

 NEW YORK STATE Corrections and Community Supervision DIRECTIVE	TITLE ParoleSTAT - Community Supervision		NO. 8120
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SUPERSEDES DOP P&P Manual Item 8120.00	DISTRIBUTION A B	PAGES PAGE 1 OF 2	DATE LAST REVISED
REFERENCES (Include but are not limited to) Directives #8700, #9025, #9050, #9210, #9221, #9504; ACA Expected Practices 4-APPFS-3D-32, 4-APPFS-3D-35, 4-APPFS-3D-36	APPROVING AUTHORITY 		

- I. **PURPOSE:** To instruct New York State Department of Corrections and Community Supervision (DOCCS) staff on the ParoleSTAT process as a means of documenting the monthly performance standards for Community Supervision.
- II. **POLICY:** All DOCCS Executive Team staff, including Regional Directors (RD), the Director of Internal Operations, and the Chief of the Parole Violation Unit (PVU), will receive and review the monthly ParoleSTAT reports generated by the Office of Program Planning, Research and Evaluation (PPR&E). The data provided in ParoleSTAT reports and periodic presentations to Executive staff by Regional staff will assist in guiding Executive and managerial staff in discussions and decisions regarding performance standards. The success rates that are identified as the measurable indicators demonstrate the Department's ability to ensure public safety through the supervision of parolees to the successful completion of their sentence.
- III. **PROCEDURE**
 - A. Executive Staff Responsibility
 1. Executive staff will direct that PPR&E prepare and distribute monthly ParoleSTAT reports providing statistical data regarding performance in several categories identified by Executive staff.
 2. Executive staff will schedule periodic ParoleSTAT presentations by each RD and accompanying staff on a rotating basis to ensure that each region's information is fully reviewed as needed.
 3. The Deputy Commissioner (DC) and Assistant Commissioners (AC) for Community Supervision will provide guidance to the regions in preparation, determine which cases will be reviewed, and lead the process of examination. The DC and ACs for Community Supervision will provide feedback to the RD and Assistant Regional Director (ARD) regarding their region's performance outcomes and ParoleSTAT presentations. Areas that must be addressed and requests for written responses to unresolved issues will be directed as necessary.
 4. The ACs for Community Supervision will coordinate with the RDs to recognize, maintain, and replicate areas of performance that are exceptional, and develop strategies to improve areas of supervision that do not meet expected DOCCS standards.

5. The Director of Internal Operations, who supervises the Parole Violation Unit (PVU), will review the data for caseload sizes, completed hearings, hearings adjourned, hearings lost, and parole violators in local jails with the Chief of the PVU and/or designee. They will develop a plan of action to address issues evident in the data provided by the PPR&E.

B. Managerial Staff Responsibility

The RDs, ARDs, Bureau Chiefs (BC), Chief of PVU, and Deputy Chiefs will:

1. Review and familiarize themselves with the information included in the monthly ParoleSTAT reports and use these reports to direct staff activities, initiatives, and supervision strategies.
2. Acknowledge and recognize outstanding performance and improvement.
3. Identify areas of underperformance and define goals for improvement.
4. Develop and implement strategies for attaining defined improvement goals.
5. Track outcomes and adjust strategies, as needed, to meet defined goals.
6. Recommend development of additional measures that will assist them in managing their units.
7. Prepare for and present information to the Commissioner and Executive Team at the scheduled ParoleSTAT presentations. Respond to any inquiries of the Commissioner or Executive Team regarding the performance measures.

C. Office of Program Planning, Research and Evaluation (PPR&E)

1. Each month, PPR&E will assemble ParoleSTAT performance indicator reports that illustrate the agency, region, and bureau level performance outcomes for the previous month. These reports will be generated and distributed to the Executive staff, Parole Board Chairperson, Parole Board Counsel, RDs, and ARDs by the fifteenth day of each month. The PVU ParoleSTAT report will be distributed to Executive staff, the Chief of PVU, RDs, and Counsel's Office for the Board of Parole by the third week of each month.
2. ParoleSTAT reports will be an amalgamation of data gathered by PPR&E, as well as material submitted from other sources, depending upon the measures being evaluated at the time. PPR&E will modify these measures and develop new measures at the direction of Executive staff.