
 <b>Corrections and Community Supervision</b>  <b>DIRECTIVE</b>	TITLE <b>Division of Correctional Industries (Corcraft)</b>		NO. 6922
			DATE 04/15/2022
SUPERSEDES DIR# 6922 Dtd. 06/06/19	DISTRIBUTION A	PAGES PAGE 1 OF 3	DATE LAST REVISED
REFERENCES (Include but are not limited to) Correction Law Sec. 184; NYS Finance Law; ACA Expected Practices 5-ACI-7A-03, 5-ACI-7A-04, 5-ACI-7A-08, 5-ACI-7A-09, 5-ACI-7A-10 2-CI-6A-1, 2-CI-6A-3, 2-CI-6A-8, 2-CI-6A-9, 2-CI-6B-1, 2-CI-6E-2; Directives #3050, #4803	APPROVING AUTHORITY 		

**I. DESCRIPTION:** The Division of Correctional Industries (Corcraft) is a major component within the Department of Corrections and Community Supervision (DOCCS). New York’s Correctional Industries Program is the oldest in the United States, beginning in the early nineteenth century at Auburn Prison. The Division of Industries was organized in 1893 pursuant to Section 184 of Correction Law, which authorized the Department to manufacture articles and goods utilizing incarcerated individual labor. By law, Corcraft can sell goods and services only to public entities and charitable organizations.

Corcraft is designated a “preferred source” by New York State Law. Section 162 of the State Finance Law confers “preferred status” upon commodities produced by DOCCS Correctional Industries Program (Corcraft), and thereby exempts purchases from Corcraft “from the competitive procurement provisions of Section 163 of this Article and from other competitive procurement statutes.”

Customers can buy directly from Corcraft without having to go through a time-consuming bid process.

In an effort to remain competitive in the marketplace, Corcraft continuously develops new products which utilize raw materials and components.

**II. MISSION:** Corcraft’s mission is to employ incarcerated individuals in real work situations producing quality goods and services at competitive prices, delivered on time as required by its customers at a minimal cost to the taxpayer. Corcraft provides the necessary resources for a real work environment where opportunities are available for incarcerated individuals to learn marketable skills and work habits, including the soft skills necessary to achieve success and enhance their employability upon release. Corcraft strives to develop a work ethic in incarcerated individual employees, to motivate each to seek and maintain employment, and become productive citizens upon re-entry into society.

Corcraft is first and foremost a correctional program. Corcraft, in conjunction with Security Services, works to create and maintain a safe and secure atmosphere for both staff and incarcerated individuals. Corcraft is bound to follow and work within all DOCCS security protocols.

**III. CRITERIA:** For placement in a Corcraft program, incarcerated individuals should meet the minimum education level of High School diploma or equivalent and meet each correctional facility’s program committee criteria in accordance with Directive #4803, “Incarcerated Individual Program Placement.”

Incarcerated individual jobs are assigned based on skills, education, and Corcraft’s needs.

#### IV. PHYSICAL LOCATION/FUNCTION

- A. The Division of Correctional Industries Main Office: Corcraft is located at 550 Broadway, Albany, New York 12204 ([www.corcraft.org](http://www.corcraft.org)). The building consists of offices, a warehouse, and a distribution center.
1. Executive Direction: The Director of Correctional Industries is responsible for the overall management of the Correctional Industries Program (Corcraft).
  2. Administration: Includes all aspects of budgeting, cost accounting and financial reporting, accounts payable, accounts receivable and billing, contract administration and management, and audit and control.
  3. Operations: Includes engineering services, production control, distribution and warehouse, and quality control assessment.
  4. Marketing and Sales: Includes order and customer services unit, sales, marketing, installation and repair, and design services.
- B. Facility Correctional Industry Programs: Corcraft operates a variety of manufacturing shops at the following correctional facilities:
1. Albion: Manufactures metal products incorporating welding and metal fabrication for a variety of products including shelving, waste receptacles, and steel fireplace grills, as well as components for other Industries programs. Albion also has an engraving operation for signage, plaques, and name badges for DOCCS and other departments.
  2. Attica: Manufactures metal case goods for offices and commercial applications such as: file cabinets, storage cabinets, lockers, desks, and other miscellaneous metal products.
  3. Auburn: Responsible for the production of all license plates for the NYS Department of Motor Vehicles (DMV) as well as other municipalities, such as police and sheriff departments. Auburn also manufactures wood products, including office furniture and chairs.
  4. Bedford Hills: Operates a telephone communication call center for the DMV. Members of the public can call a toll-free number with questions regarding their car registration, license insurance, and other DMV related questions.
  5. Clinton: Manufactures garments including incarcerated individual clothing and various other specialty items.
  6. Coxsackie: Manufacturing facility for textiles, including incarcerated individual clothing and various other specialty items.
  7. Eastern: Producer of mattresses, pillows, and signage for roads and highways. Eastern is also a textile manufacturing facility, producing incarcerated individual clothing and various other specialty items.
  8. Elmira: Production of printed forms and logbooks. Also, a manufacturer of specialized aluminum castings such as historical markers and fire hydrant caps.
  9. Fishkill: Manufactures specialty steel products to specific customer specifications and design, consisting of unique and custom metal security products.
  10. Franklin: Manufacturing facility for textiles, including incarcerated individual clothing and various other specialty items.

11. Great Meadow: Manufactures a wide variety of chemical products for commercial and institutional use, including but not limited to: floor wax, bus wash, neutral cleaner, and degreasers.
  12. Greene: Operates a telephone communication call center for the DMV. Members of the public can call a toll-free number with questions regarding their car registration, license insurance, and other DMV related questions.
  13. Green Haven: Produces a large variety of product to include office furniture and partition or landscape systems. Chair assembly is a specialty of Green Haven and they are also a textile manufacturing facility, producing incarcerated individual clothing and various other specialty items.
  14. Otisville: Manufactures police road barricades for the New York City Police Department. Also produces wooden pallets for internal use as a cost avoidance to the agency.
  15. Shawangunk: A textile manufacturing facility, including incarcerated individual clothing and various other specialty items.
  16. Wallkill: Manufactures prescription eyewear for NYS Medicaid recipients, NYC Board of Education, and other agencies, as well as all incarcerated individuals in DOCCS and all psychiatric centers in the State. They also manufacture lenses for other states upon request.
- C. Corcraft policies and procedures are available to all Corcraft staff, Central Office Executive Team Members, and to Executive Team Members at facilities with Corcraft Industries programs at:  
[http://docshome.doccs.ny.gov/Training/Corcraft%20IntraNet/Forms/Corcraft\\_IntraNet.aspx](http://docshome.doccs.ny.gov/Training/Corcraft%20IntraNet/Forms/Corcraft_IntraNet.aspx).

## V. ADDITIONAL SERVICES

- A. Hazardous Materials Abatement Teams: Several facilities have abatement teams that are proficient and are trained in asbestos, lead paint, mold, bird feces, and related abatement and remediation services. The teams work within DOCCS facilities, as well as conducting projects for other State agencies and local municipalities.
- Asbestos abatement participants are eligible for Limited Credit Time Allowance through the Industrial Training Leave (ITL) program. Abatement ITL teams are located at Auburn, Clinton, Collins, Fishkill, Green Haven, Groveland, Mid-State, Otisville, and Sing Sing Correctional Facilities.
- B. Recycling: Provides recycling and organic waste diversion for DOCCS and selected municipalities. The program employs incarcerated individuals at various levels in facility and regional recycling processing centers. For more information on the Department's recycling program, please see Directive #3050, "Waste Reduction and Recycling Program."
- C. Industrial Training Leave Program: Incarcerated individuals housed in Hudson are bussed to work at the Corcraft warehouse in Menands. They work with and supplement Corcraft civilian staff as laborers, office assistants, drafting aids, porters, and assist in the repair and installation of Corcraft products. Incarcerated individual employees also work in the DOCCS Quartermaster Unit for the Division of Support Operations.