

MANDATORY QUARTELY SHU TRAINING

Date: 6/6/19

Time: 8:00 am

Location: SHU

Sign-in Sheet

Print Name	Signature

9

TN 6.22.21

MANDATORY QUARTELRY SHU SUICIDE
PREVENTION TRAINING

6/6/19

Sign-In Sheet



Print Name	Signature
A large black rectangular redaction box covering the entire sign-in sheet content area.	

QUARTER #3 6/9/2019 - 9/7/2019

Operations Lieutenant Sign-In Sheet

Name of staff(Printed/Signature)	Title/Position	Date
	Ops Lt - 9-19	6-9-19
	LT	6/11/19
		6/18/19

QUARTER #3 6/9/2019 - 9/7/2019

SHU REC 1 / 2 Sign-In Sheet

Name of staff (Printed/Signature)	Title/Position	Date
	Rec. Officer	6-15
	S/O Rec. Officer	6-19
	S/O Rec. Officer	6-19
	S/O Rec. Officer	6-19
	S/O Rec. Officer	8-17

METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
SPECIFIC POST ORDERS
OPERATIONS LIEUTENANT
THIS IS NOT AN ARMED POST

THIS IS AN OLEORESIN CAPSICUM (OC) CARRY POST

POST: OPERATIONS LIEUTENANT

EQUIPMENT: Key Rings E-2, E-3, Radio #722, MK-4 OC Dispenser

SHIFT: MORNING WATCH

HOURS OF DUTY: 12:00 A.M. - 8:00 A.M.

12:00 A.M.

Relieve the Evening Watch Operations Lieutenant and assume your duties, receive keys, equipment and any pertinent information for your shift.

12:00 A.M.

OFFICIAL COUNT TIME:

The official count will be announced at this time. Ensure all staff members are present for your shift. As the Operations Lieutenant it is your responsibility to take one official count during each tour.

1:00 A.M.

(Approximately) After the count clears begin to make rounds of the institution and the perimeter. While conducting rounds ensure that you log onto TRUSCOPE and review the entries by the unit officer. Ensure the institution sanitation has commenced.

2:00 A.M.

Review all Daily Fire/Security Inspections forms. Collate all of the daily paperwork for the Captain's office; include any memorandums for all delinquent paperwork.

3:00 A.M.

OFFICIAL COUNT TIME

3:30 A.M. (Approximately)

USP Canaan Bus arrives on Wednesdays. Operations will report to the Rear Gate with the Internal Officer and R&D Staff to escort the inmates to the R&D area.