



THE CITY OF NEW YORK  
DEPARTMENT OF CORRECTION



**DIRECTIVE**

<input checked="" type="checkbox"/> NEW		<input type="checkbox"/> INTERIM		<input type="checkbox"/> REVISED		SUBJECT	
EFFECTIVE DATE		*TERMINATION DATE		GOOD TIME REVIEW COMMITTEE			
2 / 1 / 84		/ /					
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RECOMMENDED FOR APPROVAL BY REVIEW BOARD MEMBER				AUTHORIZED BY THE COMMISSIONER			
SIGNATURE				SIGNATURE			

PURPOSE

To establish a Departmental Good Time Review Committee to review the dispositions of Inmate Disciplinary Hearings that resulted in the loss of good time credits for sentenced inmates.

- I. The Good Time Review Committee shall be composed of the following members:
  - a. Supervising Warden (rotated on a monthly basis)
  - b. Warden, N.Y.C.C.I.F.M.
  - c. Deputy Chief of Operations
  
- II. The Supervising Warden shall act as Chairperson.
  
- III. The Warden of N.Y.C.C.I.F.M. shall act as secretary and shall be responsible for:
  - a. Maintaining minutes of the meeting - The minutes shall reflect the date of the meeting, members in attendance, and the determination of each case reviewed;
  - b. Forwarding a copy of the minutes to the Chief of Operations, in addition to providing each member of the Committee with same;

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III. (continued)

c. Ensuring that written notification (see attached) of the Committee's determination is forwarded to the following:

1. Facility Head of institution concerned.
2. Supervisor in charge of the General Office of institution concerned.
3. Records and Statistics Unit, 80 Centre Street, N.Y., N.Y.
4. Inmate affected by the action.

IV. The Deputy Chief of Operations shall be responsible for scheduling meetings and notifying Committee members of said meetings.

V. The Committee shall convene at least once a month to conduct its review. In order to conduct Committee business, the Chairperson and two members of the Committee must be present. In the event that a member of the Committee is unable to attend a meeting, the Chief of Operations shall designate an alternate. Alternates should be advised of their selection and required participation prior to the scheduled date of the meeting.

VI. The Committee shall review each case on an individual basis and render one of the following determinations:

- a. To affirm the loss of good time.
- b. To restore a portion of the lost good time.
- c. To restore all of the lost good time.