



**MCC NEW YORK
SPECIAL HOUSING UNIT
30 MINUTE CHECK SHEET**

**ZA
TIER- L
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				4:00-4:30 PM			
12:30- 1:00 AM				8:30- 9:00 AM				4:30-5:00 PM			
1:00-1:30 AM				9:00-9:30 AM				5:00 -5:30 PM			
1:30-2:00 AM				9:30-10:00 AM				5:30-6:00 PM			
2:00-2:30 AM				10:00-10:30 AM				6:00-6:30 PM			
2:30-3:00 AM				10:30-11:00 AM				6:30-7:00 PM			
3:00-3:30 AM				11:00-11:30 AM				7:00-7:30 PM			
3:30-4:00 AM				11:30-12:00 AM				7:30-8:00 PM			
4:00-4:30 AM				12:00-12:30 PM				8:00-8:30 PM			
4:30-5:00 AM				12:30- 1:00 PM				8:30- 9:00 PM			
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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 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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