

## MINIMUM STAFFING LEVEL - CORRECTIONS

STANDARD NO(S):

NYSSA # 47

DATE:

June 29, 2009

REVISED: 01/19/2011

REVISED: 01/14/2015

REFER TO:

Michael Dwello

**I. OBJECTIVE:** The New York State Commission of Correction requires the Seneca County Correctional Facility to operate and maintain minimum levels of staffing coverage to provide care, custody and control for all inmates and perform other required facility functions

**II. POLICY:** To perform the required duties and discharge all responsibilities in the facility, it is necessary to establish minimum staffing levels.

**III. DETAILS:**

**A.** Minimum staffing requirements for the Seneca County Correctional Facility are as follows:

1. Minimum staffing requirements will follow the NYS Commission of Correction minimum staffing on holidays observed by Seneca County

### Monday thru Friday Minimum Staffing and Post Assignments

B Shift	C Shift	A Shift
Chief Administrative Officer (1)		
Lieutenant (1)		
Shift Supervisor (1)	Shift Supervisor (1)	Shift Supervisor (1)
Escort Officers (4)	Escort Officers (3)	Escort Officers (1)
Booking (1)	Booking (1)	Booking (1)
Central Control (1)	Central Control (1)	Central Control (1)
Housing Unit Officer - A (1)	Housing Unit Officer - A (1)	Housing Unit Officer - A (1)
Housing Unit Officer - B (1)	Housing Unit Officer - B (1)	Housing Unit Officer - B (1)
Housing Unit Officer - C (1)	Housing Unit Officer - C (1)	Housing Unit Officer - C (1)
Transport Officer (4)	Transport Officer (2)	Transport Officer (1)
Visitation Officer (1)	Visitation Officer (1)	
<b>Staffing = 17</b>	<b>Staffing = 12</b>	<b>Staffing = 8</b>
Minus Visitation Officer (-1)	Minus Visitation Officer (-1)	

Minus CAO & Lt (-2)

\*Holiday Minimum Staffing

Minus Transport Officers (-2)

**Minimum Staffing = 12 \***

**Minimum Staffing = 11 \***

**Minimum Staffing = 8 \***

**Saturday and Sunday  
Minimum Staffing and Post Assignments**

<b>B Shift</b>	<b>C Shift</b>	<b>A Shift</b>
Shift Supervisor (1)	Shift Supervisor (1)	Shift Supervisor (1)
Escort Officers (4)	Escort Officers (3)	Escort Officers (1)
Booking (1)	Booking (1)	Booking (1)
Central Control (1)	Central Control (1)	Central Control (1)
Housing Unit Officer - A (1)	Housing Unit Officer - A (1)	Housing Unit Officer - A (1)
Housing Unit Officer - B (1)	Housing Unit Officer - B (1)	Housing Unit Officer - B (1)
Housing Unit Officer - C (1)	Housing Unit Officer - C (1)	Housing Unit Officer - C (1)
Transport Officer (2)	Transport Officer (1)	Transport Officer (1)
Visitation Officer (1)	Visitation Officer (1)	
<b>Minimum Staffing = 13 **</b>	<b>Minimum Staffing = 11 **</b>	<b>Minimum Staffing = 8</b>

\* At least one female officer must be included in staffing Monday thru Friday.

\*\* Two female officers should be included in staffing Saturday and Sunday.

2. Constant watch and overtime shifts in the Correction Division will be filled by calling members in the order of their position as provided below. If no one elects to accept the overtime, the Correction Division Mandatory Overtime list must be used to provide coverage.

<b>Female Constant Watch</b>	<b>Male Constant Watch</b>
1. Part-time Female Correction Officers	1. Part-time Male Correction Officers
2. Full-time Female Correction Officers	2. Full-time Male Correction Officers
3. Use Mandatory Overtime List for Female Correction Officers	3. Use Mandatory Overtime List for Male Correction Officers

<b>Female Regular Shifts</b>	<b>Male Regular Shifts</b>
1. Part-time Female Correction Officers	1. Part-time Male Correction Officers
2. Full-time Female Correction Officers	2. Full-time Male Correction Officers
3. Use Mandatory Overtime List for Female Correction Officers	3. Use Mandatory Overtime List for Male Correction Officers

### **Correction Sergeants**

1. All Correction Sergeants by Seniority
2. Correction Lieutenant
3. Use Mandatory Overtime List for All Correction Sergeants and Lieutenant

3. The Correction Administration Officer and Sheriff are the only persons authorized to deviate from the staffing tables provided above.
4. Open Shifts
  1. Open shifts will be filled in accordance with New York State Civil Service Law and the Collective Bargaining Agreement between the County of Seneca and the S.C.S.E.A. Part-time employees maybe used to fill open shifts for which they are qualified. Pert-time employees will not be scheduled for more than one-half (1/2) the complement of hours worked by a full-time employee until the excess open shifts have been offered as overtime to the full-time employees within classification. If not filled, then employees in other classifications who are qualified for that position maybe called. If still not filled, part-time employees may be scheduled for additional shifts regardless of the number of hours they will work in the week.
5. Mandatory Overtime
  1. All Correction Officers on duty are subject to mandatory overtime to fill existing vacancies as provided below.
    - a. A male Correction Officer may be held over and subject to mandatory overtime as necessary to fill any vacant position as listed below:
      1. Male Housing Units
      2. Male Constant Watches
      3. Escort Officer
      4. Booking Officer
      5. Central Control Officer
      6. Visitation Officer
      7. Transport Officer
    - b. A female Correction Officer may be held over and subject to mandatory overtime as necessary to fill any vacant position as listed below:
      1. Female Housing Unit
      2. Female Constant Watches
      3. Escort Officer
      4. Booking Officer
      5. Central Control
      6. Visitation Officer

7. Transport Officer
6. The Seneca County Correctional Facility is authorized twenty-two (22) part-time Correction Officers to supplement full-time Correction Officers.
7. The Seneca County Correctional Facility will staff sufficient non-security personnel to perform the following:
  1. Maintenance
  2. Medical Services
  3. Kitchen Services