



CHAIRMAN'S MEMORANDUM

NO. 13-2007 November 13, 2007

TO: SHERIFFS, JAIL ADMINISTRATORS, COMMISSIONERS OF CORRECTION
RE: Newly Implemented eJustice Portal Application

As you all know, the required daily reporting of each local jail's population has been taken off of the NYSPIN system and is now required to be reported through the *eJustice* portal (by 8 AM each day) showing the midnight count at the end of the prior day as well as the activity for the day. If you still are not able to do so, or experience any problems with the system, please contact the Customers Contact Center at Division of Criminal Justice Services for assistance. The number there is (518) 457-5837.

Since you are inputting the information now directly into a database on the server at Division of Criminal Justice Services, you can also access it to review your prior submissions for the JDPRS, going back many years. This means that you have the ability to take a snapshot of the facility population for every January 1st for each of the past 10 years, for example, if you wish to, by generating the report for each day and printing or saving the .pdf file.

You will also be able to do your own range reports for what ever time period you require. This means that instead of Commission support staff running each county facility's report monthly, quarterly and annually and mailing them out to each facility, you will be able to run the report for any time interval you require, at any time you wish to. Therefore, the Commission will suspend mailing these reports to you since, as of November 1, 2007, you have the ability to run your own reports through the *eJustice* portal.

For those counties that are allowed by law to hold un-arraigned inmates in the jail, we have modified the reporting screen to include the input of the number of un-arraigned inmates being held in the jail proper. They obviously cannot appear in any section other than the un-arraigned portion, as they are neither considered sentenced nor pre-trial (un-sentenced), having not yet been committed to the facility after an arraignment.

Please be sure to report these un-arraigned inmates that are in your facility at midnight on the date reported.

Daniel L. Stewart, Chairman

New York State Commission of Correction
80 Wolf Road, 4th Floor
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(518) 485-2346

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Frederick C. Lamy, Commissioner
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