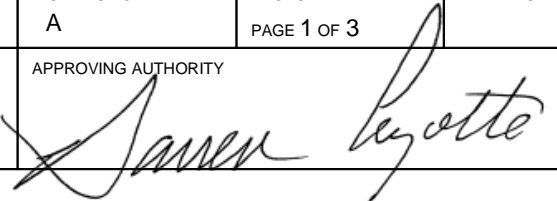
 Department of Corrections and Community Supervision DIRECTIVE	TITLE Temporary Staff Housing- Hudson Valley		NO. 4005B DATE 07/29/2025
	SUPERSEDES DIR #4005B Dtd. 11/12/20	DISTRIBUTION A	PAGES PAGE 1 OF 3
REFERENCES (Include but are not limited to) Real Property Actions and Proceedings Law; OSC Bulletin on Taxable Status; Budget Policy & Reporting Manual Items B-0300, B-0300A		APPROVING AUTHORITY 	

I. DESCRIPTION: This directive establishes the rules for the administration of temporary staff housing.

II. PURPOSE: The Department of Corrections and Community Supervision (DOCCS) recognizes that there is a shortage of housing in the Westchester and Dutchess County areas. This housing shortage and the relatively high prices for housing have created a particularly burdensome condition for employees who are initially assigned to this area but whose preference is to transfer to Department facilities that are “closer to home” and distant from the Westchester/Dutchess County area. In an effort to lessen the burden on these individuals of locating decent, affordable, temporary accommodations, the Department voluntarily wishes to make available to eligible employees housing on a temporary basis. In order to assure that housing is utilized for this targeted need, and taking into account the possible temporary availability of this housing to the Department, the Department has determined to avoid a landlord/tenant “leasehold” relationship or any of the legal relationships set forth in the Real Property Actions and Proceedings Law, and to administer housing instead on the basis of revocable permits with user fees.

It should also be noted that the offering of temporary housing accommodations is not intended to be and shall not become a term or condition of employment, either through past practice or any other means. The Director of the Budget retains the right to establish the user fee, and to revise it, which occurs as of April 1st each year. The Department retains sole authority to apply that fee, to determine whether temporary housing shall be continued, curtailed, or eliminated, and to revoke any permit.

III. HOUSING

- A. Types of Housing: Multiple occupancy rooms are located at the Hudson Valley Staff Housing in New Windsor.
- B. Eligibility Requirements: To be eligible for consideration to occupy temporary housing at Hudson Valley Staff Housing, an individual must:
 1. Be an employee of the Department assigned to either Bedford Hills, Fishkill, Green Haven, Sing Sing, or Taconic Correctional Facility.
 2. Reside more than 50 miles from such facility.
 3. Be listed on the current reassignment list to a DOCCS correctional facility located more than 50 miles distant from their current assigned facility.
 4. Not be an occupant of Department housing.
 5. Not have an unsatisfactory Departmental work record.

- C. Placement: To the degree practicable, temporary staff housing at Hudson Valley Staff Housing will be made available to eligible employees based on the date of one's initial appointment to State service. One waiting list will be maintained as directed by the Green Haven Hub Supervising Superintendent. See [Form #4005B A](#), "Application for Placement in DOCCS Temporary Housing."
- D. Duration of Occupancy
1. The duration of occupancy is limited to a maximum of one year.
 2. When no demand for housing exists (no waiting list), the duration of occupancy may be extended.
 3. Extended occupancy can be continued as long as a waiting list does not exist. Employees taking advantage of this benefit will receive a minimum of two weeks' notice to vacate the premises.
- E. Termination: The privilege of occupancy under this directive may be terminated as follows:
1. If the occupancy represents a hazard or danger to health, safety, or welfare of the incarcerated individuals or employees of the facility, or to the premises;
 2. For violation of any of the terms of the permit;
 3. For visitor misbehavior;
 4. Upon termination of employment; or
 5. For any other reason.
- F. Limited Expectation of Privacy: Facility staff who live in Department-owned housing have a limited expectation of privacy. If there is a reasonable suspicion to believe that either criminal activity or a violation of Department rules has occurred or is occurring on the premises, upon approval by the Facility Superintendent or the Watch Commander, or upon approval by the Deputy Commissioner for Correctional Facilities or the Chief of Special Investigations, appropriate staff may be directed to enter the premises without the consent of the employee for the purpose of conducting an investigation, which may include a search of the premises. The facts giving rise to such belief must first be reviewed by the Office of Counsel for a determination as to whether they constitute a reasonable suspicion. A reasonable suspicion is the quantum of knowledge sufficient to induce an ordinarily prudent and cautious person to act under the circumstances. A reasonable suspicion must be based upon specific and articulable facts, and the logical inferences and deductions that can be drawn from those facts. If a reasonable suspicion is found to be present, then the search can be authorized. If a reasonable suspicion is not found to be present, then the search cannot be conducted unless a search warrant is obtained.
- G. Stipulation
1. All Department employees who occupy Department-owned staff housing are required to pay fees as established by the Director of the State Division of the Budget. Fees are based on the quality rating of the unit in accordance with the criteria established by Budget Policy & Reporting Manual Items B-0300 and B-0300A.

These fees are to be collected by payroll deduction only. These fees are generally taxable per Office of State Comptroller (OSC) and Internal Revenue Service regulations (please refer to the latest OSC Bulletin on “Determining Taxable Status of Maintenance Deductions”).

2. Staff housing calculation forms have been devised based on B-0300 and B-0300A. The appropriate calculation form (multi-room, single room, or shared, etc.) will be prepared by Central Office upon receipt of an updated B-0300 or B-0300A (generally issued by April 1st) and sent back to the facilities. Facilities will verify the items on the form and return a signed verification to Central Office. The computation can then be used until staff housing rates change or the housing units are modified.

If the quality rating of a residence has changed, facilities should request a Central Office review of the residence to determine if a change is appropriate. A modification affecting the quality rating of any staff housing unit may only be made with prior approval of the Deputy Commissioner for Administrative Services through the Division of Facilities Planning and Development. Facilities Planning will prepare a new staff housing calculation form and send it to the facility for approval.

3. Upon determination of the fee, in accord with Step 2 above, [Form #4005B B](#), “Revocable Permit – Temporary Occupancy (Employee Housing),” shall be completed for all permits granted by the facility with a commencement date and termination date to be renewed yearly. No reduction in fees is allowed for any absence.
4. The Superintendent or designee will establish a general cleanliness policy for single rooms and shared rooms. The policy will require occupants to maintain cleanliness and order in their personal rooms or areas and shared common areas and will establish a periodic inspection schedule.

NEW YORK STATE DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION

**APPLICATION FOR PLACEMENT IN
DOCCS TEMPORARY HOUSING**

I _____, hereby apply for temporary
print name title
Department of Corrections and Community Supervision housing at _____.

I am currently on a reassignment list for _____ Correctional Facility,
located at least 50 miles from my current facility, which is _____.

I understand that, if accepted for this housing, I will abide by the conditions outlined in the "Revocable Permit"
which I acknowledge by signature prior to commencement of occupancy. I further understand that:

- (1) My application is a continuing application which means that I may be denied housing if I do not satisfy eligibility requirements on the date my placement becomes effective.
- (2) This housing is temporary and is subject to termination and/or revocation as set forth in Department Directive #4005B.
- (3) Housing, its termination or revocation, is not subject to the grievance process.

STICKER # _____

Signature

Date

ACTION ON APPLICATION FOR PLACEMENT

As the Superintendent or designee of the Superintendent of _____
Correctional Facility. I certify that the above employee (meets/does not meet) the eligibility requirements as
set forth in Departmental Directive #4005B, and that the applicant herein is (approved/disapproved) for
placement.

_____/_____/_____
SENIORITY DATE



APPROVED



DISAPPROVED

Signature

Title

Date

Approved applications should be immediately forwarded to the Deputy Superintendent for
Administration at Green Haven: Copies of all applications should be provided to the applying employee and
maintained in your files.

Authorized Green Haven Signature

Effective Date

EMPLOYEE TEL # _____

NEW YORK STATE DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION REVOCABLE PERMIT- TEMPORARY OCCUPANCY (EMPLOYEE HOUSING)

THIS REVOCABLE PERMIT IS GRANTED this _____, day of _____, by the NEW YORK STATE DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION acting by and through the _____ Correctional Facility, hereinafter referred to as "Department" to _____ employed as _____, hereinafter referred to as "PERMITTEE."

The Department holds jurisdiction of certain real property at 563 Reed St. New Windsor, NY, which it wishes to make available to PERMITTEE as an accommodation. This permit and the user fee shall not become a term or condition of employment, either per past practice or any other means. Permit termination or revocation is not subject to grievance processes and may not be used as evidence of damages in any forum.

1. THE PREMISES - DEPARTMENT grants occupancy of the premises described as follows: Room#: _____ Bed#: _____.
2. THE TERM - This permit shall commence on _____ and shall terminate no later than the last day of the current fiscal year, March 31, 20____, or PERMITTEES suspension from or termination of employment by the Department, or transfer from _____ Correctional Facility, PERMITTEES current assigned facility, unless sooner revoked under the provisions of paragraph 19. Reinstatement of employment after suspension or termination does not reinstate this permit.
3. COST - PERMITTEE hereby agrees to pay \$ _____ BI-WEEKLY as a user fee for occupying the premises pursuant to this permit. The amount of such payment is governed by the Division of Budget and shall be made by payroll deduction. The Department reserves the right to adjust the amount of the user fee to remain in compliance with Division of Budget Policy & Reporting Manual Items B-300 or B-300A.
4. APPLICABILITY OF RULES - Premises means both the specific room and common areas which are the subject of this permit and all lands which constitute the former Stewart Air Force Base. PERMITTEE shall comply with all rules, regulations, and directives applicable to Department employees.
5. QUIET ENJOYMENT - PERMITTEE hereby agrees to occupy said premises in a manner that will not disturb the quiet and peaceful enjoyment of occupancy of other employees or interfere with the orderly operation of the premises.
6. IMMEDIATE USE - Occupancy is restricted to PERMITTEE and no part of the premises so occupied may be rented, subleased, or used for any business enterprise whatsoever.
7. MAINTENANCE OF PREMISES - Premises described in paragraph 1 shall be kept in a clean, orderly, and sanitary condition and in accordance with the standards set by the facility. Littering on the premises is prohibited. PERMITTEE may not use public containers other than the outside dumpster for the placement of garbage. PERMITTEE may not sweep debris into common areas.
8. DAMAGE - Except for normal wear and tear, PERMITTEE will be held financially responsible for any damage or loss to the premises or any appliances, fixtures, or furnishings thereof.
9. VISITORS - Visitors are allowed only in the common areas and only between the hours of 7AM and 11 PM, and must be attired properly. A PERMITTEE is responsible for the behavior of his or her visitor(s). Visitor misbehavior may result in permit revocation.
10. FIREARMS - PERMITTEE hereby understands and agrees that firearms (of any kind) and ammunition shall not be possessed or stored in State owned residences. Personally owned firearms may be stored in the arsenal or any other secure area authorized by the Superintendent of the facility. Special permission is not required for this storage.
11. PETS/ANIMALS - No pets or animals shall be kept on said premises.
12. ALTERATIONS - PERMITTEE shall make no repairs, modifications or changes to the premises, including painting, without written permission from the Superintendent of the facility. To prevent damage to walls, PERMITTEES who wish to hang pictures or curtain rods should furnish a written request to the Plant Superintendent who will issue the appropriate request to the Maintenance Department. PERMITTEES are not allowed to set up antennae outside their rooms.
13. KEYS - PERMITTEES will be provided keys. If a key is lost, it will be replaced at a charge of \$5.00. Keys are not to be given to other employees or visitors. Duplication of keys is prohibited.
14. PROPERTY - The Department is not an insurer of PERMITTEE's property and is responsible for damage or loss only to the extent as set forth in the State Finance Law.
15. BULLETINS - A bulletin board is provided to each resident for notices. PERMITTEES should check the bulletin board frequently so they may be kept informed.
16. ACCESS - The Superintendent or his or her authorized designee shall have access to said premises at reasonable and appropriate times for inspections to determine compliance with aforesaid rules, regulations, and directives, and to do such work or make such repairs as are deemed necessary by the Superintendent.
17. INTENTION TO VACATE - PERMITTEE shall give the Superintendent written 15 day notice in advance of intention to vacate occupied premises.
18. SOLE RESIDENCE - PERMITTEE may not have another residence within 50 miles of his or her assigned facility.
19. REVOCATION - The privilege of occupancy under this permit may be revoked at the discretion of the Superintendent:
 - (a) If the occupancy represents a hazard or danger to health, safety, or welfare of the incarcerated individuals or employees of the facility, or to the premises;
 - (b) For violation of any of the terms of this permit;
 - (c) For visitor misbehavior;
 - (d) Upon termination of employment; or
 - (d) For any other reason.
20. VACATION OF PERMISES - PERMITTEE acknowledges that the granting of this permit and the imposition of a user fee do not constitute the creation of a landlord tenant relationship, waives any and all notice and procedure requirements incident to that relationship or provided for by the Real Property Actions and Proceedings Law of the State of New York, and consents to vacate the premises immediately upon the date specified by the Superintendent, in his or her sole discretion. PERMITTEE also hereby acknowledges the Superintendent's right to re-enter said premises and take possession thereof immediately in the event PERMITTEE does not vacate as set forth above, without liability by the State, its officers or employees on account of the PERMITTEE or his or her property.

PERMIT GRANTED BY

CONDITIONS AGREED TO AND ACCEPTED

Permittee

Print Name Signed

Print Name Signed

Superintendent