

**Instructions**  
Annual Law Enforcement Diversity Reporting Form | N.J.S.A. 52:17B-4.10

**Agency Fact Sheet**

**Annual Report**

**COLUMNS**

**Instructions** Provide information about your agency's applicant and promotional processes and methods for the time period.

**Column D** Select "Yes" or "No" for each question or process or method element. These responses will automatically populate in your Annual Report.

**COLUMNS**

**Instructions** The Annual Report will automatically populate based on the information entered into the "Agency Fact Sheet", "Applicant Sheet" and "Current Officer Sheet" WITH TWO EXCEPTIONS.

Should you wish to enter an additional narrative regarding hiring or promotions, you may do so on the last page of the Annual Report.

NOTE: THESE BOXES WILL REMAIN HIGHLIGHTED UNLESS TEXT IS ENTERED INTO THE BOX. YOU MAY ENTER "N/A" SHOULD YOU NOT WISH TO PROVIDE ADDITIONAL INFORMATION.

You may also provide a separate document with your assessment of improvement and future goals if more space is needed.

**Applicant Sheet**

**Current Officer Sheet**

**COLUMNS**

**Instructions** Provide information about all applicants.

**Column C** Type the birth year of the applicant formatted as YYYY.

**Column D** You do not need to enter anything into this field. This field will automatically calculate the age of the applicant as of 12/31 of the previous year.

**Column E** Select the Race of the applicant from the drop down: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or other Pacific Islander, White, Two or more races, or Other

**Column F** Select the Ethnicity of applicant from the drop down: Hispanic or Latino, Not Hispanic or Latino

**Column G** Select the Gender of the applicant from the drop down: Female, Male, X or Non-Binary

**Column H** Indicate whether the applicant identifies as LGBTQ+: Yes or No

**Column I** Select the method of application from the drop down: Direct Hire, Transfer, Waiver, or CSC Exam Exempt Direct Hire Applicants

**Column J** Select the Application Outcome for the applicant: Appointed to Agency or Not Appointed to Agency

**Column J** Select the Reason for not appointing the applicant from the drop down: Academy Failure, Applicant Withdrawal, Defer, Did not meet minimum qualifications, Failed background check-Financial, Failed background check- Criminal History, Failed background check-Other, Failed Drug Test, Interview Panel Recommendation, Other, Physical Qualification Exam, Residency Requirement, Written Exam

**COLUMNS**

**Instructions** Provide information about all current officers.

**Column C** Type the birth year of the officer formatted as YYYY.

**Column D** You do not need to enter anything into this field. This field will automatically calculate the age of the officer as of 12/31 of the previous year.

**Column E** Select the Race of the officer from the drop down: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or other Pacific Islander, White, Two or more races, or Other

**Column F** Select the Ethnicity of officer from the drop down: Hispanic or Latino, Not Hispanic or Latino

**Column G** Select the Gender of the officer from the drop down: Female, Male, X or Non-Binary

**Column H** Select Yes or No: Was the officer eligible for promotion during the preceding calendar year?

**Column I** Select Yes or No: Did the officer apply for a promotion during the preceding calendar year?

**Column J** Select Yes or No: Was the officer promoted during the preceding calendar year?

**Column K** Select the old rank of the promoted officer.

**Column L** Select the new rank of the promoted officer.

**SAMPLE APPLICANT FORM**

Time period **January 1, 2021 to December 31, 2021**  
Agency **Example Police Department**  
County **Mercer**

Applicant Demographics							Application Outcome		
No.	Year of Birth	Age	Race	Hispanic Origin: Gender	LGBQ+?	Applicant type	Outcome	Reason for No Appointment	
1	1956	64	Black or African American	Not Hispanic or Latino	Male	Yes	Direct Hire	Not Appointed to Agency	Did not meet minimum qualifications
2	1975	45	American Indian or Alaska Native	Not Hispanic or Latino	X or Non-Binary	No	Transfer	Appointed to Agency	

**SAMPLE CURRENT OFFICER FORM**

Time period **January 1, 2021 to December 31, 2021**  
Agency **Example Police Department**  
County **Mercer**

Officer Demographics					Current Year Promotion				
No.	Year of Birth	Age	Race	Hispanic Origin: Gender	Eligible for Promotion	Applied for Promotion	Promoted	Old Rank	New Rank
1	1987	33	White	Not Hispanic or Latino	Male	No	No	Yes	Chief Sergeant
2	1990	30	White	Hispanic or Latino	Female	Yes	Yes	Yes	Corpora Lieutenant I

# Annual Summary of Law Enforcement Diversity: Agency Fact Sheet

Annual Law Enforcement Diversity Reporting Form | N.J.S.A. 52:17B-4.10

In compliance with N.J.S.A. 52:17B-4.10 (the "Act") each law enforcement agency in New Jersey to establish a program designed to ensure every agency was "comprised of law enforcement officers who reflect the diversity of the population of the community the agency is charged with protecting." The Act requires the publication of annual reports detailing the age, gender, race, and ethnicity of law enforcement officers currently appointed to an agency and those promoted within the agency in the preceding calendar year. Additionally, the Act also requires an annual report compiling the age, gender, race, and ethnicity of applicants, applicants appointed, and applicants denied for a law enforcement officer position in the preceding calendar year.

***This sheet captures information on the applicant and promotional processes of your agency which will be included in your Annual Report of Law Enforcement Diversity. Please type "Yes" into the boxes for the process elements as applicable for the time period.***

Time period	<b>1/1/2023 to 12/31/2023</b>	
Agency	<b>Bay Head Police Department</b>	←Type agency name here
County	<b>Ocean</b>	←Select county from dropdown
Type of Agency	<b>Municipal</b>	menu here

## Application Processes

Did your agency receive any applications for employment during the above time period?

(select response from drop down)

Yes

Is your agency hiring process governed by Civil Service Regulations?

(select response from drop down)

No

Please specify which methods your agency hired law enforcement officers during the above time period, by entering "Yes" in the appropriate boxes

- Civil Service Examination Certified List
- Non-Civil Service Examination List
- Inter-governmental Transfer
- Waiver hire
- Direct hire of BCPO certified officer

Please specify which elements were included the application process your agency used during the above time period, by entering "Yes" in the appropriate boxes:

- Return the Card
- Yes Formal Application

- Interview Board
- Written Exam
- Preference for applicants who are "local" or "county" residents
- Preference for veteran applicants
- Yes Drug Testing
- Yes Medical Exam
- Yes Psychiatric Exam

Please specify when an officer was considered "appointed" to your agency used during the above time period, by entering "Yes" in the appropriate boxes:

- Yes Prior to entry in to the Academy
- Upon successful completion of the Academy

## Promotion Methods

Did your agency receive any applications for any promotion during the above time period?

(select response from drop down)

Is your agency promotional process governed by Civil Service Regulations?

(select response from drop down)

If yes above, do Civil Service Regulations apply to all ranks?

Please specify which methods your agency promoted law enforcement officers during the above time period, by entering "Yes" in the appropriate boxes:

- Civil Service Promotional Examination Certified List
- Non-Civil Service Promotional Examination List
- Promotional Interview

## Annual Summary of Law Enforcement Diversity: Applicant Entry Sheet

Annual Law Enforcement Diversity Reporting Form | N.J.S.A. 52:17B-4.10

In compliance with N.J.S.A. 52:17B-4.10 (the "Act") each law enforcement agency in New Jersey to establish a program designed to ensure every agency was "comprised of law enforcement officers who reflect the diversity of the population of the community the agency is charged with protecting." The Act requires the publication of annual reports detailing the age, gender, race, and ethnicity of law enforcement officers currently appointed to an agency and those promoted within the agency in the preceding calendar year. Additionally, the Act also requires an annual report compiling the age, gender, race, and ethnicity of applicants, applicants appointed, and applicants denied for a law enforcement officer position in the preceding calendar year.

***DO NOT DELETE CELLS IN THIS DOCUMENT. TO REMOVE TEXT ENTERED, RIGHT CLICK AND SELECT "CLEAR CONTENTS".***

Time period

**1/1/2023 to 12/31/2023**

Agency

**Bay Head Police Department**

County

**Ocean**

Applicant Demographics							Application Outcome		
No.	Year of Birth	Age	Race	Hispanic Origin?	Gender	LGBTQ+?	Applicant type	Outcome	Reason for No Appointment
1	1999	24	White	Not Hispanic or Latino	Male	No	Direct Hire	Appointed to Agency	
2	1970	53	White	Not Hispanic or Latino	Male	No	Direct Hire	Appointed to Agency	
3	-	-	-	-	-	-			
4	-	-	-	-	-	-			
5	-	-	-	-	-	-			
6	-	-	-	-	-	-			
7	-	-	-	-	-	-			
8	-	-	-	-	-	-			
9	-	-	-	-	-	-			
10	-	-	-	-	-	-			
11	-	-	-	-	-	-			
12	-	-	-	-	-	-			
13	-	-	-	-	-	-			
14	-	-	-	-	-	-			
15	-	-	-	-	-	-			
16	-	-	-	-	-	-			
17	-	-	-	-	-	-			
18	-	-	-	-	-	-			
19	-	-	-	-	-	-			
20	-	-	-	-	-	-			
21	-	-	-	-	-	-			
22	-	-	-	-	-	-			
23	-	-	-	-	-	-			
24	-	-	-	-	-	-			
25	-	-	-	-	-	-			
26	-	-	-	-	-	-			
27	-	-	-	-	-	-			
28	-	-	-	-	-	-			
29	-	-	-	-	-	-			
30	-	-	-	-	-	-			
31	-	-	-	-	-	-			
32	-	-	-	-	-	-			
33	-	-	-	-	-	-			
34	-	-	-	-	-	-			
35	-	-	-	-	-	-			
36	-	-	-	-	-	-			
37	-	-	-	-	-	-			