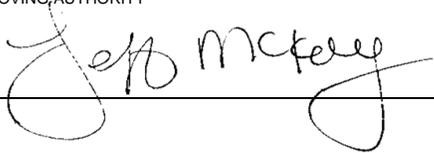


 Corrections and Community Supervision DIRECTIVE	TITLE DOCCS Olympics		NO. 2031
			DATE 4/23/2015
SUPERSEDES DIR #2031 Dtd. 4/25/2012	DISTRIBUTION A	PAGES PAGE 1 OF 2	DATE LAST REVISED
REFERENCES (Include but are not limited to)	APPROVING AUTHORITY 		

- I. **SCOPE:** The Department's annual employee Olympics event provides an opportunity for individuals to demonstrate their athletic abilities in competition with their fellow employees.
- II. **MISSION:** The goal of the Olympic program is to promote:
 - A. A spirit of teamwork and camaraderie among Department staff and among the various organizational elements of the Department;
 - B. An increased emphasis on employee fitness and healthy competition among correctional staff members; and
 - C. Increased productivity by encouraging a positive self image, physical well-being, and a reduction of stress, absenteeism, apathy, and other factors that adversely affect job performance.
- III. **ORGANIZATION**
 - A. Department of Corrections and Community Supervision (DOCCS) Olympics Director: A "Director" will be appointed by the Commissioner or designee; the Director will be responsible for the planning and conduct of the Departmental Olympics.
 - B. DOCCS Olympics Organizing Committee: The Commissioner or designee shall appoint an "Organizing Committee," consisting of appropriate representation from administrative, security, and program services. The Committee will be responsible to the Olympics Director, who will have final approval of all financial and program decisions made by the Committee.
 - C. Support Services: The Department will provide space, equipment, motor vehicles, computer access, clerical assistance, and other necessary support to enable the Olympics Director and the Committee to conduct the Olympics. In addition to their Olympic assignments, Committee members may be assigned other duties.
 - D. Publicity: Department publications, mailings, posters, and meetings will be used to publicize the Olympics.
 - E. Facility Coordinators: Each facility Superintendent will appoint two facility coordinators, preferably one from security and one from the non-uniformed staff. In smaller facilities (population less than 500), one coordinator may suffice. When selecting coordinators, Superintendents are encouraged to select individuals who participate in the Olympics. The coordinators will report to the Committee and will be the primary links between the organizers and the facilities.

On occasion, the facility coordinators may be required to attend regional meetings. Every effort will be made to keep these to a minimum. To the extent possible, the coordinators' work schedules should be adjusted to permit attendance at such meetings.

The facility coordinators will distribute all literature and announcements required to keep the employees informed of all Olympic activities.

- F. Employee Volunteers: Employees interested in assisting in the DOCCS Olympics should contact the facility coordinator or the Olympic Committee. Employees with training in recreation, physical education, and fitness are especially encouraged to assist in administering the games.
- G. Staff Maintenance and Travel: Any employee who is temporarily released from his or her facility to serve on the DOCCS Olympic Organizing Committee will be housed at the Training Academy where meals will be provided. Mileage costs will be charged to the employee's facility.

IV. DESCRIPTION

- A. Schedule: The annual DOCCS Olympics will be held in the Albany area during the late spring or early summer of each year.
- B. Site: The primary site for the ceremonies is the Albany Training Academy. Local athletic facilities will be used for the events.
- C. Competition Events: The Olympic Committee strives to offer a variety of competitive events to meet the diverse interests and abilities of the participants. Events may be added or deleted at the discretion of the Olympic Committee.
- D. Eligibility: All active and retired employees of the Department of Corrections and Community Supervision are eligible for the Olympics. Age categories for both male and female participants will be established according to the Olympic rules and regulations. Employees of other state agencies who work within correctional facilities are eligible to participate in the Olympics.
- E. Awards: Awards for each of the events will be given for different age categories provided there are sufficient entrants in each category.
- F. Rules and Regulations: Rules and regulations for the conduct of each event and eligibility factors for each category will be promulgated by the Committee.
- G. Participants: Facility coordinators will provide descriptions of application procedures, entry fees, age categories, competition rules, and any other pertinent information to all interested.

Participants must receive permission through appropriate supervisory channels to be absent from their duty assignments; participants must charge absences to appropriate leave credits (annual leave, personal leave, or holiday or compensatory time credits).

NOTE: Superintendents should be flexible in scheduling requested time off for participants.

Any employee who at the time of the Olympics is on workers' compensation or absent from work due to personal illness or who is assigned to limited duty may not compete in the DOCCS Olympics.

Participants are responsible for their own travel, lodging, food, and related costs.

- H. General: All employees are encouraged to participate, whether as competitors, volunteers, organizers, or spectators. The object is not to win awards, but to encourage healthy competition and the achievement of appropriate levels of physical fitness.