



New York State Law Enforcement Accreditation Program

Electronic Annual Compliance Survey Directions

Please read these instructions carefully as they contain new information on submitting the survey and a new mailing address for DCJS.

1. Please verify your agency information listed on Attachment "A" and complete the survey cover page. If your agency has not been reaccredited, fill in N/A for "Date of Reaccreditation".
2. When completing the survey questions please provide as much detail as possible regarding your program. The yellow boxes will automatically adjust to the length of the answers. Type an X in the appropriate box to answer the "Yes" or "No" questions.
3. Submission of the survey via e-mail is preferred and the form allows Chief Law Enforcement Officer's (CLEO) to insert a digital signature in the yellow box on the signature line. Surveys with the CLEO's digital signature should be submitted by email to Hilary McGrath at: Hilary.McGrath@dcjs.ny.gov.
4. CLEO's preferring not to use a digital signature may manually sign the survey and submit a scanned copy by email.

*Agencies providing a signed survey by email are **not** required to send a hard copy by U.S. Mail.*

5. CLEO's preferring to send a hard copy can do so by fax to (518) 457-0145 or by U.S. Mail to the address below.

If you have any questions, or need assistance please contact Hilary McGrath at 518-485-1417.

New Mailing Address

**NYS Division of Criminal Justice Services
Office of Public Safety
Alfred E. Smith State Office Building, 3rd Floor
80 South Swan Street
Albany, New York 12210
Attention: Law Enforcement Agency Accreditation Program**