



Corrections and Community Supervision

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REPORT ON SECURITY STAFFING

2016

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

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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, 2015 through September 30, 2016. 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, since 2010 the system has averaged less than 3 percent of posts being closed per day. For this report period the statewide daily average number of closed posts is 3.2 per facility. Generally, 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, Ulster Correctional Facility, which is a reception facility that provides both general and HUB transportation services, has numerous officer and supervisory posts assigned to transportation duties. Departmental policy stipulates that no statewide transportation occurs on Wednesdays except for emergency situations. This results in an increase in Ulster's average number of post closures.

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 when job functions cease. This then frees the staff from the closed posts to offset staff vacancies, absences or overtime when possible. For example, inclement weather may result in an outside work crew post being closed. That post officer would then be redirected to cover other security priorities. No posts are closed that jeopardize the safety and security of the facility.

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 eight-hour 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, 2015 through September 30, 2016.

TABLE A
DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION
AVERAGE DAILY CLOSED POSTS
OCTOBER 1, 2015 - SEPTEMBER 30, 2016

FACILITY CLASSIFICATION	FACILITY	CO PLOT PLAN POSTS	AVERAGE CLOSED POSTS*	SGT PLOT PLAN POSTS	AVERAGE CLOSED POSTS*
MAX	ATTICA	315	3	24	0
MAX	AUBURN	299	7	25	0
MAX	BEDFORD HILLS	213	5	16	0
MAX	CLINTON	468	4	31	1
MAX	COXSACKIE	202	2	17	0
MAX	DOWNSTATE	266	6	22	1
MAX	EASTERN	184	2	12	0
MAX	ELMIRA	268	1	20	0
MAX	FIVE POINTS	243	1	18	0
MAX	GREAT MEADOW	295	4	19	0
MAX	GREEN HAVEN	286	1	22	0
MAX	SHAWANGUNK	141	1	9	0
MAX	SING-SING	329	6	25	0
MAX	SOUTHPORT	160	9	14	0
MAX	SULLIVAN	162	1	11	0
MAX	UPSTATE	174	3	17	0
MAX	WENDE	276	4	19	0
MED	ADIRONDACK	91	3	7	0
MED	ALBION	213	4	15	0
MED	ALTONA	80	2	8	0
MED	BARE HILL	203	3	13	0
MED	CAPE VINCENT	117	1	8	0
MED	CAYUGA	136	1	10	0
MED	COLLINS	186	1	16	0
MED	FISHKILL	393	6	28	1
MED	FRANKLIN	201	7	13	0
MED	GOUVERNEUR	132	1	9	0
MED	GOWANDA	284	8	17	0
MED	GREENE	233	2	20	0
MED	GROVELAND	171	3	14	0
MED	HALE CREEK ASACTC	59	1	4	0
MED	HUDSON	92	20	8	0
MED	LIVINGSTON	112	1	7	0
MED	MARCY	189	3	14	0
MED	MID-STATE	246	4	17	0
MED	MOHAWK	226	5	21	0
MED	OGDENSBURG	95	2	8	0
MED	ORLEANS	132	1	10	0
MED	OTISVILLE	109	1	8	0
MED	RIVERVIEW	121	1	8	0
MED	TACONIC	68	2	6	0
MED	ULSTER	152	8	16	2
MED	WALLKILL	75	2	7	0
MED	WASHINGTON	127	4	8	0
MED	WATERTOWN	105	2	9	0
MED	WOODBOURNE	148	0	9	0
MED	WYOMING	203	1	14	0
MIN	EDGECOMBE	34	1	5	0
MIN	LAKEVIEW SICF	170	12	11	0
MIN	LINCOLN	38	6	3	0
MIN	MORIAH SICF	42	3	3	0
MIN	QUEENSBORO	68	4	6	0
MIN	ROCHESTER **	0	0	0	0
	WILLARD DTC	113	4	8	0
TOTAL		9445	190	709	5

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

** As a result of PREA, Rochester now has a Plot Plan, but it is not tracked in SISU.

Plot Plan Positions

Plot Plan documents organize security staff by posts 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 the post 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 posts for statewide initiatives, as well as individual facility adjustments. An example in this reporting period is the removal of 45 correction officer posts that occurred at Bare Hill, Franklin, Gowanda and Wyoming Correctional Facilities due to Housing Unit consolidations. The Department is currently waiting for the Budget Fill Levels to be increased at the facilities which were evaluated during this reporting period as part of the three fiscal year Memorandum of Understanding which began fiscal year 2014-2015 between the Department and NYSCOPBA to further enhance the safety and security of staff, inmates and the public.

From January 2000 through September 2016, the inmate population declined by 26.79 percent while correction officer and correction sergeant plot plan positions declined by a combined 12.51 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, 2015 through September 30, 2016. Table B also displays net inmate population data on September 30, 2016. 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, 2015 - SEPTEMBER 30, 2016

FACILITY	TOTAL CO NET +/-	TOTAL SGT NET +/-	TOTAL INMATE NET* +/-
ADIRONDACK	0	0	8
ALBION	0	0	-28
ALTONA	0	0	13
ATTICA	0	0	-30
AUBURN	0	0	-24
BARE HILL	3	0	-54
BEDFORD HILLS	0	0	-47
CAPE VINCENT	4	0	1
CAYUGA	0	0	-84
CLINTON	0	0	79
COLLINS	1	0	-15
COXSACKIE	16	2	147
DOWNSTATE	0	0	92
EASTERN	0	0	7
EDGECOMBE	0	0	47
ELMIRA	0	0	9
FISHKILL	4	0	-48
FIVE POINTS	0	0	96
FRANKLIN	0	0	-68
GOUVERNEUR	1	0	-13
GOWANDA	0	0	-30
GREAT MEADOW	0	0	-34
GREEN HAVEN	0	0	-2
GREENE	4	0	-34
GROVELAND	0	0	-20
HALE CREEK ASACTC	3	0	46
HUDSON	0	0	-209
LAKEVIEW SICF	2	0	-65
LINCOLN	0	0	88
LIVINGSTON	0	0	21
MARCY	5	0	26
MID-STATE	0	0	-45
MOHAWK	0	0	120
MORIAH SICF	0	0	18
OGDENSBURG	0	0	14
ORLEANS	4	0	-57
OTISVILLE	0	0	-8
QUEENSBORO	0	0	-59
RIVERVIEW	9	0	2
ROCHESTER **	0	0	0
SHAWANGUNK	3	0	2
SING-SING	0	0	-8
SOUTHPORT	0	0	-105
SULLIVAN	4	0	-15
TACONIC	0	0	-27
ULSTER	0	0	97
UPSTATE	2	0	-45
WALLKILL	0	0	4
WASHINGTON	0	0	16
WATERTOWN	5	0	11
WENDE	7	0	10
WILLARD DTC	0	0	-30
WOODBOURNE	13	2	-13
WYOMING	5	0	-171
Net Change	95	4	-414
% Change	0.35%		-0.79%

* Excludes out to court and temporary release

** Rochester has no COs or Sgts. Supervision is by non-uniformed CCCA's.

Overtime Hours and Costs

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 2015-16, we estimate the closing of posts and redirection of staff resulted in avoiding approximately \$18.9 million in overtime costs that year.

In fiscal year 2015-16, the State, recognizing the need to maintain prison safety and security through the use of overtime, appropriated a state operations overtime base of approximately \$155 million for the supervision of inmates. That paid for approximately 3,098,141 hours of overtime at the security overtime rate of \$50.03 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 detached assignments (i.e., the Training Academy or the Office of Special Investigations), 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 1.83 million staff hours were charged to sick leave absences. Our funding assumes a maximum of 11 days of sick leave for each correction officer annually. During fiscal year 2015-16, 12.9 days of sick leave were taken per correction officer, 1.94 days or 274,494 hours more than are funded.

Correction officer vacancies (unfilled jobs) occurring in the system have averaged 1.57 million hours annually for the past two fiscal years. In fiscal year 2015-16 the total was approximately 1.28 million hours and is an 11% decrease 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. DOCCS used 1,475,724 staff hours to cover workers' compensation absences in 2015-16, an increase of 1.78 percent from the prior fiscal year and an increase of 86.75 percent since fiscal year 2004-05 through fiscal year 2015-16.¹

Coverage for military leave required 104,204 staff hours. The Department has long supported its employees serving in the military.

To a much lesser extent, additional workload also impacts overtime. Construction overtime was funded by capital monies, but still requires significant use of staff resources. In fiscal year 2015-16, a total of 524,855 hours were used to cover construction projects, an increase of 11.3 percent from the prior year. These hours are far fewer than the absence 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 424,802 staff hours for medical trips and 397,394 hours for outside hospital posts beyond the established plot plan posts. In 2015-16, medical trip hours increased by 11.2 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 2015-16 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

1. 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, 2015 - MARCH 31, 2016

FACILITY CLASSIFICATION	TOTAL CO OT/HOURS	TOTAL SGT OT/HOURS	CO OT @ \$50.03	SGT OT @ \$61.29
MAX	1,678,960.89	171,498.50	\$77,366,517.81	\$10,511,143
MED	958,816.50	144,343.05	\$44,182,264	\$8,846,786
MIN	78,625.50	8,394.00	\$3,623,063	\$514,468
WILLARD DTC	27,964.25	4,114.50	\$1,288,593	\$252,178
	2,744,367.14	328,350.05	\$126,460,438	\$20,124,575

TABLE D

TOTAL NUMBER OF BEDS AND EMPTY BEDS as of 12/31/16

FACILITY CLASSIFICATION	FACILITY	TOTAL NUMBER OF BEDS	TOTAL NUMBER OF EMPTY BEDS
MAX	ATTICA	2141	65
MAX	AUBURN	1766	106
MAX	BEDFORD HILLS	926	156
MAX	CLINTON	2852	136
MAX	COXSACKIE	1006	77
MAX	DOWNSTATE	1221	66
MAX	EASTERN	985	26
MAX	ELMIRA	1774	104
MAX	FIVE POINTS	1587	131
MAX	GREAT MEADOW	1612	64
MAX	GREEN HAVEN	2068	49
MAX	SHAWANGUNK	532	24
MAX	SING-SING	1747	90
MAX	SOUTHPORT	945	124 + (252)
MAX	SULLIVAN	566	64
MAX	UPSTATE	1352	194
MAX	WENDE	918	72
MED	ADIRONDACK	558	14 + (133)
MED	ALBION	1233	157
MED	ALTONA	482	32
MED	BARE HILL	1714	53 + (180)
MED	CAPE VINCENT	882	43
MED	CAYUGA	882	24
MED	COLLINS	907	15
MED	FISHKILL	1640	76 + (28)
MED	FRANKLIN	1730	77 + (240)
MED	GOUVERNEUR	882	53
MED	GOWANDA	1755	72 + (150)
MED	GREENE	1555	52
MED	GROVELAND	1106	38
MED	HALE CREEK ASACTC	432	72
MED	HUDSON	315	130
MED	LIVINGSTON	874	34
MED	MARCY *	1198	32
MED	MID-STATE	1478	41
MED	MOHAWK **	1462	86
MED	OGDENSBURG	604	92 + (122)
MED	ORLEANS	822	71
MED	OTISVILLE	603	24
MED	RIVERVIEW	882	53
MED	TACONIC	387	47
MED	ULSTER	882	80
MED	WALLKILL	608	69
MED	WASHINGTON	874	31
MED	WATERTOWN	670	31 + (98)
MED	WOODBOURNE	853	18
MED	WYOMING	1714	91 + (120)
MIN	EDGEcombe	71	30
MIN	LAKEVIEW SICF	822	214
MIN	LINCOLN	284	69
MIN	MORIAH SICF	300	124
MIN	QUEENSBORO	424	181
MIN	ROCHESTER	90	14
	WILLARD DTC	866	87

* 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:

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December 2016