

New York State
Uniform Crime Reporting Program
**INSTRUCTIONS FOR PREPARING THE
AGENCY PERSONNEL REPORT**

The Agency Personnel Report is prepared annually and reflects the personnel support of each law enforcement agency as of October 31. It collects counts of full- and part-time sworn and civilian employees by race, ethnicity, and gender. It requests total agency budget figures. Sheriffs are also asked to report counts of jail, court, and civil-duty employees. As a convenience, the report shown at the tab labeled "Sample Form" illustrates a correctly completed report.

1. **Employment Status Summary.** Complete this section using data from section 1^A, Personnel Characteristics.
- 1^A. **Personnel Characteristics.** All employees should be counted, as either sworn or civilian.
2. **Race and Gender.** Select the appropriate race indicator from among the choices of white, black, or other. Note that male and female employees are to be tallied separately. Ensure that each person is counted under either full- or part-time employment status. Include all employees.
3. **Ethnicity.** Ethnicity is not the same as race. All employees have been counted by race in section 2 above. Now all employees will be counted again in the Ethnicity section as either Hispanic or Non-Hispanic. The total number of employees in the Ethnicity section should equal the total number of employees in the Race section.
4. **Enforcement Annual Operating Budget.** Enter the Annual Enforcement budget of your agency as of October 31 of the current year. Sheriffs: DO NOT include budget information associated with local correctional facility.

SHERIFF'S OFFICES ONLY

5. **Correctional Facility Personnel Characteristics.** Complete the Race, Gender and Ethnicity tallies, as described in steps 1^A through 3 above, for correctional personnel. For purposes of this form, Deputy Sheriffs in the Correctional Facility section are to be entered only if they are permanently assigned to the jail and their salaries are paid from the corrections budget. Deputy Sheriffs who were counted in sections 1^A through 3 should not be counted again in the Correctional Facility section.
6. **Other Assignments.** This section counts employees who are assigned to court or civil duties, without designation of race, gender, full-time status, or ethnicity.

If you have questions, please call 1-800-262-3257.

Email: infonysucr@dcjs.ny.gov

Postal Mail: NYS Division of Criminal Justice Services
Crime Reporting Unit
Alfred E. Smith Office Building - 6th Floor
80 South Swan Street
Albany, NY 12210

Fax: 518-485-8039

**NEW YORK STATE
DIVISION OF CRIMINAL JUSTICE SERVICES
AGENCY PERSONNEL REPORT**

as of October 31, _____

NY0099999 _____
Agency ID **Anywhere** _____
County

Anywhere County Sheriff's Office _____
Agency

Chief James Jamison _____
Chief, Sheriff, Commissioner, or Superintendent

Robert Smith _____ **Chief Deputy** _____
Prepared By Title

¹EMPLOYMENT STATUS SUMMARY			
Sworn		Civilian	
Full Time Male	35	Full Time Male	3
Full Time Female	3	Full Time Female	5
Part Time Male	4	Part Time Male	2
Part Time Female	2	Part Time Female	3
Total	44	Total	13

11/2/1997 _____ **518-485-7000** _____
Date of Report Preparer's Phone Number

rsmith@anywhereco.gov _____
Preparer's Email Address

SHERIFF OFFICES: DO NOT INCLUDE CORRECTION OFFICERS IN THIS SECTION - See Instruction Sheet

^{1A} Personnel Characteristics	² RACE												³ ETHNICITY							
	Full Time						Part Time						Full Time				Part Time			
	White		Black		Other		White		Black		Other		Hispanic		Non-Hispanic		Hispanic		Non-Hispanic	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Sworn Subtotal	31	2	3	1	1		4	2					4	1	31	2	1		3	2
Civilian Subtotal	3	5					2	3							3	5			2	3
Total	34	7	3	1	1		6	5					4	1	34	7	1		5	5

SHERIFF OFFICES ONLY

⁵ Correctional Facility Personnel Characteristics		[*] DEPUTY SHERIFFS		CORRECTION OFFICERS		Totals
		Full Time	Part Time	Full Time	Part Time	
SEX	Male	5		15		20
	Female				5	5
RACE	White	4		12	4	20
	Black	1		3	1	5
	Other					
ETHNICITY	Hispanic			1		1
	Non-Hisp.	5		14	5	24
		⁶ Other Assignments		# of Personnel		
		Courts				3
		Civil				1

*Include only Deputy Sheriffs permanently assigned to, and budgeted from, the correctional facility. If they have been accounted for above, do not record them again.

⁴ Enforcement Annual Operating Budget	
Personnel	\$15,500,750
Other	\$200,000
Total	\$15,700,750

THIS REPORT MUST BE RECEIVED BY DCJS NO LATER THAN NOVEMBER 23.

EMAIL, FAX OR MAIL TO:
NYS DIVISION OF CRIMINAL JUSTICE SERVICES
CRIME REPORTING UNIT
ALFRED E. SMITH OFFICE BUILDING - 6TH FLOOR
80 SOUTH SWAN STREET
ALBANY, NY 12210
EMAIL: infonysucr@dcjs.ny.gov
TELEPHONE: 1-800-262-DCJS (3257)
FAX NUMBER: 518 485-8039

**NEW YORK STATE
DIVISION OF CRIMINAL JUSTICE SERVICES
AGENCY PERSONNEL REPORT**

as of October 31, _____

¹ EMPLOYMENT STATUS SUMMARY			
Sworn		Civilian	
Full Time Male		Full Time Male	
Full Time Female		Full Time Female	
Part Time Male		Part Time Male	
Part Time Female		Part Time Female	
Total		Total	

Agency ID _____ County _____

Chief, Sheriff, Commissioner, or Superintendent _____

Date of Report _____ Preparer's Phone Number _____

Agency _____

Prepared By _____ Title _____

Preparer's Email Address _____

SHERIFF OFFICES: DO NOT INCLUDE CORRECTION OFFICERS IN THIS SECTION - See Instruction Sheet

^{1A} Personnel Characteristics	² RACE												³ ETHNICITY							
	Full Time						Part Time						Full Time				Part Time			
	White		Black		Other		White		Black		Other		Hispanic		Non-Hispanic		Hispanic		Non-Hispanic	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Sworn Subtotal																				
Civilian Subtotal																				
Total																				

SHERIFF OFFICES ONLY

⁵ Correctional Facility Personnel Characteristics		[*] DEPUTY SHERIFFS		CORRECTION OFFICERS		Totals
		Full Time	Part Time	Full Time	Part Time	
SEX	Male					
	Female					
RACE	White					
	Black					
	Other					
ETHNICITY	Hispanic					
	Non-Hisp.					
		⁶ Other Assignments		# of Personnel		
		Courts				
		Civil				

*Include only Deputy Sheriffs permanently assigned to, and budgeted from, the correctional facility. If they have been accounted for above, do not record them again.

⁴ Enforcement Annual Operating Budget	
Personnel	
Other	
Total	

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