

New York State Division of Criminal Justice Services  
**PEACE OFFICER REGISTRY UPDATE FORM**  
 (Executive Law § 845)

1. Agency Name:	2. Agency Address:	3. City/State/ZIP	4. Agency Code:
5. Form Prepared By:	6. Title:	7. Telephone:	8. Email Address:

**Form Instructions:** This form must be typed or printed in ink and be signed by the Chief Law Enforcement Executive or Employer. It is used to delete or modify existing registry information. To add new personnel, please use the **Peace Officer Registry Entry Form – Certification of Initial Employment**.

**EFFECTIVE OCTOBER 26, 2016, TO DELETE AN OFFICER NO LONGER APPOINTED BY YOUR AGENCY YOU MUST PROVIDE THE REASON FOR DELETION. ANY OFFICER DELETED DUE TO A REMOVAL FOR CAUSE OR A REMOVAL DURING A PROBATIONARY PERIOD SHALL IMMEDIATELY HAVE THEIR BASIC TRAINING CERTIFICATE INVALIDATED PURSUANT TO Criminal Procedure Law §2.30. ANY FORM THAT DOES NOT INCLUDE THE REASON FOR DELETION SHALL BE RETURNED TO THE REPORTING AGENCY WITHOUT BEING PROCESSED.**

Mail completed forms to: **NYS Division of Criminal Justice Services  
 Office of Public Safety – Records Unit  
 Alfred E. Smith State Office Building  
 80 South Swan St., 3<sup>rd</sup> Floor  
 Albany, NY 12210**

9. Transaction Code	Enter "D" to delete an officer no longer appointed, "M" to modify the information of existing personnel. Circle the information to be modified.
10. Reason for Deletion	Enter one of the following: (1) Leave of Absence** (2) Resignation (3) Removal (other than Removal for Cause) (4) Removal for Cause of a full-time or part-time employee for incompetence or misconduct pursuant to: (4a) a hearing held under section 75 of the Civil Service Law; (4b) a collective bargaining agreement, or any general, special or local law, or charter provision in accordance with section 76 of the Civil Service Law; (4c) any other applicable law; (4d) an employee's resignation or retirement while a disciplinary process has commenced pursuant to (4a), (4b), or (4c); OR (4e) an employee's waiver of any rights available pursuant to (4a), (4b), or (4c). (5) Removal During a Probationary Period for conduct that would have resulted in removal of a permanent employee pursuant to (4a), (4b), (4c), (4d); or (4e).
12. Social Security Number	Enter the officers Social Security Number. The identifier is not mandatory; however the accuracy of training records cannot be assured without it.
15. Change Date	Enter the effective date of the deletion or modification.
16. Work Status	Enter "F" Full-time or "P" Part-time.
17. Rank or Title	Enter the agency rank and/or title.
18. Weapon Indicator	Check the appropriate box(es) for the weapons the officer will have access to during the course of their official duties (select all that apply)

9. Transaction Code	10. Reason for Deletion (Required)	11. Last Name, First Name, MI	12. Social Security Number*	13. Date of Birth mm/dd/yy	14. Sex M/F	15. Change Date mm/dd/yy	16. Work Status P/F	17. Rank or Title	18. Weapon Indicator (Select all that apply)					
									None	Firearm	ASR	Baton	CED	

*I am the chief law enforcement executive, or employer, responsible for the persons named as peace officers of the above named law enforcement agency. I understand that I am responsible to report employment transactions, pursuant to §845 of the Executive law. I understand I am responsible to provide each peace officer the required training, pursuant to §2.30 of the Criminal Procedure Law. I understand the information contained in this document 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.*

19. Chief Law Enforcement Officer (or Employer) Name- Printed	20. Chief Law Enforcement Officer (or Employer) Signature	21. Date
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\*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.

\*\* Leave of absence includes only those situations in which an employee is considered by the department to be separated from employment. Leave of absence for purposes of 9 NYCRR Part 6056.4(c)(1) does not include situations such as maternity leave, military leave or other circumstances where the employee is still considered by the department to be employed.

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