



# Corrections and Community Supervision

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## REPORT ON SECURITY STAFFING

2019

**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**

In accordance with Correction Law § 29(4)(a) and (4)(b), the purpose of this annual report is to provide information to the Legislature on the staffing of correction officers and correction sergeants in state correctional facilities. The report provides information about post closures, plot plan positions, security overtime for correction officers, correction sergeants and correction lieutenants, 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, 2018 through September 30, 2019. 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 for 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

Closed posts occur as a result of a function ceasing which allows staff to be utilized to offset staff vacancies, absences, additional services or overtime expenditures. 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, infirmaries, classrooms, shops and other areas of inmate access.

The closing of posts or utilization of overtime to staff necessary security functions are options usually reserved to accommodate 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 averaged around 3 percent of posts being closed per day. For this report period, the statewide daily average number of closed posts is 4.9 per facility. Generally, facilities that averaged a significantly higher number than the statewide daily average had either a reduction in inmate population or posts were located in 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.

It is the Superintendent'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 allows staff from the closed posts to offset staff vacancies, absences or overtime when possible. For example, inclement weather may result in the closure of an outside work crew post. That post officer would then be redirected to cover other security priorities. No posts are closed that would jeopardize the safety and security of the facility.

Sergeant closed posts for this report period had a daily average of less than one per facility and a statewide daily average of 2 percent of total sergeant posts.

Closed post data originates from facility work chart entries on a daily basis. The SISU database 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, 2018 through September 30, 2019.

**TABLE A**  
**DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION**  
**AVERAGE DAILY CLOSED POSTS**  
**OCTOBER 1, 2018 - SEPTEMBER 30, 2019**

<b>FACILITY CLASSIFICATION</b>	<b>FACILITY</b>	<b>CO PLOT PLAN POSTS</b>	<b>AVERAGE CLOSED POSTS*</b>	<b>SGT PLOT PLAN POSTS</b>	<b>AVERAGE CLOSED POSTS*</b>
MAX	ATTICA	572	3	24	0
MAX	AUBURN	568	6	26	0
MAX	BEDFORD HILLS	430	7	17	0
MAX	CLINTON	930	4	31	0
MAX	COXSACKIE	370	14	16	0
MAX	DOWNSTATE	506	8	22	0
MAX	EASTERN	335	1	12	1
MAX	ELMIRA	481	0	20	0
MAX	FIVE POINTS	469	2	19	0
MAX	GREAT MEADOW	562	3	20	1
MAX	GREEN HAVEN	566	4	23	0
MAX	SHAWANGUNK	260	0	9	0
MAX	SING-SING	622	6	25	1
MAX	SOUTHPORT	277	13	13	0
MAX	SULLIVAN	297	1	11	0
MAX	UPSTATE	332	7	17	0
MAX	WENDE	506	2	19	1
MED	ADIRONDACK	150	31	6	0
MED	ALBION	455	10	15	0
MED	ALTONA	148	1	8	0
MED	BARE HILL	340	2	13	0
MED	CAPE VINCENT	228	2	8	1
MED	CAYUGA	231	1	9	0
MED	COLLINS	379	5	17	0
MED	FISHKILL	760	5	28	0
MED	FRANKLIN	350	3	13	0
MED	GOUVERNEUR	244	1	10	0
MED	GOWANDA	519	10	17	0
MED	GREENE	453	2	21	0
MED	GROVELAND	325	3	14	0
MED	HALE CREEK ASACTC	110	1	4	0
MED	HUDSON	164	16	8	0
MED	LIVINGSTON	*	16	7	0
MED	MARCY	332	3	14	0
MED	MID-STATE	475	3	19	0
MED	MOHAWK	434	6	21	0
MED	OGDENSBURG	194	1	8	0
MED	ORLEANS	257	1	11	0
MED	OTISVILLE	212	1	8	0
MED	RIVERVIEW	228	1	8	0
MED	TACONIC	129	3	6	0
MED	ULSTER	258	11	16	0
MED	WALLKILL	153	4	7	0
MED	WASHINGTON	226	3	8	0
MED	WATERTOWN	211	2	9	2
MED	WOODBOURNE	290	0	10	0
MED	WYOMING	356	1	14	0
MIN	EDGECOMBE	66	1	5	0
MIN	LAKEVIEW SICF	309	13	12	0
MIN	LINCOLN	*	9	3	0
MIN	MORIAH SICF	66	3	3	0
MIN	QUEENSBORO	159	5	7	0
MIN	ROCHESTER	**		0	0
	WILLARD DTC	227	2	8	
<b>TOTAL</b>		17521	262	719	11

## **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 resource pool, a group of officers intended to cover unanticipated workload; but now predominantly utilized to offset absences and securing coverage for unfunded mandates.

Facility Plot Plans are adjusted to reflect decreases and increases of security posts for statewide initiatives, as well as individual facility adjustments. Several examples are the addition of eight correction officers and one correction sergeant posts at Collins Correctional Facility for their Work Release Program, 27 correction officer and three correction sergeant posts at Upstate for their Confinement Program Plan, 72 correction officers, five sergeants and one lieutenant at Southport Correctional Facility to staff their Step-Down Program, and 17 correctional officers and two sergeants to Queensboro for the processing of Work Release inmates formally housed at the now shuttered Lincoln Correctional Facility. The closure of Livingston and Lincoln Correctional Facilities resulted in the redistribution of staff to facilities in the southern/metropolitan portion of the state, while the consolidation of housing units at Bare Hill, Greene, and Gowanda resulted in a decrease of staff at those facilities.

From January 2000 through September 2019, the inmate population declined by 36.11 percent while correction officer and correction sergeant plot plan positions declined by a combined 13.46 percent due to consolidations and facility closures. The fact that these are not proportionate is due to the security needs that exist in the facilities regardless of inmate population decrease. This is most often attributed to the facility lay out.

Table B displays the net change in positions added to or eliminated from Correction Officer and Correction Sergeant plot plans by facility for the report period of October 1, 2018 through September 30, 2019. 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, 2018 - SEPTEMBER 30, 2019**

FACILITY	TOTAL CO NET +/-	TOTAL SGT NET +/-	TOTAL INMATE NET* +/-
ADIRONDACK	0	0	16
ALBION	0	0	(69)
ALTONA	0	0	(51)
ATTICA	0	0	(155)
AUBURN	0	0	(155)
BARE HILL	-5	0	(67)
BEDFORD HILLS	0	0	(12)
CAPE VINCENT	0	0	(69)
CAYUGA	0	0	(9)
CLINTON	0	0	(276)
COLLINS	8	1	3
COXSACKIE	0	0	(74)
DOWNSTATE	0	0	(20)
EASTERN	0	0	29
EDGECOMBE	0	0	(16)
ELMIRA	0	0	42
FISHKILL	0	0	(8)
FIVE POINTS	0	0	(183)
FRANKLIN	-5	0	(95)
GOUVERNEUR	-5	0	(100)
GOWANDA	0	0	137
GREAT MEADOW	19	0	(63)
GREEN HAVEN	0	0	-
GREENE	0	0	(206)
GROVELAND	-12	0	(61)
HALE CREEK ASACTC	0	0	38
HUDSON	0	0	(14)
LAKEVIEW SICF	0	0	(54)
LINCOLN	-69	-5	(95)
LIVINGSTON	-223	-12	(782)
MARCY	0	0	(46)
MID-STATE	0	0	-
MOHAWK	17	0	(23)
MORIAH SICF	0	0	(47)
OGDENSBURG	0	0	(20)
ORLEANS	0	0	9
OTISVILLE	0	0	79
QUEENSBORO	17	2	42
RIVERVIEW	-5	0	(104)
ROCHESTER **	0	0	0
SHAWANGUNK	0	0	(8)
SING-SING	0	0	(70)
SOUTHPORT	79	5	23
SULLIVAN	0	0	(7)
TACONIC	0	0	(23)
ULSTER	0	0	(45)
UPSTATE	27	3	(91)
WALLKILL	0	0	3
WASHINGTON	0	0	(42)
WATERTOWN	0	0	(70)
WENDE	0	0	(17)
WILLARD DTC	0	0	(25)
WOODBOURNE	0	0	30
WYOMING	-5	0	(41)
<b>Net Change</b>	<b>-162</b>	<b>-6</b>	<b>(2,862)</b>
<b>% Change</b>	<b>-0.56%</b>		<b>-4.48%</b>

\* Excludes out to court and temporary release

## **Overtime Hours and Costs**

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

In fiscal year 2018-2019 the State, recognizing the need to maintain prison safety and security through the use of overtime, appropriated a state operations overtime base of approximately \$189 million for the supervision of inmates. That paid for approximately 3,719,139 hours of overtime at the Correction Officer overtime rate of \$50.21 per hour, the Sergeant overtime rate of \$60.36 per hour and the Lieutenant overtime rate of \$70.97 per hour.

Funding for staff does not cover all absences. Workers' compensation, or situations where employees may be in work status but not at their assigned posts (i.e., detached assignment correction officers detailed to the Training Academy or the Office of Special Investigations), travel status, union business, military leave and jury duty are examples of absences not covered.

The five highest correction officer absence categories are sick leave, workers' compensation, training, detached assignments and disciplinary suspensions. These absences have the biggest impact on overtime. During the last fiscal year, approximately 1.95 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 2018-2019, 13.6 days of sick leave were taken per correction officer, 2.6 days or 318,624 hours which were funded through the use of overtime expenditures.

In relation to the aforementioned leave categories, there were 475,316 correction officer vacancy hours for fiscal year 2018-2019, an increase of 11 percent compared to fiscal year 2017-2018, which had 428,392 vacancy hours. Since vacancies in permanent positions present a potential security risk, both post closures and overtime was used to cover the vacancies in the system to safeguard employees and the inmate population.

Workers' compensation leave decreased this fiscal year from last fiscal year. DOCCS used 1,545,088 staff hours to cover workers' compensation absences in 2018-2019, a decrease of 1 percent from the prior fiscal year and an increase of 37 percent since fiscal year 2008-09 through fiscal year 2018-2019.<sup>1</sup>

## **Overtime Hours and Costs (continued)**

Coverage for military leave required 152,230 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 2018-2019, a total of 602,463 hours was used to cover construction projects, an increase of .2 percent from the prior year. These hours are far fewer than the absence hours spent on sick leave and workers' compensation.<sup>2</sup> The Department must also expend approximately 8,891 hours of overtime annually to comply with Federal Occupational Safety and Health Administration (OSHA) training standards pertaining to Fire Brigades.

The delivery of health care to inmates required the use of an additional 457,346 staff hours for medical trips and 371,425 hours for outside hospital posts beyond the established plot plan posts. In 2018-2019, medical trip hours increased by 1.8 percent from the prior fiscal year. 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 daily by the Security Information Staffing Unit in Central Office and facility Superintendents. Mid-shift overtime reviews are conducted at the supervisory level on all shifts at the HUB and facility levels.

On-site facility reviews are continuously conducted by the Security Information Staffing Unit to evaluate overtime, staff utilization, additional services usage, preplanning practices, leave policies and schedules, local agreements, supervisor charts and post descriptions. 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.

In addition to the daily, bi-weekly and multiple other periods by which overtime is monitored by the Security Information Staffing Unit; overtime is also monitored by the Department's Office of Budget and Finance. Data is provided by both offices to the Department's Executive Team which conducts video conferencing with identified facilities on a quarterly basis. This video conferencing has been in place since November 2017 and utilizes benchmarks and targets for each facility. It allows the facility an opportunity to discuss why they were unable to meet their established target, justify their utilization of overtime and discuss what mitigating strategies will be employed to meet future targets.

Table C displays fiscal year 2018-2019 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**  
**APRIL 1, 2018 - MARCH 31, 2019**

<b>FACILITY CLASSIFICATION</b>	<b>TOTAL CO OT/HOURS</b>	<b>TOTAL SGT OT/HOURS</b>	<b>CO OT @ \$47.10</b>	<b>SGT OT @ \$60.36</b>
MAX	1,867,055.44	190,999.93	\$87,938,311.22	\$11,528,755.77
MED	1,075,462.13	154,942.60	\$50,654,266.32	\$9,352,335.34
MIN	76,925.00	10,069.75	\$3,623,167.50	\$607,810.11
WILLARD DTC	27,021.00	4,811.75	\$1,272,689.10	\$290,437.23
	<b>3,046,463.57</b>	<b>360,824.03</b>	<b>\$143,488,434.15</b>	<b>\$21,779,338.45</b>

TABLE D

## TOTAL NUMBER OF BEDS AND EMPTY BEDS as of 12/31/19

FACILITY CLASSIFICATION	FACILITY	TOTAL NUMBER OF BEDS	TOTAL NUMBER OF EMPTY BEDS
MAX	ATTICA	2,143	278
MAX	AUBURN	1,766	155
MAX	BEDFORD HILLS	926	229
MAX	CLINTON	2,852	479
MAX	COXSACKIE	1,006	165
MAX	DOWNSTATE	1,221	162
MAX	EASTERN	985	33
MAX	ELMIRA	1,774	143
MAX	FIVE POINTS	1,587	288
MAX	GREAT MEADOW	1,611	171
MAX	GREEN HAVEN	2,068	120
MAX	SHAWANGUNK	532	66
MAX	SING-SING	1,741	234
MAX	SOUTHPORT	693	328
MAX	SULLIVAN	566	76
MAX	UPSTATE	1,093	408
MAX	WENDE	918	134
MED	ADIRONDACK (AO FAC)	150	128
MED	ALBION	1,241	358
MED	ALTONA	482	100
MED	BARE HILL	1,714	129 + (480)
MED	CAPE VINCENT	882	122
MED	CAYUGA	882	62
MED	COLLINS	1,172	145
MED	FISHKILL	1,857	209
MED	FRANKLIN	1,730	105 + (360)
MED	GOUVERNEUR	1,082	141 + (60)
MED	GOWANDA	1,755	195 + (248)
MED	GREENE	1,759	224 + (108)
MED	GROVELAND	1,106	133 + (64)
MED	HALE CREEK	480	43
MED	HUDSON (AO FAC)	262	150
MED	MARCY *	1,198	127
MED	MID-STATE	1,603	201
MED	MOHAWK **	1,457	165
MED	OGDENSBURG	604	123 + (122)
MED	ORLEANS	1,074	252
MED	OTISVILLE	603	9
MED	RIVERVIEW	882	126 + (60)
MED	TACONIC	387	83
MED	ULSTER	812	336
MED	WALLKILL	608	10
MED	WASHINGTON	874	99
MED	WATERTOWN	670	146 + (98)
MED	WOODBOURNE	849	51
MED	WYOMING	1,714	85 + (360)
MIN	EDGECOMBE	183	78
MIN	LAKEVIEW SICF	922	270
MIN	MORIAH SICF	300	131
MIN	QUEENSBORO	424	78
MIN	ROCHESTER	90	47
	WILLARD DTC	659	107

\* 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.