December 31, 2012. An employee is full-time if they are expected to work 40 hours per week. If your agency offers any other type(s) of retirement programs, write in the type(s) of retirement program in Item C9d.

C10. An employee is full-time if they are expected to work 40 hours per week. Count each separation only once. In Item C10g, enter the total number of sworn personnel separated from your agency, which should be the sum of your agency’s responses to items C10a-C10f. For each item, enter ‘0’ if none.

C11. An employee is full-time if they are expected to work 40 hours per week. In Item C11c, enter the total number of fulltime nonsworn personnel separated from your agency, which should be the sum of items C11a and C11b. For each item, enter ‘0’ if none.

## SECTION D – BUDGET AND FISCAL ISSUES

For the following questions, please provide the budgetary information for your agency.

D1. Enter the calendar month in which your agency’s fiscal year begins.

D2. Enter the amount of your agency’s total operating budget for the 12-month period that included January 1, 2013. Round the budget amount to the nearest dollar. Do not include construction costs, major equipment expenditures or other

capital expenditures. If you are only able to obtain the total approved budget amount, please mark the “Check here if the figure above is an estimate” box.

D3. Mark the checkbox for “Yes” or “No” to indicate the sources of funding for the operational expenses of your agency during the 12-month fiscal period that included January 1, 2012. If your agency has other sources of funding not listed in Items D3a-D3g, write in the additional funding source(s) for your agency’s operational expenses. For all responses, please mark the “No” response if this is the appropriate answer; do NOT only check off the “Yes” boxes and leave the remaining boxes blank.

D4. Mark the checkbox for “Yes” or “No” to indicate whether your agency implemented an agency-wide reduction in the base salary for sworn or non-sworn personnel at any time between January 1, 2010 and December 31, 2012. If you answer “No,” skip to Question D6.

D5. Enter the percent change in the base salary for sworn personnel and nonsworn personnel. If no change for either sworn personnel or nonsworn personnel, enter ‘0.’

D6. Mark the checkbox for “Yes” or “No” to indicate whether your agency furloughed any employees at any time since January 1, 2010. Furlough would include a reduction in the number of paid hours or days for employees. Do not include reductions in overtime. If you answer “No,” skip to Question E1.

D7. Enter the number of personnel who were furloughed during at least one pay period in 2010, 2011, and 2012 for both sworn and nonsworn personnel. Do not include reductions in overtime. If no personnel were furloughed in a particular year, enter ‘0.’

## SECTION E – COMMUNITY POLICING

For the following questions, please provide community policing information for your agency.

E1. Select ONE of the options to best describe your agency’s written mission statement.

E2. An employee is full-time if they are expected to work 40 hours per week. Check only one response for each part of the question: recruit training and in-service training. If your agency did not offer the specified training as described, mark the checkbox for “Not Applicable.”

E3. Mark the checkbox for “Yes” or “No” to indicate whether your agency actively encouraged patrol officers to engage in SARA-type problem-solving projects. If you answer “No,” skip to Question E5.

E4. Enter the number of patrol officers who engaged in SARA-type problem-solving during the 12-month period ending December 31, 2012. If none, enter ‘0.’

E5. Mark the checkbox for “Yes” or “No” to indicate whether your agency included collaborative problem-solving projects in the evaluation criteria of patrol officers as of January 1, 2013.

E6. Mark the checkbox for “Yes” or “No” to indicate whether your agency had a problem-solving partnership or written agreement with any local civic, business or governmental organizations during the 12-month period ending December 31, 2012. This could include Memoranda of Understanding.

E7. Select whether your agency regularly assigned the same patrol officers’ primary responsibility for a particular area or beat within your agency’s jurisdiction during the 12-month

period ending December 31, 2012. If you answer “No,” skip to Question E9.

E8. Enter the number of patrol officers who were regularly given primary or exclusive responsibility for particular areas or beats. If none, enter ‘0.’

E9. Select whether your agency utilized information from a survey of local residents about crime, fear of crime, or satisfaction with law enforcement, during the 12-month period ending December 31, 2012..

## SECTION F – TECHNOLOGY AND INFORMATION SYSTEMS

F1. Mark “Yes” or “No” for each type of technology your agency used to collect information as of January 1, 2013. If your agency utilized any other type(s) of video technology to collect information, mark “Yes” for “Other”. For all responses, please mark the “No” response if this is the appropriate answer; do NOT only check off the “Yes” boxes and leave the remaining boxes blank.

F2. Mark “Yes” or “No” for each type of information to which your agency’s patrol officers had direct electronic access as of January 1, 2013. Computers or smartphones, for example, could be used for electronic access. For all responses, please mark the “No” response if this is the appropriate answer; do NOT only check off the “Yes” boxes and leave the remaining boxes blank.

F3. Mark the applicable checkbox to indicate the primary method for transmitting criminal incident reports from the field to your agency’s central information system as of January 1, 2013. Check only ONE response item. If your agency’s primary method for transmitting criminal incident records is not listed, specify the method.

F4. Mark the checkbox for “Yes” or “No” to indicate whether your agency maintained a computerized records system for criminal incidents as of January 1, 2013. If you answer “No,” skip to Question F10.

F5. Select “Yes” or “No” for each type of computerized records maintained by your agency. If your agency maintained any other type(s) of computerized records, write in the type(s) of computerized records maintained. For all responses, please mark the “No” response if this is the appropriate answer; do NOT only check off the “Yes” boxes and leave the remaining boxes blank.

F6. Select “Yes” or “No” for each type of data that are included in your computerized records of criminal incidents. For all responses, please mark the “No” response if this is the appropriate answer; do NOT only check off the “Yes” boxes and leave the remaining boxes blank.

F7. Select “Yes” or “No” to indicate who conducted research or statistical analyses using your agency’s computerized records of criminal incidents during the 12-month period ending December 31, 2012. If no analyses were conducted, mark the checkbox and skip to Question F10.

F8. If you answered “Yes” to F7a, enter the number of personnel who conducted research or statistical analyses using your agency’s computerized records of criminal incidents during the 12-month period ending December 31, 2012. Use the response Items at F8a through F8d to indicate how many full-time sworn personnel, part-time sworn personnel, full-time nonsworn personnel, and part-time nonsworn personnel conducted research and analyses. An employee is full-time if they are expected to work 40 hours per week. If none, enter ‘0.’

F9. If you answered “Yes” to F7b, mark the applicable checkbox(es) to indicate what types of outside organizations or individuals conducted research or statistical analysis of your agency’s computerized records of criminal incidents. Mark the checkbox for all types that apply. If other types of outside organizations or individuals conducted research or statistical analysis of your agency’s computerized records of criminal incidents, write in the type(s) of sources provided research or statistical analysis.

F10. Select “Yes” or “No” for each type of crime-related information your agency provided to the public on its website as of January 1, 2013. If your agency does not have a website, mark the checkbox for “Agency has no website” that precedes the response items, and skip to Question F12. If your agency provided any other type(s) of crime-related information to the public on your agency’s website, write in the type(s) of crime-related information provided. For all responses, please mark the “No” response if this is the appropriate answer; do NOT only check off the “Yes” boxes and leave the remaining boxes blank.

F11. Select “Yes” or “No” for each kind of information that was provided by the public using your agency’s website. If your agency receives other information from the public through your agency’s website, write in the type(s) of information collected from the public through the website. For all responses, please mark the “No” response if this is the appropriate answer; do NOT only check off the “Yes” boxes and leave the remaining boxes blank.

F12. Indicate whether the public could report crimes or other problems to your agency by email or texting.

F13. Indicate whether the public can arrange to receive information about crime or other issues via email, recorded phone calls, cell phone texts, or other electronic means from your agency.

F14. Select “Yes” or “No” for each type of electronic social media used by your agency. If your agency uses other electronic social media not listed, write in those type(s) of electronic social media. For all responses, please mark the “No” response if this is the appropriate answer; do NOT only check off the “Yes” boxes and leave the remaining boxes blank.

## SECTION G – VEHICLES AND PURSUITS

For the following questions, please report information regarding your agency’s vehicles and pursuit policies.

G1. Enter the number of marked and unmarked motorized vehicles operated by your agency as of January 1, 2013. Include all owned, rented, leased and confiscated vehicles that your agency uses. Examples of vehicles include SUVs, van, and trucks. If none, enter ‘0.’ Each vehicle should only be counted once.

G2. Select “Yes” or “No” for each type of motorized vehicle operated by your agency as of January 1, 2013. If your agency any other type(s) of motorized vehicles, write in the other type(s) of motorized vehicles operated by your agency. For all responses, please mark the “No” response if this is the appropriate answer; do NOT only check off the “Yes” boxes and leave the remaining boxes blank.

G3. Select ONE option that best describes your agency’s written pursuit driving policy as of January 1, 2013. If none of the options describe your policy, write in a description of your agency’s written pursuit driving policy.

G4. Select ONE option to best describe how your agency documents vehicle pursuit incidents as of January 1, 2013. If none of the options describe how your agency documents vehicle pursuit incidents, write in a description of your agency’s vehicle pursuit incident documentation policy.

G5. Enter the number of vehicle pursuits that occurred in your agency during the 12-month period that ended December 31, 2012. If none, enter ‘0.’ If you are only able to obtain an estimated number, please mark the estimate box. If the number of vehicle pursuits that occurred in your agency during the 12-month period that ended December 31, 2012 is not known, please mark the appropriate box.

G6. Select “Yes” or “No” for each type of restriction included in your agency’s written foot pursuit policy as of January 1, 2013. If your agency does not have a written policy on foot pursuits, mark the checkbox and skip to Question H1. If your agency’s written foot pursuit policy includes any other restrictions, write in the type(s) of restrictions included. For all responses, please mark the “No” response if this is the appropriate answer; do NOT only check off the “Yes” boxes and leave the remaining boxes blank.

G7. Indicate whether your agency’s written foot pursuit policy encourages the use of containment tactics.

## SECTION H – USE OF FORCE AND OFFICER SAFETY

H1. Mark the checkbox for “All Sworn Personnel,” “Some Sworn Personnel,” or “Not Authorized” to indicate which types of weapons or actions were authorized for use by your agency’s sworn field/patrol officers as of January 1, 2013.

H2. Select “Yes” or “No” for each type of weapon or action to indicate whether your agency requires documentation of use as of January 1, 2013. If the weapon or action is not used within your agency, mark the “N/A” checkbox. For all items, please mark a response; do NOT only check off the “Yes” boxes and leave the remaining boxes blank.

H3. Select ONE checkbox to indicate how your agency documents use of force incidents as of January 1, 2013. If none of the options describe how your agency documents use of force incidents, mark the checkbox for “Other method of documentation.”

H4. Select “Yes” or “No” for each method of recording use of force utilized by your agency during the 12-month period ending December 31, 2012. If your agency does not record use of force, mark the appropriate checkbox. If your agency follows any other method for recording use of force, write in the method used.

H5. If you answered “Yes” to Question H4a, enter the total number of use of force incidents recorded by your agency during the 12-month period ending December 31, 2012. If none, enter ‘0.’ If you are only able to obtain an estimated number, please mark the estimate box. If the number of use of force incidents is not known, please mark the appropriate box.

H6. If you answered “Yes” to Question H4b, enter the total number of separate reports from individual officers or deputies recorded by your agency during the 12-month period ending December 31, 2012. If none, enter ‘0.’ If you are only able to obtain an estimated number, please mark the estimate box. If the number of reports recorded is not known, please mark the appropriate box.

## SECTION J – FEEDBACK & SUBMISSION

Please write any comments you would like to share about your responses, the content/format, survey administration, or any other information in the space provided. For example, if you had questions concerning one or more of the questions or needed to respond in a different format than what was included on the survey, please provide information here to explain the circumstances.

### Directions for submission:

1. Please review your answers and make sure that no questions are left blank.
2. Retain a copy of your completed survey.
3. Return your completed survey to the Urban Institute, fax it to (202) 659-8985, or email it to [LEMAS@urban.org](mailto:LEMAS@urban.org).
4. If you have any additional questions, you may contact the Help Line (toll-free) at (855) 650-6963 between 9AM and 5PM EST.

**Thank you for taking the time to complete this important survey.**

## SECTION I – ORGANIZATIONAL RESPONSES TO ISSUES / PROBLEMS

I1. Check only ONE of the following options for EACH issue, problem, or task: 1) Specialized Unit; 2) Dedicated Personnel; 3) No Dedicated Personnel; or 4) Issue not formally addressed. For issues, problems, or tasks addressed by a specialized unit, check whether the unit has any personnel assigned full-time, part-time, or both. To indicate both full-time and part-time staff assigned to a specialized unit, check both the “Personnel Assigned Full-time” and “Personnel Assigned Part-time” boxes under Specialized Unit for the issue, problem, or task in question. An employee is full-time if they are expected to work 40 hours per week. Mark the checkbox for “Dedicated Personnel” if at least one person was assigned to the issue, problem, or task on at least a part-time basis but your agency has no specialized unit. Mark the checkbox for “No Dedicated Personnel” if your agency has specialized policies, procedures, or training but no dedicated personnel or specialized unit.

I2. Enter the number of total specialized units your agency had as of January 1, 2013 that addressed the issues, problems, or tasks included in Question I1. For example, your agency may have only two or three units that cover all the issues listed above rather than having a separate specialized unit for each. Please list how many separate units cover the issues addressed. If none, enter ‘0.’

I3. Select “Yes” or “No” to indicate whether your agency participated in any multijurisdictional task forces in the 12-month period ending December 31, 2012. Include only ongoing efforts. Do not include ad hoc or single event collaborations. If you answer “No,” skip to Section J.

I4. If you answered “yes” to Question I3, indicate which issues were addressed by the multijurisdictional task forces referenced in Question I3. If your agency’s multijurisdictional task forces addressed other issues, write in the issues. For all items, please mark a response; do NOT only check off the “Yes” boxes and leave the remaining boxes blank.

## Appendix B: Glossary

|                                                  |                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bias/Hate crime                                  | A hate crime is criminal victimization based upon race, religion, gender, ethnic identification, national origin, or sexual orientation.                                                                                                                                                                                                                                  |
| Bomb/Explosive disposal                          | The process by which hazardous explosive devices are rendered safe.                                                                                                                                                                                                                                                                                                       |
| Child abuse/Endangerment                         | Child neglect or non-accidental injury to a child by a parent or other adult that may include severe beatings, burns, strangulation, human bites, or sexual contact.                                                                                                                                                                                                      |
| Closed-hand techniques                           | A tactic to apply force to another person with fingers clenched (e.g., making a fist).                                                                                                                                                                                                                                                                                    |
| Collaborative problem-solving                    | The process of engaging in the proactive and systematic examination of identified problems to develop and rigorously evaluate effective responses through cooperation with other local stakeholders.                                                                                                                                                                      |
| Collective Bargaining Agreement                  | Written, legally enforceable contract for a specified period (usually one year) between the management of an organization and its employees represented by an independent trade union. The contract defines conditions of employment (wages, working hours and conditions, overtime payments, holidays, vacations, benefits, etc.) and procedures for dispute resolution. |
| Community policing                               | Community policing is a philosophy that promotes organizational strategies, which support the systematic use of partnerships and problem-solving techniques, to proactively address the immediate conditions that give rise to public safety issues, such as crime, social disorder, and fear of crime.                                                                   |
| Conducted energy device (e.g., Taser™, Stinger™) | Less-lethal devices intended to deliver an electrical charge sufficient to momentarily disrupt a subject's central nervous system, enabling better officer control of the individual and causing minimal discomfort or injury.                                                                                                                                            |
| Cybercrime                                       | Crime committed with the use of computers, or via the manipulation of digital forms of data.                                                                                                                                                                                                                                                                              |
| Defined Benefits Retirement Plan                 | A defined benefits plan promises a specified monthly benefit at retirement. The plan may state this promised benefit as an exact dollar amount, such as \$100 per month at retirement, or more                                                                                                                                                                            |

|                                       |                                                                                                                                                                                                                                                                                                                                                                                  |
|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                       | commonly, it may calculate a benefit through a plan formula that considers such factors as salary and service.                                                                                                                                                                                                                                                                   |
| Defined Contribution Plan (e.g., IRA) | In defined contribution plans, the employee or the employer (or both) contribute to the employee's individual account under the plan, sometimes at a set rate. These contributions generally are invested on the employee's behalf. The employee will ultimately receive the balance in their account, which is based on contributions plus or minus investment gains or losses. |
| Direct hires                          | Hiring a new officer who has no law enforcement certification or experience.                                                                                                                                                                                                                                                                                                     |
| Domestic violence                     | Refers to violence between spouses or spousal abuse but can also include cohabitants and non-married intimate partners, significant others, or family.                                                                                                                                                                                                                           |
| Drug/Alcohol impaired driving         | Driving or operating any vehicle or common carrier while under the influence of alcohol or other drugs.                                                                                                                                                                                                                                                                          |
| Forensic Sciences                     | Forensic science is the application of a broad spectrum of sciences to answer questions of interest to a legal system.                                                                                                                                                                                                                                                           |
| Fugitive                              | A person convicted or accused of a crime who hides from law enforcement in the state or flees across state lines to avoid arrest or punishment.                                                                                                                                                                                                                                  |
| Full-time equivalent                  | See <i>Full-Time Personnel</i> .                                                                                                                                                                                                                                                                                                                                                 |
| Full-time personnel                   | Also referred to as <i>Full-Time Equivalent (FTE)</i> . An employee is considered full-time if he or she is expected to work a minimum of 40 hours per week.                                                                                                                                                                                                                     |
| Furlough                              | Full-time equivalent (FTE) hours spent without duties and pay because of lack of work, funds, or other non-disciplinary reasons.                                                                                                                                                                                                                                                 |
| Gangs                                 | Groups of three or more individuals who regularly engage in criminal activity and identify themselves with a common name or sign.                                                                                                                                                                                                                                                |
| Geocode address                       | The address of a specific location based upon its geographic coordinates (latitude, longitude).                                                                                                                                                                                                                                                                                  |
| Geospatial analysis                   | An approach to applying statistical analysis, mapping and other informational techniques to geographically-based data.                                                                                                                                                                                                                                                           |

|                                             |                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Gunshot detection system                    | Technology that includes an acoustic sensing system capable of identifying, discriminating, and reporting gunshots to the police within seconds of a shot being fired.                                                                                                                                                                                                                            |
| Hazardous duty assignments                  | The assignment of an officer to unusual work that may involve potential personal harm (e.g., riot control, hazardous materials scene containment).                                                                                                                                                                                                                                                |
| Hiring freeze                               | A shut down of all non-essential hiring.                                                                                                                                                                                                                                                                                                                                                          |
| Homeland security                           | The concerted national effort to prevent terrorist attacks within the U.S., reduce America's vulnerability to terrorism, and minimize the damage and recovery from attacks that do occur.                                                                                                                                                                                                         |
| Homicide                                    | Killing of a human being by another human being.                                                                                                                                                                                                                                                                                                                                                  |
| Human trafficking                           | A commercial sex act induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; or the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery. |
| Juvenile crime                              | A crime committed by a youth at or below the upper age of juvenile court jurisdiction in a particular state.                                                                                                                                                                                                                                                                                      |
| Lateral hires                               | Hiring a new officer that is currently certified and/or has previous law enforcement experience (e.g., an officer employed by another department).                                                                                                                                                                                                                                                |
| Leg hobble or other severe restraints       | Devices used to physically restrain unruly or combative individuals beyond normal handcuffs (e.g., leg or ankle devices).                                                                                                                                                                                                                                                                         |
| Legal services                              | The work performed by a lawyer for a client.                                                                                                                                                                                                                                                                                                                                                      |
| License plate readers                       | A video surveillance technology that uses optical character recognition on images to read vehicle registration plates.                                                                                                                                                                                                                                                                            |
| Merit/performance                           | Performance of an officer's duties in a superior or exemplary manner.                                                                                                                                                                                                                                                                                                                             |
| NIJ ballistic-resistant body armor standard | The commonly accepted standard for law enforcement armor. It establishes the minimum performance requirements and test methods for the ballistic resistance of personal body armor designed to protect the torso against gunfire.                                                                                                                                                                 |
| Nonsworn personnel                          | Personnel without general arrest powers.                                                                                                                                                                                                                                                                                                                                                          |

|                             |                                                                                                                                                                                                                                                                                                                             |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| OC spray/foam               | A chemical agent (a compound that irritates the eyes to cause tears, pain, and even temporary blindness) that is used in riot control, crowd control, and personal self-defense. Also known as pepper spray.                                                                                                                |
| Open-hand techniques        | A tactic to apply force to another person with an open hand (e.g., fingers extended).                                                                                                                                                                                                                                       |
| ORI number                  | An alphanumeric identifier assigned to a law enforcement agency by the Federal Bureau of Investigation (FBI) for the purposes of securely accessing and submitting information to the National Crime Information Center (NCIC).                                                                                             |
| Pre-service hire            | Hiring a new officer that is certified but has no previous law enforcement experience beyond academy training.                                                                                                                                                                                                              |
| Problem-solving partnership | Collaborative partnerships between the law enforcement agency and the individuals and organizations they serve to develop solutions to problems and increase trust in police.                                                                                                                                               |
| Re-entry surveillance       | The supervision of previously incarcerated individuals following their return to the community.                                                                                                                                                                                                                             |
| Reserve/Auxiliary personnel | Trained civilians who volunteer their time to conduct law enforcement duties for the agency.                                                                                                                                                                                                                                |
| Residential incentive pay   | Additional compensation for employees that maintain their primary residence in the department's jurisdiction (e.g., lives in the city's boundaries).                                                                                                                                                                        |
| SARA                        | A problem-solving policing strategy that refers to: Scanning: Identifying and prioritizing problems; Analysis: Researching what is known about the problem; Response: Developing solutions to bring about lasting reductions in the number and extent of problems; and Assessment: Evaluating the success of the responses. |
| Seasonal personnel          | Sworn personnel that are hired to work during a special period of time such as in the summer or winter.                                                                                                                                                                                                                     |
| Shift differential pay      | Refers to extra pay received by employees for working a less-than desirable shift (e.g., late nights, evenings).                                                                                                                                                                                                            |
| Soft projectile weapon      | An impact device that deploys less-lethal rounds, such as rubber bullets or bean bags.                                                                                                                                                                                                                                      |
| Sworn personnel             | Law enforcement officers and deputies with general arrest powers.                                                                                                                                                                                                                                                           |

|                              |                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Takedown techniques          | Defensive tactics used to control or restrain a suspect.                                                                                                                                                                                                                                                                                          |
| Terrorism                    | Premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents, usually intended to influence an audience.                                                                                                                                                                     |
| U.S. Social Security Program | A federal program of social insurance and benefits. The Social Security Program's benefits include retirement income, disability income, Medicare and Medicaid, and death and survivorship benefits. The amount of income received is based on the average wages earned over the worker's lifetime.                                               |
| Use of force incidents       | Situations where officers used physical force to control individuals or to prevent the escalation of conflicts.                                                                                                                                                                                                                                   |
| Victim                       | Persons who have been injured by the criminal acts of perpetrators.                                                                                                                                                                                                                                                                               |
| Victim assistance            | Programs to ensure that victims of crimes are treated with fairness and respect, afforded their rights, and provided with the services they need to help ease the impact of victimization. Victim services include, but are not limited to, crisis intervention, emergency shelter and transportation, counseling, and criminal justice advocacy. |
| Video surveillance           | The use of electronic monitoring systems (also referred to as CCTV) to observe, photograph, or record a specific area as a crime prevention tool.                                                                                                                                                                                                 |
| Warrant                      | An order (writ) of a court which directs a law enforcement officer to arrest and bring a person before the judge, such as a person who is charged with a crime, convicted of a crime but failed to appear for sentencing, owes a fine, or is in contempt of court.                                                                                |
| Written mission statement    | The agency's written statement of purpose that should guide the actions of the organization, spell out its overall goal, provide its general enforcement principles, and guide decision-making.                                                                                                                                                   |