

**STATE OF LOUISIANA
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS
CORRECTIONS SERVICES**

Department Regulation
No. AM-E-3



19 June 2022

**ADMINISTRATION AND MANAGEMENT
Information Services
Requests for Statistical Information and
Data Sharing Memoranda of Understanding**

1. **AUTHORITY:** Secretary of the Department of Public Safety and Corrections; [La. R.S. 36:404](#).
2. **REFERENCES:** [La. R.S. 15:546](#), [La. R.S. 15:548](#), [La. R.S. 15:574.12](#), [La. R.S. 15:827](#), [La. R.S. 44:1](#), [La. R.S. 44:4.1](#), [La. R.S. 44:31](#), [La. R.S. 44:31.1](#), [La. R.S. 44:32](#); [LAC 22:1.101](#); Department Regulation No. [AM-D-2](#) "Collection of Fees for Reproduction of Public Records."
3. **PURPOSE:** This Department Regulation governs requests for statistical information and data sharing.
4. **APPLICABILITY:** Deputy Secretary, Undersecretary, Technology Director and employees of Information Services, Director of Probation and Parole, and Director of Prison Enterprises. The Undersecretary shall ensure appropriate unit written policies and procedures are in place to comply with this regulation.
5. **POLICY:** The Department shall provide access to the Department's demographic population profiles and management reports via the Internet at no cost. Those profiles and reports shall be posted on the Department's website at www.doc.louisiana.gov. Individual requests for statistical information shall be made in accordance with this regulation and shall require payment in accordance with Department Regulation No. [AM-D-2](#) "Collection of Fees for Reproduction of Public Records."
6. **DEFINITIONS:**
 - A. **Business Process Liaison:** An individual appointed by each Headquarters Division Head, each Warden, and the Probation and Parole Director to represent the business processes of their respective information systems.
 - B. **Outside Agency:** Includes federal, state, and local law enforcement agencies (including local jail facilities), other state government agencies, and judicial authorities (including district attorneys).
7. **PROCEDURES:**

A. Statistical Information Requests

- 1) Written requests for statistical information unavailable through the Department's Demographic Population Profiles and Management Reports on the website shall be addressed to the Deputy Secretary, utilizing [Form AM-E-3-a](#) "Request for Statistical Data from DPS&C Information Systems".
- 2) The Deputy Secretary or designee shall track those requests and the Department's responses as public records requests.
- 3) The Deputy Secretary shall refer requests for statistical information to the Director of Data Research and Statistical Analysis with a request for recommended action (i.e., what is available/possible) and for an invoice for the estimated processing/programmer time.
- 4) The Deputy Secretary, through the Legal Services Section, shall ensure the receipt of the request is acknowledged in a timely manner and shall ensure a notification of costs is provided to the requestor in accordance with the time frames established by regulation.
- 5) Upon approval and prior to processing the request, payment must be received in the form of a check made payable to the "Department of Public Safety and Corrections" and must be received in accordance with Department Regulation No. [AM-D-2](#) "Collection of Fees for Reproduction of Public Records".
- 6) The Deputy Secretary shall ensure official responses to these requests are logged and inventoried in the same manner as public records requests.
- 7) Requests for information on the names of individual inmates or a specific group of named inmates shall not be processed.
- 8) Postage and shipping shall be billed at their actual costs.

B. Data Sharing Memoranda of Understanding

- 1) When an outside agency needs to receive regular and routine data files from the Department, a formal Memorandum of Understanding ("MOU") shall be processed. See Attachment A "(Sample) Memorandum of Understanding".
- 2) The data request shall be processed through the Business Process Liaison, who shall ensure the data request is formalized in the MOU form. See [Attachment A](#) "(Sample) Memorandum of Understanding"..
- 3) The request shall be submitted to the Director of Data Research and

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Statistical Analysis with a request for recommended action (i.e., what is available/possible) and to ensure the data-sharing description is possible.

- 4) If approved by the Director of Data Research and Statistical Analysis, the MOU shall be forward for final review and approval by the Undersecretary.
- 5) Once fully executed, the MOU for data sharing shall be returned to the Business Process Liaison, who shall coordinate between the outside agency and the Data Research and Statistical Analysis staff to implement the MOU.
- 6) The Director of Research and Statistical Analysis shall be develop and maintain an inventory of data files being shared as a result of MOUs.

s/James M. Le Blanc

Secretary

Attachment A:

[Sample Memorandum of Understanding](#)

Form:

[AM-E-3-a Request for Statistical Data from DPS&C Information Systems](#)

This regulation supersedes Department Regulation No. AM-E-3 dated 30 August 2019.