



NEW YORK CITY DEPARTMENT OF CORRECTION
Mark Cranston, Acting Commissioner

Laura S. Mello
Senior Counsel | FOIL Officer
75-20 Astoria Boulevard
East Elmhurst, New York 11370

718-546-0952
Fax 718-278-6001

March 21, 2014

Greer Donley
Prison Information Project
910 Legal Research Building
University of Michigan Law School
625 South State Street
Ann Arbor, MI 48109

Re: FOIL Request

Dear Ms. Donley:

This letter is an acknowledgement of and partial response to the record request you submitted to the New York City Department of Correction (copy enclosed). Please see our website at <http://www.nyc.gov/html/doc/html/home/home.shtml> for the following directives, policies, or procedures responsive to your request:

- Inmate Grievance and Request Program:
http://www.nyc.gov/html/doc/downloads/pdf/Directive_3376_Inmate_Grievance_Request_Program.pdf
 - Revision Notice thereto:
http://www.nyc.gov/html/doc/downloads/pdf/Directive_3376_rev.pdf
- Inmate Correspondence: <http://www.nyc.gov/html/doc/downloads/pdf/4001R-B.pdf>
- Receiving and sending inmate packages:
<http://www.nyc.gov/html/doc/downloads/pdf/4002R-B.pdf>
- Additional procedures for writing to or sending items to inmates can be found here:
 - http://www.nyc.gov/html/doc/html/how/deliver_items.shtml
 - http://www.nyc.gov/html/doc/html/how/write_to_inmate.shtml

The Department expects to notify you within twenty (20) business days of this letter whether it will grant or deny the remainder of your request either in whole or in part, pursuant to the New York State Public Officers Law, Section 89(3).

Very truly yours,

Laura S. Mello
Records Access Officer

Enclosure

24 FEB 2014 12 08

PRISON INFORMATION PROJECT
prison.info.project@umich.edu

c/o Prof. Margo Schlanger
910 Legal Research Building
625 South State Street
Ann Arbor, Michigan 48109-1215

February 14, 2014

Laura S. Mello
Records Access Officer
New York City Department of Correction
75-20 Astoria Blvd
East Elmhurst, New York 11370

RE: Request Related to Prisoner Grievances and Prisoner Correspondence

Dear Ms. Mello:

We are University of Michigan Law School students conducting a research project (the Prison Information Project) on prisoner grievance and correspondence/publication procedures throughout state prison systems. As part of our project, we are requesting public records from various state departments of corrections. Our request is made under the New York Freedom of Information Law, N.Y. Pub. Off. Law § 84 *et seq.*

The goal of our project is to increase public awareness and enhance the public interest through the collection, analysis, and dissemination of information regarding prisoner grievance procedures and correspondence/publication guidelines. To that end, the Prison Information Project requests the following documents:

Records Requested

1. Any current prisoner handbook or manual (including any inmate orientation handbook or manual), system-wide or institution-specific.
2. All current prisoner grievance regulations, policies, guidelines, manuals, directives, rules, etc., including general grievance policies/guidelines/etc. and specific grievance policies/guidelines/etc. relating to, for example, health care or sexual assault.
 - o By "**grievance**," we mean any grievance or complaint, whether formal or informal, whatever the subject matter.

3. Any records, created or updated from 2003 to the present, tallying or reporting:
 - o The number of grievances filed and resolved each year.
 - o The categories or subject matter of grievances filed and resolved, and number of grievances in each subject matter category used (for instance, grievances related to food, health care, use of force, etc., and including both ordinary and “sensitive” complaints such as those involving allegations of staff misconduct)
 - o Grievance outcomes or resolutions each year, by subject matter category and year.
 - o Statistics or data on length of time to resolve grievances, by subject matter category and year.
 1. We are not requesting individual grievance records. We are only requesting records that summarize, aggregate, or compile grievance data.
4. Any current policy for prisoner mail or correspondence, including regular and legal mail, prisoner receipt of newspapers, magazines, newsletters, and books.

Our preferred form for public records is digital copies (such as Word files or PDFs), sent as email attachments or via fax. However, if records are only available in paper form, or if transferring to a digital form would incur a cost, please let us know.

The Prison Information Project requests a response to these requests within 5 business days. Should you determine that any of the information requested is exempt and will not be disclosed, please provide me with a notification citing the legal authorities on which you rely.

We anticipate that the records we are requesting are readily available and will not require excessive staff time or resources. Because we are conducting this research on behalf of a public university and intend to use the information for educational purposes we are requesting a fee waiver. If you believe the fee waiver does not apply, please notify us before processing this request.

Sincerely,

Greer Donley
Prison Information Project
c/o Professor Margo Schlanger
910 Legal Research Building
University of Michigan Law School
625 South State Street
Ann Arbor, MI 48109
Tel: 913-707-9969
Email: prison.info.project@umich.edu