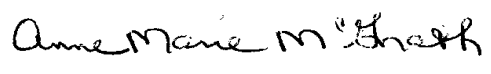
 <p>NEW YORK STATE Corrections and Community Supervision</p> <p>DIRECTIVE</p>	TITLE		NO. 2803
	Release of Inmate or Parolee Statistical Data		DATE 11/07/2018
SUPERSEDES DIR #2803 Dtd. 1/17/2017	DISTRIBUTION A	PAGES PAGE 1 OF 1	DATE LAST REVISED
REFERENCES (Include but are not limited to) ACA Expected Practices 2-1060, 2-1061, 2-1062, 2-1065, 2-1067, 4-APPFS-3D-32, 4-APPFS-3D-34, 4-APPFS-3D-36, 4-APPFS-3D-37	APPROVING AUTHORITY 		

- I. **POLICY:** The Division of Program Planning, Research and Evaluation is responsible for the provision, coordination, review, and generation of reports of all data related to inmate characteristics and other related information, prior to the release of this data. This procedure will assure that data reporting is consistent, reliable, and appropriate for the user intended. The Division also assists data users in the interpretation and analysis of this statistical information where needed.
- II. **PROCEDURE**
- A. All requests for inmate-related statistical data will be submitted to the Director of Program Planning, Research and Evaluation. The process of request-submission is set forth below:

The requester (data user) will identify the purpose for which the data are required. The Director will provide consultation and advice in defining the parameters of the request and in identifying the type of work product required to meet the requester's needs, along with an appropriate time frame for completion.
 - B. In special cases, where inmate or parolee related information will be requested by users outside of the Department of Corrections and Community Supervision (DOCCS), or when the request will take significant staff resources to complete, these requests should be approved through the appropriate Executive staff prior to the release of the information.
 - C. When it is necessary to obtain special computer runs, the Director will coordinate with the Office of Information Technology Services and will be responsible for obtaining these reports.
 - D. The Director will review compilations of data or prepare special data reports, as appropriate, to ensure that data released are valid, complete, and consistent with previously released regular or special statistical reports.
 - E. The Director, upon completion of the review process, will forward a copy of requested statistical material together with any appropriate comments to relevant members of the DOCCS Executive team prior to sharing with the requester. After this Executive review is completed, the Director will provide data analysis (which may consist of statistical analysis and interpretation and substantive written analysis, together with a statement of the advantages and limitations appropriate to the data's use) to the requester.