

UNCLASSIFIED

**FEDERAL BUREAU OF INVESTIGATION**

**Import Form**

**Form Type:** OTHER - Other

**Date:** 09/06/2019

**Title:** (U) Medical Notes Regarding Jeffrey Epstein

**Approved By:** SSA [REDACTED]

**Drafted By:** [REDACTED]

**Case ID #:** 90A-NY-3151227 (U) UNSUB(S);  
JEFFREY EPSTEIN - VICTIM;  
DEATH INVESTIGATION

**Synopsis:** (U) On August 10, 2019, BOP SIS [REDACTED] provided BOP medical notes regarding Jeffrey Epstein.

◆◆

UNCLASSIFIED

MEDICAL TREATMENT REFUSAL

U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

7-24-2019

Date

I, JEFFREY EPSTEIN 76318-054, refuse treatment recommended by the Federal Bureau of Prisons Medical staff for the following condition(s):

DESCRIBE CONDITION IN LAYMAN'S TERMINOLOGY:

EYE DOCTOR EVALUATION.

The following treatment(s) was/were recommended:

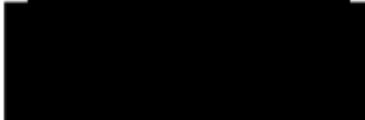
EYE DOCTOR EVALUATION.

Federal Bureau of Prisons Medical staff members have carefully explained to me that the following possible consequences and/or complications may result because of my refusal to accept treatment:

INABILITY TO DIAGNOSE CURRENT OPHTHALMOLOGIC DISEASES.

I understand the possible consequences and/or complications, listed above, and still refuse recommended treatment. I hereby assume all responsibility for my physical and/or mental condition, and release the Bureau of Prisons and its employees from any and all liability for respecting and following my expressed wishes and directions.

  
 MD 7-24-2019  
Counseled by Date

  
 Date

  
Si *7/24/19*  
*1254*

NYM-NEW YORK MCC

7-10-2019  
Date

I, JEFFREY EPSTEIN 76318-054, refuse treatment recommended by the Federal Bureau of Prisons Medical staff for the following condition(s):

**DESCRIBE CONDITION IN LAYMAN'S TERMINOLOGY:**

66 YR OLD MALE WITH NO PMHX, REFERRED FOR ROUTINE CXR.

**The following treatment(s) was/were recommended:**

CHEST X-RAY

Federal Bureau of Prisons Medical staff members have carefully explained to me that the following possible consequences and/or complications may result because of my refusal to accept treatment:

WORSENING THE CONDITION IF THERE IS ANY FINDINGS

I understand the possible consequences and/or complications, listed above, and still refuse recommended treatment. I hereby assume all responsibility for my physical and/or mental condition, and release the Bureau of Prisons and its employees from any and all liability for respecting and following my expressed wishes and directions.

[Redacted] X-RAY 7-10-2019  
Counseled by Date

[Signature] \_\_\_\_\_  
Patient's Signature Date

[Redacted] 7-10-19  
Signature of Witness Date

NYM-NEW YORK MCC

MEDICAL TREATMENT REFUSAL

U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

7-24-2019  
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 MD 7-24-2019  
Counseled by Date

  
Patient's Signature Date

  
Date 7/24/19  
76318-054

NYM--NEW YORK MCC

BP-A0618

JUN 16

U.S. DEPARTMENT OF JUSTICE

A&O DENTAL EXAMINATION  
(Initial Clinical Dental Findings)

FEDERAL BUREAU OF PRISONS

		Occlusion:			
		Oral Hygiene:	Good	Fair	Poor
		CPITN:	3	2	3
			3	2	3
Head & Neck / Soft Tissue:					
D: <u>0</u>		Classification:			
M: <u>1</u>		CL I			
F: <u>14</u>		Pain Scale:			
		110			

Dental Prostheses at Intake:		Comments:	
Yes <input type="radio"/> No <input checked="" type="radio"/>		mod to advanced gingival recession observed. Lower anterior crowding observed	
Type: _____		Radiographs Taken: (Document findings on A&O encounter)	
Age: _____		Yes <input type="radio"/> No <input checked="" type="radio"/>	
Condition: _____		Instructed how to obtain urgent and non-urgent dental care: Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	
Intra-oral Photos Taken:		Treatment Priorities:	
Yes <input type="radio"/> No <input checked="" type="radio"/>		None: <input type="checkbox"/> Non-urgent: <input checked="" type="checkbox"/> Urgent: Referred to Sick Call: <input type="checkbox"/>	
Radiographs authorized:		Prophylaxis authorized: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
PAs: _____		(Approval valid 18 months from examination date)	
BWs: _____		Patient Name: Epstein, Jeffrey E	
Panorex: _____		Dentist Signature: [Redacted]	
Register Number: 76318-054		Date: 7-26-19.	
Institution: MCC NEW YORK		Signature Block/Stamp: [Redacted]	

Chief Dental Officer  
MCC New York

BP-A0618

JUN 16

U.S. DEPARTMENT OF JUSTICE

A&O DENTAL EXAMINATION  
(Initial Clinical Dental Findings)

FEDERAL BUREAU OF PRISONS

	Occlusion:			
	Oral Hygiene:	Good	Fair	Poor
	CPITN:	3	2	3
		3	2	3
Head & Neck / Soft Tissue:				
D: <u>0</u>		Classification:		
M: <u>1</u>		CL I		
F: <u>14</u>		Pain Scale:		
		/10		

Dental Prostheses at Intake:		Comments:	
Yes	<input checked="" type="radio"/> No	mod to advanced gingival recession observed. Lower anterior crowding observed	
Type:		Radiographs Taken: (Document findings on A&O encounter)	
Age:		Yes	<input checked="" type="radio"/> No
Condition:		Instructed how to obtain urgent and non-urgent dental care: Yes: <input checked="" type="checkbox"/> No:	
Intra-oral Photos Taken:		Treatment Priorities:	None: Non-urgent: non-urgent Urgent: Referred to Sick Call:
Yes	<input checked="" type="radio"/> No	Radiographs authorized:	Prophylaxis authorized: Yes <input checked="" type="checkbox"/> No
PA's: _____		PA's: _____	(Approval valid 18 months from examination date)
BW's: _____		Patient Name:	Dentist Signature:
Panorex: _____		Epstein, Jeffrey E	[Redacted Signature]
Register Number:	Institution:	Date:	Signature Block/Stamp:
76318-054	MCC NEW YORK	7-26-19.	[Redacted Stamp] DDS.

Chief Dental Officer  
MCC New York

MEDICAL TREATMENT REFUSAL

U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

7-24-2019  
Date

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[Redacted]  
[Redacted] MD 7-24-2019  
Counseled by Date

  
Patient's Signature Date

[Redacted]  
[Redacted] 7/24/19  
[Redacted] 76318-054

NYM-NEW YORK MCC



# U.S. Medical Center for Federal Prisons

1900 W. Sunshine Street  
Springfield, MO 65807

\*\*\* Sensitive But Unclassified \*\*\*

Name EPSTEIN, JEFFREY  
Reg # 76318-054  
DOB 01/20/1953  
Sex M

Facility MCC New York  
Order Unit E06-547U  
Provider [REDACTED] MD

Collected 07/09/2019 13:34  
Received 07/10/2019 10:44  
Reported 07/10/2019 14:46  
LIS ID 188191004

## HIV

HIV 1/2

Negative

Negative

Screening test - See confirmatory testing for Reactive results

**FLAG LEGEND** L=Low LI=Low Critical H=High HI=High Critical A=Abnormal AI=Abnormal Critical

**Bureau of Prisons  
Health Services  
Cosign/Review**

---

Inmate Name:	EPSTEIN, JEFFREY EDWARD	Sex:	M	Reg #:	76318-054
Date of Birth:	01/20/1953	Provider:	Lab Result Receive	Race:	WHITE
Encounter Date:	07/10/2019 16:58			Facility:	NYM

---

Cosigned by [REDACTED] MD on 07/14/2019 18:12.

7-24-2019  
Date

I, JEFFREY EPSTEIN 76318-054, refuse treatment recommended by the Federal Bureau of Prisons Medical staff for the following condition(s):

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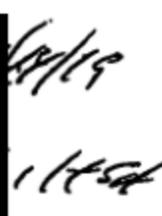
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 MD 7-24-2019  
Counseled by Date

  
Patient's Signature Date

NYM--NEW YORK MCC

BP-A0618

A&O DENTAL EXAMINATION

JUN 18

(Initial Clinical Dental Findings)

U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

	Occlusion:			
	Oral Hygiene:	Good	Fair	Poor
	CPITN:	3	2	3
		3	2	3
Head & Neck / Soft Tissue:				
D: <u>0</u>		Classification:		
M: <u>1</u>		CL I		
F: <u>14</u>		Pain Scale:		
		110		

Dental Prostheses at Intake:		Comments:	
Yes <input type="radio"/> No <input checked="" type="radio"/>		mod to advanced gingival recession observed. Lower anterior crowding observed	
Intra-oral Photos Taken:		Radiographs Taken: (Document findings on A&O encounter)	
Yes <input type="radio"/> No <input checked="" type="radio"/>		Yes <input type="radio"/> No <input checked="" type="radio"/>	
Instructed how to obtain urgent and non-urgent dental care:		Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	
Treatment Priorities:	None:	Non-urgent: non-urgent	Urgent: Referred to Sick Call:
Radiographs authorized:		Prophylaxis authorized: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
PAs: _____		(Approval valid 18 months from examination date)	
BW's: _____			
Panorex: _____			
Patient Name:		Dentist Signature:	
Epstein, Jeffrey E			
Register Number:	Institution:	Date:	Signature Block/Stamp:
76318-054	MCC NEW YORK	7-26-19.	DDS.

Chief Dental Officer  
MCC New York

**MEDICAL TREATMENT REFUSAL**

**U.S. DEPARTMENT OF JUSTICE**

**FEDERAL BUREAU OF PRISONS**

7-24-2019  
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[Redacted]  
[Redacted] MD 7-24-2019  
Counseled by Date

[Signature]  
Patient's Signature Date

[Redacted] 7/24/19  
Sig Date  
76318-054

NYM-NEW YORK MCC

**MEDICAL TREATMENT REFUSAL**

**U.S. DEPARTMENT OF JUSTICE**

**FEDERAL BUREAU OF PRISONS**

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Date

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[REDACTED] X-RAY 7-10-2019  
Counseled by Date

[Signature] \_\_\_\_\_  
Patient's Signature Date

[REDACTED] 7-10-19  
Signature of Witness Date

NYM-NEW YORK MCC

BP-A0618

JUN 16

U.S. DEPARTMENT OF JUSTICE

A&O DENTAL EXAMINATION  
(Initial Clinical Dental Findings)

FEDERAL BUREAU OF PRISONS

		Occlusion:			
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D: <u>0</u>		Classification:			
M: <u>1</u>		CL I			
F: <u>14</u>		Pain Scale:			
		10			

Dental Prosthesis at Intake:		<input type="radio"/> Yes <input checked="" type="radio"/> No		[Redacted] to advanced mild to moderate gingival recession observed. Lower anterior crowding observed.
Intra-oral Photos Taken:		<input type="radio"/> Yes <input checked="" type="radio"/> No		
Radiographs Taken: (Document findings on A&O encounter)		<input type="radio"/> Yes <input checked="" type="radio"/> No		
Instructed how to obtain urgent and non-urgent dental care:		Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>		
Treatment Priorities:	None:	Non-urgent non-urgent	Urgent: Referred to Sick Call:	
Radiographs authorized:		Prophylaxis authorized: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> (Approval valid 18 months from examination date)		
PAs: _____ BWs: _____ Panorex: _____		Dentist Signature: [Redacted]		
Patient Name: Epstein, Jeffrey E	Register Number: 76318-054	Institution: MCC NEW YORK	Date: 7-26-19.	Signature Block/Stamp: [Redacted]

Chief Dental Officer  
MCC New York

**Bureau of Prisons  
Health Services  
Clinical Encounter**

Inmate Name: EPSTEIN, JEFFREY EDWARD  
Date of Birth: 01/20/1953  
Encounter Date: 08/10/2019 07:25

Sex: M Race: WHITE  
Provider: [REDACTED] RN

Reg #: 76318-054  
Facility: NYM  
Unit: Z04

Emergency Code - Resuscitation Event encounter performed at Special Housing Unit.

**SUBJECTIVE:**

Emergency Note Provider: [REDACTED] RN

**Team Members:**

<u>Provider</u>	<u>Role</u>
[REDACTED] RN	Team/Code Leader

**Code Events:**

<u>Type</u>	<u>Value</u>	<u>Date</u>
CPR	Compressions	08/10/2019 06:35
EKG/Monitor	Lifepak	08/10/2019 06:39
	No shock advised	
CPR	Compressions	08/10/2019 06:40
Oxygen	15 L	08/10/2019 06:47
IV Access	Peripheral IV	08/10/2019 06:48
	18 g Left AC	
Airway	Endotracheal Tube	08/10/2019 07:08
	ET Tube 7.5 24CM to L Lip line Placed by Paramedics	
Medications	Epinephrine 1mg IV	08/10/2019 07:10
	Epinephrine 3 doses and Sodium bicarb 2 doses administered by paramedics	
CPR	Compressions	08/10/2019 07:11
Medications	Sodium Bicarbonate 1 mEa/kg IV	08/10/2019 07:11
IV Fluids	Normal Saline 0.9% 1000 ml	08/10/2019 07:12
Medications	Epinephrine 1mg IV	08/10/2019 07:13
CPR	Compressions	08/10/2019 07:14
Medications	Sodium Bicarbonate 1 mEa/kg IV	08/10/2019 07:14
Medications	Epinephrine 1mg IV	08/10/2019 07:16
CPR	Compressions	08/10/2019 07:17

**Comments:**

Responded to a body alarm at 0635 for medical emergency on 9S, Upon arrival Inmate was received on the floor of his cell unresponsive with CPR in progress by correctional officers, Inmate was Cold, with circumferential Bruising around the neck and posterior mottling, Pupils Fixed and dilated, No Palpable pulses, Call place for EMS, CPR Continued, AED Placed No shock advised, CPR Continued, inmate transported to HSU treatment room with CPR in progress, 18g hep lock to L AC, O2 15 Lt Via BVM, Pulse Check NO SHOCK advised. EMS and Paramedics arrived 0656, Placed on cardiac monitor asystole Resumed CPR, Inmate was intubated by Medics, 3 Rounds of Epinephrine administered, Pulse Check asystole, Inmate was transported to Local ER with CPR in progress.

**OBJECTIVE:**

**Exam:**

**General**

**Appearance**

Yes: Unconscious

Inmate Name: EPSTEIN, JEFFREY EDWARD

Date of Birth: 01/20/1953

Encounter Date: 08/10/2019 07:25

Sex: M Race: WHITE  
Provider: [REDACTED] RN

Reg #: 76318-054

Facility: NYM

Unit: Z04

Exam:

ASSESSMENT:

Cardiac Arrest

PLAN:

New Consultation Requests:

<u>Consultation/Procedure</u>	<u>Target Date</u>	<u>Scheduled Target Date</u>	<u>Priority</u>	<u>Translator</u>	<u>Language</u>
Emergency Room	08/10/2019	08/10/2019	Emergent	No	

Subtype:

AMBULANCE

Reason for Request:

Cardiac arrest with CPR in progress

Copay Required: No

Cosign Required: Yes

Telephone/Verbal Order: No

Completed by [REDACTED], [REDACTED] RN on 08/10/2019 08:10

Requested to be cosigned by [REDACTED], [REDACTED] MD.

Cosign documentation will be displayed on the following page.

**Bureau of Prisons  
Health Services  
Clinical Encounter**

Inmate Name: EPSTEIN, JEFFREY EDWARD  
Date of Birth: 01/20/1953  
Encounter Date: 07/30/2019 15:58

Sex: M Race: WHITE  
Provider: [REDACTED] MD

Reg #: 76318-054  
Facility: NYM  
Unit: Z01

Chronic Care - Chronic Care Clinic encounter performed at Health Services.

**SUBJECTIVE:**

**COMPLAINT 1** Provider: [REDACTED] MD

**Chief Complaint:** Other Problem

**Subjective:** PATIENT WAS REFERRED BY THE WARDEN FOR EVALUATION. PATIENT REPORTS HE HAS BEEN WITHOUT HIS MEDS FOR ABOUT 1 WEEK. HE ALSO REPORTS NUMBNESS IN HIS RIGHT ARM FOR A FEW MINUTES 3 DAYS AGO. STATES THE NUMBNESS WENT AWAY ON ITS OWN, BUT WAS VERY CONCERNING. HE DENIES RIGHT SIDED WEAKNESS, DIPLOPIA, FACIAL DROOP, DIFFICULTY SPEAKING OR SWALLOWING. HE REPORTS NOCTURIA OF ABOUT 5 TIMES,, HE DENIES DYSURIA. HE REPORTS H OF KIDNEY STONES, HX OF HTN FOR WHICH HE WAS TAKING TOPROL. HE AHS A HX OF SLEEP APNEA AND STATED HE HAS NOT SLEPT FOR 3 WEEKS ISNCE HE HASB EEN HERE SINCE HE DIE NOT HAVE ACCESS T HI CPAP MACHINE. I INFORME DHIM THAT WE RECEIVED HIS CPAP MACHINE AND IT WILL BE GIVEN TO HIM TONIGHT.. HE REPORT OTHER NON-MEDICAL ISSUES. STATES HE FEELS OTHERWISE FINE.

**Pain:** Not Applicable

**Seen for clinic(s):** Pulmonary/Respiratory, Orthopedic/Rheumatology, Endocrine/Lipid

**OBJECTIVE:**

**Exam:**

**General**

**Affect**

Yes: Cooperative

**Appearance**

Yes: Appears Well, Alert and Oriented x 3

No: Appears Distressed, Dyspneic, Appears in Pain, Writhing in Pain, Pale, Pallor, Cyanotic, Diaphoretic, Disheveled, Unkempt, Acutely Ill

**Nutrition**

No: Appears Obese

**Pulmonary**

**Auscultation**

Yes: Clear to Auscultation

**Cardiovascular**

**Auscultation**

Yes: Regular Rate and Rhythm (RRR), Normal S1 and S2

No: M/R/G

**Musculoskeletal**

**Tibia / Fibula**

No: Edema

**Neurologic**

Inmate Name: EPSTEIN, JEFFREY EDWARD  
Date of Birth: 01/20/1953  
Encounter Date: 07/30/2019 15:58

Sex: M Race: WHITE  
Provider: [REDACTED] MD

Reg #: 76318-054  
Facility: NYM  
Unit: Z01

**Exam:**

**Cranial Nerves (CN)**

Yes: Within Normal Limits

**Motor System-General**

Yes: Normal Exam

**Motor System-Strength**

Yes: Normal Muscular Strength

**ASSESSMENT:**

Body mass index (BMI) 27.0-27.9, adult, Z6827 - Current  
Constipation, unspecified, K5900 - Current  
Essential (primary) hypertension, I10 - Current - BY HX.  
Hyperlipidemia, unspecified, E785 - Current  
Low back pain, M545 - Current  
Neuralgia and neuritis, unspecified, M792 - Current  
Prediabetes, R7303 - Current  
Sleep apnea, G4730 - Current

**PLAN:**

**New Medication Orders:**

Rx#                      Medication  
                                 Insulin REG - Human

Order Date  
07/30/2019 15:58

Prescriber Order  
SLIDING SCALE  
Subcutaneously each morning x  
7 day(s) Pill Line Only

**Indication:** Prediabetes

**Discontinued Medication Orders:**

Rx#                      Medication  
122148-NYM      Insulin Reg (10 ML) 100 UNITS/ML Inj

Order Date  
07/30/2019 15:58

Prescriber Order  
Inject regular insulin  
subcutaneously per sliding scale:  
twice daily \*\*\*pill line\*\*\* for 7  
days

**Discontinue Type:** When Pharmacy Processes

**Discontinue Reason:** new order written

**Indication:**

**Copay Required:** No

**Cosign Required:** No

**Telephone/Verbal Order:** No

Completed by [REDACTED], [REDACTED] MD on 07/30/2019 16:12

**Bureau of Prisons  
Health Services  
Clinical Encounter**

Inmate Name: EPSTEIN, JEFFREY EDWARD  
Date of Birth: 01/20/1953  
Encounter Date: 07/30/2019 11:12

Sex: M Race: WHITE  
Provider: [REDACTED] MD

Reg #: 76318-054  
Facility: NYM  
Unit: Z01

Chronic Care - Chronic Care Clinic encounter performed at Health Services.

**SUBJECTIVE:**

COMPLAINT 1 Provider: [REDACTED] MD

Chief Complaint: Other Problem

Subjective: PATIENT WAS REFERRED BY THE WARDEN FOR EVALUATION. PATIENT REPORTS HE HAS BEEN WITHOUT HIS MEDS FOR ABOUT 1 WEEK. HE ALSO REPORTS NUMBNESS IN HIS RIGHT ARM FOR A FEW MINUTES 3 DAYS AGO. STATES THE NUMBNESS WENT AWAY ON ITS OWN, BUT WAS VERY CONCERNING. HE DENIES RIGHT SIDED WEAKNESS, DIPLOPIA, FACIAL DROOP, DIFFICULTY SPEAKING OR SWALLOWING. HE REPORTS NOCTURIA OF ABOUT 5 TIMES,. HE DENIES DYSURIA. HE REPORTS H OF KIDNEY STONES, HX OF HTN FOR WHICH HE WAS TAKING TOPROL. HE AHS A HX OF SLEEP APNEA AND STATED HE HAS NOT SLEPT FOR 3 WEEKS ISNCF HE HASB EEN HERE SINCE HE DIE NOT HAVE ACCESS T HI CPAP MACHINE. I INFORME DHIM THAT WE RECEIVED HIS CPAP MACHINE AND IT WILL BE GIVEN TO HIM TONIGHT.. HE REPORT OTHER NON-MEDICAL ISSUES. STATES HE FEELS OTHERWISE FINE

Pain: Not Applicable

Seen for clinic(s): Endocrine/Lipid, Orthopedic/Rheumatology, Pulmonary/Respiratory

**OBJECTIVE:**

**Pulse:**

Date	Time	Rate Per Minute	Location	Rhythm	Provider
07/30/2019	13:02	94			[REDACTED] MD
07/30/2019	09:40	88	Via Machine		Beaudouin, [REDACTED] MD
07/30/2019	09:30	87	Via Machine		Beaudouin, [REDACTED] MD

**Respirations:**

Date	Time	Rate Per Minute	Provider
07/30/2019	09:30 NYM	12	[REDACTED] MD

**Blood Pressure:**

Date	Time	Value	Location	Position	Cuff Size	Provider
07/30/2019	13:02 NYM	114/84	Left Arm	Standing		[REDACTED] MD
07/30/2019	09:40 NYM	125/60	Right Arm	Standing		[REDACTED], Robert MD
07/30/2019	09:30 NYM	108/86	Left Arm	Sitting		[REDACTED] MD

**SaO2:**

Date	Time	Value(%)	Air	Provider
07/30/2019	09:30 NYM	98	Room Air	[REDACTED] MD

**Weight:**

Date	Time	Lbs	Kg	Waist Circum.	Provider

Inmate Name: EPSTEIN, JEFFREY EDWARD  
Date of Birth: 01/20/1953  
Encounter Date: 07/30/2019 11:12

Sex: M Race: WHITE  
Provider: [REDACTED], [REDACTED] MD

Reg #: 76318-054  
Facility: NYM  
Unit: Z01

Date	Time	Lbs	Kg	Waist Circum.	Provider
07/30/2019	09:30 NYM	194.2	88.1		[REDACTED], [REDACTED] MD

Exam:

General

Affect

Yes: Cooperative

Appearance

Yes: Appears Well, Alert and Oriented x 3

No: Appears Distressed, Dyspneic, Appears in Pain, Writhing in Pain, Pale, Pallor, Cyanotic, Diaphoretic, Disheveled, Unkempt, Acutely Ill

Nutrition

No: Appears Obese

Pulmonary

Auscultation

Yes: Clear to Auscultation

Cardiovascular

Auscultation

Yes: Regular Rate and Rhythm (RRR), Normal S1 and S2

No: M/R/G

Musculoskeletal

Tibia / Fibula

No: Edema

Neurologic

Cranial Nerves (CN)

Yes: Within Normal Limits

Motor System-General

Yes: Normal Exam

Motor System-Strength

Yes: Normal Muscular Strength

ASSESSMENT:

Body mass index (BMI) 27.0-27.9, adult, Z6827 - Current

Constipation, unspecified, K5900 - Current

Essential (primary) hypertension, I10 - Current - BY HX.

Hyperlipidemia, unspecified, E785 - Current

Low back pain, M545 - Current

Neuralgia and neuritis, unspecified, M792 - Current

Prediabetes, R7303 - Current

Sleep apnea, G4730 - Current

PLAN:

New Medication Orders:

Rx#	Medication	Order Date	Prescriber Order
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Inmate Name: EPSTEIN, JEFFREY EDWARD  
Date of Birth: 01/20/1953  
Encounter Date: 07/30/2019 11:12

Sex: M Race: WHITE  
Provider: [REDACTED] MD

Reg #: 76318-054  
Facility: NYM  
Unit: Z01

**New Medication Orders:**

<u>Rx#</u>	<u>Medication</u>	<u>Order Date</u>	<u>Prescriber Order</u>
	Magnesium Hydroxide Susp conc 800 MG/5ML Indication: Constipation, unspecified	07/30/2019 11:12	10 CC Orally - Two Times a Day PRN x 90 day(s)
	INsulin REG - Human Indication: Prediabetes	07/30/2019 11:12	SLIDING SCALE Subcutaneously - Two Times a Day x 7 day(s) Pill Line Only

**Renew Medication Orders:**

<u>Rx#</u>	<u>Medication</u>	<u>Order Date</u>	<u>Prescriber Order</u>
121836-NYM	methylPREDNISolone 4 MG Tab ( 21 count Pack) Indication: Neuralgia and neuritis, unspecified	07/30/2019 11:12	Take the tablet by mouth as directed x 6 day(s)

**New Laboratory Requests:**

<u>Details</u>	<u>Frequency</u>	<u>Due Date</u>	<u>Priority</u>
Lab Tests - Short List-General-CBC w/diff	One Time	08/01/2019 00:00	Routine
Lab Tests-P-PSA, Total			
Lab Tests-U-Uric Acid			
Lab Tests - Short List-General-Comprehensive Metabolic Profile (CMP)			
Lab Tests-U-Urinalysis w/Reflex to Microscopic			

**New Radiology Request Orders:**

<u>Details</u>	<u>Frequency</u>	<u>End Date</u>	<u>Due Date</u>	<u>Priority</u>
General Radiology-Spine / Cervical-General	One Time		08/29/2019	Routine

Specific reason(s) for request (Complaints and findings):

66 YR OLD MALE WITH COMPLAINT OF RIGHT ARM NUMBNESS FOR 2-3 MINUTES 3 DAYS AGO.  
PLEASE PERFORM C SPINE SERIES

**Disposition:**

Follow-up at Sick Call as Needed

**Patient Education Topics:**

<u>Date Initiated</u>	<u>Format</u>	<u>Handout/Topic</u>	<u>Provider</u>	<u>Outcome</u>
07/30/2019	Counseling	Access to Care	[REDACTED]	Verbalizes Understanding
07/30/2019	Counseling	Plan of Care	[REDACTED]	Verbalizes Understanding

Copy Required: No

Cosign Required: No

Telephone/Verbal Order: No

Completed by [REDACTED], [REDACTED] MD on 07/30/2019 14:05

**Bureau of Prisons  
Health Services  
Clinical Encounter**

Inmate Name: EPSTEIN, JEFFREY EDWARD  
Date of Birth: 01/20/1953  
Encounter Date: 07/30/2019 11:12

Sex: M Race: WHITE  
Provider: [REDACTED] MD

Reg #: 76318-054  
Facility: NYM  
Unit: Z01

Chronic Care - Chronic Care Clinic encounter performed at Health Services.

**SUBJECTIVE:**

COMPLAINT 1 Provider: [REDACTED] MD

Chief Complaint: Other Problem

**Subjective:** PATIENT WAS REFERRED BY THE WARDEN FOR EVALUATION. PATIENT REPORTS HE HAS BEEN WITHOUT HIS MEDS FOR ABOUT 1 WEEK. HE ALSO REPORTS NUMBNESS IN HIS RIGHT ARM FOR A FEW MINUTES 3 DAYS AGO. STATES THE NUMBNESS WENT AWAY ON ITS OWN, BUT WAS VERY CONCERNING. HE DENIES RIGHT SIDED WEAKNESS, DIPLOPIA, FACIAL DROOP, DIFFICULTY SPEAKING OR SWALLOWING. HE REPORTS NOCTURIA OF ABOUT 5 TIMES., HE DENIES DYSURIA. HE REPORTS HX OF KIDNEY STONES, HX OF HTN FOR WHICH HE WAS TAKING TOPROL. HE HAS A HX OF SLEEP APNEA AND STATED HE HAS NOT SLEPT FOR 3 WEEKS SINCE HE HAS BEEN HERE SINCE HE DID NOT HAVE ACCESS TO HIS CPAP MACHINE. I INFORMED HIM THAT WE RECEIVED HIS CPAP MACHINE AND IT WILL BE GIVEN TO HIM TONIGHT.. HE REPORTS OTHER NON-MEDICAL ISSUES. STATES HE FEELS OTHERWISE FINE.

**Pain:** Not Applicable

Seen for clinic(s): Endocrine/Lipid, Orthopedic/Rheumatology, Pulmonary/Respiratory

**OBJECTIVE:**

**Pulse:**

Date	Time	Rate Per Minute	Location	Rhythm	Provider
07/30/2019	13:02	94			[REDACTED] MD
07/30/2019	09:40	88	Via Machine		[REDACTED] MD
07/30/2019	09:30	87	Via Machine		[REDACTED] MD

**Respirations:**

Date	Time	Rate Per Minute	Provider
07/30/2019	09:30 NYM	12	[REDACTED] MD

**Blood Pressure:**

Date	Time	Value	Location	Position	Cuff Size	Provider
07/30/2019	13:02 NYM	114/84	Left Arm	Standing		[REDACTED] MD
07/30/2019	09:40 NYM	125/60	Right Arm	Standing		[REDACTED] MD
07/30/2019	09:30 NYM	108/86	Left Arm	Sitting		[REDACTED] MD

**SaO2:**

Date	Time	Value(%)	Air	Provider
07/30/2019	09:30 NYM	98	Room Air	[REDACTED] MD

**Weight:**

Date	Time	Lbs	Kg	Waist Circum.	Provider
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Inmate Name: EPSTEIN, JEFFREY EDWARD  
Date of Birth: 01/20/1953  
Encounter Date: 07/30/2019 11:12

Sex: M Race: WHITE  
Provider: [REDACTED], [REDACTED] MD

Reg #: 76318-054  
Facility: NYM  
Unit: Z01

Date	Time	Lbs	Kg	Waist Circum.	Provider
07/30/2019	09:30 NYM	194.2	88.1		[REDACTED], [REDACTED] MD

Exam:

General

Affect

Yes: Cooperative

Appearance

Yes: Appears Well, Alert and Oriented x 3

No: Appears Distressed, Dyspneic, Appears in Pain, Writhing in Pain, Pale, Pallor, Cyanotic, Diaphoretic, Disheveled, Unkempt, Acutely Ill

Nutrition

No: Appears Obese

Pulmonary

Auscultation

Yes: Clear to Auscultation

Cardiovascular

Auscultation

Yes: Regular Rate and Rhythm (RRR), Normal S1 and S2

No: M/R/G

Musculoskeletal

Tibia / Fibula

No: Edema

Neurologic

Cranial Nerves (CN)

Yes: Within Normal Limits

Motor System-General

Yes: Normal Exam

Motor System-Strength

Yes: Normal Muscular Strength

ASSESSMENT:

Body mass index (BMI) 27.0-27.9, adult, Z6827 - Current  
Constipation, unspecified, K5900 - Current  
Essential (primary) hypertension, I10 - Current - BY HX.  
Hyperlipidemia, unspecified, E785 - Current  
Low back pain, M545 - Current  
Neuralgia and neuritis, unspecified, M792 - Current  
Prediabetes, R7303 - Current  
Sleep apnea, G4730 - Current

PLAN:

New Medication Orders:

Rx#	Medication	Order Date	Prescriber Order
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Inmate Name: EPSTEIN, JEFFREY EDWARD  
Date of Birth: 01/20/1953  
Encounter Date: 07/30/2019 11:12

Sex: M Race: WHITE  
Provider: [REDACTED] MD

Reg #: 76318-054  
Facility: NYM  
Unit: Z01

**New Medication Orders:**

<u>Rx#</u>	<u>Medication</u>	<u>Order Date</u>	<u>Prescriber Order</u>
	Magnesium Hydroxide Susp conc 800 MG/5ML Indication: Constipation, unspecified	07/30/2019 11:12	10 CC Orally - Two Times a Day PRN x 90 day(s)
	INSULIN REG - Human Indication: Prediabetes	07/30/2019 11:12	SLIDING SCALE Subcutaneously - Two Times a Day x 7 day(s) Pill Line Only

**Renew Medication Orders:**

<u>Rx#</u>	<u>Medication</u>	<u>Order Date</u>	<u>Prescriber Order</u>
121836-NYM	methylPREDNISolone 4 MG Tab ( 21 count Pack) Indication: Neuralgia and neuritis, unspecified	07/30/2019 11:12	Take the tablet by mouth as directed x 6 day(s)

**New Laboratory Requests:**

<u>Details</u>	<u>Frequency</u>	<u>Due Date</u>	<u>Priority</u>
Lab Tests - Short List-General-CBC w/diff	One Time	08/01/2019 00:00	Routine
Lab Tests-P-PSA, Total			
Lab Tests-U-Uric Acid			
Lab Tests - Short List-General-Comprehensive Metabolic Profile (CMP)			
Lab Tests-U-Urinalysis w/Reflex to Microscopic			

**New Radiology Request Orders:**

<u>Details</u>	<u>Frequency</u>	<u>End Date</u>	<u>Due Date</u>	<u>Priority</u>
General Radiology-Spine / Cervical-General	One Time		08/29/2019	Routine

Specific reason(s) for request (Complaints and findings):

66 YR OLD MALE WITH COMPLAINT OF RIGHT ARM NUMBNESS FOR 2-3 MINUTES 3 DAYS AGO.  
PLEASE PERFORM C SPINE SERIES

**Disposition:**

Follow-up at Sick Call as Needed

**Patient Education Topics:**

<u>Date Initiated</u>	<u>Format</u>	<u>Handout/Topic</u>	<u>Provider</u>	<u>Outcome</u>
07/30/2019	Counseling	Access to Care	[REDACTED]	Verbalizes Understanding
07/30/2019	Counseling	Plan of Care	[REDACTED]	Verbalizes Understanding

Copay Required: No

Cosign Required: No

Telephone/Verbal Order: No

Completed by [REDACTED] MD on 07/30/2019 14:05

**Bureau of Prisons  
Health Services  
See Amendment**

Inmate Name: EPSTEIN, JEFFREY EDWARD  
Date of Birth: 01/20/1953  
Encounter Date: 07/30/2019 15:58

Sex: M

Reg #: 76318-054  
Race: WHITE  
Facility: NYM

Amendment made to this note by [REDACTED], [REDACTED] MD on 07/30/2019 16:12.

## FEDERAL BUREAU OF INVESTIGATION

Date of entry 09/04/2019

On Saturday July 6,2019, the author, SA [REDACTED] and SA [REDACTED], were assigned to take custody and transport case subject/defendant JEFFREY E. EPSTEIN to 26 Federal Plaza, Manhattan, NY, incidental to his arrest at TETERBORO AIRPORT, located in Teterboro, New Jersey. This report supplements the arrest FD-302 dated, July 29th, 2019 (Serial 183).

SA [REDACTED] was driving the Bureau vehicle and SA [REDACTED] was seated as the front passenger and the author was seated in the rear passenger left and defendant EPSTEIN was seated as rear passenger right. During the trip back to 26 Federal Plaza, New York, NY the author engaged defendant EPSTEIN in conversation as to his needs for any medical or psychological issues. The author asked defendant EPSTEIN if he was taking any medications of any kind, to which he (EPSTEIN) responded "No". The author asked defendant EPSTEIN if he was experiencing any thoughts of harming himself or others, to which defendant EPSTEIN responded "No". The author made it clear to defendant EPSTEIN that if at any time he needed medical or psychological attention at any time to let the author know. Defendant EPSTEIN acknowledged the author.

\*AUTHORS FOOT NOTE- Two pairs of handcuffs joined together were utilized to secure Defendant EPSTEIN during his post arrest transport to allow a greater degree of comfort due to the lengthy travel time. The correctional officers at the MCC facility also asked defendant EPSTEIN if he had any medical or psychological issues or needs, to which Defendant EPSTEIN responded "No".

Later on the evening of Saturday July 6, 2019, while inside the JABS room located on the 27th floor of 26 Federal Plaza, conducting defendant EPSTEIN's arrest process, the author reiterated to defendant EPSTEIN, if he was he having any thoughts of harming himself or others, to which defendant EPSTEIN responded again "No". The author asked defendant EPSTEIN that if he required any type of medical or psychological attention, he would be taken to the hospital immediately. Defendant EPSTEIN acknowledged the authors offer

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Investigation on 07/06/2019 at New York, New York, United States (In Person)

File # 31E-NY-3027571Date drafted 08/15/2019

by [REDACTED]

31E-NY-3027571

(U) Supplemental To Jeffrey E Epstein

Continuation of FD-302 of

Arrest on July 06, 2019

, On

07/06/2019

, Page

2 of 2

and again declined.

The author provided Defendant EPSTEIN with several bottles of water, which he (EPSTEIN) drank and SA [REDACTED] provided some snack food to Defendant EPSTEIN, who declined to eat at that time. Defendant EPSTEIN was provided the use of a land line telephone to speak with counsel and was provided the use of the restroom. Defendant EPSTEIN did not make any other requests prior to being transported to the US Bureau of Prisons, MCC facility.

On Monday July 8, 2019 the author along with SA [REDACTED] [REDACTED] were assigned to transport Defendant EPSTEIN from the US Bureau of Prisons MCC facility to the US Court House (SDNY) located at 500 Pearl Street, Manhattan, NY. The author met with Defendant EPSTEIN and offered to get Defendant EPSTEIN a cup of coffee or something to eat. Defendant EPSTEIN responded "What's with you guys and eating?". Defendant EPSTEIN then stated to the author, after chuckling, "You're going to buy me a cup of coffee?", the author responded yes. Defendant EPSTEIN again chuckled, "I can reimburse you for the coffee", to which the author declined. Defendant EPSTEIN ultimately declined the offer for coffee or breakfast. The author explained it could be an extended time period and to eat prior to going to court, to which Defendant EPSTEIN politely declined again. Defendant EPSTEIN thanked the author and SA [REDACTED] for the way he was treated and that he (EPSTEIN) appreciated the professionalism. As described earlier, two pairs of handcuffs were utilized in tandem to secure Defendant EPSTEIN for transport.

Defendant EPSTEIN was then transported to the US Marshal's intake entrance at the SDNY for continued arrest process. Later on, one of Defendant EPSTEIN's attorneys also thanked the author and SA [REDACTED] for the professional way their client (EPSTEIN) was treated.

**UNCLASSIFIED//FOUO**  
**FEDERAL BUREAU OF INVESTIGATION**

Date of entry 09/09/2019

(U//FOUO) On August 17, 2019 in support of a C-19 investigation into the death of Jeffrey Epstein, Special Agent [REDACTED] and Staff Operations Specialist [REDACTED] of the FBI New York Field Office Evidence Response Team (ERT) conducted a three dimensional LASER scan of Floor 9 South of the Metropolitan Correctional Center in New York City, New York. Two separate scan projects were completed. The first included the common area of 9 South and the "L" Corridor, and the second was an unoccupied jail cell.

(U//FOUO) Attached to this for the case file are two physical 1A envelopes containing the following:

## First 1A: Original

- Two (2) CDs of ORIGINAL RAW scan data for "Main Area"
- Two (2) CDs of ORIGINAL RAW scan data for "Cell"
- One (1) CD of Scene2Go products for both "Main Area" and "Cell"
- One (1) CD containing the PROJECT FILE for both "Main Area" and "Cell"
- Copy of each Error Report for both area projects
- Copy of each sketch showing locations of scans

## Second 1A: Working Copy

- One (1) CD of WORKING COPY of RAW scan data for "Main Area"
- One (1) CD of WORKING COPY of RAW scan data for "Cell"
- One (1) CD of Scene2Go products for both "Main Area" and "Cell"
- One (1) CD containing the PROJECT FILE for both "Main Area" and "Cell"
- Copy of each sketch showing locations of scans

**UNCLASSIFIED//FOUO**

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Investigation on 08/17/2019 at New York, New York, United States (In Person)

File # 90A-NY-3151227Date drafted 08/20/2019by [REDACTED], [REDACTED]

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EFTA00132711

UNCLASSIFIED

Physical 1A/1C Cover Sheet for Serial Export

**Created From:** 90A-NY-3151227

Serial 100

**Package:** 1A46

**Stored** None

**Location:**

**Summary:**

(U) Original LASER Scan Data and Field Office products

- Two (2) CDs of ORIGINAL RAW scan data for "Main Area"
- Two (2) CDs of ORIGINAL RAW scan data for "Cell"
- One (1) CD of Scene2Go products for both "Main Area" and "Cell"
- One (1) CD containing the PROJECT FILE for both "Main Area" and "Cell"
- Copy of each Error Report for both area projects
- Copy of each sketch showing locations of scans

**Acquired By:** [REDACTED]

**Acquired On:** 2019-08-12

**Acquired From:** (U) FARO LASER Scanner

Metropolitan Correctional Center

New York, New York

**Attachment:** (U) Two (2) CDs of ORIGINAL RAW scan data for "Main Area"

UNCLASSIFIED

Physical 1A/1C Cover Sheet for Serial Export

**Created From:** 90A-NY-3151227

Serial 100

**Package:** 1A46

**Stored** None

**Location:**

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(U) Original LASER Scan Data and Field Office products

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- Copy of each sketch showing locations of scans

**Acquired By:** [REDACTED]

**Acquired On:** 2019-08-12

**Acquired** (U) FARO LASER Scanner

**From:**

Metropolitan Correctional Center

New York, New York

**Attachment:** (U) Two (2) CDs of ORIGINAL RAW scan data for "Cell"

UNCLASSIFIED

Physical 1A/1C Cover Sheet for Serial Export

**Created From:** 90A-NY-3151227

Serial 100

**Package:** 1A46

**Stored** None

**Location:**

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**Acquired By:** [REDACTED]

**Acquired On:** 2019-08-12

**Acquired** (U) FARO LASER Scanner

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Metropolitan Correctional Center

New York, New York

**Attachment:** (U) One (1) CD of Scene2Go products for both "Main Area" and "Cell"

UNCLASSIFIED

Physical 1A/1C Cover Sheet for Serial Export

**Created From:** 90A-NY-3151227

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**Acquired By:** [REDACTED]

**Acquired On:** 2019-08-12

**Acquired From:** (U) FARO LASER Scanner

Metropolitan Correctional Center

New York, New York

**Attachment:** (U) One (1) CD containing the PROJECT FILE for both "Main Area" and "Cell"

UNCLASSIFIED

Physical 1A/1C Cover Sheet for Serial Export

**Created From:** 90A-NY-3151227

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**Acquired By:** [REDACTED]

**Acquired On:** 2019-08-12

**Acquired** (U) FARO LASER Scanner

**From:**

Metropolitan Correctional Center

New York, New York

**Attachment:** (U) Copy of each Error Report for both area projects

UNCLASSIFIED

Physical 1A/1C Cover Sheet for Serial Export

**Created From:** 90A-NY-3151227

Serial 100

**Package:** 1A46

**Stored** None

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**Acquired By:** [REDACTED]

**Acquired On:** 2019-08-12

**Acquired** (U) FARO LASER Scanner

**From:**

Metropolitan Correctional Center

New York, New York

**Attachment:** (U) Copy of each sketch showing locations of scans

Physical 1A/1C Cover Sheet for Serial Export

**Created From:** 90A-NY-3151227  
Serial 100

**Package:** 1A47

**Stored Location:** None

**Summary:** (U//FOUO) Working Copy of LASER Scan Data and Field Projects  
- One (1) CD of WORKING COPY of RAW scan data for "Main Area"  
- One (1) CD of WORKING COPY of RAW scan data for "Cell"  
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- One (1) CD containing the PROJECT FILE for both "Main Area" and "Cell"  
- Copy of each sketch showing locations of scans

**Acquired By:** [REDACTED]

**Acquired On:** 2019-08-17

**Acquired From:** (U) FARO Laser Scanner  
Metropolitcan Correctional Center  
New York, New York

**Attachment:** (U) One (1) CD of WORKING COPY of RAW scan data for "Main Area"

Physical 1A/1C Cover Sheet for Serial Export

**Created From:** 90A-NY-3151227  
Serial 100

**Package:** 1A47

**Stored Location:** None

**Summary:** (U//FOUO) Working Copy of LASER Scan Data and Field Projects

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**Acquired By:** [REDACTED]

**Acquired On:** 2019-08-17

**Acquired From:** (U) FARO Laser Scanner

Metropolitcan Correctional Center  
New York, New York

**Attachment:** (U) One (1) CD of WORKING COPY of RAW scan data for "Cell"

Physical 1A/1C Cover Sheet for Serial Export

**Created From:** 90A-NY-3151227

Serial 100

**Package:** 1A47

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**Acquired On:** 2019-08-17

**Acquired** (U) FARO Laser Scanner

**From:**

Metropolitcan Correctional Center  
New York, New York

**Attachment:** (U) One (1) CD of Scene2Go products for both "Main Area" and "Cell"

Physical 1A/1C Cover Sheet for Serial Export

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**Stored** None

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- One (1) CD containing the PROJECT FILE for both "Main Area" and "Cell"
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**Acquired By:** [REDACTED]

**Acquired On:** 2019-08-17

**Acquired** (U) FARO Laser Scanner

**From:**

Metropolitan Correctional Center  
New York, New York

**Attachment:** (U) One (1) CD containing the PROJECT FILE for both "Main Area" and "Cell"

Physical 1A/1C Cover Sheet for Serial Export

**Created From:** 90A-NY-3151227

Serial 100

**Package:** 1A47

**Stored** None

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**Acquired By:** [REDACTED]

**Acquired On:** 2019-08-17

**Acquired** (U) FARO Laser Scanner

**From:**

Metropolitcan Correctional Center  
New York, New York

**Attachment:** (U) Copy of each sketch showing locations of scans

## FEDERAL BUREAU OF INVESTIGATION

Date of entry 09/09/2019

Pursuant to a Proffer Agreement, [REDACTED] was interviewed at the United States Attorneys Office of the Southern District of New York, 1 St. Andrews, New York, New York. In attendance for the Proffer interview were Assistant United States Attorney (AUSA) [REDACTED], AUSA [REDACTED], FBI Special Agent (SA) [REDACTED], New York Police Department (NYPD) Detective [REDACTED], and Office of Inspector General (OIG) SA [REDACTED].

After being advised of the identity of the interviewing investigators and the nature of the interview, [REDACTED] provided information relating to the investigation. (See attached notes taken by AUSA [REDACTED])

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Investigation on 08/26/2019 at New York, New York, United States (In Person)

File # 90A-NY-3151227Date drafted 09/03/2019by [REDACTED], [REDACTED]

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EFTA00132723

8/20/19

- [redacted] was beg. notes
- was in box 6/24/19 - last week was in the SHU
- in the box for cellphone - was in 9 N ([redacted] has notes on this)
- don't know how they got cellphone
- got to H-tier 6/24, then moved to K tier, last cell on left hand side - Kooda B was bunkie - kente mckenzie stayed there whole time - from cell, could see a bit of the front gate + a little of shower.
- usually in SHU wake up ~ breakfast, around 6am
- usually fall asleep ~ 12/1, sometimes later than that
- just got radio the last couple weeks in the SHU
- rounds - believe supposed to do rounds every 15-30 min during the day. just come by for showers/food - not that much
- when gate opens go to door to see what's going on.
- at night before DE died -
  - count ~ 10
  - 12 - sometimes want to it, do it late
  - 3
  - 5
  - breakfast
- before DE died, guards d/n always do count overnight, they mostly did it, but not all the time but d/n do rounds
- when they did counts at 12, they flash a light + keep moving <sup>13, 5</sup>
- make you stand up for 4+10, only certain officers.
- in box 4/2/19 - 6/17/19 in box - on <sup>M tier</sup> L tier
- short haired, dark skinned, beard, mid weight + guard usually works overnight, usually does count
- found out Epstein died from news, didn't hear anything overnight, they walked 10pm count, d/n see anything after that. Noel walked. D/n hear anyone else.
- went to sleep 2/3 am that night.
- first time seeing Noel work overnight in box. Seems like a nice person.
- everyone in SHU saying Epstein killed himself
- don't remember anyone saying anything overnight. quiet.

In L tier, first on left, then first on right, then third on right then 2nd on left, then 1st on left

- from 1st cell on right, can see whole guard's desk, 3rd one on right can see some of desk. from L tier cell on right:

- sometimes guards on computer, sometimes sleeping  
heard phone ringing + would not answer

- knew people who worked in cadre who got contraband need gate pass to get outside



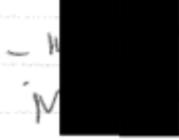
- medium height, short hair, in SHU in K tier when he came in, Af. Am.

got busted for cigs + cellphones

in second cell on the right in K tier, he was in 3rd cell on left

said if you got a gate pass or people who work garbage bring it in. officers don't search them, just a little pat down.

- Don't know if they paid guard.



In SHU, L-tier when left, got busted for contraband

## FEDERAL BUREAU OF INVESTIGATION

Date of entry 09/09/2019

On August 10, 2019, Special Investigative Section (SIS) Lieutenant [REDACTED] of the Metropolitan Correctional Center (MCC), Federal Bureau of Prisons (BOP), provided photographs of JEFFREY EPSTEIN from August 10, 2019. The photographs were taken by LT. [REDACTED] and [REDACTED]. The photographs depict EPSTEIN receiving medical care from EMS personnel and EPSTEIN after he had received medical care on August 10, 2019.

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Investigation on 08/10/2019 at New York, New York, United States (Email)

File # 90A-NY-3151227Date drafted 09/05/2019

by [REDACTED]

This document contains neither recommendations nor conclusions of the FBI. It is the property of the FBI and is loaned to your agency; it and its contents are not to be distributed outside your agency.

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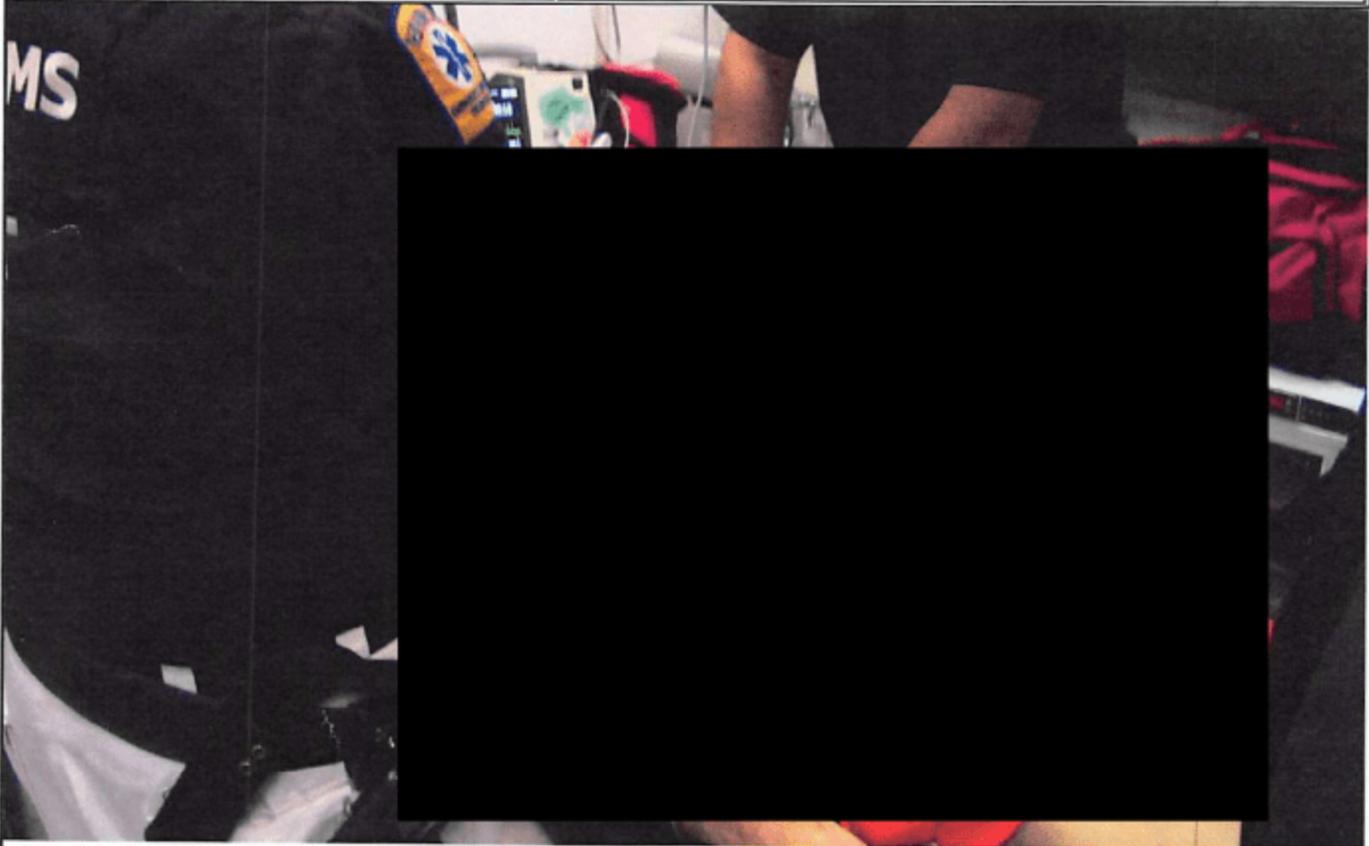


Lieutenant's Office

**Metropolitan Correctional Center New York, N.Y.**

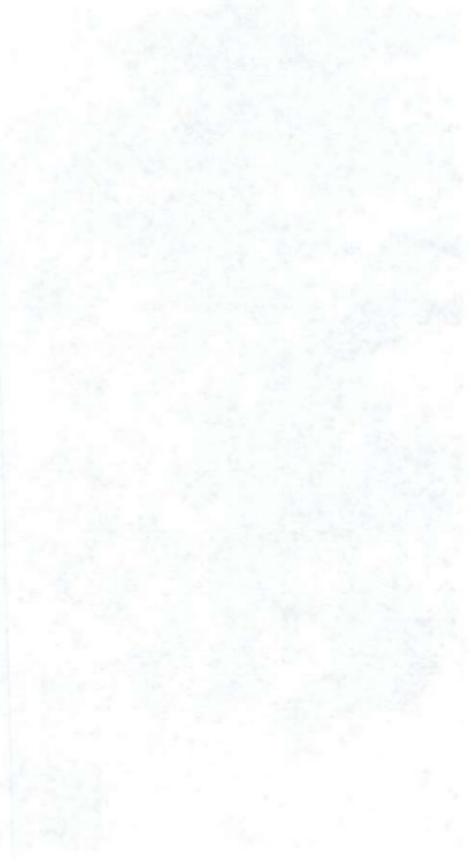
**Photo Sheet**  
**Lieutenant's Office**

Type of Incident	INMATE SUICIDE
Date and Time of Incident	08/10/2019 6:33 AM
Inmate Name / Reg. No.	EPSTEIN, JEFFERY REG#76318-054
Location of Incident	ZA
Photograph(s) by	Lt. [REDACTED]
Date and Time of Photo	[REDACTED] 6:49 AM



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8/10/19 [Signature]



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Handwritten scribbles or marks below the 'COPY' stamp.

**METROPOLITAN CORRECTIONAL CENTER**

**NEW YORK**



**JEFFREY, EPSTEIN**

**REG. NO. 76318-054**

**PHOTOGRAPHS TAKEN**

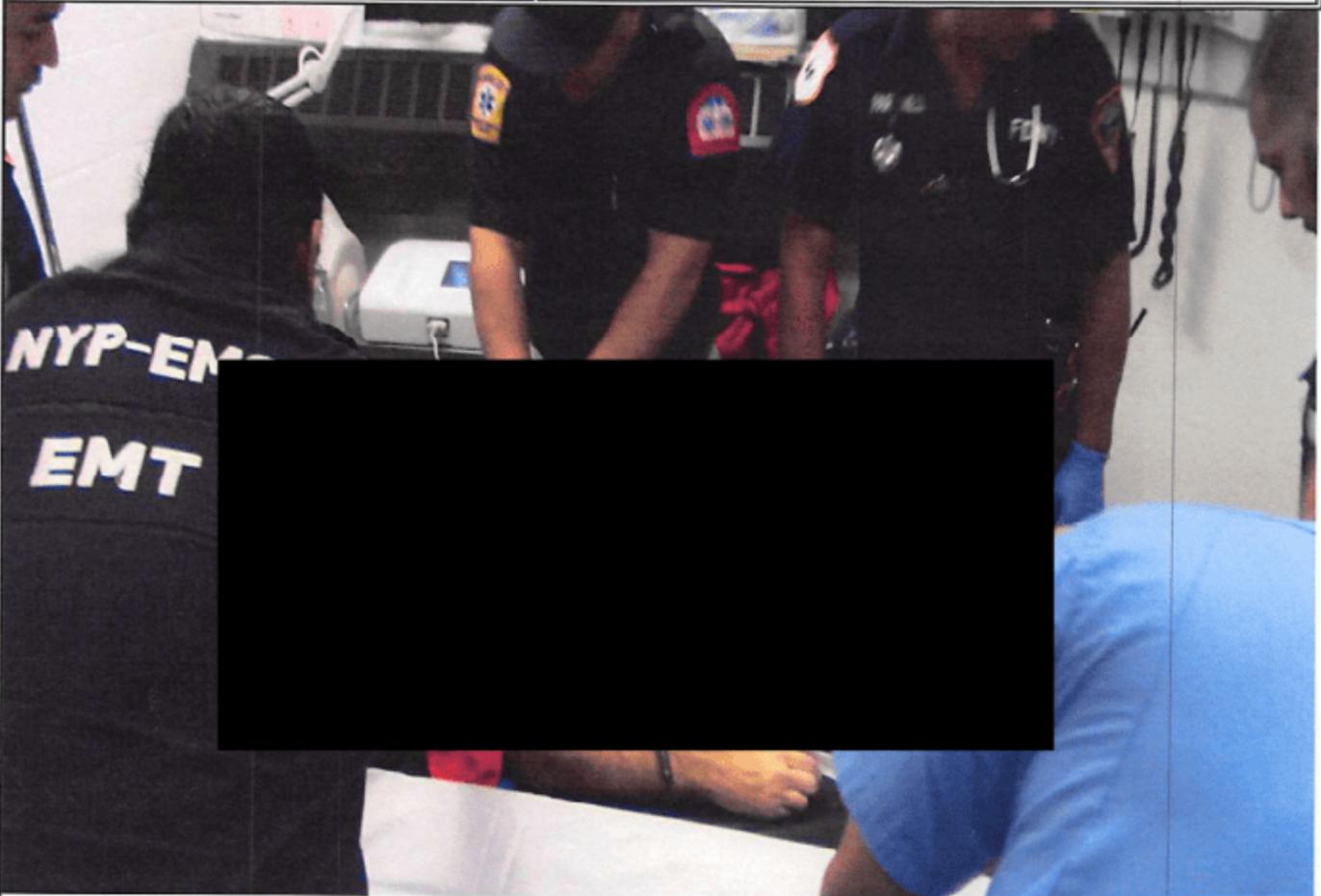
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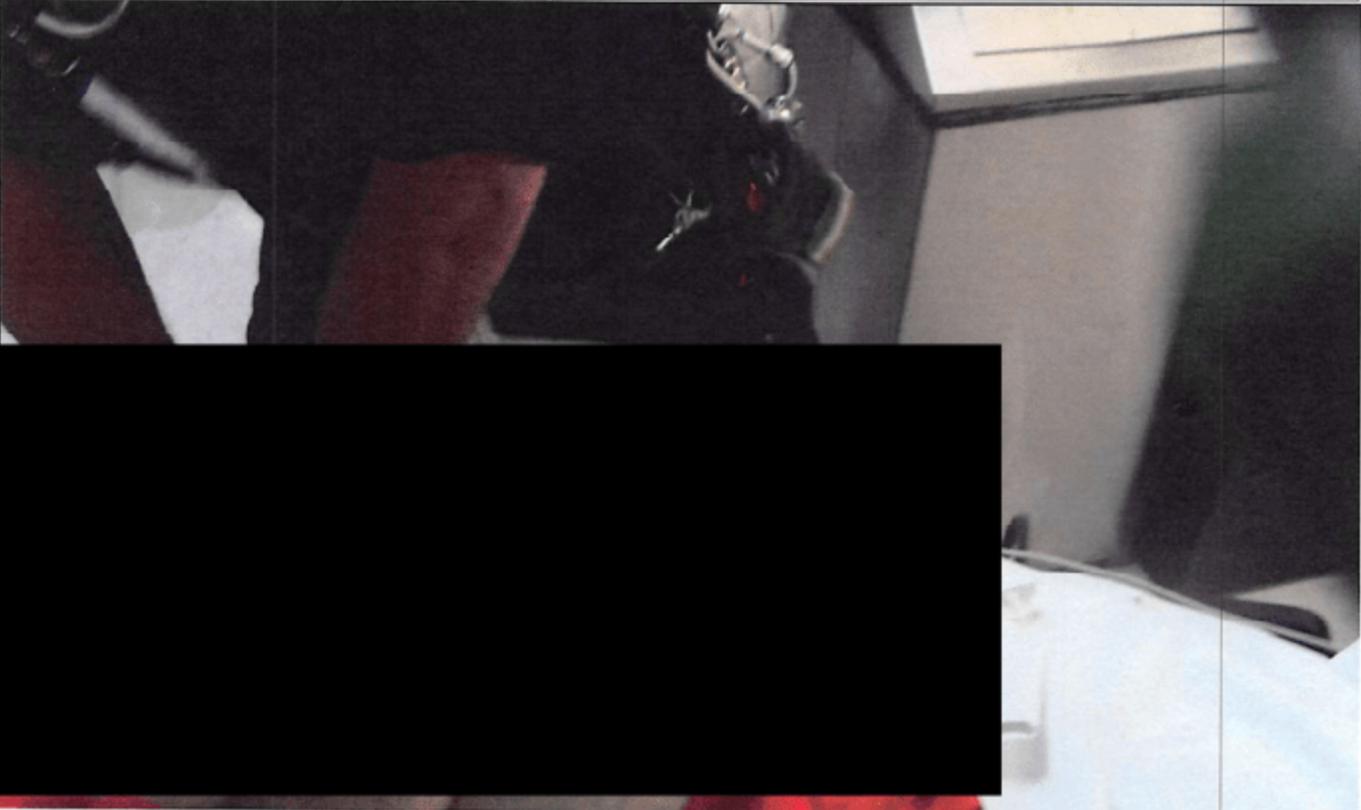


Lieutenant's Office

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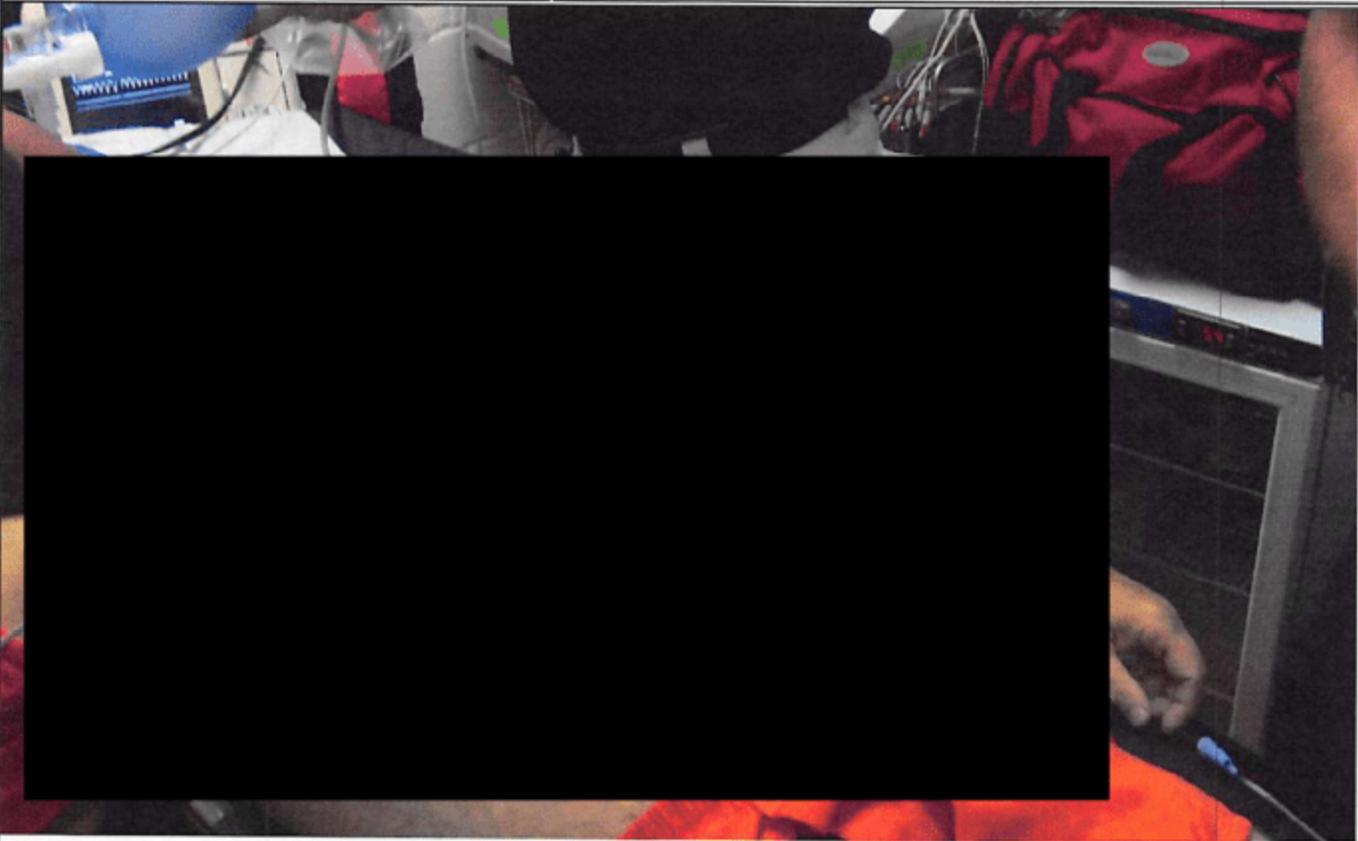
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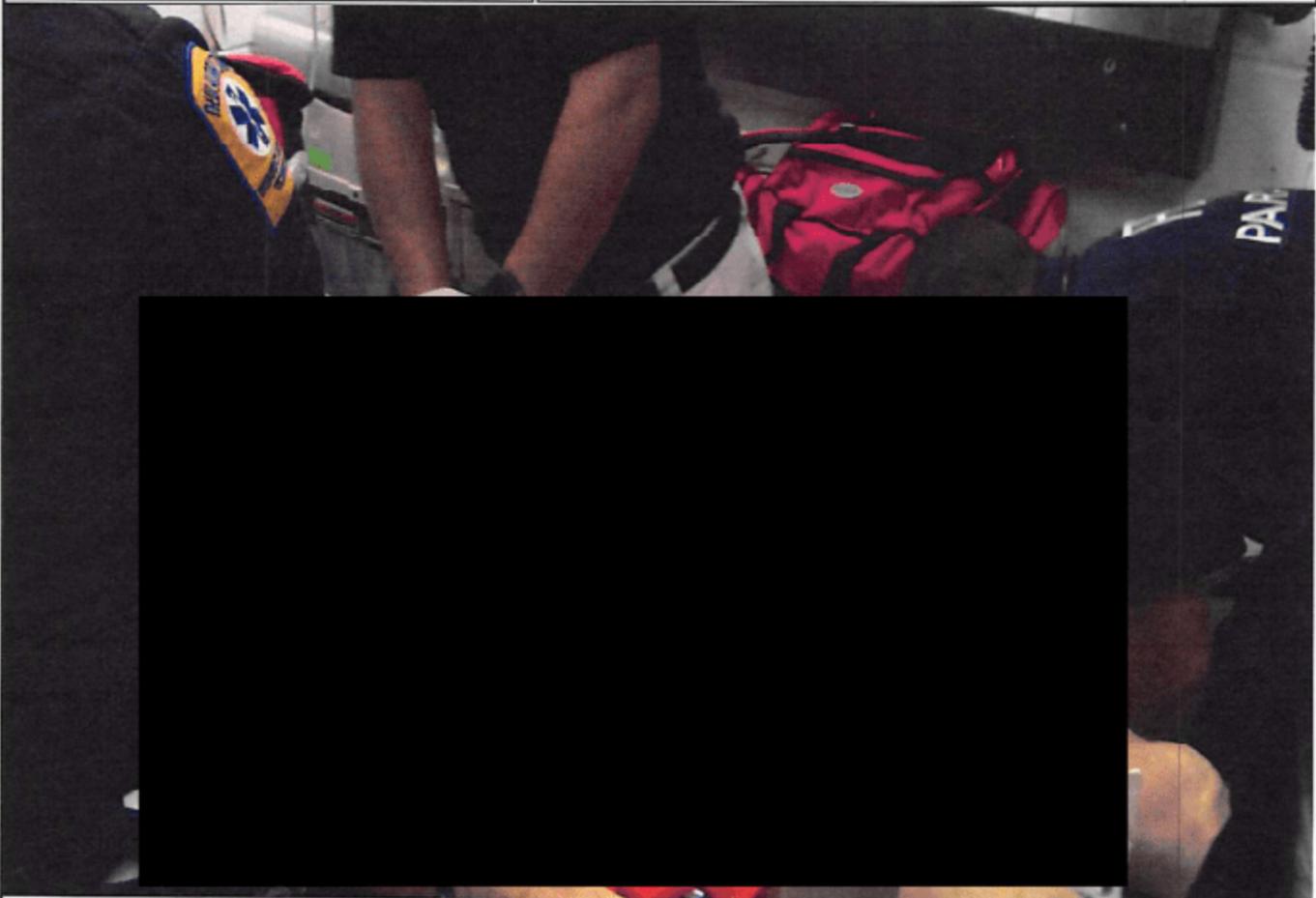
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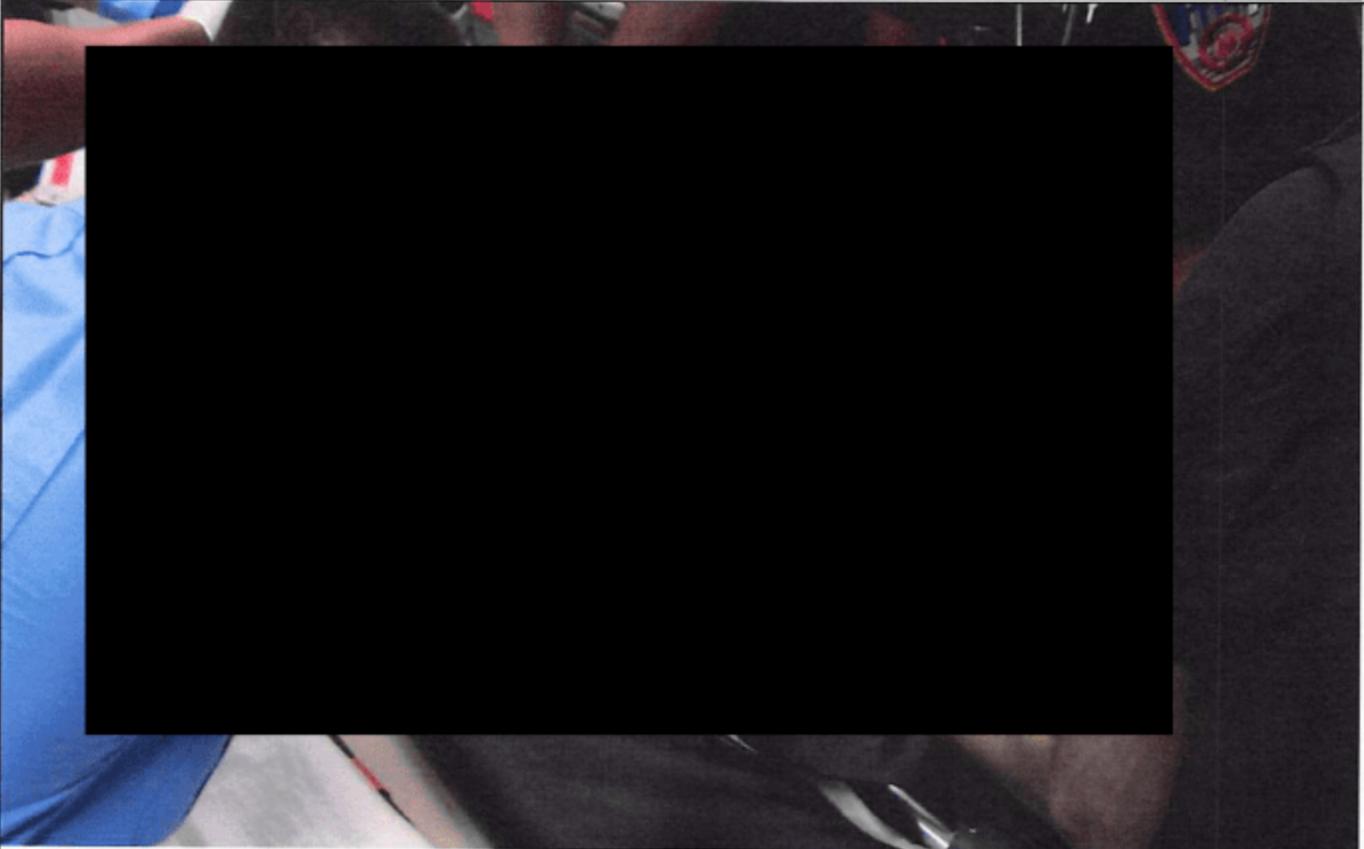
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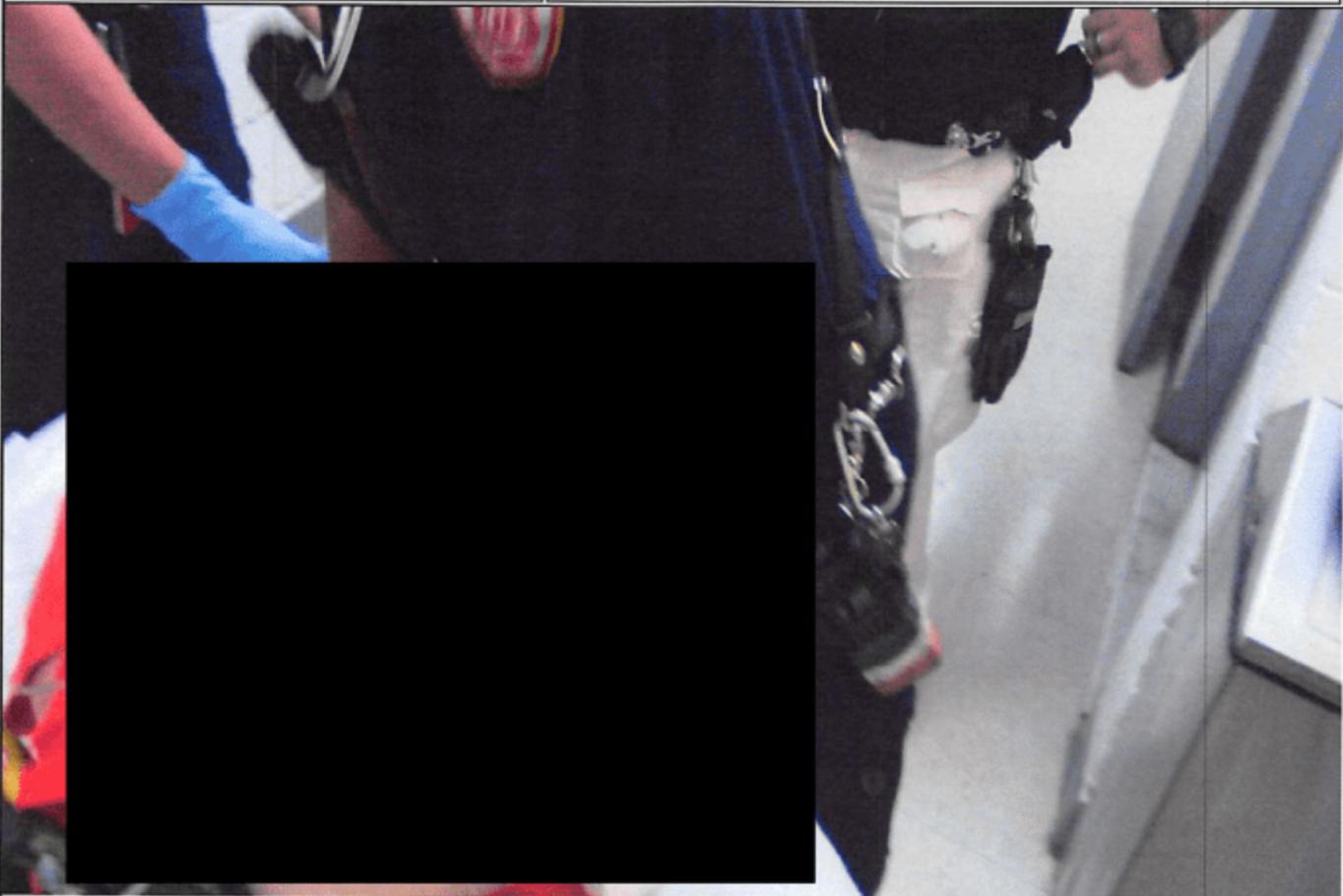
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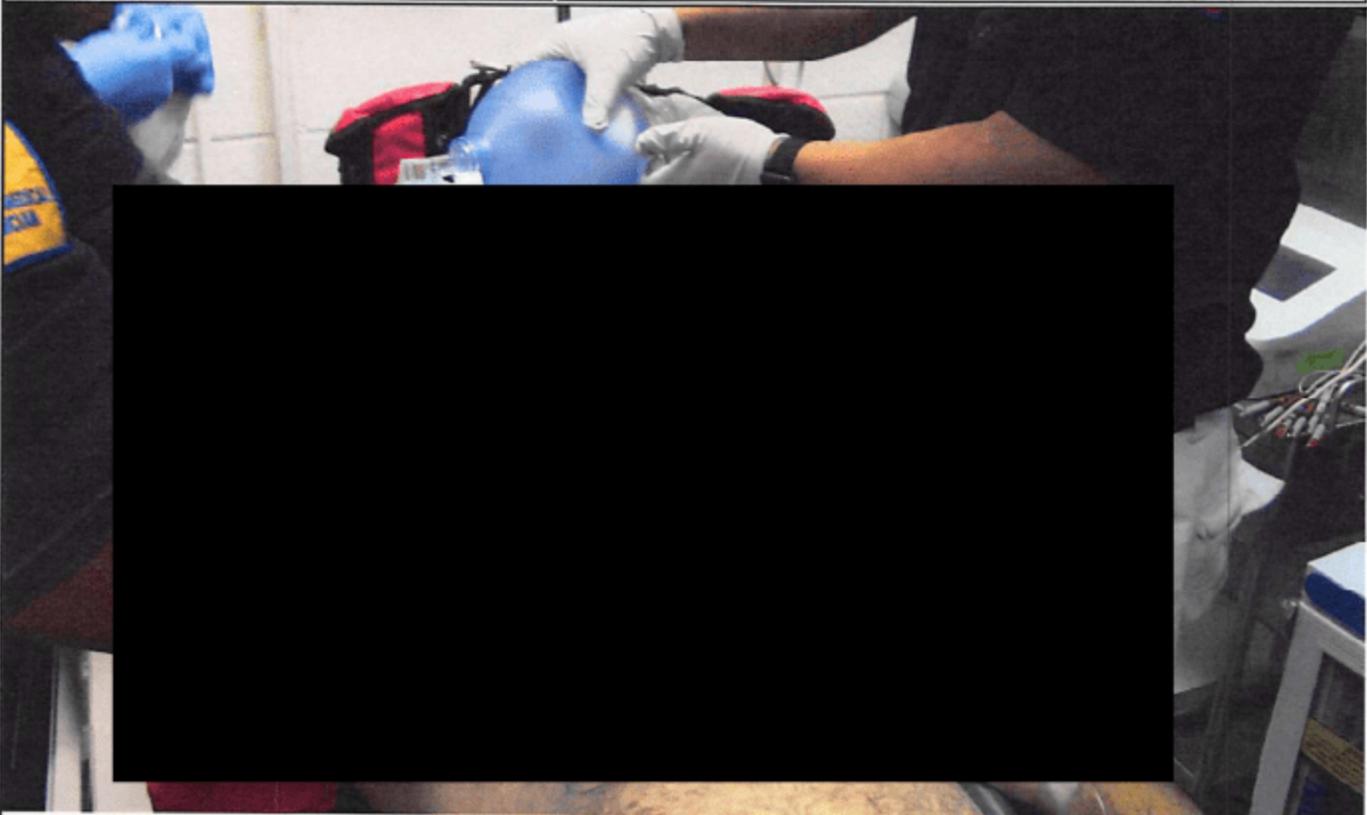


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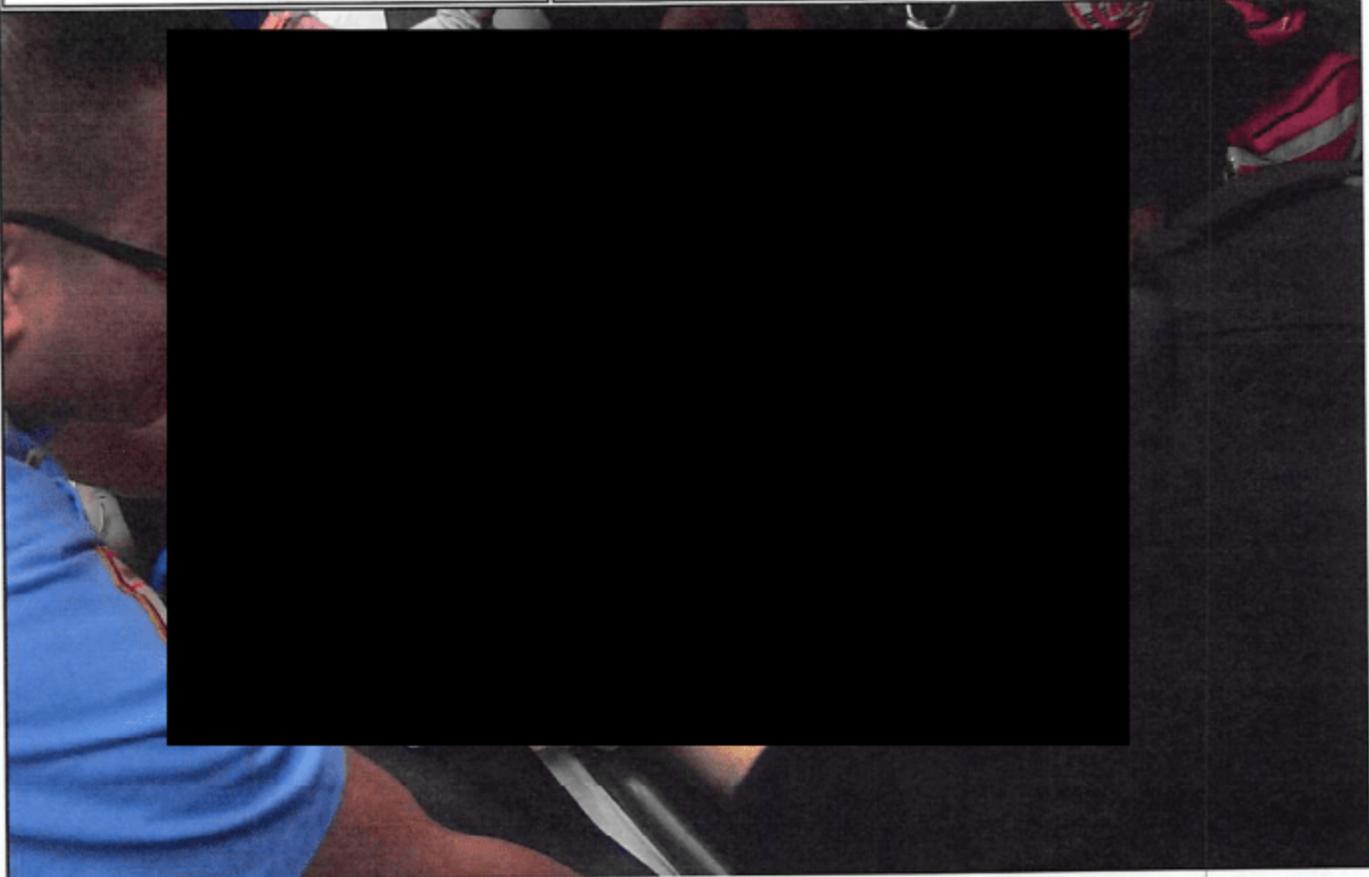


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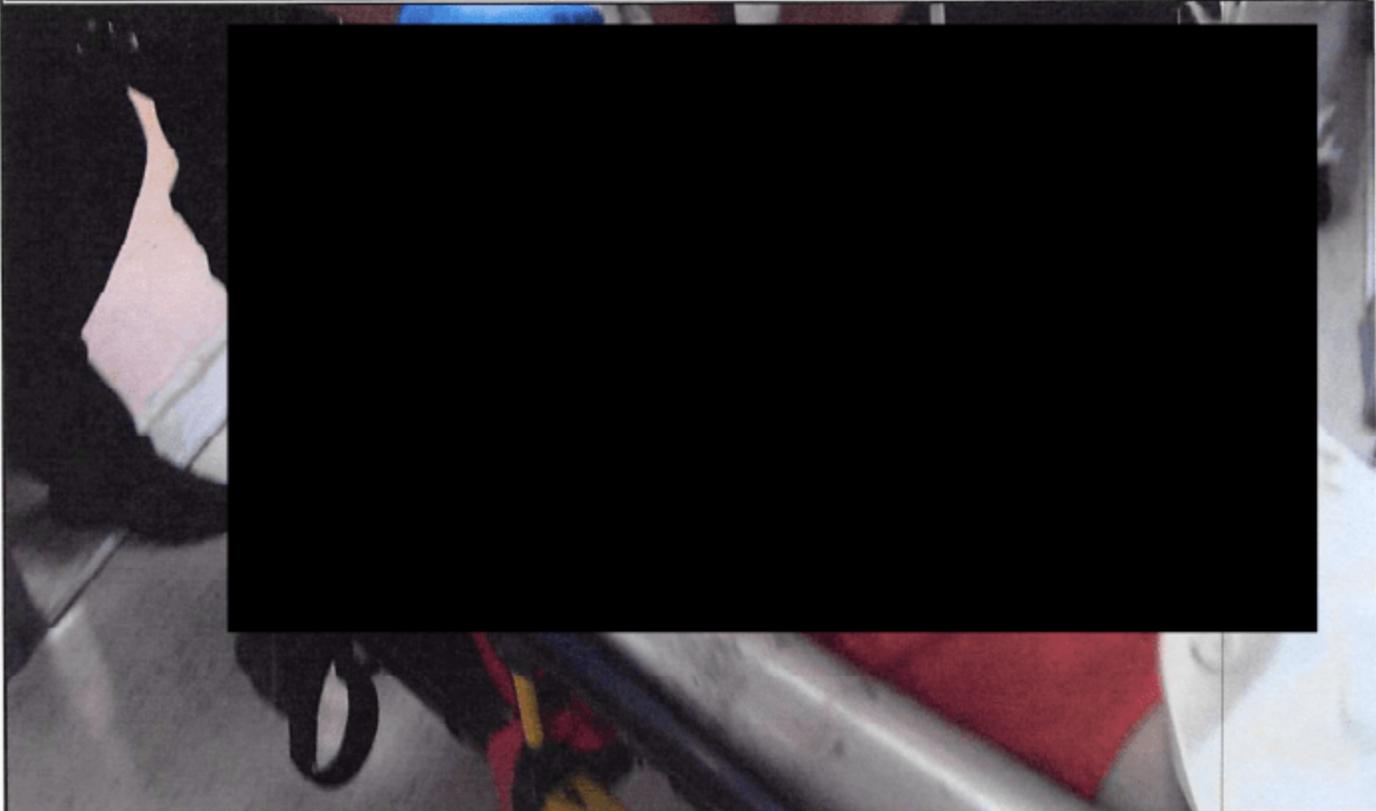
8/10/19



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**Lieutenant's Office**

Type of Incident	INMATE SUICIDE
Date and Time of Incident	08/10/2019 6:33 AM
Inmate Name / Reg. No.	EPSTEIN, J [REDACTED] 76318-054
Location of Incident	ZA
[REDACTED]	[REDACTED]
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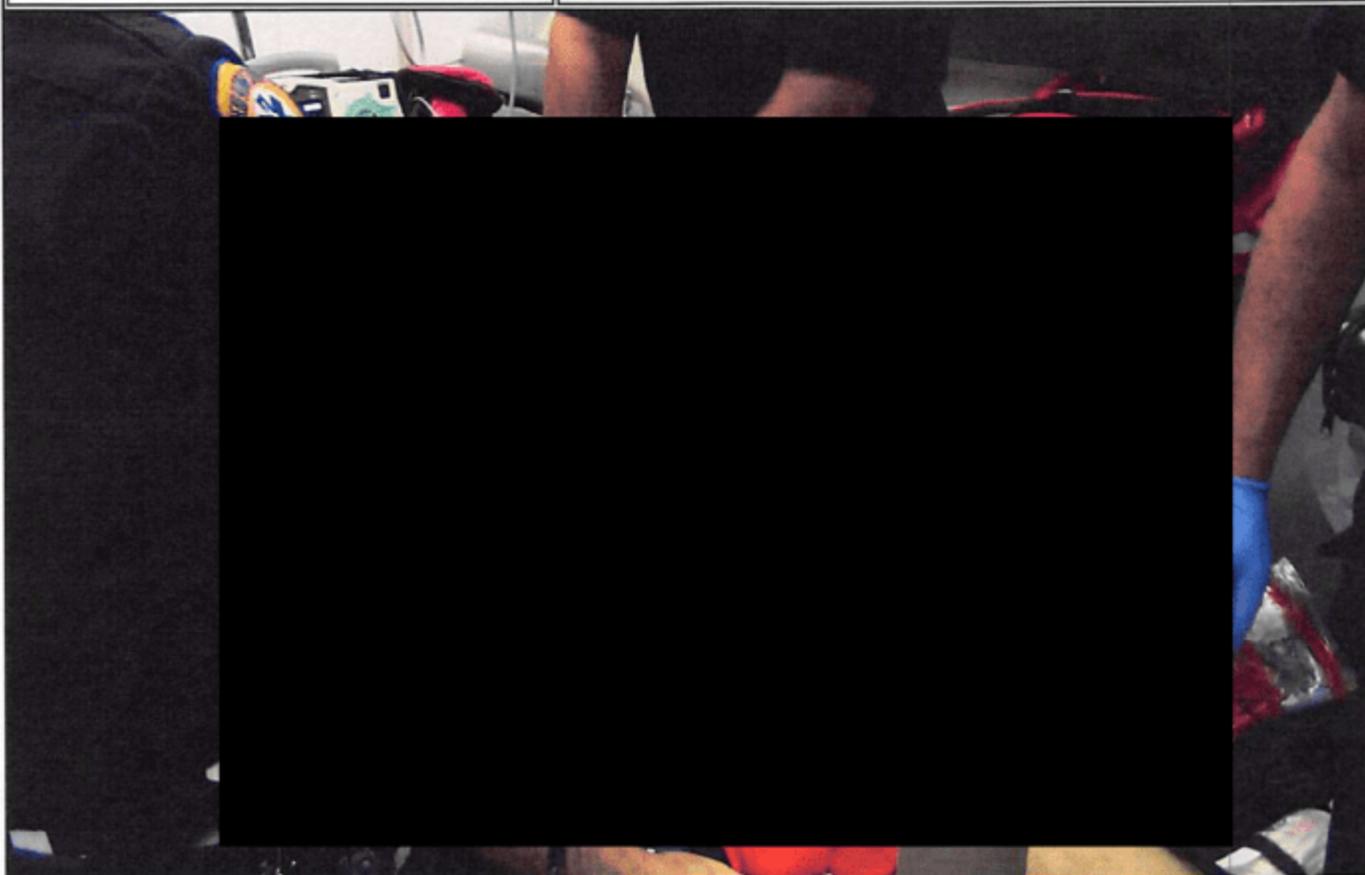


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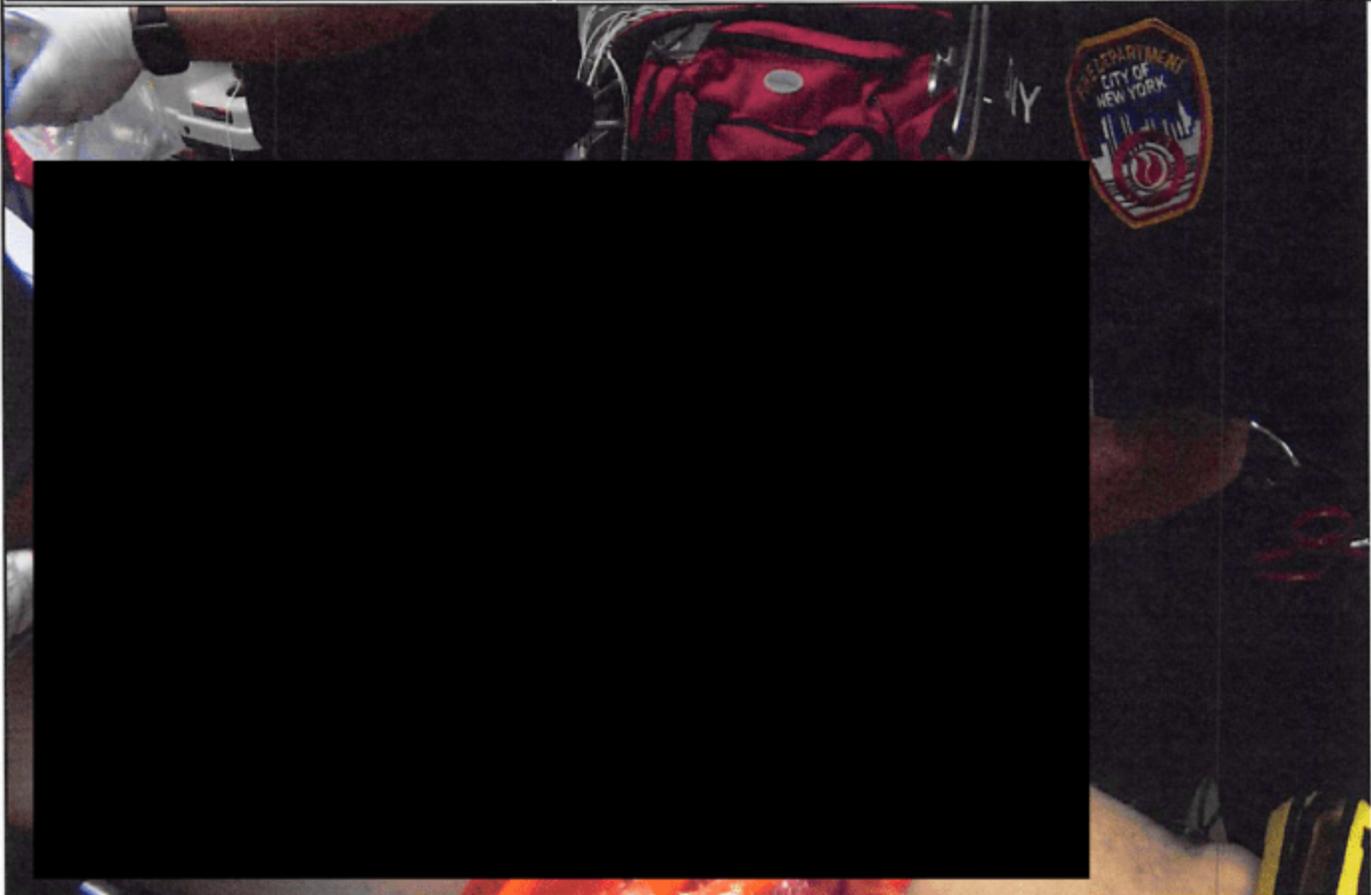


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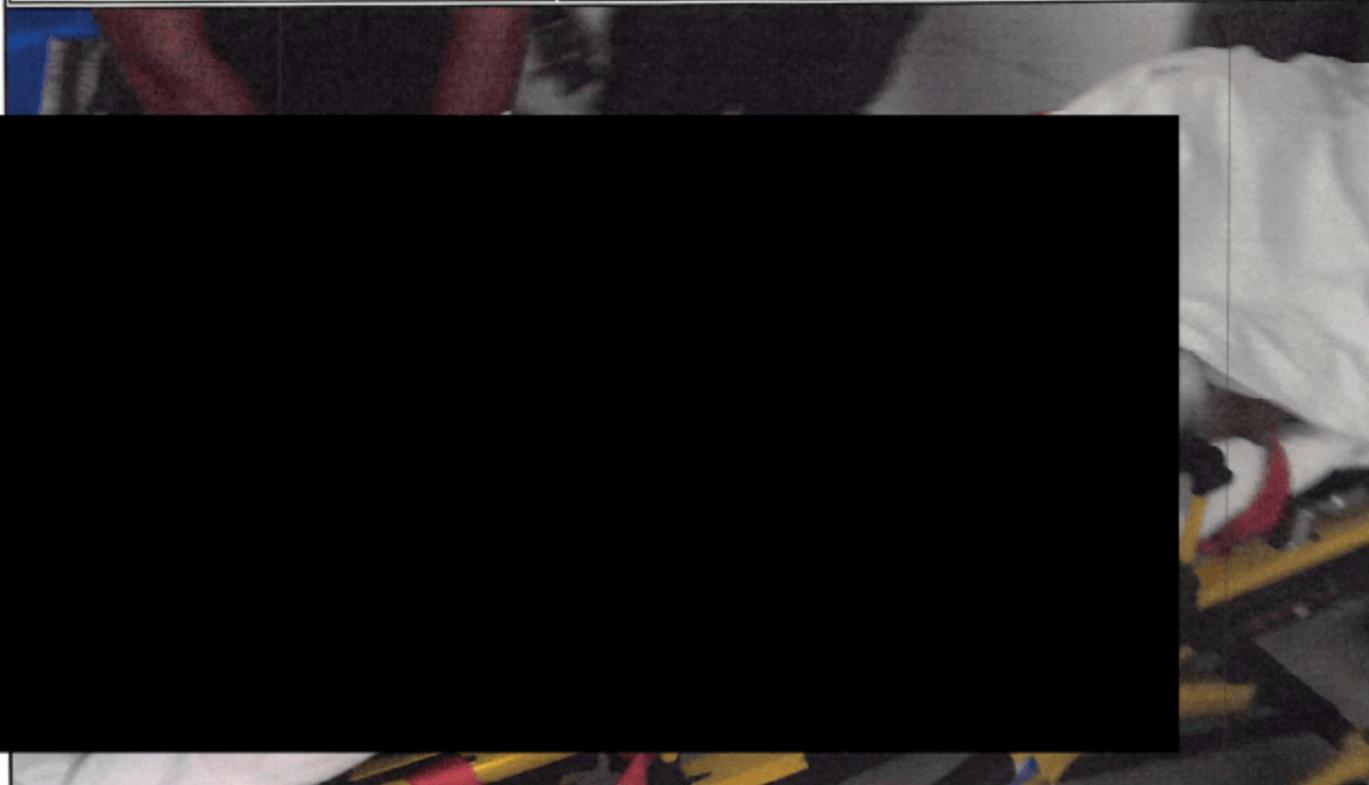


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## Metropolitan Correctional Center New York, N.Y.

### Photo Sheet Lieutenant's Office

Type of Incident	<i>INMATE SUICIDE</i>
Date and Time of Incident	<i>08/10/2019 6:33 AM</i>
Inmate Name / Reg. No.	<i>EPSTEIN, JEFFERY REG#76318-054</i>
Location of Incident	<i>ZA</i>
Photograph(s) by	<i>Lt. [REDACTED]</i>
Date and Time of Photo	<i>08/10/2019 6:49 AM</i>



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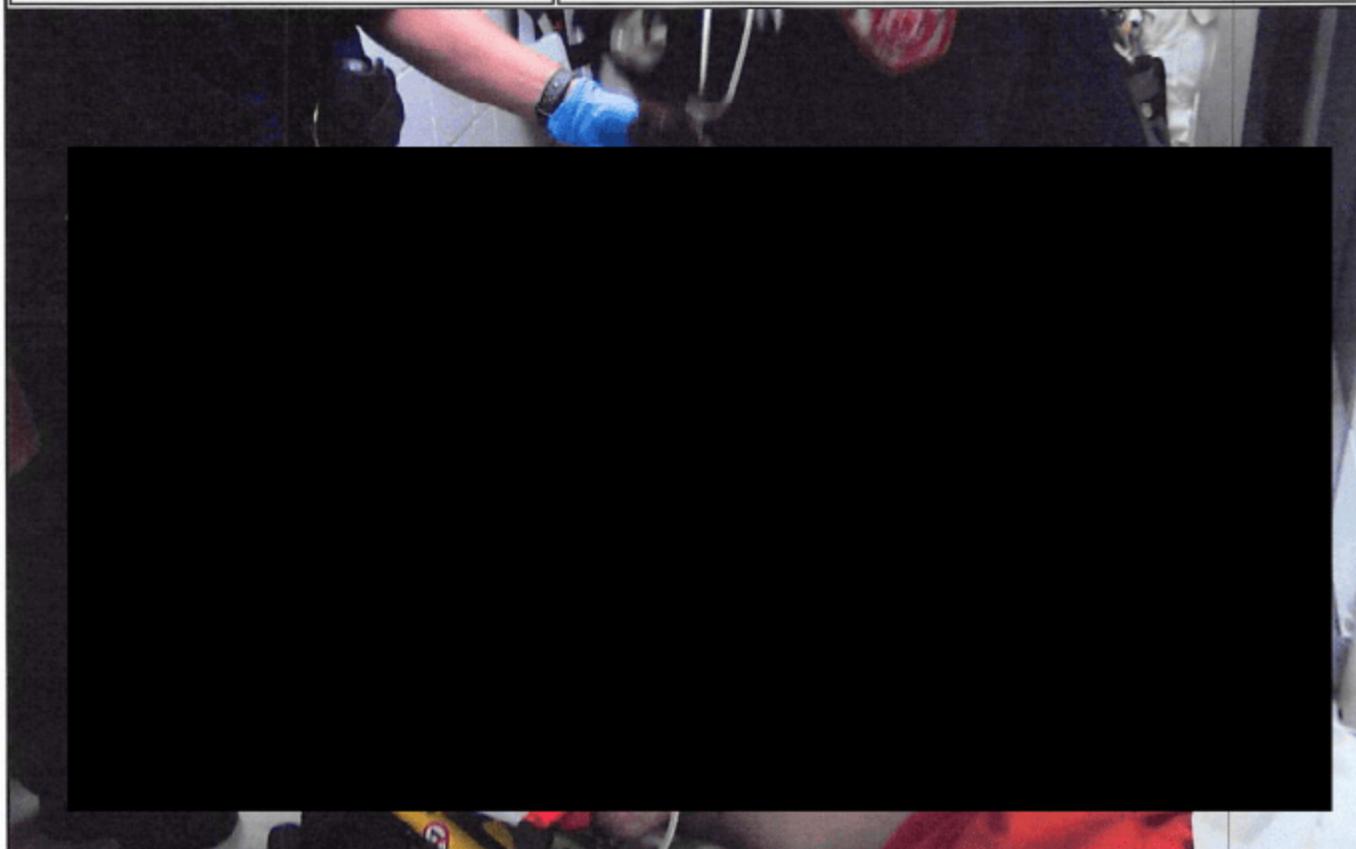


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## Metropolitan Correctional Center New York, N.Y.

### Photo Sheet Lieutenant's Office

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Location of Incident	<i>ZA</i>
Photograph(s) by	<i>Li. [REDACTED]</i>
Date and Time of Photo	<i>08/10/2019 6:49 AM</i>



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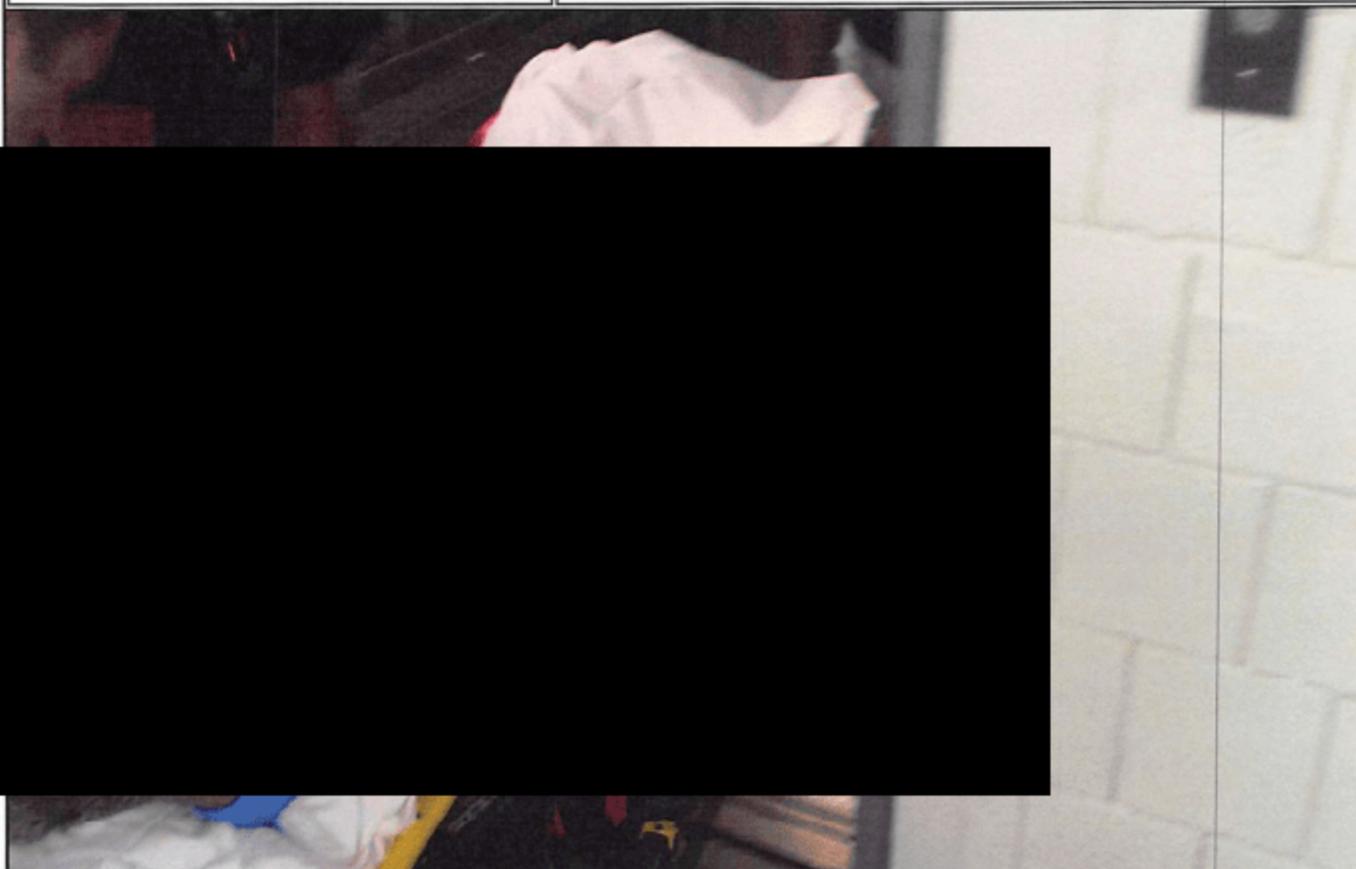


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## Metropolitan Correctional Center New York, N.Y.

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Type of Incident	INMATE SUICIDE
Date and Time of Incident	08/10/2019 6:33 AM
Inmate Name / Reg. No.	EPSTEIN, JEFFERY REG#76318-054
Location of Incident	ZA
Photograph(s) by	Lt. [REDACTED]
Date and Time of Photo	08/10/2019 6:49 AM



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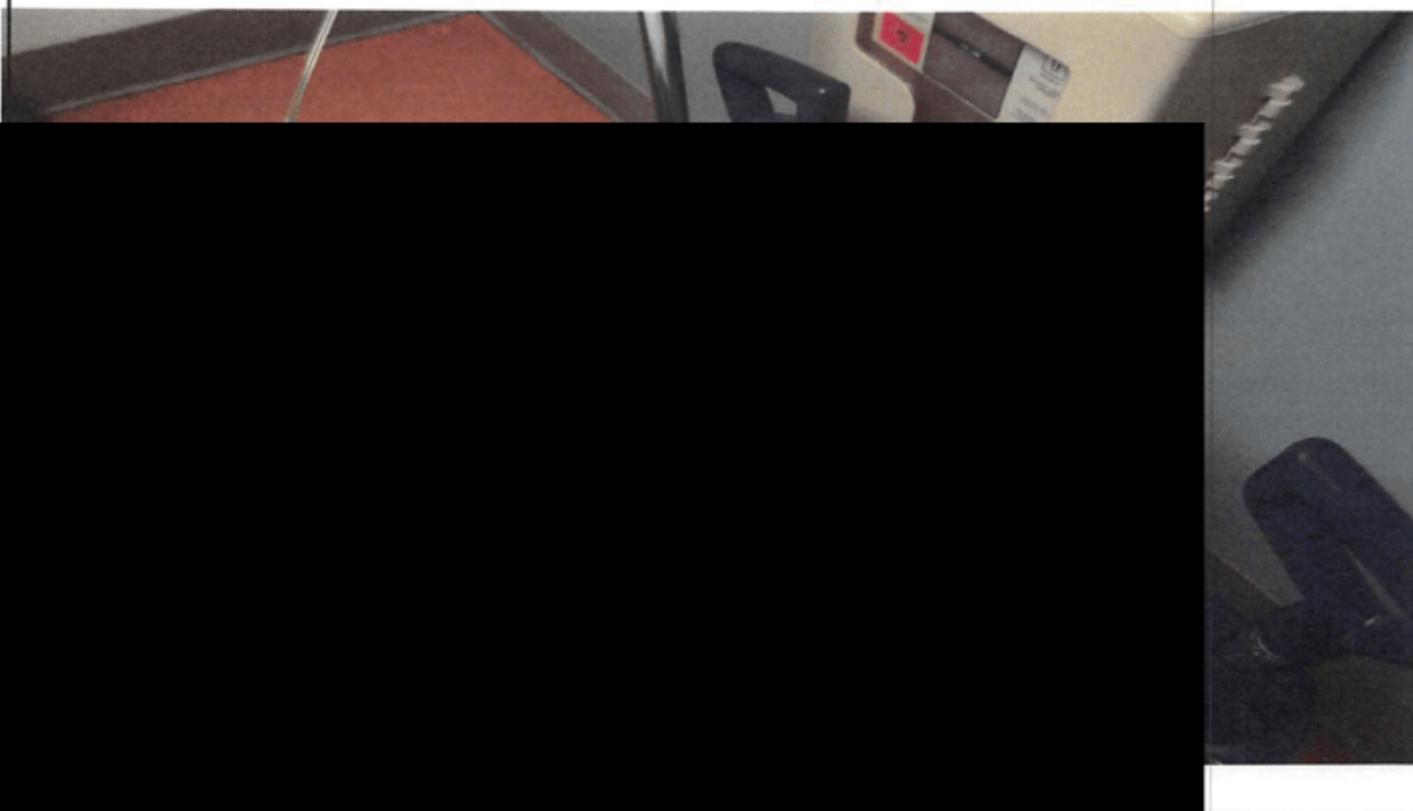
Lieutenant's Office

Metropolitan Correctional Center New York, N.Y.

Photo Sheet

Special Investigative Section

Type of Incident	N/A
Date and Time of Incident	8/10/2019 @ 6:33 AM
Inmate Name(s) / Reg. No.	Jeffrey, Epstein #76318-054
Location of Incident	photographs taken at outside hospital
Photograph(s) by	[REDACTED]





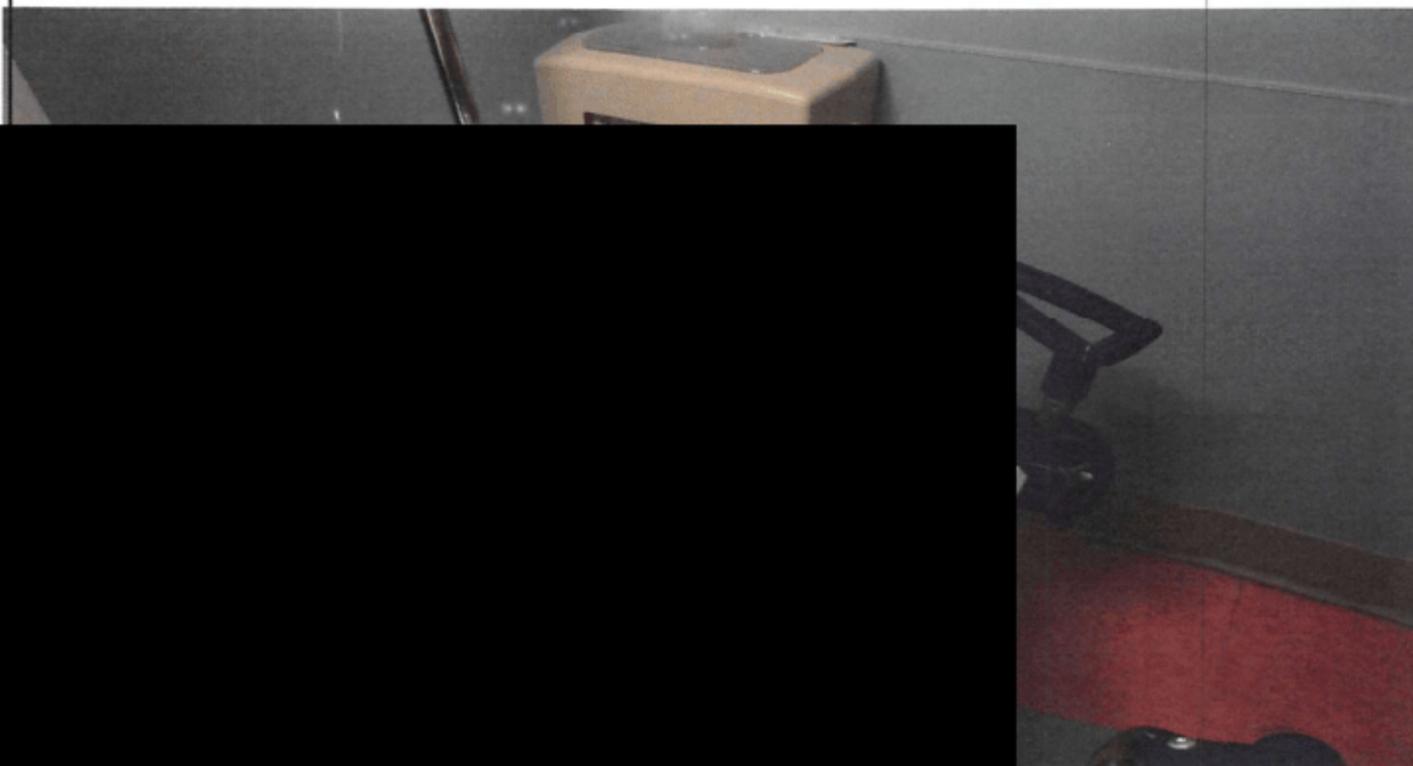
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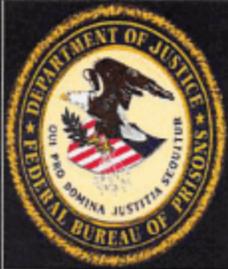
Metropolitan Correctional Center New York, N.Y.

Photo Sheet

Special Investigative Section

Type of Incident	N/A
Date and Time of Incident	8/10/2019 @ 6:33 AM
Inmate Name(s) / Reg. No.	Jeffrey, Epstein #76318-054
Location of Incident	photographs taken at outside hospital
Photograph(s) by	[REDACTED]





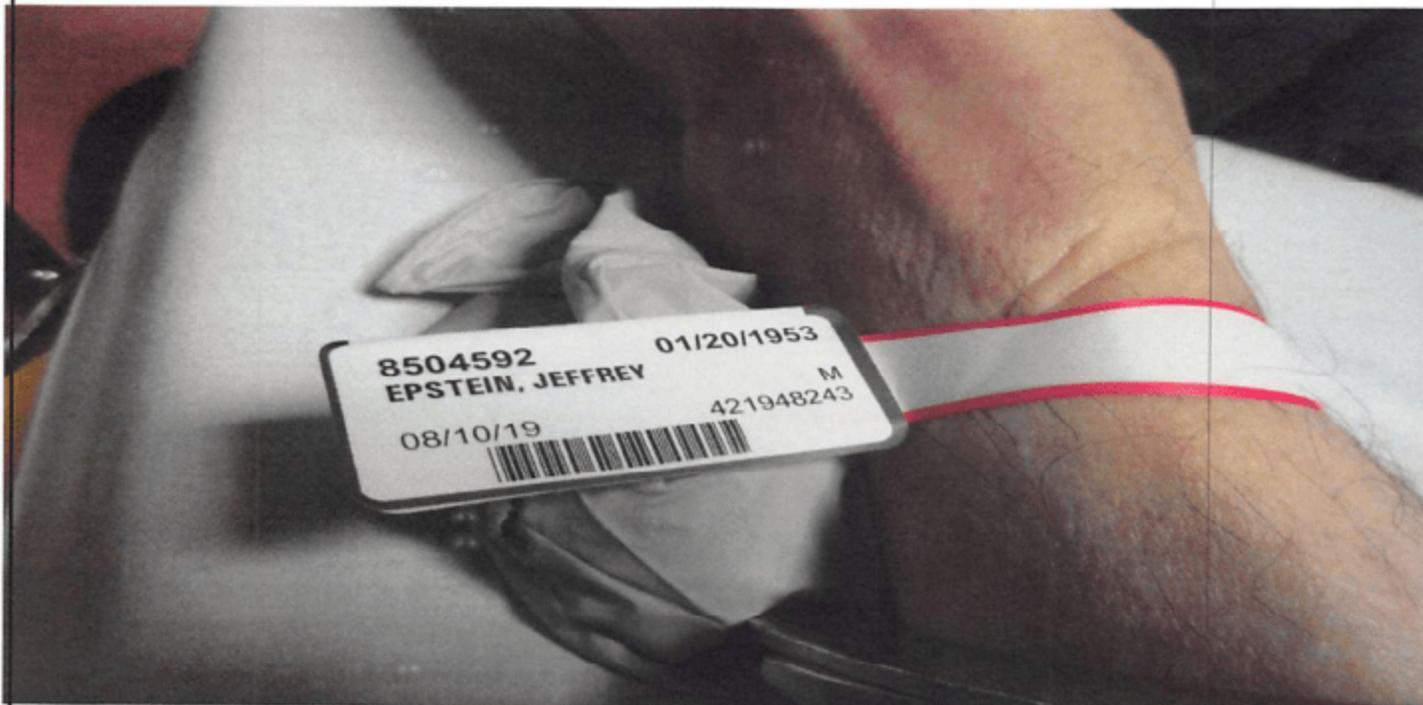
Lieutenant's Office

Metropolitan Correctional Center New York, N.Y.

Photo Sheet

Special Investigative Section

Type of Incident	N/A
Date and Time of Incident	8/10/2019 @ 6:33 AM
Inmate Name(s) / Reg. No.	Jeffrey, Epstein #76318-054
Location of Incident	photographs taken at outside hospital
Photograph(s) by	[REDACTED]





Lieutenant's Office

Metropolitan Correctional Center New York, N.Y.

Photo Sheet

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Inmate Name(s) / Reg. No.	Jeffrey, Epstein #76318-054
Location of Incident	photographs taken at outside hospital
Photograph(s) by	[REDACTED]





Lieutenant's Office

**Metropolitan Correctional Center New York, N.Y.**  
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**Lieutenant's Office**

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Location of Incident	<i>7A</i>
Photograph(s) by	<i>Lt. [REDACTED]</i>
Date and Time of Photo	<i>08/10/2019 6:49 AM</i>



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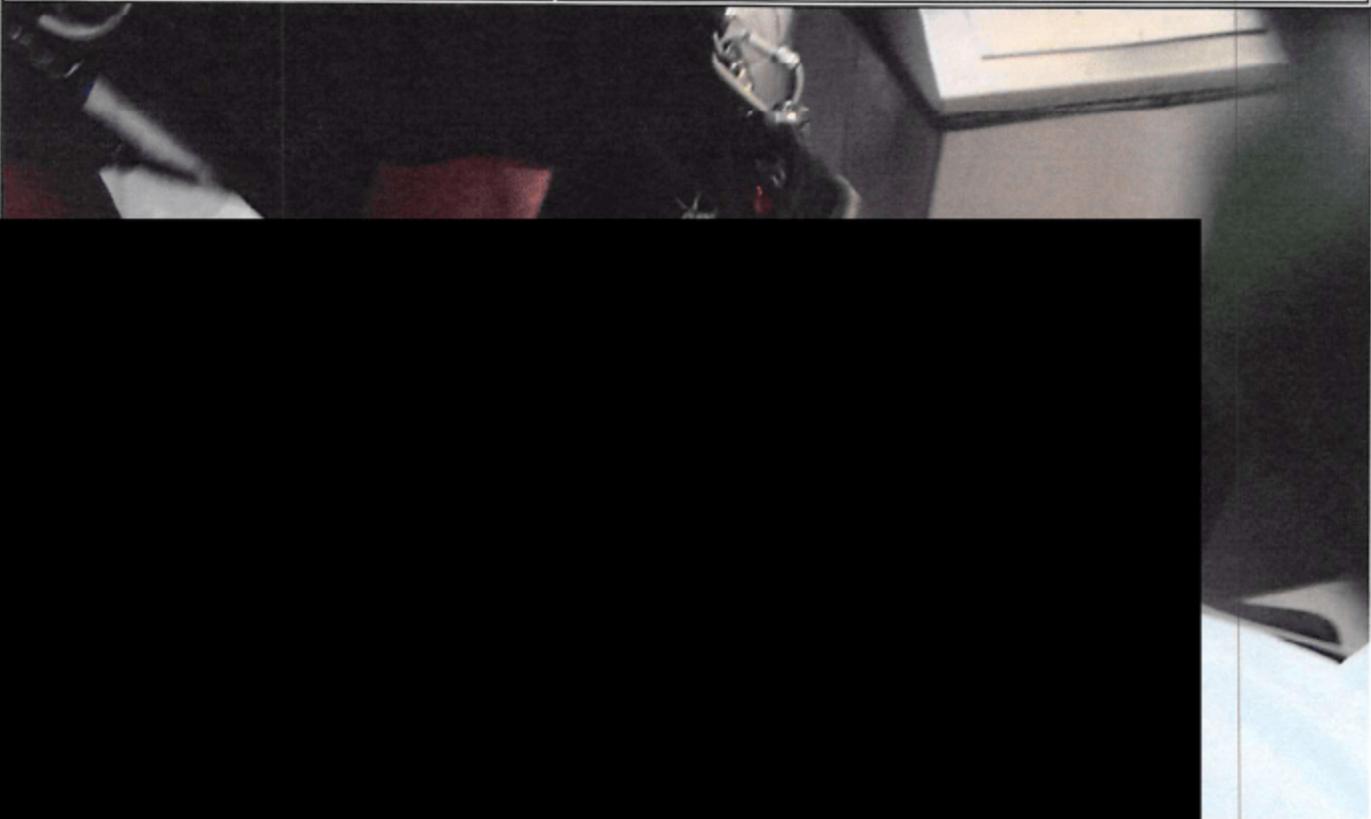
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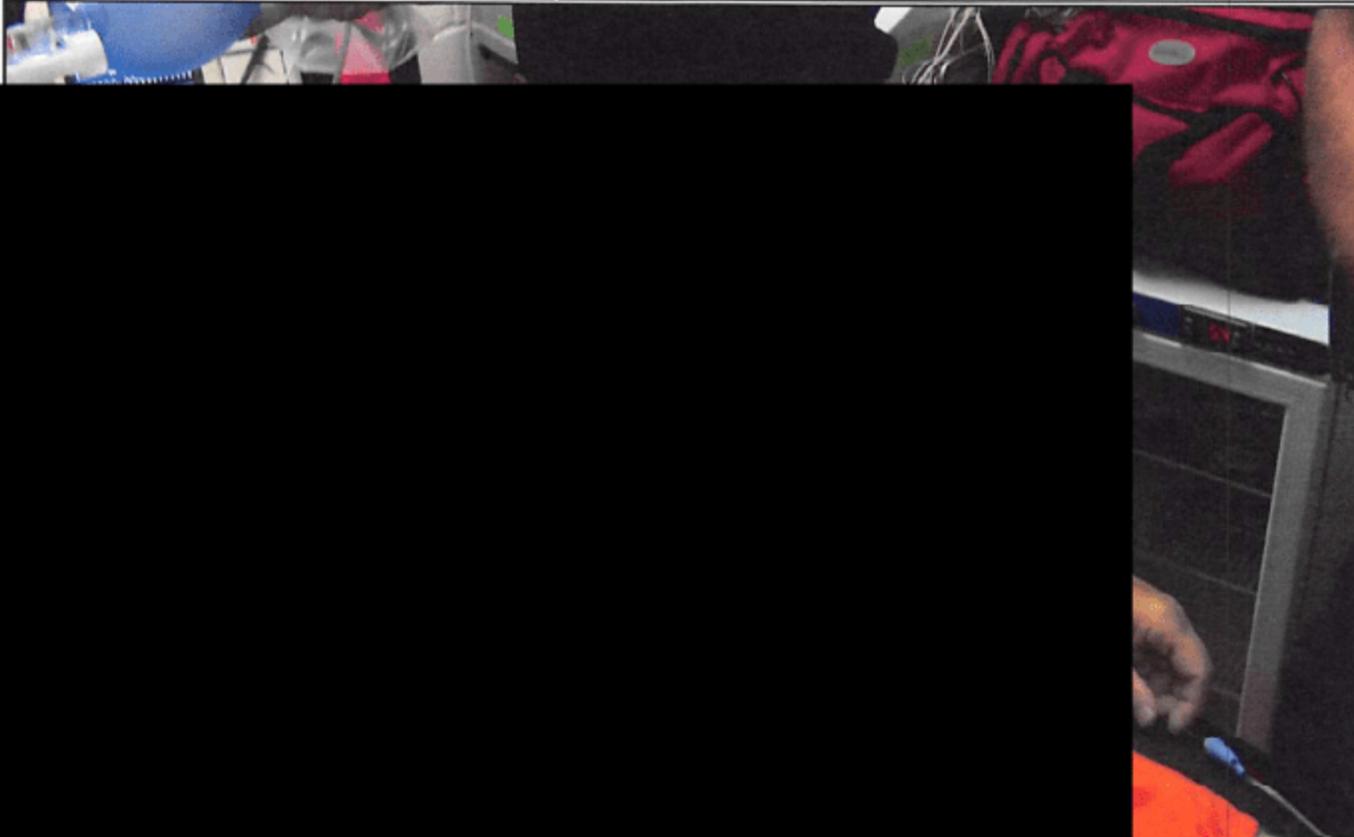


Lieutenant's Office

## Metropolitan Correctional Center New York, N.Y.

### Photo Sheet Lieutenant's Office

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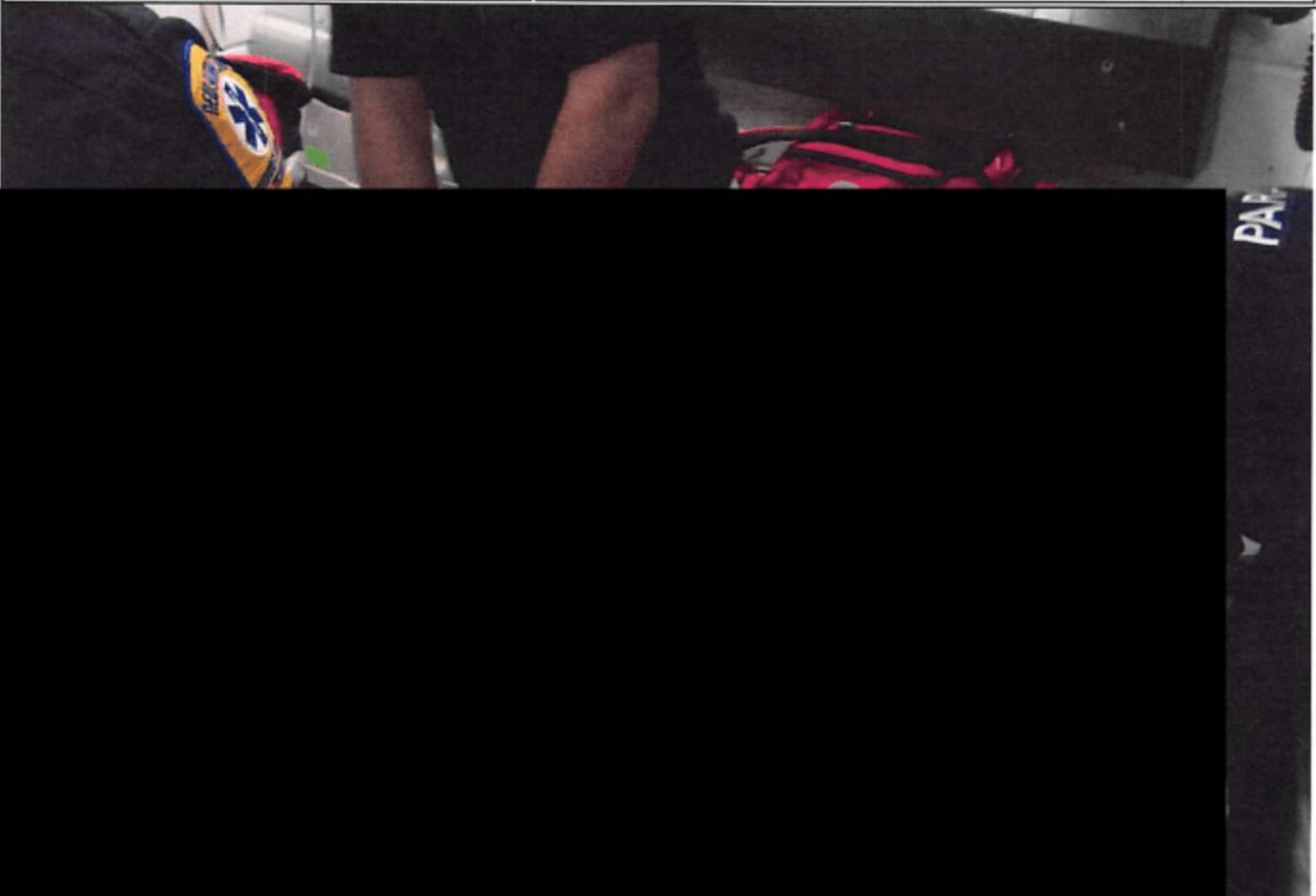
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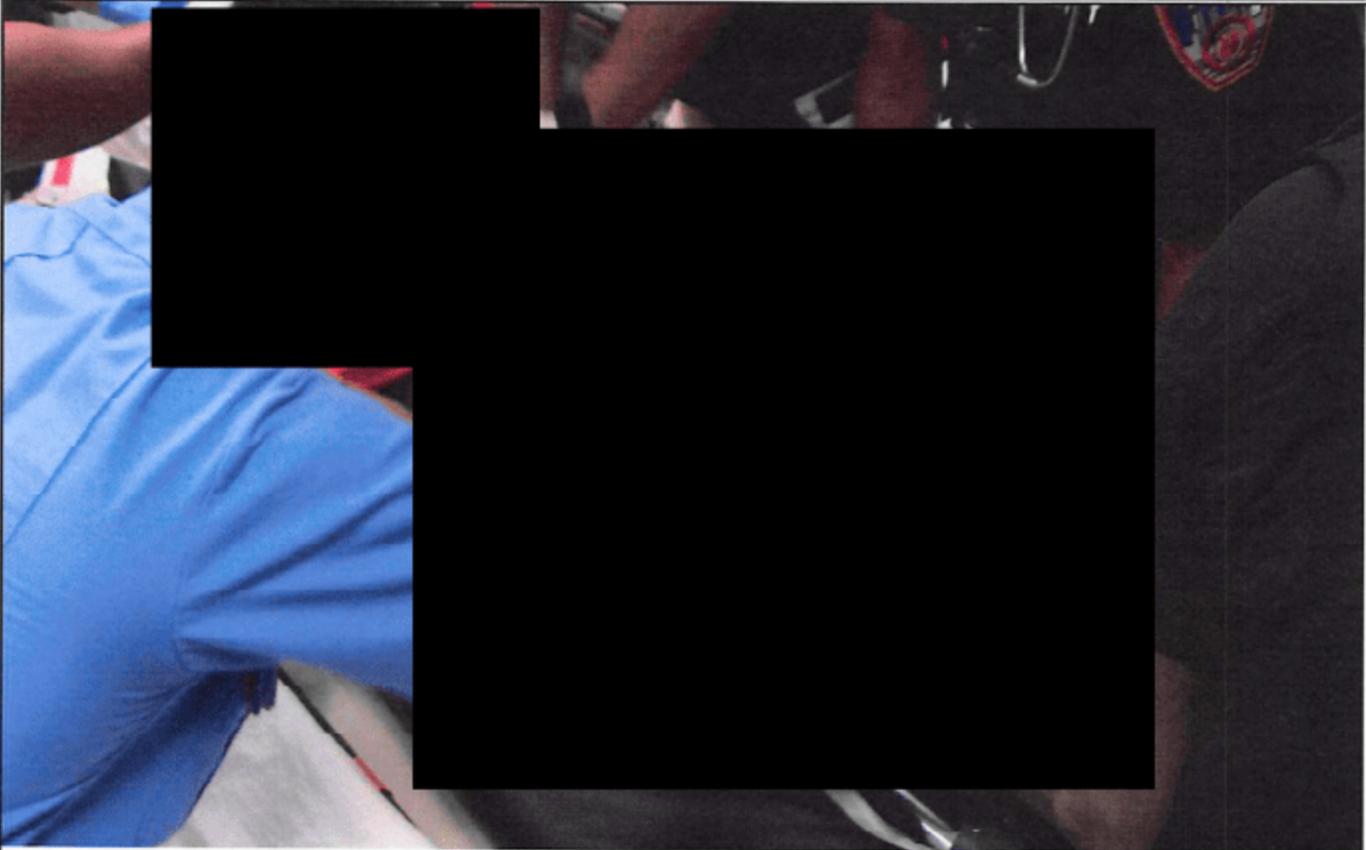
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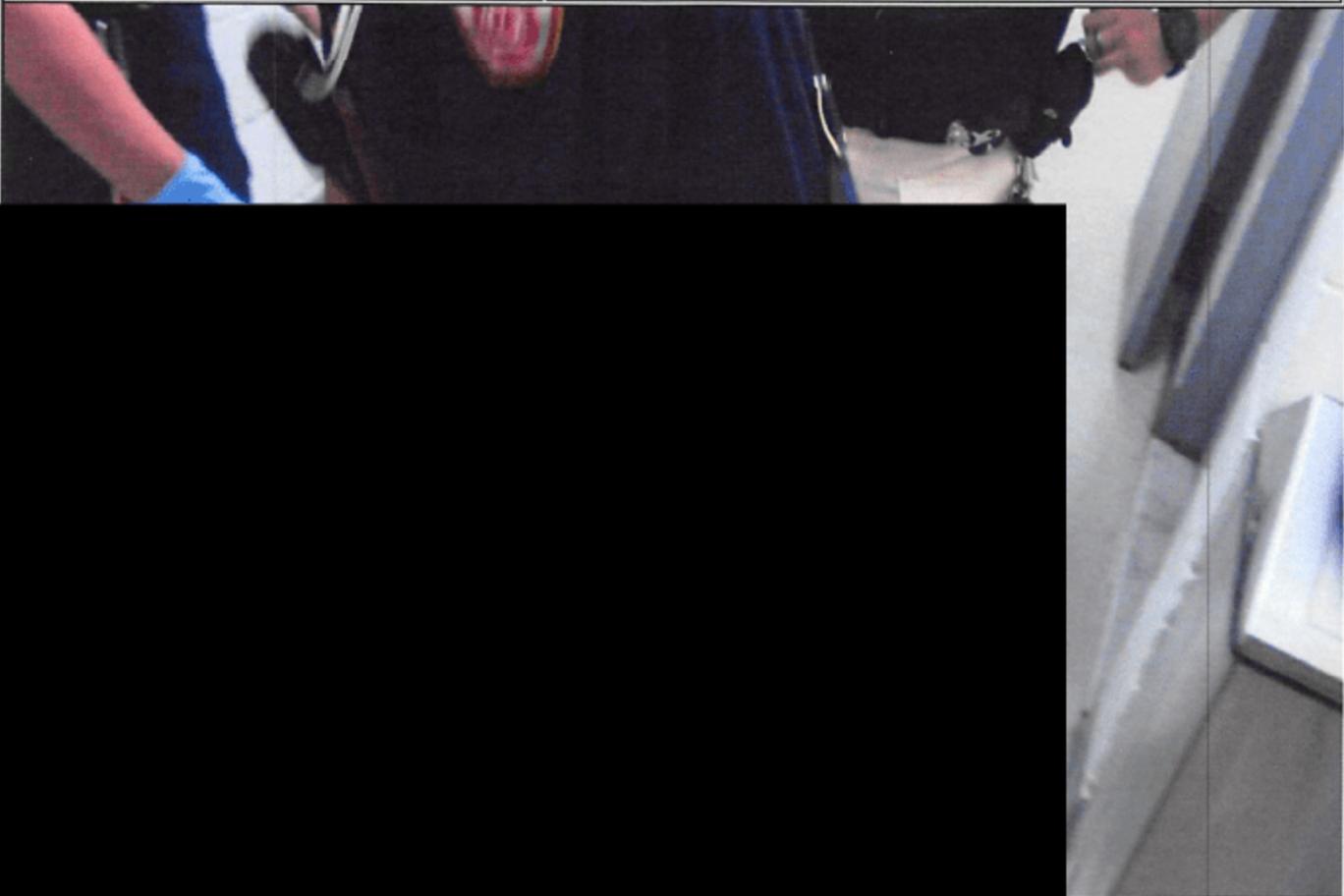
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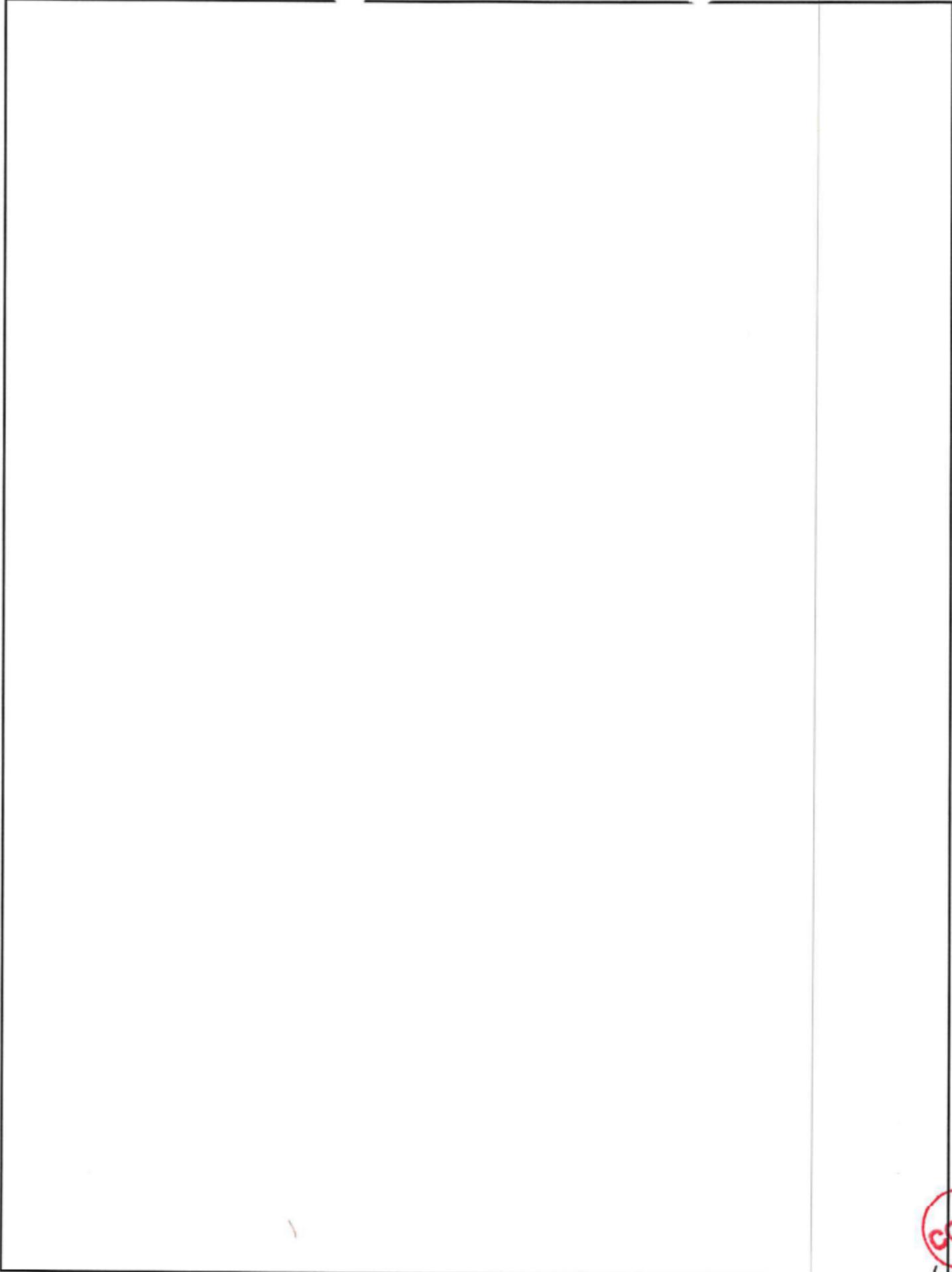
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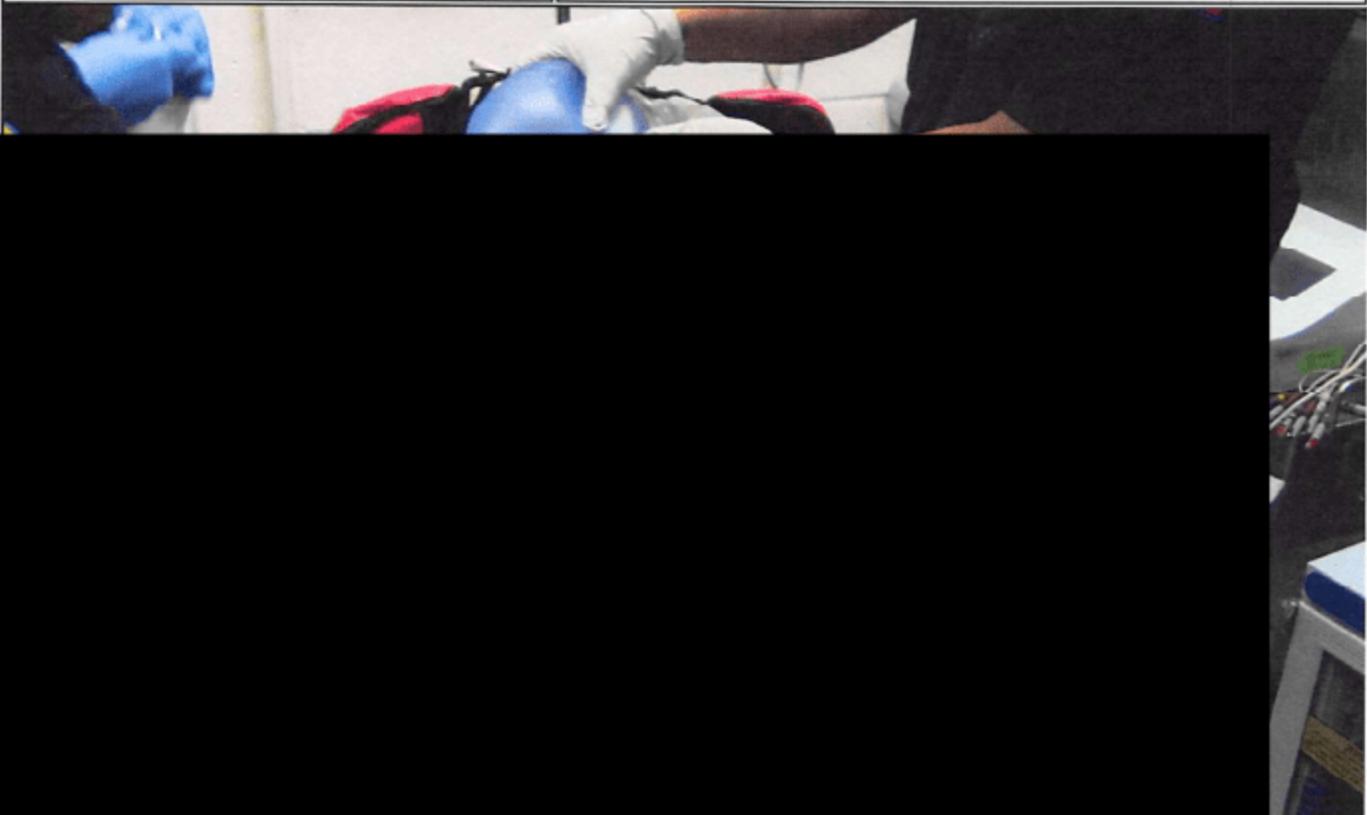
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Type of Incident	<i>INMATE SUICIDE</i>
Date and Time of Incident	<i>08/10/2019 6:33 AM</i>
Inmate Name / Reg. No.	<i>EPSTEIN, JEFFERY REG#76318-054</i>
Location of Incident	<i>ZA</i>
Photograph(s) by	<i>Lt. [REDACTED]</i>
Date and Time of Photo	<i>08/10/2019 6:49 AM</i>



**COPY**

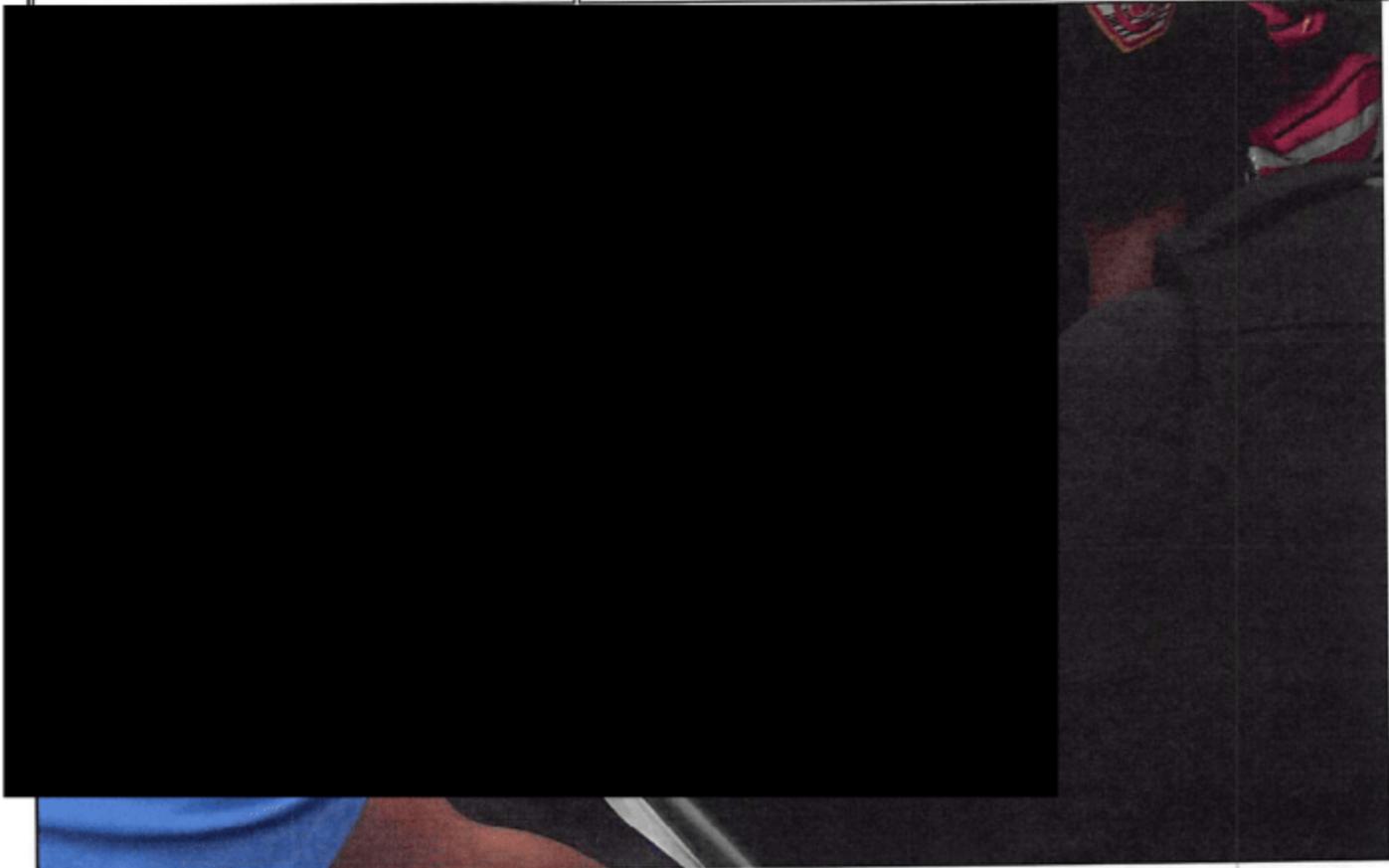
8/10/19



Lieutenant's Office

**Metropolitan Correctional Center New York, N.Y.**  
**Photo Sheet**  
**Lieutenant's Office**

Type of Incident	INMATE SUICIDE
Date and Time of Incident	08/10/2019 6:33 AM
Inmate Name / Reg. No.	EPSTEIN, JEFFERY REG#76318-054
Location of Incident	ZA
Photograph(s) by	Lt. [REDACTED]
Date and Time of Photo	08/10/2019 6:49 AM



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8/10/19 [REDACTED]

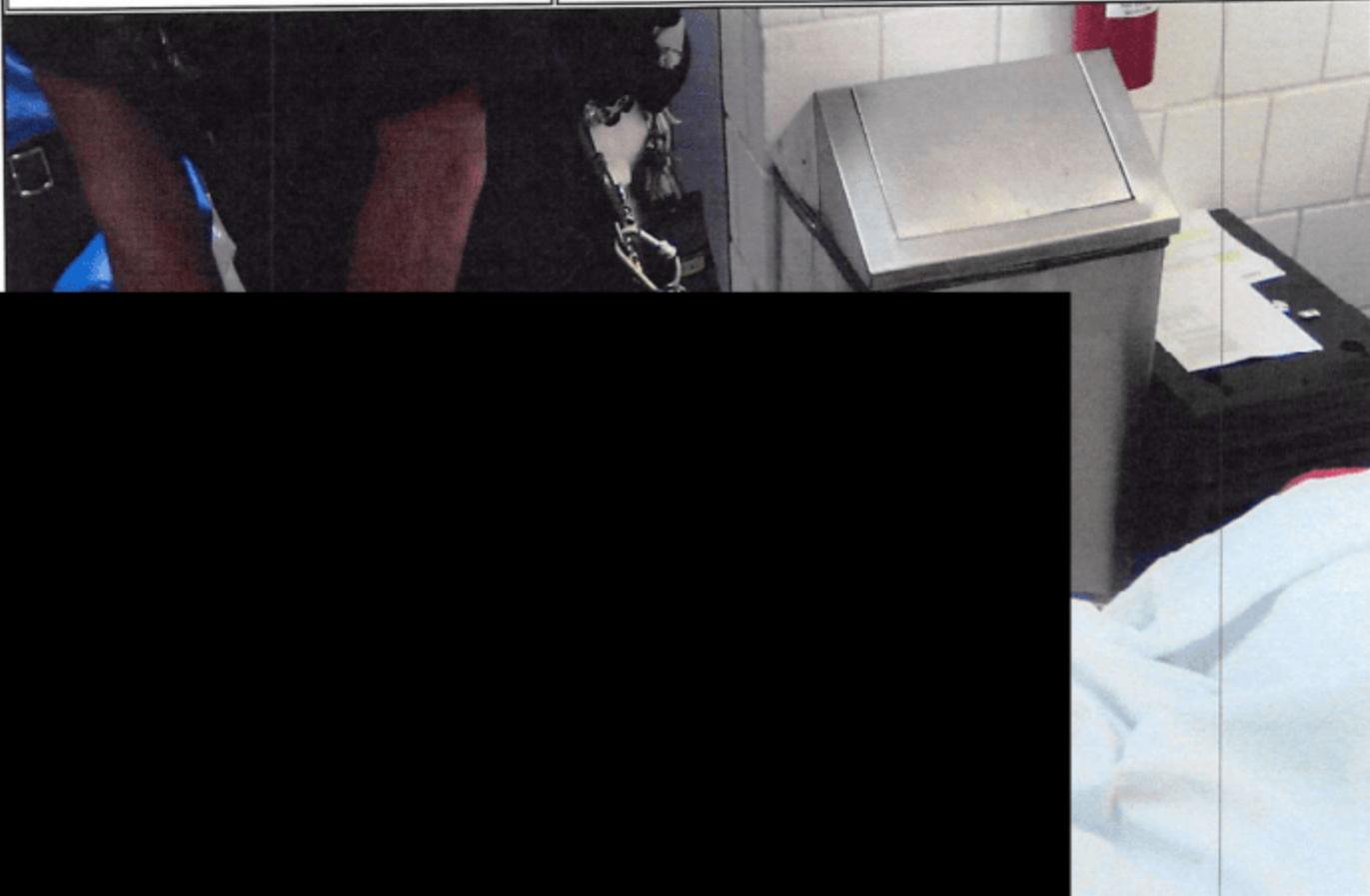


Lieutenant's Office

## Metropolitan Correctional Center New York, N.Y.

### Photo Sheet Lieutenant's Office

Type of Incident	<i>INMATE SUICIDE</i>
Date and Time of Incident	<i>08/10/2019 6:33 AM</i>
Inmate Name / Reg. No.	<i>EPSTEIN, JEFFERY REG#76318-054</i>
Location of Incident	<i>ZA</i>
Photograph(s) by	<i>Lt. [REDACTED]</i>
Date and Time of Photo	<i>08/10/2019 6:49 AM</i>



**COPY**

8/10/19

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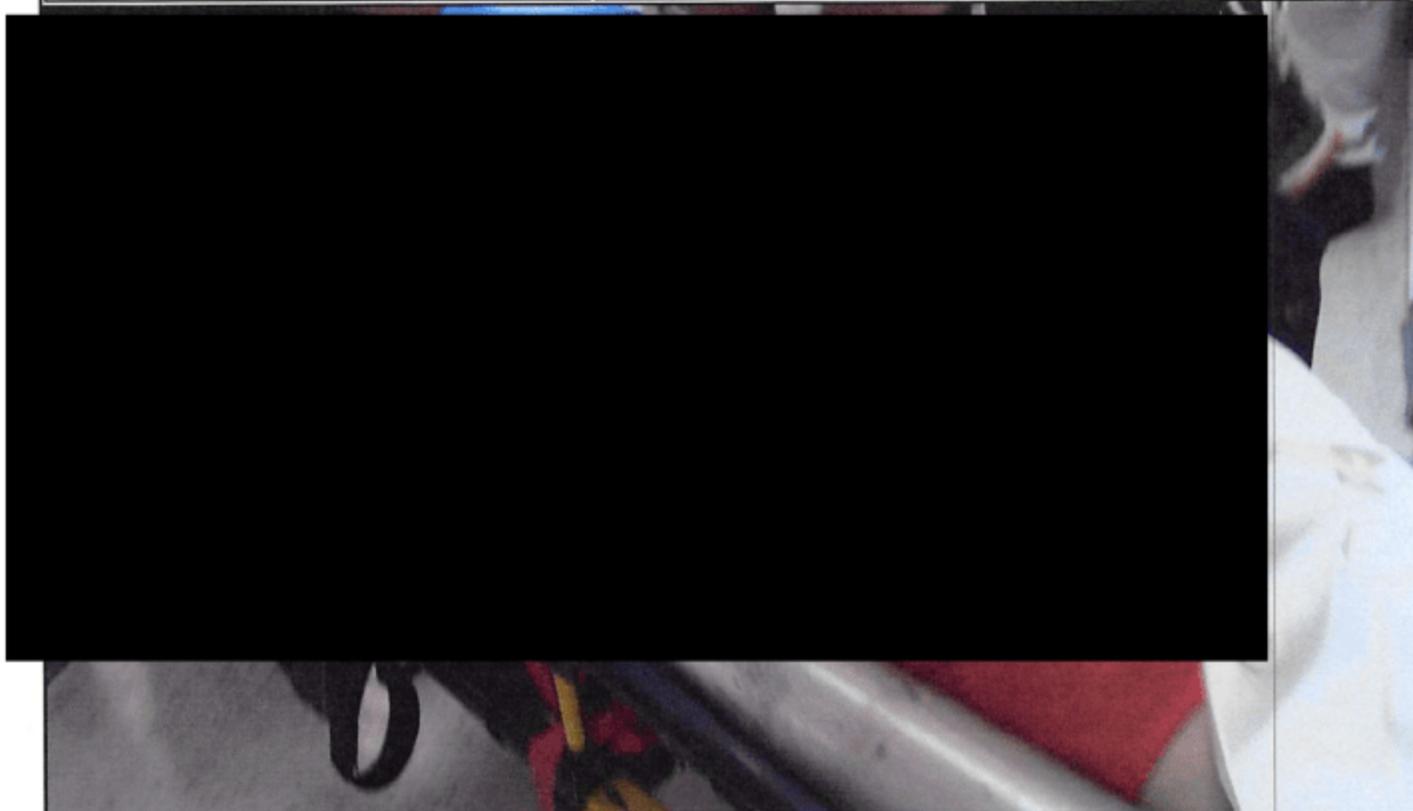


Lieutenant's Office

**Metropolitan Correctional Center New York, N.Y.**

**Photo Sheet**  
**Lieutenant's Office**

Type of Incident	<i>INMATE SUICIDE</i>
Date and Time of Incident	<i>08/10/2019 6:33 AM</i>
Inmate Name / Reg. No.	<i>EPSTEIN, JEFFERY REG#76318-054</i>
Location of Incident	<i>ZA</i>
Photograph(s) by	<i>Lt. [REDACTED]</i>
Date and Time of Photo	<i>08/10/2019 6:49 AM</i>



**COPY**

8/10/19



Lieutenant's Office

## Metropolitan Correctional Center New York, N.Y.

### Photo Sheet Lieutenant's Office

Type of Incident	<i>INMATE SUICIDE</i>
Date and Time of Incident	<i>08/10/2019 6:33 AM</i>
Inmate Name / Reg. No.	<i>EPSTEIN, JEFFERY REG#76318-054</i>
Location of Incident	<i>ZA</i>
Photograph(s) by	<i>Lt. [REDACTED]</i>
Date and Time of Photo	<i>08/10/2019 6:49 AM</i>



COPY

8/10/19

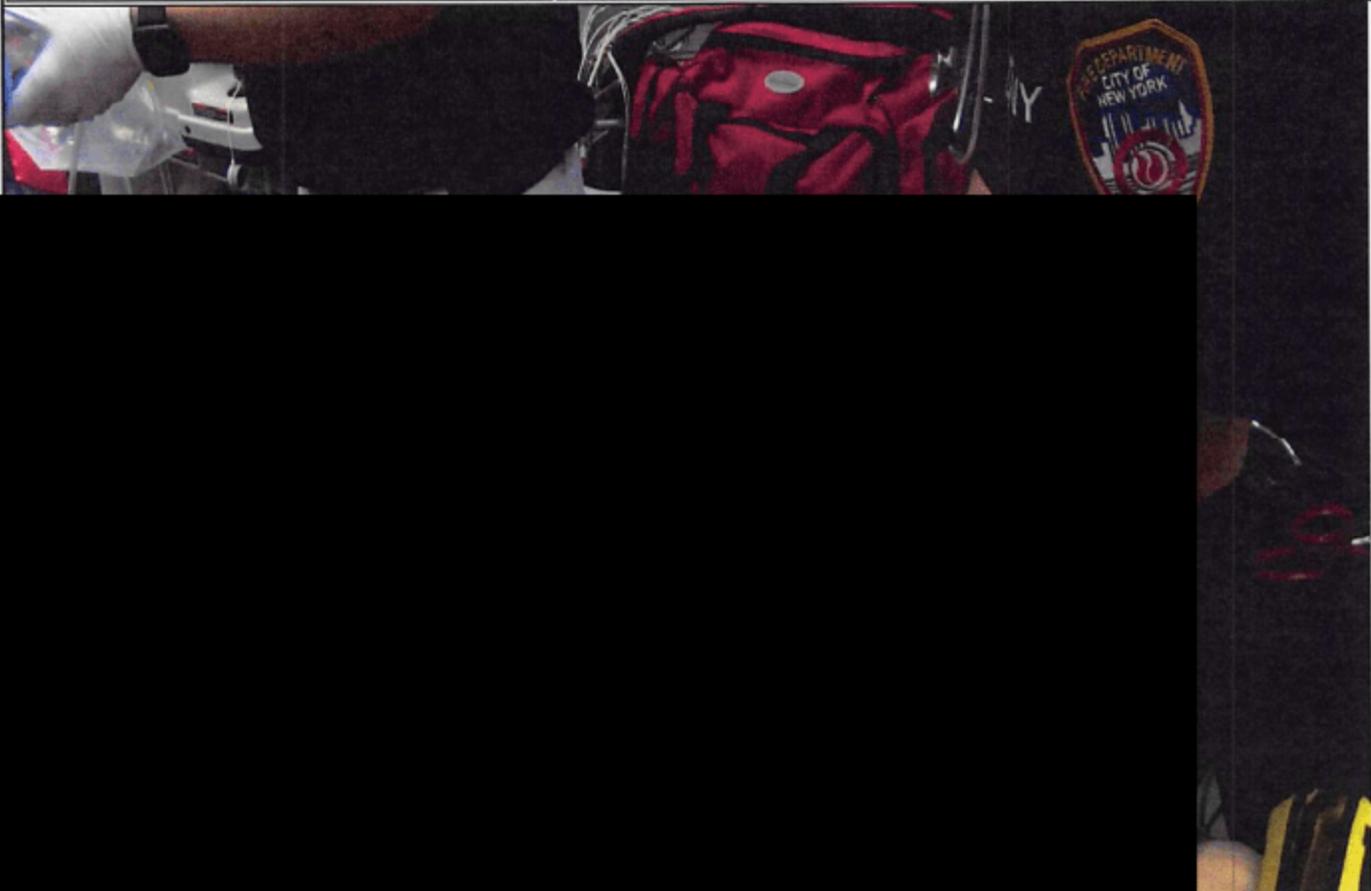
EFTA00132767



Lieutenant's Office

**Metropolitan Correctional Center New York, N.Y.**  
**Photo Sheet**  
**Lieutenant's Office**

Type of Incident	<i>INMATE SUICIDE</i>
Date and Time of Incident	<i>08/10/2019 6:33 AM</i>
Inmate Name / Reg. No.	<i>EPSTEIN, JEFFERY REG#76318-054</i>
Location of Incident	<i>ZA</i>
Photograph(s) by	<i>Lt. [REDACTED]</i>
Date and Time of Photo	<i>08/10/2019 6:49 AM</i>



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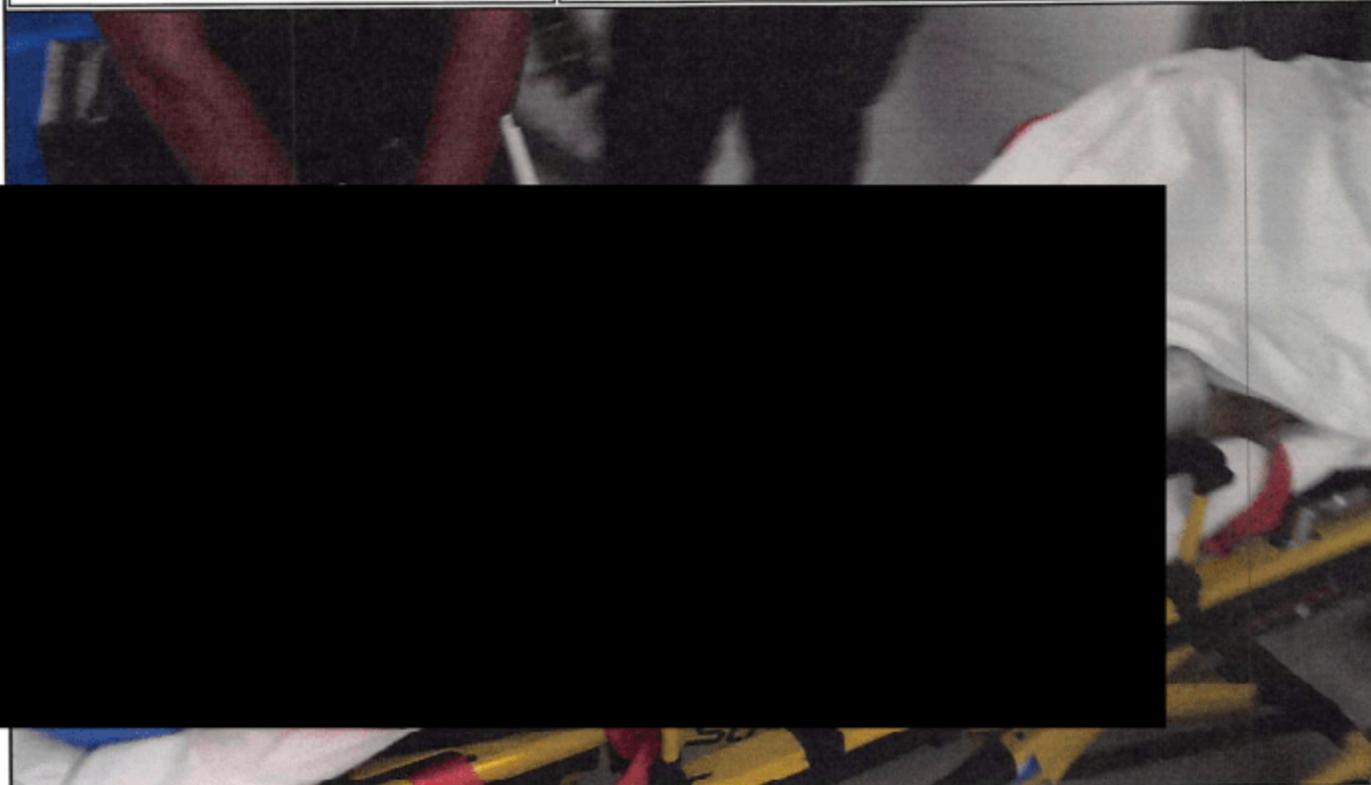


Lieutenant's Office

**Metropolitan Correctional Center New York, N.Y.**

**Photo Sheet**  
**Lieutenant's Office**

Type of Incident	INMATE SUICIDE
Date and Time of Incident	08/10/2019 6:33 AM
Inmate Name / Reg. No.	EPSTEIN, JEFFERY REG#76318-054
Location of Incident	ZA
Photograph(s) by	Lt. [REDACTED]
Date and Time of Photo	08/10/2019 6:49 AM



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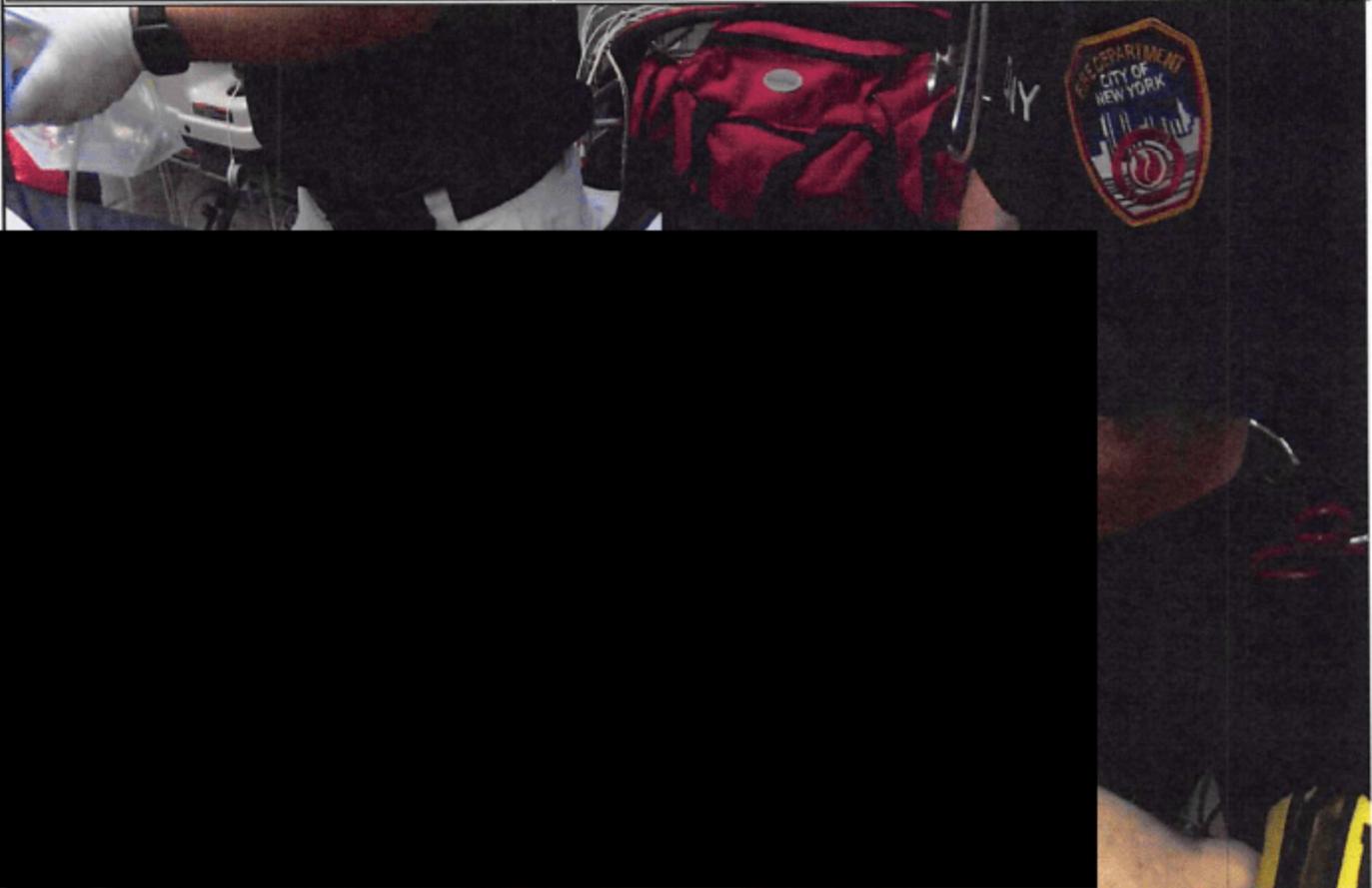
8/10/19



Lieutenant's Office

**Metropolitan Correctional Center New York, N.Y.**  
**Photo Sheet**  
**Lieutenant's Office**

Type of Incident	<i>INMATE SUICIDE</i>
Date and Time of Incident	<i>08/10/2019 6:33 AM</i>
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Date and Time of Photo	<i>08/10/2019 6:49 AM</i>



COPY

9

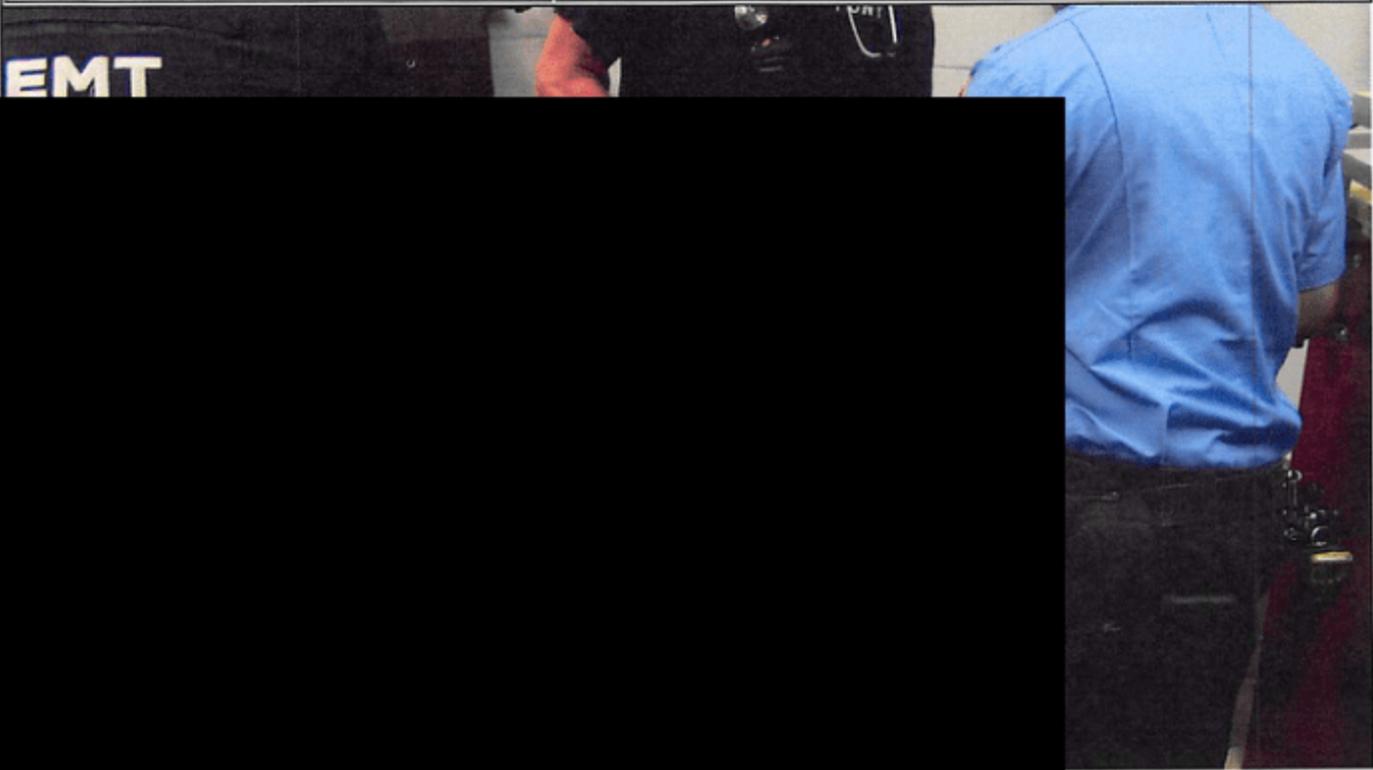


Lieutenant's Office

**Metropolitan Correctional Center New York, N.Y.**

**Photo Sheet**  
**Lieutenant's Office**

Type of Incident	INMATE SUICIDE
Date and Time of Incident	08/10/2019 6:33 AM
Inmate Name / Reg. No.	EPSTEIN, JEFFERY REG#76318-054
Location of Incident	ZA
Photograph(s) by	Lt. [REDACTED]
Date and Time of Photo	08/10/2019 6:49 AM



**COPY**

8/10/19  
[Signature]



Lieutenant's Office

**Metropolitan Correctional Center New York, N.Y.**

**Photo Sheet**  
**Lieutenant's Office**

Type of Incident	<i>INMATE SUICIDE</i>
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Date and Time of Photo	<i>08/10/2019 6:49 AM</i>



**COPY**

8/10/19 [Signature]

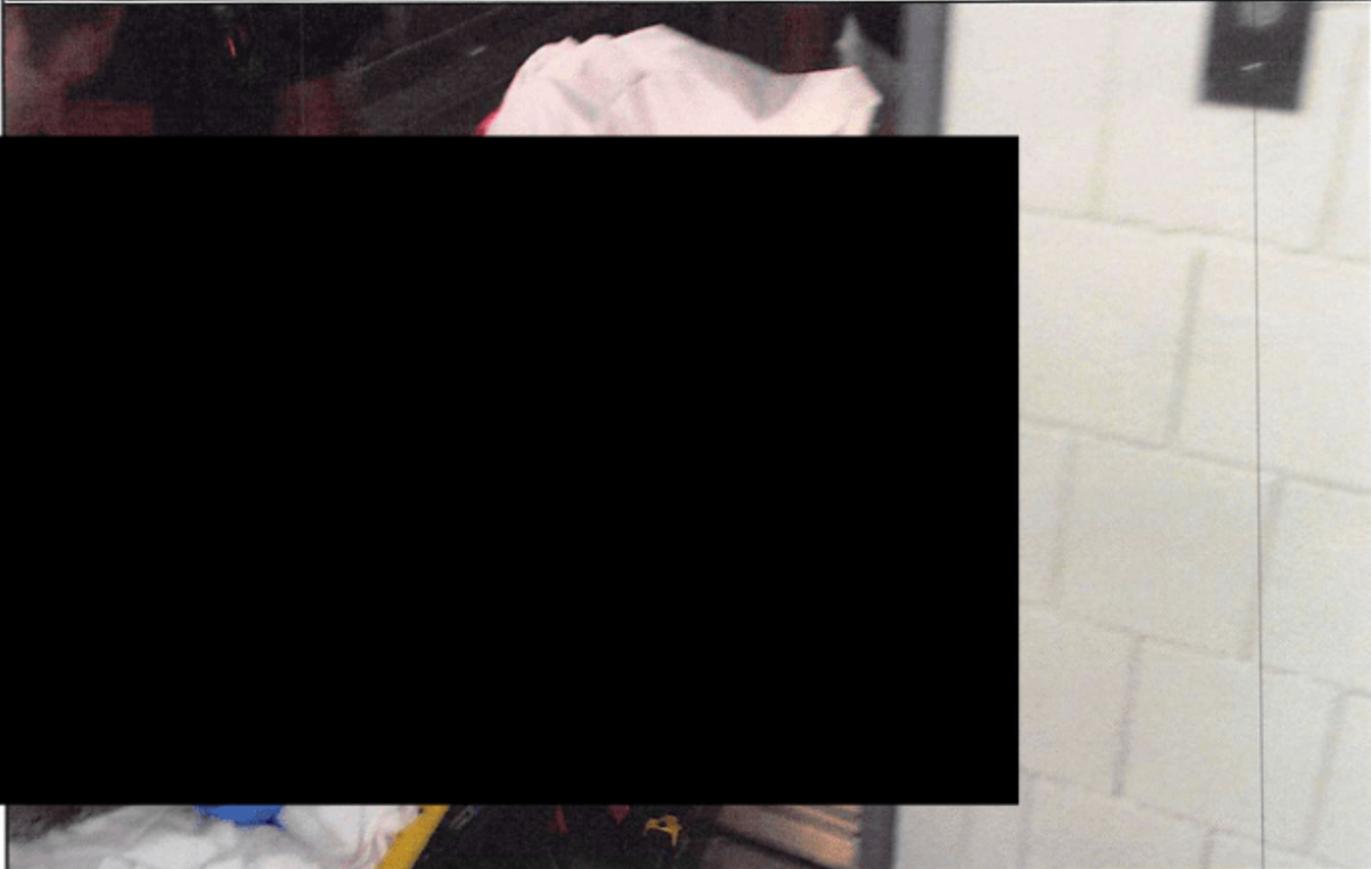


Lieutenant's Office

**Metropolitan Correctional Center New York, N.Y.**

**Photo Sheet**  
**Lieutenant's Office**

Type of Incident	INMATE SUICIDE
Date and Time of Incident	08/10/2019 6:33 AM
Inmate Name / Reg. No.	EPSTEIN, JEFFERY REG#76318-054
Location of Incident	ZA
Photograph(s) by	Lt. [REDACTED]
Date and Time of Photo	08/10/2019 6:49 AM



**COPY**  
8/10/19  
[Signature]

## FEDERAL BUREAU OF INVESTIGATION

Date of entry 09/09/2019

On August 11, 2019, Office of the Inspector General (OIG) Special Agent [REDACTED] provided the 30 Minute Round sheets for the Special Housing Unit (SHU) at the Metropolitan Correctional Center (MCC) for the following dates: 7/23/2019, 7/24/2019, 7/25/2019, 7/26/2019, 7/28/2019, 7/29/2019, 7/30/2019, 7/31/2019, 8/1/2019, 8/2/2019, 8/3/2019, 8/4/2019, and 8/7/2019. The round sheets are attached in the 1A section of this report.

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Investigation on 08/11/2019 at New York, New York, United States (Email)

File # 90A-NY-3151227Date drafted 09/09/2019

by [REDACTED]

This document contains neither recommendations nor conclusions of the FBI. It is the property of the FBI and is loaned to your agency; it and its contents are not to be distributed outside your agency.

EFTA00132774



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



DATE: 07/23/2019

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	1213	1214	[REDACTED]	8:00-8:30 AM	803	804	[REDACTED]	4:00-4:30 PM	404	405	[REDACTED]
12:30- 1:00 AM	1244	1245	[REDACTED]	8:30- 9:00 AM	837	838	[REDACTED]	4:30-5:00 PM	433	434	[REDACTED]
1:00-1:30 AM	119	120	[REDACTED]	9:00-9:30 AM	910	911	[REDACTED]	5:00- 5:30 PM	513	514	[REDACTED]
1:30-2:00 AM	142	143	[REDACTED]	9:30-10:00 AM	946	947	[REDACTED]	5:30-6:00 PM	534	535	[REDACTED]
2:00-2:30 AM	212	213	[REDACTED]	10:00-10:30 AM	1011	1012	[REDACTED]	6:00-6:30 PM	607	608	[REDACTED]
2:30-3:00 AM	241	242	[REDACTED]	10:30-11:00 AM	1040	1041	[REDACTED]	6:30-7:00 PM	636	637	[REDACTED]
3:00-3:30 AM	309	310	[REDACTED]	11:00-11:30 AM	1113	1114	[REDACTED]	7:00-7:30 PM	712	713	[REDACTED]
3:30-4:00 AM	341	342	[REDACTED]	11:30-12:00 AM	1146	1147	[REDACTED]	7:30-8:00 PM	734	735	[REDACTED]
4:00-4:30 AM	413	414	[REDACTED]	12:00-12:30 PM	1213	1214	[REDACTED]	8:00-8:30 PM	812	813	[REDACTED]
4:30-5:00 AM	432	433	[REDACTED]	12:30- 1:00 PM	1245	1246	[REDACTED]	8:30- 9:00 PM	834	835	[REDACTED]
5:00- 5:30 AM	502	503	[REDACTED]	1:00-1:30 PM	109	110	[REDACTED]	9:00-9:30 PM	907	908	[REDACTED]
5:30-6:00 AM	540	541	[REDACTED]	1:30-2:00 PM	137	138	[REDACTED]	9:30-10:00 PM	936	937	[REDACTED]
6:00-6:30 AM	616	617	[REDACTED]	2:00-2:30 PM	211	212	[REDACTED]	10:00-10:30 PM	1012	1013	[REDACTED]
6:30-7:00 AM	639	640	[REDACTED]	2:30-3:00 PM	250	251	[REDACTED]	10:30-11:00 PM	1034	1035	[REDACTED]
7:00-7:30 AM	710	711	[REDACTED]	3:00-3:30 PM	308	309	[REDACTED]	11:00-11:30 PM	1108	1109	[REDACTED]
7:30-8:00 AM	741	742	[REDACTED]	3:30-4:00 PM	345	346	[REDACTED]	11:30-12:00 PM	1134	1135	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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: 07/23/2019

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	1202	1203	[REDACTED]	8:00-8:30 AM	803	804	[REDACTED]	4:00-4:30 PM	406	407	[REDACTED]
12:30- 1:00 AM	1234	1235	[REDACTED]	8:30- 9:00 AM	840	841	[REDACTED]	4:30-5:00 PM	435	436	[REDACTED]
1:00-1:30 AM	110	111	[REDACTED]	9:00-9:30 AM	913	914	[REDACTED]	5:00-5:30 PM	515	516	[REDACTED]
1:30-2:00 AM	132	133	[REDACTED]	9:30-10:00 AM	946	947	[REDACTED]	5:30-6:00 PM	536	537	[REDACTED]
2:00-2:30 AM	204	205	[REDACTED]	10:00-10:30 AM	1011	1012	[REDACTED]	6:00-6:30 PM	609	610	[REDACTED]
2:30-3:00 AM	233	234	[REDACTED]	10:30-11:00 AM	1046	1047	[REDACTED]	6:30-7:00 PM	638	639	[REDACTED]
3:00-3:30 AM	301	302	[REDACTED]	11:00-11:30 AM	1116	1117	[REDACTED]	7:00-7:30 PM	714	715	[REDACTED]
3:30-4:00 AM	333	334	[REDACTED]	11:30-12:00 AM	1140	1141	[REDACTED]	7:30-8:00 PM	736	737	[REDACTED]
4:00-4:30 AM	408	406	[REDACTED]	12:00-12:30 PM	1211	1212	[REDACTED]	8:00-8:30 PM	814	815	[REDACTED]
4:30-5:00 AM	433	434	[REDACTED]	12:30- 1:00 PM	1220	1220	[REDACTED]	8:30- 9:00 PM	836	837	[REDACTED]
5:00 -5:30 AM	504	505	[REDACTED]	1:00-1:30 PM	1209	1210	[REDACTED]	9:00-9:30 PM	909	910	[REDACTED]
5:30-6:00 AM	538	539	[REDACTED]	1:30-2:00 PM	145	146	[REDACTED]	9:30-10:00 PM	938	939	[REDACTED]
6:00-6:30 AM	614	615	[REDACTED]	2:00-2:30 PM	211	212	[REDACTED]	10:00-10:30 PM	1014	1015	[REDACTED]
6:30-7:00 AM	637	638	[REDACTED]	2:30-3:00 PM	246	247	[REDACTED]	10:30-11:00 PM	1036	1037	[REDACTED]
7:00-7:30 AM	708	709	[REDACTED]	3:00-3:30 PM	318	317	[REDACTED]	11:00-11:30 PM	1110	1111	[REDACTED]
7:30-8:00 AM	739	740	[REDACTED]	3:30-4:00 PM	340	341	[REDACTED]	11:30-12:00 PM	1136	1137	[REDACTED]

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

CAPTAIN





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



DATE: 07/23/2019

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	1204	1205	[REDACTED]	8:00-8:30 AM	803	804	[REDACTED]	4:00-4:30 PM	408	409	[REDACTED]
12:30- 1:00 AM	1236	1237	[REDACTED]	8:30- 9:00 AM	834	834	[REDACTED]	4:30-5:00 PM	437	438	[REDACTED]
1:00-1:30 AM	111	112	[REDACTED]	9:00-9:30 AM	911	912	[REDACTED]	5:00-5:30 PM	509	509	[REDACTED]
1:30-2:00 AM	134	135	[REDACTED]	9:30-10:00 AM	937	938	[REDACTED]	5:30-6:00 PM	538	539	[REDACTED]
2:00-2:30 AM	206	207	[REDACTED]	10:00-10:30 AM	1014	1014	[REDACTED]	6:00-6:30 PM	611	612	[REDACTED]
2:30-3:00 AM	235	236	[REDACTED]	10:30-11:00 AM	1015	1015	[REDACTED]	6:30-7:00 PM	640	641	[REDACTED]
3:00-3:30 AM	303	304	[REDACTED]	11:00-11:30 AM	1118	1119	[REDACTED]	7:00-7:30 PM	716	717	[REDACTED]
3:30-4:00 AM	335	336	[REDACTED]	11:30-12:00 AM	1140	1141	[REDACTED]	7:30-8:00 PM	738	739	[REDACTED]
4:00-4:30 AM	407	408	[REDACTED]	12:00-12:30 PM	1213	1214	[REDACTED]	8:00-8:30 PM	816	817	[REDACTED]
4:30-5:00 AM	435	436	[REDACTED]	12:30- 1:00 PM	1247	1250	[REDACTED]	8:30- 9:00 PM	838	839	[REDACTED]
5:00-5:30 AM	507	508	[REDACTED]	1:00-1:30 PM	108	109	[REDACTED]	9:00-9:30 PM	911	912	[REDACTED]
5:30-6:00 AM	537	538	[REDACTED]	1:30-2:00 PM	150	151	[REDACTED]	9:30-10:00 PM	940	941	[REDACTED]
6:00-6:30 AM	612	613	[REDACTED]	2:00-2:30 PM	218	219	[REDACTED]	10:00-10:30 PM	1016	1017	[REDACTED]
6:30-7:00 AM	635	636	[REDACTED]	2:30-3:00 PM	240	241	[REDACTED]	10:30-11:00 PM	1038	1039	[REDACTED]
7:00-7:30 AM	706	707	[REDACTED]	3:00-3:30 PM	317	320	[REDACTED]	11:00-11:30 PM	1112	1113	[REDACTED]
7:30-8:00 AM	737	738	[REDACTED]	3:30-4:00 PM	347	348	[REDACTED]	11:30-12:00 PM	1138	1139	[REDACTED]

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

CAPTAIN



MCC NEW YORK  
SPECIAL HOUSING UNIT  
30 MINUTE CHECK SHEET



ZA  
TIER-J

DATE: 07/23/2019

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	1206	1207	[REDACTED]	8:00-8:30 AM	804	805	[REDACTED]	4:00-4:30 PM	410	411	[REDACTED]
12:30- 1:00 AM	1238	1239	[REDACTED]	8:30- 9:00 AM	831	832	[REDACTED]	4:30-5:00 PM	439	440	[REDACTED]
1:00-1:30 AM	113	114	[REDACTED]	9:00-9:30 AM	911	912	[REDACTED]	5:00 -5:30 PM	510	511	[REDACTED]
1:30-2:00 AM	136	137	[REDACTED]	9:30-10:00 AM	943	948	[REDACTED]	5:30-6:00 PM	540	541	[REDACTED]
2:00-2:30 AM	208	209	[REDACTED]	10:00-10:30 AM	1012	10	[REDACTED]	6:00-6:30 PM	613	614	[REDACTED]
2:30-3:00 AM	237	239	[REDACTED]	10:30-11:00 AM	1044	1045	[REDACTED]	6:30-7:00 PM	642	643	[REDACTED]
3:00-3:30 AM	305	306	[REDACTED]	11:00-11:30 AM	1112	1113	[REDACTED]	7:00-7:30 PM	718	719	[REDACTED]
3:30-4:00 AM	337	338	[REDACTED]	11:30-12:00 AM	1140	1141	[REDACTED]	7:30-8:00 PM	740	741	[REDACTED]
4:00-4:30 AM	409	410	[REDACTED]	12:00-12:30 PM	1219	1220	[REDACTED]	8:00-8:30 PM	818	819	[REDACTED]
4:30-5:00 AM	438	439	[REDACTED]	12:30- 1:00 PM	1250	1251	[REDACTED]	8:30- 9:00 PM	840	841	[REDACTED]
5:00 -5:30 AM	509	510	[REDACTED]	1:00-1:30 PM	1308	1309	[REDACTED]	9:00-9:30 PM	913	914	[REDACTED]
5:30-6:00 AM	535	536	[REDACTED]	1:30-2:00 PM	140	141	[REDACTED]	9:30-10:00 PM	942	943	[REDACTED]
6:00-6:30 AM	610	611	[REDACTED]	2:00-2:30 PM	220	221	[REDACTED]	10:00-10:30 PM	1018	1019	[REDACTED]
6:30-7:00 AM	633	634	[REDACTED]	2:30-3:00 PM	240	241	[REDACTED]	10:30-11:00 PM	1040	1041	[REDACTED]
7:00-7:30 AM	704	705	[REDACTED]	3:00-3:30 PM	306	307	[REDACTED]	11:00-11:30 PM	1114	1115	[REDACTED]
7:30-8:00 AM	735	736	[REDACTED]	3:30-4:00 PM	346	347	[REDACTED]	11:30-12:00 PM	1140	1141	[REDACTED]

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

CAPTAIN



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



DATE: 07/23/2019

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	1208	1209	[REDACTED]	8:00-8:30 AM	807	808	[REDACTED]	4:00-4:30 PM	402	403	[REDACTED]
12:30- 1:00 AM	1240	1241	[REDACTED]	8:30- 9:00 AM	840	841	[REDACTED]	4:30-5:00 PM	437	432	[REDACTED]
1:00-1:30 AM	115	116	[REDACTED]	9:00-9:30 AM	911	912	[REDACTED]	5:00 -5:30 PM	510	512	[REDACTED]
1:30-2:00 AM	138	139	[REDACTED]	9:30-10:00 AM	942	948	[REDACTED]	5:30-6:00 PM	532	533	[REDACTED]
2:00-2:30 AM	210	211	[REDACTED]	10:00-10:30 AM	1011	1012	[REDACTED]	6:00-6:30 PM	605	606	[REDACTED]
2:30-3:00 AM	239	240	[REDACTED]	10:30-11:00 AM	1050	1057	[REDACTED]	6:30-7:00 PM	634	635	[REDACTED]
3:00-3:30 AM	307	308	[REDACTED]	11:00-11:30 AM	1113	1114	[REDACTED]	7:00-7:30 PM	710	711	[REDACTED]
3:30-4:00 AM	339	340	[REDACTED]	11:30-12:00 AM	1140	1141	[REDACTED]	7:30-8:00 PM	732	733	[REDACTED]
4:00-4:30 AM	411	412	[REDACTED]	12:00-12:30 PM	1211	1213	[REDACTED]	8:00-8:30 PM	810	811	[REDACTED]
4:30-5:00 AM	430	431	[REDACTED]	12:30- 1:00 PM	1245	1248	[REDACTED]	8:30- 9:00 PM	832	833	[REDACTED]
5:00 -5:30 AM	500	501	[REDACTED]	1:00-1:30 PM	106	108	[REDACTED]	9:00-9:30 PM	905	906	[REDACTED]
5:30-6:00 AM	542	543	[REDACTED]	1:30-2:00 PM	137	138	[REDACTED]	9:30-10:00 PM	934	935	[REDACTED]
6:00-6:30 AM	618	619	[REDACTED]	2:00-2:30 PM	211	212	[REDACTED]	10:00-10:30 PM	1010	1011	[REDACTED]
6:30-7:00 AM	641	642	[REDACTED]	2:30-3:00 PM	246	247	[REDACTED]	10:30-11:00 PM	1032	1033	[REDACTED]
7:00-7:30 AM	712	713	[REDACTED]	3:00-3:30 PM	308	309	[REDACTED]	11:00-11:30 PM	1105	1107	[REDACTED]
7:30-8:00 AM	743	744	[REDACTED]	3:30-4:00 PM	350	351	[REDACTED]	11:30-12:00 PM	1132	1133	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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: 07/23/2019

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	1210	1211	[REDACTED]	8:00-8:30 AM	804	805	[REDACTED]	4:00-4:30 PM	412	413	[REDACTED]
12:30- 1:00 AM	1242	1243	[REDACTED]	8:30- 9:00 AM	845	846	[REDACTED]	4:30-5:00 PM	441	442	[REDACTED]
1:00-1:30 AM	117	118	[REDACTED]	9:00-9:30 AM	913	914	[REDACTED]	5:00-5:30 PM	512	513	[REDACTED]
1:30-2:00 AM	140	141	[REDACTED]	9:30-10:00 AM	941	942	[REDACTED]	5:30-6:00 PM	542	543	[REDACTED]
2:00-2:30 AM	210	211	[REDACTED]	10:00-10:30 AM	1011	1012	[REDACTED]	6:00-6:30 PM	615	616	[REDACTED]
2:30-3:00 AM	239	240	[REDACTED]	10:30-11:00 AM	1040	1041	[REDACTED]	6:30-7:00 PM	644	645	[REDACTED]
3:00-3:30 AM	307	308	[REDACTED]	11:00-11:30 AM	1113	1114	[REDACTED]	7:00-7:30 PM	720	721	[REDACTED]
3:30-4:00 AM	339	340	[REDACTED]	11:30-12:00 AM	1140	1141	[REDACTED]	7:30-8:00 PM	742	743	[REDACTED]
4:00-4:30 AM	411	412	[REDACTED]	12:00-12:30 PM	1219	1220	[REDACTED]	8:00-8:30 PM	820	821	[REDACTED]
4:30-5:00 AM	440	441	[REDACTED]	12:30- 1:00 PM	1250	1251	[REDACTED]	8:30- 9:00 PM	842	843	[REDACTED]
5:00-5:30 AM	511	512	[REDACTED]	1:00-1:30 PM	106	107	[REDACTED]	9:00-9:30 PM	915	916	[REDACTED]
5:30-6:00 AM	533	534	[REDACTED]	1:30-2:00 PM	140	141	[REDACTED]	9:30-10:00 PM	944	945	[REDACTED]
6:00-6:30 AM	608	609	[REDACTED]	2:00-2:30 PM	211	212	[REDACTED]	10:00- 10:30 PM	1020	1021	[REDACTED]
6:30-7:00 AM	631	632	[REDACTED]	2:30-3:00 PM	246	247	[REDACTED]	10:30-11:00 PM	1042	1043	[REDACTED]
7:00-7:30 AM	702	703	[REDACTED]	3:00-3:30 PM	318	319	[REDACTED]	11:00-11:30 PM	1116	1117	[REDACTED]
7:30-8:00 AM	733	734	[REDACTED]	3:30-4:00 PM	350	351	[REDACTED]	11:30-12:00 PM	1142	1143	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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: 7/23/18

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	12:30	[REDACTED]	8:00-8:30 AM	8:12	8:15	[REDACTED]	4:00-4:30 PM	4:01	4:04	[REDACTED]
12:30- 1:00 AM	12:30	12:40	[REDACTED]	8:30- 9:00 AM	8:36	8:39	[REDACTED]	4:30-5:00 PM	4:33	4:35	[REDACTED]
1:00-1:30 AM	1:00	1:05	[REDACTED]	9:00-9:30 AM	9:09	9:11	[REDACTED]	5:00-5:30 PM	5:04	5:06	[REDACTED]
1:30-2:00 AM	1:30	1:35	[REDACTED]	9:30-10:00 AM	9:48	9:51	[REDACTED]	5:30-6:00 PM	5:36	5:37	[REDACTED]
2:00-2:30 AM	2:00	2:05	[REDACTED]	10:00-10:30 AM	10:03	10:02	[REDACTED]	6:00-6:30 PM	6:07	6:08	[REDACTED]
2:30-3:00 AM	2:30	2:35	[REDACTED]	10:30-11:00 AM	10:34	10:35	[REDACTED]	6:30-7:00 PM	6:31	6:32	[REDACTED]
3:00-3:30 AM	3:00	3:05	[REDACTED]	11:00-11:30 AM	11:17	11:19	[REDACTED]	7:00-7:30 PM	7:02	7:03	[REDACTED]
3:30-4:00 AM	3:40	3:45	[REDACTED]	11:30-12:00 AM	11:41	11:43	[REDACTED]	7:30-8:00 PM	7:35	7:36	[REDACTED]
4:00-4:30 AM	4:10	4:15	[REDACTED]	12:00-12:30 PM	12:24	12:26	[REDACTED]	8:00-8:30 PM	8:00	8:04	[REDACTED]
4:30-5:00 AM	4:40	4:45	[REDACTED]	12:30- 1:00 PM	12:37	12:39	[REDACTED]	8:30- 9:00 PM	8:37	8:39	[REDACTED]
5:00-5:30 AM	5:05	5:10	[REDACTED]	1:00-1:30 PM	1:06	1:09	[REDACTED]	9:00-9:30 PM	9:04	9:06	[REDACTED]
5:30-6:00 AM	5:40	5:45	[REDACTED]	1:30-2:00 PM	1:51	1:54	[REDACTED]	9:30-10:00 PM	9:59	9:42	[REDACTED]
6:00-6:30 AM	6:00	6:05	[REDACTED]	2:00-2:30 PM	2:26	2:23	[REDACTED]	10:00-10:30 PM	10:08	10:11	[REDACTED]
6:30-7:00 AM	6:40	6:45	[REDACTED]	2:30-3:00 PM	2:31	2:34	[REDACTED]	10:30-11:00 PM	10:43	10:45	[REDACTED]
7:00-7:30 AM	7:10	7:15	[REDACTED]	3:00-3:30 PM	3:03	3:06	[REDACTED]	11:00-11:30 PM	11:15	11:18	[REDACTED]
7:30-8:00 AM	7:30	7:36	[REDACTED]	3:30-4:00 PM	3:43	3:46	[REDACTED]	11:30-12:00 PM	11:48	11:50	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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: 07/24/2019

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	1213	1214	[REDACTED]	8:00-8:30 AM	804	805	[REDACTED]	4:00-4:30 PM	406	409	[REDACTED]
12:30- 1:00 AM	1241	1242	[REDACTED]	8:30- 9:00 AM	840	841	[REDACTED]	4:30-5:00 PM	438	439	[REDACTED]
1:00-1:30 AM	114	115	[REDACTED]	9:00-9:30 AM	903	904	[REDACTED]	5:00 -5:30 PM	510	511	[REDACTED]
1:30-2:00 AM	142	143	[REDACTED]	9:30-10:00 AM	937	938	[REDACTED]	5:30-6:00 PM	550	551	[REDACTED]
2:00-2:30 AM	211	212	[REDACTED]	10:00-10:30 AM	1011	1012	[REDACTED]	6:00-6:30 PM	611	612	[REDACTED]
2:30-3:00 AM	232	233	[REDACTED]	10:30-11:00 AM	1046	1047	[REDACTED]	6:30-7:00 PM	637	638	[REDACTED]
3:00-3:30 AM	304	305	[REDACTED]	11:00-11:30 AM	1104	1105	[REDACTED]	7:00-7:30 PM	710	711	[REDACTED]
3:30-4:00 AM	334	335	[REDACTED]	11:30-12:00 AM	1136	1137	[REDACTED]	7:30-8:00 PM	740	741	[REDACTED]
4:00-4:30 AM	410	411	[REDACTED]	12:00-12:30 PM	1215	1217	[REDACTED]	8:00-8:30 PM	818	819	[REDACTED]
4:30-5:00 AM	432	433	[REDACTED]	12:30- 1:00 PM	1240	1241	[REDACTED]	8:30- 9:00 PM	836	837	[REDACTED]
5:00 -5:30 AM	510	511	[REDACTED]	1:00-1:30 PM	116	117	[REDACTED]	9:00-9:30 PM	916	917	[REDACTED]
5:30-6:00 AM	533	534	[REDACTED]	1:30-2:00 PM	147	148	[REDACTED]	9:30-10:00 PM	939	940	[REDACTED]
6:00-6:30 AM	610	611	[REDACTED]	2:00-2:30 PM	217	220	[REDACTED]	10:00-10:30 PM	1011	1012	[REDACTED]
6:30-7:00 AM	633	634	[REDACTED]	2:30-3:00 PM	249	249	[REDACTED]	10:30-11:00 PM	1040	1041	[REDACTED]
7:00-7:30 AM	700	701	[REDACTED]	3:00-3:30 PM	341	342	[REDACTED]	11:00-11:30 PM	1110	1111	[REDACTED]
7:30-8:00 AM	733	734	[REDACTED]	3:30-4:00 PM	350	351	[REDACTED]	11:30-12:00 PM	1140	1141	[REDACTED]

MORNING WATCH  
OPERATIONS  
LIEUTENANT

[REDACTED]

MID DAY WATCH  
OPERATIONS  
LIEUTENANT

[REDACTED]

EVENING WATCH  
OPERATIONS  
LIEUTENANT

[REDACTED]

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 must be documented.

REVIEWED BY MORNING WATCH LIEUTENANT

CAPTAIN

[REDACTED]



MCC NEW YORK  
SPECIAL HOUSING UNIT  
30 MINUTE CHECK SHEET



ZB

DATE: 7/24/2019

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	12:10	12:15	[REDACTED]	8:00-8:30 AM	8:03	8:06	[REDACTED]	4:00-4:30 PM	4:01	4:05	[REDACTED]
12:30- 1:00 AM	12:40	12:45	[REDACTED]	8:30- 9:00 AM	8:46	8:49	[REDACTED]	4:30-5:00 PM	4:33	4:36	[REDACTED]
1:00-1:30 AM	1:05	1:10	[REDACTED]	9:00-9:30 AM	9:22	9:27	[REDACTED]	5:00-5:30 PM	5:04	5:07	[REDACTED]
1:30-2:00 AM	1:35	1:40	[REDACTED]	9:30-10:00 AM	9:30	9:35	[REDACTED]	5:30-6:00 PM	5:36	5:38	[REDACTED]
2:00-2:30 AM	2:00	2:05	[REDACTED]	10:00-10:30 AM	10:00	10:05	[REDACTED]	6:00-6:30 PM	6:06	6:09	[REDACTED]
2:30-3:00 AM	2:30	2:35	[REDACTED]	10:30-11:00 AM	10:50	10:55	[REDACTED]	6:30-7:00 PM	6:32	6:34	[REDACTED]
3:00-3:30 AM	3:05	3:10	[REDACTED]	11:00-11:30 AM	11:03	11:05	[REDACTED]	7:00-7:30 PM	7:00	7:03	[REDACTED]
3:30-4:00 AM	3:40	3:45	[REDACTED]	11:30-12:00 AM	11:39	11:41	[REDACTED]	7:30-8:00 PM	7:37	7:39	[REDACTED]
4:00-4:30 AM	4:00	4:08	[REDACTED]	12:00-12:30 PM	12:16	12:15	[REDACTED]	8:00-8:30 PM	8:08	8:10	[REDACTED]
4:30-5:00 AM	4:40	4:45	[REDACTED]	12:30- 1:00 PM	12:34	12:37	[REDACTED]	8:30- 9:00 PM	8:37	8:43	[REDACTED]
5:00-5:30 AM	5:10	5:15	[REDACTED]	1:00-1:30 PM	1:10	1:14	[REDACTED]	9:00-9:30 PM	9:11	9:15	[REDACTED]
5:30-6:00 AM	5:40	5:48	[REDACTED]	1:30-2:00 PM	1:38	1:40	[REDACTED]	9:30-10:00 PM	9:43	9:46	[REDACTED]
6:00-6:30 AM	6:00	6:05	[REDACTED]	2:00-2:30 PM	2:07	2:10	[REDACTED]	10:00-10:30 PM	10:14	10:17	[REDACTED]
6:30-7:00 AM	6:40	6:45	[REDACTED]	2:30-3:00 PM	2:50	2:52	[REDACTED]	10:30-11:00 PM	10:45	10:48	[REDACTED]
7:00-7:30 AM	7:05	7:10	[REDACTED]	3:00-3:30 PM	3:09	3:13	[REDACTED]	11:00-11:30 PM	11:07	11:09	[REDACTED]
7:30-8:00 AM	7:30	7:35	[REDACTED]	3:30-4:00 PM	3:32	3:34	[REDACTED]	11:30-12:00 PM	11:48	11:52	[REDACTED]

MORNING WATCH  
OPERATIONS  
LIEUTENANT

DAY WATCH  
OPERATIONS  
LIEUTENANT

EVENING WATCH  
OPERATIONS  
LIEUTENANT

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: 07/24/2019

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	1206	1207	[REDACTED]	8:00-8:30 AM	803	804	[REDACTED]	4:00-4:30 PM	403	404	[REDACTED]
12:30- 1:00 AM	1235	1236	[REDACTED]	8:30- 9:00 AM	845	846	[REDACTED]	4:30-5:00 PM	436	439	[REDACTED]
1:00-1:30 AM	110	111	[REDACTED]	9:00-9:30 AM	911	912	[REDACTED]	5:00 -5:30 PM	510	511	[REDACTED]
1:30-2:00 AM	136	137	[REDACTED]	9:30-10:00 AM	947	948	[REDACTED]	5:30-6:00 PM	590	541	[REDACTED]
2:00-2:30 AM	205	206	[REDACTED]	10:00-10:30 AM	1018	1019	[REDACTED]	6:00-6:30 PM	618	619	[REDACTED]
2:30-3:00 AM	243	244	[REDACTED]	10:30-11:00 AM	1052	1053	[REDACTED]	6:30-7:00 PM	650	651	[REDACTED]
3:00-3:30 AM	306	306	[REDACTED]	11:00-11:30 AM	116	117	[REDACTED]	7:00-7:30 PM	712	713	[REDACTED]
3:30-4:00 AM	348	349	[REDACTED]	11:30-12:00 AM	1138	1139	[REDACTED]	7:30-8:00 PM	734	735	[REDACTED]
4:00-4:30 AM	414	415	[REDACTED]	12:00-12:30 PM	1213	1214	[REDACTED]	8:00-8:30 PM	812	813	[REDACTED]
4:30-5:00 AM	436	437	[REDACTED]	12:30- 1:00 PM	1237	1238	[REDACTED]	8:30- 9:00 PM	834	835	[REDACTED]
5:00 -5:30 AM	514	515	[REDACTED]	1:00-1:30 PM	111	112	[REDACTED]	9:00-9:30 PM	912	913	[REDACTED]
5:30-6:00 AM	537	538	[REDACTED]	1:30-2:00 PM	146	147	[REDACTED]	9:30-10:00 PM	935	936	[REDACTED]
6:00-6:30 AM	614	615	[REDACTED]	2:00-2:30 PM	219	220	[REDACTED]	10:00-10:30 PM	1007	1008	[REDACTED]
6:30-7:00 AM	637	638	[REDACTED]	2:30-3:00 PM	246	247	[REDACTED]	10:30-11:00 PM	1036	1037	[REDACTED]
7:00-7:30 AM	704	705	[REDACTED]	3:00-3:30 PM	312	313	[REDACTED]	11:00-11:30 PM	1106	1107	[REDACTED]
7:30-8:00 AM	737	738	[REDACTED]	3:30-4:00 PM	326	347	[REDACTED]	11:30-12:00 PM	1136	1137	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	AFTERNOON WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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: 07/24/2019

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	1208	1209	[REDACTED]	8:00-8:30 AM	803	804	[REDACTED]	4:00-4:30 PM	403	404	[REDACTED]
12:30- 1:00 AM	1237	1238	[REDACTED]	8:30- 9:00 AM	838	839	[REDACTED]	4:30-5:00 PM	436	437	[REDACTED]
1:00-1:30 AM	111	112	[REDACTED]	9:00-9:30 AM	910	911	[REDACTED]	5:00-5:30 PM	508	509	[REDACTED]
1:30-2:00 AM	134	135	[REDACTED]	9:30-10:00 AM	946	947	[REDACTED]	5:30-6:00 PM	540	541	[REDACTED]
2:00-2:30 AM	204	205	[REDACTED]	10:00-10:30 AM	1010	1011	[REDACTED]	6:00-6:30 PM	612	613	[REDACTED]
2:30-3:00 AM	245	246	[REDACTED]	10:30-11:00 AM	1051	1052	[REDACTED]	6:30-7:00 PM	646	647	[REDACTED]
3:00-3:30 AM	307	308	[REDACTED]	11:00-11:30 AM	1113	1114	[REDACTED]	7:00-7:30 PM	718	719	[REDACTED]
3:30-4:00 AM	350	351	[REDACTED]	11:30-12:00 AM	1137	1138	[REDACTED]	7:30-8:00 PM	732	733	[REDACTED]
4:00-4:30 AM	416	417	[REDACTED]	12:00-12:30 PM	1205	1206	[REDACTED]	8:00-8:30 PM	810	811	[REDACTED]
4:30-5:00 AM	438	439	[REDACTED]	12:30- 1:00 PM	1236	1237	[REDACTED]	8:30- 9:00 PM	832	833	[REDACTED]
5:00-5:30 AM	516	517	[REDACTED]	1:00-1:30 PM	111	112	[REDACTED]	9:00-9:30 PM	910	911	[REDACTED]
5:30-6:00 AM	539	540	[REDACTED]	1:30-2:00 PM	146	147	[REDACTED]	9:30-10:00 PM	933	934	[REDACTED]
6:00-6:30 AM	616	617	[REDACTED]	2:00-2:30 PM	215	216	[REDACTED]	10:00-10:30 PM	1010	1011	[REDACTED]
6:30-7:00 AM	639	640	[REDACTED]	2:30-3:00 PM	237	238	[REDACTED]	10:30-11:00 PM	1035	1036	[REDACTED]
7:00-7:30 AM	706	707	[REDACTED]	3:00-3:30 PM	318	319	[REDACTED]	11:00-11:30 PM	1104	1105	[REDACTED]
7:30-8:00 AM	739	740	[REDACTED]	3:30-4:00 PM	346	347	[REDACTED]	11:30-12:00 PM	1134	1135	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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.

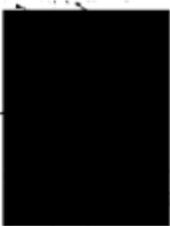
REVIEWED BY MORNING WATCH LIEUTENANT \_\_\_\_\_  
CAPTAIN \_\_\_\_\_



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MCC NEW YORK  
SPECIAL HOUSING UNIT  
30 MINUTE CHECK SHEET



L-TIER

DATE: 07/24/2019

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	1202	1203	[REDACTED]	8:00-8:30 AM	803	804	[REDACTED]	4:00-4:30 PM	411	412	[REDACTED]
12:30- 1:00 AM	1231	1232	[REDACTED]	8:30- 9:00 AM	840	841	[REDACTED]	4:30-5:00 PM	441	441	[REDACTED]
1:00-1:30 AM	106	107	[REDACTED]	9:00-9:30 AM	911	912	[REDACTED]	5:00 -5:30 PM	511	512	[REDACTED]
1:30-2:00 AM	140	141	[REDACTED]	9:30-10:00 AM	945	946	[REDACTED]	5:30-6:00 PM	531	532	[REDACTED]
2:00-2:30 AM	209	210	[REDACTED]	10:00-10:30 AM	1011	1012	[REDACTED]	6:00-6:30 PM	618	619	[REDACTED]
2:30-3:00 AM	234	235	[REDACTED]	10:30-11:00 AM	1046	1047	[REDACTED]	6:30-7:00 PM	640	641	[REDACTED]
3:00-3:30 AM	306	307	[REDACTED]	11:00-11:30 AM	1104	1105	[REDACTED]	7:00-7:30 PM	711	712	[REDACTED]
3:30-4:00 AM	336	337	[REDACTED]	11:30-12:00 AM	1138	1139	[REDACTED]	7:30-8:00 PM	742	743	[REDACTED]
4:00-4:30 AM	412	413	[REDACTED]	12:00-12:30 PM	1216	1217	[REDACTED]	8:00-8:30 PM	818	819	[REDACTED]
4:30-5:00 AM	434	435	[REDACTED]	12:30- 1:00 PM	1236	1237	[REDACTED]	8:30- 9:00 PM	838	839	[REDACTED]
5:00 -5:30 AM	512	513	[REDACTED]	1:00-1:30 PM	1313	1314	[REDACTED]	9:00-9:30 PM	918	919	[REDACTED]
5:30-6:00 AM	535	536	[REDACTED]	1:30-2:00 PM	140	141	[REDACTED]	9:30-10:00 PM	940	941	[REDACTED]
6:00-6:30 AM	612	614	[REDACTED]	2:00-2:30 PM	213	214	[REDACTED]	10:00-10:30 PM	1013	1014	[REDACTED]
6:30-7:00 AM	635	636	[REDACTED]	2:30-3:00 PM	241	242	[REDACTED]	10:30-11:00 PM	1042	1043	[REDACTED]
7:00-7:30 AM	702	703	[REDACTED]	3:00-3:30 PM	308	314	[REDACTED]	11:00-11:30 PM	1112	1113	[REDACTED]
7:30-8:00 AM	735	736	[REDACTED]	3:30-4:00 PM	314	315	[REDACTED]	11:30-12:00 PM	1142	1143	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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: 07/24/2019

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	1204	1205	[REDACTED]	8:00-8:30 AM	803	804	[REDACTED]	4:00-4:30 PM	411	412	[REDACTED]
12:30- 1:00 AM	1233	1234	[REDACTED]	8:30- 9:00 AM	850	851	[REDACTED]	4:30-5:00 PM	438	439	[REDACTED]
1:00-1:30 AM	108	109	[REDACTED]	9:00-9:30 AM	911	912	[REDACTED]	5:00-5:30 PM	510	511	[REDACTED]
1:30-2:00 AM	138	139	[REDACTED]	9:30-10:00 AM	940	941	[REDACTED]	5:30-6:00 PM	538	539	[REDACTED]
2:00-2:30 AM	207	208	[REDACTED]	10:00-10:30 AM	1011	1012	[REDACTED]	6:00-6:30 PM	618	619	[REDACTED]
2:30-3:00 AM	241	242	[REDACTED]	10:30-11:00 AM	1046	1049	[REDACTED]	6:30-7:00 PM	638	639	[REDACTED]
3:00-3:30 AM	304	305	[REDACTED]	11:00-11:30 AM	1113	1114	[REDACTED]	7:00-7:30 PM	711	712	[REDACTED]
3:30-4:00 AM	346	347	[REDACTED]	11:30-12:00 AM	1154	1155	[REDACTED]	7:30-8:00 PM	736	737	[REDACTED]
4:00-4:30 AM	412	413	[REDACTED]	12:00-12:30 PM	1213	1214	[REDACTED]	8:00-8:30 PM	814	815	[REDACTED]
4:30-5:00 AM	434	435	[REDACTED]	12:30- 1:00 PM	1240	1241	[REDACTED]	8:30- 9:00 PM	836	837	[REDACTED]
5:00-5:30 AM	512	513	[REDACTED]	1:00-1:30 PM	113	114	[REDACTED]	9:00-9:30 PM	914	915	[REDACTED]
5:30-6:00 AM	535	536	[REDACTED]	1:30-2:00 PM	146	149	[REDACTED]	9:30-10:00 PM	937	938	[REDACTED]
6:00-6:30 AM	672	673	[REDACTED]	2:00-2:30 PM	216	217	[REDACTED]	10:00-10:30 PM	1009	1010	[REDACTED]
6:30-7:00 AM	635	636	[REDACTED]	2:30-3:00 PM	238	237	[REDACTED]	10:30-11:00 PM	1038	1039	[REDACTED]
7:00-7:30 AM	702	703	[REDACTED]	3:00-3:30 PM	316	317	[REDACTED]	11:00-11:30 PM	1108	1109	[REDACTED]
7:30-8:00 AM	735	736	[REDACTED]	3:30-4:00 PM	350	351	[REDACTED]	11:30-12:00 PM	1138	1139	[REDACTED]

MORNING WATCH  
OPERATIONS  
LIEUTENANT

DAY WATCH  
OPERATIONS  
LIEUTENANT

EVENING WATCH  
OPERATIONS  
LIEUTENANT

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

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Handwritten text in the first column, partially obscured by a black redaction box on the left.

Handwritten text in the second column, partially obscured by a black redaction box on the left.

A large grid or table structure containing faint handwritten entries, possibly a ledger or data table.

A large black redaction box located at the bottom left of the page.



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



DATE: 07/24/2019

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	1210	1211	[REDACTED]	8:00-8:30 AM	804	805	[REDACTED]	4:00-4:30 PM	408	409	[REDACTED]
12:30- 1:00 AM	1239	1240	[REDACTED]	8:30- 9:00 AM	841	842	[REDACTED]	4:30-5:00 PM	450	451	[REDACTED]
1:00-1:30 AM	112	113	[REDACTED]	9:00-9:30 AM	911	912	[REDACTED]	5:00-5:30 PM	511	512	[REDACTED]
1:30-2:00 AM	132	133	[REDACTED]	9:30-10:00 AM	946	949	[REDACTED]	5:30-6:00 PM	538	539	[REDACTED]
2:00-2:30 AM	202	203	[REDACTED]	10:00-10:30 AM	1011	1012	[REDACTED]	6:00-6:30 PM	610	612	[REDACTED]
2:30-3:00 AM	247	248	[REDACTED]	10:30-11:00 AM	1050	1051	[REDACTED]	6:30-7:00 PM	643	644	[REDACTED]
3:00-3:30 AM	308	310	[REDACTED]	11:00-11:30 AM	1101	1102	[REDACTED]	7:00-7:30 PM	716	717	[REDACTED]
3:30-4:00 AM	352	353	[REDACTED]	11:30-12:00 AM	1140	1141	[REDACTED]	7:30-8:00 PM	744	745	[REDACTED]
4:00-4:30 AM	418	419	[REDACTED]	12:00-12:30 PM	1213	1214	[REDACTED]	8:00-8:30 PM	820	821	[REDACTED]
4:30-5:00 AM	440	441	[REDACTED]	12:30- 1:00 PM	1235	1236	[REDACTED]	8:30- 9:00 PM	840	841	[REDACTED]
5:00-5:30 AM	518	519	[REDACTED]	1:00-1:30 PM	109	110	[REDACTED]	9:00-9:30 PM	920	921	[REDACTED]
5:30-6:00 AM	541	542	[REDACTED]	1:30-2:00 PM	138	139	[REDACTED]	9:30-10:00 PM	942	943	[REDACTED]
6:00-6:30 AM	618	619	[REDACTED]	2:00-2:30 PM	205	206	[REDACTED]	10:00-10:30 PM	1015	1016	[REDACTED]
6:30-7:00 AM	641	642	[REDACTED]	2:30-3:00 PM	239	240	[REDACTED]	10:30-11:00 PM	1044	1045	[REDACTED]
7:00-7:30 AM	708	709	[REDACTED]	3:00-3:30 PM	309	310	[REDACTED]	11:00-11:30 PM	1114	1115	[REDACTED]
7:30-8:00 AM	741	742	[REDACTED]	3:30-4:00 PM	339	340	[REDACTED]	11:30-12:00 PM	1144	1145	[REDACTED]

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

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1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100

Handwritten signature or initials in the middle right section.

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



DATE: 07/25/2019

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	1213	1214	[REDACTED]	8:00-8:30 AM	08 <sup>18</sup>	08 <sup>20</sup>	[REDACTED]	4:00-4:30 PM	410	411	[REDACTED]
12:30- 1:00 AM	1240	1241	[REDACTED]	8:30- 9:00 AM	08 <sup>39</sup>	08 <sup>41</sup>	[REDACTED]	4:30-5:00 PM	440	441	[REDACTED]
1:00-1:30 AM	0117	0118	[REDACTED]	9:00-9:30 AM	09 <sup>15</sup>	09 <sup>17</sup>	[REDACTED]	5:00-5:30 PM	518	519	[REDACTED]
1:30-2:00 AM	141	142	[REDACTED]	9:30-10:00 AM	09 <sup>43</sup>	09 <sup>45</sup>	[REDACTED]	5:30-6:00 PM	540	541	[REDACTED]
2:00-2:30 AM	207	208	[REDACTED]	10:00-10:30 AM	10 <sup>12</sup>	10 <sup>13</sup>	[REDACTED]	6:00-6:30 PM	616	617	[REDACTED]
2:30-3:00 AM	236	237	[REDACTED]	10:30-11:00 AM	10 <sup>41</sup>	10 <sup>43</sup>	[REDACTED]	6:30-7:00 PM	640	641	[REDACTED]
3:00-3:30 AM	307	308	[REDACTED]	11:00-11:30 AM			[REDACTED]	7:00-7:30 PM	712	713	[REDACTED]
3:30-4:00 AM	336	337	[REDACTED]	11:30-12:00 AM			[REDACTED]	7:30-8:00 PM	743	744	[REDACTED]
4:00-4:30 AM	412	413	[REDACTED]	12:00-12:30 PM			[REDACTED]	8:00-8:30 PM	818	819	[REDACTED]
4:30-5:00 AM	432	433	[REDACTED]	12:30- 1:00 PM			[REDACTED]	8:30- 9:00 PM	840	841	[REDACTED]
5:00-5:30 AM	513	514	[REDACTED]	1:00-1:30 PM			[REDACTED]	9:00-9:30 PM	918	919	[REDACTED]
5:30-6:00 AM	536	537	[REDACTED]	1:30-2:00 PM			[REDACTED]	9:30-10:00 PM	942	943	[REDACTED]
6:00-6:30 AM	609	610	[REDACTED]	2:00-2:30 PM			[REDACTED]	10:00-10:30 PM	1018	1019	[REDACTED]
6:30-7:00 AM	635	636	[REDACTED]	2:30-3:00 PM			[REDACTED]	10:30-11:00 PM	1040	1041	[REDACTED]
7:00-7:30 AM	712	713	[REDACTED]	3:00-3:30 PM			[REDACTED]	11:00-11:30 PM	1127	1128	[REDACTED]
7:30-8:00 AM	740	741	[REDACTED]	3:30-4:00 PM			[REDACTED]	11:30-12:00 PM	1144	1145	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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: 07/25/2019

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	1215	1216	[REDACTED]	8:00-8:30 AM	08 <sup>20</sup> <sub>21</sub>	08 <sup>22</sup> <sub>23</sub>	[REDACTED]	4:00-4:30 PM	412	413	[REDACTED]
12:30- 1:00 AM	1242	1243	[REDACTED]	8:30- 9:00 AM	08 <sup>41</sup> <sub>42</sub>	08 <sup>43</sup> <sub>44</sub>	[REDACTED]	4:30-5:00 PM	442	443	[REDACTED]
1:00-1:30 AM	0119	0120	[REDACTED]	9:00-9:30 AM	09 <sup>17</sup> <sub>18</sub>	09 <sup>19</sup> <sub>20</sub>	[REDACTED]	5:00 -5:30 PM	520	521	[REDACTED]
1:30-2:00 AM	143	144	[REDACTED]	9:30-10:00 AM	09 <sup>45</sup> <sub>46</sub>	09 <sup>47</sup> <sub>48</sub>	[REDACTED]	5:30-6:00 PM	542	543	[REDACTED]
2:00-2:30 AM	203	204	[REDACTED]	10:00-10:30 AM	10 <sup>13</sup> <sub>14</sub>	10 <sup>15</sup> <sub>16</sub>	[REDACTED]	6:00-6:30 PM	678	619	[REDACTED]
2:30-3:00 AM	233	234	[REDACTED]	10:30-11:00 AM	10 <sup>47</sup> <sub>48</sub>	10 <sup>49</sup> <sub>50</sub>	[REDACTED]	6:30-7:00 PM	642	643	[REDACTED]
3:00-3:30 AM	305	306	[REDACTED]	11:00-11:30 AM			[REDACTED]	7:00-7:30 PM	715	716	[REDACTED]
3:30-4:00 AM	334	335	[REDACTED]	11:30-12:00 AM			[REDACTED]	7:30-8:00 PM	745	746	[REDACTED]
4:00-4:30 AM	410	411	[REDACTED]	12:00-12:30 PM			[REDACTED]	8:00-8:30 PM	820	821	[REDACTED]
4:30-5:00 AM	430	431	[REDACTED]	12:30- 1:00 PM			[REDACTED]	8:30- 9:00 PM	842	843	[REDACTED]
5:00 -5:30 AM	510	512	[REDACTED]	1:00-1:30 PM			[REDACTED]	9:00-9:30 PM	920	921	[REDACTED]
5:30-6:00 AM	534	535	[REDACTED]	1:30-2:00 PM			[REDACTED]	9:30-10:00 PM	944	945	[REDACTED]
6:00-6:30 AM	607	608	[REDACTED]	2:00-2:30 PM			[REDACTED]	10:00-10:30 PM	1020	1021	[REDACTED]
6:30-7:00 AM	633	634	[REDACTED]	2:30-3:00 PM			[REDACTED]	10:30-11:00 PM	1042	1043	[REDACTED]
7:00-7:30 AM	710	711	[REDACTED]	3:00-3:30 PM			[REDACTED]	11:00-11:30 PM	1123	1124	[REDACTED]
7:30-8:00 AM	738	739	[REDACTED]	3:30-4:00 PM			[REDACTED]	11:30-12:00 PM	1146	1147	[REDACTED]

MORNING WATCH  
OPERATIONS  
LIEUTENANT

[REDACTED SIGNATURE]

WATCH  
OPERATIONS  
LIEUTENANT

[REDACTED SIGNATURE]

EVENING WATCH  
OPERATIONS  
LIEUTENANT

[REDACTED 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-J

DATE: 07/25/2019

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	1208	1209	[REDACTED]	8:00-8:30 AM	08 <sup>12</sup>	08 <sup>14</sup>	[REDACTED]	4:00-4:30 PM	402	403	[REDACTED]
12:30- 1:00 AM	1236	1237	[REDACTED]	8:30- 9:00 AM	08 <sup>33</sup>	08 <sup>35</sup>	[REDACTED]	4:30-5:00 PM	432	433	[REDACTED]
1:00-1:30 AM	113	114	[REDACTED]	9:00-9:30 AM	09 <sup>34</sup>	09 <sup>11</sup>	[REDACTED]	5:00 -5:30 PM	510	511	[REDACTED]
1:30-2:00 AM	137	138	[REDACTED]	9:30-10:00 AM	09 <sup>34</sup>	09 <sup>39</sup>	[REDACTED]	5:30-6:00 PM	532	533	[REDACTED]
2:00-2:30 AM	201	202	[REDACTED]	10:00-10:30 AM	10 <sup>05</sup>	10 <sup>07</sup>	[REDACTED]	6:00-6:30 PM	610	611	[REDACTED]
2:30-3:00 AM	240	241	[REDACTED]	10:30-11:00 AM	10 <sup>35</sup>	10 <sup>37</sup>	[REDACTED]	6:30-7:00 PM	632	633	[REDACTED]
3:00-3:30 AM	311	312	[REDACTED]	11:00-11:30 AM			[REDACTED]	7:00-7:30 PM	704	705	[REDACTED]
3:30-4:00 AM	340	341	[REDACTED]	11:30-12:00 AM			[REDACTED]	7:30-8:00 PM	735	736	[REDACTED]
4:00-4:30 AM	416	417	[REDACTED]	12:00-12:30 PM			[REDACTED]	8:00-8:30 PM	810	811	[REDACTED]
4:30-5:00 AM	432	437	[REDACTED]	12:30- 1:00 PM			[REDACTED]	8:30- 9:00 PM	832	833	[REDACTED]
5:00 -5:30 AM	517	518	[REDACTED]	1:00-1:30 PM			[REDACTED]	9:00-9:30 PM	910	911	[REDACTED]
5:30-6:00 AM	540	541	[REDACTED]	1:30-2:00 PM			[REDACTED]	9:30-10:00 PM	932	933	[REDACTED]
6:00-6:30 AM	613	614	[REDACTED]	2:00-2:30 PM			[REDACTED]	10:00-10:30 PM	1010	1011	[REDACTED]
6:30-7:00 AM	640	641	[REDACTED]	2:30-3:00 PM			[REDACTED]	10:30-11:00 PM	1032	1033	[REDACTED]
7:00-7:30 AM	716	717	[REDACTED]	3:00-3:30 PM			[REDACTED]	11:00-11:30 PM	1115	1116	[REDACTED]
7:30-8:00 AM	744	745	[REDACTED]	3:30-4:00 PM			[REDACTED]	11:30-12:00 PM	1134	1135	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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: 07/25/2019

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	1210	1211	[REDACTED]	8:00-8:30 AM	08 <sup>18</sup>	08 <sup>18</sup>	[REDACTED]	4:00-4:30 PM	404	405	[REDACTED]
12:30- 1:00 AM	1238	1239	[REDACTED]	8:30- 9:00 AM	08 <sup>37</sup>	08 <sup>39</sup>	[REDACTED]	4:30-5:00 PM	434	435	[REDACTED]
1:00-1:30 AM	115	116	[REDACTED]	9:00-9:30 AM	09 <sup>13</sup>	09 <sup>15</sup>	[REDACTED]	5:00 -5:30 PM	512	513	[REDACTED]
1:30-2:00 AM	139	140	[REDACTED]	9:30-10:00 AM	09 <sup>41</sup>	09 <sup>43</sup>	[REDACTED]	5:30-6:00 PM	534	535	[REDACTED]
2:00-2:30 AM	209	210	[REDACTED]	10:00-10:30 AM	10 <sup>09</sup>	10 <sup>11</sup>	[REDACTED]	6:00-6:30 PM	612	613	[REDACTED]
2:30-3:00 AM	238	239	[REDACTED]	10:30-11:00 AM	10 <sup>39</sup>	10 <sup>41</sup>	[REDACTED]	6:30-7:00 PM	634	635	[REDACTED]
3:00-3:30 AM	309	310	[REDACTED]	11:00-11:30 AM			[REDACTED]	7:00-7:30 PM	706	707	[REDACTED]
3:30-4:00 AM	338	339	[REDACTED]	11:30-12:00 AM			[REDACTED]	7:30-8:00 PM	737	738	[REDACTED]
4:00-4:30 AM	414	415	[REDACTED]	12:00-12:30 PM			[REDACTED]	8:00-8:30 PM	812	813	[REDACTED]
4:30-5:00 AM	434	435	[REDACTED]	12:30- 1:00 PM			[REDACTED]	8:30- 9:00 PM	834	835	[REDACTED]
5:00 -5:30 AM	515	516	[REDACTED]	1:00-1:30 PM			[REDACTED]	9:00-9:30 PM	912	913	[REDACTED]
5:30-6:00 AM	538	539	[REDACTED]	1:30-2:00 PM			[REDACTED]	9:30-10:00 PM	934	935	[REDACTED]
6:00-6:30 AM	611	612	[REDACTED]	2:00-2:30 PM			[REDACTED]	10:00-10:30 PM	1012	1013	[REDACTED]
6:30-7:00 AM	637	638	[REDACTED]	2:30-3:00 PM			[REDACTED]	10:30-11:00 PM	1034	1035	[REDACTED]
7:00-7:30 AM	714	715	[REDACTED]	3:00-3:30 PM			[REDACTED]	11:00-11:30 PM	1117	1118	[REDACTED]
7:30-8:00 AM	742	743	[REDACTED]	3:30-4:00 PM			[REDACTED]	11:30-12:00 PM	1136	1137	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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: 07/25/2019

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	1205	[REDACTED]	8:00-8:30 AM	08 <sup>14</sup>	08 <sup>16</sup>	[REDACTED]	4:00-4:30 PM	406	407	[REDACTED]
12:30- 1:00 AM	1232	1233	[REDACTED]	8:30- 9:00 AM	08 <sup>33</sup>	08 <sup>37</sup>	[REDACTED]	4:30-5:00 PM	436	437	[REDACTED]
1:00-1:30 AM	110	111	[REDACTED]	9:00-9:30 AM	09 <sup>11</sup>	09 <sup>13</sup>	[REDACTED]	5:00 -5:30 PM	514	515	[REDACTED]
1:30-2:00 AM	133	134	[REDACTED]	9:30-10:00 AM	09 <sup>39</sup>	09 <sup>41</sup>	[REDACTED]	5:30-6:00 PM	536	537	[REDACTED]
2:00-2:30 AM	212	213	[REDACTED]	10:00-10:30 AM	10 <sup>27</sup>	10 <sup>29</sup>	[REDACTED]	6:00-6:30 PM	614	615	[REDACTED]
2:30-3:00 AM	244	245	[REDACTED]	10:30-11:00 AM	10 <sup>37</sup>	10 <sup>39</sup>	[REDACTED]	6:30-7:00 PM	636	637	[REDACTED]
3:00-3:30 AM	315	316	[REDACTED]	11:00-11:30 AM			[REDACTED]	7:00-7:30 PM	708	709	[REDACTED]
3:30-4:00 AM	344	345	[REDACTED]	11:30-12:00 AM			[REDACTED]	7:30-8:00 PM	739	740	[REDACTED]
4:00-4:30 AM	420	421	[REDACTED]	12:00-12:30 PM			[REDACTED]	8:00-8:30 PM	814	815	[REDACTED]
4:30-5:00 AM	440	441	[REDACTED]	12:30- 1:00 PM			[REDACTED]	8:30- 9:00 PM	836	837	[REDACTED]
5:00 -5:30 AM	521	522	[REDACTED]	1:00-1:30 PM			[REDACTED]	9:00-9:30 PM	914	915	[REDACTED]
5:30-6:00 AM	544	545	[REDACTED]	1:30-2:00 PM			[REDACTED]	9:30-10:00 PM	936	937	[REDACTED]
6:00-6:30 AM	617	618	[REDACTED]	2:00-2:30 PM			[REDACTED]	10:00-10:30 PM	1014	1015	[REDACTED]
6:30-7:00 AM	644	645	[REDACTED]	2:30-3:00 PM			[REDACTED]	10:30-11:00 PM	1036	1037	[REDACTED]
7:00-7:30 AM	720	721	[REDACTED]	3:00-3:30 PM			[REDACTED]	11:00-11:30 PM	1119	1120	[REDACTED]
7:30-8:00 AM	740	749	[REDACTED]	3:30-4:00 PM			[REDACTED]	11:30-12:00 PM	1140	1141	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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: 07/25/2019

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	1206	1207	[REDACTED]	0:00-0:30 AM	08 <sup>10</sup>	08 <sup>12</sup>	[REDACTED]	4:00-4:30 PM	408	409	[REDACTED]
12:30-1:00 AM	1234	1235	[REDACTED]	0:30-9:00 AM	08 <sup>31</sup>	08 <sup>35</sup>	[REDACTED]	4:30-5:00 PM	438	439	[REDACTED]
1:00-1:30 AM	111	112	[REDACTED]	9:00-9:30 AM	09 <sup>07</sup>	09 <sup>09</sup>	[REDACTED]	5:00-5:30 PM	516	517	[REDACTED]
1:30-2:00 AM	135	136	[REDACTED]	9:30-10:00 AM	09 <sup>35</sup>	09 <sup>37</sup>	[REDACTED]	5:30-6:00 PM	538	539	[REDACTED]
2:00-2:30 AM	208	211	[REDACTED]	10:00-10:30 AM	10 <sup>03</sup>	10 <sup>05</sup>	[REDACTED]	6:00-6:30 PM	614	615	[REDACTED]
2:30-3:00 AM	242	243	[REDACTED]	10:30-11:00 AM	10 <sup>31</sup>	10 <sup>35</sup>	[REDACTED]	6:30-7:00 PM	638	639	[REDACTED]
3:00-3:30 AM	313	314	[REDACTED]	11:00-11:30 AM				7:00-7:30 PM	710	711	[REDACTED]
3:30-4:00 AM	342	343	[REDACTED]	11:30-12:00 AM				7:30-8:00 PM	741	742	[REDACTED]
4:00-4:30 AM	418	419	[REDACTED]	12:00-12:30 PM				8:00-8:30 PM	816	817	[REDACTED]
4:30-5:00 AM	438	439	[REDACTED]	12:30-1:00 PM				8:30-9:00 PM	838	839	[REDACTED]
5:00-5:30 AM	519	520	[REDACTED]	1:00-1:30 PM				9:00-9:30 PM	916	917	[REDACTED]
5:30-6:00 AM	542	543	[REDACTED]	1:30-2:00 PM				9:30-10:00 PM	940	941	[REDACTED]
6:00-6:30 AM	615	616	[REDACTED]	2:00-2:30 PM				10:00-10:30 PM	1016	1017	[REDACTED]
6:30-7:00 AM	642	643	[REDACTED]	2:30-3:00 PM				10:30-11:00 PM	1038	1039	[REDACTED]
7:00-7:30 AM	718	719	[REDACTED]	3:00-3:30 PM				11:00-11:30 PM	1121	1122	[REDACTED]
7:30-8:00 AM	746	747	[REDACTED]	3:30-4:00 PM				11:30-12:00 PM	1142	1143	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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: 7-25-19

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	12:01	12:02	[REDACTED]	8:00-9:00 AM	8:15	8:20	[REDACTED]	4:00-4:30 PM	4:01	4:05	[REDACTED]
12:30-1:00 AM	12:31	12:32	[REDACTED]	8:30-9:00 AM	8:40	8:45	[REDACTED]	4:30-5:00 PM	4:36	4:38	[REDACTED]
1:00-1:30 AM	1:01	1:02	[REDACTED]	9:00-9:30 AM	9:25	9:30	[REDACTED]	5:00-5:30 PM	5:03	5:06	[REDACTED]
1:30-2:00 AM	1:31	1:32	[REDACTED]	9:30-10:00 AM	9:48	9:52	[REDACTED]	5:30-6:00 PM	5:37	5:38	[REDACTED]
2:00-2:30 AM	2:01	2:02	[REDACTED]	10:00-10:30 AM	10:00	10:05	[REDACTED]	6:00-6:30 PM	6:08	6:09	[REDACTED]
2:30-3:00 AM	2:31	2:32	[REDACTED]	10:30-11:00 AM	10:35	10:40	[REDACTED]	6:30-7:00 PM	6:31	6:34	[REDACTED]
3:00-3:30 AM	3:01	3:02	[REDACTED]	11:00-11:30 AM	11:06	11:10	[REDACTED]	7:00-7:30 PM	7:04	7:05	[REDACTED]
3:30-4:00 AM	3:31	3:32	[REDACTED]	11:30-12:00 AM	11:30	11:35	[REDACTED]	7:30-8:00 PM	7:35	7:38	[REDACTED]
4:00-4:30 AM	4:01	4:02	[REDACTED]	12:00-12:30 PM	12:25	12:30	[REDACTED]	8:00-8:30 PM	8:07	8:10	[REDACTED]
4:30-5:00 AM	4:31	4:32	[REDACTED]	12:30-1:00 PM	12:55	1:00	[REDACTED]	8:30-9:00 PM	8:38	8:41	[REDACTED]
5:00-5:30 AM	5:01	5:02	[REDACTED]	1:00-1:30 PM	1:15	1:20	[REDACTED]	9:00-9:30 PM	9:10	9:13	[REDACTED]
5:30-6:00 AM	5:31	5:32	[REDACTED]	1:30-2:00 PM	1:45	1:50	[REDACTED]	9:30-10:00 PM	9:41	9:46	[REDACTED]
6:00-6:30 AM	6:01	6:02	[REDACTED]	2:00-2:30 PM	2:07	2:09	[REDACTED]	10:00-10:30 PM	10:13	10:15	[REDACTED]
6:30-7:00 AM	6:31	6:32	[REDACTED]	2:30-3:00 PM	2:40	2:42	[REDACTED]	10:30-11:00 PM	10:46	10:48	[REDACTED]
7:00-7:30 AM	7:01	7:02	[REDACTED]	3:00-3:30 PM	3:22	3:24	[REDACTED]	11:00-11:30 PM	11:17	11:19	[REDACTED]
7:30-8:00 AM	7:31	7:32	[REDACTED]	3:30-4:00 PM	3:41	3:43	[REDACTED]	11:30-12:00 PM	11:49	11:53	[REDACTED]

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

[REDACTED]



MCC NEW YORK  
SPECIAL HOUSING UNIT  
30 MINUTE CHECK SHEET



ZA  
TIER-H

DATE: 07/26/2019

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	1206	[REDACTED]	8:00-8:30 AM	806	809	[REDACTED]	4:00-4:30 PM	413	414	[REDACTED]
12:30-1:00 AM	12140	12141	[REDACTED]	8:30-9:00 AM	839	840	[REDACTED]	4:30-5:00 PM	436	437	[REDACTED]
1:00-1:30 AM	111	112	[REDACTED]	9:00-9:30 AM	911	912	[REDACTED]	5:00-5:30 PM	511	512	[REDACTED]
1:30-2:00 AM	1141	1142	[REDACTED]	9:30-10:00 AM	940	941	[REDACTED]	5:30-6:00 PM	538	539	[REDACTED]
2:00-2:30 AM	210	211	[REDACTED]	10:00-10:30 AM	1011	1012	[REDACTED]	6:00-6:30 PM	611	612	[REDACTED]
2:30-3:00 AM	2141	2142	[REDACTED]	10:30-11:00 AM	1031	1038	[REDACTED]	6:30-7:00 PM	640	641	[REDACTED]
3:00-3:30 AM	3109	3110	[REDACTED]	11:00-11:30 AM	1113	1114	[REDACTED]	7:00-7:30 PM	711	712	[REDACTED]
3:30-4:00 AM	3141	3142	[REDACTED]	11:30-12:00 AM	1136	1137	[REDACTED]	7:30-8:00 PM	746	747	[REDACTED]
4:00-4:30 AM	4110	4111	[REDACTED]	12:00-12:30 PM	1211	1212	[REDACTED]	8:00-8:30 PM	2002	2003	[REDACTED]
4:30-5:00 AM	4141	4142	[REDACTED]	12:30-1:00 PM	1240	1241	[REDACTED]	8:30-9:00 PM	2032	2033	[REDACTED]
5:00-5:30 AM	5110	5111	[REDACTED]	1:00-1:30 PM	1304	1305	[REDACTED]	9:00-9:30 PM	2111	2113	[REDACTED]
5:30-6:00 AM	5141	5142	[REDACTED]	1:30-2:00 PM	1318	1319	[REDACTED]	9:30-10:00 PM	2137	2138	[REDACTED]
6:00-6:30 AM	6111	6112	[REDACTED]	2:00-2:30 PM	2119	2120	[REDACTED]	10:00-10:30 PM	2203	2204	[REDACTED]
6:30-7:00 AM	6140	6141	[REDACTED]	2:30-3:00 PM	2140	2141	[REDACTED]	10:30-11:00 PM	2241	2242	[REDACTED]
7:00-7:30 AM	7110	7111	[REDACTED]	3:00-3:30 PM	3114	3119	[REDACTED]	11:00-11:30 PM	2307	2308	[REDACTED]
7:30-8:00 AM	7141	7142	[REDACTED]	3:30-4:00 PM	3158	3159	[REDACTED]	11:30-12:00 PM	2331	2332	[REDACTED]

MORNING WATCH  
OPERATIONS  
LIEUTENANT

[REDACTED]

DAY WATCH  
OPERATIONS  
LIEUTENANT

[REDACTED]

EVENING WATCH  
OPERATIONS  
LIEUTENANT

[REDACTED]

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

[REDACTED]



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

DATE: 07/26/2019

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	12:08	[REDACTED]	8:00-8:30 AM	8:16	8:17	[REDACTED]	4:00-4:30 PM	4:12	4:13	[REDACTED]
12:30- 1:00 AM	12:38	12:39	[REDACTED]	8:30- 9:00 AM	8:46	8:47	[REDACTED]	4:30-5:00 PM	4:40	4:41	[REDACTED]
1:00-1:30 AM	1:09	1:10	[REDACTED]	9:00-9:30 AM	9:13	9:14	[REDACTED]	5:00-5:30 PM	5:12	5:13	[REDACTED]
1:30-2:00 AM	1:39	1:40	[REDACTED]	9:30-10:00 AM	9:38	9:39	[REDACTED]	5:30-6:00 PM	5:38	5:39	[REDACTED]
2:00-2:30 AM	2:02	2:09	[REDACTED]	10:00-10:30 AM	10:16	10:19	[REDACTED]	6:00-6:30 PM	6:11	6:12	[REDACTED]
2:30-3:00 AM	2:39	2:40	[REDACTED]	10:30-11:00 AM	10:58	10:59	[REDACTED]	6:30-7:00 PM	6:46	6:47	[REDACTED]
3:00-3:30 AM	3:07	3:08	[REDACTED]	11:00-11:30 AM	11:13	11:14	[REDACTED]	7:00-7:30 PM	7:11	7:12	[REDACTED]
3:30-4:00 AM	3:39	3:40	[REDACTED]	11:30-12:00 AM	11:38	11:39	[REDACTED]	7:30-8:00 PM	7:50	7:51	[REDACTED]
4:00-4:30 AM	4:08	4:09	[REDACTED]	12:00-12:30 PM	12:15	12:16	[REDACTED]	8:00-8:30 PM	20:01	20:02	[REDACTED]
4:30-5:00 AM	4:39	4:40	[REDACTED]	12:30- 1:00 PM	12:35	12:37	[REDACTED]	8:30- 9:00 PM	20:31	20:32	[REDACTED]
5:00-5:30 AM	5:08	5:09	[REDACTED]	1:00-1:30 PM	1:08	1:09	[REDACTED]	9:00-9:30 PM	21:10	21:11	[REDACTED]
5:30-6:00 AM	5:39	5:40	[REDACTED]	1:30-2:00 PM	1:39	1:40	[REDACTED]	9:30-10:00 PM	21:35	21:37	[REDACTED]
6:00-6:30 AM	6:09	6:10	[REDACTED]	2:00-2:30 PM	2:12	2:13	[REDACTED]	10:00-10:30 PM	22:02	22:03	[REDACTED]
6:30-7:00 AM	6:38	6:39	[REDACTED]	2:30-3:00 PM	2:37	2:40	[REDACTED]	10:30-11:00 PM	22:40	22:41	[REDACTED]
7:00-7:30 AM	7:08	7:09	[REDACTED]	3:00-3:30 PM	3:16	3:17	[REDACTED]	11:00-11:30 PM	23:01	23:07	[REDACTED]
7:30-8:00 AM	7:39	7:40	[REDACTED]	3:30-4:00 PM	3:38	3:39	[REDACTED]	11:30-12:00 PM	23:33	23:34	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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: 07/26/2019

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	12:03	12:09	[REDACTED]	8:00-8:30 AM	8:06	8:09	[REDACTED]	4:00-4:30 PM	16:03	16:04	[REDACTED]
12:30-1:00 AM	12:30	12:31	[REDACTED]	8:30-9:00 AM	8:38	8:39	[REDACTED]	4:30-5:00 PM	16:35	16:36	[REDACTED]
1:00-1:30 AM	1:01	1:02	[REDACTED]	9:00-9:30 AM	9:11	9:12	[REDACTED]	5:00-5:30 PM	17:11	17:13	[REDACTED]
1:30-2:00 AM	1:31	1:32	[REDACTED]	9:30-10:00 AM	9:46	9:49	[REDACTED]	5:30-6:00 PM	17:38	17:39	[REDACTED]
2:00-2:30 AM	2:00	2:01	[REDACTED]	10:00-10:30 AM	10:03	10:04	[REDACTED]	6:00-6:30 PM	18:06	18:07	[REDACTED]
2:30-3:00 AM	2:31	2:32	[REDACTED]	10:30-11:00 AM	10:50	10:59	[REDACTED]	6:30-7:00 PM	18:43	18:44	[REDACTED]
3:00-3:30 AM	3:00	3:01	[REDACTED]	11:00-11:30 AM	11:13	11:14	[REDACTED]	7:00-7:30 PM	19:07	19:08	[REDACTED]
3:30-4:00 AM	3:31	3:32	[REDACTED]	11:30-12:00 AM	11:38	11:39	[REDACTED]	7:30-8:00 PM	19:41	19:42	[REDACTED]
4:00-4:30 AM	4:00	4:01	[REDACTED]	12:00-12:30 PM	12:18	12:19	[REDACTED]	8:00-8:30 PM	20:05	20:06	[REDACTED]
4:30-5:00 AM	4:31	4:32	[REDACTED]	12:30-1:00 PM	12:38	12:39	[REDACTED]	8:30-9:00 PM	20:35	20:36	[REDACTED]
5:00-5:30 AM	5:00	5:01	[REDACTED]	1:00-1:30 PM	1:11	1:12	[REDACTED]	9:00-9:30 PM	21:15	21:16	[REDACTED]
5:30-6:00 AM	5:31	5:32	[REDACTED]	1:30-2:00 PM	1:36	1:37	[REDACTED]	9:30-10:00 PM	21:40	21:41	[REDACTED]
6:00-6:30 AM	6:01	6:02	[REDACTED]	2:00-2:30 PM	2:11	2:12	[REDACTED]	10:00-10:30 PM	22:06	22:07	[REDACTED]
6:30-7:00 AM	6:30	6:31	[REDACTED]	2:30-3:00 PM	2:40	2:41	[REDACTED]	10:30-11:00 PM	22:44	22:46	[REDACTED]
7:00-7:30 AM	7:00	7:01	[REDACTED]	3:00-3:30 PM	3:18	3:19	[REDACTED]	11:00-11:30 PM	23:10	23:11	[REDACTED]
7:30-8:00 AM	7:31	7:32	[REDACTED]	3:30-4:00 PM	3:40	3:41	[REDACTED]	11:30-12:00 PM	23:57	23:58	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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: 07/26/2019

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	1210	1216	[REDACTED]	8:00-8:30 AM	803	804	[REDACTED]	4:00-4:30 PM	1602	1602	[REDACTED]
12:30-1:00 AM	1232	1233	[REDACTED]	8:30-9:00 AM	836	837	[REDACTED]	4:30-5:00 PM	1634	1635	[REDACTED]
1:00-1:30 AM	103	104	[REDACTED]	9:00-9:30 AM	911	912	[REDACTED]	5:00-5:30 PM	1710	1711	[REDACTED]
1:30-2:00 AM	133	134	[REDACTED]	9:30-10:00 AM	939	939	[REDACTED]	5:30-6:00 PM	1737	1738	[REDACTED]
2:00-2:30 AM	202	203	[REDACTED]	10:00-10:30 AM	1011	1012	[REDACTED]	6:00-6:30 PM	1805	1806	[REDACTED]
2:30-3:00 AM	233	234	[REDACTED]	10:30-11:00 AM	1040	1041	[REDACTED]	6:30-7:00 PM	1842	1843	[REDACTED]
3:00-3:30 AM	307	307	[REDACTED]	11:00-11:30 AM	1113	1114	[REDACTED]	7:00-7:30 PM	1905	1907	[REDACTED]
3:30-4:00 AM	333	334	[REDACTED]	11:30-12:00 AM	1138	1137	[REDACTED]	7:30-8:00 PM	1940	1941	[REDACTED]
4:00-4:30 AM	402	403	[REDACTED]	12:00-12:30 PM	1216	1217	[REDACTED]	8:00-8:30 PM	2005	2007	[REDACTED]
4:30-5:00 AM	433	434	[REDACTED]	12:30-1:00 PM	1238	1239	[REDACTED]	8:30-9:00 PM	2036	2037	[REDACTED]
5:00-5:30 AM	502	501	[REDACTED]	1:00-1:30 PM	113	114	[REDACTED]	9:00-9:30 PM	2116	2117	[REDACTED]
5:30-6:00 AM	533	534	[REDACTED]	1:30-2:00 PM	146	147	[REDACTED]	9:30-10:00 PM	2141	2142	[REDACTED]
6:00-6:30 AM	603	604	[REDACTED]	2:00-2:30 PM	217	218	[REDACTED]	10:00-10:30 PM	2207	2208	[REDACTED]
6:30-7:00 AM	632	633	[REDACTED]	2:30-3:00 PM	238	239	[REDACTED]	10:30-11:00 PM	2248	2247	[REDACTED]
7:00-7:30 AM	702	703	[REDACTED]	3:00-3:30 PM	311	312	[REDACTED]	11:00-11:30 PM	2311	2312	[REDACTED]
7:30-8:00 AM	733	734	[REDACTED]	3:30-4:00 PM	340	341	[REDACTED]	11:30-12:00 PM	2330	2331	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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A staff member must observe all inmates confined in a 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: 07/26/2019

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	1204	1208	[REDACTED]	8:00-8:30 AM	806	809	[REDACTED]	4:00-4:30 PM	411	412	[REDACTED]
12:30- 1:00 AM	1234	1235	[REDACTED]	8:30- 9:00 AM	840	841	[REDACTED]	4:30-5:00 PM	438	437	[REDACTED]
1:00-1:30 AM	1205	1206	[REDACTED]	9:00-9:30 AM	912	914	[REDACTED]	5:00-5:30 PM	501	502	[REDACTED]
1:30-2:00 AM	1335	1336	[REDACTED]	9:30-10:00 AM	040	041	[REDACTED]	5:30-6:00 PM	533	534	[REDACTED]
2:00-2:30 AM	2004	2005	[REDACTED]	10:00-10:30 AM	1011	1012	[REDACTED]	6:00-6:30 PM	611	612	[REDACTED]
2:30-3:00 AM	2335	2336	[REDACTED]	10:30-11:00 AM	1038	1039	[REDACTED]	6:30-7:00 PM	637	638	[REDACTED]
3:00-3:30 AM	3004	3005	[REDACTED]	11:00-11:30 AM	1119	1120	[REDACTED]	7:00-7:30 PM	711	712	[REDACTED]
3:30-4:00 AM	3335	3336	[REDACTED]	11:30-12:00 AM	1138	1139	[REDACTED]	7:30-8:00 PM	736	737	[REDACTED]
4:00-4:30 AM	4004	4005	[REDACTED]	12:00-12:30 PM	1211	1212	[REDACTED]	8:00-8:30 PM	2003	2004	[REDACTED]
4:30-5:00 AM	4335	4336	[REDACTED]	12:30- 1:00 PM	1236	1237	[REDACTED]	8:30- 9:00 PM	2033	2034	[REDACTED]
5:00-5:30 AM	5004	5005	[REDACTED]	1:00-1:30 PM	108	109	[REDACTED]	9:00-9:30 PM	2113	2114	[REDACTED]
5:30-6:00 AM	5335	5336	[REDACTED]	1:30-2:00 PM	1335	1338	[REDACTED]	9:30-10:00 PM	2138	2139	[REDACTED]
6:00-6:30 AM	6005	6006	[REDACTED]	2:00-2:30 PM	201	202	[REDACTED]	10:00-10:30 PM	2204	2205	[REDACTED]
6:30-7:00 AM	6334	6335	[REDACTED]	2:30-3:00 PM	2338	2339	[REDACTED]	10:30-11:00 PM	2242	2243	[REDACTED]
7:00-7:30 AM	7004	7005	[REDACTED]	3:00-3:30 PM	3013	3014	[REDACTED]	11:00-11:30 PM	2308	2309	[REDACTED]
7:30-8:00 AM	7335	7336	[REDACTED]	3:30-4:00 PM	3338	3339	[REDACTED]	11:30-12:00 PM	2335	2336	[REDACTED]

MORNING WATCH  
OPERATIONS  
LIEUTENANT

DAY WATCH  
OPERATIONS  
LIEUTENANT

EVENING WATCH  
OPERATIONS  
LIEUTENANT

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: 07/26/2019

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	12:18	12:27	[REDACTED]	8:00-8:30 AM	8:06	8:07	[REDACTED]	4:00-4:30 PM	4:16	4:19	[REDACTED]
12:30- 1:00 AM	12:36	12:37	[REDACTED]	8:30- 9:00 AM	8:38	8:39	[REDACTED]	4:30-5:00 PM	4:33	4:34	[REDACTED]
1:00-1:30 AM	1:07	1:08	[REDACTED]	9:00-9:30 AM	9:12	9:13	[REDACTED]	5:00-5:30 PM	5:11	5:12	[REDACTED]
1:30-2:00 AM	1:37	1:38	[REDACTED]	9:30-10:00 AM	9:50	9:51	[REDACTED]	5:30-6:00 PM	5:37	5:38	[REDACTED]
2:00-2:30 AM	2:06	2:07	[REDACTED]	10:00-10:30 AM	10:14	10:15	[REDACTED]	6:00-6:30 PM	6:16	6:19	[REDACTED]
2:30-3:00 AM	2:37	2:38	[REDACTED]	10:30-11:00 AM	10:46	10:49	[REDACTED]	6:30-7:00 PM	6:37	6:40	[REDACTED]
3:00-3:30 AM	3:05	3:06	[REDACTED]	11:00-11:30 AM	11:15	11:14	[REDACTED]	7:00-7:30 PM	7:13	7:14	[REDACTED]
3:30-4:00 AM	3:37	3:38	[REDACTED]	11:30-12:00 AM	11:36	11:37	[REDACTED]	7:30-8:00 PM	7:33	7:34	[REDACTED]
4:00-4:30 AM	4:06	4:07	[REDACTED]	12:00-12:30 PM	12:19	12:20	[REDACTED]	8:00-8:30 PM	20:04	20:05	[REDACTED]
4:30-5:00 AM	4:37	4:38	[REDACTED]	12:30- 1:00 PM	12:50	12:51	[REDACTED]	8:30- 9:00 PM	20:34	20:35	[REDACTED]
5:00- 5:30 AM	5:06	5:07	[REDACTED]	1:00-1:30 PM	1:08	1:09	[REDACTED]	9:00-9:30 PM	21:14	21:15	[REDACTED]
5:30-6:00 AM	5:37	5:38	[REDACTED]	1:30-2:00 PM	1:38	1:39	[REDACTED]	9:30-10:00 PM	21:39	21:40	[REDACTED]
6:00-6:30 AM	6:07	6:08	[REDACTED]	2:00-2:30 PM	2:16	2:17	[REDACTED]	10:00-10:30 PM	22:05	22:06	[REDACTED]
6:30-7:00 AM	6:36	6:37	[REDACTED]	2:30-3:00 PM	2:46	2:47	[REDACTED]	10:30-11:00 PM	22:43	22:44	[REDACTED]
7:00-7:30 AM	7:06	7:07	[REDACTED]	3:00-3:30 PM	3:16	3:17	[REDACTED]	11:00-11:30 PM	23:05	23:06	[REDACTED]
7:30-8:00 AM	7:37	7:38	[REDACTED]	3:30-4:00 PM	3:38	3:39	[REDACTED]	11:30-12:00 PM	23:28	23:29	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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: 17-26-19

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	12:02	12:07	[REDACTED]	8:00-8:30 AM	0806	0809	[REDACTED]	4:00-4:30 PM	4:00	4:22	[REDACTED]
12:30- 1:00 AM	12:31	12:37	[REDACTED]	8:30- 9:00 AM	0830	0833	[REDACTED]	4:30-5:00 PM	4:40	4:48	[REDACTED]
1:00-1:30 AM	1:03	1:40	[REDACTED]	9:00-9:30 AM	0910	0913	[REDACTED]	5:00 -5:30 PM	5:10	5:17	[REDACTED]
1:30-2:00 AM	1:32	1:40	[REDACTED]	9:30-10:00 AM	0934	0937	[REDACTED]	5:30-6:00 PM	5:38	5:40	[REDACTED]
2:00-2:30 AM	2:01	2:10	[REDACTED]	10:00-10:30 AM	10:01	10:04	[REDACTED]	6:00-6:30 PM	6:04	6:06	[REDACTED]
2:30-3:00 AM	2:31	2:38	[REDACTED]	10:30-11:00 AM	1031	1034	[REDACTED]	6:30-7:00 PM	6:33	6:35	[REDACTED]
3:00-3:30 AM	3:01	3:09	[REDACTED]	11:00-11:30 AM	1106	1110	[REDACTED]	7:00-7:30 PM	7:07	7:10	[REDACTED]
3:30-4:00 AM	3:32	3:40	[REDACTED]	11:30-12:00 AM	1140	1132	[REDACTED]	7:30-8:00 PM	7:38	7:41	[REDACTED]
4:00-4:30 AM	4:01	4:08	[REDACTED]	12:00-12:30 PM	1215	1221	[REDACTED]	8:00-8:30 PM	8:06	8:08	[REDACTED]
4:30-5:00 AM	4:31	4:37	[REDACTED]	12:30- 1:00 PM	1240	1244	[REDACTED]	8:30- 9:00 PM	8:33	8:35	[REDACTED]
5:00 -5:30 AM	5:01	5:10	[REDACTED]	1:00-1:30 PM	1:10	1:13	[REDACTED]	9:00-9:30 PM	9:07	9:13	[REDACTED]
5:30-6:00 AM	5:31	5:38	[REDACTED]	1:30-2:00 PM	1:36	1:39	[REDACTED]	9:30-10:00 PM	9:32	9:35	[REDACTED]
6:00-6:30 AM	6:01	6:07	[REDACTED]	2:00-2:30 PM	2:01	2:04	[REDACTED]	10:00-10:30 PM	10:06	10:09	[REDACTED]
6:30-7:00 AM	6:31	6:37	[REDACTED]	2:30-3:00 PM	2:35	2:38	[REDACTED]	10:30-11:00 PM	10:31	10:36	[REDACTED]
7:00-7:30 AM	7:01	7:05	[REDACTED]	3:00-3:30 PM	3:06	3:09	[REDACTED]	11:00-11:30 PM	11:05	11:07	[REDACTED]
7:30-8:00 AM	7:35	7:40	[REDACTED]	3:30-4:00 PM	3:20	3:27	[REDACTED]	11:30-12:00 PM	11:36	11:38	[REDACTED]

MORNING WATCH  
OPERATIONS  
LIEUTENANT

[REDACTED]

DAY WATCH  
OPERATIONS  
LIEUTENANT

[REDACTED]

MORNING WATCH  
OPERATIONS  
LIEUTENANT

[REDACTED]

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 L

[REDACTED]





MCC NEW YORK  
SPECIAL HOUSING UNIT  
30 MINUTE CHECK SHEET

ZB

DATE: 7-28-19



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	1209	[REDACTED]	8:00-8:30 AM	801	803	[REDACTED]	4:00-4:30 PM	400	402	[REDACTED]
12:30- 1:00 AM	1232	1234	[REDACTED]	8:30- 9:00 AM	834	836	[REDACTED]	4:30-5:00 PM	438	440	[REDACTED]
1:00-1:30 AM	135	139	[REDACTED]	9:00-9:30 AM	911	913	[REDACTED]	5:00 -5:30 PM	510	520	[REDACTED]
1:30-2:00 AM	142	134	[REDACTED]	9:30-10:00 AM	942	944	[REDACTED]	5:30-6:00 PM	542	544	[REDACTED]
2:00-2:30 AM	225	227	[REDACTED]	10:00-10:30 AM	1005	1011	[REDACTED]	6:00-6:30 PM	623	624	[REDACTED]
2:30-3:00 AM	255	257	[REDACTED]	10:30-11:00 AM	1037	1039	[REDACTED]	6:30-7:00 PM	649	651	[REDACTED]
3:00-3:30 AM	328	330	[REDACTED]	11:00-11:30 AM	1116	1119	[REDACTED]	7:00-7:30 PM	715	717	[REDACTED]
3:30-4:00 AM	358	359	[REDACTED]	11:30-12:00 AM	1150	1153	[REDACTED]	7:30-8:00 PM	740	742	[REDACTED]
4:00-4:30 AM	400	401	[REDACTED]	12:00-12:30 PM	1203	1205	[REDACTED]	8:00-8:30 PM	809	811	[REDACTED]
4:30-5:00 AM	439	441	[REDACTED]	12:30- 1:00 PM	1232	1234	[REDACTED]	8:30- 9:00 PM	836	838	[REDACTED]
5:00 -5:30 AM	510	512	[REDACTED]	1:00-1:30 PM	116	118	[REDACTED]	9:00-9:30 PM	913	916	[REDACTED]
5:30-6:00 AM	549	551	[REDACTED]	1:30-2:00 PM	142	145	[REDACTED]	9:30-10:00 PM	948	950	[REDACTED]
6:00-6:30 AM	6	6	[REDACTED]	2:00-2:30 PM	212	214	[REDACTED]	10:00-10:30 PM	1021	1025	[REDACTED]
6:30-7:00 AM	6	6	[REDACTED]	2:30-3:00 PM	244	249	[REDACTED]	10:30-11:00 PM	1043	1044	[REDACTED]
7:00 7:30 AM	718	720	[REDACTED]	3:00-3:30 PM	301	303	[REDACTED]	11:00-11:30 PM	1118	1119	[REDACTED]
7:30-8:00 AM	738	740	[REDACTED]	3:30-4:00 PM	333	336	[REDACTED]	11:30-12:00 PM	1133	1135	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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: 07/28/2019

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	1207	[REDACTED]	8:00-8:30 AM	806	808	[REDACTED]	4:00-4:30 PM	402	404	[REDACTED]
12:30- 1:00 AM	1236	1237	[REDACTED]	8:30- 9:00 AM	838	839	[REDACTED]	4:30-5:00 PM	434	435	[REDACTED]
1:00-1:30 AM	112	113	[REDACTED]	9:00-9:30 AM	914	915	[REDACTED]	5:00-5:30 PM	508	509	[REDACTED]
1:30-2:00 AM	139	140	[REDACTED]	9:30-10:00 AM	946	947	[REDACTED]	5:30-6:00 PM	539	540	[REDACTED]
2:00-2:30 AM	200	201	[REDACTED]	10:00-10:30 AM	1016	1017	[REDACTED]	6:00-6:30 PM	613	614	[REDACTED]
2:30-3:00 AM	240	242	[REDACTED]	10:30-11:00 AM	1038	1039	[REDACTED]	6:30-7:00 PM	636	637	[REDACTED]
3:00-3:30 AM	312	313	[REDACTED]	11:00-11:30 AM	1116	1117	[REDACTED]	7:00-7:30 PM	716	717	[REDACTED]
3:30-4:00 AM	347	348	[REDACTED]	11:30-12:00 AM	1140	1141	[REDACTED]	7:30-8:00 PM	749	750	[REDACTED]
4:00-4:30 AM	404	405	[REDACTED]	12:00-12:30 PM	1216	1217	[REDACTED]	8:00-8:30 PM	830	831	[REDACTED]
4:30-5:00 AM	445	444	[REDACTED]	12:30- 1:00 PM	1247	1248	[REDACTED]	8:30- 9:00 PM	850	851	[REDACTED]
5:00-5:30 AM	509	510	[REDACTED]	1:00-1:30 PM	119	120	[REDACTED]	9:00-9:30 PM	918	919	[REDACTED]
5:30-6:00 AM	535	536	[REDACTED]	1:30-2:00 PM	150	151	[REDACTED]	9:30-10:00 PM	941	942	[REDACTED]
6:00-6:30 AM	613	614	[REDACTED]	2:00-2:30 PM	216	217	[REDACTED]	10:00-10:30 PM	1000	1001	[REDACTED]
6:30-7:00 AM	631	632	[REDACTED]	2:30-3:00 PM	230	231	[REDACTED]	10:30-11:00 PM	1037	1038	[REDACTED]
7:00-7:30 AM	708	709	[REDACTED]	3:00-3:30 PM	313	314	[REDACTED]	11:00-11:30 PM	1105	1106	[REDACTED]
7:30-8:00 AM	730	732	[REDACTED]	3:30-4:00 PM	344	345	[REDACTED]	11:30-12:00 PM	1142	1143	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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: 07/28/2019

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	1209	[REDACTED]	8:00-8:30 AM	809	810	[REDACTED]	4:00-4:30 PM	405	406	[REDACTED]
12:30- 1:00 AM	1238	1240	[REDACTED]	8:30- 9:00 AM	840	841	[REDACTED]	4:30-5:00 PM	436	437	[REDACTED]
1:00-1:30 AM	113	114	[REDACTED]	9:00-9:30 AM	916	917	[REDACTED]	5:00-5:30 PM	510	511	[REDACTED]
1:30-2:00 AM	140	141	[REDACTED]	9:30-10:00 AM	948	949	[REDACTED]	5:30-6:00 PM	541	542	[REDACTED]
2:00-2:30 AM	201	202	[REDACTED]	10:00-10:30 AM	1018	1019	[REDACTED]	6:00-6:30 PM	615	616	[REDACTED]
2:30-3:00 AM	242	243	[REDACTED]	10:30-11:00 AM	1040	1041	[REDACTED]	6:30-7:00 PM	638	639	[REDACTED]
3:00-3:30 AM	314	315	[REDACTED]	11:00-11:30 AM	1118	1119	[REDACTED]	7:00-7:30 PM	718	719	[REDACTED]
3:30-4:00 AM	348	349	[REDACTED]	11:30-12:00 AM	1140	1141	[REDACTED]	7:30-8:00 PM	749	750	[REDACTED]
4:00-4:30 AM	405	400	[REDACTED]	12:00-12:30 PM	1218	1219	[REDACTED]	8:00-8:30 PM	830	833	[REDACTED]
4:30-5:00 AM	444	445	[REDACTED]	12:30- 1:00 PM	1248	1249	[REDACTED]	8:30- 9:00 PM	852	853	[REDACTED]
5:00-5:30 AM	511	512	[REDACTED]	1:00-1:30 PM	121	123	[REDACTED]	9:00-9:30 PM	920	921	[REDACTED]
5:30-6:00 AM	536	537	[REDACTED]	1:30-2:00 PM	152	153	[REDACTED]	9:30-10:00 PM	943	944	[REDACTED]
6:00-6:30 AM	614	615	[REDACTED]	2:00-2:30 PM	218	219	[REDACTED]	10:00-10:30 PM	1002	1003	[REDACTED]
6:30-7:00 AM	632	633	[REDACTED]	2:30-3:00 PM	238	239	[REDACTED]	10:30-11:00 PM	1039	1040	[REDACTED]
7:00-7:30 AM	709	710	[REDACTED]	3:00-3:30 PM	315	316	[REDACTED]	11:00-11:30 PM	1107	1108	[REDACTED]
7:30-8:00 AM	733	735	[REDACTED]	3:30-4:00 PM	346	347	[REDACTED]	11:30-12:00 PM	1144	1145	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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: 07/28/2019

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	1210	1212	[REDACTED]	8:00-8:30 AM	811	812	[REDACTED]	4:00-4:30 PM	407	408	[REDACTED]
12:30- 1:00 AM	1241	1242	[REDACTED]	8:30- 9:00 AM	842	843	[REDACTED]	4:30-5:00 PM	438	439	[REDACTED]
1:00-1:30 AM	115	116	[REDACTED]	9:00-9:30 AM	918	919	[REDACTED]	5:00 -5:30 PM	512	513	[REDACTED]
1:30-2:00 AM	141	142	[REDACTED]	9:30-10:00 AM	950	951	[REDACTED]	5:30-6:00 PM	543	544	[REDACTED]
2:00-2:30 AM	202	203	[REDACTED]	10:00-10:30 AM	1020	1021	[REDACTED]	6:00-6:30 PM	617	618	[REDACTED]
2:30-3:00 AM	243	244	[REDACTED]	10:30-11:00 AM	1042	1043	[REDACTED]	6:30-7:00 PM	640	641	[REDACTED]
3:00-3:30 AM	310	317	[REDACTED]	11:00-11:30 AM	1120	1121	[REDACTED]	7:00-7:30 PM	720	721	[REDACTED]
3:30-4:00 AM	349	350	[REDACTED]	11:30-12:00 AM	1142	1143	[REDACTED]	7:30-8:00 PM	750	751	[REDACTED]
4:00-4:30 AM	407	408	[REDACTED]	12:00-12:30 PM	1220	1221	[REDACTED]	8:00-8:30 PM	824	825	[REDACTED]
4:30-5:00 AM	445	446	[REDACTED]	12:30- 1:00 PM	1250	1251	[REDACTED]	8:30- 9:00 PM	854	855	[REDACTED]
5:00 -5:30 AM	512	513	[REDACTED]	1:00-1:30 PM	123	124	[REDACTED]	9:00-9:30 PM	922	923	[REDACTED]
5:30-6:00 AM	537	538	[REDACTED]	1:30-2:00 PM	154	155	[REDACTED]	9:30-10:00 PM	945	946	[REDACTED]
6:00-6:30 AM	615	616	[REDACTED]	2:00-2:30 PM	220	221	[REDACTED]	10:00-10:30 PM	1004	1005	[REDACTED]
6:30-7:00 AM	634	635	[REDACTED]	2:30-3:00 PM	240	241	[REDACTED]	10:30-11:00 PM	1041	1042	[REDACTED]
7:00-7:30 AM	710	711	[REDACTED]	3:00-3:30 PM	307	308	[REDACTED]	11:00-11:30 PM	1109	1110	[REDACTED]
7:30-8:00 AM	736	738	[REDACTED]	3:30-4:00 PM	348	349	[REDACTED]	11:30-12:00 PM	1140	1141	[REDACTED]

MORNING WATCH  
OPERATIONS  
LIEUTENANT

DAY WATCH  
OPERATIONS  
LIEUTENANT

EVENING WATCH  
OPERATIONS  
LIEUTENANT

A staff member must observe all inmates confined in a continuous locked down status, such as 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: 07/28/2019

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	1212	1214	[REDACTED]	8:00-8:30 AM	813	814	[REDACTED]	4:00-4:30 PM	409	410	[REDACTED]
12:30- 1:00 AM	1243	1244	[REDACTED]	8:30- 9:00 AM	844	845	[REDACTED]	4:30-5:00 PM	440	441	[REDACTED]
1:00-1:30 AM	117	118	[REDACTED]	9:00-9:30 AM	920	921	[REDACTED]	5:00-5:30 PM	514	515	[REDACTED]
1:30-2:00 AM	142	143	[REDACTED]	9:30-10:00 AM	952	953	[REDACTED]	5:30-6:00 PM	545	546	[REDACTED]
2:00-2:30 AM	203	204	[REDACTED]	10:00-10:30 AM	1022	1023	[REDACTED]	6:00-6:30 PM	619	620	[REDACTED]
2:30-3:00 AM	244	245	[REDACTED]	10:30-11:00 AM	1044	1045	[REDACTED]	6:30-7:00 PM	642	644	[REDACTED]
3:00-3:30 AM	318	319	[REDACTED]	11:00-11:30 AM	1122	1123	[REDACTED]	7:00-7:30 PM	722	723	[REDACTED]
3:30-4:00 AM	350	351	[REDACTED]	11:30-12:00 AM	1144	1145	[REDACTED]	7:30-8:00 PM	753	754	[REDACTED]
4:00-4:30 AM	409	410	[REDACTED]	12:00-12:30 PM	1222	1223	[REDACTED]	8:00-8:30 PM	826	827	[REDACTED]
4:30-5:00 AM	446	447	[REDACTED]	12:30- 1:00 PM	1252	1253	[REDACTED]	8:30- 9:00 PM	856	857	[REDACTED]
5:00-5:30 AM	513	514	[REDACTED]	1:00-1:30 PM	125	126	[REDACTED]	9:00-9:30 PM	924	926	[REDACTED]
5:30-6:00 AM	528	539	[REDACTED]	1:30-2:00 PM	156	157	[REDACTED]	9:30-10:00 PM	947	948	[REDACTED]
6:00-6:30 AM	616	617	[REDACTED]	2:00-2:30 PM	222	223	[REDACTED]	10:00-10:30 PM	1006	1007	[REDACTED]
6:30-7:00 AM	635	636	[REDACTED]	2:30-3:00 PM	242	243	[REDACTED]	10:30-11:00 PM	1044	1045	[REDACTED]
7:00-7:30 AM	711	712	[REDACTED]	3:00-3:30 PM	319	320	[REDACTED]	11:00-11:30 PM	1112	1113	[REDACTED]
7:30-8:00 AM	739	741	[REDACTED]	3:30-4:00 PM	350	351	[REDACTED]	11:30-12:00 PM	1148	1149	[REDACTED]

MORNING WATCH  
OPERATIONS  
LIEUTENANT

[REDACTED SIGNATURE]

AFTERNOON WATCH  
OPERATIONS  
LIEUTENANT

[REDACTED SIGNATURE]

EVENING WATCH  
OPERATIONS  
LIEUTENANT

[REDACTED 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

[REDACTED SIGNATURE]



MCC NEW YORK  
SPECIAL HOUSING UNIT  
30 MINUTE CHECK SHEET



ZA  
TIER-H

DATE: 07/28/2019

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	1217	1219	[REDACTED]	8:00-8:30 AM	817	818	[REDACTED]	4:00-4:30 PM	413	414	[REDACTED]
12:30- 1:00 AM	1246	1247	[REDACTED]	8:30- 9:00 AM	848	849	[REDACTED]	4:30-5:00 PM	444	445	[REDACTED]
1:00-1:30 AM	121	122	[REDACTED]	9:00-9:30 AM	924	925	[REDACTED]	5:00-5:30 PM	518	519	[REDACTED]
1:30-2:00 AM	144	145	[REDACTED]	9:30-10:00 AM	956	957	[REDACTED]	5:30-6:00 PM	550	551	[REDACTED]
2:00-2:30 AM	205	206	[REDACTED]	10:00-10:30 AM	1026	1027	[REDACTED]	6:00-6:30 PM	623	624	[REDACTED]
2:30-3:00 AM	247	248	[REDACTED]	10:30-11:00 AM	1048	1049	[REDACTED]	6:30-7:00 PM	646	647	[REDACTED]
3:00-3:30 AM	322	323	[REDACTED]	11:00-11:30 AM	1126	1127	[REDACTED]	7:00-7:30 PM	726	727	[REDACTED]
3:30-4:00 AM	353	354	[REDACTED]	11:30-12:00 AM	1148	1149	[REDACTED]	7:30-8:00 PM	824	825	[REDACTED]
4:00-4:30 AM	411	412	[REDACTED]	12:00-12:30 PM	1226	1227	[REDACTED]	8:00-8:30 PM	836	837	[REDACTED]
4:30-5:00 AM	449	450	[REDACTED]	12:30- 1:00 PM	1256	1257	[REDACTED]	8:30- 9:00 PM	846	847	[REDACTED]
5:00-5:30 AM	515	516	[REDACTED]	1:00-1:30 PM	129	130	[REDACTED]	9:00-9:30 PM	929	930	[REDACTED]
5:30-6:00 AM	541	542	[REDACTED]	1:30-2:00 PM	147	148	[REDACTED]	9:30-10:00 PM	951	952	[REDACTED]
6:00-6:30 AM	619	620	[REDACTED]	2:00-2:30 PM	226	227	[REDACTED]	10:00-10:30 PM	1009	1010	[REDACTED]
6:30-7:00 AM	638	639	[REDACTED]	2:30-3:00 PM	246	247	[REDACTED]	10:30-11:00 PM	1048	1049	[REDACTED]
7:00-7:30 AM	713	714	[REDACTED]	3:00-3:30 PM	323	324	[REDACTED]	11:00-11:30 PM	1117	1118	[REDACTED]
7:30-8:00 AM	745	747	[REDACTED]	3:30-4:00 PM	354	355	[REDACTED]	11:30-12:00 PM	1152	1153	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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: 07/28/2019

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	1215	1216	[REDACTED]	8:00-8:30 AM	815	816	[REDACTED]	4:00-4:30 PM	411	412	[REDACTED]
12:30- 1:00 AM	1244	1245	[REDACTED]	8:30- 9:00 AM	846	847	[REDACTED]	4:30-5:00 PM	442	443	[REDACTED]
1:00-1:30 AM	119	120	[REDACTED]	9:00-9:30 AM	922	923	[REDACTED]	5:00-5:30 PM	516	517	[REDACTED]
1:30-2:00 AM	143	144	[REDACTED]	9:30-10:00 AM	954	956	[REDACTED]	5:30-6:00 PM	548	549	[REDACTED]
2:00-2:30 AM	204	205	[REDACTED]	10:00-10:30 AM	1024	1025	[REDACTED]	6:00-6:30 PM	621	622	[REDACTED]
2:30-3:00 AM	245	246	[REDACTED]	10:30-11:00 AM	1046	1047	[REDACTED]	6:30-7:00 PM	644	645	[REDACTED]
3:00-3:30 AM	320	321	[REDACTED]	11:00-11:30 AM	1124	1125	[REDACTED]	7:00-7:30 PM	724	725	[REDACTED]
3:30-4:00 AM	351	352	[REDACTED]	11:30-12:00 AM	1146	1147	[REDACTED]	7:30-8:00 PM	755	756	[REDACTED]
4:00-4:30 AM	410	411	[REDACTED]	12:00-12:30 PM	1224	1225	[REDACTED]	8:00-8:30 PM	828	829	[REDACTED]
4:30-5:00 AM	447	448	[REDACTED]	12:30- 1:00 PM	1254	1255	[REDACTED]	8:30- 9:00 PM	858	859	[REDACTED]
5:00-5:30 AM	514	515	[REDACTED]	1:00-1:30 PM	127	128	[REDACTED]	9:00-9:30 PM	927	928	[REDACTED]
5:30-6:00 AM	539	540	[REDACTED]	1:30-2:00 PM	158	159	[REDACTED]	9:30-10:00 PM	949	950	[REDACTED]
6:00-6:30 AM	618	619	[REDACTED]	2:00-2:30 PM	224	225	[REDACTED]	10:00-10:30 PM	1008	1010	[REDACTED]
6:30-7:00 AM	636	637	[REDACTED]	2:30-3:00 PM	244	245	[REDACTED]	10:30-11:00 PM	1046	1047	[REDACTED]
7:00-7:30 AM	712	713	[REDACTED]	3:00-3:30 PM	324	322	[REDACTED]	11:00-11:30 PM	1114	1115	[REDACTED]
7:30-8:00 AM	742	744	[REDACTED]	3:30-4:00 PM	352	354	[REDACTED]	11:30-12:00 PM	1150	1151	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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: 07/29/2019

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	[REDACTED]	8:00-8:30 AM	802	803	[REDACTED]	4:00-4:30 PM	411	410	[REDACTED]
12:30- 1:00 AM	1234	1236	[REDACTED]	8:30- 9:00 AM	834	835	[REDACTED]	4:30-5:00 PM	434	430	[REDACTED]
1:00-1:30 AM	1046	165	[REDACTED]	9:00-9:30 AM	916	917	[REDACTED]	5:00-5:30 PM	513	514	[REDACTED]
1:30-2:00 AM	186	132	[REDACTED]	9:30-10:00 AM	947	945	[REDACTED]	5:30-6:00 PM	543	544	[REDACTED]
2:00-2:30 AM	204	206	[REDACTED]	10:00-10:30 AM	1014	1025	[REDACTED]	6:00-6:30 PM	615	610	[REDACTED]
2:30-3:00 AM	235	236	[REDACTED]	10:30-11:00 AM	1046	1047	[REDACTED]	6:30-7:00 PM	641	642	[REDACTED]
3:00-3:30 AM	303	304	[REDACTED]	11:00-11:30 AM	1108	1109	[REDACTED]	7:00-7:30 PM	702	710	[REDACTED]
3:30-4:00 AM	333	334	[REDACTED]	11:30-12:00 AM	1139	1140	[REDACTED]	7:30-8:00 PM	740	742	[REDACTED]
4:00-4:30 AM	405	404	[REDACTED]	12:00-12:30 PM	1205	1206	[REDACTED]	8:00-8:30 PM	807	808	[REDACTED]
4:30-5:00 AM	431	439	[REDACTED]	12:30- 1:00 PM	1229	1230	[REDACTED]	8:30- 9:00 PM	842	843	[REDACTED]
5:00-5:30 AM	505	506	[REDACTED]	1:00-1:30 PM	127	128	[REDACTED]	9:00-9:30 PM	923	924	[REDACTED]
5:30-6:00 AM	531	532	[REDACTED]	1:30-2:00 PM	146	145	[REDACTED]	9:30-10:00 PM	934	934	[REDACTED]
6:00-6:30 AM	601	603	[REDACTED]	2:00-2:30 PM	211	212	[REDACTED]	10:00-10:30 PM	1010	104	[REDACTED]
6:30-7:00 AM	634	636	[REDACTED]	2:30-3:00 PM	238	235	[REDACTED]	10:30-11:00 PM	1034	1072	[REDACTED]
7:00-7:30 AM	707	708	[REDACTED]	3:00-3:30 PM	311	312	[REDACTED]	11:00-11:30 PM	1111	1112	[REDACTED]
7:30-8:00 AM	734	732	[REDACTED]	3:30-4:00 PM	340	341	[REDACTED]	11:30-12:00 PM	1138	1141	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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 [REDACTED]  
CAPTAIN [REDACTED]



Handwritten text in Arabic script, possibly a list or account, with some numbers and names.



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Handwritten text in Arabic script, appearing to be a list or account.





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



DATE: 07/29/2019

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	1211	1217	[REDACTED]	8:00-8:30 AM	804	805	[REDACTED]	4:00-4:30 PM	74	712	[REDACTED]
12:30- 1:00 AM	1234	1236	[REDACTED]	8:30- 9:00 AM	836	837	[REDACTED]	4:30-5:00 PM	741	742	[REDACTED]
1:00-1:30 AM	102	163	[REDACTED]	9:00-9:30 AM	918	919	[REDACTED]	5:00-5:30 PM	515	516	[REDACTED]
1:30-2:00 AM	134	134	[REDACTED]	9:30-10:00 AM	949	950	[REDACTED]	5:30-6:00 PM	545	546	[REDACTED]
2:00-2:30 AM	202	204	[REDACTED]	10:00-10:30 AM	1016	1017	[REDACTED]	6:00-6:30 PM	617	618	[REDACTED]
2:30-3:00 AM	233	234	[REDACTED]	10:30-11:00 AM	1048	1049	[REDACTED]	6:30-7:00 PM	643	644	[REDACTED]
3:00-3:30 AM	303	303	[REDACTED]	11:00-11:30 AM	1110	1111	[REDACTED]	7:00-7:30 PM	74	712	[REDACTED]
3:30-4:00 AM	332	333	[REDACTED]	11:30-12:00 AM	1141	1142	[REDACTED]	7:30-8:00 PM	743	744	[REDACTED]
4:00-4:30 AM	404	404	[REDACTED]	12:00-12:30 PM	1207	1208	[REDACTED]	8:00-8:30 PM	804	810	[REDACTED]
4:30-5:00 AM	434	436	[REDACTED]	12:30- 1:00 PM	1229	1230	[REDACTED]	8:30- 9:00 PM	844	845	[REDACTED]
5:00-5:30 AM	505	504	[REDACTED]	1:00-1:30 PM	129	130	[REDACTED]	9:00-9:30 PM	925	926	[REDACTED]
5:30-6:00 AM	538	539	[REDACTED]	1:30-2:00 PM	144	145	[REDACTED]	9:30-10:00 PM	932	934	[REDACTED]
6:00-6:30 AM	606	607	[REDACTED]	2:00-2:30 PM	218	219	[REDACTED]	10:00-10:30 PM	1011	102	[REDACTED]
6:30-7:00 AM	638	638	[REDACTED]	2:30-3:00 PM	240	241	[REDACTED]	10:30-11:00 PM	1031	1032	[REDACTED]
7:00-7:30 AM	702	706	[REDACTED]	3:00-3:30 PM	311	312	[REDACTED]	11:00-11:30 PM	1111	1112	[REDACTED]
7:30-8:00 AM	731	734	[REDACTED]	3:30-4:00 PM	338	339	[REDACTED]	11:30-12:00 PM	1134	1134	[REDACTED]

MORNING WATCH  
OPERATIONS  
LIEUTENANT

[REDACTED]

DAY WATCH  
OPERATIONS  
LIEUTENANT

[REDACTED]

EVENING WATCH  
OPERATIONS  
LIEUTENANT

[REDACTED]

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: 07/29/2019**

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	[REDACTED]	8:00-8:30 AM	812	813	[REDACTED]	4:00-4:30 PM	401	402	[REDACTED]
12:30- 1:00 AM	1234	1236	[REDACTED]	8:30- 9:00 AM	840	841	[REDACTED]	4:30-5:00 PM	431	432	[REDACTED]
1:00-1:30 AM	105	106	[REDACTED]	9:00-9:30 AM	908	909	[REDACTED]	5:00-5:30 PM	505	506	[REDACTED]
1:30-2:00 AM	138	139	[REDACTED]	9:30-10:00 AM	939	940	[REDACTED]	5:30-6:00 PM	535	536	[REDACTED]
2:00-2:30 AM	204	206	[REDACTED]	10:00-10:30 AM	1003	1004	[REDACTED]	6:00-6:30 PM	605	606	[REDACTED]
2:30-3:00 AM	233	234	[REDACTED]	10:30-11:00 AM	1037	1038	[REDACTED]	6:30-7:00 PM	633	634	[REDACTED]
3:00-3:30 AM	304	306	[REDACTED]	11:00-11:30 AM	1113	1114	[REDACTED]	7:00-7:30 PM	701	702	[REDACTED]
3:30-4:00 AM	334	336	[REDACTED]	11:30-12:00 AM	1121	1122	[REDACTED]	7:30-8:00 PM	733	734	[REDACTED]
4:00-4:30 AM	401	402	[REDACTED]	12:00-12:30 PM	1220	1221	[REDACTED]	8:00-8:30 PM	800	801	[REDACTED]
4:30-5:00 AM	436	437	[REDACTED]	12:30- 1:00 PM	1251	1252	[REDACTED]	8:30- 9:00 PM	834	835	[REDACTED]
5:00-5:30 AM	505	506	[REDACTED]	1:00-1:30 PM	119	120	[REDACTED]	9:00-9:30 PM	915	916	[REDACTED]
5:30-6:00 AM	536	538	[REDACTED]	1:30-2:00 PM	155	156	[REDACTED]	9:30-10:00 PM	934	936	[REDACTED]
6:00-6:30 AM	604	602	[REDACTED]	2:00-2:30 PM	220	221	[REDACTED]	10:00-10:30 PM	1000	1009	[REDACTED]
6:30-7:00 AM	631	632	[REDACTED]	2:30-3:00 PM	224	227	[REDACTED]	10:30-11:00 PM	1034	1036	[REDACTED]
7:00-7:30 AM	708	703	[REDACTED]	3:00-3:30 PM	311	312	[REDACTED]	11:00-11:30 PM	1102	1103	[REDACTED]
7:30-8:00 AM	736	737	[REDACTED]	3:30-4:00 PM	340	341	[REDACTED]	11:30-12:00 PM	1134	1136	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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 \_\_\_\_\_

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



DATE: 07/29/2019

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	1202	1204	[REDACTED]	8:00-8:30 AM	810	811	[REDACTED]	4:00-4:30 PM	403	404	[REDACTED]
12:30- 1:00 AM	1232	1233	[REDACTED]	8:30- 9:00 AM	842	843	[REDACTED]	4:30-5:00 PM	433	434	[REDACTED]
1:00-1:30 AM	101	102	[REDACTED]	9:00-9:30 AM	910	911	[REDACTED]	5:00-5:30 PM	507	508	[REDACTED]
1:30-2:00 AM	134	135	[REDACTED]	9:30-10:00 AM	941	942	[REDACTED]	5:30-6:00 PM	537	538	[REDACTED]
2:00-2:30 AM	202	203	[REDACTED]	10:00-10:30 AM	1005	1006	[REDACTED]	6:00-6:30 PM	609	610	[REDACTED]
2:30-3:00 AM	233	234	[REDACTED]	10:30-11:00 AM	1040	1041	[REDACTED]	6:30-7:00 PM	635	636	[REDACTED]
3:00-3:30 AM	303	304	[REDACTED]	11:00-11:30 AM	1115	1116	[REDACTED]	7:00-7:30 PM	703	704	[REDACTED]
3:30-4:00 AM	334	336	[REDACTED]	11:30-12:00 AM	1133	1134	[REDACTED]	7:30-8:00 PM	735	736	[REDACTED]
4:00-4:30 AM	404	406	[REDACTED]	12:00-12:30 PM	1223	1224	[REDACTED]	8:00-8:30 PM	801	802	[REDACTED]
4:30-5:00 AM	436	432	[REDACTED]	12:30- 1:00 PM	1248	1249	[REDACTED]	8:30- 9:00 PM	834	837	[REDACTED]
5:00 -5:30 AM	505	504	[REDACTED]	1:00-1:30 PM	121	122	[REDACTED]	9:00-9:30 PM	917	918	[REDACTED]
5:30-6:00 AM	536	532	[REDACTED]	1:30-2:00 PM	153	154	[REDACTED]	9:30-10:00 PM	986	987	[REDACTED]
6:00-6:30 AM	601	602	[REDACTED]	2:00-2:30 PM	213	214	[REDACTED]	10:00-10:30 PM	1005	1004	[REDACTED]
6:30-7:00 AM	634	636	[REDACTED]	2:30-3:00 PM	236	237	[REDACTED]	10:30-11:00 PM	1034	1036	[REDACTED]
7:00-7:30 AM	702	703	[REDACTED]	3:00-3:30 PM	318	319	[REDACTED]	11:00-11:30 PM	1111	1112	[REDACTED]
7:30-8:00 AM	734	736	[REDACTED]	3:30-4:00 PM	350	351	[REDACTED]	11:30-12:00 PM	1134	1136	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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: 07/29/2019

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	204	202	[REDACTED]	8:00-8:30 AM	806	809	[REDACTED]	4:00-4:30 PM	405	406	[REDACTED]
12:30-1:00 AM	224	234	[REDACTED]	8:30-9:00 AM	834	835	[REDACTED]	4:30-5:00 PM	435	436	[REDACTED]
1:00-1:30 AM	102	703	[REDACTED]	9:00-9:30 AM	912	913	[REDACTED]	5:00-5:30 PM	504	510	[REDACTED]
1:30-2:00 AM	134	136	[REDACTED]	9:30-10:00 AM	943	944	[REDACTED]	5:30-6:00 PM	531	540	[REDACTED]
2:00-2:30 AM	202	203	[REDACTED]	10:00-10:30 AM	1010	1011	[REDACTED]	6:00-6:30 PM	611	612	[REDACTED]
2:30-3:00 AM	234	236	[REDACTED]	10:30-11:00 AM	1042	1043	[REDACTED]	6:30-7:00 PM	637	638	[REDACTED]
3:00-3:30 AM	304	306	[REDACTED]	11:00-11:30 AM	1104	1105	[REDACTED]	7:00-7:30 PM	705	706	[REDACTED]
3:30-4:00 AM	334	336	[REDACTED]	11:30-12:00 AM	1135	1136	[REDACTED]	7:30-8:00 PM	737	738	[REDACTED]
4:00-4:30 AM	402	403	[REDACTED]	12:00-12:30 PM	1201	1202	[REDACTED]	8:00-8:30 PM	803	804	[REDACTED]
4:30-5:00 AM	434	438	[REDACTED]	12:30-1:00 PM	1225	1226	[REDACTED]	8:30-9:00 PM	835	839	[REDACTED]
5:00-5:30 AM	504	506	[REDACTED]	1:00-1:30 PM	1246	1247	[REDACTED]	9:00-9:30 PM	919	720	[REDACTED]
5:30-6:00 AM	534	539	[REDACTED]	1:30-2:00 PM	123	124	[REDACTED]	9:30-10:00 PM	932	938	[REDACTED]
6:00-6:30 AM	604	602	[REDACTED]	2:00-2:30 PM	151	50	[REDACTED]	10:00-10:30 PM	1001	1002	[REDACTED]
6:30-7:00 AM	631	633	[REDACTED]	2:30-3:00 PM	218	219	[REDACTED]	10:30-11:00 PM	1034	1039	[REDACTED]
7:00-7:30 AM	702	703	[REDACTED]	3:00-3:30 PM	311	312	[REDACTED]	11:00-11:30 PM	1109	1110	[REDACTED]
7:30-8:00 AM	734	734	[REDACTED]	3:30-4:00 PM	338	339	[REDACTED]	11:30-12:00 PM	1134	1139	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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 \_\_\_\_\_

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



DATE: 07/29/2019

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	1204	1202	[REDACTED]	8:00-8:30 AM	806	807	[REDACTED]	4:00-4:30 PM	407	408	[REDACTED]
12:30- 1:00 AM	1234	1236	[REDACTED]	8:30- 9:00 AM	836	837	[REDACTED]	4:30-5:00 PM	437	438	[REDACTED]
1:00-1:30 AM	102	107	[REDACTED]	9:00-9:30 AM	904	915	[REDACTED]	5:00 -5:30 PM	511	512	[REDACTED]
1:30-2:00 AM	132	134	[REDACTED]	9:30-10:00 AM	945	946	[REDACTED]	5:30-6:00 PM	541	542	[REDACTED]
2:00-2:30 AM	204	206	[REDACTED]	10:00-10:30 AM	1012	1013	[REDACTED]	6:00-6:30 PM	613	614	[REDACTED]
2:30-3:00 AM	231	234	[REDACTED]	10:30-11:00 AM	1044	1045	[REDACTED]	6:30-7:00 PM	631	632	[REDACTED]
3:00-3:30 AM	302	304	[REDACTED]	11:00-11:30 AM	1106	1107	[REDACTED]	7:00-7:30 PM	707	708	[REDACTED]
3:30-4:00 AM	331	334	[REDACTED]	11:30-12:00 AM	1137	1138	[REDACTED]	7:30-8:00 PM	731	732	[REDACTED]
4:00-4:30 AM	404	406	[REDACTED]	12:00-12:30 PM	1203	1204	[REDACTED]	8:00-8:30 PM	805	806	[REDACTED]
4:30-5:00 AM	434	436	[REDACTED]	12:30- 1:00 PM	1227	1228	[REDACTED]	8:30- 9:00 PM	840	841	[REDACTED]
5:00 -5:30 AM	505	506	[REDACTED]	1:00-1:30 PM	125	126	[REDACTED]	9:00-9:30 PM	921	922	[REDACTED]
5:30-6:00 AM	531	533	[REDACTED]	1:30-2:00 PM	148	149	[REDACTED]	9:30-10:00 PM	934	935	[REDACTED]
6:00-6:30 AM	606	602	[REDACTED]	2:00-2:30 PM	203	204	[REDACTED]	10:00-10:30 PM	1016	1017	[REDACTED]
6:30-7:00 AM	634	635	[REDACTED]	2:30-3:00 PM	233	234	[REDACTED]	10:30-11:00 PM	1034	1035	[REDACTED]
7:00-7:30 AM	702	703	[REDACTED]	3:00-3:30 PM	311	312	[REDACTED]	11:00-11:30 PM	1111	1113	[REDACTED]
7:30-8:00 AM	731	734	[REDACTED]	3:30-4:00 PM	336	339	[REDACTED]	11:30-12:00 PM	1134	1135	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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: 7/30/18

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>10</sup>	12 <sup>15</sup>	[REDACTED]	8:00-8:30 AM	808	810	[REDACTED]	4:00-4:30 PM	410	413	[REDACTED]
12:30- 1:00 AM	12 <sup>40</sup>	12 <sup>45</sup>	[REDACTED]	8:30- 9:00 AM	844	846	[REDACTED]	4:30-5:00 PM	440	444	[REDACTED]
1:00-1:30 AM	1 <sup>00</sup>	1 <sup>15</sup>	[REDACTED]	9:00-9:30 AM	903	905	[REDACTED]	5:00 -5:30 PM	512	515	[REDACTED]
1:30-2:00 AM	1 <sup>40</sup>	1 <sup>45</sup>	[REDACTED]	9:30-10:00 AM	946	948	[REDACTED]	5:30-6:00 PM	539	543	[REDACTED]
2:00-2:30 AM	2 <sup>10</sup>	2 <sup>15</sup>	[REDACTED]	10:00-10:30 AM	1011	1013	[REDACTED]	6:00-6:30 PM	614	617	[REDACTED]
2:30-3:00 AM	2 <sup>40</sup>	2 <sup>45</sup>	[REDACTED]	10:30-11:00 AM	1052	1054	[REDACTED]	6:30-7:00 PM	641	643	[REDACTED]
3:00-3:30 AM	3 <sup>00</sup>	3 <sup>05</sup>	[REDACTED]	11:00-11:30 AM	1114	1116	[REDACTED]	7:00-7:30 PM	711	715	[REDACTED]
3:30-4:00 AM	3 <sup>35</sup>	3 <sup>40</sup>	[REDACTED]	11:30-12:00 AM	1140	1142	[REDACTED]	7:30-8:00 PM	737	739	[REDACTED]
4:00-4:30 AM	4 <sup>00</sup>	4 <sup>05</sup>	[REDACTED]	12:00-12:30 PM	1216	1219	[REDACTED]	8:00-8:30 PM	814	817	[REDACTED]
4:30-5:00 AM	4 <sup>40</sup>	4 <sup>45</sup>	[REDACTED]	12:30- 1:00 PM	1239	1242	[REDACTED]	8:30- 9:00 PM	839	841	[REDACTED]
5:00 -5:30 AM	5 <sup>00</sup>	5 <sup>05</sup>	[REDACTED]	1:00-1:30 PM	103	106	[REDACTED]	9:00-9:30 PM	910	915	[REDACTED]
5:30-6:00 AM	5 <sup>35</sup>	5 <sup>40</sup>	[REDACTED]	1:30-2:00 PM	144	147	[REDACTED]	9:30-10:00 PM	940	944	[REDACTED]
6:00-6:30 AM	6 <sup>00</sup>	6 <sup>05</sup>	[REDACTED]	2:00-2:30 PM	217	219	[REDACTED]	10:00-10:30 PM	1014	1017	[REDACTED]
6:30-7:00 AM	6 <sup>40</sup>	6 <sup>45</sup>	[REDACTED]	2:30-3:00 PM	251	254	[REDACTED]	10:30-11:00 PM	1039	1041	[REDACTED]
7:00-7:30 AM	7 <sup>00</sup>	7 <sup>05</sup>	[REDACTED]	3:00-3:30 PM	301	303	[REDACTED]	11:00-11:30 PM	1110	1115	[REDACTED]
7:30-8:00 AM	7 <sup>30</sup>	7 <sup>35</sup>	[REDACTED]	3:30-4:00 PM	331	333	[REDACTED]	11:30-12:00 PM	1140	1145	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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 are to be documented.

REVIEWED BY MORNING WATCH LIEUTENANT

CAPTAIN



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



DATE: 07/30/2019

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	12:02	12:04	[Redacted]	8:00-8:30 AM	8:12	8:13	[Redacted]	4:00-4:30 PM	4:13	4:14	[Redacted]
12:30- 1:00 AM	12:32	12:34	[Redacted]	8:30- 9:00 AM	8:44	8:45	[Redacted]	4:30-5:00 PM	4:40	4:41	[Redacted]
1:00-1:30 AM	1:04	1:38	[Redacted]	9:00-9:30 AM	9:18	9:19	[Redacted]	5:00-5:30 PM	5:16	5:17	[Redacted]
1:30-2:00 AM	1:33	1:35	[Redacted]	9:30-10:00 AM	9:51	9:52	[Redacted]	5:30-6:00 PM	5:39	5:40	[Redacted]
2:00-2:30 AM	2:03	2:05	[Redacted]	10:00-10:30 AM	10:11	10:12	[Redacted]	6:00-6:30 PM	6:10	6:11	[Redacted]
2:30-3:00 AM	2:33	2:35	[Redacted]	10:30-11:00 AM	10:43	10:44	[Redacted]	6:30-7:00 PM	6:48	6:49	[Redacted]
3:00-3:30 AM	3:05	3:10	[Redacted]	11:00-11:30 AM	11:13	11:14	[Redacted]	7:00-7:30 PM	7:10	7:11	[Redacted]
3:30-4:00 AM	3:22	3:38	[Redacted]	11:30-12:00 AM	11:37	11:38	[Redacted]	7:30-8:00 PM	7:40	7:41	[Redacted]
4:00-4:30 AM	4:02	4:07	[Redacted]	12:00-12:30 PM	12:18	12:13	[Redacted]	8:00-8:30 PM	8:10	8:11	[Redacted]
4:30-5:00 AM	4:32	4:38	[Redacted]	12:30- 1:00 PM	12:40	12:41	[Redacted]	8:30- 9:00 PM	8:42	8:43	[Redacted]
5:00-5:30 AM	5:02	5:04	[Redacted]	1:00-1:30 PM	1:08	1:09	[Redacted]	9:00-9:30 PM	9:14	9:15	[Redacted]
5:30-6:00 AM	5:33	5:39	[Redacted]	1:30-2:00 PM	1:33	1:34	[Redacted]	9:30-10:00 PM	9:43	9:44	[Redacted]
6:00-6:30 AM	6:02	6:08	[Redacted]	2:00-2:30 PM	2:09	2:10	[Redacted]	10:00-10:30 PM	10:18	10:19	[Redacted]
6:30-7:00 AM	6:32	6:38	[Redacted]	2:30-3:00 PM	2:50	2:57	[Redacted]	10:30-11:00 PM	10:42	10:43	[Redacted]
7:00-7:30 AM	7:02	7:08	[Redacted]	3:00-3:30 PM	3:19	3:20	[Redacted]	11:00-11:30 PM	11:13	11:14	[Redacted]
7:30-8:00 AM	7:33	7:39	[Redacted]	3:30-4:00 PM	3:57	3:58	[Redacted]	11:30-12:00 PM	11:42	11:43	[Redacted]

MORNING WATCH OPERATIONS LIEUTENANT	[Redacted]	DAY WATCH OPERATIONS LIEUTENANT	[Redacted]	EVENING WATCH OPERATIONS LIEUTENANT	[Redacted]
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A staff member must observe all inmates confined in a continuous locked down status, such as adm... detention or disciplinary segregation, at least once in the first 30 minute period of the hour (exampl... 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... documented.

REVIEWED BY MORNING WATCH LIEUTENANT

CAPTAIN



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



DATE: 07/30/2019

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	12:02	12:04	[REDACTED]	8:00-8:30 AM	814	815	[REDACTED]	4:00-4:30 PM	415	416	[REDACTED]
12:30- 1:00 AM	12:32	12:34	[REDACTED]	8:30- 9:00 AM	846	847	[REDACTED]	4:30-5:00 PM	442	443	[REDACTED]
1:00-1:30 AM	1:04	1:34	[REDACTED]	9:00-9:30 AM	920	921	[REDACTED]	5:00-5:30 PM	518	519	[REDACTED]
1:30-2:00 AM	1:37	1:35	[REDACTED]	9:30-10:00 AM	953	954	[REDACTED]	5:30-6:00 PM	541	542	[REDACTED]
2:00-2:30 AM	2:03	2:05	[REDACTED]	10:00-10:30 AM	1013	1014	[REDACTED]	6:00-6:30 PM	612	613	[REDACTED]
2:30-3:00 AM	2:33	2:35	[REDACTED]	10:30-11:00 AM	1045	1046	[REDACTED]	6:30-7:00 PM	649	650	[REDACTED]
3:00-3:30 AM	3:33	3:35	[REDACTED]	11:00-11:30 AM	1129	1130	[REDACTED]	7:00-7:30 PM	712	713	[REDACTED]
3:30-4:00 AM	3:32	3:39	[REDACTED]	11:30-12:00 AM	1138	1139	[REDACTED]	7:30-8:00 PM	742	743	[REDACTED]
4:00-4:30 AM	4:02	4:06	[REDACTED]	12:00-12:30 PM	1216	1217	[REDACTED]	8:00-8:30 PM	812	813	[REDACTED]
4:30-5:00 AM	4:32	4:08	[REDACTED]	12:30- 1:00 PM	1250	1251	[REDACTED]	8:30- 9:00 PM	816	817	[REDACTED]
5:00-5:30 AM	5:02	5:09	[REDACTED]	1:00-1:30 PM	108	119	[REDACTED]	9:00-9:30 PM	915	916	[REDACTED]
5:30-6:00 AM	5:33	5:39	[REDACTED]	1:30-2:00 PM	150	151	[REDACTED]	9:30-10:00 PM	946	947	[REDACTED]
6:00-6:30 AM	6:02	6:09	[REDACTED]	2:00-2:30 PM	211	212	[REDACTED]	10:00-10:30 PM	1020	1021	[REDACTED]
6:30-7:00 AM	6:31	6:38	[REDACTED]	2:30-3:00 PM	236	237	[REDACTED]	10:30-11:00 PM	1044	1045	[REDACTED]
7:00-7:30 AM	7:01	7:07	[REDACTED]	3:00-3:30 PM	316	317	[REDACTED]	11:00-11:30 PM	1115	1116	[REDACTED]
7:30-8:00 AM	7:32	7:35	[REDACTED]	3:30-4:00 PM	339	340	[REDACTED]	11:30-12:00 PM	1144	1145	[REDACTED]

MORNING WATCH  
OPERATIONS  
LIEUTENANT

[REDACTED]

AFTERNOON WATCH  
OPERATIONS  
LIEUTENANT

[REDACTED]

EVENING WATCH  
OPERATIONS  
LIEUTENANT

[REDACTED]

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

[REDACTED]



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

DATE: 07/30/2019

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	1202	1207	[REDACTED]	8:00-8:30 AM	804	805	[REDACTED]	4:00-4:30 PM	405	406	[REDACTED]
12:30- 1:00 AM	1232	1234	[REDACTED]	8:30- 9:00 AM	836	837	[REDACTED]	4:30-5:00 PM	432	433	[REDACTED]
1:00-1:30 AM	104	107	[REDACTED]	9:00-9:30 AM	910	911	[REDACTED]	5:00 -5:30 PM	510	511	[REDACTED]
1:30-2:00 AM	133	135	[REDACTED]	9:30-10:00 AM	943	944	[REDACTED]	5:30-6:00 PM	532	533	[REDACTED]
2:00-2:30 AM	203	205	[REDACTED]	10:00-10:30 AM	1003	1004	[REDACTED]	6:00-6:30 PM	602	603	[REDACTED]
2:30-3:00 AM	233	235	[REDACTED]	10:30-11:00 AM	1033	1036	[REDACTED]	6:30-7:00 PM	633	634	[REDACTED]
3:00-3:30 AM	302	305	[REDACTED]	11:00-11:30 AM	1113	1114	[REDACTED]	7:00-7:30 PM	710	711	[REDACTED]
3:30-4:00 AM	334	337	[REDACTED]	11:30-12:00 AM	1143	1144	[REDACTED]	7:30-8:00 PM	732	733	[REDACTED]
4:00-4:30 AM	405	408	[REDACTED]	12:00-12:30 PM	1213	1214	[REDACTED]	8:00-8:30 PM	803	804	[REDACTED]
4:30-5:00 AM	432	436	[REDACTED]	12:30- 1:00 PM	1250	1251	[REDACTED]	8:30- 9:00 PM	834	835	[REDACTED]
5:00 -5:30 AM	505	509	[REDACTED]	1:00-1:30 PM	106	109	[REDACTED]	9:00-9:30 PM	906	907	[REDACTED]
5:30-6:00 AM	535	540	[REDACTED]	1:30-2:00 PM	138	139	[REDACTED]	9:30-10:00 PM	932	934	[REDACTED]
6:00-6:30 AM	605	606	[REDACTED]	2:00-2:30 PM	218	219	[REDACTED]	10:00-10:30 PM	1010	1011	[REDACTED]
6:30-7:00 AM	632	638	[REDACTED]	2:30-3:00 PM	236	239	[REDACTED]	10:30-11:00 PM	1032	1033	[REDACTED]
7:00-7:30 AM	702	706	[REDACTED]	3:00-3:30 PM	313	314	[REDACTED]	11:00-11:30 PM	1106	1107	[REDACTED]
7:30-8:00 AM	733	739	[REDACTED]	3:30-4:00 PM	348	349	[REDACTED]	11:30-12:00 PM	1134	1135	[REDACTED]

MORNING WATCH  
OPERATIONS  
LIEUTENANT

[REDACTED]

DAY WATCH  
OPERATIONS  
LIEUTENANT

[REDACTED]

EVENING WATCH  
OPERATIONS  
LIEUTENANT

[REDACTED]

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 documented.

REVIEWED BY MORNING WATCH LIEUTENANT

CAPTAIN

[REDACTED]



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



DATE: 07/30/2019

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	1202	1204	[REDACTED]	8:00-8:30 AM	806	807	[REDACTED]	4:00-4:30 PM	407	408	[REDACTED]
12:30- 1:00 AM	1232	1234	[REDACTED]	8:30- 9:00 AM	838	839	[REDACTED]	4:30-5:00 PM	434	435	[REDACTED]
1:00-1:30 AM	104	107	[REDACTED]	9:00-9:30 AM	912	913	[REDACTED]	5:00 -5:30 PM	512	513	[REDACTED]
1:30-2:00 AM	133	135	[REDACTED]	9:30-10:00 AM	945	946	[REDACTED]	5:30-6:00 PM	534	535	[REDACTED]
2:00-2:30 AM	205	205	[REDACTED]	10:00-10:30 AM	1005	1006	[REDACTED]	6:00-6:30 PM	604	605	[REDACTED]
2:30-3:00 AM	233	235	[REDACTED]	10:30-11:00 AM	1037	1038	[REDACTED]	6:30-7:00 PM	635	636	[REDACTED]
3:00-3:30 AM	303	309	[REDACTED]	11:00-11:30 AM	1112	1113	[REDACTED]	7:00-7:30 PM	712	713	[REDACTED]
3:30-4:00 AM	333	335	[REDACTED]	11:30-12:00 AM	1146	1147	[REDACTED]	7:30-8:00 PM	734	735	[REDACTED]
4:00-4:30 AM	402	406	[REDACTED]	12:00-12:30 PM	1213	1214	[REDACTED]	8:00-8:30 PM	805	806	[REDACTED]
4:30-5:00 AM	433	435	[REDACTED]	12:30- 1:00 PM	1238	1239	[REDACTED]	8:30- 9:00 PM	836	837	[REDACTED]
5:00 -5:30 AM	502	506	[REDACTED]	1:00-1:30 PM	108	109	[REDACTED]	9:00-9:30 PM	908	909	[REDACTED]
5:30-6:00 AM	532	536	[REDACTED]	1:30-2:00 PM	140	141	[REDACTED]	9:30-10:00 PM	936	937	[REDACTED]
6:00-6:30 AM	602	605	[REDACTED]	2:00-2:30 PM	208	209	[REDACTED]	10:00-10:30 PM	1012	1013	[REDACTED]
6:30-7:00 AM	632	636	[REDACTED]	2:30-3:00 PM	233	234	[REDACTED]	10:30-11:00 PM	1036	1037	[REDACTED]
7:00-7:30 AM	702	706	[REDACTED]	3:00-3:30 PM	311	312	[REDACTED]	11:00-11:30 PM	1108	1109	[REDACTED]
7:30-8:00 AM	732	735	[REDACTED]	3:30-4:00 PM	340	341	[REDACTED]	11:30-12:00 PM	1136	1137	[REDACTED]

MORNING WATCH  
OPERATIONS  
LIEUTENANT

[REDACTED]

WATCH  
OPERATIONS  
LIEUTENANT

[REDACTED]

EVENING WATCH  
OPERATIONS  
LIEUTENANT

[REDACTED]

A staff member must observe all inmates confined in a lockdown 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 \_\_\_\_\_

[REDACTED]



MCC NEW YORK  
SPECIAL HOUSING UNIT  
30 MINUTE CHECK SHEET



ZA  
TIER-J

DATE: 07/30/2019

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	12:02	12:00	[REDACTED]	8:00-8:30 AM	808	809	[REDACTED]	4:00-4:30 PM	409	410	[REDACTED]
12:30- 1:00 AM	1232	1234	[REDACTED]	8:30- 9:00 AM	840	841	[REDACTED]	4:30-5:00 PM	436	437	[REDACTED]
1:00-1:30 AM	104	109	[REDACTED]	9:00-9:30 AM	914	915	[REDACTED]	5:00 -5:30 PM	514	515	[REDACTED]
1:30-2:00 AM	133	1:35	[REDACTED]	9:30-10:00 AM	947	948	[REDACTED]	5:30-6:00 PM	536	537	[REDACTED]
2:00-2:30 AM	203	2:05	[REDACTED]	10:00-10:30 AM	1007	1008	[REDACTED]	6:00-6:30 PM	606	607	[REDACTED]
2:30-3:00 AM	2:33	2:35	[REDACTED]	10:30-11:00 AM	1039	1040	[REDACTED]	6:30-7:00 PM	637	638	[REDACTED]
3:00-3:30 AM	302	306	[REDACTED]	11:00-11:30 AM	1108	1109	[REDACTED]	7:00-7:30 PM	714	715	[REDACTED]
3:30-4:00 AM	333	334	[REDACTED]	11:30-12:00 AM	1136	1137	[REDACTED]	7:30-8:00 PM	736	737	[REDACTED]
4:00-4:30 AM	402	406	[REDACTED]	12:00-12:30 PM	1211	1212	[REDACTED]	8:00-8:30 PM	806	807	[REDACTED]
4:30-5:00 AM	433	439	[REDACTED]	12:30- 1:00 PM	1230	1231	[REDACTED]	8:30- 9:00 PM	838	839	[REDACTED]
5:00 -5:30 AM	502	506	[REDACTED]	1:00-1:30 PM	1208	1209	[REDACTED]	9:00-9:30 PM	910	911	[REDACTED]
5:30-6:00 AM	533	539	[REDACTED]	1:30-2:00 PM	133	139	[REDACTED]	9:30-10:00 PM	938	940	[REDACTED]
6:00-6:30 AM	605	609	[REDACTED]	2:00-2:30 PM	215	219	[REDACTED]	10:00-10:30 PM	1014	1015	[REDACTED]
6:30-7:00 AM	633	634	[REDACTED]	2:30-3:00 PM	239	240	[REDACTED]	10:30-11:00 PM	1038	1039	[REDACTED]
7:00-7:30 AM	702	706	[REDACTED]	3:00-3:30 PM	31	312	[REDACTED]	11:00-11:30 PM	1110	1110	[REDACTED]
7:30-8:00 AM	732	738	[REDACTED]	3:30-4:00 PM	340	341	[REDACTED]	11:30-12:00 PM	1138	1139	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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A staff member must observe all inmates confined in a continuous locked down status, such as administrative detention or primary 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: 07/30/2019

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	12:02	12:04	[REDACTED]	8:00-8:30 AM	8:10	8:11	[REDACTED]	4:00-4:30 PM	4:11	4:12	[REDACTED]
12:30-1:00 AM	12:31	12:34	[REDACTED]	8:30-9:00 AM	8:42	8:43	[REDACTED]	4:30-5:00 PM	4:38	4:39	[REDACTED]
1:00-1:30 AM	1:06	1:37	[REDACTED]	9:00-9:30 AM	9:16	9:17	[REDACTED]	5:00-5:30 PM	5:16	5:17	[REDACTED]
1:30-2:00 AM	1:33	1:35	[REDACTED]	9:30-10:00 AM	9:49	9:50	[REDACTED]	5:30-6:00 PM	5:38	5:39	[REDACTED]
2:00-2:30 AM	2:03	2:05	[REDACTED]	10:00-10:30 AM	10:09	10:10	[REDACTED]	6:00-6:30 PM	6:08	6:09	[REDACTED]
2:30-3:00 AM	2:33	2:35	[REDACTED]	10:30-11:00 AM	10:41	10:42	[REDACTED]	6:30-7:00 PM	6:39	6:40	[REDACTED]
3:00-3:30 AM	3:02	3:08	[REDACTED]	11:00-11:30 AM	11:26	11:27	[REDACTED]	7:00-7:30 PM	7:16	7:17	[REDACTED]
3:30-4:00 AM	3:32	3:36	[REDACTED]	11:30-12:00 AM	11:38	11:39	[REDACTED]	7:30-8:00 PM	7:38	7:39	[REDACTED]
4:00-4:30 AM	4:02	4:07	[REDACTED]	12:00-12:30 PM	12:16	12:17	[REDACTED]	8:00-8:30 PM	8:08	8:09	[REDACTED]
4:30-5:00 AM	4:32	4:38	[REDACTED]	12:30-1:00 PM	12:40	12:41	[REDACTED]	8:30-9:00 PM	8:40	8:41	[REDACTED]
5:00-5:30 AM	5:01	5:05	[REDACTED]	1:00-1:30 PM	1:06	1:07	[REDACTED]	9:00-9:30 PM	9:12	9:13	[REDACTED]
5:30-6:00 AM	5:35	5:39	[REDACTED]	1:30-2:00 PM	1:39	1:40	[REDACTED]	9:30-10:00 PM	9:41	9:42	[REDACTED]
6:00-6:30 AM	6:02	6:07	[REDACTED]	2:00-2:30 PM	2:16	2:17	[REDACTED]	10:00-10:30 PM	10:16	10:17	[REDACTED]
6:30-7:00 AM	6:32	6:08	[REDACTED]	2:30-3:00 PM	2:40	2:41	[REDACTED]	10:30-11:00 PM	10:40	10:41	[REDACTED]
7:00-7:30 AM	7:01	7:16	[REDACTED]	3:00-3:30 PM	3:10	3:18	[REDACTED]	11:00-11:30 PM	11:11	11:12	[REDACTED]
7:30-8:00 AM	7:32	7:38	[REDACTED]	3:30-4:00 PM	3:48	3:49	[REDACTED]	11:30-12:00 PM	11:40	11:41	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT

DAY WATCH OPERATIONS LIEUTENANT

EVENING WATCH OPERATIONS LIEUTENANT

A staff member must observe all inmates continuously 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: 7/31/19

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 <sup>10</sup>	12 <sup>15</sup>	[REDACTED]	8:00-8:30 AM	8:04	8:06	[REDACTED]	4:00-4:30 PM	4:09	4:12	[REDACTED]
12:30- 1:00 AM	12 <sup>30</sup>	12 <sup>35</sup>	[REDACTED]	8:30- 9:00 AM	8:38	8:41	[REDACTED]	4:30-5:00 PM	4:31	4:34	[REDACTED]
1:00-1:30 AM	1 <sup>00</sup>	1 <sup>05</sup>	[REDACTED]	9:00-9:30 AM	9:14	9:21	[REDACTED]	5:00 -5:30 PM	5:05	5:07	[REDACTED]
1:30-2:00 AM	1 <sup>30</sup>	1 <sup>35</sup>	[REDACTED]	9:30-10:00 AM	9:40	9:44	[REDACTED]	5:30-6:00 PM	5:34	5:36	[REDACTED]
2:00-2:30 AM	2 <sup>00</sup>	2 <sup>05</sup>	[REDACTED]	10:00-10:30 AM	10:08	10:13	[REDACTED]	6:00-6:30 PM	6:07	6:09	[REDACTED]
2:30-3:00 AM	2 <sup>40</sup>	2 <sup>45</sup>	[REDACTED]	10:30-11:00 AM	10:38	10:41	[REDACTED]	6:30-7:00 PM	6:30	6:32	[REDACTED]
3:00-3:30 AM	3 <sup>05</sup>	3 <sup>10</sup>	[REDACTED]	11:00-11:30 AM	11:09	11:15	[REDACTED]	7:00-7:30 PM	7:03	7:05	[REDACTED]
3:30-4:00 AM	3 <sup>30</sup>	3 <sup>35</sup>	[REDACTED]	11:30-12:00 AM	11:31	11:37	[REDACTED]	7:30-8:00 PM	7:36	7:38	[REDACTED]
4:00-4:30 AM	4 <sup>00</sup>	4 <sup>05</sup>	[REDACTED]	12:00-12:30 PM	12:14	12:16	[REDACTED]	8:00-8:30 PM	8:09	8:12	[REDACTED]
4:30-5:00 AM	4 <sup>40</sup>	4 <sup>45</sup>	[REDACTED]	12:30- 1:00 PM	12:34	12:36	[REDACTED]	8:30- 9:00 PM	8:32	8:35	[REDACTED]
5:00 -5:30 AM	5 <sup>00</sup>	5 <sup>05</sup>	[REDACTED]	1:00-1:30 PM	1:18	1:21	[REDACTED]	9:00-9:30 PM	9:04	9:07	[REDACTED]
5:30-6:00 AM	5 <sup>30</sup>	5 <sup>35</sup>	[REDACTED]	1:30-2:00 PM	1:40	1:42	[REDACTED]	9:30-10:00 PM	9:39	9:42	[REDACTED]
6:00-6:30 AM	6 <sup>05</sup>	6 <sup>10</sup>	[REDACTED]	2:00-2:30 PM	2:05	2:07	[REDACTED]	10:00-10:30 PM	10:11	10:14	[REDACTED]
6:30-7:00 AM	6 <sup>40</sup>	6 <sup>45</sup>	[REDACTED]	2:30-3:00 PM	2:35	2:40	[REDACTED]	10:30-11:00 PM	10:43	10:46	[REDACTED]
7:00-7:30 AM	7 <sup>05</sup>	7 <sup>10</sup>	[REDACTED]	3:00-3:30 PM	3:17	3:19	[REDACTED]	11:00-11:30 PM	11:15	11:18	[REDACTED]
7:30-8:00 AM	7 <sup>30</sup>	7 <sup>35</sup>	[REDACTED]	3:30-4:00 PM	3:37	3:40	[REDACTED]	11:30-12:00 PM	11:47	11:49	[REDACTED]

MORNING WATCH  
OPERATIONS  
LIEUTENANT

[REDACTED]

DAY WATCH  
OPERATIONS  
LIEUTENANT

[REDACTED]

EVENING WATCH  
OPERATIONS  
LIEUTENANT

[REDACTED]

observe all inmates confined in a cell in a down status, such as administrative segregation, at least once in the first 30 minutes period of the hour (example, 12:00-12:30 am - 1:00 am), and be followed by another round in the second 30 minutes period of the same hour (example, 12:30 am - 1:00 am), 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

[REDACTED]



MCC NEW YORK  
SPECIAL HOUSING UNIT  
30 MINUTE CHECK SHEET



L-TIER

DATE: 07/31/2019

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	1204	[Redacted]	8:00-8:30 AM	801	802	[Redacted]	4:00-4:30 PM	402	403	[Redacted]
12:30- 1:00 AM	1234	1234	[Redacted]	8:30- 9:00 AM	831	832	[Redacted]	4:30-5:00 PM	432	433	[Redacted]
1:00-1:30 AM	108	112	[Redacted]	9:00-9:30 AM	905	906	[Redacted]	5:00-5:30 PM	510	511	[Redacted]
1:30-2:00 AM	135	138	[Redacted]	9:30-10:00 AM	940	941	[Redacted]	5:30-6:00 PM	532	533	[Redacted]
2:00-2:30 AM	200	203	[Redacted]	10:00-10:30 AM	1013	1014	[Redacted]	6:00-6:30 PM	604	605	[Redacted]
2:30-3:00 AM	230	232	[Redacted]	10:30-11:00 AM	1038	1039	[Redacted]	6:30-7:00 PM	632	633	[Redacted]
3:00-3:30 AM	300	302	[Redacted]	11:00-11:30 AM	1108	1109	[Redacted]	7:00-7:30 PM	706	707	[Redacted]
3:30-4:00 AM	333	333	[Redacted]	11:30-12:00 AM	1136	1137	[Redacted]	7:30-8:00 PM	733	734	[Redacted]
4:00-4:30 AM	408	410	[Redacted]	12:00-12:30 PM	1206	1209	[Redacted]	8:00-8:30 PM	802	803	[Redacted]
4:30-5:00 AM	432	434	[Redacted]	12:30- 1:00 PM	1236	1237	[Redacted]	8:30- 9:00 PM	832	833	[Redacted]
5:00-5:30 AM	500	502	[Redacted]	1:00-1:30 PM	108	109	[Redacted]	9:00-9:30 PM	907	908	[Redacted]
5:30-6:00 AM	532	534	[Redacted]	1:30-2:00 PM	131	137	[Redacted]	9:30-10:00 PM	931	932	[Redacted]
6:00-6:30 AM	606	608	[Redacted]	2:00-2:30 PM	218	219	[Redacted]	10:00-10:30 PM	1010	1011	[Redacted]
6:30-7:00 AM	637	639	[Redacted]	2:30-3:00 PM	236	237	[Redacted]	10:30-11:00 PM	1031	1032	[Redacted]
7:00-7:30 AM	702	704	[Redacted]	3:00-3:30 PM	308	309	[Redacted]	11:00-11:30 PM	1106	1107	[Redacted]
7:30-8:00 AM	731	733	[Redacted]	3:30 4:00 PM	336	337	[Redacted]	11:30 12:00 PM	1136	1137	[Redacted]

MORNING WATCH OPERATIONS LIEUTENANT	[Redacted]	DAY WATCH OPERATIONS LIEUTENANT	[Redacted]	EVENING WATCH OPERATIONS LIEUTENANT	[Redacted]
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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: 07/31/2019

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	1204	1206	[Redacted]	8:00-8:30 AM	803	804	[Redacted]	4:00-4:30 PM	404	405	[Redacted]
12:30- 1:00 AM	1238	1240	[Redacted]	8:30- 9:00 AM	833	837	[Redacted]	4:30-5:00 PM	434	435	[Redacted]
1:00-1:30 AM	110	112	[Redacted]	9:00-9:30 AM	907	908	[Redacted]	5:00 -5:30 PM	512	513	[Redacted]
1:30-2:00 AM	138	140	[Redacted]	9:30-10:00 AM	938	939	[Redacted]	5:30-6:00 PM	535	536	[Redacted]
2:00-2:30 AM	203	205	[Redacted]	10:00-10:30 AM	1013	1014	[Redacted]	6:00-6:30 PM	606	607	[Redacted]
2:30-3:00 AM	232	234	[Redacted]	10:30-11:00 AM	1046	1047	[Redacted]	6:30-7:00 PM	634	635	[Redacted]
3:00-3:30 AM	302	304	[Redacted]	11:00-11:30 AM	1108	1109	[Redacted]	7:00-7:30 PM	708	709	[Redacted]
3:30-4:00 AM	335	338	[Redacted]	11:30-12:00 AM	1138	1139	[Redacted]	7:30-8:00 PM	732	733	[Redacted]
4:00-4:30 AM	410	412	[Redacted]	12:00-12:30 PM	1211	1212	[Redacted]	8:00-8:30 PM	804	805	[Redacted]
4:30-5:00 AM	434	435	[Redacted]	12:30- 1:00 PM	1250	1251	[Redacted]	8:30- 9:00 PM	834	835	[Redacted]
5:00 -5:30 AM	502	504	[Redacted]	1:00-1:30 PM	106	107	[Redacted]	9:00-9:30 PM	909	910	[Redacted]
5:30-6:00 AM	534	536	[Redacted]	1:30-2:00 PM	138	139	[Redacted]	9:30-10:00 PM	933	934	[Redacted]
6:00-6:30 AM	608	610	[Redacted]	2:00-2:30 PM	206	207	[Redacted]	10:00-10:30 PM	1012	1013	[Redacted]
6:30-7:00 AM	634	640	[Redacted]	2:30-3:00 PM	233	234	[Redacted]	10:30-11:00 PM	1031	1032	[Redacted]
7:00-7:30 AM	704	706	[Redacted]	3:00-3:30 PM	308	309	[Redacted]	11:00-11:30 PM	1108	1109	[Redacted]
7:30-8:00 AM	733	735	[Redacted]	3:30-4:00 PM	336	337	[Redacted]	11:30-12:00 PM	1139	1140	[Redacted]

MORNING WATCH  
OPERATIONS  
LIEUTENANT

[Redacted Signature]

DAY WATCH  
OPERATIONS  
LIEUTENANT

[Redacted Signature]

EVENING WATCH  
OPERATIONS  
LIEUTENANT

[Redacted Signature]

A staff member 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

[Redacted Signature]



MCC NEW YORK  
SPECIAL HOUSING UNIT  
30 MINUTE CHECK SHEET



ZA  
TIER-J

DATE: 07/31/2019

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	1206	1208	[REDACTED]	8:00-8:30 AM	805	806	[REDACTED]	4:00-4:30 PM	406	407	[REDACTED]
12:30- 1:00 AM	1240	1242	[REDACTED]	8:30- 9:00 AM	835	836	[REDACTED]	4:30-5:00 PM	436	437	[REDACTED]
1:00-1:30 AM	112	114	[REDACTED]	9:00-9:30 AM	909	910	[REDACTED]	5:00 -5:30 PM	514	515	[REDACTED]
1:30-2:00 AM	140	142	[REDACTED]	9:30-10:00 AM	933	934	[REDACTED]	5:30-6:00 PM	537	538	[REDACTED]
2:00-2:30 AM	205	207	[REDACTED]	10:00-10:30 AM	1001	1002	[REDACTED]	6:00-6:30 PM	608	609	[REDACTED]
2:30-3:00 AM	234	238	[REDACTED]	10:30-11:00 AM	1035	1036	[REDACTED]	6:30-7:00 PM	632	637	[REDACTED]
3:00-3:30 AM	304	306	[REDACTED]	11:00-11:30 AM	1101	1102	[REDACTED]	7:00-7:30 PM	710	711	[REDACTED]
3:30-4:00 AM	337	338	[REDACTED]	11:30-12:00 AM	1131	1132	[REDACTED]	7:30-8:00 PM	734	735	[REDACTED]
4:00-4:30 AM	412	414	[REDACTED]	12:00-12:30 PM	1203	1204	[REDACTED]	8:00-8:30 PM	806	807	[REDACTED]
4:30-5:00 AM	435	437	[REDACTED]	12:30- 1:00 PM	1233	1234	[REDACTED]	8:30- 9:00 PM	836	837	[REDACTED]
5:00 -5:30 AM	504	504	[REDACTED]	1:00-1:30 PM	105	106	[REDACTED]	9:00-9:30 PM	911	912	[REDACTED]
5:30-6:00 AM	536	538	[REDACTED]	1:30-2:00 PM	130	136	[REDACTED]	9:30-10:00 PM	935	936	[REDACTED]
6:00-6:30 AM	600	612	[REDACTED]	2:00-2:30 PM	201	202	[REDACTED]	10:00-10:30 PM	1014	1015	[REDACTED]
6:30-7:00 AM	641	643	[REDACTED]	2:30-3:00 PM	231	232	[REDACTED]	10:30-11:00 PM	1033	1034	[REDACTED]
7:00-7:30 AM	707	708	[REDACTED]	3:00-3:30 PM	303	304	[REDACTED]	11:00-11:30 PM	1110	1111	[REDACTED]
7:30-8:00 AM	735	737	[REDACTED]	3:30-4:00 PM	333	334	[REDACTED]	11:30-12:00 PM	1141	1142	[REDACTED]

MORNING WATCH  
OPERATIONS  
LIEUTENANT

[REDACTED]

DAY WATCH  
OPERATIONS  
LIEUTENANT

[REDACTED]

EVENING WATCH  
OPERATIONS  
LIEUTENANT

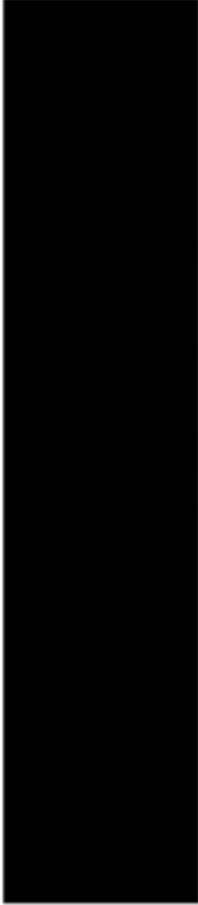
[REDACTED]

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

CAPT

[REDACTED]



Handwritten text in Urdu script, appearing to be a list or a set of instructions, partially obscured by the redaction box.





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



DATE: 07/31/2019

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	1200	1210	[REDACTED]	8:00-8:30 AM	807	808	[REDACTED]	4:00-4:30 PM	408	409	[REDACTED]
12:30- 1:00 AM	1240	1244	[REDACTED]	8:30- 9:00 AM	837	838	[REDACTED]	4:30-5:00 PM	438	439	[REDACTED]
1:00-1:30 AM	114	116	[REDACTED]	9:00-9:30 AM	911	912	[REDACTED]	5:00-5:30 PM	516	517	[REDACTED]
1:30-2:00 AM	142	144	[REDACTED]	9:30-10:00 AM	935	936	[REDACTED]	5:30-6:00 PM	539	540	[REDACTED]
2:00-2:30 AM	207	209	[REDACTED]	10:00-10:30 AM	1002	1004	[REDACTED]	6:00-6:30 PM	610	611	[REDACTED]
2:30-3:00 AM	238	240	[REDACTED]	10:30-11:00 AM	1037	1038	[REDACTED]	6:30-7:00 PM	638	639	[REDACTED]
3:00-3:30 AM	306	308	[REDACTED]	11:00-11:30 AM	1103	1104	[REDACTED]	7:00-7:30 PM	712	713	[REDACTED]
3:30-4:00 AM	339	341	[REDACTED]	11:30-12:00 AM	1133	1134	[REDACTED]	7:30-8:00 PM	736	737	[REDACTED]
4:00-4:30 AM	414	416	[REDACTED]	12:00-12:30 PM	1205	1206	[REDACTED]	8:00-8:30 PM	808	809	[REDACTED]
4:30-5:00 AM	437	439	[REDACTED]	12:30- 1:00 PM	1237	1238	[REDACTED]	8:30- 9:00 PM	838	839	[REDACTED]
5:00-5:30 AM	506	508	[REDACTED]	1:00-1:30 PM	107	108	[REDACTED]	9:00-9:30 PM	913	914	[REDACTED]
5:30-6:00 AM	538	540	[REDACTED]	1:30-2:00 PM	137	138	[REDACTED]	9:30-10:00 PM	937	938	[REDACTED]
6:00-6:30 AM	612	614	[REDACTED]	2:00-2:30 PM	202	204	[REDACTED]	10:00-10:30 PM	1016	1017	[REDACTED]
6:30-7:00 AM	643	645	[REDACTED]	2:30-3:00 PM	233	234	[REDACTED]	10:30-11:00 PM	1035	1036	[REDACTED]
7:00-7:30 AM	708	710	[REDACTED]	3:00-3:30 PM	305	306	[REDACTED]	11:00-11:30 PM	1102	1103	[REDACTED]
7:30-8:00 AM	737	739	[REDACTED]	3:30-4:00 PM	335	338	[REDACTED]	11:30-12:00 PM	1143	1144	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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: 07/31/2019

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	1210	1212	[REDACTED]	8:00-8:30 AM	809	810	[REDACTED]	4:00-4:30 PM	410	411	[REDACTED]
12:30- 1:00 AM	1244	1246	[REDACTED]	8:30- 9:00 AM	839	840	[REDACTED]	4:30-5:00 PM	440	441	[REDACTED]
1:00-1:30 AM	116	118	[REDACTED]	9:00-9:30 AM	913	914	[REDACTED]	5:00-5:30 PM	518	519	[REDACTED]
1:30-2:00 AM	144	146	[REDACTED]	9:30-10:00 AM	937	938	[REDACTED]	5:30-6:00 PM	541	542	[REDACTED]
2:00-2:30 AM	209	211	[REDACTED]	10:00-10:30 AM	1005	1006	[REDACTED]	6:00-6:30 PM	612	613	[REDACTED]
2:30-3:00 AM	240	241	[REDACTED]	10:30-11:00 AM	1039	1040	[REDACTED]	6:30-7:00 PM	640	641	[REDACTED]
3:00-3:30 AM	308	310	[REDACTED]	11:00-11:30 AM	1105	1106	[REDACTED]	7:00-7:30 PM	714	715	[REDACTED]
3:30-4:00 AM	341	343	[REDACTED]	11:30-12:00 AM	1135	1136	[REDACTED]	7:30-8:00 PM	738	739	[REDACTED]
4:00-4:30 AM	416	417	[REDACTED]	12:00-12:30 PM	1207	1208	[REDACTED]	8:00-8:30 PM	810	811	[REDACTED]
4:30-5:00 AM	439	441	[REDACTED]	12:30- 1:00 PM	1231	1240	[REDACTED]	8:30- 9:00 PM	840	841	[REDACTED]
5:00-5:30 AM	508	510	[REDACTED]	1:00-1:30 PM	109	110	[REDACTED]	9:00-9:30 PM	915	916	[REDACTED]
5:30-6:00 AM	540	542	[REDACTED]	1:30-2:00 PM	139	140	[REDACTED]	9:30-10:00 PM	939	940	[REDACTED]
6:00-6:30 AM	614	616	[REDACTED]	2:00-2:30 PM	205	206	[REDACTED]	10:00-10:30 PM	1018	1019	[REDACTED]
6:30-7:00 AM	645	647	[REDACTED]	2:30-3:00 PM	235	236	[REDACTED]	10:30-11:00 PM	1037	1038	[REDACTED]
7:00-7:30 AM	710	712	[REDACTED]	3:00-3:30 PM	307	308	[REDACTED]	11:00-11:30 PM	1105	1106	[REDACTED]
7:30-8:00 AM	734	741	[REDACTED]	3:30-4:00 PM	337	338	[REDACTED]	11:30-12:00 PM	1145	1146	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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A staff member must observe all inmates confined in [REDACTED] 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: 07/31/2019

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	1212	1214	[REDACTED]	8:00-8:30 AM	846	842	[REDACTED]	4:00-4:30 PM	412	413	[REDACTED]
12:30- 1:00 AM	1240	1248	[REDACTED]	8:30- 9:00 AM	841	842	[REDACTED]	4:30-5:00 PM	442	443	[REDACTED]
1:00-1:30 AM	118	120	[REDACTED]	9:00-9:30 AM	945	946	[REDACTED]	5:00-5:30 PM	520	521	[REDACTED]
1:30-2:00 AM	146	148	[REDACTED]	9:30-10:00 AM	932	940	[REDACTED]	5:30-6:00 PM	543	544	[REDACTED]
2:00-2:30 AM	211	213	[REDACTED]	10:00-10:30 AM	1007	1008	[REDACTED]	6:00-6:30 PM	614	615	[REDACTED]
2:30-3:00 AM	241	243	[REDACTED]	10:30-11:00 AM	1044	1042	[REDACTED]	6:30-7:00 PM	642	643	[REDACTED]
3:00-3:30 AM	310	312	[REDACTED]	11:00-11:30 AM	1107	1108	[REDACTED]	7:00-7:30 PM	716	717	[REDACTED]
3:30-4:00 AM	343	348	[REDACTED]	11:30-12:00 AM	1132	1138	[REDACTED]	7:30-8:00 PM	740	741	[REDACTED]
4:00-4:30 AM	417	419	[REDACTED]	12:00-12:30 PM	1204	1210	[REDACTED]	8:00-8:30 PM	812	813	[REDACTED]
4:30-5:00 AM	441	443	[REDACTED]	12:30- 1:00 PM	1233	1234	[REDACTED]	8:30- 9:00 PM	842	843	[REDACTED]
5:00-5:30 AM	50	512	[REDACTED]	1:00-1:30 PM	1114	112	[REDACTED]	9:00-9:30 PM	917	918	[REDACTED]
5:30-6:00 AM	542	544	[REDACTED]	1:30-2:00 PM	1146	142	[REDACTED]	9:30-10:00 PM	941	942	[REDACTED]
6:00-6:30 AM	616	618	[REDACTED]	2:00-2:30 PM	207	208	[REDACTED]	10:00-10:30 PM	1020	1021	[REDACTED]
6:30-7:00 AM	647	649	[REDACTED]	2:30-3:00 PM	237	238	[REDACTED]	10:30-11:00 PM	1040	1041	[REDACTED]
7:00-7:30 AM	712	714	[REDACTED]	3:00-3:30 PM	309	310	[REDACTED]	11:00-11:30 PM	1107	1108	[REDACTED]
7:30-8:00 AM	741	743	[REDACTED]	3:30-4:00 PM	337	338	[REDACTED]	11:30-12:00 PM	1147	1148	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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 \_\_\_\_\_

[Redacted]

Handwritten text in a cursive script, possibly Urdu or Persian, located between the two redacted sections.

[Redacted]

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



DATE: 08/01/2019

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	1210	1211	[REDACTED]	8:00-8:30 AM	804	810	[REDACTED]	4:00-4:30 PM	416	417	[REDACTED]
12:30- 1:00 AM	1241	1242	[REDACTED]	8:30- 9:00 AM	839	840	[REDACTED]	4:30-5:00 PM	438	439	[REDACTED]
1:00-1:30 AM	1417	1418	[REDACTED]	9:00-9:30 AM	911	912	[REDACTED]	5:00 -5:30 PM	516	517	[REDACTED]
1:30-2:00 AM	148	149	[REDACTED]	9:30-10:00 AM	948	949	[REDACTED]	5:30-6:00 PM	538	539	[REDACTED]
2:00-2:30 AM	220	221	[REDACTED]	10:00-10:30 AM	1020	1021	[REDACTED]	6:00-6:30 PM	610	611	[REDACTED]
2:30-3:00 AM	251	252	[REDACTED]	10:30-11:00 AM	1051	1052	[REDACTED]	6:30-7:00 PM	639	640	[REDACTED]
3:00-3:30 AM	310	324	[REDACTED]	11:00-11:30 AM	1104	1106	[REDACTED]	7:00-7:30 PM	717	719	[REDACTED]
3:30-4:00 AM	354	355	[REDACTED]	11:30-12:00 AM	1136	1138	[REDACTED]	7:30-8:00 PM	740	741	[REDACTED]
4:00-4:30 AM	422	427	[REDACTED]	12:00-12:30 PM	1206	1207	[REDACTED]	8:00-8:30 PM	812	813	[REDACTED]
4:30-5:00 AM	446	447	[REDACTED]	12:30- 1:00 PM	1240	1241	[REDACTED]	8:30- 9:00 PM	829	840	[REDACTED]
5:00 -5:30 AM	511	512	[REDACTED]	1:00-1:30 PM	111	112	[REDACTED]	9:00-9:30 PM	915	916	[REDACTED]
5:30-6:00 AM	545	544	[REDACTED]	1:30-2:00 PM	136	137	[REDACTED]	9:30-10:00 PM	940	941	[REDACTED]
6:00-6:30 AM	623	624	[REDACTED]	2:00-2:30 PM	208	209	[REDACTED]	10:00-10:30 PM	1009	1010	[REDACTED]
6:30-7:00 AM	654	655	[REDACTED]	2:30-3:00 PM	250	251	[REDACTED]	10:30-11:00 PM	1040	1041	[REDACTED]
7:00-7:30 AM	709	710	[REDACTED]	3:00-3:30 PM	306	307	[REDACTED]	11:00-11:30 PM	1116	1117	[REDACTED]
7:30-8:00 AM	731	740	[REDACTED]	3:30-4:00 PM	333	334	[REDACTED]	11:30-12:00 PM	1141	1142	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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A staff member must observe all inmates confined in [REDACTED] checked 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: 08/01/2019

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	1212	1213	[REDACTED]	8:00-8:30 AM	811	812	[REDACTED]	4:00-4:30 PM	418	419	[REDACTED]
12:30- 1:00 AM	1243	1244	[REDACTED]	8:30- 9:00 AM	841	842	[REDACTED]	4:30-5:00 PM	440	441	[REDACTED]
1:00-1:30 AM	117	120	[REDACTED]	9:00-9:30 AM	913	914	[REDACTED]	5:00- 6:30 PM	518	519	[REDACTED]
1:30-2:00 AM	150	151	[REDACTED]	9:30-10:00 AM	950	951	[REDACTED]	5:30-6:00 PM	540	541	[REDACTED]
2:00-2:30 AM	222	223	[REDACTED]	10:00-10:30 AM	1022	1023	[REDACTED]	6:00-6:30 PM	612	613	[REDACTED]
2:30-3:00 AM	253	254	[REDACTED]	10:30-11:00 AM	1053	1054	[REDACTED]	6:30-7:00 PM	641	642	[REDACTED]
3:00-3:30 AM	325	326	[REDACTED]	11:00-11:30 AM	1115	1116	[REDACTED]	7:00-7:30 PM	719	720	[REDACTED]
3:30-4:00 AM	356	357	[REDACTED]	11:30-12:00 AM	1134	1135	[REDACTED]	7:30-8:00 PM	742	743	[REDACTED]
4:00-4:30 AM	424	425	[REDACTED]	12:00-12:30 PM	1206	1207	[REDACTED]	8:00-8:30 PM	814	815	[REDACTED]
4:30-5:00 AM	448	449	[REDACTED]	12:30- 1:00 PM	1240	1241	[REDACTED]	8:30- 9:00 PM	841	842	[REDACTED]
5:00-5:30 AM	513	514	[REDACTED]	1:00-1:30 PM	106	107	[REDACTED]	9:00-9:30 PM	917	918	[REDACTED]
5:30-6:00 AM	545	546	[REDACTED]	1:30-2:00 PM	130	131	[REDACTED]	9:30-10:00 PM	942	943	[REDACTED]
6:00-6:30 AM	625	625	[REDACTED]	2:00-2:30 PM	200	201	[REDACTED]	10:00-10:30 PM	1011	1012	[REDACTED]
6:30-7:00 AM	656	657	[REDACTED]	2:30-3:00 PM	237	238	[REDACTED]	10:30-11:00 PM	1042	1043	[REDACTED]
7:00-7:30 AM	701	702	[REDACTED]	3:00-3:30 PM	301	302	[REDACTED]	11:00-11:30 PM	1118	1119	[REDACTED]
7:30-8:00 AM	744	745	[REDACTED]	3:30-4:00 PM	340	341	[REDACTED]	11:30-12:00 PM	1143	1144	[REDACTED]

MORNING WATCH  
OPERATIONS  
LIEUTENANT

[REDACTED]

AFTERNOON WATCH  
OPERATIONS  
LIEUTENANT

[REDACTED]

EVENING WATCH  
OPERATIONS  
LIEUTENANT

[REDACTED]

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

[REDACTED]



MCC NEW YORK  
SPECIAL HOUSING UNIT  
30 MINUTE CHECK SHEET  
ZB



DATE: AUG 1 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>10</sup>	[REDACTED]	8:00-8:30 AM	8 <sup>05</sup>	8 <sup>06</sup>	[REDACTED]	4:00-4:30 PM	4 <sup>01</sup>	4 <sup>02</sup>	[REDACTED]
12:30- 1:00 AM	12 <sup>40</sup>	12 <sup>45</sup>	[REDACTED]	8:30- 9:00 AM	8 <sup>35</sup>	8 <sup>37</sup>	[REDACTED]	4:30-5:00 PM	4 <sup>43</sup>	4 <sup>44</sup>	[REDACTED]
1:00-1:30 AM	1 <sup>05</sup>	1 <sup>10</sup>	[REDACTED]	9:00-9:30 AM	9 <sup>10</sup>	9 <sup>11</sup>	[REDACTED]	5:00 -5:30 PM	5 <sup>07</sup>	5 <sup>08</sup>	[REDACTED]
1:30-2:00 AM	1 <sup>30</sup>	1 <sup>35</sup>	[REDACTED]	9:30-10:00 AM	9 <sup>37</sup>	9 <sup>38</sup>	[REDACTED]	5:30-6:00 PM	5 <sup>36</sup>	5 <sup>37</sup>	[REDACTED]
2:00-2:30 AM	2 <sup>08</sup>	2 <sup>10</sup>	[REDACTED]	10:00-10:30 AM	10 <sup>03</sup>	10 <sup>04</sup>	[REDACTED]	6:00-6:30 PM	6 <sup>12</sup>	6 <sup>13</sup>	[REDACTED]
2:30-3:00 AM	2 <sup>40</sup>	2 <sup>45</sup>	[REDACTED]	10:30-11:00 AM	10 <sup>40</sup>	10 <sup>41</sup>	[REDACTED]	6:30-7:00 PM	6 <sup>53</sup>	6 <sup>54</sup>	[REDACTED]
3:00-3:30 AM	3 <sup>00</sup>	3 <sup>05</sup>	[REDACTED]	11:00-11:30 AM	11 <sup>15</sup>	11 <sup>16</sup>	[REDACTED]	7:00-7:30 PM	7 <sup>05</sup>	7 <sup>06</sup>	[REDACTED]
3:30-4:00 AM	3 <sup>40</sup>	3 <sup>45</sup>	[REDACTED]	11:30-12:00 AM	11 <sup>43</sup>	11 <sup>44</sup>	[REDACTED]	7:30-8:00 PM	7 <sup>31</sup>	7 <sup>32</sup>	[REDACTED]
4:00-4:30 AM	4 <sup>00</sup>	4 <sup>06</sup>	[REDACTED]	12:00-12:30 PM	12 <sup>07</sup>	12 <sup>08</sup>	[REDACTED]	8:00-8:30 PM	8 <sup>04</sup>	8 <sup>06</sup>	[REDACTED]
4:30-5:00 AM	4 <sup>40</sup>	4 <sup>45</sup>	[REDACTED]	12:30- 1:00 PM	12 <sup>31</sup>	12 <sup>32</sup>	[REDACTED]	8:30- 9:00 PM	8 <sup>36</sup>	8 <sup>37</sup>	[REDACTED]
5:00 -5:30 AM	5 <sup>45</sup>	5 <sup>10</sup>	[REDACTED]	1:00-1:30 PM	1 <sup>20</sup>	1 <sup>21</sup>	[REDACTED]	9:00-9:30 PM	9 <sup>03</sup>	9 <sup>04</sup>	[REDACTED]
5:30-6:00 AM	5 <sup>40</sup>	5 <sup>45</sup>	[REDACTED]	1:30-2:00 PM	1 <sup>47</sup>	1 <sup>48</sup>	[REDACTED]	9:30-10:00 PM	9 <sup>35</sup>	9 <sup>36</sup>	[REDACTED]
6:00-6:30 AM	6 <sup>00</sup>	6 <sup>05</sup>	[REDACTED]	2:00-2:30 PM	2 <sup>30</sup>	2 <sup>31</sup>	[REDACTED]	10:00-10:30 PM	10 <sup>10</sup>	10 <sup>11</sup>	[REDACTED]
6:30-7:00 AM	6 <sup>30</sup>	6 <sup>35</sup>	[REDACTED]	2:30-3:00 PM	2 <sup>41</sup>	2 <sup>42</sup>	[REDACTED]	10:30-11:00 PM	10 <sup>31</sup>	10 <sup>32</sup>	[REDACTED]
7:00-7:30 AM	7 <sup>00</sup>	7 <sup>05</sup>	[REDACTED]	3:00-3:30 PM	3 <sup>05</sup>	3 <sup>06</sup>	[REDACTED]	11:00-11:30 PM	11 <sup>03</sup>	11 <sup>04</sup>	[REDACTED]
7:30-8:00 AM	7 <sup>30</sup>	7 <sup>35</sup>	[REDACTED]	3:30-4:00 PM	3 <sup>38</sup>	3 <sup>40</sup>	[REDACTED]	11:30-12:00 PM	11 <sup>38</sup>	11 <sup>40</sup>	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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: 08/01/2019

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	[REDACTED]	8:00-8:30 AM	801	802	[REDACTED]	4:00-4:30 PM	420	421	[REDACTED]
12:30- 1:00 AM	1233	1234	[REDACTED]	8:30- 9:00 AM	831	832	[REDACTED]	4:30-5:00 PM	442	443	[REDACTED]
1:00-1:30 AM	108	109	[REDACTED]	9:00-9:30 AM	903	904	[REDACTED]	5:00 -5:30 PM	520	521	[REDACTED]
1:30-2:00 AM	139	140	[REDACTED]	9:30-10:00 AM	940	941	[REDACTED]	5:30-6:00 PM	542	543	[REDACTED]
2:00-2:30 AM	212	213	[REDACTED]	10:00-10:30 AM	1012	1013	[REDACTED]	6:00-6:30 PM	614	615	[REDACTED]
2:30-3:00 AM	243	244	[REDACTED]	10:30-11:00 AM	1043	1044	[REDACTED]	6:30-7:00 PM	643	644	[REDACTED]
3:00-3:30 AM	315	316	[REDACTED]	11:00-11:30 AM	1104	1106	[REDACTED]	7:00-7:30 PM	721	722	[REDACTED]
3:30-4:00 AM	346	347	[REDACTED]	11:30-12:00 AM	1132	1134	[REDACTED]	7:30-8:00 PM	744	745	[REDACTED]
4:00-4:30 AM	416	417	[REDACTED]	12:00-12:30 PM	1206	1207	[REDACTED]	8:00-8:30 PM	816	817	[REDACTED]
4:30-5:00 AM	454	455	[REDACTED]	12:30- 1:00 PM	1234	1236	[REDACTED]	8:30- 9:00 PM	843	844	[REDACTED]
5:00 -5:30 AM	502	503	[REDACTED]	1:00-1:30 PM	113	114	[REDACTED]	9:00-9:30 PM	920	921	[REDACTED]
5:30-6:00 AM	534	535	[REDACTED]	1:30-2:00 PM	142	143	[REDACTED]	9:30-10:00 PM	944	945	[REDACTED]
6:00-6:30 AM	615	616	[REDACTED]	2:00-2:30 PM	211	212	[REDACTED]	10:00-10:30 PM	1013	1014	[REDACTED]
6:30-7:00 AM	654	655	[REDACTED]	2:30-3:00 PM	236	237	[REDACTED]	10:30-11:00 PM	1044	1045	[REDACTED]
7:00-7:30 AM	701	702	[REDACTED]	3:00-3:30 PM	306	307	[REDACTED]	11:00-11:30 PM	1120	1121	[REDACTED]
7:30-8:00 AM	733	734	[REDACTED]	3:30-4:00 PM	331	332	[REDACTED]	11:30-12:00 PM	1145	1146	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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: 08/01/2019

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	1204	1205	[REDACTED]	8:00-8:30 AM	803	804	[REDACTED]	4:00-4:30 PM	410	411	[REDACTED]
12:30-1:00 AM	1235	1236	[REDACTED]	8:30-9:00 AM	833	834	[REDACTED]	4:30-5:00 PM	432	433	[REDACTED]
1:00-1:30 AM	141	142	[REDACTED]	9:00-9:30 AM	905	906	[REDACTED]	5:00-5:30 PM	510	511	[REDACTED]
1:30-2:00 AM	141	142	[REDACTED]	9:30-10:00 AM	942	943	[REDACTED]	5:30-6:00 PM	532	533	[REDACTED]
2:00-2:30 AM	214	215	[REDACTED]	10:00-10:30 AM	1014	1015	[REDACTED]	6:00-6:30 PM	604	605	[REDACTED]
2:30-3:00 AM	245	246	[REDACTED]	10:30-11:00 AM	1045	1046	[REDACTED]	6:30-7:00 PM	633	634	[REDACTED]
3:00-3:30 AM	317	318	[REDACTED]	11:00-11:30 AM	1102	1103	[REDACTED]	7:00-7:30 PM	711	712	[REDACTED]
3:30-4:00 AM	348	349	[REDACTED]	11:30-12:00 AM	1134	1136	[REDACTED]	7:30-8:00 PM	731	733	[REDACTED]
4:00-4:30 AM	418	419	[REDACTED]	12:00-12:30 PM	1201	1202	[REDACTED]	8:00-8:30 PM	806	807	[REDACTED]
4:30-5:00 AM	452	453	[REDACTED]	12:30-1:00 PM	1213	1214	[REDACTED]	8:30-9:00 PM	833	834	[REDACTED]
5:00-5:30 AM	504	505	[REDACTED]	1:00-1:30 PM	108	109	[REDACTED]	9:00-9:30 PM	909	910	[REDACTED]
5:30-6:00 AM	536	537	[REDACTED]	1:30-2:00 PM	136	137	[REDACTED]	9:30-10:00 PM	934	935	[REDACTED]
6:00-6:30 AM	617	618	[REDACTED]	2:00-2:30 PM	211	212	[REDACTED]	10:00-10:30 PM	1004	1005	[REDACTED]
6:30-7:00 AM	652	653	[REDACTED]	2:30-3:00 PM	241	241	[REDACTED]	10:30-11:00 PM	1034	1035	[REDACTED]
7:00-7:30 AM	703	704	[REDACTED]	3:00-3:30 PM	308	309	[REDACTED]	11:00-11:30 PM	1117	1112	[REDACTED]
7:30-8:00 AM	733	734	[REDACTED]	3:30-4:00 PM	335	340	[REDACTED]	11:30-12:00 PM	1134	1135	[REDACTED]

MORNING WATCH  
OPERATIONS  
LIEUTENANT

DAY WATCH  
OPERATIONS  
LIEUTENANT

EVENING WATCH  
OPERATIONS  
LIEUTENANT

A staff member 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: 08/01/2019

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	1206	1207	[REDACTED]	8:00-8:30 AM	805	806	[REDACTED]	4:00-4:30 PM	412	413	[REDACTED]
12:30- 1:00 AM	1237	1238	[REDACTED]	8:30- 9:00 AM	835	836	[REDACTED]	4:30-5:00 PM	434	435	[REDACTED]
1:00-1:30 AM	143	144	[REDACTED]	9:00-9:30 AM	907	908	[REDACTED]	5:00-5:30 PM	512	513	[REDACTED]
1:30-2:00 AM	144	145	[REDACTED]	9:30-10:00 AM	944	945	[REDACTED]	5:30-6:00 PM	534	535	[REDACTED]
2:00-2:30 AM	216	217	[REDACTED]	10:00-10:30 AM	1016	1017	[REDACTED]	6:00-6:30 PM	606	607	[REDACTED]
2:30-3:00 AM	247	248	[REDACTED]	10:30-11:00 AM	1047	1048	[REDACTED]	6:30-7:00 PM	635	636	[REDACTED]
3:00-3:30 AM	319	320	[REDACTED]	11:00-11:30 AM	1106	1107	[REDACTED]	7:00-7:30 PM	713	714	[REDACTED]
3:30-4:00 AM	350	351	[REDACTED]	11:30-12:00 AM	1134	1136	[REDACTED]	7:30-8:00 PM	736	737	[REDACTED]
4:00-4:30 AM	418	419	[REDACTED]	12:00-12:30 PM	1207	1208	[REDACTED]	8:00-8:30 PM	808	809	[REDACTED]
4:30-5:00 AM	450	451	[REDACTED]	12:30- 1:00 PM	123	124	[REDACTED]	8:30- 9:00 PM	835	836	[REDACTED]
5:00-5:30 AM	506	507	[REDACTED]	1:00-1:30 PM	106	109	[REDACTED]	9:00-9:30 PM	911	912	[REDACTED]
5:30-6:00 AM	539	539	[REDACTED]	1:30-2:00 PM	138	139	[REDACTED]	9:30-10:00 PM	936	937	[REDACTED]
6:00-6:30 AM	619	620	[REDACTED]	2:00-2:30 PM	208	209	[REDACTED]	10:00-10:30 PM	1005	1006	[REDACTED]
6:30-7:00 AM	656	651	[REDACTED]	2:30-3:00 PM	230	241	[REDACTED]	10:30-11:00 PM	1036	1037	[REDACTED]
7:00-7:30 AM	705	706	[REDACTED]	3:00-3:30 PM	308	309	[REDACTED]	11:00-11:30 PM	1112	1113	[REDACTED]
7:30-8:00 AM	735	736	[REDACTED]	3:30-4:00 PM	338	339	[REDACTED]	11:30-12:00 PM	1136	1137	[REDACTED]

MORNING WATCH  
 OPERATIONS  
 LIEUTENANT

[REDACTED]

DAY WATCH  
 OPERATIONS  
 LIEUTENANT

[REDACTED]

EVENING WATCH  
 OPERATIONS  
 LIEUTENANT

[REDACTED]

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

[REDACTED]



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MCC NEW YORK  
SPECIAL HOUSING UNIT  
30 MINUTE CHECK SHEET

ZA  
TIER-K



DATE: 08/01/2019

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	1208	1209	[REDACTED]	8:00-8:30 AM	807	808	[REDACTED]	4:00-4:30 PM	414	415	[REDACTED]
12:30-1:00 AM	1239	1240	[REDACTED]	8:30-9:00 AM	837	838	[REDACTED]	4:30-5:00 PM	436	437	[REDACTED]
1:00-1:30 AM	145	146	[REDACTED]	9:00-9:30 AM	909	910	[REDACTED]	5:00-5:30 PM	514	515	[REDACTED]
1:30-2:00 AM	146	147	[REDACTED]	9:30-10:00 AM	946	947	[REDACTED]	5:30-6:00 PM	536	537	[REDACTED]
2:00-2:30 AM	218	219	[REDACTED]	10:00-10:30 AM	1018	1019	[REDACTED]	6:00-6:30 PM	608	609	[REDACTED]
2:30-3:00 AM	249	250	[REDACTED]	10:30-11:00 AM	1049	1050	[REDACTED]	6:30-7:00 PM	637	638	[REDACTED]
3:00-3:30 AM	327	328	[REDACTED]	11:00-11:30 AM	1181	1182	[REDACTED]	7:00-7:30 PM	715	716	[REDACTED]
3:30-4:00 AM	352	353	[REDACTED]	11:30-12:00 AM	1138	1139	[REDACTED]	7:30-8:00 PM	738	739	[REDACTED]
4:00-4:30 AM	420	421	[REDACTED]	12:00-12:30 PM	122	123	[REDACTED]	8:00-8:30 PM	870	871	[REDACTED]
4:30-5:00 AM	448	449	[REDACTED]	12:30-1:00 PM	1248	1249	[REDACTED]	8:30-9:00 PM	837	838	[REDACTED]
5:00-5:30 AM	508	509	[REDACTED]	1:00-1:30 PM	10	09	[REDACTED]	9:00-9:30 PM	913	914	[REDACTED]
5:30-6:00 AM	541	542	[REDACTED]	1:30-2:00 PM	148	149	[REDACTED]	9:30-10:00 PM	938	939	[REDACTED]
6:00-6:30 AM	621	622	[REDACTED]	2:00-2:30 PM	213	214	[REDACTED]	10:00-10:30 PM	1007	1008	[REDACTED]
6:30-7:00 AM	652	653	[REDACTED]	2:30-3:00 PM	231	232	[REDACTED]	10:30-11:00 PM	1038	1039	[REDACTED]
7:00-7:30 AM	645	646	[REDACTED]	3:00-3:30 PM	311	312	[REDACTED]	11:00-11:30 PM	1114	1115	[REDACTED]
7:30-8:00 AM	738	739	[REDACTED]	3:30-4:00 PM	358	359	[REDACTED]	11:30-12:00 PM	1138	1140	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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 \_\_\_\_\_

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MCC NEW YORK  
SPECIAL HOUSING UNIT  
30 MINUTE CHECK SHEET  
ZB



DATE: 8/2/19

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	1204	1206	[REDACTED]	8:00-8:30 AM	8:27	8:29	[REDACTED]	4:00-4:30 PM	401	407	[REDACTED]
12:30- 1:00 AM	1235	1237	[REDACTED]	8:30- 9:00 AM	8:35	8:37	[REDACTED]	4:30-5:00 PM	432	443	[REDACTED]
1:00-1:30 AM	110	112	[REDACTED]	9:00-9:30 AM	9:11	9:13	[REDACTED]	5:00-5:30 PM	505	515	[REDACTED]
1:30-2:00 AM	138	140	[REDACTED]	9:30-10:00 AM	9:42	9:44	[REDACTED]	5:30-6:00 PM	540	549	[REDACTED]
2:00-2:30 AM	203	205	[REDACTED]	10:00-10:30 AM	10:16	10:17	[REDACTED]	6:00-6:30 PM	611	620	[REDACTED]
2:30-3:00 AM	236	237	[REDACTED]	10:30-11:00 AM	10:36	10:37	[REDACTED]	6:30-7:00 PM	644	653	[REDACTED]
3:00-3:30 AM	304	305	[REDACTED]	11:00-11:30 AM	11:07	11:09	[REDACTED]	7:00-7:30 PM	717	726	[REDACTED]
3:30-4:00 AM	336	337	[REDACTED]	11:30-12:00 AM	11:44	11:46	[REDACTED]	7:30-8:00 PM	732	741	[REDACTED]
4:00-4:30 AM	410	411	[REDACTED]	12:00-12:30 PM	12:07	12:09	[REDACTED]	8:00-8:30 PM	810	819	[REDACTED]
4:30-5:00 AM	432	433	[REDACTED]	12:30- 1:00 PM	12:50	12:52	[REDACTED]	8:30- 9:00 PM	842	850	[REDACTED]
5:00-5:30 AM	520	521	[REDACTED]	1:00-1:30 PM	1:27	1:29	[REDACTED]	9:00-9:30 PM	905	915	[REDACTED]
5:30-6:00 AM	538	540	[REDACTED]	1:30-2:00 PM	1:41	1:43	[REDACTED]	9:30-10:00 PM	936	946	[REDACTED]
6:00-6:30 AM	660	611	[REDACTED]	2:00-2:30 PM	2:11	2:13	[REDACTED]	10:00-10:30 PM	1000	1011	[REDACTED]
6:30-7:00 AM	636	637	[REDACTED]	2:30-3:00 PM	2:40	2:42	[REDACTED]	10:30-11:00 PM	1032	1040	[REDACTED]
7:00-7:30 AM	704	705	[REDACTED]	3:00-3:30 PM	3:10	3:12	[REDACTED]	11:00-11:30 PM	1101	1111	[REDACTED]
7:30-8:00 AM	736	737	[REDACTED]	3:30-4:00 PM	3:54	3:56	[REDACTED]	11:30-12:00 PM	1140	1150	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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: 08/02/2019

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	[REDACTED]	8:00-8:30 AM	804	805	[REDACTED]	4:00-4:30 PM	410	411	[REDACTED]
12:30- 1:00 AM	1232	1232	[REDACTED]	8:30- 9:00 AM	831	838	[REDACTED]	4:30-5:00 PM	438	439	[REDACTED]
1:00-1:30 AM	107	108	[REDACTED]	9:00-9:30 AM	911	912	[REDACTED]	5:00-5:30 PM	518	519	[REDACTED]
1:30-2:00 AM	131	132	[REDACTED]	9:30-10:00 AM	940	941	[REDACTED]	5:30-6:00 PM	539	540	[REDACTED]
2:00-2:30 AM	205	206	[REDACTED]	10:00-10:30 AM	1010	1011	[REDACTED]	6:00-6:30 PM	672	673	[REDACTED]
2:30-3:00 AM	231	232	[REDACTED]	10:30-11:00 AM	1046	1049	[REDACTED]	6:30-7:00 PM	674	675	[REDACTED]
3:00-3:30 AM	305	306	[REDACTED]	11:00-11:30 AM	1113	1114	[REDACTED]	7:00-7:30 PM	716	717	[REDACTED]
3:30-4:00 AM	331	331	[REDACTED]	11:30-12:00 AM	1139	1146	[REDACTED]	7:30-8:00 PM	744	745	[REDACTED]
4:00-4:30 AM	400	400	[REDACTED]	12:00-12:30 PM	1211	1212	[REDACTED]	8:00-8:30 PM	819	820	[REDACTED]
4:30-5:00 AM	436	436	[REDACTED]	12:30- 1:00 PM	1250	1251	[REDACTED]	8:30- 9:00 PM	840	841	[REDACTED]
5:00-5:30 AM	507	508	[REDACTED]	1:00-1:30 PM	108	109	[REDACTED]	9:00-9:30 PM	918	919	[REDACTED]
5:30-6:00 AM	530	531	[REDACTED]	1:30-2:00 PM	138	139	[REDACTED]	9:30-10:00 PM	939	940	[REDACTED]
6:00-6:30 AM	600	607	[REDACTED]	2:00-2:30 PM	210	211	[REDACTED]	10:00-10:30 PM	1075	1076	[REDACTED]
6:30-7:00 AM	631	631	[REDACTED]	2:30-3:00 PM	240	241	[REDACTED]	10:30-11:00 PM	1046	1047	[REDACTED]
7:00-7:30 AM	707	708	[REDACTED]	3:00-3:30 PM	308	309	[REDACTED]	11:00-11:30 PM	1110	1111	[REDACTED]
7:30-8:00 AM	731	732	[REDACTED]	3:30-4:00 PM	340	341	[REDACTED]	11:30-12:00 PM	1138	1139	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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: 08/02/2019

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	[REDACTED]	8:00-8:30 AM	815	816	[REDACTED]	4:00-4:30 PM	412	413	[REDACTED]
12:30- 1:00 AM	1231	1231	[REDACTED]	8:30- 9:00 AM	850	851	[REDACTED]	4:30-5:00 PM	440	441	[REDACTED]
1:00-1:30 AM	108	109	[REDACTED]	9:00-9:30 AM	910	913	[REDACTED]	5:00- 5:30 PM	520	521	[REDACTED]
1:30-2:00 AM	130	130	[REDACTED]	9:30-10:00 AM	946	947	[REDACTED]	5:30-6:00 PM	541	542	[REDACTED]
2:00-2:30 AM	207	208	[REDACTED]	10:00-10:30 AM	1013	1014	[REDACTED]	6:00-6:30 PM	614	615	[REDACTED]
2:30-3:00 AM	230	230	[REDACTED]	10:30-11:00 AM	1051	1052	[REDACTED]	6:30-7:00 PM	646	647	[REDACTED]
3:00-3:30 AM	306	307	[REDACTED]	11:00-11:30 AM	1103	1104	[REDACTED]	7:00-7:30 PM	718	719	[REDACTED]
3:30-4:00 AM	330	330	[REDACTED]	11:30-12:00 AM	1137	1138	[REDACTED]	7:30-8:00 PM	746	747	[REDACTED]
4:00-4:30 AM	407	407	[REDACTED]	12:00-12:30 PM	1203	1204	[REDACTED]	8:00-8:30 PM	821	822	[REDACTED]
4:30-5:00 AM	437	438	[REDACTED]	12:30- 1:00 PM	1233	1234	[REDACTED]	8:30- 9:00 PM	842	843	[REDACTED]
5:00 -5:30 AM	509	510	[REDACTED]	1:00-1:30 PM	109	110	[REDACTED]	9:00-9:30 PM	920	921	[REDACTED]
5:30-6:00 AM	530	530	[REDACTED]	1:30-2:00 PM	137	138	[REDACTED]	9:30-10:00 PM	941	942	[REDACTED]
6:00-6:30 AM	608	610	[REDACTED]	2:00-2:30 PM	209	210	[REDACTED]	10:00-10:30 PM	1017	1018	[REDACTED]
6:30-7:00 AM	630	630	[REDACTED]	2:30-3:00 PM	238	239	[REDACTED]	10:30-11:00 PM	1048	1049	[REDACTED]
7:00-7:30 AM	709	710	[REDACTED]	3:00-3:30 PM	311	312	[REDACTED]	11:00-11:30 PM	1112	1113	[REDACTED]
7:30-8:00 AM	730	730	[REDACTED]	3:30-4:00 PM	350	351	[REDACTED]	11:30-12:00 PM	1140	1141	[REDACTED]

MORNING WATCH  
OPERATIONS  
LIEUTENANT

[REDACTED SIGNATURE]

DAY WATCH  
OPERATIONS  
LIEUTENANT

[REDACTED SIGNATURE]

EVENING WATCH  
OPERATIONS  
LIEUTENANT

[REDACTED 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

[REDACTED SIGNATURE]



MCC NEW YORK  
SPECIAL HOUSING UNIT  
30 MINUTE CHECK SHEET



L-TIER

DATE: 08/02/2019

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	1200	1201	[REDACTED]	8:00-8:30 AM	801	802	[REDACTED]	4:00-4:30 PM	402	403	[REDACTED]
12:30- 1:00 AM	1238	1239	[REDACTED]	8:30- 9:00 AM	833	837	[REDACTED]	4:30-5:00 PM	430	431	[REDACTED]
1:00-1:30 AM	100	101	[REDACTED]	9:00-9:30 AM	911	912	[REDACTED]	5:00 -5:30 PM	510	511	[REDACTED]
1:30-2:00 AM	139	140	[REDACTED]	9:30-10:00 AM	938	939	[REDACTED]	5:30-6:00 PM	531	532	[REDACTED]
2:00-2:30 AM	200	200	[REDACTED]	10:00-10:30 AM	1006	1007	[REDACTED]	6:00-6:30 PM	604	605	[REDACTED]
2:30-3:00 AM	238	239	[REDACTED]	10:30-11:00 AM	1036	1037	[REDACTED]	6:30-7:00 PM	637	638	[REDACTED]
3:00-3:30 AM	300	300	[REDACTED]	11:00-11:30 AM	1120	1121	[REDACTED]	7:00-7:30 PM	710	711	[REDACTED]
3:30-4:00 AM	337	339	[REDACTED]	11:30-12:00 AM	1143	1144	[REDACTED]	7:30-8:00 PM	736	737	[REDACTED]
4:00-4:30 AM	400	400	[REDACTED]	12:00-12:30 PM	1212	1213	[REDACTED]	8:00-8:30 PM	811	812	[REDACTED]
4:30-5:00 AM	430	430	[REDACTED]	12:30- 1:00 PM	1239	1240	[REDACTED]	8:30- 9:00 PM	832	833	[REDACTED]
5:00 -5:30 AM	500	500	[REDACTED]	1:00-1:30 PM	108	109	[REDACTED]	9:00-9:30 PM	910	911	[REDACTED]
5:30-6:00 AM	535	536	[REDACTED]	1:30-2:00 PM	137	138	[REDACTED]	9:30-10:00 PM	934	935	[REDACTED]
6:00-6:30 AM	600	600	[REDACTED]	2:00-2:30 PM	208	209	[REDACTED]	10:00-10:30 PM	1010	1012	[REDACTED]
6:30-7:00 AM	637	638	[REDACTED]	2:30-3:00 PM	234	235	[REDACTED]	10:30-11:00 PM	1032	1033	[REDACTED]
7:00-7:30 AM	700	700	[REDACTED]	3:00-3:30 PM	311	312	[REDACTED]	11:00-11:30 PM	1102	1103	[REDACTED]
7:30-8:00 AM	737	738	[REDACTED]	3:30-4:00 PM	350	351	[REDACTED]	11:30-12:00 PM	1131	1132	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	AFTERNOON WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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: 08/02/2019

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	[REDACTED]	0:00-0:30 AM	818	819	[REDACTED]	4:00-4:30 PM	404	405	[REDACTED]
12:30-1:00 AM	1236	1237	[REDACTED]	0:30-1:00 AM	841	842	[REDACTED]	4:30-5:00 PM	432	433	[REDACTED]
1:00-1:30 AM	101	102	[REDACTED]	1:00-1:30 AM	906	907	[REDACTED]	5:00-5:30 PM	512	513	[REDACTED]
1:30-2:00 AM	137	138	[REDACTED]	1:30-2:00 AM	938	939	[REDACTED]	5:30-6:00 PM	533	534	[REDACTED]
2:00-2:30 AM	201	202	[REDACTED]	2:00-2:30 AM	1011	1012	[REDACTED]	6:00-6:30 PM	606	607	[REDACTED]
2:30-3:00 AM	236	237	[REDACTED]	2:30-3:00 AM	1040	1041	[REDACTED]	6:30-7:00 PM	639	640	[REDACTED]
3:00-3:30 AM	301	301	[REDACTED]	3:00-3:30 AM	1113	1114	[REDACTED]	7:00-7:30 PM	712	713	[REDACTED]
3:30-4:00 AM	336	337	[REDACTED]	3:30-4:00 AM	1147	1148	[REDACTED]	7:30-8:00 PM	738	739	[REDACTED]
4:00-4:30 AM	402	402	[REDACTED]	4:00-4:30 AM	121	122	[REDACTED]	8:00-8:30 PM	813	814	[REDACTED]
4:30-5:00 AM	431	432	[REDACTED]	4:30-5:00 AM	1236	1237	[REDACTED]	8:30-9:00 PM	833	834	[REDACTED]
5:00-5:30 AM	502	502	[REDACTED]	5:00-5:30 PM	108	109	[REDACTED]	9:00-9:30 PM	912	913	[REDACTED]
5:30-6:00 AM	534	534	[REDACTED]	5:30-6:00 PM	150	151	[REDACTED]	9:30-10:00 PM	932	933	[REDACTED]
6:00-6:30 AM	601	602	[REDACTED]	6:00-6:30 PM	211	212	[REDACTED]	10:00-10:30 PM	1040	1041	[REDACTED]
6:30-7:00 AM	635	635	[REDACTED]	6:30-7:00 PM	240	241	[REDACTED]	10:30-11:00 PM	1040	1041	[REDACTED]
7:00-7:30 AM	701	702	[REDACTED]	7:00-7:30 PM	311	312	[REDACTED]	11:00-11:30 PM	1103	1105	[REDACTED]
7:30-8:00 AM	735	736	[REDACTED]	7:30-8:00 PM	339	338	[REDACTED]	11:30-12:00 PM	1132	1133	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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: 08/02/2019

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	1202	1203	[REDACTED]	8:00-8:30 AM	803	804	[REDACTED]	4:00-4:30 PM	406	407	[REDACTED]
12:30- 1:00 AM	1235	1236	[REDACTED]	8:30- 9:00 AM	840	841	[REDACTED]	4:30-5:00 PM	434	435	[REDACTED]
1:00-1:30 AM	102	103	[REDACTED]	9:00-9:30 AM	911	912	[REDACTED]	5:00 -5:30 PM	514	515	[REDACTED]
1:30-2:00 AM	135	136	[REDACTED]	9:30-10:00 AM	940	941	[REDACTED]	5:30-6:00 PM	535	536	[REDACTED]
2:00-2:30 AM	203	203	[REDACTED]	10:00-10:30 AM	1008	1009	[REDACTED]	6:00-6:30 PM	608	609	[REDACTED]
2:30-3:00 AM	235	235	[REDACTED]	10:30-11:00 AM	1040	1041	[REDACTED]	6:30-7:00 PM	641	642	[REDACTED]
3:00-3:30 AM	302	302	[REDACTED]	11:00-11:30 AM	1116	1117	[REDACTED]	7:00-7:30 PM	712	713	[REDACTED]
3:30-4:00 AM	334	335	[REDACTED]	11:30-12:00 AM	1140	1141	[REDACTED]	7:30-8:00 PM	740	741	[REDACTED]
4:00-4:30 AM	403	404	[REDACTED]	12:00-12:30 PM	1220	1221	[REDACTED]	8:00-8:30 PM	815	816	[REDACTED]
4:30-5:00 AM	433	433	[REDACTED]	12:30- 1:00 PM	1250	1251	[REDACTED]	8:30- 9:00 PM	835	836	[REDACTED]
5:00 -5:30 AM	503	504	[REDACTED]	1:00-1:30 PM	108	109	[REDACTED]	9:00-9:30 PM	914	915	[REDACTED]
5:30-6:00 AM	533	533	[REDACTED]	1:30-2:00 PM	139	140	[REDACTED]	9:30-10:00 PM	935	936	[REDACTED]
6:00-6:30 AM	603	604	[REDACTED]	2:00-2:30 PM	211	212	[REDACTED]	10:00-10:30 PM	1011	1012	[REDACTED]
6:30-7:00 AM	634	635	[REDACTED]	2:30-3:00 PM	238	239	[REDACTED]	10:30-11:00 PM	1042	1043	[REDACTED]
7:00-7:30 AM	704	705	[REDACTED]	3:00-3:30 PM	311	312	[REDACTED]	11:00-11:30 PM	1106	1107	[REDACTED]
7:30-8:00 AM	733	734	[REDACTED]	3:30-4:00 PM	340	341	[REDACTED]	11:30-12:00 PM	1134	1135	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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: 08/02/2019

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	[REDACTED]	8:00-8:30 AM	812	813	[REDACTED]	4:00-4:30 PM	408	409	[REDACTED]
12:30- 1:00 AM	1233	1234	[REDACTED]	8:30- 9:00 AM	833	837	[REDACTED]	4:30-5:00 PM	436	437	[REDACTED]
1:00-1:30 AM	105	106	[REDACTED]	9:00-9:30 AM	911	912	[REDACTED]	5:00-5:30 PM	516	517	[REDACTED]
1:30-2:00 AM	133	134	[REDACTED]	9:30-10:00 AM	938	939	[REDACTED]	5:30-6:00 PM	537	538	[REDACTED]
2:00-2:30 AM	204	205	[REDACTED]	10:00-10:30 AM	1013	1014	[REDACTED]	6:00-6:30 PM	610	611	[REDACTED]
2:30-3:00 AM	233	234	[REDACTED]	10:30-11:00 AM	1031	1038	[REDACTED]	6:30-7:00 PM	642	643	[REDACTED]
3:00-3:30 AM	303	304	[REDACTED]	11:00-11:30 AM	1118	1119	[REDACTED]	7:00-7:30 PM	714	715	[REDACTED]
3:30-4:00 AM	332	333	[REDACTED]	11:30-12:00 AM	1150	1151	[REDACTED]	7:30-8:00 PM	742	743	[REDACTED]
4:00-4:30 AM	405	405	[REDACTED]	12:00-12:30 PM	1218	1219	[REDACTED]	8:00-8:30 PM	817	818	[REDACTED]
4:30-5:00 AM	434	435	[REDACTED]	12:30- 1:00 PM	1231	1238	[REDACTED]	8:30- 9:00 PM	837	838	[REDACTED]
5:00-5:30 AM	505	506	[REDACTED]	1:00-1:30 PM	109	110	[REDACTED]	9:00-9:30 PM	916	917	[REDACTED]
5:30-6:00 AM	532	532	[REDACTED]	1:30-2:00 PM	131	138	[REDACTED]	9:30-10:00 PM	937	938	[REDACTED]
6:00-6:30 AM	605	605	[REDACTED]	2:00-2:30 PM	211	212	[REDACTED]	10:00-10:30 PM	1013	1014	[REDACTED]
6:30-7:00 AM	632	633	[REDACTED]	2:30-3:00 PM	236	237	[REDACTED]	10:30-11:00 PM	1044	1045	[REDACTED]
7:00-7:30 AM	705	706	[REDACTED]	3:00-3:30 PM	311	312	[REDACTED]	11:00-11:30 PM	1108	1109	[REDACTED]
7:30-8:00 AM			[REDACTED]	3:30-4:00 PM	340	341	[REDACTED]	11:30-12:00 PM	1136	1137	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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: 8-3-19-

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	1219	1222	[REDACTED]	8:00-8:30 AM	807	809	[REDACTED]	4:00-4:30 PM	407	410	[REDACTED]
12:30- 1:00 AM	1248	1251	[REDACTED]	8:30- 9:00 AM	833	836	[REDACTED]	4:30-5:00 PM	425	438	[REDACTED]
1:00-1:30 AM	107	110	[REDACTED]	9:00-9:30 AM	916	918	[REDACTED]	5:00-5:30 PM	506	508	[REDACTED]
1:30-2:00 AM	136	139	[REDACTED]	9:30-10:00 AM	941	943	[REDACTED]	5:30-6:00 PM	531	534	[REDACTED]
2:00-2:30 AM	211	214	[REDACTED]	10:00-10:30 AM	1009	1005	[REDACTED]	6:00-6:30 PM	600	603	[REDACTED]
2:30-3:00 AM	237	240	[REDACTED]	10:30-11:00 AM	1047	1049	[REDACTED]	6:30-7:00 PM	603	640	[REDACTED]
3:00-3:30 AM	301	304	[REDACTED]	11:00-11:30 AM	1116	1118	[REDACTED]	7:00-7:30 PM	705	711	[REDACTED]
3:30-4:00 AM	333	326	[REDACTED]	11:30-12:00 AM	1146	1149	[REDACTED]	7:30-8:00 PM	739	742	[REDACTED]
4:00-4:30 AM	425	428	[REDACTED]	12:00-12:30 PM	1204	1207	[REDACTED]	8:00-8:30 PM	811	814	[REDACTED]
4:30-5:00 AM	442	445	[REDACTED]	12:30- 1:00 PM	1256	1253	[REDACTED]	8:30- 9:00 PM	842	845	[REDACTED]
5:00-5:30 AM	500	503	[REDACTED]	1:00-1:30 PM	167	110	[REDACTED]	9:00-9:30 PM	913	916	[REDACTED]
5:30-6:00 AM	553	556	[REDACTED]	1:30-2:00 PM	133	134	[REDACTED]	9:30-10:00 PM	945	947	[REDACTED]
6:00-6:30 AM	614	617	[REDACTED]	2:00-2:30 PM	211	214	[REDACTED]	10:00-10:30 PM	1013	1045	[REDACTED]
6:30-7:00 AM	635	638	[REDACTED]	2:30-3:00 PM	244	246	[REDACTED]	10:30-11:00 PM	1045	1048	[REDACTED]
7:00-7:30 AM	719	722	[REDACTED]	3:00-3:30 PM	309	311	[REDACTED]	11:00-11:30 PM	1117	1120	[REDACTED]
7:30-8:00 AM	741	754	[REDACTED]	3:30-4:00 PM	333	335	[REDACTED]	11:30-12:00 PM	1149	1153	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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 \_\_\_\_\_

Handwritten notes in a vertical column, possibly a list or index, with some characters resembling numbers and letters.



Handwritten text, possibly a signature or initials, located below the redacted area.

Handwritten notes in a vertical column on the right side of the page, appearing as a list or index.



MCC NEW YORK  
SPECIAL HOUSING UNIT  
30 MINUTE CHECK SHEET  
7A  
TIER-G



DATE: 08/03/2019

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	1220	1222	[REDACTED]	8:00-8:30 AM	8 <sup>10</sup>	8 <sup>11</sup>	[REDACTED]	4:00-4:30 PM	401	403	[REDACTED]
12:30- 1:00 AM	1239	1241	[REDACTED]	8:30- 9:00 AM	8 <sup>42</sup>	8 <sup>43</sup>	[REDACTED]	4:30-5:00 PM	431	433	[REDACTED]
1:00-1:30 AM	112	114	[REDACTED]	9:00-9:30 AM	9 <sup>12</sup>	9 <sup>13</sup>	[REDACTED]	5:00 -5:30 PM	512	513	[REDACTED]
1:30-2:00 AM	141	143	[REDACTED]	9:30-10:00 AM	9 <sup>44</sup>	9 <sup>45</sup>	[REDACTED]	5:30-6:00 PM	544	545	[REDACTED]
2:00-2:30 AM	216	218	[REDACTED]	10:00-10:30 AM	10 <sup>14</sup>	10 <sup>15</sup>	[REDACTED]	6:00-6:30 PM	64	6 <sup>15</sup>	[REDACTED]
2:30-3:00 AM	240	242	[REDACTED]	10:30-11:00 AM	10 <sup>46</sup>	10 <sup>47</sup>	[REDACTED]	6:30-7:00 PM	646	647	[REDACTED]
3:00-3:30 AM	309	311	[REDACTED]	11:00-11:30 AM	11 <sup>16</sup>	11 <sup>17</sup>	[REDACTED]	7:00-7:30 PM	716	717	[REDACTED]
3:30-4:00 AM	341	343	[REDACTED]	11:30-12:00 AM	11 <sup>30</sup>	11 <sup>31</sup>	[REDACTED]	7:30-8:00 PM	730	731	[REDACTED]
4:00-4:30 AM	410	412	[REDACTED]	12:00-12:30 PM	12 <sup>18</sup>	12 <sup>19</sup>	[REDACTED]	8:00-8:30 PM	818	819	[REDACTED]
4:30-5:00 AM	439	441	[REDACTED]	12:30- 1:00 PM	12 <sup>35</sup>	12 <sup>36</sup>	[REDACTED]	8:30- 9:00 PM	835	836	[REDACTED]
5:00 -5:30 AM	510	512	[REDACTED]	1:00-1:30 PM	1 <sup>20</sup>	1 <sup>21</sup>	[REDACTED]	9:00-9:30 PM	920	921	[REDACTED]
5:30-6:00 AM	539	541	[REDACTED]	1:30-2:00 PM	1 <sup>37</sup>	1 <sup>38</sup>	[REDACTED]	9:30-10:00 PM	937	938	[REDACTED]
6:00-6:30 AM	609	611	[REDACTED]	2:00-2:30 PM	2 <sup>22</sup>	2 <sup>23</sup>	[REDACTED]	10:00-10:30 PM	10 <sup>22</sup>	10 <sup>23</sup>	[REDACTED]
6:30-7:00 AM	641	643	[REDACTED]	2:30-3:00 PM	2 <sup>38</sup>	2 <sup>39</sup>	[REDACTED]	10:30-11:00 PM	1038	1039	[REDACTED]
7:00-7:30 AM	716	712	[REDACTED]	3:00-3:30 PM	3 <sup>24</sup>	3 <sup>25</sup>	[REDACTED]	11:00-11:30 PM	1127	1128	[REDACTED]
7:30-8:00 AM	741	743	[REDACTED]	3:30-4:00 PM	3 <sup>46</sup>	3 <sup>47</sup>	[REDACTED]	11:30-12:00 PM	1140	1141	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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: 08/03/2019

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	1222	1224	[REDACTED]	8:00-8:30 AM	8 <sup>12</sup>	8 <sup>13</sup>	[REDACTED]	4:00-4:30 PM	4 <sup>01</sup>	4 <sup>03</sup>	[REDACTED]
12:30- 1:00 AM	1241	1243	[REDACTED]	8:30- 9:00 AM	8 <sup>44</sup>	8 <sup>45</sup>	[REDACTED]	4:30-5:00 PM	4 <sup>31</sup>	4 <sup>33</sup>	[REDACTED]
1:00-1:30 AM	114	116	[REDACTED]	9:00-9:30 AM	9 <sup>14</sup>	9 <sup>15</sup>	[REDACTED]	5:00 -5:30 PM	5 <sup>41</sup>	5 <sup>15</sup>	[REDACTED]
1:30-2:00 AM	143	145	[REDACTED]	9:30-10:00 AM	9 <sup>46</sup>	9 <sup>47</sup>	[REDACTED]	5:30-6:00 PM	5 <sup>46</sup>	5 <sup>47</sup>	[REDACTED]
2:00-2:30 AM	218	220	[REDACTED]	10:00-10:30 AM	10 <sup>16</sup>	10 <sup>17</sup>	[REDACTED]	6:00-6:30 PM	6 <sup>16</sup>	6 <sup>17</sup>	[REDACTED]
2:30-3:00 AM	242	244	[REDACTED]	10:30-11:00 AM	10 <sup>50</sup>	10 <sup>51</sup>	[REDACTED]	6:30-7:00 PM	6 <sup>50</sup>	6 <sup>51</sup>	[REDACTED]
3:00-3:30 AM	311	313	[REDACTED]	11:00-11:30 AM	11 <sup>20</sup>	11 <sup>21</sup>	[REDACTED]	7:00-7:30 PM	7 <sup>20</sup>	7 <sup>21</sup>	[REDACTED]
3:30-4:00 AM	343	345	[REDACTED]	11:30-12:00 AM	11 <sup>52</sup>	11 <sup>53</sup>	[REDACTED]	7:30-8:00 PM	7 <sup>52</sup>	7 <sup>53</sup>	[REDACTED]
4:00-4:30 AM	412	414	[REDACTED]	12:00-12:30 PM	12 <sup>22</sup>	12 <sup>23</sup>	[REDACTED]	8:00-8:30 PM	8 <sup>22</sup>	8 <sup>23</sup>	[REDACTED]
4:30-5:00 AM	441	443	[REDACTED]	12:30- 1:00 PM	12 <sup>54</sup>	12 <sup>55</sup>	[REDACTED]	8:30- 9:00 PM	8 <sup>50</sup>	8 <sup>55</sup>	[REDACTED]
5:00 -5:30 AM	512	514	[REDACTED]	1:00-1:30 PM	1 <sup>24</sup>	1 <sup>25</sup>	[REDACTED]	9:00-9:30 PM	9 <sup>24</sup>	9 <sup>25</sup>	[REDACTED]
5:30-6:00 AM	541	543	[REDACTED]	1:30-2:00 PM	1 <sup>56</sup>	1 <sup>57</sup>	[REDACTED]	9:30-10:00 PM	9 <sup>56</sup>	9 <sup>57</sup>	[REDACTED]
6:00-6:30 AM	611	613	[REDACTED]	2:00-2:30 PM	2 <sup>04</sup>	2 <sup>05</sup>	[REDACTED]	10:00-10:30 PM	10 <sup>04</sup>	10 <sup>05</sup>	[REDACTED]
6:30-7:00 AM	643	645	[REDACTED]	2:30-3:00 PM	2 <sup>36</sup>	2 <sup>37</sup>	[REDACTED]	10:30-11:00 PM	10 <sup>36</sup>	10 <sup>37</sup>	[REDACTED]
7:00-7:30 AM	712	714	[REDACTED]	3:00-3:30 PM	3 <sup>20</sup>	3 <sup>22</sup>	[REDACTED]	11:00-11:30 PM	11 <sup>20</sup>	11 <sup>22</sup>	[REDACTED]
7:30-8:00 AM	743	745	[REDACTED]	3:30-4:00 PM	3 <sup>51</sup>	3 <sup>53</sup>	[REDACTED]	11:30-12:00 PM			[REDACTED]

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



MCC NEW YORK  
SPECIAL HOUSING UNIT  
30 MINUTE CHECK SHEET

L-TIER

DATE: 08/03/2019

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	1209	[REDACTED]	8:00-8:30 AM	8 <sup>01</sup>	8 <sup>03</sup>	[REDACTED]	4:00-4:30 PM	4 <sup>01</sup>	4 <sup>03</sup>	[REDACTED]
12:30- 1:00 AM	1231	1233	[REDACTED]	8:30- 9:00 AM	8 <sup>31</sup>	8 <sup>33</sup>	[REDACTED]	4:30-5:00 PM	4 <sup>31</sup>	4 <sup>33</sup>	[REDACTED]
1:00-1:30 AM	1:04	1:06	[REDACTED]	9:00-9:30 AM	9 <sup>01</sup>	9 <sup>03</sup>	[REDACTED]	5:00 -5:30 PM	5 <sup>01</sup>	5 <sup>03</sup>	[REDACTED]
1:30-2:00 AM	133	135	[REDACTED]	9:30-10:00 AM	9 <sup>30</sup>	9 <sup>32</sup>	[REDACTED]	5:30-6:00 PM	5 <sup>30</sup>	5 <sup>32</sup>	[REDACTED]
2:00-2:30 AM	208	210	[REDACTED]	10:00-10:30 AM	10 <sup>02</sup>	10 <sup>03</sup>	[REDACTED]	6:00-6:30 PM	6 <sup>02</sup>	6 <sup>03</sup>	[REDACTED]
2:30-3:00 AM	233	235	[REDACTED]	10:30-11:00 AM	10 <sup>32</sup>	10 <sup>32</sup>	[REDACTED]	6:30-7:00 PM	6 <sup>32</sup>	6 <sup>33</sup>	[REDACTED]
3:00-3:30 AM	301	303	[REDACTED]	11:00-11:30 AM	11 <sup>01</sup>	11 <sup>02</sup>	[REDACTED]	7:00-7:30 PM	7 <sup>01</sup>	7 <sup>02</sup>	[REDACTED]
3:30-4:00 AM	333	335	[REDACTED]	11:30-12:00 AM	11 <sup>32</sup>	11 <sup>33</sup>	[REDACTED]	7:30-8:00 PM	7 <sup>32</sup>	7 <sup>33</sup>	[REDACTED]
4:00-4:30 AM	<del>333</del>	<del>333</del>	[REDACTED]	12:00-12:30 PM	12 <sup>03</sup>	12 <sup>04</sup>	[REDACTED]	8:00-8:30 PM	8 <sup>03</sup>	8 <sup>04</sup>	[REDACTED]
4:30-5:00 AM	431	433	[REDACTED]	12:30- 1:00 PM	12 <sup>33</sup>	12 <sup>34</sup>	[REDACTED]	8:30- 9:00 PM	8 <sup>33</sup>	8 <sup>34</sup>	[REDACTED]
5:00 -5:30 AM	502	504	[REDACTED]	1:00-1:30 PM	1 <sup>02</sup>	1 <sup>03</sup>	[REDACTED]	9:00-9:30 PM	9 <sup>02</sup>	9 <sup>03</sup>	[REDACTED]
5:30-6:00 AM	531	533	[REDACTED]	1:30-2:00 PM	1 <sup>32</sup>	1 <sup>34</sup>	[REDACTED]	9:30-10:00 PM	9 <sup>32</sup>	9 <sup>34</sup>	[REDACTED]
6:00-6:30 AM	601	603	[REDACTED]	2:00-2:30 PM	2 <sup>00</sup>	2 <sup>02</sup>	[REDACTED]	10:00-10:30 PM	10 <sup>01</sup>	10 <sup>02</sup>	[REDACTED]
6:30-7:00 AM	633	635	[REDACTED]	2:30-3:00 PM	2 <sup>31</sup>	2 <sup>33</sup>	[REDACTED]	10:30-11:00 PM	10 <sup>31</sup>	10 <sup>33</sup>	[REDACTED]
7:00-7:30 AM	702	704	[REDACTED]	3:00-3:30 PM	3 <sup>14</sup>	3 <sup>15</sup>	[REDACTED]	11:00-11:30 PM	11 <sup>14</sup>	11 <sup>15</sup>	[REDACTED]
7:30-8:00 AM	733	735	[REDACTED]	3:30-4:00 PM	3 <sup>54</sup>	3 <sup>55</sup>	[REDACTED]	11:30-12:00 PM	11 <sup>31</sup>	11 <sup>33</sup>	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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: 08/03/2019

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	1213	1215	[REDACTED]	8:00-8:30 AM	8 <sup>09</sup>	8 <sup>05</sup>	[REDACTED]	4:00-4:30 PM	4 <sup>01</sup>	4 <sup>03</sup>	[REDACTED]
12:30-1:00 AM	1233	1235	[REDACTED]	8:30-9:00 AM	8 <sup>31</sup>	8 <sup>36</sup>	[REDACTED]	4:30-5:00 PM	4 <sup>31</sup>	4 <sup>33</sup>	[REDACTED]
1:00-1:30 AM	106	108	[REDACTED]	9:00-9:30 AM	9 <sup>05</sup>	9 <sup>09</sup>	[REDACTED]	5:00-5:30 PM	5 <sup>05</sup>	5 <sup>09</sup>	[REDACTED]
1:30-2:00 AM	135	137	[REDACTED]	9:30-10:00 AM	9 <sup>38</sup>	9 <sup>39</sup>	[REDACTED]	5:30-6:00 PM	5 <sup>38</sup>	5 <sup>39</sup>	[REDACTED]
2:00-2:30 AM	210	212	[REDACTED]	10:00-10:30 AM	10 <sup>09</sup>	10 <sup>09</sup>	[REDACTED]	6:00-6:30 PM	6 <sup>08</sup>	6 <sup>09</sup>	[REDACTED]
2:30-3:00 AM	235	237	[REDACTED]	10:30-11:00 AM	10 <sup>10</sup>	10 <sup>11</sup>	[REDACTED]	6:30-7:00 PM	6 <sup>10</sup>	6 <sup>11</sup>	[REDACTED]
3:00-3:30 AM	303	305	[REDACTED]	11:00-11:30 AM	11 <sup>07</sup>	11 <sup>10</sup>	[REDACTED]	7:00-7:30 PM	7 <sup>07</sup>	7 <sup>10</sup>	[REDACTED]
3:30-4:00 AM	335	337	[REDACTED]	11:30-12:00 AM	11 <sup>38</sup>	11 <sup>39</sup>	[REDACTED]	7:30-8:00 PM	7 <sup>38</sup>	7 <sup>39</sup>	[REDACTED]
4:00-4:30 AM	404	406	[REDACTED]	12:00-12:30 PM	12 <sup>09</sup>	12 <sup>10</sup>	[REDACTED]	8:00-8:30 PM	8 <sup>09</sup>	8 <sup>10</sup>	[REDACTED]
4:30-5:00 AM	433	435	[REDACTED]	12:30-1:00 PM	12 <sup>40</sup>	12 <sup>41</sup>	[REDACTED]	8:30-9:00 PM	8 <sup>40</sup>	8 <sup>41</sup>	[REDACTED]
5:00-5:30 AM	504	506	[REDACTED]	1:00-1:30 PM	1 <sup>12</sup>	1 <sup>13</sup>	[REDACTED]	9:00-9:30 PM	9 <sup>12</sup>	9 <sup>13</sup>	[REDACTED]
5:30-6:00 AM	533	535	[REDACTED]	1:30-2:00 PM	1 <sup>40</sup>	1 <sup>41</sup>	[REDACTED]	9:30-10:00 PM	9 <sup>13</sup>	9 <sup>14</sup>	[REDACTED]
6:00-6:30 AM	603	605	[REDACTED]	2:00-2:30 PM	2 <sup>18</sup>	2 <sup>18</sup>	[REDACTED]	10:00-10:30 PM	10 <sup>12</sup>	10 <sup>13</sup>	[REDACTED]
6:30-7:00 AM	635	637	[REDACTED]	2:30-3:00 PM	2 <sup>45</sup>	2 <sup>46</sup>	[REDACTED]	10:30-11:00 PM	10 <sup>15</sup>	10 <sup>16</sup>	[REDACTED]
7:00-7:30 AM	704	706	[REDACTED]	3:00-3:30 PM	3 <sup>16</sup>	3 <sup>17</sup>	[REDACTED]	11:00-11:30 PM	11 <sup>16</sup>	11 <sup>17</sup>	[REDACTED]
7:30-8:00 AM	735	737	[REDACTED]	3:30-4:00 PM	3 <sup>47</sup>	3 <sup>48</sup>	[REDACTED]	11:30-12:00 PM	11 <sup>37</sup>	11 <sup>38</sup>	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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: 08/03/2019

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	1215	1217	[REDACTED]	8:00-8:30 AM	8 <sup>06</sup>	8 <sup>07</sup>	[REDACTED]	4:00-4:30 PM	4 <sup>01</sup>	4 <sup>03</sup>	[REDACTED]
12:30- 1:00 AM	1235	1237	[REDACTED]	8:30- 9:00 AM	8 <sup>38</sup>	8 <sup>39</sup>	[REDACTED]	4:30-5:00 PM	4 <sup>31</sup>	4 <sup>33</sup>	[REDACTED]
1:00-1:30 AM	108	110	[REDACTED]	9:00-9:30 AM	9 <sup>08</sup>	9 <sup>09</sup>	[REDACTED]	5:00-5:30 PM	5 <sup>08</sup>	5 <sup>09</sup>	[REDACTED]
1:30-2:00 AM	137	139	[REDACTED]	9:30-10:00 AM	9 <sup>40</sup>	9 <sup>41</sup>	[REDACTED]	5:30-6:00 PM	5 <sup>40</sup>	5 <sup>41</sup>	[REDACTED]
2:00-2:30 AM	212	214	[REDACTED]	10:00-10:30 AM	10 <sup>04</sup>	10 <sup>05</sup>	[REDACTED]	6:00-6:30 PM	6 <sup>04</sup>	6 <sup>05</sup>	[REDACTED]
2:30-3:00 AM	237	238	[REDACTED]	10:30-11:00 AM	10 <sup>36</sup>	10 <sup>37</sup>	[REDACTED]	6:30-7:00 PM	6 <sup>36</sup>	6 <sup>37</sup>	[REDACTED]
3:00-3:30 AM	305	307	[REDACTED]	11:00-11:30 AM	11 <sup>03</sup>	11 <sup>04</sup>	[REDACTED]	7:00-7:30 PM	7 <sup>03</sup>	7 <sup>04</sup>	[REDACTED]
3:30-4:00 AM	337	339	[REDACTED]	11:30-12:00 AM	11 <sup>35</sup>	11 <sup>38</sup>	[REDACTED]	7:30-8:00 PM	7 <sup>30</sup>	7 <sup>38</sup>	[REDACTED]
4:00-4:30 AM	406	408	[REDACTED]	12:00-12:30 PM	12 <sup>05</sup>	12 <sup>06</sup>	[REDACTED]	8:00-8:30 PM	8 <sup>05</sup>	8 <sup>06</sup>	[REDACTED]
4:30-5:00 AM	435	437	[REDACTED]	12:30- 1:00 PM	12 <sup>39</sup>	12 <sup>40</sup>	[REDACTED]	8:30- 9:00 PM	8 <sup>39</sup>	8 <sup>40</sup>	[REDACTED]
5:00-5:30 AM	506	508	[REDACTED]	1:00-1:30 PM	1 <sup>45</sup>	1 <sup>46</sup>	[REDACTED]	9:00-9:30 PM	9 <sup>45</sup>	9 <sup>46</sup>	[REDACTED]
5:30-6:00 AM	535	537	[REDACTED]	1:30-2:00 PM	1 <sup>47</sup>	1 <sup>48</sup>	[REDACTED]	9:30-10:00 PM	9 <sup>47</sup>	9 <sup>48</sup>	[REDACTED]
6:00-6:30 AM	605	607	[REDACTED]	2:00-2:30 PM	2 <sup>16</sup>	2 <sup>17</sup>	[REDACTED]	10:00-10:30 PM	10 <sup>16</sup>	10 <sup>17</sup>	[REDACTED]
6:30-7:00 AM	637	639	[REDACTED]	2:30-3:00 PM	2 <sup>49</sup>	2 <sup>50</sup>	[REDACTED]	10:30-11:00 PM	10 <sup>49</sup>	10 <sup>50</sup>	[REDACTED]
7:00-7:30 AM	706	708	[REDACTED]	3:00-3:30 PM	3 <sup>19</sup>	3 <sup>20</sup>	[REDACTED]	11:00-11:30 PM	11 <sup>19</sup>	11 <sup>20</sup>	[REDACTED]
7:30-8:00 AM	737	739	[REDACTED]	3:30-4:00 PM	3 <sup>51</sup>	3 <sup>52</sup>	[REDACTED]	11:30-12:00 PM	11 <sup>34</sup>	11 <sup>35</sup>	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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: 08/03/2019

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	1217	1219	[REDACTED]	8:00-8:30 AM	8 <sup>08</sup>	8 <sup>09</sup>	[REDACTED]	4:00-4:30 PM	4 <sup>01</sup>	4 <sup>03</sup>	[REDACTED]
12:30- 1:00 AM	1237	1239	[REDACTED]	8:30- 9:00 AM	8 <sup>40</sup>	8 <sup>41</sup>	[REDACTED]	4:30-5:00 PM	4 <sup>31</sup>	4 <sup>33</sup>	[REDACTED]
1:00-1:30 AM	110	112	[REDACTED]	9:00-9:30 AM	9 <sup>10</sup>	9 <sup>11</sup>	[REDACTED]	5:00-5:30 PM	5 <sup>10</sup>	5 <sup>11</sup>	[REDACTED]
1:30-2:00 AM	139	141	[REDACTED]	9:30-10:00 AM	9 <sup>42</sup>	9 <sup>43</sup>	[REDACTED]	5:30-6:00 PM	5 <sup>42</sup>	5 <sup>43</sup>	[REDACTED]
2:00-2:30 AM	214	216	[REDACTED]	10:00-10:30 AM	10 <sup>06</sup>	10 <sup>07</sup>	[REDACTED]	6:00-6:30 PM	6 <sup>06</sup>	6 <sup>07</sup>	[REDACTED]
2:30-3:00 AM	238	240	[REDACTED]	10:30-11:00 AM	10 <sup>47</sup>	10 <sup>48</sup>	[REDACTED]	6:30-7:00 PM	6 <sup>47</sup>	6 <sup>48</sup>	[REDACTED]
3:00-3:30 AM	307	309	[REDACTED]	11:00-11:30 AM	11 <sup>08</sup>	11 <sup>09</sup>	[REDACTED]	7:00-7:30 PM	7 <sup>08</sup>	7 <sup>09</sup>	[REDACTED]
3:30-4:00 AM	339	341	[REDACTED]	11:30-12:00 AM	11 <sup>50</sup>	11 <sup>51</sup>	[REDACTED]	7:30-8:00 PM	7 <sup>50</sup>	7 <sup>51</sup>	[REDACTED]
4:00-4:30 AM	408	410	[REDACTED]	12:00-12:30 PM	12 <sup>10</sup>	12 <sup>11</sup>	[REDACTED]	8:00-8:30 PM	8 <sup>10</sup>	8 <sup>11</sup>	[REDACTED]
4:30-5:00 AM	437	439	[REDACTED]	12:30- 1:00 PM	12 <sup>52</sup>	12 <sup>53</sup>	[REDACTED]	8:30- 9:00 PM	8 <sup>52</sup>	8 <sup>53</sup>	[REDACTED]
5:00-5:30 AM	508	510	[REDACTED]	1:00-1:30 PM	1 <sup>12</sup>	1 <sup>13</sup>	[REDACTED]	9:00-9:30 PM	9 <sup>12</sup>	9 <sup>13</sup>	[REDACTED]
5:30-6:00 AM	537	539	[REDACTED]	1:30-2:00 PM	1 <sup>54</sup>	1 <sup>55</sup>	[REDACTED]	9:30-10:00 PM	9 <sup>54</sup>	9 <sup>55</sup>	[REDACTED]
6:00-6:30 AM	607	609	[REDACTED]	2:00-2:30 PM	2 <sup>14</sup>	2 <sup>15</sup>	[REDACTED]	10:00-10:30 PM	10 <sup>14</sup>	10 <sup>15</sup>	[REDACTED]
6:30-7:00 AM	639	641	[REDACTED]	2:30-3:00 PM	2 <sup>56</sup>	2 <sup>57</sup>	[REDACTED]	10:30-11:00 PM	10 <sup>56</sup>	10 <sup>57</sup>	[REDACTED]
7:00-7:30 AM	708	710	[REDACTED]	3:00-3:30 PM	3 <sup>16</sup>	3 <sup>17</sup>	[REDACTED]	11:00-11:30 PM	11 <sup>16</sup>	11 <sup>17</sup>	[REDACTED]
7:30-8:00 AM	739	741	[REDACTED]	3:30-4:00 PM	3 <sup>58</sup>	3 <sup>59</sup>	[REDACTED]	11:30-12:00 PM	11 <sup>35</sup>	11 <sup>36</sup>	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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: 8-4-19

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	1201	1204	[REDACTED]	8:00-8:30 AM	811	815	[REDACTED]	4:00-4:30 PM	400	402	[REDACTED]
12:30- 1:00 AM	1239	1242	[REDACTED]	8:30- 9:00 AM	842	844	[REDACTED]	4:30-5:00 PM	489	441	[REDACTED]
1:00-1:30 AM	113	14	[REDACTED]	9:00-9:30 AM	920	923	[REDACTED]	5:00 -5:30 PM	517	519	[REDACTED]
1:30-2:00 AM	152	155	[REDACTED]	9:30-10:00 AM	938	946	[REDACTED]	5:30-6:00 PM	542	544	[REDACTED]
2:00-2:30 AM	214	217	[REDACTED]	10:00-10:30 AM	1009	1006	[REDACTED]	6:00-6:30 PM	605	607	[REDACTED]
2:30-3:00 AM	245	248	[REDACTED]	10:30-11:00 AM	1050	1052	[REDACTED]	6:30-7:00 PM	640	642	[REDACTED]
3:00-3:30 AM	310	313	[REDACTED]	11:00-11:30 AM	1116	1118	[REDACTED]	7:00-7:30 PM	711	713	[REDACTED]
3:30-4:00 AM	334	337	[REDACTED]	11:30-12:00 AM	1141	1147	[REDACTED]	7:30-8:00 PM	736	739	[REDACTED]
4:00-4:30 AM	411	414	[REDACTED]	12:00-12:30 PM	1211	1215	[REDACTED]	8:00-8:30 PM	815	817	[REDACTED]
4:30-5:00 AM	448	451	[REDACTED]	12:30- 1:00 PM	1248	1250	[REDACTED]	8:30- 9:00 PM	838	841	[REDACTED]
5:00 -5:30 AM	502	505	[REDACTED]	1:00-1:30 PM	103	106	[REDACTED]	9:00-9:30 PM	913	915	[REDACTED]
5:30-6:00 AM	552	559	[REDACTED]	1:30-2:00 PM	127	129	[REDACTED]	9:30-10:00 PM	946	948	[REDACTED]
6:00-6:30 AM	613	616	[REDACTED]	2:00-2:30 PM	216	218	[REDACTED]	10:00-10:30 PM	1021	1023	[REDACTED]
6:30-7:00 AM	652	655	[REDACTED]	2:30-3:00 PM	231	233	[REDACTED]	10:30-11:00 PM	1032	1036	[REDACTED]
7:00-7:30 AM	714	717	[REDACTED]	3:00-3:30 PM	306	309	[REDACTED]	11:00-11:30 PM	1117	1119	[REDACTED]
7:30-8:00 AM	745	748	[REDACTED]	3:30-4:00 PM	337	340	[REDACTED]	11:30-12:00 PM	1131	1133	[REDACTED]

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

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



DATE: 08/04/2019

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>	[REDACTED]	8:00-8:30 AM	8 <sup>09</sup>	8 <sup>11</sup>	[REDACTED]	4:00-4:30 PM	4 <sup>09</sup>	4 <sup>10</sup>	[REDACTED]
12:30- 1:00 AM	12 <sup>40</sup>	12 <sup>41</sup>	[REDACTED]	8:30- 9:00 AM	8 <sup>44</sup>	8 <sup>46</sup>	[REDACTED]	4:30-5:00 PM	4 <sup>40</sup>	4 <sup>41</sup>	[REDACTED]
1:00-1:30 AM	1 <sup>10</sup>	1 <sup>11</sup>	[REDACTED]	9:00-9:30 AM	9 <sup>09</sup>	9 <sup>11</sup>	[REDACTED]	5:00-5:30 PM	5 <sup>10</sup>	5 <sup>11</sup>	[REDACTED]
1:30-2:00 AM	1 <sup>38</sup>	1 <sup>39</sup>	[REDACTED]	9:30-10:00 AM	9 <sup>40</sup>	9 <sup>42</sup>	[REDACTED]	5:30-6:00 PM	5 <sup>38</sup>	5 <sup>39</sup>	[REDACTED]
2:00-2:30 AM	2 <sup>08</sup>	2 <sup>09</sup>	[REDACTED]	10:00-10:30 AM	10 <sup>09</sup>	10 <sup>11</sup>	[REDACTED]	6:00-6:30 PM	6 <sup>08</sup>	6 <sup>09</sup>	[REDACTED]
2:30-3:00 AM	2 <sup>39</sup>	2 <sup>40</sup>	[REDACTED]	10:30-11:00 AM	10 <sup>41</sup>	10 <sup>43</sup>	[REDACTED]	6:30-7:00 PM	6 <sup>39</sup>	6 <sup>40</sup>	[REDACTED]
3:00-3:30 AM	3 <sup>08</sup>	3 <sup>09</sup>	[REDACTED]	11:00-11:30 AM	11 <sup>09</sup>	11 <sup>11</sup>	[REDACTED]	7:00-7:30 PM	7 <sup>08</sup>	7 <sup>09</sup>	[REDACTED]
3:30-4:00 AM	3 <sup>38</sup>	3 <sup>39</sup>	[REDACTED]	11:30-12:00 AM	11 <sup>49</sup>	11 <sup>51</sup>	[REDACTED]	7:30-8:00 PM	7 <sup>38</sup>	7 <sup>39</sup>	[REDACTED]
4:00-4:30 AM	4 <sup>09</sup>	4 <sup>10</sup>	[REDACTED]	12:00-12:30 PM	12 <sup>09</sup>	12 <sup>11</sup>	[REDACTED]	8:00-8:30 PM	8 <sup>09</sup>	8 <sup>10</sup>	[REDACTED]
4:30-5:00 AM	4 <sup>40</sup>	4 <sup>41</sup>	[REDACTED]	12:30- 1:00 PM	12 <sup>40</sup>	12 <sup>42</sup>	[REDACTED]	8:30- 9:00 PM	8 <sup>40</sup>	8 <sup>41</sup>	[REDACTED]
5:00-5:30 AM	5 <sup>08</sup>	5 <sup>09</sup>	[REDACTED]	1:00-1:30 PM	1 <sup>09</sup>	1 <sup>11</sup>	[REDACTED]	9:00-9:30 PM	9 <sup>08</sup>	9 <sup>09</sup>	[REDACTED]
5:30-6:00 AM	5 <sup>40</sup>	5 <sup>41</sup>	[REDACTED]	1:30-2:00 PM	1 <sup>41</sup>	1 <sup>43</sup>	[REDACTED]	9:30-10:00 PM	9 <sup>40</sup>	9 <sup>41</sup>	[REDACTED]
6:00-6:30 AM	6 <sup>09</sup>	6 <sup>10</sup>	[REDACTED]	2:00-2:30 PM	2 <sup>09</sup>	2 <sup>11</sup>	[REDACTED]	10:00-10:30 PM	10 <sup>09</sup>	10 <sup>10</sup>	[REDACTED]
6:30-7:00 AM	6 <sup>40</sup>	6 <sup>41</sup>	[REDACTED]	2:30-3:00 PM	2 <sup>40</sup>	2 <sup>42</sup>	[REDACTED]	10:30-11:00 PM	10 <sup>40</sup>	10 <sup>41</sup>	[REDACTED]
7:00-7:30 AM	7 <sup>12</sup>	7 <sup>13</sup>	[REDACTED]	3:00-3:30 PM	3 <sup>09</sup>	3 <sup>11</sup>	[REDACTED]	11:00-11:30 PM	11 <sup>09</sup>	11 <sup>10</sup>	[REDACTED]
7:30-8:00 AM	7 <sup>38</sup>	7 <sup>39</sup>	[REDACTED]	3:30-4:00 PM	3 <sup>41</sup>	3 <sup>43</sup>	[REDACTED]	11:30-12:00 PM	11 <sup>37</sup>	11 <sup>38</sup>	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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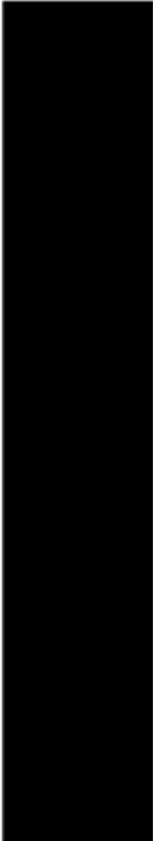
A staff member must observe all inmates confined in a continuous locked down status, such as administrative detention or disciplinary segregation, at least once in the first 30 minute period of the hour (example, 12:00 a.m. – 12:30 a.m.) followed by another round in the second 30 minutes period of the 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



122 121  
112 115  
102 101  
922 910  
820 821  
722 721  
620 621  
522 521  
420 421  
322 321  
220 221  
122 121  
110 111  
102 101  
922 921



321 225  
302 211  
522 525  
502 511  
121 122  
102 111  
1522 1525  
1502 1511  
1122 1121  
1102 1111  
1021 1022  
1002 1011  
922 925  
822 811  
822 822  
822 811



122 121  
112 115  
102 101  
922 910  
820 821  
722 721  
620 621  
522 521  
420 421  
322 321  
220 221  
122 121  
110 111  
102 101  
922 921  
822 811  
822 822  
822 811

**MCC NEW YORK  
SPECIAL HOUSING UNIT  
30 MINUTE CHECK SHEET  
ZA  
TIER H**

DATE: 08/04/2019

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	2 <sup>11</sup>	12 <sup>12</sup>	[REDACTED]	8:00-8:30 AM	8 <sup>11</sup>	8 <sup>13</sup>	[REDACTED]	4:00-4:30 PM	4 <sup>11</sup>	4 <sup>12</sup>	[REDACTED]
12:30- 1:00 AM	12 <sup>42</sup>	12 <sup>43</sup>	[REDACTED]	8:30- 9:00 AM	8 <sup>46</sup>	8 <sup>48</sup>	[REDACTED]	4:30-5:00 PM	4 <sup>42</sup>	4 <sup>43</sup>	[REDACTED]
1:00-1:30 AM	1 <sup>12</sup>	1 <sup>13</sup>	[REDACTED]	9:00-9:30 AM	9 <sup>11</sup>	9 <sup>13</sup>	[REDACTED]	5:00 -5:30 PM	5 <sup>12</sup>	5 <sup>13</sup>	[REDACTED]
1:30-2:00 AM	1 <sup>40</sup>	1 <sup>41</sup>	[REDACTED]	9:30-10:00 AM	9 <sup>42</sup>	9 <sup>44</sup>	[REDACTED]	5:30-6:00 PM	5 <sup>40</sup>	5 <sup>41</sup>	[REDACTED]
2:00-2:30 AM	2 <sup>10</sup>	2 <sup>11</sup>	[REDACTED]	10:00-10:30 AM	10 <sup>12</sup>	10 <sup>14</sup>	[REDACTED]	6:00-6:30 PM	6 <sup>10</sup>	6 <sup>11</sup>	[REDACTED]
2:30-3:00 AM	2 <sup>41</sup>	2 <sup>42</sup>	[REDACTED]	10:30-11:00 AM	10 <sup>43</sup>	10 <sup>45</sup>	[REDACTED]	6:30-7:00 PM	6 <sup>41</sup>	6 <sup>42</sup>	[REDACTED]
3:00-3:30 AM	3 <sup>10</sup>	3 <sup>11</sup>	[REDACTED]	11:00-11:30 AM	11 <sup>11</sup>	11 <sup>13</sup>	[REDACTED]	7:00-7:30 PM	7 <sup>10</sup>	7 <sup>11</sup>	[REDACTED]
3:30-4:00 AM	3 <sup>40</sup>	3 <sup>41</sup>	[REDACTED]	11:30-12:00 AM	11 <sup>51</sup>	11 <sup>53</sup>	[REDACTED]	7:30-8:00 PM	7 <sup>40</sup>	7 <sup>41</sup>	[REDACTED]
4:00-4:30 AM	4 <sup>11</sup>	4 <sup>12</sup>	[REDACTED]	12:00-12:30 PM	12 <sup>11</sup>	12 <sup>13</sup>	[REDACTED]	8:00-8:30 PM	8 <sup>11</sup>	8 <sup>12</sup>	[REDACTED]
4:30-5:00 AM	4 <sup>42</sup>	4 <sup>43</sup>	[REDACTED]	12:30- 1:00 PM	12 <sup>42</sup>	12 <sup>44</sup>	[REDACTED]	8:30- 9:00 PM	8 <sup>42</sup>	8 <sup>43</sup>	[REDACTED]
5:00 -5:30 AM	5 <sup>10</sup>	5 <sup>11</sup>	[REDACTED]	1:00-1:30 PM	1 <sup>11</sup>	1 <sup>13</sup>	[REDACTED]	9:00-9:30 PM	9 <sup>10</sup>	9 <sup>11</sup>	[REDACTED]
5:30-6:00 AM	5 <sup>42</sup>	5 <sup>43</sup>	[REDACTED]	1:30-2:00 PM	1 <sup>44</sup>	1 <sup>46</sup>	[REDACTED]	9:30-10:00 PM	9 <sup>42</sup>	9 <sup>43</sup>	[REDACTED]
6:00-6:30 AM	6 <sup>11</sup>	6 <sup>12</sup>	[REDACTED]	2:00-2:30 PM	2 <sup>11</sup>	2 <sup>13</sup>	[REDACTED]	10:00-10:30 PM	10 <sup>11</sup>	10 <sup>12</sup>	[REDACTED]
6:30-7:00 AM	6 <sup>42</sup>	6 <sup>43</sup>	[REDACTED]	2:30-3:00 PM	2 <sup>43</sup>	2 <sup>45</sup>	[REDACTED]	10:30-11:00 PM	10 <sup>42</sup>	10 <sup>43</sup>	[REDACTED]
7:00-7:30 AM	7 <sup>14</sup>	7 <sup>15</sup>	[REDACTED]	3:00-3:30 PM	3 <sup>11</sup>	3 <sup>13</sup>	[REDACTED]	11:00-11:30 PM	11 <sup>10</sup>	11 <sup>11</sup>	[REDACTED]
7:30-8:00 AM	7 <sup>40</sup>	7 <sup>41</sup>	[REDACTED]	3:30-4:00 PM	3 <sup>44</sup>	3 <sup>46</sup>	[REDACTED]	11:30-12:00 PM	11 <sup>38</sup>	11 <sup>39</sup>	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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 \_\_\_\_\_

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



DATE: 08/04/2019

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>	[REDACTED]	8:00-8:30 AM	8 <sup>01</sup>	8 <sup>03</sup>	[REDACTED]	4:00-4:30 PM	4 <sup>01</sup>	4 <sup>02</sup>	[REDACTED]
12:30- 1:00 AM	12 <sup>32</sup>	12 <sup>33</sup>	[REDACTED]	8:30- 9:00 AM	8 <sup>32</sup>	8 <sup>34</sup>	[REDACTED]	4:30-5:00 PM	4 <sup>32</sup>	4 <sup>33</sup>	[REDACTED]
1:00-1:30 AM	1 <sup>02</sup>	1 <sup>03</sup>	[REDACTED]	9:00-9:30 AM	9 <sup>01</sup>	9 <sup>03</sup>	[REDACTED]	5:00 -5:30 PM	5 <sup>02</sup>	5 <sup>03</sup>	[REDACTED]
1:30-2:00 AM	1 <sup>30</sup>	1 <sup>31</sup>	[REDACTED]	9:30-10:00 AM	9 <sup>32</sup>	9 <sup>34</sup>	[REDACTED]	5:30-6:00 PM	5 <sup>30</sup>	5 <sup>31</sup>	[REDACTED]
2:00-2:30 AM	2 <sup>00</sup>	2 <sup>01</sup>	[REDACTED]	10:00-10:30 AM	10 <sup>01</sup>	10 <sup>03</sup>	[REDACTED]	6:00-6:30 PM	6 <sup>00</sup>	6 <sup>01</sup>	[REDACTED]
2:30-3:00 AM	2 <sup>31</sup>	2 <sup>32</sup>	[REDACTED]	10:30-11:00 AM	10 <sup>33</sup>	10 <sup>35</sup>	[REDACTED]	6:30-7:00 PM	6 <sup>31</sup>	6 <sup>32</sup>	[REDACTED]
3:00-3:30 AM	3 <sup>00</sup>	3 <sup>01</sup>	[REDACTED]	11:00-11:30 AM	11 <sup>01</sup>	11 <sup>03</sup>	[REDACTED]	7:00-7:30 PM	7 <sup>00</sup>	7 <sup>01</sup>	[REDACTED]
3:30-4:00 AM	3 <sup>30</sup>	3 <sup>31</sup>	[REDACTED]	11:30-12:00 AM	11 <sup>33</sup>	11 <sup>35</sup>	[REDACTED]	7:30-8:00 PM	7 <sup>30</sup>	7 <sup>31</sup>	[REDACTED]
4:00-4:30 AM	4 <sup>01</sup>	4 <sup>02</sup>	[REDACTED]	12:00-12:30 PM	12 <sup>01</sup>	12 <sup>03</sup>	[REDACTED]	8:00-8:30 PM	8 <sup>01</sup>	8 <sup>02</sup>	[REDACTED]
4:30-5:00 AM	4 <sup>32</sup>	4 <sup>33</sup>	[REDACTED]	12:30- 1:00 PM	12 <sup>32</sup>	12 <sup>34</sup>	[REDACTED]	8:30- 9:00 PM	8 <sup>32</sup>	8 <sup>33</sup>	[REDACTED]
5:00 -5:30 AM	5 <sup>00</sup>	5 <sup>01</sup>	[REDACTED]	1:00-1:30 PM	1 <sup>01</sup>	1 <sup>03</sup>	[REDACTED]	9:00-9:30 PM	9 <sup>00</sup>	9 <sup>01</sup>	[REDACTED]
5:30-6:00 AM	5 <sup>32</sup>	5 <sup>33</sup>	[REDACTED]	1:30-2:00 PM	1 <sup>32</sup>	1 <sup>34</sup>	[REDACTED]	9:30-10:00 PM	9 <sup>32</sup>	9 <sup>33</sup>	[REDACTED]
6:00-6:30 AM	6 <sup>01</sup>	6 <sup>02</sup>	[REDACTED]	2:00-2:30 PM	2 <sup>01</sup>	2 <sup>03</sup>	[REDACTED]	10:00-10:30 PM	10 <sup>01</sup>	10 <sup>02</sup>	[REDACTED]
6:30-7:00 AM	6 <sup>32</sup>	6 <sup>33</sup>	[REDACTED]	2:30-3:00 PM	2 <sup>32</sup>	2 <sup>34</sup>	[REDACTED]	10:30-11:00 PM	10 <sup>32</sup>	10 <sup>33</sup>	[REDACTED]
7:00-7:30 AM	7 <sup>04</sup>	7 <sup>05</sup>	[REDACTED]	3:00-3:30 PM	3 <sup>01</sup>	3 <sup>03</sup>	[REDACTED]	11:00-11:30 PM	11 <sup>03</sup>	11 <sup>05</sup>	[REDACTED]
7:30-8:00 AM	7 <sup>30</sup>	7 <sup>31</sup>	[REDACTED]	3:30-4:00 PM	3 <sup>32</sup>	3 <sup>34</sup>	[REDACTED]	11:30-12:00 PM	11 <sup>31</sup>	11 <sup>33</sup>	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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: 08/04/2019

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>03</sup>	12 <sup>04</sup>	[REDACTED]	8:00-8:30 AM	8 <sup>03</sup>	8 <sup>05</sup>	[REDACTED]	4:00-4:30 PM	4 <sup>03</sup>	4 <sup>04</sup>	[REDACTED]
12:30- 1:00 AM	12 <sup>34</sup>	12 <sup>35</sup>	[REDACTED]	8:30- 9:00 AM	8 <sup>34</sup>	8 <sup>36</sup>	[REDACTED]	4:30-5:00 PM	4 <sup>34</sup>	4 <sup>35</sup>	[REDACTED]
1:00-1:30 AM	1 <sup>04</sup>	1 <sup>05</sup>	[REDACTED]	9:00-9:30 AM	9 <sup>03</sup>	9 <sup>05</sup>	[REDACTED]	5:00 -5:30 PM	5 <sup>04</sup>	5 <sup>05</sup>	[REDACTED]
1:30-2:00 AM	1 <sup>32</sup>	1 <sup>33</sup>	[REDACTED]	9:30-10:00 AM	9 <sup>34</sup>	9 <sup>36</sup>	[REDACTED]	5:30-6:00 PM	5 <sup>34</sup>	5 <sup>36</sup>	[REDACTED]
2:00-2:30 AM	2 <sup>02</sup>	2 <sup>03</sup>	[REDACTED]	10:00-10:30 AM	10 <sup>03</sup>	10 <sup>05</sup>	[REDACTED]	6:00-6:30 PM	6 <sup>02</sup>	6 <sup>03</sup>	[REDACTED]
2:30-3:00 AM	2 <sup>33</sup>	2 <sup>34</sup>	[REDACTED]	10:30-11:00 AM	10 <sup>35</sup>	10 <sup>37</sup>	[REDACTED]	6:30-7:00 PM	6 <sup>33</sup>	6 <sup>34</sup>	[REDACTED]
3:00-3:30 AM	3 <sup>02</sup>	3 <sup>03</sup>	[REDACTED]	11:00-11:30 AM	11 <sup>03</sup>	11 <sup>05</sup>	[REDACTED]	7:00-7:30 PM	7 <sup>02</sup>	7 <sup>03</sup>	[REDACTED]
3:30-4:00 AM	3 <sup>32</sup>	3 <sup>33</sup>	[REDACTED]	11:30-12:00 AM	11 <sup>35</sup>	11 <sup>37</sup>	[REDACTED]	7:30-8:00 PM	7 <sup>32</sup>	7 <sup>33</sup>	[REDACTED]
4:00-4:30 AM	4 <sup>03</sup>	4 <sup>04</sup>	[REDACTED]	12:00-12:30 PM	12 <sup>03</sup>	12 <sup>05</sup>	[REDACTED]	8:00-8:30 PM	8 <sup>03</sup>	8 <sup>04</sup>	[REDACTED]
4:30-5:00 AM	4 <sup>34</sup>	4 <sup>35</sup>	[REDACTED]	12:30- 1:00 PM	12 <sup>34</sup>	12 <sup>36</sup>	[REDACTED]	8:30- 9:00 PM	8 <sup>34</sup>	8 <sup>35</sup>	[REDACTED]
5:00 -5:30 AM	5 <sup>02</sup>	5 <sup>03</sup>	[REDACTED]	1:00-1:30 PM	1 <sup>03</sup>	1 <sup>05</sup>	[REDACTED]	9:00-9:30 PM	9 <sup>02</sup>	9 <sup>03</sup>	[REDACTED]
5:30-6:00 AM	5 <sup>34</sup>	5 <sup>35</sup>	[REDACTED]	1:30-2:00 PM	1 <sup>34</sup>	1 <sup>36</sup>	[REDACTED]	9:30-10:00 PM	9 <sup>34</sup>	9 <sup>36</sup>	[REDACTED]
6:00-6:30 AM	6 <sup>03</sup>	6 <sup>04</sup>	[REDACTED]	2:00-2:30 PM	2 <sup>03</sup>	2 <sup>05</sup>	[REDACTED]	10:00-10:30 PM	10 <sup>03</sup>	10 <sup>04</sup>	[REDACTED]
6:30-7:00 AM	6 <sup>34</sup>	6 <sup>35</sup>	[REDACTED]	2:30-3:00 PM	2 <sup>34</sup>	2 <sup>36</sup>	[REDACTED]	10:30-11:00 PM	10 <sup>34</sup>	10 <sup>35</sup>	[REDACTED]
7:00-7:30 AM	7 <sup>06</sup>	7 <sup>07</sup>	[REDACTED]	3:00-3:30 PM	3 <sup>03</sup>	3 <sup>05</sup>	[REDACTED]	11:00-11:30 PM	11 <sup>05</sup>	11 <sup>07</sup>	[REDACTED]
7:30-8:00 AM	7 <sup>32</sup>	7 <sup>33</sup>	[REDACTED]	3:30-4:00 PM	3 <sup>34</sup>	3 <sup>36</sup>	[REDACTED]	11:30-12:00 PM	11 <sup>33</sup>	11 <sup>34</sup>	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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 \_\_\_\_\_

208 208  
238 238  
208 208  
238 238  
2001 2001  
1022 1022  
1102 1102  
1124 1124  
2051 2051  
2321 2321  
201 201  
1301 1301  
208 208  
238 238  
208 208  
238 238

208 208  
238 238  
208 208  
238 238  
2001 2001  
1022 1022  
1102 1102  
1124 1124  
2051 2051  
2321 2321  
201 201  
1301 1301  
208 208  
238 238  
208 208  
238 238



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



DATE: 08/04/2019

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	[REDACTED]	8:00-8:30 AM	805	807	[REDACTED]	4:00-4:30 PM	405	406	[REDACTED]
12:30- 1:00 AM	1236	1237	[REDACTED]	8:30- 9:00 AM	836	838	[REDACTED]	4:30-5:00 PM	436	437	[REDACTED]
1:00-1:30 AM	106	107	[REDACTED]	9:00-9:30 AM	905	907	[REDACTED]	5:00 -5:30 PM	506	507	[REDACTED]
1:30-2:00 AM	134	135	[REDACTED]	9:30-10:00 AM	936	938	[REDACTED]	5:30-6:00 PM	534	536	[REDACTED]
2:00-2:30 AM	204	205	[REDACTED]	10:00-10:30 AM	1005	1007	[REDACTED]	6:00-6:30 PM	604	605	[REDACTED]
2:30-3:00 AM	235	236	[REDACTED]	10:30-11:00 AM	1037	1039	[REDACTED]	6:30-7:00 PM	635	636	[REDACTED]
3:00-3:30 AM	304	305	[REDACTED]	11:00-11:30 AM	1105	1107	[REDACTED]	7:00-7:30 PM	704	705	[REDACTED]
3:30-4:00 AM	334	335	[REDACTED]	11:30-12:00 AM	1137	1139	[REDACTED]	7:30-8:00 PM	734	736	[REDACTED]
4:00-4:30 AM	405	406	[REDACTED]	12:00-12:30 PM	1205	1207	[REDACTED]	8:00-8:30 PM	805	806	[REDACTED]
4:30-5:00 AM	436	437	[REDACTED]	12:30- 1:00 PM	1236	1238	[REDACTED]	8:30- 9:00 PM	836	837	[REDACTED]
5:00 -5:30 AM	504	505	[REDACTED]	1:00-1:30 PM	105	107	[REDACTED]	9:00-9:30 PM	905	905	[REDACTED]
5:30-6:00 AM	536	537	[REDACTED]	1:30-2:00 PM	136	138	[REDACTED]	9:30-10:00 PM	936	937	[REDACTED]
6:00-6:30 AM	605	606	[REDACTED]	2:00-2:30 PM	205	207	[REDACTED]	10:00-10:30 PM	1005	1006	[REDACTED]
6:30-7:00 AM	636	637	[REDACTED]	2:30-3:00 PM	236	238	[REDACTED]	10:30-11:00 PM	1036	1037	[REDACTED]
7:00-7:30 AM	708	709	[REDACTED]	3:00-3:30 PM	305	307	[REDACTED]	11:00-11:30 PM	1107	1108	[REDACTED]
7:30-8:00 AM	734	735	[REDACTED]	3:30-4:00 PM	336	338	[REDACTED]	11:30-12:00 PM	1134	1136	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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 \_\_\_\_\_

*[Faint handwritten notes on the left side of the page]*



1008	2008
1009	2009
1010	2010
1011	2011
1012	2012
1013	2013
1014	2014
1015	2015
1016	2016
1017	2017
1018	2018
1019	2019
1020	2020
1021	2021
1022	2022
1023	2023
1024	2024
1025	2025
1026	2026
1027	2027
1028	2028
1029	2029
1030	2030

*[Handwritten signature or initials at the bottom of the first redaction bar]*



1031	2031
1032	2032
1033	2033
1034	2034
1035	2035
1036	2036
1037	2037
1038	2038
1039	2039
1040	2040
1041	2041
1042	2042
1043	2043
1044	2044
1045	2045
1046	2046
1047	2047
1048	2048
1049	2049
1050	2050
1051	2051
1052	2052
1053	2053
1054	2054
1055	2055
1056	2056
1057	2057
1058	2058
1059	2059
1060	2060

*[Handwritten signature or initials at the bottom of the second redaction bar]*



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

DATE: 08/04/2019

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>08</sup>	[REDACTED]	8:00-8:30 AM	8 <sup>07</sup>	8 <sup>09</sup>	[REDACTED]	4:00-4:30 PM	4 <sup>07</sup>	4 <sup>08</sup>	[REDACTED]
12:30- 1:00 AM	12 <sup>38</sup>	12 <sup>39</sup>	[REDACTED]	8:30- 9:00 AM	8 <sup>40</sup>	8 <sup>42</sup>	[REDACTED]	4:30-5:00 PM	4 <sup>38</sup>	4 <sup>39</sup>	[REDACTED]
1:00-1:30 AM	1 <sup>08</sup>	1 <sup>09</sup>	[REDACTED]	9:00-9:30 AM	9 <sup>07</sup>	9 <sup>09</sup>	[REDACTED]	5:00 -5:30 PM	5 <sup>08</sup>	5 <sup>09</sup>	[REDACTED]
1:30-2:00 AM	1 <sup>36</sup>	1 <sup>37</sup>	[REDACTED]	9:30-10:00 AM	9 <sup>38</sup>	9 <sup>40</sup>	[REDACTED]	5:30-6:00 PM	5 <sup>36</sup>	5 <sup>37</sup>	[REDACTED]
2:00-2:30 AM	2 <sup>06</sup>	2 <sup>07</sup>	[REDACTED]	10:00-10:30 AM	10 <sup>07</sup>	10 <sup>09</sup>	[REDACTED]	6:00-6:30 PM	6 <sup>06</sup>	6 <sup>07</sup>	[REDACTED]
2:30-3:00 AM	2 <sup>37</sup>	2 <sup>38</sup>	[REDACTED]	10:30-11:00 AM	10 <sup>39</sup>	10 <sup>41</sup>	[REDACTED]	6:30-7:00 PM	6 <sup>39</sup>	6 <sup>38</sup>	[REDACTED]
3:00-3:30 AM	3 <sup>06</sup>	3 <sup>07</sup>	[REDACTED]	11:00-11:30 AM	11 <sup>07</sup>	11 <sup>09</sup>	[REDACTED]	7:00 7:30 PM	7 <sup>06</sup>	7 <sup>07</sup>	[REDACTED]
3:30-4:00 AM	3 <sup>36</sup>	3 <sup>37</sup>	[REDACTED]	11:30-12:00 AM	11 <sup>39</sup>	11 <sup>41</sup>	[REDACTED]	7:30-8:00 PM	7 <sup>36</sup>	7 <sup>39</sup>	[REDACTED]
4:00-4:30 AM	4 <sup>07</sup>	4 <sup>08</sup>	[REDACTED]	12:00-12:30 PM	12 <sup>07</sup>	12 <sup>09</sup>	[REDACTED]	8:00-8:30 PM	8 <sup>09</sup>	8 <sup>08</sup>	[REDACTED]
4:30-5:00 AM	4 <sup>38</sup>	4 <sup>39</sup>	[REDACTED]	12:30- 1:00 PM	12 <sup>38</sup>	12 <sup>40</sup>	[REDACTED]	8:30- 9:00 PM	8 <sup>39</sup>	8 <sup>39</sup>	[REDACTED]
5:00 -5:30 AM	5 <sup>06</sup>	5 <sup>07</sup>	[REDACTED]	1:00-1:30 PM	1 <sup>07</sup>	1 <sup>09</sup>	[REDACTED]	9:00-9:30 PM	9 <sup>06</sup>	9 <sup>09</sup>	[REDACTED]
5:30-6:00 AM	5 <sup>38</sup>	5 <sup>39</sup>	[REDACTED]	1:30-2:00 PM	1 <sup>38</sup>	1 <sup>40</sup>	[REDACTED]	9:30-10:00 PM	9 <sup>38</sup>	9 <sup>39</sup>	[REDACTED]
6:00-6:30 AM	6 <sup>07</sup>	6 <sup>08</sup>	[REDACTED]	2:00-2:30 PM	2 <sup>07</sup>	2 <sup>09</sup>	[REDACTED]	10:00-10:30 PM	10 <sup>07</sup>	10 <sup>08</sup>	[REDACTED]
6:30-7:00 AM	6 <sup>38</sup>	6 <sup>39</sup>	[REDACTED]	2:30-3:00 PM	2 <sup>38</sup>	2 <sup>40</sup>	[REDACTED]	10:30-11:00 PM	10 <sup>38</sup>	10 <sup>39</sup>	[REDACTED]
7:00-7:30 AM	7 <sup>10</sup>	7 <sup>11</sup>	[REDACTED]	3:00-3:30 PM	3 <sup>07</sup>	3 <sup>09</sup>	[REDACTED]	11:00-11:30 PM	11 <sup>08</sup>	11 <sup>09</sup>	[REDACTED]
7:30-8:00 AM	7 <sup>36</sup>	7 <sup>37</sup>	[REDACTED]	3:30-4:00 PM	3 <sup>38</sup>	3 <sup>40</sup>	[REDACTED]	11:30-12:00 PM	11 <sup>36</sup>	11 <sup>37</sup>	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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 \_\_\_\_\_

808 108  
808 008  
808 508  
838 838  
1001 1001  
1001 1001  
1101 1101  
1111 1111  
1501 1501  
1538 1538  
101 101  
138 138  
201 201  
238 238  
301 301  
338 338

101 101  
138 138  
101 101  
101 101  
301 301  
301 301  
301 301  
301 301  
301 301  
401 401  
438 438  
501 501  
538 538  
601 601  
638 638  
701 701  
738 738  
801 801  
838 838  
901 901  
938 938



MCC NEW YORK  
SPECIAL HOUSING UNIT  
30 MINUTE CHECK SHEET  
ZB



DATE: 8-7-19

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	12:10	12:15	[REDACTED]	8:00-8:30 AM	806	808	[REDACTED]	4:00-4:30 PM	4:00	4:02	[REDACTED]
12:30- 1:00 AM	12:35	12:40	[REDACTED]	8:30- 9:00 AM	847	849	[REDACTED]	4:30-5:00 PM	4:30	4:32	[REDACTED]
1:00-1:30 AM	1:10	1:15	[REDACTED]	9:00-9:30 AM	911	913	[REDACTED]	5:00-5:30 PM	5:00	5:03	[REDACTED]
1:30-2:00 AM	1:40	1:45	[REDACTED]	9:30-10:00 AM	942	944	[REDACTED]	5:30-6:00 PM	5:30	5:33	[REDACTED]
2:00-2:30 AM	2:05	2:10	[REDACTED]	10:00-10:30 AM	1061	1003	[REDACTED]	6:00-6:30 PM	6:00	6:03	[REDACTED]
2:30-3:00 AM	2:40	2:45	[REDACTED]	10:30-11:00 AM	1034	1036	[REDACTED]	6:30-7:00 PM	6:30	6:33	[REDACTED]
3:00-3:30 AM	3:00	3:05	[REDACTED]	11:00-11:30 AM	1112	1114	[REDACTED]	7:00-7:30 PM	7:00	7:03	[REDACTED]
3:30-4:00 AM	3:35	3:40	[REDACTED]	11:30-12:00 AM	1148	1150	[REDACTED]	7:30-8:00 PM	7:30	7:30	[REDACTED]
4:00-4:30 AM	4:00	4:05	[REDACTED]	12:00-12:30 PM	1211	1219	[REDACTED]	8:00-8:30 PM	8:00	8:03	[REDACTED]
4:30-5:00 AM	4:35	4:40	[REDACTED]	12:30- 1:00 PM	1234	1237	[REDACTED]	8:30- 9:00 PM	8:30	8:33	[REDACTED]
5:00-5:30 AM	5:10	5:15	[REDACTED]	1:00-1:30 PM	114	116	[REDACTED]	9:00-9:30 PM	9:00	9:03	[REDACTED]
5:30-6:00 AM	5:40	5:45	[REDACTED]	1:30-2:00 PM	131	133	[REDACTED]	9:30-10:00 PM	9:30	9:33	[REDACTED]
6:00-6:30 AM	6:00	6:05	[REDACTED]	2:00-2:30 PM	210	212	[REDACTED]	10:00-10:30 PM	10:00	10:03	[REDACTED]
6:30-7:00 AM	6:40	6:45	[REDACTED]	2:30-3:00 PM	256	252	[REDACTED]	10:30-11:00 PM	10:30	10:33	[REDACTED]
7:00-7:30 AM	7:00	7:05	[REDACTED]	3:00-3:30 PM	301	303	[REDACTED]	11:00-11:30 PM	11:00	11:03	[REDACTED]
7:30-8:00 AM	7:30	7:35	[REDACTED]	3:30-4:00 PM	339	340	[REDACTED]	11:30-12:00 PM	11:30	11:33	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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A staff member must observe all inmates confined in a 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: 08/07/2019

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	1211	1212	[REDACTED]	8:00-8:30 AM	811	812	[REDACTED]	4:00-4:30 PM	410	411	[REDACTED]
12:30- 1:00 AM	1240	1241	[REDACTED]	8:30- 9:00 AM	842	844	[REDACTED]	4:30-5:00 PM	442	443	[REDACTED]
1:00-1:30 AM	117	118	[REDACTED]	9:00-9:30 AM	918	919	[REDACTED]	5:00-5:30 PM	508	509	[REDACTED]
1:30-2:00 AM	139	140	[REDACTED]	9:30-10:00 AM	951	952	[REDACTED]	5:30-6:00 PM	540	541	[REDACTED]
2:00-2:30 AM	204	205	[REDACTED]	10:00-10:30 AM	1022	1023	[REDACTED]	6:00-6:30 PM	612	613	[REDACTED]
2:30-3:00 AM	234	235	[REDACTED]	10:30-11:00 AM	1053	1054	[REDACTED]	6:30-7:00 PM	642	643	[REDACTED]
3:00-3:30 AM	306	307	[REDACTED]	11:00-11:30 AM	1125	1126	[REDACTED]	7:00-7:30 PM	712	713	[REDACTED]
3:30-4:00 AM	333	334	[REDACTED]	11:30-12:00 AM	1177	1178	[REDACTED]	7:30-8:00 PM	741	742	[REDACTED]
4:00-4:30 AM	412	413	[REDACTED]	12:00-12:30 PM	1221	1222	[REDACTED]	8:00-8:30 PM	809	810	[REDACTED]
4:30-5:00 AM	434	435	[REDACTED]	12:30- 1:00 PM	1253	1254	[REDACTED]	8:30- 9:00 PM	848	849	[REDACTED]
5:00-5:30 AM	506	507	[REDACTED]	1:00-1:30 PM	128	129	[REDACTED]	9:00-9:30 PM	918	919	[REDACTED]
5:30-6:00 AM	536	537	[REDACTED]	1:30-2:00 PM	200	200	[REDACTED]	9:30-10:00 PM	942	943	[REDACTED]
6:00-6:30 AM	612	613	[REDACTED]	2:00-2:30 PM	220	221	[REDACTED]	10:00-10:30 PM	1012	1013	[REDACTED]
6:30-7:00 AM	636	637	[REDACTED]	2:30-3:00 PM	251	252	[REDACTED]	10:30-11:00 PM	1042	1043	[REDACTED]
7:00-7:30 AM	710	711	[REDACTED]	3:00-3:30 PM	323	324	[REDACTED]	11:00-11:30 PM	1114	1115	[REDACTED]
7:30-8:00 AM	738	739	[REDACTED]	3:30-4:00 PM	350	351	[REDACTED]	11:30-12:00 PM	1141	1142	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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: 08/07/2019

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	1213	1214	[REDACTED]	8:00-8:30 AM	813	814	[REDACTED]	4:00-4:30 PM			
12:30- 1:00 AM	1242	1243	[REDACTED]	8:30- 9:00 AM	845	846	[REDACTED]	4:30-5:00 PM			
1:00-1:30 AM	119	1120	[REDACTED]	9:00-9:30 AM	921	922	[REDACTED]	5:00 -5:30 PM			
1:30-2:00 AM	141	142	[REDACTED]	9:30-10:00 AM	953	955	[REDACTED]	5:30-6:00 PM			
2:00-2:30 AM	202	203	[REDACTED]	10:00-10:30 AM	1024	1025	[REDACTED]	6:00-6:30 PM			
2:30-3:00 AM	232	233	[REDACTED]	10:30-11:00 AM	1055	1056	[REDACTED]	6:30-7:00 PM			
3:00-3:30 AM	304	305	[REDACTED]	11:00-11:30 AM	1127	1128	[REDACTED]	7:00-7:30 PM			
3:30-4:00 AM	331	332	[REDACTED]	11:30-12:00 AM	1149	1150	[REDACTED]	7:30-8:00 PM			
4:00-4:30 AM	410	411	[REDACTED]	12:00-12:30 PM	1223	1224	[REDACTED]	8:00-8:30 PM			
4:30-5:00 AM	432	433	[REDACTED]	12:30- 1:00 PM	1255	1256	[REDACTED]	8:30- 9:00 PM			
5:00 -5:30 AM	504	505	[REDACTED]	1:00-1:30 PM	130	131	[REDACTED]	9:00-9:30 PM			
5:30-6:00 AM	534	535	[REDACTED]	1:30-2:00 PM	145	146	[REDACTED]	9:30-10:00 PM			
6:00-6:30 AM	610	611	[REDACTED]	2:00-2:30 PM	222	223	[REDACTED]	10:00-10:30 PM			
6:30-7:00 AM	634	635	[REDACTED]	2:30-3:00 PM	253	254	[REDACTED]	10:30-11:00 PM			
7:00-7:30 AM	708	709	[REDACTED]	3:00-3:30 PM	325	326	[REDACTED]	11:00-11:30 PM			
7:30-8:00 AM	736	737	[REDACTED]	3:30-4:00 PM	353	354	[REDACTED]	11:30-12:00 PM			

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	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: 08/07/2019

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	1202	1204	[REDACTED]	8:00-8:30 AM	803	804	[REDACTED]	4:00-4:30 PM	402	403	[REDACTED]
12:30- 1:00 AM	1231	1233	[REDACTED]	8:30- 9:00 AM	834	835	[REDACTED]	4:30-5:00 PM	434	435	[REDACTED]
1:00-1:30 AM	110	111	[REDACTED]	9:00-9:30 AM	910	911	[REDACTED]	5:00 -5:30 PM	502	503	[REDACTED]
1:30-2:00 AM	132	133	[REDACTED]	9:30-10:00 AM	942	943	[REDACTED]	5:30-6:00 PM	532	533	[REDACTED]
2:00-2:30 AM	210	211	[REDACTED]	10:00-10:30 AM	1014	1015	[REDACTED]	6:00-6:30 PM	604	605	[REDACTED]
2:30-3:00 AM	240	241	[REDACTED]	10:30-11:00 AM	1045	1046	[REDACTED]	6:30-7:00 PM	634	635	[REDACTED]
3:00-3:30 AM	312	313	[REDACTED]	11:00-11:30 AM	1117	1118	[REDACTED]	7:00-7:30 PM	704	705	[REDACTED]
3:30-4:00 AM	339	340	[REDACTED]	11:30-12:00 AM	1139	1140	[REDACTED]	7:30-8:00 PM	733	734	[REDACTED]
4:00-4:30 AM	418	419	[REDACTED]	12:00-12:30 PM	1213	1214	[REDACTED]	8:00-8:30 PM	802	803	[REDACTED]
4:30-5:00 AM	443	444	[REDACTED]	12:30- 1:00 PM	1245	1246	[REDACTED]	8:30- 9:00 PM	834	835	[REDACTED]
5:00 -5:30 AM	512	513	[REDACTED]	1:00-1:30 PM	120	121	[REDACTED]	9:00-9:30 PM	910	911	[REDACTED]
5:30-6:00 AM	542	543	[REDACTED]	1:30-2:00 PM	152	153	[REDACTED]	9:30-10:00 PM	934	935	[REDACTED]
6:00-6:30 AM	618	619	[REDACTED]	2:00-2:30 PM	212	213	[REDACTED]	10:00-10:30 PM	1004	1005	[REDACTED]
6:30-7:00 AM	644	645	[REDACTED]	2:30-3:00 PM	243	244	[REDACTED]	10:30-11:00 PM	1036	1037	[REDACTED]
7:00-7:30 AM	716	717	[REDACTED]	3:00-3:30 PM	315	316	[REDACTED]	11:00-11:30 PM	1106	1107	[REDACTED]
7:30-8:00 AM	744	745	[REDACTED]	3:30-4:00 PM	342	343	[REDACTED]	11:30-12:00 PM	1132	1133	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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: 08/07/2019

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	[REDACTED]	8:00-8:30 AM	805	806	[REDACTED]	4:00-4:30 PM	404	405	[REDACTED]
12:30-1:00 AM	1234	1235	[REDACTED]	8:30-9:00 AM	836	837	[REDACTED]	4:30-5:00 PM	436	437	[REDACTED]
1:00-1:30 AM	111	112	[REDACTED]	9:00-9:30 AM	912	913	[REDACTED]	5:00-5:30 PM	504	505	[REDACTED]
1:30-2:00 AM	133	134	[REDACTED]	9:30-10:00 AM	944	945	[REDACTED]	5:30-6:00 PM	534	535	[REDACTED]
2:00-2:30 AM	211	212	[REDACTED]	10:00-10:30 AM	1016	1017	[REDACTED]	6:00-6:30 PM	606	607	[REDACTED]
2:30-3:00 AM	241	242	[REDACTED]	10:30-11:00 AM	1047	1048	[REDACTED]	6:30-7:00 PM	636	637	[REDACTED]
3:00-3:30 AM	310	311	[REDACTED]	11:00-11:30 AM	1119	1120	[REDACTED]	7:00-7:30 PM	706	707	[REDACTED]
3:30-4:00 AM	337	338	[REDACTED]	11:30-12:00 AM	1141	1142	[REDACTED]	7:30-8:00 PM	735	736	[REDACTED]
4:00-4:30 AM	416	417	[REDACTED]	12:00-12:30 PM	1215	1216	[REDACTED]	8:00-8:30 PM	804	805	[REDACTED]
4:30-5:00 AM	441	442	[REDACTED]	12:30-1:00 PM	1247	1248	[REDACTED]	8:30-9:00 PM	836	837	[REDACTED]
5:00-5:30 AM	510	511	[REDACTED]	1:00-1:30 PM	122	123	[REDACTED]	9:00-9:30 PM	912	913	[REDACTED]
5:30-6:00 AM	540	541	[REDACTED]	1:30-2:00 PM	154	155	[REDACTED]	9:30-10:00 PM	936	937	[REDACTED]
6:00-6:30 AM	616	617	[REDACTED]	2:00-2:30 PM	214	215	[REDACTED]	10:00-10:30 PM	1006	1007	[REDACTED]
6:30-7:00 AM	642	643	[REDACTED]	2:30-3:00 PM	245	246	[REDACTED]	10:30-11:00 PM	1038	1039	[REDACTED]
7:00-7:30 AM	714	715	[REDACTED]	3:00-3:30 PM	317	318	[REDACTED]	11:00-11:30 PM	1108	1109	[REDACTED]
7:30-8:00 AM	742	743	[REDACTED]	3:30-4:00 PM	344	345	[REDACTED]	11:30-12:00 PM	1134	1135	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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: 08/07/2019

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	[REDACTED]	8:00-8:30 AM	807	808	[REDACTED]	4:00-4:30 PM	406	407	[REDACTED]
12:30- 1:00 AM	1236	1237	[REDACTED]	8:30- 9:00 AM	838	839	[REDACTED]	4:30-5:00 PM	438	439	[REDACTED]
1:00-1:30 AM	113	114	[REDACTED]	9:00-9:30 AM	914	915	[REDACTED]	5:00 -5:30 PM	506	507	[REDACTED]
1:30-2:00 AM	135	136	[REDACTED]	9:30-10:00 AM	946	947	[REDACTED]	5:30-6:00 PM	536	537	[REDACTED]
2:00-2:30 AM	208	209	[REDACTED]	10:00-10:30 AM	1018	1019	[REDACTED]	6:00-6:30 PM	608	609	[REDACTED]
2:30-3:00 AM	238	239	[REDACTED]	10:30-11:00 AM	1049	1050	[REDACTED]	6:30-7:00 PM	638	639	[REDACTED]
3:00-3:30 AM	308	309	[REDACTED]	11:00-11:30 AM	1121	1122	[REDACTED]	7:00-7:30 PM	708	709	[REDACTED]
3:30-4:00 AM	338	336	[REDACTED]	11:30-12:00 AM	1143	1144	[REDACTED]	7:30-8:00 PM	737	738	[REDACTED]
4:00-4:30 AM	414	415	[REDACTED]	12:00-12:30 PM	1217		[REDACTED]	8:00-8:30 PM	806	807	[REDACTED]
4:30-5:00 AM	439	440	[REDACTED]	12:30- 1:00 PM	1249		[REDACTED]	8:30- 9:00 PM	838	839	[REDACTED]
5:00 -5:30 AM	508	509	[REDACTED]	1:00-1:30 PM	124		[REDACTED]	9:00-9:30 PM	914	915	[REDACTED]
5:30-6:00 AM	538	539	[REDACTED]	1:30-2:00 PM	156		[REDACTED]	9:30-10:00 PM	938	939	[REDACTED]
6:00-6:30 AM	604	615	[REDACTED]	2:00-2:30 PM	216		[REDACTED]	10:00-10:30 PM	1008	1009	[REDACTED]
6:30-7:00 AM	640	641	[REDACTED]	2:30-3:00 PM	247		[REDACTED]	10:30-11:00 PM	1040	1041	[REDACTED]
7:00-7:30 AM	712	713	[REDACTED]	3:00-3:30 PM	319		[REDACTED]	11:00-11:30 PM	1110	1111	[REDACTED]
7:30-8:00 AM	740	741	[REDACTED]	3:30-4:00 PM	346		[REDACTED]	11:30-12:00 PM	1136	1137	[REDACTED]

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



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



DATE: 08/07/2019

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	[REDACTED]	8:00-8:30 AM	809	810	[REDACTED]	4:00-4:30 PM	408	409	[REDACTED]
12:30- 1:00 AM	1238	1239	[REDACTED]	8:30- 9:00 AM	841	842	[REDACTED]	4:30-5:00 PM	440	441	[REDACTED]
1:00-1:30 AM	115	116	[REDACTED]	9:00-9:30 AM	916	917	[REDACTED]	5:00 -5:30 PM	506	507	[REDACTED]
1:30-2:00 AM	137	138	[REDACTED]	9:30-10:00 AM	948	949	[REDACTED]	5:30-6:00 PM	538	539	[REDACTED]
2:00-2:30 AM	206	207	[REDACTED]	10:00-10:30 AM	1020	1021	[REDACTED]	6:00-6:30 PM	610	611	[REDACTED]
2:30-3:00 AM	236	237	[REDACTED]	10:30-11:00 AM	1051	1052	[REDACTED]	6:30-7:00 PM	640	641	[REDACTED]
3:00-3:30 AM	308	309	[REDACTED]	11:00-11:30 AM	1123	1124	[REDACTED]	7:00-7:30 PM	710	711	[REDACTED]
3:30-4:00 AM	335	336	[REDACTED]	11:30-12:00 AM	1145	1146	[REDACTED]	7:30-8:00 PM	739	740	[REDACTED]
4:00-4:30 AM	414	415	[REDACTED]	12:00-12:30 PM	1219	1220	[REDACTED]	8:00-8:30 PM	808	809	[REDACTED]
4:30-5:00 AM	440	441	[REDACTED]	12:30- 1:00 PM	1251	1252	[REDACTED]	8:30- 9:00 PM	846	847	[REDACTED]
5:00 -5:30 AM	508	509	[REDACTED]	1:00-1:30 PM	126	127	[REDACTED]	9:00-9:30 PM	916	917	[REDACTED]
5:30-6:00 AM	544	545	[REDACTED]	1:30-2:00 PM	158	159	[REDACTED]	9:30-10:00 PM	940	941	[REDACTED]
6:00-6:30 AM	608	609	[REDACTED]	2:00-2:30 PM	218	219	[REDACTED]	10:00-10:30 PM	1010	1011	[REDACTED]
6:30-7:00 AM	638	639	[REDACTED]	2:30-3:00 PM	249	250	[REDACTED]	10:30-11:00 PM	1042	1043	[REDACTED]
7:00-7:30 AM	712	713	[REDACTED]	3:00-3:30 PM	321	322	[REDACTED]	11:00-11:30 PM	1112	1113	[REDACTED]
7:30-8:00 AM	740	741	[REDACTED]	3:30-4:00 PM	348	349	[REDACTED]	11:30-12:00 PM	1138	1140	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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 \_\_\_\_\_

UNCLASSIFIED

**FEDERAL BUREAU OF INVESTIGATION****Import Form****Form Type:** UNET Email - Email Sent on UNET**Date:** 09/09/2019**Title:** (U) Email Regarding MCC Staff Assignments on August 10, 2019**Approved By:** SSA [REDACTED]**Drafted By:** [REDACTED]**Case ID #:** 90A-NY-3151227(U) UNSUB(S);  
JEFFREY EPSTEIN - VICTIM;  
DEATH INVESTIGATION**Synopsis:** (U) On August 11, 2019, OIG SA [REDACTED] forwarded an email from MCC SIS [REDACTED] regarding MCC Staff Assignments for August 10, 2019.

◆◆

UNCLASSIFIED

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**From:** [REDACTED] >  
**Sent:** Sunday, August 11, 2019 5:16 PM  
**To:** [REDACTED] (FBI); [REDACTED] (NY) (OGA); [REDACTED] (NY) (FBI); [REDACTED] (USANYS); [REDACTED] (USANYS)  
**Subject:** Fwd: Staff Assignments

Sent from mobile device, please excuse typos.

[REDACTED]  
Special Agent  
Office of the Inspector General  
1 Battery Park Plaza, 29th floor  
New York, NY 10004  
[REDACTED]  
[REDACTED]

Begin forwarded message:

**From:** [REDACTED] >  
**Date:** August 11, 2019 at 4:51:26 PM EDT  
**To:** [REDACTED] >  
**Subject:** Staff Assignments

Below are the staff assignments on 8-10-2019.

[REDACTED] 9-North Housing Unit Evening Shift 4-12 PM  
[REDACTED] Special Housing Unit#3 Officer PM Shift 2-10 PM  
[REDACTED] Not on Shift  
[REDACTED] Day Off  
[REDACTED] 11-North Housing Unit Day Shift 8-4 PM  
[REDACTED] Day Off  
Tova Noel Special Housing Unit#1 Officer Morning Shift 12:00 AM-8:00 AM  
Michael Thomas Special Housing Unit#2 Officer Morning Shift 12:00 AM-8:00 AM  
[REDACTED] Institution Duty Officer

I am working on the job duties.

UNCLASSIFIED

**FEDERAL BUREAU OF INVESTIGATION****Import Form****Form Type:** OTHER - Other**Date:** 09/09/2019**Title:** (U) Document Provided Regarding MCC 30 Minute Rounds on August 5, 2019.**Approved By:** SSA [REDACTED]**Drafted By:** [REDACTED]**Case ID #:** 90A-NY-3151227 (U) UNSUB(S);  
JEFFREY EPSTEIN - VICTIM;  
DEATH INVESTIGATION**Synopsis:** (U) On August 11, 2019, OIG SA [REDACTED] provided the MCC 30 minute round sheets for August 5, 2019.

◆◆

UNCLASSIFIED



MCC NEW YORK  
SPECIAL HOUSING UNIT  
30 MINUTE CHECK SHEET

ZB

DATE: 8/5/19



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	1208	1211	[REDACTED]	8:00-8:30 AM	802	804	[REDACTED]	4:00-4:30 PM	405	408	[REDACTED]
12:30- 1:00 AM	1240	1243	[REDACTED]	8:30- 9:00 AM	849	851	[REDACTED]	4:30-5:00 PM	432	434	[REDACTED]
1:00-1:30 AM	100	100	[REDACTED]	9:00-9:30 AM	911	913	[REDACTED]	5:00-5:30 PM	509	511	[REDACTED]
1:30-2:00 AM	140	140	[REDACTED]	9:30-10:00 AM	952	954	[REDACTED]	5:30-6:00 PM	537	539	[REDACTED]
2:00-2:30 AM	200	200	[REDACTED]	10:00-10:30 AM	1016	1017	[REDACTED]	6:00-6:30 PM	602	604	[REDACTED]
2:30-3:00 AM	235	240	[REDACTED]	10:30-11:00 AM	1045	1049	[REDACTED]	6:30-7:00 PM	631	633	[REDACTED]
3:00-3:30 AM	300	300	[REDACTED]	11:00-11:30 AM	1102	1103	[REDACTED]	7:00-7:30 PM	704	706	[REDACTED]
3:30-4:00 AM	340	345	[REDACTED]	11:30-12:00 AM	1137	1140	[REDACTED]	7:30-8:00 PM	737	739	[REDACTED]
4:00-4:30 AM	410	415	[REDACTED]	12:00-12:30 PM	1202	1206	[REDACTED]	8:00-8:30 PM	810	812	[REDACTED]
4:30-5:00 AM	440	445	[REDACTED]	12:30- 1:00 PM	1234	1237	[REDACTED]	8:30- 9:00 PM	833	835	[REDACTED]
5:00-5:30 AM	500	510	[REDACTED]	1:00-1:30 PM	109	112	[REDACTED]	9:00-9:30 PM	905	907	[REDACTED]
5:30-6:00 AM	535	540	[REDACTED]	1:30-2:00 PM	141	144	[REDACTED]	9:30-10:00 PM	936	938	[REDACTED]
6:00-6:30 AM	600	600	[REDACTED]	2:00-2:30 PM	201	203	[REDACTED]	10:00-10:30 PM	1008	1010	[REDACTED]
6:30-7:00 AM	635	640	[REDACTED]	2:30-3:00 PM	233	236	[REDACTED]	10:30-11:00 PM	1031	1033	[REDACTED]
7:00-7:30 AM	700	705	[REDACTED]	3:00-3:30 PM	307	311	[REDACTED]	11:00-11:30 PM	1101	1103	[REDACTED]
7:30-8:00 AM	730	730	[REDACTED]	3:30-4:00 PM	313	315	[REDACTED]	11:30-12:00 PM	1131	1133	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	NIGHT WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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: 08/05/2019

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	1211	1213	[REDACTED]	8:00-8:30 AM	810	811	[REDACTED]	4:00-4:30 PM	411	412	[REDACTED]
12:30- 1:00 AM	1237	1259	[REDACTED]	8:30- 9:00 AM	841	842	[REDACTED]	4:30-5:00 PM	440	441	[REDACTED]
1:00-1:30 AM	112	113	[REDACTED]	9:00-9:30 AM	914	915	[REDACTED]	5:00-5:30 PM	512	513	[REDACTED]
1:30-2:00 AM	142	143	[REDACTED]	9:30-10:00 AM	946	947	[REDACTED]	5:30-6:00 PM	540	541	[REDACTED]
2:00-2:30 AM	208	209	[REDACTED]	10:00-10:30 AM	1018	1019	[REDACTED]	6:00-6:30 PM	610	611	[REDACTED]
2:30-3:00 AM	241	242	[REDACTED]	10:30-11:00 AM	1054	1055	[REDACTED]	6:30-7:00 PM	640	641	[REDACTED]
3:00-3:30 AM	317	319	[REDACTED]	11:00-11:30 AM	1127	1128	[REDACTED]	7:00-7:30 PM	715	716	[REDACTED]
3:30-4:00 AM	339	340	[REDACTED]	11:30-12:00 AM	1139	1140	[REDACTED]	7:30-8:00 PM	741	742	[REDACTED]
4:00-4:30 AM	412	413	[REDACTED]	12:00-12:30 PM	1222	1223	[REDACTED]	8:00-8:30 PM	812	813	[REDACTED]
4:30-5:00 AM	436	437	[REDACTED]	12:30- 1:00 PM	1232	1233	[REDACTED]	8:30- 9:00 PM	842	843	[REDACTED]
5:00-5:30 AM	513	515	[REDACTED]	1:00-1:30 PM	1251	1252	[REDACTED]	9:00-9:30 PM	918	919	[REDACTED]
5:30-6:00 AM	541	542	[REDACTED]	1:30-2:00 PM	150	151	[REDACTED]	9:30-10:00 PM	944	945	[REDACTED]
6:00-6:30 AM	605	606	[REDACTED]	2:00-2:30 PM	213	214	[REDACTED]	10:00-10:30 PM	1014	1015	[REDACTED]
6:30-7:00 AM	639	640	[REDACTED]	2:30-3:00 PM	236	237	[REDACTED]	10:30-11:00 PM	1040	1041	[REDACTED]
7:00-7:30 AM	708	709	[REDACTED]	3:00-3:30 PM	306	307	[REDACTED]	11:00-11:30 PM	1112	1113	[REDACTED]
7:30-8:00 AM	735	736	[REDACTED]	3:30-4:00 PM	340	341	[REDACTED]	11:30-12:00 PM	1141	1142	[REDACTED]

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

CAPTAIN



MCC NEW YORK  
SPECIAL HOUSING UNIT  
30 MINUTE CHECK SHEET



ZA  
TIER-H

DATE: 08/05/2019

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	1213	1215	[REDACTED]	8:00-8:30 AM	812	813	[REDACTED]	4:00-4:30 PM	413	414	[REDACTED]
12:30- 1:00 AM	1239	1240	[REDACTED]	8:30- 9:00 AM	843	844	[REDACTED]	4:30-5:00 PM	442	443	[REDACTED]
1:00-1:30 AM	113	114	[REDACTED]	9:00-9:30 AM	916	917	[REDACTED]	5:00-5:30 PM	514	515	[REDACTED]
1:30-2:00 AM	143	144	[REDACTED]	9:30-10:00 AM	945	949	[REDACTED]	5:30-6:00 PM	542	543	[REDACTED]
2:00-2:30 AM	209	210	[REDACTED]	10:00-10:30 AM	1020	1021	[REDACTED]	6:00-6:30 PM	612	613	[REDACTED]
2:30-3:00 AM	242	243	[REDACTED]	10:30-11:00 AM	1056	1057	[REDACTED]	6:30-7:00 PM	642	643	[REDACTED]
3:00-3:30 AM	319	321	[REDACTED]	11:00-11:30 AM	1129	1130	[REDACTED]	7:00-7:30 PM	717	718	[REDACTED]
3:30-4:00 AM	340	341	[REDACTED]	11:30-12:00 AM	1153	1153	[REDACTED]	7:30-8:00 PM	743	744	[REDACTED]
4:00-4:30 AM	413	414	[REDACTED]	12:00-12:30 PM	1213	1214	[REDACTED]	8:00-8:30 PM	814	815	[REDACTED]
4:30-5:00 AM	437	438	[REDACTED]	12:30- 1:00 PM	1233	1237	[REDACTED]	8:30- 9:00 PM	844	845	[REDACTED]
5:00-5:30 AM	515	516	[REDACTED]	1:00-1:30 PM	106	109	[REDACTED]	9:00-9:30 PM	920	921	[REDACTED]
5:30-6:00 AM	542	543	[REDACTED]	1:30-2:00 PM	139	140	[REDACTED]	9:30-10:00 PM	946	947	[REDACTED]
6:00-6:30 AM	606	607	[REDACTED]	2:00-2:30 PM	211	212	[REDACTED]	10:00-10:30 PM	1016	1017	[REDACTED]
6:30-7:00 AM	640	641	[REDACTED]	2:30-3:00 PM	240	241	[REDACTED]	10:30-11:00 PM	1042	1043	[REDACTED]
7:00-7:30 AM	709	710	[REDACTED]	3:00-3:30 PM	320	321	[REDACTED]	11:00-11:30 PM	1114	1115	[REDACTED]
7:30-8:00 AM	736	737	[REDACTED]	3:30-4:00 PM	332	333	[REDACTED]	11:30-12:00 PM	1143	1144	[REDACTED]

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

CAPTAIN





MCC NEW YORK  
SPECIAL HOUSING UNIT  
30 MINUTE CHECK SHEET



L-TIER

DATE: 08/05/2019

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	1202	1205	[REDACTED]	8:00-8:30 AM	802	803	[REDACTED]	4:00-4:30 PM	402	403	[REDACTED]
12:30- 1:00 AM	1233	1234	[REDACTED]	8:30- 9:00 AM	833	834	[REDACTED]	4:30-5:00 PM	432	433	[REDACTED]
1:00-1:30 AM	108	109	[REDACTED]	9:00-9:30 AM	906	907	[REDACTED]	5:00 -5:30 PM	504	505	[REDACTED]
1:30-2:00 AM	138	139	[REDACTED]	9:30-10:00 AM	938	939	[REDACTED]	5:30-6:00 PM	532	533	[REDACTED]
2:00-2:30 AM	204	205	[REDACTED]	10:00-10:30 AM	1010	1011	[REDACTED]	6:00-6:30 PM	610	611	[REDACTED]
2:30-3:00 AM	237	238	[REDACTED]	10:30-11:00 AM	1046	1047	[REDACTED]	6:30-7:00 PM	632	633	[REDACTED]
3:00-3:30 AM	309	311	[REDACTED]	11:00-11:30 AM	1119	1120	[REDACTED]	7:00-7:30 PM	704	705	[REDACTED]
3:30-4:00 AM	335	336	[REDACTED]	11:30-12:00 AM	1150	1151	[REDACTED]	7:30-8:00 PM	732	733	[REDACTED]
4:00-4:30 AM	408	409	[REDACTED]	12:00-12:30 PM	1211	1212	[REDACTED]	8:00-8:30 PM	804	805	[REDACTED]
4:30-5:00 AM	431	433	[REDACTED]	12:30- 1:00 PM	1236	1237	[REDACTED]	8:30 9:00 PM	834	835	[REDACTED]
5:00 -5:30 AM	505	507	[REDACTED]	1:00-1:30 PM	108	109	[REDACTED]	9:00-9:30 PM	910	911	[REDACTED]
5:30-6:00 AM	537	538	[REDACTED]	1:30-2:00 PM	146	147	[REDACTED]	9:30-10:00 PM	933	934	[REDACTED]
6:00-6:30 AM	601	602	[REDACTED]	2:00-2:30 PM	211	212	[REDACTED]	10:00-10:30 PM	1006	1007	[REDACTED]
6:30-7:00 AM	634	635	[REDACTED]	2:30-3:00 PM	231	232	[REDACTED]	10:30-11:00 PM	1031	1032	[REDACTED]
7:00-7:30 AM	705	706	[REDACTED]	3:00 3:30 PM	304	305	[REDACTED]	11:00-11:30 PM	1104	1105	[REDACTED]
7:30-8:00 AM	733	734	[REDACTED]	3:30-4:00 PM	332	333	[REDACTED]	11:30-12:00 PM	1133	1134	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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: 08/05/2019

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	1207	[REDACTED]	9:00-9:30 AM	804	805	[REDACTED]	4:00-4:30 PM	404	405	[REDACTED]
12:30-1:00 AM	1234	1235	[REDACTED]	8:30-9:00 AM	835	836	[REDACTED]	4:30-5:00 PM	434	435	[REDACTED]
1:00-1:30 AM	109	110	[REDACTED]	9:00-9:30 AM	908	909	[REDACTED]	5:00-5:30 PM	506	507	[REDACTED]
1:30-2:00 AM	139	140	[REDACTED]	9:30-10:00 AM	940	941	[REDACTED]	5:30-6:00 PM	534	535	[REDACTED]
2:00-2:30 AM	205	206	[REDACTED]	10:00-10:30 AM	1012	1013	[REDACTED]	6:00-6:30 PM	612	613	[REDACTED]
2:30-3:00 AM	238	239	[REDACTED]	10:30-11:00 AM	1048	1049	[REDACTED]	6:30-7:00 PM	634	635	[REDACTED]
3:00-3:30 AM	311	313	[REDACTED]	11:00-11:30 AM	1121	1123	[REDACTED]	7:00-7:30 PM	709	710	[REDACTED]
3:30-4:00 AM	336	337	[REDACTED]	11:30-12:00 AM	1146	1142	[REDACTED]	7:30-8:00 PM	734	735	[REDACTED]
4:00-4:30 AM	409	410	[REDACTED]	12:00-12:30 PM	1219	1220	[REDACTED]	8:00-8:30 PM	806	807	[REDACTED]
4:30-5:00 AM	433	434	[REDACTED]	12:30-1:00 PM	1237	1238	[REDACTED]	8:30-9:00 PM	836	837	[REDACTED]
5:00-5:30 AM	507	509	[REDACTED]	1:00-1:30 PM	113	114	[REDACTED]	9:00-9:30 PM	912	913	[REDACTED]
5:30-6:00 AM	538	539	[REDACTED]	1:30-2:00 PM	150	151	[REDACTED]	9:30-10:00 PM	935	936	[REDACTED]
6:00-6:30 AM	602	603	[REDACTED]	2:00-2:30 PM	206	209	[REDACTED]	10:00-10:30 PM	1008	1009	[REDACTED]
6:30-7:00 AM	635	636	[REDACTED]	2:30-3:00 PM	236	237	[REDACTED]	10:30-11:00 PM	1033	1034	[REDACTED]
7:00-7:30 AM	706	707	[REDACTED]	3:00-3:30 PM	305	306	[REDACTED]	11:00-11:30 PM	1106	1107	[REDACTED]
7:30-8:00 AM	734	735	[REDACTED]	3:30-4:00 PM	332	333	[REDACTED]	11:30-12:00 PM	1135	1136	[REDACTED]

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

CAPTAIN



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



DATE: 08/05/2019

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	1209	[REDACTED]	8:00-8:30 AM	806	807	[REDACTED]	4:00-4:30 PM	407	408	[REDACTED]
12:30- 1:00 AM	1235	1236	[REDACTED]	8:30- 9:00 AM	837	838	[REDACTED]	4:30-5:00 PM	436	437	[REDACTED]
1:00-1:30 AM	110	111	[REDACTED]	9:00-9:30 AM	910	911	[REDACTED]	5:00 -5:30 PM	508	509	[REDACTED]
1:30-2:00 AM	140	141	[REDACTED]	9:30-10:00 AM	942	944	[REDACTED]	5:30-6:00 PM	536	537	[REDACTED]
2:00-2:30 AM	206	207	[REDACTED]	10:00-10:30 AM	1014	1015	[REDACTED]	6:00-6:30 PM	614	615	[REDACTED]
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3:00-3:30 AM	313	315	[REDACTED]	11:00-11:30 AM	1123	1125	[REDACTED]	7:00-7:30 PM	711	712	[REDACTED]
3:30-4:00 AM	337	338	[REDACTED]	11:30-12:00 AM	1146	1147	[REDACTED]	7:30-8:00 PM	738	737	[REDACTED]
4:00-4:30 AM	410	411	[REDACTED]	12:00-12:30 PM	1244	1215	[REDACTED]	8:00-8:30 PM	808	809	[REDACTED]
4:30-5:00 AM	434	435	[REDACTED]	12:30- 1:00 PM	1233	1234	[REDACTED]	8:30- 9:00 PM	838	839	[REDACTED]
5:00 -5:30 AM	509	511	[REDACTED]	1:00-1:30 PM	108	109	[REDACTED]	9:00-9:30 PM	914	915	[REDACTED]
5:30-6:00 AM	539	540	[REDACTED]	1:30-2:00 PM	149	150	[REDACTED]	9:30-10:00 PM	937	938	[REDACTED]
6:00-6:30 AM	608	609	[REDACTED]	2:00-2:30 PM	218	219	[REDACTED]	10:00-10:30 PM	1010	1011	[REDACTED]
6:30-7:00 AM	636	637	[REDACTED]	2:30-3:00 PM	240	241	[REDACTED]	10:30-11:00 PM	1035	1036	[REDACTED]
7:00-7:30 AM	707	708	[REDACTED]	3:00-3:30 PM	306	307	[REDACTED]	11:00-11:30 PM	1108	1109	[REDACTED]
7:30-8:00 AM	734	735	[REDACTED]	3:30-4:00 PM	332	333	[REDACTED]	11:30-12:00 PM	1137	1138	[REDACTED]

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

[REDACTED SIGNATURE]



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



DATE: 08/05/2019

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	1211	[REDACTED]	8:00-8:30 AM	808	809	[REDACTED]	4:00-4:30 PM	409	410	[REDACTED]
12:30-1:00 AM	1236	1237	[REDACTED]	8:30-9:00 AM	839	840	[REDACTED]	4:30-5:00 PM	438	439	[REDACTED]
1:00-1:30 AM	111	112	[REDACTED]	9:00-9:30 AM	912	913	[REDACTED]	5:00-5:30 PM	510	511	[REDACTED]
1:30-2:00 AM	141	142	[REDACTED]	9:30-10:00 AM	944	945	[REDACTED]	5:30-6:00 PM	538	539	[REDACTED]
2:00-2:30 AM	207	208	[REDACTED]	10:00-10:30 AM	1014	1017	[REDACTED]	6:00-6:30 PM	608	609	[REDACTED]
2:30-3:00 AM	240	241	[REDACTED]	10:30-11:00 AM	1052	1053	[REDACTED]	6:30-7:00 PM	638	639	[REDACTED]
3:00-3:30 AM	315	317	[REDACTED]	11:00-11:30 AM	1125	1126	[REDACTED]	7:00-7:30 PM	713	714	[REDACTED]
3:30-4:00 AM	338	339	[REDACTED]	11:30-12:00 AM	1137	1138	[REDACTED]	7:30-8:00 PM	739	740	[REDACTED]
4:00-4:30 AM	411	412	[REDACTED]	12:00-12:30 PM	1216	1217	[REDACTED]	8:00-8:30 PM	810	811	[REDACTED]
4:30-5:00 AM	435	436	[REDACTED]	12:30-1:00 PM	1240	1241	[REDACTED]	8:30-9:00 PM	840	841	[REDACTED]
5:00-5:30 AM	511	513	[REDACTED]	1:00-1:30 PM	109	110	[REDACTED]	9:00-9:30 PM	916	917	[REDACTED]
5:30-6:00 AM	540	541	[REDACTED]	1:30-2:00 PM	15	15	[REDACTED]	9:30-10:00 PM	940	941	[REDACTED]
6:00-6:30 AM	604	605	[REDACTED]	2:00-2:30 PM	205	206	[REDACTED]	10:00-10:30 PM	1012	1013	[REDACTED]
6:30-7:00 AM	637	638	[REDACTED]	2:30-3:00 PM	240	241	[REDACTED]	10:30-11:00 PM	1037	1038	[REDACTED]
7:00-7:30 AM	708	709	[REDACTED]	3:00-3:30 PM	310	311	[REDACTED]	11:00-11:30 PM	1110	1111	[REDACTED]
7:30-8:00 AM	735	736	[REDACTED]	3:30-4:00 PM	338	339	[REDACTED]	11:30-12:00 PM	1139	1140	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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 \_\_\_\_\_

UNCLASSIFIED

**FEDERAL BUREAU OF INVESTIGATION****Import Form****Form Type:** OTHER - Other**Date:** 09/09/2019**Title:** (U) Document Provided Regarding MCC 30 Minute Rounds for August 6, 2019.**Approved By:** SSA [REDACTED]**Drafted By:** [REDACTED]**Case ID #:** 90A-NY-3151227 (U) UNSUB(S);  
JEFFREY EPSTEIN - VICTIM;  
DEATH INVESTIGATION**Synopsis:** (U) On August 11, 2019, OIG SA [REDACTED] provided the MCC 30 minute round sheets for August 6, 2019.

◆◆

UNCLASSIFIED



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



DATE: 08/06/2019

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	12:09	12:40	[REDACTED]	8:00-8:30 AM	8:06	8:30	[REDACTED]	4:00-4:30 PM	4:10	4:11	[REDACTED]
12:30- 1:00 AM	12:39	12:40	[REDACTED]	8:30- 9:00 AM	8:38	8:39	[REDACTED]	4:30-5:00 PM	4:40	4:41	[REDACTED]
1:00-1:30 AM	1:08	1:09	[REDACTED]	9:00-9:30 AM	9:11	9:12	[REDACTED]	5:00- 5:30 PM	5:18	5:19	[REDACTED]
1:30-2:00 AM	1:37	1:39	[REDACTED]	9:30-10:00 AM	9:40	9:40	[REDACTED]	5:30-6:00 PM	5:40	5:41	[REDACTED]
2:00-2:30 AM	2:09	2:20	[REDACTED]	10:00-10:30 AM	10:10	10:10	[REDACTED]	6:00-6:30 PM	6:12	6:13	[REDACTED]
2:30-3:00 AM	2:38	2:39	[REDACTED]	10:30-11:00 AM	10:46	10:49	[REDACTED]	6:30-7:00 PM	6:40	6:41	[REDACTED]
3:00-3:30 AM	3:04	3:20	[REDACTED]	11:00-11:30 AM	11:13	11:14	[REDACTED]	7:00-7:30 PM	7:13	7:14	[REDACTED]
3:30-4:00 AM	3:38	3:39	[REDACTED]	11:30-12:00 AM	11:40	11:41	[REDACTED]	7:30-8:00 PM	7:41	7:42	[REDACTED]
4:00-4:30 AM	4:08	4:09	[REDACTED]	12:00-12:30 PM	12:18	12:19	[REDACTED]	8:00-8:30 PM	8:12	8:13	[REDACTED]
4:30- 5:00 AM	4:39	4:40	[REDACTED]	12:30- 1:00 PM	12:50	12:51	[REDACTED]	8:30- 9:00 PM	8:42	8:43	[REDACTED]
5:00- 5:30 AM	5:09	5:20	[REDACTED]	1:00-1:30 PM	1:09	1:10	[REDACTED]	9:00-9:30 PM	9:18	9:19	[REDACTED]
5:30-6:00 AM	5:38	5:39	[REDACTED]	1:30-2:00 PM	1:44	1:45	[REDACTED]	9:30-10:00 PM	9:40	9:41	[REDACTED]
6:00-6:30 AM	6:09	6:20	[REDACTED]	2:00-2:30 PM	2:06	2:09	[REDACTED]	10:00-10:30 PM	10:10	10:11	[REDACTED]
6:30-7:00 AM	6:38	6:39	[REDACTED]	2:30-3:00 PM	2:36	2:39	[REDACTED]	10:30-11:00 PM	10:40	10:41	[REDACTED]
7:00-7:30 AM	7:04	7:10	[REDACTED]	3:00-3:30 PM	3:18	3:19	[REDACTED]	11:00-11:30 PM	11:12	11:13	[REDACTED]
7:30-8:00 AM	7:39	7:40	[REDACTED]	3:30-4:00 PM	3:58	3:59	[REDACTED]	11:30-12:00 PM	11:40	11:41	[REDACTED]

MORNING WATCH  
OPERATIONS  
LIEUTENANT

DAY WATCH  
OPERATIONS  
LIEUTENANT

EVENING WATCH  
OPERATIONS  
LIEUTENANT

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: 08/06/2019

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	12:11	12:12	[REDACTED]	8:00-8:30 AM	8:14	8:15	[REDACTED]	4:00-4:30 PM	4:12	4:13	[REDACTED]
12:30- 1:00 AM	12:41	12:42	[REDACTED]	8:30- 9:00 AM	8:40	8:41	[REDACTED]	4:30-5:00 PM	4:42	4:43	[REDACTED]
1:00-1:30 AM	1:10	1:11	[REDACTED]	9:00-9:30 AM	9:15	9:16	[REDACTED]	5:00-5:30 PM	5:20	5:21	[REDACTED]
1:30-2:00 AM	1:40	1:41	[REDACTED]	9:30-10:00 AM	9:46	9:49	[REDACTED]	5:30-6:00 PM	5:42	5:43	[REDACTED]
2:00-2:30 AM	2:11	2:12	[REDACTED]	10:00-10:30 AM	10:11	10:12	[REDACTED]	6:00-6:30 PM	6:14	6:15	[REDACTED]
2:30-3:00 AM	2:40	2:41	[REDACTED]	10:30-11:00 AM	10:50	10:51	[REDACTED]	6:30-7:00 PM	6:42	6:43	[REDACTED]
3:00-3:30 AM	3:11	3:12	[REDACTED]	11:00-11:30 AM	11:11	11:12	[REDACTED]	7:00-7:30 PM	7:15	7:16	[REDACTED]
3:30-4:00 AM	3:40	3:41	[REDACTED]	11:30-12:00 AM	11:40	11:41	[REDACTED]	7:30-8:00 PM	7:43	7:44	[REDACTED]
4:00-4:30 AM	4:10	4:11	[REDACTED]	12:00-12:30 PM	12:11	12:12	[REDACTED]	8:00-8:30 PM	8:14	8:15	[REDACTED]
4:30-5:00 AM	4:41	4:42	[REDACTED]	12:30- 1:00 PM	12:46	12:49	[REDACTED]	8:30- 9:00 PM	8:44	8:45	[REDACTED]
5:00-5:30 AM	5:11	5:12	[REDACTED]	1:00-1:30 PM	1:16	1:17	[REDACTED]	9:00-9:30 PM	9:20	9:21	[REDACTED]
5:30-6:00 AM	5:40	5:41	[REDACTED]	1:30-2:00 PM	1:39	1:40	[REDACTED]	9:30-10:00 PM	9:42	9:43	[REDACTED]
6:00-6:30 AM	6:11	6:12	[REDACTED]	2:00-2:30 PM	2:28	2:29	[REDACTED]	10:00-10:30 PM	10:12	10:13	[REDACTED]
6:30-7:00 AM	6:40	6:41	[REDACTED]	2:30-3:00 PM	2:48	2:49	[REDACTED]	10:30-11:00 PM	10:42	10:43	[REDACTED]
7:00-7:30 AM	7:11	7:12	[REDACTED]	3:00-3:30 PM	3:07	3:08	[REDACTED]	11:00-11:30 PM	11:14	11:15	[REDACTED]
7:30-8:00 AM	7:41	7:42	[REDACTED]	3:30-4:00 PM	3:48	3:49	[REDACTED]	11:30-12:00 PM	11:42	11:43	[REDACTED]

MORNING WATCH  
OPERATIONS  
LIEUTENANT

DAY WATCH  
OPERATIONS  
LIEUTENANT

EVENING WATCH  
OPERATIONS  
LIEUTENANT

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: 08/06/2019

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	12:01	2:02	[REDACTED]	8:00-8:30 AM	8:13	8:14	[REDACTED]	4:00-4:30 PM	4:02	4:03	[REDACTED]
12:30- 1:00 AM	12:31	12:32	[REDACTED]	8:30- 9:00 AM	8:50	8:51	[REDACTED]	4:30-5:00 PM	4:32	4:33	[REDACTED]
1:00-1:30 AM	1:02	1:01	[REDACTED]	9:00-9:30 AM	9:13	9:14	[REDACTED]	5:00 -5:30 PM	5:10	5:12	[REDACTED]
1:30-2:00 AM	1:30	1:31	[REDACTED]	9:30-10:00 AM	9:40	9:41	[REDACTED]	5:30-6:00 PM	5:32	5:33	[REDACTED]
2:00-2:30 AM	2:01	2:02	[REDACTED]	10:00-10:30 AM	10:10	10:11	[REDACTED]	6:00-6:30 PM	6:04	6:05	[REDACTED]
2:30-3:00 AM	2:30	2:31	[REDACTED]	10:30-11:00 AM	10:50	10:51	[REDACTED]	6:30-7:00 PM	6:32	6:33	[REDACTED]
3:00-3:30 AM	3:01	3:02	[REDACTED]	11:00-11:30 AM	11:13	11:14	[REDACTED]	7:00-7:30 PM	7:05	7:06	[REDACTED]
3:30-4:00 AM	3:30	3:31	[REDACTED]	11:30-12:00 AM	11:44	11:45	[REDACTED]	7:30-8:00 PM	7:33	7:34	[REDACTED]
4:00-4:30 AM	4:00	4:01	[REDACTED]	12:00-12:30 PM	12:13	12:14	[REDACTED]	8:00-8:30 PM	8:04	8:05	[REDACTED]
4:30-5:00 AM	4:30	4:32	[REDACTED]	12:30- 1:00 PM	12:50	12:51	[REDACTED]	8:30- 9:00 PM	8:34	8:35	[REDACTED]
5:00 -5:30 AM	5:01	5:02	[REDACTED]	1:00-1:30 PM	1:08	1:09	[REDACTED]	9:00-9:30 PM	9:10	9:11	[REDACTED]
5:30-6:00 AM	5:30	5:31	[REDACTED]	1:30-2:00 PM	1:46	1:49	[REDACTED]	9:30-10:00 PM	9:32	9:33	[REDACTED]
6:00-6:30 AM	6:01	6:02	[REDACTED]	2:00-2:30 PM	2:18	2:19	[REDACTED]	10:00-10:30 PM	10:02	10:03	[REDACTED]
6:30-7:00 AM	6:30	6:31	[REDACTED]	2:30-3:00 PM	2:50	2:51	[REDACTED]	10:30-11:00 PM	10:32	10:33	[REDACTED]
7:00-7:30 AM	7:06	7:02	[REDACTED]	3:00-3:30 PM	3:11	3:12	[REDACTED]	11:00-11:30 PM	11:04	11:05	[REDACTED]
7:30-8:00 AM	7:31	7:35	[REDACTED]	3:30-4:00 PM	3:37	3:38	[REDACTED]	11:30-12:00 PM	11:32	11:33	[REDACTED]

MORNING WATCH  
OPERATIONS  
LIEUTENANT

DAY WATCH  
OPERATIONS  
LIEUTENANT

EVENING WATCH  
OPERATIONS  
LIEUTENANT

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: 08/06/2019

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	12:03	12:04	[REDACTED]	8:00-8:30 AM	8:08	8:09	[REDACTED]	4:00-4:30 PM	4:04	4:05	[REDACTED]
12:30- 1:00 AM	12:33	12:34	[REDACTED]	8:30- 9:00 AM	8:50	8:51	[REDACTED]	4:30-5:00 PM	4:34	4:35	[REDACTED]
1:00-1:30 AM	1:02	1:03	[REDACTED]	9:00-9:30 AM	9:13	9:14	[REDACTED]	5:00-5:30 PM	5:12	5:13	[REDACTED]
1:30-2:00 AM	1:32	1:33	[REDACTED]	9:30-10:00 AM	9:41	9:42	[REDACTED]	5:30-6:00 PM	5:34	5:35	[REDACTED]
2:00-2:30 AM	2:03	2:04	[REDACTED]	10:00-10:30 AM	10:04	10:09	[REDACTED]	6:00-6:30 PM	6:06	6:07	[REDACTED]
2:30-3:00 AM	2:32	2:33	[REDACTED]	10:30-11:00 AM	10:41	10:42	[REDACTED]	6:30-7:00 PM	6:34	6:35	[REDACTED]
3:00-3:30 AM	3:03	3:04	[REDACTED]	11:00-11:30 AM	11:04	11:09	[REDACTED]	7:00-7:30 PM	7:07	7:08	[REDACTED]
3:30-4:00 AM	3:32	3:33	[REDACTED]	11:30-12:00 AM	11:50	11:51	[REDACTED]	7:30-8:00 PM	7:35	7:36	[REDACTED]
4:00-4:30 AM	4:02	4:03	[REDACTED]	12:00-12:30 PM	12:06	12:09	[REDACTED]	8:00-8:30 PM	8:06	8:07	[REDACTED]
4:30-5:00 AM	4:33	4:34	[REDACTED]	12:30- 1:00 PM	12:38	12:39	[REDACTED]	8:30- 9:00 PM	8:36	8:37	[REDACTED]
5:00-5:30 AM	5:03	5:04	[REDACTED]	1:00-1:30 PM	1:08	1:09	[REDACTED]	9:00-9:30 PM	9:12	9:13	[REDACTED]
5:30-6:00 AM	5:32	5:33	[REDACTED]	1:30-2:00 PM	1:49	1:50	[REDACTED]	9:30-10:00 PM	9:34	9:35	[REDACTED]
6:00-6:30 AM	6:07	6:04	[REDACTED]	2:00-2:30 PM	2:19	2:20	[REDACTED]	10:00-10:30 PM	10:04	10:05	[REDACTED]
6:30-7:00 AM	6:32	6:33	[REDACTED]	2:30-3:00 PM	2:50	2:51	[REDACTED]	10:30-11:00 PM	10:34	10:35	[REDACTED]
7:00-7:30 AM	7:07	7:04	[REDACTED]	3:00-3:30 PM	3:11	3:12	[REDACTED]	11:00-11:30 PM	11:06	11:07	[REDACTED]
7:30-8:00 AM	7:33	7:34	[REDACTED]	3:30-4:00 PM	3:40	3:41	[REDACTED]	11:30-12:00 PM	11:34	11:35	[REDACTED]

MORNING WATCH  
OPERATIONS  
LIEUTENANT

DAY WATCH  
OPERATIONS  
LIEUTENANT

EVENING WATCH  
OPERATIONS  
LIEUTENANT

A staff member must observe all inmates confined in a cell in a 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: 08/06/2019

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	[REDACTED]	8:00-8:30 AM	8:06	8:09	[REDACTED]	4:00-4:30 PM	4:06	4:07	[REDACTED]
12:30- 1:00 AM	12:35	12:36	[REDACTED]	8:30- 9:00 AM	8:39	8:40	[REDACTED]	4:30-5:00 PM	4:36	4:37	[REDACTED]
1:00-1:30 AM	1:04	1:05	[REDACTED]	9:00-9:30 AM	9:13	9:14	[REDACTED]	5:00 -5:30 PM	5:14	5:15	[REDACTED]
1:30-2:00 AM	1:34	1:35	[REDACTED]	9:30-10:00 AM	9:50	9:51	[REDACTED]	5:30-6:00 PM	5:36	5:37	[REDACTED]
2:00-2:30 AM	2:25	2:26	[REDACTED]	10:00-10:30 AM	10:12	10:13	[REDACTED]	6:00-6:30 PM	6:08	6:09	[REDACTED]
2:30-3:00 AM	2:34	2:35	[REDACTED]	10:30-11:00 AM	10:46	10:49	[REDACTED]	6:30-7:00 PM	6:36	6:37	[REDACTED]
3:00-3:30 AM	3:25	3:26	[REDACTED]	11:00-11:30 AM	11:13	11:14	[REDACTED]	7:00-7:30 PM	7:09	7:10	[REDACTED]
3:30-4:00 AM	3:34	3:35	[REDACTED]	11:30-12:00 AM	11:41	11:42	[REDACTED]	7:30-8:00 PM	7:37	7:38	[REDACTED]
4:00-4:30 AM	4:04	4:05	[REDACTED]	12:00-12:30 PM	12:18	12:19	[REDACTED]	8:00-8:30 PM	8:08	8:09	[REDACTED]
4:30-5:00 AM	4:35	4:36	[REDACTED]	12:30- 1:00 PM	12:46	12:47	[REDACTED]	8:30- 9:00 PM	8:38	8:39	[REDACTED]
5:00 -5:30 AM	5:25	5:26	[REDACTED]	1:00-1:30 PM	1:07	1:08	[REDACTED]	9:00-9:30 PM	9:14	9:15	[REDACTED]
5:30-6:00 AM	5:34	5:35	[REDACTED]	1:30-2:00 PM	1:38	1:39	[REDACTED]	9:30-10:00 PM	9:36	9:37	[REDACTED]
6:00-6:30 AM	6:05	6:06	[REDACTED]	2:00-2:30 PM	2:11	2:12	[REDACTED]	10:00-10:30 PM	10:06	10:07	[REDACTED]
6:30-7:00 AM	6:34	6:35	[REDACTED]	2:30-3:00 PM	2:39	2:38	[REDACTED]	10:30-11:00 PM	10:36	10:37	[REDACTED]
7:00-7:30 AM	7:05	7:06	[REDACTED]	3:00-3:30 PM	3:11	3:12	[REDACTED]	11:00-11:30 PM	11:08	11:09	[REDACTED]
7:30-8:00 AM	7:35	7:36	[REDACTED]	3:30-4:00 PM	3:40	3:41	[REDACTED]	11:30-12:00 PM	11:36	11:37	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT

DAY WATCH OPERATIONS LIEUTENANT

EVENING WATCH OPERATIONS LIEUTENANT

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: 08/06/2019

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	12:07	12:08	[REDACTED]	8:00-8:30 AM	814	815	[REDACTED]	4:00-4:30 PM	408	409	[REDACTED]
12:30-1:00 AM	12:37	12:38	[REDACTED]	8:30-9:00 AM	840	841	[REDACTED]	4:30-5:00 PM	438	439	[REDACTED]
1:00-1:30 AM	1:06	1:07	[REDACTED]	9:00-9:30 AM	918	919	[REDACTED]	5:00-5:30 PM	516	517	[REDACTED]
1:30-2:00 AM	1:36	1:37	[REDACTED]	9:30-10:00 AM	950	951	[REDACTED]	5:30-6:00 PM	538	539	[REDACTED]
2:00-2:30 AM	2:07	2:08	[REDACTED]	10:00-10:30 AM	1011	1012	[REDACTED]	6:00-6:30 PM	610	611	[REDACTED]
2:30-3:00 AM	2:36	2:37	[REDACTED]	10:30-11:00 AM	1036	1037	[REDACTED]	6:30-7:00 PM	638	639	[REDACTED]
3:00-3:30 AM	3:07	3:08	[REDACTED]	11:00-11:30 AM	1118	1119	[REDACTED]	7:00-7:30 PM	711	712	[REDACTED]
3:30-4:00 AM	3:36	3:37	[REDACTED]	11:30-12:00 AM	1142	1143	[REDACTED]	7:30-8:00 PM	739	740	[REDACTED]
4:00-4:30 AM	4:06	4:07	[REDACTED]	12:00-12:30 PM	1218	1219	[REDACTED]	8:00-8:30 PM	810	811	[REDACTED]
4:30-5:00 AM	4:37	4:38	[REDACTED]	12:30-1:00 PM	1238	1239	[REDACTED]	8:30-9:00 PM	840	841	[REDACTED]
5:00-5:30 AM	5:07	5:08	[REDACTED]	1:00-1:30 PM	108	109	[REDACTED]	9:00-9:30 PM	916	917	[REDACTED]
5:30-6:00 AM	5:36	5:37	[REDACTED]	1:30-2:00 PM	140	141	[REDACTED]	9:30-10:00 PM	938	939	[REDACTED]
6:00-6:30 AM	6:07	6:08	[REDACTED]	2:00-2:30 PM	211	212	[REDACTED]	10:00-10:30 PM	1008	1009	[REDACTED]
6:30-7:00 AM	6:36	6:37	[REDACTED]	2:30-3:00 PM	240	241	[REDACTED]	10:30-11:00 PM	1038	1039	[REDACTED]
7:00-7:30 AM	7:07	7:08	[REDACTED]	3:00-3:30 PM	309	310	[REDACTED]	11:00-11:30 PM	1110	1111	[REDACTED]
7:30-8:00 AM	7:37	7:38	[REDACTED]	3:30-4:00 PM	352	353	[REDACTED]	11:30-12:00 PM	1138	1139	[REDACTED]

MORNING WATCH  
OPERATIONS  
LIEUTENANT

DAY WATCH  
OPERATIONS  
LIEUTENANT

EVENING WATCH  
OPERATIONS  
LIEUTENANT

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

UNCLASSIFIED

**FEDERAL BUREAU OF INVESTIGATION****Import Form****Form Type:** OTHER - Other**Date:** 09/09/2019**Title:** (U) Document Provided Regarding MCC 30 Minute Rounds on August 10, 2019**Approved By:** SSA [REDACTED]**Drafted By:** [REDACTED]**Case ID #:** 90A-NY-3151227 (U) UNSUB(S);  
JEFFREY EPSTEIN - VICTIM;  
DEATH INVESTIGATION**Synopsis:** (U) On August 11, 2019, OIG SA [REDACTED] provided the 30 Minute Round sheets for August 10, 2019 from 8:00am - 12:00am.

◆◆

UNCLASSIFIED



MCC NEW YORK  
SPECIAL HOUSING UNIT  
30 MINUTE CHECK SHEET



L-TIER

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	808	810		4:00-4:30 PM	44	411	
12:30- 1:00 AM				8:30- 9:00 AM	833	836		4:30-5:00 PM	439	439	
1:00-1:30 AM				9:00-9:30 AM	912	914		5:00 -5:30 PM	502	502	
1:30-2:00 AM				9:30-10:00 AM	946	950		5:30-6:00 PM	533	533	
2:00-2:30 AM				10:00-10:30 AM	1016	1017		6:00-6:30 PM	608	608	
2:30-3:00 AM				10:00-11:00 AM	1057	1058		6:30-7:00 PM	640	640	
3:00-3:30 AM				11:00-11:30 AM	1126	1127		7:00-7:30 PM	713	713	
3:30-4:00 AM				11:30-12:00 AM	1134	1135		7:30-8:00 PM	735	735	
4:00-4:30 AM				12:00-12:30 PM	1212	1213		8:00-8:30 PM	803	803	
4:30-5:00 AM				12:30- 1:00 PM	1247	1249		8:30- 9:00 PM	833	833	
5:00 -5:30 AM				1:00-1:30 PM	106	108		9:00-9:30 PM	900	900	
5:30-6:00 AM				1:30-2:00 PM	143	144		9:30-10:00 PM	930	930	
6:00-6:30 AM				2:00-2:30 PM	209	211		10:00-10:30 PM	1002	1002	
6:30-7:00 AM				2:30-3:00 PM	240	241		10:30-11:00 PM	1036	1036	
7:00-7:30 AM				3:00-3:30 PM	321	325		11:00-11:30 PM	1112	1112	
7:30-8:00 AM				3:30-4:00 PM	339	340		11:30-12:00 PM	1140	1140	

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  
M-TIER**



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	804	806	[REDACTED]	4:00-4:30 PM	407	407	[REDACTED]
12:30- 1:00 AM				8:30- 9:00 AM	831	832	[REDACTED]	4:30-5:00 PM	437	437	[REDACTED]
1:00-1:30 AM				9:00-9:30 AM	904	905	[REDACTED]	5:00 -5:30 PM	501	501	[REDACTED]
1:30-2:00 AM				9:30-10:00 AM	939	941	[REDACTED]	5:30-6:00 PM	537	537	[REDACTED]
2:00-2:30 AM				10:00-10:30 AM	1023	1025	[REDACTED]	6:00-6:30 PM	604	604	[REDACTED]
2:30-3:00 AM				10:30-11:00 AM	1043	1047	[REDACTED]	6:30-7:00 PM	636	636	[REDACTED]
3:00-3:30 AM				11:00-11:30 AM	1108	1112	[REDACTED]	7:00-7:30 PM	711	711	[REDACTED]
3:30-4:00 AM				11:30-12:00 AM	1151	1152	[REDACTED]	7:30-8:00 PM	734	735	[REDACTED]
4:00-4:30 AM				12:00-12:30 PM	1228	1229	[REDACTED]	8:00-8:30 PM	804	804	[REDACTED]
4:30-5:00 AM				12:30- 1:00 PM	1231	1233	[REDACTED]	8:30- 9:00 PM	832	832	[REDACTED]
5:00 -5:30 AM				1:00-1:30 PM	102	104	[REDACTED]	9:00-9:30 PM	905	905	[REDACTED]
5:30-6:00 AM				1:30-2:00 PM	145	147	[REDACTED]	9:30-10:00 PM	938	938	[REDACTED]
6:00-6:30 AM				2:00-2:30 PM	215	216	[REDACTED]	10:00-10:30 PM	1003	1003	[REDACTED]
6:30-7:00 AM				2:30-3:00 PM	236	237	[REDACTED]	10:30-11:00 PM	1032	1032	[REDACTED]
7:00-7:30 AM				3:00-3:30 PM	317	318	[REDACTED]	11:00-11:30 PM	1113	1113	[REDACTED]
7:30-8:00 AM				3:30-4:00 PM	333	334	[REDACTED]	11:30-12:00 PM	1141	1141	[REDACTED]

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-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				8:00-8:30 AM	812	814		4:00-4:30 PM	414	415	
12:30- 1:00 AM				8:30- 9:00 AM	838	839		4:30-5:00 PM	447	447	
1:00-1:30 AM				9:00-9:30 AM	909	911		5:00 -5:30 PM	508	508	
1:30-2:00 AM				9:30-10:00 AM	951	953		5:30-6:00 PM	530	530	
2:00-2:30 AM				10:00-10:30 AM	1020	1022		6:00-6:30 PM	605	605	
2:30-3:00 AM				10:30-11:00 AM	1037	1040		6:30-7:00 PM	638	640	
3:00-3:30 AM				11:00-11:30 AM	1102	1106		7:00-7:30 PM	702	702	
3:30-4:00 AM				11:30-12:00 AM	1154	1155		7:30-8:00 PM	738	738	
4:00-4:30 AM				12:00-12:30 PM	1223	1224		8:00-8:30 PM	805	805	
4:30-5:00 AM				12:30- 1:00 PM	1234	1236		8:30- 9:00 PM	835	835	
5:00 -5:30 AM				1:00-1:30 PM	109	111		9:00-9:30 PM	906	906	
5:30-6:00 AM				1:30-2:00 PM	141	142		9:30-10:00 PM	939	939	
6:00-6:30 AM				2:00-2:30 PM	223	224		10:00-10:30 PM	1031	1031	
6:30-7:00 AM				2:30-3:00 PM	249	250		10:30-11:00 PM	1037	1038	
7:00-7:30 AM				3:00 3:30 PM	327	328		11:00-11:30 PM	1114	1114	
7:30-8:00 AM				3:30-4:00 PM	350	351		11:30-12:00 PM	1143	1145	

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				8:00-8:30 AM	824	825		4:00-4:30 PM	410	410	
12:30- 1:00 AM				8:30- 9:00 AM	850	852		4:30-5:00 PM	458	438	
1:00-1:30 AM				9:00-9:30 AM	922	923		5:00 -5:30 PM	502	502	
1:30-2:00 AM				9:30-10:00 AM	943	945		5:30-6:00 PM	531	531	
2:00-2:30 AM				10:00-10:30 AM	1006	1010		6:00-6:30 PM	607	607	
2:30-3:00 AM				10:30-11:00 AM	1049	1051		6:30-7:00 PM	632	632	
3:00-3:30 AM				11:00-11:30 AM	1113	1115		7:00-7:30 PM	712	712	
3:30-4:00 AM				11:30-12:00 AM	1147	1150		7:30-8:00 PM	735	735	
4:00-4:30 AM				12:00-12:30 PM	1225	1226		8:00-8:30 PM	806	806	
4:30-5:00 AM				12:30- 1:00 PM	1235	1237		8:30- 9:00 PM	835	835	
5:00 -5:30 AM				1:00-1:30 PM	106	108		9:00-9:30 PM	904	904	
5:30-6:00 AM				1:30-2:00 PM	130	131		9:30-10:00 PM	935	935	
6:00-6:30 AM				2:00-2:30 PM	202	203		10:00-10:30 PM	1005	1005	
6:30-7:00 AM				2:30-3:00 PM	238	239		10:30-11:00 PM	1039	1039	
7:00-7:30 AM				3:00-3:30 PM	319	320		11:00-11:30 PM	1115	1115	
7:30-8:00 AM				3:30-4:00 PM	336	337		11:30-12:00 PM	1145	1145	

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-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				8:00-8:30 AM	820	821		4:00-4:30 PM	412	412	
12:30- 1:00 AM				8:30- 9:00 AM	845	849		4:30-5:00 PM	441	441	
1:00-1:30 AM				9:00 9:30 AM	915	916		5:00 -5:30 PM	503	503	
1:30-2:00 AM				9:30-10:00 AM	954	956		5:30 6:00 PM	535	535	
2:00-2:30 AM				10:00-10:30 AM	1018	1019		6:00-6:30 PM	609	609	
2:30-3:00 AM				10:30-11:00 AM	1054	1055		6:30-7:00 PM	639	640	
3:00-3:30 AM				11:00-11:30 AM	1121	1123		7:00-7:30 PM	715	715	
3:30-4:00 AM				11:30-12:00 AM	1138	1140		7:30-8:00 PM	734	735	
4:00-4:30 AM				12:00-12:30 PM	1219	1222		8:00-8:30 PM	807	807	
4:30-5:00 AM				12:30- 1:00 PM	1239	1240		8:30- 9:00 PM	832	832	
5:00 -5:30 AM				1:00-1:30 PM	116	117		9:00-9:30 PM	904	904	
5:30-6:00 AM				1:30-2:00 PM	136	137		9:30-10:00 PM	959	959	
6:00-6:30 AM				2:00-2:30 PM	218	219		10:00-10:30 PM	1006	1006	
6:30-7:00 AM				2:30-3:00 PM	242	243		10:30-11:00 PM	1040	1040	
7:00-7:30 AM				3:00-3:30 PM	323	324		11:00-11:30 PM	1116	1116	
7:30-8:00 AM				3:30-4:00 PM	342	344		11:30-12:00 PM	1145	1145	

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-II

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	816	818		4:00-4:30 PM	412	412	
12:30-1:00 AM				8:30-9:00 AM	841	843		4:30-5:00 PM	444	445	
1:00-1:30 AM				9:00-9:30 AM	919	921		5:00-5:30 PM	500	502	
1:30-2:00 AM				9:30-10:00 AM	957	958		5:30-6:00 PM	505	505	
2:00-2:30 AM				10:00-10:30 AM	1011	1013		6:00-6:30 PM	610	60	
2:30-3:00 AM				10:30-11:00 AM	1052	1058		6:30-7:00 PM	641	641	
3:00-3:30 AM				11:00-11:30 AM	1117	1119		7:00-7:30 PM	715	715	
3:30-4:00 AM				11:30-12:00 AM	1142	1144		7:30-8:00 PM	733	733	
4:00-4:30 AM				12:00-12:30 PM	1216	1217		8:00-8:30 PM	808	808	
4:30-5:00 AM				12:30-1:00 PM	1242	1244		8:30-9:00 PM	833	833	
5:00-5:30 AM				1:00-1:30 PM	112	114		9:00-9:30 PM	903	905	
5:30-6:00 AM				1:30-2:00 PM	137	139		9:30-10:00 PM	933	955	
6:00-6:30 AM				2:00-2:30 PM	220	221		10:00-10:30 PM	1007	7602	
6:30-7:00 AM				2:30-3:00 PM	247	248		10:30-11:00 PM	1041	1041	
7:00-7:30 AM				3:00-3:30 PM	325	326		11:00-11:30 PM	1115	1115	
7:30-8:00 AM				3:30-4:00 PM	317	348		11:30-12:00 PM	1146	1146	

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: 8-10-19

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				8:00-8:30 AM				4:00-4:30 PM	404	406	
12:30- 1:00 AM				8:30- 9:00 AM				4:30-5:00 PM	432	435	
1:00-1:30 AM				9:00-9:30 AM				5:00 -5:30 PM	506	509	
1:30-2:00 AM				9:30-10:00 AM				5:30-6:00 PM	535	537	
2:00-2:30 AM				10:00-10:30 AM				6:00-6:30 PM	607	609	
2:30-3:00 AM				10:30-11:00 AM				6:30-7:00 PM	634	636	
3:00-3:30 AM				11:00-11:30 AM				7:00-7:30 PM	703	705	
3:30-4:00 AM				11:30-12:00 AM				7:30-8:00 PM	737	739	
4:00-4:30 AM				12:00-12:30 PM				8:00-8:30 PM	816	814	
4:30-5:00 AM				12:30- 1:00 PM				8:30- 9:00 PM	842	846	
5:00 -5:30 AM				1:00-1:30 PM				9:00-9:30 PM	913	917	
5:30-6:00 AM				1:30-2:00 PM				9:30-10:00 PM	945	948	
6:00-6:30 AM				2:00-2:30 PM				10:00-10:30 PM	1017	1019	
6:30-7:00 AM				2:30-3:00 PM				10:30-11:00 PM	1048	1051	
7:00-7:30 AM				3:00-3:30 PM				11:00-11:30 PM	1122	1125	
7:30-8:00 AM				3:30-4:00 PM				11:30-12:00 PM	1151	1154	

Taken  
Sick  
Dept.

Taken  
Sick  
Dept.

MORNING WATCH OPERATIONS LIEUTENANT		DAY WATCH OPERATIONS LIEUTENANT		EVENING WATCH OPERATIONS LIEUTENANT	
-------------------------------------	--	---------------------------------	--	-------------------------------------	--

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



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**FEDERAL BUREAU OF INVESTIGATION**

**Import Form**

**Form Type:** OTHER - Other

**Date:** 09/09/2019

**Title:** (U) MCC Count Slips for August 10, 2019

**Approved By:** SSA [REDACTED]

**Drafted By:** [REDACTED]

**Case ID #:** 90A-NY-3151227 (U) UNSUB(S);  
JEFFREY EPSTEIN - VICTIM;  
DEATH INVESTIGATION

**Synopsis:** (U) On August 11, 2019, OIG SA [REDACTED] provided MCC Count Slips for August 10, 2019.

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Metropolitan Correctional Center  
Official Count Slip

Unit: CA Date: 8/10/19  
Count: 10 Time: 12:01 AM  
Print Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Signature: \_\_\_\_\_

Metropolitan Correctional Center  
Official Count Slip

Unit: HISR Date: 8/10/19  
Count: 4 Time: 12:01 AM  
Print Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Signature: \_\_\_\_\_

Metropolitan Correctional Center  
Official Count Slip

Unit: BA Date: 8/10/19  
Count: 26 Time: 12:01 AM  
Print Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Signature: \_\_\_\_\_

Metropolitan Correctional Center  
Official Count Slip

Unit: EW Date: 28-10-19  
Count: 81 Time: 12:00 AM  
Print Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Signature: \_\_\_\_\_

Metropolitan Correctional Center  
Official Count Slip

Unit: ES Date: 8/10/19  
Count: 78 Time: 12:01 AM  
Print Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Signature: \_\_\_\_\_

Metropolitan Correctional Center  
Official Count Slip

Unit: GM Date: 8/10/19  
Count: 78 Time: 12:01 AM

Print Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Signature: \_\_\_\_\_

Metropolitan Correctional Center  
Official Count Slip

Unit: GS Date: 08/10/19  
Count: 88 Time: 0600

Print Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Signature: \_\_\_\_\_

Metropolitan Correctional Center  
Official Count Slip

Unit: IAU Date 8/10/2019  
Count: 86 Time: 1201Am  
Print Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Signature \_\_\_\_\_

Metropolitan Correctional Center  
Official Count Slip

Unit: KN Date 8/10/19  
Count: 89 Time: 1201AM  
Print Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Signature \_\_\_\_\_

Metropolitan Correctional Center  
Official Count Slip

Unit: KE Date 8/10/2019  
Count: 136 Time: 1201Am  
Print Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Signature \_\_\_\_\_

Metropolitan Correctional Center  
Official Count Slip

Unit: ZA Date: 8/10/19

Count: 73 Time: 12:30 AM

Print Name: 

Signature: 

Print Name: Noel

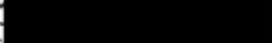
Signature: 

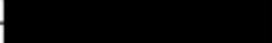
Metropolitan Correctional Center  
New York, New York  
Official Count Slip

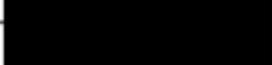
Unit: ZB Date: 8-18-19

Count: 5 Time: 12:01 AM

1. Print Name: 

1. Signature: 

2. Print Name: 

2. Signature: 

BUREAU OF PRISONS COUNT SHEET  
NEW YORK MCC

\* 08-10-2019  
\* 00:35:17

QTRG EQ \*\*\*\* OCTG EQ \*\*\*\*

COUNT AREA	CENSUS	O U T C O U N T S E C T I O N											VERIFY COUNT	COUNT AREA		
		A T T Y	F N J	F N Y	F N Y	F S	H O S	M S	R & D	S A N I	T R W D	V I S I T			O C U O T U N T	
B-A	26	.	.	.	.	.	.	.	.	.	.	.	.	.	X	26 B-A
C-A	10	.	.	.	.	.	.	.	.	.	.	.	.	.	X	10 C-A
E-N	83	.	.	.	.	.	2	.	.	.	.	.	2	.	X	81 E-N
E-S	79	.	.	.	.	.	1	.	.	.	.	.	1	.	X	78 E-S
G-N	78	.	.	.	.	.	.	.	.	.	.	.	.	.	X	78 G-N
G-S	88	.	.	.	.	.	.	.	.	.	.	.	.	.	X	88 G-S
H-A	4	.	.	.	.	.	.	.	.	.	.	.	.	.	X	4 H-A
I-N	86	.	.	.	.	.	.	.	.	.	.	.	.	.	X	86 I-N
K-N	89	.	.	.	.	.	.	.	.	.	.	.	.	.	X	89 K-N
K-S	137	.	.	.	.	.	1	.	.	.	.	.	1	.	X	136 K-S
R-A	1	.	.	.	.	.	.	.	.	.	.	.	.	.	X	1 R-A
Z-A	72	.	.	.	.	.	.	.	.	.	.	.	.	.	X	72 Z-A
Z-B	5	.	.	.	.	.	.	.	.	.	.	.	.	.	X	5 Z-B
TOTAL	758	.	.	.	.	.	4	.	.	.	.	.	4	.		754

COUNT VERIFY

OFFICIAL PREPARING COUNT:   
 OFFICIAL TAKING COUNT:   
 COUNT CLEARED TIME: 12:00

Good Verbal 3/23/09

**METROPOLITAN CORRECTIONAL CENTER  
NEW YORK, NY**

**OFFICIAL OUT COUNT**

DATE: 08-10-19

COUNT TIME: 12<sup>01</sup>AM

FROM: Thomas  
(Staff Member Preparing Out Count)

LOCATION: HOSP

APPROVED: 

REG #	NAME	UNIT	REG #	NAME	UNIT
1.	16520-055 Decapua	ES	13.		
2.	86409-054 Bullock	EN	14.		
3.	85918-054 Buma	EN	15.		
4.	86768-054 McDuffie	KS	16.		
5.			17.		
6.			18.		
7.			19.		
8.			20.		
9.			21.		
10.			22.		
11.			23.		
12.			24.		

**OUT-COUNT BY UNIT**

B-A \_\_\_\_\_ C-A \_\_\_\_\_ E-N 2 E-S 1 G-N \_\_\_\_\_ G-S \_\_\_\_\_ H-A \_\_\_\_\_  
 I-N \_\_\_\_\_ K-N \_\_\_\_\_ K-S 1 R-A \_\_\_\_\_ Z-A \_\_\_\_\_ Z-B \_\_\_\_\_

Total Out-Counted: 4

**This form must be submitted to the Counts and Assignments Officer FORTY-FIVE MINUTES PRIOR to the affected count. Prepare this form in ink. Group the inmates according to their respective housing units. This form is to be used only as an Out-Count. No other form will be accepted in lieu of the Out-Count Form.**

CATEGORY: OCT  
ASSIGNMENT: HOSP

GROUP CODE:  
FACILITY: NYM

OPER CATG ASSIGNMENT      OPER CATG ASSIGNMENT      OPER CATG ASSIGNMENT

NUM	ASSIGNMENT	REG NO	NAME	OCT DATE	QTR	WRK	
0001	HOSP	86409-054	BULLOCK	08-09-2019	E05-535L	SUICIDE UNASSG	OR
0002		16520-055	DECAPUA	08-09-2019	E07-555L	ORD CCS SUICIDE	OR
0003		85918-054	GAMA-PINEDA	08-09-2019	E03-519L	SUICIDE UNASSG	OR
0004		86768-054	MCDUFFIE	08-09-2019	K12-064L	SUICIDE UNASSG	OR

G0000      TRANSACTION SUCCESSFULLY COMPLETED

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**FEDERAL BUREAU OF INVESTIGATION****Import Form****Form Type:** OTHER - Other**Date:** 09/09/2019**Title:** (U) Memorandum by Lt. [REDACTED] regarding Jeffrey Epstein**Approved By:** SSA [REDACTED]**Drafted By:** [REDACTED]**Case ID #:** 90A-NY-3151227 (U) UNSUB(S);  
JEFFREY EPSTEIN - VICTIM;  
DEATH INVESTIGATION**Synopsis:** (U) On August 11, 2019, OIG SA [REDACTED] provided a memo that was written by MCC Lt. [REDACTED] on August 10, 2019 regarding Jeffrey Epstein.

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**U.S. Department of Justice**

Federal Bureau of Prisons

**Memorandum**

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*Federal Correctional Institution*

DATE: August 10, 2019

TO: Captain, [REDACTED]

REPLY TO [REDACTED]  
ATTN OF: [REDACTED], Operations Lieutenant

SUBJECT: Inmate Epstein, Jeffrey (#76318-054)

On August 10, 2019 at approximately 6:33 A.M. The Special housing unit Shu#1 Officer T. Noel announced by via radio medical emergency on 9 South upon arrival, officer Noel stated to me that inmate Epstein had hung himself. As I entered cell Z06-220 on L-tier, I witnessed inmate Epstein on the floor of his cell unresponsive with Shu#2 officer M. Thomas performing life- saving CPR on him. I immediately relieved him and begin administering CPR continuously until relieved by clinical nurse [REDACTED] who continued to perform CPR. I then notified the control center to call 911 emergency services at 6:35 a.m.; CPR was being continuously administered as inmate Epstein was escorted to the 2<sup>nd</sup> FL. Health Service Area, while in the medical area I witnessed nurse [REDACTED] continuously performing CPR on inmate Epstein until relieved by EMT staff at 6:43 am. Inmate Epstein #76318-054 was escorted from the medical area to the Rear-gate area where he was transferred into EMS ambulance 04D at 7:10 am with #1 Escort officer [REDACTED] and followed in the Bop chase vehicle by #2 Escort officer [REDACTED] to downtown Beekman Hospital. During the emergency situation s/o T. Noel stated to me "we did not complete the 3am nor 5am rounds." Officer M. Thomas was appearing very distraught when ask what happened he stated "we messed up, followed by" I messed up" she's not to blame we didn't do any rounds. .

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**FEDERAL BUREAU OF INVESTIGATION****Import Form****Form Type:** OTHER - Other**Date:** 09/09/2019**Title:** (U) Emails from MCC Regarding Suicide Watch and Psychological  
Observation of Jeffrey Epstein**Approved By:** SSA [REDACTED]**Drafted By:** [REDACTED]**Case ID #:** 90A-NY-3151227 (U) UNSUB(S);  
JEFFREY EPSTEIN - VICTIM;  
DEATH INVESTIGATION**Synopsis:** (U) On August 11, 2019, OIG SA [REDACTED] provided emails  
from MCC regarding suicide watch and psychological observation of Jeffrey  
Epstein.

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**[REDACTED] - Suicide Watch/Psych Observation Update**

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**From:** [REDACTED]  
**To:** Suicide Watch/Psych Observation Update  
**Date:** 7/9/2019 8:11 AM  
**Subject:** Suicide Watch/Psych Observation Update

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**Suicide Watch**

None

**Psych Observation**

1. Epstein #76318-054

Thank you,

[REDACTED]

**[REDACTED] - Wednesday AM Suicide Watch/Psych Observation Update**

**From:** [REDACTED]  
**To:** [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]  
**Date:** 7/10/2019 10:16 AM  
**Subject:** Wednesday AM Suicide Watch/Psych Observation Update

**Wednesday AM Suicide Watch/Psych Observation Update**

Inmate Epstein #76318-054 was removed from Psychological Observation and placed in the SHU.

**Suicide Watch**  
None

**Psych Observation**  
1. [REDACTED] #79792-007 (Forensic)

Very respectfully,  
[REDACTED]

[REDACTED]  
Forensic Psychologist  
LT, U.S. Public Health Service  
U.S. Department of Justice  
Federal Bureau of Prisons  
Metropolitan Correctional Center  
150 Park Row  
New York, New York 10007  
Office: [REDACTED]  
Fax: [REDACTED]  
E-mail: [REDACTED]

"This message is intended for official use and may contain SENSITIVE information. If this message contains SENSITIVE information, it should be properly delivered, labeled, stored, and disposed of according to policy."

**[REDACTED] - Suicide Watch/Psych Observation Update**

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**From:** [REDACTED]  
**To:** Suicide Watch/Psych Observation Update  
**Date:** 7/23/2019 8:32 AM  
**Subject:** Suicide Watch/Psych Observation Update

---

**Suicide Watch**

1. Epstein #76318-054

**Psych Observation**

None

Thank you,

[REDACTED]

**[REDACTED] - Wednesday AM Suicide Watch/Psych Observation Update**

**From:** [REDACTED]  
**To:** [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED], Ro...  
**Date:** 7/24/2019 9:21 AM  
**Subject:** Wednesday AM Suicide Watch/Psych Observation Update

**Wednesday AM Suicide Watch/Psych Observation Update**

Inmate Epstein #76318-054 is being removed from Suicide Watch and stepped down to Psychological Observation.

**Suicide Watch**

None

**Psych Observation**

- 1. Epstein #76318-054

Very respectfully,

[REDACTED]

[REDACTED]

Forensic Psychologist  
LT, U.S. Public Health Service  
U.S. Department of Justice  
Federal Bureau of Prisons  
Metropolitan Correctional Center  
150 Park Row  
New York, New York 10007  
Office: [REDACTED]  
Fax: [REDACTED]  
E-mail: [REDACTED]

"This message is intended for official use and may contain SENSITIVE information. If this message contains SENSITIVE information, it should be properly delivered, labeled, stored, and disposed of according to policy."

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**FEDERAL BUREAU OF INVESTIGATION****Import Form****Form Type:** OTHER - Other**Date:** 09/09/2019**Title:** (U) Memorandum from SOS [REDACTED] Regarding Jeffrey Epstein's Cellmate**Approved By:** SSA [REDACTED]**Drafted By:** [REDACTED]**Case ID #:** 90A-NY-3151227 (U) UNSUB(S);  
JEFFREY EPSTEIN - VICTIM;  
DEATH INVESTIGATION**Synopsis:** (U) On August 12, 2019, OIG SA [REDACTED] provided a memorandum authored by SOS R. [REDACTED] regarding Jeffrey Epstein's cellmate.

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# UNITED STATES GOVERNMENT MEMORANDUM

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Metropolitan Correctional Center, New York, New York

**DATE:** August 12, 2019

**TO:** Warden [REDACTED].

**FROM:** S/O/S [REDACTED] [REDACTED]

**SUBJECT:** Passed information from Special Housing Unit

On Friday August 9, 2019 at approximately 1:50 p.m. I S/O/S [REDACTED] passed on to oncoming staff member Officer [REDACTED] and present shift staff S/O/S [REDACTED] and Officer [REDACTED]. That Inmate Reyes #85993-054 was going WAB and possibly may not return. Also that Inmate Epstein #76318-054 will be needing a cell mate upon arrival from his attorney visit.

## FEDERAL BUREAU OF INVESTIGATION

Date of entry 09/10/2019

On August 12, 2019, Office of the Inspector General Special Agent [REDACTED] provided documents regarding the job descriptions of the Metropolitan Correctional Center (MCC) specific positions in the general housing units and in the Special Housing Unit (SHU). These documents are attached in the 1A Section of this report.

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Investigation on 08/12/2019 at New York, New York, United States (Email)

File # 90A-NY-3151227Date drafted 09/09/2019

by [REDACTED]

This document contains neither recommendations nor conclusions of the FBI. It is the property of the FBI and is loaned to your agency; it and its contents are not to be distributed outside your agency.

METROPOLITAN CORRECTIONAL CENTER  
NEW YORK, NEW YORK  
SPECIAL POST ORDERS  
**GENERAL HOUSING UNITS**  
THIS IS NOT AN ARMED POST

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**THIS IS AN OLEORESIN CAPSICUM (OC) AEROSOL SPRAY POST.  
UNIT 11 SOUTH IS NOT AN OLEORESIN CAPSICUM (OC) AEROSOL SPRAY  
POST.**

IF YOU ARE ASSIGNED A POST THAT REQUIRES YOU TO CARRY THE MK-4 PEPPER SPRAY AND YOU ARE NOT TRAINED OR QUARTERLY RE-CERTIFIED IT IS YOUR RESPONSIBILITY TO NOTIFY THE OPERATIONS LIEUTENANT PRIOR TO ASSUMING THE POST.

**STAFF TRAINING AND ACCOUNTABILITY:**

All staff (including sick and annual reliefs) assigned to an OC aerosol dispenser post will receive the required training, and go through quarterly re-familiarization training prior to assuming their post each quarter. Training will include, but is not limited to, proper carry and security of an OC aerosol dispenser, use of force policy and the definition between immediate and calculated use of force. These post orders will be read prior to working designated posts or when this cannot be accomplished, the shift Lieutenant must be notified immediately. The Operations Lieutenant will ensure staff have read, understand and signed the post orders.

Staff will be held responsible for guidance outlined in national and local policies, post orders, position descriptions, and general guidance issued related to posts designated with an OC aerosol dispenser. **Officers and Lieutenants who have not received OC specialty training are not authorized to carry an OC aerosol dispenser.**

If you believe you need additional training or unfamiliar with the OC aerosol dispenser, notify the Operations Lieutenant immediately.

**USE OF FORCE/EMERGENCY RESPONSE PLANS**

A post assigned with an OC aerosol dispenser is in addition to emergency response plans already in place. Local written procedures will continue to be in effect and the OC aerosol dispenser is an enhancement in staff and inmate safety, included in these post orders.

These procedures will outline steps to be taken in case immediate force is required as a result of a serious assault,

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recreation yard incidents, or other serious incidents during all shifts. Trained officers can use immediate force without the presents of a supervisor.

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Once you have assumed your position/post, check the OC aerosol dispenser, along with the other equipment assigned to the post, for any defects. In the event there are defects or leakage to the OC aerosol dispenser, notify the Operations Lieutenant and/or the Security Officer, and document in the TRUSCOPE program any defects noted.

In the event of an accidental discharge, decontaminate yourself and notify the Operations Lieutenant. Once you have decontaminated yourself with soap and water and notified the Operations Lieutenant, decontaminate the affected area with soap and water, and ventilation if possible.

The usage of an OC aerosol dispenser must be limited to the performance of official duties only. Staff are again reminded that use of the OC aerosol dispenser outside established policies and procedures will result in staff disciplinary action.

The preferred method of resolution is through verbal intervention. However, the safety of staff and inmates in any dangerous encounter is paramount and may require the use of an OC aerosol dispenser. Staff may use the necessary amount of force only as a last alternative after all other reasonable efforts to resolve the situation have failed. Staff may use the necessary amount of force to gain control of the inmate, to protect and ensure the safety of inmates, staff and others, to prevent serious property damage, and to ensure institution security and good order.

The OC aerosol dispenser must be carried in an approved holder, leather/nylon belt loop holster, specifically designed to hold an OC aerosol dispenser. No other method of carrying the OC aerosol dispenser is authorized, i.e., cargo pocket.

The full cone spray has an effective range of 10 to 12 feet but should not be used closer than 4 feet.

In the event the OC aerosol dispenser is required the following steps should be used:

1. Fingers of the drawing hand should be extended and firmly gripping the aerosol dispenser.

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2. Staff should assume an appropriate defensive stance and continue with verbal commands.
3. Place thumb on the actuator.

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4. Spray the facial area, specifically the eyes, delivering one two-second burst. Once the OC aerosol spray has been dispensed, staff should step back to avoid being contaminated by the spray and maintain direct supervision of the inmate(s). Continue with verbal commands.
5. Allow the OC aerosol spray to work while providing verbal commands to the inmate (e.g., lay face down with arms spread).
6. Evaluate the response of the inmate(s). If the inmate(s) does not submit to restraints and/or comply with staff orders within 15 seconds, a second two-second burst is authorized. After a second assessment, or if the inmate(s) has not complied with staff commands, alternative methods to control the situation may be pursued.
7. Decontamination procedures include fresh air and the use of soap and water within 15 minutes, or as soon as possible, after OC aerosol spray has been applied. Normally, this is done before the medical assessment.
8. Once the OC aerosol spray is used and the inmate(s) is in restraints, Health Services staff will be notified immediately. A medical assessment will be performed to determine if the inmate(s) sustained any injuries.
9. When an immediate use of force is necessary (e.g., involving serious bodily harm, etc.), staff are obligated to obtain a camera and begin recording the event as soon as it is feasible. As soon as control of the situation has been obtained staff must record information on: circumstances that required the need for immediate use of force; identification of the inmate(s); injuries; and staff, and others involved. (See PS 5566.06, *Use of Force and Application of Restraints*).

A reasonable correctional workers perception of the events would govern the use of the OC aerosol dispenser in situations which require an immediate response to an emergency situation. The Warden should be notified as soon as possible after any such use. Documentation is to be submitted in accordance with the Program Statement Use of Force and Application of Restraints. Oleoresin Capsicum delivery systems are authorized to be used for immediate response to situations in which an inmate cannot

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be approached without danger to self or others; and it is determined that a delay in bringing the situation under control would constitute a serious danger to the inmate or others.

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**RETENTION AWARENESS:**

Ensure the OC aerosol dispenser is properly fastened to your duty belt and firmly secured inside the holster. When confronting an inmate position your body so the OC aerosol dispenser faces away from the inmate, maintain a safe distance, and continue with verbal commands.

Every officer must read and sign the Post Orders prior to assuming the duties of this position or as soon as practicable after assuming duties of the post. The primary responsibilities of the Housing Unit Officer, is the security of the unit, safety of staff and inmates, sanitation of the unit, and the accountability of inmates. The Unit Officer will control the introduction of contraband through random cell shakedowns and inmate pat and/or strip searches. It is of the utmost importance that thorough and proper search procedures are performed at all times to deter any illicit activities. Inmates entering or departing the unit will be randomly pat searched (i.e., inmates work detail, legal/social visits, hospital, library, etc.) utilizing the hand held metal detector. At no time will inmates on work details be left unsupervised. Inmates assigned to the unit will not be allowed to have contact with the work detail.

**TRUSCOPE PROGRAM ENTRIES:**

All entries into the TRUSCOPE program are official entries detailing specific events occurring at a post. Log books and TRUSCOPE program entries are retained for a minimum of 10 years and are often called upon as evidence to show that something occurred or did not occur at any given post during a specific tour of duty. All handwritten log book entries must be legible. This is accomplished by annotating clear, concise and factual log entries. The following log entries will be entered (at a minimum) into all log books as they pertain to the post:

**8:00 AM: I Officer [REDACTED] assumes duties as the Unit 2 (BA) Officer relieving Officer [REDACTED]. I received the following equipment: BA#601, Keys C1 W/8, 1 flashlight, 1 handheld metal detector. All equipment was inspected and is operational. The unit base count currently is 126.**

**FIRST RESPONDER INSTRUCTIONS:** These steps will serve as guidance to staff on the immediate action you should take in an emergency. If a body alarm, deuces(222), or other institution emergency is sounded, Housing Unit Officers normally would not respond unless

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directed by the Operations Lieutenant. However, it is important to be able to make quick and sound decisions based upon an immediate assessment of any given situation within your area of responsibility.

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**The following steps should be considered for an emergency**

- Isolate/Contain the crisis site
- Relay pertinent information concerning the crisis to Lieutenant/Responding Staff
- Account for staff announcing the emergency/ Stop all inmate movement
- Secure/Restrain inmates at the crisis site
- Notify medical staff of any potential medical needs

**Reporting protocols:**

- Staff will utilize the most practical means available to make notification of emergency situations. The Control Center is the notification point for all emergencies. Stay calm give the Control Center Officer details ( WHO, WHAT, WHERE and WHY)
- Activate the Radio/BA Alarm
- Activate the triple deuces (222) via telephone
- Utilize the off the hook via telephone

**FIRE/ FIRE DRILLS:** Fire drills shall be conducted on a quarterly basis. The unit staff shall be required to walk through the entire procedures checking all emergency equipment and the operation of locking devices.

- Notify control.
- If the fire is minor, attempt to use a fire extinguisher to put it out.
- If the fire is larger than you can safely manage begin moving inmates to the safest area away from the fire location (ordinarily the unit visiting room). You **MUST** maintain control, order the inmates to form up in lines so that you can quickly get an accountability count.
- When responding staff arrive conduct a count to ensure all inmates are present.
- Designate staff into two man teams to conduct searches of all cells/offices/areas. These teams will wear SCBA gear (**located in Fire Exit stairwells**) and stay together at all times.
- If necessary, evacuate the unit to the location directed by the Operations Lieutenant.
- At the evacuation site conduct a bed book / picture card count to ensure all inmates are accounted for. Continue to supervise the inmates and seek further instructions from the Operations

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Lieutenant.

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**EVACUATION ROUTES: ONLY A LIEUTENANT WILL AUTHORIZE/ORDER THE EVACUATION OF A UNIT.**

- Each unit has three (3) evacuation routes
- Main Entrance Door
- Fire Exits (two per unit upper & lower)
- Unit Visiting Room (cross over to opposite unit or visiting elevators).

**SUICIDE:**

- Notify the Operations Lieutenant and Control Center
- Once adequate staff arrive take immediate action to open the victim's airway, remove the noose if possible or lift the victim enough to take the weight off the noose.
- Initiate CPR if the victim is unresponsive, **you must start CPR even if you believe the victim has been dead for a period of time.**
- Continue CPR until relieved by medical staff or another rescuer.
- Minimize the number of people entering the location where you found the victim. The area is to be treated like a crime scene, however your first priority is preservation of life.

**BODY ALARM TESTING:**

The body alarms at MCC New York, serve a double purpose at this institution. They are also the portable communication devices utilized by the staff members throughout the facility. The radio/body alarm is very sensitive and must be checked in a very precise manner.

To ensure all radios / body alarms are operating properly, you must conduct the tests in the following manner:

During the first half hour of each tour of duty, the body alarm will be tested by the officer in the following manner:

- Contact the Control Center by telephone to perform the test
- You must remain on the telephone during the body alarm test
- When the Control Center approve depress the button on the top of the radio

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- When the transmitter light comes on, you may transmit a message. At this time hold the body alarm 3 to 4 inches from your mouth, identify yourself, location, and the fact that you are conducting a body alarm test. **Example: "This is Officer ~~Smith~~, Unit 2, with a body alarm test."**
- The Control Center will verify your body alarm is operational, or in case of a malfunction replace the battery or send you a new radio. After receiving the new battery or body alarm another test will be conducted
- Once the test is complete hold the button down until a long beep sounds and the Control Room Officer advise you that the test is complete

**RADIOS:** Radios are to be issued to individuals whose job assignments requires mobility and communication capability at the same time. The Control Center is capable of monitoring all channels at the same time. The frequency switch is a standard switch on all institution radios. It is located at the top of the radio. Radios are not used for calling in counts. When using a two-way radio, you must remain professional at all times. Efficient and effective communication are the mark of professionalism.

**The following frequencies are designated at MCC New York:**

- Frequency one (1) is used for Correctional Services
- Frequency two (2) is used for common radio transmissions
- Frequency three (3) is used for SHU, Rear Gate, and Outside Perimeter Patrol
- Frequency four (4) is used for Mechanical Services, Laundry, Commissary, Warehouse

**WATCH CALLS:** Staff are required to make watch calls every thirty minutes between the hours of 6:00 PM and 6:00 AM. Watch calls will be called into the Control Center and the Control Room Officer will acknowledge the call.

**INMATE MOVEMENT:**

Inmate movement throughout this institution must be under staff escort. Inmates must be picked up by a staff member, at the origination point and escorted to the destination. Upon arrival at the destination, the escorting staff member must relinquish control and responsibility for the inmate over to the staff member assigned to that area. Inmates are not permitted to enter and/or depart from an area without staff escort. The Unit

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Officers must relinquish responsibility of the inmate to the escorting staff member.

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**Inmates are not permitted to wait outside the housing unit doors.** The inmates must be picked up from the Unit Officer and directly escorted and supervised by staff. When staff return an inmate to the housing unit, the escorting staff member must escort the inmate to the unit, make contact with the Officer, and relinquish responsibility directly to that Officer. Inmates may not be dropped off outside the housing unit entrance doors.

**When an inmate is being released or transferred from the unit, the Unit Officer will instruct the inmate as follows:**

- The inmate will remove all linen, as well as their Government issued clothing. If the inmate is being transferred to another unit the inmate will take their linen with them. If departing the institution, all linen will be taken to R&D.
- The Unit Officer will ensure the inmate takes all personal property when leaving the floor, including personal letters, legal material, pictures etc.

If the inmate is to be transferred to the Special Housing Unit, the Unit Officer will send the inmates picture card with the Escorting Officer. The inmate's property will be inventoried by the Unit Officer. Upon completion of the inventory, the property including the inventory form will be sent to the Special Housing Unit. The Unit Officer will ensure this is completed prior to the end of their shift. The inmate issued clothing and linen will be stored for pick-up by the Laundry Foreman. **ALL** inmate medication shall be given to the Duty P.A..

**VISITING ESCORT:**

The Internal Security Officer is responsible for escorting inmates to and from the visiting room for Attorney Visits. The Visiting Room Escort Officer is responsible for transported inmates to and from social visiting. When and if an inmate chooses to eat, shower or fails to prepare for the visit, notify the visiting room staff to explain the delay. Notify the Escorting Officer when the inmate is ready for pickup. If for any reason the inmate cannot be located by the Unit Officer the Operations/Activities Lieutenant must be notified and a search must be initiated.

**CIM CONCERNS ( SEPARATIONS ):**

All inmate movement in MCC NEW YORK, is supervised by staff members. There are serious security and safety concerns regarding the inmates housed in MCC NEW YORK and their CIMS

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status. An inmate's CIMS status is confidential and will not be shared with any inmate(s).

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The unit separations roster is a sensitive, confidential item which must be safeguarded at all times. Various inmate programs at MCC NEW YORK are scheduled by floors. This has been arranged to provide the inmates with a safe and secure environment during the appropriate program. This also alleviates the CIMS concerns for each program. Unit Officers will ensure, prior to releasing an inmate from the unit, that the inmate has been cleared through the Attorney Conference Officer at extension "6270" to move from the housing unit to his/her destination.

**AM/PM CENSUS CHECKS**

Housing Unit Officers shall conduct a census of all inmates within the housing units prior to 9:00 am, and prior to 1:00 pm, Monday through Friday, excluding holidays and weekends. The results of the AM and PM census check shall be documented in the TRUSCOPE program. The housing unit checks are conducted to find inmates who are not where they belong. The purpose of the census check is to locate inmates who have not reported to either their work detail assignments or their scheduled Call-Out appointments. Inmates discovered on the housing unit who are assigned to work details and/or have scheduled Call-Out appointments are in an unauthorized area. Inmates in an unauthorized area will be subject to disciplinary action. If an inmate is scheduled for an 8:30 am call out, but is on the unit during the census, the inmate is unauthorized. If an inmate is assigned to a work detail, and is within your unit during the census, he/she is unauthorized. Unauthorized inmates found within the housing units during census checks are subject to disciplinary action. The Unit Officer must have the Daily Call-Outs and the unit roster to properly conduct a census check. The Unit Officer must positively identify the inmates within the housing unit and then review the roster to ascertain the inmate's work status. If the inmate is UNASSG or orientation, then the Unit Officer must check the Call-Out to ascertain if the inmate was scheduled to attend a Call-Out appointment. **This is not a "head count" The total count is not as important as discovering inmates in an unauthorized area.**

**The census count procedures are as follows:**

- The Unit Officer will obtain a unit roster from the Control Center or the Unit Secretary and a Daily Call-Out Sheet.
- The Unit Officer will announce the census count and direct the inmates to return to their assigned living areas. The

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Unit Officer will then go from cell to cell, obtaining inmates names and register numbers.

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- The Unit Officer will then highlight the inmate's name on the roster as being present. The Unit Officer must check the inmate's work assignment to see if the inmate is unauthorized. The Unit Officer will also check the Call-Out to see if the inmate missed a scheduled appointment.
- After checking the entire housing unit, will make contact with detail supervisors and the OPS LT for any unauthorized inmates. (An incident report will be written)
- The Unit Officer must record the AM/PM census in the TRUSCOPE program.

Inmates may not refuse to report to a scheduled Call-Out appointment. All Call-Outs are mandatory. Inmates assigned to work details must report for Inmate Work Call at 7:30 am and 12:00 PM. Inmates are not authorized to report to work details late. Inmate are not authorized to remain on the unit because they need to speak with Unit Team. Inmate Work Detail supervisors are not authorized to "Lay-In" inmates without approval from the AW. Only medical may "Lay-In" an inmate. Medical Idle is either a one, two or three day assignment. Any idle longer than 3 days is convalescence. SENTRY must reflect this assignment.

**LOCKDOWN ACCOUNTABILITY CHECK (Institution Census Check):**

The purpose of an institution-wide accountability check is not to arrive at a total head count. Staff must identify inmates in unauthorized areas throughout the institution and check the inmate accountability procedures. The accountability checks will be conducted "in place" and "on the job", where ever inmates are located when the check is announced. The Day Watch OPS LT will be responsible for the lock down accountability checks.

**These checks will be conducted as follows:**

- Lock down accountability checks will be performed at least once monthly. This check will be at a random time and will be ordered by the Day Watch OPS LT. The OPS LT will be responsible for supervising the accountability checks.

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- Lock down Accountability Checks will be announced by the Control Center Officer on the intercom and radio. The announcement will be, "**ATTENTION IN THE INSTITUTION. SECURE YOUR AREAS. LOCK DOWN ACCOUNTABILITY CHECK IS NOW IN PROGRESS. CALL YOUR COUNT INTO THE LIEUTENANTS' OFFICE.**" At this time, all staff will secure their area of supervision. No inmates will be allowed to enter or leave any area until the accountability check is cleared by the OPS LT. All inmates will be returned to their assigned cells
- The Unit Officer will utilize the unit roster and a Daily Call-Out Sheet.
- The Unit Officer will announce the lock down accountability check and direct the inmates to return to their assigned living areas. The Unit Officer will then go from cell to cell, obtaining inmates names and register numbers present in the unit.
- The Unit Officer will check the inmate's work assignment on the unit roster to ensure the inmate does not belong on a work site. **(UNAUTHORIZED)**
- The Unit Officer will also check the Daily Call-Out to ensure the inmate has not missed a scheduled appointment.
- Check the unit roster to ensure the inmate is assigned to the housing unit. If his name does not appear on the unit roster, he is **UNAUTHORIZED**.
- The Unit Officer must check, or highlight the names of the inmates checked, so at the end of the check, he/she can account for every inmate assigned to the unit. If a name remains unchecked, (highlighted), the Unit Officer has to account for the inmate. **(UNACCOUNTED FOR)**

**After checking the entire housing unit, the Unit Officer will contact the OPS LT at 6450 or 6449 and report the following:**

- Names and register numbers of inmates found to be unauthorized.
- Names and register numbers of inmates assigned to the unit who cannot be accounted for.

Housing Unit Officers shall use the Lock down Accountability Census Detail Form. The names, register numbers, work detail, or any other pertinent information for each inmate found to be in an unauthorized area, or unaccounted for, must be recorded on

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the applicable side of the form. The OPS LT will use the Lock down Accountability Census Checklist.

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All forms will be retained for one year. The presence of inmates suspected of being in an unauthorized area will be verified by the staff. Violators will be subject to an Incident Report submitted by the counting staff member and forwarded to the Lieutenant's Office. The OPS LT will be responsible for recording the lock down accountability check in the Daily Lieutenant's log. (i.e., beginning time, time finished, total count, inmates out of bounds, action taken, and recommendations if any). When the Facilities' details are checked and called in by the Detail Foremen, only inmates actually in the shop will be counted.

**RECALL FOR COUNTS AND LIGHTS OUT:**

The recall will be announced fifteen minutes prior to count time and lights Out. The recall must be systematic. Make the announcement to the unit population. Then begin to secure the various areas within the housing unit. Clear the multi-purpose area and gym area. Check the laundry room, then secure the door. This sends a clear message to the inmates. They will learn to respond to your actions, instead of yelling and being confrontational with the inmates. The inmates will comply by making their way back to their assigned cells. You are also ensuring the housing unit is secured.

An inmate may be injured or incapacitated inside a closet or activities room. By checking the various areas prior to the count, you ensure the security of the unit and the safety of the inmates. After you have cleared and secured the various areas within the housing unit, begin to secure the inmate cells. Always start at one end, and work around the range. If you start securing doors in the middle, or skip cells, you will inevitably leave doors unsecured.

**OFFICIAL COUNTS:**

Unit Officers will ensure that when conducting a count, that flesh is counted and not a dummy. It is mandatory to use an institutional flashlight when counting in an area with limited lighting. There will be no inmates talking or moving while the count is in progress. All counts will be called into the Counts and Assignments Officer at extension "6468" for verification. Both officers conducting the count will print and sign the Official Count Slip in blue or black ink.

**The 10:00 A.M. (Weekends & holidays) and the 4:00 P.M. Official**

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Counts are Mandatory stand up counts.

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**UNIT SANITATION:**

Unit Officers will ensure that a high degree of sanitation is maintained at all times. Unit Officers will ensure that all cells are cleaned daily by the inmates occupying that cell. Blankets, towels, etc. will not be used as rugs or be hung over the inmate bunk beds at any time. Unit officers will instruct and supervise inmates in proper sanitation procedures. The Unit Counselor will assign inmates as unit orderlies. The Unit officer is responsible for supervising the work of the orderlies. The Unit Officers are responsible for keeping a high level of sanitation throughout their units. All three shifts are responsible for keeping a safe and clean environment in their units. Inmate orderlies are to be used whenever needed. During the trash call the Unit Officer is responsible for supervising the placement of the trash in the sally port when instructed to do so by the Control Center. **INMATES DO NOT HAVE AUTHORITY OVER OTHER INMATES, STAFF ARE RESPONSIBLE FOR SUPERVISING INMATES.**

**MEALS:**

The Unit Officer will inspect the food cart upon its arrival to the unit sally port for the correct number of trays, utensils and food items for inmates assigned to the unit. Any shortage of trays will be directed to the Cook Foreman. The Officer is responsible for plugging in the food cart to maintain proper food temperatures until feeding time. The Unit Officer is responsible for supervising the serving of the inmate meals. The Unit Officer must also be aware of all other inmate activity in the unit.

**The following steps will be followed during the Noon and Evening meals.**

- At the beginning of the Noon and Evening meals all inmates will return to their cells with the exception of assigned food service orderlies.
- Based on a range rotation schedule one range will be released at a time.

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**EXERCISE:**

All inmates assigned to the housing units will have the opportunity for inside and outside recreation. Exercise will be allowed daily, as long as it does not jeopardize the safety and security of the institution.

**SHOWERS:**

All inmates will have the opportunity to shower daily seven days a week with the exception of when unit sanitation is in progress.

**HAIRCUTS:**

The supervision of haircuts will be conducted by the Unit Officer. **All cut hair will be considered hot trash and will be removed from the unit by the Unit Officer. The barber is not authorized to walk around the unit or outside in the corridor with barber equipment or scissors.**

**TELEVISION:**

All inmates will have the opportunity to view television. All viewing of television will be done in the designated areas. The television area will be secured during designated times by the Unit Officer for clean-up.

**MAIL:**

Outgoing inmate general correspondence must be placed in the depository unsealed by the inmate. The Morning Watch Unit Officer must open, inspect, randomly read, then seal the mail and send it to the mail room. If there is a legitimate concern related to the security, safety, orderly running of the institution, or criminal activity, the contents shall be forwarded to the Special Investigative Supervisor (SIS) for further investigation.

Ordinarily, the monitoring procedures may not interfere with the prompt handling of the mail. Inmate mail will be passed out following the general cleaning of the common area. Incoming inmate mail will be given out by the Evening Watch Unit Officer during "Mail Call".

The Unit Officer will give out mail from the officer's station. The Unit Officer will call out the inmate's name and provide the mail to the inmate. The Unit Officer must give the mail to the specific inmate. Inmate mail must not be given to another inmate to give to the inmate called. The Unit Officer must give

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the mail directly to the inmate the mail is addressed to.

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**TOOL CONTROL:**

**Class AA tools require constant supervision by staff; Class AA tools require direct supervision by a staff member.**

Any tools entering any of the housing units must be accounted for when they enter the unit and again prior to leaving the unit. The unit officers will utilize the Tool and Equipment Inventory Form to ensure an inventory is completed when the tools enter or leave the unit. Any discrepancies will be brought to the attention of the Operations Lieutenant as soon as possible.

**Unit Officers will not allow access to their unit to any staff member with tools until all tools have been inventoried by the Unit Officer.**

**EXTENSION CORDS:**

Extension cords over ten (10) feet in length are classified as Class A tools. A chit will be utilized to obtain an extension cord from the Tool Room during the Day Watch shift. In the event an extension cord is needed on the evening or Morning Watch shift, or on weekends and holidays the approval must be granted by the Captain via memorandum.

**SEARCHES AND SHAKEDOWNS:**

All inmates entering or leaving a housing unit will be pat searched utilizing the hand held metal detector by the Unit Officer. If there is a question of the inmate having contraband on their person, the Unit Officer will conduct a visual (strip) search of the inmate in a secluded area away from the other inmates after notifying the Operations Lieutenant. A pat search may be completed by male or female staff on either male or female inmates. Visual searches will be conducted only by staff of the same sex. Unit Officers are to make routine and unscheduled searches of the floor and of inmate living quarters. The Unit Officer will search the bed and personal property of the inmate. The inmate does not have to be present during the search. The inmate, if present, should be searched first and then moved out of the living area so the search can be completed without interference from the inmate. The Unit Officer will leave the area as found and will not cause a mess to be made of the inmate's personal property. Each shift officer will shakedown at a minimum five (5) inmate cells during their shift on Day Watch and Evening Watch. The Morning Watch Officer will conduct five (5) area/cell shakedowns. Shakedowns are to be noted in the shakedown portion of the TRUSCOPE program.

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During special shakedowns of the unit, a Lieutenant will supervise the shakedown and the Unit Officer will assist. Inmates are responsible for any contraband found in their cells. All personal property will be stored in the inmate's gray bin. Each inmate is authorized only one mattress.

**BAR TAPS**

To properly conduct a bar tap, a mallet shall be used to tap the cell window/grill frame. The Unit Officer must strike the bar at the top, bottom and middle. The bar should emanate a distinct sound. Any discrepancies will be reported to the Operations Lieutenant immediately. Care should be taken to ensure the glass window is not tapped during the bar tap. Visually and physically inspect the corking around the window. At least five inmate cells will have the bar taps conducted on the day watch and the evening watch shifts. The morning watch will conduct bar taps on the bars located in the common areas. The entire unit, (all inmate cells), must have bar taps conducted each and every week

**CHECK THE BED BOOK FOR ACCURACY**

Ensure that you have received the Quarters Cards for inmates that you have received. If the inmate is moved to another unit, his/her quarter card (3x5) will go with them. When the inmate departs the institution dispose of his/her card but check their name and number against the institutional roster first. Make detail changes on the quarter cards from the call out sheet. All bed changes will be assigned by the unit team, unit officers will not make any changes.

**CLOTHING:**

Proper and decent attire must be worn on the unit at all times. Inmates must wear their clothing when in the common area between the hours of 8:00 AM and 4:00 PM. Monday through Friday. Altered clothing will be removed from any inmate's possession as contraband. Inmates are ONLY permitted to wear athletic wear, i.e. sweats, to the roof for recreation, in the gym area, and in their cells. The proper uniform must be worn anytime an inmate exits his assigned cell and is in the common area.

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**CELL CHANGES:**

Unit Officers are **NOT AUTHORIZED** to make any cell changes. Inmate requests for room changes will be made through the **Unit Team**.

**COMMISSARY:**

All inmates will have the opportunity to purchase commissary items on the designated days only. All commissary items must be stored in the provided gray bins. On the designated day, commissary forms will be available for the inmates and will be picked-up by the Unit Officer and delivered to Commissary staff. The following day, commissary will be issued by commissary staff to those inmates who had submitted a commissary sheet.

**UNIT ENTRANCE KEYS:**

All entrance door keys will be removed from the units when the Internal Security Officer arrives to pick up the count slips for the 9:00 P.M. count. This will be in effect for all General Population units.

**PROCEDURES FOR PACKING INMATE PROPERTY FOR SHU**

The following procedures will be adhered to when an inmate's quarters is changed from the unit to the Special Housing Unit. Any deviation from this procedure will require approval from the Operation's Lieutenant. If an inmate is taken to SHU during your tour of duty, his/her property must be inventoried, packed and delivered to SHU before your tour of duty ends.

- The Unit Officer must proceed to the inmate's cell and secure the property.
- The Unit Officer will inventory the inmate's property by filling out a separate property form for each bag inventoried.
- The Unit Officer will notify the Internal Officer and advise him/her that you have property for SHU.

The Inmate Personal Property Form must be completed, to include the rear of the form. The back of the form is basically a chain of custody for the inmate's property. The Unit Officer will complete the "Securing Officer" spot on the form. The officer conducting the inventory will complete the "Inventorying Officer" spot on the form. The Internal Officer will complete the "Pick-Up Officer" spot on the form.

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**MEDICAL EMERGENCIES**

The following procedures have been established for medical emergencies. In an emergency, activate one of the emergency signals (body alarm, 222, no-dial, radio). If possible, the inmate shall be immediately transported to the medical department by available staff. If the inmate cannot be moved, notify the medical staff by phone or radio and medical staff will respond to the emergency site. During the day, if an inmate becomes ill after sick call is completed, the Unit Officer will call the Duty PA and request an unscheduled sick call appointment. After regular duty hours, when the inmate is obviously ill, but not in a life-threatening emergency, the Unit Officer shall call the Duty PA.

**These Post Orders are guidelines, not orders to work before or after regularly scheduled shifts.**

There will be no additions or deletions to these post orders without the written consent of the Captain.

**§ 115.15 Limits to cross-gender viewing and searches.**

**As of August 20, 2015, or August 21, 2017 for a facility whose rated capacity does not exceed 50 inmates, the facility shall not permit cross-gender pat-down searches of female inmates, absent exigent circumstances. Facilities shall not restrict female inmates' access to regularly available programming or other out-of-cell opportunities in order to comply with this provision.**

See the Program Statement **Searches of Housing Units, Inmates, and Inmate Work Areas**, or current version of this policy. Post assignments may not be restricted on the basis of gender. Institutions will evaluate operational concerns consistent with collective bargaining obligations, the Master Agreement, and other laws, rules, and regulations. The agency will continue to comply with Title VII and other Equal Employment Opportunity Commission authorities in implementing this policy.

**(c) The facility shall document all cross-gender strip searches and cross-gender visual body cavity searches, and shall document all cross-gender pat-down searches of female inmates.**

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\_\_\_\_\_, Unit Manager 2/3/5

\_\_\_\_\_  
Date

\_\_\_\_\_, Unit Manager 11/9/7/SHU

\_\_\_\_\_  
Date

\_\_\_\_\_, Captain

\_\_\_\_\_  
Date

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**THESE POSTS ARE OLEORESIN CAPSICUM(OC) CARRY POSTS WITH THE EXCEPTION OF  
THE 5-SOUTH CADRE INMATES**

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POST: THESE POST ORDERS WILL COVER THE FOLLOWING HOUSING UNITS

EQUIPMENT: UNIT 2(BA): BODY ALARM #601 KEYS C1 W/8, MK-4 OC DISPENSER  
UNIT 3(CA): BODY ALARM #602 KEYS C2 W/8, MK-4 OC DISPENSER  
UNIT 5N(EN): BODY ALARM #603 KEYS C5 W/8, MK-4 OC DISPENSER  
UNIT 5S(ES): BODY ALARM #604 KEYS C8 W/7, MK-4 OC DISPENSER  
UNIT 7N(GN): BODY ALARM #605 KEYS C11W/9, MK-4 OC DISPENSER  
UNIT 7S(GS): BODY ALARM #606 KEYS C14W/9, MK-4 OC DISPENSER  
UNIT 9N(IN): BODY ALARM #607 KEYS C17W/10, MK-4 OC DISPENSER  
UNIT 11N(KN): BODY ALARM #619 KEYS C20W/8, MK-4 OC DISPENSER  
UNIT 11S(KS): BODY ALARM #616 KEYS C23W/6

All 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 / DAY WATCH / EVENING WATCH

HOURS OF DUTY: 12:00 A.M. - 8:00 A.M. (M/W SHIFT)  
7:45 A.M. - 4:15 P.M. (D/W SHIFT) (Weekdays)  
8:00 A.M. - 4:00 P.M. Weekends and Holidays  
4:00 P.M. - 12:00 A.M. (E/W SHIFT)

LUNCH RELIEF: See Current Lunch relief Schedule

**NORMAL ROUTINE:** All correctional officers will report to the institution in a timely manner. You are required to utilize the "Staff Chit Board" whenever you enter and/or depart from the secured perimeter of the institution.

**\*\*Remember inmates do not have authority over other inmates. Staff are responsible for supervising inmates at all times\*\***

**MORNING WATCH**

**12:00 A.M.**

Report directly to the Unit wearing the prescribed uniform and relieve the Evening Watch Officer. After you relieve the Evening Watch Officer and receive all pertinent information, 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. 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.

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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 log into TRUSCOPE program, while maintaining your professionalism. Report for duty by telephone with the Operations Lieutenants and receive any additional information.

Conduct a body alarm test and begin conducting watch calls to the Control Center by telephone on extension 333. Watch calls will be made every half hour until 6:00 a.m. Verify your base count with the Control Center.

**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.**

**12:00 A.M.**

**COUNT TIME:** The official count will be announced at this time. The Internal Security Officer or available staff will assist with backing the count. The same count procedures will be used now as with all other counts. Upon completing the count, call the count into the C&A Officer by telephone at extension 6468. Always ensure the correct date, time, and Officer's printed name and signature conducting the count is 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. The Internal 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.

**BED BOOK COUNTS:** The Bed Books will be utilized for emergency counts, bad institutional counts and random Bed Book counts requested by the Shift Lieutenant. When a unit has two consecutive bad counts, a bed book count must be conducted. In conjunction with the Bed Book the unit roster will be used to conduct these counts. Upon receiving a new inmate on the unit, the unit officer will receive two 3 x 5 cards, one to be utilized for the bed book, and the other to use for inmate movement. The bed book card is not to be removed from the bed book

**12:30 A.M.**

Begin making watch calls by calling the Control Center using "333" on the telephone. Watch calls are made every half hour through 6:00 am. Conduct a security and fire inspection of the unit. Any discrepancies found will be noted on the Fire and Security Inspection Form. Serious breaches of security will be immediately reported to the Operations and/or Activities Lieutenant. Discrepancies found that are not of a serious nature will also be reported and the appropriate work order submitted.

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As time permits throughout the shift, conduct searches of all common areas of the unit which inmates have access. Results will be recorded into TRUSCOPE. Discoveries of hard contraband will be reported to the Operations and/or Activities Lieutenant and documented into TRUSCOPE and Sensitive Information Report. Patrol the unit, observing and listening for abnormal activity and noises. Prepare paperwork for the day ensuring your post has all required paperwork. Count slips, property forms, daily sensitive information report, incident reports, fire/safety and sanitation, memorandums, security work request and minor work request. The M/W Officer is responsible for conducting bar taps on the common area bars. The results of the bar taps are to be logged into TRUSCOPE program.

Conduct an audit of the inmate bed book cards, making sure that all inmates housed on the unit have a bed book card, and it is where the inmate is sleeping at. All pertinent information on the cards must be current (i.e., job assignments, quarter's assignments, security level and custody level). If you are missing any bed book cards, do a memo to request any missing card.

**1:00 A.M.**

Collect and screen all outgoing inmate mail, with the exception of special mail. Inmates may not seal their envelopes. Anything other than the address/return address on the envelope will be given back to the inmate, (i.e., drawings)

**NOTE:** The outgoing "special mail" will be placed in a special mail box located in the unit officer's station. Should inmates wish to mail out special mail, they will do so by submitting the outgoing special mail to the Unit Officer on their respective floor. Inmates must deliver their own outgoing special mail directly to the hands of this Officer for further processing. This process is to be used for inmates both in the general population and Special Housing Unit. In addition, the inmate shall sign Attachment A, Special Mail Receipt Form, which shall be attached to the special mail. The Officer receiving the outgoing special mail and form must immediately confirm the inmate's identity and that it matches the return address on the envelope by utilizing the bed book card. The Officer then signs the form, and place the mail with the receipt attached with the outgoing mail. \*\*If an inmate is mailing out legal mail they may seal the envelope provided they have the attorneys full name(including the title Attorney of Law), and the address is legible on the envelope.\*\*

**2:00 A.M.**

**BEGIN AREA SEARCHES:** Morning Watch is responsible for conducting shakedowns of the common areas (i.e. multipurpose area, tiers, laundry room, kitchen area, etc). Searches will be documented into TRUSCOPE.

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**2:30 A.M. (Approximate)**

**DAILY COURT ROSTER:** Upon receipt of the court roster, check the roster against the unit roster (location and cell assignment) and separation roster for CIM concerns. There are serious security and safety concerns regarding the inmates housed in M.C.C. New York and their CIM status.

**3:00 A.M. COUNT TIME:**

The official count will be announced at this time. You are to follow the same procedures used at the 12:00 a.m. count. Inmate mail will be picked up by the Internal Officer.

**4:00 A.M**

Wake-up calls will be initiated for inmates required to work in Food Service. Proceed to the cells where the affected inmates are housed and tap on their door to wake them up. Ensure they wake up at this time.

**5:00 A.M. COUNT TIME:** The official count will be announced at this time. You are to follow the same procedures used at the 12:00 a.m. count. All counts will be logged into TRUSCOPE program.

**5:30 A.M. (Approximate)**

Wake up inmates assigned to court. Have the inmates dressed and ready to depart from the unit by 6:00a.m. Make a log entry identifying each inmate and registration number that is going to court. The inmates that are departing to court must be afforded the opportunity to eat breakfast prior to departing the unit. Ensure that there are sufficient trays set aside for these inmates.

**5:40 A.M. (Approximate)**

Inmates scheduled for court will be escorted down to R&D. Food carts should arrive at this time. Ensure all meals are accounted for. **It is the responsibility of the Unit Officer to verify the accountability of meals and the trays. It is NOT the responsibility of the inmate kitchen workers.** Ensure the food carts are free of contraband. The units kitchen crew may begin to set up for the 6:00 a.m. meal

**6:00 A.M.**

**BREAKFAST MAIN LINE FEEDING:**

This meal is a general feeding meal. Inmates will be fed by tiers. Upon completion of the meal, the unit officer will ensure that the kitchen is cleaned and secured. Inmates are not allowed to use the kitchen microwave to reheat their food. Only food service detail workers are assigned to work the kitchen.

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**7:00 A.M.**

Wake up all inmates assigned to work details 30-minutes prior to reporting time. The location of an inmate will be determined by using the bed book or unit roster. List each inmate into TRUSCOPE, changing the unit count accordingly.

**7:30 A.M.**

**INMATE WORK CALL:** Work call will be sounded, check the unit against the unit detail cards to ensure that all inmates scheduled for work are ready to depart the unit. Ensure that the Detail Foreman report to the housing unit to pick up the inmates, and have the detail/photo card pouches available for the inmates departing the unit.

**Note: At this time all inmates in the housing unit shall be in their jumpsuits.**

As the Morning Watch Officer you will supervise the unit orderlies in the cleaning of the unit. Inmates are required to begin making their assigned beds and conduct sanitation in their assigned living areas by 7:30 a.m. ensure the inmates scheduled for early Call-Outs are awake and ready to report to their scheduled appointment. **Inmate Call-Outs are mandatory and should be posted whereas they are available to the inmates.** The Operations/Activities Lieutenants, and the respective department will be notified should any inmate refuse to report for a scheduled call-out.

**7:45 A.M.**

Ensure all pertinent information is annotated into TRUSCOPE.

**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.** If you are not relieved on time, you must notify the Operations or Activities Lieutenant before departing the institution.

**\*\*DO NOT LEAVE YOUR POST UNTIL THE PROPER RELIEF HAS BEEN PROVIDED\*\***

Post Orders Log books and the TRUSCOPE program are confidential documents and should never be left unattended or in an area accessible to inmates. Post Orders must be secured at all times when not in use by staff.

It is the responsibility of the employee to inform the employer of the fact they have not been able or afforded the opportunity to read such orders. The employer will then advise the employee of the general requirements of the post, and answer any questions.

Employees assuming posts under these circumstances still have the responsibility of exercising sound correctional judgment based upon their training and experience and will make reasonable efforts, before assuming your post.

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After reading the post orders, the employee must sign and date the Post Order Review Sheet which is located in Section 5 of this document. These post orders are not intended to describe in detail all the officers' responsibilities. Good judgment and common sense are expected in all situations not covered in these post orders.

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**SHIFT: DAY WATCH**

**HOURS: 7:45 A.M. TO 4:15 P.M. (Weekdays)  
8:00 A.M. TO 4:00 P.M. (Weekends and Holidays)**

**LUNCH RELIEF: See Current Lunch relief Schedule**

**NORMAL ROUTINE:** All correctional officers will report to the institution in a timely manner. You are required to utilize the "Staff Chit Board" whenever you enter and/or depart from the secured perimeter of the institution.

**\*\*Remember inmates do not have authority over other inmates. Staff are responsible for supervising inmates at all times\*\***

**7:45 A.M.**

Report directly to the Unit wearing the prescribed uniform and relieve the Morning Watch Officer. After you make your relief, 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. 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. Verify your base count with the Control Center. Throughout the shift, you will conduct searches of cells and common areas. Results will be recorded into TRUSCOPE. Discoveries of hard contraband will be reported to the Operations or Activities Lieutenant and documented into TRUSCOPE and Sensitive Information Report.

**\*\*ENSURE DAILY CALL-OUTS ARE POSTED AND VISIBLE FOR INMATE POPULATION\*\***

**\*\*It should be clearly understood that none of these activities are to take place until the Morning Watch officer is relieved\*\***

**INMATE ATTORNEY VISITING BEGINS:** Ensure you check the **SEPARATIONS ROSTER** prior to allowing any inmate to depart from the housing unit. This information will be logged into TRUSCOPE program.

Prepare the inmates assigned to 8:00 a.m. Call-Out appointments for departure.

**8:30 A.M.**

Account for all inmates 3x5 cards that are assigned to the crew kit, Check off your detail and give them their individual work assignments. All inmates will have their bunks made and their assigned living areas cleaned for inspection. Multi-purpose area should be clear of inmates while sanitation is in effect.

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**(Monday through Friday)**

**AM CENSUS COUNT:**

Conduct the Unit Census Count, record the results into TRUSCOPE and notify the Lieutenant of any discrepancies. An incident report will be written on any inmate found in an unauthorized area.

**9:30 A.M.**

The D/W Officer is responsible for conducting daily bar taps in the housing unit. All areas must be completed weekly. Log the completion into TRUSCOPE program.

**10:00 A.M. (Weekends, Federal Holidays)**

**COUNT TIME (Stand-Up Count):** The 10:00 a.m. count is an official stand up count will be conducted at this time. The count will be conducted as a bed book count when directed by the Operations Lieutenant. Ensure all areas are clear of inmates, i.e., showers, bathrooms, laundry rooms, etc. The Internal Security Officer or any available staff member will assist with backing the count. Upon completing the count, call the count into the C&A Officer by telephone at extension 6468. Always ensure the correct date, time, and Officer's printed name and signature conducting the count is 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. The Internal 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.

**BED BOOK COUNTS:** The Bed Books will be utilized for emergency counts, bad institutional counts and random Bed Book counts requested by the Shift Lieutenant. When a unit has two consecutive bad counts, a bed book count must be conducted. In conjunction with the Bed Book the unit roster will be used to conduct these counts. Upon receiving a new inmate on the unit, the unit officer will receive two 3 x 5 cards, one to be utilized for the bed book, and the other to use for inmate movement. The bed book card is not to be removed from the bed book

**Between 10:15 A.M. 12:15 P.M. (Weekdays)**

**LUNCH RELIEF**

Contact the department on the current lunch relief schedule to arrange for staff to relieve you for a 30 minute duty free lunch. When being relieved, ensure staff have signed the log book designated for lunch reliefs.

**10:35 A.M. (Approximate)**

Food carts should arrive at this time. Ensure all meals are accounted for. **It is the responsibility of the Unit Officer to verify the accountability of the meals and trays. It is NOT the inmate kitchen workers.** Ensure the food carts are free of contraband. **(Notify food service of any discrepancies).** The unit kitchen crew may begin to set up for the 11:00 meal.

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**10:45 A.M.**

**INMATE WORK RECALL:** Inmates will return to their appropriate units in preparation for the main line feeding. Post yourself at the front door of the unit to conduct pat searches and utilize the handheld metal detector of inmates entering or departing the unit.

**11:00 A.M.**

**MAIN LINE MEAL:** Inmates will be fed by tiers. Upon completion of the meal, the unit officer will ensure that the kitchen is cleaned and secured. Only food service workers are authorized to be in the kitchen. Once completed clean-up will commence. The Unit Officer will ensure all trays, lids and utensils are accounted for.

**11:30 A.M.**

Prepare the inmates assigned to 12:00 p.m. Call-Out appointments for departure.

**12:00 P.M.**

**INMATE WORK CALL:** All inmates assigned to a work detail will report to work for the afternoon session of work. The P.M. medical call-outs will begin departing the housing unit, also inmates social visiting privileges will begin for the assigned unit.

**12:30 P.M. (Monday through Friday)**

**PM CENSUS COUNT:** A Unit Census Count will be conducted at this time. Record the results in the TRUSCOPE program and notify the Lieutenant of any discrepancies. An incident report will be written on any inmate found in an unauthorized area.

**2:00 P.M. (Approximate)**

Internal Security will deliver mailbags to the housing units.

**2:30 P.M.**

Verify the unit base count with the C&A Officer.

**3:00 P.M. (Approximate)**

Food carts should arrive at this time. After removing the lock, ensure all meals are accounted for. **It is the responsibility of the Unit Officer to verify the accountability of the meals and food trays, NOT the inmate kitchen workers.** Ensure that the food cart is free from all contraband. **(Notify Food Service of any discrepancies).** Secure the cart with a padlock for the Evening Watch Officer. Inmate social visiting concluded and inmates began to return to the housing unit at this time.

**3:45 P.M.**

**INMATE RECALL:** All Inmates will return to their appropriate cells/dorms and be secured in preparation for the 4:00 p.m. Official Count.

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**3:55 P.M.**

Ensure all pertinent information is annotated into the TRUSCOPE program

**4:00 P.M.**

Assist the Evening Watch officer in the counting of the unit.

**4:15 P.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. If you are not relieved on time, you must notify the Operations or Activities Lieutenant before departing the institution.

**\*\*DO NOT LEAVE YOUR POST UNTIL THE PROPER RELIEF HAS BEEN PROVIDED\*\***

Post Orders and log books and the TRUSCOPE program are confidential documents and should never be left unattended or in an area accessible to inmates. Post Orders must be secured at all times when not in use by staff.

It is the responsibility of the employee to inform the employer of the fact they have not been able or afforded the opportunity to read such orders. The employer will then advise the employee of the general requirements of the post, and answer any questions.

After reading the post orders, the employee must sign and date the Post Order Review Sheet which is located in Section 5 of this document. 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 officers' responsibilities. Good judgment and common sense are expected in all situations not covered in these post orders.

**NOTE: 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.**

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**SHIFT:** EVENING WATCH:

**HOURS:** 4:00 P.M. TO 12:00 AM

**NORMAL ROUTINE:** All correctional officers will report to the institution in a timely manner. You are required to utilize the "Staff Chit Board" whenever you enter and/or depart from the secured perimeter of the institution.

**\*\*Remember inmates do not have authority over other inmates. Staff are responsible for supervising inmates at all times\*\***

**4:00 P.M.**

Report directly to the Unit wearing the prescribed uniform and relieve the Day Watch Officer. After you make your relief, 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. 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. Verify your base count with the Control Center.

**COUNT TIME:**

The official stand-up count will be announced at this time. The Day Watch unit officer will assist in the count. Ensure all areas are clear of inmates, i.e., showers, bath rooms, laundry rooms, etc. Upon completing the count, call the count into the C&A Officer by telephone at extension 6468. Always ensure the correct date, time, and Officer's printed name and signature conducting the count is 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. Once the Control Center announces a clear institution count, record this information into TRUSCOPE.

**It should be clearly understood that none of these activities are to take place until the Day 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.**

**BED BOOK COUNTS:** The Bed Books will be utilized for emergency counts, bad institutional counts and random Bed Book counts requested by the Shift Lieutenant. When a unit has two consecutive bad counts, a bed book count must be conducted. In conjunction with the Bed Book the unit roster will be used to conduct these counts. Upon receiving a new inmate on the unit, the unit officer will receive two 3 x 5 cards, one to be utilized for the bed book, and the other to use for inmate movement. The bed book card is not to be removed from the bed book

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**4:30 P.M.**

**MAIN LINE MEAL:** Upon notification of a good verbal count from Control Center begin the serving of the evening meal. Inmates will be fed by tiers. Upon completion of the meal, the unit officer will ensure that the kitchen is cleaned and secured.

**5:00 P.M.**

**MAIL CALL:** Begin to conduct inmate mail call. Never give an inmate mail unless it belongs to him. If an inmate is not present to receive his mail, lock it in the Officer's Office until he returns. If an inmate has moved to another unit, contact the Internal Officer to deliver it to the appropriate unit. Mail for inmates who have been transferred to another institution will be placed back in the mail bag and returned to the Mail Room. Inmate mail will not be left in the unit. All undelivered mail will be returned to the Mail Room. Upon completion of mail call, conduct a security and fire inspection of the unit. Any discrepancies found will be noted on the Fire and Security Inspection form. Serious breaches of security will be immediately reported to the Operations Lieutenant or Activities Lieutenant. Discrepancies found not of a serious nature will also be reported and the appropriate work order submitted. Initiate the unit Daily Sensitive Information Report which will be used to record important information which should be passed on to other staff, in conjunction with the information contained into TRUSCOPE.

**5:15 P.M.**

Make a security check of the unit and complete and sign the security inspection form. Make a notation into TRUSCOPE and report all discrepancies to the Shift Lieutenant(s) immediately upon becoming aware of it. Throughout your tour, conduct shakedowns of cells and other areas of the unit. Record the results into TRUSCOPE. Complete the security inspection form for your shift and forward it to the Lieutenants Office.

**6:00 P.M.**

Begin making watch calls by calling the Control Center using "333". Check the bed book 3x5 cards for accuracy with actual cell assignments and your current unit roster, record the results in the TRUSCOPE program. Ensure that you have 3x5 cards for all inmates in the unit.

**6:15 P.M.**

**TRASH CALL:** Place all trash in the sally port for pick up.

**6:30 P.M.**

Begin conducting at least (5) bar taps in the housing unit. Utilize the TRUSCOPE program to annotate the findings. Any discrepancies of a serious nature should immediately be reported to the Shift Lieutenant(s).

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**8:00 P.M.**

All Social Inmate visiting concluded for the night inmates began to return to their respective housing units at this time.

**9:45 P.M.**

**INMATE RECALL:** Begin to clear the multipurpose in preparation for the 10:00 p.m. official stand up count. All inmates will be secured in their assigned cells for the count. Ensure all paper work is ready for pick up by the Internal Officer.

**10:00 P.M.**

**OFFICIAL COUNT TIME (Stand up Count):** The official Stand up count will commence at this time. All inmates will be secured in their cells/dorms for this count. Upon completing the count, call the count into the Control Center (C&A) by telephone at ext 6468. Always ensure the correct time, date, and Officer's printed name and signature conducting the count is noted on the count slip utilizing blue/black ink.

**Institutional Lock Down, have all inmates return to their cell for the night. Ensure all common areas to include showers, laundry room, T.V. area are checked.**

**12:00 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. If you are not relieved on time, you must notify the Operations Lieutenant or East Activities Lieutenant before departing the institution.

**DO NOT LEAVE YOUR POST UNTIL THE PROPER RELIEF HAS BEEN PROVIDED.**

Post Orders and log books and the TRUSCOPE program are confidential documents and should never be left unattended or in an area accessible to inmates. Post Orders must be secured at all times when not in use by staff.

It is the responsibility of the employee to inform the employer of the fact they have not been able or afforded the opportunity to read such orders. The employer will then advise the employee of the general requirements of the post, and answer any questions.

Employees assuming posts under these circumstances still have the responsibility of exercising sound correctional judgment based upon their training and experience and will make reasonable efforts to read the post orders as soon as practicable.

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After reading the post orders, the employee must sign and date the Post Order Review Sheet which is located in Section 5 of this document. 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 officers' responsibilities. Good judgment and common sense are expected in all situations not covered in these post orders.

**NOTE: 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.**

**These Post Orders are guidelines, not orders to work before or after regularly scheduled shifts.**

There will be no additions or deletions to these post orders without the written consent of the Captain.

**§ 115.15 Limits to cross-gender viewing and searches.**

**As of August 20, 2015, or August 21, 2017 for a facility whose rated capacity does not exceed 50 inmates, the facility shall not permit cross-gender pat-down searches of female inmates, absent exigent circumstances. Facilities shall not restrict female inmates' access to regularly available programming or other out-of-cell opportunities in order to comply with this provision.**

See the Program Statement **Searches of Housing Units, Inmates, and Inmate Work Areas**, or current version of this policy.

Post assignments may not be restricted on the basis of gender. Institutions will evaluate operational concerns consistent with collective bargaining obligations, the Master Agreement, and other laws, rules, and regulations. The agency will continue to comply with Title VII and other Equal Employment Opportunity Commission authorities in implementing this policy.

**(c) The facility shall document all cross-gender strip searches and cross-gender visual body cavity searches, and shall document all cross-gender pat-down searches of female inmates.**

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\_\_\_\_\_, Unit Manager 2/3/5

\_\_\_\_\_  
Date

\_\_\_\_\_, Unit Manager 11/9/7/SHU

\_\_\_\_\_  
Date

\_\_\_\_\_, Captain

\_\_\_\_\_  
Date

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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 observed 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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**BED BOOK COUNTS:** The Bed Books will be utilized for emergency counts, bad institutional counts and random Bed Book counts requested by the Shift Lieutenant. When a unit has two consecutive bad counts, a bed book count must be conducted. In conjunction with the Bed Book the unit roster will be used to conduct these counts. Upon receiving a new inmate on the unit, the unit officer will receive two 3 x 5 cards, one to be utilized for the bed book, and the other to use for inmate movement. The bed book card is not to be removed from the bed book

Throughout your shift, you must Audit the location board, bed book, and all inmate files including the Special Housing Record (BP-292), Administrative Detention Orders, 30 day psychology reports and twenty one day cell rotations. It is the responsibility of the SHU #1 to ensure all information contained on the SHU Report is accurate and up-to-date for each inmate. The SHU Report will list the reason the inmate is housed in SHU. Ensure all doors, traps and grills in the Special Housing Unit are locked and secured. If it has a lock, it should be locked. You must ensure a comprehensive fire and security inspection of the unit is conducted. Ensure all equipment is accounted for, operational and logged into TRUSCOPE program and the fire and security form is completed.

**ANY DISCREPANSIES WILL BE REPORTED TO THE LIEUTENANT'S OFFICE.**

**12:30 A.M.**

Begin making watch calls to the Control Center by calling extension 333 or via radio every half hour. These calls are mandatory and are designed for your safety as well as the security of the institution. It is your responsibility to supervise the overall operation of the Special Housing Unit. A body alarm test should be conducted at this time. **Remember body alarms are assigned to a specific post, not a person. The Control Center must be notified before moving with the body alarm to another location.**

The Morning Watch SHU #1 will run an SENTRY Inmate Discipline Daily Log (PD 14) for any changes to an inmate's status in the Special Housing Unit. Any changes will be annotated in the SHU Report, and also in the SHU Program. The SHU #1 must go through the Special Housing Unit program making sure all inmate data is correct, also ensuring inmate's disposition status is correct. Ensure unit team information, and any other pertinent information appears on the SHU Report. The SHU #1 Officer will provide a copy of the SHU Report daily to the SHU Lieutenant.

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The SHU #1 Officer is responsible for notifying the Control Center of inmates being admitted or released from the Special Housing Unit. At no time will you be in possession of the cell door key without the presence of another staff member. The SHU #1 Officer will initiate a file on all inmates being admitted to the Special Housing Unit.

**1:00 AM**

Begin conducting searches/shakedowns of all common areas of the unit which. Particular attention must be paid to plumbing facilities chases, vents, tables, chairs, activities rooms, utility closets, laundry room, and the rest of the common area inside the unit. After completing at least five shake downs in your unit, document the correct information into TRUSCOPE. Discoveries of hard contraband will be reported to the Operations Lieutenant and documented into TRUSCOPE. All items of contraband are to be disposed of according to policy. Continue patrolling the unit observing and listening for abnormal activity and noises.

Check the unit bed book, charts and BP-292, Special Housing Unit Record to ensure that all are up to date. Check the callout and transfer sheet for information affecting the inmates under your care and direction.

**Sundays:** Remove the prior week's BP-292's, ensure they are completely filled out and place them in the corresponding inmates file located in the officers station. A new BP-292 will be generated on each inmate and placed in the BP-292(52) binder.

**1:30 A.M.**

Continue to document and update all activities and paperwork assigned to this post. The weekly recap of the entrance log will also be conducted on Sunday. The recap form and signature sheets will be forwarded to the Special Housing Lieutenant who will forward them to the Captain. The SHU #1 will generate the new sign in sheets for the week and placed them in the sign-in log book.

**2:00 A.M.**

The Morning Watch SHU #1 is responsible for forwarding all official and general correspondence generated within the unit to the institutional mail room. When screening the mail, attempt to identify escape plots, drug use and any other suspicious information. The SHU #1 will review all Inmate Request to Staff and other correspondence addressed to staff members within the institution. The Inmate Request to Staff and institution correspondence will be routed to appropriate department.

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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.

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**THIS IS AN OLEORESIN CAPSIUM (OC) CARRY POST**

POST: SPECIAL HOUSING UNIT OFFICER #1

EQUIPMENT: Key Rings E-37, E-38, C-8, C-9, 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: DAY WATCH

HOURS OF DUTY: 7:45 A.M. to 4:15 P.M.

LUNCH RELIEF: See Current Lunch relief Schedule

**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; 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.

**7:45 A.M.**

Report directly to the Special Housing Unit wearing the prescribed uniform and relieve the Morning Watch Officer. After you have relieved the Morning 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 and test your Radio/Body Alarm. 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. Prepare inmates for Daily Callouts.

**Begin making 30 minute rounds ensuring you document the findings in the TRUSCOPE program. Staff will observed 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 Morning 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.**

Prepare the Release paperwork for inmates returning to general population. Once the SHU Releases are signed off on began to release the inmates to the assigned unit. Forward the inmates Bed Book Card and I.D. Card to the respective unit. The SHU #1 Officer is responsible for notifying the Control Center of inmates being admitted or released from the Special Housing Unit. The Special Housing Report will be updated to reflect the releases. It is the responsibility of the SHU #1 to ensure all information contained on the SHU Report is accurate and up-to-date for each inmate. An informal census count of the unit should be conducted. Although this count is not called into the C&A Officer, the number of inmates present in the unit should always directly correspond to the total documented in TRUSCOPE. Any discrepancies should be brought to the immediate attention of the SHU Lieutenant. Attorney visits will begin at this time.

**It is the SHU #1's responsibility to ensure all inmates are checked for CIMS concerns prior to any escort off of the unit. The SHU #1 will check the Unit SEPARATIONS roster to ascertain if the inmate's name appears on the roster.**

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**8:30 A.M.**

Conduct a comprehensive inspection of the unit. Any discrepancies found will be noted on the Fire and Security Inspection Form. Serious breaches of security will be immediately reported to the SHU Lieutenant and Operations Lieutenant. This security inspection of the unit is primarily designed to detect contraband, prevent escapes, and ensure sanitary standards and to eliminate fire and safety hazards. Begin 21 day cell rotations at this time and showers at this time. **Note: 21 day rotations must be done when due if inmate refuses an incident report must be written, and the SHU lieutenant must be noticed. Use the Population Monitoring Census/Roster (PP30).** Conduct the A.M. census count. Log your results of the count into TRUSCOPE program and notify the Operations Lieutenant of any unauthorized inmates in your area.

**9:00 A.M.**

As time permits throughout the shift, you are to conduct searches of inmate cells. Results will be recorded into TRUSCOPE. Discoveries of hard contraband will be reported to the Operations Lieutenant and documented into TRUSCOPE. After completing at least five shake downs in your unit, reflect the correct information into TRUSCOPE.

**10:00 A.M. (Weekends, Federal Holidays)**

**COUNT TIME (Stand-Up Count):** The 10:00 a.m. count is an official stand up count will be conducted at this time. The count will be conducted as a bed book count when directed by the Operations Lieutenant. Ensure all areas are clear of inmates, i.e., showers, bathrooms, laundry rooms etc... The Internal Security Officer or any available staff member will assist with backing the count. Upon completing the count, call the count into the C&A Officer by telephone at extension 6468. Always ensure the correct date, time, and Officer's printed name and signature conducting the count is 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. The Internal 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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**BED BOOK COUNTS:**

The Bed Books will be utilized for emergency counts, bad institutional counts and random Bed Book counts requested by the Shift Lieutenant. When a unit has two consecutive bad counts, a bed book count must be conducted. In conjunction with the Bed Book the unit roster will be used to conduct these counts. Upon receiving a new inmate on the unit, the unit officer will receive two 3 x 5 cards, one to be utilized for the bed book, and the other to use for inmate movement. The bed book card is not to be removed from the bed book

**Between 10:15 A.M. 12:15 P.M. (Weekdays)**

**LUNCH RELIEF**

Contact the department on the current lunch relief schedule to arrange for staff to relieve you for a 30 minute duty free lunch. When being relieved, ensure staff have signed the log book designated for lunch reliefs.

**11:00 A.M.**

**Mainline Feeding:**

The food carts will be thoroughly searched by SHU staff prior to entering the Special Housing Unit. Report problems with the meal to the SHU/ Shift Lieutenant and Food Service staff and ensure corrective measures are taken before serving commences.

Ensure that all wickets are secured; only one (1) wicket will be opened at a time for the feeding of the meal. Officers will not pass or allow anything to be passed from cell to cell. Each inmate will receive only those items which are on the daily menu or prescribed dietary menu.

All staff handling food must wear plastic gloves and ensure the food is served at the proper temperature. Upon completion of the meal, all trays will be accounted for and placed on the food cart.

Supervise the removal of all food trays from the cells. Officers only will pick up all trays and trash from cells.

**Inmate orderlies will not be utilized to collect food trays.**

**12:00 P.M.**

On Mondays social visiting will begin at this time. Place all trash in the sallyport for pick-up at this time for preparation of trash call.

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**12:30 P.M. (Monday through Friday)**

**PM CENSUS COUNT:**

A Unit Census Count will be conducted at this time. Record the results into TRUSCOPE and notify the Lieutenant of any discrepancies. An incident report will be written on any inmate found in an unauthorized area.

**ROUNDS:**

Ensure assigned staff continue to make frequent, random rounds of the range in the unit. At a minimum, each inmate must be checked, at least one time every thirty minutes. During these security checks, ensure staff pay particular attention to those inmates who demonstrate suspicious or unusual behavior.

**MEDICAL VISITS:**

During medical visits by the Physician Assistant, you are responsible for providing an escort during their rounds on the unit. Ensure the SHU Officers announce the PA's presence on the range and inmate concerns are addressed.

**1:00 P.M.**

Conduct bar taps in at least five inmate cells. Ensure all logbooks and the TRUSCOPE program are up to date, 292s are filled out and ensure any pertinent information is documented in the TRUSCOPE program.

**3:00 P.M.**

All inmate social visiting concludes at this time.

**4:15 P.M. End of Tour**

**\*\*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.

NOTE: In addition to Post Orders, the Special instructions must be read in conjunction with post orders. Staff assigned to this post must thoroughly familiarize themselves with the Program Statement and Institution Supplement on Entrance Procedures and Inmate Visiting Procedures. This is one of the most critical areas of the institution due to the potential for escape.

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**THIS IS AN OLEORESIN CAPSIUM (OC) CARRY POST**

POST: SPECIAL HOUSING UNIT OFFICER #1

EQUIPMENT: Key Rings E-37,E-38,C-8, C-9, 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: EVENING WATCH

HOURS OF DUTY: 4:00 P.M. to 12:00 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; 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.

**4:00 P.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. **Begin making 30 minute rounds ensuring you document the findings into TRUSCOPE program. Staff will observed 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 into the TRUSCOPE program.**

**It should be clearly understood that none of these activities are to take place until the Day 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.**

**COUNT TIME:**

The official count will be announced at this time. The Internal Security Officer or available staff will assist with backing the count. The same count procedures will be used now as with all other counts. Upon completing the count, call the count into the C&A Officer by telephone at extension 6468. Always ensure the correct date, time, and Officer's printed name and signature conducting the count is 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. The Internal 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 the TRUSCOPE Program.

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**BED BOOK COUNTS:**

The Bed Books will be utilized for emergency counts, bad institutional counts and random Bed Book counts requested by the Shift Lieutenant. When a unit has two consecutive bad counts, a bed book count must be conducted. In conjunction with the Bed Book the unit roster will be used to conduct these counts. Upon receiving a new inmate on the unit, the unit officer will receive two 3 x 5 cards, one to be utilized for the bed book, and the other to use for inmate movement. The bed book card is not to be removed from the bed book

**4:30 P.M.**

Conduct a security and fire inspection of the units. Any discrepancies found will be noted on the Fire and Security Inspection Form. Serious breaches of security will be immediately reported to the Operations Lieutenant. Discrepancies found not of a serious nature will also be reported and the appropriate work order submitted. Record any confidential information into the TRUSCOPE program. This information is used to record important information which should be passed on to other staff. Conduct a bed book audit and make any changes pertaining to your bed book/inmate picture card files. Check the TRUSCOPE program for information and initiate daily paperwork.

**Dinner Meal:** All food trays, utensils, cups, containers, etc. must be removed from the cells at the end of the meals. Inmates are not permitted to retain any food trays, utensils, or other items provided during the meal. The SHU Officers will ensure that all meals are properly heated and distributed. All staff handling food must wear plastic gloves and ensure the food is served at proper temperature utilizing the microwave. **Inmate orderlies will not assist with the feeding process.** The SHU Officers will conduct the feeding of the inmates and the retrieval of the food trays. All inmate food trays will be issued and retrieved by staff only.

Ensure that all wickets are secured; only one (1) wicket will be opened at a time for the feeding of the meal. Officers will not pass nor allow anything to be passed from cell to cell. Each inmate will receive only those items which are on the daily menu or prescribed dietary menu. At no time will meat products with bones be served to inmates. Officers will not pass nor allow anything to be passed from cell to cell. Each inmate will receive only those items which are on the daily menu or prescribed dietary menu.

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**5:00P.M.**

The total tray count entering and departing the unit will be annotated in the TRUSCOPE program by the SHU #1 Officer. Social Visiting Begins (Mondays only)

**6:00 P.M.**

Begin to conduct inmate mail call. Never give an inmate mail unless it belongs to him/her. If an inmate has moved to another unit, contact the Internal Officer to deliver it to the appropriate unit. Mail for inmates who have been transferred to another institution will be placed back in the mail bag and returned to the Mail Room. Inmate mail will not be left in the unit. All undelivered mail will be returned to the Mail Room. During your shift, you are responsible for ensuring a comprehensive security inspection of the unit is completed and properly documented on the Security Inspection form. Cell sanitation on the unit and telephone calls will be conducted on the assigned days.

As time permits throughout the shift, you are to conduct searches of inmate cells. Results will be recorded into the TRUSCOPE program. Discoveries of hard contraband will be reported to the Operations Lieutenant and documented in the TRUSCOPE program. After completing at least five shake downs in your unit, record the information in the TRUSCOPE program. Begin making watch calls to the Control Center by calling extension 333 or via radio every half hour. These calls are mandatory and are designed for your safety as well as the security of the institution.

**8:00 P.M.**

Continue conducting the necessary paper work for the unit and ensure that all tasks have been accomplished throughout the shift. Began bar taps at this time and enter them into TRUSCOPE. Social visiting concludes.

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10:00 P.M.

The official (Stand-up) count will commence at this time. The use of the flashlight for this count may be necessary. Upon completing the count, call the 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. Upon completion of the count continue to conduct checks of the unit. Trash call will be announced when there is a clear count. Place all trash in the sallyport for pick-up.

11:40 P.M.

Ensure all pertinent information is annotated into TRUSCOPE.

12:00 A.M.

END OF TOUR

**\*\*DO NOT LEAVE YOUR POST UNTIL THE PROPER RELIEF HAS BEEN PROVIDED\*\***

NOTE: In addition to Post Orders, the Special instructions must be read in conjunction with post orders. Staff assigned to this post must thoroughly familiarize themselves with the Program Statement and Institution Supplement on Entrance Procedures and Inmate Visiting Procedures. This is one of the most critical areas of the institution due to the potential for escape.

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Post Orders, log books and the TRUSCORE program are confidential documents and should never be left unattended or in an area accessible to inmates. Post Orders must be secured at all times when not in use by staff.

It is the responsibility of the employee to inform the employer of the fact they have not been able or afforded the opportunity to read such orders. The employer will then advise the employee of the general requirements of the post, and answer any questions. Employees assuming posts under these circumstances still have the responsibility of exercising sound correctional judgment based upon their training and experience and will make reasonable efforts to read the post orders as soon as practicable.

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After reading the post orders, the employee must sign and date the Post Order Review Sheet which is located in Section 5 of this document

These Post Orders are guidelines, not orders to work before or after regularly scheduled shifts.

There will be no additions or deletions to these post orders without the written consent of the Captain.

§ 115.15 Limits to cross-gender viewing and searches.

**As of August 20, 2015, or August 21, 2017 for a facility whose rated capacity does not exceed 50 inmates, the facility shall not permit cross-gender pat-down searches of female inmates, absent exigent circumstances. Facilities shall not restrict female inmates' access to regularly available programming or other out-of-cell opportunities in order to comply with this provision.**

See the Program Statement **Searches of Housing Units, Inmates, and Inmate Work Areas**, or current version of this policy. Post assignments may not be restricted on the basis of gender. Institutions will evaluate operational concerns consistent with collective bargaining obligations, the Master Agreement, and other laws, rules, and regulations. The agency will continue to comply with Title VII and other Equal Employment Opportunity Commission authorities in implementing this policy.

**(c) The facility shall document all cross-gender strip searches and cross-gender visual body cavity searches, and shall document all cross-gender pat-down searches of female inmates.**

\_\_\_\_\_, Captain

\_\_\_\_\_  
Date

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**THIS IS AN OLEORESIN CAPSIUM (OC) CARRY POST**

**POST:** SPECIAL HOUSING UNIT OFFICER #2

**EQUIPMENT:** Key Ring(s) C-27, C-28,C-30,C-31, C-32, C-33,B-32,  
B-33 Radio/BA, Metal Detector

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 the 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 sally port and only 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 in the TRUSCOPE program and

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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 are recorded into the 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 in the TRUSCOPE program. Staff will observed 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 Morning 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 in

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the TRUSCOPE program.

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**BED BOOK COUNTS:** The Bed Books will be utilized for emergency counts, bad institutional counts and random Bed Book counts requested by the Shift Lieutenant. When a unit has two consecutive bad counts, a bed book count must be conducted. In conjunction with the Bed Book the unit roster will be used to conduct these counts. Upon receiving a new inmate on the unit, the unit officer will receive two 3 x 5 cards, one to be utilized for the bed book, and the other to use for inmate movement. The bed book card is not to be removed from the bed book

Throughout your shift, you must Audit the location board, bed book, and all inmate files including the Special Housing Record (BP-292), Administrative Detention Orders, 30 day psychology reports and twenty one day cell rotations. It is the responsibility of the SHU #1 to ensure all information contained on the SHU Report is accurate and up-to-date for each inmate. The SHU Report will list the reason the inmate is housed in SHU. Ensure all doors, traps and grills in the Special Housing Unit are locked and secured. If it has a lock, it should be locked. You must ensure a comprehensive fire and security inspection of the unit is conducted. Ensure all equipment is accounted for, operational and logged into the TRUSCOPE program and the fire and security form is completed. ANY DISCREPANSIES WILL BE REPORTED TO THE LIEUTENANT'S OFFICE.

**12:30 A.M.**

Begin making watch calls to the Control Center by calling extension 333 or via radio every half hour. These calls are mandatory and are designed for your safety as well as the security of the institution.

It is your responsibility to supervise the overall operation of the Special Housing Unit. A body alarm test should be conducted at this time. **Remember body alarms are assigned to a specific post, not a person. The Control Center must be notified before moving with the body alarm to another location.**

It is your responsibility to supervise the overall operation of the Special Housing Unit. Ensure that thirty minute irregular visual checks are made on each inmate and documented in the TRUSCOPE program. You are responsible for reviewing and ensuring the TRUSCOPE program is maintained with the pertinent information

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regarding inmate activity.

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**1:00 A.M.**

As time permits throughout the shift, conduct searches of all common areas of the unit which inmates have access. Particular attention must be paid to plumbing facilities chases, vents, tables, chairs, activities rooms, utility closets, laundry room, and the rest of the common area inside the unit. After completing at least five shake downs in your unit, reflect the correct information in the TRUSCOPE program. Discoveries of hard contraband will be reported to the Operations Lieutenant and documented in the TRUSCOPE program.

Serious breaches of security will be immediately reported to the Operations Lieutenant. Discrepancies found not of a serious nature will also be reported and the appropriate work order submitted. Record any confidential information into the TRUSCOPE program. Check the TRUSCOPE program and initiate daily paperwork. Patrol the unit, observing and listening for abnormal activity and noises.

**The SHU #1 Officer is responsible for notifying the Control Center of inmates being admitted or released from the Special Housing Unit. At no time will you be in possession of the cell door key without the presence of another staff member.**

**2:00 A.M.**

Continue to document and update all activities and paperwork assigned to this post. Begin processing outgoing mail. All mail will be received unsealed and screened for contraband and/or pertinent information. 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, sorted according to size, and bundled by rubber bands. The Internal security Officer will pick up the mail 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"

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**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 Recreation Officers and the SHU# 3 Officer 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 inmates' cells will be turned on while the breakfast feeding is in progress.

**All Food trays must be accounted for; no food trays will be left in an inmates' 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.**

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**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).  
**Inmate Work Call:** The Control Center will announce "Attention in the institution 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.

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**POST:** SPECIAL HOUSING UNIT OFFICER #2

**EQUIPMENT:** Key Ring(s) C-27, C-28, C-30, C-31, C-32, C-33,  
B-32, B-33, Radio/BA, Metal Detector

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 the TRUSCOPE program with type of equipment and key ring numbers.

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**SHIFT:** DAY WATCH

**HOURS OF DUTY:** 7:45 A.M. to 4:15 P.M.

**LUNCH RELIEF:** See Current Lunch relief Schedule

**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 sally port only; 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.

**7:45 A.M**

Report directly to the Special Housing Unit wearing the prescribed uniform and relieve the Morning Watch Officer. After you have relieved the Morning 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 in the TRUSCOPE program and sign the location inventory. Count the keys to ensure the number

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of keys corresponds with the total number on the key ring chit.

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Key rings must be secured to a belt by clips and a metal chain. Contact the Control Center and test your Radio/Body Alarm. Unit officers must maintain a log of pertinent information regarding inmate activity, detailing time, persons involved (if pertinent) and the event. Record these activities into the TRUSCOPE program. Report for duty by telephone with the Operations Lieutenant and receive any additional information. Prepare inmates for Daily Call-outs.

**Begin making 30 minute rounds ensuring you document the findings in the TRUSCOPE program. Staff will observed 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.**

**8:30 A.M.**

Assist the #1 officer Conduct a security and fire inspection of the unit. Any discrepancies found will be noted on the Fire and Security Inspection Form. Serious breaches of security will be immediately reported to the SHU Lieutenant and Operations Lieutenant. Discrepancies found not of a serious nature will also be reported and the appropriate work order submitted. Record any confidential information into the TRUSCOPE program. This information is used to record important information which should be passed on to other staff. Conduct a bed book audit and make any changes pertaining to your bed book/inmate picture card files. Check the TRUSCOPE program for information and initiate daily paperwork.

As time permits throughout the shift, you are to conduct searches of inmate cells. Results will be recorded in the TRUSCOPE program. Discoveries of hard contraband will be reported to the SHU Lieutenant and Operations Lieutenant and documented in the TRUSCOPE program. Showers and other daily activities are begun according to the posted schedule.

**The SHU #1 Officer is responsible for notifying the Control Center of inmates being admitted or released from the Special Housing Unit. At no time will you be in possession of the cell**

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door key without the presence of another staff member.

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**9:00 A.M.**

Verify all release orders signed by the Captain, and other designated staff. Once releases orders are signed assist the SHU #1 Officer with processing inmates out of the unit, ensure all documentation, i.e., property form and the TRUSCOPE program, are completed prior to the inmate being released from the unit. Ensure the property forms are filed out accordingly and the inmate receives a copy. The SHU Lieutenant will be immediately notified of any discrepancies with the inmate's personal property.

**10:00 A.M. (Weekends and Holidays)**

**COUNT TIME (Stand-Up Count):** The 10:00 a.m. count is an official stand up count will be conducted at this time. The count will be conducted as a bed book count when directed by the Operations Lieutenant. Ensure all areas are clear of inmates, i.e., showers, bathrooms, laundry rooms etc... The Internal Security Officer or any available staff member will assist with backing the count. Upon completing the count, call the count into the C&A Officer by telephone at extension 6468. Always ensure the correct date, time, and Officer's printed name and signature conducting the count is 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. The Internal 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 the TRUSCOPE program.

**Between 10:15 A.M. 12:15 P.M. (Weekdays)**

**LUNCH RELIEF**

Contact the department on the current lunch relief schedule to arrange for staff to relieve you for a 30 minute duty free lunch. When being relieved, ensure staff have signed the log book designated for lunch reliefs.

**BED BOOK COUNTS:** The Bed Books will be utilized for emergency counts, bad institutional counts and random Bed Book counts requested by the Shift Lieutenant. When a unit has two consecutive bad counts, a bed book count must be conducted. In conjunction with the Bed Book the unit roster will be used to conduct these counts. Upon receiving a new inmate on the unit, the unit officer will receive two 3 x 5 cards, one to be

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utilized for the bed book, and the other to use for inmate movement. The bed book card is not to be removed from the bed book

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**11:00 A.M.**

**Mainline Feeding:**

The food carts will be thoroughly searched by SHU staff prior to entering the Special Housing Unit. Report problems with the meal to the SHU/ Shift Lieutenant and Food Service staff and ensure corrective measures are taken before serving commences.

Ensure that all wickets are secured, only one (1) wicket will be opened at a time for the feeding of the meal. Officers will not pass or allow anything to be passed from cell to cell. Each inmate will receive only those items which are on the daily menu or prescribed dietary menu.

All staff handling food must wear plastic gloves and ensure the food is served at the proper temperature. Upon completion of the meal, all trays will be accounted for and placed on the food cart.

Supervise the removal of all food trays from the cells. Officers only will pick up all trays and trash from cells. **Inmate orderlies will not be utilized to collect food trays.**

**12:00 P.M.** On Mondays social visiting will begin at this time. Place all trash in the sally port for pick-up at this time for preparation of trash call.

**12:30 P.M.**

**PM CENSUS COUNT:** A Unit Census Count will be conducted at this time. Record the results in the TRUSCOPE program and notify the Lieutenant of any discrepancies. An incident report will be written on any inmate found in an unauthorized area.

**ROUNDS:** Ensure assigned staff continue to make frequent, random rounds of the range in the unit. At a minimum, each inmate must be checked, at least one time every thirty minutes. During these security checks, ensure staff pay particular attention to those inmates who demonstrate suspicious or unusual behavior.

**MEDICAL VISITS:** During medical visits by the Physician Assistant, you are responsible for providing an escort during their rounds on the unit. Ensure the SHU Officers announce the PA's presence on the range and inmate concerns are addressed.

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1:00 P.M.

Conduct bar taps in at least five inmate cells. Ensure the TRUSCOPE program is up to date along with the 292s. Ensure any pertinent information is documented in the TRUSCOPE program.

3:00 P.M.

All inmate social visiting concludes at this time.

4:00 P.M. Assist the Evening Watch staff with the 4:00 PM Count.

4:15 P.M. End of Tour

**\*\*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.

NOTE: In addition to Post Orders, the Special instructions must be read in conjunction with post orders (Section 2). Staff assigned to this post must thoroughly familiarize themselves with the Program Statement and Institution Supplement on Entrance Procedures and Inmate Visiting Procedures. This is one of the most critical areas of the institution due to the potential for escape.

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.

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POST: SPECIAL HOUSING UNIT OFFICER #2

EQUIPMENT: Key Ring(s) C-27, C-28, C-30, C-31, C-32, C-33, B-32, B-33, Radio/BA, Metal Detector

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 the TRUSCOPE program with type of equipment and key ring numbers.

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SHIFT: EVENING WATCH

HOURS OF DUTY: 4:00 P.M. to 12:00 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 sally port only, 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.

**4:00 P.M.**

Report directly to the Special Housing Unit wearing the prescribed uniform and relieve the Evening Watch Officer. After you have relieved the Day 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 in the TRUSCOPE program and sign the location inventory. Count the keys to ensure the number of keys corresponds with the total number on the key ring chit.

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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 recorded into the TRUSCOPE program. **Begin making 30 minute rounds ensuring you document the findings in the TRUSCOPE program. Staff will observed 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 Day 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.**

**COUNT TIME:** The official count will be announced at this time. The Internal Security Officer or available staff will assist with backing the count. The same count procedures will be used now as with all other counts. Upon completing the count, call the count into the C&A Officer by telephone at extension 6468. Always ensure the correct date, time, and Officer's printed name and signature conducting the count is 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. The Internal 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 in the TRUSCOPE program.

**BED BOOK COUNTS:** The Bed Books will be utilized for emergency counts, bad institutional counts and random Bed Book counts requested by the Shift Lieutenant. When a unit has two consecutive bad counts, a bed book count must be conducted.

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In conjunction with the Bed Book the unit roster will be used to conduct these counts. Upon receiving a new inmate on the unit, the unit officer will receive two 3 x 5 cards, one to be utilized for the bed book, and the other to use for inmate movement. The bed book card is not to be removed from the bed book

**4:30 P.M.**

Conduct a security and fire inspection of the units. Any discrepancies found will be noted on the Fire and Security Inspection Form. Serious breaches of security will be immediately reported to the Operations Lieutenant. Discrepancies found not of a serious nature will also be reported and the appropriate work order submitted. Record any confidential information into the TRUSCOPE program. Conduct a bed book audit and make any changes pertaining to your bed book/inmate picture card files. Check the TRUSCOPE program for information and initiate daily paperwork.

**Dinner Meal:** All food trays, utensils, cups, containers, etc. must be removed from the cells at the end of the meals. Inmates are not permitted to retain any food trays, utensils, or other items provided during the meal. The SHU Officers will ensure that all meals are properly heated and distributed. All staff handling food must wear plastic gloves and ensure the food is served at proper temperature utilizing the microwave. **Inmate orderlies will not assist with the feeding process.** The SHU Officers will conduct the feeding of the inmates and the retrieval of the food trays. All inmate food trays will be issued and retrieved by staff only.

Ensure that all wickets are secured, only one (1) wicket will be opened at a time for the feeding of the meal. Officers will not pass nor allow anything to be passed from cell to cell. Each inmate will receive only those items which are on the daily menu or prescribed dietary menu. At no time will meat items with bones be served to inmates. Officers will not pass nor allow anything to be passed from cell to cell. Each inmate will receive only those items which are on the daily menu or prescribed dietary menu

**5:00P.M.**

The total tray count entering and departing the unit will be

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annotated in the TRUSCOPE program by the SHU #1 Officer. Social  
Vising Begins (Mondays only)

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**6:00 P.M.**

Begin to conduct inmate mail call. Never give an inmate mail unless it belongs to him/her. If an inmate has moved to another unit, contact the Internal Officer to deliver it to the appropriate unit.

Mail for inmates who have been transferred to another institution will be placed back in the mail bag and returned to the Mail Room. Inmate mail will not be left in the unit. All undelivered mail will be returned to the Mail Room. During your shift, you are responsible for ensuring a comprehensive security inspection of the unit is completed and properly documented on the Security Inspection form. Cell sanitation on the unit, and telephone calls will be conducted on the assigned days.

As time permits throughout the shift, you are to conduct searches of inmate cells. Results will be recorded in the TRUSCOPE program. Discoveries of hard contraband will be reported to the Operations Lieutenant and documented in the TRUSCOPE program. After completing at least five shake downs in your unit, reflect the correct information in the TRUSCOPE program.

Begin making watch calls to the Control Center by calling extension 333 or via radio every half hour. These calls are mandatory and are designed for your safety as well as the security of the institution.

**8:00 P.M.**

Continue conducting the necessary paper work for the unit and ensure that all tasks have been accomplished through-out the shift. Begin conducting bar taps at this time. Social visiting concludes.

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**10:00 P.M.**

The official (Stand-up) count will commence at this time. The use of the flashlight for this count may be necessary. Upon completing the count, call the 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. Upon completion of the count continue to conduct checks of the unit. Trash call will be announced when there is a clear count. Place all trash in the sally port for pick-up.

**11:40 P.M.**

Ensure all pertinent information is annotated in the TRUSCOPE program.

**12:00 A.M.**

**END OF TOUR**

**\*\*DO NOT LEAVE YOUR POST UNTIL THE PROPER RELIEF HAS BEEN PROVIDED\*\***

**NOTE:** In addition to Post Orders, the Special instructions must be read in conjunction with post orders (Section 2). Staff assigned to this post must thoroughly familiarize themselves with the Program Statement and Institution Supplement on Entrance Procedures and Inmate Visiting Procedures. This is one of the most critical areas of the institution due to the potential for escape.

**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.**

Post Orders, log books and the TRUSCOPE program are confidential documents and should never be left unattended or in an area accessible to inmates.

**Post Orders must be secured at all times** when not in use by staff.

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It is the responsibility of the employee to inform the employer of the fact they have not been able or afforded the opportunity to read such orders. The employer will then advise the employee of the general requirements of the post, and answer any questions.

Employees assuming posts under these circumstances still have the responsibility of exercising sound correctional judgment based upon their training and experience and will make reasonable efforts to read the post orders as soon as practicable.

After reading the post orders, the employee must sign and date the Post Order Review Sheet which is located in Section 5 of this document

**NOTE: 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.**

**These Post Orders are guidelines, not orders to work before or after regularly scheduled shifts.**

There will be no additions or deletions to these post orders without the written consent of the Captain.

\_\_\_\_\_  
[REDACTED], Captain

\_\_\_\_\_  
Date

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SPECIFIC POST ORDERS  
**SHU #3**

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**THIS IS AN OLEORESIN CAPSIUM (OC) CARRY POST**

**POST:** SPECIAL HOUSING UNIT OFFICER #3

**EQUIPMENT:** Key Ring(s) C-27, C-28,C-30,C-31, C-32, C-33,B-32,  
B-33 Radio/BA, Metal Detector

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 the TRUSCOPE program with type of equipment and key ring numbers.

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**SHIFT:** DAY WATCH

**HOURS OF DUTY:** 6:00 A.M. to 2:30 P.M.

**LUNCH RELIEF:** See Current Lunch relief Schedule

**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 sally port; only 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.

**6:00 A.M.**

Report directly to the Special Housing Unit wearing the prescribed uniform. 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 in the TRUSCOPE program and sign the location inventory. 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

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chain.

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Contact the Control Center on #333 and test your Radio/Body Alarm. 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 written legibly, while maintaining your professionalism. Report for duty by telephone with the Operations Lieutenant and receive any additional information. **Begin making 30 minute rounds ensuring you document the findings in the TRUSCORE program. Staff will be observed 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.**

Ensure that all inmates on the court list are ready for pick up by the Internal Security. The SHU 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 begin 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 inmates' cells will be turned on while the breakfast feeding is in progress.

**All Food trays must be accounted for, no food trays will be left in an inmates' 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.**

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**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, BP-292.

**Inmate Work Call:** The Control Center will announce "Attention in the institution inmate work call." All inmates assigned to work details will report to their work detail assignments.

**8:30 A.M.**

Assist the #1 officer Conduct a security and fire inspection of the unit. Any discrepancies found will be noted on the Fire and Security Inspection Form. Serious breaches of security will be immediately reported to the SHU Lieutenant and Operations Lieutenant.

Discrepancies found not of a serious nature will also be reported and the appropriate work order submitted. Initiate the unit Confidential Log Report which will be used to record important information which should be passed on to other staff, in conjunction with the information contained in the TRUSCOPE program. Conduct a bed book audit and make any changes pertaining to your bed book/inmate picture card files. Check the TRUSCOPE program for information and initiate daily paperwork (Confidential Log form, etc.). As time permits throughout the shift, you are to conduct searches of inmate cells. Results will be recorded in the TRUSCOPE program. Discoveries of hard contraband will be reported to the SHU Lieutenant and Operations Lieutenant and documented in the unit Confidential Log report and the TRUSCOPE program. Began to conduct showers and all other daily activities according to schedule

**The SHU #1 Officer is responsible for notifying the Control Center of inmates being admitted or released from the Special Housing Unit. At no time will you be in possession of the cell door key without the presence of another staff member.**

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**9:00 A.M.**

Verify all release orders signed by the Captain, and other designated staff. Once releases orders are signed assist the SHU#1 Officer with processing inmates out of the unit, ensure all documentation, i.e., property form and the TRUSCOPE program, is completed prior to the inmate being released from the unit. Ensure the property forms are filed out accordingly and the inmate receives a copy. The SHU Lieutenant will be immediately notified of any discrepancies with the inmates' personal property.

**10:00 A.M. (Weekends and Holidays)**

**COUNT TIME (Stand-Up Count):** The 10:00 a.m. count is an official stand up count will be conducted at this time. The count will be conducted as a bed book count when directed by the Operations Lieutenant. Ensure all areas are clear of inmates, i.e., showers, bathrooms, laundry rooms etc. The Internal Security Officer or any available staff member will assist with backing the count. Upon completing the count, call the count into the C&A Officer by telephone at extension 6468. Always ensure the correct date, time, and Officer's printed name and signature conducting the count is 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. The Internal 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 in the TRUSCOPE program.

**BED BOOK COUNTS:** The Bed Books will be utilized for emergency counts, bad institutional counts and random Bed Book counts requested by the Shift Lieutenant. When a unit has two consecutive bad counts, a bed book count must be conducted. In conjunction with the Bed Book the unit roster will be used to conduct these counts. Upon receiving a new inmate on the unit, the unit officer will receive two 3 x 5 cards, one to be utilized for the bed book, and the other to use for inmate movement. The bed book card is not to be removed from the bed book

**Between 10:15 A.M. 12:15 P.M. (Weekdays)**

**LUNCH RELIEF**

Contact the department on the current lunch relief schedule to arrange for staff to relieve you for a 30 minute duty free lunch. When being relieved, ensure staff have signed the log book designated for lunch reliefs.

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**11:00 A.M.**

**Mainline Feeding:**

The food carts will be thoroughly searched by SHU staff prior to entering the Special Housing Unit. Report problems with the meal to the SHU/ Shift Lieutenant and Food Service staff and ensure corrective measures are taken before serving commences.

Ensure that all wickets are secured, only one (1) wicket will be opened at a time for the feeding of the meal. Officers will not pass or allow anything to be passed from cell to cell. Each inmate will receive only those items which are on the daily menu or prescribed dietary menu.

All staff handling food must wear plastic gloves and ensure the food is served at the proper temperature. Upon completion of the meal, all trays will be accounted for and placed on the food cart.

Supervise the removal of all food trays from the cells. Officers only will pick up all trays and trash from cells. **Inmate orderlies will not be utilized to collect food trays.**

**12:00 P.M.** On Mondays social visiting will begin at this time. Place all trash in the sally port for pick-up at this time for preparation of trash call.

**12:30 P.M.**

**PM CENSUS COUNT:** A Unit Census Count will be conducted at this time. Record the results in the TRUSCOPE program and notify the Lieutenant of any discrepancies. An incident report will be written on any inmate found in an unauthorized area.

**ROUNDS:** Ensure assigned staff continue to make frequent, random rounds of the range in the unit. At a minimum, each inmate must be checked, at least one time every thirty minutes. During these security checks, ensure staff pay particular attention to those inmates who demonstrate suspicious or unusual behavior.

**MEDICAL VISITS:** During medical visits by the Physician Assistant, you are responsible for providing an escort during their rounds on the unit. Ensure the SHU Officers announce the PA's presence on the range and inmate concerns are addressed.

**1:00 P.M.**

Conduct bar taps in at least five inmate cells. Ensure the TRUSCOPE program are up to date, 292s are filled out and ensure any pertinent information is documented on the Confidential Report.

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2:30 P.M.  
End of Tour

**\*\*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.

NOTE: In addition to Post Orders, the Special instructions must be read in conjunction with post orders (Section 2). Staff assigned to this post must thoroughly familiarize themselves with the Program Statement and Institution Supplement on Entrance Procedures and Inmate Visiting Procedures. This is one of the most critical areas of the institution due to the potential for escape.

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.

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**POST:** SPECIAL HOUSING UNIT OFFICER #3

**EQUIPMENT:** Key Ring(s) C-27, C-28,C-30,C-31, C-32, C-33,B-32, B-33 Radio/BA, Metal Detector

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 the TRUSCOPE program with type of equipment and key ring numbers.

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**SHIFT:** EVENING WATCH

**HOURS OF DUTY:** 2:00 P.M. to 10:00 P.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 sally port only, one door will be open at a time unless there is an emergency.

**CONTROLLED MOVES:** A Lieutenant will call all controlled moves 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.

**2:00 P.M.**

Report directly to the Special Housing Unit wearing the prescribed uniform. 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 in the TRUSCOPE program and sign the location inventory. 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. 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 written legibly, while maintaining your professionalism. Report for duty by telephone with the Operations Lieutenant and receive any additional information.

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Begin making 30 minute rounds ensuring you document the findings in the TRUSCOPE program. Staff will observed 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.

**3:00 P.M.**

All inmate social visiting concludes at this time.

**4:00 P.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 Office r, 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 in the TRUSCOPE program and sign the location inventory. 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 written legibly, while maintaining your professionalism. **Begin making 30 minute rounds ensuring you document the findings in the TRUSCOPE program. Staff will observed 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 Day 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.

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**COUNT TIME:** The official count will be announced at this time. The Internal Security Officer or available staff will assist with backing the count. The same count procedures will be used now as with all other counts. Upon completing the count, call the count into the C&A Officer by telephone at extension 6468. Always ensure the correct date, time, and Officer's printed name and signature conducting the count is 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. The Internal 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 in the TRUSCOPE program.

**BED BOOK COUNTS:** The Bed Books will be utilized for emergency counts, bad institutional counts and random Bed Book counts requested by the Shift Lieutenant. When a unit has two consecutive bad counts, a bed book count must be conducted. In conjunction with the Bed Book the unit roster will be used to conduct these counts. Upon receiving a new inmate on the unit, the unit officer will receive two 3 x 5 cards, one to be utilized for the bed book, and the other to use for inmate movement. The bed book card is not to be removed from the bed book

**4:30 P.M.**

Conduct a security and fire inspection of the units. Any discrepancies found will be noted on the Fire and Security Inspection Form. Serious breaches of security will be immediately reported to the Operations Lieutenant. Discrepancies found not of a serious nature will also be reported and the appropriate work order submitted.

Initiate the unit Confidential Log Report which will be used to record important information which should be passed on to other staff, in conjunction with the information contained in the TRUSCOPE program. Conduct a bed book audit and make any changes pertaining to your bed book/inmate picture card files. Check the TRUSCOPE program for information and initiate daily paperwork.

**Dinner Meal:** All food trays, utensils, cups, containers, etc., must be removed from the cells at the end of the meals. Inmates are not permitted to retain any food trays, utensils, or other items provided during the meal. The SHU Officers will ensure that all meals are properly heated and distributed. All staff handling food must wear plastic gloves and ensure the food is served at proper temperature

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utilizing the microwave. **Inmate orderlies will not assist with the feeding process.** The SHU Officers will conduct the feeding of the inmates and the retrieval of the food trays. All inmate food trays will be issued and retrieved by staff only.

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Ensure that all wickets are secured, only one (1) wicket will be opened at a time for the feeding of the meal. Officers will not pass nor allow anything to be passed from cell to cell. Each inmate will receive only those items which are on the daily menu or prescribed dietary menu. At no time will meat items with bones be served to inmates. Officers will not pass nor allow anything to be passed from cell to cell. Each inmate will receive only those items which are on the daily menu or prescribed dietary menu

**5:00 P.M.**

The total tray count entering and departing the unit will be annotated in the TRUSCOPE program by the SHU #1 Officer. Social Visiting Begins (Mondays only)

**6:00 P.M.**

Begin to conduct inmate mail call. Never give an inmate mail unless it belongs to him/her. If an inmate has moved to another unit, contact the Internal Officer to deliver it to the appropriate unit.

Mail for inmates who have been transferred to another institution will be placed back in the mail bag and returned to the Mail Room. Inmate mail will not be left in the unit. All undelivered mail will be returned to the Mail Room. During your shift, you are responsible for ensuring a comprehensive security inspection of the unit is completed and properly documented on the Security Inspection form. Cell sanitation on the unit, and telephone calls will be conducted on the assigned days.

As time permits throughout the shift, you are to conduct searches of inmate cells. Results will be recorded in the unit search portion of the TRUSCOPE program. Discoveries of hard contraband will be reported to the Operations Lieutenant and documented in the TRUSCOPE program. After completing at least five shake downs in your unit, reflect the correct information in the Shake Down portion of the TRUSCOPE program. The Shake-Down Log will reflect the room number; inmates name; register number; date; time; remarks (to indicate whether contraband was found; type of contraband; and disposition of contraband); and the searching officer's name. Discoveries of hard contraband will be reported to the Operations Lieutenant and documented in the TRUSCOPE program.

Begin making watch calls to the Control Center by calling extension 333 or via radio every half hour. These calls are mandatory and are

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designed for your safety as well as the security of the institution

**8:00 P.M.**

Continue conducting the necessary paper work for the unit and ensure that all tasks have been accomplished through-out the shift. Begin conducting bar taps at this time. Social visiting concludes.

**10:00 P.M.**

**End of Tour**

**Official Count in Progress**

**\*\*DO NOT LEAVE YOUR POST UNTIL THE PROPER RELIEF HAS BEEN PROVIDED\*\***

**NOTE:** In addition to Post Orders, the Special instructions must be read in conjunction with post orders. (Section 2). Staff assigned to this post must thoroughly familiarize themselves with the Program Statement and Institution Supplement on Entrance Procedures and Inmate Visiting Procedures. This is one of the most critical areas of the institution due to the potential for escape.

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Post Orders and the TRUSCOPE program are confidential documents and should never be left unattended or in an area accessible to inmates. **Post Orders must be secured at all times** when not in use by staff.

It is the responsibility of the employee to inform the employer of the fact they have not been able or afforded the opportunity to read such orders. The employer will then advise the employee of the general requirements of the post, and answer any questions. Employees assuming posts under these circumstances still have the responsibility of exercising sound correctional judgment based upon their training and experience and will make reasonable efforts to read the post orders as soon as practicable.

After reading the post orders, the employee must sign and date the Post Order Review Sheet which is located in Section 5 of this document

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NOTE: 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.

These Post Orders are guidelines, not orders to work before or after regularly scheduled shifts.

There will be no additions or deletions to these post orders without the written consent of the Captain.

\_\_\_\_\_  
[REDACTED], Captain

\_\_\_\_\_  
Date

**METROPOLITAN CORRECTIONAL CENTER  
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GENERAL POST ORDERS  
SPECIAL HOUSING UNIT  
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**INTRODUCTION:**

The General Post Orders are designed to aid each Correctional Officer in understanding the correctional philosophy of the Bureau of Prisons, and as a basic guide to the policy and operations within your facility. It should be emphasized that these post orders are not intended to be a substitute for Bureau of Prisons policy, and should not be interpreted as such. The primary purpose is to provide the Correctional Officer with a general review of correctional procedures and serve as a resource to locate more detailed and specific information. Although the information in the General Post Orders is not classified, it will be treated as "Restricted". Caution should be exercised to assure that this material is not disseminated to unauthorized persons.

**PERSONAL APPEARANCE:**

All necessary articles of Officer's clothing are issued without cost. (Uniform allowance) It is the officer's responsibility to present a neat, professional appearance at all times. Only authorized Bureau of Prisons clothing is approved for wear while on duty of any post. If you wear a blazer, or a long sleeve shirt, you are required to wear a tie. Shoes should be shined at all times. All staff are required to wear the stab resistant vest which is supplied by the Bureau.

**POSTED PICTURE FILE:**

The posted picture file is reserved for inmates considered as serious escape risks, sexually deviant, or who have a record of extreme assaultive behavior, etc. Inmates will be placed on this status by the SIS Department. Officers are required to review and sign this file on a monthly basis in order to be familiar with these inmates; especially those assigned to their work details or housing units. The Electronic Posted Picture Files are located on the sally port BOPWare Program for MCC New York.

**POST ORDERS:**

Post Orders are general instructions designed to aid the Correctional Officer in the daily operation of each custodial post. Each officer should review the Post Orders, prior to assuming the post for the first time, during a quarter. The master file of the Post Orders are maintained in the Lieutenants' Offices. A copy of the Post Orders shall also be kept on site, if adequate facilities are available to prohibit offenders from having access to them. Post Orders are to be treated as "Confidential" and kept secured and away from inmates at all times. No changes will be made to the post orders without authorization from the Captain.

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**EMERGENCY PROCEDURES**

**EMERGENCY PLAN IMPLEMENTATION:** Each officer is required to review the fifteen basic emergency plans which are located in the Command Center. Each staff member is required to sign indicating they have reviewed the contingency plans for the year. During emergency situations, officers assigned to a specific area are responsible for the accountability of all inmates and staff in their areas unless otherwise directed.

**EMERGENCY WARNING SYSTEMS:** The Control Center serves as the central receiving area for emergency warnings. The Control Center Officer will immediately notify the correctional supervisor and other authorized officials in order to summon help to the designated areas.

**\*Any person held hostage shall be considered under duress, and any orders issued by such person, regardless of rank, and including the Warden, shall be disregarded.**

**TELEPHONE "222":** This number is a system for reporting emergencies at the institution. Whenever possible, remain on the line to relay necessary information to the Control Center. If a situation occurs that makes it impractical to remain on the line, be sure the telephone is ringing the Control Center before leaving the immediate area. This number also rings into the Correctional Supervisor's Office. **The "222" telephone system will be tested weekly.**

**BODY ALARMS:**

"Body Alarms" should be considered only as an auxiliary to the emergency alarm system telephone number 222, and do not supersede the dial alarm if a telephone is convenient or appropriate to use. Only the "general area," e.g., specific unit, can be determined by the Control Center when this alarm is used. Officers will not tamper with or attempt to repair the transmitter units. The body alarm tests will be conducted in the following manner. The Control Center Officer will contact the staff member with the body alarm advising them that a body alarm test is being conducted. The Control Room Officer will verify the body alarm number and direct the staff member to activate the body alarm by depressing the red button located at the top of the unit. Once the test has been successful the Control Room Officer will advise the staff member that the test was a good test, and advise them to clear the alarm and conduct a radio test. After performing this procedure the unit is now ready to receive radio transmissions and send an alarm to summon staff assistance if needed.

**WATCH CALLS:**

The watch call is an official report that everything on an officer's

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post is secure and in good order. Watch calls are made every thirty (30) minutes from 6:00 p.m. to 6:00 a.m. All officers should identify the watch call, and state his/her name and post. Watch calls will be made between the hours of 6:00PM and 6:00AM by dialing "333" using the telephone.

**EQUIPMENT:**

Equipment needed varies with each assignment and is outlined in the individual Post Orders. Generally, equipment issued will be a combination of keys, portable radio, and detail pouch. A flashlight is required during the evening and morning watch shifts.

- **Flashlight:** Flashlights and batteries are issued as needed from the Control Center and are receipted by key chits. All morning watch and evening watch officers are required to have a flashlight as part of the equipment for the post. Flashlights remaining on the unit need not be receipted for with key chits. Replacement batteries are available from the Security Officers, on an exchange basis.
- **Radios:** Radios are for employee use only. Employee using portable units normally identify themselves by stating their name and/or location/job assignment. Radios are issued by the Control Center and are receipted for with a key chit. Officers will have a radio only when specific assignments require its use. For emergencies, portable radios provide a direct contact with the Control Center.
- **Keys:** Keys issued to employees will be receipted by metal key chits. Only the necessary keys to work a specific job or assignment will be issued. Officers carrying keys away from the institution will be instructed to return them immediately. Employees are responsible for the number of keys included in any set issued to them and will never remove keys from the set. **Upon receipt of keys, each employee has the responsibility to count the number of keys on each set.**

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- **Detail Pouches:** Each employee in charge of a detail assumes responsibility for the custody, control and conduct of all inmates assigned to his/her detail. Both Unit Officers and those staff members having details will pick up their detail pouches prior to reporting to their assignment, and are responsible for turning them in at the end of the working day.
  
- **Body Alarm:** Unit Officers assigned to posts with body alarms are required to carry the body alarm on their person on every shift. If an individual is relieved from a post that is assigned a body alarm, the relieving officer will be given the body alarm to carry. Normally, body alarms will not be removed or carried from the post to which assigned but should it become necessary, the Control Center MUST be contacted and the staff member given authorization to move with the body alarm. The purpose of this is to allow the unit Officer to be in constant communication with the Control Center. A check of all issued units for proper functioning will be made at the beginning of every shift. Further instructions in the utilization of these transmitters will be explained in the Chapter entitled Emergency Procedures.

**KEY CHITS:**

Metal key chits are used as receipts for obtaining most equipment that you will be using. Replacement chits are available through the Security Officer. Key chits will not be left in the Control Center at the end of the work day, or upon return of the equipment. Paper tags/Paper chits utilized as key chits are not authorized. Use of any item other than a metal key chit will be subject to the approval of the OPS LT. Temporary Chits can be obtained from the Lieutenants' Office

**SECURITY AND ACCOUNTABILITY:**

Conduct daily security inspections of your entire area, paying particular attention to any defective locks or the tampering of locks, windows, doors, etc., and report the findings to the Operations Lieutenant in a timely manner. Daily security inspections of your entire area are required and are vital to the security of the institution. Minor repairs will require a work order to the department concerned through the Captain's Office. Defective locks will be brought to the attention of the Operations Lieutenant immediately. Security inspections shall be supplemented with periodic searches by regular search teams. The searches will be initiated by the Operations Lieutenant, under the direction of the Captain. As a Unit Officer, you are responsible for the accountability of your details, authorized lay-ins, and unassigned

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inmates. Report all absences to the Operations Lieutenant immediately and follow through to determine the location of the inmate(s). If the inmate should return, notify the Operations Lieutenant. Detail supervisors will screen carefully all individual inmate requests to leave their assigned area. This would include requests to go to the hospital and other areas and departments at times other than regularly scheduled for the department activity.

Ensure that inmates in your area are authorized to be there and require those under your supervision to remain in their area. Allow inmates on scheduled call-outs ample time (Approx. 10 minutes) so they may arrive at the calling department at the time specified.

**INMATE DISCIPLINARY PROCEDURES**

**INCIDENT REPORT:** Informal resolution of incidents involving violations of institutional rules or regulations is encouraged. However, when an officer witnesses or has a reason to believe that a violation of institutional rules has been committed by an inmate, the officer will prepare an incident report and forward it to the appropriate correctional supervisor. The correctional supervisor may informally resolve of the incident report or forward the incident report to the Unit Disciplinary Committee for further disposition if indicated. As these reports can be subpoenaed into court as legal evidence, all reports must be printed in ink or typed.

- **INVESTIGATION:** The investigations should be conducted within 24 hours from the time the violation is detected, unless circumstances beyond the control of the investigator intervene. The investigating officer will usually be a Lieutenant. The inmate will be given a copy of the incident report by the investigating officer at the beginning of the investigation. The investigator should also read the charges to the inmate and obtain the inmate's statement concerning the incident. After thoroughly investigating the incident, the inmate does not receive a copy of the investigation. However, should the case be forwarded to the Unit Disciplinary Committee, ultimately, the investigation may be given to the inmate's staff representative for use in the presentation on the inmate's behalf.
  
- **UNIT DISCIPLINARY COMMITTEE:** The authority to impose minor disposition and sanction shall be delegated to staff members of an inmate's unit. The Unit Manager will be responsible for the membership and supervision of the Unit Disciplinary Committee (UDC) as set forth in the Unit Plan. The UDC can function with less than two(2) members. Where an alleged violation of institution rules or regulations warrants consideration for

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other than a minor sanction, the charge may be referred to the Disciplinary Hearing Officer for hearing and disposition.

- **DISCIPLINARY HEARING OFFICER (DHO):** The DHO shall conduct hearings and make findings, and may impose appropriate sanctions on incidents of inmate misconduct referred to him/her for disposition.
  
- **OFFICER RESPONSIBILITY:** All Correctional Officers should make a concentrated effort to ensure that incident reports contain the precise details of action(s) being reported. All facts about the incident which are known by the officer should be recorded. If there is anything unusual about the inmate's behavior, this should be noted. Completed incident reports should be forwarded to the Lieutenants' Office as soon as practical for disposition. Further information can be found in Program Statement 5270.07

**ADMINISTRATIVE REMEDIES:**

Administrative Remedies are formal complaints submitted by inmates concerning problems they were unable to resolve through normal channels. The inmate is to request the Remedy Form (BP-8, BP-9, and BP-10) from the Unit Team. It is normally returned to the Unit Team for processing, although the inmate may mail directly to the Region or Central offices for sensitive matters.

**ENFORCEMENT OF RULES AND REGULATIONS:**

All staff members must be familiar with the Inmate Discipline Program Statement. The rules and regulations must be adhered to, with firm but fair tactics used. You may at times be able to correct an inmate without writing an incident report. However, if the inmate's violation of the institution's rules and regulations is of a serious nature, an incident report must be written.

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**SECURITY INSPECTIONS**

**PURPOSE OF INSPECTIONS:** Security inspections are necessary to control the introduction of contraband and prevent escapes. One of the chief duties of the Chief Correctional Supervisor is to establish a formalized plan of inspections that will cover every part of the institution at least once a week. In general, these inspections include doors, locking devices, fire extinguishers, grills, windows, building walls, perimeter walls, etc. Inspections are required even if no discrepancies are found the day prior. All staff will conduct inspections within their area of responsibility for contraband and security violations. The staff will report any discrepancies to the OPS LT, and prepare a Minor Work Request to correct the concern. Staff responsible for their department will initial the security inspection form located by the control centers indicating they have checked their area of responsibility.

**SEARCHING INMATES:**

The human body can serve as a potential hiding place for contraband. For that reason, it may become necessary to strip and search an inmate at various times. Further information regarding the proper techniques for searching an individual can be found in institution policy and the Correctional Services Manual. In order to prevent the introduction of contraband, routine and unscheduled searches of inmate's person, housing units, work areas, or other facilities used or frequented by inmates must be conducted. This will include thorough searches of inmate's clothing, personal property at the time of admission; searches of inmate's person and quarters when it is suspected he/she is concealing contraband; his/her place of work, recreation areas on a routine or unscheduled basis as directed by supervising personnel. Such searches may be initiated on an individual inmate basis, or mass searches may be ordered when contraband is suspected of being in the possession of unknown individuals.

**Pat Searches:** Pat searches will be conducted on a routine basis solely as a means to control contraband. Before a pat search is conducted, the inmate will be asked to remove any head gear and the contents out of his/her pockets. The head gear and personal effects will be inspected after removal and placed out of reach from the inmate. Male and female inmates will be pat searched in the same manner, with the exception of the chest area. A staff member will search the female inmate's chest area using the back of the hand. Pat searches of the male inmate and the rest of the female inmate will be done with the inside, (palm and fingers), of the hand. The pat search will be conducted according to the procedure described on the approved Bureau pat search video tape.

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§ 115.15 Limits to cross-gender viewing and searches.

**As of August 20, 2015, or August 21, 2017 for a facility whose rated capacity does not exceed 50 inmates, the facility shall not permit cross-gender pat-down searches of female inmates, absent exigent circumstances. Facilities shall not restrict female inmates' access to regularly available programming or other out-of-cell opportunities in order to comply with this provision.**

See the Program Statement **Searches of Housing Units, Inmates, and Inmate Work Areas**, or current version of this policy.

Post assignments may not be restricted on the basis of gender. Institutions will evaluate operational concerns consistent with collective bargaining obligations, the Master Agreement, and other laws, rules, and regulations. The agency will continue to comply with Title VII and other Equal Employment Opportunity Commission authorities in implementing this policy.

**(c) The facility shall document all cross-gender strip searches and cross-gender visual body cavity searches, and shall document all cross-gender pat-down searches of female inmates.**

**Visual Search (Strip Search) :**

All inmates entering the institution from court, transfers or trips out in the community, will be visually searched (strip searched), and screened with the hand held metal detector. Inmates will also be visually searched when leaving the institution for any reason, including release. A thorough search of the inmate's clothing will be completed. Except in emergency situations, all strip searches will be conducted by a staff member of the same sex as the inmate. At least one male and one female staff will be available 24 hours a day to conduct visual searches.

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**CONTROL OF CONTRABAND:**

Each officer should make a concentrated effort to make frequent searches of living quarters, utility corridors, and other areas in order to eliminate contraband, giving special attention to items which might be used in an escape attempt.

Contraband may be best defined as any item or article inside the institution that was not issued by the institution, purchased in the commissary, purchased through approved channels, or approved by an appropriate staff member.

All contraband seized must be placed in the log book in the Lieutenants' Office listing item, date and inmate. When money is confiscated, the appropriate receipt, available from the control center and/or ISM must be utilized. All coin and any currency is to be confiscated and duly recorded. During regular duty hours, contraband funds along with the confiscation forms are taken to the Cashiers Office. During non-duty hours, the confiscated funds and accompanying form will be placed in the night depository, located in the control center, until the next regular working day. Contraband, other than money, should be recorded on the Confiscation and Disposition of Contraband form and should accompany the confiscated articles.

**SEARCHING INMATE LIVING QUARTERS:**

When making a search of an inmate's living quarters, each officer should make sure that nothing is destroyed in the process. Officers should make every effort to return all articles to their place, excepting things which are determined to be contraband and are removed.

**COMBINATION LOCKS:**

Inmates are authorized to purchase combination locks from the commissary for individual use. The key ways are not to be plugged; any lock having a plugged key way will be considered contraband and will be seized as contraband.

**CIM (SEPARATIONS)**

All inmate movement in MCC New York is supervised by staff members. There are serious security and safety concerns regarding the inmates housed in MCC New York and their CIMS status. An inmate's CIMS status is confidential and will not be shared with any inmate(s). The unit separations roster is a sensitive, confidential item which must be safeguarded at all times. The various inmate programs at MCC New York are scheduled by floors. This has been arranged to provide the inmates with a safe and secure environment during the appropriate program. This also alleviates the CIMS concerns for each program. The institution has determined separatees will not be housed on the same

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unit, therefore the programs should be clear of all separatees. It is the Unit Officer's responsibility to ensure all inmates are checked for CIMS concerns prior to any escort off of the unit. The Unit Officer will check the Unit separations roster to ascertain if the inmate's name appears on the roster. Ensure all inmates are checked for CIMS concerns prior to any escort off of the unit. The Unit Officer will check the unit separations roster to ascertain if the inmate's name appears on the roster. If the inmate's name does not appear on the roster, the inmate is cleared to be escorted off of the unit.

If the inmate's name does appear on the separations roster, the Unit Officer must clear the inmate prior to allowing the inmate to be escorted off of the unit.

**Inmates must be properly cleared by the Unit Officer and requesting staff member prior to any escort. The requesting staff member must clear all inmate movement to their area with the C&A Officer at extension 5123. The C&A Officer must clear the inmate prior to the inmate departing from his/her assigned housing unit. The Unit Officer must also clear the inmate with the C&A Officer prior to allowing any inmate to depart from the unit. Even though, the Hospital Officer or the Visiting Room may be clearing the inmate(s), it is the Unit Officer's ultimate responsibility to ensure the inmate has been properly cleared. The Unit Officer must review the Unit Separations roster and check for the inmate's name and register number on the roster. If the inmate's name does not appear, the inmate is cleared for movement, and you do not need to contact the C&A Officer. If the inmate's name does appear on the Separations roster, the Unit Officer must contact the C&A Officer at extension 6468 and clear the inmate prior to allowing the inmate to depart from the unit.**

Inmates must be properly identified and pat searched prior to departing from the housing unit. Every inmate must carry on their person the institution identification card. This is the means staff utilize to properly identify the inmate. It is the Unit Officer's responsibility to ensure the inmate has his/her identification card on his/her person prior to departing from the unit. The number of inmates escorted at one time on the elevator is directly related to the number of staff available to conduct the escort. One staff member can escort ten (10) inmates in the elevator at one time. Anything more than ten(10), inmates in the elevator causes security and safety concerns. During Inmate Visiting, the Intern Officers and the Activities Officers will assist the Visiting Officers in escorting inmates to and from the Visiting Rooms. The number of inmates escorted through the connecting link is directly related to the number of staff

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available to conduct the escort. Anytime In-Custody inmates are escorted through the connecting link, two staff members must be present for the escort. One staff member positioned at the front of the escort, and the second staff member positioned to the rear of the escort.

When an inmate is being escorted to or from the Special Housing Unit, two staff members must be present for the escort. A ratio of 2:1 will always be maintained when escorting inmates to or from the Special Housing Unit.

**ENTRANCE PROCEDURES:**

**COVERAGE AND METHODS:**

Entrance procedures include the control of inmates, employees, visitors or commercial traffic entering the institution. Because of the need for a broad knowledge of the institution and its function, along with a thorough understanding of security requirements, only those officers with such knowledge will normally be staffing these posts. Constant contact with the public requires that these officers display a neatness of appearance, ability to handle people, tactfulness in enforcing regulations and alertness in recognizing security hazards.

**OUTSIDE INMATE DETAILS:**

During normal duty hours, all outside inmate details, (Warehouse, Building 4, Admin Orderlies, etc.), will depart from the institution through the Rear Gate. The inmates must be escorted from the unit by the detail supervisor, using the inmate elevator. The inmates must be properly identified, one detail at a time, by the Internal Officer, in the elevator sally port, utilizing the approved gate passes. Once the inmates have been positively identified, the Rear Gate Officer will request for the door leading through the 1<sup>st</sup> floor sally port to the rear dock. The detail will be further processed by the Rear Gate Officer. All required information will be recorded in the TRUSCOPE program. Any work performed in the Rear Gate is considered outside of the secured perimeter. This means any area on the rear dock to include, Warehouse, and Trash Compactor. The Rear Gate Officer will positively identify and properly process the inmate detail into Rear Sally Port to perform their assigned work. If needed after normal duty hours, weekends and federal holidays, the inmate details will be processed through the Control Center the Operations Lieutenant will designate a staff member to positively identify the detail, in the elevator sally port, utilizing the approved gate passes.

**VISITING**

It is the policy of MCC New York to maintain visiting facilities for

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the purpose of maintaining family ties. Because of the nature of this facility, visits must be conducted under appropriate supervision so that security is maintained and the visiting privileges extended to inmates and their families are clearly communicated. For the purpose of this policy, the term pre-trial inmate refers to any inmate who is non-cadre, including holdovers, treaty transfers, BICE detainees, state inmates, and any designated inmate other than those assigned to the MCC New York Work Cadre Unit. Staff must be able to verify the identity of visitors before their admission into the institution. Acceptable means of identification are, government-issued identification, passport, state-issued photo identification (with a date of issue and expiration) and valid drivers' license. In cases where visitors do not have photo identification, they will be required to have three types of identification with signatures. These need not be the sole means of identification. However, identification cards from quick photo places, and check cashing establishments are not acceptable forms of identification. Tactful questioning may clear up doubtful cases. Visitors sixteen (16) and under do not have to show identification unless of course they appear to be older. In such cases, if a visitor under the age of sixteen cannot provide documentation, i.e., a birth certificate (when requested) to prove relationship and age, the visitor will not be allowed into the institution.

The following procedures will be in effect regarding authorized visiting lists. Each inmate will complete a visiting list. The visiting list will not exceed ten (10) approved visitors for pre-trial inmates and (12) for cadre inmates. Immediate family members and two (2) person of "meaning" will be placed on the visiting list absent strong circumstances that preclude visiting. Immediate family is defined as mother, father, step-parents, step-children, foster parents, grand-children, brothers, sisters, spouse and children. As the situation presents itself, other non-immediate family members will be allowed to visit at the approval of the Associate Warden of Programs (AWP).

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Further, in circumstances, when an inmate requests more than ten visitors to be placed on their visiting list, the Unit Manager will approve / deny any visitor exceeding the limit.

Attorney visiting can occur 24 hours a day. Attorneys may visit with their clients (one at a time) in the 3rd Floor Attorney Conference Room from 6:00 A.M. to 8:00 P.M. daily. They require no advance notice.

Official visitors including attorneys, interpreters, law enforcement personnel, probation officers, volunteers, etc. are to be searched at the Front Entrance using the "reasonable assurance standard." All visitors are subjected to random testing by utilizing the ION Spectrometry Device Program. Random selection for testing visitors must be conducted in an impartial and non-discriminatory method. Visitors may be tested out of random order when reasonable suspicion exists, suggesting they've had possible involvement with illegal substances.

**Visits for Persons Not in General Population:**

**Inmates Hospitalized:** Visitors requesting to see a designated or pretrial/ holdover inmate who is hospitalized will be reviewed by all pertinent staff, and the United States Marshals Service - if the inmate is a pretrial inmate. More specifically, the Health Services Administrator (HSA), Chief Correctional Supervisor and Unit Manager will determine whether they should permit the visit.

When the HSA recommends against the visit, if the inmate is suffering from an infectious disease, is in a psychotic or emotional state, not in a condition to see visitors, or there are other compelling health regulations that will prohibit the visit, the Health Services Administrator or designee must explain the situation(s) to the visiting party.

**Special Housing Unit Inmates:**

Ordinarily, an inmate retains visiting privileges while in the Special Housing Unit. Visiting may be restricted via a UDC/DHO sanction. If the restriction is not a UDC/DHO sanction, such restriction must be approved by the Warden. Unit 10-South social and legal visits shall be non-contact unless otherwise determined by the Warden to allow contact visits.

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**Non-Contact Visits:**

If the Warden deems it necessary to give an inmate a non-contact visit, the Warden will instruct the SHU Lieutenant to do so. The visit will be conducted in the 10 South Annex visiting room. This visit will be directly supervised to ensure all established visiting procedures are followed.

**Clothing:**

Appropriate dress is required and must be in good taste. Excessively provocative, immodest or revealing attire is reason to deny a visit. Visitors over the age of 12 will not be allowed into the institution in skirts, shorts, or dresses exceeding three inches above the kneecap in length. Bathing suits or any type of swim wear will not be permitted in the institution. See-through clothing, revealing sleeveless garments, halter tops, tube tops, tank tops and any kind of top that reveals the midriff area, low-cut shirts or blouses, revealing front and backless clothing, skin-tight clothing, spandex clothing, leotards, and sweat pants are **NOT** permitted. Any pants with holes in the knee or buttocks area are also prohibited. Additionally, hooded shirts of any kind, hats, caps, and head scarfs (except for religious reasons) are also prohibited. All visitors are required to wear footwear (no shower shoes of any kind) and undergarments (including bras for females). In accordance with OSHA guidelines, Visitors shoes are to be "closed toed" and have a strap around the heel of the foot. The front lobby officer will not permit visitors to wear jackets or blazers up to the visiting room. **Inmates are responsible for advising their visitors of the dress requirements for visitation.** Only a Correctional Supervisor and Institution Duty Officer may deny visits for noncompliance. Inmates' attire for visiting includes jumpsuit and bus shoes for pre-trial males; females must wear the blue uniform and bus shoes; cadres must wear khaki uniforms with institutional shoes. A random selection of visitors will be tested with the Ion Spectrometry

**Special Visit Requirements:**

At times, Clergymen, former or prospective employers, sponsors and parole advisors may request special visits. They must make these requests in writing with sufficient advance notice (72 hours). The request will be reviewed by the Unit Manager for approval.

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- **Business Visitor.** The Warden has the final authority on the admittance of business visitors and should be notified through the chain of command. Except for pretrial inmates, an inmate is not permitted to engage actively in business or profession. All questions regarding a business visitor should be addressed to the duty Lieutenant and Institution Duty Officer.
- **Consular Visitors.** When it has been determined that an inmate is a citizen of a foreign country, the Warden must permit the consular representative of that country to visit on matters of the legitimate business. After a request has been submitted from the inmate or consulate, a memorandum should be generated from the inmate's Unit Team for the Warden's approval. Once approved, a copy should be maintained in the Lieutenant's Office and the Front Lobby.
- **Representatives of Community Groups.** The Warden is the approving authority on visits from representative of Community based Groups. A memorandum should be generated and sent through the Chief Correctional Supervisor, Associate Warden, to the Warden for approval. Once approved, a copy should be maintained in the Lieutenant's Office and the Front Lobby.
- **Minister of Record/Clergy.** An existence of an established relationship prior to confinement for visitors does not apply to visitors in this category. These visitors ordinarily provide assistance in release planning, counseling, and discussion of family problems.
- **Minister of Record** An inmate must submit in writing their request to be approved for a visit from his Minister of Record. They must submit their request to the Chaplin. An inmate may only have one minister of record on his/her visiting list at a time. The Minister of Record does NOT count against the total number of authorized regular visitors/ social visitors.

**Clergy** An inmate must submit in writing their request to be approved for a visit from clergy. Visits from clergy (other than the Minister of Record) will be in accordance with the general visitor procedures, and WILL count against the total number of regular visits allowed. On both visits, an approved memorandum will be forwarded through the Chief Correctional Officer and posted in the Lieutenant's Office and the Front Lobby

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Children under the age of sixteen (16) who are placed on the visiting list must be accompanied by an adult who is also an approved visitor. A brief embrace and kiss is permitted when an inmate greets their visitor/child. The same applies upon termination of the visit. During the visit, any physical contact other than hand holding will be considered improper and is prohibited. Children are not permitted to be seated on inmates lap during the course of their visit. Visits with children are to take place only between the inmate identified on the official visiting form and the child listed on the official visiting form with the child's parent or guardian present.

**TOOL CONTROL**

- **PURPOSE OF TOOL CONTROL:** It is the policy of the Bureau of Prisons to maintain strict control and accountability of tools used and in storage at all institutions. Tool Control procedures are imperative for the following reasons: to provide a tool in good repair for the job at hand, to improve the general appearance of the shop or working area, and to prevent tools from being used to effect escape or assault.
- **CLASSIFICATION OF TOOLS:** All tools are classified as Class AA; Class A; or Class B. The Class AA group includes tools considered too dangerous to leave inside the institution. The Class A group includes tools most likely used in escape, or to do bodily harm to personnel or other inmates. The Class B group includes those of a less hazardous nature.

**All tools, where possible, shall be stored on a shadow board as follows:**

- All class "AA" tool shadow boards will have a white background with a bright (curb) yellow silhouette of each tool.
- All Class "A" tool shadow boards will have a white background with a red silhouette of each tool.
- All Class "B" tool shadow boards will have a white background with a black silhouette of each tool.

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**STORAGE AND SUPERVISION OF CLASS "AA" TOOLS:**

Class "AA" Tools must be removed from the institution at the end of each work day, stored in a combination locked safe in a Class "A" Tool Room, stored in the armory, or turned into the control center. Class "A" Tools must be stored in a metal cage or a class #1 concrete walled room physically separated from Class "B" Tools behind two (2) locked doors. When the Class "A" Tool Room is inside the Class "B" Tool Room, the lock on the Class "B" Tool Room serves as one (1) of the two (2) required locks for the Class "A" Tool Room. **Supervision of Class "AA" Tools will be under constant visual supervision.**

**STORAGE AND SUPERVISION OF CLASS "A" TOOLS:**

Class A tools will be kept on a shadow board in a locked room or cabinet. This storage area will be separate and secure from the Class B tools storage area. Only employees are authorized to issue and draw Class A tools from the Tool Room or places of storage. Class A tools will be under the supervision of an employee at all times. Inmates are not permitted to carry them about the institution without an employee escort nor use them without supervision. A complete inventory of Class A tools will be made at the beginning of the workday, before the detail is released for dinner and at the end of the workday. When a Class A tool is lost or misplaced, the Chief Correctional Supervisor will be notified immediately. All inmates who may have had access to the tool will be held at the work location until a thorough search has been made.

**STORAGE AND SUPERVISION OF CLASS "B" TOOLS:**

All tools not in the Class A or Class AA categories will be considered to be Class B tools. All Class B tools are under the supervision of the employees and must be accounted for at the end of the work day. These tools must be issued to inmates, in the presence of their supervisor. All Class B tools must be gathered from the work area and moved to the storage area at the end of the work day. When a Class B tools is lost or misplaced, a search for it will be initiated and a written report will be made to the Chief Correctional Supervisor and the department head covering the details of the loss at the end of the day.

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**TOOL INVENTORIES:**

Up-to-date inventories will be kept by all shops, industries, school and any other person having tools issued to them or stored under their supervision. Unit Officers having items such as scissors, etc., on the unit should be particularly careful as to the whereabouts and the accountability of these items. The Tool Room Officer will maintain a record of all tools in possession of the institution.

**BROKEN OR WORN-OUT TOOLS:**

Broken or worn-out tools will be removed from the shadow board and returned to the Central Tool Room for replacement. If it is determined that they cannot be surveyed and replaced, Class A tools such as saw blades, etc., requiring replacement, will be returned to the Central Tool Room for disposal.

**FOOD SERVICE TOOLS:**

A knife and tool equipment cage with a shadow board and adequate locking device shall be located in the Food Service Department. All hazardous knives and tools will be marked with an identification symbol. All knives will be chitted out of the knife cage and attached to the cutting table by the responsible employee. The accountability of the knives will be checked at frequent intervals during the shift and at the end of the day.

**CONTROLLED FOOD ITEMS:**

Special attention must be given to food items such as yeast, nutmeg, fruits, and fruit juices. Of this group, yeast shall be locked in a secure box in a refrigerated area. An inventory shall be kept, indicating the date and quantity of issue, receipts, the balance on hand, and the initials of the responsible employee. Yeast shall be dispensed only by the Food Service employee and kept under strict supervision.

**CONTROL OF HAZARDOUS AND POISONOUS CHEMICALS:**

Inventories will be maintained of all poisonous and toxic fluids used in the institution, such as narcotics, wood alcohols, methyl-alcohol, ditto fluids, acids, gases etc. These items will be stored in a locked cabinet and will be drawn by an employee only, when authorized by the department supervisors. The issuing office will record the date, time, amount, and who received the item.

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**KEY AND LOCK CONTROL**

**POLICY:** It is the policy of the Bureau of Prisons to maintain proper control of keys and locks at all times. The purpose of this is to establish procedures for control and inventory of institution keys and locks. Further detailed information can be obtained by referring to BOP Program Statements.

All keys authorized for daily use will be stored on the Control Center key board when not in use. Sets of keys are identified by letter and number with the number of keys in that set indicated. Two listings of key locations identifying active and emergency keys can be found in the Control Center and in the office of the Security Officer.

**RESTRICTED AND EMERGENCY KEYS:**

Restricted keys have blue/black tags on the keyboard in the Control Center. The Watch Supervisor will be notified when it becomes necessary to draw keys for a department or post other than his/her assigned area, or to a restricted area, such as the commissary, storeroom, etc. The officer will prepare a Restricted Key Form indicating the purpose for entering such area. Emergency keys or red-lined keys will be issued only at the direction of the Warden, Chief of Correctional Services, Associate Warden, Watch Supervisor or the Institution Duty Officer. Acting positions may delegate the drawing of keys for a specific time period via memo through the Captain.

**HANDLING OF KEYS:**

Keys will be carried on a ring which is securely fastened to a chain affixed to the belt of the officer. Discussion of key numbers and reference to their use will be avoided in the presence of inmates. Keys should never be carelessly thrown around, dropped, or left unattended, etc. Always personally hand the keys to your relief so they remain in the personal possession of the officer at all times. Each officer has the responsibility to count the number of keys on each set to ensure that all keys are present. Inmates will never be permitted to handle keys designated for employee use at any time, or under any circumstances. Should an employee take keys home, the keys must be brought back to the institution immediately.

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**LOST OR MISPLACED KEYS:**

If a key or a set of keys is lost or misplaced, the officer will immediately report it to the Watch Supervisor by telephone or in person so that adequate safeguards may be placed in effect. The area the keys were last in will be immediately secured and all inmates in the area will be searched. This will be followed by a written report to the Chief of Correctional Services as soon as circumstances permit.

**REPLACEMENT OF BROKEN OR DAMAGED KEYS:**

Whenever a key is broken or damaged, the employee concerned will submit a request for replacement to the Security Officer. All parts of the broken key will be retrieved from the key way immediately to prevent inmates from gaining access to them. A replacement key will be issued by the Security Officer in accordance with established procedures. If the key is broken or damaged and immediate replacement is needed, the Watch Supervisor will be notified and will take appropriate action. If it is not possible to retrieve the broken portion from the lock, the employee will remain at the lock until the broken portion can be retrieved.

**REQUEST FOR REMOVAL AND ADDITION OF KEYS:**

When it becomes necessary for a new key to be added to your key ring, submit a Security Work Request to the Chief Correctional Supervisor for approval and signature, stating the reason the key is needed, your key ring number and the institution key number if possible. If a key is no longer needed, submit a Security Work Request to the Security Officer.

**INMATE URINALYSIS PROGRAM:**

Urine Surveillance and Narcotic Identification, inmate urine samples will be taken at different hours (early morning, noon, late evening). Therefore in order to accomplish this a weekly urinalysis test roster has been established for all inmates that fall under the random testing roster. It is critical that when inmates are notified for UA testing that they are not left unsupervised. They must be watched from the time of notification until they report for testing at the Lieutenants Office. It is also imperative that when conducting a UA test of an inmate that the subject is also tested for alcohol by using the Alco-Sensor III.

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**CALL-OUTS:**

Sufficient copies of the master call-out sheet for distribution to all units will be copied and forwarded to the Control Center Officer so that the Morning Watch Control Center Officer can place one in each detail pouch. Extra copies of the call-outs will be placed at the detail pouch cabinet. Unit officers will post the call-out in the housing units.

The employee who places an inmate on call-out must ensure the requested inmate arrives at the specified time. If the inmate does not arrive as scheduled, the requesting staff member shall contact the staff member responsible for the inmate's accountability. **If the inmate(s) is/are found to be in an area other than the assigned callout area, it is the responsibility of the staff member(s) or department that has placed the inmate(s) on call-out to prepare an incident report for the inmate's failure to report to call-out. If efforts to locate the inmate fail, the inmate shall be immediately reported to the shift lieutenant as missing and appropriate action initiated to locate the inmate.**

**CELL ASSIGNMENT - SEXUAL OFFENDER/PROTECTIVE CUSTODY**

Cell assignments will be determined in a methodical manner. This involves the SHU Lieutenant and OIC, Psychology staff, Unit Team as well as Investigative staff, in determining suitability of cellmates for inmates in protective custody and/or sexual offenders. Most inmates do not like to be housed with sexual offenders or protective custody inmates. Housing the wrong inmates with sexual offenders or protective custody inmates, can lead to serious assaults and/or homicide. Inmates cannot be allowed to choose their roommates, but it is understood that some inmates may be better housed with inmates of like backgrounds/affiliations, than arbitrarily housing the inmates without considering all variables. As noted earlier, protective custody and sexual offenders will be screened thoroughly. If there are no single cells available, this review will be crucial in minimizing the potential for assault.

**HIGH RISK LIST**

During the weekly SHU meeting, the Warden will be provided a list of those inmates who are considered high risk from a psychological and management stand point. The Captain and Chief Psychologist should be responsible for generating this list. This list will be provided to the Lieutenants' office and the Duty Officers so they are informed should a high risk inmate act out and be in need of medical or psychological attention.

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Additionally, the Captain should inform the Warden of any camera malfunctions, plumbing problems, or issues that may cause problems, as well as the corrective actions taken/attempted to rectify these issues. Inoperable security equipment, during serious incidents, prevents staff from being able to record and or/view the incident for possible prosecution or administrative action.

**SUICIDE PREVENTION INFORMATION**

**BOP HIGH RISK GROUPS**

- **New Inmates** - The first few hours and days after admission can be critical. Newly incarcerated inmates may experience feelings such as shame, guilt, fear, sadness, anger, agitation, depression, relationship problems, legal concerns, hopelessness, and helplessness, which can contribute to increased suicide risk.
- **Protective Custody** - Inmates who volunteer to enter protective custody are at high risk for suicide, especially during the first 72 hours in SHU. These inmates should be referred to psychology services immediately.
- **Long-term Protective Custody Inmates** - These inmates are particularly vulnerable to depression that can lead to a suicide attempt, and should be monitored closely while they are in SHU.
- **Inmates Taking Medication for Mental Health Reasons** - These inmates are vulnerable to developing suicidal thoughts and attempting suicide by overdosing on their medication. Inmates on medication should be monitored to make sure they are not hoarding medication. Any signs of distress, deterioration in hygiene, or sudden changes in behavior should be reported to psychology.

**FACTORS THAT CAN INCREASE THE PROBABILITY THAT AN INMATE  
MAY BECOME SUICIDAL:**

**Mental Health Factors**

**History of mental illness**

1. Is the inmate depressed, actively psychotic?
2. Has the inmate been compliant with psychotropic medication?
3. Have there been changes in eating, sleeping, hygiene, weight, recreation, activity level?

**Prior suicide attempt**

1. How lethal was the attempt?
2. How many attempts have been made?

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**Inmate's current mood, affect, and behavior**

1. Is the inmate emotionally upset, angry, and easily agitated?
2. Are the inmate's thoughts clear and goal directed (vs. delusional or psychotic in nature)?
3. Is the inmate depressed, has there been a recent loss?
4. Has hopelessness persisted even after the depression has lifted?
5. Has the inmate given away property, revised a will, or requested a phone call to say his goodbyes?

**Medical Condition(s)/Chronic Pain**

1. Does the inmate have a chronic life threatening medical illness?
2. Has the inmate's overall health diminished recently?
3. Is the inmate experiencing pain or other negative symptoms?

**Relationship Difficulties**

1. Has the inmate received a Dear John letter?
2. Have communications and or visits decreased?
3. Has there been a change in the relationship?

**Situational Factors**

1. Legal issues - pending indictment; loss of appeal to reduce sentence.
2. Difficulties with staff or other inmates.
3. Gambling debts, drugs.
4. Ending of a close relationship with another inmate.
5. Possible victim of a sexual assault.

**REPORTING AND DOCUMENTING INMATE BEHAVIOR**

**Report Your Concerns:** Any inmate behavior(s) that is questionable and may reflect a change in mental health status should be reported to the Shift Lieutenant immediately.

**During non-working hours:** Inform the Shift Lieutenant of any questionable inmate behavior. He/she will determine if the on-call psychologist needs to be contacted.

**Segregation Log Book:** Any changes in inmate behaviors should be noted in the TRUSCOPE program. A detailed note regarding the observed behavior is advisable. Documenting in the TRUSCOPE program serves two purposes. First, the entry serves as a means of communication for other staff members. Second, it provides an accurate account of activity during your shift. Documentation should be neat, legible, and professional.

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**RESPONDING TO A SUICIDE EMERGENCY**

A Segregation Officer observing an inmate in the act of committing suicide, causing other self-injurious behavior, or who appears to have committed suicide will call for back-up before entering the cell. The officer will notify the Control Center and the Lieutenant's Office by radio of the situation and request immediate back-up. **BACK-UP MUST BE PRESENT IN ORDER TO ENTER A CELL.** The "cut-down" tool is located in the storage closet on a shadow board. It is the #1 officer's responsibility to locate this item at the start of the shift. This tool is only authorized to be used in emergency situations. Miscellaneous use of this tool is not permitted and will result in dulling the blade of the tool. In the event an inmate commits suicide, the scene of the suicide will be treated in a manner consistent with the investigation of an inmate death. All measures necessary to preserve and document the evidence needed to support subsequent investigations will be maintained or otherwise adequately recorded.

**SEXUAL ASSAULT PROTOCOL**

**Reporting**

In all cases of reported sexually abusive behaviors (e.g., from alleged victim, staff, and/or "third party") the following will occur:

**The Operations Lieutenant will be notified immediately and he/she will:**

- Immediately safeguard the inmate (which will vary depending on the severity of the alleged sexually abusive behavior and could range from monitoring the situation, changing housing assignments, changing work assignment, placing alleged victim and perpetrator in Special Housing, etc.);
- Promptly refer all inmates reported or suspected of being the victim of sexually abusive behavior to Psychology Services for assessment of vulnerability and treatment needs;
- During business hours, ensure that the SIS, Chief of Correctional Services, Program Coordinator, and Warden are notified; and During non-business hours, ensure that the SIS, Chief of Correctional Services, Program Coordinator, Duty Officer, and the on-call Psychologist are notified.
- The Program Coordinator will review the psychological assessment and other relevant factors and make a determination as to whether or not to proceed with the full activation of the Response Protocol.

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**Responding**

Not all allegations of sexually abusive behavior will require full activation of the Response Protocol. In some cases, the Program Coordinator will determine that there is not sufficient reason to proceed (e.g., the alleged victim credibly recanted; the alleged perpetrator was not in the institution on the date of the allegation, the inmates involved independently report a non-coercive sexual encounter, etc.) and the Response Protocol may be terminated.

In cases where more information is needed, or in cases where there is a credible and serious allegation or instance of sexually abusive behavior, the full Response Protocol will be implemented. Once the Program Coordinator determines that the intervention should continue, a sensitive and coordinated response is necessary. Services will be provided in an environment that meets both security and therapeutic needs. The full Response Protocol, monitored by the Program Coordinator, involves the following components:

**Protection**

All appropriate staff will consult and determine the actions to be taken to prevent further sexually abusive behavior both **to** the alleged victim (e.g. change in work assignments, change in housing assignment, closer supervision, protective custody, transfer, etc.) and/or **by** the alleged perpetrator (e.g., remove from compound, change housing assignment, etc.).

The Captain will ensure that a STG category of "**V SA UNV**" is entered into SENTRY, and in instances where an inmate perpetrator is alleged, will enter the STG category of "**P SA UNV**" for that inmate (See Section 13.b. for further details).

**PSYCHOLOGICAL:**

Psychology staff are responsible for crisis intervention, assessment of treatment needs, documentation of the evaluation results, treatment, psychiatric referral, and/or other treatment options related to the alleged victim. In addition, Psychology staff provide guidance to Unit Management and Community Corrections staff regarding an inmate's post-release mental health needs. Inmate perpetrators (or alleged perpetrators) of sexually abusive behaviors will be referred by the Operations Lieutenant to Psychology Services. Inmates considered high-risk for sexual re-offending may be referred to specialty treatment and/or management programs, individual or group counseling, or may be managed through standard correctional techniques.

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If an inmate perpetrator is determined in need of treatment services and refuses treatment, Psychology Services staff will document the refusal and place it in the medical section of the Inmate Central File and notify the referring staff of the refusal. Documentation of treatment compliance or refusal ensures continuity of care within, between, and outside the Bureau.

**Examination**

Medical staff are responsible for examination, documentation, and treatment of inmate injuries arising from sexually abusive behaviors, including testing when appropriate for pregnancy, HIV and other sexually transmitted diseases (STDs). Where indicated, medical staff, trained in the collection of sexual assault evidence (i.e., "rape kit") should conduct an examination for physical evidence which may be used later in formal investigations. At institutions where Health Services staff are neither trained nor certified in sexual assault evidence gathering, the inmate will be examined at the institution by trained health care professionals from the local community or at the local community facility equipped (in accordance with local laws) to evaluate and treat sexual assault victims. Prophylactic treatment and follow-up for sexually transmitted diseases will be offered to all inmate victims, as appropriate. Whenever an inmate is referred to Health Services for examination and treatment of injuries related to sexually abusive behavior, staff will encourage the inmate victim to complete an Inmate Injury Assessment and Follow-up form (BP-S362) as required by the Program Statement on Patient Care.

**Investigation**

In cases where the full Response Protocol is activated, staff are trained to investigate allegations of sexually abusive behavior thoroughly. The information concerning the identity of the alleged inmate victim and the specific facts of the case are limited to those staff who need-to-know because of their involvement with the victim's welfare and the investigation of the incident. This is important not only to preserve the victim's privacy but also to preserve maximum flexibility to investigate the allegations.

**Initial Notifications:**

Upon activating the full Response Protocol, the investigation phase is initiated and the following notification(s) will be made:

**Inmate Perpetrator on Inmate Victim:**

In the event that an inmate is alleged to have perpetrated sexually abusive behavior against another inmate, the Special Investigative Agent (or SIS) will be notified immediately.

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**Staff Perpetrator on Inmate Victim:**

In the event that a staff member is alleged to have perpetrated sexually abusive behavior against an inmate, the Warden will be notified immediately. The Warden will notify the Regional Director and the Office of Internal Affairs (OIA), who will in turn notify the Office of the Inspector General (OIG), and when appropriate, will notify the Federal Bureau of Investigation (FBI).

**Inmate Perpetrator on Staff Victim:**

In the event that an inmate is alleged to have perpetrated sexually abusive behavior against a staff member, the SIA/SIS will be contacted immediately with follow-up notification to the Warden.

**Crime Scene Preservation:**

The staff first responder will preserve the crime scene. SIS staff will be responsible for collecting information/evidence. The investigation, in coordination with the agency to which the case may be referred, will follow the guidance given in the Special Investigative Supervisor's Manual that outlines gathering and processing procedures.

**Physical Evidence Collection:**

When there is a report of a **recent** Rape or Sexual Assault with an Object, or there is a strong suspicion that a recent, serious assault may have been sexual in nature, a thorough physical examination of the alleged victim - to include a "rape kit" will be completed immediately. Physical evidence collection may also include an examination of, and collection of physical evidence from the suspected perpetrator(s).

**After Action Reviews of Violent Sexual Assaults:**

Following any incident of Rape or Sexual Assault with an Object, the Warden, Program Coordinator, Chief of Correctional Services, Health Services Administrator, and Chief Psychologist will meet and review the incident. This review is to assess the reasonableness of the actions of staff following the incident, to ensure the security and treatment needs of the inmate victim have been addressed adequately and the management and investigation of the inmate or staff perpetrator is progressing appropriately. Within **two** working days after the initial reporting of the Rape or Sexual Assault with an Object, a written report highlighting the relevant facts should be produced and the Warden or designee will personally attest by his or her signature that the review has taken place and that the steps taken by staff were either appropriate or inappropriate. A copy of this report will be forwarded to the Regional Director.

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Consideration for staff impacted by the incident is necessary. Arrangements for debriefing affected staff and referral to appropriate services to mitigate the stress associated with these events should be offered.

**Administrative Disciplinary Process and Prosecution:**

In keeping with this "zero tolerance" policy, perpetrators of sexually abusive behavior will be disciplined and/or referred for prosecution.

**Tracking Sexually Abusive Behavior:**

Tracking and analyzing the incidents of sexually abusive behavior are critical to the safety and management of inmates and the security of all Bureau facilities. Monitoring these incidents allows the Bureau to assess the effectiveness of current policy and procedures in regard to the extent of sexual victimization. To ensure full and accurate reporting and analysis, the SIS will maintain secure investigative files which include data on:

- The victim(s) and perpetrator(s) of sexually abusive behavior;
- Crime characteristics;
- Formal and/or informal action(s) taken;
- All collateral reports, supporting memoranda, and videotapes;
- Medical forms; and
- Any other evidentiary materials pertaining to the allegation.

The Office of Internal Affairs will report the cumulated data on the inmate victims of staff and inmate sexually abusive behavior to all Chief Executive Officers and the Psychology Services Administrator at the end of each quarter and at the end of each fiscal year.

**SUICIDAL SITUATION IN SHU OR THE HOUSING UNITS:**

If you are the first person to notice an inmate hanging, you should call for staff assistance (Operations Lieutenant & Control Center) and remain calm and wait until sufficient staff and Lieutenant arrive prior to handcuffing the inmate= cell mate(s) (if applicable) and unlocking the cell door. If feasible, obtain protective equipment from the above mentioned areas. Cut the inmate down, protecting the head and neck area. Always administer life-saving procedures.

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Post Orders, the TRUSCOPE program and log books are confidential documents and should never be left unattended or in an area accessible to inmates. Post Orders must be secured at all times when not in use by staff.

It is the responsibility of the employee to inform the employer of the fact they have not been able or afforded the opportunity to read such orders. The employer will then advise the employee of the general requirements of the post, and answer any questions.

Employees assuming posts under these circumstances still have the responsibility of exercising sound correctional judgment based upon their training and experience and will make reasonable efforts before assuming your post.

After reading the post orders, the employee must sign and date the Post Order Review Sheet which is located in Section 5 of this document. These post orders are not intended to describe in detail all the officers' responsibilities. Good judgment and common sense are expected in all situations not covered in these post orders.

NOTE: 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.

\_\_\_\_\_, Captain

\_\_\_\_\_.  
Date

UNCLASSIFIED

**FEDERAL BUREAU OF INVESTIGATION****Import Form****Form Type:** OTHER - Other**Date:** 09/10/2019**Title:** (U) 30 Minute Round Sheet for MCC ZB on July 27 and 29, 2019**Approved By:** SSA [REDACTED]**Drafted By:** [REDACTED]**Case ID #:** 90A-NY-3151227 (U) UNSUB(S);  
JEFFREY EPSTEIN - VICTIM;  
DEATH INVESTIGATION**Synopsis:** (U) On August 12, 2019, OIG SA [REDACTED] provided the 30 minute round sheets for ZB at MCC on July 27 and 29, 2019.

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UNCLASSIFIED



MCC NEW YORK  
SPECIAL HOUSING UNIT  
30 MINUTE CHECK SHEET  
ZB



DATE: 7.27.19

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	1201am	1203am	[REDACTED]	8:00-8:30 AM	820	824	[REDACTED]	4:00-4:30 PM	473	466	[REDACTED]
12:30- 1:00 AM	1231am	1233am	[REDACTED]	8:30- 9:00 AM	841	843	[REDACTED]	4:30-5:00 PM	432	435	[REDACTED]
1:00-1:30 AM	101am	103am	[REDACTED]	9:00-9:30 AM	918	920	[REDACTED]	5:00 -5:30 PM	500	504	[REDACTED]
1:30-2:00 AM	131am	132am	[REDACTED]	9:30-10:00 AM	936	939	[REDACTED]	5:30-6:00 PM	535	538	[REDACTED]
2:00-2:30 AM	201am	203am	[REDACTED]	10:00-10:30 AM	1003	1005	[REDACTED]	6:00-6:30 PM	608	610	[REDACTED]
2:30-3:00 AM	231am	233am	[REDACTED]	10:30-11:00 AM	1049	1052	[REDACTED]	6:30-7:00 PM	637	639	[REDACTED]
3:00-3:30 AM	301am	303am	[REDACTED]	11:00-11:30 AM	1107	110	[REDACTED]	7:00-7:30 PM	74	713	[REDACTED]
3:30-4:00 AM	331am	333am	[REDACTED]	11:30-12:00 AM	1143	1145	[REDACTED]	7:30-8:00 PM	742	745	[REDACTED]
4:00-4:30 AM	401am	403am	[REDACTED]	12:00-12:30 PM	1212	1214	[REDACTED]	8:00-8:30 PM	814	817	[REDACTED]
4:30-5:00 AM	431am	433am	[REDACTED]	12:30- 1:00 PM	1237	1240	[REDACTED]	8:30- 9:00 PM	847	849	[REDACTED]
5:00 -5:30 AM	501am	503am	[REDACTED]	1:00-1:30 PM	109	111	[REDACTED]	9:00-9:30 PM	917	920	[REDACTED]
5:30-6:00 AM	531am	533am	[REDACTED]	1:30-2:00 PM	133	135	[REDACTED]	9:30-10:00 PM	949	952	[REDACTED]
6:00-6:30 AM	601am	603am	[REDACTED]	2:00-2:30 PM	202	204	[REDACTED]	10:00-10:30 PM	1020	1024	[REDACTED]
6:30-7:00 AM	631am	633am	[REDACTED]	2:30-3:00 PM	236	238	[REDACTED]	10:30-11:00 PM	1053	1055	[REDACTED]
7:00-7:30 AM	701am	703am	[REDACTED]	3:00-3:30 PM	316	319	[REDACTED]	11:00-11:30 PM	1145	1128	[REDACTED]
7:30-8:00 AM	731am	733am	[REDACTED]	3:30-4:00 PM	337	339	[REDACTED]	11:30-12:00 PM	1156	1158	[REDACTED]

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

[REDACTED SIGNATURE]



MCC NEW YORK  
SPECIAL HOUSING UNIT  
30 MINUTE CHECK SHEET



ZB

DATE: 7/29/19

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 <sup>00</sup>	12 <sup>15</sup>	[REDACTED]	8:00-8:30 AM	8 <sup>06</sup>	8 <sup>16</sup>	[REDACTED]	4:00-4:30 PM	4 <sup>01</sup>	4 <sup>03</sup>	[REDACTED]
12:30- 1:00 AM	12 <sup>30</sup>	1 <sup>00</sup>	[REDACTED]	8:30- 9:00 AM	8 <sup>45</sup>	8 <sup>48</sup>	[REDACTED]	4:30-5:00 PM	4 <sup>36</sup>	4 <sup>39</sup>	[REDACTED]
1:00-1:30 AM	1 <sup>10</sup>	1 <sup>15</sup>	[REDACTED]	9:00-9:30 AM	9 <sup>13</sup>	9 <sup>15</sup>	[REDACTED]	5:00 -5:30 PM	5 <sup>10</sup>	5 <sup>16</sup>	[REDACTED]
1:30-2:00 AM	1 <sup>40</sup>	1 <sup>45</sup>	[REDACTED]	9:30-10:00 AM	9 <sup>37</sup>	9 <sup>39</sup>	[REDACTED]	5:30-6:00 PM	5 <sup>42</sup>	5 <sup>45</sup>	[REDACTED]
2:00-2:30 AM	2 <sup>05</sup>	2 <sup>10</sup>	[REDACTED]	10:00-10:30 AM	10 <sup>20</sup>	10 <sup>22</sup>	[REDACTED]	6:00-6:30 PM	6 <sup>15</sup>	6 <sup>18</sup>	[REDACTED]
2:30-3:00 AM	2 <sup>35</sup>	2 <sup>40</sup>	[REDACTED]	10:30-11:00 AM	10 <sup>51</sup>	10 <sup>53</sup>	[REDACTED]	6:30-7:00 PM	6 <sup>54</sup>	6 <sup>57</sup>	[REDACTED]
3:00-3:30 AM	3 <sup>00</sup>	3 <sup>05</sup>	[REDACTED]	11:00-11:30 AM	11 <sup>01</sup>	11 <sup>04</sup>	[REDACTED]	7:00-7:30 PM	7 <sup>19</sup>	7 <sup>22</sup>	[REDACTED]
3:30-4:00 AM	3 <sup>30</sup>	3 <sup>35</sup>	[REDACTED]	11:30-12:00 AM	11 <sup>41</sup>	11 <sup>44</sup>	[REDACTED]	7:30-8:00 PM	7 <sup>48</sup>	7 <sup>51</sup>	[REDACTED]
4:00-4:30 AM	4 <sup>00</sup>	4 <sup>05</sup>	[REDACTED]	12:00-12:30 PM	12 <sup>16</sup>	12 <sup>19</sup>	[REDACTED]	8:00-8:30 PM	8 <sup>02</sup>	8 <sup>05</sup>	[REDACTED]
4:30-5:00 AM	4 <sup>40</sup>	4 <sup>45</sup>	[REDACTED]	12:30- 1:00 PM	12 <sup>43</sup>	12 <sup>47</sup>	[REDACTED]	8:30- 9:00 PM	8 <sup>37</sup>	8 <sup>40</sup>	[REDACTED]
5:00 -5:30 AM	5 <sup>05</sup>	5 <sup>10</sup>	[REDACTED]	1:00-1:30 PM	1 <sup>23</sup>	1 <sup>24</sup>	[REDACTED]	9:00-9:30 PM	9 <sup>11</sup>	9 <sup>14</sup>	[REDACTED]
5:30-6:00 AM	5 <sup>35</sup>	5 <sup>40</sup>	[REDACTED]	1:30-2:00 PM	1 <sup>36</sup>	1 <sup>38</sup>	[REDACTED]	9:30-10:00 PM	9 <sup>40</sup>	9 <sup>43</sup>	[REDACTED]
6:00-6:30 AM	6 <sup>00</sup>	6 <sup>05</sup>	[REDACTED]	2:00-2:30 PM	2 <sup>02</sup>	2 <sup>04</sup>	[REDACTED]	10:00-10:30 PM	10 <sup>00</sup>	10 <sup>03</sup>	[REDACTED]
6:30-7:00 AM	6 <sup>40</sup>	6 <sup>45</sup>	[REDACTED]	2:30-3:00 PM	2 <sup>37</sup>	2 <sup>40</sup>	[REDACTED]	10:30-11:00 PM	10 <sup>31</sup>	10 <sup>34</sup>	[REDACTED]
7:00-7:30 AM	7 <sup>00</sup>	7 <sup>05</sup>	[REDACTED]	3:00-3:30 PM	3 <sup>15</sup>	3 <sup>17</sup>	[REDACTED]	11:00-11:30 PM	11 <sup>13</sup>	11 <sup>16</sup>	[REDACTED]
7:30-8:00 AM	7 <sup>31</sup>	7 <sup>35</sup>	[REDACTED]	3:30-4:00 PM	3 <sup>37</sup>	3 <sup>38</sup>	[REDACTED]	11:30-12:00 PM	11 <sup>42</sup>	11 <sup>46</sup>	[REDACTED]

MORNING WATCH OPERATIONS LIEUTENANT	[REDACTED]	DAY WATCH OPERATIONS LIEUTENANT	[REDACTED]	EVENING WATCH OPERATIONS LIEUTENANT	[REDACTED]
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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 \_\_\_\_\_

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## FEDERAL BUREAU OF INVESTIGATION

Date of entry 09/10/2019

On August 28, 2019, Task Force Officer Detective [REDACTED] obtained a certified copy of the finalized autopsy report of JEFFREY EDWARD EPSTEIN, Case No. M-19-019432, from the Office of the Chief Medical Examiner of the City of New York (OCME). According to the OCME autopsy report, the cause of death of EPSTEIN was hanging and the manner of death was suicide (hanged self). A digital copy is attached to this report and the certified hardcopy is in a physical 1A envelope, along with the two (2) disks of photos that accompanied the autopsy report.

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Investigation on 08/28/2019 at New York, New York, United States (In Person)

File # 90A-NY-3151227Date drafted 09/10/2019

by [REDACTED]

This document contains neither recommendations nor conclusions of the FBI. It is the property of the FBI and is loaned to your agency; it and its contents are not to be distributed outside your agency.



MEMORANDUM FOR THE RECORD

On 10/10/68, the following information was received from the [redacted] regarding the [redacted] of [redacted] on [redacted] at [redacted].

RE: [redacted]

The [redacted] of [redacted] on [redacted] at [redacted] was [redacted] by [redacted] of [redacted] on [redacted] at [redacted]. The [redacted] of [redacted] on [redacted] at [redacted] was [redacted] by [redacted] of [redacted] on [redacted] at [redacted].

The [redacted] of [redacted] on [redacted] at [redacted] was [redacted] by [redacted] of [redacted] on [redacted] at [redacted]. The [redacted] of [redacted] on [redacted] at [redacted] was [redacted] by [redacted] of [redacted] on [redacted] at [redacted].

The [redacted] of [redacted] on [redacted] at [redacted] was [redacted] by [redacted] of [redacted] on [redacted] at [redacted].





OFFICE OF CHIEF MEDICAL EXAMINER  
CITY OF NEW YORK



REPORT OF AUTOPSY

Name of Decedent: Jeffrey Edward Epstein

M.E. #: M-19-019432

Autopsy Performed by: [REDACTED]

Date of Autopsy: 08/11/2019

FINAL DIAGNOSES:

- I. HANGING:
  - A. LIGATURE FURROW OF NECK
  - B. PETECHIAL HEMORRHAGES OF BILATERAL PALPEBRAL CONJUNCTIVAE AND OF ORAL MUCOSA
  - C. CONFLUENT HEMORRHAGES OF RIGHT BULBAR CONJUNCTIVA
  - D. PLETHORA OF FACE AND HEAD WITH PETECHIAL HEMORRHAGES OF FACE
  - E. FRACTURES OF BILATERAL THYROID CARTILAGE CORNUAE AND LEFT HYOID CORNUA WITH ACCOMPANYING SOFT TISSUE HEMORRHAGES
    1. SEE ANTHROPOLOGY REPORT
  - F. RESUSCITATION ATTEMPTED
    1. ABRASIONS OF MOUTH
    2. ANTERIOR PARASTERNAL RIB FRACTURES
    3. HEPATIC LACERATION WITH THIN HEMOPERITONEUM
- II. ABRASIONS OF LEFT FOREARM
- III. CUTANEOUS CONTUSIONS OF WRISTS
- IV. SUBCUTANEOUS HEMORRHAGE OF LEFT DELTOID MUSCLE
- V. HYPERTENSIVE AND ATHEROSCLEROTIC CARDIOVASCULAR DISEASE
  - A. CARDIAC HYPERTROPHY (440 GM)
  - B. LEFT VENTRICLE HYPERTROPHY (1.9 CM)
  - C. RENAL ARTERIOLAR SCLEROSIS
  - D. SLIGHT CORONARY ATHEROSCLEROSIS
  - E. SLIGHT TO MODERATE AORTIC ATHEROSCLEROSIS
- VI. HEPATIC STEATOSIS (2480 GM)
- VII. CERVICAL LYMPHADENOPATHY
- VIII. REMOTE FRACTURE OF RIGHT FIRST RIB
- IX. REMOTE APPENDECTOMY (DATE AND INDICATION UNKNOWN)
- X. SEE TOXICOLOGY REPORT
- XI. SEE NEUROPATHOLOGY REPORT



---

**CAUSE OF DEATH:**

HANGING

**MANNER OF DEATH:**

SUICIDE (HANGED SELF)

New York City Office of Chief Medical Examiner  
I certify the attached are true copies of  
document(s) in OCME's possession.

Signed

Date

New York City Office of Child Medical Examiner  
I certify the attached (as true copies of)  
document(s) in OCMR's possession.

Richard  
Date  
Richard Martin



OFFICE OF CHIEF MEDICAL EXAMINER  
CITY OF NEW YORK

REPORT OF AUTOPSY

CASE NO. M-19-019432

*I hereby certify that [REDACTED] M.D., City Medical Examiner - II, have performed an autopsy on the body of Jeffrey Edward Epstein, on the 11 of August 2019, commencing at 9:21 AM in the Manhattan Mortuary of the Office of Chief Medical Examiner of the City of New York.*

**EXTERNAL EXAMINATION:**

The body is received in a sealed, labeled, plastic body bag (seal #152384). The body is of a well-developed, thin, muscular, light skinned, 5'10", 196 lb man whose appearance is consistent with the given age of 66 years. The scalp hair is wavy, predominantly grey with interspersed dark hairs, has slight male pattern balding, and measures up to 3". The facial hair is cleanly shaven. The eyes have light irides. The oral cavity has intact teeth in good repair. The tongue is free of natural disease. The finger and toenails are well groomed and free of polish. Striae are on the shoulders. The genitalia are atraumatic and of a normal, circumcised man. The anus is atraumatic.

**POSTMORTEM CHANGES:**

There is moderate, symmetric rigor mortis of the upper and lower extremities and the jaw. Lividity is fixed, purple, and unevenly distributed on the posterior surfaces of the body. The body is cool.

**SCARS:**

On the back of the left shoulder is an oblique, 1-1/2", well healed, linear scar. On the right lower quadrant of the abdomen is an oblique, 2", well healed, linear appendectomy scar.

**THERAPEUTIC PROCEDURES:**

An endotracheal tube is in the mouth, extending into the upper airway. On the lips are multiple, focal, red abrasions. A cervical collar encircles the neck. Electrocardiogram electrodes are on the torso. An intravascular catheter is in the left antecubital fossa. An intraosseous line is in the right shin. A blood pressure cuff encircles the upper, right arm. On the chest between the nipples is a 3" x 3", irregular, yellow abrasion. Internally, there are minimally hemorrhagic, parasternal, rib fractures of right ribs #4-6 and left ribs # 5-6, approximately 60 ml of liquid blood thinly coating the serosal

THE UNIVERSITY OF CHICAGO  
LIBRARY

surfaces of the intra-abdominal organs, and an oblique, 6.5 cm laceration of the liver to the left of the falciform ligament (artifacts of resuscitative chest compressions).

**CLOTHING:**

The body is received clad in a hospital gown.

**INJURIES, EXTERNAL AND INTERNAL:**

*These injuries are described in reference to standard anatomic planes. These injuries are grouped and labeled for descriptive purposes only; no sequence is implied.*

**A. HANGING:**

There is a depressed, focally dried and abraded, noncircumferential ligature furrow of the neck that peaks slightly on both sides of the neck, more steeply on the right side than on the left. On the right side of the neck, the furrow bifurcates anterior to the ear, with one arm that peaks behind the right ear and one arm that extends to the right side of the back of the neck. On the back of the right side of the neck at the end of the lower arm of the furrow is a 1/2" x 1", irregular, red abrasion. The furrow ranges from 13-3/4" to 15" long (measured from both ends of the furrow on the right), and ranges from 1/8" to 1/2" wide. Anteriorly, the furrow passes over the thyroid cartilage. On the upper edge of the right side of the furrow beneath the chin is an adjacent, 3/4 x 1", inverted V-shaped, linear abrasion that ranges in width from 1/8" to 1/4". Beneath the left side of the mandible is a faint, 1/2" x 1-3/4", irregular, red abrasion with multiple, interspersed, deeper, red abrasions that measure up to 1/4 x 3/8".

The face and head are plethoric above the furrow, with petechial hemorrhages of the face that are most marked within the eyebrows. There are multiple, petechial hemorrhages of the palpebral conjunctivae of both eyes, and confluent hemorrhages on the periphery of the right bulbar conjunctiva. There are faint petechial hemorrhages on the mucosal surfaces of the upper and lower lips.

Within the parenchyma of the tongue are multiple, focal, spotty, purple hemorrhages. There is diffuse, purple hemorrhage at the base of the tongue. There are no hemorrhages of the anterior strap muscles of the neck. Posteriorly, there is a single hemorrhage in the left, deep, paraspinal muscles.

Both thyroid cartilage cornuae are fractured, and the left cornua of the hyoid bone is fractured, all with accompanying soft tissue hemorrhages. See also "Anthropology Report." There are no fractures of the cervical vertebrae.

**B. OTHER INJURIES:**

On the back of the left forearm is an oblique, 1", linear, red, abrasion with an adjacent, 1/2" x 1-1/4", faint, red abrasion. On the medial aspect of the back of the right wrist is a 1/8" x 1/2", faint, red contusion, and on the medial aspect of the back of the left wrist is a

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similar,  $\frac{1}{2} \times \frac{3}{4}$ ", faint, red contusion. Internally, there is a deep muscle hemorrhage of the left deltoid muscle.

**INTERNAL EXAMINATION:**

**HEAD:** The scalp is without contusion or laceration. The skull is without fracture. There is no epidural, subdural or subarachnoid hemorrhage. The brain weighs 1520 gm. The brain, spinal cord, and dura mater are submitted for neuropathologic evaluation.

**NECK:** See "Injuries."

**BODY HABITUS:** The abdominal pannus is 1-1/4" thick. The body mass index is 27.

**BODY CAVITIES:** The pleural and pericardial cavities are free of abnormal fluid accumulations or adhesions. See also "Therapeutic Procedures."

**CARDIOVASCULAR SYSTEM:** The heart weighs 440 gm and has a normal distribution of right dominant coronary arteries with slight atherosclerosis (left main and left circumflex arteries, no stenoses; left anterior descending artery, multiple, focal, less than 50% stenoses; right coronary artery, multiple, focal, less than 50 to 60% stenoses). The myocardium is brown and diffusely fibrous. There is no focal fibrosis, hemorrhage, or pallor. The free wall of the left ventricle and the interventricular septum are each 1.9 cm thick, and the free wall of the right ventricle is 0.5 cm thick. The four valves and endocardial surfaces are unremarkable. The pulmonary vessels and the venae cavae are free of thrombus and embolus. The aorta has moderate atherosclerosis.

**RESPIRATORY SYSTEM:** The right lung weighs 560 gm and the left weighs 510 gm. Both lungs have spongy, maroon and pink parenchyma that is free of masses. The distribution of bronchi and vasculature are unremarkable. The bronchi are empty.

**LIVER, GALLBLADDER, PANCREAS:** The liver weighs 2480 gm and has soft, brown parenchyma. The gallbladder is unremarkable and contains approximately 30 ml of brown bile without stones. The pancreas is tan, lobular, and free of hemorrhage and mineralization.

**HEMIC AND LYMPHATIC SYSTEMS:** The spleen weighs 270 gm and has an intact, purple capsule and an unremarkable distribution of red and white pulp. There are multiple, enlarged, cervical lymph nodes, measuring up to 1.5 cm in greatest dimension. The remainder of the lymph nodes is unremarkable. There is no thymus. The bone marrow is unremarkable.

**GENITOURINARY SYSTEM:** The right kidney weighs 180 gm and the left weighs 160 gm. Both kidneys have granular, brown surfaces and otherwise unremarkable architecture and vasculature. The ureters maintain uniform caliber into an unremarkable

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bladder that contains approximately 5 ml of cloudy, yellow urine. The prostate is slightly and diffusely enlarged, with marked enlargement of the verumontanum. The testes are unremarkable.

**ENDOCRINE SYSTEM:** The pituitary, thyroid, and adrenal glands are unremarkable.

**DIGESTIVE SYSTEM:** The esophagus and gastroesophageal junction are unremarkable. The stomach contains approximately 5 ml of opaque, brown fluid without recognizable food or pills. The gastric mucosa is unremarkable. The small intestine and large intestines and rectum are unremarkable. The vermiform appendix is surgically absent.

**MUSCULOSKELETAL SYSTEM:** See "Therapeutic Procedures." On the anterior, inner surface of the right, first rib is a slightly displaced, healed, fracture callus. The vertebrae, clavicles, remainder of ribs, and pelvis are without fracture. The musculature is well developed and normally distributed.

**MICROSCOPIC DESCRIPTIONS:**

Tissue or Organ x # of fragments and/or levels (#= slide ID number)

Histology # HT19-003396

HEART x 2 (#2): Myocardial and perivascular fibrosis. Slightly hypertrophied myocytes.

LUNG x 5 (#3,4): Slight patchy emphysema.

LIVER x 1 (#1): Steatosis involving approximately 50% of hepatic parenchyma. Slight periportal fibrosis. Marked congestion.

KIDNEY x 1 (#1): Arteriolar sclerosis. Congestion.

TESTES x 2 (#5,6): No pathologic abnormality.

TONGUE x 1 (#7): Intramuscular and fascial hemorrhages consisting of intact erythrocytes.

MUSCLE ADJACENT TO HYOID BONE x 1 (#8): Intramuscular and fascial hemorrhages consisting of intact erythrocytes.

LEFT POSTERIOR NECK MUSCLE x 1 (#9): Intramuscular and fascial hemorrhages consisting of intact erythrocytes.



LEFT DELTOID MUSCLE x 1 (#10): Intramuscular and fascial hemorrhages consisting of intact erythrocytes.

**TOXICOLOGY:**

Specimens are submitted for toxicologic analysis. A separate report will be issued.

**FORENSIC BIOLOGY:**

Blood spot card, clippings from right and left fingernails, and swabs of the back and front of neck and right and left hands are submitted.

**NEUROPATHOLOGY:**

A separate report will be issued.

**ANTHROPOLOGY:**

A separate report will be issued.

**EVIDENCE:**

Received separately are a ligature and clothing. The items are examined, photographed, and submitted to Evidence. See also "Additional Autopsy Notes".

**RADIOGRAPHY:**

Post-mortem radiographs are taken.

**PHOTOGRAPHY:**

Autopsy photos are taken.

This report is reviewed by Dr. [REDACTED] First Deputy Chief Medical Examiner.

*The information provided above is true and correct to the best of my knowledge and belief.  
Electronically signed by [REDACTED] on Aug 27, 2019 07:38:00 AM*





**FORENSIC TOXICOLOGY LABORATORY  
THE CITY OF NEW YORK  
OFFICE OF CHIEF MEDICAL EXAMINER  
520 FIRST AVE NEW YORK, NY 10016**



<b>Decedent Name :</b> Jeffrey Edward Epstein		<b>Laboratory No :</b> FT19-03508
<b>Medical Examiner :</b> [REDACTED]	<b>ME Case No :</b> M-19-019432	<b>Examination Date :</b> 8/11/2019
<b>Specimen Type :</b> Blood(Femoral): FT19-03508-001, Blood(Femoral): FT19-03508-002, Blood(Femoral): FT19-03508-003, Blood(Heart): FT19-03508-004, Blood(Heart): FT19-03508-005, Blood(Heart): FT19-03508-006, Bile: FT19-03508-007, Urine: FT19-03508-008, Gastric Contents: FT19-03508-009, Brain: FT19-03508-010, Liver: FT19-03508-011, Vitreous: FT19-03508-012		
<b>Received By :</b> [REDACTED]		<b>Date Received :</b> 08/12/2019

**\* Results**

**Blood(Femoral) : FT19-03508-001**

Ethanol	Not Detected	HSGC
Benzoyllecgonine, barbiturates, oxycodone, opiates, amphetamines, benzodiazepines, methadone, cannabinoids, fentanyl	Not Detected	IA
Gabapentin, pregabalin	Not Detected	LC-TOF/MS
Basic Drugs	Not Detected	GC/MS

**Blood(Femoral) : FT19-03508-002**

Synthetic cannabinoids	Pending Report	NMS
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**Vitreous : FT19-03508-012**

Ethanol	Not Detected	HSGC
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This Report has an associated Forensic Toxicology case file.

Contact FTOX\_Mgrs@ocme.nyc.gov if you have questions relating to the content of this report. Definitions of terms used in this report can be located at <http://www1.nyc.gov/site/ocme/services/toxicology-technical-manuals.page>

Signed : [REDACTED] 08/14/19  
[REDACTED] PHD CChem FRSC FHEA  
Director of Forensic Toxicology

Date: 8/14/2019 Page 1 of 1

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200 Welsh Road, Horsham, PA 19044-2208

Phone: [REDACTED] Fax: ([REDACTED])

e-mail: [REDACTED]

[REDACTED] -ABFT, DABCC-TC, Laboratory Director

Toxicology Report

Report Issued 08/22/2019 17:09

Patient Name FT19-03508 M19-019432
Patient ID NP
Chain 19244749
Age Not Given DOB Not Given
Gender Not Given
Workorder 19244749

To: 10074
New York Office of Chief Medical Examiner
Attn: Department of Toxicology
520 First Avenue
New York, NY 10016

Page 1 of 2

Positive Findings:

None Detected

See Detailed Findings section for additional information

Testing Requested:

Table with 2 columns: Analysis Code, Description. Row 1: 9560B, Synthetic Cannabinoids Screen (2019 Scope), Blood

Specimens Received:

Table with 5 columns: ID, Tube/Container, Volume/Mass, Collection Date/Time, Matrix Source, Miscellaneous Information. Row 1: 001, Gray Top Tube, 4.25 mL, Not Given, Femoral Blood

All sample volumes/weights are approximations.
Specimens received on 08/14/2019.

100-10000

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CONFIDENTIAL

Workorder 19244749  
Chain 19244749  
Patient ID NP

Page 2 of 2

**Detailed Findings:**

Examination of the specimen(s) submitted did not reveal any positive findings of toxicological significance by procedures outlined in the accompanying Analysis Summary.

Unless alternate arrangements are made by you, the remainder of the submitted specimens will be discarded one (1) year from the date of this report; and generated data will be discarded five (5) years from the date the analyses were performed.

CERTIFICATION: Pursuant to New York Criminal Procedure Law Section 190.30(2), I certify that this report was made by me or is a true copy thereof for testing conducted at NMS Laboratories. I further certify that I am authorized by NMS Laboratories to make this certification.

Workorder 19244749 was electronically signed on 08/22/2019 16:36 by:



h.D., F-ABFT

Forensic Toxicologist

**Analysis Summary and Reporting Limits:**

All of the following tests were performed for this case. For each test, the compounds listed were included in the scope. The Reporting Limit listed for each compound represents the lowest concentration of the compound that will be reported as being positive. If the compound is listed as None Detected, it is not present above the Reporting Limit. Please refer to the Positive Findings section of the report for those compounds that were identified as being present.

Acode 9560B - Synthetic Cannabinoids Screen (2019 Scope), Blood - Femoral Blood

-Analysis by High Performance Liquid Chromatography/Tandem Mass Spectrometry QTRAP (LC-MS/MS QTRAP) for:

Compound	Rpt. Limit	Compound	Rpt. Limit
4-cyano-CUMYL-BINACA	0.10 ng/mL	AMB-FUBINACA	1.0 ng/mL
4-fluoro-MDMB-BINACA	0.10 ng/mL	CUMYL-THPINACA	0.10 ng/mL
5-fluoro-EDMB-PINACA	0.10 ng/mL	MDMB-CHMCZCA	0.10 ng/mL
5-fluoro-MDMB-PICA	0.10 ng/mL	MDMB-CHMICA	0.10 ng/mL
5-fluoro-MDMB-PINACA / 5-fluoro-EMB-PINACA	0.20 ng/mL	MDMB-CHMINAC	0.10 ng/mL
5-fluoro-MMB-PINACA	0.050 ng/mL	MDMB-FUBICA	0.10 ng/mL
5-fluoro-NA-PIC	0.10 ng/mL	MDMB-FUBINACA / EMB-FUBINACA	0.10 ng/mL
5-fluoro-QU-PINAC	0.10 ng/mL	MMB-CHMICA	0.10 ng/mL
ADAMANTYL-FUBINACA	0.20 ng/mL	MMB-CHMINACA	0.20 ng/mL
ADMB-CHMINACA	0.10 ng/mL	MMB-FUBICA	1.0 ng/mL
ADMB-FUBICA	1.0 ng/mL	MMB-FUBINACA	0.10 ng/mL
ADMB-FUBINACA	1.0 ng/mL	NA-FUBIC	1.0 ng/mL
AMB-CHMINACA	1.0 ng/mL	NA-FUBIM	0.20 ng/mL





THE CITY OF NEW YORK  
OFFICE OF CHIEF MEDICAL EXAMINER



NEUROPATHOLOGY REPORT  
CASE NUMBER: M-19-019432

NAME OF DECEDENT: EPSTEIN, JEFFREY EDWARD

(AUTOPSY PERFORMED BY [REDACTED] ON 8/11/2019)

MACROSCOPIC EXAMINATION (PERFORMED BY DR. FOLKERTH, WITH DR. ROMAN IN ATTENDANCE, ON 8/20/2019):

The unfixed brain weighs 1520g (expected, 1200-1500g). Examination of the fixed brain (minus the left occipital pole, removed at the time of autopsy for possible toxicology) shows normal leptomeninges. No contusions, stigmata of herniation, or other surface abnormalities are seen. External brainstem landmarks and cranial nerves are normal. Vessels at the base are distributed normally, and have no atherosclerosis. The cerebellum is normal.

Coronal sections of the cerebral hemispheres reveal normal cortical ribbon, white matter, and deep gray nuclei. There is no midline shift. Hippocampi are symmetrical and of normal volume. Ventricles are normal in size and appearance.

Axial sections of the brainstem and cerebellum *en bloc* show the substantia nigra and locus ceruleus to be well-pigmented. The aqueduct and fourth ventricle are normal. Cerebellar cortex, white matter, and dentate are normal.

Cranial dura from the convexities, tentorium, and base shows falcine ossification (comment: common age-related finding). The venous sinuses and tributary (bridging) veins are patent.

Spinal cord and dura from upper cervical to cauda equina levels show no abnormality, externally or on midsagittal section.

PHOTOGRAPHS: YES

MICROSCOPIC EXAMINATION: NO

FINAL NEUROPATHOLOGIC DIAGNOSIS:

I. NORMAL BRAIN AND SPINAL CORD

[REDACTED]  
The information provided above is true and correct to the best of my knowledge and belief.

Electronically signed by [REDACTED] on Aug 20, 2019 05:41:27 PM

THE UNIVERSITY OF CHICAGO  
DEPARTMENT OF CHEMISTRY  
5780 SOUTH CAMPUS DRIVE  
CHICAGO, ILLINOIS 60637



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## OFFICE OF CHIEF MEDICAL EXAMINER

520 First Avenue, New York, NY 10016

██████████ ID-Ph.D., Chief Medical Examiner

Department of Forensic Pathology

Forensic Anthropology Unit

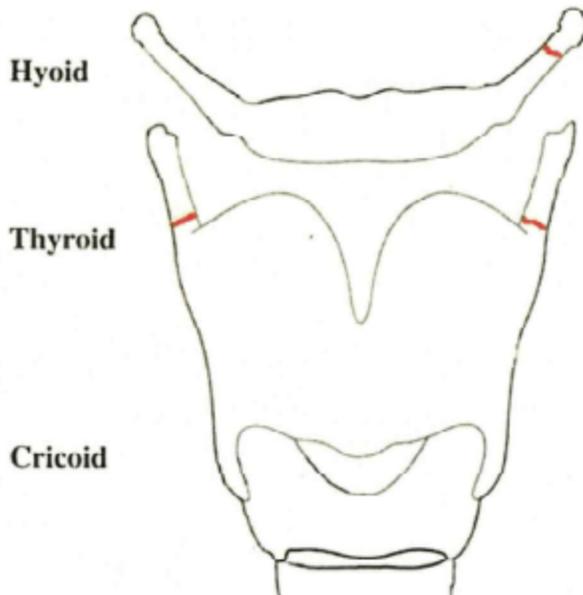
(212) 447-2763

██████████ [ocme.nyc.gov](http://ocme.nyc.gov)

**M-19-19432**  
**ANTHROPOLOGY**

### BACKGROUND:

On 12 August 2019, the Forensic Anthropology Unit received a hyoid and larynx that were removed by Dr. ██████████ during the autopsy of a 66-year-old male and submitted for a trauma analysis. The hyoid was cleaned in warm water and a combination of sodium bicarbonate and enzyme detergent. The larynx was placed in formalin and the soft tissues of the thyroid and cricoid were manually removed to facilitate examination. The specimens were examined radiographically, macroscopically and microscopically.



**Figure 1.** Diagram of the submitted hyoid and larynx (anterior view) showing the approximate fracture locations (red lines).



**Figure 2.** Overview of the submitted hyoid bone exhibiting a fracture to the left greater horn (white arrow).

### FINDINGS:

#### *Hyoid*

The greater horns of the hyoid are bilaterally fused to the hyoid body. There is a fracture of the left greater horn (Figures 1 and 2).

*The Forensic Anthropology Unit is accredited in Forensic Inspection under ISO/IEC 17020 issued by ANSI National Accreditation Board. Refer to certificate and scope of accreditation FI-0014.*

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*Larynx*

The thyroid cartilage is almost entirely ossified and the cricoid cartilage is partially ossified. The thyroid exhibits two fractures: one to the left superior horn and one to the right superior horn (Figures 1 and 3). The fractures to both the left and right superior horns occur just superior to the junction with the lamina. The cricoid does not exhibit any fractures.



Figure 3. Microscopic (10x) posterior views of fractures (white circles) to the left and right superior horns of the thyroid.

**SUMMARY:**

The hyoid bone exhibits a fracture of the left greater horn. The thyroid exhibits two fractures: one to the right superior horn and one to the left superior horn.

Date: 21 August 2019

  
, PhD, D-ABFA  
 Forensic Anthropologist





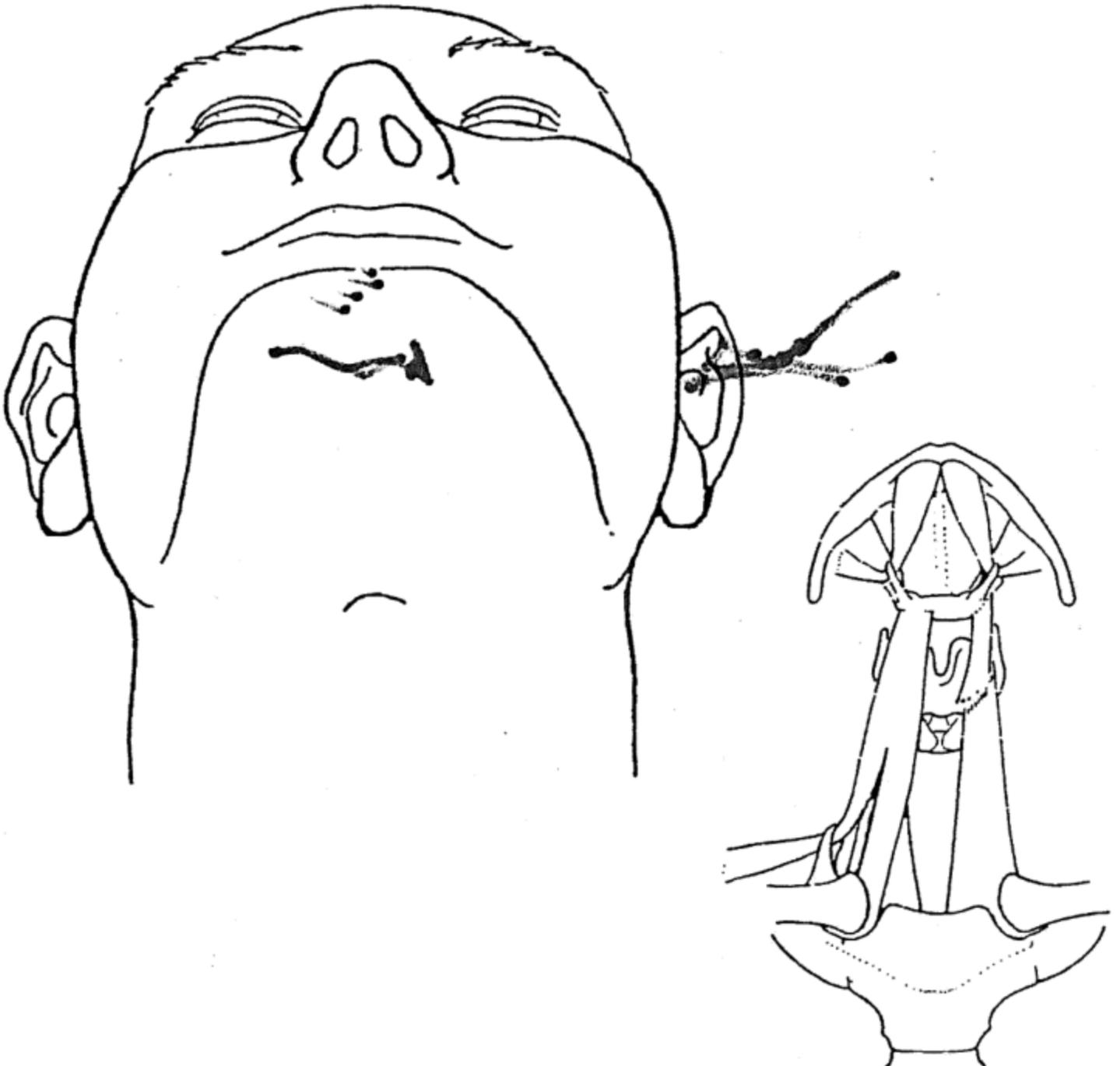
OFFICE OF  
CHIEF MEDICAL EXAMINER  
CITY OF NEW YORK



ADDITIONAL AUTOPSY NOTES

NAME OF DECEDENT: \_\_\_\_\_

M.E. CASE # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_



EXAMINED BY DR. \_\_\_\_\_

DATE \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_\_



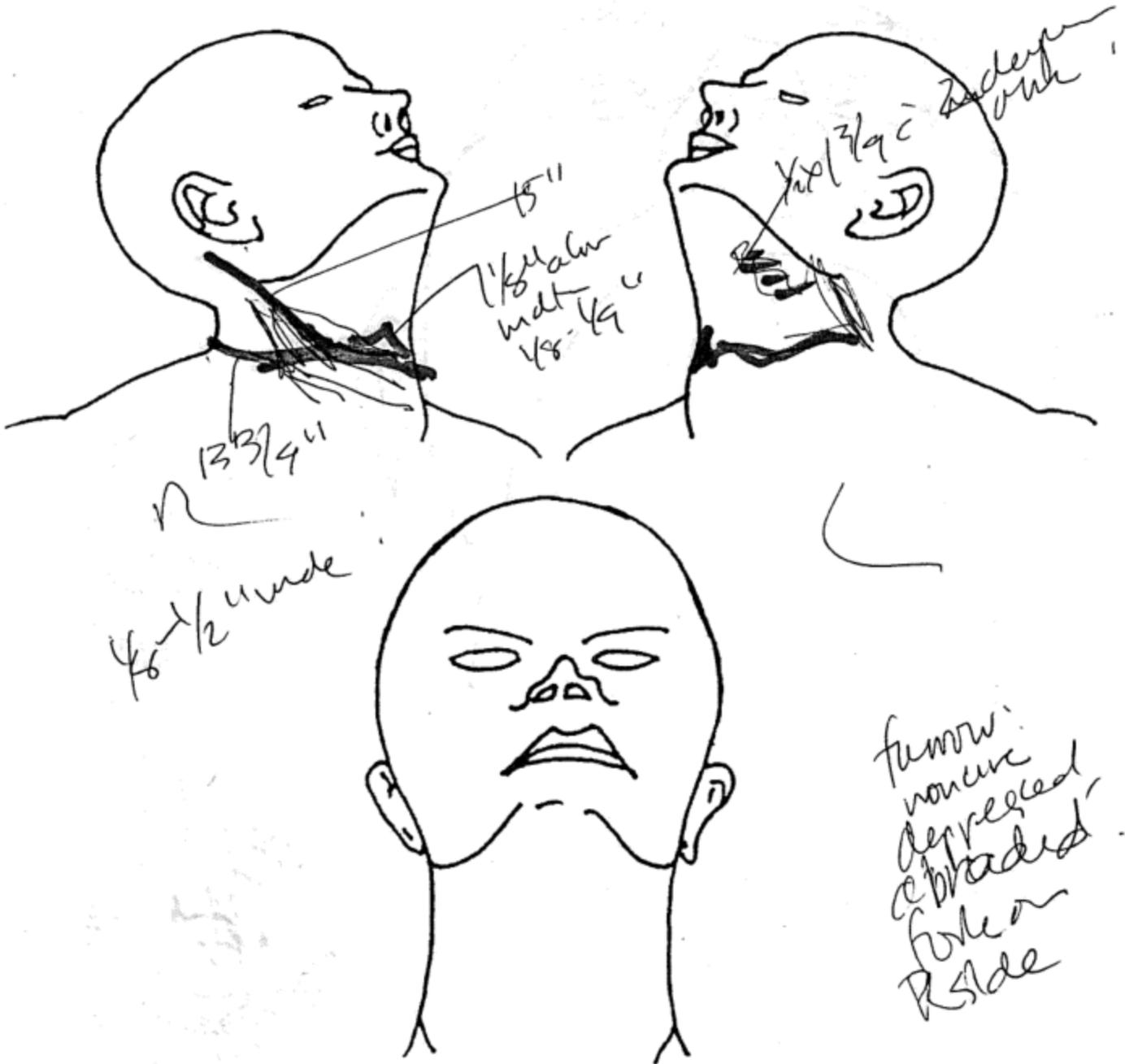
OFFICE OF  
CHIEF MEDICAL EXAMINER  
CITY OF NEW YORK



ADDITIONAL AUTOPSY NOTES

NAME OF DECEDENT: Delany Epstein

M.E. CASE # M.101 - 19437



EXAMINED BY DR. [REDACTED]

DATE 8/11/2019





OFFICE OF  
CHIEF MEDICAL EXAMINER  
CITY OF NEW YORK



ADDITIONAL AUTOPSY NOTES

NAME OF DECEDENT: Julius Epstein

M.E. CASE # M-19-19432

white Net bag containing two brown bags.

- 1) "Epstein clothing" BU 19-28287  
1 - 1 short sleeved T shirt "Mighty Legs" size 2XL  
waist 1 cut  
2 - 1 boxer shorts, waist, cut  
3 - 1 white plastic handkerchiefs, cut  $\frac{1}{2} \times \frac{1}{2}$  in. ends, match  
4 - 1 plastic bag "New York Presbyterian"  
5 - 1 orange soap at fabric

2) "Epstein Bedding" BU 19-28287  
portion of orange sheet  
44 x 85" torn on 2 long edges

EXAMINED BY DR. \_\_\_\_\_

DATE 8 14 1949





OFFICE OF  
CHIEF MEDICAL EXAMINER  
CITY OF NEW YORK

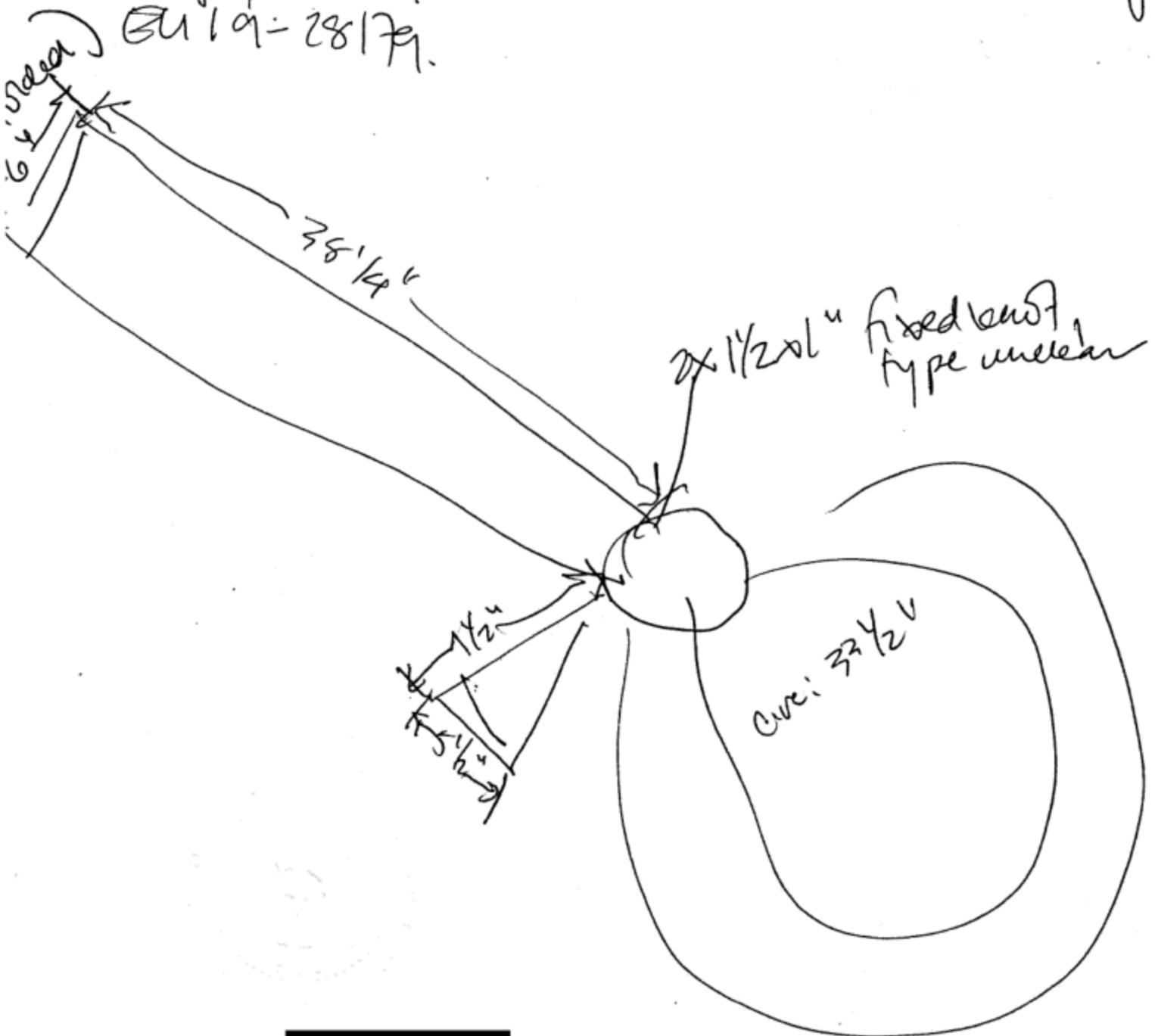


ADDITIONAL AUTOPSY NOTES

NAME OF DECEDENT: Jeffrey Epstein

M.E. CASE # M-19-19432

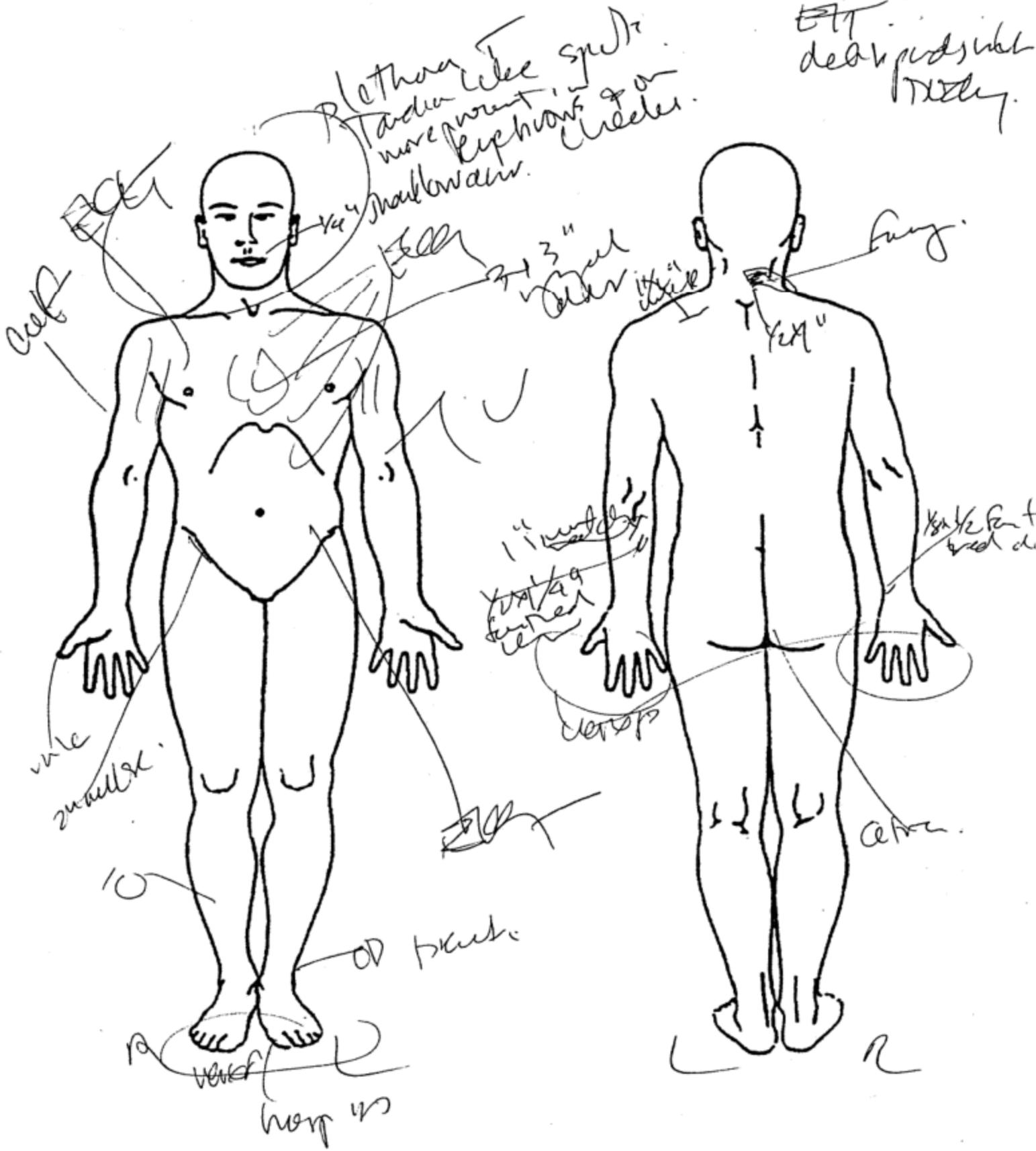
1-1 bag, 0 case, "ligature/bedsheet material slip"  
BU 19-28179.



EXAMINED BY DR. [REDACTED]

DATE 8/14/2019

Cervical collar  
EAT  
dear possible  
Tally.



NAME OF DECEDENT: Epstein, Jeffery  
EXAMINED BY: [REDACTED]

M.E.#: M-19-019432  
DATE: 8/11/19







**NYC**  
Office of Chief  
Medical Examiner

FORENSIC TOXICOLOGY REQUEST FORM

FT19-03508-001

Type: Bid  
Source: Femoral

M.E. CASE #: **M-19-019432** DATE OF DEATH: **08/10/2019 7:36 AM**

NAME OF DECEDENT: **Epstein, Jeffery** Age: **66 Years** Race: **White** M  F

MEDICAL EXAMINER: **Dr. [REDACTED]** ME EXAM DATE: **08/11/2019**

INDICATED:  NO  YES BASIC  YES COMPREHENSIVE

AUTOPSY  
 NO AUTOPSY (Exam)  
 PURSUANT TO LAW

M19019432

MANNER OF DEATH:  HOMICIDE  SUICIDE  ACCIDENT  NATURAL  THERAPEUTIC COMPLICATION  UNDETERMINED  PENDING

SAMPLES SUBMITTED: **001:10g** **004:12g**  
**002:10g** **005:12g**  
**003:10g** **006:10g**

BLOOD:  FEMORAL  HEART  CAVITY  SUBDURAL  OTHER

**37g** **7gx3** **6gx3** **41g** **144g**

BILE  URINE  GASTRIC CONTENTS  BRAIN  LIVER  DECOMP FLUID  OTHER:

VITREOUS  CHEMISTRY REQUEST

**~4ml** Na K Cl VUN/cr Glucose Other: \_\_\_\_\_

**doily w/ particles**

BRIEF CASE DETAILS

**Custody death**

**please test for synthetic cannabinoids**

PRISONER  MOTOR VEHICLE COLLISION DRIVER

DECOMP

**E.T. OK - 8/12/19** DURATION OF HOSPITALIZATION: \_\_\_\_\_

SUSPECTED DRUGS/MEDICATIONS:

**Original Copy Contaminated**

SIGNATURE: [REDACTED]

NAME OF DECEDENT: Epstein, Jeffery

M.E. CASE #: M-19-019432

MEDICAL EXAMINER: DR. [REDACTED]

DATE OF DEATH: 08/10/2019

HOMICIDE  PRISONER  MVA (Driver/Operator)  OTHER RUSH \_\_\_\_\_

TODAY'S DATE: 08/11/2019

COMPONENTS OF MEDICOLEGAL CASE RECORD NEEDED	FOR CERTIFICATION	FOR FILE COMPLETION
TOXICOLOGY REPORT		
HISTOLOGY SLIDES		
NEUROPATHOLOGY OR CARDIAC PATHOLOGY		
REPORT(S): <input checked="" type="checkbox"/> POLICE <input type="checkbox"/> FIRE MARSHAL <input checked="" type="checkbox"/> MLI		
CULTURES: <input type="checkbox"/> BLOOD <input type="checkbox"/> TB <input type="checkbox"/> OTHER: _____		
CONSULTANTS <input checked="" type="checkbox"/> ANTHRO <input type="checkbox"/> RADIOLOGY <input type="checkbox"/> OTHER: _____		
HOSPITAL OR MEDICAL RECORDS		
INFANT DEATH SCENE INVESTIGATION		
OTHER: <u>possible neck injury</u>		

For Pediatric Cases: Is there suspicion of abuse at this time?

If yes, Call 1 (800) 635-1522

YES

NO

### AUTOPSY INVENTORY

CONSULT SERVICE	<input checked="" type="checkbox"/> BRAIN <input type="checkbox"/> HEART <input checked="" type="checkbox"/> ANTHRO	X-RAYS: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	PHOTOS: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
HISTOLOGY:	STOCK JAR(S): <u>1</u> 2 3 4	BOTTLE(S) REQUESTING SLIDES: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<u>1</u> 2 3		
MICROBIOLOGY	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	SPECIMEN SOURCE	OTHER STUDIES:		
EVIDENCE	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> CLOTHING <input type="checkbox"/> BALLISTICS X _____ (#)	<input type="checkbox"/> PERSONAL PROPERTY <input type="checkbox"/> OTHER: _____		
FBIO	<input checked="" type="checkbox"/> BLOOD <input type="checkbox"/> HAIR SCALP-PUBIC	<input type="checkbox"/> SWABS O-A-V <input type="checkbox"/> URNA LATER	<input type="checkbox"/> BONE <input checked="" type="checkbox"/> FINGERNAILS <input type="checkbox"/> OTHER		
FBIO SEXUAL ASSAULT KIT	ORAL SWABS/SMEAR	BUCCAL SPECIMEN	TRACE EVIDENCE	CLOTHING/UNDERWEAR	DEBRIS
	DRIED SECRETIONS AND/OR BITE MARKS	FINGERNAIL SCRAPINGS/CLIPPINGS	PULLED HEAD HAIRS	PUBIC HAIR COMBINGS	PULLED PUBIC HAIRS
	PERIANAL AND ANAL SWABS AND SMEAR	VULVAR OR PENILE SWABS AND SMEAR	VAGINAL SWABS AND SMEAR	CERVICAL SWABS AND SMEAR	OTHER

SIGNATURE

[REDACTED SIGNATURE]

front of neck  
neck of neck  
Right hand  
left hand.





**NYC**  
Office of Chief  
Medical Examiner

DEPARTMENT OF HEALTH AND MENTAL HYGIENE

OFFICE OF CHIEF MEDICAL EXAMINER  
520 First Avenue, New York, NY 10023  
Official Website: [www.nyc.gov/ocme](http://www.nyc.gov/ocme)

[Redacted]  
Chief Medical Examiner

Case No. M-19-019432



I, Mark Epstein, residing at: [Redacted]  
[Redacted], Phone: [Redacted]

Documented By: Driver's License

**State that:**

I am the Brother of the person whose body was removed to the Office of Chief Medical Examiner from 170 William Street, New York, NY 10038 on 08/10/2019, that I have seen the photo of the said deceased, and believe that the body recorded at said office as:

Epstein, Jeffery

Of Age: 66 Years      Race: White      Sex: Male

Is:

Epstein, Jeffrey Edward

9 East 71st Street, (Cross Street: Madison Avenue/5 Avenue), New York, NY 10021

Of Age: 66 Years      Race: White      Sex: Male

Signed: [Redacted]

on this 11 day of August, 2019

Identified to [Redacted] at 520 1st Avenue, New York, New York 10016

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OFFICE OF CHIEF MEDICAL EXAMINER

CITY OF NEW YORK

M.E. # M, 19, 19432

Edward

Name of deceased:

JEFFREY A EPSTEIN

Address:

9 E 71 ST, NYC

Date and place of birth:

BROOKLYN NY 1/20/53

Closest known family member name:

MARIE EPSTEIN (BROTHER)

Address:

[Redacted]

Telephone: ( )

Cell Phone: ( )

[Redacted]

Did the deceased live with another person? NO If yes: Name: \_\_\_\_\_

Relationship: SB

Address: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

Cell Phone: ( ) \_\_\_\_\_

To your knowledge did the deceased have any of these following conditions:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> High blood pressure  | <input type="checkbox"/> Cancer   | <input type="checkbox"/> Pregnant in the last year |
| <input type="checkbox"/> Heart problems   | <input type="checkbox"/> HIV infection  | If yes, the outcome was:                           |
| <input type="checkbox"/> Diabetes   | <input type="checkbox"/> AIDS   | <input type="checkbox"/> Live birth                |
| <input type="checkbox"/> Seizures   | <input checked="" type="checkbox"/> Hepatitis (liver) <sup>CHILD</sup> <sub>HEP</sub> | <input type="checkbox"/> Induced termination       |
| <input type="checkbox"/> Lung problems  | <input type="checkbox"/> Alcohol Abuse  | <input type="checkbox"/> Spontaneous termination   |
| <input type="checkbox"/> Tuberculosis   | <input type="checkbox"/> Drug Abuse   | <input type="checkbox"/> None                      |
| <input type="checkbox"/> Tobacco use  | <input type="checkbox"/> Psychiatric illness  | Date of outcome: _____                             |
| <input type="checkbox"/> Brain infection/disease  | <input type="checkbox"/> Methadone treatment: if yes, where: _____                    |  |
| <input type="checkbox"/> Radiation Treatment  | <input type="checkbox"/> Other: _____   |  |
| <input type="checkbox"/> Recent hospitalizations or travel: if yes, where and when: _____ |   |  |
| <input type="checkbox"/> Dentist name/address: _____                                      |   |  |
| <input type="checkbox"/> Tattoos or scars (e.g., old surgery), describe: _____            |   |  |
| <input type="checkbox"/> Any Hospice care in last 30 days? If so, where: _____            |   |  |

If the deceased was treated for any of the above conditions, please describe the conditions and list the doctor's name/telephone, hospital, clinic, and dates of treatment:

\_\_\_\_\_

[Signature]

Signature

BROTHER

Relationship

8/11/19

Date





**NYC**  
**Office of Chief  
Medical Examiner**

Barbara A. Sampson, M.D.-Ph.D.  
Chief Medical Examiner

Medico-Legal Investigations  
[kliggio@ocme.nyc.gov](mailto:kliggio@ocme.nyc.gov)  
[www.nyc.gov/ocme](http://www.nyc.gov/ocme)

421 E 26th Street,  
New York, New York 10016

## Investigation Report

Name of Decedent: **Epstein, Jeffery** Case No: **M-19-019432**  
Report Date & Time: **August 11, 2019 00:31** Disposition: **ME Case**  
Place of Death: **170 William Street, New York, NY,  
10038** Date & Time of Death: **August 10, 2019 07:36**

### Case Synopsis

The decedent is a 66-year-old White male prison inmate who was found hung by the neck within his cell and was later pronounced dead at the hospital ED despite resuscitative efforts. The NOK does not object to an autopsy. PMH information is pending on receipt of the correction facility medical health services records.

### Subjective Findings

As per [REDACTED] of the ED at New York Presbyterian Lower Manhattan Hospital [REDACTED] on 08/10/2019 EMS found the decedent to be in cardiac arrest and with ligature markings of the neck following an unknown "down" time at the Metropolitan Correction Center (MCC). The decedent was intubated and was given epinephrine x 4 and bicarbonate x2 along with CPR. ACLS was continued at the ED. The decedent was given an additional epinephrine x 1 and bicarbonate x 1. However, the decedent was in asystole by cardiac monitor and in cardiac standstill by ultrasound. He was pronounced dead at 07:36 hours. Ligature markings of the neck were observed by [REDACTED] in the ED as well as by EMS. However, no ligature material was observed by either EMS or by [REDACTED] the ED. No bloods were drawn and no fentanyl was administered in the ED or by EMS.

[REDACTED] was instructed to submit to OCME a completed ME Clinical Summary Worksheet the EMS ACR, and the ED Notes. These were received except the ACR. An email was sent to Evidence Request with cc's to Evidence Pickups and OCME Tour Commanders requesting that the ACR be obtained.

The undersigned was accompanied by [REDACTED], Deputy Director of Forensic Investigations and Operations, for a MLI scene investigation. FBI Special Agents [REDACTED], [REDACTED] (914) 989-6028, and [REDACTED] (unknown contact info.), were also present at the scene conducting their investigation.

As per Lieutenant ([REDACTED]) of Corrections at MCC the decedent was detained at MCC since 07/06/2019 on charges of sex trafficking conspiracy and sex trafficking of minors as inmate # 76318054. He was placed in a cell on 07/07/2019, but was moved for psychology evaluation



07/08/2019 – 07/10/2019. His psychologist was [REDACTED] (unknown contact). He was then moved to the Special Housing Unit (SHU) from 07/10/2019 – 07/23/2019. However, on 07/23/2019 the decedent attempted suicide by hanging. In the early morning hours this date the decedent's cellmate, inmate Tartaglione, was awakened by a sound and saw the decedent. He started banging on the cell door to alert the corrections officers. Lt. [REDACTED] [REDACTED]-Layne responded at 01:27 hours and observed the decedent to be either seated or laying in a fetal position on the cell floor (unclear history) with a "loose homemade noose" around his neck made from a torn orange bedsheet. At this time the decedent was found to have erythema around two-thirds of the circumference of his neck, two inches wide, with sparing of the back of the neck. There were also some "friction marks". The decedent was transferred to Suicide Watch from 07/23/2019 – 07/29/2019. He was transferred to the SHU again on 07/29/2019 where he remained until the DOD. He was in cell # 206 originally this last time in SHU, but was switched to cell # 220 at an unknown date and time. The decedent had a cellmate, inmate Reyes. However, on the morning of 08/09/2019 inmate Reyes went to court and was released through the court. No cell mate was present at the time of the incident leading to the decedent's death.

Information was taken from [REDACTED] and Captain [REDACTED] regarding this incident. Regular rounds of the inmate cells are conducted by the corrections officers every 30 minutes, but no longer than at 40-minute intervals. It is unknown when the decedent was last seen alive pending interview of MCC personnel. On the morning of 08/10/2019 at 06:33 hours during these regular rounds Officer Michael Thomas found the decedent hung by the neck within his cell # 220. However, the location within the cell and the position of the decedent are unknown pending interview of MCC personnel. Officer Thomas "removed" the decedent from an unknown fixed object and placed him on the cell floor. The officer started CPR. In the meantime Operations Lt. [REDACTED] and RN [REDACTED] [REDACTED] entered the cell. [REDACTED] took over performing CPR and the decedent was taken to the Medical Health Services area. EMS arrived and took over care for the decedent there.

### **Scene Investigations/ Details**

The scene was within the decedent's cell, # 220 on Tier L of the SHU within the MCC. Of the scene photos INV-Scene 003 depicts the sealed cell door to # 220. Photo 004 depicts a straight-ahead view from the now opened cell door. Photo 005 represents the left side of the room. Beyond the right-sided wall of Photo 004 the right side of the room can be viewed in Photo 009. There is bedding material strewn in the middle of the floor including a mattress, presumably from the top bunk, and orange blanket and sheets. There was a CPAP machine on the floor with an electric cord reportedly provided by the MCC staff at bedtime ~ 22:00 hours and plugged into an outlet to the right outside of the cell door. Adjacent to the toilet and sink is a small table and stool on the right side of the cell. There was a handwritten note. It was not a suicide note, but it's content vented frustration about conditions and experiences at the facility. There was a bunk bed. The mattress was removed and personal items were kept on the top bunk. Amongst these were medications and supplements including Vitamin C 500 mg, Tolnaftate Cream 1%, Vascepa Omega 3, two boxes of Acetaminophen 500 mg which were both sealed closed, Multivitamins, a sealed container of Milk of Magnesia, Methylprednisolone 4 mg Dosepak also sealed, and Docusate Sodium 100 mg. The bottom bunk had rumpiled up orange bedding. There were strips of orange cloth presumably from the bedding located in different spots in the room. Included amongst these was what appeared to be a makeshift clothesline tied between the bunk bed

*[Faint, illegible text covering the majority of the page]*



posts with a pair of orange underpants hung from it. Measurements of the bunk bed set are as follows: The height from the floor to the top bunk was ~ 58.5 inches. The length of the bed set was ~ 79.5 inches. The width across each bed (Photo 052 depicts the bottom bunk mattress) was ~ 25 inches. Photo 049 shows the heights of the rungs of the ladder to the top bunk.

RN [REDACTED] of the Medical Health Services arrived to the scene and presented the AED with defibrillator pads used on the decedent along with the "ligature", which appears to be a stripped piece of an orange bed sheet.

As per RN [REDACTED] the AED revealed no shockable rhythm on the decedent. The ligature was collected by the undersigned and entered into the evidence locker cage at 421 E. 26th Street in Manhattan.

As per [REDACTED] he was made aware by MCC staff that when the decedent's cellmate Reyes left it is believed that some of the items in the cell may have been his which were not removed.

### Examination of Body

N/A

### Additional Information

As per [REDACTED] confirmed that the decedent's NOK, his brother, Mark Epstein [REDACTED], was notified of the decedent's death. The undersigned called the brother and discussed OCME policy and procedure with regard to a ME case. He does not object to an autopsy, however, he has requested to have present a private independent physician (pathologist) as a second opinion for the findings at the OCME autopsy. [REDACTED] as agreed to allow this as a courtesy to the family with the following conditions: The physician must be a Forensic Pathologist. He/She must arrive to OCME at 520 First Avenue in Manhattan before or by 09:00 on 08/11/2019. He/She must sign observer disclaimer paperwork and provide a DNA sample. Mark Epstein was made aware of this and he understood. He was instructed to call OCME with his choice of the private pathologist beforehand. He was provided with the Manhattan OCME office address, telephone number, and the decedent's OCME case number. He expressed that following completion of the autopsy he intends to have the decedent's body shipped to Florida. The visual identification process was also discussed with the brother.

Note: The decedent's cell at MCC is being held pending the preliminary autopsy results. It is requested that the assigned ME discuss the preliminary autopsy findings with FBI Special Agent [REDACTED] / [REDACTED].

Disposition: ME Case/Hospital with MLI Scene Investigation.

NOK Does Not Object to Autopsy.

NOK Plans to Retain an Independent Forensic Pathologist to Observe Autopsy.

The information provided above is true and correct to the best of my knowledge and belief.

Electronically signed by [REDACTED] on August 11, 2019 00:31.





# Case Notes

Office of Chief Medical Examiner, New York City



**Case No:** M-19-019432    **Decedent:** Epstein, Jeffrey Edward  
**Report Date:** 08/10/2019    **Report Time:** 08:31    **Borough:** Manhattan

**Note Type:** ME Supplemental Note    **Department:** Pathology    **DateTime:** 08/27/2019 13:16    **Entered By:** [REDACTED]

**Notes:** This morning, I attempted to call the cell phone of Stacey Richman, [REDACTED] to tell her that I would be finalizing the autopsy report. Voice mail answered, with a message stating that the mailbox was full and that I would not be able to leave a message. kr

**Note Type:** ME Supplemental Note    **Department:** Pathology    **DateTime:** 08/27/2019 13:15    **Entered By:** [REDACTED]

**Notes:** This morning, I called the office of [REDACTED] to tell her that I would finalize the autopsy report today. She was not available, so I left a message with the answering service. kr

**Note Type:** Status Management    **Department:** Mortuary    **DateTime:** 08/20/2019 16:43    **Entered By:** [REDACTED]

**Notes:** M1919432H010 - Neuro-Brain Stock 1

**Note Type:** Status Management    **Department:** Mortuary    **DateTime:** 08/20/2019 16:43    **Entered By:** [REDACTED]

**Notes:** M1919432H013 - Neuro-Brain Stock 2

**Note Type:** Status Management    **Department:** Mortuary    **DateTime:** 08/20/2019 16:43    **Entered By:** [REDACTED]

**Notes:** M1919432H020 - Neuro-Other Stock 1

**Note Type:** Status Management    **Department:** Mortuary    **DateTime:** 08/20/2019 13:35    **Entered By:** [REDACTED]

**Notes:** M1919432H010 - Neuro-Brain Stock 1

**Note Type:** Status Management    **Department:** Mortuary    **DateTime:** 08/20/2019 13:35    **Entered By:** [REDACTED]

**Notes:** M1919432H013 - Neuro-Brain Stock 2

**Note Type:** Status Management    **Department:** Mortuary    **DateTime:** 08/20/2019 13:35    **Entered By:** [REDACTED]

**Notes:** M1919432H020 - Neuro-Other Stock 1

**Note Type:** Status Management    **Department:** Mortuary    **DateTime:** 08/19/2019 12:29    **Entered By:** [REDACTED]

**Notes:** M1919432H006 - Neuro-Other 1

**Note Type:** Status Management    **Department:** Mortuary    **DateTime:** 08/19/2019 12:29    **Entered By:** [REDACTED]

**Notes:** M1919432H005 - Neuro-Brain

**Note Type:** Status Management    **Department:** RRU    **DateTime:** 08/19/2019 10:57    **Entered By:** [REDACTED]

**Notes:** Request No: 1905197( )

**Note Type:** Status Management    **Department:** Pathology    **DateTime:** 08/17/2019 11:15    **Entered By:** [REDACTED]

**Notes:** 19136788\_UPDATE\_20190817\_111227.pdf

**Note Type:** Status Management    **Department:** Pathology    **DateTime:** 08/17/2019 11:15    **Entered By:** [REDACTED]

**Notes:** AMENDED DC

**Note Type:** ME Supplemental Note    **Department:** Pathology    **DateTime:** 08/16/2019 17:29    **Entered By:** Kristin Roman

**Notes:** \*case note entered late\* I placed a call to the family's attorney, Stacey Richman, at [REDACTED] to inform her that I would like to contact the decedent's brother, Mark Epstein, to tell him the cause and manner of death. She asked for my desk number, and then she called him, called me back, and the three of us had a discussion about the cause and manner of death. I told Mr. Epstein that I wanted to talk to him about this before I amended the death certificate. We had a very long and detailed phone conversation, as they had many questions for me about how I reached the determination. kr

**Note Type:** Status Management    **Department:** Pathology    **DateTime:** 08/16/2019 17:28    **Entered By:** Cms System

**Notes:** AMENDED DC

**Note Type:** Status Management    **Department:** Pathology    **DateTime:** 08/16/2019 17:25    **Entered By:** Cms System

**Notes:** DC Amendment/Correction Started

**Note Type:** General    **Department:** Investigations    **DateTime:** 08/16/2019 12:30    **Entered By:** [REDACTED]

1950-1951

10



# Case Notes

Office of Chief Medical Examiner, New York City



Case No: M-19-019432      Decedent: Epstein, Jeffrey Edward  
 Report Date: 08/10/2019      Report Time: 08:31      Borough: Manhattan

**Notes:** At 1230 on 8/16/19, Dr. Roman and I responded to 26 Federal Plaza to meet with Video Communications Specialist (VCS) [REDACTED] of the FBI Multimedia Exploitation Unit. There we watched a short video surrounding the timeframe of the 8/10/19 incident. The video was titled 160 SW2-80 and dated 08/10/19, however we were informed the actual camera name was 116 L South. Per VCS [REDACTED], the video we watched came from the camera located near the upper level office (upper tier opposite side of the room from where Epstein's cell was located). The video captured areas outside the upper level office, some of the guard common area, and what appeared to be a small section of the staircase leading to the upper tier where Epstein's cell was located. The upper tier and cell where Epstein's cell was located could not be seen in the video. The video was blurry and the identity of the person(s) in the video were indiscernible.

**Note Type:** General      **Department:** Investigations      **DateTime:** 08/13/2019 18:33      **Entered By:** [REDACTED]

**Notes:** The following documents uploaded to the Photos & Documents section of CMS were received via email on 8/13/19 from [REDACTED] (FBI/NYPD Violent Crimes & Joint Bank Robbery Squad C-19; [REDACTED] cell, [REDACTED] office, [REDACTED]): "Supplemental Report (others)" 001 & 002 and "Hospital or Medical Records" 005, 006, 007, 008, 009, 010, and 011. The following documents were received from the NYP Medical Correspondence Unit on 8/13 and uploaded to the file: "Hospital or Medical Records" 004, 012 & 013. The following documents were requested and received from James Saunders, Esq [REDACTED] office, [REDACTED] of the FDNY Bureau of Legal Affairs: "Hospital or Medical Records" 014 & 015.

**Note Type:** Status Management      **Department:** RRU      **DateTime:** 08/13/2019 10:02      **Entered By:** [REDACTED]

**Notes:** Request No: 1905056( Family )

**Note Type:** General      **Department:** Investigations      **DateTime:** 08/13/2019 09:36      **Entered By:** [REDACTED]

**Notes:** Bronx RHIO queried for medical records to support death investigation - no match to records.

**Note Type:** General      **Department:** Investigations      **DateTime:** 08/12/2019 17:14      **Entered By:** [REDACTED]

**Notes:** DNA swabs collected on 08/11/19 from autopsy observer, Dr. [REDACTED] submitted to OCME HR for processing.

**Note Type:** General      **Department:** Investigations      **DateTime:** 08/12/2019 11:50      **Entered By:** [REDACTED]

**Notes:** Documented records on the decedent from MCC were submitted to my email by Special Agent [REDACTED]. I had requested repeatedly from [REDACTED] at MCC the decedent's documentation of demographic information and PMH/medications information from the Medical Health Services Unit. However, the documents submitted focused chiefly on the suicide attempt incident from 07/23/2019. These were entered into the CMS record.

**Note Type:** Status Management      **Department:** Pathology      **DateTime:** 08/11/2019 19:40      **Entered By:** Edrs Service

**Notes:** 19136788\_UPDATE\_20190811\_193631.pdf

**Note Type:** Status Management      **Department:** Pathology      **DateTime:** 08/11/2019 19:40      **Entered By:** Cms System

**Notes:** NEW DC

**Note Type:** Status Management      **Department:** Mortuary      **DateTime:** 08/11/2019 18:11      **Entered By:** [REDACTED]

**Notes:** Check-Out Borough: Manhattan

**Note Type:** FQS Time out      **Department:** Quality Assurance      **DateTime:** 08/11/2019 17:41      **Entered By:** [REDACTED]

**Notes:** Timeout complete, Documentation, photos and tags were checked. New ME tag made at checkout to match updated confirmed ID. Release was authorized.

**Note Type:** Status Management      **Department:** Pathology      **DateTime:** 08/11/2019 17:24      **Entered By:** Cms System

**Notes:** Exam: AutopsyExam Completed By: [REDACTED]

**Note Type:** ME Supplemental Note      **Department:** Pathology      **DateTime:** 08/11/2019 16:48      **Entered By:** Kristin Roman

**Notes:** Before the autopsy and this evening, I spoke to Detective [REDACTED] from the FBI liason unit at NYPD. I explained to him what information I need (full investigation) and asked that the decedent's clothing be brought to me for examination. I told him that the ligature is at OCME, but is at the DNA building and it will not be brought to me until tomorrow, so I have not examined it yet. kr

**Note Type:** Status Management      **Department:** Pathology      **DateTime:** 08/11/2019 15:27      **Entered By:** Cms System





# Case Notes

Office of Chief Medical Examiner, New York City



Case No: M-19-019432    Decedent: Epstein, Jeffrey Edward  
 Report Date: 08/10/2019    Report Time: 08:31    Borough: Manhattan

Notes: NEW DC

Note Type: Status Management    Department: Fingerprints    DateTime: 08/11/2019 15:05    Entered By: Fingerprint Service  
 Notes: FingerPrint FBI XML Sheet Added

Note Type: Status Management    Department: Fingerprints    DateTime: 08/11/2019 14:54    Entered By: Fingerprint Service  
 Notes: FingerPrint RAP Sheet Processed. TransactionID: 34388328

Note Type: Status Management    Department: Fingerprints    DateTime: 08/11/2019 14:54    Entered By: Fingerprint Service  
 Notes: Finger Print Response from DCJS – Hit. NYSID : 04614879Q

Note Type: Status Management    Department: Mortuary    DateTime: 08/11/2019 14:44    Entered By: [REDACTED]  
 Notes: M1919432H005 - Neuro-Brain

Note Type: Status Management    Department: Mortuary    DateTime: 08/11/2019 14:44    Entered By: [REDACTED]  
 Notes: M1919432H006 - Neuro-Other 1

Note Type: Status Management    Department: Mortuary    DateTime: 08/11/2019 14:44    Entered By: [REDACTED]  
 Notes: M1919432H005 - Neuro-Brain

Note Type: Status Management    Department: Mortuary    DateTime: 08/11/2019 14:44    Entered By: [REDACTED]  
 Notes: M1919432H006 - Neuro-Other 1

Note Type: Status Management    Department: Fingerprints    DateTime: 08/11/2019 14:43    Entered By: Fingerprint Service  
 Notes: Finger Prints Submission Acknowledged by DCJS

Note Type: Status Management    Department: Fingerprints    DateTime: 08/11/2019 14:43    Entered By: Fingerprint Service  
 Notes: Finger Print submitted to DCJS. Fingerprint Acquired By : LCEJA(via Livescan). TCN: NYCME0110178

Note Type: Status Management    Department: Fingerprints    DateTime: 08/11/2019 14:43    Entered By: Fingerprint Service  
 Notes: Fingerprint Acquired By : LCEJA(via Livescan)

Note Type: Status Management    Department: Other    DateTime: 08/11/2019 11:54    Entered By: [REDACTED]  
 Notes: Entered case to determine if Mortuary access was ready to be rescinded.

Note Type: Status Management    Department: Identifications    DateTime: 08/11/2019 11:02    Entered By: Cms System  
 Notes: ID confirmed with the information provided by informant: Epstein, Mark

Note Type: ID Event    Department: Identifications    DateTime: 08/11/2019 09:56    Entered By: [REDACTED]  
 Notes: Dr. [REDACTED] presented to our office with the Decedent's brother to watch the autopsy. He was given an observer form to complete and was swabbed before he went to observe the autopsy

Note Type: Status Management    Department: X-Ray    DateTime: 08/11/2019 08:20    Entered By: [REDACTED]  
 Notes: Type of X-ray: Full Body

Note Type: Status Management    Department: Pathology    DateTime: 08/11/2019 08:20    Entered By: Cms System  
 Notes: Exam: Autopsy

Note Type: Outgoing Call    Department: Investigations    DateTime: 08/10/2019 17:39    Entered By: [REDACTED]  
 Notes: [REDACTED] informed me she has been in contact with the NOK/brother. He has no objection to autopsy; however, he has requested that his privately retained pathologist (unknown who at this time) be allowed to be present to observe the autopsy tomorrow morning. I contacted [REDACTED] and he approved this request as a courtesy to the family. He informed me the pathologist needs to be at 520 at 9am tomorrow morning for security processing, swabbing and observer document completion. [REDACTED] will call back the brother and update me with the name of the private pathologist.

Note Type: Status Management    Department: Investigations    DateTime: 08/10/2019 17:17    Entered By: [REDACTED]  
 Notes: Departure from MCC.

CONFIDENTIAL

10/1/80

[Faint, illegible text covering the majority of the page]



# Case Notes

Office of Chief Medical Examiner, New York City



Case No: M-19-019432    Decedent: Epstein, Jeffrey Edward  
Report Date: 08/10/2019    Report Time: 08:31    Borough: Manhattan

**Note Type:** Status Management    **Department:** Investigations    **DateTime:** 08/10/2019 17:15    **Entered By:** [REDACTED]  
**Notes:** Arrival to MCC.

**Note Type:** Status Management    **Department:** Investigations    **DateTime:** 08/10/2019 17:14    **Entered By:** [REDACTED]  
**Notes:** Following notification regarding this case, I responded to the office and accompanied MLI Liggio to Metropolitan Correctional Center. I remained with her throughout the entire MCC scene investigation.

**Note Type:** Scene Visit Event    **Department:** Investigations    **DateTime:** 08/10/2019 16:33    **Entered By:** [REDACTED]  
**Notes:** A total of four scans were performed inside cell 220 at Metropolitan Correctional Center using a Leica BLK360 scanner. At this time, due to the file size and software used, the scans are unable to be uploaded to CMS and are being held by the Anthropology Department. Scans will be made available to the medical examiner on Mon. 8/12.

**Note Type:** General    **Department:** Pathology    **DateTime:** 08/10/2019 15:06    **Entered By:** Corinne Ambrosi  
**Notes:** Remains checked in to Manhattan OCME facility. Full body xrays requested. L. Radulov (Xray) unable to access case due to HP nature. Emailed the following: "Recovery tag received sealed. Seal was breached by X-Ray Tech to perform radiographic procedures. Full body x-rays completed. Locked out of cms for this case. Unable to document notes". // At time of writing this note, OCME (MLI) contact has NOT been made with the brother of the decedent (Mark Epstein [REDACTED]). OCME Investigations still at the scene. MLI report not in CMS. Case will be handled tomorrow per Drs. Graham, Stone and Sampson. CAmbrosi.

**Note Type:** Status Management    **Department:** Mortuary    **DateTime:** 08/10/2019 13:24    **Entered By:** [REDACTED]  
**Notes:** Check-In Borough: Manhattan

**Note Type:** Status Management    **Department:** Investigations    **DateTime:** 08/10/2019 10:35    **Entered By:** [REDACTED]  
**Notes:** High Profile

**Note Type:** Status Management    **Department:** Transportation    **DateTime:** 08/10/2019 10:25    **Entered By:** [REDACTED]  
**Notes:** Mett at scene before they could be assigned - ADOMS Wiggins aware

**Note Type:** Body Pickup    **Department:** Investigations    **DateTime:** 08/10/2019 10:05    **Entered By:** [REDACTED]  
**Notes:** Reason: Paperwork-not ready still on floor

**Note Type:** General    **Department:** Investigations    **DateTime:** 08/10/2019 09:52    **Entered By:** [REDACTED]  
**Notes:** The undersigned discussed this case with [REDACTED] of the ED at New York Presbyterian Lower Manhattan Hospital [REDACTED] and this will be documented in the MLI Report. I attempted to call [REDACTED] at the Metropolitan Correction Center (MCC) at 150 Park Row, NY, NY seven times. Voice mail messages were left at the offices of [REDACTED] and a Mr. [REDACTED] (?). The facility telephone operator repeatedly transferred my calls to the office of Mr. [REDACTED], which was picked up by voice mail messaging, even though I explained to her repeatedly that I needed to speak to a live person. I spoke with Tour Commander [REDACTED] and Deputy Director of Forensic Investigations/Operations [REDACTED] about this case. [REDACTED] and myself will be going to the scene for an investigation.

**Note Type:** General    **Department:** Communications    **DateTime:** 08/10/2019 09:29    **Entered By:** [REDACTED]  
**Notes:** Geraldine from Live On NY requested a hold according to Director of MLI unable to give them one because of this case being high profile.

**Note Type:**    **Department:** Communications    **DateTime:** 08/10/2019 08:19    **Entered By:** S [REDACTED]  
**Notes:** Call location MCC prison possible hanging [REDACTED] [REDACTED]

2014-01-01

10



# Notice of Death



Borough: Manhattan Report Date: 08/10/2019 Time: 08:31

**M-19-019432**

### Decedent Information:

Name: Epstein, Jeffrey Edward Age: 66 Years  
 Sex: Male Veteran: No Date of Birth: 01/20/1953  
 Race: White Marital Status: Never Married  
 Place of Death: 170 William Street, New York, NY 10038 Tel Place of Death: [REDACTED]  
 Cross Street:  
 Residence: Little Saint James Island, Madison Avenue/5 Avenue, St. Thomas, 00802

### Reporter Information:

From: Medical Facility Facility: New York Presbyterian Lower Manhattan Hospital  
 Caller Name: [REDACTED] Shield: [REDACTED] Tel: [REDACTED]  
 Sixty-One No: [REDACTED] Aided No: [REDACTED] Chart No: 8504592

### Circumstances of Death:

App. Manner: Undetermined

### Hospital and Physician Information:

Facility: New York Presbyterian Lower Manhattan Hospital Date: 08/10/2019 Time: 07:25  
 Pronounced By: Date: 08/10/2019 Time: 07:36  
 Physician: Tel:  
 Address:

### MLI Contact, Scene and Disposition:

Name	Date Time	Activity
[REDACTED]	08/10/2019 08:46	Assigned
[REDACTED]	08/10/2019 09:53	Additional Investigator
[REDACTED]	08/10/2019 10:04	Accepted
[REDACTED]	08/10/2019 10:04	ME Case
[REDACTED]	08/10/2019 10:34	Make the Case High Profile
[REDACTED]	08/10/2019 10:53	MLI at Scene
[REDACTED]	08/10/2019 16:34	MLI Leaves Scene
[REDACTED]	08/11/2019 00:31	MLI Completed Report Generated

Scene Investigation: 08/10/2019 at 10:53 by [REDACTED]  
 Case Disposition: ME Case ([REDACTED]) Date: 08/10/2019 Time: 10:05

### Case Notes:

Department	Date Time	Entered By
Communications	08/10/2019 09:29	[REDACTED]
Notes: Geraldine from Live On NY requested a hold according to Director of MLI unable to give them one because of this case being high profile.		
Communications	08/10/2019 08:19	Shirley Canty
Notes: Call location MCC prison possible hanging. [REDACTED]		

Initial Call Recorded By: [REDACTED]

Printed: 08/27/2019-16:10

STATE OF CALIFORNIA  
COUNTY OF SAN DIEGO

BEFORE ME, the undersigned authority, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public in and for the State of California  
My Commission Expires \_\_\_\_\_

\_\_\_\_\_  
Notary Public



DEPARTMENT OF HEALTH AND MENTAL HYGIENE  
OFFICE OF CHIEF MEDICAL EXAMINER

[REDACTED] M.D.-Ph.D.

Chief Medical Examiner

520 First Avenue, New York, New York 10016

Telephone: [REDACTED]

Official Website: [www.nyc.gov/ocme](http://www.nyc.gov/ocme)

## Mortuary Release Document

Case No: M-19-019432

Time of release: 18:11

Date of release: 08/11/2019

I, [REDACTED] (13247), representing the firm of [REDACTED] the Funeral Chapel, located at [REDACTED], New York, 10028, Telephone No. (212) 268-3300, hereby certify that I have received from the Office of Chief Medical Examiner the body of Epstein, Jeffrey who died at New York Presbyterian Lower Manhattan Hospital. I have been duly authorized to receive the same by the brother of the decedent, Epstein, Mark, who resides at [REDACTED] Drive, West Palm Beach, Florida, 33411.

I have checked the identifying wristband, toe tags, photo and verified that they correspond with the decedent that I have been authorized to remove.

Released By:

[REDACTED]

(Mortuary Technician)

Released To:

[REDACTED]

Schubert, Stephen

(Funeral Director)

13247

(License No.)

Verified by:

[REDACTED]

Mudd, Joel

(Forensic Quality Specialist)

THE UNITED STATES OF AMERICA  
DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION  
WASHINGTON, D. C. 20535



MEMORANDUM FOR THE DIRECTOR  
FROM: SAC, [illegible]  
SUBJECT: [illegible]

[The following text is extremely faint and largely illegible due to the quality of the scan. It appears to be a memorandum detailing an investigation or report.]

**FUNERAL DIRECTOR'S STATEMENT OF AUTHORITY**  
 This statement is made for the purpose of inducing the hospital to release the death certificate and/or the remains of the deceased below-named and with the knowledge that the hospital will rely on the truth of the statements made herein.



**THE CITY OF NEW YORK  
 DEPARTMENT OF HOSPITALS**  
 No death certificate and/or body will be released by the hospital to a funeral director until a copy of this form, properly executed, is on file.

179019432

IT IS HEREBY CERTIFIED THAT THE UNDERSIGNED HAS BEEN AUTHORIZED TO TAKE CHARGE OF: \_\_\_\_\_ on (date)

The remains of: (Name of deceased) Jeffrey Edward Epstein who died at: NY Park Hotel - Lower East Aug 19 2019

by: (Name of person granting authority) Mark Epstein and who is to: Brother  
 (relationship)

Remains to be removed from: \_\_\_\_\_ at (address)  
 (Name of hospital or mortuary)

THIS AUTHORIZATION IS BY: \_\_\_\_\_ AT (address)  
 (Name of funeral director)

Signature: (Funeral Director) \_\_\_\_\_

NEW YORK STATE FUNERAL DIRECTOR'S LIC. NO. 13847

- Name of Firm
- Abbey Funeral Directors, The
  - Abbott Funeral Home
  - Andrett Funeral Home
  - Becker Undertaking Company
  - Bias, Abraham Funerals/Directors
  - Boulevard - Riverside Chapels
  - Boulevard - Riverside Chapels
  - Boyd, Claude R. - Caratozolo Funeral Home
  - Boyd, Claude R. - Spencer Funeral Home
  - Burr - Davis - Sharpe
  - Campbell, Frank E. - The Funeral Chapel
  - Casey Funeral Home
  - Casey - McCallum - Rice
  - Cooke, Walter B. - Kennedy Funeral Home
  - D'Andrea Brothers Funeral Home
  - George T. Funeral Home
  - Dwyer Funeral Home
  - Fogarty Funeral Home
  - Garrick Funeral Home
  - Gramercy Park Chapel
  - Hellman Memorial Chapels
  - Morris I.J. Inc.
  - Morris I.J. Inc.
  - Morris I.J. Inc.
  - Nagel, Charles P. Funeral Home
  - Revsky Memorial Chapel
  - Park West - Riverside Chapels
  - Quinn - Fogarty
  - Quino, Thomas M. & Sons Funeral Home
  - Riverside Memorial Chapel
  - Riverside Memorial Chapel
  - Riverside Memorial Chapel
  - Riverside - Nassau North Chapels
  - Schwartz Brothers - Jeffer Memorial Chapel
  - Universal Funeral Chapel
  - Virginia Memorial Chapel
  - Waterbury & Kelly Funeral Home
  - Waterbury & Kelly Funeral Home
  - Worst, George Funeral Directors
  - Whalen & Ball Funeral Home, Inc.
  - Other: \_\_\_\_\_
- Address
- 1076 Madison Avenue - New York, N.Y. 10028
  - 353 Second Avenue - New York, N.Y. 10010
  - 352 East 87th Street - New York, N.Y. 10028
  - 152 Second Avenue - New York, N.Y. 10003
  - 1895 Flatbush Avenue - Brooklyn, N.Y. 11210
  - 1450 Broadway - Hewlett, N.Y. 11557
  - 1785 Deer Park Avenue - Deer Park, N.Y. 11729
  - 448 Main Street - Babylon, N.Y. 11702
  - 584 Gramatan Avenue - Mt. Vernon, N.Y. 10552
  - 1076 Madison Avenue - New York, N.Y. 10028
  - 358 Stinson Avenue - Staten Island, N.Y. 10314
  - 30 Nelson Avenue - Staten Island, N.Y. 10308
  - 353 Second Avenue - New York, N.Y. 10010
  - 99 Oak Street - Copiague, N.Y. 11726
  - 14 Le Count Place - New Rochelle, N.Y. 10801
  - 90 North Broadway - Tarrytown, N.Y. 10591
  - 136-25 41st Avenue - Flushing, N.Y. 11355
  - 1051 Yonkers Avenue - Yonkers, N.Y. 10704
  - 152 Second Avenue - New York, N.Y. 10003
  - 15 State Street - Spring Valley, N.Y. 11210
  - 1895 Flatbush Avenue - Brooklyn, N.Y. 11210
  - 21 East Deer Park Avenue - Dix Hills, N.Y. 11746
  - 46 Greenwich Street - Hempstead, N.Y. 11559
  - 352 East 87th Street - New York, N.Y. 10028
  - 1700 Coney Island Avenue - Brooklyn, N.Y. 11230
  - 333 Amsterdam Avenue - New York, N.Y. 10023
  - 162-14 Sanford Avenue - Flushing, N.Y. 11358
  - 35-20 Broadway - LIC New York 11106
  - 180 West 76th Street - New York, N.Y. 10023
  - 21 West Broad Street - Mt. Vernon, N.Y. 11552
  - 114-03 Queens Boulevard - Forest Hills, N.Y. 11375
  - 55 North Station Plaza - Great Neck, N.Y. 11021
  - 114-03 Queens Boulevard - Forest Hills, N.Y. 11375
  - 1076 Madison Avenue - New York, N.Y. 10028
  - 1707 Hylan Boulevard - Staten Island, N.Y. 10305
  - 45 South Highland Avenue - Ossining, N.Y. 10562
  - 1300 Pleasantville Road - Briarcliff Manor, N.Y. 10510
  - 71-41 Cooper Avenue - Glendale, N.Y. 11385
  - 168 Park Avenue - Yonkers, N.Y. 10703



**STATE OF NEW YORK**

DEPARTMENT OF HEALTH  
BUREAU OF FUNERAL DIRECTING  
CORNING TOWER  
ALBANY, N.Y. 12237  
CERTIFICATE OF REGISTRATION

REGISTRATION NO. 1  
13241

JUNE 30, 2020  
EXPIRATION DATE

PHOTO IDENTIFICATION  
REQUIRED

SIGNATURE  
THIS IS TO CERTIFY  
AND REGISTERED PLUS

DIRECTOR Bureau of Funeral Directing



On August 12, 2019, LIEUTENANT [REDACTED], ([REDACTED]), was interviewed at 290 Broadway New York, NY. Present at the interview were FBI Special Agent [REDACTED], Special Agent [REDACTED], Office of the Inspector General Special Agent [REDACTED] and Assistant United States Attorney (AUSA) [REDACTED]. After being advised of the identity of the interviewing Agents and AUSA and the nature of the interview, [REDACTED] provided the following information:

[REDACTED] has worked at MCC for 17 years. [REDACTED] was promoted to Lieutenant in 2014 or 2015. [REDACTED] works approximately 16 hours a day, 6 days a week. As part of his operational duties, [REDACTED] is responsible for running the building, supervising core staff, and handling situations that come up with the inmates.

The hierarchy within MCC is as follows: Warden, Associate Warden, Captain and Lieutenant. There are GS-11 Lieutenants and GS-9 Lieutenants. GS-11 Lieutenants supervise GS-9 Lieutenants. [REDACTED] is a GS-11 Lieutenant. Corrections Officers (CO) are below GS-9 Lieutenants.

The Special Housing Unit (SHU) has its own lieutenant. The SHU lieutenant is responsible for handling any problems that arise within SHU to include issues with staff as well as inmates. If there are no problems, the SHU lieutenant does not have to check in all the time. However, the SHU lieutenant must sign in to the SHU signature log at some point during his or her shift.

MCC staff are required to fill out 30 minute check in sheets. The time of the check and the signature of the CO who conducted the check are documented on the check in sheet. The times are not always exactly 30 minutes apart to prevent inmates from learning a pattern of when the CO will come by.

COs must also conduct an official count which is different from the 30 minute check in. The official count is conducted at 10pm, 12am, 3am, and 5am. A signed count sheet certifies that rounds were made and each inmate was in his cell at that time. On weekend days, there is a 10am count where inmates are required to stand up in their cells during the count. During the week, the 10pm count requires COs to ensure the inmate moves. A Lieutenant has to be present for at least one of the 12am, 3am or 5am counts.

Both the check in sheets and the count sheets are kept for 30 days in a binder. An E1 sheet is kept in the control center and has the inmates count as well as each inmate's physical location. The E1 sheet must match the count sheet. The CO who conducts the count must call in to the control center to report the number and a Lieutenant can only sign off on the count sheet when the number on the count sheet matches the number on the E1 sheet.

JEFFREY EPSTEIN (EPSTEIN, previously identified) was housed in SHU. EPSTEIN met with his lawyers everyday between 8am and 8pm on the third floor of MCC.

[REDACTED] was not present when EPSTEIN was first placed on suicide watch on July 23, 2019. [REDACTED] knew EPSTEIN was on suicide watch because EPSTEIN was wearing a smock and only inmates who are on suicide watch wear smocks. [REDACTED] was also not present when the decision to remove EPSTEIN from suicide watch was made.

According to policy, when an inmate is taken off of suicide watch he is placed on psychological observation for a period of time before he can be placed back in either SHU or in the general population. Regardless of whether or not an inmate is on suicide watch or under psychological evaluation



observation, the inmate is required to have a "bunkie" or a cellmate. This is well known and considered "basic 101" policy information.

█████ did not work Friday August 9, 2019. █████ relieved Lt. █████, another GS-11 Lieutenant at MCC, at 5:30am on Saturday August 10, 2019. █████ was in his office on the 3<sup>rd</sup> floor from 5:30am until approximately 6:33am when he heard a call for a medical emergency on the 9<sup>th</sup> floor. █████ immediately went to the 9<sup>th</sup> floor. EPSTEIN's cell was the first cell to the right of the elevator. When █████ arrived at EPSTEIN's cell, he saw two COs, Officer NOEL and Officer THOMAS. EPSTEIN was lying down on two mattresses on the floor of the cell. Officer Thomas was next to EPSTEIN's body attempting to administer CPR. Officer NOEL was standing by the entrance to the cell and told █████ "EPSTEIN hung himself." █████ pushed Officer █████ off of EPSTEIN and continued CPR. █████ asked for someone to get an AED and call for the Duty Nurse. The Duty Nurse arrived and took over administering CPR to EPSTEIN. █████ saw a noose fabricated out of bed sheets but could not recall if the noose was around EPSTEIN's neck or on the ground next to the body. █████ took photos of EPSTEIN's cell on a BOP camera.

Officer Noel stated "we didn't do rounds at 3am and 5am." Officer █████ said he told Officer Noel it was not her fault and "We didn't do the rounds. We messed up." The 3am and 5am rounds to which Officer Noel referred would have been the count rounds. If the rounds were not completed there should not be any signed count slips associated with those times. If there were signed count slips it would mean the slips were falsified. If the count is not done, the rounds sheet, which is filled out every 30 min, also cannot be completed. At the end of the shift, the supervising Lieutenant signs and sends the completed log of the inmates' movements from the day.

There were several pill bottles on the top bunk in EPSTEIN's cell. Inmates typically put some of their belongings on the top bunk when they do not have a cellmate. █████ asked Officer Noel "Where's his bunkie at?" to which Officer Noel responded "he doesn't have a bunkie."

Lieutenant █████ worked the shift prior to Lieutenant █████. It is possible █████ was aware EPSTEIN no longer had a "bunkie."

MCC personnel receive annual refresher training regarding policy and procedure. The topics of inmates having a cellmate as well as how and when to conduct the count and complete rounds are covered in the annual refresher training.

After the Duty Nurse removed EPSTEIN's body from the cell, █████ secured the door to the cell and waited in the control room to notify the Captain and to complete a 583 form. A 583 form contains all the memos from the incident. █████ later spoke to Officer NOEL and advised her not to lie about what happened, say exactly what happened and to document everything in a memo. Officer THOMAS was distraught and left MCC before writing a memo. NOEL did not write a memo. Neither NOEL nor THOMAS has reported back to work since the incident.

█████ has not spoken about the event to other officers.



L-1iek

Cell: 219

✓ Desilva, Michael # 55381-066

✓ Brown, Chad # 70786-050

218

✓ Fernandez, Leonardo # 86824-054

✓ Rivera, Jose # 72008-054

217

✓ Bobrow, Lorenzo # 76157-054

✓ Reyes, Frankie # 79102-054

216

Empty

215

✓ Jimenez, Edward # 79466-054

✓ Rodriguez, Daniel # 91278-054

214

✓ Estevez, Steven # 86102-054

✓ Hill, Jaquez # 79455-054

213

✓ Contreras, Thomas # 89520-053

✓ Santos-Felix, Christopher # 86638-054

-Global inmate search

-pp10, pp44, pp80, pp15, pp41, Pscd, ppj8



UNITED STATES DEPARTMENT OF JUSTICE  
METROPOLITAN CORRECTIONAL CENTER, NEW YORK, NY  
DAILY LIEUTENANT'S LOG

Shift-Day-Date: M/W Saturday, August 10, 2019		Beginning Count: 758	SHU: 73/5
<b>M/W</b>	Daily Sensitive Information: I/M Felix 85775-054 on Psych Obs. w/inmate companion I/M Williams #78640-054 on Psych Obs. w/inmate companion I/M Gentile #71230-054 on Psych Obs. w/inmate companion I/M Ramos #85428-054 Psych Obs. w/inmate companion I/M Fernandez #86824-054 on Dry Cell w/inst. Staff(R-A)		
	TIME	CHRONOLOGICAL EVENTS	BC SHU
12:00 AM	Lieutenant G. [REDACTED] assumes duties as the Morning Watch Operations Lieutenant. The fire alarm and sprinkler system are operational w/exception of Control Center Fire Panel. PREA announcement conducted via the Institution Public Address System and/or Radio. Restraint Equipment Cage inventory conducted. All equipment accounted for. Metal Detector checks conducted. All operative w/the exception of Rear Gate/Facilities/R&D. Roof Check completed. All secure. Temporary Chit Inventory: #1:2; #2:5; #3:5; #4:6; #5:5; #6:0; Hosp:0	758	73/5
12:00 AM	Institution Count in progress		
12:00 AM	NYPD Phone Check #1283		
12:15 AM	Body Alarm testing in progress		
12:23 AM	Body alarm testing completed		
12:30 AM	Watch Calls cont.		
12:35 AM	-1 SHU(correction): Fernandez #86824-054 (DRY CELL R-A)		72/5
12:36 AM	Good Verbal count announced	758	72/5
12:49 AM	Clear Institution count announced		
3:00 AM	Institution Count in progress		
3:19 AM	Good Verbal count announced	758	72/5
3:24 AM	Clear Institution count announced		
5:00 AM	Institution Count in progress		
5:29 AM	Good Verbal count announced	758	72/5
5:30 AM	Clear Institution count announced		
	Lieutenant [REDACTED] on Board at approximately 5:30am relieving Lt [REDACTED] of duty.		
6:33 AM	Medical emergency announced for Unit 9 South inmate Epstein #76318-054 found unresponsive in cell 206-220 CPR in progress		
6:35 AM	911 Emergency service notified		
6:43 AM	E.M.S ambulance arrives to the Health Service Area, continued CPR in progress by E.M.T.		
7:10 AM	E.M.S/BOP staff depart with inmate Epstein #76318-054 via ambulance to local hospital continuation of CPR is still in progress by EMT.	757	71/5
7:36 AM	Bop staff called to notify institution that inmate Epstein # [REDACTED]		
STG International Terrorist phone calls monitored:			
WITSEC inquiry(s) was/were received during my tour of duty:			
The following Inmate(s) were placed in Administrative Detention:			
Name	Reg: Number	Reason	Unit Time AD Order
Ops Lt. [REDACTED]	Ending Count: 758 SHU: 71; 10-South: 05; SHU OBS: 00; Local Hosp: 00; H/A OBS: 04; B/A OBS: 00; Dry Cell: 01; H/A (PBS); 00; H/A (PCLAS); 00		



UNITED STATES DEPARTMENT OF JUSTICE  
METROPOLITAN CORRECTIONAL CENTER, NEW YORK, NY  
DAILY LIEUTENANT'S LOG

SHIFT-DAY-DATE: D/W - Friday, August 09, 2019      Beginning Count: 757      SHU:71/5

<b>D/W</b>	<b>Daily Sensitive Information:</b> <del>INSTITUTION ON MODIFIED OPERATIONS</del> I/M Gentile #71230-054 on Psych obs w/inmate companion I/M Ramos #85428-054 on Psych obs. w/inmate companion. I/M Fernandez # 86824-054 on DRY Cell w/staff watch in R&D.		
8:00 AM	Lieutenant [REDACTED] assumes duties as the Day Watch Operations Lieutenant. The fire alarm and pump system is inoperable at this time. Fire Watch is in Progress. Unable to conduct PREA announcement over the Institution Public Address System, due to, system malfunction. Restraint Equipment Cage inventory conducted. All equipment accounted for. Metal Detector checks conducted. All operative w/the exception of Rear Gate. Roof Check completed. All secure. Temporary Chit Inventory: #1:0; #2:5; #3:5; #4:6; #5:6; #6:5; Hosp:0 Daily Hand Stamp :DJBE/LEFT HAND	757	71/5
8:00 AM	NYPD Phone Check #3371		
8:00 AM	Body Alarm Test Initiated.		
8:20 AM	Body Alarm Testing Complete.		
10:00 AM	Institutional count in progress	757	71/5
11:22 AM	Good verbal count announced		
11:24 AM	Clear institutional count	757	71/5
3:45 PM	Institutional lockdown for count.		
3:57 PM	+1; I/M Mutimura #76329-054	757	71/5
3:58 PM	I/M Fernandez #86824-054 transferred to special housing (dry cell)	757	72/5
3:59 PM	-1 Bail Bond; Carreon-Macias #82858-198	756	72/5
4:00 PM	Relieved of duties by Lt. [REDACTED] E/W Operations Lieutenant.		

Visitation: CANCELLED

Inmates	Adults	Children	Total

ION SCANNING TESTED HITS: 0

STG/High Alert phone calls monitored:

WITSEC inquiry(s) was/were received during my tour of duty: 0

The following Inmate(s) were placed in Administrative Detention: 0

Name	Reg Number	Reason	Unit	TIME	A/D Order

Ops Lt [REDACTED]	Ending Count:756 ; SHU:72 ; 10-South: 05; SHU OBS: 00;
Act Lt [REDACTED]	Local Hosp: 00; H/A OBS: 02; B/A OBS: 00; Dry Cell: 00



UNITED STATES DEPARTMENT OF JUSTICE  
METROPOLITAN CORRECTIONAL CENTER, NEW YORK, NY  
DAILY LIEUTENANT'S LOG

SHIFT-DAY-DATE: E/W - Saturday, August 10, 2019      Beginning Count: 756      SHU: 72/5

E/W	Daily Sensitive Information.		B/C	SHU
	INSTITUTION ON MODIFIED OPERATIONS			
	I/M Gentile #71230-054 on Psych Obs w/inmate companion. I/M Ramos #85428-054 on PSYCH OBS. W/inmate companion. I/M Felix #85775-054 on Suicide watch w/inmate companion. I/M Williams #78640-054 on suicide watch w/ inmate companion.			
TIME	CHRONOLOGICAL EVENTS		B/C	SHU
4:00 PM	Lieutenant D. Medina assumes duties as the Evening Watch Operations Lieutenant. Unable to conduct PREA announcement over the Institution Public Address System, due to, system malfunction. Restraint Equipment Cage inventory conducted. All equipment accounted for. Metal Detector checks conducted. All operative w/the exception of Rear Gate. Roof Check completed. All secure. Temporary Chit Inventory: #1:4; #2:4; #3:5; #4:5; #5:5; #6:3;		756	72/5
4:00 PM	Institution count in progress.			
4:01 PM	NYPD Phone Check #1980			
4:16 PM	Body alarm testing in progress.			
4:32 PM	Body alarm testing completed			
5:02 PM	Good verbal count			
5:13 PM	Clear institutional count.		756	72/5
6:00 PM	Watch call in progress			
7:24 PM	I/M Williams #78640-054 and Felix #85775-054 transferred to special housing (psych observation)		756	74/5
7:45 PM	Trash run in progress			
8:42 PM	Trash run complete			
10:00 PM	Institutional count in progress.			
10:21 PM	Good verbal count announced.			
10:38 PM	Clear institutional count announced.		756	74/5
12:00 AM	Relieved of duties by [REDACTED] as the M/W Lieutenant.			

VISITING:

INMATES	ADULTS	CHILDREN	TOTAL

STG/High Alert phone calls monitored:

WITSEC inquiry(s) was/were received during my tour of duty: 0

The following Inmate(s) were placed in Administrative Detention: 0

NAME	REG NUMBER	REASON	UNIT	TIME	A/D ORDER

Ops. Lt. [REDACTED]      Ending Count: 756 ; SHU: 74; 10-South: 05; SHU OBS: 00;  
Act. Lt. [REDACTED]      Local Hosp: 00; H/A OBS: 02; B/A OBS: 00; Dry Cell: 00;  
B/A SHU: 00

THE UNIVERSITY OF CHICAGO  
DIVISION OF THE PHYSICAL SCIENCES  
DEPARTMENT OF CHEMISTRY

RESEARCH REPORT

# Weekly Signature Sheet

Starting Date: 7/28/19 Thru: \_\_\_\_\_

Department	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Warden							
AW Programs							
AW Operations							
Exec. Assistant							
Captain							
Lt. M-W							
Lt. D-W							
Lt. E-W							
Correctional System							
Computer Services							
Duty Officer							
DHO							
Education/Rec							
Facilities							
Financial Management							
Food Services							
Health Services							
HRM							
Legal							
Physician Assistant							
Psychology							
Religious Services							
Safety							
SIA/SIS							
Trust Fund							
Unit Team 2/3/7N/10							
Unit Team 5N/5S/7S							
Unit Team 9N/9S/11N/11S							
Other Visitors							
<i>Von Moore</i>							







INCIDENT REPORT CDFRM

U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

Part I - Incident Report

1. Institution: MCC New York			
2. Inmate's Name Epstein, Jeffery	3. Register Number 76318-054	4. Date of Incident 07/23/2019	5. Time 1:30 am
6. Place of Incident SHU M-Tier Cell 124	7. Assignment Unassigned	8. Unit ZA	
9. Incident Self-Mutilation		10. Prohibited Act Code(s) 228	
11. Description Of Incident (Date: <u>07/23/2019</u> Time: <u>1:27 am</u> Staff became aware of incident) On July 23,2019 at approx. 1:27am While working in the Special Housing Unit Myself and S/O [redacted] heard noise coming from the M tier Cell 124.Upon arrival inmate Epstein's cell mate (I/M Tartaglione #78514-054) was at the door stating I/M Epstein #76318-054 had attempted to hang himself. I kept a visual while Officer [redacted] grabbed door keys and called for assistance.After securing I/M Tartaglione and removing him from the cell, I entered then placed I/M Epstein on his side and removed an orange homemade rope from his neck. I/M was breathing at this time,But unresponsive.Addition staff and Ops Lt [redacted] arrived I/M was then removed from the SHU.			
12. Typed Name/Signature of Reporting Employee [redacted]		13.Date And Time 7/23/2019 1:30 am	
14. Incident Report Delivered to Above Inmate By (Type Name/Signature)	15. Date Incident Report Delivered	16. Time Incident Report Delivered	

Part II - Committee Action

17. Comments of Inmate to Committee Regarding Above Incident

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18. A. It is the finding of the committee that you:  
 Committed the Prohibited Act as charged.  
 Did not Commit a Prohibited Act.  
 Committed Prohibited Act Code(s) \_\_\_\_\_

B.  The Committee is referring the Charge(s) to the DHO for further Hearing.  
C.  The Committee advised the inmate of its finding and of the right to file an appeal within 20 calendar days.

19. Committee Decision is Based on Specific Evidence as Follows:

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20. Committee action and/or recommendation if referred to DHO (Contingent upon DHO finding inmate committed prohibited act)

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21. Date And Time Of Action \_\_\_\_\_ (The UDC Chairman's signature certifies who sat on the UDC and that the completed report accurately reflects the UDC proceedings.)

\_\_\_\_\_  
Chairman (Typed Name/Signature)

\_\_\_\_\_  
Member (Typed Name)

\_\_\_\_\_  
Member (Typed Name)

INSTRUCTIONS: All items outside heavy rule are for staff use only. Begin entries with the number 1 and work up. Entries not completed will be voided by staff.  
DISTRIBUTE: ORIGINAL-Central File record; COPY-1- DHO; COPY-2- Inmate After UDC Action; COPY-3- Inmate within 24 hours of Part I Preparation.

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**Suicide Timeline:**

**RE: Epstein, Jeffrey Edward, Reg. No. 76318-054**

**Friday, August 9, 2019**

**8:00 am:** inmate Reyes Efrain, Reg. No. 85993-054 departs for court (WAB-USMS-SDNY). Reyes is Epstein's cellmate.

**8:30 am:** inmate Epstein arrives in Attorney Conference. He is visited by several attorneys throughout the day.

**6:45 pm:** inmate Epstein departs attorney conference and returns to SHU.

**7:00 pm:** inmate Epstein provided a social call by IDO. IDO reports inmate Epstein was in good spirits, nothing unusual.

**Saturday, August 10, 2019**

**6:33 am:** Body alarm activated in SHU. Staff found inmate Epstein unresponsive in cell. Staff reported to bedside of inmate and attempted to wake him. Control announced medical emergency. CPR initiated

**6:35 am:** Medical staff (on duty PA) on site, CPR already in progress medical staff continues CPR and AED applied on inmate. Control called for ambulance

**6:40 am:** [REDACTED], AW notified

**6:45 am:** EMS arrives, paramedics continue CPR. Inmate Epstein remains unresponsive. Inmate Epstein is intubated, given three rounds of Epinephrine, IV access started, IO initiated. No pulse found, no shock advised, inmate prepared for transport to local hospital.

**7:00 am:** Institution placed on modified operations

**7:10 am:** EMS departs institution enroute to Beekman Hospital.

**7:19 am:** USMS notified of incident.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is essential for ensuring transparency and accountability in the organization's operations.

2. The second part of the document outlines the various methods and tools used to collect and analyze data. It highlights the need for consistent and reliable data collection processes to support informed decision-making.

3. The third part of the document focuses on the role of technology in modern data management. It discusses how advanced software solutions can streamline data collection, storage, and analysis, leading to more efficient and accurate results.

4. The fourth part of the document addresses the challenges associated with data security and privacy. It stresses the importance of implementing robust security measures to protect sensitive information from unauthorized access and breaches.

5. The fifth part of the document provides a detailed overview of the data analysis process. It explains how statistical and analytical techniques are used to identify trends, patterns, and insights from the collected data.

6. The sixth part of the document discusses the importance of data visualization in communicating complex information. It describes how charts, graphs, and dashboards can be used to present data in a clear and accessible manner.

7. The seventh part of the document concludes by summarizing the key findings and recommendations. It emphasizes the need for ongoing monitoring and evaluation of data management practices to ensure they remain effective and aligned with the organization's goals.

7:20 am: SIS Lt notified.

7:30 am: ██████████ Warden arrives at institution. ██████████ AW notified.

7:32 am: PIO notified of incident by the Warden.

7:36 am: Official time of death reported by ER physician.

7:40 am: Acting Chief Psychologist notified.

8:00 am: ██████████, AW and ██████████ Captain arrives at institution.

8:10 am: SIS Lt arrives at institution.

8:10 am: CMC and SCSS notified.

8:34 am: FBI notified.

9:00 am: AUSA notified.

9:00 am: C ██████████ arrives at institution.

9:00 am: SIS Lt. Reports to SHU. Interviews will be conducted with inmates assigned to tier.

9:15 am: CMC arrives at institution.

9:30 am: Acting Chief Psychologist arrived to the institution.

9:50 am: SCSS arrives at institution.

9:55 am: CMC and IDO depart institution En route to Beekman Hospital.

10:00 am: CMC and IDO arrive at Beekman Hospital, fingerprints and photographs taken of inmate Epstein. Inmate clothing secured and brought back to institution.

10:00 am: Judge Berman notified.

10:15 am: CMC returns to institution.

10:45 am: PIO arrived to the institution.

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11:00 am: Next of kin (brother) notified by Case Management Coordinator.

11:12 am: Press Release released to media.

11:15 am: Press Release provided to Judge Berman.

11:15 am: Crisis Support Team activated.

12:15 pm: Body released to Medical Examiner (ME) for autopsy

12:19 pm: FBI arrives.

1:35 pm: FBI arrives in Special Housing Unit.

1:40 pm: OIG notified by the Warden and they will be sending an Agent to NYM.

2:15 pm: Crisis Support Team debrief conducted.

2:45 pm: OIG arrived in Special Housing Unit (SHU)

3:45 pm: OIG and FBI departed from SHU.

5:05 pm: OIG/FBI departed MCC New York.

5:30 pm: CST departed MCC New York.

10:15 pm: Computer Services Manager arrives at institution to remove hard drives (Computers) from SHU. And replaced with new ones.

**Sunday, August 11, 2019**

8:00 am: Resumed normal operations. Attorney conference visits and social visits (Unit 3) resume.

12:15 am: Computer Services Manager departs the institution.

10:40 am: OIG Agent [REDACTED] and Agent [REDACTED] arrives at institution.

11:15 am: OIG Agent [REDACTED], departs institution with two computers FPS 021407270 and FPS 0214207268.

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2:00 pm: OIG Agent [REDACTED] departs the institution.

Monday, August 12, 2019

1:00 pm: Staff recall conducted

3:14 pm: FBI arrives

7:56 pm: FBI departs

9:45 pm: FBI returns

10:30 pm: FBI departs

Tuesday, August 13, 2019

8:00 am: Central Office staff arrive

7:30 am: Department Head meeting conducted

8:45 am: Regional Director arrives





UNITED STATES GOVERNMENT  
MEMORANDUM

Metropolitan Correctional Center, New York, New York

DATE: August 10<sup>th</sup>, 2019

TO: Lieutenant [REDACTED]

FROM: [REDACTED], Correctional Officer [REDACTED]

SUBJECT: Response to Institution

On August 10, 2019 at approximately 8:45 am I, Officer A [REDACTED], responded to MCC NY at the request of the Operations Lieutenant for emergency hospital detail. Upon arriving I was detail to New York Presbyterian hospital for emergency hospital detail. Inmate Epstein, Jeffrey # 76318-054 remains where located. I was responsible for watching the inmate until further instruction was given along with another correctional officer. Shortly thereafter Institution Duty Officer (IDO) arrived and took command of detail. The timeline for detail is as followed (times are approximate)

- 1030 Remains was prepared by hospital staff to be moved to hospital morgue
- 1045 Hospital staff escort remains to hospital morgue area cooling unit
- 1050 Area is ensured as secure by officers on detail at direction of IDO
- 1135 IDO communicates with [REDACTED] of Office of City Medical Examiner (OCME) in regards to receiving remains to be transported to city morgue
- 1137 A/W notified by IDO
- 1138 IDO attempts to communicate with Director [REDACTED] of OCME (left message)
- 1139 IDO receives return communication from [REDACTED] Wiggins (OCME)
- 1204 IDO receives communication from A/W
- 1208 IDO receives communication from A/W in regards to instruction on remains
- 1210 IDO communicates with Director [REDACTED] of OCME and coordinate movement
- 1257 Staff from OCME depart from New York Presbyterian hospital and transport remains to city morgue location
- 1303 Hospital detail staff arrive back at MCC New York

[REDACTED]  
Federal Correction Officer  
US Dept of Justice  
Federal Bureau of Prisons  
MCC-New York  
[REDACTED]





*U. S. Department of Justice  
Federal Bureau of Prisons*

*Metropolitan Correctional Center  
150 Park Row, New York, NY*

August 10, 2019

MEMORANDUM FOR FILE  
METROPOLITAN CORRECTIONAL CENTER

FROM:

[REDACTED], Unit Manager

SUBJECT:

Inmate Epstein, Jeffery Reg. No. 76318-054

This memorandum is in regards of inmate Epstein, Jeffery Reg. No. 76318-054. On August 9, 2019, I spoke with inmate Epstein concerning him making a call to his family. I told inmate Epstein I was leaving the facility around 7:00 p.m. Inmate Epstein agreed to shorten his attorney visitation to make his social call. I escorted inmate Epstein to Special Housing Unit around 7:00 p.m. I placed inmate Epstein in the shower on (G) Tier and escorted the phone for him to make a social call. I placed the phone in the first jack to the left on G tier. Inmate Epstein explain to me that he didn't have his phone set up to use his Pac and Pin number. I asked inmate Epstein who he was calling, he stated his mother. I remember dialing a number starting with 347, but the number was note notated. Inmate Epstein began talking on the phone. I told the staff to end inmate Epstein's call after 15 minutes. They complied.



ECN # NYM-19-0174 (Enclose with/attach to evidence)

ITEM # NYM-19-00185 (7)

CASE ID NUMBER: \_\_\_\_\_ SUSPECT (If known) Jeffrey Epstein #

DESCRIPTION OF ITEM: (1) torn sheet miscellaneous paperwork, MP3 Player  
Clothing released from Hospital (one bag plastic)

DATE/TIME ITEM FOUND: 8/10/19 @ 3:11 PM

LOCATION: Special Housing Unit L-Tier Cell #220

X SIGNATURE OF PERSON RECOVERING EVIDENCE: \_\_\_\_\_

X PRINTED NAME: \_\_\_\_\_

EVIDENCE PLACED IN OVERNIGHT DROP BOX:

DROP-BOX BY: (printed name) \_\_\_\_\_

Date & Time: \_\_\_\_\_

Witness: (printed name) \_\_\_\_\_

EVIDENCE RECOVERED FROM OVERNIGHT DROP BOX BY:

(printed name) \_\_\_\_\_

Date & Time: \_\_\_\_\_

Witness: (printed name) \_\_\_\_\_

EVIDENCE PLACED EVIDENCE SAFE BY:

(printed name) \_\_\_\_\_

Date & Time: \_\_\_\_\_

Witness: (printed name) \_\_\_\_\_

DISPOSITION:

- Hold as evidence
- Return to finder
- Other
- Return to owner
- Destroy immediately
- Lab Analysis
- FBI

REMARKS (condition of evidence):

\*\*\*\*\*  
CHAIN OF CUSTODY

EVIDENCE RELEASED BY:	DATE/TIME:	DESTINATION:	EVIDENCE RELEASED TO:
SIS [redacted]	8/10/19 3:40pm	FBI	[redacted]



BP-A0971

CHAIN OF CUSTODY LOG CDFRM

AUG 11

U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

ECN # NYM-19-0175

(Enclose with/attach to evidence)

ITEM # NYM-19-00183

CASE ID NUMBER: \_\_\_\_\_

SUSPECT (If known) Jeffrey Epstein #

DESCRIPTION OF ITEM: (1) home made Noose

DATE/TIME ITEM FOUND: 8/10/19 @ 3:11 PM

LOCATION: Special Housing Unit L-Tier Cell #20

SIGNATURE OF PERSON RECOVERING EVIDENCE: [Redacted Signature], MLF II

PRINTED NAME: [Redacted Name]

EVIDENCE PLACED IN OVERNIGHT DROP BOX:

DROP-BOX BY: (printed name) \_\_\_\_\_

Date & Time: \_\_\_\_\_

Witness: (printed name) \_\_\_\_\_

EVIDENCE RECOVERED FROM OVERNIGHT DROP BOX BY:

(printed name) \_\_\_\_\_

Date & Time: \_\_\_\_\_

Witness: (printed name) \_\_\_\_\_

EVIDENCE PLACED EVIDENCE SAFE BY:

(printed name) \_\_\_\_\_

Date & Time: \_\_\_\_\_

Witness: (printed name) \_\_\_\_\_

DISPOSITION:

- Hold as evidence
- Return to finder
- Other
- Return to owner
- Destroy immediately
- Lab Analysis
- FBI

REMARKS (condition of evidence):

\*\*\*\*\* CHAIN OF CUSTODY \*\*\*\*\*

EVIDENCE RELEASED BY:	DATE/TIME:	DESTINATION:	EVIDENCE RELEASED TO:
<u>STS [Redacted]</u>	<u>8/10/19 3:49 PM</u>	<u>OCME</u>	<u>[Redacted]</u>

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Main body of faint, illegible text, appearing to be several lines of a document.

Bottom section of faint, illegible text, possibly a conclusion or signature area.

BP-A0971

CHAIN OF CUSTODY LOG CDFRM

AUG 11

U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

ECN # NYM-19-0176

(Enclose with/attach to evidence)

ITEM # NYM-19-00196

CASE ID NUMBER: \_\_\_\_\_ SUSPECT (If known) Epstein, Jeffery 76318-054

DESCRIPTION OF ITEM: 1 Box methylprednisolone tablets, 1-bottlemilk of magnesia  
2-boxes Topcare Extra strength pain relief, 1-Box Advil, 1-Vitamin C-500 plus,

DATE/TIME ITEM FOUND: 08/12/19 12:55 P.M

LOCATION: 9 South Z06-220-LAD

SIGNATURE OF PERSON RECOVERING EVIDENCE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

EVIDENCE PLACED IN OVERNIGHT DROP BOX:

DROP-BOX BY: (printed name) \_\_\_\_\_

Date & Time: \_\_\_\_\_

Witness: (printed name) \_\_\_\_\_

EVIDENCE RECOVERED FROM OVERNIGHT DROP BOX BY:

(printed name) \_\_\_\_\_

Date & Time: \_\_\_\_\_

Witness: (printed name) \_\_\_\_\_

EVIDENCE PLACED EVIDENCE SAFE BY:

(printed name) \_\_\_\_\_

Date & Time: \_\_\_\_\_

Witness: (printed name) \_\_\_\_\_

DISPOSITION:

- Hold as evidence
- Return to finder
- Other
- Return to owner
- Destroy immediately
- Lab Analysis
- FBI

REMARKS (condition of evidence):

1-Tolaftate cream, 1-AdvanceUltra plus, 1-Bottle Docusate Sodium, 2-bottles Omega 3,

\*\*\*\*\*  
CHAIN OF CUSTODY

EVIDENCE RELEASED BY:	DATE/TIME:	DESTINATION:	EVIDENCE RELEASED TO:
██████████	08-12-19 1:10PM	SIS Office	SIS Office

1985

1986

1987

1988

1989

1990

1991

1992

1993

BP-A0971

CHAIN OF CUSTODY LOG CDFRM

AUG 11

U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

ECN # NYM-19-0178

(Enclose with/attach to evidence)

ITEM # NYM-19-00198

CASE ID NUMBER: \_\_\_\_\_ SUSPECT (If known) Epstein, Jeffery 76318-054

DESCRIPTION OF ITEM: 1-small bible book, 1-letter mail, 1-AED envelope, 1-orange material

DATE/TIME ITEM FOUND: 08/12/19 12:55 P.M

LOCATION: 9 South 206-220-LAD

SIGNATURE OF PERSON RECOVERING EVIDENCE: \_\_\_\_\_

PRINTED NAME: A. [REDACTED]

EVIDENCE PLACED IN OVERNIGHT DROP BOX:

DROP-BOX BY: (printed name) \_\_\_\_\_

Date & Time: \_\_\_\_\_

Witness: (printed name) \_\_\_\_\_

EVIDENCE RECOVERED FROM OVERNIGHT DROP BOX BY:

(printed name) \_\_\_\_\_

Date & Time: \_\_\_\_\_

Witness: (printed name) \_\_\_\_\_

EVIDENCE PLACED EVIDENCE SAFE BY:

(printed name) \_\_\_\_\_

Date & Time: \_\_\_\_\_

Witness: (printed name) \_\_\_\_\_

DISPOSITION:

- Hold as evidence
- Return to finder
- Other
- Return to owner
- Destroy immediately
- Lab Analysis FBI

REMARKS (condition of evidence):

\*\*\*\*\*  
CHAIN OF CUSTODY

EVIDENCE RELEASED BY:	DATE/TIME:	DESTINATION:	EVIDENCE RELEASED TO:
[REDACTED]	08-12-19 1:10PM	SIS Office	SIS Office

PDF

Prescribed by P5510



BP-A0971  
AUG 11

CHAIN OF CUSTODY LOG CDFRM

U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

ECN # NYM-19-0177 (Enclose with/attach to evidence)

ITEM # NYM-19-00197

CASE ID NUMBER: \_\_\_\_\_ SUSPECT (If known) Epstein, Jeffery 76318-054

DESCRIPTION OF ITEM: 5-books, 2-packs cotton swabs, 2-bars of soap, 6-AAA battery, 1-glasses, 1-chap stick, 1-headphones, 1-Admission and orientations pamphlet,

DATE/TIME ITEM FOUND: 08/12/19 12:55 P.M

LOCATION: 9 South 206-220-LAD

SIGNATURE OF PERSON RECOVERING EVIDENCE: \_\_\_\_\_

PRINTED NAME: ████████

EVIDENCE PLACED IN OVERNIGHT DROP BOX:

DROP-BOX BY: (printed name) \_\_\_\_\_

Date & Time: \_\_\_\_\_

Witness: (printed name) \_\_\_\_\_

EVIDENCE RECOVERED FROM OVERNIGHT DROP BOX BY:

(printed name) \_\_\_\_\_

Date & Time: \_\_\_\_\_

Witness: (printed name) \_\_\_\_\_

EVIDENCE PLACED EVIDENCE SAFE BY:

(printed name) \_\_\_\_\_

Date & Time: \_\_\_\_\_

Witness: (printed name) \_\_\_\_\_

DISPOSITION:

- Hold as evidence
- Return to finder
- Other
- Return to owner
- Destroy immediately
- Lab Analysis FBI

REMARKS (condition of evidence):  
1-piece of brown paper bag with writing "SW U2 dinner", 1-bible , 1- receipt

\*\*\*\*\*  
CHAIN OF CUSTODY

EVIDENCE RELEASED BY:	DATE/TIME:	DESTINATION:	EVIDENCE RELEASED TO:
████████	08-12-19 1:10PM	SIS Office	SIS Office

PDF

Prescribed by P5510



Date: 08/13/2019  
Time: 12:39 PM

Federal Bureau of Prisons  
TRUIINTEL

Log Entries By Event Date  
Sensitive But Unclassified

Entered Date	Alpha Code	Level 1 Location	Level 2 Location	Level 3 Location	Event Date	Shift	User	Event	Base Count
Start Date: 08/10/2019 End Date: 08/10/2019	Alpha Code: NYM Level 1: SHU Level 2: Housing Unit, Special (SHU) Level 3: All							Shift: Morning User: All Reg #: All Events: Count Events Only	

No data found.

\*\*No information was found for the given criteria.\*\*



Date: 08/13/2019  
Time: 12:38 PM

Federal Bureau of Prisons  
TRUINTEL

Log Entries By Event Date  
Sensitive But Unclassified

Entered Date	Alpha Code	Level 1 Location	Level 2 Location	Level 3 Location	Event Date	Shift	User	Event	Base Count
8/10/2019 7:01 PM	NYM	SHU	Housing Unit, Special (SHU)	9 SOUTH SHU	8/10/2019 4:00 PM	Evening	TF13647	Official Count	
8/10/2019 11:58 PM	NYM	SHU	Housing Unit, Special (SHU)	9 SOUTH SHU	8/10/2019 10:00 PM	Evening	TF13647	Official Count	
8/10/2019 11:59 PM	NYM	SHU	Housing Unit, Special (SHU)	9 SOUTH SHU	8/10/2019 11:00 PM	Evening	TF13647	Base Count Verified	74

Alpha Code: NYM  
Level 1: SHU  
Level 2: Housing Unit, Special (SHU)  
Level 3: All

Shift: Evening  
User: All  
Reg #: All  
Events: Count Events Only



Date: 08/13/2019  
 Time: 12:37 PM

Federal Bureau of Prisons  
 TRUINTEL

Log Entries By Event Date  
 Sensitive But Unclassified

Entered Date	Alpha Code	Level 1 Location	Level 2 Location	Level 3 Location	Event Date	Shift	User	Event	Base Count
8/10/2019 10:31 AM	NYM	SHU	Housing Unit, Special (SHU)	9 SOUTH SHU	8/10/2019 10:30 AM	Day	TF42048	Official Count	
8/10/2019 11:20 AM	NYM	SHU	Housing Unit, Special (SHU)	9 SOUTH SHU	8/10/2019 11:19 AM	Day	TF42048	Base Count Verified	74

Alpha Code: NYM  
 Level 1: SHU  
 Level 2: Housing Unit, Special (SHU)  
 Level 3: All

Shift: Day  
 User: All  
 Reg #: All  
 Events: Count Events Only



UNCLASSIFIED

Physical 1A/1C Cover Sheet for Serial Export

**Created From:** 90A-NY-3151227  
Serial 114

**Package:** 1A52

**Stored Location:** None

**Summary:** (U) Autopsy Report of Epstein

**Acquired By:** [REDACTED] [REDACTED]

**Acquired On:** 2019-08-28

**Attachment:** (U) Two (2) Photo Disks

EFTA00133181