



# Commission of Correction


**ALLEN RILEY**  
Chairman

**THOMAS J. LOUGHREN**  
Commissioner

**YOLANDA CANTY**  
Commissioner

## MEMORANDUM

**TO:** COMMISSION MEMBERS

**FROM:** Brian Callahan, General Counsel 

**RE:** AGENDA FOR SUPPLEMENTAL COMMISSION MEETING

**DATE:** February 2, 2022 at **11:00AM**

**LOCATION:** Alfred E. Smith Building, 80 So. Swan Street, 12<sup>th</sup> Floor,  
Albany, New York.

**Note:** In the interest of public health and as authorized by Chapter 1 of the Laws of 2022, members of the public are currently prohibited from attending in person. The meeting will be live streamed at:  
<https://scoc.ny.gov/commissionmeetings.htm>

- I. **VARIANCE**  
**Westchester County Department of Probation**  
**Woodfield Juvenile Detention Center**  
**19-V-08**  
Use of West Wing  
Section 7320.4
  
- II. **MAXIMUM FACILITY CAPACITY**  
**Westchester County Department of Probation**  
**Woodfield Juvenile Detention Center**  
Reformulation of MFC

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Name of Facility: Woodfield Detention Center      Variance # 19-V-08

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New  Renewal: X

Relief from Standard: 7320.4

Application by:

Date Request Rec: N/A

Last Approved: 11/16/21    Length of Approval: until 3/1/22    Expiration: 3/1/22

Write-up Prepared by: Larry Roe

Recommendation by Field Staff: Revoke Variance.

Recommendation at Briefing:

**Final Recommendation:** In light of concerns relative to the physical plant of the West Wing Trailer [REDACTED] it is recommended that this variance be revoked.

**SUMMARY OF VARIANCE REQUEST**

**VARIANCE HISTORY**

This variance started due to the SCOC zeroing out the MFC in these areas due to construction concerns in the main building.

**RECOMMENDED CONDITIONS IF APPROVED**

No conditions recommended as the recommendation for this variance is to be revoked due to safety and security concerns as documented.

**CONSTRUCTION/RENOVATION PLANS**

**OTHER VARIANCES IN EFFECT**

**STAFF INFORMATION AFTER SITE VISIT (DATE OF LAST VISIT TO**

**FACILITY):** Last Site Visit of January 27, 2022, by Amanda Grimes and Larry Roe.

This variance is being recommended for revocation [REDACTED]

**DATE OF LAST CYCLE VISIT THAT STANDARD VIOLATIONS WERE IDENTIFIED:**

**ANY OPEN MINIMUM STANDARD VIOLATIONS:**

**ANY VIOLATIONS WHICH PERTAIN TO THE VARIANCE'S CONDITIONS:**

**JUSTIFICATION FOR WHY VARIANCE SHOULD OR SHOULD NOT BE**

**EXTENDED:** This variance is being recommended for revocation [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**REVIEWED BY REGIONAL SUPERVISOR:** Larry Roe **DATE:** 1 / 2 8 / 2 2

**OFFICIAL USE ONLY:**

NOTES OF MEETING: \_\_\_\_\_

(09/18)



**Commission of  
Correction**

**MAXIMUM FACILITY CAPACITY**

**For the**

**Woodfield Detention Center  
Specialized Secure Detention Facility**

**Valhalla, New York**

February 2, 2022

**Allen Riley**  
*Chairman*

**Thomas J. Loughren**  
*Commissioner*

**Yolanda Canty**  
*Commissioner*

## **Woodfield Specialized Secure Detention – MFC 2022**

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**NOTE: ONLY LIVING UNITS AND SPECIAL MANAGEMENT UNITS WHICH MEET THE FOLLOWING REQUIREMENTS PURSUANT TO 9 NYCRR PART 7320 ARE TO BE INCLUDED IN THIS CAPACITY FORMULATION.**

### **INDIVIDUAL OCCUPANCY ROOM:**

1. Each such room shall have an individually controlled locking device secured from youth access and be equipped to accommodate one youth.
2. Each such room shall contain at least 70 square feet of floor space, if such room was originally constructed for single occupancy prior to the effective date of 9 NYCRR Part 7320.
3. Each such room shall contain:  
One (1) bed and mattress; mattresses shall be constructed of fire-retardant material.

### **LIVING UNIT:**

1. Sufficient showers shall be available to permit each youth to shower daily.
2. At least one functioning toilet, sink and shower for every eight (8) youth confined within a living unit.
3. Each individual occupancy room constructed after the effective date of 9 NYCRR 7320 shall provide a minimum of 25 square feet of unencumbered living unit space per youth adjacent and accessible to such unit.

### **SPECIAL MANAGEMENT UNIT:**

Each such unit used to house youth separate and apart from general population for purposes including but not limited to:

- a. Medical treatment;
- b. Classification and orientation; or
- c. Mental health.

## Woodfield Specialized Secure Detention – MFC 2022

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### **LIVING UNITS**

<b>Name of Living Unit</b>	<b>Number of Individual Occupancy Rooms</b>	<b>Number of Toilets</b>	<b>Number of Sinks</b>	<b>Number of Showers</b>	<b>Size of Unit (Sq. Ft. of Floor Space)</b>	<b>Maximum Youth Capacity</b>
East Wing	7	2	2	2	70 sq. ft.	7
West Wing *	17	2.5	4	3	70 sq. ft.	17

**Note: The West Wing housing area urinal is calculated at one-half of a toilet**

**Living Unit Total: 24**

### **SPECIAL MANAGEMENT UNIT**

<b>Name of Living Unit</b>	<b>Number of Individual Occupancy Rooms</b>	<b>Number of Toilets</b>	<b>Number of Sinks</b>	<b>Number of Showers</b>	<b>Size of Unit (Sq. Ft. of Floor Space)</b>	<b>Maximum Youth Capacity</b>
N/A						0

**Special Management Unit Total: 0**

## Woodfield Specialized Secure Detention – MFC 2022

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Unit Type	TOTALS
Subtotal Individual Occupancy Rooms Used as Living Unit	24
Subtotal Individual Occupancy Rooms Used for Special Management	0
<b>MAXIMUM FACILITY CAPACITY:</b>	<b>24</b>

Other identified areas not rated as part of Maximum Facility Capacity: Yes ( ) No (X)

The above-noted capacity is based upon the following:

1. The number of properly equipped individual occupancy rooms, including the number of properly equipped special management units;
2. The total number of youth housed within the facility shall not exceed the maximum facility capacity; and
3. The facility's ability to provide required programs and services and to comply with other rules and regulations of 9 NYCRR Chapter III which are related to facility capacity.

### **JUSTIFICATION FOR CHANGE IN MFC**

This MFC document is being revised due to identified safety and security concerns that the physical plant of the modular housing trailers is no longer safe to house youth.

To the best of my knowledge all information contained in this formulation is correct:

Reviewed by: Keith Zobel



Deputy Director 2/1/22

Approved by: Terrence Moran



Director 2/1/22