



Corrections and Community Supervision

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REPORT ON SECURITY STAFFING

2020

**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 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, 2019 through September 30, 2020. 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 workday, 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 3 percent. 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, 2019 through September 30, 2020.

TABLE A					
DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION					
AVERAGE DAILY CLOSED POSTS					
OCTOBER 1, 2019 - SEPTEMBER 30, 2020					
FACILITY CLASSIFICATION	FACILITY	CO PLOT PLAN POSTS	AVERAGE CLOSED POSTS	SGT PLOT PLAN POSTS	AVERAGE CLOSED POSTS
MAX	ATTICA	572	10.29	24	0.71
MAX	AUBURN	568	9.44	26	0.95
MAX	BEDFORD HILLS	430	13.32	13	1.39
MAX	CLINTON	930	7.18	31	0.62
MAX	COXSACKIE	370	6.50	16	0.05
MAX	DOWNSTATE	506	29.70	22	1.85
MAX	EASTERN	335	5.34	12	0.27
MAX	ELMIRA	481	4.90	20	0.10
MAX	FIVE POINTS	469	8.27	19	0.11
MAX	GREAT MEADOW	562	5.25	20	0.85
MAX	GREEN HAVEN	566	11.01	23	0.74
MAX	SHAWANGUNK	260	3.04	9	0.10
MAX	SING-SING	622	16.77	25	0.59
MAX	SOUTHPORT	276	13.30	13	0.02
MAX	SULLIVAN	297	1.31	11	0.02
MAX	UPSTATE	333	16.50	17	0.18
MAX	WENDE	506	7.76	19	0.29
MED	ADIRONDACK	150	31.17	6	0.37
MED	ALBION	445	9.63	15	0.09
MED	ALTONA	148	33.27	8	0.06
MED	BARE HILL	330	2.60	13	0.02
MED	CAPE VINCENT	228	2.89	8	0.02
MED	CAYUGA	231	4.03	9	0.01
MED	COLLINS	379	3.04	17	0.15
MED	FISHKILL	760	12.12	28	1.08
MED	FRANKLIN	350	4.23	13	0.06
MED	GOUVERNEUR	244	1.59	10	0.00
MED	GOWANDA	505	11.15	17	0.56
MED	GREENE	443	8.14	21	0.14
MED	GROVELAND	325	5.68	14	0.06
MED	HALE CREEK ASACTC	110	2.06	4	0.01
MED	HUDSON	164	20.25	8	0.23
MED	MARCY	332	7.73	14	0.30
MED	MID-STATE	474	7.11	19	0.23
MED	MOHAWK	435	8.13	21	0.19
MED	OGDENSBURG	194	2.30	8	0.02
MED	ORLEANS	257	2.69	11	0.04
MED	OTISVILLE	212	3.49	8	0.26
MED	RIVERVIEW	228	4.99	8	0.04
MED	TACONIC	129	7.30	6	0.15
MED	ULSTER	258	14.40	16	2.55
MED	WALLKILL	153	2.51	7	0.04
MED	WASHINGTON	226	3.83	8	0.09
MED	WATERTOWN	211	3.38	9	0.12
MED	WOODBOURNE	290	1.26	10	0.11
MED	WYOMING	356	2.49	14	0.03
MIN	EDGECOMBE	67	5.36	5	0.04
MIN	LAKEVIEW SICF	309	14.48	12	0.04
MIN	MORIAH SICF	66	3.47	3	0.13
MIN	QUEENSBORO	159	10.62	7	0.32
	WILLARD DTC	227	12.70	8	0.26
	TOTAL	17478	439.97	705	16.66

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 conversion of the Adirondack Adolescent Offender Facility to a general population facility that houses inmates who are 55 years old or older. This conversion resulted in changes to 29 facility posts to meet the current mission of the facility. The second example was the conversion of the Hudson Adolescent Offender Facility to a facility that houses inmates who are in the Protective Custody Status. The conversion resulted in changes to 86 facility posts to meet the new mission of the facility. Edgecombe added one officer for a Front Gate Lobby post. Further, 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 2020, the inmate population declined by 49.6 percent while correction officer and correction sergeant plot plan positions declined by a combined 18.9 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, 2019 through September 30, 2020. 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, 2019 - SEPTEMBER 30, 2020

FACILITY	TOTAL CO NET +/-	TOTAL SGT NET +/-	TOTAL INMATE NET* +/-
ADIRONDACK			81
ALBION			-308
ALTONA			-157
ATTICA			-134
AUBURN			-138
BARE HILL	-10		-402
BEDFORD HILLS			-174
CAPE VINCENT			-215
CAYUGA			-120
CLINTON			-159
COLLINS			-156
COXSACKIE			-45
DOWNSTATE			-361
EASTERN			-81
EDGECOMBE	1		-50
ELMIRA			-201
FISHKILL			-368
FIVE POINTS			-100
FRANKLIN			-280
GOUVERNEUR			-171
GOWANDA	-14		-491
GREAT MEADOW			-47
GREEN HAVEN			-228
GREENE	-10		-293
GROVELAND			-222
HALE CREEK ASACTC			-137
HUDSON			-14
LAKEVIEW SICF			-348
MARCY			-127
MID-STATE	-1		-389
MOHAWK	1		-401
MORIAH SICF			-61
OGDENSBURG			-81
ORLEANS			-277
OTISVILLE			-77
QUEENSBORO			-198
RIVERVIEW	-5		-193
SHAWANGUNK			-64
SING-SING			-248
SOUTHPORT			64
SULLIVAN			-5
TACONIC			-119
ULSTER			-244
UPSTATE			-225
WALLKILL			-201
WASHINGTON			-126
WATERTOWN			-161
WENDE			-91
WILLARD DTC			-345
WOODBOURNE			-91
WYOMING			-559
Net Change	-38	0	-9538
% Change	-0.56%		-4.48%

* 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 2019-2020 the State, recognizing the need to maintain prison safety and security through the use of overtime, appropriated a state operations overtime base of approximately \$186 million for the supervision of inmates. That paid for approximately 3,719,139 hours of overtime at the Correction Officer overtime rate of \$49.64 per hour and the Sergeant overtime rate of \$61.60 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 personal sick leave, workers' compensation, training, detached assignments and family sick. These absences have the biggest impact on overtime. During the last fiscal year, approximately 2 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 2019-2020, 14 days of sick leave were taken per correction officer, 3 days or 428,571 hours which were funded through the use of overtime expenditures.

In relation to the aforementioned leave categories, there were 449,028 correction officer vacancy hours for fiscal year 2019-2020, a decrease of 5.5 percent compared to fiscal year 2018-2019, which had 475,316 vacancy hours. Since vacancies in permanent positions present a potential security risk, both post closures and overtime were used to cover the vacancies in the system to safeguard employees and the inmate population.

Workers' compensation leave increased this fiscal year from last fiscal year. DOCCS used 1,645,052 staff hours to cover workers' compensation absences in 2019-2020, an increase of 6 percent from the prior fiscal year and an increase of 35 percent since fiscal year 2009-10 through fiscal year 2019-2020.¹

Overtime Hours and Costs (continued)

Coverage for military leave required 176,491 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 2019-2020, a total of 506,609 hours was used to cover construction projects, a decrease of 1.2 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 8,891 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 439,531 staff hours for medical trips and 348,884 hours for outside hospital posts beyond the established plot plan posts. In 2019-2020, medical trip hours decreased by 4 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.

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 2019-2020 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, 2019 - MARCH 31, 2020

FACILITY CLASSIFICATION	TOTAL CO OT/HOURS	TOTAL SGT OT/HOURS	CO OT @ \$49.64	SGT OT @ \$61.60
MAX	1,844,253.44	203,389.15	\$91,548,740.76	\$12,425,043.17
MED	1,122,492.41	149,243.35	\$55,720,523.23	\$9,117,276.25
MIN	76,375.65	9,072.00	\$3,791,287.27	\$554,208.48
WILLARD DTC	27,655.25	4,715.25	\$1,372,806.61	\$288,054.62
	3,070,776.75	366,419.75	\$152,433,357.87	\$22,384,582.53

TABLE D

TOTAL NUMBER OF BEDS AND EMPTY BEDS as of 12/31/20

FACILITY CLASSIFICATION	FACILITY	TOTAL NUMBER OF BEDS	TOTAL NUMBER OF EMPTY BEDS
MAX	ATTICA	2,143	444
MAX	AUBURN	1,766	282
MAX	BEDFORD HILLS	819	275
MAX	CLINTON	2,836	586
MAX	COXSACKIE	1,006	170
MAX	DOWNSTATE	1,221	269
MAX	EASTERN	985	141
MAX	ELMIRA	1,774	377
MAX	FIVE POINTS	1,587	318
MAX	GREAT MEADOW	1,611	221
MAX	GREEN HAVEN	2,068	342
MAX	SHAWANGUNK	536	131
MAX	SING-SING	1,741	415
MAX	SOUTHPORT	693	270
MAX	SULLIVAN	566	61
MAX	UPSTATE	1,093	428
MAX	WENDE	918	207
MED	ADIRONDACK	180	71 (16)
MED	ALBION	1,111	562
MED	ALTONA	414	211
MED	BARE HILL	1,434	601 (79)
MED	CAPE VINCENT	742	305
MED	CAYUGA	842	190
MED	COLLINS	1,150	303
MED	FISHKILL	1,916	682
MED	FRANKLIN	1,450	230 (267)
MED	GOUVERNEUR	942	321
MED	GOWANDA	1,754	681 (248)
MED	GREENE	1,567	612
MED	GROVELAND	993	364
MED	HALE CREEK	472	176
MED	HUDSON	266	120 (5)
MED	MARCY *	1,062	146
MED	MID-STATE	1,499	330
MED	MOHAWK **	1,316	314
MED	OGDENSBURG	565	260 (84)
MED	ORLEANS	909	308
MED	OTISVILLE	622	152
MED	RIVERVIEW	742	236 (50)
MED	TACONIC	387	190
MED	ULSTER	690	355
MED	WALLKILL	536	227
MED	WASHINGTON	734	194
MED	WATERTOWN	610	271 (98)
MED	WOODBOURNE	849	175
MED	WYOMING	1,434	447 (100)
MIN	EDGECOMBE	129	74 (10)
MIN	LAKEVIEW SICF	922	637
MIN	MORIAH SICF	300	238
MIN	QUEENSBORO	424	149
MIN	ROCHESTER	70	19
	WILLARD DTC	664	102

* 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.