

POPULATION CENSUS 1982

JAMAICA

**ENUMERATION
MANUAL**

POPULATION CENSUS UNIT
DEPARTMENT OF STATISTICS
KINGSTON
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ENUMERATION MANUAL

PART I

INTRODUCTION

- 1.1 What is a Population Census? A modern population census may be **defined** as the total process of gathering, compiling and publishing information on the people of a country or a specific area, which tells about their number, their age and sex, where they live, their level of education, whether or not they are at school, at work or not and other such characteristics. In short, it relates to information on the total count of the population and its characteristics.
- 1.2 Why is a Population Census being taken? Since 1970 when the last population census was taken, the population has grown; persons have moved from one place to another; changes have taken place in the educational system, and so on. The Population Census of 1982 aims at providing the information needed to assess these changes as well as to provide a base for the development of plans to improve the economic and social status of the population.
- A rapidly growing population may require a number of additional services, examples of which are: schools, water supplies, hospitals and clinics and factories. Information provided by the 1982 Population Census about the growth and movement of the population will assist those agencies which have the responsibility for planning for the provision of these services in determining size, location and other characteristics needed for decision making.
- Businessmen and industrialists will also be able to use the results of the 1982 Census to aid them in their planning. The information will assist them in organizing their sales programmes more effectively by way of determining suitable locations for retail outlets, for factory sites etc., so that they can operate their business more profitably and serve the communities better.
- 1.3 How is this Population Census is being taken? In order to take a census, several distinct operations have to be undertaken. Firstly, plans must be drawn up outlining what information is to be collected, how it is to be recorded and how the findings are to be presented. After these have been settled, the next step is to organize the enumeration or the collection of the data in the field.
- In this Census, almost six thousand trained enumerators will visit every building and every household in Jamaica in order to interview members of the households and record the required information. Questions on the number of persons living in the household, their age, sex, occupation, birth place and so on, will be asked and the answers recorded in the proper places on the questionnaires.
- After the questionnaires have been completed in the field, they have to be thoroughly checked for omissions and inconsistencies. When all checking has been completed, another process begins. This process, known as coding, involves the translation of information into codes or appropriate numbers. The questionnaires are then ready

for processing, the first step in which involves their passage through a machine known as a Document Reader. This is a computer which is used to read the information on the questionnaires. You should all be familiar with this machine. It is the same type of machine which is used for marking examination papers.

The computer takes the information from the questionnaire and writes it on to a magnetic tape for further steps in computer processing. The final step is the production of the tabulations from which the Census Reports are prepared.

1.4 The Importance of Your Role in the Population Census

As a Census Taker, you play a vital part in the census operations. You, along with about 6,000 other persons, have the job of taking the 1982 Census of Population.

As was just stated, the information obtained on the Census forms will provide the basis for the final Census results. All the processes which take place after the field enumeration involve adding up and performing other tasks on the data collected. They take the data collected as a base. Therefore, the final results will be accurate only if the information provided on the questionnaires is accurate.

Every effort must be made to obtain complete and exact answers to questions and to record these accurately according to your instructions.

The accuracy and high quality of the census data depend to a very large extent on the interest you take in your job and the thoroughness with which you and your fellow Census Takers perform your tasks. You, therefore, hold a key position in this important undertaking.

1.5 Census Information is Confidential

The census is being taken under the Statistics Act which requires that all persons in Jamaica provide information to you, the Census Taker, acting as an agent for the Census Officer. It also requires that all information collected in the census be kept confidential. When you accept the job of Census Taker, you will be required to take an oath that you will complete your assignment and never reveal any census information to anyone other than a sworn employee of the census organization. This means that you must not show the information to anyone but your Supervisor, your Commissioner, the Census Officer or a member of the staff of the Department who is authorized to see your work. You must also not talk about it to anyone including all members of your family or you will be in breach of the law.

1.6 Census Information used only in Tables

Some of the people whom you interview may hesitate to answer some of your questions. This is an understandable reaction, because you will be asking for information they do not normally tell to strangers. You may put them at ease by telling them about the conditions under which you are collecting information. These are:

- (a) All Census Takers working in the Census have taken an oath of secrecy.
- (b) Information collected is strictly confidential. It is against the law for any Census Taker or any other person engaged on census work to make unauthorized disclosures of information to any individual or organization whatsoever, public or private.
- (c) The information collected will be published only for groups of people so that no information given by an individual can be recognized. Information about a particular individual is essential in deriving overall totals, but this information will never be used in a form which could result in facts about the individual being identified.

PART 2**GENERAL INSTRUCTIONS**

**2.1 Your
Assignment**

Your assignment as Census Taker is to list all building units in your E.D., getting the information required on the Visitation Record. In addition, you are required to complete a questionnaire according to the instructions given in this Manual, for each individual who live in your Enumeration District (E.D.) as well as those persons who stayed overnight in the E.D. on Census night, that is, on the night of June 8.

If you are a Special Census Taker you will have the responsibility for taking the Census in non-private dwellings.

As was stated before, you are, in a very special way, the key person in the Census organization, since it is you who must obtain the basic facts from which all the results are going to be produced. We have stressed that a report is only as good as the information that goes into it, so it is important that you do your job precisely and according to instructions.

**2.2 Your
Supervisor**

You will be working under the supervision and direction of your Zone Supervisor who will:

- (a) be involved in your training;
- (b) ensure that the instruments of your appointment are properly executed;
- (c) give you your assignment;
- (d) supply you with your enumeration materials;
- (e) observe and review your work and explain how you may need to improve it;
- (f) see that you understand and follow the instructions in this Manual and those given at training classes;
- (g) see that you complete your assignment as quickly and as accurately as possible;
- (h) receive your work at the end of enumeration and recommend payment; and
- (i) help you to solve your enumeration problems.

You must at all times keep in close touch with your Supervisor, advising him where you may be found, meeting at such times and places as he or she may direct, following carefully the instructions which he or she gives you on census matters.

PART 2

GENERAL INSTRUCTIONS

2.3 Your Enumeration Kit

In order to carry out your assignment, you will receive from your Supervisor the following items:

- (a) a Census Identification Card;
- (b) copies of Form C1 - the Census Questionnaire;
- (c) copies of Form C3 - the Visitation Record, Private Dwellings;
- (d) a container in which to keep unused Questionnaires;
- (e) a box in which to keep completed Questionnaires;
- (f) two No. 2 Pencils;
- (g) one Eraser;
- (h) a folder (three-ring) in which Forms C1 are to be kept when you are in the field;
- (i) a file containing a map of your Enumeration District and a description of it;
- (j) Certificate of Enumeration Cards;
- (k) a set of Appointment Cards;
- (l) a bag in which to keep Census materials when you are in the field.

In addition, you should carry around with you, your letter of appointment as a Census Taker as well as this Manual.

Special Census Takers will be given, in addition:

- (m) a supply of Form C2 - Special Cases Schedule;
- (n) a copy of Form C4 - The Visitation Record - Group Dwellings;
- (o) a flashlight.

2.4 Items to be returned at end of Enumeration

At the end of Enumeration you will be required to return to your Supervisor the following items:

- (a) your Identification Card;
- (b) the E.D. map and description;
- (c) questionnaire box with completed Forms C1;

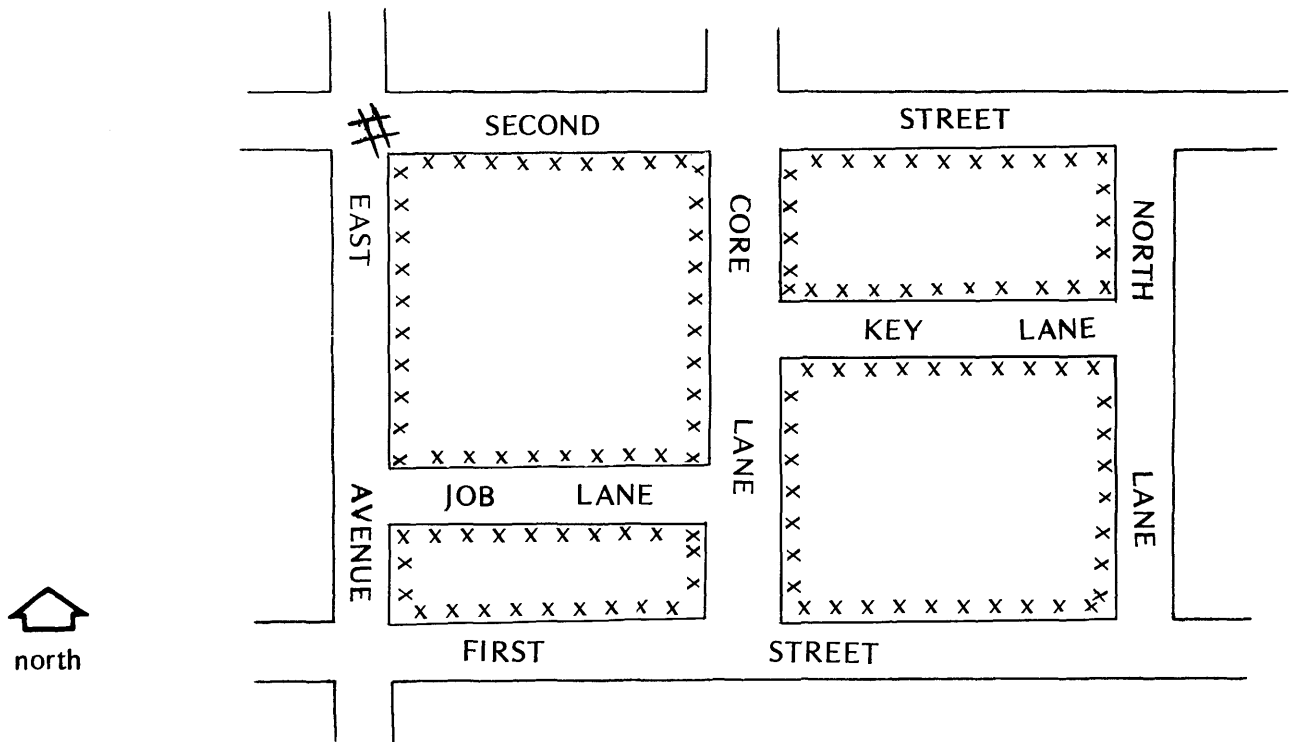
PART 2

GENERAL INSTRUCTIONS

If you find any errors in the description, write these out below the given description of the E.D. in the space provided. **ALL CORRECTIONS, CHANGES etc. MUST BE BROUGHT TO THE ATTENTION OF YOUR SUPERVISOR ON THE FIRST OCCASION THAT YOU SEE HIM.**

2.8 Enumerate within boundaries

You must be careful when enumerating around the outer boundaries of your E.D. You should enumerate only those areas which are within your E.D.



The map above represents an urban type E.D. map. This E.D. is bounded to the north by Second Street, to the east by North Lane, to the south by First Street and to the west by East Avenue.

Enumeration in this E.D. should be done in the premises shown by XXs on the map within the boundaries identified as follows:

- (a) All along the southern side of Second Street between East Avenue and North Lane (the northern boundary);
- (b) All along the western side of North Lane between Second Street and First Street (the eastern boundary);
- (c) All along the northern side of First Street between North Lane and East Avenue (the southern boundary);

- (d) all along the eastern side of East Avenue between First and Second Streets (the western boundary);
- (e) both sides of Key Lane;
- (f) both sides of Job Lane;
- (g) both sides of Core Lane from First Street, passing Job Lane and Key Lane, to its junction with Second Street.

If you enumerate anywhere on the northern side of Second Street, then you are enumerating outside of your boundary; and similarly on the eastern side of North Lane, or the southern side of First Street or the western end of East Street. Also if you enumerate on, say, the western side of East Avenue north of Second Street, you will also be enumerating outside of your area.

Thus, if a street, road, river, canal, lane, road junction or other feature forms one of the boundaries of your E.D. be sure you know which side of it is in your E.D. You will cause a great deal of trouble if you enumerate households outside of your E.D. since you will be enumerating in an E.D. belonging to someone else and **you will not be paid** for questionnaires relating to that area.

On the other hand, it is important that you do not overlook or forget to enumerate any household in the area that has been assigned to you. This is particularly important in rural areas where it is easy to overlook tracks.

If a householder tells you that a Census Taker has already collected information from him, make certain that the Census Taker is engaged in Population Census work and not on any other survey. If the holder has, in fact, been previously enumerated by another Census Taker, and you are convinced that the household is actually located within the boundaries of your area, report the matter immediately to your Supervisor. It may be that some other Census Taker is working in your area, probably by mistake.

2.9 Ensure that you locate all Households

The description of the E.D. will indicate the direction to be followed in covering your Enumeration District. Your Supervisor will check this with you and will advise you further where necessary.

It is especially important in covering your area, particularly in rural districts, to ensure that all sections of your E.D., especially those which appear to be uninhabited, are carefully examined in order to locate buildings which may be hidden or seem to appear inaccessible.

Your principal responsibility is to make certain that you locate every building and habitation within your area, and record particulars of all persons living in them. Enquire at stores, shops, restaurants and other business places if anyone lives there. Do not

overlook the possibility of caretakers' quarters in churches, schools, cinemas and all other non-residential structures.

Be careful to enumerate all households in your area. Remember, if you ~~deliberately~~ omit households because it is difficult to ~~either~~ get to them or for some other reason to contact them, and this is proved, then you will not be paid for working in the E.D.

You should also obtain information relating to households within your E.D. only. Never attempt to complete questionnaires for persons in any other household other than those located in the E.D. **DO NOT MAKE UP FICTITIOUS QUESTIONNAIRES.** You will be guilty of an offence under the Law. If this is proved you will have to pay the penalty and you will also not receive pay for any work which you have done.

2.10 How the Interview should be conducted

An intensive publicity programme has been arranged which should assist you greatly in your dealings with respondents. Nevertheless, much of your success as a Census Taker will depend on your approach. Most people will react favourably if you are pleasant and courteous.

No interviewing pattern will fit every situation, as the reactions of people you meet will differ, and you must be able to adapt yourself to these differences. Most of all, you will need patience and tact. An approach such as the following, should adequately meet most situations and gain for you a favourable reception:

“Good morning (or afternoon) Sir or Madam). I am the Census Taker appointed by the Census Officer to take the Population Census in this area”.

Here present your identification Card and if necessary, your Letter of Appointment, for scrutiny by the respondent.

“I shall be grateful if you will answer a few questions regarding yourself and other members of your household”.

Sometimes you may need to put the respondent at ease with some “small talk”. “Small talk” should not become gossip, however. Remember always that you are on the job. Make sure that the interview is not prolonged unnecessarily. You may, on occasions, meet a few persons in your Enumeration District who are of a suspicious or unco-operative nature. Such persons are inclined to view your visit as an intrusion upon their privacy and a waste of their time. A friendly and frank approach on your part may overcome this resistance. If, however, all your endeavours fail, as a last resort you should draw the respondent's attention to the fact that the Census Regulations make it compulsory to answer all the Census questions. When a householder absolutely refuses to co-operate, the case should be referred to your Supervisor who will take the appropriate action.

PART 2

GENERAL INSTRUCTIONS

- 2.11 Things you should do
- (a) You must carry your I.D. Card, Letter of Appointment and Enumeration Manual **at all times while working on the Census.**
 - (b) You must present your I.D. Card **on every occasion** for scrutiny by the respondent before starting your interview.
 - (c) You must read and intensively study this Manual to become thoroughly familiar with its contents in order to do your work accurately and efficiently.
 - (d) You must discuss all problems and uncertainties with your Supervisor.
 - (e) You must be tolerant, patient and courteous at all times when dealing with respondents.
 - (f) Whenever possible, the acknowledged head of the household should be interviewed. Information should be obtained from children only when it is absolutely necessary, and then only from older children. In any case you should not use a child as a respondent.
 - (g) You must always attempt to conduct the interview in a house. If this proves impracticable, you must avoid interviewing people before strangers or in a group unless the respondent suggests this.
 - (h) You must make every effort to keep the documents you are working on clean, legible and free from damage.
 - (i) At the end of each day you should review your work to make sure that all requirements of your instructions and all census procedures are met. Make sure that no call-backs were omitted, that notes in respect of problems were made and that all questionnaires are carefully filed away. Then arrange your material for the next day's work.
 - (j) You must attend to "call-backs" (households or persons whom you were unable to enumerate at your first visit) as early as possible.
 - (k) You must be punctual in keeping all appointments made. In making such appointments, therefore, you must make sure that the date and time which you set are convenient both to yourself and to the respondent.

PART 2

GENERAL INSTRUCTIONS

- 2.12 Things you should not do
- (a) You must not disclose to anyone except census officials, any information you receive in the course of your duties as a Census Taker.
 - (b) You must not solicit or permit any unauthorised person to assist you with your work. No matter how intelligent he is, he will not have had the training you have had nor any authority to participate in enumeration. Nor will he have taken the Oath of Secrecy.
 - (c) You must not permit any unauthorised person to accompany you on your visits. (Remember your Oath of Secrecy).
 - (d) You must not combine with your census enumeration any canvassing for personal gain, church, political party or any other organization.
 - (e) You must not permit any unauthorised person - including members of your own family - to see the completed questionnaires for the district you enumerate. Nor should you tell them about the information you have received.
 - (f) You must never discuss politics or get involved in political arguments while engaged in census taking.
 - (g) Do not smoke in people's home without permission. It is preferable not to smoke at all at those times.

PART 3**CONCEPTS AND DEFINITIONS**

- 3.1 **Introduction** Before discussing the enumeration forms it is necessary for you to understand the basic concepts which are used in the Census and become familiar with the definitions of the terms which will be used frequently in the instructions for enumeration.
- If, during the course of enumeration there is a case which was not covered by your instructor, make a note of it in your Visitation Record and refer it to your Supervisor on the first occasion that you see him after this has occurred, and ask for his advice.
- 3.2 **Building** A **Building** is defined as a physical structure which is separate and independent from any other, comprising one or more rooms, or other space, covered by a roof and enclosed within external walls or dividing walls which extend from the foundations to the roof and is designed for residential, agricultural, commercial, industrial or cultural purposes or for the provision of services. Detached rooms relating to main buildings are treated as part of the main buildings; for example, detached kitchens, toilets, helpers' quarters, garages, etc.
- A **Building** may be a detached dwelling, apartment building, factory, shop, warehouse, repair shop, etc.
- 3.3 **Housing Unit** A **Housing Unit** is a building or buildings used for living purposes at the time of the Census.
- 3.4 **Dwelling Unit** A **Dwelling Unit** is any building or separate and independent part of a building in which a person or group of persons living at the time of the Census. The essential features of a dwelling unit are "separateness and independence". An enclosure is separate if surrounded by walls or other forms of partitioning, covered by a roof so that a person or group of persons, can isolate themselves from other persons for purposes of sleeping, preparing and sharing meals. It is independent when it has direct access from the street or common landing, staircase, passage or gallery; when occupants can come in and go out of it without passing through anybody else's accommodation.
- The key factors in defining a dwelling unit are separateness and independence. Occupiers of a dwelling unit must have free access to the street by their own separate and independent entrance(s) without having to pass through the living quarters of another household.
- 3.5 **Household** A **Household** consists of one person who lives alone or a group of person who, as a unit, jointly occupies the whole or part of a dwelling unit, who have common arrangements for housekeeping, and who generally share at least one meal. The Household may be composed of related persons only, of unrelated persons, or of a combination of both.
- 3.6 **Private Household** A **Private Household** will often be comprised of a father, mother and children living together.

Many other arrangements will, however, be encountered and further guidance can be obtained from the following:-

- (i) All lodgers, domestic helpers, farm hands and other employees who live in the dwelling and consider it their usual place of residence **should be included as members of the household.**
- (ii) If an individual sleeps in the same structure as the main household and shares at least one meal per day with the household, include him as a household member.
- (iii) If an individual sleeps in the same structure as the main household and shares no meals with that household, include him as a member of the main household if the access of his living quarters is through the quarters of the main household (lodger). If on the other hand the access to his living quarters is not through that of the main household do not include him with that household. He is a separate household.
- (iv) A domestic employee who sleeps in the house or in an out-building on the premises is to be listed as a member of the household if he or she sleeps there on an average at least four nights per week and shares at least one meal daily. If the helper's partner or children live on the premises, all members of this family are to be included with the main household if they share meals with the main household. If there is separate arrangements for cooking they should be considered as a separate household.
- (v) In the case of a tenement yard where there is a series of rooms rented to different persons by the landlord, each person or group of persons who live and share meals together is regarded as a separate household. A household in this special context may share external bathroom, toilet or even kitchen facilities with other similar households.

- 3.7 Non-Private Households **Non-private Households** are comprised of persons who live collectively in institutions or other such organizations.
- 3.8 Private Dwelling **Private Dwellings** are those in which private households reside. Examples are single houses, flats, apartments, part of commercial buildings, and boarding houses catering for less than six boarders.
- 3.9 Non-Private Dwelling/
Group Dwelling/
Institutions **Non-private Dwelling or Group Dwellings** are defined as living quarters in which the occupants live collectively for disciplinary, health, educational, religious, military, work or other reasons. Living collectively means that they usually eat common meals and share common domestic services.

PART 3

CONCEPTS AND DEFINITIONS

Such quarters are found most frequently in homes for the aged, orphanages, prisons and reformatories, sanatoria, religious cloisters, military barracks, convents, monasteries, school dormitories, hotels, and rooming houses (defined as dwellings catering for six or more paying boarders or lodgers).

3.10 Vacant Dwelling

A **Vacant Dwelling** is a dwelling in which no one is living at the time of the Census.

Newly constructed vacant units are included in the census listing if construction has reached the point where all the windows and exterior doors are installed and the final usable floors are in place. If construction has not reached this point, the unit is not to be counted as a vacant dwelling; that is, it should not be included in the Census Listing.

Vacant units are excluded if there is positive evidence that the units are to be demolished, or if they are condemned for reasons of health or safety, so that further occupancy is prohibited. Also excluded as dwelling units are those being used exclusively for commercial or business purposes.

3.11 Closed Dwelling

A **Closed Dwelling** is any dwelling unit which is occupied for purposes of living but at the time of the census the occupants are staying temporarily elsewhere.

3.12 The Head of the Household-Private Households

For census purposes, every household must have a head.

The **Head of the Household** is the person, man or woman, who carries the main responsibility in the affairs of the household.

In most cases it will be obvious who the head of the household is. Usually it is the person who is the chief breadwinner.

In any event, the person recognized by the respondent as the head should be accepted as such for census purposes.

In the case of a group of unrelated persons sharing a dwelling on an equal basis, that member of the group whom the others acknowledge as such should be taken as the head.

A person running a guest house or similar establishment that caters to less than six guests is considered to be the head of that household.

In a one person household, that person is the head.

3.13 Head of Non-Private Household

In group dwellings, the officer in charge, or the most senior staff member (if he is not a household member elsewhere) is to be taken as the **Head**. If there is no one else who fits this definition, use as the head of the household, the first guest, inmate or patient whom you enumerate.

PART 3

CONCEPTS AND DEFINITIONS

3.14 Usual
Residence

In most cases, Usual Place of Residence means the place the person being enumerated would name in reply to the question "Where do you live"? Note the following cases, however.

- (i) For persons with more than one home, usual residence will be the one at which the person spends the greater part of the year. Thus, in the case of an individual who has more than one place of residence because his workplace or school is away from home, the usual residence should be that place, be it a boarding school, other residence or lodging in which at least four nights of the week on average are usually spent.
- (ii) Fishermen - Fishermen away at sea are considered to have their usual place of residence in the dwelling where they live when ashore.
- (iii) Seamen or crew members on a vessel which plies between Jamaica and some foreign port are considered to reside on the vessel rather than at their homes.
- (iv) Air pilots are considered to have their usual place of residence in the household if they usually spend most of their off duty periods in Jamaica and they live in that dwelling for most of the time.

If you are told in the course of enumeration that a household member was at one of the following types of institutions on Census Night, 'Usual Residence' will be at the institution and not in the dwelling unit.

- (i) Correctional Institutions,
- (ii) Mental Institutions,
- (iii) Homes for children, the aged, infirm, or needy,
- (iv) Residential Schools and Homes for the Blind and Deaf.
- (v) Tuberculosis Sanatoria, Homes for Incurables, Lepers' Homes, Cancer Hospitals, and other Hospitals for Chronic Ailments.
- (vi) Convents and Monasteries, Boarding Schools, and College and University residences.
- (vii) Military Camps, Police Training Schools and Barracks.

Usual residence will be at the home of the individual, however, if he or she on Census Night was in a Public General Hospital, Maternity Hospital, Hotel or Guest House, or Nursing Home. Detailed treatment of these is given in Part 6.

PART 3

CONCEPTS AND DEFINITIONS

- 3.15 **Business Establishment** A Business Establishment is an undertaking in which an identifiable form of economic activity is normally carried out. Examples of these are manufacturing, that is the making of things such as furniture, dresses, hats, crafts, etc., provision of services, such as washing (for others), hairdressing, barbering, etc. In every case, the activity must be performed for the purpose of receiving pay for the goods or services produced.
- In cases where the Building is a Housing Unit, the area used for this activity may or may not be a separate room. For example, a dressmaker, tailor, handicraft maker may not use a separate room for this purpose. Also a hairdresser may use the living room as her parlour.
- In some instances economic activity for example peddling, shoemaking, tailoring etc., is carried out in a building which is not secure. In such cases they may be operating from a permanent structure but the building is not secure. It may lack doors, windows or such features to make it secure. If the activity being carried out in this building is of long duration, that is, if the operators uses the building on average four times per week then include it as a business establishment but enter "**Improvised building**" in the Remarks Column.
- 3.16 **Other Buildings** **Buildings** which are not being utilized as Housing Units, Private or Non-private, or as Business Establishments. This category includes schools, churches, hospitals, clinics, community centres, markets, police stations, court houses, etc.
- 3.17 **Farm** All the land owned and/or operated singly, or jointly, by a household member **within a single parish**. If several parcels are being operated within the same parish, this constitutes one farm, and where the operation is being done in several parishes, there are as many farms as there are parishes.
- There is no size limit to the farm. For convenience however, and for distinguishing what are truly kitchen gardens from genuine farms, you should count as a farm any agricultural enterprise having at least one of the following:
- (a) 1 square of cultivation;
 - (b) 12 economic trees e.g. citrus, mangoes, breadfruit, etc.;
 - (c) 1 head of cattle;
 - (d) 2 heads of pig, goat or sheep;
 - (e) 1 dozen poultry including ducks, turkeys etc.;
 - (f) 6 bee hive cultures;
- These of course, form the minimum criteria for the farming operations. Note that this definition includes both landed and landless farms.
- 3.18 **Landless Farms** Agricultural activity carried out without the ownership or use of the household members land. For example keeping of goats, pigs, cows, etc. on the road side or on other people's property.

PART 4

THE VISITATION RECORD, PRIVATE DWELLING - FORM C3

- 4.1 Some General Comments
- The Visitation Record is the first enumeration form you will use and has three main purposes:
- First, it will enable you to keep a close check on the number of buildings and dwellings visited, the number of questionnaires completed and will allow you to see, at a glance the dwellings at which call-backs should be made.
- Second, your Supervisor will use it to assess the rate at which you are working.
- Third, it will be used as a basis for checking your work and the totals derived from it will be used to provide preliminary population figures.
- The completion of the Visitation Record is an important part of your job and **this Form should be kept up to date at all times.**
- 4.2 Listing of Buildings
- Every building in your E.D. as defined must be assigned a number in the Visitation Record, whether or not it is occupied. Remember, unfinished structures and old delapidated houses in which no one resides or no business is undertaken is not considered to be a "building" for census purposes.
- Remember this is not only a Census of Population but also a Building Census. You are therefore required to visit and list **every Building** in the E.D.
- You will remember that, according to the definition of a building, there were four distinct categories of buildings and, in addition combinations of some. The four distinct categories were:
- (a) buildings containing private dwellings;
 - (b) buildings containing non-private (institutional) dwellings in which people live collectively;
 - (c) buildings used for business purposes; and
 - (d) buildings (institutions) used for other purposes, mainly for community services.
- 4.3 Dual purpose buildings
- There are a number of buildings which are used partly for living and partly for business purposes. Such a combination can be a caretaker's living quarters in the building establishment. Caretaker's quarters can also be located in a building used to provide community service such as, say, a school or a police station with staff quarters. These are only a few examples of the variations which you will encounter.

