



# CHAIRMAN'S MEMORANDUM NO. 1-98

March 24, 1998

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TO: SHERIFFS, CHIEF ADMINISTRATIVE OFFICERS, COMMISSIONERS OF CORRECTION, NEW YORK CITY WARDENS

RE: Copy of Current Commission Standards

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A current copy of the Commission's minimum standards is attached for your use. Please make copies of these standards available to your staff members.

Also, note that several minimum standards were recently amended. Subdivisions 7003.2(a)(2) & (c)(2) were amended to redefine "active supervision" to require supervisory visits every 30 minutes, rather than every 15 minutes. Subdivisions 7003.3(b) & (i)(5) were amended to reduce required record keeping. A new subdivision 7003.3(d) was added to provide discretion to the chief administrative officer in determining the proper level of supervision for trustee prisoners.

Subdivision 7006.5(a) was amended to repeal requirement that an investigation, if one is to be initiated, be initiated within one business day. Subdivision 7006.11(b) was amended to modify the expungement procedures when an inmate is found not guilty of misbehavior.

Subdivision 7013.8(b) was amended to extend the period to conduct classification from three to five business days, and up to ten in certain limited cases. Subdivision 7013.8(f) was amended and subdivision 7013.8(g) was repealed to eliminate duplicative record keeping requirements.

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Commissioners  
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Subdivision 7028.4(a) was amended to eliminate the gratuitous list of suggested exercise activities. A new section 7028.6 was added to specify that exercise periods may be restricted based on safety and security concerns. Part 7028 was amended generally to replace references to "recreation" with "exercise."

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ALAN J. CROCE  
CHAIRMAN/COMMISSIONER