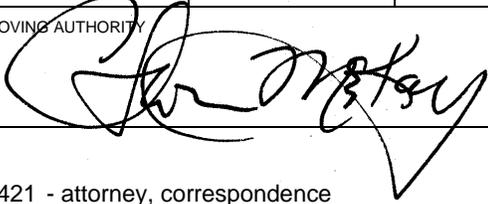


 <p>Corrections and Community Supervision</p> <p>DIRECTIVE</p>	TITLE		NO. 9999
	Alphabetic Index of Directives, by Subject, Forms, Manual References, Acronyms, and Definitions		DATE 1/8/2016
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<u>ACRONYM</u>	<u>FULL TITLE</u>	<u>POLICY REFERENCE</u>
AAP	Affirmative Action Program	Directive #2601
AAS	Account Access Services	Directive #2824
AC	Assistant Commissioner	Multiple Directives
ACA	American Correctional Association	Directive #6921
ADA	Americans with Disabilities Act	Directives #2607, #2612, #2614, etc.
ADSP	Assistant Deputy Superintendent for Programs	
ADTP	Alternate Drug Treatment Program	
AED	Automatic External Defibrillator	Directive #2124
ALJ	Administrative Law Judge	Directive #9104
ANSI	American National Standard Institute	Directive #2121
AOT	Assisted Outpatient Treatment	Directive #4305
APPU	Assessment and Program Preparation Unit (Clinton CF)	Directive #0047
APR	Air Purifying Respirator	Directive #4068
ART	Aggression Replacement Training	Multiple Directive (e.g., #4780)
ASAT	Alcohol & Substance Abuse Treatment	Multiple Directives
ASR	Aerosol Subject Restraint	Directive #9429
ATP	Apprenticeship Training Program	Directive #4806
AWOL	Absence Without Leave	Directive #2202
BC	Bureau Chief	Multiple Directives
BERT	Blood Exposure Response Team	HSPM, 1.12c, Dir. #4931
BFL	Budgeted Fill Level (allocated personnel/staffing level)	
BFPA	Bureau of Federal Property Assistance	Directive #3173
BHU	Behavioral Health Unit	Health Services/Bureau of Mental Health
BIC	Bureau of Internal Controls	Directives #0001, #2271, #6920
BLUE	Building and Land Use Evaluation	Directive #2119
BOL	Bill of Lading	
BOSS	Body Orifice Scanning System (Radiological detection)	Directive #4900
BSC	Business Services Center	
BSPPD	Bureau of Surplus Personal Property Disposition	Directive #3173
BSS	Bureau of Special Services	Directive #9000
BVM	Bag Valve Mask (ventilation device)	Directive #2121, #4069, #4918
CAC	Commission on Accreditation for Corrections	Directive #6921
CASAT	Comprehensive Alcohol Substance Abuse Treatment	Multiple Directives (e.g., #4780)
CAYSA	Corrections and Youth Services Association	
CCC	Communications Control Center (in building 2)	Multiple Directives (e.g., #2001, #4004)
CCTV	Closed Circuit Television Systems	Directive #2119
CEA	Correctional Education Association	
CEO	Center for Employment Opportunities	
CERT	Correction Emergency Response Team	Directive #3083
CFOS	Correctional Facility Operations Specialist (Central Office)	Directive #4004
CGC	Certificate of Good Conduct	Directive #9104
CIPS	Correctional Institution Pharmacy System	Directive #4929
CIRIS	Critical Infrastructure Response Information System	Directive #8303
CISM	Critical Incident Stress Management	Directive #4026
CIU	Crisis Intervention Unit	
CJIMS	Criminal Justice Image Management System	Directive #9199
CMC	Central Monitoring Cases	Multiple Directives (e.g., #0701)
CMO	Chief Medical Officer	
CMS	Case Management System	Multiple Directives (e.g., #9201)
CNYPC	Central New York Psychiatric Center	Directives #4101, #4301
CO	Correction Officer	Multiple Directives
COGI	Cash to Outgoing Inmates	Directive #2788
COMPAS	Correctional Offender Mgmt. Profiling for Alt. Sanctions	Directive #8500
COMRC	Central Office Media Review Committee	Directive #4572

<u>ACRONYM</u>	<u>FULL TITLE</u>	<u>POLICY REFERENCE</u>
CORC	Central Office Review Committee (Inmate Grievance)	Directive #4040
CORP	Community Orientation & Re-entry Program (for OMH In.)	Directive #0058
COWVPC	Central Office Workplace Violence Prevention Committee	Directive #4980
CPL	Criminal Procedure Law	Directive #8370
CPL	Criminal Prosecution Liaison	Directive #8910
CPU	Contract Procurement Unit	Directive #2914
CQC	NYS Commission on Quality of Care Advocacy	SHU exclusion bill, monitor mental health care
CQI	Continuous Quality Improvement	Health Services Policy Manual
CR	Conditional Release date	
CRD	Certificate of Relief from Disabilities	Directive #9104
CRT	Case Review Team	Directive #9224
CRU	Certificate Review Unit	Directive #9104
CS	Community Supervision	
CSC	Computer Security Coordinator	Directives #2810, #2824
CSCU	Coordinated Specialty Care Unit	Health Services Policy Manual
CSE	Committee on Special Education	Directive #4805
CSEA	Civil Service Employees Association	
DAI	Disability Advocates Incorporated	
DC	Deputy Commissioner	Multiple Directives
DCJS	Division of Criminal Justice Services (NYS agency)	Directive #2009
DDOI	Declared Delinquent Other Institution	Directive #9205
DEA	Drug Enforcement Agency	Directive #4929
DIN	Department Identification Number (Inmate)	Multiple Directives (e.g., #4007)
DLR	Drug Law Reform	Directive #8250
DMV	Department of Motor Vehicles (NYS agency)	
DOB	Division of Budget (NYS agency)	
DOCCS	Department of Corrections and Community Supervision	
DOH	Department of Health (NYS agency)	
DOL	Department of Labor (NYS agency)	
DOPT	Directly Observed Preventative Therapy	
DOS	Department of State (NYS agency, rules & regulations)	
DOT	Department of Transportation (NYS agency)	
DPL	Data Processing Liaison	Directives #2810, #2823
DRA	Designee for Reasonable Accommodations	Directive #2607
DTC	Drug Treatment Campus	
DSA	Deputy Superintendent for Administration	Chief Administrative officer in a facility
DSH	Deputy Superintendent for Health Services	Chief Administrator for a Reg. Medical Unit
DSP	Deputy Superintendent for Programs	Chief Program Supervisor in a facility
DSR	Deputy Superintendent for Reception	
DSS	Deputy Superintendent for Security	Chief Security officer in a facility
EAP	Employee Assistance Program	Directives #2003, #2115
EBF	Employee Benefit Fund (vending machine funds)	Directive #2770
EEM	Electronics Equipment Mechanic	Directive #4942
EEO	Equal Employment Opportunity (Affirmative Action)	Directives #2601, #2604
EEOC	Equal Employment Opp. Commission (Fed. Agency)	
EEP	Earned Eligibility Program	Directives #4401, #4792, #4803
EHCP	Emergency Health Care Provider (DOCCS physician)	Directive #2124
EIU	Employee Investigation Unit	Directive #2216
EO	Executive Order	Multiple Directives
EPA	Environmental Protection Agency	Directives #3056, #4055
E-STOP	Electronic Security and Targeting of Online Predators	Directives #9000, #9201
ESP	Employee Suggestion Program	Directive #2271
ETE	Extra Time Earned (Compensatory time)	Directive #2214
FDU	Forensic Diagnostic Unit	

<u>ACRONYM</u>	<u>FULL TITLE</u>	<u>POLICY REFERENCE</u>
FHSD	Facility Health Services Director	
FITS	Folder Inquiry and Tracking System	Directive #9217
FMLA	Family Medical Leave Act	Directives #2220, #2228
FMRC	Facility Media Review Committee	Directive #4572
FOIL	Freedom of Information Law	Directives #0010, #0401, #2010
FOM	Facility Operations Manual	Directive #0001
FRP	Family Reunion Program (family trailer visits)	Directive #4500
FSA	Food Service Administrator	
FSC	Fire Safety Coordinator	
FSO	Fire & Safety Officer	Directive #4080
FTRP	Female Trauma Recovery Program	
GED	General Equivalency Diploma	Directive #4804
GES	Guidelines Entry System	Multiple Directives (e.g., #8302)
GIMS	Guidance Information Management System	Directives #4017, #4401
GOER	Governor's Office of Employee Relations (NYS agency)	
GORR	Governor's Office of Regulatory Reform (NYS agency)	
GP	General Population (regular programmed inmate)	
GTP	Group Therapy Program (SHU)	DOCCS Bureau of Mental Health
HAC	Head Account Clerk	
HIDTA	High Intensity Drug Trafficking Area	Directive #9000
HIPAA	Health Insurance Portability and Accountability Act	
HMIS	Hazardous Materials Identification System	Directive #4067
HSPM	Health Services Policy Manual	Directives #3096, #4300
ICAS	Inmate Commissary Account System	Directives #2011, #2788, #2798
ICE	Immigration and Customs Enforcement	Directives #4917, #9221
ICN	Infection Control Nurse	
ICO	Internal Control Officer	Directive #6920
ICP	Intermediate Care Program (transition for OMH inmates)	Directive #4307, ICP Manual (DOCCS-MH)
ICS	Incident Command System	
IDDT	Integrated Dual Disorder Treatment	
IEP	Individualized Education Program (diploma)	Directives #4804, #4805
IFB	Invitation for Bid (purchasing/contract bidding tool)	Office of General Services, Directive #2770
IGP	Inmate Grievance Program	Directive #4040
IGRC	Inmate Grievance Resolution Committee	Directive #4040
IICP	Intensive Intermediate Care Program	DOCCS Bureau of Mental Health
ILC	Inmate Liaison Committee (for communication with Admin.)	Directive #4002
IOC	Inmate Organization Coordinator	Directive #4760
IOTF	Inmate Occupational Therapy Fund	Directive #2771
IPA	Inmate Program Associate	Directives #4101, #4780, #4792
IPC	Involuntary Protective Custody	
IPM	Integrated Pest Management	Directive #3093
IPP	Income Protection Program (M/C employees)	Attendance Directives, Attend. & Leave Man.
IPPF	International Professional Practices Framework	Directive #6923
IRB	Institutional Review Board	
IRC	Inmate Records Coordinator	Multiple directives (e.g., #2010, #4011)
ISO	Information Security Officer (Central Office title)	Directive #2810
ISR	Inmate Status Report	Directive #8400
IT	Information Technology	Directive #2810
ITA	Information Technology Assistant	Directive #2810
ITA	Invitational Travel Authorizations	Directive #2220
ITO	Invitational Travel Orders	Directive #2220
ITS	Information Technology Services	Multiple Directives
JCMC	Joint Case Management Committee	Directive #4933, #4933A
JCORC	Joint Central Office Review Committee	Directive #4933A
KHRS	Workers' Compensation Tracking System	Directive #2208A

<u>ACRONYM</u>	<u>FULL TITLE</u>	<u>POLICY REFERENCE</u>
KHRT	Dept. tracking system for training records	Directive #2401
KIPY	Dept. system for tracking inmate program assignments	Directive #4803
KITS	Inmate Transfer System	Directive #4017
KL	Keeplock	
KOCH	Occupational Health Tracking System	
KVPR	Dept. system for tracking inmate packages & visits	Directive #4911
LAC	Language Access Coordinator	Directive #4490
LATS	Leave and Accruals Tracking System	
LCR	Local Conditional Release	Directive #9200
LCTA	Limited Credit Time Allowances	Directives #4792, #4401
LDA	Local Disposition Authorization (Disposal of surplus prop.)	Directives #2280, #3173
LENS	License Event Notification Service	Directive #2932
LEP	Limited English Proficiency	Directive #4490
LES	Leave and Earnings Statement	Directive #2212
LPN	Licensed Practical Nurse	
M/C	Management/Confidential (class of employees)	Civil Service Law, article 75
ME	Maximum Expiration	Multiple Directives (e.g., #8302)
MEPRS	Maximum Expiration with Parole Supervision	
MHL	Mental Hygiene Law	Directive #8302
MJOT	Master Job Organization Table (Inmate job listing)	Directive #4802
MNT	Medical Nutrition Therapy	Directive #4311
MP2	Computerized Maintenance Program (pharmacy)	Directives #2945, #3052
MPC	Ministerial Program Coordinator	Directive #4200
MSDS	Material Safety Data Sheet	Directive #4067
MVO	Motor Vehicle Operator (Facility Driver)	
MWBE	Minority and Women Owned Business Enterprise	Directive #2604
NA	Nurse Administrator, chief administrative nurse	Multiple Directives
NCIC	National Crime Information Center	Directive #4907
NFPA	National Fire Protection Association	Directives #4060, #4066
NIMS	National Incident Management System	**See section below for NIMS acronyms**
NIOSH	National Institute of Occupational Safety & Health	Directive #2121
NOD	Notice of Discipline	Directive #2110
NOPO	No Parole Officer Assigned Report	Directive #9217
NP	Nurse Practitioner	
NYCRR	New York Code, Rules, and Regulations	Multiple Directives
NYSCOPBA	New York State Correction Off. & Police Benevolent Assoc.	
NYSERDA	New York State Energy Research & Development Auth.	
NYSHIP	New York State Health Insurance Program	Directive #2221
NYSID	New York State Identification number (assigned by DCJS)	Directive #4007
NYSPIN	New York Statewide Police Information Network	
NYSTEP	New York State Electronic Personnel System	Directives #2208B, #2210, #2211
OAG	Office of the Attorney General (NYS agency)	
OASAS	Office of Alcoholism & Substance Abuse Services (NYS)	
OBS cell	Observation cell (for special watches, close observation)	Directive #4101
OC	Oleoresin Capsicum (chemical agent)	Directive #9429
OCA	Office of Court Administration	Directive #8370
OCED	Occupational/Education System (track voc. Progress)	Directive #4806
OCFS	Office of Children and Family Services (NYS agency)	
OCS	Office of Cyber Security	Directive #2810
OD (facility)	Officer of the day (Admin. weekends/holiday/nights)	Directive #4001
OFPC	Office of Fire Prevention and Control (NYS agency)	
OGS	Office of General Services (NYS agency)	Multiple Directives
OJT	On the Job Training (used in connection with new Cos)	Directive #2208A
OMH	Office of Mental Health (NYS agency, not DOCCS)	Multiple Directives
OMRDD	Office on Mental Retardation & Develop. Disability (NYS)	Directive #4305

<u>ACRONYM</u>	<u>FULL TITLE</u>	<u>POLICY REFERENCE</u>
OPCA	Office of Probation & Correctional Alternatives (NYS)	Directive #8370
OPDV	Office for the Prevention of Domestic Violence (NYS)	Directive #2003
OPS	Online Print System	Directive #9221
ORC	Offender Rehabilitation Coordinator	Multiple Directives
OSC	Office of the State Comptroller (NYS agency)	Multiple Directives
OSHA	Occupational Safety and Health Administration	Directives #2121, #2122, #2123
OSI	Office of Special Investigations	Directive #0700
OTSC	Order to Show Cause	Directive #8304
PA	Physicians Assistant	
PAC	Principal Account Clerk (Business Office)	
PAD	Public Access Defibrillation (Notice of Protocol required)	Directive #2124
PARMIS	Parole Access Management Information Services System	Directives #4033, #8304
PATT	Public Administration Traineeship Transition	Directive #2234
PAYSR	Statewide Automated Payroll System	Directives #2701, #2208B, #2211
PBB	Puppies Behind Bars	
PC	Parental Contact	Directive #9601
PC	Protective Custody (Voluntary & Involuntary)	Directive #4948
PCC	Project Community Caring	
PCO	Professional Careers Opportunities Test	Directive #2234
PCP	Primary Care Provider	
PE	Polygraph Examiner	Directive #9305
PEC	Product Evaluation Committee	
PEF	Public Employees Federated Union	
PEL	Permissible Exposure Limit	Directive #4054
PERB	Public Employment Relations Board	Directive #2114
PESH	Public Employees Safety & Health (NYS-Division of DOL)	
PHI	Protected Health Information	Directive #8341
PIN	Personal Identification Number	Directive #2932
PIO	Public Information Office (media information requests)	Directive #0401
PL	Personal Leave	Directive #2207
PLRA	Prison Litigation Reform Act	Directive #2788
PLS	Prisoner Legal Services (outside inmate advocate agency)	
PO	Parole Officer	Multiple Directives
POI	Point Of Information	Directive #9504
PON	Parole Officer Shield Identification System	Directive #9217
PPD	Tuberculosis annual skin test	Directive #4322
PPE	Personal Protective Equipment	Directives #2121, #2122
PRCS	Permit-Required Confined Space	Directive #2122
PREA	Prison Rape Elimination Act	Directives #4021, #4027A&B, #4028A&B
PRI	Patient Review Instrument	Directive #4044
PRI	Prison Re-entry Program	Federal Budget Funding
PRS	Pre-sentence Investigation	
PRS	Post Release Supervision	Directive #8306
PRSME	Post Release Supervision Maximum Expiration	Directive #8400
PSA	Private Settlement Agreement	DAI joint settlement with OMH
PSAS	Program and Security Assessment Summary	Directive #4012
PSPO	Polygraph Senior Parole Officer	Directive #9305
PSR	Pre-Sentence Report	Directive #9200
PV	Parole Violator	
PVD	Parole Violator Detainee	
PVU	Parole Violations Unit	Directive #9000
PWI	Aggravated Harassment Evidence Recovery Kit	Directive #4931
QA	Quality Assurance	
QC	Quality Control	Directive #8304
QI	Quality Improvement	

<u>ACRONYM</u>	<u>FULL TITLE</u>	<u>POLICY REFERENCE</u>
QWL	Quality Work Life Building (host facility/dept. functions)	
RARR	Risk Assessment and Records Review	Directive #9224
RCTP	Residential Crisis Treatment Program	DOCCS Bureau of Mental Health
RD	Regional Director	Multiple Directives
RDA	Record Disposition Authorization	Directives #2011, #2824
RDD	Regional Dental Director	
RDO	Regular Day Off	Directives #2205, #2223
RED	Ready Emergency Data	Directive #2011
REMO	Regional Emergency Medical Organization (Albany)	Directive #2124
RESU	Re-Entry Services Unit	Directives #8500, #9000
RFI	Request For Information	Directive #2914
RFP	Request For Proposal	Directive #2742
RHSA	Regional Health Services Administrator	
RIF	Reduction In Force	
RLUIPA	Religious Land Use & Institutionalized Persons Act 2000	
RMD	Regional Medical Director	
RMHTU	Residential Mental Health Treatment Unit	SHU exclusion bill term for DOCCS RMHUs
RMHU	Residential Mental Health Unit	
RMU	Regional Medical Unit (DOCCS Inmate hosp. geographic)	Multiple Directives
RN	Registered Nurse	
RPV/Re-entry	Returned Parole Violator/Re-entry program	Program Services
RSAT	Residential Substance Abuse Treatment	ASAT Manual
RTA	Rehabilitation Through the Arts	Private Company founded at Sing Sing CF
RTC	Regional Training Coordinator	Directive #2823
RTF-003	Regional Training Form (record of employee training)	
RTL	Regional Training Lieutenant	Directives #2401, #2823
SABE	Spanish dominant standardized achievement testing	Directive #4804
SARA	Sexual Assault Reform Act	Directive #8305
SARA	State Archives and Records Administration	Directives #2011, #2824
S/C	Sick call	
SC	Special Condition	Directive #8302
SCBA	Self Contained Breathing Apparatus	Directive #4054
SCFVS	Supervisor of Correctional Facility Volunteer Services	Directive #4750
SCOC	State Commission of Corrections	
SDP	Sensorial Disabled Program	
SDU	Sensorially Disabled Unit - (visually/hearing impaired In.)	Directive #0049
SEFA	State Employees Federated Appeal	
SEMO	NYS State Emergency Management Office	
SFS	Statewide Financial System	
SHU	Special Housing Unit (Disciplinary Confinement Unit)	Directive #4933, 7 NYCRR Parts 300-310
SIF	State Insurance Fund	Directives #2012, #2208A, #2208B
SIST	Strict & Intensive Supervision & Treatment	Directives #8302, #9208
SISU	Security Information Services Unit	Directives #2011, #4008
SLMS	Statewide Learning Management System	Directive #2121
SMI	Seriously Mentally Ill	Directives #4305, #4933A
SNU	Special Needs Unit (Inmates with Developmental Dis.)	Multiple Directives (e.g., #0068)
SOCTP	Sex Offender Counseling & Treatment Program	
SOMTA	Sex Offender Management & Treatment Act	See fact sheet on DOCCS website
SOMU	Sex Offender Management Unit	Directive #8302
SOP	Sex Offender Program	
SORC	Supervising Offender Rehabilitation Coordinator	Multiple Directives
SORPV	Sex Offender Parole-Revocation Referral	
SP	State Police, Division of (NYS)	
SPO	Senior Parole Officer	Multiple Directives
SRT	Speech Recognition Threshold	Directive #2612

<u>ACRONYM</u>	<u>FULL TITLE</u>	<u>POLICY REFERENCE</u>
SSI	Simple Screening Instrument	Directive #4021
STEP	Safe Transition and Empowerment Project	
SUM	Supervisor of Utilization Management	Directive #4330, Health Services Policy
SURN	Senior Utilization Review Nurse	Directive #4330
SWVPC	Statewide Workplace Violence Prevention Committee	Directive #4960
TABE	Test of Adult Basic Education (English dominant test)	Directive #4804
TAC	Time Allowance Committee	Directive #4932
TAC	Training Advisory Committee	Directive #2406
TAC	Transdermal Alcohol Concentration	Directive #9204
TAP	Transitional Accountability Plan	
TAPER	Training Achievement & Potential Employability Report	Directive #4806
TB	Tuberculosis	Directive #4322
TBU	Therapeutic Behavior Unit (Bedford Hills CF)	DOCCS Bureau of Mental Health
TDD/TTY	Telephone communication device for the deaf	Directive #2612
TO	Transfer Order	Multiple Directives (e.g., #4017)
TRICP	Transitional Intermediate Care Program	DOCCS Bureau of Mental Health
TSS	Technical Security Specialist/Firearm Controller	Directive #4908
TSU	Technical Support Unit	
UCI	Unit for the Cognitively Impaired	
UI	Unusual Incident	Directive #4004
UIR	Unusual Incident Report	Directives #4004, #9204
UIS	Unusual Incident System	Directive #4004
UPD	Unit for the Physically Disabled (Health Services)	Multiple Directives (e.g., #0053)
UTR	Unscheduled Transfer Review (inmate movement)	Multiple Directives
VAST	Vocational and Skills Training	Directive #0002
VATEA	Vocational And Technology Education Act	Federal Budget Funding
VCO	Vehicle Control Officer	Directive #2932
VINE	Victim Information and Notification Everyday	
VORR	Violation of Release Report	Directive #9217
WTO	Weapons Training Officer	Directives #2021, #4908
WVPPC	Workplace Violence Prevention Program Committee	Directive #4960
YAP	Youth Assistance Program	Directive #4770
YOG	Youth Offender Grant	Federal Budget Funding

<u>DOCCS TERMS</u>	<u>DEFINITION</u>	<u>POLICY REFERENCE</u>
Action Plan (Spending plan)	"contract" that facility will operate within operating funds	Directive #2700
Article 78	Inmate lawsuit action	
Cadre	Inmates placed at a facility for maint. & program support	Directive #0089
Call out	daily facility schedule of inmate appointments/programs	slang term
Case History Folder	consolidation of all inmate records (medical, disc., etc.)	Directive #2010
Catchment Area	transfer of OMH inmates to regional satellite facilities	Directive #4301
Cell Shield	transparent cell covering to prevent throwing/spitting	Directive #4933
Central Depository	stores NYC inmate records & inactive Central Office files	Directive #2900
Central Monitoring Cases	Evaluation and tracking mechanism for certain inmates	Directive #0701
Central Transportation (C Tran)	Office that coordinates statewide inmate transportation	
Clothing Record Card, Inmate	records all issuances of clothing items to inmates	Directive #3082
Color Guard (Honor Guard)	delegation of uniformed employees- funerals, events, etc.	Directive #4080
Community Lifestyles	structured general housing unit accountability program	Directive #4780
Community Supervision	Staff & policies for post-release supervision of offenders	
Compensatory time "Comp time"	leave granted for hours worked in excess of regular time	Directive #2214
computer/IT equipment	terminals, printers, emulation boards, etc.	Directive #2822
Corcraft (Division of Industries)	DOCCS inmate industries program/business	
Council 82	Lieutenant's union	
Count, master, emergency, check	Inmate physical counts, scheduled/unscheduled	Directive #4945
Detainer	Issued by Dept. to police agencies for escaped inmate	Directive #4940
DOCCS/OPDV Liaison	DOCCS staff person assigned as liaison with OPDV	Directive #2003
Documentation audit	Review of all transaction records for an item or items	Directive #2945
Double Bunking	Placement of two inmates in same cell or cube	Directive #4003
Draft Room	Inmate property "pack-up" area in a facility	
Employability Profile (Vocational Ed.)	Dept. document listing all modules, titles for trades	Directive #4806
Employee Memorial	Training Academy memorial to honor employee deaths	Directive #2244
Encumbrance	monies collected and paid on behalf of an inmate	Directive #2788
English Second Language	English Literacy portion of GED test for Spanish inmates	Directive #4803
Environmental Services Committee	inspect and report on safety, sanitization, issues etc.	Directive #4066
Executive Clemency	Inmate application to governor to pardon sentence	Directive #6901
Fit Test	test designed to ensure that respirator fits properly	Directives #4068, #4323
Fixed Asset	Equipment with value in excess of \$25,000	Sate Comptroller (OSC) guidelines
Free bus	Family visiting Program	Directive #4200
Free Postage	weekly allotment for privileged correspondence purposes	Directive #4422
Gate Money	collections from inmate's account held for release money	Directive #2788
Guidance and Counseling, Office of	case management, guidance of inmates	Directive #4401
Hearing Officer	Dept. staff assigned to conduct disciplinary hearing	Directive #4932
Help Desk	MIS trouble shooting and inquiries program	Directives #2810, #2824
Honoraria	monetary reimbursement to employee for lecture/service	Directive #2260
Hot Work Permit	permit for operations capable of producing ignition(welding)	Directive #2122
Housing Unit (General Confinement)	inmate living area designed to accommodate 3 or more	Directive #4009
HUB	Regional cluster of correctional facilities for Admin. Purp.	Directive #0002
Hunger Strike	Inmates refusal to eat for three consecutive days	Directive #4309
Incentive Wage Allowance	Inmate payroll standards for regular work titles	Directive #4802
Inmate Benefit Fund	sub account of the Inmate. Occ. Therapy Fund	Directive #2771
Inmate Fund Account	account for deposit of all inmate funds received/earned	Directive #2798
Inspector General's office	Investigate complaints, etc. on behalf of the Comm.	Directive #0700
Internal Audit Guide	Annual facility self-assessment	Directive #6920
Internal Control Certification	Required by DOB, affirmation of Internal Control processes	Directive #6920
Internal Control Committees	Review operations to ensure meeting goal/mission	Directive #6920

<u>DOCCS TERMS</u>	<u>DEFINITION</u>	<u>POLICY REFERENCE</u>
In-transit	status of inmate when on a trip/ temporary housing	Multiple Directives (e.g., #4802)
Isolation Room	negative pressure rooms for TB isolation	Directive #4322
Keyplock	Disciplinary sanction, confinement to cell/cube	Directive #4933
Kiting	Violation of correspondence procedures via 3 rd party	
Kosher Food Program	food program governed by Directive #4202 (Jewish)	Directive #0053
Labor Relations	Bureau that deals with employee discipline/unions	Directive #2110, multiple directives
Labor/Management Committee	Union/Admin. Committee to discuss labor issues	Directive #2104
Law Library	Library to provide legal research and services to inmates	Directive #4483
Legal mail	privileged correspondence defined in Dir. #4421	Directive #2788
Legal visit	visit between inmate and legal representative	Directive #4404
License Event Notification	Program administered by the DMV in order to receive reports	
Service Program (LENS)	of driver license revocations	Directive #2932
Limited Privilege Program Status	Program Committee assignment for inmates refusing prog.	Directive #4803
Lineup (pre-shift briefing)	mandatory 15 minute briefing of security staff before shift	Directive #4081
Livescan	electronic fingerprint machine	Directive #4037
Local permit	authorization for possession of an item, facility specific	Directive #4911
Locator System, inmate	tracks inmate movement throughout DOCCS	Directive #2830
Lockout	locking device to prevent use of energy isolating device	Directive #2123
Lockout/Tagout Procedures	energy control procedures for servicing of equipment, etc.	Directive #2123
Locksmith	facility employee maintains, keys, key rings, keyboards	Directive #4082
Medal of Honor	awarded to employee for extraordinary, courage/bravery	Directive #2242
Medal of Merit	extraordinary performance or contribution to Dept.	Directive #2242
Medical hold	Keeping an inmate at current facility for medical reasons	
Medicine bag	authorized religious article for Native American inmates	Directives #4202, #4910
Merit Time	time earned to reduce an inmates sentence	Directive #4790
Merle Cooper	Therapeutic program for inmates offered at Clinton CF	Directives #0047, #4802
Mess hall	inmate dining area/kitchen	slang term
Net-Bag	mesh bags approved for inmate laundry, to carry items	slang term
Network Program	Transitional Services Program	Directive #4780
Officer of the Day	appointed to provide Central Office authority	Directive #2022
(One to One) 1:1 Medication	Medication provided to an inmate under direct nursing	
Operating Funds	Funds designated for facilities (Steward oversees)	Directive #2915
Out count	counts of inmates who are away from their housing unit	Directive #4945
Outside Clearance	Inmates cleared by Dept. for outside assignment	Directive #4950
Owning Facility	facility of record at which an inmate is physically housed	Several transport related directives
Pack-up bags	bags designated for inmates to pack/store their property	Directive #4913
Pat Frisk	search by hand of inmate's clothes & person (clothed)	Directive #4910
Perpetual inventory	continuous record for all receipts & issues of an item	Directive #2945
Personal Leave	5 days credited yearly to employees to cover time off	Directive #2207
Personal Protective Equipment	Protects from exposure to hazardous/infectious materials	Directive #2121
Personnel, Bureau of	hires/retains employees, classifies/administers workforce	Directive #2200
Plant Superintendent	Chief Maintenance/physical plant supervisor	Multiple Directives
Post Admission Adjustment	Issue of property/privileges after 30 days in SHU	Directive #4933
Pouch mail	Inter-department mail	
Pre-Audit	Dept. review of CF 3 months prior to scheduled ACA audit	Directive #6920
Presumptive Release program	inmates released to parole without parole board hearing	Directive #4791
Privileged correspondence	correspondence subject to confidentiality protections	Directive #4421
Probable Cause	required for strip search/frisk (Sgt. Review required)	Directive #4910
Probation	Initial review and evaluation period for new employees	Directive #2219
Program committee	provide GP inmates with programs to meet their needs	Directive #4401, #4803
Program Planning, Research & Eval.	provision, coordination & review of all inmate related data	Directive #2803
Project Community Caring	Program at Bedford Hills for mentally ill inmates	
Property Manager	employee who maintains equipment control records	Directive #2944
Purchase Order	the "contract" with the vendor to formally procure an item	Directives #2915, #2916

DOCCS TERMS

Purchase Request
 Quarterly Review
 Quartermaster
 Rap sheet
 Rape Crisis Program

 Reaccreditation
 Reasonable Accommodation
 Recall
 Reception Center
 Records Access/Privacy Comp. Officer
 Regional Training Lieutenant
 Requisition
 Restitution
 Restraint Order
 Retention/disposition schedule
 Review Officer
 Right to Know
 Rulebook, Inmate
 Satellite Unit
 Searches (cell, unit, area)
 Sensorial Disability
 Serviceable
 Shadow board
 Shock Incarceration
 SHU Case Management Committee
 Sick Leave
 Source area
 Special Projects
 Special Subjects
 Special Treatment Program
 special watch
 spot check
 Staff Advisor
 Staff housing
 State-Issue
 State Shop
 Steward (Facility/Institutional)
 Strip Frisk
 Strip Search
 Suicide Watch
 Supervising Superintendent
 Support Operations, division of
 Surplus equipment
 Swap
 Temporary Release Programs
 Therapeutic diet
 Ticket
 Tiers, I, II, III
 Title 7 NYCRR
 Tool Classifications A, B, C
 Training Advisory Committee
 Transitional Services

DEFINITION

form to request purchase of commodities or services
 Overall inmate program review conducted by counselor employee responsible for uniform issuance, name tags
 DCJS Summary Case History
 Any local, State, or National organization authorized to Provide rape crisis services
 3 year review by ACA of correctional facilities
 actions taken on behalf of individuals with disabilities
 Employee called back to work after leaving work station
 Facility, for reception, classification & programming Eval.

 Coordinates information for FOIL requests
 LT does planning & coordination for HUB training programs
 form used by staff to order supplies
 repayment from inmates of altered, lost, or stolen items
 Order of restraint for combative/assaultive inmates
 guideline - retention and disposition of Department records
 Review misbehavior reports for appropriate action
 required conspicuous posting of Haz. Mat. Rights
 Standards of Inmate Behavior
 Mental Health Unit at DOCCS facility operated by OMH
 scheduled and unscheduled security/equip. inspections
 sight or hearing impairment that limits major life activity
 used inmate clothing deemed fit for reissuance
 Storage board for tools (outline or silhouette of tool)
 Facility that conducts the Shock Incarceration Program

 Review and coordinate behavior plan for inmates in SHU
 credited time for use during illness or disability
 Staff that verifies inmate identification for disbursement form
 events or fundraisers sponsored by an Inmate Org.
 Variety of optional recreational activities for inmates
 Facility program designed for Special Needs inmates
 one on one observation due to suspected drug use
 inventory of selected items in an area
 facility staff that oversee/guide an Inmate Organization
 Dept. owned housing/short term use by transitioning staff
 standards issue of dept. clothing and bedding to inmates
 storage location for inmate clothing, oversees issuance
 Chief business office supervisor
 inspection of naked body, cavities, and clothes
 inspection of naked body and clothes (non-cavity)
 Continuous watch of inmates who may inflict self harm
 Chief Administrative officer of a "Hub"
 plans, directs & coordinates a variety of support functions
 Unused or underutilized equipment no longer needed
 authorized switching of shifts between two employees
 screening of inmates for Work Release programs
 diet prescribed by health care provider for an inmate
 Inmate Misbehavior report
 progressive Inmate Disciplinary System
 DOCCS Rules and Regs. on file with Dept. of State
 based on potential for hazard, escape, death or injury
 Formalizes training plans for all employees, facility level
 Programs to assist inmates with reintegration into society

POLICY REFERENCE

Directives #2915, #2918

 Directive #3083
 Directive #2009 (slang term)
 Directive #4421

 Directive #8920, V
 Directives#2607, #2614
 Directive #2214
 Directive #0002

 Directive #2010
 Directive #2401
 Directives #2901, #2945, #4051
 Directive #3081
 Directive #4933
 Directive #2011
 Directive #4932
 Directive #4067
 7 NYCRR, Part 270
 Directive #4301
 Directive #4910
 Directive #2612
 Directives #3081, #3082
 Directive #4930
 Directives #0002, #0088

 Directive #4933
 Directive #2204

 Directive #4760
 Directive #4807
 Directives #4302, #0044
 Directive #4910
 Directive #2945
 Directive #4760
 Directive #4005
 Directives #3081, #4070
 Directive #3082
 Multiple Directives
 Directive #4910
 Directive #4910
 Directive #4101
 Directive #0002
 Directive #2900
 Directives #2945, #3173
 Directives #2223, #2205
 Temp. Release Man., Directive #7001
 Food Service Operations Manual
 slang term
 Directive #4932, NYCRR Chapter V
 first referenced in Dir. #0001
 Directive #4930
 Directive #2401
 Directive #4780

<u>DOCCS TERMS</u>	<u>DEFINITION</u>	<u>POLICY REFERENCE</u>
Transitional Services Program	Meaningful/orderly transition of inmates back into society	Directive #0077
Truck trap (sally port)	secure entryway into facility for vehicles	Directive #4050, #4900
Urinalysis	testing of inmates for suspicion of alcohol	Directive #4937
Use of Force	physical action needed to resolve an incident	Directive #4944
Volunteer	unpaid person who provides service to the Dept./inmates	Directive #4750
Wall Tower	Secure post, usually atop a yard or perimeter wall	
Watch Commander	Security supervisor (LT.) "in charge" on each shift	Multiple Directives (e.g., Dir. #4008)
Work Crew	Inmates cleared for outside community service work	Directive #3055
Work Order	Form #1811, Maintenance Work Order request	Directive #3052
Workers' Comp	Workers' Compensation Benefits (Security & Non-uniform)	Directives #2208A, #2208B
Workplace Violence Incident	Definition in accordance with DOL regulation	Directive #4960
Workplace Violence Incident Log	Log to record reported incidents of Workplace Violence	Directive #4960

NIMS ACRONYMS
(National Incident Management System)

<u>ACRONYM</u>	<u>STANDS FOR</u>	<u>POLICY REFERENCE</u>
ALS	Advanced Life Support	All NIMS acronyms listed here are in reference to Directive #4010, "Emergency Control Plans."
CBRNE	Chemical, Biological, Radiological, Nuclear or High Yield Explosive	
COP	Common Operating Procedure	
DHS	Department of Homeland Security	
DOC	Department Operations Center	
EMAC	Emergency Management Assistance Compact	
EOC	Emergency Operations Center	
EOP	Emergency Operations Plan	
EPI	Emergency Public Information	
FOG	Filed Operations Guide	
FY	Fiscal Year	
GIS	Geographic Information System	
HAZMAT	Hazardous Material	
HSPD-5	Homeland Security Presidential Directive-5	
HSPD-8	Homeland Security Presidential Directive-8	
IAP	Incident Action Plan	
IC	Incident Commander	
IC OR UC	Incident Command or Unified Command	
ICP	Incident Command Post	
ICS	Incident Command System	
IMT	Incident Management Team	
JIC	Joint Information Center	
JIS	Joint Information System	
LNO	Liaison Officer	
NDMS	National Disaster Medical System	
NGO	Nongovernmental Organization	
NIC	National Integration Center	
NIMS	National Incident Management System	
NRP	National Response Plan	
NRP-CIA	Catastrophic Incident Annex to the Nat. Resp. Plan	
NRP-CIS	Catastrophic Incident Supplement to the Nat. Resp. Plan	
PIO	Public Information Officer	
POLREP	Pollution Report	
PVO	Private Voluntary Organizations	
R&D	Research and Development	
RESTAT	Resources Status	
ROSS	Resource Ordering and Status Report	
SDO	Standards Developmental Organizations	
SEOC	State Emergency Operations Center	
SITREP	Situation Report	
SO	Safety Officer	
SOP	Standard Operating Procedure	
TA	Technical Assistance	
UAC	Unified Area Command	
UASI	Urban Area Security Initiative	
UC	Unified Command	
US&R	Urban Search and Rescue	