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# CHAIRMAN'S MEMORANDUM

## NO. 1-2003      JANUARY 13, 2003

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**TO:** SHERIFFS, JAIL ADMINISTRATORS, TRAINING COORDINATORS

**RE:** ESSENTIAL FUNCTIONS OF THE CORRECTIONAL OFFICER

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The Commission has, on occasion, been asked to consider the use of readers during examinations for the basic correction officer's school for candidates who are dyslexic or otherwise have problems reading printed materials. The Commission's Office of Counsel has rendered an opinion on this matter, and it is attached to this memo.

Just as officers need to see and hear, they must be able to read. The Commission's policy is that the basic training course examinations, either after a two week course using our standard 150 question exam, or after each appropriate module in a modular training, must be taken by the officer **without the aid of readers, either mechanical or human**. Requests for special disability accommodations of any sort in connection with basic training **shall not be granted by anyone without prior express, written authorization of the Commission**.

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Alan J. Croce, Chairman/Commissioner

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