




Corrections and Community Supervision

ANDREW M. CUOMO
Governor

ANTHONY J. ANNUCCI
Acting Commissioner

MEMORANDUM

TO: All Superintendents

FROM: James A. O'Gorman, Deputy Commissioner for Correctional Facilities 

DATE: March 20, 2020

SUBJECT: Inmate Accountability

Employees assigned to supervise inmates are responsible for knowing the number of inmates assigned and the whereabouts of those inmates. Staff need to remain attentive for acute warning signs of suicide. In light of the current circumstances, extra vigilance and monitoring of inmates are essential. Security staff assigned to a Special Housing Unit or long-term keep lock unit shall, until further notice, conduct 15-minute rounds on all shifts. Security staff assigned to general population housing shall conduct 30-minute rounds on all shifts.

During rounds, staff shall be constantly alert for any incidents that demonstrate disruptive, bizarre, unusual, or inappropriate behavior. If an issue arises, it is the duty of the employee to take appropriate action and immediately notify his or her supervisor and/or facility medical staff, and/or complete MH referral form #3150, "DOCCS Mental Health Referral", for those inmates that may require heightened level of care.

Any questions on this matter may be addressed to your Assistant Commissioner for Correctional Facilities.