

NSP Facility Orientation Checklist

| Facility Orientation Topic/Training Elements Check Required Training Elements (listed by NSP category) when completed. | Required Training Elements For: | | |
|---|--|--------------------------|--------------------------|
| | Contractor, Volunteer, & Other Agency Svc Provider | Crim Justice Prtnr | Govt Agency Prtnr |
| Orientation Tour <ul style="list-style-type: none"> • How to Move Around Facility • Emergency Exits • Staff Areas • Inmate Areas • Bathroom Locations • Local Institution Emergency Information | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Required Documentation <ul style="list-style-type: none"> • Prohibited Inmate Conduct <ul style="list-style-type: none"> ○ Progressive Discipline ○ Conduct Orders ○ Local Standard for Level of Discipline • Report Writing – Expectation of OIC <ul style="list-style-type: none"> ○ How and When to Write a DR ○ Writing Supporting Memoranda ○ Expectation to Prepare Reports/Memoranda • M-17: Work & Programs <ul style="list-style-type: none"> ○ Required paperwork <ul style="list-style-type: none"> ▪ Completion of attendance rosters ▪ M-17 compliance issues/tracking ▪ Recreational activities v. required activities ▪ Daily Fails & Program Fails ○ M-17 Coordinator | <input type="checkbox"/> | <i>Not Required</i> | <i>Not Required</i> |
| Who, What, When, and Where <ul style="list-style-type: none"> • Organizational Structures • Lines of Authority • Location of Key Staff • Who to Contact With Issues/Questions • Schedules • Count Procedures • Line Movements • Call Outs | <input type="checkbox"/> | <i>Not Required</i> | <input type="checkbox"/> |
| Emergency Procedures <ul style="list-style-type: none"> • Evacuation Routes • Assembly Areas • Fire Extinguishers • AEDs • Expectations and Responsibilities During an Emergency • How to Communicate an Emergency – Including Your own Medical Emergency • Expectations of Being a Hostage • When to Use Radio/Body Alarm/Phone | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Inmate Count Procedures 40.1.3 <ul style="list-style-type: none"> • Processes • Local Count Times • Local Tolerance for Out Counts • Count Slips <ul style="list-style-type: none"> ○ How to Fill Out ○ Who Picks Up ○ Practice/"How To" | <input type="checkbox"/> | <i>Not Required</i> | <i>Not Required</i> |
| PREA *Exception: State Police. Other NSP: May be waived with documentation of prior training. | <input type="checkbox"/> | <i>Not Required</i> | <input type="checkbox"/> |
| Institution Access Procedures <ul style="list-style-type: none"> • Entering Prison 101 • Signing in and out • Metal Detectors • Ways to Simplify Process • Items allowed to bring in/Religious Property Policy • When it is OK to be here; when not to come in | <input type="checkbox"/> | <i>Not Required</i> | <input type="checkbox"/> |
| Tools, Keys, & Radios <ul style="list-style-type: none"> • To Whom are These Issued? • How to Use • Radio Protocol • Keys <ul style="list-style-type: none"> ○ How to pull ○ How to use ○ Sticky doors ○ Keep on person | <input type="checkbox"/> | <i>Not Required</i> | <i>Not Required</i> |
| ESS | <input type="checkbox"/> | <i>Not Required</i> | <i>Not Required</i> |
| Code of Ethics <ul style="list-style-type: none"> • Recoverable incidents, standards to adhere to • HIPPA • OSHA (asbestos) • What can/cannot say • Inmate Relationship/Conflicts | <input type="checkbox"/> | <i>Not Required</i> | <i>Not Required</i> |

I verify that I completed the above training on this date.

Trainee:

Printed Name: _____ Signature: _____ Date: _____

I verify that the above training has been completed and meets the requirements of Policy 100.1.2 and the Functional Unit Manager.

Requesting Authority:

Printed Name: _____ Signature: _____ Date: _____

Copies: Requesting Authority
ID Card Coordinator (a copy of this form must be submitted as part of an ID card request)
Supervisor