

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, female and gender X employees are to be tallied separately. Gender X is defined as "Unspecified or another gender identity." 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 email - infonysucr@dcjs.ny.gov

Email: infonysucr@dcjs.ny.gov

Postal Mail: NYS Division of Criminal Justice Services
Crime Reporting Unit
Alfred E. Smith Office Building - 5th Floor
80 South Swan Street
Albany, NY 12210

Fax: 518-485-8039

All Reports can be submitted directly into the eJustice IJ Portal
Within ejustice.ny.gov, the path to submit UCR Reports is:
Resources > UCR/IBR Submission > Uniform Crime Reporting (UCR)



Division of Criminal Justice Services

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

as of October 31, 2024

EMPLOYMENT STATUS SUMMARY			
Sworn		Civilian	
Full Time Male	34	Full Time Male	2
Full Time Female	2	Full Time Female	4
Full Time X	3	Part Time X	1
Part Time Male	0	Part Time Male	2
Part Time Female	4	Part Time Female	0
Part Time X	2	Part Time X	1
Total	45	Total	10

NY0099999 Anywhere
Agency ORI County

Chief James Jameron
Chief, Sheriff, Commissioner, or Superintendent

11/1/2024 555-867-5309
Date of Report Preparer's Phone Number

Anywhere County Sheriff's Office
Agency

Robert Smith **Chief Deputy**
Prepared By Title

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	X	M	F	X	M	F	X	M	F	X	M	F	X	M	F	X	M	F	X	M	F	X	M	F	X	M	F	X			
Sworn Subtotal	30	2	1	3		2	1				3	1		1				1				1			33	2	3					4	2
Civilian Subtotal	2	4	1							2					1													2					1
Total	32	6	2	3	0	2	1	0	0	2	3	1	0	1	1	0	0	1	1	0	0	33	2	3	2	0	0	0	4	3			

SHERIFF OFFICES ONLY

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

5 Correctional Facility Personnel Characteristics	*DEPUTY SHERIFFS		CORRECTION OFFICERS		Totals
	Full Time	Part Time	Full Time	Part Time	
SEX					
Male	5		15		20
Female	2		1	3	6
X	1	1	1	2	5
RACE					
White	6		15	3	24
Black	1		1		2
Other	1	1	1	2	5
ETHNICITY					
Hispanic	1		1		2
Non-Hisp.	7	1	16	5	29

*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.

6 Other Assignments	# of Personnel
Courts	1
Civil	1

THIS REPORT MUST BE RECEIVED BY DCJS NO LATER THAN DECEMBER 16.
SUBMIT DIRECTLY THROUGH THE EJUSTICE IJ PORTAL, EMAIL, FAX OR MAIL TO:

NYS DIVISION OF CRIMINAL JUSTICE SERVICES
CRIME REPORTING UNIT
ALFRED E. SMITH OFFICE BUILDING - 5TH FLOOR
80 SOUTH SWAN STREET
ALBANY, NY 12210
EMAIL: infonysucr@dcjs.ny.gov
FAX NUMBER: 518 485-8039



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

as of October 31, _____

EMPLOYMENT STATUS SUMMARY			
Sworn		Civilian	
Full Time Male	0	Full Time Male	0
Full Time Female	0	Full Time Female	0
Full Time X	0	Part Time X	0
Part Time Male	0	Part Time Male	0
Part Time Female	0	Part Time Female	0
Part Time X	0	Part Time X	0
Total	0	Total	0

Agency ORI _____ 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	X	M	F	X	M	F	X	M	F	X	M	F	X	M	F	X	M	F	X	M	F	X	M	F	X	M	F	X	M	F	X	M	F	X
Sworn Subtotal																																				
Civilian Subtotal																																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		

SHERIFF OFFICES ONLY

5. Correctional Facility Personnel Characteristics	**DEPUTY SHERIFFS		CORRECTION OFFICERS		Totals
	Full Time	Part Time	Full Time	Part Time	
SEX	Male				0
	Female				0
	X				0
RACE	White				0
	Black				0
	Other				0
ETHNICITY	Hispanic				0
	Non-Hisp.				0
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	\$0

THIS REPORT MUST BE RECEIVED BY DCJS NO LATER THAN DECEMBER 16.
SUBMIT DIRECTLY THROUGH THE EJUSTICE IJ PORTAL, EMAIL, FAX OR MAIL TO:

**NYS DIVISION OF CRIMINAL JUSTICE SERVICES
CRIME REPORTING UNIT
ALFRED E. SMITH OFFICE BUILDING - 5TH FLOOR
80 SOUTH SWAN STREET
ALBANY, NY 12210
EMAIL: infonysucr@dcjs.ny.gov
FAX NUMBER: 518 485-8039**