

# 2019 ANNUAL SURVEY OF PUBLIC EMPLOYMENT & PAYROLL March 2019 – Police Protection Agencies

OMB No. 0607-0585: Approval Expires 12/31/2021

#### **DUE DATE:**

**April 25, 2019** 

## Need help or have questions?

- Visit respond.census.gov/aspep
- 1-800-832-2839 weekdays, 8AM to 5PM ET

#### **WORKSHEET**

DO NOT use this worksheet to respond to the survey, it is intended to assist you with gathering and preparing your data prior to reporting online.

Return to **respond.census.gov/aspep** when you are ready to report online.

Title 13, United States Code, Sections 161 and 182 authorizes the Census Bureau to conduct this collection and to request your voluntary assistance. These data are subject to provisions of Title 13, United States Code, Section 9(b) exempting data that are customarily provided in public records from rules of confidentiality.

This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number is 0607-0452 and appears at the upper right of this page. Without this approval we could not conduct this survey.

We estimate this survey will take between 10 minutes to 15 hours to complete, with an average of 50 minutes, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

No – Enter correct information below
State Zip Code

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#### **PART 2 - EMPLOYEES, PAYROLL, AND PART-TIME HOURS - (**Continued)

#### Include

#### **Employees**

- · Current employees in paid leave status whether paid from the general, special, or Federal grant funds
- All elected or appointed officials paid any amount of pay or stipend (even small amounts of \$25 per meeting or \$100 annually) or paid on salary basis; by fees or commissions; on a per meeting basis; or a flat sum quarterly, semi-annually, or annually
- Temporary or seasonal employees working the number of hours that represent full-time employment should be reported as full-time employees
- Temporary or seasonal employees working less than the regular, full-time workweek should be reported as part-time employees

#### Payroll

- Salaries, wages, fees or commissions, as well as overtime, premium, and night differential pay
- Bonuses and incentive payments that are paid at regular pay periods
- Amounts withheld for taxes, employee contributions to retirement systems, etc.

An estimate of hours worked during the pay period for part-time employees, not compensation on an hourly

#### **Exclude**

#### **Employees**

- Employees on unpaid leave, unpaid officials, pensioners, and contractors and their employees
- School system employees and payrolls

 Lump sum payments and the value of living quarters and subsistence allowances furnished to employees

#### Do not report

- · Cumulative salaries since the beginning of the calendar or fiscal year
- Payroll amounts from last fiscal year
- Employer costs of non-wage employee benefits such as workers' compensation, FICA, health insurance, etc.

			<b>Payroll Codes</b>			
W = Weekly;	B = Bi-Weekly;	T = Twice a Month;	M = Monthly;	Q = Quarterly;	S = Semi-Annually;	A = Annually

#### **STATE GOVERNMENT AGENCIES**

To be completed by state government law enforcement agencies only.

## 1. Police protection

#### Include

- Police department, law enforcement and lock-up employees
- · Employees performing activities of sheriff's and constable's offices

## **Exclude**

Sheriff's correction employees

#### a. Persons with power of arrest 062

Part-time Employees

#### Include

· Police employees only

#### Exclude

Payroll

Code

Other employees with power of arrest

(1) Fu	ll-time employees and	l gross pay	roll for the	pay period th	at include:	s March 12	, 2019
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Code	Full-time Employees	\$Bil.	Mil.	Thou.	Dol.		

Mil.

Code	Full-time Employees	\$Bil.	Mil.	Thou.	Dol.

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(2) Part-tii	me employees,	gross payroll, and hours for the pay period that includes March 12, 201
Part-time	Number of	Gross Payroll for Part-time Employees

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Part-time Hours Paid

2. STATE GOVERNMENT AGENCIES TOTAL – (Sum of items 1a. through 1b.)  a. Full-time employees and gross payroll for the pay period that includes March 12, 2019  Full-time Payroll Number of Gross Payroll for Full-time Employees  Code Full-time Employees \$Bil. Mil. Thou. Dol.    Dol.		• Al • Co • So • Po	II police protection emplo proners and crime lab en chool crossing guards (so plice administrative staff	oyees not reported in in in inployees thould be reported as p	art-time emplo		rch 12, 2019
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E.	<b>clude</b> • Sheriff's	correction em	ployees (shoul	d be reported	in item 4.)			
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4 - CONTACT INFORMATION			
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