New York State Division of Criminal Justice Services

PEACE OFFICER REGISTRY ENTRY FORM - CERTIFICATION OF INITIAL EMPLOYMENT

(Executive Law § 845)

THIS FORM IS USED TO INITIALLY REGISTER A PEACE OFFICER WITH THE DIVISION OF CRIMINAL JUSTICE SERVICES. **USE THIS FORM FOR ALL INITIAL APPOINTMENTS AND TRANSFERS.** FORMS PRESENTED FOR FILING MUST CONTAIN ORIGINAL SIGNATURES. ALTHOUGH THE BLANK FORM MAY BE DUPLICATED, PHOTOCOPIES OF COMPLETED FORMS, OR FORMS WITH PHOTOCOPIED SIGNATURES WILL NOT BE ACCEPTED.

Pursuant to Executive Law §845, peace officer employers are required to register peace officers with the Division of Criminal Justice Services (DCJS). DCJS uses the peace officer registry to determine an individual's eligibility to receive a peace officer training certificate, and for other lawful purposes. DCJS reserves the right to require further documentation as necessary to properly classify a registrant. The information provided may be added to the registry and made available pursuant to law.

SECTION I: REGISTRANT INFORMATION

This section must be completed by the peace officer registrant. Only individuals appointed to positions defined in Criminal Procedure Law §2.10 or §2.16 are eligible for registration.

Type or print legibly, the registrant's last name, first name, middle initial, date of birth, and Social Security Number. Enter the complete home mailing address, home street address if different, and county of home residence. Temporary addresses are not acceptable. If the registrant is temporarily living away from home (e.g. enrolled at a college or university, on military assignment, etc.) **DO NOT** list the temporary address. Enter the registrant's city/state/country of birth (if other than U.S.). Registrants not born in the United States MUST include a certified copy of one of the following: (1) naturalization papers; (2) Department of State Birth certificate; or (3) currently valid United States Passport. Carefully read the certification. Sign and date in the area provided. With the exception of Social Security Number, the information in Section I is required. Incomplete submissions will not be processed.

SECTION II: AGENCY INFORMATION

Unless a written agreement is on file with DCJS, this section must be completed by the Chief Law Enforcement Officer (Chief, Sheriff, Director) of the appointing authority. In the case of municipalities with no designated Chief Law Enforcement Officer, the Town Supervisor or Village Mayor must be the signatory. The Executive Law mandates that all peace officers must be registered with the Division of Criminal Justice Services. The information in Section II identifies the law enforcement agency with which the registrant is a peace officer. Please refer to the Public Officers Law §3-b for eligibility and residency requirements.

Type or print legibly, the chief law enforcement officer's last name, first name and title. Enter the agency name, telephone number (including area code), and agency address. Enter the CPL 2.10 subdivision number, CPL subdivision title and weapons indicator for appointment of the person named in Section I. Indicate whether the appointment is full-time or part-time, whether background and residency checks were conducted, and if fingerprints were submitted to DCJS. Carefully read the certification. Sign and date in the area provided. The information in Section II is required. Incomplete submissions will not be processed. When signing this section, the CEO is verifying their responsibility to provide the registrant with the requisite training pursuant to CPL §2.30.

SECTION III: CIVIL SERVICE INFORMATION (FOR MUNICIPAL AND STATE EMPLOYERS ONLY)

This section must be completed for all registrants employed by a municipality or state agency, <u>both full and part time</u>, by the appropriate civil service commission officer. Civil Service Law mandates that the appointment of officers must meet certain requirements. The information in Section III describes the registrant's appointment.

If the registrant is employed by a private entity (i.e., the SPCA, or a Private College) it is **not** necessary to complete this section.

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Type or print legibly, the civil service commission officer's last name, first name, middle initial and title. Enter the name, telephone number (including area code) and address of the civil service commission office. Enter the job title and civil service classification of the person named in Section I. This should be the specific title/classification to which the registrant was appointed and that appears on the agency payroll. Carefully read the certification. Sign and date in the area provided. The information in Section III is required. Incomplete submissions will not be processed.

SECTION IV: OATH OF OFFICE

This section must be completed by the appropriate registrar/recorder of oaths of office. Pursuant to Public Officers' Law §10 every peace officer that is a public officer must take and file an oath of office. The following persons are eligible to administer an oath of office:

- A judge of the court of appeals
- The Attorney General
- Any officer authorized to take the acknowledgment of the execution of a deed of real property
- An officer in whose office the oath is required to be filed or their duly designated assistant such as a City, Town, or Village Clerk (Municipal appointees) or the Fire Chief (Fire Police) or their designee.
- A presiding officer or clerk of a body of officers who has taken an oath of office (SPCA/SPCC/Private Entities)
- An oath of office may be administered to any state or local officer who is a member of the armed forces of the United States by any commissioned officer, in active service, of the armed forces of the United States

The Information in Section IV indicates the date the oath was taken by the registrant, the place of filing, and title of the office. Type or print legibly, the registrar/recording officer's last name, first name, middle initial and title. Enter the name, telephone number (including area code) and address of the registrar's / recorder's office. Carefully read the certification. Sign and date in the area provided. This section should be signed and dated once the officer named in Section I completes the oath of office for the agency named in Section I I and is the date recorded by DCJS as the appointment date of the officer. The information in Section IV is required. Incomplete submissions will not be processed.

MAILING INSTRUCTIONS

Mail completed forms to:

NYS Division of Criminal Justice Services
Alfred E. Smith State Office Building
Office of Public Safety – Records Unit
80 South Swan St., 3rd Floor
Albany, NY 12210-8002

QUESTIONS

If you have any questions regarding this form, call (518) 485-1092 for assistance.

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SECTION I – REGISTRANT INFORMATION (To be completed by the registrant)

Last Name	First Name	MI	Date of Birth	Gender M F	Social Security Number*

Home Residence Mailing Address	City, State, Zip	County of Home Residence
Home Residence Street Address (if Different)	**City, State, Zip**	**City, State, Country of birth (if other than U.S.)**

I am the person named above. I understand that the information in Section I is part of a written statement that will be presented to the Division of Criminal Justice Services for filing, and I certify that it is true to the best of my knowledge and belief.

Signature	Date

*Pursuant to the New York State Personal Privacy Protection Law, DCJS is authorized to collect personal identifying information as part of a public safety agency record. Personal identifying information on this form shall not be revealed, released, transferred, disseminated or otherwise communicated orally, in writing, or by electronic means other than to the registrant. Disclosure of personal identifying information is voluntary. Refusal to provide personal identifying information shall not result in the denial of any right, benefit, or privilege.

SECTION II – AGENCY INFORMATION (To be completed by the chief law enforcement officer)

Last Name	First Name	MI	Title of Person Signing Section II

Name of Law Enforcement Agency	Telephone
Address	**City, State, ZIP**

CPL §2.10 Subdivision	CPL Title/Position of Registrant	Weapons Indicator (Check/Circle All That Apply) NONE FIREARMS ASR BATON CED

Type of Appointment Full-time Part-time	Background Check Conducted Yes No	Residency Verified Yes No	Fingerprints submitted to DCJS Yes No

I am the chief law enforcement officer responsible for appointing the person named in Section I as a peace officer of the above named law enforcement agency. I understand that the information in Section II is part of a written statement that will be presented to the Division of Criminal Justice Services for filing, and I certify that it is true to the best of my knowledge and belief. I understand I am responsible for providing the registrant with the requisite training pursuant to CPL §2.30.

Signature	Date

SECTION III – CIVIL SERVICE INFORMATION (To be completed by the civil service officer for municipal and state registrants)

Last Name	First Name	MI	Title of Person Signing Section III

Name of Civil Service or Personnel Agency	Telephone
Address	**City, State, ZIP**

Title and Civil Service Classification of the Registrant

I am the civil service officer responsible for certifying the appointment of individuals appearing on the payroll of the law enforcement agency named in Section II. I understand that the information in Section III is part of a written statement that will be presented to the Division of Criminal Justice Services for filing, and I certify that it is true to the best of my knowledge and belief.

Signature	Date

SECTION IV – OATH OF OFFICE (Public Officers Only - To be completed by the registrar responsible for recording oaths of office)

Last Name	First Name	MI	Title of Person Signing Section IV

Name of Recording Office	Telephone
Address	**City, State, ZIP**

I am the officer responsible for recording the oaths of office of individuals appointed as peace officers of the law enforcement agency named in Section II. The person named in Section I has filed an oath of office as a peace officer, pursuant to an appointment received from the person named in Section II. I understand that the information in Section IV is part of a written statement that will be presented to the Division of Criminal Justice Services for filing, and I certify that it is true to the best of my knowledge and belief.

Signature	Date Oath Administered

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