

**OCCF DOCUMENT LIST  
REVISED FEBRUARY 2016**

**Administrative Forms**

Clearance Visitors Form	Civilian Staff Contact List
Deprivation order form	
Division of Purchase	
Emergency Data form	
Empl Pedigree ID Info Sheet revised	
Form for 2nd Job	
Interoffice Memo	
Leave Donation Form	
Leave Request Form	
Letterhead 2015	
OCCF Separation Form revised	
Outside Work and Gainful Occupation	
Policy Procedure	
Recommendation of Award Gen-95 revised	
Training Evaluation Report revised	
DEPRIVATION REQUEST FORM	

**Booking Forms**

Activity Form revised 52015	Booking Activity Sheets
Admission Search Form revised	Committed Sheets
Census Fill-In revised	Blank Photo Log
Committed	Pre Booking Injury Form
Consular Notification revised 6-3-15	Booking Special Notes
Inmate issue receipt	General Strip Search Report
Intake Immediate Screening From revised 6-3-14	Inmate Special Watch Form
MH Referral From	ISER Strip Sheet
Photos (pulldown) revised 3-30-15	Quarterly Fire Drill
Pre-Booking Injury Form	
Sexual Violence-Risk Assessment Form	
SOPS revised 04-2015	
Risk Assessment	
Camera-drive	

**Central**

Cuff & Shackles Sign Out Sheet  
Municipality Sign IN Sheet revised 7-4-14

**Classification**

Enhanced Security Sheet  
Inmate Housing Relocation Form  
Command Staff Notification Form  
Movement Sheet  
NYS Custodial Transfer Sheet revised  
All 3 Classification Forms  
Command form  
Facility HC and Available cells revised  
Fax Form  
Initial Check Sheet  
Initial Reportable Incident Report  
Initial Risk 2 Assessment Form  
Inmate Death Report 12-4-13  
Letter 3-4-14  
Main Composite  
MH Referral From  
Protective Custody Report  
Reclass Checklist  
Security Classification Guidelines  
Summary of Criminal History  
Hospital Duty Sheet

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**Command Staff**

Hospital Duty Sheet  
Performance Evaluation  
710.30 Notice  
Administrative Segregation  
Daily Med MH Meeting  
Daily Supervisor Activity Sheet  
Employee Compliance Review Form  
Evidence Notice  
Evidence Submission form  
Evidence Transmittal Sheet  
Hospital Duty Sheet  
Hospital Duty Sheet 12 hour shift  
Housing Relocation  
Incident Check List  
Inmate Urinalysis Testing Notification  
Line Up 2300-0700  
Minutes for Medical-MH Meeting  
Monthly PL report  
OC REQ for MH Eval 9.41  
OC Usage Report  
OCSO Memorandum 6-5-15  
Overtime Report  
Pre Booking Medical Admission  
Request for Criminal Investigation  
Request for Urinalysis  
Sgt. Swap Book Form Revised  
Shift line up 1500-2300  
Travel Report  
Urinalysis Medical Mental Health Records Review  
Use of Force (Inmate Statement)  
Use of Force Review Form  
Voluntary Statement (Fill-In)  
Voluntary Statement revised  
Zone 2 Daily Used Razor County  
Daily Absence and Overtime report 2016  
incident pass along  
PREA Post Investigation Notice to Inmate  
PREA Response Checklist

**Commissary**

Complaint form  
Haircut Master list  
Haircut Order

**Corrections**

RTW Letter (Physician Certification) revised 6-9-15

**Courts**

Bullpen Sheet  
Daily Population  
Fax Cover sheet  
GEN 24 Court Order Record of Receipt and Tracking Log  
Inmate Transport Sheet Pull-down  
Inmate Transport Sheet  
Inmates Appearing before a Jury at County Court  
Juvenile Prisoner Contro. Sheet  
Key log sheet  
PTF 10 OCSO Courts Division Detention Record

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<b>Detail</b>	Tool Check Sheet 1	
<b>Detainee</b>	Voluntary Work Agreement revised Detainee Voluntary	
<b>Disciplinary</b>	ICE Notice of Disciplinary Hearing Notice of Disciplinary Haring Weekly Admin Seg Confinement Review Due Process Waiver From Hearing Assignment Hearing Report Form Inmate Misbehavior Report Inmate Rights Form Inmate Witness Refusal Inmate Witnesses Form Keeplock Appeal Form Keeplock Appeal Response Mental Health Disciplinary Referral Tape 1 fill in Statement of Confinement	Delta 1 Keeplock Activity Form
<b>Echo</b>	Echo 2 locker combos Echo 3 locker Combos	
<b>Education</b>	Absentee notice Class Schedule Discharge Planner Phone Request Orientation Waiver Outside Education Detail Form Programs Headcount Religious Diet Request Form Request Form Sign in Sheet	
<b>Evidence</b>	Evidence Submission form	
<b>File Room</b>	Record Retention Form	
<b>Fire Safety</b>	Fax Form	MSDS Forms
<b>Floor Detail</b>	Headcount Shortcut Headcount	
<b>General Use</b>	Bloodborne & first Aid Inventory List Civilian Report Civilian Report revised Damaged Property Deduction Form Directions to OCJ Indemnification Request Inmate Phone Compliant Form Key Pass Along Medical Refusal Mental Health Referral Missed Punch Slip Officers Report revised Swap request form	Master Tool Inventory Forms Weekly Housekeeping Bodily Fluid Waiver form General Strip Search Report Outside contractor tool control sheet Supporting Deposition revisd

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<b>Grievance</b>	Investigative Report Investigation form	
<b>Hospital</b>	Telephone voucher	
<b>Housing Center</b>	Daily Razor Decontamination Cart	
<b>Housing Unit</b>	Wing Headcount 2 way lock in D Control Security Check Cell Structure report Daily Activity Log Daily Keeplock Activity Report Headcount rev Headcount with razors and nail clippers Inmate Orientation (Dorms) Inmate Orientation (Dorms) New cell inspection Orientation Procedures Quarterly Officer Review for Delta Security Checklist Special Management Unit Storage Closet Master List Trustee Orientation Training	Cell Structure Reports
<b>ID Unit</b>	Employee Identification Data Questionnaire	
<b>Gen</b>	Inmate Marriage Request	
<b>Key Control</b>	Facility Civilian Headcount	
<b>Laundry</b>	Supply Inventory Daily Laundry report Inmate Issue Form Laundry Trustee Orientation training	
<b>Law Library</b>	Legal Reference Material Request Form Mutual Legal Assistance Request Freedom of information request	
<b>Lobby</b>	Civilian Headcount Sheet Civilian Sign in sheet Clearance Visitors Form Legal Visits sign in sheet' Lost and found receipt SOP notes Gymnasium Sign in sheet	
<b>Mail</b>	Approved Correspondence List Cover sheet Log in sheet Package request form Unauthorized Mail receipt	
<b>Maintenance</b>	Corrections staff checklist Repair charges	Work Orders

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**Medical**

Contact Isolation Precautions emer dispatch 911 protocol headcount	KOP images Small appliance log
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**Mental Health**

Activity Log form  
Intervention care plan fill in  
Intervention care plan fill in  
Special Watch form

**Movement**

Additional Meal Count sheet facility headcount Hospital Headcount Internal Writable Master court list Meal Headcount Sheet revised Monthly Transport report New inmates same name list inmates in segregation	Unit Head County Main Medical HC ISERS Key Pass Released Inm Transport Wing Cover Sheets Bails Bonds Courts AM Hook up sheet Post notes	Chow Schedule templ External Moves Rel inmate Transport j
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**Perimeter**

Daily perimeter patrol report  
Daily vehicle Inspection Report

**Telephone**

Phone extensions

**Photo**

Photo log sheet revised  
Photos pulldown list rev  
Property

**Radio**

Portable Radio log

**Property**

Court Hook up sheet revised

**Records**

1200 Hrs Monthly Headcount rev  
Bail affidavit  
Bail cards  
Bail envelope  
Bedford Hills Trip Sheet  
Cash Bail for Credit Card  
Cash Drawer Balance Sheet  
Conditional Release Cover Letter  
Consular Notification fax form rev  
Consular Notification form rev  
County Court Detainer Worksheet  
County Jail Envelopes  
County Jail Time letter rev  
Court Envelopes  
Court Rolodex  
Daily Boarder Count  
Detainee Missing Property Report  
Detainer for Inmate rev  
DOCS State Ready Waiting list  
Downstate Trip Sheet  
Drawer Breakdown  
Fax Cover sheet  
Fugitive envelope

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**Records**

Fugitive Jail Time  
Fugitive Tracking Sheet  
Hospital Release  
ICE detainee Body Receipt  
Ice Notification Form  
Inmate Accounts to DOCS  
IRS form 8300 year end statement  
Letterhead revised  
Master Court list  
Medical Clearance Form Inmates Ready to enter DOCS  
MHDETF Contact Sheet  
Money Cards  
Newburgh Detainer rev  
Notification of Inmate Transfer  
NYS DOCS envelopes  
NYS DOCS Facility Mail List  
NYS Sex Offender Registry Env  
OCCF Facility Transfer (Boarders)  
OCSO Bails  
Orange County Jail Boarders  
    2007  
    2008  
    2009  
    2010  
    2011  
    2012  
    2013  
    2014  
    2015  
    2016  
Prisoner Account Reconciliation  
PV SR CR State Report New  
Records Disposition Form  
ROR form revised  
Shift Bank Deposit Env  
Shortline Bus Ticket Voucher  
Social Security Letter rev  
Taxi Voucher Medic Coach Middletown  
Taxi Voucher Middletown  
Time Cert For DOCCS  
Time Cert for Released Inmate  
Time Computation Revised  
Time Computation Weekender  
Transportation Request Form  
Ulster Corr Trip Sheet  
Undertaking Bail  
Undertaking Fine  
Visiting Money Info Card  
Warrant Notification  
Weekender Breathalyzer rev  
Weekenders (missed weekend)  
Western Union Bail Procedure

**Security Control**

Cleaning Supplies Master List  
Medical Emer Dispatch 911 Protocol Form

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**Supply**

Supply Order Form  
Supply Requisition  
Weekly Razor County Sheet

**Training**

Course Title  
Lesson Notes  
Lesson Plan Cover Sheet  
On the job Training  
Sign in sheet

**Trustee**

Detainee Voluntary Work Agmt  
Equipment Report (landscaping trailer)  
Equipment report (weed wackers)  
Floor Maintenance Orientation  
Housing Center List  
Jail Details  
Lawn Equipment Trustee Orientation  
Outside Detail Waiver  
Performance Evaluation  
Request Sheet  
Revocation Form  
Work Assignments rev  
Work Detail list  
Equipment report (mowers)

**Use of Force**

Use of Force Review Form

**Visiting**

Rules and Procedures 2015 (Spanish)  
Rules and Procedures 2015  
Authorization for Minor Visits  
Banned Visitor Notification Form  
Clean supplies Master list  
Visiting Cleaning Supplies  
Headcount  
ICE Detainee Waiver rev  
Jail Visitation Professional  
Law Enforcement Conference revised  
Legal Glasshouse Visits  
Legal Visits Sign Up sheet  
Media Interview Consent Form rev  
Media Review From (magazines) rev  
Narcotics Detection Notification Form 1  
Narcotics Detection Notification Repeat Offender  
New Contact Visiting Seating  
New Visiting Sign in sheet revised  
Parole Sign Up sheet  
Renovo Headcount Form  
Security Check List (Inside)  
Security Check List (Lobby)  
Supply Checklist rev  
Tally Sheet rev  
Warning for Rules Violation  
Jail Visitation Pamphlet

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**Administrative Sergeant**

- Completed Line ups
- Manpowers
- Shift Pass Day Sheets
- Disciplinary Reviews
- Echo 2-3 locker combos
- Seniority Lists
- Mandatory Lists
- Swap restriction files
- 2015 Co\_Sgts Shield
- Part time Court CO's
- Echo 1 and Echo 3 Rec Schedule
- Evaluation1
- Evidence Submission power point
- Newburgh per Diem Roster
- Officers and Sergeants Contact Info
- Officers Code of Conduct
- Sworn Staff Authorized to Conduct Drug Alcohol testing
- Sworn Staff un authorized to carry department weapons

**Count Control**

- 1200 Hours Headcount
- Bail Bonds
- External Movement
- Facility HC and Available cells revised
- ISERS
- New inmates

**Detainee Forms**

- A2 Lock in lock out
- A# lock in lock out
- Detainee Voluntary Work Agreement
- ICE phone calls
- Outdoor recreation

**Executive**

- Corrections Reports
- Emergency Plans
- Emergency Contact List
- OT Code

**Extended Leave**

- Employees on Leave

**Jail Orders**

- 2004-2016

**Policy and Procedures**

**Post Assignments**

**Post Orders**

**Programs Lists**

**Quarterly Training Memos and Sign ups**

**Reports**

- Classification
- Fiscal
- Grievance
- Mail
- Misconduct
- Programs Lists
- Programs Reports
- Property Reports
- Records Reports



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**Shift Commander**

- Line ups
- Manpowers
- Body Fluid Exposure Reports
- Code of Conduct
- Random Cell search number file
- Vacation Calendar
- Incident Check list
- EAF-10 Blood waiver form
- Employee Rounds
- Overtime report
- Unschedule leave

**First Responder Incident reports**

**Security Risk Group Files**

**Union**

- Contract document and agreements

**Computer Generated Reports\***

- Daily Pop Count
- Active Inmates with no sentence status saved
- Death date
- Balance sheet detail
- Balance Sheet history
- Balance Sheet Summary
- Closed Deposit batches
- Cost recovery collected
- Cost recovery detailed summary
- Cost recovery summary
- Facility Account Summary
- Income statement
- Indigent Inmates
- Inmate Balance Facility
- Inmate Balance Facility released inmates
- Inmate cost recovery all inmates
- Inmates with no accounting transactions date range
- reconciliation bank summary
- reconciliation detail
- retained earnings
- statement of cash flows
- transactions by deposit code
- transactions by deposit code short version
- transactions by withdrawal code
- working trial balance
- year end close report
- year end trial balance
- ICE housing occupancy history report
- Print TID release form by housing
- OTN history
- All cash drawer transactions
- Specific cash drawer transactions
- Active inmate offense history
- charge info for inmates on temp release
- charge for inmates on work release
- inmates days served by charge
- inmates by specific charge
- Top N charges within facility
- alerts report '
- classification override

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**Comp.Gen Rep** Classification stats  
Classification due by days  
Classification due by dates  
Detainer by date  
Inmate classification by housing  
Minor Birthday List  
No contact alpha  
Suicide Stats  
No contact staff  
Commissary error log  
Commissary history detail  
Commissary detail by housing  
Commissary history summary  
commissary pending order  
Commissary restrictions  
summary by housing  
items sold by intem number summary  
order form  
database schema  
General audit trail changes  
Build SCAAP data report  
Build SSN disk field report  
Screen customizations  
General ledger account types  
account types with balance  
check register  
check register unreconciled only  
detailed transactions by account number enter date  
detailed transactions by account number GL Credits  
detail transactions by account number GL debits only  
detail transactions by account number system date  
detail transactions by transaction number  
journal entry history  
journal entry history manual  
master chart of accounts listing  
outstanding checks  
prepare deposits history  
Transactions by account number  
transactions by date  
voided check  
Grievance by type  
Grievance on staff  
Grievance report  
Current housing location for active inmates  
Current Housing status  
Current inmate by housing locations  
housing analysis  
housing detail report  
housing template  
housing template and assignment  
inmate housing snapshot  
occupancy history  
Imaging line up report  
Incident listing  
sanction review summary  
Mail incoming  
outgoing

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**Comp.Gen Rep** inmate phone list dt  
Release by city report  
programs program success  
program usage  
inmate requests audit trail  
inmate request search  
inmate request search by date  
inmate requests assigned to  
inmate requests requiring response  
inventory category purchase summary  
count sheet  
current inventory  
damaged inventory  
freeze report  
hold report  
increase/reduction  
item history items by category  
inventory on order  
order sheet  
package quantity  
re-order sheet  
received inventory  
stock  
valuation  
Keep separates-violations  
key management key ring history  
key rings and keys attached  
mail daily incoming mail  
daily incoming mail housing  
daily outgoing mail  
daily outgoing mail housing  
daily returned mail  
incoming mail history for inmate  
incoming mail history report  
inmate outgoing mail history  
inmate returned mail history  
mail by inmate date  
outgoing mail history report  
outgoing returned mail report  
phone list  
phone list by date  
returned mail history report  
meal counts inmate double back tries  
meal acceptance by housing  
Medical inmate medications  
medical distribution all  
medical destruction daily  
inner facility movement  
active inmate special diets  
average daily population  
average days served  
booking and release facility analysis  
booking statistic report all  
booking statistic report currently  
booking statistic report released  
current inmate roster  
daily bookings

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**Comp.Gen Rep** inmate census  
inmate census historical  
inmate census snapshot  
inmate clothing  
county history  
inmate days served  
inmate length of stay analysis  
inmate location  
inmate movement  
inmate prior involvements  
inmate recidivism for facility  
inmate risk management inmates booked by jurisdiction  
inmate booking by jurisdiction code history  
inmates classified over 30 days ago  
non us citizens  
non us citizen history  
pre booked inmate  
projected release dates  
released inmates  
short population report  
social security report'  
parole active  
parole all  
parole released  
cannot read and write English  
approved programs  
approved programs export  
current religion list  
disapproved programs  
EEDept90days  
Ed dept. 30 days  
inmates 16-20  
inmates 16-21  
inmates 16-21 alpha  
programs activity list  
veterans report  
all active property clothing by name  
all active property including released inmates  
bag check  
issued radios  
property by location  
released inmates with active property  
alphabetical list current inmates  
awaiting disposition  
bail release report  
boarded in original book date missing  
boarded in report  
census report  
corum nobis  
doctor dentist hospital transport  
DSS admin booking audit  
foreign national report  
Fugitive from justice  
ice housing report  
individual housing census report  
inmate history report  
minor race statistics report

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**Comp.Gen Rep** new admissions report  
PA female dependents report  
physical review report  
prisoner control sheets  
records label  
Release stats report  
schedl releases  
icare commissary  
inmate hearings  
scheduled facility events  
events by date  
events by event  
events by inmate  
scheduled facility events by date custom  
SRG administrative segregation  
alias  
alias by alias  
gang crime stats  
gangs active  
gangs active housing  
gangs commit date  
misconduct dt  
protective custody report  
inmates on temp release  
temp release history'  
inmate time cards for records  
inmate time sheets  
trustee payroll lists  
chronological list of visitation  
employee visitation  
visitation summary  
work release job check information  
work release schedules  
work release accounting calculation table  
check register  
check summary  
check summary history  
deductions summary  
detailed transactions  
inmate assign cost recovery items  
inmates on work release  
master cost recovery-deductions list  
payee distribution  
payee list  
payee summary  
transaction summary  
completion summary  
completion times  
community service release  
community work program release  
inmate count  
inmate location  
inmate movement  
inmate program assignment  
MAR  
Master release  
temporary release

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**Comp.Gen Rep** inmate accounting transactions and balances  
search form  
search by booking number  
immigrating investigation  
tattoo profile  
mug shot profile  
booking observation  
check summary history  
classifications main composite  
commissary history detail  
inmate commitment summary  
destroyed property  
medical summary  
psychological assessment  
keep separates for inmate  
body receipt  
resident admission  
suicide risk assessment  
temporary release history

**\*Data may be limited as not all reports listed are utilized with populated fields. The reports listed are templates provided by the contracted Jail management system.**