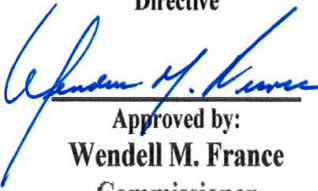




Division of Pretrial
Detention and Services
Directive


Approved by:
Wendell M. France
Commissioner

| | |
|--|---|
| Title: Staff Orientation | Directive Number: DPDS.030.0008 Change Notice 1 |
| Related Standards: ACA 4-ALDF-7B-05 MCCS .0-1D, .011, .0-2D, .02F, .05F, .05J, .06B and .07D NCCHC J-19 | Supersedes: DPDS.030.0008 titled Staff Orientation and issued on December 31, 2010 |
| | Authorized by: Commissioner |
| | Effective Date: August 31, 2011 |
| | Number of Pages: 1 |

CHANGE NOTICE #1 TO THIS DIRECTIVE

.01 Purpose.

Attachment A is hereby added to provide an audit tool driven by DPSCS guidelines and detention center standards.

.02 Scope.

The Division of Pretrial Detention and Services

.03 Attachment(s).

Appendix A - DPDS Policy Management Audit Form

.07 History.

This change notice provides a Policy Management Audit Form, (Appendix A) to measure compliance with the policies and procedures established in DPDS.030.0008 titled Staff Orientation and issued on December 31, 2010.

Division of Pretrial Detention and Services
Policy Management Audit Form

| Title & Directive Number: DPDS.030.0008 Titled Staff Orientation & Change Notice #1 Effective: December 31, 2010 and August 31, 2011 respectively | | Mark "C" for compliant. | Mark "D" for deficient. | Mark "X" for Corrective Action Plan attached. | |
|--|---------------------|--|-------------------------|---|--|
| Institution/Facility: _____ | | | | | |
| Audit Date: _____ Audit Period: _____ | | | | | |
| Auditor(s): _____ | | | | | |
| Auditor's Comments: | | | | | |
| | Directive Reference | Compliance Indicators and Their Source | | | |
| 1 | .01C | In practice and in written procedures, documented staff awareness for BCDC staff also includes all personnel assigned to the Administration Building. | | | |
| 2 | .04B | Awareness is documented for all staff as defined in the directive. | | | |
| 3 | .05 | Documented staff awareness addresses all DPDS, institutional and unit publications mandated for staff awareness by applicable standards (to include ACS, MCCA and NCCHC.) | | | |
| 4 | .05A & B | Documentation for required pre-service and in-service orientation is maintained for the audit period in compliance with procedures established in the institutional directive or standard operating procedure. | | | |
| 5 | .05C | Current Divisional directives are available to staff on the <i>Safety Net</i> and by request from the Office of the DPDS policy manager. | | | |
| 6 | .05C | Current institutional directives are made accessible to staff in a manner to be established and implemented by the warden or designee. | | | |