

NYC Department of Correction

Secure Unit Compliance Audit – November 2022

Mayor's Executive Order 241 that began on September 15, 2021, allows for the continued use of the Secure Unit for young adults (18 to 21 years old). The Department continues to report on compliance through a monthly audit for the following provisions of the Board's Minimum Standards:

- § 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) selected dates each month using simple random sampling.

This audit report covers the following four (4) dates in the month of November 2022:

- November 1
- November 9
- November 17
- November 22

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 September 14, 2021, 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.

March on-site inspections of kiosks and typewriters were conducted on dates selected using simple random sampling:

- November 2

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- November 10
- November 15
- November 25

§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 chose to participate in programming.

Education

A review was conducted to determine the number of young adults enrolled in educational services, 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 all four (4) audit dates: November 1, 9, 17 and 22, 2022.

On November 1, 2022, the scheduled 7 a.m. lock-in was not recorded for Phases 1, 2 and 3. Also on this audit date, the Phase 1 scheduled 1:00 p.m. lock-in was not recorded. On November 9, 2022, the scheduled 5:00 a.m. lock-out and 7 a.m. lock-in were not recorded for Phases 1, 2 and 3. The Phase 1 scheduled lock-ins at 1:00 p.m. and 7:00 p.m. were not recorded. Also on this audit date, the Phase 2 scheduled lock-in at 2:00 p.m. and 8:00 p.m. were not recorded. On November 17, 2022, the scheduled 5:00 a.m. lock-out and 7 a.m. lock-in were not recorded for Phases 1, 2 and 3. The Phase 1 scheduled lock-in at 1:00 p.m. and 7:00 p.m. were not recorded. Also on this audit date, the Phase 2 scheduled lock-in at 2:00 p.m. and 8:00 p.m. were not recorded. On November 22, 2022, the Phase 1 scheduled lock-in at 1:00 p.m. and 7:00 p.m. were not recorded. Also on this audit date, the Phase 2 scheduled lock-in at 2:00 p.m. and 8:00 p.m. 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

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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.

November 1, 2022

There were eleven (11) young adults in Phase 1; the out of cell times for those present on this audit date were:

1. 2 hours; young adult refused the majority of out of cell time
2. 11 hours
3. 7 hours
4. 9 hours
5. 9 hours; young adult was out to court, and as a result his out of cell time was affected
6. 7 hours
7. 4 hours young adult refused the majority of out of cell time
8. 12 hours
9. 9 hours
10. 8 hours
11. 7 hours

November 9, 2022

There were fifteen (15) young adults in Phase 1; the out of cell times for those present on this audit date were:

1. 5 hours
2. 2 hours; young adult was transferred into the unit, and as a result his out of cell time was affected
3. 2 hours; young adult was out to court, and as a result his out of cell time was affected
4. 12 hours
5. 10 hours
6. 10 hours
7. 10 hours
8. 10 hours
9. 4 hours; young adult refused the majority of out of cell time
10. 7 hours
11. 12 hours
12. 10 hours
13. 5 hours
14. 11 hours

The remaining one (1) young adult in Phase 1 was transferred into the unit and refused all afforded lock-out options.

November 17, 2022

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

1. 7 hours
2. 7 hours
3. 12 hours
4. 7 hours
5. 7 hours
6. 12 hours

November 22, 2022

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

1. 7 hours
2. 10 hours
3. 10 hours
4. 3 hours; young adult refused the majority of out of cell time
5. 10 hours
6. 11 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, 2022

There was one (1) young adult in Phase 2 on this audit date. His out of cell time on this audit date was 12 hours.

November 9, 2022

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

1. 6 hours
2. 11 hours

November 17, 2022

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

1. 8 hours
2. 10 hours
3. 7 hours
4. 2 hours; young adult refused the majority of out of cell time

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The remaining one (1) young adult in Phase 2 refused all afforded lock-out options.

November 22, 2022

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

1. 9 hours
2. 11 hours

The remaining one (1) young adult in Phase 2 refused 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 1, 2022

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

1. 10 hours
2. 9 hours
3. 10 hours
4. 12 hours
5. 12 hours

November 9, 2022

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

1. 10 hours
2. 12 hours
3. 3 hours; young adult refused the majority of out of cell time

November 17, 2022

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

1. 12 hours
2. 2 hours; young adult refused the majority of out of cell time
3. 7 hours
4. 12 hours
5. 12 hours
6. 12 hours

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The remaining one (1) young adult in Phase 3 refused all afforded lock-out options.

November 22, 2022

There were ten (10) young adults in Phase 3; the out of cell times for those present on this audit date were:

1. 5 hours; young adult refused the majority of out of cell time
2. 4 hours; young adult refused the majority of out of cell time
3. 11 hours
4. 8 hours
5. 7 hours
6. 5 hours; young adult was out to court, and as a result his out of cell time was affected
7. 7 hours
8. 5 hours; young adult refused the majority of out of cell time
9. 12 hours

The remaining one (1) young adult in Phase 3 refused all afforded lock-out options.

§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, revealed that the Law Library Coordinator was in the unit to provide assistance on all four (4) audit dates – November 1, 9, 17 and 22, 2022. The Law Library Coordinator's time in the Secure Unit was in compliance with the provisions of the Board's Minimum Standards i.e., a minimum of two (2) hours.

November 1, 2022

There were seventeen (17) young adults in the Secure Unit on this audit date. Of the seventeen (17) young adults, three (3) young adults requested 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 10:10 a.m. / Departed 6:20 p.m.

November 9, 2022

There were twenty (20) young adults in the Secure Unit on this audit date. Of the twenty (20) young adults, two (2) young adults requested 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 10:02 a.m. / Departed 6:20 p.m.

November 17, 2022

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There were eighteen (18) young adults in the Secure Unit on this audit date. Of the eighteen (18) young adults, three (3) young adults requested 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 10:00 a.m. / Departed 6:25 p.m.

November 22, 2022

There were nineteen (19) young adults in the Secure Unit on this audit date. Of the nineteen (19) young adults, two (2) young adults requested 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 10:10 a.m. / Departed 6:20 p.m.

Kiosks and Typewriters

As noted above, the kiosks and typewriters were inspected on four (4) dates during the audit period – November 2, 10, 15 and 25, 2022.

Typewriters:

On all four (4) audit dates, November 2, 10, 15 and 25, 2022, all four (4) typewriters were operable.

Kiosks:

On all four (4) audit dates, November 2, 10, 15 and 25, 2022, all four (4) kiosks were operable.

§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, 9, 17 and 22, 2022 – to ascertain the total number of young adults that chose to participate in recreation.

November 1, 2022

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

- Thirteen (13) young adults refused to participate in afforded recreation.
- Four (4) young adults participated in afforded recreation.

November 9, 2022

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There were twenty (20) young adults in the Secure Unit on this audit date. Please note the following:

- Fifteen (15) young adults refused to participate in afforded recreation.
- Five (5) young adults chose to participate in afforded recreation

November 17, 2022

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

- Fifteen (15) young adults refused to participate in afforded recreation.
- Three (3) young adults chose to participate in afforded recreation.

November 22, 2022

There were nineteen (19) young adults in the Secure Unit on this audit date. All eighteen (19) young adults refused to participate in afforded recreation.

§ 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 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, and fourteen (14) hours in Phase 3. On November 12, 2020, in-person programming services resumed in the Secure Unit. As of this date, programming has been provided Monday through Saturday, rather than Tuesday through Saturday, which was the schedule pre-COVID.

The audit reviewed 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 chose to participate in programming.

The data reflects the young adults present in the housing area during programming on each audit date.

Programming in the Secure Unit was afforded to young adults on all four audit dates – November 1, 9, 17 and 22, 2022

November 1, 2022

There were seventeen (17) 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 twenty-two (22) minutes of programming were offered to the four (4) young adults in this quad.

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- Two (2) young adults in Phase 3 were offered two (2) hours and twenty-two (22) minutes of programming. They participated in thirty-six (36) minutes of programming and refused all remaining afforded programming.
- One (1) young adult in Phase 2 was offered two (2) hours and twenty-two (22) minutes of programming. He participated in two (2) hours and sixteen (16) minutes of programming and refused all remaining afforded programming.
- One (1) young adult in Phase 2 was offered two (2) hours and twenty-two (22) minutes of programming. He refused to participate in all afforded programming.

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

- ❖ Thirty (30) minutes of programming were offered to the three (3) young adults in this quad.
 - Three (3) young adults: Two (2) young adults in Phase 1 and one (1) young adult in Phase 3 were offered thirty (30) minutes of programming. They refused to participate in all afforded programming.

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

- ❖ One (1) hour and forty-two (42) minutes of programming were offered to the four (4) young adults in this quad.
 - Two (2) young adults: One (1) young adult in Phase 1 and one (1) young adult in Phase 3 were offered and participated in one (1) hour and forty-two (42) minutes of programming.
 - Two (2) young adults: One (1) young adult in Phase 1 and one (1) young adult in Phase 3 were offered one (1) hour and forty-two (42) minutes of programming. They participated in one (1) hour and twelve (12) minutes of programming and refused all remaining afforded programming.

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

- ❖ Thirty (30) minutes of programming were offered to the six (6) young adults in this quad.
 - One (1) young adult in Phase 1 was offered thirty (30) minutes of programming. He participated in fifteen (15) minutes of programming and refused all remaining programming.
 - Five (5) young adults in Phase 1 were offered thirty (30) minutes of programming. They refused to participate in all afforded programming.

November 9, 2022

There were twenty (20) young adults housed in the Secure Unit on this audit date.

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

- ❖ Thirty (38) minutes of programming were offered to the four (4) young adults in this quad.

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- Two (2) young adults in Phase 1 were offered thirty (30) minutes of programming. They refused to participate in all afforded programming.
- One (1) young adult in Phase 2 was offered thirty (30) minutes of programming. He participated in fifteen (15) minutes of programming and refused all remaining programming.
- One (1) young adult in Phase 2 was offered thirty (30) minutes of programming. He participated in twenty-four (24) minutes of programming and refused all remaining programming.

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

- ❖ One (1) hour and (3) minutes of programming were offered to the four (4) young adults in this quad.
 - Three (3) young adults; One (1) young adult in Phase 1, one (1) young adult in Phase 2 and one (1) young adult in Phase 3 were offered one (1) hour and three (3) minutes of programming. They refused to participate in all afforded programming.
 - One (1) young adult in Phase 2 was offered one (1) hour and three (3) minutes of programming. He participated in one (1) hour and three (3) minutes of programming.

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

- ❖ Two (2) hours and thirteen (13) minutes of programming were offered to the six (6) young adults in this quad.
 - One (1) young adult in Phase 3 was offered two (2) hours and thirteen (13) minutes of programming. He refused to participate in all afforded programming.
 - Two (2) young adults in Phase 1 were offered two (2) hours and thirteen (13) minutes of programming. They participated in thirty-three (33) minutes of programming and refused to participate in the remaining afforded programming.
 - One (1) young adult in Phase 3 was offered two (2) hours and thirteen (13) minutes of programming. He participated in one (1) hour of programming and refused to participate in the remaining afforded programming.
 - One (1) young adult in Phase 3 was offered two (2) hours and thirteen (13) minutes of programming. He participated in one (1) hour and thirteen (13) minutes of programming and refused to participate in the remaining afforded programming.
 - One (1) young adult in Phase 3 was offered two (2) hours and thirteen (13) minutes of programming. He participated in one (1) hour and thirty-three (33) minutes of programming and refused to participate in the remaining afforded programming.

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

- ❖ Four (4) hours and forty-nine (49) minutes of programming were offered to the six (6) young adults in this quad.

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- Two (2) young adults in Phase 1 were offered four (4) hours and forty-nine (49) minutes of programming. They refused to participate in all afforded programming.
- One (1) young adult in Phase 1 was offered four (4) hours and forty-nine (49) minutes of programming. He participated in forty (40) minutes of programming and refused to participate in the remaining afforded programming.
- One (1) young adult in Phase 1 was offered four (4) hours and forty-nine (49) minutes of programming. He participated in one (1) hour and fifty-five (55) minutes of programming and refused to participate in the remaining afforded programming.
- One (1) young adult in Phase 1 was offered four (4) hours and forty-nine (49) minutes of programming. He participated in one (1) hour and fifty-nine (59) minutes of programming and refused to participate in the remaining afforded programming.
- One (1) young adult in Phase 1 was offered four (4) hours and forty-nine (49) minutes of programming. He participated in two (2) hours and nine (9) minutes of programming and refused to participate in the remaining afforded programming.

November 17, 2022

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

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

- ❖ Twelve (12) minutes of programming were offered to the four (4) young adults in this quad.
 - One (1) young adult in Phase 3 was offered twelve (12) minutes of programming. He refused to participate in all afforded programming.
 - One (1) young adult in Phase 1 was offered twelve (12) minutes of programming. He participated in two (2) minutes of programming and refused to participate in the remaining afforded programming.
 - One (1) young adult in Phase 1 was offered twelve (12) minutes of programming. He participated in three (3) minutes of programming and refused to participate in the remaining afforded programming.
 - One (1) young adult in Phase 3 was offered twelve (12) minutes of programming. He participated in four (4) minutes of programming and refused to participate in the remaining afforded programming.

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

- ❖ Three (3) hours of programming were offered to the two (2) young adults in this quad.
 - One (1) young adult in Phase 3 was out to court during afforded programming.
 - One young adult in Phase 3 was offered three (3) hours of programming. He participated in one (1) hour and thirty (30) minutes of programming and refused all remaining afforded programming.

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

- ❖ Three (3) hours and twenty-one (21) minutes of programming was offered to the six (6) young adults in this quad.
 - One (1) young adult in Phase 2 was offered three (3) hours and twenty-one (21) minutes of programming. He refused to participate in all afforded programming.
 - One (1) young adult in Phase 3 was offered three (3) hours and twenty-one (21) minutes of programming. He participated in three (3) minutes of programming and refused to participate in the remaining afforded programming.
 - Two (2) young adults in Phase 1 were offered three (3) hours and twenty-one (21) minutes of programming. They participated in four (4) minutes of programming and refused to participate in the remaining afforded programming.
 - Two (2) young adults in Phase 1 were offered three (3) hours and twenty-one (21) minutes of programming. They participated in one (1) hour and thirty (30) minutes of programming and refused to participate in the remaining afforded programming.

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

- ❖ One (1) hour and eight (8) minutes of programming were offered to the six (6) young adults in this quad.
 - Two (2) young adults in Phase 2 were offered one (1) hour and eight (8) minutes of programming. They refused to participate in all afforded programming.
 - Two (2) young adults; (1) young adult in Phase 1 and (1) young adult in Phase 2 were offered one (1) hour and eight (8) minutes of programming. They participated in one (1) hour of programming and refused to participate in the remaining afforded programming.
 - One (1) young adult in Phase 2 was offered one (1) hour and eight (8) minutes of programming. He participated in one (1) hour and three (3) minutes of programming and refused to participate in the remaining afforded programming.
 - One (1) young adult in Phase 2 was offered one (1) hour and eight (8) minutes of programming. He participated in one (1) hour and four (4) minutes of programming and refused to participate in the remaining afforded programming.

November 22, 2022

There were nineteen (19) young adults housed in the Secure Unit on this audit date.

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

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- ❖ Two (2) hours and twenty-five (25) minutes of programming were offered to the five (5) young adults in this quad.
 - Two (2) young adults in Phase 1 were offered two (2) hours and twenty-five (25) minutes of programming. They refused to participate in all afforded programming.
 - Two (2) young adults in Phase 2 were offered two (2) hours and twenty-five (25) minutes of programming. They participated in twenty-five (25) minutes of programming and refused to participate in the remaining afforded programming.
 - One (1) young adult in Phase 3 was offered two (2) hours and twenty-five (25) minutes of programming. He participated in two (2) hours of programming and refused to participate in the remaining afforded programming.

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

- ❖ Thirty (30) minutes of programming were offered to the four (4) young adults in this quad.
 - Three (3) young adults; two (2) young adults in Phase 2 and one (1) young adult in Phase 3 were offered thirty (30) minutes of programming. They refused to participate in all afforded programming.
 - One (1) young adult was offered and participated in thirty (30) minutes of programming.

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

- ❖ Ten (10) minutes of programming was offered to the four (4) young adults in this quad.
 - One (1) young adult in Phase 3 was offered ten (10) minutes of programming. He refused to participate in all afforded programming.
 - Three (3) young adults; Two (2) young adults in Phase 1 and one (1) young adult in Phase 2 were offered and participated ten (10) minutes of programming.

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

- ❖ Two (2) hours and twenty (20) minutes of programming were offered to the six (6) young adults in this quad.
 - Two (2) young adults in Phase 3 were offered two (2) hours and twenty (20) minutes of programming. They refused to participate in all afforded programming.
 - Two (2) young adults in Phase 3 were offered two (2) hours and twenty (20) minutes of programming. They participated in twenty (20) minutes of programming and refused to participate in the remaining afforded programming.
 - Two (2) young adults in Phase 3 were offered and participated in two (2) hours and twenty (20) minutes of programming.

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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. Classroom instruction is provided both in the morning and afternoon. The NYC Department of Education began classroom instruction on February 2, 2022.

The audit reviewed educational data to ascertain the total number of young adults brought to school, as well as the time that each young adult arrived at school and the time each young adult departed school.

November 1, 2022

There were seventeen (17) young adults in the Secure Unit on this audit date. Of the seventeen (17) young adults, six (6) young adults were enrolled in educational services. The arrival and departure times for the following one (1) young adult on this audit date was:

1. Arrived 9:45 a.m. and 1:30 p.m. / Departed 11:30 a.m. and 2:20 p.m.

The remaining five (5) young adults refused educational services.

November 9, 2022

There were twenty (20) young adults in the Secure Unit on this audit date. Of the twenty (20) young adults, seven (7) young adults were enrolled in educational services. All seven (7) young adults refused educational services.

November 17, 2022

There were eighteen (18) young adults in the Secure Unit on this audit date. Of the eighteen (18) young adults, seven (7) young adults were enrolled in educational services. The arrival and departure times for the following two (2) young adults on this audit date were:

1. Arrived 1:00 p.m. / Departed 2:08 p.m.
2. Arrived 9:00 a.m. / Departed 10:25 a.m.

The remaining five (5) young adults refused educational services.

November 22, 2022

There were nineteen (19) young adults in Secure Unit on this audit date. Of the nineteen (19) young adults, eight (8) young adults were enrolled in educational services. The arrival and departure times for the following two (2) young adults on this audit date were:

1. Arrived 9:10 a.m. / Departed 9:30 a.m.

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2. Arrived 9:50 a.m. / Departed 11:00 a.m.

The remaining six (6) young adults refused 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 2022 was the last Secure Unit Audit Report which indicated recommendations. A quarterly period has transpired since the 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 2022. 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.

Status of implementation:

- The facility administration re-issued Operations Memorandum 17/22, entitled Housing Area Lock/In and Lock/Out Logbook – Secure Unit (11B). The memorandum reiterates the requirements listed above and emphasizes the role of supervisors to ensure that staff record the 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 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.

Status of implementation:

- The Director of Law Libraries reported that the Legal Coordinator in the Secure Unit inspects the law library typewriters and kiosks on each day of operation. There were no deficiencies found in November 2022 pertaining to the operation of Law Library typewriters and kiosks in the Secure Unit.

Recreation

NYC Department of Correction

Secure Unit Compliance Audit – November 2022

- 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.

Status of implementation:

- The facility administration re-issued Operations Memorandum 16/21, entitled Secure Unit Recreation (11B). The memorandum assigns responsibility to the Tour Commander/Unit Manager to ensure that recreation is properly staffed. In addition, the Tour Commander/Unit Manager shall notify the management team of any deficiencies with recreation staffing levels. Prior to the completion of the 0700 x 1531 hours tour, the Tour Commander/Unit Manager shall submit an email to the management team to confirm that recreation was afforded.

The findings in the Secure Unit Audit Report covering November 2022 require the following one (1) 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 Phases 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.