



COUNTY OF DUTCHESS
MARCUS J. MOLINARO
COUNTY EXECUTIVE



DUTCHESS COUNTY
SHERIFF'S OFFICE
ADRIAN H. ANDERSON
SHERIFF

March 13, 2018

Chairman Thomas A. Beilein
NYS Commission of Correction
Alfred E. Smith State Office Building
80 South Swan Street, 12th Floor
Albany, NY 12210

Dear Chairman Beilein,

Attached please find Dutchess County's response to the New York State Commission of Correction (COC) February 2018 report "The Most Problematic Local Correctional Facilities of New York State."

Dutchess County has and continues to work closely with the COC to address the long-standing capacity and functionality issues at the Dutchess County Jail. In 2016, the Dutchess County Legislature authorized funding to design and construct the Dutchess County Justice and Transition Center. This new facility, as well as the continuation of our multi-pronged approach to help individuals avoid incarceration and/or reduce the likelihood of recidivism with innovative initiatives like our new Stabilization Center, the RESTART program, our BEAT partnership with the City of Poughkeepsie Police, and Path to Promise youth initiatives, among others, will make Dutchess County a model throughout the nation for our approach to restorative justice. These efforts are already being recognized across the state and the nation.

Dutchess County is working closely with the NYS Commission of Correction (COC) for the planning and design of the new Dutchess County Justice and Transition Center (DCJTC). While there were some changes to original schedules and project plans because of the multi-phased construction plan that is required for the site, it is unclear where the 2017 completion date noted in the report is from. Construction is currently underway for the Law Enforcement Center (which is needed to occur first to make way for the expanded footprint of the DCJTC). Expected completion for the Law Enforcement Center is summer 2019. Design is currently underway for the DCJTC. Construction is expected to begin in early 2019, with completion of housing units by 2021 and all items completed by 2023. At every step of this process, we have kept the COC and its representatives aware of our activities.

Dutchess County Jail Administrator Mike Walters responds to the other facility evaluation issues in the attached document, with all items in the report addressed. With the majority of issues being administrative in nature – policies that needed to be updated, timing of inspections, clarification on fund usage, etc.; it is unclear how these findings constitute the DC Jail as one of the “worst” jails, particularly in light of the fact that COC representatives chose not to conduct an exit interview, as is standard following these reviews. Had any of these issues been a critical safety or health concern, then it would be reasonable to expect COC officials would have addressed these concerns immediately with jail administration rather than waiting nearly five months to highlight them in a report.

In Dutchess County, we care about each and every individual in our care. That is why we are always seeking to improve our operations and why such an extraordinary amount of work and commitment is going into the new DCJTC, as well as all of the innovations we are undertaking in our criminal justice system. We have always valued our relationship with the COC and believe we have a strong partnership. However, to be classified with facilities such as Riker’s Island and lambasted in a report listing the 5 “worst” jails is simply not a fair assessment. However, we move forward and hope we can count on you to be our partner in the completion of this tremendously important project.

Sincerely,



Adrian “Butch” Anderson
Dutchess County Sheriff



Marcus J. Molinaro
Dutchess County Executive

DCJ Responses to the Top 5 Worst Offenders Report

2017 DUTCHESS COUNTY JAIL FACILITY EVALUATION

INMATE OVERCROWDING MANAGEMENT

For decades, the Dutchess County Jail experienced significant inmate overcrowding, due primarily to the county's failure to add needed capacity to the jail. For an extended period of time, the jail routinely boarded out in excess 200 inmates to other county jails throughout the state. Such boarding was estimated to cost approximately \$6 million per year.

In 2014, the Commission provided Dutchess County valuable assistance by authorizing 200 variance beds through the use of four temporary modular housing units erected on the jail property. Such variances were granted on the condition that the county accelerate its efforts to design and construct a new jail expansion. The county set an original goal of 2017 for construction completion and opening of the jail expansion. However, significant delays by the county have pushed the proposed completion date to 2023.

The Commission continues working with jail and county officials as part of the design phase of the project.

INMATE MORTALITY INVESTIGATIONS

Individual 18

DOD: 2011 COD: SUICIDE

MOD: SUICIDE - HANGING

ISSUES: MEDICAL AND MENTAL HEALTH CARE

- Inadequate medical care by medical providers from CMC, Inc. regarding withdrawal management where a benzodiazepine was prescribed to Individual 18 still experiencing signs of intoxication without a physician's exam being completed.
- Individual 18's prior history of a suicide attempt and documented suicidal ideation by nursing staff was not addressed during the psychiatric assessment for continuation of constant supervision.
- Social worker from CMC, Inc. failed to review Individual 18's history of suicide attempt and current suicidal ideation.
- Social worker from CMC, Inc. failed to refer Individual 18 to psychiatry for a follow up when his clinical presentation indicated such was needed.

Individual 19

DOD: 2014 COD: SUICIDE

MOD: SUICIDE (HANGING)

ISSUES: MEDICAL AND MENTAL HEALTH CARE

- Jail staff did not immediately refer Individual 19 to mental health at admission despite his reporting a mental health history and being documented as acting strangely.
- Nursing staff from CMC, Inc. failed to recognize Individual 19's symptoms of mental illness at his admission assessment and take proper precautions.
- Social work staff from CMC, Inc. failed to recognize Individual 19's signs of mental illness and take appropriate actions.
- Jail staff failed to recognize signs of acute mental illness in Individual 19 and refer him to mental health after an incident in a hallway where Individual 19 could not properly follow staff commands.

ATTORNEY GENERAL INQUIRY – CORRECTIONAL MEDICAL CARE, INC.

The Commission and its Medical Review Board investigated six inmate deaths, occurring between 2009 and 2012, at five different county jails contracting with Correctional Medical Care, Inc. (CMC) for inmate health services. CMC is a for-profit business incorporated in Pennsylvania, whose owner is not a licensed medical professional, that previously contracted with thirteen (13) upstate counties. In each of the six inmate death investigation reports, including Individual 18 at the Dutchess County Jail, the Commission and its Medical Review Board revealed that there were egregious lapses in medical care on the part of CMC, to include unlicensed and inexperienced staff, inadequate staffing, a lack of adequate medical oversight, and a failure to adhere to medical and administrative protocols and procedures.

In addition to referring individual healthcare providers to the Office of Professional Discipline and the Office of Professional Medical Conduct, the cases were referred to the New York State Attorney General, requesting an investigation as to whether CMC was illegally engaging in the practice of medicine. Following the referral, the Office of the Attorney General (OAG) caused an inquiry to be made to certain business practices of CMC relating to its delivery of health care services to county inmates. In September 2014, OAG entered into an Assurance of Discontinuance with CMC, whereby CMC agreed to restructure its New York State business operations and contracts, pay for the services of an independent contract monitor, and pay stated amounts of restitution and penalties.

DC JAIL'S RESPONSE:

The Commission of Correction speaks upon its Medical Review Board investigation into six inmate deaths occurring between 2009 and 2012. It states "In each of the six inmate death investigation reports, including Individual 18 at the Dutchess County Jail, the Commission and its Medical Review Board revealed that **there were egregious lapses in medical care on the part of CMC, to include unlicensed and inexperienced staff, inadequate staffing, a lack of adequate medical oversight, and a failure to adhere to medical and administrative protocols and procedures.**" It should be known that prior to the Medical Review Board's inquiry, the Dutchess County Jail administration, along with their contracted medical and mental health provider, Correctional Medical Care, Inc., conducted an in-house mortality review regarding Individual 18's suicide and identified areas for system improvement. The identified areas are listed within the Medical Review Boards final report for Individual 18 (item #26).

Interesting enough when we review Individual 18's final report recommendations by the Medical Review Board not one of the examples of "**egregious lapses in medical care**" as documented in "The "Worst Offenders" report "stated above" were ever mentioned. Of the five recommendations made by the Medical Review Board for Individual 18, **only one** was not developed from the original in-house mortality review conducted by Jail administration and Correctional Medical Care, Inc staff.

As to the Commission of Correction referring Correctional Medical Care, Inc to the Office of the Attorney General (OAG) regarding certain business practices relating to the delivery of health care services to county inmates, the OAG permitted Correctional Medical Care to restructure as stated within "The Worst Offenders" report. This restructuring permitted them to continue to provide health care services to inmates in New York State county jails.

As a matter of information, Correctional Medical Care, Inc was originally selected as a result of a bid process in 2007. The Dutchess County Jail again went out to bid for "Health Care Services" in 2012. During the 2012 bid process Correctional Medical Care was the only bidder.

2016 FACILITY EVALUATION

Part 7070 – Educational Services for Youth

• Policies and Procedures

• Educational Services:

- a. the facility is not providing educational services to eligible youth, as required, in particular, minors.
- b. The facility has not made arrangements with the school district to provide such required services

DC JAIL'S RESPONSE:

All Inmates at the Dutchess County Jail, including all eligible youth under the age of 21, may participate in the education program.

- All inmates age 16 and 17 are currently sent to the Ulster County Jail due to space and classification issues. This age group attends the education program in a class setting through the Kingston School District at the jail.
- The remaining eligible youth (ages 18, 19 and 20) are vetted through an interview process. If it is determined the youth was in fact attending school and wants to continue towards a diploma, the school district is notified, and a teacher from within the student's own school will tutor the youth at the jail until he/she is released with the permission of the City of Poughkeepsie School District.
- If during the vetting process we find the youth was expelled or signed themselves out of school but would like a High School Equivalency Certificate (HSE), the individual is placed in an education program operated by Dutchess Community College (DCC). DCC work with the individual not only to earn a HSE but after his/her release from custody, they will help with documentation for grants and funding so they may attend college. The passing rate for inmates attending DCC for their HSE is an impressive 78%. This is considerably higher than when BOCES was in the jail and DCC only charges \$10.00 per inmate to attend this program. The Inmate Commissary Account is used to bear the cost (allowable by law).

Where we are deficient is within NYS Education Law section 3202 (7)(e) which states "*The state commission of correction shall promulgate rules and regulations in consultation with the commissioner which shall require each correctional facility operated by a county or the city of New York to cooperate with the school district or board of cooperative educational services providing educational services and to comply with the requirements of this subdivision*". According to this section, only the school district the jail resides in, which would be City of Poughkeepsie School District, or BOCES can provide educational services for youth in the Dutchess County Jail.

Should the Commission continue to demands to strict conformance to this section of Education Law, the Dutchess County Jail will have to end its successful relationship with DCC and contract services with the City of Poughkeepsie School District. This move would create a hardship for the residents of the City of Poughkeepsie as the school district would have to pay teachers to report to the jail every day school is in session.

It should be noted that assistance on this issue was requested by DC Jail over a year ago and no guidance was provided. (Please see attached letter to the Commission).

Dutchess County Jail administration met with City of Poughkeepsie School District representatives on March 12th, 2018 discuss educational services for eligible youth. City of Poughkeepsie School District will be following up with the DC Jail to pursue the potential to work with City of Poughkeepsie School District and DCC in a hybrid model. This will be further discussed with the Commission to ensure compliance with NYS Education Law.

Policies and Procedures:

The Commission found multiple policies and procedure violations during the 2017 evaluation. Many of the policies were found to be outdated and not in compliance with NYS Minimum Standards. The department's policies have not been reviewed by administrative staff as mandated by standard and lack direction to subordinate staff or provide outdated and incorrect information. The following is a list of policies identified that were not in compliance during the evaluation period:

- **Inmate Rulebook** – The Commission's regulations require printed copies of the handbook The Inmate Rules and Regulations Handbook is a fluid document that is continually changing and it is very costly to print new handbooks when there are small changes. When there is a change to the Inmate Rules and Regulations, inmates are notified by a memorandum posted within their assigned housing unit(s). The Inmate Rules and Regulations handbook is being reprinted to reflect all of the changes we have made to date regarding our policies and procedures.
- **Correspondence** – This policy will reflect the new procedure for the forms used when items sent through the mail are returned to the sender.
- **Reportable Incidents** – This policy was updated on 12/04/17 to reflect current practice of submitting reportable incidents via the eJustice portal as opposed to fax.
- **Religion** – This policy was updated on 10/20/17 to include a section allowing an inmate to request, in writing, to the administration to be able to exercise their beliefs of a religious organization, which is not generally well known.
- **Maximum Facility Capacity (MFC)** – As per the recommendation of the NYSCOC, a new policy for MFC has been created. This policy has never been required before by the NYSCOC, as the NYSCOC determines each facility's maximum capacity.
- **Correction Law 611** – Correction law was added to the Transport Policy in 2011. As per the recommendation of the NYSCOC, we will be creating a standalone policy.

Part 7002 - Admissions

Property Confiscation: Confiscated prisoner personal property was not kept in a safe and secure manner. It was found that the hallway door to the property room and the inner door were both unsecured allowing unauthorized access.

JAIL'S RESPONSE:

Our policy states the property room door shall be secured at all times. Inmates have very limited access to this area and the officers are in clear view of the property room. A memorandum was sent on January 31, 2018 reminding staff the door to the property room will remain secured at all times. Staff in violation of this directive could be subject to disciplinary action.

Part 7005 - Prisoner Personal Hygiene

Clothing: Female inmates were not being allowed to receive brassieres via packages, as required.

JAIL'S RESPONSE:

The Dutchess County Jail currently provides female inmates with brassieres. In some instances, the inmate is allowed to wear the brassiere they entered the facility with providing it meets facility standards. On occasion, we may have a female inmate who would need a larger size than we provide. When this occurs, the facility will make a special purchase for them at a local store. This has been the protocol for many years with no issues.

We will expand our policy to allow female inmate's family/friends to be able to purchase a brassiere from a verifiable online store. It must be shipped directly from the verifiable online source (Kohls.com, Macys.com, etc.) to the jail. The brassiere will be white in color (same as department issued brassieres) and will not be accepted if it contains any padding/underwire/hidden pockets or metal (only metal in clasp will be allowed).

Part 7008 - Visitation

Availability of Visits: The visitation schedule outlined in the inmate rulebook conflicted with actual practice.

JAIL'S RESPONSE:

The NYSCOC stated that we only offered non-contact visitation 7-days a week from 5:15pm-6:15pm and from 6:30pm-7:30pm.

Contact/Non-contact visitation is available Sunday, Tuesday, Wednesday, Thursday and Friday with two sessions:

- Morning session – 8:30am to 9:45am
- Afternoon session - 12:20pm to 1:45pm

The Dutchess County Jail additionally offers non-contact visits 7-days a week. The Inmate Rules and Regulations currently states the following: "Non-contact visits, also known as booth visits, follow the same visiting schedule as mentioned above(*), however, booth visits will be held seven (7) days a week and there are two (2) additional evening time slots available 5:15pm-6:15pm & 6:30pm-7:30pm. There is only one (1) visit per visit session that can be scheduled at a time. It should be noted that the 5:15pm visit time did change to 5:30pm and the visitor handout is updated to reflect that change. The Inmate Rules and Regulations will also be updated with the change.

Contact Visits: *The facility improperly implemented a blanket policy in inmates placed on constant supervision were only permitted non-contact visits with their families.*

JAIL'S RESPONSE:

Our policy has been changed to reflect that constant supervision inmate(s) will be afforded the availability to have either a contact or booth visit. Limitations will be made on an individual basis by a supervisor, based on staffing availability. If an exit meeting occurred with Commission staff (as stated in the full report released by the governor's office) we could have resolved this issue months ago.

Part 7013 – Classification

Policy: the facility's written policy and procedures on inmate classification do not reflect current practice, and in some instances, violates Minimum Standard regulations.

JAIL'S RESPONSE:

In 2014, the NYSCOC sent their representative to conduct a weeklong classification workshop with jail classification and booking staff. This work session was to change the then current practice to a new classification system. This new system of classification needed implementation prior to the temporary PODS opening. This representative during the workshop assisted in the creation of our current policy and classification instrument (custody level scale) used to calculate an inmate's classification status as minimum, medium or maximum. During the workshop, the representative stated several times, "the custody level numbers can be adjusted to ensure the classification instrument works for your facility layout".

Per our conversation on Friday, March 2, 2018, with Keith Zobel from the NYSCOC, we've adjusted our policy on classification. The form that was used to classify our inmates is the correct form. Our classification policy 21.03 section b, did not reflect the current custody level scale. Since the forms that were used had the correct custody level scale, it was decided that we do not have to reclassify all of our inmates and to simply update our policy. Our custody level scale and our policy are now consistent.

Part 7016 – Commissary

Purchases: the facility improperly used commissary profits to purchase items/services that did not benefit the welfare and rehabilitation of inmates, as required.

JAIL'S RESPONSE:

We were unclear as to what the NYSCOC was referring to since there was no exit interview conducted as has been past practice. After speaking with Keith Zobel from the NYSCOC on Friday, March 2, 2018, the following are a list of the items in question:

1. Law library copier – We leased a copier for the law library so the inmates had direct access to copies. The contract expired in September 2017 and was not renewed.
2. Hand Sanitizer – Wall mounted hand sanitizers were purchased a few years ago due to the influenza outbreak throughout the country. Hand Sanitizers were placed throughout the facility as well as on each housing unit for inmate use.
3. Educational Conference – New York State Association of Incarcerated Education Programs Incorporated (NYSAIEP). The purpose of the conference is to provide professional development for the educators and staff who work with incarcerated youth and adults. We've been sending officers to this conference for the past 3 years. The officers gain knowledge of the latest, innovative programs being used to help the incarcerated population.
4. Laundry Detergent – Laundry service is provided to all inmates twice per week. Inmates housed on the PODs have access to washing machines and dryers. Inmates wanted easier access to unlimited clean towels. It was decided that we would purchase laundry detergent enabling the tier man to launder used towels daily.
5. Inmate pajamas – Female inmates housed on the PODs requested pajamas to be worn at night for extra privacy. We purchased pajama tops and bottoms for female inmates only.
6. Flowers/mulch – Flowers and mulch were purchased for the inmates who were on the landscaping detail earning a job skills certificate.

All of the above items should be considered beneficial to inmates and it is unclear why these are not acceptable uses of the funds.

Audit: the facility could not demonstrate that periodic audits of the commissary program had been completed, as required.

JAIL'S RESPONSE:

A request to the Dutchess County Comptroller's Office for an audit of the inmate commissary account occurred in October 2017. Another request was submitted on February 2018 to the newly elected Comptroller. (Copy of requests are attached.)

Part 7028 – Exercise

Exercise Periods: the facility was not providing lock-in inmates with the required amount of outdoor exercise on a daily basis.

JAIL'S RESPONSE:

We currently meet the requirement of this standard. Lock-in inmates are provided outside recreation 5-days a week for an hour and a half. Upon their return, they are afforded an additional half an hour within the housing unit dayroom for a shower and/or phone call. On the days outside recreation is not in session, lock-in inmates are afforded recreation within the housing unit dayroom for an hour and a half.

Searches: *the facility was not searching outdoor exercise areas as required.*

JAIL'S RESPONSE:

An email was sent to staff on February 1, 2018 reminding them that the recreation yards need to be searched and documented in the logbook as per departmental policy. Staff in violation of this policy may be subject to disciplinary actions.

Part 7031 - Legal Services

Notary Public: the facility was improperly charging inmates for notary services and providing limited notary access to indigent inmates.

JAIL'S RESPONSE:

We meet the NYS Minimum Standard as it states in Section 7031.1(b) as used in this subtitle. Legal services shall include access to a notary public, Section 7031.1(b)(3). The standard states in Section 7031.5 that we must provide services of a notary public or commissioner of deeds, but does not state the facility is prohibited from charging for this service. We no longer charge inmates a fee for notary services.

Part 7039- Fire Prevention and Safety

Fire and Safety Inspections: the facility has not requested from the appropriate authority an annual fire inspection of the jail.

JAIL'S RESPONSE:

The Dutchess County Jail contracts out for our annual fire inspection, which was completed in January 2018 by Open Systems Inc.

Hazards: the facility was not addressing, in a timely manner, fire hazards identified during fire safety inspections.

JAIL'S RESPONSE:

Our Maintenance Department was advised that they have to address fire and safety hazard concerns in a timely fashion. Fire and safety hazard concerns will be monitored more closely with monthly reports.

Walters, Michael

From: Perez-Rogers, Rafael
Sent: Wednesday, February 28, 2018 11:16 AM
To: Schlegel, Karl
Cc: Walters, Michael; Gonzalez, Lillian
Subject: FW: Commissary Audit-follow-up
Attachments: CoC report 2017 Min standards Evalution.pdf; NYS Min Standards outline for Audit of Inmate Commissary account.pdf

Hello Karl,

The latest report from the Commission on Corrections requests that the Dutchess County Jail completed an audit of our Inmate Welfare account.

I started the request process with Jim Coughlan in early October, 2017. Jim requested an official written request so he could fully understand the scope of the audit.

I received the attached document from our compliance officer, Lillian Gonzalez on Monday. This document is from the NYS Minimum Standards for a jail. Item D: states "periodic audit of commissary accounts".

Also attached is the excerpt from the latest COC report requesting an audit be done on the inmate commissary accounts.

I hope these documents suffice to initiate an audit of our Inmate welfare account.

Below is the email thread of the earlier request made to have an audit done of our Inmate welfare account.

Please let me know if you have any questions or require additional information.

Thank you,
Ralph

Ralph Perez-Rogers
Director of Budget and Finance
Dutchess County Jail

Phone: (845) 486.3910
email: rperezrogers@dutchessny.gov

From: Perez-Rogers, Rafael
Sent: Friday, October 13, 2017 12:41 PM
To: Cavalliere, Michele <mcavalliere@dutchessny.gov>
Cc: Coughlan, James <jcoughlan@dutchessny.gov>
Subject: RE: Commissary Audit-follow-up

Thank you

Ralph Perez-Rogers
Director of Budget and Finance

Dutchess County Jail

Phone: (845) 486.3910

email: rperezrogers@dutchessny.gov

From: Cavaliere, Michele
Sent: Friday, October 13, 2017 12:35 PM
To: Perez-Rogers, Rafael <rperezrogers@dutchessny.gov>
Cc: Coughlan, James <jcoughlan@dutchessny.gov>
Subject: FW: Commissary Audit-follow-up

Ralph,

Attached please find the publication referenced by Jim below.

Thank you,
Michele

From: Coughlan, James
Sent: Friday, October 13, 2017 12:23 PM
To: Perez-Rogers, Rafael
Cc: Cavaliere, Michele
Subject: RE: Commissary Audit-follow-up

Ralph,

Could you send me a copy of the last audit in 2001-2003? In the meantime, Michele will be sending you an outdated publication from NYS Comptroller's office.

Thanks,
Jim

From: Perez-Rogers, Rafael
Sent: Friday, October 13, 2017 12:16 PM
To: Coughlan, James
Cc: Cavaliere, Michele
Subject: RE: Commissary Audit-follow-up

Hi Jim,

I spoke with the auditor from NYS COC regarding the commissary audit. She told me the request for the commissary audit will be included in her written report. She also told me there was no "Scope" for the audit, but suggested we follow the same scope of work used during their last audit back in 2002-03?

I'll follow-up once we receive the official audit report.

Thank you,
Ralph

Ralph Perez-Rogers

Director of Budget and Finance
Dutchess County Jail

Phone: (845) 486.3910
email: rperezrogers@dutchessny.gov

From: Perez-Rogers, Rafael
Sent: Wednesday, October 11, 2017 2:58 PM
To: Coughlan, James <jcoughlan@dutchessny.gov>
Cc: Cavaliere, Michele <mcavaliere@dutchessny.gov>
Subject: RE: Commissary Audit

Hi Jim,

Below are my comments to your requests:

Ralph Perez-Rogers
Director of Budget and Finance
Dutchess County Jail

Phone: (845) 486.3910
email: rperezrogers@dutchessny.gov

From: Coughlan, James
Sent: Wednesday, October 11, 2017 10:14 AM
To: Perez-Rogers, Rafael <rperezrogers@dutchessny.gov>
Cc: Cavaliere, Michele <mcavaliere@dutchessny.gov>
Subject: FW: Commissary Audit

Hi Ralph,

A few questions:

- Where is the bank account held?
J.P.Morgan Chase
Is Finance involved with its parameters?
Not sure what that means? The check register is list as: Dutchess County Jail, Commissary Account.
The Monthly bank statements are electronically sent to Dawn.
- Could you provide an official letter from the State, so that we can grasp the full scope of the request
NYS COC will be here tomorrow, Thursday. I'll ask them for an official written request for the audit with scope.
- Is Aramark still the vendor in charge of the commissary and account?
Yes. The funds are held by DCJ, once an inmate requests an item, Aramark fills the order and then invoices DCJ weekly for payment. Aramark also submits to DCJ a weekly commission check on the commissary items. Dawn deposits those commission checks on a weekly basis. At the end of the month, Dawn totals the weekly Commission payments and cuts a check payable to the Inmate Welfare Account for the total of the commission payments plus inmate haircut profits.

Thank you,
Jim

From: Doyle, Carol Sutrich
Sent: Wednesday, October 04, 2017 3:45 PM
To: Perez-Rogers, Rafael
Cc: Walters, Michael; Coughlan, James; Thurston, Kathy
Subject: RE: Commissary Audit

Ralph, I have forward your email to Jim and Kathy.
Carol

From: Perez-Rogers, Rafael
Sent: Wednesday, October 04, 2017 2:41 PM
To: Doyle, Carol Sutrich
Cc: Walters, Michael
Subject: Commissary Audit

Hi Carol,

The Commission on Corrections has DC Jail to complete an audit on our commissary account.
Would you please let me know what the process / procedure is to accomplish is task.

Thank you,
Ralph

Ralph Perez-Rogers
Director of Budget and Finance
Dutchess County Jail

Phone: (845) 486.3910
email: rperezrogers@dutchessny.gov