NSP Facility Orientation Checklist

Facility Orientation Topic or Training Elements Check Required Training Elements (listed by NSP category) when completed.	Required Training Elements For:		
	Contractor, Volunteer, & Other Agency Svc Provider	Crim Justice Partner	Govt Agency Partner
Orientation Tour • How to move around facility • Adult in Custody (AIC) areas • Emergency exits • Bathroom locations • Staff areas • Local institution emergency information	☐	☐	☐

Required Documentation
• Prohibited AIC conduct
  o Progressive discipline
  o Conduct orders
  o Local standard for level of discipline
• Report Writing – Expectation of OIC
  o How and when to write a misconduct report
  o Writing supporting memoranda
  o Expectation to prepare reports/memo
• Measure17 (M17): Work & Programs
  o Required paperwork
    ▪ Completion of attendance rosters
    ▪ M17 compliance issues or tracking
    ▪ Recreational activities v. required activities
    ▪ Daily Fails & Program Fails
  o M17 Coordinator
	☐	*Not Required*	*Not Required*

Who, What, When, and Where • Organizational structures • Schedules • Lines of Authority • Count procedures • Location of key staff • Line movements • Who to contact with issues or questions • Call Outs	☐	*Not Required*	☐
Emergency Procedures • Evacuation routes • How to communicate an emergency – Including your own medical emergency • Assembly areas • Fire Extinguishers • Expectations of Being a Hostage • AEDs • When to Use Radio, Body Alarm, Phone • Expectations and responsibilities during an emergency	☐	☐	☐
Inmate Count Procedures 40.1.3 • Processes • Count Slips • Local count times o How to fill out • Local tolerance for out counts o Who picks up o Practice and "How To"	☐	*Not Required*	*Not Required*
PREA *Exception: State Police. Other NSP: May be waived with documentation of prior training.	☐	*Not Required*	☐
Institution Access Procedures • Entering Prison 101 • Items allowed to bring in and Religious Property Policy • Signing in and out • Metal Detectors • When it is OK to be here; when not to come in • Ways to simplify process	☐	*Not Required*	☐

Tools, Keys, & Radios
• To Whom are these issued?   • Keys
• How to Use   o How to pull
• Radio protocol   o How to use
                   o Sticky doors
                   o Keep on person
	☐	*Not Required*	*Not Required*

CISM	☐	*Not Required*	*Not Required*
Code of Ethics • Recoverable incidents, standards to adhere to • OSHA (asbestos) • What can or cannot say • HIPPA • AIC Relationship or Conflicts	☐	*Not Required*	*Not Required*

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