



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

DATE: 08/09/2019

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	1201	1202		8:00-8:30 AM	802	803		4:00-4:30 PM	401	402	
12:30- 1:00 AM	1233	1234		8:30- 9:00 AM	836	837		4:30-5:00 PM	433	434	
1:00-1:30 AM	103	104		9:00-9:30 AM	908	909		5:00 -5:30 PM	503	504	
1:30-2:00 AM	131	132		9:30-10:00 AM	940	941		5:30-6:00 PM	531	532	
2:00-2:30 AM	201	202		10:00-10:30 AM	1011	1012		6:00-6:30 PM	601	602	
2:30-3:00 AM	235	236		10:30-11:00 AM	1046	1047		6:30-7:00 PM	635	636	
3:00-3:30 AM	301	302		11:00-11:30 AM	1108	1109		7:00-7:30 PM	701	702	
3:30-4:00 AM	333	334		11:30-12:00 AM	1138	1139		7:30-8:00 PM	733	734	
4:00-4:30 AM	406	407		12:00-12:30 PM	1213	1214		8:00-8:30 PM	806	807	
4:30-5:00 AM	430	431		12:30- 1:00 PM	1238	1239		8:30- 9:00 PM	830	831	
5:00 -5:30 AM	500	501		1:00-1:30 PM	108	109		9:00-9:30 PM	900	901	
5:30-6:00 AM	533	534		1:30-2:00 PM	140	141		9:30-10:00 PM	933	934	
6:00-6:30 AM	602	603		2:00-2:30 PM	205	206		10:00-10:30 PM	1002	1003	
6:30-7:00 AM	632	633		2:30-3:00 PM				10:30-11:00 PM	1032	1033	
7:00-7:30 AM	702	703		3:00-3:30 PM				11:00-11:30 PM	1102	1103	
7:30-8:00 AM	731	732		3:30-4:00 PM				11:30-12:00 PM	1131	1132	

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 am – 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
M-TIER**



DATE: 08/09/2019

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	1203	1204		8:00-8:30 AM	811	812		4:00-4:30 PM	403	404	
12:30- 1:00 AM	1235	1236		8:30- 9:00 AM	838	839		4:30-5:00 PM	435	436	
1:00-1:30 AM	105	106		9:00-9:30 AM	910	911		5:00 -5:30 PM	505	506	
1:30-2:00 AM	133	134		9:30-10:00 AM	946	949		5:30-6:00 PM	533	534	
2:00-2:30 AM	203	204		10:00-10:30 AM	1010	1011		6:00-6:30 PM	603	604	
2:30-3:00 AM	237	238		10:30-11:00 AM	1037	1038		6:30-7:00 PM	637	638	
3:00-3:30 AM	303	304		11:00-11:30 AM	1107	1109		7:00-7:30 PM	703	704	
3:30-4:00 AM	335	336		11:30-12:00 AM	1150	1151		7:30-8:00 PM	735	736	
4:00-4:30 AM	408	409		12:00-12:30 PM	1210	1211		8:00-8:30 PM	808	809	
4:30-5:00 AM	432	433		12:30- 1:00 PM	1238	1239		8:30- 9:00 PM	832	833	
5:00 -5:30 AM	502	503		1:00-1:30 PM	108	509		9:00-9:30 PM	902	903	
5:30-6:00 AM	535	536		1:30-2:00 PM	137	138		9:30-10:00 PM	935	936	
6:00-6:30 AM	604	605		2:00-2:30 PM	211	212		10:00-10:30 PM	1004	1005	
6:30-7:00 AM	634	635		2:30-3:00 PM				10:30-11:00 PM	1034	1035	
7:00-7:30 AM	704	705		3:00-3:30 PM				11:00-11:30 PM	1104	1105	
7:30-8:00 AM	733	734		3:30-4:00 PM				11:30-12:00 PM	1133	1134	

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 am – 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-J



DATE: 08/09/2019

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	1205	1206		8:00-8:30 AM	806	807		4:00-4:30 PM	405	406	
12:30- 1:00 AM	1237	1238		8:30- 9:00 AM	839	840		4:30-5:00 PM	437	438	
1:00-1:30 AM	107	108		9:00-9:30 AM	911	912		5:00 -5:30 PM	504	505	
1:30-2:00 AM	135	136		9:30-10:00 AM	941	942		5:30-6:00 PM	535	536	
2:00-2:30 AM	205	206		10:00-10:30 AM	1011	1012		6:00-6:30 PM	605	606	
2:30-3:00 AM	239	240		10:30-11:00 AM	1031	1032		6:30-7:00 PM	639	640	
3:00-3:30 AM	305	306		11:00-11:30 AM	1106	1107		7:00-7:30 PM	705	706	
3:30-4:00 AM	337	338		11:30-12:00 AM	1149	1150		7:30-8:00 PM	737	738	
4:00-4:30 AM	410	411		12:00-12:30 PM	1211	1212		8:00-8:30 PM	810	811	
4:30-5:00 AM	434	435		12:30- 1:00 PM	1250	1251		8:30- 9:00 PM	834	835	
5:00 -5:30 AM	504	505		1:00-1:30 PM	108	109		9:00-9:30 PM	904	905	
5:30-6:00 AM	537	538		1:30-2:00 PM	148	149		9:30-10:00 PM	937	938	
6:00-6:30 AM	606	607		2:00-2:30 PM	210	211		10:00-10:30 PM	1006	1007	
6:30-7:00 AM	636	637		2:30-3:00 PM				10:30-11:00 PM	1030	1031	
7:00-7:30 AM	707	708		3:00-3:30 PM				11:00-11:30 PM			
7:30-8:00 AM	735	736		3:30-4:00 PM				11:30-12:00 PM			

MORNING WATCH
OPERATIONS
LIEUTENANT

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OPERATIONS
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OPERATIONS
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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 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-K**



DATE: 08/09/2019

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	1207	1208		8:00-8:30 AM	805	806		4:00-4:30 PM	407	408	
12:30-1:00 AM	1239	1240		8:30-9:00 AM	835	838		4:30-5:00 PM	439	440	
1:00-1:30 AM	109	110		9:00-9:30 AM	911	912		5:00-5:30 PM	509	510	
1:30-2:00 AM	137	138		9:30-10:00 AM	938	939		5:30-6:00 PM	537	538	
2:00-2:30 AM	207	208		10:00-10:30 AM	1011	1012		6:00-6:30 PM	607	608	
2:30-3:00 AM	241	240		10:30-11:00 AM	1046	1049		6:30-7:00 PM	641	642	
3:00-3:30 AM	307	308		11:00-11:30 AM	1115	1116		7:00-7:30 PM	707	708	
3:30-4:00 AM	339	340		11:30-12:00 AM	1139	1140		7:30-8:00 PM	739	740	
4:00-4:30 AM	402	403		12:00-12:30 PM	1211	1212		8:00-8:30 PM	812	813	
4:30-5:00 AM	434	437		12:30-1:00 PM	1248	1249		8:30-9:00 PM	836	838	
5:00-5:30 AM	500	507		1:00-1:30 PM	111	112		9:00-9:30 PM	906	908	
5:30-6:00 AM	539	540		1:30-2:00 PM	150	151		9:30-10:00 PM	939	940	
6:00-6:30 AM	608	609		2:00-2:30 PM	206	207		10:00-10:30 PM	1008	1009	
6:30-7:00 AM	638	639		2:30-3:00 PM				10:30-11:00 PM	1038	1039	
7:00-7:30 AM	707	708		3:00-3:30 PM				11:00-11:30 PM			
7:30-8:00 AM	737	738		3:30-4:00 PM				11:30-12:00 PM			

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OPERATIONS
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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 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-G**



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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	1209	1210		8:00-8:30 AM	808	809		4:00-4:30 PM	409	410	
12:30- 1:00 AM	1241	1242		8:30- 9:00 AM	850	851		4:30-5:00 PM	441	442	
1:00-1:30 AM	111	112		9:00-9:30 AM	911	912		5:00 -5:30 PM	511	512	
1:30-2:00 AM	137	140		9:30-10:00 AM	946	949		5:30-6:00 PM	537	540	
2:00-2:30 AM	204	210		10:00-10:30 AM	1010	1011		6:00-6:30 PM	609	610	
2:30-3:00 AM	243	244		10:30-11:00 AM	1040	1041		6:30-7:00 PM	643	644	
3:00-3:30 AM	309	310		11:00-11:30 AM	1118	1119		7:00-7:30 PM	709	710	
3:30-4:00 AM	341	342		11:30-12:00 AM	1150	1151		7:30-8:00 PM	741	742	
4:00-4:30 AM	414	415		12:00-12:30 PM	1211	1212		8:00-8:30 PM	814	815	
4:30-5:00 AM	436	439		12:30- 1:00 PM	1243	1244		8:30- 9:00 PM	838	839	
5:00 -5:30 AM	508	509		1:00-1:30 PM	108	109		9:00-9:30 PM	908	909	
5:30-6:00 AM	541	542		1:30-2:00 PM	138	139		9:30-10:00 PM	941	942	
6:00-6:30 AM	610	611		2:00-2:30 PM	211	212		10:00-10:30 PM	1010	1011	
6:30-7:00 AM	640	641		2:30-3:00 PM				10:30-11:00 PM	1040	1041	
7:00-7:30 AM	709	710		3:00-3:30 PM				11:00-11:30 PM			
7:30-8:00 AM	739	740		3:30-4:00 PM				11:30-12:00 PM			

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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 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: 08/09/2019

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 ¹¹	12 ¹²		8:00-8:30 AM	8 ¹³	8 ¹⁴		4:00-4:30 PM	4 ¹¹	4 ¹²	
12:30- 1:00 AM	12 ⁴³	12 ⁴⁴		8:30- 9:00 AM	8 ⁵²	8 ⁵³		4:30-5:00 PM	4 ⁴³	4 ⁴⁴	
1:00-1:30 AM	1 ¹³	1 ¹⁴		9:00-9:30 AM	9 ¹¹	9 ¹²		5:00-5:30 PM	5 ¹³	5 ¹⁴	
1:30-2:00 AM	1 ⁴¹	1 ⁴²		9:30-10:00 AM	9 ⁴¹	9 ⁴²		5:30-6:00 PM	5 ⁴¹	5 ⁴²	
2:00-2:30 AM	2 ¹¹	2 ¹²		10:00-10:30 AM	10 ¹²	10 ¹³		6:00-6:30 PM	6 ¹¹	6 ¹²	
2:30-3:00 AM	2 ⁴⁵	2 ⁴⁶		10:30-11:00 AM	10 ³¹	10 ³²		6:30-7:00 PM	6 ⁴¹	6 ⁴²	
3:00-3:30 AM	3 ¹¹	3 ¹²		11:00-11:30 AM	11 ¹³	11 ¹⁴		7:00-7:30 PM	7 ¹¹	7 ¹²	
3:30-4:00 AM	3 ⁴³	3 ⁴⁴		11:30-12:00 AM	11 ³¹	11 ³²		7:30-8:00 PM	7 ⁴¹	7 ⁴²	
4:00-4:30 AM	4 ¹⁰	4 ¹¹		12:00-12:30 PM	12 ¹⁸	12 ¹⁹		8:00-8:30 PM	8 ¹⁰	8 ¹¹	
4:30-5:00 AM	4 ⁴⁰	4 ⁴¹		12:30- 1:00 PM	12 ⁴⁴	12 ⁴⁵		8:30- 9:00 PM	8 ⁴⁰	8 ⁴¹	
5:00-5:30 AM	5 ¹⁰	5 ¹¹		1:00-1:30 PM	1 ⁰⁸	1 ⁰⁹		9:00-9:30 PM	9 ¹⁰	9 ¹¹	
5:30-6:00 AM	5 ⁴³	5 ⁴⁴		1:30-2:00 PM	1 ³¹	1 ³²		9:30-10:00 PM	9 ⁴³	9 ⁴⁴	
6:00-6:30 AM	6 ¹²	6 ¹³		2:00-2:30 PM	2 ⁰⁸	2 ⁰⁹		10:00-10:30 PM	10 ¹²	10 ¹³	
6:30-7:00 AM	6 ⁴²	6 ⁴³		2:30-3:00 PM				10:30-11:00 PM	10 ⁴²	10 ⁴³	
7:00-7:30 AM	7 ¹¹	7 ¹²		3:00-3:30 PM				11:00-11:30 PM			
7:30-8:00 AM	7 ⁴¹	7 ⁴²		3:30-4:00 PM				11:30-12:00 PM			

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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 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
ZB**



DATE: 8-9-19

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 AM	12:30	[REDACTED]	8:00-8:30 AM	8:13	8:15	[REDACTED]	4:00-4:30 PM	4:05	4:08	[REDACTED]
12:30- 1:00 AM	12:30	12:33	[REDACTED]	8:30- 9:00 AM	8:48	8:50	[REDACTED]	4:30-5:00 PM	4:32	4:35	[REDACTED]
1:00-1:30 AM	1:00	1:03	[REDACTED]	9:00-9:30 AM	9:08	9:10	[REDACTED]	5:00-5:30 PM	5:01	5:04	[REDACTED]
1:30-2:00 AM	1:30	1:33	[REDACTED]	9:30-10:00 AM	9:36	9:38	[REDACTED]	5:30-6:00 PM	5:36	5:38	[REDACTED]
2:00-2:30 AM	2:00	2:03	[REDACTED]	10:00-10:30 AM	10:12	10:14	[REDACTED]	6:00-6:30 PM	6:03	6:06	[REDACTED]
2:30-3:00 AM	2:30	2:33	[REDACTED]	10:30-11:00 AM	10:47	10:49	[REDACTED]	6:30-7:00 PM	6:31	6:33	[REDACTED]
3:00-3:30 AM	3:00	3:03	[REDACTED]	11:00-11:30 AM	11:22	11:24	[REDACTED]	7:00-7:30 PM	7:07	7:09	[REDACTED]
3:30-4:00 AM	3:30	3:33	[REDACTED]	11:30-12:00 AM	11:57	11:59	[REDACTED]	7:30-8:00 PM	7:35	7:38	[REDACTED]
4:00-4:30 AM	4:00	4:03	[REDACTED]	12:00-12:30 PM	12:11	12:13	[REDACTED]	8:00-8:30 PM	8:02	8:04	[REDACTED]
4:30-5:00 AM	4:30	4:33	[REDACTED]	12:30- 1:00 PM	12:36	12:38	[REDACTED]	8:30- 9:00 PM	8:39	8:42	[REDACTED]
5:00-5:30 AM	5:00	5:03	[REDACTED]	1:00-1:30 PM	1:24	1:28	[REDACTED]	9:00-9:30 PM	9:10	9:13	[REDACTED]
5:30-6:00 AM	5:30	5:33	[REDACTED]	1:30-2:00 PM	1:41	1:43	[REDACTED]	9:30-10:00 PM	9:43	9:46	[REDACTED]
6:00-6:30 AM	6:00	6:03	[REDACTED]	2:00-2:30 PM	2:03	2:05	[REDACTED]	10:00-10:30 PM	10:14	10:17	[REDACTED]
6:30-7:00 AM	6:30	6:33	[REDACTED]	2:30-3:00 PM	2:23	2:25	[REDACTED]	10:30-11:00 PM	10:46	10:49	[REDACTED]
7:00-7:30 AM	7:00	7:03	[REDACTED]	3:00-3:30 PM	3:09	3:11	[REDACTED]	11:00-11:30 PM	11:19	11:21	[REDACTED]
7:30-8:00 AM	7:30	7:33	[REDACTED]	3:30-4:00 PM	3:44	3:51	[REDACTED]	11:30-12:00 PM	11:45	11:57	[REDACTED]

MORNING WATCH
OPERATIONS
LIEUTENANT

DAY WATCH
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EVENING WATCH
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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 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. [REDACTED] must be documented.

REVIEWED BY MORNING WATCH LIEUTENANT _____

CAPTAIN _____


