## PECWED

ID NUMBER

0179

OMB No. 1121-0240: Approval Expires 11/30/2010

Police Executive Research Forum RETURN 1120 Connecticut Ave., NW

**TO:** Suite 930

Washington, DC 20036

FORM CJ-44L

2007 SURVEY OF STATE AND LOCAL LAW

ENFORCEMENT AGENCIES

Law Enforcement Management and Administrative Statistics

U.S. Department of Justice, Bureau of Justice Statistics

#### IMPORTANT: Please read the instructions below prior to completing this questionnaire,

- There are three ways to submit this survey:
  - 1) Complete the survey online at <a href="http://survey.policeforum.org/LEMASCJ44L.pdf">http://survey.policeforum.org/LEMASCJ44L.pdf</a> If you choose to complete the survey via the Internet, you will be prompted to enter your USER NAME and PASSWORD, which are included on the cover letter accompanying this questionnaire. You will also have to enter vour ID NUMBER on the first page of the survey, which is located at the top right of this page. Without entering your agency's USER NAME, PASSWORD, and ID NUMBER, you will not be able to complete the survey online. The USER NAME and PASSWORD provide a secure location to submit your survey. PLEASE SUBMIT
  - 2) Mail the survey to PERF using the enclosed postage-paid envelope.
  - 3) Fax the survey to PERF at 202-466-7826.
- Please retain a copy of the completed survey for your records.

JAN 1 1 2008

Please use either blue or black ink and print as neatly as possible using only CAPITAL letters.

THE SURVEY BY

- Do not leave any items blank.
  - O If the answer to a question is not available or is unknown, write "DK" (don't know) in the space provided.
  - O If the question is not applicable, write "NA" in the space provided.
  - O If the answer to a question is none or zero, write "0" in the space provided.
  - O When exact numeric answers are not available, provide estimates.

- Unless otherwise noted, please answer all questions using September 30, 2007, as a reference.
- If you have any questions or need assistance in completing the questionnaire, please contact Bruce Kubu of the Police Executive Research Forum (PERF) by phone at 202-454-8308 or by email at bkubu@policeforum.org. If you have general comments or suggestions for improving the survey, please contact Brian Reaves of the Bureau of Justice Statistics by phone at 202-616-3287 or by email at Brian.Reaves@usdoj.gov.

Burden Statement

Federal agencies may not conduct or sponsor an information collection, and a person is not required to respond to a collection of information, unless it displays a currently valid OMB Control Number. Public reporting burden for this collection of information is estimated to average three 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 (42 USC 3732), authorizes this information collection. Although this survey is voluntary, we urgently need your cooperation to make the results comprehensive, accurate, and timely. We greatly appreciate your assistance.

INFORMATION SUPPLIED BY:						
NAME						
TITLE						
AGENCY NEWBRITAINPOL	1ce Department					
TELEPHONE ( 760) 826 - 306	EXT.					
FAX NUMBER ( ) -						
EMAIL						

4632197136

4. Of the total number of FULL-TIME SWORN personnel with general arrest powers (as entered in 1a, column 2),

#### SECTION I - DESCRIPTIVE INFORMATION

\*\*\*Unless otherwise noted, please answer all questions using September 30, 2007, as a reference.\*\*\*

1. Enter the number of AUTHORIZED full-time paid agency positions and ACTUAL full-time and part-time paid agency employees as of September 30, 2007. Full-time employees are those regularly scheduled for 35 or more hours per week. If none, enter '0.'

		AUTHORIZED full-time paid	ACT paid agency	UAL v employees
a.	Sworn	positions	Full-time	Part-time
	personnel with general arrest powers	160	172_	0
b.	Officers/deputies with limited or no arrest powers (e.g., jail or court officers in some agencies)		0	6
c.	Non-sworn employees		12	0
d.	TOTAL (sum of lines 'a' through 'c')		184	6

2. As of September 30, 2007, how many reserve/auxiliary officers did your agency have? If none, enter '0.'

		Full-time	Part-time
Reserve/auxiliary	Sworn	0	0
officers	Non-sworn		0

3. As of September 30, 2007, how many FULL-TIME SWORN personnel with general arrest powers (as entered in 1a, column 2) did your agency have assigned to the following multi-agency task forces? Personnel may be counted more than once. If none, enter '0.'

Multi-agency task force	Assigned full-time	Assigned part-time
a. Gangs	0	0
b. Drugs	5	0
c. Anti-terrorism	೮	0
d. Human trafficking	0	0

2468197131

Page 2

program.....

forfeiture program.\$

Please mark here if any of these figures are an estimation.....

b. Gambling

c. Other forfeiture program(s).....

		ter the number of each of the following counted more than once. If none, enter	
	a.	Uniformed officers with REGULARLY ASSIGNED DUTIES that include responding to citizen calls/requests for service	
	b.	Community Policing Officers, Community Relations Officers, or other sworn personnel specifically designated to engage in community policing activities	
	c.	School Resource Officers, School Liaison Officers, or other sworn personnel whose primary duties are related to school safety (exclude crossing guards)	
	per colu PR	ter the total number of FULL-TIME sonnel with general arrest powers (at umn 2) who performed the following [MARY job responsibility. Count eacone, enter '0.'	s entered in 1a, duties as their ch officer only once
	a.	Patrol duties	Number, 100
	b.	Investigative duties (e.g., detectives)	, 27
	c.	Jail-related duties	], 6
	d.	Court security duties	, 0
	e.	Process serving duties	], [2
: 1 j	12-rare rabelo belo inclu	er your agency's total operating budg nonth period that includes Septembe not available, provide an estimate and n w. Include jails administered by your a nde building construction costs or major hases.	r 30, 2007. If data nark (■) the box agency. Do NOT
(	\$[	], /2, 000, 00	0
	J	Please mark here if this figure is an e	stimation[
ļ	orog proj	or the total estimated value of money, perty received by your agency from a gram during calendar year 2006. If nerty were received, enter '0.'	n asset forfeiture
	a	Drug forfeiture	

#### **SECTION II - PERSONNEL**

\*\*\*Unless otherwise noted, please answer all questions using September 30, 2007, as a reference.\*\*\*

8a. Indicate your agency's minimum education requirement

	which new (non-lateral) officer 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		
	High school diploma or equivalent required		
	☐ No formal education requirement - SKIP to Question	1 9	
b.	Does your agency allow any exemption(s) to this mineducation requirement policy?	nimum	
9.	Which of the following screening techniques are use your agency in selecting new officer recruits?	d by	
	Background/record checks		
	Background investigationYes	□ No	
	Credit history checkYes	□ No	
	Criminal history check	□ No	
	Driving record check	□ No	
	Personal attributes		
	Personal interview	□ No	
	Personality inventory Yes	$N_0$	
	Polygraph examYes	□ No	
	Psychological evaluation	□ No	
	Voice stress analyzer Yes	D, No	
	Written aptitude test□ Yes	Ì No	
	Community relations skills		
	Analytical/problem-solving ability assessment Yes	□ No	
	Assessment of understanding of diverse cultural populations	□ No	
	Mediation/conflict management skills assessment	□ No	
	Second language test		
	Volunteer/community service history check Yes	□No	
	Physical attributes		
	Drug test	□ No	
	Medical examXYes	□ No	
	Physical agility/fitness test	□ No	

10.	traini new (i trainin AND	many total hours of ACADEMY training and FIELD ng (e.g., with FTO) are required of your agency's non-lateral) officer recruits? Include law enforcement ag only. Include both State/POST training requirements agency training requirements. If no training of that type nired, enter '0.'
	Total :	Academy Field Training Training hours of training, 760, 400
11.	are re PROE	rerage, how many hours of IN-SERVICE training quired annually for your agency's NON-BATIONARY field/patrol officers? Include law ement training only. If no training of that type is required,
		Average annual hours per officer
	Total l	hours of training
12.	genera and G	the number of FULL-TIME SWORN personnel with al arrest powers (as entered in 1a, column 2) by RACE ENDER for the pay period that included September 07. If none, enter '0.'
	Race	
	a. b.	White, not of Hispanic origin  Black or African American, origin  origin  Office origin
	c.	Hispanic or Latino
	d.	American Indian or Alaska
	e.	Asian O, , d
	f.	Native Hawaiian or other Pacific Islander
	g.	Two or more races , , ,
	h.	No information available , ,
	i.	Total (sum of lines 'a' through 'h')
	Gender	r
	a.	Male DK,
	b.	Female CC, 94
	c.	Total (sum of lines 'a' and 'b')

13.	Enter the number of FULL-TIME agency personnel who were certified as bilingual as of September 30, 2007. If none, enter '0.'	SECTION III - OPERATIONS		
	a. Sworn personnel, DK No J b. Non-sworn personnel, Recorded	***Unless otherwise noted, please answer all questions using September 30, 2007, as a reference.***		
		emergency temphonic system (new your agency s arms can		
14.	During the 12-month period ending September 30, 2007, did your agency use any of the following for language interpretation services?	be dispatched as a result of a call to 9-1-1)? Mark ( ) only one response.  Yes - Enhanced 9-1-1 system		
	Sworn personnelYes   No	☐ Yes - Basic 9-1-1 system		
	Non-sworn personnel	□ No - SKIP to Question 19		
	Volunteers Yes No	18. Does your agency's 9-1-1 system have the following capabilities for incoming calls from wireless/cellular		
	Private contractors	phones?		
	Other (please specify) Yes No	Can display phone number of wireless callerXYes \( \square\) No		
		Can display exact location of wireless callerXYes  No		
15.	Does your agency authorize or provide any of the	Can display general location of wireless caller. Yes No		
	following for sworn personnel?  a. Education incentive pay	19. During the 12-month period ending September 30, 2007, did your agency use the following types of patrol on a		
	b. Hazardous duty pay Yes Yo	REGULARLY SCHEDULED basis?		
	c. Merit/performance pay□ Yes ŽNo	Automobile		
	d. Shift differential pay	Motorcycle		
	e. Special skills proficiency pay Yes	Foot		
	f. Bilingual ability pay Yes Yo	Marine Yes Yes		
	g. Tuition reimbursement	Horse Yes No		
	h. Military service pay	Bicycle		
		Human transporter (e.g., Segway)		
	j. Residential incentive pay□ Yes □ No	Other (please specify) Yes No		
	Enter the salary schedule for the following FULL-TIME SWORN positions as of September 30, 2007. If a position does not exist on a full-time basis in your agency, enter 'NA.'			
ſ	Base ANNUAL			
	salary  Minimum   Maximum			
	a. Chief executive (chief, director, sheriff, etc.)    All   All			
	b. Sergeant or equivalent 64572 79785			

c. Entry-level officer or deputy (post-academy)

#### SECTION IV - COMMUNITY POLICING

\*\*\*Unless otherwise noted, please answer all questions using September 30, 2007, as a reference.\*\*\*

20. During the 12-month period ending September 30, 2007, what proportion of agency personnel received at least eight hours of community policing training (problem solving, SARA, community partnerships, etc.)? Mark (■) one choice per line. If your agency did not conduct training for a particular type of employee, please mark 'None.' If your agency did not have a particular type of employee for the specified time period, please mark 'NA.'

	All	Half or more	Less than half	None	NA
New officer recruits	X		*		
In-service sworn personnel	A CONTRACTOR	(9)	. 🗆	- 🔲	

21. During the 12-month period ending September 30, 2007, which of the following did your agency do? Mark (■) all that apply.

' [Z	Maintained an agency mission statement that included a
/	community policing component
	Actively encouraged patrol officers to engage in SARA-ty

Actively encouraged patrol officers to engage in SARA-type problem-solving projects on their beats

If YES, please specify the number of

	If YES, please specify the number of patrol officers as of September 30, 2007:	411
σ.	andustad a nitiran malian anadamy	

Conducted a citizen police academy

Maintained or created a formal, written community policing plan

Gave patrol officers responsibility for specific geographic areas/beats

If YES, please specify the number of patrol officers as of September 30, 2007:

Included collaborative problem-solving projects in the

☐ Included collaborative problem-solving projects in the evaluation criteria of patrol officers

Upgraded technology to support the analysis of community problems

Partnered with citizen groups and included their feedback in the development of neighborhood or community policing strategies

Conducted or sponsored a survey of citizens on crime, fear of crime, or satisfaction with police services

☐ Maintained a community policing unit with full-time personnel

☐ None of the above

22.	During the 12-month period ending September 30, did your agency have a problem-solving partnersh written agreement with any of the following?	
	Advocacy groups	□No
	Business groups	□ No
	Faith-based organizations Yes	D No
	Local government agencies (non-law enforcement)	□ No
	Other local law enforcement agenciesXYes	□ No
	Neighborhood associations	□ No
	Senior citizen groups	□ No
	School groups	□ No
	Youth service organizationsYes	□No
23.	During the 12-month period ending September 30, did your agency use technology in any of the follow ways to improve contact between citizens and police	ing
	Agency's email address was marketed to citizens	□ No
	Agency's website provided citizens with direct access to crime maps	
	Agency's website provided citizens with direct access to crime statistics	<b>№</b> No
	Agency hosted a listserv or other electronic means to distribute news and updatesYes	□ No
	Reverse 9-1-1 system used for emergency community notification	□ No
	System used for non-emergency mass community notification	∑ No
	3-1-1 system available to handle police non-emergency calls□ Yes	
		X No
	Citizens received crime reports via email□ Yes	No.
	Other (please specify) Yes	

#### SECTION V - EMERGENCY PREPAREDNESS

\*\*\*\*Unless otherwise noted, please answer all questions using September 30, 2007, as a reference.\*\*\*

24. Does your agency have a written plan that specifies actions to be taken in the event of terrorist attacks? (Include emergency operation plans that would be applicable to such an attack.)
Yes \(\sigma\) No
25. Do the public safety agencies operating in or nearby your jurisdiction (including your agency) use a shared radio network infrastructure that achieves interoperability?
Yes \(\sigma\) No
26. In which of the following terrorism preparedness activities did your agency engage during the period ending

September 30, 2007?

27. Of the total number of actual FULL-TIME personnel, how many are intelligence personnel with primary duties related to terrorist activities? If none, enter '0.'

	Sworn	Non-sworn
Intelligence personnel with primary duties related to terrorist activities		0

#### **SECTION VI - EQUIPMENT**

\*\*\*Unless otherwise noted, please answer all questions using September 30, 2007, as a reference.\*\*\*

28a. Which types of sidearms are authorized for use by your agency's field/patrol officers? Mark ( ) all that apply.

	On-duty weapons		
Semiautomatic:	Primary sidearm	Backup sidearm	
10mm	. 🗆		
9mm	. 🗆		
.45			
.40	X.		
.357			
.380			
Other caliber			
Any semiautomatic as long as they	,		
qualify	. 🗆		
Revolver	<del></del>	kup sidearm is zed	
b. Which types of seco agency issue to patr Mark (*) all that ap	rol officers or	s systems does your authorize for their use?	
Assault weapon (6	e.g., AR-15)		
Shotgun			
☐ Carbine			
☐ Rifle			
Other (please spec	cify)		
☐ Not applicableno	secondary fir	earms systems authorized	
29. Are your agency's unin REQUIRED to wear; field? Mark (■) only \(\sum_{Yes}\), all the time	protective bod		

- ☐ Yes, in some circumstances (e.g., serving warrants)
- □ No
- 30. Enter the number of animals regularly maintained by your agency for use in activities related to law enforcement. If none, enter '0.'

Dogs		Horses	
	1		

	The state of the s	
•		ID NUMBER 0179
31.	Which of the following types of less-than-lethal weapons or actions are authorized for use by your agency's field/patrol officers? Exclude weapons used only by tactical units.	33. Enter the total number of motorized vehicles operated by your agency as of September 30, 2007. Include owned, rented, leased and confiscated vehicles that your agency uses. If none, enter '0.'
	a. Impact devices	Marked cars
	Traditional baton	
	PR-24 baton Yes ➤ No	Other marked vehicles (SUV, truck, van, etc.),
	Collapsible batonYes 🗆 No	Unmarked cars
	Soft projectile (e.g., bean-bag)	Other unmarked vehicles (SUV, truck,
	Blackjack/slapjack Yes No	van, etc.)
	Rubber bullet Yes No	Fixed-wing aircraft,
	Other impact device (please specify) Yes No	Helicopters
		Boats
	b. Chemical agents _ OC (pepper spray/foam)Yes □ No	Motorcycles
		Motorcycles
	Other chemical agent (please specify) Yes No	34a. Does your agency allow officers to take marked vehicles home?
	Other weapons/actions	☐ Yes No - SKIP to Question 35a
	c. Other weapons/actions  Conducted energy device (e.g., stun gun,	b. Does your agency allow officers to drive marked vehicles
	Taser, Stinger)	for personal use during off-duty hours?
	Hold or neck restraint (e.g., carotid hold).   Yes	☐ Yes ☐ No
•	Other weapon/action (please specify) Yes No	c. Does your agency allow officers to drive marked vehicles outside of the jurisdiction during off-duty hours?
		☐ Yes ☐ No
	As of September 30, 2007, did your agency use any of the following technologies on a regular basis? Mark ( ) all that apply.	35a. During the 12-month period ending September 30, 2007, did your agency operate video cameras on a regular basis?
	Digital imaging	☐ Yes No - SKIP to Question 36
	Fingerprints (e.g., AFIS) Facial recognition	b. Enter the number of video cameras operated by your agency as of September 30, 2007. If none, enter '0.'
	Mug shots Digital photography	In patrol cars
	Suspect composites	Fixed-site surveillance in public areas
	Night vision/electro-optic	Mobile surveillance
•	Infrared (thermal) Night vision	
	magers goggles/binoculars	36. During the 12-month period ending September 30, 2007, did your agency operate gunshot detection sensors on a
	mage intensifiers  License plate readers	regular basis?
	Laser range finders	☐ Yes If YES, how many?
,	Vehicle stopping/tracking	No → □, N
	Electrical/engine disruption□ Tire deflation devices□	
	Stolen vehicle tracking None of the listed vehicle (e.g., LoJack)stopping/tracking technologies	
	<b>.</b>	1

# SECTION VII - COMPUTERS AND INFORMATION SYSTEMS

***Unless otherwise noted, using September 30, 2007, a	
37. Does your agency use comp functions? Mark (電) all tha	
☐ Analysis of community	In-field report writing
problems ☐ Automated booking	☐ Intelligence gathering
☐ Crime analysis	☐ Inter-agency information sharing
☐ Crime mapping	Internet access
☐ Crime investigations	☐ Personnel records
Dispatch (CAD)	☐ Records management
☐ Fleet management	☐ Resource allocation
☐ Hotspot identification	☐ NONE of the listed functions
☐ In-field communications	
38. Does your agency maintain i	its own computerized files with ition? Mark ( ) all that apply.
☐ Alarms	☐ Intelligence related to
☐ Arrests	potential terrorist activity
☐ Biometric data for use	☐ Pawn shop data
with facial recognition	A Protection orders
system  Calls for service	☐ Stolen property
☐ Citizen complaints against	☐ Summonses
officers/agency	☐ Traffic citations
☐ Fingerprints	☐ Traffic stops
☐ Gangs	☐ Use of force incidents
☐ Incident reports	Warrants
☐ Illegal attempts to purchase firearms	☐ NONE of the listed files
39. Do any of your agency's field or terminals WHILE IN THI	l/patrol officers use computers E FIELD?
Yes 🗆 No SKIP to Qu	nestion 41
If YES, how many o	of the following types of
	s are available for use by your lofficers WHILE IN THE nter '0.'
Permanent vehicle-m computers/terminals:	
Portable computers/to used with vehicle doc stations:	
Portable computers/te NOT used with vehic stations:	

40. Do any of your agency's field/pat access to the following types of in vehicle-mounted or portable com	formation using IN-FIELD
Motor vehicle records Yes	□ No
Driving records Yes	ŽNo
Criminal history records□ Yes	<u></u>
Warrants  Yes	□ No
Protection orders	□No
Inter-agency information system Yes	ĭNo
Address history (e.g., repeat calls for service)Yes	□ No
Internet access Yes	<b>≥</b> No
GIS/crime mapping Yes	⊠No
Other (please specify) Yes	•
Mark (■) only one response.  Paper report  Voice (cellphone, telephone, reco	rding, radio)
☐ Computer/data device	
☐ Other (please specify)	
☐ Not applicable - agency does not have accurate Not applicable - agency own or have accurate.	•
Fingerprint Identification System (file of digitized prints? Mark (電) a	(AFIS) that includes a
Agency is exclusive/shared owner	of an AFIS system
Agency has access to a remote AF	IS system
Agency has access to AFIS throug	h another agency
☐ None of the above	
3. Does your agency have an operatio personnel performance monitoring Early Warning or Early Interventimonitoring or responding to proble patterns?  \( \sum \) Yes \( \sum \) No	/assessment system (e.g., on System) for
١٠٠٠ وستور ٢٠٠	
	•

1878197135

#### SECTION VIII - SPECIAL PROBLEMS/TASKS

\*\*\*Unless otherwise noted, please answer all questions using September 30, 2007, as a reference.\*\*\*

44. How does your agency address the following problems/tasks? Mark (1111) the appropriate box for each problem/task listed below. Mark only one box per line.

	(1)	Agency DOES NOT HAVE a specialized unit with full-time personnel		
Type of problem/task	Agency HAS specialized unit with personnel assigned FULL-TIME to address this problem/task	(2) Agency has designated personnel to address this problem/task	(3) Agency addresses this problem/task, but does not have designated personnel	(4) Agency does not formally address this problem/task
a. Auto theft			×	
b. Bias/hate crime			$\times$	7
c. Bomb/explosive disposal				
d. Child abuse/ endangerment	(A)	×		
e. Community crime prevention	<b>(A)</b>	Þ		
f. Crime analysis				×
g. Cybercrime	) X	(B)		,
h. Domestic violence	<b>(2)</b>	石		
i. Drug education in schools				
j. Financial crimes	A			
k. Drug enforcement		<b>X</b>		
l. Gangs			×	
m. Impaired drivers (DUI/DWI)	X			
n. Internal affairs	X		<u> </u>	
o. Juvenile crime	<b>A</b>	X		
p. Methamphetamine labs				
q. Missing children		ৰ্ম	및	
r. Repeat offenders				<u>&amp;</u>
s. Research and planning		. 🗖		X
t. School safety	$\otimes$	8		
u. Terrorism/homeland security	, ,			
v. Victim assistance				

### SECTION IX - POLICIES AND PROCEDURES

\*\*\*Unless otherwise noted, please answer all questions using September 30, 2007, as a reference.\*\*\*

45. Does your agency have written policy or procedural directives on the following?

### Officer conduct Use of deadly force/firearm discharge....... Yes □ No □ No □ No Off-duty employment......Yes □ No Maximum work hours allowed......Yes □ No □ No f. Interacting with the media......Yes □ No Employee counseling assistance.....Yes ☐ No Dealing with special populations/situations Mentally ill persons......Yes □ No Homeless persons.....□ Yes X No □ No Juveniles..... Yes □ No X No m. Persons with limited English proficiency.... Yes Procedural Collection of information on in-custody deaths.......Yes □ No □ No □ No Checking of immigration status by patrol 46. Which of the following best describes your agency's written policy for pursuit driving? Mark ( ) only one response. ☐ Prohibition (prohibits all pursuits) ☐ Discouragement (discourages all pursuits) ☐ Judgmental (leaves decisions to officer's discretion, such as type of offense, speed, etc.) Restrictive (restricts decisions of officers to specific criteria) ☐ Other (please specify) Agency does not have a written policy pertaining to pursuit driving

47.	con	ter the current dispositions for all formal citizen uplaints received during 2006 regarding use of force. If e, enter '0.'
	a.	Sustained (Sufficient evidence to justify disciplinary action against the officer(s))
	b.	Other disposition (e.g., unfounded, exonerated, not sustained, withdrawn)
	c. _	Pending (Final disposition of the allegation has not been made)
	d.	TOTAL use of force complaints received (sum of lines 'a' through 'c')
,	jı o c b. II i	there a civilian complaint review board/agency in your urisdiction that reviews use of force complaints against fficers in your agency?  Yes SKIP to Question 49  Does this civilian review board/agency have independent investigative authority with subpoena powers?  Yes
49,	citi inv	es your agency have a written policy requiring that izen complaints about use of force receive separate restigation outside the chain of command where the cused officer is assigned?  Yes   No
	,/	

\*\*\*Please retain a copy of the completed survey for your records.\*\*\*