



## **New York State Domestic Incident Report (DIR) Repository Frequently Asked Questions**

### **What is the New York State Domestic Incident Report (DIR) Repository?**

The New York State Domestic Incident Report (DIR) Repository (DIR Repository) is an electronic database that contains DIRs submitted to DCJS by police departments and sheriffs' offices in the 57 counties outside of New York City. The DIR Repository is for law enforcement purposes only; it is not accessible to the public.

### **Who can access the DIR Repository?**

Law enforcement agencies – such as a police department, sheriff's office, district attorney's office, county probation department, parole/community supervision – and 9-1-1 Call Centers – can register to access the DIR Repository. Agencies may register multiple users.

### **How can the DIR Repository aid law enforcement professionals?**

- **Enhances safety for all.** A more complete history of suspect's reported abuse can show a pattern of incidents and escalating dangerousness/risk of dangerousness.
- **Provides crucial information to responding officers.** Police dispatchers/communications staff can advise responding police officers of safety risks from prior DIRs involving the same location such as: weapons, threats to kill, etc.
- **Assists in determining the primary physical aggressor.** Prior DIRs can show abuse history, threats of additional harm, and context of self-defense allegations.
- **Enables charging and prosecuting course-of-conduct crimes.** Identifying context within a pattern of abuse can support felony and misdemeanor charges (e.g. coercion, witness intimidation and tampering, stalking, menacing).
- **Supports arguments for increased bail considerations.** CPL 510.30(2)(a) requires judges, when making bail determinations, to consider certain factors (i.e. history of use or access to firearms, and OP violation).
- **Enables comprehensive pre-sentence investigation reports for probation.** Scanned DIRs provide Probation departments with immediate access to collateral contact information, defendant behaviors, threats and weapons, injuries, and additional evidence.
- **Assists probation and parole in determining sanctions against their clients.** Probation and Parole can access all documented, scanned past and current probationer and parolee behaviors – including any new DIRs resulting in police contact – in order to monitor and sanction supervisees according to the conditions of supervision.

- **Improves collaboration between law enforcement and victim services.** Repository information identifies risk factors and interventions for victims/children and assists with policy development, coordination, and additional victim resources.

### **How do agencies apply for access to the DIR Repository?**

- Log in to the eJusticeNY Integrated Justice Portal (IJ Portal)
- Go to Resources > Reference Library > Law Enforcement
- Click on Forms and Publications (at left)
- Under Forms and Publications-General Forms, there is a link to the DIR Repository Application
- Review the Policies and Procedures Manual
- Complete the User Agreement
- E-mail the User Agreement to [CCC@dcjs.ny.gov](mailto:CCC@dcjs.ny.gov) or attach the scanned document to an IJ Portal[+] Feedback request

DCJS will process the request and contact the agency about its level of access to the DIR Repository.

### **What DIR data is available in the DIR Repository?**

- The **first and second page** of DIRs received by DCJS
- **Name, address and document number tabs** allow for automated searches
- **Victim and offender names and incident location** are “hot linked” to the DIRs connected to the victim, offender or location

### **What do automated searches by name, address, and document number provide?**

- **Name:** Shows searched name (*and similar names*) of victim, suspect, or witness on DIRs in the Repository
- **Address:** Shows searched address (*and similar addresses*) of address of the occurrence, victim, or suspect on DIRs in the Repository
- **Document number:** Search document by Incident #, Complaint # or Arrest #

### **How can police agencies ensure that the data in the DIR Repository is accurate and complete?**

- Routinely check DIRs to ensure that they are legible, complete and accurate before submitting them to DCJS.
- Submit DIRs to DCJS on a weekly basis to help ensure the DIR Repository contains timely information.
- Report any errors in the DIR Repository to DCJS at [CCC@dcjs.ny.gov](mailto:CCC@dcjs.ny.gov) or 1-800-262-3257, option 1.

**For more information or to access the DIR Repository:**

**[CCC@dcjs.ny.gov](mailto:CCC@dcjs.ny.gov) or 1-800-262-3257, option 1.**