

## 2020 LAW ENFORCEMENT MANAGEMENT AND ADMINISTRATIVE STATISTICS (LEMAS) SURVEY



### SHERIFF'S OFFICES

In correspondence about this survey, please refer to the **Agency ID** number printed below in this box. (Please correct any error in name and mailing address below. If the label is correct, please check the box in the bottom right hand corner of this box.)

Agency ID:

Password:

Name:

Title:

Agency:

The label is correct

### INFORMATION SUPPLIED BY

NAME				TITLE		
TELEPHONE	Area Code	Number	Extension	FAX	Area Code	Number
EMAIL ADDRESS						

### Completion and Return Instructions

- Unless otherwise noted, please answer all questions using December 31, 2020 as a reference.
- **Please do not leave any items blank.** If the answer to a question is none or zero, write "0" in the space provided. When exact numeric answers are not available, please provide estimates.
- Use an **X** when marking an answer in a response circle or box.
- There are four ways to submit this survey:
  - Online at <https://bjslecs.org/LEMAS>. Please use the Agency ID and Password listed above to access the survey on the secure, encrypted website. This method allows for the ability to save partial data and return at a later time. If you or another staff member needs to access the survey multiple times, please only "submit" the survey once it is complete.
  - Mail the survey to RTI International (RTI) in the enclosed postage-paid envelope
  - Fax each page of the survey to 833-997-2721 (toll-free)
  - Scan and email the survey to [lemas@rti.org](mailto:lemas@rti.org)
- **Please submit your completed questionnaire by March 19, 2021.**
- If you have questions about the survey, items on the questionnaire, or how to submit completed responses, please contact the Survey Team at RTI by email at [lemas@rti.org](mailto:lemas@rti.org) or call the Help Line at 1-833-997-2719 (toll free). The Help Line is available from 9:00 a.m. to 5:00 p.m. (EST). When communicating about the survey, please reference your Agency ID.
- If you have general comments or suggestions for improving the survey, please contact Kevin M. Scott, Chief, Law Enforcement Statistics Unit, Bureau of Justice Statistics, by phone at 202-616-3615 or by email at [Kevin.M.Scott@usdoj.gov](mailto:Kevin.M.Scott@usdoj.gov).
- Please retain a copy of your completed survey for one year. Questionnaires completed through the online option can be printed for your records.

#### Burden Statement

Public reporting burden for this collection of information is estimated to average 2.5 hours 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 (34 U.S.C. § 10132), authorizes this information collection. Although this survey is voluntary, we urgently need and appreciate your cooperation to make the results comprehensive, accurate, and timely.

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## Section I: Personnel

1. Enter the number of **full-time** and **part-time paid** agency employees for the pay periods specified below. Count employees who are regularly scheduled to work less than 35 hours per week as part-time. If none, enter '0'.

Pay period that included <u>December 31, 2019</u> :	2019	
	Full-time	Part-time
a. Sworn deputies with general arrest powers (e.g., road deputies)	<input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/>
b. Deputies with limited or no arrest powers (e.g., jail/correctional deputies)	<input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/>
c. Non-sworn/civilian personnel	<input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/>
<b>d. Total paid employees (sum of rows a-c)</b>	<input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/>

Pay period that included <u>December 31, 2020</u> :	2020	
	Full-time	Part-time
e. Sworn deputies with general arrest powers (e.g., road deputies)	<input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/>
f. Deputies with limited or no arrest powers (e.g., jail/correctional deputies)	<input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/>
g. Non-sworn/civilian personnel	<input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/>
<b>h. Total paid employees (sum of rows e-g)</b>	<input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/>

2. Enter the number of **full-time sworn** deputy vacancies for the pay periods specified below.

	<b>2019</b>
a. Pay period that included <u>December 31, 2019</u> :	Full-time sworn deputy vacancies
	<input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/>

	<b>2020</b>
b. Pay period that included <u>December 31, 2020</u> :	Full-time sworn deputy vacancies
	<input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/>

Unless otherwise noted, please answer all remaining questions using December 31, 2020, as a reference.

3. Enter the number of full-time personnel according to their primary job responsibility for the pay period that included **December 31, 2020**. Count each full-time staff person *ONLY* once. If a person performed more than one function, enter that person's count in the job category in which s/he spent most of her/his time. If none, enter '0'.

	Sworn deputies with general arrest powers	Deputies with limited or no arrest powers	Non-sworn/civilian personnel
<b>a. Administration</b> – Sheriff, assistants and other personnel who work in an administrative capacity. <i>Include finance, human resources, and internal affairs.</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>b. Total operations</b> – Road deputies, detectives, inspectors, supervisors, and other personnel providing direct law enforcement services. <i>Include traffic, patrol, investigations, and special operations.</i>			
<b>1. Deputies</b> – Road deputies, traffic, patrol, SROs, etc.	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>2. Detectives/investigators</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>3. All other operations personnel</b> – Inspectors, supervisors, special operations, and other personnel providing direct law enforcement services.	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>c. Jail-related duties</b> – Correctional deputies, guards, and other support personnel who primarily work in a jail system.	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>d. Court related duties</b> – Bailiffs, security guards, etc.	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>e. Civil process duties</b> – Process servers, real estate administrators, etc.	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>f. Other support personnel</b> – Dispatchers, records clerks, crime analysts, crime lab technicians, and other personnel providing support services other than administrative. <i>Include communications, crime lab, fleet management, and training.</i>			
<b>1. Dispatchers</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>2. All other support personnel</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>g. Other</b> (e.g., crossing guards, parking enforcement, etc.)	<input type="text"/>	<input type="text"/>	<input type="text"/>

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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4. Enter the number of **full-time sworn** deputies by race, Hispanic origin and sex for the pay period that included December 31, 2020. *If none, enter '0'.*

	Male	Female
a. White, non-Hispanic	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
b. Black or African American, non-Hispanic	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
c. Hispanic or Latino	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
d. American Indian or Alaska Native, non-Hispanic	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
e. Asian, non-Hispanic	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
f. Native Hawaiian or other Pacific Islander, non-Hispanic	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
g. Two or more races	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
h. Not known	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>i. Total <u>full-time sworn</u> deputies (sum of rows a-h)</b>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

5. Enter the sex, race and Hispanic origin of the sheriff for the pay period that included December 31, 2020.

**a. Sex**

- Male
- Female

**b. Hispanic Origin**

- Spanish, Hispanic, or Latino
- Not Spanish, Hispanic, or Latino

**c. Race (select all that apply)**

- White
- Black or African American
- American Indian or Alaska Native
- Asian
- Native Hawaiian or other Pacific Islander
- Other (please specify):

6. Enter the number of **full-time sworn** deputies by race, Hispanic origin and sex who held the following supervisory positions for the pay period that included December 31, 2020. If a position did not exist in your agency, select 'N/A'. If none, enter '0'.

	Intermediate supervisor (below sheriff and above sergeant or first-line supervisor)	Sergeant or equivalent first-line supervisor
	<input type="checkbox"/> N/A	<input type="checkbox"/> N/A
a. White, non-Hispanic	□ □ □ □ □	□ □ □ □ □
b. Black or African American, non-Hispanic	□ □ □ □ □	□ □ □ □ □
c. Hispanic or Latino	□ □ □ □ □	□ □ □ □ □
d. American Indian or Alaska Native, non-Hispanic	□ □ □ □ □	□ □ □ □ □
e. Asian, non-Hispanic	□ □ □ □ □	□ □ □ □ □
f. Native Hawaiian or other Pacific Islander, non-Hispanic	□ □ □ □ □	□ □ □ □ □
g. Two or more races	□ □ □ □ □	□ □ □ □ □
h. Not known	□ □ □ □ □	□ □ □ □ □
<b>i. Total <u>full-time sworn</u> deputies (sum of rows a-h)</b>	□ □ □ □ □	□ □ □ □ □
j. Male	□ □ □ □ □	□ □ □ □ □
k. Female	□ □ □ □ □	□ □ □ □ □
<b>l. Total <u>full-time sworn</u> deputies (sum of rows j and k)</b>	□ □ □ □ □	□ □ □ □ □

7. Enter the number of **full-time** agency personnel who were bi- or multilingual as of December 31, 2020. Full-time employees are those regularly scheduled for 35 or more hours per week. If none, enter '0'.

	Bilingual or Multilingual Full-Time Personnel
a. Sworn with general arrest powers (e.g., road deputies)	□ □ □ □ □
b. Deputies with limited or no arrest powers (e.g., jail/correctional deputies)	□ □ □ □ □
c. Non-sworn/civilian personnel	□ □ □ □ □

□	□	□	□	□	□	□
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8. As of December 31, 2020, how did your agency address the following problems/tasks? Mark the most appropriate choice for each problem/task listed below. Consider FULL-TIME sworn deputies with general arrest powers and FULL-TIME non-sworn/civilian personnel. Mark ONLY ONE choice per row.

Type of problem/task	(1) Agency had a specialized unit with personnel assigned full-time to address this problem/task	Agency DID NOT HAVE a specialized unit with full-time personnel			(5) Agency's jurisdiction did not have this problem (N/A)
		(2) Agency had designated personnel to address this problem/task	(3) Agency addressed this problem/task, but did not have designated personnel	(4) Agency did not formally address this problem/task	
a. Agency standards/accreditation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Bias/hate crime	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Bomb/explosive disposal	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Child abuse/endangerment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Community policing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. Crime analysis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. Cybercrime	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
h. Domestic violence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
i. Firearms	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
j. Gangs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
k. Homelessness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
l. Human trafficking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
m. Impaired drivers (DUI/DWI)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
n. Internal affairs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
o. Juvenile crimes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
p. Mental health/crisis intervention	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
q. Methamphetamine labs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
r. Missing children	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
s. Opioids	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
t. Parking enforcement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
u. Public relations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
v. Research and planning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
w. School safety	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
x. Sexual assault	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
y. Special operations (e.g., SWAT)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
z. Terrorism/homeland security	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
aa. Traffic enforcement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
bb. Victim assistance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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## Section II: Budget

**9a. Enter your agency's total operating budget for the fiscal years specified below. If the budget is not available, provide an estimate and check the box below. Include jail administration costs. DO NOT include building construction costs or major equipment purchases.**

2019	
<b>Fiscal year that included December 31, 2019:</b>	<b>Operating Budget</b>
\$ <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> .00	<b>Please mark if this figure is an estimate</b>
	<input type="checkbox"/>

2020	
<b>Fiscal year that included December 31, 2020:</b>	<b>Operating Budget</b>
\$ <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> .00	<b>Please mark if this figure is an estimate</b>
	<input type="checkbox"/>

**9b. Does your agency operate a jail?**

- Yes  
 No → *If no, SKIP to #9d*

**9c. How much of the above total operating budgets were for jail administration?**

2019	
<b>Fiscal year that included December 31, 2019:</b>	<b>Operating Budget</b>
\$ <input type="text"/> , <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> .00	<b>Please mark if this figure is an estimate</b>
	<input type="checkbox"/>

2020	
<b>Fiscal year that included December 31, 2020:</b>	<b>Operating Budget</b>
\$ <input type="text"/> , <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> .00	<b>Please mark if this figure is an estimate</b>
	<input type="checkbox"/>

**9d. Please indicate the month and day on which your agency's fiscal year begins:**

/    
 M M / D D

**10. Enter the total estimated value of money, goods, and property received by your agency from an asset forfeiture program during the fiscal year that included December 31, 2019. If data are not available, provide an estimate and check the box below. Include federal, state and local funds. If no money, goods or property were received, enter '0'.**

\$  ,   ,   ,   .00

Please mark here if this figure is an estimate

### Section III: Service Area

**11. Enter the total square mileage of your agency's service area.**

Square miles

**12. Enter the total resident population for your agency's service area. Only count the residential population for which your agency has primary responsibility for providing law enforcement services.**

, ,  Number of residents for which your agency has primary law enforcement responsibility

### Section IV: Community Policing

**13. During 2020, did your agency have an informal problem-solving partnership or formal written agreement with any of the following?"**

	Yes	No
a. Academic/university staff	<input type="radio"/>	<input type="radio"/>
b. Advocacy groups	<input type="radio"/>	<input type="radio"/>
c. Business groups	<input type="radio"/>	<input type="radio"/>
d. Federal law enforcement agencies	<input type="radio"/>	<input type="radio"/>
e. Law enforcement organizations (e.g., IACP, National Police Foundation)	<input type="radio"/>	<input type="radio"/>
f. Neighborhood associations	<input type="radio"/>	<input type="radio"/>
g. Non-law enforcement government agencies	<input type="radio"/>	<input type="radio"/>
h. State or local law enforcement agencies	<input type="radio"/>	<input type="radio"/>
i. Victim service providers	<input type="radio"/>	<input type="radio"/>
j. Other (please specify):	<input type="radio"/>	<input type="radio"/>
<input style="width: 100%; height: 20px;" type="text"/>		



14. During 2020, did your agency solicit feedback from the community for any of the following? Include informal (e.g., via social media, community listening sessions) and formal (e.g., via a community survey or advisory council) feedback received.

	Yes	No
a. Allocating resources to neighborhoods	<input type="radio"/>	<input type="radio"/>
b. Assessing community trust	<input type="radio"/>	<input type="radio"/>
c. Evaluating deputy or agency performance	<input type="radio"/>	<input type="radio"/>
d. Informing agency policies and procedures	<input type="radio"/>	<input type="radio"/>
e. Prioritizing crime/disorder problems	<input type="radio"/>	<input type="radio"/>
f. Training development	<input type="radio"/>	<input type="radio"/>

15. During 2020, which of the following did your agency do?

	Yes	No
a. Maintain a written community policing plan	<input type="radio"/>	<input type="radio"/>
b. Conduct a citizen police academy	<input type="radio"/>	<input type="radio"/>
c. Conduct citizen range days	<input type="radio"/>	<input type="radio"/>
d. Work with a Community Advisory Committee	<input type="radio"/>	<input type="radio"/>
e. Other (please specify):	<input type="radio"/>	<input type="radio"/>
<input style="width: 100%; height: 20px;" type="text"/>		

## Section V: Selection and Training

16a. Indicate your agency's minimum education requirement which new (non-lateral) sworn personnel recruits must have at hiring or within two years of hiring. Mark **ONLY ONE** response.

- Four-year college degree required
- Two-year college degree required
- Some college, but no degree required
  - Total credit hours required:
- High school diploma or equivalent required
- No formal education requirement → **SKIP to #17 on page 10.**

→ 16b. Does your agency consider military service as an exemption to this minimum education requirement?

- Yes
- No

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17. Which of the following screening techniques are used by your agency in selecting new (non-lateral) sworn deputy recruits?

Background check	Yes	No
a. Background investigation	<input type="radio"/>	<input type="radio"/>
b. Credit history check	<input type="radio"/>	<input type="radio"/>
c. Criminal history check	<input type="radio"/>	<input type="radio"/>
d. Driving record check	<input type="radio"/>	<input type="radio"/>
e. Social media check	<input type="radio"/>	<input type="radio"/>
Personal attributes	Yes	No
f. Cognitive ability assessment (e.g., writing, reading comprehension, analytical skills)	<input type="radio"/>	<input type="radio"/>
g. Interpersonal skills assessment	<input type="radio"/>	<input type="radio"/>
h. Personality/Psychological inventory	<input type="radio"/>	<input type="radio"/>
i. Psychological interview	<input type="radio"/>	<input type="radio"/>
j. Polygraph exam	<input type="radio"/>	<input type="radio"/>
Physical attributes	Yes	No
k. Drug test	<input type="radio"/>	<input type="radio"/>
l. Medical exam	<input type="radio"/>	<input type="radio"/>
m. Vision test	<input type="radio"/>	<input type="radio"/>
n. Physical agility/fitness test	<input type="radio"/>	<input type="radio"/>
o. (If yes to #17n) Does your agency have different standards based on sex?	<input type="radio"/>	<input type="radio"/>

→ If no, SKIP to #18

18. How many total hours of academy training and field training (e.g., with FTO) are required of your agency's new (non-lateral) sworn deputy recruits? Include law enforcement training ONLY. If no training of that type is required, enter '0'.

	Academy training hours	Field training hours
a. State mandated hours	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
b. Additional training hours	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>c. Total hours of training (sum of rows a and b)</b>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

19. What is the minimum annual number of in-service hours of training that is required for your agency's full-time sworn deputies? Include law enforcement training ONLY. If no training of that type is required, enter '0'.

	Minimum annual hours per deputy
a. State mandated hours	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
b. Additional training hours	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>c. Total hours of training (sum of rows a and b)</b>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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## Section VI: Hiring and Retention

**20a. How many full-time sworn deputies were hired by your agency in 2020? Include all full-time sworn personnel hired whether they are currently employed by the agency or not.**

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Number of full-time sworn deputies hired

→ If 0, SKIP to #24a on page 12.

**20b. (If at least one new hire) How many of those hires were:**

	Number of Full-Time Sworn Deputies Hired				
a. Entry-level hires (non-lateral)	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>				
b. Lateral transfers/hires	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>				
c. Other new hires	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>				

→ If #20b, row a (entry-level hires) is 0, SKIP to #24a on page 12.

**21. Based on the most recent class of entry-level sworn deputies hired, on average, how many weeks passed from the time they submitted their application to the time they were offered employment? DO NOT include basic academy training.**

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Average number of weeks until hire

**22. Which of the following types of applicants for entry-level sworn deputy hires were targeted through special recruitment efforts in 2020?**

	Yes	No
a. 4-year college graduates	<input type="radio"/>	<input type="radio"/>
b. Military veterans	<input type="radio"/>	<input type="radio"/>
c. Multi-lingual speaking	<input type="radio"/>	<input type="radio"/>
d. People with prior law enforcement experience	<input type="radio"/>	<input type="radio"/>
e. Racial/ethnic minorities	<input type="radio"/>	<input type="radio"/>
f. Women	<input type="radio"/>	<input type="radio"/>
g. Other (please specify):	<input type="radio"/>	<input type="radio"/>

**23. Did your agency offer any of the following incentives for entry-level sworn deputy hires in 2020?**

	Yes	No
a. Employment signing bonus	<input type="radio"/>	<input type="radio"/>
b. Free or reimbursed academy training	<input type="radio"/>	<input type="radio"/>
c. Salary paid during academy training	<input type="radio"/>	<input type="radio"/>
d. Training academy graduation bonus	<input type="radio"/>	<input type="radio"/>
e. Relocation assistance (e.g., moving, travel costs)	<input type="radio"/>	<input type="radio"/>
f. Other (please specify):	<input type="radio"/>	<input type="radio"/>

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**24a. How many full-time sworn deputies separated from your agency in 2020? DO NOT include sworn deputy recruits who separated prior to completing academy training. If none, enter '0'.**

Number of full-time sworn deputies separated

→ If 0, SKIP to #25

**24b. (If at least one separation) How many of those separations were:**

	Number of Full-Time Sworn Deputies Separated
a. Probationary rejections	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
b. Layoffs	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
c. Dismissals (e.g., terminations, forced resignations or separations)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
d. Voluntary resignations	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
e. Medical/disability retirements	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
f. Non-medical retirements	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
g. Deaths	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
h. Other reasons	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

**25. Which of the following best describes your agency's exit interview policy used to assess full-time sworn deputies' reasons for departure? Mark ONLY ONE response.**

- Exit interviews conducted with deputies selected by the agency
- Exit interviews conducted with deputies if they request one
- Exit interviews conducted based on other policy
- Exit interviews typically not conducted

**26. Enter the base annual salary schedule for the following full-time sworn positions as of December 31, 2020.**

*If a position does not exist on a full-time basis in your agency, select 'N/A.' In cases where there is not a range in salary, please enter the same salary for minimum and maximum.*

	Base ANNUAL Salary		N/A
	Minimum	Maximum	
a. Sheriff	\$ <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> .00	\$ <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> .00	<input type="checkbox"/>
b. Sergeant or equivalent first-line supervisor	\$ <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> .00	\$ <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> .00	<input type="checkbox"/>
c. Entry-level deputy (post-academy)	\$ <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> .00	\$ <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> .00	<input type="checkbox"/>

27. Did your agency authorize or provide any of the following special pay for sworn deputies in 2020?

	Yes	No
a. Bilingual ability pay	<input type="radio"/>	<input type="radio"/>
b. Education incentive pay	<input type="radio"/>	<input type="radio"/>
c. Hazardous duty pay	<input type="radio"/>	<input type="radio"/>
d. Merit/performance pay	<input type="radio"/>	<input type="radio"/>
e. Military service pay	<input type="radio"/>	<input type="radio"/>
f. Residential incentive pay	<input type="radio"/>	<input type="radio"/>
g. Shift differential pay	<input type="radio"/>	<input type="radio"/>
h. Special skills proficiency pay	<input type="radio"/>	<input type="radio"/>

28. Did your agency offer the following benefits to increase retention among full-time sworn deputies in 2020?

	Yes	No
a. College tuition reimbursement	<input type="radio"/>	<input type="radio"/>
b. Employee Assistance Program	<input type="radio"/>	<input type="radio"/>
c. Enhanced medical benefits	<input type="radio"/>	<input type="radio"/>
d. Enhanced retirement benefits	<input type="radio"/>	<input type="radio"/>
e. Extra overtime opportunities	<input type="radio"/>	<input type="radio"/>
f. Flexible hours to attend college	<input type="radio"/>	<input type="radio"/>
g. Free or financial allowance for uniforms	<input type="radio"/>	<input type="radio"/>
h. Housing allowance or mortgage discount program	<input type="radio"/>	<input type="radio"/>
i. Increased pay at specific service milestones	<input type="radio"/>	<input type="radio"/>
j. Job sharing or time splits	<input type="radio"/>	<input type="radio"/>
k. On-duty time allowance for fitness maintenance	<input type="radio"/>	<input type="radio"/>
l. Paid maternity leave	<input type="radio"/>	<input type="radio"/>
m. Paid paternity leave	<input type="radio"/>	<input type="radio"/>
n. Peer support program	<input type="radio"/>	<input type="radio"/>
o. Relaxed residency requirements	<input type="radio"/>	<input type="radio"/>
p. Take home vehicle	<input type="radio"/>	<input type="radio"/>
q. Other (please specify):	<input type="radio"/>	<input type="radio"/>

29. What is the standard shift length for sworn patrol/road deputies in your agency?

		Hours per Day
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## Section VII: Equipment and Operations

30. As of December 31, 2020, which of the following types of firearms were authorized for use by your agency's full-time sworn deputies?

	On duty		Off duty	
	Authorized	Not authorized	Authorized	Not authorized
a. Handgun	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Shotgun or manual rifle	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Semi-automatic rifle (e.g., AR-15)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Fully automatic rifle (e.g., M-16)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

31. As of December 31, 2020, which of the following types of weapons or actions were authorized for use by your agency's full-time sworn deputies?

	Almost / Always Authorized	Authorized Under Limited Circumstances	Never Authorized
a. Open hand techniques	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Closed hand techniques	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Takedown techniques (e.g., straight arm bar)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Vascular restraint or carotid hold	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Respiratory neck restraint	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. Leg hobble or other restraints (not including handcuffs)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. OC spray/foam	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
h. Chemical agent projectile (e.g., CS/tear gas, OC pellets)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
i. Baton	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
j. Blunt force projectile (e.g., bean bag, rubber bullets)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
k. Conducted energy device (e.g., Taser, stun gun, Stinger)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
l. Other (please specify):	<input type="radio"/> ↓	<input type="radio"/> ↓	<input type="radio"/>
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>			

32. As of December 31, 2020, how many of the following types of video cameras were operated by your agency on a regular basis? *If none, enter '0'.*

	Total Number						
a. Fixed-site surveillance in public areas	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>						
b. Mobile surveillance	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>						
c. On aerial drones	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>						
d. In patrol cars	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>						
e. On deputies (e.g., body-worn cameras)	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>						
f. On weapons (e.g., firearms)	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>						

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33a. As of December 31, 2020, how many handlers and K-9s did your agency employ? *If none, enter '0'.*

Handlers

K-9s

→ *If your agency did not have any K-9s, SKIP to #34.*

33b. (If at least one K-9) What types of activities did your K-9s engage in?

	Yes	No
a. Bomb/explosive detecting	<input type="radio"/>	<input type="radio"/>
b. Cadaver	<input type="radio"/>	<input type="radio"/>
c. Drug detecting	<input type="radio"/>	<input type="radio"/>
d. Person trailing	<input type="radio"/>	<input type="radio"/>
e. General enforcement (e.g., patrol, traffic enforcement, crowd control, etc.)	<input type="radio"/>	<input type="radio"/>
f. Other (please specify):	<input type="radio"/>	<input type="radio"/>
<input type="text"/>		

### Section VIII: Technology

34. As of December 31, 2020, did your agency maintain a website?

- Yes
- No

35. As of December 31, 2020, did your agency use social media to communicate with the public?

- Yes
- No

36. As of December 31, 2020, did your agency use any of the following on a regular basis?

	Yes	No
a. Computer aided dispatch (CAD)	<input type="radio"/>	<input type="radio"/>
b. Record management system (RMS)	<input type="radio"/>	<input type="radio"/>
c. Automated Fingerprint Identification System (AFIS) or Next Generation Identification (NGI)	<input type="radio"/>	<input type="radio"/>
d. Geographic information systems (GIS)	<input type="radio"/>	<input type="radio"/>
e. Facial recognition	<input type="radio"/>	<input type="radio"/>
f. Infrared (thermal) imagers	<input type="radio"/>	<input type="radio"/>
g. License plate readers (LPR)	<input type="radio"/>	<input type="radio"/>
h. Tire deflation devices	<input type="radio"/>	<input type="radio"/>
i. Gunshot detection (e.g., ShotSpotter)	<input type="radio"/>	<input type="radio"/>
j. Firearm tracing (e.g., eTrace)	<input type="radio"/>	<input type="radio"/>
k. Ballistic imaging (e.g., NIBIN, IBIS)	<input type="radio"/>	<input type="radio"/>

**37. As of December 31, 2020, did your agency use data for any of the following activities?**

	Yes	No
a. Budget allocation	<input type="radio"/>	<input type="radio"/>
b. Hot spot analysis	<input type="radio"/>	<input type="radio"/>
c. Intelligence analysis	<input type="radio"/>	<input type="radio"/>
d. Patrol allocation	<input type="radio"/>	<input type="radio"/>
e. Predictive policing (i.e., using computer models to predict where crime will occur)	<input type="radio"/>	<input type="radio"/>
f. Social network analysis	<input type="radio"/>	<input type="radio"/>
g. Targeted enforcement	<input type="radio"/>	<input type="radio"/>

**Section IX: Policies and Procedures**

**38. As of December 31, 2020, did your agency have written policy or procedural directives on the following?**

<b>Deputy conduct</b>	Yes	No
a. Code of conduct and appearance	<input type="radio"/>	<input type="radio"/>
b. Maximum work hours allowed per day. Please specify: <input type="text"/> <input type="text"/>	<input type="radio"/>	<input type="radio"/>
c. Off-duty conduct	<input type="radio"/>	<input type="radio"/>
d. Firearm discharge	<input type="radio"/>	<input type="radio"/>
e. Use of deadly force	<input type="radio"/>	<input type="radio"/>
f. Use of less-lethal force	<input type="radio"/>	<input type="radio"/>
<b>Dealing with special populations/situations</b>	Yes	No
g. Domestic disputes	<input type="radio"/>	<input type="radio"/>
h. Homeless persons	<input type="radio"/>	<input type="radio"/>
i. Juveniles	<input type="radio"/>	<input type="radio"/>
j. Mentally ill persons	<input type="radio"/>	<input type="radio"/>
k. Persons with intellectual or developmental disabilities	<input type="radio"/>	<input type="radio"/>
<b>Procedural</b>	Yes	No
l. Active shooter	<input type="radio"/>	<input type="radio"/>
m. Body-worn cameras	<input type="radio"/>	<input type="radio"/>
n. Checking on immigration status by road deputies	<input type="radio"/>	<input type="radio"/>
o. Civilian complaints	<input type="radio"/>	<input type="radio"/>
p. Coronavirus (COVID-19)	<input type="radio"/>	<input type="radio"/>
q. Detaining federal immigration violators	<input type="radio"/>	<input type="radio"/>
r. In-custody deaths	<input type="radio"/>	<input type="radio"/>
s. Mass demonstrations	<input type="radio"/>	<input type="radio"/>
t. Motor vehicle stops	<input type="radio"/>	<input type="radio"/>
u. Prisoner transport	<input type="radio"/>	<input type="radio"/>
v. Racial profiling or unbiased policing	<input type="radio"/>	<input type="radio"/>
w. Reporting use of force	<input type="radio"/>	<input type="radio"/>
x. Social media use	<input type="radio"/>	<input type="radio"/>
y. Stop and frisk	<input type="radio"/>	<input type="radio"/>
z. Strip searches	<input type="radio"/>	<input type="radio"/>
aa. Vehicle pursuits	<input type="radio"/>	<input type="radio"/>

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**39. As of December 31, 2020, which of the following did your agency adopt to address Coronavirus (COVID-19)?**

	Yes	No
a. Deputy self-screening before coming to work	<input type="radio"/>	<input type="radio"/>
b. Deputies wearing personal protective equipment (PPE) during routine patrol	<input type="radio"/>	<input type="radio"/>
c. Deputies and/or staff wearing PPE in station/common areas	<input type="radio"/>	<input type="radio"/>
d. Routine COVID-19 deputy testing	<input type="radio"/>	<input type="radio"/>
e. Procedures for deputies if they are exposed	<input type="radio"/>	<input type="radio"/>
f. Increased cleaning/disinfecting in station/common areas	<input type="radio"/>	<input type="radio"/>
g. Increased cleaning/disinfecting in patrol cars	<input type="radio"/>	<input type="radio"/>
h. Providing PPE to persons taken into custody	<input type="radio"/>	<input type="radio"/>
i. Procedures for intake processing for persons with COVID-19 symptoms	<input type="radio"/>	<input type="radio"/>
j. Providing cleaning/disinfectant supplies to inmates	<input type="radio"/>	<input type="radio"/>
k. Increased cleaning/disinfecting in inmate common areas	<input type="radio"/>	<input type="radio"/>
l. Staff wearing PPE in jail	<input type="radio"/>	<input type="radio"/>
m. Providing PPE to inmates	<input type="radio"/>	<input type="radio"/>

**40. Between March 1, 2020, and December 31, 2020, did your agency have any reduction in operations due to changes in policy or practice as a result of the Coronavirus (COVID-19) pandemic? (select all that apply)**

Functional Area	Yes, due to changes in –		No
	Policy	Practice	
a. Foot patrol	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Car patrol	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Arrests for less-serious offenses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Investigations, including in-person contact with victims	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Provision of, or referrals for victim services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. In-person community-engagement events	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. Other (please specify):	<input type="radio"/> ↓	<input type="radio"/> ↓	<input type="radio"/>
<input style="width: 100%; height: 20px;" type="text"/>			



41. Under what circumstances are your full-time sworn deputies instructed to regularly check immigration status?

	Yes	No
a. During a street/pedestrian stop	<input type="radio"/>	<input type="radio"/>
b. During a traffic stop	<input type="radio"/>	<input type="radio"/>
c. After arrest for a misdemeanor offense	<input type="radio"/>	<input type="radio"/>
d. After arrest for a felony offense	<input type="radio"/>	<input type="radio"/>
e. When suspected of a federal immigration violation	<input type="radio"/>	<input type="radio"/>

→ If you answered “No” to all rows on #41, SKIP to #43

42. (If yes to at least one row on #41) Do your full-time sworn deputies verify immigration status with the Department of Homeland Security?

- Yes } → SKIP to #44  
 No }

43. (If no to all rows on #41) What are the reasons your full-time sworn deputies do not regularly check immigration status?

	Yes	No
a. Prohibited by departmental policy	<input type="radio"/>	<input type="radio"/>
b. Prohibited by local or state legislation	<input type="radio"/>	<input type="radio"/>
c. Unable to verify status while in the field	<input type="radio"/>	<input type="radio"/>
d. Concerned about victims not reporting to police	<input type="radio"/>	<input type="radio"/>
e. Concerned that deputies will be perceived as using racial profiling	<input type="radio"/>	<input type="radio"/>
f. Concerned about losing the public’s trust	<input type="radio"/>	<input type="radio"/>
g. Other (please specify):	<input type="radio"/>	<input type="radio"/>
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>		

44. As of December 31, 2020, did your agency have an operational computerized Early Warning System or Early Intervention System for monitoring or responding to problematic deputy behavior?

- Yes  
 No



45. Enter the number of citizen complaints received in 2020, by current disposition status. *If none, enter '0'.*

	All complaints	Use of force complaints
<b>a. Sustained</b> (sufficient evidence to justify disciplinary action against the deputy or deputies)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>b. Other disposition</b> (e.g., unfounded, exonerated, not sustained, withdrawn)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>c. Pending</b> (final disposition of the allegation has not been made)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>d. Total complaints received</b> (sum of rows a-c)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

46. Is there a civilian complaint review board or agency in your jurisdiction that reviews complaints against deputies in your agency?

- Yes  
 No

47. As of December 31, 2020, did your agency **require** another law enforcement agency to conduct a criminal investigation in the following situations? *ONLY include investigations conducted by another law enforcement or criminal investigative body. DO NOT include civilian reviews.*

	Yes	No
a. Discharge of a firearm at or in the direction of a person	<input type="radio"/>	<input type="radio"/>
b. Use of force resulting in a subject sustaining serious bodily injury	<input type="radio"/>	<input type="radio"/>
c. Use of force resulting in a subject's death	<input type="radio"/>	<input type="radio"/>
d. In-custody death not due to use of force (e.g., suicide, intoxication or accident)	<input type="radio"/>	<input type="radio"/>

**Thank You!**

Thank you for participating in this survey.

Please retain a copy for your records as project staff may call to clarify responses.

Submit this form using one of the following methods:

**E-mail:** lemas@rti.org

**Fax:** 833-997-2721 (toll-free)

**Mail:** Use the enclosed postage-paid envelope, or mail to:

RTI International  
ATTN: Data Capture  
(0217162.000.002.003)  
5265 Capital Blvd.  
Raleigh, NC 27616-2925

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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