



CHAIRMAN'S MEMORANDUM

NO: 2-2015
DATE: March 11, 2015
TO: SHERIFFS, JAIL ADMINISTRATORS, COMMISSIONERS OF CORRECTION, NEW YORK CITY WARDENS, AND POLICE CHIEFS
RE: Changes to Correction Module on ejusticeNY Integrated Justice Portal

Effective March 31, 2015, all law enforcement agencies will be required to report information regarding Juvenile Detention, Inmate Mortality, Annual Report for Police Lockups, and Lockup status in the Corrections/Facility Reporting module on the ejusticeNY Integrated Justice Portal. Law Enforcement agencies' access to existing tabs will be expanded to allow access to the Jail Reports tabs. By granting this access, law enforcement agencies will be able to report the required information directly to the Commission of Correction via the portal and will be able to view certain information directly on the portal.

ROLES/ AGENCY TYPE

It is through these newly enabled tabs and role changes that a law enforcement agency will be able to report and view various required reporting information. A law enforcement agency's ability to view information or to report required information in each tab depends upon the law enforcement agency type. Currently there are 1,700 users who have been given access to certain tabs within the Correction/Facility Reporting Module. Their access to the various tabs has been based upon their agency type. As of March 17, 2015, their access will instead reflect the agency's reporting requirement. This will enable police departments, arresting agencies and NYS DOCCS to have access to view the Jail Reports, which include the Jail Daily Download and Probation, Parole and DOB reports. It is suggested that you perform a field test of the roles functionality after 11am on March 17th, 2015.

It is necessary to note that those individuals who did not have portal rights will not be able to access these tabs. In order for individuals to receive access to the necessary tabs, the agency Terminal Agency Coordinator(TAC) will need to make a specific request to the CCC Center. These requests can be made via telephone (888-462-8003) or email (portalhelpdesk@ejusticenyny.gov). When requesting portal rights for a particular individual, the local correctional facility TAC should ask for the Commission of Correction Module, External Customer, County Jail Role. The New York State Department of Corrections and Community Supervision TAC should ask for the Commission of Correction Module, External Customer, State Prison Role. The TAC for police departments and other criminal justice agencies should ask for the Commission of Correction Module, External Customer, Arresting Agency

Role. These requests cannot be submitted until March 17, 2015 and it should be noted that this process can take up to two weeks.

Please be aware that if an agency has multiple roles, it will be necessary for that agency to request different user IDs and roles for each specific reporting agency type.

Sheriff's Offices, please be aware that effective March 17, 2015, all jail reporting MUST be accomplished under the Jail ORI number. Once this takes effect you will not be able to report required information under a different ORI number. Please be sure that those who will be reporting the required jail information have the appropriate roles under the Jail ORI number.

TABS

The Annual Statistics tab is for lockups to indicate the number of people that are placed in their lockup on an annual basis as well as other requested information.

The Jail Reports tab is for the inputting of County Correctional Facilities' daily population reports. These reports are then used to create the jail daily population report, probation reports, parole reports and DOB reports. These reports indicate the number of inmates within a specific county correctional facility.

The Lockup Status tab includes information regarding police department and arresting agency's detainment of individuals that do not operate a lockup.

The Juvenile Detention tab is to report a juvenile detention that occurs in any jail or lockup.

The Inmate Mortality Reporting tab is for reporting the death of an inmate in custody at a local correctional facility, state correctional facility, or lockup as required. This tab is to replace the completion and faxing of form M-187 from the facility to the Commission of Correction.

The following chart indicates which tabs will be available to each type of agency:

Agency Type	Annual Statistic Tab	Jail Reports Tab	Lockup Status Tab	Juvenile Detention Tab	Inmate Mortality Reporting Tab
County Correctional Facility (County Jail Roles)		X		X	X
NYS DOCCS (State Prison Roles)		X			X
Police Department/ Arresting Agency (Arresting Agency Roles)	X	X	X	X	X

If you have any questions regarding the input of information on the Inmate Mortality Reporting tab, please feel free to contact Anne Smigel at 518-485-2464. Any questions related to the Annual Statistics, Jail Reports, Lockup Status or Juvenile Detention tabs can be directed to Elisha Hamilton at 518-485-2489.

If you have any questions regarding the roles or access to the portal, please contact Keith Zobel at 518-485-2485.

Thomas A. Beilein, Chairman