

Law Enforcement Employee (LEE) Data Collection Guidelines

The FBI sets the dates that the LEE Survey is open each reporting year.

1. This “survey” (i.e. data collection) is opened in the Texas UCR Repository around the 1st week of NOV and remains open through mid-JAN (or just before the FBI submission deadline).
 - a) Local agencies can only log into the UCR portal to manually enter this info.
 - b) Local agencies cannot email or paper-mail this information in.
2. This will be the only opportunity for LEAs to submit this year’s LEE numbers.
 - a) Prior year’s data cannot be added or edited
 - b) The employee strength data is used for statistics, grant funding, and state leadership decisions.
3. IBR Training/Audit Supervisor will send out ListServ
 - a. Field Representatives will send out Regional emails
4. Then internally (DPS/FBI) reviews and finalizes data by mid-JAN.
5. QC team will extract and send LEE data to FBI by 10:00 AM around first part of February.

GUIDELINES FOR PREPARING LAW ENFORCEMENT EMPLOYEE (LEE) SURVEY

This information is to be used to report all full-time employees on the payroll of your law enforcement agency as of October 31 (of the current reporting year).

- 1. Full-time law enforcement officers** - Include all full-time sworn law enforcement officers who were on your department's payroll as of October 31 and who work your normal full-time workweek. Include the Chief, Sheriff, Commissioner, Superintendent, or other sworn department head.
 - **Do not** count special officers, merchant police or others who are not paid from law enforcement funds.
- 2. Full-time civilian employees** - Include all full-time civilian employees who were on your department's payroll as of October 31 and who worked your normal full-time workweek. Include clerks, stenographers, mechanics, jailers, etc.
 - **Do not** count school crossing guards.
 - **Do not** count employees not paid from police funds.
- 3. Total full-time law enforcement employees** - Enter the total number of full-time law enforcement officers and civilians on the payroll of your department as of October 31.