



CHAIRMAN'S MEMORANDUM NO. 09 - 2009

TO: SHERIFFS, JAIL ADMINISTRATORS. COMMISSION OF CORRECTION

RE: eJusticeNY Integrated Justice Portal (Portal) – Sheriff's Annual Report (SAR) Application

Effective January 1, 2010 the Commission will be processing the Sheriff's Annual Report (SAR) via the Portal. In conjunction with DCJS, the Commission is pleased to announce a Live Meeting to introduce the online version of the Sheriff's Annual Report. A Live Meeting will be held on December 14th, 1pm-2pm and again on December 15th, 2pm-3pm.

The new application will allow Sheriff Departments to enter their data online for quicker and more accurate submission to the Commission. The system is designed to automatically tally the fields and will inform the operator when the numbers do not match. This easy to use data entry system will help insure that your agency quickly and accurately reports the required SAR.

During the Live Meeting we will be conducting a live demo of the new application. We will also give information to the TAC officer to include the roles necessary to be given to the user(s) who will be using the SAR.

Again, you may attend the Live Meeting on December 14th, 1pm-2pm or December 15th, 2pm-3pm. In addition, the live meeting will be recorded and available to download and watch at your convenience. Should you have any questions or concerns on the submission of the SAR please contact Marlene Johnston at the Commission at 518-485-2463 or for other Portal questions contact the Portal Help Desk at 1-888-462-8003 or Email portalhelpdesk@ejusticenyc.state.ny.us at the Division of Criminal Justice Services.


Thomas A. Beilein, Chairman

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