

State of New York
Department of Corrections
And Community Supervision

The Harriman State Campus
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Report on Security Staffing
2013



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Acting Commissioner

**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

The purpose of this report is to comply with the legislative reporting requirements established in 2003 as stated in the amendment to Correction Law Section 29, subdivision 4 and as amended in 2012. 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, 2012 through September 30, 2013. 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 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

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 and infirmaries, as well as in the various classrooms, shops and other areas of inmate access.

The closing of posts or utilization of overtime to staff them are options usually reserved to handle unexpected situations, such as staff absences, facility emergencies, emergency medical trips, unusual incidents, etc. The system is well managed, documented by the fact that, on an average day, fewer than three percent of posts are closed. For this report period the statewide daily average number of closed posts is four per facility. The facilities that averaged a significantly higher number than the statewide daily average had either a reduction in inmate population or an area that was temporarily closed. For example, Sing Sing where the OMH Satellite Unit is closed for rehabilitation. Bayview and Beacon facilities had reduced inmate populations throughout the year as they were scheduled for closure September 1, 2013. These facilities had staff levels above the commensurate amount of inmate workload. As a result, more posts were closed and the staff redirected.

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

It is management'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 to offset staff vacancies, absences or overtime. Post closures generally occur when the work being performed is not needed (e.g., bad weather prevents inmate crews from mowing the grass or a program is closed due to staff absence) or when the workload can be temporarily suspended (e.g., painting or cleaning postponed). A lower priority security post can be closed to ensure a higher priority security post is staffed.

Closed post data originates from facility work chart entries on a daily basis. The SISU data base 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, 2012 through September 30, 2013.

TABLE A
DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION
AVERAGE DAILY CLOSED POSTS
OCTOBER 1, 2012 - SEPTEMBER 30, 2013

FACILITY CLASSIFICATION	FACILITY	CO PLOT PLAN POSTS	AVERAGE CLOSED POSTS*	SGT PLOT PLAN POSTS	AVERAGE CLOSED POSTS*
MAX	ATTICA	315	3	24	0
MAX	AUBURN	299	7	25	0
MAX	BEDFORD HILLS	213	8	16	0
MAX	CLINTON	469	5	30	1
MAX	COXSACKIE	191	2	14	0
MAX	DOWNSTATE	267	8	21	0
MAX	EASTERN	183	1	12	0
MAX	ELMIRA	268	1	20	0
MAX	FIVE POINTS	243	2	18	0
MAX	GREAT MEADOW	295	5	19	0
MAX	GREEN HAVEN	286	3	22	0
MAX	SHAWANGUNK	139	1	9	0
MAX	SING-SING	329	14	25	0
MAX	SOUTHPORT	160	4	14	0
MAX	SULLIVAN	159	6	11	0
MAX	UPSTATE	173	4	17	0
MAX	WENDE	270	4	19	0
MED	ADIRONDACK	91	3	7	0
MED	ALBION	213	11	15	0
MED	ALTONA	80	2	8	0
MED	BARE HILL	198	8	13	0
MED	BAYVIEW **	0	29	5	1
MED	BUTLER ASACTC ****	42	2	3	0
MED	CAPE VINCENT	115	1	8	0
MED	CAYUGA	131	1	10	0
MED	CHATEAUGAY ****	38	1	3	0
MED	COLLINS	183	2	16	0
MED	FISHKILL	390	7	28	1
MED	FRANKLIN	201	8	13	0
MED	GOUVERNEUR	129	3	9	0
MED	GOWANDA	282	17	17	0
MED	GREENE	233	2	19	0
MED	GROVELAND	171	4	14	0
MED	HALE CREEK ASACTC	57	1	4	0
MED	HUDSON	92	5	9	0
MED	LIVINGSTON	109	2	7	0
MED	MARCY	186	2	14	0
MED	MID-STATE	246	5	17	0
MED	MOHAWK	222	4	21	0
MED	MT. MCGREGOR ****	112	11	7	0
MED	OGDENSBURG	95	1	8	0
MED	ORLEANS	130	4	10	0
MED	OTISVILLE	109	1	8	0
MED	RIVERVIEW	112	2	8	0
MED	TACONIC	68	6	6	0
MED	ULSTER	151	9	16	2
MED	WALLKILL	75	2	6	0
MED	WASHINGTON	123	9	8	0
MED	WATERTOWN	102	5	9	0
MED	WOODBOURNE	141	0	10	0
MED	WYOMING	197	2	14	0
MIN	BEACON **	0	18	3	0
MIN	EDGECOMBE	34	0	5	0
MIN	LAKEVIEW SICF	169	13	11	0
MIN	LINCOLN	38	4	3	0
MIN	MONTEREY SICF ****	43	3	3	0
MIN	MORIAH SICF	42	5	3	0
MIN	QUEENSBORO	68	4	6	0
MIN	ROCHESTER***	0	0	0	0
	WILLARD DTC	113	2	8	0
	TOTAL	9590	299	728	5

* Average Closed Posts are rounded to the closest whole number.

** Facility Closed September 1, 2013

*** Rochester has no plot plan posts. Supervision by non-uniformed CCCA's.

**** Facility scheduled to close July 2014.

Plot Plan Positions

Plot plan documents organize security staff by posts (jobs) 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 it is covered. The plot plan also reflects the number of officers assigned to the facility's relief pool, a group of officers available to cover some absences and unanticipated workload.

Facility plot plans are adjusted to reflect increases and decreases of security positions for statewide initiatives, as well as individual facility adjustments. For example, from October 1, 2012 through September 30, 2013, new posts were added at Bedford Hills Correctional Facility to provide a Special Needs Unit (SNU). Additional posts were added at Edgecombe Correctional Facility to supervise the Female Work Release Program. In contrast, Bayview and Beacon Correctional Facilities were closed September 1, 2013. These closings were due to statewide mandated budget reductions as well as the need to manage the decline of the department's inmate population.

From January 2000 through September 2013, the inmate population declined by 23.37 percent while correction officer and correction sergeant plot plan positions declined by a combined 11.03 percent.

Table B displays the net change in positions added or eliminated from correction officer and correction sergeant plot plans by facility for the report period of October 1, 2012 through September 30, 2013. Table B also displays net inmate population data on September 30, 2013. 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, 2012 - SEPTEMBER 30, 2013

FACILITY	TOTAL CO NET +/-	TOTAL SGT NET +/-	TOTAL INMATE NET* +/-
ADIRONDACK	0	0	8
ALBION	0	0	248
ALTONA	0	0	11
ATTICA	0	0	4
AUBURN	0	0	-13
BARE HILL	-5	0	18
** BAYVIEW	-89	-9	-146
** BEACON	-68	-5	-98
BEDFORD HILLS	3	0	59
BUTLER ASACTC	0	0	-81
CAPE VINCENT	0	0	7
CAYUGA	-5	0	-69
CHATEAUGAY	0	0	-39
CLINTON	0	0	-37
COLLINS	0	0	-27
COXSACKIE	0	0	-92
DOWNSTATE	0	0	59
EASTERN	0	0	-78
EDGECOMBE	14	0	8
ELMIRA	0	2	41
FISHKILL	0	0	-5
FIVE POINTS	0	0	-12
FRANKLIN	-5	0	-37
GOUVERNEUR	0	0	-23
GOWANDA	-5	0	-4
GREAT MEADOW	0	0	-22
GREEN HAVEN	0	-1	-13
GREENE	0	0	-24
GROVELAND	0	0	-3
HALE CREEK ASACTC	0	0	-3
HUDSON	0	0	14
LAKEVIEW SICF	0	0	108
LINCOLN	0	0	25
LIVINGSTON	-5	0	-43
MARCY	0	0	5
MID-STATE	0	1	-60
MOHAWK	0	0	2
MONTEREY SICF	0	0	-80
MORIAH SICF	0	0	27
MT. MCGREGOR	0	0	-142
OGDENSBURG	0	0	-3
ORLEANS	0	0	-79
OTISVILLE	0	0	6
QUEENSBORO	0	0	38
RIVERVIEW	-5	0	-39
*** ROCHESTER	0	0	0
SHAWANGUNK	0	0	-22
SING-SING	0	0	1
SOUTHPORT	0	0	-162
SULLIVAN	0	0	-53
TACONIC	0	0	57
ULSTER	0	0	254
UPSTATE	0	0	-143
WALKILL	0	0	12
WASHINGTON	-5	0	-1
WATERTOWN	-9	0	12
WENDE	0	0	-20
WILLARD DTC	0	0	-30
WOODBOURNE	0	0	23
WYOMING	-5	0	-51
Net Change	-189	-12	-707
% Change	-1.04%		-1.29%

* Excludes out to court and temporary release

** Facility Closed September 1, 2013

*** Rochester has no COs or Sgts. Supervision is by non-uniformed CCCA's.

Overtime Hours and Costs

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

Another option to offset shortages is the post closings discussed earlier. In fiscal year 2012-13, we estimate the closing of posts resulted in avoiding approximately \$22 million in overtime costs that year.

In fiscal year 2012-13, the State, recognizing the need to maintain prison safety and security through the use of overtime, appropriated a state operations overtime base of approximately \$85.6 million for the supervision of inmates. That paid for approximately 2,007,565 hours of overtime at the security overtime rate of \$42.66 per hour.

Funding for staff does not cover all absences, such as workers' compensation, or situations where employees may be in work status but not at their assigned posts. Military leave, jury duty, assignment to other temporary duties (i.e., the Training Academy or the Inspector General's Office), travel status, and union business are examples of absences not covered.

Correction officer absences, driven primarily by sick leave, workers' compensation and military leave, have the biggest impact on overtime. During fiscal year 2012-13 deficit reduction leave was enacted and impacted overtime as well. During the last fiscal year, approximately 2 million staff hours were used to cover sick leave absences. Our funding assumes a maximum of 11 days of sick leave for each correction officer annually. During fiscal year 2012-13, 14 days of sick leave were taken per correction officer, 3 days or 424,104 hours more than are funded. Deficit reduction leave, which allows each correction officer an additional 9 days of absence leave to be used between July 23, 2012 and September 30, 2014 accounted for an additional 764,360 absence hours, for an average of 5.4 days of additional absences per correction officer in fiscal year 2012-13.

Correction officer vacancies (unfilled jobs) occurring in the system have averaged 1.6 million hours annually for the past two fiscal years. In fiscal year 2012-13 the total was approximately 1.58 million hours and is a 3% decrease from the prior fiscal year. Since vacancies in permanent positions present a potential security risk, overtime was used to cover the vacancies in the system to safeguard employees and the inmate population.

Overtime Hours and Costs (continued)

Workers' compensation leave continues to rise, while inmate assaults on staff incidents are down. Inmate assaults on staff decreased by 16 percent from fiscal year 2001-02 through fiscal year 2012-13. While assaults on staff have decreased, DOCCS used 1,188,338 staff hours to cover workers' compensation absences in 2012-13, an increase of 1.08 percent from the prior fiscal year and an increase of 38 percent since fiscal year 2001-02 through fiscal year 2012-13.¹

Coverage for military leave required 148,092 staff hours. The Department has long supported its employees serving in the military.

To a much lesser extent, additional workload also impacts on overtime. Construction overtime was funded by capital monies, but still requires significant use of staff resources. In fiscal year 2012-13, a total of 382,615 hours were used to cover construction projects, a decrease of 1 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 8,224 hours of overtime annually in order to comply with OSHA standards pertaining to Fire Brigades.

The delivery of health care to inmates required the use of an additional 339,523 staff hours for medical trips and 306,815 hours for outside hospital posts. In 2012-13, medical trip hours increased by 8.9 percent. 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 continuously by central office and facility administrators. Daily overtime monitoring occurs at the central office, hub and facility levels, as well as through mid-shift overtime reviews in all facilities at the supervisory level.

On-site facility reviews are continuously conducted by the Security Staffing Unit to evaluate overtime, staff usage and post closures. During this process, 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.

Overtime Hours and Costs (continued)

Table C displays fiscal year 2012-13 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
DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION
TOTAL OVERTIME HOURS/COSTS FOR CORRECTION OFFICERS AND CORRECTION SERGEANTS

APRIL 1, 2012 - MARCH 31, 2013

FACILITY CLASSIFICATION	TOTAL CO OT/HOURS	TOTAL SGT OT/HOURS	CO OT @ \$42.66	SGT OT @ \$53.04
MAX	1,230,068.06	130,348.25	\$52,474,703	\$6,913,671
MED	843,523.71	131,591.95	\$35,984,721	\$6,979,637
MIN	60,881.75	9,600.00	\$2,597,215	\$509,184
WILLARD DTC	29,727.25	4,531.25	\$1,268,164	\$240,338
	2,164,200.77	276,071.45	\$92,324,803	\$14,642,830

TABLE D

* TOTAL NUMBER OF BEDS AND EMPTY BEDS as of 12/31/13

FACILITY CLASSIFICATION	FACILITY	TOTAL NUMBER OF BEDS	TOTAL NUMBER OF EMPTY BEDS
MAX	ATTICA	2253	141
MAX	AUBURN	1766	88
MAX	BEDFORD HILLS	926	123
MAX	CLINTON	2898	97
MAX	COXSACKIE	1006	77
MAX	DOWNSTATE	1221	71
MAX	EASTERN	985	14
MAX	ELMIRA	1862	103
MAX	FIVE POINTS	1586	143
MAX	GREAT MEADOW	1689	91
MAX	GREEN HAVEN	2068	81
MAX	SHAWANGUNK	532	17
MAX	SING-SING	1749	103
MAX	SOUTHPORT	945	210
MAX	SULLIVAN	566	99
MAX	UPSTATE	1352	244
MAX	WENDE	961	82
MED	ADIRONDACK	566	9 + (133)
MED	ALBION	1243	121
MED	ALTONA	482	7
MED	BARE HILL	1714	21 + (60)
MED	BUTLER FEEDER ***	240	31 + (144)
MED	CAPE VINCENT	882	19
MED	CAYUGA	1082	77
MED	CHATEAUGAY RPV ***	240	32 + (144)
MED	COLLINS	1107	75
MED	FISHKILL	1840	216 + (28)
MED	FRANKLIN	1730	14 + (60)
MED	GOUVERNEUR	1082	50
MED	GOWANDA	1763	35 + (210)
MED	GREENE	1813	54
MED	GROVELAND	1106	16
MED	HALE CREEK ASACTC	480	181
MED	HUDSON	475	96
MED	LIVINGSTON	874	14
MED	MARCY *	1218	24
MED	MID-STATE	1678	105
MED	MOHAWK **	1417	22
MED	MT. MCGREGOR ***	544	72 + (335)
MED	OGDENSBURG	604	77 + (122)
MED	ORLEANS	1082	103
MED	OTISVILLE	603	10
MED	RIVERVIEW	882	13 + (60)
MED	TACONIC	391	55
MED	ULSTER	882	106
MED	WALLKILL	608	8
MED	WASHINGTON	874	4 + (120)
MED	WATERTOWN	670	47 + (98)
MED	WOODBOURNE	853	24
MED	WYOMING	1714	20 + (60)
MIN	EDGECOMBE	183	60
MIN	LAKEVIEW SICF	1022	181
MIN	LINCOLN	284	139
MIN	MONTEREY SICF ***	300	81 + (180)
MIN	MORIAH SICF	300	37
MIN	QUEENSBORO	424	34
MIN	ROCHESTER	90	37
	WILLARD DTC	865	156

* 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.

*** Facilities slated for closure.

Prepared by:

Security Information/Staffing Unit
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