



CHAIRMAN'S MEMORANDUM

NO. 3-2014 February 13, 2014

TO: SHERIFFS, COMMISSIONERS OF CORRECTION, CHIEF ADMINISTRATIVE OFFICERS,
CHIEFS OF POLICE

RE: 9 NYCRR PARTS 7001 and 7511: CONSTRUCTION AND RENOVATION

This supersedes Chairman's memorandum 7-2009 issued September 8, 2009.

As you know, NYS Correction Law §45(10) provides that the Commission shall approve or reject plans and specifications for the construction or improvement of correctional facilities and court and police detention facilities. *Minimum Standards* 9 NYCRR Part 7001 and 7511 requires that any and all plans and specifications for the construction or improvement of such facilities be submitted to the Commission for approval prior to any advertisement for bids for such projects.

Please be advised that prior review and approval of correctional and detention facility construction and improvement has been and remains a mandatory public policy in New York State. Please allow 45 – 60 days for a project approval after the project has been received by Commission. Project plans shall include, but not limited to, drawings and specifications and be mailed to Commission offices at A.E. Smith State Office Building, 80 South Swan St. 12th Floor, Albany, New York 12210-8001. Guidelines for the planning and design of correctional and

**New York State Commission of Correction
80 So. Swan Street, 12th Floor
Albany, New York 12210-8001
(518) 485-2346**

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

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detention facilities and for facilities improvement are available from the Commission upon request. In the event that questions arise as to whether a specific project requires prior approval, please contact William Benjamin, Supervisor of the Commission's Facilities Planning and Improvement Unit at (518) 485-2486 or email at william.benjamin@scoc.ny.gov.

Thomas A. Beilein, Chairman

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