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

### PERSON COMPLETING THE FORM

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>First Name</td>
</tr>
<tr>
<td>Area Code</td>
<td>Number</td>
</tr>
<tr>
<td>Area Code</td>
<td>Number</td>
</tr>
<tr>
<td>FAX</td>
<td></td>
</tr>
<tr>
<td>E-MAIL ADDRESS</td>
<td></td>
</tr>
</tbody>
</table>

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

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

**RETURN INSTRUCTIONS**

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

**INSTRUCTIONS FOR COMPLETING THE FORM**

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

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**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 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate, or any other aspects of this collection of information, including suggestions for reducing this burden, to the Director, Bureau of Justice Statistics, 810 Seventh Street, NW, Washington, DC 20531. The Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 USC 3732), authorizes this information collection. Although this survey is voluntary, we urgently need your cooperation to make the results comprehensive, accurate, and timely. We greatly appreciate your assistance.
1. During 2008, which of the following functions did your responsibility for performing when needed? Mark [X] all that apply. At least one box must be marked under each category of functions. If your agency did not perform any of the duties listed under a particular category, mark [X] none of the above.

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

   b. **Criminal investigation functions**
      1. Homicide investigations
      2. Arson investigations
      3. Cybercrime investigations
      4. Other criminal investigations
      5. Forensic processing of crime scenes
      6. None of the above

   c. **Traffic and vehicle-related functions**
      1. Traffic direction and control
      2. Accident investigation
      3. Parking enforcement and control
      4. Commercial vehicle enforcement
      5. Traffic law enforcement
      6. None of the above

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

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

   f. **Special public safety functions**
      1. Animal control
      2. School crossing services
      3. Emergency medical services
      4. Fire services
      5. Emergency management
      6. None of the above

   g. **Task force participation**
      1. Drug trafficking
      2. Gangs
      3. Human trafficking
      4. Violent crime
      5. Anti-terrorism
      6. Other (Specify - )
      7. None of the above

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

2. Enter the number of stations, SEPARATE from headquarters, operated by your agency as of September 30, 2008. If none, enter 0.
   a. District/precinct/division stations ............
   b. Fixed-site neighborhood/community stations ...
   c. Mobile neighborhood/community stations .......

3. Enter your agency’s total operating budget for the fiscal or calendar year that includes September 30, 2008. If not available, provide an estimate and mark [X] the estimate checkbox. Include jails administered by your agency. Exclude building construction costs and major equipment purchases.

   $ __________ If estimate, check here ☐

4. Enter the number of AUTHORIZED FULL-TIME 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.

<table>
<thead>
<tr>
<th>AUTHORIZED</th>
<th>ACTUAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>FULL-TIME</td>
<td>FULL-TIME</td>
</tr>
<tr>
<td>a. Sworn personnel (defined as those with general arrest powers)</td>
<td></td>
</tr>
<tr>
<td>b. Officers with restricted or no arrest powers</td>
<td></td>
</tr>
<tr>
<td>c. All other personnel not included in a or b above</td>
<td></td>
</tr>
</tbody>
</table>
   d. Total AUTHORIZED positions/ ACTUAL employees (Sum of rows a-c) | | |

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

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

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.

<table>
<thead>
<tr>
<th>ACTUAL FULL-TIME sworn personnel working PRIMARILY in a SINGLE duty area</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Law enforcement duties</td>
</tr>
<tr>
<td>b. Jail-related duties</td>
</tr>
<tr>
<td>c. Court-related duties</td>
</tr>
<tr>
<td>d. Other duty area</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACTUAL FULL-TIME sworn personnel working in MULTIPLE duty areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>e. Law enforcement, jail, and court duties</td>
</tr>
<tr>
<td>f. Law enforcement and jail-related duties</td>
</tr>
<tr>
<td>g. Law enforcement and court-related duties</td>
</tr>
<tr>
<td>h. Jail and court-related duties</td>
</tr>
<tr>
<td>i. Other split-duty combination not listed</td>
</tr>
<tr>
<td>j. TOTAL ACTUAL FULL-TIME SWORN PERSONNEL</td>
</tr>
</tbody>
</table>