



A Guide to Administering the
Central State Registry
of
Police Officers and Peace Officers



STATE OF NEW YORK
Division of Criminal Justice Services
Office of Public Safety

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Foreword

This guide was developed by the staff of the New York State Division of Criminal Justice Services, Office of Public Safety. This guide is intended to explain the administration of the Central State Registry of Police Officers and Peace Officers.

This guide will define regulations that govern the maintenance of the Central State Registry, including the requirements for entrance, modification and removal thereof.

Preface

It is the goal of Division of Criminal Justice Services, Office of Public Safety to assist law enforcement executives in maintaining the Central State Registry in a manner consistent with New York law, regulation and policy.

ACKNOWLEDGMENTS

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Introduction

The Central State Registry of Police Officers was established by Chapter 603 of the laws of 1973 which created section 845 of the Executive Law requiring the Division of Criminal Justice Services (DCJS) to collect and maintain a list of all police officers employed in New York State. According to the sponsor's memorandum, the intent was to identify all persons in New York State who could possess a firearm without a license.

In 1980, with the passage of the Unified Peace Officer Act, Chapter 843 of the Laws of 1980 established the Central State Registry of Peace Officers under Executive Law section 845-a. This law mirrored section 845; however, included additional authority for DCJS to establish a regulation governing the process of registration as well as authority for DCJS to seek legal remedy for non-compliance.

In 2010, Chapter 491 of the Laws of 2010 and consolidated sections 845 and 845-a of the Executive Law into a single Central State Registry of Police Officers and Peace Officers. This amendment ensured consistency in administration as well as provided equal remedy for agencies failing to comply.

It is the responsibility of DCJS to maintain the registry. It is the responsibility of each employer of police and peace officers to ensure all employees are appropriately registered. Every fall, DCJS provides the *Annual Validation of Registry Data* to each employer containing the information recorded for each officer. Return of the validation serves as an employer's annual report due by January 15th, and provides an opportunity to ensure all information recorded by DCJS is accurate and complete.

Division of Criminal Justice Services

The New York State Division of Criminal Justice (DCJS), Office of Public Safety is charged with the administration of the Central State Registry of Police Officers and Peace Officers. It is the responsibility of DCJS to collect information to maintain, on a current basis, a registry of all police officers and peace officers in the state. Such registry shall contain, with respect to each officer, his or her name, date of birth, social security number, rank or title, employer and date of successful completion of training required by section 2.30 of the Criminal Procedure Law and section 209-q of the General Municipal Law.

DCJS recommends rules and regulations for administration of the registry for promulgation by the Governor. Once implemented, these rules and regulations carry the force of law. Currently, Title 9 of the *Official Compilation of Codes, Rules and Regulations of the State of New York*, Part 6056 governs the administration of the peace officer registry. After January 1, 2011, it will be amended to be reflective of the consolidation of both registries.

It is the goal of DCJS to assist police and peace officer employers in maintaining an accurate registry. Chief executive officers and/or their designees are encouraged to review this guide and ask questions. DCJS will make every effort to help employers understand their responsibilities and to facilitate timely and accurate transactions.

Definitions

Once a term is defined in this document that is the only meaning it shall have. The term *registry* shall reference the Central State Registry of Police Officers and Peace Officers. The term *police officer* shall mean a person appointed to a position identified in Criminal Procedure Law section 1.20(34). *Peace officer* shall mean a person appointed to a position identified in article 2 of the Criminal Procedure Law.

Who Must Report

The chief executive officer, or their designee, of any organization which is authorized to appoint police officers or peace officers must annually submit, to DCJS, a list containing the name of every police officer or peace officer employed by them. The list must contain: the date of birth, social security number, rank or title, employment status (full-time or part-time) of each police or peace officer, and whether they completed the mandated basic training as required by General Municipal Law for police officers or by Criminal Procedure Law for peace officers.

The requirement that each agency affirm completion of basic training of all officers is a new responsibility.

To facilitate this process, DCJS will include the date of completion of mandated basic training for each officer on the annual validation. Employers must ensure this information is accurate and complete, and that the certificate of completion remains valid pursuant to General Municipal Law (police officers) or Criminal Procedure Law (peace officers).

When to Report

Executive law section 845 requires employers to immediately report additions, modifications (name changes, changes in rank, etc.), and deletions as they occur. The reason for the immediacy is related to DCJS responsibility to ensure compliance with the mandated basic training requirements for police and peace officers as well as the first-line supervisory training requirements for police officers. Copies of all necessary forms are available on our website at: <http://www.criminaljustice.ny.gov/ops/docs/index.htm>.

Additionally, employers are required to report registry data annually by January 15th. In order to facilitate the annual response, DCJS supplies each agency with its registry data, as

reported, for review. Employers should validate the information contained in the report and attest to the accuracy of the information by signing and returning the cover sheet by January 15th.

How to Report Initial Entry

Entries to the registry can only be made by the chief executive officer, or their designee, using registry entry forms. Each form consists of four sections, or blocks, to be completed by the registrant, the employer, the civil service entity, and the person responsible for recording the oath of office.

For police officers, the Police Officer Registry Entry Form/Certification of Initial Employment form (2214-A) must be submitted with all pertinent blocks completed. Although non-competitive, or part-time, police appointments may not be subject to the appointment rules governing competitive appointments, DCJS requires the civil service information block (Section III) is completed by the appropriate civil service representative for all police officer registrants.

Peace officer employers must submit the Peace Officer Registry Entry Form/Certification of Initial Employment form with all blocks completed. Private (non-government) entities, fire police squads, and New York City Special Patrolmen that submit a copy of the Special Patrolmen Card issued (to the a registrant) by the Police Commissioner of the City of New York are not required to complete the Civil Service Information block (Section III).

Registry Updates or Deletions

Occasionally, employers will be required to modify the information for their officers, including a change in name or changes in status such as rank or weapons indicator (peace only).

Modifications are made by entering an “M” in the first column, followed by the name and information of the affected officer and by circling the item to be modified.

Deletions are made by entering a “D” in the first column followed by the officer’s name and information. Deletions are only used when the officer separates from service (termination, resignation, retirement).

Alternative Methods of Reporting Registry Data

DCJS is authorized to approve alternate means of reporting registry data. Any such approval must be granted, in writing, by DCJS. Alternate methods of submitting registry data do not absolve employers of the responsibility to report registry data annually.

Appointing New Officers

The actual appointment process for police or peace officers is outside the purview of DCJS. Upon submission of a registry entry form, employers are attesting each registrant was appointed appropriately. If you have any questions or concerns related to the appointment of police officers or peace officers, please contact your local personnel administrator or civil service provider.

To assist police officer employers, the New York State Department of Civil Service has published a document entitled *Understanding Police Officer Appointments* which may be accessed from their website at: <http://www.cs.ny.gov/pio/publications/police.pdf>.

Due to the unique nature of registering members of fire police squads, DCJS has published a document entitled *Fire Police: Rights and Responsibilities* which may be accessed from our website at: <http://www.cs.ny.gov/pio/publications/police.pdf>.

Forms

Forms for the initial registration and modification of police and peace officers are located on our website at: <http://www.criminaljustice.ny.gov/ops/docs/index.htm>. DCJS recommends employers retrieve registry forms from the website each time they file a form to ensure they are

utilizing the latest version. If you do not have access to the internet, please contact our office using the address and telephone number below and we will be happy to provide you with paper versions.

DCJS requires that all submissions contain the original signature of the chief or his or her designee; therefore, employers must submit registry documentation by U.S. Mail.

Questions

If, after reviewing this guide, course directors or instructors have any questions or concerns, please contact DCJS prior to commencing any training.

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