



CHAIRMAN'S MEMORANDUM

NO. 16-98

SEPT. 1, 1998

TO: SHERIFFS, JAIL ADMINISTRATORS, COMMISSIONERS OF CORRECTION

RE: REVISION TO QUARTERLY REPORTING REQUIREMENTS

In an effort to reduce the burdens imposed on local correctional facilities throughout the state, I have supported measures that would eliminate redundant or irrelevant reporting requirements to the Commission of Correction. Even with the efforts of the Commission and many Sheriffs some of these reporting requirements still exist as with the Quarterly Classification Report that must be completed (NYS Correction Law Section 500-b, sub. 9 and 10) by each facility every three months.

In the past the form used to report this information consisted of five pages, with instructions for completing the form as part of the questionnaire. All pages were returned, where they were reviewed by Commission staff who extracted the answers and logged them on an internal, one page form. The entire package was then filed in the appropriate county file. I asked my staff to review this process as part of an overall effort to reduce the burden on the local facilities and to streamline the operation of the Commission. I am enclosing what has resulted from this effort. Instead of sending out five pages each quarter, your staff will retain an instruction booklet for easy reference, and the reporting form will now become one page. When this is returned to the Commission, it will be easily reviewed by Commission staff and then filed. The reduced paperwork and effort should speed the process at both ends, until I can resolve the issues that make this form necessary. If there are any questions on the form, the instructions or the reporting requirements, please contact Robert K. Corliss, Assistant Director of Operations, at the Commission for further clarification. He can be reached at (518) 485-2484.

Alan J. Croce, Chairman/Commissioner