

GUIDANCE DOCUMENTS

Not less than once each year, every agency shall submit to the Secretary of State for publication in the *State Register* a list of all Guidance Documents on which the agency currently relies [SAPA, section 202-e(1)]. However, an agency may be exempted from compliance with the requirements of SAPA section 202-e(1) if the agency has published on its website the full text of all Guidance Documents on which it currently relies [SAPA, section 202-e(2)].

Division of Criminal Justice Services

State Administrative Procedure Act § 202-e requires that not less than once each year, every agency shall submit to the Secretary of State for publication in the *State Register* a list of all guidance documents on which the agency currently relies, and provide information on where and how regulated parties and members of the public may inspect and obtain copies of any such documents. Set forth below is a list of the guidance documents on which the agency currently relies. Copies of such documents may be available in accordance with the Freedom of Information Law. For further information contact the Division's Records Access Officer, 4 Tower Place, Albany, NY 12203.

1. Blueprint for Effective Law Enforcement
2. Guide to Maintaining Accreditation and Preparing for Reaccreditation
3. Accreditation Implementation Guide
4. Accreditation Standards and Compliance Verification Manual
5. Program Manager Tutorial and Reference Guide
6. Basic Course for Police Officers: minimum requirements
7. Basic Course for Police Officers: refresher requirements
8. Pre-Employment Police Basic Training Administrator's Guide
9. In-Service Training Guide
10. Breath Analysis Operator Recertification Study Guide
11. Training Guide for Peace Office Employers
12. Campus Public Safety Officer Course Administrators Guide
13. Training Guide for Peace Officers
14. Police Officer Appointments - General Information
15. List of Approved Security Guard Training Schools
16. Security Guard Training Matrix
17. Top-Ten List of Common Audit Findings
18. Grant and Contract Self-Audit Checklist
19. Guide for grantees who are writing goals and objectives
20. Logic Model for Program Development
21. Grants Management System user manual
22. NYS Incident-Based Reporting Desktop Reference Manual
23. The NYS Supplement to the FBI UCR Handbook
24. The DCJS Law Section Reference Table
25. The UCR Cross-Reference Table
26. FBI UCR Handbook
27. Personal Criminal History Record Review Program
28. Evidence Submission Form
29. Help Us Help You
30. DCJS/NCIC Missing Person Data Collection Guide
31. DCJS/NCIC Unidentified Person Data Collection Guide
32. AMBER Alert and DCJS Missing Child/College Student Alert Quick Reference
33. NYS AMBER Alert: Program Brief and Law Enforcement Guide (Comprehensive)
34. NYS AMBER Alert: Program Brief and Law Enforcement Guide (Abbreviated)
35. Policy for Acquisition and Implementation of Livescan, Cardscan and Photo Imaging System for Electronic Submissions to DCJS
36. Store and Forward Implementation Overview
37. New York Statewide Criminal Justice Data Dictionary
38. Standard Practices for Processing Fingerprintable Criminal Cases
39. Coded Vehicle Table
40. Charge Code Manuals
41. NYS Coded Laws Table
42. New York State Sex Offender Registry Information for Offenders
43. SOR Settlement Notice & Stipulation of Settlement in *Doe v. Pataki*

