
 Corrections and Community Supervision DIRECTIVE	TITLE		NO. 6901
	Information Concerning Executive Clemency		DATE 4/5/2016
SUPERSEDES DIR #6901 Dtd. 12/31/2014	DISTRIBUTION A B	PAGES PAGE 1 OF 3	DATE LAST REVISED
REFERENCES (Include but are not limited to): Penal Law §70.30; DOCCS Employees' Manual; Dir. #9105	APPROVING AUTHORITY 		

- I. **PURPOSE:** The policy of the Department of Corrections and Community Supervision is to assist its Executive Clemency Bureau in reviewing requests for executive clemency. In support of that end, the below information has been provided to guide Superintendents and facility staff in responding to requests for Executive Clemency Reports.
- II. **DESCRIPTION:** Executive clemency is a matter which rests within the sole discretion of the Governor and is granted in only the most extraordinary and highly meritorious cases. A grant of clemency to an inmate generally commutes (reduces) the sentence imposed in court to the extent the inmate becomes immediately eligible for release.

To be eligible for executive clemency consideration in the form of a commutation of sentence, an inmate serving an indeterminate sentence must have served at least one-half of the minimum period of imprisonment and an inmate serving a determinate sentence must have served at least three-sevenths of the determinate sentence of imprisonment. In determining clemency eligibility, such one-half of the minimum period of the indeterminate sentence and three-sevenths of the term of the determinate sentence shall not be credited with any time served before the commencement of such sentence, except to the extent authorized by subdivision three of Penal Law §70.30. Notwithstanding the aforementioned eligibility criteria, requests for executive clemency may be considered when the applicant is able to demonstrate that for humanitarian reasons, such consideration is warranted. The Executive Clemency Bureau, a unit of the Department of Corrections and Community Supervision (DOCCS), assists the Governor's Office in the clemency review process by compiling information used to evaluate applications and by dealing with correspondence and inquiries concerning clemency. The Executive Clemency Bureau is responsible for the review and eligibility determination for all applicants.

A document known as the "Guidelines for Review of Executive Clemency Applications," [GRECA](#), provides information about clemency in New York State. Copies are on file in the law library of each facility for the reference of inmates.

- III. **REQUESTS FOR EXECUTIVE CLEMENCY REPORTS:** As part of its preparation of cases for review, the Executive Clemency Bureau will send the "Letter to Superintendent," [Form #6901B](#), requesting reports concerning clemency applicants from the Superintendent of the facility in which those applicants then are incarcerated. The report is to summarize the applicant's adjustment from the start of the inmate's incarceration. The Executive Clemency Bureau generally asks that the report be completed within 30 days, although shorter due dates may be necessary on occasion.

In requesting a report, the Executive Clemency Bureau provides a "Release of Records," [Form 6901C](#), to be signed by the applicant and a staff witness. The form is returned to the Executive Clemency Bureau with the Superintendent's report, and the completed report should include a statement to the effect that the form was signed by the applicant.

IV. FORMAT OF EXECUTIVE CLEMENCY REPORTS

- A. Introduction: Provide the applicant's name and Departmental identification number; present conviction(s); sentence(s) now being served; date eligible for release on parole; and conditional release and maximum expiration dates, if applicable.
- B. Institutional History: List the facilities in which the applicant has been incarcerated on the present sentence and the dates at each facility. Describe work and program assignments at each facility, and indicate the quality of participation in those assignments. Note any significant work, educational, or other achievements of the applicant. Summarize the applicant's conduct within the facilities; include specific information on disciplinary infractions and the disciplinary action taken, if any, and attach a copy of the records of the inmate's disciplinary history.
- C. Psychological and Psychiatric Evaluations: Photocopies of available psychological and psychiatric reports are to be submitted. Summarize any problems in this area.
- D. Visiting, Correspondence and Telephone Lists: Computerized listings of the applicant's visiting list and, when available, correspondence and telephone lists are to be provided. Any visitors or contacts considered significant should be noted.
- E. Instant Offense Victim(s): If a crime victim is registered with the Department's Victim Assistance Unit, the Superintendent or Superintendent's designee shall notify the Director of the Office of Victim Assistance that the inmate has applied for executive clemency. The Director shall provide the Superintendent or designee with the victim registration information and such information shall be recorded in the Superintendent's clemency report.
- F. Other Considerations: Note any significant factors regarding the applicant that are not discussed in other sections of the report. Advise as well if there are any current appeals or other actions pending concerning the applicant's case and, if so, provide available details. Include a statement concerning the applicant's signing of the "Release of Records" Form #6901C, provided by the Executive Clemency Bureau.
- G. Recommendation: A recommendation regarding the applicant's request for executive clemency is to be made by the facility Superintendent. Except in rare cases explained by the Superintendent, this statement should include a definite recommendation for or against clemency based on the information available to the Superintendent. The statement may be a part of the larger report or may be made in a separate cover letter.

V. STAFF RECOMMENDATIONS

- A. Any facility staff member wishing to report an observation of or opinion about a particular inmate who has applied for clemency must do so through the Superintendent via the chain-of-command within the facility or work location.

- B. All submitted comments will be forwarded to the Executive Clemency Bureau as attachments to the Superintendent's report on the applicant or as a supplement to that report.
- C. Any materials provided by staff members to the Executive Clemency Bureau are official and confidential Departmental communications specifically intended for the Governor's Office. Copies may not be released to the inmate or any other unauthorized individual. (Section 3 of the Department of Corrections and Community Supervision "Employees' Manual" applies.)