



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



DATE: 08/10/2019

TIME FRAME	TIME START	TIME END	SIGNATURE	TIME FRAME	TIME START	TIME END	SIGNATURE	TIME FRAME	TIME START	TIME END	SIGNATURE
12:00-12:30 AM	12 ⁰⁹	12 ¹⁰	[Signature]	8:00-8:30 AM				4:00-4:30 PM			
12:30- 1:00 AM	12 ⁴¹	12 ⁴²	[Signature]	8:30- 9:00 AM				4:30-5:00 PM			
1:00-1:30 AM	1 ¹¹	1 ¹²	[Signature]	9:00-9:30 AM				5:00 -5:30 PM			
1:30-2:00 AM	1 ³⁷	1 ³⁸	[Signature]	9:30-10:00 AM				5:30-6:00 PM			
2:00-2:30 AM	2 ⁰⁷	2 ⁰⁸	[Signature]	10:00-10:30 AM				6:00-6:30 PM			
2:30-3:00 AM	2 ⁴¹	2 ⁴²	[Signature]	10:30-11:00 AM				6:30-7:00 PM			
3:00-3:30 AM	3 ⁰⁹	3 ⁰⁸	[Signature]	11:00-11:30 AM				7:00-7:30 PM			
3:30-4:00 AM	3 ¹³	3 ¹⁴	[Signature]	11:30-12:00 AM				7:30-8:00 PM			
4:00-4:30 AM	4 ¹⁶	4 ¹⁷	[Signature]	12:00-12:30 PM				8:00-8:30 PM			
4:30-5:00 AM	4 ⁴⁰	4 ⁴¹	[Signature]	12:30- 1:00 PM				8:30- 9:00 PM			
5:00 -5:30 AM	5 ⁰⁸	5 ⁰⁹	[Signature]	1:00-1:30 PM				9:00-9:30 PM			
5:30-6:00 AM	5 ⁴¹	5 ⁴²	[Signature]	1:30-2:00 PM				9:30-10:00 PM			
6:00-6:30 AM	6 ¹⁰	6 ¹¹	[Signature]	2:00-2:30 PM				10:00-10:30 PM			
6:30-7:00 AM				2:30-3:00 PM				10:30-11:00 PM			
7:00-7:30 AM				3:00-3:30 PM				11:00-11:30 PM			
7:30-8:00 AM				3:30-4:00 PM				11:30-12:00 PM			

MORNING WATCH OPERATIONS LIEUTENANT		DAY WATCH OPERATIONS LIEUTENANT		EVENING WATCH OPERATIONS LIEUTENANT	
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A staff member must observe all inmates confined in a continuous locked down status, such as administrative detention or disciplinary segregation, at least once in the first 30 minute period of the hour (example, 12:00 a.m. – 12:30 a.m.) followed by another round in the second 30 minutes period of the same hour (example, 12:30 am – 1:00 a.m.), thus ensuring an inmate is observed at least twice per hour. These rounds are to be conducted on an irregular schedule and no more than 40 minutes apart. All observations must be documented.

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12:00-12:30 AM	12 ¹¹	12 ¹²	[Signature]	8:00-8:30 AM				4:00-4:30 PM			
12:30- 1:00 AM	12 ⁴⁶	12 ⁴⁴	[Signature]	8:30- 9:00 AM				4:30-5:00 PM			
1:00-1:30 AM	1 ¹³	1 ¹⁴	[Signature]	9:00-9:30 AM				5:00 -5:30 PM			
1:30-2:00 AM	1:37	138	[Signature]	9:30-10:00 AM				5:30-6:00 PM			
2:00-2:30 AM	2 ¹¹	2 ²²	[Signature]	10:00-10:30 AM				6:00-6:30 PM			
2:30-3:00 AM	2 ⁴⁵	2 ⁴⁶	[Signature]	10:30-11:00 AM				6:30-7:00 PM			
3:00-3:30 AM	3 ¹¹	3 ¹²	[Signature]	11:00-11:30 AM				7:00-7:30 PM			
3:30-4:00 AM	3 ⁴³	3 ⁴⁴	[Signature]	11:30-12:00 AM				7:30-8:00 PM			
4:00-4:30 AM	4 ¹⁰	4 ¹¹	[Signature]	12:00-12:30 PM				8:00-8:30 PM			
4:30-5:00 AM	4 ⁴⁰	4 ⁴¹	[Signature]	12:30- 1:00 PM				8:30- 9:00 PM			
5:00 -5:30 AM	5 ¹⁰	5 ¹¹	[Signature]	1:00-1:30 PM				9:00-9:30 PM			
5:30-6:00 AM	5 ⁴³	5 ⁴⁴	[Signature]	1:30-2:00 PM				9:30-10:00 PM			
6:00-6:30 AM	6 ¹²	6 ¹³	[Signature]	2:00-2:30 PM				10:00-10:30 PM			
6:30-7:00 AM				2:30-3:00 PM				10:30-11:00 PM			
7:00-7:30 AM				3:00-3:30 PM				11:00-11:30 PM			
7:30-8:00 AM				3:30-4:00 PM				11:30-12:00 PM			

MORNING WATCH OPERATIONS LIEUTENANT	0	DAY WATCH OPERATIONS LIEUTENANT		EVENING WATCH OPERATIONS LIEUTENANT	
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TIME FRAME	TIME START	TIME END	SIGNATURE	TIME FRAME	TIME START	TIME END	SIGNATURE	TIME FRAME	TIME START	TIME END	SIGNATURE
12:00-12:30 AM	12:05	12:06	Jn	8:00-8:30 AM				4:00-4:30 PM			
12:30- 1:00 AM	12:39	12:38	Jn	8:30- 9:00 AM				4:30-5:00 PM			
1:00-1:30 AM	1:07	1:08	Jn	9:00-9:30 AM				5:00 -5:30 PM			
1:30-2:00 AM	1:35	1:36	Jn	9:30-10:00 AM				5:30-6:00 PM			
2:00-2:30 AM	2:05	2:06	Jn	10:00-10:30 AM				6:00-6:30 PM			
2:30-3:00 AM	2:39	2:40	Jn	10:30-11:00 AM				6:30-7:00 PM			
3:00-3:30 AM	3:05	3:06	Jn	11:00-11:30 AM				7:00-7:30 PM			
3:30-4:00 AM	3:39	3:40	Jn	11:30-12:00 AM				7:30-8:00 PM			
4:00-4:30 AM	4:12	4:13	Jn	12:00-12:30 PM				8:00-8:30 PM			
4:30-5:00 AM	4:36	4:37	Jn	12:30- 1:00 PM				8:30- 9:00 PM			
5:00 -5:30 AM	5:04	5:05	Jn	1:00-1:30 PM				9:00-9:30 PM			
5:30-6:00 AM	5:34	5:38	Jn	1:30-2:00 PM				9:30-10:00 PM			
6:00-6:30 AM	6:06	6:07	Jn	2:00-2:30 PM				10:00-10:30 PM			
6:30-7:00 AM				2:30-3:00 PM				10:30-11:00 PM			
7:00-7:30 AM				3:00-3:30 PM				11:00-11:30 PM			
7:30-8:00 AM				3:30-4:00 PM				11:30-12:00 PM			

MORNING WATCH OPERATIONS LIEUTENANT		DAY WATCH OPERATIONS LIEUTENANT		EVENING WATCH OPERATIONS LIEUTENANT	
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12:00-12:30 AM	1207	1208	[Signature]	8:00-8:30 AM				4:00-4:30 PM			
12:30- 1:00 AM	1259	1240	[Signature]	8:30- 9:00 AM				4:30-5:00 PM			
1:00-1:30 AM	109	110	[Signature]	9:00-9:30 AM				5:00 -5:30 PM			
1:30-2:00 AM	137	138	[Signature]	9:30-10:00 AM				5:30-6:00 PM			
2:00-2:30 AM	267	268	[Signature]	10:00-10:30 AM				6:00-6:30 PM			
2:30-3:00 AM	241	242	[Signature]	10:30-11:00 AM				6:30-7:00 PM			
3:00-3:30 AM	307	308	[Signature]	11:00-11:30 AM				7:00-7:30 PM			
3:30-4:00 AM	341	342	[Signature]	11:30-12:00 AM				7:30-8:00 PM			
4:00-4:30 AM	414	415	[Signature]	12:00-12:30 PM				8:00-8:30 PM			
4:30-5:00 AM	438	439	[Signature]	12:30- 1:00 PM				8:30- 9:00 PM			
5:00 -5:30 AM	506	507	[Signature]	1:00-1:30 PM				9:00-9:30 PM			
5:30-6:00 AM	539	540	[Signature]	1:30-2:00 PM				9:30-10:00 PM			
6:00-6:30 AM	608	609	[Signature]	2:00-2:30 PM				10:00-10:30 PM			
6:30-7:00 AM			[Signature]	2:30-3:00 PM				10:30-11:00 PM			
7:00-7:30 AM				3:00-3:30 PM				11:00-11:30 PM			
7:30-8:00 AM				3:30-4:00 PM				11:30-12:00 PM			

MORNING WATCH OPERATIONS LIEUTENANT	[Signature]	DAY WATCH OPERATIONS LIEUTENANT		EVENING WATCH OPERATIONS LIEUTENANT	
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12:00-12:30 AM	12 ⁰¹	12 ⁰²	[Signature]	8:00-8:30 AM				4:00-4:30 PM			
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1:00-1:30 AM	1 ⁰³	1 ⁰⁴	[Signature]	9:00-9:30 AM				5:00 -5:30 PM			
1:30-2:00 AM	1 ³¹	1 ³²	[Signature]	9:30-10:00 AM				5:30-6:00 PM			
2:00-2:30 AM	2 ⁰¹	2 ⁰²	[Signature]	10:00-10:30 AM				6:00-6:30 PM			
2:30-3:00 AM	2 ³⁵	2 ³⁶	[Signature]	10:30-11:00 AM				6:30-7:00 PM			
3:00-3:30 AM	3 ⁰¹	3 ⁰²	[Signature]	11:00-11:30 AM				7:00-7:30 PM			
3:30-4:00 AM	3 ³³	3 ³⁴	[Signature]	11:30-12:00 AM				7:30-8:00 PM			
4:00-4:30 AM	4 ⁰⁶	4 ⁰⁷	[Signature]	12:00-12:30 PM				8:00-8:30 PM			
4:30-5:00 AM	4 ³⁰	4 ³¹	[Signature]	12:30- 1:00 PM				8:30- 9:00 PM			
5:00 -5:30 AM	5 ⁰⁰	5 ⁰¹	[Signature]	1:00-1:30 PM				9:00-9:30 PM			
5:30-6:00 AM	5 ³³	5 ³⁴	[Signature]	1:30-2:00 PM				9:30-10:00 PM			
6:00-6:30 AM	6 ⁰²	6 ⁰³	[Signature]	2:00-2:30 PM				10:00-10:30 PM			
6:30-7:00 AM				2:30-3:00 PM				10:30-11:00 PM			
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MORNING WATCH OPERATIONS LIEUTENANT	[Signature]	DAY WATCH OPERATIONS LIEUTENANT		EVENING WATCH OPERATIONS LIEUTENANT	
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TIME FRAME	TIME START	TIME END	SIGNATURE	TIME FRAME	TIME START	TIME END	SIGNATURE	TIME FRAME	TIME START	TIME END	SIGNATURE
12:00-12:30 AM	1203	1204	[Signature]	8:00-8:30 AM				4:00-4:30 PM			
12:30- 1:00 AM	1235	1236	[Signature]	8:30- 9:00 AM				4:30-5:00 PM			
1:00-1:30 AM	105	106	[Signature]	9:00-9:30 AM				5:00 -5:30 PM			
1:30-2:00 AM	133	134	[Signature]	9:30-10:00 AM				5:30-6:00 PM			
2:00-2:30 AM	203	204	[Signature]	10:00-10:30 AM				6:00-6:30 PM			
2:30-3:00 AM	233	234	[Signature]	10:30-11:00 AM				6:30-7:00 PM			
3:00-3:30 AM	303	304	[Signature]	11:00-11:30 AM				7:00-7:30 PM			
3:30-4:00 AM	333	334	[Signature]	11:30-12:00 AM				7:30-8:00 PM			
4:00-4:30 AM	403	404	[Signature]	12:00-12:30 PM				8:00-8:30 PM			
4:30-5:00 AM	434	435	[Signature]	12:30- 1:00 PM				8:30- 9:00 PM			
5:00 -5:30 AM	502	503	[Signature]	1:00-1:30 PM				9:00-9:30 PM			
5:30-6:00 AM	535	536	[Signature]	1:30-2:00 PM				9:30-10:00 PM			
6:00-6:30 AM	604	605	[Signature]	2:00-2:30 PM				10:00-10:30 PM			
6:30-7:00 AM				2:30-3:00 PM				10:30-11:00 PM			
7:00-7:30 AM				3:00-3:30 PM				11:00-11:30 PM			
7:30-8:00 AM				3:30-4:00 PM				11:30-12:00 PM			

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