



Commission of Correction

THOMAS A. BEILEIN
Chairman

PHYLLIS HARRISON-ROSS, M.D.
Commissioner

THOMAS J. LOUGHREN
Commissioner

CHAIRMAN'S MEMORANDUM

NO: 7-2015
DATE: October 13, 2015
TO: SHERIFFS, COMMISSIONERS OF CORRECTION, JAIL ADMINISTRATORS,
WARDENS and POLICE CHIEFS
RE: Electronic submission of reportable incidents via the eJusticeNY Integrated Justice Portal

In the last 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 tab of the eJusticeNY Integrated Justice Portal. The latest developments will allow the reporting of significant correctional facility incidents via the portal.

Effective January 1, 2016, all incidents shall be reported via the portal. Faxed and mailed reporting will no longer be accepted. With this change comes several benefits and enhancements, including:

- Web service submissions (for the state and county correctional facilities that independently developed such), which allows facility data to be pushed automatically from facility management systems to the portal
- Reporting of all applicable incident categories (an incident may meet the criteria for multiple categories and is now required to be reported accordingly)
- Availability of PDF version of incident reports for submitting agency
- Inmate search feature (by name, NYSID or date of birth) that reports an inmate's previous involvement in an incident reported by any adult correctional facility
- Ability for agency to view all submitted incidents with date range filter

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 holds true with the reportable incident tab. Only those who have the appropriate rights and roles will be allowed to input the required data and to perform an inmate search within the system. Thus, each agency should review their list of portal users to ensure that a sufficient number are trained to meet the new reporting requirements

On December 1, 2015, SCOC will publish a webinar that explains the process of electronically submitting reportable incidents. In the meantime, if you have any questions regarding these changes, please contact Keith Zobel at 518-485-2485.

Thomas A. Beilein, Chairman