



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 and parole/community supervision 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.

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(1)(a-g) 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
- 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** and **document number tabs** allow for automated searches
- **Victim** and **offender names** are “hot linked” to the DIRs connected to the victim and offender.

What do automated searches by name and document number provide?

- **Name:** Shows searched name (*and similar names*) of victim and suspect on DIRs in the Repository.
- **Document number:** Search document by Incident #, Complaint #

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 dcjs.dl.dirform@dcjs.ny.gov.

What is considered a successfully submitted DIR?

One that is legible, complete, and accurate.

What documents should I submit?

Page A, B are required and supporting depositions should be included. If additional pages are needed for the supporting depositions that is fine. Do not include such documents as Standard Incident Report, Arrest Report, Custody battle papers, divorce papers, etc. Please submit the original DCJS copy which is labeled at the bottom of the form as NYS Division of Criminal Justice Services Copy.

How far back does the DIR Repository go?

January 2010.

How often should I submit our DIRs to DCJS?

Weekly is preferred. The faster we receive them the faster they are available through the DIR Repository.

I sent our DIRs to DCJS, why don't I see them in the DIR Repository?

It may not have been processed yet. It will be delayed if it is incomplete or illegible.