



**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)
<b>a. Total calls (from 5a)</b>	084 <input type="checkbox"/>	085 <input type="checkbox"/>	086 <input type="checkbox"/>	087 <input type="checkbox"/>
<b>b. 911 calls (5b)</b>	088 <input type="checkbox"/>	089 <input type="checkbox"/>	090 <input type="checkbox"/>	091 <input type="checkbox"/>
<b>c. Non-911 calls (5c)</b>	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**

<b>General instructions for questions 1 and 2</b> • 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
<b>1. Total authorized paid positions on June 30, 1999</b>				
<b>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.</b>	171	172	173	174
<b>a. Administration</b> – 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>b. Field (law enforcement) operations</b> – Police officers, detectives, inspectors, supervisors, and other personnel providing direct services. <i>Include traffic, patrol, investigations, and special operations.</i>	177		178	
<b>c. Technical support</b> – Dispatchers, records clerks, data processors, and other personnel providing support services. <i>Include communications, fleet management, crime prevention, and training.</i>	179		180	
<b>d. Jail operations</b> – Correctional officers, guards, cooks, janitors, and other personnel who work in the jail.	181		182	
	183		184	
<b>e. Court operations</b> – Bailiffs, security guards, process servers, etc.				
<b>f. Other</b> , (e.g., crossing guards, parking monitors, etc.) – <i>Specify</i> ↗ 187	185		186	

<b>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 . . . . .</b>	188
<b>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 . . . . .</b>	189
<b>5. As of June 30, 1999 enter the number of full-time sworn personnel serving as School Resource Officers . . . . .</b>	190

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

**SECTION IV - POLICIES AND PROCEDURES**

<b>1. As of June 30, 1999, did your agency have written policies or procedures on the following?</b> Mark (X) one per line.		Yes	No
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.