



**Commission of
Correction**

ALLEN RILEY
Chairman

THOMAS J. LOUGHREN
Commissioner

M E M O R A N D U M

TO: COMMISSION MEMBERS
FROM: Brian Callahan, Counsel *BC*
RE: AGENDA FOR COMMISSION MEETING
DATE: April 20, 2021 at **11:00AM**

LOCATION: Alfred E. Smith Building, 80 So. Swan Street, 12th Floor,
Albany, NY. and Manatee, Florida 34222.

I. MINUTES

SCOC

March 30, 2021 Commission Meeting

CPCRC

April 8, 2021 Minutes

MRB

Administrative Closures

II. VARIANCES

**A. Erie County Department of Social Services
Erie County Secure Detention Center**

20-V-26

Beds

Section 7320.4(b)

B. Gates Police Department

20-V-18

Supervision of Female Prisoners

Section 7504.1(e)

C. Medina Police Department

20-V-17

Supervision of Female Prisoners

Section 7504.1(e)

- D. Chautauqua County Sheriff's Office**
Chautauqua County Jail
21-V-09 NEW
Prisoner Correspondence
Sections 7004.1 and 7004.3

III. MAXIMUM FACILITY CAPACITY

- E. Broome County Sheriff's Office**
Broome County Jail
Revision
- F. Schenectady County Sheriff's Office**
Schenectady County Jail
Revision
- G. Seneca County Sheriff's Office**
Seneca County Jail
Revision
- H. Albany County Sheriff's Office**
Albany County Jail
Revision
- I. Chemung County Sheriff's Office**
Chemung County Jail
Revision
- J. Dutchess County Sheriff's Office**
Dutchess County Jail
Revision
- K. Monroe County Sheriff's Office**
Monroe County Jail
Revision
- L. Onondaga County Sheriff's Office**
Onondaga County Justice Center
Revision

IV. REGULATORY REVIEW

- M. Five Year Regulatory Review**



**Commission of
Correction**

ALLEN RILEY
Chairman

THOMAS J. LOUGHREN
Commissioner

**MINUTES
Commission Meeting**

STATE COMMISSION OF CORRECTION

LOCATION(S):

Albany Location
80 S. Swan Street, 12th Floor
Albany, New York 12210
and
Manatee, Florida 34222

DATE OF MEETING: March 30, 2021

Chairman Riley called the meeting to order at 11:00 a.m.

PRESENT:

- Allen Riley, Chairman
- Thomas Loughren, Commissioner (Via WebEx)
- Brian Callahan, Counsel
- Terry Moran, Director of Operations
- Keith Zobel, Deputy Director of Operations
- Debbie Slack-Bean, Associate Attorney
- Christopher Ost, Correctional Facility Specialist 3
- Cynthia Allen, Correctional Facility Specialist 3
- Patricia Amati, Assistant to Chairman/Commissioner
- Lloyd Robistow, Correctional Facility Specialist 1
- Adam Tilbe, Correctional Facility Specialist 1
- Amanda Crawford-Crowe, Correctional Facility Specialist 1
- Amanda Grimes, Correctional Facility Specialist 1

I. MINUTES

SCOC
February 17, 2021 Commission Meeting

**Approved Unanimous
Loughren/Riley**

CPCRC
March 18, 2021 Minutes

**Approved Unanimous
Loughren/Riley**

MRB

Administrative Closures

**Approved Unanimous
Loughren/Riley**

Medical Review Board Minutes
March 4, 2021

**Approved Unanimous
Loughren/Riley**

II. VARIANCES

**A. Herkimer County Sheriff's Office
Herkimer County Jail
06-V-05
Outdoor Exercise
Section 7028.4**

**Approved Unanimous
June 1, 2021
Loughren/Riley**

**B. New York City Department of Correction
George R. Vierno Center
20-V-16
Inmate Confinement
Section 7075.4(a)**

**Approved Unanimous
October 1, 2021
Loughren/Riley**

**C. Erie County Sheriff's Office
Erie County Holding Center
21-V-05 NEW
Prisoner Correspondence
Sections 7004.1 and 7004.3**

**Approved Unanimous
July 1, 2021
Loughren/Riley**

**D. Erie County Sheriff's Office
Erie County Correctional Facility
21-V-06 NEW
Prisoner Correspondence
Sections 7004.1 and 7004.3**

**Approved Unanimous
July 1, 2021
Loughren/Riley**

**E. Livingston County Sheriff's Office
Livingston County Jail
20-V-14
Prisoner Correspondence
Sections 7004.1 and 7004.3**

**Approved Unanimous
July 1, 2021
Loughren/Riley**

**F. Dutchess County Sheriff's Office
Dutchess County Jail
20-V-15
Non-Contact Visiting
Sections 7008.2(b) and 7008.3(c)**

**Approved Unanimous
July 1, 2021
Loughren/Riley**

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|---|--|
| <p>G. Erie County Sheriff's Office
 Erie County Holding Center
 20-V-12
 Non-Contact Visiting
 Sections 7008.2(b) and 7008.3(c)</p> | <p>Approved Unanimous
 July 1, 2021
 Loughren/Riley</p> |
| <p>H. Erie County Sheriff's Office
 Erie County Correctional Facility
 20-V-13
 Non-Contact Visiting
 Sections 7008.2(b) and 7008.3(c)</p> | <p>Approved Unanimous
 July 1, 2021
 Loughren/Riley</p> |
| <p>I. Franklin County Sheriff's Office
 Franklin County Jail
 20-V-05
 Non-Contact Visiting
 Sections 7008.2(b) and 7008.3(c)</p> | <p>Approved Unanimous
 July 1, 2021
 Loughren/Riley</p> |
| <p>J. Fulton County Sheriff's Office
 Fulton County Jail
 20-V-30
 Non-Contact Visiting
 Sections 7008.2(b) and 7008.3(c)</p> | <p>Approved Unanimous
 July 1, 2021
 Loughren/Riley</p> |
| <p>K. Genesee County Sheriff's Office
 Genesee County Jail
 20-V-28
 Non-Contact Visiting
 Sections 7008.2(b) and 7008.3(c)</p> | <p>Approved Unanimous
 July 1, 2021
 Loughren/Riley</p> |
| <p>L. Jefferson County Sheriff's Office
 Jefferson County Jail
 21-V-01
 Non-Contact Visiting
 Sections 7008.2(b) and 7008.3(c)</p> | <p>Approved Unanimous
 July 1, 2021
 Loughren/Riley</p> |
| <p>M. Monroe County Sheriff's Office
 Monroe County Jail
 20-V-03
 Non-Contact Visiting
 Sections 7008.2(b) and 7008.3(c)</p> | <p>Approved Unanimous
 July 1, 2021
 Loughren/Riley</p> |

- | | |
|--|---|
| <p>N. Rockland County Sheriff's Office
 Rockland County Jail
 20-V-09
 Non-Contact Visiting
 Sections 7008.2(b) and 7008.3(c)</p> | <p>Approved Unanimous
 July 1, 2021
 Loughren/Riley</p> |
| <p>O. Suffolk County Sheriff's Office
 Suffolk County Jail Riverhead
 20-V-07
 Non-Contact Visiting
 Sections 7008.2(b) and 7008.3(c)</p> | <p>Approved Unanimous
 July 1, 2021
 Loughren/Riley</p> |
| <p>P. Suffolk County Sheriff's Office
 Suffolk County Jail Yaphank
 20-V-08
 Non-Contact Visiting
 Sections 7008.2(b) and 7008.3(c)</p> | <p>Approved Unanimous
 July 1, 2021
 Loughren/Riley</p> |
| <p>Q. Tompkins County Sheriff's Office
 Tompkins County Jail
 20-V-04
 Non-Contact Visiting
 Sections 7008.2(b) and 7008.3(c)</p> | <p>Approved Unanimous
 July 1, 2021
 Loughren/Riley</p> |
| <p>R. Westchester County Department of Correction
 Westchester County Jail
 20-V-23
 Non-Contact Visiting
 Sections 7008.2(b) and 7008.3(c)</p> | <p>Approved Unanimous
 July 1, 2021
 Loughren/Riley</p> |
| <p>S. Wyoming County Sheriff's Office
 Wyoming County Jail
 20-V-11
 Non-Contact Visiting
 Sections 7008.2(b) and 7008.3(c)</p> | <p>Approved Unanimous
 July 1, 2021
 Loughren/Riley</p> |
| <p>T. Yates County Sheriff's Office
 Yates County Jail
 20-V-10
 Non-Contact Visiting
 Sections 7008.2(b) and 7008.3(c)</p> | <p>Approved Unanimous
 July 1, 2021
 Loughren/Riley</p> |
| <p>U. Poughkeepsie Police Department
 18-V-02
 Supervision of Female Prisoners
 Section 7504.1(e)</p> | <p>Approved Unanimous
 January 1, 2022
 Loughren/Riley</p> |

V. Genesee County Sheriff's Office
Genesee County Jail
21-V-03 NEW
Maximum Facility Capacity
Sections 7040.3 and 7040.5(a)(d)

Approved Unanimous
June 1, 2021
Loughren/Riley

W. Niagara County Sheriff's Office
Niagara County Jail
21-V-04 NEW
Prisoner Correspondence
Sections 7004.1 and 7004.3

Approved Unanimous
July 1, 2021
Loughren/Riley

III. MAXIMUM FACILITY CAPACITY

X. Herkimer County Sheriff's Office
Herkimer County Jail
New Facility

Approved Unanimous
Loughren/Riley

Y. Allegany County Sheriff's Office
Allegany County Jail
Revision

Approved Unanimous
Loughren/Riley

Z. Chautauqua County Sheriff's Office
Chautauqua County Jail
Revision

Approved Unanimous
Loughren/Riley

Z1. Clinton County Sheriff's Office
Clinton County Jail
Revision

Approved Unanimous
Loughren/Riley

Z2. Erie County Sheriff's Office
Erie County Holding Center
Revision

Approved Unanimous
Loughren/Riley

Z3. Essex County Sheriff's Office
Essex County Jail
Revision

Approved Unanimous
Loughren/Riley

Z4. Jefferson County Sheriff's Office
Jefferson County Jail
Revision

Approved Unanimous
Loughren/Riley

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|---|---|
| <p>Z5. Rockland County Sheriff's Office
Rockland County Jail
Revision</p> | <p>Approved Unanimous
Loughren/Riley</p> |
| <p>Z6. Niagara County Sheriff's Office
Niagara County Jail
Revision</p> | <p>Approved Unanimous
Loughren/Riley</p> |
| <p>Z7. Genesee County Sheriff's Office
Genesee County Jail
Revision</p> | <p>Approved Unanimous
Loughren/Riley</p> |
| <p>Z8. Madison County Sheriff's Office
Madison County Jail
Revision</p> | <p>Approved Unanimous
Loughren/Riley</p> |
| <p>Z9. Nassau County Sheriff's Office
Nassau County Jail
Revision</p> | <p>Approved Unanimous
Loughren/Riley</p> |
| <p>Z10. Orleans County Sheriff's Office
Orleans County Jail
Revision</p> | <p>Approved Unanimous
Loughren/Riley</p> |
| <p>Z11. Oswego County Sheriff's Office
Oswego County Jail
Revision</p> | <p>Approved Unanimous
Loughren/Riley</p> |
| <p>Z12. Rensselaer County Sheriff's Office
Rensselaer County Jail
Revision</p> | <p>Approved Unanimous
Loughren/Riley</p> |
| <p>Z13. Suffolk County Sheriff's Office
Suffolk County Jail Riverhead
Revision</p> | <p>Approved Unanimous
Loughren/Riley</p> |
| <p>Z14. Suffolk County Sheriff's Office
Suffolk County Jail Yaphank
Revision</p> | <p>Approved Unanimous
Loughren/Riley</p> |
| <p>Z15. Ulster County Sheriff's Office
Ulster County Jail
Revision</p> | <p>Approved Unanimous
Loughren/Riley</p> |

**Z16. Westchester County Department of Correction
Westchester County Jail
Revision** **Approved Unanimous
Loughren/Riley**

**Z17. Westchester County Department of Correction
Westchester County Penitentiary
Revision** **Approved Unanimous
Loughren/Riley**

**Z18. Westchester County Department of Correction
Westchester County Annex
Revision** **Approved Unanimous
Loughren/Riley**

IV. CONSTRUCTON

**Z19. Tioga County Sheriff's Office
Tioga County Jail
21-C-10
Walk-in Cooler** **Approved Unanimous
Loughren/Riley**

**Z20. New York City Department of Correction
Anna M. Kross Center
21-C-012
Fencing Project** **Approved Unanimous
Loughren/Riley**

**Z21. Clinton County Sheriff's Office
Clinton County Jail
21-C-14
Security Electronics System** **Approved Unanimous
Loughren/Riley**

V. VARIANCE ADDENDUM

**Z.22. Cayuga County Sheriff's Office
Cayuga County Jail
21-V-07 (NEW)
Prisoner Correspondence
Sections 7040.1 and 7004.3** **Approved Unanimous
July 1, 2021
Loughren/Riley**

**Z.23. Westchester County Department of Probation
Woodfield Detention Center
21-V-08 (NEW)
Housing
Sections 7320.4 and 7320.5** **Approved Unanimous
June 1, 2021
Loughren/Riley**

Commissioner Loughren made a motion to go into executive session at 11:13 a.m. to discuss Variances, Maximum Facility Capacities and Construction items which was seconded by Chairman Riley.

Commissioner Loughren made a motion to exit Executive Session and return to general session at 11:35 a.m., which was seconded by Chairman Riley.

The meeting resumed at 11:35 a.m. Motion was made by Commissioner Loughren to ratify actions taken in Executive Session regarding Variances, Maximum Facility Capacity and Construction items, seconded by Chairman Riley. Commissioner Loughren made a motion to adjourn at 11:35 a.m. which was seconded by Chairman Riley.

Respectfully submitted,

Tricia Amati
Assistant to Chairman/Commissioner



Commission of Correction

ALLEN RILEY
Chairman

THOMAS J. LOUGHREN
Commissioner

EXECUTIVE SESSION

MINUTES

LOCATION:

Commission Meeting

STATE COMMISSION OF CORRECTION

LOCATION(S):

Albany Location
80 S. Swan Street, 12th Floor
Albany, New York 12210
and
Manatee, Florida 34222

DATE OF MEETING: March 30, 2021

Chairman Riley called the meeting to order at 11:00 a.m.

PRESENT:

Allen Riley, Chairman
Thomas Loughren, Commissioner (Via WebEX)
Brian Callahan, Counsel
Terry Moran, Director of Operations
Keith Zobel, Deputy Director of Operations
Debbie Slack-Bean, Associate Attorney
Christopher Ost, Correctional Facility Specialist 3
Cynthia Allen, Correctional Facility Specialist 3
Patricia Amati, Assistant to Chairman/Commissioner
Lloyd Robistow, Correctional Facility Specialist 1
Adam Tilbe, Correctional Facility Specialist 1
Amanda Crawford-Crowe, Correctional Facility Specialist 1
Amanda Grimes, Correctional Facility Specialist 1

LOCATION: Alfred E. Smith Building, 80 So. Swan Street, 12th Floor,
Albany, NY and Manatee, Florida.

Commissioner Loughren made a motion to go into executive session at 11:13 a.m. to discuss Variances, Maximum Facility Capacities and Construction items which was seconded by Chairman Riley.

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Respectfully submitted,

Tricia Amati
Assistant to Chairman/Commissioner

Name of Facility: Gates Police Department Variance # 20-V-18

New: **Renewal:** X

Relief from Standard: 7504.1(e)

Application by: Chief James VanBrederode **Date Request Rec:** March 30, 2021

Last Approved: 10/20/20 **Length of Approval:** 6 months **Expiration:** 05/01/21

Write-up Prepared by: Larry Roe

Recommendation by Field Staff: Approve until January 1, 2022

Recommendation at Briefing: Approve until January 1, 2022

Final Recommendation:

SUMMARY OF VARIANCE REQUEST

The Gates Police Department is requesting an extension of variance 20-V-18 for relief from the requirements of Minimum Standard 7504.1(e), supervision of female prisoners by a matron. This variance will permit male officers to supervise female prisoners with strict conditions set forth.

The Department has 31 sworn officers, with only 3 female officers. The size of the department does not guarantee that a female officer will be available for the supervision of a female arrestee.

OTHER VARIANCES IN EFFECT

None

STAFF INFORMATION AFTER SITE VISIT (DATE OF LAST VISIT TO FACILITY):

MSE REPORT OF 11/13/19

DATE OF LAST CYCLE VISIT THAT STANDARD VIOLATIONS WERE IDENTIFIED:

November 13, 2019

ANY OPEN MINIMUM STANDARD VIOLATIONS:

7504.1(e) – Supervision of Detention Areas

OTHER INFORMATION

ANY VIOLATIONS WHICH PERTAIN TO THE VARIANCE'S CONDITIONS:

This variance addresses the open issue that was identified in the previous standard evaluation.

JUSTIFICATION FOR WHY VARIANCE SHOULD OR SHOULD NOT BE EXTENDED:

This variance will allow the Department to use their holding cells for females if needed.

RECOMMENDED CONDITIONS IF APPROVED

1. The Gates PD shall ensure that anytime a female prisoner is placed in a detention cell, a female officer or matron is present in the building and has the ability to respond in times when a search is needed, or a female prisoner is placed on constant supervision.
2. The Gates PD shall ensure that any search of a female prisoner is conducted by a female officer or matron.
3. The Gates PD shall ensure that anytime a female prisoner is placed on constant supervision, such supervision is conducted by a female officer or matron.
4. The Gates PD shall maintain a system of video recording for six months of the detention area that cannot be disabled by staff any time a male officer is providing supervision to a female prisoner.
5. The Gates PD shall maintain the video recording of instances of cross-gender supervision for a minimum of six months.
6. The Gates PD shall ensure that an entry is made in the supervision records that states a male officer is supervising a female prisoner housed in a detention cell.
7. The Gates PD shall maintain a centralized record of allegations of improper or physical contact between a female prisoner and male officer. Such record shall include any allegation, the investigative files, findings, and any related disposition.

REVIEWED BY REGIONAL SUPERVISOR: Larry Roe

DATE: 04/16/21

REVIEWED BY DIRECTOR: Terry Moran

DATE: 4/19/21

COMMENTS BY DIRECTOR:

OFFICIAL USE ONLY:

NOTES OF MEETING:



James VanBrederode
Chief of Police

GATES POLICE DEPARTMENT

TOWN OF GATES
1605 Buffalo Road
Rochester, New York 14624-1696



Dispatcher 911
Administration (585) 247-2262
Fax (585) 247-8969

March 29, 2021

Commission of Correction
Chairman Allen Riley
80 South Swan St. 12th floor
Albany, NY 12210

Dear Chairman Riley,

The Gates Police Department is requesting an extension of our variance with respect to compliance with provisions of 9 NYCRR 7504. 1€.

Thank you for this consideration.

Sincerely,

James VanBrederode
Chief of Police

Name of Facility: Medina Police Department Variance # 20-V-17

New: **Renewal:** X

Relief from Standard: 7504.1(e)

Application by: Chief Chad Kenward

Date Request Rec: March 31, 2021

Last Approved: 10/20/20 **Length of Approval:** 6 Months **Expiration:** May 1, 2021

Write-up Prepared by: Larry Roe

Recommendation by Field Staff: Approve until January 1, 2022

Recommendation at Briefing:

Final Recommendation:

SUMMARY OF VARIANCE REQUEST

Variance relief from the requirements of Minimum Standard 7504.1(e), supervision of female prisoners by a matron. The Medina Village Police Department is requesting an extension of Variance 20-V-17 which will permit male officers to supervise female prisoners with strict conditions set forth. Chief Kenward advises that the Police Department has 13 male Officers and no female Officers; he hopes to higher female Officers in the future, but currently the Department is not hiring.

OTHER VARIANCES IN EFFECT

None

STAFF INFORMATION AFTER SITE VISIT (DATE OF LAST VISIT TO FACILITY):

MSE EVALUATION 11/15/19

DATE OF LAST CYCLE VISIT THAT STANDARD VIOLATIONS WERE IDENTIFIED:

November 15, 2019

ANY OPEN MINIMUM STANDARD VIOLATIONS:

7504.1(e) – Supervision of Detention Areas

OTHER INFORMATION

ANY VIOLATIONS WHICH PERTAIN TO THE VARIANCE'S CONDITIONS:

This variance addresses the open issue that was identified in the last standard evaluation.

JUSTIFICATION FOR WHY VARIANCE SHOULD OR SHOULD NOT BE EXTENDED:

This variance will allow Department staff members to use their holding cells for females if needed.

RECOMMENDED CONDITIONS IF APPROVED

1. The Medina PD shall ensure that anytime a female prisoner is placed in a detention cell, a female officer or matron is present in the building and has the ability to respond in times when a search is needed, or a female prisoner is placed on constant supervision.
2. The Medina PD shall ensure that any search of a female prisoner is conducted by a female officer or matron.
3. The Medina PD shall ensure that anytime a female prisoner is placed on constant supervision, such supervision is conducted by a female officer or matron.
4. The Medina PD shall maintain a system of video recording for six months of the detention area that cannot be disabled by staff any time a male officer is providing supervision to a female prisoner.
5. The Medina PD shall maintain the video recording of instances of cross-gender supervision for a minimum of six months.
6. The Medina PD shall ensure that an entry is made in the supervision records that states a male officer is supervising a female prisoner housed in a detention cell.
7. The Medina PD shall maintain a centralized record of allegations of improper or physical contact between a female prisoner and male officer. Such record shall include any allegation, the investigative files, findings, and any related disposition.

REVIEWED BY REGIONAL SUPERVISOR: Larry Roe

DATE: 04/16/21

REVIEWED BY DIRECTOR: Terry Moran

DATE: 4/19/21

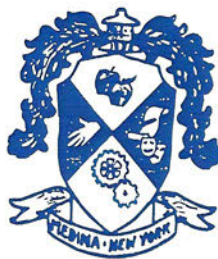
COMMENTS BY DIRECTOR:

OFFICIAL USE ONLY:

NOTES OF MEETING:

CHAD KENWARD
Police Chief

Tel: (585) 798-5602
Fax: (585) 798-2426



STATE OF NEW YORK

VILLAGE OF MEDINA
POLICE DEPARTMENT
600 Main Street
Medina, New York 14103

March 31, 2021

To Whom It May Concern,

I am writing this letter in response to variance 20-V-17, which permits male officers to supervise female prisoners/detainees under certain conditions, which is to expire May 1, 2021.

As stated in our department's earlier request for a variance regarding our department's failure to meet the minimum standard Part 7504 Supervision of Detention Areas, section 7504.1 (e) our department is currently comprised of 13 male officers, no female officers. Our department is fully staffed at this time and it is unknown the future staffing demographics of our department. It would be my hope in the future to hire a female officer, but at this time we are not hiring. At this time and until further notice we can not meet the minimum standard set forth by the State of New York regarding section 7504.1 (e).

As a representative for the Medina Police Department, I am requesting an extension or long-term variance (until our department hires a female) for section 7504.1 (e) to be in compliance.

Sincerely,

A handwritten signature in black ink, appearing to read 'Chad Kenward', is written over the word 'Sincerely,'.

Chief Chad Kenward

Name of Facility: Chautauqua County Jail

Variance #21-V-09

New: Renewal: Relief from Standard: 7004.1(a) & 7004.3(a)

Application by: Jail Administrator James Crowell Date Request Rec: 3/28/21

Last Approved: N/A Length of Approval: N/A Expiration: N/A

Write-up Prepared by: Larry Roe

Recommendation by Field Staff: Recommend approval until July 1, 2021.

Recommendation at Briefing: Recommend approval until July 1, 2021.

Final Recommendation:

SUMMARY OF VARIANCE REQUEST

Chautauqua County Jail Administrator James Crowell is requesting a variance to provide incarcerated individuals with photocopies of all non-privileged incoming correspondence in lieu of the original correspondence. Jail Administrator Crowell further notes that the facility proposes to copy non-privileged correspondence and deliver to the incarcerated individual within 1 business day of receiving such mail from the U.S. Postal Service or any other mail delivery services.

RECOMMENDATION BY STAFF

It is recommended this variance be approved until July 1, 2021.

RECOMMENDED CONDITIONS IF APPROVED

Pursuant to this action, the following conditions shall apply:

1. Only non-privileged incoming correspondence and accompanying envelope may be photocopied and provided to the recipient prisoner. Incoming privileged correspondence shall be provided to the recipient prisoner and is not to be photocopied.
2. Incoming general and legal privileged correspondence shall be opened and inspected for contraband in the presence of the recipient prisoner. The facility may use a drug detecting device to scan privileged correspondence for illicit drugs only in the presence of the recipient prisoner.
3. Approval of this variance does not relieve the facility from its duty to comply with United States Postal Services' regulations and statutes.
4. Except for incoming non-general and legal privileged correspondence forwarded to the chief administrative officer, the facility shall make available correspondence for inmate view within one business day of delivery by the United States Postal Service.
5. The facility shall ensure that inmates are provided, **at no cost**, the opportunity to:
 - a. be provided with their original correspondence and enclosed contents (i.e., photos, cards, etc.), that are non-criminal in nature, immediately upon release/transfer from the facility; and

- b. be permitted to designate a person(s) who may obtain such original correspondence from the facility.
- 6. The facility shall provide inmates the opportunity to have their original correspondence forwarded to a third party.
- 7. All relevant protocols concerning the photocopying of correspondence shall be included in the facility's inmate rulebook. If the rulebook is not yet scheduled for reprinting, such information shall be posted conspicuously in all housing areas until such reprinting has been completed and issued.
- 8. Any costs associated with the correspondence photocopying program shall be borne by the facility and not through the use of commissary profits.
- 9. The facility ensures that all correspondence-related reportable incidents are submitted to the Commission in accordance with Part 7022, Reportable Incidents.

CONSTRUCTION/RENOVATION PLANS

NA

OTHER VARIANCES IN EFFECT

NA

STAFF INFORMATION AFTER SITE VISIT (DATE OF LAST VISIT TO FACILITY):

DATE OF LAST CYCLE VISIT THAT STANDARD VIOLATIONS WERE IDENTIFIED:

Not applicable at this time.

ANY OPEN MINIMUM STANDARD VIOLATIONS:

Not applicable at this time.

ANY VIOLATIONS WHICH PERTAIN TO THE VARIANCE'S CONDITIONS:

Not applicable at this time.

JUSTIFICATION FOR WHY VARIANCE SHOULD OR SHOULD NOT BE APPROVED/ EXTENDED:

The Variance will help assist the facility with reducing the introduction of contraband via correspondence.

REVIEWED BY REGIONAL SUPERVISOR: Larry Roe **DATE :** 4/16/21

OFFICIAL USE ONLY:

NOTES OF MEETING: _____



Commission of Correction

New York State
Commission of Correction
80 S. Swan Street, 12th Floor
Albany, New York 12205
518-485-2465
518-485-2467 (Fax)

County Jail Variance Application Form

INSTRUCTIONS TO SHERIFF OR CHIEF ADMINISTRATIVE OFFICER:

Pursuant to New York State Minimum Standards Part 7050, Variances, please complete all portions of this form and mail or fax this form Attn: Chairman/Commissioner to the address or fax number listed above.

Facility: Chautauqua County

Person requesting: WARDEN James E Crowell
Jail Administration
(Sheriff/Chief Administrative Officer)

A. State the specific part, section and subdivision of New York State Minimum Standards for which the variance is requested: Example: 7040.3 states that, the total number of inmates confined within each correctional facility shall not exceed the maximum facility capacity of such facility. To request a variance to house additional inmates within the facility the citation should be listed as:

Ex. Part: 7040 Section: 3 Subdivision: n/a

Standard for which the variance is requested:

Part: 7004 Section: 7004.3 Subdivision: (b)

B. In the space provided below include specific plans fully explaining and supporting the alternative manner of compliance. If you are requesting a modification to an existing variance please include that information in the area below as well. (Include or attach any relevant supporting documentation)

See Attached

C. In the space provided below include a detailed description regarding why this variance is necessary. (Include or attach any relevant supporting documentation.)

See Attached

D. Provide the amount of time for which the variance is requested, if applicable:

Days _____ Weeks _____ 12 Months

E. Should this variance application be approved, please detail below any plans, provisions and timetables for achieving full compliance with the Minimum Standard regulation that is the subject of this application. (Use additional sheets to provide further information and supporting documentation).

See Attached

F. If this variance request pertains to housing additional inmates, please provide the square footage for the potential housing areas effected (dayspace area, cells, gym, etc.) as well as the number of sinks, shower and toilets for that area. It is also necessary to include the current Maximum Facility Capacity (MFC) for the specific area listed in this application, along with the number of additional inmates (beyond the MFC rating) you are requesting to be housed in the specific area.

Not Applicable

Housing Area (Name and type, i.e. 1 North, dorm, linear)	Dorms and Cells Sq. Ft.	Number of Sinks	Number of Showers	Number of Toilets	Current MFC	Requested Number of Variance Beds

(If additional space is required please make a copy of this sheet and attach)

G. Has this variance been previously approved by the Commission?

Yes _____ If yes, include the variance number _____ No X

Cpt James E. Crowell WARDEN 3/29/2021
Signature (Sheriff) (Chief Administrative Officer) Date

Additional copies of this form can be obtained by contacting the Commission, or online at www.scoc.ny.gov . *Click on Table of Contents, Commission Forms, Request for a Variance* (Formal application statement).

JAMES B. QUATTRONE
SHERIFF



DARRYL BRALEY
UNDERSHERIFF

OFFICE OF THE SHERIFF
CHAUTAUQUA COUNTY

28 March 2021

NYS Commission of Correction
80 S. Swan Street 12th Floor
Albany, NY 12205

Re: County Jail Variance Application Form

Dear Commissioners,

The Chautauqua County Jail Administrator is seeking a variance to allow photo copies of all non-privileged inmate mail. The facility proposes to copy non-privileged correspondence and deliver to the inmate within 1 business day of receiving such mail from the US Postal Service or any other mail delivery services.

Question B on the variance application asks that the facility provide specific plans fully explaining and supporting the alternative manner of compliance and provide supporting documentation;

The facility shall ensure that inmates are provided, at no cost, the opportunity to be provided with their original correspondence and enclosed contents upon release or transfer from the facility and be permitted to release the original correspondence to a designate person or persons at that their request. Any and all costs associated with the photocopying shall be borne by the facility, the use of commissary funds for such services shall not be permitted.

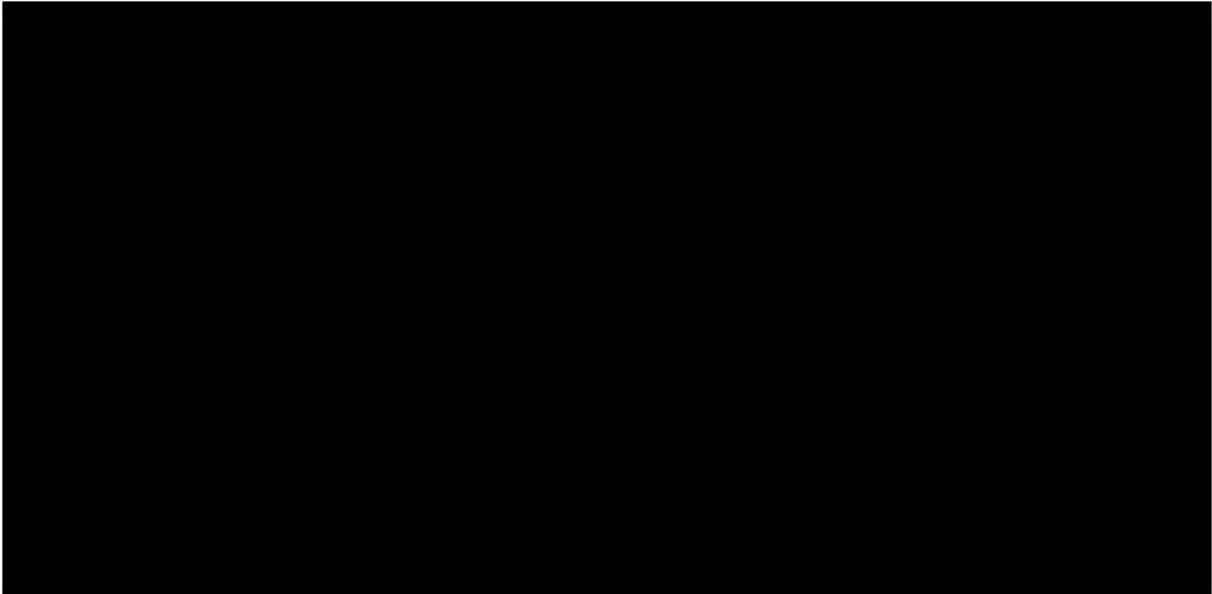
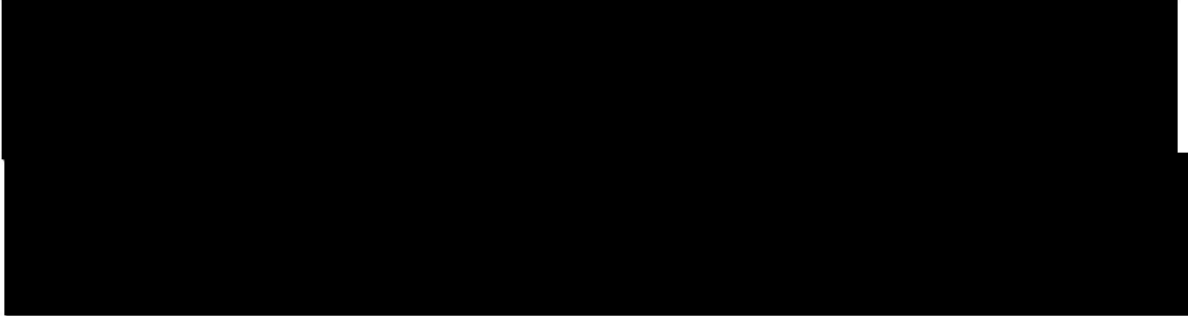
The Sheriff and Jail Administration understand that only non-privileged correspondence can be copied and all legal or privileged correspondence must still be opened in the presence of the inmate.

General Order 601.2 Inmate Non-Privileged Correspondence has been amended to reflect the above changes to accommodate this request, ensure compliance with Minimum Standard 7004, and to protect inmate rights.

The General Order is enclosed for your review.

Question C. on the variance application asks that facility include a detailed description regarding why this variance is necessary;





Question E on the application: detail plans, provisions, and timetables for achieving full compliance with the Minimum Standard Part 7004:

General Order 601.2 will address the plan and make provisions to achieve compliance with the Minimum Standard Part 7004. A Special Order will be posted to all staff as notification of the policy changes once or if a variance is granted. The timetable we are seeking at this time is 12 months.

Respectfully,

James E. Crowell
Jail Administrator



**Commission of
Correction**

MAXIMUM FACILITY CAPACITY

For the

Broome County Jail

Binghamton, New York

April 20, 2021

Allen Riley
Chairman

Thomas J. Loughren
Commissioner

BROOME COUNTY JAIL – MFC 2021

NOTE: INDIVIDUAL OCCUPANCY HOUSING UNITS AND MULTIPLE OCCUPANCY HOUSING UNITS WHICH MEET THE FOLLOWING REQUIREMENTS PURSUANT TO 9 NYCRR PART 7040 ARE TO BE INCLUDED IN THE MAXIMUM FACILITY CAPACITY FORMULATION.

I. INDIVIDUAL OCCUPANCY HOUSING UNITS:

1. Each such unit shall only house one (1) incarcerated individual and contain at least 60 square feet of floor space.
2. Each such individual occupancy housing unit shall contain:
One (1) bed and mattress;
One (1) functioning toilet; and
One (1) functioning sink.
3. Sufficient showers shall be available to permit each incarcerated individual to shower daily.
4. Each tier or section of individual housing units constructed after the effective date of 9 NYCRR 7040 shall provide dayroom space adjacent and accessible to such tier or section.

EXCEPTIONS:

1. A unit may contain less than 60 square feet of floor space if such unit was originally constructed for single occupancy prior to the effective date of 9 NYCRR Part 7040.
2. Each such unit used to house incarcerated individuals apart from general population for the purpose of medical observation or treatment shall have a minimum of 80 square feet of floor space.

II. MULTIPLE OCCUPANCY HOUSING UNITS:

1. Each such unit shall provide a minimum of 50 square feet of floor space per incarcerated individual in the sleeping area.
2. Each such unit shall house no more than 60 incarcerated individuals.
3. Each such unit shall have a bed and mattress for each incarcerated individual.
4. Each such unit shall have at least:
One (1) functioning toilet for every 12 incarcerated individuals;
One (1) functioning shower for every 15 incarcerated individuals; and
One (1) functioning sink for every 12 incarcerated individuals.
5. Each such unit shall provide a minimum of 25 square feet of dayroom space immediately adjacent and accessible to the sleeping area.

EXCEPTIONS:

1. Each such unit used to house incarcerated individuals apart from general population for the purpose of medical observation or treatment shall have a minimum of 80 square feet of floor space.

BROOME COUNTY JAIL – MFC 2021

III. UNITS CONTAINING BOTH INDIVIDUAL AND MULTIPLE OCCUPANCY HOUSING:

1. The requirements as stipulated in I and II apply to all housing units consisting of both individual and multiple occupancy housing units.

EXCEPTIONS:

1. A unit may contain less than 60 square feet of floor space if such unit was originally constructed for single occupancy prior to the effective date of 9 NYCRR Part 7040.
2. Each such unit used to house incarcerated individuals apart from general population for the purpose of medical observation or treatment shall have a minimum of 80 square feet of floor space.

IV. NON-HOUSING AREAS USED FOR THE TEMPORARY DETENTION OF INDIVIDUALS

1. These are used to identify areas within the facility that are used for the temporary detention of individuals. These areas do not increase the capacity of the facility.

BROOME COUNTY JAIL – MFC 2021

IA. INDIVIDUAL OCCUPANCY HOUSING UNITS USED FOR GENERAL HOUSING

Name of Housing Area/Section	Number of Individual Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	Number of Showers Available per Section	Maximum Incarcerated Individual Capacity
A-Pod Double Cells (100-105) (137-142)	12	12 @ 104 sq. ft.	3	24
F-Pod	32	32 @ 75 sq. ft.	3	32

Individual General Housing Unit Total: 56

IB. INDIVIDUAL OCCUPANCY HOUSING UNITS USED FOR ADMISSIONS/ORIENTATION, MEDICAL AND MENTAL HEALTH OBSERVATION

Name of Housing Area/Section	Type of Housing	Number of Individual Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	Number of Showers Available	Maximum Incarcerated Individual Capacity
A-Pod	Admission and Orientation	36	36 @ 75 sq. ft.	3	36
Medical Unit A South Side	Medical	11	11 @ 120 sq. ft.	1	11
Medical Unit B North Side	Medical	13	13 @ 95 sq. ft.	2	13
Medical Unit Observation Cells	Mental Health	4	4 @ 80 sq. ft.	1	4

Individual Admissions/Orientation, Medical and Mental Health Observation Housing Unit Total: 64

IC. INDIVIDUAL OCCUPANCY HOUSING UNITS USED FOR SPECIAL HOUSING

Name of Housing Area/Section	Type of Special Housing	Number of Individual Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	# of Showers Available per Section	Maximum Incarcerated Individual Capacity
D-Pod	Punitive and Administrative Segregation	32	32 @ 75 sq. ft.	3	32
I-Max	Punitive and Administrative Segregation	20	19 @ 75 sq. ft.	2	20

Individual Special Housing Unit Total: 52

BROOME COUNTY JAIL – MFC 2021

IIA. MULTIPLE OCCUPANCY HOUSING UNITS USED FOR GENERAL HOUSING

Name of Housing Area/Section	Number of Toilets	Number of Sinks	Number of Showers	Total Size of Unit (Sq. Ft. of Floor Space)	Maximum Incarcerated Individual Capacity
Multi-Use Dorm	6	6	6	3004 sq. ft.	40
K/L Pod Dorm <i>see notes</i>	4	4	4	4564 sq. ft.	48

Notes:

1. The K/L Pod Dorm can be evenly divided into two 24-bed dorms by use of a retractable wall.
2. When the K/L Pod Dorm is divided into two dorms, and both house incarcerated individuals, a staff member must be posted inside each dorm.

Multiple General Housing Unit Total: 88

IIB. MULTIPLE OCCUPANCY HOUSING UNITS USED FOR ADMISSIONS/ORIENTATION, MEDICAL AND MENTAL HEALTH OBSERVATION

Name of Housing Area/Section	Type of Housing	Number of Toilets	Number of Sinks	Number of Showers	Total Size of Unit (Sq. Ft. of Floor Space)	Maximum Incarcerated Individual Capacity
Not Applicable						0

Multiple Admissions/Orientation, Medical and Mental Health Observation Housing Unit Total: 0

IIC. MULTIPLE OCCUPANCY HOUSING UNITS USED FOR SPECIAL HOUSING

Name of Housing Area/Section	Type of Special Housing	Number of Toilets	Number of Sinks	Number of Showers	Total Size of Unit (Sq. Ft. of Floor Space)	Maximum Incarcerated Individual Capacity
Not Applicable						0

Multiple Special Housing Unit Total: 0

BROOME COUNTY JAIL – MFC 2021

III.A. UNITS CONTAINING BOTH INDIVIDUAL AND MULTIPLE OCCUPANCY HOUSING USED FOR GENERAL HOUSING

Name of Housing Area/Section	Number of Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	Number of Showers Available	Maximum Incarcerated Individual Capacity
B-Pod Double Cells (100-105)(137-142)	12	12 @ 104 sq. ft.	6	60 24
Single Cells	36	36 @ 75 sq. ft.		36
C-Pod Double Cells (100-105)(137-142)	12	12 @ 104 sq. ft.	6	60 24
Single Cells	36	36 @ 75 sq. ft.		36
E-Pod Double Cells (120-125)(150-160)	12	12 @ 104 sq. ft.	6	60 24
Single Cells	36	36 @ 75 sq. ft.		36
G-Pod Double Cells (120-125)(150-160)	12	12 @ 104 sq. ft.	6	60 24
Single Cells	36	36 @ 75 sq. ft.		36
H-Pod Double Cells (100-105)(137-142)	12	12 @ 104 sq. ft.	6	60 24
Single Cells	36	36 @ 75 sq. ft.		36
I-Pod Double Cells (100-105)(137-142)	12	12 @ 104 sq. ft.		40 24
Single Cells	16	16 @ 75 sq. ft.		16

Individual and Multiple Occupancy General Housing Unit Total: 340

III.B. UNITS CONTAINING BOTH INDIVIDUAL AND MULTIPLE OCCUPANCY HOUSING USED FOR ADMISSIONS/ORIENTATION, MEDICAL AND MENTAL HEALTH OBSERVATION

Name of Housing Area/Section	Type of Housing	Number of Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	Number of Showers Available	Maximum Incarcerated Individual Capacity
Not Applicable					0

Individual and Multiple Occupancy Admissions/Orientation, Medical and Mental Health Housing Unit Total: 0

BROOME COUNTY JAIL – MFC 2021

III.C. UNITS CONTAINING BOTH INDIVIDUAL AND MULTIPLE OCCUPANCY HOUSING USED FOR SPECIAL HOUSING

Name of Housing Area/Section	Type of Special Housing	Number of Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	Number of Showers Available	Maximum Incarcerated Individual Capacity
Not Applicable					0

Individual and Multiple Occupancy Special Housing Unit Total: 0

IV. NON-HOUSING AREAS USED FOR THE TEMPORARY DETENTION OF INDIVIDUALS

Name of Area/Section	Number of Toilets	Number of Sinks	Total Size of Area (Sq. Ft. of Floor Space)	Description of Use
Intake Holding Pen #1	1	1	1 @ 52 sq. ft.	The facility may hold up to three (3) incarcerated individuals.
Intake Holding Pen #2	1	1	1 @ 52 sq. ft.	The facility may hold up to three (3) incarcerated individuals.
Intake Holding Pen #3	1	1	1 @ 52 sq. ft.	The facility may hold up to three (3) incarcerated individuals.
Intake Holding Pen #4	1	1	1 @ 52 sq. ft.	The facility may hold up to three (3) incarcerated individuals.
Intake Holding Pen #5	1	1	1 @ 47 sq. ft.	The facility may hold up to three (3) incarcerated individuals.
Intake Holding Pen #6	1	1	1 @ 395 sq. ft.	The facility may hold up to twenty-six (26) incarcerated individuals.

Notes:

- Non-Standard housing may be used only for temporary holding for up to the number of incarcerated individuals as prescribed. The facility shall limit individual occupancy holding to **12 hours**. Multiple occupancy holding shall be limited to **four (4) hours**. Any other use is prohibited. Whenever incarcerated individuals are placed in non-standard housing, at a minimum, Active Supervision shall be maintained.*

BROOME COUNTY JAIL – MFC 2021

HOUSING TYPE	TOTALS
Subtotal Individual Housing Units Used for General Housing	56
Subtotal Individual Housing Units Used for Admissions/Orientation, Medical and Mental Health Observation	64
Subtotal Individual Housing Units Used for Special Housing	52
Subtotal Multiple Occupancy Housing Units Used for General Housing	88
Subtotal Multiple Occupancy Housing Units Used for Admissions/Orientation, Medical and Mental Health Observation	0
Subtotal Multiple Occupancy Housing Units Used for Special Housing	0
Subtotal Units Containing both Individual and Multiple Occupancy Housing Used for General Housing	340
Subtotal Units Containing both Individual and Multiple Occupancy Housing Used for Admissions/Orientation, Medical and Mental Health Observation	0
Subtotal Units Containing both Individual and Multiple Occupancy Housing Used for Special Housing	0
MAXIMUM FACILITY CAPACITY:	600

Other identified areas not rated as part of Maximum Facility Capacity: Yes (X) No ()

The above-noted capacity is based upon the following:

1. The number of properly equipped individual occupancy housing units, including the number of properly equipped admissions, medical and mental health and any other special housing units;
2. The number of properly equipped multiple occupancy housing units, including the number of properly equipped admissions, medical and mental health and any other special housing units; and
3. The facility's ability to provide required programs and services and to comply with other rules and regulations of 9 NYCRR Chapter IV which are related to facility capacity.

JUSTIFICATION FOR CHANGE IN MFC

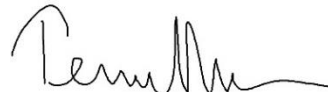
Revised to reflect Minimum Standard changes to Part 7006 and Part 7013.

Reviewed by: Keith Zobel



Deputy Director 4/9/21

Approved by: Terrence Moran



Director 4/9/21



**Commission of
Correction**

MAXIMUM FACILITY CAPACITY

For the

Schenectady County Jail

Schenectady, New York

April 20, 2021

Allen Riley
Chairman

Thomas J. Loughren
Commissioner

SCHENECTADY COUNTY JAIL – MFC 2021

NOTE: INDIVIDUAL OCCUPANCY HOUSING UNITS AND MULTIPLE OCCUPANCY HOUSING UNITS WHICH MEET THE FOLLOWING REQUIREMENTS PURSUANT TO 9 NYCRR PART 7040 ARE TO BE INCLUDED IN THE MAXIMUM FACILITY CAPACITY FORMULATION.

I. INDIVIDUAL OCCUPANCY HOUSING UNITS:

1. Each such unit shall only house one (1) incarcerated individual and contain at least 60 square feet of floor space.
2. Each such individual occupancy housing unit shall contain:
One (1) bed and mattress;
One (1) functioning toilet; and
One (1) functioning sink.
3. Sufficient showers shall be available to permit each incarcerated individual to shower daily.
4. Each tier or section of individual housing units constructed after the effective date of 9 NYCRR 7040 shall provide dayroom space adjacent and accessible to such tier or section.

EXCEPTIONS:

1. A unit may contain less than 60 square feet of floor space if such unit was originally constructed for single occupancy prior to the effective date of 9 NYCRR Part 7040.
2. Each such unit used to house incarcerated individuals apart from general population for the purpose of medical observation or treatment shall have a minimum of 80 square feet of floor space.

II. MULTIPLE OCCUPANCY HOUSING UNITS:

1. Each such unit shall provide a minimum of 50 square feet of floor space per incarcerated individual in the sleeping area.
2. Each such unit shall house no more than 60 incarcerated individuals.
3. Each such unit shall have a bed and mattress for each incarcerated individual.
4. Each such unit shall have at least:
One (1) functioning toilet for every 12 incarcerated individuals;
One (1) functioning shower for every 15 incarcerated individuals; and
One (1) functioning sink for every 12 incarcerated individuals.
5. Each such unit shall provide a minimum of 25 square feet of dayroom space immediately adjacent and accessible to the sleeping area.

EXCEPTIONS:

1. Each such unit used to house incarcerated individuals apart from general population for the purpose of medical observation or treatment shall have a minimum of 80 square feet of floor space.

SCHENECTADY COUNTY JAIL – MFC 2021

III. UNITS CONTAINING BOTH INDIVIDUAL AND MULTIPLE OCCUPANCY HOUSING:

1. The requirements as stipulated in I and II apply to all housing units consisting of both individual and multiple occupancy housing units.

EXCEPTIONS:

1. A unit may contain less than 60 square feet of floor space if such unit was originally constructed for single occupancy prior to the effective date of 9 NYCRR Part 7040.
2. Each such unit used to house incarcerated individuals apart from general population for the purpose of medical observation or treatment shall have a minimum of 80 square feet of floor space.

IV. NON-HOUSING AREAS USED FOR THE TEMPORARY DETENTION OF INDIVIDUALS

1. These are used to identify areas within the facility that are used for the temporary detention of individuals. These areas do not increase the capacity of the facility.

SCHENECTADY COUNTY JAIL – MFC 2021

IA. INDIVIDUAL OCCUPANCY HOUSING UNITS USED FOR GENERAL HOUSING

Name of Housing Area/Section	Number of Individual Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	Number of Showers Available per Section	Maximum Incarcerated Individual Capacity
A Block				24
Unit 1	6	6 @ 67 sq. ft.	1	6
Unit 2	6	6 @ 67 sq. ft.		6
Unit 3	6	6 @ 67 sq. ft.	1	6
Unit 4	6	6 @ 67 sq. ft.		6
B Block				24
Unit 1	6	6 @ 67 sq. ft.	1	6
Unit 2	6	6 @ 67 sq. ft.		6
Unit 3	6	6 @ 67 sq. ft.	1	6
Unit 4	6	6 @ 67 sq. ft.		6
C Block				24
Unit 1	6	6 @ 67 sq. ft.	1	6
Unit 2	6	6 @ 67 sq. ft.		6
Unit 3	6	6 @ 67 sq. ft.	1	6
Unit 4	6	6 @ 67 sq. ft.		6
D Block				24
Unit 1	6	6 @ 67 sq. ft.	1	6
Unit 2	6	6 @ 67 sq. ft.		6
Unit 3	6	6 @ 67 sq. ft.	1	6
Unit 4	6	6 @ 67 sq. ft.		6
E Block				24
Unit 1	6	6 @ 67 sq. ft.	1	6
Unit 2	6	6 @ 67 sq. ft.		6
Unit 3	6	6 @ 67 sq. ft.	1	6
Unit 4	6	6 @ 67 sq. ft.		6
F Block				24
Unit 1	6	6 @ 67 sq. ft.	1	6
Unit 2	6	6 @ 67 sq. ft.		6
Unit 3	6	6 @ 67 sq. ft.	1	6
Unit 4	6	6 @ 67 sq. ft.		6
G Block				24
Unit 1	6	6 @ 67 sq. ft.	1	6
Unit 2	6	6 @ 67 sq. ft.		6
Unit 3	6	6 @ 67 sq. ft.	1	6
Unit 4	6	6 @ 67 sq. ft.		6
H Block				24
Unit 1	6	6 @ 67 sq. ft.	1	6
Unit 2	6	6 @ 67 sq. ft.		6
Unit 3	6	6 @ 67 sq. ft.	1	6
Unit 4	6	6 @ 67 sq. ft.		6
1st Floor Old				20
Left	10	10 @ 48 sq. ft.	1	10
Right	10	10 @ 48 sq. ft.	1	10

SCHENECTADY COUNTY JAIL – MFC 2021

2nd Floor Old				20
Left	10	10 @ 48 sq. ft.	1	10
Right	10	10 @ 48 sq. ft.	1	10
3rd Floor Old				20
Left	10	10 @ 48 sq. ft.	1	10
Right	10	10 @ 48 sq. ft.	1	10
4th Floor Old				20
Left	10	10 @ 48 sq. ft.	1	10
Right	10	10 @ 48 sq. ft.	1	10

Individual General Housing Unit Total: 272

IB. INDIVIDUAL OCCUPANCY HOUSING UNITS USED FOR ADMISSIONS/ORIENTATION, MEDICAL AND MENTAL HEALTH OBSERVATION

Name of Housing Area/Section	Type of Housing	Number of Individual Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	Number of Showers Available	Maximum Incarcerated Individual Capacity
Not Applicable					0

Individual Admissions/Orientation, Medical and Mental Health Observation Housing Unit Total: 0

IC. INDIVIDUAL OCCUPANCY HOUSING UNITS USED FOR SPECIAL HOUSING

Name of Housing Area/Section	Type of Special Housing	Number of Individual Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	# of Showers Available per Section	Maximum Incarcerated Individual Capacity
4th Floor Old SHU					8
Left	Punitive and Administrative	4	4 @ 65 sq. ft.	1	4
Right	Segregation	4	4 @ 65 sq. ft.	1	4

Individual Special Housing Unit Total: 8

SCHENECTADY COUNTY JAIL – MFC 2021

IIA. MULTIPLE OCCUPANCY HOUSING UNITS USED FOR GENERAL HOUSING

Name of Housing Area/Section	Number of Toilets	Number of Sinks	Number of Showers	Total Size of Unit (Sq. Ft. of Floor Space)	Maximum Incarcerated Individual Capacity
Dorm 1					49
Left	2	2	2	1970 sq. ft.	24
Right	3	3	2	1895 sq. ft.	25
Dorm 2					49
Left	2	2	2	1970 sq. ft.	24
Right	3	3	2	1895 sq. ft.	25

Multiple General Housing Unit Total: 98

IIB. MULTIPLE OCCUPANCY HOUSING UNITS USED FOR ADMISSIONS/ORIENTATION, MEDICAL AND MENTAL HEALTH OBSERVATION

Name of Housing Area/Section	Type of Housing	Number of Toilets	Number of Sinks	Number of Showers	Total Size of Unit (Sq. Ft. of Floor Space)	Maximum Incarcerated Individual Capacity
Not Applicable						0

Multiple Admissions/Orientation, Medical and Mental Health Observation Housing Unit Total: 0

IIC. MULTIPLE OCCUPANCY HOUSING UNITS USED FOR SPECIAL HOUSING

Name of Housing Area/Section	Type of Special Housing	Number of Toilets	Number of Sinks	Number of Showers	Total Size of Unit (Sq. Ft. of Floor Space)	Maximum Incarcerated Individual Capacity
Not Applicable						0

Multiple Special Housing Unit Total: 0

SCHENECTADY COUNTY JAIL – MFC 2021

III.A. UNITS CONTAINING BOTH INDIVIDUAL AND MULTIPLE OCCUPANCY HOUSING USED FOR GENERAL HOUSING

Name of Housing Area/Section	Number of Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	Number of Showers Available	Maximum Incarcerated Individual Capacity
No Applicable				0

Individual and Multiple Occupancy General Housing Unit Total: 0

III.B. UNITS CONTAINING BOTH INDIVIDUAL AND MULTIPLE OCCUPANCY HOUSING USED FOR ADMISSIONS/ORIENTATION, MEDICAL AND MENTAL HEALTH OBSERVATION

Name of Housing Area/Section	Type of Housing	Number of Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	Number of Showers Available	Maximum Incarcerated Individual Capacity
Not Applicable					0

Individual and Multiple Occupancy Admissions/Orientation, Medical and Mental Health Housing Unit Total: 0

III.C. UNITS CONTAINING BOTH INDIVIDUAL AND MULTIPLE OCCUPANCY HOUSING USED FOR SPECIAL HOUSING

Name of Housing Area/Section	Type of Special Housing	Number of Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	Number of Showers Available	Maximum Incarcerated Individual Capacity
Not Applicable					0

Individual and Multiple Occupancy Special Housing Unit Total: 0

SCHENECTADY COUNTY JAIL – MFC 2021

IV. NON-HOUSING AREAS USED FOR THE TEMPORARY DETENTION OF INDIVIDUALS

Name of Area/Section	Number of Toilets	Number of Sinks	Total Size of Area (Sq. Ft. of Floor Space)	Description of Use
Holding Cell #1	1	1	1 @ 48 sq. ft.	The facility may hold up to three (3) incarcerated individuals.
Holding Cell #2	1	1	1 @ 48 sq. ft.	The facility may hold up to three (3) incarcerated individuals.
Holding Cell #3	1	1	1 @ 48 sq. ft.	The facility may hold up to three (3) incarcerated individuals.
Holding Cell #4	1	1	1 @ 48 sq. ft.	The facility may hold up to three (3) incarcerated individuals.
Holding Cell #5	1	1	1 @ 48 sq. ft.	The facility may hold up to three (3) incarcerated individuals.
Holding Cell #6	1	1	1 @ 48 sq. ft.	The facility may hold up to three (3) incarcerated individuals.
Holding Pen	1	1	1 @ 364 sq. ft.	The facility may hold up to twenty-four (24) incarcerated individuals.
Dry Holding Cell	0	0	1 @ 57 sq. ft.	The facility may hold up to three (3) incarcerated individuals.

Notes:

1. *Non-Standard housing may be used only for temporary holding for up to the number of incarcerated individuals as prescribed. The facility shall limit individual occupancy holding to **12 hours**. Multiple occupancy holding shall be limited to **four (4) hours**. Any other use is prohibited. Whenever incarcerated individuals are placed in non-standard housing, at a minimum, Active Supervision shall be maintained.*

2. *Incarcerated individuals held in the Dry Holding Cell shall be provided access to a toilet and sink.*

SCHENECTADY COUNTY JAIL – MFC 2021

HOUSING TYPE	TOTALS
Subtotal Individual Housing Units Used for General Housing	272
Subtotal Individual Housing Units Used for Admissions/Orientation, Medical and Mental Health Observation	0
Subtotal Individual Housing Units Used for Special Housing	8
Subtotal Multiple Occupancy Housing Units Used for General Housing	98
Subtotal Multiple Occupancy Housing Units Used for Admissions/Orientation, Medical and Mental Health Observation	0
Subtotal Multiple Occupancy Housing Units Used for Special Housing	0
Subtotal Units Containing both Individual and Multiple Occupancy Housing Used for General Housing	0
Subtotal Units Containing both Individual and Multiple Occupancy Housing Used for Admissions/Orientation, Medical and Mental Health Observation	0
Subtotal Units Containing both Individual and Multiple Occupancy Housing Used for Special Housing	0
MAXIMUM FACILITY CAPACITY:	378

Other identified areas not rated as part of Maximum Facility Capacity: Yes (X) No ()

The above-noted capacity is based upon the following:

1. The number of properly equipped individual occupancy housing units, including the number of properly equipped admissions, medical and mental health and any other special housing units;
2. The number of properly equipped multiple occupancy housing units, including the number of properly equipped admissions, medical and mental health and any other special housing units; and
3. The facility's ability to provide required programs and services and to comply with other rules and regulations of 9 NYCRR Chapter IV which are related to facility capacity.

JUSTIFICATION FOR CHANGE IN MFC

Revised to reflect Minimum Standard changes to Part 7006 and Part 7013.

Reviewed by: Keith Zobel



Deputy Director 4/9/21

Approved by: Terrence Moran



Director 4/9/21



**Commission of
Correction**

MAXIMUM FACILITY CAPACITY

For the

Seneca County Jail

Romulus, New York

April 20, 2021

Allen Riley
Chairman

Thomas J. Loughren
Commissioner

SENECA COUNTY JAIL – MFC 2021

NOTE: INDIVIDUAL OCCUPANCY HOUSING UNITS AND MULTIPLE OCCUPANCY HOUSING UNITS WHICH MEET THE FOLLOWING REQUIREMENTS PURSUANT TO 9 NYCRR PART 7040 ARE TO BE INCLUDED IN THE MAXIMUM FACILITY CAPACITY FORMULATION.

I. INDIVIDUAL OCCUPANCY HOUSING UNITS:

1. Each such unit shall only house one (1) incarcerated individual and contain at least 60 square feet of floor space.
2. Each such individual occupancy housing unit shall contain:
One (1) bed and mattress;
One (1) functioning toilet; and
One (1) functioning sink.
3. Sufficient showers shall be available to permit each incarcerated individual to shower daily.
4. Each tier or section of individual housing units constructed after the effective date of 9 NYCRR 7040 shall provide dayroom space adjacent and accessible to such tier or section.

EXCEPTIONS:

1. A unit may contain less than 60 square feet of floor space if such unit was originally constructed for single occupancy prior to the effective date of 9 NYCRR Part 7040.
2. Each such unit used to house incarcerated individuals apart from general population for the purpose of medical observation or treatment shall have a minimum of 80 square feet of floor space.

II. MULTIPLE OCCUPANCY HOUSING UNITS:

1. Each such unit shall provide a minimum of 50 square feet of floor space per incarcerated individual in the sleeping area.
2. Each such unit shall house no more than 60 incarcerated individuals.
3. Each such unit shall have a bed and mattress for each incarcerated individual.
4. Each such unit shall have at least:
One (1) functioning toilet for every 12 incarcerated individuals;
One (1) functioning shower for every 15 incarcerated individuals; and
One (1) functioning sink for every 12 incarcerated individuals.
5. Each such unit shall provide a minimum of 25 square feet of dayroom space immediately adjacent and accessible to the sleeping area.

EXCEPTIONS:

1. Each such unit used to house incarcerated individuals apart from general population for the purpose of medical observation or treatment shall have a minimum of 80 square feet of floor space.

SENECA COUNTY JAIL – MFC 2021

III. UNITS CONTAINING BOTH INDIVIDUAL AND MULTIPLE OCCUPANCY HOUSING:

1. The requirements as stipulated in I and II apply to all housing units consisting of both individual and multiple occupancy housing units.

EXCEPTIONS:

1. A unit may contain less than 60 square feet of floor space if such unit was originally constructed for single occupancy prior to the effective date of 9 NYCRR Part 7040.
2. Each such unit used to house incarcerated individuals apart from general population for the purpose of medical observation or treatment shall have a minimum of 80 square feet of floor space.

IV. NON-HOUSING AREAS USED FOR THE TEMPORARY DETENTION OF INDIVIDUALS

1. These are used to identify areas within the facility that are used for the temporary detention of individuals. These areas do not increase the capacity of the facility.

SENECA COUNTY JAIL – MFC 2021

IA. INDIVIDUAL OCCUPANCY HOUSING UNITS USED FOR GENERAL HOUSING

Name of Housing Area/Section	Number of Individual Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	Number of Showers Available per Section	Maximum Incarcerated Individual Capacity
A Pod Sub-Dayroom Right Cells: A07 – A10 Mezzanine Cells: A11 – A12 Cells: A13 – A20	4 2 8	4 @ 85 sq. ft. 2 @ 100 sq. ft. 8 @ 85 sq. ft.	1 (shared with Sub Pods Left/Middle) 2	14 4 2 8
B Pod Sub-Dayroom Left Cells: B01 – B10 Sub-Dayroom Center Cells: B11-B14 Mezzanine Cells: B25 – B38 Cells: B39 – B48	10 4 14 10	10 @ 85 sq. ft. 4 @ 85 sq. ft. 14 @ 85 sq. ft. 10 @ 85 sq. ft.	1 2	38 10 4 14 10
C Pod Sub-Dayroom Rear Right Cells: C15 – C21 Ground Floor Cells Cells: C1 – C2 Cells: C3 – C10 Cells: C11 – C14 Mezzanine Cells: C25 – C34 Cells: C35 – C48	7 2 8 4 10 14	7 @ 85 sq. ft. 2 @ 96 sq. ft. 8 @ 100 sq. ft. 4 @ 85 sq. ft. 10 @ 100 sq. ft. 14 @ 85 sq. ft.	1 1 1 1 1 1	45 7 2 8 4 10 14

Individual General Housing Unit Total: 97

SENECA COUNTY JAIL – MFC 2021

IB. INDIVIDUAL OCCUPANCY HOUSING UNITS USED FOR ADMISSIONS/ORIENTATION, MEDICAL AND MENTAL HEALTH OBSERVATION

Name of Housing Area/Section	Type of Housing	Number of Individual Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	Number of Showers Available	Maximum Incarcerated Individual Capacity
A Pod Sub-Dayroom Left Cells A01 & A02 Cells A03 & A04	Admissions			1	6
	Orientation				
	Mental Health	2	2 @ 96 sq. ft.		
Sub-Dayroom Middle Cells A05 & A06	Medical	2	2 @ 85 sq. ft.		2
		2	2 @ 85 sq. ft.		2
B Pod Sub-Dayroom Rear Right Cells B15-B20	Admissions			1	10
	Orientation				
	Mental Health	6	6 @ 100 sq. ft.		
Sub-Dayroom Front Right Cells B21 & B22 Cells B23 & B 24	Medical	2	2 @ 100 sq. ft.		2
		2	2 @ 96 sq. ft.		2
C Pod Sub-Dayroom Front Right Cells C22-C24	Admissions			1	3
	Orientation				
	Mental Health	3	3 @ 85 sq. ft.		
	Medical				

**Individual Admissions/Orientation, Medical and
Mental Health Observation Housing Unit Total: 19**

IC. INDIVIDUAL OCCUPANCY HOUSING UNITS USED FOR SPECIAL HOUSING

Name of Housing Area/Section	Type of Special Housing	Number of Individual Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	# of Showers Available per Section	Maximum Incarcerated Individual Capacity
Not Applicable					0

Individual Special Housing Unit Total: 0

SENECA COUNTY JAIL – MFC 2021

IIA. MULTIPLE OCCUPANCY HOUSING UNITS USED FOR GENERAL HOUSING

Name of Housing Area/Section	Number of Toilets	Number of Sinks	Number of Showers	Total Size of Unit (Sq. Ft. of Floor Space)	Maximum Incarcerated Individual Capacity
Not Applicable					0

Multiple General Housing Unit Total: 0

IIB. MULTIPLE OCCUPANCY HOUSING UNITS USED FOR ADMISSIONS/ORIENTATION, MEDICAL AND MENTAL HEALTH OBSERVATION

Name of Housing Area/Section	Type of Housing	Number of Toilets	Number of Sinks	Number of Showers	Total Size of Unit (Sq. Ft. of Floor Space)	Maximum Incarcerated Individual Capacity
Not Applicable						0

Multiple Admissions/Orientation, Medical and Mental Health Observation Housing Unit Total: 0

IIC. MULTIPLE OCCUPANCY HOUSING UNITS USED FOR SPECIAL HOUSING

Name of Housing Area/Section	Type of Special Housing	Number of Toilets	Number of Sinks	Number of Showers	Total Size of Unit (Sq. Ft. of Floor Space)	Maximum Incarcerated Individual Capacity
Not Applicable						0

Multiple Special Housing Unit Total: 0

SENECA COUNTY JAIL – MFC 2021

IIIA. UNITS CONTAINING BOTH INDIVIDUAL AND MULTIPLE OCCUPANCY HOUSING USED FOR GENERAL HOUSING

Name of Housing Area/Section	Number of Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	Number of Showers Available	Maximum Incarcerated Individual Capacity
No Applicable				0

Individual and Multiple Occupancy General Housing Unit Total: 0

IIIB. UNITS CONTAINING BOTH INDIVIDUAL AND MULTIPLE OCCUPANCY HOUSING USED FOR ADMISSIONS/ORIENTATION, MEDICAL AND MENTAL HEALTH OBSERVATION

Name of Housing Area/Section	Type of Housing	Number of Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	Number of Showers Available	Maximum Incarcerated Individual Capacity
Not Applicable					0

Individual and Multiple Occupancy Admissions/Orientation, Medical and Mental Health Housing Unit Total: 0

IIIC. UNITS CONTAINING BOTH INDIVIDUAL AND MULTIPLE OCCUPANCY HOUSING USED FOR SPECIAL HOUSING

Name of Housing Area/Section	Type of Special Housing	Number of Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	Number of Showers Available	Maximum Incarcerated Individual Capacity
Not Applicable					0

Individual and Multiple Occupancy Special Housing Unit Total: 0

SENECA COUNTY JAIL – MFC 2021

IV. NON-HOUSING AREAS USED FOR THE TEMPORARY DETENTION OF INDIVIDUALS

Name of Area/Section	Number of Toilets	Number of Sinks	Total Size of Area (Sq. Ft. of Floor Space)	Description of Use
Cell #253	1	1	1 @ 67 sq. ft.	The facility may hold up to four (4) incarcerated individuals.
Cell #254	1	1	1 @ 51 sq. ft.	The facility may hold up to three (3) incarcerated individuals.
Cell #255	1	1	1 @ 49 sq. ft.	The facility may hold up to three (3) incarcerated individuals.
Cell #256	1	1	1 @ 118 sq. ft.	The facility may hold up to seven (7) incarcerated individuals.

Notes:

- 1. Non-Standard housing may be used only for temporary holding for up to the number of incarcerated individuals as prescribed. The facility shall limit individual occupancy holding to **12 hours**. Multiple occupancy holding shall be limited to **four (4) hours**. Any other use is prohibited. Whenever incarcerated individuals are placed in non-standard housing, at a minimum, Active Supervision shall be maintained.*

SENECA COUNTY JAIL – MFC 2021

HOUSING TYPE	TOTALS
Subtotal Individual Housing Units Used for General Housing	97
Subtotal Individual Housing Units Used for Admissions/Orientation, Medical and Mental Health Observation	19
Subtotal Individual Housing Units Used for Special Housing	0
Subtotal Multiple Occupancy Housing Units Used for General Housing	0
Subtotal Multiple Occupancy Housing Units Used for Admissions/Orientation, Medical and Mental Health Observation	0
Subtotal Multiple Occupancy Housing Units Used for Special Housing	0
Subtotal Units Containing both Individual and Multiple Occupancy Housing Used for General Housing	0
Subtotal Units Containing both Individual and Multiple Occupancy Housing Used for Admissions/Orientation, Medical and Mental Health Observation	0
Subtotal Units Containing both Individual and Multiple Occupancy Housing Used for Special Housing	0
MAXIMUM FACILITY CAPACITY:	116

Other identified areas not rated as part of Maximum Facility Capacity: Yes (X) No ()

The above-noted capacity is based upon the following:

1. The number of properly equipped individual occupancy housing units, including the number of properly equipped admissions, medical and mental health and any other special housing units;
2. The number of properly equipped multiple occupancy housing units, including the number of properly equipped admissions, medical and mental health and any other special housing units; and
3. The facility's ability to provide required programs and services and to comply with other rules and regulations of 9 NYCRR Chapter IV which are related to facility capacity.

JUSTIFICATION FOR CHANGE IN MFC

Revised to reflect Minimum Standard changes to Part 7006 and Part 7013.

Reviewed by: Keith Zobel



Deputy Director 4/9/21

Approved by: Terrence Moran



Director 4/9/21



**Commission of
Correction**

MAXIMUM FACILITY CAPACITY

For the

Albany County Jail

Albany, New York

April 20, 2021

Allen Riley
Chairman

Thomas J. Loughren
Commissioner

ALBANY COUNTY JAIL – MFC 2021

NOTE: INDIVIDUAL OCCUPANCY HOUSING UNITS AND MULTIPLE OCCUPANCY HOUSING UNITS WHICH MEET THE FOLLOWING REQUIREMENTS PURSUANT TO 9 NYCRR PART 7040 ARE TO BE INCLUDED IN THE MAXIMUM FACILITY CAPACITY FORMULATION.

I. INDIVIDUAL OCCUPANCY HOUSING UNITS:

1. Each such unit shall only house one (1) incarcerated individual and contain at least 60 square feet of floor space.
2. Each such individual occupancy housing unit shall contain:
One (1) bed and mattress;
One (1) functioning toilet; and
One (1) functioning sink.
3. Sufficient showers shall be available to permit each incarcerated individual to shower daily.
4. Each tier or section of individual housing units constructed after the effective date of 9 NYCRR 7040 shall provide dayroom space adjacent and accessible to such tier or section.

EXCEPTIONS:

1. A unit may contain less than 60 square feet of floor space if such unit was originally constructed for single occupancy prior to the effective date of 9 NYCRR Part 7040.
2. Each such unit used to house incarcerated individuals apart from general population for the purpose of medical observation or treatment shall have a minimum of 80 square feet of floor space.

II. MULTIPLE OCCUPANCY HOUSING UNITS:

1. Each such unit shall provide a minimum of 50 square feet of floor space per incarcerated individual in the sleeping area.
2. Each such unit shall house no more than 60 incarcerated individuals.
3. Each such unit shall have a bed and mattress for each incarcerated individual.
4. Each such unit shall have at least:
One (1) functioning toilet for every 12 incarcerated individuals;
One (1) functioning shower for every 15 incarcerated individuals; and
One (1) functioning sink for every 12 incarcerated individuals.
5. Each such unit shall provide a minimum of 25 square feet of dayroom space immediately adjacent and accessible to the sleeping area.

EXCEPTIONS:

1. Each such unit used to house incarcerated individuals apart from general population for the purpose of medical observation or treatment shall have a minimum of 80 square feet of floor space.

ALBANY COUNTY JAIL – MFC 2021

III. UNITS CONTAINING BOTH INDIVIDUAL AND MULTIPLE OCCUPANCY HOUSING:

1. The requirements as stipulated in I and II apply to all housing units consisting of both individual and multiple occupancy housing units.

EXCEPTIONS:

1. A unit may contain less than 60 square feet of floor space if such unit was originally constructed for single occupancy prior to the effective date of 9 NYCRR Part 7040.
2. Each such unit used to house incarcerated individuals apart from general population for the purpose of medical observation or treatment shall have a minimum of 80 square feet of floor space.

IV. NON-HOUSING AREAS USED FOR THE TEMPORARY DETENTION OF INDIVIDUALS

1. These are used to identify areas within the facility that are used for the temporary detention of individuals. These areas do not increase the capacity of the facility.

ALBANY COUNTY JAIL – MFC 2021

IA. INDIVIDUAL OCCUPANCY HOUSING UNITS USED FOR GENERAL HOUSING

Name of Housing Area/Section	Number of Individual Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	Number of Showers Available per Section	Maximum Incarcerated Individual Capacity
1 st East	50	48 sq. ft.	4	50
2 nd East	50	48 sq. ft.	4	50
3 rd East	50	48 sq. ft.	4	50
5 ^h East	32	48 sq. ft.	4	32
1 st West	50	48 sq. ft.	4	50
2 nd West	50	48 sq. ft.	4	50
3 rd West	50	48 sq. ft.	4	50
7 ^h West	30	48 sq. ft.	4	30
A Building North Wing	50	65 sq. ft.	8	50
A Building West Wing	50	65 sq. ft.	8	50
B Building North Wing	50	65 sq. ft.	8	50
B Building West Wing	50	65 sq. ft.	8	50

Individual General Housing Unit Total: 562

IB. INDIVIDUAL OCCUPANCY HOUSING UNITS USED FOR ADMISSIONS/ORIENTATION, MEDICAL AND MENTAL HEALTH OBSERVATION

Name of Housing Area/Section	Type of Housing	Number of Individual Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	Number of Showers Available	Maximum Incarcerated Individual Capacity
Infirmery	Medical	5	5 @ 103 sq. ft.	2	5
Infirmery	Medical	2	2 @ 173 sq. ft.	2	2
4 th West	Mental Health	5	5 @ 48 sq. ft.	1	5

Individual Admissions/Orientation, Medical and
Mental Health Observation Housing Unit Total: 12

ALBANY COUNTY JAIL – MFC 2021

IC. INDIVIDUAL OCCUPANCY HOUSING UNITS USED FOR SPECIAL HOUSING

Name of Housing Area/Section	Type of Special Housing	Number of Individual Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	# of Showers Available per Section	Maximum Incarcerated Individual Capacity
4 th East	Punitive and Administrative Segregation	20	20 @ 153 sq. ft.	3	20
9 th West	Punitive and Administrative Segregation	5	5 @ 80 sq. ft.	1	5

Individual Special Housing Unit Total: 25

IIA. MULTIPLE OCCUPANCY HOUSING UNITS USED FOR GENERAL HOUSING

Name of Housing Area/Section	Number of Toilets	Number of Sinks	Number of Showers	Total Size of Unit (Sq. Ft. of Floor Space)	Maximum Incarcerated Individual Capacity
5 th West	6	6	6	3690 sq. ft.	48
6 th East Left	2	2	1	1170 sq. ft.	15
6 th East Right	2	3	1	1170 sq. ft.	15
6 th West Right 1 Bay	1	1	6 th West	340 sq. ft.	4
6 th West Right 2 Bay	1	1	6 th West	650 sq. ft.	8
6 th West Left 1 Bay	1	1	6 th West	350 sq. ft.	4
6 th West Left 2 Bay	1	1	6 th West	650 sq. ft.	8
6 th West Left 3 Bay	1	1	6 th West	725 sq. ft.	9
6 th West Left 4 Bay	1	1	6 th West	725 sq. ft.	9
6 th West 5 Bay	1	1	6 th West	611 sq. ft.	8
6 th West Shower Area	0	1	6	NA	NA
7 th West Bay	1	1	1	680 sq. ft.	9
7 th East Bay 1	1	1	7 th East	1200 sq. ft.	16
7 th East Bay 2	1	1	7 th East	1200 sq. ft.	16
7 th East Bay 3	1	1	7 th East	1500 sq. ft.	20
7 th East Bay 4	1	1	7 th East	1500 sq. ft.	20
7 th East Bay 5	1	1	7 th East	405 sq. ft.	5
7 th East Shower Area	3	5	8	NA	NA
8 th West <i style="color: green;">see note</i>	23	23	3	23 @ 153 sq. ft.	45

ALBANY COUNTY JAIL – MFC 2021

Note: Since cells L1, R1 and R5 (which are outfitted with toilets and sinks) are currently used for other purposes (e.g., dayroom space, laundry and television room), they cannot be used to house incarcerated individuals unless all non-required fixtures and items are removed.

Multiple General Housing Unit Total: 259

IIB. MULTIPLE OCCUPANCY HOUSING UNITS USED FOR ADMISSIONS/ORIENTATION, MEDICAL AND MENTAL HEALTH OBSERVATION

Name of Housing Area/Section	Type of Housing	Number of Toilets	Number of Sinks	Number of Showers	Total Size of Unit (Sq. Ft. of Floor Space)	Maximum Incarcerated Individual Capacity
Not Applicable						0

Multiple Admissions/Orientation, Medical and Mental Health Observation Housing Unit Total: 0

IIC. MULTIPLE OCCUPANCY HOUSING UNITS USED FOR SPECIAL HOUSING

Name of Housing Area/Section	Type of Special Housing	Number of Toilets	Number of Sinks	Number of Showers	Total Size of Unit (Sq. Ft. of Floor Space)	Maximum Incarcerated Individual Capacity
Not Applicable						0

Multiple Special Housing Unit Total: 0

IIIA. UNITS CONTAINING BOTH INDIVIDUAL AND MULTIPLE OCCUPANCY HOUSING USED FOR GENERAL HOUSING

Name of Housing Area/Section	Number of Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	Number of Showers Available	Maximum Incarcerated Individual Capacity
No Applicable				0

Individual and Multiple Occupancy General Housing Unit Total: 0

ALBANY COUNTY JAIL – MFC 2021

IIIB. UNITS CONTAINING BOTH INDIVIDUAL AND MULTIPLE OCCUPANCY HOUSING USED FOR ADMISSIONS/ORIENTATION, MEDICAL AND MENTAL HEALTH OBSERVATION

Name of Housing Area/Section	Type of Housing	Number of Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	Number of Showers Available	Maximum Incarcerated Individual Capacity	
North Pod	Mental Health			4	40	
Sub-Dayroom		6	6 @ 94 sq. ft.			6
Constant Watch		16	16 @ 90 sq. ft.			16
General Confinement		10	10 @ 94 sq. ft.			10
Left Dorm		1	315 sq. ft.			4
Right Dorm		1	315 sq. ft.			4
South Pod	Mental Health			4	40	
Constant Watch		16	16 @ 90 sq. ft.			16
General Confinement		16	16 @ 90 sq. ft.			16
Left Dorm		1	315 sq. ft.			4
Right Dorm		1	315 sq. ft.			4

Individual and Multiple Occupancy Admissions/Orientation,
Medical and Mental Health Housing Unit Total: 80

IIIC. UNITS CONTAINING BOTH INDIVIDUAL AND MULTIPLE OCCUPANCY HOUSING USED FOR SPECIAL HOUSING

Name of Housing Area/Section	Type of Special Housing	Number of Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	Number of Showers Available	Maximum Incarcerated Individual Capacity
Not Applicable					0

Individual and Multiple Occupancy Special Housing Unit Total: 0

ALBANY COUNTY JAIL – MFC 2021

IV. NON-HOUSING AREAS USED FOR THE TEMPORARY DETENTION OF INDIVIDUALS

Name of Area/Section	Number of Toilets	Number of Sinks	Total Size of Area (Sq. Ft. of Floor Space)	Description of Use
Holding Cell L1	1	1	1 @ 322 sq. ft.	The facility may hold up to twenty-one (21) incarcerated individuals.
Holding Cell L2	1	1	1 @ 322 sq. ft.	The facility may hold up to twenty-one (21) incarcerated individuals.
Holding Cell R-1	1	1	1 @ 61 sq. ft.	The facility may hold up to four (4) incarcerated individuals.
Holding Cell R-2	1	1	1 @ 61 sq. ft.	The facility may hold up to four (4) incarcerated individuals.
Holding Cell R-3	1	1	1 @ 61 sq. ft.	The facility may hold up to four (4) incarcerated individuals.
Holding Cell R-4	1	1	1 @ 96 sq. ft.	The facility may hold up to six (6) incarcerated individuals.
Holding Cell W-1	1	1	1 @ 69 sq. ft.	The facility may hold up to four (4) incarcerated individuals.
Holding Cell W-2	1	1	1 @ 91 sq. ft.	The facility may hold up to six (6) incarcerated individuals.
Observation Cell O-1	1	1	1 @ 64 sq. ft.	The facility may hold up to four (4) incarcerated individuals.
Observation Cell O-2	1	1	1 @ 70 sq. ft.	The facility may hold up to four (4) incarcerated individuals.

Notes:

1. *Non-Standard housing may be used only for temporary holding for up to the number of incarcerated individuals as prescribed. The facility shall limit individual occupancy holding to **12 hours**. Multiple occupancy holding shall be limited to **four (4) hours**. Any other use is prohibited. Whenever incarcerated individuals are placed in non-standard housing, at a minimum, Active Supervision shall be maintained.*

ALBANY COUNTY JAIL – MFC 2021

HOUSING TYPE	TOTALS
Subtotal Individual Housing Units Used for General Housing	562
Subtotal Individual Housing Units Used for Admissions/Orientation, Medical and Mental Health Observation	12
Subtotal Individual Housing Units Used for Special Housing	25
Subtotal Multiple Occupancy Housing Units Used for General Housing	259
Subtotal Multiple Occupancy Housing Units Used for Admissions/Orientation, Medical and Mental Health Observation	0
Subtotal Multiple Occupancy Housing Units Used for Special Housing	0
Subtotal Units Containing both Individual and Multiple Occupancy Housing Used for General Housing	0
Subtotal Units Containing both Individual and Multiple Occupancy Housing Used for Admissions/Orientation, Medical and Mental Health Observation	80
Subtotal Units Containing both Individual and Multiple Occupancy Housing Used for Special Housing	0
MAXIMUM FACILITY CAPACITY:	938

Other identified areas not rated as part of Maximum Facility Capacity: Yes (X) No ()

The above-noted capacity is based upon the following:

1. The number of properly equipped individual occupancy housing units, including the number of properly equipped admissions, medical and mental health and any other special housing units;
2. The number of properly equipped multiple occupancy housing units, including the number of properly equipped admissions, medical and mental health and any other special housing units; and
3. The facility's ability to provide required programs and services and to comply with other rules and regulations of 9 NYCRR Chapter IV which are related to facility capacity.

JUSTIFICATION FOR CHANGE IN MFC

Revised to reflect Minimum Standard changes to Part 7006 and Part 7013.

Reviewed by: Keith Zobel



Deputy Director 4/9/21

Approved by: Terrence Moran



Director 4/9/21



**Commission of
Correction**

MAXIMUM FACILITY CAPACITY

For the

Chemung County Jail

Elmira, New York

April 20, 2021

Allen Riley
Chairman

Thomas J. Loughren
Commissioner

CHEMUNG COUNTY JAIL – MFC 2021

NOTE: INDIVIDUAL OCCUPANCY HOUSING UNITS AND MULTIPLE OCCUPANCY HOUSING UNITS WHICH MEET THE FOLLOWING REQUIREMENTS PURSUANT TO 9 NYCRR PART 7040 ARE TO BE INCLUDED IN THE MAXIMUM FACILITY CAPACITY FORMULATION.

I. INDIVIDUAL OCCUPANCY HOUSING UNITS:

1. Each such unit shall only house one (1) incarcerated individual and contain at least 60 square feet of floor space.
2. Each such individual occupancy housing unit shall contain:
One (1) bed and mattress;
One (1) functioning toilet; and
One (1) functioning sink.
3. Sufficient showers shall be available to permit each incarcerated individual to shower daily.
4. Each tier or section of individual housing units constructed after the effective date of 9 NYCRR 7040 shall provide dayroom space adjacent and accessible to such tier or section.

EXCEPTIONS:

1. A unit may contain less than 60 square feet of floor space if such unit was originally constructed for single occupancy prior to the effective date of 9 NYCRR Part 7040.
2. Each such unit used to house incarcerated individuals apart from general population for the purpose of medical observation or treatment shall have a minimum of 80 square feet of floor space.

II. MULTIPLE OCCUPANCY HOUSING UNITS:

1. Each such unit shall provide a minimum of 50 square feet of floor space per incarcerated individual in the sleeping area.
2. Each such unit shall house no more than 60 incarcerated individuals.
3. Each such unit shall have a bed and mattress for each incarcerated individual.
4. Each such unit shall have at least:
One (1) functioning toilet for every 12 incarcerated individuals;
One (1) functioning shower for every 15 incarcerated individuals; and
One (1) functioning sink for every 12 incarcerated individuals.
5. Each such unit shall provide a minimum of 25 square feet of dayroom space immediately adjacent and accessible to the sleeping area.

EXCEPTIONS:

1. Each such unit used to house incarcerated individuals apart from general population for the purpose of medical observation or treatment shall have a minimum of 80 square feet of floor space.

CHEMUNG COUNTY JAIL – MFC 2021

III. UNITS CONTAINING BOTH INDIVIDUAL AND MULTIPLE OCCUPANCY HOUSING:

1. The requirements as stipulated in I and II apply to all housing units consisting of both individual and multiple occupancy housing units.

EXCEPTIONS:

1. A unit may contain less than 60 square feet of floor space if such unit was originally constructed for single occupancy prior to the effective date of 9 NYCRR Part 7040.
2. Each such unit used to house incarcerated individuals apart from general population for the purpose of medical observation or treatment shall have a minimum of 80 square feet of floor space.

IV. NON-HOUSING AREAS USED FOR THE TEMPORARY DETENTION OF INDIVIDUALS

1. These are used to identify areas within the facility that are used for the temporary detention of individuals. These areas do not increase the capacity of the facility.

CHEMUNG COUNTY JAIL – MFC 2021

IA. INDIVIDUAL OCCUPANCY HOUSING UNITS USED FOR GENERAL HOUSING

Name of Housing Area/Section	Number of Individual Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	Number of Showers Available per Section	Maximum Incarcerated Individual Capacity
POST 5				
1 st Floor A Block	6	6 @ 48 sq. ft.	1	6
1 st Floor A Block	6	6 @ 48 sq. ft.	1	6
1 st Floor A Block	6	6 @ 48 sq. ft.	1	6
1 st Floor A Block	6	6 @ 48 sq. ft.	1	6
POST 7				
2 nd Floor A Block	6	6 @ 48 sq. ft.	1	6
2 nd Floor A Block	6	6 @ 48 sq. ft.	1	6
2 nd Floor A Block	6	6 @ 48 sq. ft.	1	6
2 nd Floor A Block	6	6 @ 48 sq. ft.	1	6
POST 31				
3 rd Floor Pod	33	33 @ 76 sq. ft.	4	33
POST 32				
3 rd Floor Pod	50	50 @ 76 sq. ft.	4	50

Individual General Housing Unit Total: 131

IB. INDIVIDUAL OCCUPANCY HOUSING UNITS USED FOR ADMISSIONS/ORIENTATION, MEDICAL AND MENTAL HEALTH OBSERVATION

Name of Housing Area/Section	Type of Housing	Number of Individual Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	Number of Showers Available	Maximum Incarcerated Individual Capacity
POST 25 Infirmary	Mental Health	3	3 @ 76 sq. ft.	1	3
POST 9					
3 rd Floor East <i>see notes</i>	Mental Health	3	3 @ 48 sq. ft.	1	3
3 rd Floor West <i>see notes</i>	Mental Health	3	3 @ 48 sq. ft.	1	3

Notes:

The 3rd Floor East and 3rd Floor West housing units do not have adjacent dayroom space. Accordingly, they can only be used to house incarcerated individuals under the following circumstances:

1. If placed on Constant Supervision or Admission/Orientation
2. If placed in Administrative or Punitive Segregation (SEE COMMENT IN SECTION IC).

Individual Admissions/Orientation, Medical and
Mental Health Observation Housing Unit Total: 9

CHEMUNG COUNTY JAIL – MFC 2021

IC. INDIVIDUAL OCCUPANCY HOUSING UNITS USED FOR SPECIAL HOUSING

Name of Housing Area/Section	Type of Special Housing	Number of Individual Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	# of Showers Available per Section	Maximum Incarcerated Individual Capacity
POST 8					
3 rd Floor A Block	Punitive and Administrative Segregation	6	6 @ 48 sq. ft.	1	6
3 rd Floor B Block	Punitive and Administrative Segregation	4 1	4 @ 48 sq. ft. 1 @ 72 sq. ft.	1 1	5 4 1
3 rd Floor C Block	Punitive and Administrative Segregation	4 1	4 @ 48 sq. ft. 1 @ 72 sq. ft.	1 1	5 4 1
3 rd Floor D Block	Punitive and Administrative Segregation	6	6 @ 48 sq. ft.	1	6
POST 9					
3 rd Floor West <i>see note</i>	Punitive and Administrative Segregation		3 @ 48 sq. ft.		0 (3)
3 rd Floor East <i>see note</i>	Punitive and Administrative Segregation	3	3 @ 48 sq. ft.		0 (3)

Notes:

The 3rd Floor East and 3rd Floor West housing units do not have adjacent dayroom space. Accordingly, they can only be used to house incarcerated individuals under the following circumstance:

1. If placed in administrative or punitive segregation and are not permitted out-of-cell time in accordance with Part 7075, as they are deemed a threat to the safety and security of the facility.

Individual Special Housing Unit Total: 22

CHEMUNG COUNTY JAIL – MFC 2021

IIA. MULTIPLE OCCUPANCY HOUSING UNITS USED FOR GENERAL HOUSING

Name of Housing Area/Section	Number of Toilets	Number of Sinks	Number of Showers	Total Size of Unit (Sq. Ft. of Floor Space)	Maximum Incarcerated Individual Capacity
Dorm 1	4	4	4	2995 sq. ft.	39
Dorm 2	4	4	4	3040 sq. ft.	40

Note: If the combined total number of incarcerated individuals in Dorm 1 and Dorm 2 exceeds 60, two (2) staff members must be assigned to supervise and manage the dorms on each shift.

Multiple General Housing Unit Total: 79

CHEMUNG COUNTY JAIL – MFC 2021

IIB. MULTIPLE OCCUPANCY HOUSING UNITS USED FOR ADMISSIONS/ORIENTATION, MEDICAL AND MENTAL HEALTH OBSERVATION

Name of Housing Area/Section	Type of Housing	Number of Toilets	Number of Sinks	Number of Showers	Total Size of Unit (Sq. Ft. of Floor Space)	Maximum Incarcerated Individual Capacity
POST 25						
Med Handicap	Medical	1	1	1	200 sq. ft.	2
POST 9						
3rd Floor Observation East <i>see note</i>	Mental Health Mental Health	1	1	1	100 sq. ft.	2 <i>Capacity will only be one (1) if used for Medical Observation</i>
3rd Floor Observation West <i>see note</i>	Medical and Mental Health	1	1	1	100 sq. ft.	2 <i>Capacity will only be one (1) if used for Medical Observation</i>
POST 6						
2 nd Floor Dorm	Medical and Mental Health	2	2		1227 sq. ft.	16

Note:

The 3rd Floor Observation East and 3rd Floor Observation West housing units do not have adjacent dayroom space. Accordingly, these areas can only be used to house incarcerated individuals under the following circumstances:

1. If placed on Constant Supervision – the number of approved beds listed above can be used.
2. If placed on Medical Observation – see capacity notes in the above table.

Multiple Admissions/Orientation, Medical and Mental Health Observation Housing Unit Total: 22

CHEMUNG COUNTY JAIL – MFC 2021

IIC. MULTIPLE OCCUPANCY HOUSING UNITS USED FOR SPECIAL HOUSING

Name of Housing Area/Section	Type of Special Housing	Number of Toilets	Number of Sinks	Number of Showers	Total Size of Unit (Sq. Ft. of Floor Space)	Maximum Incarcerated Individual Capacity
Not Applicable						0

Multiple Special Housing Unit Total: 0

IIIA. UNITS CONTAINING BOTH INDIVIDUAL AND MULTIPLE OCCUPANCY HOUSING USED FOR GENERAL HOUSING

Name of Housing Area/Section	Number of Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	Number of Showers Available	Maximum Incarcerated Individual Capacity
Not Applicable				0

Individual and Multiple Occupancy General Housing Unit Total: 0

IIIB. UNITS CONTAINING BOTH INDIVIDUAL AND MULTIPLE OCCUPANCY HOUSING USED FOR ADMISSIONS/ORIENTATION, MEDICAL AND MENTAL HEALTH OBSERVATION

Name of Housing Area/Section	Type of Housing	Number of Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	Number of Showers Available	Maximum Incarcerated Individual Capacity
Not Applicable					0

Individual and Multiple Occupancy Admissions/Orientation, Medical and Mental Health Housing Unit Total: 0

IIIC. UNITS CONTAINING BOTH INDIVIDUAL AND MULTIPLE OCCUPANCY HOUSING USED FOR SPECIAL HOUSING

Name of Housing Area/Section	Type of Special Housing	Number of Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	Number of Showers Available	Maximum Incarcerated Individual Capacity
Not Applicable					0

Individual and Multiple Occupancy Special Housing Unit Total: 0

IV. NON-HOUSING AREAS USED FOR THE TEMPORARY DETENTION OF INDIVIDUALS

CHEMUNG COUNTY JAIL – MFC 2021

Name of Area/Section	Number of Toilets	Number of Sinks	Total Size of Area (Sq. Ft. of Floor Space)	Description of Use
Holding Tank #1	1	1	88 sq. ft.	The facility may hold up to five (5) incarcerated individual.
Holding Tank #2	0	0	61 sq. ft.	The facility may hold up to four (4) incarcerated individual.
Holding Tank #3	1	1	61 sq. ft.	The facility may hold up to four (4) incarcerated individuals.

Notes:

1. *Non-housing areas may be used only for temporary holding for up to the number of incarcerated individuals as prescribed. The facility shall limit individual occupancy holding to **twelve (12) hours**. Multiple occupancy holding shall be limited to **four (4) hours**. Any other use is prohibited. Whenever incarcerated individuals are placed in non-housing areas, at a minimum, Active Supervision shall be maintained.*

2. *Any incarcerated individuals detained in Holding Tank #2 must be provided access to a toilet and sink.*

CHEMUNG COUNTY JAIL – MFC 2021

HOUSING TYPE	TOTALS
Subtotal Individual Housing Units Used for General Housing	131
Subtotal Individual Housing Units Used for Admissions/Orientation, Medical and Mental Health Observation	9
Subtotal Individual Housing Units Used for Special Housing	22
Subtotal Multiple Occupancy Housing Units Used for General Housing	0
Subtotal Multiple Occupancy Housing Units Used for Admissions/Orientation, Medical and Mental Health Observation	79
Subtotal Multiple Occupancy Housing Units Used for Special Housing	22
Subtotal Units Containing both Individual and Multiple Occupancy Housing Used for General Housing	0
Subtotal Units Containing both Individual and Multiple Occupancy Housing Used for Admissions/Orientation, Medical and Mental Health Observation	0
Subtotal Units Containing both Individual and Multiple Occupancy Housing Used for Special Housing	0
MAXIMUM FACILITY CAPACITY:	263

Other identified areas not rated as part of Maximum Facility Capacity: Yes (X) No ()

The above-noted capacity is based upon the following:

1. The number of properly equipped individual occupancy housing units, including the number of properly equipped admissions, medical and mental health and any other special housing units;
2. The number of properly equipped multiple occupancy housing units, including the number of properly equipped admissions, medical and mental health and any other special housing units; and
3. The facility's ability to provide required programs and services and to comply with other rules and regulations of 9 NYCRR Chapter IV which are related to facility capacity.

JUSTIFICATION FOR CHANGE IN MFC

Revised to reflect Minimum Standard changes to Part 7006 and Part 7013.

Reviewed by: Keith Zobel



Deputy Director 4/9/21

Approved by: Terrence Moran



Director 4/9/21



**Commission of
Correction**

MAXIMUM FACILITY CAPACITY

For the

Dutchess County Jail

Poughkeepsie, New York

April 20, 2021

Allen Riley
Chairman

Thomas J. Loughren
Commissioner

DUTCHESS COUNTY JAIL – MFC 2021

NOTE: INDIVIDUAL OCCUPANCY HOUSING UNITS AND MULTIPLE OCCUPANCY HOUSING UNITS WHICH MEET THE FOLLOWING REQUIREMENTS PURSUANT TO 9 NYCRR PART 7040 ARE TO BE INCLUDED IN THE MAXIMUM FACILITY CAPACITY FORMULATION.

I. INDIVIDUAL OCCUPANCY HOUSING UNITS:

1. Each such unit shall only house one (1) incarcerated individual and contain at least 60 square feet of floor space.
2. Each such individual occupancy housing unit shall contain:
One (1) bed and mattress;
One (1) functioning toilet; and
One (1) functioning sink.
3. Sufficient showers shall be available to permit each incarcerated individual to shower daily.
4. Each tier or section of individual housing units constructed after the effective date of 9 NYCRR 7040 shall provide dayroom space adjacent and accessible to such tier or section.

EXCEPTIONS:

1. A unit may contain less than 60 square feet of floor space if such unit was originally constructed for single occupancy prior to the effective date of 9 NYCRR Part 7040.
2. Each such unit used to house incarcerated individuals apart from general population for the purpose of medical observation or treatment shall have a minimum of 80 square feet of floor space.

II. MULTIPLE OCCUPANCY HOUSING UNITS:

1. Each such unit shall provide a minimum of 50 square feet of floor space per incarcerated individual in the sleeping area.
2. Each such unit shall house no more than 60 incarcerated individuals.
3. Each such unit shall have a bed and mattress for each incarcerated individual.
4. Each such unit shall have at least:
One (1) functioning toilet for every 12 incarcerated individuals;
One (1) functioning shower for every 15 incarcerated individuals; and
One (1) functioning sink for every 12 incarcerated individuals.
5. Each such unit shall provide a minimum of 25 square feet of dayroom space immediately adjacent and accessible to the sleeping area.

EXCEPTIONS:

1. Each such unit used to house incarcerated individuals apart from general population for the purpose of medical observation or treatment shall have a minimum of 80 square feet of floor space.

DUTCHESS COUNTY JAIL – MFC 2021

III. UNITS CONTAINING BOTH INDIVIDUAL AND MULTIPLE OCCUPANCY HOUSING:

1. The requirements as stipulated in I and II apply to all housing units consisting of both individual and multiple occupancy housing units.

EXCEPTIONS:

1. A unit may contain less than 60 square feet of floor space if such unit was originally constructed for single occupancy prior to the effective date of 9 NYCRR Part 7040.
2. Each such unit used to house incarcerated individuals apart from general population for the purpose of medical observation or treatment shall have a minimum of 80 square feet of floor space.

IV. NON-HOUSING AREAS USED FOR THE TEMPORARY DETENTION OF INDIVIDUALS

1. These are used to identify areas within the facility that are used for the temporary detention of individuals. These areas do not increase the capacity of the facility.

DUTCHESS COUNTY JAIL – MFC 2021

IA. INDIVIDUAL OCCUPANCY HOUSING UNITS USED FOR GENERAL HOUSING

Name of Housing Area/Section	Number of Individual Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	Number of Showers Available per Section	Maximum Incarcerated Individual Capacity
Housing Unit 1	30	30 @ 69 sq. ft.	2	30
Housing Unit 2	26	26 @ 69 sq. ft.	2	26
Housing Unit 3	28	28 @ 69 sq. ft.	2	28
Housing Unit 8	13	13 @ 69 sq. ft.	2	13
Housing Unit 22	50	50 @ 78 sq. ft.	6	50
Housing Unit 23	50	50 @ 78 sq. ft.	6	50

Individual General Housing Unit Total: 197

IB. INDIVIDUAL OCCUPANCY HOUSING UNITS USED FOR ADMISSIONS/ORIENTATION, MEDICAL AND MENTAL HEALTH OBSERVATION

Name of Housing Area/Section	Type of Housing	Number of Individual Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	Number of Showers Available	Maximum Incarcerated Individual Capacity
Housing Unit 5	Admissions and Orientation	13	13 @ 69 sq. ft.	2	13
Housing Unit 6	Medical	6	6 @ 69 sq. ft.	1	6
Housing Unit 9	Medical	4	4 @ 69 sq. ft.	1	4
Housing Unit 11	Medical	28	28 @ 69 sq. ft.	4	28
Housing Unit 20	Medical	10	10 @ 78 sq. ft.	2	10
Housing Unit 21	Medical	8	8 @ 120 sq. ft.	1	8

Individual Admissions/Orientation, Medical and Mental Health Observation Housing Unit Total: 69

IC. INDIVIDUAL OCCUPANCY HOUSING UNITS USED FOR SPECIAL HOUSING

Name of Housing Area/Section	Type of Special Housing	Number of Individual Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	# of Showers Available per Section	Maximum Incarcerated Individual Capacity
Housing Unit 4	Punitive and Administrative Segregation	28	28 @ 69 sq. ft.	6	28

Individual Special Housing Unit Total: 28

DUTCHESS COUNTY JAIL – MFC 2021

IIA. MULTIPLE OCCUPANCY HOUSING UNITS USED FOR GENERAL HOUSING

Name of Housing Area/Section	Number of Toilets	Number of Sinks	Number of Showers	Total Size of Unit (Sq. Ft. of Floor Space)	Maximum Incarcerated Individual Capacity
Not Applicable					0

Multiple General Housing Unit Total:0

IIB. MULTIPLE OCCUPANCY HOUSING UNITS USED FOR ADMISSIONS/ORIENTATION, MEDICAL AND MENTAL HEALTH OBSERVATION

Name of Housing Area/Section	Type of Housing	Number of Toilets	Number of Sinks	Number of Showers	Total Size of Unit (Sq. Ft. of Floor Space)	Maximum Incarcerated Individual Capacity
Not Applicable						0

Multiple Admissions/Orientation, Medical and Mental Health Observation Housing Unit Total: 0

IIC. MULTIPLE OCCUPANCY HOUSING UNITS USED FOR SPECIAL HOUSING

Name of Housing Area/Section	Type of Special Housing	Number of Toilets	Number of Sinks	Number of Showers	Total Size of Unit (Sq. Ft. of Floor Space)	Maximum Incarcerated Individual Capacity
Not Applicable						0

Multiple Special Housing Unit Total: 0

IIIA. UNITS CONTAINING BOTH INDIVIDUAL AND MULTIPLE OCCUPANCY HOUSING USED FOR GENERAL HOUSING

Name of Housing Area/Section	Number of Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	Number of Showers Available	Maximum Incarcerated Individual Capacity
Not Applicable				0

Individual and Multiple Occupancy General Housing Unit Total: 0

DUTCHESS COUNTY JAIL – MFC 2021

IIIB. UNITS CONTAINING BOTH INDIVIDUAL AND MULTIPLE OCCUPANCY HOUSING USED FOR ADMISSIONS/ORIENTATION, MEDICAL AND MENTAL HEALTH OBSERVATION

Name of Housing Area/Section	Type of Housing	Number of Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	Number of Showers Available	Maximum Incarcerated Individual Capacity
Not Applicable					0

Individual and Multiple Occupancy Admissions/Orientation,
Medical and Mental Health Housing Unit Total: 0

IIIC. UNITS CONTAINING BOTH INDIVIDUAL AND MULTIPLE OCCUPANCY HOUSING USED FOR SPECIAL HOUSING

Name of Housing Area/Section	Type of Special Housing	Number of Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	Number of Showers Available	Maximum Incarcerated Individual Capacity
Not Applicable					0

Individual and Multiple Occupancy Special Housing Unit Total: 0

DUTCHESS COUNTY JAIL – MFC 2021

IV. NON-HOUSING AREAS USED FOR THE TEMPORARY DETENTION OF INDIVIDUALS

Name of Area/Section	Number of Toilets	Number of Sinks	Total Size of Area (Sq. Ft. of Floor Space)	Description of Use
Single Holding #1	1	1	1 @ 55 sq. ft.	The facility may hold up to three (3) incarcerated individuals.
Single Holding #2	1	1	1 @ 55 sq. ft.	The facility may hold up to three (3) incarcerated individuals.
Single Holding #3	1	1	1 @ 55 sq. ft.	The facility may hold up to three (3) incarcerated individuals.
Holding Tank #1	1	1	1 @ 92 sq. ft.	The facility may hold up to six (6) incarcerated individuals.
Holding Tank #2	1	1	1 @ 132 sq. ft.	The facility may hold up to eight (8) incarcerated individuals.
Holding Tank #3	1	1	1 @ 132 sq. ft.	The facility may hold up to eight (8) incarcerated individuals.
Holding Tank #4	1	1	1 @ 132 sq. ft.	The facility may hold up to eight (8) incarcerated individuals.

Notes:

1. *Non-Standard housing may be used only for temporary holding for up to the number of incarcerated individuals as prescribed. The facility shall limit individual occupancy holding to **12 hours**. Multiple occupancy holding shall be limited to **four (4) hours**. Any other use is prohibited. Whenever incarcerated individuals are placed in non-standard housing, at a minimum, Active Supervision shall be maintained.*

DUTCHESS COUNTY JAIL – MFC 2021

HOUSING TYPE	TOTALS
Subtotal Individual Housing Units Used for General Housing	197
Subtotal Individual Housing Units Used for Admissions/Orientation, Medical and Mental Health Observation	69
Subtotal Individual Housing Units Used for Special Housing	28
Subtotal Multiple Occupancy Housing Units Used for General Housing	0
Subtotal Multiple Occupancy Housing Units Used for Admissions/Orientation, Medical and Mental Health Observation	0
Subtotal Multiple Occupancy Housing Units Used for Special Housing	0
Subtotal Units Containing both Individual and Multiple Occupancy Housing Used for General Housing	0
Subtotal Units Containing both Individual and Multiple Occupancy Housing Used for Admissions/Orientation, Medical and Mental Health Observation	0
Subtotal Units Containing both Individual and Multiple Occupancy Housing Used for Special Housing	0
MAXIMUM FACILITY CAPACITY:	294

Other identified areas not rated as part of Maximum Facility Capacity: Yes (X) No ()

The above-noted capacity is based upon the following:

1. The number of properly equipped individual occupancy housing units, including the number of properly equipped admissions, medical and mental health and any other special housing units;
2. The number of properly equipped multiple occupancy housing units, including the number of properly equipped admissions, medical and mental health and any other special housing units; and
3. The facility's ability to provide required programs and services and to comply with other rules and regulations of 9 NYCRR Chapter IV which are related to facility capacity.

JUSTIFICATION FOR CHANGE IN MFC

Revised to reflect Minimum Standard changes to Part 7006 and Part 7013.

Reviewed by: Keith Zobel



Deputy Director 4/9/21

Approved by: Terrence Moran



Director 4/9/21



**Commission of
Correction**

MAXIMUM FACILITY CAPACITY

For the

Monroe County Jail

Rochester, New York

April 20, 2021

Allen Riley
Chairman

Thomas J. Loughren
Commissioner

MONROE COUNTY JAIL – MFC 2021

NOTE: INDIVIDUAL OCCUPANCY HOUSING UNITS AND MULTIPLE OCCUPANCY HOUSING UNITS WHICH MEET THE FOLLOWING REQUIREMENTS PURSUANT TO 9 NYCRR PART 7040 ARE TO BE INCLUDED IN THE MAXIMUM FACILITY CAPACITY FORMULATION.

I. INDIVIDUAL OCCUPANCY HOUSING UNITS:

1. Each such unit shall only house one (1) incarcerated individual and contain at least 60 square feet of floor space.
2. Each such individual occupancy housing unit shall contain:
One (1) bed and mattress;
One (1) functioning toilet; and
One (1) functioning sink.
3. Sufficient showers shall be available to permit each incarcerated individual to shower daily.
4. Each tier or section of individual housing units constructed after the effective date of 9 NYCRR 7040 shall provide dayroom space adjacent and accessible to such tier or section.

EXCEPTIONS:

1. A unit may contain less than 60 square feet of floor space if such unit was originally constructed for single occupancy prior to the effective date of 9 NYCRR Part 7040.
2. Each such unit used to house incarcerated individuals apart from general population for the purpose of medical observation or treatment shall have a minimum of 80 square feet of floor space.

II. MULTIPLE OCCUPANCY HOUSING UNITS:

1. Each such unit shall provide a minimum of 50 square feet of floor space per incarcerated individual in the sleeping area.
2. Each such unit shall house no more than 60 incarcerated individuals.
3. Each such unit shall have a bed and mattress for each incarcerated individual.
4. Each such unit shall have at least:
One (1) functioning toilet for every 12 incarcerated individuals;
One (1) functioning shower for every 15 incarcerated individuals; and
One (1) functioning sink for every 12 incarcerated individuals.
5. Each such unit shall provide a minimum of 25 square feet of dayroom space immediately adjacent and accessible to the sleeping area.

EXCEPTIONS:

1. Each such unit used to house incarcerated individuals apart from general population for the purpose of medical observation or treatment shall have a minimum of 80 square feet of floor space.

MONROE COUNTY JAIL – MFC 2021

III. UNITS CONTAINING BOTH INDIVIDUAL AND MULTIPLE OCCUPANCY HOUSING:

1. The requirements as stipulated in I and II apply to all housing units consisting of both individual and multiple occupancy housing units.

EXCEPTIONS:

1. A unit may contain less than 60 square feet of floor space if such unit was originally constructed for single occupancy prior to the effective date of 9 NYCRR Part 7040.
2. Each such unit used to house incarcerated individuals apart from general population for the purpose of medical observation or treatment shall have a minimum of 80 square feet of floor space.

IV. NON-HOUSING AREAS USED FOR THE TEMPORARY DETENTION OF INDIVIDUALS

1. These are used to identify areas within the facility that are used for the temporary detention of individuals. These areas do not increase the capacity of the facility.

MONROE COUNTY JAIL – MFC 2021

IA. INDIVIDUAL OCCUPANCY HOUSING UNITS USED FOR GENERAL HOUSING

Name of Housing Area/Section	Number of Individual Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	Number of Showers Available per Section	Maximum Incarcerated Individual Capacity
Street Plaza <i>see note 1</i>	34	34 @ 65 sq. ft.	4	33
Mezzanine A-C	29	29 @ 63 sq. ft.	3	29
2 East Low	13	13 @ 56 sq. ft.	1	13
2 East High	13	13 @ 56 sq. ft.	1	13
2 West Low	13	13 @ 56 sq. ft.	1	13
2 West High	13	13 @ 56 sq. ft.	1	13
2M East Low	13	13 @ 56 sq. ft.	1	13
2M East High	13	13 @ 56 sq. ft.	1	13
2M West Low	13	13 @ 56 sq. ft.	1	13
2M West High	13	13 @ 56 sq. ft.	1	13
2M Center <i>see note 2</i>	5	5 @ 56 sq. ft.	1	0
3M Center <i>see note 2</i>	5	5 @ 56 sq. ft.	1	0
3 East Low	13	13 @ 56 sq. ft.	1	13
3 East High	13	13 @ 56 sq. ft.	1	13
3 West Low	13	13 @ 56 sq. ft.	1	13
3 West High	13	13 @ 56 sq. ft.	1	13
3M East Low	13	13 @ 56 sq. ft.	1	13
3M East High	13	13 @ 56 sq. ft.	1	13
3M West Low	13	13 @ 56 sq. ft.	1	13
3M West High	13	13 @ 56 sq. ft.	1	13
4 West Low	13	13 @ 56 sq. ft.	1	13
4 West High	13	13 @ 56 sq. ft.	1	13
4 East Low	10	10 @ 56 sq. ft.	1	10
4 East High	10	10 @ 56 sq. ft.	1	10
4M East Low	10	10 @ 56 sq. ft.	1	10
4M East High	10	10 @ 56 sq. ft.	1	10
4M West High	13	13 @ 56 sq. ft.	1	13
4M West Low	13	13 @ 56 sq. ft.	1	13
City 2 nd A Block	12	12 @ 42 sq. ft.	1	12
City 2 nd B Block	24	24 @ 38 sq. ft.	1	24
City 2 nd C Block	16	16 @ 42 sq. ft.	1	16
City 2 nd D Block	18	18 @ 42 sq. ft.	1	18
City 2 nd E Block	12	12 @ 42 sq. ft.	1	12
City 3rd			2	37
Main	14	14 @ 60 sq. ft.		
	15	15 @ 42 sq. ft.		
Right Side Subdivision	8	8 @ 42 sq. ft.		
Plaza North Pod	37	37 @ 80 sq. ft.	4	53
	16	16 @ 98 sq. ft.		
Plaza South Pod	37	37 @ 80 sq. ft.	4	53
	16	16 @ 98 sq. ft.		

MONROE COUNTY JAIL – MFC 2021

2 North Pod	37 16	37 @ 80 sq. ft. 16 @ 98 sq. ft.	4	53
2 South Pod	37 16	37 @ 80 sq. ft. 16 @ 98 sq. ft.	4	53
3 North Pod	37 16	37 @ 80 sq. ft. 16 @ 98 sq. ft.	4	53
3 South Pod	37 16	37 @ 80 sq. ft. 16 @ 98 sq. ft.	4	53
4 North Pod	37 16	37 @ 80 sq. ft. 16 @ 98 sq. ft.	4	53
4 South Pod	37 16	37 @ 80 sq. ft. 16 @ 98 sq. ft.	4	53
Mezz Dorm Cells <i>see note 3</i>	4 8	4 @ 85 sq. ft. 8 @ 63 sq. ft.	Shared with Mezz Dorm	11

Notes:

1. A previous window replacement project resulted in the loss of natural light in cell #200. Until such time natural light is restored, this cell cannot be used to house incarcerated individuals.
2. The facility no longer uses the cells in the 2M Center and 3M Center housing areas, as the cell fixtures are used for spare parts for other cells in the facility.
3. Mezz Dorm cell #10 was removed to increase the capacity of the Mezz Dorm from 36 beds to 48 beds, as cell #10 is vacated and available for toilet and sink use by incarcerated individuals in the Mezz Dorm.

Individual General Housing Unit Total: 915

MONROE COUNTY JAIL – MFC 2021

IB. INDIVIDUAL OCCUPANCY HOUSING UNITS USED FOR ADMISSIONS/ORIENTATION, MEDICAL AND MENTAL HEALTH OBSERVATION

Name of Housing Area/Section	Type of Housing	Number of Individual Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	Number of Showers Available	Maximum Incarcerated Individual Capacity
Reception Includes Reception Annex Housing <i>see note</i>	Admission and Orientation	10	10 @ 65 sq. ft.	2	18 10
	Medical	1	1 @ 80 sq. ft.		1
	Mental Health	3	3 @ 84 sq. ft.		3
		1	1 @ 89 sq. ft.		1
		1	1 @ 66 sq. ft.		1
		1	1 @ 60 sq. ft.		1
		1	1 @ 60 sq. ft.		1
Reception	Admission and Orientation	34	34 @ 60 sq. ft.	2	34
Reception Annex <i>see note</i>	Admission and Orientation	10	10 @ 64 sq. ft.	2	21 10
	Medical	4	4 @ 86 sq. ft.		4
	Mental Health	1	1 @ 79 sq. ft.		1
		1	1 @ 60 sq. ft.		1
		1	1 @ 63 sq. ft.		1
		1	1 @ 94 sq. ft.		1
		1	1 @ 64 sq. ft.		1
		1	1 @ 99 sq. ft.		1
1	1 @ 70 sq. ft.	1			

Note: Only cells that are 80 sq. ft. or larger can be used for medical purposes.

Individual Admissions/Orientation, Medical and Mental Health Observation Housing Unit Total: 73

MONROE COUNTY JAIL – MFC 2021

IC. INDIVIDUAL OCCUPANCY HOUSING UNITS USED FOR SPECIAL HOUSING

Name of Housing Area/Section	Type of Special Housing	Number of Individual Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	# of Showers Available per Section	Maximum Incarcerated Individual Capacity
2 Corridor	Punitive and Administrative Segregation	4	4 @ 56 sq. ft.	Share with either 2 West Low Housing or 2 West High Housing	4
3 Corridor	Punitive and Administrative Segregation	4	4 @ 56 sq. ft.	Share with either 3 West Low Housing or 3 West High Housing	4
4M East Corridor	Punitive and Administrative Segregation	3	3 @ 56 sq. ft.	Share with either 4M East Low Housing or 4M East High Housing	3
4M West Corridor	Punitive and Administrative Segregation	3	3 @ 56 sq. ft.	Share with either 4M West Low Housing or 4M West High Housing	3
City 2 nd G Block	Punitive and Administrative Segregation	2	2 @ 70 sq. ft.	Shares with B Block	2
Special Housing	Punitive and Administrative Segregation	20	20 @ 65 sq. ft.	1	20

Individual Special Housing Unit Total: 36

MONROE COUNTY JAIL – MFC 2021

IIA. MULTIPLE OCCUPANCY HOUSING UNITS USED FOR GENERAL HOUSING

Name of Housing Area/Section	Number of Toilets	Number of Sinks	Number of Showers	Total Size of Unit (Sq. Ft. of Floor Space)	Maximum Incarcerated Individual Capacity
PSB A/B Dorm	7	6	7	5530 sq. ft.	60
City Dorm <i>see note 1</i>	5	5	4	4206 sq. ft.	56
City 2 F-Block Dorm	4	4	3	701 sq. ft.	9
4 East High End Cell (located within 4 East High linear unit) <i>see note 2</i>	1	1	Access is provided to East High Linear showers	168 sq. ft.	3
4 East Low End Cell (located within 4 East Low linear unit) <i>see note 2</i>	1	1	Access is provided to East Low Linear showers	168 sq. ft.	3
4 Mezz East High End Cell (located within 4 Mezz East High linear unit) <i>see note 2</i>	1	1	Access is provided to Mezz East High Linear showers	168 sq. ft.	3
4 Mezz East Low End Cell (located within 4 Mezz East Low linear unit) <i>see note 2</i>	1	1	Access is provided to Mezz East Low Linear showers	168 sq. ft.	3
Mezz Dorm <i>see note 3</i>	3	3	4	3952 sq. ft.	48

Notes:

1. Although the new City Dorm is listed in this document, its capacity will not become effective until the Commission of Correction is satisfied that all transition-related tasks have been completed. Authorization of the City Dorm opening will be addressed under cover.
2. There is sufficient dayspace square footage in the respective main units for incarcerated individuals housed in the End cells in 4 East High, 4 East Low, 4 Mezz East High and 4 Mezz East Low to access the dayroom space. Only incarcerated individuals of the same classification can be housed in these areas.

MONROE COUNTY JAIL – MFC 2021

3. Mezz Dorm cell #10 is vacated and the door has been removed to provide a fourth toilet and sink for incarcerated individuals housed in the Mezz Dorm. Accordingly, the capacity for the Mezz Dorm is 48 beds.

Multiple General Housing Unit Total: 185

IIB. MULTIPLE OCCUPANCY HOUSING UNITS USED FOR ADMISSIONS/ORIENTATION, MEDICAL AND MENTAL HEALTH OBSERVATION

Name of Housing Area/Section	Type of Housing	Number of Toilets	Number of Sinks	Number of Showers	Total Size of Unit (Sq. Ft. of Floor Space)	Maximum Incarcerated Individual Capacity
Reception Annex	Admissions Orientation	1	1	2	618 sq. ft.	8

Multiple Admissions/Orientation, Medical and Mental Health Observation Housing Unit Total: 0

IIC. MULTIPLE OCCUPANCY HOUSING UNITS USED FOR SPECIAL HOUSING

Name of Housing Area/Section	Type of Special Housing	Number of Toilets	Number of Sinks	Number of Showers	Total Size of Unit (Sq. Ft. of Floor Space)	Maximum Incarcerated Individual Capacity
Not Applicable						0

Multiple Special Housing Unit Total: 0

MONROE COUNTY JAIL – MFC 2021

IIIA. UNITS CONTAINING BOTH INDIVIDUAL AND MULTIPLE OCCUPANCY HOUSING USED FOR GENERAL HOUSING

Name of Housing Area/Section	Number of Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	Number of Showers Available	Maximum Incarcerated Individual Capacity
Not Applicable				0

Individual and Multiple Occupancy General Housing Unit Total: 0

IIIB. UNITS CONTAINING BOTH INDIVIDUAL AND MULTIPLE OCCUPANCY HOUSING USED FOR ADMISSIONS/ORIENTATION, MEDICAL AND MENTAL HEALTH OBSERVATION

Name of Housing Area/Section	Type of Housing	Number of Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	Number of Showers Available	Maximum Incarcerated Individual Capacity
Not Applicable					0

Individual and Multiple Occupancy Admissions/Orientation, Medical and Mental Health Housing Unit Total: 0

IIIC. UNITS CONTAINING BOTH INDIVIDUAL AND MULTIPLE OCCUPANCY HOUSING USED FOR SPECIAL HOUSING

Name of Housing Area/Section	Type of Special Housing	Number of Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	Number of Showers Available	Maximum Incarcerated Individual Capacity
Not Applicable					0

Individual and Multiple Occupancy Special Housing Unit Total: 0

MONROE COUNTY JAIL – MFC 2021

IV. NON-HOUSING AREAS USED FOR THE TEMPORARY DETENTION OF INDIVIDUALS

Name of Area/Section	Number of Toilets	Number of Sinks	Total Size of Area (Sq. Ft. of Floor Space)	Description of Use
S 02 - Booking	1	1	98 sq. ft.	The facility may hold up to six (6) incarcerated individuals.
S 03 - Booking	1	1	75 sq. ft.	The facility may hold up to five (5) incarcerated individuals.
S 04 - Booking	1	1	66 sq. ft.	The facility may hold up to four (4) incarcerated individuals.
S 05 - Booking	1	1	86 sq. ft.	The facility may hold up to five (5) incarcerated individuals.
S 06 - Booking	1	1	64 sq. ft.	The facility may hold up to four (4) incarcerated individuals.
S 07 - Booking	1	1	86 sq. ft.	The facility may hold up to five (5) incarcerated individuals.
S 08 - Booking	1	1	72 sq. ft.	The facility may hold up to four (4) incarcerated individuals.
S 09 - Booking	1	1	95 sq. ft.	The facility may hold up to six (6) incarcerated individuals.
S 10 - Booking	1	1	95 sq. ft.	The facility may hold up to six (6) incarcerated individuals.
S 11 - Booking	1	1	177 sq. ft.	The facility may hold up to eleven (11) incarcerated individuals.
S 12 - Booking	1	1	80 sq. ft.	The facility may hold up to five (5) incarcerated individuals.
S 13 - Booking	1	1	265 sq. ft.	The facility may hold up to seventeen (17) incarcerated individuals.
S 14 - Booking	1	1	111 sq. ft.	The facility may hold up to seven (7) incarcerated individuals.
S 15 - Booking	1	1	75 sq. ft.	The facility may hold up to five (5) incarcerated individuals.
S 16 - Booking	1	1	51 sq. ft.	The facility may hold up to three (3) incarcerated individuals.
S 17 - Booking	1	1	51 sq. ft.	The facility may hold up to three (3) incarcerated individuals.
S 18 - Booking	1	1	64 sq. ft.	The facility may hold up to four (4) incarcerated individuals.
S 19 - Booking	1	1	51 sq. ft.	The facility may hold up to three (3) incarcerated individuals.
S 20 - Booking	1	1	51 sq. ft.	The facility may hold up to three (3) incarcerated individuals.
S 21 - Booking	1	1	51 sq. ft.	The facility may hold up to three (3) incarcerated individuals.
S 22 – Female Dressing Station	1	1	72 sq. ft.	The facility may hold up to four (4) incarcerated individuals.
S 23 – Female Dressing Station	1	1	68 sq. ft.	The facility may hold up to four (4) incarcerated individuals.

MONROE COUNTY JAIL – MFC 2021

S 24 Booking Release	1	1	89 sq. ft.	The facility may hold up to five (5) incarcerated individuals.
S 25 Booking Release	1	1	68 sq. ft.	The facility may hold up to four (4) incarcerated individuals.
S 26 Booking Release	1	1	72 sq. ft.	The facility may hold up to four (4) incarcerated individuals.
S 27 Booking Release	1	1	120 sq. ft.	The facility may hold up to eight (8) incarcerated individuals.
S 28 Booking Release	1	1	89 sq. ft.	The facility may hold up to five (5) incarcerated individuals.
S 29 Booking Release	1	1	89 sq. ft.	The facility may hold up to five (5) incarcerated individuals.
S 30 Booking	1	1	153 sq. ft.	The facility may hold up to ten (10) incarcerated individuals.
S 31 Booking	1	1	177 sq. ft.	The facility may hold up to eleven (11) incarcerated individuals.

Notes:

1. *Non-housing areas may be used only for temporary holding for up to the number of incarcerated individuals as prescribed. The facility shall limit individual occupancy holding to **twelve (12) hours**. Multiple occupancy holding shall be limited to **four (4) hours**. Any other use is prohibited. Whenever incarcerated individuals are placed in non-housing areas, at a minimum, Active Supervision shall be maintained.*

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HOUSING TYPE	TOTALS
Subtotal Individual Housing Units Used for General Housing	915
Subtotal Individual Housing Units Used for Admissions/Orientation, Medical and Mental Health Observation	73
Subtotal Individual Housing Units Used for Special Housing	36
Subtotal Multiple Occupancy Housing Units Used for General Housing	185
Subtotal Multiple Occupancy Housing Units Used for Admissions/Orientation, Medical and Mental Health Observation	8
Subtotal Multiple Occupancy Housing Units Used for Special Housing	0
Subtotal Units Containing both Individual and Multiple Occupancy Housing Used for General Housing	0
Subtotal Units Containing both Individual and Multiple Occupancy Housing Used for Admissions/Orientation, Medical and Mental Health Observation	0
Subtotal Units Containing both Individual and Multiple Occupancy Housing Used for Special Housing	0
MAXIMUM FACILITY CAPACITY:	1217

Other identified areas not rated as part of Maximum Facility Capacity: Yes (X) No ()

The above-noted capacity is based upon the following:

1. The number of properly equipped individual occupancy housing units, including the number of properly equipped admissions, medical and mental health and any other special housing units;
2. The number of properly equipped multiple occupancy housing units, including the number of properly equipped admissions, medical and mental health and any other special housing units; and
3. The facility's ability to provide required programs and services and to comply with other rules and regulations of 9 NYCRR Chapter IV which are related to facility capacity.

JUSTIFICATION FOR CHANGE IN MFC

Revised to reflect Minimum Standard changes to Part 7006 and Part 7013.

Reviewed by: Keith Zobel



Deputy Director 3/9/21

Approved by: Terrence Moran



Director 3/9/21



**Commission of
Correction**

MAXIMUM FACILITY CAPACITY

For the

Onondaga County Justice Center

Syracuse, New York

April 20, 2021

Allen Riley
Chairman

Thomas J. Loughren
Commissioner

ONONDAGA COUNTY JUSTICE CENTER – MFC 2021

NOTE: INDIVIDUAL OCCUPANCY HOUSING UNITS AND MULTIPLE OCCUPANCY HOUSING UNITS WHICH MEET THE FOLLOWING REQUIREMENTS PURSUANT TO 9 NYCRR PART 7040 ARE TO BE INCLUDED IN THE MAXIMUM FACILITY CAPACITY FORMULATION.

I. INDIVIDUAL OCCUPANCY HOUSING UNITS:

1. Each such unit shall only house one (1) incarcerated individual and contain at least 60 square feet of floor space.
2. Each such individual occupancy housing unit shall contain:
One (1) bed and mattress;
One (1) functioning toilet; and
One (1) functioning sink.
3. Sufficient showers shall be available to permit each incarcerated individual to shower daily.
4. Each tier or section of individual housing units constructed after the effective date of 9 NYCRR 7040 shall provide dayroom space adjacent and accessible to such tier or section.

EXCEPTIONS:

1. A unit may contain less than 60 square feet of floor space if such unit was originally constructed for single occupancy prior to the effective date of 9 NYCRR Part 7040.
2. Each such unit used to house incarcerated individuals apart from general population for the purpose of medical observation or treatment shall have a minimum of 80 square feet of floor space.

II. MULTIPLE OCCUPANCY HOUSING UNITS:

1. Each such unit shall provide a minimum of 50 square feet of floor space per incarcerated individual in the sleeping area.
2. Each such unit shall house no more than 60 incarcerated individuals.
3. Each such unit shall have a bed and mattress for each incarcerated individual.
4. Each such unit shall have at least:
One (1) functioning toilet for every 12 incarcerated individuals;
One (1) functioning shower for every 15 incarcerated individuals; and
One (1) functioning sink for every 12 incarcerated individuals.
5. Each such unit shall provide a minimum of 25 square feet of dayroom space immediately adjacent and accessible to the sleeping area.

EXCEPTIONS:

1. Each such unit used to house incarcerated individuals apart from general population for the purpose of medical observation or treatment shall have a minimum of 80 square feet of floor space.

ONONDAGA COUNTY JUSTICE CENTER – MFC 2021

III. UNITS CONTAINING BOTH INDIVIDUAL AND MULTIPLE OCCUPANCY HOUSING:

1. The requirements as stipulated in I and II apply to all housing units consisting of both individual and multiple occupancy housing units.

EXCEPTIONS:

1. A unit may contain less than 60 square feet of floor space if such unit was originally constructed for single occupancy prior to the effective date of 9 NYCRR Part 7040.
2. Each such unit used to house incarcerated individuals apart from general population for the purpose of medical observation or treatment shall have a minimum of 80 square feet of floor space.

IV. NON-HOUSING AREAS USED FOR THE TEMPORARY DETENTION OF INDIVIDUALS

1. These are used to identify areas within the facility that are used for the temporary detention of individuals. These areas do not increase the capacity of the facility.

ONONDAGA COUNTY JUSTICE CENTER – MFC 2021

IA. INDIVIDUAL OCCUPANCY HOUSING UNITS USED FOR GENERAL HOUSING

Name of Housing Area/Section	Number of Individual Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	Number of Showers Available per Section	Maximum Incarcerated Individual Capacity
5-B	8	8 @ 88 sq. ft.	1	8

Individual General Housing Unit Total: 8

IB. INDIVIDUAL OCCUPANCY HOUSING UNITS USED FOR ADMISSIONS/ORIENTATION, MEDICAL AND MENTAL HEALTH OBSERVATION

Name of Housing Area/Section	Type of Housing	Number of Individual Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	Number of Showers Available	Maximum Incarcerated Individual Capacity
5-B Behavioral Health	Mental Health	12	12 @ 88 sq. ft.	2	14
		2	2 @ 100 sq. ft.	1	12 2
5-C MHU	Mental Health	47	47 @ 88 sq. ft.	7	55
		8	8 @ 100 sq. ft.		47 8
Cell #7 <i>see note</i>					

Note: Cell #7 has no fixtures. Accordingly, it cannot be used to house incarcerated individuals.

Individual Admissions/Orientation, Medical and
Mental Health Observation Housing Unit Total: 69

ONONDAGA COUNTY JUSTICE CENTER – MFC 2021

IC. INDIVIDUAL OCCUPANCY HOUSING UNITS USED FOR SPECIAL HOUSING

Name of Housing Area/Section	Type of Special Housing	Number of Individual Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	# of Showers Available per Section	Maximum Incarcerated Individual Capacity
5-B SHU #2	Punitive and Administrative Segregation	4	4 @ 88 sq. ft.	1	4
5-B SHU #3	Punitive and Administrative Segregation	32	32 @ 88 sq. ft.	4	32

Individual Special Housing Unit Total: 36

IIA. MULTIPLE OCCUPANCY HOUSING UNITS USED FOR GENERAL HOUSING

Name of Housing Area/Section	Number of Toilets	Number of Sinks	Number of Showers	Total Size of Unit (Sq. Ft. of Floor Space)	Maximum Incarcerated Individual Capacity
Not Applicable					0

Multiple General Housing Unit Total: 0

IIB. MULTIPLE OCCUPANCY HOUSING UNITS USED FOR ADMISSIONS/ORIENTATION, MEDICAL AND MENTAL HEALTH OBSERVATION

Name of Housing Area/Section	Type of Housing	Number of Toilets	Number of Sinks	Number of Showers	Total Size of Unit (Sq. Ft. of Floor Space)	Maximum Incarcerated Individual Capacity
Not Applicable						0

Multiple Admissions/Orientation, Medical and Mental Health Observation Housing Unit Total: 0

ONONDAGA COUNTY JUSTICE CENTER – MFC 2021

IIC. MULTIPLE OCCUPANCY HOUSING UNITS USED FOR SPECIAL HOUSING

Name of Housing Area/Section	Type of Special Housing	Number of Toilets	Number of Sinks	Number of Showers	Total Size of Unit (Sq. Ft. of Floor Space)	Maximum Incarcerated Individual Capacity
Not Applicable						0

Multiple Special Housing Unit Total: 0

IIIA. UNITS CONTAINING BOTH INDIVIDUAL AND MULTIPLE OCCUPANCY HOUSING USED FOR GENERAL HOUSING

Name of Housing Area/Section	Number of Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	Number of Showers Available	Maximum Incarcerated Individual Capacity
2-A Pod Single Cells Double Cells	56	48 @ 88 sq. ft. 8 @ 100 sq. ft.	6	60 52 8
2-B Pod Single Cells Double Cells	56	48 @ 88 sq. ft. 8 @ 100 sq. ft.	6	60 52 8
2-C Pod Single Cells Double Cells	56	48 @ 88 sq. ft. 8 @ 100 sq. ft.	6	60 52 8
3-A Pod Single Cells Double Cells	56	48 @ 88 sq. ft. 8 @ 100 sq. ft.	6	60 52 8
3-B Pod Single Cells Double Cells	56	48 @ 88 sq. ft. 8 @ 100 sq. ft.	6	60 52 8
3-C Pod Single Cells Double Cells	56	48 @ 88 sq. ft. 8 @ 100 sq. ft.	6	60 52 8
4-A Pod Single Cells Double Cells	56	48 @ 88 sq. ft. 8 @ 100 sq. ft.	6	60 52 8
4-B Pod Single Cells Double Cells	56	48 @ 88 sq. ft. 8 @ 100 sq. ft.	6	60 52 8
4-C Pod Single Cells Double Cells	56	48 @ 88 sq. ft. 8 @ 100 sq. ft.	6	60 52 8

Individual and Multiple Occupancy General Housing Unit Total: 540

ONONDAGA COUNTY JUSTICE CENTER – MFC 2021

IIIB. UNITS CONTAINING BOTH INDIVIDUAL AND MULTIPLE OCCUPANCY HOUSING USED FOR ADMISSIONS/ORIENTATION, MEDICAL AND MENTAL HEALTH OBSERVATION

Name of Housing Area/Section	Type of Housing	Number of Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	Number of Showers Available	Maximum Incarcerated Individual Capacity
5-A	Medical				13
Infirmary		4	4 @ 100 sq. ft.	2	4
Negative Pressure 1		1	1 @ 100 sq. ft.	1	1
Negative Pressure 2		1	1 @ 100 sq. ft.	1	1
Ward #1		Dorm	1 @ 368 sq. ft.	1	3
Ward #2		Dorm	1 @ 302 sq. ft.	1	3

**Individual and Multiple Occupancy Admissions/Orientation,
Medical and Mental Health Housing Unit Total: 12**

IIIC. UNITS CONTAINING BOTH INDIVIDUAL AND MULTIPLE OCCUPANCY HOUSING USED FOR SPECIAL HOUSING

Name of Housing Area/Section	Type of Special Housing	Number of Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	Number of Showers Available	Maximum Incarcerated Individual Capacity
Not Applicable					0

Individual and Multiple Occupancy Special Housing Unit Total: 0

ONONDAGA COUNTY JUSTICE CENTER – MFC 2021

IV. NON-HOUSING AREAS USED FOR THE TEMPORARY DETENTION OF INDIVIDUALS

Name of Area/Section	Number of Toilets	Number of Sinks	Total Size of Area (Sq. Ft. of Floor Space)	Description of Use
Court Holding #1	1	1	1 @ 362 sq. ft.	The facility may hold up to twenty-four (24) incarcerated individuals.
Court Holding #2	1	1	1 @ 408 sq. ft.	The facility may hold up to twenty-seven (27) incarcerated individuals.
Court Holding #3	1	1	1 @ 408 sq. ft.	The facility may hold up to twenty-seven (27) incarcerated individuals.
Court Holding #4	1	1	1 @ 118 sq. ft.	The facility may hold up to seven (7) incarcerated individuals.
Holding #1	1	1	1 @ 92 sq. ft.	The facility may hold up to six (6) incarcerated individuals.
Holding #2	1	1	1 @ 92 sq. ft.	The facility may hold up to six (6) incarcerated individuals.
Holding #3	1	1	1 @ 92 sq. ft.	The facility may hold up to six (6) incarcerated individuals.
Holding #4	1	1	1 @ 92 sq. ft.	The facility may hold up to six (6) incarcerated individuals.
Holding #5	1	1	1 @ 92 sq. ft.	The facility may hold up to six (6) incarcerated individuals.
BSR Holding Cell <i>see note #2</i>	0	0	1 @ 92 sq. ft.	The facility may hold one (1) incarcerated individual.

Notes:

1. **Non-Standard housing may be used only for temporary holding for up to the number of incarcerated individuals as prescribed. The facility shall limit individual occupancy holding to 12 hours. Multiple occupancy holding shall be limited to four (4) hours. Any other use is prohibited. Whenever incarcerated individuals are placed in non-standard housing, at a minimum, Active Supervision shall be maintained.**

2. **Any incarcerated individual placed in the BSR Holding Cell shall be provided access to a toilet and sink.**

ONONDAGA COUNTY JUSTICE CENTER – MFC 2021

HOUSING TYPE	TOTALS
Subtotal Individual Housing Units Used for General Housing	8
Subtotal Individual Housing Units Used for Admissions/Orientation, Medical and Mental Health Observation	69
Subtotal Individual Housing Units Used for Special Housing	36
Subtotal Multiple Occupancy Housing Units Used for General Housing	0
Subtotal Multiple Occupancy Housing Units Used for Admissions/Orientation, Medical and Mental Health Observation	0
Subtotal Multiple Occupancy Housing Units Used for Special Housing	0
Subtotal Units Containing both Individual and Multiple Occupancy Housing Used for General Housing	540
Subtotal Units Containing both Individual and Multiple Occupancy Housing Used for Admissions/Orientation, Medical and Mental Health Observation	12
Subtotal Units Containing both Individual and Multiple Occupancy Housing Used for Special Housing	0
MAXIMUM FACILITY CAPACITY:	665

Other identified areas not rated as part of Maximum Facility Capacity: Yes (X) No ()

The above-noted capacity is based upon the following:

1. The number of properly equipped individual occupancy housing units, including the number of properly equipped admissions, medical and mental health and any other special housing units;
2. The number of properly equipped multiple occupancy housing units, including the number of properly equipped admissions, medical and mental health and any other special housing units; and
3. The facility's ability to provide required programs and services and to comply with other rules and regulations of 9 NYCRR Chapter IV which are related to facility capacity.

JUSTIFICATION FOR CHANGE IN MFC

Revised to reflect Minimum Standard changes to Part 7006 and Part 7013.

Reviewed by: Keith Zobel



Deputy Director 4/9/21

Approved by: Terrence Moran



Director 4/9/21

STATE COMMISSION OF CORRECTION
FIVE YEAR REVIEW OF RULES ADOPTED BY THE
STATE COMMISSION OF CORRECTION IN CALENDAR YEARS 2001, 2006, 2011 and 2016
REQUIRED TO BE REVIEWED IN
CALENDAR YEAR 2021

As required by Chapter 262 of the Laws of 1996, the following is a list of rules which were adopted by the State Commission of Correction in calendar years 2001, 2006, 2011, and 2016 which must be reviewed in calendar year 2021. Public comment on the continuation or modification of these rules was invited. No comments were received. Based upon the belief that said rules further the Commission's mission to provide for a safe, stable and humane correctional system in New York State, and absent public comment to the contrary, the Commission has determined and hereby gives notice pursuant to State Administrative Procedure Act §207(4) that the rules listed below shall continue without modification.

CMC-03-01-00002 Amendment of subdivision (a) of section 7028.2 and
 subdivision (c) of section 7028.4 of Title 9 NYCRR.

Analysis of the need for the rule: The rule is needed to clarify the situations when outdoor exercise at local correctional facilities may be canceled.

Legal basis for the rule: Correction Law section 45(6).

CMC-43-00-0005 Amendment of section 7621.6, renumber 7621.7-11 to be
 7621.8-12 and addition of new section 7621.7 of Title
 9 NYCRR.

Analysis of the need for the rule: The rule is needed to provide minimum standards for the use of double occupancy housing units originally designated and constructed for double occupancy.

Legal basis for the rule: Correction Law section 45(6).

CMC-06-11-00001-P Amendment of section 7003.10 of Title 9 NYCRR.

Analysis of the need for the rule: The rule is needed to extend the intervals within which locks and securing devices must be inspected.

Legal basis for the rule: Correction Law sections 45(6) and 45(15).

CMC-06-11-00002-P Amendment of section 7063.6 of Title 9 NYCRR.

Analysis of the need for the rule: The rule is needed to extend the intervals within which certain chemical agents must be inspected.

Legal basis for the rule: Correction Law sections 45(6) and 45(15).

CMC-45-15-00024-A Amendment of sections 7022.3, 7022.4, 7406.3, 7406.4
and 7508.2 of Title 9 NYCRR.

Analysis of the need for the rule: The rule is needed to allow electronic filing of reportable incidents to the Commission of Correction.

Legal basis for the rule: Correction Law sections 45(6), 45(6-b), 45(15)
and 47(2).