

NYC Department of Correction

Secure Unit Compliance Audit - January 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 January 2019:

- January 9
- January 17
- January 22
- January 29

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.

January on-site inspections:

- January 11
- January 18
- January 25
- January 30

§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 two (2) tours on both January 9 and 29, 2019, lock-in was not recorded for Phase 2 and Phase 3. In addition, on January 29, 2019, lock-out was delayed for one (1) hour, from 1600 hours to 1700 hours due to a staff shortage, which was documented in the housing area logbook.

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

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

January 9, 2019

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

1. 3 hours 20 minutes
2. 2 hours 52 minutes
3. 4 hours 38 minutes
4. 8 hours 18 minutes
5. 5 hours 20 minutes
6. 12 hours 10 minutes
7. 6 hours 5 minutes
8. 3 hours 4 minutes

January 17, 2019

There were eight (8) young adults in Phase 1; the out-of-cell-times for those present on this audit date were:

1. 4 hours 15 minutes
2. 6 hours 29 minutes
3. 8 hours 39 minutes
4. 6 hours 10 minutes
5. 6 hours 30 minutes

On this audit date, one (1) young adult was transferred out of the Secure Unit. In addition, two (2) young adults were transferred into the Secure Unit. All three (3) young adults were not included in the out-of-cell time reporting.

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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January 22, 2019

There were eight (8) young adults in Phase 1; the out-of-cell-times for those present on this audit date were:

1. 4 hours 57 minutes
2. 7 hours 51 minutes
3. 6 hours 51 minutes
4. 7 hours 55 minutes
5. 8 hours 7 minutes
6. 6 hours 41 minutes
7. 5 hours 21 minutes

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

January 29, 2019

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

1. 7 hours 39 minutes
2. 8 hours 22 minutes
3. 10 hours 10 minutes
4. 9 hours 1 minute
5. 10 hours 27 minutes
6. 9 hours 46 minutes
7. 9 hours 10 minutes
8. 3 hours 14 minutes
9. 8 hours 7 minutes

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

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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January 9, 2019

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

1. 6 hours 35 minutes
2. 6 hours 55 minutes
3. 8 hours 52 minutes
4. 7 hours 50 minutes

January 17, 2019

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

1. 7 hours 6 minutes
2. 8 hours 46 minutes

January 22, 2019

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

1. 7 hours 7 minutes
2. 4 hours 2 minutes
3. 9 hours 42 minutes

January 29, 2019

There were four (4) young adults in Phase 2; the out-of-cell time for one (1) young adult on this audit date was:

1. 10 hours 24 minutes

On this audit date, three (3) 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.

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.

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The data reflects the young adults present in the unit for institutional lock outs on each audit date.³

January 9, 2019

There were four (4) young adults in Phase 3; the out-of-cell-times for those present on this audit date were:

1. 12 hours 47 minutes
2. 12 hours 4 minutes
3. 9 hours 36 minutes
4. 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.

January 17, 2019

There were six (6) young adults in Phase 3; the out-of-cell-times for those present on this audit date were:

1. 9 hours 23 minutes
2. 9 hours 55 minutes
3. 10 hours 30 minutes
4. 2 hours 48 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. 10 hours 24 minutes

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

January 22, 2019

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

1. 8 hours 33 minutes
2. 10 hours 29 minutes
3. 7 hours 11 minutes
4. 10 hours
5. 8 hours 9 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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6. 8 hours 9 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. 9 hours 6 minutes

January 29, 2019

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

1. 10 hours
2. 9 hours 21 minutes
3. 10 hours 20 minutes
4. 3 hours 41 minutes
5. 3 hours 12 minutes
6. 43 minutes; young adult was out to court for a portion of the day and, as a result, his out-of-cell time was affected.

One (1) young adult's 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.

§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, January 9, 17, 22, and 29, 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. On average, on the four dates audited, the Law Library Coordinator was in the unit for approximately three (3) hours and twenty-five (25) minutes.

During the reporting period, on the dates audited, a maximum of twenty (20) young adults were housed in the Secure Unit. During the reporting period, on the dates audited, an average of three (3) young adults received assistance from the Law Library Coordinator.

Kiosks and Typewriters

As noted above, the kiosks and typewriters were inspected on four (4) dates during the audit period – January 11, 18, 25 and 30, 2019. On all four (4) of the audit dates, all four (4) typewriters were operational. On one of the four (4) audit dates, January 11, 2019, three (3) of the four (4) kiosks were inoperable. On the remaining three (3) audit dates, on January 18, 25

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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and 30, 2019, all four (4) kiosks were inoperable, because a young adult had destroyed the server for the kiosks on January 16, 2019. The Director of Law Libraries stated that, after January 16, 2019, the Legal Coordinator assigned to the Secure Unit provided requested legal documents to young adults from the facility's main law library. At the end of January 2019, all four (4) kiosks in the Secure Unit were still inoperable due to the damaged server; however, the Legal Coordinator assigned to the Secure Unit continued to provide young adults access to requested legal documents from the facility's main law library.

§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.⁵ 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: up to four (4) quads. (A-D)

January 9, 2019

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.

❖ Two (2) hours of programming were offered.

⁵ As of October 4, 2018, the affording of programming services has changed from Sunday through Thursday to Tuesday through Saturday.

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- Three (3) 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 two (2) hours of programming.

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

- ❖ Six (6) hours and forty-five (45) minutes of programming were offered.
 - One (1) young adult in Phase 1 was offered six (6) hours and forty-five (45) minutes of programming. He participated in five (5) hours and fifty-eight (58) minutes of programming and refused all remaining programming.
 - One (1) young adult in Phase 3 was offered six (6) hours and forty-five (45) minutes of programming. He participated in five (5) hours and forty-five (45) minutes of programming and refused all remaining programming.

The remaining two (2) young adults, in Phase 1 and Phase 2, refused to participate in all afforded programming.

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

- ❖ Up to four (4) hours and thirty (30) minutes of programming were offered.
 - One (1) young adult in Phase 1 was offered three (3) hours and thirty (30) minutes of programming. He participated in two (2) hours of programming and refused all remaining programming.
 - One (1) young adult in Phase 1 was offered three (3) 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 four (4) hours and thirty (30) minutes of programming. He participated in two (2) hours and thirty (30) minutes of programming and refused all remaining programming.
 - One (1) young adult in Phase 2 was offered four (4) hours and thirty (30) minutes of programming. He participated in two (2) hours of programming and refused all remaining programming.

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

- ❖ Six (6) hours and thirty (30) minutes of programming were offered.
 - Two (2) young adults in Phase 1 were offered six (6) hours and thirty (30) minutes of programming. They participated in two (2) hours and thirty (30) minutes of programming and refused all remaining programming.

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

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

January 17, 2019

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

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

- ❖ Up to 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 (50) 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 3 was offered and participated in four (4) hours and fifty-five (55) minutes of programming.

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

- ❖ Up to five (5) hours and eight (8) minutes of programming were offered.
 - One (1) young adult in Phase 1 was offered and participated in four (4) hours and five (5) minutes of programming.
 - One (1) young adult in Phase 3 was offered and participated in five (5) hours and eight (8) minutes of programming.
 - One (1) young adult in Phase 1 was offered and participated in four (4) hours and eleven (11) minutes of programming.
 - One (1) young adult in Phase 2 was offered and participated in two (2) hours and five (5) minutes of programming.

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

- ❖ Up to five (5) hours and twenty-five (25) minutes of programming were offered.
 - One (1) young adult in Phase 3 was offered and participated in five (5) hours and twenty-five (25) minutes of programming.
 - One (1) young adult in Phase 2 was offered and participated in five (5) hours and twenty-five (25) minutes of programming.

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- One (1) young adult in Phase 3 was offered and participated in seven (7) minutes of programming. This young adult was newly admitted into the Secure Unit on the audit date.
- One (1) young adult in Phase 3 was offered and participated in sixteen (16) minutes of programming. This young adult was newly admitted into the Secure Unit on the audit date.

One (1) young adult, who was in Phase 1, was transferred out of the Secure Unit on this audit date, and as a result did not participate in afforded programming. (Reyes) One (1) young adult, who was in Phase 3, was locked in his cell due to security concerns, and as a result did not participate in afforded programming.

Quad D – 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 and participated in six (6) hours of programming.
 - One (1) young adult in Phase 3 was offered and participated in five (5) hours of programming upon his return from recreation.
 - One (1) young adult in Phase 1 was offered and participated in five (5) hours of programming upon his return from recreation.
 - One (1) young adult in Phase 1 was offered and participated in one (1) hour of programming upon his return from court.

January 22, 2019

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.

- ❖ Four (4) hours and fifteen (15) minutes of programming were offered.
 - One (1) young adult in Phase 1 was offered and participated in four (4) 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 refused to participate in all afforded programming.
 - Two (2) young adults in Phase 2 were offered four (4) hours and fifteen (15) minutes of programming. They refused to participate in all afforded programming.

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

- ❖ Up to seven (7) hours and thirty (30) minutes of programming were offered.

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- One (1) young adult in Phase 3 was offered and participated in seven (7) hours and thirty (30) minutes of programming.
- One (1) young adult in Phase 3 was offered four (4) hours and fifteen (15) minutes of programming. He participated in two (2) hours and fifteen (15) minutes of programming and refused all remaining programming.

In the case of the remaining two (2) young adults, who were in Phase 1, the amount of program participation could not be determined. This is because the programming sign-in sheets record the two (2) young adults participating in programming, although the housing area logbook records that these two (2) young adults were locked in during the period when programming was offered⁶.

Quad C – There were five (5) 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 three (3) hours and forty-five (45) minutes of programming and refused all remaining programming.
- One (1) young adult in Phase 3 was offered five (5) hours of programming. He participated in three (3) hours and forty-five (45) minutes of programming and refused all remaining programming.
- One (1) young adult in Phase 2 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 3 was offered six (6) hours of programming. He participated in four (4) hours of programming and refused all remaining programming.

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

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

❖ Up to eight (8) hours and forty-five (45) minutes of programming were offered.

- One (1) young adult in Phase 3 was offered eight (8) hours and forty-five minutes (45) of programming. He participated in six (6) hours and forty-five (45) minutes of programming and refused all remaining programming.

⁶On February 20, 2019, Programs Unit staff corrected the programming sign-in sheets to correspond with the information recorded in the housing area logbook.

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- One (1) young adult in Phase 3 was offered eight (8) hours and forty-five (45) minutes of programming. He participated in five (5) hours and forty-five (45) minutes of programming and refused all remaining programming.
- One (1) young adult in Phase 1 was offered eight (8) hours and forty-five (45) minutes of programming. He participated in two (2) hours of programming and refused all remaining programming.
- One (1) young adult in Phase 3 was offered eight (8) hours and forty-five (45) minutes of programming. He participated in six (6) hours and forty-five (45) minutes of programming and refused all remaining programming.
- One (1) young adult in Phase 1 was offered and participated in seven (7) hours of programming.

January 29, 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 five (5) hours and eleven (11) minutes of programming were offered.
 - One (1) young adult in Phase 1 was offered five (5) hours and eleven (11) minutes of programming. He participated in four (4) hours and eleven (11) minutes of programming and refused all remaining programming.
 - One (1) young adult in Phase 1 was offered and participated in five (5) hours and five (5) minutes of programming.
 - One (1) young adult in Phase 1 was offered five (5) hours and four (4) minutes of programming. He participated in two (2) hours and four (4) minutes of programming and refused all remaining programming.
 - One (1) young adult in Phase 1 was offered five (5) hours and eight (8) minutes of programming. He participated in four (4) hours and eight (8) minutes of programming and refused all remaining programming.
 - One (1) young adult in Phase 1 was offered and participated in ten (10) minutes of programming. This young adult was newly admitted into the Secure Unit on the audit date.

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

- ❖ Up to five (5) hours of programming were offered.
 - One (1) young adult in Phase 1 was offered four (4) hours and forty-five (45) minutes of programming. He participated in two (2) hours of programming and refused all remaining programming.

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- One (1) young adult in Phase 2 was offered five (5) hours of programming. He participated in three (3) hours of programming and refused all remaining programming.
- One (1) young adult in Phase 2 was offered and participated in four (4) hours and forty-eight (48) minutes of programming.
- One (1) young adult in Phase 1 was offered five (5) hours and eight (8) minutes of programming. He participated in four (4) hours and twenty-three (23) minutes of programming and refused all remaining 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 five (5) young adults in this quad.

- ❖ Up to two (2) hours and eleven (11) minutes of programming were offered.
 - One (1) young adult in Phase 2 was offered and participated in two (2) hours and six (6) minutes of programming.
 - One (1) young adult in Phase 1 was offered two (2) hours and eleven (11) minutes of programming. He participated in one (1) hour and eleven (11) minutes of programming and refused all remaining programming.
 - 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 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 of programming.

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

- ❖ Up to two (2) hours and twelve (12) minutes of programming were offered.
 - One (1) young adult in Phase 3 was offered and participated in two (2) hours and twelve (12) minutes of programming.
 - One (1) young adult in Phase 1 was offered and participated in two (2) hours and three (3) 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 3 was offered and participated in two (2) hours and seven (7) minutes of programming.

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- One (1) young adult in Phase 3 was offered and participated in ten (10) minutes of programming. This young adult was newly admitted into the Secure Unit on the audit date.

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 – January 9, 17, 22 and 29, 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.

January 9, 2019

There were sixteen (16) young adults in the Secure Unit on this audit date. Of the sixteen (16) young adults, eight (8) were enrolled in educational services. The arrival and departure times for those present on this audit date were:

1. Arrived 10:30 am / Departed 11:20 am
2. Arrived 10:35 am / Departed 11:00 am

The remaining six (6) young adults refused to participate in educational services.

January 17, 2019

There were sixteen (16) young adults in the 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 those present on this audit date were:

1. Arrived 11:15 am / Departed 11:45am
2. Arrived 10:00 am / Departed 11:15 am

For the remaining five (5) young adults, please note the following:

- One (1) young adult was out to court.
- Four (4) young adults refused to participate in educational services.

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On this audit date no educational services were scheduled, due to New York State Regents exam testing.

January 29, 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 school arrival and departure times of any of the young adults enrolled in educational services on the audit date.

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.⁷ 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 staff coverage, 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 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

⁷ Beginning in February 2018, the audit addressed Minimum Standards §1-02(c)(2) Classification: the number of programming hours offered to each young adult and the number of hours each young adult participated in programming.

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- The Director of Law Libraries reported that the server for the kiosks, which had been destroyed by a young adult, has been replaced. The computer vendor, TST, is currently making the final adjustments to ensure that all four (4) kiosks are online and operational. The Director of Law Libraries and the facility administration should conduct the necessary follow-up and testing to verify that all four (4) kiosks are operating according to specifications.

Programming

- During this reporting period, young adult program participation could not be determined for two (2) young adults due to conflicting program and housing area logbook records, on one (1) audit date. Facility administrative staff, in conjunction with program services staff, should implement the following corrective measures:
 - Designate supervisory staff to review programming attendance documentation and compare it with housing area logbook records to identify any conflicts, particularly counselors reporting program participation for a young adult in the program attendance records, although the housing area logbook records that the young adult was locked in during the period when the programming was offered. When the documentation is not consistent, the designated supervisory staff shall confer with both program and custody staff to identify the causes for the inconsistency, and to make the necessary changes to the program records and/or housing area logbooks.

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.