



**Commission of
Correction**

ALLEN RILEY
Chairman

THOMAS J. LOUGHREN
Commissioner

YOLANDA CANTY
Commissioner

M E M O R A N D U M

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-060
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**



Commission of Correction

ALLEN RILEY
Chairman

THOMAS J. LOUGHREN
Commissioner

YOLANDA CANTY
Commissioner

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**

- | | |
|---|---|
| <p>G. Fulton County Sheriff's Office
 Fulton County Jail
 20-V-30
 Visitation
 7008.2(b) and 7008.3(c)</p> | <p>Approved Unanimous
 January 1, 2022
 Loughren/Canty</p> |
| <p>H. Genesee County Sheriff's Office
 Genesee County Jail
 20-V-28
 Visitation
 7008.2(b) and 7008.3(c)</p> | <p>Approved Unanimous
 January 1, 2022
 Loughren/Canty</p> |
| <p>I. Jefferson County Sheriff's Office
 Jefferson County Jail
 21-V-01
 Visitation
 7008.2(b) and 7008.3(c)</p> | <p>Approved Unanimous
 January 1, 2022
 Loughren/Canty</p> |
| <p>J. Monroe County Sheriff's Office
 Monroe County Jail
 20-V-03
 Visitation
 7008.2(b) and 7008.3(c)</p> | <p>Approved Unanimous
 January 1, 2022
 Loughren/Canty</p> |
| <p>K. Onondaga County Sheriff's Office
 Onondaga County Corrections Department
 21-V-16
 Visitation
 7008.2(b) and 7008.3(c)</p> | <p>Approved Unanimous
 January 1, 2022
 Loughren/Canty</p> |
| <p>L. Rockland County Sheriff's Office
 Rockland County Jail
 20-V-09
 Visitation
 7008.2(b) and 7008.3(c)</p> | <p>Approved Unanimous
 January 1, 2022
 Loughren/Canty</p> |
| <p>M. Suffolk County Sheriff's Office
 Suffolk County Jail Riverhead
 20-V-07
 Visitation
 7008.2(b) and 7008.3(c)</p> | <p>Approved Unanimous
 January 1, 2022
 Loughren/Canty</p> |

- | | |
|---|---|
| <p>N. Suffolk County Sheriff's Office
 Suffolk County Jail Yaphank
 20-V-08
 Visitation
 7008.2(b) and 7008.3(c)</p> | <p>Approved Unanimous
 January 1, 2022
 Loughren/Canty</p> |
| <p>O. Tompkins County Sheriff's Office
 Tompkins County Jail
 20-V-04
 Visitation
 7008.2(b) and 7008.3(c)</p> | <p>Approved Unanimous
 January 1, 2022
 Loughren/Canty</p> |
| <p>P. Westchester County Department of Correction
 Westchester County Jail
 20-V-23
 Visitation
 7008.2(b) and 7008.3(c)</p> | <p>Approved Unanimous
 January 1, 2022
 Loughren/Canty</p> |
| <p>Q. Wyoming County Sheriff's Office
 Wyoming County Jail
 20-V-11
 Visitation
 7008.2(b) and 7008.3(c)</p> | <p>Approved Unanimous
 January 1, 2022
 Loughren/Canty</p> |
| <p>R. Yates County Sheriff's Office
 Yates County Jail
 20-V-10
 Visitation
 7008.2(b) and 7008.3(c)</p> | <p>Approved Unanimous
 January 1, 2022
 Loughren/Canty</p> |
| <p>III. <u>MAXIMUM FACILITY CAPACITY</u></p> | |
| <p>S. Monroe County Sheriff's Office
 Monroe County Jail
 Revised MFC</p> | <p>Approved Unanimous
 Canty/Loughren</p> |
| <p>IV. <u>CONSTRUCTION</u></p> | |
| <p>T. Albany County Sheriff's Office
 Clarksville Substation
 SCOC #21-C-040
 Holding Cells</p> | <p>Approved Unanimous
 Canty/Loughren</p> |

- | | |
|---|--|
| <p>U. New York City Department of Correction
 Rose M. Singer Center
 SCOC #21-C-041
 Razor Ribbon</p> | <p>Approved Unanimous
 Loughren/Canty</p> |
| <p>V. New York City Department of Correction
 Robert N. Davoren Center
 SCOC #21-C-042
 Razor Ribbon</p> | <p>Approved Unanimous
 Loughren/Canty</p> |
| <p>W. Monroe County Sheriff's Office
 Monroe County Jail
 SCOC #21-C-043
 Deputy Station (Housing)</p> | <p>Approved Unanimous
 Loughren/Canty</p> |
| <p>X. Chemung County Sheriff's Office
 Chemung County Jail
 SCOC #21-C-044
 Replacement Plumbing in Large Dorm</p> | <p>Approved Unanimous
 Canty/Loughren</p> |
| <p>Y. New York City Administration for Children's Services
 Horizon Juvenile Detention Center
 SCOC #21-C-011
 Pilot Project</p> | <p>Approved Unanimous
 Loughren/Canty</p> |
| <p>Z. Rockland County Sheriff's Office
 Rockland County Jail
 20-V-05
 Prisoner Correspondence
 Sections 7004.1 and 7004.3</p> | <p>Approved Unanimous
 July 1, 2022
 Loughren/Canty</p> |

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



Commission of Correction

ALLEN RILEY
Chairman

THOMAS J. LOUGHREN
Commissioner

YOLANDA CANTY
Commissioner

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 10a.m.

PRESENT:

Allen Riley, Chairman
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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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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

145999 Chautauqua CJ	Unanimous
149230 Jefferson CJ	Unanimous
148910 Onondaga COR	Unanimous
147660 Onondaga CUS	Unanimous
147984 Ontario CJ	Unanimous
148271 147614 Sullivan CJ	Unanimous

ADMINISTRATIVE CLOSURES

DENY

148239 148020 147900 Albany CJ	Unanimous
147642 147641 Cattaraugus CJ	Unanimous
149480 148896 148298 148183 148182 148181 148179 148178 148169	

147759 147737 147717 Cayuga CJ	Unanimous
148407 148372 147806 147630 147579 Chautauqua CJ	Unanimous
148721 148719 147982 147818 147439 Chemung CJ	Unanimous
148891 148347 147813 147812 147590 147558 147370 Chenango CJ	Unanimous
148162 147723 Clinton CJ	Unanimous
148171 147390 148373 Columbia CJ	Unanimous
148406 Cortland CJ	Unanimous
149304 148895 148168 Delaware CJ	Unanimous
149178 148860 148858 148289 148277 Dutchess CJ	Unanimous

149039
149038
148720
148305
148161
148160
148102
148039
147927
147926
147924
147923
147921
147899
147898
147879
147724
147629
147499
147498
147242
Erie CF

Unanimous

148818
148425
147809
147644
147625
147589
147461
147384
Erie CJ

Unanimous

148578
147649
Franklin CJ

Unanimous

148798
Fulton CJ

Unanimous

148961
148959
148958
148662
148660
148659
148658
148285
148283
148282

148281
148280
148122
148121
148120
147508
147176
147175
147174
Genesee CJ Unanimous

149239
Jefferson CJ Unanimous

148478
148454
148421
147986
147886
147885
147718
147540
147539
147538
147380
147379
147378
Monroe CJ Unanimous

147996
147698
144536
147687
Montgomery CJ Unanimous

149118
148909
148908
148483
148481
148479
147821
147819
147624
147459
147296
147820
Nassau CJ Unanimous

148842
148841

148741 147949 147925 Oneida CJ	Unanimous
149359 149301 148365 148158 Onondaga COR	Unanimous
148437 148275 147142 Onondaga CUS	Unanimous
148485 148452 147842 Ontario CJ	Unanimous
149268 149223 147939 Orange CJ	Unanimous
148559 148521 Orleans CJ	Unanimous
148698 146897 Oswego CJ	Unanimous
147839 147838 Otsego CJ	Unanimous
148963 148642 148641 147593 Putnam CJ	Unanimous
149265 Rensselaer CJ	Unanimous
149318 Schenectady CJ	Unanimous

148969
St. Lawrence CJ Unanimous

149458
148538
Steuben CJ Unanimous

147507
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

147611
Warren CJ

Unanimous

149262
149233
148889
148362
148360
148058
148038
147648

Wayne CJ

Unanimous

149440
149438
149226
149162
149161
148946
148944
148943
148941
148940
148939
148938
148490
148456
148435
148431
148430
148358
147929
147823
147810
147740
147739
147620
147619
147618
147504
147502
147471
147469
147466
147463
147422
147310
147308
147139
147138
147065

148359
147505
Westchester CJ Unanimous

147979
147908
147661
Yates CJ Unanimous

DENIED WITH COMMENT

148838
148498
148024
147458
Albany CJ Unanimous

148238
Cattaraugus CJ Unanimous

148897
148349
148348
147758
Cayuga CJ Unanimous

149758
149030
148893
148759
148105
148104
147603
Chenango CJ Unanimous

148901
148900
148899
148427
148375
148374
147707
Columbia CJ Unanimous

149360
147981
147980
147719
147527
Delaware CJ Unanimous

149298
148284
147525
Dutchess CJ

Unanimous

149302
149270
149029
148376
148364
148344
148343
148342
148304
148159
147922
147605
Erie CF

Unanimous

143338
148898
148879
148439
148428
148424
148423
147645
143338
Erie CJ

Unanimous

149222
Essex CJ

Unanimous

148661
148288
148287
148286
148279
Genesee CJ

Unanimous

149238
149219
148489
Jefferson CJ

Unanimous

147294
Livingston CJ

Unanimous

147902
147709
147705

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
149160 149159 148904 148894 148886 148664 148663 148648 148647 148646 148645 148644 148643 148501 148420 148400 148399 148339 148300 148278 148138 148103 148066 148019 147993 147889 147884 147647 147637 147636 147634	

147633	
147632	
147631	
147240	
Onondaga COR	Unanimous
149420	
149247	
148436	
147991	
147891	
147468	
Onondaga CUS	Unanimous
148948	
148947	
147983	
147733	
Ontario CJ	Unanimous
149025	
Orange CJ	Unanimous
148558	
148527	
148526	
148524	
148523	
148522	
Orleans CJ	Unanimous
148419	
148418	
147627	
147626	
Oswego CJ	Unanimous
147840	
Otsego CJ	Unanimous
148962	
148507	
148506	
148505	
148504	
148488	
148487	
148486	
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

Wayne CJ Unanimous

149225

149224

148945

148942

148455

148434

148433

148432

148429

148198

148061

148060

147930

147928

147811

147701

147423

Westchester CJ Unanimous

148451

147978

Yates CJ Unanimous

FACILITY RESPONSES

134723

134728

134271

133476

133835

Erie CF Unanimous

131492

Onondaga COR Unanimous

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:

DATE:

REVIEWED BY DIRECTOR: T. Moran

DATE: 10/18/21

COMMENTS BY DIRECTOR:

OFFICIAL USE ONLY:

NOTES OF MEETING:

COUNTY OF SUFFOLK



OFFICE OF THE SHERIFF

ERROL D. TOULON, JR., Ed.D.
SHERIFF

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,

A handwritten signature in black ink, appearing to read "Michael J. Franchi".

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 Catuosco





Commission of Correction

New York State
Commission of Correction
80 S. Swan Street, 12th Floor
Albany, New York 12205
518-485-2465
518-485-2467 (Fax)

County Jail Variance Application Form

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

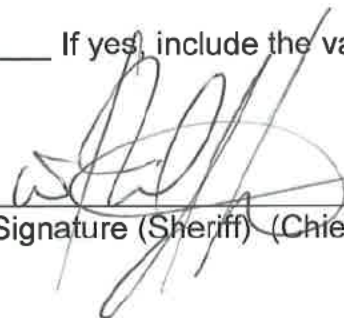
- E. Should this variance application be approved, please detail below any plans, provisions and timetables for achieving full compliance with the Minimum Standard regulation that is the subject of this application. (Use additional sheets to provide further information and supporting documentation).

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.

G. Has this variance been previously approved by the Commission?

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



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

Variance #21-V-20 NEW

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

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:

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:

DATE:

REVIEWED BY DIRECTOR: T. Moran

DATE: 10/18/21

COMMENTS BY DIRECTOR:

OFFICIAL USE ONLY:

NOTES OF MEETING:



**Commission of
Correction**

VARIANCE APPLICATION FORM

Non-Capacity Variance

County Jail and NYCDOC



Commission of Correction

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: 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 priviledged 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

CAPT. D _____ 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

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:



Commission of
Correction

VARIANCE APPLICATION FORM

Non-Capacity Variance

County Jail and NYCDOC



Commission of Correction

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:

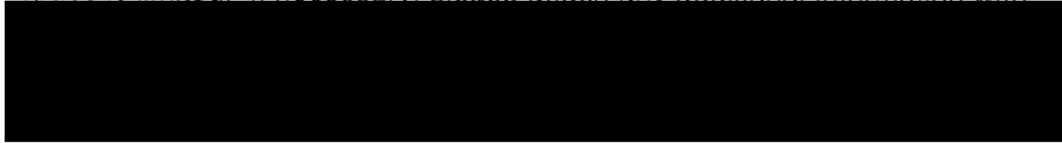
Ex. Part: 7008 Section: 2 Subdivision: b

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).

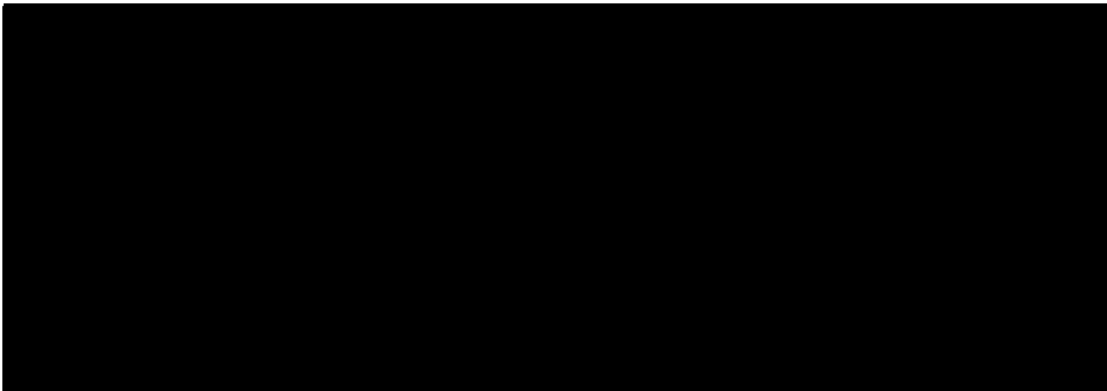
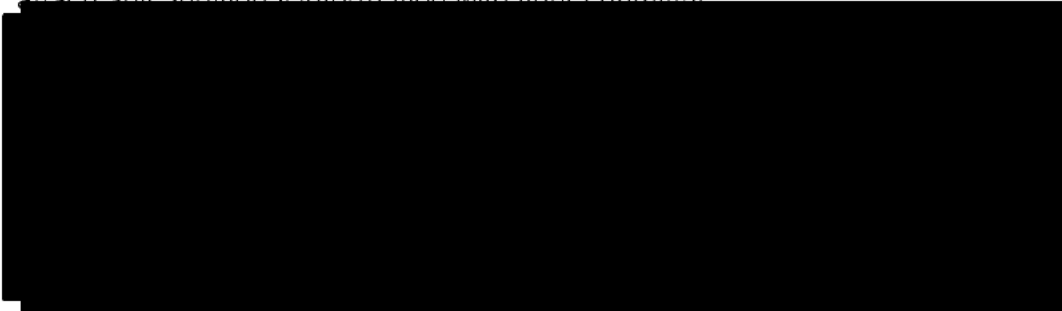
C. In the space provided below include a detailed description regarding why this variance is necessary. The number of characters you can type in the below space is limited. If necessary, please attach any additional information with



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

Digitally signed by Peggy Harper
DN: c=US, o=Peggy Harper, ou=St. Lawrence County Correctional Facility, email=pharper@stlawco.org,
c=US
Reason: I am the author of this document
Location: your signing location here
Date: 2021.10.21 12:36:51-0400
Foxit Reader Version: 10.1.4

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**



**Commission of
Correction**

MAXIMUM FACILITY CAPACITY

For the

Monroe County Jail

Rochester, New York

October 19, 2021

Allen Riley
Chairman

Thomas J. Loughren
Commissioner

Yolanda Canty
Commissioner

MONROE COUNTY JAIL – MFC 2021

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.

MONROE COUNTY JAIL – MFC 2021

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.

MONROE COUNTY JAIL – MFC 2021

IA. INDIVIDUAL OCCUPANCY HOUSING UNITS USED FOR GENERAL HOUSING

Name of Housing Area/Section	Number of Individual Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	Number of Showers Available per Section	Maximum Incarcerated Individual Capacity
Street Plaza <i>see note 1</i>	34	34 @ 65 sq. ft.	4	33
Mezzanine A-C	29	29 @ 63 sq. ft.	3	29
2 East Low	13	13 @ 56 sq. ft.	1	13
2 East High	13	13 @ 56 sq. ft.	1	13
2 West Low	13	13 @ 56 sq. ft.	1	13
2 West High	13	13 @ 56 sq. ft.	1	13
2M East Low	13	13 @ 56 sq. ft.	1	13
2M East High	13	13 @ 56 sq. ft.	1	13
2M West Low	13	13 @ 56 sq. ft.	1	13
2M West High	13	13 @ 56 sq. ft.	1	13
2M Center <i>see note 2</i>	5	5 @ 56 sq. ft.	1	0
3M Center <i>see note 2</i>	5	5 @ 56 sq. ft.	1	0
3 East Low	13	13 @ 56 sq. ft.	1	13
3 East High	13	13 @ 56 sq. ft.	1	13
3 West Low	13	13 @ 56 sq. ft.	1	13
3 West High	13	13 @ 56 sq. ft.	1	13
3M East Low	13	13 @ 56 sq. ft.	1	13
3M East High	13	13 @ 56 sq. ft.	1	13
3M West Low	13	13 @ 56 sq. ft.	1	13
3M West High	13	13 @ 56 sq. ft.	1	13
4 West Low	13	13 @ 56 sq. ft.	1	13
4 West High	13	13 @ 56 sq. ft.	1	13
4 East Low	10	10 @ 56 sq. ft.	1	10
4 East High	10	10 @ 56 sq. ft.	1	10
4M East Low	10	10 @ 56 sq. ft.	1	10
4M East High	10	10 @ 56 sq. ft.	1	10
4M West High	13	13 @ 56 sq. ft.	1	13
4M West Low	13	13 @ 56 sq. ft.	1	13
City 2 nd A Block	12	12 @ 42 sq. ft.	1	12
City 2 nd B Block	24	24 @ 38 sq. ft.	1	24
City 2 nd C Block	16	16 @ 42 sq. ft.	1	16
City 2 nd D Block	18	18 @ 42 sq. ft.	1	18
City 2 nd E Block	12	12 @ 42 sq. ft.	1	12
City 3rd			2	37
Main	14	14 @ 60 sq. ft.		
	15	15 @ 42 sq. ft.		
Right Side Subdivision	8	8 @ 42 sq. ft.		
Plaza North Pod	37	37 @ 80 sq. ft.	4	53
	16	16 @ 98 sq. ft.		
Plaza South Pod	37	37 @ 80 sq. ft.	4	53
	16	16 @ 98 sq. ft.		

MONROE COUNTY JAIL – MFC 2021

2 North Pod	37 16	37 @ 80 sq. ft. 16 @ 98 sq. ft.	4	53
2 South Pod	37 16	37 @ 80 sq. ft. 16 @ 98 sq. ft.	4	53
3 North Pod	37 16	37 @ 80 sq. ft. 16 @ 98 sq. ft.	4	53
3 South Pod	37 16	37 @ 80 sq. ft. 16 @ 98 sq. ft.	4	53
4 North Pod	37 16	37 @ 80 sq. ft. 16 @ 98 sq. ft.	4	53
4 South Pod	37 16	37 @ 80 sq. ft. 16 @ 98 sq. ft.	4	53
Mezz Dorm Cells <i>see note 3</i>	4 8	4 @ 85 sq. ft. 8 @ 63 sq. ft.	Shared with Mezz Dorm	11

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

MONROE COUNTY JAIL – MFC 2021

IB. INDIVIDUAL OCCUPANCY HOUSING UNITS USED FOR ADMISSIONS/ORIENTATION, MEDICAL AND MENTAL HEALTH OBSERVATION

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

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

MONROE COUNTY JAIL – MFC 2021

IC. INDIVIDUAL OCCUPANCY HOUSING UNITS USED FOR SPECIAL HOUSING

Name of Housing Area/Section	Type of Special Housing	Number of Individual Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	# of Showers Available per Section	Maximum Incarcerated Individual Capacity
2 Corridor	Punitive and Administrative Segregation	4	4 @ 56 sq. ft.	Share with either 2 West Low Housing or 2 West High Housing	4
3 Corridor	Punitive and Administrative Segregation	4	4 @ 56 sq. ft.	Share with either 3 West Low Housing or 3 West High Housing	4
4M East Corridor	Punitive and Administrative Segregation	3	3 @ 56 sq. ft.	Share with either 4M East Low Housing or 4M East High Housing	3
4M West Corridor	Punitive and Administrative Segregation	3	3 @ 56 sq. ft.	Share with either 4M West Low Housing or 4M West High Housing	3
City 2 nd G Block	Punitive and Administrative Segregation	2	2 @ 70 sq. ft.	Shares with B Block	2
Special Housing	Punitive and Administrative Segregation	20	20 @ 65 sq. ft.	1	20

Individual Special Housing Unit Total: 36

MONROE COUNTY JAIL – MFC 2021

IIA. MULTIPLE OCCUPANCY HOUSING UNITS USED FOR GENERAL HOUSING

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

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

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IIB. MULTIPLE OCCUPANCY HOUSING UNITS USED FOR ADMISSIONS/ORIENTATION, MEDICAL AND MENTAL HEALTH OBSERVATION

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

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

IIC. MULTIPLE OCCUPANCY HOUSING UNITS USED FOR SPECIAL HOUSING

Name of Housing Area/Section	Type of Special Housing	Number of Toilets	Number of Sinks	Number of Showers	Total Size of Unit (Sq. Ft. of Floor Space)	Maximum Incarcerated Individual Capacity
Not Applicable						0

Multiple Special Housing Unit Total: 0

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IIIA. UNITS CONTAINING BOTH INDIVIDUAL AND MULTIPLE OCCUPANCY HOUSING USED FOR GENERAL HOUSING

Name of Housing Area/Section	Number of Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	Number of Showers Available	Maximum Incarcerated Individual Capacity
Not Applicable				0

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

Name of Housing Area/Section	Type of Housing	Number of Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	Number of Showers Available	Maximum Incarcerated Individual Capacity
Not Applicable					0

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

Name of Housing Area/Section	Type of Special Housing	Number of Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	Number of Showers Available	Maximum Incarcerated Individual Capacity
Not Applicable					0

Individual and Multiple Occupancy Special Housing Unit Total: 0

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

Name of Area/Section	Number of Toilets	Number of Sinks	Total Size of Area (Sq. Ft. of Floor Space)	Description of Use
S 02 - Booking	1	1	98 sq. ft.	The facility may hold up to six (6) incarcerated individuals.
S 03 - Booking	1	1	75 sq. ft.	The facility may hold up to five (5) incarcerated individuals.
S 04 - Booking	1	1	66 sq. ft.	The facility may hold up to four (4) incarcerated individuals.
S 05 - Booking	1	1	86 sq. ft.	The facility may hold up to five (5) incarcerated individuals.
S 06 - Booking	1	1	64 sq. ft.	The facility may hold up to four (4) incarcerated individuals.
S 07 - Booking	1	1	86 sq. ft.	The facility may hold up to five (5) incarcerated individuals.
S 08 - Booking	1	1	72 sq. ft.	The facility may hold up to four (4) incarcerated individuals.
S 09 - Booking	1	1	95 sq. ft.	The facility may hold up to six (6) incarcerated individuals.
S 10 - Booking	1	1	95 sq. ft.	The facility may hold up to six (6) incarcerated individuals.
S 11 - Booking	1	1	177 sq. ft.	The facility may hold up to eleven (11) incarcerated individuals.
S 12 - Booking	1	1	80 sq. ft.	The facility may hold up to five (5) incarcerated individuals.
S 13 - Booking	1	1	265 sq. ft.	The facility may hold up to seventeen (17) incarcerated individuals.
S 14 - Booking	1	1	111 sq. ft.	The facility may hold up to seven (7) incarcerated individuals.
S 15 - Booking	1	1	75 sq. ft.	The facility may hold up to five (5) incarcerated individuals.
S 16 - Booking	1	1	51 sq. ft.	The facility may hold up to three (3) incarcerated individuals.
S 17 - Booking	1	1	51 sq. ft.	The facility may hold up to three (3) incarcerated individuals.
S 18 - Booking	1	1	64 sq. ft.	The facility may hold up to four (4) incarcerated individuals.
S 19 - Booking	1	1	51 sq. ft.	The facility may hold up to three (3) incarcerated individuals.
S 20 - Booking	1	1	51 sq. ft.	The facility may hold up to three (3) incarcerated individuals.
S 21 - Booking	1	1	51 sq. ft.	The facility may hold up to three (3) incarcerated individuals.
S 22 – Female Dressing Station	1	1	72 sq. ft.	The facility may hold up to four (4) incarcerated individuals.
S 23 – Female Dressing Station	1	1	68 sq. ft.	The facility may hold up to four (4) incarcerated individuals.

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S 24 Booking Release	1	1	89 sq. ft.	The facility may hold up to five (5) incarcerated individuals.
S 25 Booking Release	1	1	68 sq. ft.	The facility may hold up to four (4) incarcerated individuals.
S 26 Booking Release	1	1	72 sq. ft.	The facility may hold up to four (4) incarcerated individuals.
S 27 Booking Release	1	1	120 sq. ft.	The facility may hold up to eight (8) incarcerated individuals.
S 28 Booking Release	1	1	89 sq. ft.	The facility may hold up to five (5) incarcerated individuals.
S 29 Booking Release	1	1	89 sq. ft.	The facility may hold up to five (5) incarcerated individuals.
S 30 Booking	1	1	153 sq. ft.	The facility may hold up to ten (10) incarcerated individuals.
S 31 Booking	1	1	177 sq. ft.	The facility may hold up to eleven (11) incarcerated individuals.

Notes:

- 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.*

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HOUSING TYPE	TOTALS
Subtotal Individual Housing Units Used for General Housing	916
Subtotal Individual Housing Units Used for Admissions/Orientation, Medical and Mental Health Observation	73
Subtotal Individual Housing Units Used for Special Housing	36
Subtotal Multiple Occupancy Housing Units Used for General Housing	184
Subtotal Multiple Occupancy Housing Units Used for Admissions/Orientation, Medical and Mental Health Observation	8
Subtotal Multiple Occupancy Housing Units Used for Special Housing	0
Subtotal Units Containing both Individual and Multiple Occupancy Housing Used for General Housing	0
Subtotal Units Containing both Individual and Multiple Occupancy Housing Used for Admissions/Orientation, Medical and Mental Health Observation	0
Subtotal Units Containing both Individual and Multiple Occupancy Housing Used for Special Housing	0
MAXIMUM FACILITY CAPACITY:	1217

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



Deputy Director 10/12/21

Approved by: Terrence Moran



Director 10/12/21