



U.S. Department of Justice

Office of Justice Programs

Bureau of Justice Statistics

Washington, D.C. 20531

MEMORANDUM

TO: Robert Sivinski
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THROUGH: Doris J. James
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FROM: Elizabeth Davis
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DATE: October 28, 2021

SUBJECT: BJS request to conduct frame development outreach for the 2022 Census of State and Local Law Enforcement Agencies under the OMB generic clearance agreement (OMB Number 1121-0339).

Introduction

The Bureau of Justice Statistics (BJS) is planning to collect data for its 2022 Census of State and Local Law Enforcement Agencies (CSLLEA; previous OMB approval 1121-0346, expired 4/30/2021). The CSLLEA has been fielded periodically since 1986 and BJS plans to conduct the next iteration in fall 2022. The 2022 CSLLEA is part of BJS's Law Enforcement Core Statistics (LECS) program, for which BJS has a multi-year cooperative agreement with RTI International and subawards with the Police Executive Research Forum (PERF) and the National Police Foundation (NPF). The LECS program streamlines BJS's major law enforcement data collections, which also include the Law Enforcement Management and Administrative Statistics (LEMAS) survey and LEMAS topical supplements, into a common alternating schedule to reduce respondent burden and increase the timeliness of data collection.

The purpose of this memorandum is to request approval for outreach to law enforcement agencies as part of the 2022 CSLLEA frame development effort. Phone calls will be made to a small number of agencies to verify eligibility and to ensure contact information on the CSLLEA frame is up-to-date and accurate so that mailout materials will be properly addressed. Further details on this request is provided below.

Request to Conduct Frame Development Outreach

BJS is requesting clearance for an outbound calling effort to verify the eligibility of and confirm contact information for selected 2022 CSLLEA agencies. Contact information includes the name and title of the agency head, mailing address, email address, and phone number. The project team estimates that about 100 agencies need to be contacted.

Prior to conducting phone calls, project staff will use web research to verify the agency's eligibility and update contact information. In cases where this information is not available on a valid website, project staff will make no more than 3 attempts to contact the agency via phone. If an agency employee is reached, the calling staff member will introduce themselves and the CSLLEA survey. The staff member will explain that the purpose of the call is to verify the agency's eligibility and contact information. If the agency employee agrees, project staff will review the information on record, updating or filling in data where necessary (**Attachment A**). The overall burden of the contacting effort is not expected to exceed a total of 15 minutes per agency for the contact and all call attempts.

Burden Hours for Frame Development Outreach

The burden hour estimate for the recipients of phone calls is provided in **Table 1**. The project team will contact up to 100 law enforcement agencies via telephone. BJS estimates that the full calling protocol, which has a maximum of 3 call attempts, will have an average burden of 15 minutes per agency. The total burden for all contacts under this request for frame development outreach is 25 hours.

Table 1. Burden Hour Estimate for Frame Development Outreach

Task Description	Number of participants	Estimated burden (in minutes)	Total burden (in hours)
Verify eligibility and agency contact information	100	15	25
Total burden for frame development outreach			25 hours

Institutional Review Board

RTI's IRB determined that the research conducted under the LECS contract does not constitute research involving human subjects as defined by the U.S. Code of Federal Regulations (45 CFR 46.102) and approval of these activities by the RTI IRB is not necessary.

Contact Information

Questions regarding any aspect of this project can be directed to:

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Attachments

Attachment A:	2022 CSLLEA Frame Development Calling Sample Script
Attachment B:	LECS IRB Determination