
ERIE COUNTY
CORRECTIONS SPECIALIST ADVISORY BOARD

Annual Report June 2025 - May 2026

Erie County Corrections Specialist Advisory Board

Annual Report

June 2025 - May 2026

TABLE OF CONTENTS

HISTORY.....	2
INTRODUCTION.....	3
QUALIFICATION OF MEMBERS/LEADERSHIP.....	4
OVERVIEW OF ANNUAL ACTIVITIES/ACHIEVEMENTS.....	6
PRIORITIES.....	13
NEXT STEPS.....	15
ATTACHMENTS.....	16

HISTORY

The New York State criminal correctional system has two main components; state facilities (prisons) and county facilities (jails). At the local level, county jails are operated by local governments and are primarily holding individuals pending adjudication or sentenced to imprisonment for one year or less. The county government leaders are responsible for the maintenance and administration of the jails under the regulation and supervision of the New York State Commission of Correction (the Commission). The Commission has required minimum standards for the safe and proper operation of local jails and is legally charged with overseeing such operations to ensure and enforce compliance with state law.

Erie County has two correctional locations, both under the auspices of the Erie County Sheriff's Office, that house incarcerated individuals. The Erie County Holding Center (EHC) located in the downtown area of the City of Buffalo opened in 1938. It is a 7-story high-rise facility, the second largest detention facility in New York State outside of New York City. It is predominantly for individuals awaiting trial and sentenced incarcerated individuals who require a higher level of care. The EHC has a capacity of housing 638 incarcerated individuals. Opened in 1985, the Erie County Correctional Facility (ECCF) located in Alden, can accommodate a higher capacity of incarcerated individuals (746) for a longer length of stay. EHC and ECCF have a combination of pods and open bay units housing styles, and the holding center also has traditional linear cells. Both facilities support individuals (adults and adolescents adjudicated as adults) at a variety of points in the criminal justice system; pretrial, sentenced, and at times, those incarcerated by the state.

In 2010, the Erie County Legislature created a Community Corrections Advisory Board (CCAB) via legislative resolution following an evaluation, investigation, and a lawsuit by the U.S. Department of Justice, deeming federal oversight of the Erie County Holding Center and Correctional Facility as necessary and in the public interest due to a myriad of issues at both facilities. At the time, the CCAB's purpose was to hold "discussion of corrections facilities programs and services to offer suggestions and advice for the improvement of such programs at the Erie County Correctional Facility and the Erie County Holding Center." For a variety of reasons, this Board was not able to meet these expectations and in 2013 the CCAB functionally stopped meeting.

Over subsequent years, the Commission of Correction conducted extensive on-site inspections, interviews, and investigations at a number of local facilities. Several facilities were found to be out of compliance more than once, thus endangering the health and safety of inmates and staff. The Commission issued a series of critical reports, including a 2018 report entitled "The Worst Offenders Report: The Most Problematic Local Correctional Facilities of New York State" which labeled the Erie County Holding Center and Correctional Facility as one of the "worst offenders for being in violation of state law." This prompted the Erie County Legislature to revisit the need for an objective entity to engage community leaders and professionals as it relates to the criminal justice and corrections systems. In July 2019, the Erie County Legislature enacted Local Law No. 3 entitled "ERIE COUNTY CORRECTIONS SPECIALIST ADVISORY BOARD" to help monitor and improve the County's correctional facilities.

The Erie County Corrections Specialist Advisory Board (ECCSAB/CSAB/the Board) functioned adequately from the inception of the Local Law, until the integrity of the Board was not being upheld in 2024. Section 2205 of the Erie County Charter states: "Advisory boards shall meet at least four times per year, and meetings shall be held in compliance with the Open Meetings Law. If a board fails to hold the minimum number of meetings, the creating authority shall investigate why, and is authorized to remove an ineffective chair or any inactive members, or to recommend that the legislature abolish the board." Due to a host of challenges and concerns, the Legislature submitted a resolution calling for an investigation and potential dissolution of the board after Open Meetings Law violations were discovered and consistent general dysfunction of the board was apparent.

In June 2025, after application, interview, and appointment processes with potential members, the current board was initiated. This iteration of the Erie County Corrections Specialist Advisory Board is composed of county resident professionals who have expertise in criminal justice, public safety, restorative justice and/or reducing recidivism to more effectively serve the people of Erie County. Local Law indicates that the Board functions in an advisory capacity to both the Erie County Legislature and Sheriff's Office. Presently, the Board continues to focus on restorative justice, supporting constructive partnership between the community, the Erie County Department of Mental Health, and the Sheriff's Office's Jail Management Division, and is wholly dedicated to enhancing the safety and conditions in the Erie County Holding Center and Correctional Facility.

INTRODUCTION

Mission statement

Tasked by the Erie County Legislature, the Erie County Corrections Specialist Advisory Board maintains an advisory relationship with the Erie County Sheriff's Office Jail Management Division to promote safe, humane, and effective correctional operations. Grounded in restorative justice, the Board serves as a bridge between the community and correctional leadership to improve facility conditions, reduce recidivism, and support successful re-entry. Through collaboration and accountability, the ECCSAB works to strengthen public safety and ensure continuous system improvement.

The purpose of the ECCSAB is to provide advice and support to the Erie County Sheriff's Office Jail Management Division, which manages the Erie County Holding Center and the Erie County Correctional Facility.

The Board may undertake functions and activities intended to address the following:

- Improve the conditions, systems, and practices at the Erie County Holding Center and Correctional Facility.
- Identify and recommend programs that utilize restorative justice practices and other programs that help reduce recidivism in Erie County.
- Encourage public comment on issues related to the Erie County Holding Center and Correctional Facility.

- Make formal recommendations to the Erie County Legislature, Erie County Executive, and the Erie County Sheriff's Office on the programs, funding, and services for the Correctional Facilities.
- Receive complaints regarding the Erie County Holding Center and Correctional Facility from the public, including those complaints that were sent directly to the Erie County Sheriff's Office, and refer such complaints to the Public Safety Committee of the Legislature.

The Board may receive and review communications from the Erie County Executive, the Erie County Legislature, the Sheriff's Office, and/or the public only regarding issues within its scope of work or any specific requests related to its mandate.

QUALIFICATION OF MEMBERS/LEADERSHIP

Membership

The Local Law states that the Board will be inclusive of current and/or retired professionals who have expertise in criminal justice, public safety, restorative justice, and reducing recidivism, so that it will more effectively serve the people of Erie County.

The Board shall consist of eleven (11) voting members, one (1) designee from each of the following County entities:

- Chair of the Erie County Legislature
- Majority Leader of the Erie County Legislature
- Minority Leader of the Erie County Legislature
- Erie County Executive
- Erie County Sheriff
- Erie County Commissioner of Probation
- Erie County Commissioner of Mental Health
- Bar Association of Erie County

In addition to:

- One member with demonstrated experience in advocacy for prisoners to be recommended by an organization working on behalf of prisoners' rights
- One member with demonstrated experience with restorative justice to be recommended by an organization that is dedicated to restorative justice
- One member with demonstrated experience in assisting former offenders' transitions who is a former prisoner of a county or state holding/correctional facility, to be recommended by an organization that is dedicated to transitioning from jail/prison to life in the general public

All members must meet the minimum requirements outlined in Section 2205 of the Erie County Charter and any additional requirements outlined in the Local Law, including:

- a. Each Board member shall be a resident of Erie County at the time of appointment and shall remain a resident for the duration of their position as a Board member.

- b. Members of the Board may not hold elective office.

Any resident of Erie County could apply to be on the CSAB; there was an open application period followed by interviews and selections made with the Legislature, and appointments from the above noted County Departments. Members of the Board were approved by a majority vote of the Erie County Legislature and shall serve without compensation.

Membership terms

The initial appointments made by the Chair of the Erie County Legislature, the Majority and Minority Leaders of the Erie County Legislature, the Erie County Executive, the Erie County Sheriff, the Erie County Commissioner of Probation, the Erie County Commissioner of Mental Health, and the Bar Association of Erie County shall each serve three year terms for this initial appointment period. The three members recommended by organizations working on behalf of prisoners' rights (1), restorative justice (1), and reentry (1), shall each serve an initial two year term. The term clock for all current appointments begins in June, when the reappointed Board held its first meeting. This provision intends to ensure continuity of the Board's institutional knowledge and precedent are preserved as new members are integrated.

Regardless of where the appointment came from, the Chairperson and Vice-Chairperson may serve in such positions for three years and no member may serve more than two consecutive terms, including the completion of a term of another voting member. Those who have served two consecutive terms may be eligible again after a two year absence to return to serve on the Board.

Board officer responsibilities and selection

Chairperson: Presides at all meetings, maintains order, enforces bylaws, prepares agendas, appoints committees with Board approval, coordinates staff support, and serves as an ex-officio member of all committees.

Lindsey Allen- Lindsey has been intimately involved in the services offered within the Erie County Sheriff's Office since 2018 and has been able to see the opportunity that incarcerated individuals are given, when resources are available to them. She has also been able to witness the success of these individuals when given a platform to thrive. Additionally, she has been able to experience the shortcomings within the facilities and how it can negatively impact those working in the jails, the incarcerated population, and the contractors working with this population. She is deeply invested in the success of the services and individuals involved in the local jail system and believes this board provides the platform to address limitations and ensure equity.

Vice-Chairperson: Assists the Chairperson and assumes their duties in the Chairperson's absence. In the absence of the Chairperson, the Vice-Chairperson presides over meetings.

Shawn Linder – Through being engaged with government since completing college, Shawn came to realize how impactful boards have the opportunity to be. He remains interested in holding a board leadership role to be positioned to best support the corrections community in Erie County.

Secretary: Records meeting minutes, takes attendance, monitors compliance with open meetings requirements, maintains official records, distributes minutes, and manages public comments

received via email. In the absence of both the Chairperson and Vice-Chairperson, the Secretary presides over meetings.

Julianna Everdyke – Julianna has been engaged in reentry, community integration, and mental health spaces for the past 8 years. As one of the current Board members who previously sat on the Board, Julianna has an increasing drive to see these areas of the criminal justice system addressed and working in tandem. Taking on a leadership role was a natural step, as in her employment she works to assess and find effective solutions for systemic barriers through networking with the community.

Communications Director:

Ensures transparency, coordinates public communication, prepares press releases, and serves as a spokesperson for the Board as needed. In the absence of the Chairperson, Vice-Chairperson, and Secretary, the Communication Director presides over meetings. This officer position was a new addition for the Board starting in 2025.

Michael June – Being formally incarcerated and having been in both the Erie County Holding Center and Erie County Correctional Facility, Michael brings first-hand knowledge and experience of the pros and cons in the justice system and facilities. Since returning to the community, Michael has been proactively involved in jail/prison reform and reentry programs and services. Michael appreciates the opportunity to be on this Board, as it is another way to be instrumental in accomplishing vital changes for both the incarcerated and ECSO staff.

OVERVIEW OF ANNUAL ACTIVITIES/ACHIEVEMENTS

Bylaws

The creation of the Board bylaws and mission statement were completed in September 2025, and January 2026 respectively. The complete document is included in the attachments of this report.

Correctional Facility tours

The Board felt it imperative to tour both ECHC and ECCF to be a better support for the incarcerated individuals and ECSO staff. All board members were provided visits and time with a Deputy to discuss what was working, what concerns there were, where the Board could advocate, and to get a personal understanding of what was included in the Comprehensive Facility and Operational Needs Assessment recommendations. The ECSO extends the opportunity for all elected officials to partake in similar visits. The Board encourages the Legislature to experience the facilities as the conversations regarding the need for necessary infrastructure updates and funding requests continue.

Consistent meetings with ECSO and Board officers

The Chair implemented meetings with the ECSO to be held between monthly Board meetings to receive updates on staffing needs, follow up on agenda items, monitor the incarcerated population changes, and determine topics the Board can support the Sheriff's Office with. These have been helpful as the Board navigated potential changes to the Correctional Facility location/layout, funding for needed updates/items, program planning, and relationship building.

Comprehensive Facility and Operational Needs Assessment conversations

During 2024 and 2025, a study was conducted to assess the potential for site acquisition, engineering, and architectural work to plan and build a new, modern Holding Center. The Erie County Holding Center and Erie County Correctional Facility Comprehensive Facility and Operational Needs Assessment was initiated in response to increasing concerns about the poor conditions and high costs of operating two aging facilities. This study was the first step in determining the future of the County's detention system facilities. It addressed existing and future programming and building space needs, and was intended to guide the County's decision-making toward an ideal facility and programming plan that meets modern best practices, complies with New York State Commission of Correction standards, promotes a safe and productive work environment for employees, creates a safe environment for incarcerated individuals and provides access to effective resources focused on mental health, substance use and addiction recovery, education, job training, and re-entry programs, and makes best use of staffing resources and taxpayer money.

The CSAB received an in-depth presentation of the needs assessment findings, and were presented with significant issues in both facilities related to safety, cost, maintenance, and renovations to improve functionality. The needs assessment clearly outlined the deficiencies of the current system, as well as the consequences of several possible alternatives. Through this study, evidence showed changes were critical in order to ensure a facility/facilities was a safer environment for incarcerated individuals and staff, cost less to supervise and maintain, and met current standards for correctional facilities. Based on an average future incarcerated population of the facilities, one of the development options identified as the most reasonable and impactful was to consolidate both facilities at the Correctional Facility location in Alden, an expansion that was estimated to cost \$428.8 million. Months after the assessment and recommendations were sent to the ECSO and Legislature, the Legislature decided that the plans would cease, and anticipated funding for the continuation of the jail study and subsequent projects was removed from the 2026 County budget. The Erie County Corrections Specialist Advisory Board has determined that it is imperative to continue the conversations about the recommendations within the submitted needs assessment, and has included this in the 2026-2027 Board Priorities.

Erie County Sheriff's Office workforce

Workforce shortages have created sustained concerns for the ECSO. In 2012, the Commission of Correction updated the Position and Staffing Analyses report which outlines daily and total staffing requirements. Erie County had failed to maintain the required staffing levels per the Commission's staffing analyses, and needed to hire over 70 new Correction Officers and implement a series of promotions to be in compliance. Although staffing crises are not specific to this area or profession, this is a persistent and multi-faceted issue, which has only become worse in recent years. In July 2025, when this iteration of the Board started meeting and working with the ECSO Superintendent, the issue of position vacancies was still a concern, and was resulting in additional consequences for the Office and both facilities.

Although employees at both correctional facilities are under the supervision of the Sheriff's Office, there are two separate union contracts that serve the employees. This means that any contract negotiation must be passed through both entities to take effect. Having two union contracts for employees who are responsible for the same duties, has proven to be a source of contention related to workplace culture and coworking relationships.

	Holding Center (EHC)	Correctional Facility (ECCF)
Security of facility	Maximum	Medium
Union	Teamsters	CSEA
Title (on badge)	Deputy Sheriff Officer (Deputy/DSO)	Corrections Officer (CO)
Mandated Shifts	Yes	Yes
Can work at both locations	Yes	No
Pay per hour	Up to \$3 more/hour	Potentially \$3 less/hour
Paid parking at location	No	Yes

Shift Length study

In summer of 2025, the ECSO hired a consultant to assess if twelve hour versus ten hour shifts would help with the staffing shortages. This evaluative study was approved through the Legislature and a company called Matrix was chosen to work with the ECSO to conduct the research. As of May 2026, Matrix provided a preliminary report to which the ECSO sent feedback. The ECSO is expecting a final report in the coming months and then will determine how to display the findings to each of the unions.

Civil Service Exam process

Traditional written civil service exams are conducted statewide for specific job titles and require in person test taking, with an average wait time of 6 months to receive individual scores creating a reachable list of candidates. After the list is identified, each department/office that had open positions for that specific exam, can start internal job interview processes.

For the ECSO with this traditional testing process, it could take up to 9 months for a potential candidate to be identified and approved to attend the academy; a required 3 month training before any correctional facility engagement. There are additional steps (background checks, polygraph test, physical agility test) after the candidate list is disseminated that need to occur due to the nature of the Deputy and Corrections Officer roles. Following the positive completion of those steps, interviews can commence and academy classes are scheduled. Prior to October 2025, the timeframe for getting a reachable list of ECSO candidates was 6 to 9 months from civil service exam test dates. For the additional employment requirements and academy class completion, it could be a total of 12 months before any new employees were even allowed to shadow in the Correctional Facilities (EHC or ECCF). This severely restricts the interested and available applicants from becoming an employee of the Sheriff's Office.

During this Board year, the ECSO worked with County Personnel leadership who oversees the civil service examination, in hopes of reducing the time it takes from opening the application to

receiving exam results. The ECSO was successful in this venture as the County agreed to change the style and timing of the examination process for the Correction Officer and Deputy Sheriff Officer position. There is now a specific ECSO questionnaire that interested individuals can submit which details their experience related to working in corrections. The County then puts together a list of reachable candidates who can complete the subsequent application and employment requirements for ECSO and the academy class. This expedited exam process differs from the typical civil service exam as there is not a fee to apply, it is a questionnaire related to experience, is not held at a static location (it can be completed anywhere 24/7), and there is less of a waiting period after completion to the development of the reachable candidate list. The intention behind this change is to increase the number of people on the reachable list and to the next step of the interview/hiring process. Included in the attachments of this report are the job bulletins for the Correction Officer and Deputy Sheriff Officer position to document the process details pre and post September 2025.

Staffing ratios within the correctional facilities, as previously stated, are determined by the Commission on Corrections, and the ECSO are required to maintain this staffing from shift to shift. This often causes employees being mandated to work longer than originally scheduled. The cost of overtime which is written into employee contracts, and is based on inverse seniority is a hefty barrier for the ECSO and taxpayers. There are physically not enough employees to fully staff both facilities on a daily basis, resulting in the Sheriff's Office mandating overtime almost every day. This poses a series of cyclical problems where the staff experience burnout, the number of staff calling out of work or using paid time off increases, many programming opportunities cannot be held/new ones cannot be implemented due to lack of staffing, individuals who are incarcerated do not get the benefit of programming variety, and increased stress overall. To compound the general staffing crisis, as noted in the table above, the Deputies at the Holding Center can work at both locations, but the Correction Officers posted at ECCF cannot. This further restricts the ECSO leadership in who is available to fill positions on a day to day basis. It is undeniable that this contributes greatly to the staffing crisis, culture of the workplace, and morale in the facilities as a whole.

Academy Class Info

During the tenure of this Board, there have been two academy classes, graduating 63 officers and retaining a total of 59 new officers. The academy class graduating in March 2025 is shown for an exam process comparison to the most recent academy cohort. After the civil service exam process change, the academies held in November 2025 and March 2026 not only had a notable increase in starting, graduating, and retained employees, but also was the first time in many years that two back to back academy classes were held.

	3/8/2025	11/1/2025	3/21/2026
Start	21	30	37
Graduated	19	28	35
Retained after graduation	16	24	35
Retention rate	76%	80%	94%

January 2026 graduates

Location	Male (23)	Female (5)
ECHC	18	1
ECCF	5	4

March 2026 graduates

Location	Male (29)	Female (6)
ECHC	22	3
ECCF	7	3

The number of retained denotes the academy graduates who move on to the 5 week shadowing period in the facilities where they will be posted. For those that were not retained, they decided before or after the academy that this career choice was not the best fit for them, they chose to move on to a different law enforcement agency, or resigned with no reason given.

	3/8/2025	11/1/2025	3/21/2026
Starting total	21	30	37
Graduated	19	28	35
Retained	16	24	35
Gender of retained	15 M / 1 F	19 M / 5 F	30 M / 5 F

	3/8/25	11/1/25	3/21/26
Left before completing academy	2 (1M, 1 F)	2 (2 M)	2 (1 M, 1F)
Left after academy graduation	3 (1M, 2 F)	4 (3 M, 1 F)	0

Vacancies by position (as of May 2026)

The ECSO has seen an increase of Deputies and Corrections Officers leaving the position for other law enforcement or non law enforcement positions. Many town police departments pay more and do not carry the risk and restrictions of working in a secure facility. It has been common for employees to begin the ECSO post and realize very quickly that they do not want to work in a jail setting. Although the retention rate for both facilities is around 92-93%, as of November 2025 there were 30 open positions at the Erie County Holding Center and 18 at the Erie County Correctional Facility. The current count of vacancies at the end of May 2026 are below, a drastic difference from 6 months prior.

Holding Center

Captain - 1

Sergeant - 3

Deputy Sheriff Officer - 5

Correctional Facility

Captain - 1

Sergeant - 1

Corrections Officer - 3

Separations

	2022	2023	2024	2025	2026
Retired	12	18	19	18	6
Resigned	30	39	34	29	9
Removed	2	0	4	5	0
Deceased	1	0	4	0	0
Total	45	57	61	52	15

Response to Legislative Recommendations

The Majority Caucus of the Legislature provided the CSAB with a document of questions they wanted assessed as the Board became established. The topics were focused on strengthening family connections, mental health and medical services, program inventory and improvements, women's programming and healthcare, attorney access, ECSO staffing needs, post release substance use coordination, medical and dental services, and iPad contractor performance. Many of these topics identified by the Majority Caucus were ones that overlapped with focus areas of the Board. This report has the completed document included in the attachments.

Resident concern documentation process

The Board is open to receiving communication from individuals who are incarcerated at Erie County Correctional Facilities. There was not a detailed process for this when the Board was regrouped, and within the first couple months of the Board being initiated in 2025, there were concerns submitted that required a way to document and provide follow up. The Board organized a Complaint Intake Form (for incarcerated individuals to fill out), a series of Response Letters to return to sender, and a Complaint Tracker (an internal Board tracking system) to ensure that appropriate actions were completed and areas/items of repeated concern would be addressed.

The Board felt it necessary to include in this report some of the concerns that have been relayed from individuals who are incarcerated, the community, family members of incarcerated individuals, and community based organization staff.

One of the consistent themes included in the complaints from the individuals at ECHC was the lack of sufficient air conditioning during the summer months. This was experienced by the Board members during the ECHC tour at the start of this board year and the Superintendent relayed similar concerns from the staff. There is a lack of fresh air flow entirely, especially when in the area with linear cells.

Plumbing was a concern that was highlighted by the ECSO staff and community members, noting that due to the outdated systems and plumbing materials, the effectiveness of the system is impeding on the health and sanitation of all who are within the ECHC. Per ECSO, there is a plan in the works for renovations to the plumbing system in the near future, but it is necessary to address this concern promptly.

Another complaint that was brought up was the availability of nutrition provided. The New York State Commission sets the food service standards via the NYSCOC Standards for

Local Correctional Facilities, NCCHC, and ACA Standards. The Board has taken the variances in diet/caloric intake/volume into account during conversations at several meetings, and continues to engage with the Superintendent about determinations around food service providers and options.

The Board continues to track the complaints that are submitted and will ensure that each is expeditiously followed up on by the appropriate representatives.

Erie County Sheriff's Office new Superintendent

For the first half of the Board's year the Superintendent was Michael Phillips. Superintendent Phillips attended all monthly Board meetings from July 2025 through December 2025. The Board had previously met incoming Superintendent Noeth during meetings that he attended with Superintendent Phillips starting in the fall of 2025. On 1/1/26, Joseph Noeth took the office of Superintendent. Superintendent Noeth brings decades of correctional experience to the Erie County Sheriff's Office, having worked 32 years with the New York State Department of Corrections and Community Supervision (DOCCS). Previously working in ten DOCCS facilities across the state, he was also responsible for supervision of fire and safety protocols, incarcerated individual discipline, the Security Information/Staffing Unit, Crisis Intervention Unit, Corrections Emergency Response Team and Correctional Facility Operations Specialists. Superintendent Noeth has a range of experience working directly with incarcerated individuals and the staff, as well as in leadership management roles where he oversaw all operations at New York State's 44 correctional facilities. At a recent meeting, Superintendent Noeth stated "during my short experience with the Board, it has been a positive relationship" and "what the Board is trying to do is make it better for everyone inside, the incarcerated individuals and the staff."

Community engagement and communication

With the addition of the Communications Director as an officer position, community engagement and connection is of high importance. The Board continues to post details about meetings on the Erie County Legislature page and a social media presence is being established. Each monthly Board meeting is open for members of the public to attend. The Board created a community facing informational flyer to increase community participation at monthly meetings. A copy of this is included as an attachment to this report.

Over this Board year, there have been a few community members that have been in attendance both to provide personal comments and advocacy. A report was submitted to the Board by the Erie County Clergy Jail Visiting Project, which sparked an engaging conversation amongst community members and the Board. The Board continues to take the report recommendations into account when determining priorities for future Board attention. The Board has acknowledged that the location of the monthly meetings is not easily accessible to the general public and have begun conversations about how to bring the Board meetings to local and trusted locations for the 2026-2027 year in hopes of garnering additional community perspective.

ECCSAB PRIORITIES 2026 - 2027

Continued conversation with respect to the Needs Assessment

With the recent shift from the Legislature pertaining to the Comprehensive Facility and Operational Needs Assessment, the Board wants to ensure that the time and money spent on the completion of the study/needs assessment and the recommendations included, are utilized to its full potential. The Board is set on prioritizing advocacy for investments that will provide prompt, realistic, and sustainable solutions for the facilities and Sheriff's Office. The focus will be on tangible and manageable areas of concern with the infrastructure of the jails and areas that are not physically or safely accessible. The Board has already begun to support this advocacy through researching how older correctional facilities built before the 1930's have navigated similar structural challenges.

Additionally, the Board submitted a letter of support to the Legislature regarding the benefit of approving the funds required to complete the camera upgrade at the Erie County Correctional Facility. This fundamental need for an upgraded camera system offers several tangible benefits, both in the immediate and long term. The funding would allow reliable surveillance at ECCF, which ultimately protects both incarcerated individuals and staff by ensuring transparency and proper conduct within the facility. It enhances the ability to monitor activities throughout the facility in real time. Improved technology can also increase the clarity and reliability of footage which is vital for investigations and legal proceedings. Moreover, an updated system can help reduce liability for the County by ensuring that accurate records are kept, supporting fair treatment, and addressing grievances more efficiently. Investing in these upgrades demonstrates a commitment to safety, transparency, and the well-being of everyone within the jail environment.

Increased community awareness

With multiple conversations over this board year centralizing on the need of increased awareness, education, and communication for community members and professional visitation, it was increasingly clear that this gap needed the Board's attention. Included in the 2026-2027 priorities is to find novel and trusted ways to increase the community's awareness of the regulations when visiting the correctional facilities. As the Board now has a Communications Director, this priority layers nicely to focus on what the community needs and wants are from the Board, and how the Board can support individuals with easier access to those incarcerated.

Another avenue of awareness is providing information about the current programming available in the correctional facilities, the broader Sheriff's Office, and the community based organizations within the correctional facilities and those supporting reentry needs. By highlighting these positives, the Board hopes that the community will be able to see the impact of programming and how the ECSO is striving to balance all requirements placed on them while prioritizing the health and wellbeing of the individuals in their care.

Additional workforce/business engagement pre-release

The Erie County Sheriff's Office has prioritized workforce development opportunities for the incarcerated population for decades. The ECSO continues to provide as many programs and education opportunities as possible to offer incarcerated individuals hands-on experience and skills to add to their resume. Both previous and current Superintendents discussed the value in providing diversity with the options available to individuals while incarcerated, as it is an indicator of positive reentry.

ECCF has had a longstanding forestry program that performs maintenance, landscaping, and brush removal for local municipalities and non-profit organizations. Additionally, the forestry program works in the newly built greenhouses to plant thousands of flowers, plants and other items for local community and government sites. Another program that the Board hopes to enhance is the THRIVE culinary program, in partnership with Peaceprints of WNY. This program offers classroom and soft skill training for individuals who are interested in working in a kitchen/restaurant setting. Graduates receive a "Ready, Set, Work!" certificate along with their ServSafe and TIPS credentials. The Board would also like to highlight the Pawsitive for Heroes program through WNY Heroes. WNY Heroes provides assistance in a variety of areas that support veterans and their families. Pawsitive for Heroes is one of the programs that connects service dogs to veterans who are in medical need referred through the VA Hospitals. This program trains incarcerated individuals to be dog handlers, and then links puppies with them to engage in service animal curriculum for a period of ten months. The service dogs are then permanently paired with their Veteran handlers. This program serves as a way for incarcerated individuals to gain valuable skills for future employment. Given that the current funding for many of these programs are through federal funds, the Board will work to ensure conversations are continued regarding funding for all programming.

Although there are distinguished and evidence based programs currently operating within the jails, inevitably there is always room for opportunity and improvement. The current physical structure of the Holding Center makes programming nearly impossible as given it is a maximum security facility, there are limited locations to hold programming and increased security limitations. At the Holding Center, there is currently one space available for programming that also doubles as the Chapel. This room can fit 12 individuals and shares the space with the schedule of religious services. The housing pods could ideally be utilized for programming spaces, but there is not enough staffing to support this as an option at this time. Due to these barriers, mostly all of the programming is held at the Correctional Facility which restricts the opportunities for those who are at the Holding Center. To compound the space and scheduling barriers, the staffing shortages affect the ability to hold programs consistently and effectively. The Board hopes to have continued conversations regarding enhancing the programming opportunities available to the incarcerated population at both jails to bolster specific pre-release workforce skill acquisition. The Board plans to highlight the importance of pre-release, hands-on employment experiences to promote a smooth transition upon return to the community.

Timely and Effective Complaint Resolution

The Board will work to consistently address all complaints promptly, fairly, and with empathy. Complaints will be assessed based on urgency, impact, and complexity to ensure that the most critical issues are resolved first. The Board's tracking system provides steps to create a resolution plan and ensure each is expeditiously followed up on by the appropriate representatives.

NEXT STEPS

These efforts represent the initial phase of a broader approach towards collaborative growth and sustainable development, supporting the identified 2026-2027 ECCSAB Priorities.

- 1) **Oversee and collaborate with the ECSO of the allocated funds for infrastructure updates**
Given the shift in financial opportunities within the County, the Board plans to work alongside the ECSO to ensure the safety of the correctional facilities with sustainability efforts. The Board will partner with the Sheriff's Office in identifying and relaying a prioritized project list to County departments that would be the most cost and time effective.
- 2) **Know Your Rights campaign**
As a Board, being an effective resource to the community is a primary focus. Board members plan to assemble and host a "Know Your Rights" campaign surrounding correctional facility visitation. This will ensure family members are not turned away from visiting because they were unaware of the facility rules and regulations. It will also support awareness for professional visits from legal teams and the Probation Department in getting to converse with their clients. This is intended to assist in communication between ECSO staff and members of the public during visitation times, reduce frustration, and provide information in a consistent way.
- 3) **Monitor new tablet implementation**
At the end of this Board year, the Sheriff's Office began looking into an alternative model to provide tablets for incarcerated individual use. A priority of the Board is to increase opportunities for the incarcerated population, and this one is fairly accessible. The Board is committed to monitoring and inquiring about the new tablet process, safety and security of the devices, and the expanded options for digital programming and educational opportunities.

The Erie County Corrections Specialist Advisory Board appreciates this opportunity to build a strong foundation of collaboration with the Erie County Legislature and the Erie County Sheriff's Office. With the mission of the ECCSAB centralizing on bringing leaders and professionals in the community together to help monitor and enhance the County's correctional facilities, the lives of those re-entering the community, and reducing recidivism through working together to develop solutions for problems, the Board is continually looking for ways to improve internal operations and procedures, advocate for the residents currently incarcerated, act as a body of support for those employed with the Sheriff's Office, and strengthen community engagement.

Submitted by the Erie County Corrections Specialist Advisory Board

June 30th, 2026

ATTACHMENTS

- a. Erie County Local Law No. 3
- b. New York State Public Officers Law, Article 7
- c. Erie County Corrections Specialist Advisory Board Bylaws
- d. Comprehensive Facility and Operational Needs Assessment
- e. Legislative Recommendations
- f. Resident Concern documents
- g. Correction Officer and Deputy Sheriff Officer exam announcements (11/1/23 & 9/5/25)
- h. ECCSAB Letter of Support for Camera Upgrades at ECCF
- i. CSAB Community Engagement flyer

Local Law Filing

(Use this form to file a local law with the Secretary of State.)

Text of law should be given as amended. Do not include matter being eliminated and do not use italics or underlining to indicate new matter.

☒ County ☐ City ☐ Town ☐ Village
(Select one)
of Erie

FILED
STATE RECORDS

JUL 23 2019

DEPARTMENT OF STATE

Local Law No. 3 of the year 20 19

A local law entitled "ERIE COUNTY CORRECTIONS SPECIALIST ADVISORY

(Insert Title)
BOARD" in relation to establishing an advisory board for the Erie County Jail Management Division

Be it enacted by the Erie County Legislature of the
(Name of Legislative Body)

☒ County ☐ City ☐ Town ☐ Village
(Select one:)
of Erie

as follows:

Be it enacted by the Legislature of the County of Erie as follows:

SECTION 1. LEGISLATIVE INTENT AND OVERVIEW

It is the Erie County Legislature's intention to establish the Erie County Corrections Specialist Advisory Board (the "Advisory Board") to provide advice to, and oversight over the Erie County Sheriff Office's Jail Management Division which administers the Erie County Holding Center and the Erie County Correctional Facility.

(If additional space is needed, attach pages the same size as this sheet, and number each.)

In 2010 this Honorable Body created a Community Corrections Advisory Board ("CCAB") via legislative resolution following evaluation and investigation and a lawsuit by the U.S. Department of Justice against Erie County and the Erie County Sheriff deeming federal oversight of the Erie County Holding Center and Correctional Facility as necessary and in the public interest due to a myriad of issues at both facilities. The CCAB's purpose was "discussion of corrections facilities programs and services to offer suggestions and advice for the improvement of such programs at the Erie County Correctional Facility and the Erie County Holding Center." The Legislature also desired that the CCAB could help prevent further improper treatment at the facilities, and devise solutions to improve procedures and operations and provide a mechanism for oversight.

One of the major issues plaguing the Jail Management Division involves mentally-ill inmates and prisoners who may be suicidal or who are in need of treatment while detained. The Erie County Department of Mental Health is administratively responsible for planning, directing, coordinating, and monitoring programs of prevention, treatment and rehabilitation involving detainees with mental health and/or intellectual or developmental disabilities and substance abuse services.

Over the intervening years, the state's regulator over local jails, the New York State Commission of Correction, has issued a series of critical reports over the Holding Center and Correctional Facility due to inmate escapes from custody, facility conditions, assaults on prisoners, mental health and healthcare deficiencies, and the deaths of prisoners or detainees in the custody of the Erie County Division of Jail Management. This includes a February 2018 report entitled "The Worst Offenders Report: The Most Problematic Local Correctional Facilities of New York State", that labeled the Holding Center and Correctional Facility as one of the "worst offenders for being in violation of state law."

For a variety of reasons, the CCAB did not function as hoped and expected and in 2013 the CCAB functionally stopped meeting or acting and was not subsequently convened.

Section 2205 of the Erie County Charter states: "Advisory boards shall meet at least four times per year, and meetings shall be held in compliance with the Open Meetings Law. If a board fails to hold the minimum number of meetings, the creating authority shall investigate why, and is authorized to remove an ineffective chair or any inactive members, or to recommend that the legislature abolish the board.

Because the CCAB has not met since 2013, and due to the host of problems, issues and concerns over the Erie County Holding Center and Correctional Facility, it is recommended that the Legislature create a new robust and inclusive corrections advisory board comprised of current and/or retired professionals who have expertise in criminal justice, public safety, restorative justice and reducing recidivism that will more effectively serve the people of Erie County.

The Advisory Board is intended to focus on restorative justice, serve as a bridge between the community, the Erie County Department of Mental Health, and the Erie County Sheriff's Office's Jail Management Division, and will be dedicated to enhancing the safety and conditions in the Erie County Holding Center and Correctional Facility. Its mission will be to bring leaders and professionals in our community together to help monitor and improve the County's correctional facilities, improve the lives of those who have left correctional facilities and reduce recidivism and help with re-entry to society, and work together for solutions to problems while continually looking for ways to improve internal operations and procedures in the correctional facilities.

SECTION 2. CREATION OF AND MEMBERSHIP OF THE ERIE COUNTY CORRECTIONS SPECIALIST ADVISORY BOARD

The Erie County Corrections Specialist Advisory Board is hereby established.

Membership

The Advisory Board shall consist of eleven (11) voting members as follows:

- One member to be recommended by the Chair of the Erie County Legislature
- One member to be recommended by the Majority Leader of the Erie County Legislature
- One member to be recommended by the Minority Leader of the Erie County Legislature
- One member to be recommended by the Erie County Executive
- One member to be recommended by the Erie County Sheriff
- One member to be recommended by the Erie County Commissioner of Probation
- One member to be recommended by the Erie County Commissioner of Mental Health
- One member to be recommended by the Bar Association of Erie County
- One member with demonstrated experience in advocacy for prisoners to be recommended by an organization working on behalf of prisoners' rights
- One member with demonstrated experience with restorative justice to be recommended by an organization that is dedicated to restorative justice
- One member with demonstrated experience in assisting former offenders' transitions who is a former prisoner of a county or state holding/correctional facility to be recommended by an organization that is dedicated to ex-offender transition from jail/prison to life in the general public

Members shall be approved by a majority vote of the Erie County Legislature and shall serve without compensation.

Terms of Advisory Board Members

Advisory Board members shall serve three-year terms. No member may serve more than two (2) consecutive terms, including the completion of a term of another voting member. Those who have served two (2) consecutive terms may be eligible again after a two (2) year absence to serve on the Board.

SECTION 3. QUALIFICATIONS OF MEMBERS

All members must meet the minimum requirements set forth in Section 2205 of the Erie County Charter including:

- a. Each Advisory Board member shall be a resident of Erie County at the time of appointment and shall remain a resident of Erie County while holding a position as a member of the Advisory Board.
- b. Members of the Advisory Board may not hold elective office.

SECTION 4. MEETINGS

At the first meeting of the Advisory Board the Board shall elect a member as chairperson, and another member as vice-chairperson. The chairperson and vice-chairperson shall serve in such positions for two years and may not serve more than two consecutive terms. The vice-chairperson shall serve in the absence of the chairperson and in such other capacity as the chairperson shall delegate.

The Advisory Board shall establish a schedule of regular meetings for the year, but the Advisory Board shall meet a minimum of four (4) times per year.

Unless otherwise provided by law, a majority of the members shall constitute a quorum at any duly held meeting of the Advisory Board. The affirmative vote of a majority of all members shall be required for Advisory Board action on any matter.

At each meeting of the Advisory Board, time will be set aside for public comment on issues relevant to the stated intent in the adopted bylaws of the Advisory Board. If no such individuals or organizations have contacted the Chairperson of the Advisory Board to request time to testify, the Advisory Board will forgo the time for public comment at that meeting of the Board. Requests to testify can be made to the Chairperson of the Advisory Board by filing such request with the Clerk of the Erie County Legislature at least five (5) business days prior to the Meeting of the Advisory Board.

SECTION 5. PROCEDURES.

The Advisory Board shall adopt standards of conduct and disclosure of interests intended to ensure that the actions of the Advisory Board are carried out in an ethical manner. The ethical standards shall be consistent with the Erie County Code of Ethics.

The Advisory Board may adopt such bylaws and/or rules and procedures for the efficient and orderly conduct of its business as it deems necessary or appropriate under Section 2205 of the Erie County Charter. Such rules and procedures shall provide reasonable opportunity for public comment and engagement.

The Advisory Board shall adopt bylaws that are not in conflict with Section 2205 of the Erie County Charter or any provisions of this Local Law, and subject to the approval of the Erie County Legislature.

It is hereby established, this local law does charge the Advisory Board the ability to design and enforce the bylaws under which such board will function. Bylaws must be in writing, filed with the Erie County Legislature, and open to inspection by members of the Advisory Board, the Erie County Legislature, and other elected officials. Bylaws may include, but are not limited to, the procedures for the taking of meeting minutes, the procedures for submitting grievances, the procedure for recommending the use of the Legislature's subpoena power, and the procedure for writing and submitting reports to the Erie County Legislature. Bylaws must be filed with the Erie County Legislature at least thirty (30) days prior to the first Advisory board meeting. In order to establish bylaws, the members of the Advisory Board must be in quorum, and at least seven (7) affirmative votes submitted. Amendments to the bylaws must be passed in quorum, with the affirmative vote of at least seven Advisory Board members.

The Advisory Board will produce, annually, a report on the progress of the Board for the previous year and their goals for the upcoming year. The report is to be filed with the Clerk of the Erie County Legislature and shall be reviewed by the Public Safety Committee of the Erie County Legislature.

SECTION 6. POWERS AND FUNCTIONS

Powers

The Advisory Board shall:

1. Function in an advisory capacity to the Erie County Legislature as well as to the Erie County's Sheriff's Office.

The Advisory Board may:

1. Recommend that the Chairperson of the Erie County Legislature utilize his/her subpoena power under Section 2607 of the Erie County Charter, as necessary, to compel the presence and testimony of persons or the production of records to the Advisory Board when other mechanisms to compel such presence or data are otherwise unsuccessful through the following procedure:
 - (a) A formal recommendation suggesting utilization of the Legislature's subpoena power may be submitted to the Erie County Legislature's Public Safety Committee. After which, members of the Public Safety Committee shall vote on whether to submit the request to the Chair of the Erie County Legislature. Requests that pass by a majority vote of the Public Safety Committee shall then be submitted to the Chair of the Erie County Legislature for a final decision on the potential utilization of subpoena power.

Functions

The Advisory Board may undertake functions and activities intended to:

1. Develop strategic plans and policies to be considered by the Legislature and the Sheriff's Office that will improve the conditions, systems and practices at the Erie County Holding Center and Correctional Facility and help reduce recidivism in Erie County.

2. Allow public comment on the issues related to the Erie County Holding Center and Erie County Correctional Facility
3. Make formal advisory recommendations to the County Legislature and the Erie County Sheriff's Office on the programs, funding and services for the correctional facilities in Erie County.
4. Receive complaints regarding the Erie County Holding Center and the Erie County Correctional Facility from the public and refer such complaints to the Public Safety Committee of the Legislature.

SECTION 7. STAFF SUPPORT

The Chair of the Erie County Legislature shall choose amongst the staff of the Legislature one person to serve as Clerk of the Advisory Board. Such staff member will communicate with members, and the public through notices, regarding meetings, agendas and items that are before the Advisory Board. The Clerk will be responsible for taking the roll, recording votes of the members at meetings and communicating with groups seeking to testify before the Advisory Board. The Clerk will also be responsible for disseminating the minutes of the meetings to Advisory Board members and working with the Chair of the Advisory Board to produce an Annual Report to be filed with the Clerk of the Erie County Legislature and reviewed by the Public Safety Committee of the Erie County Legislature.

SECTION 8. EFFECTIVE DATE

This Local Law shall take effect upon filing with the New York Secretary of State.

SECTION 9. SEVERABILITY

If any clause, sentence, paragraph, subdivision, section or part of this Local Law or the application thereof, to any person, individual, corporation, firm, partnership, entity or circumstance, shall be adjudged by any court of competent jurisdiction to be invalid or unconstitutional such order of judgment shall not affect, impair, or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, section, or part of this Local Law or in its application to the person, individual, corporation, firm, partnership, entity, or circumstance directly involved in the controversy in which such judgment or order shall be rendered.

SPONSORED BY:

APRIL N. M. BASKIN
HOWARD JOHNSON
TIMOTHY MEYERS

(Complete the certification in the paragraph that applies to the filing of this local law and strike out that which is not applicable.)

1. (Final adoption by local legislative body only.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____, 20____, in accordance with the applicable provisions of law.
(Name of Legislative Body)

2. (Passage by local legislative body with approval, no disapproval or repassage after disapproval by the Elective Chief Executive Officer*.)

I hereby certify that the local law annexed hereto, designated as local law No. 3 of 20 19 of the (County) _____ of Erie was duly passed by the Erie County Legislature on June 20 20 19, and was (approved)(not approved) (Name of Legislative Body) (repassed after disapproval) by the Erie County Executive and was deemed duly adopted (Elective Chief Executive Officer*) on July 19 20 19, in accordance with the applicable provisions of law.

3. (Final adoption by referendum.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____, 20____, and was (approved)(not approved) (Name of Legislative Body) (repassed after disapproval) by the _____ on _____, 20____. (Elective Chief Executive Officer*)

Such local law was submitted to the people by reason of a (mandatory)(permissive) referendum, and received the affirmative vote of a majority of the qualified electors voting thereon at the (general)(special)(annual) election held on _____, 20____, in accordance with the applicable provisions of law.

4. (Subject to permissive referendum and final adoption because no valid petition was filed requesting referendum.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____, 20____, and was (approved)(not approved) (Name of Legislative Body) (repassed after disapproval) by the _____ on _____, 20____. Such local law was subject to permissive referendum and no valid petition requesting such referendum was filed as of _____, 20____, in accordance with the applicable provisions of law.

* Elective Chief Executive Officer means or includes the chief executive officer of a county elected on a county-wide basis or, if there be none, the chairperson of the county legislative body, the mayor of a city or village, or the supervisor of a town where such officer is vested with the power to approve or veto local laws or ordinances.

5. (City local law concerning Charter revision proposed by petition.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20____ of the City of _____ having been submitted to referendum pursuant to the provisions of section (36)(37) of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of such city voting thereon at the (special)(general) election held on _____ 20____, became operative.

6. (County local law concerning adoption of Charter.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20____ of the County of _____ State of New York, having been submitted to the electors at the General Election of November _____ 20____, pursuant to subdivisions 5 and 7 of section 33 of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of the cities of said county as a unit and a majority of the qualified electors of the towns of said county considered as a unit voting at said general election, became operative.

(If any other authorized form of final adoption has been followed, please provide an appropriate certification.)

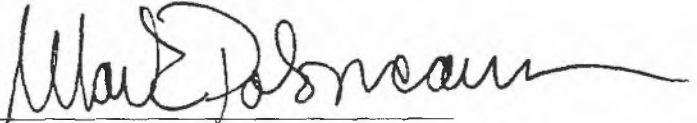
I further certify that I have compared the preceding local law with the original on file in this office and that the same is a correct transcript therefrom and of the whole of such original local law, and was finally adopted in the manner indicated in paragraph 2 above.

Clerk of the county legislative body, City, Town or Village Clerk or
officer designated by local legislative body

Date: July 22, 2019

(Seal)

A Public Hearing was held on the foregoing **Local Law Intro. No. 7-2-2019** on **July 2, 2019** due notice thereof having been published in the official newspapers of the County of Erie designated for this purpose, and after due deliberation thereon, I, MARK C. POLONCARZ, County Executive of Erie County, do hereby APPROVE and SIGN said Local Law this 19th day of July, 2019.


Mark C. Poloncarz

A Public Hearing was held on the foregoing **Local Law Intro. No. 7-2-2019** on **July 2, 2019** due notice thereof having been published in the official newspapers of the County of Erie designated for this purpose, and after due deliberation thereon, I, MARK C. POLONCARZ, County Executive of Erie County, do hereby DISAPPROVE and VETO said Local Law this ____ day of _____, 20____.

Mark C. Poloncarz

PUBLIC OFFICERS LAW, ARTICLE 7

OPEN MEETINGS LAW

§100. Legislative declaration.

It is essential to the maintenance of a democratic society that the public business be performed in an open and public manner and that the citizens of this state be fully aware of and able to observe the performance of public officials and attend and listen to the deliberations and decisions that go into the making of public policy. The people must be able to remain informed if they are to retain control over those who are their public servants. It is the only climate under which the commonweal will prosper and enable the governmental process to operate for the benefit of those who created it.

§101. Short title. This article shall be known and may be cited as "Open Meetings Law".

§102. Definitions. As used in this article:

1. "Meeting" means the official convening of a public body for the purpose of conducting public business, including the use of videoconferencing for attendance and participation by the members of the public body.
2. "Public body" means any entity, for which a quorum is required in order to conduct public business and which consists of two or more members, performing a governmental function for the state or for an agency or department thereof, or for a public corporation as defined in section sixty-six of the general construction law, or committee or subcommittee or other similar body of such public body.
3. "Executive session" means that portion of a meeting not open to the general public.

§103. Open meetings and executive sessions.

- (a) Every meeting of a public body shall be open to the general public, except that an executive session of such body may be called and business transacted thereat in accordance with section one hundred five of this article.
- (b) Public bodies shall make or cause to be made all reasonable efforts to ensure that meetings are held in facilities that permit barrier-free physical access to the physically handicapped, as defined in subdivision five of section fifty of the public buildings law.
- (c) A public body that uses videoconferencing to conduct its meetings shall provide an opportunity for the public to attend, listen and observe at any site at which a member participates.
- (d) Public bodies shall make or cause to be made all reasonable efforts to ensure that meetings are held in an appropriate facility which can adequately accommodate members of the public who wish to attend such meetings.
 1. Any meeting of a public body that is open to the public shall be open to being photographed, broadcast, webcast, or otherwise recorded and/or transmitted by audio or video means. As used herein the term "broadcast" shall also include the transmission of signals by cable.
 2. A public body may adopt rules, consistent with recommendations from the committee on open government, reasonably governing the location of equipment and personnel used to photograph, broadcast, webcast, or otherwise record a meeting so as to conduct its proceedings in an orderly manner. Such rules shall be conspicuously posted during meetings and written copies shall be provided upon request to those in attendance.
- (e) Agency records available to the public pursuant to article six of this chapter, as well as any proposed resolution, law, rule, regulation, policy or any amendment thereto, that is scheduled to be the subject of discussion by a public body during an open meeting shall be made available, upon request therefor, to the extent practicable as determined by the agency or the department, prior to or at the meeting during which the records will be discussed. Copies of such records may be made available for a reasonable fee, determined in the same manner as provided therefor in article six of this chapter. If the agency in which a public body functions maintains a regularly and routinely updated website and utilizes a high speed internet connection, such records shall be posted on the website to the extent practicable as determined by the agency or the department, prior to the meeting. An agency may, but shall not be required to, expend additional moneys to implement the provisions of this subdivision.
- (f) Open meetings of an agency or authority shall be, to the extent practicable and within available funds, broadcast to the public and maintained as records of the agency or authority. If the agency or authority maintains a website and utilizes a high speed internet connection, such open meeting shall be, to the extent practicable and within available funds, streamed on such website in real-time, and posted on such website within and for a reasonable time after the meeting. For the purposes of this subdivision, the term "agency"

shall mean only a state department, board, bureau, division, council or office and any public corporation the majority of whose members are appointed by the governor. For purposes of this subdivision, the term "authority" shall mean a public authority or public benefit corporation created by or existing under any state law, at least one of whose members is appointed by the governor (including any subsidiaries of such public authority or public benefit corporation), other than an interstate or international authority or public benefit corporation.

§104. Public notice.

1. Public notice of the time and place of a meeting scheduled at least one week prior thereto shall be given or electronically transmitted to the news media and shall be conspicuously posted in one or more designated public locations at least seventy-two hours before such meeting.
2. Public notice of the time and place of every other meeting shall be given or electronically transmitted, to the extent practicable, to the news media and shall be conspicuously posted in one or more designated public locations at a reasonable time prior thereto.
3. The public notice provided for by this section shall not be construed to require publication as a legal notice.
4. If videoconferencing is used to conduct a meeting, the public notice for the meeting shall inform the public that videoconferencing will be used, identify the locations for the meeting, and state that the public has the right to attend the meeting at any of the locations.
5. If a meeting will be streamed live over the internet, the public notice for the meeting shall inform the public of the internet address of the website streaming such meeting.
6. When a public body has the ability to do so, notice of the time and place of a meeting given in accordance with subdivision one or two of this section, shall also be conspicuously posted on the public body's internet website.

§105. Conduct of executive sessions.

1. Upon a majority vote of its total membership, taken in an open meeting pursuant to a motion identifying the general area or areas of the subject or subjects to be considered, a public body may conduct an executive session for the below enumerated purposes only, provided, however, that no action by formal vote shall be taken to appropriate public moneys:
 - a. matters which will imperil the public safety if disclosed;
 - b. any matter which may disclose the identity of a law enforcement agent or informer;
 - c. information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
 - d. discussions regarding proposed, pending or current litigation;
 - e. collective negotiations pursuant to article fourteen of the civil service law;
 - f. the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
 - g. the preparation, grading or administration of examinations; and
 - h. the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.
2. Attendance at an executive session shall be permitted to any member of the public body and any other persons authorized by the public body.

§106. Minutes.

1. Minutes shall be taken at all open meetings of a public body which shall consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon.
2. Minutes shall be taken at executive sessions of any action that is taken by formal vote which shall consist of a record or summary of the final determination of such action, and the date and vote thereon; provided, however, that such summary need not include any matter which is not required to be made public by the freedom of information law as added by article six of this chapter.
3. Minutes of meetings of all public bodies shall be available to the public in accordance with the provisions of the freedom of information law within two weeks from the date of such meeting except that minutes taken pursuant to subdivision two hereof shall be available to the public within one week from the date of the executive session.

§107. Enforcement.

1. Any aggrieved person shall have standing to enforce the provisions of this article against a public body by the commencement of a proceeding pursuant to article seventy-eight of the civil practice law and rules, or an action for declaratory judgment and injunctive

relief. In any such action or proceeding, if a court determines that a public body failed to comply with this article, the court shall have the power, in its discretion, upon good cause shown, to declare that the public body violated this article and/or declare the action taken in relation to such violation void, in whole or in part, without prejudice to reconsideration in compliance with this article. If the court determines that a public body has violated this article, the court may require the members of the public body to participate in a training session concerning the obligations imposed by this article conducted by the staff of the committee on open government. An unintentional failure to fully comply with the notice provisions required by this article shall not alone be grounds for invalidating any action taken at a meeting of a public body. The provisions of this article shall not affect the validity of the authorization, acquisition, execution or disposition of a bond issue or notes.

2. In any proceeding brought pursuant to this section, costs and reasonable attorney fees may be awarded by the court, in its discretion, to the successful party. If a court determines that a vote was taken in material violation of this article, or that substantial deliberations relating thereto occurred in private prior to such vote, the court shall award costs and reasonable attorney's fees to the successful petitioner, unless there was a reasonable basis for a public body to believe that a closed session could properly have been held.

§108. Exemptions. Nothing contained in this article shall be construed as extending the provisions hereof to:

1. judicial or quasi-judicial proceedings, except proceedings of the public service commission and zoning boards of appeals;
2. a. deliberations of political committees, conferences and caucuses.
b. for purposes of this section, the deliberations of political committees, conferences and caucuses means a private meeting of members of the senate or assembly of the state of New York, or of the legislative body of a county, city, town or village, who are members or adherents of the same political party, without regard to
 - (i) the subject matter under discussion, including discussions of public business,
 - (ii) the majority or minority status of such political committees, conferences and caucuses or
 - (iii) whether such political committees, conferences and caucuses invite staff or guests to participate in their deliberations; and
3. any matter made confidential by federal or state law.

§109. Committee on open government. The committee on open government, created by paragraph

(a) of subdivision one of section eighty-nine of this chapter, shall issue advisory opinions from time to time as, in its discretion, may be required to inform public bodies and persons of the interpretations of the provisions of the open meetings law.

§110. Construction with other laws.

1. Any provision of a charter, administrative code, local law, ordinance, or rule or regulation affecting a public body which is more restrictive with respect to public access than this article shall be deemed superseded hereby to the extent that such provision is more restrictive than this article.
2. Any provision of general, special or local law or charter, administrative code, ordinance, or rule or regulation less restrictive with respect to public access than this article shall not be deemed superseded hereby.
3. Notwithstanding any provision of this article to the contrary, a public body may adopt provisions less restrictive with respect to public access than this article

§111. Severability. If any provision of this article or the application thereof to any person or circumstances is adjudged invalid by a court of competent jurisdiction such judgment shall not affect or impair the validity of the other provisions of the article or the application thereof to other persons and circumstances.

ERIE COUNTY CORRECTIONS SPECIALIST ADVISORY BOARD

BYLAWS

ARTICLE I – NAME

Section 1.

The name of this body shall be the Erie County Corrections Specialist Advisory Board, hereinafter referred to as the “Board” or “ECCSAB.”

Section 2.

The Board was created by Local Law No. 3 of the year 2019 and is entitled "ERIE COUNTY CORRECTIONS SPECIALIST ADVISORY BOARD" and will be hereinafter referred to as “the Local Law.”

ARTICLE II – PURPOSE

Section 1.

As outlined in the enabling Local Law, the purpose of the ECCSAB is to provide advice to and oversight over the Erie County Sheriff's Office Jail Management Division, which administers the Erie County Holding Center and the Erie County Correctional Facility.

The Board is intended to focus on restorative justice, serve as a bridge between the community, the Erie County Department of Mental Health, and the Erie County Sheriff's Office's Jail Management Division, and will be dedicated to enhancing the safety and conditions in Erie County Holding Center and Correctional Facility. Its mission is to bring leaders and professionals in the community together to help monitor and improve the County's correctional facilities, improve the lives of those who have left correctional facilities, reduce recidivism and help with re-entry to society, and work together for solutions to problems while continually looking for ways to improve internal operations and procedures in the correctional facilities.

Mission Statement: The Erie County Corrections Specialist Advisory Board (ECCSAB) maintains an advisory relationship with the Erie County Sheriff's Office Jail Management Division to promote safe, humane, and effective correctional operations. Grounded in restorative justice, the Board serves as a bridge between the community and correctional leadership to improve facility conditions, reduce recidivism, and support successful re-entry. Through collaboration and accountability, the ECCSAB works to strengthen public safety and ensure continuous system improvement.

The Board may undertake functions and activities intended to address the following:

- Improve the conditions, systems, and practices at the Erie County Holding Center and Correctional Facility.
- Identify and recommend programs that utilize restorative justice practices and other programs that help reduce recidivism in Erie County.
- Encourage public comment on issues related to the Erie County Holding Center and Correctional Facility.
- Make formal recommendations to the Erie County Legislature, Erie County Executive, and the Erie County Sheriff's Office on the programs, funding, and services for the Correctional Facilities.
- Receive complaints regarding the Erie County Holding Center and Correctional Facility from the public, including those complaints that were sent directly to the Erie County Sheriff's Office, and refer such complaints to the Public Safety Committee of the Legislature. The Board shall make a monthly request to the Sheriff's Office for copies of any and all complaints received during the month.

Section 2.

In addition, the Board may receive and review communications from the Erie County Executive, the Erie County Legislature, the Sheriff's Office, and/or the public regarding issues within its scope of work or any specific requests related to its mandate.

Section 3.

Local Law indicates that the Board functions in an advisory capacity to both the Erie County Legislature and Sheriff's Office. The Board may recommend that the Chairperson of the Erie County Legislature utilize their power, as noted in Section 2607 of the Erie County Charter, to compel the testimony or production of records to the ECCSAB in order to follow through with activities deemed responsibilities of the Board.

ARTICLE III – MEMBERSHIP

Section 1.

The Local Law states that the Board will be comprised of current and/or retired professionals who have expertise in criminal justice, public safety, restorative justice and reducing recidivism that will more effectively serve the people of Erie County.

The Board shall consist of eleven (11) voting members, one (1) designated from each of the following County entities:

- Chair of the Erie County Legislature
- Majority Leader of the Erie County Legislature
- Minority Leader of the Erie County Legislature
- Erie County Executive
- Erie County Sheriff
- Erie County Commissioner of Probation
- Erie County Commissioner of Mental Health
- Bar Association of Erie County

In addition to:

- One member with demonstrated experience in advocacy for prisoners to be recommended by an organization working on behalf of prisoners' rights
- One member with demonstrated experience with restorative justice to be recommended by an organization that is dedicated to restorative justice
- One member with demonstrated experience in assisting former offenders' transitions who is a former prisoner of a county or state holding/correctional facility, to be recommended by an organization that is dedicated to transitioning from jail/prison to life in the general public

Section 2.

All members must meet the minimum requirements outlined in Section 2205 of the Erie County Charter and any additional requirements outlined in the Local Law, including:

- a. Each Board member shall be a resident of Erie County at the time of appointment and shall remain a resident for the duration of their position as a Board member.
- b. Members of the Board may not hold elective office.

Section 3.

Members of the Board shall be approved by a majority vote of the Erie County Legislature and shall serve without compensation.

Section 4.

Membership terms shall be staggered to ensure continuity. The initial appointments made by the Chair of the Erie County Legislature, the Majority Leader of the Erie County Legislature, the Minority Leader of the Erie County Legislature, the Erie County Executive, the Erie County Sheriff, the Erie County Commissioner of Probation, the Erie County Commissioner of Mental Health, and the Bar Association of Erie County shall each serve three (3) year terms for this initial appointment period.

The three members recommended by an organization working on behalf of prisoners' rights (1), an organization dedicated to restorative justice (1), and an organization supporting reentry (1), shall each serve an initial two (2) year term. The term clock for all current appointments begins in June, when the reappointed Board held its first meeting together. This provision intends to ensure that the Board's institutional knowledge and

precedent are preserved as new members are integrated.

Local Law reads: The Chairperson and Vice-Chairperson shall serve in such positions for three (3) years and may not serve more than two (2) consecutive terms.

Regardless of where the appointment came from, no member may serve more than two (2) consecutive terms, including the completion of a term of another voting member. Those who have served two (2) consecutive terms may be eligible again after a two (2) year absence to again serve on the Board.

Section 5.

A vacancy shall occur when a member resigns by submitting a written notice to the Chairperson, Vice-Chairperson, and Secretary; when a member's term expires; or when a member is removed by a majority vote of the current Board members following the procedures described in these bylaws.

Section 6.

A member may be removed from the Board for cause by a majority vote of current members, consistent with the following procedure and notice requirements. If a member misses three (3) consecutive meetings without appropriate notice to the Chairperson/Vice-Chairperson, the member will be sent a letter from the Chairperson requesting their presence at the next scheduled Board meeting. Failure to show up to the meeting following that notice, will result in a vote for their removal at the start of that meeting. There will be a letter sent to the Erie County Legislature and the member's recommending entity to provide transparency about the removal.

Section 7.

All vacancies shall be filled for the unexpired term in the manner by which the position was originally filled (application, interview, and approval by the Erie County Legislature).

ARTICLE IV – OFFICERS

Section 1.

The officers of the Board shall be elected by majority vote from among the Board members. Officer roles shall include, at a minimum, Chairperson, Vice-Chairperson, Secretary, and Communications Director.

Officer Duties and Responsibilities

Chairperson: Presides at all meetings, maintains order, enforces bylaws, prepares agendas, appoints committees with Board approval, coordinates staff support, and serves as an ex-officio member of all committees.

Vice-Chairperson: Assists the Chairperson and assumes their duties in the Chairperson's absence. In the absence of the Chairperson, the Vice-Chairperson presides over meetings.

Secretary: Records meeting minutes, takes attendance, monitors compliance with open meetings requirements, maintains official records, distributes minutes, and manages public comments received via email. In the absence of both the Chairperson and Vice-Chairperson, the Secretary presides over meetings.

Communications Director: Ensures transparency, coordinates public communication, prepares press releases, and serves as a spokesperson for the Board as needed. In the absence of the Chairperson, Vice-Chairperson, and the Secretary, the Communication Director presides over meetings.

Section 2.

Local Law reads: The Chairperson and Vice-Chairperson shall serve in such positions for three (3) years and may not serve more than two (2) consecutive terms.

Section 3.

A Board member may step down from an officer role without affecting their status as a Board member by submitting a written notice to all other officers.

Section 4.

If any officer position becomes vacant, an election shall be held to fill the vacancy by a majority vote of the Board as soon as possible.

Section 5.

Removal from Office: An officer can be removed from their role with cause, by an affirmative majority vote (at least 7 members) at a regular meeting where previous notice has been provided.

Section 6.

If the vacancy is the office of Chairperson, the Vice-Chairperson will act as Chairperson. At the next scheduled Board meeting, there will be an election for Chairperson, and if the Vice-Chairperson is elected Chairperson, there will be an election for the Vice-Chairperson at the same meeting.

Section 7.

Meetings will comply with New York State Public Officers Law, Article 7 (Open Meetings Law). Under this law, gatherings where there is no quorum and no formal votes or actions taken do not constitute a meeting. Officers and small working groups that do not meet quorum are expected to regularly prepare for meetings and carry out necessary work between official meetings.

ARTICLE V – MEETINGS

Section 1.

The Board shall meet at least bi-monthly. Meetings will be conducted in person or be held via teleconference/electronic means, provided all members can hear and speak to each other simultaneously.

Section 2.

Notice of each scheduled meeting shall be given orally or in writing by the Secretary to each member and to be posted on the website at least seven days in advance.

Section 3.

All regularly scheduled Board meetings shall be held in compliance with the New York State Public Officers Law, Article 7, Open Meetings Law.

- I. Public Notice of the time and place of a meeting scheduled at least one week prior thereto shall be given to the news media and shall be conspicuously posted in one or more designated public locations at least seventy-two hours before such meeting.
- II. Public notice of the time and place of every other meeting shall be given, to the extent practicable, to the news media and shall be conspicuously posted in one or more designated public locations at a reasonable time prior thereto.
- III. The public notice provided for by this section shall not be construed to require publication as a legal notice.
- IV. If videoconferencing is used to conduct a meeting, the public notice for the meeting shall inform the public that videoconferencing will be used, identify the locations for the meeting, and state that the public has the right to attend the meeting at any of the locations.
- V. Notice of the time and place of a meeting given in accordance with subdivision one or two of this section shall also be conspicuously posted on the internet website at [https://www2.erie.gov/legislature/index.php?q=erie-county-community-corrections advisory-board](https://www2.erie.gov/legislature/index.php?q=erie-county-community-corrections-advisory-board)

Section 4.

A majority of the Board, six (6) members, shall constitute a quorum. An affirmative vote from a majority of all members shall be required to take action, unless indicated elsewhere in the bylaws that a super-majority is required.

Section 5.

If, during any meeting, attendance falls below the number required for a quorum, the

meeting shall automatically adjourn. No further business may be conducted until a quorum is reestablished at a future meeting.

Section 6.

At the start of each meeting, Board members must identify, disclose, and manage conflicts of interest following the Conflict of Interest Policy and Procedure Statement attached to these bylaws, titled Appendix B.

Upon review of the agenda topics, Board members will independently assess if a recusal from a particular conversation or voting due to a conflict of interest is warranted. This determination should be based on the member having read and understood the Code of Ethics provided at the start of their Board term.

Section 7.

Robert's Rules of Order shall govern the conduct of all meetings unless otherwise specified in these bylaws.

Section 8.

A public comment period shall be set aside at the beginning of each regular meeting. Requests to speak must be submitted to the Clerk of the Erie County Legislature at least five (5) business days before the meeting via the ECCSAB email eriecountycsab@gmail.com. Comment requests can also be submitted via posted mail, addressed to the Erie County Legislature at Old County Hall, 92 Franklin Street, Floor 4 Buffalo, NY 14202. If Legislative staff receive posted mail with requests for the ECCSAB, they will be scanned in and sent to the email noted.

Section 9.

Individuals may speak for up to three (3) minutes. If public comment exceeds thirty (30) minutes, the Chair may pause the comment period to proceed with the agenda, resuming public comment after other items are addressed, unless the Board votes to extend the comment period of that specific meeting. If no individuals have submitted requests to speak, the Board will forgo the time for public comment at that meeting.

ARTICLE VI – COMMITTEES

Section 1.

The Board may establish standing or special committees as needed, and will be determined by majority vote. Each committee shall be created to carry out designated tasks, conduct research, and/or make recommendations related to the Board's mission and responsibilities.

Section 2.

Unless otherwise specified in the motion establishing the committee, the Chairperson

shall appoint committee members and designate a committee chair, subject to the approval of the Board. Committees shall consist of Board members, except that non-members may be included as advisors or participants where appropriate. The Chairperson shall appoint committee members following a call for interest among Board members.

Section 3.

Committees are advisory and shall report findings and recommendations to the full Board for consideration and action.

Section 4.

Per New York State Public Officers Law, Article 7, and as clarified by the Court of Appeals in *Smith v. CSEA* (84 N.Y.2d 63, 1994), any committee or subcommittee established by formal action of the Board and consisting solely of Board members shall be considered a public body.

Section 5.

As committee meetings are not regularly scheduled meetings and are reporting back to the Board, there is no need to comply with the New York State Public Officers Law, Article 7 Open Meetings Law (details in Article V, Section 3). Under this law, gatherings where there is no quorum and no formal votes or actions taken do not constitute a meeting. Subcommittee/working groups that do not meet quorum are expected to regularly prepare for meetings and carry out necessary work between official meetings.

Section 6.

Committees shall be dissolved automatically upon completion of their assigned task and the delivery of their final report to the Board, unless otherwise specified by the Board. Standing committees may be dissolved by a majority vote of the Board.

ARTICLE VII – RECORDS AND REPORTS

Section 1.

The Board shall prepare an annual report summarizing its activities, recommendations, and any other information requested by the Erie County Executive, the Erie County Legislature, the Erie County Sheriff's Office, or the public.

The report for the 2025 - 2026 calendar year shall be submitted by July 1, 2026, and each subsequent report shall be submitted annually by July 1 of the following year. Annual reports will be submitted to the Erie County Legislature and verbally presented as requested.

Section 2.

Minutes will be recorded by the Secretary throughout each scheduled Board meeting, typed, and disseminated to the Board members before the next meeting. During the

meeting, the Board can request amendments to the minutes and/or approve. Upon the Board's approval, the minutes will be uploaded to the website.

ARTICLE VIII – AMENDMENTS

Section 1.

Proposed amendments to these bylaws shall be distributed by the Secretary to all Board members at least ten (10) days before the meeting at which action is to be taken.

Section 2.

Amendments must be adopted by a supermajority vote of the full Board at a meeting with a quorum present.

ARTICLE IX - ERIE COUNTY LEGISLATURE STAFF SUPPORT

Section 1.

The Chair of the Erie County Legislature will choose a member of the legislative staff to serve as the Clerk of the Board. This staff person will communicate with members and the public via notices regarding meeting location, dates, agendas, and public comments. The Clerk will also be responsible for taking attendance, recording votes, working with the Officers on developing the annual reports, and setting up any needed teleconferencing/virtual meetings.

APPENDIX A:

Erie County Corrections Specialist Advisory Board Code of Ethics

Section 1. Purpose

This Code of Ethics sets forth the principles and standards of conduct expected of all members of the Erie County Corrections Specialist Advisory Board. Members shall uphold the integrity, impartiality, and accountability necessary to support effective oversight and improvement of the Erie County Jail Management Division within the Erie County Sheriff's Office.

Section 2. Ethical Principles

A. Public Interest First

Members shall perform their duties in the interest of the public and the mission of the Advisory Board, not for personal or political gain.

B. Integrity and Honesty

Members shall act honestly and with integrity in all board-related activities. They shall avoid deception, conflicts of interest, and actions that could compromise the board's credibility.

C. Confidentiality

Members shall maintain the confidentiality of sensitive information obtained through board service, especially regarding individual cases, personnel matters, and protected records.

D. Respect and Fairness

Members shall treat all individuals with respect, dignity, and fairness, regardless of race, ethnicity, gender, religion, sexual orientation, disability, socioeconomic status, or criminal history.

E. Accountability and Transparency

Members shall be accountable to the public and conduct their duties transparently, except where confidentiality is legally or ethically required.

F. Avoidance of Conflicts of Interest

Members must disclose any actual or potential conflicts of interest and recuse themselves from discussions or votes where such conflicts exist or may appear to exist.

G. Commitment to Justice and Equity

Members shall strive to advance justice, equity, and humane conditions within the Erie County Jail Management Division and ensure that recommendations are informed by these principles.

H. Professional Conduct

Members shall maintain professional behavior in all interactions, including public meetings, private discussions, and communications representing the board.

Section 3. Violations

Alleged violations of this Code of Ethics shall be reviewed by the Chair with recommendations brought before the board. Repeated or serious violations may result in disciplinary action, including removal from the board.

APPENDIX B:

Conflict of Interest Policy and Procedure Statement

Conflict of Interest. Conflict of Interest is defined as an actual or perceived interest by the Advisory Board member in an action that results or has the appearance of resulting in personal, organizational, or professional gain.

POLICY:

Members of the Board shall declare any actual or perceived conflicts of interest either before the start of the Board meeting or before any discussion or decisions about any matters on which they or anyone with whom they have a close personal relationship could directly benefit or be harmed, or where such benefit or harm could be perceived.

PROCEDURE:

1. At the start of each Board meeting, following approval of the agenda, the Chair shall ask for a declaration of any conflict of interest relating to any of the agenda items.
2. If a Board member declares a real, potential, or perceived conflict of interest, the declaration shall be recorded in the minutes. Perceived conflicts of interest are situations in which internal or external stakeholders could interpret actions of the board member as being in conflict.
3. Any Board member with a conflict of interest shall recuse (remove) him/herself from the room for discussion of the agenda item. The Board member shall not discuss nor vote on the issue. The Board member shall not discuss the issue with any other Board member at the time of the meeting or subsequently.
4. If a Board member is not certain he/she is in a conflict of interest position, the matter may be brought before the Board for advice and guidance.
5. If there is any question or doubt about the existence of a real or perceived conflict, the Board will determine, by vote, if a conflict exists. The person potentially in conflict shall be absent from the discussion and vote.
6. It is the responsibility of other Board members who are aware of a real, potential, or perceived conflict of interest on the part of a fellow Board member to raise the issue of concern with the Board at the time the issue is identified.

As an Advisory Board member, my signature below acknowledges that I have received, read, and fully understand the Conflict of Interest Statement and will comply with the statement by bringing any potential conflict of interest situations to the board for consideration.

Printed Name: _____ Signature: _____

Date: _____

ERIE COUNTY HOLDING CENTER & ERIE COUNTY CORRECTIONAL FACILITY

Comprehensive Facility and Operational Needs Assessment



ERIE COUNTY OFFICE of the SHERIFF

ERIE COUNTY DEPARTMENT of ENVIRONMENT and PLANNING

Comprehensive Facility and Operational Needs Assessment

Project Purpose

Evaluate the future needs of the two existing facilities and provide options for their potential consolidation into a state-of-the-art facility with safe and humane conditions for incarcerated persons, staff and service providers.

Project Scope

- Assess the **sites, conditions, and space utilization**
- Evaluate **operations, services and programs**
- Develop **population and bed space projections**
- Analyze use of **alternatives to incarceration & explore enhanced alternatives to incarceration**
- Maximize **staff and operational efficiencies**
- Conduct **interviews with stakeholders, residents and families of the incarcerated**
- Develop a preliminary **space program**
- Develop facility **options**
- Determine the **best possible facility** for residents as well as staff **at the most responsible cost** to tax-payers

Comprehensive Facility and Operational Needs Assessment

Why is this Project Needed?

1. Existing facilities **don't meet current best practices** in therapeutic based, trauma-informed, rehabilitative incarceration for residents.
2. Existing facilities pose challenges for staff safety and well-being, resulting in **difficulties with employee recruitment and retention.**
3. Operating and maintaining two out-of-date facilities presents **an inefficient duplication of services and is not financially sustainable.**
4. New facility project cost versus existing facility operation and maintenance cost results in **significant net cost savings over the next 30 years.**

Comprehensive Facility and Operational Needs Assessment

Final Summary Comparison of Options

After critical analysis, the **most viable and cost-effective** option to achieve meaningful facility improvements is **Option 4**, which includes consolidation, expansion and **renovation of the existing ECCF in Alden** and disposition of the ECHC.

Options Summary

Baseline:

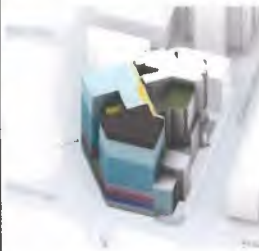
Facility Maintenance Upgrades Only



	SF	Beds
Demo	-	-
ETR*	440,740	1380
New	-	-
Total	440,740	1380

Option 1:

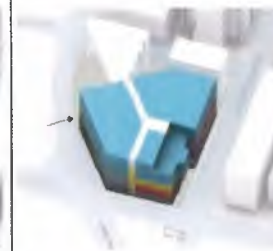
Selective Demo, Expansion at Downtown



	SF	Beds
Demo	45,350	309
ETR*	175,556	340
New	304,146	586
Total	479,702	904**

Option 2:

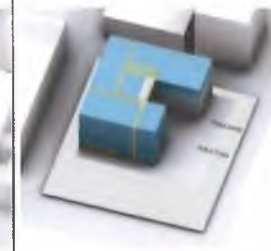
New Construction on Existing Downtown Site



	SF	Beds
Demo	220,906	638
ETR*	28,000	-
New	444,578	908
Total	473,251	908**

Option 3:

New Facility on Unknown Downtown Site



	SF	Beds
Demo	-	-
ETR*	-	-
New	472,578	908
Total	473,251	908**

Option 4:

Demolition, Renovation, Expansion at Alden



	SF	Beds
Demo	28,450	414
ETR*	191,384	384
New	266,937	522
Total	458,321	906**

NOTES:

*Existing To Remain **Plus 22 Medical Beds

Comprehensive Facility and Operational Needs Assessment

Options – Baseline Option & Option 1

Baseline Option



Baseline Option

- Use current facilities as is
- Continued use of sub-standard facility
- Staffing levels stay the same, no cost savings
- No opportunity for on-site secure parking at ECHC
- Short term major facility envelope and systems costs, especially at the ECHC
- Long term maintenance costs

Option 1

Selective Demolition and Expansion at Downtown



	SF	Beds
Demo	45,350	309
Existing to Remain	175,556	340
New	304,146	586
Total	479,702	904 + 22 med

Option 1

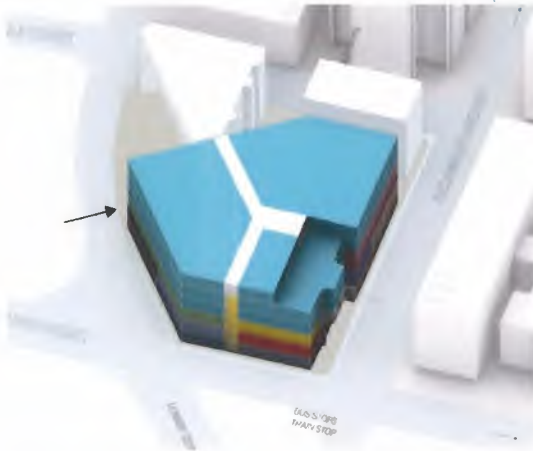
- Maintain / stabilize 1930s Art Deco portion
- Demolish 1930s housing portion, renovate 1980s housing components
- Building addition for additional beds for special needs / medical housing
- Maintain tunnel connection to courts
- Proximity to courts, other services, family
- Continued use of sub-standard facility
- Secure perimeter an issue
- Parking an issue
- No opportunity for non-custodial alternative housing on-site

Comprehensive Facility and Operational Needs Assessment

Options 2 & Option 3

Option 2

New Construction on Existing Downtown Site



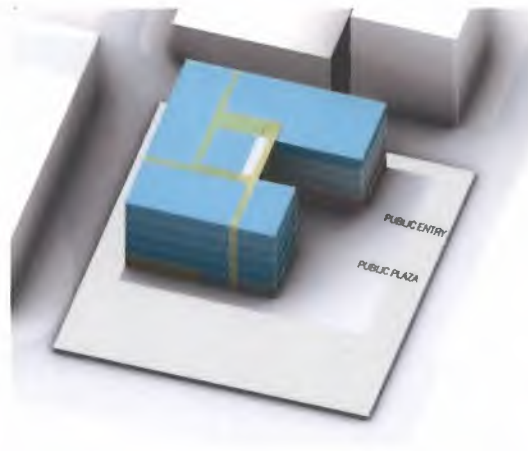
	SF	Beds
Demo	220,906	638
Existing to Remain	28,000	-
New	444,578	908
Total	473,251	908 + 22 med

Option 2

- Maintain / stabilize 1930s Art Deco portion
- Demolish 1930s housing & 1980s addition
- New construction for purpose-built, treatment-focused facility
- Efficient operations through consolidation and modern configuration, minimizing staffing costs.
- Maintain tunnel connection to courts
- Proximity to courts, other services, family
- *Secure perimeter an issue*
- *Parking an issue*
- *No opportunity for non-custodial alternative housing on-site*

Option 3

New Facility on Unknown Downtown Site



	SF	Beds
Demo	-	-
Existing to Remain	-	-
New	472,578	908
Total	473,251	908 + 22 med

Option 3

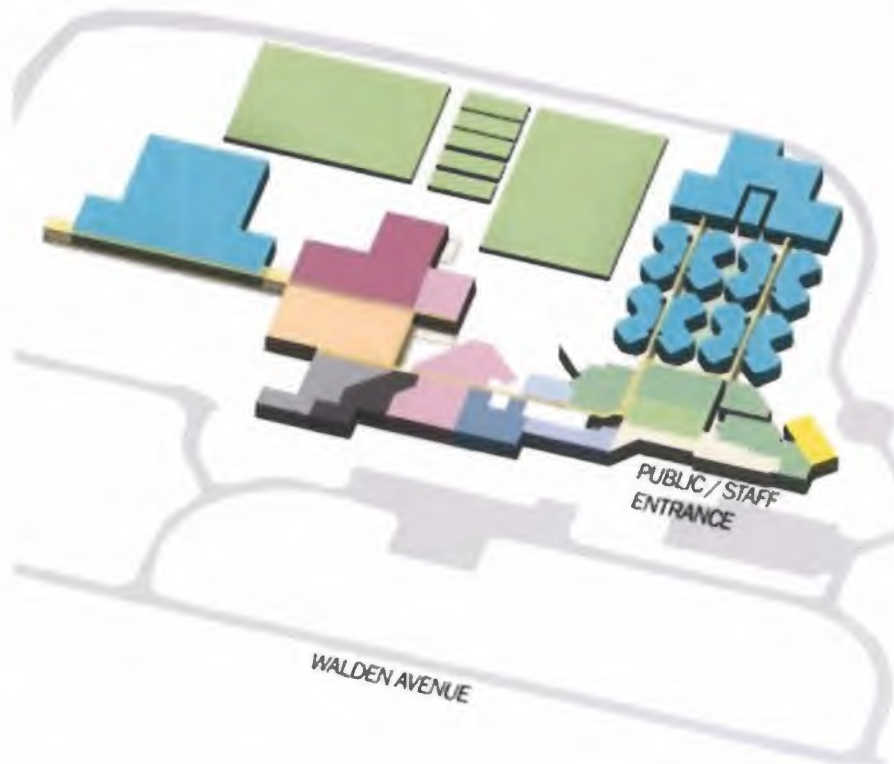
- Efficient operations through consolidation and modern configuration, minimizing staffing costs.
- Provides a new purpose-built, treatment-focused facility.
- Opportunity for non-custodial alternative housing on-site
- Opportunity for on-site parking
- *No tunnel connection to courts*
- *Site acquisition and preparation costs*
- *NIMBY potential*
- *Overall cost*

Comprehensive Facility and Operational Needs Assessment

Recommended Option 4

Option 4

Demolition, Renovation and Expansion Alden



	SF	Beds
Demo	28,450	414
Existing to Remain	191,384	384
New	266,937	522
Total	458,321	906 + 22 med

- **Consolidation at Alden campus**, emerged as the preferred option
- **Improved ability for programming and services** for incarcerated persons
- **Improved employee environment and safer conditions**
- **Lowest cost**
- **No property acquisition required**
- Greatest potential for **expansion & phase-ability**.

Comprehensive Facility and Operational Needs Assessment

Recommended Option 4

Primary Benefits:

- Reduced recidivism through improved facility environment and programming
- Maximum reuse and space utilization
- Greater flexibility for facility expansion including transitional housing
- Enhanced campus character with quality indoor and outdoor spaces
- Improvement of campus layout, connectivity and circulation
- Secure Perimeter already in place
- Greater availability of parking for staff and visitors
- Best bedspace alignment to the changing needs of the population, with special needs housing in new construction
- Increased opportunities for resident access to programs and services
- Improved intake, transfer and release areas and also improves administrative and support staff functions and spaces
- Improved operational efficiencies over multi-story options
- Phasing of construction easier in the one-story facility
- Minimizes need for significant annual repairs to ECHC in the near term.
- Reduction of staff.
- Duplication of services is eliminated between two facilities
- Improved employee work life balance and conditions

Primary Disadvantages:

- Increased distance for family members, visitors, public and related service personnel - but options exist to improve access in future
- Proximity to hospitals for medically fragile individuals though improved by on-site medical facilities, potential Erie EMS placement

Comprehensive Facility and Operational Needs Assessment

Building Cost Summary Comparison

Cost Summary by Option

	BASELINE: FACILITY UPGRADES	OPTION 1: EXPANSION AT ECHC SITE	OPTION 2: NEW CONST ON ECHC SITE	OPTION 3: NEW CONST ON NEW SITE	OPTION 4: EXP/RENO ON ECCF SITE
Construction Cost	\$179,998,000	\$358,811,937	\$575,766,565	\$573,623,043	\$353,508,497
Soft Costs					
Design/CM Fees (12%)	\$21,599,760	\$43,057,432	\$69,091,988	\$68,834,765	\$42,421,020
FF&E Allowance (2.8%)	\$5,039,944	\$10,046,734	\$16,121,464	\$16,061,445	\$9,898,238
AV/IT/Security Allowance (4%)	\$7,199,920	\$14,352,477	\$23,030,663	\$22,944,922	\$14,140,340
Construction Contingency (2.5%)	\$4,499,950	\$8,970,298	\$14,394,164	\$14,340,576	\$8,837,712
Site Acquisition & Prep	–	TBD	–	TBD	--
TOTAL PROJECT COST	\$218,337,574	\$435,238,880	\$698,404,843	\$695,804,751	\$428,805,807

Comprehensive Facility and Operational Needs Assessment

Potential Staff Efficiencies and Cost Savings

While the capital costs for a new facility are significant, the annual recurring staff and operational expenses are greater. Staffing requirements were estimated for each option based on National Institute of Corrections guidance. Each Scenario resulted in a reduction in staffing costs compared to existing conditions with 2 facilities.

	Existing	Opt. 1 (EHC)	Opt. 1 Rev. (EHC)	Opt. 2 or 3 (New Con)	Opt. 4 (ECCF)
Captain	6	5	5	5	5
Lieutenant	16	11	11	11	11
Sergeant	61	66	66	52	56
Officer	587	497	517	437	459
Sworn to Civilian	0	5	5	5	5
Total	676	591	611	517	542
<i>Difference</i>		(85)	(65)	(159)	(134)

Anticipated Staff Requirements by Option

	Existing	Option 1 (EHC)	Opt. 2 or 3 (New Cons)	Option 4 (ECCF)
Total FTE	676	591	517	542
<i>Difference</i>		(85)	(159)	(134)
Savings		\$9.9M	\$18.4M	\$15.6M

Annual Staff Cost Savings Summary by Option

In 2024 dollars

Comprehensive Facility and Operational Needs Assessment

Staffing and Operations Savings – Option 4

The total required staff FTE is estimated at 542, which reflects a **reduction of 134 of staff** compared with the currently funded staffing FTE of 676.

Staffing cost savings could be as much as \$15.3 million per year with **total potential savings of \$459 million over 30 years.**

NOTE: 2024 DOLLARS

Comprehensive Facility and Operational Needs Assessment

Potential Cost Savings by Closing ECHC – Option 4

Avoiding long-term maintenance and capital investment in the nearly 100-year-old original facility and 40-year-old addition at the ECHC in Buffalo can have a total potential cost savings of \$78 million over 30 years.

Disuse of the ECHC will reduce deferred maintenance will have a cost savings of approximately \$1 million per year with total potential savings of \$30 million over 30 years.

Total potential savings of \$108 million over 30 years.

NOTE: 2024 DOLLARS

Comprehensive Facility and Operational Needs Assessment

Project Cost vs. Potential Savings

Total Cost of Option 4 at Alden	\$429 million
Staffing and Operations Savings	\$459 million
<u>Maintenance & Capital Expenditure Savings</u>	<u>\$108 million</u>
Total Potential Net Savings over 30 years	\$138 million

2024 Dollars

Comprehensive Facility and Operational Needs Assessment

Why is this Project Needed?

1. Existing facilities **don't meet current best practices** in therapeutic based, trauma-informed, rehabilitative incarceration for residents.
2. Existing facilities pose challenges for staff safety and well-being, resulting in **difficulties with employee recruitment and retention.**
3. Operating and maintaining two out-of-date facilities presents **an inefficient duplication of services and is not financially sustainable.**
4. New facility project cost versus existing facility operation and maintenance cost results in **significant net cost savings over the next 30 years.**

ERIE COUNTY CORRECTIONS SPECIALIST ADVISORY BOARD

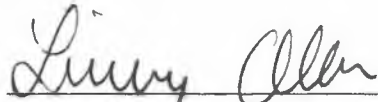


11/26/2025

Dear Erie County Legislators,

Thank you, Majority Caucus, for taking the time to provide the Erie County Corrections Specialist Advisory Board (ECCSAB) with a series of recommended topics for review and consideration throughout the time this group of members is present on the ECCSAB.

The Board appreciates this opportunity to build a strong foundation of collaboration and transparency, as the mission of the ECCSAB is to bring leaders and professionals in the community together to help monitor and improve the County's correctional facilities, improve the lives of those who have left correctional facilities, reduce recidivism, help with re-entry to society, and work together for solutions to problems while continually looking for ways to improve internal operations and procedures within the correctional facilities.


Lindsey Allen, Chair

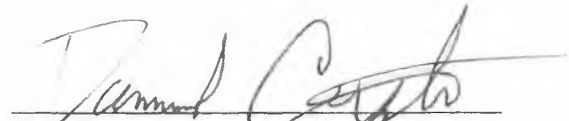

Kelly Dumas


Michelle K. Flynn


Kenneth Leverite


Bishop Kim Moses

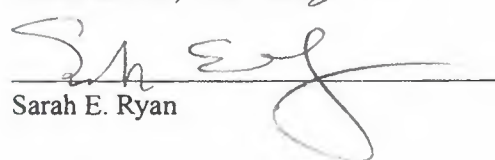

Erin A. Tresmond


Daniel Castle


Julianna Everdyke, Secretary


Michael June, Communications Director


Shawn Linder, Vice Chair


Sarah E. Ryan

1. Strengthening Family Connections

While the Board is aware that there are barriers to family contact and connections, a prominent one being transportation to the Correctional Facility in Alden, there are a variety of connection outlets offered to encourage ongoing family support during a period of incarceration.

Visitation information is available to the community via the Erie County Sheriff's Office (ECSO) website Jail Management Division | Erie County Sheriff's Office and posted at the facilities. If a visitation time needs to be canceled, a notice is uploaded on the inmate kiosks, the ECSO Facebook page and website. All incarcerated individuals, regardless of facility location and housing unit are entitled to periodic visits pursuant to NYS minimum standards.

The following was taken from the ECSO's Visitation Policy. More information on visitation and visitation hours can be found in the appendix of this document.

- "1. Inmates shall be permitted to receive an initial non-contact visit within twenty-four (24) hours of arrival at the facility.
2. Inmates shall receive a maximum of two (2) hours of visitation per week.
3. Visitation periods shall be a minimum of one (1) hour in duration. Inmates may request to use their entire weekly visitation allowance on a single day, depending on the volume of visits and space availability in the visiting area.
4. Visitors per inmate are limited to two (2) persons in the visiting area at any one time.
5. Children under two (2) years of age are not to be counted against the visitor count."

The website is consistently updated with holiday schedules, canceled visitation hours, and times to sign up for corresponding visitation times. Both facilities provide visitation multiple times throughout the days that they are open for visits.

If there are not enough visiting spots available, visitors will be asked to come back during the next visitation session or if available, a non-contact visiting room can be offered. The visitation of an incarcerated individual with a particular visitor may be denied, revoked or limited only when it is determined that such a visitation would cause a threat to the safety, security, or good order of the facility, or the safety, security or health of the incarcerated individual. Visitors who are caught trying to bring in contraband are often banned from visiting for one year. Any determination to deny, revoke or limit an incarcerated individual's visitation shall be made by the Chief Administrative Officer in writing, and state the specific facts and reasons for the determination and a copy of the determination will be given to any person affected by such determination.

Video visitation is also offered to all incarcerated individuals and their families. Prospective visitors must register and create an account with the service provider at their website: <http://thevisitor.icsenforcer.com>. Access to video visits are a privilege and may be rescinded or canceled at any time for rules violations. Incarcerated individuals can make collect or prepaid phone calls to their friends/family via phones in housing locations.

One of the barriers the Board identified is transportation to the Erie County Correctional Facility (ECCF). With ECCF being a public transit one way commute of at least 1 hour and 30

minutes from downtown Buffalo, which includes a bus transfer and a 10 minute Lyft/Uber ride from the last public transport station (6 miles from the facility), public transportation is not an accessible option to most families. The commute in a vehicle is still a 30 minute drive one way. In the past there was a public transit route that did fully go to the ECCF, but has since been removed by NFTA due to lack of ridership. The Board advocates for the need to identify additional affordable transportation options to ensure that families and social connections can continue as a support system is integral to reducing recidivism. In 2026, the Board has committed to increase efforts to include more community and family member involvement and is open to addressing additional concerns related to family connections.

2. Mental Health and Medical Services

In order to maintain the continuity of care for the incarcerated individuals' medical, dental and mental health needs, they are assessed by Correctional Health upon admission to the facility as timely as possible. All incarcerated individuals receive an initial medical nurse intake and mental health screening. After the initial medical intake screening, medical reevaluations depend on the overall health of the individual. Medical follow-ups for chronic care is based on the incarcerated individual's degree of control. If they are healthy, follow-up is conducted annually. Incarcerated individuals can put in a sick call slip and will be seen by a medical professional within 24 hours. All individuals who are scheduled for transfers between the Erie County facilities have to be medically cleared prior to their transfer. The facilities utilize a shared electronic medical record so continuity of medical care and notes are seamless. Any medication needed will be transferred with the incarcerated individual to the receiving facility.

To identify individuals in need of mental health care, to establish level of care, and to ensure continuity of care, Erie County Forensic Mental Health has established a triage referral process. The initial mental health assessment is done at the time of facility/medical intake (completed by Correctional Health), and a priority is defined based on needed level of care, with those who are acutely ill or presenting with suicidal behavior being of highest priority. The Forensic Mental Health staff then conducts evaluations/assessments and utilizes clinical evidence based practices to determine treatment planning and care while incarcerated. The levels of care range from outpatient to crisis stabilization. Regardless of level of care classification, all individuals will receive a comprehensive individualized treatment plan provided by specialized treatment teams within Forensic Mental Health.

The frequency of mental health reevaluations depends on the incarcerated individual's mental health status/diagnosis and can be as frequent as daily by Forensic Mental Health staff. Individuals can be referred for mental health services within the Erie County Holding Center and Erie County Correctional Facility by way of security, correctional health staff, self referral, court/criminal justice personnel and the community. Individuals referred will receive a Mental Health Assessment and actions resulting from that assessment will be based on the individual case needs and circumstances. Referrals are based on level of acuteness and medication management needs, and those determine timelines within which an incarcerated individual referred to the forensic mental health services must be seen. Levels of referral are categorized as Emergent, Urgent and Routine Referrals.

Levels of Referrals and Timeframes are defined as:

A. Emergent Referrals will be seen by a Qualified Mental Health Professional (QMHP) within 4 hours. The client will be assessed by a QMHP to determine the necessity for constant observation. If a QMHP is unavailable, the psychiatric on-call will assess the emergent referral to determine if constant observation is needed. Clients will be scheduled with a psychiatric provider if clinically indicated (e.g., for medication and/or diagnostic assessment).

B. Urgent Referrals will be seen by a QMHP within 24 hours. Clients will be scheduled with a psychiatric provider when clinically indicated (e.g., for medication and/or diagnostic assessment).

C. Routine Referrals will be seen by a QMHP within 5 business days. Clients will be scheduled with a psychiatric provider when clinically indicated (e.g., for medication and/or diagnostic assessment).

The female population receives the exact same medical/mental health services as the male population. Both facilities are guided by the same set of Correctional Health Policies and the same set of medical staffing coverage plans and post orders.

3. Current Program Inventory and Improvements

Program Success, Metrics, and Enrollment Capacity

Across both the Holding Center and the Correctional Facility, program participation is consistently strong. While formal evaluation data is not yet available, attendance numbers serve as the primary success metric at this time. These participation levels demonstrate both interest and the capacity of the programs to draw consistent engagement. Although no strict enrollment caps are in place, group size and frequency are naturally limited by staff availability, provider schedules, and facility operations. This means that while demand may sometimes exceed availability, programs are being run at maximum feasible levels given current resources. More information on each program can be found in the appendix of this document.

Barriers to Expansion

The primary barriers to program growth include:

- Staffing and Time Constraints: Limited program staff and correctional personnel available to facilitate and supervise sessions.
- Scheduling Limits: The number of groups that can be run in a given week is restricted by both space availability and security requirements.

Despite these barriers, staff and providers are maximizing opportunities for group delivery within the current operational structure.

Funding Sources and Sustainability

At present, no existing programs are at risk of losing funding or sustainability. Most are supported through longstanding community partnerships, volunteer facilitators, or County

resources. Where grant funding is used, there is a clear understanding that program support will end at the conclusion of the grant cycle unless additional funding is secured. At this time, few programs are federally grant-funded, and none listed in the current inventory are at risk due to reductions in federal funding. However, any programs developed under temporary grants will require sustainability planning to ensure continuation beyond the grant period.

Eligibility Requirements

The Erie County Sheriff's Office provides a comprehensive suite of reentry programs designed to support incarcerated individuals as they prepare to return to their communities. Eligibility for these programs is primarily focused on individuals who are anticipated to be released to their communities and motivated to engage in services that facilitate successful reentry. Programming is structured with incentives: individuals with no or minimal disciplinary histories and, consequently, lower classification levels have increased access to a broader range of program opportunities, such as those offered at ECCF, where classification scores are typically lower. Programs are tailored to address the distinct needs of participants, including gender-specific services that recognize the unique challenges faced by women and men in custody (e.g., Domestic Violence, Fatherhood).

ECSO also ensures that all individuals have access to meaningful engagement, even if disciplinary issues, classification factors, or other circumstances prevent participation in certain programs. Alternative opportunities may be provided through HALT visits, Medication Assisted Treatment (MAT) groups, and individualized counseling or support sessions. This approach rewards positive behavior, supports readiness for reentry, and ensures that incarcerated individuals have pathways to skill-building, treatment, and personal development, regardless of eligibility for mainstream programming.

Cultural Representation Among Service Providers

There are no identified gaps in cultural representation among service providers. Many facilitators, including peer counselors, reflect lived experiences relevant to the incarcerated population, in a variety of areas, particularly substance use recovery. This representation helps build trust, credibility, and engagement.

Logistical Barriers for Providers

The most consistent logistical barrier is the impact of facility lockdowns. When incidents occur (such as fights or medical emergencies), buildings may be secured for extended periods, which prevents groups from running at their scheduled times. This can create disruptions in continuity and attendance. Despite this, providers remain flexible and committed to resuming programming if/when operations permit.

4. Women's Programming and Healthcare

Programs are carefully designed to address the distinct needs of participants, including gender-specific services that recognize and respond to the unique challenges faced by women in custody, such as histories of trauma, domestic violence, and specific health needs. Though

designed to align with programs for men in scope and quality, current structural and logistical factors can present some challenges to full equity.

Barriers include shorter lengths of stay for many women, a smaller population overall, and the available housing configuration—primarily linear housing at the Erie County Holding Center (ECHC). These factors can limit the feasibility of multi-session or cohort-based programming that is more readily implemented for men. ECSO addresses these barriers through tailored strategies with providers. Programming for women may be offered in one-session formats when longer cohorts are not possible and, whenever feasible, programming occurs both on and off the unit to maximize participation. Despite these challenges, there is clear institutional intent to provide equitable opportunities for skill-building, reentry preparation, and personal development. Overall, while structural factors present challenges in reentry programming for women, ECSO actively works to mitigate these limitations and maintains an ongoing commitment to providing equitable, gender-responsive programs that support successful reentry.

Access to Mental Health Care and Communication for Women

The Erie County Sheriff's Office, via Forensic Mental Health, provides comprehensive mental health services to women in custody. Mental health care for women is provided on par with services available to men. Counseling, therapy groups, and individualized support are accessible, with attention to parity in frequency and quality of care.

Availability of Reproductive Health Services

Correctional Health provides comprehensive reproductive health services to women in custody, including access to prenatal, postpartum, and general women's health care. Female incarcerated individuals are all given a pregnancy test during the intake process. If pregnant, they will be scheduled for a pre-natal work-up at Kensington OBGYN. Pregnant individuals receive timely evaluation, ongoing prenatal care, and appropriate postpartum follow-up. All needs for labor/delivery are transported to Oishei Children's Hospital. There are specific Correctional Health Policies for pregnant individuals and for those who recently gave birth; "Women's Health" and "Care of Newborn Children of Incarcerated Mother's". For additional information, these policies are included in the appendix.

Contraceptive counseling, emergency contraception, and continuation of community prescribed methods are available as medically appropriate. Feminine hygiene products are available at no cost, on all female housing areas. The ECSO has a Transgender and Gender Diverse Care policy in place to ensure care is gender-responsive, timely, and supportive of both health outcomes and successful reentry into the community. This policy is included in the appendix.

5. Second Chance Act

Since 2018, Erie County and local nonprofits have been the recipients of 6 Second Chance Act grant awards. The Second Chance Act was enacted in 2008 and reinstated in 2018 with a goal of supporting state, local, and tribal governments and nonprofit organizations in their work to reduce recidivism and improve outcomes for people returning from state and federal

prisons, local jails, and juvenile facilities. Second Chance Act grant awards are managed through the Department of Justice, Office of Justice Programs. The Bureau of Justice Assistance and the Office of Juvenile Justice and Delinquency Prevention serve as grant managers and oversee all entities who receive funding.

A few notable grants awarded to Erie County are as follows:

FY2018: Peaceprints of WNY awarded \$1 million to pilot and launch Erie County's first ever jail-based reentry program. This program became Project Blue, serving over 800 unique individuals at any given time.

FY2019: Erie County Sheriff's Office awarded \$1 million to work with incarcerated individuals with co-occurring, mental health and substance use disorder within the jail system.

FY2020: Best Self Behavioral Health awarded \$900,000 to work with incarcerated individuals with severe substance use disorder.

FY2022: Peaceprints of WNY awarded \$900,000 to add a workforce development program to Project Blue focused on improving employment opportunities pre- and post-release.

The Second Chance Act has been included in President Trump's recent rollback of hundreds of millions in federal funding. Typically new grants are announced in the Spring, but the federal government did not announce or award any new grant opportunities for fiscal year 2024. As of September 2025, there are very limited youth grants available and still none for adults, and it is unclear what will happen with the FY26 appropriations process. Currently, both the House and Senate have passed their respective Commerce, Justice and Science bills out of the Appropriations Committee but they have not seen full House/Senate floor action as of yet. In the House, they've provided \$106 million for Second Chance and in the Senate, they've provided \$116 million.

As a Board, we will continue to identify gaps that may be able to be filled with Second Chance Act funding. A few that have come up thus far are: transitional housing (specifically attached or near the new jail for ease of transition) and transportation assistance for families or services to get out to the Erie County Correctional Facility from the City of Buffalo. More information on the Second Chance Act can be found in the appendix of this document.

6. Attorney Access

According to statistics from November 2025, 80% of the incarcerated individuals within the Jail Management Division are pre-trial. This means they are still going through court proceedings and working with the assigned attorney on their case. Additionally, even when an incarcerated individual is sentenced, they still may have pending cases/appeals that require attorney interaction.

Given two of the Board members are attorneys, and one member who is a probation officer who often attends professional visits with incarcerated individuals, we were able to gain insight into

the barriers and areas of improvement needed to enhance the experience for professional visits and the incarcerated individual.

Barriers

- Infrastructure: Professional and attorney visits with clients occur in spaces at ECHC that are physically small and do not have the technology in place to protect the attorney due to the infrastructure. It was noted that the spaces at ECCF are much more conducive to the client attorney conversation.
- Confidentiality/Technology: The non-contact visiting areas (which attorneys can request to use) are outdated with phones that do not support a confidential conversation. This style of technology is difficult to use/hear and poses an increased barrier when trying to review legal documents or have sensitive topic conversations.
- Access: It was noted that some professionals do not feel they have enough time to visit with their clients, primarily the time it takes to have an individual escorted to visitation. It should be noted that this is often an outcome of the ECSO staffing shortage, but still a barrier to professional visits.
- Communication: When getting feedback about the professional visits, it was noted that there was not a clear understanding of the process when visiting a client. This was creating confusion about when they could visit and options for styles of visit.

Areas of Improvement:

- Access: As the professional visitation rooms are small at ECHC and attorneys feel better in terms of safety when at ECCF, the conversations about how to mitigate specific concerns can occur with ECSO. There can be additional conversations about how to streamline visits in regard to scheduling/timeframe with professional visits.
- Infrastructure & Confidentiality: Although attorneys can request the use of non-contact visiting areas, and/or virtual visits, the hesitation of using non-contact rooms and phone lines leads to confidentiality challenges. Some of the related RFP's currently in progress may be able to look at some of these specifics.
- Communication: Communication between ECSO and professionals can increase to ensure a smooth and secure visitation for all parties.
- Access to law education: Incarcerated individuals have access to West Law (legal research database) in the library and can request access to additional legal materials.

The barriers/areas of improvement identified above give the Board some tangible items to address in 2026 to better improve the experience and access for the professional visits with the incarcerated population. As there is a representative from the ECSO at each Board meeting, collaboration related to these areas of improvement can happen timely.

7. Staffing Needs

One of the biggest topics of conversation the Board and the ECSO have had since the reinstatement of the Board has been the staffing needs of both facilities. Although this is a longstanding and multi-faceted issue, the problem has only become worse in recent years. The barriers and related efforts to improve the staffing shortages are listed below.

Barriers:

- The ECSO has a unique experience in that they work with two unions (CSEA for ECCF and Teamsters for ECHC). This means that any contract negotiation or change must be passed through two union entities.
- The ECSO has seen an influx of Deputy's and Corrections Officers leaving the position for other law enforcement or non law enforcement positions. Many town police departments pay more and do not have the risk and restrictions of working in a secure facility. It has been common for employees to begin the ECSO job and realize very quickly that they do not want to work in a jail setting. Although the retention rate for both facilities is around 92-93%, as of November 2025, there were 30 open positions at the Erie County Holding Center and 18 open positions at the Erie County Correctional Facility.
- Within the next year, there is going to be a large percentage of the ECSO workforce being eligible for retirement, increasing the staffing vacancies across ranks.
- A barrier for the ECSO administration is the notion amongst employees of "unlimited swapping". This means two employees can "swap" their shifts to intentionally work 16 hours (maximum in a 24 hour period) which then makes them exempt from being forced to work overtime because they would have already worked the maximum hours (16) in a 24 hour period. This act of swapping often impacts the newer officers, they end up being the ones mandated to stay on shift, which can be a concern when there are less than recommended staffing ratios being filled by staff who do not have prolonged experience in the role.
- Overtime is contractual and mandated based on inverse seniority. The cost of overtime is a hefty barrier for the ECSO and taxpayers. There are physically not enough employees to fully staff both facilities on a daily basis which means the facility is mandating overtime every day. Not only is this an expensive model, but results in lowered morale among the employees.
- Due to the high rates of mandated overtime, 37% of employees have an active FMLA case at the Erie County Holding Center and 46% of employees have an active FMLA case at the Erie County Correctional Facility which prevents the ECSO from mandating them to work overtime, without question. The cycle of mandated overtime to 'fix' the staffing shortages requires staff to work over 40 hours/week, has increased potential for workplace injury/incident, and increased rates of burnout and turnover.

Staffing Related Efforts:

- Most recently, the ECSO has worked with County leadership who oversees the civil service examination in hopes of shortening the process from opening the application to receiving exam results. The ECSO has been successful in this venture as the County agreed to change the style and timing of the examination process. There is now a specific ECSO questionnaire that interested individuals can submit which details their experience related to working in corrections. The County then puts together a list of reachable applicants who can complete the subsequent employment requirement for ECSO and the academy class. Prior to the most recent questionnaire (exam) being open in October 2025, the timeframe for getting a reachable list of applicants was 6 to 9 months from application submission. Then for the additional employment requirements, academy class

schedule and completion, it was at minimum, 12 months before any new employees were even allowed to shadow in the Correctional Facilities. There is then a period of shadowing time with a current CO prior to being able to work on their own.

- The ECSO is looking forward to welcoming an academy class in November 2025 and there are hopes to begin another academy class in early 2026. This would be the first time in years to have two back to back academy classes.
- Additionally, the ECSO has begun the process of conducting a study to assess if 10 or 12 hour shifts would help with the staffing shortages. This is something that both unions need to agree to be a part of, and as of November 2025, only the CSEA (ECCF) is willing to participate. This was passed through the Legislature and a company named Matrix was chosen to work with the ECSO to conduct the research. More information on the study can be found in the appendix of this document.

The ECCSAB will continue to monitor the staffing shortages which are received weekly during updates from the Superintendent. The Board will also look for updates on the study outlined above. The ECCSAB and ECSO are hopeful with the start of two new academy classes, we may see an uptick in employees come Spring 2026.

8. Post-Release Drug Coordination

When New York State began enforcing the requirement of supporting a medication assisted treatment (MAT) program, Erie County was ahead of the timeline required and was able to implement a variety of options of medications for incarcerated individuals. To ensure continuity of care and assist incarcerated individuals by successfully transitioning from an in custody MAT program to a community based MAT program, the following steps shall be followed:

- When an individual who is participating in the MAT program is being processed for release, the booking deputy shall notify the nurse prior to release. The nurse will meet with the incarcerated individual to determine the need for a MAT temporary prescription which will be utilized to provide continuation of the MAT until the community based program appointment date. Mental health care, counseling and discharge planning will be coordinated by the MAT counselor, in coordination with FMH staff and community based treatment programs. All required counselling, programming and discharge planning shall be completed in accordance with the ECSO Jail Management Division MAT Policy and monitored by the Chief or Community Re-integration.
- If a temporary prescription is necessary, the incarcerated individual shall be provided with instructions regarding how and where to pick up their prescription after they are released.
- Once the nurse has determined that the incarcerated individual has viewed/signed the MAT release video and electronically completed the MAT program release form (in appendix), the release process may continue. Any individual in the MAT program watches a brief educational video prior to release. The video focuses on harm reduction, guidance for meeting treatment needs post-release, and an overview of tools that support successful community re-integration by addressing key risk factors. This video is one component of a broader release process that includes linkage with MATTERS,

coordination with the ROC (if needed). Additionally, the I/I receives an “Overdose Rescue Kit” a blue zippered pouch that contains:

- 2 does of Narcan with directions – “using naloxone during an opioid overdose”
 - Xylazine Testing Strips
 - Fentanyl Testing Strips
 - WNY Addiction Treatment contact information/MATTERS contact information
- Incarcerated individuals who engaged with the MAT program in custody will be referred to the MATTERS program Home - MATTERS Network at the time of release for follow up and enrollment in a community program of their choice.

9. Medical and Dental Services

All incarcerated individuals receive health care services from admission through discharge. Correctional Health provides a comprehensive range of care, including primary, chronic, acute, and emergency medical and mental health services to incarcerated individuals, ensuring their well-being and facilitating their eventual return to the community. Services include routine and emergency care, medication management, wound care, diabetic care and substance use treatment.

Primary Care: Monitoring health care needs similar to a community care setting

Acute Care: Address urgent/emergent issues and providing immediate medical attention for injuries and illnesses

Chronic Disease Management: Managing conditions such as diabetes, hypertension, and heart disease with ongoing treatment, monitoring, and patient education

Mental and Behavioral Health: Addressing the high prevalence of mental illness through urgent/emergent assessments, Forensic Mental Health referrals and management of substance use disorders

Medication Management: Administering medications and managing the complex pharmaceutical needs of patients.

Public Health Services: Implementing infection control measures and offering screenings and treatment for conditions like HIV, hepatitis, tuberculosis, and sexually transmitted infections

Vision Care and Eyewear Management: All incarcerated individuals have access to necessary vision care. This includes the management of contact lenses and the provision of prescription eyeglasses when clinically indicated

Dentistry in Correctional Health is crucial for ensuring the overall well-being of the incarcerated individuals, addressing their dental needs, and preventing potential systemic health issues. The correctional facilities provide basic on-site dental services, including extractions, restorations, and emergency dental care, managing pain and infections and preventative measures, recognizing the strong link between poor oral health and other health problems, as well as educating inmates on oral hygiene preventative measures. Although there are QMHP’s to address specific care needs, services can also be provided by the medical staff during times when dental and mental health services are unavailable. Any medical concern that cannot be addressed

by Correctional Health (surgeries, cancer treatments, etc.), the appropriate professionals will be provided to the individual in a timely manner.

Prevention of COVID-19 is common practice within the correctional facilities. Upon intake, all incarcerated individuals are offered a reusable face mask and are screened during the medical intake process for current COVID-19 signs and symptoms and exposure/infection prior to incarceration. Correctional Health follows all CDC testing, monitoring, and isolation protocols if an incarcerated individual or ECSO staff presents with symptoms of COVID-19. All incarcerated individuals have access to the Influenza and COVID-19 vaccinations if they choose. Associated policy and procedures are included in the appendix.

10. iPad Program and Contractor Performance

Keefe Commissary Network is the current vendor Erie County uses to provide tablets to the incarcerated population. This contract expires in July 2026 and the ECSO has released a request for proposals (RFP) for future contracts. Until the contract expires, there is not any contractual flexibility. The Superintendent shared that they've already had a few new vendors give them demos to see what other options are out there. The biggest problem with the current tablets is that they are not tamper proof. Meaning that about 80% of the tablets given out at ECHC have been tampered with, broken open and used for contraband. To that end, all tablets have been collected at ECHC, and incarcerated individuals don't currently have them.

Appendix

ECSO Visitation Policy

ECSO Visiting Hours

ECSO Initial Medical and Mental Health Screen Policy

Program Inventory - Erie County Jails

ECSO Women's Health Policy

ECSO Care of Newborn Children of Incarcerated Mothers Policy

ECSO Transgender and Gender Diverse Care Policy

Second Chance Act information

Shift Study Article

ECSO MAT Program Policy

MAT Release Form

ECSO Vision Care and Eyewear Management Policy

ECSO Management of COVID-19 Policy

Rapid Testing Protocol (COVID-19/Influenza/Strep Testing)

ERIE COUNTY SHERIFF'S OFFICE
POLICY AND PROCEDURE
JAIL MANAGEMENT DIVISION



Essential Services

Visitation

Policy # 10-05-00

Approved by:

Michael T. Phillips

Michael T. Phillips
Superintendent

Effective Date: **October 01, 2010**

Revision Date: **October 15, 2024**

08/24; 02/17; 11/16; 08/16; 08/13

References: 9CRR-NY §7008

I. POLICY

Inmates are entitled to receive periodic visits in a space designated for that purpose by the facility. The number of visitors an inmate may receive, as well as the duration of visits, is determined based on the facility's schedule, available space, and staffing limitations. Additionally, visitation may be restricted if it poses a threat to the safety, security, or good order of the facility. Visits shall be permitted upon the request of an inmate or a prospective visitor, with the inmate's consent.

Definitions:

- *Contact Visitation* - allows physical contact between inmate and visitors in accordance with the Jail Management Division visitation regulations and NYS Commission of Correction Minimum Standards.

II. PROCEDURE

A. General

1. Inmates shall be permitted to receive an initial non-contact visit within twenty-four (24) hours of arrival at the facility.
2. Inmates shall receive a maximum of two (2) hours of visitation per week.
3. Visitation periods shall be a minimum of one (1) hour in duration. Inmates may request to use their entire weekly visitation allowance on a single day, dependent on the volume of visits and space availability in the visiting area.
4. Visitors per inmate are limited to two (2) persons in the visiting area at any one time.
5. Children under two (2) years of age are not to be counted against the visitor count.

B. JMD Visiting Schedule

1. Visiting days and times may differ at each facility.
2. Each facility's visiting schedule shall be posted clearly and visibly in the front lobby, and shall be published in the inmate handbook and on the Erie County Sheriff's website.
3. Any changes to visiting rules and regulations, dates, etc., shall be posted in the lobby (with copies made for individuals requesting same), posted in all inmate housing areas, and posted in the facility library for a two-week period prior to any changes made.

C. Visitor Sign-In

1. Any person wishing to visit an inmate must present identification that shall properly identify the visitor before being allowed a visit.
2. Acceptable identification is not contingent upon the expiration date of the document, only that the document provides reasonable proof as to the prospective visitor's identity.
3. Proper identification shall consist of a government issued ID with picture:
 - a. State driver license,
 - b. State non-driver ID,
 - c. Military ID,
 - d. Passport or passport card,
 - e. Social Services card with picture.
4. All children under 18 years of age must be accompanied by a parent or legal guardian. Documentation for the child may include:
 - a. The child's birth certificate (original or certified/notarized copy) Inmates are allowed to give permission to visit their own children, provided their name appears on the birth certificate.
 - b. Adoption papers (original or certified/notarized copy)
 - c. Guardianship papers (original or certified/notarized copy)
 - d. Student identification card issued by a recognized school district
 - e. Student bus pass
 - f. New York State learner permit
5. Additionally, all visitors must register in the visitor's log, to include their name, current address, date of visit, the name of the inmate to be visited and their relationship to the inmate (spouse, friend, child, etc.).
6. The assigned staff member shall fill out the Inmate Visitation Request form and have the visitor read and sign the rules and regulations on the back. Visitors must comply with the above procedure to be granted access to the visiting room.

D. Non-Contact Visitation

1. This type of visit separates the inmate from the visitor by a glass partition.
2. The non-contact visiting area is not to be used to augment seating in the contact visiting area. It is to be used solely for inmates assigned to non-contact visitation and visitors who fail to pass the metal detector and choose to accept a non-contact visit as an alternative.

E. Professional/Special Visits

1. Pastoral, legal, counseling, law enforcement and program professionals. These visits are for the purpose of conducting business of a specific nature. Professional visits are authorized during all public visiting hours and other times not unduly disruptive to facility routines (e.g., lockdowns, shift change). There is neither time limit nor charge against the inmate's visiting time for professional visits. At the conclusion of the visit, standard visiting procedures shall be followed.

2. Attorney conference rooms have been provided for attorney/inmate visits. Attorneys may visit any time. Attorneys are not allowed to bring in recording devices, cell phones, or brief cases unless they have prior approval from the superintendent or his designee.
3. After hours at ECCF: In the event that a professional visit occurs when the visiting room is closed, the professional visitor shall state the nature of his business at the Intercom to gain admission to the lobby. An officer shall meet the visitor in the lobby and obtain identification (all identification rules apply to professional visits).

F. Inmate/Inmate Visits When Both Are Incarcerated

1. Inmate/inmate visits are restricted to verifiable immediate family members only. For the purposes of this policy and procedure, immediate family members include mother, father, sister, brother, son, daughter, husband, and wife. Any such request for such a visit with family member also incarcerated in the facility shall be forwarded to the sergeant in charge of visits for approval.
2. The sergeant in charge of visiting shall do the necessary investigations to determine the legitimacy of the request. When questions arise as to the validity of these requests, the sergeant shall forward to the Chief of Operations for resolution.
3. Once approved, this request shall be sent to the visiting detail to schedule and handle. All approved visits shall be handled the same as a regular visit, in that:
 - a. Visits shall be held in the contact visiting room and supervised by the visiting detail.
 - b. Only one such visit shall be allowed per week.
 - c. The visit depends on how much time each inmate has left and the availability of visiting space.
 - d. The time used shall be charged against each inmate's time allotted for the week.
 - e. All inmates leaving the visiting area shall be strip-searched.

G. Inmate/Inmate Co-Defendant Visits

1. All requests for inmate/inmate co-defendant visits shall be forwarded to the Chief of Operations, on an inmate request slip, for approval. The approval shall be dependent on the request/approval of the inmates' attorneys.
2. Each attorney must submit a written request that their client/inmate be allowed a co-defendant visit. These letters must include:
 - a. The name of the co-defendant with whom the visit is being requested.
 - b. The attorney's authorization for the visit.
 - c. The reason(s) why the attorney feels that the visit is necessary for your defense.
 - d. Whether or not the attorney wants to be present during the visit.
 - e. The number of visits being requested.
3. After a written request has been received from each attorney, the requests shall be reviewed and, if approved, arrangements shall be made to accommodate the visit(s). If a co-defendant visit is granted, inmates shall be expected to conduct themselves in a responsible manner. Inappropriate conduct of any kind may result in the termination of the visit and denial of future co-defendant visits.

H. Security

1. To maintain the safety, security, and good order of the facility, and all persons therein, the following security procedures have been established:
 - a. The contact visiting room, non-contact visiting rooms, and attorney conference rooms shall be searched prior to visiting hours and subsequent to each visit period to ensure the absence of contraband.
 - b. Visitors must place all items, coats, purses, keys, etc., into the lockers provided for this purpose in the front lobby. These lockers are secured via a lock and key system, which is provided at the time the visitor, signs in for their visit.
 - c. All visitors must pass through a metal detector before admittance to any of the visiting areas and may be subjected to an oral search in an area designated for that purpose.
 - d. All prospective visitors may be searched solely to ensure that they possess no contraband. Such search may include but not be limited to, passive alert K9, pat frisk, and visual mouth inspection.
 - e. All inmates shall be strip-searched after each contact visit prior to returning to their housing area/unit to ensure the absence of contraband.
 - f. Security personnel shall be present in the contact visiting room during each visiting session to visually monitor the visits.
 - g. All rules and regulations, as posted in the visiting room and in the inmate handbook must be adhered to by both inmate and visitor(s). Violation of any of these rules and regulations may result in the termination of that visit. Any termination of a visit must be fully documented.
 - h. A brief kiss/hand shake is allowed at the beginning and end of visit.
 - i. Caution should be used when the inmates are in the hallway or coming to or leaving the visiting area.

I. Visits for Inmates at The Erie County Medical Center

1. Visits for inmates in the ECMC lockup are governed by the rules and regulations of the Erie County Sheriff's Office. The Jail Management Division facilities do not place any restrictions on who may visit an inmate. Visits for any Jail Management Division inmates in a private room shall be based on the established facility visiting hours to a maximum of two (2) hours per week. Special visitation procedures and schedules shall be issued, as required by the Chief of Operations, when unusual medical circumstances or procedures occur.
2. Visitors shall report to the control booth at ECMC and present identification. The officer shall contact the visiting desk at the Holding Center to process the visiting information and update the computer. They shall also determine if there is any visiting time available for the inmate, enter this visit, review any orders of protection, and determine if the visitor is approved.

Hours for All Hospital Visits:	Mondays	1330-1430
	Tuesdays – Thursdays	1330-1430 and 1830-2000

J. Visiting Restrictions

1. The visitation of an inmate with a particular visitor may be denied, revoked, or limited only when it is determined that such visitation would cause a threat to the safety, security, or good order of the facility or the safety, security, or health of the inmate. Any determination to deny, revoke or limit an inmate's visitation must be made by the Chief Administrative Officer (CAO) in writing, and must state the specific facts and reasons underlying such determination.
2. Officers with concerns should notify the area supervisor immediately and document concerns. The supervisor shall report the incident/concern to the CAO who shall make a determination on any restrictions and issue a decision. In this case, written notification shall be provided to the affected person(s). These restrictions shall include a specific period of time, e.g., ten days non-contact visits, 30 days non-contact visits, etc., and shall be reviewed at that time to see whether the condition for the restriction still exists.
3. Any such restriction on visits may be appealed to the CAO, in writing, by either the visitor or the affected inmate. Any written notice to deny, restrict, or limit an inmate's visitation shall be provided to all persons affected by the determination at the next visit.

Jail Management Division

HALT Act

HALT ACT DATA REPORTING REQUIREMENTS

Erie County Correctional Facility - Alden, NY

[SPECIAL HOLIDAY SPECIFIC TIMES BELOW]

Tuesday 6/17/2025

Sign up: 7:10 a.m. - 11:00 a.m.	Visitation: 7:30 a.m. - 11:30 a.m.
12:15 p.m. - 2:00p.m.	1:00 p.m. - 2:30 p.m.
3:15 p.m. - 4:15 p.m.	3:30 p.m. - 5:15 p.m.
6:00 p.m. - 9:30 p.m.	6:30 p.m. - 10:30 p.m.

Wednesday 6/18/2025

Sign up: 7:10 a.m. - 11:00 a.m.	Visitation: 7:30 a.m. - 11:30 a.m.
12:15 p.m. - 2:00p.m.	1:00 p.m. - 2:30 p.m.
3:15 p.m. - 4:15 p.m.	3:30 p.m. - 5:15 p.m.
6:00 p.m. - 9:30 p.m.	6:30 p.m. - 10:30 p.m.

Thursday 6/19/2025

CLOSED

=====

Tuesday

Sign up: 7:10 a.m. - 11:00 a.m.	Visitation: 7:30 a.m. - 11:30 a.m.
12:15 p.m. - 2:00 p.m.	1:00 p.m. - 2:30 p.m.

Wednesday

Sign up: 7:10 a.m. - 11:00 a.m.	Visitation: 7:30 a.m. - 11:30 a.m.
12:15 p.m. - 2:00p.m.	1:00 p.m. - 2:30 p.m.
3:15 p.m. - 4:15 p.m.	3:30 p.m. - 5:15 p.m.
6:00 p.m. - 9:30 p.m.	6:30 p.m. - 10:30 p.m.

Thursday

Sign up: 3:15 p.m. - 4:15 p.m.	Visitation: 3:30 p.m. - 5:15 p.m.
6:00 p.m. - 9:30 p.m.	6:30 p.m. - 10:30 p.m.

Erie County Holding Center - Buffalo, NY [UPDATED 01/10/2025]

TUESDAY

Sign Up times for Visiting Hours:

7:30 am – 11:00 am

1:00 pm – 1:30 pm

pm – 4:30 pm

6:30 pm – 9:30 pm

WEDNESDAY

Sign Up times for Visiting Hours:

7:30 am – 11:00 am

1:00 pm – 1:30 pm

3:30 pm – 4:30 pm

6:30 pm – 9:30 pm

Video Visitation

Erie County Holding Center / Erie County Correctional Facility
VIDEO VISITATION: Scheduling

<http://thevisitor.icsenforcer.com/index.php/jail-information/84-erency>

Please visit this webpage for any updates concerning the status of onsite Visitation at the Erie County Holding Center and the Erie County Correctional Facility.

The Sheriff's Office provides medical and dental services to the ECHC and ECCF through the Erie County Sheriff's Office Correctional Health Unit. The Correctional Health Unit ensures timely and appropriate medical care for incarcerated individuals. They provide access to medical providers, nursing care, medication, and urgent treatment needs. They also serve as the referral source for mental health and dentistry. The Correctional Health Unit can be reached at 716-858-8931.

The Erie County Department of Mental Health Services, through the Adult Forensic Mental Health Clinic, is responsible for both adult facilities' behavioral and mental health services. The Mental Health Unit can be reached at 716-858-8095.

The Erie County Sheriff's Office now has a tip line for PREA (Prisoners Rape Elimination Act); it is 716-858-8176. This confidential line can be used to report sexual abuse or harassment. Calls will be accepted from inmates and the general public. Please have the following information available: name and status of victim, name and status of suspect, date and time of the incident, the specific location of the incident, and description of the alleged conduct.

Record Keeping and Reporting 7076.7(b)

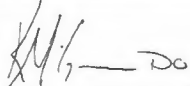
(c) Each facility shall publish monthly reports on its website, with semi-annual and annual cumulative reports, of the total number of people in segregated confinement on the first day of each month. The reports shall provide a breakdown of the number of people in segregated confinement.

Addiction & Mental Health Resources

For free addiction resources, please visit: Addictions

For Mental Health Support, please visit: EriePath

Changed 07/15/2025 - 12:50 pm

ERIE COUNTY SHERIFF'S OFFICE CORRECTIONAL HEALTH DIVISION  Incarcerated Individual Care and Treatment INITIAL MEDICAL AND MENTAL HEALTH SCREEN	POLICY #	ECSD CHD: 06-01-00
	EFFECTIVE DATE	04/11/2016
	REVISION DATE	07/09/19, 09/25/20, 09/30/22, 01/16/24
	REVIEW DATE	06/08/17, 01/12/18, 06/25/19, 07/02/19, 01/25/21, 09/09/21, 04/12/23, 05/30/24, 07/01/25
 Kevin McGee, D.O. Chief Medical Officer	 Sandra Amoia 1 st Deputy Superintendent Compliance	

POLICY:

In order to maintain the continuity of care the incarcerated individuals medical, dental and mental health needs will be assessed upon admission to the facility as timely as possible; all incarcerated individuals will have an initial medical nurse intake and mental health screening prior to classification. Any new detainee arriving in an unconscious, semi-conscious or having a severe injury/bleeding or acutely under the influence of drugs and/or alcohol will be assessed by a qualified healthcare professional. If they determine a higher level of care is required, they will be immediately transported to an outside hospital for further evaluation.

DEFINITIONS:

Medical Clearance: is a documented clinical assessment of medical, dental and mental status before an individual is admitted into the facility. The Medical clearance may come from on-site health staff or may require sending the individual to the hospital emergency room

Medical Intake Screening: is a process of structured inquiry and observation intended to identify potential emergencies among new arrivals and to ensure that patients with known illnesses and those on medications are identified for further assessment and continued treatment.

Medication Assisted Treatment: is the use of medications in combination with counseling and behavioral therapies to provide a "whole patient" approach to the treatment of substance use disorders.

PROCEDURES:

- A. Once the incarcerated individual has completed the booking process through the JMD, the incarcerated individual will be brought to Bravo medical reception area for the completion of the initial medical/ suicide screen.
- B. The deputy transporting the incarcerated individual will provide the intake nurse with incarcerated individuals current booking face sheet.
 1. If the incarcerated individual is a female, it is required that, the transporting deputies escort the incarcerated individual to the bathroom for a urine sample. An HCG test is performed on all females within childbearing years (18-55 years of age), by RN upon consent of treatment. Any female incarcerated individual requiring detox housing will also have a utox completed at this time.
- C. If the incarcerated individual has a prior incarceration the nurse will enter the ICN number into the electronic medical record system and create a new intake screen within current EMR for incarcerated individual. The nurse will also ask for the incarcerated individual's date of birth for a second identifier.
- D. If this is the first incarceration, the nurse will create a new electronic medical record for incarcerated individual using the ICN number. Prior to creation of the electronic medical record the nurse will verify demographic information for confirmation of the correct incarcerated individual.
- E. The nurse will review the JMD electronic system (SallyPort) for additional incarcerations and or alerts. If the nurse identifies medical Alerts that are no longer active, the nurse will expire the Alert within SallyPort. The nurse will place alerts within SallyPort for the following reasons:
 1. Mental health alerts

2. Medical alerts (i.e.: House on Delta Male Medical)
3. Housing History
 - a. Detox Housing, incarcerated individuals that require CIWA/COWS for detoxification
 - b. Delta Housing
 - c. MAT Program
 - d. Physical/Mobility (i.e.: cane, walker, deaf/hard of hearing, blind/visually impaired)
 - e. Medical Segregation (Med/Seg): Must have a reason to Isolate for Infection Control, (i.e. :COVID Monitoring)
 - f. Lower Bunk: must have documented reason, (i.e.: Broken leg)
4. Allergies: Only Tree-Nut/Peanut and Shellfish/Fish Allergies,
5. Restricted Diet: Cardiac Diet, Diabetic Diet,
6. Seizures: ONLY if an incarcerated individual had a seizure within 6 months and must have date associated with seizure event,
7. Seizures with Detoxification: ONLY with last documented date of withdrawal seizure,
8. COBS: only if medical initiates COBS when there is not an FMH staff member in the building.
9. Pregnancy- a positive pregnancy test screen
10. Post-Partum- the incarcerated individual reports recently gave birth. The nurse will document the date of delivery. The post-partum alert is only during the post-partum period, 8 weeks post-delivery.
11. Incarcerated individuals that cannot be accepted into the facility
 - a. Continuous Oxygen
 - b. Unable to complete ADL's
 - c. Unable to Pivot/Transfer Self
 - d. Invasive Access Lines (examples PICC/Ports/IV)

Note: If an incarcerated individual has an insulin pump in place, the pump will be removed and placed into I/I's property only after the provider is contacted for further instruction.

Consent for Care:

- A. Electronic consent for care must be obtained prior to completion of the initial intake screen.
- B. If the incarcerated individual refuses to sign the electronic consent for care, please refer to Consent for Care-Refusal of Care policy for further guidance.

Medical Screening:

The Correctional Medical Intake Screening is a set of questions developed as an efficient screening tool that will aid in the identification of acute and chronic medical problems during the intake processing. The intake nurse is required to complete the entire medical intake screening document. This screening includes at a minimum:

- A. Vital signs including initial weight and height
- B. Acute and chronic medical/dental problems
- C. Diabetics: Identify as Type 1 or Type 2, nurse will document initial BGT in the EMR
- D. Allergies and reactions
- E. Dietary Needs
- F. Disabilities and assistive devices
- G. History of alcohol and drug use: All incarcerated individuals identified as having a current history of alcohol, opiate, or benzodiazepine abuse will have appropriate screening.
- H. Infectious disease screen
- I. Medications prescribed in the community, which pharmacy utilized by incarcerated individual and date last taken
- J. Pregnancy- All incarcerated individuals of childbearing years and incarcerated individuals that are reporting pregnancy will have a pregnancy test completed and documented. If a woman is pregnant, an opioid history is completed.
- K. Post-Partum- All female incarcerated individuals reporting a recent delivery, the nurse will document within the incarcerated individuals EMR the delivery date and request a ROI.
- L. Comprehensive suicide screen
- M. Travel Screen

Review of Systems:

The Intake Nurse will observe the following:

- A. Appearance including body deformities and other physical abnormalities, tremors and sweating
- B. Behavior
- C. State of Consciousness and mental status include signs and symptoms of psychosis, depression, anxiety and or aggression.
- D. Ease of Movement
- E. Breathing
- F. Skin including trauma markings, bruises, lesions, jaundice, rashes, infestations, recent tattoos and needle marks or other indications of drug abuse.

Community Medication:

If the incarcerated individual reports being prescribed medications within the community, the CHD staff will initiate verification of medication for continuity of care. The intake nurse will route medication verification request to assigned medical staff members to complete the verification process.

Medications that are Verified:

The CHD staff member will notify medical provider to obtain orders as clinically indicated.

Medication Not Verified:

If the medical staff member is unable to verify reported medications due to the pharmacy being closed, the medical staff member will advise the Charge Nurse or designee of the following:

- A. Incarcerated individual Name
- B. ICN
- C. Medication that has been reported

The nurse will place a general note in the incarcerated individual's medical record that required medication was not verified.

All medication verification will be completed within 24 hours of admission.

Nurse Emergent Consultation with Provider:

If an incarcerated individual is identified needing immediate medication or medical transport the nurse will notify the provider for further orders, these conditions include but are not limited to:

- A. Uncontrolled HTN
- B. Hyperglycemia/ hypoglycemia-initial BGT
- C. Uncontrolled asthmatic
- D. Detoxification withdrawal base line CIWA/COWS score on incarcerated individual
- E. Injury sustained prior to incarceration not evaluated by the Emergency room.
- F. Incarcerated individuals unable to complete activities of daily living (ADL's.)

All communication with medical provider is required to be documented utilizing SBAR format within the incarcerated individuals EMR. The nurse will notify the CN of the event and outcome of case.

Incarcerated Individual Requiring Medical Transport:

The nurse will notify the Charge Nurse or designee of requirement to consult with provider. The Charge Nurse or designee will notify the provider for further medical orders by the following criteria:

- A. If the Charge Nurse or designee obtains orders for the incarcerated individual to remain within the facility, the Charge Nurse or designee will document in the EMR communication with the provider.
- B. If medical orders are obtained, the Charge Nurse or designee will provide a verbal read back of orders and enter the order within the EMR.
- C. If the Charge Nurse and/or designee obtains an order to transfer the incarcerated individual to the ER, they will complete the J-24 and document within the incarcerated individual's EMR, with the reason for hospital transfer. They shall also complete the offsite consultation form within the electronic medical records. Including:
 - 1. Incarcerated individual information
 - 2. The ordering provider

3. Allergies/ medication and problems
4. Active medication
5. The reason for transfer
6. Any medical care provided prior to transfer

Influenza and COVID Vaccines:

- A. During the months of October through March the incarcerated individuals will be offered the influenza vaccination. For individuals requesting the influenza vaccination the nurse will place an order within the incarcerated individuals EMR for vaccination.
- B. COVID Vaccines will be available and offered to all incarcerated individuals at all times, in accordance with CDC and DOH recommendations.

PPD Test:

- A. Upon entry into the Erie County Sheriff's Office, all incarcerated individuals will be screened for signs and symptoms of active TB.
- B. The nurse will place PPD test within the EMR for all incarcerated individuals that report the following:
 1. HIV
 2. Hep C
 3. Homelessness currently or within the last 60 days
 4. Sentenced to NYSDOCCS
 5. US Marshall Prisoners

Infectious Disease Screen:

- A. During the initial medical screen, the nurse will complete an infectious disease screen questionnaire. If the incarcerated individual has a possible contagious illness, they will be placed in medical isolation unit outside of the general population, awaiting testing.

Suicide Screen and Mental Health History:

- A. The nurse will document the most serious charge for incarceration within suicide screen in laymen's term, not by using the penal code.
- B. The Suicide Screening form is a set of questions developed by the New York State Commission on Corrections as an efficient screening tool that will aid in the identification of incarcerated individuals that may have a suicide risk and/or may need a referral to mental health. This screening includes:
 1. History of mental health services including inpatient and outpatient treatment
 2. Present mental health issues
 3. Substance abuse issues
 4. Past or present suicidal ideation or attempts
- C. The nurse will complete the Suicide Screen within the incarcerated individual EMR.
- D. The nurse will reference the Suicide Screen referral tool for guidance of the Suicide Risk Level. This tool provides guidance referring to the incarcerated individuals in need of a mental health referral (emergent, urgent or routine).
- E. The nurse will refer to the incarcerated individuals that meet the guidelines as per the forensic mental health division through the EMR system.
- F. If there is an **emergent mental health issue** (suicide risk or other acute mental health issues), the nurse will verbally discuss the situation with the booking sergeant. The nurse will place emergent referral to Forensic Mental Health as per CHD policy and procedure.
- G. If it is identified that the incarcerated individual is suicidal the nurse will initiate the Suspected Suicidal Incarcerated Individual Notification form in EMR. This form indicates the need for constant observation, until the incarcerated individual is evaluated by Mental Health.
- H. The nurse will complete form #JMD 19 Suspected Suicidal Incarcerated Individual Notification form for JMD.

- I. The nurse will notify the Charge Nurse or designee of the incarcerated individual name, ICN and SGT notified.

Housing Considerations:

Incarcerated individuals are classified by JMD for housing assignments. The intake nurse will complete the incarcerated individual Medical/Mental Health Summary (Housing Classification) form to inform JMD about medical and mental issues (referrals to Mental Health) that effect the housing assignment.

If it is indicated that the incarcerated individual requires a referral to FMH, the nurse will check the FMH referral check box of the level of referral and document the time of notification is applicable. If there is no mental health referral, the nurse will indicate on form NO Mental Health Referral.

Housing Assignment's:

General population: Also, indicate any restrictions or adaptive devices.

Special Needs Housing includes the following: Detox, Medical Housing, Constant Observation, FMH Housing on Delta, etc.

Medical Alerts:

The nurse is responsible for adding and expiring all the medical alerts in both the EMR and the JMD electronic system (SallyPort). The alerts will indicate any medical information that custody will utilize for the classification to ensure the safety of the incarcerated individual.

Provider Appointments:

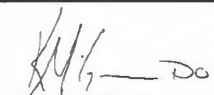
The intake nurse will schedule provider appointments for all newly booked incarcerated individuals following the approved guidelines per policy titled Incarcerated Individual Medical Appointments.

Completion of Medical Intake:

Upon completion of the Medical Intake Screen, the intake nurse will electronically sign the completed document, which will automatically include a date and time stamp.

PROGRAM INVENTORY - ERIE COUNTY JAILS (Jan 1 - Sep 18, 2025)

PROGRAM	LOCATION	AGENCY	# GROUPS CONDUCTED	TOTAL ATTENDANCE	GOALS	FUNDING SOURCE
Acceptance & Change	ECCF	Peaceprints WNY	6 (since May '25)	51	Understand how behaviors and attitudes influence actions.	Peaceprints WNY
Alcoholics Anonymous	ECCF	AA	11 (since Apr '25)	125	To stay sober and help other alcoholics to achieve sobriety.	Volunteer
Creative Arts (Male)	ECCF	Locust Street Art	47	369	To break the barriers of inaccessibility to the region's arts and culture sector.	Peaceprints WNY
Creative Arts (Female)	ECCF	Locust Street Art	11	75	To break the barriers of inaccessibility to the region's arts and culture sector.	Peaceprints WNY
Domestic Violence Female Group	ECHC/ECCF	EC SO - DV Division	23 (since Jun '25)	97	To support victims and survivors of domestic violence in reclaiming control over their lives and fostering their path toward healing and empowerment.	EC SO (DV)
Fatherhood	ECCF	Buffalo Prenatal Perinatal Network	6 (since May '25)	78	To build fathers' ability to support their children, both emotionally and financially through supportive services and programs.	EC SO
Financial Literacy	ECCF	Key Bank	2 (since Jun '25)	15	To teach financial concepts to help family members prepare for what lies ahead.	Volunteer
HALT	ECCF	Peaceprints WNY	(Individual Visits)	133 contacts	To provide trauma-informed therapeutic engagement that promotes personal development and addresses the root causes of problematic behavior.	EC SO
Houses of Healing	ECCF	Peaceprints WNY	26	166	To drive behavioral change, emotional healing, and successful rehabilitation and reentry.	Peaceprints WNY
Legal Aid (Male & Female)	ECHC/ECCF	Legal Aid Bureau	Begins Oct '25	—	To provide free legal education to incarcerated individuals.	Volunteer
Liaison Council	ECCF	Peaceprints WNY	24	259	A way for Project Blue staff to receive feedback on the program.	Peaceprints WNY
MAT Group Counseling (Male)	ECHC/ECCF	EC SO/Correctional Health	37 (since Jul '25)	396	To strengthen coping skills and develop a comprehensive recovery plan during custody that promotes stability and supports successful reintegration into the community.	EC SO
MAT Group Counseling (Female)	ECHC/ECCF	EC SO/Correctional Health	21 (since Jul '25)	106	To strengthen coping skills and develop a comprehensive recovery plan during custody that promotes stability and supports successful reintegration into the community.	EC SO
MAT Group Counseling (Male)	ECHC/ECCF	BestSelf	37 (Jan-Jun '25)	415	To provide support, encouragement, information and guidance to people on their recovery journey.	EC SO
MAT Group Counseling (Female)	ECHC/ECCF	BestSelf	7 (Jan-Jun '25)	35	To provide support, encouragement, information and guidance to people on their recovery journey.	EC SO
MAT Peer Groups (Male)	ECHC/ECCF	Save the Michaels	64	548	To provide peer support to help individuals navigate their way to and through recovery.	EC SO
MAT Peer Groups (Female)	ECHC/ECCF	Save the Michaels	36	176	To provide peer support to help individuals navigate their way to and through recovery.	EC SO
Mindful Awareness (Male)	ECCF	Prevention Council	9 (since May '25)	83	Identify ways to practice mindfulness in stressful situations.	EC SO
Mindful Awareness (Female)	ECCF	Prevention Council	12 (since Apr '25)	62	Identify ways to practice mindfulness in stressful situations.	EC SO
Pawsitive for Heroes	ECCF	WNY Heroes	17 (since May '25)	174	To support veterans by providing service dogs trained within	Volunteer
Ready, Set, Work!	ECCF	Peaceprints WNY	10 (since Apr '25)	106	Provide 20 hours of CBT workforce soft skill training such as	Peaceprints WNY
THRIVE Culinary Program	ECCF	Peaceprints WNY	12 (since Apr '25)	121	Provide hands on culinary skills in a industrial kitchen along	Peaceprints WNY
Veteran's Support Group	ECCF	EC SO/Community	Begins Oct '25	—	To support incarcerated veterans by assessing their unique	EC SO
Women's Health Education	ECCF	EC Dept. of Health	6	31	To increase knowledge of women's health topics, and to	Peaceprints WNY

ERIE COUNTY SHERIFF'S OFFICE CORRECTIONAL HEALTH DIVISION  Special Needs and Services WOMEN'S HEALTH	POLICY #	ECSO CHD: 07-04-00
	EFFECTIVE DATE	04/11/2016
	REVISION DATE	09/30/22, 12/01/23, 01/09/24, 05/24/24, 07/01/25
	REVIEW DATE	06/08/17, 01/16/18, 12/10/18, 03/04/19, 09/30/20, 09/15/21, 06/30/23, 06/15/24
 Kevin McGee, D.O. Chief Medical Officer 07/01/2025  Sandra Amoia 1st Deputy Superintendent Compliance 07/01/2025		

PURPOSE:

New York Correctional facilities are required to ensure comprehensive reproductive health care for incarcerated individuals, including access to contraception, abortion, prenatal and postnatal care, and lactation support. All provided free of charge. Abortion is guaranteed up to 24 weeks of pregnancy and thereafter if the fetus is non-viable or the incarcerated individuals' health is at risk. Facilities must conduct prompt health screenings, provide menstrual supplies, and ensure access to reproductive care regardless of gender identity or housing placement. Custodial restraints are prohibited during pregnancy, labor, and postpartum recovery, except under extraordinary circumstances, and must be approved by the Sheriff. Pregnant incarcerated individuals must receive timely counseling on pregnancy options and access to support during labor and recovery. Additionally, facilities must support lactation needs, including providing breast pumps and facilitating milk storage or breastfeeding opportunities. All care must align with professional medical standards and ensure dignity and non-discrimination.

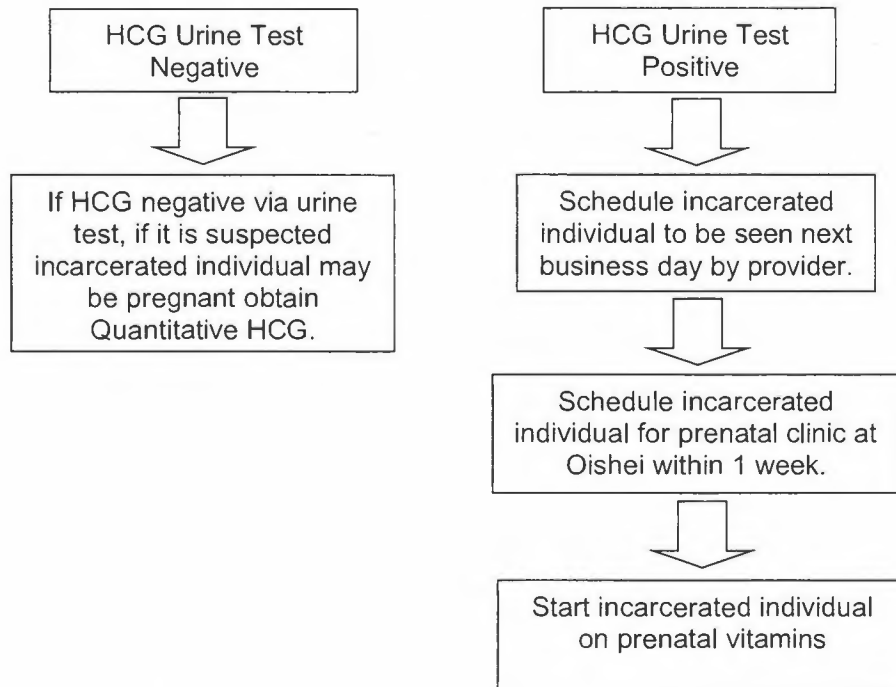
Correctional Health Division is designated to provide female incarcerated individuals with nondirective counseling about pregnancy prevention, including access to emergency prevention. For women who are on a method of contraceptive at intake, continuation of contraception is considered.

POLICY:

Upon admission incarcerated individuals receive written and verbal instructions regarding access to Health Services. Written information is available in both English and Spanish.

PROCEDURE:

Initial medical health screening which occurs on intake shall include screening questions to identify those who are pregnant. A urine HCG will be obtained on all female incarcerated individuals who are within childbearing years, 18 - 55 years old, with no documentation of hysterectomy. In the event the incarcerated individual is unable to provide a urine sample, and/or refuses the urine HCG, it will then be ordered to be completed within 24 hours. A pop-up care alert indicating "no urine HCG result on file" will be placed, and nursing protocols cannot be initiated until resulted. If medication orders are needed prior to the HCG results they must come from a provider to maintain safety. Once resulted the pop-up care alert can be removed.



If an incarcerated individual is confirmed to be pregnant, initial medical evaluation will include:

- A. A review of any prior prenatal care. If the incarcerated individual has had prenatal care, a release of information will be obtained for the acquisition of records.
- B. Screening will be completed to identify high risk behaviors.
- C. Counseling on appropriate levels of activity and pregnancy safety precautions
- D. Nutritional guidance provided.
- E. Information regarding breastfeeding and lactation support.
- F. The name and phone number of the support person to accompany them during the birthing process.

All pregnant incarcerated individuals will be referred to Kensington OB/GYN for prenatal evaluation and continued obstetrical care. Frequency of the prenatal visits will be determined by the obstetricians as medically necessary. After each visit a written report of the visit will be obtained and placed in the medical record. Women who are in their last month of pregnancy, or who are identified as high risk, will be housed at ECHC due to the proximity to Oishei Women's and Children's Hospital. Restraints will not be used anytime during labor and/or delivery.

Transportation of Pregnant Females:

****No restraints** are authorized during the transportation of a pregnant female unless written authorization is received from the Sheriff. Female incarcerated individuals may not be restrained until eight (8) weeks after given birth or termination of pregnancy.

All prenatal and postnatal care will be documented in the electronic medical record.

Potentially complicating medical conditions and medications will be identified and addressed.

- A. If an incarcerated individual is identified at intake positive for pregnancy and positive for being treated with methadone or suboxone therapy, a urine tox will be completed. The incarcerated individual will be transported to ECMC for MAT medication management. When ECMC declares the incarcerated individual has completed medical evaluation and/or is stable on a maintenance MAT regimen that can be safely continued as an outpatient, that incarcerated individual can be transferred back to ECHC for treatment and monitoring.
- B. Nursing staff will be alert for signs of toxemia (headache, hypertension, rapid weight gain, edema, and any change in mental status which can occur at any time after 24 weeks pregnant) and immediately notifying the provider.
- C. Nursing staff shall be alert for signs of postpartum depression and work with mental health staff to provide appropriate treatment.

In the event of an emergency delivery, the incarcerated individual (if possible) will be brought to the medical unit and infant delivered using the Emergency Delivery Kit (kept in medical treatment room). A call for emergency transport to Oishei Women's and Children's Hospital will be made for both the infant and mother for post-partum care. The identified support person will be contacted immediately.

If an incarcerated individual presents to medical with suspected labor, they will be transported to Oishei Women's and Children's Hospital. A pregnant incarcerated individual must be allowed to have at least one support person of their choice and doula or midwife (if available) to accompany them in the delivery room, during labor, and recovery after giving birth.

No correctional staff is allowed in the delivery room during the birth of a baby unless their presence is requested by the medical staff supervising the delivery or by the person giving birth. The facility's medical staff shall notify the identified support person immediately after an incarcerated individual goes into labor.

Post Partum Care:

- A. Defined as the first 6 weeks for vaginal birth and 8 weeks for cesarean section. During this period the women's body undergoes many changes. Nursing assessment can help detect problems early to initiate intervention to prevent serious complications from occurring.
- B. Those incarcerated individuals who opt to breastfeed in the hospital will not be separated from their infants (unless medically indicated) prior to hospital discharge. Lactation consultants shall be allowed access to assist the incarcerated individual for lactation support. Those who do not wish to or are unable to continue breastfeeding should be provided medical management for cessation of lactation.
- C. Any incarcerated individuals who are lactating and are separated from their babies and wish to provide breastmilk to their infants should be permitted to express breastmilk, provided with a breast pump, and provided the opportunity to pump breastmilk as frequently as needed (usually every 2 to 3 hrs. for newborn). Even if the infants care giver is unable to get the milk, pumping ensures the milk supply is maintained. A clean private location and necessary equipment will be provided. Proper nutrition is essential for breastfeeding, a well-balanced diet with additional calories will be provided along with prenatal vitamins.
- D. An infant born while in custody may be allowed to return to the Holding Center with its mother for up to a period of one year.
- E. Any female incarcerated individual committed to the Holding Center and is a mother of a nursing child in her care under one year of age, such child may accompany her in the facility.
- F. Upon return from hospital back into our custody post-delivery Nurse will place "Post Partum Check" order into EMR
- G. The incarcerated individual must be seen once a day by nursing until the provider hospital return appointment.

Key points in assessment of Post Partum I/I:

Check VS, auscultate breath sounds-any abnormal contact provider

Discuss breasts- any localized areas of redness, swelling or pain in either breast contact provider

Check for urinary frequency, urgency, or burning- if any present contact provider

Look for abnormal changes in lochia during pad checks (foul odor, heavy bleeding defined as soaking a pad every 1-2 hours, passing large clots >2.5 cm). If abnormal changes, contact provider

Check for localized tenderness, redness, swelling, or warmth of legs (calves). If positive contact provider

If c-section check incision site for redness, draining, separation, and/or s/s of infection. If s/s present, contact provider

If vaginal birth with perineal repairs look for s/s of infection. If infection presents, contact provider

Educate on wiping vagina from front to back after voiding/defecating

Look for s/s of emotional changes that could lead to postpartum depression such as but not limited to excessive mood swings, overwhelmed feeling, withdrawal, loss of appetite/eating more than normal, thoughts of wanting to hurt self or others. If positive, follow FMH referral guidelines.

Instruct patients to increase fluids and ambulate to prevent constipation.

Termination of Pregnancy:

- A. Incarcerated individuals expressing desire for ETP up to 24 weeks will be referred to Kensington OB/GYN for evaluation and care.
- B. Counseling concerning nature, consequences, risk of the procedure with full knowledge of will be done by the physicians and staff of Kensington OB/GYN.
- C. Mental Health Consultation by Forensic Mental Health is advised both pre and post procedure.

Procedure for Contraception:

Correctional Health Division is designated to provide female incarcerated individuals with nondirective counseling about pregnancy prevention, including access to emergency prevention.

- A. Emergency contraception is made available to incarcerated individuals when:
 - 1. It's determined to be medically necessary.
 - 2. There is a risk of unwanted pregnancy due to sexual abuse.
 - 3. The incarcerated individual wants to reduce her chance of becoming pregnant after a recent sexual encounter.
- B. Continuing contraception is available after the medical intake health screening is completed and it is deemed medically necessary for the incarcerated individual's health. Contraception orders will be under the discretion of the medical provider with supporting documentation from the community. Contraception will not be ordered for routine birth control while in custody.
- C. For planned releases to the community, arrangements will be made to initiate contraception for women, upon request.
- D. Information regarding contraception options and women's health will be made available.



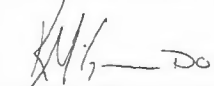
Family Planning
Brochure.pdf

PROTOCOL

Pregnancy (Listed as "Other")

- A. Flag within Sallyport Chronic Disease: Pregnancy
- B. Registry: Enter Incarcerated individual within the chronic care (CC) Pregnancy registry.
- C. Complete medication verification of all reported medications and document.
- D. ROI from PMD and consent for HEALTHeLINK for all recent blood work, history and physical, and listing of prescribed medications.
- E. Schedule ALP H&P/CC: Incarcerated individual to be scheduled within 24 hours
- F. Update directive with identified support person's name and phone number.
- G. The Provider will order HS Pregnancy snack at the CC Initial appointment
- H. The Provider will schedule initial pregnancy appointment with Kensington OB/GYN within 1 week

Source: Assessment: Postpartum Patients (Maternal-Newborn) - CE (elsevier.health)

ERIE COUNTY SHERIFF'S OFFICE CORRECTIONAL HEALTH DIVISION  Special Needs and Services CARE OF NEWBORN CHILDREN OF INCARCERATED MOTHERS	POLICY #	ECISO CHD: 07-04-01
	EFFECTIVE DATE	01/23/2025
	REVISION DATE	
	REVIEW DATE	07/01/25
 Kevin McGee, D.O. Chief Medical Officer 07/01/2025  Sandra Amoia 1st Deputy Superintendent Compliance 07/01/2025		

PURPOSE:

To set forth the limited responsibilities and involvement Erie County Sheriff's Office has with respect to infants who are housed with their mother in the correctional facility pursuant to Section 611 of the New York Correction Law.

POLICY:

To further the intent of New York state law in fostering a healthy bond between mother and newborn child and supporting healthy development of the child, it is the policy of Erie County Sheriff's Office to refrain, to the greatest extent possible, from taking any action that interferes with the rights and responsibilities of the mother to care for her own child as if she were not incarcerated.

- A. By way of background, Section 611 of the New York Corrections Law provides the ability for the newborn children of incarcerated individuals to be housed with their mothers during their first year of life. A child may remain in the facility with their mother for "such period as seems desirable for the welfare of such child," but not after they are one year of age.
- B. The mother must be physically and mentally fit to care for the child without reliance of the Erie County Sheriff's Office.
- C. If, in the opinion of the Chief Medical Officer, the mother is not physically fit to care for the child, the CMO should consult with the First Deputy Superintendent of Compliance and the Superintendent. A written statement certifying that the mother is physically unfit to care for the child will then be prepared in accordance with Section 611 and provided to facility administration.
- D. The children of incarcerated mothers are not Erie County Sheriff's Office patients.
- E. Erie County Sheriff's Office staff should avoid holding, changing, feeding, and touching the child. Any of the mother's questions related to the child's health or care should be directed to the child's pediatrician or the mother's OB/GYN.
- F. Except for a medical emergency the Erie County Sheriff's Office shall not provide any health care treatment or services to the child. Erie County Sheriff's Office involvement and assistance should be limited to administrative support in activities the mother is unable to perform on her own due to her incarceration status (e.g., scheduling of outside appointments for the child).
- G. In the event prescription medication is required by the child and the facility will not permit the mother to keep the medication in her cell, the medication should be recorded on a paper MAR and scanned in the mother's chart monthly until released. It is the responsibility of the mother to administer any medication to the child.

ERIE COUNTY SHERIFF'S OFFICE CORRECTIONAL HEALTH DIVISION  Special Needs and Services TRANSGENDER AND GENDER DIVERSE CARE	POLICY #	ECSO CHD: 07-08-00
	EFFECTIVE DATE	12/09/2024
	REVISION DATE	
	REVIEW DATE	07/01/25
 Kevin McGee, D.O. Chief Medical Officer 07/01/2025  Sandra Amoia 1st Deputy Superintendent Compliance 07/01/2025		

PURPOSE:

To ensure that the transgender incarcerated population gets the appropriate and responsible provision of health care as clinically indicated.

POLICY:

It is the policy of The Erie County Sheriff's Office (ECSO) CHD to recognize Gender Dysphoria and address the incarcerated individual's health care needs, consistent with this diagnosis.

DEFINITIONS:

Assigned sex is the sex-based classification, generally assigned at birth and usually based upon physical characteristics and genitalia.

Gender dysphoria (GD), according to the Diagnostic and Statistical Manual of Mental Disorders (DSM 5), is defined as a "marked incongruence between their experienced or expressed gender and the one they were assigned at birth."

Gender identity refers to each person's deeply felt psychological sense of self as male, female, or something else.

Transgender is an umbrella term that describes people whose gender identity differs from the sex they were assigned at birth. Such persons may self-identify as "transgender", "trans-male" or "trans-female".

Gender nonconformity refers to the extent to which a person's gender identity, role, or expression differs from the cultural norms prescribed for people of a particular sex.

Sexual Orientation and gender Identity/Expression (SOGIE) intake Information Form is a form completed at the time of admission, which documents information related to an Incarcerated Individual's sexual orientation and gender identity/expression and suppresses their preferred pronouns, what gender they would prefer to be searched by what gender they would prefer to be housed with etc.....

PROCEDURE:

- A. All incarcerated individuals, including those who are transgender, must be treated with fairness, dignity, and respect in a gender-affirming environment.
- B. Correctional health care providers should attempt to refer to transgender incarcerated individuals by their name and pronouns of the incarcerated individual's preference and/or "incarcerated individual (last name)".
- C. All incarcerated individuals shall be booked into the jail management system utilizing their legal name as it appears on past institutional records, government records and government issued identification.
- D. The incarcerated individual's wristband shall bear the legal name as it appears in the jail management system.
- E. Upon admission, while in booking, incarcerated individuals identifying as transgender or gender non-conforming will complete a SOGIE Intake Form and this form will be forwarded to classification and the Sexual Abuse/PREA Coordinator. Bravo Medical will also be notified.

- F. All incarcerated individuals will receive medical screening regarding sexual activity, sexual orientation, gender identity, and sexual abuse and other forms of trauma or victimization. The classification supervisor shall coordinate with Correctional Health and Forensic Mental Health to conduct an interdisciplinary, initial risk needs and vulnerability assessment to determine the incarcerated individual's initial level of risk, immediate medical needs, initial supervision requirements and make an initial determination of a pre-classification housing location.
- G. All incarcerated individuals, including those who are transgender, will receive comprehensive health care that is clinically and developmentally appropriate, culturally sensitive, and offered through a nonjudgmental, gender-affirming approach.
- H. Health care providers should screen all incarcerated individuals, including transgender patients, for mental health issues (e.g., self-harm and suicide risks, depression, anxiety, PTSD), including those unrelated to sexual orientation or gender identity, and incorporate any identified concerns into the overall treatment plan. The presence of comorbid mental disorders associated with or separate from gender dysphoria should prompt timely mental health evaluation and treatment. Current mental health distress, impairment, and concerns should be addressed either prior to or concurrent with treatment for gender dysphoria.
- I. Incarcerated individuals whose gender identity differs from the sex they were assigned at birth will have a "Transgender" diagnosis placed in their problem list with a problem list comment noting their biological gender and the gender they identify as (i.e. female to male).
- J. Confidential HIV and STI testing and care should be provided to all transgender incarcerated individuals when appropriate.
- K. The incarcerated individuals will sign an authorization for the release of information for all pertinent outside medical and mental health records, if any exist.
- L. The clinical decision making to initiate or advance hormone medication treatment while incarcerated needs to be based on incarcerated individual medical need, risks and benefits, analysis of alternatives, ruling out contraindications, accepted standards of care, and a thorough informed-consent process.
 - 1. Transgender incarcerated individuals with gender dysphoria who have not received hormone therapy before incarceration will be referred to Evergreen Health Services to determine their evaluation, treatment needs and appropriate follow up.
 - 2. For transgender incarcerated individuals who received hormone therapy before incarceration, if the prescription hormone therapy is verified, it should be continued without interruption.
 - 3. If previous hormone use cannot be verified, the incarcerated individual should be referred to Evergreen Health Services for recommendations/continuation of community therapy.
- M. The incarcerated individuals will have routine follow up based on community standards of care.

Reference:

NCCHC Position Statement: Transgender and Gender Diverse Health Care in Correctional Settings Adopted November 2020

INCREASE FUNDING AND REAUTHORIZE THE SECOND CHANCE ACT TO SUPPORT LOCAL REENTRY PROGRAMS THAT REDUCE RECIDIVISM AMONG FORMERLY INCARCERATED INDIVIDUALS

ACTION NEEDED:

Urge your members of Congress to support the reauthorization of the *Second Chance Act* and increase funding for these programs in the annual appropriations process. The bipartisan *Second Chance Act* provides resources to states, local governments and nonprofit organizations to improve outcomes for people returning to communities from prisons, jails and juvenile facilities.

BACKGROUND:

Enacted in 2008, the *Second Chance Act* (P.L. 110-199) authorizes federal grants that assist states, counties and nonprofit organizations in developing and implementing programs to help formerly incarcerated individuals successfully reintegrate into the community after their release from correctional facilities. Administered through the Office of Justice Programs at the U.S. Department of Justice (DOJ), *Second Chance Act* programs have helped numerous counties provide reentry services – like employment assistance, substance abuse and mental health treatment, housing, family-center programming and mentoring – to adults and juveniles returning to the community from prisons or jails.

ACCORDING TO THE U.S. BUREAU OF JUSTICE STATISTICS, THERE ARE MORE THAN 7 MILLION INDIVIDUALS ADMITTED TO JAILS EACH YEAR. OF THAT NUMBER, ONLY ABOUT SIX PERCENT OF JAIL ADMISSIONS RESULT IN PRISON SENTENCES – IN OTHER WORDS, **94 PERCENT OF JAIL DETAINEES AND INMATES RETURN DIRECTLY TO THE COMMUNITY FROM JAIL.**

AS FORMERLY INCARCERATED INDIVIDUALS RETURN TO THEIR COMMUNITIES, **THE *SECOND CHANCE ACT* IMPROVES THE COORDINATION OF REENTRY SERVICES AND POLICIES AT THE STATE, LOCAL AND TRIBAL LEVEL.**

SINCE 2009, *SECOND CHANCE ACT* PROGRAMS HAVE FUNDED OVER 1,100 GRANTS TO LOCAL AND STATE GOVERNMENTS AND NONPROFIT ORGANIZATIONS. **MORE THAN ONE OUT OF EVERY THREE *SECOND CHANCE ACT* AWARDS HAS GONE TO COUNTY GOVERNMENTS.**

As part of the Continuing Resolution (CR) that passed on March 14, 2025, Second Chance Act programs are funded at \$117 million until September 30, 2025.

To view the most up-to-date information, scan the QR code below:



2025 POLICY BRIEF

Since its establishment, the *Second Chance Act* has funded more than 1,100 grants to state and local governments and nonprofit organizations, and more than a third of these grants have been awarded to counties. These investments in reentry programs have proven effective in helping individuals successfully reintegrate into their communities. Successful reintegration results in lower rates of recidivism, which improves public safety and provides significant savings to counties, who collectively spend \$124 billion each year on criminal justice.

As Congress considers funding for a variety of federal programs and thousands of formerly incarcerated individuals return to their communities, the *Second Chance Act* should be prioritized in the annual appropriations process. In FY 2024/2025, the program was funded at \$117 million – a decrease of \$8 million from FY 2023 levels. Congress should maintain at least this level of funding in FY 2026.

KEY TALKING POINTS:

- Counties spend more than \$124 billion each year on criminal justice and more than \$193 billion on health and human services.
- According to the U.S. Bureau of Justice Statistics, there are more than 7 million individuals admitted to jails each year. Of that number, only about six percent of jail admissions result in prison sentences – in other words, 94 percent of jail detainees and inmates return directly to the community from jail.
- The *Second Chance Act* improves the coordination of reentry services and policies at the state, local and tribal levels, and provides financial assistance for local programs that provide employment training, mentoring, substance abuse and mental health treatment and other family-centered services to formerly incarcerated individuals.
- Since 2009, more than one out of three *Second Chance Act* awards have gone to county governments. From the onset, over \$600 million has been awarded to state, local, tribal and nonprofit reentry programs under the *Second Chance Act*. Since 2015, \$47 million has gone directly to county governments.

For further information, contact Brett Mattson at 202.942.4234 or bmattson@naco.org.



Workforce Development

N.Y. county weighs 12-hour shifts for jail staff to curb overtime, boost retention

A new study will explore whether 10- or 12-hour shifts could improve recruitment, retention and staff wellness at Erie County's two jails

September 26, 2025 07:16 AM



Erie County Government

High-paying county jail jobs, requiring no experience or college, remain hard to fill

Erie County added 47 new jobs to the staff of the Holding Center and Erie County Correctional Facility in 2023, but most of them are unfilled. In fact, the jails have more than 50 deputy and corrections officer vacancies.

Even when the jails are fully staffed, they don't stay that way for long. Despite the generous pay and benefits and a low bar for entry – only a high school education is required – many find the idea of spending a career working behind bars unappealing. Those who do work there leave or retire. And stressed out deputies and corrections officers still making their careers there are taking increasing amounts of medical and family leave to cope with the burden.

To combat that, the Sheriff's Office is launching a study to see whether having jail deputies and corrections officers work 10-hour or 12-hour shifts might make things easier for everyone. The Erie County Legislature is poised to approve allowing the Sheriff's Office to spend up to \$53,600 for a feasibility study that would examine what such a scheduling change might mean for those who currently work in the downtown Holding Center and Erie County Correctional Facility in Alden .

"Obviously, our personnel problem with respect to the jails is something that we want to address," said Sheriff's Office spokesman Chris Horvatits, "not just for the financial reasons, but for employee wellness reasons."

The Sheriff's Office is launching a study to address staffing issues at the Erie County Holding Center in downtown Erie and the Correctional Facility in Alden .

A new civil service exam for anyone interested in becoming a jail deputy or corrections officer will be held next month to recruit more staffers. The deadline to sign up for the next exam is Oct. 3 .

Sheriff's Office officials pointed out that a third of all Holding Center deputies are working under family medical leave policies or have other long-term leave exceptions that have restricted the Sheriff's Office ability to evenly distribute shift assignments or demand overtime of those employees.

The current standard shift is eight hours, but overtime needs and forced overtime requirements can turn short shifts into very long ones. The lack of predictable time off and the difficulty for younger jail staffers to get any weekends off hurts recruitment and retention efforts, officials said.

Sheriff John Garcia said the two county jails had finally reached full staffing during early summer of this year. But Horvatits said more people have left since then with three dozen current vacancies across the two jails – 24 at the Holding Center and 12 at the Correctional Facility.

Staffing issues have also been made more difficult over the past six months with the county's housing of a higher number of state inmates because the state prison system can't transfer them to state custody fast enough due to the state's own prison staffing shortages.

Burden of high number of state inmates still housed in Erie County jails 'not fair'

The strike by state corrections officers in February may have ended in March, but the chronic

The concept of moving to 12-hour shifts has been controversial in the past, sometimes pitting younger employees against older ones.

In 2017, the county's emergency 911 call takers and dispatchers moved to a 12-hour shift schedule that ensured that no staff member works more than three days in a row and guaranteed every other weekend off, sharply reducing or eliminating forced overtime. Prior to the county's negotiated agreement with the county's white-collar union over the scheduling change in 2016, members were divided over the proposed adjustment.

Earlier that summer, 20 of 26 emergency call-takers and dispatchers in Central Police Services signed a letter demanding the right to vote on a 12-hour shift schedule. That is similar to what county ambulance and sheriff's dispatchers had moved to earlier in the year, in which no employee is scheduled to work more than two or three days in a row. But veteran employees who were grandfathered under an older schedule that limited them to working five eight-hour days a week opposed the scheduling change.

The agreement was ultimately adopted. Horvatits said the goal of the sheriff's feasibility study is to see if they can produce a new scheduling proposal that may garner union support.

"We've been in communication with both unions about it," he said of the unions representing both sets of jail personnel.

Calls to the Teamsters union representing Holding Center deputies, and the Civil Service Employees

The Sheriff's Office road patrol officers already work under a 12-hour shift scheduling system, Horvatits said. Buffalo Police Department officers work under a 10-hour shift schedule, he said.

Erie County's 911 call takers: Grueling shifts put lives 'in serious jeopardy'

"Our job is extremely stressful and demands 100 percent of our attention at all times," stated a letter sent to the Legislature. "If we make a mistake, lives could be lost ... and we are held

As a former member of the Buffalo Police Department, Garcia would be familiar with the impact of a longer shift schedule, which is often considered in organizations that suffer from chronic understaffing.

The funding for the current study, which would examine the impact of a shift change to either a 10-hour shift or a 12-hour shift, is coming from revenues received from jail telephone use. The county would contract with Matrix Consulting Group, one of three firms who bid on the project. The California-based organization specializes in data analysis and consulting for local and state governments. It was the lowest responsible bidder of three companies that bid on the work.

Once the contract with Matrix is signed, the study is expected to be completed within 90 days.

In the meantime, the Sheriff's Office is sending another group of recruits to the academy and issuing a call for more people to take the civil service exam, which does not require the completion of a sit-down test but rather the completion of a "training and experience" questionnaire. The deadline for signing up to take the exam is in two weeks, on Oct. 3 , with the exam being open from Oct. 11 to 26 . More information can be found at governmentjobs.com/careers/erieco.

Trending



Fitness & Health

Pa. PD's workout room bolstered by donation from gym

November 10, 2025 10:15 AM



Opioid Epidemic Resource Guide

Tenn. county launches overdose prevention team

November 11, 2025 07:21 AM

© 2025 The Buffalo News (Buffalo, N.Y.). Visit www.buffalonews.com. Distributed by Tribune Content Agency, LLC.

Workforce Development

ERIE COUNTY SHERIFF'S OFFICE CORRECTIONAL HEALTH DIVISION  Special Needs and Services MAT Program	POLICY #	ECSO CHD: 07-03-01
	EFFECTIVE DATE	07/25/2022
	REVISION DATE	02/20/24, 06/05/25
	REVIEW DATE	09/30/22, 06/30/23, 06/15/24, 07/01/25
 Kevin McGee, D.O. Chief Medical Officer 07/01/2025  Sandra Amoia 1st Deputy Superintendent Compliance 07/01/2025		

PURPOSE:

To maintain Medication-Assisted Treatment (MAT) for incarcerated individuals in the custody of the Erie County Sheriff's Office (ECSO) who are currently undergoing treatment for a substance use disorder prior to and during incarceration. MAT is the use of medications, combined with counseling, to treat substance use disorders. The program will utilize Buprenorphine, Methadone, Sublocade and Naltrexone, which are approved for treatment of a substance use disorder by the Federal Food and Drug Administration. MAT will be maintained for the duration of the individual's incarceration in conjunction with individual specific treatment plan. Upon the initial medical intake screening, incarcerated individuals who are determined to meet the criteria for treatment of a substance use disorder will be referred to the MAT program staff for final review prior to initiating the program.

POLICY:

All incarcerated individuals receiving MAT will be evaluated by appropriately credentialed health care providers following an established procedure consistent with nationally accepted guidelines and will be followed by the on-site MAT counselor to coordinate counseling, mental health services, and to provide for discharge planning.

All required counselling, programing and discharge planning shall be completed in accordance with the ECSO Jail Management Division MAT Policy.

Disorders associated with alcohol and other drugs (e.g., HIV, liver disease) are recognized and treated.

PROCEDURE:

MAT Program Intake Procedure

- A. Incarcerated individuals using prescribed or illicit opioids, reporting alcohol abuse or benzodiazepine use, or who are engaged in a current MAT community program will be identified during the initial medical intake screening. Any incarcerated individual who states they are or have been in a MAT program in the community will be asked to sign a release of information (ROI) for all relevant medical records. The incarcerated individual's current medications will be verified through the current medication verification process and New York State I-STOP prescription monitoring program. The incarcerated individual will undergo a point of care (POC) urine drug screen (UDS) to verify the presence of any prescribed or unprescribed substances prior to initiating MAT. Nursing staff shall place all required MAT referral consults into EMR. The incarcerated individual will be evaluated by the MAT medical provider to determine if MAT is clinically appropriate. The incarcerated individual will be placed in medically managed withdrawal (MMW) housing until verified by a provider that the incarcerated individual is stable, or MAT is initiated.
- B. Incarcerated individual reporting illicit opiate use, who reports alcohol abuse or benzodiazepine abuse or whom a current prescription for a MAT product cannot be verified will be placed on medically managed withdrawal protocol as clinically indicated and ordered by the provider. The provider may utilize MAT, such as the rapid buprenorphine taper, or other approved medications to assist with a MMW protocol. If an incarcerated individual is interested in participating in the MAT program, a referral and evaluation by the MAT team shall occur. Once complete, the incarcerated individual may be accepted in the MAT program and initiated on medications for opioid use disorder. If not accepted, the incarcerated individual will be advised of the determination and provided with additional education related to community providers once released.

- C. A urine pregnancy test is completed on all females on intake per current protocol. Incarcerated individuals who are pregnant and report opiate use disorder will be transferred to outside medical facility for urgent evaluation, as per policy. Once evaluated, and stabilized, the pregnant incarcerated individual will be accepted back to the facility with a formally documented treatment and follow up plan. At no time will a pregnant opioid-addicted incarcerated individual be permitted to withdraw from opioids. For all other medications (substances, etc.), providers will utilize approved MMW Protocol and incarcerated individuals will be medically managed for such. All Pregnant incarcerated individuals with opioid use disorder will be required to participate in the MAT Program once accepted back to the facility. Those pregnant incarcerated individuals that refuse to participate in the MAT program will be transferred to an outside medical facility for further management or MMW under close monitoring.
- D. Incarcerated individuals stating current enrolment in a methadone MAT program will require additional verification with their community-based MAT program. Any incarcerated individual who states they are or have been in a MAT program in the community will be asked to sign a release of information (ROI) for all relevant medical records. The incarcerated individual's current medications will be verified through the current medication verification process and New York State iSTOP program. The incarcerated individual's community-based MAT provider will be contacted to determine if approved for continuation. If clinically appropriate, the incarcerated individual will receive a referral to the contracted addiction medicine provider for continued MAT. The contracted methadone maintenance program will be the prescriptive authority for methadone continuation. The MAT counselors shall arrange for appointments, physician evaluations and counseling to continue methadone treatment.
- E. Incarcerated individuals identified as candidates for MAT and approved for inclusion in the MAT program will be required to meet with the medical provider for education related to the expectations of the program. Incarcerated individuals will be required to sign the MAT Program Consent Form prior to initiation of treatment within the facilities.
- F. Incarcerated individuals identified as candidates for MAT and approved for inclusion in the MAT program will be required to sign a refusal if they do not wish to participate in the MAT program.

Continuation of Community MAT

Buprenorphine, Sublocade (Injection), Methadone, Naltrexone (Injection)

Any incarcerated individual with a verified current prescription and a drug test positive for the reported substance will be considered, if clinically appropriate, to have the prescription bridged by a qualified credentialed medical provider after case review and/or evaluation. If the incarcerated individual has a verified prescription but a negative urine drug screen, the provider will be informed. Prior to order, the incarcerated individual shall be evaluated by the credentialed health care prescriber.

Buprenorphine

- A. Buprenorphine will be maintained in accordance with Federal and State guidelines with appropriate documentation and control. Administration of these medications will follow the dosing procedure as stated in this policy.
- B. Reported buprenorphine prescriptions will be verified through provider records, pharmacy records, treatment facility records or through the New York State I- STOP Prescription Monitoring Program. A urine POC drug test will be completed by medical staff to verify compliance with the prescription.

Sublocade

- A. Sublocade injections will only be administered to incarcerated individuals by advanced level providers that have completed training in accordance with the manufacturer's recommendation.

Methadone

- A. Reported enrolment in a community methadone program will be verified through provider records, pharmacy records, treatment facility records or through the New York State I- STOP Prescription Monitoring Program. A urine POC drug test will be completed by medical staff to verify compliance with the prescription.
- B. Any incarcerated individual with a verified current enrolment in a community methadone program and a positive drug test for the reported substance will be referred to the community methadone preprogram contracted with ECSO.

- C. The contracted community methadone program will verify the incarcerated individual's current prescription and dose with the incarcerated individual's primary methadone program.
- D. The contracted methadone program will complete all necessary documentation in accordance with Federal and State guidelines to provide the required methadone treatment to the incarcerated individual.
- E. The contracted methadone program will dispense the appropriate incarcerated individual specific dose to the incarcerated individual on a weekly basis.
- F. The methadone will be transported in a secure lockbox from the community methadone program to the designated ECSO facility. Transportation will be provided by ECSO law enforcement staff.
- G. Only designated medical staff at the contracted methadone program and ECSO medical unit will have access to the secure lockbox.
- H. Methadone will be maintained in accordance with Federal and State guidelines with appropriate documentation and control.

Naltrexone (Vivitrol PO/IM)

- A. Reported Naltrexone prescriptions will be verified through provider records, pharmacy records, or treatment facility records. A urine POC drug test will be completed by medical staff to verify compliance with the prescription.
- B. Incarcerated individuals with a verified current prescription and a drug test **NEGATIVE** for the opioids will be considered, if clinically appropriate, to have the prescription bridged by a qualified credentialed medical provider after case review and/or evaluation.
- C. Incarcerated individuals will require appropriate medical screening, to include laboratory testing, prior to administration of Naltrexone. This screening will be completed by the medical provider prior to placement of the medication order.
- D. If the incarcerated individual has a verified prescription but a **POSITIVE** urine drug screen, the provider will be informed. Prior to order, the incarcerated individual shall be evaluated by the credentialed health care prescriber.

Request for MAT Program Once Incarcerated

Initiation from Medically Managed Withdrawal (MMW) Protocols

- A. Each incarcerated individual will receive a referral to the MAT Program at the time of entry into the MMW protocol. Each incarcerated individual on the MMW protocol will be considered for inclusion in the MAT. Incarcerated individuals on MMW protocol will be required to complete the established protocol prior to being initiated in the MAT program.
- B. Incarcerated individuals that do not initially qualify for the MAT Program may place a new request for evaluation using the approved sick call process at any time.

Initiation from Population

- A. Incarcerated individuals may receive a referral to the MAT Program from Medical or FMH staff at any time during their incarceration. Each incarcerated individual will be evaluated by the medical provider to determine if they qualify for the MAT Program.
- B. Incarcerated individuals may place a new request for evaluation using the approved sick call process at any time during their incarceration. Each incarcerated individual will be evaluated by the medical provider to determine if they qualify for the MAT Program.
- C. Incarcerated individuals that do not initially qualify for the MAT Program may place a new request for evaluation using the approved sick call process at any time.

MAT Program – Delivery of Services During Incarceration

- A. Every incarcerated individual entering the MAT Program will be assessed by a credentialed provider. During the first appointment, the MAT Intake form will be completed. The assessment will include a social history, documentation of current symptoms, treatment history and any outside recommendations for treatment. The provider will consider individual preference, past treatment history, and treatment setting when determining the best course of treatment. The assessment will also include a chart review, verification of a negative pregnancy test for female candidates, and verification of completion of a urine drug test. The provider will then determine and establish a therapeutic regimen which may, if clinically indicated, include diagnostic laboratory testing, urine drug screening and ultimately medication. The provider will indicate the next appointment, which will be completed at the provider's discretion. This appointment will be scheduled using the order request process in the EMR.
- B. The MAT Follow-up will be completed at each subsequent provider assessment. Medication dosage adjustments may occur. The incarcerated individual will be evaluated and, if clinically indicated, the provider may modify the previously ordered MAT regimen. Each follow-up appointment will be scheduled with an order in the EMR.
- C. Urine drug tests will be completed on all incarcerated individuals receiving MAT treatment as determined by the medical provider to evaluate compliance with the prescribed medications. The credentialed provider will order urine drug screens no less than every 30 days while receiving MAT-related medications. Urine drug tests will also be completed on non-MAT individuals housed with MAT participants whenever necessary.
- D. Incarcerated individuals in the MAT program will be required to comply with all MAT rules and regulations, as stated in the initial MAT Program Consent. Incarcerated individuals who do not comply with the MAT program rules may be removed from the program by the medical director/designated provider. Any current order for buprenorphine, methadone, or naltrexone prescribed for an incarcerated individual who does not comply with the Mat Program rules will be modified or removed based on the procedure in CHD MAT Medication Management Policy. If an order for buprenorphine or methadone is discontinued, the incarcerated individual will be placed on the detox protocol.
- E. Medications prescribed as part of the MAT Program shall be Ordered, Stored, Administered and Disposed of in accordance with CHD MAT Medication Management Policy.
- F. Care will be continuously coordinated between the MAT counselors and medical providers to ensure appropriate treatment.
- G. Mental health care, counseling and discharge planning will be coordinated by the MAT counselor, in coordination with FMH staff and community-based treatment programs. All required counselling, programing and discharge planning shall be completed in accordance with the ECSO Jail Management Division MAT Policy and monitored by the Chief or Community Re-integrations.



The ECSO Medication Assisted Treatment (MAT) Program Release Form

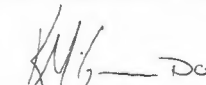
The Erie County Sheriff's Office and Community partners have coordinated several options for re-entry into Out-Patient Community Treatment. I have been educated about the options available, and have indicated my choices below:

- ☐ I attest that I have viewed the MAT Discharge Video including state education on Narcan administration.
- ☐ I was offered to view the MAT Discharge Education Video and declined to participate.
- ◆◆◆
- ☐ I have received an Opioid overdose rescue kit provided by ECSO CHD staff which includes two doses of Narcan, Fentanyl test strips, and MATTERS outpatient community treatment contact information.
- ☐ I was offered an Opioid overdose rescue kit with the contents listed above and refused.
- ◆◆◆
- ☐ A referral was placed with MATTERS to assist with scheduling of outpatient follow-up appointment and/or I will coordinate with my community provider to re-establish treatment.
- ☐ I was offered the option for a MATTERS referral and have declined to participate at this time. I was encouraged to contact MATTERS (765) 628-8377 post release for outpatient follow up.
- ☐ MATTERS referral not applicable. I am attending a rehab program upon release or returning to my previous Out-Patient MAT program.
- If currently prescribed **Methadone** please coordinate with your community provider to re-establish treatment.
- ◆◆◆
- ☐ I wish to receive an ECSO CHD provided 7-day bridge prescription of Suboxone (*Free of charge with MATTERS Voucher*)
- Prescription will be called in to contracted pharmacy within 24 hours of release and provided at no cost to patient.
- Walgreen's Pharmacy, 650 Delaware Avenue, Buffalo NY 14202, (716) 883-0232*
- ☐ I was prescribed Suboxone while incarcerated for treatment and was offered an ECSO CHD 7-day bridge prescription and declined. I was encouraged to contact MATTERS for a bridge prescription post release.
- ☐ I am not currently managed on Suboxone, bridge prescription not applicable.
- ☐ I received all remaining doses of Methadone prescribed during my incarceration
of doses released _____

Patient Name: _____ ICN: _____

Patient Signature: _____ Date: _____

Witness Signature: _____ Date: _____

ERIE COUNTY SHERIFF'S OFFICE CORRECTIONAL HEALTH DIVISION  Incarcerated Individual Care and Treatment VISION CARE AND EYEWEAR MANAGEMENT	POLICY #	ECSO CHD: 06-08-04
	EFFECTIVE DATE	09/24/2025
	REVISION DATE	
	REVIEW DATE	
 Kevin McGee, D.O. Chief Medical Officer		09/24/2025
		 Sandra Amoia 1 st Deputy Superintendent Compliance
		09/24/2025

POLICY:

The Correctional Health Division of the Erie County Sheriff's Office (ECSO) is committed to ensuring that all incarcerated individuals have access to necessary vision care. This includes the management of contact lenses and the provision of prescription eyeglasses when clinically indicated, in accordance with medically accepted standards of care and facility security protocols.

PURPOSE:

To establish a standardized procedure for managing vision screenings, corrective eyewear, and optometric evaluations for incarcerated individuals requiring prescription eyeglasses or contact lenses.

DEFINITIONS:

- A. **Vision Screening:** A basic evaluation to determine visual acuity and the need for further examination.
- B. **Prescription Eyeglasses:** Corrective lenses prescribed by an optometrist or ophthalmologist.
- C. **Clinical Need:** A condition identified by qualified healthcare personnel that warrants corrective lenses to support daily functioning, safety, or treatment of visual impairment.

PROCEDURE:

A. Initial Screening and Referral

1. Incarcerated individuals entering the facility with prescription eyeglasses or contact lenses will be assessed for medical necessity to determine continued use.
2. Any incarcerated individual may request evaluation for vision concerns through the sick call process.
3. Visual acuity will be assessed using a Snellen Eye Chart.
4. Individuals with uncorrected visual acuity of **20/50 or worse** and without acute vision symptoms will be referred to the in-house Optometrist.
5. Incarcerated individuals booked into the facility wearing prescription contact lenses will be scheduled with the optometrist at the next available appointment. Contact lens maintenance supplies will be provided until the evaluation occurs and prescription eyeglasses are issued. The correctional facility will not accept contact lenses from outside sources.
6. Reading glasses are not supplied by the facility; they are available for purchase through commissary.

B. Optometric Evaluation

1. An on-site or contracted optometrist will perform a comprehensive eye examination.
2. Eyeglasses will be offered to individuals with uncorrected visual acuity of **20/50 or worse**.
3. Individuals with prescription eyewear are eligible for routine vision care every **2 years**.
4. Mild eye prescription refers to a small refractive error, typically between 0.25 and 2.00 diopters for nearsightedness (negative) or farsightedness (positive), or astigmatism with a cylinder under 1.00 diopter. Mild prescriptions generally indicate minimal correction and may not meet criteria for medical necessity.

C. Eyeglass Provision

Eyeglasses may be prescribed for:

1. Distance vision correction (myopia, hyperopia)
2. Astigmatism
3. Reading correction (presbyopia)

4. Other diagnosed visual impairments requiring correction
Frames will be selected from facility-approved options that meet security standards (non-metal, tamper-resistant).

D. Replacement of Eyeglasses

Eyeglasses may be replaced under the following conditions:

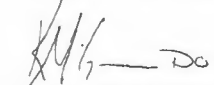
1. Documented damage or breakage not due to negligence or misuse
2. Prescription changes confirmed by optometric evaluation
3. Last pair issued more than 2 years ago

E. Incarcerated Individual-Owned Eyeglasses

1. Personal prescription eyeglasses may be retained upon intake, subject to inspection and security approval.
2. Tinted lenses are prohibited unless medically necessary and documented by an optometrist or ophthalmologist.
3. Unauthorized, altered, or unsafe eyewear may be confiscated.
4. Eyeglasses may not be lent, borrowed, altered, or shared among incarcerated individuals.

F. Documentation

1. All screenings, evaluations, prescriptions, and eyewear dispensations must be documented in the incarcerated individual's electronic health record (EHR).
2. Receipt of ECSO-issued eyeglasses must be documented in the Incarcerated Individuals EHR.
3. Refusal of eye care services must be documented and signed by the incarcerated individual.

ERIE COUNTY SHERIFF'S OFFICE CORRECTIONAL HEALTH DIVISION  Health Promotion, Safety, and Disease Prevention MANAGEMENT OF COVID-19	POLICY #	ECSO CHD: 03-01-08
	EFFECTIVE DATE	03/15/2020
	REVISION DATE	09/29/20, 09/07/21, 03/20/23, 9/8/2023, 01/04/23, 04/01/24
	REVIEW DATE	09/30/22, 02/20/25
 Kevin McGee, D.O. Chief Medical Officer  Sandra Amoia 1st Deputy Superintendent Compliance 02/20/2025 02/20/2025		

POLICY:

All incarcerated individuals shall receive health care services from admission through discharge. All services provided will be in accordance with current community standards and CDC guidance. The ECSO CHD is dedicated to protect all incarcerated individuals remanded to the custody and care of the Sheriff. The ECSO; CHD has developed this procedure as part of the Infection Control Program.

General:

- A. All ECSO staff will be trained on all policies and procedures related to COVID-19. All staff are expected to follow the COVID-19 Policies and procedures at all times.
- B. All medical staff will be required to be fit tested annually for N95 respirator or equivalent.
- C. ECSO JMD and CHD will identify separate physical housing locations within the ECHC and ECCF for all incarcerated individuals confirmed positive cases of COVID-19.
 1. Confirmed COVID-19: House individually, and separate from all other incarcerated individuals.
- D. The ECSO will provide continual education to staff. Education will cover changes to the COVID-19 Medical Plan and updates released by the Department of Health (DOH) and CDC. General topic will include, but are not limited to:
 1. Infection Control Procedures
 2. Hygiene
 3. Personal Protective Equipment
 4. Diagnosis
 5. Treatment

DEFINITIONS:

Close contact with confirmed COVID-19 Case: The CDC provides clinical guidance related to the definition of close contact with a confirmed COVID-19 Case. This definition is updated regularly based on clinical data. The definition of close contact does not change if the infected individual is wearing a mask or cloth face covering. Use of a properly fitted respirator does provide protection when exposed to confirmed COVID-19 cases. (N95)

COVID Positive Monitoring: COVID Monitoring refers to separating someone with confirmed COVID-19 infection to prevent their contact with others and to reduce the risk of transmission. Medical isolation ends when the individual meets pre-established clinical, time-based, and/or testing criteria for release from isolation, in consultation with clinical providers and public health officials. In this context, isolation does NOT refer to punitive isolation for behavioral infractions within the custodial setting.

PROCEDURE:

COVID-19 Screening during Medical Intake:

- A. Upon intake, all incarcerated individuals will be offered a reusable face mask.
- B. All new incarcerated individuals will be screened during the medical intake process for current COVID-19 signs and symptoms and exposure/Infection prior to incarceration.
 1. Frequent Signs and symptoms of COVID-19:
 - a. Fever or chills
 - b. Cough
 - c. Shortness of breath or difficulty breathing

- d. Fatigue
 - e. Muscle or body aches
 - f. Headache
 - g. New loss of taste or smell
 - h. Sore throat
 - i. Congestion or runny nose
 - j. Diarrhea
- C. Incarcerated individuals with signs and symptoms of COVID-19 on intake, will receive Rapid COVID-19 Antigen testing if presenting with signs and/or symptoms consistent with COVID-19.
- 1. All incarcerated individuals with Positive Rapid COVID-19 Antigen test results will be treated as COVID-19 Positive and housed in the COVID-19 Positive housing area.
 - a. Nursing will initiate contact tracing. Those medical staff identified as close contacts should be evaluated for signs and symptoms. The identified medical staff contacts will be scheduled for Rapid COVID 19 antigen testing on days 1, 3 and 5.
- D. Nursing will notify Bravo SGT of the need for COVID 19 Positive housing
- E. Nursing will Order the following in EMR;
- 1. COVID monitoring initiated
 - 2. Daily Temperature Checks
 - 3. Place an alert in SallyPort; COVID-19 Monitoring
 - 4. The Intake RN will notify the Clinical Site Administrator, Infection Control Nurse and Director of Quality Improvement.
 - 5. Clinical Site Administrator/CN will place identified incarcerated individual on shift summary
- F. The Infection Control Nurse will notify the CMO or designee for further recommendations.

Management of Confirmed COVID-19 Cases after Medical Intake:

- A. Incarcerated individuals testing positive for COVID-19 after intake will be evaluated by medical staff.
- B. Nursing will perform an influenza swab and Rapid COVID-19 Antigen test. Only confirmed positive cases will be transferred to a COVID positive housing unit. Negative cases will be treated and followed through the sick call process. The confirmed positive case should be interviewed immediately. Medical staff will assist the incarcerated individual in identifying those medical staff at risk for high exposure. Monitoring as per current CDC guidelines for respiratory illness.
- C. Nursing will notify Classification of need for Positive COVID-19 housing
- D. Nursing will Order the following in EMR;
 - 1. COVID monitoring initiated
 - 2. Daily Temperature Checks
 - 3. Place an alert in SallyPort; COVID-19 Monitoring
 - 4. The RN will notify the Infection Control Nurse and Director of Quality Improvement.
 - 5. Clinical Site Administrator/CN will place identified incarcerated individual on shift summary
- E. The Infection Control Nurse will notify the CMO or designee for further recommendations.

Management of medical staff after exposure to confirmed COVID-19 Cases:

- A. Medical staff identified as a high-risk exposure will remain on duty wearing a well-fitted mask.
 - 1. Rapid COVID-19 antigen testing will be required on days 1,3 and 5. If confirmed positive the medical staff member will be sent home immediately to isolate.
 - 2. The medical staff member will remain off duty for 10 days or may return on day 5 with a verified negative Rapid COVID-19 antigen test. They will be required to wear a well fitted mask through day 10.
 - 3. If the identified medical staff member should develop signs and symptoms they shall not report for duty and obtain PCR testing.

Testing of COVID-19:

All testing for COVID-19 will be performed in compliance with CDC and FDA guidelines and recommendation. The results of all Rapid COVID-19 Antigen test performed by the ECSO CHD will be reported as required by NYS DOH. All Incarcerated Individuals will be counselled regarding their individual test results by medical provider or RN.

ECSO CHD will have available both COVID-19 Rapid Antigen and PCR testing as needed. Testing type will be determined by Clinical assessment, DOH and CDC guidelines.

Testing will be performed as follows:

Diagnostic Testing:

The following incarcerated individual will receive testing for COVID-19:

- A. Presenting with acute symptoms of COVID-19.
- B. Medical staff identified through contact tracing as close contacts with a confirmed COVID-19 Positive case. (Testing will be conducted in compliance with all CDC guidelines)
- C. COVID-19 testing prior to transfer to another facility (State Correctional, US Marshals, etc.)
- D. COVID-19 testing prior a medical procedure
- E. Testing prior scheduled court date (if requested by court order)
- F. If required by Chief Medical Officer (CMO)

Rapid COVID-19 Antigen testing may be completed by Nursing staff based on standing orders.

COVID PCR test will require an order placed by a provider prior to testing.

Medical Assessments:

A. Medical Provider Assessments

1. All incarcerated individuals with confirmed diagnosis of COVID-19 will be evaluated by a medical provider, and will receive treatment as per CDC and DOH guidelines when appropriate.
2. All COVID Positive incarcerated individuals will receive counselling by a medical provider.

B. Nursing Assessments:

Positive Unit:

1. RN to complete an initial focus assessment with the complete VS
2. RN will continue to assess I/I daily to include temperature and pulse oximetry checks; focus assessment is expected with the complete vitals when medically indicated

All initial assessments and positive rounds will be completed using the "RN SBAR" document or any time an assessment is warranted; other rounds, nursing will use the document, "Vitals."

1. Upon arrival of Correctional Health, the deputy will report any changes to the incarcerated individual's condition which were not previously reported.
2. The housing area deputy will escort individual incarcerated individuals to the Podular exam room for assessment. Only one incarcerated individual may be out of their room at a time.
3. Prior to opening the housing unit door, the deputy will ensure that the incarcerated individual has washed his hands and donned his surgical mask.
4. While the housing area deputy is escorting incarcerated individuals, the utility deputy will conduct any required general supervisory tours.
5. Following evaluation, the exam room will be disinfected following the appropriate Infection Control Program recommendations.

C. Medication Administration:

1. Correctional Health will deliver medication at scheduled intervals throughout the day.
2. Upon arrival of Correctional Health, the housing area deputy will report any change in the incarcerated individual's condition that has not already been reported.
3. An assigned deputy/officer will escort Correctional Health to each incarcerated individual's housing unit.
4. Prior to opening the housing unit door, the deputy will ensure that the incarcerated individual has a cup of water, has washed their hands, and donned their surgical mask.
5. Once the incarcerated individual has received medication, the door will be closed and secured.
6. After the door has been closed, the incarcerated individual shall face the door and take medication in full view of Correctional Health staff.

Incarcerated individual Review and Clearance Process for COVID-19 Monitoring (Confirmed Cases):

- A. Infection Control Nurse and Director of Quality Improvement will be notified when and Incarcerated Individual is moved to unit.
- B. Infection Control Nurse or Designee will add name and relevant information to Log in V drive
- C. Once daily, the Infection Control Nurse or designee, will review charts and update the Log in V drive

- D. The Infection Control Nurse or Designee will email CMO or Designee that the log has been updated for the day.
- E. CMO or Designee will review all cases and determine if they are considered persons under investigation (PUI).
 - 1. DOH referral
 - 2. Contact with COVID-19 positive patient
 - 3. Positive COVID-19 test result
 - 4. Displaying s/s consistent with COVID-19, pending testing or results.
- F. CMO or designee will review all cases and determine who can be cleared from COVID Monitoring.
 - 1. Atypical s/s for COVID and Afebrile
 - 2. Completed CDC recommended quarantine/observation
- G. CMO or designee will place a note in chart clearing the patient from COVID monitoring unit.
- H. CMO or designee will send an email to Infection Control Nurse / Director of Quality Improvement stating the review for the day has been completed.
 - 1. Number and name of those cleared
 - 2. Which Incarcerated Individuals need additional COVID-19 testing
- I. Infection Control Nurse or Designee will forward these names to commence with transfer of incarcerated individuals out of the unit.
- J. Once the incarcerated individual is cleared from monitoring units, their name will remain on tracking LOG in V Drive.

Symptom-Based Strategy for Discontinuing Transmission-Based Precautions:

Incarcerated Individuals that refuse COVID-19 Testing will be evaluated on a case by case basis to determine treatment and need for medical isolation.

COVID-19 Vaccinations:

Incarcerated individuals will be screened for COVID-19 vaccination status during medical intake. All Unvaccinated incarcerated individuals will be offered vaccination at the time of intake. Medical staff will verify the incarcerated individual's vaccination status in NYSIIS data bases. At any time, incarcerated individuals can request a COVID-19 primary vaccination series and/or booster by utilizing the Sick Call Process. Vaccines will be available based on availability from the DOH, and current CDC guidelines. All vaccinations will be offered during scheduled vaccination clinics at each facility.

Rapid Testing Protocol (COVID-19/Influenza/Strep Testing)

1. **CONDITION FOR PROTOCOL:** Rapid testing offers a fast way to detect Group A streptococcus bacteria in the throat; and COVID-19/Influenza disease which reduces the incidence of morbidity and mortality of COVID-19/Influenza disease.
2. **POLICY OF PROTOCOL:** The nurse (RN or LPN) will implement this protocol for Strep and/or COVID-19/Influenza testing.
3. **CONDITION-SPECIFIC CRITERIA AND PRESCRIBED ACTIONS:**
For persons adopting these protocols: The table below lists indication, contraindication, and precaution criteria and prescribed actions that are necessary to implement the rapid testing protocol. .

Incarcerated individuals will be screened for COVID-19/Influenza vaccination status during medical intake. All Unvaccinated incarcerated individuals will be offered vaccination at the time of intake. Medical staff will verify the incarcerated individual's vaccination status in NYSIIS data bases. At any time, incarcerated individuals can request a COVID-19 primary vaccination series and/or booster and/or Influenza vaccinations (seasonally) by utilizing the Sick Call Process. Vaccines will be available based on availability from the DOH, and current CDC guidelines.

Strep A rapid testing will be conducted for symptomatic patients (Fever, Pain with swallowing, Sudden onset of sore throat or those on clinical examination, having Anterior cervical lymphadenopathy, Palatal petechiae, Pharyngeal and tonsillar erythema and/or Tonsillar hypertrophy with or without exudates).

Indications

Criteria	Prescribed action
Incarcerated Individual presents with signs or symptoms of Strep A, COVID 19/Influenza	Rapid test for Strep A, COVID 19/Influenza.

Contraindications

Criteria
There are no contraindications to Rapid testing for Strep A, COVID 19 and/or Influenza.

Precautions

Criteria
There are no precautions to Rapid testing for Strep A, COVID 19 and/or Influenza.

PRESCRIPTION: Swab for StrepA, COVID-19 and/or influenza

ADMINISTRATION:

- Ensure that the Incarcerated Individual orally consents to rapid testing of Strep A, COVID-19/Influenza testing;
- Provide pre-testing teaching including the risks and benefits of testing, the implications of Strep A and/or COVID-19/Influenza testing and provide the opportunity to ask questions.
- Swab as appropriate (Nasal passages for COVID-19/Influenza and Throat for Strep A)

- Document sample successfully obtained
- Document:
 - Name and signature of person administering test
 - Date and time test administered
 - Location of test
 - Manufacturer, lot number and expiration date

Question or concerns

In the event of questions or concerns call Medical provider/On-call provider.

This protocol shall remain in effect for all Incarcerated Individuals of ECSO until rescinded or until 01/01/2026.

Name of prescriber: Dr Kevin McGee CMO

License #

Prescriber signature:

Date:

ECCSAB Complaint Intake Form

Complaint number: _____

Complainant's name: _____

Date received: _____

Facility:

- ☐ Erie County Holding Center
- ☐ Erie County Correctional Facility
- ☐ N/A

Date of incident: _____

Type of incident:

- ☐ Environmental (heating, cooling, sanitation)
- ☐ Medical/mental health services
- ☐ Legal access (law library, legal mail, attorney meetings)
- ☐ Access to programs
- ☐ Alleged harm from other inmates
- ☐ Alleged harm from officers
- ☐ Solitary confinement
- ☐ Access to other services
- ☐ Barriers to family connections
- ☐ Release coordination
- ☐ Other: _____

Date circulated to ECCSAB members: _____

Date response sent to complainant: _____

Nature of response (attach copy):

☐ Cannot accept complaint (not ECCF or ECHC)

☐ Investigation pending

☐ Complaint forwarded to ECCF/ECHC

☐ Forwarded to Public Safety Committee

☐ Closed without referral or investigation

☐ Other: _____

Date closed: _____

Erie County Corrections Specialist Advisory Board Resident Response Letters

The following responses will be sent to individuals based on the “Nature of response” box checked on the intake form.

Contents

Cannot Accept Complaint (not ECCF or ECHC)	2
Investigation pending	3
Forwarded to Erie County Sheriff’s Office	4
Forwarded to Public Safety Committee	5
Closed without referral or investigation	6
Other	7

Cannot Accept Complaint (not ECCF or ECHC)

Thank you for contacting the Erie County Corrections Specialist Advisory Board (ECCSAB). The ECCSAB is an advisory body only in matters involving the Erie County Holding Center (ECHC) or Erie County Correctional Facility (ECCF).

While ECCSAB can receive information from individuals, it does not have the authority to act upon that information. The ECCSAB cannot and does not provide legal advice to individuals and nothing in this letter should be construed as legal advice.

The ECCSAB cannot assist you with the issues described in your letter. This is because the issues mentioned do not involve ECHC or ECCF.

Your file is now marked as closed with the ECCSAB. This does not preclude you from submitting additional information in the future.

Investigation pending

Thank you for contacting the Erie County Corrections Specialist Advisory Board (ECCSAB). The ECCSAB is an advisory body only in matters involving the Erie County Holding Center (EHC) or Erie County Correctional Facility (ECCF).

While ECCSAB can receive information from individuals, it does not have the authority to act upon that information. ECCSAB cannot and does not provide legal advice to individuals and nothing in this letter should be construed as legal advice.

The ECCSAB is currently reviewing your concern. The mere fact of an investigation does not guarantee any outcome. Rather, the ECCSAB will determine the next steps appropriate in this process.

This could be, but is not limited to: referral to ECCF, EHC, or the Erie County Sheriff's Office; referral to the Erie County Legislature's Public Safety Committee for review; referral to another agency; or closure of this specific concern.

The fact that ECCSAB is reviewing your allegations shall not be construed as any wrongdoing on the part of the individuals or agencies mentioned in your letter.

Forwarded to Erie County Sheriff's Office

Thank you for contacting the Erie County Corrections Specialist Advisory Board (ECCSAB). The ECCSAB is an advisory body only in matters involving the Erie County Holding Center (EHC) or Erie County Correctional Facility (ECCF).

While ECCSAB can receive information from individuals, it does not have the authority to act upon that information. ECCSAB cannot and does not provide legal advice to individuals and nothing in this letter should be construed as legal advice.

Based on your letter, the ECCSAB forwarded your concern to the Erie County Sheriff's Office. Should the need arise, the appropriate body will be in contact with you to request more information about your concern.

This letter shall not be construed as any wrongdoing on the part of the individuals or agencies mentioned in your letter.

Your file is now marked as closed with the ECCSAB. This does not preclude you from submitting additional information in the future.

Forwarded to Public Safety Committee

Thank you for contacting the Erie County Corrections Specialist Advisory Board (ECCSAB). The ECCSAB is an advisory body only in matters involving the Erie County Holding Center (EHC) or Erie County Correctional Facility (ECCF).

While ECCSAB can receive information from individuals, it does not have the authority to act upon that information. ECCSAB cannot and does not provide legal advice to individuals and nothing in this letter should be construed as legal advice.

The ECCSAB has forwarded your letter to the Erie County Legislature's Public Safety Committee. It is entirely within that Committee's discretion on how to address the matters described.

Your file is now marked as closed with the ECCSAB. This does not preclude you from submitting additional information in the future.

Closed without referral or investigation

Thank you for contacting the Erie County Corrections Specialist Advisory Board (ECCSAB). The ECCSAB is an advisory body only in matters involving the Erie County Holding Center (EHC) or Erie County Correctional Facility (ECCF).

While ECCSAB can receive information from individuals, it does not have the authority to act upon that information. ECCSAB cannot and does not provide legal advice to individuals and nothing in this letter should be construed as legal advice.

After discussing your letter, the ECCSAB has closed this matter without any referral or further investigation. Nothing precludes you from submitting new information in the future.

Other

Thank you for contacting the Erie County Corrections Specialist Advisory Board (ECCSAB). The ECCSAB is an advisory body only in matters involving the Erie County Holding Center (EHC) or Erie County Correctional Facility (ECCF).

While ECCSAB can receive information from individuals, it does not have the authority to act upon that information. ECCSAB cannot and does not provide legal advice to individuals and nothing in this letter should be construed as legal advice.



County of Erie - Department of Personnel Correction Officer and Deputy Sheriff-Officer 85-943

LOCATION	95 Franklin Street Room 604, Buffalo, NY	JOB TYPE	Full Time
JOB NUMBER	85-943	DEPARTMENT	DEPARTMENT OF THE SHERIFF
OPENING DATE	09/13/2023	CLOSING DATE	11/1/2023 11:59 PM Eastern
EXAM FEE	\$30.00		

Description

Erie County is an Equal Opportunity Employer and committed to workplace diversity.

**ALL CORRESPONDENCE REGARDING ONLINE APPLICATIONS WILL BE VIA EMAIL.
PAPER APPLICATIONS CONTAINING AN EMAIL ADDRESS WILL ALSO RECEIVE EMAIL CORRESPONDENCE.
IF NO EMAIL IS PROVIDED, PAPER NOTIFICATION WILL ARRIVE VIA USPS.**

CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF ERIE COUNTY FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST AND MUST BE LEGAL RESIDENTS OF ERIE COUNTY AT THE TIME OF APPOINTMENT. The eligible list resulting from this examination will be used to fill future positions in Erie County Sheriff's Department. The starting annual salary for Correction Officer is \$53,745 (CSEA Corrections Facility Job Grade XI) and the starting annual salary for Deputy Sheriff – Officer is \$51,700 (as of 2023 Teamster's Job Group 8.)

Permanent appointment to either title will remove a candidate from this eligible list.

The eligible list resulting from this examination will not supersede currently existing eligible lists for this title, if any. The duration of all eligible lists is a minimum of one year from date of establishment unless otherwise exhausted.

Examples of Duties

A **Correction Officer** guards incarcerated individuals confined to the County Correctional Facility, after sentencing by the courts for the lesser criminal violations;

Supervises and guards incarcerated individuals sentenced by the courts to confinement in the County Correctional Facility for the lesser violations under Criminal Law;

Guards and escorts incarcerated individuals to clinics, recreation activities, church services, barber shops, mess halls, etc., and to interviews with relatives and attorneys;

Supervises and guards incarcerated individuals during work assignments outside the Correctional Facility proper, such as farm and general maintenance work; issues work equipment and supplies as necessary;

Supervises and guards incarcerated individuals during assigned general laboring work inside the facility such as cleaning, kitchen work or during work assignments in the various shops;

Guards incarcerated individuals during their transfer to the County Medical Center;

Maintains discipline; enforces rules and regulations; maintains constant alert for attempts to escape, incarcerated individual disturbances or other unusual incidents;

Reports any such incident to Sergeant or other officer immediately and initiates corrective action, as appropriate; prepares incident reports for higher authority;

Performs duties related to receiving and discharge of incarcerated individuals, such as searching incarcerated individuals upon admittance and collecting information for the preparation of incarcerated individuals records; delivers incarcerated individuals' mail; answers phone inquiries;

Prepares and maintains records and files.

A **Deputy Sheriff-Officer** performs routine security and guard work which involves responsibility for providing for the custody and well-being of inmates while under detention in the County Holding Center, while in State and County courts for trial or hearing;

Performs guard duties at various locations in the Holding Center, ECMC Lockup, County courts, State courts and Family courts, such as entrance and exits, receiving and detention rooms, court rooms, District Attorneys' offices, floors and galleries of the Holding Center, the clinic rooms, elevators, jury rooms and other County buildings and offices;

Maintains security and discipline in the Holding Center courts, and ECMC Lockup; makes regular inspections in the Holding Center and courts, including checking locking devices and punching clocks; makes counts and prepares report sheets; maintains order and settles disturbances; notifies supervisor of all unusual incidents;

Attends to the care and well-being of inmates; secures and delivers sundries; delivers medical supplies; secures medical services and dispenses medicines; escorts inmates for interviews with attorneys, relatives and law enforcement agencies; directs the serving of meals; directs the maintenance of inmates' sanitation and hygiene; attends inmates' phone calls;

Performs clerical duties connected with the receiving, booking, searching and release of inmates; accepts and records clothing and property; issues uniforms and assigns cell blocks; makes out composite census reports; maintains records on inmates; arranges for clothing and records for transfer of persons to courts, penal institutions and hospitals;

Guards prisoners of the Erie County Holding Center who are transferred to a hospital for treatment during confinement, or to the court lockup for trial or hearing; escorts prisoners to jail and courts; transports prisoners both in and out of State;

Provides security for charges juries; serves as Court Crier during the Crier's absence; retrieves papers for Court Clerks;

May assist the training instructor in training activities;

Performs duties and successfully completes the training that meets the standards of the New York State Commission of Corrections.

Minimum Qualifications

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before **November 1, 2023:**

Candidates must have a high school diploma or possess a high school equivalency diploma issued by an education department of any State of the United States or hold a comparable diploma issued by any commonwealth, territory, or possession of the United States or by the Canal Zone or hold a report from the United States armed forces certifying successful completion of the tests of general education development, high school level.

SPECIAL REQUIREMENTS:

1. Vision - The candidate must have uncorrected vision of no less than 20/40 binocular, with neither eye less than 20/70, and must be correctable to 20/20 binocular. Left and right lateral (horizontal) field of vision shall be no less than 85 degrees in each direction to produce a binocular horizontal field of vision of at least 170 degrees. Peripheral vision determination is to be made without correction.
2. Candidates must have attained their twenty first (21) birthday at the time of original appointment and must have satisfactory hearing.
3. Chapter 134 of New York State Law of 1984, under Section 22-A of the Corrections Law, and Section 217-A of County Law provides that conviction for a felony automatically bars appointment as a Correction Officer or Deputy Sheriff Officer; and that prior conviction of a misdemeanor may be disqualifying for these titles, after a review of the material facts of the individual case.
4. Candidates must possess a valid New York State Driver's License at time of appointment and maintenance throughout period of employment.
5. Applicants will be required to successfully complete a Physical Fitness Test prior to appointment.
6. Permanent appointment shall be contingent upon satisfactory completion of required training program.

BACKGROUND INVESTIGATION/PSYCHOLOGICAL EVALUATION:

Applicants will be subject to an extensive pre-employment background investigation and psychological evaluation.

CONVICTION OF A FELONY WILL BAR AND CONVICTION OF A MISDEMEANOR OR OTHER OFFENSE MAY BAR PARTICIPATION IN EXAMINATION AND APPOINTMENT. Criminal convictions or other offense are subject to evaluation and may result in disqualification pursuant to Section 50 of the New York State Civil Service Law. The psychological evaluation will consist of a combination of psychological tests and interviews. Candidates must pass the psychological evaluation. In addition, a negative report or failing psychological evaluation may result in disqualification pursuant to Section 50 of New York State Civil Service Law. Candidates must be a United States Citizen and an Erie County Resident (See Erie County Policies and Procedures.)

Note:

Chapter 134 of New York State Law of 1984, under Section 22-A of the Corrections Law, and Section 217-A of County Law provides that conviction for a felony automatically bars appointment as a Correction Officer or Deputy Sheriff Officer; and that prior conviction of a misdemeanor may be disqualifying for these titles, after a review of the material facts of the individual case.

Supplemental Information

A medical examination may be required before appointment.

VETERANS: PROOF OF SERVICE MUST BE SUBMITTED BEFORE LIST IS ESTABLISHED TO RECEIVE ADDITIONAL POINTS.

(See application for more information.)

NOTICES TO APPEAR FOR THE EXAMINATION ARE MAILED APPROXIMATELY ONE WEEK PRIOR TO THE EXAMINATION DATE

NO CELL PHONES ARE PERMITTED AT THE EXAM SITE.

Online Examination date: December 2023

Applications Must Be Postmarked or Hand Delivered By: November 1, 2023

The New York State Department of Civil Service has NOT prepared a test guide for this examination.

There is no written multiple-choice test. This is an online examination questionnaire that asks questions about your education, training, and work experience. This online questionnaire IS YOUR EXAMINATION, and the examination period closes at 11:59 pm on **December 31, 2023.**

First Step - Complete an examination application from the local civil service agency and return it to the Erie County Department of Personnel on or before the last filing date of **November 1, 2023**.

Second Step - Approved candidates will be sent a notice containing directions to a website address needed to complete a Training and Experience Questionnaire.

Third Step - Complete the online Training and Experience Questionnaire between **December 1, 2023, and December 31, 2023**. The answers you provide in the questionnaire will be used to rate and score your test against the general requirements of the position(s). Your score will be based on training and experience gained before the application filing deadline of **November 1, 2023**. The questionnaire will close on 11:59 pm, **December 31, 2023**.

NOTICE TO CANDIDATES WHO ARE ALSO TAKING ANOTHER CIVIL SERVICE EXAM(S) ON THIS DATE (See Below)
(IF YOU ARE TAKING 2 OR MORE ERIE COUNTY EXAMS ON THIS DATE IT IS NOT NECESSARY TO CALL)
INFORMATION FOR CANDIDATES

HOW TO APPLY: Either online by clicking "Apply" on the top right of the online exam announcement or by printing a paper application from erie.gov, [Erie County Application for Examination or Appointment \(Download PDF reader\)](#), [\(Download PDF reader\)](#), or if you do not have internet access you may pick up an application form at the Erie County Personnel Department, 95 Franklin Street, Room 604, Buffalo, New York 14202. Forms are also available at Buffalo and Erie County Public Libraries and at Town, Village and School District administrative offices.

Completed forms should then be returned to the Erie County Personnel Department. In addition, candidates must request their colleges to send transcripts to the Erie County Personnel Department or attach transcripts to your application. No applications will be evaluated until all the above information, including transcripts, is received.

MILITARY STATUS: Active duty military personnel may file an application for this exam. A special military make-up examination will be conducted for any member of the armed forces of the United States who has duly filed a timely application but who was deprived of the opportunity to compete in the scheduled exam due to active military duty. Special conditions apply to these requests and may be reviewed at the Erie County Department of Personnel.

VETERANS: Disabled and non-disabled veterans as defined in Section 85, New York State Civil Service Law, will have 10 and 5 points, respectively added to their earned scores if successful in the OPEN examination. You must claim these credits when you file application but you have an option to waive them any time prior to appointment. If you have already used these credits for a permanent position in NYS, you may not claim them again.

In conformance with section 85-a of the Civil Service Law, CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

SPECIAL ARRANGEMENTS: Applicants whose religious beliefs prevent their taking examinations before sundown on Saturday and physically handicapped candidates who require special examination facilities should so inform the Erie County Department of Personnel, by a separately mailed letter at the earliest possible date before the test.

MORE THAN ONE EXAM ON THE SAME DAY: If you have applied for more than one exam on the same day you **MUST** make arrangements to take ALL of the examinations at ONE examination test site. If you have applied for both STATE and LOCAL government examinations taking place on the same day, you must take all of your examinations at the STATE examination center. If you have applied for both COUNTY and CITY government examinations taking place on the same day, you must take all of your examinations at the COUNTY examination center. You are responsible to notify EACH Civil Service Agency no later than TWO WEEKS before the examination date on which you are taking multiple

examinations by submitting a Cross-Filer form; EACH Civil Service Agency has their own Cross-Filer form. The Erie County Cross-Filer form can be found at <https://www3.erie.gov/employment/applications>. If you are taking multiple exams on the same date with Erie County only, you do not have to file a Cross-Filer form.

Candidates taking more than one exam in DIFFERENT exam series will be allowed the specified length of time for each exam, up to a maximum of eight hours. Example: If you are taking one exam which allows six hours and another exam in a different series which allows four hours, you must complete both tests in eight hours, but no more time can be spent on each exam than the time allotted for that exam. Candidates taking more than one exam in the SAME exam series will be allowed up to the specified length of time for each exam. Example: If you are taking two exams in the same series with a maximum time of five hours for each exam, you can spend no more than five hours to complete both exams.

ADMISSION TO EXAMINATION: Notice to appear for the test will be conditional as review of application for minimum requirements may not be made until after the written test. Call or write this Department if you have not received your notice 3 days before the date of the test. You may not be admitted to the examination room without official notice.

RATINGS REQUIRED: Tests are rated on a scale of 100 with a passing mark at 70. Unless the announcement states otherwise, you must pass the written test and the oral test, if any. Test instructions may further divide the tests into parts and set minimum standards for each part.

TRAINING AND EXPERIENCE: If a subject of the examination, training and experience may not be rated if all passing candidates are expected to be immediately reachable for appointment. If rated, training and experience will be based on the statements in your application subject to verification. If this examination includes a qualifying written test, candidates admitted to the test will have conditional approval only. Final decision regarding the qualifications of candidates rests with the New York State Department of Civil Service.

MEDICAL EXAMINATION: You may be required to take a medical examination to determine if you are medically and physically capable of performing the duties of the position. In accordance with State Law, Governor's Executive Order 6, and Section 504 of the Federal Rehabilitation Act of 1973, as amended the County of Erie does not discriminate against handicapped persons in access to employment, during employment, or in any of its programs and activities.

VERIFICATION OF QUALIFICATIONS: Candidates may be investigated or called for an interview to verify information contained on the application. Verifiable part-time and/or volunteer experience may be pro-rated toward meeting full-time experience requirements.

ELIGIBLE LIST: The eligible list resulting from an examination may also be used for appointment to the same title or to any other title deemed to be similar and appropriate. Eligible lists are active for a minimum of one year and a maximum of four years from the date established.

BACKGROUND INVESTIGATION (*including psychological evaluation when required by position): Candidates may be subject to a thorough background investigation or psychological evaluation when required to determine eligibility for appointment. Applicants may be required to authorize access to educational, employment, criminal history and other records check as part of such investigation or participate in related tests or interviews. Criminal convictions or other offense are subject to evaluation and may result in disqualification pursuant to Section 50 of the New York State Civil Service Law. Applicant will be required to submit the necessary fees for the fingerprint processing, where required. (*If a psychological evaluation is required, it shall be specified in the minimum qualifications or special requirements for the position.)

****IMPORTANT APPLICATION FEE - READ CAREFULLY****

A \$30.00 filing fee is required for this exam. The required fee must accompany your application. Send or bring check or money order made payable to Erie County Personnel Department and write the examination number(s) on your check or money order. Do not send or bring cash, as the County cannot be responsible for cash payment. As no refund will be

made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency.

All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. The form is available at the Erie County Personnel Department, 95 Franklin Street, Buffalo, NY (Room 604) or can be downloaded from the County's website at www.erie.gov. Click on "County Departments and Agencies", then "Erie County Civil Service."

This examination is prepared and rated by the New York State Department of Civil Service,
and held in compliance with the New York State Civil Service Law
and the rules and regulations of the New York State Department of Civil Service.

Employer

County of Erie - Department of Personnel

Address

95 Franklin Street Room 604

Buffalo, New York, 14202

Phone

716-858-8484

Website

<http://www.erie.gov>



County of Erie - Department of Personnel
Correction Officer and Deputy Sheriff-Officer 60045900

SALARY	\$58,727.00 - \$94,848.00 Annually	LOCATION	95 Franklin Street Room 604, Buffalo, NY
JOB TYPE	Full Time	JOB NUMBER	60045900
DEPARTMENT	DEPARTMENT OF THE SHERIFF	OPENING DATE	09/05/2025
CLOSING DATE	10/3/2025 11:59 PM Eastern	EXAM FEE	\$0.00

Description

Erie County is an Equal Opportunity Employer and committed to workplace diversity.

ALL CORRESPONDENCE REGARDING ONLINE APPLICATIONS WILL BE VIA EMAIL.

PAPER APPLICATIONS CONTAINING AN EMAIL ADDRESS WILL ALSO RECEIVE EMAIL CORRESPONDENCE.

IF NO EMAIL IS PROVIDED, PAPER NOTIFICATION WILL ARRIVE VIA USPS.

CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF ERIE COUNTY FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST AND MUST BE LEGAL RESIDENTS OF ERIE COUNTY AT THE TIME OF APPOINTMENT. The eligible list resulting from this examination will be used to fill future Deputy Sheriff – Officer and Correction Officer positions in Erie County Sheriff's Department. The starting salary for Correction Officer is \$58,727 (CSEA Corrections Facility XI) and the starting annual salary for Deputy Sheriff – Officer is \$64,944 (Teamster's GRP 8) **Permanent appointment to either title will remove a candidate from this eligible list.**

The eligible list resulting from this examination will not supersede currently existing eligible lists for this title, if any. The duration of all eligible lists is a minimum of one year from date of establishment unless otherwise exhausted.

Examples of Duties

A **Correction Officer** guards incarcerated individuals confined to the County Correctional Facility, after sentencing by the courts for the lesser criminal violations

Supervises and guards incarcerated individuals sentenced by the courts to confinement in the County Correctional Facility for the lesser violations under Criminal Law;

Guards and escorts incarcerated individuals to clinics, recreation activities, church services, barber shops, mess halls, etc., and to interviews with relatives and attorneys;

Supervises and guards incarcerated individuals during work assignments outside the Correctional Facility proper, such as farm and general maintenance work; issues work equipment and supplies as necessary;

Supervises and guards incarcerated individuals during assigned general laboring work inside the facility such as cleaning, kitchen work or during work assignments in the various shops;

Guards incarcerated individuals during their transfer to the County Medical Center;

Maintains discipline; enforces rules and regulations; maintains constant alert for attempts to escape, incarcerated individual disturbances or other unusual incidents;

Reports any such incident to Sergeant or other officer immediately and initiates corrective action, as appropriate; prepares incident reports for higher authority;

Performs duties related to receiving and discharge of incarcerated individuals, such as searching incarcerated individuals upon admittance and collecting information for the preparation of incarcerated individuals records; delivers incarcerated individuals' mail; answers phone inquiries;

Prepares and maintains records and files.

A **Deputy Sheriff-Officer** performs routine security and guard work which involves responsibility for providing for the custody and well-being of incarcerated individuals while under detention in the County Holding Center, while in State and County courts for trial or hearing;

Performs guard duties at various locations in the Holding Center, ECMC Lockup, County courts, State courts and Family courts, such as entrance and exits, receiving and detention rooms, court rooms, District Attorneys' offices, floors and galleries of the Holding Center, the clinic rooms, elevators, jury rooms and other County buildings and offices;

Maintains security and discipline in the Holding Center courts, and ECMC Lockup; makes regular inspections in the Holding Center and courts, including checking locking devices and punching clocks; makes counts and prepares report sheets; maintains order and settles disturbances; notifies supervisor of all unusual incidents;

Attends to the care and well-being of incarcerated individuals; secures and delivers sundries; delivers medical supplies; secures medical services and dispenses medicines; escorts incarcerated individuals for interviews with attorneys, relatives and law enforcement agencies; directs the serving of meals; directs the maintenance of incarcerated individuals' sanitation and hygiene; attends incarcerated individuals' phone calls;

Performs clerical duties connected with the receiving, booking, searching and release of incarcerated individuals; accepts and records clothing and property; issues uniforms and assigns cell blocks; makes out composite census reports; maintains records on incarcerated individuals; arranges for clothing and records for transfer of persons to courts, penal institutions and hospitals;

Guards prisoners of the Erie County Holding Center who are transferred to a hospital for treatment during confinement, or to the court lockup for trial or hearing; escorts prisoners to jail and courts; transports prisoners both in and out of State;

Provides security for charges juries; serves as Court Crier during the Crier's absence; retrieves papers for Court Clerks;

May assist the training instructor in training activities;

Performs duties and successfully completes the training that meets the standards of the New York State Commission of Corrections.

Minimum Qualifications

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of the written test:

Graduation from high school or possession of a high school equivalency diploma.

NOTES:

1. *Educational and/or age requirements must be met no later than 12 months past the announced exam date. Eligibility for appointment will be subject to candidates providing proof that education and/or age requirements have been met*

within one year of the announced exam date. Documentation/proof of education and/or age should be provided at time of interview. If documentation does not prove that requirements were met within one year of exam date candidates will be removed from further eligibility for appointment.

2. Candidates must have a high school diploma or possess a high school equivalency diploma issued by an education department of any State of the United States or hold a comparable diploma issued by any commonwealth, territory, or possession of the United States or by the Canal Zone or hold a report from the United States armed forces certifying successful completion of the tests of general education development, high school level.

SPECIAL REQUIREMENTS:

1. Vision - The candidate must have uncorrected vision of no less than 20/40 binocular, with neither eye less than 20/70, and must be correctable to 20/20 binocular. Left and right lateral (horizontal) field of vision shall be no less than 85 degrees in each direction to produce a binocular horizontal field of vision of at least 170 degrees. Peripheral vision determination is to be made without correction.

2. Candidates must have attained their twenty first (21) birthday at the time of original appointment and must have satisfactory hearing.

3. Chapter 134 of New York State Law of 1984, under Section 22-A of the Corrections Law, and Section 217-A of County Law provides that conviction for a felony automatically bars appointment as a Correction Officer or Deputy Sheriff Officer; and that prior conviction of a misdemeanor may be disqualifying for these titles, after a review of the material facts of the individual case.

4. Possession of a valid New York State motor vehicle operator's license at time of appointment and maintenance throughout duration of employment.

5. Applicants will be required to successfully complete a Physical Fitness Test prior to appointment.

6. Permanent appointment shall be contingent upon satisfactory completion of required training program.

BACKGROUND INVESTIGATION/PSYCHOLOGICAL EVALUATION:

Applicants will be subject to an extensive pre-employment background investigation and psychological evaluation.

CONVICTION OF A FELONY WILL BAR AND CONVICTION OF A MISDEMEANOR OR OTHER OFFENSE MAY BAR PARTICIPATION IN EXAMINATION AND APPOINTMENT. Criminal convictions or other offense are subject to evaluation and may result in disqualification pursuant to Section 50 of the New York State Civil Service Law. The psychological evaluation will consist of a combination of psychological tests and interviews. Candidates must pass the psychological evaluation. In addition, a negative report or failing psychological evaluation may result in disqualification pursuant to Section 50 of New York State Civil Service Law. Candidates must be a United States Citizen and an Erie County Resident (See Erie County Policies and Procedures.)

Supplemental Information

A medical examination may be required before appointment.

VETERANS: PROOF OF SERVICE MUST BE SUBMITTED BEFORE LIST IS ESTABLISHED TO RECEIVE ADDITIONAL POINTS.

(See application for more information.)

Online Examination date: **October 11 - October 26, 2025**

Applications Must Be Postmarked or Hand Delivered By: **October 3, 2025**

HOW TO APPLY:

Either online by clicking "Apply" on the top right of the online exam announcement or by printing a paper application from [erie.gov](https://www.erie.gov), [Erie County Application for Examination or Appointment \(Download PDF reader\)](#), or if you do not have internet access you may pick up an application form at the Erie County Personnel Department, 95

Franklin Street, Room 604, Buffalo, New York 14202. Forms are also available at Buffalo and Erie County Public Libraries and at Town, Village and School District administrative offices. Completed forms should then be returned to the Erie County Personnel Department.

Scopes / Subjects of examination:

SCOPE OF THE EXAMINATION There is no written multiple-choice test. This is an online examination questionnaire that asks questions about your education, training, and work experience. ****This online questionnaire IS YOUR EXAMINATION.***** If you meet the minimum qualifications, you will receive a rating based upon an evaluation of your training and experience against the duties of the position being tested.

Approved candidates will be sent a notice containing directions needed to complete the Training and Experience Questionnaire.

The Training and Experience (T&E) Questionnaire will be available on October 11, 2025, and approved candidates will be required to complete and submit this questionnaire between October 11, 2025 and midnight, October 26, 2025. Candidates will not be able to claim any credit for training or experience to be gained after the application filing deadline of October 3, 2025.

Candidates who fail to submit their questionnaire by October 26, 2025 will not receive a score and not be added to the eligible list.

TAKING THE ONLINE T&E EXAMINATION AND PERSONAL NY.GOV ID ACCOUNTS Approved applicants will need to access the T&E examination on the NYS Department of Civil Service website. Each applicant will need a personal NY.GOV ID to participate in the examination. Applicants may already have a personal NY.GOV ID account if they have used online services for other agencies, such as the Department of Motor Vehicles. They should use the same personal NY.GOV ID for civil service examination purposes.

Applicants should not create a new personal NY.GOV ID. More information about personal NY.GOV ID's is available at: <https://www.cs.ny.gov/home/myaccount/>. There is a helpful video for applicants at this link. Applicants that require technical assistance with their personal NY.GOV ID can contact New York State Office of Information Technology (ITS) Service Desk directly at 844-891-1786 or at fixit@its.ny.gov.

ADDITIONAL INFORMATION

MILITARY STATUS: Active-duty military personnel may file an application for this exam. A special military make-up examination will be conducted for any member of the armed forces of the United States who has duly filed a timely application but who was deprived of the opportunity to compete in the scheduled exam due to active military duty. Special conditions apply to these requests and may be reviewed at the Erie County Department of Personnel.

VETERANS: Disabled and non-disabled veterans as defined in Section 85, New York State Civil Service Law, will have 10 and 5 points, respectively added to their earned scores if successful in the examination. You must claim these credits when you file application but you have an option to waive them any time prior to appointment. If you have already used these credits for a permanent position in NYS, you may not claim them again.

In conformance with section 85-a of the Civil Service Law, CHILDREN AND SIBLINGS OF FIREFIGHTERS, POLICE OFFICERS, EMERGENCY MEDICAL TECHNICIANS AND PARAMEDICS KILLED IN THE LINE OF DUTY shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent/sibling has served. If you are qualified to participate in this examination and are a child or sibling of a firefighter, police officer, EMT or paramedic killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

RATINGS REQUIRED: Tests are rated on a scale of 100 with a passing mark at 70. Unless the announcement states otherwise, you must pass the written test and the oral test, if any. Test instructions may further divide the tests into parts and set minimum standards for each part.

MEDICAL EXAMINATION: You may be required to take a medical examination to determine if you are medically and physically capable of performing the duties of the position.

In accordance with State Law, Governor's Executive Order 6, and Section 504 of the Federal Rehabilitation Act of 1973, as amended the County of Erie does not discriminate against handicapped persons in access to employment, during employment, or in any of its programs and activities

VERIFICATION OF QUALIFICATIONS: Candidates may be investigated or called for an interview to verify information contained on the application. Verifiable part-time and/or volunteer experience may be pro-rated toward meeting full-time experience requirements

ELIGIBLE LIST: The eligible list resulting from an examination may also be used for appointment to the same title or to any other title deemed to be similar and appropriate. Eligible lists are active for a minimum of one year and a maximum of four years from the date established.

Background Investigation: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification. Applicants may be required to pay a fee for the investigation.

NOTE: Fingerprints are sometimes required at the time of appointment. When they are required, the fee involved must be paid by the appointee.

This examination is prepared and rated by the New York State Department of Civil Service,
and held in compliance with the New York State Civil Service Law
and the rules and regulations of the New York State Department of Civil Service.

Employer

County of Erie - Department of Personnel

Address

95 Franklin Street Room 604

Buffalo, New York, 14202

Phone

716-858-8484

Website

<http://www.erie.gov>



JD LSC MAY 11 '26 13:49

Dear Legislator St. Jean Tard,

As the Erie County Corrections Specialist Advisory Board, we have the privilege of interfacing with the Erie County Sheriff's Office on a regular basis to discuss concerns, needs, and positive engagements with both the individuals currently incarcerated within the Erie County Correctional Facilities and the Sheriff's Office employees.

One of the topics that came up during our meetings with the Superintendent, and during the board members' visits to the holding center and correctional facility, was the surveillance systems. The Erie County Holding Center received an upgrade to their camera systems and per anecdotal accounts from various ECSO employees, has been beneficial in a variety of ways and provides reliable surveillance which ultimately protects both inmates and staff by ensuring transparency and supporting proper conduct within the facility.

It is our understanding that the current camera system at the Erie County Correctional Facility poses a safety concern as there are identified blind spots that the cameras do not reach, and the data system to review the footage is not as efficient as others that are available. Funding an upgraded camera system for the jail offers several tangible benefits, both in the immediate and long term. It enhances the ability to monitor activities throughout the facility in real time, allowing for faster responses to emergencies or incidents. Improved technology can also increase the clarity and reliability of footage, which is vital for investigations and legal proceedings. Moreover, an updated system can help reduce liability for the county by ensuring that accurate records are kept, supporting fair treatment and addressing grievances more efficiently. Investing in these upgrades demonstrates a commitment to safety, transparency, and the well-being of everyone within the jail environment.

If you would like further documentation or discussion of the Erie County Corrections Advisory Board's support for the approval of the upgrades to the camera system at the Correctional Facility, feel free to reach out.

Sincerely,

The Erie County Corrections Advisory Board, and Chair Lindsey Allen

ECCSAB

Erie County Corrections Specialist Advisory Board

The community is welcomed to attend monthly Board meetings at Old County Hall, 4th Floor, the last Tuesday of every month from 5pm-6:30pm

MISSION STATEMENT

The Erie County Corrections Specialist Advisory Board (ECCSAB) maintains an advisory relationship with the Erie County Sheriff's Office Jail Management Division to promote safe, humane, and effective correctional operations. Grounded in restorative justice, the Board serves as a bridge between the community and correctional leadership to improve facility conditions, reduce recidivism, and support successful reentry. Through collaboration and accountability, the ECCSAB works to strengthen public safety and ensure continuous system improvement.

**Erie County Legislature, Old County Hall, 92 Franklin Street, 4th Floor,
Buffalo, NY 14202**

Contact us via email at:  eriecountycsab@gmail.com

For the latest updates Follow us on Facebook:
@ Erie County Corrections Specialist Advisory Board

