



Commission of Correction

THOMAS A. BEILEIN
Chairman

PHYLLIS HARRISON-ROSS, M.D.
Commissioner

THOMAS J. LOUGHREN
Commissioner

CHAIRMAN'S MEMORANDUM

NO: 9-2015
DATE: December 18, 2015
TO: SHERIFFS, COMMISSIONERS OF CORRECTION, JAIL ADMINISTRATORS and WARDENS
RE: Revised *Reportable Incident Manual*

As set forth in Chairman's Memorandum 7-2015, all significant correctional facility incidents shall be reported to the Commission of Correction via the eJusticeNY Integrated Justice Portal beginning January 1, 2016. Faxed and mailed reporting will no longer be accepted. As previously indicated, online tutorials that demonstrate the process of electronically submitting reportable incidents have been published under the "Tutorials" tab of the Commission's website (www.scoc.ny.gov).

Please be advised that the Commission has revised its *Reportable Incident Manual for County Jails and the New York City Department of Correction* to facilitate this means of reporting. A copy of the revised manual is available by clicking the "Manuals" tab of the Commission's website. Review of the revised manual will reveal that, other than requiring submission via the portal, no substantive changes were made to the previous manual's reporting requirements.

Of significant note is the elimination of immediate Commission telephone notification of certain critical incidents, such as a major disturbance, natural/civil emergency, escape, etc. Provided an incident is reported via the portal, consistent with the requirements of the revised manual, telephone notification is no longer required. Nevertheless, should the eJusticeNY Integrated Justice Portal be inaccessible for any reason, a facility must contact the Commission at (518) 485-2466 to report any incident otherwise required by the revised manual to be reported immediately.

As of December 23, 2015, the portal's incident reporting application will be accessible to local correctional facilities for review and, if desired, to utilize for incident reporting. A facility that elects to report an incident via the portal from December 23, 2015 to December 31, 2015 will not be required to fax the same report. In the meantime, if you have any questions regarding these changes, please contact Keith Zobel at 518-485-2485.

A handwritten signature in black ink that reads "Thomas A. Beilein".

Thomas A. Beilein, Chairman