
 Department of Corrections and Community Supervision DIRECTIVE	TITLE Alphabetic Index of Directives by Subject, Forms, Manual References, Acronyms, and Definitions		NO. 9999
			DATE 02/27/2024
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 Form DC158- #2915, #2916
 Form DOH-5032 - #8340
 Form DP-53 - #8400
 Form DPP - #2604M
 Form DPQ - #2604M
 Form DPSM -#2604M
 Form EEO100 - #2604M
 Form EEOCRC - #2604M
 Form EEOCRS - #2604M
 Form EEOPS - #2604M
 Form EHS-701.8 - #4068
 Form ESP-607 - #2271
 Form F-15 - #4050
 Form FD-258 - #2216
 Form FPD-102 - #3053
 Form FPD-103 - #3053
 Form FRPIAD - #4500
 Form FRPVCL - #4500
 Form FSOM - #4310
 Form GRECA - #6901, #9105
 Form Housekm - #3090, #3096
 Form HS101 - #3081
 Form IAS2706 - #2788, #4761
 Form IAS2708 - #2788
 Form ICAOS1 - #9700
 Form ICAOS2 - #9700
 Form ICAOS3 - #9700
 Form ILRP - #4483
 Form INDREC13201 - #3050
 Form INDREC13202 - #3050

Form # - Directive Reference

Form INDREC13301 - #3050
 Form INDREC13302 - #3050
 Form INDREC14203 - #3050
 Form LAB-2 - #4931
 Form LCR9200 - #9200
 Form LCRPBR - #9200
 Form MED CNY455 - #4101, #4308
 Form MEDCNYPC - #4301
 Form MFVS3080 - #4750
 Form MFVS3080A - #4750
 Form MFVS3082 - #4750
 Form MFVS3085 - #4750
 Form MFVS3087 - #4750
 Form MFVSMCS - #4202
 Form MWBE100 - #2604M
 Form MWBE101 - #2604M
 Form MWBE102 - #2604M
 Form MWBENAD - #2604M
 Form NMSLabs - #4938
 Form NMSLabsGP - #4938
 Form NYSP-Cform - #2020
 Form OOA - #4059
 Form RS-6082 - #2210
 Form RRUPM - #4933D
 Form RRUPMA - #4933D
 Form RRUPMB - #4933D
 Form RRUPMC - #4933D
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 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 # - Directive Reference

Form ST-129 - #2724
 Form TDM - #4311
 Form WCBenElc - #2208A
 Form WCLeave - #2208B
 Form WCLeaveApt - #2208B
 Form WH-1420 - #2220
 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 WPN1 - #9720
 Form WVPP - #4960

MANUAL

Accreditations Manager's	#6921
Aggression Replacement Training (ART)	#4780
Attendance and Leave	#2012, #2202, #2204, #2206, #2207, #2208A, #2208B, #2211, #2212, #2213, #2214, #2220, #2226, #2713
Budget Policy & Reporting Manual	#2728, #2799, #4005, #4005B, #6923
CASAT Manual	#4401
Central Transportation (CTRAN) Manual	#4906
Classification and Movement	#4020
Controls and Special Procedures (OSC)	#2798
Earned Eligibility Program	#4011, #4401
Employees'	#2209, #2602, #2824, #2918, #3083, #4081, #4936, #6901
Facility Operations	#3086
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Guidance and Counseling	#4401
Guidance Information Management System	#4017
Health Services Policy	#2010, #3050, #3096, #4040, #4055, #4059, #4066, #4300, #4309, #4320, #4329, #4910, #4918, #4929, #4931
Incarcerated Individual Commissary and Accounting	#4761, #4913
Incarcerated Individual Grievance Program Training	#4040
Infection Control	#3096, #4329
Inmate Records Coordinator	#4011, #4012, #4037, #4038, #4917, #4919
Intermediate Care Program Operations	
Locator User's	#2830
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
Residential Rehabilitation Unit Program Manual	#4933D
Security Audit Manual	#4955
Security Classification Guidelines	#4018
Sexual Victimization Prevention Policy Manual	#4027
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
Unusual Incident Reporting System	#4004
User Procedure (OSC)	#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
3YD	Three Year Discharge	Directive #9104
AC	Assistant Commissioner	Multiple Directives
ACA	American Correctional Association	Directives #6921, #6927
ACT	Assertive Community Treatment	Directive #9230
ACTEC	Adirondack Correctional Treatment Evaluation Center	Directive #4007
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	Directive #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	Directives #4308, #4910
AL	Action Level	Directive #4054
ALJ	Administrative Law Judge	Directives #8630, #9104
ALT90	Alternative Drug Treatment	Directive #8710
AMS	Asset Management System (Formerly DPAT)	Directive #2900
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
ARI	Automotive Resources International	Directive #3111
ART	Aggression Replacement Training	Multiple Directives
ASAT	Alcohol & Substance Abuse Treatment	Multiple Directives
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, Directive #4931
BFL	Budgeted Fill Level (Allocated Personnel/Staffing Level)	
BHU	Behavioral Health Unit	
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 #4308, #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)	Directives #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
CASAT	Comprehensive Alcohol Substance Abuse Treatment	Multiple Directives
CAYSA	Corrections and Youth Services Association	
CC	Case Conference	Directive #9230
CCC	Communications Control Center (in Building 4)	Multiple Directives
CCN	Case Closure Notice	Directive #9245
CCTV	Closed Circuit Television Systems	Directive #2119
CDC	Centers for Disease Control	Directives #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
CIMS	Corrections Image Management System	Directive #4035
CIPS	Correctional Institution Pharmacy System	Directive #4929
CIRIS	Critical Infrastructure Response Information System	Directives #8303, #8700
CISM	Critical Incident Stress Management	Directive #4026
CIU	Crisis Intervention Unit	Directives #4010, #4904
CJIMS	Criminal Justice Image Management System	Directives #9199, #9295
CJIS	Criminal Justice Information Services	Directive #8115
CLO	Court Liaison Officer	Directive #9218
CMC	Central Monitoring Cases	Multiple Directives
CMO	Chief Medical Officer	
CMS	Case Management System	Multiple Directives
CNYPC	Central New York Psychiatric Center	Directives #4101, #4301, #4302, #4308, #9209
CO	Correction Officer	Multiple Directives
COELIG	NYS Commission on Ethics and Lobbying in Government	Directive #2218
COGI	Cash to Outgoing Incarcerated Individuals	Directive #2788
COMPAS	Correctional Offender Management Profiling for Alternative Sanctions	Directives #0209, #0216, #0224-#0231, #8500, #9401, #9504
COMRC	Central Office Media Review Committee	Directive #4572

<u>ACRONYM</u>	<u>FULL TITLE</u>	<u>POLICY REFERENCE</u>
COOP	Cooperative Supervision Cases	Directive #9700
CORC	Central Office Review Committee (Incarcerated Individual Grievance)	Directive #4040
CORP	Community Orientation & Re-Entry Program (for OMH I/I)	Directives #0056, #4302
COWVPC	Central Office Workplace Violence Prevention Committee	Directive #4960
CP	Community Prep	Directive #9700
CPE	Continued Professional Education	Directive #6923
CPI	Community Prep Interview	Directive #8304
CPL	Criminal Procedure Law	Directives #2932, #8370
CPL	Criminal Prosecution Liaison	Directives #6910, #9060
CPR	Cardiopulmonary Resuscitation	Directives #2124, #9434
CPU	Contract Procurement Unit	Directives #2604M, #2604S, #2914
CQC	NYS Commission on Quality of Care Advocacy	
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
CRTF	County Reentry Task Force	Directive #9815
CRU	Certificate Review Unit	Directive #9104
CS	Community Supervision	Multiple Directives
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, #9504
CW	Central Warehouse	Directive #4929
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
D&I	Diversity & Inclusion	Directive #2601
DIN	Department Identification Number (Incarcerated Individual)	Multiple Directives
DIO	Director of Internal Operations	Directive #9072
DIR	Domestic Incident Report	Directive #9401
DIRR	Domestic Incident Report Repository	Directive #9401

<u>ACRONYM</u>	<u>FULL TITLE</u>	<u>POLICY REFERENCE</u>
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)	
DPAT	Disaster Preparedness Assist Tracking (Now AMS)	Directive #2900
DPL	Data Processing Liaison	Directives #2810, #2823
DRA	Designee for Reasonable Accommodations	Directive #2607
DSA	Deputy Superintendent for Administration	Multiple Directives
DSDVBD	Division of Service-Disabled Veterans' Business Development	Directive #2604S
DSH	Deputy Superintendent for Health Services	Multiple Directives
DSORC	Dangerous Sex Offender Requiring Confinement	Directive #9224
DSP	Deputy Superintendent for Programs	Multiple Directives
DSR	Deputy Superintendent for Reception	
DSS	Department of Social Services	Directive #8700
DSS	Deputy Superintendent for Security	Multiple Directives
DTC	Drug Treatment Campus	
DV	Domestic Violence	Directive #9401
EAM	Enterprise Asset Management	Multiple Directives
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
EEO	Equal Employment Opportunity	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	Directives #9295, #9301
EMS	Emergency Medical System	Directive #2124
EO	Executive Order	Multiple Directives
EPA	Environmental Protection Agency	Directives #3056, #4054, #4055
ERE	Emergency Response Equipment	Directive #3054
ERM	Enterprise Risk Management	Directives #6920, #6925, #6927

<u>ACRONYM</u>	<u>FULL TITLE</u>	<u>POLICY REFERENCE</u>
ESD	Empire State Development Corporation	Directive #2604M
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
EUI	Energy Use Intensity	Directive #3051
EVP	Expanded Vision Panel	Directive #4933D
FDS	First Deputy Superintendent	Directive #4911
FDU	Forensic Diagnostic Unit	
FFP	Filtering Face Piece	Directive #4068
FHSD	Facility Health Services Director	Directives #4004, #4910, #4916
FID	Fugitive Investigations Division	Directives #0700, #4940, #9218
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	
FS&ESC	Facility Safety & Environmental Services Committee	Directive #3051
FSO	Fire & Safety Officer	Directive #4060
FTR	Failure to Report	Directive #9504
FTRP	Female Trauma Recovery Program	
GAO	General Accountability Office	Directive #6923
GD	Gender Dysphoria	Directive #3081
GED	General Equivalency Diploma	Directive #4804
GES	Guidelines Entry System	Multiple Directives
GIMS	Guidance Information Management System	Directives #4017, #4401
GIVE	Gun Involved Violence Elimination	Directives #0212, #0225, #0230, #0231
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)	
HAC	Head Account Clerk	
HEPA	High Efficiency Particulate Absorbing	Directive #4054
HID	High Intensity Discharge	Directive #3051
HIPAA	Health Insurance Portability and Accountability Act	Multiple Directives
HMIS	Hazardous Materials Identification System	Directive #4067
HPS	High Pressure Sodium	Directive #3051
HRMC	Human Resource Management Committee	Directive #2232
HSPM	Health Services Policy Manual	Directives #3096, #4300

<u>ACRONYM</u>	<u>FULL TITLE</u>	<u>POLICY REFERENCE</u>
IAD	Internal Affairs Division	Directive #0700
IAE	Internal Audit Engagement	Directive #6923
I-ASAT	Intensive Alcohol & Substance Abuse Treatment	Directive #0086
IAU	Internal Audit Unit	Directives #2799, #6923
ICAOS	Interstate Commission for Adult Offender Supervision	Directives #8700, #8710, #9700
ICAS	Incarcerated Individual 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 Incarcerated Individuals)	Directives #0053, #0056 #4302, #4470 ICP Manual
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)	Directive #2770
IGP	Incarcerated Individual Grievance Program	Directive #4040
IGRC	Incarcerated Individual Grievance Resolution Committee	Directives #4040, #4308
IICP	Intensive Intermediate Care Program	
III	Interstate Identification Index	Directives #8115, #9245
ILC	Incarcerated Liaison Committee	Directive #4002
ILL	Interlibrary Loan	Directive #4470
ILRP	Incarcerated Legal Resource Program	Directive #4483
INT	Intensive Supervising	Directive #9700
INV	Investigator (OSI)	Directive #9245
IOC	Incarcerated Organization Coordinator	Directive #4760
IOTF	Incarcerated Occupational Therapy Fund	Directive #2771
IPA	Incarcerated Program Associate	Directives #4780, #4792
IPC	Involuntary Protective Custody	Directive #4933D
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	Directive #0225
IRB	Institutional Review Board	
IRC	Inmate Records Coordinator	Multiple Directives
ISO	Information Security Officer (Central Office Title)	Directive #2810
IT	Information Technology	Directive #2810
ITA	Invitational Travel Authorization	Directive #2220

<u>ACRONYM</u>	<u>FULL TITLE</u>	<u>POLICY REFERENCE</u>
ITL	Industrial Training Leave	Directives #0057, #4037, #6922
ITO	Invitational Travel Order	Directive #2220
ITS	Information Technology Services	Multiple Directives
ITSM	Information Technology Service Management	Directives #2822, #2917
JCMC	Joint Case Management Committee	
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 Incarcerated Individual Program Assignments	Directive #4803
KITS	Incarcerated Individual Transfer System	Directives #4017, #4301
KOCH	Occupational Health Tracking System	
KVA	Kilo-Volt-Ampere	Directive #3054
KVPR	Dept. System for Tracking Incarcerated Individual Packages & Visits	Directive #4911
LAC	Language Access Coordinator	Directive #4490
LAN	Local Area Network	Directive #4470
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
LED	Light Emitting Diode	Directive #3051
LENS	License Event Notification Service	Directive #2932
LEP	Limited English Proficiency	Directives #4483, #4470, #4490
LES	Leave and Earnings Statement	Directive #2212
LGBTIQ+	Lesbian, Gay, Bi-Sexual, Transgender, Intersex, Queer, Plus	Directive #2601
LKA	Last Known Address	Directive #8700
LOA	Leave of Absence	Directive #2207
LPN	Licensed Practical Nurse	
LWOP	Leave Without Pay	Directive #2207
MAST	Michigan Alcohol Substance Treatment	Directive #4021
MAT	Medication Addiction Treatment	Directives #0058, #0091, #0092
MBE	Minority-Owned Business Enterprise	Directive #2604M
M/C	Management/Confidential (Class of Employees)	Civil Service Law, Article 75
MDRC	Merit Determinate Release Conditions	Directive #9700
ME	Maximum Expiration	Multiple Directives
MEPRS	Maximum Expiration with Parole Supervision	
MEPS	Maximum Expiration for Parole Supervision	Directive #8710
MGP	Medication Grant Program	Directive #9230
MH	Metal Halide	Directive #3051
MHCRP	Mental Health Community Reintegration Program	Directive #9230

<u>ACRONYM</u>	<u>FULL TITLE</u>	<u>POLICY REFERENCE</u>
MHL	Mental Hygiene Law	Directives #8700, #9025, #9224, #9295
MHU	Mental Health Unit	Directive #4943
MJOT	Master Job Organization Table (Incarcerated Individual Job Listing)	Directive #4802
MNT	Medical Nutrition Therapy	Directive #4311
MPC	Mentoring Program Coordinator	Directive #2407
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 page #45 for NIMS acronyms**
NIOSH	National Institute of Occupational Safety & Health	Directives #2121, #9434
NOPO	No Parole Officer Assigned Report	Directives #9217, #9301
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)	Directives #4903, #4904
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)	Directives #4001, #4308

<u>ACRONYM</u>	<u>FULL TITLE</u>	<u>POLICY REFERENCE</u>
ODI	Office of Diversity and Inclusion	Directive #2611
OER	Office of Employee Relations	Directive #2402
OFPC	Office of Fire Prevention and Control (NYS Agency)	
OGS	Office of General Services (NYS Agency)	Multiple Directives
OJT	On-the-Job Training	Directive #2208A
OMH	Office of Mental Health (NYS Agency)	Multiple Directives
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
OPAC	Open Public Access Catalog	Directive #4470
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, #4068
OSI	Office of Special Investigations	Directives #0700, #0702, #2020, #2111, #2205, #2611, #2932, #4901, #4904, #4910A, #4940, #4943, #6910, #9295, #9310, #9430
OTETA	Omnibus Transportation Employee Testing Act	Directive #2115
OTSC	Order to Show Cause	
OVA	Office of Victim Assistance	Directive #0500
PA	Physician's Assistant	
PA	Program Aide	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	Directives #4308, #4908
PATT	Public Administration Traineeship Transition	Directive #2234
PAYSERV	Statewide Automated Payroll System	Directives #2701, #2208B, #2211
PBB	Puppies Behind Bars	Directives #0046, #0051, #0058, #0079
PBR	Parole Board Report	Directive #9100
PC	Parental Contact	Directive #9601
PC	Protective Custody (Voluntary & Involuntary)	Directives #4948, #4470, #4933D
PCB	Polychlorinated Biphenyls	Directive #4054
PCC	Project Community Caring	
PCO	Professional Careers Opportunities Test	Directive #2234
PCP	Primary Care Provider	

<u>ACRONYM</u>	<u>FULL TITLE</u>	<u>POLICY REFERENCE</u>
PDP	Parole Diversion Program	Directives #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)	Directives #0401, #9820
PLHCP	Physician or Other Licensed Health Care Professional	Directive #4068
PLP	Parolee Liaison Program	Directive #9816
PLRA	Prison Litigation Reform Act	Directive #2788
PLS	Prisoner Legal Services (Outside Incarcerated Individual Advocate Agency)	
PO	Parole Officer	Multiple Directives
POI	Point of Information	Directives #9295, #9504, #9800
PON	Parole Officer Shield Identification System	Directives #9217, #9204
PPD	Tuberculosis Annual Skin Test	Directive #4322
PPE	Personal Protective Equipment	Directives #2121, #2122, #3054, #4322, #4910A
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, #4027, #4308, #4948
PRESS	Parole Realtime Executive Statistical System	Directive #9235
PRI	Prison Re-Entry Program	
PRS	Parole Revocation Specialist	Directives #9245, #9070
PRS	Post Release Supervision	Directives #8306, #9070, #9700
PRSME	Post Release Supervision Maximum Expiration	Directives #8400, #8710, #9070, #9245
PSA	Private Settlement Agreement	
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	
PVRE	Parole Violator Re-Release	Directive #9100
PVU	Parole Violations Unit	Directives #8120, #8630, #9205, #9210
QA	Quality Assurance	

<u>ACRONYM</u>	<u>FULL TITLE</u>	<u>POLICY REFERENCE</u>
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	Multiple Directives
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	Directives #2011, #4010
REM	Re-Entry Manager	Directive #9230
REMO	Regional Emergency Medical Organization (Albany)	Directive #2124
RESU	Re-Entry Services Unit	Directive #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	
RMHU	Residential Mental Health Unit	Directive #4302
RMU	Regional Medical Unit (DOCCS Incarcerated Individual Hosp. Geographic)	Multiple Directives
RN	Registered Nurse	
ROI	Release of Information	Directive #9209
RPV/Re-Entry	Returned Parole Violator/Re-Entry Program	
RRU	Residential Rehabilitation Unit	Directives #0041, #4009, #4069, #4933D
RSAT	Residential Substance Abuse Treatment	ASAT Manual
RTA	Rehabilitation Through the Arts	
RTC	Regional Training Coordinator	Directive #2823
RTF	Report of Training Form	Directives #4067, #4943
RTF	Residential Treatment Facility	Directives #0225, #0053, #8700, #8710
RTF-003	Regional Training Form (Record of Employee Training)	
RTF-SLMS	Regional Training Form	Directive #4101
RTL	Regional Training Lieutenant	Directives #2021, #2401, #2823
SABE	Spanish Dominant Standardized Achievement Testing	Directive #4804
SAPA	State Administrative Procedure Act	Directive #6927

<u>ACRONYM</u>	<u>FULL TITLE</u>	<u>POLICY REFERENCE</u>
SAR	Suspicious Activity Reporting	Directive #0700
SARA	Sexual Assault Reform Act	Directives #8305, #8306, #8700, #9100, #9201
SARA	State Archives and Records Administration	Directive #2824
SAVE	Supervision Against Violent Engagement	Directives #9030, #9210, #9301, 9800
S/C	Sick Call	
SC	Special Condition	Directive #9100
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	
SCRAM	Transdermal Alcohol Monitoring	Directive #9204
SD	Secure Digital Media	Directive #4930
SDP	Sensorial Disabled Program	
SDP	Step-Down to General Population Program	Directives #0080, #4069
SDS	Safety Data Sheets	Directives #4067, #4903
SDU	Sensorially Disabled Unit – (Visually/Hearing Impaired I/I)	Directive #4302
SDVOB	Service-Disabled Veteran-Owned Business	Directives #2604M, #2604S
SED-DLD	State Education Department's – Division of Library Development	Directive #4470
SEFA	State Employees Federated Appeal	
SEMO	NYS State Emergency Management Office	
SFS	Statewide Financial System	Directives #2726, #2783, #4050
SHMC	Special Housing Management Committees	
SHU	Special Housing Unit (Disciplinary Confinement Unit) Also Can be Listed as Segregated Confinement (HALT)	Directives #4002, #4009, #4006, #4302, #4422, #4933, #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, #0700, #8700, #9204, #9206, #9224, #2825, #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, #9230
SMI-V	Seriously Mentally Ill with Known Patterns of Violence	Multiple Directives
SNU	Special Needs Unit (Incarcerated Individuals with Developmental Dis.)	Multiple Directives
SOCTP	Sex Offender Counseling & Treatment Program	Directives #0044, #0047, #0096
SOMTA	Sex Offender Management & Treatment Act	See Fact Sheet on DOCCS Website
SOMU	Sex Offender Management Unit	Directives #8306, #9224
SON	Secure Offender Network	Directive #4483
SOP	Sex Offender Program	

<u>ACRONYM</u>	<u>FULL TITLE</u>	<u>POLICY REFERENCE</u>
SORA	Sex Offender Registration Act	Directive #8305
SORC	Supervising Offender Rehabilitation Coordinator	Multiple Directives
SORPV	Sex Offender Parole-Revocation Referral	
SOU	Special Offenders Unit	Directive #0231
SP	State Police, Division of (NYS)	
SPIRIT	Shelter Pups and Incarcerated Individual Rehabilitation Canine Program	
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
SUPT	Superintendent	Directive #4911
SURN	Senior Utilization Review Nurse	Directive #4330
SVIPC	Sexual Victimization Involuntary Protective Custody	Directive #4933D
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, #0051, #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
TAMAR	Trauma, Addiction, Mental Health, and Recovery	Directives #0051, #0063
TAP	Transitional Accountability Plan	
TAPER	Training Achievement & Potential Employability Report	Directive #4806
TB	Tuberculosis	Directive #4322
TBBL	Talking Book and Braille Library	Directive #4470
TBU	Therapeutic Behavior Unit (Bedford Hills CF)	
TCLP	Toxicity Characteristic Leaching Procedure	Directives #4054, #4055
TDM	Therapeutic Diet Manual	Directive #4311
TO	Transfer Order	Multiple Directives
TR	Temporary Release	Directive #8700
TRC	Temporary Release Committee	Directive #9020
TRICP	Transitional Intermediate Care Program	
TRP	Temporary Release Programs	Directive #9020
TSDF	Treatment/Storage/Disposal Facility	Directive #4055
TSS	Technical Security Specialist/Firearm Controller	Directives #4908, #4910A
TSU	Technical Support Unit	
TTSU	Therapeutic Transitional Supervision Unit	Directives #4302, #4308

<u>ACRONYM</u>	<u>FULL TITLE</u>	<u>POLICY REFERENCE</u>
TTY	Telephone Communication Device for the Deaf or Hard of Hearing	Directive #2612
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
UIRS	Unusual Incident Reporting System	Directive #4004
UOF	Use of Force	Directive #4910A
UPD	Unit for the Physically Disabled (Health Services)	Multiple Directives
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	
VCO	Vehicle Control Officer	Directive #2932
VFD	Variable Frequency Drives	Directive #3051
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
VTC	Video Teleconference	Directive #4301
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	

<u>DOCCS TERMS</u>	<u>DEFINITION</u>	<u>POLICY REFERENCE</u>
1:1 (One-to-One) Medication	Medication provided to an incarcerated individual under direct nursing	
Article 78	Incarcerated individual lawsuit action	
Cadre	Incarcerated individuals placed at a facility for maintenance & program support	Directive #0096
Call Out	Daily facility schedule of incarcerated individual appointments/programs	Slang Term
Case History Folder	Consolidation of all incarcerated individual records (medical, discharge, etc.)	
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	
Chokehold	Any restraint that applies sustained pressure to the throat or windpipe of a person in a manner that may hinder breathing or reduce intake of air. Includes lateral vascular neck restraint (LVNR)	Directive #4944
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 releasees	
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
Deadly Physical Force	Physical force which, under the circumstances in which it is used, is readily capable of causing death or other serious physical injury	
De-Escalation	Techniques staff should employ to recognize potential factors that may influence aggressive behavior	Directive #4944
Detainer	Issued by Dept. or 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
Draft Room	Incarcerated individual property "pack-up" area in a facility	
Duty to Intervene	A staff member, when observing another staff member using physical force that they reasonably believe to be clearly excessive or beyond objectively reasonable, shall intervene to prevent the use of unreasonable force	Directive #4944
Employability Profile (Vocational Ed.)	Dept. document listing of 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

<u>DOCCS TERMS</u>	<u>DEFINITION</u>	<u>POLICY REFERENCE</u>
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	Directive #4068
Fixed Asset	Equipment with value in excess of \$25,000	State Comptroller (OSC) Guidelines
Free Postage	Weekly allotment for privileged correspondence purposes	Directive #4422
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	Directives #4932, #8600
High Impact Force	Strikes, kicks, or blows to the head, face, groin, kidneys, and spinal column as well as chokeholds, carotid restraint holds, and other neck restraint	Directive #4944
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
Incarcerated Benefit Fund	Sub account of the Incarcerated Occ. Therapy fund	Directive #2771
Incarcerated Individual Fund Account	Account for deposit of all incarcerated individual funds received/earned	Directive #2798
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
Isolation Room	Negative pressure rooms for tb isolation	Directive #4322
Kiting	Violation of correspondence procedures via 3 rd party	
Labor/Management Committee	Union/admin. committee to discuss labor issues	Directive #2104
Labor Relations	Bureau that deals with employee discipline/unions	Multiple Directives
Law Library	Library to provide legal research and services to incarcerated individuals	Directive #4483
Lawful Order	An order that is issued by a legitimate DOCCS purpose and is in conformity with all applicable law & Departmental policies & procedures	Directive #4944
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 program	Directive #4803
Lineup (Pre-Shift Briefing)	Mandatory 15-minute briefing of security staff before shift	Directive #4081
Live Scan	Electronic fingerprint machine	Directive #4037
Local Permit	Authorization for possession of an item, facility specific	Directive #4911
Locator System	Tracks incarcerated individual movement throughout DOCCS	Directive #2830

<u>DOCCS TERMS</u>	<u>DEFINITION</u>	<u>POLICY REFERENCE</u>
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	
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
Mess Hall	Incarcerated individual dining area/kitchen	Slang Term
MWBE/SDVOB Team	Reviews and reports on Department's SDVOB activities	Directive #2604S
Neck Restraint	A restraint of the neck designed to impede normal blood flow	Directive #4944
Net-Bag	Mesh bags approved for incarcerated individual laundry, to carry items	Slang Term
Network Program	Transitional services program	Directive #4780
Objectively Reasonable	An impartial standard used to judge a staff member's actions	Directive #4944
Officer of The Day	Appointed to provide Central Office authority	Directive #2022
Operating Funds	Funds designated for facilities (Steward oversees)	Directive #2915
OSI Member	Any Department peace officer who is assigned to OSI	Directive #4944
Out Count	Counts of incarcerated individuals who are away from their housing units	Directive #4945
Outside Clearance	Incarcerated individuals cleared by Dept. for outside assignment	Directive #4950
Outside Law Enforcement	Non-Departmental law enforcement agencies & personnel	Directive #4944
Owning Facility	Facility of record at which an incarcerated individual is physically housed	Multiple Transport Directives
Parole Diversion Program	An alternative to reincarceration program for releasees who have committed a technical violation of their parole conditions	Multiple Directives
Pat Frisk	Search by hand of incarcerated individual's clothes & person (clothed)	Directive #4910
Perpetual Inventory	Continuous record for all receipts & issues of an item	Directive #2945
Personal Leave	Five 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
Physical Force	An amount of force that under ordinary circumstances would not be expected to result in death or serious injury	Directive #4944
Physical Injury	Impairment of physical condition or substantial pain	Directive #4944
PIPE	Electronic rounds recorder hand-held battery-operated device	Multiple Directives
Plant Superintendent	Chief maintenance/physical plant supervisor	Multiple Directives
Pouch Mail	Inter-Department mail	
Pre-Audit	Dept. review of CF 3 months prior to scheduled ACA audit	
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

<u>DOCCS TERMS</u>	<u>DEFINITION</u>	<u>POLICY REFERENCE</u>
Probation	Initial review and evaluation period for new employees	Directive #2219
Program Committee	Provide GP incarcerated individuals with programs to meet their needs	Directives #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 Requisition	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
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	
Recall	Employee called back to work after leaving workstation	Directive #2214
Reasonable Accommodation	Actions taken on behalf of individuals with disabilities	Directives #2607, #2614
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. who 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
Serious Physical Injury	Physical injury that creates a substantial risk or death; or causes death, serious disfigurement, protracted impairment of health, or protracted loss or impairment of the function of any bodily organ	Directive #4944
Serviceable	Used incarcerated individual clothing deemed fit for reissuance	Directives #3081, #3082
Service Program (LENS)	License Event Notification Service – DMV reports driver license revocations, suspensions, and restrictions	Directive #2932
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
Sick Leave	Credited time for use during illness or disability staff	Directive #2204

<u>DOCCS TERMS</u>	<u>DEFINITION</u>	<u>POLICY REFERENCE</u>
Source Area	Verifies incarcerated individual identification for disbursement form	
Special Projects	Events or fundraisers sponsored by an incarcerated org.	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	Directive #4302
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 organization	Directive #4760
Staff Housing	Dept. owned housing/short term use by transitioning staff	Directive #4005
Staff Member	Any NYS peace officer sworn in by DOCCS	Directive #4944
State-Issue	Standards issue of Dept. clothing and bedding to incarcerated individuals	Directives #3081, #4070
State Shop	Storage location for incarcerated individual clothing, oversees issuance	Directive #3082
Step-Down to General Population Program	Single cell SHU-alternative program	Directives #4910, #4933D
Steward (Facility/Institutional)	Chief Business Office supervisor	Multiple Directives
Streeted	Releasee who has not been confined pending the results of a parole violation hearing	Directive #9301
Strip Frisk	Inspection of naked body, cavities, and clothes	Directive #4910
Strip Search	Inspection of naked body and clothes (non-cavity)	Directive #4910
Subject	Person subject to a use of force to include incarcerated individuals, releasees, absconders, visitors, volunteers, and members of the public who are detained or taken into custody pursuant to a lawful arrest for a violation of the law	Directive #4944
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	Directive #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
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
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	Directives #2401, #2406
Transitional Services	Programs to assist incarcerated individuals with reintegration into society	Directive #4780
Truck Trap (Sally Port)	Secure entryway into facility for vehicles	Directives #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

<u>DOCCS TERMS</u>	<u>DEFINITION</u>	<u>POLICY REFERENCE</u>
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
Work Crew	Incarcerated individual 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 for Correctional Facilities."

<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
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ACRONYM

STANDS FOR

SDP	Step-Down to General Population Program
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