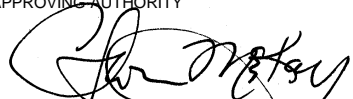
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Form # - Directive Reference

Form MFVSMCS - #4202
Form MIS2002 - #2821
Form MWBE100 - #2604M
Form MWBE101 - #2604M
Form MWBE102 - #2604M
Form MWBENAD - #2604M
Form NMSLabs - #4938
Form NYSP-Cform - #2020
Form OOA - #4059
Form RS-6082
Form RS-6082 - #2210
Form RSOO - #9434
Form SDVOB100 - #2604S
Form SDVOB101 - #2604S
Form SDVOB200 - #2604S
Form SDVOBCR - #2604S
Form SDVOBNA - #2604S
Form SDVOBNAD - #2604S
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 WH-380-E - #2220
Form WH-380-F - #2220
Form WH-381 - #2220
Form WH-382 - #2220
Form WH-384 - #2220
Form WH-385 - #2220
Form WH-385-V - #2220
Form WH-1420 - #2220
Form WPN1 - #9720
Form WVPP - #4960

MANUAL

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, #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
Incarcerated Individual Commissary and Accounting	#4761, #4913
Inmate Records Coordinator	#4011, #4012, #4037, #4038, #4917, #4919
Incarcerated Grievance Program Training	#4040
Intermediate Care Program Operations	
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 Incarcerated Individuals	#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

DIRECTIVES

<u>ACRONYM</u>	<u>FULL TITLE</u>	<u>POLICY REFERENCE</u>
2PC	Two Physician Commitment	Directive #9209
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, #4059, #4091, #9434
AFC	Agency Asset Forfeiture Coordinator	Directive #2790
AFSCME	American Federation of State County and Municipal Employees	
AHR	Ambulatory Health Record	Directive #4910
AL	Action Level	Directive #4054
ALJ	Administrative Law Judge	Directives #8630, #9104
ALT90	Alternative Drug Treatment	Directive #8710
ANSI	American National Standard Institute	Directive #2121
AOT	Assisted Outpatient Treatment	Directives #4305, #9230
APA	American Polygraph Association	Directive #9305
APPU	Assessment and Program Preparation Unit (Clinton CF)	Directives #0047, #4302, #4948
APR	Air Purifying Respirator	Directive #4068
ARD	Assistant Regional Director	Multiple Directives (e.g., #9295)
ART	Aggression Replacement Training	Multiple Directives (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, #6923, #6927
BLUE	Building and Land Use Evaluation	Directive #2119
BOL	Bill of Lading	
BOSS	Body Orifice Scanning System (Radiological detection)	Directives #4900, #4910

<u>ACRONYM</u>	<u>FULL TITLE</u>	<u>POLICY REFERENCE</u>
BSC	Business Services Center	
BSPPD	Bureau of Surplus Personal Property Disposition	Directive #3173
BVM	Bag Valve Mask (ventilation device)	Directive #2121, #2124, #4069, #4918, #9434
BWC	Body-Worn Camera	Directive #4943
CAC	Commission on Accreditation for Corrections	Directive #6921
CAP	Corrective Action Plan	Directive #2799
CAR	Correctional Alternative Rehabilitation	Directives #4002, #4006
CAR GTP	Correctional Alternative Rehabilitation Group Therapy Program	Directives #0047, #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, #9434
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
CI	Confidential Informant	Directive #9310
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., #4922)
CMO	Chief Medical Officer	
CMS	Case Management System	Multiple Directives (e.g., #9201)
CNYPC	Central New York Psychiatric Center	Directives #4101, #4301, #4302, #9209
CO	Correction Officer	Multiple Directives
COGI	Cash to Outgoing Incarcerated Individuals	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

<u>ACRONYM</u>	<u>FULL TITLE</u>	<u>POLICY REFERENCE</u>
CORC	Central Office Review Committee (Incarcerated Grievance)	Directive #4040
CORP	Community Orientation & Re-entry Program (for OMH In.)	Directives #0056, #4302
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
CPR	Cardiopulmonary Resuscitation	Directives #2124, #9434
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	
CS	Orthochlorobenzal malononitrile	Directive #4903
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
DCI	Deputy Chief Investigator	Multiple Directives
DCJS	Division of Criminal Justice Services (NYS agency)	Directives #2009, #8400
DDOI	Declared Delinquent Other Institution	Directive #9205
DEA	Drug Enforcement Agency	Directive #4929
DEC	Department of Environmental Conservation	Directive #4055
DEP	Disciplinary Evaluation Period	Directive #2020
DIN	Department Identification Number (Incarcerated Individual)	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)	

<u>ACRONYM</u>	<u>FULL TITLE</u>	<u>POLICY REFERENCE</u>
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)	
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	Directives #4023, #4946
EIU	Employee Investigation Unit	Directive #2216
EM	Electronic Monitoring	Directive #9295
EMS	Emergency Medical System	Directive #2124
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
ESLI	End of Service Life Indicator	Directive #4068
ESP	Employee Suggestion Program	Directive #2271
E-STOP	Electronic Security and Targeting of Online Predators	Directive #9201
ETE	Extra Time Earned (Compensatory time)	Directive #2214

<u>ACRONYM</u>	<u>FULL TITLE</u>	<u>POLICY REFERENCE</u>
FDU	Forensic Diagnostic Unit	Directive #0069
FFP	Filtering Face Piece	Directive #4068
FHSD	Facility Health Services Director	Directives #4910, #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, #4943
FRP	Family Reunion Program (family trailer visits)	Directives #0044, #0053, #4500
FSA	Food Service Administrator	
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 incarcerated individual)	
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
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 #2799, #6923
ICAOS	Interstate Commission for Adult Offender Supervision	Directives #8700, #8710, #9700
ICAS	Incarcerated Commissary Account System	Directives #2011, #2788, #2798, #3070
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

<u>ACRONYM</u>	<u>FULL TITLE</u>	<u>POLICY REFERENCE</u>
ICOTS	Interstate Compact Offender Tracking System	Directive #9700
ICP	Intermediate Care Program (transition for OMH incarcerated individuals)	Directives #0053, #0056 #4302, ICP Manual (DOCCS-MH)
ICS	Incident Command System	Directive #4010
IDDT	Integrated Dual Disorder Treatment	
IDLH	Immediately Dangerous to Life or Health	Directive #4068
IEP	Individualized Education Program (diploma)	Directives #4804, #4805
IFB	Invitation for Bid (purchasing/contract bidding tool)	Office of General Services, Directive #2770
IGP	Incarcerated Grievance Program	Directive #4040
IGRC	Incarcerated Grievance Resolution Committee	Directive #4040
IICP	Intensive Intermediate Care Program	DOCCS Bureau of Mental Health
III	Interstate Identification Index	Directives #8115, #9245
ILC	Incarcerated Liaison Committee (for communication with Admin.)	Directive #4002
ILRP	Incarcerated 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
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
ITSM	Information Technology Service Management	Directives #2822, #2917
JCMC	Joint Case Management Committee	Directive #4933, #4933A
JOPE	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

<u>ACRONYM</u>	<u>FULL TITLE</u>	<u>POLICY REFERENCE</u>
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
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
MHU	Mental Health Unit	Directive #4943
MJOT	Master Job Organization Table (Inmate job listing)	Directive #4802
MNT	Medical Nutrition Therapy	Directive #4311
MP2/EAM	Computerized Maintenance Program (pharmacy)	Directives #2932, #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

<u>ACRONYM</u>	<u>FULL TITLE</u>	<u>POLICY REFERENCE</u>
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, #9434
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	
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 #4903, #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

<u>ACRONYM</u>	<u>FULL TITLE</u>	<u>POLICY REFERENCE</u>
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, #4068
OSI	Office of Special Investigations	Directives #0700, #0702, #2020, #2111, #2205, #2611, #2932, #4901, #4940, #4943, #6910, #9295, #9310, #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
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	Directive #0069
PBR	Parole Board Report	Directive #9100
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 Federation 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
PHO	Preliminary Hearing Officer	Directive #8630
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
PLHCP	Physician or Other Licensed Health Care Professional	Directive #4068
PLRA	Prison Litigation Reform Act	Directive #2788
PLS	Prisoner Legal Services (outside incarcerated individual advocate agency)	
PO	Parole Officer	Multiple Directives

<u>ACRONYM</u>	<u>FULL TITLE</u>	<u>POLICY REFERENCE</u>
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
PSPO	Polygraph Senior Parole Officer	Directive #9305
PSR	Pre-Sentence Report	Directive #9200
PTSD	Post Traumatic Stress Disorder	Directive #9230
PV	Parole Violator	
PVAE	Parole Violator with an Assessed Expiration Date	Directive #9100
PVD	Parole Violator Detainee	
PVU	Parole Violations Unit	Directives #8120, #8630, #9205, #9210
PWI	Aggravated Harassment Evidence Recovery Kit	Directive #4931
QA	Quality Assurance	
QAR	Quality Assessment Review	Directive #6923
QC	Quality Control	Directives #8304, #8710, #9070, #9213
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, #4010
REM	Re-Entry Manager	Directive #9230

<u>ACRONYM</u>	<u>FULL TITLE</u>	<u>POLICY REFERENCE</u>
REMO	Regional Emergency Medical Organization (Albany)	Directive #2124
RESU	Re-Entry Services Unit	Directives #8500
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	Directive #4302
RMU	Regional Medical Unit (DOCCS incarcerated individual hosp. geographic)	Multiple Directives
RN	Registered Nurse	Multiple Directives
ROI	Release of Information	Directive #9209
RPV/Re-entry	Returned Parole Violator/Re-entry program	Program Services
RRU	Residential Rehabilitation Unit	Directive #0041
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
RTF	Report of Training Form	Directives #4067, #4943
RTF-003	Regional Training Form (record of employee training)	
RTF-SLMS	Regional Training Form	Directive #4060
RTL	Regional Training Lieutenant	Directives #2021, #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, #9100, #9201
SARA	State Archives and Records Administration	Directives #2011, #2824, #6923
SC	Special Condition	Directive #8302
SCBA	Self-Contained Breathing Apparatus	Directives #4054, #4068
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, #4903
SDU	Sensorially Disabled Unit - (visually/hearing impaired In.)	Directives #0049, #4302
SDVOB	Service-Disabled Veteran-Owned Business	Directives #2604M, #2604S
SEFA	State Employees Federated Appeal	

<u>ACRONYM</u>	<u>FULL TITLE</u>	<u>POLICY REFERENCE</u>
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 #0041, #0088, #4002, #4006, #4302, #4422, #4933, #4933B, #4934, #4943, #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, #9204, #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 (Incarcerated Individuals with Developmental Dis.)	Multiple Directives (e.g., #0068)
SOCTP	Sex Offender Counseling & Treatment Program	Directives #0044, #0047
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	
SORA	Sex Offender Registration Act	Directive #8305
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 Incarcerated Individual Rehabilitation Canine Program	Directive #0081
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	Directive #4302
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	Directives #0041 #0053
TABE	Test of Adult Basic Education (English dominant test)	Directives #4021, #4804
TAC	Terminal Agency Coordinator	Directive #8115

<u>ACRONYM</u>	<u>FULL TITLE</u>	<u>POLICY REFERENCE</u>
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, #4940, #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
UCI	Unit for the Cognitively Impaired	Directive #4302
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 (incarcerated individual 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

<u>ACRONYM</u>	<u>FULL TITLE</u>	<u>POLICY REFERENCE</u>
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

<u>DOCCS TERMS</u>	<u>DEFINITION</u>	<u>POLICY REFERENCE</u>
(One to One) 1:1 Medication	Medication provided to an incarcerated individual under direct nursing	
Action Plan (Spending Plan)	"Contract" that facility will operate within operating funds	Directive #2700
Article 78	Incarcerated individual lawsuit action	
Cadre	Incarcerated individuals placed at a facility for maintenance & program support	Directive #0069
Call Out	Daily facility schedule of incarcerated individual appointments/programs	Slang term
Case History Folder	Consolidation of all incarcerated individual records (medical, discharge, etc.)	Directive #2010
Catchment Area	Transfer of OMH incarcerated individuals to regional satellite facilities	Directive #4301
Cell Shield	Transparent cell covering to prevent throwing/spitting	Directive #4933
Central Depository	Stores NYC incarcerated individual records & inactive central office files	Directive #2900
Central Monitoring Cases	Evaluation and tracking mechanism for certain incarcerated individuals	Directive #4922
Central Transportation (C Tran)	Office that coordinates statewide incarcerated individual transportation	
Clothing Record Card, Incarcerated Individual	Records all issuances of clothing items to incarcerated individuals	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 incarcerated individual industries program/business	
Council 82	Lieutenant's union	
Count, Master, Emergency, Check	Incarcerated individual physical counts, scheduled/unscheduled	Directive #4945
Detainer	Issued by dept. To police agencies for escaped incarcerated individual	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 incarcerated individuals in same cell or cube	Directive #4003
Draft Room	Incarcerated individual 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 incarcerated individual	Directive #2788
English Second Language	English literacy portion of GED test for Spanish incarcerated individuals	Directive #4803
Environmental Services Committee	Inspect and report on safety, sanitization, issues etc.	Directive #4066
Executive Clemency	Incarcerated individual application to governor to pardon sentence	Directive #6901
Fit Test	Test designed to ensure that respirator fits properly	Directives #4068
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

<u>DOCCS TERMS</u>	<u>DEFINITION</u>	<u>POLICY REFERENCE</u>
Gate Money	Collections from incarcerated individual's account held for release money	Directive #2788
Guidance and Counseling, Office Of	Case management, guidance of incarcerated individuals	Directive #4401
Hearing Officer	Dept. Staff assigned to conduct disciplinary hearing	Directive #4932, #8600
Help Desk	ITS 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)	Incarcerated individual living area designed to accommodate 3 or more	Directive #4009
HUB	Regional cluster of correctional facilities for administrative purposes	Directive #0002
Hunger Strike	Incarcerated individual's refusal to eat for three consecutive days	Directive #4309
Incentive Wage Allowance	Incarcerated individual payroll standards for regular work titles	Directive #4802
Incarcerated Benefit Fund	Sub account of the incarcerated individual. Occ. Therapy fund	Directive #2771
Incarcerated Fund Account	Account for deposit of all incarcerated individual 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 incarcerated individual 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 incarcerated individuals	Directive #4483
Legal Mail	Privileged correspondence defined in directive #4421	Directive #2788
Legal Visit	Visit between incarcerated individual 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 incarcerated individuals 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, Incarcerated Individual	Tracks incarcerated individual 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 incarcerated individual at current facility for medical reasons	

<u>DOCCS TERMS</u>	<u>DEFINITION</u>	<u>POLICY REFERENCE</u>
Medicine Bag	Authorized religious article for native American incarcerated individuals	Directives #4202, #4910
Merit Time	Time earned to reduce an incarcerated individual's sentence	Directive #4790
Merle Cooper	Therapeutic program for incarcerated individuals offered at Clinton CF	Directives #0047, #4802
Mess Hall	Incarcerated individual dining area/kitchen	Slang term
MWBE/SDVOB Team	Reviews and reports on Department's SDVOB activities	Directive #2604S
Net-Bag	Mesh bags approved for incarcerated individual 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
Operating Funds	Funds designated for facilities (steward oversees)	Directive #2915
Out Count	Counts of incarcerated individuals who are away from their housing unit	Directive #4945
Outside Clearance	Incarcerated individuals cleared by dept. For outside assignment	Directive #4950
Owning Facility	Facility of record at which an incarcerated individual is physically housed	Multiple transport directives
Pack-Up Bags	Bags designated for incarcerated individuals to pack/store their property	Directive #4913
Pat Frisk	Search by hand of incarcerated individual'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	Incarcerated individuals 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 incarcerated individuals with programs to meet their needs	Directive #4401, #4803
Program Planning, Research & Eval.	Provision, coordination & review of all incarcerated individual related data	Directive #2803
Project Community Caring	Program at Bedford Hills for mentally ill incarcerated individuals	
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 incarcerated individual program review conducted by counselor	
Quartermaster	Employee responsible for uniform issuance, name tags	Directive #3083

<u>DOCCS TERMS</u>	<u>DEFINITION</u>	<u>POLICY REFERENCE</u>
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 workstation	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 incarcerated individuals of altered, lost, or stolen items	Directive #3081
Restraint Order	Order of restraint for combative/assaultive incarcerated individuals	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, Incarcerated Individual	Standards of incarcerated individual 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 incarcerated individual 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 incarcerated individuals in SHU	Directive #4933
Sick Leave	Credited time for use during illness or disability staff	Directive #2204
Source Area	That verifies incarcerated individual identification for disbursement form	
Special Operations Requests - CS	Community supervision special operations request	Directive #9805
Special Projects	Events or fundraisers sponsored by an incarcerated individual organization.	Directive #4760
Special Subjects	Variety of optional recreational activities for incarcerated individuals	Directive #4807
Special Treatment Program	Facility program designed for special needs incarcerated individuals	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 incarcerated individual organization	Directive #4760
Staff Housing	Dept. Owned housing/short term use by transitioning staff	Directive #4005
State Shop	Storage location for incarcerated individual clothing, oversees issuance	Directive #3082
State-Issue	Standards issue of dept. Clothing and bedding to incarcerated individuals	Directives #3081, #4070

<u>DOCCS TERMS</u>	<u>DEFINITION</u>	<u>POLICY REFERENCE</u>
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 incarcerated individuals 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 incarcerated individuals for work release programs	Temporary Release Manual, Directive #7001
Therapeutic Diet	Diet prescribed by health care provider for an incarcerated individual	Food Service Operations Manual
Ticket	Incarcerated individual misbehavior report	Slang term
Tiers, I, II, III	Progressive incarcerated individual 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)
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 incarcerated individuals with reintegration into society	Directive #4780
Transitional Services Program	Meaningful/orderly transition of incarcerated individuals back into society	Directive #0077
Truck Trap (Sally Port)	Secure entryway into facility for vehicles	Directive #4050, #4900
Urinalysis	Testing of incarcerated individuals 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./incarcerated individuals	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	Incarcerated individuals 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

**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>
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