

RETURN TO

**Bureau of the Census
Governments Division
Washington Plaza Bldg. 2,
Room 509
Washington, DC 20233-6800**

FORM (6-8-99)

CJ-44

**1999 SAMPLE SURVEY OF
LAW ENFORCEMENT AGENCIES
Law Enforcement Management and
Administrative Statistics**

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
ACTING AS COLLECTING AGENT FOR
BUREAU OF JUSTICE STATISTICS
U.S. DEPARTMENT OF JUSTICE

(Please correct any error in name, mailing address, and ZIP Code)

INFORMATION SUPPLIED BY

Name <small>016</small>		Title <small>017</small>				
OFFICIAL ADDRESS	Number and street or P.O. box/Route number		City	State	ZIP Code	
TELEPHONE	Area code <small>018</small>	Number	Extension <small>019</small>	FAX NUMBER	Area code <small>020</small>	Number
E-MAIL ADDRESS	<small>021</small>					

GENERAL INFORMATION

- Please mail your completed questionnaire to the **Bureau of the Census** in the enclosed postage-paid envelope before **July 21, 1999**, or **FAX**, (each page) **toll-free to 1-888-891-2099**.
- Please retain a copy of the completed survey for your records.
- If you have any questions, call **Carolyn Gates** toll-free at **1-800-352-7229**, or email to **sslea@ census.gov**

INSTRUCTIONS

- If the answer to a question is "not available" or "unknown," write "DK" 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 and mark (X) the box beside each figure that is estimated. For example 1,234
- Space for comments and/or explanations is provided on page 6 of the questionnaire.

SECTION I – OPERATIONS

1. Indicate the functions for which your agency has PRIMARY responsibility. Exclude functions which your agency performs only upon request such as aiding another agency in an emergency. *Mark (X) all that apply.*

Traffic and vehicle-related functions:

- 022 Accident investigations
- 023 Parking enforcement
- 024 School crossing services
- 025 Traffic direction and control
- 026 Enforcement of traffic laws
- 027 Commercial vehicle enforcement

Special public safety functions:

- 028 Animal control
- 029 Civil defense
- 030 Fire services
- 031 Emergency medical services

Investigative support functions:

- 032 Ballistics testing
- 033 Crime lab services
- 034 Fingerprint processing

Crime investigation for:

- 035 Homicide
- 036 Other violent crimes
- 037 Arson
- 038 Other property crimes
- 039 Environmental crimes
- 040 Computer crimes

Court-related functions:

- 041 Executing arrest warrants
- 042 Court security
- 043 Serving civil process

Special operations:

- 044 Bomb disposal
- 045 Search and rescue
- 046 Tactical operations (SWAT)
- 047 Underwater recovery

Detention operations:

- 048 Jail facility
- 049 Lockup/temporary holding facility (for overnight detention separate from jail)
- 050 Holding cell (not for overnight detention)

Special enforcement functions:

- 051 Drug enforcement
- 052 Vice enforcement

Other functions:

- 053 Dispatching calls for service
- 054 Training academy operation

2. Enter the number of facilities or sites operated by your agency as of June 30, 1999, which are SEPARATE FROM HEADQUARTERS.

District/Precinct stations	055	<input type="checkbox"/>
Fixed neighborhood/community substations	056	<input type="checkbox"/>
Mobile neighborhood/community substations	057	<input type="checkbox"/>
Other – <i>Specify</i> ↘	059	058 <input type="checkbox"/>

3. During the 12-month period ending June 30, 1999, which of the following types of patrol units did your agency use? Mark (X) all that apply.

	Routine patrol	Special events	Did not use
Automobile	060 <input type="checkbox"/>	061 <input type="checkbox"/>	062 <input type="checkbox"/>
Motorcycle	063 <input type="checkbox"/>	064 <input type="checkbox"/>	065 <input type="checkbox"/>
Foot	066 <input type="checkbox"/>	067 <input type="checkbox"/>	068 <input type="checkbox"/>
Horse	069 <input type="checkbox"/>	070 <input type="checkbox"/>	071 <input type="checkbox"/>
Bicycle	072 <input type="checkbox"/>	073 <input type="checkbox"/>	074 <input type="checkbox"/>
Marine	075 <input type="checkbox"/>	076 <input type="checkbox"/>	077 <input type="checkbox"/>

4. Does your agency participate in an operational 911 emergency telephone system or its equivalent (i.e. units can be dispatched as a result of a call)? Mark (X) only one.

- 078 1 Yes – Basic 911 system
- 2 Yes – Expanded/Enhanced 911 system
- 3 No

5. For the 12-month period ending June 30, 1999, enter the number of total calls/requests for service received or initiated by your agency, and their source. Indicate (X) under which category alarms are included 1 b (911) 2 c (non-911) 3 d (other). 079

- If your agency does not respond to calls for service, enter NA.
- If the information is not available or unknown, enter DK.
- Mark (X) the box next to figures which are estimated.

• Use other 12-month period if necessary, and enter end date here. → 278

Source of call/request/event

a. Total calls/requests for service (b+c+d)	b. Emergency 911 system	c. Non-911 phone number	d. Other sources (officer-initiated, walk-in, etc.)
080 <input type="checkbox"/>	081 <input type="checkbox"/>	082 <input type="checkbox"/>	083 <input type="checkbox"/>

6. For the total calls/requests entered in Item 5a, 5b, and 5c above, enter the number handled by each method listed below.

	Method of handling call/request for service			
	Direct response by your agency		Referral to other agency	
	Responded to with the dispatch of 1 or more officers from your agency	Handled by your agency without the dispatch of officer(s) (e.g., phone report)	Referred to other law enforcement agency (e.g., jurisdictional priority)	Referred to non-law enforcement agency (e.g., animal control, public works)
a. Total calls (from 5a)	084 <input type="checkbox"/>	085 <input type="checkbox"/>	086 <input type="checkbox"/>	087 <input type="checkbox"/>
b. 911 calls (5b)	088 <input type="checkbox"/>	089 <input type="checkbox"/>	090 <input type="checkbox"/>	091 <input type="checkbox"/>
c. Non-911 calls (5c)	092 <input type="checkbox"/>	093 <input type="checkbox"/>	094 <input type="checkbox"/>	095 <input type="checkbox"/>

SECTION II – COMPUTERS AND INFORMATION SYSTEMS

NOTE – Use June 30, 1999 as the reference date for all questions in this section.

1. Indicate whether your agency does or does not use each computer type listed below. Mark (X) one per line.
 • Mark (X) the box next to figures which are estimated.

a. Used in ADMINISTRATIVE facilities (e.g. headquarters, stations, etc.)

Type of computer	Agency uses – Mark (X) and enter number in use.	Agency does not use
096 (1) Mainframe computer . . .	1 <input type="checkbox"/> → <input type="checkbox"/> 097	2 <input type="checkbox"/>
098 (2) Mini-computer	1 <input type="checkbox"/> → <input type="checkbox"/> 099	2 <input type="checkbox"/>
100 (3) Personal/desktop computer (PC)	1 <input type="checkbox"/> → <input type="checkbox"/> 101	2 <input type="checkbox"/>
102 (4) Server.	1 <input type="checkbox"/> → <input type="checkbox"/> 103	2 <input type="checkbox"/>

b. Used IN THE FIELD by patrol officers

Type of computer	Agency uses – Mark (X) and enter number in use.	Agency does not use
104 (1) Laptop computer	1 <input type="checkbox"/> → <input type="checkbox"/> 105	2 <input type="checkbox"/>
106 (2) Car-mounted mobile digital/ data terminal (MDT)	1 <input type="checkbox"/> → <input type="checkbox"/> 107	2 <input type="checkbox"/>
108 (3) Car-mounted mobile digital/ data computer (MDC)	1 <input type="checkbox"/> → <input type="checkbox"/> 109	2 <input type="checkbox"/>
110 (4) Hand-held digital/data terminal.	1 <input type="checkbox"/> → <input type="checkbox"/> 111	2 <input type="checkbox"/>
112 (5) Hand-held digital/ data computer (MDC)	1 <input type="checkbox"/> → <input type="checkbox"/> 113	2 <input type="checkbox"/>
114 (6) Other – Specify ↘	1 <input type="checkbox"/> → <input type="checkbox"/> 115	2 <input type="checkbox"/>
	116	

2a. Do your agency's patrol officers have direct access to the following types of information through the use of IN-FIELD COMPUTERS? Mark (X) one per line.

	Yes	No
117 Criminal history records.	1 <input type="checkbox"/>	2 <input type="checkbox"/>
118 Driving records	1 <input type="checkbox"/>	2 <input type="checkbox"/>
119 Mapping programs	1 <input type="checkbox"/>	2 <input type="checkbox"/>
120 Prior call history at dispatched location.	1 <input type="checkbox"/>	2 <input type="checkbox"/>
121 Stolen property	1 <input type="checkbox"/>	2 <input type="checkbox"/>
122 Wanted suspects	1 <input type="checkbox"/>	2 <input type="checkbox"/>
123 Wanted vehicles.	1 <input type="checkbox"/>	2 <input type="checkbox"/>

b. Do your agency's patrol officers have access to a software application that allows them to use IN-FIELD COMPUTERS to perform crime analysis activities such as examining time-of-day patterns or conducting repeat calls for service analyses?

1 Yes 2 No

3. Does your agency use computers for any of the following functions?

Mark (X) one per line.

	Yes	No
125 Crime analysis	1 <input type="checkbox"/>	2 <input type="checkbox"/>
126 Crime mapping	1 <input type="checkbox"/>	2 <input type="checkbox"/>
127 Criminal investigations (exclude word processing)	1 <input type="checkbox"/>	2 <input type="checkbox"/>
128 Dispatch (CAD)	1 <input type="checkbox"/>	2 <input type="checkbox"/>
129 In-field communications	1 <input type="checkbox"/>	2 <input type="checkbox"/>
130 In-field report writing.	1 <input type="checkbox"/>	2 <input type="checkbox"/>
131 Internet access	1 <input type="checkbox"/>	2 <input type="checkbox"/>

4. Does your agency maintain computerized files with any of the following information?

Mark (X) one per line.

	Yes	No
132 Alarms	1 <input type="checkbox"/>	2 <input type="checkbox"/>
133 Arrests	1 <input type="checkbox"/>	2 <input type="checkbox"/>
134 Calls for service	1 <input type="checkbox"/>	2 <input type="checkbox"/>
135 Criminal histories	1 <input type="checkbox"/>	2 <input type="checkbox"/>
136 Department inventory	1 <input type="checkbox"/>	2 <input type="checkbox"/>
137 Driver's license information	1 <input type="checkbox"/>	2 <input type="checkbox"/>
138 Evidence	1 <input type="checkbox"/>	2 <input type="checkbox"/>
139 Field interview information.	1 <input type="checkbox"/>	2 <input type="checkbox"/>
140 Incident-based crime data	1 <input type="checkbox"/>	2 <input type="checkbox"/>
141 Incident reports.	1 <input type="checkbox"/>	2 <input type="checkbox"/>
142 Incident report narratives	1 <input type="checkbox"/>	2 <input type="checkbox"/>
143 Linked files for crime analysis.	1 <input type="checkbox"/>	2 <input type="checkbox"/>
144 Payroll	1 <input type="checkbox"/>	2 <input type="checkbox"/>
145 Personnel	1 <input type="checkbox"/>	2 <input type="checkbox"/>
146 Stolen vehicles	1 <input type="checkbox"/>	2 <input type="checkbox"/>
147 Stolen property – other than vehicles	1 <input type="checkbox"/>	2 <input type="checkbox"/>
148 Summonses	1 <input type="checkbox"/>	2 <input type="checkbox"/>
149 Traffic accidents	1 <input type="checkbox"/>	2 <input type="checkbox"/>
150 Traffic citations	1 <input type="checkbox"/>	2 <input type="checkbox"/>
151 Traffic stops	1 <input type="checkbox"/>	2 <input type="checkbox"/>
152 Uniform Crime Reports – Summary.	1 <input type="checkbox"/>	2 <input type="checkbox"/>
153 Uniform Crime Reports – NIBRS	1 <input type="checkbox"/>	2 <input type="checkbox"/>
154 Vehicle registration	1 <input type="checkbox"/>	2 <input type="checkbox"/>
155 Warrants	1 <input type="checkbox"/>	2 <input type="checkbox"/>

5. For which of the following types of data does your agency use COMPUTERIZED geocoding and mapping?

Mark (X) one per line.

	Yes	No
156 Arrests	1 <input type="checkbox"/>	2 <input type="checkbox"/>
157 Business locations (ATMs, bars, etc.).	1 <input type="checkbox"/>	2 <input type="checkbox"/>
158 Calls for service	1 <input type="checkbox"/>	2 <input type="checkbox"/>
159 Census data (e.g., housing, income)	1 <input type="checkbox"/>	2 <input type="checkbox"/>
160 Crime incidents.	1 <input type="checkbox"/>	2 <input type="checkbox"/>
161 Other – Specify ↘	1 <input type="checkbox"/>	2 <input type="checkbox"/>

162

6. Does your agency maintain an official site (i.e., "Home Page") on the World Wide Web/Internet?

163 1 Yes – Enter address (case specific) ↘ 2 No

164

7. As of June 30, 1999, how were field report data PRIMARILY transmitted to the department's central information system? Mark (X) one per line.

	Paper report (1)	Wireless transmission (e.g., cellular, UHF) (2)	Telephone line (voice) (3)	Computer medium (e.g., disk transfer) (4)	Data device (e.g., laptop download) (5)	Not applicable (6)
165 Criminal incidents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
166 Traffic accidents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION III - PERSONNEL

General instructions for questions 1 and 2 • Include only paid employees • Sworn employees must have general arrest powers • For the purposes of this survey, full-time employees are those who regularly work 35 hours or more per week • Mark (X) the box next to figures which are estimated • If the information is not available or unknown enter DK	Sworn personnel		Nonsworn personnel	
	Full-time (1)	Part-time (2)	Full-time (3)	Part-time (4)
	167	168	169	170
1. Total authorized paid positions on June 30, 1999				
2. Enter the actual number of full-time and part-time paid employees during the pay period that included June 30, 1999. Sum of lines a through f.	171	172	173	174
a. Administration – Chief of police or sheriff, assistants, and other personnel working in an administrative capacity. <i>Include finance, human resources, and internal affairs.</i>	175		176	
b. Field (law enforcement) operations – Police officers, detectives, inspectors, supervisors, and other personnel providing direct services. <i>Include traffic, patrol, investigations, and special operations.</i>	177		178	
c. Technical support – Dispatchers, records clerks, data processors, and other personnel providing support services. <i>Include communications, fleet management, crime prevention, and training.</i>	179		180	
d. Jail operations – Correctional officers, guards, cooks, janitors, and other personnel who work in the jail.	181		182	
	183		184	
e. Court operations – Bailiffs, security guards, process servers, etc.				
f. Other , (e.g., crossing guards, parking monitors, etc.) – <i>Specify</i> ↗ 187	185		186	

3. Of the total number of full-time sworn personnel working in field operations (2b above), enter the number of uniformed officers whose REGULARLY ASSIGNED duties include responding to citizen calls for service	188	
4. As of June 30, 1999 enter the number of full-time sworn personnel serving as Community Policing Officers, Community Resource Officers, Community Relations Officers or others regularly engaged in community policing activities	189	
5. As of June 30, 1999 enter the number of full-time sworn personnel serving as School Resource Officers	190	

6. As of June 30, 1999 how many of the following were employed by your agency?	Sworn personnel		Nonsworn personnel	
	Full-time (1)	Part-time (2)	Full-time (3)	Part-time (4)
	a. Reserve/Auxiliary Sworn Officers	191	192	
b. Community Service Officers/Police Service Aides			193	194
c. Nonsworn volunteers not included in 6b above			195	196

SECTION IV - POLICIES AND PROCEDURES

1. As of June 30, 1999, did your agency have written policies or procedures on the following?		Yes	No
<i>Mark (X) one per line.</i>			
197 a. Code of conduct and appearance	1	<input type="checkbox"/>	2 <input type="checkbox"/>
198 b. Citizen complaints.	1	<input type="checkbox"/>	2 <input type="checkbox"/>
199 c. Use of deadly force/firearm discharge.	1	<input type="checkbox"/>	2 <input type="checkbox"/>
200 d. Discretionary arrest powers	1	<input type="checkbox"/>	2 <input type="checkbox"/>
201 e. Handling domestic disputes	1	<input type="checkbox"/>	2 <input type="checkbox"/>
202 f. Responding to the homeless.	1	<input type="checkbox"/>	2 <input type="checkbox"/>
203 g. Working with juveniles.	1	<input type="checkbox"/>	2 <input type="checkbox"/>
204 h. Use of less-than-lethal force	1	<input type="checkbox"/>	2 <input type="checkbox"/>
205 i. Responding to people with mental illness	1	<input type="checkbox"/>	2 <input type="checkbox"/>
206 j. Maximum work hours allowed for officers.	1	<input type="checkbox"/>	2 <input type="checkbox"/>

SECTION V – COMMUNITY POLICING ACTIVITIES

1. As of June 30, 1999, did your agency have a community policing plan? Mark (X) only one.

- 207 1 Yes, formally written
- 2 2 Yes, not formally written
- 3 3 No

2. During the 2-year period ending June 30, 1999, what proportion of the following types of agency personnel received at least 8 hours of community policing training (e.g., problem solving, SARA, community partnerships, etc.)? Mark (X) one per line.

	All	Half or more	Less than half	None
208 New officer recruits.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
209 In-service sworn personnel . .	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
210 Civilian personnel.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>

3. During the 2-year period ending June 30, 1999, which of the following did your agency do? Mark (X) all that apply

- 211 Trained citizens in community policing (e.g., community mobilization, problem solving)
- 212 Gave patrol officers responsibility for specific geographic areas/beats
- 213 Assigned detectives to cases based on geographic areas/beats
- 214 Actively encouraged patrol officers to engage in SARA-type problem-solving projects on their beats
- 215 Included collaborative problem-solving projects in the evaluation criteria of patrol officers
- 216 Formed problem-solving partnerships with community groups, municipal agencies, or others **through specialized contracts or written agreements**
- 217 None of the above

4. During the 12-month period ending June 30, 1999, which of the following groups did your agency regularly meet with to address crime-related problems? Mark (X) all that apply.

- 218 Advocacy groups
- 219 Business groups
- 220 Domestic violence groups
- 221 Local public agencies (e.g., sanitation, parks)
- 222 Neighborhood associations
- 223 Religious groups
- 224 School groups
- 225 Tenants' associations
- 226 Youth service organizations
- 227 Senior citizen groups
- 228 Other – Specify ↴
229
- 230 Did not meet with any groups

5a. During the 12-month period ending June 30, 1999, did your agency survey the citizens in its jurisdiction to gather any of the following information? Mark (X) all that apply.

- 231 Public satisfaction with police services
- 232 Public perceptions of crime/disorder problems
- 233 Personal crime experiences
- 234 Other – Specify ↴
235
- 236 Did not survey the general public – SKIP to question 6a

b. For which purposes, does your agency use the survey information described in 5a above? Mark (X) all that apply.

- 237 Allocating resources to targeted neighborhoods
- 238 Prioritizing crime/disorder problems
- 239 Formulating agency policy and procedures
- 240 Redistricting beat/reporting areas
- 241 Providing information to patrol officers
- 242 Evaluating program effectiveness
- 243 Training
- 244 Other – Specify ↴
245

6a. As of June 30, 1999, which of the following methods could citizens in your jurisdiction use to access crime statistics or crime maps? Mark (X) all that apply.

- 246 In-person
- 247 Telephone
- 248 Internet/web-page
- 249 Public kiosk/terminal
- 250 Newsletter/brochure
- 251 Newspaper
- 252 Fax
- 253 Public library
- 254 Radio
- 255 Television
- 256 Agency reports
- 257 Written requests
- 258 Other – Specify ↴
259
- 260 None of the above – STOP here

b. As of June 30, 1999, what level of crime statistics/maps could citizens in your jurisdiction routinely access? Mark (X) all that apply.

- 261 State
- 262 County
- 263 City
- 264 District
- 265 Precinct
- 266 Census tract
- 267 Patrol beat
- 268 Neighborhood
- 269 Apartment complex
- 270 Census block
- 271 Street
- 272 Block
- 273 Address
- 274 Other – Specify ↴
275

c. For the 12-month period ending June 30, 1999, did your agency conduct training classes for citizens on how to use or analyze crime statistics/maps?

- 276 1 Yes
- 2 No

Thank you for your cooperation and prompt reply.

Burden statement

Public reporting burden for this collection of information is estimated to average 1 hour 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.