

NYC Department of Correction

Secure Unit Compliance Audit – November 2020

Pursuant to the six (6) month limited variance granted by the NYC Board of Correction on November 10, 2020, 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);
- § 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 2020:

- November 3
- November 12
- November 17
- November 24

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(b) 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 10, 2020, 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

Manual reviews of the housing area logbook, Program and Services Logbook, and Law Library Logbook were conducted to determine whether Law Library services were afforded. In addition to the above logbook reviews, 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:

- November 6
- November 19

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- November 27
- November 30

§1-06 – Recreation

Manual reviews of the housing area logbook and Mandated Services Logbook were 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(b) Lock-in

Based on the housing area logbook, the lock-in/lock-out times were either not consistently recorded, or were recorded late due to delays in scheduled lock-outs, for Phases 1, 2 and 3 in which young adults were housed within the unit on three (3) of the (4) four audit dates – November 3, 17 and 24, 2020. On November 3, 2020, due to a facility alarm, the 8:00 a.m. scheduled lock-out was delayed until 9.00 a.m. This delay was recorded in the housing area logbook. Also, on this audit date, young adults in Phases 1, 2 and 3 were not afforded lock-out options in the afternoon and evening hours, due to staff shortages, which was recorded in the housing area logbook. On November 24, 2020, due to a facility alarm recorded in the housing area logbook within the Secure Unit, the 4:00 p.m. scheduled lock-out was delayed and did not occur until 5:00 p.m. For the audit date of November 12, 2020, all lock-in and lock-out times were recorded for Phases 1, 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.

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November 3, 2020

There were nine (9) young adults in Phase 1; their out of cell times on this audit date were:

1. 5 hours
2. 3 hours
3. 4 hours
4. 1 hour
5. 2 hours
6. 1 hour

On this audit date, three (3) young adults in Phase 1 **chose not** to participate in all afforded lock-out options.

November 12, 2020

There were nine (9) young adults in Phase 1; their out of cell times on this audit date were:

1. 10 hours
2. 10 hours
3. 4 hours; young adult **chose not** to participate in the majority of afforded out of cell time
4. 8 hours
5. 8 hours
6. 9 hours
7. 5 hours

On this audit date, one (1) young adult in Phase 1 **chose not** to participate in all afforded lock-out options. For the remaining one (1) young adult in Phase 1, the total afforded lock-out times could not be determined because staff did not record the lock-in and lock-out times for this young adult.

November 17, 2020

There were ten (10) young adults in Phase 1; their out of cell times on this audit date were:

1. 6 hours
2. 8 hours
3. 3 hours; young adult **chose not** to participate in the majority of afforded out of cell time
4. 4 hours; young adult **chose not** to participate in the majority of afforded out of cell time
5. 8 hours
6. 9 hours
7. 2 hours; young adult **chose not** to participate in the majority of afforded out of cell time
8. 7 hours

On this audit date, two (2) young adults in Phase 1 **chose not** to participate in all afforded lock-out options.

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November 24, 2020

There were five (5) young adults in Phase 1; their out of cell times on this audit date were:

1. 6 hours
2. 1 hour; young adult **chose not** to participate in the majority of afforded out of cell time
3. 4 hours; young adult **chose not** to participate in the majority of afforded out of cell time

On this audit date, two (2) young adults in Phase 1 **chose not** to participate in all afforded lock-out options.

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 3, 2020

There were six (6) young adults in Phase 2; their out of cell times on this audit date were:

1. 6 hours
2. 6 hours
3. 4 hours

On this audit date, three (3) young adults in Phase 2 **chose not** to participate in all afforded lock-out options.

November 12, 2020

There were six (6) young adults in Phase 2; their out of cell times on this audit date were:

1. 10 hours
2. 9 hours
3. 7 hours
4. 12 hours
5. 10 hours
6. 11 hours

November 17, 2020

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

1. 8 hours
2. 8 hours

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November 24, 2020

There were five (5) young adults in Phase 2; their out of cell times on this audit date were:

1. 5 hours; young adult chose not to participate in the majority of afforded out of cell time
2. 7 hours
3. 7 hours
4. 4 hours; young adult chose not to participate in the majority of afforded out of cell time

On this audit date, one (1) young adult in Phase 2 chose not to participate in all afforded lock-out options.

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 3, 2020

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

1. 6 hours; young adult chose not to participate in the majority of afforded out of cell time
2. 5 hours; young adult chose not to participate in the majority of afforded out of cell time

November 12, 2020

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

1. 11 hours
2. 11 hours
3. 12 hours

November 17, 2020

There were six (6) young adults in Phase 3; their out of cell times on this audit date were:

1. 11 hours
2. 11 hours
3. 11 hours
4. 11 hours
5. 11 hours
6. 11 hours

November 24, 2020

There were seven (7) young adults in Phase 3; their out of cell times on this audit date were:

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1. 4 hours; young adult **chose not** to participate in the majority of afforded out of cell time
2. 4 hours¹
3. 4 hours¹
4. 3 hours²
5. 4 hours¹
6. 3 hours²
7. 5 hours; young adult **chose not** to participate in the majority of afforded out of cell time

§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 three (3) of the (4) four audit dates – November 3, 12, and 17, 2020. The duration of the Law Library Coordinator's time in the unit on the three (3) dates audited was in compliance with the provisions of the Board's Minimum Standards i.e., a minimum of two (2) hours. For the remaining one (1) audit date, November 24, 2020, Law Library services were not provided in the Secure Unit due to an unscheduled absence by the Law Library Coordinator.

November 3, 2020

There were seventeen (17) young adults in the Secure Unit on this audit date. Of the seventeen (17) young adults, one (1) young adult **chose to** request and was provided Law Library services on this audit date. The arrival and departure times for the Law Library Coordinator on this audit date were:

- Arrived 1:30 p.m. / Departed 4:30 p.m.

November 12, 2020

There were eighteen (18) young adults in the Secure Unit on this audit date. Of the eighteen (18) young adults, two (2) young adults **chose to** request and were provided Law Library services on this audit date. The arrival and departure times for the Law Library Coordinator on this audit date were:

- Arrived 9:00 a.m. / Departed 4:00 p.m.

November 17, 2020

There were eighteen (18) young adults in the Secure Unit on this audit date. Of the eighteen (18) young adults, three (3) young adults **chose to** request and were provided Law Library services on this audit date. The arrival and departure times for the Law Library Coordinator on this audit date were:

¹ On this audit date, this young adult's recorded lock-out time was 4 hours, with the possibility of additional lock-out time that may have occurred between 7:00 a.m. and 3:00 p.m., which was not recorded by staff.

² On this audit date, this young adult's recorded lock-out time was 3 hours, with the possibility of additional lock-out time that may have occurred between 7:00 a.m. and 3:00 p.m., which was not recorded by staff.

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- Arrived 10:05 a.m. / Departed 4:00 p.m.

November 24, 2020

There were seventeen (17) young adults in the Secure Unit on this audit date. Law library services were not provided on this audit date due to an unscheduled absence by the Legal Coordinator.

Kiosks and Typewriters

As noted above, the kiosks and typewriters were inspected on four (4) dates during the audit period – November 6, 19, 27 and 30, 2020. All Law Library services are being afforded and fulfilled by the Legal Coordinators through request slips.

Typewriters:

On the four (4) audit dates, November 6, 19, 27 and 30, 2020, all four (4) typewriters were operable.

Kiosks:

On all four (4) audit dates, November 6, 19, 27 and 30, 2020, all four (4) kiosks were inoperable. According to the Director of Law Libraries, the kiosks can become inoperable due to prolonged inactivity. Legal Coordinators reactivate the kiosks' servers when possible.

§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 3, 12, 17 and 24, 2020 – to ascertain the total number of young adults that participated in recreation.

On three (3) of the four (4) audit dates – November 3, 12, and 17, 2020 – recreation was afforded to all young adults in the Secure Unit.

November 3, 2020

There were seventeen (17) young adults in the Secure Unit on this audit date. Please note the following:

- Two (2) young adults **chose to** participate in afforded recreation.
- Eleven (11) young adults **chose not** to participate in afforded recreation.
- Four (4) young adults' participation in afforded recreation could not be determined.

November 12, 2020

There were eighteen (18) young adults in the Secure Unit on this audit date. Please note the following:

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- Five (5) young adults **chose to** participate in afforded recreation.
- Nine (9) young adults **chose not** to participate in afforded recreation.
Four (4) young adults' participation in afforded recreation could not be determined.

November 17, 2020

There were eighteen (18) young adults in the Secure Unit on this audit date. Please note the following:

- Three (3) young adults **chose to** participate in afforded recreation.
- Seven (7) young adults **chose not** to participate in afforded recreation.
- Eight (8) young adults' participation in afforded recreation could not be determined.

November 24, 2020

There were seventeen (17) young adults in the Secure Unit on this audit date. On this audit date, recreation was not afforded to the young adults in the Secure Unit due to a staff shortage, which was reported to the auditors by the facility administration.

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

In the Secure Unit, programming is afforded to young adults during their out of cell time based on the corresponding phase they are in within the unit they are housed. The out of cell time increases incrementally 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. On November 12, 2020, in-person programming services resumed in the Secure Unit. As of this date, programming is being provided Monday through Saturday, rather than Tuesday through Saturday, which was the schedule pre-COVID. Young adults are offered self-guided programming as needed, individual counseling, group counseling, as well as other educational materials. Tablets with East River Academy's educational content is provided to young adults in the Secure Unit enrolled in the DOE school; regular tablets uploaded with other programmatic contents are also distributed for four (4) hours (4:00 pm to 8:00 pm) for supplementary programming.

The audit revealed programming attendance data on each of the four (4) audit dates to ascertain the number of programming hours offered to each young adult and the number of hours each young adult participated in programming. Programming 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.

Programming was offered to young adults on three (3) of the four (4) audit dates – November 12, 17 and 24, 2020. For the remaining audit date, November 3, 2020, programming services were not scheduled due to the Election Day holiday.

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November 3, 2020

There were seventeen (17) young adults housed in the Secure Unit on this audit date. No programming was scheduled on this audit date due to the holiday.

November 12, 2020

There were eighteen (18) young adults housed in the Secure Unit on this audit date.

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

- ❖ Up to ten (10) minutes of in-person programming was provided to the five (5) young adults in this quad.
 - One (1) young adult in Phase 2 was offered and **chose to** participate in five (5) minutes of in-person programming.
 - One (1) young adult in Phase 2 was offered and **chose to** participate in ten (10) minutes of in-person programming.
 - One (1) young adult in Phase 1 was offered and **chose to** participate in ten (10) minutes of in-person programming.
 - One (1) young adult in Phase 2 **chose not** to participate in all afforded in-person programming.
 - One (1) young adult in Phase 1 **chose not** to participate in all afforded in-person programming.

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

- ❖ Up to one (1) hour and fourteen (14) minutes of in-person programming was offered.
 - One (1) young adult in Phase 3 was offered and **chose to** participate in one (1) hour and twelve (12) minutes of in-person programming.
 - One (1) young adult in Phase 2 was offered and **chose to** participate in one (1) hour and eight (8) minutes of in-person programming.
 - One (1) young adult in Phase 1 was offered and **chose to** participate in twenty-five (25) minutes of in-person programming.
 - One (1) young adult in Phase 3 was offered and **chose to** participate in one (1) hour and fourteen (14) minutes of in-person programming.
 - One (1) young adult in Phase 1 was offered and **chose to** participate in twenty-five (25) minutes of in-person programming.

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

- ❖ Up to one (1) hour of in-person programming was offered.
 - One (1) young adult in Phase 1 was offered and **chose to** participate in five (5) minutes of in-person programming.
 - One (1) young adult in Phase 1 was offered and **chose to** participate in one (1) hour of in-person programming.
 - One (1) young adult in Phase 1 was offered and **chose to** participate in fifteen (15) minutes of in-person programming.

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

- ❖ Up to fifteen (15) minutes of in-person programming was offered.
 - One (1) young adult in Phase 3 was offered and **chose to** participate in four (4) minutes of in-person programming.
 - One (1) young adult in Phase 2 was offered and **chose to** participate in fifteen (15) minutes of in-person programming.
 - One (1) young adult in Phase 2 was offered and **chose to** participate in eight (8) minutes of in-person programming.
 - Two (2) young adults in Phase 1 **chose not** to participate in all afforded in-person programming.

November 17, 2020

There were eighteen (18) young adults housed in the Secure Unit on this audit date.

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

- ❖ Two (2) hours of in-person programming were offered.
 - Two (2) young adults in Phase 3 were offered and **chose to** participate in two (2) hours of in-person programming.
 - One (1) young adult in Phase 2 was offered and **chose to** participate in two (2) hours of in-person programming.
 - Two (2) young adults in Phase 1 were offered and **chose to** participate in two (2) hours of in-person programming.

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

- ❖ One (1) hour of in-person programming was offered.
 - One (1) young adult in Phase 3 was offered and **chose to** participate in one (1) hour of in-person programming.
 - Two (2) young adults in Phase 3 were offered one (1) hour of in-person programming and **chose not** to participate in all afforded in-person programming.
 - Two (2) young adults in Phase 1 were offered one (1) hour of in-person programming and **chose not** to participate in all afforded in-person programming.

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

- ❖ One (1) hour and fifty-five (55) minutes of in-person programming were offered.
 - Two (2) young adults in Phase 1 were offered one (1) hour and fifty-five (55) minutes of in-person programming. They **chose to** participate in one (1) hour of in-person programming and **chose not** to participate in all remaining in-person programming.

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- One (1) young adult in Phase 1 was offered one (1) hour and fifty-five (55) minutes of in-person programming. He **chose to** participate in fifty-five (55) minutes of in-person programming and **chose not** to participate in all remaining in-person programming.

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

- ❖ Up to two (2) hours of in-person programming were offered.
 - One (1) young adult in Phase 3 was offered and **chose to** participate in one (1) hour and twenty-nine (29) minutes of in-person programming, upon his return from medical.
 - One (1) young adult in Phase 2 was offered and **chose to** participate in two (2) hours of in-person programming.
 - Three (3) young adults in Phase 1 were offered two (2) hours of in-person programming and **chose not** to participate in all afforded in-person programming.

November 24, 2020

There were seventeen (17) young adults housed in the Secure Unit on this audit date.

Quad A – There were six (6) young adults in this quad.

- ❖ Up to six (6) hours of in-person programming were offered.
 - Two (2) young adults in Phase 3 were offered six (6) hours of in-person programming. They **chose to** participate in five (5) hours of in-person programming and **chose not** to participate in all remaining in-person programming.
 - One (1) young adult in Phase 3 was offered six (6) hours of programming. He **chose to** participate in four (4) hours of in-person programming and **chose not** to participate in all remaining in-person programming.
 - Two (2) young adults in Phase 1 were offered six (6) hours of in-person programming. They **chose to** participate in four (4) hours of in-person programming and **chose not** to participate in all remaining in-person programming.
 - One (1) young adult in Phase 1 was offered two (2) hours of in-person programming and **chose not** to participate in all afforded in-person programming.

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

- ❖ Up to seven (7) hours and fifteen (15) minutes of in-person programming were offered.
 - One (1) young adult in Phase 3 was offered seven (7) hours of in-person programming. He **chose to** participate in five (5) hours of in-person programming and **chose not** to participate in all remaining in-person programming.

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- One (1) young adult in Phase 3 was offered seven (7) hours and fifteen (15) minutes of in-person programming. He **chose to** participate in five (5) hours and fifteen (15) minutes of in-person programming and **chose not** to participate in all remaining in-person programming.
- One (1) young adult in Phase 2 was offered six (6) hours and forty-five (45) minutes of in-person programming. He **chose to** participate in four (4) hours of in-person programming and **chose not** to participate in all remaining in-person programming.
- One (1) young adult in Phase 1 was offered six (6) hours and forty-five (45) minutes of in-person programming. He **chose to** participate in four (4) hours of in-person programming and **chose not** to participate in all remaining in-person programming.

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

- ❖ One (1) hour of in-person programming was offered.
 - One (1) young adult in Phase 2 was offered one (1) hour of in-person programming and **chose not** to participate in all afforded in-person programming.
 - Two (2) young adults in Phase 2 was offered and **chose to** participate in one (1) hour of in-person programming.

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

- ❖ Up to six (6) hours and twenty-five (25) minutes of in-person programming were offered.
 - One (1) young adult in Phase 3 was offered six (6) hours of in-person programming. He **chose to** participate in five (5) hours of in-person programming and **chose not** to participate in all remaining in-person programming.
 - One (1) young adult in Phase 3 was offered six (6) hours and twenty-five (25) minutes of in-person programming. He **chose to** participate in five (5) hours and twenty-five (25) minutes of in-person programming and **chose not** to participate in all remaining in-person programming.
 - One (1) young adult in Phase 1 was offered two (2) hours and fourteen (14) minutes of in-person programming. He **chose to** participate in fourteen (14) minutes of in-person programming and **chose not** to participate in all remaining in-person programming.
 - One (1) young adult in Phase 2 was offered two (2) hours of in-person programming. He **chose not** to participate in all afforded in-person 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 form in the Secure Unit. The NYC Department of

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Education began educational services on September 21, 2020 remotely to young adults who were enrolled in school. Each young adult is provided a tablet Monday through Friday from 9 a.m. to 2 p.m. with educational materials uploaded by the NYC Department of Education. Young adults were able to send messages and respond to messages with their teachers. In addition, a hotline number was established for young adults in the unit to speak with a teacher if they had any questions or needed support.

Educational tablets were provided to all young adults who were enrolled in school on all four (4) audit dates – November 3, 12, 17 and 24, 2020. In addition, a Spanish language educational packet was requested and provided to one (1) young adult in Secure Unit on one (1) of the four (4) audit dates – November 3, 2020.

November 3, 2020

There were seven (7) young adults in the Secure Unit on this audit date. Of the seven (7) young adults, thirteen (13) young adults were enrolled in school and were provided tablets. In addition, one (1) of the thirteen (13) enrolled young adults **chose to** request and was provided with a Spanish language educational learning packet. Please note the following:

- Each of the twelve (12) young adults was offered an educational tablet but **chose not** to participate in remote learning.
- For the remaining one (1) young adult, he was offered both an educational tablet and a Spanish language educational packet. He **chose not** to participate in remote learning and **chose not** to return the education learning packet.

November 12, 2020

There were eighteen (18) young adults in the Secure Unit on this audit date. Of the eighteen (18) young adults, fourteen (14) young adults were enrolled in school and were provided tablets. Please note the following:

- Each of the fourteen (14) young adults was offered an educational tablet but **chose not** to participate in remote learning.

November 17, 2020

There were eighteen (18) young adults in the Secure Unit on this audit date. Of the eighteen (18) young adults, thirteen (13) were enrolled in school and were provided tablets. Please note the following:

- Each of the thirteen (13) young adults was offered an educational tablet but **chose not** to participate in remote learning.

November 24, 2020

There were seventeen (17) young adults in the Secure Unit on this audit date. Of the seventeen (17) young adults, twelve (12) young adults were enrolled in school and were provided tablets. Please note the following:

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- Each of the twelve (12) young adults was offered an educational tablet but **chose not** to participate in remote learning.

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 2020 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 2020. The status of the Department's efforts to implement each of the recommendations listed below is indicated after each recommendation:

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.

Status of implementation: The facility issued Memorandum 049/20, entitled Mandated Services Logbook-Recreation/Secure Unit (11B) which requires:

- Staff shall include the times in the Mandated Services Logbook that recreation commenced and completed.
- Staff shall record the following in the housing area logbook: the names of each young adult that participated in recreation, the times that recreation commenced and was completed, and/or was refused by a young adult.
- 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

- Law Library services were not afforded on August 13, 21, and 25, 2020. The Director of Law Libraries, in conjunction with the facility administration, should ensure that designated staff are scheduled to provide Law Library services to young adults in the Secure Unit. In the case of staff absences, the Director of Law Libraries should assign other staff to provide Law Library coverage.

Status of implementation: The Director of Law Libraries reported that, according to the BOC Minimum Standards, "Legal coordinator coverage shall be provided during the *extended* absences of the regularly assigned Legal Coordinator(s)." (Emphasis added.) The Director further stated that Law Library Coordinator

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coverage was provided on the day preceding and the day following each of the noted Law Library Coordinator absences.

The findings in the Secure Unit Audit Report covering November 2020 require the following six (6) recommendations:

Lock-in/Lock-out

- 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.
- 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.
- Designated supervisory staff shall ensure there is sufficient custodial staff coverage in the Secure Unit to afford all the young adults required scheduled lock-out options.

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.
- Designated supervisory staff shall ensure that there is sufficient custodial staff coverage, including supervisory custodial staff coverage, in the Secure Unit to ensure that young adults are provided with mandated recreation daily.

Law Library

- Law Library services were not afforded on November 24, 2020. The Director of Law Libraries, in conjunction with the facility administration, should ensure that designated staff are scheduled to provide Law Library services to young adults in the Secure Unit. In the case of staff absences, if possible, the Director of Law Libraries should assign other staff to provide Law Library coverage.