



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



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 <sup>13</sup>	12 <sup>15</sup>	[Signature]	8:00-8:30 AM				4:00-4:30 PM	405	406	SC
12:30- 1:00 AM	12 <sup>45</sup>	12 <sup>46</sup>	[Signature]	8:30- 9:00 AM				4:30-5:00 PM	432	432	SC
1:00-1:30 AM	1 <sup>14</sup>	1 <sup>15</sup>	[Signature]	9:00-9:30 AM				5:00-5:30 PM	505	506	SC
1:30-2:00 AM	1 <sup>53</sup>	1 <sup>54</sup>	[Signature]	9:30-10:00 AM				5:30-6:00 PM	536	536	SC
2:00-2:30 AM	2 <sup>19</sup>	2 <sup>20</sup>	[Signature]	10:00-10:30 AM				6:00-6:30 PM	601	601	SC
2:30-3:00 AM	2 <sup>34</sup>	2 <sup>37</sup>	[Signature]	10:30-11:00 AM				6:30-7:00 PM	634	634	SC
3:00-3:30 AM	3 <sup>09</sup>	3 <sup>12</sup>	[Signature]	11:00-11:30 AM				7:00-7:30 PM	701	701	SC
3:30-4:00 AM	3 <sup>35</sup>	3 <sup>36</sup>	[Signature]	11:30-12:00 AM				7:30-8:00 PM	734	734	SC
4:00-4:30 AM	4 <sup>23</sup>	4 <sup>24</sup>	[Signature]	12:00-12:30 PM				8:00-8:30 PM	800	801	SC
4:30-5:00 AM	4 <sup>44</sup>	4 <sup>45</sup>	[Signature]	12:30- 1:00 PM				8:30- 9:00 PM	835	835	SC
5:00-5:30 AM	5 <sup>09</sup>	5 <sup>11</sup>	[Signature]	1:00-1:30 PM				9:00-9:30 PM	903	903	SC
5:30-6:00 AM	5 <sup>40</sup>	5 <sup>41</sup>	[Signature]	1:30-2:00 PM				9:30-10:00 PM	935	935	SC
6:00-6:30 AM	6 <sup>21</sup>	6 <sup>22</sup>	[Signature]	2:00-2:30 PM				10:00-10:30 PM	1006	1007	SC
6:30-7:00 AM	6 <sup>34</sup>	6 <sup>35</sup>	[Signature]	2:30-3:00 PM				10:30-11:00 PM	1032	1032	SC
7:00-7:30 AM	7 <sup>01</sup>	7 <sup>02</sup>	[Signature]	3:00-3:30 PM				11:00-11:30 PM	1106	1106	SC
7:30-8:00 AM	7 <sup>32</sup>	7 <sup>33</sup>	[Signature]	3:30-4:00 PM				11:30-12:00 PM	1134	1134	SC

MORNING WATCH OPERATIONS LIEUTENANT	[Signature]	DAY WATCH OPERATIONS LIEUTENANT	[Signature]	EVENING WATCH OPERATIONS LIEUTENANT	[Signature]
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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: 08/08/2019

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 <sup>15</sup>	12 <sup>17</sup>	[Signature]	8:00-8:30 AM				4:00-4:30 PM	406	407	Sc
12:30- 1:00 AM	12 <sup>46</sup>	12 <sup>47</sup>	[Signature]	8:30- 9:00 AM				4:30-5:00 PM	430	431	Sc
1:00-1:30 AM	1 <sup>15</sup>	1 <sup>16</sup>	[Signature]	9:00-9:30 AM				5:00 -5:30 PM	507	508	Sc
1:30-2:00 AM	1 <sup>54</sup>	1 <sup>55</sup>	[Signature]	9:30-10:00 AM				5:30-6:00 PM	537	538	Sc
2:00-2:30 AM	2 <sup>20</sup>	2 <sup>21</sup>	[Signature]	10:00-10:30 AM				6:00-6:30 PM	600	600	Sc
2:30-3:00 AM	2 <sup>37</sup>	2 <sup>38</sup>	[Signature]	10:30-11:00 AM				6:30-7:00 PM	635	635	Sc
3:00-3:30 AM	3 <sup>11</sup>	3 <sup>13</sup>	[Signature]	11:00-11:30 AM				7:00-7:30 PM	700	700	Sc
3:30-4:00 AM	3 <sup>30</sup>	3 <sup>31</sup>	[Signature]	11:30-12:00 AM				7:30-8:00 PM	735	735	Sc
4:00-4:30 AM	4 <sup>24</sup>	4 <sup>25</sup>	[Signature]	12:00-12:30 PM				8:00-8:30 PM	800	800	Sc
4:30-5:00 AM	4 <sup>45</sup>	4 <sup>46</sup>	[Signature]	12:30- 1:00 PM				8:30- 9:00 PM	836	836	Sc
5:00 -5:30 AM	5 <sup>11</sup>	5 <sup>13</sup>	[Signature]	1:00-1:30 PM				9:00-9:30 PM	902	902	Sc
5:30-6:00 AM	5 <sup>41</sup>	5 <sup>42</sup>	[Signature]	1:30-2:00 PM				9:30-10:00 PM	936	936	Sc
6:00-6:30 AM	6 <sup>20</sup>	6 <sup>21</sup>	[Signature]	2:00-2:30 PM				10:00-10:30 PM	1008	1009	Sc
6:30-7:00 AM	6 <sup>33</sup>	6 <sup>30</sup>	[Signature]	2:30-3:00 PM				10:30-11:00 PM	1031	1031	Sc
7:00-7:30 AM	7 <sup>00</sup>	7 <sup>00</sup>	[Signature]	3:00-3:30 PM				11:00-11:30 PM	1107	1107	Sc
7:30-8:00 AM	7 <sup>31</sup>	7 <sup>32</sup>	[Signature]	3:30-4:00 PM				11:30-12:00 PM	1131	1131	Sc

MORNING WATCH OPERATIONS LIEUTENANT	[Signature]	DAY WATCH OPERATIONS LIEUTENANT	[Signature]	EVENING WATCH OPERATIONS LIEUTENANT	[Signature]
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CAPTAIN \_\_\_\_\_



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 <sup>09</sup>	12 <sup>11</sup>	[Signature]	8:00-8:30 AM	8 <sup>07</sup>	8 <sup>08</sup>	[Signature]	4:00-4:30 PM	4 <sup>03</sup>	4 <sup>03</sup>	SC
12:30-1:00 AM	12 <sup>13</sup>	12 <sup>14</sup>	[Signature]	8:30-9:00 AM	8 <sup>39</sup>	8 <sup>40</sup>	[Signature]	4:30-5:00 PM	4 <sup>34</sup>	4 <sup>35</sup>	SC
1:00-1:30 AM	1 <sup>12</sup>	1 <sup>13</sup>	[Signature]	9:00-9:30 AM	9 <sup>06</sup>	9 <sup>07</sup>	[Signature]	5:00-5:30 PM	5 <sup>02</sup>	5 <sup>03</sup>	SC
1:30-2:00 AM	1 <sup>51</sup>	1 <sup>52</sup>	[Signature]	9:30-10:00 AM	9 <sup>44</sup>	9 <sup>45</sup>	[Signature]	5:30-6:00 PM	5 <sup>34</sup>	5 <sup>34</sup>	SC
2:00-2:30 AM	2 <sup>17</sup>	2 <sup>18</sup>	[Signature]	10:00-10:30 AM	10 <sup>15</sup>	10 <sup>16</sup>	[Signature]	6:00-6:30 PM	6 <sup>03</sup>	6 <sup>03</sup>	SC
2:30-3:00 AM	2 <sup>34</sup>	2 <sup>35</sup>	[Signature]	10:30-11:00 AM	10 <sup>33</sup>	10 <sup>34</sup>	[Signature]	6:30-7:00 PM	6 <sup>32</sup>	6 <sup>32</sup>	SC
3:00-3:30 AM	3 <sup>05</sup>	3 <sup>07</sup>	[Signature]	11:00-11:30 AM	11 <sup>03</sup>	11 <sup>04</sup>	[Signature]	7:00-7:30 PM	7 <sup>03</sup>	7 <sup>04</sup>	SC
3:30-4:00 AM	3 <sup>33</sup>	3 <sup>34</sup>	[Signature]	11:30-12:00 AM	11 <sup>33</sup>	11 <sup>44</sup>	[Signature]	7:30-8:00 PM	7 <sup>32</sup>	7 <sup>32</sup>	SC
4:00-4:30 AM	4 <sup>21</sup>	4 <sup>22</sup>	[Signature]	12:00-12:30 PM	12 <sup>05</sup>	12 <sup>06</sup>	[Signature]	8:00-8:30 PM	8 <sup>05</sup>	8 <sup>06</sup>	SC
4:30-5:00 AM	4 <sup>42</sup>	4 <sup>43</sup>	[Signature]	12:30-1:00 PM	12 <sup>38</sup>	12 <sup>39</sup>	[Signature]	8:30-9:00 PM	8 <sup>32</sup>	8 <sup>33</sup>	SC
5:00-5:30 AM	5 <sup>05</sup>	5 <sup>07</sup>	[Signature]	1:00-1:30 PM	1 <sup>07</sup>	1 <sup>07</sup>	[Signature]	9:00-9:30 PM	9 <sup>05</sup>	9 <sup>05</sup>	SC
5:30-6:00 AM	5 <sup>38</sup>	5 <sup>39</sup>	[Signature]	1:30-2:00 PM	1 <sup>55</sup>	1 <sup>56</sup>	[Signature]	9:30-10:00 PM	9 <sup>31</sup>	9 <sup>32</sup>	SC
6:00-6:30 AM	6 <sup>23</sup>	6 <sup>24</sup>	[Signature]	2:00-2:30 PM	2 <sup>02</sup>	2 <sup>02</sup>	[Signature]	10:00-10:30 PM	10 <sup>02</sup>	10 <sup>02</sup>	SC
6:30-7:00 AM	6 <sup>32</sup>	6 <sup>33</sup>	[Signature]	2:30-3:00 PM	2 <sup>38</sup>	2 <sup>39</sup>	[Signature]	10:30-11:00 PM	10 <sup>35</sup>	10 <sup>35</sup>	SC
7:00-7:30 AM	7 <sup>04</sup>	7 <sup>04</sup>	[Signature]	3:00-3:30 PM	3 <sup>06</sup>	3 <sup>07</sup>	[Signature]	11:00-11:30 PM	11 <sup>03</sup>	11 <sup>04</sup>	SC
7:30-8:00 AM	7 <sup>05</sup>	7 <sup>05</sup>	[Signature]	3:30-4:00 PM	3 <sup>33</sup>	3 <sup>34</sup>	[Signature]	11:30-12:00 PM	11 <sup>36</sup>	11 <sup>36</sup>	SC

MORNING WATCH OPERATIONS LIEUTENANT	[Signature]	DAY WATCH OPERATIONS LIEUTENANT	[Signature]	EVENING WATCH OPERATIONS LIEUTENANT	[Signature]
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REVIEWED BY MORNING WATCH LIEUTENANT \_\_\_\_\_

CAPTAIN \_\_\_\_\_



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



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

MORNING WATCH OPERATIONS LIEUTENANT	[Signature]	DAY WATCH OPERATIONS LIEUTENANT	[Signature]	EVENING WATCH OPERATIONS LIEUTENANT	[Signature]
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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  
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 <sup>07</sup>	12 <sup>09</sup>	[Signature]	8:00-8:30 AM	8 <sup>05</sup>	8 <sup>06</sup>	[Signature]	4:00-4:30 PM	4 <sup>02</sup>	4 <sup>02</sup>	SC
12:30- 1:00 AM	12 <sup>42</sup>	12 <sup>43</sup>	[Signature]	8:30- 9:00 AM	8 <sup>21</sup>	8 <sup>34</sup>	[Signature]	4:30-5:00 PM	4 <sup>35</sup>	4 <sup>36</sup>	SC
1:00-1:30 AM	1 <sup>11</sup>	1 <sup>12</sup>	[Signature]	9:00-9:30 AM	9 <sup>07</sup>	9 <sup>08</sup>	[Signature]	5:00-5:30 PM	5 <sup>01</sup>	5 <sup>01</sup>	SC
1:30-2:00 AM	1 <sup>50</sup>	1 <sup>51</sup>	[Signature]	9:30-10:00 AM	9 <sup>41</sup>	9 <sup>42</sup>	[Signature]	5:30-6:00 PM	5 <sup>32</sup>	5 <sup>33</sup>	SC
2:00-2:30 AM	2 <sup>16</sup>	2 <sup>17</sup>	[Signature]	10:00-10:30 AM	10 <sup>06</sup>	10 <sup>17</sup>	[Signature]	6:00-6:30 PM	6 <sup>04</sup>	6 <sup>04</sup>	SC
2:30-3:00 AM	2 <sup>33</sup>	2 <sup>34</sup>	[Signature]	10:30-11:00 AM	10 <sup>44</sup>	10 <sup>45</sup>	[Signature]	6:30-7:00 PM	6 <sup>31</sup>	6 <sup>31</sup>	SC
3:00-3:30 AM	3 <sup>02</sup>	3 <sup>05</sup>	[Signature]	11:00-11:30 AM	11 <sup>01</sup>	11 <sup>02</sup>	[Signature]	7:00-7:30 PM	7 <sup>05</sup>	7 <sup>05</sup>	SC
3:30-4:00 AM	3 <sup>32</sup>	3 <sup>33</sup>	[Signature]	11:30-12:00 AM	11 <sup>31</sup>	11 <sup>32</sup>	[Signature]	7:30-8:00 PM	7 <sup>31</sup>	7 <sup>31</sup>	SC
4:00-4:30 AM	4 <sup>20</sup>	4 <sup>21</sup>	[Signature]	12:00-12:30 PM	12 <sup>03</sup>	12 <sup>04</sup>	[Signature]	8:00-8:30 PM	8 <sup>07</sup>	8 <sup>07</sup>	SC
4:30-5:00 AM	4 <sup>41</sup>	4 <sup>42</sup>	[Signature]	12:30- 1:00 PM	12 <sup>35</sup>	12 <sup>36</sup>	[Signature]	8:30- 9:00 PM	8 <sup>31</sup>	8 <sup>32</sup>	SC
5:00-5:30 AM	5 <sup>03</sup>	5 <sup>05</sup>	[Signature]	1:00-1:30 PM	1 <sup>07</sup>	1 <sup>08</sup>	[Signature]	9:00-9:30 PM	9 <sup>06</sup>	9 <sup>06</sup>	SC
5:30-6:00 AM	5 <sup>37</sup>	5 <sup>39</sup>	[Signature]	1:30-2:00 PM	1 <sup>35</sup>	1 <sup>40</sup>	[Signature]	9:30-10:00 PM	9 <sup>31</sup>	9 <sup>31</sup>	SC
6:00-6:30 AM	6 <sup>24</sup>	6 <sup>25</sup>	[Signature]	2:00-2:30 PM	2 <sup>4</sup>	2 <sup>12</sup>	[Signature]	10:00-10:30 PM	10 <sup>01</sup>	10 <sup>02</sup>	SC
6:30-7:00 AM	6 <sup>31</sup>	6 <sup>32</sup>	[Signature]	2:30-3:00 PM	2 <sup>33</sup>	2 <sup>34</sup>	[Signature]	10:30-11:00 PM	10 <sup>36</sup>	10 <sup>37</sup>	SC
7:00-7:30 AM	7 <sup>05</sup>	7 <sup>05</sup>	[Signature]	3:00-3:30 PM	3 <sup>05</sup>	3 <sup>06</sup>	[Signature]	11:00-11:30 PM	11 <sup>01</sup>	11 <sup>02</sup>	SC
7:30-8:00 AM	7 <sup>36</sup>	7 <sup>36</sup>	[Signature]	3:30-4:00 PM	3 <sup>37</sup>	3 <sup>38</sup>	[Signature]	11:30-12:00 PM	11 <sup>33</sup>	11 <sup>38</sup>	SC

MORNING WATCH OPERATIONS LIEUTENANT	[Signature]	DAY WATCH OPERATIONS LIEUTENANT	[Signature]	EVENING WATCH OPERATIONS LIEUTENANT	[Signature]
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REVIEWED BY MORNING WATCH LIEUTENANT

CAPTAIN



**MCC NEW YORK  
SPECIAL HOUSING UNIT  
30 MINUTE CHECK SHEET  
L-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 <sup>05</sup>	12 <sup>07</sup>	[Signature]	8:00-8:30 AM	8 <sup>01</sup>	8 <sup>02</sup>	[Signature]	4:00-4:30 PM	4 <sup>01</sup>	4 <sup>01</sup>	SC
12:30- 1:00 AM	12 <sup>41</sup>	12 <sup>42</sup>	[Signature]	8:30- 9:00 AM	8 <sup>31</sup>	8 <sup>32</sup>	[Signature]	4:30-5:00 PM	4 <sup>31</sup>	4 <sup>37</sup>	SC
1:00-1:30 AM	1 <sup>10</sup>	1 <sup>11</sup>	[Signature]	9:00-9:30 AM	9 <sup>01</sup>	9 <sup>02</sup>	[Signature]	5:00 -5:30 PM	5 <sup>00</sup>	5 <sup>00</sup>	SC
1:30-2:00 AM	1 <sup>49</sup>	1 <sup>50</sup>	[Signature]	9:30-10:00 AM	9 <sup>31</sup>	9 <sup>32</sup>	[Signature]	5:30-6:00 PM	5 <sup>31</sup>	5 <sup>31</sup>	SC
2:00-2:30 AM	2 <sup>15</sup>	2 <sup>16</sup>	[Signature]	10:00-10:30 AM	10 <sup>02</sup>	10 <sup>02</sup>	[Signature]	6:00-6:30 PM	6 <sup>05</sup>	6 <sup>05</sup>	SC
2:30-3:00 AM	2 <sup>32</sup>	2 <sup>33</sup>	[Signature]	10:30-11:00 AM	10 <sup>31</sup>	10 <sup>32</sup>	[Signature]	6:30-7:00 PM	6 <sup>30</sup>	6 <sup>30</sup>	SC
3:00-3:30 AM	3 <sup>00</sup>	3 <sup>02</sup>	[Signature]	11:00-11:30 AM	11 <sup>01</sup>	11 <sup>02</sup>	[Signature]	7:00-7:30 PM	7 <sup>06</sup>	7 <sup>07</sup>	SC
3:30-4:00 AM	3 <sup>00</sup>	3 <sup>02</sup>	[Signature]	11:30-12:00 AM	11 <sup>31</sup>	11 <sup>32</sup>	[Signature]	7:30-8:00 PM	7 <sup>30</sup>	7 <sup>30</sup>	SC
4:00-4:30 AM	4 <sup>19</sup>	4 <sup>20</sup>	[Signature]	12:00-12:30 PM	12 <sup>01</sup>	12 <sup>02</sup>	[Signature]	8:00-8:30 PM	8 <sup>08</sup>	8 <sup>08</sup>	SC
4:30-5:00 AM	4 <sup>40</sup>	4 <sup>41</sup>	[Signature]	12:30- 1:00 PM	12 <sup>31</sup>	12 <sup>32</sup>	[Signature]	8:30- 9:00 PM	8 <sup>30</sup>	8 <sup>30</sup>	SC
5:00 -5:30 AM	5 <sup>01</sup>	5 <sup>03</sup>	[Signature]	1:00-1:30 PM	1 <sup>01</sup>	1 <sup>02</sup>	[Signature]	9:00-9:30 PM	9 <sup>07</sup>	9 <sup>07</sup>	SC
5:30-6:00 AM	5 <sup>36</sup>	5 <sup>37</sup>	[Signature]	1:30-2:00 PM	1 <sup>31</sup>	1 <sup>32</sup>	[Signature]	9:30-10:00 PM	9 <sup>30</sup>	9 <sup>30</sup>	SC
6:00-6:30 AM	6 <sup>25</sup>	6 <sup>26</sup>	[Signature]	2:00-2:30 PM	2 <sup>01</sup>	2 <sup>02</sup>	[Signature]	10:00-10:30 PM	10 <sup>00</sup>	10 <sup>00</sup>	SC
6:30-7:00 AM	6 <sup>30</sup>	6 <sup>31</sup>	[Signature]	2:30-3:00 PM	2 <sup>31</sup>	2 <sup>32</sup>	[Signature]	10:30-11:00 PM	10 <sup>38</sup>	10 <sup>39</sup>	SC
7:00-7:30 AM	7 <sup>05</sup>	7 <sup>06</sup>	[Signature]	3:00-3:30 PM	3 <sup>00</sup>	3 <sup>01</sup>	[Signature]	11:00-11:30 PM	11 <sup>00</sup>	11 <sup>00</sup>	SC
7:30-8:00 AM	7 <sup>37</sup>	7 <sup>37</sup>	[Signature]	3:30-4:00 PM				11:30-12:00 PM	11 <sup>39</sup>	11 <sup>39</sup>	SC

MORNING WATCH OPERATIONS LIEUTENANT	[Signature]	DAY WATCH OPERATIONS LIEUTENANT	[Signature]	EVENING WATCH OPERATIONS LIEUTENANT	[Signature]
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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



ZB

DATE: 8/21-19

TIME RANGE	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	D. Whit	8:00-8:30 AM	8:25	8:27	SB	4:00-4:30 PM	4:00	4:05	MASON
12:30- 1:00 AM	12:30	12:53	D. Whit	8:30- 9:00 AM	8:46	8:48	SB	4:30-5:00 PM	4:33	4:37	MASON
1:00-1:30 AM	1:00	1:03	D. Whit	9:00-9:30 AM	9:12	9:14	SB	5:00-5:30 PM	5:08	5:10	MASON
1:30-2:00 AM	1:30	1:33	D. Whit	9:30-10:00 AM	9:50	9:52	SB	5:30-6:00 PM	5:32	5:34	MASON
2:00-2:30 AM	2:00	2:03	D. Whit	10:00-10:30 AM	10:17	10:19	SB	6:00-6:30 PM	6:05	6:07	MASON
2:30-3:00 AM	2:30	2:33	D. Whit	10:30-11:00 AM	10:41	10:43	SB	6:30-7:00 PM	6:36	6:38	MASON
3:00-3:30 AM	3:00	3:03	D. Whit	11:00-11:30 AM	11:22	11:24	SB	7:00-7:30 PM	7:07	7:09	MASON
3:30-4:00 AM	3:30	3:50	D. Whit	11:30-12:00 AM	11:44	11:46	SB	7:30-8:00 PM	7:35	7:36	MASON
4:00-4:30 AM	4:00	4:06	D. Whit	12:00-12:30 PM	12:26	12:28	SB	8:00-8:30 PM	8:02	8:04	MASON
4:30-5:00 AM	4:30	4:33	D. Whit	12:30- 1:00 PM	12:40	12:42	SB	8:30- 9:00 PM	8:30	8:32	MASON
5:00-5:30 AM	5:00	5:03	D. Whit	1:00-1:30 PM	1:11	1:13	SB	9:00-9:30 PM	9:08	9:09	MASON
5:30-6:00 AM	5:30	5:33	D. Whit	1:30-2:00 PM	1:37	1:39	SB	9:30-10:00 PM	9:37	9:40	MASON
6:00-6:30 AM	6:00	6:00	D. Whit	2:00-2:30 PM	2:09	2:11	SB	10:00-10:30 PM	10:01	10:05	MASON
6:30-7:00 AM	6:30	6:33	D. Whit	2:30-3:00 PM	2:50	2:51	SB	10:30-11:00 PM	10:34	10:36	MASON
7:00-7:30 AM	7:00	7:03	D. Whit	3:00-3:30 PM	3:23	3:25	SB	11:00-11:30 PM	11:10	11:13	MASON
7:30-8:00 AM	7:30	7:33	D. Whit	3:30-4:00 PM	3:39	3:41	SB	11:30-12:00 PM	11:44	11:47	MASON

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.

REVIEWED BY MORNING WATCH LIEUTENANT

CAPTAIN



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

MORNING WATCH OPERATIONS LIEUTENANT	[Signature]	DAY WATCH OPERATIONS LIEUTENANT	[Signature]	EVENING WATCH OPERATIONS LIEUTENANT	[Signature]
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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  
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	[Signature]	8:00-8:30 AM	811	812	[Signature]	4:00-4:30 PM	408	404	[Signature]
12:30- 1:00 AM	1235	1236	[Signature]	8:30- 9:00 AM	838	839	[Signature]	4:30-5:00 PM	435	436	[Signature]
1:00-1:30 AM	105	100	[Signature]	9:00-9:30 AM	910	911	[Signature]	5:00 -5:30 PM	505	506	[Signature]
1:30-2:00 AM	133	134	[Signature]	9:30-10:00 AM	946	949	[Signature]	5:30-6:00 PM	533	534	[Signature]
2:00-2:30 AM	203	204	[Signature]	10:00-10:30 AM	1010	1011	[Signature]	6:00-6:30 PM	608	604	[Signature]
2:30-3:00 AM	237	238	[Signature]	10:30-11:00 AM	1037	1038	[Signature]	6:30-7:00 PM	637	638	[Signature]
3:00-3:30 AM	303	304	[Signature]	11:00-11:30 AM	1104	1109	[Signature]	7:00-7:30 PM	703	704	[Signature]
3:30-4:00 AM	335	330	[Signature]	11:30-12:00 AM	1150	1151	[Signature]	7:30-8:00 PM	735	736	[Signature]
4:00-4:30 AM	408	409	[Signature]	12:00-12:30 PM	120	1211	[Signature]	8:00-8:30 PM	808	809	[Signature]
4:30-5:00 AM	432	433	[Signature]	12:30- 1:00 PM	1238	1239	[Signature]	8:30- 9:00 PM	832	833	[Signature]
5:00 -5:30 AM	502	503	[Signature]	1:00-1:30 PM	108	109	[Signature]	9:00-9:30 PM	902	903	[Signature]
5:30-6:00 AM	535	536	[Signature]	1:30-2:00 PM	137	138	[Signature]	9:30-10:00 PM	935	936	[Signature]
6:00-6:30 AM	604	605	[Signature]	2:00-2:30 PM	211	212	[Signature]	10:00-10:30 PM	1004	1005	[Signature]
6:30-7:00 AM	634	635	[Signature]	2:30-3:00 PM				10:30-11:00 PM	1034	1035	[Signature]
7:00-7:30 AM	704	705	[Signature]	3:00-3:30 PM				11:00-11:30 PM	1104	1105	[Signature]
7:30-8:00 AM	733	734	[Signature]	3:30-4:00 PM				11:30-12:00 PM	1133	1134	[Signature]

MORNING WATCH OPERATIONS LIEUTENANT	[Signature]	DAY WATCH OPERATIONS LIEUTENANT	[Signature]	EVENING WATCH OPERATIONS LIEUTENANT	[Signature]
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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-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	[Signature]	8:00-8:30 AM	806	807	[Signature]	4:00-4:30 PM	405	406	[Signature]
12:30- 1:00 AM	1237	1238	[Signature]	8:30- 9:00 AM	839	840	[Signature]	4:30-5:00 PM	437	438	[Signature]
1:00-1:30 AM	107	108	[Signature]	9:00-9:30 AM	911	912	[Signature]	5:00-5:30 PM	504	505	[Signature]
1:30-2:00 AM	135	136	[Signature]	9:30-10:00 AM	971	972	[Signature]	5:30-6:00 PM	535	536	[Signature]
2:00-2:30 AM	205	206	[Signature]	10:00-10:30 AM	1011	1012	[Signature]	6:00-6:30 PM	605	606	[Signature]
2:30-3:00 AM	239	240	[Signature]	10:30-11:00 AM	1031	1032	[Signature]	6:30-7:00 PM	637	638	[Signature]
3:00-3:30 AM	305	306	[Signature]	11:00-11:30 AM	1106	1107	[Signature]	7:00-7:30 PM	705	706	[Signature]
3:30-4:00 AM	337	338	[Signature]	11:30-12:00 AM	1149	1150	[Signature]	7:30-8:00 PM	737	738	[Signature]
4:00-4:30 AM	410	411	[Signature]	12:00-12:30 PM	1211	1212	[Signature]	8:00-8:30 PM	810	811	[Signature]
4:30-5:00 AM	434	435	[Signature]	12:30- 1:00 PM	1250	1251	[Signature]	8:30- 9:00 PM	834	835	[Signature]
5:00-5:30 AM	504	505	[Signature]	1:00-1:30 PM	108	109	[Signature]	9:00-9:30 PM	904	905	[Signature]
5:30-6:00 AM	537	538	[Signature]	1:30-2:00 PM	148	149	[Signature]	9:30-10:00 PM	937	938	[Signature]
6:00-6:30 AM	606	607	[Signature]	2:00-2:30 PM	210	211	[Signature]	10:00-10:30 PM	1006	1007	[Signature]
6:30-7:00 AM	636	637	[Signature]	2:30-3:00 PM				10:30-11:00 PM	1030	1031	[Signature]
7:00-7:30 AM	707	708	[Signature]	3:00-3:30 PM				11:00-11:30 PM			
7:30-8:00 AM	735	736	[Signature]	3:30-4:00 PM				11:30-12:00 PM			

MORNING WATCH OPERATIONS LIEUTENANT	[Signature]	DAY WATCH OPERATIONS LIEUTENANT	[Signature]	EVENING WATCH OPERATIONS LIEUTENANT	[Signature]
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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	[Signature]	8:00-8:30 AM	805	806	[Signature]	4:00-4:30 PM	407	408	[Signature]
12:30-1:00 AM	1209	1240	[Signature]	8:30-9:00 AM	807	838	[Signature]	4:30-5:00 PM	409	410	[Signature]
1:00-1:30 AM	109	110	[Signature]	9:00-9:30 AM	904	912	[Signature]	5:00-5:30 PM	509	510	[Signature]
1:30-2:00 AM	137	138	[Signature]	9:30-10:00 AM	938	939	[Signature]	5:30-6:00 PM	537	538	[Signature]
2:00-2:30 AM	207	208	[Signature]	10:00-10:30 AM	1011	1012	[Signature]	6:00-6:30 PM	607	608	[Signature]
2:30-3:00 AM	241	240	[Signature]	10:30-11:00 AM	1046	1047	[Signature]	6:30-7:00 PM	641	642	[Signature]
3:00-3:30 AM	307	308	[Signature]	11:00-11:30 AM	1115	1116	[Signature]	7:00-7:30 PM	707	708	[Signature]
3:30-4:00 AM	339	340	[Signature]	11:30-12:00 AM	1139	1140	[Signature]	7:30-8:00 PM	739	740	[Signature]
4:00-4:30 AM	402	403	[Signature]	12:00-12:30 PM	1211	1212	[Signature]	8:00-8:30 PM	812	813	[Signature]
4:30-5:00 AM	434	437	[Signature]	12:30-1:00 PM	1248	1249	[Signature]	8:30-9:00 PM	836	837	[Signature]
5:00-5:30 AM	500	507	[Signature]	1:00-1:30 PM	111	112	[Signature]	9:00-9:30 PM	906	907	[Signature]
5:30-6:00 AM	539	540	[Signature]	1:30-2:00 PM	150	151	[Signature]	9:30-10:00 PM	939	940	[Signature]
6:00-6:30 AM	608	609	[Signature]	2:00-2:30 PM	206	207	[Signature]	10:00-10:30 PM	1008	1009	[Signature]
6:30-7:00 AM	638	639	[Signature]	2:30-3:00 PM				10:30-11:00 PM	1038	1039	[Signature]
7:00-7:30 AM	707	708	[Signature]	3:00-3:30 PM				11:00-11:30 PM			[Signature]
7:30-8:00 AM	737	738	[Signature]	3:30-4:00 PM				11:30-12:00 PM			[Signature]

MORNING WATCH OPERATIONS LIEUTENANT	[Signature]	DAY WATCH OPERATIONS LIEUTENANT	[Signature]	EVENING WATCH OPERATIONS LIEUTENANT	[Signature]
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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-G



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	1209	1210	[Signature]	8:00-8:30 AM	808	809	[Signature]	4:00-4:30 PM	409	410	[Signature]
12:30- 1:00 AM	1241	1242	[Signature]	8:30- 9:00 AM	850	851	[Signature]	4:30-5:00 PM	441	442	[Signature]
1:00-1:30 AM	111	112	[Signature]	9:00-9:30 AM	911	912	[Signature]	5:00 -5:30 PM	511	512	[Signature]
1:30-2:00 AM	137	140	[Signature]	9:30-10:00 AM	946	947	[Signature]	5:30-6:00 PM	537	540	[Signature]
2:00-2:30 AM	209	210	[Signature]	10:00-10:30 AM	1010	1011	[Signature]	6:00-6:30 PM	609	610	[Signature]
2:30-3:00 AM	243	244	[Signature]	10:30-11:00 AM	1040	1041	[Signature]	6:30-7:00 PM	643	644	[Signature]
3:00-3:30 AM	309	310	[Signature]	11:00-11:30 AM	1118	1119	[Signature]	7:00-7:30 PM	709	710	[Signature]
3:30-4:00 AM	344	342	[Signature]	11:30-12:00 AM	1150	1151	[Signature]	7:30-8:00 PM	741	742	[Signature]
4:00-4:30 AM	414	415	[Signature]	12:00-12:30 PM	1211	1212	[Signature]	8:00-8:30 PM	814	815	[Signature]
4:30-5:00 AM	436	439	[Signature]	12:30- 1:00 PM	1243	1244	[Signature]	8:30- 9:00 PM	838	839	[Signature]
5:00 -5:30 AM	508	509	[Signature]	1:00-1:30 PM	108	109	[Signature]	9:00-9:30 PM	908	909	[Signature]
5:30-6:00 AM	541	542	[Signature]	1:30-2:00 PM	138	139	[Signature]	9:30-10:00 PM	941	942	[Signature]
6:00-6:30 AM	610	611	[Signature]	2:00-2:30 PM	211	212	[Signature]	10:00-10:30 PM	1010	1011	[Signature]
6:30-7:00 AM	610	641	[Signature]	2:30-3:00 PM				10:30-11:00 PM	1040	1041	[Signature]
7:00-7:30 AM	709	710	[Signature]	3:00-3:30 PM				11:00-11:30 PM			
7:30-8:00 AM	737	740	[Signature]	3:30-4:00 PM				11:30-12:00 PM			

MORNING WATCH OPERATIONS LIEUTENANT	[Signature]	DAY WATCH OPERATIONS LIEUTENANT	[Signature]	EVENING WATCH OPERATIONS LIEUTENANT	[Signature]
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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 <sup>11</sup>	12 <sup>12</sup>		8:00-8:30 AM	8 <sup>13</sup>	8 <sup>14</sup>		4:00-4:30 PM	4 <sup>11</sup>	4 <sup>12</sup>	
12:30- 1:00 AM	12 <sup>43</sup>	12 <sup>44</sup>		8:30- 9:00 AM	8 <sup>52</sup>	8 <sup>63</sup>		4:30-5:00 PM	4 <sup>43</sup>	4 <sup>44</sup>	
1:00-1:30 AM	1 <sup>13</sup>	1 <sup>14</sup>		9:00-9:30 AM	9 <sup>11</sup>	9 <sup>12</sup>		5:00 -5:30 PM	5 <sup>13</sup>	5 <sup>14</sup>	
1:30-2:00 AM	1 <sup>41</sup>	1 <sup>42</sup>		9:30-10:00 AM	9 <sup>41</sup>	9 <sup>42</sup>		5:30-6:00 PM	5 <sup>41</sup>	5 <sup>42</sup>	
2:00-2:30 AM	2 <sup>11</sup>	2 <sup>12</sup>		10:00-10:30 AM	10 <sup>12</sup>	10 <sup>13</sup>		6:00-6:30 PM	6 <sup>11</sup>	6 <sup>12</sup>	
2:30-3:00 AM	2 <sup>45</sup>	2 <sup>46</sup>		10:30-11:00 AM	10 <sup>34</sup>	10 <sup>35</sup>		6:30-7:00 PM	6 <sup>45</sup>	6 <sup>46</sup>	
3:00-3:30 AM	3 <sup>11</sup>	3 <sup>12</sup>		11:00-11:30 AM	11 <sup>13</sup>	11 <sup>14</sup>		7:00-7:30 PM	7 <sup>11</sup>	7 <sup>12</sup>	
3:30-4:00 AM	3 <sup>43</sup>	3 <sup>44</sup>		11:30-12:00 AM	11 <sup>37</sup>	11 <sup>38</sup>		7:30-8:00 PM	7 <sup>43</sup>	7 <sup>44</sup>	
4:00-4:30 AM	4 <sup>10</sup>	4 <sup>17</sup>		12:00-12:30 PM	12 <sup>18</sup>	12 <sup>19</sup>		8:00-8:30 PM	8 <sup>10</sup>	8 <sup>17</sup>	
4:30-5:00 AM	4 <sup>40</sup>	4 <sup>41</sup>		12:30- 1:00 PM	12 <sup>44</sup>	12 <sup>45</sup>		8:30- 9:00 PM	8 <sup>40</sup>	8 <sup>41</sup>	
5:00 -5:30 AM	5 <sup>10</sup>	5 <sup>11</sup>		1:00-1:30 PM	1 <sup>08</sup>	1 <sup>09</sup>		9:00-9:30 PM	9 <sup>10</sup>	9 <sup>11</sup>	
5:30-6:00 AM	5 <sup>43</sup>	5 <sup>44</sup>		1:30-2:00 PM	1 <sup>37</sup>	1 <sup>38</sup>		9:30-10:00 PM	9 <sup>43</sup>	9 <sup>44</sup>	
6:00-6:30 AM	6 <sup>12</sup>	6 <sup>13</sup>		2:00-2:30 PM	2 <sup>08</sup>	2 <sup>09</sup>		10:00-10:30 PM	10 <sup>12</sup>	10 <sup>13</sup>	
6:30-7:00 AM	6 <sup>42</sup>	6 <sup>43</sup>		2:30-3:00 PM				10:30-11:00 PM	10 <sup>42</sup>	10 <sup>43</sup>	
7:00-7:30 AM	7 <sup>11</sup>	7 <sup>12</sup>		3:00-3:30 PM				11:00-11:30 PM			
7:30-8:00 AM	7 <sup>41</sup>	7 <sup>42</sup>		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.

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	12:03	D. Whit	8:00-8:30 AM	8:13	8:15	SB	4:00-4:30 PM	4:05	4:08	MASON
12:30- 1:00 AM	12:30	12:33	D. Whit	8:30- 9:00 AM	8:48	8:50	SB	4:30-5:00 PM	4:32	4:35	MASON
1:00-1:30 AM	1:00	1:03	D. Whit	9:00-9:30 AM	9:08	9:10	SB	5:00 -5:30 PM	5:01	5:04	MASON
1:30-2:00 AM	1:30	1:33	D. Whit	9:30-10:00 AM	9:36	9:38	SB	5:30-6:00 PM	5:36	5:38	MASON
2:00-2:30 AM	2:00	2:03	D. Whit	10:00-10:30 AM	10:12	10:14	SB	6:00-6:30 PM	6:03	6:06	MASON
2:30-3:00 AM	2:30	2:33	D. Whit	10:30-11:00 AM	10:47	10:49	SB	6:30-7:00 PM	6:31	6:33	MASON
3:00-3:30 AM	3:00	3:03	D. Whit	11:00-11:30 AM	11:22	11:24	SB	7:00-7:30 PM	7:07	7:09	MASON
3:30-4:00 AM	3:30	3:33	D. Whit	11:30-12:00 AM	11:57	11:59	SB	7:30-8:00 PM	7:35	7:38	MASON
4:00-4:30 AM	4:00	4:03	D. Whit	12:00-12:30 PM	12:11	12:13	SB	8:00-8:30 PM	8:02	8:04	MASON
4:30-5:00 AM	4:30	4:33	D. Whit	12:30- 1:00 PM	12:36	12:38	SB	8:30- 9:00 PM	8:39	8:42	MASON
5:00 -5:30 AM	5:00	5:03	D. Whit	1:00-1:30 PM	1:24	1:26	SB	9:00-9:30 PM	9:10	9:13	MASON
5:30-6:00 AM	5:30	5:33	D. Whit	1:30-2:00 PM	1:41	1:43	SB	9:30-10:00 PM	9:43	9:46	MASON
6:00-6:30 AM	6:00	6:03	D. Whit	2:00-2:30 PM	2:03	2:05	SB	10:00-10:30 PM	10:14	10:17	MASON
6:30-7:00 AM	6:30	6:33	D. Whit	2:30-3:00 PM	2:23	2:25	SB	10:30-11:00 PM	10:46	10:49	MASON
7:00-7:30 AM	7:00	7:03	D. Whit	3:00-3:30 PM	3:09	3:11	SB	11:00-11:30 PM	11:19	11:21	MASON
7:30-8:00 AM	7:30	7:33	D. Whit	3:30-4:00 PM	3:49	3:51	SB	11:30-12:00 PM	11:58	12:01	MASON

MORNING WATCH  
OPERATIONS  
LIEUTENANT

*[Signature]*

DAY WATCH  
OPERATIONS  
LIEUTENANT

*[Signature]*

EVENING WATCH  
OPERATIONS  
LIEUTENANT

*[Signature]*

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-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	12 <sup>09</sup>	12 <sup>10</sup>	[Signature]	8:00-8:30 AM				4:00-4:30 PM			
12:30- 1:00 AM	12 <sup>41</sup>	12 <sup>42</sup>	[Signature]	8:30- 9:00 AM				4:30-5:00 PM			
1:00-1:30 AM	1 <sup>11</sup>	1 <sup>12</sup>	[Signature]	9:00-9:30 AM				5:00 -5:30 PM			
1:30-2:00 AM	1 <sup>34</sup>	1 <sup>38</sup>	[Signature]	9:30-10:00 AM				5:30-6:00 PM			
2:00-2:30 AM	2 <sup>07</sup>	2 <sup>08</sup>	[Signature]	10:00-10:30 AM				6:00-6:30 PM			
2:30-3:00 AM	2 <sup>41</sup>	2 <sup>42</sup>	[Signature]	10:30-11:00 AM				6:30-7:00 PM			
3:00-3:30 AM	3 <sup>04</sup>	3 <sup>08</sup>	[Signature]	11:00-11:30 AM				7:00-7:30 PM			
3:30-4:00 AM	3 <sup>13</sup>	3 <sup>44</sup>	[Signature]	11:30-12:00 AM				7:30-8:00 PM			
4:00-4:30 AM	4 <sup>16</sup>	4 <sup>17</sup>	[Signature]	12:00-12:30 PM				8:00-8:30 PM			
4:30-5:00 AM	4 <sup>40</sup>	4 <sup>41</sup>	[Signature]	12:30- 1:00 PM				8:30- 9:00 PM			
5:00 -5:30 AM	5 <sup>08</sup>	5 <sup>09</sup>	[Signature]	1:00-1:30 PM				9:00-9:30 PM			
5:30-6:00 AM	5 <sup>41</sup>	5 <sup>42</sup>	[Signature]	1:30-2:00 PM				9:30-10:00 PM			
6:00-6:30 AM	6 <sup>10</sup>	6 <sup>11</sup>	[Signature]	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	[Signature]	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.

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	12 <sup>11</sup>	12 <sup>12</sup>	[Signature]	8:00-8:30 AM				4:00-4:30 PM			
12:30- 1:00 AM	12 <sup>43</sup>	12 <sup>44</sup>	[Signature]	8:30- 9:00 AM				4:30-5:00 PM			
1:00-1:30 AM	1 <sup>13</sup>	1 <sup>14</sup>	[Signature]	9:00-9:30 AM				5:00 -5:30 PM			
1:30-2:00 AM	1:37	138	[Signature]	9:30-10:00 AM				5:30-6:00 PM			
2:00-2:30 AM	2 <sup>11</sup>	2 <sup>22</sup>	[Signature]	10:00-10:30 AM				6:00-6:30 PM			
2:30-3:00 AM	2 <sup>45</sup>	2 <sup>46</sup>	[Signature]	10:30-11:00 AM				6:30-7:00 PM			
3:00-3:30 AM	3 <sup>11</sup>	3 <sup>22</sup>	[Signature]	11:00-11:30 AM				7:00-7:30 PM			
3:30-4:00 AM	3 <sup>43</sup>	3 <sup>44</sup>	[Signature]	11:30-12:00 AM				7:30-8:00 PM			
4:00-4:30 AM	4 <sup>14</sup>	4 <sup>14</sup>	[Signature]	12:00-12:30 PM				8:00-8:30 PM			
4:30-5:00 AM	4 <sup>40</sup>	4 <sup>41</sup>	[Signature]	12:30- 1:00 PM				8:30- 9:00 PM			
5:00 -5:30 AM	5 <sup>10</sup>	5 <sup>11</sup>	[Signature]	1:00-1:30 PM				9:00-9:30 PM			
5:30-6:00 AM	5 <sup>43</sup>	5 <sup>44</sup>	[Signature]	1:30-2:00 PM				9:30-10:00 PM			
6:00-6:30 AM	6 <sup>12</sup>	6 <sup>13</sup>	[Signature]	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 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 30 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	12:05	12:06	Jn	8:00-8:30 AM				4:00-4:30 PM			
12:30- 1:00 AM	12:39	12:38	Jn	8:30- 9:00 AM				4:30-5:00 PM			
1:00-1:30 AM	1:07	1:08	Jn	9:00-9:30 AM				5:00 -5:30 PM			
1:30-2:00 AM	1:35	1:36	Jn	9:30-10:00 AM				5:30-6:00 PM			
2:00-2:30 AM	2:05	2:06	Jn	10:00-10:30 AM				6:00-6:30 PM			
2:30-3:00 AM	2:39	2:40	Jn	10:30-11:00 AM				6:30-7:00 PM			
3:00-3:30 AM	3:05	3:06	Jn	11:00-11:30 AM				7:00-7:30 PM			
3:30-4:00 AM	3:39	3:40	Jn	11:30-12:00 AM				7:30-8:00 PM			
4:00-4:30 AM	4:12	4:13	Jn	12:00-12:30 PM				8:00-8:30 PM			
4:30-5:00 AM	4:36	4:37	Jn	12:30- 1:00 PM				8:30- 9:00 PM			
5:00 -5:30 AM	5:04	5:05	Jn	1:00-1:30 PM				9:00-9:30 PM			
5:30-6:00 AM	5:39	5:38	Jn	1:30-2:00 PM				9:30-10:00 PM			
6:00-6:30 AM	6:06	6:07	Jn	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 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	1207	1208	[Signature]	8:00-8:30 AM				4:00-4:30 PM			
12:30- 1:00 AM	1239	1240	[Signature]	8:30- 9:00 AM				4:30-5:00 PM			
1:00-1:30 AM	109	110	[Signature]	9:00-9:30 AM				5:00 -5:30 PM			
1:30-2:00 AM	137	138	[Signature]	9:30-10:00 AM				5:30-6:00 PM			
2:00-2:30 AM	267	268	[Signature]	10:00-10:30 AM				6:00-6:30 PM			
2:30-3:00 AM	241	242	[Signature]	10:30-11:00 AM				6:30-7:00 PM			
3:00-3:30 AM	307	308	[Signature]	11:00-11:30 AM				7:00-7:30 PM			
3:30-4:00 AM	341	342	[Signature]	11:30-12:00 AM				7:30-8:00 PM			
4:00-4:30 AM	414	415	[Signature]	12:00-12:30 PM				8:00-8:30 PM			
4:30-5:00 AM	438	439	[Signature]	12:30- 1:00 PM				8:30- 9:00 PM			
5:00 -5:30 AM	506	507	[Signature]	1:00-1:30 PM				9:00-9:30 PM			
5:30-6:00 AM	539	540	[Signature]	1:30-2:00 PM				9:30-10:00 PM			
6:00-6:30 AM	608	609	[Signature]	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	[Signature]	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.

REVIEWED BY MORNING WATCH LIEUTENANT \_\_\_\_\_

CAPTAIN \_\_\_\_\_



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	12 <sup>01</sup>	12 <sup>02</sup>	[Signature]	8:00-8:30 AM				4:00-4:30 PM			
12:30- 1:00 AM	12 <sup>33</sup>	12 <sup>34</sup>	[Signature]	8:30- 9:00 AM				4:30-5:00 PM			
1:00-1:30 AM	1 <sup>03</sup>	1 <sup>04</sup>	[Signature]	9:00-9:30 AM				5:00 -5:30 PM			
1:30-2:00 AM	1 <sup>31</sup>	1 <sup>32</sup>	[Signature]	9:30-10:00 AM				5:30-6:00 PM			
2:00-2:30 AM	2 <sup>01</sup>	2 <sup>02</sup>	[Signature]	10:00-10:30 AM				6:00-6:30 PM			
2:30-3:00 AM	2 <sup>35</sup>	2 <sup>36</sup>	[Signature]	10:30-11:00 AM				6:30-7:00 PM			
3:00-3:30 AM	3 <sup>01</sup>	3 <sup>02</sup>	[Signature]	11:00-11:30 AM				7:00-7:30 PM			
3:30-4:00 AM	3 <sup>33</sup>	3 <sup>34</sup>	[Signature]	11:30-12:00 AM				7:30-8:00 PM			
4:00-4:30 AM	4 <sup>06</sup>	4 <sup>07</sup>	[Signature]	12:00-12:30 PM				8:00-8:30 PM			
4:30-5:00 AM	4 <sup>30</sup>	4 <sup>31</sup>	[Signature]	12:30- 1:00 PM				8:30- 9:00 PM			
5:00 -5:30 AM	5 <sup>00</sup>	5 <sup>01</sup>	[Signature]	1:00-1:30 PM				9:00-9:30 PM			
5:30-6:00 AM	5 <sup>33</sup>	5 <sup>34</sup>	[Signature]	1:30-2:00 PM				9:30-10:00 PM			
6:00-6:30 AM	6 <sup>02</sup>	6 <sup>03</sup>	[Signature]	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	[Signature]	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.

REVIEWED BY MORNING WATCH LIEUTENANT \_\_\_\_\_

CAPTAIN \_\_\_\_\_



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



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	1203	1204	[Signature]	8:00-8:30 AM				4:00-4:30 PM			
12:30- 1:00 AM	1235	1236	[Signature]	8:30- 9:00 AM				4:30-5:00 PM			
1:00-1:30 AM	105	106	[Signature]	9:00-9:30 AM				5:00 -5:30 PM			
1:30-2:00 AM	133	134	[Signature]	9:30-10:00 AM				5:30-6:00 PM			
2:00-2:30 AM	203	204	[Signature]	10:00-10:30 AM				6:00-6:30 PM			
2:30-3:00 AM	233	234	[Signature]	10:30-11:00 AM				6:30-7:00 PM			
3:00-3:30 AM	303	304	[Signature]	11:00-11:30 AM				7:00-7:30 PM			
3:30-4:00 AM	333	334	[Signature]	11:30-12:00 AM				7:30-8:00 PM			
4:00-4:30 AM	408	409	[Signature]	12:00-12:30 PM				8:00-8:30 PM			
4:30-5:00 AM	434	435	[Signature]	12:30- 1:00 PM				8:30- 9:00 PM			
5:00 -5:30 AM	502	503	[Signature]	1:00-1:30 PM				9:00-9:30 PM			
5:30-6:00 AM	535	536	[Signature]	1:30-2:00 PM				9:30-10:00 PM			
6:00-6:30 AM	604	605	[Signature]	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	[Signature]	DAY WATCH OPERATIONS LIEUTENANT		EVENING WATCH OPERATIONS LIEUTENANT	
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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	1206	1207	ne	8:00-8:30 AM	808	810	ne	4:00-4:30 PM	403	406	ne
12:30-1:00 AM	1232	1233	ne	8:30-9:00 AM	839	841	ne	4:30-5:00 PM	432	435	ne
1:00-1:30 AM	104	105	ne	9:00-9:30 AM	902	905	ne	5:00-5:30 PM	505	508	ne
1:30-2:00 AM	136	137	ne	9:30-10:00 AM	941	943	ne	5:30-6:00 PM	538	540	ne
2:00-2:30 AM	204	205	ne	10:00-10:30 AM	1016	1018	ne	6:00-6:30 PM			
2:30-3:00 AM	237	238	ne	10:30-11:00 AM	1053	1055	ne	6:30-7:00 PM			
3:00-3:30 AM	310	312	ne	11:00-11:30 AM	1118	1121	ne	7:00-7:30 PM			
3:30-4:00 AM	338	339	ne	11:30-12:00 AM	1140	1144	ne	7:30-8:00 PM			
4:00-4:30 AM	406	407	ne	12:00-12:30 PM	1222	1225	ne	8:00-8:30 PM			
4:30-5:00 AM	441	442	ne	12:30-1:00 PM	1239	1240	ne	8:30-9:00 PM			
5:00-5:30 AM	517	518	ne	1:00-1:30 PM	112	114	ne	9:00-9:30 PM			
5:30-6:00 AM	531	532	ne	1:30-2:00 PM	142	145	ne	9:30-10:00 PM			
6:00-6:30 AM	602	603	ne	2:00-2:30 PM	208	210	ne	10:00-10:30 PM			
6:30-7:00 AM	637	638	ne	2:30-3:00 PM	247	250	ne	10:30-11:00 PM			
7:00-7:30 AM	711	712	ne	3:00-3:30 PM	304	306	ne	11:00-11:30 PM			
7:30-8:00 AM	740	741	ne	3:30-4:00 PM	331	335	ne	11:30-12:00 PM			

Request

MORNING WATCH OPERATIONS LIEUTENANT		DAY WATCH OPERATIONS LIEUTENANT		EVENING WATCH OPERATIONS LIEUTENANT	
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REVIEWED BY MORNING WATCH LIEUTENANT \_\_\_\_\_  
CAPTAIN \_\_\_\_\_