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# CHAIRMAN'S MEMORANDUM

## NO. 29-98

## December 7, 1998

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TO: SHERIFFS, JAIL ADMINISTRATORS, COMMISSIONERS OF CORRECTION

RE: Reportable Incidents

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The Commission has revised the manner of reporting certain incidents in order to conform with the requirements of the Commission's Reportable Incident standard, 9 NYCRR Part 7022, and to reduce the administrative burden associated with incident reporting. Assault/sexual assault, minor disturbance, contagious illness, attempted escape, individual inmate disturbance, abscondence, fire, attempted suicide, self-inflicted injury, and accidental injury are to be reported to the Commission within 24 hours of occurrence via telefax. The Commission's 24 hour telefax number is 518-485-2467. These incidents were previously reported via regular mail.

A revised outline of the reporting requirements, revised reporting forms (some double-sided), and a copy of Part 7022 are attached. These new pages replace obsolete pages in the current Reportable Incident Guideline Manual.

Please notify all facility staff responsible for reporting incidents to the Commission of the new manner of reporting. A quick reference chart summarizing the manner of reporting incidents is also attached for your convenience. Please post this chart and/or make copies for use by the appropriate facility staff.

Thank you for your cooperation.

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Alan J. Croce, Chairman/Commissioner