



# Department of Corrections and Community Supervision

Department of Corrections and Community Supervision

Report of Security Staffing

Annual Legislative Report

2024

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

**TABLE OF CONTENTS**

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	PAGE
INTRODUCTION .....	1
DAILY CLOSED POSTS.....	2
TABLE A .....	3
Average Daily Closed Posts	
PLOT PLAN SECURITY POSITIONS.....	4
TABLE B .....	5
Net Change for Correction Officer and Correction Sergeant Plot Plan Positions and Incarcerated Individual Population	
OVERTIME HOURS AND COSTS.....	6-7
TABLE C .....	8
Annual Overtime Hours/Costs for Correction Officers and Correction Sergeants	
TABLE D.....	9
Number of Beds and Empty Beds per Facility	

## 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, 2023, through September 30, 2024. 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, 2024.

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 individual's 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 3% 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, 2023, through September 30, 2024.

TABLE A					
DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION					
AVERAGE DAILY CLOSED POSTS					
OCTOBER 1, 2023 - SEPTEMBER 30, 2024					
FACILITY CLASSIFICATION	FACILITY	CO PLOT PLAN POSTS	AVERAGE CLOSED POSTS	SGT PLOT PLAN POSTS	AVERAGE CLOSED POSTS
MAX	ATTICA	333	14.74	26	0.56
MAX	AUBURN	304	16.35	26	0.85
MAX	BEDFORD HILL	227	34.86	18	1.58
MAX	CLINTON	341	2.76	24	0.24
MAX	COXSACKIE	186	22.55	17	0.19
MAX	EASTERN NY	183	8.83	12	0.16
MAX	ELMIRA	291	14.70	20	0.63
MAX	FIVE POINTS	239	7.16	19	0.13
MAX	GREAT MEADOW	280	43.21	20	1.33
MAX	GREEN HAVEN	318	46.76	28	5.36
MAX	SHAWANGUNK	141	5.77	9	0.15
MAX	SING SING	331	46.12	25	0.59
MAX	SULLIVAN	165	7.17	12	0.12
MAX	UPSTATE	213	14.66	19	0.23
MAX	WENDE	279	10.14	19	0.17
MED	ADIRONDACK	80	17.82	6	0.18
MED	ALBION	198	14.72	15	0.13
MED	ALTONA	70	1.81	8	0.06
MED	BARE HILL	167	3.12	13	0.03
MED	CAPE VINCENT	105	1.74	8	0.02
MED	CAYUGA	151	5.43	10	0.06
MED	COLLINS	212	13.41	17	0.38
MED	FISHKILL	401	48.67	28	1.93
MED	FRANKLIN	174	4.52	13	0.10
MED	GOUVERNEUR	146	1.17	11	0.37
MED	GREENE	244	17.31	21	0.99
MED	GROVELAND	159	4.22	15	0.23
MED	HALE CREEK	53	4.04	4	0.00
MED	HUDSON	86	17.13	8	0.10
MED	MARCY	186	5.15	14	0.06
MED	MID-STATE	264	9.40	19	0.38
MED	MOHAWK	245	9.96	21	0.32
MED	ORLEANS	147	3.82	10	0.05
MED	OTISVILLE	121	9.29	8	0.25
MED	RIVERVIEW	108	2.41	8	0.05
MED	TACONIC	66	9.60	6	0.70
MED	ULSTER	148	24.27	15	0.78
MED	WALLKILL	75	6.52	7	0.25
MED	WASHINGTON	120	15.96	8	0.18
MED	WOODBOURNE	143	2.47	10	0.24
MED	WYOMING	180	1.85	14	0.08
MIN	EDGECOMBE	32	2.81	5	0.10
MIN	LAKEVIEW SHO	163	19.76	11	0.07
MIN	QUEENSBORO	73	5.50	7	0.28
<b>TOTALS</b>		<b>8,148.00</b>	<b>579.66</b>	<b>634</b>	<b>20.64</b>
Percentage of Closed Posts			<b>7%</b>	<b>3%</b>	

## Plot Plan 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, Auburn Correctional Facility created four posts for the Intermediate Care Program (ICP) housing and escorts. Their Budget Fill Level (BFL) and Plot Plan increased by 6, to create the posts.

From January 2000 through September 2024, the incarcerated individual population declined by 52.92% while correction officer and correction sergeant plot plan positions declined by a combined 24.25% 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, 2023, through September 30, 2024. 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.

<p align="center"><b>TABLE B</b></p> <p align="center"><b>DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION</b></p> <p align="center"><b>NET CHANGES FOR CORRECTION OFFICERS AND CORRECTION SERGEANTS</b></p> <p align="center"><b>PLOT PLAN POSITIONS AND INCARCERATED INDIVIDUAL'S POPULATION</b></p> <p align="center"><b>OCTOBER 1, 2023 - SEPTEMBER 30, 2024</b></p>			
FACILITY	TOTAL CO NET +/-	TOTAL SGT NET +/-	TOTAL INCARCERATED INDIVIDUAL NET * +/-
ADIRONDACK	0	-1	62
ALBION	2	0	14
ALTONA	0	0	7
ATTICA	15	2	146
AUBURN	0	-1	121
BARE HILL	0	0	43
BEDFORD HILLS	0	2	37
CAPE VINCENT	0	0	10
CAYUGA	0	0	45
CLINTON	0	0	107
COLLINS	0	2	62
COXSACKIE	27	4	67
EASTERN NY	0	1	87
EDGECOMBE	-3	0	0
ELMIRA	0	3	156
FISHKILL	5	2	118
FIVE POINTS	0	-1	-17
FRANKLIN	0	0	38
GOUVERNEUR	-4	-1	28
GREAT MEADOW	-41	5	-635
GREEN HAVEN	0	2	-504
GREENE	0	5	649
GROVELAND	0	1	33
HALE CREEK ASACTC	0	-1	49
HUDSON	0	1	20
LAKEVIEW SICF	0	0	-39
MARCY	0	0	-62
MID-STATE	53	3	21
MOHAWK	-2	1	20
ORLEANS	0	0	-10
OTISVILLE	12	0	59
QUEENSBORO	-2	0	20
RIVERVIEW	0	1	12
SHAWANGUNK	0	0	20
SING SING	17	3	232
SULLIVAN	0	1	-208
TACONIC	-3	1	10
ULSTER	-5	4	62
UPSTATE	0	0	30
WALLKILL	0	0	-3
WASHINGTON	0	1	22
WENDE	0	1	-1
WOODBOURNE	0	0	20
WYOMING	0	-1	69
<b>Net Change</b>	<b>+71</b>	<b>+40</b>	<b>+1,017</b>
<b>% Change</b>	<b>+0.19%</b>		<b>+3.16%</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 2023-2024, the State, recognizing the need to maintain prison safety and security through the use of overtime, appropriated a state operations overtime base of approximately \$311 million for the supervision of incarcerated individuals. That paid for approximately 5,677,237 hours of overtime at the average correction officer overtime rate of \$54.03 per hour and the average sergeant overtime rate of \$64.27 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 1.7 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 2023-2024, 19.25 days of sick leave were taken per correction officer, 8.25 days or 926,706 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, 2023, through September 30, 2024, a decrease of 9% compared to the same period the prior year, which had 4,287,519 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.

DOCCS used 1,769,562 staff hours to cover workers' compensation absences in 2023-2024, a decrease of 13.07% from the prior fiscal year and an increase of 33.4% since fiscal year 2013-2014 through fiscal year 2023-2024.<sup>1</sup>

The noted decrease in staff hours used to cover Workers Compensation absences from FY 23-24, is not indicative of a decrease in overall Workers Compensation leave in FY24-25. This data only reflects a decrease in staff hours used to cover vacant posts, which are often not filled and are closed due to critical staffing shortages.

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 200,525 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 2023-2024, a total of 380,019 hours was used to cover construction projects, a decrease of 8.1% from the prior year. These hours are far fewer than the absence hours spent on sick leave and workers' compensation.<sup>2</sup>

The delivery of health care to incarcerated individuals required the use of an additional 373,294 staff hours for medical trips and 393,237 hours for outside hospital posts beyond the established plot plan posts. In 2023-2024, medical trip hours increased by 9.3% 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 2023-2024 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, 2023 – MARCH 31, 2024**

<b>FACILITY CLASSIFICATION</b>	<b>TOTAL CO OT/HOURS</b>	<b>CO OT RATE \$54.03</b>	<b>TOTAL SGT OT/HOURS</b>	<b>SGT OT RATE \$64.27</b>
MAX	2,801,669.40	\$151,374,197.68	244,424.65	\$15,709,172.26
MED	2,300,426.25	\$124,292,030.29	186,832.30	\$12,007,711.92
MIN	129,365.00	\$6,989,590.95	14,519.25	\$933,152.20
<b>TOTAL</b>	<b>5,231,460.65</b>	<b>\$282,655,818.92</b>	<b>445,776.20</b>	<b>\$28,650,036.37</b>

<i>Total Hours (CO &amp; SGT)</i>	5,677,236.85
<i>Total Cost (CO &amp; SGT)</i>	\$311,305,855.29

TABLE D			
* TOTAL NUMBER OF BEDS AND EMPTY BEDS AS OF 12/31/24			
FACILITY CLASSIFICATION	FACILITY	TOTAL NUMBER OF BEDS	TOTAL NUMBER OF EMPTY BEDS
MAX	ATTICA	2136	145 (100)
MAX	AUBURN	1713	66 (452)
MAX	BEDFORD HILLS	836	116 (72)
MAX	CLINTON	1828	132 (37)
MAX	COXSACKIE	870	37
MAX	EASTERN NY	973	9 (30)
MAX	ELMIRA	1762	163
MAX	FIVE POINTS	1445	41 (300)
MAX	GREEN HAVEN	2057	224
MAX	SHAWANGUNK	524	18
MAX	SING SING	1708	59
MAX	UPSTATE	1143	91
MAX	WENDE	911	55 (50)
MED	ADIRONDACK	405	11 (96)
MED	ALBION	1077	202 (342)
MED	ALTONA	414	15 (150)
MED	BARE HILL	1418	12 (600)
MED	CAPE VINCENT	726	19 (200)
MED	CAYUGA	932	42 (100)
MED	COLLINS	1059	50 (45)
MED	FISHKILL	1809	86 (167)
MED	FRANKLIN	1434	31 (550)
MED	GOUVERNEUR	732	68 (100)
MED	GREENE	1564	22 (100)
MED	GROVELAND	996	52 (251)
MED	HALE CREEK ASACTC	399	149 (84)
MED	HUDSON	158	127
MED	MARCY *	1027	93 (50)
MED	MID-STATE	1459	165
MED	MOHAWK **	1292	37 (108)
MED	ORLEANS	200	89 (100)
MED	OTISVILLE	616	15
MED	RIVERVIEW	726	21 (200)
MED	TACONIC	387	42 (96)
MED	ULSTER	674	94 (50)
MED	WALLKILL	536	6
MED	WASHINGTON	718	75
MED	WOODBOURNE	847	49
MED	WYOMING	1434	53 (300)
MIN	EDGECOMBE	25	14
MIN	LAKEVIEW SICF	645	258 (79)
MIN	QUEENSBORO	156	31 (8)
	LAKEVIEW DTP	162	97

\* 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.

Total Number of Empty Beds is ALL beds - not just general population

Prepared by: