

 <b>Department of Corrections and Community Supervision</b>  <b>DIRECTIVE</b>	TITLE <b>Core Schedules and Flight Plans</b>		NO. 9515
			DATE 12/09/2025
SUPERSEDES DIR #9515 Dtd. 01/07/25	DISTRIBUTION A	PAGES PAGE 1 OF 3	DATE LAST REVISED
REFERENCES (Include but are not limited to) ACA Expected Practice 4-APPFS-3B-08	APPROVING AUTHORITY 		

- I. **PURPOSE:** To instruct Parole Officers (PO) in the Department of Corrections and Community Supervision (DOCCS) in planning and accounting for their daily activities in order to ensure their safety, establish priorities in supervision, meet supervision goals and objectives, and establish uniformity regarding the documentation and maintenance of core schedules and flight plans.
- II. **POLICY:** POs are responsible for advising their supervisor of their whereabouts and activities at all times. Community Supervision staff will maintain a core schedule, [Form #CS9515A](#), "Parole Officer Core Schedule," stipulating their general work hours. Additionally, staff will utilize a bi-weekly flight plan, [Form #CS9515B](#), "Bi-Weekly Flight Plan," to account for their daily duties and activities that can be amended as work and caseload demands change.
- III. **CORE SCHEDULES**
  - A. There shall be fixed core schedules for all POs, [Form #CS9515A](#).
  - B. Such core schedules shall not exceed 37.5 hours per week and should account for all foreseeable duties.
  - C. Each Bureau Chief (BC) shall maintain, on file and with the Regional Director (RD), a core schedule for each PO assigned to their Area Office. The core schedule will commence at 8:30 a.m. and conclude at 4:30 p.m., with the exception of any report days or short days.
  - D. POs shall be entitled to a minimum of a half hour for lunch and/or dinner as appropriate; such time is not to be counted towards the 37.5 hours per week or the daily number of hours worked. Meal periods are non-compensable work time and are not part of the workday. Duration of meal breaks may be adjusted to meet individual employee needs when consistent with operational needs. However, meal breaks may not be extended for the purpose of increasing the work time of an employee.
  - E. Each PO may be required to have a report day each week of up to 10.5 hours and may be required to have a 7.5-hour duty day on a rotational basis, as deemed necessary by the RD. Report days shall be part of the schedule contained in each PO's fixed core schedule and shall not cause the work week to exceed 37.5 hours.
  - F. It is the responsibility of the BC to establish fixed core schedules for staff to ensure adequate report day coverage and Duty Officer coverage. Such scheduling shall not require that any employee work in excess of 37.5 hours in a given week.

- G. Each PO is responsible for making all required contacts with releasees or incarcerated individuals assigned to the Officer's supervision with the frequency required by current supervision standards. It is the responsibility of the Senior Parole Officer (SPO) to ensure that POs adhere to contact standards and to assist them in organizing their work and managing their time in order to achieve the required caseload coverage.
- H. Where a PO finds it necessary to work other than their approved fixed core schedule, they may request an adjustment to the normal core schedule from the supervisor, in advance, by way of submission of a flight plan (see Section IV), and the supervisor may approve such request if it is in the best interest of the Department and provided it does not extend the PO's work week beyond 37.5 hours. All adjustments to the core schedule by way of the flight plan must be submitted to and approved by the SPO.
- I. Whenever staff wish to change or update the core schedule, it must be approved by the BC. A copy of the updated core schedule must be forwarded to the respective Regional Office.
- J. It is the policy of DOCCS that the core schedules established for POs provide opportunity for the POs to fulfill routine job requirements.
- K. When a PO fails to meet work requirements, the SPO shall take the appropriate administrative action to assist the PO in improving upon their performance. This may include recommending that the BC assign the PO a revised core schedule.
- L. No person's day may commence prior to 6:00 a.m. or end after 11:00 p.m. without prior approval of the BC.
- M. A supervisor may revert a PO from their flight plan back to their core schedule pursuant to the best interests of the Department. When operationally feasible, as much advance notice as possible will be provided by supervisors before reverting a PO from the flight plan back to the core schedule.
- N. A supervisor is not prevented from directing an employee to work in the office, field, hearing site, correctional facility, or other location pursuant to the best interest of the Department. The rules pertain only to the hours worked, not the location of such work. This provision does not allow a supervisor to change an employee's official workstation, which may be done only pursuant to applicable provisions of the collective bargaining agreement and applicable Civil Service regulations with the authorization of the Office of Human Resource Management.
- O. An employee's day(s) off may not be changed to avoid the payment of overtime compensation without the employee's consent, except upon two weeks' notice, pursuant to the provisions of the collective bargaining agreement.
- P. POs voluntarily transferring from one Area Office to another shall be advised in advance of the schedule for that Area Office and must conform their core schedule to the report day and times which they will be subject to in the new Area Office. Acceptance of the transfer shall be deemed consent to a revised core schedule and such new schedule shall be maintained on file in accordance with subsection III-C.

#### IV. FLIGHT PLANS

- A. The PO will prepare and submit to the SPO a bi-weekly flight plan, [Form #CS9515B](#), no later than close of business on the Wednesday preceding the next two-week period, in a Thursday to Wednesday bi-weekly format.
- B. POs will utilize the flight plan to report their proposed duties and activities for each workday, including a start time/end time, proposed activity (i.e. field, office, hearing, training, or leave accruals), expected hours to be worked, and the name of the accompanying field partner.
- C. The SPO will review the flight plans submitted by the POs in the unit and then sign and date the document to record approval.
- D. The SPO will maintain all flight plans in an accessible location.
- E. The SPO may revise the PO's flight plan based on operational needs.

#### V. NOTIFICATION

- A. POs shall be responsible for keeping their SPO advised of their whereabouts and activities. Officers will telephone their supervisor twice per day while in the field as follows (voicemail may be proper notification):
  - 1. First call: Must be made within the first hour of starting work, or, if beginning before 8:30 a.m., the first call must be made by 9:30 a.m. to the SPO.
  - 2. Last call: Must be made within an hour before the end of the workday to the SPO.
- B. If any unusual incident should arise, and the PO cannot reach the SPO, the BC is to be immediately notified.
- C. These phone calls are necessary to ensure the safety of the PO and will not be used in violation of the collective bargaining agreement.
- D. SPOs will record daily the PO's first and last call to the office on the bi-weekly flight plan.
- E. Should a PO fail to call the SPO within one hour of beginning or ending their workday in the field, the SPO will alert the chain of command for further direction.

NOTE: If the PO started their workday in the field before 8:30 a.m., the SPO will wait until 9:30 a.m. before alerting their supervisor.
- F. If the PO wishes to deviate from the previously approved scheduled workday, they shall obtain supervisory approval prior to the change in schedule, or as soon as practicable when circumstances prevent the opportunity for pre-approval.

#### VI. RETURN TO OFFICE

- A. The PO is expected to return to the office by the time proposed on the flight plan unless the PO has notified the SPO of the schedule change.
- B. The BC and/or SPO may direct the PO to return to the office at any time.
- C. The PO will return to the office as needed to complete administrative duties and activities.

NEW YORK STATE DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION

**PAROLE OFFICER CORE SCHEDULE**

DATE SUBMITTED: \_\_\_\_\_ DATE APPROVED: \_\_\_\_\_

AREA OFFICE: \_\_\_\_\_ PO: \_\_\_\_\_ SPO: \_\_\_\_\_

Week 1	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	TOTAL HOURS
Start Time:								
End Time:								
Total Hours:								
Week 2	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	TOTAL HOURS
Start Time:								
End Time:								
Total Hours:								
Week 3	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	TOTAL HOURS
Start Time:								
End Time:								
Total Hours:								
Week 4	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	TOTAL HOURS
Start Time:								
End Time:								
Total Hours:								

**Comments:**

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NEW YORK STATE DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION  
**BI-WEEKLY FLIGHT PLAN**

AREA OFFICE: \_\_\_\_\_ SPO: \_\_\_\_\_ PO: \_\_\_\_\_ TIME PERIOD: \_\_\_\_\_

THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY
OFC-PST: PET: FLD-PST: PET: TOTAL:						
AM:						
PM:						
FIELD PARTNER:						
FIRST CALL:						
LAST CALL:						
THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY
OFC-PST: PET: FLD-PST: PET: TOTAL:						
AM:						
PM:						
FIELD PARTNER:						
FIRST CALL:						
LAST CALL:						

NOTES: \_\_\_\_\_

SCHEDULE APPROVED BY SPO: \_\_\_\_\_ DATE: \_\_\_\_\_

\*OFC = Office    FLD = Field    PST = Proposed Start Time    PET = Proposed End Time