




**Commission of  
Correction**

**ALLEN RILEY**  
Chairman

**YOLANDA CANTY**  
Commissioner

**M E M O R A N D U M**

**TO:** COMMISSION MEMBERS  
**FROM:** Brian Callahan, General Counsel   
**RE:** AGENDA FOR COMMISSION MEETING  
**DATE:** March 6, 2024 at **12:30PM**

**LOCATION:** Alfred E. Smith Building, 80 So. Swan Street, 12<sup>th</sup> Floor,  
Albany, New York 12210, Valley Stream, New York and Earlville,  
New York.

*\*Please be advised that proper identification is required at front desk  
located at 80 So. Swan Street, Albany, New York*

**I. MAXIMUM FACILITY CAPACITY**

- A. New York City Department of Correction  
Rose M. Singer Center  
Revised MFC**



**Commission of  
Correction**

**MAXIMUM FACILITY CAPACITY**

**For the**

**Rose M. Singer Center (RMSC)**

**East Elmhurst, New York**

March 6, 2024

**Allen Riley**  
*Chairman*

**Yolanda Canty**  
*Commissioner*

## ROSE M. SINGER CENTER– MFC 2024

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**NOTE: INDIVIDUAL OCCUPANCY HOUSING UNITS AND MULTIPLE OCCUPANCY HOUSING UNITS WHICH MEET THE FOLLOWING REQUIREMENTS PURSUANT TO 9 NYCRR PART 7040 ARE TO BE INCLUDED IN THE MAXIMUM FACILITY CAPACITY FORMULATION.**

### **I. INDIVIDUAL OCCUPANCY HOUSING UNITS:**

1. Each such unit shall only house one (1) incarcerated individual and contain at least 60 square feet of floor space.
2. Each such individual occupancy housing unit shall contain:
  - One (1) bed and mattress;
  - One (1) functioning toilet; and
  - One (1) functioning sink.
3. Sufficient showers shall be available to permit each incarcerated individual to shower daily.
4. Each tier or section of individual housing units constructed after the effective date of 9 NYCRR 7040 shall provide dayroom space adjacent and accessible to such tier or section.

### **EXCEPTIONS:**

1. A unit may contain less than 60 square feet of floor space if such unit was originally constructed for single occupancy prior to the effective date of 9 NYCRR Part 7040.
2. Each such unit used to house incarcerated individuals apart from general population for the purpose of medical observation or treatment shall have a minimum of 80 square feet of floor space.

### **II. MULTIPLE OCCUPANCY HOUSING UNITS:**

1. Each such unit shall provide a minimum of 50 square feet of floor space per incarcerated individual in the sleeping area.
2. Each such unit shall house no more than 60 incarcerated individuals.
3. Each such unit shall have a bed and mattress for each incarcerated individual.
4. Each such unit shall have at least:
  - One (1) functioning toilet for every 12 incarcerated individuals;
  - One (1) functioning shower for every 15 incarcerated individuals; and
  - One (1) functioning sink for every 12 incarcerated individuals.
5. Each such unit shall provide a minimum of 25 square feet of dayroom space immediately adjacent and accessible to the sleeping area.

### **EXCEPTIONS:**

1. Each such unit used to house incarcerated individuals apart from general population for the purpose of medical observation or treatment shall have a minimum of 80 square feet of floor space.

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### **III. UNITS CONTAINING BOTH INDIVIDUAL AND MULTIPLE OCCUPANCY HOUSING:**

1. The requirements as stipulated in I and II apply to all housing units consisting of both individual and multiple occupancy housing units.

#### **EXCEPTIONS:**

1. A unit may contain less than 60 square feet of floor space if such unit was originally constructed for single occupancy prior to the effective date of 9 NYCRR Part 7040.
2. Each such unit used to house incarcerated individuals apart from general population for the purpose of medical observation or treatment shall have a minimum of 80 square feet of floor space.

### **IV. NON-HOUSING AREAS USED FOR THE TEMPORARY DETENTION OF INDIVIDUALS**

1. These are used to identify areas within the facility that are used for the temporary detention of individuals. These areas do not increase the capacity of the facility.

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### IA. INDIVIDUAL OCCUPANCY HOUSING UNITS USED FOR GENERAL HOUSING

Name of Housing Area/Section	Number of Individual Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	Number of Showers Available	Maximum Incarcerated Individual Capacity
Building 2	48	70 sq. ft.	6	48
Building 4	48	70 sq. ft.	6	48
Building 5	48	70 sq. ft.	6	48
Building 7	48	70 sq. ft.	6	48

Individual General Housing Unit Total: 192

### IB. INDIVIDUAL OCCUPANCY HOUSING UNITS USED FOR ADMISSIONS/ORIENTATION, MEDICAL AND MENTAL HEALTH OBSERVATION

Name of Housing Area/Section	Type of Housing	Number of Individual Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	Number of Showers Available	Maximum Incarcerated Individual Capacity
Building 1*	Mental Observation	43	70 sq. ft.	6	43
Building 3*	Mental Observation	34	70 sq. ft.	6	34
Nursery*	Medical	8	100 sq. ft.	3	8

Note: \* The Department is currently using numerous cells as storage rooms/offices. These former cells cannot be used as non-standard housing or as a cell. Reinstatement of these rooms as cells requires submittal of construction plans and approval by the Commission of Correction.

Individual Admissions/Orientation, Medical and Mental Health Observation  
Housing Unit Total:85

### IC. INDIVIDUAL OCCUPANCY HOUSING UNITS USED FOR SPECIAL HOUSING

Name of Housing Area/Section	Type of Special Housing	Number of Individual Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	Number of Showers Available	Maximum Incarcerated Individual Capacity
Building 6*	Administrative Segregation	47	70 sq. ft.	6	47
Building 10*	Administrative Segregation	44	70 sq. ft.	6	44
Building 11*	Administrative Segregation	44	70 sq. ft.	6	44
Building 12*	Administrative Segregation	44	70 sq. ft.	6	44

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Building 13*	Administrative Segregation	44	70 sq. ft.	6	<b>44</b>
Building 14*	Administrative Segregation	44	70 sq. ft.	6	<b>44</b>
Building 15*	Administrative Segregation	44	70 sq. ft.	6	<b>44</b>
Building 16*	Administrative Segregation	44	70 sq. ft.	6	<b>44</b>

**Note: \* The Department is currently using numerous cells as storage rooms/offices. These former cells cannot be used as non-standard housing or as a cell. Reinstatement of these rooms as cells requires submittal of construction plans and approval by the Commission of Correction.**

**Individual Special Housing Unit Total: 355**

### **IIA. MULTIPLE OCCUPANCY HOUSING UNITS USED FOR GENERAL HOUSING**

<b>Name of Housing Area/Section</b>	<b>Number of Toilets</b>	<b>Number of Sinks</b>	<b>Number of Showers Available</b>	<b>Total Size of Unit (Sq. Ft. of Floor Space)</b>	<b>Maximum Incarcerated Individual Capacity</b>
<b>A Side</b>					
Civil Dorm	1	1	1	390 sq. ft.	<b>2</b>
<b>800 Building</b>					
East 1A*	7	6	7	4384 sq. ft.	<b>50</b>
East 1B*	7	6	7	4384 sq. ft.	<b>50</b>
East 2A*	7	6	7	4384 sq. ft.	<b>50</b>
East 2B*	7	6	7	4384 sq. ft.	<b>50</b>
East 3A*	7	6	7	4384 sq. ft.	<b>50</b>
East 3B*	7	6	7	4384 sq. ft.	<b>50</b>
East 4A*	7	6	7	4384 sq. ft.	<b>50</b>
East 4B*	7	6	7	4384 sq. ft.	<b>50</b>
South 2A*	7	6	7	4384 sq. ft.	<b>50</b>
South 2B*	7	6	7	4384 sq. ft.	<b>50</b>
South 3A*	7	6	7	4384 sq. ft.	<b>50</b>
South 3B*	7	6	7	4384 sq. ft.	<b>50</b>
South 4A*	7	6	7	4384 sq. ft.	<b>50</b>
South 4B*	7	6	7	4384 sq. ft.	<b>50</b>
South 5A*	7	6	7	4384 sq. ft.	<b>50</b>
South 5B*	7	6	7	4384 sq. ft.	<b>50</b>

**Note: \* Units have sufficient square footage for additional rated capacity. Should the Department wish to increase the capacity, prior authorization of a construction project to install additional bunks submittal of construction plans and approval by the Commission of Correction**

**Multiple General Housing Unit Total: 702**

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**IIB. MULTIPLE OCCUPANCY HOUSING UNITS USED FOR ADMISSIONS/ORIENTATION, MEDICAL AND MENTAL HEALTH OBSERVATION**

Name of Housing Area/Section	Type of Housing	Number of Toilets	Number of Sinks	Number of Showers Available	Total Size of Unit (Sq. Ft. of Floor Space)	Maximum Incarcerated Individual Capacity
East 1A*	Mental Observation	7	6	7	4384 sq. ft.	50
East 1B*	Mental Observation	7	6	7	4384 sq. ft.	50

**Note: \* Units have sufficient square footage for additional rated capacity. Should the Department wish to increase the capacity, prior authorization of a construction project to install additional bunks submittal of construction plans and approval by the Commission of Correction**

**Multiple Admissions/Orientation, Medical and Mental Health Observation  
Housing Unit Total: 100**

**IIC. MULTIPLE OCCUPANCY HOUSING UNITS USED FOR SPECIAL HOUSING**

Name of Housing Area/Section	Type of Special Housing	Number of Toilets	Number of Sinks	Number of Showers Available	Total Size of Unit (Sq. Ft. of Floor Space)	Maximum Incarcerated Individual Capacity
Not Applicable						0

**Multiple Special Housing Unit Total: 0**

**IIIA. UNITS CONTAINING BOTH INDIVIDUAL AND MULTIPLE OCCUPANCY HOUSING USED FOR GENERAL HOUSING**

Name of Housing Area/Section	Number of Housing Units	Total Size of Unit (Sq. Ft. of Floor Space)	Number of Showers Available	Maximum Incarcerated Individual Capacity
Not Applicable				0

**Individual and Multiple Occupancy General Housing Unit Total: 0**

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**IIIB. UNITS CONTAINING BOTH INDIVIDUAL AND MULTIPLE OCCUPANCY HOUSING USED FOR ADMISSIONS/ORIENTATION, MEDICAL AND MENTAL HEALTH OBSERVATION**

<b>Name of Housing Area/Section</b>	<b>Type of Housing</b>	<b>Number of Housing Units</b>	<b>Total Size of Unit (Sq. Ft. of Floor Space)</b>	<b>Number of Showers Available</b>	<b>Maximum Incarcerated Individual Capacity</b>
<b>Infirmary Med-Lock</b>	Medical	20	5556 sq. ft.	3	<b>20</b>
	Medical	5	125 sq. ft.	1	<b>5</b>

**Note: \*The physical design of this housing unit is arranged specifically for infirmary beds and medical equipment which reduces the space and the number of beds allowed.**

**Individual and Multiple Occupancy Admissions/Orientation,  
Medical and Mental Health Housing Unit Total: 25**

**IIIC. UNITS CONTAINING BOTH INDIVIDUAL AND MULTIPLE OCCUPANCY HOUSING USED FOR SPECIAL HOUSING**

<b>Name of Housing Area/Section</b>	<b>Type of Special Housing</b>	<b>Number of Housing Units</b>	<b>Total Size of Unit (Sq. Ft. of Floor Space)</b>	<b>Number of Showers Available</b>	<b>Maximum Incarcerated Individual Capacity</b>
Not Applicable					0

**Individual and Multiple Occupancy Special Housing Unit Total: 0**



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### IV. NON-HOUSING AREAS USED FOR THE TEMPORARY DETENTION OF INDIVIDUALS

Name of Area/Section	Number of Toilets	Number of Sinks	Total Size of Area (Sq. Ft. of Floor Space)	Description of Use
<b>Facility Main Intake</b>				
Holding Pen 1	1	1	168 sq. ft.	The facility may hold up to eleven (11) incarcerated individuals in this area.
Holding Pen 2	1	1	163 sq. ft.	The facility may hold up to eleven (11) incarcerated individuals in this area.
Holding Pen 3	1	1	210 sq. ft.	The facility may hold up to fourteen (14) incarcerated individuals in this area.
Holding Pen 4	1	1	223 sq. ft.	The facility may hold up to fourteen (14) incarcerated individuals in this area.
Holding Pen 5	1	1	118 sq. ft.	The facility may hold up to seven (7) incarcerated individuals in this area.
Holding Pen 6	1	1	118 sq. ft.	The facility may hold up to seven (7) incarcerated individuals in this area.
Holding Pen 7	1	1	60 sq. ft.	The facility may hold up to four (4) incarcerated individuals in this area.
Holding Pen 8	1	1	60 sq. ft.	The facility may hold up to four (4) incarcerated individuals in this area.
Holding Pen 9	1	1	60 sq. ft.	The facility may hold up to four (4) incarcerated individuals in this area.
Holding Pen 10	1	1	244 sq. ft.	The facility may hold up to sixteen (16) incarcerated individuals in this area.
Holding Pen 11	1	1	247 sq. ft.	The facility may hold up to sixteen (16) incarcerated individuals in this area.
Holding Pen 12	0	0	155 sq. ft.	The facility maintains searching equipment within this area (Magnetometer, x-ray line scan, Boss Chair, etc.). This area is not authorized to hold incarcerated individuals other than the time needed to search an incarcerated individual.
Holding Pen 13	1	1	172 sq. ft.	The facility may hold up to eleven (11) incarcerated individuals in this area.

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<b>Building 8A Adjudication</b>				
Holding Pen 1	0	0	25 sq. ft.	The facility may hold one (1) incarcerated individual in this area.
Holding Pen 2	0	0	25 sq. ft.	The facility may hold up to one (1) incarcerated individual in this area.
<b>Building 8A Clinic</b>				
Holding Pen 1	0	0	20 sq. ft.	The facility may hold one (1) incarcerated individual in this area.
Holding Pen 2	0	0	27 sq. ft.	The facility may hold up to one (1) incarcerated individual in this area.
<b>Building 8B ESH* Intake</b>				
ESH Intake 2	1	1	70 sq. ft.	The facility may hold up to one (1) incarcerated individual in this area.
ESH Intake 3	1	1	70 sq. ft.	The facility may hold up to one (1) incarcerated individual in this area.
ESH Intake 4	1	1	70 sq. ft.	The facility may hold up to one (1) incarcerated individual in this area.
ESH Intake 5	1	1	70 sq. ft.	The facility may hold up to one (1) incarcerated individual in this area.
ESH Intake 6	1	1	70 sq. ft.	The facility may hold up to one (1) incarcerated individual in this area.
ESH Intake 8	1	1	70 sq. ft.	The facility may hold up to one (1) incarcerated individual in this area.
ESH Intake 9	1	1	70 sq. ft.	The facility may hold up to one (1) incarcerated individual in this area.
ESH Intake 10	1	1	70 sq. ft.	The facility may hold up to one (1) incarcerated individual in this area.
<b>ESH* 3-point search</b>				
Building 10	0	0	70 sq. ft.	This area is not authorized to hold incarcerated individuals other than the time needed to search an incarcerated individual.
Building 11	0	0	70 sq. ft.	This area is not authorized to hold incarcerated individuals other than the time needed to search an incarcerated individual.
Building 12	0	0	70 sq. ft.	This area is not authorized to hold incarcerated individuals other than the time needed to search an incarcerated individual.
Building 13	0	0	70 sq. ft.	This area is not authorized to hold incarcerated individuals other than the time needed to search an incarcerated individual.
Building 14	0	0	70 sq. ft.	This area is not authorized to hold incarcerated individuals other than the time needed to search an incarcerated individual.

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Building 15	0	0	70 sq. ft.	This area is not authorized to hold incarcerated individuals other than the time needed to search an incarcerated individual.
Building 16	0	0	70 sq. ft.	This area is not authorized to hold incarcerated individuals other than the time needed to search an incarcerated individual.

**Notes:**

1. *Non-housing areas may be used only for temporary holding for up to the number of incarcerated individuals as prescribed. The facility shall limit individual occupancy holding to **twelve (12) hours**. Multiple occupancy holding shall be limited to **four (4) hours**. Any other use is prohibited. Whenever incarcerated individuals are placed in non-housing areas, at a minimum, Active Supervision shall be maintained.*
2. \* **ESH** = Enhanced Supervision Housing.
3. \*\* **ESH Intake** has one shower available for use. Shower cannot be used to hold incarcerated individuals for purposes other than use of the shower; and an incarcerated individual cannot remain in the shower for any period of time longer than it takes to complete such shower.

## ROSE M. SINGER CENTER– MFC 2024

HOUSING TYPE	TOTALS
Subtotal Individual Housing Units Used for General Housing	192
Subtotal Individual Housing Units Used for Admissions/Orientation, Medical and Mental Health Observation	85
Subtotal Individual Housing Units Used for Special Housing	355
Subtotal Multiple Occupancy Housing Units Used for General Housing	702
Subtotal Multiple Occupancy Housing Units Used for Admissions/Orientation, Medical and Mental Health Observation	100
Subtotal Multiple Occupancy Housing Units Used for Special Housing	0
Subtotal Units Containing both Individual and Multiple Occupancy Housing Used for General Housing	0
Subtotal Units Containing both Individual and Multiple Occupancy Housing Used for Admissions/Orientation, Medical and Mental Health Observation	25
Subtotal Units Containing both Individual and Multiple Occupancy Housing Used for Special Housing	0
<b>MAXIMUM FACILITY CAPACITY:</b>	<b>1459</b>

The above-noted capacity is based upon the following:

1. The number of properly equipped individual occupancy housing units, including the number of properly equipped admissions, medical and mental health and any other special housing units;
2. The number of properly equipped multiple occupancy housing units, including the number of properly equipped admissions, medical and mental health and any other special housing units; and
3. The facility's ability to provide required programs and services and to comply with other rules and regulations of 9 NYCRR Chapter IV which are related to facility capacity.

JUSTIFICATION FOR CHANGE IN MFC

**Revised based on the opening of certain facility housing areas due to completed construction/renovation.**

Reviewed by: Adam Tilbe



CFS III 3/5/2024

Approved by: Keith Zobel



Director 3/5/2024