

NYC Department of Correction

Secure Unit Compliance Audit – February 2019

Pursuant to the six (6) month limited variance granted by the NYC Board of Correction on November 13, 2018 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 2019:

- February 7
- February 13
- February 19
- February 27

In addition, on-site inspections of the Secure Unit’s kiosks and typewriters were conducted on four (4) randomly selected dates, listed below.

§1-05 Lock-in

A manual review of housing area logbooks was performed to determine whether ten (10), twelve (12), and fourteen (14) hours of out-of-cell times were afforded to young adults based on their assigned phase. In addition, pursuant to the Secure Unit variance granted by the Board on May 8, 2018 and associated variance conditions, this audit report provides individualized data related to each young adult’s out-of-cell time during the reporting period.

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§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:

- February 8
- February 15
- February 22
- February 28

§1-06 – Recreation

A manual review of housing area logbooks was conducted to determine whether one (1) hour of recreation was afforded.

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

A manual review of programming attendance data was conducted to determine the number of programming hours offered to each young adult and the number of hours each young adult participated in programming.

Education

A manual review of education attendance data was conducted to determine the number of young adults brought to school and, for each young adult, the time each young adult was brought to school and the time each young adult was taken out of school.

Audit Findings

§1-05 Lock-in

All young adults in the Secure Unit are 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. Lock-in/lock-out was consistently recorded for the phases in which young adults were housed within the unit, except on the following audit dates: During one (1) tour on February 7, 2019, lock-in was not recorded for Phase 2 and on February 19, 2019, during one (1) tour lock-out was not recorded for Phase 1, 2 and 3.

The logbook also captures individualized data on an hourly basis related to each young adult's time in and out of his cell.

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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 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.¹

February 7, 2019

There were five (5) young adults in Phase 1; the out-of-cell times for those present on this audit date were:

1. 6 hours 39 minutes
2. 9 hours 4 minutes
3. 5 hours 59 minutes; young adult was out to court for a portion of the day and, as a result, his out-of-cell time was affected
4. 2 hours; young adult was out to court for a portion of the day and, as a result, his out-of-cell time was affected
5. 8 hours 32 minutes

February 13, 2019

There were five (5) young adults in Phase 1; the out-of-cell-times for those present on this audit date were:

1. 8 hours 42 minutes
2. 6 hours 8 minutes
3. 9 hours 25 minutes
4. 8 hours 20 minutes
5. 1 hour 5 minutes; young adult was out to court for a portion of the day and, as a result, his out-of-cell time was affected

February 19, 2019

There were four (4) young adults in Phase 1; the out-of-cell-times for those present on this audit date were:

1. 3 hours 1 minute
2. 7 hours 59 minutes

¹ 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.

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3. 6 hours 31 minutes

On this audit date, one (1) young adult was out to court for most of the day and, as a result, his out-of-cell time was not included in the out-of-cell time reporting.

February 27, 2019

There was one (1) young adult in Phase 1, he 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 logbook, for the audit dates. 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.²

February 7, 2019

There were four (4) young adults in Phase 2; their out-of-cell times on this audit date were:

1. 10 hours 7 minutes
2. 9 hours 56 minutes
3. 8 hours 32 minutes

On this audit date, one (1) young adults' total afforded lock-out time could not be calculated because staff did not record the time in the Lock-in/Lock-out Logbook that the inmate locked-in.

February 13, 2019

There were four (4) young adults in Phase 2; their out-of-cell times on this audit date were:

1. 12 hours 19 minutes
2. 11 hours 24 minutes
3. 10 hours 54 minutes
4. 9 hours 11 minutes

²On 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.

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February 19, 2019

There were four (4) young adults in Phase 2; their out-of-cell times on this audit date were:

1. 7 hours 58 minutes
2. 9 hours 49 minutes
3. 13 hours 33 minutes
4. 10 hours 42 minutes

February 27, 2019

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

1. 9 hours 47 minutes
2. 9 hours 47 minutes
3. 8 hours 11 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 logbook, for the audit dates. 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.³

February 7, 2019

There were eleven (11) young adults in Phase 3; their out-of-cell-times on this audit date were:

1. 11 hours 37 minutes
2. 6 hours 51 minutes
3. 9 hours 23 minutes
4. 9 hours 17 minutes
5. 8 hours 5 minutes
6. 8 hours 51 minutes
7. 8 hours 55 minutes
8. 9 hours 59 minutes
9. 10 hours 33 minutes

³ 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.

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On this audit date, two (2) young adults' total afforded lock-out time could not be calculated because staff did not record the time in the Lock-in/Lock-out Logbook that the inmates locked-in.

February 13, 2019

There were eleven (11) young adults in Phase 3; the out-of-cell-times for those present on this audit date were:

1. 5 hours 9 minutes
2. 9 hours 23 minutes
3. 1 hour 11 minutes; young adult was out to court for a portion of the day and, as a result, his out-of-cell time was affected
4. 11 hours 4 minutes
5. 10 hours 11 minutes
6. 11 hours 22 minutes
7. 9 hours 16 minutes
8. 1 hour 3 minutes; young adult was out to court for a portion of the day and, as a result, his out-of-cell time was affected
9. 9 hours 18 minutes
10. 8 hours 53 minutes
11. 8 hours 28 minutes

February 19, 2019

There were eleven (11) young adults in Phase 3; the out-of-cell times for those present on this audit date were:

1. 9 hours 49 minutes
2. 10 hours 32 minutes
3. 11 hours 8 minutes
4. 8 hours 24 minutes
5. 11 hours 27 minutes
6. 10 hours 56 minutes
7. 8 hours 14 minutes
8. 10 hours 13 minutes
9. 6 hours 30 minutes
10. 12 hours 36 minutes

On this audit date, one (1) young adult was out to court for most of the day and, as a result, his out-of-cell time was not included in the out-of-cell time reporting.

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February 27, 2019

There were eleven (11) young adults in Phase 3; the out-of-cell times for those present on this audit date were:

1. 11 hours 21 minutes
2. 57 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. 11 hours 27 minutes
4. 10 hours 56 minutes
5. 10 hours 37 minutes
6. 9 hours 18 minutes
7. 11 hours 27 minutes
8. 11 hours 35 minutes
9. 10 hours 12 minutes
10. 10 hours 51 minutes
11. 10 hours 46 minutes

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

Law Library Coordinator

A manual review of the housing area logbooks reflected that the Law Library Coordinator was in the unit to provide assistance on all of the four (4) audit dates – February 7, 13, 19 and 27, 2019.⁴ The duration of the Law Library Coordinator's time in the unit on the four dates audited were in compliance with the provisions of Minimum Standards.

February 7, 2019

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

1. Arrived 5:42 pm / Departed 8:28 pm

February 13, 2019

There were twenty (20) young adults in the Secure Unit on this audit date. Of the twenty (20) young adults, ten (10) young adults requested and were provided Law Library services. The arrival and departure times for the Law Library Coordinator on this audit date were:

⁴ This is evidenced by the Law Library Coordinator signing in and out of the logbook on each of the audit dates.

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1. Arrived 5:10 pm / Departed 8:25 pm

February 19, 2019

There were nineteen (19) young adults in the Secure Unit on this audit date. Of the nineteen (19) young adults, six (6) young adults requested and were provided Law Library services. The arrival and departure times for the Law Library Coordinator on this audit date were:

1. Arrived 5:10 pm / Departed 9:17 pm

February 27, 2019

There were fifteen (15) young adults in the Secure Unit on this audit date. Of the fifteen (15) young adults, five (5) young adults requested and were provided Law Library services. The arrival and departure times for the Law Library Coordinator on this audit date were:

1. Arrived 5:42 pm / Departed 8:52 pm

Kiosks and Typewriters

As noted above, the kiosks and typewriters were inspected on four (4) dates during the audit period – February 8, 15, 22 and 28, 2019. On all four (4) of the audit dates, all four (4) typewriters were operational. On two (2) of the four (4) audit dates, February 8 and 15, 2019, all four (4) kiosks were inoperable. The Director of Law Library stated that the server, that was previously damaged by a young adult on January 16, 2019, was replaced, programmed, and made fully operational by February 20, 2019. While the kiosks were inoperable during this audit period, the Legal Coordinator assigned to the Secure Unit provided requested legal documents to young adults from the facility's main law library. For the remaining two (2) audit dates, February 22 and 28, 2019, all four (4) kiosks were operable.

§1-06 – Recreation

In the Secure Unit, young adults are afforded recreation based on their quad. Institutional recreation was afforded to young adults present in the unit on all four (4) audit dates.

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

In the Secure Unit, programming is afforded to young adults during their out-of-cell time which is based on the phase within the unit they are housed. The out-of-cell time incrementally increases from one phase to the next: ten (10) hours in Phase 1 to twelve (12) hours in Phase 2 to fourteen (14) hours in Phase 3. Program Counselors circulate through the quad areas to provide programming services. Programming is provided Tuesday through Saturday. Young

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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, up to four (4) quads. (A-D)

February 7, 2019

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

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

- ❖ Up to four (4) hours and twenty-five (25) minutes of programming were offered.
 - One (1) young adult in Phase 3 was offered four (4) hours and five (5) minutes of programming. He participated in two (2) hours and thirty-five (35) minutes of programming and refused all remaining programming.
 - One (1) young adult in Phase 1 was offered and participated in four (4) hours and twenty-five (25) minutes of programming.
 - One (1) young adult in Phase 1 was offered and participated in one (1) hour and twenty-five (25) minutes of programming.
 - One (1) young adult in Phase 2 was offered and participated in three (3) hours and fifty-five (55) minutes of programming.
 - One (1) young adult in Phase 1 was offered two (2) hours and thirty (30) minutes of programming. He participated in one (1) hour of programming and refused all remaining programming.

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

- ❖ Up to four (4) hours and thirty-seven (37) minutes of programming were offered.
 - One (1) young adult in Phase 2 was offered four (4) hours and thirty-seven (37) minutes of programming. He participated in three (3) hours and fifty (50) minutes of programming and refused all remaining programming.
 - One (1) young adult in Phase 2 was offered four (4) hours and thirty-seven (37) minutes of programming. He participated in three (3) hours and fifty (50) minutes of programming and refused all remaining programming.

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- One (1) young adult in Phase 1 was offered and participated in forty-seven (47) minutes of programming upon his return from court.

The remaining one (1) young adult, who was in Phase 1, was out to court for the duration of afforded programming.

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

- ❖ Up to five (5) hours and ten (10) minutes of programming were offered.
 - One (1) young adult in Phase 2 was offered two (2) hours and five (5) minutes of programming. He participated in one (1) hour and five (5) minutes of programming and refused all remaining programming.
 - One (1) young adult in Phase 2 was offered and participated in five (5) hours and ten (10) minutes of programming.
 - One (1) young adult in Phase 2 was offered and participated in five (5) hours and ten (10) minutes of programming.
 - One (1) young adult in Phase 3 was offered and participated in five (5) hours and five (5) minutes of programming.
 - One (1) young adult in Phase 3 was offered and participated in five (5) hours and five (5) minutes of programming.
 - One (1) young adult in Phase 3 was offered and participated in five (5) hours and ten (10) minutes of programming.

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

- ❖ Up to five (5) hours of programming were offered.
 - One (1) young adult in Phase 2 was offered and participated in four (4) hours and fifty-five (55) minutes of programming.
 - One (1) young adult in Phase 3 was offered and participated in five (5) hours of programming.
 - One (1) young adult in Phase 3 was offered and participated in five (5) hours of programming.
 - One (1) young adult in Phase 2 was offered and participated in four (4) hours and fifty (50) minutes of programming.
 - One (1) young adult in Phase 3 was offered and participated in four (4) hours and twenty-three (23) minutes of programming.

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

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

- ❖ Up to two (2) hours and sixteen (16) minutes of programming were offered.
 - One (1) young adult in Phase 2 was offered and participated in two (2) hours and ten (10) minutes of programming.
 - One (1) young adult in Phase 2 was offered and participated in two (2) hours and sixteen (16) minutes of programming.
 - One (1) young adult in Phase 1 was offered and participated in two (2) hours and five (5) minutes of programming.
 - One (1) young adult in Phase 1 was offered two (2) hours of programming. He participated in one (1) hour of programming and refused all remaining programming.
 - One (1) young adult in Phase 3 was offered and participated in one (1) hour of programming.

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

- ❖ Up to two (2) hours and ten (10) minutes of programming were offered.
 - One (1) young adult in Phase 1 was offered two (2) hours and five (5) minutes of programming. He participated in one (1) hour and five (5) minutes of programming and refused all remaining programming.
 - One (1) young adult in Phase 1 was offered two (2) hours and ten (10) minutes of programming. He participated in one (1) hour and ten (10) minutes of programming and refused all remaining programming.
 - One (1) young adult in Phase 3 was offered and participated in two (2) hours and four (4) minutes of programming.

The remaining one (1) young adult, who was in Phase 3, was out to court for the duration of afforded programming.

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

- ❖ Up to two (2) hours and nine (9) minutes of programming were offered.
 - One (1) young adult in Phase 3 was offered and participated in two (2) hours and four (4) minutes of programming.
 - One (1) young adult in Phase 3 was offered and participated in two (2) hours and three (3) minutes of programming.
 - One (1) young adult in Phase 3 was offered and participated in two (2) hours and five (5) minutes of programming.

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- One (1) young adult in Phase 3 was offered and participated in two hours and nine (9) minutes of programming.

The remaining two (2) young adults, who were in Phases 1 and 2 respectively, were out to court for the duration of afforded programming.

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

- ❖ Up to two (2) hours and five (5) minutes of programming were offered.
 - One (1) young adult in Phase 2 was offered and participated in two (2) hours and five (5) minutes of programming.
 - One (1) young adult in Phase 2 was offered and participated in two (2) hours and four (4) minutes of programming.
 - One (1) young adult in Phase 3 was offered and participated in two (2) hours and four (4) minutes of programming.
 - One (1) young adult in Phase 3 was offered and participated in two (2) hours and two (2) minutes of programming.
 - One (1) young adult in Phase 3 was offered and participated in two (2) hours and three (3) minutes of programming.

February 19, 2019

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.

- ❖ Up to six (6) hours and thirteen (13) minutes of programming were offered.
 - One (1) young adult in Phase 2 was offered and participated in six (6) hours and ten (10) minutes of programming.
 - One (1) young adult in Phase 2 was offered and participated in six (6) hours and eight (8) minutes of programming.
 - One (1) young adult in Phase 2 was offered and participated in six (6) hours and thirteen (13) minutes of programming.
 - One (1) young adult in Phase 3 was offered six (6) hours and five (5) minutes of programming. He participated in two (2) hours and five (5) minutes of programming and refused all remaining programming.
 - One (1) young adult in Phase 1 was offered and participated in four (4) hours of programming.

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

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- ❖ Up to four (4) hours and ten (10) minutes of programming were offered.
 - One (1) young adult in Phase 1 was offered four (4) hours and eight (8) minutes of programming. He participated in three (3) hours and eight (8) minutes of programming and refused all remaining programming.
 - One (1) young adult in Phase 1 was offered four (4) hours and ten (10) minutes of programming. He participated in three (3) hours and ten (10) minutes of programming and refused all remaining programming.
 - One (1) young adult in Phase 3 was offered and participated in three (3) hours and ten (10) minutes of programming.
 - One (1) young adult in Phase 3 was offered and participated in three (3) hours and eleven (11) minutes of programming.

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

- ❖ Up to six (6) hours and twenty-one (21) minutes of programming were offered.
 - One (1) young adult in Phase 3 was offered and participated in six (6) hours and twenty (20) minutes of programming.
 - One (1) young adult in Phase 3 was offered and participated in six (6) hours and nine (9) minutes of programming.
 - One (1) young adult in Phase 3 was offered and participated in six (6) hours and nine (9) minutes of programming.
 - One (1) young adult in Phase 3 was offered and participated in six (6) hours and twenty-one (21) minutes of programming.

The remaining two (2) young adults, who were in Phases 1 and 3 respectively, were out to court for the duration of afforded programming.

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

- ❖ Up to six (6) hours and nine (9) minutes of programming were offered.
 - One (1) young adult in Phase 3 was offered and participated in six (6) hours and nine (9) minutes of programming.
 - One (1) young adult in Phase 2 was offered and participated in six (6) hours and nine (9) minutes of programming.
 - One (1) young adult in Phase 3 was offered and participated four (4) hours and forty (40) minutes of programming.
 - One (1) young adult in Phase 3 was offered and participated in six (6) hours of programming.

February 27, 2019

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

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

- ❖ Up to eight (8) hours of programming were offered.
 - One (1) young adult in Phase 3 was offered and participated in seven (7) hours of programming.
 - One (1) young adult in Phase 3 was offered and participated in six (6) hours and twenty-five (25) minutes of programming.
 - One (1) young adult in Phase 3 was offered eight (8) hours of programming. He participated in seven (7) hours of programming and refused all remaining programming.

On this audit date, one (1) young adult who was in Phase 3 was out to court for most of the day and, as a result, did not participate in afforded programming. In addition, one (1) young adult who was in Phase 1 was locked in his cell due to security reasons and did not participate in afforded programming.

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

- ❖ Up to eight (8) hours of programming were offered.
 - One (1) young adult in Phase 3 was offered and participated in eight (8) hours of programming.
 - One (1) young adult in Phase 3 was offered and participated in five (5) hours of programming.
 - One (1) young adult in Phase 2 was offered and participated in seven (7) hours of programming.
 - One (1) young adult in Phase 2 was offered and participated in seven (7) hours of programming.

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

- ❖ Eight (8) hours of programming were offered.
 - One (1) young adult in Phase 2 was offered eight (8) hours of programming. He participated in five (5) hours of programming and refused all remaining programming.
 - One (1) young adult in Phase 3 was offered eight (8) hours of programming. He participated in six (6) hours of programming and refused all remaining programming.

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- One (1) young adult in Phase 3 was offered eight (8) hours of programming. He participated in six (6) hours of programming and refused all remaining programming.

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

❖ Eight (8) hours of programming were offered.

- One (1) young adult in Phase 3 was offered and participated in eight (8) hours of programming.
- One (1) young adult in Phase 3 was offered and participated in eight (8) hours of programming.
- One (1) young adult in Phase 3 was offered and participated in eight (8) hours of programming.

Education

The NYC Department of Education offers educational services to all young adults in the Secure Unit. A young adult can enroll in educational services by completing and submitting the “Request for Educational Services” form upon admission. In addition, a young adult can enroll in educational services by completing the aforementioned form in the Secure Unit. Eligible young adults are provided educational services Monday through Friday, for a minimum of three (3) hours of instruction per day in the morning.

The audit reviewed educational data for each of the four (4) dates – February 7, 13, 19 and 27, 2019 – to ascertain the total number of young adults brought to school, as well as the time that each young adult arrived to school and the time each young adult departed school.

February 7, 2019

There were twenty (20) young adults in the Secure Unit on this audit date. Of the twenty (20) young adults, twelve (12) were enrolled in educational services. The Education Services Logbook did not record the arrival and departure times to and from the school for any of the young adults enrolled in educational services on the audit date.

February 13, 2019

There were twenty (20) young adults in the Secure Unit on this audit date. Of the twenty (20) young adults, eleven (11) were enrolled in educational services. The arrival and departure times for those present on this audit date were:

1. Arrived 10:30 am / Departed 11:05 am
2. Arrived 9:55 am / Departed 10:29 am

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For the remaining nine (9) young adults, please note the following:

- Three (3) young adults were out to court.
- Six (6) young adults refused to participate in educational services.

February 19, 2019

On this audit date no educational services were scheduled due to mid-winter recess.

February 27, 2019

There were fifteen (15) young adults in the Secure Unit on this audit date. Of the fifteen (15) young adults, five (5) were enrolled in educational services. The arrival and departure times for those present on this audit date were:

1. Arrived 10:00 am / Departed 11:10 am
2. Arrived 10:30 am / Departed 11:10 am
3. Arrived 10:05 am / Departed 11:10 am

For the remaining two (2) young adults, please note the following:

- One (1) young adult was out to court.
- One (1) young adult refused to participate in educational services.

Audit Recommendations

The Department commenced audit reporting in July 2017. Through auditing, issues have been identified and corrective measures have been instituted. These measures include the use of new logbooks, officer training, and supervisory oversight to facilitate proper, consistent, recording of logbook information related to the provision of mandated services, including afforded programming and program participation. There have been marked improvements in staff recordkeeping.

During this audit period, issues were identified within the following audit areas: the recording of lock-in/lock-out, law library equipment, and documentation regarding participation in education. The following recommendations and/or corrective action should be implemented to address these matters.

Lock-in/Lock-out

- Facility unit staff trainings on the use of the Lock-in/Lock-out Logbook and the housing area logbook should be conducted to ensure that all facility unit staff are knowledgeable on how

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to properly and consistently document information, particularly the lock-out and lock-in times for individual young adults, and the lock-out and lock-in times for each Phase level.

- A Unit Captain should review the Lock-in/Lock-out Logbook and the housing area logbook at the end of each tour, to ensure that lock-in/lock-out are recorded accurately and consistently. If a review of the logbooks reveal recording inconsistencies or inaccuracies, corrective action should be taken by the Unit Captain.

Law Library

- As reported in this audit report and the audit report covering January 2019, a young adult destroyed the server for all four (4) law library kiosks in the Secure Unit. The server is located in the Law Library Coordinator's office. The young adult was able to enter the Coordinator's office and destroy the server because the door to this office was left unlocked. The facility administration, in coordination with the Law Library Coordinator, should ensure that the door leading to this office, with the server and other computer equipment, is kept locked to prevent unauthorized entry.

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