<table>
<thead>
<tr>
<th>Administrative Forms</th>
<th>Civilian Staff Contact List</th>
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<tr>
<td>Clearance Visitors Form</td>
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<tr>
<td>Deprivation order form</td>
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<td>Division of Purchase</td>
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<tr>
<td>Emergency Data form</td>
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<tr>
<td>Empl Pedigree ID Info Sheet revised</td>
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<td>Form for 2nd Job</td>
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<td>Interoffice Memo</td>
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<td>Leave Donation Form</td>
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<td>Leave Request Form</td>
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<td>Letterhead 2015</td>
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<tr>
<td>OCCF Separation Form revised</td>
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<td>Outside Work and Gainful Occupation</td>
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<td>Policy Procedure</td>
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<tr>
<td>Recommendation of Award Gen-95 revised</td>
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<tr>
<td>Training Evaluation Report revised</td>
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<td>DEPRIVATION REQUEST FORM</td>
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<table>
<thead>
<tr>
<th>Booking Forms</th>
<th>Booking Activity Sheets</th>
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<tbody>
<tr>
<td>Activity Form revised 52015</td>
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<tr>
<td>Admission Search Form revised</td>
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<tr>
<td>Census Fill-In revised</td>
<td>Blank Photo Log</td>
</tr>
<tr>
<td>Committed</td>
<td>Pre Booking Injury Form</td>
</tr>
<tr>
<td>Consular Notification revised 6-3-15</td>
<td>Booking Special Notes</td>
</tr>
<tr>
<td>Inmate issue receipt</td>
<td>General Strip Search Report</td>
</tr>
<tr>
<td>Intake Immediate Screening From revised 6-3-14</td>
<td>Inmate Special Watch Form</td>
</tr>
<tr>
<td>MH Referral From</td>
<td>ISER Strip Sheet</td>
</tr>
<tr>
<td>Photos (pulldown) revised 3-30-15</td>
<td>Quarterly Fire Drill</td>
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<tr>
<td>Pre-Booking Injury Form</td>
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<tr>
<td>Sexual Violence-Risk Assessment Form</td>
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<tr>
<td>SOPS revised 04-2015</td>
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<tr>
<td>Risk Assessment</td>
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<td>Camera-drive</td>
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<th>Central</th>
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<tbody>
<tr>
<td>Cuff &amp; Shackles Sign Out Sheet</td>
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<tr>
<td>Municipality Sign IN Sheet revised 7-4-14</td>
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<tr>
<th>Classification</th>
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<tr>
<td>Enhanced Security Sheet</td>
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<tr>
<td>Inmate Housing Relocation Form</td>
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<td>Command Staff Notification Form</td>
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<td>Movement Sheet</td>
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<tr>
<td>NYS Custodial Transfer Sheet revised</td>
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<td>All 3 Classification Forms</td>
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<tr>
<td>Command form</td>
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<tr>
<td>Facility HC and Available cells revised</td>
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<td>Fax Form</td>
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<td>Initial Check Sheet</td>
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<tr>
<td>Initial Reportable Incident Report</td>
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<tr>
<td>Initial Risk 2 Assessment Form</td>
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<tr>
<td>Inmate Death Report 12-4-13</td>
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<td>Letter 3-4-14</td>
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<td>Main Composite</td>
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<td>MH Referral From</td>
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<tr>
<td>Protective Custody Report</td>
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<tr>
<td>Reclass Checklist</td>
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<tr>
<td>Security Classification Guidelines</td>
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<tr>
<td>Summary of Criminal History</td>
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</tr>
<tr>
<td>Hospital Duty Sheet</td>
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</tbody>
</table>
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
OCCF DOCUMENT LIST
REVISED FEBRUARY 2016

Detail

Tool Check Sheet 1

Detainee

Voluntary Work Agreement revised
Detainee Voluntary

Disciplinary

ICE Notice of Disciplinary Hearing
Notices 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

Echo

Echo 2 locker combos
Echo 3 locker Combos

Education

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

Evidence

Evidence Submission form

File Room

Record Retention Form

Fire Safety

Fax Form

Floor Detail

Headcount Shortcut
Headcount

General Use

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 revised
Grievance
- Investigative Report
- Investigation form

Hospital
- Telephone voucher

Housing Center
- Daily Razor
- Decontamination Cart

Housing Unit
- Wing Headcount
- Cell Structure Reports
- 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

ID Unit
- Employee Identification Data Questionnaire

Gen
- Inmate Marriage Request

Key Control
- Facility Civilian Headcount

Laundry
- Supply Inventory
- Daily Laundry report
- Inmate Issue Form
- Laundry Trustee Orientation training

Law Library
- Legal Reference Material Request Form
- Mutual Legal Assistance Request
- Freedom of information request

Lobby
- 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

Mail
- Approved Correspondence List
- Cover sheet
- Log in sheet
- Package request form
- Unauthorized Mail receipt

Maintenance
- Corrections staff checklist
- Work Orders
- Repair charges
- Work Orders
Medical
- Contact Isolation Precautions
- emer dispatch 911 protocol
- headcount

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

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
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
OCCF DOCUMENT LIST
REVISED FEBRUARY 2016

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
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
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
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
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
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
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.