



**STATE OF NEW YORK**  
**DIVISION OF CRIMINAL JUSTICE SERVICES**  
Alfred E. Smith Office Building  
80 South Swan Street  
Albany, New York 12210  
<http://criminaljustice.ny.gov>

**MICHAEL C. GREEN**  
EXECUTIVE DEPUTY COMMISSIONER

**ROBERT M. MACCARONE**  
DEPUTY COMMISSIONER AND DIRECTOR

**STATE DIRECTOR'S MEMORANDUM # 2013-16**

**TO: All Probation Directors and Commissioners**

**FROM: Robert M. Maccarone, Deputy Commissioner and Director *R.M.M.***  
**Office of Probation and Correctional Alternatives**

**DATE: December 23, 2013**

**RE: Notice of Adoption/Rulemaking - Amendments to Part 348 of Title 9 NYCRR**

---

I am pleased to advise you that pursuant to Executive Law, Section 101(a) and Article 2 of the State Administrative Procedure Act, Notice of Adoption with respect to Amendments to Part 348 of Title 9 NYCRR, in relation to the Probation Case Record Management shall take effect on January 8, 2014.

These regulatory amendments will amend the existing rule governing probation case record management. The overarching goal of these regulatory amendments is to promote consistent professional standards governing the administration and delivery of probation services in the area of case records management in New York State. Importantly, these regulatory amendments conform to existing laws governing confidentiality of certain case record information and provide probation departments with greater flexibility to communicate more effectively and better manage individuals under their supervision. Regulatory provisions in the area of case record management, including establishment and dissemination of local policies and procedures, will prove beneficial in terms of compliance with existing laws, improving professional communication for public safety and/or case management purposes, facilitating probation research, and addressing other areas of public concern.

I want to take this opportunity to thank Probation Directors and Officers, the Council of Probation Administrators (COPA), and the PARC Committee, as well as the NYS Probation Officers Association for their contributions to the new Probation Case Record Management Regulation.

A copy of the rule text is attached for your information.

Attachment