

NYC Department of Correction

Secure Unit Compliance Audit – February 2020

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 February 2020:

- February 4
- February 13
- February 19
- February 25

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 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.

February on-site inspections of kiosks and typewriters were:

- February 7
- February 14

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- February 21
- February 26

§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(b) 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, the lock-in/lock-out times were not consistently recorded for the phases in which young adults were housed within the unit on two (2) of the four (4) dates audited. On February 4, 2020, the lock-out time for 5:00 am was not recorded for Phases 1, 2 and 3. Also, on February 4, 2020, the lock-in times for Phase 1 at 1:00 pm and 7:00 pm, Phase 2 at 2:00 pm and 8:00 pm, and Phase 3 at 3:00 pm, were not recorded. On February 19, 2020, the lock-out time for 05:00 am was not recorded for Phases 1, 2 and 3. Lastly, on February 19, 2020, the lock-in times for Phase 1 at 1:00 pm and 7:00 pm, Phase 2 at 2:00 pm and Phase 3 at 3:00 pm, were not recorded.

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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February 4, 2020

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

1. 9 hours
2. 8 hours 32 minutes
3. 6 hours 56 minutes
4. 5 hours 1 minute
5. 4 hours; young adult was out to the hospital for a portion of the day and, as a result his out of cell time was affected
6. 3 hours 30 minutes; young adult was out to court for a portion of the day and, as a result, his out of cell time was affected
7. 1 hour 32 minutes; young adult refused the majority of afforded out of cell time
8. 9 hours
9. 3 hours 9 minutes; young adult refused the majority of afforded out of cell time

February 13, 2020

There were eight (8) young adults in Phase 1; their out of cell times on this audit date were:

1. 7 hours 46 minutes
2. 9 hours 9 minutes
3. 7 hours 17 minutes
4. 7 hours 53 minutes
5. 6 hours 10 minutes
6. 7 hours 22 minutes
7. 6 hours 12 minutes

On this audit date, one (1) young adult in Phase 1 refused all afforded lock-out options.

February 19, 2020

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

1. 9 hours 45 minutes
2. 5 hours
3. 4 hours 10 minutes
4. 6 hours 52 minutes
5. 7 hours 50 minutes
6. 8 hours 43 minutes
7. 3 hours 51 minutes; young adult refused the majority of afforded out of cell time
8. 2 hours 42 minutes; young adult refused the majority of afforded out of cell time
9. 3 hours; young adult was out to court for a portion of the day and, as a result, his out of cell time was affected

On this audit date, one (1) young adult in Phase 1 refused all afforded lock-out options.

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

1. 10 hours 25 minutes
2. 4 hours 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
3. 9 hours 56 minutes
4. 9 hours 45 minutes
5. 6 hours 45 minutes
6. 6 hours 37 minutes
7. 5 hours 51 minutes
8. 1 hours 15 minutes, young adult refused the majority of afforded out of cell time
9. 7 hours 7 minutes

On this audit date, one (1) young adult in Phase 1 refused 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.

February 4, 2020

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

1. 8 hours 45 minutes; young adult was out to the clinic for a portion of the day and, as a result his out of cell time was affected
2. 7 hours
3. 2 hours; young adult refused the majority of afforded out of cell time

February 13, 2020

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

1. 11 hours 34 minutes
2. 11 hours 31 minutes
3. 5 hours 30 minutes; young adult refused the majority of afforded out of cell time
4. 3 hours 56 minutes; young adult refused the majority of afforded out of cell time

On this audit date, one (1) young adult in Phase 2 refused all afforded lock-out options.

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February 19, 2020

There was one (1) young adult in Phase 2; his out of cell time on this audit date was nine (9) hours and twenty (20) minutes.

February 25, 2020

There was one (1) young adult in Phase 2; his out of cell time on this audit date was nine (9) hours and fifty-seven (57) minutes.

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.

February 4, 2020

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

1. 9 hours 35 minutes
2. 5 hours; young adult refused the majority of afforded out of cell time

February 13, 2020

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

1. 9 hours 45 minutes

On this audit date, one (1) young adult in Phase 3 refused all afforded lock-out options.

February 19, 2020

There were five (5) young adults in Phase 3; the out of cell times for those present on this audit date were:

1. 8 hours 23 minutes
2. 6 hours; young adult refused the majority of afforded out of cell time
3. 6 hours 55 minutes; young adult refused the majority of afforded out of cell time
4. 3 hours and 29 minutes; young adult was out to court for a portion of the day and, as a result, his out of cell time was affected
5. 13 hours 5 minutes

February 25, 2020

There were five (5) young adults in Phase 3; their out of cell times on this audit date were:

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1. 10 hours 28 minutes
2. 9 hours 27 minutes
3. 11 hours 12 minutes
4. 5 hours; young adult refused the majority of afforded out of cell time
5. 6 hours 6 minutes; young adult refused 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 each of the four (4) audit dates – February 4, 13, 19 and 25, 2020. The duration of the Law Library Coordinator's time in the unit on the four (4) dates audited were in compliance with the provisions of the Board's Minimum Standards i.e., a minimum of two (2) hours.

February 4, 2020

There were fourteen (14) young adults in the Secure Unit on this audit date. Of the fourteen (14) young adults, one (1) young adult requested and was provided Law Library services. The arrival and departure times for the Law Library Coordinator on this audit date were:

- Arrived 4:40 pm / Departed 7:15 pm

February 13, 2020

There were fifteen (15) young adults in the Secure Unit on this audit date. Of the fifteen (15) 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 3:15 pm / Departed 6:15 pm

February 19, 2020

There were sixteen (16) young adults in the Secure Unit on this audit date. Of the sixteen (16) 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 3:40 pm / Departed 7:00 pm

February 25, 2020

There were sixteen (16) young adults in the Secure Unit on this audit date. Of the sixteen (16) 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 5:00 pm / Departed 9:30 pm

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Kiosks and Typewriters

As noted above, the kiosks and typewriters were inspected on four (4) dates during the audit period – February 7, 14, 21 and 26, 2020. All four (4) typewriters were operational on all the four (4) audit dates. On two (2) of the four (4) audit dates – February 7 and 14, 2020, all four (4) kiosks were operable. The Director of Law Library has taken steps to ensure that both Law Library Coordinators and facility staff continue to have access to the kiosks. In addition, staff have been directed to activate the kiosks on a daily basis to ensure the system remains online. On the remaining audit dates, February 21 and 26, 2020, all four (4) kiosks on each date were inoperable.

§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 – February 4, 13, 19 and 25, 2020 – to ascertain the total number of young adults that participated in recreation.

On all four (4) audit dates – February 4, 13, 19, and 25, 2020 – recreation was afforded to all young adults in the Secure Unit.

February 4, 2020

There were fourteen (14) young adults in the Secure Unit on this audit date. Please note the following:

- Five (5) young adults participated in afforded recreation.
- Five (5) young adults refused to participate in afforded recreation.
- Two (2) young adult were out to court during afforded recreation.
- Due to conflicting housing area records, it could not be determined if two (2) young adults participated in afforded recreation. The housing area logbook did not record whether these two (2) young adults refused or participated in recreation. However, the Mandated Services Logbook indicates that two (2) young adults refused afforded recreation.

February 13, 2020

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.
- Ten (10) young adults refused to participate in afforded recreation.

February 19, 2020

There were sixteen (16) young adults in the Secure Unit on this audit date. Please note the following:

- Two (2) young adults participated in afforded recreation.

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- Eight (8) young adults refused to participate in afforded recreation.
- Two (2) young adults were out to court during afforded recreation.
- Due to conflicting housing area records, it could not be determined if four (4) young adults participated in afforded recreation. The housing area logbook did not record whether these four (4) young adults refused or participated in recreation. However, the Mandated Services Logbook indicates that these four (4) young adults refused afforded recreation.

February 25, 2020

There were sixteen (16) young adults in the Secure Unit on this audit date. Please note the following:

- Five (5) young adults participated in afforded recreation.
- Six (6) young adults refused to participate in afforded recreation.
- One (1) young adult was out to court during afforded recreation.
- The housing area logbook and Mandated Services Logbook did not record whether one (1) young adult refused or participated in recreation.
- Due to conflicting housing area records, it could not be determined if two (2) young adults participated in afforded recreation. The housing area logbook did not record whether these two (2) young adults refused or participated in recreation. However, the Mandated Services Logbook indicates that these two (2) young adults refused afforded recreation.
- Staff did not record the recreation 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 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. 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)

February 4, 2020

There were fourteen (14) young adults housed in the Secure Unit on this audit date.

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

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- ❖ Up to three (3) hours of programming were offered.
 - One (1) young adult in Phase 3 was offered and participated in three (3) hours of programming.
 - Two (2) young adults in Phase 1 were offered and participated in two (2) hours of programming.
 - One (1) young adult in Phase 2 was offered and participated in three (3) hours of programming.

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

- ❖ Three (3) hours programming were offered.
 - Two (2) young adults in Phase 1 were offered and participated in three (3) hours of programming.

One (1) young adult in Phase 1 was out to the hospital during afforded programming.

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

- ❖ Up to three (3) hours of programming were offered.
 - One (1) young adult in Phase 1 was offered and participated in three (3) hours of programming.
 - One (1) young adult in Phase 1 was offered two (2) hours of programming. He refused to participate in all afforded programming.

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

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

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

February 13, 2020

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

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

- ❖ Up to four (4) hours and forty-five (45) minutes of programming were offered.
 - One (1) young adult in Phase 2 was offered four (4) hours and thirty (30) minutes of programming. He elected to go to recreation for forty-five (45) minutes during afforded programming. Upon his return, he participated in three (3) hours and forty-five (45) minutes of programming.
 - One (1) young adult in Phase 2 was offered four (4) hours and forty-five (45) minutes of programming. He elected to go to recreation for one (1) hour during afforded programming. Upon his return, he participated in three (3) hours and forty-five (45) minutes of programming.
 - One (1) young adult in Phase 3 was offered four (4) hours and forty-five (45) minutes of programming. He elected to go to recreation for one (1) hour during afforded programming. Upon his return, he participated in two (2) hours and forty-five (45) minutes of programming and refused all remaining programming.
 - One (1) young adult in Phase 1 was offered three (3) hours and fifteen (15) minutes of programming. He elected to go to recreation for one (1) hour during afforded programming. Upon his return, he participated in two (2) hours and fifteen (15) minutes of programming.

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

- ❖ Up to two (2) hours and thirty (30) minutes of programming were offered.
 - One (1) young adult in Phase 1 was offered two (2) hours of programming. He elected to go to recreation for fifteen (15) minutes during afforded programming. Upon his return, he participated in one (1) hour and forty-five (45) minutes of programming.
 - One (1) young adult in Phase 1 was offered two (2) hours of programming. He participated in one (1) hour and forty-five (45) minutes of programming and refused all remaining programming.
 - One (1) young adult in Phase 1 was offered two (2) hours of programming. He attended an adjudication hearing during afforded programming. Upon his return, he participated in one (1) hour and fifteen (15) minutes of programming and refused all remaining programming.
 - One (1) young adult in Phase 2 was offered two (2) hours and thirty (30) minutes of programming. He elected to go to recreation for fifteen (15) minutes during afforded programming. Upon his return, he participated in two (2) hours and fifteen (15) minutes programming and refused all remaining programming.

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

- ❖ Up to three (3) hours and fifteen (15) minutes of programming were offered.
 - One (1) young adult in Phase 1 was offered three (3) hours and fifteen (15) minutes of programming. He participated in fifteen (15) minutes of programming and refused all remaining programming.
 - Two (2) young adults in Phase 2 were offered three (3) hours of programming. They refused to participate in all afforded programming.

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- One (1) young adult in Phase 1 was offered three (3) hours of programming. He refused to participate in all afforded programming.

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

- ❖ Up to three (3) hours and fifteen (15) minutes of programming were offered.
 - One (1) young adult in Phase 1 was offered two (2) hours and thirty (30) minutes of programming. He participated in one (1) hour and thirty (30) minutes of programming and refused all remaining programming.
 - One (1) young adult in Phase 2 was offered three (3) hours and fifteen (15) minutes of programming. He participated in one (1) hour and forty-five (45) minutes of programming and refused all remaining programming.
 - One (1) young adult in Phase 3 was offered three (3) hours and fifteen (15) minutes of programming. He refused to participate in all afforded programming.

February 19, 2020

There were sixteen (16) young adults housed in the Secure Unit on this audit date.

Quad A – 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 3 was offered four (4) hours and thirty (30) minutes of programming. He elected to go to recreation for one (1) hour during afforded programming. Upon his return, he participated in three (3) hours and thirty (30) minutes of programming.
 - One (1) young adult in Phase 1 was offered four (4) hours and thirty (30) minutes of programming. He elected to go to recreation for one (1) hour during afforded programming. Upon his return, he participated in three (3) hours and thirty (30) minutes of programming.
 - One (1) young adult in Phase 2 was offered and participated in four (4) hours and thirty (30) minutes of programming.

One (1) young adult in Phase 3, was out to court for most of the day and, as a result, he did not participate in afforded programming.

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

- ❖ Four (4) hours and fifty-five (55) minutes of programming were offered.
 - One (1) young adult in Phase 1 was offered four (4) hours and fifty-five (55) minutes of programming. He participated in two (2) hours and fifty-five (55) minutes of programming and refused all remaining programming.
 - One (1) young adult in Phase 3 was offered and participated in four (4) hours and fifty-five (55) minutes of programming.
 - One (1) young adult in Phase 1 was offered four (4) hours and fifty-five (55) minutes of programming. He participated in three (3) hours and fifty-five (55) minutes of programming and refused all remaining programming.

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- One (1) young adult in Phase 1 was offered and participated in four (4) hours and fifty-five (55) minutes of programming.

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

- ❖ Up to six (6) hours of programming were offered.
 - One (1) young adult in Phase 1 was offered six (6) hours of programming. He participated in thirty (30) minutes of programming and refused all remaining programming.
 - One (1) young adult in Phase 3 was offered six (6) hours of programming. He participated in three (3) hours of programming and refused all remaining programming.
 - One (1) young adult in Phase 1 was offered six (6) hours of programming. He participated in three (3) hours of programming and refused all remaining programming.
 - One (1) young adult in Phase 1 was offered five (5) hours and thirty (30) minutes of programming. He refused to participate in all afforded programming.

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

- ❖ Three (3) hours of programming were offered.
 - One (1) young adult in Phase 3 was offered and participated in three (3) hours of programming.
 - Two (2) young adults in Phase 1 were offered three (3) hours of programming. They refused to participate in all afforded programming.

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

February 25, 2020

There were sixteen (16) young adults housed in the Secure Unit on this audit date.

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

- ❖ Four (4) hours and fifteen (15) minutes of programming were offered.
 - One (1) young adult in Phase 2 was offered four (4) hours and fifteen (15) minutes of programming. He elected to go to recreation for one (1) hour during afforded programming. Upon his return, he participated in three (3) hours and fifteen (15) minutes of programming.
 - One (1) young adult in Phase 1 was offered four (4) hours and fifteen (15) minutes of programming. He elected to go to recreation for one (1) hour during afforded programming. Upon his return, he participated in three (3) hours and fifteen (15) minutes of programming.
 - Two (2) young adults in Phase 3 were offered four (4) hours and fifteen (15) minutes of programming. They elected to go to recreation for one (1) hour during afforded programming. Upon their return, they participated in three (3) hours and fifteen (15) minutes of programming.

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

- ❖ Up to four (4) hours and twenty (20) minutes of programming were offered.
 - Two (2) young adults in Phase 1 were offered four (4) hours and twenty (20) minutes of programming. They participated in three (3) hours and twenty (20) minutes of programming and refused all remaining programming.
 - One (1) young adult in Phase 3 was offered four (4) hours and twenty (20) minutes of programming. He elected to go to recreation for one (1) hour during afforded programming. Upon his return he participated in three (3) hours and twenty (20) minutes of programming.
 - One (1) young adult in Phase 1 was out to court. Upon his return, he was offered and participated in two (2) hours of programming.

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

- ❖ Up to three (3) hours and forty-five (45) minutes of programming were offered.
 - One (1) young adult in Phase 3 was offered three (3) hours and forty-five (45) minutes of programming. He participated in one (1) hour and forty-five (45) minutes of programming and refused all remaining programming.
 - Two (2) young adults in Phase 1 were offered three (3) hours of programming. They 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 refused to participate in all afforded programming.

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

- ❖ Up to three (3) hours of programming were offered.
 - One (1) young adult in Phase 3 was offered three (3) 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 and participated in two (2) hours of programming.
 - Two (2) young adults in Phase 1 were offered two (2) hours of programming. They 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 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.

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The audit reviewed educational data for each of the four (4) dates – February 4, 13, 19 and 25, 2020 – 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.

February 4, 2020

There were fourteen (14) young adults in the Secure Unit on this audit date. Of the fourteen (14) young adults, seven (7) were enrolled in educational services. The arrival and departure times for the two (2) young adults who attended educational service on this audit date were:

- Arrived 9:55 am / Departed 11:30 am
- Arrived 11:35 am / Departed 12:00 pm

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

- One (1) young adult was out to court.
- Three (3) young adults refused to participate in educational services.
- The Education Services Logbook had no record whether one (1) young adult attended educational services.

February 13, 2020

There were fifteen (15) young adults in the Secure Unit on this audit date. Of the fifteen (15) young adults, six (6) were enrolled in educational services. The arrival and departure times for the one (1) young adult who attended educational services on this audit date were:

- Arrived 9:00 am / Departed 10:45 am

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

- Four (4) young adults refused to attend educational services.
- The Education Services Logbook had no record whether one (1) young adult attended educational services.

February 19, 2020

There were sixteen (16) young adults in the Secure Unit on this audit date. On this audit date no educational services were scheduled due to the midwinter recess.

February 25, 2020

There were sixteen (16) young adults in Secure Unit on this audit date. Of the sixteen (16) young adults, seven (7) were enrolled in educational services. The arrival and departure times for the two (2) young adults who attended educational services on this audit date were:

- Arrived 9:07 am / Departed 10:20 am
- Arrived 11:00 am / Departed 11:57 am

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

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- The Education Services Logbook had no record whether these five (5) young adults attended 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 November 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 November 2019. The status of the Department's efforts to implement each of the recommendations listed below is indicated after each recommendation.

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.

Status of implementation: The facility issued Memorandum 4/20, entitled 11B Housing Area and Lock-in/Lock-out Logbooks, which requires:

- Staff assigned to the Secure Unit are to record the Lock-in and Lock-out times of all young adults in the housing area logbook 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 and the housing area logbook to determine whether custody staff have recorded

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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 3 /20, 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, and/or refused 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.

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.

Status of implementation: The facility issued Memorandum 5/20, entitled 11B Housing Area and Educational Services Logbooks, which requires:

- Staff shall record the arrival and departures times of all young adults in the Educational Services Logbook. Staff shall denote when a young adult refuses to attend school or is out to court.
- Supervisory staff shall regularly review the Educational Services Logbook to determine whether staff have accurately recorded all required information pertaining to education.

The findings in the Secure Unit Audit Report covering February 2020 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.

Law Library

- To facilitate the maintenance and operation of the kiosks and typewriters in the housing areas, designated facility and law library staff shall check daily that all typewriters and

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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 or replacements are conducted in a timely manner.

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 or refused to attend school. When deficiencies are identified, the designated supervisory staff person shall counsel the relevant custody staff person.