



State of Connecticut

DEPARTMENT OF CORRECTION

Return-To-Work Program

Overview

This booklet provides information about the Department of Correction Return-to-Work (RTW) program. This program, a key part of workers' compensation disability management, offers the opportunity to facilitate the safe and healthy reintegration of employees back into the work force and realize significant savings in workers' compensation claims costs.

The return-to-work concept described in this booklet involves a team of in-house personnel and outside consultants and providers. The consultants include the Third Party Administrator (TPA) representatives (risk control, nurse case managers, claims adjusters, and treating physician). In-house personnel includes the Workers' Compensation Director and unit staff, personnel officers, department supervisors, and safety and health committee members. The Workers' Compensation Unit will provide oversight to the preferred provider network, case management, utilization review, and will assist in implementing the RTW program.

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Introduction—*What is Return-To-Work?*

A Return-To-Work (RTW) program is designed to return the injured employee to the workplace as soon as it is medically reasonable to do so. This reduces the amount of time the employee is out of work and, thus, workers' compensation costs. These programs are not intended to force employees back on the job before they have recovered from the injury or have completed necessary rehabilitation programs. A RTW program is designed to rehabilitate and return the injured employee to productive work in the shortest possible time. Obviously, the nature of some injuries precludes the employee's return to any active work. These must be reviewed and addressed on a case-by-case basis.

Value of a Return-To-Work Program

There are several reasons for implementing a Return-To-Work (RTW) program. These include:

- ◇ accelerated reintegration of the injured employee into a full performance mode
- ◇ improvement in employee morale. Employees, while receiving continuous medical rehabilitation, feel positive about their contributions at work, even with limited capacity
- ◇ employee productivity is enhanced while injured employees are recovering from their disabilities
- ◇ compliance with the requirements of the Americans with Disabilities Act (ADA)
- ◇ reduction of workers' compensation indemnity costs by decreasing the length of the disability
- ◇ reduction of workers' compensation medical costs
- ◇ reduction in overtime costs

Employer promoted RTW programs, when incorporated into policy and practice, have proven successful in an employee's successful reintegration back into the workforce. By restoring an injured worker more quickly to full productivity, successful programs have also reduced total workers' compensation indemnity costs by twenty to forty percent and reduced medical and rehabilitation costs as well.

A reduction in medical costs can be achieved by implementing a RTW program in concert with a Health and Safety Committee and Preferred Provider Network (PPN). The Department of Correction has had a Health and Safety Committee and PPN in place since September 1, 1993. By incorporating these features into the workplace, the employer has established a PPN in accordance with Section 31-279-10 of the Workers' Compensation Act. With a PPN in place, a reduction in medical provider costs can be realized since workers must utilize the services of medical care providers in the network. The PPN is a network of providers, which has been custom designed to meet the unique demands of workers' compensation claims.

While the ADA was enacted to prevent disability based discrimination, it has had a profound impact on workers' compensation and workplace disability issues. The highest portion of the

growing number of ADA claims is based upon current employees and RTW issues, not traditional disability issues or new hires. The ADA has mandated that employers explore the feasibility of reintegrating employees through the use of proven integrated disability management strategies.

Although a recovering employee may not be able to perform all the tasks of his/her pre-injury job, the employee who returns to work before total recovery from all injuries may be able to perform the essential functions of the job or identified recuperative post. This situation is obviously an improvement over either not having any tasks performed or having to hire a temporary worker to perform the necessary functions.

Organizations using RTW programs have kept recovering employees productive, avoiding the "disabling" mental attitude that often keeps employees from ever fully recovering from their injuries. The program's emphasis on communication with the injured employee helps that person to realize that it is important to be at work every day, even if only in a recuperative post. It also provides coworkers with a positive message about the value of individual workers to the agency.

Communication Tools—Who Is Involved?

Reporting Claims

Immediate reporting of employee injuries to Worker's Compensation is essential for an effective program. The worker's compensation representative must be informed of the employer's plans for recuperative posts. Prompt reporting allows the Third Party Administrator (TPA) to properly document files, generate required reports, and conduct any necessary investigations.

Reporting among team members must be prompt, as well. Each member of the Return-To-Work (RTW) team has a specific responsibility and all must be informed in order to return the employee to maximum productivity.

Actions that must be taken promptly include:

- ✧ A medical determination of the employee's capabilities and restrictions
- ✧ Arrangements by the supervisor for work site accommodations consistent with the medical prognosis to facilitate return to work
- ✧ Monitoring the employee's condition by worker's compensation staff and medical care providers to allow gradual increases until the employee is back at his/her regular job or placed in an alternative position
- ✧ Documentation of all activities by worker's compensation staff of both the employee and the employer in the event of controversy

Communication with the Physician

Coordination and communication with the employee's treating physician is a key element in the effectiveness of a RTW program.

The medical care provider plays the dominant role in determining the employee's medical condition, capacity to perform work and the restrictions to be observed. Physicians are required to provide the employer and the TPA with a written post-injury report stating the employee's work restrictions. This report allows the employer and TPA to evaluate the employee's duties to comply with the restrictions.

Close communication between the employer and medical care providers is equally important. The exact nature of a job can be communicated to the physician utilizing a detailed list of essential job functions (see *Appendix B*) and any existing recuperative posts. In more severe injuries, visits to the job site by the physician, TPA representatives and agency personnel can improve the physician's knowledge of the employee's original position with any proposed recuperative post. As the employee's condition progresses through the healing process and the employee continues with medical treatment, communications must be continuing and concise.

Communications with the Third Party Administrator

The Third Party Administrator (TPA) representatives must be fully informed of the injured employee's job requirements and restrictions. In less serious injury claims, the employer should be able to return the employee to work in an ordinary manner. More serious injuries will require greater involvement by TPA representatives.

Injuries that involve home or hospital confinement, referrals to specialists, or other complications require close communications between the TPA and employer. The claims representative or nurse case manager will be in touch with the medical care provider to learn the earliest possible date the employee can return to a recuperative post. The RTW team will coordinate any job modification process. Team members will monitor treatment, therapy, or work hardening in order to prepare the employee to return to work or to continue working. TPA or agency workers' compensation staff will be available to provide any necessary assistance.

During each phase of the program, the TPA and the employer RTW team members must be kept fully aware of developments and the employee's progress toward full recovery.

Communications with the Employee

For the program to be successful, employees must be fully informed of management's concern for their welfare before an injury occurs. They should understand that a RTW program is in place as a part of their employee benefits.

Employees should be provided with instructions and brochures that indicate:

- ❖ how to immediately report an injury
- ❖ how to obtain appropriate medical treatment
- ❖ the employer's program to provide the employee with recuperative work in order to quickly return him/her to a productive capacity

- ❖ the employee's responsibility to cooperate in the recovery process and return to work
- ❖ the employee's responsibility to keep the employer fully informed of the medical restrictions resulting from the injury
- ❖ recuperative posts will be limited to the time for which it is medically necessary

Communication between the employee and the employer should be documented. Regular meetings between the disabled employee and members of the team should be held to review the employee's progress and to resolve any difficulties that arise. With close communications between the employee and employer, all parties will know what is expected of them to make the program work properly.

Position Descriptions—*What Skills Does the Job Require?*

An important element in implementing a Return-To-Work (RTW) program is the creation of essential job functions for each position. All jobs are analyzed and divided into component tasks. These tasks are then categorized, depending on the body part used and degree of difficulty. From this data a list of essential job functions for the recuperative posts is created. All tasks are activities normally performed by able-bodied employees. None of the tasks are "make work."

Once the essential job functions are identified, the employee will be evaluated based on his/her restrictions to determine if an accommodation can be made utilizing a recuperative post.

The detailed descriptions of all recuperative posts should be written and available for review. This material may be supplemented with observations of employees performing these modified tasks in recuperative posts. A copy of the detailed descriptions should be kept at the workplace to be used by management when placing injured employees. A copy should also be made available to the initial medical care provider, specialists, and claims technicians, as well as the rehabilitation nurses. In addition to being an invaluable tool for implementing a RTW program, the essential job function listing should be utilized in placement of workers in accordance with the requirements of the Americans with Disabilities Act (ADA).

Implementation—*Eight Easy Steps*

An effective early Return-To-Work (RTW) program requires a set of policies and procedures that facilitate post-injury management of the injured employee during every step of rehabilitation. It requires excellent communication, cooperation, and coordination between the employee, management, Third Party Administrator (TPA), and medical care providers.

The following steps are required for implementing the RTW program:

1. **Develop and issue a policy statement.** Commitment to the RTW program must be at all levels of management. Even individual supervisors play a critical role and need to make decisions that accomplish program goals. Therefore, an appropriate level of authority must be delegated to the agency supervisors. To facilitate the delegation of authority, a policy statement must be developed. However, policy statements can motivate only so far.

Therefore, your demonstration of support for the program on a continued basis is the single most important element of a successful RTW program. (See *Appendix A* for the Department of Correction's policy statement and a copy of the Administrative Directive.)

2. **Workers' Compensation Director's role.** The director's role is to explain the program to management, get a commitment, if necessary, and inform the Third Party Administrator. The director should meet with the management of each facility/location and with human resources personnel to review the recuperative post concept and propose changes to the program to suit the agency's needs.
3. **Develop Essential Job Duties for Recuperative Post.** Solicit the priority tasks for the job classification and identified post. A listing of sample recuperative post functions for various job classifications has been provided in *Appendix B*.
4. **Develop Recuperative Post Process Outline.** Include step-by-step procedures for administrators and supervisors to follow when an employee is injured.
5. **Ensure the accuracy of job descriptions.** A thorough and accurate job description should identify all requirements of a position, including specific skills, education, experience, and physical demands. The information can come from records, observation, and interviews with supervisors, managers, and the employees who perform the tasks. The job description can help determine if the injured employee is able to return to the same job and can guide placement in other positions, where necessary.
6. **Allow agency unit administrators or designees to meet with the doctors** supplying workers' compensation medical services. Offer the doctors a tour of your workplace so they become well acquainted with the environment.
7. **Develop a communication plan.** Return to work requires a communications strategy. When the employee is out of work, the supervisor should contact the injured employee within 24 hours of the injury to check on the employee's condition, the extent of injury, and when s/he can return. This is the time to express genuine concern. In on-going cases, the administrator or supervisor should make regular calls. After five days of lost time, the Workers' Compensation Unit sends a get-well card to the employee. Employees don't like to feel they are being monitored, so make your communication sincere. Be sensitive to each employee's situation.
8. **Prepare a procedure** that details the steps that will be taken after an accident occurs. Having a plan prepared in advance assists all members of the RTW team by identifying their duties and responsibilities should the need arise. A sample procedure has been provided in *Appendix C*.

The claim representative also has an important role to play in this process and should be alerted to injuries that involve home or hospital confinement, referrals to specialists, or to other complications that require attention. The claim representative or nurse case manager will stay in touch with the medical caregiver to determine the earliest possible date the employee can return to recuperative work—and will work with all parties to see that it happens.

In some cases, the injured employee may benefit from occupational rehabilitation to strengthen or re-train the individual for return to work. An employee who injures his or her back, for example, may be able to return to the job if he or she learns new lifting and material-handling techniques. Practicing those techniques will ingrain them and will build up strength.

Once back on the job, the injured employee and the supervisor need to work together to monitor the employee's capabilities to pre-injury levels. On-going communication with the Return-To-Work team members is essential until the employee reaches the best possible outcome for his or her case.

Training—*How Do We Know What to Do?*

The following training outline by assigned roles assumes that the Return-To-Work (RTW) program is new to the participants. If participants have prior experience with similar programs, only limited training may be necessary. Senior management should assess training needs.

Employees

New hires should be provided with an orientation discussing the following:

- ✧ introduction to the RTW program
- ✧ discussions with previously disabled employees who have successfully used the RTW program
- ✧ question and answer session with a supervisor and human resources representative

Periodic refresher training discussing the following:

- ✧ regular updates provided by members of the RTW team
- ✧ publication of success stories
- ✧ information on wellness programs and encouragement to use them

Injured employees should be provided with the following:

- ✧ medical care guidance
- ✧ post-trauma training (in conjunction with the medical care provided)
- ✧ new task/recuperative task training
- ✧ training with regard to changes in regular job functions

Supervisors and Managers

- ✧ RTW purpose and process
- ✧ recuperative post task identification

APPENDICES

Appendix A

Department of Correction Return-To-Work Policy Statement

Department of Correction Return-To-Work Policy Statement

Responsibility

Every employee of the Department of Correction has a responsibility to minimize occupational illness or injury by participating in quality improvement programs and strictly observing safety and standard operating policies and procedures.

Policy

Employees of the Department of Correction who are, or could be, on disability as a result of a work related illness or injury may be eligible for the Return-To-Work (RTW) program upon written certification of a medical care provider. The medical care provider must certify that the employee may return to work with restrictions on physical requirements of the job in question, and that those restrictions are not expected to last for more than ninety days.

A restriction identifies a physical condition, which prevents an employee from performing the full scope of his/her job duties as outlined in the applicable job description. There are two types of restrictions: temporary and permanent. Temporary restrictions are defined as those limitations placed on an injured employee by a physician which are of a relatively short duration (i.e. the employee is expected to fully recover and to return to normal working conditions).

Permanent restrictions are defined as those limitations placed on an employee by a physician which are expected to be long term (more than one hundred and eighty days) or from which recovery is not expected. Those employees who fall in this category are not eligible for participation in the RTW program. They may elect to seek alternative employment, or file for a "reasonable accommodation" under the Americans with Disabilities Act (ADA) or consider state disability retirement if appropriate.

When an employee is approved for participation in the RTW program, primary consideration will be given to job placement within the employee's facility/location and normal job duties. A secondary consideration will be alternative placement into another location or another assignment, which is within the same bargaining unit. A critical consideration is to place the injured employee in a position to perform productive work that is both useful to the Department of Correction and achievable within the limits of the restrictions placed on the employee. Alternative placement will not be used to avoid the filling of vacancies within the Department of Correction.

An employee participating in the RTW program is subject to all rules, regulations, and contractual memoranda of understanding, standards, policies and procedures of the Department of Correction.

Each situation will stand on its own merits. An employee Return-To-Work form, completed by a physician, noting an employee's restrictions, will be evaluated by Human Resources in consult

with the Workers' Compensation Unit personnel in order to determine whether or not an employee is able to return to his/her assigned position. Human Resources will then forward their decision with appropriate documentation to the injured employee's Lead Warden/Unit Head for final action.

If an employee is approved for the RTW program, he/she shall be provided tasks which fall within the physical restrictions as identified by the treating physician. In no case will employees authorized to participate in the RTW program be placed in an area that will pose a health or safety risk to themselves, others, or the Department of Correction.

Appendix B

Sample Recuperative Posts and Essential Functions

Sample Functions *Correction Officer (Control Center Post)*

- ❖ Answer and dial a push button telephone
- ❖ Write job related information (e.g., in a logbook) for approximately 25 percent of the work shift
- ❖ Type rosters through use of a keyboard which is positioned on a 29.5 inch table with an adjustable chair. (Third shift)
- ❖ Monitor, comprehend, and operate emergency alarm, radio, telephone, pager system, body alarm, and fire/smoke system
- ❖ File cards (inmate information) into alphabetical and numerical order in file drawer from 9 inches to 32 inches in height continuously. This activity includes pulling and pushing drawers requiring 3 pounds of force
- ❖ Lift equipment within an acceptable range and carry equipment up to 25 feet to other officers at either the control window or door. This may be on a continuous basis. The equipment includes such items as radios, keys, body alarms, body shields, batons, chemical mace, handcuffs, bolt cutters, belly chains, leg irons, chemical dust, video cameras, restraints, and night sticks and does not exceed 14 pounds
- ❖ Visually monitor and comprehend the television screen positioned at 96 inches in height and 21 inches in depth (overhead) continuously
- ❖ Lift and use a 8 to 10-pound fire extinguisher from floor to overhead level. (Only in emergency fire situation)
- ❖ Forward reach up to 3 feet to operate and handle equipment
- ❖ Use pager and radio system which requires 3 pounds of force to push and hold button while verbally communicating announcements with clear articulation
- ❖ Visually monitor area around Control Center Post through glass window

Sample Functions
Correctional State School Teacher

- ❖ Develop educational curricula and develop educational plans for individuals and groups adapting material to level of inmates' ability
- ❖ Participates in planning team meetings and case review conferences assessing inmate behavior
- ❖ Hold conferences with staff concerned with inmate's performance
- ❖ Maintains inmates' educational records and writes reports
- ❖ Read, comprehend, and write information about inmates, staff activities or activities in educational section
- ❖ Oversee maintenance of educational inmate files to ensure compliance with state laws and policies
- ❖ Utilize telephone, overhead projectors, board, and the computers as necessary
- ❖ Determine resource materials needed, selects vendors, and initiates orders

Sample Functions *Correction Officer (General)*

- ❖ Sit in a vehicle or chair for extended periods of time
- ❖ Work for an extended period of time at a counter using a stool or just standing
- ❖ Conduct periodic inspections of outer facility structure by walking on uneven ground around the perimeter of the facility
- ❖ Remove/place keys on hooks
- ❖ Operate equipment such as hand-held radios, telephones, typewriters, computers, cameras, pager system, emergency alarms, fire/smoke system detectors, security monitors, calculators, laminators, paper cutter keys, automatic doors and locks
- ❖ Prepare identification cards using laminator, paper cutter, and typewriter
- ❖ Inspect all vehicles entering and exiting the gate area by visually searching the trunk, under the hood of the vehicle, and underneath the vehicle
- ❖ Inspect authorized vehicles for proper functioning inclusive of oil, gas, tires, lights, etc.
- ❖ Monitor and control main entrance and exit areas out of and within the facility as well as gate, fence, and warehouse areas by the use of visual checks and television monitors
- ❖ Monitor and control the admission of visitors, facility employees, contract workers, and others by checking appropriate documentation, identification cards, sign-in sheets, and authorized visitor lists
- ❖ Prepare incident reports and complete activity logs as required by post orders
- ❖ Monitor and use alarm systems and radios during emergencies
- ❖ Check assigned areas for proper fire safety and emergency procedures posted
- ❖ Read, comprehend, and write information about inmates, visitors, staff activities
- ❖ Read, comprehend, and write information relating to post orders, agency policies, and procedures
- ❖ Prepare written information such as telephone numbers, commissary slips, incident reports, receipts for money, etc.
- ❖ Assign visitor passes
- ❖ Ensure post orders are carried out
- ❖ Sort mail alphabetically
- ❖ Utilize telephone/intercom for extended periods throughout the shift
- ❖ Prepare detailed incident reports and logs of inmate activities and staff

- ❖ Participate in assigned treatment activities
- ❖ Prepare and maintain inmate records as directed
- ❖ Utilize computer keyboard, monitor, and printer



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***ESSENTIAL PHYSICAL JOB TASKS
RECUPERATIVE POST FOR CORRECTION OFFICERS***

1. Answer and dial a push button phone
2. Write job related information (i.e. logbook) 25% of work shift.
3. Type rosters through use of computer/typewriter, which is positioned at normal desk height with an adjustable chair.
4. Monitor, comprehend and operate emergency alarm, radio, telephone, pager system, body alarm, and fire/smoke system
5. File cards (inmate information) into alphabetical and numerical order in file drawer from 9 inches to 32 inches in height continuously. This activity includes pulling and pushing drawers requiring 3 pounds of force.
6. Lift or retrieve equipment from shelves and/or cabinets within shoulder height and carry equipment 7 to 25 feet, to other officers at either the control window or door. The equipment includes such items as radios, keys, body alarms, body shields, batons, chemical mace, handcuffs, bolt cutters, belly chains, leg irons, chemical dust, video cameras, restraints, and night sticks. These items do not exceed 10 pounds.
7. Visually monitor and comprehend the television screen positioned at a height of up to 96 inches and 21 inch depth (overhead), periodically throughout the shift. Monitoring can be accomplished by adjusting the chair location.
8. Lift and use 8-10 pound fire extinguisher from floor to overhead level. (Only in emergency fire situation)
9. Forward reach up to 3 feet to operate and handle equipment.
10. Use pager and radio system which require 3 pound of force to push and hold button while verbally communication announcements with clear articulation.
11. Visually monitor area around Control Center Post through glass window.
12. Walk, sit and /or stand during normal operations and during an emergency situation.

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Sample Functions
Correction Treatment Officer

- ✧ Read, comprehend, and write information about inmates, visitors, and staff activities
- ✧ Read, comprehend, and write information relating to post orders, agency policies, and procedures
- ✧ Inform staff on new policies and procedures
- ✧ Prepare and maintain inmate records
- ✧ Utilize computer keyboard, monitor, and printer
- ✧ Keep records and prepare pertinent reports
- ✧ Interact/communicate with personnel from other agencies, courts, and/or sections/units with the Department of Correction
- ✧ Act as a liaison between staff and supervisors
- ✧ Consult with correction officers and professional staff regarding behavior and personal problems of inmates and recommend action to be taken
- ✧ Assist non-professional members of a treatment team in recognizing and handling inmate behavioral problems
- ✧ Obtain assistance from community resources and parole programs as necessary

Sample Functions
Correctional Food Service Classifications
Correctional Food Supervisor (1, 2, 3)
Correctional Food Service Manager

- ❖ Provide direction to correction officers assigned custodial duties in the food service area
- ❖ Read, comprehend, and write information about inmates and staff activities
- ❖ Read, comprehend, and write information relating to post orders, agency policies and procedures
- ❖ Prepare and maintain inmate/staff records
- ❖ Determine inmate work schedules and advise same
- ❖ Utilize computer keyboard, monitor, and printer
- ❖ Keep records and prepare pertinent reports on kitchen/food activities or equipment
- ❖ Prepare incident reports and complete activity logs as required by post orders
- ❖ Interact/communicate with personnel from other agencies and/or sections/units within the Department of Correction
- ❖ Utilize fax machine to send or retrieve information quickly
- ❖ Plan or assist in planning menus
- ❖ Ensure that the storage and handling of food is done in accordance with State Health Regulations. Ensure the security and distribution of foods is done in accordance with departmental regulations (this includes periodic inspections of the kitchen areas, but not in the presence of inmates)
- ❖ Inventory supplies and direct the storage of food items
- ❖ Forecast requirements for food supplies and requisition items from appropriate sources
- ❖ Monitor and record all cooked food temperatures according to health regulations/guidelines
- ❖ Monitor and record all refrigerator and freezer temperatures to ensure safety of perishable foods
- ❖ Maintain and monitor special diets
- ❖ Schedule the maintenance and repair of all food service equipment
- ❖ Provides food cost estimates for the facility(ies)
- ❖ Direct and manage the staff and operation of the food services unit (including responsible for key control)
- ❖ Schedule, assign, and evaluate work of staff

- ❖ Conduct employee orientations
- ❖ Provide staff training and assistance
- ❖ Counsel and discipline staff as necessary (progressive discipline)
- ❖ Interpret and inform staff of new policies and procedures as well as inform management of staff concerns
- ❖ Write unit directives based on Department of Correction Administrative Directives
- ❖ Represent the department at appropriate meetings
- ❖ Develop and make recommendations on policies and standards for the facility
- ❖ Participate in committees as assigned

Sample Functions *General Maintenance*

- ❖ Inventory tools, equipment, and parts
- ❖ Perform custodial duties at the facility/location
- ❖ Clean and polish vehicles
- ❖ Perform routine maintenance on vehicles
- ❖ Inventory facility/location signage
- ❖ Answer telephones and dispatch radio messages
- ❖ Perform general housekeeping
- ❖ Serve as flag person on construction projects
- ❖ Drive pick-up trucks for part runs
- ❖ Perform administrative duties
- ❖ Drive access roads and list locations of potholes that require repair
- ❖ Inspect access road signs, parking signs, etc., to determine the need for repair or replacement
- ❖ Perform miscellaneous painting
- ❖ Perform miscellaneous light carpentry work
- ❖ Perform litter collection on facility grounds
- ❖ Trim brush at intersections
- ❖ Perform sidewalk condition inspection
- ❖ Clear sidewalks of overhanging branches
- ❖ Inspect catch basins
- ❖ Perform miscellaneous sweeping or hand raking
- ❖ Make construction signs
- ❖ Deliver paper goods to buildings
- ❖ Cut grass and weeds around buildings

Sample Functions *Correctional Major*

- ❖ Stand or sit in a chair for extended periods of time
- ❖ Remove/place keys on hooks
- ❖ Operate equipment such as hand-held radios, telephones, typewriters, computers, cameras, pager system, emergency alarms, fire/smoke system detectors, security monitors, calculators, laminators, paper cutter keys, automatic doors and lock buttons
- ❖ Check the facility for proper fire control and prevention, emergency procedures being posted, and physical condition of facility inclusive of overall sanitation and cleanliness
- ❖ Ensure that staff are inspecting authorized vehicles for proper functioning inclusive of oil, gas, tires, lights, etc.
- ❖ Ensure that inventory of inmate property boxes and wash bags, the count and documentation of the location of inmates, visitors, and equipment; and inmate identification cards are done in accordance with Department of Correction procedures; assumes no inmate contact
- ❖ Ensure the monitoring and control of the admission of visitors, facility employees, contract workers, and others are done in accordance with Department of Correction procedures
- ❖ May direct disciplinary hearings
- ❖ Prepare incident reports and complete activity logs as required by post orders
- ❖ Ensure that staff are checking that appropriate documentation accompanies inmate admissions, transfers, and discharges
- ❖ Develop, recommend, and enforce operational policies, procedures, and practices of inmate custody and control
- ❖ Generate and review security reports
- ❖ Oversee the Special Management Functions, i.e. Escape Risk and the review of all segregation sheets prior to submission to the warden
- ❖ Determine post assignments for all custody personnel on all shifts and resolve operations problems as they occur on any shift
- ❖ Inform administrative officials of any operational changes or provide them with necessary information
- ❖ Attend and conduct staff meetings as required
- ❖ Act as liaison between staff and supervisors
- ❖ Interpret and inform staff of new policies and procedures
- ❖ Assign, review work and prepare performance appraisals of staff

- ❖ Administer progressive discipline on assigned staff as necessary
- ❖ Review investigations conducted by staff
- ❖ Conduct staff meetings
- ❖ Review time and attendance records for accuracy
- ❖ Generate overtime reports
- ❖ Interview and recommend candidates for appropriate changes
- ❖ Recommend new facility programs
- ❖ Determine custody equipment of needs and request equipment as needed
- ❖ Ensure the safety and security of the facility through assigned personnel
- ❖ Conduct investigations and/or Loudermill hearings
- ❖ Follows up on inmate complaints/incidents and initiates actions to resolve problems
- ❖ Review and process incident reports
- ❖ Read, comprehend, and write information about inmates, visitors, staff activities
- ❖ Read, comprehend, and write information relating to post orders, agency policies and procedures
- ❖ Prepare written information such as telephone numbers, commissary slips, incident reports, receipts for money, etc.
- ❖ Ensure post orders are carried out
- ❖ Prepare detailed incident reports and logs of inmate activities and staff
- ❖ Prepare and maintain inmate records as directed
- ❖ Utilize computer keyboard, monitor, and printer

Sample Functions *Correctional Captain*

- ❖ Stand or sit in a chair for extended periods of time
- ❖ Remove/place keys on hooks
- ❖ Operate equipment such as hand-held radios, telephones, typewriters, computers, cameras, pager system, emergency alarms, fire/smoke system detectors, security monitors, calculators, laminators, paper cutter keys, automatic doors and lock buttons
- ❖ Monitor all activities within the institution to ensure the safety and security of staff
- ❖ Ensure that vehicles are inspected upon entering and exiting the gate area
- ❖ Check the facility for proper fire control and prevention, emergency procedures being posted, and to ensure a high degree of sanitation and cleanliness
- ❖ Ensure that staff are inspecting authorized vehicles for proper functioning inclusive of oil, gas, tires, lights, etc.
- ❖ Ensure that staff are monitoring and controlling the main entrance and exit areas out of the facility
- ❖ Direct the monitoring and control of the admission of visitors, facility employees, contract workers, and others by ensuring that staff are checking appropriate documentation, identification cards, sign-in sheets, and authorized visitor lists
- ❖ Responsible for key control
- ❖ Ensure that the proper count procedures are followed according to departmental and institutional directives
- ❖ May direct disciplinary hearings
- ❖ Prepare incident reports and complete activity logs as required by post orders
- ❖ Oversee that staff are checking that appropriate documentation accompanies inmate admissions, transfers, and discharges
- ❖ Schedule/conduct and document quarterly fire drills in all areas as required
- ❖ Monitor and use alarm systems and radios during emergencies
- ❖ Personally investigate complaints by inmates regarding other inmates or staff, compile findings, and make recommendations to the warden or the appropriate deputy warden regarding response to the complaint(s); maintain a file of all complaints and their resolution
- ❖ Coordinate accreditation activities
- ❖ Oversee and/or coordinate obtaining the necessary supplies and equipment where applicable

- ❖ Oversee the use of vehicles and that the proper reports are maintained such as the mileage sheets and monthly vehicle log
- ❖ Ensure that searches and preservation of evidence when a new crime is suspected are accomplished according to departmental directives
- ❖ Oversee the communication system
- ❖ Oversee the maintenance and storage of all Restrictive Housing and outside hospital logs
- ❖ Maintain files on yard security check sheets, staff house check sheets, parking lot check sheets, and fence inspection sheets
- ❖ Oversee and/or coordinate the uniform issue and inventory
- ❖ Serve as a member of the Policy and Procedure Review Committee
- ❖ Conduct investigations of staff misconduct or failure to follow established institutional or departmental policies and procedures
- ❖ Ensure all necessary reports, i.e. Incident Reports, Use of Force Reports, Disciplinary Reports, are completed before releasing involved staff from duty. Review all reports for accuracy and completeness and forward to appropriate personnel
- ❖ Review documents remanding an inmate to the custody of the Department of Correction to ensure their accuracy and completeness
- ❖ Review bond papers for completeness and compliance with Department of Correction policies and procedures
- ❖ Ensure the completion and serving of Mental Health and Administrative Detention/Segregation papers where appropriate
- ❖ Meet periodically with treatment and program staff to discuss operational and program issues
- ❖ Meet with assigned staff to implement changes in procedures
- ❖ Directly supervises lieutenants who are on his/her shift, scheduling their workloads, areas of responsibility and ensuring that they are carrying out their assigned responsibilities
- ❖ Schedule and assign correction officers to assure adequate staff coverage
- ❖ Ensure completion of food service inspection sheets for each meal served during the shift
- ❖ Ensure that all post orders, center directives, procedures, and departmental directives are observed and carried out by personnel
- ❖ Read, comprehend, and write information about inmates, visitors, staff activities
- ❖ Read, comprehend, and write information relating to post orders, agency policies and procedures
- ❖ Prepare written information such as telephone numbers, commissary slips, incident reports, receipts for money, etc.

- ❖ Prepare detailed incident reports and logs of inmate activities and staff
- ❖ Prepare and maintain inmate records as directed
- ❖ Attend and conduct staff meetings as required
- ❖ Act as liaison between staff and supervisors
- ❖ Interpret and inform staff of new policies and procedures
- ❖ Review and evaluate work, prepare performance appraisals of staff and perform progressive discipline as necessary
- ❖ Review investigations conducted by staff
- ❖ Interview and recommend candidates for appropriate positions
- ❖ Recommend new facility programs
- ❖ Conduct investigations and Loudermill hearings
- ❖ Review and process incident reports
- ❖ Utilize computer keyboard, monitor, and printer

Sample Functions *Correctional Lieutenant*

- ❖ Stand or sit in a chair for extended periods of time
- ❖ Remove/place keys on hooks
- ❖ Operate equipment such as hand-held radios, telephones, typewriters, computers, cameras, pager system, emergency alarms, fire/smoke system detectors, security monitors, calculators, laminators, paper cutter keys, automatic doors and lock buttons
- ❖ Monitor inmate activities within the facility to ensure the safety and security of staff
- ❖ Oversee the inspection of vehicles entering and exiting the gate area
- ❖ Oversee the maintenance of authorized vehicles for proper functioning inclusive of oil, gas, tires, lights, etc.
- ❖ Oversee the monitoring and controlling of the main entrance and exit areas out of the facility as well as gate, fence, and warehouse areas by the use of visual checks and television monitors
- ❖ Oversee the monitoring and controlling of the admission of visitors, facility employees, contract workers, and others by ensuring that staff are checking appropriate documentation, identification cards, sign-in sheets, and authorized visitor lists
- ❖ Ensure that the proper count procedures are followed according to departmental and institutional directives
- ❖ Make inspections of assigned (non-inmate) areas noting, and taking corrective action on cleanliness, fire protection, adherence to security and safety measures including proper fire safety and emergency procedures being posted
- ❖ Prepare incident reports and complete activity logs as required by post orders
- ❖ Ensure that all post orders, center directives, procedures, and departmental directives are observed and carried out by personnel
- ❖ Prepare monthly shift activity/recommendation report; prepare detailed incident reports and logs of inmate activities and staff; prepare a weekly report on cell options; prepare and maintain inmate records as directed; prepare inmate population and meal reports
- ❖ Ensure that a high degree of sanitation and cleanliness is maintained within the institution
- ❖ Ensure that crime scene searches and preservation of evidence are accomplished according to departmental directives
- ❖ Ensure that the warden or duty officer is contacted as required to report shift activities
- ❖ Responsible for making roster assignments, completing roster and overtime summaries, and securing staff overtime for the next shift while adhering to the overtime equalization process

- ❖ Review staff paperwork submitted for content and accuracy. This includes but is not limited to incident reports, disciplinary reports (formal and informal), maintenance repair slips, unit screen check sheets, inspection and equipment log sheets, security round sheet for all areas and food inspection sheets
- ❖ Maintain captain's log, vehicle log, roll call notice book, damaged equipment log book, fire log book, tardiness log, telephone damage log, shakedown log books, overtime equalization log, shift activity log, escape risk folders, barber tool sign out sheet, and outside hospital assignment sheets
- ❖ Ensure that all building activities are adhered to regarding schedule times and procedures
- ❖ Ensure that all lieutenants are advised of pertinent information as it becomes available and ensure that the relieving lieutenants are thoroughly briefed on all shift activities and incidents
- ❖ Read, comprehend, and write information relating to post orders, agency policies and procedures
- ❖ Prepare written information such as telephone numbers, commissary slips, incident reports, receipts for money, etc.
- ❖ Assign visitor passes
- ❖ Ensure post orders are carried out
- ❖ Oversee that housing cards, job assignments, inmate information/pictures are filed alphabetically and/or numerically
- ❖ Oversee mail distribution to inmates
- ❖ Utilize telephone/intercom for extended periods throughout the shift
- ❖ Maintain work board and forward work assignment rosters to each housing unit
- ❖ Prepare weekly attendance information and forward to Business Office
- ❖ Receive, maintain, and process reports of poor work performance and notify staff/records of inmate job assignment removals
- ❖ Participate as a Classification Committee member and attend hearings regarding poor work performance, meritorious good time awards, etc.
- ❖ Schedule inmate appointments with counselors, clergy, educators, etc.
- ❖ Review the daily unit restraint inventories and investigate any deficiencies in the restraint counts
- ❖ Review the daily vehicle inspection sheets and note any new damage to the vehicles and ensure that incident and damage reports have been filed
- ❖ Ensure that the policies for assigning and documenting the use of state vehicles are being adhered to

- ✧ Maintain records of all staff members with public service and commercial driving licenses; ensure that re-certifications are done by scheduling drivers for testing
- ✧ Record the official minutes of the Central Classification Board hearings and ensure that custody issues and concerns are addressed
- ✧ Record all releases for the day on the movement worksheet
- ✧ Receive copy of custody levels of admissions and notify appropriate housing units of any change in inmate's custody level
- ✧ Accept sick calls and record as required
- ✧ Document all incident of staff tardiness and prepare counseling letters
- ✧ Review master roster for accuracy and ensure that there is adequate coverage for the following day
- ✧ Ensure that transportation arrangements have been made and that coverage is provided for all off grounds for the succeeding shift, as well as current shift
- ✧ Ensure that proper security procedures are followed with transportation and provide transporting staff with any and all information necessary to successfully complete the trip
- ✧ Review all paperwork of newly committed inmates to ensure that the inmate is legally committed to the facility
- ✧ Verify and document the money amounts taken from each newly admitted inmate as well as ensure that the money is placed in the safe
- ✧ Contact the duty officer as required by the administrative directives (e.g., prior to contacting any outside agency including State Police, except in cases of extreme emergencies, in which case notification shall be made as soon as possible)
- ✧ Review all bond papers for completeness and compliance with department and institution policy
- ✧ Attend staff meetings as necessary
- ✧ Perform monthly inventory of equipment, security devices, and other facility property; ensure proper use and replacement of equipment, etc.
- ✧ Regularly meet with the major or his/her designee to review shift operations and address present and/or potential problem areas
- ✧ Review and grant time off to correction officers including vacation schedule for correction officers assigned to shift
- ✧ Conduct investigations concerning incidents of staff misconduct or failure to follow established institutional or departmental policies and procedures
- ✧ Ensure the completion of all annual correction officer evaluations as well as the monthly evaluations of probationary staff

- ✧ Complete a yearly review of all shift post orders and procedures making recommendations to the major where necessary
- ✧ Log all pertinent information regarding shift activities in the supervisor's log. Such information may include non-routine incidents involving staff and/or inmates, accidents involving staff or serious inmate accidents, sick calls, tardiness of staff, holdovers, special visitors, any information pertaining to the safety and security of the staff, inmates and institution. Review all log entries made since last day of work
- ✧ Utilize computer keyboard, monitor, and printer
- ✧ Arrange for the videotaping of all incidents
- ✧ Review all incident, accident, injury, and use of force reports for completeness before submitting to the shift commander or major. Return all improperly completed reports to originator for corrective action

Sample Functions
Plant Facilities Engineer 2 (Managerial)
Plant Facilities Engineer 1 (Managerial)
Plant Facilities Engineer 1

Niantic Plant and Cheshire Powerhouse

- ❖ Coordinate, plan, and manage physical plant activities.
- ❖ Formulate program goals and objective.
- ❖ Develop or assist in the development of related policy.
- ❖ Interpret and administer pertinent laws.
- ❖ Evaluate staff.
- ❖ Prepare or assist in the preparation of the physical plant budget.
- ❖ Maintain contacts with the individuals both within and outside of the physical plant who might impact on the program activities.
- ❖ Direct and coordinate maintenance shops on multi-trade projects.
- ❖ Develop and maintain large-scale preventive maintenance programs.
- ❖ Write specifications and draws plans for minor capital improvement projects.
- ❖ Develop specifications for the requisition maintenance equipment and supplies.
- ❖ Maintain cost and estimate records.
- ❖ Prepare budge and monitor use of allocated funds.
- ❖ Serve as liaison between state agency and the Department of Public Works on major capital projects.

Niantic Plant and Cheshire Powerhouse

In the drawing vault:

- ❖ Organize and copy facility drawings as necessary for the York CI, Gates CI, Corrigan-Radgowski CC facilities.
- ❖ Work with DPW to ensure the engineering office has the latest drawing revisions.

- ✧ Update facilities (York CI, Gates CI, Corrigan-Radgowski CC) Armory drawings.
- ✧ Review Preventive Maintenance (PM) files
- ✧ Review files and identify files to be purged by clerical staff.
- ✧ Review forms for completeness and accuracy.
- ✧ Reviews facility safety, workers' compensation records to recommend maintenance changes to improve health and safety of staff.
- ✧ Review of policies and procedures to ensure compliance with OSHA standards.
- ✧ Develop training materials on maintenance, OSHA Hazmat requirements for distribution to custody /facility staff.
- ✧ Initiate Public Act (PA) 98s:
- ✧ Provide drawings.
- ✧ Develop scope of work.
- ✧ Prepare cost estimates.
- ✧ Review, update project files for York CI, Gates CI, and Corrigan-Radgowski CC.
- ✧ Review and update library and specification books.
- ✧ Review and update code books.

Cheshire Powerhouse (Only)

In the Powerhouse:

- ✧ Monitor pumps and motor controls.
- ✧ Monitor and record electrical consumption
- ✧ Monitor and record temperature readings.
- ✧ Monitor and maintain chemical feeds pumps.
- ✧ Write preventive maintenance (PM) procedures/schedules for all powerhouse equipment!
- ✧ Initiate Public Act (PA) 98s.

- ◇ Provide drawings.
- ◇ Develop scope of work.
- ◇ Prepare cost estimates.

Sample Functions
Correctional Commissary Operator 1
Correctional Commissary Operator 2

The following represents the minimum functions for the recuperative duty post for the Correctional Commissary Operator 1 & 2:

- ❖ Perform continuous inventory as well as periodic full inventory of all stock items.
- ❖ Identify depleted stock as well as slow moving items.
- ❖ Initiate purchase orders to maintain needed inventory levels, meet increased demands, phase out items in low demand and add new items to stock.
- ❖ Keep up with changes in stock prices from contract vendors and adjust order slips and price controls.
- ❖ Receive shipments of goods from vendors.
- ❖ Inspect goods for damage and compliance with orders.
- ❖ Sign for items received.
- ❖ Direct rotation of stock and maintenance of stock room.
- ❖ Maintain records and prepares reports.
- ❖ Enter credit information into computer.
- ❖ Utilize the computer system to input and process sneaker orders.
- ❖ Process inmate cassette tape orders using computer system.
- ❖ Use computer database to research inmate requests.
- ❖ Maintain vehicle safety inspection (oil, tires, lights, etc.) records.
- ❖ Read and carry out any applicable post orders, procedures, etc.

- ✧ Operate postage equipment as required.
- ✧ Perform all tasks assigned by supervisor to prepare production line for next day's work.
- ✧ Perform daily warehouse safety checks, and enter in logbooks or on checklist.
- ✧ Prepare daily activity report for supervisor.

Sample Functions
Correction Officer
Corrections Transportation Unit

The following represents the minimum functions for the recuperative duty/post for the Correction Officer at the designated Department of Correction Transportation Units:

- ❖ Drive vehicles (MacDougall-Walker VMF detail only) to Maintenance Shop for minor repairs and service.
- ❖ Drive vehicles to Fleet Operations for inspection, repair, etc and return with vehicle.
- ❖ Drive powered vehicles such as cars, suburban and pick-up trucks for extended periods of time.
- ❖ Drive courteously and obey all motor vehicle laws.
- ❖ Climb stairs and/or get on/off various pieces of departmental equipment, furnishings and vehicles.
- ❖ Inspect authorized vehicles for proper functioning.
- ❖ Ensure compliance with preventive maintenance schedule.
- ❖ Ensure that assigned vehicles are serviced at proper intervals and that the Office of Fleet Operations is notified of needed repairs.
- ❖ Ensure that fluid levels are checked and replaced when low (engine oil, transmission fluid, radiator coolant and window washer fluid).
- ❖ Ensure that vehicles are brought in for emissions tests before the expiration date on the window sticker.
- ❖ Ensure that vehicles interiors are kept clean.
- ❖ Walk or stand up for extended periods of time during the shift on various surfaces and inclines.
- ❖ Sit in a vehicle or chair for extended periods of time.
- ❖ Work for extended period of time at a counter using a stool or just standing.
- ❖ Remove/place keys on hooks.
- ❖ Hang clipboards onto hooks above and beyond normal reach.

- ✧ Retrieve/place paper supplies on/off shelves, lifting not more than ten (10) pounds at a time.
- ✧ Push/pull/open/close doors, drawers and boxes.
- ✧ Utilize equipment such as step stools, ladders, hand trucks and keys.
- ✧ Open boxes with keys or cutting instruments.
- ✧ Conduct inventories of armories as needed.
- ✧ Operate and/or test equipment such as hand held radios, telephones, typewriters, computers, cameras, pager system, emergency alarms, fire smoke system detectors, security monitors, calculators, laminators, paper cutter keys, automatic doors and lock buttons.
- ✧ Plug electrical cords into outlets.
- ✧ Work in an outdoor environment under all types of weather conditions and temperatures.
- ✧ Work at designated post for extended period of time.
- ✧ Work in confined or small work area such as a mailroom or storage area.
- ✧ Lift and carry a variety of materials from one location to another or from one position (floor) to another (overhead) such as property bags, boxes, handcuffs, belly chains, leg irons, bolt cutters, video cameras, radios, restraints, clipboards, clothing, records, mail etc. Weight not to exceed 10 pounds at a time.
- ✧ Receive large quantities of boxes of varying weights and move boxes from top of stairs to storage area.
- ✧ Organize boxes in storage area by lifting carrying, and placing them in appropriate spots (Up to ten (10) pounds per item).
- ✧ Perform courier duties by assisting with Central Records and Property Officer in bring files and property up to ten (10) pounds per item throughout the state.
- ✧ Check assigned areas for proper fire safety and emergency procedures posed.
- ✧ Read, comprehend, and write information relating to post orders, agency policies and procedures including policy for the use of State-Owned Motor Vehicles.
- ✧ Ensure post orders are carried out.
- ✧ Use file cabinets of varying heights and depths.
- ✧ Utilize telephone/intercom for extended periods throughout the shift.

- ❖ Prepare detailed incident reports.
- ❖ Utilize computer keyboard, monitor, and printer.
- ❖ Assist in conduct of Correctional Transportation Unit audits.

Sample Functions
Correction Officer
Mail Distribution Center

The following represents the minimum functions for the recuperative duty/post for the Correction Officer at the designated Department of Correction Mail Distribution Centers:

General

- ❖ Walk or stand for extended periods of time during the shift on various surfaces and inclines.
- ❖ Work for extended period of time at a counter using a stool or just standing.
- ❖ Hang clipboards onto hooks above and beyond normal reach.
- ❖ Retrieve/place paper supplies on/off shelves.
- ❖ Push/pull/open/close gates, doors, drawers and boxes.
- ❖ Utilize equipment such as step stools, ladders, hand trucks and keys.
- ❖ Open boxes with keys or cutting instruments.
- ❖ Plug electrical cords into outlets.
- ❖ Drive powered vehicles such as cars, suburban and pick-up trucks for extended periods of time in the pick up and delivery of mail and packages.
- ❖ Work in noisy, odorous environment.
- ❖ Work at designated post for extended period of time.
- ❖ Work in confined or small work area such as a mailroom or storage area.
- ❖ Lift and carry a variety of material from one location to another from one position (floor) to another (overhead) such as clipboards, records, mail etc.
- ❖ Receive large quantities of boxes of varying weights and move boxes (up to 10 pounds).
- ❖ Organize boxes in storage area by lifting, carrying and placing them in appropriate spots.
- ❖ Check assigned area for proper fire safety and emergency procedures posed.
- ❖ Read, comprehend, and write information relating to post orders, agency policies and procedures.

- ❖ Ensure post orders, and agency policies and procedures are carried out.
- ❖ Use file cabinets of varying heights and depths.
- ❖ Open, inspect and sort mail alphabetically and distribute/route to staff and inmates as appropriate.
- ❖ Operate postage equipment as required.
- ❖ Utilize computer keyboard, monitor and printer.
- ❖ Maintain daily logs and records as required.

Brooklyn CI Mail Distribution or Corrigan-Radgowski CC combined Mailroom and Records Unit Post

- ❖ Assist sorting of mail by type (e.g., legal, staff, review and general inmate).
- ❖ Sort mail to be forwarded to other facilities by checking inmate location, utilizing the RT45 and RT60 screens, and marking the mail with the inmate's current location.
- ❖ Process list of individuals receiving rejected publications by preparing a list of inmate recipients (including name, inmate number and housing unit location) to facilitate in the notification process.
- ❖ Verify incoming packages are pre-approved by comparing packages to list to verify approval.
- ❖ Assist in notifying inmates of rejected items by preparing notices of rejection for the inmates, as well as processing notices returned to the mailroom by the inmate.
- ❖ Assist in sorting outgoing inmate mail by inspecting mail for complete return address, inmate name and number, stamped notice that mail originates from a correctional facility to transportation to the Post Office.

Sample Functions
Correctional Officer
Construction Escort

The following represents the minimum functions for the recuperative duty/post for the Construction Officer:

- ❖ Walking from a specific area to another specific area without difficulty.
- ❖ Standing for a determinate period of time.
- ❖ Standing in an outdoor environment.
- ❖ Completing an inventory sheet and signing it with a payroll signature.
- ❖ Climbing stairs if necessary.
- ❖ Working in a noisy environment (ear protection shall be provided if necessary).
- ❖ Pushing, pulling, and swinging doors open and shut.
- ❖ Surveilling surrounding work area checking for safety concerns.
- ❖ Communicating via radio, telephone, or other means.
- ❖ Ensuring that tools are accounted for at all times.
- ❖ Providing direction, instruction or guidance as necessary.
- ❖ Maintaining appropriate proximity to possible inmate movement (will not be able to get directly involved in inmate emergencies).
- ❖ Climbing ladders as necessary.

Sample Functions
Prescription Medication Reclamation Clerk
John Dempsey Pharmacy

The purpose of this position is to reclaim medication dispensed but not used in order that it may be re-dispensed to inmates in need of these medications, and thereby reducing waste and costs to the Department of Correction.

The essential job functions shall include:

- ✧ Opening the packets of medicine.
- ✧ Sorting medication by color and shape.
- ✧ Packaging sorted drugs.
- ✧ Discarding the packets while maintaining confidentiality of medications (medication packets contain patient confidential information).

The person(s) performing this function is required to wear gloves when handling the medicines. They should not be performing this duty if they have a severe allergy to latex or penicillin. Other allergies may be exclusionary but would be evaluated on a case-by-case basis. The position(s) hours are flexible, as the facilities are open 24 hours per day. The work would be accomplished in the pharmacy at the health center in Farmington. There is no inmate contact, it requires no lifting, and the work is accomplished from a seated position.

Sample Functions *Correctional Counselor*

- ❖ Read, comprehend, and write information about inmates, visitors, and staff activities.
- ❖ Read, comprehend, and write information relating to post orders, agency policies and procedures.
- ❖ Ensure post orders are carried out.
- ❖ Prepare and maintain inmate records.
- ❖ Schedule inmate appointments with counselors, clergy, educators, etc.
- ❖ Utilize computer keyboard, monitor and printer.
- ❖ Evaluate and report on inmate activities both verbally and in writing.
- ❖ Keep records and prepare pertinent reports (monthly statistical reports on furloughs, community release, halfway house placement, good time applications, escapes, and special projects, etc.
- ❖ Prepare incident reports and complete activity logs as required by post orders.
- ❖ Interact/communicate with personnel from other agencies, the courts, and/or sections/units within the Department of Correction.
- ❖ Represent the Department in the community performing public speaking and presentation.
- ❖ Participate/chair classification and/or disciplinary hearings.
- ❖ Act as a liaison between staff and supervisors.
- ❖ Interpret and assign tasks to staff.
- ❖ Participate in staff In-Service Training programs on matters relating to classification and counseling.
- ❖ Perform on call responsibility for the facility.
- ❖ Represent the Department at community meetings.
- ❖ Address backlogs in various counseling areas including addiction services, offender classification, inmate programming, etc. as assigned.
- ❖ Arrange interfacility transfers according to risk/needs assessment including emergency transfers.
- ❖ Complete and process community release packages.

- ❖ Complete and process furlough packages.
- ❖ Complete and process parole packages.
- ❖ Review, supervise and approve preparation of the changes in an inmates visiting list.
- ❖ Identify inmates as required by law for DNA data bank admission (blood must be drawn on sex offenders).
- ❖ Test and evaluate offenders at any stage of the correctional process in terms of psychological, educational, vocational, social and medical needs.
- ❖ Evaluate and monitor inmate' progress.
- ❖ Coordinate volunteer programs.
- ❖ Chair classification and/or disciplinary committees.
- ❖ Determine risk scores and needs assessment.
- ❖ Check assigned areas for proper fire safety and emergency procedures posted.
- ❖ Attend In-Service Training (IST) and other seminars etc., as required by the Agency.

Sample Functions
Correctional Staff
Records Unit

The following represents the minimum functions for the recuperative duty/post for the designated Department of Correction Records Unit:

- ❖ Read, comprehend, and write information about inmates, visitors, and staff activities.
- ❖ Answer or refer inquiries to appropriate personnel.
- ❖ Remove/place keys on hooks as required.
- ❖ Operate equipment such as hand-held radios, cameras, pager system, emergency alarms, fire/smoke system detectors, security monitors, calculators, laminators, paper cutter keys, automatic doors and lock buttons.
- ❖ Run and clear in state/out of state rap sheets and warrant checks for Classification reviews, level reductions, and community release packages.
- ❖ Oversee and/or coordinate procurement of the necessary supplies and equipment.
- ❖ Oversee the use of vehicles and ensure that the proper reports are maintained e.g. the mileage sheets and monthly vehicle log.
- ❖ Read, comprehend, and write information relating to post orders, agency policies and procedures.
- ❖ Prepare written information such as telephone numbers, commissary slips, incident reports and receipts for money etc.
- ❖ Attend In-Service Training (IST) and other seminars etc., as required by the Agency.
- ❖ Utilize computer keyboard, monitor, and printer.
- ❖ Complete packages received from Unit Counselors as required.
- ❖ Prepare and maintain inmate records.
- ❖ Schedule inmate appointments with counselors, clergy, doctors, etc.
- ❖ Address backlogs in offender classification and inmate programming as assigned.
- ❖ Prepare incident reports and complete activity logs as required by post orders.

- ❖ Interact /communicate with personnel from other agencies, the courts, and/or sections/units within the Department of Correction.
- ❖ Assist in arrangement of inter-facility transfers according to risk/needs assessment including emergency transfers.
- ❖ Assist in the completion of community release, furlough, and/or parole packages as required.
- ❖ Compile information for job classification and prepare job classification docket.
- ❖ Assist with the receipt of undergarment drop-offs for new offenders.

Sample Functions

Correctional Enterprise of Connecticut (CEC) Drivers

The following represents the minimum functions for the Department of Correction Correctional Enterprise of Connecticut (CEC) Driver recuperative post:

- ❖ Communicate with Industry Managers and Supervisors to schedule pick-ups and deliveries.
- ❖ Pick-up and deliver Correctional Enterprise of Connecticut (CEC) products, packages and materials to state agencies, municipalities and other customers throughout the state.
- ❖ Drive state vehicles such as cars, suburbans and pick-up trucks to designated locations.
- ❖ Inspect vehicle being used and check gas, oil, and water before departure and upon return.
- ❖ Comply with local traffic regulations and report delays or accidents.
- ❖ Lift and carry a variety of materials (less than 25 pounds) from one location to another or from one position (floor) to another (overhead).
- ❖ Organize materials in storage area by lifting, carrying and placing them in appropriate locations.
- ❖ Check assigned area for proper fire safety and posting of emergency procedures.
- ❖ Read, comprehend, and write information relating to agency policies, administrative directives, and post orders.
- ❖ Ensure agency policies, administrative directives, and post orders are consistently carried out in a timely manner.
- ❖ Maintain daily logs and records as required.
- ❖ Shred old license plates through metal shredding machine.

Appendix C

**Department of Correction
Return-To-Work Procedure**

Return-To-Work Procedure

The Department of Correction has instituted a Return-To-Work (RTW) program which applies to all full-time employees. Employees injured at work are referred to a medical care provider for initial treatment. If, after treatment, the employee is unable to return to work, the employee is then referred for further medical care. Upon review, the employee should receive a statement of any restrictions on duties and an expected return-to-work date from the medical care provider. The employee is required to provide this information to the Department of Correction as soon as possible.

When the injured employee is cleared for modified duty, the TPA Claim Department will forward a RECUPERATIVE POST PACKAGE to the treating physician. The PACKAGE will include:

- ❖ Doctor's Form—Recuperative Post (TPA Workers Status Form)
- ❖ Recuperative post(s) that is available
- ❖ List of recuperative post(s) essential job functions

The purpose of the PACKAGE is to furnish the medical care provider with information regarding the present duties of the employee and available recuperative posts. The response of the medical care provider will be evaluated. If the care provider indicates that the employee is not able to return to his/her regular duties, but is physically able to perform a post, then the employee will be notified by the Human Resources Department if a recuperative post within the employee's work capacity is available.

Upon receipt of notification from the medical care provider of the employee's ability to return to a recuperative post, appropriate workers' compensation or human resources personnel will review the documentation and job availability within the organization. Recuperative posts, to the extent practical, will be within the employees' assigned facility/location and be related to the nature of work normally performed by the employee. Human Resources will discuss the available work schedule with the injured employee's supervisor.

The Third Party Administrator (TPA) will continually monitor recuperative post status. Employees will be assigned to the RTW program until a physician provides a written release for the employee to return to work at his/her regular position. Normally, the program will last a maximum of ninety days.

Employees do not waive any rights to Workers' Compensation benefits by participating in the RTW program. Employees participating in the RTW program will continue to be covered by the Workers' Compensation Act for all reasonable and necessary medical expenses and disability benefits related to the injury or illness.

Appendix D

Department of Correction Recuperative Post Process Outline

Department of Correction Recuperative Post Process Outline

- ✧ Licensed network physician clears employee for modified duty
- ✧ Medical report/slip indicating work clearance is received by the TPA Claim Department
- ✧ TPA Claim Department notifies Department of Correction Personnel Officer responsible for claimant's facility/location, that claimant has been cleared for modified duty. Personnel Officer, in turn, identifies appropriate recuperative post and the availability of such post
- ✧ Claim Department Medical Case Manager or Adjuster sends the RECUPERATIVE POST PACKAGE to the doctor for completion
- ✧ Completed PACKAGE is returned to sender
- ✧ PACKAGE immediately faxed to appropriate Department of Correction Personnel Officer
- ✧ Personnel Officer contacts employee by telephone to discuss placement, including start date, and confirms in writing with copy to Department of Correction Workers' Compensation Unit

Total Recoup Posts Manned and Available

Date: 1/18/2007

Facility	1/2/2007		Posts Available						Posts Manned			Reason		Other	new this week	out this week	
	Emp on WC	NP4	Other	Reg	Lieut	Coun	Other	Reg	Lieut	Coun	Other	WC	illness				preg
Bergin	2			6	2	1								2			
BOP-Comm. Serv	4	1		4													
Bridgeport	22			9	3	1	1	5						4	1	Admin. Post.	2
Brooklyn	2			4	3	1		1						1			
CRCI	4	1		6	1	1		3						2	1		1
Central Office	2			4													
Central Trans	4																
Facilities Mgmt				4													
Cheshire	16			12	2	2		9						7	2		1
Corrigan/Radgowski	11			15	3	1		6	1					2	5	Admin	1
Enfield	4	1		7	1	1	1	1								Admin. Post	1
Garner	15	4		15	2	1	1	4						3	1		1
Gates	3			8	3	1											
Hartford	4	1		10	1	1		1							1		
MacDougall/Walker	15	1		17	1	2		2							2	Admin. Post, clerical	
Maloney		1		5			2										
MYI	15			5	1	1		2	1					2	1		1
New Haven	16	2		10	3	1		5						1	4		
Northern	9			9	2	1		3						2	1		1
Osborn	8			5	1	1	1									Capt Post	
Webster	7	2		3	1	1	1	2						2		Mgr Admin	1
Willard/Cybulski	1			6	1	2		1							1		1
York	14			11	3	1		1						2			1
Totals	178	14		175	34	21	7	47	2	1	0	30	20	0			9
Total Posts Avail	237																
Total Posts Filled	50																
Total Vacant Posts	187																
Posts filled due to WC	30																
Posts filled due to Other	20																

Total Recoup Posts Manned and Available												Date:	1/8/2007			
Facility	1/2/2007		Posts Available			Posts Manned			Reason		Other	new this week	out this week			
	Emp on WC	NP4	Other	Reg	Lieut	Other	Reg	Lieut	Other	WC				Illness	preg	
Meriden	2			6	2	1		2								
OP-Comm. Serv	4		1	4												
Ridgeport	22			9	3	2		5		1						1
Brooklyn	2			4	3	1		1		1						
RCI	4		1	6	1			2		1						
Central Office	2			4												
Central Trans	4															
Facilities Mgmt				4												
Wethersfield	16			12	2	2		9		6						3
Corrigan/Radgowski	11			15	3	1		5		2						1
Windsor	4		1	7	1	2		2								1
Warner	15		4	15	2	1		3		1						5
Wates	3			8	3	1										
Warford	4		1	10	1	1		1								
MacDougall/Walker	15		1	17	1	2		2								1
Maloney			1	5		1										
WYI	15			5	1			2		1						1
New Haven	16		2	10	3			4		1						1
Northford	9			9	2			2		1						1
Windsor	8			5	1	1										
Webster	7		2	3	1	2		1								2
Willard/Cybulski	1			6	1	2		1		1						2
Worthington	14			11	3	1		2		1						1
Totals	178	14		175	34	21		42	4	28	20	0				8
Total Posts Avail				230												
Total Posts Filled				48												
Total Vacant Posts				182												
Posts filled due to WC				28												
Posts filled due to Other				20												

Total Recoup Posts Manned and Available

Date: 12/29/2006

12/1/2006

Facility	Emp on WC		Posts Available		Posts Manned		Reason		Other	new this week	out this week
	NP4	Other	Reg	Lieut	Reg	Lieut	WC	illness			
Argin	3		6	2	1	2		2	records-counsl.	1	
AP-Comm. Serv		1	4								
Edgeport	22	1	9	3	2	6	1	5	Admin. Post, couns		
Brooklyn	3		4	3	1	1	1	1	Counselor	1	
CI	4	1	6	1		2		1	Records, Obj Unit		
Central Office	2		4								
Central Trans	2										
Facilities Mgmt			4								
Sheshire	17		12	2	2	6		4	2 Counselors	2	2
Triggan/Radgowski	9		15	3	1	5	1	2	Couns/Records	3	
Field	5	1	7	1	2	1		1	Records, Admin		
Ermer	19	3	15	2	1	8	1	7	Admin. Post	5	
Estes	3		8	3	1				Counselor		
Hartford	2	1	10	1	1	1			Counselor		
McDougall/Walker	14	1	17	1	2	3		1	2 Counselors		
Honey			5		1				Admin. Post		
Il	17		5	1		1	1	2		1	1
Law Haven	15	2	10	3		5		1			2
Northem	8		9	2		1					
Northem	7		5	1	1				Capt Post		
Robster	5	1	3	1	2	2		2	Records/Couns.		
Hard/Cybulski	1		6	1	2	2		2	Mgr Admin		
Clark	15		11	3	1	1	1	2	2 Counselors		
Tals	173	12	175	34	21	47	4	33	Counselor	13	5
Total Posts Avail			230								
Total Posts Filled			53								
Total Vacant Posts			177								
Posts filled due to WC			33								
Posts filled due to Other			20								

Total Recoup Posts Manned and Available										Date:	12/12/2006											
Facility	Emp on WC		Posts Available		Posts Manned		Reason		Other	new this week	out this week											
	NP4	Other	Reg	Lieut	Other	Reg	Lieut	Other				WC	Other	Reg	Lieut	Other	WC	Other	Reg	Lieut	Other	WC
Bergin	3		6	2	1				1												1	
BOP-Comm. Serv		1	4																		2	
Bridgeport	22	1	9	3	1	6	1		5													
Brooklyn	3		4	3	1		1														1	
CRCI	4	1	6	1		2			1													
Central Office	2		4																			
Central Trans	2																					
Facilities Mgmt			4																			
Cheshire	17		12	2	2	4	2		3												2	
Corrigan/Radgowski	9		15	3	1	2	1		1												1	
Enfield	5	1	7	1	2	1			1												2	
Garner	19	3	15	2	1	3			3													
Gates	3		8	3	1																	
Hartford	2	1	10	1	1	1															1	
MacDougall/Walker	14	1	17	1	2	3			1													
Maloney			5		1	1			1													
MY1	17		5	1		1	1		1												3	
New Haven	15	2	10	3		6			1												1	
Northern	8		9	2		1															2	
Osborn	7		5	1	1																	
Webster	5	1	3	1	2	2																
Willard/Cybulski	1		6	1	2	2																
York	15		11	3	1	1			1												13	
Totals	173	12	175	34	20	36	6	2	24	20											18	
Total Posts Avail			229																			
Total Posts Filled			44																			
Total Vacant Posts			185																			
Posts filled due to WC			24																			
Posts filled due to Other			20																			

Total Recoup Posts Manned and Available

Date: 11/27/2006

Facility	11/2/2006		Posts Available				Posts Manned				Reason		Other	new this week	out this week	
	Emp on WC		Reg	Lieut	Other	Reg	Lieut	Other	WC	Other	Reason					
	NP4	Other									WC	Other				
Bergin	2		6	2	1								records-counsl.		1	
BOP-Comm. Serv		1	4													
Bridgeport	22	1	9	3	1	5						5	Admin. Post	1		
Brooklyn	5		4	3				1								
CRCI	7	2	6	1		2						1	Records, Obj Unit			
Central Office	1		4													
Central Trans	2															
Facilities Mgmt	1		4													
Cheshire	17	1	13	2	2	5	1		1	6			2 Counselors			
Corrigan/Radgowski	10		15	3	1	5				4			Couns/Records			
Enfield	7	1	7	1	2	1				1			Records, Admin			
Garner	21	3	15	2	1	4			1	4			Admin. Post			
Gates	3	1	8	3	1								Counselor			
Hartford	2	1	10	1		2				1						
MacDougall/Walker	16	1	17	1		4				1						
Maloney	0		5		1								Admin. Post			
NY1	14	1	5	1		2	1			2					1	
New Haven	15	2	10	3		4				1						
Northern	5		9	2		2				2					3	
Osborn	6		5	1	1										1	
Webster	6	1	3	1	2								Capt Post			
Villard/Cybulski	3		6	1	2	2						2	Records/Couns.			
York	13		12	3	1	1			1	3			Mgr Admin			
Totals	178	16	177	34	16	44	3	4	33	15				3	6	
total Posts Avail			227													
total Posts Filled			48													
total Vacant Posts			179													
posts filled due to WC			33													
posts filled due to Other			15													

Total Recoup Posts Manned and Available										Date:	11/20/2006	new this week	out this week	
Facility	11/2/2006		Posts Available		Posts Manned		Reason		Other	1 records-couns.	2 Admin. Post	1 Records, Obj Unit	2	2
	Emp on WC	NP4	Other	Reg	Lieut	Other	Reg	Lieut						
gin	2		6	2	1									
P-Comm. Serv	1		4						2					
dgeport	22	1	9	3	1					1				1
ooklyn	5		4	3										
CI	7	2	6	1					1					
entral Office	1		4											
entral Trans	2													
acilities Mgmt	1		4											
eshire	17	1	13	2	2		5	1	6	1	2	1	2	2
urrian/Radgowski	10		15	3	1		5		4					2
ifield	7	1	7	1	2		1		1					
arner	21	3	15	2	1		4		4					2
ates	3	1	8	3	1									
irtford	2	1	10	1			2		1					
acDougall/Walker	16	1	17	1			4							
aloney	0		5		1									
YI	14	1	5	1			2		2					3
aw Haven	15	2	10	3			4	3	3	4				
orthem	5		9	2			3		1					2
sborn	6		5	1	1									
ebster	6	1	3	1	2		2							1
illard/Cybulski	3		6	1	2		2		1	3	0	2		
ork	13		12	3	1		2		2					8
otals	178	16	177	34	16		43	5	33	18				7
otal Posts Avail			227											
otal Posts Filled			51											
otal Vacant Posts			176											
osts filled due to WC			33											
osts filled due to Other			18											

Total Recup Posts Manned and Available										Date:	11/6/2006		new this week	out this week
Facility	11/2/2006		Posts Available		Posts Manned		Reason		Other	WC	Other	1 records-counsl.		
	Emp on WC	NP4	Other	Reg	Lieut	Other	Reg	Lieut						
Mergerin	2		6	2	1									
OP-Comm. Serv		1	4											
Bridgeport	22	1	9	3	1	4			2		2	Admin. Post		
Brooklyn	5		4	3		1	1				2			1
RCI	7	2	6	1		2			1		1	Records, Obj Unit		
Central Office	1		4											
Central Trans	2													
Facilities Mgnt	1		4											
Weshire	17	1	13	2	2	3	1	1	4		1	2 Counselors		1
Morrigan/Radgowski	10		15	3	1	4	1		4		1	Couns/Records		1
Wnfield	7	1	7	1	2	1			1			Records, Admin		
Warmer	21	3	15	2	1	4	1		4		1	Admin. Post		1
Wates	3	1	8	3	1	1					1	Counselor		
Wartford	2	1	10	1		2					1			1
MacDougall/Walker	16	1	18	1		4			1		3			
Waloney	0		5		1							Admin. Post		
WYI	14	1	5	1		2					2			
New Haven	15	2	10	3		1	3		2		2			
Worthern	5		9	2		3			1		2			
Wsborn	6		5	1	1	2			1		1	Capt Post		
Webster	6	1	3	1	2	1						Records/Couns.		
Willard/Cybulski	3		6	1	2	2		1			2	Mgr Admin		
Worke	13		12	3	1	2			2		2	1 2 Counselors		
Totals	178	16	178	34	16	40	6	3	29	20	0			5
Total Posts Avail			228											
Total Posts Filled			49											
Total Vacant Posts			179											
posts filled due to WC			29											
posts filled due to Other			20											

Total Recoup Posts Manned and Available												Date:	10/30/2006
Facility	Emp on WC		Posts Available			Posts Manned			Reason			new this week	out this week
	NP4	Other	Reg	Lieut	Other	Reg	Lieut	Other	WC	Other	Other		
Bergin	1		6	2	1	1					1 records-counsl.		
BOP-Comm. Serv		1	4										
Bridgeport	25	1	9	3	1	4				2	2 Admin. Post		
Brooklyn	2		4	3			1				1		
CRCI	5	1	6	1		2				1	1 Records, Obj Unit	1	1
Central Office		2	4										
Central Trans	4												
Facilities Mgnt			4										
Cheshire	20		13	2	2	4	1	1	5	1	2 Counselors	1	2
Corrigan/Radgowski	11		15	3	1	4	1		3	2	Couns/Records		
Enfield	8	1	7	1	2	1			1	1	Records, Admin		3
Garner	22	1	15	2	1	5		1	5	1	Admin. Post		
Gates	2	1	8	3	1	1				1	Counselor		
Hartford	2	1	10	1		3			1	2			
MacDougall/Walker	17	1	18	1		4			1	3			2
Maloney			5	1	1						Admin. Post		2
MYI	10	1	5	1		2							
New Haven	14	2	10	3		1	3		2	2			
Northern	4		9	2		3			1	2			
Osborn	6	1	5	1	1	2			1	1	Capt Post	1	1
Nebster	4	2	3	1	2	1					Records/Couns.		
Millard/Cybulski	6		6	1	2	2			1	2	Mgr Admin		
York	12		12	3	1	2			2	2	1 2 Counselors		
Totals	175	16	178	34	16	42	6	3	30	21		6	13
total Posts Avail			228										
total Posts Filled			51										
total Vacant Posts			177										
posts filled due to WC			30										
posts filled due to Other			21										

Total Recoup Posts Manned and Available										Date:	10/23/2006		new this week	out this week
Facility	10/2/2006		Posts Available			Posts Manned			Reason		Other	1	records-counsl.	
	Emp on WC NP4	Other	Reg	Lieut	Other	Reg	Lieut	Other	WC	Other				
Bergin	1		6	2	1	1								
BOP-Comm. Serv		1	4											
Bridgeport	25	1	9	3	1	4			2		2	Admin. Post	1	
Brooklyn	2		4	3		1	1						2	
CRCI	5	1	6	1		2			1		1	Records, Obj Unit		
Central Office		2	4											
Central Trans	4													
Facilities Mgmt			4											
Cheshire	20		13	2	2	5	1	1	5		2	2 Counselors	3	
Corrigan/Radgowski	11		15	3	1	4	1		3		2	Couns/Records		
Enfield	8	1	7	1	2	4			3		1	Records, Admin		
Gamer	22	1	15	2	1	5		1	5		1	Admin. Post	1	
Gates	2	1	8	3	1	1					1	Counselor	1	
Hartford	2	1	10	1		5			1		4		1	
MacDougall/Walker	17	1	18	1		2			1		1			
Maloney			5		1							Admin. Post		
MY1	10	1	5	1		2			2				1	
New Haven	14	2	10	3		1	3		2		2			
Northern	4		9	2		5			2		3		1	
Osborn	6	1	5	1	1	2			2			Capt Post		
Webster	4	2	3	1	2	1			1			Records/Couns. Mgr Admin	1	
Willard/Cybulski	6		6	1	2	2		1	2		1	2 Counselors		
York	12		12	3	1	1			1		2	Counselor	4	
Totals	175	16	178	34	16	48	6	3	33	24	4		13	
Total Posts Avail			228											
Total Posts Filled			57											
Total Vacant Posts			171											
Posts filled due to WC			33											
Posts filled due to Other			24											

Total Recoup Posts Manned and Available										Date:	10/10/2006		new this week	out this week
Facility	Emp on WC 10/2/2006		Posts Available			Posts Manned			Reason		Other	1 records-counsl.		
	NP4	Other	Reg	Lieut	Other	Reg	Lieut	Other	WC	Other				
Bergin	1		6	2	1									
BOP-Comm. Serv		1	4											
Bridgeport	25	1	9	3	1	4	1		1	4	Admin. Post		1	1
Brooklyn	2		4	3										
CRCI	5	1	6	1		2			1	1	Records, Obj Unit			
Central Office		2	4											
Central Trans	4													
Facilities Mgnt			4											
Cheshire	20		13	2	2	7	2	1	8	2	2 Counselors		3	5
Corrigan/Radowski	11		15	3	1	4	1		4	1	Couns/Records		1	1
Enfield	8	1	7	1	2	4			4	0	Records, Admin			
Garner	22	1	15	2	1	4	1		3	2	Admin. Post		2	2
Gates	2	1	8	3	1	2			1	1	Counselor			
Hartford	2	1	10	1		5			3	2			3	3
MacDougall/Walker	17	1	18	1		2			2					1
Maloney			5		1						Admin. Post			
MYI	10	1	5	1		3	1		3	1			1	
New Haven	14	2	10	3		1	3		2	2				
Northern	4		9	2		6			3	3				
Osborn	6	1	5	1	1	2			1	1	Capt Post		1	
Webster	4	2	3	1	2						Records/Couns. Mgr Admin			
Willard/Cybulski	6		6	1	2	2		1	2	1	2 Counselors		1	
York	12		12	3	1	5			3	2	Counselor			1
Totals	175	16	178	34	16	54	9	2	41	24			13	11
Total Posts Avail			228											
Total Posts Filled			65											
Total Vacant Posts			163											
Posts filled due to WC			41											
Posts filled due to Other			24											

Total Recoup Posts Manned and Available												Date:	9/18/2006	new this week	out this week
Facility	9/1/2006		Posts Available			Posts Manned			Reason		Other				
	NP4	Other	Reg	Lieut	Other	Reg	Lieut	Other	WC	Other					
Bergin	1		6	2	1	1			1	records-counsl.					
BOP-Comm. Serv	1	1	4												
Bridgeport	29	1	9	3	1	4	1		1	Admin. Post					
Brooklyn	3		4	3											
CRCI	4	1	6	1		2			1	Records, Obj Unit				1	
Central Office	4	2	4												
Central Trans															
Facilities Mgnt			4												
Cheshire	17	2	13	2	2	10	2	1	9	42 Counselors				2	
Corrigan/Radgowski	10		15	3	1	4	1		4	Couns/Records					
Enfield	8	2	7	1	2	4			4	Records, Admin					
Garner	23	3	15	2	1	5			3	Admin. Post				1	
Gates	2	1	8	3	1	2			1	Counselor				2	
Hartford	2	1	10	1		2			2					1	
MacDougall/Walker	18	1	18	1		3			2					1	
Maloney			5		1					Admin. Post					
MYI	14	2	5	1		2	1		3					1	
New Haven	11	1	10	3		1	3		2					1	
Northern	4		9	2		6			3					1	
Osborn	7		5	1	1	1			1	Capt Post					
Webster	5	1	3	1	2					Records/Couns.					
Willard/Cybulski	7	1	6	1	1	1		1	2	Mgr Admin					
York	12	2	12	3	1	6			3	Counselor					
Totals	182	22	178	34	15	54	8	2	41	23				8	
Total Posts Avail			227												
Total Posts Filled			64												
Total Vacant Posts			163												
Posts filled due to WC			41												
Posts filled due to Other			23												

Total Recoup Posts Manned and Available

Facility	9/11/2006		9/11/2006						Date:		new this week	out this week		
	Emp on WC		Posts Available			Posts Manned			Reason					
	NP4	Other	Reg	Lieut	Other	Reg	Lieut	Other	WC	Other				
Bergin	1		6	2	1	1					1	records-couns.		
BOP-Comm. Serv	1	1	4											
Bridgeport	29	1	9	3	1	4	1		1		4	Admin. Post		
Brooklyn	3		4	3										
CRCI	4	1	6	1		3			2		1	Records, Obj Unit		
Central Office	4	2	4											
Central Trans														
Facilities Mgmt			4											
Cheshire	17	2	13	2	2	10	1		9		2	2 Counselors	1	1
Corrigan/Radgowski	10		15	3	1	4	1		4		1	Couns/Records		
Enfield	8	2	7	1	2	4			4		0	Records, Admin		
Garner	23	3	15	2	1	4			2		2	Admin. Post		1
Gates	2	1	8	3	1	4			2		2	Counselor		
Hartford	2	1	10	1		1					1			
MacDougall/Walker	18	1	18	1		4			2		2			
Maloney			5		1							Admin. Post		
MYI	14	2	5	1		1	1		2					2
New Haven	11	1	10	3										
Northern	4		9	2		6			3		3			2
Osborn	7		5	1	1	1			1			Capt Post		
Webster	5	1	3	1	2							Records/Couns.		
Willard/Cybulski	7	1	6	1	1	1		1	2			Mgr Admin		
York	12	2	12	3	1	6			3		3	Counselor	1	1
Totals	182	22	178	34	15	54	3	2	37	22	4		4	6
Total Posts Avail			227											
Total Posts Filled			59											
Total Vacant Posts			168											
Posts filled due to WC			37											
Posts filled due to Other			22											

Total Recoup Posts Manned and Available

Facility	Posts Available			Posts Manned			Date:	9/6/2006			new this week	out this week
	Regular	Lieut	Other	Regular	Lieut	Other		Reason				
								WC	Other	Other		
Bergin	5	2	1	1					1	records-couns.		
BOP-Comm. Serv	4											
Bridgeport	9	3	1	4	1				1	Admin. Post	1	
Brooklyn	7	3										
CRCI	6	1		3					2	Records, Obj Unit		
Central Office	4											
Central Trans												
Facilities Mgnt	4											
Cheshire	13	2	2	10					9	2 Counselors	4	
Corrigan/Radgowski	13	3	1	4	1				4	1 Couns/Records	1	
Enfield	7	1	2	4					4	0 Records, Admin		
Garner	15	2	1	4					2	3 Admin. Post	1	
Gates	8	3	1	4					2	Counselor		
Hartford	10	1		1					1		1	
MacDougall/Walker	18	1		4					2		1	
Maloney	5		1							Admin. Post		
MYI	5	1		2	1				2			
New Haven	10	3										
Northern	9	2		5					2		2	
Osborn	5	1	1	1					1	Capt Post		
Webster	3	1	2							Records/Couns.		
Willard/Cybulski	6	1	1	1					2	Mgr Admin		
York	12	3	1	6					3	Counselor	2	
Totals	178	34	15	54	3	3			36		24	13
Total Posts Avail	227											
Total Posts Filled	60											
Total Vacant Posts	167											
Posts filled due to WC	36											
Posts filled due to Other	24											

Total Recoup Posts Manned and Available

Facility	Posts Available			Posts Manned			Reason			Other	new this week	out this week	
	Regular	Lieut	Other	Regular	Lieut	Other	8/22/2006						
							WC	Other	Other				
Bergin	5	2	1	1					1	records-counsl.			
BOP-Comm. Serv	4												
Bridgeport	9	3	1	3	1			1	3	Admin. Post			
Brooklyn	7	3											
CRCI	6	1		3				2	1	Records, Obj Unit			
Central Office	4												
Central Trans													
Facilities Mgmt	4												
Cheshire	13	2	2	7	1			7	1	2 Counselors		1	
Corrigan/Radgowski	13	3	1	3	1			4		Couns/Records			
Enfield	7	1	2	4				4	0	Records, Admin			
Garner	15	2	1	4				2	3	Admin. Post		1	
Gates	8	3	1	4				2	2	Counselor			
Hartford	10	1		1					1			2	
MacDougall/Walker	18	1		5				2	3				
Maloney	5		1							Admin. Post			
MYI	5	1		4	1			4	1				
New Haven	10	3											
Northern	9	2		3				2	1				
Osborn	5	1	1	1				1		Capt Post			
Webster	3	1	2							Records/Couns.			
Willard/Cybulski	6	1	1	1				1	2	Mgr Admin		1	
York	12	3	1	4				2	2	Counselor			
Totals	178	34	15	48	3	3	3	35	19			2	8
Total Posts Avail	227												
Total Posts Filled	54												
Total Vacant Posts	173												
Posts filled due to WC	35												
Posts filled due to Other	19												

Total Recoup Posts Manned and Available										Date:	8/14/2006		Reason		Other		new		out	
Facility	Posts Available			Posts Manned			WC		Other		new	out	this	week	this	week	1	1		
	Regular	Lieut	Other	Regular	Lieut	Other	WC	Other												
Bergin	5	2	1	1						1	records-counsl.	1								
BOP-Comm. Serv	4																			
Bridgeport	9	3	1	3	1			1		3	Admin. Post	2								
Brooklyn	7	3																		
CRCI	6	1		3				2		1	Records, Obj Unit	1								
Central Office	4																			
Central Trans																				
Facilities Mgmt	4																			
Cheshire	13	2	2	8	1			8		1	2 Counselors	1								
Corrigan/Radgowski	13	3	1	3	1			4		1	Couns/Records	2								
Enfield	7	1	2	4				4		0	Records, Admin	2								
Garner	15	2	1	7	1			6		3	Admin. Post	1								
Gates	8	3	1	3				2		1	Counselor	3								
Hartford	10	1		3				3		3		1								
MacDougall/Walker	18	1		5				2		3		1								
Maloney	5		1	1							Admin. Post									
MYI	5	1		4	1			4		1		1								
New Haven	10	3																		
Northern	9	2		3				2		1										
Osborn	5	1	1	1				1		1	Capt Post	1								
Webster	3	1	2								Records/Couns.									
Willard/Cybulski	6	1	1	1				1			Mgr Admin									
York	12	3	1	4				2		2	Counselor	1								
Totals	178	34	15	53	4	2	39	20	17	15										
Total Posts Avail	227																			
Total Posts Filled	59																			
Total Vacant Posts	168																			
Posts filled due to WC	39																			
Posts filled due to Other	20																			