



# Commission of Correction

ALLEN RILEY  
Chairman

THOMAS J. LOUGHREN  
Commissioner

YOLANDA CANTY  
Commissioner

## CHAIRMAN'S MEMORANDUM

**NO:** 2-2022

**DATE:** May 24, 2022

**TO:** SHERIFFS, COMMISSIONERS OF CORRECTION, JAIL ADMINISTRATORS, WARDENS, JAIL PHYSICIANS, FACILITY MEDICAL DIRECTORS, CHIEFS OF POLICE, AND SSD FACILITY DIRECTORS

**RE:** Commission of Correction Electronic Mailboxes

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In addition to the [electronic mailboxes established by the Commission of Correction in 2019](#) which offer Sheriffs, Commissioners of Correction, Jail Administrators, Wardens and Chiefs of Police a consistent mechanism by which to submit and receive Commission of Correction correspondence, five supplementary electronic mailboxes have been established. They are as follows:

### **Adirondack Unit Correspondence**

The [Adirondack@scoc.ny.gov](mailto:Adirondack@scoc.ny.gov) mailbox is to be used for all correspondence with the Adirondack unit. Such correspondence includes providing requested information to staff inquiries regarding Office of Children and Family Services (OCFS) and Specialized-Secure Detention (SSD) minimum standard evaluations, Juvenile Justice and Delinquency Prevention Act (JJDP) compliance inspections, and technical assistance for all youth involved activities. Commission staff will also use this mailbox when requesting materials relative to an upcoming evaluation, feedback on such materials, etc.

### **Liberty Unit Correspondence**

The [Liberty@scoc.ny.gov](mailto:Liberty@scoc.ny.gov) mailbox is to be used for all correspondence with the Liberty unit. Such correspondence includes providing requested information to staff inquiries regarding minimum standard evaluations relating to discipline, confinement and segregation, segregated confinement, residential rehabilitation units, and Maximum Facility Capacity (MFC) formulations. Commission staff will also use this mailbox when requesting materials relative to an upcoming evaluation, feedback on such materials, etc.

### **Metropolitan Unit Correspondence**

The [Metropolitan@scoc.ny.gov](mailto:Metropolitan@scoc.ny.gov) mailbox is to be used for all correspondence with the Metropolitan unit. Such correspondence includes providing requested information to staff inquiries regarding minimum standard evaluations, technical assistance on certain minimum standards, and staffing analyses. Commission staff will also use this mailbox when requesting materials relative to an upcoming evaluation, feedback on such materials, etc.

### **Forensic Unit Correspondence**

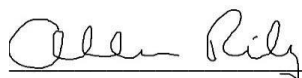
The [Forensic@scoc.ny.gov](mailto:Forensic@scoc.ny.gov) mailbox is to be used for all correspondence with the Forensic unit. Such correspondence includes providing requested information to staff inquiries regarding

mortality investigations, to include record requests as well as medical complaints, grievances and reportable incidents. Commission staff will also use this mailbox when requesting materials relative to an upcoming evaluation, feedback on such materials, etc.

**Empire Unit Correspondence**

The [Empire@scoc.ny.gov](mailto:Empire@scoc.ny.gov) mailbox is to be used for New York State Medication Assisted Treatment (MAT)-related correspondence. Such correspondence includes providing requested information to staff inquiries regarding MAT-related minimum standards and healthcare evaluations. Commission staff will also use this mailbox when requesting materials relative to an upcoming evaluation, feedback on such materials, etc.

To ensure timely submissions, please utilize these mailboxes and refrain from emailing directly individual staff unless requested to do so. Any questions should be directed to Keith Zobel, Deputy Director of Operations.



Allen Riley, Chairman