



Corrections and Community Supervision

Department of Corrections and Community Supervision

Report of Security Staffing

Annual Legislative Report

2023

**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, 2022, through September 30, 2023. 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. As mandated, information regarding total Beds and Empty Beds reflects totals on December 31, 2023.

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 incarcerated individual 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 that incarcerated individuals 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% of officer posts being closed per day. For this report period, the statewide daily average number of closed posts is 5%. Generally, facilities that averaged a significantly higher number than the statewide daily average had either a reduction in incarcerated individual population or posts were located in an area that was temporarily closed. For example, Green Haven Correctional Facility, which is a general confinement/intake facility that provides general 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 Green Haven'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 and 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, in addition to the statewide transportation being closed on Wednesdays, officer posts related to transportation of incarcerated individuals for outside medical appointments are closed and redirected to cover other security priorities when their function ceases. 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 that are made daily. The SISU database captures the total number of hours that posts are closed daily 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, 2022, through September 30, 2023.

TABLE A					
DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION					
AVERAGE DAILY CLOSED POSTS					
OCTOBER 1, 2022 - SEPTEMBER 30, 2023					
FACILITY CLASSIFICATION	FACILITY	CO PLOT PLAN POSTS	AVERAGE CLOSED POSTS	SGT PLOT PLAN POSTS	AVERAGE CLOSED POSTS
MAX	ATTICA	324	7.60	26	0.43
MAX	AUBURN	304	9.58	26	1.04
MAX	BEDFORD HILL	227	18.98	18	1.40
MAX	CLINTON	341	2.24	24	0.17
MAX	COXSACKIE	184	21.84	17	0.08
MAX	EASTERN	183	6.83	12	0.07
MAX	ELMIRA	291	8.15	20	0.11
MAX	FIVE POINTS	239	12.40	19	0.25
MAX	GREAT MEADOW	304	14.61	20	1.19
MAX	GREEN HAVEN	319	20.62	28	1.37
MAX	SHAWANGUNK	141	3.29	9	0.20
MAX	SING-SING	326	24.46	25	0.40
MAX	SULLIVAN	165	2.40	12	0.07
MAX	UPSTATE	213	14.43	19	0.64
MAX	WENDE	279	6.66	19	0.13
MED	ADIRONDACK	80	15.60	6	0.21
MED	ALBION	198	13.34	15	0.09
MED	ALTONA	70	1.33	8	0.05
MED	BARE HILL	167	1.52	13	0.01
MED	CAPE VINCENT	105	1.92	8	0.02
MED	CAYUGA	151	4.05	10	0.04
MED	COLLINS	212	6.57	17	0.92
MED	FISHKILL	398	28.03	28	1.25
MED	FRANKLIN	174	3.26	13	0.03
MED	GOUVERNEUR	146	1.23	10	0.36
MED	GREENE	244	21.07	21	0.56
MED	GROVELAND	159	8.83	15	0.24
MED	HALE CREEK	53	6.29	4	0.01
MED	HUDSON	86	15.67	8	0.31
MED	MARCY	186	4.15	14	0.07
MED	MIDSTATE	256	8.50	19	0.20
MED	MOHAWK	246	5.15	21	0.22
MED	ORLEANS	147	2.00	10	0.04
MED	OTISVILLE	113	3.41	8	0.17
MED	RIVERVIEW	108	2.14	8	0.03
MED	TACONIC	66	6.85	6	0.53
MED	ULSTER	152	12.78	16	1.57
MED	WALLKILL	75	2.11	7	0.17
MED	WASHINGTON	120	7.40	8	0.14
MED	WOODBOURNE	143	1.24	10	0.09
MED	WYOMING	180	1.35	14	0.04
MIN	EDGECOMBE	34	3.25	5	0.07
MIN	LAKEVIEW SHO	163	20.15	11	0.17
MIN	QUEENSBORO	75	7.62	7	0.37
TOTALS		8,147.00	390.92	634	15.52
Percentage of Closed Posts			5%		2%

Plot Plan Security Positions

Plot Plan documents organize security staff by posts that provide routine coverage for facility security and the incarcerated individual population. Plot Plans are designed to support the mission, security level designation, incarcerated individual 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. For example, Five Points Correctional Facility consolidated/closed 11 Block and their Budget Fill Level (BFL) decreased by 32, to abolish unneeded posts.

From January 2000 through September 2023, the incarcerated individual population declined by 54.36% while correction officer and correction sergeant plot plan positions declined by a combined 24.40% 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 the incarcerated individual population. This is most often attributed to the facility layout.

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, 2022 through September 30, 2023. To best represent the population requiring security supervision, the data includes incarcerated individuals in general confinement, residential rehabilitation units, infirmary, and outside hospitals. Incarcerated individuals 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 INCARCERATED INDIVIDUAL POPULATION

OCTOBER 1, 2022 - SEPTEMBER 30, 2023

FACILITY	TOTAL CO NET +/-	TOTAL SGT NET +/-	TOTAL INCARCERATED INDIVIDUAL NET * +/-
ADIRONDACK	-1	-1	8
ALBION	0	0	92
ALTONA	-1	0	79
ATTICA	0	2	68
AUBURN	0	-1	112
BARE HILL	-11	0	237
BEDFORD HILLS	0	2	20
CAPE VINCENT	0	0	65
CAYUGA	0	0	40
CLINTON	0	2	210
COLLINS	-5	2	22
COXSACKIE	-21	4	8
EASTERN	-3	1	-40
EDGECOMBE	0	0	0
ELMIRA	8	3	254
FISHKILL	-5	2	-14
FIVE POINTS	-32	0	19
FRANKLIN	-6	0	13
GOUVERNEUR	5	1	96
GREAT MEADOW	-15	5	-411
GREEN HAVEN	0	2	124
GREENE	-2	5	100
GROVELAND	-20	3	24
HALE CREEK ASACTC	-10	0	4
HUDSON	0	1	2
LAKEVIEW SICF	-7	0	-100
MARCY	-5	0	-2
MID-STATE	-39	5	-18
MOHAWK	0	1	51
ORLEANS	0	0	95
OTISVILLE	0	0	-20
QUEENSBORO	-7	0	28
RIVERVIEW	-10	1	20
SHAWANGUNK	0	0	5
SING-SING	-8	3	-59
SULLIVAN	-1	1	-25
TACONIC	-3	2	13
ULSTER	0	4	52
UPSTATE	0	0	151
WALKILL	0	0	22
WASHINGTON	-13	1	23
WENDE	0	1	29
WOODBOURNE	-1	0	21
WYOMING	-8	-1	15
Net Change	-221	+51	+1,433
% Change	-1.04%		+4.65%

* 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 2022-2023, the State, recognizing the need to maintain prison safety and security through the use of overtime, appropriated a state operations overtime base of approximately \$243 million for the supervision of incarcerated individuals. That paid for approximately 4,458,939.79 hours of overtime at the average correction officer overtime rate of \$53.80 per hour and the average sergeant overtime rate of \$64.86 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, travel status, union business, military leave and jury duty are examples of absences not covered.)

The five highest correction officer absence categories are workers' compensation, personal sick leave, family sick, detached assignment, and other leave. These absences have the biggest impact on overtime. During the last fiscal year, approximately 1.8 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 2022-2023, 18.3 days of sick leave were taken per correction officer, 7.3 days or 888,882 hours of which were unfunded using overtime expenditures.

In relation to the aforementioned leave categories, there were 4,630,066 correction officer vacancy hours for the period of October 1, 2022, through September 30, 2023, a decrease of 9% compared to the same period the prior year, which had 5,091,805 vacancy hours. Vacancies are permanent positions that were not filled because of shortages of assigned staff. 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 incarcerated individual population.

Workers' compensation leave increased this fiscal year from last fiscal year. DOCCS used 2,035,688 staff hours to cover workers' compensation absences in 2022-2023, an increase of 6.38 percent from the prior fiscal year and an increase of 71.2 percent since fiscal year 2012-2013 through fiscal year 2022-2023.¹

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.

Overtime Hours and Costs (continued)

Coverage for military leave required 204,630 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 2022-2023, a total of 410,908 hours was used to cover construction projects, a decrease of 26.3% from the prior year. These hours are far fewer than the absence hours spent on sick leave and workers' compensation.²

The delivery of health care to incarcerated individuals required the use of an additional 341,685 staff hours for medical trips and 334,115 hours for outside hospital posts beyond the established plot plan posts. In 2022-2023, medical trip hours increased by 11.3% from the prior fiscal year. 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 incarcerated individuals 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.

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

Table C displays fiscal year 2022-2023 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.

TABLE C
APRIL 1, 2022 – MARCH 31, 2023

FACILITY CLASSIFICATION	TOTAL CO OT/HOURS	CO OT RATE \$53.80	TOTAL SGT OT/HOURS	SGT OT RATE \$64.86
MAX	2,326,226.16	\$125,150,967.41	228,335.10	\$14,809,814.59
MED	1,659,220.08	\$89,266,040.30	172,073.70	\$11,160,700.18
MIN	60,209.75	\$3,239,284.55	12,875.00	\$835,072.50
TOTAL	4,045,655.99	\$217,656,292.26	413,283.80	\$26,805,587.27

<i>Total Hrs (CO & SGT)</i>	4,458,939.79
<i>Total Cost (CO & SGT)</i>	\$244,461,879.53

Prepared by:

Security Information Staffing Unit
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TABLE D
*** TOTAL NUMBER OF BEDS AND EMPTY BEDS AS OF 12/31/23**

FACILITY CLASSIFICATION	FACILITY	TOTAL NUMBER OF BEDS	TOTAL NUMBER OF EMPTY BEDS
MAX	ATTICA	2143	256 (100)
MAX	AUBURN	1713	121 (491)
MAX	BEDFORD HILLS	824	150 (72)
MAX	CLINTON	1969	211 (349)
MAX	COXSACKIE	860	75 (210)
MAX	EASTERN	969	81
MAX	ELMIRA	1762	192
MAX	FIVE POINTS	1445	48 (300)
MAX	GREAT MEADOW	1595	251 (593)
MAX	GREEN HAVEN	2057	217 (56)
MAX	SHAWANGUNK	524	34 (20)
MAX	SING-SING	1726	153 (93)
MAX	SULLIVAN	560	85 (16)
MAX	UPSTATE	1143	50
MAX	WENDE	911	63 (50)
MED	ADIRONDACK	327	199
MED	ALBION	1077	157 (342)
MED	ALTONA	414	29 (150)
MED	BARE HILL	1418	29 (600)
MED	CAPE VINCENT	726	33 (200)
MED	CAYUGA	932	28 (100)
MED	COLLINS	1099	85 (52)
MED	FISHKILL	1848	120 (165)
MED	FRANKLIN	1434	24 (550)
MED	GOUVERNEUR	932	64 (100)
MED	GREENE	1311	15 (100)
MED	GROVELAND	996	33 (251)
MED	HALE CREEK ASACTC	416	190 (84)
MED	HUDSON	261	153
MED	MARCY *	1028	72 (50)
MED	MID-STATE	1459	150 (38)
MED	MOHAWK **	1292	40 (98)
MED	ORLEANS	924	102 (100)
MED	OTISVILLE	616	35 (66)
MED	RIVERVIEW	726	67 (150)
MED	TACONIC	387	91 (96)
MED	ULSTER	674	171 (50)
MED	WALLKILL	536	21 (47)
MED	WASHINGTON	718	20 (100)
MED	WOODBOURNE	847	82 (27)
MED	WYOMING	1418	22 (350)
MIN	EDGECOMBE	16	11
MIN	LAKEVIEW SICF	666	204 (25)
MIN	QUEENSBORO	216	40 (8)
	LAKEVIEW DTP	216	86 (54)

* 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.