



CHAIRMAN'S MEMORANDUM

NO. 9-2004 October 29, 2004

TO: Sheriffs, Jail Administrators, Commissioners of Correction, New York City Wardens, Medical Department Administrators

RE: **New Resource: "How to Gain Access to County Jails for Delivery of HIV/AIDS Services: A Guide for Community-Based Organizations"**

Attached for your information and use is a copy of a new guide developed by the NYS Department of Health's AIDS Institute, in consultation with the State Commission of Correction. This guide, entitled "How to Gain Access to County Jails for Delivery of HIS/AIDS Services: A Guide for Community-Based Organizations," provides practical advice, drawn from actual experience, to community-based organizations (CBOs) and other agencies that are interested in providing services in local correctional facilities.

The AIDS Institute, the Commission, numerous national public health and correctional organizations and others recognize the important roles that CBOs and other agencies play in meeting the needs of persons incarcerated within local county jails. Yet, to date, there has been little, if any, guidance offered to CBOs about how best to approach local correctional facilities. It is our hope that this guide will enhance successful provision of health and human services within local facilities in New York State.

I encourage you to review the guide and to consider ways to use it in relation to CBOs that may be willing and able to offer health and human services, including HIV prevention services, to inmates in your facility. For instance, you may find the Guide useful in orienting health and human services agencies that may be willing to provide services on-site in your facility. You can obtain additional copies of the Guide directly from the AIDS Institute. They will be provided to you at no charge.

If you do not already have a working relationship with an HIV/AIDS organization in your community and would like to establish one, the AIDS Institute can help. The AIDS Institute can also suggest ways in which you can strengthen HIV/AIDS-related programs and services within your facility and for individuals being released back into the community.

In closing, if you have any questions concerning the Guide or would like to request additional copies for your staff or for agencies offering services in your facility or for assistance in strengthening HIV/AIDS-related programming in your facility, please contact Felicia Schady of the AIDS Institute's Bureau of Community-Based Services, Criminal Justice Unit at (518) 486-1412.

Alan J. Croce, Chairman/Commissioner

New York State Commission of Correction
80 Wolf Road, 4th Floor
Albany, New York 12205
(518) 485-2346

Alan J. Croce, Chairman/Commissioner
Frederick C. Lamy, Commissioner
Frances T. Sullivan, Commissioner