



**Division of Criminal
Justice Services**

MEMORANDUM

TO: New York State Criminal Justice Executives

FROM: Michael C. Green 
Executive Deputy Commissioner

DATE: July 19, 2018

SUBJECT: Acadis Records Management System

Executive Law §845 requires employers of Police Officers and Peace Officers to report information to the Division for inclusion in the Central State Registry of Police Officers and Peace Officers.

The Division is converting from a manual based system to the electronic based Acadis Records Management System, see attached letter from January 20, 2017 for more information. Each agency Chief Executive Officer must read and electronically sign the Use and Dissemination Agreement (U&D) and provide the Division with information regarding the agency's designated portal account holder by completing the required form on the web at <http://www.surveygizmo.com/s3/3198329/DCJS-Use-Dissemination-Agreement> . Our records indicate that your agency has not returned a signed U&D, jeopardizing your agency's compliance with Executive Law § 845.

Please complete the above described electronic request and submit to the Division by close of business **August 3, 2018**. Beginning **September 1, 2018**, the Division will cease acceptance of the following paper based forms:

- Peace Officer Registry Update Form
- Police Officer Registry Update Form

Upon submission of the signed U&D and requested portal contact information, a confirmation email will be sent to the submitting agency acknowledging the Division has received the necessary information as well as an attached copy of the signed U&D. Agencies will receive login credentials and instructions from the Division within 7 days of U&D submission. Some inboxes may identify the confirmation response as spam and as such may be necessary to check your junk email inbox to retrieve the automated response. Questions or concerns may be directed to the Division at DCJSAcadis_Help@dcjs.ny.gov.

Your prompt attention to this matter and the timelines delineated above to ensure your agency's compliance with Executive Law § 845 is greatly appreciated.