

 Corrections and Community Supervision DIRECTIVE	TITLE Special Operations Request – Community Supervision		NO. 9805
			DATE 03/20/2019
SUPERSEDES DIR. #9805 Dtd. 03/23/18	DISTRIBUTION A	PAGES PAGE 1 OF 2	DATE LAST REVISED
REFERENCES (Include but are not limited to) Directive #9800	APPROVING AUTHORITY 		

- I. **PURPOSE:** The purpose of this directive is to advise staff that a formal written request must be submitted to the Community Supervision chain of command when requesting authorization to participate in special operations activities, and events involving law enforcement agencies and law enforcement personnel.
- II. **POLICY:** It is the policy of the Department of Corrections and Community Supervision (DOCCS) that requests to participate in special operations with law enforcement agencies require prior approval by the Community Supervision chain of command. Bureau Chiefs are required to submit the details of the request via submission of [Form #CS9805](#), “Special Operation Request,” to the Assistant Regional Director and Regional Director for review and consideration.
- III. **DEFINITION:** Special Operations shall be defined as any activity or activities involving requests from law enforcement entities, agencies, and personnel (e.g., police departments, US Marshals Service, Federal Bureau of Investigations (FBI), Office of the Attorney General, State Police, Immigration and Customs Enforcement, county sheriffs, etc.) requesting that Community Supervision personnel assist or participate in investigations, arrests, searches, apprehension and custody activities, transporting, or otherwise assisting in law enforcement efforts involving parolees.

 NOTE: Existing Memorandums of Understanding (MOU) with other Law Enforcement Organizations (e.g., Gun Involved Violence Elimination (GIVE) initiative) are exempt from this procedure.
- IV. **PROCEDURE**
 - A. The Bureau Chief will review all special operations requests received from Community Supervision personnel. If the Bureau Chief believes the operation and request is consistent with the Department’s Mission, the Bureau Chief will complete [Form #CS9805](#), “Special Operation Request,” and submit the form to the attention of the Assistant Regional Director and Regional Director.
 - B. Upon review and assessment, the Regional Director will determine if the requested special operation is to be recommended for approval by the appropriate Assistant Commissioner for Community Supervision.
 - C. The Assistant Commissioner will review the request and, if participation is deemed appropriate, will confer with the Deputy Commissioner for final approval.
 - D. Upon receipt of final approval, the Regional Director will ensure that the Community Supervision Operation Center (CSOC) is notified and if CSOC will be participating or if

services (e.g., violation warrant authorization, electronic monitoring assistance, wanted posting, etc.) are needed.

- V. POST-SPECIAL OPERATION REPORTING REQUIREMENT:** The Bureau Chief is responsible for completing a written briefing report following the conclusion of the operation. The report is intended to provide an assessment of the operation and activities, and the Bureau Chief is expected to summarize the benefits to the Department in response to participation in the operation. The briefing report should be submitted to the Assistant Regional Director and Regional Director by the Bureau Chief.

NEW YORK STATE DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION
SPECIAL OPERATIONS REQUESTS – COMMUNITY SUPERVISION

Bureau or Office:

Operation (narrative description):

Date(s):

Hours:

Location:

Staff Members Participating of Involved:

Media Presence or Media Reports:

YES

NO

Additional Information (narrative description):