



MEMORANDUM

TO: All Superintendents

FROM: Daniel F. Martuscello III, Commissioner

SUBJECT: Security Staffing Review

DATE: February 10, 2024

While we have been focused on our ongoing recruitment and retention efforts, we continue to have critical vacancies throughout the Department, particularly with the position of Correction Officer. While some of our recruitment strategies, such as regional hiring, have begun to see some positive results, we have reached a point where we need to conduct a complete review of each and every post on our plot plan, as well as any posts that are filled on a temporary basis and really redefine how we conduct business.

This is not a problem that is unique to New York, this is a national problem in the field of corrections. As part of my work on a national level, I have been participating in discussions on how we make our correctional facilities safer, thus improving the quality of life for our staff. While this is a multi-faceted problem with various touch points, one that we must tackle immediately is how we redefine the work. The broader community is discussing that 70% of our original staffing model is the new 100%.

As I mentioned on our All Superintendents call last week, I need each of you to do a comprehensive review of each post, post order, duties description and identify where we can eliminate and/or realign posts and associated duties. This exercise cannot be done in a vacuum, we should engage local union representatives, Staffing Lieutenants, and Chart Sergeants in order to achieve the reduction in staff needed, which will ultimately result in a better work-life balance for staff, and an overall safer facility. Each of you have been making strategic decisions on closing posts, or rotating posts to be closed, that should be closely reviewed as part of this exercise, including questioning each position and the reason we are using a Correction Officer to perform the task. For example, we allow our maintenance and vocational staff to work around the facility with incarcerated people with Class A tools, however, we need a Correction Officer to monitor incarcerated people on interior lawns and grounds, or while picking up the garbage. Attached is a spreadsheet that provides each facility with targets for the 70% and 75 % as a benchmark to use when reviewing your plot plans.

As you embark on this initiative, I have also tasked the Central Office Security Staffing Unit to be available to you as a resource. They will also be conducting a review of each facility independently, to include, but not limited to, comparisons of original plot plan to current plans, comparison of like facility plot plans, staffing reviews that were conducted where additional posts were added, any temporary jobs that were previously approved and not rescinded upon the last review, and if jobs may be realigned to streamline operations and preserve staff.

Each facility Superintendent shall submit their plans to Michael D'Amore, Deputy Commissioner for Correctional Facilities, no later than Friday, February 28, 2025, using the attached spreadsheet. If you have any questions, please contact Deputy Commissioner D'Amore.

Attachments