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METROPOLITAN CORRECTIONAL CENTER  
NEW YORK, NEW YORK  
SPECIFIC POST ORDERS  
SHU #1  
THIS IS NOT AN ARMED POST

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THIS IS AN OLEORESIN CAPSIUM (OC) CARRY POST

POST: SPECIAL HOUSING UNIT #1 (SHU #1)  
EQUIPMENT: Key Ring(s) C-27, C-28, C-30, C-31, C-32, C-33, B-32,  
B-33 Radio/BA, Metal Detector, MK-4 OC Dispenser

All equipment assigned to this post and will be accountable on the shift to shift inventory form. All 24 hour equipment and key rings will be logged into TRUSCOPE program with type of equipment and key ring numbers.

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SHIFT: MORNING WATCH  
HOURS OF DUTY: 12:00 A.M. to 8:00 A.M.

NORMAL ROUTINE:

All Correctional Officers will report to the institution according to their assigned work schedule. You are required to utilize the "Staff Chit Board" whenever you enter and/or depart from the secured perimeter of the institution

SECURITY PROCEDURES TO BE FOLLOWED WHEN OPERATING THE BELOW LISTED SHU DOORS:

Door 27 and Inner Door: Both doors must always remain secured when not being used. They are to be opened as needed for traffic and secured immediately. These doors are to be considered a sallyport only and one door will be open at a time unless there is an emergency.

CONTROLLED MOVES:

A Lieutenant will call a controlled move to halt all general population movement. The controlled move is conducted to guarantee that the inmate is closely monitored and kept separate from other inmates.

12:00 A.M.

Report directly to the Special Housing Unit wearing the prescribed uniform and relieve the Evening Watch Officer. After you have relieved the Evening Watch Officer, as the equipment is issued on a 24-hour basis, you are required to indicate the key ring number and type of equipment accounted for into TRUSCOPE and sign the location inventory.

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Count the keys to ensure the number of keys corresponds with the total number on the key ring chit. Key rings must be secured to a belt by clips and a metal chain. Contact the Control Center on #333 and test your Radio/Body Alarm. Begin making watch calls at this time. Watch calls will be made every 30 minutes from the hours of 6:00 PM to 6:00 AM.

Unit officers must maintain a log of pertinent information regarding inmate activity, detailing time, persons involved (if pertinent) and the event. These entries must be entered into TRUSCOPE program.

Report for duty by telephone with the Operations Lieutenant and receive any additional information. Begin making 30 minute rounds ensuring you document the findings into TRUSCOPE. Staff will observe all inmates in continued lock down status once in the first 30 minute period of the hour ex: (12:00 -12:30AM) followed by another round in the second 30 minute period of the same hour (12:30-1:00 AM). This will ensure 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.

It should be clearly understood that none of these activities are to take place until the Evening Watch officer is relieved. It should be noted that it is understood that not all of the above will be accomplished by or before the count.

**OFFICIAL COUNT TIME:** The SHU#2 Officer, will assist with backing the count. All counts will be completed by two staff members. One staff member will count the inmates in the assigned cells and the other staff member will observe the unit for any unauthorized movement from the range grill. When you count the inmates you will count living breathing flesh. Ensure that all cell doors are locked prior to conducting your count. Call your count into the C&A Officer at extension "6468".

Always ensure the correct time, date, and Officers printed name and signature conducting the count are noted on the count slip. All count slips will be written in blue or black ink and should be clear and legible. Count slips which appear to be altered will not be accepted. Internal Security Officer will pick up the count slips and take them to the Control Center. Once the Control Center announces a clear institutional count, record this information into TRUSCOPE.

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Anything out of the ordinary will be reported to the Shift Lieutenant immediately. Outgoing mail from inmates on mail monitoring status will be separated and identified as SIS mail and left open. After processing is complete, all mail will be sealed and placed in the mail bag for pick up. The Internal Security Officer will pick mail up at approximately 5:00 A.M.

**3:00 A.M.**

The official count will be announced at this time. Staff will perform a double staff count, observing human flesh and movement before counting any inmate. Call in the count to the C&A Officer at extension "6468"

**5:00 A.M.**

The official count will be announced at this time. You are to follow the same procedures used at the 3:00 a.m. count. **Remember Staff will perform a double staff count, observing human flesh and movement before counting any inmate.**

**6:00 A.M.**

Ensure that all inmates on the court list are ready for pick up by the Internal Security. The SHU #3 and Recreation Officers will report to the unit at this time and assist with the court movement.

All SHU inmates will be escorted to R&D for court at a ratio of two staff members per every inmate unless otherwise instructed by the Operations Lieutenant. Contact the C&A Officer to receive clearance for the escort of the inmate(s). **Ex: If you are escorting two inmates to R&D there should be four escorting staff members**

**Breakfast Feeding**

The SHU #2 will ensure the food carts are properly searched prior to bringing them into the unit. The SHU #1 will ensure the SHU Officers (including the Recreation Officers); will count all food trays, lids, and utensils prior to and after the meal. The SHU #2 will prepare the breakfast meal, and began feeding with the assistance of the Recreation Officers. Ensure that all wickets are secured; only one (1) wicket will be opened at a time for the feeding of the meal. Report problems with the meal to the Shift Lieutenant and Food Service staff and ensure corrective measures are taken before serving commences. The lights in the inmate's cells will be turned on while the breakfast feeding is in progress.

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All Food trays must be accounted for; no food trays will be left in an inmate's cell after pickup. If an inmate refuses to give you the tray back notify the SHU Lieutenant or the Operations Lieutenant. Inmate orderlies will not be utilized to collect food trays.

**7:00 A.M.**

Prepare the cells and unit for daily inspection. No later than 8:00 am each morning all inmates will have their cells cleaned, beds made, and will be dressed in their jumpsuits. All SHU officers will assist with conducting daily inspections of the unit. Any inmate who desires recreation will have their cells in a high state of sanitation. Recreation begins by the Recreation Officers Monday through Friday. **INMATES DEPARTING FOR RECREATION WILL NOT LEAVE THEIR CELLS UNTIDY.**

**7:30 A.M.**

Ensure that all pertinent paperwork is properly filled out, (Daily Security Inspection Sheet, Equipment Inventory, BP-292, etc.

**Inmate Work Call:** All inmates assigned to work details will report to their work detail assignments.

**8:00 A.M.**

**End of Tour:**

Pass all keys and equipment to your relief. Once properly relieved, your tour of duty ends and you are to proceed directly out of the institution.

**\*\*DO NOT LEAVE YOUR POST UNTIL THE PROPER RELIEF HAS BEEN PROVIDED\*\***  
Officers assigned to this post will not vacate the post unless properly relieved or instructed to do so by the Operations or Activities Lieutenants. These post orders are not intended to describe in detail all the officer's responsibilities. Good judgment and common sense are expected in all situations not covered in these post orders.

**IT IS POLICY OF THE BUREAU OF PRISONS THAT IF AN INMATE(S) SHOULD APPROACH YOU OR YOUR POST WITH A STAFF MEMBER HOSTAGE, YOUR FIRST CONSIDERATION IS THE SECURITY OF THE INSTITUTION AND UNDER NO CIRCUMSTANCES WILL INMATES BE PERMITTED TO ESCAPE. ANY EMPLOYEE TAKEN HOSTAGE, REGARDLESS OF RANK, HAS NO AUTHORITY.**