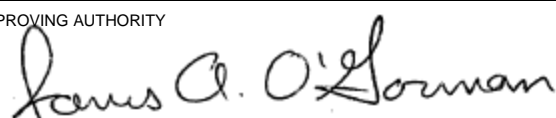
 <b>NEW YORK STATE</b> <b>Corrections and Community Supervision</b>  <b>DIRECTIVE</b>	TITLE		NO. 4006
	<b>Reporting Inmate Attitude and Behavior</b>		DATE 01/18/2019
SUPERSEDES DIR# 4006 Dtd. 02/07/17	DISTRIBUTION A B	PAGES PAGE 1 OF 2	DATE LAST REVISED
REFERENCES (Include but are not limited to) 7 NYCRR, Chapter V; Directives #4101, #4932, #4932A, #4944	APPROVING AUTHORITY 		

**I. DESCRIPTION:** This procedure is designed to provide the mechanics for reporting observed inmate attitude and/or behavior. The intent is to report notable behavior as it occurs. Positive, as well as negative, attitude/behavior should be reported, as part of routine duties, by all staff, and not just on occasions such as proximity to Parole Board appearances or Executive Clemency applications. These reports will be used to complete the Quarterly Report and any other evaluative report as required by the Department (Temporary Release, Comprehensive Alcohol Substance Abuse Treatment (CASAT), etc.). These reports are essential in preparation of a Pre-Parole Summary for the Board of Parole.

**II. PROCEDURE**

**A. Inclusion in Training**

1. Training Academy and Regional Training Lieutenants shall include the content of this directive when training new staff and for in-service training.
2. Supervising Offender Rehabilitation Coordinators shall collaborate with Regional Training Lieutenants in the development of this training.

**B. Report of Observed Behavior: Facility employees shall:**

1. Observe and report inmate attitude and/or behavior deserving of documentation. Indications of improved behavior/attitude and/or model behavior are just as important to report as behavioral problems; each contributes to measurement of the progress of rehabilitation programs.
2. Report this behavior as part of routine duties.
3. Report as objectively and completely as possible.
4. Immediately report indications of unusual or bizarre behavior to their immediate supervisor, in accordance with Directive #4101, "Inmate Suicide Prevention." When appropriate, a mental health referral should be made.
5. Prepare and sign a written report (in conformance with Chapter V of Title 7 NYCRR). Written reports shall be forwarded as follows:
  - a. [Form #2167](#), "Commendable Behavior Report," to the Superintendent (and ultimately filed in the Chrono and Progress Reports section of the inmate's Guidance file) and a copy to inmate; to be completed within 72 hours of its occurrence or the employee's return to duty.

- b. [Form #2171](#), A and B, "Inmate Misbehavior Report," and [Form #2171C](#), "Inmate Misbehavior Report-Supplementary Sheet," are to be prepared as soon as practical and processed in accordance with the Three Tier Disciplinary System pursuant to Directives #4932, "Chapter V, Standards Behavior & Allowances," and #4932A, "Standards of Adolescent Offender Behavior & Allowances." If physical force is used, also file [Form #2104](#), "Use of Force Report," and [Form #2104A](#), "Use of Force Staff Memorandum," with the Superintendent in accordance with Directive #4944, "Use of Physical Force."
- c. [Form #3150](#), "DOCCS-Mental Health Referral," is to be prepared as soon as practical and forwarded to the Office of Mental Health, Guidance Office, Security, and Medical staff.
- d. [Form #3153](#), "Inmate Informational Report," is utilized in the Residential Mental Health Treatment Unit (RMHTU), Correctional Alternative Rehabilitation (CAR), and Special Housing Unit (SHU) Alternative Programs to convey any information (positive, negative, or other) to the Treatment Team in the RMHTU, the Program Review Committee in the CAR, and the Program Management Teams in the SHU Alternative Programs, to take into consideration for assessment and security consideration.