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# CHAIRMAN'S MEMORANDUM

## NO. 18B-99 DECEMBER 31, 1999

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**TO: SHERIFFS, JAIL ADMINISTRATORS, TRAINING COORDINATORS, COUNTY FACILITY MEDICAL DIRECTORS, COMMISSIONERS OF CORRECTION**

**RE: NO PAYMENT FOR CONTROLLED SUBSTANCE LICENSE (ADDENDUM TO CHAIRMAN'S MEMORANDUM -- 18-99 ISSUED 11/1/99)**

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The Commission of Correction (COC) sent to your attention information on behalf of the New York State Department of Health, Bureau of Controlled Substances (BCS) regarding (licensure) requirements for storage of controlled substances.

BCS submitted to COC a license application form which was sent to each jail. It included a \$100.00 license fee.

UNFORTUNATELY, BCS DID NOT INFORM COC THAT MUNICIPALITIES AND OTHER GOVERNMENT AGENCIES ARE EXEMPT FROM PAYMENT OF THE LICENSE FEE. WE WERE ALSO NOT INFORMED THAT BEFORE A NEW LICENSE IS APPROVED BCS MUST COMPLETE A SITE VISIT OF EACH JAIL.

Therefore, all jails should expect to receive returned checks that were sent with applications. The inspections by BCS will be completed by their regional offices around the state.

If you have questions regarding the inspections or if you do not receive your application check back from BCS Central Office, please call 518-402-0707.

If you still have questions and BCS is not of assistance, please contact our Forensic Medical Unit at 518 485-2346.

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Alan J. Croce, Chairman/Commissioner

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Alan J. Croce, Chairman/Commissioner

Patricia R. Tappan, Commissioner  
Frederick C. Lamy, Commissioner

