



# ORANGE COUNTY SHERIFF'S OFFICE

110 WELLS FARM ROAD GOSHEN, NEW YORK 10924- 6740

845-291-4033

FAX: 845-294-1590

SHERIFF CARL E. DUBOIS

KENNETH T. JONES  
UNDERSHERIFF

ANTHONY J. WEED  
ASSISTANT UNDERSHERIFF

DENNIS D. BARRY  
CHIEF DEPUTY

ANTHONY M. MELE  
CORRECTIONS ADMINISTRATOR

[WWW.ORANGECOUNTYGOV.COM](http://WWW.ORANGECOUNTYGOV.COM)

*File -  
NYS CoC - Inmate  
Complaint*



## MEMORANDUM

TO: Sheriff Carl E. Dubois

FROM: Lieutenant Mark A. Berlinski 017 *MB*

DATE: July 28, 2020

RE: Inmate Complaint

This Memorandum is being authored in response to a letter to The New York State Commission of Correction from Inmate [REDACTED]. In the letter, Inmate [REDACTED] claims that on June 10, 2020 at 1:15pm, he was denied a phonecall, and subsequently a grievance from Sergeant Conroy, Keith 117. Sergeant Conroy was assigned to Bravo Wing on the date and time of Inmate [REDACTED] claim. I directed Sergeant Conroy to author a Memorandum responding to the inmate's claims. In sum and substance, Sergeant Conroy explains that the inmate requested a free phonecall, which he is not entitled to. Sergeant Conroy further states that the inmate did not request a grievance. I spoke with Inmate [REDACTED] and explained the grievance process and the inmate phone system as well as the emergency phonecall process. I asked Inmate [REDACTED] if he had any other issues. Inmate [REDACTED] had no further requests or concerns. Copies of all supporting documentation will be submitted with this Memorandum. End Memorandum.

CC:

Files

~ A C C R E D I T A T I O N S ~





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## MEMORANDUM

TO: Sheriff Carl E. Dubois  
FROM: Sergeant Keith Conroy #117   
DATE: July 26, 2020  
RE: Response to Email from Lieutenant Mark Berlinski.

This memorandum is in response to an email from Lieutenant Mark Berlinski dated July 22, 2020 @ 1944 hours. The email states [REDACTED] claims that I denied him a telephone call and subsequently a grievance on June 10, 2020 @ 1315 hours. On the above-mentioned date, I entered [REDACTED] at 1315 hours. I went directly to the Officer's desk and began making a logbook entry. Inmate [REDACTED] came in from the yard and walked directly up to the desk and demanded a telephone call. I told Inmate [REDACTED] that I do not do telephone calls and that he needed to step away from the Officer's desk as he had approached the Officer's desk, stepping past the "Honor Line" without permission. Inmate [REDACTED] continued to demand a telephone call and stated that he has asked me "fourteen" times previously for a telephone call. As Inmate [REDACTED] continued to argue, I ordered Inmate [REDACTED] to step away from the Officer's Desk or face disciplinary action. Inmate [REDACTED] continued to argue and then stepped away from the Officer's Desk. At no time did Inmate [REDACTED] request a grievance. At 1319 hours, I exited [REDACTED]. As per NYS Minimum Standards 7002.8, Inmates are afforded a telephone call upon entering the facility. Additionally, there are several Inmate telephones available in each unit. Also, Inmates are given two free telephone calls from the Inmate Telephones every week which renews on Sundays. Lastly, at no time did I make any discriminatory remarks or actions towards Inmate [REDACTED].

CC:

Files

~ A C C R E D I T A T I O N S ~





## Commission of Correction

**ALLEN RILEY**  
Chairman

**THOMAS J. LOUGHREN**  
Commissioner

July 16, 2020

Jail Administrator Anthony Mele  
Orange County Jail  
110 Wells Farm Rd.  
Goshen, New York 10924

Dear Jail Administrator Mele:

Please find the enclosed letter from inmate who is incarcerated at the Orange County Jail. The inmate alleges that he is having difficulty accessing the grievance program. Please discuss this matter with the facility's grievance coordinator and provide whatever assistance to the inmate you deem appropriate.

Please be advised that we informed the inmate how to file grievance with the Inmate Grievance Program.

Sincerely,

***Chester Martinez***  
Correctional Facility Specialist

cc: enclosure

#123823

NYS Commission on Correction  
Alfred E. Smith State Office Building  
80 S. Swan Street, 12<sup>th</sup> Floor  
Albany, NY 12210

RECEIVED

JUN 17 2020

SCOC

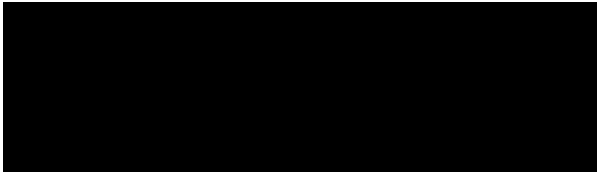
Subject: OCJ Grievance Policy

To Whom It May Concern,

New York State Correction Law Section 45 (6)(15) provides access to a grievance procedure for all county jail inmates/detainees. The forms for this process are to be readily available by facility staff (NYCRR-9-7032.4-d). Completed forms are to be given to the grievance coordinator for investigation (NYCRR-9-7032.4-e/f). While some issues are not grieveable (NYCRR-9-7032.4-h), it is the responsibility of the grievance officer to make this determination. The commanding officers of Orange County Jail follow an unwritten policy to deny requests for grievance forms, often stating issues are not-grieveable even when they are.

On June 10<sup>th</sup>, 2020 at 1:15pm I asked Sergeant Conroy to permit me to make a phone call from the housing center in order to contact my bank and get bail money. Sergeant Conroy again refused my request and I subsequently requested a grievance form as I feel he denied me due to discrimination. Sergeant Conroy refused to supply me with the grievance forms required per law. I request action by the Department of Correction to correct any misunderstandings the jail may have as to the requirements of law.

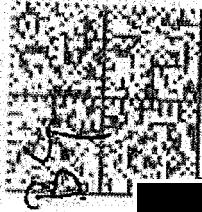
Sincerely



Orange County Jail  
110 Wells Farm Rd.  
Goshen, NY 10924

**Orange County Jail**  
110 Wells Farm Rd.  
Goshen, NY 10924

Name



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NYS Commission on Correction  
Alfred E. Smith State Office Bldg  
80 S. Swan Street, 12th floor  
Albany, N.Y. 12210

