



CHAIRMAN'S MEMORANDUM

NO. 4-2007

April 9, 2007

TO: SHERIFFS, CHIEF ADMINISTRATIVE OFFICERS, COMMISSIONERS OF CORRECTION, NEW YORK CITY WARDENS, TRAINING COORDINATORS

RE: Part 7039, Fire Prevention and Safety Officer Training Prior to Assumption of Duties

According to New York State Commission of Correction Minimum Standards, §7039.5, Fire prevention and safety practices and training:

(a) The chief administrative officer of each facility shall appoint one or more staff members to conduct regular inspections of all areas of the facility to determine whether a fire hazard exists and shall take the necessary action to remove such hazard.

(b) Such inspections shall be conducted at weekly intervals or more frequently in the discretion of the chief administrative officer and the results of such inspections shall be entered in a facility log maintained for this purpose.

(c) Prior to assuming such duties, such appointed staff member(s) shall have successfully completed a fire protection seminar approved by the Office of Fire Prevention and Control.

Compliance with 7039.5 (c) has been difficult due to the absence of a New York State Office of Fire Prevention and Control (NYSOFPC) seminar. Through the efforts of the NYSOFPC, in cooperation with the Broome County Sheriff's Office, a 12 hour seminar was written specifically to address the applicable section. NYSOFPC has determined that the attending and satisfactorily completing the course entitled "**Fire Safety Inspections at Correctional Facilities**" is the course that will be used to satisfy § 7039.5.

The following announcement and seminar description is provided by NYSOFPC, who will conduct and instruct the course. An announcement with dates for this course in other regions of the state will follow, as training will be provided regionally through out 2007.

The Commission encourages all NYS Counties to take the opportunity to properly train the staff they will utilize to perform the weekly fire safety inspections. Starting January 1, 2008, all facilities will be required to have a sufficient number of staff trained in "**Fire Safety Inspections at Correctional Facilities**" to conduct the weekly inspections.

Please contact Eileen Carpenter (518-485-2477) if you have further questions.

New York State Commission of Correction
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Daniel L. Stewart, Chairman

Frederick C. Lamy, Commissioner
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