

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

Pursuant to the six (6) month limited variance granted by the NYC Board of Correction on November 12, 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 November 2019:

- November 1
- November 6
- November 14
- November 19

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 November 12, 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.

### **§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.

November on-site inspections of kiosks and typewriters were:

## NYC Department of Correction

### Secure Unit Compliance Audit – November 2019

- November 8
- November 15
- November 22
- November 29

#### **§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 was not consistently recorded for the phases in which some young adults were housed within the unit on the dates audited. On November 1, 2019, during one tour, lock-in was not recorded for Phases 1, 2 and 3. On November 6 and 14, 2019, during one tour, lock-in was not recorded for Phase 2. Lastly, on November 19, 2019, during one tour, lock-in was not recorded for Phases 2 and 3.

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. 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.

##### **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.

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

### November 1, 2019

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

1. 7 hours 15 minutes<sup>1</sup>
2. 10 hours 2 minutes
3. 7 hours 45 minutes
4. 5 hours 25 minutes
5. 7 hours 9 minutes
6. 7 hours
7. 9 hours 17 minutes
8. 1 hour 5 minutes; young adult was out to court for a portion of the day and, as a result, his out-of-cell time was affected

### November 6, 2019

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

1. 11 hours 14 minutes
2. 11 hours
3. 4 hours 33 minutes; young adult was out to court for a portion of the day and, as a result, his out-of-cell time was affected
4. 7 hours
5. 8 hours 50 minutes
6. 7 hours 9 minutes
7. 9 hours 1 minute
8. 5 hours 45 minutes

### November 14, 2019

There were six (7) young adults in Phase 1; the out-of-cell-times for those present on this audit date were:

1. 10 hours 14 minutes
2. 12 hours 38 minutes
3. 13 hours 15 minutes

Two (2) young adults in Phase 1 refused all afforded lock-out options. For the remaining two (2) young adults in Phase 1, they were transferred into the Secure Unit in the evening and, as a result, they did not receive any lock-out time.

### November 19, 2019

There was six (6) young adults in Phase 1; their out-of-cell times on this audit date were:

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<sup>1</sup> On this audit date, this young adult's lock-out time was 7 hours and 15 minutes, with the possibility of additional lock-out time that may have occurred between 4:00 p.m. and 9:00 p.m., which was not recorded by staff.

## NYC Department of Correction

### Secure Unit Compliance Audit – November 2019

1. 6 hours
2. 10 hours 30 minutes
3. 12 hours 38 minutes
4. 11 hours 22 minutes
5. 4 hours
6. 7 hours

#### **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.

#### **November 1, 2019**

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

1. 7 hours 45 minutes
2. 9 hours 50 minutes

#### **November 6, 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
2. 7 hours 20 minutes

#### **November 14, 2019**

There was three (3) young adult in Phase 2; their out-of-cell-time on this audit date were:

1. 6 hours 40 minutes
2. 10 hours 44 minutes
3. 9 hours 45 minutes

#### **November 19, 2019**

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

1. 8 hours
2. 1 hour 7 minutes; young adult was out to court for a portion of the day and, as a result, his out-of-cell time was affected

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

### 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.

#### **November 1, 2019**

There were two (2) young adults in Phase 3; their out-of-cell-times on this audit date were:

1. 12 hours 54 minutes
2. 12 hours

#### **November 6, 2019**

There were two (2) young adults in Phase 3; their out-of-cell-times on this audit date were:

1. 12 hours 47 minutes
2. 9 hours 25 minutes

#### **November 14, 2019**

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

1. 10 hours 14 minutes
2. 11 hours 10 minutes
3. 7 hours 3 minutes

#### **November 19, 2019**

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

1. 8 hours 36 minutes
2. 10 hours 34 minutes
3. 8 hours

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

#### Law Library Coordinator

A manual review of the Programs and Services Logbook, housing area logbook and Law Library Logbook reflected that the Law Library Coordinator was in the unit to provide assistance on each of the four (4) audit dates – November 1, 6, 14 and 19, 2019. The duration of the Law Library Coordinator's time in the unit on three (3) of the four (4) dates audited – November 1, 6, and 14, 2019 – were in compliance with the provisions of the Board's Minimum Standards i.e., a minimum of two (2) hours. On November 19, 2019, due to a smoke condition within the facility, one (1)

## NYC Department of Correction

### Secure Unit Compliance Audit – November 2019

hour and twenty (20) minutes of law library services were provided to young adults in the Secure Unit.

#### **November 1, 2019**

There were twelve (12) young adults in the Secure Unit on this audit date. Of the twelve (12) young adults, eleven (11) young adults requested and were provided Law Library services. The arrival and departure times for the Law Library Coordinator on this audit date were:

- Arrived 4:20 pm / Departed 8:10 pm

#### **November 6, 2019**

There were twelve (12) young adults in the Secure Unit on this audit date. Of the twelve (12) young adults, two (2) young adults requested and were provided Law Library services. The arrival and departure times for the Law Library Coordinator on this audit date were:

- Arrived 5:45 pm / Departed 8:22 pm

#### **November 14, 2019**

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

- Arrived 5:55 pm / Departed 8:22 pm

#### **November 19, 2019**

There were eleven (11) young adults in the Secure Unit on this audit date. Of the eleven (11) young adults, three (3) young adults requested and were provided Law Library services. The arrival and departure times for the Law Library Coordinator on this audit date were:

- Arrived 7:10 pm / Departed 8:30 pm (This is the date of the smoke condition noted above)

#### **Kiosks and Typewriters**

As noted above, the kiosks and typewriters were inspected on four (4) dates during the audit period – November 8, 15, 22 and 29, 2019. All four (4) typewriters and four (4) kiosks 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 – November 1, 6, 14 and 19, 2019 – to ascertain the total number of young adults that participated in recreation.

## **NYC Department of Correction**

### **Secure Unit Compliance Audit – November 2019**

On the four (4) audit dates – November 1, 6, 14, and 19, 2019 – recreation was afforded to all young adults in the Secure Unit.

#### **November 1, 2019**

There were twelve (12) young adults in the Secure Unit on this audit date. Please note the following:

- Four (4) young adults participated in afforded recreation.
- Five (5) young adults refused to participate in afforded recreation.
- One (1) young adult was out to court during afforded recreation.
- One (1) young adult was out to medical during afforded recreation.
- Due to conflicting housing area records, it could not be determined if one (1) young adult participated in afforded recreation. The housing area logbook and Inmate Information System (IIS) did not record that the inmate went to court. However, the Mandated Services Logbook indicates that the inmate was out to court during afforded recreation.

#### **November 6, 2019**

There were twelve (12) young adults in the Secure Unit on this audit date. Please note the following:

- Three (3) young adults participated in afforded recreation.
- Seven (7) young adults refused to participate in afforded recreation.
- One (1) young adult was out to court during afforded recreation.
- Due to conflicting housing area records, it could not be determined if one (1) young adult participated in afforded recreation. The housing area logbook indicates that the one (1) young adult participated in recreation, however, the Mandated Services Logbook indicates that the inmate refused recreation.

#### **November 14, 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.
- Two (2) young adults refused to participate in afforded recreation.
- Two (2) young adults transferred into the Secure Unit after afforded recreation.
- Two (2) young adults were under security lock-in and were not afforded recreation.

#### **November 19, 2019**

There were eleven (11) young adults in the Secure Unit on this audit date. Please note the following:

- Three (3) young adults participated in afforded recreation.
- Seven (7) young adults refused to participate in afforded recreation.
- One (1) young adult was out to court during afforded recreation.

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

### § 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, 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. (A-D)

#### November 1, 2019

There were twelve (12) young adults housed in the Secure Unit on this audit date.

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

- ❖ Two (2) hours and forty-five (45) minutes of programming were offered.
  - One (1) young adult in Phase 1 was offered two (2) hours and forty-five (45) minutes of programming. He participated in forty-five (45) minutes of programming and refused all remaining programming.
  - One (1) young adult in Phase 2 was offered two (2) hours and forty-five (45) minutes of programming. He participated in forty-five (45) minutes of programming and refused all remaining programming.
  - One (1) young adult in Phase 2 was offered two (2) hours and forty-five (45) minutes of programming. He participated in thirty (30) minutes of programming and refused all remaining programming.

One (1) young adult in Phase 1 was out to court for most of the day and, as a result, did not participate in afforded programming.

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

- ❖ Up to four (4) hours and five (5) minutes of programming were offered.
  - One (1) young adult in Phase 1 was offered and participated in three (3) hours and fifty (50) minutes of programming upon his return from school.
  - One (1) young adult in Phase 1 was offered and participated in four (4) hours and five (5) minutes of programming.
  - One (1) young adult in Phase 3 was offered and participated in four (4) hours and five (5) minutes of programming.

## NYC Department of Correction

### Secure Unit Compliance Audit – November 2019

Quad C – There was one (1) young adult in this quad.

- ❖ Two (2) hours of programming were offered.
  - One (1) young adult in Phase 1 was offered and participated in two (2) hours of programming.

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

- ❖ Up to one (1) hour and twenty (20) minutes of programming were offered.
  - Two (2) young adults in Phase 1 were offered and participated in one (1) hour and fifteen (15) minutes of programming.
  - One (1) young adult in Phase 1 was offered and participated in one (1) hour and twenty (20) minutes of programming.
  - One (1) young adult in Phase 3 was offered and participated in one (1) hour and ten (10) minutes of programming.

#### **November 6, 2019**

There were twelve (12) young adults housed in the Secure Unit on this audit date.

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

- ❖ Six (6) hours of programming were offered.
  - One (1) young adult in Phase 2 was offered and participated in six (6) hours of programming.
  - One (1) young adult in Phase 1 was offered and participated in six (6) hours of programming.
  - One (1) young adult in Phase 2 was offered six (6) hours of programming. He participated in one (1) hour of programming and refused all remaining programming.
  - One (1) young adult in Phase 1 was offered six (6) hours of programming. He participated in one (1) hour of programming and refused all remaining programming.

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

- ❖ Up to five (5) hours of programming were offered.
  - One (1) young adult in Phase 1 was offered and participated in three (3) hours of programming upon his return from school.
  - One (1) young adult in Phase 1 was offered four (4) hours of programming. He participated in three (3) hours of programming and refused all remaining programming.
  - One (1) young adult in Phase 3 was offered and participated in five (5) hours of programming.

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

Quad C – There was one (1) young adult in this quad.

- ❖ One (1) hour and twenty (20) minutes of programming were offered.
  - One (1) young adult in Phase 3 was out to court. Upon his return, he was offered and participated in one (1) hour and twenty (20) minutes of programming.

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

- ❖ Up to four (4) hours of programming were offered.
  - Three (3) young adults in Phase 1 were offered and participated in three (3) hours of programming.
  - One (1) young adult in Phase 3 was offered and participated in four (4) hours of programming.

### **November 14, 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.

- ❖ One (1) hour of programming was offered.
  - One (1) young adult in Phase 3 was offered and participated in one (1) hour of programming.
  - One (1) young adult in Phase 2 was offered and participated in one (1) hour of programming.
  - One (1) young adult in Phase 1 was not scheduled any programming on this audit date due to a scheduling error.
  - One (1) young adult in Phase 3 was offered one (1) hour of programming. He refused to participate in all afforded programming.

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

- ❖ One (1) hour of programming was offered.
  - Two (2) young adults in Phase 1 were offered and participated in one (1) hour of programming.

One (1) young adult in Phase 1 transferred into the Secure Unit and, as a result, did not participate in afforded programming.

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

- ❖ Three (3) hours and fifteen (15) minutes of programming were offered.
  - One (1) young adult in Phase 3 was offered and participated in three (3) hours and fifteen (15) minutes of programming.

## NYC Department of Correction

### Secure Unit Compliance Audit – November 2019

One (1) young adult in Phase 1 transferred into the Secure Unit and, as a result, did not participate in afforded programming.

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

- ❖ Up to four (4) hours of programming were offered.
  - One (1) young adult in Phase 2 was offered and participated in three (3) hours of programming.
  - One (1) young adult in Phase 3 was offered four (4) hours of programming. He participated in one (1) hour of programming and refused all remaining programming.
  - Two (2) young adults in Phase 1 were offered three (3) hours of programming. They refused to participate in all afforded programming.

#### **November 19, 2019**

There were eleven (11) young adults housed in the Secure Unit on this audit date.

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

- ❖ Three (3) hours of programming were offered.
  - Three (3) young adults in Phase 3 were offered three (3) hours of programming. All three (3) young adults participated in two (2) hours of programming and refused all remaining 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 remaining programming.

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

- ❖ Two (2) hours of programming were offered.
  - One (1) young adult in Phase 1 was offered and participated in two (2) hours of programming.
  - One (1) young adult in Phase 2 was offered and participated in two (2) hours of programming.

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

- ❖ Two (2) hours and twenty-five (25) minutes of programming were offered.
  - One (1) young adult in Phase 1 was offered and participated in two (2) hours of and twenty-five (25) minutes programming.
  - One (1) young adult in Phase 1 was not offered programming on this audit date due to security concern.

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.

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

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

- ❖ Up to two (2) hours of programming were offered.
  - One (1) young adult in Phase 1 was offered and participated in two (2) hours of programming.
  - One (1) young adult in Phase 1 was offered forty (40) minutes of programming. He refused to participate in all afforded 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) dates – November 1, 6, 14 and 19, 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.

#### November 1, 2019

There were twelve (12) young adults in the Secure Unit on this audit date. Of the twelve (12) young adults, five (5) were enrolled in educational services.

Please note the following:

- One (1) young adult was out to court.
- One (1) young adult refused to participate in educational services.
- One (1) young adult was out to medical during afforded educational services.
- The Education Services Logbook did not record the arrival and departure times to and from school for two (2) young adults enrolled in educational services on this audit date.

#### November 6, 2019

There were twelve (12) young adults in the Secure Unit on this audit date. Of the twelve (12) young adults, seven (7) were enrolled in educational services. The arrival and departure times for the two (2) young adult present on this audit date were:

- Arrived 10:45 am / Departed 12:00 pm
- Arrived 10:08 am / Departed 12:00 pm

Please note the following for the remaining five (5) young adults:

- Three (3) young adults refused to participate in educational services.
- The Education Services Logbook did not record the arrival and departure times to and from school for two (2) young adults enrolled in educational services on this audit date.

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

### November 14, 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. The arrival and departure times for the one (1) young adult present on this audit date were:

- Arrived 9:30 am / Departed 11:10 am

Please note the following for the remaining five (5) young adults:

- Four (4) young adults refused to participate in 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.

### November 19, 2019

There were eleven (11) young adults in the Secure Unit on this audit date. Of the eleven (11) young adults, six (6) were enrolled in educational services. The arrival and departure times for the one (1) young adult present on this audit date were:

- Arrived 10:15 am / Departed 11:45 am

Please note the following for the remaining five (5) young adults:

- Three (3) young adults refused to participate in educational services.
- Due to inaccurate reporting by staff, it could not be determined if one (1) young adult participated in educational services. The Education Services Logbook records that this one (1) young adult was not enrolled in school. However, the Department of Education records that this young adult was enrolled in school.
- One (1) young adult was under security lock-in and was not afforded access to educational services.

### Audit Recommendations

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

The following recommendations were indicated in the Secure Unit Audit Report covering the month of August 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

## NYC Department of Correction

### Secure Unit Compliance Audit – November 2019

- The area supervisor shall review the housing area logbook on each tour, to determine whether all staff are consistently documenting the Phase 1, 2, and 3 lock-in and lock-out times for all inmates. 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.
- The area supervisor shall review the Lock-in/Lock-out Logbook on each tour, to determine whether all staff are consistently documenting the lock-in and lock-out times for each individual inmate. 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.

**Status of implementation:** The facility issued Memorandum 15/19, entitled 11B Housing Area and Lock-in/Lock-out Logbooks, which requires that:

- Staff assigned to the Secure Unit are to record the Lock-in and Lock-out times of all young adults in the Secure Unit in accordance with their Phase level.
- Staff shall record the individual lock-in and lock-out times for each young adult in the Lock-in/Lock-out Logbook in accordance with their Phase level
- Supervisory staff shall regularly review the housing area logbook and Lock-in/Lock-out Logbook to determine whether staff are accurately recording the Lock-in and Lock-out times for all young adults and individual young adults. When deficiencies are found, supervisory staff shall counsel staff and conduct trainings when necessary.

#### Recreation

- Designated supervisory staff should regularly review the Mandated Recreation Services Logbook to determine whether custody staff has 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.

**Status of implementation:** The facility issued Memorandum 16/19, entitled 11B Housing Area and Mandated Services Logbooks, which requires:

- Staff shall include the times in the Mandated Services Logbook that recreation commenced.
- Staff shall record the names of each young adult that participated in recreation, and the times that recreation commenced and were completed, in the housing area logbook.
- Supervisory staff shall regularly review the Mandated Services Logbook and the housing area logbook to determine whether staff have accurately recorded all required information pertaining to recreation.

#### Law Library

- To facilitate the maintenance and operation of the kiosks and typewriters in the housing areas, instruct designated facility and law library staff to verify on a daily basis that all typewriters and kiosks are operational. When a typewriter or kiosk is identified as in need of repair, the facility administration, in coordination with the Director of Law Libraries, should ensure that repairs are conducted in a timely manner.

## NYC Department of Correction

### Secure Unit Compliance Audit – November 2019

**Status of implementation:** The Director of Law Libraries has directed the following:

- That the Law Library Coordinator inspect daily the kiosks and typewriters to ensure their operability and record their findings in the Law Library Logbook.
- In the event that any kiosk is inoperable, the Legal Coordinator shall call the appropriate vendor to have the kiosk serviced. In the event that any typewriter is inoperable, the Legal Coordinator shall call the facility's storehouse and request that the typewriter be replaced. The Legal Coordinator shall document the above corrective actions in the Law Library Logbook.

The findings in the Secure Unit Audit Report covering November 2019 require the following four (4) audit recommendations:

#### Lock-in/Lock-out

- The area supervisor shall review the housing area logbook on each tour, to determine whether all staff are consistently documenting the Phase 1, 2, and 3 lock-in and lock-out times for all inmates. When deficiencies are identified, the designated supervisory staff person shall counsel the relevant custody staff person and instruct him or her to record all required information.
- The area supervisor shall review the Lock-in/Lock-out Logbook on each tour, to determine whether all staff are consistently documenting the lock-in and lock-out times for each individual inmate. When deficiencies are identified, the designated supervisory staff person shall counsel the relevant custody staff person and instruct him or her to record all required information.

#### Recreation

- Designated supervisory staff should regularly review the Mandated Recreation Services Logbook and the Housing area 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 person shall counsel the relevant custody staff person and instruct him or her to record all required information.

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