



# Corrections and Community Supervision

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## REPORT ON SECURITY STAFFING

2015

**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, 2014 through September 30, 2015. 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, since 2010 the system has averaged less than 3 percent of posts being closed per day. For this report period the statewide daily average number of closed posts is three and one half per facility. Generally, 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, 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.

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 when job functions cease. This then frees the staff from the closed posts to offset staff vacancies, absences or overtime when possible. For example, inclement weather may result in an outside work crew post being closed. That post officer would then be redirected to cover other security priorities. No posts are closed that jeopardize the safety and security of the facility.

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, 2014 through September 30, 2015.

**TABLE A**  
**DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION**  
**AVERAGE DAILY CLOSED POSTS**  
**OCTOBER 1, 2014 - SEPTEMBER 30, 2015**

| <b>FACILITY CLASSIFICATION</b> | <b>FACILITY</b>   | <b>CO PLOT PLAN POSTS</b> | <b>AVERAGE CLOSED POSTS*</b> | <b>SGT PLOT PLAN POSTS</b> | <b>AVERAGE CLOSED POSTS*</b> |
|--------------------------------|-------------------|---------------------------|------------------------------|----------------------------|------------------------------|
| MAX                            | ATTICA            | 315                       | 4                            | 24                         | 0                            |
| MAX                            | AUBURN            | 299                       | 8                            | 25                         | 0                            |
| MAX                            | BEDFORD HILLS     | 213                       | 7                            | 16                         | 0                            |
| MAX                            | CLINTON           | 468                       | 6                            | 31                         | 1                            |
| MAX                            | COXSACKIE         | 202                       | 3                            | 15                         | 0                            |
| MAX                            | DOWNSTATE         | 266                       | 5                            | 22                         | 1                            |
| MAX                            | EASTERN           | 184                       | 3                            | 12                         | 0                            |
| MAX                            | ELMIRA            | 268                       | 1                            | 20                         | 0                            |
| MAX                            | FIVE POINTS       | 243                       | 1                            | 18                         | 0                            |
| MAX                            | GREAT MEADOW      | 295                       | 3                            | 19                         | 0                            |
| MAX                            | GREEN HAVEN       | 286                       | 2                            | 22                         | 0                            |
| MAX                            | SHAWANGUNK        | 141                       | 1                            | 9                          | 0                            |
| MAX                            | SING-SING         | 329                       | 6                            | 25                         | 0                            |
| MAX                            | SOUTHPORT         | 160                       | 5                            | 14                         | 0                            |
| MAX                            | SULLIVAN          | 162                       | 1                            | 11                         | 0                            |
| MAX                            | UPSTATE           | 174                       | 4                            | 17                         | 0                            |
| MAX                            | WENDE             | 276                       | 4                            | 19                         | 0                            |
| MED                            | ADIRONDACK        | 91                        | 2                            | 7                          | 0                            |
| MED                            | ALBION            | 213                       | 4                            | 15                         | 0                            |
| MED                            | ALTONA            | 80                        | 2                            | 8                          | 0                            |
| MED                            | BARE HILL         | 203                       | 2                            | 13                         | 0                            |
| MED                            | CAPE VINCENT      | 117                       | 1                            | 8                          | 0                            |
| MED                            | CAYUGA            | 136                       | 0                            | 10                         | 0                            |
| MED                            | COLLINS           | 186                       | 1                            | 16                         | 0                            |
| MED                            | FISHKILL          | 393                       | 5                            | 28                         | 1                            |
| MED                            | FRANKLIN          | 201                       | 5                            | 13                         | 0                            |
| MED                            | GOUVERNEUR        | 132                       | 2                            | 9                          | 0                            |
| MED                            | GOWANDA           | 284                       | 11                           | 17                         | 0                            |
| MED                            | GREENE            | 233                       | 4                            | 19                         | 0                            |
| MED                            | GROVELAND         | 171                       | 3                            | 14                         | 0                            |
| MED                            | HALE CREEK ASACTC | 59                        | 0                            | 4                          | 0                            |
| MED                            | HUDSON            | 92                        | 3                            | 9                          | 0                            |
| MED                            | LIVINGSTON        | 112                       | 0                            | 7                          | 0                            |
| MED                            | MARCY             | 189                       | 2                            | 14                         | 0                            |
| MED                            | MID-STATE         | 246                       | 4                            | 17                         | 0                            |
| MED                            | MOHAWK            | 226                       | 5                            | 21                         | 0                            |
| MED                            | OGDENSBURG        | 95                        | 1                            | 8                          | 0                            |
| MED                            | ORLEANS           | 132                       | 1                            | 10                         | 0                            |
| MED                            | OTISVILLE         | 109                       | 1                            | 8                          | 0                            |
| MED                            | RIVERVIEW         | 121                       | 1                            | 8                          | 0                            |
| MED                            | TACONIC           | 68                        | 3                            | 6                          | 0                            |
| MED                            | ULSTER            | 152                       | 11                           | 16                         | 2                            |
| MED                            | WALLKILL          | 75                        | 1                            | 7                          | 0                            |
| MED                            | WASHINGTON        | 127                       | 4                            | 8                          | 0                            |
| MED                            | WATERTOWN         | 105                       | 1                            | 9                          | 0                            |
| MED                            | WOODBOURNE        | 148                       | 1                            | 11                         | 0                            |
| MED                            | WYOMING           | 203                       | 1                            | 14                         | 0                            |
| MIN                            | EDGECOMBE         | 34                        | 1                            | 5                          | 0                            |
| MIN                            | LAKEVIEW SICF     | 170                       | 12                           | 11                         | 0                            |
| MIN                            | LINCOLN           | 38                        | 5                            | 3                          | 0                            |
| MIN                            | MORIAH SICF       | 42                        | 3                            | 3                          | 0                            |
| MIN                            | QUEENSBORO        | 68                        | 4                            | 6                          | 0                            |
| MIN                            | ROCHESTER **      | 0                         | 0                            | 0                          | 0                            |
|                                | WILLARD DTC       | 113                       | 6                            | 8                          | 0                            |
| <b>TOTAL</b>                   |                   | <b>9445</b>               | <b>177</b>                   | <b>709</b>                 | <b>5</b>                     |

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

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

## **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 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. An example in this reporting period is the addition of 44 correction officer posts that occurred in 16 different facilities as part of a three fiscal year Memorandum of Understanding beginning fiscal year 2014-2015 between the Department and NYSCOPBA to further enhance the safety and security of staff, inmates and the public. Also, plot plan posts were added at Greene, Coxsackie and Woodbourne facilities to staff the new Juvenile Alternative Program for inmates under 18 years of age.

From January 2000 through September 2015, the inmate population declined by 26.21 percent while correction officer and correction sergeant plot plan positions declined by a combined 12.40 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, 2014 through September 30, 2015. Table B also displays net inmate population data on September 30, 2015. 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, 2014 - SEPTEMBER 30, 2015

| FACILITY          | TOTAL<br>CO NET<br>+/- | TOTAL<br>SGT NET<br>+/- | TOTAL<br>INMATE NET*<br>+/- |
|-------------------|------------------------|-------------------------|-----------------------------|
| ADIRONDACK        | 0                      | 0                       | -12                         |
| ALBION            | 0                      | 0                       | 7                           |
| ALTONA            | 0                      | 0                       | -16                         |
| ATTICA            | 0                      | 0                       | -48                         |
| AUBURN            | 0                      | 0                       | -85                         |
| BARE HILL         | 3                      | 0                       | -89                         |
| BEDFORD HILLS     | 0                      | 0                       | 2                           |
| CAPE VINCENT      | 4                      | 0                       | -10                         |
| CAYUGA            | 0                      | 0                       | 8                           |
| CLINTON           | 0                      | 0                       | -172                        |
| COLLINS           | 1                      | 0                       | 1                           |
| COXSACKIE         | 16                     | 2                       | -141                        |
| DOWNSTATE         | 0                      | 0                       | -93                         |
| EASTERN           | 0                      | 0                       | -7                          |
| EDGECOMBE         | 0                      | 0                       | -25                         |
| ELMIRA            | 0                      | 0                       | -18                         |
| FISHKILL          | 4                      | 0                       | 24                          |
| FIVE POINTS       | 0                      | 0                       | -78                         |
| FRANKLIN          | 0                      | 0                       | -98                         |
| GOUVERNEUR        | 1                      | 0                       | -12                         |
| GOWANDA           | 0                      | 0                       | -9                          |
| GREAT MEADOW      | 0                      | 0                       | -10                         |
| GREEN HAVEN       | 0                      | 0                       | -117                        |
| GREENE            | 4                      | 0                       | 105                         |
| GROVELAND         | 0                      | 0                       | -23                         |
| HALE CREEK ASACTC | 3                      | 0                       | 23                          |
| HUDSON            | 0                      | 0                       | -10                         |
| LAKEVIEW SICF     | 2                      | 0                       | -62                         |
| LINCOLN           | 0                      | 0                       | 13                          |
| LIVINGSTON        | 0                      | 0                       | -34                         |
| MARCY             | 5                      | 0                       | -130                        |
| MID-STATE         | 0                      | 0                       | 5                           |
| MOHAWK            | 0                      | 0                       | 5                           |
| MORIAH SICF       | 0                      | 0                       | -31                         |
| OGDENSBURG        | 0                      | 0                       | -1                          |
| ORLEANS           | 4                      | 0                       | 64                          |
| OTISVILLE         | 0                      | 0                       | 4                           |
| QUEENSBORO        | 0                      | 0                       | -37                         |
| RIVERVIEW         | 9                      | 0                       | -9                          |
| ROCHESTER **      | 0                      | 0                       | 0                           |
| SHAWANGUNK        | 3                      | 0                       | 6                           |
| SING-SING         | 0                      | 0                       | -37                         |
| SOUTHPORT         | 0                      | 0                       | 36                          |
| SULLIVAN          | 4                      | 0                       | 4                           |
| TACONIC           | 0                      | 0                       | 6                           |
| ULSTER            | 0                      | 0                       | -46                         |
| UPSTATE           | 2                      | 0                       | 117                         |
| WALLKILL          | 0                      | 0                       | -44                         |
| WASHINGTON        | 0                      | 0                       | -15                         |
| WATERTOWN         | 5                      | 0                       | -14                         |
| WENDE             | 7                      | 0                       | -50                         |
| WILLARD DTC       | 0                      | 0                       | 117                         |
| WOODBOURNE        | 13                     | 2                       | -10                         |
| WYOMING           | 5                      | 0                       | -18                         |
| <b>Net Change</b> | <b>95</b>              | <b>4</b>                | <b>-1064</b>                |
| <b>% Change</b>   |                        | <b>0.35%</b>            | <b>-2.00%</b>               |

\* Excludes out to court and temporary release

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

## Overtime Hours and Costs

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 2014-15, we estimate the closing of posts and redirection of staff resulted in avoiding approximately \$18.9 million in overtime costs that year.

In fiscal year 2014-15, the State, recognizing the need to maintain prison safety and security through the use of overtime, appropriated a state operations overtime base of approximately \$142 million for the supervision of inmates. That paid for approximately 3,078,126 hours of overtime at the security overtime rate of \$46.08 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 detached assignments (i.e., the Training Academy or the Office of Special Investigations), 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. Deficit reduction leave, which allowed 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 56,992 absence hours, for an average of .4 days of additional absences per correction officer in fiscal year 2014-15. During the last fiscal year, approximately 1.89 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 2014-15, 13.4 days of sick leave were taken per correction officer, 2.4 days or 337,324 hours more than are funded.

Correction officer vacancies (unfilled jobs) occurring in the system have averaged 1.57 million hours annually for the past two fiscal years. In fiscal year 2014-15 the total was approximately 1.28 million hours and is an 11% 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. DOCCS used 1,449,810 staff hours to cover workers' compensation absences in 2014-15, an increase of 9.9 percent from the prior fiscal year and an increase of 83 percent since fiscal year 2004-05 through fiscal year 2014-15.<sup>1</sup>

Coverage for military leave required 58,740 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 2014-15, a total of 471,399 hours were used to cover construction projects, an increase of 5.5 percent from the prior year. These hours are far fewer than the absence hours spent on sick leave and workers' compensation.<sup>2</sup> 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 420,857 staff hours for medical trips and 357,102 hours for outside hospital posts beyond the established plot plan posts. In 2014-15, medical trip hours increased by 7 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 2014-15 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, 2014 - MARCH 31, 2015**

| <b>FACILITY CLASSIFICATION</b> | <b>TOTAL CO OT/HOURS</b> | <b>TOTAL SGT OT/HOURS</b> | <b>CO OT @ \$46.08</b> | <b>SGT OT @ \$61.29</b> |
|--------------------------------|--------------------------|---------------------------|------------------------|-------------------------|
| MAX                            | 1,518,780.76             | 151,263.30                | \$69,985,417.42        | \$9,270,928             |
| MED                            | 895,234.25               | 137,050.40                | \$41,252,394           | \$8,399,819             |
| MIN                            | 90,589.00                | 7,901.20                  | \$4,174,341            | \$484,265               |
| WILLARD DTC                    | 21,463.25                | 3,427.00                  | \$989,027              | \$210,041               |
|                                | <b>2,526,067.26</b>      | <b>299,641.90</b>         | <b>\$116,401,179</b>   | <b>\$18,365,052</b>     |

TABLE D

## TOTAL NUMBER OF BEDS AND EMPTY BEDS as of 12/31/15

| FACILITY CLASSIFICATION | FACILITY          | TOTAL NUMBER OF BEDS | TOTAL NUMBER OF EMPTY BEDS |
|-------------------------|-------------------|----------------------|----------------------------|
| MAX                     | ATTICA            | 2,141                | 68                         |
| MAX                     | AUBURN            | 1,766                | 82                         |
| MAX                     | BEDFORD HILLS     | 941                  | 138                        |
| MAX                     | CLINTON           | 2,852                | 194                        |
| MAX                     | COXSACKIE         | 1,006                | 134                        |
| MAX                     | DOWNSTATE         | 1,221                | 73                         |
| MAX                     | EASTERN           | 985                  | 34                         |
| MAX                     | ELMIRA            | 1,774                | 98                         |
| MAX                     | FIVE POINTS       | 1,587                | 163                        |
| MAX                     | GREAT MEADOW      | 1,612                | 95                         |
| MAX                     | GREEN HAVEN       | 2,068                | 73                         |
| MAX                     | SHAWANGUNK        | 532                  | 22                         |
| MAX                     | SING-SING         | 1,747                | 68                         |
| MAX                     | SOUTHPORT         | 945                  | 257                        |
| MAX                     | SULLIVAN          | 566                  | 60                         |
| MAX                     | UPSTATE           | 1,352                | 122                        |
| MAX                     | WENDE             | 919                  | 75                         |
|                         |                   |                      |                            |
| MED                     | ADIRONDACK        | 558                  | 46 + (133)                 |
| MED                     | ALBION            | 1,233                | 107                        |
| MED                     | ALTONA            | 482                  | 58                         |
| MED                     | BARE HILL         | 1,714                | 238                        |
| MED                     | CAPE VINCENT      | 882                  | 52                         |
| MED                     | CAYUGA            | 1,082                | 106                        |
| MED                     | COLLINS           | 1,107                | 52                         |
| MED                     | FISHKILL          | 1,840                | 138 + (28)                 |
| MED                     | FRANKLIN          | 1,730                | 239 + (60)                 |
| MED                     | GOUVERNEUR        | 1,082                | 70                         |
| MED                     | GOWANDA           | 1,763                | 80 + (150)                 |
| MED                     | GREENE            | 1,755                | 88                         |
| MED                     | GROVELAND         | 1,106                | 58                         |
| MED                     | HALE CREEK ASACTC | 480                  | 127                        |
| MED                     | HUDSON            | 475                  | 93                         |
| MED                     | LIVINGSTON        | 874                  | 36                         |
| MED                     | MARCY *           | 1,198                | 44                         |
| MED                     | MID-STATE         | 1,678                | 66                         |
| MED                     | MOHAWK **         | 1,462                | 80                         |
| MED                     | OGDENSBURG        | 604                  | 80 + (122)                 |
| MED                     | ORLEANS           | 1,082                | 107                        |
| MED                     | OTISVILLE         | 603                  | 27                         |
| MED                     | RIVERVIEW         | 882                  | 24                         |
| MED                     | TACONIC           | 387                  | 30                         |
| MED                     | ULSTER            | 882                  | 149                        |
| MED                     | WALLKILL          | 608                  | 58                         |
| MED                     | WASHINGTON        | 874                  | 50                         |
| MED                     | WATERTOWN         | 670                  | 55 + (98)                  |
| MED                     | WOODBOURNE        | 853                  | 54                         |
| MED                     | WYOMING           | 1,714                | 69                         |
|                         |                   |                      |                            |
| MIN                     | EDGECOMBE         | 183                  | 81                         |
| MIN                     | LAKEVIEW SICF     | 1,022                | 162                        |
| MIN                     | LINCOLN           | 284                  | 134                        |
| MIN                     | MORIAH SICF       | 300                  | 100                        |
| MIN                     | QUEENSBORO        | 424                  | 115                        |
| MIN                     | ROCHESTER         | 90                   | 25                         |
|                         | WILLARD DTC       | 866                  | 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.

Prepared by:

Security Information/Staffing Unit  
December 2015