



## Commission of Correction

**THOMAS A. BEILEIN**  
Chairman

**PHYLLIS HARRISON-ROSS, M.D.**  
Commissioner

**THOMAS J. LOUGHREN**  
Commissioner

### CHAIRMAN'S MEMORANDUM

**NO:** 10-2015  
**DATE:** December 18, 2015  
**TO:** SHERIFFS and POLICE CHIEFS  
**RE:** Lockup Incident Reporting

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Pursuant to 9 NYCRR Part 7508, any inmate death, inmate injury or illness requiring hospitalization, civil or natural emergency, or disturbance occurring within a lockup shall be reported to the New York State Commission of Correction. While an inmate death must be reported within six (6) hours of pronouncement of death, all other required reports must be submitted within twenty four (24) hours of occurrence.

As set forth in Chairman's Memorandum 7-2015, all significant 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](http://www.scoc.ny.gov)).

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 or mail 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".

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Thomas A. Beilein, Chairman