

## NYC Department of Correction

### Secure Unit Compliance Audit – July 2022

Pursuant to the limited variance granted by the NYC Board of Correction on September 14, 2021, 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 monthly audits 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) selected dates each month using simple random sampling.

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

- July 1
- July 7
- July 13
- July 20

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.

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

## NYC Department of Correction Secure Unit Compliance Audit – July 2022

- July 1
- July 5
- July 15
- July 18

### **§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 review was conducted to determine the number of young adults enrolled in educational services, as well as the time that each young adult arrived at school and the time that each young adult departed school.

### **Audit Findings**

#### **§1-05(b) Lock-in**

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.

#### **July 1, 2022**

The facility was unable to locate the Lock-in/Lock-out Tracking Logbook for this date.

#### **July 7, 2022**

There were twelve (12) young adults in Phase 1; the out of cell times for those present on this audit date were

## NYC Department of Correction Secure Unit Compliance Audit – July 2022

1. 1 hour; young adult was out to court, and as a result, his out of cell time was affected
2. 12 hours
3. 13 hours
4. 12 hours
5. 12 hours
6. 2 hours; young adult chose not to participate in the majority of out of cell time
7. 9 hours
8. 12 hours
9. 6 hours
10. 2 hours; young adult chose not to participate in the majority of out of cell time

For the remaining two (2) young adults in Phase 1, one (1) chose not to participate in all afforded lock-out options and one (1) young adult was out to court and did not participate in lock-out options.

### **July 13, 2022**

There were twelve (12) young adults in Phase 1; the out of cell times for those present on this audit date were:

1. 12 hours
2. 13 hours
3. 1 hour; young adult was out to court, and as a result, his out of cell time was affected
4. 13 hours
5. 13 hours
6. 13 hours
7. 1 hour; young adult was out to court, and as a result, his out of cell time was affected
8. 7 hours
9. 13 hours
10. 10 hours

The remaining two (2) young adults in Phase 1 chose not to participate in all afforded lock-out options.

### **July 20, 2022**

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

1. 5 hours
2. 13 hours
3. 13 hours
4. 13 hours
5. 12 hours
6. 13 hours
7. 13 hours
8. 11 hours
9. 7 hours; young adult was out to court, and as a result, his out of cell time was affected

## **NYC Department of Correction Secure Unit Compliance Audit – July 2022**

The remaining one (1) young adult 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.

#### **July 1, 2022**

The facility was unable to locate the Lock-in/Lock-out Tracking Logbook for this date.

#### **July 7, 2022**

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

1. 7 hours
2. 9 hours

#### **July 13, 2022**

There were no Phase 2 young adults on this audit date.

#### **July 20, 2022**

There were no Phase 2 young adults on this audit date.

### **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.

#### **July 1, 2022**

The facility was unable to locate the Lock-in/Lock-out Tracking Logbook for this date.

#### **July 7, 2022**

There was one (1) young adult in Phase 3; his out of cell time was seven (7) hours.

## NYC Department of Correction Secure Unit Compliance Audit – July 2022

### July 13, 2022

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

1. 13 hours
2. 8 hours

### July 20, 2022

There was one (1) young adult in Phase 3; he chose not to participate in 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 – July 1, 7, 13 and 20, 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.

### July 1, 2022

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

- Arrived 11:20 a.m. / Departed 7:55 p.m.

### July 7, 2022

There were fifteen (15) young adults in the Secure Unit on this audit date. Of the fifteen (15) 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 10:35 a.m. / Departed 10:00 p.m.

### July 13, 2022

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

- Arrived 10:50 a.m. / Departed 8:30 p.m.

## NYC Department of Correction Secure Unit Compliance Audit – July 2022

### July 20, 2022

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

- Arrived 1:30 p.m. / Departed 9:00 p.m.

### Kiosks and Typewriters

As noted above, the kiosks and typewriters were inspected on four (4) dates during the audit period – July 1, 5, 15 and 18, 2022.

### Typewriters:

On July 1, 5, and 15, 2022, all four (4) typewriters were inoperable. On July 18, 2022, two (2) typewriters were operable and two (2) typewriters were inoperable.

### Kiosks:

On all four (4) audit dates, July 1, 5, 15, and 18, all four (4) kiosks were inoperable. According to the Director of Law Libraries, the kiosks can become inoperable due to prolonged inactivity. The Director of Law Libraries further indicated that the Law Library Coordinator was able to reactivate the kiosks by turning the server back online.

## §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 – July 1, 7, 13 and 20, 2022 – to ascertain the total number of young adults that chose to participate in recreation. Recreation was afforded to all young adults on all four audit dates – July 1, 7, 13 and 20, 2022.

### July 1, 2022

There were fourteen (14) young adults in the Secure Unit on this audit date. All fourteen (14) young adults chose not to participate in afforded recreation.

### July 7, 2022

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

- Twelve (12) young adults chose not to participate in afforded recreation.
- Two (2) young adults chose to participate in afforded recreation.
- One (1) young adult was out to court during afforded recreation.

## NYC Department of Correction Secure Unit Compliance Audit – July 2022

### July 13, 2022

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

- Ten (10) young adults chose not to participate in afforded recreation.
- Four (4) young adults chose to participate in afforded recreation.

### July 20, 2022

There were eleven (11) young adults in the Secure Unit on this audit date. All eleven (11) young adults chose not 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 to fourteen (14) hours in Phase 3. Young adults are offered in-person programming through programming components such as, but not limited to: Individual Counseling, Structured Recreation, and Group Counseling. These are provided in addition to being available upon request from individuals in the unit. Self-guided programming packets are also offered as needed. Social services are afforded by counselors, which can either be requested by a social service slip or during a counselor's tour when an inquiry is made that may be designated as social service-related. Social services included the provision or referral of a support service, or case management-related engagement and discussion.

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 chose to participate in programming. Programming participation hours are based on the number of hours each young adult chose to participate in programming.

Programming in the Secure Unit was afforded to young adults on all four (4) audit dates July 1, 7, 13 and 20, 2022.

### July 1, 2022

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.

- ❖ Thirty-eight (38) minutes of programming were offered to the four (4) young adults in this quad.
  - Four (4) young adults in Phase 1 were offered thirty-eight (38) minutes of programming. They chose not to participate in all afforded programming.

Quad B – There were three (3) young adults in this quad. No programming was offered due to a staff meeting.

## NYC Department of Correction

### Secure Unit Compliance Audit – July 2022

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

- ❖ Twenty-nine (29) minutes of programming were offered to the four (4) young adults in this quad.
  - Three (3) young adults, two (2) in Phase 1 and one (1) in Phase 2, were offered twenty-nine (29) minutes of programming. They chose not to participate in all afforded programming.
  - One (1) young adult in Phase 1 was offered and chose to participate in twenty-nine (29) minutes of programming.

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

- ❖ Thirteen (13) minutes of programming were offered to the three (3) young adults in this quad.
  - Three (3) young adults, one (1) in Phase 1 and two (2) in Phase 2, were offered thirteen (13) minutes of programming. They chose not to participate in all afforded programming.

### July 7, 2022

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

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

- ❖ Forty (40) minutes of programming were offered to the three (3) young adults in this quad.
  - One (1) young adult in Phase 1 was offered and chose to participate in forty (40) minutes of programming.
  - Two (2) young adults in Phase 1 were offered forty (40) minutes of programming. They chose not to participate in all afforded programming.

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

- ❖ Thirteen (13) minutes of programming were offered to the four (4) young adults in this quad.
  - Four (4) young adults, three (3) in Phase 1 and one (1) in Phase 2, were offered thirteen (13) minutes of programming. They chose not to participate in all afforded programming.

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

- ❖ One (1) hour and twenty-seven (27) minutes of programming were offered to the four (4) young adults in this quad.
  - Two (2) young adults in Phase 1 were offered one (1) hour and twenty-seven (27) minutes of programming. They chose to participate in twenty (20) minutes of programming and chose not to participate in the remaining afforded programming.



## NYC Department of Correction

### Secure Unit Compliance Audit – July 2022

- One (1) young adult in Phase 1 was offered one (1) hour and twenty-seven (27) minutes of programming. He chose to participate in twenty-eight (28) minutes of programming and chose not to participate in the remaining afforded programming.
- One (1) young adult in Phase 2 was offered one (1) hour and twenty-seven (27) minutes of programming. He chose to participate in thirty-nine (39) minutes of programming and chose not to participate in the remaining afforded programming.

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

- ❖ Ten (10) minutes of individual counseling were offered to the four (4) young adults in this quad.
  - One (1) young adult in Phase 1 was offered and chose to participate in ten (10) minutes of programming.
  - Three (3) young adults, one (1) in Phase 1 and two (2) in Phase 2, were offered ten (10) of programming. They chose not to participate in all afforded programming.

### July 13, 2022

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

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

- ❖ Two (2) hours and forty-five (45) minutes of programming were offered to the three (3) young adults in this quad.
  - Two (2) young adults in Phase 1 were offered and chose to participate in two (2) hours and forty-five (45) minutes of programming.
  - One (1) young adult in Phase 1 was offered two (2) hours and forty-five (45) minutes of programming. He chose not to participate in all afforded programming.

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

- ❖ One (1) hour and twenty-three (23) minutes of programming were offered to the three (3) young adults in this quad.
  - Two (2) young adults in Phase 1 were offered one (1) hour and twenty-three (23) minutes of programming. They chose to participate in twenty-one (21) minutes of programming and chose not to participate in the remaining afforded programming.
  - One (1) young adult in Phase 1 was offered one (1) hour and twenty-three (23) minutes of programming. He chose to participate in twenty (20) minutes of programming and chose not to participate in the remaining afforded programming.

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

## NYC Department of Correction

### Secure Unit Compliance Audit – July 2022

- ❖ One (1) hour and eighteen (18) minutes of programming were offered to the four (4) young adults in this quad.
  - Two (2) young adults, one (1) in Phase 1 and one (1) in Phase 3, were offered and chose to participate in one (1) hour and eighteen (18) minutes of programming.
  - Two (2) young adults in Phase 1 were offered one (1) hour and eighteen (18) minutes of programming. They chose not to participate in all afforded programming.

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

- ❖ Forty (40) minutes of programming were offered to the four (4) young adults in this quad.
  - One (1) young adult in Phase 1 was offered and chose to participate in forty (40) minutes of programming.
  - Three (3) young adults in Phase 1 were offered forty (40) minutes of programming. They chose not to participate in all afforded programming.

### July 20, 2022

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

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

- ❖ Thirty-five (35) minutes of programming were offered to the four (4) young adults in this quad.
  - Two (2) young adults in Phase 1 were offered thirty-five (35) minutes of programming. They chose not to participate in all afforded programming.
  - One (1) young adult in Phase 2 was offered thirty-five (35) minutes of programming. He chose to participate in twenty-five (25) minutes of programming and chose not to participate in the remaining afforded programming.
  - One (1) young adult in Phase 1 was offered thirty-five (35) minutes of programming. He chose to participate in ten (10) minutes of programming and chose not to participate in the remaining afforded programming.

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

- ❖ Fifty-two (52) minutes of programming were offered to the two (2) young adults in this quad.
  - One (1) young adult in Phase 1 was offered fifty-two (52) minutes of programming. He chose not to participate in all afforded programming.
  - One (1) young adult in Phase 1 was offered fifty-two (52) minutes of programming. He chose to participate in twenty (20) minutes of programming and chose not to participate in the remaining afforded programming.

## NYC Department of Correction

### Secure Unit Compliance Audit – July 2022

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

- ❖ One (1) hour of programming was offered to the three (3) young adults in this quad.
  - One (1) young adult in Phase 3 was offered one (1) hour of programming. He chose not to participate in all afforded programming.
  - One (1) young adult in Phase 1 was offered one (1) hour of programming. He chose to participate in thirty-five (35) minutes of programming and chose not to participate in the remaining afforded programming.
  - One (1) young adult in Phase 1 was offered one (1) hour of programming. He chose to participate in twenty-five (25) minutes of programming and chose not to participate in the remaining afforded programming.

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

- ❖ Ten (10) minutes of programming were offered to the two (2) young adults in this quad.
  - Two (2) young adults in Phase 1 were offered ten (10) minutes of programming. They chose not 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. 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.

#### July 1, 2022

There were fourteen (14) young adults in the Secure Unit on this audit date. No educational services were offered due to summer recess.

#### July 7, 2022

There were fifteen (15) young adults in the Secure Unit on this audit date. No educational services were offered due to summer recess.

#### July 13, 2022

There were fourteen (14) young adults in the Secure Unit on this audit date. No educational services were offered due to summer recess.

**NYC Department of Correction**  
**Secure Unit Compliance Audit – July 2022**

**July 20, 2022**

There were eleven (11) young adults in the Secure Unit on this audit date. No educational services were offered due to summer recess.