



## Division of Criminal Justice Services

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Governor

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TO: All Police Chiefs and Sheriffs

FROM: Mary Schmitt, New York State Crime Reporting Program

DATE: December 8, 2021

SUBJECT: Arrest-Related Death Reporting Requirement

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New York State Executive Law (837-t and 837-v\*2) requires all police departments, including the New York State Police, and sheriffs' offices to report to DCJS incidents of officer-involved use of force and arrest-related deaths.

DCJS must make this information available to the public. The law requires the agency to publish an annual report on arrest-related deaths and update the following data monthly on its website: date of incident; location of incident (county and city/town/village); circumstance surrounding death and race, ethnicity, sex and age of the deceased. The police department or sheriff's office for which the officer(s) works also will be listed.

**DCJS will publish its first annual report on arrest-related deaths on February 1, 2022, as required by law.** The report will include arrest-related death incidents reported for calendar year 2021. Your agency must submit incident data to DCJS no later than **Thursday, January 6, 2022**, to be included in the report and comply with the reporting requirement. Agencies that do not comply will be listed as delinquent in the report.

As a reminder, incident-level information about use of force incidents from the law's effective date (July 11, 2019) through October 31, 2020, is available online. The law requires DCJS to update these data annually and the agency expects use of force reports for the 14-month period from November 1, 2020, through December 31, 2021, to be available this spring.

### **Accessing the Use of Force and Arrest-Related Death Reporting Interface**

All agencies must submit use of force and arrest-related death information through an interface accessible through the [eJusticeNY Integrated Justice Portal \(IJ Portal\)](#), a secure site that requires a username and password to access. [This User Guide](#) provides detailed instructions for submitting the data and additional information about these requirements is available on the [DCJS website](#).

Each of your agencies currently have staff who have access to the IJ Portal and are responsible for these data entry. If you need to add or remove individuals' access, those changes must be coordinated through your agency's designated Terminal Agency Coordinator (TAC). TACs can use the "Feedback" link in the IJ Portal or email [portalhelpdesk@ejusticenyny.gov](mailto:portalhelpdesk@ejusticenyny.gov) with any questions about access.

Please make sure staff responsible for reporting these important data to DCJS receive copies of this memorandum and reporting instructions. Should you have any questions, please email [useofforce@dcjs.ny.gov](mailto:useofforce@dcjs.ny.gov).