



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



**DATE: 08/10/2019**

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	1209	1210	[REDACTED]	8:00-8:30 AM				4:00-4:30 PM			
12:30- 1:00 AM	1241	1242		8:30- 9:00 AM				4:30-5:00 PM			
1:00-1:30 AM	111	112		9:00-9:30 AM				5:00 -5:30 PM			
1:30-2:00 AM	134	138		9:30-10:00 AM				5:30-6:00 PM			
2:00-2:30 AM	204	208		10:00-10:30 AM				6:00-6:30 PM			
2:30-3:00 AM	241	242		10:30-11:00 AM				6:30-7:00 PM			
3:00-3:30 AM	304	308		11:00-11:30 AM				7:00-7:30 PM			
3:30-4:00 AM	313	344		11:30-12:00 AM				7:30-8:00 PM			
4:00-4:30 AM	416	417		12:00-12:30 PM				8:00-8:30 PM			
4:30-5:00 AM	440	441		12:30- 1:00 PM				8:30- 9:00 PM			
5:00 -5:30 AM	508	509		1:00-1:30 PM				9:00-9:30 PM			
5:30-6:00 AM	541	542		1:30-2:00 PM				9:30-10:00 PM			
6:00-6:30 AM	610	611		2:00-2:30 PM				10:00-10:30 PM			
6:30-7:00 AM				2:30-3:00 PM				10:30-11:00 PM			
7:00-7:30 AM				3:00-3:30 PM				11:00-11:30 PM			
7:30-8:00 AM				3:30-4:00 PM				11:30-12:00 PM			

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 \_\_\_\_\_

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DATE: 08/10/2019

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 <sup>11</sup>	12 <sup>11</sup>		8:00-8:30 AM				4:00-4:30 PM			
12:30- 1:00 AM	12 <sup>46</sup>	12 <sup>46</sup>		8:30- 9:00 AM				4:30-5:00 PM			
1:00-1:30 AM	1 <sup>13</sup>	1 <sup>14</sup>		9:00-9:30 AM				5:00 -5:30 PM			
1:30-2:00 AM	1 <sup>37</sup>	1 <sup>38</sup>		9:30-10:00 AM				5:30-6:00 PM			
2:00-2:30 AM	2 <sup>11</sup>	2 <sup>11</sup>		10:00-10:30 AM				6:00-6:30 PM			
2:30-3:00 AM	2 <sup>45</sup>	2 <sup>45</sup>		10:30-11:00 AM				6:30-7:00 PM			
3:00-3:30 AM	3 <sup>11</sup>	3 <sup>11</sup>		11:00-11:30 AM				7:00-7:30 PM			
3:30-4:00 AM	3 <sup>43</sup>	3 <sup>44</sup>		11:30-12:00 AM				7:30-8:00 PM			
4:00-4:30 AM	4 <sup>10</sup>	4 <sup>11</sup>		12:00-12:30 PM				8:00-8:30 PM			
4:30-5:00 AM	4 <sup>40</sup>	4 <sup>41</sup>		12:30- 1:00 PM				8:30- 9:00 PM			
5:00 -5:30 AM	5 <sup>10</sup>	5 <sup>11</sup>		1:00-1:30 PM				9:00-9:30 PM			
5:30-6:00 AM	5 <sup>43</sup>	5 <sup>44</sup>		1:30-2:00 PM				9:30-10:00 PM			
6:00-6:30 AM	6 <sup>12</sup>	6 <sup>13</sup>		2:00-2:30 PM				10:00-10:30 PM			
6:30-7:00 AM				2:30-3:00 PM				10:30-11:00 PM			
7:00-7:30 AM				3:00-3:30 PM				11:00-11:30 PM			
7:30-8:00 AM				3:30-4:00 PM				11:30-12:00 PM			

MORNING WATCH OPERATIONS LIEUTENANT		DAY WATCH OPERATIONS LIEUTENANT		EVENING WATCH OPERATIONS LIEUTENANT	
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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.

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DATE: 08/10/2019

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				4:00-4:30 PM			
12:30- 1:00 AM	1239	1238		8:30- 9:00 AM				4:30-5:00 PM			
1:00-1:30 AM	1057	108		9:00-9:30 AM				5:00 -5:30 PM			
1:30-2:00 AM	135	136		9:30-10:00 AM				5:30-6:00 PM			
2:00-2:30 AM	205	206		10:00-10:30 AM				6:00-6:30 PM			
2:30-3:00 AM	239	240		10:30-11:00 AM				6:30-7:00 PM			
3:00-3:30 AM	305	306		11:00-11:30 AM				7:00-7:30 PM			
3:30-4:00 AM	339	340		11:30-12:00 AM				7:30-8:00 PM			
4:00-4:30 AM	412	413		12:00-12:30 PM				8:00-8:30 PM			
4:30-5:00 AM	436	438		12:30- 1:00 PM				8:30- 9:00 PM			
5:00 -5:30 AM	504	505		1:00-1:30 PM				9:00-9:30 PM			
5:30-6:00 AM	539	538		1:30-2:00 PM				9:30-10:00 PM			
6:00-6:30 AM	606	607		2:00-2:30 PM				10:00-10:30 PM			
6:30-7:00 AM				2:30-3:00 PM				10:30-11:00 PM			
7:00-7:30 AM				3:00-3:30 PM				11:00-11:30 PM			
7:30-8:00 AM				3:30-4:00 PM				11:30-12:00 PM			

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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	1207	1208		8:00-8:30 AM				4:00-4:30 PM			
12:30- 1:00 AM	1209	1210		8:30- 9:00 AM				4:30-5:00 PM			
1:00-1:30 AM	109	110		9:00-9:30 AM				5:00 -5:30 PM			
1:30-2:00 AM	137	138		9:30-10:00 AM				5:30-6:00 PM			
2:00-2:30 AM	267	268		10:00-10:30 AM				6:00-6:30 PM			
2:30-3:00 AM	241	242		10:30-11:00 AM				6:30-7:00 PM			
3:00-3:30 AM	307	308		11:00-11:30 AM				7:00-7:30 PM			
3:30-4:00 AM	341	342		11:30-12:00 AM				7:30-8:00 PM			
4:00-4:30 AM	414	415		12:00-12:30 PM				8:00-8:30 PM			
4:30-5:00 AM	438	439		12:30- 1:00 PM				8:30- 9:00 PM			
5:00 -5:30 AM	506	507		1:00-1:30 PM				9:00-9:30 PM			
5:30-6:00 AM	539	540		1:30-2:00 PM				9:30-10:00 PM			
6:00-6:30 AM	608	609		2:00-2:30 PM				10:00-10:30 PM			
6:30-7:00 AM				2:30-3:00 PM				10:30-11:00 PM			
7:00-7:30 AM				3:00-3:30 PM				11:00-11:30 PM			
7:30-8:00 AM				3:30-4:00 PM				11:30-12:00 PM			

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12:00-12:30 AM	1201	1202		8:00-8:30 AM				4:00-4:30 PM			
12:30- 1:00 AM	1233	1234		8:30- 9:00 AM				4:30-5:00 PM			
1:00-1:30 AM	103	104		9:00-9:30 AM				5:00 -5:30 PM			
1:30-2:00 AM	131	132		9:30-10:00 AM				5:30-6:00 PM			
2:00-2:30 AM	201	202		10:00-10:30 AM				6:00-6:30 PM			
2:30-3:00 AM	235	236		10:30-11:00 AM				6:30-7:00 PM			
3:00-3:30 AM	301	302		11:00-11:30 AM				7:00-7:30 PM			
3:30-4:00 AM	333	334		11:30-12:00 AM				7:30-8:00 PM			
4:00-4:30 AM	406	407		12:00-12:30 PM				8:00-8:30 PM			
4:30-5:00 AM	430	431		12:30- 1:00 PM				8:30- 9:00 PM			
5:00 -5:30 AM	500	501		1:00-1:30 PM				9:00-9:30 PM			
5:30-6:00 AM	533	534		1:30-2:00 PM				9:30-10:00 PM			
6:00-6:30 AM	602	603		2:00-2:30 PM				10:00-10:30 PM			
6:30-7:00 AM				2:30-3:00 PM				10:30-11:00 PM			
7:00-7:30 AM				3:00-3:30 PM				11:00-11:30 PM			
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12:00-12:30 AM	1203	1209		8:00-8:30 AM				4:00-4:30 PM			
12:30- 1:00 AM	1235	1239		8:30- 9:00 AM				4:30-5:00 PM			
1:00-1:30 AM	105	106		9:00-9:30 AM				5:00 -5:30 PM			
1:30-2:00 AM	133	134		9:30-10:00 AM				5:30-6:00 PM			
2:00-2:30 AM	203	204		10:00-10:30 AM				6:00-6:30 PM			
2:30-3:00 AM	229	238		10:30-11:00 AM				6:30-7:00 PM			
3:00-3:30 AM	303	304		11:00-11:30 AM				7:00-7:30 PM			
3:30-4:00 AM	333	334		11:30-12:00 AM				7:30-8:00 PM			
4:00-4:30 AM	408	409		12:00-12:30 PM				8:00-8:30 PM			
4:30-5:00 AM	434	435		12:30- 1:00 PM				8:30- 9:00 PM			
5:00 -5:30 AM	502	503		1:00-1:30 PM				9:00-9:30 PM			
5:30-6:00 AM	535	536		1:30-2:00 PM				9:30-10:00 PM			
6:00-6:30 AM	604	605		2:00-2:30 PM				10:00-10:30 PM			
6:30-7:00 AM				2:30-3:00 PM				10:30-11:00 PM			
7:00-7:30 AM				3:00-3:30 PM				11:00-11:30 PM			
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