



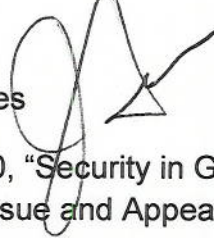
Corrections and Community Supervision

ANDREW M. CUOMO
Governor

ANTHONY J. ANNUCCI
Acting Commissioner

MEMORANDUM

TO: All Superintendents

FROM: Joseph F. Bellnier, Deputy Commissioner for Correctional Facilities 

SUBJECT: Directive #4936, "Search of DOCCS Employees," Directive #4900, "Security in Gate Areas/Secure Posts" and Directive #3083, "Uniform/Equipment Issue and Appearance" Revisions

DATE: March 13, 2017

The Department is prepared to issue several revisions to Directive #4936, "Search of DOCCS Employees," Directive #4900, "Security in Gate Areas/Secure Posts" and Directive #3083, "Uniform/Equipment Issue and Appearance." The revisions will be forthcoming upon completion and final review by Central Office. Below are several important components of the revisions.

- Employees will be subject to metal detector searches upon entering a correctional facility. Searches can range from a random predetermined number of employees entering the facility that will change each shift and day, up to and including all staff entering the facility.
- All staff will be required to use a Department issued clear bag (approximately 11" wide by 7" deep by 10" tall, with a zipper pouch in front). The Corcraft Products catalog sheet is attached for reference.
- Directive #4936 sets forth items staff shall be permitted to carry, on their person, or in their clear bags.
- The Department-issued clear bags will be shipped to facilities over the upcoming weeks. Superintendents are to ensure distribution during the paycheck distribution on March 30, 2017. Staff will be required to sign for receipt of their bag during this distribution.
- All staff will be required to utilize the Department-issued clear bags commencing on April 17, 2017.
- All Facilities will be required to be in full compliance with utilization of the Department issued clear bags on May 1, 2017.

This memorandum is to be read at all line-ups for a period of five days, posted conspicuously in staff areas, discussed at Executive Team Meetings, and shared at Department Heads Meetings.

Questions regarding this matter may be directed to your assigned Assistant Commissioner for Correctional Facilities.

Clear Security Bag with Zipper



Effective January 19, 2017

Features:

- 11Wx7Dx10H
- Features main compartment and front pouch with non-locking zippers
- Made of UV- and mold/mildew-resistant clear poly
- Adjustable, black nylon strap
- Easy to clean with a damp cloth
- Sold in dozens

Code/Prices:

C01BAGCLRPPCH00

\$108.00/dz dock delivery

Orders per shipping location for less than \$250.00 will be charged a \$10.00 S&H fee

550 Broadway
Albany, NY 12204
(518) 436-6321, ext. 2620 or (800) 436-6321, ext. 2620
FAX: (518) 436-6007
orders.corcraft@doccs.ny.gov
www.corcraft.org