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# CHAIRMAN'S MEMORANDUM

## NO. 03-2009

### April 8, 2009

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TO: SHERIFFS, COMMISSIONERS OF CORRECTION, JAIL ADMINISTRATORS

RE: Quarterly Classification Report

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Pursuant to Correction Law Section 500-b (9) and 9 NYCRR section 7013.13, county jails are required to submit to the Commission quarterly classification reports. This form is being revised to address issues identified during a recent audit completed by the New York State Office of Comptroller. Accordingly, the Commission has revised the content of the form and the manner in which it is disseminated to jails and submitted to the Commission.

Currently, a mailing is sent to all jails with instructions to return the quarterly classification report to the Commission within the required time frames. This practice will no longer occur. The new quarterly classification report will be available on the Commission's website for use by jurisdictions. A copy of the revised report is enclosed. Reminder notifications that the report is coming due will be placed on the e-Justice Portal.

This new form will take effect for the next reporting period which is due on May 15, 2009.

The report is divided into five sections: security staffing, security and supervision records, court orders, capital construction, and housing.

Instructions on how to fill this form out are as follows:

1. Security Staffing
  - a) Full time - In this section, list out **all** security ranks utilized in the facility, the number allocated in the budget, and the number currently filled.
  - b) Part time – List the total number of part time positions in the current budget, the number currently filled and the total number of hours worked **by all part time staff** during the reporting period.
  - c) New Hires/Basic Training /Staff Separations/Extended leave (Attachments #s 1-3) – Directions for these sections are listed under “Attachments”.

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New York State Commission of Correction  
80 Wolf Road, 4<sup>th</sup> Floor  
Albany, New York 12205  
(518) 485-2346

Thomas A. Beilein, Chairman

Phyllis Harrison-Ross, Commissioner  
Daniel L. Stewart, Commissioner

2. Security and Supervision Records – In this area check “*Yes or No*”, that the facility is currently in compliance with the listed sections of Minimum Standards. If *no* is indicated, please attach comments and provide the department’s plan to remedy the non-compliance.
3. Court Orders – List any current Court Orders (Date, Subject and Presiding Court for Orders **only** relating to Staffing, Jail Capacity or Security Requirements).
4. Please list if the Department has any capital construction that is underway or is being considered.
5. Housing - List any housing units that were closed and/or re-opened at any point during this reporting period.

### **Attachments**

Attachment # 1 - List any new security staff hired during this reporting period or any security staff that was hired prior to this reporting period that has not yet completed basic training. This section includes staff name, date of hire, date of birth, full-time or part-time and basic school completion date.

Attachment # 2 - List any security staff that has separated employment during this reporting period. This section includes staff name, date of separation, rank and full-time or part-time.

Attachment # 3 - List any security staff that is on extended leave. (IE: MILITARY, 207C, ILLNESS) Extended leave is defined as anyone on leave for more than 30 days. This section includes staff name, rank, date of leave or return, reason and if they are full or part-time staff.

If you have any questions regarding to this revised report or need any assistance in filling out the form in the future, please contact the Commission field staff member assigned to your county.

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Thomas A. Beilein  
Chairman

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