



THOMAS A. BEILEIN
Chairman

THOMAS J. LOUGHREN
Commissioner

ALLEN RILEY
Commissioner

CHAIRMAN'S MEMORANDUM

NO: 1-2018

DATE: March 16, 2018

TO: SHERIFFS, COMMISSIONERS OF CORRECTION, JAIL ADMINISTRATORS,
WARDENS

RE: Substitute Jail Orders via the eJusticeNY Integrated Justice Portal

Over the past several years, the Commission of Correction (SCOC), the Division of Criminal Justice Services (DCJS) and the Office of Information Technology Services (ITS) have significantly enhanced the corrections reporting elements of the eJusticeNY Integrated Justice Portal (the Portal). The latest development will allow for the requesting and approval of Substitute Jail Orders, and the tracking of transferred inmates under those orders, via the Portal.

Effective April 1, 2018, all requests for a Substitute Jail Order (SJO) must be initiated through the Portal. The SJO application is set up to communicate the Commission's approval or denial of these orders via the Portal and email communication. Once a SJO is approved, the facility will then be required to enter inmate information directly into the Portal. Phone call requests for SJOs and emailed inmate information will no longer be accepted. This enhancement will allow agencies to view their SJOs, including the status of each.

As described in Chairman's Memorandum No. 2-2015, only those who have been assigned the appropriate roles and Portal rights will be granted access to this module. This also holds true with the *Substitute Jail Order* tab. Only those who have the appropriate rights and roles will be allowed to request a Substitute Jail Order and input the required inmate information. Anyone who is currently assigned the *County Jail* role in the Corrections Module will have the SJO application automatically enabled. Each agency should review their list of Portal users to ensure that a sufficient number are trained to meet the new requirements.

On March 23, 2018, SCOC will publish a webinar that explains the process of electronically requesting a Substitute Jail Order, entering required inmate information and requesting the revocation of an order. In the meantime, if you have any questions regarding these changes, please contact Debbie Slack-Bean at 518-485-2346.

A handwritten signature in cursive script that reads "Thomas A. Beilein".

Thomas A. Beilein, Chairman