2003 SAMPLE SURVEY OF
LAW ENFORCEMENT AGENCIES

ID NUMBER

Law Enforcement Management and Administrative Statistics
U.S. Department of Justice, Bureau of Justice Statistics

OMB No. 1121-0240: Approval Expires 06/30/2006

Agency Internet Home Page address:

Agency central e-mail address for citizen use:

INFORMATION SUPPLIED BY:

NAME

TITLE

AGENCY

TELEPHONE ( ) - **EXT.**

FAX NUMBER ( ) -

IMPORTANT: Please read the instructions below prior to completing this questionnaire.

■ There are three ways to submit this survey:
  1) Complete the survey online at http://survey.policeforum.org/CJ44S.pdf
     If completing the survey online, please make sure to enter your ID NUMBER, which is located at the top right of this page. Without the ID NUMBER, you will not be able to complete the survey online.
  2) Mail the survey to PERF using the enclosed postage-paid envelope.
  3) Fax the survey to PERF at 202-466-7826.

■ Please retain a copy of the completed survey for your records.

■ Please use either blue or black ink and print as neatly as possibly using only CAPITAL letters.

■ **Do not leave any items blank.**
  ○ If the answer to a question is not available or is unknown, write "DK" (don't know) in the space provided.
  ○ If the answer to a question is not applicable, write "NA" in the space provided.
  ○ If the answer to a question is none or zero, write "0" in the space provided.
  ○ When exact numeric answers are not available, provide estimates.

■ Unless otherwise noted, please answer all questions using June 30, 2003 as a reference.

■ If you have any questions, please call Bruce Kubu at PERF at 202-454-8308 or email bkubu@policeforum.org.

Burden Statement

Public Reporting burden for this collection of information is estimated to average 90 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate, or any other aspects of this collection of information, including suggestions for reducing this burden, to the Director, Bureau of Justice Statistics, 810 Seventh Street, NW, Washington, DC 20531.

The Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 USC 3732), authorizes this information collection. Although this survey is voluntary, we urgently need and appreciate your cooperation to make the results comprehensive, accurate, and timely.

2003 SAMPLE SURVEY OF
LAW ENFORCEMENT AGENCIES

ID NUMBER

SECTION I - DESCRIPTIVE INFORMATION

1. Which of the following functions did your agency have PRIMARY responsibility for or perform on a regular basis during the 12-month period ending June 30, 2003?
Mark (■) all that apply.

Law enforcement functions
☐ Responding to citizen calls/ requests for service
☐ Patrol services
☐ First response to criminal incidents
☐ Drug law enforcement
☐ Vice enforcement

Traffic and vehicle-related functions
☐ Traffic law enforcement
☐ Traffic direction/control
☐ Accident investigation
☐ Parking enforcement
☐ Commercial vehicle enforcement

Criminal investigation for:
☐ Homicide
☐ Arson
☐ Cybercrime
☐ Other crime types

Court-related functions
☐ Execution of arrest warrants
☐ Court security
☐ Serving civil process
☐ Serving eviction notices
☐ Enforcing protection orders
☐ Enforcing child support orders

Special public safety functions
☐ Animal control
☐ School crossing services
☐ Emergency medical services
☐ Civil defense
☐ Fire services
☐ Crime prevention education

Special operations
☐ Bomb/explosives disposal
☐ Search and rescue
☐ Special weapons and tactics (SWAT)
☐ Underwater recovery

Detention-related functions
☐ Jail operation
☐ Lockup or temporary holding facility separate from jail (for overnight detention)
☐ Temporary holding cell (not for overnight detention)
☐ Inmate transport

Other functions
☐ Law enforcement dispatch services
☐ Fire dispatch services
☐ Operating a training academy

2. Enter the number of facilities or sites, SEPARATE FROM HEADQUARTERS, operated by your agency as of June 30, 2003. If none, enter '0.'

Type of facilities separate from headquarters	Number
a. District/precinct/division stations......................	
b. Fixed neighborhood/community substations......	
c. Mobile neighborhood/community substations...	

3. Enter the number of AUTHORIZED FULL-TIME paid agency positions and ACTUAL full-time and part-time paid agency employees as of June 30, 2003. Full-time employees are those regularly scheduled for 35 or more hours per week. If none, enter '0.'

	AUTHORIZED full-time paid positions	ACTUAL PAID agency employees	
		Full-time	**Part-time**
a. Sworn personnel with general arrest powers			
b. Officers without general arrest powers (e.g., jail or court officers in some agencies)			
c. Nonsworn employees			
d. TOTAL (sum of lines 'a' through 'c')			

4. As of June 30, 2003, how many reserve/auxiliary officers were employed by your agency?

		Full-time	**Part-time**
a. Reserve/auxiliary officers	**Sworn**		
	Non-sworn		

5. Of the total number of actual FULL-TIME sworn personnel with general arrest powers (3a), how many are communications technicians (e.g., call takers, dispatchers)? If none, enter '0.'

Communications technicians..................

6. Of the total number of actual FULL-TIME sworn personnel with general arrest powers (as entered in 3a), enter the number of each of the following: (Personnel may be counted more than once. If none, enter '0.')

a.	Uniformed officers with REGULARLY ASSIGNED DUTIES that include responding to citizen calls/requests for service	☐☐☐
b.	Community Policing Officers, Community Resource Officers, Community Relations Officers, or other sworn personnel specifically designated to engage in community policing activities	☐☐☐
c.	School Resource Officers, School Liaison Officers, or other sworn personnel whose primary duties are related to school safety	☐☐☐

7. Enter your agency's total operating budget for the 12-month period that includes June 30, 2003. If data are not available, provide an estimate and mark (■) the box below. Include jails administered by your agency. Do NOT include building construction costs or major equipment purchases.

$ ☐☐☐ , ☐☐☐ , ☐☐☐

Please check here if this figure is an estimation: ☐

8. Enter the total estimated value of money, goods, and property received by your agency from a drug asset forfeiture program during calendar year 2002. If no money, goods or property were received, enter '0.'

$ ☐☐☐ , ☐☐☐ , ☐☐☐

SECTION II - PERSONNEL

---

9. Indicate your agency's minimum education requirement which new (non-lateral) officer recruits must have within two years of hiring. Mark (■) only one response.

☐ Four-year college degree required

☐ Two-year college degree required

☐ Some college but no degree required ---

Enter number of semester credit hours required ☐☐☐

☐ High school diploma or equivalent required

☐ No formal education requirement

10. Which of the following screening techniques are used by your agency in selecting new officer recruits? Mark (■) all that apply.

☐ Analytical/problem-solving ability assessment

☐ Assessment of understanding of diverse cultural populations

☐ Background investigation

☐ Credit history check

☐ Criminal history check

☐ Driving record check

☐ Drug test

☐ Mediation skills/conflict management assessment

☐ Medical exam

☐ Personal interview

☐ Personality inventory

☐ Physical agility test

☐ Polygraph exam

☐ Psychological evaluation

☐ Second language test

☐ Voice stress analyzer

☐ Volunteer/community service history check

☐ Written aptitude test

11. How many total hours of ACADEMY training and FIELD training (e.g., with FTO) are required of your agency's new (non-lateral) officer recruits? Include law enforcement training only. If no training of that type is required, enter '0.'

		Academy Training	Field Training
a.	State-mandated hours......	☐,☐☐☐	☐,☐☐☐
b.	Additional training hours	☐,☐☐☐	☐,☐☐☐
c.	Total hours of training (sum of 'a' and 'b')............	☐,☐☐☐	☐,☐☐☐

12. On average, how many total in-service hours of training are required annually for your agency's NON-PROBATIONARY field/patrol officers? Include law enforcement training only. If no training of that type is required, enter '0.'

		Average annual hours per officer
a.	State-mandated hours..........	☐☐☐
b.	Additional training hours.....	☐☐☐
c.	Total hours of training (sum of 'a' and 'b').................	☐☐☐

13. Of the total number of actual FULL-TIME SWORN personnel with general arrest powers (as entered in 3a), enter the number that were NEW HIRES during the 12-month period ending June 30, 2003. If none, enter '0.'

a. Entry-level hires (non-lateral)................... ☐☐☐

b. Lateral transfers/hires.............................. ☐☐☐

c. Other (please specify)............................... ☐☐☐

☐

d. Total NEW HIRES
(sum of 'a' through 'c').............................. ☐☐☐

14. Enter the number of actual FULL-TIME SWORN personnel with general arrest powers who separated from your agency during the 12-month period ending June 30, 2003. If none, enter '0.'

a. Resignations.. ☐☐☐

b. Dismissals... ☐☐☐

c. Medical/disability retirements.................... ☐☐☐

d. Non-medical retirements........................... ☐☐☐

e. Probationary rejections............................. ☐☐☐

f. Other separations (e.g., death)................... ☐☐☐

g Total separations (sum of lines 'a' through 'f').. ☐☐☐

15. Over the 12-month period ending June 30, 2003, how many of your agency's FULL-TIME SWORN personnel with general arrest powers were called up as full-time military reservists (and, therefore, were no longer available for local law enforcement duties)? Count each reservist only once.

☐☐☐

16. Enter the number of actual FULL-TIME SWORN personnel with general arrest powers (3a) by RACE and GENDER for the 12-month period that included June 30, 2003.

	Male	**Female**
a. White, not of Hispanic origin	☐☐☐	☐☐☐
b. Black or African American, not of Hispanic origin	☐☐☐	☐☐☐
c. Hispanic or Latino	☐☐☐	☐☐☐
d. American Indian or Alaska Native	☐☐☐	☐☐☐
e. Asian	☐☐☐	☐☐☐
f. Native Hawaiian or Other Pacific Islander	☐☐☐	☐☐☐
g. Some other race	☐☐☐	☐☐☐
h. Total (sum of lines 'a' through 'g')	☐☐☐	☐☐☐

17. Is collective bargaining authorized for your agency's employees?

a. Sworn employees............. ☐ Yes ☐ No

b. Nonsworn employees....... ☐ Yes ☐ No

18. Does your agency provide special pay/benefits for any of the following?

a. Education incentive..................... ☐ Yes ☐ No

b. Hazardous duty.......................... ☐ Yes ☐ No

c. Merit/performance...................... ☐ Yes ☐ No

d. Shift differential......................... ☐ Yes ☐ No

e. Special skills proficiency............. ☐ Yes ☐ No

f. Bilingual ability......................... ☐ Yes ☐ No

g. Tuition reimbursement................ ☐ Yes ☐ No

h. Military service.......................... ☐ Yes ☐ No

19. Enter your agency's salary schedule for the following FULL-TIME sworn positions as of June 30, 2003. If a position does not exist on a full-time basis in your department, enter 'NA.'

	Base ANNUAL salary	
	Minimum	Maximum
a. Chief executive (chief, director, sheriff, etc.)		
b. Sergeant or equivalent first-line supervisor		
c. Entry-level officer or deputy (post-academy)		

SECTION III - OPERATIONS

20. Enter the total capacity and maximum hours of holding time for adults and juveniles in temporary holding (lockup) facilities operated by your agency as of June 30, 2003. Include **only overnight facilities** separate from a jail used to hold persons prior to arraignment. If none, enter '0.'

	Adults	Juveniles
a. Total capacity.........................		
b. Maximum holding time...........		

21. Does your agency participate in an operational 9-1-1 emergency telephone system (i.e., your agency's units can be dispatched as a result of a call to 9-1-1)? Mark (■) only one response.

☐ Yes - Enhanced 9-1-1 system

☐ Yes - Basic 9-1-1 system

☐ No

22. Does your agency's 9-1-1 system have the following capabilities for incoming calls from wireless/cellular phones?

Displays phone number of wireless caller........☐ Yes   ☐ No

Displays location of wireless caller.................☐ Yes   ☐ No

23. During the 12-month period ending June 30, 2003, did your agency use the following types of patrol on a REGULARLY SCHEDULED basis?

Automobile.....☐ Yes   ☐ No   Marine.......☐ Yes   ☐ No

Motorcycle......☐ Yes   ☐ No   Horse.........☐ Yes   ☐ No

Foot.................☐ Yes   ☐ No   Bicycle.......☐ Yes   ☐ No

Aviation..........☐ Yes   ☐ No   Other..........☐ Yes   ☐ No

Please specify: _____

24. As of June 30, 2003, how many actual FULL-TIME SWORN personnel with general arrest powers (3a) did your agency have assigned to a special unit for drug enforcement or a multi-agency drug enforcement task force? If none, enter '0.'

	Assigned Full-time	Assigned Part-time
a. Special unit for drug enforcement...........................		
b. Multi-agency drug task force..		

SECTION IV - COMMUNITY POLICING

25. During the 12-month period ending June 30, 2003, what proportion of agency personnel received at least eight hours of community policing training (problem solving, SARA, community partnerships, etc.)? Mark (■) one choice per line. If your agency did not conduct training for a particular type of employee, please check 'None.' If your agency did not have a particular type of employee for the specified time period, please mark 'NA.'

	All	Half or more	Less than half	None	NA
New officer recruits	☐	☐	☐	☐	☐
In-service sworn personnel	☐	☐	☐	☐	☐
Civilian personnel	☐	☐	☐	☐	☐

26. **During the 12-month period ending June 30, 2003, which of the following did your agency do?** Mark (■) all that apply.

☐ Actively encouraged patrol officers to engage in SARA-type problem-solving projects on their beats (If yes, please specify the approximate percentage of patrol officers engaged in these projects during the 12-month period ending June 30, 2003.)

(Specify percentage: ☐☐☐ **%**

☐ Conducted a citizen police academy

☐ Maintained or created a formal, written community policing plan

☐ Gave patrol officers responsibility for specific geographic areas/beats

(Specify percentage of officers: ☐☐☐ **%**)

☐ Included collaborative problem-solving projects in the evaluation criteria of patrol officers

☐ Trained citizens in community policing (e.g., community mobilization, problem solving)

☐ Upgraded technology to support the analysis of community problems

☐ Partnered with citizen groups and included their feedback in the development of neighborhood or community policing strategies

☐ None of the above

27. **Does your agency's mission statement include a community policing component?**

☐ Yes   ☐ No   ☐ NA - Agency does not have a mission statement

28. **During the 12-month period ending June 30, 2003, did your agency have a problem-solving partnership or written agreement with any of the following?** Mark (■) all that apply.

☐ Advocacy groups

☐ Business groups

☐ Faith-based organizations

☐ Local government agencies (non law enforcement agencies)

☐ Other local law enforcement agencies

☐ Neighborhood associations

☐ Senior citizen groups

☐ School groups

☐ Youth service organizations

☐ None of the above

29a. **During the 12-month period ending June 30, 2003, did your agency conduct or sponsor a survey of citizens on any of the following topics?** Mark (■) all that apply.

☐ Public satisfaction with police services

☐ Public perception of crime/disorder problems

☐ Personal crime experiences of citizens

☐ Reporting of crimes to law enforcement by citizens

☐ Other (please specify) [   ]

☐ Did not survey the general public - SKIP to Section V

b. **For which purposes does your agency use the information described in Q29a?** Mark (■) all that apply.

☐ Allocating resources targeted to neighborhoods

☐ Evaluating agency performance

☐ Evaluating officer performance

☐ Evaluating program effectiveness

☐ Prioritizing crime/disorder problems

☐ Providing information to patrol officers

☐ Redistricting beat/reporting areas

☐ Training development

☐ Other (please specify) [   ]

☐ None of the above

SECTION V - EQUIPMENT

30. **Does your agency supply or give a cash allowance to its regular field/patrol officers for the following?** Mark (■) all that apply.

	Supplied	Cash allowance	Neither
Primary sidearm	☐	☐	☐
Backup sidearm	☐	☐	☐
Body armor	☐	☐	☐
Uniform	☐	☐	☐

31. **Are your agency's uniformed field/patrol officers required to wear protective body armor while in the field?** Mark (■) only one response.

☐ Yes, all the time

☐ Yes, in some circumstances (e.g., serving warrants)

☐ No

32. Which types of sidearms are authorized for use by your agency's field/patrol officers? Mark (■) all that apply.

On-duty weapon

Semiautomatic:	Primary sidearm	Backup sidearm	Off-duty sidearm
10mm.....................	☐	☐	☐
9mm......................	☐	☐	☐
.45........................	☐	☐	☐
.40........................	☐	☐	☐
.357......................	☐	☐	☐
.380......................	☐	☐	☐
Other caliber (please specify)	☐	☐	☐
Any semiautomatic, as long as they qualify.....................	☐	☐	☐
Revolver.................	☐	☐	☐

33. Enter the number of animals regularly maintained by your agency for use in activities related to law enforcement. If none, enter '0.'

Dogs ☐☐☐   **Horses** ☐☐☐

34. As of June 30, 2003, did your agency use any of the following technologies on a regular basis? Mark (■) all that apply.

Digital imaging

Fingerprints.......................☐   Digital photography.................☐

Mug shots..........................☐   Other ☐

Suspect composites............☐   None of the listed digital imaging technologies................☐

Facial recognition...............☐

Night vision/electro-optic

Infrared (thermal) imagers...............................☐   Other ☐

Image intensifiers...............☐   None of the listed night vision/electro-optic technologies........☐

Laser range finders.............☐

Vehicle stopping/tracking

Electrical/engine disruption☐   Other ☐

Stolen vehicle tracking.......☐   None of the listed vehicle stopping/tracking technologies ☐

Tire deflation devices.........☐

35. Which of the following types of less-than-lethal weapons or actions are authorized for use by your agency's field/patrol officers?

a. Impact devices

Traditional baton.......................................☐ Yes   ☐ No

PR-24 baton...☐ Yes   ☐ No

Collapsible baton.......................................☐ Yes   ☐ No

Soft projectile (e.g., bean-bag)..................☐ Yes   ☐ No

Blackjack/slapjack.....................................☐ Yes   ☐ No

Rubber bullet...☐ Yes   ☐ No

Other impact device...................................☐ Yes   ☐ No

b. Chemical agents

OC (pepper spray)....................................☐ Yes   ☐ No

CN (tear gas)..☐ Yes   ☐ No

CS...☐ Yes   ☐ No

Other chemical agent................................☐ Yes   ☐ No

c. Other weapons/actions

Hand-held electrical device - direct contact (e.g., stun gun)...............................☐ Yes   ☐ No

Hand-held electrical device - stand off (e.g., taser)..☐ Yes   ☐ No

Hold or neck restraint (e.g., carotid hold)..☐ Yes   ☐ No

High intensity light source (e.g., laser dazzler)..☐ Yes   ☐ No

Other weapon/action.................................☐ Yes   ☐ No

36. Enter the total number of vehicles operated by your agency as of June 30, 2003. Include owned, rented, leased and confiscated vehicles that your agency uses. If none, enter '0.'

Marked cars..

Other marked vehicles (SUV, truck, van, etc.).......................................

Unmarked cars....................................

Other unmarked vehicles (SUV, truck, van, etc.).......................................

Fixed-wing aircraft..............................

Helicopters..

Boats (motorized)...............................

Motorcycles.......................................

Bicycles..

37a. Does your agency allow officers to take marked vehicles home?

☐ Yes   ☐ No - SKIP to Question 38

b. Does your agency allow officers to drive marked vehicles for personal use during off-duty hours?

☐ Yes   ☐ No

38a. During the 12-month period ending June 30, 2003, did your agency operate video cameras on a regular basis?

☐ Yes   ☐ No - SKIP to Question 39

b. Enter the number of video cameras operated by your agency as of June 30, 2003. If none, enter '0.'

In patrol cars......................................

Fixed-site surveillance (e.g., CCTV).............

Mobile surveillance.............................

Traffic enforcement..............................

39. Indicate whether your agency's field/patrol officers use any of the following types of computers or terminals WHILE IN THE FIELD. Mark (■) all that apply.

(1) Vehicle-mounted

Type of computer used in the field	Agency uses	Agency does not use
a. Laptop computer	☐	☐
b. Mobile digital/data computer (MDC)	☐	☐
c. Mobile digital/data terminal (MDT)	☐	☐
d. Other (please specify)	☐	☐

(2) Portable (not vehicle-mounted)

Type of computer used in the field	Agency uses	Agency does not use
a. Laptop computer	☐	☐
b. Mobile digital/data computer (MDC)	☐	☐
c. Mobile digital/data terminal (MDT)	☐	☐
d. Personal digital assistant (PDA)	☐	☐
e. Other (please specify)	☐	☐

40. Do any of your agency's field/patrol officers have direct access to the following types of information using IN-FIELD vehicle-mounted or portable computers?

Motor vehicle records........☐ Yes   ☐ No

Driving records..................☐ Yes   ☐ No

Criminal history records.....☐ Yes   ☐ No

Warrants...........................☐ Yes   ☐ No

Protection orders...............☐ Yes   ☐ No

Inter-agency information system................................☐ Yes   ☐ No

Address history (e.g., repeat calls for service)......☐ Yes   ☐ No

41. How are data from criminal incident reports PRIMARILY transmitted to your agency's central information system? Mark (■) only one response.

☐ Paper report

☐ Wireless transmission (e.g., cellular, UHF)

☐ Telephone line (voice)

☐ Computer medium

☐ Data device (e.g., laptop download)

☐ Not applicable - agency does not handle such reports

42. Does your agency own or have access to an Automated Fingerprint Identification System (AFIS) that includes a file or digitized prints? Mark (■) all that apply.

☐ Agency is exclusive owner of an AFIS sytem

☐ Agency is shared owner of an AFIS system

☐ Agency does not own an AFIS system, but has terminal with access to a remote AFIS system

☐ Agency has access to AFIS through another agency

☐ None of the above

43. Does your agency use computers for any of the following functions? Mark (■) all that apply.

☐ Analysis of community problems

☐ Automated booking

☐ Crime analysis

☐ Crime mapping

☐ Crime investigations

☐ Dispatch (CAD)

☐ Fleet management

☐ Hotspot identification

☐ In-field communications

☐ In-field report writing

☐ Intelligence gathering

☐ Inter-agency information sharing

☐ Internet access

☐ Personnel records

☐ Records management

☐ Resource allocation

☐ Traffic stop data collection

☐ NONE of the above functions

☐ ALL of the above functions

44. Does your agency maintain its own computerized files with any of the following information? Mark (■) all that apply.

☐ Alarms

☐ Arrests

☐ Biometric data for use with facial recognition system

☐ Calls for service

☐ Criminal histories

☐ Fingerprints

☐ Incident reports

☐ Illegal attempts to purchase firearms

☐ Intelligence related to potential terrorist activity

☐ Stolen property

☐ Summonses

☐ Traffic accidents

☐ Traffic citations

☐ Traffic stops

☐ Use-of-force incidents

☐ Warrants

☐ NONE of the above files

☐ ALL of the above files

SECTION VI - POLICIES AND PROCEDURES

45. Does your agency have written policy directives on the following? Mark (■) only one response per line.

a. Use of deadly force/firearm discharge ☐ Yes ☐ No

b. Use of less-than-lethal force ☐ Yes ☐ No

c. Code of conduct and appearance ☐ Yes ☐ No

d. Off-duty employment of officers ☐ Yes ☐ No

e. Maximum work hours allowed for officers ☐ Yes ☐ No

f. Dealing with the mentally ill ☐ Yes ☐ No

g. Dealing with the homeless ☐ Yes ☐ No

h. Dealing with domestic disputes ☐ Yes ☐ No

i. Dealing with juveniles ☐ Yes ☐ No

j. Strip searches ☐ Yes ☐ No

k. Racial profiling ☐ Yes ☐ No

l. Citizen complaints ☐ Yes ☐ No

m. Off-duty conduct ☐ Yes ☐ No

n. Interacting with the media ☐ Yes ☐ No

o. Employee counseling assistance ☐ Yes ☐ No

46. Which of the following best describes your agency's written policy for pursuit driving? Mark (■) only one response.

☐ Discouragement (discourages all pursuits)

☐ Judgmental (leaves decisions to officer's discretion)

☐ Restrictive (restricts decisions of officers to specific criteria such as type of offense, speed, etc.)

☐ Other (please specify)

☐ Agency does not have a written policy pertaining to pursuit driving

47. Does your agency have a written plan that specifies actions to be taken in the event of terrorist attacks? (Include emergency operation plans that would be applicable to such an attack.)

☐ Yes   ☐ No

Please retain a copy of the completed survey for your records.