



Commission of Correction

THOMAS A. BEILEIN
Chairman

PHYLLIS HARRISON-ROSS, M.D.
Commissioner

THOMAS J. LOUGHREN
Commissioner

CHAIRMAN'S MEMORANDUM

NO: 5-2015
DATE: September 23, 2015
TO: SHERIFFS, COMMISSIONERS OF CORRECTION and JAIL ADMINISTRATORS
RE: GRIEVANCE WEBINAR DEVELOPMENT SESSIONS

The New York State Commission of Correction (SCOC) and the New York State Sheriffs' Association (NYSSA) have engaged in discussions over the past few months on providing facilities information concerning inmate grievance programs. To that end, SCOC will be developing a webinar program for delivery in early 2016. This webinar will focus on the various requirements of 9 NYCRR Part 7032, requisite expectations of facilities, the electronic grievance submittal process, and related areas of concern identified by the Citizen's Policy and Complaint Review Council (CPCRC).

To assist with the development of this webinar, SCOC will be facilitating three information-gathering sessions in the coming months. To clarify, these are not "training programs" and are not meant to supplant the Grievance Program training offered by the Division of Criminal Justice Services (DCJS). The purpose of these sessions is to discuss the outline of the webinar and provide participants the opportunity to present grievance program and procedure-related issues and questions they would like to see incorporated into the webinar. The proposed outline of the webinar will be shared at each session and will serve as a sequential guide for participant questions.

To further clarify, the discussion held during these sessions will focus only on matters related to facility grievance program and procedure, and will not address ancillary regulatory matters ordinarily reserved for meetings of the SCOC and NYSSA Jail Standards Committee. Information-gathering sessions are scheduled for the following locations:

October 26, 2015 – State Preparedness Training Center, Oriskany 9:00am – 5:00pm
November 10, 2015 – Westchester Department of Corrections, Valhalla 9:00am – 5:00pm
November 18, 2015 - Erie County Fire Training Center, Buffalo 9:00am – 5:00pm

Participants should include those individuals currently involved in a facility's grievance program, including Sheriffs, jail administrators, supervisors, and grievance coordinators. If you have any questions regarding these sessions, please contact Commission staff member Terry Moran at (518) 485-2487 or at terry.moran@scoc.ny.gov


Thomas A. Beilein, Chairman