State of New York Department of Corrections And Community Supervision

The Harriman State Campus 1220 Washington Avenue- Building #2 Albany, NY 12226

Report on Security Staffing 2012



Brian Fischer Commissioner

New York State Department of Corrections And Community Supervision Report on Security Staffing Pursuant to Correction Law Section 29 (subdivision 4)

TABLE OF CONTENTS

PAGE
INTRODUCTION1
DAILY CLOSED POSTS2
TABLE A3
Average Daily Closed Posts
PLOT PLAN SECURITY POSITIONS4
TABLE B5
Net Change for Correction Officer and Correction Sergeant Plot Plan Positions And Inmate Population
OVERTIME HOURS AND COSTS6-8
TABLE C9
Annual Overtime Hours/Costs for Correction Officers and Correction Sergeants
TABLE D
Number of Beds and Empty Beds per Facility

Introduction

The purpose of this report is to comply with the legislative reporting requirements established in 2003 as stated in the amendment to Correction Law Section 29, subdivision 4 and as amended in 2012. The report provides information about post closures, plot plan positions, security overtime for correction officers and correction sergeants, and the number of beds and empty beds in New York State correctional facilities.

Closed post and plot plan information is provided for the report period of October 1, 2011 through September 30, 2012. Overtime data is provided for the prior fiscal year, since that is how such funding is appropriated. Information for prior time periods may be found in earlier Reports on Security Staffing issued since 2003. Information regarding total Beds and Empty Beds reflects totals on December 31 as mandated.

The information provided in this report is based on data collected and maintained by the New York State Department of Corrections and Community Supervision Security Information/Staffing Unit (SISU) and Classification and Movement Unit in Albany. The plot plan system produces work charts tracking correction officer workload in each correctional facility on a daily basis. At the conclusion of each work day, chart data is transferred electronically to the SISU data base. The information in this report originates from the SISU data base. The Classification and Movement Unit's locator system monitors facility populations and bed availability.

Daily Closed Posts

Facility plot plans are designed to detail the security staff necessary for facility security and routine coverage of the inmate population. Posts (jobs) are created for security functions that must be performed such as coverage in housing units, mess halls and infirmaries, as well as in the various classrooms, shops and other areas of inmate access.

The closing of posts or utilization of overtime to staff them are options usually reserved to handle unexpected situations, such as staff absences, facility emergencies, emergency medical trips, unusual incidents, etc. The system is well managed, documented by the fact that, on an average day, fewer than three percent of posts are closed. For this report period the statewide daily average number of closed posts is four per facility. The facilities that averaged a significantly higher number than the statewide daily average had either a reduction in inmate population or an area that was temporarily closed. For example, Sing Sing where the OMH Satellite Unit is closed for rehabilitation. These facilities had staff levels above the commensurate amount of inmate workload. As a result, more posts were closed and the staff redirected.

Sergeant closed posts for this report period had a daily average of less than one per facility and a statewide daily average of one percent of total sergeant posts.

It is management's responsibility to evaluate and adjust staff resources to maintain safety and security in an efficient, cost effective manner. As a result, posts may be closed to offset staff vacancies, absences or overtime. Post closures generally occur when the work being performed is not needed (e.g., bad weather prevents inmate crews from mowing the grass or a program is closed due to staff absence) or when the workload can be temporarily suspended (e.g., painting or cleaning postponed). A lower priority security post can be closed to ensure a higher priority security post is staffed.

Closed post data originates from facility work chart entries on a daily basis. The SISU data base captures the total number of hours that posts are closed on a daily basis and computes the average number of posts closed based on an eighthour shift. It does not provide the total number of posts closed in whole or part. For example, four posts may be closed for two hours each, which computes to an average of one post closed.

Table A displays correction officer and correction sergeant total posts and the average daily full-time equivalent closed posts for each facility by security classification for the period October 1, 2011 through September 30, 2012.

TABLE A

DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION AVERAGE DAILY CLOSED POSTS OCTOBER 1, 2011 - SEPTEMBER 30, 2012

FACILITY CLASSIFICATION	FACILITY	CO PLOT PLAN POSTS	AVERAGE CLOSED POSTS*	SGT PLOT PLAN POSTS	AVERAGE CLOSED POSTS*
MAX	ATTICA	315	3	24	
MAX	AUBURN	299	6	25	
MAX	BEDFORD HILLS	211	6	16	
MAX	CLINTON	469	6	30	
MAX	COXSACKIE	191	2	14	
MAX	DOWNSTATE	267	7	21	
MAX	EASTERN	183	1	12	
MAX	ELMIRA	268	1	19	
MAX	FIVE POINTS	243	3	18	
MAX	GREAT MEADOW	295	5	19	
MAX	GREEN HAVEN	286	4	22	
MAX	SHAWANGUNK	139	1	9	
MAX	SING-SING	329	12	25	
MAX	SOUTHPORT	160	4	14	
MAX	SULLIVAN	159	2	11	ORIGINA DI CONTRA
MAX	UPSTATE	173	4	17	
MAX	WENDE	270	5	19	
MED	ADIRONDACK	91	2	7	
MED	ALBION	212	17	15	
MED	ALTONA	80	2	8	
MED	ARTHUR KILL **	155	15	10	
MED	BARE HILL	201	6	13	
MED	BAYVIEW	46	3	5	
MED	BUTLER ASACTC CAPE VINCENT	45 115	2	3 8	
MED	CAYUGA	134	0	10	
MED MED	CHATEAUGAY ASACTC	38	1	3	
MED	COLLINS	183	2	16	
MED	FISHKILL	390	5	28	-
MED	FRANKLIN	204	6	13	
MED	GOUVERNEUR	129	2	9	
MED	GOWANDA	285	12	17	
MED	GREENE	233	2	19	
MED	GROVELAND	171	3	14	
MED	HALE CREEK ASACTC	57	1	4	
MED	HUDSON	92	7	9	
MED	LIVINGSTON	112	1	7	
MED	MARCY	186	3	14	
MED	MID-STATE	246	4	16	
MED	MOHAWK	222	3	21	
MED	MT. MCGREGOR	112	10	7	
MED	OGDENSBURG	95	1	8	
MED	ORLEANS	130	2	10	
MED	OTISVILLE	109	2	8	
MED	RIVERVIEW	115	0	8	
MED	TACONIC	68	7	6	
MED	ULSTER	151	8	16	
MED	WALLKILL	75	2 8	• 6	
MED	WASHINGTON	126	3	8	
MED MED	WATERTOWN WOODBOURNE	141	0	10	a resident to the second
		200	1	14	
MED MIN	WYOMING BEACON	37	7	3	V-29-94
MIN	EDGECOMBE	26	0	5	
MIN	LAKEVIEW SICF	169	13	11	
MIN	LINCOLN	37	4	3	
MIN	MONTEREY SICF	43	2	3	
MIN	MORIAH SICF	42	4	3	
MIN	QUEENSBORO	68	3	6	
MIN	ROCHESTER***	0	0	0	
TAIL TAIL	WILLARD DTC	113	1	8	

^{*} Average Closed Posts are rounded to the closest whole number.

^{***} Facility Closed December 1, 2011
*** Rochester has no plot plan posts. Supervision by non-uniformed CCCA's.

Plot Plan Positions

Plot plan documents organize security staff by posts (jobs) that provide routine coverage for facility security and the inmate population. Plot plans are designed to support the mission, security level designation, inmate capacity, physical plant configuration, and operational and program schedules of each correctional facility. Plot plans identify each post by function, shift and the number of days per week it is covered. The plot plan also reflects the number of officers assigned to the facility's relief pool, a group of officers available to cover some absences and unanticipated workload.

Facility plot plans are adjusted to reflect increases and decreases of security positions for statewide initiatives, as well as individual facility adjustments. For example, from October 1, 2011 through September 30, 2012, new posts were added at Woodbourne Correctional Facility to provide a Special Needs Unit (SNU) and a Department of Motor Vehicle (DMV) call center at Greene Correctional Facility. Additional posts were added at Five Points Correctional Facility to supervise the Sex Offender Program (SOP) established in the facility's Special Housing Unit (SHU). In contrast, the Arthur Kill Correctional Facility was closed December 1, 2011. This closure was due to statewide mandated budget reductions as well as the need to manage the decline of the department's inmate population.

From January 2000 through September 2012, the inmate population declined by 22.37 percent while correction officer and correction sergeant plot plan positions declined by a combined 10.08 percent.

Table B displays the net change in positions added or eliminated from correction officer and correction sergeant plot plans by facility for the report period of October 1, 2011 through September 30, 2012. Table B also displays net inmate population data on September 30, 2012. To best represent the population requiring security supervision, the data includes inmates in general confinement, special housing, infirmary and outside hospitals. Inmates that were out to court or on temporary release are excluded because supervision is provided by other agencies, or by non-uniformed staff.

TABLE B

DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION

NET CHANGE FOR CORRECTION OFFICER AND CORRECTION SERGEANT PLOT PLAN POSITIONS AND INMATE POPULATION OCTOBER 1, 2011 - SEPTEMBER 30, 2012

FACILITY	TOTAL CO NET +/-	SGT NET +/-	TOTAL INMATE NET
ADIRONDACK	0	0	-30
ALBION	0	Ö	27
ALTONA	0	0	-15
ARTHUR KILL	-283	-17	-208
		0	-208
ATTICA	0		Contract of the Contract of th
AUBURN	0	0	-71
BARE HILL	0	0	-74
BAYVIEW	0	0	-12
BEACON	0	0	-29
BEDFORD HILLS	0	0	-13
BUTLER ASACTC	0	0	-8
CAPE VINCENT	0	0	-5
CAYUGA	0	0	-12
CHATEAUGAY ASACTC	0	0	-19
			5
CLINTON	0	0	
COLLINS	0	0	72
COXSACKIE	0	0	-26
DOWNSTATE	0	0	-52
EASTERN	0	0	-18
EDGECOMBE	0	0	7
ELMIRA	0	0	-50
FISHKILL	0	0	15
	5	1	12
FIVE POINTS			
FRANKLIN	0	0	6
GOUVERNEUR	0	0	23
GOWANDA	0	0	-20
GREAT MEADOW	0	0	12
GREEN HAVEN	0	0	-90
GREENE	3	0	41
GROVELAND	0	0	97
HALE CREEK ASACTC	0	0	50
	0		-26
HUDSON		0	
LAKEVIEW SICF	0	0	-23
LINCOLN	0	0	-19
LIVINGSTON	0	0	43
MARCY	0	0	119
MID-STATE	0	0	116
MOHAWK	0	0	-3
MONTEREY SICF	0	0	-66
MORIAH SICF	0	0	-37
MT. MCGREGOR	0	0	-5
OGDENSBURG	0	0	3
ORLEANS	0	0	-32
OTISVILLE	0	0	57
QUEENSBORO	0	0	-88
RIVERVIEW	0	0	-15
ROCHESTER	0	0	-5
SHAWANGUNK	0	0	7
SING-SING	0	0	-175
	0	0	-1/5
SOUTHPORT			
SULLIVAN	0	0	-14
TACONIC	0	0	18
ULSTER	0	0	-227
UPSTATE	0	0	-12
WALLKILL	0	0	10
WASHINGTON	0	0	-63
WATERTOWN	0	0	-50
WENDE	0	0	-22
		0	-35
WILLARD DTC	0		
WOODBOURNE	0	0	54
WYOMING	0	0	11
Net Change	-275	-16	-901
% Change		49%	-1.61%

^{*} Excludes out to court and temporary release ** Facility Closed 12/1/11 *** Rochester has no COs or Sgts. Supervision is by non-uniformed CCCA's.

Overtime Hours and Costs

Besides closing posts, DOCCS administrators have the option of authorizing overtime to meet their obligation to maintain prison safety and security. Overtime is an option when there are either too few personnel or too much work to be accomplished by existing staff.

Another option to offset shortages is the post closings discussed earlier. In fiscal year 2011-12, we estimate the closing of posts resulted in avoiding approximately \$23.3 million in overtime costs that year.

In fiscal year 2011-12, the State, recognizing the need to maintain prison safety and security through the use of overtime, appropriated a state operations overtime base of approximately \$53 million for the supervision of inmates. That paid for approximately 1,256,774 hours of overtime at the security overtime rate of \$42.23 per hour.

Funding for staff does not cover all absences, such as workers' compensation, or situations where employees may be in work status but not at their assigned posts. Military leave, jury duty, assignment to other temporary duties (i.e., the Training Academy or the Inspector General's Office), travel status, and union business are examples of absences not covered.

Correction officer absences, driven primarily by sick leave, workers' compensation and military leave, have the biggest impact on overtime. During the last fiscal year, approximately 2 million staff hours were used to cover sick leave absences. Our funding assumes a maximum of 11 days of sick leave for each correction officer annually. During fiscal year 2011-12, 14 days of sick leave were taken per correction officer, 3 days or 402,794 hours more than are funded.

Correction officer vacancies (unfilled jobs) occurring in the system have averaged 1.1 million hours annually for the past two fiscal years. In fiscal year 2011-12 the total was approximately 1.48 million hours and is a 5% increase from the prior fiscal year. Since vacancies in permanent positions present a potential security risk, overtime was used to cover the vacancies in the system to safeguard employees and the inmate population.

Overtime Hours and Costs (continued)

Workers' compensation leave continues to rise, while inmate assaults on staff incidents are down. Inmate assaults on staff decreased by 24 percent from fiscal year 2001-02 to fiscal year 2011-12. While assaults on staff have decreased, DOCCS used 1,175,589 staff hours to cover workers' compensation absences in 2011-12, a decrease of 5.95 percent from the prior fiscal year and an increase of 30 percent since fiscal year 2001-02.

Coverage for military leave required 173,953 staff hours. The Department has long supported its employees serving in the military.

To a much lesser extent, additional workload also impacts on overtime. Construction overtime was funded by capital monies, but still requires significant use of staff resources. In fiscal year 2011-12, a total of 386,516 hours were used to cover construction projects, a decrease of 1.2 percent from the prior year. These hours are far fewer than the hours spent on sick leave and workers' compensation.² The department must also expend approximately 8,224 hours of overtime annually in order to comply with OSHA standards pertaining to Fire Brigades.

The delivery of health care to inmates required the use of an additional 309,095 staff hours for medical trips and 284,531 hours for outside hospital posts. In 2011-12, medical trip hours increased by 1.5 percent. Overtime for medical trips is largely unavoidable, often occurring when transportation details are on the road. On-going agency efforts to contain costs include combining various clinics within a hub, use of Telemed for medical assessments and consolidating medical trips within the hub to use fewer officers to transport the same number of inmates to medical appointments.

Overtime is monitored continuously by central office and facility administrators. Daily overtime monitoring occurs at the central office, hub and facility levels, as well as through mid-shift overtime reviews in all facilities at the supervisory level.

On-site facility reviews are continuously conducted by the Security Staffing Unit to evaluate overtime, staff usage and post closures. During this process, hub managers are trained in techniques to monitor and prioritize workload, improve staff utilization and reduce overtime. Time and attendance audits are conducted by Central Office Personnel to monitor and improve attendance.

Overtime Hours and Costs (continued)

Table C displays fiscal year 2011-12 overtime hours and costs for correction officers and correction sergeants by correctional facility security classification. Overtime rates for correction officers and correction sergeants are based on the average hourly overtime rate paid last fiscal year.

NOTES

- Absence percentages for fiscal year comparison are based on the staff hours used, divided by 8 hours per day, divided by total average correction officer resources.
- 2. Workload percentages for fiscal year comparison are based on the staff hours used, divided by total average correction officer resources.

TABLE C DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION TOTAL OVERTIME HOURS/COSTS FOR CORRECTION OFFICERS AND CORRECTION SERGEANTS

APRIL 1, 2011 - MARCH 31, 2012

FACILITY CLASSIFICATION	TOTAL CO OT/HOURS	TOTAL SGT OT/HOURS	CO OT @ \$42.23	SGT OT @ \$52.66
MAX	861,591.89	132,652.00	\$36,385,026	\$6,985,454
MED	502,734.98	133,395.30	\$21,230,498	\$7,024,596
MIN	47,040.50	7,385.70	\$1,986,520	\$388,931
WILLARD DTC	11,073.25	2,896.50	\$467,623	\$152,530
	1,422,440.62	276,329.50	\$60,069,667	\$14,551,511

TABLE D TOTAL NUMBER OF BEDS AND EMPTY BEDS as of 12/31/12

FACILITY CLASSIFICATION	FACILITY	TOTAL NUMBER OF BEDS	TOTAL NUMBER OF EMPTY BEDS	
MAX	ATTICA	2,253	138	
MAX	AUBURN	1,821	110	
MAX	BEDFORD HILLS	926	94	
MAX	CLINTON	2,898	59	
MAX	COXSACKIE	1,050	66	
MAX	DOWNSTATE	1,233	181	
MAX	EASTERN	1,034	27	
MAX	ELMIRA	1,862	97	
MAX	FIVE POINTS	1,586	151	
MAX	GREAT MEADOW	1,689	51	
MAX	GREEN HAVEN	2,170	107	
MAX	SHAWANGUNK	558	18	
MAX	SING-SING	1,799	214	
MAX	SOUTHPORT	945	115	
			67	
MAX	SULLIVAN	589		
MAX	UPSTATE	1,352	161	
MAX	WENDE	961	67	
MED	ADIRONDACK	566	11 + (133)	
MED	ALBION	1,243	162 + (192)	
MED	ALTONA	482	12	
MED .	BARE HILL	1,714	14 + (60)	
MED	BAYVIEW *	229	215 + (14)	
MED	BUTLER ASACTC	240	25	
MED	CAPE VINCENT	882	28	
MED	CAYUGA	1,082	67	
MED	CHATEAUGAY ASACTC	240	3	
MED	COLLINS	1,107	57	
MED	FISHKILL	1,840	170 + (28)	
MED	FRANKLIN	1,730	26	
MED	GOUVERNEUR	1,082	55 + (60)	
MED	GOWANDA	1,763	48 + (210)	
MED	GREENE	1,813	53	
MED	GROVELAND	1,106	19	
MED	HALE CREEK ASACTC	480	144	
MED	HUDSON	475	93	
MED	LIVINGSTON	874	23	
MED	MARCY **	1,218	42	
	MID-STATE	1,678	84	
MED	MOHAWK ***		13	
MED		1,417	1	
MED	MT. MCGREGOR	544	22 + (79)	
MED	OGDENSBURG	604	103 + (122)	
MED	ORLEANS	1,082	108	
MED	OTISVILLE	603	18	
MED	RIVERVIEW	882	16	
MED	TACONIC	359	10	
MED	ULSTER	882	211	
MED	WALLKILL	608	46	
MED	WASHINGTON	874	22 + (120)	
MED	WATERTOWN	670	31 + (98)	
MED	WOODBOURNE	849	25	
MED	WYOMING	1,714	41	
MIN	BEACON	201	78	
MIN	EDGECOMBE	133	39	
MIN	LAKEVIEW SICF	1,022	175	
MIN	LINCOLN	283	119	
MIN	MONTEREY SICF	300	104	
MIN	MORIAH SICF	300	141	
MIN	QUEENSBORO	424	185	
MIN	ROCHESTER	90	38	
. 1411	WILLARD DTC	865	166	

^{*} The facility was vacated due to Hurricane Sandy, currently leaving all beds empty.

^{**} Marcy RMHU is included in these figures.

^{***} Walsh RMU is included in these figures.

() These represent additional empty beds that are currently unstaffed and consolidated, can be used if necessary with staff assignment.

Prepared by:

Security Information/Staffing Unit December 2012