

## NYC Department of Correction Secure Unit Compliance Audit – May 2019

Pursuant to the six (6) month limited variance granted by the NYC Board of Correction on May 24, 2019 allowing for the continued use of the Secure Unit for young adults (18 to 21 years old), the related variance conditions require the NYC Department of Correction (“Department”) to conduct a monthly audit on compliance with the following provisions of the Board’s Minimum Standards and with educational services:

- § 1-05(b) (Lock-in), specifically, the number of out-of-cell hours per young adult;
- § 1-08(f) (Access to Courts and Legal Services, including Law Library);
- § 1-06 (Recreation), specifically, the amount of time that outdoor recreation was afforded to each young adult;
- § 1-02(c)(2) (Classification), specifically, the number of programming hours offered to each young adult and the number of hours each young adult participated in programming; and
- Education services, specifically the number of young adults brought to school and, for each young adult, the time each young adult was brought to school and the time each young adult was taken out of school.

### Audit Parameters

As set forth in the Department’s June 9, 2017 compliance plan to the Board, the audit is conducted through a manual review of the housing area logbooks on four (4) randomly selected dates each month.

This audit report covers the following four (4) dates in the month of May 2019:

- May 1
- May 7
- May 15
- May 21

In addition, on-site inspections of the Secure Unit’s kiosks and typewriters were conducted on four (4) randomly selected dates, listed below.

### **§1-05 Lock-in**

A manual review of housing area logbooks was performed to determine whether ten (10), twelve (12), and fourteen (14) hours of out-of-cell times were afforded to young adults based on their assigned phase. In addition, pursuant to the Secure Unit variance granted by the Board on May 24, 2019 and associated variance conditions, this audit report provides individualized data related to each young adult’s out-of-cell time during the reporting period.

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### §1-08(f) Access to Courts and Legal Services, including Law Library

A manual review of housing area logbooks was conducted to determine whether Law Library services were afforded. In addition to the logbook review, on-site inspections were conducted to determine if the four (4) kiosks and four (4) typewriters located in the unit were operational.

May on-site inspections of kiosks and typewriters were:

- May 9
- May 16
- May 23
- May 30

### §1-06 – Recreation

A manual review of housing area logbooks was conducted to determine whether one (1) hour of recreation was afforded.

### § 1-02(c) (2) (Classification), Provision of Programming

A manual review of programming attendance data was conducted to determine the number of programming hours offered to each young adult and the number of hours each young adult participated in programming.

### Education

A manual review of education attendance data was conducted to determine the number of young adults brought to school and, for each young adult, the time each young adult was brought to school and the time each young adult was taken out of school.

### Audit Findings

#### §1-05 Lock-in

All young adults in the Secure Unit are required to be afforded lock-out hours based on their housing phase: ten (10) hours in Phase 1, twelve (12) hours in Phase 2, and fourteen (14) hours in Phase 3. Based on the housing area logbook, lock-in/lock-out for all young adults was consistently recorded for the phases in which young adults were housed within the unit, except on the following audit dates: On May 7, 2019, during one tour, lock-in was not recorded for Phases 2 and 3. On May 7, 2019 during another tour, lock-in was not recorded for Phase 3. On May 15, 2019, during one tour, lock-out was not recorded for all Phases. Lastly, on May 21 2019, during one tour, lock-in was not recorded for Phase 3.

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The Lock-in/Lock-out Tracking Logbook captures individualized data on an hourly basis related to each young adult's time in and out of his cell.

### **Phase 1**

Young adults in Phase 1 are afforded ten (10) hours out-of-cell time each day. Listed below is individualized data related to each young adult's total out-of-cell time in Phase 1, based on a manual review of the Lock-in/Lock-out Tracking Logbook, for the dates audited. The out-of-cell time is the hours each day that a young adult chooses to be out of his cell during institutional lock-out periods. The data reflects the young adults' present in the unit for institutional lock outs on each audit date.<sup>1</sup>

### **May 1, 2019**

There were (6) young adults in Phase 1; the out-of-cell times for those present on this audit date were:

1. 9 hours 46 minutes
2. 5 hours 35 minutes
3. 7 hours 18 minutes
4. 5 hours 47 minutes
5. 2 hours 59 minutes; young adult was out to court for a portion of the day and, as a result, his out-of-cell time was affected
6. 1 hour 40 minutes; young adult was out to court for a portion of the day and, as a result, his out-of-cell time was affected

### **May 7, 2019**

There were eight (8) young adults in Phase 1; the out-of-cell-times for those present on this audit date were:

1. 6 hours 39 minutes
2. 8 hours 54 minutes
3. 7 hours 13 minutes
4. 9 hours 55 minutes
5. 5 hours 51 minutes; young adult was out to court for a portion of the day and, as a result, his out-of-cell-time was affected
6. 9 hours 38 minutes
7. 3 hours 16 minutes; young adult refused the majority of afforded out-of-cell time
8. 3 hours 2 minutes; young adult refused the majority of afforded out-of-cell time

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<sup>1</sup> On any given day, a young adult may be out to court or transferred in or out of the Secure Unit. Depending on the length of time these young adults are in the housing unit, they may not be included in the out-of-cell time reporting.

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### May 15, 2019

There were twelve (12) young adults in Phase 1; their out-of-cell-times on this audit date were:

1. 8 hours 37 minutes
2. 8 hours 21 minutes
3. 5 hours 18 minutes
4. 6 hours 20 minutes
5. 8 hours 45 minutes
6. 5 hours 50 minutes
7. 8 hours 54 minutes
8. 8 hours 6 minutes
9. 8 hours 3 minutes
10. 7 hours 23 minutes
11. 5 hours 51 minutes
12. 6 hours 23 minutes

### May 21, 2019

On this audit date, the lock-in and lock-out times could not be determined because there was no Lock-in/Lock-out Tracking Logbook. (A new Lock-in/Lock-out Tracking Logbook was not placed in the housing area when the previous Lock-in/Lock-out Tracking Logbook was completed and had no remaining space for entries.)

### Phase 2

Young adults in Phase 2 are afforded twelve (12) hours out-of-cell time each day. Listed below is individualized data related to each young adult's total out-of-cell time in Phase 2, based on a manual review of the Lock-in/Lock-out Tracking Logbook, for the dates audited. The out-of-cell time is the hours each day that a young adult chooses to be out of his cell during institutional lock-out periods. The data reflects the young adults present in the unit for institutional lock outs on each audit date.<sup>2</sup>

### May 1, 2019

There was one (1) young adult in Phase 2; his out-of-cell-time on this audit date was 11 hours 9 minutes

### May 7, 2019

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<sup>2</sup>On any given day, a young adult may be out to court or transferred in or out of the Secure Unit. Depending on the length of time these young adults are in the housing unit, they may not be included in the out-of-cell time reporting.

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There were two (2) young adults in Phase 2; their out-of-cell times on this audit date were:

1. 12 hours 26 minutes
2. 13 hours 1 minute

### **May 15, 2019**

There were two (2) young adults in Phase 2; their out-of-cell times on this audit date were:

1. 9 hours 56 minutes

One (1) young adult in Phase 2 refused all afforded out-of-cell time.

### **May 21, 2019**

On this audit date, the lock-in and lock-out times could not be determined because there was no Lock-in/Lock-out Tracking Logbook. (A new Lock-in/Lock-out Tracking Logbook was not placed in the housing area when the previous Lock-in/Lock-out Tracking Logbook was completed and had no remaining space for entries.)

### **Phase 3**

Young adults in Phase 3 are afforded fourteen (14) hours out-of-cell time each day. Listed below is individualized data related to each young adult's total out-of-cell time in Phase 3, based on a manual review of the Lock-in/Lock-out Tracking Logbook, for the dates audited. The out-of-cell time is the hours each day that a young adult chooses to be out of his cell during institutional lock-out periods. The data reflects the young adults present in the unit for institutional lock outs on each audit date.<sup>3</sup>

### **May 1, 2019**

There were three (3) young adults in Phase 3; their out-of-cell-times on this audit date were:

1. 10 hours 39 minutes
2. 8 hours 25 minutes
3. 2 hours 18 minutes; young adult was transferred into the Secure Unit on this audit date

### **May 7, 2019**

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<sup>3</sup> On any given day, a young adult may be out to court or transferred in or out of the Secure Unit. Depending on the length of time these young adults are in the housing unit, they may not be included in the out-of-cell time reporting.

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There were three (3) young adults in Phase 3; their out of cell times on this audit date were:

1. 8 hours 56 minutes; young adult was transferred out of the Secure Unit on this audit date
2. 13 hours 4 minutes
3. 13 hours 37 minutes

### **May 15, 2019**

There was one (1) young adult in Phase 3; his out-of-cell time on this audit date was 11 hours 28 minutes.

### **May 21, 2019**

On this audit date, the lock-in and lock-out times could not be determined because there was no Lock-in/Lock-out Tracking Logbook. (A new Lock-in/Lock-out Tracking Logbook was not placed in the housing area when the previous Lock-in/Lock-out Tracking Logbook was completed and had no remaining space for entries.)

### **§1-08(f) Access to Courts and Legal Services, including Law Library**

#### Law Library Coordinator

A manual review of the housing area logbooks reflected that the Law Library Coordinator was in the unit to provide assistance on each of the four (4) audit dates – May 1, 7, 15 and 21, 2019.<sup>4</sup> The duration of the Law Library Coordinator's time in the unit on three (3) of the four (4) dates audited was in compliance with the provisions of the Board's Minimum Standards i.e., a minimum of two (2) hours. On May 7, 2019, the Law Library Coordinator was present in the unit for two (2) minutes less than the two (2) hour requirement.

### **May 1, 2019**

There were ten (10) young adults in the Secure Unit on this audit date. Of the ten (10) young adults, four (4) young adults requested and were provided Law Library services. The arrival and departure times for the Law Library Coordinator on this audit date were:

1. Arrived 5:45 pm / Departed 8:22 pm

### **May 7, 2019**

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<sup>4</sup> This is evidenced by the Law Library Coordinator signing in and out of the logbook on each of the audit dates.

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There were thirteen (13) young adults in the Secure Unit on this audit date. Of the thirteen (13) young adults, seven (7) young adults requested and were provided Law Library services. The arrival and departure times for the Law Library Coordinator on this audit date were:

1. Arrived 6:29 pm / Departed 8:27 pm

### **May 15, 2019**

There were fifteen (15) young adults in the Secure Unit on this audit date. Of the fifteen (15) young adults, eight (8) young adults requested and were provided Law Library services. The arrival and departure times for the Law Library Coordinator on this audit date were:

1. Arrived 6:10 pm / Departed 8:25 pm

### **May 21, 2019**

There were fifteen (15) young adults in the Secure Unit on this audit date. Of the fifteen (15) young adults, five (5) young adults requested and were provided Law Library services. The arrival and departure times for the Law Library Coordinator on this audit date were:

1. Arrived 5:33 pm / Departed 8:20 pm

### Kiosks and Typewriters

As noted above, the kiosks and typewriters were inspected on four (4) dates during the audit period – May 9, 16, 23 and 30, 2019. All four kiosks and all four typewriters were operational on all of the four (4) audit dates.

### **§1-06 – Recreation**

All young adults in the Secure Unit are afforded a minimum of one (1) hour of recreation per day, seven (7) days per week in the outdoor recreation area, except in inclement weather when the indoor recreation area is used.

The audit reviewed recreational data for each of the four (4) dates – May 1, 7, 15 and 21, 2019 – to ascertain the total number of young adults that participated in recreation.

On the four (4) audit dates – May 1, 7, 15, and 21, 2019 – recreation was afforded to young adults in the Secure Unit.

### **May 1, 2019**

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There were ten (10) young adults in the Secure Unit on this audit date. Please note the following:

- Six (6) young adults participated in afforded recreation.
- Two (2) young adults were out to court during afforded recreation.
- One (1) young adult transferred into the Secure Unit.
- One (1) young adult refused to participate in afforded recreation.

### **May 7, 2019**

There were thirteen (13) young adults in the Secure Unit on this audit date. Please note the following:

- Seven (7) young adults participated in afforded recreation.
- One (1) young adult was out to court during afforded recreation.
- Five (5) young adults refused to participate in afforded recreation.

### **May 15, 2019**

There were fifteen (15) young adults in the Secure Unit on this audit date. Please note the following:

- Eleven (11) young adults participated in afforded recreation.
- Two (2) young adults refused to participate in afforded recreation.
- Staff did not record the completion time for two (2) young adults in either the Mandated Services Logbook or in the housing area logbook.

### **May 21, 2019**

There were fifteen (15) young adults in the Secure Unit on this audit date. Please note the following:

- Five (5) young adults participated in afforded recreation.
- Nine (9) young adults refused to participate in afforded recreation.
- Staff did not record the commencement and completion time for one (1) young adult in either the Mandated Services Logbook or in the housing area logbook.

### **§ 1-02(c) (2) (Classification), Provision of Programming**

In the Secure Unit, programming is afforded to young adults during their out-of-cell time which is based on the phase within the unit they are housed. The out-of-cell time incrementally increases from one phase to the next: ten (10) hours in Phase 1, to twelve (12) hours in Phase 2,

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to fourteen (14) hours in Phase 3. Program Counselors circulate through the quad areas to provide programming services. Programming is provided Tuesday through Saturday. Young adults are also offered self-guided programming through the availability of books and other educational materials.

The audit reviewed programming attendance data on each of the four (4) dates to ascertain the number of programming hours offered to each young adult and the number of hours each young adult participated in programming. Program participation hours are based on the number of hours each young adult chooses to participate in programming. The data reflects the young adults present in the housing area during programming on each audit date.

Listed below is the number of programming hours offered and the number of hours each young adult participated in such programming, by quad, up to four (4) quads. (A-D)

### **May 1, 2019**

There were ten (10) young adults housed in the Secure Unit on this audit date

Quad A – There were three (3) young adults in this quad.

- ❖ Up to six (6) hours of programming were offered.
  - One (1) young adult in Phase 1 was offered three (3) hours and forty-five (45) minutes of programming. He participated in two (2) hours and forty-five (45) minutes of programming and refused all remaining programming.
  - One (1) young adult in Phase 3 was offered and participated in six (6) hours of programming.
  - One (1) young adult in Phase 1 was offered three (3) hours of programming. He participated in two (2) hours of programming and refused all remaining programming.

Quad B – There were two (2) young adults in this quad.

- ❖ Up to six (6) hours and fifteen (15) minutes of programming were offered.
  - One (1) young adult in Phase 2 was offered three (3) hours and fifteen (15) minutes of programming. He participated in two (2) hours and fifteen (15) minutes of programming and refused all remaining programming.
  - One (1) young adult in Phase 2 was offered and participated in six (6) hours and fifteen (15) minutes of programming.

Quad C – There were two (2) young adults in this quad.

- ❖ Up to three (3) hours and forty (40) minutes of programming were offered.

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- One (1) young adult in Phase 1 was offered and participated in three (3) hours and forty (40) minutes of programming.
- One (1) young adult in Phase 1 was offered and participated in one (1) hour of programming upon his return from court.

Quad D – There were three (3) young adults in this quad.

- ❖ Six (6) hours of programming were offered.
  - One (1) young adult in Phase 3 was offered six (6) hours of programming. He participated in five (5) hours of programming and refused all remaining programming.

One (1) young adult in Phase 2, was out to court for most of the day and, as a result, did not participate in afforded programming. The remaining one (1) young adult in Phase 3 was transferred into the Secure Unit and, as a result, did not participate in afforded programming.

#### **May 7, 2019**

There were thirteen (13) young adults housed in the Secure Unit on this audit date.

Quad A – There were four (4) young adults in this quad.

- ❖ Up to four (4) hours and fifty-two (52) minutes of programming were offered.
  - One (1) young adult in Phase 2 was offered and participated in four (4) hours and fifty-two (52) minutes of programming.
  - One (1) young adult in Phase 1 was offered and participated in three (3) hours and fifty-one (51) minutes of programming.
  - One (1) young adult in Phase 1 was offered and participated in one (1) hour of programming.
  - One (1) young adult in Phase 1 was offered and participated in one (1) hour and of programming.

Quad B – There were two (2) young adults in this quad

- ❖ Up to six (6) hours and six (6) minutes of programming were offered.
  - One (1) young adult in Phase 3 was offered and participated in six (6) hours and six (6) minutes of programming.

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- One (1) young adult in Phase 1 was offered two (2) hours of programming. Upon his return from court he participated in one (1) hour of programming and refused all remaining programming.

Quad C – There were four (4) young adults in this quad.

- ❖ Up to two (2) hours and forty-eight (48) minutes of programming were offered.
  - One (1) young adult in Phase 1 was offered and participated in two (2) hours and forty-seven (47) minutes of programming.
  - One (1) young adult in Phase 1 was offered and participated in two (2) hours and forty-seven (47) minutes of programming.
  - One (1) young adult in Phase 1 was offered and participated in two (2) hours and forty-eight (48) minutes of programming.
  - One (1) young adult in Phase 1 was offered and participated in one (1) hour and forty-five (45) minutes of programming.

Quad D – There were three (3) young adults in this quad.

- ❖ Up to six (6) hours and six (6) minutes of programming were offered.
  - One (1) young adult in Phase 3 was offered and participated in six (6) hours and six (6) minutes of programming.
  - One (1) young adult in Phase 2 was offered and participated in six (6) hours and five (5) minutes of programming.
  - One (1) young adult in Phase 3 was offered and participated in three (3) hours and seven (7) minutes of programming.

### May 15, 2019

There were fifteen (15) young adults housed in the Secure Unit on this audit date.

Quad A – There were four (4) young adults in this quad.

- ❖ Up to three (3) hours and thirty-five (35) minutes of programming were offered.
  - One (1) young adult in Phase 1 was offered and participated in three (3) hours and thirty-five (35) minutes of programming.
  - One (1) young adult in Phase 1 was offered and participated in three (3) hours and thirty-five (35) minutes of programming.
  - One (1) young adult in Phase 1 was offered and participated in two (2) hours and fifteen (15) minutes of programming.

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- One (1) young adult in Phase 1 was offered and participated in three (3) hours and thirty-five (35) minutes of programming.

Quad B – There were four (4) young adults in this quad.

- ❖ Up to eight (8) hours and twenty-five (25) minutes of programming were offered.
  - One (1) young adult in Phase 2 was offered seven (7) hours and twenty-five (25) minutes of programming. He participated in six (6) hours and twenty-five (25) minutes of programming and refused all remaining programming.
  - One (1) young adult in Phase 3 was offered and participated in eight (8) hours and twenty-five (25) minutes of programming.
  - One (1) young adult in Phase 1 was offered and participated in four (4) hours and twenty-five (25) minutes of programming.
  - One (1) young adult in Phase 1 was offered four (4) hours and twenty-five (25) minutes of programming. He participated in three (3) hours and twenty-five (25) minutes of programming and refused all remaining programming.

Quad C – There were four (4) young adults in this quad.

- ❖ Four (4) hours and thirty (30) minutes of programming were offered.
  - One (1) young adult in Phase 1 was offered and participated in four (4) hours and thirty (30) minutes of programming.
  - One (1) young adult in Phase 1 was offered and participated in four (4) hours and thirty (30) minutes of programming.
  - One (1) young adult in Phase 1 was offered and participated in four (4) hours and thirty (30) minutes of programming.
  - One (1) young adult in Phase 1 was offered and participated in four (4) hours and thirty (30) minutes of programming.

Quad D – There were three (3) young adults in this quad.

- ❖ Up to two (2) hours and eight (8) minutes of programming were offered.
  - One (1) young adult in Phase 1 was offered and participated in two (2) hours and seven (7) minutes of programming.
  - One (1) young adult in Phase 2 was offered and participated in two (2) hours and eight (8) minutes of programming.

The remaining one young adult in Phase 2 refused to participate in all afforded programming.

**May 21, 2019**

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There were fifteen (15) young adults housed in the Secure Unit on this audit date.

Quad A – There were four (4) young adults in this quad.

- ❖ Up to four (4) hours and thirty-four (34) minutes of programming were offered.
  - One (1) young adult in Phase 1 was offered and participated in three (3) hours and thirty-five (35) minutes of programming.
  - One (1) young adult in Phase 2 was offered four (4) hours and thirty-four (34) minutes of programming. He participated in two (2) hours and thirty-four (34) minutes of programming and refused all remaining programming.
  - One (1) young adult in Phase 1 was offered and participated in three (3) hours and thirty-nine (39) minutes of programming.
  - One (1) young adult in Phase 1 was offered three (3) hours and forty-six (46) minutes of programming. He participated in two (2) hours and forty-six (46) minutes of programming and refused all remaining programming.

Quad B – There were five (5) young adults in this quad.

- ❖ Up to six (6) hours and thirty-nine (39) minutes of programming were offered.
  - One (1) young adult in Phase 1 was offered four (4) hours and forty-four (44) minutes of programming. He participated in three (3) hours and forty-four (44) minutes of programming and refused all remaining programming.
  - One (1) young adult in Phase 3 was offered and participated in six (6) hours and thirty-nine (39) minutes of programming.
  - One (1) young adult in Phase 1 was offered and participated in four (4) hours and fifty-six (56) minutes of programming.
  - One (1) young adult in Phase 2 was offered four (4) hours and thirty (30) minutes of programming. He refused to participate in all afforded programming.

Due to security concerns documented on the “Youthful Offender Programming Young Adult Daily Programming Sign-In Sheet,” one (1) young adult in Phase 1 was not offered programming on this date.

Quad C – There were four (4) young adults in this quad.

- ❖ Up to five (5) hours and forty-two (42) minutes of programming were offered.
  - One (1) young adult in Phase 2 was offered and participated in five (5) hours and forty-two (42) minutes of programming.

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- One (1) young adult in Phase 3 was offered four (4) hours and forty-two (42) minutes of programming. He participated in two (2) hours and forty-two (42) minutes of programming and refused all remaining programming.
- One (1) young adult in Phase 1 was offered four (4) hours and thirty-two (32) minutes of programming. He participated in three (3) hours and thirty-two (32) minutes of programming and refused all remaining programming.
- One (1) young adult in Phase 3 was offered and participated in four (4) hours of programming.

Quad D – There were two (2) young adults in this quad.

- ❖ Up to five (5) hours and fifty-one (51) minutes of programming were offered.
  - One (1) young adult in Phase 1 was offered and participated in three (3) hours and forty-eight (48) minutes of programming.
  - One (1) young adult in Phase 2 was offered five (5) hours and fifty-one (51) minutes of programming. He participated in six (6) minutes of programming and refused all remaining programming.

### Education

The NYC Department of Education offers educational services to all young adults in the Secure Unit. A young adult can enroll in educational services by completing and submitting the “Request for Educational Services” form upon admission. In addition, a young adult can enroll in educational services by completing the aforementioned form in the Secure Unit. Eligible young adults are provided educational services Monday through Friday, for a minimum of three (3) hours of instruction per day in the morning.

The audit reviewed educational data for each of the four (4) audit dates – May 1, 7, 15 and 21, 2019 – to ascertain the total number of young adults brought to school, as well as the time that each young adult arrived to school and the time each young adult departed school.

### May 1, 2019

There were ten (10) young adults in the Secure Unit on this audit date. Of the ten (10) young adults, four (4) were enrolled in educational services. The arrival and departure times for those present on this audit date were:

1. Arrived 10:50 am / Departed 11:45 am
2. Arrived 10:15 am / Departed 11:55 am

For the remaining two (2) young adults, please note the following:

- One (1) young adult was out to court.

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- One (1) young adult refused to participate in educational services.

### **May 7, 2019**

There were thirteen (13) young adults in the Secure Unit on this audit date. Of the thirteen (13) young adults, six (6) were enrolled in educational services. Please note the following:

- Five (5) young adults refused educational services.

The Education Services Logbook did not record the arrival and departure times to and from school for one (1) young adult enrolled in educational services on this audit date.

### **May 15, 2019**

There were fifteen (15) young adults in the Secure Unit on this audit date. Of the fifteen (15) young adults, nine (9) were enrolled in educational services. The arrival and departure times for those present on this audit date were:

1. Arrived 9:20 am / Departed 10:22 am
2. Arrived 8:55 am / Departed 10:21 am

The remaining seven (7) young adults refused to participate in educational services.

### **May 21, 2019**

There were fifteen (15) young adults in the Secure Unit on this audit date. Of the fifteen (15) young adults, seven (7) were enrolled in educational services. The arrival and departure times for those present on this audit date were:

1. Arrived 9:10 am / Departed 11:15 am

The remaining six (6) young adults refused to participate in educational services.

### **Audit Recommendations**

Recommendations for the Secure Unit Audit Report are now reported quarterly rather than monthly per an agreement with the Board of Correction. The Secure Unit Audit Report covering the month of February 2019 was the last Secure Unit Audit Report which indicated recommendations. A quarterly period has transpired since that last audit report, and recommendations are therefore included in this audit report.

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The following recommendations were indicated in the Secure Unit Audit Report covering the month of February 2019. The status of the facility's efforts to implement each of the recommendations listed below is indicated after each recommendation.

#### Lock-in/Lock-out

- Facility unit staff trainings on the use of the Lock-in/Lock-out Tracking Logbook and the housing area logbook should be conducted to ensure that all facility unit staff are knowledgeable on how to properly and consistently document information, particularly the lock-out and lock-in times for individual young adults, and the lock-out and lock-in times for each Phase level.

**Status of implementation:** The facility issued Operations Memorandum 05/19, entitled 11B Housing Area Logbook/Mandated Services, which requires that staff be trained in the use of the Lock-in/Lock-out Tracking Logbook, and that supervisory staff take corrective action to address any deficiencies.

- A Unit Captain should review the Lock-in/Lock-out Tracking Logbook and the housing area logbook at the end of each tour, to ensure that lock-in/lock-out are recorded accurately and consistently. If a review of the logbooks reveal recording inconsistencies or inaccuracies, corrective action should be taken by the Unit Captain.

**Status of implementation:** See above.

#### Law Library

- A young adult destroyed the server for all four (4) law library kiosks [in January 2019] in the Secure Unit. The server is located in the Law Library Coordinator's office. The young adult was able to enter the Coordinator's office and destroy the server because the door to this office was left unlocked. The facility administration, in coordination with the Law Library Coordinator, should ensure that the door leading to this office, with the server and other computer equipment, is kept locked to prevent unauthorized entry.

**Status of implementation:** The facility issued Operations Memorandum 13/19, entitled Legal Coordinator's Office Door, which requires all staff assigned to the Secure Unit to ensure that the door to the Law Library Coordinator's Office is kept locked.

#### Education

- Designated supervisory staff should regularly review the Educational Services Logbook to determine whether custody staff have recorded all required information, particularly the times when young adults arrived at and departed school. When deficiencies are identified,

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the designated supervisory staff shall counsel the relevant custody staff person and instruct him or her to record all required information.

**Status of implementation:** The facility issued Operations Memorandum 05/19, entitled 11B Housing Area Logbook/Mandated Services, which requires that staff record in the Educational and Services Logbook the times that young adults arrived at and departed school. The memorandum further requires that staff record in the Educational and Services Logbook any instances when young adults refuse to attend school.

The following recommendations were not indicated in the Secure Unit Audit Report covering the month of February 2019, because the findings from that audit report did not require these recommendations. However, the findings in the Secure Unit Audit Report covering May 2019 require the following three (3) additional recommendations:

#### Recreation

- Designated supervisory staff should regularly review the Mandated Recreation Services Logbook to determine whether custody staff have recorded all required information, particularly the recreation commencement times and completion times. When deficiencies are identified, the designated supervisory staff shall counsel the relevant custody staff person and instruct him or her to record all required information.

#### Law Library

- The Director of Law Libraries should remind and emphasize to the Law Library Coordinators, assigned to the Secure Unit, the importance of consistently staffing the law library for a minimum of two (2) hours. In addition, the Director of Law Libraries should periodically review sign-in and sign-out records in the Secure Unit to determine whether Law Library staff are providing the required coverage.

#### Lock-in/Lock-out

- When the Lock-in/Lock-out Tracking Logbook on post has been almost completed and has few remaining spaces for entries, a Unit Captain shall ensure that a replacement Lock-in/Lock-out Tracking Logbook is immediately obtained and placed on post.