



**MCC NEW YORK
SPECIAL HOUSING UNIT
30 MINUTE CHECK SHEET
ZA
TIER-G**



DATE: 08/08/2019

TIME FRAME	TIME START	TIME END	TIME FRAME	TIME START	TIME END	SIGNATURE	TIME FRAME	TIME START	TIME END	SIGNATURE
12:00-12:30 AM	12 ¹³	12 ¹⁵	12:00-12:30 AM				4:00-4:30 PM	4 ⁰⁵	4 ⁰⁶	
12:30- 1:00 AM	12 ⁴⁵	12 ⁴⁶	12:30- 1:00 AM				4:30-5:00 PM	4 ³²	4 ³²	
1:00-1:30 AM	1 ¹⁴	1 ¹⁵	1:00-1:30 AM				5:00-5:30 PM	5 ⁰⁵	5 ⁰⁶	
1:30-2:00 AM	1 ⁵³	1 ⁵⁴	1:30-2:00 AM				5:30-6:00 PM	5 ³⁶	5 ³⁶	
2:00-2:30 AM	2 ¹⁹	2 ²⁰	2:00-2:30 AM				6:00-6:30 PM	6 ⁰¹	6 ⁰¹	
2:30-3:00 AM	2 ³⁶	2 ³⁷	2:30-3:00 AM				6:30-7:00 PM	6 ³⁴	6 ³⁴	
3:00-3:30 AM	3 ⁰⁹	3 ⁰⁹	3:00-3:30 AM				7:00-7:30 PM	7 ⁰¹	7 ⁰¹	
3:30-4:00 AM	3 ³⁵	3 ³⁶	3:30-4:00 AM				7:30-8:00 PM	7 ³⁴	7 ³⁴	
4:00-4:30 AM	4 ²³	4 ²⁴	4:00-4:30 AM				8:00-8:30 PM	8 ⁰⁰	8 ⁰¹	
4:30-5:00 AM	4 ⁴⁴	4 ⁴⁵	4:30-5:00 AM				8:30-9:00 PM	8 ³⁵	8 ³⁵	
5:00-5:30 AM	5 ⁰⁹	5 ¹¹	5:00-5:30 AM				9:00-9:30 PM	9 ⁰³	9 ⁰³	
5:30-6:00 AM	5 ⁴⁰	5 ⁴¹	5:30-6:00 AM				9:30-10:00 PM	9 ³⁵	9 ³⁵	
6:00-6:30 AM	6 ²¹	6 ²²	6:00-6:30 AM				10:00-10:30 PM	10 ⁰⁶	10 ⁰⁷	
6:30-7:00 AM	6 ³⁴	6 ³⁵	6:30-7:00 AM				10:30-11:00 PM	10 ³²	10 ³²	
7:00-7:30 AM	7 ⁰¹	7 ⁰²	7:00-7:30 AM				11:00-11:30 PM	11 ⁰⁴	11 ⁰⁶	
7:30-8:00 AM	7 ³²	7 ³³	7:30-8:00 AM				11:30-12:00 PM	11 ³⁴	11 ³⁴	

MORNING WATCH
OPERATIONS
LIEUTENANT

DAY WATCH
OPERATIONS
LIEUTENANT

EVENING WATCH
OPERATIONS
LIEUTENANT

A staff member must observe all inmates confined in a continuous locked down status, such as detention or disciplinary segregation, at least once in the first 30 minute period of the hour (example, 12:00 a.m. – 12:30 a.m.) followed by another round in the second 30 minutes period of the same hour (example, 12:30 a.m. – 1:00 a.m.), thus ensuring an inmate is observed at least twice per hour. These rounds are to be conducted on an irregular schedule and no more than 40 minutes apart. All observations must be documented.

REVIEWED BY MORNING WATCH LIEUTENANT _____

CAPTAIN _____

MCC NEW YORK
SPECIAL HOUSING UNIT
30 MINUTE CHECK SHEET
ZA
TIER-H

DATE: 08/08/2019

TIME FRAME	TIME START	TIME END	SIGNATURE	TIME FRAME	TIME START	TIME END	SIGNATURE	TIME FRAME	TIME START	TIME END	SIGNATURE
12:00-12:30 AM	12 ¹⁵	12 ¹⁷		00-8:30 AM				4:00-4:30 PM	4 ⁰⁶	4 ⁰⁷	
12:30- 1:00 AM	12 ⁴⁶	12 ⁴⁷		30- 9:00 AM				4:30-5:00 PM	4 ³⁰	4 ³¹	
1:00-1:30 AM	1 ¹⁵	1 ¹⁶		00-9:30 AM				5:00 -5:30 PM	5 ⁰⁷	5 ⁰⁸	
1:30-2:00 AM	1 ⁵⁴	1 ⁵⁵		30-10:00 AM				5:30-6:00 PM	5 ³⁷	5 ³⁸	
2:00-2:30 AM	2 ²⁰	2 ²¹		0:00-10:30 AM				6:00-6:30 PM	6 ⁰⁰	6 ⁰⁰	
2:30-3:00 AM	2 ³⁷	2 ³⁸		0:30-11:00 AM				6:30-7:00 PM	6 ³⁵	6 ³⁵	
3:00-3:30 AM	3 ¹¹	3 ¹³		1:00-11:30 AM				7:00-7:30 PM	7 ⁰⁰	7 ⁰⁰	
3:30-4:00 AM	3 ³⁰	3 ³¹		1:30-12:00 AM				7:30-8:00 PM	7 ³⁵	7 ³⁵	
4:00-4:30 AM	4 ²⁴	4 ²⁵		2:00-12:30 PM				8:00-8:30 PM	8 ⁰⁰	8 ⁰⁰	
4:30-5:00 AM	4 ⁴⁵	4 ⁴⁶		2:30- 1:00 PM				8:30- 9:00 PM	8 ³⁶	8 ³⁶	
5:00 -5:30 AM	5 ¹¹	5 ¹³		00-1:30 PM				9:00-9:30 PM	9 ⁰²	9 ⁰²	
5:30-6:00 AM	5 ⁴¹	5 ⁴²		30-2:00 PM				9:30-10:00 PM	9 ³⁶	9 ³⁶	
6:00-6:30 AM	6 ²⁰	6 ²¹		00-2:30 PM				10:00-10:30 PM	10 ⁰⁸	10 ⁰⁹	
6:30-7:00 AM	6 ³⁵	6 ³⁶		30-3:00 PM				10:30-11:00 PM	10 ³¹	10 ³¹	
7:00-7:30 AM	7 ⁰⁰	7 ⁰⁰		00-3:30 PM				11:00-11:30 PM	11 ⁰⁷	11 ⁰⁷	
7:30-8:00 AM	7 ³¹	7 ³²		30-4:00 PM				11:30-12:00 PM	11 ³¹	11 ³¹	

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EVENING WATCH
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MCC NEW YORK
SPECIAL HOUSING UNIT
30 MINUTE CHECK SHEET
ZA
TIER-J

DATE: 08/08/2019

TIME FRAME	TIME START	TIME END	SIGNATURE	TIME FRAME	TIME START	TIME END	SIGNATURE	TIME FRAME	TIME START	TIME END	SIGNATURE
12:00-12:30 AM	12 ⁰⁹	12 ¹¹		8:00-8:30 AM	8 ⁰⁷	8 ⁰⁸		4:00-4:30 PM	4 ⁰³	4 ⁰³	
12:30-1:00 AM	12 ⁴³	12 ⁴⁴		8:30-9:00 AM	8 ³⁹	8 ⁴⁰		4:30-5:00 PM	4 ³⁴	4 ³⁵	
1:00-1:30 AM	1 ¹²	1 ¹³		9:00-9:30 AM	9 ⁰⁶	9 ⁰⁷		5:00-5:30 PM	5 ⁰²	5 ⁰³	
1:30-2:00 AM	1 ⁵¹	1 ⁵²		9:30-10:00 AM	9 ⁴⁴	9 ⁴⁵		5:30-6:00 PM	5 ³⁴	5 ³⁴	
2:00-2:30 AM	2 ¹⁷	2 ¹⁸		10:00-10:30 AM	10 ¹⁵	10 ¹⁶		6:00-6:30 PM	6 ⁰³	6 ⁰³	
2:30-3:00 AM	2 ³⁴	2 ³⁵		10:30-11:00 AM	10 ³³	10 ³⁴		6:30-7:00 PM	6 ³²	6 ³²	
3:00-3:30 AM	3 ⁰⁵	3 ⁰⁷		11:00-11:30 AM	11 ⁰³	11 ⁰⁴		7:00-7:30 PM	7 ⁰³	7 ⁰⁴	
3:30-4:00 AM	3 ³³	3 ³⁴		11:30-12:00 AM	11 ³²	11 ³⁴		7:30-8:00 PM	7 ³²	7 ³²	
4:00-4:30 AM	4 ²¹	4 ²²		12:00-12:30 PM	12 ⁰⁵	12 ⁰⁶		8:00-8:30 PM	8 ⁰⁵	8 ⁰⁶	
4:30-5:00 AM	4 ⁴²	4 ⁴³		12:30-1:00 PM	12 ³⁸	12 ³⁹		8:30-9:00 PM	8 ³²	8 ³³	
5:00-5:30 AM	5 ⁰⁵	5 ⁰⁷		1:00-1:30 PM	1 ⁰⁷	1 ⁰⁷		9:00-9:30 PM	9 ⁰⁵	9 ⁰⁵	
5:30-6:00 AM	5 ³⁸	5 ³⁹		2:00-2:30 PM	2 ⁵⁵	2 ⁵⁶		9:30-10:00 PM	9 ³¹	9 ³²	
6:00-6:30 AM	6 ²³	6 ²⁴		2:30-3:00 PM	2 ⁰²	2 ⁰²		10:00-10:30 PM	10 ⁰²	10 ⁰²	
6:30-7:00 AM	6 ³²	6 ³³		3:00-3:30 PM	2 ³⁸	2 ³⁹		10:30-11:00 PM	10 ³⁵	10 ³⁵	
7:00-7:30 AM	7 ⁰⁴	7 ⁰⁴		3:30-4:00 PM	3 ⁰⁶	3 ⁰⁷		11:00-11:30 PM	11 ⁰³	11 ⁰⁴	
7:30-8:00 AM	7 ³⁸				3 ³³	3 ³⁴		11:30-12:00 PM	11 ³⁶	11 ³⁶	

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REVIEWED BY MORNING WATCH LIEUTENANT

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SPECIAL HOUSING UNIT
30 MINUTE CHECK SHEET
ZA
TIER-K**



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TIME FRAME	TIME START	TIME END	SIGNATURE	TIME FRAME	TIME START	TIME END	SIGNATURE	TIME FRAME	TIME START	TIME END	SIGNATURE
12:00-12:30 AM	12 ¹¹	12 ¹³	[REDACTED]	10:00-10:30 AM	8 ⁰⁹	8 ¹⁰	[REDACTED]	4:00-4:30 PM	4 ⁰⁴	4 ⁰⁴	[REDACTED]
12:30- 1:00 AM	12 ⁴⁴	12 ⁴⁵	[REDACTED]	10:30- 9:00 AM	8 ³³	8 ³⁴	[REDACTED]	4:30-5:00 PM	4 ³³	4 ³³	[REDACTED]
1:00-1:30 AM	1 ¹³	1 ¹⁴	[REDACTED]	9:00-9:30 AM	9 ⁰⁹	9 ¹⁰	[REDACTED]	5:00-5:30 PM	5 ⁰⁴	5 ⁰⁴	[REDACTED]
1:30-2:00 AM	1 ⁵²	1 ⁵³	[REDACTED]	9:30-10:00 AM	9 ²⁸	9 ³¹	[REDACTED]	5:30-6:00 PM	5 ³⁵	5 ³⁵	[REDACTED]
2:00-2:30 AM	2 ¹⁸	2 ¹⁹	[REDACTED]	10:00-10:30 AM	10 ¹⁰	10 ¹¹	[REDACTED]	6:00-6:30 PM	6 ⁰²	6 ⁰²	[REDACTED]
2:30-3:00 AM	2 ³⁵	2 ³⁶	[REDACTED]	10:30-11:00 AM	10 ³⁹	10 ⁴⁰	[REDACTED]	6:30-7:00 PM	6 ³³	6 ³³	[REDACTED]
3:00-3:30 AM	3 ⁰⁷	3 ⁰⁹	[REDACTED]	11:00-11:30 AM	11 ⁰⁸	11 ⁰⁹	[REDACTED]	7:00-7:30 PM	7 ⁰²	7 ⁰²	[REDACTED]
3:30-4:00 AM	3 ³⁴	3 ³⁵	[REDACTED]	11:30-12:00 AM	11 ⁴⁰	11 ⁴¹	[REDACTED]	7:30-8:00 PM	7 ³³	7 ³³	[REDACTED]
4:00-4:30 AM	4 ²²	4 ²³	[REDACTED]	12:00-12:30 PM	12 ¹⁶	12 ¹⁸	[REDACTED]	8:00-8:30 PM	8 ⁰³	8 ⁰⁴	[REDACTED]
4:30-5:00 AM	4 ⁴³	4 ⁴⁴	[REDACTED]	12:30- 1:00 PM	12 ³⁰	12 ³¹	[REDACTED]	8:30- 9:00 PM	8 ³³	8 ³⁴	[REDACTED]
5:00-5:30 AM	5 ⁰¹	5 ⁰⁹	[REDACTED]	1:00-1:30 PM	1 ⁰¹	1 ⁰²	[REDACTED]	9:00-9:30 PM	9 ⁰⁴	9 ⁰⁴	[REDACTED]
5:30-6:00 AM	5 ³⁹	5 ⁴⁰	[REDACTED]	1:30-2:00 PM	1 ³³	1 ³⁴	[REDACTED]	9:30-10:00 PM	9 ³³	9 ³⁴	[REDACTED]
6:00-6:30 AM	6 ²²	6 ²³	[REDACTED]	2:00-2:30 PM	2 ⁰⁵	2 ⁰⁶	[REDACTED]	10:00-10:30 PM	10 ⁰³	10 ⁰⁴	[REDACTED]
6:30-7:00 AM	6 ³³	6 ³⁴	[REDACTED]	2:30-3:00 PM	2 ³⁷	2 ³⁸	[REDACTED]	10:30-11:00 PM	10 ³³	10 ³⁴	[REDACTED]
7:00-7:30 AM	7 ⁰³	7 ⁰³	[REDACTED]	3:00-3:30 PM	3 ⁰²	3 ⁰³	[REDACTED]	11:00-11:30 PM	11 ⁰⁵	11 ⁰⁵	[REDACTED]
7:30-8:00 AM	7 ³⁴	7 ³⁴	[REDACTED]	3:30-4:00 PM	3 ⁴¹	3 ⁴²	[REDACTED]	11:30-12:00 PM	11 ³⁵	11 ³⁵	[REDACTED]

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A staff member must observe all inmates confined in a continuous locked down status, such as administrative detention or disciplinary segregation, at least once in the first 30 minute period of the hour (example, 12:00 a.m. – 12:30 a.m.) followed by another round in the second 30 minutes period of the same hour (example, 12:30 am – 1:00 a.m.), thus ensuring an inmate is observed at least twice. These rounds are to be conducted on an irregular schedule and no more than 40 minutes apart. All observations must be documented.

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SPECIAL HOUSING UNIT
30 MINUTE CHECK SHEET
M-TIER**



DATE: 08/08/2019

TIME FRAME	TIME START	TIME END	SIGNATURE	TIME FRAME	TIME START	TIME END	SIGNATURE	TIME FRAME	TIME START	TIME END	SIGNATURE
12:00-12:30 AM	12 ⁰⁷	12 ⁰⁹		0-8:30 AM	8 ⁰⁵	8 ⁰⁶		4:00-4:30 PM	4 ⁰²	4 ⁰²	
12:30- 1:00 AM	12 ⁴²	12 ⁴³		0-9:00 AM	8 ²¹	8 ³⁴		4:30-5:00 PM	4 ³⁵	4 ³⁶	
1:00-1:30 AM	1 ¹¹	1 ¹²		0-9:30 AM	9 ⁰⁷	9 ⁰⁸		5:00-5:30 PM	5 ⁰¹	5 ⁰¹	
1:30-2:00 AM	1 ⁵⁰	1 ⁵¹		0-10:00 AM	8 ⁴¹	8 ⁴²		5:30-6:00 PM	5 ³²	5 ³³	
2:00-2:30 AM	2 ¹⁶	2 ¹⁷		00-10:30 AM	10 ⁰⁶	10 ¹⁷		6:00-6:30 PM	6 ⁰⁴	6 ⁰⁴	
2:30-3:00 AM	2 ³³	2 ³⁴		30-11:00 AM	10 ⁴⁴	10 ⁴⁵		6:30-7:00 PM	6 ³¹	6 ³¹	
3:00-3:30 AM	3 ⁰²	3 ⁰⁵		00-11:30 AM	11 ⁰¹	11 ⁰²		7:00-7:30 PM	7 ⁰⁵	7 ⁰⁵	
3:30-4:00 AM	3 ³²	3 ³³		30-12:00 AM	11 ³¹	11 ³²		7:30-8:00 PM	7 ³¹	7 ³¹	
4:00-4:30 AM	4 ²⁰	4 ²¹		00-12:30 PM	12 ⁰³	12 ⁰⁴		8:00-8:30 PM	8 ⁰⁷	8 ⁰⁷	
4:30-5:00 AM	4 ⁴¹	4 ⁴²		30- 1:00 PM	12 ³⁵	12 ³⁶		8:30- 9:00 PM	8 ³¹	8 ³²	
5:00-5:30 AM	5 ⁰³	5 ⁰⁵		0-1:30 PM	1 ⁰⁷	1 ⁰⁸		9:00-9:30 PM	9 ⁰⁶	9 ⁰⁶	
5:30-6:00 AM	5 ³⁷	5 ³⁹		0-2:00 PM	1 ³⁵	1 ⁴⁰		9:30-10:00 PM	9 ³¹	9 ³¹	
6:00-6:30 AM	6 ²⁴	6 ²⁵		0-2:30 PM	2 ⁴	2 ¹²		10:00-10:30 PM	10 ⁰¹	10 ⁰²	
6:30-7:00 AM	6 ³¹	6 ³²		0-3:00 PM	2 ²³	2 ³⁴		10:30-11:00 PM	10 ³⁶	10 ³⁷	
7:00-7:30 AM	7 ⁰⁵	7 ⁰⁵		0-3:30 PM	3 ⁰⁵	3 ⁰⁶		11:00-11:30 PM	11 ⁰¹	11 ⁰²	
7:30-8:00 AM	7 ³⁶	7 ³⁶		0-4:00 PM	3 ³⁷	3 ³⁸		11:30-12:00 PM	11 ³³	11 ³⁸	

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TIME FRAME	TIME START	TIME END	SIGNATURE	TIME FRAME	TIME START	TIME END	SIGNATURE	TIME FRAME	TIME START	TIME END	SIGNATURE
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12:30-1:00 AM	12 ⁴¹	12 ⁴²	[REDACTED]	12:30-1:00 AM	8 ³¹	8 ³²	[REDACTED]	4:30-5:00 PM	4 ³¹	4 ³⁷	[REDACTED]
1:00-1:30 AM	1 ¹⁰	1 ¹¹	[REDACTED]	1:00-1:30 AM	9 ⁰¹	9 ⁰²	[REDACTED]	5:00-5:30 PM	5 ⁰⁰	5 ⁰⁰	[REDACTED]
1:30-2:00 AM	1 ⁴⁹	1 ⁵⁰	[REDACTED]	1:30-2:00 AM	9 ³¹	9 ³²	[REDACTED]	5:30-6:00 PM	5 ³¹	5 ³¹	[REDACTED]
2:00-2:30 AM	2 ¹⁵	2 ¹⁶	[REDACTED]	2:00-2:30 AM	10 ⁰²	10 ⁰²	[REDACTED]	6:00-6:30 PM	6 ⁰⁵	6 ⁰⁵	[REDACTED]
2:30-3:00 AM	2 ³²	2 ³³	[REDACTED]	2:30-3:00 AM	10 ³¹	10 ³²	[REDACTED]	6:30-7:00 PM	6 ³⁰	6 ³⁰	[REDACTED]
3:00-3:30 AM	3 ⁰⁰	3 ⁰²	[REDACTED]	3:00-3:30 AM	11 ⁰¹	11 ⁰²	[REDACTED]	7:00-7:30 PM	7 ⁰⁶	7 ⁰⁷	[REDACTED]
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4:00-4:30 AM	4 ¹⁹	4 ²⁰	[REDACTED]	4:00-4:30 PM	12 ⁰¹	12 ⁰²	[REDACTED]	8:00-8:30 PM	8 ⁰⁸	8 ⁰⁸	[REDACTED]
4:30-5:00 AM	4 ⁴⁰	4 ⁴¹	[REDACTED]	4:30-5:00 PM	12 ³¹	12 ³²	[REDACTED]	8:30-9:00 PM	8 ³⁰	8 ³⁰	[REDACTED]
5:00-5:30 AM	5 ⁰¹	5 ⁰³	[REDACTED]	5:00-5:30 PM	1 ⁰¹	1 ⁰²	[REDACTED]	9:00-9:30 PM	9 ⁰⁷	9 ⁰⁷	[REDACTED]
5:30-6:00 AM	5 ³⁶	5 ³⁷	[REDACTED]	5:30-6:00 PM	1 ³¹	1 ³²	[REDACTED]	9:30-10:00 PM	9 ³⁰	9 ³⁰	[REDACTED]
6:00-6:30 AM	6 ²⁵	6 ²⁶	[REDACTED]	6:00-6:30 PM	2 ⁰¹	2 ⁰²	[REDACTED]	10:00-10:30 PM	10 ⁰⁰	10 ⁰⁰	[REDACTED]
6:30-7:00 AM	6 ³⁰	6 ³¹	[REDACTED]	6:30-7:00 PM	2 ³¹	2 ³²	[REDACTED]	10:30-11:00 PM	10 ³⁸	10 ³⁹	[REDACTED]
7:00-7:30 AM	7 ⁰⁵	7 ⁰⁶	[REDACTED]	7:00-7:30 PM	3 ⁰⁰	3 ⁰¹	[REDACTED]	11:00-11:30 PM	11 ⁰⁰	11 ⁰⁰	[REDACTED]
7:30-8:00 AM	7 ³⁷	7 ³⁷	[REDACTED]	7:30-8:00 PM			[REDACTED]	11:30-12:00 PM	11 ³⁹	11 ³⁹	[REDACTED]

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30 MINUTE CHECK SHEET**



ZB

DATE: 8/8/19

TIME FRAME	TIME START	TIME END	SIGNATURE	TIME FRAME	TIME START	TIME END	SIGNATURE	TIME FRAME	TIME START	TIME END	SIGNATURE
12:00-12:30 AM	12:00	12:30		8:00-8:30 AM	8:25	8:27		4:00-4:30 PM	4:00	4:05	
12:30- 1:00 AM	12:30	12:33		8:30- 9:00 AM	8:46	8:48		4:30-5:00 PM	4:33	4:37	
1:00-1:30 AM	1:00	1:03		9:00-9:30 AM	9:12	9:14		5:00-5:30 PM	5:08	5:10	
1:30-2:00 AM	1:30	1:33		9:30-10:00 AM	9:50	9:52		5:30-6:00 PM	5:32	5:34	
2:00-2:30 AM	2:00	2:03		10:00-10:30 AM	10:17	10:19		6:00-6:30 PM	6:05	6:07	
2:30-3:00 AM	2:30	2:33		10:30-11:00 AM	10:41	10:43		6:30-7:00 PM	6:34	6:38	
3:00-3:30 AM	3:00	3:03		11:00-11:30 AM	11:22	11:24		7:00-7:30 PM	7:07	7:09	
3:30-4:00 AM	3:30	3:30		11:30-12:00 AM	11:44	11:46		7:30-8:00 PM	7:35	7:36	
4:00-4:30 AM	4:00	4:05		12:00-12:30 PM	12:26	12:28		8:00-8:30 PM	8:02	8:04	
4:30-5:00 AM	4:30	4:33		12:30- 1:00 PM	12:40	12:42		8:30- 9:00 PM	8:30	8:32	
5:00-5:30 AM	5:00	5:05		1:00-1:30 PM	1:11	1:13		9:00-9:30 PM	9:08	9:09	
5:30-6:00 AM	5:30	5:33		1:30-2:00 PM	1:37	1:39		9:30-10:00 PM	9:37	9:40	
6:00-6:30 AM	6:00	6:00		2:00-2:30 PM	2:09	2:11		10:00-10:30 PM	10:01	10:05	
6:30-7:00 AM	6:30	6:33		2:30-3:00 PM	2:50	2:51		10:30-11:00 PM	10:34	10:36	
7:00-7:30 AM	7:00	7:03		3:00-3:30 PM	3:23	3:25		11:00-11:30 PM	11:10	11:13	
7:30-8:00 AM	7:30	7:33		3:30-4:00 PM	3:39			11:30-12:00 PM	11:44	11:47	

MORNING WATCH
OPERATIONS
LIEUTENANT

DAY WATCH
OPERATIONS
LIEUTENANT

EVENING WATCH
OPERATIONS
LIEUTENANT

A staff member must observe all inmates confined in a continuous locked down status, such as administrative detention or disciplinary segregation, at least once in the first 30 minute period of the hour (example, 12:00 a.m. – 12:30 a.m.) followed by another round in the second 30 minutes period of the same hour (example, 12:30 a.m. – 1:00 a.m.), thus ensuring an inmate is observed at least twice per hour. These rounds are to be conducted on an irregular schedule and no more than 40 minutes apart. All observations must be documented.

REVIEWED BY MORNING WATCH LIEUTENANT _____

CAPTAIN _____