



**NEW YORK CITY COUNCIL FINANCE DIVISION**

**New York City Council**  
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**Term and Condition (T&C) - Uniform Officers Performing Civilian Duties:**

Fiscal 2015 Term and Condition is in relation to civilianizable positions at the Department of Correction.

As a condition to the expenditure of funds appropriated to the unit of appropriation numbers 002 and 003, the Department shall provide quarterly headcount reports to the Council detailing the number of uniform officers that perform duties that do not require uniformed expertise and are traditionally and primarily performed by civilian personnel. Such report shall be disaggregated by rank, and shall include the salary range and title of the civilian positions in which the uniformed officers are working.

**Rationale:** Uniform personnel within the Department of Correction (DOC) have been long assigned to administrative and clerical duties with in the City jails. As a result, fewer uniformed officers have been available to operate security posts on straight time. According to DOC, the department has difficulty filling the various clerical and administrative roles with civilian positions. This term and condition will allow the Council to accurately gauge how many uniform officers are currently performing administrative duties.

**Overview:**

The City Charter authorizes the Council to attach terms and conditions to any unit of appropriation in either the expense budget or the capital budget that impose certain requirements as a condition of spending. These requirements often consist of reporting on indicators related to the progress of spending the appropriated funds, or certain programmatic aspects of the spending. The Fiscal 2015 Budget for the Department of Correction includes a term and condition that requires a report related to the headcount at the Department of Correction.

**Frequency of Reporting:**

The term and condition requires quarterly reports to be submitted as follows: the first report shall be submitted on or before October 15, 2014 and shall cover the period beginning July 1, 2014 and ending September 30, 2014. The second update shall be submitted on or before January 15, 2015 and shall cover the period beginning October 1, 2014 and ending December 31, 2014. The third update shall be submitted on or before April 15, 2015 and shall cover the period beginning January 1, 2015 and ending March 31, 2015. The fourth update shall be submitted on or before July 15, 2015 and shall cover the period beginning April 1, 2015 and ending June 30, 2015.

The Department of Correction submitted the first quarterly report on November 25, 2014 after the deadline of October 15, 2014. The Department of Correction submitted the second quarterly report on January 16, 2015, one day after the deadline of January 15, 2015. The Department of Correction submitted the third quarterly report on the deadline of April 15, 2015. The Department of Correction provided all the necessary information to address the term and condition.

**Analysis of the T&C:**

During the first quarter of Fiscal 2015, there were 12 Captains and 95 Correction Officers working in civilian titles. In the second quarter of Fiscal 2015, there were 10 Captains and 95 Correction Officers working in civilian titles. The total number of Captains working under the title of Associate Staff Analyst decreased to five from seven in the second quarter. In the third quarter of Fiscal 2015, there were six Captains and 92 Correction Officers working in civilian titles, the number of Captains working as Associate Investigators increased to five from zero in the third quarter and the total number of Correction Officers working in civilian titles decreased seven positions from 105 in the second quarter to 98 in the third quarter.

<b>Department of Correction - Uniformed Staff Working in Civilian Functions</b>						
<b>Fiscal 2015 First, Second, and Third Quarters</b>						
<b>Rank</b>	<b>Civilian Title</b>	<b>Salary Range</b>	<b>1st Quarter JUL-SEP</b>	<b>2nd Quarter OCT-DEC</b>	<b>3rd Quarter JAN-MAR</b>	<b>Diff. from 2nd Q to 3rd Q</b>
<b>Captain</b>	Administrative Staff Analyst (Non-Managerial)	\$56,937-\$88,649	1	1	1	0
	Associate Staff Analyst	\$53,022/\$60,975-\$74,605	7	5	0	(5)
	Associate Investigator 2	\$53,022/\$60,975-\$74,605	0	0	5	5
	Program Specialist	\$39,478/\$45,400-\$60,975	4	4	0	(4)
<b>Captain Total</b>			<b>12</b>	<b>10</b>	<b>6</b>	<b>(4)</b>
<b>Correction Officer</b>	Administrative Staff Analyst (Non-Managerial)	\$56,937-\$88,649	3	3	3	0
	Associate Staff Analyst	\$59,536/\$68,466-\$88,649	1	1	1	0
	Clerical Associate 4	\$35,284/\$40,577-\$55,390	13	13	11	(2)
	Community Associate	\$33,799/\$38,869-\$56,249	3	3	3	0
	Community Associate	\$47,703/\$54,858-\$74,049	1	1	1	0
	Correction Administrative Aide	\$ 32,086/\$36,899-\$48,697	5	5	5	0
	Correctional Standards Review Specialist 1	\$43,600/\$50,140-\$62,160	1	1	1	0
	Management Auditor 1	\$49,389/\$56,797-\$79,013	2	2	2	0
	Management Auditor 2	\$57,187/\$65,765-\$86,499	1	1	1	0
	Motor Vehicle Operator	\$35,236-\$40,521	2	2	2	0
	Principal Administrative Associate 1	\$39,981/\$45,978-\$58,568	23	23	23	0
	Principal Administrative Associate 2	\$44,735/\$51,445-\$65,028	12	12	12	0
	Program Specialist	\$39,478/\$45,400-\$60,975	8	8	7	(1)
	Staff Analyst 2	\$52,670/\$60,571-\$67,459	9	9	9	0
	Supervisors of Stock Workers 1	\$34,798/\$38,278-\$52,320	7	7	7	0
	Supervisors of Stock Workers 2	\$40,838/\$44,922-\$60,985	2	2	2	0
Telephone Service Technician	\$46,285/\$53,228-\$63,201	2	2	2	0	
<b>Correction Officer Total</b>			<b>95</b>	<b>95</b>	<b>92</b>	<b>(3)</b>
<b>Grand Total</b>			<b>107</b>	<b>105</b>	<b>98</b>	<b>(7)</b>