



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

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 | | | | 8:00-8:30 AM | 808 | 810 | | 4:00-4:30 PM | 444 | 411 | |
| 12:30- 1:00 AM | | | | 8:30- 9:00 AM | 833 | 836 | | 4:30-5:00 PM | 439 | 439 | |
| 1:00-1:30 AM | | | | 9:00-9:30 AM | 912 | 914 | | 5:00-5:30 PM | 532 | 502 | |
| 1:30-2:00 AM | | | | 9:30-10:00 AM | 946 | 950 | | 5:30-6:00 PM | 533 | 533 | |
| 2:00-2:30 AM | | | | 10:00-10:30 AM | 1016 | 1017 | | 6:00-6:30 PM | 608 | 608 | |
| 2:30-3:00 AM | | | | 10:30-11:00 AM | 1057 | 1058 | | 6:30-7:00 PM | 640 | 640 | |
| 3:00-3:30 AM | | | | 11:00-11:30 AM | 1126 | 1127 | | 7:00-7:30 PM | 713 | 713 | |
| 3:30-4:00 AM | | | | 11:30-12:00 AM | 1134 | 1135 | | 7:30-8:00 PM | 735 | 735 | |
| 4:00-4:30 AM | | | | 12:00-12:30 PM | 1212 | 1213 | | 8:00-8:30 PM | 803 | 803 | |
| 4:30-5:00 AM | | | | 12:30- 1:00 PM | 1247 | 1249 | | 8:30- 9:00 PM | 833 | 833 | |
| 5:00-5:30 AM | | | | 1:00-1:30 PM | 106 | 108 | | 9:00-9:30 PM | 904 | 904 | |
| 5:30-6:00 AM | | | | 1:30-2:00 PM | 143 | 144 | | 9:30-10:00 PM | 93- | 93- | |
| 6:00-6:30 AM | | | | 2:00-2:30 PM | 209 | 211 | | 10:00-10:30 PM | 1002 | 1002 | |
| 6:30-7:00 AM | | | | 2:30-3:00 PM | 240 | 241 | | 10:30-11:00 PM | 1036 | 1036 | |
| 7:00-7:30 AM | | | | 3:00-3:30 PM | 321 | 322 | | 11:00-11:30 PM | 1112 | 1112 | |
| 7:30-8:00 AM | | | | 3:30-4:00 PM | 339 | 340 | | 11:30-12:00 PM | 1140 | 1140 | |

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|---|--|---------------------------------------|--|---|--|
| 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: 08/10/2019

| 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 | | | | 8:00-8:30 AM | 804 | 806 | | 4:00-4:30 PM | 409 | 409 | |
| 12:30- 1:00 AM | | | | 8:30- 9:00 AM | 831 | 832 | | 4:30-5:00 PM | 437 | 437 | |
| 1:00-1:30 AM | | | | 9:00-9:30 AM | 904 | 905 | | 5:00 -5:30 PM | 501 | 501 | |
| 1:30-2:00 AM | | | | 9:30-10:00 AM | 939 | 941 | | 5:30-6:00 PM | 539 | 539 | |
| 2:00-2:30 AM | | | | 10:00-10:30 AM | 1023 | 1025 | | 6:00-6:30 PM | 604 | 604 | |
| 2:30-3:00 AM | | | | 10:30-11:00 AM | 1043 | 1047 | | 6:30-7:00 PM | 636 | 636 | |
| 3:00-3:30 AM | | | | 11:00-11:30 AM | 1108 | 1112 | | 7:00-7:30 PM | 711 | 711 | |
| 3:30-4:00 AM | | | | 11:30-12:00 AM | 1151 | 1152 | | 7:30-8:00 PM | 734 | 735 | |
| 4:00-4:30 AM | | | | 12:00-12:30 PM | 1228 | 1229 | | 8:00-8:30 PM | 804 | 804 | |
| 4:30-5:00 AM | | | | 12:30- 1:00 PM | 1231 | 1233 | | 8:30- 9:00 PM | 832 | 834 | |
| 5:00 -5:30 AM | | | | 1:00-1:30 PM | 102 | 104 | | 9:00-9:30 PM | 905 | 905 | |
| 5:30-6:00 AM | | | | 1:30-2:00 PM | 145 | 147 | | 9:30-10:00 PM | 938 | 938 | |
| 6:00-6:30 AM | | | | 2:00-2:30 PM | 215 | 216 | | 10:00-10:30 PM | 1003 | 1003 | |
| 6:30-7:00 AM | | | | 2:30-3:00 PM | 236 | 237 | | 10:30-11:00 PM | 1031 | 1031 | |
| 7:00-7:30 AM | | | | 3:00-3:30 PM | 317 | 318 | | 11:00-11:30 PM | 1113 | 1113 | |
| 7:30-8:00 AM | | | | 3:30-4:00 PM | 333 | 334 | | 11:30-12:00 PM | 1141 | 1141 | |

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|---|--|---------------------------------------|--|---|--|
| 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: 08/10/2019

| 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 | | | | 8:00-8:30 AM | 812 | 814 | | 4:00-4:30 PM | 414 | 415 | |
| 12:30- 1:00 AM | | | | 8:30- 9:00 AM | 838 | 839 | | 4:30-5:00 PM | 447 | 447 | |
| 1:00-1:30 AM | | | | 9:00-9:30 AM | 909 | 911 | | 5:00 -5:30 PM | 508 | 508 | |
| 1:30-2:00 AM | | | | 9:30-10:00 AM | 951 | 953 | | 5:30-6:00 PM | 530 | 530 | |
| 2:00-2:30 AM | | | | 10:00-10:30 AM | 1020 | 1022 | | 6:00-6:30 PM | 605 | 605 | |
| 2:30-3:00 AM | | | | 10:30-11:00 AM | 1037 | 1040 | | 6:30-7:00 PM | 632 | 640 | |
| 3:00-3:30 AM | | | | 11:00-11:30 AM | 1102 | 1106 | | 7:00-7:30 PM | 702 | 702 | |
| 3:30-4:00 AM | | | | 11:30-12:00 AM | 1154 | 1155 | | 7:30-8:00 PM | 738 | 738 | |
| 4:00-4:30 AM | | | | 12:00-12:30 PM | 1223 | 1224 | | 8:00-8:30 PM | 805 | 805 | |
| 4:30-5:00 AM | | | | 12:30- 1:00 PM | 1234 | 1236 | | 8:30- 9:00 PM | 835 | 830 | |
| 5:00 -5:30 AM | | | | 1:00-1:30 PM | 109 | 111 | | 9:00-9:30 PM | 906 | 906 | |
| 5:30-6:00 AM | | | | 1:30-2:00 PM | 141 | 142 | | 9:30-10:00 PM | 939 | 939 | |
| 6:00-6:30 AM | | | | 2:00-2:30 PM | 223 | 224 | | 10:00-10:30 PM | 1041 | 1041 | |
| 6:30-7:00 AM | | | | 2:30-3:00 PM | 249 | 250 | | 10:30-11:00 PM | 1031 | 1038 | |
| 7:00-7:30 AM | | | | 3:00-3:30 PM | 325 | 328 | | 11:00-11:30 PM | 1114 | 1114 | |
| 7:30-8:00 AM | | | | 3:30-4:00 PM | 350 | 351 | | 11:30-12:00 PM | 1143 | 1143 | |

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|---|--|---------------------------------------|--|---|--|
| 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-K**



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 | | | | 8:00-8:30 AM | 824 | 825 | | 4:00-4:30 PM | 410 | 410 | |
| 12:30- 1:00 AM | | | | 8:30- 9:00 AM | 850 | 852 | | 4:30-5:00 PM | 458 | 438 | |
| 1:00-1:30 AM | | | | 9:00-9:30 AM | 922 | 923 | | 5:00-5:30 PM | 502 | 502 | |
| 1:30-2:00 AM | | | | 9:30-10:00 AM | 943 | 945 | | 5:30-6:00 PM | 531 | 531 | |
| 2:00-2:30 AM | | | | 10:00-10:30 AM | 1006 | 1010 | | 6:00-6:30 PM | 607 | 607 | |
| 2:30-3:00 AM | | | | 10:30-11:00 AM | 1049 | 1051 | | 6:30-7:00 PM | 639 | 639 | |
| 3:00-3:30 AM | | | | 11:00-11:30 AM | 1113 | 1115 | | 7:00-7:30 PM | 712 | 712 | |
| 3:30-4:00 AM | | | | 11:30-12:00 AM | 1147 | 1150 | | 7:30-8:00 PM | 735 | 735 | |
| 4:00-4:30 AM | | | | 12:00-12:30 PM | 1225 | 1226 | | 8:00-8:30 PM | 806 | 806 | |
| 4:30-5:00 AM | | | | 12:30- 1:00 PM | 1235 | 1237 | | 8:30- 9:00 PM | 835 | 835 | |
| 5:00-5:30 AM | | | | 1:00-1:30 PM | 106 | 108 | | 9:00-9:30 PM | 904 | 904 | |
| 5:30-6:00 AM | | | | 1:30-2:00 PM | 130 | 131 | | 9:30-10:00 PM | 935 | 935 | |
| 6:00-6:30 AM | | | | 2:00-2:30 PM | 202 | 213 | | 10:00-10:30 PM | 1005 | 1005 | |
| 6:30-7:00 AM | | | | 2:30-3:00 PM | 238 | 239 | | 10:30-11:00 PM | 1039 | 1039 | |
| 7:00-7:30 AM | | | | 3:00-3:30 PM | 319 | 320 | | 11:00-11:30 PM | 1115 | 1115 | |
| 7:30-8:00 AM | | | | 3:30-4:00 PM | 336 | 337 | | 11:30-12:00 PM | 1145 | 1145 | |

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|---|--|---------------------------------------|--|---|--|
| 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 _____



**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 | | | | 8:00-8:30 AM | 820 | 821 | | 4:00-4:30 PM | 412 | 412 | |
| 12:30- 1:00 AM | | | | 8:30- 9:00 AM | 845 | 847 | | 4:30-5:00 PM | 441 | 441 | |
| 1:00-1:30 AM | | | | 9:00-9:30 AM | 915 | 916 | | 5:00-5:30 PM | 503 | 503 | |
| 1:30-2:00 AM | | | | 9:30-10:00 AM | 954 | 956 | | 5:30-6:00 PM | 535 | 535 | |
| 2:00-2:30 AM | | | | 10:00-10:30 AM | 1018 | 1019 | | 6:00-6:30 PM | 609 | 609 | |
| 2:30-3:00 AM | | | | 10:30-11:00 AM | 1054 | 1055 | | 6:30-7:00 PM | 639 | 640 | |
| 3:00-3:30 AM | | | | 11:00-11:30 AM | 1121 | 1123 | | 7:00-7:30 PM | 715 | 715 | |
| 3:30-4:00 AM | | | | 11:30-12:00 AM | 1138 | 1140 | | 7:30-8:00 PM | 732 | 735 | |
| 4:00-4:30 AM | | | | 12:00-12:30 PM | 1219 | 1222 | | 8:00-8:30 PM | 807 | 807 | |
| 4:30-5:00 AM | | | | 12:30- 1:00 PM | 1239 | 1240 | | 8:30- 9:00 PM | 832 | 832 | |
| 5:00-5:30 AM | | | | 1:00-1:30 PM | 116 | 117 | | 9:00-9:30 PM | 904 | 904 | |
| 5:30-6:00 AM | | | | 1:30-2:00 PM | 136 | 137 | | 9:30-10:00 PM | 934 | 934 | |
| 6:00-6:30 AM | | | | 2:00-2:30 PM | 218 | 219 | | 10:00-10:30 PM | 1006 | 1006 | |
| 6:30-7:00 AM | | | | 2:30-3:00 PM | 242 | 243 | | 10:30-11:00 PM | 1040 | 1040 | |
| 7:00-7:30 AM | | | | 3:00-3:30 PM | 323 | 324 | | 11:00-11:30 PM | 1116 | 1116 | |
| 7:30-8:00 AM | | | | 3:30-4:00 PM | 342 | 344 | | 11:30-12:00 PM | 1145 | 1145 | |

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|---|--|---------------------------------------|--|---|--|
| 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-H



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 | | | | 8:00-8:30 AM | 816 | 818 | | 4:00-4:30 PM | 412 | 412 | |
| 12:30- 1:00 AM | | | | 8:30- 9:00 AM | 841 | 843 | | 4:30-5:00 PM | 444 | 445 | |
| 1:00-1:30 AM | | | | 9:00-9:30 AM | 919 | 921 | | 5:00 -5:30 PM | 500 | 502 | |
| 1:30-2:00 AM | | | | 9:30-10:00 AM | 957 | 958 | | 5:30-6:00 PM | 535 | 535 | |
| 2:00-2:30 AM | | | | 10:00-10:30 AM | 1011 | 1013 | | 6:00-6:30 PM | 610 | 610 | |
| 2:30-3:00 AM | | | | 10:30-11:00 AM | 1052 | 1058 | | 6:30-7:00 PM | 641 | 641 | |
| 3:00-3:30 AM | | | | 11:00-11:30 AM | 1117 | 1119 | | 7:00-7:30 PM | 715 | 715 | |
| 3:30-4:00 AM | | | | 11:30-12:00 AM | 1142 | 1144 | | 7:30-8:00 PM | 733 | 733 | |
| 4:00-4:30 AM | | | | 12:00-12:30 PM | 1216 | 1217 | | 8:00-8:30 PM | 808 | 808 | |
| 4:30-5:00 AM | | | | 12:30- 1:00 PM | 1242 | 1244 | | 8:30- 9:00 PM | 833 | 833 | |
| 5:00 -5:30 AM | | | | 1:00-1:30 PM | 112 | 114 | | 9:00-9:30 PM | 903 | 903 | |
| 5:30-6:00 AM | | | | 1:30-2:00 PM | 137 | 139 | | 9:30-10:00 PM | 933 | 933 | |
| 6:00-6:30 AM | | | | 2:00-2:30 PM | 220 | 221 | | 10:00-10:30 PM | 1007 | 1007 | |
| 6:30-7:00 AM | | | | 2:30-3:00 PM | 247 | 248 | | 10:30-11:00 PM | 1041 | 1041 | |
| 7:00-7:30 AM | | | | 3:00-3:30 PM | 325 | 326 | | 11:00-11:30 PM | 1115 | 1115 | |
| 7:30-8:00 AM | | | | 3:30-4:00 PM | 347 | 348 | | 11:30-12:00 PM | 1146 | 1146 | |

| | | | | | |
|---|--|---------------------------------------|--|---|--|
| 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**

ZB**DATE:**8-10-19

| 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 | | | | 8:00-8:30 AM | | | | 4:00-4:30 PM | 404 | 406 | |
| 12:30- 1:00 AM | | | | 8:30- 9:00 AM | | | | 4:30-5:00 PM | 432 | 435 | |
| 1:00-1:30 AM | | | | 9:00-9:30 AM | | | | 5:00 -5:30 PM | 506 | 509 | |
| 1:30-2:00 AM | | | | 9:30-10:00 AM | | | | 5:30-6:00 PM | 535 | 537 | |
| 2:00-2:30 AM | | | | 10:00-10:30 AM | | | | 6:00-6:30 PM | 607 | 609 | |
| 2:30-3:00 AM | | | | 10:30-11:00 AM | | | | 6:30-7:00 PM | 634 | 636 | |
| 3:00-3:30 AM | | | | 11:00-11:30 AM | | | | 7:00-7:30 PM | 703 | 705 | |
| 3:30-4:00 AM | | | | 11:30-12:00 AM | | | | 7:30-8:00 PM | 737 | 739 | |
| 4:00-4:30 AM | | | | 12:00-12:30 PM | | | | 8:00-8:30 PM | 810 | 814 | |
| 4:30-5:00 AM | | | | 12:30- 1:00 PM | | | | 8:30- 9:00 PM | 842 | 846 | |
| 5:00 -5:30 AM | | | | 1:00-1:30 PM | | | | 9:00-9:30 PM | 913 | 917 | |
| 5:30-6:00 AM | | | | 1:30-2:00 PM | | | | 9:30-10:00 PM | 945 | 948 | |
| 6:00-6:30 AM | | | | 2:00-2:30 PM | | | | 10:00-10:30 PM | 1017 | 1019 | |
| 6:30-7:00 AM | | | | 2:30-3:00 PM | | | | 10:30-11:00 PM | 1048 | 1051 | |
| 7:00-7:30 AM | | | | 3:00-3:30 PM | | | | 11:00-11:30 PM | 1122 | 1125 | |
| 7:30-8:00 AM | | | | 3:30-4:00 PM | | | | 11:30-12:00 PM | 1151 | 1154 | |

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.

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CAPTAIN