### INFORMATION SUPPLIED BY

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**OFFICIAL ADDRESS**

- Number and street or P.O. box/Route number
- City
- State
- ZIP Code

**TELEPHONE**

- Area code
- Number
- Extension

**E-MAIL ADDRESS**

- Area code
- Number

### 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.
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:
- [ ] Accident investigations
- [ ] Parking enforcement
- [ ] School crossing services
- [ ] Traffic direction and control
- [ ] Commercial vehicle enforcement

### Court-related functions:
- [ ] Executing arrest warrants
- [ ] Court security
- [ ] Serving civil process

### Special operations:
- [ ] Bomb disposal
- [ ] Search and rescue
- [ ] Tactical operations (SWAT)
- [ ] Underwater recovery

### Detention operations:
- [ ] Jail facility
- [ ] Lockup/temporary holding facility (for overnight detention separate from jail)
- [ ] Holding cell (not for overnight detention)

### Special public safety functions:
- [ ] Animal control
- [ ] Fire services
- [ ] Emergency medical services
- [ ] Ballistics testing
- [ ] Crime lab services
- [ ] Fingerprint processing

### Investigative support functions:
- [ ] Crime investigation for:
  - [ ] Homicide
  - [ ] Other violent crimes
  - [ ] Arson
  - [ ] Other property crimes
  - [ ] Environmental crimes
  - [ ] Computer crimes

### Special enforcement functions:
- [ ] Drug enforcement
- [ ] Vice enforcement
- [ ] Dispatching calls for service
- [ ] Training academy operation

### Routine patrol
- [ ] Automobile
- [ ] Motorcycle
- [ ] Foot
- [ ] Horse
- [ ] Bicycle
- [ ] Marine

### Special events
- [ ] Bomb disposal
- [ ] Search and rescue
- [ ] Tactical operations (SWAT)

### Jail facility
- [ ] Yes – Basic 911 system
- [ ] Yes – Expanded/Enhanced 911 system

### Holding cell (not for overnight detention)
- [ ] Yes
- [ ] No

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

<table>
<thead>
<tr>
<th>Type of Facility</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>District/Precinct stations</td>
<td></td>
</tr>
<tr>
<td>Fixed neighborhood/community substations</td>
<td></td>
</tr>
<tr>
<td>Mobile neighborhood/community substations</td>
<td></td>
</tr>
<tr>
<td>Other – Specify</td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Type of Unit</th>
<th>Routine</th>
<th>Special</th>
<th>Did not use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automobile</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Motorcycle</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foot</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Horse</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bicycle</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marine</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

- [ ] Yes – Basic 911 system
- [ ] Yes – Expanded/Enhanced 911 system
- [ ] 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: 
  - [ ] b (911)
  - [ ] c (non-911)
  - [ ] d (other).

- [ ] 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.

### Source of call/request/event

<table>
<thead>
<tr>
<th>Source</th>
<th>Total calls/requests for service (b+c+d)</th>
<th>Emergency 911 system</th>
<th>Non-911 phone number</th>
<th>Other sources (officer-initiated, walk-in, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>b.</td>
<td>c.</td>
<td>d.</td>
<td></td>
</tr>
<tr>
<td>080</td>
<td>081</td>
<td>082</td>
<td>083</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Method of handling call/request for service</th>
<th>Direct response by your agency</th>
<th>Referral to other agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responded to with the dispatch of 1 or more officers from your agency</td>
<td>Handled by your agency without the dispatch of officer(s) (e.g., phone report)</td>
<td>Referred to other law enforcement agency (e.g., jurisdictional priority)</td>
</tr>
<tr>
<td>Referred to non-law enforcement agency (e.g., animal control, public works)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Source</th>
<th>Total calls (from 5a)</th>
<th>911 calls (5b)</th>
<th>Non-911 calls (5c)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>b.</td>
<td>c.</td>
<td>d.</td>
</tr>
<tr>
<td>084</td>
<td>085</td>
<td>086</td>
<td>087</td>
</tr>
<tr>
<td>088</td>
<td>089</td>
<td>090</td>
<td>091</td>
</tr>
<tr>
<td>092</td>
<td>093</td>
<td>094</td>
<td>095</td>
</tr>
</tbody>
</table>
**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.
   - **Agency uses – Mark (X) and enter number in use.**
   - **Agency does not use**

<table>
<thead>
<tr>
<th>Type of computer</th>
<th>Mark (X) and enter number in use.</th>
<th>Agency does not use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mainframe computer</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Personal/desktop computer (PC)</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Mini-computer</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Server</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Information Type</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal history records</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Driving records</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Mapping programs</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Prior call history at dispatched location</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Stolen property</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Wanted suspects</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Wanted vehicles</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

2b. 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?

   Yes | No
   1 | 2

3. Does your agency use computers for any of the following functions? Mark (X) one per line.

<table>
<thead>
<tr>
<th>Function</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crime analysis</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Crime mapping</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Criminal investigations (exclude word processing)</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Dispatch (CAD)</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>In-field communications</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>In-field report writing</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Internet access</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

4. Does your agency maintain computerized files with any of the following information? Mark (X) one per line.

<table>
<thead>
<tr>
<th>Information Type</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alarms</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Arrests</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Calls for service</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Criminal histories</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Department inventory</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Driver’s license information</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Evidence</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Field interview information</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Incident-based crime data</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Incident reports</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Incident report narratives</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Linked files for crime analysis</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Payroll</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Personnel</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Stolen vehicles</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Stolen property – other than vehicles</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Summonses</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Traffic accidents</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Traffic citations</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Traffic stops</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Uniform Crime Reports – Summary</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Uniform Crime Reports – NIBRS</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Vehicle registration</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Warrants</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

5. For which of the following types of data does your agency use COMPUTERIZED geocoding and mapping? Mark (X) one per line.

<table>
<thead>
<tr>
<th>Data Type</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrests</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Business locations (ATMs, bars, etc.)</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Calls for service</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Census data (e.g., housing, income)</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Crime incidents</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Other – Specify</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

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

   Yes – Enter address (case specific) | No
   1 | 2

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.

<table>
<thead>
<tr>
<th>Report Type</th>
<th>Paper report</th>
<th>Wireless transmission (e.g., cellular, UHF)</th>
<th>Telephone line (voice)</th>
<th>Computer medium (e.g., disk transfer)</th>
<th>Data device (e.g., laptop download)</th>
<th>Not applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal incidents</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Traffic accidents</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>
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

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.
   a. Administration – Chief of police or sheriff, assistants, and other personnel working in an administrative capacity. Include finance, human resources, and internal affairs.
   b. Field (law enforcement) operations – Police officers, detectives, inspectors, supervisors, and other personnel providing direct services. Include traffic, patrol, investigations, and special operations.
   c. Technical support – Dispatchers, records clerks, data processors, and other personnel providing support services. Include communications, fleet management, crime prevention, and training.
   d. Jail operations – Correctional officers, guards, cooks, janitors, and other personnel who work in the jail.
   e. Court operations – Bailiffs, security guards, process servers, etc.
   f. Other, (e.g., crossing guards, parking monitors, etc.) – Specify

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.

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.

5. As of June 30, 1999 enter the number of full-time sworn personnel serving as School Resource Officers.

6. As of June 30, 1999 how many of the following were employed by your agency?
   a. Reserve/Auxiliary Sworn Officers
   b. Community Service Officers/Police Service Aides
   c. Nonsworn volunteers not included in 6b above

SECTION IV – POLICIES AND PROCEDURES

1. As of June 30, 1999, did your agency have written policies or procedures on the following? Mark (X) one per line.
   a. Code of conduct and appearance
   b. Citizen complaints
   c. Use of deadly force/firearm discharge
   d. Discretionary arrest powers
   e. Handling domestic disputes
   f. Responding to the homeless
   g. Working with juveniles
   h. Use of less-than-lethal force
   i. Responding to people with mental illness
   j. Maximum work hours allowed for officers
   k. Other, (e.g., fraternity sponsorships, bulls in the streets, etc.) – Specify

   Yes | No
   --- | ---
   197 | 2
   198 | 2
   199 | 2
   200 | 2
   201 | 2
   202 | 2
   203 | 2
   204 | 2
   205 | 2
   206 | 2
1. As of June 30, 1999, did your agency have a community policing plan? Mark (X) only one.
   1. Yes, formally written
   2. Yes, not formally written
   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.
   - New officer recruits: 1 2 3 4
   - In-service sworn personnel: 1 2 3 4
   - Civilian personnel: 1 2 3 4

3. During the 2-year period ending June 30, 1999, which of the following did your agency do? Mark (X) all that apply.
   - Trained citizens in community policing (e.g., community mobilization, problem solving)
   - Gave patrol officers responsibility for specific geographic areas/beats
   - Assigned detectives to cases based on geographic areas/beats
   - Actively encouraged patrol officers to engage in SARA-type problem-solving projects on their beats
   - Included collaborative problem-solving projects in the evaluation criteria of patrol officers
   - Formed problem-solving partnerships with community groups, municipal agencies, or others through specialized contracts or written agreements
   - 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.
   - Advocacy groups
   - Business groups
   - Domestic violence groups
   - Local public agencies (e.g., sanitation, parks)
   - Neighborhood associations
   - Religious groups
   - School groups
   - Tenants’ associations
   - Youth service organizations
   - Senior citizen groups
   - Other – Specify
   - 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.
   - Public satisfaction with police services
   - Public perceptions of crime/disorder problems
   - Personal crime experiences
   - Other – Specify

5b. Did not survey the general public – SKIP to question 6a

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.
   - In-person
   - Telephone
   - Internet/web-page
   - Public kiosk/terminal
   - Newsletter/brochure
   - Newspaper
   - Fax
   - Public library
   - Other – Specify

6b. As of June 30, 1999, what level of crime statistics/maps could citizens in your jurisdiction routinely access?
   - State
   - County
   - City
   - District
   - Precinct
   - Census tract
   - Patrol beat
   - Neighborhood
   - Apartment complex
   - Census block
   - Street
   - Block
   - Address
   - Other – Specify

6c. 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?
   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.