MEMORANDUM

TO: COMMISSION MEMBERS

FROM: Brian Callahan, General Counsel

RE: AGENDA FOR COMMISSION MEETING

DATE: October 19, 2021 at 11:00AM

LOCATION: Alfred E. Smith Building, 80 So. Swan Street, 12th Floor, Albany, New York.

I. MINUTES

SCOC
September 28, 2021 Commission Meeting

CPCRC
October 14, 2021

MRB
Administrative Closures

II. VARIANCES

A. Suffolk County Sheriff’s Office
   Suffolk County Jail
   21-V-19 NEW
   Prisoner Correspondence
   Sections 7004.1 and 7004.3

B. Nassau County Sheriff’s Office
   Nassau County Jail
   21-V-20 NEW
   Prisoner Correspondence
   Sections 7004.1 and 7004.3

C. St. Lawrence County Sheriff’s Office
   St. Lawrence County Jail
   21-V-21 NEW
   Prisoner Correspondence
   Sections 7004.1 and 7004.3
D. New York City Department of Correction
   Headquarters
   21-V-22 NEW
   Prisoner Correspondence
   Sections 7004.1 and 7004.3

III. MAXIMUM FACILITY CAPACITY

E. Monroe County Sheriff's Office
   Monroe County Jail
   Revised MFC

IV. CONSTRUCTION

F. Monroe County Sheriff's Office
   Monroe County Jail
   SCOC #21-C-050
   Reception Shower Gate

G. Onondaga County Sheriff's Office
   Onondaga County Corrections Department
   SCOC #21-C-050
   Renovation to Recreation Yard

H. Menands Police Department
   SCOC #21-C-059
   Removal of Holding Cells
MINUTES
Commission Meeting

STATE COMMISSION OF CORRECTION
LOCATION:
Albany Location
80 S. Swan Street, 12th Floor
Albany, New York 12210

DATE OF MEETING: September 28, 2021

Chairman Riley called the meeting to order at 10:00 a.m.

PRESENT:
Allen Riley, Chairman
Thomas Loughren, Commissioner
Yolanda Canty, Commissioner
Tricia Amati, Assistant to Chairman/Commissioner
Brian Callahan, Counsel
Debbie Slack-Bean, Associate Attorney
Terry Moran, Director of Operations
Keith, Zobel, Deputy Director of Operations
Cynthia Allen, Correctional Specialist 3
Christopher Ost, Correctional Specialist 3
Amanda Crawford Crowe, Correctional Facility Specialist 1
Lloyd Robistow, Correctional Facility Specialist 1
Adam Tilbe, Correctional Facility Specialist 1

LOCATION: Alfred E. Smith Building, 80 So. Swan Street, 12th Floor,
Albany, New York.

I. MINUTES

SCOC
August 17, 2021 Commission Meeting
Approved Unanimous
Canty/Loughren

CPCRC
September 9, 2021
Approved Unanimous
Canty/Loughren
MRB
Administrative Closures
Approved Unanimous
Canty/Loughren

September 2, 2021 Medical Review Board Minutes
Approved Unanimous
Loughren/Canty

II. VARIANCES
A. New York City Police Department
   18-V-01
   Supervision of Female Prisoners
   7004.1(e)
   Approved Unanimous
   December 1, 2022
   Canty/Loughren

B. New York City Department of Correction
   George R. Vierno Center
   20-V-16
   Inmate Confinement
   7075.4(a)
   Approved Unanimous
   April 1, 2022
   Canty/Loughren

C. Dutchess County Sheriff’s Office
   Dutchess County Jail
   20-V-15
   Visitation
   7008.2(b) and 7008.3(c)
   Approved Unanimous
   January 1, 2022
   Loughren/Canty

D. Erie County Sheriff’s Office
   Erie County Holding Center
   20-V-12
   Visitation
   7008.2(b) and 7008.3(c)
   Approved Unanimous
   January 1, 2022
   Loughren/Canty

E. Erie County Sheriff’s Office
   Erie County Correctional Facility
   20-V-13
   Visitation
   7008.2(b) and 7008.3(c)
   Approved Unanimous
   January 1, 2022
   Loughren/Canty

F. Franklin County Sheriff’s Office
   Franklin County Jail
   20-V-05
   Visitation
   7008.2(b) and 7008.3(c)
   Approved Unanimous
   January 1, 2022
   Loughren/Canty
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N. Suffolk County Sheriff’s Office
Suffolk County Jail Yaphank
20-V-08
Visitation
7008.2(b) and 7008.3(c)
Approved Unanimous
January 1, 2022
Loughren/Canty

O. Tompkins County Sheriff’s Office
Tompkins County Jail
20-V-04
Visitation
7008.2(b) and 7008.3(c)
Approved Unanimous
January 1, 2022
Loughren/Canty

P. Westchester County Department of Correction
Westchester County Jail
20-V-23
Visitation
7008.2(b) and 7008.3(c)
Approved Unanimous
January 1, 2022
Loughren/Canty

Q. Wyoming County Sheriff’s Office
Wyoming County Jail
20-V-11
Visitation
7008.2(b) and 7008.3(c)
Approved Unanimous
January 1, 2022
Loughren/Canty

R. Yates County Sheriff’s Office
Yates County Jail
20-V-10
Visitation
7008.2(b) and 7008.3(c)
Approved Unanimous
January 1, 2022
Loughren/Canty

III. MAXIMUM FACILITY CAPACITY
S. Monroe County Sheriff’s Office
Monroe County Jail
Revised MFC
Approved Unanimous
Canty/Loughren

IV. CONSTRUCTION
T. Albany County Sheriff’s Office
Clarksville Substation
SCOC #21-C-040
Holding Cells
Approved Unanimous
Canty/Loughren
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<th>U. New York City Department of Correction</th>
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Commissioner Canty made a motion to go into executive session at 10:02 a.m. to discuss Variances, Maximum Facility Capacity and Construction items which was seconded by Commissioner Loughren. Commissioner Loughren made a motion to exit Executive Session and return to general session at 10:24 a.m., which was seconded by Commissioner Canty.

The meeting resumed at 10:25 a.m. Motion was made by Commissioner Canty to ratify actions taken in Executive Session regarding Variances and Construction items,
seconded by Commissioner Loughren. Commissioner Canty made a motion to adjourn at 10:25 a.m. which was seconded by Commissioner Loughren.

Respectfully submitted,

Tricia Amati  
Assistant to Chairman/Commissioners
EXECUTIVE SESSION

MINUTES

LOCATION:
Commission Meeting

STATE COMMISSION OF CORRECTION
LOCATION:
Albany Location
80 S. Swan Street, 12th Floor
Albany, New York 12210

DATE OF MEETING: September 28, 2021

Chairman Riley called the meeting to order at 10 a.m.

PRESENT:
Allen Riley, Chairman
Thomas Loughren, Commissioner
Yolanda Canty, Commissioner
Tricia Amati, Assistant to Chairman/Commissioner
Brian Callahan, Counsel
Debbie Slack-Bean, Associate Attorney
Terry Moran, Director of Operations
Keith, Zobel, Deputy Director of Operations
Cynthia Allen, Correctional Specialist 3
Christopher Ost, Correctional Specialist 3
Amanda Crawford Crowe, Correctional Facility Specialist 1
Lloyd Robistow, Correctional Facility Specialist 1
Adam Tilbe, Correctional Facility Specialist 1

LOCATION: Alfred E. Smith Building, 80 So. Swan Street, 12th Floor, Albany, NY.

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The meeting resumed at 10:25 a.m. Motion was made by Commissioner Canty to ratify actions taken in Executive Session regarding Variances and Construction items, seconded by Commissioner Loughren. Commissioner Canty made a motion to adjourn at 10:25 a.m. which was seconded by Commissioner Loughren.

Respectfully submitted,

Tricia Amati
Assistant to Chairman/Commissioners
CITIZENS’ POLICY AND COMPLAINT REVIEW COUNCIL

October 14, 2021

NYS Commission of Correction
at
Alfred E. Smith Office Building
80 South Swan Street, 12th Floor
Albany, NY 12210
WEBEX CONFERENCE CALL

PRESENT:
Commissioner Canty

Council Members:
Albany:
Tom Cross
Martin Stanton

Also Present:
Commissioner Loughren
Keith Zobel
Deborah Slack-Bean
Cynthia Allen
Chris Ost
Vicky Walker

Commissioner Canty opened the meeting at 11:03 A.M.

Commissioner Canty asked for a motion to ratify all actions taken at the September 9, 2021 meeting. Tom Cross made a motion to ratify all actions taken on September 9, 2021. Martin Stanton seconded. Carried. Commissioner Canty asked for a motion to approve the minutes of the September 9, 2021 meeting. Tom Cross made a motion to approve the minutes of the September 9, 2021 meeting. Martin Stanton seconded. Carried.

Tom Cross, Martin Stanton, Commissioner Canty, and Commissioner Loughren reviewed the Denied with Comment grievances for the month of October 2021. Tom Cross, Martin Stanton, and Commissioner Canty made motions to Deny with the appropriate comment the grievances that they reviewed. These motions were seconded by Martin Stanton, Tom Cross, and Tom Cross respectively, and unanimously passed. Upon the recommendation of Commissioner Loughren, Martin Stanton made a motion to Deny with the appropriate comment the grievances that Commissioner Loughren reviewed. This motion was seconded by Tom Cross, and unanimously passed.

Tom Cross, Martin Stanton, Commissioner Canty, and Commissioner Loughren reviewed the Expedited grievances for the month October 2021. Tom Cross, Martin Stanton, and Commissioner Canty made motions to Deny the grievances that they reviewed. These motions were seconded by Martin Stanton, Tom Cross, and Tom Cross respectively, and unanimously passed. Upon the recommendation of Commissioner Loughren, Martin Stanton made a motion to Deny the grievances that Commissioner Loughren reviewed. This motion was seconded by Tom Cross, and unanimously passed.
Tom Cross, Martin Stanton, and Commissioner Canty reviewed 18 Facility Responses. Tom Cross made a motion to refer Erie County Facility Responses to Grievance #134723, #134728, #134271, #133476, and #133835, and Onondaga County Facility Response to Grievance #131492 to the Commission for follow up. This motion was seconded by Martin Stanton, and unanimously passed.

The Council reviewed the remaining grievances.

**ACCEPT IN PART**

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<td>149239</td>
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**ADMINISTRATIVE CLOSURES**

**DENY**

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148372
147806
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Chautauqua CJ
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147439
Chemung CJ
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147370
Chenango CJ
Unanimous

148162
147723
Clinton CJ
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148171
147390
148373
Columbia CJ
Unanimous

148406
Cortland CJ
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149304
148895
148168
Delaware CJ
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Suffolk CJ  
Unanimous

148620  
148619  
148530  
148529  
148273  
148272  
148025  
148023  
Sullivan CJ  
Unanimous

148892  
148480  
147995  
147994  
147034  
Tioga CJ  
Unanimous

149166  
149165  
148520  
148518  
147731  
Tompkins CJ  
Unanimous

148906  
Ulster CJ  
Unanimous

148738  
148718  
148640  
148639  
148638  
148260  
148259  
148258  
147941  
147920  
147798  
147734  
147714  
147678
Warren CJ  Unanimous

Wayne CJ  Unanimous
Westchester CJ  Unanimous

Yates CJ  Unanimous

DENIED WITH COMMENT

Albany CJ  Unanimous

Cattaraugus CJ  Unanimous

Cayuga CJ  Unanimous

Chenango CJ  Unanimous

Columbia CJ  Unanimous

Delaware CJ  Unanimous
Dutchess CJ  Unanimous

Erie CF  Unanimous

Essex CJ  Unanimous

Genesee CJ  Unanimous

Jefferson CJ  Unanimous

Livingston CJ  Unanimous
147679
Monroe CJ
Unanimous

148499
147987
Montgomery CJ
Unanimous

148885
148482
Nassau CJ
Unanimous

148269
Niagara CJ
Unanimous

149269
148859
148742
147858
Oneida CJ
Unanimous
Onondaga COR  Unanimous

Ontario CJ  Unanimous

Orange CJ  Unanimous

Orleans CJ  Unanimous

Oswego CJ  Unanimous

Otsego CJ  Unanimous

Putnam CJ  Unanimous
149299
148758
Schenectady CJ Unanimous

148743
Seneca CJ Unanimous

149058
148618
148270
148022
148021
147616
Sullivan CJ Unanimous

149167
148519
148119
148118
147824
147729
147727
147726
Tompkins CJ Unanimous

147735
Ulster CJ Unanimous

148241
147942
147940
147919
147715
Warren CJ Unanimous

149278
149237
Washington CJ Unanimous

149261
149260
149258
149232
148890
148888
148887
148500
148378
148361
148338
148062
The next CPCRC meeting will be held on Thursday, November 18, 2021 at 11:00 A.M. via WebEx Telephone Conference.

Commissioner Canty requested a motion to adjourn the meeting, which was made by Tom Cross, seconded by Martin Stanton, and carried. The meeting adjourned at 11:36 A.M.

Respectfully submitted,

Victoria Connors
Administrative Assistant
Name of Facility: Suffolk County Jail (Riverhead & Yaphank)  
Variance #21-V-19

New: XX  
Renewal:  
Relief from Standard: 7004.1 and 7004.3

Application by: Warden M. Franchi  
Date Request Rec: July 29, 2021

Last Approved: N/A  
Length of Approval: 9 months  
Expiration: July 1, 2022

Write-up Prepared by: Don Lincourt CFS II

Recommendation by Field Staff: We are generally recommending approval for a period of one year however in keeping all correspondence variances for all jurisdictions on the same approval cycle, approve until July 1, 2022

Recommendation at Briefing: Approve until July 1, 2022

Final Recommendation:

**SUMMARY OF VARIANCE REQUEST**

The facility is requesting to be allowed to photocopy all non-general and legal privileged correspondence and envelopes. Such photocopies would then be provide to the intended prisoner recipient within 24 hours of delivery to the facility. The facility requests this variance to assist in their efforts in reducing the influx of contraband making its way into the facility.

**VARIANCE HISTORY**

N/A

**CONSTRUCTION/RENOVATION PLANS**

None at this time

**OTHER VARIANCES IN EFFECT**

20-V-07- Visitation 7008.2(b) and 7008.3(c)  
20-V-08 applies the same conditions of 20-V-07 to the Department’s Yaphank facility

**STAFF INFORMATION AFTER SITE VISIT (DATE OF LAST VISIT TO FACILITY):**

COVID assessment site visit complete 11-10-20. No major violations were observed, compliance with CDC and DOH guidelines.

**DATE OF LAST CYCLE VISIT THAT STANDARD VIOLATIONS WERE IDENTIFIED:**

6/7/2021 Virtual

**ANY OPEN MINIMUM STANDARD VIOLATIONS:**

7002.4 Property Confiscation (Riverhead and Yaphank)  
7003 Security and Supervision (Riverhead and Yaphank)  
7009 Food Service policy (Riverhead)  
7015.2 Sanitation General (Riverhead)
7075.3 Policy (Riverhead and Yaphank)
7075.4 (d & f) Reviews of determinations (Riverhead and Yaphank)
7075.5(b) Determinations by CAO (Riverhead and Yaphank)
7075.5(c) Reviews of determinations (Riverhead and Yaphank)
7028.5 Exercise (Yaphank)
7039.3 Fire Prevention Codes (Yaphank)

OTHER INFORMATION

ANY VIOLATIONS WHICH PERTAIN TO THE VARIANCE’S CONDITIONS:
None

JUSTIFICATION FOR WHY VARIANCE SHOULD OR SHOULD NOT BE EXTENDED:
Variance to allow the photocopying of incoming non-privileged correspondence aids facilities in their ability to prevent narcotics from being introduced onto the facility population.

RECOMMENDED CONDITIONS IF APPROVED

Pursuant to this action, the following conditions shall apply:

1. Non-privileged correspondence and accompanying envelope may be photocopied and provided to the recipient prisoner. The original non-privileged incoming correspondence and accompanying envelope shall be placed in the recipient prisoner’s personal property.

2. Incoming general and legal privileged correspondence may only be opened and inspected for contraband in the presence of the recipient prisoner.

3. Incoming general and legal privileged correspondence and accompanying envelope may only be photocopied in the presence of the recipient prisoner. The original incoming general and legal privileged correspondence and accompanying envelope shall, in the presence of the recipient prisoner, be placed in a sealed envelope in a manner that does not allow the correspondence to be read, and thereafter secured in the recipient prisoner’s personal property.

4. The scanning of incoming general and legal privileged correspondence is strictly prohibited.

5. Outside the presence of recipient prisoner, the facility may use a drug detecting device to scan incoming general and legal privileged correspondence for illicit drugs without opening the envelope. In instances where the envelope must be opened in order to perform such scan, the opening and scanning of the envelope must occur only while in the presence of the recipient prisoner.

6. Approval of this variance does not relieve the facility from its duty to comply with United States Postal Services’ regulations and statutes.
7. Except for incoming non-general and legal privileged correspondence forwarded to the chief administrative officer, the facility shall make available correspondence for incarcerated individual view within one business day of delivery by the United States Postal Service.

8. The facility shall ensure that incarcerated individuals are provided, at no cost, the opportunity to:
   a. be provided with their original correspondence and enclosed contents (i.e., photos, cards, etc.), that are non-criminal in nature, immediately upon release/transfer from the facility; and
   b. be permitted to designate a person(s) who may obtain such original correspondence from the facility.

9. The facility shall provide incarcerated individuals the opportunity to have their original correspondence forwarded to a third party.

10. All relevant protocols concerning the photocopying of correspondence shall be included in the facility's incarcerated individual rulebook. If the rulebook is not yet scheduled for reprinting, such information shall be posted conspicuously in all housing areas until such reprinting has been completed and issued.

11. Any costs associated with the correspondence photocopying program shall be borne by the facility and not through the use of commissary profits.

12. The facility shall ensure that all correspondence-related reportable incidents are submitted to the Commission in accordance with Part 7022, Reportable Incidents.

REVIEWED BY REGIONAL SUPERVISOR:  

REVIEWED BY DIRECTOR:  T. Moran  

COMMENTS BY DIRECTOR:

OFFICIAL USE ONLY:

NOTES OF MEETING:
July 29, 2021

Allen Riley  
Chairman/Commissioner  
New York State Commission of Correction  
80 South Swan Street, 12th Floor  
Albany, New York 12210

Dear Commissioner Riley:

The Suffolk County Sheriff's Office is requesting a variance for Standard 7004.3 Incoming prisoner correspondence.

I have determined that we can better combat the influx of narcotics into the facilities by photocopying personal mail sent to inmates and delivering the photocopies while storing the original in the inmate's personal property. This is necessary to best perform my obligation to establish and maintain controls to protect staff, inmates, and the security, discipline, and good order of the institutions.

If there is any additional information that you need, please do not hesitate to contact me.

Sincerely,

Michael J. Franchi  
Warden  
Suffolk County Sheriff's Office  
(631) 852-2282

cc: Sheriff Errol D. Toulon, Jr.  
Undersheriff Steven Kuehhas  
Undersheriff Kevin Catalina  
Deputy Undersheriff Michael Catusco
INSTRUCTIONS TO SHERIFF OR CHIEF ADMINISTRATIVE OFFICER:

Pursuant to New York State Minimum Standards Part 7050, Variances, please complete all portions of this form and mail or fax this form Attn: Chairman/Commissioner to the address or fax number listed above.

Facility: Suffolk County Correctional Facilities

Person requesting: Warden Michael J. Franchi (Sheriff/Chief Administrative Officer)

A. State the specific part, section and subdivision of New York State Minimum Standards for which the variance is requested: Example: 7040.3 states that the total number of inmates confined within each correctional facility shall not exceed the maximum facility capacity of such facility. To request a variance to house additional inmates within the facility the citation should be listed as:

Ex. Part: 7040 Section: 3 Subdivision: n/a

Standard for which the variance is requested:

Part: 7004 Section: 3 Subdivision:

B. In the space provided below include specific plans fully explaining and supporting the alternative manner of compliance. If you are requesting a modification to an existing variance please include that information in the area below as well. (Include or attach any relevant supporting documentation)

The Suffolk County Sheriff's Office is requesting a variance permitting photocopying inmate personal mail, delivering the copy and placing the original in the inmate's personal property envelope.
C. In the space provided below include a detailed description regarding why this variance is necessary. (Include or attach any relevant supporting documentation.)

D. Provide the amount of time for which the variance is requested, if applicable:

   Days __0__   Weeks __0__   Months __6__

E. Should this variance application be approved, please detail below any plans, provisions and timetables for achieving full compliance with the Minimum Standard regulation that is the subject of this application. (Use additional sheets to provide further information and supporting documentation).

   This request does not include legal, privileged mail. Legal mail will continue to be opened and inspected in the presence of the recipient inmate.

   All other provisions of Standard 7004.3 will remain in effect.
F. If this variance request pertains to housing additional inmates, please provide the square footage for the potential housing areas affected (dayspace area, cells, gym, etc.) as well as the number of sinks, shower and toilets for that area. It is also necessary to include the current Maximum Facility Capacity (MFC) for the specific area listed in this application, along with the number of additional inmates (beyond the MFC rating) you are requesting to be housed in the specific area.

<table>
<thead>
<tr>
<th>Housing Area (Name and type, i.e. 1 North, dorm, linear)</th>
<th>Dorms and Cells Sq. Ft.</th>
<th>Number of Sinks</th>
<th>Number of Showers</th>
<th>Number of Toilets</th>
<th>Current MFC</th>
<th>Requested Number of Variance Beds</th>
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</tbody>
</table>

(If additional space is required please make a copy of this sheet and attach)

(Page _____ of _____)
G. Has this variance been previously approved by the Commission?

Yes _____ If yes, include the variance number ________________ No _____

Signature (Sheriff) (Chief Administrative Officer)  29 JUL 2021

Date

Additional copies of this form can be obtained by contacting the Commission, or online at www.scoc.ny.gov. Click on Manuals/Forms, Request for a County Jail Variance (Variance Application Form).
Name of Facility: Nassau County

<table>
<thead>
<tr>
<th>New: XX</th>
<th>Renewal:</th>
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<tr>
<td>Relief from Standard: 7004.1 and 7004.3</td>
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</tbody>
</table>

Application by: Captain Donahue

Date Request Rec: 10/1/21

Last Approved: N/A

Length of Approval: Expiration:

Write-up Prepared by: Terrence Moran

Recommendation by Field Staff:

Recommendation at Briefing: Approve until July 1, 2022

Final Recommendation:

**SUMMARY OF VARIANCE REQUEST**
The facility is requesting to be allowed to photocopy all non-general and legal privileged correspondence and envelopes. Such photocopies would then be provide to the intended prisoner recipient within 24 hours of delivery to the facility. The facility requests this variance to assist in their efforts in reducing the influx of contraband making its way into the facility.

**VARIANCE HISTORY**
N/A

**CONSTRUCTION/RENOVATION PLANS**
None at this time

**OTHER VARIANCES IN EFFECT**
N/A

**STAFF INFORMATION AFTER SITE VISIT (DATE OF LAST VISIT TO FACILITY):**
COVID assessment site visit complete 11-10-20. No major violations were observed, compliance with CDC and DOH guidelines.

**DATE OF LAST CYCLE VISIT THAT STANDARD VIOLATIONS WERE IDENTIFIED:**
2/3/21 Virtual

**ANY OPEN MINIMUM STANDARD VIOLATIONS:**

**OTHER INFORMATION**

**ANY VIOLATIONS WHICH PERTAIN TO THE VARIANCE’S CONDITIONS:**
None
JUSTIFICATION FOR WHY VARIANCE SHOULD OR SHOULD NOT BE EXTENDED:
Varies to allow the photocopying of incoming non-privileged correspondence aids facilities
in their ability to prevent narcotics from being introduced onto the facility population.

RECOMMENDED CONDITIONS IF APPROVED

Pursuant to this action, the following conditions shall apply:

1. Non-privileged correspondence and accompanying envelope may be photocopied
   and provided to the recipient prisoner. The original non-privileged incoming
   correspondence and accompanying envelope shall be placed in the recipient
   prisoner’s personal property.

2. Incoming general and legal privileged correspondence may only be opened and
   inspected for contraband in the presence of the recipient prisoner.

3. Incoming general and legal privileged correspondence and accompanying envelope
   may only be photocopied in the presence of the recipient prisoner. The original
   incoming general and legal privileged correspondence and accompanying envelope
   shall, in the presence of the recipient prisoner, be placed in a sealed envelope in a
   manner that does not allow the correspondence to be read, and thereafter secured
   in the recipient prisoner’s personal property.

4. The scanning of incoming general and legal privileged correspondence is strictly
   prohibited.

5. Outside the presence of recipient prisoner, the facility may use a drug detecting
   device to scan incoming general and legal privileged correspondence for illicit drugs
   without opening the envelope. In instances where the envelope must be opened in
   order to perform such scan, the opening and scanning of the envelope must occur
   only while in the presence of the recipient prisoner.

6. Approval of this variance does not relieve the facility from its duty to comply with
   United States Postal Services’ regulations and statutes.

7. Except for incoming non-general and legal privileged correspondence forwarded to
   the chief administrative officer, the facility shall make available correspondence for
   incarcerated individual view within one business day of delivery by the United States
   Postal Service.

8. The facility shall ensure that incarcerated individuals are provided, at no cost, the
   opportunity to:

   a. be provided with their original correspondence and enclosed contents (i.e.,
      photos, cards, etc.), that are non-criminal in nature, immediately upon
      release/transfer from the facility; and
b. be permitted to designate a person(s) who may obtain such original correspondence from the facility.

9. The facility shall provide incarcerated individuals the opportunity to have their original correspondence forwarded to a third party.

10. All relevant protocols concerning the photocopying of correspondence shall be included in the facility’s incarcerated individual rulebook. If the rulebook is not yet scheduled for reprinting, such information shall be posted conspicuously in all housing areas until such reprinting has been completed and issued.

11. Any costs associated with the correspondence photocopying program shall be borne by the facility and not through the use of commissary profits.

12. The facility shall ensure that all correspondence-related reportable incidents are submitted to the Commission in accordance with Part 7022, Reportable Incidents.

REVIEWED BY REGIONAL SUPERVISOR:   DATE:

REVIEWED BY DIRECTOR:   T. Moran   DATE: 10/18/21

COMMENTS BY DIRECTOR:

OFFICIAL USE ONLY:

NOTES OF MEETING:
VARIANCE APPLICATION FORM

Non-Capacity Variance

County Jail and NYCDOC
INSTRUCTIONS TO SHERIFF, COMMISSIONER OR CHIEF ADMINISTRATIVE OFFICER:

Pursuant to New York State Minimum Standards Part 7050, Variances, please complete all portions of this form and e-mail to the attention of Chairman/Commissioner, using the above e-mail address.

Facility: Nassau County Jail

Person requesting: Captain Daniel Donahue

(Sheriff/Commissioner/Chief Administrative Officer)

A. State the specific part, section and subdivision of New York State Minimum Standards for which the variance is requested: Example: 7008.2b states that, The visiting area shall be designed so as to allow physical contact between prisoners and their visitors. To request a variance to have physical barriers between inmates and visitors the citation should be listed as:

Ex. Part: 7008 Section: 2 Subdivision: b

Standard for which the variance is requested:

Part: 704 Section: 01 Subdivision: B

B. In the space provided below include specific plans fully explaining and supporting the alternative manner of compliance. If you are requesting a modification to an existing variance please include that information in the area below as well. The number of characters you can type in the below space is limited. If necessary, please attach any additional information with your submittal. Request permission to photo copy all incoming general mail and provide copy to I/I. Request permission to copy privilged mail and provide copy to I/I.
C. In the space provided below include a detailed description regarding why this variance is necessary. The number of characters you can type in the below space is limited. If necessary, please attach any additional information with your submittal.

D. Provide the amount of time for which the variance is requested, if applicable:

365 Days  ______ Weeks  ______ Months

E. Should this variance application be approved, please detail below any plans, provisions and timetables for achieving full compliance with the Minimum Standard regulation that is the subject of this application. The number of characters you can type in the below space is limited. If necessary, please attach any additional information with your submittal.
F. Has this variance been previously approved by the Commission?

Yes ☐ If yes, include the variance number _______________ No ☑

[Signature] 10/1/21
Signature (Sheriff), (Commissioner), (Chief Administrative Officer) Date

Additional copies of this form can be obtained by contacting the Commission, or by visiting www.scoc.ny.gov

Revised 9/2021
Name of Facility: St. Lawrence County Jail  
Variance #: 21-V-30

New: ☒  
Renewal:  
Relief from Standard: 7004.1(a) & 7004.3(a)

Application by: Administrator Peggy Harper  
Date Request Rec: 10/1/2021

Last Approved: N/A  
Length of Approval: 9 months  
Expiration: July 1, 2022

Write-up Prepared by: Elisha Hamilton

Recommendation by Field Staff: Recommend approval until July 1, 2022

Recommendation at Briefing:

Final Recommendation:

SUMMARY OF VARIANCE REQUEST
Administrator Peggy Harper is requesting authorization to provide incarcerated individuals with photocopies of their incoming correspondence in lieu of the original correspondence. The facility has been receiving correspondence that sometimes contains dangerous contraband. Photocopying the incoming correspondence will provide safety and security for staff and incarcerated individuals.

VARIANCE HISTORY
New variance

CONSTRUCTION/RENOVATION PLANS
N/A

OTHER VARIANCES IN EFFECT
N/A

STAFF INFORMATION AFTER SITE VISIT (DATE OF LAST VISIT TO FACILITY):
JANUARY 2021

DATE OF LAST CYCLE VISIT THAT STANDARD VIOLATIONS WERE IDENTIFIED:
JANUARY 2021

ANY OPEN MINIMUM STANDARD VIOLATIONS:
Not applicable at this time. No correspondence violations have been identified by Commission staff.

OTHER INFORMATION

ANY VIOLATIONS WHICH PERTAIN TO THE VARIANCE’S CONDITIONS:
Not applicable at this time.

JUSTIFICATION FOR WHY VARIANCE SHOULD OR SHOULD NOT BE EXTENDED:

RECOMMENDED CONDITIONS IF APPROVED
Pursuant to this action, the following conditions shall apply:
1. Non-privileged correspondence and accompanying envelope may be photocopied and provided to the recipient prisoner. The original non-privileged incoming correspondence and accompanying envelope shall be placed in the recipient prisoner's personal property.

2. Incoming general and legal privileged correspondence may only be opened and inspected for contraband in the presence of the recipient prisoner.

3. Incoming general and legal privileged correspondence and accompanying envelope may only be photocopied in the presence of the recipient prisoner. Options available include the use of a small photocopier and extension cord on a cart or escorting incarcerated individuals to the location of the photocopying. The original incoming general and legal privileged correspondence and accompanying envelope shall, in the presence of the recipient prisoner, be placed in a sealed envelope in a manner that does not allow the correspondence to be read, and thereafter secured in the recipient prisoner's personal property.

4. The scanning of incoming general and legal privileged correspondence is strictly prohibited.

5. Outside the presence of recipient prisoner, the facility may use a drug detecting device to scan incoming general and legal privileged correspondence for illicit drugs without opening the envelope. In instances where the envelope must be opened in order to perform such scan, the opening and scanning of the envelope must occur only while in the presence of the recipient prisoner.

6. Approval of this variance does not relieve the facility from its duty to comply with United States Postal Services' regulations and statutes.

7. Except for incoming non-general and legal privileged correspondence forwarded to the chief administrative officer, the facility shall make available correspondence for incarcerated individual view within one business day of delivery by the United States Postal Service.

8. The facility shall ensure that incarcerated individuals are provided, at no cost, the opportunity to:

   a. be provided with their original correspondence and enclosed contents (i.e., photos, cards, etc.), that are non-criminal in nature, immediately upon release/transfer from the facility; and

   b. be permitted to designate a person(s) who may obtain such original correspondence from the facility.

9. The facility shall provide incarcerated individuals the opportunity to have their original correspondence forwarded to a third party.

10. All relevant protocols concerning the photocopying of correspondence shall be included in the facility's incarcerated individual rulebook. If the rulebook is not yet
scheduled for reprinting, such information shall be posted conspicuously in all housing areas until such reprinting has been completed and issued.

11. Any costs associated with the correspondence photocopying program shall be borne by the facility and not through the use of commissary profits.

12. The facility shall ensure that all correspondence-related reportable incidents are submitted to the Commission in accordance with Part 7022, Reportable Incidents.

REVIEWED BY REGIONAL SUPERVISOR: Deborah Clark       DATE: 10-12-21

REVIEWED BY DIRECTOR: T. Moran       DATE: 10-12-21

COMMENTS BY DIRECTOR: ________________________________

OFFICIAL USE ONLY:

NOTES OF MEETING:
VARIANCE APPLICATION FORM

Non-Capacity Variance

County Jail and NYCDOC
New York State
Commission of Correction
80 S. Swan Street, 12th Floor
Albany, New York 12210
518-485-2346
correspondence@scoc.ny.gov

County Jail/NYCDoc Non-Capacity Variance Application Form

INSTRUCTIONS TO SHERIFF, COMMISSIONER OR CHIEF
ADMINISTRATIVE OFFICER:

Pursuant to New York State Minimum Standards Part 7050, Variances, please complete all portions of this form and e-mail to the attention of Chairman/Commissioner, using the above e-mail address.

Facility: St. Lawrence County

Person requesting: Peggy Harper

(Sheriff/Commissioner/Chief Administrative Officer)

A. State the specific part, section and subdivision of New York State Minimum Standards for which the variance is requested: Example: 7008.2b states that, The visiting area shall be designed so as to allow physical contact between prisoners and their visitors. To request a variance to have physical barriers between inmates and visitors the citation should be listed as:

Ex. Part: 7008 Section: 2 Subdivision: b

Standard for which the variance is requested:

Part: 7004 Section: 1&3 Subdivision: 

B. In the space provided below include specific plans fully explaining and supporting the alternative manner of compliance. If you are requesting a modification to an existing variance please include that information in the area below as well. The number of characters you can type in the below space is limited. If necessary, please attach any additional information with your submittal. All incoming correspondence will be photocopied at facility expense. General correspondence will be outside the presence of the intended recipient and legal correspondence will be photocopied in the presence of the intended individual (see E below).
C. In the space provided below include a detailed description regarding why this variance is necessary. The number of characters you can type in the below space is limited. If necessary, please attach any additional information with.

D. Provide the amount of time for which the variance is requested, if applicable:

_____ Days       _____ Weeks       12     Months

E. Should this variance application be approved, please detail below any plans, provisions and timetables for achieving full compliance with the Minimum Standard regulation that is the subject of this application. The number of characters you can type in the below space is limited. If necessary, please attach any additional information with your submittal.
F. Has this variance been previously approved by the Commission?

Yes ☐  If yes, include the variance number  _______________  No ☐

Peggy Harper
Signature (Sheriff), (Commissioner), (Chief Administrative Officer) 10/1/21

Additional copies of this form can be obtained by contacting the Commission, or by visiting www.scoc.ny.gov
MAXIMUM FACILITY CAPACITY

For the

Monroe County Jail

Rochester, New York

October 19, 2021

Allen Riley
Chairman

Thomas J. Loughren
Commissioner

Yolanda Canty
Commissioner
NOTE: INDIVIDUAL OCCUPANCY HOUSING UNITS AND MULTIPLE OCCUPANCY HOUSING UNITS WHICH MEET THE FOLLOWING REQUIREMENTS PURSUANT TO 9 NYCRR PART 7040 ARE TO BE INCLUDED IN THE MAXIMUM FACILITY CAPACITY FORMULATION.

I. INDIVIDUAL OCCUPANCY HOUSING UNITS:

1. Each such unit shall only house one (1) incarcerated individual and contain at least 60 square feet of floor space.

2. Each such individual occupancy housing unit shall contain:
   One (1) bed and mattress;
   One (1) functioning toilet; and
   One (1) functioning sink.

3. Sufficient showers shall be available to permit each incarcerated individual to shower daily.

4. Each tier or section of individual housing units constructed after the effective date of 9 NYCRR 7040 shall provide dayroom space adjacent and accessible to such tier or section.

EXCEPTIONS:

1. A unit may contain less than 60 square feet of floor space if such unit was originally constructed for single occupancy prior to the effective date of 9 NYCRR Part 7040.

2. Each such unit used to house incarcerated individuals apart from general population for the purpose of medical observation or treatment shall have a minimum of 80 square feet of floor space.

II. MULTIPLE OCCUPANCY HOUSING UNITS:

1. Each such unit shall provide a minimum of 50 square feet of floor space per incarcerated individual in the sleeping area.

2. Each such unit shall house no more than 60 incarcerated individuals.

3. Each such unit shall have a bed and mattress for each incarcerated individual.

4. Each such unit shall have at least:
   One (1) functioning toilet for every 12 incarcerated individuals;
   One (1) functioning shower for every 15 incarcerated individuals; and
   One (1) functioning sink for every 12 incarcerated individuals.

5. Each such unit shall provide a minimum of 25 square feet of dayroom space immediately adjacent and accessible to the sleeping area.

EXCEPTIONS:

1. Each such unit used to house incarcerated individuals apart from general population for the purpose of medical observation or treatment shall have a minimum of 80 square feet of floor space.
III. **UNITS CONTAINING BOTH INDIVIDUAL AND MULTIPLE OCCUPANCY HOUSING:**

1. The requirements as stipulated in I and II apply to all housing units consisting of both individual and multiple occupancy housing units.

**EXCEPTIONS:**

1. A unit may contain less than 60 square feet of floor space if such unit was originally constructed for single occupancy prior to the effective date of 9 NYCRR Part 7040.

2. Each such unit used to house incarcerated individuals apart from general population for the purpose of medical observation or treatment shall have a minimum of 80 square feet of floor space.

IV. **NON-HOUSING AREAS USED FOR THE TEMPORARY DETENTION OF INDIVIDUALS**

1. These are used to identify areas within the facility that are used for the temporary detention of individuals. These areas do not increase the capacity of the facility.
## IA. INDIVIDUAL OCCUPANCY HOUSING UNITS USED FOR GENERAL HOUSING

<table>
<thead>
<tr>
<th>Name of Housing Area/Section</th>
<th>Number of Individual Housing Units</th>
<th>Total Size of Unit (Sq. Ft. of Floor Space)</th>
<th>Number of Showers Available per Section</th>
<th>Maximum Incarcerated Individual Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Plaza</td>
<td>34</td>
<td>34 @ 65 sq. ft.</td>
<td>4</td>
<td>33</td>
</tr>
<tr>
<td>Mezzanine A-C</td>
<td>29</td>
<td>29 @ 63 sq. ft.</td>
<td>3</td>
<td>29</td>
</tr>
<tr>
<td>2 East Low</td>
<td>13</td>
<td>13 @ 56 sq. ft.</td>
<td>1</td>
<td>13</td>
</tr>
<tr>
<td>2 East High</td>
<td>13</td>
<td>13 @ 56 sq. ft.</td>
<td>1</td>
<td>13</td>
</tr>
<tr>
<td>2 West Low</td>
<td>13</td>
<td>13 @ 56 sq. ft.</td>
<td>1</td>
<td>13</td>
</tr>
<tr>
<td>2 West High</td>
<td>13</td>
<td>13 @ 56 sq. ft.</td>
<td>1</td>
<td>13</td>
</tr>
<tr>
<td>2M East Low</td>
<td>13</td>
<td>13 @ 56 sq. ft.</td>
<td>1</td>
<td>13</td>
</tr>
<tr>
<td>2M East High</td>
<td>13</td>
<td>13 @ 56 sq. ft.</td>
<td>1</td>
<td>13</td>
</tr>
<tr>
<td>2M West Low</td>
<td>13</td>
<td>13 @ 56 sq. ft.</td>
<td>1</td>
<td>13</td>
</tr>
<tr>
<td>2M West High</td>
<td>13</td>
<td>13 @ 56 sq. ft.</td>
<td>1</td>
<td>13</td>
</tr>
<tr>
<td>2M Center</td>
<td>5</td>
<td>5 @ 56 sq. ft.</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>3M Center</td>
<td>5</td>
<td>5 @ 56 sq. ft.</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>3 East Low</td>
<td>13</td>
<td>13 @ 56 sq. ft.</td>
<td>1</td>
<td>13</td>
</tr>
<tr>
<td>3 East High</td>
<td>13</td>
<td>13 @ 56 sq. ft.</td>
<td>1</td>
<td>13</td>
</tr>
<tr>
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<td>13</td>
<td>13 @ 56 sq. ft.</td>
<td>1</td>
<td>13</td>
</tr>
<tr>
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<td>13</td>
<td>13 @ 56 sq. ft.</td>
<td>1</td>
<td>13</td>
</tr>
<tr>
<td>3M East Low</td>
<td>13</td>
<td>13 @ 56 sq. ft.</td>
<td>1</td>
<td>13</td>
</tr>
<tr>
<td>3M East High</td>
<td>13</td>
<td>13 @ 56 sq. ft.</td>
<td>1</td>
<td>13</td>
</tr>
<tr>
<td>3M West Low</td>
<td>13</td>
<td>13 @ 56 sq. ft.</td>
<td>1</td>
<td>13</td>
</tr>
<tr>
<td>3M West High</td>
<td>13</td>
<td>13 @ 56 sq. ft.</td>
<td>1</td>
<td>13</td>
</tr>
<tr>
<td>4 West Low</td>
<td>13</td>
<td>13 @ 56 sq. ft.</td>
<td>1</td>
<td>13</td>
</tr>
<tr>
<td>4 West High</td>
<td>13</td>
<td>13 @ 56 sq. ft.</td>
<td>1</td>
<td>13</td>
</tr>
<tr>
<td>4 East Low</td>
<td>10</td>
<td>10 @ 56 sq. ft.</td>
<td>1</td>
<td>10</td>
</tr>
<tr>
<td>4 East High</td>
<td>10</td>
<td>10 @ 56 sq. ft.</td>
<td>1</td>
<td>10</td>
</tr>
<tr>
<td>4M East Low</td>
<td>10</td>
<td>10 @ 56 sq. ft.</td>
<td>1</td>
<td>10</td>
</tr>
<tr>
<td>4M East High</td>
<td>10</td>
<td>10 @ 56 sq. ft.</td>
<td>1</td>
<td>10</td>
</tr>
<tr>
<td>4M West High</td>
<td>13</td>
<td>13 @ 56 sq. ft.</td>
<td>1</td>
<td>13</td>
</tr>
<tr>
<td>4M West Low</td>
<td>13</td>
<td>13 @ 56 sq. ft.</td>
<td>1</td>
<td>13</td>
</tr>
<tr>
<td>City 2nd A Block</td>
<td>12</td>
<td>12 @ 42 sq. ft.</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>City 2nd B Block</td>
<td>24</td>
<td>24 @ 38 sq. ft.</td>
<td>1</td>
<td>24</td>
</tr>
<tr>
<td>City 2nd C Block</td>
<td>16</td>
<td>16 @ 42 sq. ft.</td>
<td>1</td>
<td>16</td>
</tr>
<tr>
<td>City 2nd D Block</td>
<td>18</td>
<td>18 @ 42 sq. ft.</td>
<td>1</td>
<td>18</td>
</tr>
<tr>
<td>City 2nd E Block</td>
<td>12</td>
<td>12 @ 42 sq. ft.</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td><strong>City 3rd</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Main</strong></td>
<td>14</td>
<td>14 @ 60 sq. ft.</td>
<td>2</td>
<td>37</td>
</tr>
<tr>
<td><strong>Right Side Subdivision</strong></td>
<td>8</td>
<td>8 @ 42 sq. ft.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plaza North Pod</td>
<td>37</td>
<td>37 @ 80 sq. ft.</td>
<td>4</td>
<td>53</td>
</tr>
<tr>
<td>Plaza South Pod</td>
<td>37</td>
<td>37 @ 80 sq. ft.</td>
<td>4</td>
<td>53</td>
</tr>
<tr>
<td>Pod</td>
<td>Floors</td>
<td>Total Number of Cells</td>
<td>Total Square Feet</td>
<td>Cells per Floor</td>
</tr>
<tr>
<td>------------------</td>
<td>--------</td>
<td>-----------------------</td>
<td>-------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>2 North Pod</td>
<td>37</td>
<td>37</td>
<td>37 @ 80 sq. ft.</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>16</td>
<td>16</td>
<td>16 @ 98 sq. ft.</td>
<td></td>
</tr>
<tr>
<td>2 South Pod</td>
<td>37</td>
<td>37</td>
<td>37 @ 80 sq. ft.</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>16</td>
<td>16</td>
<td>16 @ 98 sq. ft.</td>
<td></td>
</tr>
<tr>
<td>3 North Pod</td>
<td>37</td>
<td>37</td>
<td>37 @ 80 sq. ft.</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>16</td>
<td>16</td>
<td>16 @ 98 sq. ft.</td>
<td></td>
</tr>
<tr>
<td>3 South Pod</td>
<td>37</td>
<td>37</td>
<td>37 @ 80 sq. ft.</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>16</td>
<td>16</td>
<td>16 @ 98 sq. ft.</td>
<td></td>
</tr>
<tr>
<td>4 North Pod</td>
<td>37</td>
<td>37</td>
<td>37 @ 80 sq. ft.</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>16</td>
<td>16</td>
<td>16 @ 98 sq. ft.</td>
<td></td>
</tr>
<tr>
<td>4 South Pod</td>
<td>37</td>
<td>37</td>
<td>37 @ 80 sq. ft.</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>16</td>
<td>16</td>
<td>16 @ 98 sq. ft.</td>
<td></td>
</tr>
<tr>
<td>Mezz Dorm Cells</td>
<td>4</td>
<td>4</td>
<td>4 @ 85 sq. ft.</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>8</td>
<td>8 @ 63 sq. ft.</td>
<td></td>
</tr>
</tbody>
</table>

Notes:
1. A previous window replacement project resulted in the loss of natural light in cell #200. Until such time natural light is restored, this cell cannot be used to house incarcerated Individuals.

2. The facility no longer uses the cells in the 2M Center and 3M Center housing areas, as the cell fixtures are used for spare parts for other cells in the facility.

3. Mezz Dorm cell #10 was removed to increase the capacity of the Mezz Dorm from 36 beds to 48 beds, as cell #10 is vacated and available for toilet and sink use by incarcerated individuals in the Mezz Dorm.

Individual General Housing Unit Total: 916
### INDIVIDUAL OCCUPANCY HOUSING UNITS USED FOR ADMISSIONS/ORIENTATION, MEDICAL AND MENTAL HEALTH OBSERVATION

<table>
<thead>
<tr>
<th>Name of Housing Area/Section</th>
<th>Type of Housing</th>
<th>Number of Individual Housing Units</th>
<th>Total Size of Unit (Sq. Ft. of Floor Space)</th>
<th>Number of Showers Available</th>
<th>Maximum Incarcerated Individual Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reception Includes Reception Annex Housing</td>
<td>Admission and Orientation</td>
<td>10</td>
<td>10 @ 65 sq. ft.</td>
<td>2</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Medical</td>
<td>1</td>
<td>1 @ 80 sq. ft.</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Mental Health</td>
<td>3</td>
<td>3 @ 84 sq. ft.</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1</td>
<td>1 @ 89 sq. ft.</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1</td>
<td>1 @ 66 sq. ft.</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1</td>
<td>1 @ 60 sq. ft.</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1</td>
<td>1 @ 60 sq. ft.</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Reception</td>
<td>Admission and Orientation</td>
<td>34</td>
<td>34 @ 60 sq. ft.</td>
<td>2</td>
<td>34</td>
</tr>
<tr>
<td>Reception Annex</td>
<td>Admission and Orientation</td>
<td>10</td>
<td>10 @ 64 sq. ft.</td>
<td>2</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Medical</td>
<td>4</td>
<td>4 @ 86 sq. ft.</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1</td>
<td>1 @ 79 sq. ft.</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1</td>
<td>1 @ 60 sq. ft.</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1</td>
<td>1 @ 63 sq. ft.</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1</td>
<td>1 @ 94 sq. ft.</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1</td>
<td>1 @ 64 sq. ft.</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1</td>
<td>1 @ 99 sq. ft.</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1</td>
<td>1 @ 70 sq. ft.</td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

Note: Only cells that are 80 sq. ft. or larger can be used for medical purposes.

Individual Admissions/orientation, Medical and Mental Health Observation Housing Unit Total: 73
### IC. INDIVIDUAL OCCUPANCY HOUSING UNITS USED FOR SPECIAL HOUSING

<table>
<thead>
<tr>
<th>Name of Housing Area/Section</th>
<th>Type of Special Housing</th>
<th>Number of Individual Housing Units</th>
<th>Total Size of Unit (Sq. Ft. of Floor Space)</th>
<th># of Showers Available per Section</th>
<th>Maximum Incarcerated Individual Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Corridor</td>
<td>Punitive and Administrative Segregation</td>
<td>4</td>
<td>4 @ 56 sq. ft.</td>
<td>Share with either 2 West Low Housing or 2 West High Housing</td>
<td>4</td>
</tr>
<tr>
<td>3 Corridor</td>
<td>Punitive and Administrative Segregation</td>
<td>4</td>
<td>4 @ 56 sq. ft.</td>
<td>Share with either 3 West Low Housing or 3 West High Housing</td>
<td>4</td>
</tr>
<tr>
<td>4M East Corridor</td>
<td>Punitive and Administrative Segregation</td>
<td>3</td>
<td>3 @ 56 sq. ft.</td>
<td>Share with either 4M East Low Housing or 4M East High Housing</td>
<td>3</td>
</tr>
<tr>
<td>4M West Corridor</td>
<td>Punitive and Administrative Segregation</td>
<td>3</td>
<td>3 @ 56 sq. ft.</td>
<td>Share with either 4M West Low Housing or 4M West High Housing</td>
<td>3</td>
</tr>
<tr>
<td>City 2nd G Block</td>
<td>Punitive and Administrative Segregation</td>
<td>2</td>
<td>2 @ 70 sq. ft.</td>
<td>Shares with B Block</td>
<td>2</td>
</tr>
<tr>
<td>Special Housing</td>
<td>Punitive and Administrative Segregation</td>
<td>20</td>
<td>20 @ 65 sq. ft.</td>
<td></td>
<td>20</td>
</tr>
</tbody>
</table>

Individual Special Housing Unit Total: 36
### IIA. MULTIPLE OCCUPANCY HOUSING UNITS USED FOR GENERAL HOUSING

<table>
<thead>
<tr>
<th>Name of Housing Area/Section</th>
<th>Number of Toilets</th>
<th>Number of Sinks</th>
<th>Number of Showers</th>
<th>Total Size of Unit (Sq. Ft. of Floor Space)</th>
<th>Maximum Incarcerated Individual Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSB A/B Dorm</td>
<td>7</td>
<td>6</td>
<td>7</td>
<td>5530 sq. ft.</td>
<td>60</td>
</tr>
<tr>
<td>City Dorm</td>
<td>5</td>
<td>5</td>
<td>4</td>
<td>4172 sq. ft.</td>
<td>55</td>
</tr>
<tr>
<td>City 2 F-Block Dorm</td>
<td>4</td>
<td>4</td>
<td>3</td>
<td>701 sq. ft.</td>
<td>9</td>
</tr>
<tr>
<td>4 East High End Cell</td>
<td>1</td>
<td>1</td>
<td>Access is provided to East High Linear showers</td>
<td>168 sq. ft.</td>
<td>3</td>
</tr>
<tr>
<td>4 East Low End Cell</td>
<td>1</td>
<td>1</td>
<td>Access is provided to East Low Linear showers</td>
<td>168 sq. ft.</td>
<td>3</td>
</tr>
<tr>
<td>4 Mezz East High End Cell</td>
<td>1</td>
<td>1</td>
<td>Access is provided to Mezz East High Linear showers</td>
<td>168 sq. ft.</td>
<td>3</td>
</tr>
<tr>
<td>4 Mezz East Low End Cell</td>
<td>1</td>
<td>1</td>
<td>Access is provided to Mezz East Low Linear showers</td>
<td>168 sq. ft.</td>
<td>3</td>
</tr>
<tr>
<td>Mezz Dorm</td>
<td>3</td>
<td>3</td>
<td>4</td>
<td>3952 sq. ft.</td>
<td>48</td>
</tr>
</tbody>
</table>

**Notes:**

1. There is sufficient dayspace square footage in the respective main units for incarcerated individuals housed in the End cells in 4 East High, 4 East Low, 4 Mezz East High and 4 Mezz East Low to access the dayroom space. Only incarcerated individuals of the same classification can be housed in these areas.

2. Mezz Dorm cell #10 is vacated and the door has been removed to provide a fourth toilet and sink for incarcerated individuals housed in the Mezz Dorm. Accordingly, the capacity for the Mezz Dorm is 48 beds.

**Multiple General Housing Unit Total: 184**
IIB. MULTIPLE OCCUPANCY HOUSING UNITS USED FOR ADMISSIONS/ORIENTATION, MEDICAL AND MENTAL HEALTH OBSERVATION

<table>
<thead>
<tr>
<th>Name of Housing Area/Section</th>
<th>Type of Housing</th>
<th>Number of Toilets</th>
<th>Number of Sinks</th>
<th>Number of Showers</th>
<th>Total Size of Unit (Sq. Ft. of Floor Space)</th>
<th>Maximum Incarcerated Individual Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reception Annex</td>
<td>Admissions Orientation</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>618 sq. ft.</td>
<td>8</td>
</tr>
</tbody>
</table>

Multiple Admissions/Orientation, Medical and Mental Health Observation Housing Unit Total: 0

IIC. MULTIPLE OCCUPANCY HOUSING UNITS USED FOR SPECIAL HOUSING

<table>
<thead>
<tr>
<th>Name of Housing Area/Section</th>
<th>Type of Special Housing</th>
<th>Number of Toilets</th>
<th>Number of Sinks</th>
<th>Number of Showers</th>
<th>Total Size of Unit (Sq. Ft. of Floor Space)</th>
<th>Maximum Incarcerated Individual Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Applicable</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

Multiple Special Housing Unit Total: 0
### IIIA. UNITS CONTAINING BOTH INDIVIDUAL AND MULTIPLE OCCUPANCY HOUSING USED FOR GENERAL HOUSING

<table>
<thead>
<tr>
<th>Name of Housing Area/Section</th>
<th>Number of Housing Units</th>
<th>Total Size of Unit (Sq. Ft. of Floor Space)</th>
<th>Number of Showers Available</th>
<th>Maximum Incarcerated Individual Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Applicable</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

Individual and Multiple Occupancy General Housing Unit Total: 0

### IIIB. UNITS CONTAINING BOTH INDIVIDUAL AND MULTIPLE OCCUPANCY HOUSING USED FOR ADMISSIONS/orientation, Medical and Mental Health Observation

<table>
<thead>
<tr>
<th>Name of Housing Area/Section</th>
<th>Type of Housing</th>
<th>Number of Housing Units</th>
<th>Total Size of Unit (Sq. Ft. of Floor Space)</th>
<th>Number of Showers Available</th>
<th>Maximum Incarcerated Individual Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Applicable</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

Individual and Multiple Occupancy Admissions/Orientation, Medical and Mental Health Housing Unit Total: 0

### IIIC. UNITS CONTAINING BOTH INDIVIDUAL AND MULTIPLE OCCUPANCY HOUSING USED FOR SPECIAL HOUSING

<table>
<thead>
<tr>
<th>Name of Housing Area/Section</th>
<th>Type of Special Housing</th>
<th>Number of Housing Units</th>
<th>Total Size of Unit (Sq. Ft. of Floor Space)</th>
<th>Number of Showers Available</th>
<th>Maximum Incarcerated Individual Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Applicable</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

Individual and Multiple Occupancy Special Housing Unit Total: 0
### IV. NON-HOUSING AREAS USED FOR THE TEMPORARY DETENTION OF INDIVIDUALS

<table>
<thead>
<tr>
<th>Name of Area/Section</th>
<th>Number of Toilets</th>
<th>Number of Sinks</th>
<th>Total Size of Area (Sq. Ft. of Floor Space)</th>
<th>Description of Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>S 02 - Booking</td>
<td>1</td>
<td>1</td>
<td>98 sq. ft.</td>
<td>The facility may hold up to six (6) incarcerated individuals.</td>
</tr>
<tr>
<td>S 03 - Booking</td>
<td>1</td>
<td>1</td>
<td>75 sq. ft.</td>
<td>The facility may hold up to five (5) incarcerated individuals.</td>
</tr>
<tr>
<td>S 04 - Booking</td>
<td>1</td>
<td>1</td>
<td>66 sq. ft.</td>
<td>The facility may hold up to four (4) incarcerated individuals.</td>
</tr>
<tr>
<td>S 05 - Booking</td>
<td>1</td>
<td>1</td>
<td>86 sq. ft.</td>
<td>The facility may hold up to five (5) incarcerated individuals.</td>
</tr>
<tr>
<td>S 06 - Booking</td>
<td>1</td>
<td>1</td>
<td>64 sq. ft.</td>
<td>The facility may hold up to four (4) incarcerated individuals.</td>
</tr>
<tr>
<td>S 07 - Booking</td>
<td>1</td>
<td>1</td>
<td>86 sq. ft.</td>
<td>The facility may hold up to five (5) incarcerated individuals.</td>
</tr>
<tr>
<td>S 08 - Booking</td>
<td>1</td>
<td>1</td>
<td>72 sq. ft.</td>
<td>The facility may hold up to four (4) incarcerated individuals.</td>
</tr>
<tr>
<td>S 09 - Booking</td>
<td>1</td>
<td>1</td>
<td>95 sq. ft.</td>
<td>The facility may hold up to six (6) incarcerated individuals.</td>
</tr>
<tr>
<td>S 10 - Booking</td>
<td>1</td>
<td>1</td>
<td>95 sq. ft.</td>
<td>The facility may hold up to six (6) incarcerated individuals.</td>
</tr>
<tr>
<td>S 11 - Booking</td>
<td>1</td>
<td>1</td>
<td>177 sq. ft.</td>
<td>The facility may hold up to eleven (11) incarcerated individuals.</td>
</tr>
<tr>
<td>S 12 - Booking</td>
<td>1</td>
<td>1</td>
<td>80 sq. ft.</td>
<td>The facility may hold up to five (5) incarcerated individuals.</td>
</tr>
<tr>
<td>S 13 - Booking</td>
<td>1</td>
<td>1</td>
<td>265 sq. ft.</td>
<td>The facility may hold up to seventeen (17) incarcerated individuals.</td>
</tr>
<tr>
<td>S 14 - Booking</td>
<td>1</td>
<td>1</td>
<td>111 sq. ft.</td>
<td>The facility may hold up to seven (7) incarcerated individuals.</td>
</tr>
<tr>
<td>S 15 - Booking</td>
<td>1</td>
<td>1</td>
<td>75 sq. ft.</td>
<td>The facility may hold up to five (5) incarcerated individuals.</td>
</tr>
<tr>
<td>S 16 - Booking</td>
<td>1</td>
<td>1</td>
<td>51 sq. ft.</td>
<td>The facility may hold up to three (3) incarcerated individuals.</td>
</tr>
<tr>
<td>S 17 - Booking</td>
<td>1</td>
<td>1</td>
<td>51 sq. ft.</td>
<td>The facility may hold up to three (3) incarcerated individuals.</td>
</tr>
<tr>
<td>S 18 - Booking</td>
<td>1</td>
<td>1</td>
<td>64 sq. ft.</td>
<td>The facility may hold up to four (4) incarcerated individuals.</td>
</tr>
<tr>
<td>S 19 - Booking</td>
<td>1</td>
<td>1</td>
<td>51 sq. ft.</td>
<td>The facility may hold up to three (3) incarcerated individuals.</td>
</tr>
<tr>
<td>S 20 - Booking</td>
<td>1</td>
<td>1</td>
<td>51 sq. ft.</td>
<td>The facility may hold up to three (3) incarcerated individuals.</td>
</tr>
<tr>
<td>S 21 - Booking</td>
<td>1</td>
<td>1</td>
<td>51 sq. ft.</td>
<td>The facility may hold up to three (3) incarcerated individuals.</td>
</tr>
<tr>
<td>S 22 – Female Dressing Station</td>
<td>1</td>
<td>1</td>
<td>72 sq. ft.</td>
<td>The facility may hold up to four (4) incarcerated individuals.</td>
</tr>
<tr>
<td>S 23 – Female Dressing Station</td>
<td>1</td>
<td>1</td>
<td>68 sq. ft.</td>
<td>The facility may hold up to four (4) incarcerated individuals.</td>
</tr>
<tr>
<td>S 24 Booking Release</td>
<td>1</td>
<td>1</td>
<td>89 sq. ft.</td>
<td>The facility may hold up to five (5) incarcerated individuals.</td>
</tr>
<tr>
<td>----------------------</td>
<td>---</td>
<td>---</td>
<td>------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>S 25 Booking Release</td>
<td>1</td>
<td>1</td>
<td>68 sq. ft.</td>
<td>The facility may hold up to four (4) incarcerated individuals.</td>
</tr>
<tr>
<td>S 26 Booking Release</td>
<td>1</td>
<td>1</td>
<td>72 sq. ft.</td>
<td>The facility may hold up to four (4) incarcerated individuals.</td>
</tr>
<tr>
<td>S 27 Booking Release</td>
<td>1</td>
<td>1</td>
<td>120 sq. ft.</td>
<td>The facility may hold up to eight (8) incarcerated individuals.</td>
</tr>
<tr>
<td>S 28 Booking Release</td>
<td>1</td>
<td>1</td>
<td>89 sq. ft.</td>
<td>The facility may hold up to five (5) incarcerated individuals.</td>
</tr>
<tr>
<td>S 29 Booking Release</td>
<td>1</td>
<td>1</td>
<td>89 sq. ft.</td>
<td>The facility may hold up to five (5) incarcerated individuals.</td>
</tr>
<tr>
<td>S 30 Booking</td>
<td>1</td>
<td>1</td>
<td>153 sq. ft.</td>
<td>The facility may hold up to ten (10) incarcerated individuals.</td>
</tr>
<tr>
<td>S 31 Booking</td>
<td>1</td>
<td>1</td>
<td>177 sq. ft.</td>
<td>The facility may hold up to eleven (11) incarcerated individuals.</td>
</tr>
</tbody>
</table>

Notes:
1. Non-housing areas may be used only for temporary holding for up to the number of incarcerated individuals as prescribed. The facility shall limit individual occupancy holding to twelve (12) hours. Multiple occupancy holding shall be limited to four (4) hours. Any other use is prohibited. Whenever incarcerated individuals are placed in non-housing areas, at a minimum, Active Supervision shall be maintained.
## Housing Type

<table>
<thead>
<tr>
<th>Housing Type</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subtotal Individual Housing Units Used for General Housing</td>
<td>916</td>
</tr>
<tr>
<td>Subtotal Individual Housing Units Used for Admissions/Orientation, Medical and Mental Health Observation</td>
<td>73</td>
</tr>
<tr>
<td>Subtotal Individual Housing Units Used for Special Housing</td>
<td>36</td>
</tr>
<tr>
<td>Subtotal Multiple Occupancy Housing Units Used for General Housing</td>
<td>184</td>
</tr>
<tr>
<td>Subtotal Multiple Occupancy Housing Units Used for Admissions/Orientation, Medical and Mental Health Observation</td>
<td>8</td>
</tr>
<tr>
<td>Subtotal Multiple Occupancy Housing Units Used for Special Housing</td>
<td>0</td>
</tr>
<tr>
<td>Subtotal Units Containing both Individual and Multiple Occupancy Housing Used for General Housing</td>
<td>0</td>
</tr>
<tr>
<td>Subtotal Units Containing both Individual and Multiple Occupancy Housing Used for Admissions/Orientation, Medical and Mental Health Observation</td>
<td>0</td>
</tr>
<tr>
<td>Subtotal Units Containing both Individual and Multiple Occupancy Housing Used for Special Housing</td>
<td>0</td>
</tr>
<tr>
<td><strong>Maximum Facility Capacity:</strong></td>
<td><strong>1217</strong></td>
</tr>
</tbody>
</table>

Other identified areas not rated as part of Maximum Facility Capacity: Yes (X) No ( )

The above-noted capacity is based upon the following:

1. The number of properly equipped individual occupancy housing units, including the number of properly equipped admissions, medical and mental health and any other special housing units;

2. The number of properly equipped multiple occupancy housing units, including the number of properly equipped admissions, medical and mental health and any other special housing units; and

3. The facility's ability to provide required programs and services and to comply with other rules and regulations of 9 NYCRR Chapter IV which are related to facility capacity.

**Justification for Change in MFC**
Revised to reflect Minimum Standard changes to Part 7006 and Part 7013.

Reviewed by: Keith Zobel
Approved by: Terrence Moran

Deputy Director 10/12/21
Director 10/12/21