

Codes for Relief Factor Variables and Special Assignment Posts

CODE	Unavailable For Work (UFW)	DESCRIPTION
1	Accident Leave	Authorized leave granted to staff as a result of a legitimate on-the-job injury.
2	Administrative Leave	Authorized leave granted to staff which is not covered by any other relief factory.
2B	Administrative Leave RRP	Authorized leave granted to staff for the Reduction Recovery Plan
2C	Administrative Leave COBR	Authorized leave granted to the charged officer while out during the COBR process
2D	Administrative Leave Cadre	Authorized leave granted to Cadre officers
3	Annual Leave	Leave granted to staff from their accrued annual leave/vacation time.
4	Bereavement Leave	Leave granted in the case of death above that granted for Death Sick Leave.
5	Compensatory Leave	Leave granted to staff from their accrued compensatory leave.
6	Court/Jury	Authorized leave granted to staff to attend court, jury or other approved legal duties.
7	Death Sick Leave	Authorized sick leave granted to staff due to the death of specified persons.
8	Family Medical Leave Act	Authorized leave granted under Federal Family Medical Leave Act.
9	Holiday	Authorized leave granted to staff for approved holidays.
10	LWOP	Authorized leave status where an employee is not compensated for time off.
11	Military Leave	Authorized leave granted to staff for military service obligations.
12	Personal Leave	Authorized leave granted staff for personal leave.
13	Public Health Leave	Authorized leave granted staff under the Federal Public Health Law.
14	Sick Leave	Authorized leave granted to staff from accrued leave for illness or off-the-job injury. (Includes Family Sick Leave, but not FMLA.)
15	SWOP	Authorized uncompensated leave for staff due to disciplinary suspension.
16	Trng. In-Service (Firearms)	Time officers are off post due to authorized in-service training for firearms
17	Trng. In-Service (Not Firearms)	Time officers are off post due to authorized in-service training that excludes firearms
18	Trng. New Hire, Pre, OJT(Firearms)	Time officers are off post due to authorized pre-service firearms training
19	Trng. New Hire, Pre, OJT(Not Firearms)	Time officers are off post due to authorized pre-service or OJT training that excludes firearms.
CODE	SPECIAL ASSIGNMENT POSTS	DESCRIPTION
	(Active)	AAAW - "All Activity Associated With"
20	Adjustments	AAAW adjustments to include hearings, reports, inmate movement and/or supervision.
21	Armory	AAAW operation of armory to include, but not limited to, inventory management, ordering, repairs, inspections.
22	ARP/IGO	AAAW investigations and hearings regarding inmate complaints to include transportation of grievant and/or witnesses.
23	Audit/Inspections	AAAW conducting, maintaining records, preparing for or participating in an audit or inspection in your own or another institution.
24	Clerical (CO)	Out of class assignment of a correctional officer to perform clerical duties.
25	Compassionate Leave	AAAW transport of inmate for Compassionate Leave.
26	Computer Security	AAAW development, installation, and support of computer equipment or software to include software audits and training.
27	Construction	AAAW or driven by construction or other physical plant modification.
28	Control Plans	AAAW the inventory and inspection of programs (key control, tool control, etc.) identified by referenced facility operating procedures.
29	Correctional Transportation Unit	Use limited to established transportation units for transfers and court escorts. Medical transports will be coded as 49 or 50.
30	Correctional Officer Board Review	AAAW the Correctional Officer Board Review
31	Court Appearances (CO)	AAAW preparation for and/or participation in a court proceeding.
32	Court Escort	Any inmate escort activity by staff other than an established correctional transportation unit as a result of a writ or court order to include INS.
33	CSO (Correctional Supply Officer)	Out of class assignment of CO(s) to perform CSO duties.
34	Dietary (Support/Security)	AAAW security services (e.g., meal line, kitchen security, etc.) to the dietary program.
35	DNA Testing	AAAW DNA sample collection to include, but not limited to, providing security coverage, performing cell extractions, preparing paperwork, and uses of force.
36	Educational Programs	AAAW providing security coverage for any educational program.
37	Emergency Plans	AAAW developing emergency plans, participating in EOP exercises or in an EOP function (Incident Command, EOC, etc.) during an actual emergency as defined by referenced facility operating procedures.
38	Employee Health Program	AAAW a Department program to cover: testing and evaluation, provide coverage, or a medical or mental health agency imposed appointment to include, but now limited to, urinalysis, EAP, SMD, MIMC, TB, HBV and infectious diseases program, industrial medical
39	Employee Program Participation	AAAW Division approved participation in a special program activity; e.g., honor guard, awards ceremony, etc.

CODE	SPECIAL ASSIGNMENTS	DESCRIPTION
40	Execution	AAAW the preparation for and the actual enforcement of a death warrant.
41	Fire Safety	AAAW a non-emergency process to include meetings, drills, training, in-house inspections.
42	Housing Security, Additional	AAAW staffing requirements to provide for the security of inmates in their housing areas.
43	ID	AAAW correctional officers providing ID services to staff, inmates, volunteers and contractors.
44	Inmate Work Details	AAAW any institutional internal or external detail or any detail authorized by an inmate labor agreement, including MCE and road crews
45	Intake (Inmates In)	AAAW receiving and processing intake.
46	Investigations	Any administrative or criminal investigation, excluding ARP an IGO.
47	K-9	AAAW providing K-9 services.
48	Maintenance	AAAW correctional maintenance officers or for security services for maintenance, excluding any item(s) defined under construction to include State fleet policy and procedure manual.
49	Medical Primary, Contractor	AAAW medical care which is provided by the medical contractor.
50	Medical Secondary, (ER ...)	AAAW medical care which is provided by a vendor other than the medical contractor which includes emergency room, hospital trips and hospitalization.
51	Mental Health	AAAW staffing PSA, other mental health area, and transportation to a mental health area.
52	Managed Return to Work	AAAW Managed Return to Work
53	Packages	AAAW processing packages consistent with the provisions of the referenced facility operating procedures.
54	Parole Hearings	AAAW providing security and/or escort and transportation for parole hearings to include MAP negotiations.
55	PCO	CHDU only - Out of class assignment of CO(s) to perform PCO duties.
56	Perimeter Security, Additional	AAAW staffing requirements to provide for the security of the facility perimeter.
57	Personnel Hearings	AAAW preparation for and/or participation in a personnel proceeding or to provide coverage for staff participating in or subpoenaed for any personnel proceeding (excludes investigation), including OAH. Union Stewards have a separate category.
58	Recreation	Out of class assignment of CO(s) to provide Correctional Recreation Officer (CRO) duties. Not for security coverage of recreation activities.
59	Searches and Lockdowns	AAAW the use of special search teams for inmates and inmate areas; primarily used during a full or partial institutional lockdown. Searches of staff, visitors or vehicles entering or leaving the secure perimeter of a facility are considered part of perime
60	Special Program Activities	AAAW providing security coverage for any inmate special program activity.
61	MCE	AAAW staffing requirements to provide security for any MCE function.
62	Support Services Security	AAAW staffing requirements to provide security for any inmate program service or activity functions not otherwise defined in the Appendix.
63	Tactical/SRT	AAAW tactical training or tactical operations. Official use of the Special Response Team.
64	Traffic Office	AAAW staffing of traffic office.
65	Training Instructor(Firearms)	AAAW participation in any training program as an instructor or to provide coverage for staff who are instructing firearms.
66	Training Instructor(Not Firearms)	AAAW participation in any training program as an instructor or to provide coverage for staff who are instructing excluding firearms.
67	Training Manager, Institutional ITM	AAAW ITM staffing.
68	Transportation	AAAW transfers and transportation of inmates by staff other than an established correctional transportation unit, excluding court appearances and medical trips.
69	Union Activities	AAAW administrative leave for participation in Department approved union activities.
70	Union Stewards	AAAW approved union steward activities.
71	Urinalysis (Inmate)	AAAW implementing inmate urinalysis screening.
72	Visiting	AAAW visits, visit related searches, special visits, and special visiting programs.
73	Work Release Program	AAAW transporting inmates to and from work sites.
74	Acting Capacity	AAAW the staffing requirement to assign non-supervisory staff to a supervisory post in an acting capacity.
75	TDY	AAAW staffing requirement to provide security staff to DOC HQ, another institution or other administrative assignment deemed appropriate by a Commissioner.
76	OCMS	AAAW Offender Case Management System
77	ACA Accreditation	AAAW the ACA Accreditation process
CODE	STAFFING VARIATION	DESCRIPTION
80	Vacancy	Any authorized PIN that does not have a person assigned to it.

81	Collapsed Post	A post in the Facility Staffing Plan that is closed on a short term basis due to overall staffing needs and which does not endanger the security of the facility, consistently with its designated OSL.
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