

 Official Policy Manual	Date issued 08/25/23	Supersedes 04/01/07	Page 1 of 2	Section # A-3003
	Section: Administration			
	Directive: DCJS Peace Officer Registry/ACADIS/Annual Validation/ De-certification			
	Policy Owner: Director, Administrative Support Services Group			

The Division of Criminal Justice Services (DCJS) is responsible for approval and tracking of New York State Peace Officer training and utilizes the ACADIS® Readiness Suite training compliance software system to collect this information from State agencies. On behalf of OMH Peace Officers, the Administrative Support Services Group (ASSG) submits all required information to DCJS using the ACADIS® system. This includes mandated trainings and Peace Officer onboarding/offboarding paperwork.

New Hire – DCJS Peace Officer Registration

Once an Officer has been hired, the Safety Chief will fill out a Peace Officer registry form. If needed, this form can be obtained from ASSG – Environmental Health and Safety:

- Section 1. Completed by the peace officer registrant.
- Section 2. Completed by the Director of the appointing authority/ASSG.
- Section 3. Completed by the appropriate Civil Service Commission officer.
- Section 4. Completed by the appropriate registrar/recorder of oaths of office at the facility.

Once completed, the **originals** are to be **mailed** to ASSG – Environmental Health and Safety and an email should be sent to the Director of Environmental Health and Safety to indicate that the originals are being mailed. Electronic copies are not accepted by DCJS, and they require all new hire paperwork be routed through ASSG and not the home facility; original “wet” signatures are required.

ASSG will make copies for internal paper and electronic filing and forward DCJS all original documents.

DCJS required Peace Officer Basic Academy/Safety Officer Training Academy

Once the Peace Officer Registration paperwork has been accepted by DCJS, the new hire will be entered into the ACADIS® system by DCJS and ASSG will be notified.

ASSG will then complete the “Weapon” and “Supervisor” fields to complete the profile.

Upon a new hire graduating from the OMH Safety Officer Training Academy (SOTA), ASSG will submit all relevant documents to DCJS. New hires must have completed all requisite DCJS training requirements to be Certified as a New York State Peace Officer. ASSG will ensure DCJS

has received all OMH training records and advise Facility Chiefs that an Officer has met the training requirement.

Annual Agency Validation/ Peace Officer HR transactions

DCJS tracks Officer information to ensure each Law Enforcement agency with Police or Peace Officers completes annual training requirements and provides updates regarding employment status. To demonstrate compliance, OMH must track Safety Officer staffing transactions and maintain annual refresher training sign-in sheets.

ASSG maintains a Safety staff roster for all the OMH facilities. Successful tracking of Safety Officer information is dependent upon timely notification of information to ASSG by Chief Safety Officers. ASSG will update roster information monthly or as information is provided by facilities or Human Resources. The OMH Safety Officer roster is then compared to the information contained within the DCJS system to ensure OMH Peace Officer registration is current.

Annual In-Service training sign-in sheets must be completed at the time training is provided. Training sheets must be submitted to ASSG for updating of Officer information in the DCJS system.

Separations/ Retirements/De-Certification

Hires, removals, resignations, promotions, retirements, and other separations of any Peace Officer must be relayed by the Chief Safety Officer to ASSG. **Chiefs must utilize the Peace Officer Registry Update Form.** Any of these reportable events must be **IMMEDIATELY** reported to ASSG to ensure timely reporting to DCJS as required by subdivision (2) of Executive Law §845. Employers must report separations from service and the grounds for separation from service* pursuant to 9 NYCRR Part 6056. A copy of the Peace Officer Registry Form can be obtained from ASSG, if needed.

Removals for Cause (RFC) data reporting – It is of the utmost importance that when an officer ceases to serve due to a removal for cause, that this information be immediately and accurately reported to ASSG. Any delay in reporting could allow an unfit officer to seek employment with another agency.

* There are very specific actions that must be taken upon certain terminations and separations, so it is imperative Safety Chiefs **immediately and accurately** communicate all Safety Officer status changes to ASSG to allow for timely notifications to be made to DCJS. Collaboration between facility HR and the Chief Safety Officer is strongly encouraged to ensure accurate separation information is provided to ASSG.