



New York State Archives

**New York State Division of Criminal Justice Services
Commissioner's Subject and Correspondence Files 19147**

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Overview of the Records

Repository:	New York State Archives
Summary:	The Division of Criminal Justice Services (DCJS) is responsible for developing policies, plans, and programs for improving the coordination, administration, and effectiveness of the state's criminal justice system. The series consists of incoming and outgoing correspondence, research reports, case records, unusual incident reports from the Department of Corrections, and some policy and position papers.
Creator:	New York (State). Division of Criminal Justice Services. Commissioner's Office
Title:	Division of Criminal Justice Services Commissioner's subject and correspondence files
Quantity:	391 cubic feet
Inclusive Date:	1983-2009, Undated
Bulk Date:	bulk 1983-2009
Series:	19147

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Arrangement

19147-95, 19147-97, 19147-98, 19147-04, 19147-06: Chronological then alphabetical by subject, and chronological within folders.

19147-96: Chronological.

19147-07: No apparent arrangement.

19147-12: Chronological with overlaps and gaps.

19147-15: Alphabetical.

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Administrative History

The Division of Criminal Justice Services (DCJS) is responsible for developing policies, plans, and programs, for improving the coordination, administration, and effectiveness of the state's criminal justice system.

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Scope and Content Note

The series consists of incoming and outgoing correspondence, research reports, case records, unusual incident reports from the Department of Corrections, and some policy and position papers.

19147-96: This accretion consists exclusively of memoranda written by Commissioners Lawrence T. Kurlander and John J. Poklemba to the governor on a wide variety of subjects associated with the criminal justice system. If a memo is in response to a communication from the governor, a copy of that communication is usually attached.

19147-97: This accretion consists of copies of the incoming and outgoing correspondence of the Director/Commissioner Richard H. Girgenti for the calendar year 1994, as well as research reports, unusual incident reports from the Department of Correction, and some policy and position papers.

19147-04: This accretion, which dates from 1986-1997, contains incoming and outgoing correspondence files compiled by Directors of Criminal Justice/Commissioners of the Division of Criminal Justice Services John J. Poklemba (1987-1991), Richard H. Girgenti (1991-1995), and Paul Schechtman (1995-1997). Much of the correspondence consists of criminal justice-related inquiries addressed to the governor and subsequently referred to the director/commissioner's office for response. Many inquiries come from individuals incarcerated in New York State, their families, or the families of crime victims. Issues addressed include sentencing, parole eligibility, temporary release programs, judicial and prosecutorial misconduct, prison conditions, and prison employee misconduct.

Files also include correspondence with private citizens and organizations, superintendents of correctional facilities, the New York State attorney general's office, judges, district attorneys, and other members of the legal and law enforcement communities. This correspondence addresses issues such as crimes against children, sexual harassment by law enforcement officials, gender discrimination in the New York State Police, HIV/AIDS among prisoners, the alien prisoner population, and technological advances such as the Automated Fingerprint Identification System. In addition to correspondence, records include monthly reports to the

governor; proposed legislation, along with supporting memoranda and related correspondence; and subject files concerning casino gambling, child abuse, and bias violence or hate crimes.

19147-06: These records were created by Commissioner Katherine N. Lapp (1997-2002) and pertain only to the years 1997 through 2000 of her oversight of the Division of Criminal Justice Services. Commissioner Lapp left in 2002 to head the Metropolitan Transit Authority in New York City. The files consist of both incoming and outgoing correspondence and document a wide variety of criminal justice related issues, subjects, activities, and legislature.

19147-07: This accretion contains files created by Commissioners Richard H. Girgenti, 1994; Paul Schechtman, 1995-1996; Katherine N. Lapp, 1997-2002; and Chauncey G. Parker, 2002-2007.

19147-12: This accretion consists of "day books" containing photocopies of many types of documents, including correspondence, internal memoranda, reports, speeches, newspaper clippings, etc. The documents relate to Commissioner Lawrence T. Kurlander's responsibilities as head of the Division of Criminal Justice Services (DCJS), and also to his role as special advisor to Governor Mario M. Cuomo on criminal justice and judicial affairs.

The records contain information on criminal justice affairs and the department's function to oversee the criminal justice system (including prisons, jails, and police agencies) in New York State. Many of the documents in the day books duplicate materials in accessions 19147-95 and 19147-96.

19147-12A: This accretion contains reports, interviews, and subject files pertaining to various subject matters such as: Crown Heights, Southport Reports (OIG, SIC, SCOC), World Trade Center related expenses/payroll registers, and legislative research on numerous topics. Additionally, this accretion contains correspondence of the New York State Commission on Sentencing Reform, created under Governor Eliot Spitzer's tenure in 2007.

19147-15: This accretion consists of correspondence and other records from the Executive Deputy Commissioner and counsel. Subjects include: information security, assault weapons, continuing legal information, asset forfeiture, Brady Handgun provision, cigarette smuggling, death penalty, DWI Reform Act, ethics, homeland security, federal government agenda, Indian issues, and Executive Order 127.

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Related Information

Related Material

19148Series 19148, Commissioner's Daybooks of Outgoing Correspondence, contains additional correspondence within the date span of this series.

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Other Finding Aids

Available at Repository

Container lists are available at the repository.

19147-12A, 19147-13: Transfer list is available at the repository.

19147-15: Folder list is available at the repository.

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Use of Records

Access Restrictions

19147-96: Documents containing information that is exempt from disclosure under the Freedom of Information Law (Public Officers Law Art. 6) have been segregated in boxes 6-13.

19147-07: Parole records are restricted permanently according to Executive Law sect. 259-a(2), 259k(2) and 9NYCRR part 8000.5(d).

Documents that mention subjects of confidential criminal investigations; relate to sensitive law enforcement matters and policy debates; describe non-routine criminal investigation techniques and procedures; or contain attorney-client communications are restricted.

Administrative Information

Acquisition Information

19147-12A: This accretion includes records from transfer lists 080005 and 090012.

19147-13: This accretion includes records from transfer list 100020.

19147-15: This accretion includes records from transfer list 080018.

19147-16: This accretion includes records from transfer lists 090020 and 090021.

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Access Terms

- Administering correctional institutions
- Prison administration--New York (State)
- Administrative records
- Correctional institutions--New York (State)
- Criminal law--New York (State)
- Victims of crimes--New York (State)
- New York (State)
- Female offenders
- Police--New York (State)--Records and correspondence
- Women--Crimes against
- Child abuse--New York (State)
- Prisoners--Correspondence
- Reports
- AIDS (Disease)
- Memorandums
- New York (State). Division for Youth
- Brawley, Tawana.
- Lapp, Katherine N.
- Harris, Jean, 1923-2012
- New York (State). Commission on Sentencing Reform
- Poklemba, John J.
- Girgenti, Richard H.
- Schechtman, Paul.
- Kurlander, Lawrence T.
- Parker, Chauncey G.