



CHAIRMAN'S MEMORANDUM

NO. 2-2014 January 13, 2014

TO: SHERIFFS, CHIEF ADMINISTRATIVE OFFICERS, AND COMMISSIONERS OF CORRECTION

RE: Daily Reporting of Unarraigned Persons Detained in County Jails

Counties authorized to detain persons under arrest and awaiting court arraignment in their jails, pursuant to NYS Correction Law §500-a, assume the responsibility for reporting this category to the State Commission of Correction as part of the jail's daily population reporting requirement pursuant to Correction Law §44(4). Not all counties currently sanctioned to hold unarraigned persons in their local jails are reporting these individuals as a distinct category.

The means for fulfilling this obligation exists within the current format of the "Jails Daily Population Reporting System" screen. This category appears in the section of the schedule for listing detainees "physically in the facility." Further instructional information explaining how to use this system is enclosed. The revised guide contains the definition for "unarraigned."

Beginning not later than February 1, 2014, those counties authorized to hold unarraigned persons shall be fully compliant with the requirement that they accurately and consistently report this distinct inmate category as part of their facility's daily population submission.

If you seek additional information regarding the reporting of unarraigned inmates, please contact Rich Kinney (518-485-2463).

Thomas A. Beilein, Chairman

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**Thomas A. Beilein, Chairman
Phyllis Harrison-Ross, M.D., Commissioner
Thomas J. Loughren, Commissioner**