

GIFTS OR GRATUITIES

No officer should accept any gift or gratuity from an inmate of a jail or relative or other person in behalf of a prisoner, nor should an officer purchase any article from a prisoner.

REPORTS TO THE COMMISSION

On or before February 1st in each year, a report should be forwarded to the Commission at the State Office Building, Albany, as directed by Sec. 50 of the Correction Law, covering information required as enumerated on forms which are furnished to sheriffs in December. All records should be carefully kept and should be up-to-date. Blanks on which to keep the daily record of population are mailed annually by the Commission.

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The Commission desires to assist those in charge of jails in their administrative work. If you are in doubt as to any matters in connection with your institution do not hesitate to communicate with the Commission at Albany.

If legal advice is desired, the sheriff should consult the County Attorney.