



Division of Criminal Justice Services

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TO: New York State Law Enforcement Agencies and District Attorneys
FROM: Mary Schmitt, Office of Criminal Justice Records
DATE: December 11, 2017
SUBJECT: Sexual Offense Evidence Kit – Reporting Interface Available on the IJPortal

REPORTING ALERT: SEXUAL OFFENSE EVIDENCE KIT – REPORTING INTERFACE AVAILABLE

The Sexual Offense Evidence Kit Reporting Interface is now available on the Integrated Justice Portal (IJ Portal). DCJS has prepared a detailed user guide on completing and submitting Sexual Offense Evidence Kits (SOEK) to the New York State Crime Reporting Program via the IJ Portal Interface. The SOEK report screen is used to summarize the number of kits in possession of reporting agencies on a quarterly basis.

Requirements of Mandatory Reporting of Sexual Offense Evidence Kits

Pursuant to Executive Law §838-a, local law enforcement agencies and district attorneys are required to report certain information related to the number of sexual offense evidence kits in their possession to DCJS on a quarterly basis. The executive law mandates police and prosecutorial agencies to submit SOEKs in its custody or control to an appropriate forensic laboratory within ten days of receipt.

The law also requires law enforcement agencies and district attorneys to track the custody of SOEKs in a manner that will allow for the reporting of the following counts: Number of Kits Received During the Quarter, Number of Kits Received During the Quarter that were Submitted to Labs for Processing, Kits Received During Quarter – Sent to Lab Within 10 Days of Receipt, Kits Received During the Quarter – Sent to the Lab within 11 or More Days After Receipt, and Total Number of Kits “In Custody or Control” Not Submitted for Processing at the End of the Quarter.

The NYS SOEK Data Entry Interface User Guide provides instruction on completing and submitting the SOEK report, including information on how to access the application on the IJPortal, definitions of the required counts, step-by-step instruction on the data entry of the SOEK counts, and an explanation of possible error messages an agency may encounter while using the SOEK interface.

When does Sexual Offense Evidence Kit Reporting to DCJS begin?

Law enforcement agencies will be able to submit the SOEK data to DCJS on **January 1, 2018**. While the Interface is now accessible on the IJ Portal, data entry for the 4th quarter of 2017 will not be made available for data entry until January 1, 2018. We encourage agencies to confirm their ability to access the SOEK Interface prior to January 1, 2018. Please be sure to read through the “Accessing the Interface” section on page two of this reporting alert.

The **first abbreviated quarter (November 28, 2017 – December 31, 2017)** of data must be entered within 15 days after the close of quarter (due by January 15, 2018). Thereafter, quarterly reports must be entered within 15 days after the close of the reporting quarter.

Accessing the Interface

The IJPortal web address is <https://www.ejustice.ny.gov/>. This is a secure site which requires a user name and password to access. All new requests for IJPortal accounts should be coordinated through your agency's designated Terminal Agency Coordinator (TAC). The TAC should use the "Feedback" link at the top right of the IJPortal for any questions related to IJPortal provisioning or email portalhelpdesk@ejusticenyny.gov.

In addition to being included with this email, instructions for accessing and submitting quarterly SOEK reports through the IJPortal can be found on the DCJS public website at: <http://www.criminaljustice.ny.gov/crimnet/ojsa/crimereporting/soek.htm>

We appreciate your anticipated cooperation in submitting this important information. Please call the Crime Reporting Unit at (518) 485-7111 or email mary.schmitt@dcjs.ny.gov if you have any questions or need assistance.