



## Division of Criminal Justice Services

### MEMORANDUM

**TO:** Police Officer and Peace Officer Employers

**FROM:** David Mahany, Associate Training Technician  
Division of Criminal Justice Services (DCJS), Office of Public Safety

**DATE:** November 1, 2023

**SUBJECT:** 2023 Annual Validation of Police Officer and Peace Officer Registry Data

The 2023 Annual Validation of Police Officer and Peace Officer Registry Data is now available for completion in the Acadis Readiness Suite Portal (Acadis). Pursuant to Executive Law §845, each employer of police or peace officers must:

1. Validate the names and information contained on the Registry **once annually by January 15th**;
2. **Verify the completion of mandated basic training** for each police officer or peace officer as well as the completion of the mandated course in police supervision for each first-line police supervisor (police only). \* **Please note that each officer's training record must be reviewed to ensure DCJS has a record of the requisite training courses being completed.** \*; and
3. **Verify the completion of annual firearms and/or other weapons training** for each peace officer authorized to use firearms and/or other weapons in the performance of their official duties.

**NOTE: All employers must submit a 2023 validation regardless of when they submitted their 2022 validation.**

If an agency does not comply with this statutory requirement by **January 15, 2024**, DCJS will immediately suspend the issuance of any Municipal Police Training Council mandated basic training and in-service certificates of completion for that agency's officers until such time as this requirement has been met.

Please be advised that pursuant to the ***Professional Policing Act of 2021***, police agencies must continue to comply with Executive Law §846-h. In part, this statutory requirement requires each police agency to show completion of their annual validation of police officer registry data. The DCJS Law Enforcement Accreditation Program will be reviewing agency compliance with this requirement in consideration of recertification of the Mandatory Certification.

Please refer to your respective DCJS Acadis Portal Guide link below for step-by-step instructions on how to complete your agency's validation.

**DCJS Acadis Portal Police Officer Guide**

[https://drive.google.com/file/d/1b9FZSFza3FZLfkVaETBXcddJ5kqU7pWs/view?usp=drive\\_link](https://drive.google.com/file/d/1b9FZSFza3FZLfkVaETBXcddJ5kqU7pWs/view?usp=drive_link)

**DCJS Acadis Portal Peace Officer Guide**

[https://drive.google.com/file/d/1nGzohNLilReV7E9Ha2jr9jo3-77vsWKd/view?usp=drive\\_link](https://drive.google.com/file/d/1nGzohNLilReV7E9Ha2jr9jo3-77vsWKd/view?usp=drive_link)

**DCJS Acadis Portal Fire Police Guide**

[https://drive.google.com/file/d/1taZhRc-2Sq3D0McinC0sjr2edYCyVAzF/view?usp=drive\\_link](https://drive.google.com/file/d/1taZhRc-2Sq3D0McinC0sjr2edYCyVAzF/view?usp=drive_link)

If your agency does not have access to Acadis, please have the Chief Executive Officer read and electronically sign the Use and Dissemination Agreement and provide DCJS with information regarding the agency's designated portal account holder by completing the required form on the web at <http://survey.alchemer.com/s3/3198329/DCJS-Use-Dissemination-Agreement>

For new appointments to your agency, please complete the appropriate registry entry form located in the Police and Peace Officer Registry section of our webpage at: <http://www.criminaljustice.ny.gov/ops/docs>. If you have any questions or concerns, please do not hesitate to contact Ms. Kelly Conlon by phone at 518-485-1092 or by email at [kelly.conlon@dcjs.ny.gov](mailto:kelly.conlon@dcjs.ny.gov).