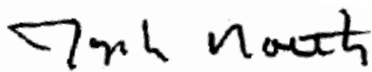
 <p><b>Corrections and Community Supervision</b></p> <p><b>DIRECTIVE</b></p>	<p>TITLE</p> <p><b>Special Housing Reports</b></p>		<p>NO. 4947</p>
			<p>DATE 09/03/2021</p>
<p>SUPERSEDES</p> <p>DIR #4947 Dtd. 09/08/20</p>	<p>DISTRIBUTION</p> <p>A</p>	<p>PAGES</p> <p>PAGE 1 OF 1</p>	<p>DATE LAST REVISED</p>
<p>REFERENCES (Include but are not limited to)</p> <p>7 NYCRR Chapter V, Section 261.4; ACA Expected Practice 5-ACI-4A-05; Directive #4932</p>	<p>APPROVING AUTHORITY</p> 		

- I. **PURPOSE:** To identify those reports that must be submitted regularly to the Director of Special Housing/Incarcerated Individual Disciplinary Programs.
- II. **INCARCERATED INDIVIDUALS IN SPECIAL HOUSING:** Report on condition of incarcerated individuals in “Report on Special Housing Incarcerated Individuals and Availability of Health and Mental Health Care Services,” [Form #2182](#). Submit every Monday in accordance with instructions on the form.
- III. **HEARING DOCUMENTS:** Documents related to Involuntary Protective Custody determinations, Administrative Segregation determinations, and Superintendent’s Hearing determinations will be retained at the facility except as follows:
 

Hearing Appeals: When appeals of the above noted hearings are received by the Director of Special Housing/Incarcerated Individual Disciplinary Programs, staff from that office will contact the facility Disciplinary Office electronically with a listing of hearings requiring review. Hearing documents for the appealed hearings are to be copied and sent to the Director within seven days of the request. Each facility must develop a procedure to ensure compliance with this policy.

Loss of Good Time: After an incarcerated individual has had a final Time Allowance Committee Review, the hearing documents of any disposition recommending loss of good time must be sent to the Director of Special Housing/Incarcerated Individual Disciplinary Programs, under separate cover for immediate review, if the loss of good time will affect the incarcerated individual’s release date.

Electronic Recordings: Electronic recordings of hearings will be requested separately.
- IV. **REPORT OF TIME ALLOWANCE COMMITTEE REVIEW:** Submit copy of [Form #2189](#), “Report of Time Allowance Committee Review,” after the Superintendent completes their review.
 

When the Time Allowance Committee conducts a hearing pursuant to Section 261.4 of Chapter V of Title 7 of the New York Code, Rules, and Regulations (NYCRR) (Directive #4932, “Chapter V, Standards Behavior & Allowances”), copies of notice and assistance forms provided to the incarcerated individual and any other supporting material shall be sent to the Director of Special Housing/Incarcerated Individual Disciplinary Programs with [Form #2189](#).