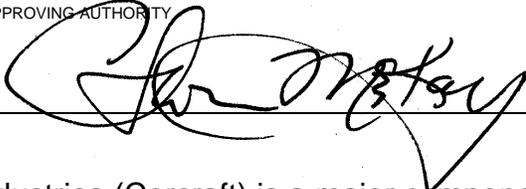


 Corrections and Community Supervision DIRECTIVE	TITLE Division of Correctional Industries (Corcraft)		NO. 6922
			DATE 9/20/2016
SUPERSEDES DIR# 6922 Dtd. 08/06/2015	DISTRIBUTION A	PAGES PAGE 1 OF 3	DATE LAST REVISED
REFERENCES (Include but are not limited to) Correction Law Sec. 184, NYS Finance Law Dir. #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 inmate 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 the 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 inmates 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 inmates 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 our inmate 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 inmates. Corcraft is bound to follow and work within all DOCCS security protocols.
- III. CRITERIA:** For placement in a Corcraft program inmates 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, “Inmate Program Placement.”
- Inmate 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). 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, and audit and control.
 3. Operations: Includes engineering services, production control, distribution and warehouse, contract administration and management, 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 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 products including file cabinets, storage cabinets, lockers, sign posts, desks, and other miscellaneous metal products.
 3. Auburn: Responsible for the production of all license plates for the NYS Department of Motor Vehicles (DMV) and other municipalities, such as police and sheriff departments. Auburn also manufactures wood products, including office furniture and chairs, crowd control barricades, as well as aluminum and wood-framed bulletin boards, white dry erase boards, and security boards.
 4. Bedford: Operates a telephone communication call center for the NYS 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 inmate clothing, and various other specialty items.
 6. Coxsackie: Manufactures textile products including boxer shorts, bed sheets, pillow cases, socks, handkerchiefs, property bags, observation cell pads and smocks, lab coats, bathrobes, pajamas, protective welding attire, inmate record pouches, shower curtains, and other specialty items as needed.
 7. Eastern: Produces a wide variety of mattresses, several types of pillows, and tote bags. Eastern also manufactures the frames for box springs, dust pans, and pallets and crates used for shipping. They also produce signs for the State and local governments, including stop signs, speed limit signs, and various other road signs.
 8. Elmira: Prints and distributes various forms and publications for NYS DOCCS, as well as for various other NYS agencies and counties. Elmira's cast aluminum foundry produces highway leveling rings for manholes and customer cast signage upon request. Paint brushes and rollers are also produced at Elmira.

9. Fishkill: Manufactures specialty steel products including gates, detention doors, window screens, stairs and stairway enclosures, restart desks, recreation enclosures, ice canopies, high security tool cribs, mess hall tables, metal beds, and other security related specialty steel manufacturing.
 10. Franklin: Manufactures garments including inmate clothing, and various other specialty items.
 11. Great Meadow: Manufactures a wide variety of vehicle maintenance and janitorial supplies and products, many of which are environmentally friendly and considered "Green."
 12. Greene: Operates a telephone communication call center for the NYS 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 desks, shelving, credenzas, cabinets, and tabletops using particleboard. Green Haven produces chairs, locker room benches, tables, and other wood components. Green Haven also produces a wide variety of upholstered and ergonomic seating products and manufactures multiple lines of chairs and metal school furniture including desks, chairs, and stools.
 14. Shawangunk: Operates a data entry conversion program to convert data for record archiving.
 15. Wallkill: Manufactures prescription eyewear for NYS Medicaid recipients, NY City Board of Education, other agencies, as well as all inmates in the DOCCS and all psychiatric centers in the State. Also manufactures 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/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, the Industrial Training Leave program, and local municipalities.
- B. Recycling: Provides recycling and organic waste diversion for DOCCS and selected municipalities. The program employs inmates 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 Program: Inmates 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. Inmate employees also work in the DOCCS' Quartermaster Unit for the Division of Support Operations.