FORM CJ-38L

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

2008 CENSUS OF STATE AND LOCAL S

LAW ENFORCEMENT AGENC	ĴΕ
-----------------------	----



Law Enforcement Management and Administrative Statistics

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

OFFICIAL NAME OF AGENCY (If different from above)			
9-DIGIT NCIC-ORI NUMBER	COUNTY WHERE	HEADQUARTERS LOCAT	ED
	RSON COMPLET	ING THE FORM	
Last Name First Name	MI		
TELEPHONE	xtension	FAX Area Code	Number
E-MAIL ADDRESS			
<ul> <li>IMPORTANT - If any of the following conditions complete the entire questionnaire. Mark [X] the below.</li> <li>Agency no longer in existence</li> <li>Enter date agency ceased operations</li> <li>Agency contracted or outsourced to the agency</li> <li>Enter the name of agency providing com</li> <li>Agency employed only part-time officers ANE 35 hours per week</li> <li>All the officers in the agency were unpaid volu</li> </ul>	e appropriate box	performance of all law e	enforcement services
<ul> <li>Agency was private (i.e., not operated with fu</li> <li>Agency was operated by the Federal government</li> </ul>		cal, special district, or tr	ibal government)
	RETURN INST		
<ul> <li>Please submit your completed form by using the web reporting option at <a href="https://websurvey.norc.org/CSLLEA2008">https://websurvey.norc.org/CSLLEA2008</a>, mailing it to NORC in the enclosed postage-paid envelope, or faxing it (each page) toll-free to 1-888-836-7983.</li> <li>If you have any questions, call Stephanie Poland toll-free at 1-800-669-5539, or send an e-mail to csllea@norc.org</li> <li>If you have any general comments or suggestions for improving the survey, please contact Brian Reaves of the Bureau of Justice Statistics by phone at 1-202-616-3287 or by e-mail at Brian.Reaves@usdoj.gov</li> <li>When corresponding about this survey, please refer to the 8-digit number shown above the pre-printed address information.</li> <li>Retain a copy of your completed survey for 1 year.</li> </ul>			
INSTRUCTIONS FOR COMPLETING THE FORM			
<ul> <li>Unless otherwise noted, please answer all questions using September 30, 2008 as a reference.</li> <li>If the answer to a question is "not available" or "unknown," write "DK" in the space provided.</li> <li>If the answer to a question is "none" or "zero," write "0" in the space provided.</li> <li>When an exact numeric response is not available, provide an estimate and mark the estimate box.</li> <li>Please do not leave any items blank.</li> </ul>			
	Burden state	ement	
Federal agencies may not conduct or sponsor an information collection, and a reporting burden for this collection of information is estimated to average 90 m data needed, and completing and reviewing the collection of information. Sem reducing this burden, to the Director, Bureau of Justice Statistics, 810 Seventh authorizes this information collection. Although this survey is voluntary, we urg	ninutes per response, includir d comments regarding this b Street, NW, Washington, DC	g time for reviewing instructions, se urden estimate, or any other aspect 20531. The Omnibus Crime Contro	earching existing data sources, gathering and maintaining the s of this collection of information, including suggestions for I and Safe Streets Act of 1968, as amended (42 USC 3732),

1.	During 2008, which of the following functions did your agency perform on a regular basis or have primary responsibility for performing when needed? Mark [X] all that apply. At least one box must be marked under each category of functions. If your agency did not perform any of the duties listed under a particular category, mark [X] none of the above.	2.	Enter the number of stations, SEPARATE from headquarters, operated by your agency as of September 30, 2008. If none, enter 0.       Number         a. District/precinct/division stations
	<ul> <li>a. Patrol and response functions</li> <li>First response to criminal incidents</li> <li>Routine patrol services</li> <li>Responding to citizen requests for service</li> <li>Arrest of criminal suspects</li> <li>Special events/crowd control</li> <li>Dispatching of calls for service</li> </ul>	3.	calendar year that includes September 30, 2008. If not available, provide an estimate and mark [X] the estimate checkbox. Include jails administered by your agency. Exclude building construction costs and major equipment purchases.
	7 None of the above		\$ If estimate, check here
	<ul> <li>b. Criminal investigation functions <ul> <li>Homicide investigations</li> <li>Arson investigations</li> <li>Cybercrime investigations</li> <li>Other criminal investigations</li> <li>Forensic processing of crime scenes</li> <li>None of the above</li> </ul> </li> <li>c. Traffic and vehicle-related functions</li> </ul>	4.	Enter the number of AUTHORIZED FULL-TIME paid positions in your agency's budget as of September 30, 2008 - and enter the number of ACTUAL FULL-TIME and PART-TIME paid agency employees during the pay period that included September 30, 2008. Count employees who are regularly scheduled to work less than 35 hours per week as part-time. If none, enter 0. AUTHORIZED ACTUAL FULL-TIME FULL-TIME PART-TIME
	<ul> <li>Traffic direction and control</li> <li>Accident investigation</li> <li>Parking enforcement and control</li> </ul>	a.	Sworn personnel (defined as those with general arrest powers) .
	<ul> <li>Commercial vehicle enforcement</li> <li>Traffic law enforcement</li> </ul>	b.	Officers with restricted or no arrest powers
	<ul> <li>A Detention-related functions</li> </ul>	c.	All other personnel not included in a or b above
	<ul> <li>Determining 1 or more jails</li> <li>Booking and release of inmates</li> <li>Operating an OVERNIGHT lockup or temporary holding facility SEPARATE from a jail</li> </ul>	d.	Total AUTHORIZED positions/         ACTUAL employees         (Sum of rows a-c)
	<ul> <li>Operating a temporary holding cell         <ul> <li>(NOT FOR OVERNIGHT DETENTION)</li> <li>Inmate transport</li> <li>None of the above</li> </ul> </li> <li>e. Court-related functions</li> </ul>	5.	As of September 30, 2008, how many of your agency's ACTUAL FULL-TIME sworn personnel served in the following capacities? Officers may be counted in more than one category, but the number in each category should not exceed the number of ACTUAL FULL-TIME sworn personnel entered in 4a above. If none, enter 0.
	<ul> <li>Providing court security</li> <li>Serving process</li> <li>Executing arrest warrants</li> </ul>	a.	UNIFORMED officers with REGULARLY Number ASSIGNED DUTIES that included responding to citizen calls for service
	<ul> <li>4 Serving eviction notices</li> <li>5 Enforcing protection orders</li> <li>6 Enforcing child support orders</li> <li>7 Apprehension of fugitives</li> </ul>		Community Policing Officers or other sworn personnel specifically designated to engage in community policing activities
	<ul> <li>None of the above</li> <li><b>5.</b> Special public safety functions</li> <li>Animal control</li> </ul>	C.	School resource officers or other sworn personnel whose primary duties are related to school safety (exclude crossing guards)
	<ul> <li>2 School crossing services</li> <li>3 Emergency medical services</li> <li>4 Fire services</li> <li>5 Emergency management</li> <li>6 None of the above</li> </ul>	6.	As of September 30, 2008, how many ACTUAL FULL-TIME sworn personnel worked in each of the major operational areas listed below? The total should equal the number of ACTUAL FULL-TIME sworn personnel entered in 4a above. Count each employee only once.
	g. Task force participation		TUAL FULL-TIME sworn personnel working IMARILY in a SINGLE duty area
	<ul> <li>2 Gangs</li> <li>3 Human trafficking</li> </ul>		Law enforcement duties
	<ul> <li>4 Diolent crime</li> <li>5 Anti-terrorism</li> </ul>		Jail-related duties          Court-related duties
	6 🗌 Other (Specify -		Other duty area
	<ul> <li>None of the above</li> <li>h. Specialized functions</li> </ul>	AC	CTUAL FULL-TIME sworn personnel working in
	Bomb/explosives disposal		JLTIPLE duty areas
	<ul> <li>2 Search and rescue</li> <li>3 Tactical operations (SWAT)</li> </ul>	f.	Law enforcement, jail, and court duties
	4 Underwater recovery		Law enforcement and court-related duties
	<ul> <li>Deperating a basic training academy</li> <li>Deperating a forensic crime lab</li> </ul>		Jail and court-related duties
		i.	Other split-duty combination not listed
	■ None of the above	j.	TOTAL ACTUAL FULL-TIME SWORN PERSONNEL

Enter the number of FULL-TIME personnel as of 7. September 30, 2008 for each position listed below. If none, enter 0.

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

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

 $\square$  No law enforcement duties  $\rightarrow$  (go to question 28)

- 8. Does a collective bargaining unit represent your SWORN employees at the officer/deputy rank?
  - 1 🗌 Yes 2 **No**
- During 2008, how many of your agency's FULL-TIME 9 SWORN personnel were called up to active duty as military reservists, and therefore no longer available for law enforcement duties? Count each reservist only once.

## 10. Enter the number of FULL-TIME SWORN personnel that were HIRED during 2008. Include all full-time sworn personnel hired during 2008 whether they Number

are currently employed by the agency or not.

- a. Entry-level hires (non-lateral) .....
- b. Lateral transfers/hires .....
- c. Other new hires .....
- d. Total NEW HIRES (sum of rows a through c)
- 11. For each year, enter the number of sworn officer positions that were available, the number of applications received, and how many applicants were hired. If none, enter 0.

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

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

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

## 13. In order to increase its pool of applicants to be considered, does your agency allow the hiring of recruits with the following characteristics? This may be

under specific parameters such as the number of times used or the number of years since the event occurred. Mark [X] yes or no for each characteristic. Yes No

- 1 2 **a.** Prior marijuana use b. Prior use of other illegal drugs 1 2 2 c. Prior DUI conviction 1 **d.** Prior gang affiliation 1 2 e. Prior misdemeanor conviction 1 2 f. Prior job-related problems 1 2 g. Prior suspended driver's license 1 2 1 2 **h.** Prior credit-related problems
- 14. Which of the following methods does your agency currently use to increase its retention rate for sworn officers? Mark [X] all that apply.
  - Increased pay at specific service milestones
  - <sup>2</sup> Change in title at specific service milestones
  - 3 Change in uniform at specific service milestones
  - □ Job sharing or time splits 4
  - 5 🗌 Free/financial allowance for uniforms
  - 6 🗌 Increase in salary for college degree
  - 7 Increase in overtime opportunities
  - 8 Enhanced medical benefits
  - Enhanced retirement benefits
  - <sup>10</sup> Relaxed residency requirements
  - 11 Take-home vehicle
  - <sup>12</sup> Health club membership or subsidy
  - <sup>13</sup> Housing allowance or mortgage discount program
  - <sup>14</sup> Other (Specify -
  - 15 No methods are used

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

Mark [X] all that apply.

- Ads on agency website
- <sup>2</sup> Ads on job/career websites
- 3 Recruitment task forces or advisory groups
- 4 Personal contacts
- 5 Newspaper ads
- 6 🗌 Magazine ads
- Television ads
- 8 Radio ads
- Information distributed at special events
- 10 Job fairs
- 11 Other (Specify -
- <sup>12</sup> No methods are used
- 16. Which of the following types of applicants for sworn positions are targeted through special recruitment efforts? Mark [X] all that apply.
  - 1 🗌 Women
  - <sup>2</sup> Racial/ethnic minorities
  - 3 Military veterans
  - 4 4-year college graduates
  - 5 Multi-lingual speaking
  - 6 People with prior law enforcement experience
  - 7 Other (Specify -
  - <sup>8</sup> No special populations are targeted
- 17. What is your agency's current annual recruiting budget? If not available, provide an estimate and mark [X] the estimate box. Exclude personnel costs.



If estimate, check here

Please turn over and answer questions on the reverse side

18. Enter the number of FULL-TIME SWORN personnel who separated from your agency	26. Does your agency have a mandatory retirement age for sworn officers?
during 2008. If none, enter 0. Number	1 ☐ Yes → Enter mandatory retirement age -
a. Resignations	<ul> <li>No</li> <li>27. Please provide the following information on your</li> </ul>
<b>b.</b> Dismissals	agency's full-service retirement pension. If your agency
c. Medical/disability retirements	does not offer a full-service retirement pension, please mark [X]
d. Non-medical retirements	the box below. If none, enter 0.
e. Probationary rejections	No full-service retirement pension
f. Other separations (e.g. death)	a. Required years of service
g. Total SEPARATIONS (sum of rows a through f)	b. Minimum age for full age-based retirement .
	c. % of annual salary for each year of
19. Which of the following best describes your agency's exit	service in first eligible year of retirement %
interview policy used to assess officers' reasons for departure? Mark [X] only one.	28. During 2008, was your agency involved in one or more
Agency conducts exit interviews with officers	active, ongoing partnerships with private security that
selected by the agency	included a formal written agreement?
<sup>2</sup> Agency conducts exit interviews with officers if	<sup>1</sup> $\square$ Yes → (go to question 29) <sup>2</sup> $\square$ No → (go to question 31)
they request one	29. For which of the following types of activities or initiatives has your agency partnered with private
Agency conducts <u>exit interviews based on other</u> policy (Specify - )	security? Mark [X] all that apply.
4 Exit interviews typically not conducted	Data information sharing and intelligence
	<sup>2</sup> Resource sharing (e.g., technology, facilities)
20. What is the standard shift length for patrol officers in your agency?	<ul> <li>Training (e.g., joint or cross-training)</li> <li>Community policing initiatives</li> </ul>
your agency:	5 Cybercrime investigation
HOURS PER DAY	6 Alarms (e.g., false alarms, verified response)
21. Do your patrol officers primarily work permanent	<ul> <li>Critical incident planning and response</li> <li>Financial crimes analysis</li> </ul>
shifts, rotating shifts or a combination of the two?	<ul> <li>Special events preparation and response</li> </ul>
Mark [X] only one.	10 🗖 Business improvement district (BID) projects
<ol> <li>Permanent shifts</li> <li>Rotating shifts</li> </ol>	Terrorism prevention/homeland security     School safety
<ul> <li>Combination of permanent and rotating shifts</li> </ul>	<sup>12</sup> □ School safety <sup>13</sup> □ Other (Specify - )
<ul> <li>22. Does your agency require new sworn officers to sign a contract or agreement obligating them to work a minimum amount of time with the agency? <ul> <li>Number</li> <li>Circle one</li> <li>Yes → Enter time required - Days/Months/Years</li> <li>No</li> </ul> </li> <li>23. Does your agency have a residency requirement</li> </ul>	<ul> <li>30. Which of the following types of private security does your agency partner with? Mark [X] all that apply.</li> <li>Alarm companies</li> <li>Armored car/transport</li> <li>Corporate security</li> <li>Contract security/guard companies</li> <li>Investigative firms</li> <li>Proprietary security</li> </ul>
for its sworn officers? Mark [X] only one.	7 Other (Specify -
$1$ $\Box$ Yes, must live within agency service area	31. Does your agency have a written policy that requires
<sup>2</sup> Yes, must live within other specified area	the collection of information on arrest-related deaths?
Enter the specified area	The size $rac{1}{2}$ Yes $rac{1}{2}$ (go to question 32) $rac{2}{2}$ No $rac{1}{2}$ (go to question 33)
3 No residency requirement	32. Which of the following offices/agencies receives the
24. Does your agency limit the number of overtime hours an	information on arrest-related deaths? <i>Mark</i> [X] all that apply.
officer can work?	
Yes <u>Number</u> <u>Circle one</u>	Inspector General/Auditor
Enter the limit - Hours per Day/Week/Month/Year	
<sup>2</sup> No limit	<ul> <li>5 State Attorney General</li> <li>6 State Police</li> </ul>
25a.Does your agency allow an officer to work at a second	7 Medical Examiner/Coroner
job or other employment (i.e. moonlight)?	Other (Specify - )
The Yes $\rightarrow$ (go to question 25b) $2 \square$ No $\rightarrow$ (go to question 26)	In No offices/Agencies receive this information
<b>25b.What types of limits are placed on it?</b> <i>Mark</i> [X] all that apply.	33. Which of the following actions are mandated, pending the outcome of an investigation, in the event of an
Limited by time	arrest-related death? Mark [X] all that apply.
(Specify)	<ol> <li>Suspension (with pay) of officers involved</li> <li>Suspension (without pay) of officers involved</li> </ol>
<ul> <li>Limited by type of establishment</li> <li>(Specify)</li> </ul>	<ul> <li>Bassersion (without pay) of oncers involved</li> <li>Reassignment of officers involved</li> </ul>
(Specify)	4 🗌 Surrender of department-issued weapon
<ul> <li>Limited by other criteria</li> </ul>	Psychological counseling/evaluation
(Specify)	6 Other action (Specify -
4 Allowed without limits	7 🗌 No action mandated