



**NEW YORK CITY DEPARTMENT OF CORRECTION**  
**Cynthia Brann, Commissioner**

Office of the Commissioner  
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November 3, 2017

Derrick D. Cephas, Acting Chair & Vice-Chair  
NYC Board of Correction  
1 Centre Street, Room 2213  
New York, NY 10007

Dear Mr. Cephas:

In keeping with our goal to encourage and facilitate inmate visits with family members and friends, the Department is once again requesting that visits for Thanksgiving Day (November 23<sup>rd</sup>) be conducted on a day schedule rather than an evening schedule. This request constitutes a variance from Minimum Standard 1-09(c)(1)(i), which requires that the Department provide at least two evening visits on Monday through Friday.

The Department believes that this one-day modification to the visit schedule, which has been approved for many years, will enhance the opportunity for visitors to visit inmates during this holiday while also benefiting the staff members who work the visit posts.

Thank you for your consideration of this request.

Sincerely,

A handwritten signature in blue ink that reads "Cynthia Brann".

Cynthia Brann

cc: Martha King, Executive Director