

 <p>NEW YORK STATE Corrections and Community Supervision</p> <p>DIRECTIVE</p>	TITLE Core Schedules and Flight Plans		NO. 9515
			DATE 12/16/2020
SUPERSEDES DIR# 9515 Dtd. 09/23/19	DISTRIBUTION A	PAGES PAGE 1 OF 3	DATE LAST REVISED
REFERENCES (Include but are not limited to) ACA Expected Practice 4-APPFS-3B-08; Directive #9509	APPROVING AUTHORITY 		

- I. **PURPOSE:** To instruct Parole Officers in the Department of Corrections and Community Supervision (DOCCS) in planning and accounting for their daily activities in order to ensure their safety, establish priorities in supervision, meet supervision goals and objectives, and establish uniformity regarding the documentation and maintenance of core schedules and flight plans.
- II. **POLICY:** Parole Officers are responsible for advising their supervisor of their whereabouts and activities at all times. Community Supervision staff will maintain a core schedule, [Form #CS9515A](#), "Parole Officer Core Schedule," stipulating their general work hours. Additionally, staff will utilize a bi-weekly flight plan, [Form #CS9515B](#), "Bi-Weekly Flight Plan," to account for their daily duties and activities that can be amended as work and caseload demands change.
- III. **CORE SCHEDULES**
 - A. There shall be fixed core schedules for all Parole Officers, [Form #CS9515A](#).
 - B. Such core schedules shall not exceed 37.5 hours per week and should account for all foreseeable duties.
 - C. Each Bureau Chief shall maintain, on file and with the Regional Director, a core schedule for each Parole Officer assigned to their bureau/area office. The core schedule will commence at 8:30 a.m. and conclude at 4:30 p.m., with the exception of any report days or short days.
 - D. Parole Officers shall be entitled to a minimum of a half-hour for lunch and/or dinner as appropriate; such time is not to be counted towards the 37.5 hours per week or the daily number of hours worked. Meal periods are non-compensable work time and are not part of the workday. Duration of meal breaks may be adjusted to meet individual employee needs, when consistent with operational needs. However, meal breaks may not be extended for the purpose of increasing the work time of an employee.
 - E. Each Parole Officer may be required to have a report day each week of up to 10.5 hours and may be required to have a 7.5 hours duty day on a rotational basis, as deemed necessary by the Regional Director. Report days shall be part of the schedule contained in each Parole Officer's fixed core schedule and shall not cause the work week to exceed 37.5 hours.
 - F. It is the responsibility of the Bureau Chief to establish fixed core schedules for staff to ensure adequate report day coverage and Duty Officer coverage. Such scheduling shall not require that any employee work in excess of 37.5 hours in a given week.

- G. Each Parole Officer is responsible for making all required contacts with parolees or inmates assigned to the Officer's supervision with the frequency required by current supervision standards. It is the responsibility of the Senior Parole Officer to ensure that Parole Officers adhere to contact standards and to assist them in organizing their work and managing their time in order to achieve required caseload coverage.
- H. Where a Parole Officer finds it necessary to work other than their approved fixed core schedule, they may request an adjustment to the normal core schedule from the supervisor, in advance, by way of submission of a flight plan (see Section IV), and the supervisor may approve such request if it is in the best interest of the Department and provided it does not extend the Parole Officer's work week beyond 37.5 hours. All adjustments to the core schedule by way of the flight plan must be submitted to and approved by the Senior Parole Officer.
- I. Whenever staff wish to change or update the core schedule, it must be approved by the Bureau Chief. A copy of the updated core schedule must be forwarded to the respective Regional Office.
- J. It is the policy of DOCCS that the core schedules established for Parole Officers provide opportunity for the Parole Officers to fulfill routine job requirements.
- K. When a Parole Officer fails to meet work requirements, the Senior Parole Officer shall take the appropriate administrative action to assist the Parole Officer in improving upon their performance. This may include recommending the Bureau Chief assign the Parole Officer a revised core schedule.
- L. No person's day may commence prior to 6:00 a.m. or end after 11:00 p.m. without prior approval of the Bureau Chief.
- M. A supervisor is not prevented from directing an employee to work in the office, field, hearing site, correctional facility, or other location pursuant to the best interest of the Department. The rules pertain only to the hours worked, not the location of such work. This provision does not allow a supervisor to change an employee's official workstation, which may be done only pursuant to applicable provisions of the collective bargaining agreement and applicable Civil Service regulations with the authorization of the Office of Human Resource Management.
- N. An employee's day(s) off may not be changed to avoid the payment of overtime compensation without the employee's consent, except upon two weeks' notice, pursuant to the provisions of the Collective Bargaining Agreement.
- O. Parole Officers voluntarily transferring from one bureau/area office to another shall be advised in advance of the schedule for that bureau/area office and must conform their core schedule to the report day and times which they will be subject to in the new bureau. Acceptance of the transfer shall be deemed consent to a revised core schedule and such new schedule shall be maintained on file in accordance with subsection 'C' above.

IV. FLIGHT PLANS

- A. The Parole Officer will prepare and submit to the Senior Parole Officer a bi-weekly flight plan, [Form #CS9515B](#), no later than close of business on the Wednesday preceding the next two-week period, in a Thursday to Wednesday bi-weekly format.

- B. Parole Officers will utilize the flight plan to report their proposed duties and activities for each workday, including a start time/end time, proposed activity (ex. field, office, hearing, training, or leave accruals), expected hours to be worked, and the name of the accompanying field partner.
- C. The Senior Parole Officer will review the flight plans submitted by the Parole Officers in the unit and then sign and date the document to record approval.
- D. The Senior Parole Officer will maintain all flight plans in an accessible location.
- E. The Senior Parole Officer may revise the Parole Officer's flight plan based on operational needs.

V. NOTIFICATION

- A. Parole Officers shall be responsible for keeping their Senior Parole Officer advised of their whereabouts and activities. Officers will telephone their supervisor twice per day while in the field as follows (voicemail may be proper notification):
 - 1. First call: must be made within the first hour of starting work; or, if beginning before 8:30 a.m., the first call must be made by 9:30 a.m. to the Senior Parole Officer.
 - 2. Last call: must be made within an hour before the end of the workday to the Senior Parole Officer.
- B. These phone calls are necessary to ensure the safety of the Parole Officer and will not be used in violation of the Collective Bargaining Agreement.
- C. Senior Parole Officers will record daily the Parole Officer's first and last call to the office on the bi-weekly flight plan.
- D. If the Parole Officer wishes to deviate from the previously approved scheduled workday, they shall obtain supervisory approval prior to the change in schedule, or as soon as practicable when circumstances prevent the opportunity for pre-approval.

VI. RETURN TO OFFICE

- A. The Parole Officer is expected to return to the office by the time proposed on the flight plan unless the Parole Officer has notified the Senior Parole Officer of the schedule change.
- B. The Bureau Chief and/or Senior Parole Officer may direct the Parole Officer to return to the office at any time.
- C. The Parole Officer will return to the office as needed to complete administrative duties and activities.

NEW YORK STATE DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION

PAROLE OFFICER CORE SCHEDULE

DATE SUBMITTED: _____ DATE APPROVED: _____

BUREAU: _____ PO: _____ SPO: _____

Week 1	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	TOTAL HOURS
Start Time:								
End Time:								
Total Hours:								
Week 2	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	TOTAL HOURS
Start Time:								
End Time:								
Total Hours:								
Week 3	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	TOTAL HOURS
Start Time:								
End Time:								
Total Hours:								
Week 4	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	TOTAL HOURS
Start Time:								
End Time:								
Total Hours:								

Comments:

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BI-WEEKLY FLIGHT PLAN

BUREAU: _____ **SPO:** _____ **PO:** _____ **Time Period:** _____

Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday
OFC-PST: PET: FLD-PST: PET: Total:	OFC-PST: PET: FLD-PST: PET: Total:	OFC-PST: PET: FLD-PST: PET: Total:	OFC-PST: PET: FLD-PST: PET: Total:	OFC-PST: PET: FLD-PST: PET: Total:	OFC-PST: PET: FLD-PST: PET: Total:	OFC-PST: PET: FLD-PST: PET: Total:
AM:	AM:	AM:	AM:	AM:	AM:	AM:
PM:	PM:	PM:	PM:	PM:	PM:	PM:
Field Partner:	Field Partner:	Field Partner:	Field Partner:	Field Partner:	Field Partner:	Field Partner:
First Call:	First Call:	First Call:	First Call:	First Call:	First Call:	First Call:
Last Call:	Last Call:	Last Call:	Last Call:	Last Call:	Last Call:	Last Call:
Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday
OFC-PST: PET: FLD-PST: PET: Total:	OFC-PST: PET: FLD-PST: PET: Total:	OFC-PST: PET: FLD-PST: PET: Total:	OFC-PST: PET: FLD-PST: PET: Total:	OFC-PST: PET: FLD-PST: PET: Total:	OFC-PST: PET: FLD-PST: PET: Total:	OFC-PST: PET: FLD-PST: PET: Total:
AM:	AM:	AM:	AM:	AM:	AM:	AM:
PM:	PM:	PM:	PM:	PM:	PM:	PM:
Field Partner:	Field Partner:	Field Partner:	Field Partner:	Field Partner:	Field Partner:	Field Partner:
First Call:	First Call:	First Call:	First Call:	First Call:	First Call:	First Call:
Last Call:	Last Call:	Last Call:	Last Call:	Last Call:	Last Call:	Last Call:

NOTES: _____

SCHEDULE APPROVED BY: SPO: _____ **Date:** _____

*OFC = OFFICE FLD = FIELD PST = Proposed Start Time PET = PROPOSED END TIME