

Interagency Agreement Regarding Forwarding of Presentence Investigation Reports and Orders of Commitment to the Department of Corrections and New Jersey State Parole Board

Directive #4-96
(Supersedes Directive #7-88
and #12-78)
Issued by:

May 24, 1996

Robert D. Lipscher
Administrative Director

This directive supersedes Directive #7-88 and #12-78. It sets forth the procedure for transmitting presentence investigation reports and orders of commitment to the Department of Corrections, the New Jersey State Parole Board. The authority for the directive arises out of the attached Interagency Agreement among the Department of Corrections, the Administrative Office of the Courts, and the Parole Board.

The agreement provides a uniform system intended to improve the delivery, receipt and distribution of presentence investigation reports and orders of commitment. The agreement still requires the Criminal Division Managers to provide three (3) copies of the presentence investigation report and three (3) copies of the commitment order on each offender sentenced to a new commitment or each offender sentenced to an additional commitment to the custody of the State Department of Corrections. The distribution of copies has changed as follows:

- Two copies of the presentence investigation report and commitment order shall be marked with a stamp labeled ADOC@ by the criminal division manager and be distributed in the following manner:

- Two copies of the presentence investigation report and order of commitment shall be sent to the respective county jail liaison where the offender is being housed. One copy will remain with the offender and accompany him to the state reception. The 2nd copy will be picked up by State I.D. team for inmate processing.

The third copy of the presentence investigation report and commitment order shall be marked with a stamp labeled ASPB@ by the Criminal Division Manager and be sent to the State Parole Board supervisor at the respective state reception unit.

In all cases a receipt memo indicating the offenders names and number of presentence investigation reports and commitment orders shall be sent to the respective State Parole Board and County Jail personnel. This receipt memo will be signed and returned to the Criminal Division Manager to act as a receipt verifying that the Department of Corrections and State Parole Board received the material.

The processing for all additional sentences for state inmates shall be:

?? One copy of the presentence investigation report and order of commitment labeled ADOC@ shall be sent to the state institution where the offender is currently housed.

?? One copy of the presentence investigation report and order of commitment labeled ADOC@ shall be sent to the appropriate Reception Center.

?? One copy of the presentence investigation report and commitment order labeled ASPB@ shall be sent to the State Parole Board Supervisor at the state institution where the defendant is currently housed.

All presentence investigation reports and orders of commitment sent to the Department of Corrections and State Parole Board, pursuant to the procedure under the agreement are the responsibility of those agencies. This will eliminate the number of requests for additional copies of presentence investigation reports and commitment orders made by the Department of Corrections and State Parole Board.

EDITOR-S NOTE

This Directive supersedes Directives #7-88 and #12-78 which have been deleted from this compilation. No change has been made to the original text.

**INTERAGENCY AFFILIATION AGREEMENT REGARDING
THE PROCESSING OF PRE-SENTENCE INVESTIGATION REPORTS
AND ORDERS OF COMMITMENT**

DEPARTMENT OF CORRECTIONS

**WILLIAM H. FAUVER
COMMISSIONER**

ADMINISTRATIVE OFFICE OF THE COURTS

**ROBERT D. LIPSCHER
DIRECTOR**

STATE PAROLE BOARD

**MARY KEATING DISABATO
CHAIRMAN**

I. STATEMENT OF PURPOSE

The Department of Corrections (DOC), the Administrative Office of the Courts (AOC) and the State Parole Board (SPB) agree that a cooperative effort is necessary to:

- Establish a uniform system to improve the delivery, receipt and distribution of pre-sentence investigation reports and orders of commitment.
- Insure that information is provided to the Department of Corrections and the State Parole Board in order that the classifying and parole processing of criminal offenders may commence in a timely manner.

II. RESPONSIBILITIES OF AGENCIES

- 1) The Judiciary, through its criminal division manager network, shall provide three (3) copies of the PSI and three (3) copies of the commitment order on each offender sentenced to a new commitment or each offender sentenced to an additional commitment to the custody of the State Department of Corrections and State Parole Board as described below:
- 2) Two (2) copies of the PSI and two (2) copies of the commitment order shall be marked with a stamp labeled ADOC® and shall be distributed by the criminal division manager in the following manner:
 - A. Two (2) copies of the PSI and two (2) copies of the commitment order shall be sent to the respective county jail liaison in which the offender is housed. One copy of PSI and JOC shall remain with the offender at the county jail and shall accompany the offender when received into the state reception unit. The other copy of JOC and PSI shall be given to State I.D. Team when they arrive at the jail to process the state offender. For those counties which are not serviced by State I.D. Teams both copies of PSI and JOC shall remain with the inmate until they are received at the State Reception Center .
- 3) One (1) copy of the PSI and one (1) copy of the commitment order shall be marked with a stamp labeled ASPB® and shall be sent to the SPB parole supervisor at the respective state reception unit (i.e. Garden State Reception and Youth Correctional Facility, Edna Mahan Correctional Facility for Women, Adult Diagnostic and Treatment Center or New Jersey Training School for Boys), depending upon the type of offender commitment.
- 4) A receipt memo indicating the names and number of PSIs and judgments of conviction shall accompany the court material when it is sent to the DOC county jail liaisons and the SPB. This memo shall be signed, returned to the Criminal Division Manager and serve as the receipt to the Criminal Division Manager that the material was received by the County Jail Liaisons and the SPB.
- 5) For all state inmates, all additional sentences (county or state) shall be processed in the following manner:
 - A. One (1) copy of the PSI and one (1) copy of the commitment order shall be labeled ADOC® and sent to the respective state reception unit (i.e. Garden State Reception and Youth Correctional Facility, Edna Mahan Correctional Facility for women, Adult Diagnostic and Treatment Center or New Jersey Training School for Boys), depending upon the type of offender commitment.
 - B. One (1) copy of the PSI and one (1) copy of the commitment order shall be labeled ADOC® and shall be sent to the state institution in which the offender is currently housed.
 - C. One (1) copy of the PSI and one (1) copy of the commitment order shall be labeled ASPB® and shall be sent to the SPB parole supervisor at the state institution in which the offender is currently housed.

The DOC has a computerized inmate locator service which can facilitate the identification of the offender's most current location. The phone number of the inmate locator service is (609) 292-0328. Additionally, DOC has allowed on line access to their OBCIS System through the CCIS network. Criminal Division Managers and Court Officials can access OBCIS with proper security clearance.
- 6) For all PSIs and commitment orders received after the effective date of this agreement and upon receipt of our respective copies, the DOC and SPB and County Jails shall accept responsibility for these documents and the maintenance thereof. If a document is misplaced or lost, the DOC and SPB will be responsible for making a duplicate copy and supplying it to whichever agency has the need.
- 7) The DOC and SPB have agreed to verify, monitor and control the receipt of PSIs and commitment orders in the following manner:
 - A. A receipt, received with the court material, will be signed and returned to each of the respective criminal division managers.
 - B. The DOC and SPB have agreed to keep a separate file of all receipts for court material at

- the reception units in order to verify compliance of this requirement.
- C. In the event that either the DOC or SPB cannot locate a PSI or judgment of conviction for those offenders sentenced after the effective date of this agreement, the DOC and SPB have agreed to do the following:
- ! In the event that either the DOC, SPB, cannot locate a PSI or JOC for an offender sentenced after the effective date of the agreement, and when a receipt exists attesting to proper distribution, that party will obtain a copy of the needed document from the other party.
- 8) In those cases when the Bureau of Parole District Office field staff have a need for a PSI on the commitment order, these copies will be produced at the county jail by Bureau staff. The Criminal Division Manager will not be responsible to supply the PSI or commitment order to the Bureau of Parole.

III. MONITORING COMPLIANCE

Representatives of the Department of Corrections, the Administrative Office of the Courts, and the State Parole Board shall be designated to meet periodically to review compliance with the above procedures, to discuss problems that may have arisen and to modify and/or refine the procedures in order to insure that the purpose of this agreement is achieved.

IV. STATEMENT OF CONSENSUS

The Parties to this agreement, in recognition of the value of agency cooperation in the correctional and parole processing of criminal offenders, do hereby affirm to abide by the standards as set forth in this document.

William H. Fauver
Commissioner
Department of Corrections

Signature

Date

Robert D. Lipscher
Director
Administrative Office of the Courts

Signature

Date

Mary Keating DiSabato
Chairman
State Parole Board

Signature

Date

EDITOR-S NOTE

No change has been made to the original text.