



## New York State Correctional Officers & Police Benevolent Association, Inc.

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August 15, 2017

Mr. Robert Morton, Superintendent  
Downstate Correctional Facility  
PO Box 445  
Fishkill, NY 12524

Dear Superintendent Morton:

I am writing to inquire about Downstate Correctional Facility's Quality of Work Life (local) Committee as well as the condition and use of Downstate's QWL building.

It has come to my attention that requested information regarding the local QWL Committee have remained unanswered. I am seeking your assistance in obtaining the following information:

- The names of the current members of the local QWL Committee
- The current balance of funds dedicated for QWL Committee use
- The procedure for electing/ choosing QWL Committee members
- The number of members of the QWL Committee that are union members
- Is there a policy and procedures manual that governs the appointment of members and the use of the QWL building? If so, I am requesting a copy.

Your assistance in obtaining a response to these inquiries will be greatly appreciated. If you should have any questions or concerns regarding this request, please do not hesitate to contact me.

Sincerely,

Tammy Sawchuk  
Executive Vice President

CC: Monica Cooper, NYSCOPBA Chief Sector Steward  
Abbie Ferreira, NYS Joint Labor/ Management Committee  
John Shipley, NYS Joint Labor/ Management Committee