



STATE OF NEW YORK • EXECUTIVE DEPARTMENT
STATE COMMISSION OF CORRECTION
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CHAIRMAN
Thomas A. Beilein

COMMISSIONERS
Phyllis Harrison-Ross, M.D.
Thomas J. Loughren

December 16, 2013

Sheriff Nathan York
Warren County Sheriff's Department
1400 State Route 9
Lake George 12845

RE: Position and Staffing Analysis

Dear Sheriff York:

Commission staff has completed several on-site visits over the past several months in an effort to update the Position and Staffing Analysis for the Warren County Jail. Commission staff reported their preliminary findings during exit interviews with you, and your command staff. This updated Staffing Analysis was completed in accordance with 9NYCRR, Part 7041, Staffing Requirements.

The analysis calls for 59.5 posts to operate the facility on a daily basis. Taking into account the full-coverage factors, the facility would need to maintain a work force of 98 full-time equivalents (FTE) security staff to cover the 59.5 posts identified. Applying the Commission's Part-time/Overtime policy, the Warren County Correctional Facility would be allowed to cover 10.00 Correction Officers on either a part-time and or an overtime basis. Utilizing this factor would require a minimum of 88 staff to be full time. The staff and rank required to comply with this analysis is as follows:

One (1) Captain (CAO), Two (2) Lieutenants, Nine (9) Sergeants,
and a minimum of Seventy six (76) Full Time Correctional
Officers, Ten (10) Part-time / Overtime Correctional officers

The Post Difference column reflects the increases from the most recent Position and Staffing Analysis. Be advised that many of the newly identified positions outlined in this document are already in existence at the facility and are currently being covered with overtime.

You should submit any comments you have on this Position and Staffing Analysis, as well as the county's plan of action to meet these requirements, by January 30, 2014.

If you have any questions concerning this document, please do not hesitate to contact me.

Sincerely,

Thomas A. Beilein
Chairman

NEW YORK STATE COMMISSION OF CORRECTION
ALBANY, NEW YORK
Primary Supervision
FACILITY NAME: Warren County Jail
Date: Dec-13
STAFFING ANALYSIS

TASK ANALYSIS (Required Post:)	Day Shift 7am-3pm	Evening Shift 3pm-11pm	Night Shift 11pm-7am	Other Posts	TOTAL Post	FCF	Post Difference
CAO (Captain)				1.00	1.00	1.00	0.00
Assistant Chief Officer (Lt.)				2.00	2.00	2.00	0.00
Tour Supervisor (Sgt)	1.00	1.00	1.00		3.00	5.43	0.00
Unit Supervisor (Sgt)	1.00	1.00			2.00	3.62	1.00
Housing Units							
A POD	1.00	1.00	1.00		3.00	5.43	0.00
C POD	1.00	1.00	1.00		3.00	5.43	0.00
D POD	1.00	1.00	1.00		3.00	5.43	0.00
Dorm A	0.50	0.50	0.50		1.50	2.72	0.00
Dorm B	0.50	0.50	0.50		1.50	2.72	0.00
B POD Classification	1.00	1.00	1.00		3.00	5.43	0.00
Punitive Segregation	1.00	1.00	1.00		3.00	5.43	0.00
Visitation (2 Day Post)				2.00	2.00	2.00	0.00
Transportation				6.00	6.00	7.14	3.00
Admission and Discharge/ lockup	2.00	2.00	1.00		5.00	9.05	2.50
Grievance				1.00	1.00	1.19	1.00
Escort Officer / Relief	4.00	3.00	2.00		9.00	16.29	0.50
Constant Supervision	1.00	1.00	1.00		3.00	5.43	3.00
Medical Officer	1.00	0.50			1.50	1.79	0.00
Control Room / Lobby Officer	2.00	2.00	1.00		5.00	9.05	0.50
Inside / Outside Work				1.00	1.00	1.19	1.00
Total	18.00	16.50	12.00	13.00	59.50	97.76	12.50

As some of you might know, Doug Beaty and myself have been looking at the potential to save money in the Corrections budget for the last several months. Some of you might remember that in 2013 the State, which sets the minimum staffing level, increased that level by 12.5 7 day posts which takes about 16 Full Time Equivalents based on a 5 day work week. The last column in the 2013 Staffing Analysis shows the increase from 2004. Despite the fact that conditions had not changed at the jail since the original 2004 staffing level was determined, the Board had to add the personnel to accommodate this mandate which has cost us over \$2 Million a year.

However, in December of 2024 the State issued a memo which said in part

“Historically, Commission regulations have required the Commission to determine the number of staff necessary to perform facility functions during each regularly scheduled shift, and thereafter calculate the total number of staff the county would need to employ to continuously sustain operations for the entire facility. Recently, with incarcerated population reductions attributable to bail reform and Raise the Age legislation, numerous local jails have been able to shutter multiple housing units within the facility, eliminating the need for staff assigned to such units, and reducing the overall numbers of required staff.

Recognizing that individual counties are in a better position to regularly assess the total number of employed staff necessary to sustain jail operations, the proposed rule making amends the Commission’s regulations to provide that authority to county officials. It is anticipated the proposed changes would provide increased flexibility in determining officer staffing levels in jails.” **I.D No. CMC-49-24-00001-P Jail Staffing Requirements**

I also FOIL’d Washington County because it has a similar facility and found that they had a recent 2025 analysis that called for 25.5 fewer posts than us, which adjusting for the way transportation is handled still was a difference of almost 20 posts or 28 Full Time Equivalents which was very encouraging.

As part of this effort we met with Sheriff LaFarr about a month ago and asked him if he would be willing to ask for a new assessment, since the last one was 13 years old and the State seemed to be of a mind to reduce the requirements. LaFarr readily agreed but warned that a new assessment would probably increase the requirements rather than lower them. Supervisor Beaty stated that if the State recommends additional personnel because of safety he would support the State recommendation. Knowing that the last assessment was 13 years ago, we need a new assessment. The Sheriff said that would need to be taken up in Committee first. During the conversation we also asked what a good comparison would be to our jail and we were told that St Lawrence County had a nearly identical jail.

I FOIL’d St. Lawrence and found that they also had a 2025 assessment that when adjusted again for transportation showed a requirement of over 20 fewer 7 day posts. At this point, sensing a potential fiscal savings, we engaged with the budget officer who expressed interest in this potential opportunity but asked us to arrange it as a discussion item in this committee which is why we are here today. Rather than continuing to FOIL each County I recently asked the State Dept of Corrections for ALL of the County assessments and received that on July 8th. Included in that release was an August 2025 re-assessment for our County as well. Something we were never provided in the County FOIL request.

That State Corrections assessment shows 9.5 fewer posts or about a staffing reduction of 14 positions. That new State requirement took it back to near 2004 staffing levels and would be a savings of about \$2 Million every year. As St Lawrence was suggested to be nearly identical I can note that the savings would be over \$3 Million a year if we followed their State operational assessment. Just on the State recommendations for Warren County alone we are looking at substantial annual savings with no loss of taxpayer services.

We are asking that this topic be added to the August discussion agenda and that we be allowed to participate in discussions at the next meeting along with budget officer Etu and Sheriff LaFarr, and will now distribute the relevant documents that I just introduced.

Projected Savings

Projected staffing based on comparisons with recent staffing reports of similar jails

Jail	Warren		Warren		Warren		Warren	
Capacity	186 4 pods		186 4 pods		186 4 pods		186 4 pods	
Last analysis date	2004		2013		2025		??	
staffing	posts	FTE	posts	FTE	posts	FTE	posts	FTE
Chief (captain)	1	1	1	1	1	1	1	1
Asst Chief (Lt.)	2	2	2	2	1	1	1	1
Tour Supv (sgt)	3	5.43	3	5.43	3	5.43	3	5.43
Unit Supv (sgt)	1	1.81	2	3.62	0	0	0	0
Visitation	2	2	2	2	2	2	2	2
Transportation	3	3.57	6	7.14	4	5	4	5
Admission/Discharge	2.5	3	5	7.5	2.5	3	2.5	3
Grievance	0	0	1	1.19	1	1.19	1	1.19
Escort / Relief	8.5	15.1	9	16.29	8.5	15.1	8.5	15.1
Constant Supervision	0	0	3	5.43	0	0	0	0
Medical Security	1.5	1.79	1.5	1.79	2	2.4	2	2.4
Control Room/Lobby	4.5	8.15	5	9.05	3	4.2	3	4.2
Inside/outside work	0	0	1	1.19	1	1.19	1	1.19
Program Security	0	0	0	0	0	0	0	0
Training	0	0	0	0	0	0	0	0
Physical exercise	0	0	0	0	0	0	0	0
Classification	0	0	0	0	0	0	0	0
Housing *	18	27	18	27	21	32	15	22
TOTAL posts/full time	47.0	70.9	59.5	90.6	50.0	73.5	44.0	63.5
Required MINIMUM FTE			88.0		73.5		63.5	
					Per state		efficient	
Projected FTE REDUCTION based on having actual 88 FTE					14.5	< to >	24.5	

Copied from Warren 2013 Analysis

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Actual current staffing might differ from 88. Need to determine but matches what I have seen (86+3)

Note: We budget 12 of the over 14 Million dollar Corrections budget to personnel costs if salary + benefits is \$130K, then a reduction of 15 FTE is just under \$2 Million a year And could be an additional \$1 Million in savings if double bunks / housing changes made

Staffing Comparisons

Jail	Warren		Warren		Warren		Washington		St Lawrence	
Capacity	186 4 pods		186 4 pods		186 4 pods		176 4 pods		186*/164	
Last analysis date	2004		2013		2025		2025		2025	
staffing	posts	FTE	posts	FTE	posts	FTE	posts	FTE	posts	FTE
Chief (captain)	1	1	1	1	1	1	1	1	1	1
Asst Chief (Lt.)	2	2	2	2	1	1	1	1	1	1
Tour Supv (sgt)	3	5.43	3	5.43	3	5.43	3	5.43	3	5.43
Unit Supv (sgt)	1	1.81	2	3.62	0	0	0	0	0	0
Visitation	2	2	2	2	2	2	2	2	2	2
Transportation	3	3.57	6	7.14	4	5	0	0	0	0
Admissions	2.5	3	5	7.5	2.5	3	1.5	1.9	2	2.8
Grievance	0	0	1	1.19	1	1.19	0	0	0	0
Escort / Relief	8.5	15.1	9	16.29	8.5	15.1	6.5	11.76	5	9.05
Constant Superv	0	0	3	5.43	0	0	0	0	0	0
Medical Security	1.5	1.79	1.5	1.79	2	2.4	1	1.19	0.5	0.5
Control Room/Lobby	4.5	8.15	5	9.05	3	4.2	4	7.24	3	5.43
Inside/outside work	0	0	1	1.19	1	1.19	0	0	0	0
Program Security	0	0	0	0	0	0	1	1.19	1.5	1.8
Training	0	0	0	0	0	0	0	0	0	0
Physical exercise	0	0	0	0	0	0	0	0	1	1
Classification	0	0	0	0	0	0	0	0	0	0
Housing	18	27	18	27	21	32	13	20	12	19
TOTAL posts/FTE	47.0	70.9	59.5	90.6	50.0	73.5	34.0	52.7	32.0	49.0

questions and notes

Transportation officers at some jails are drawn from patrol officers (different budget and more flexibility)

We were told that St Lawrence has an almost identical jail and their staffing is over 20 posts less

focusing on just the difference of 9 housing posts could give us considerable additional savings

St Lawrence has a capacity of 186 just like us but has an agreement with the State that they will never double bunk a cell, which reduces their capacity to 164. We have rarely exceeded even 100 inmates in recent years so we could do the same and reduce from active supervision to general supervision on the night shift for a saving of 5 posts. We could also close some of the 7 housing areas at times

Copied from Warren 2013 Analysis

The task analysis provides for active supervision in each housing section during the hours that inmates should be allowed out of their individual cells and provides sufficient staff to ensure half-hour visits during the hours when they are locked in their individual cells (General Supervision).

Justification: A total of 18 post positions have been allocated under this category. As the facility double cells inmates the facility must maintain Active Supervision at all times. The distribution is as follows:

Post Description	7-3	3-11	11-7	Total
A POD	1.00	1.00	1.00	3.00
C POD	1.00	1.00	1.00	3.00
D POD	1.00	1.00	1.00	3.00
Dorm A	0.5	0.5	0.5	1.50
Dorm B	0.5	0.5	0.5	1.50
B POD Classification	1.00	1.00	1.00	3.00
Punitive Segregation	1.00	1.00	1.00	3.00
Totals	6.0	6.0	6.0	18.0

Further analysis is warranted to see what the differences are between jail staffing plans



**Commission
of Correction**

KATHY HOCHUL
Governor

ALLEN RILEY
Chairman

YOLANDA CANTY
Commissioner

ELIZABETH GAYNES
Commissioner

August 20, 2025

Sheriff Jim LaFarr
Warren County Sheriff's Office
1400 State Route 9
Lake George, New York 12845

Re: Required Post Complement for Warren County Jail

Dear Sheriff LaFarr:

Please find attached the Required Post Complement for the Warren County Jail. Pursuant to Part 7041.1(a), the facility shall employ that number of persons necessary to provide care, custody and control for all incarcerated individuals and to perform all other necessary facility functions. In no case shall the number of such persons able and present during a regularly scheduled shift be less than the required post complement.

Be advised the Commission does not require the posting of a staff member in any vacant housing area or other post, for which services are not being provided or incarcerated individuals are not present (i.e., intake, laundry, food service, etc.).

Please review the enclosed document and confirm, in writing the following:

1. That your office has sufficient sworn security staff to safely operate the facility.
2. That your office has begun compliance with new requirements outlined in 9 NYCRR 7003.7(c), requiring the facility to maintain written records of all incarcerated individuals transported to and from the facility.
3. That your office has begun compliance with new requirements outlined in 9 NYCRR 7041.3, requiring the facility to maintain written facility shift rosters for each tour daily.

Please submit, by **September 22, 2025**, such confirmation.

Should you have any questions regarding this matter, please do not hesitate to contact this office.

Sincerely,

Allen Riley
Chairman

cc: Captain Albert Mayday

NEW YORK STATE COMMISSION OF CORRECTION
ALBANY, NEW YORK
Required Post Complement
for
Warren County Jail

TASK ANALYSIS	Day	Evening	Night	Other	TOTAL
<u>(Required Post:)</u>					
Chief Administrative Officer				1.00	1.00
Assistant Chief Administrative Officer				1.00	1.00
Tour Supervisor	1.00	1.00	1.00		3.00
Control Room	1.00	1.00	1.00		3.00
Admissions/Discharge	1.00	1.00	0.50		2.50
Classification	See Narrative				
Discipline Program	See Narrative				
Grievance Program				1.00	1.00
General Housing	5.00	5.00	5.00		15.00
Medical/Mental Health Housing	2.00	2.00	2.00		6.00
Special Housing	See Narrative				
Visitation Program				2.00	2.00
Food Services	See Narrative				
Medical Security	1.50	0.50			2.00
Transportation				4.00	4.00
Training	See Narrative				
Physical Exercise	See Narrative				
Correspondence/Packages	See Narrative				
Laundry Services	See Narrative				
Commissary Program	See Narrative				
Legal Services	See Narrative				
Program Security	See Narrative				
Inside Work Detail			1.00		1.00
Outside Work Detail	See Narrative				
Miscellaneous/Relief	3.50	3.50	1.50		8.50
Total	15.00	14.00	12.00	9.00	50.00