



STATE DIRECTOR'S MEMORANDUM #2009-6

TO: All Probation Directors/Commissioners

FROM: Robert M. Maccarone, State Director *RMM*

DATE: October 5, 2009

SUBJECT: Access to PSI Repository

As you know, the NYS Division of Criminal Justice Services in collaboration with DPCA and other law enforcement agencies, has implemented the NY Offender Assessment and Data Sharing (NOADS) project. NOADS was constituted largely to support sharing of critical offender-based information among the criminal justice agencies. The movement of NYCOMPAS to the Integrated Justice Portal (a NOADS effort) allows probation departments to conduct assessments that are accessible by other New York probation departments that might have an interest in an offender. This provides probation departments with more information for case planning/servicing and recommendations to the courts and will provide Parole and eventually DOCS, with essential case planning information. Assessments conducted by Parole will also be available to probation departments. The Pre-Sentence Report is a probation product that has proven essential to ALL parties in the criminal justice system – from assisting the courts with sentencing, through case planning and services provision, inmate classification at intake, and re-entry planning.

Therefore, a second major goal of NOADS, and the subject of this e-mail, is the development of a “bank” of completed Pre-Sentence Investigations. This “PSI Repository” resides within the Integrated Justice (IJ) Portal and is being designed to eventually capture PSI information from all county Probation departments across New York State and provide access to this information for authorized users.

The first phase of the PSI Repository was implemented several months ago and was developed by an inter-agency team that included individuals from DCJS, DPCA, DOCS, and NYC Probation. This first phase captures reports, in Portable Document Format (PDF) format, from NYC Probation in a real-time, on-line manner and provides a user interface (screen) for authorized users to inquire, display, and print or locally save PSIs stored in the PSI Repository. The Repository now contains approximately 63,000 New York City PSI records.

The second phase of the project will begin shortly. During this phase, the NOADS Project team will begin working with other Probation Departments to develop a similar mechanism to capture

and store PSI records for the Repository with the goal of creating a Centralized Statewide Repository of all PSI records which is, again, accessible to authorized users.

By providing more timely access to the most current and necessary offender information in an easily searchable manner, this repository will eventually help all correctional agencies realize resource and workflow efficiencies as well as assist the criminal justice community in reducing recidivism and promoting public safety.

The purpose of this memorandum is to advise probation departments that probation users may begin using the PSI application to access the PSI Repository in the IJ Portal. Users that have initially been entitled to access the PSI application are, in most cases, the same probation staff persons who currently have access to the COMPAS application in the Portal. As for other IJ Portal functions, future requests for PSI Repository access additions or deletions should be transmitted to the Division of Criminal Justice Services by the Agency TAC. Attached is a user guide for the PSI application. If you have any questions or problems regarding the PSI Repository application, please contact the Portal Help Desk via phone at 1-888-462-8003 or E-mail at: portalhelpdesk@ejusticenys.state.ny.us.

Attachment

C: IJ Portal Probation Users
DPCA staff