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# CHAIRMAN'S MEMORANDUM

## NO. 14-2002 DECEMBER 20, 2002

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**TO:** SHERIFFS, JAIL ADMINISTRATORS, COMMISSIONERS OF CORRECTION,

**RE:** NEW VARIANCE APPLICATION FORM

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In the past, when an application for a new variance or renewal of an existing variance was submitted to the Commission, the application was made by using either department letterhead and describing the nature of the request or by using a form developed by the State Commission of Correction.

In order to expedite the process for applying for a new variance or requesting an extension to an existing variance, the Commission has developed a revised variance application form. The form requires the county or department applying for a variance to provide specific information regarding the variance request. This information will assist the Commission in determining the necessity and length of a variance request.

The attached "Variance Application Form" must be used for all new variance request and extension requests from this point forward.

Thank you for your cooperation in this matter. Should you have any questions or require further clarification regarding the new form, please feel free to contact Philip F. Miller, Central Region Supervisor, or in his absence, Thomas C. Cowin, Field Operations.

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Alan J. Croce, Chairman/Commissioner