



**STATE OF NEW YORK
DIVISION OF CRIMINAL JUSTICE SERVICES**

Four Tower Place
Albany, New York 12203-3764
<http://criminaljustice.state.ny.us>

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TO: Crime Reporting Agencies
FROM: Adam Dean, Crime Reporting Unit
DATE: 10/15/2009
SUBJECT: Agency Personnel Reports

**REPORTING ALERT:
AGENCY PERSONNEL REPORT FOR NOVEMBER 1, 2008 – OCTOBER 31, 2009**

Each year the Division of Criminal Justice (DCJS) collects personnel statistics from the crime reporting agencies. This information is used for funding and policy decisions at the State level and is also forwarded to the FBI for inclusion in their annual *Crime in the United States* publication.

Enclosed is an Agency Personnel Report form and instructions to be used by all agencies in reporting 2008-2009 personnel data. This form can be filled out and either faxed or mailed to DCJS at

NYS Division of Criminal Justice Services
Crime Reporting Unit, 8th Floor
4 Tower Place
Albany, NY 12203

Note: Personnel numbers and operating budgets must be associated with the November 1, 2008 to October 31, 2009 time frame and returned to DCJS no later than November 13, 2009.

Please make sure staff responsible for completing your agency's personnel report receive a copy of this memo and the attachments.

Please call the Crime Reporting Unit at (518) 457-8381 or email to infonysucr@dcjs.state.ny.us if you have any questions or need assistance.