

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK

-----X
JAMES BENJAMIN, et al.,

Plaintiffs,

- against -

BENJAMIN J. MALCOLM, et al.,

Defendants.
-----X

ERNESTO MALDONADO, et al.,

Plaintiffs,

- against -

WILLIAM CIUROS, JR., et al.,

Defendants.
-----X

DETAINEES OF THE BROOKLYN HOUSE OF
DETENTION FOR MEN, et al.,

Plaintiffs,

- against -

BENJAMIN J. MALCOLM, et al.,

Defendants.
-----X

DETAINEES OF THE QUEENS HOUSE OF
DETENTION FOR MEN, et al.,

Plaintiffs,

- against -

BENJAMIN J. MALCOLM, et al.,

Defendants.
-----X

*Persons
responsible*

75 Civ. 3073
(MEL)

76 Civ. 2854
(MEL)

PROPERTY WORK PLAN
ORDER

79 Civ. 4913
(MEL)

79 Civ. 4914
(MEL)

-----X

IOLA FORTS, et al.,

Plaintiffs,

76 Civ. 101
(MEL)

- against -

BENJAMIN J. MALCOLM, et al.,

Defendants.

-----X

GUY ZEPH AMBROSE, et al.,

Plaintiffs,

76 Civ. 190 (MEL)

- against -

BENJAMIN J. MALCOLM, et al.,

Defendants.

-----X

The Court has had jurisdiction, since 1979, over a set of Partial Final Judgments by Consent (Consent Judgments) in these cases that require, inter alia, that defendants have in place a system which assures that property and money belonging to members of the plaintiff classes are properly receipted, safely stored and returned to class members when they are released, or transferred with them when they are transferred out of their institution.

In 1981 plaintiffs brought a motion to hold defendants in contempt for numerous violations of the Consent Judgments, including the provisions regarding the confiscation of property; the factual allegations of plaintiffs' motion were not substantially disputed by defendants.

Since 1982 the Office of Compliance Consultants (OCC), a neutral third party established by agreement of the parties to monitor defendants' compliance with the Consent Judgments and assist the defendants in achieving compliance, has been monitoring defendants' compliance with the property provisions and has found significant non-compliance.

OCC issued two full reports, one in 1984 and one in 1989, documenting non-compliance with the Consent Judgment provisions regarding property and making recommendations to bring defendants into compliance; defendants have not substantially disputed OCC's conclusions and have not implemented OCC's recommendations.

At the request of the Court and working with the parties, OCC submitted a Work Plan to the Court, on March 6, 1991, which sets forth a schedule for the implementation of measures to bring defendants into compliance with the property provisions of the Consent Judgments.

The Court has reviewed the Work Plan, heard from OCC and the parties regarding its provisions and determined that the measures and schedule set forth therein are reasonable and necessary in order to bring about compliance with the property provisions of the Consent Judgments; therefore,

IT IS HEREBY ORDERED, that the Work Plan of March 6, 1991, attached hereto, be entered as an Order of this Court.

SO ORDERED.

DATED: March , 1991

S/MEL

United States District Judge

Inmate Property Work Plan

Introduction

In 1979 the Court ordered that the New York City Department of Correction " ... shall log all property taken from detainees on admission to the institution and shall provide a method with which to identify and return such property. The procedure for identification of such property shall include provision of a receipt to the detainee describing the property seized and the circumstances under which and by whom it was taken ... No seized property shall be destroyed or otherwise disposed of so long as a detainee whose property has been seized remains at the institution and so long as the seized property is not lawfully turned over to another law enforcement agency for use in a criminal proceeding. Property ...shall be stored by the institution unless or until the detainee requests that it be forwarded at his own expense to whomever he chooses ... When the detainee is released or transferred from the institution, any stored property shall be returned to him or transferred with him." The Consent Decree also addresses procedures for conducting searches for property defined as contraband.

The disposition of inmate property, including inmate funds, has presented itself as a seemingly intractable problem. The

Office of Compliance Consultants (OCC) issued extensive reports on the subject in 1984 and 1989, the recommendations from which were never implemented. The Department's own inmate grievance reports indicate that property complaints, substantiated by the Department, continue to account for the majority of grievances filed by the inmates.

Following a June 1990 meeting, the Department announced that it would reconstitute a task force to outline a work plan to bring the Department into compliance with this issue. At that meeting, the Department requested that OCC and Legal Aid give the task force a chance to demonstrate that within 90 days it would put into place a system that would fulfill the mandates of the Consent Decree -- that is, to identify the personal property taken from detainees while within the Department's custody, and to return that property when the inmates have been released from the system. The Department also has responsibility for administering inmate funds through its cashier system, and for making certain items available to inmates through its commissary system. In light of the Department's inability for the past decade to comply with the terms of the Consent Decree, we are submitting a plan for the Court's consideration.

The work plan that follows is the result of carefully considered proposals reviewed thoroughly by OCC and the

parties. The dates take into consideration the need to move ahead with as rigorous a schedule as possible while respecting the City's funding and personnel processes. The plan attempts to balance the need for resources that we believe critical to achieve compliance with the City's fiscal constraints. For some of the plan's components, funding has already been approved (e.g., staff to transport property and installation of an integrated phone/commissary system). One of the plan's components (replacing captains with civilians to handle business management functions) results in a net savings to the City. For those other areas that require additional resources (e.g., upgrading cashier positions and hiring two analysts), we have subjected the need for these resources to careful scrutiny and have concluded that they are essential to achieve compliance.

The major issues covered by the work plan include:

- (1) transferring the inmate's property between facilities in a timely manner;
- (2) handling property for inmates who are sentenced and transferred to state facilities;
- (3) defining when property can be considered abandoned by the inmate and outlining procedures for disposing of abandoned property;
- (4) hiring business managers for each facility to manage business operations, including property;

- (5) upgrading cashier positions and extending coverage of the cashiers' offices to seven days/week;
- (6) establishing a central office business management unit (staffed by two persons);
- (7) handling inmate accounts;
- (8) improving the inventory system for inmate property, providing safe and secure storage, and accurate record keeping; and,
- (9) implementing policies for searches and confiscation of impermissible property.

We note that on the first issue (transferring property when the inmate is transferred between facilities), Legal Aid maintains that the Consent Decree requires that property is to be transferred simultaneously with the inmate. One of the major issues for discussion at the plan's review sessions is the Department's proposal to allow 24 hours following an inmate's transfer for his/her property to be transferred. The Department contends that it requires 24 hours to effect property transfers. Because inmates are sometimes pulled from buses and given different facility assignments, the Department believes that the 24 hour lapse will allow staff to deliver an inmate's property to the facility where he/she is to be housed. Legal Aid has indicated that they will consider a modification to the Consent Decree pending the successful

demonstration of the property transfer plan and resolution of other issues related to inmate property and accounts.

OCC believes that the 24 hour period is reasonable, but only if the Department demonstrates that its system successfully transfers property to its correct destination within that period and that it is securely stored upon arrival. The Office of Management and Budget (OMB) has approved funding for staff dedicated for the sole purpose of transferring property, something that the Department has not previously had in place. The work plan calls for two runs daily, seven days a week, to transfer property to the facilities where the inmates are housed.

The second issue involves the handling of property for inmates transferred to New York State correctional facilities. We have included a plan to give an inmate in this position the option of packaging his/her property while he/she is in a Department jail. Upon arrival at a state facility, the inmate mails an address label to the Department jail, which then ships it to the state facility, where it would be handled as any other package received by an inmate within its custody. This component of the plan was developed in response to a policy initiated in 1990 by the New York State Department of Corrections, which broadly restricted the personal property that can be transferred with the inmate to state facilities.

The effect of these restrictions for the inmate is to force him/her to dispose quickly of property or have it confiscated; for the New York City Department of Correction, the effect is to place it in the position of violating the Court's Order. The State has communicated to the Department that it objects to OCC's proposal. OCC will explore the nature of these objections with the State Department and seek a resolution.

Finally, we note that in at least two instances (i.e., property inventory and seven-day coverage of the cashier posts within the jails), the parties must develop schedules based on the results of studies yet to be conducted. When these schedules are completed, we shall submit them to the Court as supplemental work plans.

ACTIVITY PLAN

INMATE PROPERTY

NEW YORK CITY DEPARTMENT OF CORRECTION

ISSUE

Draft Operations Order on Intra-Departmental Transfer of Inmate Funds and Property

The draft Operations Order is intended to establish a mandatory, effective, and reliable process for the intra-Departmental transfer of inmate funds and property within 24 hours of inmate transfer. The Transportation Division, in

accordance with this draft Order, will operate two transportation runs for the intra-Departmental transfer of inmate check(s) and property. These runs shall operate seven days per week.

Activity

Activity Date

DOC Personnel submission of Personnel Action Request (PAR) for civilian Motor Vehicle Operators to OMB and the Mayor's Office

2/21/91

Approval of PAR for civilian Motor Vehicle Operators by OMB and other requisite City agencies

By 3/29/91

DOC Compliance Division submission to OCC and LAS of revised Operations Order based on changes requested by OCC and LAS at 2/26/91 meeting

By 4/1/91

DOC meeting with OCC and LAS on finalized draft of Operations Order

By 4/10/91

Copying and promulgation of Operations Order by DOC Policies and Procedures Unit

By 4/17/91 (Assumes parties' approval of finalized draft of Operations Order by 4/10/91)

Orientation by DOC Operations Division on Operations Order for Administrative Deputy Wardens

By 4/26/91

Completion of Institutional Orders by facility Commanding Officers and submission to Division Chiefs for review and comment. (Institutional Orders adapt and apply the

By 5/8/91

general policies and procedures in the Operations Order to the specific characteristics of the facility.)

Submission of Institutional Orders by Division Chiefs, with comments, to Deputy Chief for Facility Operations

By 5/15/91

Submission of Institutional Orders, with comments by Deputy Chief for Facility Operations, to OCC and LAS for review

By 5/27/91

Meeting with parties to review Institutional Orders

By 6/5/91

Operations Division communicates to Division Chiefs changes to Institutional Orders

By 6/12/91 (Assumes agreement reached at 6/5/91 meeting.)

Division Chiefs and Commanding Officers effect changes to Institutional Orders

By 6/21/91

Implementation

Training of cashiers, transportation couriers, and control room personnel by DOC Operations Division

By 7/2/91

Systemwide implementation of Operations Order by DOC facilities and Transportation Division

By 7/9/91

Evaluation of effectiveness of Operations Order by DOC Operations Division

By 10/15/91

Submission by DOC
Operations Division of
evaluation findings on
Operations Order to OCC
and LAS

By 10/29/91

DOC meeting with OCC and
LAS to review evaluation

By 11/8/91

ISSUE

Draft of Pilot Operations Order on Allowable Property for Inmates Transferred to New York State Department of Correctional Services. (Pilot Operations Order includes provisions to enable inmates to mail property to the NYS correctional facilities to which they are transferred.)

The purpose of the draft pilot Operations Order is to indicate the property limitations for inmates sent/returned to the New York State Department of Correctional Services (NYSDOCS) and to stipulate a procedure for the disposition of inmate property prior to inmate transfer to NYSDOCS. The pilot Operations Order also includes provisions for inmates to have their property packaged prior to their discharge from DOC; the package would then be mailed to them via the U.S. Postal Service at the state prison to which they are assigned after completing the NYSDOCS reception process. The pilot would be instituted in two correctional facilities.

Activity

Activity Date

DOC meeting with OCC and
LAS on draft of pilot
Operations Order

By 3/15/91

Translation of revised
Property Receipt (Form
111R85) into Spanish
under direction of DOC
Compliance Division

By 3/27/91 (Assumes
approval of revised
wording on Property
Receipt (Form 111R85) by
OCC and LAS by 3/15/91.)

Submission of revised and
translated Property
Receipt (Form 111R85) by
Compliance Division to
Support Services Print
Shop for printing,
collation and stitching
of three-part Property
Receipt

By 4/1/91

DOC Compliance Division submission of second draft of pilot Operations Order (based on any changes agreed upon by parties) to OCC and LAS

By 4/15/91

DOC meeting with OCC and LAS on second draft of pilot Operations Order. Meeting will finalize duration of pilot project, selection of specific facilities for operation of pilot and terms for evaluating effectiveness of pilot

By 4/30/91

Distribution of revised and translated Property Receipt (Form 111R85) to facilities by DOC Support Services Print Shop

By 5/1/91

Under direction of DOC Compliance Division, all appropriate form attachments to pilot Operations Order shall be translated into Spanish

By 5/10/91

Copying and promulgation of Operations Order by DOC Policies and Procedures Unit

By 5/17/91 (Assumes approval of second draft of Operations Order by OCC and LAS on 4/30/91)

Completion of Institutional Orders by Facility Commanding Officers and submission to Division Chiefs for review and comment

By 6/7/91

Submission of Institutional Orders by Division Chiefs, with comments, to Deputy Chief for Facility Operations

By 6/21/91

Submission of
Institutional Orders,
with comments by Deputy
Chief for Facility
Operations, to OCC and
LAS for review

By 7/5/91

Meeting with parties to
review Institutional
Orders

By 7/17/91

Operations Division
communicates to Division
Chiefs changes in
Institutional Orders

By 7/26/91 (Assumes
agreement reached at
7/17/91 meeting)

Division Chiefs and
Commanding Officers
effect changes to
Institutional Orders

By 8/5/91

Implementation of pilot
Operations Order in
specific correctional
facilities selected for
pilot

By 8/10/91

Evaluation of
effectiveness of pilot
Operations Order by DOC
Operations Division

By 12/12/91

Submission by DOC
Operations Division of
evaluation's findings on
pilot Operations Order to
OCC and LAS

By 1/6/92

DOC meeting with OCC and
LAS to discuss Operations
Division's evaluation and
establish systemwide
implementation

By 1/15/92

ISSUE

Draft of Operations Order on Allowable Property for Inmates Transferred to NYS Department of Correctional Services. (Non-pilot Operations Order which does not include provisions for mailing property to inmate's new location in NYSDOCS.)

The purpose of this draft Operations Order is to indicate the property limitations for inmates sent/returned to NYSDOCS and to stipulate a procedure for the disposition of inmate property prior to inmate transfer to NYSDOCS.

ActivityActivity Date

DOC meeting with OCC and LAS on draft of pilot Operations Order

By 3/15/91

Translation of revised Property Receipt (Form 111R85) into Spanish under direction of DOC Compliance Division

By 3/27/91 (Assumes approval of revisions to Property Receipt (Form 111R85) by OCC and LAS by 3/15/91)

Under direction of DOC Compliance Division, all appropriate form attachments to Operations Order shall be translated into Spanish

By 3/29/91 (Assumes approval of form attachments by OCC and LAS by 3/15/91)

Submission of revised and translated Property Receipt (Form 111R85) by Compliance Division to Support Services Print Shop for printing, collation and stitching of three-part Property Receipt

By 4/1/91

Copying and promulgation of Operations Order by DOC Policies and Procedures Unit

By 4/8/91 (Assumes approval of Operations Order by OCC and LAS by 3/15/91)

Distribution of revised and translated Property Receipt (Form 111R85) to facilities by DOC Support Services Print Shop

By 5/1/91

Completion of
Institutional Orders by
facility Commanding
Officers and submission
to Division Chiefs for
review and comment

By 5/1/91

Submission of
Institutional Orders by
Division Chiefs, with
comments, to Deputy Chief
for Facility Operations

By 5/15/91

Submission of
Institutional Orders,
with comments by Deputy
Chief for Facility
Operations, to OCC and
LAS for review

By 5/29/91

Meeting with parties to
review Institutional
Orders

By 6/10/91

Operations Division
communicates to Division
Chiefs changes to
Institutional Orders

By 6/17/91 (Assumes
agreement reached by
6/10/91 meeting)

Division Chiefs and
Commanding Officers
effect changes within
Institutional Orders

By 6/24/91

Implementation of
Operations Order in
correctional facilities
not subject to pilot
Operations Order

By 6/28/91

Evaluation of
effectiveness of
Operations Order by
Operations Division

By 10/15/91

Submission by DOC
Operations Division of
evaluation findings on
Operations Order to OCC
and LAS

By 11/15/91

DOC meeting with OCC and
LAS to discuss findings
of Operations Division's
evaluation

By 12/13/91

ISSUE

Draft of Operations Order on Identification and Disposition of
Abandoned Inmate Property

The draft Operations Order is intended to establish an
effective and uniform procedure for the identification and
disposition of abandoned inmate property.

Activity

Activity Date

Completion of draft
Operations Order by DOC
Inmate Property Task
Force

By 4/22/91

Submission of draft
Operations Order by DOC
Operations Division to
Division Chiefs for
comment

By 4/26/91

Submission of Division
Chief comments, via
Operations Division, to
DOC Inmate Property Task
Force

By 5/10/91

DOC submission of draft
Operations Order to OCC
and LAS

By 5/31/91

DOC meeting with OCC and
LAS on draft Operations
Order

By 6/7/91

DOC submission of revised
draft Operations Order
(based on any changes
requested by OCC and LAS
in meeting held by
5/31/91) to OCC and LAS

By 6/21/91

DOC meeting with OCC and
LAS on revised Operations
Order

By 7/9/91

Copying and promulgation
of Operations Order by
DOC Policies and
Procedures Unit

By 7/16/91 (Assumes
approval of draft
Operations Order by OCC
and LAS in meeting held
by 7/9/91)

Completion of
Institutional Orders by
facility Commanding
Officers and submission
to Division Chiefs for
review and comment

By 8/2/91

Submission of
Institutional Orders by
Division Chiefs, with
comments, to Deputy Chief
for Facility Operations

By 8/16/91

Submission of
Institutional Orders,
with comments by Deputy
Chief for Facility
Operations, to OCC and
LAS for review

By 9/2/91

Meeting with parties to
review Institutional
Orders

By 9/18/91

Operations Division
communicates to Division
Chiefs changes to
Institutional Orders

By 9/30/91 (Assumes
agreement reached by
9/18/91 meeting)

Division Chiefs and
Commanding Officers
effect changes within
Institutional Orders

By 10/7/91

Implementation of
Operations Order in
correctional facilities
and Rikers Island
Property Unit

By 10/14/91

Evaluation of
effectiveness of
Operations Order by DOC
Operations Division

By 12/4/91

Submission by DOC
Operations Division of
evaluation's findings on
Operations Order to OCC
and LAS

By 12/18/91

DOC meeting with OCC and
LAS to discuss Operations
Division's findings

By 1/7/92

ISSUE

Civilian Business Managers

Civilian Business Managers will replace, at a reduced cost, the Administration Captains with responsibility for these duties in each correctional facility. In most cases, Administration Captains lack the experience, training and education in modern business and financial theory and methodology. They are not properly trained to respond effectively to the increasing complexity and volume of business/financial operations in the facilities. In contrast, candidates for Civilian Business Managers will be recruited for their business management, budgeting, accounting and analytical capabilities.

Reporting to the Deputy Warden for Administration, the Business Manager will supervise all business/financial management operations (except personnel) in the facility. He/she will specifically oversee inmate accounts and property in the Cashier's Office, General Office, Storehouse, Commissary, purchasing and Mail Room operations, and will be responsible for planning and administering the facility supply, equipment and personnel budgets.

Activity

Completion of review by
DOC Personnel of resumes
received in response to
advertisements for
Business Manager
positions in 2/10/91 NYT
Business Section. (DOC
Personnel reviews resumes
to determine which
candidates meet civil
service minimum
qualifications.)

Activity Date

By 3/4/91

DOC Personnel Division forwards resumes of qualified Business Manager applicants to the Business Manager selection committee which operates under the director of DOC Management and Budget Division

Identification by Business Manager selection committee of candidates to be interviewed

Completion of candidate interviews by Business Manager selection committee

Completion of candidate interviews by Wardens. (Candidate finalists will be referred to Wardens by the Business Manager selection Committee.)

Submission of list of 16 selected Business Manager candidates to DOC Personnel by Business Manager selection committee

Submission of 16 Business Manager names on pre-PAR and PAR by DOC Personnel to OMB and Mayor's Office

City to take all necessary measures to place 16 Business Managers on DOC payroll

By 3/4/91 (Business Manager selection committee will require 75 days to complete selection process as Management and Budget staff will be simultaneously preparing DOC's Executive Budget through early April.)

By 4/1/91

By 4/30/91

By 5/15/91

By 5/22/91

By 5/31/91

By 6/30/91

ISSUE**Head Cashiers**

It is the assessment of OCC and the parties that the current structure for the cashier positions is inadequate and contributes significantly to the problems that inmates encounter with gaining access to their accounts and property. The starting salary for the cashier positions, which require the handling of tens of thousands of dollars in transactions each month, is currently \$19,879. The lack within the jails of a uniform system of supervision of the cashiers contributes to the breakdown in efficiency and accountability.

To address this problem, DOC will upgrade one Cashier's position at each of the facilities to a Head Cashier post. (The civil service title for Head Cashier is approximately \$27,000.) The Head Cashier will report to the facility's Business Manager and will be responsible for the overall administration of the Cashier's Office, ensuring that all financial documents are completed correctly and assuming responsibility for the proper storage and transfer of inmate property.

<u>Activity</u>	<u>Activity Date</u>
Budget for facility Head Cashier to be completed by DOC Inmate Property Task Force, Fiscal Control and Management Analysis Unit	By 3/15/91
Budget submission for Head Cashier post to OMB	By 4/1/91
City to take all necessary measures to provide funding for Head Cashier posts	By 4/22/91
DOC Management and Budget submits list of approved positions to DOC Personnel	By 5/6/91
Notice posted by DOC Personnel	By 5/14/91
Response to notice and identification of candidates	By 7/5/91

DOC submits PAR to OMB,
Mayor's Office and DOP

By 7/19/91

City to take all
necessary measures to
place staff analyst and
associate staff analyst
on DOC payroll

By 8/16/91

ISSUE

Coverage of Cashier's Office

The Department has designed a system for transferring property within 24 hours of an inmate's transfer. But for those inmates entering the Department's system or being transferred within the system late in the week (e.g., Thursday night or Friday), the current coverage of the cashier's office (Monday through Friday) means that these inmates are not likely to have access to their accounts, or to have their payroll wages or visitor deposits credited for up to 96 hours. To address this gap, the Department will conduct a review to determine whether existing staff can be redeployed or whether additional staff will be required.

Activity

Activity Date

DOC Management and Budget
will complete study to:
(1) determine how
existing cashier staff
might be redeployed in
facilities to establish
seven days/week coverage;
and (2) develop budget
submission for any
additional staff that
might be required to
provide this coverage

By 6/14/91

Submission of study to
LAS and OCC for review
and agreement on
appropriate action, and
to set schedule for
implementation of seven-
day staffing patterns

By 6/21/91

ISSUE

Central Office Business Management Unit

Composed of two staff persons (one Associate Staff Analyst and one Staff Analyst), the Business Management Unit in DOC Central Office will provide training, technical assistance and evaluation services to the Cashier and other administrative offices in the correctional facilities. While the civilian Business Managers and Head Cashiers will provide operational supervision within the facilities, the Business Management Unit will provide functional oversight from Central Office.

Specific functions of this unit will include: developing and assisting in the implementation of new business/financial policies, procedures and systems; assisting Business Managers in the training of subordinate staff; monitoring and reporting on facility administrative operations; and, coordinating interactions between the Cashiers' and General Offices.

ActivityActivity Date

Budget for Central Office Business Management Unit to be completed by DOC Inmate Property Task Force, Fiscal Control and Management Analysis Unit

By 3/15/91

Budget submission (for Central Office Business Management Unit) to OMB

By 4/1/91

City to take necessary measures to provide funding for Central Office Business Management Unit

By 4/22/91

DOC Management and Budget submits list of approved positions to DOC Personnel

By 5/6/91

DOC Personnel sends Pre-Par list to OMB

By 5/20/91

Pre-Par list returned from OMB to DOC

By 6/5/91

Notice posted by DOC
Personnel

By 6/12/91

Response to notice and
identification of
candidates

By 7/26/91

DOC submits PAR to OMB,
Mayor's Office and DOP

By 8/7/91

City to take all
necessary measures to
place staff analyst and
associate staff analyst
on DOC payroll

By 8/30/91

ISSUE

Inmate Financial Commissary Management (IFCOM) System

DOC is currently implementing the IFCOM system. Specific features of the system include the ability to link inmate accounts with the telephone and commissary systems. The system will also provide for the automatic transfer of inmate account balances between correctional facilities upon inmate transfer, and for facilities to remit funds to released inmates, regardless of the facilities from which they were released. The IFCOM system will be integrated with the Advanced Inmate Call Management (AICM) System. The integrated IFCOM-AICM systems are being developed by Digital Equipment Corporation (DEC).

Activity

Activity Date

Digital Equipment
Corporation (DEC) shall
complete initial
functional specification
of integrated IFCOM-AICM
systems. The functional
specification identifies
what the integrated
systems will accomplish
(i.e., transfer of
account balances between

By 3/30/91

facilities upon transfer of inmates).

Finalization and acceptance of integrated IFCOM-AICM system's functional specification by DOC

By 4/30/91

All computer hardware will be placed in the George R. Vierno Center (GRVC) by DEC for pilot integration of IFCOM-AICM systems

By 5/31/91

DEC will complete encoding functional specification into computer language

By 7/31/91

DEC will test integrated IFCOM-AICM systems in a simulated operation and adjust and refine computer program as necessary

By 9/30/91

DEC and DOC will initiate pilot integrated IFCOM-AICM systems at GRVC

By 10/30/91

DEC and DOC will complete evaluation of integrated IFCOM-AICM pilot and begin phase-in of other jails

By 4/30/92

DEC and DOC will complete Department-wide roll-out of integrated IFCOM-AICM systems

By 12/30/93

ISSUE

Development of Secure and Accessible Inventory System for Inmate Property

DOC will develop a Directive to promulgate new procedures and forms to ensure that the movement of property is recorded from initial receipt at court, through transportation, receipt

and storage at DOC facilities, to final disposition. These procedures will include requirements that improve record-keeping, including use of more comprehensive forms that track any transactions resulting in additions to or removal from stored property and that enhance supervision to ensure that forms are completed accurately. The procedures will also mandate taking inventory so that the facility can identify all property on hand at any given time. Use of tamper-proof property bags will also be required by this Directive.

A plan will also be developed to address, where necessary, architectural changes for property storage areas to enlarge space and enhance security of property storage areas.

Activity

Activity Date

DOC issues teletype announcing the existence of vacancy for Captain in DOC's Compliance Division. Once assigned, the Captain will develop a new Directive on Inmate Property Inventory

By 1/11/91

Responses due to teletype order from Captains interested in assignment

By 2/1/91

Compliance Division completes interviews of Captains who responded to teletype order

By 3/15/91

Selected Captain assigned to DOC Compliance Division

By 4/15/91

DOC meets with OCC and LAS to determine schedule to: (1) draft directive and institutional orders, and implement inventory system; (2) conduct survey of property storage area, including consideration of centralized property unit on Rikers Island; (3) develop budget for any necessary modifications; and (4) implement use of

By 4/29/91

tamper-proof bags and
other transactions
related to secure storage

ISSUE

Searches and Confiscation of Property

An additional issue involving inmate property is the Department's policy for conducting searches for contraband. This issue includes which property items are deemed permissible for the inmates to possess, which property items are defined as contraband, under what circumstances the Department can conduct inmate searches, and how these searches are to be conducted.

This issue has not been handled by the Inmate Property Task Force, but, rather, through the Chief of Department's office.

Activity

Activity Date

Draft Directive completed
and submitted to Chief of
Department and Division
Chiefs for review

By 3/8/91

Review of Directive by
Division Chiefs completed
with comments returned to
Chief of Department

By 3/22/91

M o d i f i c a t i o n s
incorporated into
Directive and submitted
to OCC and LAS

By 4/5/91

Meeting with DOC, LAS and
OCC to review Directive

By 4/19/91

Changes incorporated into
Directive

By 4/30/91 (Assumes
agreement by OCC, DOC and
LAS by 4/19/91 meeting)

Institutional Orders
completed and implemented
systemwide

By 5/27/91
