



NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY
ASSISTANCE
 40 NORTH PEARL STREET
 ALBANY, NY 12243-0001
David A. Paterson
GOVERNOR

Administrative Directive

Section 1

Transmittal:	10-ADM-07
To:	Local District Commissioners
Issuing Division/Office :	Center for Employment and Economic Supports
Date:	December 3, 2010
Subject:	Provision of Temporary Housing Assistance (THA) to Sex Offenders – Chapter 568 of the Laws of 2008
Suggested Distribution:	Temporary Assistance Staff Staff Development Staff Emergency/Temporary Housing Coordinators Sex Offender Liaisons
Contact Person(s):	Temporary Assistance Bureau – 1-800-343-8859, extension 4-9344
Attachments:	Attachment 1 – 259-c Referral Form from DOP to DSS Attachment 2 – 259-c Referral Form from DOCS to DSS Attachment 3 – DSS to DOP Request for Investigation Attachment 4 – DOP Facility Parole Office Liaisons (Excel Format) Attachment 5 – DOP Area Office Liaisons (Excel Format) Attachment 6 – Access to Sex Offender Housing Map (CIRIS) Attachment 7 – NYS CIRIS Access Request Form
Attachment Available On – Line:	Yes

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
06 ADM-7 02 ADM 2 96 ADM-20 05 INF-26(Revised) 04 INF-18 00 INF-19		352.36	Chapter 568 of the Laws of 2008 SSL§ 20 and 131 Executive Law §243 and §259-a and c Penal Law §65.10 and §220.00(14)		GIS 08TA/DC0033

Section 2

I. Summary

This release provides information about the reasons for the development and passage of Chapter 568 of the Laws of 2008 and directions for the implementation of the law at the Social Services District (SSD) level.

- (a) Statement of purpose
 - (1) Chapter 568 of the Laws of 2008 requires the Division of Parole (DOP), the Office of Probation and Correctional Alternatives (OPCA), and the Office of Temporary and Disability Assistance (OTDA) to promulgate regulations to provide guidance concerning the placement and/or approval of housing for certain sex offenders who are under parole or probation supervision or who have applied for, or are receiving, emergency shelter.
 - (2) The State has previously enacted laws concerning sex offenders, including the Sex Offender Registration Act, the Sex Offender Management and Treatment Act, the Electronic Security and Targeting of On-Line Predators Act (e-STOP) and laws restricting certain sex offenders who are under probation or parole supervision from entering school grounds. Chapter 568 of the laws of 2008 continues the State's efforts in the area of sex offender management and specifically in the area of the placement and housing of sex offenders. Sex offender management, and the placement and housing of sex offenders, are areas that have been, and will continue to be, matters addressed by the State. These regulations further the State's coordinated and comprehensive policies in these areas, and are intended to provide further guidance to relevant state and local agencies in applying the State's approach.
 - (3) Public safety is a primary concern and these regulations are intended to better protect children, vulnerable populations and the general public from sex offenders. The State's coordinated and comprehensive approach also recognizes the necessity to provide emergency shelter to individuals in need, including those who are sex offenders, and the importance of stable housing and support in allowing offenders to live in and re-enter the

community and become law-abiding and productive citizens. These regulations are based upon, and are intended to further best practices and effective strategies to achieve these goals.

- (4) In implementing this statute and the State's comprehensive approach, DOP, OPCA, OTDA and the Division of Criminal Justice Services' Office of Sex Offender Management (DCJS/OSOM) recognize that:
- (i) Not all sex offenders are equally dangerous. Some sex offenders may pose a high risk of committing a new sexual crime; others may pose only a low risk.
 - (ii) All reasonable efforts should be made in to avoid an ill-advised concentration of sex offenders in certain neighborhoods and localities. What constitutes such a concentration will depend on many factors, and may vary depending on housing availability and the locality and community. In addition, it is sometimes safer to house sex offenders together. Law enforcement, probation, and parole officers may more effectively monitor offenders, and service providers may more easily offer transitional services to offenders in these congregate settings. Further, some social service officials and departments rely on congregate housing for sex offenders who seek emergency shelter because of the limited, or lack of other housing options available for this population. All public officials who are responsible for finding or approving housing for sex offenders should recognize that an over-concentration of sex offenders may create risks and burdens on the surrounding community, and that their responsibility is to make judgments that are reasonable under the circumstances.
 - (iii) All social service districts are required by statute, regulation and directive to arrange temporary housing assistance for eligible homeless individuals, including those who are sex offenders.
 - (iv) To reduce recidivism it is important that offenders be able to re-enter society and become productive and law-abiding citizens whenever possible. A stable living situation and access to employment and support services are important factors that can help offenders to successfully re-enter society.
 - (v) Maintaining and/or finding suitable housing for sex offenders is an enormous challenge that impacts all areas of the State. Offenders reside in all regions of the state and may have long-established residences in their respective communities. Even offenders who do not have such long-established relationships are often discharged from prison to the community where they previously lived. As a result, it is not appropriate for any one community or county to bear an inappropriate burden in housing sex offenders because another community has attempted to shift its responsibility for those offenders onto other areas of the State. The proliferation of local ordinances imposing residency restrictions upon sex offenders, while well-intentioned, have made it more challenging for the State and local authorities to address the difficulties in finding secure and appropriate housing for sex offenders.
 - (vi) Decisions as to the housing and supervision of sex offenders should take into account all relevant factors and no one factor will necessarily be dispositive. These factors should include, but not be limited to, the factors enumerated in the statute, the risk posed by the offender, the nature of the underlying offense, whether housing

offenders together or apart is safer and more feasible, the most effective method to supervise and provide services to offenders, and the availability of appropriate housing, employment, treatment and support.

II. Purpose

The purpose of this release is to provide information and direction about the amendment to 18 NYCRR 352.36 to support the requirements of Chapter 568 of the Laws of 2008. This Chapter amends Executive Law (§243, §259 and §259-a) and Social Services Law §20 and requires collaboration among DOP, OPCA and OTDA regarding the location of appropriate housing for Level 2 and Level 3 sex offenders being released from State prison. DOP and OPCA must follow the guidelines for all Level 2 and Level 3 sex offenders being released. Under the OTDA regulations, a local social services district must follow certain procedures when a Level 2 or Level 3 sex offender will, despite the efforts of DOP, be released without housing *and* DOP notifies the district in writing that the individual is likely to seek Temporary Housing Assistance (THA) in order to have shelter on release from prison.

III. Background

The Sex Offender Registration Act (SORA) requires anyone on parole or probation or imprisoned for a sex offense on or after January 21, 1996, to register and provide certain information including their location to the state Division of Criminal Justice Services (DCJS).

Sections 65.10 and 220.00(14) of the Penal Law prohibits access to areas within 1,000 feet of school grounds for any person who is released on parole, conditionally released, on probation or conditionally discharged and has committed a sex offense against a person under age 18, or has been designated a Level 3 sex offender.

Section 259-c(17) of the Executive Law requires DOP prior to release, discharge, parole or release to post-release supervision of an inmate designated as a Level 2 or Level 3 sex offender, to notify the social services district in the county in which the inmate expects to reside when information is available that indicates that the inmate is likely to seek homeless services upon release from state prison. Social services districts were informed about this notice process, and provided with copies of the notice forms from the Department of Correctional Services (DOCS) and DOP in 05 INF-26 (Revised December 29, 2005) "Notification of Local District Concerning Release of Sex Offenders."

Sections 243, 259 and 259-a of the Executive Law and section 20 of the SSL provide for factors that must be considered when making determinations about the appropriate location of housing by DOP, and of temporary housing when a written notice has been received by the local district from DOP pursuant to §259-c(17) of the Executive Law for Level 2 and 3 sex offenders.

Social Services Law §131 provides that it shall be the duty of social services officials to provide adequately for those unable to maintain themselves, in accordance with other provisions of SSL and regulations. This duty of the social services official extends to sex offenders who are in need of Temporary Assistance (TA) and/or THA and who are eligible for such help. A sex offender cannot be denied emergency or ongoing TA due only to his or her status as a sex offender.

IV. Program Implications

If notification is required pursuant to §259-c(17) of Executive Law, DOP will provide that advance written notification to the local district to which the inmate will be released. This notification will generally be sent to the local district in the county at least seven calendar days prior to the inmate's release when DOP's attempts to locate appropriate housing have been unsuccessful up to that time. If the inmate has served his or her maximum sentence and is being released with no parole supervision, the referral will come from DOCS and the investigation and approval of the temporary housing placement will be done by DOP pursuant to a Memorandum of Understanding between DOCS and DOP.

Districts have been receiving these referrals since 2005. Under the recent law and regulation changes, the districts must now consider certain factors when determining an appropriate placement. The factors to consider when determining the placement to which the registered sex offender will be assigned are listed in "Section V. Required Action" below. Although districts may have been considering most or all of these factors already, consideration of each factor is now required by law and regulation.

One of those factors to be considered is the investigation and approval of the placement by the state DOP. The local district must locate appropriate temporary housing and inform the individual's parole officer. Unless the housing option is known to the parole officer, it may require an investigation. The result of the investigation may be that the placement is not appropriate, or the placement may be found to be appropriate but is no longer available.

When timing constraints make it impossible for DOP to inspect and approve a placement in time to meet the individual's immediate need, the district must still make the most appropriate placement possible within the Office's timeframes for meeting an immediate need.

Districts must consider all factors listed below under "Section V. Required Action" when making a placement but no one factor will necessarily rule out a temporary housing placement as an appropriate placement. Rather, districts must consider all relevant factors in determining a placement and must determine a shelter placement based on a totality of the circumstances.

V. Required Action

When a social services district has received advance notice from DOP or DOCS, pursuant to Section 259-c(17) of the Executive Law, that an inmate who is designated a Level 2 or Level 3 sex offender pursuant to the Sex Offender Registration Act, or whose sex offender level status designation is pending, is likely to seek access to local social services for homeless persons, and such individual is determined by the social services district to be in immediate need of shelter, the local social services officials must consider certain factors when making a determination in regard to the appropriate placement of such individual in shelter.

A. Notice Pursuant to Section 259-c(17) of the Executive Law

The advance written notice from DOP or DOCS will be provided to the social services district at least seven calendar days before the inmate's release. For both DOCS and DOP, there can be "emergency releases", though such late referrals should be very few. In these

cases, the referral may be made earlier than seven days before release and could even be the same day.

What would be reasons for an “emergency release”? Reasons include: (1) court suits that challenge the length of the sentence being decided in the inmate’s favor and resulting in a new maximum sentence that has already been served; (2) inmates being sent to State prison with a sentence that, considering time served in local correctional facilities, is completed almost as soon as the individual arrives at the State prison; and (3) after administrative hearing restoration of “good time” that reduces the time that an inmate must serve.

The notice will expire on the eighth day following receipt since the individual who is in need of immediate housing should apply for the immediate need by at least the day after release. If the eighth day falls on a weekend or holiday, the notice will expire at close of business the next business day.

B. Factors to be Considered When Determining an Appropriate Placement

When the social services district is determining an appropriate temporary housing placement, the district must consider the following factors provided the individual is otherwise eligible for THA:

1. The location of other sex offenders required to register pursuant to the Sex Offender Registration Act, and, specifically whether there is a concentration of registered sex offenders in a certain residential area or municipality;
2. The number of registered sex offenders residing at a particular property;
3. Proximity to entities with vulnerable populations;
4. Accessibility to family members, friends or other supportive services, including but not limited to locally available sex offender treatment programs; and
5. Investigation and approval of such placement by the State DOP.

When one or more of these factors is not relevant or not practicable, the local social services officials shall make a determination based on a totality of the circumstances and place the individual in the most appropriate available shelter.

In regard to particular terms used in the list of factors:

”Consideration” means that the local social services must determine an appropriate placement for a Level 2 or Level 3 sex offender who is determined to be in immediate need of shelter and for whom advance notice pursuant to §259-c(17) has been received using the factors above and any other relevant factors. The local district **must** meet the immediate need of such an individual unless the individual is ineligible for THA for a reason unrelated to his or her sex offender status, such as the individual does not have a satisfactory immigration status.

“Concentration” means the number of registered sex offenders residing in a certain residential area or municipality relative to the number of registered sex offenders residing in another residential area or municipality. A lesser concentration is not necessarily better or worse than a greater concentration. It is sometimes safer to house such offenders together. Law enforcement can more effectively monitor those offenders and service providers can more easily offer critical transitional services to offenders in these settings. In addition, for some districts, there may be no other available housing options.

Note: In districts outside New York City (NYC), one social services district will include many municipalities; different villages, towns and cities. However, NYC is one social services district and one municipality. Therefore, concentration is considered based on the subdivisions within NYC such as the boroughs and areas within boroughs.

Consideration of “the number of registered sex offenders residing at a particular property may, like other factors delineated herein, lead to a different conclusion depending on the individual or situation. If the location is a facility for housing and providing services to sex offenders, the conclusion after considering this factor may be that the placement is the most appropriate one even if it means that there will be several sex offenders at the address. This will be the conclusion if DOP has already determined that a particular facility, motel, rooming house, etc., will always receive its approval as a placement for Level 2 or 3 sex offenders.

The term “entities with vulnerable populations” mean includes but is not limited to: nurseries, pre-schools, day care centers, elementary, middle and high schools. This may refer to different entities depending on the individual. For example, an individual may have committed crimes against the elderly. In such a case, the entities with vulnerable populations will include senior citizen centers and nursing homes. DOP will provide the specific vulnerable population on the §259-c(17) referral (Attachment 1). DOCS will do the same. (Attachment 2)

The reference to “accessibility to family members, friends or other supportive services, including but not limited to locally available sex offender treatment programs” is intended to give weight to the views of experts with experience with sex offenders that offenders are less likely to recidivate when they are provided with suitable housing, employment and supports. Therefore, this means that to the extent possible, consideration must be given to providing housing in the kinds of setting that provide family, community and/or treatment supports. It does **not** mean that the district must place the individual in question into a sex offender treatment program.

The requirement that consideration be given to “investigation and approval of such placement by the State DOP” may be difficult in terms of timing. Unless the placement that the district is considering for the individual is known to DOP, DOP may not have the time necessary to conduct an investigation and provide approval in time to meet the individual’s immediate need. If the individual presents at the local district needing a temporary housing placement and is eligible for such immediate need placement, the local district must consider all factors above and make the most appropriate placement in their judgment. Any DOP prohibition known at the time that the determination is being made must not only be considered but must be viewed as a disapproval of any placement that would violate that prohibition.

Because of the difficulty experienced by all districts in finding appropriate temporary housing for sex offenders, each district must place the releasee/parolee for whom a §259-c(17) notice is received in district. An out-of-district temporary housing placement may be made as a last resort, and then only after consultation and agreement with DOP.

The local district must provide information to DOP regarding the placement of the individual for DOP's investigation and approval. Attachment 3, "DSS to DOP Request for Investigation" was developed for this purpose. The "DSS to DOP Request for Investigation" referral must be sent to DOP no later than the next business day following the determination of an appropriate placement by DSS.

DOP will conduct the investigation, pre or post-placement depending on the timing of release, and will inform DSS if the placement is approved. In the event that DOP disapproves a placement, the local district must consider if a different, available placement is more appropriate. If so, the referral exchange process may then be done again for approval of the new placement. If no other, more appropriate placement is available, then DSS must continue to house the individual in the current placement.

To summarize, the local district must consider all five of the factors, and after consideration must still meet its' responsibilities under SSL §131 to provide adequately for those unable to maintain themselves. No one factor will rule out a temporary housing placement as inappropriate for the individual for whom notice pursuant to Section 259-c(17) of the Executive Law has been received. Rather, the local district must consider the totality of circumstances when deciding on the temporary housing placement.

VI. Systems Implications

The Office of Cyber Security and Critical Infrastructure Coordination (CSCIC) has developed an application that selected local district staff will access in order to have the information necessary to consider:

- The location of other sex offenders required to register pursuant to the Sex Offender Registration Act, specifically whether there is a concentration of registered sex offenders in a certain residential area or municipality;
- The number of registered sex offenders residing at a particular property; and
- Proximity of the entities with vulnerable populations.

The application is CIRIS, which stands for Critical Infrastructure Response Information System. The system was first developed for the emergency management community but has recently been extended to offer the law enforcement/criminal justice community the ability to map and analyze the domicile locations of offenders, including registered sex offenders. This new functionality is an excellent match for some of the new tasks required under the Sex Offender Registration Act.

CIRIS will have the information needed by the local district worker to allow for an informed judgment about whether or not a placement is appropriate. Workers who will need access to

CIRIS are those local district workers who address applicant/recipient temporary housing needs, and/or any alternate agency or not-for-profit workers who are responsible for placement of homeless individuals on behalf of the local district.

Such individuals will need to access the secure CIRIS web application via either Centraport, or for those alternative agencies or not-for-profits without access to Centraport, via the internet. The local district person identified by the local Commissioner as the person who will administer the entitlements for access to the CIRIS site will arrange for the necessary access for each individual needing access in order to do their job. Special instructions related to establishing accounts, security protocols and confidentiality agreements are provided in Attachment 6 and Attachment 7. Training on use of the application will be announced via STARS.

VII. Additional Information (Optional)

- A. Attachment 4 is the DOP Facility Parole Office Liaison list. SSDs will use the FACILITY contact list if the DSS has a question on a pre-release matter.

Attachment 5 is the DOP Area Office Liaison List. SSDs will use the FIELD contact list for information on who to contact in a county to request an investigation or to discuss a post-release matter.

- B. DOCS and DOP Referrals with “True Name”: DOCS will provide each inmate released with a DOCS “Release Identification” containing the picture, name, SSN, DOB, description and “true name”. It will also indicate the releasing facility and statement that the “card is issued for identification purposes only.” DOCS attempts to secure a birth certificate and social security card for each inmate being released but cannot guarantee that a released inmate will have these.

- C. DSS Parole Liaison, Local DOP and DOCS Cooperation:

The social services Parole Liaison must work with the Local DOP and DOCS to decide on a process for the exchange and control of referrals between DSS, and if the DSS has an alternate agency acting on DSS’s behalf to place homeless persons, how the referrals between DSS and that agency will be managed.

For example, District X contracts with “Help for the Homeless”, the not-for-profit that provides homeless placements on behalf of District X.

- How will the District X Parole liaison manage the §259-c(17) referrals received from DOP or DOCS?
- Will the social services Parole liaison send the referrals to a designated person or unit at Help for the Homeless?
- Who is responsible for the referral to DOP to request an investigation and approval of a placement?
- Who will control the referral process to insure that the person/unit responsible for sending the “DSS to DOP Request for Investigation is following the established process correctly and timely?
- What is the agreed upon method (fax, email, other) for the exchange of necessary referrals and what is the timeframe?

- If modifications are needed for any reason (a person retires, a function shifts to another unit or agency, etc), how will all necessary parties be informed of the changes needed?
- If the local district has a problem with a particular referral or Parole Officer, who should the district contact at DOP for a resolution of the matter?
- If DOP has a problem with a particular referral or a district/alternate agency worker, who should DOP contact at the local district to resolve the matter?

Local districts will also receive §259-c(17) referrals from the DOCS. These referrals will come from DOCS when an individual has completed his or her full prison sentence, has been designated as a Level 2 or Level 3 sex offender, or whose designation is pending, and is likely to need THA on release from prison. Even though these individuals will not be under parole supervision, the district must send the request for an investigation and approval of the temporary housing placement in accordance with the same procedures set for those who are under parole supervision.

VIII. Effective Date

Immediately

Issued By

Name: Russell Sykes
Title: Deputy Commissioner
Division/Office: Center for Employment and Economic Supports

NEW YORK STATE DIVISION OF PAROLE

NOTICE TO LOCAL SOCIAL SERVICES DISTRICT
OF REGISTERED SEX OFFENDER BEING RELEASED TO SUPERVISION

This notice is provided pursuant to section 259-c (17) of the New York State Executive Law

Parole Office Providing Notification:

_____ Correctional Facility Phone: _____ Date: _____

The following information is provided to notify your agency that the below referenced individual is likely to seek access to local social services for homeless persons in your district:

Releasee True Name/Commitment Name: _____

DIN/NYSID/DOB: _____

Release Date: _____

Releasing Facility/County: _____

County of Expected Residence: _____

Any Known Need For Handicap Facilities (specify): _____

History Of Sexual Offense Includes (check all that apply):

- offense(s) against minors
 - 0-6 years old
 - 7-12
 - 13-17
 - not specified
- offense(s) against elderly
- offense(s) against disabled
- other, specify: _____

Please note an in-county temporary housing placement is preferred in this case. If there is a determination by your office that this individual is in need of immediate shelter and investigation and approval of the potential temporary housing placement by the NYS Division of Parole has not yet occurred, you must immediately notify the assigned Area Supervisor, by fax or email, as follows:

Area Supervisor: _____

Address: _____

Fax/Email: _____

Thank you.

cc: case file
Area Office

NEW YORK STATE DEPARTMENT OF CORRECTIONAL SERVICES

NOTICE TO LOCAL SOCIAL SERVICES DISTRICT
OF REGISTERED SEX OFFENDER BEING RELEASED FROM PRISON UPON EXPIRATION OF
SENTENCE

This notice is provided pursuant to section 259-c (17) of the New York State Executive Law

This notice dated _____ is being provided by the Office of the Director of Guidance and Counseling for the New York State Department of Correctional Services, the mailing address for which is 1220 Washington Avenue, Albany, N.Y. 12226. The Director of this office is Galyn V. Schenk and the telephone number is (518) 457-5652. Since the below referenced person is being released because of the expiration of the underlying sentence of imprisonment, such person will NOT be under any criminal justice supervision while in the community. This notice is being provided because information obtained by the Department indicates that the person may seek access to local social services for homeless persons in your district:

Releasee True Name/Commitment Name: _____

DIN/NYSID/DOB: _____

Release Date: _____

Releasing Facility/County: _____

County of Expected Residence: _____

Any Known Need For Handicap Facilities (specify): _____

History Of Sexual Offense Includes (check all that apply):

- offense(s) against minors
 - 0-6 years old
 - 7-12
 - 13-17
 - not specified
- offense(s) against elderly
- offense(s) against disabled
- other, specify: _____

If there is a determination by your office that this individual is in need of immediate shelter and investigation and approval of the potential temporary housing placement by the NYS Division of Parole is required, you must immediately notify the assigned Area Supervisor, by fax or email, as follows:

Area Supervisor: _____

Address: _____

Fax/Email: _____

Thank you.

ATTACHMENT 3

PART I:

Local Social Services District Request for Executive Law §259-c (17) Investigation by the Division of Parole

TO: New York State Division of Parole
Area Supervisor _____

FROM: _____ County Department of Social Services
_____ (name)

RE: _____ (case name) _____ NYSID
_____ RELEASE DATE

DATE: _____

The _____ County Department of Social Services has received a notice on the above-referenced individual pursuant to section 259-c (17) of the New York State Executive Law.

Our office has determined that this individual is in need of immediate shelter and investigation and approval of the potential temporary housing placement noted below is required:

Name of Organization: _____

Address/Zip Code: _____

Phone number: _____

Contact Person: _____

Comments: _____

Please provide the results of your findings by no later than _____. Should you have any questions, please contact _____ at _____ (phone). Thank you.

PART II:

Sample Division of Parole Report to Local Social Services District Following Investigation of Case pursuant to Executive Law §259-c(17)

NYS DIVISION OF PAROLE REPORT OF TEMPORARY HOUSING PLACEMENT INVESTIGATION

DATE: _____

The above referenced potential temporary housing placement was investigated by the Division of Parole on _____ and was:

_____ approved; or
_____ disapproved (specify reasons: _____

Please contact me at _____ should you have any questions. If additional investigation is required, please submit a new written request. Thank you.

Submitted By: _____, Area Supervisor, NYS Division of Parole

**NEW YORK STATE DIVISION OF PAROLE
FACILITY PAROLE OFFICE LIAISONS**

ATTACHMENT 4

11/10/2009

FACILITY	FPOII	OFFICE LOCATION	PHONE NUMBER	FAX NUMBER
Adirondack CF	Kathleen Fournia kfournia@parole.state.ny.us	Parole Office PO Box 110 Raybrook, NY 2977-0100	518-891-1343x1100	518-891-1343x1195
Albion CF	William Callahan wcallahan@parole.state.ny.us	Parole Office 3595 State School Rd Albion, NY 14411	585-589-9980	585-589-5511x1197
Altona CF	David Jabaut djabaut@parole.state.ny.us	Parole Office PO Box 27 Altona, NY 12910-0215	518-236-7841x1115	518-236-7841x1197
Arthurkill CF	William Ramirez wramirez@parole.state.ny.us	Parole Office 2911 Arthurkill Road Staten Island, NY 10309	718-356-7333x1100	718-356-7307
Attica CF	Jeff Helf jhelf@parole.state.ny.us	Parole Office Box 149 Attica, NY 14011-0149	585-591-4200	585-591-4906
Auburn CF	Robert Butera rbutera@parole.state.ny.us	Parole Office PO Box 618, 135 State Street Auburn, NY 13021	315-252-8811	315-252-5783
Bare Hill CF	Steven Dupree sdupree@parole.state.ny.us	Parole Office 181 Brand Road, Caller Box 20 Malone, NY 12953	518-483-8411x1100	518-483-8411x1197
Beacon CF	Timothy Kelly tkelly@parole.state.ny.us	Parole Office PO Box 780 Beacon, NY 12508	845-831-4200x1100	845-831-4200x1197
Bedford Hills CF	Thomas G. Knadler tknadler@parole.state.	Parole Office 247 Harris Road Bedford Hills, NY 10507	914-241-3100x1100	914-666-4175
Butler CF	Darryl Warner dwarner@parole.state.ny.us	Parole Office PO Box 388 Red Creek, NY 13143	315-754-8001x1100	315-754-8001x1197
Cape Vincent CF	Ken White kwhite@parole.state.ny.us	Parole Office Rte 12E, Box 599 Cape Vincent, NY 13618	315-654-4100x1100	315-654-4100x1197
Cayuga CF (Camp Pharsalia/ ASACT/McCormick DFY)	David Babiarz dbabiarz@parole.state.ny.us	Parole Office PO Box 1150 Rte 38A Moravia, NY 13118	315-497-1539	315-497-1110x1108

**NEW YORK STATE DIVISION OF PAROLE
FACILITY PAROLE OFFICE LIAISONS**

ATTACHMENT 4

11/10/2009

FACILITY	FPOII	OFFICE LOCATION	PHONE NUMBER	FAX NUMBER
Chateaugay CF	Denise Bernier dbernier@parole.state.ny.us	Parole Office PO Box 291 Chateaugay, NY 12920-0291	518-497-3300x1100	518-497-3300x1197
Clinton CF	Garry Danussi gdanussi@parole.state.ny.us	Parole Office PO Box 768 Dannemora, NY 12929-0768	518-492-2511x1100	518-492-2511x1197
CNY Psch Cntr	Lisa Hoy lhoy@parole.state.ny.us	Parole Office PO Box 300 Marcy, NY 13403	315-765-3380/3381	315-765-3383
Collins CF	Kim Mangus kmangus@parole.state.ny.us	Parole Office PO Box 490 Collins, NY 14034-0490	716-532-4588x1100	716-532-4588x1110
Coxsackie CF	Susan Avery savery2@parole.state.ny.us	Parole Office PO Box 200, Rte 9W Coxsackie, NY 12051	518-731-2781x1100	518-731-2781x1195
Downstate CF	Timothy Kelly tkelly@parole.state.ny.us	Parole Office PO Box 445 Red Schoolhouse Road Fishkill, NY 12524-0445	845-831-6600x1105	845-838-3208
Elmira CF	Anthony Roblyer aroblyer@parole.state.ny.us	Parole Office PO Box 500, 1879 Davis Street Elmira, NY 14901-0500	607-734-3901x1100	607-734-3901x1190
Fishkill CF	Jennifer Armstrong jarmstrong2@parole.state.ny.us	Parole Office Box 307, Prospect Street Beacon, NY 12508	845-831-4800x1100	845-831-6598
Five Points CF	Daniel Bilancini dbilancini@parole.state.ny.us	Parole Office Caller box 400, State Rte 96 Romulus, NY 14541	607-869-5111x1100	607-869-5111x1197
Franklin CF	Clayton White cwhite@parole.state.ny.us	Parole Office PO Box 10, 62 Bare Hill Road Malone, NY 12953	518-483-6040x1100	518-483-6040x1110
Gouverneur CF	Joan Mason jmason@parole.state.ny.us	Parole Office PO Box 370 Scotch Settlement Rd Gouverneur, NY 13642	315-287-7351x1100	315-287-7351x1197

**NEW YORK STATE DIVISION OF PAROLE
FACILITY PAROLE OFFICE LIAISONS**

ATTACHMENT 4

11/10/2009

FACILITY	FPOII	OFFICE LOCATION	PHONE NUMBER	FAX NUMBER
Gowanda CF	Maria Cockerel mcockerel@parole.state.ny.us	Parole Office PO Box 350, South Road Gowanda, NY 14070-0350	716-532-0177x1100	716-532-0177x1102
Great Meadow CF	Miguel Cortes mcortes@parole.state.ny.us	Parole Office PO Box 51 Comstock, NY 12821	518-639-8800	518-639-8912
Green Haven CF	Irma Machado imachado@parole.state.ny.us	Parole Office 594 State Route 216 Stormville, NY 12582	845-221-2711x1115	845-221-2711x1190
Greene CF	Susan Avery savery2@parole.state.ny.us	Parole Office PO Box 8 Coxsackie, NY 12051	518-731-2741x1100	518-731-6145
Groveland CF	Joseph LaGeorgia jlageorgia@parole.state.ny.us	Parole Office Rte 36 Sonyea, NY 14556-0001	585-658-2871x1100	585-658-2825
Hale Creek ASATCA	James Carswell jcarswell@parole.state.ny.us	Parole Office 279 Maloney Road Johnstown, NY 12095	518-736-2094x1155	518-736-2094x1197
Hudson CF	Jay Halpin jhalpin@parole.state.ny.us	Parole Office PO Box 576, East Court Street Hudson, NY 12534	518-828-4311x1100	518-828-4311x1197
Lakeview CF	Adrienne Hill-Gibbons ahill-gibbons@parole.state.ny.us	Parole Office PO Box T, 9300 Lake Avenue Brockton, NY 14716	716-792-7100x1100	716-792-7100x1197
Livingston CF	Diane Wingfield-Sherry dsherry@parole.state.ny.us	Parole Office PO Box 49 Rte 36 Sonyea Rd. Sonyea, NY 14556	585-658-3710x1100	585-658-3710x1197
Lyon Mt CF	David Jabaut djabaut@parole.state.ny.us	Parole Office PO Box 77, 3864 State Rte 374 Lyon Mountain, NY 12952-0276	518-735-4546x1100	518-735-4546x2099
Marcy CF	David Blair dblair@parole.state.ny.us	Parole Office PO Box 5000, Old River Road Marcy, NY 13403	315-768-1400x1106	315-768-1400x1197
Mid-Orange CF	Gary Morgiewicz gmorgiewicz@parole.state.ny.us	Parole Office 900 Kings Highway Warwick, NY 10990-0900	845-986-6696	845-986-6697x1197

**NEW YORK STATE DIVISION OF PAROLE
FACILITY PAROLE OFFICE LIAISONS**

ATTACHMENT 4

11/10/2009

FACILITY	FPOII	OFFICE LOCATION	PHONE NUMBER	FAX NUMBER
Midstate CF	Lisa Hoy lhoy@parole.state.ny.us	Parole Office PO Box 216, Old River Road Marcy, NY 13403-0216	315-768-8581x1100	315-768-8581x1102
Mohawk CF	Cynthia Martin cmartin@parole.state.ny.us	Parole Office PO Box 8450, 6100 School Road Rome, NY 13440	315-339-5232x1100	315-339-5232x1196
Monterey SIF	Gary Geiger ggeiger@parole.state.ny.us	Parole Office 2150 Evergreen Hill Road Beaver Dams, NY 14812-9765	607-962-3184x1110	607-962-3184x1197
Moriah CF	Kathleen Fournia kfournia@parole.state.ny.us	Parole Office PO Box D, 75 Burhart Lane Mineville, NY 12956-0555	518-942-7561x1100	518-942-7561x1197
Mt. McGregor CF	James Carswell jcarswell@parole.state.ny.us	Parole Office PO Box 2071 1000 Mt. McGregor Road Wilton, NY 12831	518-587-0323	518-587-3960x1196
Ogdensburg CF	Mike McNally mmcally@parole.state.ny.us	Parole Office 1 Correction Way Ogdensburg, NY 13669	315-393-0281x1103	315-393-3029
Oneida CF	Frank Marlenga fmarlenga@parole.state.ny.us	Parole Office 6100 School Road Rome, NY 13440	315-339-6880x1100	315-336-6288
Orleans CF	Christopher Wilkins cwilkens@parole.state.ny.us	Parole Office 3531 Gaines Basin Road Albion, NY 14411	585-589-6820x1100	585-589-6820x1197
Otisville CF	James Cassel jcassel@parole.state.ny.us	Parole Office Box 8 Otisville, NY 10963-0008	845-386-1009	845-386-1490x1197
Riverview CF	Rande Nezezon rnezezon@parole.state.ny.us	Parole Office PO Box 158 Ogdensburg, NY 13669	315-393-8400x1100	315-394-0442
Shawangunk CF	Rafael Juarbe rjuarbe@parole.state.ny.us	Parole Office PO Box 750 Walkill, NY 12589-0750	845-895-3496	845-895-2081x5099

**NEW YORK STATE DIVISION OF PAROLE
FACILITY PAROLE OFFICE LIAISONS**

ATTACHMENT 4

11/10/2009

FACILITY	FPOII	OFFICE LOCATION	PHONE NUMBER	FAX NUMBER
Sing Sing CF	Joni Johnson jjohnson2@parole.state.ny.us	Parole Office 2 Church Street Ossining, NY 10562-5442	914-941-1028	914-941-7154
Southport CF	Gary Geiger ggeiger@parole.state.ny.us	Parole Office Box 2000 Institution Road Pine City, NY 14871-2000	607-737-0850x1120	607-737-0850x1197
Sullivan CF	Pat Johnson pjohnson@parole.state.ny.us	Parole Office Box 116 Fallsburg, NY 12733-0116	845-434-0260	845-434-2080x1196
Summit CF	Susan Avery savery2@parole.state.ny.us	Parole Office 137 Eagle Heights Road Summit, NY 12175-9608	518-287-1721x1105	518-287-1721x1109
Taconic CF	Thomas G. Knadler tknadler@parole.state.	Parole Office @ Bedford 247 Harris Road Bedford Hills, NY 10507	914-241-3100x1100	914-666-4175
Ulster/Eastern CF	Daniel Amend damend@parole.state.ny.us	Parole Office PO Box 800 Napanoch, NY 12458	845-647-1670x1100	845-647-1670x1197
Upstate CF	Joel Kissane jkissane@parole.state.ny.us	Parole Office Box 200, 309 Bare Hill Road Malone, NY 12953	518-483-6997x1120	518-483-6997x1197
Wallkill CF	Rafael Juarbe rjuarabe@parole.state.ny.us	Parole Office Box G Walkkill, NY 12589-0286	845-895-3260	845-895-2021x1197
Washington CF	Miguel Cortes mcortes@parole.state.ny.us	Parole Office PO Box 180 Lock 11 Road Comstock, NY 12821-0180	518-639-4486x1100	518-639-4486x1197
Watertown CF	David Knapp (acting) dknapp@parole.state.ny.us	Parole Office 23147 Swan Road Watertown, NY 13601-9340	315-782-7490x1100	315-782-7490x1120
Wende CF	Jeff Helf jhelf@parole.state.ny.us	Parole Office PO Box 1187, 3040 Wende Rd. Alden, NY 14004-1187	716-937-4000x1100	716-937-4000x1111

**NEW YORK STATE DIVISION OF PAROLE
FACILITY PAROLE OFFICE LIAISONS**

ATTACHMENT 4

11/10/2009

FACILITY	FPOII	OFFICE LOCATION	PHONE NUMBER	FAX NUMBER
Woodbourne CF	Pat Johnson pjohnson@parole.state.ny.us	Parole Office PO Box 1000, 99 Prison Road Woodbourne, NY 12788-1000	845-434-7320	845-434-7730x1101
Wyoming CF	Kim Mangus kmangus@parole.state.ny.us	Parole Office PO Box 501, 3203 Dunbar Road Attica, NY 14011	585-591-1010x1100	585-591-1010x1197

11/2009 (dk)

**NEW YORK STATE DIVISION OF PAROLE
AREA OFFICE LIAISONS**

Attachment 5

Dated: 11/9/09

COUNTY / BOROUGH	AREA SUPERVISOR	OFFICE LOCATION	PHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS
Albany	A/S Joseph Ingemie	Albany A/O 10 North Russell Road Albany, NY 12206	518-459-3871	518-459-7164	jingemie@parole.state.ny.us
Allegany	A/S Philip Overfield	Niagara Frontier A/O 444 Third Street Niagara Falls, NY 14301	716-285-5342	716-285-5497	Poverfield@parole.state.ny.us
Bronx	A/S Frank Gemmati	Bronx II A/O 14 Bruckner Blvd Bronx, NY 10454	718-292-7494	718-292-6251	Fgemmati@parole.state.ny.us
Brooklyn	A/S Charles Feliciano	Brooklyn V A/O 340 Livingston Street Brooklyn, NY 11217	718-422-1433	718-596-6073	CFeliciano@parole.state.ny.us
Broome	A/S Alpina Taylor	Binghamton A/O State Office Bldg 44 Hawley St Binghamton, NY 13901	607-721-8523	607-721-8535	ATaylor@parole.state.ny.us
Cattaraugus	A/S Philip Overfield	Niagara Frontier A/O 444 Third Street Niagara Falls, NY 14301	716-285-5342	716-285-5497	Poverfield@parole.state.ny.us
Cayuga	A/S John Maslyn	Syracuse A/O 333 E. Washington St Syracuse, NY 13202	315-428-4093	315-428-4085	JMAslyn@parole.state.ny.us
Chautauqua	A/S Philip Overfield	Niagara Frontier A/O 444 Third Street Niagara Falls, NY 14301	716-285-5342	716-285-5497	Poverfield@parole.state.ny.us
Chemung	A/S Alpina Taylor	Elmira A/O 100 West Chemung Pl. Elmira, NY 14904	607-734-6667	607-737-6289	ATaylor@parole.state.ny.us
Chenango	A/S John Pick	Utica A/O 207 Genesee Street Utica, NY 13501	315-793-2572	315-793-2608	Jpick@parole.state.ny.us
Clinton	A/S Felix Rosa	NENY A/O 10 North Russell Road Albany, NY 12206	518-459-7311	518-459-7164	Frosa@parole.state.ny.us

**NEW YORK STATE DIVISION OF PAROLE
AREA OFFICE LIAISONS**

Attachment 5

Dated: 11/9/09

COUNTY / BOROUGH	AREA SUPERVISOR	OFFICE LOCATION	PHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS
Columbia	A/S Felix Rosa	NENY A/O 10 North Russell Road Albany, NY 12206	518-459-7311	518-459-7164	Frosa@parole.state.ny.us
Cortland	A/S John Maslyn	Syracuse A/O 333 E. Washington St Syracuse, NY 13202	315-428-4093	315-428-4085	JMaslyn@parole.state.ny.us
Delaware	A/S Alpina Taylor	Binghamton A/O State Office Bldg 44 Hawley St Binghamton, NY 13901	607-721-8523	607-721-8535	ATaylor@parole.state.ny.us
Dutchess	A/S Jill Lenard-Horne	Poughkeepsie A/O 20 Manchester Road Poughkeepsie, NY 12603	845-452-0620	845-452-0635	Jlenard-Horne@parole.state.ny.us
Erie	A/S Grant Scriven	Buffalo A/O 460 Main Street Buffalo, NY 14202	716-847-3481	716-847-5072	Gscriven@parole.state.ny.us
Essex	A/S Felix Rosa	NENY Plattsburgh 41 Veterans Lane Plattsburgh, NY 12901	518-459-3905	518-562-8130	Frosa@parole.state.ny.us
Franklin	A/S Felix Rosa	NENY Plattsburgh 41 Veterans Lane Plattsburgh, NY 12901	518-459-3905	518-562-8130	Frosa@parole.state.ny.us
Fulton	A/S Felix Rosa	NENY A/O 10 North Russell Road Albany, NY 12206	518-459-7311	518-459-7164	Frosa@parole.state.ny.us
Genesee	A/S Donald Snyder	Rochester Belt A/O 350 South Ave Rochester, NY 14620	585-327-2817	585-327-2802	DSnyder@parole.state.ny.us
Greene	A/S Joseph Ingemie	Albany A/O 10 North Russell Road Albany, NY 12206	518-459-3871	518-459-7164	jingemie@parole.state.ny.us
Hamilton	A/S John Pick	Utica A/O 207 Genesee Street Utica, NY 13501	315-793-2572	315-793-2608	Jpick@parole.state.ny.us
Herkimer	A/S John Pick	Utica A/O 207 Genesee Street Utica, NY 13501	315-793-2572	315-793-2608	Jpick@parole.state.ny.us

**NEW YORK STATE DIVISION OF PAROLE
AREA OFFICE LIAISONS**

Attachment 5

Dated: 11/9/09

COUNTY / BOROUGH	AREA SUPERVISOR	OFFICE LOCATION	PHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS
Jefferson	A/S John Pick	Watertown Satellite 317 Washington St. Watertown, NY 13601	315-779-3000	315-785-2301	Jpick@parole.state.ny.us
Lewis	A/S John Pick	Utica A/O 207 Genesee Street Utica, NY 13501	315-793-2572	315-793-2608	Jpick@parole.state.ny.us
Livingston	A/S Donald Snyder	Rochester Belt A/O 350 South Ave Rochester, NY 14620	585-327-2817	585-327-2802	DSnyder@parole.state.ny.us
Madison	A/S John Pick	Utica A/O 207 Genesee Street Utica, NY 13501	315-793-2572	315-793-2608	Jpick@parole.state.ny.us
Manhattan	A/S James Contino	Manhattan VI A/O 119 31st Street New York, NY 10001	212-736-9802	212-136-9812	Jcontino@parole.state.ny.us
Monroe	A/S Charles Bour	Rochester Metro A/O 350 South Ave Rochester, NY 14620	585-232-5464	585-327-2801	Cbour@parole.state.ny.us
Montgomery	A/S Felix Rosa	NENY A/O 10 North Russell Road Albany, NY 12206	518-459-7518	518-459-7164	Frosa@parole.state.ny.us
Mt. Vernon	A/S(acting) SPO Mainert Prince	New Rochelle A/O 3 Cottage Place, 1st flr New Rochelle, NY 10801	914-654-8591	914-654-8790	Mprince@parole.state.ny.us
Nassau	A/S Irwin Davies	Central Long Island A/O 81 Executive Blvd Farmingdale, NY 11735	631-420-5137	631-420-5140	ldavies@parole.state.ny.us
New Rochelle	A/S (acting) SPO Mainert Prince	New Rochelle A/O 3 Cottage Place, 1st flr New Rochelle, NY 10801	914-654-8591	914-654-8790	Mpricne@parole.state.ny.us
Niagara	A/S Philip Overfield	Niagara Frontier A/O 444 Third Street Niagara Falls, NY 14301	716-285-5342	716-285-5497	Poverfield@parole.state.ny.us

**NEW YORK STATE DIVISION OF PAROLE
AREA OFFICE LIAISONS**

Attachment 5

Dated: 11/9/09

COUNTY / BOROUGH	AREA SUPERVISOR	OFFICE LOCATION	PHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS
Oneida	A/S John Pick	Utica A/O 207 Genesee Street Utica, NY 13501	315-793-2572	315-793-2608	Jpick@parole.state.ny.us
Onondaga	A/S John Maslyn	Syracuse A/O 333 E. Washington St Syracuse, NY 13202	315-428-4093	315-428-4085	Jmaslyn@parole.state.ny.us
Ontario	A/S Donald Snyder	Rochester Belt A/O 350 South Ave Rochester, NY 14620	585-327-2817	585-327-2802	DSnyder@parole.state.ny.us
Orange	A/S David Bush	Peekskill A/O 1 Park Place Peekskill, NY 10801	914-734-4278	914-734-4271	dbush@parole.state.ny.us
Orleans	A/S Philip Overfield	Niagara Frontier A/O 444 Third Street Niagara Falls, NY 14301	716-285-5342	716-285-5497	Poverfield@parole.state.ny.us
Oswego	A/S John Maslyn	Syracuse A/O 333 E. Washington St Syracuse, NY 13202	315-428-4093	315-428-4085	JMaslyn@parole.state.ny.us
Otsego	A/S John Pick	Utica A/O 207 Genesee Street Utica, NY 13501	315-793-2572	315-793-2608	Jpick@parole.state.ny.us
Putnam	A/S David Bush	Peekskill A/O 1 Park Place Peekskill, NY 10801	914-734-4278	914-734-4271	dbush@parole.state.ny.us
Queens	A/S Alan Preston	Queens I A/O 92-36 Merrick Blvd Jamaica, NY 11433	718-558-5211	718-558-5213	Apreston@parole.state.nyu.us
Rensselaer	A/S Felix Rosa	NENY A/O 10 North Russell Road Albany, NY 12206	518-459-7518	518-459-7164	Frosa@parole.state.ny.us
Rockland	A/S David Bush	Peekskill A/O 1 Park Place Peekskill, NY 10801	914-734-4278	914-734-4271	dbush@parole.state.ny.us
Saratoga	A/S Felix Rosa	NENY A/O 10 North Russell Road Albany, NY 12206	518-459-7518	518-459-7164	Frosa@parole.state.ny.us

**NEW YORK STATE DIVISION OF PAROLE
AREA OFFICE LIAISONS**

Attachment 5

Dated: 11/9/09

COUNTY / BOROUGH	AREA SUPERVISOR	OFFICE LOCATION	PHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS
Schenectady	A/S Joseph Ingemie	Albany A/O 10 North Russell Road Albany, NY 12206	518-459-3871	518-459-7164	jingemie@parole.state.ny.us
Schoharie	A/S Joseph Ingemie	Albany A/O 10 North Russell Road Albany, NY 12206	518-459-3871	518-459-7164	jingemie@parole.state.ny.us
Schuyler	A/S Alpina Taylor	Elmira A/O 100 West Chemung Pl. Elmira, NY 14904	607-734-6667	607-737-6289	ATaylor@parole.state.ny.us
Seneca	A/S John Maslyn	Syracuse A/O 333 E. Washington St Syracuse, NY 13202	315-428-4093	315-428-4085	Jmaslyn@parole.state.ny.us
St. Lawrence	A/S Felix Rosa	NENY Plattsburgh 41 Veterans Lane Plattsburgh, NY 12901	315-459-3905	315-562-8130	Frosa@parole.state.ny.us
Steuben	A/S Alpina Taylor	Elmira A/O 100 West Chemung Pl. Elmira, NY 14904	607-734-6667	607-737-6289	ATaylor@parole.state.ny.us
Suffolk	A/S Irwin Davies	Central Long Island A/O 81 Executive Blvd Farmingdale, NY 11735	631-420-5137	631-420-5140	Idavies@parole.state.ny.us
Sullivan	A/S Jill Lenard-Horne	Poughkeepsie A/O 20 Manchester Road Poughkeepsie, NY 12603	845-452-0620	845-452-0635	Jlenard-Horne@parole.state.ny.us
Tioga	A/S Alpina Taylor	Binghamton A/O State Office Bldg 44 Hawley St Binghamton, NY 13901	607-721-8523	607-721-8535	ATaylor@parole.state.ny.us
Tompkins	A/S Alpina Taylor	Elmira A/O 100 West Chemung Pl. Elmira, NY 14904	607-734-6667	607-737-6289	ATaylor@parole.state.ny.us
Ulster	A/S Jill Lenard-Horne	Poughkeepsie A/O 20 Manchester Road Poughkeepsie, NY 12603	845-452-0620	845-452-0635	Jlenard-Horne@parole.state.ny.us

**NEW YORK STATE DIVISION OF PAROLE
AREA OFFICE LIAISONS**

Attachment 5

Dated: 11/9/09

COUNTY / BOROUGH	AREA SUPERVISOR	OFFICE LOCATION	PHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS
Warren	A/S Felix Rosa	NENY A/O 10 North Russell Road Albany, NY 12206	518-459-7518	518-459-7164	Frosa@parole.state.ny.us
Washington	A/S Felix Rosa	NENY A/O 10 North Russell Road Albany, NY 12206	518-459-7518	518-459-7164	Frosa@parole.state.ny.us
Wayne	A/S Donald Snyder	Rochester Belt A/O 350 South Ave Rochester, NY 14620	585-327-2817	585-327-2802	DSnyder@parole.state.ny.us
Westchester (North)	A/S David Bush	Peekskill A/O 1 Park Place Peekskill, NY 10801	914-734-4278	914-734-4271	dbush@parole.state.ny.us
Westchester (South)	A/S (acting) SPO Mainert Prince	New Rochelle A/O 3 Cottage Place, 1st flr New Rochelle, NY 10801	914-654-8591	914-654-8790	Mprince@parole.state.ny.us
White Plains	A/S (acting) SPO Mainert Prince	New Rochelle A/O 3 Cottage Place, 1st flr New Rochelle, NY 10801	914-654-8591	914-654-8790	Mprince@parole.state.ny.us
Wyoming	A/S Donald Snyder	Rochester Belt A/O 350 South Ave Rochester, NY 14620	585-327-2817	585-327-2802	DSnyder@parole.state.ny.us
Yates	A/S Alpina Taylor	Elmira A/O 100 West Chemung Pl. Elmira, NY 14904	607-734-6667	607-737-6289	ATaylor@parole.state.ny.us
Yonkers	A/S (acting) SPO Mainert Prince	New Rochelle A/O 3 Cottage Place, 1st flr New Rochelle, NY 10801	914-654-8591	914-654-8790	Mprince@parole.state.ny.us

11/2009 (dk)

Access to the Sex Offender Housing Map (CIRIS)

The Office of Cyber Security and Critical Infrastructure Coordination (CSCIC) has developed an application that allows designated local district staff to access information regarding:

- The location of sex offenders required to register pursuant to the Sex Offender Registration Act; specifically, whether there is a concentration of registered sex offenders in a certain residential area or municipality;
- The number of registered sex offenders residing at a particular property; and
- The proximity of the entities with vulnerable populations.

The Sex Offender Housing Location Map (CIRIS) is accessed via the Applications link on CentraPort. Outside agencies will access the map through the Internet at www.ciris.ny.gov.

The commissioner of each county's Department of Social Services will authorize access to CIRIS for designated staff. The county's delegated administrator (DA) will be responsible for the following.

- Directory Services account set-up and maintenance;
- Assuring that authorized CIRIS users have an active Directory Services account with a security level of 1 or 2 and current work contact information;
Note: Outside agency contract staff must request LDAP accounts through the OFT website.
- Ensuring that each user's Directory Services account user ID is recorded on a CIRIS access request form; and
- Advising CSCIC if the employment status of a user changes, so CSCIC DA's can remove CIRIS access from the user's Directory Services account if necessary.

Completed CIRIS access request forms (Attachment 7) must be signed by the LSSD commissioner and returned to the attention of Thomas Henderson at

*NYS Office of Cyber Security and Critical Infrastructure Coordination
30 South Pearl Street, 11th Floor
Albany, NY 12207*

CSCIC's delegated administrators will provide CIRIS entitlements to authorized Directory Services accounts, notify users of their CIRIS access, and provide a contact for CIRIS related questions.

Training on the use of the application will be announced using STARS.



David A. Paterson
Governor

New York State Office of Cyber Security & Critical Infrastructure Coordination

30 South Pearl Street
Albany, NY 12207-3425



William F. Pelgrin
Director

NYS Critical Infrastructure Response Information System (CIRIS)

Access Request Form

Requesting Organization: _____

New York State Agency User Local or Federal Agency User

I hereby request that the following individual(s) be granted access to the NYS Critical Infrastructure Response Information System as Authorized User(s) *:

First Name: _____	Middle Initial: _____
Last Name: _____	Title: _____
Work Address: _____	Phone: _____ Ext. _____
_____	Work Email Address: _____

County: _____	NYSDS (NYeNet) Username: _____

Access Justification: _____

* For approval of multiple users please provide the above information for each additional user and attach the additional user information to this form.

Terms of Use:

The Requesting Organization (RO) acknowledges that use of the NYS Critical Infrastructure Response Information System (CIRIS) is restricted to persons authorized by the New York State Office of Cyber Security and Critical Infrastructure Coordination (CSCIC). The RO agrees that CIRIS will be used only to perform or assist in a lawful and authorized governmental function. The RO recognizes the need to safeguard and prevent the unauthorized disclosure of information obtained directly or indirectly as a result of the use of CIRIS. The information contained within CIRIS is classified with a confidentiality of high.

The Authorized User will access CIRIS only to perform or assist in a lawful and authorized governmental function of the Requesting Organization. The Authorized User will not disclose any information obtained directly or indirectly as a result of the use of CIRIS or the methods for accessing such information to any person or entity for purposes other than the RO's lawful and authorized governmental function. The RO will notify CSCIC immediately if there is a change in employment status of the Authorized User.

Some of the information in CIRIS constitutes "critical infrastructure information" as defined in section 86(5) of the New York State Freedom of Information Law (FOIL). Under the provisions of FOIL, this information is exempt from disclosure because of the potential that disclosure could interfere with law enforcement investigations, endanger the life or safety of a person, or jeopardize the capacity to guarantee the security of information technology assets (see FOIL, §§86[5]; 87[2][e],[f],[i]; 89[5]). The Requesting Organization and Authorized User acknowledge that they understand that some of the critical infrastructure information in CIRIS is exempt from FOIL.

By signing this Access Request Form, the undersigned Authorized Signatory for the Requesting Organization represents that he or she is an authorized signatory for the Requesting Organization, has read, understood and agrees to its Terms of Use. The Authorized Signatory further represents that: (a) the identity of each individual for whom access is being requested has been verified; (b) each such individual has been provided a copy of the Terms of Use; and (c) each such individual has been informed that his or her use of CIRIS is subject to the Terms of Use.

Authorized Signatory for the Requesting Organization

Name: _____
(printed)

Signature: _____

Title: _____

Date: _____

For CSCIC Internal Use Only:

Form processed by: _____ Date: _____

Account entitled by: _____ Date: _____

US: AS: R: S: Rev date:

Comments: _____

