

New York
Metropolitan Correctional Center (MCC)
Protective Custody Unit (PCU)
Weekly Sign-in Sheet

August 4-10, 2019

In the event a blank space is not available in your designated department, please record your visit in the "Other Staff & Additional Weekly Rounds" section. Every Sunday during the Morning Watch shift, a new weekly sign-in sheet will be implemented. The completed weekly sign-in forms will be routed to the Associate Warden of Programs to ensure staff compliance.

CORRECTIONAL SERVICES DEPARTMENT

	Time In:	Time Out:	Purpose:	Printed Name:	Signature:
Sunday					
MW LT	1:10 AM	1:15 AM	R/S		
DW LT	9:10 AM	9:20 AM	R/S		
EW LT	6:40 PM	6:45 PM	R/S		
Monday					
MW LT	3:38 AM	3:41 AM	R/S		
DW LT	8:58 AM	8:55 AM	R/S		
EW LT	5:15 PM	5:25 PM	R/S		
Tuesday					
MW LT	5:58 AM	3:40 AM	R/S		
DW LT	9:00 AM	9:10 AM	R/S		
EW LT	4:51 PM	4:55 PM	R/S		
Wednesday					
MW LT	3:15 AM	3:15 AM	R/S		
DW LT	10:58 AM	11:05 AM	R/S		
EW LT					
Thursday					
MW LT	3:15 AM	3:15 AM	R/S		
DW LT					
EW LT					
Friday					
MW LT	3:15 AM	3:15 AM	R/S		
DW LT					
EW LT	6:02 PM	6:12 PM	R/S		
Saturday					
MW LT	3:15 AM	3:15 AM	R/S		
DW LT	9:30 AM	9:40 AM	R/S		
EW LT	6:45 PM	6:50 PM	R/S		

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Executive Staff						
	Time In:	Time Out:	Date & Day of the Week	Purpose:	Printed Name:	Signature:
Warden	1:05 PM	1:15 PM	Thurs 8/8/19	RDS	[REDACTED]	[REDACTED]
Exec Asst						
AW (P)	11:21 AM	11:33 AM	Fri 8/9/19	Rds	[REDACTED]	[REDACTED]
AW (O)	11:21 AM	11:33 AM	FR 8/9/19	Rds/ML	[REDACTED]	[REDACTED]
Captain IDO	11:21 AM	11:33 AM	FR 8/9/19	RDS	[REDACTED]	[REDACTED]
Additional Weekly Rounds						
Department Heads						
Business Office	11:35	11:40	FRIDAY 8-9-19	RDS mainline	[REDACTED]	[REDACTED]
Comp Services					[REDACTED]	[REDACTED]
CMC/CSS	1:00 P	2:00 P	8-7-19 week	Rds	[REDACTED]	[REDACTED]
ED/REC					[REDACTED]	[REDACTED]
Food Service	11:20	11:30	8-9-19	RDS	[REDACTED]	[REDACTED]
HRM/HRD					[REDACTED]	[REDACTED]
Facilities	12:45	12:55	8-7-19	Rds/Plumbing	[REDACTED]	[REDACTED]
Legal					[REDACTED]	[REDACTED]
PSYCH	11:25 AM	11:35 AM	8/5/19	Rds/medn	[REDACTED]	[REDACTED]
Religious Services	11:25	11:35	8/9/19	Rds	[REDACTED]	[REDACTED]
Safety					[REDACTED]	[REDACTED]
Re-entry	11:30A	11:41A	8/9/19	Rds	[REDACTED]	[REDACTED]
Additional Weekly Rounds						

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Health Services Department						
Department	Time In:	Time Out:	Date & Day of the Week	Purpose:	Printed Name:	Signature:
HSA	1125	1135	8/5/19	RDS	[REDACTED]	[REDACTED]
AHSA	1125	1135	8/5/19	RDS		
Clinical Director	1040 <i>Beaudouin</i>	1130	8/6/19	RDS		
Medical Officer	1040	1130	↓	↓		
Additional Weekly Rounds						
On Duty Physician Assistant (PA) Weekly Rounds						
Sunday						
AM						
PM						
Monday						
AM						
PM						
Tuesday						
AM						
PM						
Wednesday						
AM						
PM						
Thursday						
AM						
PM						
Friday						
AM						
PM						
Saturday						
AM						
PM						

