



NEW YORK STATE OFFICE *for the* PREVENTION *of* DOMESTIC VIOLENCE

An Overview of a Valuable *No-Cost* Tool for Law Enforcement: The DIR Repository

What is the New York State Domestic Incident Report Repository (DIRR)?

The NYS DIRR is an electronic database, available via the eJustice Integrated Justice portal (IJ Portal), containing all DIRs submitted to DCJS by police and sheriff's departments in the 57 counties outside of New York City. Currently, DCJS receives more than 175,000 DIRs per year, which are scanned within 48 hours of receipt by DCJS and then able to be searched by registered users. All DIRs submitted to DCJS from May 2010 to present have been scanned into the DIRR.

Who can register for access to the DIRR?

Any law enforcement agency (a police agency, sheriff's office, district attorney's office, office of the attorney general, federal law enforcement on tribal grounds, probation department, or community supervisions agency) and 911 Call Centers can have access and have 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).
- **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.

The DIRR: Application, Registration, and Navigation

How do agencies apply for access to the DIR Repository?

Log in to legacy eJusticeNY or the IJ Portal

- **In legacy eJusticeNY:**
 - Click on **Law Enforcement Services** (on the left side of the screen)
 - Click on **Overview**
 - Click on **Forms** (on the right side of the screen)
 - Click on **Domestic Incident Repository Application**
- **In the IJ Portal:**
 - On the home page – Announcements: New Domestic Incident Report (DIR) Repository
 - Click on More ...
 - Click on Procedure Manual and Complete Application
- Review the **Policies and Procedures Manual**
- Agency executive completes all **forms and agreements**
- Scan or email **all forms to DCJS Computer Contact Center (CCC) at CCC@dcjs.ny.gov**

What DIR data is available in the Repository?

- Page 1 of all DIRs sent to DCJS are scanned into the DIRR.
- Name, address, and document number tabs allow for automated searches.
- Victim and offender names and incident location are “hot-linked” to show all DIRs connected to that 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 prior DIRs.
- **Address** –shows searched address (*and similar addresses*) of address of the occurrence, victim, or suspect on prior DIRs.
- **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.
- Report DIRR errors to DCJS at: 1-800-262-3257 or CCC@dcjs.ny.gov
- Submit the DIRs to DCJS as soon as possible to ensure the DIRR provides the most up to date and timely information