



## Commission of Correction

**THOMAS A. BEILEIN**  
Chairman

**PHYLLIS HARRISON-ROSS, M.D.**  
Commissioner

**THOMAS J. LOUGHREN**  
Commissioner

### CHAIRMAN'S MEMORANDUM

**NO:** 6-2015  
**DATE:** October 7, 2015  
**TO:** SHERIFFS, COMMISSIONERS OF CORRECTION, JAIL ADMINISTRATORS  
and GRIEVANCE COORDINATORS  
**RE:** Upgrade of SharePoint for grievance appeal submissions

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In the continued effort to improve document sharing capabilities and reduce costs, the Commission of Correction and State Office of Information Technology are working to upgrade the SCOC grievance processing site to the latest version of SharePoint.

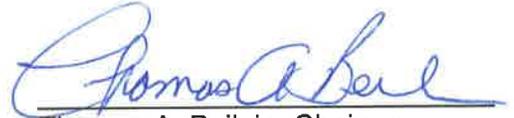
This will occur in the coming months and will necessitate some changes in current protocols, including:

- All current and future users will be required to establish a Microsoft Live account. Detailed instructions will be forthcoming.
- Facilities will be required to submit to the Commission:
  - a. a copy of the department-issued photo identification card for all current and new SharePoint users; and
  - b. a signed copy of the SharePoint User Agreement form
- The Sheriff, Commissioner or Chief Administrative Officer (CAO) will be required to submit to the Commission written verification as to each user's identification, official e-mail address, and assignment to the facility's inmate grievance program.
- The Sheriff, Commissioner or CAO will be required to notify the Commission in writing when a staff member is no longer assigned to the facility's grievance program.

During the final stage of this migration, the current SharePoint website will be shut down approximately one week until start-up of the new website. Prior to the shutdown, it is incumbent upon facilities to process any CPCRC decisions uploaded to SharePoint and then delete them. During this time, facilities will be unable to submit grievances electronically. The Commission will be granting a variance to each facility authorizing them to cease submittal of electronic grievances for the duration of the final stage of migration. Facilities will be required to maintain a scanned copy of each inmate grievance appeal during this time and be prepared to submit such appeals when notified that the new website is operational. Facilities will also be required to download and process any CPCRC responses from SharePoint and then delete them from SharePoint.

In the interim, should you have any questions regarding this process, please do not hesitate to contact Commission staff members Elisha Hamilton at (518) 485-2489 or [Elisha.hamilton@scoc.ny.gov](mailto:Elisha.hamilton@scoc.ny.gov) or Terry Moran at (518) 485-2487 or [terry.moran@scoc.ny.gov](mailto:terry.moran@scoc.ny.gov)

Additional information will be provided as it becomes available. Your cooperation throughout this process is greatly appreciated.



Thomas A. Beilein, Chairman