

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

Department Regulation  
No. A-05-008



30 August 2019

**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 as contained in Chapter 9 of Title 36.
2. **REFERENCE:** Department Regulation No. A-03-003 "Collection of Fees for Reproduction of Public Records."
3. **PURPOSE:** To state the Secretary's policy regarding requests for statistical information.
4. **APPLICABILITY:** Deputy Secretary, Undersecretary, Technology Director and employees of Information Services, Director of Probation and Parole, Director of Prison Enterprises. The Undersecretary is responsible for ensuring that appropriate unit written policy and procedures are in place to comply with the provisions of this regulation.
5. **POLICY:** It is the Secretary's policy to provide access to the Department's demographic population profiles and management reports via the Internet at no cost. These profiles and reports can be found on the Department's website at [www.doc.louisiana.gov](http://www.doc.louisiana.gov). Individual requests for statistical information made in accordance with this regulation shall require payment in accordance with Department Regulation No. A-03-003 "Collection of Fees for Reproduction of Public Records."
6. **DEFINITION:**
  - A. Business Process Liaison: An individual appointed by each Headquarters Division, each Warden, and the Probation and Parole Director to represent the business processes of his/her respective information systems.
7. **PROCEDURES:**

A. Statistical Information Requests

- 1) Written requests for statistical information not available through the Department's Demographic Population Profiles and Management Reports on the website shall be addressed to the Deputy Secretary utilizing the Request for Statistical Data from DPS&C Information Systems (Form A-05-008-A).
- 2) The Deputy Secretary or his designee shall track such requests and the Department's responses as a public records request.
- 3) Requests for statistical information shall be referred to the Director of Data Research and Statistical Analysis by the Deputy Secretary with a request for recommended action (i.e. what is available/possible) and an invoice for the estimated processing/programmer time.
- 4) The Deputy Secretary, through the Legal Services Department, shall ensure that receipt of the request is acknowledged in a timely manner and shall ensure that notification of costs is provided to the requestor in accordance with the time frames established in policy.
- 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. A-03-003 "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 offenders or a specific group of named offenders shall not be processed.
- 8) Postage and shipping shall be billed at their actual cost.

B. Data Sharing Memoranda of Understanding

- 1) When another government agency needs to receive regular and routine data files from the Department, a formal Memorandum of Understanding ("MOU") shall be processed (See attached sample).
- 2) The request for data shall be processed through the Business Process Liaison, who shall ensure the data request is formalized in the MOU form (See attached sample).
- 3) The request shall be submitted to the Director of Data Research and Statistical Analysis with a request for recommended action (i.e. what

is available/possible) and to ensure the data sharing description is possible.

- 4) Once approved, the MOU shall be forward for 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 government agency and the Data Research and Statistical Analysis staff to implement the MOU.
- 6) The Director of Research and Statistical Analysis shall be responsible for developing and maintaining an inventory of data files being shared as a result of MOUs.

s/James M. LeBlanc  
Secretary

Attachment: Sample Memorandum of Understanding

Form: A-05-008-A Request for Statistical Data from DPS&C Information Systems

This regulation supersedes Department Regulation No. A-05-008 dated 22 November 2018.