



New York State Correctional Officers & Police Benevolent Association, Inc.

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Please Post

MEMORANDUM

To: All Affected Correction Officers and Sergeants at Facilities Proposed to Close

From: Michael B. Powers, President

Date: May 28, 2019

Re: DOCCS Facility Closure Information Packet

Below is a summary list of items you should be aware of regarding the DOCCS facility closure information packet you received during the informational meetings held last week at your respective facilities:

- The Negotiated Reassignment list (commonly referred to as the regular transfer list) must be submitted by June 5th to be considered for the June 6th special revision. This revision is for statewide participation. Confirm that DOCCS Security Personnel has received your submission. A fax confirmation alone is not enough proof of receipt. Contact DOCCS Security Personnel @ 518-457-8131 to confirm receipt.
- Complete your Location Preference Sheet (commonly referred to as RIF List) and return it to your local personnel office or the office of Kelly Ahearn, Director of Personnel. Deadline is by COB June 4, 2019 for Livingston employees and COB June 5, 2019 for Lincoln employees. Please confirm receipt of the Location Preference Sheet. Contact information for Kelly Ahearn is included in the letter that accompanied the packet. List all facilities to maintain your employment and benefits. **If you do not select enough facilities on the Location Preference Sheet in order to receive placement to a facility, you will be laid off.
- Make copies of everything prior to submission. Date and time stamps are helpful as well.
- If you do not receive a reassignment to a facility off the Negotiated Reassignment List, you will be placed by the Location Preference Sheet. DOCCS will notify you of the report date to your new facility in a letter sent to you no later than early August. If placed via the Location Preference Sheet, you will remain at your facility until it closes on September 1, 2019 COB.

If you have any questions, please contact Mike Marro or me at (518) 427-1551