U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

FORM **E-9**
(03-05-2009)

ANNUAL SURVEY OF GOVERNMENT EMPLOYMENT
MARCH 2009 – POLICE PROTECTION AGENCIES

▼

RETURN TO:

U.S. Census Bureau
1201 East 10th Street
Jeffersonville, IN 47132-0001

In correspondence pertaining to this report, please refer to the User ID below the address box.

☐ *Please check here if your address has changed.*

**INTERNET RESPONSE: If you prefer, you may respond to this survey via the Internet at the following web address: http://harvester.census.gov/sgenet
You will need your User ID to access the Internet form.**

User ID

→

DATA SUPPLIED BY

Name of person completing the report

Title

Area Code and Phone Number

Extension

Fax

E-Mail

PART I - FULL-TIME STANDARD WEEKLY HOURS

What is the average or standard number of **weekly** hours of work for the **MAJORITY** of your full-time employees?

Mark (X) ONE box only.

A ☐ 39 hours or more   C ☐ 34 to 37.4 hours   E ☐ 30 to 31.9 hours

B ☐ 37.5 to 38.9 hours   D ☐ 32 to 33.9 hours

Less than 30 hours per week should be reported as Part-Time.

PART II - PAY INTERVAL

How frequently are employees paid for their services?
Provide the payroll amount in Part III for the pay period you indicate here.

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1. Full-time employees (all or most)
Mark (X) ONE box only

M ☐ Monthly   Q ☐ Quarterly
T ☐ Twice a month S ☐ Semi-Annually
B ☐ Bi-Weekly   A ☐ Annually
W ☐ Weekly

2. Part-time employees (all or most)
Mark (X) ONE box only

M ☐ Monthly   Q ☐ Quarterly
T ☐ Twice a month S ☐ Semi-Annually
B ☐ Bi-Weekly   A ☐ Annually
W ☐ Weekly

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USCENSUSBUREAU

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PART III - EMPLOYEES, PAYROLL, AND PART-TIME HOURS

Report data for the ONE PAY PERIOD, which includes March 12, 2009 and corresponds to the pay interval marked in Part II. *If some employees are on a different pay interval from the majority, please report these employees, their payroll, and any part-time hours separately as indicated in the special instructions on page 4.*

Section A - STATE GOVERNMENT AGENCIES
To be completed by state government law enforcement agencies only.

Type of Employee	Full-time Employees		Part-time Employees		
	Number of Employees (a)	Gross payroll for employees in column (a) *(omit cents)* (b)	Number of Employees (c)	Gross payroll for employees in column (c) *(omit cents)* (d)	Total paid part-time hours for amounts reported in column (d) *(Estimate if unknown)* (e)
1. Persons with power of arrest 062					
2. Other employees - All law enforcement employees not reported under Persons with power of arrest. 162					
3. TOTAL - *Sum of items 1 and 2.*					

Section B - COUNTY AND OTHER LOCAL GOVERNMENT AGENCIES
To be completed by county sheriffs' offices and other local government agencies only.

Activity If individual employees are routinely assigned to more than one activity, please prorate employees and their payroll. For example, if sheriff's deputies are normally rotated between Correction and Police protection activites so that 10% are assigned to Correction and 90% to Police protection, report 10% of total employees and payroll in Correction and 90% in Police protection.	Full-time Employees		Part-time Employees		
	Number of Employees (a)	Gross payroll for employees in column (a) *(omit cents)* (b)	Number of Employees (c)	Gross payroll for employees in column (c) *(omit cents)* (d)	Total paid part-time hours for amounts reported in column (d) *(Estimate if unknown)* (e)
1. Police protection 062 a. Persons with power of arrest - Report only police employees here. *Report other employees with power of arrest in* **Correction** *or* **Judicial and legal.**					
b. Other employees - All police protection employees not reported under Persons with power of arrest. *Report school crossing guards as part-time.* 162					
2. Correction - Jails, reformatories, detention homes, and probation and parole activities for both adults and juveniles. *Report "Lock-up" employees in* **Police protection.** 005					
3. Judicial and legal - All court and court related activities of this agency such as baliffs and process servers. *Exclude activities of police officers to give testimony - report in* **Police protection.** *Exclude probation activities - report in* **Correction.** 025					
4. Tax and fee collections. 023					

Additional remarks – *Please indicate below any groups of your employees for which you could not supply information or any difficulties you encountered in completing the form. Please provide an explanation for any significant changes to employment or payroll occurring within the last year that would aid in understanding this report.*

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DEFINITIONS

EMPLOYEES – Persons paid for personal services performed in the indicated pay period, including persons in a paid leave status. **Include** any officials paid on a salary basis; by fees or commissions; on a per meeting basis; or a flat sum quarterly, semiannually, or annually. **Exclude** employees on unpaid leave, unpaid officials, pensioners, and contractors and their employees.

FULL-TIME EMPLOYEES – Persons employed during the pay period to work the number of hours per week that represents regular full-time employment. **Include** temporary or seasonal employees who are working the number of hours that represents full-time employment.

PART-TIME EMPLOYEES – Persons employed on a part-time basis during the designated pay period. **Include** those daily or hourly employees usually engaged for less than the regular full-time workweek, as well as any part-time paid officials. **Exclude** here, and report as full-time, any temporary or seasonal employees working on a full-time basis during this pay period.

PAYROLL (GROSS BEFORE DEDUCTIONS) – Salaries, wages, fees, or commissions earned by employees during (or applicable to) the pay period(s) which includes **March 12, 2009**. **Include** overtime, premium, night differential pay, bonuses, and incentive payments that are paid at regular pay intervals. **Include** amounts withheld for taxes, employee contributions to retirement systems, etc. **Exclude** lump sum payments and the value of living quarters and subsistence allowances furnished to employees.

If some employees are on a different pay interval from the majority, please report these employees, their payroll, and part-time hours separately as indicated in the **Special Instructions for Part III**.

PART-TIME HOURS PAID – Total hours actually paid during the pay interval for all persons working less than the number of hours that represents full-time employment. **Include** an estimate of hours worked during the pay interval for part-time employees not compensated on an hourly basis.

GENERAL INSTRUCTIONS

1. Indicate in **Part I** the standard weekly hours of work for most full-time employees.

2. Indicate in **Part II** the length or frequency of your pay interval.

3. Include all current employees whether paid from the general fund or special funds.

4. Report in **Part III** gross payroll amounts for just the ONE PAY PERIOD which includes March 12, 2009.

    a. **Do not** report cumulative salaries since the beginning of the calendar or fiscal year.

    b. **Do not** report payroll amounts from last fiscal year.

    c. **Do not** report the employer costs of non-wage employee benefits such as workers' compensation, FICA, health insurance, etc.

5. Include total paid hours of work for part-time employees in **Part III**, column (e). If actual hours are not known, please enter an estimate.

6. Use the reporting format shown in **SPECIAL INSTRUCTIONS FOR PART III** if you have multiple pay intervals.

7. If you are unable to supply any of the information requested in **Part III**, please list in "Additional remarks" the source(s) of the missing information (including address and telephone number).

8. If exact figures are not available, enter estimates and mark with an asterisk.

9. Complete the "Data supplied by" box on the front of the form and return the completed questionnaire in the envelope provided.

10. Retain a copy of the completed questionnaire for your records.   Thank you.

SPECIAL INSTRUCTIONS FOR PART III

Report separately in Part III all employees, payrolls, and part-time hours that are on a pay interval different from the one reported in Part II, PAY INTERVAL. Write a pay interval code M, T, B, W, Q, S, or A next to payroll amounts and part-time hours to indicate applicable pay interval.

For example, if your government has three (3) full-time employees and three (3) part-time employees and each is paid at different pay intervals, report data separately as shown in the following example:

Part III	EMPLOYEES, PAYROLL, AND PART-TIME HOURS				
Full-time employees		**Part-time employees**			
Number	Payroll	Number	Payroll	Hours	
1	$3,500 (M)	1	$600 (B)	60 (B)	
1	$550 (W)	2	$10,500 (Q)	300 (Q)	
1	$20,000 (A)				

In this example, $3,500 represents the monthly (code M) amount for 1 full-time employee; $550 represents the weekly (code W) amount for 1 full-time employee; and $20,000 represents the annual (code A) amount for 1 full-time employee; and $600 represents the biweekly (code B) amount for 1 part-time employee. $10,500 represents the quarterly (code Q) amount for 2 part-time employees.