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# CHAIRMAN'S MEMORANDUM

## NO. 1-2014 January 6, 2014

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TO: SHERIFFS, CHIEF ADMINISTRATIVE OFFICERS, COMMISSIONERS OF CORRECTION, NEW YORK CITY WARDENS, FACILITY MEDICAL DIRECTORS, HEALTH SERVICE ADMINISTRATORS, AND NURSE ADMINISTRATORS.

RE: Issuance of Revised Reportable Incident Manual

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Pursuant to 9 NYCRR, Part 7022, Reportable Incidents, each local facility is required to report incidents grouped in general categories to the Commission. The definitions of those categories subject to being reported under Part 7022 are defined in the Commission's Reportable Incident Manual. On January 27, 2014, a newly revised manual will be issued and become official. All local facilities are required to comply with the reporting of incidents in a manner compliant with the new manual as of the document's issuing date. The complete booklet will be posted on the Commission's web site by COB January 6, 2014.

The newly revised SCOC Reportable Incident Manual (November 2013) has been streamlined and simplified. What were once 70 typescript pages has been condensed down to 21. In making these changes, several categories have been condensed and their general definitions revised. In addition, several reporting category definitions were revised and some new categories were added. Facility officials are encouraged to read the new manual thoroughly in advance of the official date of issuance in order to become familiar with these changes.

Overall, it is expected that the revisions and restructuring of the manual will significantly enhance your organization's efforts to comply with the requirements of Part 7022. Commission staff can be contacted with any specific questions you may have regarding the revised manual.

Thomas A. Beilein, Chairman

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