
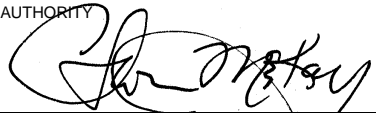


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| | | | DATE 01/04/2021 |
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 Form CS9601F - #9601
 Form CS9606 - #8303
 Form CS9606A - #8303
 Form CS9639 - #9204
 Form CS9640 - #9204
 Form CS9641 - #9206, #9219
 Form CS9700A - #9700
 Form CS9700B - #9700
 Form CS9720A - #9720
 Form CS9800 - #9800, #9805
 Form CS9803A - #9803
 Form CS9805 - #9805
 Form DC009 - #4067
 Form DC053 - #4021
 Form DC055 - #4021
 Form DC056 - #4021, #4101
 Form DCJS-4 - #2216
 Form DOH-2557 - #9435
 Form DOH-5032 - #8340
 Form DP-53 - #8400
 Form DPP - #2604M
 Form DPQ - #2604M
 Form DPSM - #2604M
 Form EEO1 - #2604M
 Form EEO100 - #2604M
 Form EEOCRC - #2604M

Form # - Directive Reference

Form EEOCRS - #2604M
 Form EEOPS - #2604M
 Form EHS-701.8 - #4068
 Form ESP-607 - #2271
 Form F-15 - #4050
 Form FD-258 - #2216
 Form GRECA - #9105
 Form Housekm - #3090
 Form HSPM 1.37 - #4940
 Form IAS2706 - #2788, #4483
 Form IAS2708 - #2788, #2798, #4483
 Form ICAOS1 - #9700
 Form ICAOS2 - #9700
 Form ICAOS3 - #9700
 Form ILRP - #4483
 Form INDREC13201 - #3050
 Form INDREC13202 - #3050
 Form INDREC13301 - #3050
 Form INDREC13302 - #3050
 Form INDREC14203 - #3050
 Form LCR9200 - #9200
 Form LCRPBR - #9200
 Form MED CNY455 - #4101, #4308
 Form MEDCNYPC359 - #4301
 Form MFV3080A - #4750
 Form MFV3082 - #4750
 Form MFV3085 - #4750
 Form MFV3087 - #4750
 Form MFVS 3080 - #4750
 Form MFVSMCS - #4202
 Form MIS2002 - #2821
 Form MWBE100 - #2604M
 Form MWBE101 - #2604M
 Form MWBE102 - #2604M
 Form MWBENAD - #2604M
 Form NYSP-Cform - #2020
 Form OOA - #4059
 Form RS-6082 - #2210
 Form SDVOB100 - #2604S
 Form SDVOB101 - #2604S
 Form SDVOB200 - #2604S
 Form SDVOBCR - #2604S
 Form SDVOBNA - #2604S
 Form SDVOBNAD - #2604S

Form # - Directive Reference

Form SDVOBSA - #2604S

Form SH-900 - #2208B, #4065

Form SH-900.1 - #2208B

Form ST-129 - #2724

Form TDM - #4311

Form WCBenElc - #2208A

Form WCLeave - #2208B

Form WCLeaveApt - #2208B

Form WPN1 - #9720

Form WVPP - #4960

MANUAL

| <u>MANUAL</u> | <u>DIRECTIVES</u> |
|--|--|
| Accreditations Manager's | #6921 |
| ART | #4780 |
| Attendance and Leave | #2012, #2202, #2204, #2206, #2207, #2208A, #2208B, #2211, #2212, #2213, #2214, #2220, #2226, #2713 |
| CASAT Manual | #4401 |
| Classification and Movement | #4020 |
| Controls and Special Procedures | #2798 |
| Data Processing Liaison | #2810 |
| Budget Policy & Reporting Manual | #2728, #2799, #4005, #4005B, #6923 |
| Earned Eligibility Program | #4011, #4401 |
| Employee's | #2209, #2602, #2605, #2608, #2824, #2918, #3083, #4081, #4936, #6901 |
| Facility Operations | #3086 |
| Fire and Safety | #4063, #4066 |
| Food Service Operations | #4066, #4310, #4802 |
| General Housekeeping | #2121, #3090, #3096, #4064, #4066, #4067, #4320, #4329, #4931 |
| Guidance Information System | #4017 |
| Guidance and Counseling | #4401 |
| Health Services Policy | #2010, #3050, #3096, #4027A, #4027B, #4028A, #4028B, #4040, #4055, #4059, #4066, #4300, #4301, #4309, #4320, #4329, #4910, #4918, #4929, #4931 |
| Infection Control | #3096, #4329 |
| Inmate Commissary and Accounting | #4761, #4913 |
| Inmate Records Coordinator | #4011, #4012, #4037, #4038, #4917, #4919 |
| Inmate Grievance Program Training | #4040 |
| Intermediate Care Program Operations | #4307 |
| Locator User's | #2830 |
| Nutritional Services Operations | #4310 |
| Office for the State Comptroller Travel | #2005, #2209, #2724 |
| PAYSERV Salary Manual | #2701 |
| Policy, Procedures & Standards for Programming Inmates | #4803, #4806 |
| Program Services | #4750, #4806 |
| Reception Orientation | #4021 |
| Recreation Program Operations | #4807 |
| Religious Program and Practices | #4200 |
| Security Audit Manual | #4955 |
| Security Classification Guidelines | #4018, #4027A |
| Shock Suitability Screening | #4401 |
| Special Housing Unit Operations | #4933 |
| Temporary Release | #2788, #4038, #4201, #4401, #4940, #7001 |
| Therapeutic Diet Manual | #4311 |
| Training | #2401 |
| Transitional Services | #4780 |
| Transportation | #4906 |
| Unusual Incident System | #4004 |
| User Procedure | #2205, #2734, #2915, #2945 |
| Work Crew Site Safety Program | #3055, #4064 |
| Youth Assistance Program | #4770 |

| <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 | Directives #6921, #6927 |
| ACT | Assertive Community Treatment | Directive #9230 |
| ADA | Americans with Disabilities Act | Directives #2601, #2607, #2612, #2614, etc. |
| ADCI | Assistant Deputy Chief Investigator (OSI) | Directive #9245 |
| ADID | Anti-Discrimination Investigations Division (GOER) | Directives #0700, #2111, #2601, #2602 |
| ADR | Absconder Discharge Review Form | Directive #9245 |
| ADSP | Assistant Deputy Superintendent for Programs | |
| ADT | Alternate Drug Treatment | Directives #0044, #8700 |
| ADTP | Alternate Drug Treatment Program | |
| AED | Automatic External Defibrillator | Directives #2124, #4091 |
| AFC | Agency Asset Forfeiture Coordinator | Directive #2790 |
| AFSCME | American Federation of State County and Municipal Employees | |
| AL | Action Level | Directive #4054 |
| ALJ | Administrative Law Judge | Directive #9104 |
| ALT90 | Alternative Drug Treatment | Directive #8710 |
| ANSI | American National Standard Institute | Directive #2121 |
| AOLC | Adolescent Offender Liaison Committee | Directive #4002 |
| AOSU | Adolescent Offender Separation Unit | Directives #0041, #0057 |
| AOT | Assisted Outpatient Treatment | Directives #4305, #9230 |
| APA | American Polygraph Association | Directive #9305 |
| APPU | Assessment and Program Preparation Unit (Clinton CF) | Directives #0047, #4948 |
| APR | Air Purifying Respirator | Directive #4068 |
| ARD | Assistant Regional Director | Multiple Directives (e.g., #9295) |
| ART | Aggression Replacement Training | Multiple Directive (e.g., #4780) |
| ASAT | Alcohol & Substance Abuse Treatment | Multiple Directives |
| ASR | Aerosol Subject Restraint | Directive #9429 |
| ATI | Alternative to Incarceration | Directive #9295 |
| 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, #6927 |
| BLUE | Building and Land Use Evaluation | Directive #2119 |
| BOL | Bill of Lading | |
| BOSS | Body Orifice Scanning System (Radiological detection) | Directive #4900 |

| <u>ACRONYM</u> | <u>FULL TITLE</u> | <u>POLICY REFERENCE</u> |
|-----------------------|---|--|
| 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 |
| CAR | Correctional Alternative Rehabilitation | Directives #4002, #4006 |
| CAR GTP | Correctional Alternative Rehabilitation Group Therapy Program | Directive #0053 |
| CASAT | Comprehensive Alcohol Substance Abuse Treatment | Multiple Directives (e.g., #4780) |
| CAYSA | Corrections and Youth Services Association | |
| CC | Case Conference | Directive #9230 |
| CCC | Communications Control Center (in building 2) | Multiple Directives (e.g., #2001, #4004) |
| CCN | Case Closure Notice | Directive #9245 |
| CCTV | Closed Circuit Television Systems | Directive #2119 |
| CDC | Centers for Disease Control | Directive #4322 |
| CDMAC | Commissioner's Diversity Management Advisory Council | Directive #2601 |
| CDME | Cancel Delinquency by Maximum Expiration | Directives #9070, #9072, #9245 |
| CEA | Correctional Education Association | |
| CEO | Center for Employment Opportunities | Directive #0230 |
| CERT | Correction Emergency Response Team | Directives #3083, #4010, #4907 |
| CFOS | Correctional Facility Operations Specialist (Central Office) | Directive #4004 |
| CGC | Certificate of Good Conduct | Directive #9104 |
| CHRI | Criminal History Record Information | Directives #8115, #9245 |
| CID | Criminal Intelligence Division | Directive #0700 |
| CIPS | Correctional Institution Pharmacy System | Directive #4929 |
| CIRIS | Critical Infrastructure Response Information System | Directives #8303, #8700 |
| CISM | Critical Incident Stress Management | Directives #4026, #4035 |
| CIU | Crisis Intervention Unit | Directives #4010, #4904 |
| CJIMS | Criminal Justice Image Management System | Directive #9199, #9295 |
| CJIS | Criminal Justice Information Services | Directive #8115 |
| 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, #9209 |
| CO | Correction Officer | Multiple Directives |
| COGI | Cash to Outgoing Inmates | Directive #2788 |
| COMPAS | Correctional Offender Mgmt. Profiling for Alt. Sanctions | Directives #0209, #0216, #0224-#0231, #0239, #8500, #9401, #9504 |
| COMRC | Central Office Media Review Committee | Directive #4572 |
| COOP | Cooperative Supervision Cases | Directive #9700 |
| CORC | Central Office Review Committee (Inmate Grievance) | Directive #4040 |
| CORP | Community Orientation & Re-entry Program (for OMH In.) | Directive #0056 |

| <u>ACRONYM</u> | <u>FULL TITLE</u> | <u>POLICY REFERENCE</u> |
|-----------------------|--|--|
| COWVPC | Central Office Workplace Violence Prevention Committee | Directive #4960 |
| CP | Community Prep | Directive #9700 |
| CPL | Criminal Procedure Law | Directives #2932, #8370 |
| CPL | Criminal Prosecution Liaison | Directive #6910 |
| CPU | Contract Procurement Unit | Directives #2604M, #2604S, #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 | |
| CRC | Conditional Release Conditions | Directive #9700 |
| 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 | |
| CSOC | Community Supervision Operation Center | Directives #2790, #2932, #9072, #9295, #9430 |
| CSR | Case Supervision Review | Directives #9210, #9230 |
| CW | Central Warehouse | Directive #4929 |
| D & I | Diversity & Inclusion | Directive #2601 |
| 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 |
| DEP | Disciplinary Evaluation Period | Directive #2020 |
| DIN | Department Identification Number (Inmate) | Multiple Directives (e.g., #4007) |
| DIO | Director of Internal Operations | Directive #9072 |
| DIR | Domestic Incident Report | Directive #9401 |
| DIRR | Domestic Incident Report Repository | Directive #9401 |
| DLR | Drug Law Reform | Directive #8250 |
| DMV | Department of Motor Vehicles (NYS agency) | |
| DMWBD | Division of Minority and Women's Business Development | Directive #2604M |
| DOB | Division of Budget (NYS agency) | |
| DOCCS | Department of Corrections and Community Supervision | |
| DOD | Department of Defense | Directive #2220 |
| 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) | |

| <u>ACRONYM</u> | <u>FULL TITLE</u> | <u>POLICY REFERENCE</u> |
|-----------------------|---|---|
| DPAT | Disaster Preparedness Assist Tracking | Directive #2900 |
| DPL | Data Processing Liaison | Directives #2810, #2823 |
| DRA | Designee for Reasonable Accommodations | Directive #2607 |
| DSA | Deputy Superintendent for Administration | Chief Administrative officer in a facility |
| DSDVBD | Division of Service-Disabled Veterans' Business Development | Directive #2604S |
| 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 | Department of Social Services | Directive #8700 |
| DSS | Deputy Superintendent for Security | Chief Security officer in a facility |
| DTC | Drug Treatment Campus | |
| DV | Domestic Violence | Directive #9401 |
| EAP | Employee Assistance Program | Directives #2003, #2115 |
| EAR | Employee Accident Report | Directive #9430 |
| EBF | Employee Benefit Fund (vending machine funds) | Directive #2770 |
| ECPDO | Early Conditional Parole for Deportation Order | Directive #4793 |
| EEM | Electronics Equipment Mechanic | Directive #4942 |
| EEO | Equal Employment Opportunity (Affirmative Action) | Directives #2601, #2604M |
| EEOC | Equal Employment Opp. Commission (Fed. Agency) | |
| EEP | Earned Eligibility Program | Directives #4401, #4792, #4803 |
| EHCP | Emergency Health Care Provider (DOCCS physician) | Directive #2124 |
| EHU | Earned Housing Unit | Directive #4946 |
| EIU | Employee Investigation Unit | Directive #2216 |
| EM | Electronic Monitoring | Directive #9295 |
| EO | Executive Order | Multiple Directives |
| EPA | Environmental Protection Agency | Directives #3056, #4055 |
| ERM | Enterprise Risk Management | Directives #6920, #6925, #6927 |
| ESD | Empires State Development Corporation | Directive #2604M |
| ESL | English as a Second Language | Directive #4805 |
| ESP | Employee Suggestion Program | Directive #2271 |
| E-STOP | Electronic Security and Targeting of Online Predators | Directives #9000, #9201 |
| ETE | Extra Time Earned (Compensatory time) | Directive #2214 |
| FDU | Forensic Diagnostic Unit | |
| FHSD | Facility Health Services Director | Directive #4916 |
| FITS | Folder Inquiry and Tracking System | Directives #9217, #9700 |
| FMLA | Family Medical Leave Act | Directives #2220, #2226 |
| FMRC | Facility Media Review Committee | Directives #4422, #4572 |
| FOIL | Freedom of Information Law | Directives #0010, #0401, #2010 |
| FOM | Facility Operations Manual | Directives #0001, #4050 |
| FRP | Family Reunion Program (family trailer visits) | Directives #0044, #0053, #4500 |
| FSA | Food Service Administrator | |

| <u>ACRONYM</u> | <u>FULL TITLE</u> | <u>POLICY REFERENCE</u> |
|-----------------------|--|--|
| FSC | Fire Safety Coordinator | |
| FSO | Fire & Safety Officer | Directive #4060 |
| FTR | Failure to Report | Directive #9504 |
| FTRP | Female Trauma Recovery Program | |
| GD | Gender Dysphoria | Directive #3081 |
| GED | General Equivalency Diploma | Directive #4804 |
| GES | Guidelines Entry System | Multiple Directives (e.g., #8302) |
| GIMS | Guidance Information Management System | Directives #4017, #4401 |
| GIVE | Gun Involved Violence Elimination | Directives #0212, #0225, #0230, #0231, #0239 |
| GOER | Governor's Office of Employee Relations (NYS agency) | |
| GORR | Governor's Office of Regulatory Reform (NYS agency) | |
| GP | General Population (regular programmed inmate) | |
| GPS | Global Positioning System | Directives #9295, #9401 |
| GTP | Group Therapy Program (SHU) | DOCCS Bureau of Mental Health |
| HAC | Head Account Clerk | |
| HEPA | High Efficiency Particulate Absorbing | Directive #4054 |
| HIDTA | High Intensity Drug Trafficking Area | Directive #9000 |
| HIPAA | Health Insurance Portability and Accountability Act | |
| HMIS | Hazardous Materials Identification System | Directive #4067 |
| HRMC | Human Resource Management Committee | Directive #2232 |
| HSPM | Health Services Policy Manual | Directives #3096, #4300 |
| IAD | Internal Affairs Division | Directive #0700 |
| I-ASAT | Intensive Alcohol & Substance Abuse Treatment | Directive #0086 |
| IAU | Internal Audit Unit | Directive #6923 |
| ICAOS | Interstate Commission for Adult Offender Supervision | Directives #8700, #8710, #9700 |
| ICAS | Inmate Commissary Account System | Directives #2011, #2788, #2798 |
| ICC | Internal Controls Committee | Directive #6927 |
| ICE | Immigration and Customs Enforcement | Directives #9221, #9245 |
| ICM | Intensive Case Manager | Directive #9230 |
| ICMS | Interstate Case Management System | Directive #9700 |
| ICN | Infection Control Nurse | |
| ICO | Internal Control Officer | Directives #6920, #6927 |
| ICOTS | Interstate Compact Offender Tracking System | Directive #9700 |
| ICP | Intermediate Care Program (transition for OMH inmates) | Directives #0053, #0056 #4307, ICP Manual (DOCCS-MH) |
| ICS | Incident Command System | Directive #4010 |
| 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 |

| <u>ACRONYM</u> | <u>FULL TITLE</u> | <u>POLICY REFERENCE</u> |
|-----------------------|---|---|
| III | Interstate Identification Index | Directives #8115, #9245 |
| ILC | Inmate Liaison Committee (for communication with Admin.) | Directive #4002 |
| ILRP | Inmate Legal Resource Program | Directive #4483 |
| INT | Intensive Supervising | Directive #9700 |
| INV | Investigator (OSI) | Directive #9245 |
| 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 |
| IPVI | Intimate Partner Violence Initiative | Directives #0025, #0225 |
| 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 |
| ITL | Industrial Training Leave | Directive #0057, #4037, #6922 |
| ITO | Invitational Travel Orders | Directive #2220 |
| ITS | Information Technology Services | Multiple Directives |
| JCMC | Joint Case Management Committee | Directive #4933, #4933A |
| JCOPE | NYS Joint Commission of Public Ethics | Directive #2218 |
| JCORC | Joint Central Office Review Committee | Directive #4933A |
| JTTF | Joint Terrorism Task Forces | Directive #0700 |
| KHRS | Workers' Compensation Tracking System | Directive #2208A |
| 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 | Keyplock | |
| 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 | Directives #8700, #8710, #9200 |
| LCRC | Limited Credit Release Conditions | Directive #9700 |
| LCTA | Limited Credit Time Allowances | Directives #4792, #4401 |
| LDA | Local Disposition Authorization (Disposal of surplus prop.) | Directives #2260, #3173 |
| LENS | License Event Notification Service | Directive #2932 |

| <u>ACRONYM</u> | <u>FULL TITLE</u> | <u>POLICY REFERENCE</u> |
|-----------------------|---|---|
| LEP | Limited English Proficiency | Directives #4483, #4490 |
| LES | Leave and Earnings Statement | Directive #2212 |
| LGBT | Lesbian, Gay, Bi-Sexual, Transgender | Directive #2601 |
| LKA | Last Known Address | Directive #8700 |
| LOA | Leave of Absence | Directive #2207 |
| LPN | Licensed Practical Nurse | |
| LWOP | Leave Without Pay | Directive #2207 |
| M/C | Management/Confidential (class of employees) | Civil Service Law, article 75 |
| MAST | Michigan Alcohol Substance Treatment | Directive #4021 |
| MAT | Medication Assisted Treatment | Directives #0058, #0092 |
| MBE | Minority-Owned Business Enterprise | Directive #2604M |
| MDRC | Merit Determinate Release Conditions | Directive #9700 |
| ME | Maximum Expiration | Multiple Directives (e.g., #8302) |
| MEPRS | Maximum Expiration with Parole Supervision | |
| MEPS | Maximum Expiration for Parole Supervision | Directive #8710 |
| MGP | Medication Grant Program | Directive #9230 |
| MHCRP | Mental Health Community Reintegration Program | Directive #9230 |
| MHL | Mental Hygiene Law | Directives #8302, #8700, #9224, #9295 |
| 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 |
| MVAC | Motor Vehicle Air Conditioner | Directive #3056 |
| MVO | Motor Vehicle Operator (Facility Driver) | |
| MWBE | Minority and Women-Owned Business Enterprise | Directive #2604M |
| NA | Nurse Administrator, chief administrative nurse | Multiple Directives |
| NCIC | National Crime Information Center | Directives #4907, #9245, #9072 |
| NFF | National Fingerprint File Program | Directive #8115 |
| NFPA | National Fire Protection Association | Directives #4060, #4066, #4067 |
| NICS | National Instant Criminal Background Check | Directive #2020 |
| NID | Narcotics Investigations Division | Directive #0700 |
| 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 | |
| NYCCA | New York City Central Administration | Directive #2205 |
| NYCRR | New York Code, Rules, and Regulations | Multiple Directives |
| NYSCHR | New York State Criminal History Record | Directive #9245 |
| NYSCOPBA | New York State Correction Officer & Police Benevolent Association | |

| <u>ACRONYM</u> | <u>FULL TITLE</u> | <u>POLICY REFERENCE</u> |
|-----------------------|--|--|
| NYSCS | New York State Contract System | Directive #2604M |
| 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) | Directives #4007, #9245 |
| NYSPIN | New York Statewide Police Information Network | |
| NYSPSP | New York State Preferred Source Program for the Blind | Directives #2604M, #2604S |
| NYSTEP | New York State Electronic Personnel System | Directives #2205, #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 |
| ODI | Office of Diversity and Inclusion | Directive #2611 |
| 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 |
| OOL | Governor's Office of LEAN | Directive #6925 |
| OOP | Order of Protection | Directive #9401 |
| OOSI | Out of State Incarceration | Directive #9700 |
| OOST | Out of State Case | Directive #9700 |
| OPCA | Office of Probation & Correctional Alternatives (NYS) | Directive #8370 |
| OPDV | Office for the Prevention of Domestic Violence (NYS) | Directives #2003, #9401 |
| OPS | Online Print System | Directive #9221 |
| ORC | Offender Rehabilitation Coordinator | Multiple Directives |
| ORI | Originating Agency Identification Number | Directive #8115 |
| OSC | Office of the State Comptroller (NYS agency) | Multiple Directives |
| OSHA | Occupational Safety and Health Administration | Directives #2121, #2122, #2123, #4054, #4067 |
| OSI | Office of Special Investigations | Directives #0700, #0702, #2020, #2111, #2205, #2611, #2932, #9295, #9430 |
| OTSC | Order to Show Cause | Directive #8304 |
| PA | Physician's Assistant | |
| PA | Program Aid | Directive #9700 |
| PAC | Principal Account Clerk (Business Office) | |
| PAD | Public Access Defibrillation (Notice of Protocol required) | Directive #2124 |
| PAPR | Powered Air Purifying Respirator | Directive #4054 |
| PARMIS | Parole Access Management Information Services System | Directives #4033, #8304, #8306 |

| <u>ACRONYM</u> | <u>FULL TITLE</u> | <u>POLICY REFERENCE</u> |
|-----------------------|--|--|
| PAS | Personal Alarm Systems | Directive #4908 |
| 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 |
| PCB | Polychlorinated Biphenyls | Directive #4054 |
| PCC | Project Community Caring | |
| PCO | Professional Careers Opportunities Test | Directive #2234 |
| PCP | Primary Care Provider | |
| PDP | Parole Diversion Program | Directives #0081, #4780, #8710 |
| 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 |
| PIE | Parole Immediately Eligible | Directive #9700 |
| 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 | Directives #9295, #9504, #9800 |
| PON | Parole Officer Shield Identification System | Directive #9217 |
| PPD | Tuberculosis annual skin test | Directive #4322 |
| PPE | Personal Protective Equipment | Directives #2121, #2122, #4322 |
| PPR&E | Program Planning, Research and Evaluation | Directive #8120 |
| PRCS | Permit-Required Confined Space | Directive #2122 |
| PRD | Projected Release Date | Directive #9700 |
| PREA | Prison Rape Elimination Act | Directives #0700, #4021, #4027A #4027B, #4028A #4028B, #4948 |
| PRI | Patient Review Instrument | Directive #4044 |
| PRI | Prison Re-entry Program | Federal Budget Funding |
| PRS | Parole Revocation Specialist | Directive #9245 |
| PRS | Post Release Supervision | Directives #8306, #9070, #9700 |
| PRSM | Post Release Supervision Maximum Expiration | Directives #8400, #8710, #9070, #9245 |
| PSA | Private Settlement Agreement | DAI joint settlement with OMH |
| PSAS | Program and Security Assessment Summary | Directive #4012 |
| PSI | Pre-sentence Investigation | Directive #9401 |

| <u>ACRONYM</u> | <u>FULL TITLE</u> | <u>POLICY REFERENCE</u> |
|-----------------------|--|--|
| PSPO | Polygraph Senior Parole Officer | Directive #9305 |
| PSR | Pre-Sentence Report | Directive #9200 |
| PTSD | Post Traumatic Stress Disorder | Directive #9230 |
| PV | Parole Violator | |
| PVD | Parole Violator Detainee | |
| PVU | Parole Violations Unit | Directives #8120, #9000, #9205, #9210 |
| PWI | Aggravated Harassment Evidence Recovery Kit | Directive #4931 |
| QA | Quality Assurance | |
| QC | Quality Control | Directives #8304, #8710, #9070 |
| QI | Quality Improvement | |
| QWL | Quality Work Life Building (host facility/dept. functions) | |
| RAP | Record of Arrest and Prosecution | Directive #8115 |
| RARR | Risk Assessment and Records Review | Directive #9224 |
| RCCVS | Regional Coordinator of Correctional Volunteers Services | Directives #4200, #4750 |
| RCRA | Resource Conservation and Recovery Act | Directive #4054 |
| 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 |
| REM | Re-Entry Manager | Directive #9230 |
| 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 | Directives #2604M, #2742 |
| RFRI | Request for Reporting Instructions | Directive #9700 |
| 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 | |
| ROI | Release of Information | Directive #9209 |
| 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 | Residential Treatment Facility | Directives #0225, #0053, #0056, #8700, #8710 |

| <u>ACRONYM</u> | <u>FULL TITLE</u> | <u>POLICY REFERENCE</u> |
|-----------------------|---|---|
| RTF | Report of Training Form | Directives #4067 |
| RTF-003 | Regional Training Form (record of employee training) | |
| RTF-SLMS | Regional Training Form | Directive #4060 |
| RTL | Regional Training Lieutenant | Directives #2401, #2823 |
| S/C | Sick call | |
| SABE | Spanish dominant standardized achievement testing | Directive #4804 |
| SAPA | State Administrative Procedure Act | Directive #6927 |
| SAR | Suspicious Activity Reporting | Directive #0700 |
| SARA | Sexual Assault Reform Act | Directive #8305, #8306, #8700 |
| SARA | State Archives and Records Administration | Directives #2011, #2824 |
| SC | Special Condition | Directive #8302 |
| SCBA | Self-Contained Breathing Apparatus | Directive #4054 |
| SCD | Sex Crimes Division | Directive #0700 |
| SCFVS | Supervisor of Correctional Facility Volunteer Services | Directives #4200, #4750 |
| SCOC | State Commission of Corrections | |
| SDP | Sensorial Disabled Program | |
| SDP | Step-Down to General Population Program | Directives #0080, #0088 |
| SDS | Safety Data Sheets | Directive #4067 |
| SDU | Sensorially Disabled Unit - (visually/hearing impaired In.) | Directive #0049 |
| SDVOB | Service-Disabled Veteran-Owned Business | Directives #2604M, #2604S |
| SEFA | State Employees Federated Appeal | |
| SEMO | NYS State Emergency Management Office | |
| SFS | Statewide Financial System | Directives #2726, #2783, #4050 |
| SHMC | Special Housing Management Committees | Directive #4933B, 7NYCRR Section 254.9 |
| SHU | Special Housing Unit (Disciplinary Confinement Unit) | Directives #0088, #4002, #4006, #4422, #4933, #4948, 7 NYCRR Parts 300-310 |
| SI | Senior Investigator (OSI) | Directive #9245 |
| SIF | State Insurance Fund | Directives #2012, #2208A, #2208B |
| SIST | Strict & Intensive Supervision & Treatment | Directives #0212, #0213, #0224, #0231, #0239, #0700, #8302, #8700, #9206, #9224, #9803, #9295 |
| SISU | Security Information Services Unit | Directives #2011, #4008 |
| SLMS | Statewide Learning Management System | Directive #2121 |
| SLWOP | Sick Leave Without Pay | Directive #2207 |
| SMDR | Station Message Detail Recorder | Directive #2918 |
| SMI | Seriously Mentally Ill | Directives #4305, #4933A, #9230 |
| SMPC | Statewide Staff Mentoring Program Coordinator | Directive #2407 |
| SNU | Special Needs Unit (Inmates with Developmental Dis.) | Multiple Directives (e.g., #0068) |
| SOCTP | Sex Offender Counseling & Treatment Program | Directive #0044 |
| SOMTA | Sex Offender Management & Treatment Act | See fact sheet on DOCCS website |
| SOMU | Sex Offender Management Unit | Directives #8302, #8306, #9224 |
| SON | Secure Offender Network | Directive #4483 |
| SOP | Sex Offender Program | |

| <u>ACRONYM</u> | <u>FULL TITLE</u> | <u>POLICY REFERENCE</u> |
|-----------------------|---|---|
| SORC | Supervising Offender Rehabilitation Coordinator | Multiple Directives |
| SORPV | Sex Offender Parole-Revocation Referral | |
| SOU | Special Offenders Unit | Directives #0231, #0239 |
| SP | State Police, Division of (NYS) | |
| SPIRIT | Shelter Pups and Inmate Rehabilitation Canine Program | Directive #0063 |
| SPO | Senior Parole Officer | Multiple Directives |
| SRT | Speech Recognition Threshold | Directive #2612 |
| SSC | Supervision Standards Conference | Directives #9210, #9230, #9504 |
| SSI | Simple Screening Instrument | Directive #4021 |
| STEP | Safe Transition and Empowerment Project | |
| STF | Secure Treatment Facility | Directive #8700 |
| SUM | Supervisor of Utilization Management | Directive #4330, Health Services Policy |
| SURN | Senior Utilization Review Nurse | Directive #4330 |
| SVORR | Supplemental Violation of Release Report | Directives #9050, #9051, #9245, #9700 |
| SWVPC | Statewide Workplace Violence Prevention Committee | Directive #4960 |
| T4C | Thinking for a Change | Directive #0053 |
| TABE | Test of Adult Basic Education (English dominant test) | Directives #4021, #4804 |
| TAC | Terminal Agency Coordinator | Directive #8115 |
| TAC | Time Allowance Committee | Directive #4932 |
| TAC | Training Advisory Committee | Directive #2406 |
| TAC | Transdermal Alcohol Concentration | Directive #9204 |
| TAD | Threats and Apprehension Division | Directives #0700, #9218, #9295 |
| TAMAR | Trauma, Addiction, Mental Health, and Recovery | Directive #0063 |
| 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 |
| TCLP | Toxicity Characteristic Leaching Procedure | Directives #4054, #4055 |
| TDD/TTY | Telephone communication device for the deaf | Directive #2612 |
| TDM | Therapeutic Diet Manual | Directive #4311 |
| TO | Transfer Order | Multiple Directives (e.g., #4017) |
| TR | Temporary Release | Directive #8700 |
| TRC | Temporary Release Committee | Directive #9020 |
| TRICP | Transitional Intermediate Care Program | DOCCS Bureau of Mental Health |
| TRP | Temporary Release Programs | Directive #9020 |
| TSDF | Treatment/Storage/Disposal Facility | Directive #4055 |
| TSS | Technical Security Specialist/Firearm Controller | Directive #4908 |
| TSU | Technical Support Unit | |
| TTSU | Therapeutic Transitional Supervision Unit | Directive #4302 |
| TWA | Time Weighted Averages | Directive #4054 |
| UCC | Uniform Commercial Code | Directive #4422 |

| <u>ACRONYM</u> | <u>FULL TITLE</u> | <u>POLICY REFERENCE</u> |
|-----------------------|--|---------------------------------------|
| UCI | Unit for the Cognitively Impaired | |
| UI | Unusual Incident | Directive #4004 |
| UIR | Unusual Incident Report | Directives #4004, #9204, #9295, #9430 |
| 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 |
| VA | Department of Veterans Affairs | Directive #2220 |
| 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 | |
| VOC | Voice of the Customer | Directive #6925 |
| VORR | Violation of Release Report | Directive #9217 |
| VPR | Visitor Processing System | Directive #0702 |
| VSCP | Volunteer Services Contact Person | Directive #4750 |
| VSM | Value Stream Map | Directive #6925 |
| VSS | Volunteer Staff Supervisor | Directive #4750 |
| WBE | Women-Owned Business Enterprise | Directive #2604M |
| WDU | Workforce Development Unit | Directive #2602 |
| WTO | Weapons Training Officer | Directives #2021, #4908 |
| WVPP | Workplace Violence Prevention Program | Directive #4960 |
| WVPPC | Workplace Violence Prevention Program Committee | Directive #4960 |
| YAP | Youth Assistance Program | Directive #4770 |
| YOG | Youth Offender Grant | Federal Budget Funding |
| 2PC | Two Physician Commitment | Directive #9209 |

| <u>DOCCS TERMS</u> | <u>DEFINITION</u> | <u>POLICY REFERENCE</u> |
|--|--|------------------------------------|
| (One to One) 1:1 Medication | Medication provided to an inmate under direct nursing | |
| 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 maintenance & program support | Directive #0069 |
| Call Out | Daily facility schedule of inmate appointments/programs | Slang term |
| Case History Folder | Consolidation of all inmate records (medical, discharge, 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 | |
| Community Supervision Special Operation Requests | Special operations requests for community supervision | Directive #9805 |
| 0.21 | 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 | State 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 |

| <u>DOCCS TERMS</u> | <u>DEFINITION</u> | <u>POLICY REFERENCE</u> |
|------------------------------------|---|--------------------------------------|
| 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 administrative purposes | 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 |
| 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 | |
| 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 directive #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 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 #4092 |
| 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 inmate's sentence | Directive #4790 |
| Merle Cooper | Therapeutic program for inmates offered at Clinton CF | Directives #0047, #4802 |
| Mess Hall | Inmate dining area/kitchen | Slang term |
| MWBE/SDVOB Team | Reviews and reports on Department's SDVOB activities | Directive #2604S |
| Net-Bag | Mesh bags approved for inmate laundry, to carry items | Slang term |
| Network Program | Transitional services program | Directive #4780 |

| <u>DOCCS TERMS</u> | <u>DEFINITION</u> | <u>POLICY REFERENCE</u> |
|--------------------------------------|---|--------------------------------|
| Officer of The Day | Appointed to provide central office authority | Directive #2022 |
| 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 | Multiple transport 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 |
| Parole Diversion Program | An alternative to reincarceration program for parolees who have committed a technical violation of their parole conditions. | Multiple Directives |
| 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 |
| Purchase Request | Form to request purchase of commodities or services | Directives #2915, #2916 |
| Quarterly Review | Overall inmate program review conducted by counselor | |
| Quartermaster | Employee responsible for uniform issuance, name tags | Directive #3083 |
| Rap Sheet | DCJS summary case history | Directive #2009 (slang term) |
| Rape Crisis Program | Any local, state, or national organization authorized to provide rape crisis services | Directive #4421 |
| Reaccreditation | 3-year review by ACA of correctional facilities | Directive #6920, |
| Reasonable Accommodation | Actions taken on behalf of individuals with disabilities | Directives #2607, #2614 |
| Recall | Employee called back to work after leaving work station | Directive #2214 |
| Reception Center | Facility, for reception, classification & programming eval. | Directive #0002 |
| Records Access/Privacy Comp. Officer | Coordinates information for foil requests | Directive #2010 |
| Regional Training Lieutenant | Lt does planning & coordination for hub training programs | Directive #2401 |
| Requisition | Form used by staff to order supplies | Directives #2901, #2945, #4051 |
| Restitution | Repayment from inmates of altered, lost, or stolen items | Directive #3081 |

| <u>DOCCS TERMS</u> | <u>DEFINITION</u> | <u>POLICY REFERENCE</u> |
|---|--|---|
| Restraint Order | Order of restraint for combative/assaultive inmates | Directive #4933 |
| Retention/Disposition Schedule | Guideline - retention and disposition of department records | Directive #2011 |
| Review Officer | Review misbehavior reports for appropriate action | Directive #4932 |
| Right to Know | Required conspicuous posting of hazardous Material Rights | Directive #4067 |
| Rulebook, Inmate | Standards of inmate behavior | 7 NYCRR, part 270 |
| Satellite Unit | Mental health unit at DOCCS facility operated by OMH | Directive #4301 |
| Searches (Cell, Unit, Area) | Scheduled and unscheduled security/equip. Inspections | Directive #4910 |
| Sensorial Disability | Sight or hearing impairment that limits major life activity | Directive #2612 |
| Service Program (LENS) | License Event Notification Service – DMV reports driver license revocations, suspensions, and restrictions | Directive #2932 |
| Serviceable | Used inmate clothing deemed fit for reissuance | Directives #3081, #3082 |
| Shadow Board | Storage board for tools (outline or silhouette of tool) | Directive #4930 |
| Shock Incarceration | Facility that conducts the shock incarceration program | Directives #0002, #0086 |
| Shu Case Management Committee | Review and coordinate behavior plan for inmates in SHU | Directive #4933 |
| Sick Leave | Credited time for use during illness or disability staff | Directive #2204 |
| Source Area | That verifies inmate identification for disbursement form | |
| Special Operations Requests - CS | Community supervision special operations request | Directive #9805 |
| Special Projects | Events or fundraisers sponsored by an inmate org. | Directive #4760 |
| Special Subjects | Variety of optional recreational activities for inmates | Directive #4807 |
| Special Treatment Program | Facility program designed for special needs inmates | Directives #4302, #0044 |
| Special Watch | One on one observation due to suspected drug use | Directive #4910 |
| Spot Check | Inventory of selected items in an area | Directive #2945 |
| Staff Advisor | Facility staff that oversee/guide an inmate organization | Directive #4760 |
| Staff Housing | Dept. Owned housing/short term use by transitioning staff | Directive #4005 |
| State Shop | Storage location for inmate clothing, oversees issuance | Directive #3082 |
| State-Issue | Standards issue of dept. Clothing and bedding to inmates | Directives #3081, #4070 |
| Step-Down to General Population Program | Single cell SHU-alternative program | Directive #0088 |
| Steward (Facility/Institutional) | Chief Business Office supervisor | Multiple directives |
| Strip Frisk | Inspection of naked body, cavities, and clothes | Directive #4910 |
| Strip Search | Inspection of naked body and clothes (non-cavity) | Directive #4910 |
| Suicide Watch | Continuous watch of inmates who may inflict self-harm | Directive #4101 |
| Supervising Superintendent | Chief administrative officer of a "HUB" | Directive #0002 |
| Support Operations, Division of | Plans, directs & coordinates a variety of support functions | Directive #2900 |
| Surplus Equipment | Unutilized or underutilized equipment no longer needed | Directives #2945, #3173 |
| Swap | Authorized switching of shifts between two employees | Directives #2223, #2205 |
| Temporary Release Programs | Screening of inmates for work release programs | Temporary Release Manual, Directive #7001 |
| Therapeutic Diet | Diet prescribed by health care provider for an inmate | Food Service Operations Manual |
| Ticket | Inmate misbehavior report | Slang term |
| Tiers, I, II, III | Progressive inmate disciplinary system | Directive #4932, 7 NYCRR Chapter V |
| Title 7 NYCRR | DOCCS rules and regs. On file with dept. Of state | Multiple Directives (e.g., #0001) |

| <u>DOCCS TERMS</u> | <u>DEFINITION</u> | <u>POLICY REFERENCE</u> |
|---------------------------------|---|--------------------------------------|
| Tool Classifications A, B, C | Based on potential for hazard, escape, death or injury | Directive #4930 |
| Training Advisory Committee | Formalizes training plans for all employees, facility level | Directive #2401 |
| Transitional Services | Programs to assist inmates with reintegration into society | Directive #4780 |
| 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., #4008) |
| Work Crew | Inmates cleared for outside community service work | Directive #3055 |
| Work Order | Form #1611, 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)****POLICY REFERENCE**

All NIMS acronyms listed here are in reference to Directive #4010, "Emergency Control Plans."

| <u>ACRONYM</u> | <u>STANDS FOR</u> |
|-----------------------|---|
| ALS | Advanced Life Support |
| 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 |

**NIMS ACRONYMS
(National Incident Management System)**

POLICY REFERENCE

All NIMS acronyms listed here are in reference to Directive #4010, "Emergency Control Plans."

| <u>ACRONYM</u> | <u>STANDS FOR</u> |
|-----------------------|-----------------------------------|
| 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 |