

**NEW YORK STATE
DEPARTMENT OF CORRECTIONAL SERVICES**

SECURITY INFORMATION STAFFING UNIT

COMPUTERIZED CHARTING SYSTEM MANUAL

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COMPUTERIZED CHARTING SYSTEM MANUAL

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Attachment: "If Consolidated SISU is Wrong"

INTRODUCTION

The material contained within this manual is designed to explain the procedure for recording information on the computerized charting system.

This system follows established manual charting procedures and provides a method of automating SISU calculations and reporting data.

SECURITY STAFFING UNIT
TRANSACTION CODES AND REQUIRED MENU FIELDS

Sergeant

TRAN CODE	TRANSACTION NAME	TOUR	PAGE	SECTION	DAILY DATE	PERIOD DATE	POST #
RESOURCE POOL GRID ENTRY							
111	RESOURCE POOL ADDITION						
114	RESOURCE POOL INQUIRY (* FOR OPTIONAL STARTING POINT, ENTER RESOURCE NUMBER)	X				X	
115	RESOURCE POOL DAILY GRID INQUIRY (* FOR OPTIONAL STARTING POINT, ENTER RESOURCE NUMBER)	X			X		*
PLANNED ABSENCES AND POST CHANGES							
210	DAILY ABSENCES / ADDITIONAL SERVICES						
250	CHECK TOUR FOR POST COVERAGE < 8 HOURS				X		X
299	CHECK TOUR FOR RESOURCE POOL ASSIGNMENTS < 8 HOURS	X			X		
STAFF PLANNING GRIDS PRINT (GRID I, II, III)							
305	PRINT - OVERTIME SUMMARY REPORT - PRELIMINARY	X			X		
310	PRINT - DAILY GRID (* TOUR OPTIONAL)	*			X		
311	PRINT - DAILY GRID - POSTS ONLY (* TOUR OPTIONAL)	*			X		
312	PRINT - DAILY GRID - RESOURCE POOL ONLY (* TOUR OPTIONAL)	*			X		
313	PRINT - DAILY TRACKING GRID - BLANK WORKSHEET ONLY (* TOUR OPTIONAL)	*			X		
325	PRINT - DAILY ABS & ADDL SERVICE NEEDS ONLY (* TOUR OPTIONAL)	*			X		
340	PRINT - CLOSED POSTS - BY DAILY DATE OR PAYROLL PERIOD (* TOUR OPTIONAL)	*			X		
375	PRINT - OVERTIME SUMMARY REPORT - FINAL				X	X	
380	PRINT - SENIORITY REPORT REQUEST				X		
381	DISPLAY - SISU ABSENCES AND ADD'L SERVICE CODES						
382	PRINT - SISU ABSENCES AND ADD'L SERVICE CODES						
383	DISPLAY - ACTIVITY CODES						
384	PRINT - ACTIVITY CODES						

SECURITY STAFFING UNIT
TRANSACTION CODES AND REQUIRED MENU FIELDS

Sergeant

TRAN CODE	TRANSACTION NAME	TOUR	PAGE	SECTION	DAILY DATE	PERIOD DATE	POST #
<u>PRELIMINARY SISU REPORT</u>							
399	PRELIMINARY SISU REPORT	X			X		
<u>OVERTIME UPDATE</u>							
400	OVERTIME UPDATE						
<u>DAILY ABSENCES / ADDL SERVICES TOTALS</u>					X		
501	ABSENCES						
502	CONTROL + HEALTH INQUIRY				X		
503	PROGRAMS + ENHANCEMENT INQUIRY				X		
504	INCIDENTS + OVERTIME INQUIRY				X		
<u>BLANK SISU</u>					X		
550	BLANK SISU						
<u>SISU REPORT RERUN</u>							
599	SISU REPORT RERUN				X		
<u>SWAPS</u>							
710	MODIFY/CANCEL SWAP						
715	UNFULFILLED SWAP						

SECURITY STAFFING UNIT

ABSENCES AND ADDITIONAL SERVICES CODE LISTING

CODE #	NAME	CODE #	NAME	CODE #	NAME
ARD	RDO	CTT	INMATE TRANSFERS	PCR	IGRC
AVC	ANNUAL LEAVE	CDP	DRAFT PROCESS	POL	INMATE ORG/LIAISON
APL	PERSONAL LEAVE	CCC	CELL CHANGES	PPK	PACKAGE ROOM
APS	SICK LEAVE	CSP	SUPTS PROCDs	PNP	NOTARY PUBLIC
AFS	SICK FAMILY	CAC	ADJUST COMMITTEE	PPB	PAROLE BOARD
AWC	WORKERS COMP	CKS	KEEPLOCK SERVICES	PPC	PROGRAM COMMITTEE
AHS	SICK 1/2 PAY	CDS	DETENTION SERVICES	PTR	TEMP REL COMMITTEE
AWS	SICK W/O PAY	CRP	REPORT PREPARATION	POR	ORIENT RECEPTION
ALW	LEAVE W/O PAY	CCS	PLANNED CELL SRCH	PVA	VISIT ACTIVITIES
AWO	AWOL	CAS	PLANNED AREA SRCH	PRC	RECREATION
ADS	DISCIPLINARY SUSP	CSS	SUSPICION SEARCH	PSP	SPECIAL PROGRAMS
ATA	TRAINING ACADEMY	CCE	CIVILIAN ESCORT	PRS	RELIGIOUS SERVICES
ADA	DETACHED ASSIGN	CIB	INMATE ESCORT	PIN	INDUSTRY
AIT	C.O. TRAVEL	CTP	TRUCK PROCESS	PMT	MAINTENANCE PRGM
AUB	UNION BUSINESS	CCN	CONSTRUCTION	PFV	FUNERAL/SICK/COURT
AEX	STATE C.S. EXAM	CBB	CERT EXERCISE	PMP	MISC - PROGRAM
AFI	FACILITY INSTRUCT	CUI	UNUSUAL INCIDENT HR		
AFC	FACILITY TRAINING	CMC	MISC. - CONTROL	MLD	LIGHT DUTY
ACR	CIVILIAN RELIEF	CPC	PERIMETER/CONTROL	MSO	STAFF ORIENTATION
AML	MILITARY LEAVE	CUH	UNSTAFFED HOUSING	MEA	EAP
AXX	OTHER			MER	CERT TRAINING
AJD	JURY DUTY	HPT	OUT HEALTH POST	MIU	CIU TRAINING
APB	PUBLIC SAFETY	HTR	OUT HEALTH TRIP	MSC	STAFF CONSULTATION
		HFH	FAC HEALTH SERVICE	MJT	JOB TRAINING
		HFM	FAC MTL HEALTH SVC		
RDO =	ASSIGN RDO	HMH	MISC - HEALTH		
NRDO	CANCEL RDO				

(R) (V) (P) (S) (S) (W) (S) (S) (L) (O) (D) (T) (A) (I) (U) (E) (F) (I) (C) (M) (X) (J) (B) (N)

TO SIGN ON TO THE COMPUTER CHART SYSTEM.

1. Sign on to the IBM system. This gives access to the FSSU system.

2. At the 'signon' screen:

SYSTEM Type FSSU

PASSWORD Type YOUR PERSONAL PASSWORD

USERID Type YOUR USER ID

3. Depress the ENTER key.

FACILITY Type your FACILITY CODE and depress ENTER key.

TRANSACTION PROCEDURE I

TO RECORD AN ABSENCE (VAC., PL, ETC.)

Step 1

- Record 210 Transaction Code
- Record Date of Absence
- Record Resource # assigned to C.O. or the C.O.'s Bid Post #.

Step 2

When the above information has been recorded on the screen, initiate information input by depressing the ENTER key on the terminal keyboard. The following screen will appear:

SECURITY STAFFING SYSTEM
DAILY ABSENCES AND ADDITIONAL SERVICES NEEDS.

DATE: 08/14/02

POST / RESOURCE NUMBER: 0004 POST NAME: KITCHEN/DINING ROOM

NAME:

SQUAD: 04 TOUR: 2 SHIFT: 06:00 TO 14:00

TOUR	START TIME	END TIME	REASON	POST CLOSED (Y IF YES)	IF OVERTIME ENTER TOUR	PSB (Y IF YES)	MEALS ALLOWED (1 OR 2)
------	------------	----------	--------	------------------------	------------------------	----------------	------------------------

ENTER=CONTINUE TRANSACTION PF1=MENU

Step 3.

- Record the C.O.'s Start Time
- Record the C.O.'s End Time
- Record the C.O.'s appropriate Absence Code (APS. - AVC.)

When the above information has been recorded, initiate information input by depressing the ENTER key on the terminal keyboard.

This transaction should now be accepted by the terminal and acceptance will be indicated on the terminal screen

TRANSACTION PROCEDURE II

TO RECORD ASSIGNMENT FROM RESOURCE POOL TO POST COVERAGE

Step 1

- Record 210 Transaction Code
- Record Date of Assignment
- Record Resource # of C.O. who will be providing post coverage.

Step 2

When the above information has been recorded on the screen, initiate information input by depressing the ENTER key on the terminal keyboard. The following screen will appear:

SECURITY STAFFING SYSTEM
DAILY ABSENCES AND ADDITIONAL SERVICES NEEDS.

DATE: 08/14/02

POST / RESOURCE NUMBER: 0004 POST NAME: KITCHEN/DINING ROOM

NAME:

SQUAD: 04 TOUR: 2 SHIFT: 06:00 TO 14:00

TOUR	START TIME	END TIME	REASON	POST CLOSED (Y IF YES)	IF OVERTIME ENTER TOUR	PSB (Y IF YES)	MEALS ALLOWED (1 OR 2)
:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:

ENTER-CONTINUE TRANSACTION PF1-MENU

Step 3

- Record the assigned C.O.'s Start Time
- Record the assigned C.O.'s End Time
- Record the number of the post the assigned C.O. will cover.

When the above information has been recorded, initiate input by depressing the ENTER key on the terminal keyboard.

This transaction should now be accepted by the terminal and acceptance will be indicated on the terminal screen.

TRANSACTION PROCEDURE III (Con't)

Step 3

NOTE: If the C.O. normally covering this post will be absent this date, you must enter:

1. Start Time
2. End Time
3. Reason for Absence
4. Record the letter Y under the Post Closed Column.

If the C.O. normally covering this post is being assigned to another post or additional service coverage, you must enter:

1. Start Time
2. End Time
3. Type of Assignment (Post # coverage or appropriate additional service code CDP, HPT.)
4. Record the letter Y under the Post Closed Column.

When the above information has been recorded, initiate input by depressing the ENTER key on the terminal keyboard.

This transaction should now be accepted by the terminal and acceptance will be indicated on the terminal screen.

TRANSACTION PROCEDURE IV

TO RECORD C.O.'S ASSIGNMENT TO MULTIPLE ADDITIONAL SERVICE OR BID ASSIGNMENTS.

Step 1

Record 210 Transaction Code
Record Date of Assignment
Record Resource # of C.O. who will be providing coverage.

Step 2

When the above information has been recorded on the screen, initiate information input by depressing the ENTER key on the terminal keyboard. The following will appear:

SECURITY STAFFING SYSTEM
DAILY ABSENCES AND ADDITIONAL SERVICES NEEDS

DATE: 08/14/02

POST / RESOURCE NUMBER: 0004 POST NAME: KITCHEN/DINING ROOM

NAME:

SQUAD: 04 TOUR: 2 SHIFT: 06:00 TO 14:00

TOUR	START TIME	END TIME	REASON	POST CLOSED (Y IF YES)	IF OVERTIME ENTER TOUR	PSB (Y IF YES)	MEALS ALLOWED (1 OR 2)
:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:

ENTER=CONTINUE TRANSACTION PF1=MENU

Step 3

Note: For each additional service or post coverage assignment, the following entry is necessary:

Start Time

End Time

Type of Assignment (CDP, HPT - Post #).

TRANSACTION PROCEDURE IV (Con't.)

All assignment entries should be made in consecutive order.

Example: 7:00 - 10:00 CDP
 10:00 - 13:00 HTR
 13:00 - 15:00 0027 (Post # Assignment)

When the above information has been recorded, initiate input by depressing the ENTER key on the terminal keyboard.

This transaction should now be accepted by the terminal and acceptance will be indicated on the terminal screen.

TRANSACTION PROCEDURE V

TO RECORD A C.O. WORKING OVERTIME ON A POST OR ADDITIONAL SERVICE ASSIGNMENT.

Step 1

Record 210 Transaction Code
Record Date of Assignment
Record Resource # of C.O. who will be working overtime.

Step 2

When the above information has been recorded on the screen, initiate information input by depressing the ENTER key on the terminal keyboard. The following screen will appear:

SECURITY STAFFING SYSTEM
DAILY ABSENCES AND ADDITIONAL SERVICES NEEDS.

DATE: 08/14/02
POST / RESOURCE NUMBER: 0004 POST NAME: KITCHEN/DINING ROOM
NAME:
SQUAD: 04 TOUR: .2 SHIFT: 06:00 TO 14:00

TOUR	START TIME	END TIME	REASON	POST CLOSED (Y IF YES)	IF OVERTIME ENTER TOUR	PSB (Y IF YES)	MEALS ALLOWED (1 OR 2)
:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:

ENTER=CONTINUE TRANSACTION PF1=MENU

TRANSACTION PROCEDURE V (Con't)

Step 3

Record the assigned C.O.'s Start Overtime Time
Record the assigned C.O.'s End Overtime Time
Record appropriate function assignment (Additional Service Code or Post #)
Record under the 'If Overtime' column the tour on which overtime is to be worked.

Example:	Tour I	Code 1
	Tour II	Code 2
	Tour III	Code 3

When the above information has been recorded, initiate input by depressing the ENTER key on the terminal keyboard.

This transaction should now be accepted by the terminal and acceptance will be indicated on the terminal screen.

CLOSING THE SHIFT

Step 1

At or near the end of your shift, print the preliminary SISU (transaction code 399) for the appropriate date and tour.

Check that deficiencies and overtime balance.
(Deficiencies = overtime divided by 8)

If incorrect, make appropriate checks outlined in the attachment, titled "If Consolidated SISU is wrong" located on the back page of this manual.

If correct proceed to Step 2.

Step 2

Print transaction code 305 (overtime summary) which will show you C.O. overtime as it appears on the chart. You must manually add security supervisors and/or security civilians. Print 325 (daily absence and additional service needs) for the appropriate date and tour.

Review both documents for accuracy.

Step 3

Sign the chart in the appropriate area.

Prepare entire packet to be presented to the Watch Commander. (The manually worked chart, the 399 preliminary SISU, the 305 overtime summary and the 325 absence and additional service needs.)

The 599 (consolidated SISU) will print automatically on tour 1 for the previous days activities. This must be attached to the packet of the previous day charts.

IF CONSOLIDATED SISU IS WRONG:

- Look at draft SISU from each shift to determine which shift is wrong.
- Check OT against overtime summaries to determine if correct.
- If OT is correct and deficiency is too high, usually they forgot to close a post.
- If deficiency is low, they did not account for 8 hours for someone.
- Check 250 screen. If wrong, correct.
- Check 299 screen. If wrong, correct.
- If they are okay and show no errors, print 310 chart for the shift. Available resources will print out on tracking sheet.
- If no available resources, check 325 print (daily absence and service needs) for 8 hours for each officer. If you find C.O. entry that is not 8 hours, use 210 code to correct and re-run SISU (599code).

If all else fails, call Security Information Staffing Unit. Someone will help you.

When you find mistakes, tell the shift what it was so they will know for future reference.

SISU Telephone Number: (518) 485-5407