MANDATORY QUARTELRY SHU TRAINING

Date: 6/6/19
Time: 8:00 am
Location: SHU

Sign-in Sheet

Print Name	Signature
[redacted]	
	6-10-19
	6-11-19
	L. Gray 6-15-19
	6/20/2019
	6/23/2019
Noel	6.26.19

MANDATORY QUARTELRY SHU SUICIDE PREVENTION TRAINING

6/6/19
Dr. Miller

Sign-In Sheet

Print Name	Signature
M. Davis M.	BOP 58419
G Adams	130 44900
S. CRAWFORD S.	BOP 59282
W. Silva	BOP 49363
A. Naranjo	Bop 51989
E. Collado	Bop 59463
C. MADISON	Bop 17568
Roberto Zuniga	BOP 50396 6-10-2019
M. Rice	Bop 15055 6-11-19
L. Gray L. Gray	BOP 43834 6-15-19
Saadiq Shakir	BOP 19007 6/20/2019
Trevor Connell	Bop 18945 6/20/2019
T. NOEL	BOP 61232 6-26-2019

QUARTER #3 6/9/2019 - 9/7/2019

SHU Lieutenant Sign-In Sheet

Name of staff/Printed/Signature	Title/Position	Date
M RICE	LT	6/10/19

QUARTER #3 6/9/2019 - 9/7/2019

Operations Lieutenant Sign-In Sheet

Name of staff(Printed/Signature	Title/Position	Date
J DURANT	Ops Lt - 9-19	6-9-19
S JEAN		
C PEREZ		
G ANDERSON-LAYNE		
D MEDINA	LT	6/1/19
		6/18/19

QUARTER #3 6/9/2019 - 9/7/2019

SHU #1 Sign-In Sheet

Name of staff(Printed/Signature	Title/Position	Date
COLLADO	S/O	6-6-2019
SHAKIR	S/O	9/7/19
SILVA	S/O	6/6/19
	S/O	12 JUN 2019
	S/O	7-3-19
NOEL	C/O	7.3.19
C. Washington	C/O	7.5-19
J. MASUILO	C/O	7-8-19
	C/O	7-17-19
S-Espinet	C.C.	7-17-19
	SOS	8-10-19
W. Bullard		8/10/19
	S/O	8/10/19
	S/O	8-13-2019
S. Chambers	Cook Supervisor	8.14.2019
	S/O/S	8.19

QUARTER #3 6/9/2019 - 9/7/2019

SHU #2 Sign-In Sheet

Name of staff(Printed/Signature	Title/Position	Date
CRAWFORD	S/O	6-6-19
ADAMS, G	S/O	6-6-19
NOEL	C/O	7.3.19
GRIJALVA	SOS	13 June 2019
Fermoh	S/O	12 Jun 2019
S. Washington	C/O	7.5.19
J. MASULLO	C/O	7-8-19
V. Brucks	C/O	7-17-19
J. Espinet	C.C.	7-17-19
T Lewis	SOS	8-14-19
N. Bullock		8/10/19
	S/O	8/10/19
	S/O	8/10/19
S. Andrew	C SO	8/14/19

QUARTER #3 6/9/2019 - 9/7/2019

SHU #3 Sign-In Sheet

Name of staff(Printed/Signature	Title/Position	Date
DAVIS, M	S/O	6/6/19
GREY		
CONNELL		7-3-19
NOEL	C/O	7.8.19
	S/O	12 JUN 2019
C. Washington	C/O	7.5.19
J. MASULLO	C/O	7-7-19
	C/O	7-17-19
S. Espinal	C.C.	7-17-19
		8/11/19
T Lewis J Lewis	SOS	8-11-19
RC CRISTARA Dag	SOS	8-14-2019

QUARTER #3 6/9/2019 - 9/7/2019

SHU #4 Sign-In Sheet

Name of staff(Printed/Signature	TITLE/Position	6-6-19
NARANJO	S/O	6/6/19
Adams	S/O	6/6/19
Davis,	S/O	6/6/19
Collado	S/O	6/6/19
SILVA W.	S/O	6/6/19
CRAWFORD, S	S/O	6/6/19
Fawcett	S/O	12 JUN 2019
R.C. SILVA	S/O/S	10 JUNE 2019
Noel	C/O	7.8.19
T. Richards	C/O	7-17-19
S. Espinet	C.C.	7-17-19
		8/11/19
	SOS	8-14-19
	S/O/S	8-1-19
Shukir	S/O/S	8-19

QUARTER #3 6/9/2019 - 9/7/2019

SHU REC 1 / 2 Sign-In Sheet

Name of staff(Printed/Signature	Title/Position	Date
D DUBENEZIC		6-6-19
M MONGE		6-6-19
		12 JUN 2019
T. Connell		5.6.19
		6/10/19
		8.17

METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
SPECIFIC POST ORDERS
OPERATIONS LIEUTENANT
THIS IS NOT AN ARMED POST

THIS IS AN OLEORESIN CAPSICUM (OC) CARRY POST

POST: **OPERATIONS LIEUTENANT**

EQUIPMENT: **Key Rings E-2, E-3, Radio #722, MK-4 OC Dispenser**

SHIFT: **MORNING WATCH**

HOURS OF DUTY: 12:00 A.M. - 8:00 A.M.

12:00 A.M.
Relieve the Evening Watch Operations Lieutenant and assume your duties, receive keys, equipment and any pertinent information for your shift.

12:00 A.M.
OFFICAL COUNT TIME:
The official count will be announced at this time. Ensure all staff members are present for your shift. As the Operations Lieutenant it is your responsibility to take one official count during each tour.

1:00 A.M.
(Approximately) After the count clears begin to make rounds of the institution and the perimeter. While conducting rounds ensure that you log onto TRUSCOPE and review the entries by the unit officer. Ensure the institution sanitation has commenced.

2:00 A.M.
Review all Daily Fire/Security Inspections forms. Collate all of the daily paperwork for the Captain's office; include any memorandums for all delinquent paperwork.

3:00 A.M.
OFFICIAL COUNT TIME

3:30 A.M. **(Approximately)**
USP Canaan Bus arrives on Wednesdays. Operations will report to the Rear Gate with the Internal Officer and R&D Staff to escort the inmates to the R&D area.

EFTA00107987

5:00 A.M.
OFFICIAL COUNT TIME:

6:30 A.M.
Complete and close out the Lieutenant's Log and Daily Activities Log for your shift.

8:00 A.M. End of Tour

****DO NOT LEAVE YOUR POST UNTIL THE PROPER RELIEF HAS BEEN PROVIDED.****

Post Orders and log books are confidential documents and should never be left unattended or in an area accessible to inmates. Post Orders must be secured at all times when not in use by staff.
It is the responsibility of the employee to inform the employer of the fact they have not been able or afforded the opportunity to read such orders. The employer will then advise the employee of the general requirements of the post, and answer any questions.

Employees assuming posts under these circumstances still have the responsibility of exercising sound correctional judgment based upon their training and experience and will make reasonable efforts, before assuming your post.

After reading the post orders, the employee must sign and date the Post Order Review Sheet which is located in Section 5 of this document. These post orders are not intended to describe in detail all the officers' responsibilities. Good judgment and common sense are expected in all situations not covered in these post orders.

EFTA00107988

METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
SPECIFIC POST ORDERS
OPERATIONS LIEUTENANT
THIS IS NOT AN ARMED POST

THIS IS AN OLEORESIN CAPSICUM (OC) CARRY POSTS

POST: **OPERATIONS LIEUTENANT**

EQUIPMENT: **Key Rings E-2, E-3, Radio #722, MK-4 OC Dispenser**

SHIFT: **DAY WATCH**

HOURS: **8:00 A.M. TO 4:00 P.M.**

8:00 A.M.
Relieve the Morning Watch Operations Lieutenant and receive any pertinent information from the previous shift.

8:00 A.M.
Ensure all staff members are present for the day watch shift and all morning watch staff have been properly relieved.

9:00 A.M.
Begin to make rounds of the institution and the outer perimeter. While conducting rounds ensure that you log onto TRUSCOPE and review the entries by the unit officer. Ensure the institution sanitation has commenced.

9:30 A.M.
Ensure all housing units have sent all call-outs to the respective areas.

10:00 A.M. (Weekends, Federal Holidays)
COUNT TIME (Stand-Up Count): The Operations Lieutenant will take the count at this time.

11:00 A.M.
Ensure all required paperwork is filled out for the shift.

1:30 P.M.
Complete and finalize all changes to the CPD Roster and finalize the Daily Activities Report and Lieutenant's Log.

EFTA00107989

4:00 P.M.

End of Tour

Ensure all pertinent information and equipment is passed on to the Evening Watch Operations Lieutenant.

Post Orders and log books are confidential documents and should never be left unattended or in an area accessible to inmates. Post Orders must be secured at all times when not in use by staff. It is the responsibility of the employee to inform the employer of the fact they have not been able or afforded the opportunity to read such orders. The employer will then advise the employee of the general requirements of the post, and answer any questions.

After reading the post orders, the employee must sign and date the Post Order Review Sheet which is located in Section 5 of this document. Officers assigned to this post will not vacate the post unless properly relieved or instructed to do so by the Operations or Activities Lieutenants. These post orders are not intended to describe in detail all the officers' responsibilities. Good judgment and common sense are expected in all situations not covered in these post orders.

NOTE: IT IS POLICY OF THE BUREAU OF PRISONS THAT IF AN INMATE(S) SHOULD APPROACH YOU OR YOUR POST WITH A STAFF MEMBER HOSTAGE, YOUR FIRST CONSIDERATION IS THE SECURITY OF THE INSTITUTION AND UNDER NO CIRCUMSTANCES WILL INMATES BE PERMITTED TO ESCAPE. ANY EMPLOYEE TAKEN HOSTAGE, REGARDLESS OF RANK, HAS NO AUTHORITY.

EFTA00107990

METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
SPECIFIC POST ORDERS
OPERATIONS LIEUTENANT
THIS IS NOT AN ARMED POST

THIS IS AN OLEORESIN CAPSICUM (OC) CARRY POSTS

POST: **OPERATIONS LIEUTENANT**

EQUIPMENT: **Key Rings E-2, E-3, Radio #722, MK-4 OC Dispenser**

SHIFT: **EVENING WATCH**

HOURS: **4:00 P.M. TO 12:00 A.M.**

4:00 P.M.
Relieve the D/W Operations Lieutenant and assume duties.

4:00 P.M.
COUNT TIME:
The official count will be announced at this time. Ensure all staff members are present for your shift. As the Operations Lieutenant it is your responsibility to take one official count during each tour.

Each Saturday, the 4:00 p.m. count will be a bed book count. The Operations Lieutenant will obtain a memorandum from each unit officer detailing the results of the bed book count and any corrective actions needed. The Operations Lieutenant will then ensure any needed corrective actions are taken and produce a packet for the Captain with each unit officers memorandum and their assurance memo detailing the results of the count.

4:15 P.M.
Ensure that all D/W officers have been properly relieved.

5:00 P.M.
While conducting rounds ensure that you log onto TRUSCOPE and review the entries by the unit officer.

6:00 P.M.
Observe the inmates in the visiting area ensuring the inmates and visitors are following the visiting procedures.

Watch Calls will begin at this time. Call in your watch calls to the Control Center every thirty minutes.

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9:45 P.M.
Recall will be announced and all inmates will return to their assigned cells for lockdown.

10:00 P.M.
OFFICIAL COUNT TIME

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12:00 A.M.
End of Tour:
Pass on all pertinent information and equipment to the Morning Watch Operations Lieutenant.

Post Orders and log books are confidential documents and should never be left unattended or in an area accessible to inmates. Post Orders must be secured at all times when not in use by staff.

It is the responsibility of the employee to inform the employer of the fact they have not been able or afforded the opportunity to read such orders. The employer will then advise the employee of the general requirements of the post, and answer any questions.

Employees assuming posts under these circumstances still have the responsibility of exercising sound correctional judgment based upon their training and experience and will make reasonable efforts to read the post orders as soon as practicable.

After reading the post orders, the employee must sign and date the Post Order Review Sheet which is located in Section 5 of this document. Officers assigned to this post will not vacate the post unless properly relieved or instructed to do so by the Operations or Activities Lieutenants. These post orders are not intended to describe in detail all the officers' responsibilities. Good judgment and common sense are expected in all situations not covered in these post orders.

NOTE: IT IS POLICY OF THE BUREAU OF PRISONS THAT IF AN INMATE(S) SHOULD APPROACH YOU OR YOUR POST WITH A STAFF MEMBER HOSTAGE, YOUR FIRST CONSIDERATION IS THE SECURITY OF THE INSTITUTION AND UNDER NO CIRCUMSTANCES WILL INMATES BE PERMITTED TO ESCAPE. ANY EMPLOYEE TAKEN HOSTAGE, REGARDLESS OF RANK, HAS NO AUTHORITY.

These Post Orders are guidelines, not orders to work before or after regularly scheduled shifts.

There will be no additions or deletions to these post orders without the written consent of the Captain.

Jermaine Darden , Captain

Date 12/7/18

EFTA00107993

METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
SPECIAL POST ORDERS
OPERATIONS LIEUTENANT
THIS IS NOT AN ARMED POST

THIS IS AN OLEORESIN CAPSIUM (OC) CARRY POST

IF YOU ARE ASSIGNED A POST THAT REQUIRES YOU TO CARRY THE MK-4 PEPPER SPRAY AND YOU ARE NOT TRAINED OR QUARTERLY RE-CERTIFIED IT IS YOUR RESPONSIBILITY TO NOTIFTY THE OPERATIONS LIEUTENANT PRIOR TO ASSUMING THE POST.

INTRODUCTION:

Every Lieutenant must read and sign the Post Orders prior to assuming the duties of this position or as soon as practicable after assuming duties of the post. This is a supervisory position involving the direct supervision and evaluation of Correctional Officers assigned to the Correctional Services Department, the overall supervision of the Institutions in the absence of the Warden, Associate Warden, and the Captain, you will investigate all incidents, roster assignments, the scheduling of leave, ordering of supplies, supervision of the Special Housing Unit, the collection of urine, administering of alcohol sensor tests, sanitation within the inmate housing areas and in general. You are an advisor to the Captain on matters pertaining to security of the facility. As the Operations Lieutenant, you are directly responsible for the security and the orderly running of the institution as it relates to custodial matters. On the Evening and Morning Watches, you shall assume direct responsibility for all phases of the institution operations. To accomplish these tasks, you must be well versed in current Bureau of Prisons Program Statements, Institutional Supplements, Correctional Services Manual, local policies and procedures. You must have a good working knowledge of all departments within the institution and functions of Unit Management. You must carry a radio at all times and respond to any and all emergencies or requests for assistance. Report any serious incidents that occur during non-duty hours to the Captain and Institution Duty Officer.

STAFF TRAINING AND ACCOUNTABILITY:

All staff (including sick and annual reliefs) assigned to an OC aerosol dispenser post will receive the required training, and go through quarterly re-familiarization training prior to assuming their post each quarter. Training will include, but is not limited to, proper carry and security of an OC aerosol dispenser, use of force policy and the definition between immediate and calculated use of force. These post orders will be read prior to working designated posts or when this cannot be accomplished, the shift Lieutenant must be notified immediately. The Operations Lieutenant will ensure staff have read, understand and signed the post orders. Staff will be held responsible for guidance outlined in national and local policies, post orders, position descriptions, and general guidance issued related to posts designated with an OC aerosol dispenser. **Officers and Lieutenants who have not received OC specialty training are not authorized to carry an OC aerosol dispenser.**

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If you believe you need additional training or unfamiliar with the OC aerosol dispenser, notify the Operations Lieutenant immediately.

USE OF FORCE/EMERGENCY RESPONSE PLANS

A post assigned with an OC aerosol dispenser is in addition to emergency response plans already in place. Local written procedures will continue to be in effect and the OC aerosol dispenser is an enhancement in staff and inmate safety, included in these post orders. These procedures will outline steps to be taken in case immediate force is required as a result of a serious assault, recreation yard incidents, or other serious incidents during all shifts. Trained officers can use immediate force without the presents of a supervisor.

Once you have assumed your position/post, check the OC aerosol dispenser, along with the other equipment assigned to the post, for any defects. In the event there are defects or leakage to the OC aerosol dispenser, notify the Operations Lieutenant and/or the Security Officer, and record it in TRUSCOPE.

In the event of an accidental discharge, decontaminate yourself and notify the Operations Lieutenant. Once you have decontaminated yourself with soap and water and notified the Operations Lieutenant, decontaminate the affected area with soap and water, and ventilation if possible.

The usage of an OC aerosol dispenser must be limited to the performance of official duties only. Staff are again reminded that use of the OC aerosol dispenser outside established policies and procedures will result in staff disciplinary action.

The preferred method of resolution is through verbal intervention. However, the safety of staff and inmates in any dangerous encounter is paramount and may require the use of an OC aerosol dispenser. Staff may use the necessary amount of force only as a last alternative after all other reasonable efforts to resolve the situation have failed. Staff may use the necessary amount of force to gain control of the inmate, to protect and ensure the safety of inmates, staff and others, to prevent serious property damage, and to ensure institution security and good order.

The OC aerosol dispenser must be carried in an approved holder, leather/nylon belt loop holster, specifically designed to hold an OC aerosol dispenser. No other method of carrying the OC aerosol dispenser is authorized, i.e., cargo pocket.

The full cone spray has an effective range of 10 to 12 feet but should not be used closer than 4 feet.

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In the event the OC aerosol dispenser is required the following steps should be used:

1. Fingers of the drawing hand should be extended and firmly gripping the aerosol dispenser.
2. Staff should assume an appropriate defensive stance and continue with verbal commands.
3. Place thumb on the actuator.
4. Spray the facial area, specifically the eyes, delivering one two-second burst. Once the OC aerosol spray has been dispensed, staff should step back to avoid being contaminated by the spray and maintain direct supervision of the inmate(s). Continue with verbal commands.
5. Allow the OC aerosol spray to work while providing verbal commands to the inmate (e.g., lay face down with arms spread).
6. Evaluate the response of the inmate(s). If the inmate(s) does not submit to restraints and/or comply with staff orders within 15 seconds, a second two-second burst is authorized. After a second assessment, or if the inmate(s) has not complied with staff commands, alternative methods to control the situation may be pursued.
7. Decontamination procedures include fresh air and the use of soap and water within 15 minutes, or as soon as possible, after OC aerosol spray has been applied. Normally, this is done before the medical assessment.
8. Once the OC aerosol spray is used and the inmate(s) is in restraints, Health Services staff will be notified immediately. A medical assessment will be performed to determine if the inmate(s) sustained any injuries.
9. When an immediate use of force is necessary (e.g., involving serious bodily harm, etc.), staff are obligated to obtain a camera and begin recording the event as soon as it is feasible. As soon as control of the situation has been obtained staff must record information on: circumstances that required the need for immediate use of force; identification of the inmate(s); injuries; and staff, and others involved. (See PS 5566.06, *Use of Force and Application of Restraints).*

A reasonable correctional workers perception of the events would govern the use of the OC aerosol dispenser in situations which require an immediate response to an emergency situation. The Warden should be notified as soon as possible after any such use. Documentation is to be submitted in accordance with the Program Statement Use of Force and Application of Restraints. Oleoresin Capsicum delivery systems are authorized to be used for immediate response to situations in which an inmate cannot be approached without danger to self or others; and it is determined that a delay in bringing the situation under control would constitute a serious danger to the inmate or others.

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RETENTION AWARENESS:
Ensure the OC aerosol dispenser is properly fastened to your duty belt and firmly secured inside the holster. When confronting an inmate position your body so the OC aerosol dispenser faces away from the inmate, maintain a safe distance, and continue with verbal commands.

FIRST RESPONDER INSTRUCTIONS:
Any Lieutenant may be required to assist the Operations and Activities Lieutenant at various times throughout the shift should a procedural problem or emergency situation arise. Because of this, all Lieutenants are to be familiar with the information contained in the Post Orders for those posts. The following list of action should be utilized as a guide when responding to emergency situations.

CELL SEARCHES:
The Operations Lieutenant will ensure that each unit officer does shakedown at a minimum five (5) inmate cells during their shift on Day Watch and Evening Watch. The Morning Watch Officer will conduct five (5) area/cell shakedowns. Shakedowns are to be noted in the shakedown portion of the TRUSCOPE program.

UNIFORMS:
Lieutenants are required and expected to set examples in the proper wearing of the prescribed uniform. They are also required to ensure that the correctional officers assigned to their shift are in the prescribed uniform.

POST ORDERS REVIEW:
Lieutenants are responsible for the continuous review of Post Orders. The Captain will assign the revision of Post Orders to the Lieutenants. It will be your responsibility to submit suggestions for changes to the Captain prior to the review deadline. All correctional officers are required to read and signify by their signature that they have read and understand the Post Orders for their post prior to each quarter change and each time they assume a new post. Other correctional staff assigned to work correctional posts will read and sign post orders prior to assuming the specific post.

EMERGENCY PLANS:
Procedures have been written and compiled in binders commonly referred to as Emergency Plans. These procedures cover escapes, riots, civil disturbances, etc. All lieutenants and staff will be familiar with these procedures. There are also Program Statements and Institutional Supplements dealing with other emergencies. They will be thoroughly read and understood. The officers assigned to the Main Control Center should also be well versed in these plans.

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FIRE PREVENTION:

Fire prevention is the responsibility of all staff members. Lieutenants should be constantly on the alert for fire hazards. The Safety Manager has compiled a Fire Plan for this institution and will provide each Lieutenant with a copy. Each Lieutenant will be familiar with this plan. Fire checks of the institution will be conducted on all shifts.

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DURESS CODES:

A duress code system has been devised for use at the Front Lobby, Rear Gate, and Outside Patrols. This duress code will be a word or sentence that can be interjected into normal radio traffic that would alert the Control Center and Lieutenants Office that the staff member was under duress and an emergency situation was occurring. In order to ensure that all staff have a thorough knowledge of the duress codes and proper procedures, the Operations Lieutenant will question staff and conduct occasional tests of the system.

The EPO Lieutenant will be responsible for generating and implementing the duress codes on a quarterly basis or immediately upon the compromise of the duress code. The EPO Lieutenant is responsible for developing the Contingency Plans as they pertain to this institution. All factors must be analyzed and thoroughly examined when developing the best plan of action. Emergency Plans must take into account any and all uncertainties, such as weather conditions, staff and inmate locations throughout the institution and surrounding buildings.

AFTER HOURS NOTIFICATION:

The following staff will be notified following any incident occurring, and/or medical emergency requiring transportation of the inmate to outside hospital services other than normal duty hour.

- Captain
- Associate Warden(P)
- Institution Duty Officer

PROBATIONARY CORRECTIONAL OFFICERS:

In addition to teaching the I.F. classes to new staff, the Admin. Lieutenant will be required to document all training that new correctional officers are receiving. The Administrative Lieutenant will also be responsible to develop the Performance Logs, along with all appropriate forms, for the probationary officers. Entries in these logs will be made by the Administrative Lieutenant.

CORRECTIONAL OFFICER'S EVALUATIONS:

A file containing a Performance Log for each employee supervised by a Lieutenant will be maintained in the Admin Lieutenant's Office, the log will be filled out quarterly and will reflect the officer's performance as it relates to the various performance bench marks outlined and described in the position standards issued to each officer. The log will also be used to record unusual events such as substandard performance, special acts or any other unusual activities by the officer of either positive or negative performance.

LOBBY SECURE SAFE INVENTORY:

Each shift the contents of the secured locker in the lobby area will be inventoried. If there are any discrepancies, they will be brought to the attention of the Captain and the Security Officer immediately.

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SUB-ARMORY INVENTORY:

Each shift the contents of the sub-armory located in the Rear Gate will be inventoried. If there are any discrepancies, they will be brought to the attention of the Captain and the Security Officer immediately.

CHEMICAL AGENTS:

Only the Warden or his designee, has the authority to approve the use of chemical agents or the Pepper Ball Chemical Dispensing Launcher. However, the shift Lieutenant may authorize the use of chemical agents, Pepper ball Dispensers or OC in situations which require an immediate response to an emergency, where sufficient time does not exist to secure higher level approval. The Warden should be notified as soon as possible. A limited supply of immediate response chemical agents are maintained in the Control Center.

CONTROL CENTER (EMERGENCY ACCESS):

In the event the Control Room Officer should become incapacitated, a emergency key ring for Control is located in the front lobby safe. All MCC New York Lieutenants and Outside Patrol Officer have the access code for this safe. In the event of that the Control Center Officer becomes incapacitated, the following procedures will be followed:

- The Operations/Activities Lieutenant will respond to the Front Lobby area and retrieve the emergency keys that are maintained in the safe. These keys will allow access to the Control Center.
- If the Operations/Activities Lieutenant are unable to reach the wall safe they will notify the OP Officer should something occur during hours the lobby is not manned that a condition exists involving the Control Center Officer. The Operations/Activities Lieutenant will advise the OP officer so that he/she can retrieve the emergency keys to enter the Control Center. The Outside Patrol Officer will retrieve the combination which is located in the outside booth and open the safe.

CHEMICAL AGENTS:

Only the Warden or his designee, has the authority to approve the use of chemical agents or the Pepper Ball Chemical Dispensing Launcher. However, the shift Lieutenant may authorize the use of chemical agents, Pepper ball Dispensers or OC in situations which require an immediate response to an emergency, where sufficient time does not exist to secure higher level approval. The Warden should be notified as soon as possible. A limited supply of immediate response chemical agents are maintained in the Control Center.

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USE OF FORCE

If a Use of Force is determined to be necessary, and other means of gaining control of an inmate are deemed inappropriate or ineffective, then the Use of Force Team Technique shall be used to control the inmate and to apply to include ambulatory leg restraints. The Use of Force Team Technique ordinarily involves a Lieutenant, trained staff, clothed in protective gear, who enter the inmate's area in tandem, each with a coordinated responsibility for helping achieve immediate control of the inmate. Calculated rather than immediate use of force is desirable in all instances corrections workers encounter. Although this is not always possible, Lieutenants must use common sense and good correctional judgment in each incident to determine whether the situation allows for the implementation of calculated or immediate use of force procedures.

PERPETUAL AUDITS:

The Captain will assign Lieutenant's to conduct perpetual audits of all Correctional Service areas of responsibility, to ensure that policy and procedures that relate to the security of the institution are adhered to. The Correctional Services Manual and established audit guidelines will be used as a guide to conduct these audits.

DAILY ROSTERS:

Daily Rosters will be maintained by the Administrative Lieutenant. The primary responsibility for the Correctional Services Roster will be the Administrative Lieutenant's. The Administrative Lieutenant will prepare Change Sheets for each week to reflect sick & annual assignments, authorized leave, training and any other assignment changes. All special requests will be given to the Administrative Lieutenant for appropriate action and notification of staff. Ordinarily rosters will be prepared at least fourteen days in advance. All Lieutenants are responsible to make any changes in the roster occurring on their shift.

MEDICAL TREATMENT OF INMATES:

Inmates will be treated by the institution hospital as directed by current policy and procedure. When the institution hospital staff are not available at the institution, medical emergencies will be handled by the Operations Lieutenant, if the situation permits contact the duty physician for guidance, if the emergency appears to be life threatening dial 911 and request EMS. If an emergency medical trip is necessary, you are responsible to review SENTRY to determine relevant information concerning the inmate's custody level and history so that you may assign staff to conduct the escorted trip. Additionally, you will prepare the escorted trip authorization. Notify the Captain and Duty Officer as soon as possible.

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COUNTS:
All Lieutenants are responsible for ensuring that counts are properly taken and reported. Furthermore, one count will be taken by a Lieutenant and this will be noted in the Daily Log.

LIEUTENANT'S LOG:
The Operations Lieutenants Log will be prepared at the close of each shift. All three shifts Lieutenant's Log will contain a chronological listing of important events occurring on the shift. Additionally, the Log will contain a recap of the institutions population and will also reflect changes to the institutional count as they occur. You will monitor all paperwork coming into the Lieutenants Office to ensure it is complete, accurate and is of an acceptable quality before it is filed or forwarded to the Captain for review. If necessary, you will return it to staff and assist staff in the proper completion.

TRUSCOPE PROGRAM AND LOG BOOKS:
TRUSCOPE and Log Books are maintained in all units, and it is the responsibility of the Unit Officers to maintain this log and enter all pertinent information concerning their areas of responsibility. It should be strongly emphasized that TRUSCOPE and any log books are official documents which could be entered as evidence in a court of law. When making tours of units, log onto TRUSCOPE and document your presence. Any other Logbook will be signed by the lieutenant touring the unit, and the TRUSCOPE will be checked to ensure that entries are clear, concise, legible, accurate and professional.

INCIDENT REPORTS AND INMATE DISCIPLINE:
Incident Reports will be investigated by the Operations Lieutenant and/or the Activities Lieutenant. The Program Statement dealing with Inmate Discipline will be strictly followed in dealing with the discipline of inmates to assure the orderly running of the institution. All incident reports will be thoroughly investigated and conclusions and recommendations should be made to assist the UDC/DHO in making decisions that promote the orderly running of the institution.

FRONT LOBBY SUPERVISION:
A Lieutenant will be positioned in the first floor sallyport adjacent to Control during the following hours: 7:45 A.M.- 8:30 A.M. and 3:45-4:30 P.M.. This is done to ensure that all individuals leaving the institution are identified as being a staff member or they are authorized to leave.

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METAL DETECTORS:
A Lieutenant will check all walk through metal detectors at least once per day. This check will be documented in the Metal Detector Log. Any malfunctions will be reported to the Captain and to the Facilities Manager so that repairs may be accomplished as soon as possible

HOSTAGES:
Officers should under no circumstances take orders from, heed the instructions of, or otherwise act under the direction of any person who their judgment leads them to believe, might be a hostage or acting under duress. By way of explanation, an Official or Supervisory Officer, be the Warden or any other, may be considered to be in charge of the institution if he is the highest ranking Official on the premises and is a free agent acting as his judgment directs. Should this individual be acting under duress, having been taken as a hostage or because of threats of bodily harm, his orders should be disregarded. The matter should be referred to a higher, or next highest official available who is able to act under his own initiative.

SANITATION:
Each Operations Lieutenant is responsible for the sanitation of the institution. The Day Watch Lieutenant will ensure that formal inspections are conducted each day, Monday thru Friday, informal inspections on weekends, and holidays. The areas of concern are the 1st Floor Sallyport, Visiting Room, Front Lobby and all outside public areas. You will ensure only those inmates assigned to these specific work areas are allowed to work the areas.

SHAKEDOWNS:
Shakedowns are the responsibility of all shifts. It is the responsibility of the Operations Lieutenant to ensure that shakedowns are conducted in a timely and proper manner. The shakedown log in the units will be reviewed daily to ensure that entries are being made properly.

PAT SEARCHES
§ 115.15 Limits to cross-gender viewing and searches.

As of August 20, 2015, **or August 21, 2017 for a facility whose rated capacity does not exceed 50 inmates, the facility** shall not permit cross-gender pat-down searches of female inmates, absent exigent circumstances. **Facilities shall not restrict female inmates' access to regularly available programming or other out-of-cell opportunities in order to comply with this provision.**

See the Program Statement **Searches of Housing Units, Inmates, and Inmate Work Areas**, or current version of this policy.

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Post assignments may not be restricted on the basis of gender. Institutions will evaluate operational concerns consistent with collective bargaining obligations, the Master Agreement, and other laws, rules, and regulations. The agency will continue to comply with Title VII and other Equal Employment Opportunity Commission authorities in implementing this policy.

(c) The facility shall document all cross-gender strip searches and cross-gender visual body cavity searches, and shall document all cross-gender pat-down searches of female inmates.

Jermaine Darden, Captain

12/7/18
Date

EFTA00108004

METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
GENERAL POST ORDERS

INTRODUCTION: The General Post Orders are designed to aid each Correctional Officer in understanding the correctional philosophy of the Bureau of Prisons, and as a basic guide to the policy and operations within your facility. It should be emphasized that these post orders are not intended to be a substitute for Bureau of Prisons policy, and should not be interpreted as such. The primary purpose is to provide the Correctional Officer with a general review of correctional procedures and serve as a resource to locate more detailed and specific information. Although the information in the General Post Orders is not classified, it will be treated as "Restricted". Caution should be exercised to assure that this material is not disseminated to unauthorized persons.

PERSONAL APPEARANCE: All necessary articles of Officer's clothing are issued without cost, (uniform allowance). It is the officer's responsibility to present a neat, professional appearance at all times. Only authorized Bureau of Prisons clothing is approved for wear while on duty of any post. If you wear a blazer, or a long sleeve shirt, you are required to wear a tie. Shoes should be shined at all times.

POSTED PICTURE FILE: The posted is picture file is reserved for inmates considered as serious escape risks, sexually deviant, or who have a record of extreme assaultive behavior, etc. Inmates will be placed on this status by the SIS Department. Officers are required to review and sign this file on a monthly basis in order to be familiar with these inmates; especially those assigned to their work details or housing units. The Electronic Posted Picture Files are located on the sally port Bop Ware Program for MCC New York.

POST ORDERS: Post Orders are general instructions designed to aid the Correctional Officer in the daily operation of each custodial post. Each officer should review the Post Orders, prior to assuming the post for the first time, during a quarter. The Master File of the Post Orders are maintained in the Lieutenants' Offices. A copy of the Post Orders shall also be kept on site, if adequate facilities are available to prohibit offenders from having access to them. Post Orders are to be treated as "Confidential" and kept secured and away from inmates at all times. No changes will be made to the post orders without authorization from the Captain.

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EMERGENCY PROCEDURES

EMERGENCY PLAN IMPLEMENTATION: Each officer is required to review the fifteen basic emergency plans which are located in the Command Center. Each staff member is required to sign indicating they have reviewed the contingency plans for the year. During emergency situations, officers assigned to a specific area are responsible for the accountability of all inmates and staff in their areas unless otherwise directed.

EMERGENCY WARNING SYSTEMS: The Control Center serves as the central receiving area for emergency warnings. The Control Center Officer will immediately notify the correctional supervisor and other authorized officials in order to summon help to the designated areas.

***Any person held hostage shall be considered under duress, and any orders issued by such person, regardless of rank, and including the Warden, shall be disregarded.**

TELEPHONE "222": This number is a system for reporting emergencies at the institution. Whenever possible, remain on the line to relay necessary information to the Control Center. If a situation occurs that makes it impractical to remain on the line, be sure the telephone is ringing the Control Center before leaving the immediate area. This number also rings into the Correctional Supervisor's Office. **The "222" telephone system will be tested weekly.**

BODY ALARMS: "Body Alarms" should be considered only as an auxiliary to the emergency alarm system telephone number 222, and do not supersede the dial alarm if a telephone is convenient or appropriate to use. Only the "general area," e.g., specific unit, can be determined by the Control Center when this alarm is used. Officers will not tamper with or attempt to repair the transmitter units. The body alarm tests will be conducted in the following manner. The Control Center Officer will contact the staff member with the body alarm advising them that a body alarm test is being conducted. The Control Room Officer will verify the body alarm number and direct the staff member to activate the body alarm by depressing the red button located at the top of the unit. Once the test has been successful the Control Room Officer will advise the staff member that the test was a good test, and advise them to clear the alarm and conduct a radio test. After performing this procedure the unit is now ready to receive radio transmissions and send an alarm to summon staff assistance if needed.

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WATCH CALLS: The watch call is an official report that everything on an officer's post is secure and in good order. Watch calls are made every thirty (30) minutes from 6:00 p.m. to 6:00 a.m. All officers should identify the watch call, and state his/her name and post. Watch calls will be made between the hours of 6:00PM and 6:00AM by dialing "333" using the telephone.

EQUIPMENT: Equipment needed varies with each assignment and is outlined in the individual Post Orders. Generally, equipment issued will be a combination of keys, portable radio, and detail pouch. A flashlight is required during the evening and morning watch shifts.

- **Flashlight:** Flashlights and batteries are issued as needed from the Control Center and are receipted by key chits. All morning watch and evening watch officers are required to have a flashlight as part of the equipment for the post. Flashlights remaining on the unit need not be receipted for with key chits. Replacement batteries are available from the Security Officers, on an exchange basis.

- **Radios:** Radios are for employee use only. Employee using portable units normally identify themselves by stating their name and/or location/job assignment. Radios are issued by the Control Center and are receipted for with a key chit. Officers will have a radio only when specific assignments require its use. For emergencies, portable radios provide a direct contact with the Control Center.

- **Keys:** Keys issued to employees will be receipted by metal key chits. Only the necessary keys to work a specific job or assignment will be issued. Officers carrying keys away from the institution will be instructed to return them immediately. Employees are responsible for the number of keys included in any set issued to them and will never remove keys from the set. **Upon receipt of keys, each employee has the responsibility to count the number of keys on each set.**

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- **Detail Pouches:** Each employee in charge of a detail assumes responsibility for the custody, control and conduct of all inmates assigned to his/her detail. Both Unit Officers and those staff members having details will pick up their detail pouches prior to reporting to their assignment, and are responsible for turning them in at the end of the working day.

- **Body Alarm:** Unit Officers assigned to posts with body alarms are required to carry the body alarm on their person on every shift. If an individual is relieved from a post that is assigned a body alarm, the relieving officer will be given the body alarm to carry. Normally, body alarms will not be removed or carried from the post to which assigned but should it become necessary, the Control Center MUST be contacted and the staff member given authorization to move with the body alarm. The purpose of this is to allow the unit Officer to be in constant communication with the Control Center. A check of all issued units for proper functioning will be made at the beginning of every shift. Further instructions in the utilization of these transmitters will be explained in the Chapter entitled Emergency Procedures.

KEY CHITS: Metal key chits are used as receipts for obtaining most equipment that you will be using. Replacement chits are available through the Security Officer. Key chits will not be left in the Control Center at the end of the work day, or upon return of the equipment. Paper tags/Paper chits utilized as key chits are not authorized. Use of any items other that a metal key chit will be subject to the approval of the OPS LT. Temporary Chits can be obtained from the Lieutenants' Office

SECURITY AND ACCOUNTABILITY: Conduct daily security inspections of your entire area, paying particular attention to any defective locks or the tampering of locks, windows, doors, etc., and report the findings to the Operations Lieutenant in a timely manner. Daily security inspections of your entire area are required and are vital to the security of the institution. Minor repairs will require a work order to the department concerned through the Captain's Office. Defective locks will be brought to the attention of the Operations Lieutenant immediately. Security inspections shall be supplemented with periodic searches by regular search teams. The searches will be initiated by the Operations Lieutenant, under the direction of the Captain. As a Unit Officer, you are responsible for the accountability of your details, authorized lay-ins, and unassigned inmates. Report all absences to the Operations Lieutenant immediately and follow through to determine the location of the inmate(s). If the inmate should return, notify

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the Operations Lieutenant. Detail supervisors will screen carefully all individual inmate requests to leave their assigned area. This would include requests to go to the hospital and other areas and departments at times other than regularly scheduled for the department activity. Ensure that inmates in your area are authorized to be there and require those under your supervision to remain in their area. Allow inmates on scheduled call-outs ample time (Approx. 10 minutes) so they may arrive at the calling department at the time specified.

INMATE DISCIPLINARY PROCEDURES

INCIDENT REPORT: Informal resolution of incidents involving violations of institutional rules or regulations is encouraged. However, when an officer witnesses or has a reason to believe that a violation of institutional rules has been committed by an inmate, the officer will prepare an incident report and forward it to the appropriate correctional supervisor. The correctional supervisor may informally resolve of the incident report or forward the incident report to the Unit Disciplinary Committee for further disposition if indicated. As these reports can be subpoenaed into court as legal evidence, all reports must be printed in ink or typed.

- **INVESTIGATION:** The investigations should be conducted within 24 hours from the time the violation is detected, unless circumstances beyond the control of the investigator intervene. The investigating officer will usually be a Lieutenant. The inmate will be given a copy of the incident report by the investigating officer at the beginning of the investigation. The investigator should also read the charges to the inmate and obtain the inmate's statement concerning the incident. After thoroughly investigating the incident, the inmate does not receive a copy of the investigation. However, should the case be forwarded to the Unit Disciplinary Committee, ultimately, the investigation may be given to the inmate's staff representative for use in the presentation on the inmate's behalf.

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- **UNIT DISCIPLINARY COMMITTEE:** The authority to impose minor disposition and sanction shall be delegated to staff members of an inmate's unit. The Unit Manager will be responsible for the membership and supervision of thee Unit Disciplinary Committee (UDC) as set forth in the Unit Plan. The UDC should function with no less than two (2) members, one of which is either the inmate's Case Manager or Counselor. Where an alleged violation of institution rules or regulations warrants consideration for other than a minor sanction, the charge may be referred to the Disciplinary Hearing Officer for hearing and disposition.

- **DISCIPLINARY HEARING OFFICER (DHO):** The DHO shall conduct hearings and make findings, and may impose appropriate sanctions on incidents of inmate misconduct referred to him/her for disposition.

- **OFFICER RESPONSIBILITY:** All Correctional Officers should make a concentrated effort to ensure that incident reports contain the precise details of action(s) being reported. All facts about the incident which are known by the officer should be recorded. If there is anything unusual about the inmate's behavior, this should be noted. Completed incident reports should be forwarded to the Lieutenants' Office as soon as practical for disposition. Further information can be found in Program Statement 5270.07

ADMINISTRATIVE REMEDIES: Administrative Remedies are formal complaints submitted by inmates concerning problems they were unable to resolve through normal channels. The inmate is to request the Remedy Form (BP-8, BP-9, BP-10) from the Unit Team. It is returned to the Unit Team for processing.

ENFORCEMENT OF RULES AND REGULATIONS: All staff members must be familiar with the Inmate Discipline Program Statement. The rules and regulations must be adhered to, with firm but fair tactics used. You may at times be able to correct an inmate without writing an incident report. However, if the inmate's violation of the institution's rules and regulations is of a serious nature, an incident report must be written.

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SECURITY INSPECTIONS

PURPOSE OF INSPECTIONS: Security inspections are necessary to control the introduction of contraband and prevent escapes. One of the chief duties of the Chief Correctional Supervisor is to establish a formalized plan of inspections that will cover every part of the institution at least once a week. In general, these inspections include doors, locking devices, fire extinguishers, grills, windows, building walls, perimeter walls, etc. Inspections are required even if no discrepancies are found the day prior. All staff will conduct inspections within their area of responsibility for contraband and security violations. The staff will report any discrepancies to the OPS LT, and prepare a Minor Work Request to correct the concern. Staff responsible for their department will initial the security inspection form located by the control centers indicating they have checked their area of responsibility.

SEARCHING INMATES: The human body can serve as a potential hiding place for contraband. For that reason, it may become necessary to strip and search an inmate at various times. Further information regarding the proper techniques for searching an individual can be found in institution policy and the Correctional Services Manual. In order to prevent the introduction of contraband, routine and unscheduled searches of inmate's person, housing units, work areas, or other facilities used or frequented by inmates must be conducted. This will include thorough searches of inmate's clothing, personal property at the time of admission; searches of inmate's person and quarters when it is suspected he/she is concealing contraband; his/her place of work, recreation areas on a routine or unscheduled basis as directed by supervising personnel. Such searches may be initiated on an individual inmate basis, or mass searches may be ordered when contraband is suspected of being in the possession of unknown individuals.

Pat Searches:

§ 115.15 Limits to cross-gender viewing and searches.

As of August 20, 2015, or August 21, 2017 for a facility whose rated capacity does not exceed 50 inmates, the facility shall not permit cross-gender pat-down searches of female inmates, absent exigent circumstances. Facilities shall not restrict female inmates' access to regularly available programming or other out-of-cell opportunities in order to comply with this provision.

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See the Program Statement **Searches of Housing Units, Inmates, and Inmate Work Areas**, or current version of this policy. Post assignments may not be restricted on the basis of gender. Institutions will evaluate operational concerns consistent with collective bargaining obligations, the Master Agreement, and other laws, rules, and regulations. The agency will continue to comply with Title VII and other Equal Employment Opportunity Commission authorities in implementing this policy.

(c) The facility shall document all cross-gender strip searches and cross-gender visual body cavity searches, and shall document all cross-gender pat-down searches of female inmates.

Pat searches will be conducted on a routine basis solely as a means to control contraband. Before a pat search is conducted, the inmate will be asked to remove any head gear and the contents out of his/her pockets. The head gear and personal effects will be inspected after removal and placed out of reach from the inmate. A staff member will search the female inmate's chest area using the back of the hand. Pat searches of the male inmate and the rest of the female inmate will be done with the inside, (palm and fingers), of the hand. The pat search will be conducted according to the procedure described on the approved Bureau pat search video tape.

Visual: All inmates entering the institution from court, transfers or trips out in the community, will be visually searched (strip searched), and screened with the hand held metal detector. Inmates will also be visually searched when leaving the institution for any reason, including release. A thorough search of the inmate's clothing will be completed. Except in emergency situations, all strip searches will be conducted by a staff member of the same sex as the inmate. At least one male and one female staff will be available 24 hours a day to conduct visual searches.

CONTROL OF CONTRABAND: Each officer should make a concentrated effort to make frequent searches of living quarters, utility corridors, and other areas in order to eliminate contraband, giving special attention to items which might be used in an escape attempt.
Contraband may be best defined as any item or article inside the institution that was not issued by the institution, purchased in the commissary, purchased through approved channels, or approved by an appropriate staff member.

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All contraband seized must be placed in the log book in the Lieutenants' Office listing item, date and inmate. When money is confiscated, the appropriate receipt, available from the control center and/or ISM must be utilized. All coin and any currency is to be confiscated and duly recorded. During regular duty hours, contraband funds along with the confiscation forms are taken to the Cashiers Office. During non-duty hours, the confiscated funds and accompanying form will be placed in the night depository, located in the control center, until the next regular working day. Contraband, other than money, should be recorded on the Confiscation and Disposition of Contraband form and should accompany the confiscated articles.

SEARCHING INMATE LIVING QUARTERS: When making a search of an inmate's living quarters, each officer should make sure that nothing is destroyed in the process. Officers should make every effort to return all articles to their place, excepting things which are determined to be contraband and are removed.

COMBINATION LOCKS: Inmates are authorized to purchase combination locks from the commissary for individual use. The key ways are not to be plugged; any lock having a plugged key way will be considered contraband and will be seized as contraband

CIM (SEPARATIONS)

All inmate movement in MCC New York is supervised by staff members. There are serious security and safety concerns regarding the inmates housed in MCC New York and their CIMS status. An inmate's CIMS status is confidential and will not be shared with any inmate(s). The unit separations roster is a sensitive, confidential item which must be safeguarded at all times. The various inmate programs at MCC New York are scheduled by floors. This has been arranged to provide the inmates with a safe and secure environment during the appropriate program. This also alleviates the CIMS concerns for each program. The institution has determined separatees will not be housed on the same unit, therefore the programs should be clear of all separatees. It is the Unit Officer's responsibility to ensure all inmates are checked for CIMS concerns prior to any escort off of the unit. The Unit Officer will check the Unit separations roster to ascertain if the inmate's name appears on the roster. Ensure all inmates are checked for CIMS concerns prior to any escort off of the unit. The Unit Officer will check the unit separations roster to ascertain if the inmate's name appears on the roster. If the inmate's name does not appear on the roster, the inmate is cleared to be escorted off of the unit.

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If the inmate's name does appear on the separations roster, the Unit Officer must clear the inmate prior to allowing the inmate to be escorted off of the unit.

Inmates must be properly cleared by the Unit Officer and requesting staff member prior to any escort. The requesting staff member must clear all inmate movement to their area with the C&A Officer at extension 5123. The C&A Officer must clear the inmate prior to the inmate departing from his/her assigned housing unit. The Unit Officer must also clear the inmate with the C&A Officer prior to allowing any inmate to depart from the unit. Even though, the Hospital Officer or the Visiting Room may be clearing the inmate(s), it is the Unit Officer's ultimate responsibility to ensure the inmate has been properly cleared. The Unit Officer must review the Unit Separations roster and check for the inmate's name and register number on the roster. If the inmate's name does not appear, the inmate is cleared for movement, and you do not need to contact the C&A Officer. If the inmate's name does appear on the Separations roster, the Unit Officer must contact the C&A Officer at extension 6468 and clear the inmate prior to allowing the inmate to depart from the unit.

Inmates must be properly identified and pat searched prior to departing from the housing unit. Every inmate must carry on their person the institution identification card. This is the means staff utilize to properly identify the inmate. It is the Unit Officer's responsibility to ensure the inmate has his/her identification card on his/her person prior to departing from the unit. The number of inmates escorted at one time on the elevator is directly related to the number of staff available to conduct the escort. One staff member can escort ten (10) inmates in the elevator at one time. Anything more than ten, (10), inmates in the elevator causes security and safety concerns. During Inmate Visiting, the Intern Officers and the Activities Officers will assist the Visiting Officers in escorting inmates to and from the Visiting Rooms. The number of inmates escorted through the connecting link is directly related to the number of staff available to conduct the escort. Anytime In-Custody inmates are escorted through the connecting link, two staff members must be present for the escort. One staff member positioned at the front of the escort, and the second staff member positioned to the rear of the escort.
When an inmate is being escorted to or from the Special Housing Unit, two staff members must be present for the escort. A ratio of 2:1 will always be maintained when escorting inmates to or from the Special Housing Unit.

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ENTRANCE PROCEDURES:
COVERAGE AND METHODS:

Entrance procedures include the control of inmates, employees, visitors or commercial traffic entering the institution. Because of the need for a broad knowledge of the institution and its function, along with a thorough understanding of security requirements, only those officers with such knowledge will normally be staffing these posts. Constant contact with the public requires that these officers display a neatness of appearance, ability to handle people, tactfulness in enforcing regulations and alertness in recognizing security hazards.

RANDOM PAT SEARCHES OF STAFF:

The Warden will establish the predetermined time frame for conducting random pat searches. The Captain will document the predetermined timeframe before beginning the searches. The Agency will make such documentation concerning searches already conducted available to the local Union upon written request. An example of a predetermined timeframe is "Between 7:30 a.m. and 9:00 a.m., on January 1, 2012." There is no required frequency for conducting authorized random pat searches of staff.

Staff will be given the option of either consenting to random pat searches as a condition of entry, or refusing such searches and leaving Bureau grounds. Staff may face adverse employment consequences for refusing such searches. A staff member refusing to consent to random pat searches will not be allowed to access the secure portion of the institution. A Lieutenant or supervisor will contact the Control Center and advise them not to allow staff access via the Front Lobby or Rear Gate.

Random pat searches of staff will be conducted in a private area adjacent to the metal detector/x-ray machine located in the staff search area. Random pat searches of staff will be conducted by a staff member of the same gender as the staff member being searched. Pat searches may be conducted by staff members of the opposite sex only in emergency situations with the Warden's authorization.

Random pat searches should not ordinarily include removal and inspection of religious headwear. Such searches may occur when approved by the Warden. Before approval, the Warden carefully considers whether it is necessary and appropriate.

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Detection of Firearms or Dangerous Weapons. If a firearm or dangerous weapon is detected during x-ray screening, the screening staff member stops the machine and allows the item to remain inside the x-ray portion of the scanner. If a firearm or dangerous weapon is found on the person or belongings being screened via a walk-through or hand-held metal detector, or during a pat or visual search, the screening staff member instructs the person possessing the firearm to step aside and await the arrival of a supervisor.

IMPORTANT: Staff should not engage in a physical struggle in an attempt to secure or gain control of a suspected firearm or other dangerous weapon identified during entrance search procedures.

During the normal workday, the screening staff member immediately contacts the Operations Lieutenant who will contact the Captain And S.I.A. and, after normal duty hours, the Operations Lieutenant. After the Captain, SIA or Lieutenant arrives, a digital image or photo of the item is obtained. The Captain, SIA or Lieutenant removes the item containing the firearm from the scanner or receives it from the person in possession. The firearm is placed in a secure area until processing of the oncoming shift is complete and the lobby is clear of all persons.

Once the lobby is clear, if the Captain, SIA or Lieutenant is familiar with the firearm and its operation, he/she makes the firearm safe using the clearing barrel and standard Bureau procedures for clearing firearms. If the Captain, SIA or Lieutenant is unfamiliar or uncomfortable with clearing the firearm, it is secured as confiscated in a lockable pistol case.

A Chain of Custody Log (BP-A0971) is completed and placed within the lockable pistol case. Tamper-proof evidence tape is placed across the seam of the case. If the firearm is stored without completing a clearing procedure, the outside of the case must be labeled in large, noticeable letters, "UNCLEARED FIREARM."

The firearm case is then placed in the gun locker used for emergency escorted trips. When securing the firearm inside the gun locker, the muzzle is pointed in a safe direction so that it does not cause damage to property or persons if an unintentional discharge were to occur. The lockable pistol case is stored in an area accessible to the Captain, SIA, or Operations Lieutenant and labeled on the outside "SIS/SIA Only."

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Once the weapon is secured and a Chain of Custody Log is attached, the institution makes a referral to the Federal Bureau of Investigation (FBI), Office of Internal Affairs (OIA), and Office of the Inspector General (OIG). The weapon remains in evidence until OIG or other appropriate authority deems it proper to return to the person. Once ownership has been determined, and the investigation completed, the weapon is released to the owner and the disposition noted on the Chain of Custody Log.

OUTSIDE INMATE DETAILS:

During normal duty hours, all outside inmate details, (Warehouse, Building 4, Admin Orderlies, etc.,), will depart from the institution through the Rear Gate. The inmates must be escorted from the unit by the detail supervisor, using the inmate elevator. The inmates must be properly identified, one detail at a time, by the Internal Officer, in the elevator sally port, utilizing the approved gate passes. Once the inmates have been positively identified, the Rear Gate Officer will request for the door leading through the 1st floor sally port to the rear dock. The detail will be further processed by the Rear Gate Officer. All required information will be recorded in the appropriate log book. Any work performed in the Rear Gate is considered outside of the secured perimeter. This means any area on the rear dock to include, Warehouse, and Trash Compactor. The Rear Gate Officer will positively identify and properly process the inmate detail into Rear Sally Port to perform their assigned work. If needed after normal duty hours, weekends and federal holidays, the inmate details will be processed through the Control Center The Operations Lieutenant will designate a staff member to positively identify the detail, in the elevator sally port, utilizing the approved gate passes.

VISITING

It is the policy of MCC New York to maintain visiting facilities for the purpose of maintaining family ties. Because of the nature of this facility, visits must be conducted under appropriate supervision so that security is maintained and the visiting privileges extended to inmates and their families are clearly communicated. For the purpose of this policy, the term pre-trial inmate refers to any inmate who is non-cadre, including holdovers, treaty transfers, BICE detainees, state inmates, and any designated inmate other than those assigned to the MCC New York Work Cadre Unit. Staff must be able to verify the identity of visitors before their admission into the institution.

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Acceptable means of identification are, government-issued identification, passport, state-issued photo identification (with a date of issue and expiration) and valid drivers' license. In cases where visitors do not have a photo identification, they will be required to have three types of identification with signatures. These need not be the sole means of identification. However, identification cards from quick photo places, and check cashing establishments are not acceptable forms of identification. Tactful questioning may clear up doubtful cases. Visitors sixteen (16) and under do not have to show identification unless of course they appear to be older. In such cases, if a visitor under the age of sixteen cannot provide documentation, i.e., a birth certificate (when requested) to prove relationship and age, the visitor will not be allowed into the institution.

The following procedures will be in effect regarding authorized visiting lists. Each inmate will complete a visiting list. The visiting list will not exceed ten (10) approved visitors for pre-trial inmates and (12) for cadre inmates. Immediate family members and two (2) person of "meaning" will be placed on the visiting list absent strong circumstances that preclude visiting. Immediate family is defined as mother, father, step-parents, step-children, foster parents, grand-children, brothers, sisters, spouse and children. As the situation presents itself, other non-immediate family members will be allowed to visit at the approval of the Associate Warden of Programs (AWP). Further, in circumstances, when an inmate requests more than ten visitors to be placed on their visiting list, the Unit Manager will approve / deny any visitor exceeding the limit.

Attorney visiting can occur 24 hours a day. Attorneys may visit with their clients (one at a time) in the 3rd Floor Attorney Conference Room from 6:00 A.M. to 8:00 P.M. daily. They require no advance notice.

Official visitors including attorneys, interpreters, law enforcement personnel, probation officers, volunteers, etc. are to be searched at the Front Entrance using the "reasonable assurance standard." All visitors are subjected to random testing by utilizing the ION Spectrometry Device Program. Random selection for testing visitors must be conducted in an impartial and non-discriminatory method. Visitors may be tested out of random order when reasonable suspicion exists, suggesting the visitors' possible involvement with illegal substances.

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Visits for Persons Not in General Population:

Inmates Hospitalized: Visitors requesting to see a designated or pretrial/ holdover inmate who is hospitalized will be reviewed by all pertinent staff, and the United States Marshals Service - if the inmate is a pretrial inmate. More specifically, the Health Services Administrator (HSA), Chief Correctional Supervisor and Unit Manager will determine whether they should permit the visit.

When the HSA recommends against the visit, ie. if the inmate is suffering from an infectious disease, is in a psychotic or emotional state, and not in a condition to see visitors, or there are compelling health regulations that will prohibit the visit, the Health Services Administrator or designee must explain the situation(s) to the visiting party.

Special Housing Unit Inmates: Ordinarily, an inmate retains visiting privileges while in the Special Housing Unit. Visiting may be restricted via a UDC / DHO sanction. If the restriction is not a UDC/DHO sanction, such restriction must be approved by the Warden. Unit 10 South social and legal visits shall be non-contact unless otherwise determined by the Warden to allow contact visits.

Non-Contact Visits: If the Warden deems it necessary to give an inmate a non-contact visit, the Warden will instruct the SHU Lieutenant to do so. The visit will be conducted in the 10 South Annex visiting room. This visit will be directly supervised to ensure all established visiting procedures are followed.

Clothing:

Appropriate dress is required and must be in good taste. Excessively provocative, immodest or revealing attire is reason to deny a visit. Visitors over the age of 12 will not be allowed into the institution in skirts, shorts, or dresses exceeding three inches above the kneecap in length. Bathing suits or any type of swim wear will not be permitted in the institution. See-through clothing, revealing sleeveless garments, halter tops, tube tops, tank tops and any kind of top that reveals the midriff area, low-cut shirts or blouses, revealing front and backless clothing, skin-tight clothing, spandex clothing, leotards, and sweat pants are **NOT** permitted. Any pants with holes in the knee or buttocks area are also prohibited. Additionally, hooded shirts of any kind, hats, caps, and head scarfs (except for religious reasons) are also prohibited. All visitors are required to wear footwear (no shower shoes of any kind) and undergarments (including bras for females).

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In accordance with OSHA guidelines, Visitors shoes are to be "closed toed" and have the existence of (at a minimum) a strap around the heel of the foot. The front lobby officer will not permit visitors to wear jackets or blazers up to the visiting room. **Inmates are responsible for advising their visitors of the dress requirements for visitation.** Only a Correctional Supervisor and Institution Duty Officer may deny visits for noncompliance. Inmates' attire for visiting includes jumpsuit and bus shoes for pre-trial males; females must wear the blue uniform and bus shoes; cadres must wear khaki uniforms with institutional shoes. A random selection of visitors will be tested with the Ion Spectrometry

Special Visit Requirements:

At times, Clergymen, former or prospective employers, sponsors and parole advisors may request special visits. They must make these requests in writing with sufficient advance notice (72 hours). The request will be reviewed by the Unit Manager for approval.

- **Business Visitor.** The Warden has the final authority on the admittance of business visitors and should be notified through the chain of command. Except for pretrial inmates, an inmate is not permitted to engage actively in business or profession. All questions regarding a business visitor should be addressed to the duty Lieutenant and Institution Duty Officer.
- **Consular Visitors.** When it has been determined that an inmate is a citizen of a foreign country, the Warden must permit the consular representative of that country to visit on matters of the legitimate business. After a request has been submitted from the inmate or consulate, a memorandum should be generated from the inmate's Unit Team for the Warden's approval. Once approved, a copy should be maintained in the Lieutenant's Office and the Front Lobby.
- **Representatives of Community Groups.** The Warden is the approving authority on visits from representative of Community based Groups. A memorandum should be generated and sent through the Chief Correctional Supervisor, Associate Warden, to the Warden for approval. Once approved, a copy should be maintained in the Lieutenant's Office and the Front Lobby.
- **Minister of Record/Clergy.** An existence of an established relationship prior to confinement for visitors does not apply to visitors in this category. These visitors ordinarily provide assistance in release planning, counseling, and discussion of family problems.

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- **Minister of Record** An inmate must submit in writing their request to be approved for a visit from his Minister of Record. They must submit their request to the Chaplin. An inmate may only have one minister of record on his/her visiting list at a time. The Minister of Record does NOT count against the total number of authorized regular visitors/ social visitors.
- **Clergy** An inmate must submit in writing their request to be approved for a visit from clergy. Visits from clergy (other than the Minister of Record) will be in accordance with the general visitor procedures, and WILL count against the total number of regular visits allowed. on both visits, an approved memorandum will be forwarded through the Chief Correctional Officer and posted in the Lieutenant's Office and the Front Lobby

Children under the age of sixteen (16) who are placed on the visiting list must be accompanied by an adult who is also an approved visitor. A brief embrace and kiss is permitted when an inmate greets their visitor/child. The same applies upon termination of the visit. During the visit, any physical contact other than hand holding will be considered improper and is prohibited. Children are not permitted to be seated on inmates lap during the course of their visit. Visits with children are to take place only between the inmate identified on the official visiting form and the child listed on the official visiting form with the child's parent or guardian present.

TOOL CONTROL

- **PURPOSE OF TOOL CONTROL:** It is the policy of the Bureau of Prisons to maintain strict control and accountability of tools used and in storage at all institutions. Tool Control procedures are imperative for the following reasons: to provide a tool in good repair for the job at hand, to improve the general appearance of the shop or working area, and to prevent tools from being used to effect escape or assault.
- **CLASSIFICATION OF TOOLS:** All tools are classified as Class AA; Class A; or Class B. The Class AA group includes tools considered too dangerous to leave inside the institution. The Class A group includes tools most likely used in escape, or to do bodily harm to personnel or other inmates. The Class B group includes those of a less hazardous nature.

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All tools, where possible, shall be stored on a shadow board as follows:

- All class "AA" tool shadow boards will have a white background with a bright (curb) yellow silhouette of each tool.
- All Class "A" tool shadow boards will have a white background with a red silhouette of each tool.
- All Class "B" tool shadow boards will have a white background with a black silhouette of each tool.

STORAGE AND SUPERVISION OF CLASS AA TOOLS: Class "AA" Tools must be removed from the institution at the end of each work day, stored in a combination locked safe in a Class "A" Tool Room, stored in the armory, or turned into the control center. Class "A" Tools must be stored in a metal cage or a class #1 concrete walled room physically separated from Class "B" Tools behind two (2) locked doors. When the Class "A" Tool Room is inside the Class "B" Tool Room, the lock on the Class "B" Tool Room serves as one (1) of the two (2) required locks for the Class "A" Tool Room. **Supervision of Class "AA" Tools will be under constant visual supervision.**

STORAGE AND SUPERVISION OF CLASS A-TOOLS: Class A tools will be kept on a shadow board in a locked room or cabinet. This storage area will be separate and secure from the Class B tools storage area. Only employees are authorized to issue and draw Class A tools from the Tool Room or places of storage. Class A tools will be under the supervision of an employee at all times. Inmates are not permitted to carry them about the institution without an employee escort nor use them without supervision. A complete inventory of Class A tools will be made at the beginning of the workday, before the detail is released for dinner and at the end of the workday. When a Class A tool is lost or misplaced, the Chief Correctional Supervisor will be notified immediately. All inmates who may have had access to the tool will be held at the work location until a thorough search has been made.

STORAGE AND SUPERVISION OF CLASS B-TOOLS: All tools not in the Class A or Class AA categories will be considered to be Class B tools. All Class B tools are under the supervision of the employees and must be accounted for at the end of the work day. These tools must be issued to inmates, in the presence of their supervisor.

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All Class B tools must be gathered from the work area and moved to the storage area at the end of the work day. When a Class B tools is lost or misplaced, a search for it will be initiated and a written report will be made to the Chief Correctional Supervisor and the department head covering the details of the loss at the end of the day.

TOOL INVENTORIES: Up-to-date inventories will be kept by all shops, industries, school and any other person having tools issued to them or stored under their supervision Unit Officers having items such as scissors, etc., on the unit should be particularly careful as to the whereabouts and the accountability of these items. The Tool Room Officer will maintain a record of all tools in possession of the institution.

BROKEN OR WORN-OUT TOOLS: Broken or worn-out tools will be removed from the shadow board and returned to the Central Tool Room for replacement. If it is determined that they cannot be surveyed and replaced, Class A tools such a saw blades, etc., requiring replacement, will be returned to the Central Tool Room for disposal.

FOOD SERVICE TOOLS: A knife and tool equipment cage with a shadow board and adequate locking device shall be located in the Food Service Department. All hazardous knives and tools will be marked with an identification symbol. All knives will be chitted out of the knife cage and attached to the cutting table by the responsible employee. The accountability of the knives will be checked at frequent intervals during the shift and at the end of the day.

CONTROLLED FOOD ITEMS: Special attention must be given to food items such as yeast, nutmeg, fruits, and fruit juices. Of this group, yeast shall be locked in a secure box in a refrigerated area. An inventory shall be kept, indicating the date and quantity of issue, receipts, the balance on hand, and the initials of the responsible employee. Yeast shall be dispensed only by the Food Service employee and kept under strict supervision.

CONTROL OF HAZARDOUS AND POISONOUS CHEMICALS: Inventories will be maintained of all poisonous and toxic fluids used in the institution, such as narcotics, wood alcohols, methyl-alcohol, ditto fluids, acids, gases etc. These items will be stored in a locked cabinet and will be drawn by an employee only, when authorized by the department supervisors. The issuing office will record the date, time, amount, and who received the item.

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KEY AND LOCK CONTROL

POLICY: It is the policy of the Bureau of Prisons to maintain proper control of keys and locks at all times. The purpose of this is to establish procedures for control and inventory of institution keys and locks. Further detailed information can be obtained by referring to BOP Program Statements.
All keys authorized for daily use will be stored on the Control Center key board when not in use. Sets of keys are identified by letter and number with the number of keys in that set indicated. Two listings of key locations identifying active and emergency keys can be found in the Control Center and in the office of the Security Officer.

RESTRICTED AND EMERGENCY KEYS: Restricted keys have blue/black tags on the keyboard in the Control Center. The Watch Supervisor will be notified when it becomes necessary to draw keys for a department or post other than his/her assigned are, or to a restricted area, such as the commissary, storeroom, etc. The officer will prepare a Restricted Key Form indicating the purpose for entering such area. Emergency keys or red-lined keys will be issued only at the direction of the Warden, Chief of Correctional Services, Associate Warden, Watch Supervisor or the Institution Duty Officer. Acting positions may delegate the drawing of keys for a specific time period via memo through the Captain.

HANDLING OF KEYS: Keys will be carried on a ring which is securely fastened to a chain affixed to the belt of the officer. Discussion of key numbers and reference to their use will be avoided in the presence of inmates. Keys should never be carelessly thrown around, dropped, or left unattended, etc. Always personally hand the keys to your relief so they remain in the personal possession of the officer at all times. Each officer has the responsibility to count the number of keys on each set to ensure that all keys are present. Inmates will never be permitted to handle keys designated for employee use at any time, or under any circumstances. Should an employee take keys home, the keys must be brought back to the institution immediately.

LOST OR MISPLACED KEYS:

- If a key or a set of keys is lost or misplaced, the officer will immediately report it to the Watch Supervisor by telephone or in person so that adequate safeguards may be placed in effect. The area the keys were last in will be immediately secured and all inmates in the area will be searched. This will be followed by a written report to the Chief of Correctional Services as soon as circumstances permit.

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REPLACEMENT OF BROKEN OR DAMAGED KEYS: Whenever a key is broken or damaged, the employee concerned will submit a request for replacement to the Security Officer. All parts of the broken key will be retrieved from the key way immediately to prevent inmates from gaining access to them. A replacement key will be issued by the Security Officer in accordance with established procedures. If the key is broken or damaged and immediate replacement is needed, the Watch Supervisor will be notified and will take appropriate action. If it is not possible to retrieve the broken portion from the lock, the employee will remain at the lock until the broken portion can be retrieved.

REQUEST FOR REMOVAL AND ADDITION OF KEYS: When it becomes necessary for a new key to be added to your key ring, submit a Security Work Request to the Chief Correctional Supervisor for approval and signature, stating the reason the key is needed, your key ring number and the institution key number if possible. If a key is no longer needed, submit a Security Work Request to the Security Officer.

INMATE URINALYSIS PROGRAM: Urine Surveillance and Narcotic Identification, inmate urine samples will be taken at different hours (early morning, noon, late evening). Therefore in order to accomplish this a weekly urinalysis test roster has been established for all inmates that fall under the random testing roster. It is critical that when inmates are notified for UA testing that they are not left unsupervised. They must be watched from the time of notification until they report for testing at the Lieutenants Office.

It is also imperative that when conducting a UA test of an inmate that the subject is also tested for alcohol by using the Alco-Sensor III .

Staff members who are assigned as Sick & Annual for the quarter will be responsible for conducting U/A testing on the D/W, E/W and M/W shifts.

When the inmate reports for testing, staff will make a positive picture identification of the inmate. Staff will wear protective gloves at all times. Inmates will be thoroughly searched to detect any device/substance designed to provide a urine substitute or possible contaminant and must thoroughly was their hands prior to providing the specimen.

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When the inmate has indicated the readiness to provide a specimen, staff will open the package in full view of the inmate, remove the lid off the cup, inspect the cup for foreign substance, give the cup to the inmate, and the inmate will provide the specimen under direct staff supervision. The inmate should fill the cup, but no less than an amount indicated by the minimum fill mark on the cup. The staff member will hand the lid to the inmate who will secure the lid an wipe off the cup.

The inmate will give the cup to the staff member who will recheck the lid to ensure it is tight, check the temperature label on the cup and the color of the urine (diluted or unusual color) to ensure that it has not been adulterated ,and secure the lid with the peel-off specimen number security seal from the COC form. Ensure the seal does not cover the cup's front panel. The inmate will initial and date the security seal and staff will annotate the collection time on the security seal. Be careful not to break the seal.

Both staff and inmate will verify the specimen number

CALL-OUTS:

Sufficient copies of the master call-out sheet for distribution to all units will be copied and forwarded to the Control Center Officer so that the Morning Watch Control Center Officer can place one in each detail pouch. Extra copies of the call-outs will be placed at the detail pouch cabinet. Unit officers will post the call-out in the housing units.

The employee who places an inmate on call-out must ensure the requested inmate arrives at the specified time. If the inmate does not arrive as scheduled, the requesting staff member shall contact the staff member responsible for the inmate's accountability. If the inmate(s) is/are found to be in an area other than the assigned callout area, it is the responsibility of the staff member(s) or department that has placed the inmate(s) on call-out to prepare an incident report for the inmate's failure to report to call-out. If efforts to locate the inmate fail, the inmate shall be immediately reported to the shift lieutenant as missing and appropriate action initiated to locate the inmate.

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CELL ASSIGNMENT - SEXUAL OFFENDER/PROTECTIVE CUSTODY

Cell assignments will be determined in an methodical manner. This involves the SHU Lieutenant and OIC, Psychology staff, Unit Team as well as Investigative staff, in determining suitability of cellmates for inmates in protective custody and/or sexual offenders. Most inmates do not like to be housed with sexual offenders or protective custody inmates. Housing the wrong inmates with sexual offenders or protective custody inmates, can lead to serious assaults and/or homicide. Inmates cannot be allowed to choose their roommates, but it is understood that some inmates may be better housed with inmates of like backgrounds/affiliations, than arbitrarily housing the inmates without considering all variables. As noted earlier, protective custody and sexual offenders will be screened thoroughly. If there are no single cells available, this review will be crucial in minimizing the potential for assault.

HIGH RISK LIST

During the weekly SHU meeting, the Warden will be provided a list of those inmates who are considered high risk from a psychological and management stand point. The Captain and Chief Psychologist should be responsible for generating this list. This list will be provided to the Lieutenants' office and the Duty Officers so they are informed should a high risk inmate act out and be in need of medical/psychological attention. Additionally, the Captain should inform the Warden of any camera malfunctions, plumbing problems, or issues that may cause problems, as well as the corrective actions taken/attempted to rectify these issues. Inoperable security equipment, during serious incidents, prevents staff from being able to record and or/view the incident for possible prosecution or administrative action.

SUICIDE PREVENTION INFORMATION

BOP HIGH RISK GROUPS

- **New Inmates** - The first few hours and days after admission can be critical. Newly incarcerated inmates may experience feelings such as shame, guilt, fear, sadness, anger, agitation, depression, relationship problems, legal concerns, hopelessness, and helplessness, which can contribute to increased suicide risk.
- **Protective Custody** - Inmates who volunteer to enter protective custody are at high risk for suicide, especially during the first 72 hours in SHU. These inmates should be referred to psychology services immediately.

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- **Long-term Protective Custody Inmates** - These inmates are particularly vulnerable to depression that can lead to a suicide attempt, and should be monitored closely while they are in SHU.
- **Inmates Taking Medication for Mental Health Reasons** - These inmates are vulnerable to developing suicidal thoughts and attempting suicide by overdosing on their medication. Inmates on medication should be monitored to make sure they are not hoarding medication. Any signs of distress, deterioration in hygiene, or sudden changes in behavior should be reported to psychology.

FACTORS THAT CAN INCREASE THE PROBABILITY THAT AN INMATE MAY BECOME SUICIDAL:

Mental Health Factors

History of mental illness

1. Is the inmate depressed, actively psychotic?
2. Has the inmate been compliant with psychotropic medication?
3. Have there been changes in eating, sleeping, hygiene, weight, recreation, activity level?

Prior suicide attempt

1. How lethal was the attempt?
2. How many attempts have been made?

Inmate's current mood, affect, and behavior

1. Is the inmate emotionally upset, angry, and easily agitated?
2. Are the inmate's thoughts clear and goal directed (vs. delusional or psychotic in nature)?
3. Is the inmate depressed, has there been a recent loss?
4. Has hopelessness persisted even after the depression has lifted?
5. Has the inmate given away property, revised a will or requested a phone call to say his goodbyes?

Medical Condition(s)/Chronic Pain

1. Does the inmate have a chronic life threatening medical illness?
2. Has the inmate's overall health diminished recently?
3. Is the inmate experiencing pain or other negative symptoms?

Relationship Difficulties

1. Has the inmate received a Dear John letter?
2. Have communications and or visits decreased?
3. Has there been a change in the relationship?

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Situational Factors

1. Legal issues - pending indictment; loss of appeal to reduce sentence.
2. Difficulties with staff or other inmates.
3. Gambling debts, drugs.
4. Ending of a close relationship with another inmate.
5. Possible victim of a sexual assault.

REPORTING AND DOCUMENTING INMATE BEHAVIOR

Report Your Concerns - Any inmate behavior(s) that is questionable and may reflect a change in mental health status should be reported to the Shift Lieutenant immediately.

During non-working hours - Inform the Shift Lieutenant of any questionable inmate behavior. He/she will determine if the on-call psychologist needs to be contacted.

Segregation Log Book - Any changes in inmate behaviors should be noted in the log book. A detailed note regarding the observed behavior is advisable. Documenting in the log book serves two purposes. First, the entry serves as a means of communication for other staff members. Second, it provides an accurate account of activity during your shift. Documentation should be neat, legible, and professional.

RESPONDING TO A SUICIDE EMERGENCY

A Segregation Officer observing an inmate in the act of committing suicide, causing other self-injurious behavior, or who appears to have committed suicide will call for back-up before entering the cell. The officer will notify the Control Center and the Lieutenant's Office by radio of the situation and request immediate back-up. **BACK-UP MUST BE PRESENT IN ORDER TO ENTER A CELL.**

The "cut-down" tool is located in the storage closet on a shadow board. It is the #1 officer's responsibility to locate this item at the start of the shift. This tool is only authorized to be used in emergency situations. Miscellaneous use of this tool is not permitted and will result in dulling the blade of the tool. In the event an inmate commits suicide, the scene of the suicide will be treated in a manner consistent with the investigation of an inmate death. All measures necessary to preserve and document the evidence needed to support subsequent investigations will be maintained or otherwise adequately recorded.

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SEXUAL ASSAULT PROTOCOL

Reporting

In all cases of reported sexually abusive behaviors (e.g., from alleged victim, staff, and/or "third party") the following will occur:

The Operations Lieutenant will be notified immediately and he/she will:

- Immediately safeguard the inmate (which will vary depending on the severity of the alleged sexually abusive behavior and could range from monitoring the situation, changing housing assignments, changing work assignment, placing alleged victim and perpetrator in Special Housing, etc.);
- Promptly refer all inmates reported or suspected of being the victim of sexually abusive behavior to Psychology Services for assessment of vulnerability and treatment needs;
- During business hours, ensure that the SIS, Chief of Correctional Services, Program Coordinator, and Warden are notified; and During non-business hours, ensure that the SIS, Chief of Correctional Services, Program Coordinator, Duty Officer, and the on-call Psychologist are notified.

The Program Coordinator will review the psychological assessment and other relevant factors and make a determination as to whether or not to proceed with the full activation of the Response Protocol.

Responding

Not all allegations of sexually abusive behavior will require full activation of the Response Protocol. In some cases, the Program Coordinator will determine that there is not sufficient reason to proceed (e.g., the alleged victim credibly recanted; the alleged perpetrator was not in the institution on the date of the allegation, the inmates involved independently report a non-coercive sexual encounter, etc.) and the Response Protocol may be terminated.

In cases where more information is needed, or in cases where there is a credible and serious allegation or instance of sexually abusive behavior, the full Response Protocol will be implemented. Once the Program Coordinator determines that the intervention should continue, a sensitive and coordinated response is necessary. Services will be provided in an environment that meets both security and therapeutic needs. The full Response Protocol, monitored by the Program Coordinator, involves the following components:

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Protection

All appropriate staff will consult and determine the actions to be taken to prevent further sexually abusive behavior both **to** the alleged victim (e.g. change in work assignments, change in housing assignment, closer supervision, protective custody, transfer, etc.) and/or **by** the alleged perpetrator (e.g., remove from compound, change housing assignment, etc.). The Captain will ensure that a STG category of **"V SA UNV"** is entered into SENTRY, and in instances where an inmate perpetrator is alleged, will enter the STG category of **"P SA UNV"** for that inmate (See Section 13.b. for further details).

PSYCHOLOGICAL:

Psychology staff are responsible for crisis intervention, assessment of treatment needs, documentation of the evaluation results, treatment, psychiatric referral, and/or other treatment options related to the alleged victim. In addition, Psychology staff provide guidance to Unit Management and Community Corrections staff regarding an inmate's post-release mental health needs. Inmate perpetrators (or alleged perpetrators) of sexually abusive behaviors will be referred by the Operations Lieutenant to Psychology Services. Inmates considered high-risk for sexual re-offending may be referred to specialty treatment and/or management programs, individual or group counseling, or may be managed through standard correctional techniques.

If an inmate perpetrator is determined in need of treatment services and refuses treatment, Psychology Services staff will document the refusal and place it in the medical section of the Inmate Central File and notify the referring staff of the refusal. Documentation of treatment compliance or refusal ensures continuity of care within, between, and outside the Bureau.

Examination

Medical staff are responsible for examination, documentation, and treatment of inmate injuries arising from sexually abusive behaviors, including testing when appropriate for pregnancy, HIV and other sexually transmitted diseases (STDs). Where indicated, medical staff, trained in the collection of sexual assault evidence (i.e., "rape kit") should conduct an examination for physical evidence which may be used later in formal investigations. At institutions where Health Services staff are neither trained nor certified in sexual assault evidence gathering, the inmate will be examined at the institution by trained health care professionals from the local community or at the local community facility equipped (in accordance with local laws) to evaluate and treat sexual assault victims.

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Prophylactic treatment and follow-up for sexually transmitted diseases will be offered to all inmate victims, as appropriate. Whenever an inmate is referred to Health Services for examination and treatment of injuries related to sexually abusive behavior, staff will encourage the inmate victim to complete an Inmate Injury Assessment and Follow-up form (BP-S362) as required by the Program Statement on Patient Care.

Investigation

In cases where the full Response Protocol is activated, staff are trained to investigate allegations of sexually abusive behavior thoroughly. The information concerning the identity of the alleged inmate victim and the specific facts of the case are limited to those staff who need-to-know because of their involvement with the victim's welfare and the investigation of the incident. This is important not only to preserve the victim's privacy but also to preserve maximum flexibility to investigate the allegations.

Initial Notifications. Upon activating the full Response Protocol, the investigation phase is initiated and the following notification(s) will be made:

Inmate Perpetrator on Inmate Victim. In the event that an inmate is alleged to have perpetrated sexually abusive behavior against another inmate, the Special Investigative Agent (or SIS) will be notified immediately.

Staff Perpetrator on Inmate Victim. In the event that a staff member is alleged to have perpetrated sexually abusive behavior against an inmate, the Warden will be notified immediately. The Warden will notify the Regional Director and the Office of Internal Affairs (OIA), who will in turn notify the Office of the Inspector General (OIG), and when appropriate, will notify the Federal Bureau of Investigation (FBI).

Inmate Perpetrator on Staff Victim. In the event that an inmate is alleged to have perpetrated sexually abusive behavior against a staff member, the SIA/SIS will be contacted immediately with follow-up notification to the Warden.

Crime Scene Preservation. The staff first responder will preserve the crime scene. SIS staff will be responsible for collecting information/evidence. The investigation, in coordination with the agency to which the case may be referred, will follow the guidance given in the Special Investigative Supervisor's Manual that outlines gathering and processing procedures.

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Physical Evidence Collection. When there is a report of a **recent** Rape or Sexual Assault with an Object, or there is a strong suspicion that a recent, serious assault may have been sexual in nature, a thorough physical examination of the alleged victim - to include a "rape kit" will be completed immediately. Physical evidence collection may also include an examination of, and collection of physical evidence from the suspected perpetrator(s).

After Action Reviews of Violent Sexual Assaults. Following any incident of Rape or Sexual Assault with an Object, the Warden, Program Coordinator, Chief of Correctional Services, Health Services Administrator, and Chief Psychologist will meet and review the incident. This review is to assess the reasonableness of the actions of staff following the incident, to ensure the security and treatment needs of the inmate victim have been addressed adequately and the management and investigation of the inmate or staff perpetrator is progressing appropriately. Within **two** working days after the initial reporting of the Rape or Sexual Assault with an Object, a written report highlighting the relevant facts should be produced and the Warden or designee will personally attest by his or her signature that the review has taken place and that the steps taken by staff were either appropriate or inappropriate. A copy of this report will be forwarded to the Regional Director.

Consideration for staff impacted by the incident is necessary. Arrangements for debriefing affected staff and referral to appropriate services to mitigate the stress associated with these events should be offered.

Administrative Disciplinary Process and Prosecution
In keeping with this "zero tolerance" policy, perpetrators of sexually abusive behavior will be disciplined and/or referred for prosecution.

Tracking Sexually Abusive Behavior. Tracking and analyzing the incidents of sexually abusive behavior are critical to the safety and management of inmates and the security of all Bureau facilities. Monitoring these incidents allows the Bureau to assess the effectiveness of current policy and procedures in regard to the extent of sexual victimization. To ensure full and accurate reporting and analysis, the SIS will maintain secure investigative files which include data on:

- The victim(s) and perpetrator(s) of sexually abusive behavior;
- Crime characteristics;
- Formal and/or informal action(s) taken;

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- All collateral reports, supporting memoranda, and videotapes;
- Medical forms; and
- Any other evidentiary materials pertaining to the allegation.

The Office of Internal Affairs will report the cumulated data on the inmate victims of staff and inmate sexually abusive behavior to all Chief Executive Officers and the Psychology Services Administrator at the end of each quarter and at the end of each fiscal year.

SUICIDAL SITUATION IN SHU OR THE HOUSING UNITS: If you are the first person to notice an inmate hanging, you should call for staff assistance (Operations Lieutenant & Control Center)and remain calm and wait until sufficient staff and Lieutenant arrive prior to handcuffing the inmate=s cell mate(s) (if applicable) and unlocking the cell door. If feasible, obtain protective equipment from the above mentioned areas. Cut the inmate down, protecting the head and neck area. Always administer life-saving procedures.

Post Orders and log books are confidential documents and should never be left unattended or in an area accessible to inmates. Post Orders must be secured at all times when not in use by staff. It is the responsibility of the employee to inform the employer of the fact they have not been able or afforded the opportunity to read such orders. The employer will then advise the employee of the general requirements of the post, and answer any questions.

Employees assuming posts under these circumstances still have the responsibility of exercising sound correctional judgment based upon their training and experience and will make reasonable efforts, before assuming your post.

After reading the post orders, the employee must sign and date the Post Order Review Sheet which is located in Section 5 of this document. These post orders are not intended to describe in detail all the officers' responsibilities. Good judgment and common sense are expected in all situations not covered in these post orders.

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METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
GENERAL POST ORDERS

NOTE: IT IS POLICY OF THE BUREAU OF PRISONS THAT IF AN INMATE(S) SHOULD APPROACH YOU OR YOUR POST WITH A STAFF MEMBER HOSTAGE, YOUR FIRST CONSIDERATION IS THE SECURITY OF THE INSTITUTION AND UNDER NO CIRCUMSTANCES WILL INMATES BE PERMITTED TO ESCAPE. ANY EMPLOYEE TAKEN HOSTAGE, REGARDLESS OF RANK, HAS NO AUTHORITY.

Jermaine C. Darden, Captain

12/7/18
Date

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INSTITUTIONAL SUPPLEMENTS/PROGRAM STATEMENTS

FIREARMS AND BADGES	P.S. 500.13
INMATE ACCOUNTABILITY	I.S. NYM 5511.06
INMATE PERSONAL PROPERTY	I.S. NYM 5580.07
SECURITY INSPECTIONS	I.S. NYM 5500.13
TOOL CONTROL	I.S. NYM 5500.13
MAIL MANAGEMENT	P.S. 5800.16
VISITING PROCEDURES	I.S. NYM 5267.08
INMATE CORRESPONDENCE	I.S. NYM 5265.14
ALCOHOL SURVEILLANCE/TESTING	I.S. NYM 6590.07
ENTRANCE PROCEDURES	I.S. NYM 5500.13
INMATE TELEPHONES	P.S. 5264.08
ION SCREENING	P.S. 5522.02
SEARCHING/DETAINING PERSONS	P.S. 5510.15
SEXUAL ABUSE PREVENTION/INTERVENTION	P.S. 5324.12
INMATE DISCIPLINE	P.S. 5270.09
SPECIAL HOUSING	P.S. 5270.10
SUICIDE PREVENTION	P.S. 5324.08
SEARCHES OF HOUSING UNITS/INMATES AND WORK AREAS	P.S. 5521.06
ESCORTED TRIPS	P.S. 5538.07
USE OF FORCE/APPLICATION OF RESTRAINTS	I.S. NYM 5566.06
POSTED PICTURE FILE	P.S. 5510.13
HUNGER STRIKES	P.S. 5562.05
ESCAPES DEATH NOTIFICATIONS	P.S. 5553.07

CHAPTER 7
FIREARMS AND BADGES

700. DEFINITIONS. Probable cause, reasonable determination, or reasonable belief means facts and circumstances known to the employee at the time of the use of firearms that would cause a reasonable employee to conclude that the action is appropriate.

701. CARRYING OF FIREARMS. Title 18 U.S.C. § 3050, authorizes the Attorney General to prescribe rules and regulations relating to the carrying of firearms by Bureau officers and employees. This authority is delegated to the Director in 28 CFR 0.96(o).

When approved by the Warden, institution staff are permitted to carry firearms when:

- transporting inmates,
- assigned to escape posts, and
- assigned to security posts which require firearms as standard issued equipment.

Carrying or the use of personal or privately owned firearms while on duty is prohibited.

Post orders, riot plans, and escape plans will include instructions for carrying firearms.

a. Duty Assignment. Employees must not be assigned to duties that require the carrying of firearms prior to successfully completing the firearms familiarization training course.

b. Staff Qualification. New employees must not be assigned to posts requiring the carrying of firearms before completing the Introduction to Correctional Techniques Training at the Federal Law Enforcement Training Center.

In extraordinary circumstances, an exception may be made for an employee who has completed the local firearms familiarization training with written approval of the Warden and Regional Director.

c. Re-qualification. Staff must complete satisfactorily the Bureau's approved firearms training course each year. Allowances will be made in accordance with applicable laws, rules, and regulations.

Chaplains, dentists, physicians, and other positions which the Director specifically exempts from carrying firearms are not required to complete the firearms familiarization training conducted at the institution and Staff Training Academy.

d. Other Use of Firearms. Only the Director or Director's designee may authorize, in writing, Bureau staff to carry Government-issued firearms for purposes not expressed in this Program Statement.

702. USE OF FIREARMS. Firearms must be used only when deemed necessary for the following Law Enforcement purposes:

- Prevent escapes;
- Prevent loss of life or serious physical injury;
- Protect government property, upon determination that the damage or loss of property would contribute directly to an escape, loss of life, or serious physical injury; and
- Maintain or restore control of a correctional institution.

The use of firearms is prohibited if force other than firearms appear reasonably sufficient to accomplish law enforcement purposes. Examples are, but not limited to:

- Prevention of escape;
- Prevention serious physical injury; and
- Restoration of control in a correctional institution.

The necessity to use firearms arises when all available means of achieving the law enforcement purpose have failed or are likely to fail.

An employee is not required to jeopardize personal safety or the safety of others before using firearms to prevent serious injuries/bodily harm or death.

If use of firearms is deemed necessary, staff must shoot the subject with every intention of hitting "center mass" to ensure the subject is stopped.

Staff will not attempt to shoot a limb which creates a lesser chance of stopping the subject and may pose a danger to staff, other inmates, or persons in the community. Firearms must not be used solely to disable moving vehicles or aircraft. Firearms will only be used against the driver or other occupants of a moving vehicle when the:

- Employee has a reasonable belief that the subject poses an imminent danger of death or serious physical injury to the employee or others.
- Public safety benefits of using such force outweigh the risks to the safety of the employee or others.

As soon as practicable, medical attention must be provided to any persons injured during an incident involving use of firearms.

Firearms will not be used if the employee recognizes a potential escapee as an inmate sentenced under the Juvenile Justice and Delinquency Prevention Act.

a. Escape Prevention. The use of firearms is authorized when deemed necessary to prevent an escape in the following situations.

(1) Perimeter Walls. At institutions secured with perimeter walls, prior to using firearms, staff must reasonably believe that an inmate has the capability to escape.

For example, the inmate may be carrying items that could be used to perpetrate an escape, such as, but not limited to, a ladder, grappling hook, or rope, suggesting an intent to escape.

An employee who determines an escape is in progress must issue a verbal warning, then fire a warning shot prior to shooting the subject.

(2) Multiple Perimeter Fences. At institutions secured with multiple perimeter fences, prior to using firearms, staff must reasonably believe that an inmate has the capability to escape.

For example, the inmate may be carrying items such as, but not limited to, a ladder, blankets, grappling hooks, ropes, broom handles, or sticks, that will perpetrate an escape.

An employee who determines an escape is in progress must issue a verbal warning, then fire a warning shot prior to shooting the subject.

Verbal warnings and warning shots are not required when the employee reasonably believes there is imminent threat danger of death or serious physical injury to self or others.

When authorized, throughout this policy, warning shots should be used only if there is no apparent danger to self, other staff and inmates, or the community.

Warning shots will be fired into the ground and never into the air or in an indiscriminate direction.

The inmate is not required to be on the first/inner perimeter fence before the employee issues the warning. When the inmate actually contacts the first/inner perimeter fence in an attempt to climb or demonstrates an attempt to get on or over the first/inner perimeter fence, and the employee reasonably determines an escape is being attempted, the employee may shoot the subject.

The employee is not required to wait until the inmate is between the perimeter fences or over the first/inner fences.

(3) Metropolitan Correctional Centers (MCCs) and Metropolitan Detention Centers (MDCs). When an employee reasonably determines that an escape is being attempted from a MCC or MDC, the employee should give a verbal warning. If the inmate continues, the employee may shoot the subject. Warning shots are prohibited due to the possibility of injury to innocent bystanders.

(4) Minimum Security Institutions. Ordinarily, firearms are not used to prevent escapes from minimum security level institutions. However, weapons are authorized when the escaping inmate has used or threatened to use force which is likely to cause serious physical injury or has manifested an imminent threat of death or serious physical injury to the employee, other staff and inmates, or the community.

Verbal warnings and warning shots should be used when feasible.

(5) Escapes with Outside Assistance. Firearms may be used against persons who are not inmates, if they are facilitating an escape and have used or threatened to use force which is likely

to cause death or serious physical injury against the employee, other staff and inmates, or the community.

Verbal warnings and warning shots must be used when feasible.

(6) Escape from Escorted Trip or Prisoner Transport. When an employee reasonably determines an escape is being attempted from an escorted trip or prisoner transport, the employee must issue a verbal warning. If the inmate continues and the escape is occurring within the immediate environs of a correctional institution, the employee will fire a warning shot, if feasible, prior to shooting the subject.

Outside the immediate environs of a correctional institution, the employee should not fire a warning shot prior to shooting the subject due to the possibility of injury to innocent bystanders.

Absent the use or threat of force which would likely cause serious physical injury or a manifested imminent threat of death or serious physical injury to the employee, other staff and inmates, or the community, it is not permissible to use firearms to prevent an escape of an inmate in transit to or from a minimum security level institution. The exception to the rule is when the escorting employees are transporting inmates at the same time to a minimum and non-minimum security level institutions.

(7) Once An Escape Has Occurred. After an escape from a transport vehicle or an institution, and the immediate environs has been successful, employees attempting to apprehend the escaped prisoner may not use firearms unless there is probable cause to believe:

(a) The subject has committed a felony involving the infliction or threatened infliction of serious physical injury or death.

(b) The subject's escape would pose an imminent danger of death or serious physical injury to the employee or others.

Note: The phrase "after an escape from a transport vehicle or an institution and the immediate environs has been effectuated" should be interpreted in the following manner:

- As long as a staff member is in continuous pursuit of an escaping inmate, whether the escape takes place from an institution, transport vehicle, or outside facility (such as a hospital), the escape has not yet been effectuated. The use of firearms is permissible under the escaping inmate standard.

- The immediate environs of an institution is defined as the property lines of the correctional facility. This boundary may be expanded by the Warden with the Regional Director's concurrence and should be defined as explicitly as possible.

A verbal warning should be given if it would not pose a risk of death or serious bodily injury to the officer or others.

Warning shots are prohibited due to the possibility of injury to innocent bystanders.

b. Prevent the Loss of Life or Serious Physical Injury. Staff may use firearms when reasonable belief exists that the subject poses a threat of death or serious physical injury to staff, inmates, or others.

Firearms will be used in the same manner as for escapes; verbal warnings and warning shots should be given, when feasible, prior to shooting the subject.

When authorized, warning shots should be used only if there is no apparent danger to other staff and inmates, or the community. Verbal warnings and warning shots are not required when the employee reasonably believes there is imminent danger of death or serious physical injury to self or others.

In a hostage situation, once it has been contained and attempts to negotiate have begun, only the Warden may order the use of firearms to resolve the hostage situation.

Warning shots will not be fired as in an attempt to resolve a hostage situation, nor used to create a diversion.

c. Protect Government Property. Firearms may be used to prevent damage to or destruction of Government property when the loss of that property could contribute directly to an escape or attempted escape, serious physical injury, or loss of life.

For example, the use of firearms may be necessary when persons are attempting to damage or disable a fire truck during a fire within the institution. If individuals attempt to break into a

building where weapons, gas, or other security risk items are stored, firearms may also be used.

Firearms must be used in the same manner as for escapes; verbal warnings and warning shots should be given, when feasible, prior to shooting the subject. When authorized, warning shots should be used only if there is no apparent danger to other staff, other inmates, or the community.

Verbal warnings and warning shots are not required when the employee reasonably believes there is imminent danger of death or serious physical injury to self or others.

d. Maintain or Restore Control of a Correctional Institution. Firearms may be used to maintain or restore control of a correctional institution when the employee reasonably believes the intended subject of the use of firearms is participating in a disturbance in a manner that threatens the safety of staff, other inmates, or the community.

Firearms must be used in the same manner as for escapes; verbal warnings and warning shots should be given, when feasible, prior to shooting the subject. When authorized, warning shots should be used only if there is no apparent danger to staff, other inmates, or the community.

Verbal warnings and warning shots are not required when the employee reasonably believes there is imminent danger of death or serious physical injury to self or others.

703. ARMED ESCORT BY COMMERCIAL AVIATION. The Warden may authorize staff to carry firearms when transporting an inmate by commercial air carrier.

Title 14 CFR Part 108.11, Carriage of Weapons, and Part 108.21, Carriage of Passengers Under the Control of Armed Law Enforcement Escorts (1995), allows law enforcement officials, while performing their duties, to travel while armed.

Staff must notify the air carrier prior to departing the institution of the intent to carry firearms. Staff must complete all required forms and provide required information to the carrier.

Staff must follow the procedures detailed in the above referenced regulations.

When not transporting inmates, Bureau staff, carrying firearms aboard commercial aircraft, must declare this to the carrier and have the weapon placed in checked baggage.

The above referenced regulations should be referred to for additional requirements concerning the placement of firearms in checked baggage.

704. REPORTING REQUIREMENTS. A written report must be submitted to the Warden upon the discharge of any firearm, privately owned or issued by the Bureau. This rule applies when the employees is on duty and off duty, except for training or recreational purposes.

For an incident while on duty, the report must be submitted prior to the end of the employee's duty shift.

For an incident while off duty, the report must be submitted prior to the end of the employee's next duty shift.

The discharge of any firearm, once reported, will be investigated and reviewed through the After-Action Reporting and Review processes.

705. IDENTIFICATION BADGES. Upon request, the Correctional Services Administrator, Central Office, will issue Bureau identification badges in leather carrying cases to each institution.

The Captain will maintain strict accountability of Bureau badges. Lost or stolen badges must be reported immediately in writing to the Correctional Services Branch, Central Office.

Except for tower and perimeter patrols and established stationary check points, staff assigned to duties which require the carrying of firearms will be issued a Bureau identification badge.

The badge must be displayed when necessary to establish the staff member's authorization to carry a firearm. Appropriate badge holders will be provided so as to allow the employee the ability to securely attach the badge to his or her outerwear.

Badges may not be used as methods of routine identification.

Employee procurement or possession of unauthorized badges, either official or duplicated, is prohibited (see the Program Statement on Standards of Employee Conduct).

706. NON-DISCLOSURE OF BUREAU STAFF NAMES IN SHOOTING INCIDENTS. Disclosure of an employee's name following a shooting incident will follow the guidelines as prescribed in the Program Statement on News Media Contacts.

METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
SPECIFIC POST ORDERS
SPECIAL HOUSING UNIT LIEUTENANT
THIS IS NOT AN ARMED POST

THIS IS AN OLEORESIN CAPSICUM (OC) CARRY POSTS

POST: **SPECIAL HOUSING LIEUTENANT**

EQUIPMENT: **Key Rings C-26, E-7, Radio #679, MK-4 OC Dispenser**

SHIFT: **DAY WATCH**

HOURS OF DUTY: 7:00 A.M. - 3:00 P.M.

8:00 A.M.
Verify your presence with the Captain, receive any pertinent information and report to the Special Housing Unit.

8:30 A.M.
Begin conducting recreation, telephone calls and placing inmates in the Law Library that are to be escorted by a lieutenant. These inmates will include the S.A.M.S inmates, and the High Security Inmates housed in the 10-South Housing Unit.

9:00 A.M.
Begin escorting the High Security inmates to their call-out appointments and legal visits as necessary.

As the SHU Lieutenant you are directly responsible for the operations of the Special Housing Unit and the 10-South High Security Unit.

The SHU Lieutenant will maintain a list of the inmates that are not authorized to have legal visits in the third floor attorney conference area. The inmates housed in Administrative Detention and Disciplinary Segregation status will visit in the Attorney Conference area located on the third fool of the institution.

All high security inmates will be escorted from the Special Housing Unit, in full restraints (handcuffs, leg irons and belly chain). A control move will be conducted by the escorting lieutenant when any High Security inmate is transported.

EFTA00108046

METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
SPECIFIC POST ORDERS
SPECIAL HOUSING UNIT LIEUTENANT
THIS IS NOT AN ARMED POST

The SHU Lieutenant will ensure all logbooks located within the unit are updated by the Special Housing Unit staff, and all staff are conducting 30 minute rounds in a timely manner.

11:00 A.M.
Mainline feeding will be conducted in the unit. The SHU Lieutenant will begin feeding all High Security inmates located within 9-South and 10-South.

Cell rotations will be conducted every 21 days the SHU Lieutenant will ensure the rotations are conducted in a timely manner in the Special Housing Unit, and the High Security Unit.

Females will not be housed in SHU without the Warden's authorization. If authorization is given, a female correctional officer will be assigned to the unit.

12:00 P.M.
Ensure all paperwork is complete for the day, 292's are assigned, and the SHU report has been updated to include all pertinent information.

4:00 P.M.
End of tour
Pass all pertinent information on to the Evening Watch Operations Lieutenant.

Post Orders and log books are confidential documents and should never be left unattended or in an area accessible to inmates. Post Orders must be secured at all times when not in use by staff.
It is the responsibility of the employee to inform the employer of the fact they have not been able or afforded the opportunity to read such orders. The employer will then advise the employee of the general requirements of the post, and answer any questions.

Employees assuming posts under these circumstances still have the responsibility of exercising sound correctional judgment based upon their training and experience and will make reasonable efforts, before assuming your post.

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After reading the post orders, the employee must sign and date the Post Order Review Sheet which is located in Section 5 of this document. These post orders are not intended to describe in detail all the officers' responsibilities. Good judgment and common sense are expected in all situations not covered in these post orders.

Jermaine C. Darden, Captain

12/7/18
Date

EFTA00108048

METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
SPECIAL POST ORDERS
SPECIAL HOUSING UNIT LIEUTENANT
THIS IS NOT AN ARMED POST

THIS IS AN OLEORESIN CAPSICUM (OC) AEROSOL SPRAY POST.

IF YOU ARE ASSIGNED A POST THAT REQUIRES YOU TO CARRY THE MK-4 PEPPER SPRAY AND YOU ARE NOT TRAINED OR QUARTERLY RE-CERTIFIED IT IS YOUR RESPONSIBILITY TO NOTIFTY THE OPERATIONS LIEUTENANT PRIOR TO ASSUMING THE POST.

STAFF TRAINING AND ACCOUNTABILITY:

All staff (including sick and annual reliefs) assigned to an OC aerosol dispenser post will receive the required training, and go through quarterly re-familiarization training prior to assuming their post each quarter. Training will include, but is not limited to, proper carry and security of an OC aerosol dispenser, use of force policy and the definition between immediate and calculated use of force. These post orders will be read prior to working designated posts or when this cannot be accomplished, the shift Lieutenant must be notified immediately. The Operations Lieutenant will ensure staff have read, understand and signed the post orders. Staff will be held responsible for guidance outlined in national and local policies, post orders, position descriptions, and general guidance issued related to posts designated with an OC aerosol dispenser. **Officers and Lieutenants who have not received OC specialty training are not authorized to carry an OC aerosol dispenser.**

If you believe you need additional training or unfamiliar with the OC aerosol dispenser, notify the Operations Lieutenant immediately.

USE OF FORCE/EMERGENCY RESPONSE PLANS

A post assigned with an OC aerosol dispenser is in addition to emergency response plans already in place. Local written procedures will continue to be in effect and the OC aerosol dispenser is an enhancement in staff and inmate safety, included in these post orders. These procedures will outline steps to be taken in case immediate force is required as a result of a serious assault, recreation yard incidents, or other serious incidents during all shifts. Trained officers can use immediate force without the presents of a supervisor.

Once you have assumed your position/post, check the OC aerosol dispenser, along with the other equipment assigned to the post, for any defects. In the event there are defects or leakage to the OC aerosol dispenser, notify the Operations Lieutenant and/or the Security Officer, and document this in TRUSCOPE any defects noted.

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In the event of an accidental discharge, decontaminate yourself and notify the Operations Lieutenant. Once you have decontaminated yourself with soap and water and notified the Operations Lieutenant, decontaminate the affected area with soap and water, and ventilation if possible.

The usage of an OC aerosol dispenser must be limited to the performance of official duties only. Staff are again reminded that use of the OC aerosol dispenser outside established policies and procedures will result in staff disciplinary action. The preferred method of resolution is through verbal intervention. However, the safety of staff and inmates in any dangerous encounter is paramount and may require the use of an OC aerosol dispenser. Staff may use the necessary amount of force only as a last alternative after all other reasonable efforts to resolve the situation have failed. Staff may use the necessary amount of force to gain control of the inmate, to protect and ensure the safety of inmates, staff and others, to prevent serious property damage, and to ensure institution security and good order.

The OC aerosol dispenser must be carried in an approved holder, leather/nylon belt loop holster, specifically designed to hold an OC aerosol dispenser. No other method of carrying the OC aerosol dispenser is authorized, i.e., cargo pocket.

The full cone spray has an effective range of 10 to 12 feet but should not be used closer than 4 feet.

In the event the OC aerosol dispenser is required the following steps should be used:

1. Fingers of the drawing hand should be extended and firmly gripping the aerosol dispenser.
2. Staff should assume an appropriate defensive stance and continue with verbal commands.
3. Place thumb on the actuator.
4. Spray the facial area, specifically the eyes, delivering one two-second burst. Once the OC aerosol spray has been dispensed, staff should step back to avoid being contaminated by the spray and maintain direct supervision of the inmate(s). Continue with verbal commands.
5. Allow the OC aerosol spray to work while providing verbal commands to the inmate (e.g., lay face down with arms spread).
6. Evaluate the response of the inmate(s). If the inmate(s) does not submit to restraints and/or comply with staff orders within 15 seconds, a second two-second burst is authorized. After

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a second assessment, or if the inmate(s) has not complied with staff commands, alternative methods to control the situation may be pursued.

7. Decontamination procedures include fresh air and the use of soap and water within 15 minutes, or as soon as possible, after OC aerosol spray has been applied. Normally, this is done before the medical assessment.
8. Once the OC aerosol spray is used and the inmate(s) is in restraints, Health Services staff will be notified immediately. A medical assessment will be performed to determine if the inmate(s) sustained any injuries.
9. When an immediate use of force is necessary (e.g., involving serious bodily harm, etc.), staff are obligated to obtain a camera and begin recording the event as soon as it is feasible. As soon as control of the situation has been obtained staff must record information on: circumstances that required the need for immediate use of force; identification of the inmate(s); injuries; and staff, and others involved. (See PS 5566.06, *Use of Force and Application of Restraints).*

A reasonable correctional workers perception of the events would govern the use of the OC aerosol dispenser in situations which require an immediate response to an emergency situation. The Warden should be notified as soon as possible after any such use. Documentation is to be submitted in accordance with the Program Statement Use of Force and Application of Restraints. Oleoresin Capsicum delivery systems are authorized to be used for immediate response to situations in which an inmate cannot be approached without danger to self or others; and it is determined that a delay in bringing the situation under control would constitute a serious danger to the inmate or others.

RETENTION AWARENESS:

Ensure the OC aerosol dispenser is properly fastened to your duty belt and firmly secured inside the holster. When confronting an inmate, position your body so the OC aerosol dispenser faces away from the inmate, maintain a safe distance, and continue with verbal commands.

It is impossible to define all of your duties in detail. These Post Orders are intended to act as a guide in the performance of the duties of your post. If you have any questions concerning policy and procedure, contact the Captain for assistance.

EFTA00108051

As the Special Housing Unit Lieutenant, you are directly responsible to the Captain for the security and orderly running of the Special Housing Unit.

As the SHU Lieutenant, you have direct responsibility for the supervision of all correctional officers assigned to the unit in conjunction with the Operations Lieutenant. You will evaluate and document the Correctional Officers performance and keep the Captain informed of any unusual activities. The Captain will be notified when any unusual activities take place in SHU and written notification will be provided as needed. Written instructions may be supplemented by oral direction at the discretion of the Captain. You must carry a radio at all times, and respond to any emergency request for assistance. Any serious and or unusual incidents during non-duty hours will be report to the Captain and the Institutional Duty Officer.

SHU REVIEWS:

The SHU Lieutenant is responsible for conducting SRO reviews on all inmates housed in the Special Housing Unit according to policy. Documentation for the SRO reviews are maintained within the Special Housing Unit report. The SHU Lieutenant, is also responsible for ensuring the Psychology Department conduct psychological reviews on inmates housed within the unit.

The SHU Lieutenant will ensure the SHU reports are updated and generated for the weekly Special Housing meeting. You will be prepared to offer a brief summary on all the inmates housed in the unit. You will ensure the Captain reviews the report and copies are made for all staff attending the meeting.

RELEASES FROM SHU:

Only the Captain can authorize an inmate be released from SHU into general population. A release form will be initiated by the SHU Lieutenant, requesting the inmate be released. This form will be routed to the CMC, SIA, Captain and Associate Warden of Programs. The inmate will not be released into population until all signatures are obtained. *****Due to the large number of CIMS concerns at MCC New York, it is imperative that a PP-10 is utilized to ensure that no inmate is housed with his/her separations***.**

S.I.A ASSISTANCE:

The S.I.A. will provide documentation weekly of all inmates who require special monitoring (mail, telephones, visiting). All SHU staff will be responsible to adhering to these procedures to effectively monitor these individuals.

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POST ORDER REVIEW:
Lieutenants are responsible for the continuous review of Post Orders. The Captain will assign the revision of Post Orders to a lieutenant. All submissions in reference to changes to the Post Orders will be forwarded to the Captain who will route them to the lieutenant. The SHU staff will be responsible for reviewing the SHU/Suicide Watch post orders, and the SHU Lieutenant will be required to sign and date the signature review sheets.

TOOL CONTROL:
All tools entering the Special Housing Unit will be inventoried upon entering and exiting the unit. All tools will be documented on the tool inventory form by the SHU OIC and maintained in a bound ledger in the SHU Lieutenant's Office.

COUNTS:
All lieutenants are responsible for ensuring the institution counts are conducted and reported to the Counts and Assignments Officer. The 4:00 P.M count and the 10:00 A.M. count (weekends, federal holidays) are stand up counts. All inmates in Special Housing will stand for the count at these times.

INCIDENT REPORTS AND INMATE DISCIPLINE:
Incident reports for the inmates housed in Special Housing will be forwarded to the SHU Lieutenant who will conduct the initial investigation. All incident reports will be thoroughly investigated and recommendations should be forwarded to the respective unit team.

ESCORTING INMATES:
All inmates escorted within SHU will be handcuffed from the back and the cuffs will be double locked at all times. All inmates will be escorted with a minimum of two officers to one inmate.

DOCUMENTATION:
The SHU Lieutenant will keep a file on all sack lunch requests, orderly memos, administrative detention orders, and SRO/Psychological reviews.

APPLICATION OF RESTRAINTS:
As the SHU Lieutenant is responsible for supervising disruptive inmates and may be called upon to conduct a forced cell move on an inmate. The Warden or his/her designee authorization will be required to conduct the move. It is imperative that you have an understanding of the Program Statement regarding Use of Force and the application of restraints. Authorization for the use of less than lethal munitions will be determined by the Warden

EFTA00108053

PAT SEARCHES

§ 115.15 Limits to cross-gender viewing and searches.

As of August 20, 2015, **or August 21, 2017 for a facility whose rated capacity does not exceed 50 inmates, the facility** shall not permit cross-gender pat-down searches of female inmates, absent exigent circumstances. Facilities shall not restrict female inmates' access to regularly available programming or other out-of-cell opportunities in order to comply with this provision.

See the Program Statement **Searches of Housing Units, Inmates, and Inmate Work Areas**, or current version of this policy.
Post assignments may not be restricted on the basis of gender. Institutions will evaluate operational concerns consistent with collective bargaining obligations, the Master Agreement, and other laws, rules, and regulations. The agency will continue to comply with Title VII and other Equal Employment Opportunity Commission authorities in implementing this policy.

(c) The facility shall document all cross-gender strip searches and cross-gender visual body cavity searches, and shall document all cross-gender pat-down searches of female inmates.

Jermain C. Darden, Captain

12/7/18
Date

EFTA00108054

Children under the age of sixteen (16) who are placed on the visiting list must be accompanied by an adult who is also an approved visitor. A brief embrace and kiss is permitted when an inmate greets their visitor/child. The same applies upon termination of the visit. During the visit, any physical contact other than hand holding will be considered improper and is prohibited. Children are not permitted to be seated on inmates lap during the course of their visit. Visits with children are to take place only between the inmate identified on the official visiting form and the child listed on the official visiting form with the child's parent or guardian present.

TOOL CONTROL

- **PURPOSE OF TOOL CONTROL:** It is the policy of the Bureau of Prisons to maintain strict control and accountability of tools used and in storage at all institutions. Tool Control procedures are imperative for the following reasons: to provide a tool in good repair for the job at hand, to improve the general appearance of the shop or working area, and to prevent tools from being used to effect escape or assault.
- **CLASSIFICATION OF TOOLS:** All tools are classified as Class AA; Class A; or Class B. The Class AA group includes tools considered too dangerous to leave inside the institution. The Class A group includes tools most likely used in escape, or to do bodily harm to personnel or other inmates. The Class B group includes those of a less hazardous nature.

All tools, where possible, shall be stored on a shadow board as follows:

- All class "AA" tool shadow boards will have a white background with a bright (curb) yellow silhouette of each tool.
- All Class "A" tool shadow boards will have a white background with a red silhouette of each tool.
- All Class "B" tool shadow boards will have a white background with a black silhouette of each tool.

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Non-Contact Visits:
If the Warden deems it necessary to give an inmate a non-contact visit, the Warden will instruct the SHU Lieutenant to do so. The visit will be conducted in the 10 South Annex visiting room. This visit will be directly supervised to ensure all established visiting procedures are followed.

Clothing:
Appropriate dress is required and must be in good taste. Excessively provocative, immodest or revealing attire is reason to deny a visit. Visitors over the age of 12 will not be allowed into the institution in skirts, shorts, or dresses exceeding three inches above the kneecap in length. Bathing suits or any type of swim wear will not be permitted in the institution. See-through clothing, revealing sleeveless garments, halter tops, tube tops, tank tops and any kind of top that reveals the midriff area, low-cut shirts or blouses, revealing front and backless clothing, skin-tight clothing, spandex clothing, leotards, and sweat pants are **NOT** permitted. Any pants with holes in the knee or buttocks area are also prohibited. Additionally, hooded shirts of any kind, hats, caps, and head scarfs (except for religious reasons) are also prohibited. All visitors are required to wear footwear (no shower shoes of any kind) and undergarments (including bras for females). In accordance with OSHA guidelines, Visitors shoes are to be "closed toed" and have a strap around the heal of the foot. The front lobby officer will not permit visitors to wear jackets or blazers up to the visiting room. **Inmates are responsible for advising their visitors of the dress requirements for visitation.** Only a Correctional Supervisor and Institution Duty Officer may deny visits for noncompliance. Inmates' attire for visiting includes jumpsuit and bus shoes for pre-trial males; females must wear the blue uniform and bus shoes; cadres must wear khaki uniforms with institutional shoes. A random selection of visitors will be tested with the Ion Spectrometry

Special Visit Requirements:
At times, Clergymen, former or prospective employers, sponsors and parole advisors may request special visits. They must make these requests in writing with sufficient advance notice (72 hours). The request will be reviewed by the Unit Manager for approval.

EFTA00108056

VISITING

It is the policy of MCC New York to maintain visiting facilities for the purpose of maintaining family ties. Because of the nature of this facility, visits must be conducted under appropriate supervision so that security is maintained and the visiting privileges extended to inmates and their families are clearly communicated. For the purpose of this policy, the term pre-trial inmate refers to any inmate who is non-cadre, including holdovers, treaty transfers, BICE detainees, state inmates, and any designated inmate other than those assigned to the MCC New York Work Cadre Unit. Staff must be able to verify the identity of visitors before their admission into the institution. Acceptable means of identification are, government-issued identification, passport, state-issued photo identification (with a date of issue and expiration) and valid drivers' license. In cases where visitors do not have photo identification, they will be required to have three types of identification with signatures. These need not be the sole means of identification. However, identification cards from quick photo places, and check cashing establishments are not acceptable forms of identification. Tactful questioning may clear up doubtful cases. Visitors sixteen (16) and under do not have to show identification unless of course they appear to be older. In such cases, if a visitor under the age of sixteen cannot provide documentation, i.e., a birth certificate (when requested) to prove relationship and age, the visitor will not be allowed into the institution.

The following procedures will be in effect regarding authorized visiting lists. Each inmate will complete a visiting list. The visiting list will not exceed ten (10) approved visitors for pre-trial inmates and (12) for cadre inmates. Immediate family members and two (2) person of "meaning" will be placed on the visiting list absent strong circumstances that preclude visiting. Immediate family is defined as mother, father, step-parents, step-children, foster parents, grand-children, brothers, sisters, spouse and children. As the situation presents itself, other non-immediate family members will be allowed to visit at the approval of the Associate Warden of Programs (AWP).

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housed on the same unit, therefore the programs should be clear of all separatees. It is the Unit Officer's responsibility to ensure all inmates are checked for CIMS concerns prior to any escort off of the unit. The Unit Officer will check the Unit separations roster to ascertain if the inmate's name appears on the roster. Ensure all inmates are checked for CIMS concerns prior to any escort off of the unit. The Unit Officer will check the unit separations roster to ascertain if the inmate's name appears on the roster. If the inmate's name does not appear on the roster, the inmate is cleared to be escorted off of the unit.

If the inmate's name does appear on the separations roster, the Unit Officer must clear the inmate prior to allowing the inmate to be escorted off of the unit.

Inmates must be properly cleared by the Unit Officer and requesting staff member prior to any escort. The requesting staff member must clear all inmate movement to their area with the C&A Officer at extension 5123. The C&A Officer must clear the inmate prior to the inmate departing from his/her assigned housing unit. The Unit Officer must also clear the inmate with the C&A Officer prior to allowing any inmate to depart from the unit. Even though, the Hospital Officer or the Visiting Room may be clearing the inmate(s), it is the Unit Officer's ultimate responsibility to ensure the inmate has been properly cleared. The Unit Officer must review the Unit Separations roster and check for the inmate's name and register number on the roster. If the inmate's name does not appear, the inmate is cleared for movement, and you do not need to contact the C&A Officer. If the inmate's name does appear on the Separations roster, the Unit Officer must contact the C&A Officer at extension 6468 and clear the inmate prior to allowing the inmate to depart from the unit.

Inmates must be properly identified and pat searched prior to departing from the housing unit. Every inmate must carry on their person the institution identification card. This is the means staff utilize to properly identify the inmate. It is the Unit Officer's responsibility to ensure the inmate has his/her identification card on his/her person prior to departing from the unit. The number of inmates escorted at one time on the elevator is directly related to the number of staff available to conduct the escort. One staff member can escort ten (10) inmates in the elevator at one time. Anything more than ten(10), inmates in the elevator causes security and safety concerns. During Inmate Visiting, the Intern Officers and the Activities Officers will assist the Visiting Officers in escorting inmates to and from the Visiting Rooms. The number of

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§ 115.15 Limits to cross-gender viewing and searches.

As of August 20, 2015, or August 21, 2017 for a facility whose rated capacity does not exceed 50 inmates, the facility shall not permit cross-gender pat-down searches of female inmates, absent exigent circumstances. Facilities shall not restrict female inmates' access to regularly available programming or other out-of-cell opportunities in order to comply with this provision.

See the Program Statement **Searches of Housing Units, Inmates, and Inmate Work Areas**, or current version of this policy.
Post assignments may not be restricted on the basis of gender. Institutions will evaluate operational concerns consistent with collective bargaining obligations, the Master Agreement, and other laws, rules, and regulations. The agency will continue to comply with Title VII and other Equal Employment Opportunity Commission authorities in implementing this policy.

(c) The facility shall document all cross-gender strip searches and cross-gender visual body cavity searches, and shall document all cross-gender pat-down searches of female inmates.

Visual Search(Strip Search):
All inmates entering the institution from court, transfers or trips out in the community, will be visually searched (strip searched), and screened with the hand held metal detector. Inmates will also be visually searched when leaving the institution for any reason, including release. A thorough search of the inmate's clothing will be completed. Except in emergency situations, all strip searches will be conducted by a staff member of the same sex as the inmate. At least one male and one female staff will be available 24 hours a day to conduct visual searches.

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less than two(2) members. Where an alleged violation of institution rules or regulations warrants consideration for other than a minor sanction, the charge may be referred to the Disciplinary Hearing Officer for hearing and disposition.

- **DISCIPLINARY HEARING OFFICER (DHO):** The DHO shall conduct hearings and make findings, and may impose appropriate sanctions on incidents of inmate misconduct referred to him/her for disposition.

- **OFFICER RESPONSIBILITY:** All Correctional Officers should make a concentrated effort to ensure that incident reports contain the precise details of action(s) being reported. All facts about the incident which are known by the officer should be recorded. If there is anything unusual about the inmate's behavior, this should be noted. Completed incident reports should be forwarded to the Lieutenants' Office as soon as practical for disposition. Further information can be found in Program Statement 5270.07

ADMINISTRATIVE REMEDIES:

Administrative Remedies are formal complaints submitted by inmates concerning problems they were unable to resolve through normal channels. The inmate is to request the Remedy Form (BP-8, BP-9, and BP-10) from the Unit Team. It is normally returned to the Unit Team for processing, although the inmate may mail directly to the Region or Central offices for sensitive matters.

ENFORCEMENT OF RULES AND REGULATIONS:

All staff members must be familiar with the Inmate Discipline Program Statement. The rules and regulations must be adhered to, with firm but fair tactics used. You may at times be able to correct an inmate without writing an incident report. However, if the inmate's violation of the institution's rules and regulations is of a serious nature, an incident report must be written.

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- **Detail Pouches:** Each employee in charge of a detail assumes responsibility for the custody, control and conduct of all inmates assigned to his/her detail. Both Unit Officers and those staff members having details will pick up their detail pouches prior to reporting to their assignment, and are responsible for turning them in at the end of the working day.

- **Body Alarm:** Unit Officers assigned to posts with body alarms are required to carry the body alarm on their person on every shift. If an individual is relieved from a post that is assigned a body alarm, the relieving officer will be given the body alarm to carry. Normally, body alarms will not be removed or carried from the post to which assigned but should it become necessary, the Control Center MUST be contacted and the staff member given authorization to move with the body alarm. The purpose of this is to allow the unit Officer to be in constant communication with the Control Center. A check of all issued units for proper functioning will be made at the beginning of every shift. Further instructions in the utilization of these transmitters will be explained in the Chapter entitled Emergency Procedures.

KEY CHITS:

Metal key chits are used as receipts for obtaining most equipment that you will be using. Replacement chits are available through the Security Officer. Key chits will not be left in the Control Center at the end of the work day, or upon return of the equipment. Paper tags/Paper chits utilized as key chits are not authorized. Use of any item other that a metal key chit will be subject to the approval of the OPS LT. Temporary Chits can be obtained from the Lieutenants' Office

SECURITY AND ACCOUNTABILITY:

Conduct daily security inspections of your entire area, paying particular attention to any defective locks or the tampering of locks, windows, doors, etc., and report the findings to the Operations Lieutenant in a timely manner. Daily security inspections of your entire area are required and are vital to the security of the institution. Minor repairs will require a work order to the department concerned through the Captain's Office. Defective locks will be brought to the attention of the Operations Lieutenant immediately. Security inspections shall be supplemented with periodic searches by regular search teams. The searches will be initiated by the Operations Lieutenant, under the direction of the Captain. As a Unit Officer, you are responsible for the accountability of your details, authorized lay-ins, and unassigned

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EMERGENCY PROCEDURES

EMERGENCY PLAN IMPLEMENTATION: Each officer is required to review the fifteen basic emergency plans which are located in the Command Center. Each staff member is required to sign indicating they have reviewed the contingency plans for the year. During emergency situations, officers assigned to a specific area are responsible for the accountability of all inmates and staff in their areas unless otherwise directed.

EMERGENCY WARNING SYSTEMS: The Control Center serves as the central receiving area for emergency warnings. The Control Center Officer will immediately notify the correctional supervisor and other authorized officials in order to summon help to the designated areas.

***Any person held hostage shall be considered under duress, and any orders issued by such person, regardless of rank, and including the Warden, shall be disregarded.**

TELEPHONE "222": This number is a system for reporting emergencies at the institution. Whenever possible, remain on the line to relay necessary information to the Control Center. If a situation occurs that makes it impractical to remain on the line, be sure the telephone is ringing the Control Center before leaving the immediate area. This number also rings into the Correctional Supervisor's Office. **The "222" telephone system will be tested weekly.**

BODY ALARMS:

"Body Alarms" should be considered only as an auxiliary to the emergency alarm system telephone number 222, and do not supersede the dial alarm if a telephone is convenient or appropriate to use. Only the "general area," e.g., specific unit, can be determined by the Control Center when this alarm is used. Officers will not tamper with or attempt to repair the transmitter units. The body alarm tests will be conducted in the following manner. The Control Center Officer will contact the staff member with the body alarm advising them that a body alarm test is being conducted. The Control Room Officer will verify the body alarm number and direct the staff member to activate the body alarm by depressing the red button located at the top of the unit. Once the test has been successful the Control Room Officer will advise the staff member that the test was a good test, and advise them to clear the alarm and conduct a radio test. After performing this procedure the unit is now ready to receive radio transmissions and send an alarm to summon staff assistance if needed.

WATCH CALLS:

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STORAGE AND SUPERVISION OF CLASS "AA" TOOLS:
Class "AA" Tools must be removed from the institution at the end of each work day, stored in a combination locked safe in a Class "A" Tool Room, stored in the armory, or turned into the control center. Class "A" Tools must be stored in a metal cage or a class #1 concrete walled room physically separated from Class "B" Tools behind two (2) locked doors. When the Class "A" Tool Room is inside the Class "B" Tool Room, the lock on the Class "B" Tool Room serves as one (1) of the two (2) required locks for the Class "A" Tool Room. **Supervision of Class "AA" Tools will be under constant visual supervision.**

STORAGE AND SUPERVISION OF CLASS "A" TOOLS:
Class A tools will be kept on a shadow board in a locked room or cabinet. This storage area will be separate and secure from the Class B tools storage area. Only employees are authorized to issue and draw Class A tools from the Tool Room or places of storage. Class A tools will be under the supervision of an employee at all times. Inmates are not permitted to carry them about the institution without an employee escort nor use them without supervision. A complete inventory of Class A tools will be made at the beginning of the workday, before the detail is released for dinner and at the end of the workday. When a Class A tool is lost or misplaced, the Chief Correctional Supervisor will be notified immediately. All inmates who may have had access to the tool will be held at the work location until a thorough search has been made.

STORAGE AND SUPERVISION OF CLASS "B" TOOLS:
All tools not in the Class A or Class AA categories will be considered to be Class B tools. All Class B tools are under the supervision of the employees and must be accounted for at the end of the work day. These tools must be issued to inmates, in the presence of their supervisor. All Class B tools must be gathered from the work area and moved to the storage area at the end of the work day. When a Class B tools is lost or misplaced, a search for it will be initiated and a written report will be made to the Chief Correctional Supervisor and the department head covering the details of the loss at the end of the day.

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KEY AND LOCK CONTROL

POLICY: It is the policy of the Bureau of Prisons to maintain proper control of keys and locks at all times. The purpose of this is to establish procedures for control and inventory of institution keys and locks. Further detailed information can be obtained by referring to BOP Program Statements.

All keys authorized for daily use will be stored on the Control Center key board when not in use. Sets of keys are identified by letter and number with the number of keys in that set indicated. Two listings of key locations identifying active and emergency keys can be found in the Control Center and in the office of the Security Officer.

RESTRICTED AND EMERGENCY KEYS:

Restricted keys have blue/black tags on the keyboard in the Control Center. The Watch Supervisor will be notified when it becomes necessary to draw keys for a department or post other than his/her assigned are, or to a restricted area, such as the commissary, storeroom, etc. The officer will prepare a Restricted Key Form indicating the purpose for entering such area. Emergency keys or red-lined keys will be issued only at the direction of the Warden, Chief of Correctional Services, Associate Warden, Watch Supervisor or the Institution Duty Officer. Acting positions may delegate the drawing of keys for a specific time period via memo through the Captain.

HANDLING OF KEYS:

Keys will be carried on a ring which is securely fastened to a chain affixed to the belt of the officer. Discussion of key numbers and reference to their use will be avoided in the presence of inmates. Keys should never be carelessly thrown around, dropped, or left unattended, etc. Always personally hand the keys to your relief so they remain in the personal possession of the officer at all times. Each officer has the responsibility to count the number of keys on each set to ensure that all keys are present. Inmates will never be permitted to handle keys designated for employee use at any time, or under any circumstances. Should an employee take keys home, the keys must be brought back to the institution immediately.

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CALL-OUTS:

Sufficient copies of the master call-out sheet for distribution to all units will be copied and forwarded to the Control Center Officer so that the Morning Watch Control Center Officer can place one in each detail pouch. Extra copies of the call-outs will be placed at the detail pouch cabinet. Unit officers will post the call-out in the housing units.

The employee who places an inmate on call-out must ensure the requested inmate arrives at the specified time. If the inmate does not arrive as scheduled, the requesting staff member shall contact the staff member responsible for the inmate's accountability. If the inmate(s) is/are found to be in an area other than the assigned callout area, it is the responsibility of the staff member(s) or department that has placed the inmate(s) on call-out to prepare an incident report for the inmate's failure to report to call-out. **If efforts to locate the inmate fail, the inmate shall be immediately reported to the shift lieutenant as missing and appropriate action initiated to locate the inmate.**

CELL ASSIGNMENT - SEXUAL OFFENDER/PROTECTIVE CUSTODY

Cell assignments will be determined in an methodical manner. This involves the SHU Lieutenant and OIC, Psychology staff, Unit Team as well as Investigative staff, in determining suitability of cellmates for inmates in protective custody and/or sexual offenders. Most inmates do not like to be housed with sexual offenders or protective custody inmates. Housing the wrong inmates with sexual offenders or protective custody inmates, can lead to serious assaults and/or homicide. Inmates cannot be allowed to choose their roommates, but it is understood that some inmates may be better housed with inmates of like backgrounds/affiliations, than arbitrarily housing the inmates without considering all variables. As noted earlier, protective custody and sexual offenders will be screened thoroughly. If there are no single cells available, this review will be crucial in minimizing the potential for assault.

HIGH RISK LIST

During the weekly SHU meeting, the Warden will be provided a list of those inmates who are considered high risk from a psychological and management stand point. The Captain and Chief Psychologist should be responsible for generating this list. This list will be provided to the Lieutenants' office and the Duty Officers so they are informed should a high risk inmate act out and be in need of medical or psychological attention.

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Inmate's current mood, affect, and behavior

1. Is the inmate emotionally upset, angry, and easily agitated?
2. Are the inmate's thoughts clear and goal directed (vs. delusional or psychotic in nature)?
3. Is the inmate depressed, has there been a recent loss?
4. Has hopelessness persisted even after the depression has lifted?
5. Has the inmate given away property, revised a will, or requested a phone call to say his goodbyes?

Medical Condition(s)/Chronic Pain

1. Does the inmate have a chronic life threatening medical illness?
2. Has the inmate's overall health diminished recently?
3. Is the inmate experiencing pain or other negative symptoms?

Relationship Difficulties

1. Has the inmate received a Dear John letter?
2. Have communications and or visits decreased?
3. Has there been a change in the relationship?

Situational Factors

1. Legal issues - pending indictment; loss of appeal to reduce sentence.
2. Difficulties with staff or other inmates.
3. Gambling debts, drugs.
4. Ending of a close relationship with another inmate.
5. Possible victim of a sexual assault.

REPORTING AND DOCUMENTING INMATE BEHAVIOR

Report Your Concerns: Any inmate behavior(s) that is questionable and may reflect a change in mental health status should be reported to the Shift Lieutenant immediately.

During non-working hours: Inform the Shift Lieutenant of any questionable inmate behavior. He/she will determine if the on-call psychologist needs to be contacted.

Segregation Log Book: Any changes in inmate behaviors should be noted in the TRUSCOPE program. A detailed note regarding the observed behavior is advisable. Documenting in the TRUSCOPE program serves two purposes. First, the entry serves as a means of communication for other staff members. Second, it provides an accurate account of activity during your shift. Documentation should be neat, legible, and professional.

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Responding

Not all allegations of sexually abusive behavior will require full activation of the Response Protocol. In some cases, the Program Coordinator will determine that there is not sufficient reason to proceed (e.g., the alleged victim credibly recanted; the alleged perpetrator was not in the institution on the date of the allegation, the inmates involved independently report a non-coercive sexual encounter, etc.) and the Response Protocol may be terminated.

In cases where more information is needed, or in cases where there is a credible and serious allegation or instance of sexually abusive behavior, the full Response Protocol will be implemented. Once the Program Coordinator determines that the intervention should continue, a sensitive and coordinated response is necessary. Services will be provided in an environment that meets both security and therapeutic needs. The full Response Protocol, monitored by the Program Coordinator, involves the following components:

Protection

All appropriate staff will consult and determine the actions to be taken to prevent further sexually abusive behavior both **to** the alleged victim (e.g. change in work assignments, change in housing assignment, closer supervision, protective custody, transfer, etc.) and/or **by** the alleged perpetrator (e.g., remove from compound, change housing assignment, etc.).

The Captain will ensure that a STG category of **"V SA UNV"** is entered into SENTRY, and in instances where an inmate perpetrator is alleged, will enter the STG category of **"P SA UNV"** for that inmate (See Section 13.b. for further details).

PSYCHOLOGICAL:

Psychology staff are responsible for crisis intervention, assessment of treatment needs, documentation of the evaluation results, treatment, psychiatric referral, and/or other treatment options related to the alleged victim. In addition, Psychology staff provide guidance to Unit Management and Community Corrections staff regarding an inmate's post-release mental health needs. Inmate perpetrators (or alleged perpetrators) of sexually abusive behaviors will be referred by the Operations Lieutenant to Psychology Services. Inmates considered high-risk for sexual re-offending may be referred to specialty treatment and/or management programs, individual or group counseling, or may be managed through standard correctional techniques.

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SPECIAL HOUSING UNIT
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Staff Perpetrator on Inmate Victim:
In the event that a staff member is alleged to have perpetrated sexually abusive behavior against an inmate, the Warden will be notified immediately. The Warden will notify the Regional Director and the Office of Internal Affairs (OIA), who will in turn notify the Office of the Inspector General (OIG), and when appropriate, will notify the Federal Bureau of Investigation (FBI).

Inmate Perpetrator on Staff Victim:
In the event that an inmate is alleged to have perpetrated sexually abusive behavior against a staff member, the SIA/SIS will be contacted immediately with follow-up notification to the Warden.

Crime Scene Preservation:
The staff first responder will preserve the crime scene. SIS staff will be responsible for collecting information/evidence. The investigation, in coordination with the agency to which the case may be referred, will follow the guidance given in the Special Investigative Supervisor's Manual that outlines gathering and processing procedures.

Physical Evidence Collection:
When there is a report of a **recent** Rape or Sexual Assault with an Object, or there is a strong suspicion that a recent, serious assault may have been sexual in nature, a thorough physical examination of the alleged victim - to include a "rape kit" will be completed immediately. Physical evidence collection may also include an examination of, and collection of physical evidence from the suspected perpetrator(s).

After Action Reviews of Violent Sexual Assaults:
Following any incident of Rape or Sexual Assault with an Object, the Warden, Program Coordinator, Chief of Correctional Services, Health Services Administrator, and Chief Psychologist will meet and review the incident. This review is to assess the reasonableness of the actions of staff following the incident, to ensure the security and treatment needs of the inmate victim have been addressed adequately and the management and investigation of the inmate or staff perpetrator is progressing appropriately. Within **two** working days after the initial reporting of the Rape or Sexual Assault with an Object, a written report highlighting the relevant facts should be produced and the Warden or designee will personally attest by his or her signature that the review has taken place and that the steps taken by staff were either appropriate or inappropriate. A copy of this report will be forwarded to the Regional Director.

METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
GENERAL POST ORDERS
SPECIAL HOUSING UNIT
THIS IS NOT AN ARMED POST

Post Orders, the TRUSCOPE program and log books are confidential documents and should never be left unattended or in an area accessible to inmates. Post Orders must be secured at all times when not in use by staff.
It is the responsibility of the employee to inform the employer of the fact they have not been able or afforded the opportunity to read such orders. The employer will then advise the employee of the general requirements of the post, and answer any questions.

Employees assuming posts under these circumstances still have the responsibility of exercising sound correctional judgment based upon their training and experience and will make reasonable efforts before assuming your post.

After reading the post orders, the employee must sign and date the Post Order Review Sheet which is located in Section 5 of this document. These post orders are not intended to describe in detail all the officers' responsibilities. Good judgment and common sense are expected in all situations not covered in these post orders.

NOTE: IT IS POLICY OF THE BUREAU OF PRISONS THAT IF AN INMATE(S) SHOULD APPROACH YOU OR YOUR POST WITH A STAFF MEMBER HOSTAGE, YOUR FIRST CONSIDERATION IS THE SECURITY OF THE INSTITUTION AND UNDER NO CIRCUMSTANCES WILL INMATES BE PERMITTED TO ESCAPE. ANY EMPLOYEE TAKEN HOSTAGE, REGARDLESS OF RANK, HAS NO AUTHORITY.

Jermaine C. Darden, Captain

12/7/18
Date

INSTITUTIONAL SUPPLEMENTS/PROGRAM STATEMENTS

FIREARMS AND BADGES	P.S. 500.13
INMATE ACCOUNTABILITY	I.S. NYM 5511.06
INMATE PERSONAL PROPERTY	I.S. NYM 5580.07
SECURITY INSPECTIONS	I.S. NYM 5500.13
TOOL CONTROL	I.S. NYM 5500.13
MAIL MANAGEMENT	P.S. 5800.16
VISITING PROCEDURES	I.S. NYM 5267.08
INMATE CORRESPONDENCE	I.S. NYM 5265.14
ALCOHOL SURVEILLANCE/TESTING	I.S. NYM 6590.07
ENTRANCE PROCEDURES	I.S. NYM 5500.13
INMATE TELEPHONES	P.S. 5264.08
ION SCREENING	P.S. 5522.02
SEARCHING/DETAINING PERSONS	P.S. 5510.15
SEXUAL ABUSE PREVENTION/INTERVENTION	P.S. 5324.12
INMATE DISCIPLINE	P.S. 5270.09
SPECIAL HOUSING	P.S. 5270.10
SUICIDE PREVENTION	P.S. 5324.08
SEARCHES OF HOUSING UNITS/INMATES AND WORK AREAS	P.S. 5521.06
ESCORTED TRIPS	P.S. 5538.07
USE OF FORCE/APPLICATION OF RESTRAINTS	I.S. NYM 5566.06
POSTED PICTURE FILE	P.S. 5510.13
HUNGER STRIKES	P.S. 5562.05
ESCAPES DEATH NOTIFICATIONS	P.S. 5553.07

CHAPTER 7
FIREARMS AND BADGES

700. DEFINITIONS. Probable cause, reasonable determination, or reasonable belief means facts and circumstances known to the employee at the time of the use of firearms that would cause a reasonable employee to conclude that the action is appropriate.

701. CARRYING OF FIREARMS. Title 18 U.S.C. § 3050, authorizes the Attorney General to prescribe rules and regulations relating to the carrying of firearms by Bureau officers and employees. This authority is delegated to the Director in 28 CFR 0.96(o).

When approved by the Warden, institution staff are permitted to carry firearms when:

- transporting inmates,
- assigned to escape posts, and
- assigned to security posts which require firearms as standard issued equipment.

Carrying or the use of personal or privately owned firearms while on duty is prohibited.

Post orders, riot plans, and escape plans will include instructions for carrying firearms.

a. Duty Assignment. Employees must not be assigned to duties that require the carrying of firearms prior to successfully completing the firearms familiarization training course.

b. Staff Qualification. New employees must not be assigned to posts requiring the carrying of firearms before completing the Introduction to Correctional Techniques Training at the Federal Law Enforcement Training Center.

In extraordinary circumstances, an exception may be made for an employee who has completed the local firearms familiarization training with written approval of the Warden and Regional Director.

c. Re-qualification. Staff must complete satisfactorily the Bureau's approved firearms training course each year. Allowances will be made in accordance with applicable laws, rules, and regulations.

Chaplains, dentists, physicians, and other positions which the Director specifically exempts from carrying firearms are not required to complete the firearms familiarization training conducted at the institution and Staff Training Academy.

d. Other Use of Firearms. Only the Director or Director's designee may authorize, in writing, Bureau staff to carry Government-issued firearms for purposes not expressed in this Program Statement.

702. USE OF FIREARMS. Firearms must be used only when deemed necessary for the following Law Enforcement purposes:

- Prevent escapes;
- Prevent loss of life or serious physical injury;
- Protect government property, upon determination that the damage or loss of property would contribute directly to an escape, loss of life, or serious physical injury; and
- Maintain or restore control of a correctional institution.

The use of firearms is prohibited if force other than firearms appear reasonably sufficient to accomplish law enforcement purposes. Examples are, but not limited to:

- Prevention of escape;
- Prevention serious physical injury; and
- Restoration of control in a correctional institution.

The necessity to use firearms arises when all available means of achieving the law enforcement purpose have failed or are likely to fail.

An employee is not required to jeopardize personal safety or the safety of others before using firearms to prevent serious injuries/bodily harm or death.

If use of firearms is deemed necessary, staff must shoot the subject with every intention of hitting "center mass" to ensure the subject is stopped.

Staff will not attempt to shoot a limb which creates a lesser chance of stopping the subject and may pose a danger to staff, other inmates, or persons in the community. Firearms must not be used solely to disable moving vehicles or aircraft. Firearms will only be used against the driver or other occupants of a moving vehicle when the:

- Employee has a reasonable belief that the subject poses an imminent danger of death or serious physical injury to the employee or others.
- Public safety benefits of using such force outweigh the risks to the safety of the employee or others.

As soon as practicable, medical attention must be provided to any persons injured during an incident involving use of firearms.

Firearms will not be used if the employee recognizes a potential escapee as an inmate sentenced under the Juvenile Justice and Delinquency Prevention Act.

a. Escape Prevention. The use of firearms is authorized when deemed necessary to prevent an escape in the following situations.

(1) Perimeter Walls. At institutions secured with perimeter walls, prior to using firearms, staff must reasonably believe that an inmate has the capability to escape.

For example, the inmate may be carrying items that could be used to perpetrate an escape, such as, but not limited to, a ladder, grappling hook, or rope, suggesting an intent to escape.

An employee who determines an escape is in progress must issue a verbal warning, then fire a warning shot prior to shooting the subject.

(2) Multiple Perimeter Fences. At institutions secured with multiple perimeter fences, prior to using firearms, staff must reasonably believe that an inmate has the capability to escape.

For example, the inmate may be carrying items such as, but not limited to, a ladder, blankets, grappling hooks, ropes, broom handles, or sticks, that will perpetrate an escape.

An employee who determines an escape is in progress must issue a verbal warning, then fire a warning shot prior to shooting the subject.

Verbal warnings and warning shots are not required when the employee reasonably believes there is imminent threat danger of death or serious physical injury to self or others.

When authorized, throughout this policy, warning shots should be used only if there is no apparent danger to self, other staff and inmates, or the community.

Warning shots will be fired into the ground and never into the air or in an indiscriminate direction.

The inmate is not required to be on the first/inner perimeter fence before the employee issues the warning. When the inmate actually contacts the first/inner perimeter fence in an attempt to climb or demonstrates an attempt to get on or over the first/inner perimeter fence, and the employee reasonably determines an escape is being attempted, the employee may shoot the subject.

The employee is not required to wait until the inmate is between the perimeter fences or over the first/inner fences.

(3) Metropolitan Correctional Centers (MCCs) and Metropolitan Detention Centers (MDCs). When an employee reasonably determines that an escape is being attempted from a MCC or MDC, the employee should give a verbal warning. If the inmate continues, the employee may shoot the subject. Warning shots are prohibited due to the possibility of injury to innocent bystanders.

(4) Minimum Security Institutions. Ordinarily, firearms are not used to prevent escapes from minimum security level institutions. However, weapons are authorized when the escaping inmate has used or threatened to use force which is likely to cause serious physical injury or has manifested an imminent threat of death or serious physical injury to the employee, other staff and inmates, or the community.

Verbal warnings and warning shots should be used when feasible.

(5) Escapes with Outside Assistance. Firearms may be used against persons who are not inmates, if they are facilitating an escape and have used or threatened to use force which is likely

to cause death or serious physical injury against the employee, other staff and inmates, or the community.

Verbal warnings and warning shots must be used when feasible.

(6) Escape from Escorted Trip or Prisoner Transport. When an employee reasonably determines an escape is being attempted from an escorted trip or prisoner transport, the employee must issue a verbal warning. If the inmate continues and the escape is occurring within the immediate environs of a correctional institution, the employee will fire a warning shot, if feasible, prior to shooting the subject.

Outside the immediate environs of a correctional institution, the employee should not fire a warning shot prior to shooting the subject due to the possibility of injury to innocent bystanders.

Absent the use or threat of force which would likely cause serious physical injury or a manifested imminent threat of death or serious physical injury to the employee, other staff and inmates, or the community, it is not permissible to use firearms to prevent an escape of an inmate in transit to or from a minimum security level institution. The exception to the rule is when the escorting employees are transporting inmates at the same time to a minimum and non-minimum security level institutions.

(7) Once An Escape Has Occurred. After an escape from a transport vehicle or an institution, and the immediate environs has been successful, employees attempting to apprehend the escaped prisoner may not use firearms unless there is probable cause to believe:

(a) The subject has committed a felony involving the infliction or threatened infliction of serious physical injury or death.

(b) The subject's escape would pose an imminent danger of death or serious physical injury to the employee or others.

Note: The phrase "after an escape from a transport vehicle or an institution and the immediate environs has been effectuated" should be interpreted in the following manner:

- As long as a staff member is in continuous pursuit of an escaping inmate, whether the escape takes place from an institution, transport vehicle, or outside facility (such as a hospital), the escape has not yet been effectuated. The use of firearms is permissible under the escaping inmate standard.

- The immediate environs of an institution is defined as the property lines of the correctional facility. This boundary may be expanded by the Warden with the Regional Director's concurrence and should be defined as explicitly as possible.

A verbal warning should be given if it would not pose a risk of death or serious bodily injury to the officer or others.

Warning shots are prohibited due to the possibility of injury to innocent bystanders.

b. Prevent the Loss of Life or Serious Physical Injury. Staff may use firearms when reasonable belief exists that the subject poses a threat of death or serious physical injury to staff, inmates, or others.

Firearms will be used in the same manner as for escapes; verbal warnings and warning shots should be given, when feasible, prior to shooting the subject.

When authorized, warning shots should be used only if there is no apparent danger to other staff and inmates, or the community. Verbal warnings and warning shots are not required when the employee reasonably believes there is imminent danger of death or serious physical injury to self or others.

In a hostage situation, once it has been contained and attempts to negotiate have begun, only the Warden may order the use of firearms to resolve the hostage situation.

Warning shots will not be fired as in an attempt to resolve a hostage situation, nor used to create a diversion.

c. Protect Government Property. Firearms may be used to prevent damage to or destruction of Government property when the loss of that property could contribute directly to an escape or attempted escape, serious physical injury, or loss of life.

For example, the use of firearms may be necessary when persons are attempting to damage or disable a fire truck during a fire within the institution. If individuals attempt to break into a

building where weapons, gas, or other security risk items are stored, firearms may also be used.

Firearms must be used in the same manner as for escapes; verbal warnings and warning shots should be given, when feasible, prior to shooting the subject. When authorized, warning shots should be used only if there is no apparent danger to other staff, other inmates, or the community.

Verbal warnings and warning shots are not required when the employee reasonably believes there is imminent danger of death or serious physical injury to self or others.

d. Maintain or Restore Control of a Correctional Institution. Firearms may be used to maintain or restore control of a correctional institution when the employee reasonably believes the intended subject of the use of firearms is participating in a disturbance in a manner that threatens the safety of staff, other inmates, or the community.

Firearms must be used in the same manner as for escapes; verbal warnings and warning shots should be given, when feasible, prior to shooting the subject. When authorized, warning shots should be used only if there is no apparent danger to staff, other inmates, or the community.

Verbal warnings and warning shots are not required when the employee reasonably believes there is imminent danger of death or serious physical injury to self or others.

703. ARMED ESCORT BY COMMERCIAL AVIATION. The Warden may authorize staff to carry firearms when transporting an inmate by commercial air carrier.

Title 14 CFR Part 108.11, Carriage of Weapons, and Part 108.21, Carriage of Passengers Under the Control of Armed Law Enforcement Escorts (1995), allows law enforcement officials, while performing their duties, to travel while armed.

Staff must notify the air carrier prior to departing the institution of the intent to carry firearms. Staff must complete all required forms and provide required information to the carrier.

Staff must follow the procedures detailed in the above referenced regulations.

When not transporting inmates, Bureau staff, carrying firearms aboard commercial aircraft, must declare this to the carrier and have the weapon placed in checked baggage.

The above referenced regulations should be referred to for additional requirements concerning the placement of firearms in checked baggage.

704. REPORTING REQUIREMENTS. A written report must be submitted to the Warden upon the discharge of any firearm, privately owned or issued by the Bureau. This rule applies when the employees is on duty and off duty, except for training or recreational purposes.

For an incident while on duty, the report must be submitted prior to the end of the employee's duty shift.

For an incident while off duty, the report must be submitted prior to the end of the employee's next duty shift.

The discharge of any firearm, once reported, will be investigated and reviewed through the After-Action Reporting and Review processes.

705. IDENTIFICATION BADGES. Upon request, the Correctional Services Administrator, Central Office, will issue Bureau identification badges in leather carrying cases to each institution.

The Captain will maintain strict accountability of Bureau badges. Lost or stolen badges must be reported immediately in writing to the Correctional Services Branch, Central Office.

Except for tower and perimeter patrols and established stationary check points, staff assigned to duties which require the carrying of firearms will be issued a Bureau identification badge.

The badge must be displayed when necessary to establish the staff member's authorization to carry a firearm. Appropriate badge holders will be provided so as to allow the employee the ability to securely attach the badge to his or her outerwear.

Badges may not be used as methods of routine identification.

Employee procurement or possession of unauthorized badges, either official or duplicated, is prohibited (see the Program Statement on Standards of Employee Conduct).

706. NON-DISCLOSURE OF BUREAU STAFF NAMES IN SHOOTING INCIDENTS. Disclosure of an employee's name following a shooting incident will follow the guidelines as prescribed in the Program Statement on News Media Contacts.

METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
SPECIFIC POST ORDERS
SHU #1
THIS IS NOT AN ARMED POST

THIS IS AN OLEORESIN CAPSIUM (OC) CARRY POST

POST: **SPECIAL HOUSING UNIT #1(SHU #1)**

EQUIPMENT: **Key Ring(s) C-27, C-28, C-30, C-31, C-32, C-33, B-32, B-33 Radio/BA, Metal Detector, MK-4 OC Dispenser**

All equipment assigned to this post and will be accountable on the shift to shift inventory form. All 24 hour equipment and key rings will be logged into TRUSCOPE program with type of equipment and key ring numbers.

SHIFT: **MORNING WATCH**

HOURS OF DUTY: **12:00 A.M. to 8:00 A.M.**

NORMAL ROUTINE:
All Correctional Officers will report to the institution according to their assigned work schedule. You are required to utilize the "Staff Chit Board" whenever you enter and/or depart from the secured perimeter of the institution

SECURITY PROCEDURES TO BE FOLLOWED WHEN OPERATING THE BELOW LISTED SHU DOORS:

Door 27 and Inner Door: Both doors must always remain secured when not being used. They are to be opened as needed for traffic and secured immediately. These doors are to be considered a sallyport only and one door will be open at a time unless there is an emergency.

CONTROLLED MOVES:
A Lieutenant will call a controlled move to halt all general population movement. The controlled move is conducted to guarantee that the inmate is closely monitored and kept separate from other inmates.

12:00 A.M.
Report directly to the Special Housing Unit wearing the prescribed uniform and relieve the Evening Watch Officer. After you have relieved the Evening Watch Officer, as the equipment is issued on a 24-hour basis, you are required to indicate the key ring number and type of equipment accounted for into TRUSCOPE and sign the location inventory.

EFTA00108080

METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
SPECIFIC POST ORDERS
HOUSING UNITS
THIS IS NOT AN ARMED POST

THESE POSTS ARE OLEORESIN CAPSICUM(OC) CARRY POSTS WITH THE EXCEPTION OF THE 5-SOUTH CADRE INMATES

POST: **THESE POST ORDERS WILL COVER THE FOLLOWING HOUSING UNITS**

EQUIPMENT:
UNIT 2(BA): BODY ALARM #601 KEYS C1 W/8, MK-4 OC DISPENSER
UNIT 3(CA): BODY ALARM #602 KEYS C2 W/8, MK-4 OC DISPENSER
UNIT 5N(EN): BODY ALARM #603 KEYS C5 W/8, MK-4 OC DISPENSER
UNIT 5S(ES): BODY ALARM #604 KEYS C8 W/7, MK-4 OC DISPENSER
UNIT 7N(GN): BODY ALARM #605 KEYS C11W/9, MK-4 OC DISPENSER
UNIT 7S(GS): BODY ALARM #606 KEYS C14W/9, MK-4 OC DISPENSER
UNIT 9N(IN): BODY ALARM #607 KEYS C17W/10, MK-4 OC DISPENSER
UNIT 11N(KN): BODY ALARM #619 KEYS C20W/8, MK-4 OC DISPENSER
UNIT 11S(KS): BODY ALARM #616 KEYS C23W/6

All equipment and key rings will be logged into TRUSCOPE program with type of equipment and key ring numbers.

SHIFT: **MORNING WATCH / DAY WATCH / EVENING WATCH**

HOURS OF DUTY:
12:00 A.M. - 8:00 A.M. (M/W SHIFT)
7:45 A.M. - 4:15 P.M. (D/W SHIFT) (Weekdays)
8:00 A.M. - 4:00 P.M. Weekends and Holidays
4:00 P.M. - 12:00 A.M. (E/W SHIFT)

LUNCH RELIEF: **See Current Lunch relief Schedule**

NORMAL ROUTINE: All correctional officers will report to the institution in a timely manner. You are required to utilize the "Staff Chit Board" whenever you enter and/or depart from the secured perimeter of the institution.

****Remember inmates do not have authority over other inmates. Staff are responsible for supervising inmates at all times*****

MORNING WATCH
12:00 A.M.
Report directly to the Unit wearing the prescribed uniform and relieve the Evening Watch Officer. After you relieve the Evening Watch Officer and receive all pertinent information, as the equipment is issued on a 24-hour basis, you are required to indicate the key ring number and type of equipment accounted for into TRUSCOPE and sign the location inventory. Count the keys to ensure the number of keys corresponds with the total number on the key ring chit. Key rings must be secured to a belt by clips and a metal chain.

EFTA00108081

METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
SPECIFIC POST ORDERS
HOUSING UNITS
THIS IS NOT AN ARMED POST

THESE POSTS ARE OLEORESIN CAPSICUM(OC) CARRY POSTS WITH THE EXCEPTION OF THE 5-SOUTH CADRE INMATES

POST: **THESE POST ORDERS WILL COVER THE FOLLOWING HOUSING UNITS**

EQUIPMENT:
UNIT 2(BA): BODY ALARM #601 KEYS C1 W/8, MK-4 OC DISPENSER
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UNIT 7S(GS): BODY ALARM #606 KEYS C14W/9, MK-4 OC DISPENSER
UNIT 9N(IN): BODY ALARM #607 KEYS C17W/10, MK-4 OC DISPENSER
UNIT 11N(KN): BODY ALARM #619 KEYS C20W/8, MK-4 OC DISPENSER
UNIT 11S(KS): BODY ALARM #616 KEYS C23W/6

All equipment and key rings will be logged into TRUSCOPE program with type of equipment and key ring numbers.

SHIFT: **MORNING WATCH / DAY WATCH / EVENING WATCH**

HOURS OF DUTY:
12:00 A.M. - 8:00 A.M. (M/W SHIFT)
7:45 A.M. - 4:15 P.M. (D/W SHIFT) (Weekdays)
8:00 A.M. - 4:00 P.M. Weekends and Holidays
4:00 P.M. - 12:00 A.M. (E/W SHIFT)

LUNCH RELIEF: **See Current Lunch relief Schedule**

NORMAL ROUTINE: All correctional officers will report to the institution in a timely manner. You are required to utilize the "Staff Chit Board" whenever you enter and/or depart from the secured perimeter of the institution.

****Remember inmates do not have authority over other inmates. Staff are responsible for supervising inmates at all times*****

MORNING WATCH
12:00 A.M.
Report directly to the Unit wearing the prescribed uniform and relieve the Evening Watch Officer. After you relieve the Evening Watch Officer and receive all pertinent information, as the equipment is issued on a 24-hour basis, you are required to indicate the key ring number and type of equipment accounted for into TRUSCOPE and sign the location inventory. Count the keys to ensure the number of keys corresponds with the total number on the key ring chit. Key rings must be secured to a belt by clips and a metal chain.

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METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
SPECIFIC POST ORDERS
SHU #1
THIS IS NOT AN ARMED POST

Count the keys to ensure the number of keys corresponds with the total number on the key ring chit. Key rings must be secured to a belt by clips and a metal chain. Contact the Control Center on #333 and test your Radio/Body Alarm. Begin making watch calls at this time. Watch calls will be made every 30 minutes from the hours of 6:00 PM to 6:00 AM.

Unit officers must maintain a log of pertinent information regarding inmate activity, detailing time, persons involved (if pertinent) and the event. These entries must be entered into TRUSCOPE program.

Report for duty by telephone with the Operations Lieutenant and receive any additional information. **Begin making 30 minute rounds ensuring you document the findings into TRUSCOPE. Staff will observed all inmates in continued lock down status once in the first 30 minute period of the hour ex: (12:00 -12:30AM) followed by another round in the second 30 minute period of the same hour (12:30-1:00 AM).This will ensure an inmate is observed at least twice per hour. These rounds are to be conducted on an irregular schedule and no more than 40 minutes apart. All observations must be documented.**

It should be clearly understood that none of these activities are to take place until the Evening Watch officer is relieved. It should be noted that it is understood that not all of the above will be accomplished by or before the count.

OFFICIAL COUNT TIME: The SHU#2 Officer, will assist with backing the count. All counts will be completed by two staff members. One staff member will count the inmates in the assigned cells and the other staff member will observe the unit for any unauthorized movement from the range grill. When you count the inmates you will count living breathing flesh. Ensure that all cell doors are locked prior to conducting your count. Call your count into the C&A Officer at extension "6468".

Always ensure the correct time, date, and Officers printed name and signature conducting the count are noted on the count slip. All count slips will be written in blue or black ink and should be clear and legible. Count slips which appear to be altered will not be accepted. Internal Security Officer will pick up the count slips and take them to the Control Center. Once the Control Center announces a clear institutional count, record this information into TRUSCOPE.

EFTA00108083

METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
SPECIFIC POST ORDERS
SHU #1
THIS IS NOT AN ARMED POST

BED BOOK COUNTS: The Bed Books will be utilized for emergency counts, bad institutional counts and random Bed Book counts requested by the Shift Lieutenant. When a unit has two consecutive bad counts, a bed book count must be conducted. In conjunction with the Bed Book the unit roster will be used to conduct these counts. Upon receiving a new inmate on the unit, the unit officer will receive two 3 x 5 cards, one to be utilized for the bed book, and the other to use for inmate movement. The bed book card is not to be removed from the bed book

Throughout your shift, you must Audit the location board, bed book, and all inmate files including the Special Housing Record (BP-292), Administrative Detention Orders, 30 day psychology reports and twenty one day cell rotations. It is the responsibility of the SHU #1 to ensure all information contained on the SHU Report is accurate and up-to-date for each inmate. The SHU Report will list the reason the inmate is housed in SHU. Ensure all doors, traps and grills in the Special Housing Unit are locked and secured. If it has a lock, it should be locked. You must ensure a comprehensive fire and security inspection of the unit is conducted. Ensure all equipment is accounted for, operational and logged into TRUSCOPE program and the fire and security form is completed.

ANY DISCREPANSIES WILL BE REPORTED TO THE LIEUTENANT'S OFFICE.

12:30 A.M.
Begin making watch calls to the Control Center by calling extension 333 or via radio every half hour. These calls are mandatory and are designed for your safety as well as the security of the institution. It is your responsibility to supervise the overall operation of the Special Housing Unit. A body alarm test should be conducted at this time. **Remember body alarms are assigned to a specific post, not a person. The Control Center must be notified before moving with the body alarm to another location.**

The Morning Watch SHU #1 will run an SENTRY Inmate Discipline Daily Log (PD 14) for any changes to an inmate's status in the Special Housing Unit. Any changes will be annotated in the SHU Report, and also in the SHU Program. The SHU #1 must go through the Special Housing Unit program making sure all inmate data is correct, also ensuring inmate's disposition status is correct. Ensure unit team information, and any other pertinent information appears on the SHU Report. The SHU #1 Officer will provide a copy of the SHU Report daily to the SHU Lieutenant.

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METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
SPECIFIC POST ORDERS
SHU #1
THIS IS NOT AN ARMED POST

The SHU #1 Officer is responsible for notifying the Control Center of inmates being admitted or released from the Special Housing Unit. At no time will you be in possession of the cell door key without the presence of another staff member. The SHU #1 Officer will initiate a file on all inmates being admitted to the Special Housing Unit.

1:00 AM
Begin conducting searches/shakedowns of all common areas of the unit which. Particular attention must be paid to plumbing facilities chases, vents, tables, chairs, activities rooms, utility closets, laundry room, and the rest of the common area inside the unit. After completing at least five shake downs in your unit, document the correct information into TRUSCOPE. Discoveries of hard contraband will be reported to the Operations Lieutenant and documented into TRUSCOPE. All items of contraband are to be disposed of according to policy. Continue patrolling the unit observing and listening for abnormal activity and noises.

Check the unit bed book, charts and BP-292, Special Housing Unit Record to ensure that all are up to date. Check the callout and transfer sheet for information affecting the inmates under your care and direction.
Sundays: Remove the prior week's BP-292's, ensure they are completely filled out and place them in the corresponding inmates file located in the officers station. A new BP-292 will be generated on each inmate and placed in the BP-292(52) binder.

1:30 A.M.
Continue to document and update all activities and paperwork assigned to this post. The weekly recap of the entrance log will also be conducted on Sunday. The recap form and signature sheets will be forwarded to the Special Housing Lieutenant who will forward them to the Captain. The SHU #1 will generate the new sign in sheets for the week and placed them in the sign-in log book.

2:00 A.M.
The Morning Watch SHU #1 is responsible for forwarding all official and general correspondence generated within the unit to the institutional mail room. When screening the mail, attempt to identify escape plots, drug use and any other suspicious information. The SHU #1 will review all Inmate Request to Staff and other correspondence addressed to staff members within the institution. The Inmate Request to Staff and institution correspondence will be routed to appropriate department.

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Anything out of the ordinary will be reported to the Shift Lieutenant immediately. Outgoing mail from inmates on mail monitoring status will be separated and identified as SIS mail and left open. After processing is complete, all mail will be sealed and placed in the mail bag for pick up. The Internal Security Officer will pick mail up at approximately 5:00 A.M.

3:00 A.M.
The official count will be announced at this time. Staff will perform a double staff count, observing human flesh and movement before counting any inmate. Call in the count to the C&A Officer at extension "6468"

5:00 A.M.
The official count will be announced at this time. You are to follow the same procedures used at the 3:00 a.m. count. **Remember Staff will perform a double staff count, observing human flesh and movement before counting any inmate.**

6:00 A.M.
Ensure that all inmates on the court list are ready for pick up by the Internal Security. The SHU #3 and Recreation Officers will report to the unit at this time and assist with the court movement.

All SHU inmates will be escorted to R&D for court at a ratio of two staff members per every inmate unless otherwise instructed by the Operations Lieutenant. Contact the C&A Officer to receive clearance for the escort of the inmate(s). **Ex: If you are escorting two inmates to R&D there should be four escorting staff members**

Breakfast Feeding
The SHU #2 will ensure the food carts are properly searched prior to bringing them into the unit. The SHU #1 will ensure the SHU Officers (including the Recreation Officers); will count all food trays, lids, and utensils prior to and after the meal. The SHU #2 will prepare the breakfast meal, and began feeding with the assistance of the Recreation Officers. Ensure that all wickets are secured; only one (1) wicket will be opened at a time for the feeding of the meal. Report problems with the meal to the Shift Lieutenant and Food Service staff and ensure corrective measures are taken before serving commences. The lights in the inmate's cells will be turned on while the breakfast feeding is in progress.

EFTA00108086

METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
SPECIFIC POST ORDERS
SHU #1
THIS IS NOT AN ARMED POST

All Food trays must be accounted for; no food trays will be left in an inmate's cell after pickup. If an inmate refuses to give you the tray back notify the SHU Lieutenant or the Operations Lieutenant. Inmate orderlies will not be utilized to collect food trays.

7:00 A.M.
Prepare the cells and unit for daily inspection. No later than 8:00 am each morning all inmates will have their cells cleaned, beds made, and will be dressed in their jumpsuits. All SHU officers will assist with conducting daily inspections of the unit. Any inmate who desires recreation will have their cells in a high state of sanitation. Recreation begins by the Recreation Officers Monday through Friday. **INMATES DEPARTING FOR RECREATION WILL NOT LEAVE THEIR CELLS UNTIDY.**

7:30 A.M.
Ensure that all pertinent paperwork is properly filled out, (Daily Security Inspection Sheet, Equipment Inventory, BP-292, etc.

Inmate Work Call: All inmates assigned to work details will report to their work detail assignments.

8:00 A.M.
End of Tour:
Pass all keys and equipment to your relief. Once properly relieved, your **tour of duty ends** and you are to proceed directly out of the institution.

****DO NOT LEAVE YOUR POST UNTIL THE PROPER RELIEF HAS BEEN PROVIDED****
Officers assigned to this post will not vacate the post unless properly relieved or instructed to do so by the Operations or Activities Lieutenants. These post orders are not intended to describe in detail all the officer's responsibilities. Good judgment and common sense are expected in all situations not covered in these post orders.

IT IS POLICY OF THE BUREAU OF PRISONS THAT IF AN INMATE(S) SHOULD APPROACH YOU OR YOUR POST WITH A STAFF MEMBER HOSTAGE, YOUR FIRST CONSIDERATION IS THE SECURITY OF THE INSTITUTION AND UNDER NO CIRCUMSTANCES WILL INMATES BE PERMITTED TO ESCAPE. ANY EMPLOYEE TAKEN HOSTAGE, REGARDLESS OF RANK, HAS NO AUTHORITY.

EFTA00108087

METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
SPECIFIC POST ORDERS
SHU #1
THIS IS NOT AN ARMED POST

THIS IS AN OLEORESIN CAPSIUM (OC) CARRY POST

POST: **SPECIAL HOUSING UNIT OFFICER #1**

EQUIPMENT: **Key Rings E-37, E-38, C-8, C-9, Radio/BA, Metal Detector, MK-4 OC Dispenser**

All equipment assigned to this post and will be accountable on the shift to shift inventory form. All 24 hour equipment and key rings will be logged into TRUSCOPE program with type of equipment and key ring numbers.

SHIFT: **DAY WATCH**

HOURS OF DUTY: **7:45 A.M. to 4:15 P.M.**

LUNCH RELIEF: **See Current Lunch relief Schedule**

NORMAL ROUTINE:
All Correctional Officers will report to the institution according to their assigned work schedule. You are required to utilize the "Staff Chit Board" whenever you enter and/or depart from the secured perimeter of the institution

SECURITY PROCEDURES TO BE FOLLOWED WHEN OPERATING THE BELOW LISTED SHU DOORS:
Door 27 and Inner Door:
Both doors must always remain secured when not being used. They are to be opened as needed for traffic and secured immediately. These doors are to be considered a sallyport only; one door will be open at a time unless there is an emergency.

CONTROLLED MOVES:
A Lieutenant will call a controlled move to halt all general population movement. The controlled move is conducted to guarantee that the inmate is closely monitored and kept separate from other inmates.

7:45 A.M.
Report directly to the Special Housing Unit wearing the prescribed uniform and relieve the Morning Watch Officer. After you have relieved the Morning Watch Officer, as the equipment is issued on a 24-hour basis, you are required to indicate the key ring number and type of equipment accounted for into TRUSCOPE and sign the location inventory.

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METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
SPECIFIC POST ORDERS
SHU #1
THIS IS NOT AN ARMED POST

Count the keys to ensure the number of keys corresponds with the total number on the key ring chit. Key rings must be secured to a belt by clips and a metal chain. Contact the Control Center and test your Radio/Body Alarm. Unit officers must maintain a log of pertinent information regarding inmate activity, detailing time, persons involved (if pertinent) and the event. These entries must be entered into TRUSCOPE program. Report for duty by telephone with the Operations Lieutenant and receive any additional information. Prepare inmates for Daily Callouts.

Begin making 30 minute rounds ensuring you document the findings in the TRUSCOPE program. **Staff will observed all inmates in continued lock down status once in the first 30 minute period of the hour ex: (12:00 - 12:30AM) followed by another round in the second 30 minute period of the same hour (12:30-1:00 AM).This will ensure an inmate is observed at least twice per hour. These rounds are to be conducted on an irregular schedule and no more than 40 minutes apart. All observations must be documented.**

It should be clearly understood that none of these activities are to take place until the Morning Watch officer is relieved. It should be noted that it is understood that not all of the above will be accomplished by or before the count.

Prepare the Release paperwork for inmates returning to general population. Once the SHU Releases are signed off on began to release the inmates to the assigned unit. Forward the inmates Bed Book Card and I.D. Card to the respective unit. The SHU #1 Officer is responsible for notifying the Control Center of inmates being admitted or released from the Special Housing Unit. The Special Housing Report will be updated to reflect the releases. It is the responsibility of the SHU #1 to ensure all information contained on the SHU Report is accurate and up-to-date for each inmate. An informal census count of the unit should be conducted. Although this count is not called into the C&A Officer, the number of inmates present in the unit should always directly correspond to the total documented in TRUSCOPE. Any discrepancies should be brought to the immediate attention of the SHU Lieutenant. Attorney visits will begin at this time.

It is the SHU #1's responsibility to ensure all inmates are checked for CIMS concerns prior to any escort off of the unit. The SHU #1 will check the Unit SEPARATIONS roster to ascertain if the inmate's name appears on the roster.

EFTA00108089

8:30 A.M.
Conduct a comprehensive inspection of the unit. Any discrepancies found will be noted on the Fire and Security Inspection Form. Serious breaches of security will be immediately reported to the SHU Lieutenant and Operations Lieutenant. This security inspection of the unit is primarily designed to detect contraband, prevent escapes, and ensure sanitary standards and to eliminate fire and safety hazards. Begin 21 day cell rotations at this time and showers at this time. **Note: 21 day rotations must be done when due if inmate refuses an incident report must be written, and the SHU lieutenant must be noticed. Use the Population Monitoring Census/Roster (PP30).** Conduct the A.M. census count. Log your results of the count into TRUSCOPE program and notify the Operations Lieutenant of any unauthorized inmates in your area.

9:00 A.M.
As time permits throughout the shift, you are to conduct searches of inmate cells. Results will be recorded into TRUSCOPE. Discoveries of hard contraband will be reported to the Operations Lieutenant and documented into TRUSCOPE. After completing at least five shake downs in your unit, reflect the correct information into TRUSCOPE.

10:00 A.M. (Weekends, Federal Holidays)
COUNT TIME (Stand-Up Count): The 10:00 a.m. count is an official stand up count will be conducted at this time. The count will be conducted as a bed book count when directed by the Operations Lieutenant. Ensure all areas are clear of inmates, i.e., showers, bathrooms, laundry rooms etc... The Internal Security Officer or any available staff member will assist with backing the count. Upon completing the count, call the count into the C&A Officer by telephone at extension 6468. Always ensure the correct date, time, and Officer's printed name and signature conducting the count is noted on the count slip. All count slips will be written in blue or black ink and should be clear and legible. Count slips which appear to be altered will not be accepted. The Internal Officer will pick up the count slips and take them to the Control Center. Once the Control Center announces a clear institutional count, record this information into TRUSCOPE.

EFTA00108090

METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
SPECIFIC POST ORDERS
SHU #1
THIS IS NOT AN ARMED POST

BED BOOK COUNTS:

The Bed Books will be utilized for emergency counts, bad institutional counts and random Bed Book counts requested by the Shift Lieutenant. When a unit has two consecutive bad counts, a bed book count must be conducted. In conjunction with the Bed Book the unit roster will be used to conduct these counts. Upon receiving a new inmate on the unit, the unit officer will receive two 3 x 5 cards, one to be utilized for the bed book, and the other to use for inmate movement. The bed book card is not to be removed from the bed book

Between 10:15 A.M. 12:15 P.M. (Weekdays)

LUNCH RELIEF

Contact the department on the current lunch relief schedule to arrange for staff to relieve you for a 30 minute duty free lunch. When being relieved, ensure staff have signed the log book designated for lunch reliefs.

11:00 A.M.

Mainline Feeding:

The food carts will be thoroughly searched by SHU staff prior to entering the Special Housing Unit. Report problems with the meal to the SHU/ Shift Lieutenant and Food Service staff and ensure corrective measures are taken before serving commences.

Ensure that all wickets are secured; only one (1) wicket will be opened at a time for the feeding of the meal. Officers will not pass or allow anything to be passed from cell to cell. Each inmate will receive only those items which are on the daily menu or prescribed dietary menu.

All staff handling food must wear plastic gloves and ensure the food is served at the proper temperature. Upon completion of the meal, all trays will be accounted for and placed on the food cart.
Supervise the removal of all food trays from the cells. Officers only will pick up all trays and trash from cells.
Inmate orderlies will not be utilized to collect food trays.

12:00 P.M.

On Mondays social visiting will begin at this time. Place all trash in the sallyport for pick-up at this time for preparation of trash call.

EFTA00108091

12:30 P.M. (Monday through Friday)

PM CENSUS COUNT:

A Unit Census Count will be conducted at this time. Record the results into TRUSCOPE and notify the Lieutenant of any discrepancies. An incident report will be written on any inmate found in an unauthorized area.

ROUNDS:

Ensure assigned staff continue to make frequent, random rounds of the range in the unit. At a minimum, each inmate must be checked, at least one time every thirty minutes. During these security checks, ensure staff pay particular attention to those inmates who demonstrate suspicious or unusual behavior.

MEDICAL VISITS:

During medical visits by the Physician Assistant, you are responsible for providing an escort during their rounds on the unit. Ensure the SHU Officers announce the PA's presence on the range and inmate concerns are addressed.

1:00 P.M.

Conduct bar taps in at least five inmate cells. Ensure all logbooks and the TRUSCOPE program are up to date, 292s are filled out and ensure any pertinent information is documented in the TRUSCOPE program.

3:00 P.M.

All inmate social visiting concludes at this time.

4:15 P.M. End of Tour

****DO NOT LEAVE YOUR POST UNTIL THE PROPER RELIEF HAS BEEN PROVIDED****

Officers assigned to this post will not vacate the post unless properly relieved or instructed to do so by the Operations or Activities Lieutenants. These post orders are not intended to describe in detail all the officer's responsibilities. Good judgment and common sense are expected in all situations not covered in these post orders.

NOTE: In addition to Post Orders, the Special instructions must be read in conjunction with post orders. Staff assigned to this post must thoroughly familiarize themselves with the Program Statement and Institution Supplement on Entrance Procedures and Inmate Visiting Procedures. This is one of the most critical areas of the institution due to the potential for escape.

EFTA00108092

METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
SPECIFIC POST ORDERS
SHU #1
THIS IS NOT AN ARMED POST

IT IS POLICY OF THE BUREAU OF PRISONS THAT IF AN INMATE(S) SHOULD APPROACH YOU OR YOUR POST WITH A STAFF MEMBER HOSTAGE, YOUR FIRST CONSIDERATION IS THE SECURITY OF THE INSTITUTION AND UNDER NO CIRCUMSTANCES WILL INMATES BE PERMITTED TO ESCAPE. ANY EMPLOYEE TAKEN HOSTAGE, REGARDLESS OF RANK, HAS NO AUTHORITY.

EFTA00108093

METROPOLITAN CORRECTIONAL CENTER
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SPECIFIC POST ORDERS
SHU #1
THIS IS NOT AN ARMED POST

THIS IS AN OLEORESIN CAPSIUM (OC) CARRY POST

POST: **SPECIAL HOUSING UNIT OFFICER #1**

EQUIPMENT: **Key Rings E-37,E-38,C-8, C-9, Radio/BA, Metal Detector, MK-4 OC Dispenser**

All equipment assigned to this post and will be accountable on the shift to shift inventory form. All 24 hour equipment and key rings will be logged into TRUSCOPE program with type of equipment and key ring numbers.

SHIFT: **EVENING WATCH**

HOURS OF DUTY: 4:00 P.M. to 12:00 A.M.

NORMAL ROUTINE:
All Correctional Officers will report to the institution according to their assigned work schedule. You are required to utilize the "Staff Chit Board" whenever you enter and/or depart from the secured perimeter of the institution

SECURITY PROCEDURES TO BE FOLLOWED WHEN OPERATING THE BELOW LISTED SHU DOORS:
Door 27 and Inner Door:
Both doors must always remain secured when not being used. They are to be opened as needed for traffic and secured immediately. These doors are to be considered a sallyport only; one door will be open at a time unless there is an emergency.

CONTROLLED MOVES:
A Lieutenant will call a controlled move to halt all general population movement. The controlled move is conducted to guarantee that the inmate is closely monitored and kept separate from other inmates.

4:00 P.M.
Report directly to the Special Housing Unit wearing the prescribed uniform and relieve the Evening Watch Officer. After you have relieved the Evening Watch Officer, as the equipment is issued on a 24-hour basis, you are required to indicate the key ring number and type of equipment accounted for into TRUSCOPE and sign the location inventory.

EFTA00108094

Count the keys to ensure the number of keys corresponds with the total number on the key ring chit. Key rings must be secured to a belt by clips and a metal chain. Contact the Control Center on #333 and test your Radio/Body Alarm. Begin making watch calls at this time. Watch calls will be made every 30 minutes from the hours of 6:00 PM to 6:00 AM.

Unit officers must maintain a log of pertinent information regarding inmate activity, detailing time, persons involved (if pertinent) and the event. These entries must be entered into TRUSCOPE program. **Begin making 30 minute rounds ensuring you document the findings into TRUSCOPE program. Staff will observed all inmates in continued lock down status once in the first 30 minute period of the hour ex: (12:00 -12:30AM) followed by another round in the second 30 minute period of the same hour (12:30-1:00 AM).This will ensure an inmate is observed at least twice per hour. These rounds are to be conducted on an irregular schedule and no more than 40 minutes apart. All observations must be documented into the TRUSCOPE program.**

It should be clearly understood that none of these activities are to take place until the Day Watch officer is relieved. It should be noted that it is understood that not all of the above will be accomplished by or before the count.

COUNT TIME:
The official count will be announced at this time. The Internal Security Officer or available staff will assist with backing the count. The same count procedures will be used now as with all other counts. Upon completing the count, call the count into the C&A Officer by telephone at extension 6468. Always ensure the correct date, time, and Officer's printed name and signature conducting the count is noted on the count slip. All count slips will be written in blue or black ink and should be clear and legible. Count slips which appear to be altered will not be accepted. The Internal Officer will pick up the count slips and take them to the Control Center. Once the Control Center announces a clear institutional count, record this information into the TRUSCOPE Program.

EFTA00108095

METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
SPECIFIC POST ORDERS
SHU #1
THIS IS NOT AN ARMED POST

BED BOOK COUNTS:
The Bed Books will be utilized for emergency counts, bad institutional counts and random Bed Book counts requested by the Shift Lieutenant. When a unit has two consecutive bad counts, a bed book count must be conducted. In conjunction with the Bed Book the unit roster will be used to conduct these counts. Upon receiving a new inmate on the unit, the unit officer will receive two 3 x 5 cards, one to be utilized for the bed book, and the other to use for inmate movement. The bed book card is not to be removed from the bed book

4:30 P.M.
Conduct a security and fire inspection of the units. Any discrepancies found will be noted on the Fire and Security Inspection Form. Serious breaches of security will be immediately reported to the Operations Lieutenant. Discrepancies found not of a serious nature will also be reported and the appropriate work order submitted. Record any confidential information into the TRUSCOPE program. This information is used to record important information which should be passed on to other staff. Conduct a bed book audit and make any changes pertaining to your bed book/inmate picture card files. Check the TRUSCOPE program for information and initiate daily paperwork.

Dinner Meal: All food trays, utensils, cups, containers, etc. must be removed from the cells at the end of the meals. Inmates are not permitted to retain any food trays, utensils, or other items provided during the meal. The SHU Officers will ensure that all meals are properly heated and distributed. All staff handling food must wear plastic gloves and ensure the food is served at proper temperature utilizing the microwave. **Inmate orderlies will not assist with the feeding process.** The SHU Officers will conduct the feeding of the inmates and the retrieval of the food trays. All inmate food trays will be issued and retrieved by staff only.

Ensure that all wickets are secured; only one (1) wicket will be opened at a time for the feeding of the meal. Officers will not pass nor allow anything to be passed from cell to cell. Each inmate will receive only those items which are on the daily menu or prescribed dietary menu. At no time will meat products with bones be served to inmates. Officers will not pass nor allow anything to be passed from cell to cell. Each inmate will receive only those items which are on the daily menu or prescribed dietary menu.

EFTA00108096

5:00P.M.
The total tray count entering and departing the unit will be annotated in the TRUSCOPE program by the SHU #1 Officer. Social Vising Begins (Mondays only)

6:00 P.M.
Begin to conduct inmate mail call. Never give an inmate mail unless it belongs to him/her. If an inmate has moved to another unit, contact the Internal Officer to deliver it to the appropriate unit. Mail for inmates who have been transferred to another institution will be placed back in the mail bag and returned to the Mail Room. Inmate mail will not be left in the unit. All undelivered mail will be returned to the Mail Room. During your shift, you are responsible for ensuring a comprehensive security inspection of the unit is completed and properly documented on the Security Inspection form. Cell sanitation on the unit and telephone calls will be conducted on the assigned days.

As time permits throughout the shift, you are to conduct searches of inmate cells. Results will be recorded into the TRUSCOPE program. Discoveries of hard contraband will be reported to the Operations Lieutenant and documented in the TRUSCOPE program. After completing at least five shake downs in your unit, record the information in the TRUSCOPE program. Begin making watch calls to the Control Center by calling extension 333 or via radio every half hour. These calls are mandatory and are designed for your safety as well as the security of the institution.

8:00 P.M.
Continue conducting the necessary paper work for the unit and ensure that all tasks have been accomplished throughout the shift. Began bar taps at this time and enter them into TRUSCOPE. Social visiting concludes.

EFTA00108097

METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
SPECIFIC POST ORDERS
SHU #1
THIS IS NOT AN ARMED POST

10:00 P.M.
The official (Stand-up) count will commence at this time. The use of the flashlight for this count may be necessary. Upon completing the count, call the count into the C&A Officer at extension "6468". Always ensure the correct time, date, and Officers printed name and signature conducting the count are noted on the count slip. Upon completion of the count continue to conduct checks of the unit. Trash call will be announced when there is a clear count. Place all trash in the sallyport for pick-up.

11:40 P.M.
Ensure all pertinent information is annotated into TRUSCOPE.

12:00 A.M.
END OF TOUR
****DO NOT LEAVE YOUR POST UNTIL THE PROPER RELIEF HAS BEEN PROVIDED****

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Post Orders, log books and the TRUSCORE program are confidential documents and should never be left unattended or in an area accessible to inmates. Post Orders must be secured at all times when not in use by staff.

It is the responsibility of the employee to inform the employer of the fact they have not been able or afforded the opportunity to read such orders. The employer will then advise the employee of the general requirements of the post, and answer any questions.
Employees assuming posts under these circumstances still have the responsibility of exercising sound correctional judgment based upon their training and experience and will make reasonable efforts to read the post orders as soon as practicable.

EFTA00108098

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NEW YORK, NEW YORK
SPECIFIC POST ORDERS
SHU #1
THIS IS NOT AN ARMED POST

After reading the post orders, the employee must sign and date the Post Order Review Sheet which is located in Section 5 of this document

These Post Orders are guidelines, not orders to work before or after regularly scheduled shifts.

There will be no additions or deletions to these post orders without the written consent of the Captain.

§ 115.15 Limits to cross-gender viewing and searches.

As of August 20, 2015, **or August 21, 2017 for a facility whose rated capacity does not exceed 50 inmates, the facility** shall not permit cross-gender pat-down searches of female inmates, absent exigent circumstances. Facilities shall not restrict female inmates' access to regularly available programming or other out-of-cell opportunities in order to comply with this provision.

See the Program Statement **Searches of Housing Units, Inmates, and Inmate Work Areas,** or current version of this policy.
Post assignments may not be restricted on the basis of gender. Institutions will evaluate operational concerns consistent with collective bargaining obligations, the Master Agreement, and other laws, rules, and regulations. The agency will continue to comply with Title VII and other Equal Employment Opportunity Commission authorities in implementing this policy.

(c) The facility shall document all cross-gender strip searches and cross-gender visual body cavity searches, and shall document all cross-gender pat-down searches of female inmates.

Jermaine C. Darden, Captain — Date 12/7/18

EFTA00108099

METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
SPECIAL POST ORDERS
SPECIAL HOUSING UNIT
THIS IS NOT AN ARMED POST

THIS IS AN OLEORESIN CAPSICUM (OC) AEROSOL SPRAY POST.

IF YOU ARE ASSIGNED A POST THAT REQUIRES YOU TO CARRY THE MK-4 PEPPER SPRAY AND YOU ARE NOT TRAINED OR QUARTERLY RE-CERTIFIED IT IS YOUR RESPONSIBILITY TO NOTIFTY THE OPERATIONS LIEUTENANT PRIOR TO ASSUMING THE POST.

STAFF TRAINING AND ACCOUNTABILITY:

All staff (including sick and annual reliefs) assigned to an OC aerosol dispenser post will receive the required training, and go through quarterly re-familiarization training prior to assuming their post each quarter. Training will include, but is not limited to, proper carry and security of an OC aerosol dispenser, use of force policy and the definition between immediate and calculated use of force. These post orders will be read prior to working designated posts or when this cannot be accomplished, the shift Lieutenant must be notified immediately. The Operations Lieutenant will ensure staff have read, understand and signed the post orders. Staff will be held responsible for guidance outlined in national and local policies, post orders, position descriptions, and general guidance issued related to posts designated with an OC aerosol dispenser. Officers and Lieutenants who have not received OC specialty training **are not authorized to carry an OC aerosol dispenser**.

If you believe you need additional training or unfamiliar with the OC aerosol dispenser, notify the Operations Lieutenant immediately.

USE OF FORCE/EMERGENCY RESPONSE PLANS

A post assigned with an OC aerosol dispenser is in addition to emergency response plans already in place. Local written procedures will continue to be in effect and the OC aerosol dispenser is an enhancement in staff and inmate safety, included in these post orders. These procedures will outline steps to be taken in case immediate force is required as a result of a serious assault, recreation yard incidents, or other serious incidents during all shifts. Trained officers can use immediate force without the presents of a supervisor.

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Once you have assumed your position/post, check the OC aerosol dispenser, along with the other equipment assigned to the post, for any defects. In the event there are defects or leakage to the OC aerosol dispenser, notify the Operations Lieutenant and/or the Security Officer, and document in TRUSCOPE program any defects noted.

In the event of an accidental discharge, decontaminate yourself and notify the Operations Lieutenant. Once you have decontaminated yourself with soap and water and notified the Operations Lieutenant, decontaminate the affected area with soap and water, and ventilation if possible.

The usage of an OC aerosol dispenser must be limited to the performance of official duties only. Staff are again reminded that use of the OC aerosol dispenser outside established policies and procedures will result in staff disciplinary action.

The preferred method of resolution is through verbal intervention. However, the safety of staff and inmates in any dangerous encounter is paramount and may require the use of an OC aerosol dispenser. Staff may use the necessary amount of force only as a last alternative after all other reasonable efforts to resolve the situation have failed. Staff may use the necessary amount of force to gain control of the inmate, to protect and ensure the safety of inmates, staff and others, to prevent serious property damage, and to ensure institution security and good order.

The OC aerosol dispenser must be carried in an approved holder, leather/nylon belt loop holster, specifically designed to hold an OC aerosol dispenser. No other method of carrying the OC aerosol dispenser is authorized, i.e., cargo pocket.

The full cone spray has an effective range of 10 to 12 feet but should not be used closer than 4 feet.

In the event the OC aerosol dispenser is required the following steps should be used:

1. Fingers of the drawing hand should be extended and firmly gripping the aerosol dispenser.
2. Staff should assume an appropriate defensive stance and continue with verbal commands.
3. Place thumb on the actuator.

EFTA00108101

4. Spray the facial area, specifically the eyes, delivering one two-second burst. Once the OC aerosol spray has been dispensed, staff should step back to avoid being contaminated by the spray and maintain direct supervision of the inmate(s). Continue with verbal commands.
5. Allow the OC aerosol spray to work while providing verbal commands to the inmate (e.g., lay face down with arms spread).
6. Evaluate the response of the inmate(s). If the inmate(s) does not submit to restraints and/or comply with staff orders within 15 seconds, a second two-second burst is authorized. After a second assessment, or if the inmate(s) has not complied with staff commands, alternative methods to control the situation may be pursued.
7. Decontamination procedures include fresh air and the use of soap and water within 15 minutes, or as soon as possible, after OC aerosol spray has been applied. Normally, this is done before the medical assessment.
8. Once the OC aerosol spray is used and the inmate(s) is in restraints, Health Services staff will be notified immediately. A medical assessment will be performed to determine if the inmate(s) sustained any injuries.
9. When an immediate use of force is necessary (e.g., involving serious bodily harm, etc.), staff are obligated to obtain a camera and begin recording the event as soon as it is feasible. As soon as control of the situation has been obtained staff must record information on: circumstances that required the need for immediate use of force; identification of the inmate(s); injuries; and staff, and others involved. (See PS 5566.06, *Use of Force and Application of Restraints)*.

A reasonable correctional workers perception of the events would govern the use of the OC aerosol dispenser in situations which require an immediate response to an emergency situation. The Warden should be notified as soon as possible after any such use. Documentation is to be submitted in accordance with the Program Statement Use of Force and Application of Restraints.

EFTA00108102

Oleoresin Capsicum delivery systems are authorized to be used for immediate response to situations in which an inmate cannot be approached without danger to self or others; and it is determined that a delay in bringing the situation under control would constitute a serious danger to the inmate or others.

RETENTION AWARENESS:
Ensure the OC aerosol dispenser is properly fastened to your duty belt and firmly secured inside the holster. When confronting an inmate position your body so the OC aerosol dispenser faces away from the inmate, maintain a safe distance, and continue with verbal commands.

INTRODUCTION:
Staff will report for duty in the proper uniform. The primary responsibilities of the SHU OIC are security, supervision, safety, and accountability of inmates. Each inmate will be checked a minimum of once every thirty minute period at irregular intervals. The checks will be entered in the 30 Minute portion of the TRUSCOPE program. The officers are responsible for ensuring security inspection discrepancies are appropriately documented and routed. Sanitation of the unit is critical for the operation and will be maintained at the highest level. All emergencies will be reported to the Operations Lieutenant immediately.

Every officer must read and sign the Post Orders prior to assuming the duties of this position. As a SHU Officer you will be working under the direction of the SHU Lieutenant and/or the Operations Lieutenant. You are required to advise the Operations Lieutenant of your presence when you arrive for duty. You will maintain the TRUSCOPE program throughout your shift. The TRUSCOPE program will accurately reflect all pertinent information concerning the housing unit, equipment accountability, inmate population, unit count, and inmate activity as well as other specific information pertaining to your tour of duty.

All Correctional Services staff will review and sign the Inmate Posted Picture File on a monthly basis

ENTRANCE PROCEDURES:
The SHU #1 controls entrance to the Special Housing Unit. Only the SHU #1 will approve the opening of the entrance by the Control Center. The SHU #1 will ensure the inner door to the unit is secured prior to approving the opening of the outer door by the Control Center. The inner and outer doors will never be open at the same time.

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No one will enter the Special Housing Unit without showing proper identification when requested by the SHU #1. All visitors whom are unknown will be challenged for proper identification. All inmates entering and exiting the Special Housing Unit will be visually searched and screened with a hand-held metal detector prior to entering the unit. The SHU #1 will ensure this procedure is completed.

ENTRANCE LOGS:
The Visitors Log will be maintained at the entrance of SHU. All persons visiting this unit will utilize this log to document their visit to the Special Housing Unit. The log is organized by discipline. On Saturday, the evening watch SHU #1 will collect the logs, and prepare the new logs for the new week.

VISUAL SEARCHES:
Any inmate who enters into, and/or departs from the Special Housing Unit will be visually searched, to include the hand-held metal detector, no exception. This includes inmates entering the unit for work details, UDC/DHO hearings, and the Unit Barber.

CELL INSPECTION FORMS:
The SHU OIC will ensure a Cell Inspection Report is completed; to include the inmates and the inspecting officer's name/signature. This report will be maintained in the inmates SHU File. The inmate must verify the condition of his cell on this form. If anything is broken, missing, cracked, etc., the inmate is responsible for advising staff upon admission to the cell. The inmate is responsible for the contents of his assigned cell. If the inmate refuses to sign the form, the officer will note on the form the inmate refused to sign.

CELL ROTATION AND CELL SEARCHES:
All SHU staff are expected to conduct searches of the Special Housing Unit. The morning watch officer(s) will conduct searches of the common areas and document their findings in the Search section of the TRUSCOPE program. The day watch officer(s) will conduct a search of every inmate's cell who attends recreation. The evening watch officer(s) will conduct a minimum of five (5) cell searches during their shift. **The entire Special Housing Unit will be searched each and every week.** Officers will pay particular attention to the sink/commodes, showers, and vents. Staff will inspect under the beds and desks. Inmates will be rotated to a new cell assignment, at a maximum of **every 21 days**. This will be performed by the SHU Officer(s) on the Day Watch.

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The SHU #1 will document the rotations in sentry and the SHU report.

Note: If an inmate refuses a cell rotation, an incident report must be written and the SHU Lieutenant must be noticed.

CELL SANITATION:
The evening watch SHU Officers will provide inmates with the necessary cleaning supplies o to properly sanitize their assigned cells. The cleaning supplies will be issued to the inmates through the food slot. The SHU Officers will be responsible for delivery of the cleaning supplies to the inmates through the food slot.

Under no circumstances will cleaning equipment be allowed to remain in a cell after cleaning.

LAUNDRY:
When clean laundry is brought to the Special Housing Unit, the **SHU #1 MUST** ensure the clothing is thoroughly searched, to include use of a metal detector, prior to inmates receiving the clothing. Although this procedure is time consuming and tedious, it is very important to control the introduction of contraband.

LAN PASSWORD:
Staff working in SHU should have a computer LAN system password to access WORD documents and GroupWise. Additionally, staff should have a password to access sentry and the SHU Program.

DISPOSABLE RAZORS:
Inmates are permitted to use disposable razors to perform personal hygiene necessities. The razors will be issued, collected, and accounted for by the D/W SHU Range Officers. The SHU Range Officers will conduct an audit of the disposable razors as soon as they report for duty. The SHU Range Officers will offer and issue disposable razors to inmates on Monday, Wednesday, and Friday.

Note: Inmates assigned to the Special Housing Unit who are on trial, or who are scheduled to report to court, will be given the opportunity to shave, on any day, if they request to use the razor. Always direct the inmate to leave the razor on the food slot when he/she returns it to you. Never allow the inmate to hand you the razor to reduce the chance of an assault.

EFTA00108105

SHOWERS:
The SHU #1 will ensure the appropriate entries are completed on the inmates BP-292 when inmates are afforded the opportunity to shower. Special Housing unit inmates will be escorted by the range officers to the showers on Mondays, Wednesdays and Fridays. At this time the inmates will receive hygiene supplies (toilet paper, soap, toothbrush etc.

All toothbrushes will be no longer than three (3) inches in length.

COMMISSARY:
The approved Commissary List will be used for inmates housed in A/D and D/S status. All Commissary slips will be forwarded to the SHU Lieutenant for review prior to being sent to the Commissary.

LAW LIBRARY:
The SHU law library is available for the inmates. The inmate must submit an Inmate Request to Staff Member requesting use of the law library. The SHU #1 will place the inmate on a waiting list in the appropriate log book upon receipt of the request. The SHU #1 will record in the law library logbook when an inmate uses the library. Legal material not available in the SHU Law Library can be requested by the inmate from the Education Department. This is accomplished by the inmate submitting an Inmate Request to Staff to the Education Department.

SOCIAL TELEPHONE CALLS:
Inmates are permitted to use the telephone in the Special Housing Unit once every thirty (30) days while housed in the Special Housing Unit. An inmate will submit an Inmate Request to Staff prior to the day he/she requests to use the phone. Additionally, inmates will be authorized to utilize the telephone within the first 7 days of arrival to the special housing unit. The SHU#1 will record in the proper logbook each time an inmate is authorized to use the telephone.

LEGAL TELEPHONE CALLS:
Inmates must be permitted access to their attorneys. The inmate will submit an Inmate Request to Staff Member to their respective unit team. There is a Legal Telephone Log Book in the Special Housing Unit. All Legal calls will be recorded in this log book. Legal phone calls will be recorded by the Unit Team member affording the inmate the call.

EFTA00108106

RECREATION:

While assigned to the Special Housing Unit, inmates have the opportunity to recreate for five hours per week. The five hours will be broken down into one-hour increments throughout the week.

Inmate files, BP-292's, and any other pertinent information must be reviewed prior to scheduling the inmates for recreation. Staff must ensure all precautions are taken to prevent inmates with SEPARATION status, REC/CELL ALONE, or Protective Custody from recreation with other inmates.

The Recreation Officers will place the inmates in handcuffs, and then escort them from their assigned cells to the recreation area. The inmates will be pat searched and metal detected prior to entering the recreation cell. The recreation cell will be secured then the inmate's restraints will be removed. Staff will ensure the recreation cages are searched before and after inmates receive recreation.

****NOTE** In the event of inclement weather, e.g. cold weather, inmates will be issued jackets or other available inclement weather clothing for use on the recreation decks.*****

COUNTS:

The following procedures will be strictly adhered to and will be enforced by all staff. There will be no inmate movement during Official Counts. All inmates assigned as Orderlies will be secured in their cell during all counts. All counts will be conducted by two staff members. All count slips will be signed in blue or black ink by both staff members. All inmates in the unit will stand for the 4:00 P.M. and 10:00 A.M. count. The 10:00 A.M. count will be conducted on weekends and holidays. All official counts will be called into the **C&A Officer at ext. 6468.** The SHU#1 will log the count in the Unit Log Book.

HAIRCUTS:

Haircuts will be approved for once a month. The barber shop will be operational on the day watch shift, on Saturdays. The inmate will have to request a haircut via the "Request to Staff Member Form" (cop-out). The assigned Barber will be escorted to the Special Housing Unit. The inmate will be visually searched with the results documented in the search portion of the TRUSCOPE program.

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INMATE ORDERLIES:

Any inmate assigned as the orderly in the Special Housing Unit must be approved by the Captain. The SHU Lieutenant will route a memorandum seeking the Captains approval for all orderlies. It is the SHU Officers responsibility to ensure the SHU Orderlies are properly supervised and accounted for at all times.

All staff are responsible for ensuring restrained and un-restrained inmates do not have the opportunity to come into contact with each other. The SHU Orderlies must be secured behind a locked door before any inmate can be safely moved into or within the housing unit.

INMATE PROPERTY:

The SHU PROP Officer is responsible for the inmate's property while assigned to the Special Housing Unit. The SHU PROP Officer will ensure the property of inmates placed in SHU is reviewed, properly stored, and accounted for in the SHU Property Room. The SHU#1 Officer will secure all new commits to the unit property in the property cage when no property officer is available.

MAIL:

All outgoing general Correspondence must be left unsealed with the exception of legal mail, which will be sealed by the inmate. The SHU Officers must review and inspect the outgoing correspondence prior to sealing the envelopes. The staff members are searching for intelligence, and contraband. All outgoing legal mail will be bundled separately for the Mail Room Staff. All S.A.M.S. inmates, also inmates on the mail monitoring list mail will be forwarded to S.I.S. Mail will be passed out immediately following the official 4:00 P.M. count.

MEALS:

The SHU OIC will ensure all food carts are locked upon delivery to the Special Housing Unit. Food Carts will be searched inside and out, to prevent the introduction of contraband into the Special Housing Unit. All meals will be counted to verify the required meals have been delivered. Any discrepancies will be reported to the Food Service Foreman immediately.

The meals will be properly heated and distributed by the SHU staff. The inmate orderlies will not assist in the feeding of the unit population in any way.

EFTA00108108

The SHU Officers issue the meals in the unit. The cell door food slot will be opened, food trays placed on the slot, and then secured. Food slots will not remain open during the meal. No more than one food slot is to be open at a time.

Staff will inspect and count all food trays and lids given to inmates for the meal. Any food service items which goes into the cell for the meal **MUST** come out of the cell after the meal. Ensure the food trays and lids are in the same condition as when they were delivered.

MEDICAL:

A Physician's Assistant will make daily rounds in the SHU to attend to the inmate's medical needs. Medical requests will be telephoned to the medical staff by the SHU #1 on an as needed basis. Medical appointments outside the unit will be coordinated by the medical staff through the SHU Lieutenant. The SHU #1 will ensure the Duty PA signs the BP-292's in the appropriate section each day.

RELEASE FROM ADMINISTRATIVE DETENTION (AD) & DISCIPLINARY SEGREGATION (DS) status:

The Disciplinary Hearing Officer (DHO) and the Unit Disciplinary Committee (UDC) have the authority to release an inmate from SHU. The Release Form must be completed and signed by the Captain or designee prior to an inmate being released. This is to ensure there are no separation issues or other security concerns which would preclude the inmate's release. The Control Center and the C&A Officer will be notified of all releases.

SECURITY PROCEDURES:

All inmates will be cuffed from behind prior to being moved. **If there are two inmates assigned to a cell, both inmates must be cuffed before the cell door is opened.** When preparing to move an inmate, the escorting staff must maintain constant visual supervision of the inmate. All offices and supply storage areas will be secured prior to any inmate movement. If there are two inmates in a cell then two staff will be present before opening the cell door. Both inmates must be restrained. For those inmates deemed as Three or Four-Man Hold, the Operations Lieutenant will be notified for additional staff assistance prior to opening the cell. A Lieutenant must be present when an inmate on this status is to be moved. At no time will the number of inmates being transported from one secure location in the unit to another exceed the number of staff present in the unit.

EFTA00108109

The unit food slots will not be left unsecured. Any time a food slot is opened, a SHU Officer will be present at the food slot. If a staff member needs to speak to an inmate, the voice box, located on the cell door, will be utilized. If a staff member needs to provide the inmate with documents or any approved items, the SHU Officer will open the slot, allow the item(s) to be passed, and secure the slot immediately. The food slots are security devices and leaving the slot unsecured defeats the security. During main line feeding, one slot will be opened, the food items will be passed, and then the slot will be secured. No more than one slot will be opened at any time on the range.

INMATE FILES:

Upon the inmate's admission to the Special Housing Unit, the SHU #1 will create a SHU file. All forms will be typed, and completed in their entirety. Any discrepancies will be reported to the SHU Lieutenant immediately.

NOTE: The SHU #1, on the morning watch shift, is responsible for conducting an audit of the inmate SHU files each and every night. The SHU #1 will ensure all of the required forms are contained within each inmates SHU file. Any missing forms will be reported to the SHU LT in the morning. Any forms the SHU #1 is able to initiate, he/she will complete the forms to ensure the forms are maintained in the inmates SHU file.

SPECIAL HOUSING UNIT RECORDS FORM: (BP-292)

The Special Housing Record Form shall be used to record meals, recreation periods, and other pertinent information concerning the inmate's confinement in SHU.

FIRE AND SECURITY CHECKS:

Officers assigned to the special housing unit are required to conduct daily fire and security checks throughout the unit daily. The checks will be frequent but irregular so that a pattern does not develop. The security checks will be documented on the 30 Minute Log Book.

EMERGENCY SITUATIONS:

USE OF FORCE/USE OF RESTRAINTS:

P.S. 5566.06 states: The Bureau of Prisons authorizes staff to use force only as a last alternative after all other reasonable efforts to resolve a situation has failed. When authorized, staff shall use only the amount of necessary force to gain control of the inmate. This program statement must be read for a clear understanding of all required procedures.

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For inmates who are contained in a cell and present no immediate danger to themselves or others, but are exhibiting aggression or threatening behavior, the SHU Lieutenant or Operations Lieutenant will be notified immediately. **At no time will a cell be opened until sufficient staff is present to control the situation.**

For situations which present immediate danger to staff or inmates, again, only the amount of necessary force to contain the inmate(s) may be used, however, immediate request for assistance, i.e., body alarm, triple deuces alarm, or radio will be made.

Staff are authorized to begin the videotaping of an incident without the authorization of the SHU Lieutenant and/or the Operations Lieutenant. Videotaping is the first step in confrontation avoidance techniques. Many inmates calm down, and become compliant, once the videotaping begins. When the use of force team technique is applied, and an inmate is secured in restraints in a cell, the SHU #1 must ensure 15 minute checks are conducted by the SHU staff and documented on the back of the BP-292, and the 15 Minute Check form.

The inmate must be checked by a Lieutenant, afforded the opportunity to use the restroom, and/or turned over every two hours if he/she is restrained to the bed (four-pointed). The checks must be documented on the BP-292 and restraint check form. The inmate must be checked by the Duty PA twice in an eight-hour period. The SHU #1 will ensure this occurs and will document this occurrence on the BP-292 and restraint check form.

Any staff member participating in an immediate use of force, a calculated use of force, or is a victim of an assault, must submit a supporting memorandum regarding the incident to the Operations Lieutenant.

FIRST RESPONDER INSTRUCTIONS:

If a body alarm, deuces alarm or other institution emergency is sounded Special Housing Unit staff will not normally respond unless directed to by the Operations Lieutenant Staff in the Special Housing Unit must ensure enough staff are present before attempting to resolve any emergency in the Special Housing Unit. It will be the responsibility of the SHU #1 Officer on every shift to ensure the fire alarm panel is tested and is in working order. Any discrepancies will immediately be reported to the SHU or Operations Lieutenant.

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If a fire alarm is sounded in the unit, staff are responsible for checking each individual cell before clearing an alarm. If an inmate breaks a sprinkler head in his cell, staff will turn the water to the sprinkler head off pending repair.

Duress alarms in the unit are designated for use by inmates during medical or other emergency situations. Staff will be required to respond quickly to the activation of duress alarms to determine the nature of the emergency. Any inmate who activates the duress alarm for a nonemergency situation will be warned of the improper use of the duress alarm system. A second false activation will subject the inmate to disciplinary action specifically; an incident report will be issued for code 317, failure to follow safety regulations.

VISITING PROCEDURES:
Social visits will be conducted in the 9-South visiting room. Inmates housed in SHU, will visit on Mondays. All other inmates will conduct their legal and social visits in the visiting rooms located on the floor they are housed. Legal visits in SHU will be held in the attorney conference visiting rooms located on the third floor. High Security inmates will visit in Special Housing unless authorization is approved by the Captain to visit on the third floor

WORK DETAILS:
Any inmates entering the Special Housing Unit will be visually searched upon entry into the unit. The visual search will be documented in the TRUSCOPE program. All tools will be accounted for and inventoried on the SHU Tool Inventory forms. The Detail Foreman is responsible for the direct and constant supervision of their detail inmates while working in the Special Housing Unit. At no time will an inmate on a work detail have any contact with an inmate housed in SHU. The arrival/departure of the inmate details will be documented in the SHU logbook.

BAR TAPS:
The SHU #1 will ensure all bar taps are conducted on all bars and window frames throughout the unit once a week. Bar taps will take place on every shift. The result of the bar taps will be documented in the TRUSCOPE program.

Hostages Situation:
IT IS POLICY OF THE BUREAU OF PRISONS THAT IF AN INMATE(S) SHOULD APPROACH YOU OR YOUR POST WITH A STAFF MEMBER HOSTAGE, YOUR FIRST CONSIDERATION IS THE SECURITY OF THE INSTITUTION AND UNDER NO CIRCUMSTANCES WILL INMATES BE PERMITTED TO ESCAPE. ANY EMPLOYEE, REGARDLESS OF RANK, IF TAKEN HOSTAGE HAS NO AUTHORITY.

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METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
SPECIAL POST ORDERS
SPECIAL HOUSING UNIT
THIS IS NOT AN ARMED POST

These Post Orders are issued as guidelines for Officers and are not intended to completely describe all aspects of this post. Additional assignments and duties may be assigned by the shift supervisor after assuming your post. Each officer is expected to exercise good judgment and initiative during situations not specifically covered by these Post Orders. All Officers are expected to execute their duties in a competent and professional manner.

Jermaine C. Darden, Captain

12/7/18
Date

EFTA00108113

METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
GENERAL POST ORDERS
SPECIAL HOUSING UNIT
THIS IS NOT AN ARMED POST

INTRODUCTION:
The General Post Orders are designed to aid each Correctional Officer in understanding the correctional philosophy of the Bureau of Prisons, and as a basic guide to the policy and operations within your facility. It should be emphasized that these post orders are not intended to be a substitute for Bureau of Prisons policy, and should not be interpreted as such. The primary purpose is to provide the Correctional Officer with a general review of correctional procedures and serve as a resource to locate more detailed and specific information. Although the information in the General Post Orders is not classified, it will be treated as "Restricted". Caution should be exercised to assure that this material is not disseminated to unauthorized persons.

PERSONAL APPEARANCE:
All necessary articles of Officer's clothing are issued without cost. (Uniform allowance) It is the officer's responsibility to present a neat, professional appearance at all times. Only authorized Bureau of Prisons clothing is approved for wear while on duty of any post. If you wear a blazer, or a long sleeve shirt, you are required to wear a tie. Shoes should be shined at all times. All staff are required to wear the stab resistant vest which is supplied by the Bureau.

POSTED PICTURE FILE:
The posted is picture file is reserved for inmates considered as serious escape risks, sexually deviant, or who have a record of extreme assaultive behavior, etc. Inmates will be placed on this status by the SIS Department. Officers are required to review and sign this file on a monthly basis in order to be familiar with these inmates; especially those assigned to their work details or housing units. The Electronic Posted Picture Files are located on the sally port BOPWare Program for MCC New York.

POST ORDERS:
Post Orders are general instructions designed to aid the Correctional Officer in the daily operation of each custodial post. Each officer should review the Post Orders, prior to assuming the post for the first time, during a quarter. The master file of the Post Orders are maintained in the Lieutenants' Offices. A copy of the Post Orders shall also be kept on site, if adequate facilities are available to prohibit offenders from having access to them. Post Orders are to be treated as "Confidential" and kept secured and away from inmates at all times. No changes will be made to the post orders without authorization from the Captain.

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EMERGENCY PROCEDURES

EMERGENCY PLAN IMPLEMENTATION: Each officer is required to review the fifteen basic emergency plans which are located in the Command Center. Each staff member is required to sign indicating they have reviewed the contingency plans for the year. During emergency situations, officers assigned to a specific area are responsible for the accountability of all inmates and staff in their areas unless otherwise directed.

EMERGENCY WARNING SYSTEMS: The Control Center serves as the central receiving area for emergency warnings. The Control Center Officer will immediately notify the correctional supervisor and other authorized officials in order to summon help to the designated areas.

***Any person held hostage shall be considered under duress, and any orders issued by such person, regardless of rank, and including the Warden, shall be disregarded.**

TELEPHONE "222": This number is a system for reporting emergencies at the institution. Whenever possible, remain on the line to relay necessary information to the Control Center. If a situation occurs that makes it impractical to remain on the line, be sure the telephone is ringing the Control Center before leaving the immediate area. This number also rings into the Correctional Supervisor's Office. **The "222" telephone system will be tested weekly.**

BODY ALARMS:

"Body Alarms" should be considered only as an auxiliary to the emergency alarm system telephone number 222, and do not supersede the dial alarm if a telephone is convenient or appropriate to use. Only the "general area," e.g., specific unit, can be determined by the Control Center when this alarm is used. Officers will not tamper with or attempt to repair the transmitter units. The body alarm tests will be conducted in the following manner. The Control Center Officer will contact the staff member with the body alarm advising them that a body alarm test is being conducted. The Control Room Officer will verify the body alarm number and direct the staff member to activate the body alarm by depressing the red button located at the top of the unit. Once the test has been successful the Control Room Officer will advise the staff member that the test was a good test, and advise them to clear the alarm and conduct a radio test. After performing this procedure the unit is now ready to receive radio transmissions and send an alarm to summon staff assistance if needed.

WATCH CALLS:

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The watch call is an official report that everything on an officer's post is secure and in good order. Watch calls are made every thirty (30) minutes from 6:00 p.m. to 6:00 a.m. All officers should identify the watch call, and state his/her name and post. Watch calls will be made between the hours of 6:00PM and 6:00AM by dialing "333" using the telephone.

EQUIPMENT:

Equipment needed varies with each assignment and is outlined in the individual Post Orders. Generally, equipment issued will be a combination of keys, portable radio, and detail pouch. A flashlight is required during the evening and morning watch shifts.

- **Flashlight:** Flashlights and batteries are issued as needed from the Control Center and are receipted by key chits. All morning watch and evening watch officers are required to have a flashlight as part of the equipment for the post. Flashlights remaining on the unit need not be receipted for with key chits. Replacement batteries are available from the Security Officers, on an exchange basis.

- **Radios:** Radios are for employee use only. Employee using portable units normally identify themselves by stating their name and/or location/job assignment. Radios are issued by the Control Center and are receipted for with a key chit. Officers will have a radio only when specific assignments require its use. For emergencies, portable radios provide a direct contact with the Control Center.

- **Keys:** Keys issued to employees will be receipted by metal key chits. Only the necessary keys to work a specific job or assignment will be issued. Officers carrying keys away from the institution will be instructed to return them immediately. Employees are responsible for the number of keys included in any set issued to them and will never remove keys from the set. **Upon receipt of keys, each employee has the responsibility to count the number of keys on each set.**

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- **Detail Pouches:** Each employee in charge of a detail assumes responsibility for the custody, control and conduct of all inmates assigned to his/her detail. Both Unit Officers and those staff members having details will pick up their detail pouches prior to reporting to their assignment, and are responsible for turning them in at the end of the working day.

- **Body Alarm:** Unit Officers assigned to posts with body alarms are required to carry the body alarm on their person on every shift. If an individual is relieved from a post that is assigned a body alarm, the relieving officer will be given the body alarm to carry. Normally, body alarms will not be removed or carried from the post to which assigned but should it become necessary, the Control Center MUST be contacted and the staff member given authorization to move with the body alarm. The purpose of this is to allow the unit Officer to be in constant communication with the Control Center. A check of all issued units for proper functioning will be made at the beginning of every shift. Further instructions in the utilization of these transmitters will be explained in the Chapter entitled Emergency Procedures.

KEY CHITS:

Metal key chits are used as receipts for obtaining most equipment that you will be using. Replacement chits are available through the Security Officer. Key chits will not be left in the Control Center at the end of the work day, or upon return of the equipment. Paper tags/Paper chits utilized as key chits are not authorized. Use of any item other that a metal key chit will be subject to the approval of the OPS LT. Temporary Chits can be obtained from the Lieutenants' Office

SECURITY AND ACCOUNTABILITY:

Conduct daily security inspections of your entire area, paying particular attention to any defective locks or the tampering of locks, windows, doors, etc., and report the findings to the Operations Lieutenant in a timely manner. Daily security inspections of your entire area are required and are vital to the security of the institution. Minor repairs will require a work order to the department concerned through the Captain's Office. Defective locks will be brought to the attention of the Operations Lieutenant immediately. Security inspections shall be supplemented with periodic searches by regular search teams. The searches will be initiated by the Operations Lieutenant, under the direction of the Captain. As a Unit Officer, you are responsible for the accountability of your details, authorized lay-ins, and unassigned

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inmates. Report all absences to the Operations Lieutenant immediately and follow through to determine the location of the inmate(s). If the inmate should return, notify the Operations Lieutenant. Detail supervisors will screen carefully all individual inmate requests to leave their assigned area. This would include requests to go to the hospital and other areas and departments at times other than regularly scheduled for the department activity.

Ensure that inmates in your area are authorized to be there and require those under your supervision to remain in their area. Allow inmates on scheduled call-outs ample time (Approx. 10 minutes) so they may arrive at the calling department at the time specified.

INMATE DISCIPLINARY PROCEDURES

INCIDENT REPORT: Informal resolution of incidents involving violations of institutional rules or regulations is encouraged. However, when an officer witnesses or has a reason to believe that a violation of institutional rules has been committed by an inmate, the officer will prepare an incident report and forward it to the appropriate correctional supervisor. The correctional supervisor may informally resolve of the incident report or forward the incident report to the Unit Disciplinary Committee for further disposition if indicated. As these reports can be subpoenaed into court as legal evidence, all reports must be printed in ink or typed.

- **INVESTIGATION:** The investigations should be conducted within 24 hours from the time the violation is detected, unless circumstances beyond the control of the investigator intervene. The investigating officer will usually be a Lieutenant. The inmate will be given a copy of the incident report by the investigating officer at the beginning of the investigation. The investigator should also read the charges to the inmate and obtain the inmate's statement concerning the incident. After thoroughly investigating the incident, the inmate does not receive a copy of the investigation. However, should the case be forwarded to the Unit Disciplinary Committee, ultimately, the investigation may be given to the inmate's staff representative for use in the presentation on the inmate's behalf.

- **UNIT DISCIPLINARY COMMITTEE:** The authority to impose minor disposition and sanction shall be delegated to staff members of an inmate's unit. The Unit Manager will be responsible for the membership and supervision of thee Unit Disciplinary Committee (UDC) as set forth in the Unit Plan. The UDC can function with

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less than two(2) members. Where an alleged violation of institution rules or regulations warrants consideration for other than a minor sanction, the charge may be referred to the Disciplinary Hearing Officer for hearing and disposition.

- **DISCIPLINARY HEARING OFFICER (DHO):** The DHO shall conduct hearings and make findings, and may impose appropriate sanctions on incidents of inmate misconduct referred to him/her for disposition.

- **OFFICER RESPONSIBILITY:** All Correctional Officers should make a concentrated effort to ensure that incident reports contain the precise details of action(s) being reported. All facts about the incident which are known by the officer should be recorded. If there is anything unusual about the inmate's behavior, this should be noted. Completed incident reports should be forwarded to the Lieutenants' Office as soon as practical for disposition. Further information can be found in Program Statement 5270.07

ADMINISTRATIVE REMEDIES:

Administrative Remedies are formal complaints submitted by inmates concerning problems they were unable to resolve through normal channels. The inmate is to request the Remedy Form (BP-8, BP-9, and BP-10) from the Unit Team. It is normally returned to the Unit Team for processing, although the inmate may mail directly to the Region or Central offices for sensitive matters.

ENFORCEMENT OF RULES AND REGULATIONS:

All staff members must be familiar with the Inmate Discipline Program Statement. The rules and regulations must be adhered to, with firm but fair tactics used. You may at times be able to correct an inmate without writing an incident report. However, if the inmate's violation of the institution's rules and regulations is of a serious nature, an incident report must be written.

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SECURITY INSPECTIONS

PURPOSE OF INSPECTIONS: Security inspections are necessary to control the introduction of contraband and prevent escapes. One of the chief duties of the Chief Correctional Supervisor is to establish a formalized plan of inspections that will cover every part of the institution at least once a week. In general, these inspections include doors, locking devices, fire extinguishers, grills, windows, building walls, perimeter walls, etc. Inspections are required even if no discrepancies are found the day prior. All staff will conduct inspections within their area of responsibility for contraband and security violations. The staff will report any discrepancies to the OPS LT, and prepare a Minor Work Request to correct the concern. Staff responsible for their department will initial the security inspection form located by the control centers indicating they have checked their area of responsibility.

SEARCHING INMATES:

The human body can serve as a potential hiding place for contraband. For that reason, it may become necessary to strip and search an inmate at various times. Further information regarding the proper techniques for searching an individual can be found in institution policy and the Correctional Services Manual. In order to prevent the introduction of contraband, routine and unscheduled searches of inmate's person, housing units, work areas, or other facilities used or frequented by inmates must be conducted. This will include thorough searches of inmate's clothing, personal property at the time of admission; searches of inmate's person and quarters when it is suspected he/she is concealing contraband; his/her place of work, recreation areas on a routine or unscheduled basis as directed by supervising personnel. Such searches may be initiated on an individual inmate basis, or mass searches may be ordered when contraband is suspected of being in the possession of unknown individuals.

Pat Searches: Pat searches will be conducted on a routine basis solely as a means to control contraband. Before a pat search is conducted, the inmate will be asked to remove any head gear and the contents out of his/her pockets. The head gear and personal effects will be inspected after removal and placed out of reach from the inmate. Male and female inmates will be pat searched in the same manner, with the exception of the chest area. A staff member will search the female inmate's chest area using the back of the hand. Pat searches of the male inmate and the rest of the female inmate will be done with the inside, (palm and fingers), of the hand. The pat search will be conducted according to the procedure described on the approved Bureau pat search video tape.

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§ 115.15 Limits to cross-gender viewing and searches.

As of August 20, 2015, **or August 21, 2017 for a facility whose rated capacity does not exceed 50 inmates, the facility** shall not permit cross-gender pat-down searches of female inmates, absent exigent circumstances. Facilities shall not restrict female inmates' access to regularly available programming or other out-of-cell opportunities in order to comply with this provision.

See the Program Statement **Searches of Housing Units, Inmates, and Inmate Work Areas,** or current version of this policy.
Post assignments may not be restricted on the basis of gender. Institutions will evaluate operational concerns consistent with collective bargaining obligations, the Master Agreement, and other laws, rules, and regulations. The agency will continue to comply with Title VII and other Equal Employment Opportunity Commission authorities in implementing this policy.

(c) The facility shall document all cross-gender strip searches and cross-gender visual body cavity searches, and shall document all cross-gender pat-down searches of female inmates.

Visual Search(Strip Search):
All inmates entering the institution from court, transfers or trips out in the community, will be visually searched (strip searched), and screened with the hand held metal detector. Inmates will also be visually searched when leaving the institution for any reason, including release. A thorough search of the inmate's clothing will be completed. Except in emergency situations, all strip searches will be conducted by a staff member of the same sex as the inmate. At least one male and one female staff will be available 24 hours a day to conduct visual searches.

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CONTROL OF CONTRABAND:

Each officer should make a concentrated effort to make frequent searches of living quarters, utility corridors, and other areas in order to eliminate contraband, giving special attention to items which might be used in an escape attempt.

Contraband may be best defined as any item or article inside the institution that was not issued by the institution, purchased in the commissary, purchased through approved channels, or approved by an appropriate staff member.

All contraband seized must be placed in the log book in the Lieutenants' Office listing item, date and inmate. When money is confiscated, the appropriate receipt, available from the control center and/or ISM must be utilized. All coin and any currency is to be confiscated and duly recorded. During regular duty hours, contraband funds along with the confiscation forms are taken to the Cashiers Office. During non-duty hours, the confiscated funds and accompanying form will be placed in the night depository, located in the control center, until the next regular working day. Contraband, other than money, should be recorded on the Confiscation and Disposition of Contraband form and should accompany the confiscated articles.

SEARCHING INMATE LIVING QUARTERS:

When making a search of an inmate's living quarters, each officer should make sure that nothing is destroyed in the process. Officers should make every effort to return all articles to their place, excepting things which are determined to be contraband and are removed.

COMBINATION LOCKS:

Inmates are authorized to purchase combination locks from the commissary for individual use. The key ways are not to be plugged; any lock having a plugged key way will be considered contraband and will be seized as contraband

CIM (SEPARATIONS)

All inmate movement in MCC New York is supervised by staff members. There are serious security and safety concerns regarding the inmates housed in MCC New York and their CIMS status. An inmate's CIMS status is confidential and will not be shared with any inmate(s). The unit separations roster is a sensitive, confidential item which must be safeguarded at all times. The various inmate programs at MCC New York are scheduled by floors. This has been arranged to provide the inmates with a safe and secure environment during the appropriate program. This also alleviates the CIMS concerns for each program. The institution has determined separatees will not be

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housed on the same unit, therefore the programs should be clear of all separatees. It is the Unit Officer's responsibility to ensure all inmates are checked for CIMS concerns prior to any escort off of the unit. The Unit Officer will check the Unit separations roster to ascertain if the inmate's name appears on the roster. Ensure all inmates are checked for CIMS concerns prior to any escort off of the unit. The Unit Officer will check the unit separations roster to ascertain if the inmate's name appears on the roster. If the inmate's name does not appear on the roster, the inmate is cleared to be escorted off of the unit.

If the inmate's name does appear on the separations roster, the Unit Officer must clear the inmate prior to allowing the inmate to be escorted off of the unit.

Inmates must be properly cleared by the Unit Officer and requesting staff member prior to any escort. The requesting staff member must clear all inmate movement to their area with the C&A Officer at extension 5123. The C&A Officer must clear the inmate prior to the inmate departing from his/her assigned housing unit. The Unit Officer must also clear the inmate with the C&A Officer prior to allowing any inmate to depart from the unit. Even though, the Hospital Officer or the Visiting Room may be clearing the inmate(s), it is the Unit Officer's ultimate responsibility to ensure the inmate has been properly cleared. The Unit Officer must review the Unit Separations roster and check for the inmate's name and register number on the roster. If the inmate's name does not appear, the inmate is cleared for movement, and you do not need to contact the C&A Officer. If the inmate's name does appear on the Separations roster, the Unit Officer must contact the C&A Officer at extension 6468 and clear the inmate prior to allowing the inmate to depart from the unit.

Inmates must be properly identified and pat searched prior to departing from the housing unit. Every inmate must carry on their person the institution identification card. This is the means staff utilize to properly identify the inmate. It is the Unit Officer's responsibility to ensure the inmate has his/her identification card on his/her person prior to departing from the unit. The number of inmates escorted at one time on the elevator is directly related to the number of staff available to conduct the escort. One staff member can escort ten (10) inmates in the elevator at one time. Anything more than ten(10), inmates in the elevator causes security and safety concerns. During Inmate Visiting, the Intern Officers and the Activities Officers will assist the Visiting Officers in escorting inmates to and from the Visiting Rooms. The number of

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inmates escorted through the connecting link is directly related to the number of staff available to conduct the escort. Anytime In-Custody inmates are escorted through the connecting link, two staff members must be present for the escort. One staff member positioned at the front of the escort, and the second staff member positioned to the rear of the escort.

When an inmate is being escorted to or from the Special Housing Unit, two staff members must be present for the escort. A ratio of 2:1 will always be maintained when escorting inmates to or from the Special Housing Unit.

ENTRANCE PROCEDURES:

COVERAGE AND METHODS:

Entrance procedures include the control of inmates, employees, visitors or commercial traffic entering the institution. Because of the need for a broad knowledge of the institution and its function, along with a thorough understanding of security requirements, only those officers with such knowledge will normally be staffing these posts. Constant contact with the public requires that these officers display a neatness of appearance, ability to handle people, tactfulness in enforcing regulations and alertness in recognizing security hazards.

OUTSIDE INMATE DETAILS:

During normal duty hours, all outside inmate details, (Warehouse, Building 4, Admin Orderlies, etc.,), will depart from the institution through the Rear Gate. The inmates must be escorted from the unit by the detail supervisor, using the inmate elevator. The inmates must be properly identified, one detail at a time, by the Internal Officer, in the elevator sally port, utilizing the approved gate passes. Once the inmates have been positively identified, the Rear Gate Officer will request for the door leading through the 1st floor sally port to the rear dock. The detail will be further processed by the Rear Gate Officer. All required information will be recorded in the TRUSCOPE program. Any work performed in the Rear Gate is considered outside of the secured perimeter. This means any area on the rear dock to include, Warehouse, and Trash Compactor. The Rear Gate Officer will positively identify and properly process the inmate detail into Rear Sally Port to perform their assigned work. If needed after normal duty hours, weekends and federal holidays, the inmate details will be processed through the Control Center the Operations Lieutenant will designate a staff member to positively identify the detail, in the elevator sally port, utilizing the approved gate passes.

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VISITING

It is the policy of MCC New York to maintain visiting facilities for the purpose of maintaining family ties. Because of the nature of this facility, visits must be conducted under appropriate supervision so that security is maintained and the visiting privileges extended to inmates and their families are clearly communicated. For the purpose of this policy, the term pre-trial inmate refers to any inmate who is non-cadre, including holdovers, treaty transfers, BICE detainees, state inmates, and any designated inmate other than those assigned to the MCC New York Work Cadre Unit. Staff must be able to verify the identity of visitors before their admission into the institution. Acceptable means of identification are, government-issued identification, passport, state-issued photo identification (with a date of issue and expiration) and valid drivers' license. In cases where visitors do not have photo identification, they will be required to have three types of identification with signatures. These need not be the sole means of identification. However, identification cards from quick photo places, and check cashing establishments are not acceptable forms of identification. Tactful questioning may clear up doubtful cases. Visitors sixteen (16) and under do not have to show identification unless of course they appear to be older. In such cases, if a visitor under the age of sixteen cannot provide documentation, i.e., a birth certificate (when requested) to prove relationship and age, the visitor will not be allowed into the institution.

The following procedures will be in effect regarding authorized visiting lists. Each inmate will complete a visiting list. The visiting list will not exceed ten (10) approved visitors for pre-trial inmates and (12) for cadre inmates. Immediate family members and two (2) person of "meaning" will be placed on the visiting list absent strong circumstances that preclude visiting. Immediate family is defined as mother, father, step-parents, step-children, foster parents, grand-children, brothers, sisters, spouse and children. As the situation presents itself, other non-immediate family members will be allowed to visit at the approval of the Associate Warden of Programs (AWP).

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Further, in circumstances, when an inmate requests more than ten visitors to be placed on their visiting list, the Unit Manager will approve / deny any visitor exceeding the limit.

Attorney visiting can occur 24 hours a day. Attorneys may visit with their clients (one at a time) in the 3rd Floor Attorney Conference Room from 6:00 A.M. to 8:00 P.M. daily. They require no advance notice.

Official visitors including attorneys, interpreters, law enforcement personnel, probation officers, volunteers, etc. are to be searched at the Front Entrance using the "reasonable assurance standard." All visitors are subjected to random testing by utilizing the ION Spectrometry Device Program. Random selection for testing visitors must be conducted in an impartial and non-discriminatory method. Visitors may be tested out of random order when reasonable suspicion exists, suggesting they've had possible involvement with illegal substances.

Visits for Persons Not in General Population:

Inmates Hospitalized: Visitors requesting to see a designated or pretrial/ holdover inmate who is hospitalized will be reviewed by all pertinent staff, and the United States Marshals Service - if the inmate is a pretrial inmate. More specifically, the Health Services Administrator (HSA), Chief Correctional Supervisor and Unit Manager will determine whether they should permit the visit.

When the HSA recommends against the visit, if the inmate is suffering from an infectious disease, is in a psychotic or emotional state, not in a condition to see visitors, or there are other compelling health regulations that will prohibit the visit, the Health Services Administrator or designee must explain the situation(s) to the visiting party.

Special Housing Unit Inmates:

Ordinarily, an inmate retains visiting privileges while in the Special Housing Unit. Visiting may be restricted via a UDC/DHO sanction. If the restriction is not a UDC/DHO sanction, such restriction must be approved by the Warden. Unit 10-South social and legal visits shall be non-contact unless otherwise determined by the Warden to allow contact visits.

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Non-Contact Visits:

If the Warden deems it necessary to give an inmate a non-contact visit, the Warden will instruct the SHU Lieutenant to do so. The visit will be conducted in the 10 South Annex visiting room. This visit will be directly supervised to ensure all established visiting procedures are followed.

Clothing:

Appropriate dress is required and must be in good taste. Excessively provocative, immodest or revealing attire is reason to deny a visit. Visitors over the age of 12 will not be allowed into the institution in skirts, shorts, or dresses exceeding three inches above the kneecap in length. Bathing suits or any type of swim wear will not be permitted in the institution. See-through clothing, revealing sleeveless garments, halter tops, tube tops, tank tops and any kind of top that reveals the midriff area, low-cut shirts or blouses, revealing front and backless clothing, skin-tight clothing, spandex clothing, leotards, and sweat pants are **NOT** permitted. Any pants with holes in the knee or buttocks area are also prohibited. Additionally, hooded shirts of any kind, hats, caps, and head scarfs (except for religious reasons) are also prohibited. All visitors are required to wear footwear (no shower shoes of any kind) and undergarments (including bras for females). In accordance with OSHA guidelines, Visitors shoes are to be "closed toed" and have a strap around the heal of the foot. The front lobby officer will not permit visitors to wear jackets or blazers up to the visiting room. **Inmates are responsible for advising their visitors of the dress requirements for visitation.** Only a Correctional Supervisor and Institution Duty Officer may deny visits for noncompliance. Inmates' attire for visiting includes jumpsuit and bus shoes for pre-trial males; females must wear the blue uniform and bus shoes; cadres must wear khaki uniforms with institutional shoes. A random selection of visitors will be tested with the Ion Spectrometry

Special Visit Requirements:

At times, Clergymen, former or prospective employers, sponsors and parole advisors may request special visits. They must make these requests in writing with sufficient advance notice (72 hours). The request will be reviewed by the Unit Manager for approval.

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- **Business Visitor.** The Warden has the final authority on the admittance of business visitors and should be notified through the chain of command. Except for pretrial inmates, an inmate is not permitted to engage actively in business or profession. All questions regarding a business visitor should be addressed to the duty Lieutenant and Institution Duty Officer.
- **Consular Visitors.** When it has been determined that an inmate is a citizen of a foreign country, the Warden must permit the consular representative of that country to visit on matters of the legitimate business. After a request has been submitted from the inmate or consulate, a memorandum should be generated from the inmate's Unit Team for the Warden's approval. Once approved, a copy should be maintained in the Lieutenant's Office and the Front Lobby.
- **Representatives of Community Groups.** The Warden is the approving authority on visits from representative of Community based Groups. A memorandum should be generated and sent through the Chief Correctional Supervisor, Associate Warden, to the Warden for approval. Once approved, a copy should be maintained in the Lieutenant's Office and the Front Lobby.
- **Minister of Record/Clergy.** An existence of an established relationship prior to confinement for visitors does not apply to visitors in this category. These visitors ordinarily provide assistance in release planning, counseling, and discussion of family problems.
- **Minister of Record** An inmate must submit in writing their request to be approved for a visit from his Minister of Record. They must submit their request to the Chaplin. An inmate may only have one minister of record on his/her visiting list at a time. The Minister of Record does NOT count against the total number of authorized regular visitors/ social visitors.

Clergy An inmate must submit in writing their request to be approved for a visit from clergy. Visits from clergy (other than the Minister of Record) will be in accordance with the general visitor procedures, and WILL count against the total number of regular visits allowed. On both visits, an approved memorandum will be forwarded through the Chief Correctional Officer and posted in the Lieutenant's Office and the Front Lobby

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Children under the age of sixteen (16) who are placed on the visiting list must be accompanied by an adult who is also an approved visitor. A brief embrace and kiss is permitted when an inmate greets their visitor/child. The same applies upon termination of the visit. During the visit, any physical contact other than hand holding will be considered improper and is prohibited. Children are not permitted to be seated on inmates lap during the course of their visit. Visits with children are to take place only between the inmate identified on the official visiting form and the child listed on the official visiting form with the child's parent or guardian present.

TOOL CONTROL

- **PURPOSE OF TOOL CONTROL:** It is the policy of the Bureau of Prisons to maintain strict control and accountability of tools used and in storage at all institutions. Tool Control procedures are imperative for the following reasons: to provide a tool in good repair for the job at hand, to improve the general appearance of the shop or working area, and to prevent tools from being used to effect escape or assault.
- **CLASSIFICATION OF TOOLS:** All tools are classified as Class AA; Class A; or Class B. The Class AA group includes tools considered too dangerous to leave inside the institution. The Class A group includes tools most likely used in escape, or to do bodily harm to personnel or other inmates. The Class B group includes those of a less hazardous nature.

All tools, where possible, shall be stored on a shadow board as follows:

- All class "AA" tool shadow boards will have a white background with a bright (curb) yellow silhouette of each tool.
- All Class "A" tool shadow boards will have a white background with a red silhouette of each tool.
- All Class "B" tool shadow boards will have a white background with a black silhouette of each tool.

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STORAGE AND SUPERVISION OF CLASS "AA" TOOLS:
Class "AA" Tools must be removed from the institution at the end of each work day, stored in a combination locked safe in a Class "A" Tool Room, stored in the armory, or turned into the control center. Class "A" Tools must be stored in a metal cage or a class #1 concrete walled room physically separated from Class "B" Tools behind two (2) locked doors. When the Class "A" Tool Room is inside the Class "B" Tool Room, the lock on the Class "B" Tool Room serves as one (1) of the two (2) required locks for the Class "A" Tool Room. **Supervision of Class "AA" Tools will be under constant visual supervision.**

STORAGE AND SUPERVISION OF CLASS "A" TOOLS:
Class A tools will be kept on a shadow board in a locked room or cabinet. This storage area will be separate and secure from the Class B tools storage area. Only employees are authorized to issue and draw Class A tools from the Tool Room or places of storage. Class A tools will be under the supervision of an employee at all times. Inmates are not permitted to carry them about the institution without an employee escort nor use them without supervision. A complete inventory of Class A tools will be made at the beginning of the workday, before the detail is released for dinner and at the end of the workday. When a Class A tool is lost or misplaced, the Chief Correctional Supervisor will be notified immediately. All inmates who may have had access to the tool will be held at the work location until a thorough search has been made.

STORAGE AND SUPERVISION OF CLASS "B" TOOLS:
All tools not in the Class A or Class AA categories will be considered to be Class B tools. All Class B tools are under the supervision of the employees and must be accounted for at the end of the work day. These tools must be issued to inmates, in the presence of their supervisor. All Class B tools must be gathered from the work area and moved to the storage area at the end of the work day. When a Class B tools is lost or misplaced, a search for it will be initiated and a written report will be made to the Chief Correctional Supervisor and the department head covering the details of the loss at the end of the day.

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TOOL INVENTORIES:
Up-to-date inventories will be kept by all shops, industries, school and any other person having tools issued to them or stored under their supervision Unit Officers having items such as scissors, etc., on the unit should be particularly careful as to the whereabouts and the accountability of these items. The Tool Room Officer will maintain a record of all tools in possession of the institution.

BROKEN OR WORN-OUT TOOLS:
Broken or worn-out tools will be removed from the shadow board and returned to the Central Tool Room for replacement. If it is determined that they cannot be surveyed and replaced, Class A tools such a saw blades, etc., requiring replacement, will be returned to the Central Tool Room for disposal.

FOOD SERVICE TOOLS:
A knife and tool equipment cage with a shadow board and adequate locking device shall be located in the Food Service Department. All hazardous knives and tools will be marked with an identification symbol. All knives will be chitted out of the knife cage and attached to the cutting table by the responsible employee. The accountability of the knives will be checked at frequent intervals during the shift and at the end of the day.

CONTROLLED FOOD ITEMS:
Special attention must be given to food items such as yeast, nutmeg, fruits, and fruit juices. Of this group, yeast shall be locked in a secure box in a refrigerated area. An inventory shall be kept, indicating the date and quantity of issue, receipts, the balance on hand, and the initials of the responsible employee. Yeast shall be dispensed only by the Food Service employee and kept under strict supervision.

CONTROL OF HAZARDOUS AND POISONOUS CHEMICALS:
Inventories will be maintained of all poisonous and toxic fluids used in the institution, such as narcotics, wood alcohols, methyl-alcohol, ditto fluids, acids, gases etc. These items will be stored in a locked cabinet and will be drawn by an employee only, when authorized by the department supervisors. The issuing office will record the date, time, amount, and who received the item.

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KEY AND LOCK CONTROL

POLICY: It is the policy of the Bureau of Prisons to maintain proper control of keys and locks at all times. The purpose of this is to establish procedures for control and inventory of institution keys and locks. Further detailed information can be obtained by referring to BOP Program Statements.

All keys authorized for daily use will be stored on the Control Center key board when not in use. Sets of keys are identified by letter and number with the number of keys in that set indicated. Two listings of key locations identifying active and emergency keys can be found in the Control Center and in the office of the Security Officer.

RESTRICTED AND EMERGENCY KEYS:

Restricted keys have blue/black tags on the keyboard in the Control Center. The Watch Supervisor will be notified when it becomes necessary to draw keys for a department or post other than his/her assigned are, or to a restricted area, such as the commissary, storeroom, etc. The officer will prepare a Restricted Key Form indicating the purpose for entering such area. Emergency keys or red-lined keys will be issued only at the direction of the Warden, Chief of Correctional Services, Associate Warden, Watch Supervisor or the Institution Duty Officer. Acting positions may delegate the drawing of keys for a specific time period via memo through the Captain.

HANDLING OF KEYS:

Keys will be carried on a ring which is securely fastened to a chain affixed to the belt of the officer. Discussion of key numbers and reference to their use will be avoided in the presence of inmates. Keys should never be carelessly thrown around, dropped, or left unattended, etc. Always personally hand the keys to your relief so they remain in the personal possession of the officer at all times. Each officer has the responsibility to count the number of keys on each set to ensure that all keys are present. Inmates will never be permitted to handle keys designated for employee use at any time, or under any circumstances. Should an employee take keys home, the keys must be brought back to the institution immediately.

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LOST OR MISPLACED KEYS:

If a key or a set of keys is lost or misplaced, the officer will immediately report it to the Watch Supervisor by telephone or in person so that adequate safeguards may be placed in effect. The area the keys were last in will be immediately secured and all inmates in the area will be searched. This will be followed by a written report to the Chief of Correctional Services as soon as circumstances permit.

REPLACEMENT OF BROKEN OR DAMAGED KEYS:

Whenever a key is broken or damaged, the employee concerned will submit a request for replacement to the Security Officer. All parts of the broken key will be retrieved from the key way immediately to prevent inmates from gaining access to them. A replacement key will be issued by the Security Officer in accordance with established procedures. If the key is broken or damaged and immediate replacement is needed, the Watch Supervisor will be notified and will take appropriate action. If it is not possible to retrieve the broken portion from the lock, the employee will remain at the lock until the broken portion can be retrieved.

REQUEST FOR REMOVAL AND ADDITION OF KEYS:

When it becomes necessary for a new key to be added to your key ring, submit a Security Work Request to the Chief Correctional Supervisor for approval and signature, stating the reason the key is needed, your key ring number and the institution key number if possible. If a key is no longer needed, submit a Security Work Request to the Security Officer.

INMATE URINALYSIS PROGRAM:

Urine Surveillance and Narcotic Identification, inmate urine samples will be taken at different hours (early morning, noon, late evening). Therefore in order to accomplish this a weekly urinalysis test roster has been established for all inmates that fall under the random testing roster. It is critical that when inmates are notified for UA testing that they are not left unsupervised. They must be watched from the time of notification until they report for testing at the Lieutenants Office. It is also imperative that when conducting a UA test of an inmate that the subject is also tested for alcohol by using the Alco-Sensor III.

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CALL-OUTS:

Sufficient copies of the master call-out sheet for distribution to all units will be copied and forwarded to the Control Center Officer so that the Morning Watch Control Center Officer can place one in each detail pouch. Extra copies of the call-outs will be placed at the detail pouch cabinet. Unit officers will post the call-out in the housing units.

The employee who places an inmate on call-out must ensure the requested inmate arrives at the specified time. If the inmate does not arrive as scheduled, the requesting staff member shall contact the staff member responsible for the inmate's accountability. If the inmate(s) is/are found to be in an area other than the assigned callout area, it is the responsibility of the staff member(s) or department that has placed the inmate(s) on call-out to prepare an incident report for the inmate's failure to report to call-out. **If efforts to locate the inmate fail, the inmate shall be immediately reported to the shift lieutenant as missing and appropriate action initiated to locate the inmate.**

CELL ASSIGNMENT - SEXUAL OFFENDER/PROTECTIVE CUSTODY

Cell assignments will be determined in an methodical manner. This involves the SHU Lieutenant and OIC, Psychology staff, Unit Team as well as Investigative staff, in determining suitability of cellmates for inmates in protective custody and/or sexual offenders. Most inmates do not like to be housed with sexual offenders or protective custody inmates. Housing the wrong inmates with sexual offenders or protective custody inmates, can lead to serious assaults and/or homicide. Inmates cannot be allowed to choose their roommates, but it is understood that some inmates may be better housed with inmates of like backgrounds/affiliations, than arbitrarily housing the inmates without considering all variables. As noted earlier, protective custody and sexual offenders will be screened thoroughly. If there are no single cells available, this review will be crucial in minimizing the potential for assault.

HIGH RISK LIST

During the weekly SHU meeting, the Warden will be provided a list of those inmates who are considered high risk from a psychological and management stand point. The Captain and Chief Psychologist should be responsible for generating this list. This list will be provided to the Lieutenants' office and the Duty Officers so they are informed should a high risk inmate act out and be in need of medical or psychological attention.

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Additionally, the Captain should inform the Warden of any camera malfunctions, plumbing problems, or issues that may cause problems, as well as the corrective actions taken/attempted to rectify these issues. Inoperable security equipment, during serious incidents, prevents staff from being able to record and or/view the incident for possible prosecution or administrative action.

SUICIDE PREVENTION INFORMATION

BOP HIGH RISK GROUPS

- **New Inmates** - The first few hours and days after admission can be critical. Newly incarcerated inmates may experience feelings such as shame, guilt, fear, sadness, anger, agitation, depression, relationship problems, legal concerns, hopelessness, and helplessness, which can contribute to increased suicide risk.
- **Protective Custody** - Inmates who volunteer to enter protective custody are at high risk for suicide, especially during the first 72 hours in SHU. These inmates should be referred to psychology services immediately.
- **Long-term Protective Custody Inmates** - These inmates are particularly vulnerable to depression that can lead to a suicide attempt, and should be monitored closely while they are in SHU.
- **Inmates Taking Medication for Mental Health Reasons** - These inmates are vulnerable to developing suicidal thoughts and attempting suicide by overdosing on their medication. Inmates on medication should be monitored to make sure they are not hoarding medication. Any signs of distress, deterioration in hygiene, or sudden changes in behavior should be reported to psychology.

FACTORS THAT CAN INCREASE THE PROBABILITY THAT AN INMATE MAY BECOME SUICIDAL:

Mental Health Factors

History of mental illness

1. Is the inmate depressed, actively psychotic?
2. Has the inmate been compliant with psychotropic medication?
3. Have there been changes in eating, sleeping, hygiene, weight, recreation, activity level?

Prior suicide attempt

1. How lethal was the attempt?

2. How many attempts have been made?

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Inmate's current mood, affect, and behavior

1. Is the inmate emotionally upset, angry, and easily agitated?
2. Are the inmate's thoughts clear and goal directed (vs. delusional or psychotic in nature)?
3. Is the inmate depressed, has there been a recent loss?
4. Has hopelessness persisted even after the depression has lifted?
5. Has the inmate given away property, revised a will, or requested a phone call to say his goodbyes?

Medical Condition(s)/Chronic Pain

1. Does the inmate have a chronic life threatening medical illness?
2. Has the inmate's overall health diminished recently?
3. Is the inmate experiencing pain or other negative symptoms?

Relationship Difficulties

1. Has the inmate received a Dear John letter?
2. Have communications and or visits decreased?
3. Has there been a change in the relationship?

Situational Factors

1. Legal issues - pending indictment; loss of appeal to reduce sentence.
2. Difficulties with staff or other inmates.
3. Gambling debts, drugs.
4. Ending of a close relationship with another inmate.
5. Possible victim of a sexual assault.

REPORTING AND DOCUMENTING INMATE BEHAVIOR

Report Your Concerns: Any inmate behavior(s) that is questionable and may reflect a change in mental health status should be reported to the Shift Lieutenant immediately.

During non-working hours: Inform the Shift Lieutenant of any questionable inmate behavior. He/she will determine if the on-call psychologist needs to be contacted.

Segregation Log Book: Any changes in inmate behaviors should be noted in the TRUSCOPE program. A detailed note regarding the observed behavior is advisable. Documenting in the TRUSCOPE program serves two purposes. First, the entry serves as a means of communication for other staff members. Second, it provides an accurate account of activity during your shift. Documentation should be neat, legible, and professional.

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RESPONDING TO A SUICIDE EMERGENCY

A Segregation Officer observing an inmate in the act of committing suicide, causing other self-injurious behavior, or who appears to have committed suicide will call for back-up before entering the cell. The officer will notify the Control Center and the Lieutenant's Office by radio of the situation and request immediate back-up. **BACK-UP MUST BE PRESENT IN ORDER TO ENTER A CELL.** The "cut-down" tool is located in the storage closet on a shadow board. It is the #1 officer's responsibility to locate this item at the start of the shift. This tool is only authorized to be used in emergency situations. Miscellaneous use of this tool is not permitted and will result in dulling the blade of the tool. In the event an inmate commits suicide, the scene of the suicide will be treated in a manner consistent with the investigation of an inmate death. All measures necessary to preserve and document the evidence needed to support subsequent investigations will be maintained or otherwise adequately recorded.

SEXUAL ASSAULT PROTOCOL

Reporting

In all cases of reported sexually abusive behaviors (e.g., from alleged victim, staff, and/or "third party") the following will occur:

The Operations Lieutenant will be notified immediately and he/she will:

- Immediately safeguard the inmate (which will vary depending on the severity of the alleged sexually abusive behavior and could range from monitoring the situation, changing housing assignments, changing work assignment, placing alleged victim and perpetrator in Special Housing, etc.);
- Promptly refer all inmates reported or suspected of being the victim of sexually abusive behavior to Psychology Services for assessment of vulnerability and treatment needs;
- During business hours, ensure that the SIS, Chief of Correctional Services, Program Coordinator, and Warden are notified; and During non-business hours, ensure that the SIS, Chief of Correctional Services, Program Coordinator, Duty Officer, and the on-call Psychologist are notified.
- The Program Coordinator will review the psychological assessment and other relevant factors and make a determination as to whether or not to proceed with the full activation of the Response Protocol.

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Responding

Not all allegations of sexually abusive behavior will require full activation of the Response Protocol. In some cases, the Program Coordinator will determine that there is not sufficient reason to proceed (e.g., the alleged victim credibly recanted; the alleged perpetrator was not in the institution on the date of the allegation, the inmates involved independently report a non-coercive sexual encounter, etc.) and the Response Protocol may be terminated.

In cases where more information is needed, or in cases where there is a credible and serious allegation or instance of sexually abusive behavior, the full Response Protocol will be implemented. Once the Program Coordinator determines that the intervention should continue, a sensitive and coordinated response is necessary. Services will be provided in an environment that meets both security and therapeutic needs. The full Response Protocol, monitored by the Program Coordinator, involves the following components:

Protection

All appropriate staff will consult and determine the actions to be taken to prevent further sexually abusive behavior both **to** the alleged victim (e.g. change in work assignments, change in housing assignment, closer supervision, protective custody, transfer, etc.) and/or **by** the alleged perpetrator (e.g., remove from compound, change housing assignment, etc.).

The Captain will ensure that a STG category of **"V SA UNV"** is entered into SENTRY, and in instances where an inmate perpetrator is alleged, will enter the STG category of **"P SA UNV"** for that inmate (See Section 13.b. for further details).

PSYCHOLOGICAL:

Psychology staff are responsible for crisis intervention, assessment of treatment needs, documentation of the evaluation results, treatment, psychiatric referral, and/or other treatment options related to the alleged victim. In addition, Psychology staff provide guidance to Unit Management and Community Corrections staff regarding an inmate's post-release mental health needs. Inmate perpetrators (or alleged perpetrators) of sexually abusive behaviors will be referred by the Operations Lieutenant to Psychology Services. Inmates considered high-risk for sexual re-offending may be referred to specialty treatment and/or management programs, individual or group counseling, or may be managed through standard correctional techniques.

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If an inmate perpetrator is determined in need of treatment services and refuses treatment, Psychology Services staff will document the refusal and place it in the medical section of the Inmate Central File and notify the referring staff of the refusal. Documentation of treatment compliance or refusal ensures continuity of care within, between, and outside the Bureau.

Examination

Medical staff are responsible for examination, documentation, and treatment of inmate injuries arising from sexually abusive behaviors, including testing when appropriate for pregnancy, HIV and other sexually transmitted diseases (STDs). Where indicated, medical staff, trained in the collection of sexual assault evidence (i.e., "rape kit") should conduct an examination for physical evidence which may be used later in formal investigations. At institutions where Health Services staff are neither trained nor certified in sexual assault evidence gathering, the inmate will be examined at the institution by trained health care professionals from the local community or at the local community facility equipped (in accordance with local laws) to evaluate and treat sexual assault victims. Prophylactic treatment and follow-up for sexually transmitted diseases will be offered to all inmate victims, as appropriate. Whenever an inmate is referred to Health Services for examination and treatment of injuries related to sexually abusive behavior, staff will encourage the inmate victim to complete an Inmate Injury Assessment and Follow-up form (BP-S362) as required by the Program Statement on Patient Care.

Investigation

In cases where the full Response Protocol is activated, staff are trained to investigate allegations of sexually abusive behavior thoroughly. The information concerning the identity of the alleged inmate victim and the specific facts of the case are limited to those staff who need-to-know because of their involvement with the victim's welfare and the investigation of the incident. This is important not only to preserve the victim's privacy but also to preserve maximum flexibility to investigate the allegations.

Initial Notifications:

Upon activating the full Response Protocol, the investigation phase is initiated and the following notification(s) will be made:

Inmate Perpetrator on Inmate Victim:

In the event that an inmate is alleged to have perpetrated sexually abusive behavior against another inmate, the Special Investigative Agent (or SIS) will be notified immediately.

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Staff Perpetrator on Inmate Victim:
In the event that a staff member is alleged to have perpetrated sexually abusive behavior against an inmate, the Warden will be notified immediately. The Warden will notify the Regional Director and the Office of Internal Affairs (OIA), who will in turn notify the Office of the Inspector General (OIG), and when appropriate, will notify the Federal Bureau of Investigation (FBI).

Inmate Perpetrator on Staff Victim:
In the event that an inmate is alleged to have perpetrated sexually abusive behavior against a staff member, the SIA/SIS will be contacted immediately with follow-up notification to the Warden.

Crime Scene Preservation:
The staff first responder will preserve the crime scene. SIS staff will be responsible for collecting information/evidence. The investigation, in coordination with the agency to which the case may be referred, will follow the guidance given in the Special Investigative Supervisor's Manual that outlines gathering and processing procedures.

Physical Evidence Collection:
When there is a report of a **recent** Rape or Sexual Assault with an Object, or there is a strong suspicion that a recent, serious assault may have been sexual in nature, a thorough physical examination of the alleged victim - to include a "rape kit" will be completed immediately. Physical evidence collection may also include an examination of, and collection of physical evidence from the suspected perpetrator(s).

After Action Reviews of Violent Sexual Assaults:
Following any incident of Rape or Sexual Assault with an Object, the Warden, Program Coordinator, Chief of Correctional Services, Health Services Administrator, and Chief Psychologist will meet and review the incident. This review is to assess the reasonableness of the actions of staff following the incident, to ensure the security and treatment needs of the inmate victim have been addressed adequately and the management and investigation of the inmate or staff perpetrator is progressing appropriately. Within **two** working days after the initial reporting of the Rape or Sexual Assault with an Object, a written report highlighting the relevant facts should be produced and the Warden or designee will personally attest by his or her signature that the review has taken place and that the steps taken by staff were either appropriate or inappropriate. A copy of this report will be forwarded to the Regional Director.

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Consideration for staff impacted by the incident is necessary. Arrangements for debriefing affected staff and referral to appropriate services to mitigate the stress associated with these events should be offered.

Administrative Disciplinary Process and Prosecution:

In keeping with this "zero tolerance" policy, perpetrators of sexually abusive behavior will be disciplined and/or referred for prosecution.

Tracking Sexually Abusive Behavior:

Tracking and analyzing the incidents of sexually abusive behavior are critical to the safety and management of inmates and the security of all Bureau facilities. Monitoring these incidents allows the Bureau to assess the effectiveness of current policy and procedures in regard to the extent of sexual victimization. To ensure full and accurate reporting and analysis, the SIS will maintain secure investigative files which include data on:

- The victim(s) and perpetrator(s) of sexually abusive behavior;
- Crime characteristics;
- Formal and/or informal action(s) taken;
- All collateral reports, supporting memoranda, and videotapes;
- Medical forms; and
- Any other evidentiary materials pertaining to the allegation.

The Office of Internal Affairs will report the cumulated data on the inmate victims of staff and inmate sexually abusive behavior to all Chief Executive Officers and the Psychology Services Administrator at the end of each quarter and at the end of each fiscal year.

SUICIDAL SITUATION IN SHU OR THE HOUSING UNITS:

If you are the first person to notice an inmate hanging, you should call for staff assistance (Operations Lieutenant & Control Center)and remain calm and wait until sufficient staff and Lieutenant arrive prior to handcuffing the inmate=s cell mate(s) (if applicable) and unlocking the cell door. If feasible, obtain protective equipment from the above mentioned areas. Cut the inmate down, protecting the head and neck area. Always administer life-saving procedures.

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Post Orders, the TRUSCOPE program and log books are confidential documents and should never be left unattended or in an area accessible to inmates. Post Orders must be secured at all times when not in use by staff.
It is the responsibility of the employee to inform the employer of the fact they have not been able or afforded the opportunity to read such orders. The employer will then advise the employee of the general requirements of the post, and answer any questions.

Employees assuming posts under these circumstances still have the responsibility of exercising sound correctional judgment based upon their training and experience and will make reasonable efforts before assuming your post.

After reading the post orders, the employee must sign and date the Post Order Review Sheet which is located in Section 5 of this document. These post orders are not intended to describe in detail all the officers' responsibilities. Good judgment and common sense are expected in all situations not covered in these post orders.

NOTE: IT IS POLICY OF THE BUREAU OF PRISONS THAT IF AN INMATE(S) SHOULD APPROACH YOU OR YOUR POST WITH A STAFF MEMBER HOSTAGE, YOUR FIRST CONSIDERATION IS THE SECURITY OF THE INSTITUTION AND UNDER NO CIRCUMSTANCES WILL INMATES BE PERMITTED TO ESCAPE. ANY EMPLOYEE TAKEN HOSTAGE, REGARDLESS OF RANK, HAS NO AUTHORITY.

Jermaine C. Darden, Captain

12/7/18
Date

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INSTITUTIONAL SUPPLEMENTS/PROGRAM STATEMENTS

FIREARMS AND BADGES	P.S. 500.13
INMATE ACCOUNTABILITY	I.S. NYM 5511.06
INMATE PERSONAL PROPERTY	I.S. NYM 5580.07
SECURITY INSPECTIONS	I.S. NYM 5500.13
TOOL CONTROL	I.S. NYM 5500.13
MAIL MANAGEMENT	P.S. 5800.16
VISITING PROCEDURES	I.S. NYM 5267.08
INMATE CORRESPONDENCE	I.S. NYM 5265.14
ALCOHOL SURVEILLANCE/TESTING	I.S. NYM 6590.07
ENTRANCE PROCEDURES	I.S. NYM 5500.13
INMATE TELEPHONES	P.S. 5264.08
ION SCREENING	P.S. 5522.02
SEARCHING/DETAINING PERSONS	P.S. 5510.15
SEXUAL ABUSE PREVENTION/INTERVENTION	P.S. 5324.12
INMATE DISCIPLINE	P.S. 5270.09
SPECIAL HOUSING	P.S. 5270.10
SUICIDE PREVENTION	P.S. 5324.08
SEARCHES OF HOUSING UNITS/INMATES AND WORK AREAS	P.S. 5521.06
ESCORTED TRIPS	P.S. 5538.07
USE OF FORCE/APPLICATION OF RESTRAINTS	I.S. NYM 5566.06
POSTED PICTURE FILE	P.S. 5510.13
HUNGER STRIKES	P.S. 5562.05
ESCAPES DEATH NOTIFICATIONS	P.S. 5553.07

CHAPTER 7
FIREARMS AND BADGES

700. DEFINITIONS. Probable cause, reasonable determination, or reasonable belief means facts and circumstances known to the employee at the time of the use of firearms that would cause a reasonable employee to conclude that the action is appropriate.

701. CARRYING OF FIREARMS. Title 18 U.S.C. § 3050, authorizes the Attorney General to prescribe rules and regulations relating to the carrying of firearms by Bureau officers and employees. This authority is delegated to the Director in 28 CFR 0.96(o).

When approved by the Warden, institution staff are permitted to carry firearms when:

- transporting inmates,
- assigned to escape posts, and
- assigned to security posts which require firearms as standard issued equipment.

Carrying or the use of personal or privately owned firearms while on duty is prohibited.

Post orders, riot plans, and escape plans will include instructions for carrying firearms.

a. Duty Assignment. Employees must not be assigned to duties that require the carrying of firearms prior to successfully completing the firearms familiarization training course.

b. Staff Qualification. New employees must not be assigned to posts requiring the carrying of firearms before completing the Introduction to Correctional Techniques Training at the Federal Law Enforcement Training Center.

In extraordinary circumstances, an exception may be made for an employee who has completed the local firearms familiarization training with written approval of the Warden and Regional Director.

c. Re-qualification. Staff must complete satisfactorily the Bureau's approved firearms training course each year. Allowances will be made in accordance with applicable laws, rules, and regulations.

Chaplains, dentists, physicians, and other positions which the Director specifically exempts from carrying firearms are not required to complete the firearms familiarization training conducted at the institution and Staff Training Academy.

d. Other Use of Firearms. Only the Director or Director's designee may authorize, in writing, Bureau staff to carry Government-issued firearms for purposes not expressed in this Program Statement.

702. USE OF FIREARMS. Firearms must be used only when deemed necessary for the following Law Enforcement purposes:

- Prevent escapes;
- Prevent loss of life or serious physical injury;
- Protect government property, upon determination that the damage or loss of property would contribute directly to an escape, loss of life, or serious physical injury; and
- Maintain or restore control of a correctional institution.

The use of firearms is prohibited if force other than firearms appear reasonably sufficient to accomplish law enforcement purposes. Examples are, but not limited to:

- Prevention of escape;
- Prevention serious physical injury; and
- Restoration of control in a correctional institution.

The necessity to use firearms arises when all available means of achieving the law enforcement purpose have failed or are likely to fail.

An employee is not required to jeopardize personal safety or the safety of others before using firearms to prevent serious injuries/bodily harm or death.

If use of firearms is deemed necessary, staff must shoot the subject with every intention of hitting "center mass" to ensure the subject is stopped.

Staff will not attempt to shoot a limb which creates a lesser chance of stopping the subject and may pose a danger to staff, other inmates, or persons in the community. Firearms must not be used solely to disable moving vehicles or aircraft. Firearms will only be used against the driver or other occupants of a moving vehicle when the:

- Employee has a reasonable belief that the subject poses an imminent danger of death or serious physical injury to the employee or others.
- Public safety benefits of using such force outweigh the risks to the safety of the employee or others.

As soon as practicable, medical attention must be provided to any persons injured during an incident involving use of firearms.

Firearms will not be used if the employee recognizes a potential escapee as an inmate sentenced under the Juvenile Justice and Delinquency Prevention Act.

a. Escape Prevention. The use of firearms is authorized when deemed necessary to prevent an escape in the following situations.

(1) Perimeter Walls. At institutions secured with perimeter walls, prior to using firearms, staff must reasonably believe that an inmate has the capability to escape.

For example, the inmate may be carrying items that could be used to perpetrate an escape, such as, but not limited to, a ladder, grappling hook, or rope, suggesting an intent to escape.

An employee who determines an escape is in progress must issue a verbal warning, then fire a warning shot prior to shooting the subject.

(2) Multiple Perimeter Fences. At institutions secured with multiple perimeter fences, prior to using firearms, staff must reasonably believe that an inmate has the capability to escape.

For example, the inmate may be carrying items such as, but not limited to, a ladder, blankets, grappling hooks, ropes, broom handles, or sticks, that will perpetrate an escape.

An employee who determines an escape is in progress must issue a verbal warning, then fire a warning shot prior to shooting the subject.

Verbal warnings and warning shots are not required when the employee reasonably believes there is imminent threat danger of death or serious physical injury to self or others.

When authorized, throughout this policy, warning shots should be used only if there is no apparent danger to self, other staff and inmates, or the community.

Warning shots will be fired into the ground and never into the air or in an indiscriminate direction.

The inmate is not required to be on the first/inner perimeter fence before the employee issues the warning. When the inmate actually contacts the first/inner perimeter fence in an attempt to climb or demonstrates an attempt to get on or over the first/inner perimeter fence, and the employee reasonably determines an escape is being attempted, the employee may shoot the subject.

The employee is not required to wait until the inmate is between the perimeter fences or over the first/inner fences.

(3) Metropolitan Correctional Centers (MCCs) and Metropolitan Detention Centers (MDCs). When an employee reasonably determines that an escape is being attempted from a MCC or MDC, the employee should give a verbal warning. If the inmate continues, the employee may shoot the subject. Warning shots are prohibited due to the possibility of injury to innocent bystanders.

(4) Minimum Security Institutions. Ordinarily, firearms are not used to prevent escapes from minimum security level institutions. However, weapons are authorized when the escaping inmate has used or threatened to use force which is likely to cause serious physical injury or has manifested an imminent threat of death or serious physical injury to the employee, other staff and inmates, or the community.

Verbal warnings and warning shots should be used when feasible.

(5) Escapes with Outside Assistance. Firearms may be used against persons who are not inmates, if they are facilitating an escape and have used or threatened to use force which is likely

to cause death or serious physical injury against the employee, other staff and inmates, or the community.

Verbal warnings and warning shots must be used when feasible.

(6) Escape from Escorted Trip or Prisoner Transport. When an employee reasonably determines an escape is being attempted from an escorted trip or prisoner transport, the employee must issue a verbal warning. If the inmate continues and the escape is occurring within the immediate environs of a correctional institution, the employee will fire a warning shot, if feasible, prior to shooting the subject.

Outside the immediate environs of a correctional institution, the employee should not fire a warning shot prior to shooting the subject due to the possibility of injury to innocent bystanders.

Absent the use or threat of force which would likely cause serious physical injury or a manifested imminent threat of death or serious physical injury to the employee, other staff and inmates, or the community, it is not permissible to use firearms to prevent an escape of an inmate in transit to or from a minimum security level institution. The exception to the rule is when the escorting employees are transporting inmates at the same time to a minimum and non-minimum security level institutions.

(7) Once An Escape Has Occurred. After an escape from a transport vehicle or an institution, and the immediate environs has been successful, employees attempting to apprehend the escaped prisoner may not use firearms unless there is probable cause to believe:

(a) The subject has committed a felony involving the infliction or threatened infliction of serious physical injury or death.

(b) The subject's escape would pose an imminent danger of death or serious physical injury to the employee or others.

Note: The phrase "after an escape from a transport vehicle or an institution and the immediate environs has been effectuated" should be interpreted in the following manner:

- As long as a staff member is in continuous pursuit of an escaping inmate, whether the escape takes place from an institution, transport vehicle, or outside facility (such as a hospital), the escape has not yet been effectuated. The use of firearms is permissible under the escaping inmate standard.

- The immediate environs of an institution is defined as the property lines of the correctional facility. This boundary may be expanded by the Warden with the Regional Director's concurrence and should be defined as explicitly as possible.

A verbal warning should be given if it would not pose a risk of death or serious bodily injury to the officer or others.

Warning shots are prohibited due to the possibility of injury to innocent bystanders.

b. Prevent the Loss of Life or Serious Physical Injury. Staff may use firearms when reasonable belief exists that the subject poses a threat of death or serious physical injury to staff, inmates, or others.

Firearms will be used in the same manner as for escapes; verbal warnings and warning shots should be given, when feasible, prior to shooting the subject.

When authorized, warning shots should be used only if there is no apparent danger to other staff and inmates, or the community. Verbal warnings and warning shots are not required when the employee reasonably believes there is imminent danger of death or serious physical injury to self or others.

In a hostage situation, once it has been contained and attempts to negotiate have begun, only the Warden may order the use of firearms to resolve the hostage situation.

Warning shots will not be fired as in an attempt to resolve a hostage situation, nor used to create a diversion.

c. Protect Government Property. Firearms may be used to prevent damage to or destruction of Government property when the loss of that property could contribute directly to an escape or attempted escape, serious physical injury, or loss of life.

For example, the use of firearms may be necessary when persons are attempting to damage or disable a fire truck during a fire within the institution. If individuals attempt to break into a

building where weapons, gas, or other security risk items are stored, firearms may also be used.

Firearms must be used in the same manner as for escapes; verbal warnings and warning shots should be given, when feasible, prior to shooting the subject. When authorized, warning shots should be used only if there is no apparent danger to other staff, other inmates, or the community.

Verbal warnings and warning shots are not required when the employee reasonably believes there is imminent danger of death or serious physical injury to self or others.

d. Maintain or Restore Control of a Correctional Institution. Firearms may be used to maintain or restore control of a correctional institution when the employee reasonably believes the intended subject of the use of firearms is participating in a disturbance in a manner that threatens the safety of staff, other inmates, or the community.

Firearms must be used in the same manner as for escapes; verbal warnings and warning shots should be given, when feasible, prior to shooting the subject. When authorized, warning shots should be used only if there is no apparent danger to staff, other inmates, or the community.

Verbal warnings and warning shots are not required when the employee reasonably believes there is imminent danger of death or serious physical injury to self or others.

703. ARMED ESCORT BY COMMERCIAL AVIATION. The Warden may authorize staff to carry firearms when transporting an inmate by commercial air carrier.

Title 14 CFR Part 108.11, Carriage of Weapons, and Part 108.21, Carriage of Passengers Under the Control of Armed Law Enforcement Escorts (1995), allows law enforcement officials, while performing their duties, to travel while armed.

Staff must notify the air carrier prior to departing the institution of the intent to carry firearms. Staff must complete all required forms and provide required information to the carrier.

Staff must follow the procedures detailed in the above referenced regulations.

When not transporting inmates, Bureau staff, carrying firearms aboard commercial aircraft, must declare this to the carrier and have the weapon placed in checked baggage.

The above referenced regulations should be referred to for additional requirements concerning the placement of firearms in checked baggage.

704. REPORTING REQUIREMENTS. A written report must be submitted to the Warden upon the discharge of any firearm, privately owned or issued by the Bureau. This rule applies when the employees is on duty and off duty, except for training or recreational purposes.

For an incident while on duty, the report must be submitted prior to the end of the employee's duty shift.

For an incident while off duty, the report must be submitted prior to the end of the employee's next duty shift.

The discharge of any firearm, once reported, will be investigated and reviewed through the After-Action Reporting and Review processes.

705. IDENTIFICATION BADGES. Upon request, the Correctional Services Administrator, Central Office, will issue Bureau identification badges in leather carrying cases to each institution.

The Captain will maintain strict accountability of Bureau badges. Lost or stolen badges must be reported immediately in writing to the Correctional Services Branch, Central Office.

Except for tower and perimeter patrols and established stationary check points, staff assigned to duties which require the carrying of firearms will be issued a Bureau identification badge.

The badge must be displayed when necessary to establish the staff member's authorization to carry a firearm. Appropriate badge holders will be provided so as to allow the employee the ability to securely attach the badge to his or her outerwear.

Badges may not be used as methods of routine identification.

Employee procurement or possession of unauthorized badges, either official or duplicated, is prohibited (see the Program Statement on Standards of Employee Conduct).

706. NON-DISCLOSURE OF BUREAU STAFF NAMES IN SHOOTING INCIDENTS. Disclosure of an employee's name following a shooting incident will follow the guidelines as prescribed in the Program Statement on News Media Contacts.

METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
SPECIFIC POST ORDERS
SHU #2
THIS IS NOT AN ARMED POST

THIS IS AN OLEORESIN CAPSIUM (OC) CARRY POST

POST: **SPECIAL HOUSING UNIT OFFICER #2**

EQUIPMENT: **Key Ring(s) C-27, C-28,C-30,C-31, C-32, C-33,B-32, B-33 Radio/BA, Metal Detector**

All equipment assigned to this post and will be accountable on the shift to shift inventory form. All 24 hour equipment and key rings will be logged into the TRUSCOPE program with type of equipment and key ring numbers.

SHIFT: **MORNING WATCH**

HOURS OF DUTY: **12:00 A.M. to 8:00 A.M.**

NORMAL ROUTINE: All Correctional Officers will report to the institution according to their assigned work schedule. You are required to utilize the "Staff Chit Board" whenever you enter and/or depart from the secured perimeter of the institution

SECURITY PROCEDURES TO BE FOLLOWED WHEN OPERATING THE BELOW LISTED SHU DOORS:

Door 27 and Inner Door: Both doors must always remain secured when not being used. They are to be opened as needed for traffic and secured immediately. These doors are to be considered a sally port and only one door will be open at a time unless there is an emergency.

CONTROLLED MOVES:
A Lieutenant will call a controlled move to halt all general population movement. The controlled move is conducted to guarantee that the inmate is closely monitored and kept separate from other inmates.

12:00 A.M.
Report directly to the Special Housing Unit wearing the prescribed uniform and relieve the Evening Watch Officer. After you have relieved the Evening Watch Office r, as the equipment is issued on a 24-hour basis, you are required to indicate the key ring number and type of equipment accounted for in the TRUSCOPE program and sign the location inventory.

EFTA00108153

METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
SPECIFIC POST ORDERS
HOUSING UNITS
THIS IS NOT AN ARMED POST

THESE POSTS ARE OLEORESIN CAPSICUM(OC) CARRY POSTS WITH THE EXCEPTION OF THE 5-SOUTH CADRE INMATES

POST: **THESE POST ORDERS WILL COVER THE FOLLOWING HOUSING UNITS**

EQUIPMENT:
UNIT 2(BA): BODY ALARM #601 KEYS C1 W/8, MK-4 OC DISPENSER
UNIT 3(CA): BODY ALARM #602 KEYS C2 W/8, MK-4 OC DISPENSER
UNIT 5N(EN): BODY ALARM #603 KEYS C5 W/8, MK-4 OC DISPENSER
UNIT 5S(ES): BODY ALARM #604 KEYS C8 W/7, MK-4 OC DISPENSER
UNIT 7N(GN): BODY ALARM #605 KEYS C11W/9, MK-4 OC DISPENSER
UNIT 7S(GS): BODY ALARM #606 KEYS C14W/9, MK-4 OC DISPENSER
UNIT 9N(IN): BODY ALARM #607 KEYS C17W/10, MK-4 OC DISPENSER
UNIT 11N(KN): BODY ALARM #619 KEYS C20W/8, MK-4 OC DISPENSER
UNIT 11S(KS): BODY ALARM #616 KEYS C23W/6

All equipment and key rings will be logged into TRUSCOPE program with type of equipment and key ring numbers.

SHIFT: **MORNING WATCH / DAY WATCH / EVENING WATCH**

HOURS OF DUTY:
12:00 A.M. - 8:00 A.M. (M/W SHIFT)
7:45 A.M. - 4:15 P.M. (D/W SHIFT) (Weekdays)
8:00 A.M. - 4:00 P.M. Weekends and Holidays
4:00 P.M. - 12:00 A.M. (E/W SHIFT)

LUNCH RELIEF: **See Current Lunch relief Schedule**

NORMAL ROUTINE: All correctional officers will report to the institution in a timely manner. You are required to utilize the "Staff Chit Board" whenever you enter and/or depart from the secured perimeter of the institution.

****Remember inmates do not have authority over other inmates. Staff are responsible for supervising inmates at all times*****

MORNING WATCH
12:00 A.M.
Report directly to the Unit wearing the prescribed uniform and relieve the Evening Watch Officer. After you relieve the Evening Watch Officer and receive all pertinent information, as the equipment is issued on a 24-hour basis, you are required to indicate the key ring number and type of equipment accounted for into TRUSCOPE and sign the location inventory. Count the keys to ensure the number of keys corresponds with the total number on the key ring chit. Key rings must be secured to a belt by clips and a metal chain.

EFTA00108154

Count the keys to ensure the number of keys corresponds with the total number on the key ring chit. Key rings must be secured to a belt by clips and a metal chain. Contact the Control Center on #333 and test your Radio/Body Alarm. Begin making watch calls at this time. Watch calls will be made every 30 minutes from the hours of 6:00 PM to 6:00 AM.

Unit officers must maintain a log of pertinent information regarding inmate activity, detailing time, persons involved (if pertinent) and the event. These entries are recorded into the TRUSCOPE program. Report for duty by telephone with the Operations Lieutenant and receive any additional information. **Begin making 30 minute rounds ensuring you document the findings in the TRUSCOPE program. Staff will observed all inmates in continued lock down status once in the first 30 minute period of the hour ex: (12:00 - 12:30AM) followed by another round in the second 30 minute period of the same hour (12:30-1:00 AM).This will ensure an inmate is observed at least twice per hour.**

These rounds are to be conducted on an irregular schedule and no more than 40 minutes apart. All observations must be documented.

It should be clearly understood that none of these activities are to take place until the Morning Watch officer is relieved. It should be noted that it is understood that not all of the above will be accomplished by or before the count.

OFFICIAL COUNT TIME: The SHU#2 Officer, will assist with backing the count. All counts will be completed by two staff members. One staff member will count the inmates in the assigned cells and the other staff member will observe the unit for any unauthorized movement from the range grill. When you count the inmates you will count living breathing flesh. Ensure that all cell doors are locked prior to conducting your count. Call your count into the C&A Officer at extension "6468".

Always ensure the correct time, date, and Officers printed name and signature conducting the count are noted on the count slip. All count slips will be written in blue or black ink and should be clear and legible. Count slips which appear to be altered will not be accepted. Internal Security Officer will pick up the count slips and take them to the Control Center. Once the Control Center announces a clear institutional count, record this information in the TRUSCOPE program.

EFTA00108155

BED BOOK COUNTS: The Bed Books will be utilized for emergency counts, bad institutional counts and random Bed Book counts requested by the Shift Lieutenant. When a unit has two consecutive bad counts, a bed book count must be conducted. In conjunction with the Bed Book the unit roster will be used to conduct these counts. Upon receiving a new inmate on the unit, the unit officer will receive two 3 x 5 cards, one to be utilized for the bed book, and the other to use for inmate movement. The bed book card is not to be removed from the bed book

Throughout your shift, you must Audit the location board, bed book, and all inmate files including the Special Housing Record (BP-292), Administrative Detention Orders, 30 day psychology reports and twenty one day cell rotations. It is the responsibility of the SHU #1 to ensure all information contained on the SHU Report is accurate and up-to-date for each inmate. The SHU Report will list the reason the inmate is housed in SHU. Ensure all doors, traps and grills in the Special Housing Unit are locked and secured. If it has a lock, it should be locked. You must ensure a comprehensive fire and security inspection of the unit is conducted. Ensure all equipment is accounted for, operational and logged into the TRUSCOPE program and the fire and security form is completed. ANY DISCREPANSIES WILL BE REPORTED TO THE LIEUTENANT'S OFFICE.

12:30 A.M.
Begin making watch calls to the Control Center by calling extension 333 or via radio every half hour. These calls are mandatory and are designed for your safety as well as the security of the institution.

It is your responsibility to supervise the overall operation of the Special Housing Unit. A body alarm test should be conducted at this time. **Remember body alarms are assigned to a specific post, not a person. The Control Center must be notified before moving with the body alarm to another location.**

It is your responsibility to supervise the overall operation of the Special Housing Unit. Ensure that thirty minute irregular visual checks are made on each inmate and documented in the TRUSCOPE program. You are responsible for reviewing and ensuring the TRUSCOPE program is maintained with the pertinent information regarding inmate activity.

EFTA00108156

1:00 A.M.
As time permits throughout the shift, conduct searches of all common areas of the unit which inmates have access. Particular attention must be paid to plumbing facilities chases, vents, tables, chairs, activities rooms, utility closets, laundry room, and the rest of the common area inside the unit. After completing at least five shake downs in your unit, reflect the correct information in the TRUSCOPE program. Discoveries of hard contraband will be reported to the Operations Lieutenant and documented in the TRUSCOPE program.

Serious breaches of security will be immediately reported to the Operations Lieutenant. Discrepancies found not of a serious nature will also be reported and the appropriate work order submitted. Record any confidential information into the TRUSCOPE program. Check the TRUSCOPE program and initiate daily paperwork. Patrol the unit, observing and listening for abnormal activity and noises.

The SHU #1 Officer is responsible for notifying the Control Center of inmates being admitted or released from the Special Housing Unit. At no time will you be in possession of the cell door key without the presence of another staff member.

2:00 A.M.
Continue to document and update all activities and paperwork assigned to this post. Begin processing outgoing mail. All mail will be received unsealed and screened for contraband and/or pertinent information. Anything out of the ordinary will be reported to the Shift Lieutenant immediately. Outgoing mail from inmates on mail monitoring status will be separated and identified as SIS mail and left open. After processing is complete, all mail will be sealed, sorted according to size, and bundled by rubber bands. The Internal security Officer will pick up the mail at approximately 5:00 A.M.

3:00 A.M.
The official count will be announced at this time. Staff will perform a double staff count, observing human flesh and movement before counting any inmate. Call in the count to the C&A Officer at extension "6468"

EFTA00108157

5:00 A.M.
The official count will be announced at this time. You are to follow the same procedures used at the 3:00 a.m. count. **Remember Staff will perform a double staff count, observing human flesh and movement before counting any inmate.**

6:00 A.M.
Ensure that all inmates on the court list are ready for pick up by the Internal Security. The SHU Recreation Officers and the SHU# 3 Officer will report to the unit at this time and assist with the court movement.

All SHU inmates will be escorted to R&D for court at a ratio of two staff members per every inmate unless otherwise instructed by the Operations Lieutenant. Contact the C&A Officer to receive clearance for the escort of the inmate(s). **Ex: If you are escorting two inmates to R&D there should be four escorting staff members**

Breakfast Feeding
The SHU #2 will ensure the food carts are properly searched prior to bringing them into the unit. The SHU #1 will ensure the SHU Officers (including the Recreation Officers); will count all food trays, lids, and utensils prior to and after the meal. The SHU #2 will prepare the breakfast meal, and began feeding with the assistance of the Recreation Officers. Ensure that all wickets are secured; only one (1) wicket will be opened at a time for the feeding of the meal. Report problems with the meal to the Shift Lieutenant and Food Service staff and ensure corrective measures are taken before serving commences. The lights in the inmates' cells will be turned on while the breakfast feeding is in progress.

All Food trays must be accounted for; no food trays will be left in an inmates' cell after pickup. If an inmate refuses to give you the tray back notify the SHU Lieutenant or the Operations Lieutenant. Inmate orderlies will not be utilized to collect food trays.

EFTA00108158

7:00 A.M.
Prepare the cells and unit for daily inspection. No later than 8:00 am each morning all inmates will have their cells cleaned, beds made, and will be dressed in their jumpsuits. All SHU officers will assist with conducting daily inspections of the unit. Any inmate who desires recreation will have their cells in a high state of sanitation. Recreation begins by the Recreation Officers Monday through Friday. **INMATES DEPARTING FOR RECREATION WILL NOT LEAVE THEIR CELLS UNTIDY.**

7:30 A.M.
Ensure that all pertinent paperwork is properly filled out, (Daily Security Inspection Sheet, Equipment Inventory, BP-292.
Inmate Work Call: The Control Center will announce "Attention in the institution inmate work call." All inmates assigned to work details will report to their work detail assignments.

8:00 A.M.
End of Tour:
Pass all keys and equipment to your relief. Once properly relieved, your **tour of duty ends** and you are to proceed directly out of the institution.

****DO NOT LEAVE YOUR POST UNTIL THE PROPER RELIEF HAS BEEN PROVIDED****
Officers assigned to this post will not vacate the post unless properly relieved or instructed to do so by the Operations or Activities Lieutenants. These post orders are not intended to describe in detail all the officer's responsibilities. Good judgment and common sense are expected in all situations not covered in these post orders.

IT IS POLICY OF THE BUREAU OF PRISONS THAT IF AN INMATE(S) SHOULD APPROACH YOU OR YOUR POST WITH A STAFF MEMBER HOSTAGE, YOUR FIRST CONSIDERATION IS THE SECURITY OF THE INSTITUTION AND UNDER NO CIRCUMSTANCES WILL INMATES BE PERMITTED TO ESCAPE. ANY EMPLOYEE TAKEN HOSTAGE, REGARDLESS OF RANK, HAS NO AUTHORITY.

EFTA00108159

METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
SPECIFIC POST ORDERS
SHU #2
THIS IS NOT AN ARMED POST

POST: **SPECIAL HOUSING UNIT OFFICER #2**

EQUIPMENT: **Key Ring(s) C-27, C-28, C-30, C-31, C-32, C-33, B-32, B-33, Radio/BA, Metal Detector**

All equipment assigned to this post and will be accountable on the shift to shift inventory form. All 24 hour equipment and key rings will be logged into the TRUSCOPE program with type of equipment and key ring numbers.

SHIFT: **DAY WATCH**

HOURS OF DUTY: **7:45 A.M. to 4:15 P.M.**

LUNCH RELIEF: **See Current Lunch relief Schedule**

NORMAL ROUTINE: All Correctional Officers will report to the institution according to their assigned work schedule. You are required to utilize the "Staff Chit Board" whenever you enter and/or depart from the secured perimeter of the institution
SECURITY PROCEDURES TO BE FOLLOWED WHEN OPERATING THE BELOW LISTED SHU DOORS:

Door 27 and Inner Door: Both doors must always remain secured when not being used. They are to be opened as needed for traffic and secured immediately. These doors are to be considered a sally port only; one door will be open at a time unless there is an emergency.

CONTROLLED MOVES:
A Lieutenant will call a controlled move to halt all general population movement. The controlled move is conducted to guarantee that the inmate is closely monitored and kept separate from other inmates.

7:45 A.M
Report directly to the Special Housing Unit wearing the prescribed uniform and relieve the Morning Watch Officer. After you have relieved the Morning Watch Officer, as the equipment is issued on a 24-hour basis, you are required to indicate the key ring number and type of equipment accounted for in the TRUSCOPE program and sign the location inventory. Count the keys to ensure the number of keys corresponds with the total number on the key ring chit.

EFTA00108160

Key rings must be secured to a belt by clips and a metal chain. Contact the Control Center and test your Radio/Body Alarm. Unit officers must maintain a log of pertinent information regarding inmate activity, detailing time, persons involved (if pertinent) and the event. Record these activities into the TRUSCOPE program. Report for duty by telephone with the Operations Lieutenant and receive any additional information. Prepare inmates for Daily Call-outs.

Begin making 30 minute rounds ensuring you document the findings in the TRUSCOPE program. Staff will observed all inmates in continued lock down status once in the first 30 minute period of the hour ex: (12:00 -12:30AM) followed by another round in the second 30 minute period of the same hour (12:30-1:00 AM).This will ensure an inmate is observed at least twice per hour. These rounds are to be conducted on an irregular schedule and no more than 40 minutes apart. All observations must be documented.

8:30 A.M.
Assist the #1 officer Conduct a security and fire inspection of the unit. Any discrepancies found will be noted on the Fire and Security Inspection Form. Serious breaches of security will be immediately reported to the SHU Lieutenant and Operations Lieutenant. Discrepancies found not of a serious nature will also be reported and the appropriate work order submitted. Record any confidential information into the TRUSCOPE program. This information is used to record important information which should be passed on to other staff. Conduct a bed book audit and make any changes pertaining to your bed book/inmate picture card files. Check the TRUSCOPE program for information and initiate daily paperwork.

As time permits throughout the shift, you are to conduct searches of inmate cells. Results will be recorded in the TRUSCOPE program. Discoveries of hard contraband will be reported to the SHU Lieutenant and Operations Lieutenant and documented in the TRUSCOPE program. Showers and other daily activities are begun according to the posted schedule.

The SHU #1 Officer is responsible for notifying the Control Center of inmates being admitted or released from the Special Housing Unit. At no time will you be in possession of the cell door key without the presence of another staff member.

EFTA00108161

9:00 A.M.
Verify all release orders signed by the Captain, and other designated staff. Once releases orders are signed assist the SHU #1 Officer with processing inmates out of the unit, ensure all documentation, i.e., property form and the TRUSCOPE program, are completed prior to the inmate being released from the unit. Ensure the property forms are filed out accordingly and the inmate receives a copy. The SHU Lieutenant will be immediately notified of any discrepancies with the inmate's personal property.

10:00 A.M. (Weekends and Holidays)
COUNT TIME (Stand-Up Count): The 10:00 a.m. count is an official stand up count will be conducted at this time. The count will be conducted as a bed book count when directed by the Operations Lieutenant. Ensure all areas are clear of inmates, i.e., showers, bathrooms, laundry rooms etc... The Internal Security Officer or any available staff member will assist with backing the count. Upon completing the count, call the count into the C&A Officer by telephone at extension 6468. Always ensure the correct date, time, and Officer's printed name and signature conducting the count is noted on the count slip. All count slips will be written in blue or black ink and should be clear and legible. Count slips which appear to be altered will not be accepted. The Internal Officer will pick up the count slips and take them to the Control Center. Once the Control Center announces a clear institutional count, record this information into the TRUSCOPE program.

Between 10:15 A.M. 12:15 P.M. (Weekdays)
LUNCH RELIEF
Contact the department on the current lunch relief schedule to arrange for staff to relieve you for a 30 minute duty free lunch. When being relieved, ensure staff have signed the log book designated for lunch reliefs.

BED BOOK COUNTS: The Bed Books will be utilized for emergency counts, bad institutional counts and random Bed Book counts requested by the Shift Lieutenant. When a unit has two consecutive bad counts, a bed book count must be conducted. In conjunction with the Bed Book the unit roster will be used to conduct these counts. Upon receiving a new inmate on the unit, the unit officer will receive two 3 x 5 cards, one to be utilized for the bed book, and the other to use for inmate movement. The bed book card is not to be removed from the bed book

EFTA00108162

11:00 A.M.

Mainline Feeding:

The food carts will be thoroughly searched by SHU staff prior to entering the Special Housing Unit. Report problems with the meal to the SHU/ Shift Lieutenant and Food Service staff and ensure corrective measures are taken before serving commences.

Ensure that all wickets are secured, only one (1) wicket will be opened at a time for the feeding of the meal. Officers will not pass or allow anything to be passed from cell to cell. Each inmate will receive only those items which are on the daily menu or prescribed dietary menu.

All staff handling food must wear plastic gloves and ensure the food is served at the proper temperature. Upon completion of the meal, all trays will be accounted for and placed on the food cart.

Supervise the removal of all food trays from the cells. Officers only will pick up all trays and trash from cells. **Inmate orderlies will not be utilized to collect food trays.**

12:00 P.M. On Mondays social visiting will begin at this time. Place all trash in the sally port for pick-up at this time for preparation of trash call.

12:30 P.M.

PM CENSUS COUNT: A Unit Census Count will be conducted at this time. Record the results in the TRUSCOPE program and notify the Lieutenant of any discrepancies. An incident report will be written on any inmate found in an unauthorized area.

ROUNDS: Ensure assigned staff continue to make frequent, random rounds of the range in the unit. At a minimum, each inmate must be checked, at least one time every thirty minutes. During these security checks, ensure staff pay particular attention to those inmates who demonstrate suspicious or unusual behavior.

MEDICAL VISITS: During medical visits by the Physician Assistant, you are responsible for providing an escort during their rounds on the unit. Ensure the SHU Officers announce the PA's presence on the range and inmate concerns are addressed.

EFTA00108163

1:00 P.M.
Conduct bar taps in at least five inmate cells. Ensure the TRUSCOPE program is up to date along with the 292s. Ensure any pertinent information is documented in the TRUSCOPE program.

3:00 P.M.
All inmate social visiting concludes at this time.

4:00 P.M. Assist the Evening Watch staff with the 4:00 PM Count.

4:15 P.M. End of Tour

****DO NOT LEAVE YOUR POST UNTIL THE PROPER RELIEF HAS BEEN PROVIDED****
Officers assigned to this post will not vacate the post unless properly relieved or instructed to do so by the Operations or Activities Lieutenants. These post orders are not intended to describe in detail all the officer's responsibilities. Good judgment and common sense are expected in all situations not covered in these post orders.

NOTE: In addition to Post Orders, the Special instructions must be read in conjunction with post orders(Section 2). Staff assigned to this post must thoroughly familiarize themselves with the Program Statement and Institution Supplement on Entrance Procedures and Inmate Visiting Procedures. This is one of the most critical areas of the institution due to the potential for escape.

IT IS POLICY OF THE BUREAU OF PRISONS THAT IF AN INMATE(S) SHOULD APPROACH YOU OR YOUR POST WITH A STAFF MEMBER HOSTAGE, YOUR FIRST CONSIDERATION IS THE SECURITY OF THE INSTITUTION AND UNDER NO CIRCUMSTANCES WILL INMATES BE PERMITTED TO ESCAPE. ANY EMPLOYEE TAKEN HOSTAGE, REGARDLESS OF RANK, HAS NO AUTHORITY.

EFTA00108164

METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
SPECIFIC POST ORDERS
SHU #2
THIS IS NOT AN ARMED POST

POST: SPECIAL HOUSING UNIT OFFICER #2

EQUIPMENT: Key Ring(s)C-27, C-28,C-30,C-31, C-32, C-33,B-32, B-33, Radio/BA, Metal Detector
All equipment assigned to this post and will be accountable on the shift to shift inventory form. All 24 hour equipment and key rings will be logged into the TRUSCOPE program with type of equipment and key ring numbers.

SHIFT: **EVENING WATCH**

HOURS OF DUTY: **4:00 P.M. to 12:00 A.M.**

NORMAL ROUTINE: All Correctional Officers will report to the institution according to their assigned work schedule . You are required to utilize the "Staff Chit Board" whenever you enter and/or depart from the secured perimeter of the institution

SECURITY PROCEDURES TO BE FOLLOWED WHEN OPERATING THE BELOW LISTED SHU DOORS:
Door 27 and Inner Door: Both doors must always remain secured when not being used. They are to be opened as needed for traffic and secured immediately. These doors are to be considered a sally port only, one door will be open at a time unless there is an emergency.

CONTROLLED MOVES:
A Lieutenant will call a controlled move to halt all general population movement. The controlled move is conducted to guarantee that the inmate is closely monitored and kept separate from other inmates.

4:00 P.M.
Report directly to the Special Housing Unit wearing the prescribed uniform and relieve the Evening Watch Officer. After you have relieved the Day Watch Officer, as the equipment is issued on a 24-hour basis, you are required to indicate the key ring number and type of equipment accounted for in the TRUSCOPE program and sign the location inventory. Count the keys to ensure the number of keys corresponds with the total number on the key ring chit.

EFTA00108165

Key rings must be secured to a belt by clips and a metal chain. Contact the Control Center on #333 and test your Radio/Body Alarm. Begin making watch calls at this time. Watch calls will be made every 30 minutes from the hours of 6:00 PM to 6:00 AM.

Unit officers must maintain a log of pertinent information regarding inmate activity, detailing time, persons involved (if pertinent) and the event. These entries recorded into the TRUSCOPE program. **Begin making 30 minute rounds ensuring you document the findings in the TRUSCOPE program. Staff will observed all inmates in continued lock down status once in the first 30 minute period of the hour ex: (12:00 -12:30AM) followed by another round in the second 30 minute period of the same hour (12:30-1:00 AM).This will ensure an inmate is observed at least twice per hour. These rounds are to be conducted on an irregular schedule and no more than 40 minutes apart. All observations must be documented.**

It should be clearly understood that none of these activities are to take place until the Day Watch officer is relieved. It should be noted that it is understood that not all of the above will be accomplished by or before the count.

COUNT TIME: The official count will be announced at this time. The Internal Security Officer or available staff will assist with backing the count. The same count procedures will be used now as with all other counts. Upon completing the count, call the count into the C&A Officer by telephone at extension 6468. Always ensure the correct date, time, and Officer's printed name and signature conducting the count is noted on the count slip. All count slips will be written in blue or black ink and should be clear and legible. Count slips which appear to be altered will not be accepted. The Internal Officer will pick up the count slips and take them to the Control Center. Once the Control Center announces a clear institutional count, record this information in the TRUSCOPE program.

BED BOOK COUNTS: The Bed Books will be utilized for emergency counts, bad institutional counts and random Bed Book counts requested by the Shift Lieutenant. When a unit has two consecutive bad counts, a bed book count must be conducted.

EFTA00108166

In conjunction with the Bed Book the unit roster will be used to conduct these counts. Upon receiving a new inmate on the unit, the unit officer will receive two 3 x 5 cards, one to be utilized for the bed book, and the other to use for inmate movement. The bed book card is not to be removed from the bed book

4:30 P.M.
Conduct a security and fire inspection of the units. Any discrepancies found will be noted on the Fire and Security Inspection Form. Serious breaches of security will be immediately reported to the Operations Lieutenant. Discrepancies found not of a serious nature will also be reported and the appropriate work order submitted. Record any confidential information into the TRUSCOPE program. Conduct a bed book audit and make any changes pertaining to your bed book/inmate picture card files. Check the TRUSCOPE program for information and initiate daily paperwork.
Dinner Meal: All food trays, utensils, cups, containers, etc. must be removed from the cells at the end of the meals. Inmates are not permitted to retain any food trays, utensils, or other items provided during the meal. The SHU Officers will ensure that all meals are properly heated and distributed. All staff handling food must wear plastic gloves and ensure the food is served at proper temperature utilizing the microwave. **Inmate orderlies will not assist with the feeding process.** The SHU Officers will conduct the feeding of the inmates and the retrieval of the food trays. All inmate food trays will be issued and retrieved by staff only.

Ensure that all wickets are secured, only one (1) wicket will be opened at a time for the feeding of the meal. Officers will not pass nor allow anything to be passed from cell to cell. Each inmate will receive only those items which are on the daily menu or prescribed dietary menu. At no time will meat items with bones be served to inmates. Officers will not pass nor allow anything to be passed from cell to cell. Each inmate will receive only those items which are on the daily menu or prescribed dietary menu

5:00P.M.
The total tray count entering and departing the unit will be annotated in the TRUSCOPE program by the SHU #1 Officer. Social Vising Begins (Mondays only)

EFTA00108167

6:00 P.M.
Begin to conduct inmate mail call. Never give an inmate mail unless it belongs to him/her. If an inmate has moved to another unit, contact the Internal Officer to deliver it to the appropriate unit.

Mail for inmates who have been transferred to another institution will be placed back in the mail bag and returned to the Mail Room. Inmate mail will not be left in the unit. All undelivered mail will be returned to the Mail Room. During your shift, you are responsible for ensuring a comprehensive security inspection of the unit is completed and properly documented on the Security Inspection form. Cell sanitation on the unit, and telephone calls will be conducted on the assigned days.

As time permits throughout the shift, you are to conduct searches of inmate cells. Results will be recorded in the TRUSCOPE program. Discoveries of hard contraband will be reported to the Operations Lieutenant and documented in the TRUSCOPE program. After completing at least five shake downs in your unit, reflect the correct information in the TRUSCOPE program.

Begin making watch calls to the Control Center by calling extension 333 or via radio every half hour. These calls are mandatory and are designed for your safety as well as the security of the institution.

8:00 P.M.
Continue conducting the necessary paper work for the unit and ensure that all tasks have been accomplished through-out the shift. Begin conducting bar taps at this time. Social visiting concludes.

EFTA00108168

10:00 P.M.
The official (Stand-up) count will commence at this time. The use of the flashlight for this count may be necessary. Upon completing the count, call the count into the C&A Officer at extension "6468" . Always ensure the correct time, date, and Officers printed name and signature conducting the count are noted on the count slip. Upon completion of the count continue to conduct checks of the unit. Trash call will be announced when there is a clear count. Place all trash in the sally port for pick-up.

11:40 P.M.
Ensure all pertinent information is annotated in the TRUSCOPE program.

12:00 A.M.
END OF TOUR
****DO NOT LEAVE YOUR POST UNTIL THE PROPER RELIEF HAS BEEN PROVIDED****

NOTE: In addition to Post Orders, the Special instructions must be read in conjunction with post orders (Section 2). Staff assigned to this post must thoroughly familiarize themselves with the Program Statement and Institution Supplement on Entrance Procedures and Inmate Visiting Procedures. This is one of the most critical areas of the institution due to the potential for escape.

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Post Orders, log books and the TRUSCOPE program are confidential documents and should never be left unattended or in an area accessible to inmates.

Post Orders must be secured at all times when not in use by staff.

EFTA00108169

It is the responsibility of the employee to inform the employer of the fact they have not been able or afforded the opportunity to read such orders. The employer will then advise the employee of the general requirements of the post, and answer any questions.
Employees assuming posts under these circumstances still have the responsibility of exercising sound correctional judgment based upon their training and experience and will make reasonable efforts to read the post orders as soon as practicable.

After reading the post orders, the employee must sign and date the Post Order Review Sheet which is located in Section 5 of this document

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These Post Orders are guidelines, not orders to work before or after regularly scheduled shifts.

There will be no additions or deletions to these post orders without the written consent of the Captain.

Jermaine C. Darden, Captain

12/7/18
Date

EFTA00108170

METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
SPECIAL POST ORDERS
SPECIAL HOUSING UNIT
THIS IS NOT AN ARMED POST

THIS IS AN OLEORESIN CAPSICUM (OC) AEROSOL SPRAY POST.

IF YOU ARE ASSIGNED A POST THAT REQUIRES YOU TO CARRY THE MK-4 PEPPER SPRAY AND YOU ARE NOT TRAINED OR QUARTERLY RE-CERTIFIED IT IS YOUR RESPONSIBILITY TO NOTIFTY THE OPERATIONS LIEUTENANT PRIOR TO ASSUMING THE POST.

STAFF TRAINING AND ACCOUNTABILITY:

All staff (including sick and annual reliefs) assigned to an OC aerosol dispenser post will receive the required training, and go through quarterly re-familiarization training prior to assuming their post each quarter. Training will include, but is not limited to, proper carry and security of an OC aerosol dispenser, use of force policy and the definition between immediate and calculated use of force. These post orders will be read prior to working designated posts or when this cannot be accomplished, the shift Lieutenant must be notified immediately. The Operations Lieutenant will ensure staff have read, understand and signed the post orders. Staff will be held responsible for guidance outlined in national and local policies, post orders, position descriptions, and general guidance issued related to posts designated with an OC aerosol dispenser. Officers and Lieutenants who have not received OC specialty training **are not authorized to carry an OC aerosol dispenser**.

If you believe you need additional training or unfamiliar with the OC aerosol dispenser, notify the Operations Lieutenant immediately.

USE OF FORCE/EMERGENCY RESPONSE PLANS

A post assigned with an OC aerosol dispenser is in addition to emergency response plans already in place. Local written procedures will continue to be in effect and the OC aerosol dispenser is an enhancement in staff and inmate safety, included in these post orders. These procedures will outline steps to be taken in case immediate force is required as a result of a serious assault, recreation yard incidents, or other serious incidents during all shifts. Trained officers can use immediate force without the presents of a supervisor.

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Once you have assumed your position/post, check the OC aerosol dispenser, along with the other equipment assigned to the post, for any defects. In the event there are defects or leakage to the OC aerosol dispenser, notify the Operations Lieutenant and/or the Security Officer, and document in TRUSCOPE program any defects noted.

In the event of an accidental discharge, decontaminate yourself and notify the Operations Lieutenant. Once you have decontaminated yourself with soap and water and notified the Operations Lieutenant, decontaminate the affected area with soap and water, and ventilation if possible.

The usage of an OC aerosol dispenser must be limited to the performance of official duties only. Staff are again reminded that use of the OC aerosol dispenser outside established policies and procedures will result in staff disciplinary action.

The preferred method of resolution is through verbal intervention. However, the safety of staff and inmates in any dangerous encounter is paramount and may require the use of an OC aerosol dispenser. Staff may use the necessary amount of force only as a last alternative after all other reasonable efforts to resolve the situation have failed. Staff may use the necessary amount of force to gain control of the inmate, to protect and ensure the safety of inmates, staff and others, to prevent serious property damage, and to ensure institution security and good order.

The OC aerosol dispenser must be carried in an approved holder, leather/nylon belt loop holster, specifically designed to hold an OC aerosol dispenser. No other method of carrying the OC aerosol dispenser is authorized, i.e., cargo pocket.

The full cone spray has an effective range of 10 to 12 feet but should not be used closer than 4 feet.

In the event the OC aerosol dispenser is required the following steps should be used:

1. Fingers of the drawing hand should be extended and firmly gripping the aerosol dispenser.
2. Staff should assume an appropriate defensive stance and continue with verbal commands.
3. Place thumb on the actuator.

EFTA00108172

4. Spray the facial area, specifically the eyes, delivering one two-second burst. Once the OC aerosol spray has been dispensed, staff should step back to avoid being contaminated by the spray and maintain direct supervision of the inmate(s). Continue with verbal commands.
5. Allow the OC aerosol spray to work while providing verbal commands to the inmate (e.g., lay face down with arms spread).
6. Evaluate the response of the inmate(s). If the inmate(s) does not submit to restraints and/or comply with staff orders within 15 seconds, a second two-second burst is authorized. After a second assessment, or if the inmate(s) has not complied with staff commands, alternative methods to control the situation may be pursued.
7. Decontamination procedures include fresh air and the use of soap and water within 15 minutes, or as soon as possible, after OC aerosol spray has been applied. Normally, this is done before the medical assessment.
8. Once the OC aerosol spray is used and the inmate(s) is in restraints, Health Services staff will be notified immediately. A medical assessment will be performed to determine if the inmate(s) sustained any injuries.
9. When an immediate use of force is necessary (e.g., involving serious bodily harm, etc.), staff are obligated to obtain a camera and begin recording the event as soon as it is feasible. As soon as control of the situation has been obtained staff must record information on: circumstances that required the need for immediate use of force; identification of the inmate(s); injuries; and staff, and others involved. (See PS 5566.06, *Use of Force and Application of Restraints)*.

A reasonable correctional workers perception of the events would govern the use of the OC aerosol dispenser in situations which require an immediate response to an emergency situation. The Warden should be notified as soon as possible after any such use. Documentation is to be submitted in accordance with the Program Statement Use of Force and Application of Restraints.

EFTA00108173

Oleoresin Capsicum delivery systems are authorized to be used for immediate response to situations in which an inmate cannot be approached without danger to self or others; and it is determined that a delay in bringing the situation under control would constitute a serious danger to the inmate or others.

RETENTION AWARENESS:
Ensure the OC aerosol dispenser is properly fastened to your duty belt and firmly secured inside the holster. When confronting an inmate position your body so the OC aerosol dispenser faces away from the inmate, maintain a safe distance, and continue with verbal commands.

INTRODUCTION:
Staff will report for duty in the proper uniform. The primary responsibilities of the SHU OIC are security, supervision, safety, and accountability of inmates. Each inmate will be checked a minimum of once every thirty minute period at irregular intervals. The checks will be entered in the 30 Minute portion of the TRUSCOPE program. The officers are responsible for ensuring security inspection discrepancies are appropriately documented and routed. Sanitation of the unit is critical for the operation and will be maintained at the highest level. All emergencies will be reported to the Operations Lieutenant immediately.

Every officer must read and sign the Post Orders prior to assuming the duties of this position. As a SHU Officer you will be working under the direction of the SHU Lieutenant and/or the Operations Lieutenant. You are required to advise the Operations Lieutenant of your presence when you arrive for duty. You will maintain the TRUSCOPE program throughout your shift. The TRUSCOPE program will accurately reflect all pertinent information concerning the housing unit, equipment accountability, inmate population, unit count, and inmate activity as well as other specific information pertaining to your tour of duty.

All Correctional Services staff will review and sign the Inmate Posted Picture File on a monthly basis

ENTRANCE PROCEDURES:
The SHU #1 controls entrance to the Special Housing Unit. Only the SHU #1 will approve the opening of the entrance by the Control Center. The SHU #1 will ensure the inner door to the unit is secured prior to approving the opening of the outer door by the Control Center. The inner and outer doors will never be open at the same time.

EFTA00108174

No one will enter the Special Housing Unit without showing proper identification when requested by the SHU #1. All visitors whom are unknown will be challenged for proper identification. All inmates entering and exiting the Special Housing Unit will be visually searched and screened with a hand-held metal detector prior to entering the unit. The SHU #1 will ensure this procedure is completed.

ENTRANCE LOGS:
The Visitors Log will be maintained at the entrance of SHU. All persons visiting this unit will utilize this log to document their visit to the Special Housing Unit. The log is organized by discipline. On Saturday, the evening watch SHU #1 will collect the logs, and prepare the new logs for the new week.

VISUAL SEARCHES:
Any inmate who enters into, and/or departs from the Special Housing Unit will be visually searched, to include the hand-held metal detector, no exception. This includes inmates entering the unit for work details, UDC/DHO hearings, and the Unit Barber.

CELL INSPECTION FORMS:
The SHU OIC will ensure a Cell Inspection Report is completed; to include the inmates and the inspecting officer's name/signature. This report will be maintained in the inmates SHU File. The inmate must verify the condition of his cell on this form. If anything is broken, missing, cracked, etc., the inmate is responsible for advising staff upon admission to the cell. The inmate is responsible for the contents of his assigned cell. If the inmate refuses to sign the form, the officer will note on the form the inmate refused to sign.

CELL ROTATION AND CELL SEARCHES:
All SHU staff are expected to conduct searches of the Special Housing Unit. The morning watch officer(s) will conduct searches of the common areas and document their findings in the Search section of the TRUSCOPE program. The day watch officer(s) will conduct a search of every inmate's cell who attends recreation. The evening watch officer(s) will conduct a minimum of five (5) cell searches during their shift. **The entire Special Housing Unit will be searched each and every week.** Officers will pay particular attention to the sink/commodes, showers, and vents. Staff will inspect under the beds and desks. Inmates will be rotated to a new cell assignment, at a maximum of **every 21 days**. This will be performed by the SHU Officer(s) on the Day Watch.

EFTA00108175

The SHU #1 will document the rotations in sentry and the SHU report.

Note: If an inmate refuses a cell rotation, an incident report must be written and the SHU Lieutenant must be noticed.

CELL SANITATION:
The evening watch SHU Officers will provide inmates with the necessary cleaning supplies o to properly sanitize their assigned cells. The cleaning supplies will be issued to the inmates through the food slot. The SHU Officers will be responsible for delivery of the cleaning supplies to the inmates through the food slot.

Under no circumstances will cleaning equipment be allowed to remain in a cell after cleaning.

LAUNDRY:
When clean laundry is brought to the Special Housing Unit, the **SHU #1 MUST** ensure the clothing is thoroughly searched, to include use of a metal detector, prior to inmates receiving the clothing. Although this procedure is time consuming and tedious, it is very important to control the introduction of contraband.

LAN PASSWORD:
Staff working in SHU should have a computer LAN system password to access WORD documents and GroupWise. Additionally, staff should have a password to access sentry and the SHU Program.

DISPOSABLE RAZORS:
Inmates are permitted to use disposable razors to perform personal hygiene necessities. The razors will be issued, collected, and accounted for by the D/W SHU Range Officers. The SHU Range Officers will conduct an audit of the disposable razors as soon as they report for duty. The SHU Range Officers will offer and issue disposable razors to inmates on Monday, Wednesday, and Friday.

Note: Inmates assigned to the Special Housing Unit who are on trial, or who are scheduled to report to court, will be given the opportunity to shave, on any day, if they request to use the razor. Always direct the inmate to leave the razor on the food slot when he/she returns it to you. Never allow the inmate to hand you the razor to reduce the chance of an assault.

EFTA00108176

SHOWERS:
The SHU #1 will ensure the appropriate entries are completed on the inmates BP-292 when inmates are afforded the opportunity to shower. Special Housing unit inmates will be escorted by the range officers to the showers on Mondays, Wednesdays and Fridays. At this time the inmates will receive hygiene supplies (toilet paper, soap, toothbrush etc.

All toothbrushes will be no longer than three (3) inches in length.

COMMISSARY:
The approved Commissary List will be used for inmates housed in A/D and D/S status. All Commissary slips will be forwarded to the SHU Lieutenant for review prior to being sent to the Commissary.

LAW LIBRARY:
The SHU law library is available for the inmates. The inmate must submit an Inmate Request to Staff Member requesting use of the law library. The SHU #1 will place the inmate on a waiting list in the appropriate log book upon receipt of the request. The SHU #1 will record in the law library logbook when an inmate uses the library. Legal material not available in the SHU Law Library can be requested by the inmate from the Education Department. This is accomplished by the inmate submitting an Inmate Request to Staff to the Education Department.

SOCIAL TELEPHONE CALLS:
Inmates are permitted to use the telephone in the Special Housing Unit once every thirty (30) days while housed in the Special Housing Unit. An inmate will submit an Inmate Request to Staff prior to the day he/she requests to use the phone. Additionally, inmates will be authorized to utilize the telephone within the first 7 days of arrival to the special housing unit. The SHU#1 will record in the proper logbook each time an inmate is authorized to use the telephone.

LEGAL TELEPHONE CALLS:
Inmates must be permitted access to their attorneys. The inmate will submit an Inmate Request to Staff Member to their respective unit team. There is a Legal Telephone Log Book in the Special Housing Unit. All Legal calls will be recorded in this log book. Legal phone calls will be recorded by the Unit Team member affording the inmate the call.

EFTA00108177

RECREATION:

While assigned to the Special Housing Unit, inmates have the opportunity to recreate for five hours per week. The five hours will be broken down into one-hour increments throughout the week.

Inmate files, BP-292's, and any other pertinent information must be reviewed prior to scheduling the inmates for recreation. Staff must ensure all precautions are taken to prevent inmates with SEPARATION status, REC/CELL ALONE, or Protective Custody from recreation with other inmates.

The Recreation Officers will place the inmates in handcuffs, and then escort them from their assigned cells to the recreation area. The inmates will be pat searched and metal detected prior to entering the recreation cell. The recreation cell will be secured then the inmate's restraints will be removed. Staff will ensure the recreation cages are searched before and after inmates receive recreation.

****NOTE** In the event of inclement weather, e.g. cold weather, inmates will be issued jackets or other available inclement weather clothing for use on the recreation decks.*****

COUNTS:

The following procedures will be strictly adhered to and will be enforced by all staff. There will be no inmate movement during Official Counts. All inmates assigned as Orderlies will be secured in their cell during all counts. All counts will be conducted by two staff members. All count slips will be signed in blue or black ink by both staff members. All inmates in the unit will stand for the 4:00 P.M. and 10:00 A.M. count. The 10:00 A.M. count will be conducted on weekends and holidays. All official counts will be called into the **C&A Officer at ext. 6468.** The SHU#1 will log the count in the Unit Log Book.

HAIRCUTS:

Haircuts will be approved for once a month. The barber shop will be operational on the day watch shift, on Saturdays. The inmate will have to request a haircut via the "Request to Staff Member Form" (cop-out). The assigned Barber will be escorted to the Special Housing Unit. The inmate will be visually searched with the results documented in the search portion of the TRUSCOPE program.

EFTA00108178

INMATE ORDERLIES:

Any inmate assigned as the orderly in the Special Housing Unit must be approved by the Captain. The SHU Lieutenant will route a memorandum seeking the Captains approval for all orderlies. It is the SHU Officers responsibility to ensure the SHU Orderlies are properly supervised and accounted for at all times.

All staff are responsible for ensuring restrained and un-restrained inmates do not have the opportunity to come into contact with each other. The SHU Orderlies must be secured behind a locked door before any inmate can be safely moved into or within the housing unit.

INMATE PROPERTY:

The SHU PROP Officer is responsible for the inmate's property while assigned to the Special Housing Unit. The SHU PROP Officer will ensure the property of inmates placed in SHU is reviewed, properly stored, and accounted for in the SHU Property Room. The SHU#1 Officer will secure all new commits to the unit property in the property cage when no property officer is available.

MAIL:

All outgoing general Correspondence must be left unsealed with the exception of legal mail, which will be sealed by the inmate. The SHU Officers must review and inspect the outgoing correspondence prior to sealing the envelopes. The staff members are searching for intelligence, and contraband. All outgoing legal mail will be bundled separately for the Mail Room Staff. All S.A.M.S. inmates, also inmates on the mail monitoring list mail will be forwarded to S.I.S. Mail will be passed out immediately following the official 4:00 P.M. count.

MEALS:

The SHU OIC will ensure all food carts are locked upon delivery to the Special Housing Unit. Food Carts will be searched inside and out, to prevent the introduction of contraband into the Special Housing Unit. All meals will be counted to verify the required meals have been delivered. Any discrepancies will be reported to the Food Service Foreman immediately.

The meals will be properly heated and distributed by the SHU staff. The inmate orderlies will not assist in the feeding of the unit population in any way.

EFTA00108179

The SHU Officers issue the meals in the unit. The cell door food slot will be opened, food trays placed on the slot, and then secured. Food slots will not remain open during the meal. No more than one food slot is to be open at a time.

Staff will inspect and count all food trays and lids given to inmates for the meal. Any food service items which goes into the cell for the meal **MUST** come out of the cell after the meal. Ensure the food trays and lids are in the same condition as when they were delivered.

MEDICAL:

A Physician's Assistant will make daily rounds in the SHU to attend to the inmate's medical needs. Medical requests will be telephoned to the medical staff by the SHU #1 on an as needed basis. Medical appointments outside the unit will be coordinated by the medical staff through the SHU Lieutenant. The SHU #1 will ensure the Duty PA signs the BP-292's in the appropriate section each day.

RELEASE FROM ADMINISTRATIVE DETENTION (AD) & DISCIPLINARY SEGREGATION (DS) status:

The Disciplinary Hearing Officer (DHO) and the Unit Disciplinary Committee (UDC) have the authority to release an inmate from SHU. The Release Form must be completed and signed by the Captain or designee prior to an inmate being released. This is to ensure there are no separation issues or other security concerns which would preclude the inmate's release. The Control Center and the C&A Officer will be notified of all releases.

SECURITY PROCEDURES:

All inmates will be cuffed from behind prior to being moved. **If there are two inmates assigned to a cell, both inmates must be cuffed before the cell door is opened.** When preparing to move an inmate, the escorting staff must maintain constant visual supervision of the inmate. All offices and supply storage areas will be secured prior to any inmate movement. If there are two inmates in a cell then two staff will be present before opening the cell door. Both inmates must be restrained. For those inmates deemed as Three or Four-Man Hold, the Operations Lieutenant will be notified for additional staff assistance prior to opening the cell. A Lieutenant must be present when an inmate on this status is to be moved. At no time will the number of inmates being transported from one secure location in the unit to another exceed the number of staff present in the unit.

EFTA00108180

The unit food slots will not be left unsecured. Any time a food slot is opened, a SHU Officer will be present at the food slot. If a staff member needs to speak to an inmate, the voice box, located on the cell door, will be utilized. If a staff member needs to provide the inmate with documents or any approved items, the SHU Officer will open the slot, allow the item(s) to be passed, and secure the slot immediately. The food slots are security devices and leaving the slot unsecured defeats the security. During main line feeding, one slot will be opened, the food items will be passed, and then the slot will be secured. No more than one slot will be opened at any time on the range.

INMATE FILES:

Upon the inmate's admission to the Special Housing Unit, the SHU #1 will create a SHU file. All forms will be typed, and completed in their entirety. Any discrepancies will be reported to the SHU Lieutenant immediately.

NOTE: The SHU #1, on the morning watch shift, is responsible for conducting an audit of the inmate SHU files each and every night. The SHU #1 will ensure all of the required forms are contained within each inmates SHU file. Any missing forms will be reported to the SHU LT in the morning. Any forms the SHU #1 is able to initiate, he/she will complete the forms to ensure the forms are maintained in the inmates SHU file.

SPECIAL HOUSING UNIT RECORDS FORM: (BP-292)

The Special Housing Record Form shall be used to record meals, recreation periods, and other pertinent information concerning the inmate's confinement in SHU.

FIRE AND SECURITY CHECKS:

Officers assigned to the special housing unit are required to conduct daily fire and security checks throughout the unit daily. The checks will be frequent but irregular so that a pattern does not develop. The security checks will be documented on the 30 Minute Log Book.

EMERGENCY SITUATIONS:

USE OF FORCE/USE OF RESTRAINTS:

P.S. 5566.06 states: The Bureau of Prisons authorizes staff to use force only as a last alternative after all other reasonable efforts to resolve a situation has failed. When authorized, staff shall use only the amount of necessary force to gain control of the inmate. This program statement must be read for a clear understanding of all required procedures.

EFTA00108181

For inmates who are contained in a cell and present no immediate danger to themselves or others, but are exhibiting aggression or threatening behavior, the SHU Lieutenant or Operations Lieutenant will be notified immediately. **At no time will a cell be opened until sufficient staff is present to control the situation.**

For situations which present immediate danger to staff or inmates, again, only the amount of necessary force to contain the inmate(s) may be used, however, immediate request for assistance, i.e., body alarm, triple deuces alarm, or radio will be made.

Staff are authorized to begin the videotaping of an incident without the authorization of the SHU Lieutenant and/or the Operations Lieutenant. Videotaping is the first step in confrontation avoidance techniques. Many inmates calm down, and become compliant, once the videotaping begins. When the use of force team technique is applied, and an inmate is secured in restraints in a cell, the SHU #1 must ensure 15 minute checks are conducted by the SHU staff and documented on the back of the BP-292, and the 15 Minute Check form.

The inmate must be checked by a Lieutenant, afforded the opportunity to use the restroom, and/or turned over every two hours if he/she is restrained to the bed (four-pointed). The checks must be documented on the BP-292 and restraint check form. The inmate must be checked by the Duty PA twice in an eight-hour period. The SHU #1 will ensure this occurs and will document this occurrence on the BP-292 and restraint check form.

Any staff member participating in an immediate use of force, a calculated use of force, or is a victim of an assault, must submit a supporting memorandum regarding the incident to the Operations Lieutenant.

FIRST RESPONDER INSTRUCTIONS:

If a body alarm, deuces alarm or other institution emergency is sounded Special Housing Unit staff will not normally respond unless directed to by the Operations Lieutenant Staff in the Special Housing Unit must ensure enough staff are present before attempting to resolve any emergency in the Special Housing Unit. It will be the responsibility of the SHU #1 Officer on every shift to ensure the fire alarm panel is tested and is in working order. Any discrepancies will immediately be reported to the SHU or Operations Lieutenant.

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If a fire alarm is sounded in the unit, staff are responsible for checking each individual cell before clearing an alarm. If an inmate breaks a sprinkler head in his cell, staff will turn the water to the sprinkler head off pending repair.

Duress alarms in the unit are designated for use by inmates during medical or other emergency situations. Staff will be required to respond quickly to the activation of duress alarms to determine the nature of the emergency. Any inmate who activates the duress alarm for a nonemergency situation will be warned of the improper use of the duress alarm system. A second false activation will subject the inmate to disciplinary action specifically; an incident report will be issued for code 317, failure to follow safety regulations.

VISITING PROCEDURES:
Social visits will be conducted in the 9-South visiting room. Inmates housed in SHU, will visit on Mondays. All other inmates will conduct their legal and social visits in the visiting rooms located on the floor they are housed. Legal visits in SHU will be held in the attorney conference visiting rooms located on the third floor. High Security inmates will visit in Special Housing unless authorization is approved by the Captain to visit on the third floor

WORK DETAILS:
Any inmates entering the Special Housing Unit will be visually searched upon entry into the unit. The visual search will be documented in the TRUSCOPE program. All tools will be accounted for and inventoried on the SHU Tool Inventory forms. The Detail Foreman is responsible for the direct and constant supervision of their detail inmates while working in the Special Housing Unit. At no time will an inmate on a work detail have any contact with an inmate housed in SHU. The arrival/departure of the inmate details will be documented in the SHU logbook.

BAR TAPS:
The SHU #1 will ensure all bar taps are conducted on all bars and window frames throughout the unit once a week. Bar taps will take place on every shift. The result of the bar taps will be documented in the TRUSCOPE program.

Hostages Situation:
IT IS POLICY OF THE BUREAU OF PRISONS THAT IF AN INMATE(S) SHOULD APPROACH YOU OR YOUR POST WITH A STAFF MEMBER HOSTAGE, YOUR FIRST CONSIDERATION IS THE SECURITY OF THE INSTITUTION AND UNDER NO CIRCUMSTANCES WILL INMATES BE PERMITTED TO ESCAPE. ANY EMPLOYEE, REGARDLESS OF RANK, IF TAKEN HOSTAGE HAS NO AUTHORITY.

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METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
SPECIAL POST ORDERS
SPECIAL HOUSING UNIT
THIS IS NOT AN ARMED POST

These Post Orders are issued as guidelines for Officers and are not intended to completely describe all aspects of this post. Additional assignments and duties may be assigned by the shift supervisor after assuming your post. Each officer is expected to exercise good judgment and initiative during situations not specifically covered by these Post Orders. All Officers are expected to execute their duties in a competent and professional manner.

Jermaine C. Darden, Captain

12/7/18
Date

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METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
GENERAL POST ORDERS
SPECIAL HOUSING UNIT
THIS IS NOT AN ARMED POST

INTRODUCTION:
The General Post Orders are designed to aid each Correctional Officer in understanding the correctional philosophy of the Bureau of Prisons, and as a basic guide to the policy and operations within your facility. It should be emphasized that these post orders are not intended to be a substitute for Bureau of Prisons policy, and should not be interpreted as such. The primary purpose is to provide the Correctional Officer with a general review of correctional procedures and serve as a resource to locate more detailed and specific information. Although the information in the General Post Orders is not classified, it will be treated as "Restricted". Caution should be exercised to assure that this material is not disseminated to unauthorized persons.

PERSONAL APPEARANCE:
All necessary articles of Officer's clothing are issued without cost. (Uniform allowance) It is the officer's responsibility to present a neat, professional appearance at all times. Only authorized Bureau of Prisons clothing is approved for wear while on duty of any post. If you wear a blazer, or a long sleeve shirt, you are required to wear a tie. Shoes should be shined at all times. All staff are required to wear the stab resistant vest which is supplied by the Bureau.

POSTED PICTURE FILE:
The posted is picture file is reserved for inmates considered as serious escape risks, sexually deviant, or who have a record of extreme assaultive behavior, etc. Inmates will be placed on this status by the SIS Department. Officers are required to review and sign this file on a monthly basis in order to be familiar with these inmates; especially those assigned to their work details or housing units. The Electronic Posted Picture Files are located on the sally port BOPWare Program for MCC New York.

POST ORDERS:
Post Orders are general instructions designed to aid the Correctional Officer in the daily operation of each custodial post. Each officer should review the Post Orders, prior to assuming the post for the first time, during a quarter. The master file of the Post Orders are maintained in the Lieutenants' Offices. A copy of the Post Orders shall also be kept on site, if adequate facilities are available to prohibit offenders from having access to them. Post Orders are to be treated as "Confidential" and kept secured and away from inmates at all times. No changes will be made to the post orders without authorization from the Captain.

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EMERGENCY PROCEDURES

EMERGENCY PLAN IMPLEMENTATION: Each officer is required to review the fifteen basic emergency plans which are located in the Command Center. Each staff member is required to sign indicating they have reviewed the contingency plans for the year. During emergency situations, officers assigned to a specific area are responsible for the accountability of all inmates and staff in their areas unless otherwise directed.

EMERGENCY WARNING SYSTEMS: The Control Center serves as the central receiving area for emergency warnings. The Control Center Officer will immediately notify the correctional supervisor and other authorized officials in order to summon help to the designated areas.

***Any person held hostage shall be considered under duress, and any orders issued by such person, regardless of rank, and including the Warden, shall be disregarded.**

TELEPHONE "222": This number is a system for reporting emergencies at the institution. Whenever possible, remain on the line to relay necessary information to the Control Center. If a situation occurs that makes it impractical to remain on the line, be sure the telephone is ringing the Control Center before leaving the immediate area. This number also rings into the Correctional Supervisor's Office. **The "222" telephone system will be tested weekly.**

BODY ALARMS:

"Body Alarms" should be considered only as an auxiliary to the emergency alarm system telephone number 222, and do not supersede the dial alarm if a telephone is convenient or appropriate to use. Only the "general area," e.g., specific unit, can be determined by the Control Center when this alarm is used. Officers will not tamper with or attempt to repair the transmitter units. The body alarm tests will be conducted in the following manner. The Control Center Officer will contact the staff member with the body alarm advising them that a body alarm test is being conducted. The Control Room Officer will verify the body alarm number and direct the staff member to activate the body alarm by depressing the red button located at the top of the unit. Once the test has been successful the Control Room Officer will advise the staff member that the test was a good test, and advise them to clear the alarm and conduct a radio test. After performing this procedure the unit is now ready to receive radio transmissions and send an alarm to summon staff assistance if needed.

WATCH CALLS:

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The watch call is an official report that everything on an officer's post is secure and in good order. Watch calls are made every thirty (30) minutes from 6:00 p.m. to 6:00 a.m. All officers should identify the watch call, and state his/her name and post. Watch calls will be made between the hours of 6:00PM and 6:00AM by dialing "333" using the telephone.

EQUIPMENT:

Equipment needed varies with each assignment and is outlined in the individual Post Orders. Generally, equipment issued will be a combination of keys, portable radio, and detail pouch. A flashlight is required during the evening and morning watch shifts.

- **Flashlight:** Flashlights and batteries are issued as needed from the Control Center and are receipted by key chits. All morning watch and evening watch officers are required to have a flashlight as part of the equipment for the post. Flashlights remaining on the unit need not be receipted for with key chits. Replacement batteries are available from the Security Officers, on an exchange basis.

- **Radios:** Radios are for employee use only. Employee using portable units normally identify themselves by stating their name and/or location/job assignment. Radios are issued by the Control Center and are receipted for with a key chit. Officers will have a radio only when specific assignments require its use. For emergencies, portable radios provide a direct contact with the Control Center.

- **Keys:** Keys issued to employees will be receipted by metal key chits. Only the necessary keys to work a specific job or assignment will be issued. Officers carrying keys away from the institution will be instructed to return them immediately. Employees are responsible for the number of keys included in any set issued to them and will never remove keys from the set. **Upon receipt of keys, each employee has the responsibility to count the number of keys on each set.**

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- **Detail Pouches:** Each employee in charge of a detail assumes responsibility for the custody, control and conduct of all inmates assigned to his/her detail. Both Unit Officers and those staff members having details will pick up their detail pouches prior to reporting to their assignment, and are responsible for turning them in at the end of the working day.

- **Body Alarm:** Unit Officers assigned to posts with body alarms are required to carry the body alarm on their person on every shift. If an individual is relieved from a post that is assigned a body alarm, the relieving officer will be given the body alarm to carry. Normally, body alarms will not be removed or carried from the post to which assigned but should it become necessary, the Control Center MUST be contacted and the staff member given authorization to move with the body alarm. The purpose of this is to allow the unit Officer to be in constant communication with the Control Center. A check of all issued units for proper functioning will be made at the beginning of every shift. Further instructions in the utilization of these transmitters will be explained in the Chapter entitled Emergency Procedures.

KEY CHITS:

Metal key chits are used as receipts for obtaining most equipment that you will be using. Replacement chits are available through the Security Officer. Key chits will not be left in the Control Center at the end of the work day, or upon return of the equipment. Paper tags/Paper chits utilized as key chits are not authorized. Use of any item other that a metal key chit will be subject to the approval of the OPS LT. Temporary Chits can be obtained from the Lieutenants' Office

SECURITY AND ACCOUNTABILITY:

Conduct daily security inspections of your entire area, paying particular attention to any defective locks or the tampering of locks, windows, doors, etc., and report the findings to the Operations Lieutenant in a timely manner. Daily security inspections of your entire area are required and are vital to the security of the institution. Minor repairs will require a work order to the department concerned through the Captain's Office. Defective locks will be brought to the attention of the Operations Lieutenant immediately. Security inspections shall be supplemented with periodic searches by regular search teams. The searches will be initiated by the Operations Lieutenant, under the direction of the Captain. As a Unit Officer, you are responsible for the accountability of your details, authorized lay-ins, and unassigned

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inmates. Report all absences to the Operations Lieutenant immediately and follow through to determine the location of the inmate(s). If the inmate should return, notify the Operations Lieutenant. Detail supervisors will screen carefully all individual inmate requests to leave their assigned area. This would include requests to go to the hospital and other areas and departments at times other than regularly scheduled for the department activity.

Ensure that inmates in your area are authorized to be there and require those under your supervision to remain in their area. Allow inmates on scheduled call-outs ample time (Approx. 10 minutes) so they may arrive at the calling department at the time specified.

INMATE DISCIPLINARY PROCEDURES

INCIDENT REPORT: Informal resolution of incidents involving violations of institutional rules or regulations is encouraged. However, when an officer witnesses or has a reason to believe that a violation of institutional rules has been committed by an inmate, the officer will prepare an incident report and forward it to the appropriate correctional supervisor. The correctional supervisor may informally resolve of the incident report or forward the incident report to the Unit Disciplinary Committee for further disposition if indicated. As these reports can be subpoenaed into court as legal evidence, all reports must be printed in ink or typed.

- **INVESTIGATION:** The investigations should be conducted within 24 hours from the time the violation is detected, unless circumstances beyond the control of the investigator intervene. The investigating officer will usually be a Lieutenant. The inmate will be given a copy of the incident report by the investigating officer at the beginning of the investigation. The investigator should also read the charges to the inmate and obtain the inmate's statement concerning the incident. After thoroughly investigating the incident, the inmate does not receive a copy of the investigation. However, should the case be forwarded to the Unit Disciplinary Committee, ultimately, the investigation may be given to the inmate's staff representative for use in the presentation on the inmate's behalf.

- **UNIT DISCIPLINARY COMMITTEE:** The authority to impose minor disposition and sanction shall be delegated to staff members of an inmate's unit. The Unit Manager will be responsible for the membership and supervision of thee Unit Disciplinary Committee (UDC) as set forth in the Unit Plan. The UDC can function with

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less than two(2) members. Where an alleged violation of institution rules or regulations warrants consideration for other than a minor sanction, the charge may be referred to the Disciplinary Hearing Officer for hearing and disposition.

- **DISCIPLINARY HEARING OFFICER (DHO):** The DHO shall conduct hearings and make findings, and may impose appropriate sanctions on incidents of inmate misconduct referred to him/her for disposition.

- **OFFICER RESPONSIBILITY:** All Correctional Officers should make a concentrated effort to ensure that incident reports contain the precise details of action(s) being reported. All facts about the incident which are known by the officer should be recorded. If there is anything unusual about the inmate's behavior, this should be noted. Completed incident reports should be forwarded to the Lieutenants' Office as soon as practical for disposition. Further information can be found in Program Statement 5270.07

ADMINISTRATIVE REMEDIES:

Administrative Remedies are formal complaints submitted by inmates concerning problems they were unable to resolve through normal channels. The inmate is to request the Remedy Form (BP-8, BP-9, and BP-10) from the Unit Team. It is normally returned to the Unit Team for processing, although the inmate may mail directly to the Region or Central offices for sensitive matters.

ENFORCEMENT OF RULES AND REGULATIONS:

All staff members must be familiar with the Inmate Discipline Program Statement. The rules and regulations must be adhered to, with firm but fair tactics used. You may at times be able to correct an inmate without writing an incident report. However, if the inmate's violation of the institution's rules and regulations is of a serious nature, an incident report must be written.

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SECURITY INSPECTIONS

PURPOSE OF INSPECTIONS: Security inspections are necessary to control the introduction of contraband and prevent escapes. One of the chief duties of the Chief Correctional Supervisor is to establish a formalized plan of inspections that will cover every part of the institution at least once a week. In general, these inspections include doors, locking devices, fire extinguishers, grills, windows, building walls, perimeter walls, etc. Inspections are required even if no discrepancies are found the day prior. All staff will conduct inspections within their area of responsibility for contraband and security violations. The staff will report any discrepancies to the OPS LT, and prepare a Minor Work Request to correct the concern. Staff responsible for their department will initial the security inspection form located by the control centers indicating they have checked their area of responsibility.

SEARCHING INMATES:

The human body can serve as a potential hiding place for contraband. For that reason, it may become necessary to strip and search an inmate at various times. Further information regarding the proper techniques for searching an individual can be found in institution policy and the Correctional Services Manual. In order to prevent the introduction of contraband, routine and unscheduled searches of inmate's person, housing units, work areas, or other facilities used or frequented by inmates must be conducted. This will include thorough searches of inmate's clothing, personal property at the time of admission; searches of inmate's person and quarters when it is suspected he/she is concealing contraband; his/her place of work, recreation areas on a routine or unscheduled basis as directed by supervising personnel. Such searches may be initiated on an individual inmate basis, or mass searches may be ordered when contraband is suspected of being in the possession of unknown individuals.

Pat Searches: Pat searches will be conducted on a routine basis solely as a means to control contraband. Before a pat search is conducted, the inmate will be asked to remove any head gear and the contents out of his/her pockets. The head gear and personal effects will be inspected after removal and placed out of reach from the inmate. Male and female inmates will be pat searched in the same manner, with the exception of the chest area. A staff member will search the female inmate's chest area using the back of the hand. Pat searches of the male inmate and the rest of the female inmate will be done with the inside, (palm and fingers), of the hand. The pat search will be conducted according to the procedure described on the approved Bureau pat search video tape.

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§ 115.15 Limits to cross-gender viewing and searches.

As of August 20, 2015, **or August 21, 2017 for a facility whose rated capacity does not exceed 50 inmates, the facility** shall not permit cross-gender pat-down searches of female inmates, absent exigent circumstances. Facilities shall not restrict female inmates' access to regularly available programming or other out-of-cell opportunities in order to comply with this provision.

See the Program Statement **Searches of Housing Units, Inmates, and Inmate Work Areas,** or current version of this policy.
Post assignments may not be restricted on the basis of gender. Institutions will evaluate operational concerns consistent with collective bargaining obligations, the Master Agreement, and other laws, rules, and regulations. The agency will continue to comply with Title VII and other Equal Employment Opportunity Commission authorities in implementing this policy.

(c) The facility shall document all cross-gender strip searches and cross-gender visual body cavity searches, and shall document all cross-gender pat-down searches of female inmates.

Visual Search(Strip Search):
All inmates entering the institution from court, transfers or trips out in the community, will be visually searched (strip searched), and screened with the hand held metal detector. Inmates will also be visually searched when leaving the institution for any reason, including release. A thorough search of the inmate's clothing will be completed. Except in emergency situations, all strip searches will be conducted by a staff member of the same sex as the inmate. At least one male and one female staff will be available 24 hours a day to conduct visual searches.

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CONTROL OF CONTRABAND:

Each officer should make a concentrated effort to make frequent searches of living quarters, utility corridors, and other areas in order to eliminate contraband, giving special attention to items which might be used in an escape attempt.

Contraband may be best defined as any item or article inside the institution that was not issued by the institution, purchased in the commissary, purchased through approved channels, or approved by an appropriate staff member.

All contraband seized must be placed in the log book in the Lieutenants' Office listing item, date and inmate. When money is confiscated, the appropriate receipt, available from the control center and/or ISM must be utilized. All coin and any currency is to be confiscated and duly recorded. During regular duty hours, contraband funds along with the confiscation forms are taken to the Cashiers Office. During non-duty hours, the confiscated funds and accompanying form will be placed in the night depository, located in the control center, until the next regular working day. Contraband, other than money, should be recorded on the Confiscation and Disposition of Contraband form and should accompany the confiscated articles.

SEARCHING INMATE LIVING QUARTERS:

When making a search of an inmate's living quarters, each officer should make sure that nothing is destroyed in the process. Officers should make every effort to return all articles to their place, excepting things which are determined to be contraband and are removed.

COMBINATION LOCKS:

Inmates are authorized to purchase combination locks from the commissary for individual use. The key ways are not to be plugged; any lock having a plugged key way will be considered contraband and will be seized as contraband

CIM (SEPARATIONS)

All inmate movement in MCC New York is supervised by staff members. There are serious security and safety concerns regarding the inmates housed in MCC New York and their CIMS status. An inmate's CIMS status is confidential and will not be shared with any inmate(s). The unit separations roster is a sensitive, confidential item which must be safeguarded at all times. The various inmate programs at MCC New York are scheduled by floors. This has been arranged to provide the inmates with a safe and secure environment during the appropriate program. This also alleviates the CIMS concerns for each program. The institution has determined separatees will not be

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housed on the same unit, therefore the programs should be clear of all separatees. It is the Unit Officer's responsibility to ensure all inmates are checked for CIMS concerns prior to any escort off of the unit. The Unit Officer will check the Unit separations roster to ascertain if the inmate's name appears on the roster. Ensure all inmates are checked for CIMS concerns prior to any escort off of the unit. The Unit Officer will check the unit separations roster to ascertain if the inmate's name appears on the roster. If the inmate's name does not appear on the roster, the inmate is cleared to be escorted off of the unit.

If the inmate's name does appear on the separations roster, the Unit Officer must clear the inmate prior to allowing the inmate to be escorted off of the unit.

Inmates must be properly cleared by the Unit Officer and requesting staff member prior to any escort. The requesting staff member must clear all inmate movement to their area with the C&A Officer at extension 5123. The C&A Officer must clear the inmate prior to the inmate departing from his/her assigned housing unit. The Unit Officer must also clear the inmate with the C&A Officer prior to allowing any inmate to depart from the unit. Even though, the Hospital Officer or the Visiting Room may be clearing the inmate(s), it is the Unit Officer's ultimate responsibility to ensure the inmate has been properly cleared. The Unit Officer must review the Unit Separations roster and check for the inmate's name and register number on the roster. If the inmate's name does not appear, the inmate is cleared for movement, and you do not need to contact the C&A Officer. If the inmate's name does appear on the Separations roster, the Unit Officer must contact the C&A Officer at extension 6468 and clear the inmate prior to allowing the inmate to depart from the unit.

Inmates must be properly identified and pat searched prior to departing from the housing unit. Every inmate must carry on their person the institution identification card. This is the means staff utilize to properly identify the inmate. It is the Unit Officer's responsibility to ensure the inmate has his/her identification card on his/her person prior to departing from the unit. The number of inmates escorted at one time on the elevator is directly related to the number of staff available to conduct the escort. One staff member can escort ten (10) inmates in the elevator at one time. Anything more than ten(10), inmates in the elevator causes security and safety concerns. During Inmate Visiting, the Intern Officers and the Activities Officers will assist the Visiting Officers in escorting inmates to and from the Visiting Rooms. The number of

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inmates escorted through the connecting link is directly related to the number of staff available to conduct the escort. Anytime In-Custody inmates are escorted through the connecting link, two staff members must be present for the escort. One staff member positioned at the front of the escort, and the second staff member positioned to the rear of the escort.

When an inmate is being escorted to or from the Special Housing Unit, two staff members must be present for the escort. A ratio of 2:1 will always be maintained when escorting inmates to or from the Special Housing Unit.

ENTRANCE PROCEDURES:

COVERAGE AND METHODS:

Entrance procedures include the control of inmates, employees, visitors or commercial traffic entering the institution. Because of the need for a broad knowledge of the institution and its function, along with a thorough understanding of security requirements, only those officers with such knowledge will normally be staffing these posts. Constant contact with the public requires that these officers display a neatness of appearance, ability to handle people, tactfulness in enforcing regulations and alertness in recognizing security hazards.

OUTSIDE INMATE DETAILS:

During normal duty hours, all outside inmate details, (Warehouse, Building 4, Admin Orderlies, etc.,), will depart from the institution through the Rear Gate. The inmates must be escorted from the unit by the detail supervisor, using the inmate elevator. The inmates must be properly identified, one detail at a time, by the Internal Officer, in the elevator sally port, utilizing the approved gate passes. Once the inmates have been positively identified, the Rear Gate Officer will request for the door leading through the 1st floor sally port to the rear dock. The detail will be further processed by the Rear Gate Officer. All required information will be recorded in the TRUSCOPE program. Any work performed in the Rear Gate is considered outside of the secured perimeter. This means any area on the rear dock to include, Warehouse, and Trash Compactor. The Rear Gate Officer will positively identify and properly process the inmate detail into Rear Sally Port to perform their assigned work. If needed after normal duty hours, weekends and federal holidays, the inmate details will be processed through the Control Center the Operations Lieutenant will designate a staff member to positively identify the detail, in the elevator sally port, utilizing the approved gate passes.

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VISITING

It is the policy of MCC New York to maintain visiting facilities for the purpose of maintaining family ties. Because of the nature of this facility, visits must be conducted under appropriate supervision so that security is maintained and the visiting privileges extended to inmates and their families are clearly communicated. For the purpose of this policy, the term pre-trial inmate refers to any inmate who is non-cadre, including holdovers, treaty transfers, BICE detainees, state inmates, and any designated inmate other than those assigned to the MCC New York Work Cadre Unit. Staff must be able to verify the identity of visitors before their admission into the institution. Acceptable means of identification are, government-issued identification, passport, state-issued photo identification (with a date of issue and expiration) and valid drivers' license. In cases where visitors do not have photo identification, they will be required to have three types of identification with signatures. These need not be the sole means of identification. However, identification cards from quick photo places, and check cashing establishments are not acceptable forms of identification. Tactful questioning may clear up doubtful cases. Visitors sixteen (16) and under do not have to show identification unless of course they appear to be older. In such cases, if a visitor under the age of sixteen cannot provide documentation, i.e., a birth certificate (when requested) to prove relationship and age, the visitor will not be allowed into the institution.

The following procedures will be in effect regarding authorized visiting lists. Each inmate will complete a visiting list. The visiting list will not exceed ten (10) approved visitors for pre-trial inmates and (12) for cadre inmates. Immediate family members and two (2) person of "meaning" will be placed on the visiting list absent strong circumstances that preclude visiting. Immediate family is defined as mother, father, step-parents, step-children, foster parents, grand-children, brothers, sisters, spouse and children. As the situation presents itself, other non-immediate family members will be allowed to visit at the approval of the Associate Warden of Programs (AWP).

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Further, in circumstances, when an inmate requests more than ten visitors to be placed on their visiting list, the Unit Manager will approve / deny any visitor exceeding the limit.

Attorney visiting can occur 24 hours a day. Attorneys may visit with their clients (one at a time) in the 3rd Floor Attorney Conference Room from 6:00 A.M. to 8:00 P.M. daily. They require no advance notice.

Official visitors including attorneys, interpreters, law enforcement personnel, probation officers, volunteers, etc. are to be searched at the Front Entrance using the "reasonable assurance standard." All visitors are subjected to random testing by utilizing the ION Spectrometry Device Program. Random selection for testing visitors must be conducted in an impartial and non-discriminatory method. Visitors may be tested out of random order when reasonable suspicion exists, suggesting they've had possible involvement with illegal substances.

Visits for Persons Not in General Population:

Inmates Hospitalized: Visitors requesting to see a designated or pretrial/ holdover inmate who is hospitalized will be reviewed by all pertinent staff, and the United States Marshals Service - if the inmate is a pretrial inmate. More specifically, the Health Services Administrator (HSA), Chief Correctional Supervisor and Unit Manager will determine whether they should permit the visit.

When the HSA recommends against the visit, if the inmate is suffering from an infectious disease, is in a psychotic or emotional state, not in a condition to see visitors, or there are other compelling health regulations that will prohibit the visit, the Health Services Administrator or designee must explain the situation(s) to the visiting party.

Special Housing Unit Inmates:

Ordinarily, an inmate retains visiting privileges while in the Special Housing Unit. Visiting may be restricted via a UDC/DHO sanction. If the restriction is not a UDC/DHO sanction, such restriction must be approved by the Warden. Unit 10-South social and legal visits shall be non-contact unless otherwise determined by the Warden to allow contact visits.

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Non-Contact Visits:

If the Warden deems it necessary to give an inmate a non-contact visit, the Warden will instruct the SHU Lieutenant to do so. The visit will be conducted in the 10 South Annex visiting room. This visit will be directly supervised to ensure all established visiting procedures are followed.

Clothing:

Appropriate dress is required and must be in good taste. Excessively provocative, immodest or revealing attire is reason to deny a visit. Visitors over the age of 12 will not be allowed into the institution in skirts, shorts, or dresses exceeding three inches above the kneecap in length. Bathing suits or any type of swim wear will not be permitted in the institution. See-through clothing, revealing sleeveless garments, halter tops, tube tops, tank tops and any kind of top that reveals the midriff area, low-cut shirts or blouses, revealing front and backless clothing, skin-tight clothing, spandex clothing, leotards, and sweat pants are **NOT** permitted. Any pants with holes in the knee or buttocks area are also prohibited. Additionally, hooded shirts of any kind, hats, caps, and head scarfs (except for religious reasons) are also prohibited. All visitors are required to wear footwear (no shower shoes of any kind) and undergarments (including bras for females). In accordance with OSHA guidelines, Visitors shoes are to be "closed toed" and have a strap around the heal of the foot. The front lobby officer will not permit visitors to wear jackets or blazers up to the visiting room. **Inmates are responsible for advising their visitors of the dress requirements for visitation.** Only a Correctional Supervisor and Institution Duty Officer may deny visits for noncompliance. Inmates' attire for visiting includes jumpsuit and bus shoes for pre-trial males; females must wear the blue uniform and bus shoes; cadres must wear khaki uniforms with institutional shoes. A random selection of visitors will be tested with the Ion Spectrometry

Special Visit Requirements:

At times, Clergymen, former or prospective employers, sponsors and parole advisors may request special visits. They must make these requests in writing with sufficient advance notice (72 hours). The request will be reviewed by the Unit Manager for approval.

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- **Business Visitor.** The Warden has the final authority on the admittance of business visitors and should be notified through the chain of command. Except for pretrial inmates, an inmate is not permitted to engage actively in business or profession. All questions regarding a business visitor should be addressed to the duty Lieutenant and Institution Duty Officer.
- **Consular Visitors.** When it has been determined that an inmate is a citizen of a foreign country, the Warden must permit the consular representative of that country to visit on matters of the legitimate business. After a request has been submitted from the inmate or consulate, a memorandum should be generated from the inmate's Unit Team for the Warden's approval. Once approved, a copy should be maintained in the Lieutenant's Office and the Front Lobby.
- **Representatives of Community Groups.** The Warden is the approving authority on visits from representative of Community based Groups. A memorandum should be generated and sent through the Chief Correctional Supervisor, Associate Warden, to the Warden for approval. Once approved, a copy should be maintained in the Lieutenant's Office and the Front Lobby.
- **Minister of Record/Clergy.** An existence of an established relationship prior to confinement for visitors does not apply to visitors in this category. These visitors ordinarily provide assistance in release planning, counseling, and discussion of family problems.
- **Minister of Record** An inmate must submit in writing their request to be approved for a visit from his Minister of Record. They must submit their request to the Chaplin. An inmate may only have one minister of record on his/her visiting list at a time. The Minister of Record does NOT count against the total number of authorized regular visitors/ social visitors.

Clergy An inmate must submit in writing their request to be approved for a visit from clergy. Visits from clergy (other than the Minister of Record) will be in accordance with the general visitor procedures, and WILL count against the total number of regular visits allowed. On both visits, an approved memorandum will be forwarded through the Chief Correctional Officer and posted in the Lieutenant's Office and the Front Lobby

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Children under the age of sixteen (16) who are placed on the visiting list must be accompanied by an adult who is also an approved visitor. A brief embrace and kiss is permitted when an inmate greets their visitor/child. The same applies upon termination of the visit. During the visit, any physical contact other than hand holding will be considered improper and is prohibited. Children are not permitted to be seated on inmates lap during the course of their visit. Visits with children are to take place only between the inmate identified on the official visiting form and the child listed on the official visiting form with the child's parent or guardian present.

TOOL CONTROL

- **PURPOSE OF TOOL CONTROL:** It is the policy of the Bureau of Prisons to maintain strict control and accountability of tools used and in storage at all institutions. Tool Control procedures are imperative for the following reasons: to provide a tool in good repair for the job at hand, to improve the general appearance of the shop or working area, and to prevent tools from being used to effect escape or assault.
- **CLASSIFICATION OF TOOLS:** All tools are classified as Class AA; Class A; or Class B. The Class AA group includes tools considered too dangerous to leave inside the institution. The Class A group includes tools most likely used in escape, or to do bodily harm to personnel or other inmates. The Class B group includes those of a less hazardous nature.

All tools, where possible, shall be stored on a shadow board as follows:

- All class "AA" tool shadow boards will have a white background with a bright (curb) yellow silhouette of each tool.
- All Class "A" tool shadow boards will have a white background with a red silhouette of each tool.
- All Class "B" tool shadow boards will have a white background with a black silhouette of each tool.

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STORAGE AND SUPERVISION OF CLASS "AA" TOOLS:
Class "AA" Tools must be removed from the institution at the end of each work day, stored in a combination locked safe in a Class "A" Tool Room, stored in the armory, or turned into the control center. Class "A" Tools must be stored in a metal cage or a class #1 concrete walled room physically separated from Class "B" Tools behind two (2) locked doors. When the Class "A" Tool Room is inside the Class "B" Tool Room, the lock on the Class "B" Tool Room serves as one (1) of the two (2) required locks for the Class "A" Tool Room. **Supervision of Class "AA" Tools will be under constant visual supervision.**

STORAGE AND SUPERVISION OF CLASS "A" TOOLS:
Class A tools will be kept on a shadow board in a locked room or cabinet. This storage area will be separate and secure from the Class B tools storage area. Only employees are authorized to issue and draw Class A tools from the Tool Room or places of storage. Class A tools will be under the supervision of an employee at all times. Inmates are not permitted to carry them about the institution without an employee escort nor use them without supervision. A complete inventory of Class A tools will be made at the beginning of the workday, before the detail is released for dinner and at the end of the workday. When a Class A tool is lost or misplaced, the Chief Correctional Supervisor will be notified immediately. All inmates who may have had access to the tool will be held at the work location until a thorough search has been made.

STORAGE AND SUPERVISION OF CLASS "B" TOOLS:
All tools not in the Class A or Class AA categories will be considered to be Class B tools. All Class B tools are under the supervision of the employees and must be accounted for at the end of the work day. These tools must be issued to inmates, in the presence of their supervisor. All Class B tools must be gathered from the work area and moved to the storage area at the end of the work day. When a Class B tools is lost or misplaced, a search for it will be initiated and a written report will be made to the Chief Correctional Supervisor and the department head covering the details of the loss at the end of the day.

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TOOL INVENTORIES:
Up-to-date inventories will be kept by all shops, industries, school and any other person having tools issued to them or stored under their supervision Unit Officers having items such as scissors, etc., on the unit should be particularly careful as to the whereabouts and the accountability of these items. The Tool Room Officer will maintain a record of all tools in possession of the institution.

BROKEN OR WORN-OUT TOOLS:
Broken or worn-out tools will be removed from the shadow board and returned to the Central Tool Room for replacement. If it is determined that they cannot be surveyed and replaced, Class A tools such a saw blades, etc., requiring replacement, will be returned to the Central Tool Room for disposal.

FOOD SERVICE TOOLS:
A knife and tool equipment cage with a shadow board and adequate locking device shall be located in the Food Service Department. All hazardous knives and tools will be marked with an identification symbol. All knives will be chitted out of the knife cage and attached to the cutting table by the responsible employee. The accountability of the knives will be checked at frequent intervals during the shift and at the end of the day.

CONTROLLED FOOD ITEMS:
Special attention must be given to food items such as yeast, nutmeg, fruits, and fruit juices. Of this group, yeast shall be locked in a secure box in a refrigerated area. An inventory shall be kept, indicating the date and quantity of issue, receipts, the balance on hand, and the initials of the responsible employee. Yeast shall be dispensed only by the Food Service employee and kept under strict supervision.

CONTROL OF HAZARDOUS AND POISONOUS CHEMICALS:
Inventories will be maintained of all poisonous and toxic fluids used in the institution, such as narcotics, wood alcohols, methyl-alcohol, ditto fluids, acids, gases etc. These items will be stored in a locked cabinet and will be drawn by an employee only, when authorized by the department supervisors. The issuing office will record the date, time, amount, and who received the item.

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KEY AND LOCK CONTROL

POLICY: It is the policy of the Bureau of Prisons to maintain proper control of keys and locks at all times. The purpose of this is to establish procedures for control and inventory of institution keys and locks. Further detailed information can be obtained by referring to BOP Program Statements.

All keys authorized for daily use will be stored on the Control Center key board when not in use. Sets of keys are identified by letter and number with the number of keys in that set indicated. Two listings of key locations identifying active and emergency keys can be found in the Control Center and in the office of the Security Officer.

RESTRICTED AND EMERGENCY KEYS:

Restricted keys have blue/black tags on the keyboard in the Control Center. The Watch Supervisor will be notified when it becomes necessary to draw keys for a department or post other than his/her assigned are, or to a restricted area, such as the commissary, storeroom, etc. The officer will prepare a Restricted Key Form indicating the purpose for entering such area. Emergency keys or red-lined keys will be issued only at the direction of the Warden, Chief of Correctional Services, Associate Warden, Watch Supervisor or the Institution Duty Officer. Acting positions may delegate the drawing of keys for a specific time period via memo through the Captain.

HANDLING OF KEYS:

Keys will be carried on a ring which is securely fastened to a chain affixed to the belt of the officer. Discussion of key numbers and reference to their use will be avoided in the presence of inmates. Keys should never be carelessly thrown around, dropped, or left unattended, etc. Always personally hand the keys to your relief so they remain in the personal possession of the officer at all times. Each officer has the responsibility to count the number of keys on each set to ensure that all keys are present. Inmates will never be permitted to handle keys designated for employee use at any time, or under any circumstances. Should an employee take keys home, the keys must be brought back to the institution immediately.

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LOST OR MISPLACED KEYS:
If a key or a set of keys is lost or misplaced, the officer will immediately report it to the Watch Supervisor by telephone or in person so that adequate safeguards may be placed in effect. The area the keys were last in will be immediately secured and all inmates in the area will be searched. This will be followed by a written report to the Chief of Correctional Services as soon as circumstances permit.

REPLACEMENT OF BROKEN OR DAMAGED KEYS:
Whenever a key is broken or damaged, the employee concerned will submit a request for replacement to the Security Officer. All parts of the broken key will be retrieved from the key way immediately to prevent inmates from gaining access to them. A replacement key will be issued by the Security Officer in accordance with established procedures. If the key is broken or damaged and immediate replacement is needed, the Watch Supervisor will be notified and will take appropriate action. If it is not possible to retrieve the broken portion from the lock, the employee will remain at the lock until the broken portion can be retrieved.

REQUEST FOR REMOVAL AND ADDITION OF KEYS:
When it becomes necessary for a new key to be added to your key ring, submit a Security Work Request to the Chief Correctional Supervisor for approval and signature, stating the reason the key is needed, your key ring number and the institution key number if possible. If a key is no longer needed, submit a Security Work Request to the Security Officer.

INMATE URINALYSIS PROGRAM:
Urine Surveillance and Narcotic Identification, inmate urine samples will be taken at different hours (early morning, noon, late evening). Therefore in order to accomplish this a weekly urinalysis test roster has been established for all inmates that fall under the random testing roster. It is critical that when inmates are notified for UA testing that they are not left unsupervised. They must be watched from the time of notification until they report for testing at the Lieutenants Office. It is also imperative that when conducting a UA test of an inmate that the subject is also tested for alcohol by using the Alco-Sensor III.

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CALL-OUTS:

Sufficient copies of the master call-out sheet for distribution to all units will be copied and forwarded to the Control Center Officer so that the Morning Watch Control Center Officer can place one in each detail pouch. Extra copies of the call-outs will be placed at the detail pouch cabinet. Unit officers will post the call-out in the housing units.

The employee who places an inmate on call-out must ensure the requested inmate arrives at the specified time. If the inmate does not arrive as scheduled, the requesting staff member shall contact the staff member responsible for the inmate's accountability. If the inmate(s) is/are found to be in an area other than the assigned callout area, it is the responsibility of the staff member(s) or department that has placed the inmate(s) on call-out to prepare an incident report for the inmate's failure to report to call-out. **If efforts to locate the inmate fail, the inmate shall be immediately reported to the shift lieutenant as missing and appropriate action initiated to locate the inmate.**

CELL ASSIGNMENT - SEXUAL OFFENDER/PROTECTIVE CUSTODY

Cell assignments will be determined in an methodical manner. This involves the SHU Lieutenant and OIC, Psychology staff, Unit Team as well as Investigative staff, in determining suitability of cellmates for inmates in protective custody and/or sexual offenders. Most inmates do not like to be housed with sexual offenders or protective custody inmates. Housing the wrong inmates with sexual offenders or protective custody inmates, can lead to serious assaults and/or homicide. Inmates cannot be allowed to choose their roommates, but it is understood that some inmates may be better housed with inmates of like backgrounds/affiliations, than arbitrarily housing the inmates without considering all variables. As noted earlier, protective custody and sexual offenders will be screened thoroughly. If there are no single cells available, this review will be crucial in minimizing the potential for assault.

HIGH RISK LIST

During the weekly SHU meeting, the Warden will be provided a list of those inmates who are considered high risk from a psychological and management stand point. The Captain and Chief Psychologist should be responsible for generating this list. This list will be provided to the Lieutenants' office and the Duty Officers so they are informed should a high risk inmate act out and be in need of medical or psychological attention.

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Additionally, the Captain should inform the Warden of any camera malfunctions, plumbing problems, or issues that may cause problems, as well as the corrective actions taken/attempted to rectify these issues. Inoperable security equipment, during serious incidents, prevents staff from being able to record and or/view the incident for possible prosecution or administrative action.

SUICIDE PREVENTION INFORMATION

BOP HIGH RISK GROUPS

- **New Inmates** - The first few hours and days after admission can be critical. Newly incarcerated inmates may experience feelings such as shame, guilt, fear, sadness, anger, agitation, depression, relationship problems, legal concerns, hopelessness, and helplessness, which can contribute to increased suicide risk.
- **Protective Custody** - Inmates who volunteer to enter protective custody are at high risk for suicide, especially during the first 72 hours in SHU. These inmates should be referred to psychology services immediately.
- **Long-term Protective Custody Inmates** - These inmates are particularly vulnerable to depression that can lead to a suicide attempt, and should be monitored closely while they are in SHU.
- **Inmates Taking Medication for Mental Health Reasons** - These inmates are vulnerable to developing suicidal thoughts and attempting suicide by overdosing on their medication. Inmates on medication should be monitored to make sure they are not hoarding medication. Any signs of distress, deterioration in hygiene, or sudden changes in behavior should be reported to psychology.

FACTORS THAT CAN INCREASE THE PROBABILITY THAT AN INMATE MAY BECOME SUICIDAL:

Mental Health Factors

History of mental illness

1. Is the inmate depressed, actively psychotic?
2. Has the inmate been compliant with psychotropic medication?
3. Have there been changes in eating, sleeping, hygiene, weight, recreation, activity level?

Prior suicide attempt

1. How lethal was the attempt?

2. How many attempts have been made?

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Inmate's current mood, affect, and behavior

1. Is the inmate emotionally upset, angry, and easily agitated?
2. Are the inmate's thoughts clear and goal directed (vs. delusional or psychotic in nature)?
3. Is the inmate depressed, has there been a recent loss?
4. Has hopelessness persisted even after the depression has lifted?
5. Has the inmate given away property, revised a will, or requested a phone call to say his goodbyes?

Medical Condition(s)/Chronic Pain

1. Does the inmate have a chronic life threatening medical illness?
2. Has the inmate's overall health diminished recently?
3. Is the inmate experiencing pain or other negative symptoms?

Relationship Difficulties

1. Has the inmate received a Dear John letter?
2. Have communications and or visits decreased?
3. Has there been a change in the relationship?

Situational Factors

1. Legal issues - pending indictment; loss of appeal to reduce sentence.
2. Difficulties with staff or other inmates.
3. Gambling debts, drugs.
4. Ending of a close relationship with another inmate.
5. Possible victim of a sexual assault.

REPORTING AND DOCUMENTING INMATE BEHAVIOR

Report Your Concerns: Any inmate behavior(s) that is questionable and may reflect a change in mental health status should be reported to the Shift Lieutenant immediately.

During non-working hours: Inform the Shift Lieutenant of any questionable inmate behavior. He/she will determine if the on-call psychologist needs to be contacted.

Segregation Log Book: Any changes in inmate behaviors should be noted in the TRUSCOPE program. A detailed note regarding the observed behavior is advisable. Documenting in the TRUSCOPE program serves two purposes. First, the entry serves as a means of communication for other staff members. Second, it provides an accurate account of activity during your shift. Documentation should be neat, legible, and professional.

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RESPONDING TO A SUICIDE EMERGENCY

A Segregation Officer observing an inmate in the act of committing suicide, causing other self-injurious behavior, or who appears to have committed suicide will call for back-up before entering the cell. The officer will notify the Control Center and the Lieutenant's Office by radio of the situation and request immediate back-up. **BACK-UP MUST BE PRESENT IN ORDER TO ENTER A CELL.** The "cut-down" tool is located in the storage closet on a shadow board. It is the #1 officer's responsibility to locate this item at the start of the shift. This tool is only authorized to be used in emergency situations. Miscellaneous use of this tool is not permitted and will result in dulling the blade of the tool. In the event an inmate commits suicide, the scene of the suicide will be treated in a manner consistent with the investigation of an inmate death. All measures necessary to preserve and document the evidence needed to support subsequent investigations will be maintained or otherwise adequately recorded.

SEXUAL ASSAULT PROTOCOL

Reporting

In all cases of reported sexually abusive behaviors (e.g., from alleged victim, staff, and/or "third party") the following will occur:

The Operations Lieutenant will be notified immediately and he/she will:

- Immediately safeguard the inmate (which will vary depending on the severity of the alleged sexually abusive behavior and could range from monitoring the situation, changing housing assignments, changing work assignment, placing alleged victim and perpetrator in Special Housing, etc.);
- Promptly refer all inmates reported or suspected of being the victim of sexually abusive behavior to Psychology Services for assessment of vulnerability and treatment needs;
- During business hours, ensure that the SIS, Chief of Correctional Services, Program Coordinator, and Warden are notified; and During non-business hours, ensure that the SIS, Chief of Correctional Services, Program Coordinator, Duty Officer, and the on-call Psychologist are notified.
- The Program Coordinator will review the psychological assessment and other relevant factors and make a determination as to whether or not to proceed with the full activation of the Response Protocol.

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Responding

Not all allegations of sexually abusive behavior will require full activation of the Response Protocol. In some cases, the Program Coordinator will determine that there is not sufficient reason to proceed (e.g., the alleged victim credibly recanted; the alleged perpetrator was not in the institution on the date of the allegation, the inmates involved independently report a non-coercive sexual encounter, etc.) and the Response Protocol may be terminated.

In cases where more information is needed, or in cases where there is a credible and serious allegation or instance of sexually abusive behavior, the full Response Protocol will be implemented. Once the Program Coordinator determines that the intervention should continue, a sensitive and coordinated response is necessary. Services will be provided in an environment that meets both security and therapeutic needs. The full Response Protocol, monitored by the Program Coordinator, involves the following components:

Protection

All appropriate staff will consult and determine the actions to be taken to prevent further sexually abusive behavior both **to** the alleged victim (e.g. change in work assignments, change in housing assignment, closer supervision, protective custody, transfer, etc.) and/or **by** the alleged perpetrator (e.g., remove from compound, change housing assignment, etc.).

The Captain will ensure that a STG category of **"V SA UNV"** is entered into SENTRY, and in instances where an inmate perpetrator is alleged, will enter the STG category of **"P SA UNV"** for that inmate (See Section 13.b. for further details).

PSYCHOLOGICAL:

Psychology staff are responsible for crisis intervention, assessment of treatment needs, documentation of the evaluation results, treatment, psychiatric referral, and/or other treatment options related to the alleged victim. In addition, Psychology staff provide guidance to Unit Management and Community Corrections staff regarding an inmate's post-release mental health needs. Inmate perpetrators (or alleged perpetrators) of sexually abusive behaviors will be referred by the Operations Lieutenant to Psychology Services. Inmates considered high-risk for sexual re-offending may be referred to specialty treatment and/or management programs, individual or group counseling, or may be managed through standard correctional techniques.

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If an inmate perpetrator is determined in need of treatment services and refuses treatment, Psychology Services staff will document the refusal and place it in the medical section of the Inmate Central File and notify the referring staff of the refusal. Documentation of treatment compliance or refusal ensures continuity of care within, between, and outside the Bureau.

Examination

Medical staff are responsible for examination, documentation, and treatment of inmate injuries arising from sexually abusive behaviors, including testing when appropriate for pregnancy, HIV and other sexually transmitted diseases (STDs). Where indicated, medical staff, trained in the collection of sexual assault evidence (i.e., "rape kit") should conduct an examination for physical evidence which may be used later in formal investigations. At institutions where Health Services staff are neither trained nor certified in sexual assault evidence gathering, the inmate will be examined at the institution by trained health care professionals from the local community or at the local community facility equipped (in accordance with local laws) to evaluate and treat sexual assault victims. Prophylactic treatment and follow-up for sexually transmitted diseases will be offered to all inmate victims, as appropriate. Whenever an inmate is referred to Health Services for examination and treatment of injuries related to sexually abusive behavior, staff will encourage the inmate victim to complete an Inmate Injury Assessment and Follow-up form (BP-S362) as required by the Program Statement on Patient Care.

Investigation

In cases where the full Response Protocol is activated, staff are trained to investigate allegations of sexually abusive behavior thoroughly. The information concerning the identity of the alleged inmate victim and the specific facts of the case are limited to those staff who need-to-know because of their involvement with the victim's welfare and the investigation of the incident. This is important not only to preserve the victim's privacy but also to preserve maximum flexibility to investigate the allegations.

Initial Notifications:

Upon activating the full Response Protocol, the investigation phase is initiated and the following notification(s) will be made:

Inmate Perpetrator on Inmate Victim:

In the event that an inmate is alleged to have perpetrated sexually abusive behavior against another inmate, the Special Investigative Agent (or SIS) will be notified immediately.

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Staff Perpetrator on Inmate Victim:
In the event that a staff member is alleged to have perpetrated sexually abusive behavior against an inmate, the Warden will be notified immediately. The Warden will notify the Regional Director and the Office of Internal Affairs (OIA), who will in turn notify the Office of the Inspector General (OIG), and when appropriate, will notify the Federal Bureau of Investigation (FBI).

Inmate Perpetrator on Staff Victim:
In the event that an inmate is alleged to have perpetrated sexually abusive behavior against a staff member, the SIA/SIS will be contacted immediately with follow-up notification to the Warden.

Crime Scene Preservation:
The staff first responder will preserve the crime scene. SIS staff will be responsible for collecting information/evidence. The investigation, in coordination with the agency to which the case may be referred, will follow the guidance given in the Special Investigative Supervisor's Manual that outlines gathering and processing procedures.

Physical Evidence Collection:
When there is a report of a **recent** Rape or Sexual Assault with an Object, or there is a strong suspicion that a recent, serious assault may have been sexual in nature, a thorough physical examination of the alleged victim - to include a "rape kit" will be completed immediately. Physical evidence collection may also include an examination of, and collection of physical evidence from the suspected perpetrator(s).

After Action Reviews of Violent Sexual Assaults:
Following any incident of Rape or Sexual Assault with an Object, the Warden, Program Coordinator, Chief of Correctional Services, Health Services Administrator, and Chief Psychologist will meet and review the incident. This review is to assess the reasonableness of the actions of staff following the incident, to ensure the security and treatment needs of the inmate victim have been addressed adequately and the management and investigation of the inmate or staff perpetrator is progressing appropriately. Within **two** working days after the initial reporting of the Rape or Sexual Assault with an Object, a written report highlighting the relevant facts should be produced and the Warden or designee will personally attest by his or her signature that the review has taken place and that the steps taken by staff were either appropriate or inappropriate. A copy of this report will be forwarded to the Regional Director.

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Consideration for staff impacted by the incident is necessary. Arrangements for debriefing affected staff and referral to appropriate services to mitigate the stress associated with these events should be offered.

Administrative Disciplinary Process and Prosecution:
In keeping with this "zero tolerance" policy, perpetrators of sexually abusive behavior will be disciplined and/or referred for prosecution.

Tracking Sexually Abusive Behavior:
Tracking and analyzing the incidents of sexually abusive behavior are critical to the safety and management of inmates and the security of all Bureau facilities. Monitoring these incidents allows the Bureau to assess the effectiveness of current policy and procedures in regard to the extent of sexual victimization. To ensure full and accurate reporting and analysis, the SIS will maintain secure investigative files which include data on:

- The victim(s) and perpetrator(s) of sexually abusive behavior;
- Crime characteristics;
- Formal and/or informal action(s) taken;
- All collateral reports, supporting memoranda, and videotapes;
- Medical forms; and
- Any other evidentiary materials pertaining to the allegation.

The Office of Internal Affairs will report the cumulated data on the inmate victims of staff and inmate sexually abusive behavior to all Chief Executive Officers and the Psychology Services Administrator at the end of each quarter and at the end of each fiscal year.

SUICIDAL SITUATION IN SHU OR THE HOUSING UNITS:
If you are the first person to notice an inmate hanging, you should call for staff assistance (Operations Lieutenant & Control Center)and remain calm and wait until sufficient staff and Lieutenant arrive prior to handcuffing the inmate=s cell mate(s) (if applicable) and unlocking the cell door. If feasible, obtain protective equipment from the above mentioned areas. Cut the inmate down, protecting the head and neck area. Always administer life-saving procedures.

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Post Orders, the TRUSCOPE program and log books are confidential documents and should never be left unattended or in an area accessible to inmates. Post Orders must be secured at all times when not in use by staff.
It is the responsibility of the employee to inform the employer of the fact they have not been able or afforded the opportunity to read such orders. The employer will then advise the employee of the general requirements of the post, and answer any questions.

Employees assuming posts under these circumstances still have the responsibility of exercising sound correctional judgment based upon their training and experience and will make reasonable efforts before assuming your post.

After reading the post orders, the employee must sign and date the Post Order Review Sheet which is located in Section 5 of this document. These post orders are not intended to describe in detail all the officers' responsibilities. Good judgment and common sense are expected in all situations not covered in these post orders.

NOTE: IT IS POLICY OF THE BUREAU OF PRISONS THAT IF AN INMATE(S) SHOULD APPROACH YOU OR YOUR POST WITH A STAFF MEMBER HOSTAGE, YOUR FIRST CONSIDERATION IS THE SECURITY OF THE INSTITUTION AND UNDER NO CIRCUMSTANCES WILL INMATES BE PERMITTED TO ESCAPE. ANY EMPLOYEE TAKEN HOSTAGE, REGARDLESS OF RANK, HAS NO AUTHORITY.

Jermaine C. Darden, Captain

12/7/18
Date

EFTA00108213

INSTITUTIONAL SUPPLEMENTS/PROGRAM STATEMENTS

FIREARMS AND BADGES	P.S. 500.13
INMATE ACCOUNTABILITY	I.S. NYM 5511.06
INMATE PERSONAL PROPERTY	I.S. NYM 5580.07
SECURITY INSPECTIONS	I.S. NYM 5500.13
TOOL CONTROL	I.S. NYM 5500.13
MAIL MANAGEMENT	P.S. 5800.16
VISITING PROCEDURES	I.S. NYM 5267.08
INMATE CORRESPONDENCE	I.S. NYM 5265.14
ALCOHOL SURVEILLANCE/TESTING	I.S. NYM 6590.07
ENTRANCE PROCEDURES	I.S. NYM 5500.13
INMATE TELEPHONES	P.S. 5264.08
ION SCREENING	P.S. 5522.02
SEARCHING/DETAINING PERSONS	P.S. 5510.15
SEXUAL ABUSE PREVENTION/INTERVENTION	P.S. 5324.12
INMATE DISCIPLINE	P.S. 5270.09
SPECIAL HOUSING	P.S. 5270.10
SUICIDE PREVENTION	P.S. 5324.08
SEARCHES OF HOUSING UNITS/INMATES AND WORK AREAS	P.S. 5521.06
ESCORTED TRIPS	P.S. 5538.07
USE OF FORCE/APPLICATION OF RESTRAINTS	I.S. NYM 5566.06
POSTED PICTURE FILE	P.S. 5510.13
HUNGER STRIKES	P.S. 5562.05
ESCAPES DEATH NOTIFICATIONS	P.S. 5553.07

CHAPTER 7
FIREARMS AND BADGES

700. DEFINITIONS. Probable cause, reasonable determination, or reasonable belief means facts and circumstances known to the employee at the time of the use of firearms that would cause a reasonable employee to conclude that the action is appropriate.

701. CARRYING OF FIREARMS. Title 18 U.S.C. § 3050, authorizes the Attorney General to prescribe rules and regulations relating to the carrying of firearms by Bureau officers and employees. This authority is delegated to the Director in 28 CFR 0.96(o).

When approved by the Warden, institution staff are permitted to carry firearms when:

- transporting inmates,
- assigned to escape posts, and
- assigned to security posts which require firearms as standard issued equipment.

Carrying or the use of personal or privately owned firearms while on duty is prohibited.

Post orders, riot plans, and escape plans will include instructions for carrying firearms.

a. Duty Assignment. Employees must not be assigned to duties that require the carrying of firearms prior to successfully completing the firearms familiarization training course.

b. Staff Qualification. New employees must not be assigned to posts requiring the carrying of firearms before completing the Introduction to Correctional Techniques Training at the Federal Law Enforcement Training Center.

In extraordinary circumstances, an exception may be made for an employee who has completed the local firearms familiarization training with written approval of the Warden and Regional Director.

c. Re-qualification. Staff must complete satisfactorily the Bureau's approved firearms training course each year. Allowances will be made in accordance with applicable laws, rules, and regulations.

Chaplains, dentists, physicians, and other positions which the Director specifically exempts from carrying firearms are not required to complete the firearms familiarization training conducted at the institution and Staff Training Academy.

d. Other Use of Firearms. Only the Director or Director's designee may authorize, in writing, Bureau staff to carry Government-issued firearms for purposes not expressed in this Program Statement.

702. USE OF FIREARMS. Firearms must be used only when deemed necessary for the following Law Enforcement purposes:

- Prevent escapes;
- Prevent loss of life or serious physical injury;
- Protect government property, upon determination that the damage or loss of property would contribute directly to an escape, loss of life, or serious physical injury; and
- Maintain or restore control of a correctional institution.

The use of firearms is prohibited if force other than firearms appear reasonably sufficient to accomplish law enforcement purposes. Examples are, but not limited to:

- Prevention of escape;
- Prevention serious physical injury; and
- Restoration of control in a correctional institution.

The necessity to use firearms arises when all available means of achieving the law enforcement purpose have failed or are likely to fail.

An employee is not required to jeopardize personal safety or the safety of others before using firearms to prevent serious injuries/bodily harm or death.

If use of firearms is deemed necessary, staff must shoot the subject with every intention of hitting "center mass" to ensure the subject is stopped.

Staff will not attempt to shoot a limb which creates a lesser chance of stopping the subject and may pose a danger to staff, other inmates, or persons in the community. Firearms must not be used solely to disable moving vehicles or aircraft. Firearms will only be used against the driver or other occupants of a moving vehicle when the:

- Employee has a reasonable belief that the subject poses an imminent danger of death or serious physical injury to the employee or others.
- Public safety benefits of using such force outweigh the risks to the safety of the employee or others.

As soon as practicable, medical attention must be provided to any persons injured during an incident involving use of firearms.

Firearms will not be used if the employee recognizes a potential escapee as an inmate sentenced under the Juvenile Justice and Delinquency Prevention Act.

a. Escape Prevention. The use of firearms is authorized when deemed necessary to prevent an escape in the following situations.

(1) Perimeter Walls. At institutions secured with perimeter walls, prior to using firearms, staff must reasonably believe that an inmate has the capability to escape.

For example, the inmate may be carrying items that could be used to perpetrate an escape, such as, but not limited to, a ladder, grappling hook, or rope, suggesting an intent to escape.

An employee who determines an escape is in progress must issue a verbal warning, then fire a warning shot prior to shooting the subject.

(2) Multiple Perimeter Fences. At institutions secured with multiple perimeter fences, prior to using firearms, staff must reasonably believe that an inmate has the capability to escape.

For example, the inmate may be carrying items such as, but not limited to, a ladder, blankets, grappling hooks, ropes, broom handles, or sticks, that will perpetrate an escape.

An employee who determines an escape is in progress must issue a verbal warning, then fire a warning shot prior to shooting the subject.

Verbal warnings and warning shots are not required when the employee reasonably believes there is imminent threat danger of death or serious physical injury to self or others.

When authorized, throughout this policy, warning shots should be used only if there is no apparent danger to self, other staff and inmates, or the community.

Warning shots will be fired into the ground and never into the air or in an indiscriminate direction.

The inmate is not required to be on the first/inner perimeter fence before the employee issues the warning. When the inmate actually contacts the first/inner perimeter fence in an attempt to climb or demonstrates an attempt to get on or over the first/inner perimeter fence, and the employee reasonably determines an escape is being attempted, the employee may shoot the subject.

The employee is not required to wait until the inmate is between the perimeter fences or over the first/inner fences.

(3) Metropolitan Correctional Centers (MCCs) and Metropolitan Detention Centers (MDCs). When an employee reasonably determines that an escape is being attempted from a MCC or MDC, the employee should give a verbal warning. If the inmate continues, the employee may shoot the subject. Warning shots are prohibited due to the possibility of injury to innocent bystanders.

(4) Minimum Security Institutions. Ordinarily, firearms are not used to prevent escapes from minimum security level institutions. However, weapons are authorized when the escaping inmate has used or threatened to use force which is likely to cause serious physical injury or has manifested an imminent threat of death or serious physical injury to the employee, other staff and inmates, or the community.

Verbal warnings and warning shots should be used when feasible.

(5) Escapes with Outside Assistance. Firearms may be used against persons who are not inmates, if they are facilitating an escape and have used or threatened to use force which is likely

to cause death or serious physical injury against the employee, other staff and inmates, or the community.

Verbal warnings and warning shots must be used when feasible.

(6) Escape from Escorted Trip or Prisoner Transport. When an employee reasonably determines an escape is being attempted from an escorted trip or prisoner transport, the employee must issue a verbal warning. If the inmate continues and the escape is occurring within the immediate environs of a correctional institution, the employee will fire a warning shot, if feasible, prior to shooting the subject.

Outside the immediate environs of a correctional institution, the employee should not fire a warning shot prior to shooting the subject due to the possibility of injury to innocent bystanders.

Absent the use or threat of force which would likely cause serious physical injury or a manifested imminent threat of death or serious physical injury to the employee, other staff and inmates, or the community, it is not permissible to use firearms to prevent an escape of an inmate in transit to or from a minimum security level institution. The exception to the rule is when the escorting employees are transporting inmates at the same time to a minimum and non-minimum security level institutions.

(7) Once An Escape Has Occurred. After an escape from a transport vehicle or an institution, and the immediate environs has been successful, employees attempting to apprehend the escaped prisoner may not use firearms unless there is probable cause to believe:

(a) The subject has committed a felony involving the infliction or threatened infliction of serious physical injury or death.

(b) The subject's escape would pose an imminent danger of death or serious physical injury to the employee or others.

Note: The phrase "after an escape from a transport vehicle or an institution and the immediate environs has been effectuated" should be interpreted in the following manner:

- As long as a staff member is in continuous pursuit of an escaping inmate, whether the escape takes place from an institution, transport vehicle, or outside facility (such as a hospital), the escape has not yet been effectuated. The use of firearms is permissible under the escaping inmate standard.

- The immediate environs of an institution is defined as the property lines of the correctional facility. This boundary may be expanded by the Warden with the Regional Director's concurrence and should be defined as explicitly as possible.

A verbal warning should be given if it would not pose a risk of death or serious bodily injury to the officer or others.

Warning shots are prohibited due to the possibility of injury to innocent bystanders.

b. Prevent the Loss of Life or Serious Physical Injury. Staff may use firearms when reasonable belief exists that the subject poses a threat of death or serious physical injury to staff, inmates, or others.

Firearms will be used in the same manner as for escapes; verbal warnings and warning shots should be given, when feasible, prior to shooting the subject.

When authorized, warning shots should be used only if there is no apparent danger to other staff and inmates, or the community. Verbal warnings and warning shots are not required when the employee reasonably believes there is imminent danger of death or serious physical injury to self or others.

In a hostage situation, once it has been contained and attempts to negotiate have begun, only the Warden may order the use of firearms to resolve the hostage situation.

Warning shots will not be fired as in an attempt to resolve a hostage situation, nor used to create a diversion.

c. Protect Government Property. Firearms may be used to prevent damage to or destruction of Government property when the loss of that property could contribute directly to an escape or attempted escape, serious physical injury, or loss of life.

For example, the use of firearms may be necessary when persons are attempting to damage or disable a fire truck during a fire within the institution. If individuals attempt to break into a

building where weapons, gas, or other security risk items are stored, firearms may also be used.

Firearms must be used in the same manner as for escapes; verbal warnings and warning shots should be given, when feasible, prior to shooting the subject. When authorized, warning shots should be used only if there is no apparent danger to other staff, other inmates, or the community.

Verbal warnings and warning shots are not required when the employee reasonably believes there is imminent danger of death or serious physical injury to self or others.

d. Maintain or Restore Control of a Correctional Institution. Firearms may be used to maintain or restore control of a correctional institution when the employee reasonably believes the intended subject of the use of firearms is participating in a disturbance in a manner that threatens the safety of staff, other inmates, or the community.

Firearms must be used in the same manner as for escapes; verbal warnings and warning shots should be given, when feasible, prior to shooting the subject. When authorized, warning shots should be used only if there is no apparent danger to staff, other inmates, or the community.

Verbal warnings and warning shots are not required when the employee reasonably believes there is imminent danger of death or serious physical injury to self or others.

703. ARMED ESCORT BY COMMERCIAL AVIATION. The Warden may authorize staff to carry firearms when transporting an inmate by commercial air carrier.

Title 14 CFR Part 108.11, Carriage of Weapons, and Part 108.21, Carriage of Passengers Under the Control of Armed Law Enforcement Escorts (1995),, allows law enforcement officials, while performing their duties, to travel while armed.

Staff must notify the air carrier prior to departing the institution of the intent to carry firearms. Staff must complete all required forms and provide required information to the carrier.

Staff must follow the procedures detailed in the above referenced regulations.

When not transporting inmates, Bureau staff, carrying firearms aboard commercial aircraft, must declare this to the carrier and have the weapon placed in checked baggage.

The above referenced regulations should be referred to for additional requirements concerning the placement of firearms in checked baggage.

704. REPORTING REQUIREMENTS. A written report must be submitted to the Warden upon the discharge of any firearm, privately owned or issued by the Bureau. This rule applies when the employees is on duty and off duty, except for training or recreational purposes.

For an incident while on duty, the report must be submitted prior to the end of the employee's duty shift.

For an incident while off duty, the report must be submitted prior to the end of the employee's next duty shift.

The discharge of any firearm, once reported, will be investigated and reviewed through the After-Action Reporting and Review processes.

705. IDENTIFICATION BADGES. Upon request, the Correctional Services Administrator, Central Office, will issue Bureau identification badges in leather carrying cases to each institution.

The Captain will maintain strict accountability of Bureau badges. Lost or stolen badges must be reported immediately in writing to the Correctional Services Branch, Central Office.

Except for tower and perimeter patrols and established stationary check points, staff assigned to duties which require the carrying of firearms will be issued a Bureau identification badge.

The badge must be displayed when necessary to establish the staff member's authorization to carry a firearm. Appropriate badge holders will be provided so as to allow the employee the ability to securely attach the badge to his or her outerwear.

Badges may not be used as methods of routine identification.

Employee procurement or possession of unauthorized badges, either official or duplicated, is prohibited (see the Program Statement on Standards of Employee Conduct).

706. NON-DISCLOSURE OF BUREAU STAFF NAMES IN SHOOTING INCIDENTS. Disclosure of an employee's name following a shooting incident will follow the guidelines as prescribed in the Program Statement on News Media Contacts.

METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
SPECIFIC POST ORDERS
SHU #3
THIS IS NOT AN ARMED POST

THIS IS AN OLEORESIN CAPSIUM (OC) CARRY POST

POST: **SPECIAL HOUSING UNIT OFFICER #3**

EQUIPMENT: **Key Ring(s) C-27, C-28,C-30,C-31, C-32, C-33,B-32, B-33 Radio/BA, Metal Detector**

All equipment assigned to this post and will be accountable on the shift to shift inventory form. All 24 hour equipment and key rings will be logged into the TRUSCOPE program with type of equipment and key ring numbers.

SHIFT: **DAY WATCH**

HOURS OF DUTY: **6:00 A.M. to 2:30 P.M.**

LUNCH RELIEF: **See Current Lunch relief Schedule**

NORMAL ROUTINE: All Correctional Officers will report to the institution according to their assigned work schedule. You are required to utilize the "Staff Chit Board" whenever you enter and/or depart from the secured perimeter of the institution

SECURITY PROCEDURES TO BE FOLLOWED WHEN OPERATING THE BELOW LISTED SHU DOORS:

Door 27 and Inner Door: Both doors must always remain secured when not being used. They are to be opened as needed for traffic and secured immediately. These doors are to be considered a sally port; only one door will be open at a time unless there is an emergency.

CONTROLLED MOVES:

A Lieutenant will call a controlled move to halt all general population movement. The controlled move is conducted to guarantee that the inmate is closely monitored and kept separate from other inmates.

6:00 A.M.

Report directly to the Special Housing Unit wearing the prescribed uniform. As the equipment is issued on a 24-hour basis, you are required to indicate the key ring number and type of equipment accounted for in the TRUSCORE program and sign the location inventory. Count the keys to ensure the number of keys corresponds with the total number on the key ring chit. Key rings must be secured to a belt by clips and a metal chain.

EFTA00108224

Contact the Control Center on #333 and test your Radio/Body Alarm. Unit officers must maintain a log of pertinent information regarding inmate activity, detailing time, persons involved (if pertinent) and the event. These entries must be written legibly, while maintaining your professionalism. Report for duty by telephone with the Operations Lieutenant and receive any additional information. **Begin making 30 minute rounds ensuring you document the findings in the TRUSCORE program. Staff will observed all inmates in continued lock down status once in the first 30 minute period of the hour ex: (12:00 -12:30AM) followed by another round in the second 30 minute period of the same hour (12:30-1:00 AM).This will ensure an inmate is observed at least twice per hour.**

Ensure that all inmates on the court list are ready for pick up by the Internal Security. The SHU Recreation Officers will report to the unit at this time and assist with the court movement.
All SHU inmates will be escorted to R&D for court at a ratio of two staff members per every inmate unless otherwise instructed by the Operations Lieutenant. Contact the C&A Officer to receive clearance for the escort of the inmate(s). **Ex: If you are escorting two inmates to R&D there should be four escorting staff members**

Breakfast Feeding
The SHU #2 will ensure the food carts are properly searched prior to bringing them into the unit. The SHU #1 will ensure the SHU Officers (including the Recreation Officers); will count all food trays, lids, and utensils prior to and after the meal. The SHU #2 will prepare the breakfast meal, and began feeding with the assistance of the Recreation Officers. Ensure that all wickets are secured; only one (1) wicket will be opened at a time for the feeding of the meal. Report problems with the meal to the Shift Lieutenant and Food Service staff and ensure corrective measures are taken before serving commences. The lights in the inmates' cells will be turned on while the breakfast feeding is in progress.

All Food trays must be accounted for, no food trays will be left in an inmates' cell after pickup. If an inmate refuses to give you the tray back notify the SHU Lieutenant or the Operations Lieutenant. Inmate orderlies will not be utilized to collect food trays.

EFTA00108225

7:00 A.M.
Prepare the cells and unit for daily inspection. No later than 8:00 am each morning all inmates will have their cells cleaned, beds made, and will be dressed in their jumpsuits. All SHU officers will assist with conducting daily inspections of the unit. Any inmate who desires recreation will have their cells in a high state of sanitation. Recreation begins by the Recreation Officers Monday through Friday. **INMATES DEPARTING FOR RECREATION WILL NOT LEAVE THEIR CELLS UNTIDY.**

7:30 A.M.
Ensure that all pertinent paperwork is properly filled out, Daily Security Inspection Sheet, BP-292.

Inmate Work Call: The Control Center will announce "Attention in the institution inmate work call." All inmates assigned to work details will report to their work detail assignments.

8:30 A.M.
Assist the #1 officer Conduct a security and fire inspection of the unit. Any discrepancies found will be noted on the Fire and Security Inspection Form. Serious breaches of security will be immediately reported to the SHU Lieutenant and Operations Lieutenant.

Discrepancies found not of a serious nature will also be reported and the appropriate work order submitted. Initiate the unit Confidential Log Report which will be used to record important information which should be passed on to other staff, in conjunction with the information contained in the TRUSCORE program. Conduct a bed book audit and make any changes pertaining to your bed book/inmate picture card files. Check the TRUSCOPE program for information and initiate daily paperwork (Confidential Log form, etc.). As time permits throughout the shift, you are to conduct searches of inmate cells. Results will be recorded in the TRUSCOPE program. Discoveries of hard contraband will be reported to the SHU Lieutenant and Operations Lieutenant and documented in the unit Confidential Log report and the TRUSCOPE program. Began to conduct showers and all other daily activities according to schedule

The SHU #1 Officer is responsible for notifying the Control Center of inmates being admitted or released from the Special Housing Unit. At no time will you be in possession of the cell door key without the presence of another staff member.

EFTA00108226

9:00 A.M.
Verify all release orders signed by the Captain, and other designated staff. Once releases orders are signed assist the SHU#1 Officer with processing inmates out of the unit, ensure all documentation, i.e., property form and the TRUSCOPE program, is completed prior to the inmate being released from the unit. Ensure the property forms are filed out accordingly and the inmate receives a copy. The SHU Lieutenant will be immediately notified of any discrepancies with the inmates' personal property.

10:00 A.M. (Weekends and Holidays)
COUNT TIME (Stand-Up Count): The 10:00 a.m. count is an official stand up count will be conducted at this time. The count will be conducted as a bed book count when directed by the Operations Lieutenant. Ensure all areas are clear of inmates, i.e., showers, bathrooms, laundry rooms etc. The Internal Security Officer or any available staff member will assist with backing the count. Upon completing the count, call the count into the C&A Officer by telephone at extension 6468. Always ensure the correct date, time, and Officer's printed name and signature conducting the count is noted on the count slip. All count slips will be written in blue or black ink and should be clear and legible. Count slips which appear to be altered will not be accepted. The Internal Officer will pick up the count slips and take them to the Control Center. Once the Control Center announces a clear institutional count, record this information in the TRUSCOPE program.

BED BOOK COUNTS: The Bed Books will be utilized for emergency counts, bad institutional counts and random Bed Book counts requested by the Shift Lieutenant. When a unit has two consecutive bad counts, a bed book count must be conducted. In conjunction with the Bed Book the unit roster will be used to conduct these counts. Upon receiving a new inmate on the unit, the unit officer will receive two 3 x 5 cards, one to be utilized for the bed book, and the other to use for inmate movement. The bed book card is not to be removed from the bed book

Between 10:15 A.M. 12:15 P.M. (Weekdays)
LUNCH RELIEF
Contact the department on the current lunch relief schedule to arrange for staff to relieve you for a 30 minute duty free lunch. When being relieved, ensure staff have signed the log book designated for lunch reliefs.

EFTA00108227

11:00 A.M.
Mainline Feeding:
The food carts will be thoroughly searched by SHU staff prior to entering the Special Housing Unit. Report problems with the meal to the SHU/ Shift Lieutenant and Food Service staff and ensure corrective measures are taken before serving commences.

Ensure that all wickets are secured, only one (1) wicket will be opened at a time for the feeding of the meal. Officers will not pass or allow anything to be passed from cell to cell. Each inmate will receive only those items which are on the daily menu or prescribed dietary menu.

All staff handling food must wear plastic gloves and ensure the food is served at the proper temperature. Upon completion of the meal, all trays will be accounted for and placed on the food cart.
Supervise the removal of all food trays from the cells. Officers only will pick up all trays and trash from cells. **Inmate orderlies will not be utilized to collect food trays.**

12:00 P.M. On Mondays social visiting will begin at this time. Place all trash in the sally port for pick-up at this time for preparation of trash call.

12:30 P.M.
PM CENSUS COUNT: A Unit Census Count will be conducted at this time. Record the results in the TRUSCOPE program and notify the Lieutenant of any discrepancies. An incident report will be written on any inmate found in an unauthorized area.
ROUNDS: Ensure assigned staff continue to make frequent, random rounds of the range in the unit. At a minimum, each inmate must be checked, at least one time every thirty minutes. During these security checks, ensure staff pay particular attention to those inmates who demonstrate suspicious or unusual behavior.
MEDICAL VISITS: During medical visits by the Physician Assistant, you are responsible for providing an escort during their rounds on the unit. Ensure the SHU Officers announce the PA's presence on the range and inmate concerns are addressed.

1:00 P.M.
Conduct bar taps in at least five inmate cells. Ensure the TRUSCOPE program are up to date, 292s are filled out and ensure any pertinent information is documented one the Confidential Report.

EFTA00108228

2:30 P.M.
End of Tour

DO NOT LEAVE YOUR POST UNTIL THE PROPER RELIEF HAS BEEN PROVIDED
Officers assigned to this post will not vacate the post unless properly relieved or instructed to do so by the Operations or Activities Lieutenants. These post orders are not intended to describe in detail all the officer's responsibilities. Good judgment and common sense are expected in all situations not covered in these post orders.

NOTE: In addition to Post Orders, the Special instructions must be read in conjunction with post orders(Section 2). Staff assigned to this post must thoroughly familiarize themselves with the Program Statement and Institution Supplement on Entrance Procedures and Inmate Visiting Procedures. This is one of the most critical areas of the institution due to the potential for escape.

IT IS POLICY OF THE BUREAU OF PRISONS THAT IF AN INMATE(S) SHOULD APPROACH YOU OR YOUR POST WITH A STAFF MEMBER HOSTAGE, YOUR FIRST CONSIDERATION IS THE SECURITY OF THE INSTITUTION AND UNDER NO CIRCUMSTANCES WILL INMATES BE PERMITTED TO ESCAPE. ANY EMPLOYEE TAKEN HOSTAGE, REGARDLESS OF RANK, HAS NO AUTHORITY.

EFTA00108229

METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
SPECIFIC POST ORDERS
SHU #3
THIS IS NOT AN ARMED POST

POST: **SPECIAL HOUSING UNIT OFFICER #3**

EQUIPMENT: **Key Ring(s) C-27, C-28,C-30,C-31, C-32, C-33,B-32, B-33 Radio/BA, Metal Detector**

All equipment assigned to this post and will be accountable on the shift to shift inventory form. All 24 hour equipment and key rings will be logged into the TRUSCOPE program with type of equipment and key ring numbers.

SHIFT: **EVENING WATCH**

HOURS OF DUTY: **2:00 P.M. to 10:00 P.M.**

NORMAL ROUTINE: All Correctional Officers will report to the institution according to their assigned work schedule . You are required to utilize the "Staff Chit Board" whenever you enter and/or depart from the secured perimeter of the institution

SECURITY PROCEDURES TO BE FOLLOWED WHEN OPERATING THE BELOW LISTED SHU DOORS:

Door 27 and Inner Door: Both doors must always remain secured when not being used. They are to be opened as needed for traffic and secured immediately. These doors are to be considered a sally port only, one door will be open at a time unless there is an emergency.

CONTROLLED MOVES: A Lieutenant will call all controlled moves to halt all general population movement. The controlled move is conducted to guarantee that the inmate is closely monitored and kept separate from other inmates.

2:00 P.M.

Report directly to the Special Housing Unit wearing the prescribed uniform. As the equipment is issued on a 24-hour basis, you are required to indicate the key ring number and type of equipment accounted for in the TRUSCOPE program and sign the location inventory. Count the keys to ensure the number of keys corresponds with the total number on the key ring chit. Key rings must be secured to a belt by clips and a metal chain. Contact the Control Center on #333 and test your Radio/Body Alarm. Unit officers must maintain a log of pertinent information regarding inmate activity, detailing time, persons involved (if pertinent) and the event. These entries must be written legibly, while maintaining your professionalism. Report for duty by telephone with the Operations Lieutenant and receive any additional information.

EFTA00108230

Begin making 30 minute rounds ensuring you document the findings in the TRUSCOPE program. Staff will observed all inmates in continued lock down status once in the first 30 minute period of the hour ex: (12:00 - 12:30AM) followed by another round in the second 30 minute period of the same hour (12:30-1:00 AM).This will ensure an inmate is observed at least twice per hour.

3:00 P.M.
All inmate social visiting concludes at this time.

4:00 P.M.
Report directly to the Special Housing Unit wearing the prescribed uniform and relieve the Evening Watch Officer. After you have relieved the Evening Watch Office r, as the equipment is issued on a 24-hour basis, you are required to indicate the key ring number and type of equipment accounted for in the TRUSCOPE program and sign the location inventory. Count the keys to ensure the number of keys corresponds with the total number on the key ring chit. Key rings must be secured to a belt by clips and a metal chain. Contact the Control Center on #333 and test your Radio/Body Alarm. Begin making watch calls at this time. Watch calls will be made every 30 minutes from the hours of 6:00 PM to 6:00 AM.

Unit officers must maintain a log of pertinent information regarding inmate activity, detailing time, persons involved (if pertinent) and the event. These entries must be written legibly, while maintaining your professionalism. **Begin making 30 minute rounds ensuring you document the findings in the TRUSCOPE program. Staff will observed all inmates in continued lock down status once in the first 30 minute period of the hour ex: (12:00 -12:30AM) followed by another round in the second 30 minute period of the same hour (12:30-1:00 AM).This will ensure an inmate is observed at least twice per hour. These rounds are to be conducted on an irregular schedule and no more than 40 minutes apart. All observations must be documented.**

It should be clearly understood that none of these activities are to take place until the Day Watch officer is relieved. It should be noted that it is understood that not all of the above will be accomplished by or before the count.

EFTA00108231

COUNT TIME: The official count will be announced at this time. The Internal Security Officer or available staff will assist with backing the count. The same count procedures will be used now as with all other counts. Upon completing the count, call the count into the C&A Officer by telephone at extension 6468. Always ensure the correct date, time, and Officer's printed name and signature conducting the count is noted on the count slip. All count slips will be written in blue or black ink and should be clear and legible. Count slips which appear to be altered will not be accepted. The Internal Officer will pick up the count slips and take them to the Control Center. Once the Control Center announces a clear institutional count, record this information in the TRUSCOPE program.

BED BOOK COUNTS: The Bed Books will be utilized for emergency counts, bad institutional counts and random Bed Book counts requested by the Shift Lieutenant. When a unit has two consecutive bad counts, a bed book count must be conducted. In conjunction with the Bed Book the unit roster will be used to conduct these counts. Upon receiving a new inmate on the unit, the unit officer will receive two 3 x 5 cards, one to be utilized for the bed book, and the other to use for inmate movement. The bed book card is not to be removed from the bed book

4:30 P.M.
Conduct a security and fire inspection of the units. Any discrepancies found will be noted on the Fire and Security Inspection Form. Serious breaches of security will be immediately reported to the Operations Lieutenant. Discrepancies found not of a serious nature will also be reported and the appropriate work order submitted.

Initiate the unit Confidential Log Report which will be used to record important information which should be passed on to other staff, in conjunction with the information contained in the TRUSCOPE program. Conduct a bed book audit and make any changes pertaining to your bed book/inmate picture card files. Check the TRUSCOPE program for information and initiate daily paperwork.

Dinner Meal: All food trays, utensils, cups, containers, etc., must be removed from the cells at the end of the meals. Inmates are not permitted to retain any food trays, utensils, or other items provided during the meal. The SHU Officers will ensure that all meals are properly heated and distributed. All staff handling food must wear plastic gloves and ensure the food is served at proper temperature utilizing the microwave. **Inmate orderlies will not assist with the feeding process.** The SHU Officers will conduct the feeding of the inmates and the retrieval of the food trays. All inmate food trays will be issued and retrieved by staff only.

EFTA00108232

Ensure that all wickets are secured, only one (1) wicket will be opened at a time for the feeding of the meal. Officers will not pass nor allow anything to be passed from cell to cell. Each inmate will receive only those items which are on the daily menu or prescribed dietary menu. At no time will meat items with bones be served to inmates. Officers will not pass nor allow anything to be passed from cell to cell. Each inmate will receive only those items which are on the daily menu or prescribed dietary menu

5:00 P.M.
The total tray count entering and departing the unit will be annotated in the TRUSCOPE program by the SHU #1 Officer. Social Vising Begins (Mondays only)

6:00 P.M.
Begin to conduct inmate mail call. Never give an inmate mail unless it belongs to him/her. If an inmate has moved to another unit, contact the Internal Officer to deliver it to the appropriate unit.

Mail for inmates who have been transferred to another institution will be placed back in the mail bag and returned to the Mail Room. Inmate mail will not be left in the unit. All undelivered mail will be returned to the Mail Room. During your shift, you are responsible for ensuring a comprehensive security inspection of the unit is completed and properly documented on the Security Inspection form. Cell sanitation on the unit, and telephone calls will be conducted on the assigned days.

As time permits throughout the shift, you are to conduct searches of inmate cells. Results will be recorded in the unit search portion of the TRUSCOPE program. Discoveries of hard contraband will be reported to the Operations Lieutenant and documented in the TRUSCOPE program. After completing at least five shake downs in your unit, reflect the correct information in the Shake Down portion of the TRUSCOPE program. The Shake-Down Log will reflect the room number; inmates name; register number; date; time; remarks (to indicate whether contraband was found; type of contraband; and disposition of contraband); and the searching officer's name. Discoveries of hard contraband will be reported to the Operations Lieutenant and documented in the TRUSCOPE program.

Begin making watch calls to the Control Center by calling extension 333 or via radio every half hour. These calls are mandatory and are designed for your safety as well as the security of the institution

EFTA00108233

8:00 P.M.
Continue conducting the necessary paper work for the unit and ensure that all tasks have been accomplished through-out the shift. Begin conducting bar taps at this time. Social visiting concludes.

10:00 P.M.
End of Tour
Official Count in Progress
****DO NOT LEAVE YOUR POST UNTIL THE PROPER RELIEF HAS BEEN PROVIDED****

NOTE: In addition to Post Orders, the Special instructions must be read in conjunction with post orders. (Section 2). Staff assigned to this post must thoroughly familiarize themselves with the Program Statement and Institution Supplement on Entrance Procedures and Inmate Visiting Procedures. This is one of the most critical areas of the institution due to the potential for escape.

IT IS POLICY OF THE BUREAU OF PRISONS THAT IF AN INMATE(S) SHOULD APPROACH YOU OR YOUR POST WITH A STAFF MEMBER HOSTAGE, YOUR FIRST CONSIDERATION IS THE SECURITY OF THE INSTITUTION AND UNDER NO CIRCUMSTANCES WILL INMATES BE PERMITTED TO ESCAPE. ANY EMPLOYEE TAKEN HOSTAGE, REGARDLESS OF RANK, HAS NO AUTHORITY.

Post Orders and the TRUSCOPE program are confidential documents and should never be left unattended or in an area accessible to inmates. **Post Orders must be secured at all times** when not in use by staff.

It is the responsibility of the employee to inform the employer of the fact they have not been able or afforded the opportunity to read such orders. The employer will then advise the employee of the general requirements of the post, and answer any questions.
Employees assuming posts under these circumstances still have the responsibility of exercising sound correctional judgment based upon their training and experience and will make reasonable efforts to read the post orders as soon as practicable.

After reading the post orders, the employee must sign and date the Post Order Review Sheet which is located in Section 5 of this document

EFTA00108234

METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
SPECIFIC POST ORDERS
SHU #3
THIS IS NOT AN ARMED POST

NOTE: IT IS POLICY OF THE BUREAU OF PRISONS THAT IF AN INMATE(S) SHOULD APPROACH YOU OR YOUR POST WITH A STAFF MEMBER HOSTAGE, YOUR FIRST CONSIDERATION IS THE SECURITY OF THE INSTITUTION AND UNDER NO CIRCUMSTANCES WILL INMATES BE PERMITTED TO ESCAPE. ANY EMPLOYEE TAKEN HOSTAGE, REGARDLESS OF RANK, HAS NO AUTHORITY.

These Post Orders are guidelines, not orders to work before or after regularly scheduled shifts.

There will be no additions or deletions to these post orders without the written consent of the Captain.

Jermaine C. Darden, Captain — Date 12/7/18

EFTA00108235

METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
SPECIAL POST ORDERS
SPECIAL HOUSING UNIT
THIS IS NOT AN ARMED POST

THIS IS AN OLEORESIN CAPSICUM (OC) AEROSOL SPRAY POST.

IF YOU ARE ASSIGNED A POST THAT REQUIRES YOU TO CARRY THE MK-4 PEPPER SPRAY AND YOU ARE NOT TRAINED OR QUARTERLY RE-CERTIFIED IT IS YOUR RESPONSIBILITY TO NOTIFTY THE OPERATIONS LIEUTENANT PRIOR TO ASSUMING THE POST.

STAFF TRAINING AND ACCOUNTABILITY:

All staff (including sick and annual reliefs) assigned to an OC aerosol dispenser post will receive the required training, and go through quarterly re-familiarization training prior to assuming their post each quarter. Training will include, but is not limited to, proper carry and security of an OC aerosol dispenser, use of force policy and the definition between immediate and calculated use of force. These post orders will be read prior to working designated posts or when this cannot be accomplished, the shift Lieutenant must be notified immediately. The Operations Lieutenant will ensure staff have read, understand and signed the post orders. Staff will be held responsible for guidance outlined in national and local policies, post orders, position descriptions, and general guidance issued related to posts designated with an OC aerosol dispenser. Officers and Lieutenants who have not received OC specialty training **are not authorized to carry an OC aerosol dispenser**.

If you believe you need additional training or unfamiliar with the OC aerosol dispenser, notify the Operations Lieutenant immediately.

USE OF FORCE/EMERGENCY RESPONSE PLANS

A post assigned with an OC aerosol dispenser is in addition to emergency response plans already in place. Local written procedures will continue to be in effect and the OC aerosol dispenser is an enhancement in staff and inmate safety, included in these post orders. These procedures will outline steps to be taken in case immediate force is required as a result of a serious assault, recreation yard incidents, or other serious incidents during all shifts. Trained officers can use immediate force without the presents of a supervisor.

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Once you have assumed your position/post, check the OC aerosol dispenser, along with the other equipment assigned to the post, for any defects. In the event there are defects or leakage to the OC aerosol dispenser, notify the Operations Lieutenant and/or the Security Officer, and document in TRUSCOPE program any defects noted.

In the event of an accidental discharge, decontaminate yourself and notify the Operations Lieutenant. Once you have decontaminated yourself with soap and water and notified the Operations Lieutenant, decontaminate the affected area with soap and water, and ventilation if possible.

The usage of an OC aerosol dispenser must be limited to the performance of official duties only. Staff are again reminded that use of the OC aerosol dispenser outside established policies and procedures will result in staff disciplinary action.

The preferred method of resolution is through verbal intervention. However, the safety of staff and inmates in any dangerous encounter is paramount and may require the use of an OC aerosol dispenser. Staff may use the necessary amount of force only as a last alternative after all other reasonable efforts to resolve the situation have failed. Staff may use the necessary amount of force to gain control of the inmate, to protect and ensure the safety of inmates, staff and others, to prevent serious property damage, and to ensure institution security and good order.

The OC aerosol dispenser must be carried in an approved holder, leather/nylon belt loop holster, specifically designed to hold an OC aerosol dispenser. No other method of carrying the OC aerosol dispenser is authorized, i.e., cargo pocket.

The full cone spray has an effective range of 10 to 12 feet but should not be used closer than 4 feet.

In the event the OC aerosol dispenser is required the following steps should be used:

1. Fingers of the drawing hand should be extended and firmly gripping the aerosol dispenser.
2. Staff should assume an appropriate defensive stance and continue with verbal commands.
3. Place thumb on the actuator.

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4. Spray the facial area, specifically the eyes, delivering one two-second burst. Once the OC aerosol spray has been dispensed, staff should step back to avoid being contaminated by the spray and maintain direct supervision of the inmate(s). Continue with verbal commands.
5. Allow the OC aerosol spray to work while providing verbal commands to the inmate (e.g., lay face down with arms spread).
6. Evaluate the response of the inmate(s). If the inmate(s) does not submit to restraints and/or comply with staff orders within 15 seconds, a second two-second burst is authorized. After a second assessment, or if the inmate(s) has not complied with staff commands, alternative methods to control the situation may be pursued.
7. Decontamination procedures include fresh air and the use of soap and water within 15 minutes, or as soon as possible, after OC aerosol spray has been applied. Normally, this is done before the medical assessment.
8. Once the OC aerosol spray is used and the inmate(s) is in restraints, Health Services staff will be notified immediately. A medical assessment will be performed to determine if the inmate(s) sustained any injuries.
9. When an immediate use of force is necessary (e.g., involving serious bodily harm, etc.), staff are obligated to obtain a camera and begin recording the event as soon as it is feasible. As soon as control of the situation has been obtained staff must record information on: circumstances that required the need for immediate use of force; identification of the inmate(s); injuries; and staff, and others involved. (See PS 5566.06, *Use of Force and Application of Restraints).*

A reasonable correctional workers perception of the events would govern the use of the OC aerosol dispenser in situations which require an immediate response to an emergency situation. The Warden should be notified as soon as possible after any such use. Documentation is to be submitted in accordance with the Program Statement Use of Force and Application of Restraints.

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Oleoresin Capsicum delivery systems are authorized to be used for immediate response to situations in which an inmate cannot be approached without danger to self or others; and it is determined that a delay in bringing the situation under control would constitute a serious danger to the inmate or others.

RETENTION AWARENESS:
Ensure the OC aerosol dispenser is properly fastened to your duty belt and firmly secured inside the holster. When confronting an inmate position your body so the OC aerosol dispenser faces away from the inmate, maintain a safe distance, and continue with verbal commands.

INTRODUCTION:
Staff will report for duty in the proper uniform. The primary responsibilities of the SHU OIC are security, supervision, safety, and accountability of inmates. Each inmate will be checked a minimum of once every thirty minute period at irregular intervals. The checks will be entered in the 30 Minute portion of the TRUSCOPE program. The officers are responsible for ensuring security inspection discrepancies are appropriately documented and routed. Sanitation of the unit is critical for the operation and will be maintained at the highest level. All emergencies will be reported to the Operations Lieutenant immediately.

Every officer must read and sign the Post Orders prior to assuming the duties of this position. As a SHU Officer you will be working under the direction of the SHU Lieutenant and/or the Operations Lieutenant. You are required to advise the Operations Lieutenant of your presence when you arrive for duty. You will maintain the TRUSCOPE program throughout your shift. The TRUSCOPE program will accurately reflect all pertinent information concerning the housing unit, equipment accountability, inmate population, unit count, and inmate activity as well as other specific information pertaining to your tour of duty.

All Correctional Services staff will review and sign the Inmate Posted Picture File on a monthly basis

ENTRANCE PROCEDURES:
The SHU #1 controls entrance to the Special Housing Unit. Only the SHU #1 will approve the opening of the entrance by the Control Center. The SHU #1 will ensure the inner door to the unit is secured prior to approving the opening of the outer door by the Control Center. The inner and outer doors will never be open at the same time.

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No one will enter the Special Housing Unit without showing proper identification when requested by the SHU #1. All visitors whom are unknown will be challenged for proper identification. All inmates entering and exiting the Special Housing Unit will be visually searched and screened with a hand-held metal detector prior to entering the unit. The SHU #1 will ensure this procedure is completed.

ENTRANCE LOGS:
The Visitors Log will be maintained at the entrance of SHU. All persons visiting this unit will utilize this log to document their visit to the Special Housing Unit. The log is organized by discipline. On Saturday, the evening watch SHU #1 will collect the logs, and prepare the new logs for the new week.

VISUAL SEARCHES:
Any inmate who enters into, and/or departs from the Special Housing Unit will be visually searched, to include the hand-held metal detector, no exception. This includes inmates entering the unit for work details, UDC/DHO hearings, and the Unit Barber.

CELL INSPECTION FORMS:
The SHU OIC will ensure a Cell Inspection Report is completed; to include the inmates and the inspecting officer's name/signature. This report will be maintained in the inmates SHU File. The inmate must verify the condition of his cell on this form. If anything is broken, missing, cracked, etc., the inmate is responsible for advising staff upon admission to the cell. The inmate is responsible for the contents of his assigned cell. If the inmate refuses to sign the form, the officer will note on the form the inmate refused to sign.

CELL ROTATION AND CELL SEARCHES:
All SHU staff are expected to conduct searches of the Special Housing Unit. The morning watch officer(s) will conduct searches of the common areas and document their findings in the Search section of the TRUSCOPE program. The day watch officer(s) will conduct a search of every inmate's cell who attends recreation. The evening watch officer(s) will conduct a minimum of five (5) cell searches during their shift. **The entire Special Housing Unit will be searched each and every week.** Officers will pay particular attention to the sink/commodes, showers, and vents. Staff will inspect under the beds and desks. Inmates will be rotated to a new cell assignment, at a maximum of **every 21 days.** This will be performed by the SHU Officer(s) on the Day Watch.

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The SHU #1 will document the rotations in sentry and the SH

Note: If an inmate refuses a cell rotation, an incident rep be written and the SHU Lieutenant must be noticed.

CELL SANITATION:
The evening watch SHU Officers will provide inmates with the ne cleaning supplies o to properly sanitize their assigned cell: cleaning supplies will be issued to the inmates through the slot. The SHU Officers will be responsible for delivery of cleaning supplies to the inmates through the food slot.

Under no circumstances will cleaning equipment be allowed to r in a cell after cleaning.

LAUNDRY:
When clean laundry is brought to the Special Housing Unit, the **#1 MUST** ensure the clothing is thoroughly searched, to include of a metal detector, prior to inmates receiving the clothing. Although this procedure is time consuming and tedious, it is ve important to control the introduction of contraband.

LAN PASSWORD:
Staff working in SHU should have a computer LAN system password t access WORD documents and GroupWise. Additionally, staff should have a password to access sentry and the SHU Program.

DISPOSABLE RAZORS:
Inmates are permitted to use disposable razors to perform personal hygiene necessities. The razors will be issued, collected, and accounted for by the D/W SHU Range Officers. The SHU Range Officers will conduct an audit of the disposable razors as soon as they report for duty. The SHU Range Officers will offer and issue disposable razors to inmates on Monday, Wednesday, and Friday.

Note: Inmates assigned to the Special Housing Unit who are on trial, or who are scheduled to report to court, will be given the opportunity to shave, on any day, if they request to use the razor. Always direct the inmate to leave the razor on the food slot when he/she returns it to you. Never allow the inmate to hand you the razor to reduce the chance of an assault.

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SHOWERS:
The SHU #1 will ensure the appropriate entries are completed on the inmates BP-292 when inmates are afforded the opportunity to shower. Special Housing unit inmates will be escorted by the range officers to the showers on Mondays, Wednesdays and Fridays. At this time the inmates will receive hygiene supplies (toilet paper, soap, toothbrush etc.

All toothbrushes will be no longer than three (3) inches in length.

COMMISSARY:
The approved Commissary List will be used for inmates housed in A/D and D/S status. All Commissary slips will be forwarded to the SHU Lieutenant for review prior to being sent to the Commissary.

LAW LIBRARY:
The SHU law library is available for the inmates. The inmate must submit an Inmate Request to Staff Member requesting use of the law library. The SHU #1 will place the inmate on a waiting list in the appropriate log book upon receipt of the request. The SHU #1 will record in the law library logbook when an inmate uses the library. Legal material not available in the SHU Law Library can be requested by the inmate from the Education Department. This is accomplished by the inmate submitting an Inmate Request to Staff to the Education Department.

SOCIAL TELEPHONE CALLS:
Inmates are permitted to use the telephone in the Special Housing Unit once every thirty (30) days while housed in the Special Housing Unit. An inmate will submit an Inmate Request to Staff prior to the day he/she requests to use the phone. Additionally, inmates will be authorized to utilize the telephone within the first 7 days of arrival to the special housing unit. The SHU#1 will record in the proper logbook each time an inmate is authorized to use the telephone.

LEGAL TELEPHONE CALLS:
Inmates must be permitted access to their attorneys. The inmate will submit an Inmate Request to Staff Member to their respective unit team. There is a Legal Telephone Log Book in the Special Housing Unit. All Legal calls will be recorded in this log book. Legal phone calls will be recorded by the Unit Team member affording the inmate the call.

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RECREATION:

While assigned to the Special Housing Unit, inmates have the opportunity to recreate for five hours per week. The five hours will be broken down into one-hour increments throughout the week.

Inmate files, BP-292's, and any other pertinent information must be reviewed prior to scheduling the inmates for recreation. Staff must ensure all precautions are taken to prevent inmates with SEPARATION status, REC/CELL ALONE, or Protective Custody from recreation with other inmates.

The Recreation Officers will place the inmates in handcuffs, and then escort them from their assigned cells to the recreation area. The inmates will be pat searched and metal detected prior to entering the recreation cell. The recreation cell will be secured then the inmate's restraints will be removed. Staff will ensure the recreation cages are searched before and after inmates receive recreation.

****NOTE** In the event of inclement weather, e.g. cold weather, inmates will be issued jackets or other available inclement weather clothing for use on the recreation decks.*****

COUNTS:

The following procedures will be strictly adhered to and will be enforced by all staff. There will be no inmate movement during Official Counts. All inmates assigned as Orderlies will be secured in their cell during all counts. All counts will be conducted by two staff members. All count slips will be signed in blue or black ink by both staff members. All inmates in the unit will stand for the 4:00 P.M. and 10:00 A.M. count. The 10:00 A.M. count will be conducted on weekends and holidays. All official counts will be called into the **C&A Officer at ext. 6468.** The SHU#1 will log the count in the Unit Log Book.

HAIRCUTS:

Haircuts will be approved for once a month. The barber shop will be operational on the day watch shift, on Saturdays. The inmate will have to request a haircut via the "Request to Staff Member Form" (cop-out). The assigned Barber will be escorted to the Special Housing Unit. The inmate will be visually searched with the results documented in the search portion of the TRUSCOPE program.

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INMATE ORDERLIES:

Any inmate assigned as the orderly in the Special Housing Unit must be approved by the Captain. The SHU Lieutenant will route a memorandum seeking the Captains approval for all orderlies. It is the SHU Officers responsibility to ensure the SHU Orderlies are properly supervised and accounted for at all times.

All staff are responsible for ensuring restrained and un-restrained inmates do not have the opportunity to come into contact with each other. The SHU Orderlies must be secured behind a locked door before any inmate can be safely moved into or within the housing unit.

INMATE PROPERTY:

The SHU PROP Officer is responsible for the inmate's property while assigned to the Special Housing Unit. The SHU PROP Officer will ensure the property of inmates placed in SHU is reviewed, properly stored, and accounted for in the SHU Property Room. The SHU#1 Officer will secure all new commits to the unit property in the property cage when no property officer is available.

MAIL:

All outgoing general Correspondence must be left unsealed with the exception of legal mail, which will be sealed by the inmate. The SHU Officers must review and inspect the outgoing correspondence prior to sealing the envelopes. The staff members are searching for intelligence, and contraband. All outgoing legal mail will be bundled separately for the Mail Room Staff. All S.A.M.S. inmates, also inmates on the mail monitoring list mail will be forwarded to S.I.S. Mail will be passed out immediately following the official 4:00 P.M. count.

MEALS:

The SHU OIC will ensure all food carts are locked upon delivery to the Special Housing Unit. Food Carts will be searched inside and out, to prevent the introduction of contraband into the Special Housing Unit. All meals will be counted to verify the required meals have been delivered. Any discrepancies will be reported to the Food Service Foreman immediately.

The meals will be properly heated and distributed by the SHU staff. The inmate orderlies will not assist in the feeding of the unit population in any way.

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The SHU Officers issue the meals in the unit. The cell door food slot will be opened, food trays placed on the slot, and then secured. Food slots will not remain open during the meal. No more than one food slot is to be open at a time.

Staff will inspect and count all food trays and lids given to inmates for the meal. Any food service items which goes into the cell for the meal **MUST** come out of the cell after the meal. Ensure the food trays and lids are in the same condition as when they were delivered.

MEDICAL:

A Physician's Assistant will make daily rounds in the SHU to attend to the inmate's medical needs. Medical requests will be telephoned to the medical staff by the SHU #1 on an as needed basis. Medical appointments outside the unit will be coordinated by the medical staff through the SHU Lieutenant. The SHU #1 will ensure the Duty PA signs the BP-292's in the appropriate section each day.

RELEASE FROM ADMINISTRATIVE DETENTION (AD) & DISCIPLINARY SEGREGATION (DS) status:

The Disciplinary Hearing Officer (DHO) and the Unit Disciplinary Committee (UDC) have the authority to release an inmate from SHU. The Release Form must be completed and signed by the Captain or designee prior to an inmate being released. This is to ensure there are no separation issues or other security concerns which would preclude the inmate's release. The Control Center and the C&A Officer will be notified of all releases.

SECURITY PROCEDURES:

All inmates will be cuffed from behind prior to being moved. **If there are two inmates assigned to a cell, both inmates must be cuffed before the cell door is opened.** When preparing to move an inmate, the escorting staff must maintain constant visual supervision of the inmate. All offices and supply storage areas will be secured prior to any inmate movement. If there are two inmates in a cell then two staff will be present before opening the cell door. Both inmates must be restrained. For those inmates deemed as Three or Four-Man Hold, the Operations Lieutenant will be notified for additional staff assistance prior to opening the cell. A Lieutenant must be present when an inmate on this status is to be moved. At no time will the number of inmates being transported from one secure location in the unit to another exceed the number of staff present in the unit.

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The unit food slots will not be left unsecured. Any time a food slot is opened, a SHU Officer will be present at the food slot. If a staff member needs to speak to an inmate, the voice box, located on the cell door, will be utilized. If a staff member needs to provide the inmate with documents or any approved items, the SHU Officer will open the slot, allow the item(s) to be passed, and secure the slot immediately. The food slots are security devices and leaving the slot unsecured defeats the security. During main line feeding, one slot will be opened, the food items will be passed, and then the slot will be secured. No more than one slot will be opened at any time on the range.

INMATE FILES:

Upon the inmate's admission to the Special Housing Unit, the SHU #1 will create a SHU file. All forms will be typed, and completed in their entirety. Any discrepancies will be reported to the SHU Lieutenant immediately.

NOTE: The SHU #1, on the morning watch shift, is responsible for conducting an audit of the inmate SHU files each and every night. The SHU #1 will ensure all of the required forms are contained within each inmates SHU file. Any missing forms will be reported to the SHU LT in the morning. Any forms the SHU #1 is able to initiate, he/she will complete the forms to ensure the forms are maintained in the inmates SHU file.

SPECIAL HOUSING UNIT RECORDS FORM: (BP-292)

The Special Housing Record Form shall be used to record meals, recreation periods, and other pertinent information concerning the inmate's confinement in SHU.

FIRE AND SECURITY CHECKS:

Officers assigned to the special housing unit are required to conduct daily fire and security checks throughout the unit daily. The checks will be frequent but irregular so that a pattern does not develop. The security checks will be documented on the 30 Minute Log Book.

EMERGENCY SITUATIONS:

USE OF FORCE/USE OF RESTRAINTS:

P.S. 5566.06 states: The Bureau of Prisons authorizes staff to use force only as a last alternative after all other reasonable efforts to resolve a situation has failed. When authorized, staff shall use only the amount of necessary force to gain control of the inmate. This program statement must be read for a clear understanding of all required procedures.

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For inmates who are contained in a cell and present no immediate danger to themselves or others, but are exhibiting aggression or threatening behavior, the SHU Lieutenant or Operations Lieutenant will be notified immediately. **At no time will a cell be opened until sufficient staff is present to control the situation.**

For situations which present immediate danger to staff or inmates, again, only the amount of necessary force to contain the inmate(s) may be used, however, immediate request for assistance, i.e., body alarm, triple deuces alarm, or radio will be made.

Staff are authorized to begin the videotaping of an incident without the authorization of the SHU Lieutenant and/or the Operations Lieutenant. Videotaping is the first step in confrontation avoidance techniques. Many inmates calm down, and become compliant, once the videotaping begins. When the use of force team technique is applied, and an inmate is secured in restraints in a cell, the SHU #1 must ensure 15 minute checks are conducted by the SHU staff and documented on the back of the BP-292, and the 15 Minute Check form.

The inmate must be checked by a Lieutenant, afforded the opportunity to use the restroom, and/or turned over every two hours if he/she is restrained to the bed (four-pointed). The checks must be documented on the BP-292 and restraint check form. The inmate must be checked by the Duty PA twice in an eight-hour period. The SHU #1 will ensure this occurs and will document this occurrence on the BP-292 and restraint check form.

Any staff member participating in an immediate use of force, a calculated use of force, or is a victim of an assault, must submit a supporting memorandum regarding the incident to the Operations Lieutenant.

FIRST RESPONDER INSTRUCTIONS:

If a body alarm, deuces alarm or other institution emergency is sounded Special Housing Unit staff will not normally respond unless directed to by the Operations Lieutenant Staff in the Special Housing Unit must ensure enough staff are present before attempting to resolve any emergency in the Special Housing Unit. It will be the responsibility of the SHU #1 Officer on every shift to ensure the fire alarm panel is tested and is in working order. Any discrepancies will immediately be reported to the SHU or Operations Lieutenant.

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If a fire alarm is sounded in the unit, staff are responsible for checking each individual cell before clearing an alarm. If an inmate breaks a sprinkler head in his cell, staff will turn the water to the sprinkler head off pending repair.

Duress alarms in the unit are designated for use by inmates during medical or other emergency situations. Staff will be required to respond quickly to the activation of duress alarms to determine the nature of the emergency. Any inmate who activates the duress alarm for a nonemergency situation will be warned of the improper use of the duress alarm system. A second false activation will subject the inmate to disciplinary action specifically; an incident report will be issued for code 317, failure to follow safety regulations.

VISITING PROCEDURES:
Social visits will be conducted in the 9-South visiting room. Inmates housed in SHU, will visit on Mondays. All other inmates will conduct their legal and social visits in the visiting rooms located on the floor they are housed. Legal visits in SHU will be held in the attorney conference visiting rooms located on the third floor. High Security inmates will visit in Special Housing unless authorization is approved by the Captain to visit on the third floor

WORK DETAILS:
Any inmates entering the Special Housing Unit will be visually searched upon entry into the unit. The visual search will be documented in the TRUSCOPE program. All tools will be accounted for and inventoried on the SHU Tool Inventory forms. The Detail Foreman is responsible for the direct and constant supervision of their detail inmates while working in the Special Housing Unit. At no time will an inmate on a work detail have any contact with an inmate housed in SHU. The arrival/departure of the inmate details will be documented in the SHU logbook.

BAR TAPS:
The SHU #1 will ensure all bar taps are conducted on all bars and window frames throughout the unit once a week. Bar taps will take place on every shift. The result of the bar taps will be documented in the TRUSCOPE program.

Hostages Situation:
IT IS POLICY OF THE BUREAU OF PRISONS THAT IF AN INMATE(S) SHOULD APPROACH YOU OR YOUR POST WITH A STAFF MEMBER HOSTAGE, YOUR FIRST CONSIDERATION IS THE SECURITY OF THE INSTITUTION AND UNDER NO CIRCUMSTANCES WILL INMATES BE PERMITTED TO ESCAPE. ANY EMPLOYEE, REGARDLESS OF RANK, IF TAKEN HOSTAGE HAS NO AUTHORITY.

EFTA00108248

METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
SPECIAL POST ORDERS
SPECIAL HOUSING UNIT
THIS IS NOT AN ARMED POST

These Post Orders are issued as guidelines for Officers and are not intended to completely describe all aspects of this post. Additional assignments and duties may be assigned by the shift supervisor after assuming your post. Each officer is expected to exercise good judgment and initiative during situations not specifically covered by these Post Orders. All Officers are expected to execute their duties in a competent and professional manner.

Jermaine C. Darden, Captain

12/7/18
Date

EFTA00108249

METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
GENERAL POST ORDERS
SPECIAL HOUSING UNIT
THIS IS NOT AN ARMED POST

INTRODUCTION:
The General Post Orders are designed to aid each Correctional Officer in understanding the correctional philosophy of the Bureau of Prisons, and as a basic guide to the policy and operations within your facility. It should be emphasized that these post orders are not intended to be a substitute for Bureau of Prisons policy, and should not be interpreted as such. The primary purpose is to provide the Correctional Officer with a general review of correctional procedures and serve as a resource to locate more detailed and specific information. Although the information in the General Post Orders is not classified, it will be treated as "Restricted". Caution should be exercised to assure that this material is not disseminated to unauthorized persons.

PERSONAL APPEARANCE:
All necessary articles of Officer's clothing are issued without cost. (Uniform allowance) It is the officer's responsibility to present a neat, professional appearance at all times. Only authorized Bureau of Prisons clothing is approved for wear while on duty of any post. If you wear a blazer, or a long sleeve shirt, you are required to wear a tie. Shoes should be shined at all times. All staff are required to wear the stab resistant vest which is supplied by the Bureau.

POSTED PICTURE FILE:
The posted is picture file is reserved for inmates considered as serious escape risks, sexually deviant, or who have a record of extreme assaultive behavior, etc. Inmates will be placed on this status by the SIS Department. Officers are required to review and sign this file on a monthly basis in order to be familiar with these inmates; especially those assigned to their work details or housing units. The Electronic Posted Picture Files are located on the sally port BOPWare Program for MCC New York.

POST ORDERS:
Post Orders are general instructions designed to aid the Correctional Officer in the daily operation of each custodial post. Each officer should review the Post Orders, prior to assuming the post for the first time, during a quarter. The master file of the Post Orders are maintained in the Lieutenants' Offices. A copy of the Post Orders shall also be kept on site, if adequate facilities are available to prohibit offenders from having access to them. Post Orders are to be treated as "Confidential" and kept secured and away from inmates at all times. No changes will be made to the post orders without authorization from the Captain.

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EMERGENCY PROCEDURES

EMERGENCY PLAN IMPLEMENTATION: Each officer is required to review the fifteen basic emergency plans which are located in the Command Center. Each staff member is required to sign indicating they have reviewed the contingency plans for the year. During emergency situations, officers assigned to a specific area are responsible for the accountability of all inmates and staff in their areas unless otherwise directed.

EMERGENCY WARNING SYSTEMS: The Control Center serves as the central receiving area for emergency warnings. The Control Center Officer will immediately notify the correctional supervisor and other authorized officials in order to summon help to the designated areas.

***Any person held hostage shall be considered under duress, and any orders issued by such person, regardless of rank, and including the Warden, shall be disregarded.**

TELEPHONE "222": This number is a system for reporting emergencies at the institution. Whenever possible, remain on the line to relay necessary information to the Control Center. If a situation occurs that makes it impractical to remain on the line, be sure the telephone is ringing the Control Center before leaving the immediate area. This number also rings into the Correctional Supervisor's Office. **The "222" telephone system will be tested weekly.**

BODY ALARMS:

"Body Alarms" should be considered only as an auxiliary to the emergency alarm system telephone number 222, and do not supersede the dial alarm if a telephone is convenient or appropriate to use. Only the "general area," e.g., specific unit, can be determined by the Control Center when this alarm is used. Officers will not tamper with or attempt to repair the transmitter units. The body alarm tests will be conducted in the following manner. The Control Center Officer will contact the staff member with the body alarm advising them that a body alarm test is being conducted. The Control Room Officer will verify the body alarm number and direct the staff member to activate the body alarm by depressing the red button located at the top of the unit. Once the test has been successful the Control Room Officer will advise the staff member that the test was a good test, and advise them to clear the alarm and conduct a radio test. After performing this procedure the unit is now ready to receive radio transmissions and send an alarm to summon staff assistance if needed.

WATCH CALLS:

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The watch call is an official report that everything on an officer's post is secure and in good order. Watch calls are made every thirty (30) minutes from 6:00 p.m. to 6:00 a.m. All officers should identify the watch call, and state his/her name and post. Watch calls will be made between the hours of 6:00PM and 6:00AM by dialing "333" using the telephone.

EQUIPMENT:

Equipment needed varies with each assignment and is outlined in the individual Post Orders. Generally, equipment issued will be a combination of keys, portable radio, and detail pouch. A flashlight is required during the evening and morning watch shifts.

- **Flashlight:** Flashlights and batteries are issued as needed from the Control Center and are receipted by key chits. All morning watch and evening watch officers are required to have a flashlight as part of the equipment for the post. Flashlights remaining on the unit need not be receipted for with key chits. Replacement batteries are available from the Security Officers, on an exchange basis.

- **Radios:** Radios are for employee use only. Employee using portable units normally identify themselves by stating their name and/or location/job assignment. Radios are issued by the Control Center and are receipted for with a key chit. Officers will have a radio only when specific assignments require its use. For emergencies, portable radios provide a direct contact with the Control Center.

- **Keys:** Keys issued to employees will be receipted by metal key chits. Only the necessary keys to work a specific job or assignment will be issued. Officers carrying keys away from the institution will be instructed to return them immediately. Employees are responsible for the number of keys included in any set issued to them and will never remove keys from the set. **Upon receipt of keys, each employee has the responsibility to count the number of keys on each set.**

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- **Detail Pouches:** Each employee in charge of a detail assumes responsibility for the custody, control and conduct of all inmates assigned to his/her detail. Both Unit Officers and those staff members having details will pick up their detail pouches prior to reporting to their assignment, and are responsible for turning them in at the end of the working day.

- **Body Alarm:** Unit Officers assigned to posts with body alarms are required to carry the body alarm on their person on every shift. If an individual is relieved from a post that is assigned a body alarm, the relieving officer will be given the body alarm to carry. Normally, body alarms will not be removed or carried from the post to which assigned but should it become necessary, the Control Center MUST be contacted and the staff member given authorization to move with the body alarm. The purpose of this is to allow the unit Officer to be in constant communication with the Control Center. A check of all issued units for proper functioning will be made at the beginning of every shift. Further instructions in the utilization of these transmitters will be explained in the Chapter entitled Emergency Procedures.

KEY CHITS:

Metal key chits are used as receipts for obtaining most equipment that you will be using. Replacement chits are available through the Security Officer. Key chits will not be left in the Control Center at the end of the work day, or upon return of the equipment. Paper tags/Paper chits utilized as key chits are not authorized. Use of any item other that a metal key chit will be subject to the approval of the OPS LT. Temporary Chits can be obtained from the Lieutenants' Office

SECURITY AND ACCOUNTABILITY:

Conduct daily security inspections of your entire area, paying particular attention to any defective locks or the tampering of locks, windows, doors, etc., and report the findings to the Operations Lieutenant in a timely manner. Daily security inspections of your entire area are required and are vital to the security of the institution. Minor repairs will require a work order to the department concerned through the Captain's Office. Defective locks will be brought to the attention of the Operations Lieutenant immediately. Security inspections shall be supplemented with periodic searches by regular search teams. The searches will be initiated by the Operations Lieutenant, under the direction of the Captain. As a Unit Officer, you are responsible for the accountability of your details, authorized lay-ins, and unassigned

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inmates. Report all absences to the Operations Lieutenant immediately and follow through to determine the location of the inmate(s). If the inmate should return, notify the Operations Lieutenant. Detail supervisors will screen carefully all individual inmate requests to leave their assigned area. This would include requests to go to the hospital and other areas and departments at times other than regularly scheduled for the department activity.

Ensure that inmates in your area are authorized to be there and require those under your supervision to remain in their area. Allow inmates on scheduled call-outs ample time (Approx. 10 minutes) so they may arrive at the calling department at the time specified.

INMATE DISCIPLINARY PROCEDURES

INCIDENT REPORT: Informal resolution of incidents involving violations of institutional rules or regulations is encouraged. However, when an officer witnesses or has a reason to believe that a violation of institutional rules has been committed by an inmate, the officer will prepare an incident report and forward it to the appropriate correctional supervisor. The correctional supervisor may informally resolve of the incident report or forward the incident report to the Unit Disciplinary Committee for further disposition if indicated. As these reports can be subpoenaed into court as legal evidence, all reports must be printed in ink or typed.

- **INVESTIGATION:** The investigations should be conducted within 24 hours from the time the violation is detected, unless circumstances beyond the control of the investigator intervene. The investigating officer will usually be a Lieutenant. The inmate will be given a copy of the incident report by the investigating officer at the beginning of the investigation. The investigator should also read the charges to the inmate and obtain the inmate's statement concerning the incident. After thoroughly investigating the incident, the inmate does not receive a copy of the investigation. However, should the case be forwarded to the Unit Disciplinary Committee, ultimately, the investigation may be given to the inmate's staff representative for use in the presentation on the inmate's behalf.

- **UNIT DISCIPLINARY COMMITTEE:** The authority to impose minor disposition and sanction shall be delegated to staff members of an inmate's unit. The Unit Manager will be responsible for the membership and supervision of thee Unit Disciplinary Committee (UDC) as set forth in the Unit Plan. The UDC can function with

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less than two(2) members. Where an alleged violation of institution rules or regulations warrants consideration for other than a minor sanction, the charge may be referred to the Disciplinary Hearing Officer for hearing and disposition.

- **DISCIPLINARY HEARING OFFICER (DHO):** The DHO shall conduct hearings and make findings, and may impose appropriate sanctions on incidents of inmate misconduct referred to him/her for disposition.

- **OFFICER RESPONSIBILITY:** All Correctional Officers should make a concentrated effort to ensure that incident reports contain the precise details of action(s) being reported. All facts about the incident which are known by the officer should be recorded. If there is anything unusual about the inmate's behavior, this should be noted. Completed incident reports should be forwarded to the Lieutenants' Office as soon as practical for disposition. Further information can be found in Program Statement 5270.07

ADMINISTRATIVE REMEDIES:

Administrative Remedies are formal complaints submitted by inmates concerning problems they were unable to resolve through normal channels. The inmate is to request the Remedy Form (BP-8, BP-9, and BP-10) from the Unit Team. It is normally returned to the Unit Team for processing, although the inmate may mail directly to the Region or Central offices for sensitive matters.

ENFORCEMENT OF RULES AND REGULATIONS:

All staff members must be familiar with the Inmate Discipline Program Statement. The rules and regulations must be adhered to, with firm but fair tactics used. You may at times be able to correct an inmate without writing an incident report. However, if the inmate's violation of the institution's rules and regulations is of a serious nature, an incident report must be written.

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SECURITY INSPECTIONS

PURPOSE OF INSPECTIONS: Security inspections are necessary to control the introduction of contraband and prevent escapes. One of the chief duties of the Chief Correctional Supervisor is to establish a formalized plan of inspections that will cover every part of the institution at least once a week. In general, these inspections include doors, locking devices, fire extinguishers, grills, windows, building walls, perimeter walls, etc. Inspections are required even if no discrepancies are found the day prior. All staff will conduct inspections within their area of responsibility for contraband and security violations. The staff will report any discrepancies to the OPS LT, and prepare a Minor Work Request to correct the concern. Staff responsible for their department will initial the security inspection form located by the control centers indicating they have checked their area of responsibility.

SEARCHING INMATES:

The human body can serve as a potential hiding place for contraband. For that reason, it may become necessary to strip and search an inmate at various times. Further information regarding the proper techniques for searching an individual can be found in institution policy and the Correctional Services Manual. In order to prevent the introduction of contraband, routine and unscheduled searches of inmate's person, housing units, work areas, or other facilities used or frequented by inmates must be conducted. This will include thorough searches of inmate's clothing, personal property at the time of admission; searches of inmate's person and quarters when it is suspected he/she is concealing contraband; his/her place of work, recreation areas on a routine or unscheduled basis as directed by supervising personnel. Such searches may be initiated on an individual inmate basis, or mass searches may be ordered when contraband is suspected of being in the possession of unknown individuals.

Pat Searches: Pat searches will be conducted on a routine basis solely as a means to control contraband. Before a pat search is conducted, the inmate will be asked to remove any head gear and the contents out of his/her pockets. The head gear and personal effects will be inspected after removal and placed out of reach from the inmate. Male and female inmates will be pat searched in the same manner, with the exception of the chest area. A staff member will search the female inmate's chest area using the back of the hand. Pat searches of the male inmate and the rest of the female inmate will be done with the inside, (palm and fingers), of the hand. The pat search will be conducted according to the procedure described on the approved Bureau pat search video tape.

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§ 115.15 Limits to cross-gender viewing and searches.

As of August 20, 2015, **or August 21, 2017 for a facility whose rated capacity does not exceed 50 inmates, the facility** shall not permit cross-gender pat-down searches of female inmates, absent exigent circumstances. Facilities shall not restrict female inmates' access to regularly available programming or other out-of-cell opportunities in order to comply with this provision.

See the Program Statement **Searches of Housing Units, Inmates, and Inmate Work Areas**, or current version of this policy.
Post assignments may not be restricted on the basis of gender. Institutions will evaluate operational concerns consistent with collective bargaining obligations, the Master Agreement, and other laws, rules, and regulations. The agency will continue to comply with Title VII and other Equal Employment Opportunity Commission authorities in implementing this policy.

(c) The facility shall document all cross-gender strip searches and cross-gender visual body cavity searches, and shall document all cross-gender pat-down searches of female inmates.

Visual Search(Strip Search):
All inmates entering the institution from court, transfers or trips out in the community, will be visually searched (strip searched), and screened with the hand held metal detector. Inmates will also be visually searched when leaving the institution for any reason, including release. A thorough search of the inmate's clothing will be completed. Except in emergency situations, all strip searches will be conducted by a staff member of the same sex as the inmate. At least one male and one female staff will be available 24 hours a day to conduct visual searches.

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CONTROL OF CONTRABAND:

Each officer should make a concentrated effort to make frequent searches of living quarters, utility corridors, and other areas in order to eliminate contraband, giving special attention to items which might be used in an escape attempt.

Contraband may be best defined as any item or article inside the institution that was not issued by the institution, purchased in the commissary, purchased through approved channels, or approved by an appropriate staff member.

All contraband seized must be placed in the log book in the Lieutenants' Office listing item, date and inmate. When money is confiscated, the appropriate receipt, available from the control center and/or ISM must be utilized. All coin and any currency is to be confiscated and duly recorded. During regular duty hours, contraband funds along with the confiscation forms are taken to the Cashiers Office. During non-duty hours, the confiscated funds and accompanying form will be placed in the night depository, located in the control center, until the next regular working day. Contraband, other than money, should be recorded on the Confiscation and Disposition of Contraband form and should accompany the confiscated articles.

SEARCHING INMATE LIVING QUARTERS:

When making a search of an inmate's living quarters, each officer should make sure that nothing is destroyed in the process. Officers should make every effort to return all articles to their place, excepting things which are determined to be contraband and are removed.

COMBINATION LOCKS:

Inmates are authorized to purchase combination locks from the commissary for individual use. The key ways are not to be plugged; any lock having a plugged key way will be considered contraband and will be seized as contraband

CIM (SEPARATIONS)

All inmate movement in MCC New York is supervised by staff members. There are serious security and safety concerns regarding the inmates housed in MCC New York and their CIMS status. An inmate's CIMS status is confidential and will not be shared with any inmate(s). The unit separations roster is a sensitive, confidential item which must be safeguarded at all times. The various inmate programs at MCC New York are scheduled by floors. This has been arranged to provide the inmates with a safe and secure environment during the appropriate program. This also alleviates the CIMS concerns for each program. The institution has determined separatees will not be

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housed on the same unit, therefore the programs should be clear of all separatees. It is the Unit Officer's responsibility to ensure all inmates are checked for CIMS concerns prior to any escort off of the unit. The Unit Officer will check the Unit separations roster to ascertain if the inmate's name appears on the roster. Ensure all inmates are checked for CIMS concerns prior to any escort off of the unit. The Unit Officer will check the unit separations roster to ascertain if the inmate's name appears on the roster. If the inmate's name does not appear on the roster, the inmate is cleared to be escorted off of the unit.

If the inmate's name does appear on the separations roster, the Unit Officer must clear the inmate prior to allowing the inmate to be escorted off of the unit.

Inmates must be properly cleared by the Unit Officer and requesting staff member prior to any escort. The requesting staff member must clear all inmate movement to their area with the C&A Officer at extension 5123. The C&A Officer must clear the inmate prior to the inmate departing from his/her assigned housing unit. The Unit Officer must also clear the inmate with the C&A Officer prior to allowing any inmate to depart from the unit. Even though, the Hospital Officer or the Visiting Room may be clearing the inmate(s), it is the Unit Officer's ultimate responsibility to ensure the inmate has been properly cleared. The Unit Officer must review the Unit Separations roster and check for the inmate's name and register number on the roster. If the inmate's name does not appear, the inmate is cleared for movement, and you do not need to contact the C&A Officer. If the inmate's name does appear on the Separations roster, the Unit Officer must contact the C&A Officer at extension 6468 and clear the inmate prior to allowing the inmate to depart from the unit.

Inmates must be properly identified and pat searched prior to departing from the housing unit. Every inmate must carry on their person the institution identification card. This is the means staff utilize to properly identify the inmate. It is the Unit Officer's responsibility to ensure the inmate has his/her identification card on his/her person prior to departing from the unit. The number of inmates escorted at one time on the elevator is directly related to the number of staff available to conduct the escort. One staff member can escort ten (10) inmates in the elevator at one time. Anything more than ten(10), inmates in the elevator causes security and safety concerns. During Inmate Visiting, the Intern Officers and the Activities Officers will assist the Visiting Officers in escorting inmates to and from the Visiting Rooms. The number of

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inmates escorted through the connecting link is directly related to the number of staff available to conduct the escort. Anytime In-Custody inmates are escorted through the connecting link, two staff members must be present for the escort. One staff member positioned at the front of the escort, and the second staff member positioned to the rear of the escort.

When an inmate is being escorted to or from the Special Housing Unit, two staff members must be present for the escort. A ratio of 2:1 will always be maintained when escorting inmates to or from the Special Housing Unit.

ENTRANCE PROCEDURES:

COVERAGE AND METHODS:

Entrance procedures include the control of inmates, employees, visitors or commercial traffic entering the institution. Because of the need for a broad knowledge of the institution and its function, along with a thorough understanding of security requirements, only those officers with such knowledge will normally be staffing these posts. Constant contact with the public requires that these officers display a neatness of appearance, ability to handle people, tactfulness in enforcing regulations and alertness in recognizing security hazards.

OUTSIDE INMATE DETAILS:

During normal duty hours, all outside inmate details, (Warehouse, Building 4, Admin Orderlies, etc.,), will depart from the institution through the Rear Gate. The inmates must be escorted from the unit by the detail supervisor, using the inmate elevator. The inmates must be properly identified, one detail at a time, by the Internal Officer, in the elevator sally port, utilizing the approved gate passes. Once the inmates have been positively identified, the Rear Gate Officer will request for the door leading through the 1st floor sally port to the rear dock. The detail will be further processed by the Rear Gate Officer. All required information will be recorded in the TRUSCOPE program. Any work performed in the Rear Gate is considered outside of the secured perimeter. This means any area on the rear dock to include, Warehouse, and Trash Compactor. The Rear Gate Officer will positively identify and properly process the inmate detail into Rear Sally Port to perform their assigned work. If needed after normal duty hours, weekends and federal holidays, the inmate details will be processed through the Control Center the Operations Lieutenant will designate a staff member to positively identify the detail, in the elevator sally port, utilizing the approved gate passes.

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VISITING

It is the policy of MCC New York to maintain visiting facilities for the purpose of maintaining family ties. Because of the nature of this facility, visits must be conducted under appropriate supervision so that security is maintained and the visiting privileges extended to inmates and their families are clearly communicated. For the purpose of this policy, the term pre-trial inmate refers to any inmate who is non-cadre, including holdovers, treaty transfers, BICE detainees, state inmates, and any designated inmate other than those assigned to the MCC New York Work Cadre Unit. Staff must be able to verify the identity of visitors before their admission into the institution. Acceptable means of identification are, government-issued identification, passport, state-issued photo identification (with a date of issue and expiration) and valid drivers' license. In cases where visitors do not have photo identification, they will be required to have three types of identification with signatures. These need not be the sole means of identification. However, identification cards from quick photo places, and check cashing establishments are not acceptable forms of identification. Tactful questioning may clear up doubtful cases. Visitors sixteen (16) and under do not have to show identification unless of course they appear to be older. In such cases, if a visitor under the age of sixteen cannot provide documentation, i.e., a birth certificate (when requested) to prove relationship and age, the visitor will not be allowed into the institution.

The following procedures will be in effect regarding authorized visiting lists. Each inmate will complete a visiting list. The visiting list will not exceed ten (10) approved visitors for pre-trial inmates and (12) for cadre inmates. Immediate family members and two (2) person of "meaning" will be placed on the visiting list absent strong circumstances that preclude visiting. Immediate family is defined as mother, father, step-parents, step-children, foster parents, grand-children, brothers, sisters, spouse and children. As the situation presents itself, other non-immediate family members will be allowed to visit at the approval of the Associate Warden of Programs (AWP).

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Further, in circumstances, when an inmate requests more than ten visitors to be placed on their visiting list, the Unit Manager will approve / deny any visitor exceeding the limit.

Attorney visiting can occur 24 hours a day. Attorneys may visit with their clients (one at a time) in the 3rd Floor Attorney Conference Room from 6:00 A.M. to 8:00 P.M. daily. They require no advance notice.

Official visitors including attorneys, interpreters, law enforcement personnel, probation officers, volunteers, etc. are to be searched at the Front Entrance using the "reasonable assurance standard." All visitors are subjected to random testing by utilizing the ION Spectrometry Device Program. Random selection for testing visitors must be conducted in an impartial and non-discriminatory method. Visitors may be tested out of random order when reasonable suspicion exists, suggesting they've had possible involvement with illegal substances.

Visits for Persons Not in General Population:

Inmates Hospitalized: Visitors requesting to see a designated or pretrial/ holdover inmate who is hospitalized will be reviewed by all pertinent staff, and the United States Marshals Service - if the inmate is a pretrial inmate. More specifically, the Health Services Administrator (HSA), Chief Correctional Supervisor and Unit Manager will determine whether they should permit the visit.

When the HSA recommends against the visit, if the inmate is suffering from an infectious disease, is in a psychotic or emotional state, not in a condition to see visitors, or there are other compelling health regulations that will prohibit the visit, the Health Services Administrator or designee must explain the situation(s) to the visiting party.

Special Housing Unit Inmates:

Ordinarily, an inmate retains visiting privileges while in the Special Housing Unit. Visiting may be restricted via a UDC/DHO sanction. If the restriction is not a UDC/DHO sanction, such restriction must be approved by the Warden. Unit 10-South social and legal visits shall be non-contact unless otherwise determined by the Warden to allow contact visits.

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Non-Contact Visits:

If the Warden deems it necessary to give an inmate a non-contact visit, the Warden will instruct the SHU Lieutenant to do so. The visit will be conducted in the 10 South Annex visiting room. This visit will be directly supervised to ensure all established visiting procedures are followed.

Clothing:

Appropriate dress is required and must be in good taste. Excessively provocative, immodest or revealing attire is reason to deny a visit. Visitors over the age of 12 will not be allowed into the institution in skirts, shorts, or dresses exceeding three inches above the kneecap in length. Bathing suits or any type of swim wear will not be permitted in the institution. See-through clothing, revealing sleeveless garments, halter tops, tube tops, tank tops and any kind of top that reveals the midriff area, low-cut shirts or blouses, revealing front and backless clothing, skin-tight clothing, spandex clothing, leotards, and sweat pants are **NOT** permitted. Any pants with holes in the knee or buttocks area are also prohibited. Additionally, hooded shirts of any kind, hats, caps, and head scarfs (except for religious reasons) are also prohibited. All visitors are required to wear footwear (no shower shoes of any kind) and undergarments (including bras for females). In accordance with OSHA guidelines, Visitors shoes are to be "closed toed" and have a strap around the heal of the foot. The front lobby officer will not permit visitors to wear jackets or blazers up to the visiting room. **Inmates are responsible for advising their visitors of the dress requirements for visitation.** Only a Correctional Supervisor and Institution Duty Officer may deny visits for noncompliance. Inmates' attire for visiting includes jumpsuit and bus shoes for pre-trial males; females must wear the blue uniform and bus shoes; cadres must wear khaki uniforms with institutional shoes. A random selection of visitors will be tested with the Ion Spectrometry

Special Visit Requirements:

At times, Clergymen, former or prospective employers, sponsors and parole advisors may request special visits. They must make these requests in writing with sufficient advance notice (72 hours). The request will be reviewed by the Unit Manager for approval.

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- **Business Visitor.** The Warden has the final authority on the admittance of business visitors and should be notified through the chain of command. Except for pretrial inmates, an inmate is not permitted to engage actively in business or profession. All questions regarding a business visitor should be addressed to the duty Lieutenant and Institution Duty Officer.
- **Consular Visitors.** When it has been determined that an inmate is a citizen of a foreign country, the Warden must permit the consular representative of that country to visit on matters of the legitimate business. After a request has been submitted from the inmate or consulate, a memorandum should be generated from the inmate's Unit Team for the Warden's approval. Once approved, a copy should be maintained in the Lieutenant's Office and the Front Lobby.
- **Representatives of Community Groups.** The Warden is the approving authority on visits from representative of Community based Groups. A memorandum should be generated and sent through the Chief Correctional Supervisor, Associate Warden, to the Warden for approval. Once approved, a copy should be maintained in the Lieutenant's Office and the Front Lobby.
- **Minister of Record/Clergy.** An existence of an established relationship prior to confinement for visitors does not apply to visitors in this category. These visitors ordinarily provide assistance in release planning, counseling, and discussion of family problems.
- **Minister of Record** An inmate must submit in writing their request to be approved for a visit from his Minister of Record. They must submit their request to the Chaplin. An inmate may only have one minister of record on his/her visiting list at a time. The Minister of Record does NOT count against the total number of authorized regular visitors/ social visitors.

Clergy An inmate must submit in writing their request to be approved for a visit from clergy. Visits from clergy (other than the Minister of Record) will be in accordance with the general visitor procedures, and WILL count against the total number of regular visits allowed. On both visits, an approved memorandum will be forwarded through the Chief Correctional Officer and posted in the Lieutenant's Office and the Front Lobby

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Children under the age of sixteen (16) who are placed on the visiting list must be accompanied by an adult who is also an approved visitor. A brief embrace and kiss is permitted when an inmate greets their visitor/child. The same applies upon termination of the visit. During the visit, any physical contact other than hand holding will be considered improper and is prohibited. Children are not permitted to be seated on inmates lap during the course of their visit. Visits with children are to take place only between the inmate identified on the official visiting form and the child listed on the official visiting form with the child's parent or guardian present.

TOOL CONTROL

- **PURPOSE OF TOOL CONTROL:** It is the policy of the Bureau of Prisons to maintain strict control and accountability of tools used and in storage at all institutions. Tool Control procedures are imperative for the following reasons: to provide a tool in good repair for the job at hand, to improve the general appearance of the shop or working area, and to prevent tools from being used to effect escape or assault.
- **CLASSIFICATION OF TOOLS:** All tools are classified as Class AA; Class A; or Class B. The Class AA group includes tools considered too dangerous to leave inside the institution. The Class A group includes tools most likely used in escape, or to do bodily harm to personnel or other inmates. The Class B group includes those of a less hazardous nature.

All tools, where possible, shall be stored on a shadow board as follows:

- All class "AA" tool shadow boards will have a white background with a bright (curb) yellow silhouette of each tool.
- All Class "A" tool shadow boards will have a white background with a red silhouette of each tool.
- All Class "B" tool shadow boards will have a white background with a black silhouette of each tool.

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STORAGE AND SUPERVISION OF CLASS "AA" TOOLS:
Class "AA" Tools must be removed from the institution at the end of each work day, stored in a combination locked safe in a Class "A" Tool Room, stored in the armory, or turned into the control center. Class "A" Tools must be stored in a metal cage or a class #1 concrete walled room physically separated from Class "B" Tools behind two (2) locked doors. When the Class "A" Tool Room is inside the Class "B" Tool Room, the lock on the Class "B" Tool Room serves as one (1) of the two (2) required locks for the Class "A" Tool Room. **Supervision of Class "AA" Tools will be under constant visual supervision.**

STORAGE AND SUPERVISION OF CLASS "A" TOOLS:
Class A tools will be kept on a shadow board in a locked room or cabinet. This storage area will be separate and secure from the Class B tools storage area. Only employees are authorized to issue and draw Class A tools from the Tool Room or places of storage. Class A tools will be under the supervision of an employee at all times. Inmates are not permitted to carry them about the institution without an employee escort nor use them without supervision. A complete inventory of Class A tools will be made at the beginning of the workday, before the detail is released for dinner and at the end of the workday. When a Class A tool is lost or misplaced, the Chief Correctional Supervisor will be notified immediately. All inmates who may have had access to the tool will be held at the work location until a thorough search has been made.

STORAGE AND SUPERVISION OF CLASS "B" TOOLS:
All tools not in the Class A or Class AA categories will be considered to be Class B tools. All Class B tools are under the supervision of the employees and must be accounted for at the end of the work day. These tools must be issued to inmates, in the presence of their supervisor. All Class B tools must be gathered from the work area and moved to the storage area at the end of the work day. When a Class B tools is lost or misplaced, a search for it will be initiated and a written report will be made to the Chief Correctional Supervisor and the department head covering the details of the loss at the end of the day.

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TOOL INVENTORIES:
Up-to-date inventories will be kept by all shops, industries, school and any other person having tools issued to them or stored under their supervision Unit Officers having items such as scissors, etc., on the unit should be particularly careful as to the whereabouts and the accountability of these items. The Tool Room Officer will maintain a record of all tools in possession of the institution.

BROKEN OR WORN-OUT TOOLS:
Broken or worn-out tools will be removed from the shadow board and returned to the Central Tool Room for replacement. If it is determined that they cannot be surveyed and replaced, Class A tools such a saw blades, etc., requiring replacement, will be returned to the Central Tool Room for disposal.

FOOD SERVICE TOOLS:
A knife and tool equipment cage with a shadow board and adequate locking device shall be located in the Food Service Department. All hazardous knives and tools will be marked with an identification symbol. All knives will be chitted out of the knife cage and attached to the cutting table by the responsible employee. The accountability of the knives will be checked at frequent intervals during the shift and at the end of the day.

CONTROLLED FOOD ITEMS:
Special attention must be given to food items such as yeast, nutmeg, fruits, and fruit juices. Of this group, yeast shall be locked in a secure box in a refrigerated area. An inventory shall be kept, indicating the date and quantity of issue, receipts, the balance on hand, and the initials of the responsible employee. Yeast shall be dispensed only by the Food Service employee and kept under strict supervision.

CONTROL OF HAZARDOUS AND POISONOUS CHEMICALS:
Inventories will be maintained of all poisonous and toxic fluids used in the institution, such as narcotics, wood alcohols, methyl-alcohol, ditto fluids, acids, gases etc. These items will be stored in a locked cabinet and will be drawn by an employee only, when authorized by the department supervisors. The issuing office will record the date, time, amount, and who received the item.

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KEY AND LOCK CONTROL

POLICY: It is the policy of the Bureau of Prisons to maintain proper control of keys and locks at all times. The purpose of this is to establish procedures for control and inventory of institution keys and locks. Further detailed information can be obtained by referring to BOP Program Statements.

All keys authorized for daily use will be stored on the Control Center key board when not in use. Sets of keys are identified by letter and number with the number of keys in that set indicated. Two listings of key locations identifying active and emergency keys can be found in the Control Center and in the office of the Security Officer.

RESTRICTED AND EMERGENCY KEYS:

Restricted keys have blue/black tags on the keyboard in the Control Center. The Watch Supervisor will be notified when it becomes necessary to draw keys for a department or post other than his/her assigned are, or to a restricted area, such as the commissary, storeroom, etc. The officer will prepare a Restricted Key Form indicating the purpose for entering such area. Emergency keys or red-lined keys will be issued only at the direction of the Warden, Chief of Correctional Services, Associate Warden, Watch Supervisor or the Institution Duty Officer. Acting positions may delegate the drawing of keys for a specific time period via memo through the Captain.

HANDLING OF KEYS:

Keys will be carried on a ring which is securely fastened to a chain affixed to the belt of the officer. Discussion of key numbers and reference to their use will be avoided in the presence of inmates. Keys should never be carelessly thrown around, dropped, or left unattended, etc. Always personally hand the keys to your relief so they remain in the personal possession of the officer at all times. Each officer has the responsibility to count the number of keys on each set to ensure that all keys are present. Inmates will never be permitted to handle keys designated for employee use at any time, or under any circumstances. Should an employee take keys home, the keys must be brought back to the institution immediately.

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LOST OR MISPLACED KEYS:
If a key or a set of keys is lost or misplaced, the officer will immediately report it to the Watch Supervisor by telephone or in person so that adequate safeguards may be placed in effect. The area the keys were last in will be immediately secured and all inmates in the area will be searched. This will be followed by a written report to the Chief of Correctional Services as soon as circumstances permit.

REPLACEMENT OF BROKEN OR DAMAGED KEYS:
Whenever a key is broken or damaged, the employee concerned will submit a request for replacement to the Security Officer. All parts of the broken key will be retrieved from the key way immediately to prevent inmates from gaining access to them. A replacement key will be issued by the Security Officer in accordance with established procedures. If the key is broken or damaged and immediate replacement is needed, the Watch Supervisor will be notified and will take appropriate action. If it is not possible to retrieve the broken portion from the lock, the employee will remain at the lock until the broken portion can be retrieved.

REQUEST FOR REMOVAL AND ADDITION OF KEYS:
When it becomes necessary for a new key to be added to your key ring, submit a Security Work Request to the Chief Correctional Supervisor for approval and signature, stating the reason the key is needed, your key ring number and the institution key number if possible. If a key is no longer needed, submit a Security Work Request to the Security Officer.

INMATE URINALYSIS PROGRAM:
Urine Surveillance and Narcotic Identification, inmate urine samples will be taken at different hours (early morning, noon, late evening). Therefore in order to accomplish this a weekly urinalysis test roster has been established for all inmates that fall under the random testing roster. It is critical that when inmates are notified for UA testing that they are not left unsupervised. They must be watched from the time of notification until they report for testing at the Lieutenants Office. It is also imperative that when conducting a UA test of an inmate that the subject is also tested for alcohol by using the Alco-Sensor III.

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CALL-OUTS:

Sufficient copies of the master call-out sheet for distribution to all units will be copied and forwarded to the Control Center Officer so that the Morning Watch Control Center Officer can place one in each detail pouch. Extra copies of the call-outs will be placed at the detail pouch cabinet. Unit officers will post the call-out in the housing units.

The employee who places an inmate on call-out must ensure the requested inmate arrives at the specified time. If the inmate does not arrive as scheduled, the requesting staff member shall contact the staff member responsible for the inmate's accountability. If the inmate(s) is/are found to be in an area other than the assigned callout area, it is the responsibility of the staff member(s) or department that has placed the inmate(s) on call-out to prepare an incident report for the inmate's failure to report to call-out. **If efforts to locate the inmate fail, the inmate shall be immediately reported to the shift lieutenant as missing and appropriate action initiated to locate the inmate.**

CELL ASSIGNMENT - SEXUAL OFFENDER/PROTECTIVE CUSTODY

Cell assignments will be determined in an methodical manner. This involves the SHU Lieutenant and OIC, Psychology staff, Unit Team as well as Investigative staff, in determining suitability of cellmates for inmates in protective custody and/or sexual offenders. Most inmates do not like to be housed with sexual offenders or protective custody inmates. Housing the wrong inmates with sexual offenders or protective custody inmates, can lead to serious assaults and/or homicide. Inmates cannot be allowed to choose their roommates, but it is understood that some inmates may be better housed with inmates of like backgrounds/affiliations, than arbitrarily housing the inmates without considering all variables. As noted earlier, protective custody and sexual offenders will be screened thoroughly. If there are no single cells available, this review will be crucial in minimizing the potential for assault.

HIGH RISK LIST

During the weekly SHU meeting, the Warden will be provided a list of those inmates who are considered high risk from a psychological and management stand point. The Captain and Chief Psychologist should be responsible for generating this list. This list will be provided to the Lieutenants' office and the Duty Officers so they are informed should a high risk inmate act out and be in need of medical or psychological attention.

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Additionally, the Captain should inform the Warden of any camera malfunctions, plumbing problems, or issues that may cause problems, as well as the corrective actions taken/attempted to rectify these issues. Inoperable security equipment, during serious incidents, prevents staff from being able to record and or/view the incident for possible prosecution or administrative action.

SUICIDE PREVENTION INFORMATION

BOP HIGH RISK GROUPS

- **New Inmates** - The first few hours and days after admission can be critical. Newly incarcerated inmates may experience feelings such as shame, guilt, fear, sadness, anger, agitation, depression, relationship problems, legal concerns, hopelessness, and helplessness, which can contribute to increased suicide risk.
- **Protective Custody** - Inmates who volunteer to enter protective custody are at high risk for suicide, especially during the first 72 hours in SHU. These inmates should be referred to psychology services immediately.
- **Long-term Protective Custody Inmates** - These inmates are particularly vulnerable to depression that can lead to a suicide attempt, and should be monitored closely while they are in SHU.
- **Inmates Taking Medication for Mental Health Reasons** - These inmates are vulnerable to developing suicidal thoughts and attempting suicide by overdosing on their medication. Inmates on medication should be monitored to make sure they are not hoarding medication. Any signs of distress, deterioration in hygiene, or sudden changes in behavior should be reported to psychology.

FACTORS THAT CAN INCREASE THE PROBABILITY THAT AN INMATE MAY BECOME SUICIDAL:

Mental Health Factors

History of mental illness

1. Is the inmate depressed, actively psychotic?
2. Has the inmate been compliant with psychotropic medication?
3. Have there been changes in eating, sleeping, hygiene, weight, recreation, activity level?

Prior suicide attempt

1. How lethal was the attempt?

2. How many attempts have been made?

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Inmate's current mood, affect, and behavior

1. Is the inmate emotionally upset, angry, and easily agitated?
2. Are the inmate's thoughts clear and goal directed (vs. delusional or psychotic in nature)?
3. Is the inmate depressed, has there been a recent loss?
4. Has hopelessness persisted even after the depression has lifted?
5. Has the inmate given away property, revised a will, or requested a phone call to say his goodbyes?

Medical Condition(s)/Chronic Pain

1. Does the inmate have a chronic life threatening medical illness?
2. Has the inmate's overall health diminished recently?
3. Is the inmate experiencing pain or other negative symptoms?

Relationship Difficulties

1. Has the inmate received a Dear John letter?
2. Have communications and or visits decreased?
3. Has there been a change in the relationship?

Situational Factors

1. Legal issues - pending indictment; loss of appeal to reduce sentence.
2. Difficulties with staff or other inmates.
3. Gambling debts, drugs.
4. Ending of a close relationship with another inmate.
5. Possible victim of a sexual assault.

REPORTING AND DOCUMENTING INMATE BEHAVIOR

Report Your Concerns: Any inmate behavior(s) that is questionable and may reflect a change in mental health status should be reported to the Shift Lieutenant immediately.

During non-working hours: Inform the Shift Lieutenant of any questionable inmate behavior. He/she will determine if the on-call psychologist needs to be contacted.

Segregation Log Book: Any changes in inmate behaviors should be noted in the TRUSCOPE program. A detailed note regarding the observed behavior is advisable. Documenting in the TRUSCOPE program serves two purposes. First, the entry serves as a means of communication for other staff members. Second, it provides an accurate account of activity during your shift. Documentation should be neat, legible, and professional.

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RESPONDING TO A SUICIDE EMERGENCY

A Segregation Officer observing an inmate in the act of committing suicide, causing other self-injurious behavior, or who appears to have committed suicide will call for back-up before entering the cell. The officer will notify the Control Center and the Lieutenant's Office by radio of the situation and request immediate back-up. **BACK-UP MUST BE PRESENT IN ORDER TO ENTER A CELL.** The "cut-down" tool is located in the storage closet on a shadow board. It is the #1 officer's responsibility to locate this item at the start of the shift. This tool is only authorized to be used in emergency situations. Miscellaneous use of this tool is not permitted and will result in dulling the blade of the tool. In the event an inmate commits suicide, the scene of the suicide will be treated in a manner consistent with the investigation of an inmate death. All measures necessary to preserve and document the evidence needed to support subsequent investigations will be maintained or otherwise adequately recorded.

SEXUAL ASSAULT PROTOCOL

Reporting

In all cases of reported sexually abusive behaviors (e.g., from alleged victim, staff, and/or "third party") the following will occur:

The Operations Lieutenant will be notified immediately and he/she will:

- Immediately safeguard the inmate (which will vary depending on the severity of the alleged sexually abusive behavior and could range from monitoring the situation, changing housing assignments, changing work assignment, placing alleged victim and perpetrator in Special Housing, etc.);
- Promptly refer all inmates reported or suspected of being the victim of sexually abusive behavior to Psychology Services for assessment of vulnerability and treatment needs;
- During business hours, ensure that the SIS, Chief of Correctional Services, Program Coordinator, and Warden are notified; and During non-business hours, ensure that the SIS, Chief of Correctional Services, Program Coordinator, Duty Officer, and the on-call Psychologist are notified.
- The Program Coordinator will review the psychological assessment and other relevant factors and make a determination as to whether or not to proceed with the full activation of the Response Protocol.

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Responding

Not all allegations of sexually abusive behavior will require full activation of the Response Protocol. In some cases, the Program Coordinator will determine that there is not sufficient reason to proceed (e.g., the alleged victim credibly recanted; the alleged perpetrator was not in the institution on the date of the allegation, the inmates involved independently report a non-coercive sexual encounter, etc.) and the Response Protocol may be terminated.

In cases where more information is needed, or in cases where there is a credible and serious allegation or instance of sexually abusive behavior, the full Response Protocol will be implemented. Once the Program Coordinator determines that the intervention should continue, a sensitive and coordinated response is necessary. Services will be provided in an environment that meets both security and therapeutic needs. The full Response Protocol, monitored by the Program Coordinator, involves the following components:

Protection

All appropriate staff will consult and determine the actions to be taken to prevent further sexually abusive behavior both **to** the alleged victim (e.g. change in work assignments, change in housing assignment, closer supervision, protective custody, transfer, etc.) and/or **by** the alleged perpetrator (e.g., remove from compound, change housing assignment, etc.).

The Captain will ensure that a STG category of **"V SA UNV"** is entered into SENTRY, and in instances where an inmate perpetrator is alleged, will enter the STG category of **"P SA UNV"** for that inmate (See Section 13.b. for further details).

PSYCHOLOGICAL:

Psychology staff are responsible for crisis intervention, assessment of treatment needs, documentation of the evaluation results, treatment, psychiatric referral, and/or other treatment options related to the alleged victim. In addition, Psychology staff provide guidance to Unit Management and Community Corrections staff regarding an inmate's post-release mental health needs. Inmate perpetrators (or alleged perpetrators) of sexually abusive behaviors will be referred by the Operations Lieutenant to Psychology Services. Inmates considered high-risk for sexual re-offending may be referred to specialty treatment and/or management programs, individual or group counseling, or may be managed through standard correctional techniques.

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If an inmate perpetrator is determined in need of treatment services and refuses treatment, Psychology Services staff will document the refusal and place it in the medical section of the Inmate Central File and notify the referring staff of the refusal. Documentation of treatment compliance or refusal ensures continuity of care within, between, and outside the Bureau.

Examination

Medical staff are responsible for examination, documentation, and treatment of inmate injuries arising from sexually abusive behaviors, including testing when appropriate for pregnancy, HIV and other sexually transmitted diseases (STDs). Where indicated, medical staff, trained in the collection of sexual assault evidence (i.e., "rape kit") should conduct an examination for physical evidence which may be used later in formal investigations. At institutions where Health Services staff are neither trained nor certified in sexual assault evidence gathering, the inmate will be examined at the institution by trained health care professionals from the local community or at the local community facility equipped (in accordance with local laws) to evaluate and treat sexual assault victims. Prophylactic treatment and follow-up for sexually transmitted diseases will be offered to all inmate victims, as appropriate. Whenever an inmate is referred to Health Services for examination and treatment of injuries related to sexually abusive behavior, staff will encourage the inmate victim to complete an Inmate Injury Assessment and Follow-up form (BP-S362) as required by the Program Statement on Patient Care.

Investigation

In cases where the full Response Protocol is activated, staff are trained to investigate allegations of sexually abusive behavior thoroughly. The information concerning the identity of the alleged inmate victim and the specific facts of the case are limited to those staff who need-to-know because of their involvement with the victim's welfare and the investigation of the incident. This is important not only to preserve the victim's privacy but also to preserve maximum flexibility to investigate the allegations.

Initial Notifications:

Upon activating the full Response Protocol, the investigation phase is initiated and the following notification(s) will be made:

Inmate Perpetrator on Inmate Victim:

In the event that an inmate is alleged to have perpetrated sexually abusive behavior against another inmate, the Special Investigative Agent (or SIS) will be notified immediately.

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Staff Perpetrator on Inmate Victim:
In the event that a staff member is alleged to have perpetrated sexually abusive behavior against an inmate, the Warden will be notified immediately. The Warden will notify the Regional Director and the Office of Internal Affairs (OIA), who will in turn notify the Office of the Inspector General (OIG), and when appropriate, will notify the Federal Bureau of Investigation (FBI).

Inmate Perpetrator on Staff Victim:
In the event that an inmate is alleged to have perpetrated sexually abusive behavior against a staff member, the SIA/SIS will be contacted immediately with follow-up notification to the Warden.

Crime Scene Preservation:
The staff first responder will preserve the crime scene. SIS staff will be responsible for collecting information/evidence. The investigation, in coordination with the agency to which the case may be referred, will follow the guidance given in the Special Investigative Supervisor's Manual that outlines gathering and processing procedures.

Physical Evidence Collection:
When there is a report of a **recent** Rape or Sexual Assault with an Object, or there is a strong suspicion that a recent, serious assault may have been sexual in nature, a thorough physical examination of the alleged victim - to include a "rape kit" will be completed immediately. Physical evidence collection may also include an examination of, and collection of physical evidence from the suspected perpetrator(s).

After Action Reviews of Violent Sexual Assaults:
Following any incident of Rape or Sexual Assault with an Object, the Warden, Program Coordinator, Chief of Correctional Services, Health Services Administrator, and Chief Psychologist will meet and review the incident. This review is to assess the reasonableness of the actions of staff following the incident, to ensure the security and treatment needs of the inmate victim have been addressed adequately and the management and investigation of the inmate or staff perpetrator is progressing appropriately. Within **two** working days after the initial reporting of the Rape or Sexual Assault with an Object, a written report highlighting the relevant facts should be produced and the Warden or designee will personally attest by his or her signature that the review has taken place and that the steps taken by staff were either appropriate or inappropriate. A copy of this report will be forwarded to the Regional Director.

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Consideration for staff impacted by the incident is necessary. Arrangements for debriefing affected staff and referral to appropriate services to mitigate the stress associated with these events should be offered.

Administrative Disciplinary Process and Prosecution:
In keeping with this "zero tolerance" policy, perpetrators of sexually abusive behavior will be disciplined and/or referred for prosecution.

Tracking Sexually Abusive Behavior:
Tracking and analyzing the incidents of sexually abusive behavior are critical to the safety and management of inmates and the security of all Bureau facilities. Monitoring these incidents allows the Bureau to assess the effectiveness of current policy and procedures in regard to the extent of sexual victimization. To ensure full and accurate reporting and analysis, the SIS will maintain secure investigative files which include data on:

- The victim(s) and perpetrator(s) of sexually abusive behavior;
- Crime characteristics;
- Formal and/or informal action(s) taken;
- All collateral reports, supporting memoranda, and videotapes;
- Medical forms; and
- Any other evidentiary materials pertaining to the allegation.

The Office of Internal Affairs will report the cumulated data on the inmate victims of staff and inmate sexually abusive behavior to all Chief Executive Officers and the Psychology Services Administrator at the end of each quarter and at the end of each fiscal year.

SUICIDAL SITUATION IN SHU OR THE HOUSING UNITS:
If you are the first person to notice an inmate hanging, you should call for staff assistance (Operations Lieutenant & Control Center)and remain calm and wait until sufficient staff and Lieutenant arrive prior to handcuffing the inmate=s cell mate(s) (if applicable) and unlocking the cell door. If feasible, obtain protective equipment from the above mentioned areas. Cut the inmate down, protecting the head and neck area. Always administer life-saving procedures.

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METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
GENERAL POST ORDERS
SPECIAL HOUSING UNIT
THIS IS NOT AN ARMED POST

Post Orders, the TRUSCOPE program and log books are confidential documents and should never be left unattended or in an area accessible to inmates. Post Orders must be secured at all times when not in use by staff.
It is the responsibility of the employee to inform the employer of the fact they have not been able or afforded the opportunity to read such orders. The employer will then advise the employee of the general requirements of the post, and answer any questions.

Employees assuming posts under these circumstances still have the responsibility of exercising sound correctional judgment based upon their training and experience and will make reasonable efforts before assuming your post.

After reading the post orders, the employee must sign and date the Post Order Review Sheet which is located in Section 5 of this document. These post orders are not intended to describe in detail all the officers' responsibilities. Good judgment and common sense are expected in all situations not covered in these post orders.

NOTE: IT IS POLICY OF THE BUREAU OF PRISONS THAT IF AN INMATE(S) SHOULD APPROACH YOU OR YOUR POST WITH A STAFF MEMBER HOSTAGE, YOUR FIRST CONSIDERATION IS THE SECURITY OF THE INSTITUTION AND UNDER NO CIRCUMSTANCES WILL INMATES BE PERMITTED TO ESCAPE. ANY EMPLOYEE TAKEN HOSTAGE, REGARDLESS OF RANK, HAS NO AUTHORITY.

Jermaine C. Darden, Captain

12/7/18
Date

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INSTITUTIONAL SUPPLEMENTS/PROGRAM STATEMENTS

FIREARMS AND BADGES	P.S. 500.13
INMATE ACCOUNTABILITY	I.S. NYM 5511.06
INMATE PERSONAL PROPERTY	I.S. NYM 5580.07
SECURITY INSPECTIONS	I.S. NYM 5500.13
TOOL CONTROL	I.S. NYM 5500.13
MAIL MANAGEMENT	P.S. 5800.16
VISITING PROCEDURES	I.S. NYM 5267.08
INMATE CORRESPONDENCE	I.S. NYM 5265.14
ALCOHOL SURVEILLANCE/TESTING	I.S. NYM 6590.07
ENTRANCE PROCEDURES	I.S. NYM 5500.13
INMATE TELEPHONES	P.S. 5264.08
ION SCREENING	P.S. 5522.02
SEARCHING/DETAINING PERSONS	P.S. 5510.15
SEXUAL ABUSE PREVENTION/INTERVENTION	P.S. 5324.12
INMATE DISCIPLINE	P.S. 5270.09
SPECIAL HOUSING	P.S. 5270.10
SUICIDE PREVENTION	P.S. 5324.08
SEARCHES OF HOUSING UNITS/INMATES AND WORK AREAS	P.S. 5521.06
ESCORTED TRIPS	P.S. 5538.07
USE OF FORCE/APPLICATION OF RESTRAINTS	I.S. NYM 5566.06
POSTED PICTURE FILE	P.S. 5510.13
HUNGER STRIKES	P.S. 5562.05
ESCAPES DEATH NOTIFICATIONS	P.S. 5553.07

CHAPTER 7
FIREARMS AND BADGES

700. DEFINITIONS. Probable cause, reasonable determination, or reasonable belief means facts and circumstances known to the employee at the time of the use of firearms that would cause a reasonable employee to conclude that the action is appropriate.

701. CARRYING OF FIREARMS. Title 18 U.S.C. § 3050, authorizes the Attorney General to prescribe rules and regulations relating to the carrying of firearms by Bureau officers and employees. This authority is delegated to the Director in 28 CFR 0.96(o).

When approved by the Warden, institution staff are permitted to carry firearms when:

- transporting inmates,
- assigned to escape posts, and
- assigned to security posts which require firearms as standard issued equipment.

Carrying or the use of personal or privately owned firearms while on duty is prohibited.

Post orders, riot plans, and escape plans will include instructions for carrying firearms.

a. Duty Assignment. Employees must not be assigned to duties that require the carrying of firearms prior to successfully completing the firearms familiarization training course.

b. Staff Qualification. New employees must not be assigned to posts requiring the carrying of firearms before completing the Introduction to Correctional Techniques Training at the Federal Law Enforcement Training Center.

In extraordinary circumstances, an exception may be made for an employee who has completed the local firearms familiarization training with written approval of the Warden and Regional Director.

c. Re-qualification. Staff must complete satisfactorily the Bureau's approved firearms training course each year. Allowances will be made in accordance with applicable laws, rules, and regulations.

Chaplains, dentists, physicians, and other positions which the Director specifically exempts from carrying firearms are not required to complete the firearms familiarization training conducted at the institution and Staff Training Academy.

d. Other Use of Firearms. Only the Director or Director's designee may authorize, in writing, Bureau staff to carry Government-issued firearms for purposes not expressed in this Program Statement.

702. USE OF FIREARMS. Firearms must be used only when deemed necessary for the following Law Enforcement purposes:

- Prevent escapes;
- Prevent loss of life or serious physical injury;
- Protect government property, upon determination that the damage or loss of property would contribute directly to an escape, loss of life, or serious physical injury; and
- Maintain or restore control of a correctional institution.

The use of firearms is prohibited if force other than firearms appear reasonably sufficient to accomplish law enforcement purposes. Examples are, but not limited to:

- Prevention of escape;
- Prevention serious physical injury; and
- Restoration of control in a correctional institution.

The necessity to use firearms arises when all available means of achieving the law enforcement purpose have failed or are likely to fail.

An employee is not required to jeopardize personal safety or the safety of others before using firearms to prevent serious injuries/bodily harm or death.

If use of firearms is deemed necessary, staff must shoot the subject with every intention of hitting "center mass" to ensure the subject is stopped.

Staff will not attempt to shoot a limb which creates a lesser chance of stopping the subject and may pose a danger to staff, other inmates, or persons in the community. Firearms must not be used solely to disable moving vehicles or aircraft. Firearms will only be used against the driver or other occupants of a moving vehicle when the:

- Employee has a reasonable belief that the subject poses an imminent danger of death or serious physical injury to the employee or others.
- Public safety benefits of using such force outweigh the risks to the safety of the employee or others.

As soon as practicable, medical attention must be provided to any persons injured during an incident involving use of firearms.

Firearms will not be used if the employee recognizes a potential escapee as an inmate sentenced under the Juvenile Justice and Delinquency Prevention Act.

a. Escape Prevention. The use of firearms is authorized when deemed necessary to prevent an escape in the following situations.

(1) Perimeter Walls. At institutions secured with perimeter walls, prior to using firearms, staff must reasonably believe that an inmate has the capability to escape.

For example, the inmate may be carrying items that could be used to perpetrate an escape, such as, but not limited to, a ladder, grappling hook, or rope, suggesting an intent to escape.

An employee who determines an escape is in progress must issue a verbal warning, then fire a warning shot prior to shooting the subject.

(2) Multiple Perimeter Fences. At institutions secured with multiple perimeter fences, prior to using firearms, staff must reasonably believe that an inmate has the capability to escape.

For example, the inmate may be carrying items such as, but not limited to, a ladder, blankets, grappling hooks, ropes, broom handles, or sticks, that will perpetrate an escape.

An employee who determines an escape is in progress must issue a verbal warning, then fire a warning shot prior to shooting the subject.

Verbal warnings and warning shots are not required when the employee reasonably believes there is imminent threat danger of death or serious physical injury to self or others.

When authorized, throughout this policy, warning shots should be used only if there is no apparent danger to self, other staff and inmates, or the community.

Warning shots will be fired into the ground and never into the air or in an indiscriminate direction.

The inmate is not required to be on the first/inner perimeter fence before the employee issues the warning. When the inmate actually contacts the first/inner perimeter fence in an attempt to climb or demonstrates an attempt to get on or over the first/inner perimeter fence, and the employee reasonably determines an escape is being attempted, the employee may shoot the subject.

The employee is not required to wait until the inmate is between the perimeter fences or over the first/inner fences.

(3) Metropolitan Correctional Centers (MCCs) and Metropolitan Detention Centers (MDCs). When an employee reasonably determines that an escape is being attempted from a MCC or MDC, the employee should give a verbal warning. If the inmate continues, the employee may shoot the subject. Warning shots are prohibited due to the possibility of injury to innocent bystanders.

(4) Minimum Security Institutions. Ordinarily, firearms are not used to prevent escapes from minimum security level institutions. However, weapons are authorized when the escaping inmate has used or threatened to use force which is likely to cause serious physical injury or has manifested an imminent threat of death or serious physical injury to the employee, other staff and inmates, or the community.

Verbal warnings and warning shots should be used when feasible.

(5) Escapes with Outside Assistance. Firearms may be used against persons who are not inmates, if they are facilitating an escape and have used or threatened to use force which is likely

to cause death or serious physical injury against the employee, other staff and inmates, or the community.

Verbal warnings and warning shots must be used when feasible.

(6) Escape from Escorted Trip or Prisoner Transport. When an employee reasonably determines an escape is being attempted from an escorted trip or prisoner transport, the employee must issue a verbal warning. If the inmate continues and the escape is occurring within the immediate environs of a correctional institution, the employee will fire a warning shot, if feasible, prior to shooting the subject.

Outside the immediate environs of a correctional institution, the employee should not fire a warning shot prior to shooting the subject due to the possibility of injury to innocent bystanders.

Absent the use or threat of force which would likely cause serious physical injury or a manifested imminent threat of death or serious physical injury to the employee, other staff and inmates, or the community, it is not permissible to use firearms to prevent an escape of an inmate in transit to or from a minimum security level institution. The exception to the rule is when the escorting employees are transporting inmates at the same time to a minimum and non-minimum security level institutions.

(7) Once An Escape Has Occurred. After an escape from a transport vehicle or an institution, and the immediate environs has been successful, employees attempting to apprehend the escaped prisoner may not use firearms unless there is probable cause to believe:

(a) The subject has committed a felony involving the infliction or threatened infliction of serious physical injury or death.

(b) The subject's escape would pose an imminent danger of death or serious physical injury to the employee or others.

Note: The phrase "after an escape from a transport vehicle or an institution and the immediate environs has been effectuated" should be interpreted in the following manner:

- As long as a staff member is in continuous pursuit of an escaping inmate, whether the escape takes place from an institution, transport vehicle, or outside facility (such as a hospital), the escape has not yet been effectuated. The use of firearms is permissible under the escaping inmate standard.

- The immediate environs of an institution is defined as the property lines of the correctional facility. This boundary may be expanded by the Warden with the Regional Director's concurrence and should be defined as explicitly as possible.

A verbal warning should be given if it would not pose a risk of death or serious bodily injury to the officer or others.

Warning shots are prohibited due to the possibility of injury to innocent bystanders.

b. Prevent the Loss of Life or Serious Physical Injury. Staff may use firearms when reasonable belief exists that the subject poses a threat of death or serious physical injury to staff, inmates, or others.

Firearms will be used in the same manner as for escapes; verbal warnings and warning shots should be given, when feasible, prior to shooting the subject.

When authorized, warning shots should be used only if there is no apparent danger to other staff and inmates, or the community. Verbal warnings and warning shots are not required when the employee reasonably believes there is imminent danger of death or serious physical injury to self or others.

In a hostage situation, once it has been contained and attempts to negotiate have begun, only the Warden may order the use of firearms to resolve the hostage situation.

Warning shots will not be fired as in an attempt to resolve a hostage situation, nor used to create a diversion.

c. Protect Government Property. Firearms may be used to prevent damage to or destruction of Government property when the loss of that property could contribute directly to an escape or attempted escape, serious physical injury, or loss of life.

For example, the use of firearms may be necessary when persons are attempting to damage or disable a fire truck during a fire within the institution. If individuals attempt to break into a

building where weapons, gas, or other security risk items are stored, firearms may also be used.

Firearms must be used in the same manner as for escapes; verbal warnings and warning shots should be given, when feasible, prior to shooting the subject. When authorized, warning shots should be used only if there is no apparent danger to other staff, other inmates, or the community.

Verbal warnings and warning shots are not required when the employee reasonably believes there is imminent danger of death or serious physical injury to self or others.

d. Maintain or Restore Control of a Correctional Institution. Firearms may be used to maintain or restore control of a correctional institution when the employee reasonably believes the intended subject of the use of firearms is participating in a disturbance in a manner that threatens the safety of staff, other inmates, or the community.

Firearms must be used in the same manner as for escapes; verbal warnings and warning shots should be given, when feasible, prior to shooting the subject. When authorized, warning shots should be used only if there is no apparent danger to staff, other inmates, or the community.

Verbal warnings and warning shots are not required when the employee reasonably believes there is imminent danger of death or serious physical injury to self or others.

703. ARMED ESCORT BY COMMERCIAL AVIATION. The Warden may authorize staff to carry firearms when transporting an inmate by commercial air carrier.

Title 14 CFR Part 108.11, Carriage of Weapons, and Part 108.21, Carriage of Passengers Under the Control of Armed Law Enforcement Escorts (1995), allows law enforcement officials, while performing their duties, to travel while armed.

Staff must notify the air carrier prior to departing the institution of the intent to carry firearms. Staff must complete all required forms and provide required information to the carrier.

Staff must follow the procedures detailed in the above referenced regulations.

When not transporting inmates, Bureau staff, carrying firearms aboard commercial aircraft, must declare this to the carrier and have the weapon placed in checked baggage.

The above referenced regulations should be referred to for additional requirements concerning the placement of firearms in checked baggage.

704. REPORTING REQUIREMENTS. A written report must be submitted to the Warden upon the discharge of any firearm, privately owned or issued by the Bureau. This rule applies when the employees is on duty and off duty, except for training or recreational purposes.

For an incident while on duty, the report must be submitted prior to the end of the employee's duty shift.

For an incident while off duty, the report must be submitted prior to the end of the employee's next duty shift.

The discharge of any firearm, once reported, will be investigated and reviewed through the After-Action Reporting and Review processes.

705. IDENTIFICATION BADGES. Upon request, the Correctional Services Administrator, Central Office, will issue Bureau identification badges in leather carrying cases to each institution.

The Captain will maintain strict accountability of Bureau badges. Lost or stolen badges must be reported immediately in writing to the Correctional Services Branch, Central Office.

Except for tower and perimeter patrols and established stationary check points, staff assigned to duties which require the carrying of firearms will be issued a Bureau identification badge.

The badge must be displayed when necessary to establish the staff member's authorization to carry a firearm. Appropriate badge holders will be provided so as to allow the employee the ability to securely attach the badge to his or her outerwear.

Badges may not be used as methods of routine identification.

Employee procurement or possession of unauthorized badges, either official or duplicated, is prohibited (see the Program Statement on Standards of Employee Conduct).

706. NON-DISCLOSURE OF BUREAU STAFF NAMES IN SHOOTING INCIDENTS. Disclosure of an employee's name following a shooting incident will follow the guidelines as prescribed in the Program Statement on News Media Contacts.

METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
SPECIFIC POST ORDERS
REC OFFICER #1 & #2
THIS IS NOT AN ARMED POST

THIS IS AN OLEORESIN CAPSIUM (OC) CARRY POST

POST: **REC OFFICER #1 & 2**

EQUIPMENT: **Key Rings C-39, Restraint key, Radio, MK-4 OC Dispenser**
All equipment assigned to this post and will be accountable on the shift to shift inventory form. All 24 hour equipment and key rings will be logged into TRUSCOPE program with type of equipment and key ring numbers.

SHIFT: **A.M. WATCH**

HOURS OF DUTY: **6:00 A.M. to 2:30 P.M.**

LUNCH RELIEF: **See Current Lunch relief Schedule**

NORMAL ROUTINE: All Correctional Officers will report to the institution according to their assigned work schedule. You are required to utilize the "Staff Chit Board" whenever you enter and/or depart from the secured perimeter of the institution

SECURITY PROCEDURES TO BE FOLLOWED WHEN OPERATING THE BELOW LISTED SHU DOORS:
Door 27 and Inner Door: Both doors must always remain secured when not being used. They are to be opened as needed for traffic and secured immediately. These doors are to be considered a sallyport only, one door will be open at a time unless there is an emergency.

CONTROLLED MOVES:
A Lieutenant will call a controlled move to halt all general population movement. The controlled move is conducted to guarantee that the inmate is closely monitored and kept separate from other inmates.

6:00 A.M.
Report directly to the Special Housing Unit wearing the prescribed uniform. As the equipment is issued on a 24-hour basis, you are required to indicate the key ring number and type of equipment accounted for into TRUSCOPE program and sign the location inventory. Count the keys to ensure the number of keys corresponds with the total number on the key ring chit. Key rings must be secured to a belt by clips and a metal chain.

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Contact the Control Center on #333 and test your Radio/Body Alarm. Unit officers must maintain a log of pertinent information regarding inmate activity, detailing time, persons involved (if pertinent) and the event. These entries must be entered into TRUSCOPE program. Report for duty by telephone with the Operations Lieutenant and receive any additional information.

Begin making 30 minute rounds ensuring you document the findings in the TRUSCOPE program. Staff will observed all inmates in continued lock down status once in the first 30 minute period of the hour ex: (12:00 - 12:30AM) followed by another round in the second 30 minute period of the same hour (12:30-1:00 AM).This will ensure an inmate is observed at least twice per hour. These rounds are to be conducted on an irregular schedule and no more than 40 minutes apart. All observations must be documented.

6:15 A.M.
Assist the SHU#2 Officer with feeding and escorting officers to R&D for court. While feeding the inmates generate the recreation list for the inmates wishing to go to recreation. After feeding commences ensure all food trays are accounted for and prepare to begin recreation.

6:45 A.M.
Conduct a search of the roof recreation area prior to bring inmates up to the roof for their recreation period. Use extra caution when escorting inmates to the roof. At no time will you leave these inmates unsupervised. After each group of inmates depart the roof recreation area, conduct a thorough area search to ensure that no contraband is present prior to escorting the following groups to the roof.

7:00 A.M.
(Approximately)
Begin moving inmates to Recreation.
****Check inmates CIMS Concerns(separates) before movement****

Between 10:15 A.M. 12:15 P.M. (Weekdays)
LUNCH RELIEF
Contact the department on the current lunch relief schedule to arrange for staff to relieve you for a 30 minute duty free lunch. When being relieved, ensure staff have signed the log book designated for lunch reliefs.

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11:00 A.M.
At approximately this time recreation will end. All inmates returning from recreation are visually searched and screened with a hand held metal detector. Once the roof is clear and secure, assist in serving the lunch meal in SHU.

12:30 P.M. (Approximately)
Begin an Institutional Trash Run

1:00 P.M.:
Ensure all Bp-292 forms are completed for recreation for that day to include inmates that refused. After your lunch break assist the Special Housing Unit officers with any tasks that need to be accomplished.

2:30 P.M.
End of Tour
Return all keys and equipment to the Control Center. Once your tour of duty ends and you are to proceed directly out of the institution.

NOTE:
As the SHU REC Officer you will have the opportunity to gather information and intelligence for the institution. You will become an integral component in the intelligence gathering process at the institution. Remember to converse with inmates, but never divulge any personal information to the inmates.

PATROLS:
Throughout your shift, when inmate recreation is not occurring, you must conduct periodic checks of all inmates in the unit should be conducted. These checks will be conducted throughout the shift at random intervals of no longer than 30 minutes. Each check will be documented utilizing the TRUSCOPE program.

****Anytime an inmate is removed from his cell for recreation, law library, or for any reason, the inmate will be restrained from behind and escorted by appropriate staff. Staff will maintain control of the inmate at all times. If an inmate has to be restrained from the front to sign a legal document or for medical reasons a martin chain will be utilized. (No Exceptions)!!**

EFTA00108291

METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
SPECIFIC POST ORDERS
REC OFFICER #1 & #2
THIS IS NOT AN ARMED POST

**** At any time that an inmate is removed from his cell, Recreation, Law Library, Property etc. A pat search will be conducted and the use of a metal detector will be utilized on ALL inmates. A metal detector will be in the possession of the Special Housing Unit staff prior to the removal of any inmate from an area.**

****Inmate orderlies will NOT be unsupervised at any time, to and including down a range in the Special Housing Unit. If an inmate orderly is on the range, direct staff supervision will be utilized behind the secure range grill.**

****DO NOT LEAVE YOUR POST UNTIL THE PROPER RELIEF HAS BEEN PROVIDED****
Officers assigned to this post will not vacate the post unless properly relieved or instructed to do so by the Operations or Activities Lieutenants. These post orders are not intended to describe in detail all the officer's responsibilities. Good judgment and common sense are expected in all situations not covered in these post orders.

IT IS POLICY OF THE BUREAU OF PRISONS THAT IF AN INMATE(S) SHOULD APPROACH YOU OR YOUR POST WITH A STAFF MEMBER HOSTAGE, YOUR FIRST CONSIDERATION IS THE SECURITY OF THE INSTITUTION AND UNDER NO CIRCUMSTANCES WILL INMATES BE PERMITTED TO ESCAPE. ANY EMPLOYEE TAKEN HOSTAGE, REGARDLESS OF RANK, HAS NO AUTHORITY.

These Post Orders are guidelines, not orders to work before or after regularly scheduled shifts.

There will be no additions or deletions to these post orders without the written consent of the Captain.

§ 115.15 Limits to cross-gender viewing and searches.

As of August 20, 2015, **or August 21, 2017 for a facility whose rated capacity does not exceed 50 inmates, the facility** shall not permit cross-gender pat-down searches of female inmates, absent exigent circumstances. Facilities shall not restrict female inmates' access to regularly available programming or other out-of-cell opportunities in order to comply with this provision.

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See the Program Statement **Searches of Housing Units, Inmates, and Inmate Work Areas,** or current version of this policy. Post assignments may not be restricted on the basis of gender. Institutions will evaluate operational concerns consistent with collective bargaining obligations, the Master Agreement, and other laws, rules, and regulations. The agency will continue to comply with Title VII and other Equal Employment Opportunity Commission authorities in implementing this policy.

(c) The facility shall document all cross-gender strip searches and cross-gender visual body cavity searches, and shall document all cross-gender pat-down searches of female inmates.

Jermaine C. Darden, Captain

12/7/18
Date

EFTA00108293

METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
SPECIAL POST ORDERS
RECREATION OFFICERS #1 AND #2
THIS IS NOT AN ARMED POST

THIS IS AN OLEORESIN CAPSICUM (OC) AEROSOL SPRAY POST.

IF YOU ARE ASSIGNED A POST THAT REQUIRES YOU TO CARRY THE MK-4 PEPPER SPRAY AND YOU ARE NOT TRAINED OR QUARTERLY RE-CERTIFIED IT IS YOUR RESPONSIBILITY TO NOTIFTY THE OPERATIONS LIEUTENANT PRIOR TO ASSUMING THE POST.

INTRODUCTION:

You will report for duty in the prescribed uniform. Each inmate will be checked a minimum of once every thirty minute period at irregular intervals. The checks will be entered in the 30 Minute portion of the TRUSCOPE program. The officers are responsible for ensuring security inspection discrepancies are appropriately documented and routed. Sanitation of the unit is critical for the operation and will be maintained at the highest level. All emergencies will be reported to the Operations Lieutenant immediately.

Every officer must read and sign the Post Orders prior to assuming the duties of this position. As a SHU Officer you will be working under the direction of the SHU Lieutenant and/or the Operations Lieutenant. You are required to advise the Operations Lieutenant of your presence when you arrive for duty. You will maintain the TRUSCOPE program and throughout your shift. The TRUSCOPE program will accurately reflect all pertinent information concerning the housing unit, equipment accountability, inmate population, unit count, and inmate activity as well as other specific information pertaining to your tour of duty.

All Correctional Services staff will review and sign the Inmate Posted Picture File on a Monthly basis

STAFF TRAINING AND ACCOUNTABILITY:

All staff (including sick and annual reliefs) assigned to an OC aerosol dispenser post will receive the required training, and go through quarterly re-familiarization training prior to assuming their post each quarter. Training will include, but is not limited to, proper carry and security of an OC aerosol dispenser, use of force policy and the definition between immediate and calculated use of force. These post orders will be read prior to working designated posts or when this cannot be accomplished, the shift Lieutenant must be notified immediately. The Operations Lieutenant will ensure staff have read, understand and signed the post orders.

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Staff will be held responsible for guidance outlined in national and local policies, post orders, position descriptions, and general guidance issued related to posts designated with an OC aerosol dispenser. **Officers and Lieutenants who have not received OC specialty training are not authorized to carry an OC aerosol dispenser.**

If you believe you need additional training or unfamiliar with the OC aerosol dispenser, notify the Operations Lieutenant immediately.

USE OF FORCE/EMERGENCY RESPONSE PLANS

A post assigned with an OC aerosol dispenser is in addition to emergency response plans already in place. Local written procedures will continue to be in effect and the OC aerosol dispenser is an enhancement in staff and inmate safety, included in these post orders. These procedures will outline steps to be taken in case immediate force is required as a result of a serious assault, recreation yard incidents, or other serious incidents during all shifts. Trained officers can use immediate force without the presents of a supervisor.

Once you have assumed your position/post, check the OC aerosol dispenser, along with the other equipment assigned to the post, for any defects. In the event there are defects or leakage to the OC aerosol dispenser, notify the Operations Lieutenant and/or the Security Officer, and document it into TRUSCOPE.

In the event of an accidental discharge, decontaminate yourself and notify the Operations Lieutenant. Once you have decontaminated yourself with soap and water and notified the Operations Lieutenant, decontaminate the affected area with soap and water, and ventilation if possible.

The usage of an OC aerosol dispenser must be limited to the performance of official duties only. Staff are again reminded that use of the OC aerosol dispenser outside established policies and procedures will result in staff disciplinary action.

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The preferred method of resolution is through verbal intervention. However, the safety of staff and inmates in any dangerous encounter is paramount and may require the use of an OC aerosol dispenser. Staff may use the necessary amount of force only as a last alternative after all other reasonable efforts to resolve the situation have failed. Staff may use the necessary amount of force to gain control of the inmate, to protect and ensure the safety of inmates, staff and others, to prevent serious property damage, and to ensure institution security and good order.

The OC aerosol dispenser must be carried in an approved holder, leather/nylon belt loop holster, specifically designed to hold an OC aerosol dispenser. No other method of carrying the OC aerosol dispenser is authorized, i.e., cargo pocket.

The full cone spray has an effective range of 10 to 12 feet but should not be used closer than 4 feet.

In the event the OC aerosol dispenser is required the following steps should be used:

1. Fingers of the drawing hand should be extended and firmly gripping the aerosol dispenser.
2. Staff should assume an appropriate defensive stance and continue with verbal commands.
3. Place thumb on the actuator.
4. Spray the facial area, specifically the eyes, delivering one two-second burst. Once the OC aerosol spray has been dispensed, staff should step back to avoid being contaminated by the spray and maintain direct supervision of the inmate(s). Continue with verbal commands.
5. Allow the OC aerosol spray to work while providing verbal commands to the inmate (e.g., lay face down with arms spread).
6. Evaluate the response of the inmate(s). If the inmate(s) does not submit to restraints and/or comply with staff orders within 15 seconds, a second two-second burst is authorized. After a second assessment, or if the inmate(s) has not complied with staff commands, alternative methods to control the situation may be pursued.
7. Decontamination procedures include fresh air and the use of soap and water within 15 minutes, or as soon as possible, after OC aerosol spray has been applied. Normally, this is done before the medical assessment.

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8. Once the OC aerosol spray is used and the inmate(s) is in restraints, Health Services staff will be notified immediately. A medical assessment will be performed to determine if the inmate(s) sustained any injuries.
9. When an immediate use of force is necessary (e.g., involving serious bodily harm, etc.), staff are obligated to obtain a camera and begin recording the event as soon as it is feasible. As soon as control of the situation has been obtained staff must record information on: circumstances that required the need for immediate use of force; identification of the inmate(s); injuries; and staff, and others involved. (See PS 5566.06, *Use of Force and Application of Restraints).*

A reasonable correctional workers perception of the events would govern the use of the OC aerosol dispenser in situations which require an immediate response to an emergency situation. The Warden should be notified as soon as possible after any such use. Documentation is to be submitted in accordance with the Program Statement Use of Force and Application of Restraints. Oleoresin Capsicum delivery systems are authorized to be used for immediate response to situations in which an inmate cannot be approached without danger to self or others; and it is determined that a delay in bringing the situation under control would constitute a serious danger to the inmate or others.

RETENTION AWARENESS:
Ensure the OC aerosol dispenser is properly fastened to your duty belt and firmly secured inside the holster. When confronting an inmate position your body so the OC aerosol dispenser faces away from the inmate, maintain a safe distance, and continue with verbal commands.

INMATE FEEDING
The SHU Recreation #1 and #2 will assist the Special Housing Unit Officers, conducting the unit feeding. While conducting the unit feeding there will only be one food slot open at a time.
The SHU OIC will ensure all food carts are locked upon delivery to the Special Housing Unit. Food Carts will be searched inside and out, to prevent the introduction of contraband into the Special Housing Unit. All meals will be counted to verify the required meals have been delivered. Any discrepancies will be reported to the Food Service Foreman immediately.

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The meals will be properly heated and distributed by the SHU staff. The inmate orderlies will not assist in the feeding of the unit population in any way. The SHU Officers issue the meals in the unit. The cell door food slot will be opened, food trays placed on the slot, and then secured. Food slots will not remain open during the meal. Staff are **not** authorized to open all food slots at one time to deliver the food.

Staff will inspect and count all food trays and lids given to inmates for the meal. Any food service items which goes into the cell for the meal, MUST come out of the cell after the meal. Ensure the food trays and lids are in the same condition as when they were delivered.

RECREATION:
The Recreation Officers, will make a list of the inmates requesting recreation when feeding the morning meal with the SHU staff. Any inmates requesting recreation will be afforded five hours of recreation a week. A PP-10 will be utilized to ensure that inmates with C.I.M.S. concerns are not placed in the recreation cage at the same time. Recreation will be noted on the 292 forms. All inmates will make their beds and be properly dressed before departing the cell for recreation.

****Inmates in AD Status will not be placed in the recreation cage with inmates that are DS status. NO EXCEPTIONS****

292 FORMS:
The Recreation #1 and #2 Officers will notify the SHU#1 Officer as it pertains to meals, recreation, and showers to be placed on the inmates 292 form.

VISUAL SEARCHES:
Any inmate who enters into, and/or departs from the Special Housing Unit will be visually searched, to include the hand-held metal detector, no exception. This includes inmates entering the unit for work details, UDC/DHO hearings, and the Unit Barber. All inmates returning from roof recreation will be visually searched by the Recreation Officers. The Officers will place the inmate's status in the visual search book.

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METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
SPECIAL POST ORDERS
RECREATION OFFICERS #1 AND #2
THIS IS NOT AN ARMED POST

SHOWERS:

The SHU Recreation#1 and #2 Officers will assist with the showers in Special Housing. The SHU #1 will ensure the appropriate entries are completed on the inmates BP-292 when inmates are afforded the opportunity to shower. Special Housing unit inmates will be escorted by the range officers to the showers on Mondays, Wednesdays and Fridays. At this time the inmates will receive hygiene supplies (toilet paper, soap, toothbrush etc.

All toothbrushes will be no longer than three (3) inches in length.

INMATE ORDERLIES:

Any inmate assigned as the orderly in the Special Housing Unit must be approved by the Captain. The SHU Lieutenant will route a memorandum seeking the Captains approval for all orderlies. It is the SHU Officers responsibility to ensure the SHU Orderlies are properly supervised and accounted for at all times.

All staff are responsible for ensuring restrained and un-restrained inmates do not have the opportunity to come into contact with each other. The SHU Orderlies must be secured behind a locked door before any inmate can be safely moved into or within the housing unit.

SECURITY PROCEDURES:

All inmates will be cuffed from behind prior to being moved. **If there are two inmates assigned to a cell, both inmates must be cuffed before the cell door is opened.** When preparing to move an inmate, the escorting staff must maintain constant visual supervision of the inmate. All offices and supply storage areas will be secured prior to any inmate movement. If there are two inmates in a cell then two staff will be present before opening the cell door. Both inmates must be restrained. For those inmates deemed as Three or Four-Man Hold, the Operations Lieutenant will be notified for additional staff assistance prior to opening the cell. A Lieutenant must be present when an inmate on this status is to be moved. At no time will the number of inmates being transported from one secure location in the unit to another exceed the number of staff present in the unit.

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The unit food slots will not be left unsecured. Any time a food slot is opened, a SHU Officer will be present at the food slot. If a staff member needs to speak to an inmate, the voice box, located on the cell door, will be utilized. If a staff member needs to provide the inmate with documents or any approved items, the SHU Officer will open the slot, allow the item(s) to be passed, and secure the slot immediately. The food slots are security devices and leaving the slot unsecured defeats the security. During main line feeding, one slot will be opened, the food items will be passed, and then the slot will be secured. No more than one slot will be opened at any time on the range.

EMERGENCY SITUATIONS:

USE OF FORCE/USE OF RESTRAINTS:

P.S. 5566.06 states: The Bureau of Prisons authorizes staff to use force only as a last alternative after all other reasonable efforts to resolve a situation has failed. When authorized, staff shall use only the amount of necessary force to gain control of the inmate. This program statement must be read for a clear understanding of all required procedures. For inmates who are contained in a cell and present no immediate danger to themselves or others, but are exhibiting aggression or threatening behavior, the SHU Lieutenant or Operations Lieutenant will be notified immediately. **At no time will a cell be opened until sufficient staff is present to control the situation.**

For situations which present immediate danger to staff or inmates, again, only the amount of necessary force to contain the inmate(s) may be used, however, immediate request for assistance, i.e., body alarm, triple deuces alarm, or radio will be made.
Staff are authorized to begin the videotaping of an incident without the authorization of the SHU Lieutenant and/or the Operations Lieutenant. Videotaping is the first step in confrontation avoidance techniques. Many inmates calm down, and become compliant, once the videotaping begins. When the use of force team technique is applied, and an inmate is secured in restraints in a cell, the SHU #1 must ensure 15 minute checks are conducted by the SHU staff and documented on the back of the BP-292, and the 15 Minute Check form.

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The inmate must be checked by a Lieutenant, afforded the opportunity to use the restroom, and/or turned over every two hours if he/she is restrained to the bed (four-pointed). The checks must be documented on the BP-292 and restraint check form. The inmate must be checked by the Duty PA twice in an eight-hour period. The SHU #1 will ensure this occurs and will document this occurrence on the BP-292 and restraint check form.

Any staff member participating in an immediate use of force, a calculated use of force, or is a victim of an assault, must submit a supporting memorandum regarding the incident to the Operations Lieutenant.

FIRST RESPONDER INSTRUCTIONS:

If a body alarm, deuces alarm or other institution emergency is sounded Special Housing Unit staff will not normally respond unless directed to by the Operations Lieutenant Staff in the Special Housing Unit must ensure enough staff are present before attempting to resolve any emergency in the Special Housing Unit. It will be the responsibility of the SHU #1 Officer on every shift to ensure the fire alarm panel is tested and is in working order. Any discrepancies will immediately be reported to the SHU or Operations Lieutenant.

If a fire alarm is sounded in the unit, staff are responsible for checking each individual cell before clearing an alarm. If an inmate breaks a sprinkler head in his cell, staff will turn the water to the sprinkler head off pending repair.

Duress alarms in the unit are designated for use by inmates during medical or other emergency situations. Staff will be required to respond quickly to the activation of duress alarms to determine the nature of the emergency. Any inmate who activates the duress alarm for a non-emergency situation will be warned of the improper use of the duress alarm system. A second false activation will subject the inmate to disciplinary action, specifically an incident report will be issued for code 317, failure to follow safety regulations.

Hostages Situation:

IT IS POLICY OF THE BUREAU OF PRISONS THAT IF AN INMATE(S) SHOULD APPROACH YOU OR YOUR POST WITH A STAFF MEMBER HOSTAGE, YOUR FIRST CONSIDERATION IS THE SECURITY OF THE INSTITUTION AND UNDER NO CIRCUMSTANCES WILL INMATES BE PERMITTED TO ESCAPE. ANY EMPLOYEE, REGARDLESS OF RANK, IF TAKEN HOSTAGE HAS NO AUTHORITY.

EFTA00108301

METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
SPECIAL POST ORDERS
RECREATION OFFICERS #1 AND #2
THIS IS NOT AN ARMED POST

These Post Orders are issued as guidelines for Officers and are not intended to completely describe all aspects of this post. Additional assignments and duties may be assigned by the shift supervisor after assuming your post. Each officer is expected to exercise good judgment and initiative during situations not specifically covered by these Post Orders. All Officers are expected to execute their duties in a competent and professional manner.

PAT SEARCHES

§ 115.15 Limits to cross-gender viewing and searches.

As of August 20, 2015, **or August 21, 2017 for a facility whose rated capacity does not exceed 50 inmates, the facility** shall not permit cross-gender pat-down searches of female inmates, absent exigent circumstances. Facilities shall not restrict female inmates' access to regularly available programming or other out-of-cell opportunities in order to comply with this provision.

See the Program Statement **Searches of Housing Units, Inmates, and Inmate Work Areas**, or current version of this policy.
Post assignments may not be restricted on the basis of gender. Institutions will evaluate operational concerns consistent with collective bargaining obligations, the Master Agreement, and other laws, rules, and regulations. The agency will continue to comply with Title VII and other Equal Employment Opportunity Commission authorities in implementing this policy.

(c) The facility shall document all cross-gender strip searches and cross-gender visual body cavity searches, and shall document all cross-gender pat-down searches of female inmates.

Jermaine C. Darden, Captain — Date 12/7/18

EFTA00108302

METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
GENERAL POST ORDERS
SPECIAL HOUSING UNIT
THIS IS NOT AN ARMED POST

INTRODUCTION:
The General Post Orders are designed to aid each Correctional Officer in understanding the correctional philosophy of the Bureau of Prisons, and as a basic guide to the policy and operations within your facility. It should be emphasized that these post orders are not intended to be a substitute for Bureau of Prisons policy, and should not be interpreted as such. The primary purpose is to provide the Correctional Officer with a general review of correctional procedures and serve as a resource to locate more detailed and specific information. Although the information in the General Post Orders is not classified, it will be treated as "Restricted". Caution should be exercised to assure that this material is not disseminated to unauthorized persons.

PERSONAL APPEARANCE:
All necessary articles of Officer's clothing are issued without cost. (Uniform allowance) It is the officer's responsibility to present a neat, professional appearance at all times. Only authorized Bureau of Prisons clothing is approved for wear while on duty of any post. If you wear a blazer, or a long sleeve shirt, you are required to wear a tie. Shoes should be shined at all times. All staff are required to wear the stab resistant vest which is supplied by the Bureau.

POSTED PICTURE FILE:
The posted is picture file is reserved for inmates considered as serious escape risks, sexually deviant, or who have a record of extreme assaultive behavior, etc. Inmates will be placed on this status by the SIS Department. Officers are required to review and sign this file on a monthly basis in order to be familiar with these inmates; especially those assigned to their work details or housing units. The Electronic Posted Picture Files are located on the sally port BOPWare Program for MCC New York.

POST ORDERS:
Post Orders are general instructions designed to aid the Correctional Officer in the daily operation of each custodial post. Each officer should review the Post Orders, prior to assuming the post for the first time, during a quarter. The master file of the Post Orders are maintained in the Lieutenants' Offices. A copy of the Post Orders shall also be kept on site, if adequate facilities are available to prohibit offenders from having access to them. Post Orders are to be treated as "Confidential" and kept secured and away from inmates at all times. No changes will be made to the post orders without authorization from the Captain.

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EMERGENCY PROCEDURES

EMERGENCY PLAN IMPLEMENTATION: Each officer is required to review the fifteen basic emergency plans which are located in the Command Center. Each staff member is required to sign indicating they have reviewed the contingency plans for the year. During emergency situations, officers assigned to a specific area are responsible for the accountability of all inmates and staff in their areas unless otherwise directed.

EMERGENCY WARNING SYSTEMS: The Control Center serves as the central receiving area for emergency warnings. The Control Center Officer will immediately notify the correctional supervisor and other authorized officials in order to summon help to the designated areas.

***Any person held hostage shall be considered under duress, and any orders issued by such person, regardless of rank, and including the Warden, shall be disregarded.**

TELEPHONE "222": This number is a system for reporting emergencies at the institution. Whenever possible, remain on the line to relay necessary information to the Control Center. If a situation occurs that makes it impractical to remain on the line, be sure the telephone is ringing the Control Center before leaving the immediate area. This number also rings into the Correctional Supervisor's Office. **The "222" telephone system will be tested weekly.**

BODY ALARMS:

"Body Alarms" should be considered only as an auxiliary to the emergency alarm system telephone number 222, and do not supersede the dial alarm if a telephone is convenient or appropriate to use. Only the "general area," e.g., specific unit, can be determined by the Control Center when this alarm is used. Officers will not tamper with or attempt to repair the transmitter units. The body alarm tests will be conducted in the following manner. The Control Center Officer will contact the staff member with the body alarm advising them that a body alarm test is being conducted. The Control Room Officer will verify the body alarm number and direct the staff member to activate the body alarm by depressing the red button located at the top of the unit. Once the test has been successful the Control Room Officer will advise the staff member that the test was a good test, and advise them to clear the alarm and conduct a radio test. After performing this procedure the unit is now ready to receive radio transmissions and send an alarm to summon staff assistance if needed.

WATCH CALLS:

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The watch call is an official report that everything on an officer's post is secure and in good order. Watch calls are made every thirty (30) minutes from 6:00 p.m. to 6:00 a.m. All officers should identify the watch call, and state his/her name and post. Watch calls will be made between the hours of 6:00PM and 6:00AM by dialing "333" using the telephone.

EQUIPMENT:

Equipment needed varies with each assignment and is outlined in the individual Post Orders. Generally, equipment issued will be a combination of keys, portable radio, and detail pouch. A flashlight is required during the evening and morning watch shifts.

- **Flashlight:** Flashlights and batteries are issued as needed from the Control Center and are receipted by key chits. All morning watch and evening watch officers are required to have a flashlight as part of the equipment for the post. Flashlights remaining on the unit need not be receipted for with key chits. Replacement batteries are available from the Security Officers, on an exchange basis.

- **Radios:** Radios are for employee use only. Employee using portable units normally identify themselves by stating their name and/or location/job assignment. Radios are issued by the Control Center and are receipted for with a key chit. Officers will have a radio only when specific assignments require its use. For emergencies, portable radios provide a direct contact with the Control Center.

- **Keys:** Keys issued to employees will be receipted by metal key chits. Only the necessary keys to work a specific job or assignment will be issued. Officers carrying keys away from the institution will be instructed to return them immediately. Employees are responsible for the number of keys included in any set issued to them and will never remove keys from the set. **Upon receipt of keys, each employee has the responsibility to count the number of keys on each set.**

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- **Detail Pouches:** Each employee in charge of a detail assumes responsibility for the custody, control and conduct of all inmates assigned to his/her detail. Both Unit Officers and those staff members having details will pick up their detail pouches prior to reporting to their assignment, and are responsible for turning them in at the end of the working day.

- **Body Alarm:** Unit Officers assigned to posts with body alarms are required to carry the body alarm on their person on every shift. If an individual is relieved from a post that is assigned a body alarm, the relieving officer will be given the body alarm to carry. Normally, body alarms will not be removed or carried from the post to which assigned but should it become necessary, the Control Center MUST be contacted and the staff member given authorization to move with the body alarm. The purpose of this is to allow the unit Officer to be in constant communication with the Control Center. A check of all issued units for proper functioning will be made at the beginning of every shift. Further instructions in the utilization of these transmitters will be explained in the Chapter entitled Emergency Procedures.

KEY CHITS:

Metal key chits are used as receipts for obtaining most equipment that you will be using. Replacement chits are available through the Security Officer. Key chits will not be left in the Control Center at the end of the work day, or upon return of the equipment. Paper tags/Paper chits utilized as key chits are not authorized. Use of any item other that a metal key chit will be subject to the approval of the OPS LT. Temporary Chits can be obtained from the Lieutenants' Office

SECURITY AND ACCOUNTABILITY:

Conduct daily security inspections of your entire area, paying particular attention to any defective locks or the tampering of locks, windows, doors, etc., and report the findings to the Operations Lieutenant in a timely manner. Daily security inspections of your entire area are required and are vital to the security of the institution. Minor repairs will require a work order to the department concerned through the Captain's Office. Defective locks will be brought to the attention of the Operations Lieutenant immediately. Security inspections shall be supplemented with periodic searches by regular search teams. The searches will be initiated by the Operations Lieutenant, under the direction of the Captain. As a Unit Officer, you are responsible for the accountability of your details, authorized lay-ins, and unassigned

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inmates. Report all absences to the Operations Lieutenant immediately and follow through to determine the location of the inmate(s). If the inmate should return, notify the Operations Lieutenant. Detail supervisors will screen carefully all individual inmate requests to leave their assigned area. This would include requests to go to the hospital and other areas and departments at times other than regularly scheduled for the department activity.

Ensure that inmates in your area are authorized to be there and require those under your supervision to remain in their area. Allow inmates on scheduled call-outs ample time (Approx. 10 minutes) so they may arrive at the calling department at the time specified.

INMATE DISCIPLINARY PROCEDURES

INCIDENT REPORT: Informal resolution of incidents involving violations of institutional rules or regulations is encouraged. However, when an officer witnesses or has a reason to believe that a violation of institutional rules has been committed by an inmate, the officer will prepare an incident report and forward it to the appropriate correctional supervisor. The correctional supervisor may informally resolve of the incident report or forward the incident report to the Unit Disciplinary Committee for further disposition if indicated. As these reports can be subpoenaed into court as legal evidence, all reports must be printed in ink or typed.

- **INVESTIGATION:** The investigations should be conducted within 24 hours from the time the violation is detected, unless circumstances beyond the control of the investigator intervene. The investigating officer will usually be a Lieutenant. The inmate will be given a copy of the incident report by the investigating officer at the beginning of the investigation. The investigator should also read the charges to the inmate and obtain the inmate's statement concerning the incident. After thoroughly investigating the incident, the inmate does not receive a copy of the investigation. However, should the case be forwarded to the Unit Disciplinary Committee, ultimately, the investigation may be given to the inmate's staff representative for use in the presentation on the inmate's behalf.

- **UNIT DISCIPLINARY COMMITTEE:** The authority to impose minor disposition and sanction shall be delegated to staff members of an inmate's unit. The Unit Manager will be responsible for the membership and supervision of thee Unit Disciplinary Committee (UDC) as set forth in the Unit Plan. The UDC can function with

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less than two(2) members. Where an alleged violation of institution rules or regulations warrants consideration for other than a minor sanction, the charge may be referred to the Disciplinary Hearing Officer for hearing and disposition.

- **DISCIPLINARY HEARING OFFICER (DHO):** The DHO shall conduct hearings and make findings, and may impose appropriate sanctions on incidents of inmate misconduct referred to him/her for disposition.

- **OFFICER RESPONSIBILITY:** All Correctional Officers should make a concentrated effort to ensure that incident reports contain the precise details of action(s) being reported. All facts about the incident which are known by the officer should be recorded. If there is anything unusual about the inmate's behavior, this should be noted. Completed incident reports should be forwarded to the Lieutenants' Office as soon as practical for disposition. Further information can be found in Program Statement 5270.07

ADMINISTRATIVE REMEDIES:

Administrative Remedies are formal complaints submitted by inmates concerning problems they were unable to resolve through normal channels. The inmate is to request the Remedy Form (BP-8, BP-9, and BP-10) from the Unit Team. It is normally returned to the Unit Team for processing, although the inmate may mail directly to the Region or Central offices for sensitive matters.

ENFORCEMENT OF RULES AND REGULATIONS:

All staff members must be familiar with the Inmate Discipline Program Statement. The rules and regulations must be adhered to, with firm but fair tactics used. You may at times be able to correct an inmate without writing an incident report. However, if the inmate's violation of the institution's rules and regulations is of a serious nature, an incident report must be written.

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SECURITY INSPECTIONS

PURPOSE OF INSPECTIONS: Security inspections are necessary to control the introduction of contraband and prevent escapes. One of the chief duties of the Chief Correctional Supervisor is to establish a formalized plan of inspections that will cover every part of the institution at least once a week. In general, these inspections include doors, locking devices, fire extinguishers, grills, windows, building walls, perimeter walls, etc. Inspections are required even if no discrepancies are found the day prior. All staff will conduct inspections within their area of responsibility for contraband and security violations. The staff will report any discrepancies to the OPS LT, and prepare a Minor Work Request to correct the concern. Staff responsible for their department will initial the security inspection form located by the control centers indicating they have checked their area of responsibility.

SEARCHING INMATES:

The human body can serve as a potential hiding place for contraband. For that reason, it may become necessary to strip and search an inmate at various times. Further information regarding the proper techniques for searching an individual can be found in institution policy and the Correctional Services Manual. In order to prevent the introduction of contraband, routine and unscheduled searches of inmate's person, housing units, work areas, or other facilities used or frequented by inmates must be conducted. This will include thorough searches of inmate's clothing, personal property at the time of admission; searches of inmate's person and quarters when it is suspected he/she is concealing contraband; his/her place of work, recreation areas on a routine or unscheduled basis as directed by supervising personnel. Such searches may be initiated on an individual inmate basis, or mass searches may be ordered when contraband is suspected of being in the possession of unknown individuals.

Pat Searches: Pat searches will be conducted on a routine basis solely as a means to control contraband. Before a pat search is conducted, the inmate will be asked to remove any head gear and the contents out of his/her pockets. The head gear and personal effects will be inspected after removal and placed out of reach from the inmate. Male and female inmates will be pat searched in the same manner, with the exception of the chest area. A staff member will search the female inmate's chest area using the back of the hand. Pat searches of the male inmate and the rest of the female inmate will be done with the inside, (palm and fingers), of the hand. The pat search will be conducted according to the procedure described on the approved Bureau pat search video tape.

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§ 115.15 Limits to cross-gender viewing and searches.

As of August 20, 2015, **or August 21, 2017 for a facility whose rated capacity does not exceed 50 inmates, the facility** shall not permit cross-gender pat-down searches of female inmates, absent exigent circumstances. Facilities shall not restrict female inmates' access to regularly available programming or other out-of-cell opportunities in order to comply with this provision.

See the Program Statement **Searches of Housing Units, Inmates, and Inmate Work Areas**, or current version of this policy.
Post assignments may not be restricted on the basis of gender. Institutions will evaluate operational concerns consistent with collective bargaining obligations, the Master Agreement, and other laws, rules, and regulations. The agency will continue to comply with Title VII and other Equal Employment Opportunity Commission authorities in implementing this policy.

(c) The facility shall document all cross-gender strip searches and cross-gender visual body cavity searches, and shall document all cross-gender pat-down searches of female inmates.

Visual Search(Strip Search):
All inmates entering the institution from court, transfers or trips out in the community, will be visually searched (strip searched), and screened with the hand held metal detector. Inmates will also be visually searched when leaving the institution for any reason, including release. A thorough search of the inmate's clothing will be completed. Except in emergency situations, all strip searches will be conducted by a staff member of the same sex as the inmate. At least one male and one female staff will be available 24 hours a day to conduct visual searches.

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CONTROL OF CONTRABAND:

Each officer should make a concentrated effort to make frequent searches of living quarters, utility corridors, and other areas in order to eliminate contraband, giving special attention to items which might be used in an escape attempt.

Contraband may be best defined as any item or article inside the institution that was not issued by the institution, purchased in the commissary, purchased through approved channels, or approved by an appropriate staff member.

All contraband seized must be placed in the log book in the Lieutenants' Office listing item, date and inmate. When money is confiscated, the appropriate receipt, available from the control center and/or ISM must be utilized. All coin and any currency is to be confiscated and duly recorded. During regular duty hours, contraband funds along with the confiscation forms are taken to the Cashiers Office. During non-duty hours, the confiscated funds and accompanying form will be placed in the night depository, located in the control center, until the next regular working day. Contraband, other than money, should be recorded on the Confiscation and Disposition of Contraband form and should accompany the confiscated articles.

SEARCHING INMATE LIVING QUARTERS:

When making a search of an inmate's living quarters, each officer should make sure that nothing is destroyed in the process. Officers should make every effort to return all articles to their place, excepting things which are determined to be contraband and are removed.

COMBINATION LOCKS:

Inmates are authorized to purchase combination locks from the commissary for individual use. The key ways are not to be plugged; any lock having a plugged key way will be considered contraband and will be seized as contraband

CIM (SEPARATIONS)

All inmate movement in MCC New York is supervised by staff members. There are serious security and safety concerns regarding the inmates housed in MCC New York and their CIMS status. An inmate's CIMS status is confidential and will not be shared with any inmate(s). The unit separations roster is a sensitive, confidential item which must be safeguarded at all times. The various inmate programs at MCC New York are scheduled by floors. This has been arranged to provide the inmates with a safe and secure environment during the appropriate program. This also alleviates the CIMS concerns for each program. The institution has determined separatees will not be

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housed on the same unit, therefore the programs should be clear of all separatees. It is the Unit Officer's responsibility to ensure all inmates are checked for CIMS concerns prior to any escort off of the unit. The Unit Officer will check the Unit separations roster to ascertain if the inmate's name appears on the roster. Ensure all inmates are checked for CIMS concerns prior to any escort off of the unit. The Unit Officer will check the unit separations roster to ascertain if the inmate's name appears on the roster. If the inmate's name does not appear on the roster, the inmate is cleared to be escorted off of the unit.

If the inmate's name does appear on the separations roster, the Unit Officer must clear the inmate prior to allowing the inmate to be escorted off of the unit.

Inmates must be properly cleared by the Unit Officer and requesting staff member prior to any escort. The requesting staff member must clear all inmate movement to their area with the C&A Officer at extension 5123. The C&A Officer must clear the inmate prior to the inmate departing from his/her assigned housing unit. The Unit Officer must also clear the inmate with the C&A Officer prior to allowing any inmate to depart from the unit. Even though, the Hospital Officer or the Visiting Room may be clearing the inmate(s), it is the Unit Officer's ultimate responsibility to ensure the inmate has been properly cleared. The Unit Officer must review the Unit Separations roster and check for the inmate's name and register number on the roster. If the inmate's name does not appear, the inmate is cleared for movement, and you do not need to contact the C&A Officer. If the inmate's name does appear on the Separations roster, the Unit Officer must contact the C&A Officer at extension 6468 and clear the inmate prior to allowing the inmate to depart from the unit.

Inmates must be properly identified and pat searched prior to departing from the housing unit. Every inmate must carry on their person the institution identification card. This is the means staff utilize to properly identify the inmate. It is the Unit Officer's responsibility to ensure the inmate has his/her identification card on his/her person prior to departing from the unit. The number of inmates escorted at one time on the elevator is directly related to the number of staff available to conduct the escort. One staff member can escort ten (10) inmates in the elevator at one time. Anything more than ten(10), inmates in the elevator causes security and safety concerns. During Inmate Visiting, the Intern Officers and the Activities Officers will assist the Visiting Officers in escorting inmates to and from the Visiting Rooms. The number of

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inmates escorted through the connecting link is directly related to the number of staff available to conduct the escort. Anytime In-Custody inmates are escorted through the connecting link, two staff members must be present for the escort. One staff member positioned at the front of the escort, and the second staff member positioned to the rear of the escort.

When an inmate is being escorted to or from the Special Housing Unit, two staff members must be present for the escort. A ratio of 2:1 will always be maintained when escorting inmates to or from the Special Housing Unit.

ENTRANCE PROCEDURES:

COVERAGE AND METHODS:

Entrance procedures include the control of inmates, employees, visitors or commercial traffic entering the institution. Because of the need for a broad knowledge of the institution and its function, along with a thorough understanding of security requirements, only those officers with such knowledge will normally be staffing these posts. Constant contact with the public requires that these officers display a neatness of appearance, ability to handle people, tactfulness in enforcing regulations and alertness in recognizing security hazards.

OUTSIDE INMATE DETAILS:

During normal duty hours, all outside inmate details, (Warehouse, Building 4, Admin Orderlies, etc.,), will depart from the institution through the Rear Gate. The inmates must be escorted from the unit by the detail supervisor, using the inmate elevator. The inmates must be properly identified, one detail at a time, by the Internal Officer, in the elevator sally port, utilizing the approved gate passes. Once the inmates have been positively identified, the Rear Gate Officer will request for the door leading through the 1st floor sally port to the rear dock. The detail will be further processed by the Rear Gate Officer. All required information will be recorded in the TRUSCOPE program. Any work performed in the Rear Gate is considered outside of the secured perimeter. This means any area on the rear dock to include, Warehouse, and Trash Compactor. The Rear Gate Officer will positively identify and properly process the inmate detail into Rear Sally Port to perform their assigned work. If needed after normal duty hours, weekends and federal holidays, the inmate details will be processed through the Control Center the Operations Lieutenant will designate a staff member to positively identify the detail, in the elevator sally port, utilizing the approved gate passes.

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VISITING

It is the policy of MCC New York to maintain visiting facilities for the purpose of maintaining family ties. Because of the nature of this facility, visits must be conducted under appropriate supervision so that security is maintained and the visiting privileges extended to inmates and their families are clearly communicated. For the purpose of this policy, the term pre-trial inmate refers to any inmate who is non-cadre, including holdovers, treaty transfers, BICE detainees, state inmates, and any designated inmate other than those assigned to the MCC New York Work Cadre Unit. Staff must be able to verify the identity of visitors before their admission into the institution. Acceptable means of identification are, government-issued identification, passport, state-issued photo identification (with a date of issue and expiration) and valid drivers' license. In cases where visitors do not have photo identification, they will be required to have three types of identification with signatures. These need not be the sole means of identification. However, identification cards from quick photo places, and check cashing establishments are not acceptable forms of identification. Tactful questioning may clear up doubtful cases. Visitors sixteen (16) and under do not have to show identification unless of course they appear to be older. In such cases, if a visitor under the age of sixteen cannot provide documentation, i.e., a birth certificate (when requested) to prove relationship and age, the visitor will not be allowed into the institution.

The following procedures will be in effect regarding authorized visiting lists. Each inmate will complete a visiting list. The visiting list will not exceed ten (10) approved visitors for pre-trial inmates and (12) for cadre inmates. Immediate family members and two (2) person of "meaning" will be placed on the visiting list absent strong circumstances that preclude visiting. Immediate family is defined as mother, father, step-parents, step-children, foster parents, grand-children, brothers, sisters, spouse and children. As the situation presents itself, other non-immediate family members will be allowed to visit at the approval of the Associate Warden of Programs (AWP).

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Further, in circumstances, when an inmate requests more than ten visitors to be placed on their visiting list, the Unit Manager will approve / deny any visitor exceeding the limit.

Attorney visiting can occur 24 hours a day. Attorneys may visit with their clients (one at a time) in the 3rd Floor Attorney Conference Room from 6:00 A.M. to 8:00 P.M. daily. They require no advance notice.

Official visitors including attorneys, interpreters, law enforcement personnel, probation officers, volunteers, etc. are to be searched at the Front Entrance using the "reasonable assurance standard." All visitors are subjected to random testing by utilizing the ION Spectrometry Device Program. Random selection for testing visitors must be conducted in an impartial and non-discriminatory method. Visitors may be tested out of random order when reasonable suspicion exists, suggesting they've had possible involvement with illegal substances.

Visits for Persons Not in General Population:

Inmates Hospitalized: Visitors requesting to see a designated or pretrial/ holdover inmate who is hospitalized will be reviewed by all pertinent staff, and the United States Marshals Service - if the inmate is a pretrial inmate. More specifically, the Health Services Administrator (HSA), Chief Correctional Supervisor and Unit Manager will determine whether they should permit the visit.

When the HSA recommends against the visit, if the inmate is suffering from an infectious disease, is in a psychotic or emotional state, not in a condition to see visitors, or there are other compelling health regulations that will prohibit the visit, the Health Services Administrator or designee must explain the situation(s) to the visiting party.

Special Housing Unit Inmates:

Ordinarily, an inmate retains visiting privileges while in the Special Housing Unit. Visiting may be restricted via a UDC/DHO sanction. If the restriction is not a UDC/DHO sanction, such restriction must be approved by the Warden. Unit 10-South social and legal visits shall be non-contact unless otherwise determined by the Warden to allow contact visits.

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Non-Contact Visits:

If the Warden deems it necessary to give an inmate a non-contact visit, the Warden will instruct the SHU Lieutenant to do so. The visit will be conducted in the 10 South Annex visiting room. This visit will be directly supervised to ensure all established visiting procedures are followed.

Clothing:

Appropriate dress is required and must be in good taste. Excessively provocative, immodest or revealing attire is reason to deny a visit. Visitors over the age of 12 will not be allowed into the institution in skirts, shorts, or dresses exceeding three inches above the kneecap in length. Bathing suits or any type of swim wear will not be permitted in the institution. See-through clothing, revealing sleeveless garments, halter tops, tube tops, tank tops and any kind of top that reveals the midriff area, low-cut shirts or blouses, revealing front and backless clothing, skin-tight clothing, spandex clothing, leotards, and sweat pants are **NOT** permitted. Any pants with holes in the knee or buttocks area are also prohibited. Additionally, hooded shirts of any kind, hats, caps, and head scarfs (except for religious reasons) are also prohibited. All visitors are required to wear footwear (no shower shoes of any kind) and undergarments (including bras for females). In accordance with OSHA guidelines, Visitors shoes are to be "closed toed" and have a strap around the heal of the foot. The front lobby officer will not permit visitors to wear jackets or blazers up to the visiting room. **Inmates are responsible for advising their visitors of the dress requirements for visitation.** Only a Correctional Supervisor and Institution Duty Officer may deny visits for noncompliance. Inmates' attire for visiting includes jumpsuit and bus shoes for pre-trial males; females must wear the blue uniform and bus shoes; cadres must wear khaki uniforms with institutional shoes. A random selection of visitors will be tested with the Ion Spectrometry

Special Visit Requirements:

At times, Clergymen, former or prospective employers, sponsors and parole advisors may request special visits. They must make these requests in writing with sufficient advance notice (72 hours). The request will be reviewed by the Unit Manager for approval.

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- **Business Visitor.** The Warden has the final authority on the admittance of business visitors and should be notified through the chain of command. Except for pretrial inmates, an inmate is not permitted to engage actively in business or profession. All questions regarding a business visitor should be addressed to the duty Lieutenant and Institution Duty Officer.
- **Consular Visitors.** When it has been determined that an inmate is a citizen of a foreign country, the Warden must permit the consular representative of that country to visit on matters of the legitimate business. After a request has been submitted from the inmate or consulate, a memorandum should be generated from the inmate's Unit Team for the Warden's approval. Once approved, a copy should be maintained in the Lieutenant's Office and the Front Lobby.
- **Representatives of Community Groups.** The Warden is the approving authority on visits from representative of Community based Groups. A memorandum should be generated and sent through the Chief Correctional Supervisor, Associate Warden, to the Warden for approval. Once approved, a copy should be maintained in the Lieutenant's Office and the Front Lobby.
- **Minister of Record/Clergy.** An existence of an established relationship prior to confinement for visitors does not apply to visitors in this category. These visitors ordinarily provide assistance in release planning, counseling, and discussion of family problems.
- **Minister of Record** An inmate must submit in writing their request to be approved for a visit from his Minister of Record. They must submit their request to the Chaplin. An inmate may only have one minister of record on his/her visiting list at a time. The Minister of Record does NOT count against the total number of authorized regular visitors/ social visitors.

Clergy An inmate must submit in writing their request to be approved for a visit from clergy. Visits from clergy (other than the Minister of Record) will be in accordance with the general visitor procedures, and WILL count against the total number of regular visits allowed. On both visits, an approved memorandum will be forwarded through the Chief Correctional Officer and posted in the Lieutenant's Office and the Front Lobby

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Children under the age of sixteen (16) who are placed on the visiting list must be accompanied by an adult who is also an approved visitor. A brief embrace and kiss is permitted when an inmate greets their visitor/child. The same applies upon termination of the visit. During the visit, any physical contact other than hand holding will be considered improper and is prohibited. Children are not permitted to be seated on inmates lap during the course of their visit. Visits with children are to take place only between the inmate identified on the official visiting form and the child listed on the official visiting form with the child's parent or guardian present.

TOOL CONTROL

- **PURPOSE OF TOOL CONTROL:** It is the policy of the Bureau of Prisons to maintain strict control and accountability of tools used and in storage at all institutions. Tool Control procedures are imperative for the following reasons: to provide a tool in good repair for the job at hand, to improve the general appearance of the shop or working area, and to prevent tools from being used to effect escape or assault.
- **CLASSIFICATION OF TOOLS:** All tools are classified as Class AA; Class A; or Class B. The Class AA group includes tools considered too dangerous to leave inside the institution. The Class A group includes tools most likely used in escape, or to do bodily harm to personnel or other inmates. The Class B group includes those of a less hazardous nature.

All tools, where possible, shall be stored on a shadow board as follows:

- All class "AA" tool shadow boards will have a white background with a bright (curb) yellow silhouette of each tool.
- All Class "A" tool shadow boards will have a white background with a red silhouette of each tool.
- All Class "B" tool shadow boards will have a white background with a black silhouette of each tool.

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STORAGE AND SUPERVISION OF CLASS "AA" TOOLS:
Class "AA" Tools must be removed from the institution at the end of each work day, stored in a combination locked safe in a Class "A" Tool Room, stored in the armory, or turned into the control center. Class "A" Tools must be stored in a metal cage or a class #1 concrete walled room physically separated from Class "B" Tools behind two (2) locked doors. When the Class "A" Tool Room is inside the Class "B" Tool Room, the lock on the Class "B" Tool Room serves as one (1) of the two (2) required locks for the Class "A" Tool Room. **Supervision of Class "AA" Tools will be under constant visual supervision.**

STORAGE AND SUPERVISION OF CLASS "A" TOOLS:
Class A tools will be kept on a shadow board in a locked room or cabinet. This storage area will be separate and secure from the Class B tools storage area. Only employees are authorized to issue and draw Class A tools from the Tool Room or places of storage. Class A tools will be under the supervision of an employee at all times. Inmates are not permitted to carry them about the institution without an employee escort nor use them without supervision. A complete inventory of Class A tools will be made at the beginning of the workday, before the detail is released for dinner and at the end of the workday. When a Class A tool is lost or misplaced, the Chief Correctional Supervisor will be notified immediately. All inmates who may have had access to the tool will be held at the work location until a thorough search has been made.

STORAGE AND SUPERVISION OF CLASS "B" TOOLS:
All tools not in the Class A or Class AA categories will be considered to be Class B tools. All Class B tools are under the supervision of the employees and must be accounted for at the end of the work day. These tools must be issued to inmates, in the presence of their supervisor. All Class B tools must be gathered from the work area and moved to the storage area at the end of the work day. When a Class B tools is lost or misplaced, a search for it will be initiated and a written report will be made to the Chief Correctional Supervisor and the department head covering the details of the loss at the end of the day.

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TOOL INVENTORIES:
Up-to-date inventories will be kept by all shops, industries, school and any other person having tools issued to them or stored under their supervision Unit Officers having items such as scissors, etc., on the unit should be particularly careful as to the whereabouts and the accountability of these items. The Tool Room Officer will maintain a record of all tools in possession of the institution.

BROKEN OR WORN-OUT TOOLS:
Broken or worn-out tools will be removed from the shadow board and returned to the Central Tool Room for replacement. If it is determined that they cannot be surveyed and replaced, Class A tools such a saw blades, etc., requiring replacement, will be returned to the Central Tool Room for disposal.

FOOD SERVICE TOOLS:
A knife and tool equipment cage with a shadow board and adequate locking device shall be located in the Food Service Department. All hazardous knives and tools will be marked with an identification symbol. All knives will be chitted out of the knife cage and attached to the cutting table by the responsible employee. The accountability of the knives will be checked at frequent intervals during the shift and at the end of the day.

CONTROLLED FOOD ITEMS:
Special attention must be given to food items such as yeast, nutmeg, fruits, and fruit juices. Of this group, yeast shall be locked in a secure box in a refrigerated area. An inventory shall be kept, indicating the date and quantity of issue, receipts, the balance on hand, and the initials of the responsible employee. Yeast shall be dispensed only by the Food Service employee and kept under strict supervision.

CONTROL OF HAZARDOUS AND POISONOUS CHEMICALS:
Inventories will be maintained of all poisonous and toxic fluids used in the institution, such as narcotics, wood alcohols, methyl-alcohol, ditto fluids, acids, gases etc. These items will be stored in a locked cabinet and will be drawn by an employee only, when authorized by the department supervisors. The issuing office will record the date, time, amount, and who received the item.

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KEY AND LOCK CONTROL

POLICY: It is the policy of the Bureau of Prisons to maintain proper control of keys and locks at all times. The purpose of this is to establish procedures for control and inventory of institution keys and locks. Further detailed information can be obtained by referring to BOP Program Statements.

All keys authorized for daily use will be stored on the Control Center key board when not in use. Sets of keys are identified by letter and number with the number of keys in that set indicated. Two listings of key locations identifying active and emergency keys can be found in the Control Center and in the office of the Security Officer.

RESTRICTED AND EMERGENCY KEYS:

Restricted keys have blue/black tags on the keyboard in the Control Center. The Watch Supervisor will be notified when it becomes necessary to draw keys for a department or post other than his/her assigned are, or to a restricted area, such as the commissary, storeroom, etc. The officer will prepare a Restricted Key Form indicating the purpose for entering such area. Emergency keys or red-lined keys will be issued only at the direction of the Warden, Chief of Correctional Services, Associate Warden, Watch Supervisor or the Institution Duty Officer. Acting positions may delegate the drawing of keys for a specific time period via memo through the Captain.

HANDLING OF KEYS:

Keys will be carried on a ring which is securely fastened to a chain affixed to the belt of the officer. Discussion of key numbers and reference to their use will be avoided in the presence of inmates. Keys should never be carelessly thrown around, dropped, or left unattended, etc. Always personally hand the keys to your relief so they remain in the personal possession of the officer at all times. Each officer has the responsibility to count the number of keys on each set to ensure that all keys are present. Inmates will never be permitted to handle keys designated for employee use at any time, or under any circumstances. Should an employee take keys home, the keys must be brought back to the institution immediately.

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LOST OR MISPLACED KEYS:
If a key or a set of keys is lost or misplaced, the officer will immediately report it to the Watch Supervisor by telephone or in person so that adequate safeguards may be placed in effect. The area the keys were last in will be immediately secured and all inmates in the area will be searched. This will be followed by a written report to the Chief of Correctional Services as soon as circumstances permit.

REPLACEMENT OF BROKEN OR DAMAGED KEYS:
Whenever a key is broken or damaged, the employee concerned will submit a request for replacement to the Security Officer. All parts of the broken key will be retrieved from the key way immediately to prevent inmates from gaining access to them. A replacement key will be issued by the Security Officer in accordance with established procedures. If the key is broken or damaged and immediate replacement is needed, the Watch Supervisor will be notified and will take appropriate action. If it is not possible to retrieve the broken portion from the lock, the employee will remain at the lock until the broken portion can be retrieved.

REQUEST FOR REMOVAL AND ADDITION OF KEYS:
When it becomes necessary for a new key to be added to your key ring, submit a Security Work Request to the Chief Correctional Supervisor for approval and signature, stating the reason the key is needed, your key ring number and the institution key number if possible. If a key is no longer needed, submit a Security Work Request to the Security Officer.

INMATE URINALYSIS PROGRAM:
Urine Surveillance and Narcotic Identification, inmate urine samples will be taken at different hours (early morning, noon, late evening). Therefore in order to accomplish this a weekly urinalysis test roster has been established for all inmates that fall under the random testing roster. It is critical that when inmates are notified for UA testing that they are not left unsupervised. They must be watched from the time of notification until they report for testing at the Lieutenants Office. It is also imperative that when conducting a UA test of an inmate that the subject is also tested for alcohol by using the Alco-Sensor III.

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CALL-OUTS:

Sufficient copies of the master call-out sheet for distribution to all units will be copied and forwarded to the Control Center Officer so that the Morning Watch Control Center Officer can place one in each detail pouch. Extra copies of the call-outs will be placed at the detail pouch cabinet. Unit officers will post the call-out in the housing units.

The employee who places an inmate on call-out must ensure the requested inmate arrives at the specified time. If the inmate does not arrive as scheduled, the requesting staff member shall contact the staff member responsible for the inmate's accountability. If the inmate(s) is/are found to be in an area other than the assigned callout area, it is the responsibility of the staff member(s) or department that has placed the inmate(s) on call-out to prepare an incident report for the inmate's failure to report to call-out. **If efforts to locate the inmate fail, the inmate shall be immediately reported to the shift lieutenant as missing and appropriate action initiated to locate the inmate.**

CELL ASSIGNMENT - SEXUAL OFFENDER/PROTECTIVE CUSTODY

Cell assignments will be determined in an methodical manner. This involves the SHU Lieutenant and OIC, Psychology staff, Unit Team as well as Investigative staff, in determining suitability of cellmates for inmates in protective custody and/or sexual offenders. Most inmates do not like to be housed with sexual offenders or protective custody inmates. Housing the wrong inmates with sexual offenders or protective custody inmates, can lead to serious assaults and/or homicide. Inmates cannot be allowed to choose their roommates, but it is understood that some inmates may be better housed with inmates of like backgrounds/affiliations, than arbitrarily housing the inmates without considering all variables. As noted earlier, protective custody and sexual offenders will be screened thoroughly. If there are no single cells available, this review will be crucial in minimizing the potential for assault.

HIGH RISK LIST

During the weekly SHU meeting, the Warden will be provided a list of those inmates who are considered high risk from a psychological and management stand point. The Captain and Chief Psychologist should be responsible for generating this list. This list will be provided to the Lieutenants' office and the Duty Officers so they are informed should a high risk inmate act out and be in need of medical or psychological attention.

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Additionally, the Captain should inform the Warden of any camera malfunctions, plumbing problems, or issues that may cause problems, as well as the corrective actions taken/attempted to rectify these issues. Inoperable security equipment, during serious incidents, prevents staff from being able to record and or/view the incident for possible prosecution or administrative action.

SUICIDE PREVENTION INFORMATION

BOP HIGH RISK GROUPS

- **New Inmates** - The first few hours and days after admission can be critical. Newly incarcerated inmates may experience feelings such as shame, guilt, fear, sadness, anger, agitation, depression, relationship problems, legal concerns, hopelessness, and helplessness, which can contribute to increased suicide risk.
- **Protective Custody** - Inmates who volunteer to enter protective custody are at high risk for suicide, especially during the first 72 hours in SHU. These inmates should be referred to psychology services immediately.
- **Long-term Protective Custody Inmates** - These inmates are particularly vulnerable to depression that can lead to a suicide attempt, and should be monitored closely while they are in SHU.
- **Inmates Taking Medication for Mental Health Reasons** - These inmates are vulnerable to developing suicidal thoughts and attempting suicide by overdosing on their medication. Inmates on medication should be monitored to make sure they are not hoarding medication. Any signs of distress, deterioration in hygiene, or sudden changes in behavior should be reported to psychology.

FACTORS THAT CAN INCREASE THE PROBABILITY THAT AN INMATE MAY BECOME SUICIDAL:

Mental Health Factors

History of mental illness

1. Is the inmate depressed, actively psychotic?
2. Has the inmate been compliant with psychotropic medication?
3. Have there been changes in eating, sleeping, hygiene, weight, recreation, activity level?

Prior suicide attempt

1. How lethal was the attempt?

2. How many attempts have been made?

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Inmate's current mood, affect, and behavior

1. Is the inmate emotionally upset, angry, and easily agitated?
2. Are the inmate's thoughts clear and goal directed (vs. delusional or psychotic in nature)?
3. Is the inmate depressed, has there been a recent loss?
4. Has hopelessness persisted even after the depression has lifted?
5. Has the inmate given away property, revised a will, or requested a phone call to say his goodbyes?

Medical Condition(s)/Chronic Pain

1. Does the inmate have a chronic life threatening medical illness?
2. Has the inmate's overall health diminished recently?
3. Is the inmate experiencing pain or other negative symptoms?

Relationship Difficulties

1. Has the inmate received a Dear John letter?
2. Have communications and or visits decreased?
3. Has there been a change in the relationship?

Situational Factors

1. Legal issues - pending indictment; loss of appeal to reduce sentence.
2. Difficulties with staff or other inmates.
3. Gambling debts, drugs.
4. Ending of a close relationship with another inmate.
5. Possible victim of a sexual assault.

REPORTING AND DOCUMENTING INMATE BEHAVIOR

Report Your Concerns: Any inmate behavior(s) that is questionable and may reflect a change in mental health status should be reported to the Shift Lieutenant immediately.

During non-working hours: Inform the Shift Lieutenant of any questionable inmate behavior. He/she will determine if the on-call psychologist needs to be contacted.

Segregation Log Book: Any changes in inmate behaviors should be noted in the TRUSCOPE program. A detailed note regarding the observed behavior is advisable. Documenting in the TRUSCOPE program serves two purposes. First, the entry serves as a means of communication for other staff members. Second, it provides an accurate account of activity during your shift. Documentation should be neat, legible, and professional.

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RESPONDING TO A SUICIDE EMERGENCY

A Segregation Officer observing an inmate in the act of committing suicide, causing other self-injurious behavior, or who appears to have committed suicide will call for back-up before entering the cell. The officer will notify the Control Center and the Lieutenant's Office by radio of the situation and request immediate back-up. **BACK-UP MUST BE PRESENT IN ORDER TO ENTER A CELL.** The "cut-down" tool is located in the storage closet on a shadow board. It is the #1 officer's responsibility to locate this item at the start of the shift. This tool is only authorized to be used in emergency situations. Miscellaneous use of this tool is not permitted and will result in dulling the blade of the tool. In the event an inmate commits suicide, the scene of the suicide will be treated in a manner consistent with the investigation of an inmate death. All measures necessary to preserve and document the evidence needed to support subsequent investigations will be maintained or otherwise adequately recorded.

SEXUAL ASSAULT PROTOCOL

Reporting

In all cases of reported sexually abusive behaviors (e.g., from alleged victim, staff, and/or "third party") the following will occur:

The Operations Lieutenant will be notified immediately and he/she will:

- Immediately safeguard the inmate (which will vary depending on the severity of the alleged sexually abusive behavior and could range from monitoring the situation, changing housing assignments, changing work assignment, placing alleged victim and perpetrator in Special Housing, etc.);
- Promptly refer all inmates reported or suspected of being the victim of sexually abusive behavior to Psychology Services for assessment of vulnerability and treatment needs;
- During business hours, ensure that the SIS, Chief of Correctional Services, Program Coordinator, and Warden are notified; and During non-business hours, ensure that the SIS, Chief of Correctional Services, Program Coordinator, Duty Officer, and the on-call Psychologist are notified.
- The Program Coordinator will review the psychological assessment and other relevant factors and make a determination as to whether or not to proceed with the full activation of the Response Protocol.

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Responding

Not all allegations of sexually abusive behavior will require full activation of the Response Protocol. In some cases, the Program Coordinator will determine that there is not sufficient reason to proceed (e.g., the alleged victim credibly recanted; the alleged perpetrator was not in the institution on the date of the allegation, the inmates involved independently report a non-coercive sexual encounter, etc.) and the Response Protocol may be terminated.

In cases where more information is needed, or in cases where there is a credible and serious allegation or instance of sexually abusive behavior, the full Response Protocol will be implemented. Once the Program Coordinator determines that the intervention should continue, a sensitive and coordinated response is necessary. Services will be provided in an environment that meets both security and therapeutic needs. The full Response Protocol, monitored by the Program Coordinator, involves the following components:

Protection

All appropriate staff will consult and determine the actions to be taken to prevent further sexually abusive behavior both **to** the alleged victim (e.g. change in work assignments, change in housing assignment, closer supervision, protective custody, transfer, etc.) and/or **by** the alleged perpetrator (e.g., remove from compound, change housing assignment, etc.).

The Captain will ensure that a STG category of **"V SA UNV"** is entered into SENTRY, and in instances where an inmate perpetrator is alleged, will enter the STG category of **"P SA UNV"** for that inmate (See Section 13.b. for further details).

PSYCHOLOGICAL:

Psychology staff are responsible for crisis intervention, assessment of treatment needs, documentation of the evaluation results, treatment, psychiatric referral, and/or other treatment options related to the alleged victim. In addition, Psychology staff provide guidance to Unit Management and Community Corrections staff regarding an inmate's post-release mental health needs. Inmate perpetrators (or alleged perpetrators) of sexually abusive behaviors will be referred by the Operations Lieutenant to Psychology Services. Inmates considered high-risk for sexual re-offending may be referred to specialty treatment and/or management programs, individual or group counseling, or may be managed through standard correctional techniques.

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If an inmate perpetrator is determined in need of treatment services and refuses treatment, Psychology Services staff will document the refusal and place it in the medical section of the Inmate Central File and notify the referring staff of the refusal. Documentation of treatment compliance or refusal ensures continuity of care within, between, and outside the Bureau.

Examination

Medical staff are responsible for examination, documentation, and treatment of inmate injuries arising from sexually abusive behaviors, including testing when appropriate for pregnancy, HIV and other sexually transmitted diseases (STDs). Where indicated, medical staff, trained in the collection of sexual assault evidence (i.e., "rape kit") should conduct an examination for physical evidence which may be used later in formal investigations. At institutions where Health Services staff are neither trained nor certified in sexual assault evidence gathering, the inmate will be examined at the institution by trained health care professionals from the local community or at the local community facility equipped (in accordance with local laws) to evaluate and treat sexual assault victims. Prophylactic treatment and follow-up for sexually transmitted diseases will be offered to all inmate victims, as appropriate. Whenever an inmate is referred to Health Services for examination and treatment of injuries related to sexually abusive behavior, staff will encourage the inmate victim to complete an Inmate Injury Assessment and Follow-up form (BP-S362) as required by the Program Statement on Patient Care.

Investigation

In cases where the full Response Protocol is activated, staff are trained to investigate allegations of sexually abusive behavior thoroughly. The information concerning the identity of the alleged inmate victim and the specific facts of the case are limited to those staff who need-to-know because of their involvement with the victim's welfare and the investigation of the incident. This is important not only to preserve the victim's privacy but also to preserve maximum flexibility to investigate the allegations.

Initial Notifications:

Upon activating the full Response Protocol, the investigation phase is initiated and the following notification(s) will be made:

Inmate Perpetrator on Inmate Victim:

In the event that an inmate is alleged to have perpetrated sexually abusive behavior against another inmate, the Special Investigative Agent (or SIS) will be notified immediately.

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Staff Perpetrator on Inmate Victim:
In the event that a staff member is alleged to have perpetrated sexually abusive behavior against an inmate, the Warden will be notified immediately. The Warden will notify the Regional Director and the Office of Internal Affairs (OIA), who will in turn notify the Office of the Inspector General (OIG), and when appropriate, will notify the Federal Bureau of Investigation (FBI).

Inmate Perpetrator on Staff Victim:
In the event that an inmate is alleged to have perpetrated sexually abusive behavior against a staff member, the SIA/SIS will be contacted immediately with follow-up notification to the Warden.

Crime Scene Preservation:
The staff first responder will preserve the crime scene. SIS staff will be responsible for collecting information/evidence. The investigation, in coordination with the agency to which the case may be referred, will follow the guidance given in the Special Investigative Supervisor's Manual that outlines gathering and processing procedures.

Physical Evidence Collection:
When there is a report of a **recent** Rape or Sexual Assault with an Object, or there is a strong suspicion that a recent, serious assault may have been sexual in nature, a thorough physical examination of the alleged victim - to include a "rape kit" will be completed immediately. Physical evidence collection may also include an examination of, and collection of physical evidence from the suspected perpetrator(s).

After Action Reviews of Violent Sexual Assaults:
Following any incident of Rape or Sexual Assault with an Object, the Warden, Program Coordinator, Chief of Correctional Services, Health Services Administrator, and Chief Psychologist will meet and review the incident. This review is to assess the reasonableness of the actions of staff following the incident, to ensure the security and treatment needs of the inmate victim have been addressed adequately and the management and investigation of the inmate or staff perpetrator is progressing appropriately. Within **two** working days after the initial reporting of the Rape or Sexual Assault with an Object, a written report highlighting the relevant facts should be produced and the Warden or designee will personally attest by his or her signature that the review has taken place and that the steps taken by staff were either appropriate or inappropriate. A copy of this report will be forwarded to the Regional Director.

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Consideration for staff impacted by the incident is necessary. Arrangements for debriefing affected staff and referral to appropriate services to mitigate the stress associated with these events should be offered.

Administrative Disciplinary Process and Prosecution:
In keeping with this "zero tolerance" policy, perpetrators of sexually abusive behavior will be disciplined and/or referred for prosecution.

Tracking Sexually Abusive Behavior:
Tracking and analyzing the incidents of sexually abusive behavior are critical to the safety and management of inmates and the security of all Bureau facilities. Monitoring these incidents allows the Bureau to assess the effectiveness of current policy and procedures in regard to the extent of sexual victimization. To ensure full and accurate reporting and analysis, the SIS will maintain secure investigative files which include data on:

- The victim(s) and perpetrator(s) of sexually abusive behavior;
- Crime characteristics;
- Formal and/or informal action(s) taken;
- All collateral reports, supporting memoranda, and videotapes;
- Medical forms; and
- Any other evidentiary materials pertaining to the allegation.

The Office of Internal Affairs will report the cumulated data on the inmate victims of staff and inmate sexually abusive behavior to all Chief Executive Officers and the Psychology Services Administrator at the end of each quarter and at the end of each fiscal year.

SUICIDAL SITUATION IN SHU OR THE HOUSING UNITS:
If you are the first person to notice an inmate hanging, you should call for staff assistance (Operations Lieutenant & Control Center)and remain calm and wait until sufficient staff and Lieutenant arrive prior to handcuffing the inmate=s cell mate(s) (if applicable) and unlocking the cell door. If feasible, obtain protective equipment from the above mentioned areas. Cut the inmate down, protecting the head and neck area. Always administer life-saving procedures.

EFTA00108330

METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
GENERAL POST ORDERS
SPECIAL HOUSING UNIT
THIS IS NOT AN ARMED POST

Post Orders, the TRUSCOPE program and log books are confidential documents and should never be left unattended or in an area accessible to inmates. Post Orders must be secured at all times when not in use by staff.
It is the responsibility of the employee to inform the employer of the fact they have not been able or afforded the opportunity to read such orders. The employer will then advise the employee of the general requirements of the post, and answer any questions.

Employees assuming posts under these circumstances still have the responsibility of exercising sound correctional judgment based upon their training and experience and will make reasonable efforts before assuming your post.

After reading the post orders, the employee must sign and date the Post Order Review Sheet which is located in Section 5 of this document. These post orders are not intended to describe in detail all the officers' responsibilities. Good judgment and common sense are expected in all situations not covered in these post orders.

NOTE: IT IS POLICY OF THE BUREAU OF PRISONS THAT IF AN INMATE(S) SHOULD APPROACH YOU OR YOUR POST WITH A STAFF MEMBER HOSTAGE, YOUR FIRST CONSIDERATION IS THE SECURITY OF THE INSTITUTION AND UNDER NO CIRCUMSTANCES WILL INMATES BE PERMITTED TO ESCAPE. ANY EMPLOYEE TAKEN HOSTAGE, REGARDLESS OF RANK, HAS NO AUTHORITY.

Jermaine C. Darden, Captain

12/7/18
Date

EFTA00108331

INSTITUTIONAL SUPPLEMENTS/PROGRAM STATEMENTS

FIREARMS AND BADGES	P.S. 500.13
INMATE ACCOUNTABILITY	I.S. NYM 5511.06
INMATE PERSONAL PROPERTY	I.S. NYM 5580.07
SECURITY INSPECTIONS	I.S. NYM 5500.13
TOOL CONTROL	I.S. NYM 5500.13
MAIL MANAGEMENT	P.S. 5800.16
VISITING PROCEDURES	I.S. NYM 5267.08
INMATE CORRESPONDENCE	I.S. NYM 5265.14
ALCOHOL SURVEILLANCE/TESTING	I.S. NYM 6590.07
ENTRANCE PROCEDURES	I.S. NYM 5500.13
INMATE TELEPHONES	P.S. 5264.08
ION SCREENING	P.S. 5522.02
SEARCHING/DETAINING PERSONS	P.S. 5510.15
SEXUAL ABUSE PREVENTION/INTERVENTION	P.S. 5324.12
INMATE DISCIPLINE	P.S. 5270.09
SPECIAL HOUSING	P.S. 5270.10
SUICIDE PREVENTION	P.S. 5324.08
SEARCHES OF HOUSING UNITS/INMATES AND WORK AREAS	P.S. 5521.06
ESCORTED TRIPS	P.S. 5538.07
USE OF FORCE/APPLICATION OF RESTRAINTS	I.S. NYM 5566.06
POSTED PICTURE FILE	P.S. 5510.13
HUNGER STRIKES	P.S. 5562.05
ESCAPES DEATH NOTIFICATIONS	P.S. 5553.07

CHAPTER 7
FIREARMS AND BADGES

700. DEFINITIONS. Probable cause, reasonable determination, or reasonable belief means facts and circumstances known to the employee at the time of the use of firearms that would cause a reasonable employee to conclude that the action is appropriate.

701. CARRYING OF FIREARMS. Title 18 U.S.C. § 3050, authorizes the Attorney General to prescribe rules and regulations relating to the carrying of firearms by Bureau officers and employees. This authority is delegated to the Director in 28 CFR 0.96(o).

When approved by the Warden, institution staff are permitted to carry firearms when:

- transporting inmates,
- assigned to escape posts, and
- assigned to security posts which require firearms as standard issued equipment.

Carrying or the use of personal or privately owned firearms while on duty is prohibited.

Post orders, riot plans, and escape plans will include instructions for carrying firearms.

a. Duty Assignment. Employees must not be assigned to duties that require the carrying of firearms prior to successfully completing the firearms familiarization training course.

b. Staff Qualification. New employees must not be assigned to posts requiring the carrying of firearms before completing the Introduction to Correctional Techniques Training at the Federal Law Enforcement Training Center.

In extraordinary circumstances, an exception may be made for an employee who has completed the local firearms familiarization training with written approval of the Warden and Regional Director.

c. Re-qualification. Staff must complete satisfactorily the Bureau's approved firearms training course each year. Allowances will be made in accordance with applicable laws, rules, and regulations.

Chaplains, dentists, physicians, and other positions which the Director specifically exempts from carrying firearms are not required to complete the firearms familiarization training conducted at the institution and Staff Training Academy.

d. Other Use of Firearms. Only the Director or Director's designee may authorize, in writing, Bureau staff to carry Government-issued firearms for purposes not expressed in this Program Statement.

702. USE OF FIREARMS. Firearms must be used only when deemed necessary for the following Law Enforcement purposes:

- Prevent escapes;
- Prevent loss of life or serious physical injury;
- Protect government property, upon determination that the damage or loss of property would contribute directly to an escape, loss of life, or serious physical injury; and
- Maintain or restore control of a correctional institution.

The use of firearms is prohibited if force other than firearms appear reasonably sufficient to accomplish law enforcement purposes. Examples are, but not limited to:

- Prevention of escape;
- Prevention serious physical injury; and
- Restoration of control in a correctional institution.

The necessity to use firearms arises when all available means of achieving the law enforcement purpose have failed or are likely to fail.

An employee is not required to jeopardize personal safety or the safety of others before using firearms to prevent serious injuries/bodily harm or death.

If use of firearms is deemed necessary, staff must shoot the subject with every intention of hitting "center mass" to ensure the subject is stopped.

Staff will not attempt to shoot a limb which creates a lesser chance of stopping the subject and may pose a danger to staff, other inmates, or persons in the community. Firearms must not be used solely to disable moving vehicles or aircraft. Firearms will only be used against the driver or other occupants of a moving vehicle when the:

- Employee has a reasonable belief that the subject poses an imminent danger of death or serious physical injury to the employee or others.
- Public safety benefits of using such force outweigh the risks to the safety of the employee or others.

As soon as practicable, medical attention must be provided to any persons injured during an incident involving use of firearms.

Firearms will not be used if the employee recognizes a potential escapee as an inmate sentenced under the Juvenile Justice and Delinquency Prevention Act.

a. Escape Prevention. The use of firearms is authorized when deemed necessary to prevent an escape in the following situations.

(1) Perimeter Walls. At institutions secured with perimeter walls, prior to using firearms, staff must reasonably believe that an inmate has the capability to escape.

For example, the inmate may be carrying items that could be used to perpetrate an escape, such as, but not limited to, a ladder, grappling hook, or rope, suggesting an intent to escape.

An employee who determines an escape is in progress must issue a verbal warning, then fire a warning shot prior to shooting the subject.

(2) Multiple Perimeter Fences. At institutions secured with multiple perimeter fences, prior to using firearms, staff must reasonably believe that an inmate has the capability to escape.

For example, the inmate may be carrying items such as, but not limited to, a ladder, blankets, grappling hooks, ropes, broom handles, or sticks, that will perpetrate an escape.

An employee who determines an escape is in progress must issue a verbal warning, then fire a warning shot prior to shooting the subject.

Verbal warnings and warning shots are not required when the employee reasonably believes there is imminent threat danger of death or serious physical injury to self or others.

When authorized, throughout this policy, warning shots should be used only if there is no apparent danger to self, other staff and inmates, or the community.

Warning shots will be fired into the ground and never into the air or in an indiscriminate direction.

The inmate is not required to be on the first/inner perimeter fence before the employee issues the warning. When the inmate actually contacts the first/inner perimeter fence in an attempt to climb or demonstrates an attempt to get on or over the first/inner perimeter fence, and the employee reasonably determines an escape is being attempted, the employee may shoot the subject.

The employee is not required to wait until the inmate is between the perimeter fences or over the first/inner fences.

(3) Metropolitan Correctional Centers (MCCs) and Metropolitan Detention Centers (MDCs). When an employee reasonably determines that an escape is being attempted from a MCC or MDC, the employee should give a verbal warning. If the inmate continues, the employee may shoot the subject. Warning shots are prohibited due to the possibility of injury to innocent bystanders.

(4) Minimum Security Institutions. Ordinarily, firearms are not used to prevent escapes from minimum security level institutions. However, weapons are authorized when the escaping inmate has used or threatened to use force which is likely to cause serious physical injury or has manifested an imminent threat of death or serious physical injury to the employee, other staff and inmates, or the community.

Verbal warnings and warning shots should be used when feasible.

(5) Escapes with Outside Assistance. Firearms may be used against persons who are not inmates, if they are facilitating an escape and have used or threatened to use force which is likely

to cause death or serious physical injury against the employee, other staff and inmates, or the community.

Verbal warnings and warning shots must be used when feasible.

(6) Escape from Escorted Trip or Prisoner Transport. When an employee reasonably determines an escape is being attempted from an escorted trip or prisoner transport, the employee must issue a verbal warning. If the inmate continues and the escape is occurring within the immediate environs of a correctional institution, the employee will fire a warning shot, if feasible, prior to shooting the subject.

Outside the immediate environs of a correctional institution, the employee should not fire a warning shot prior to shooting the subject due to the possibility of injury to innocent bystanders.

Absent the use or threat of force which would likely cause serious physical injury or a manifested imminent threat of death or serious physical injury to the employee, other staff and inmates, or the community, it is not permissible to use firearms to prevent an escape of an inmate in transit to or from a minimum security level institution. The exception to the rule is when the escorting employees are transporting inmates at the same time to a minimum and non-minimum security level institutions.

(7) Once An Escape Has Occurred. After an escape from a transport vehicle or an institution, and the immediate environs has been successful, employees attempting to apprehend the escaped prisoner may not use firearms unless there is probable cause to believe:

(a) The subject has committed a felony involving the infliction or threatened infliction of serious physical injury or death.

(b) The subject's escape would pose an imminent danger of death or serious physical injury to the employee or others.

Note: The phrase "after an escape from a transport vehicle or an institution and the immediate environs has been effectuated" should be interpreted in the following manner:

- As long as a staff member is in continuous pursuit of an escaping inmate, whether the escape takes place from an institution, transport vehicle, or outside facility (such as a hospital), the escape has not yet been effectuated. The use of firearms is permissible under the escaping inmate standard.

- The immediate environs of an institution is defined as the property lines of the correctional facility. This boundary may be expanded by the Warden with the Regional Director's concurrence and should be defined as explicitly as possible.

A verbal warning should be given if it would not pose a risk of death or serious bodily injury to the officer or others.

Warning shots are prohibited due to the possibility of injury to innocent bystanders.

b. Prevent the Loss of Life or Serious Physical Injury. Staff may use firearms when reasonable belief exists that the subject poses a threat of death or serious physical injury to staff, inmates, or others.

Firearms will be used in the same manner as for escapes; verbal warnings and warning shots should be given, when feasible, prior to shooting the subject.

When authorized, warning shots should be used only if there is no apparent danger to other staff and inmates, or the community. Verbal warnings and warning shots are not required when the employee reasonably believes there is imminent danger of death or serious physical injury to self or others.

In a hostage situation, once it has been contained and attempts to negotiate have begun, only the Warden may order the use of firearms to resolve the hostage situation.

Warning shots will not be fired as in an attempt to resolve a hostage situation, nor used to create a diversion.

c. Protect Government Property. Firearms may be used to prevent damage to or destruction of Government property when the loss of that property could contribute directly to an escape or attempted escape, serious physical injury, or loss of life.

For example, the use of firearms may be necessary when persons are attempting to damage or disable a fire truck during a fire within the institution. If individuals attempt to break into a

building where weapons, gas, or other security risk items are stored, firearms may also be used.

Firearms must be used in the same manner as for escapes; verbal warnings and warning shots should be given, when feasible, prior to shooting the subject. When authorized, warning shots should be used only if there is no apparent danger to other staff, other inmates, or the community.

Verbal warnings and warning shots are not required when the employee reasonably believes there is imminent danger of death or serious physical injury to self or others.

d. Maintain or Restore Control of a Correctional Institution. Firearms may be used to maintain or restore control of a correctional institution when the employee reasonably believes the intended subject of the use of firearms is participating in a disturbance in a manner that threatens the safety of staff, other inmates, or the community.

Firearms must be used in the same manner as for escapes; verbal warnings and warning shots should be given, when feasible, prior to shooting the subject. When authorized, warning shots should be used only if there is no apparent danger to staff, other inmates, or the community.

Verbal warnings and warning shots are not required when the employee reasonably believes there is imminent danger of death or serious physical injury to self or others.

703. ARMED ESCORT BY COMMERCIAL AVIATION. The Warden may authorize staff to carry firearms when transporting an inmate by commercial air carrier.

Title 14 CFR Part 108.11, Carriage of Weapons, and Part 108.21, Carriage of Passengers Under the Control of Armed Law Enforcement Escorts (1995), allows law enforcement officials, while performing their duties, to travel while armed.

Staff must notify the air carrier prior to departing the institution of the intent to carry firearms. Staff must complete all required forms and provide required information to the carrier.

Staff must follow the procedures detailed in the above referenced regulations.

When not transporting inmates, Bureau staff, carrying firearms aboard commercial aircraft, must declare this to the carrier and have the weapon placed in checked baggage.

The above referenced regulations should be referred to for additional requirements concerning the placement of firearms in checked baggage.

704. REPORTING REQUIREMENTS. A written report must be submitted to the Warden upon the discharge of any firearm, privately owned or issued by the Bureau. This rule applies when the employees is on duty and off duty, except for training or recreational purposes.

For an incident while on duty, the report must be submitted prior to the end of the employee's duty shift.

For an incident while off duty, the report must be submitted prior to the end of the employee's next duty shift.

The discharge of any firearm, once reported, will be investigated and reviewed through the After-Action Reporting and Review processes.

705. IDENTIFICATION BADGES. Upon request, the Correctional Services Administrator, Central Office, will issue Bureau identification badges in leather carrying cases to each institution.

The Captain will maintain strict accountability of Bureau badges. Lost or stolen badges must be reported immediately in writing to the Correctional Services Branch, Central Office.

Except for tower and perimeter patrols and established stationary check points, staff assigned to duties which require the carrying of firearms will be issued a Bureau identification badge.

The badge must be displayed when necessary to establish the staff member's authorization to carry a firearm. Appropriate badge holders will be provided so as to allow the employee the ability to securely attach the badge to his or her outerwear.

Badges may not be used as methods of routine identification.

Employee procurement or possession of unauthorized badges, either official or duplicated, is prohibited (see the Program Statement on Standards of Employee Conduct).

706. NON-DISCLOSURE OF BUREAU STAFF NAMES IN SHOOTING INCIDENTS. Disclosure of an employee's name following a shooting incident will follow the guidelines as prescribed in the Program Statement on News Media Contacts.

METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
SPECIFIC POST ORDERS
SHU #4
THIS IS NOT AN ARMED POST

POST: **SPECIAL HOUSING UNIT OFFICER #4**

EQUIPMENT: **Key Ring(s) C-27, C-28,C-30,C-31, C-32, C-33,B-32, B-33 Radio/BA, Metal Detector**

All equipment assigned to this post and will be accountable on the shift to shift inventory form. All 24 hour equipment and key rings will be logged into the TRUSCOPE program with type of equipment and key ring numbers

---

SHIFT: **DAY WATCH**

HOURS OF DUTY: **7:45 A.M. to 4:15 P.M.**

LUNCH RELIEF: **See Current Lunch relief Schedule**

NORMAL ROUTINE: All Correctional Officers will report to the institution according to their assigned work schedule. You are required to utilize the "Staff Chit Board" whenever you enter and/or depart from the secured perimeter of the institution

SECURITY PROCEDURES TO BE FOLLOWED WHEN OPERATING THE BELOW LISTED SHU DOORS:

Door 27 and Inner Door: Both doors must always remain secured when not being used. They are to be opened as needed for traffic and secured immediately. These doors are to be considered a sally port only one door will be open at a time unless there is an emergency.

CONTROLLED MOVES:

A Lieutenant will call a controlled move to halt all general population movement. The controlled move is conducted to guarantee that the inmate is closely monitored and kept separate from other inmates.

7:45 A.M.

Report directly to the Special Housing Unit wearing the prescribed uniform and relieve the Morning Watch Officer. After you have relieved the Morning Watch Officer, as the equipment is issued on a 24-hour basis, you are required to indicate the key ring number and type of equipment accounted for in the TRUSCOPE program and sign the location inventory. Count the keys to ensure the number of keys corresponds with the total number on the key ring chit.

EFTA00108342

METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
SPECIFIC POST ORDERS
HOUSING UNITS
THIS IS NOT AN ARMED POST

THESE POSTS ARE OLEORESIN CAPSICUM(OC) CARRY POSTS WITH THE EXCEPTION OF THE 5-SOUTH CADRE INMATES

POST: **THESE POST ORDERS WILL COVER THE FOLLOWING HOUSING UNITS**

EQUIPMENT:
UNIT 2(BA): BODY ALARM #601 KEYS C1 W/8, MK-4 OC DISPENSER
UNIT 3(CA): BODY ALARM #602 KEYS C2 W/8, MK-4 OC DISPENSER
UNIT 5N(EN): BODY ALARM #603 KEYS C5 W/8, MK-4 OC DISPENSER
UNIT 5S(ES): BODY ALARM #604 KEYS C8 W/7, MK-4 OC DISPENSER
UNIT 7N(GN): BODY ALARM #605 KEYS C11W/9, MK-4 OC DISPENSER
UNIT 7S(GS): BODY ALARM #606 KEYS C14W/9, MK-4 OC DISPENSER
UNIT 9N(IN): BODY ALARM #607 KEYS C17W/10, MK-4 OC DISPENSER
UNIT 11N(KN): BODY ALARM #619 KEYS C20W/8, MK-4 OC DISPENSER
UNIT 11S(KS): BODY ALARM #616 KEYS C23W/6

All equipment and key rings will be logged into TRUSCOPE program with type of equipment and key ring numbers.

SHIFT: **MORNING WATCH / DAY WATCH / EVENING WATCH**

HOURS OF DUTY:
12:00 A.M. - 8:00 A.M. (M/W SHIFT)
7:45 A.M. - 4:15 P.M. (D/W SHIFT) (Weekdays)
8:00 A.M. - 4:00 P.M. Weekends and Holidays
4:00 P.M. - 12:00 A.M. (E/W SHIFT)

LUNCH RELIEF: **See Current Lunch relief Schedule**

NORMAL ROUTINE: All correctional officers will report to the institution in a timely manner. You are required to utilize the "Staff Chit Board" whenever you enter and/or depart from the secured perimeter of the institution.

****Remember inmates do not have authority over other inmates. Staff are responsible for supervising inmates at all times*****

MORNING WATCH
12:00 A.M.
Report directly to the Unit wearing the prescribed uniform and relieve the Evening Watch Officer. After you relieve the Evening Watch Officer and receive all pertinent information, as the equipment is issued on a 24-hour basis, you are required to indicate the key ring number and type of equipment accounted for into TRUSCOPE and sign the location inventory. Count the keys to ensure the number of keys corresponds with the total number on the key ring chit. Key rings must be secured to a belt by clips and a metal chain.

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Key rings must be secured to a belt by clips and a metal chain. Contact the Control Center and test your Radio/Body Alarm. Unit officers must maintain a log of pertinent information regarding inmate activity, detailing time, persons involved (if pertinent) and the event. These entries must be written legibly, while maintaining your professionalism. Report for duty by telephone with the Operations Lieutenant and receive any additional information. Prepare inmates for Daily Call-outs.

Begin making 30 minute rounds ensuring you document the findings in the TRUSCOPE program. Staff will observed all inmates in continued lock down status once in the first 30 minute period of the hour ex: (12:00 -12:30AM) followed by another round in the second 30 minute period of the same hour (12:30-1:00 AM).This will ensure an inmate is observed at least twice per hour. These rounds are to be conducted on an irregular schedule and no more than 40 minutes apart. All observations must be documented.

8:30 A.M.
Assist the #1 officer Conduct a security and fire inspection of the unit. Any discrepancies found will be noted on the Fire and Security Inspection Form. Serious breaches of security will be immediately reported to the SHU Lieutenant and Operations Lieutenant. Discrepancies found not of a serious nature will also be reported and the appropriate work order submitted. Initiate the unit Confidential Log Report which will be used to record important information which should be passed on to other staff, in conjunction with the information contained in the TRUSCOPE program. Conduct a bed book audit and make any changes pertaining to your bed book/inmate picture card files. Check the TRUSCOPE program for information and initiate daily paperwork (Confidential Log form, etc.). As time permits throughout the shift, you are to conduct searches of inmate cells. Results will be recorded in the TRUSCOPE program. Discoveries of hard contraband will be reported to the SHU Lieutenant and Operations Lieutenant and documented in the unit Confidential Log report and the TRUSCOPE program. Began to conduct showers and all other daily activities according to schedule

The SHU #1 Officer is responsible for notifying the Control Center of inmates being admitted or released from the Special Housing Unit. At no time will you be in possession of the cell door key without the presence of another staff member.

EFTA00108344

9:00 A.M.
Verify all release orders signed by the Captain, and other designated staff. Once releases orders are signed assist the SHU #1 Officer with processing inmates out of the unit, ensure all documentation, i.e., property form and the TRUSCOPE program, is completed prior to the inmate being released from the unit. Ensure the property forms are filed out accordingly and the inmate receives a copy. The SHU Lieutenant will be immediately notified of any discrepancies with the inmate's personal property.

10:00 A.M. (Weekends and Holidays)
COUNT TIME (Stand-Up Count): The 10:00 a.m. count is an official stand up count will be conducted at this time. The count will be conducted as a bed book count when directed by the Operations Lieutenant. Ensure all areas are clear of inmates, i.e., showers, bathrooms, laundry rooms etc... The Internal Security Officer or any available staff member will assist with backing the count. Upon completing the count, call the count into the C&A Officer by telephone at extension 6468. Always ensure the correct date, time, and Officer's printed name and signature conducting the count is noted on the count slip. All count slips will be written in blue or black ink and should be clear and legible. Count slips which appear to be altered will not be accepted. The Internal Officer will pick up the count slips and take them to the Control Center. Once the Control Center announces a clear institutional count, record this information in the TRUSCOPE program.

BED BOOK COUNTS: The Bed Books will be utilized for emergency counts, bad institutional counts and random Bed Book counts requested by the Shift Lieutenant. When a unit has two consecutive bad counts, a bed book count must be conducted. In conjunction with the Bed Book the unit roster will be used to conduct these counts. Upon receiving a new inmate on the unit, the unit officer will receive two 3 x 5 cards, one to be utilized for the bed book, and the other to use for inmate movement. The bed book card is not to be removed from the bed book

Between 10:15 A.M. 12:15 P.M. (Weekdays)
LUNCH RELIEF
Contact the department on the current lunch relief schedule to arrange for staff to relieve you for a 30 minute duty free lunch. When being relieved, ensure staff have signed the log book designated for lunch reliefs.

EFTA00108345

11:00 A.M.
Mainline Feeding:
The food carts will be thoroughly searched by SHU staff prior to entering the Special Housing Unit. Report problems with the meal to the SHU/ Shift Lieutenant and Food Service staff and ensure corrective measures are taken before serving commences.

Ensure that all wickets are secured only one (1) wicket will be opened at a time for the feeding of the meal. Officers will not pass or allow anything to be passed from cell to cell. Each inmate will receive only those items which are on the daily menu or prescribed dietary menu.

All staff handling food must wear plastic gloves and ensure the food is served at the proper temperature. Upon completion of the meal, all trays will be accounted for and placed on the food cart.

Supervise the removal of all food trays from the cells. Only Officers will pick up all trays and trash from cells. **Inmate orderlies will not be utilized to collect food trays.**

12:00 P.M. On Mondays social visiting will begin at this time. Place all trash in the sally port for pick-up at this time for preparation of trash call.

12:30 P.M.
PM CENSUS COUNT: A Unit Census Count will be conducted at this time. Record the results in the TRUSCOPE program and notify the Lieutenant of any discrepancies. An incident report will be written on any inmate found in an unauthorized area.
ROUNDS: Ensure assigned staff continue to make frequent, random rounds of the range in the unit. At a minimum, each inmate must be checked, at least one time every thirty minutes. During these security checks, ensure staff pay particular attention to those inmates who demonstrate suspicious or unusual behavior.
MEDICAL VISITS: During medical visits by the Physician's Assistant, you are responsible for providing an escort during their rounds on the unit. Ensure the SHU Officers announce the PA's presence on the range and inmate concerns are addressed.

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METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
SPECIFIC POST ORDERS
SHU #4
THIS IS NOT AN ARMED POST

1:00 P.M.
Conduct bar taps in at least five inmate cells. Ensure the TRUSCOPE program is up to date, 292s are filled out and ensure any pertinent information is documented one the Confidential Report.

3:00 P.M.
All inmate social visiting concludes at this time.

4:00 P.M.
Count Time
Assist the Evening Watch with the 4:00 pm Count.

4:15 P.M.
End of Tour

****DO NOT LEAVE YOUR POST UNTIL THE PROPER RELIEF HAS BEEN PROVIDED****
Officers assigned to this post will not vacate the post unless properly relieved or instructed to do so by the Operations or Activities Lieutenants. These post orders are not intended to describe in detail all the officer's responsibilities. Good judgment and common sense are expected in all situations not covered in these post orders.

NOTE: In addition to Post Orders, the Special instructions must be read in conjunction with post orders. (Section 2) Staff assigned to this post must thoroughly familiarize themselves with the Program Statement and Institution Supplement on Entrance Procedures and Inmate Visiting Procedures. This is one of the most critical areas of the institution due to the potential for escape.

IT IS POLICY OF THE BUREAU OF PRISONS THAT IF AN INMATE(S) SHOULD APPROACH YOU OR YOUR POST WITH A STAFF MEMBER HOSTAGE, YOUR FIRST CONSIDERATION IS THE SECURITY OF THE INSTITUTION AND UNDER NO CIRCUMSTANCES WILL INMATES BE PERMITTED TO ESCAPE. ANY EMPLOYEE TAKEN HOSTAGE, REGARDLESS OF RANK, HAS NO AUTHORITY.

EFTA00108347

METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
SPECIFIC POST ORDERS
SHU #4
THIS IS NOT AN ARMED POST

POST: **SPECIAL HOUSING UNIT OFFICER #4**

EQUIPMENT: **Key Ring(s)C-27, C-28,C-30,C-31, C-32, C-33,B-32, B-33, Radio/BA, Metal Detector**

All equipment assigned to this post and will be accountable on the shift to shift inventory form. All 24 hour equipment and key rings will be logged into the TRUSCOPE program with type of equipment and key ring numbers.

SHIFT: **EVENING WATCH**

HOURS OF DUTY: **4:00 P.M. to 12:00 A.M.**

NORMAL ROUTINE: All Correctional Officers will report to the institution according to their assigned work schedule. You are required to utilize the "Staff Chit Board" whenever you enter and/or depart from the secured perimeter of the institution

SECURITY PROCEDURES TO BE FOLLOWED WHEN OPERATING THE BELOW LISTED SHU DOORS:

Door 27 and Inner Door: Both doors must always remain secured when not being used. They are to be opened as needed for traffic and secured immediately. These doors are to be considered a sally port only, one door will be open at a time unless there is an emergency.

CONTROLLED MOVES:

A Lieutenant will call a controlled move to halt all general population movement. The controlled move is conducted to guarantee that the inmate is closely monitored and kept separate from other inmates.

4:00 P.M.

Report directly to the Special Housing Unit wearing the prescribed uniform and relieve the Evening Watch Officer. After you have relieved the Evening Watch Office r, as the equipment is issued on a 24-hour basis, you are required to indicate the key ring number and type of equipment accounted for in the TRUSCOPE program and sign the location inventory. Count the keys to ensure the number of keys corresponds with the total number on the key ring chit. Key rings must be secured to a belt by clips and a metal chain.

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Contact the Control Center on #333 and test your Radio/Body Alarm. Begin making watch calls at this time. Watch calls will be made every 30 minutes from the hours of 6:00 PM to 6:00 AM.

Unit officers must maintain a log of pertinent information regarding inmate activity, detailing time, persons involved (if pertinent) and the event. These entries must be written legibly, while maintaining your professionalism. **Begin making 30 minute rounds ensuring you document the findings in the TRUSCOPE program. Staff will observed all inmates in continued lock down status once in the first 30 minute period of the hour ex: (12:00 -12:30AM) followed by another round in the second 30 minute period of the same hour (12:30-1:00 AM).This will ensure an inmate is observed at least twice per hour. These rounds are to be conducted on an irregular schedule and no more than 40 minutes apart. All observations must be documented.**

It should be clearly understood that none of these activities are to take place until the Day Watch officer is relieved. It should be noted that it is understood that not all of the above will be accomplished by or before the count.

COUNT TIME: The official count will be announced at this time. The Internal Security Officer or available staff will assist with backing the count. The same count procedures will be used now as with all other counts. Upon completing the count, call the count into the C&A Officer by telephone at extension 6468. Always ensure the correct date, time, and Officer's printed name and signature conducting the count is noted on the count slip. All count slips will be written in blue or black ink and should be clear and legible. Count slips which appear to be altered will not be accepted. The Internal Officer will pick up the count slips and take them to the Control Center. Once the Control Center announces a clear institutional count, record this information in the TRUSCOPE program.

BED BOOK COUNTS: The Bed Books will be utilized for emergency counts, bad institutional counts and random Bed Book counts requested by the Shift Lieutenant. When a unit has two consecutive bad counts, a bed book count must be conducted. In conjunction with the Bed Book the unit roster will be used to conduct these counts.

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Upon receiving a new inmate on the unit, the unit officer will receive two 3 x 5 cards, one to be utilized for the bed book, and the other to use for inmate movement. The bed book card is not to be removed from the bed book

4:30 P.M.
Conduct a security and fire inspection of the units. Any discrepancies found will be noted on the Fire and Security Inspection Form. Serious breaches of security will be immediately reported to the Operations Lieutenant. Discrepancies found not of a serious nature will also be reported and the appropriate work order submitted. Initiate the unit Confidential Log Report which will be used to record important information which should be passed on to other staff, in conjunction with the information contained in the TRUSCOPE program. Conduct a bed book audit and make any changes pertaining to your bed book/inmate picture card files. Check the TRUSCOPE program for information and initiate daily paperwork.
Dinner Meal: All food trays, utensils, cups, containers, etc must be removed from the cells at the end of the meals. Inmates are not permitted to retain any food trays, utensils, or other items provided during the meal. The SHU Officers will ensure that all meals are properly heated and distributed. All staff handling food must wear plastic gloves and ensure the food is served at proper temperature utilizing the microwave. **Inmate orderlies will not assist with the feeding process.** The SHU Officers will conduct the feeding of the inmates and the retrieval of the food trays. All inmate food trays will be issued and retrieved by staff only.

Ensure that all wickets are secured. Only one (1) wicket will be opened at a time for the feeding of the meal. Officers will not pass nor allow anything to be passed from cell to cell. Each inmate will receive only those items which are on the daily menu or prescribed dietary menu. At no time will meat items with bones be served to inmates.

5:00 P.M.
The total tray count entering and departing the unit will be annotated in the TRUSCOPE program by the SHU #1 Officer. Social Vising Begins (Mondays only)

EFTA00108350

6:00 P.M.
Begin to conduct inmate mail call. Never give an inmate mail unless it belongs to him/her. If an inmate has moved to another unit, contact the Internal Officer to deliver it to the appropriate unit.

Mail for inmates who have been transferred to another institution will be placed back in the mail bag and returned to the Mail Room. Inmate mail will not be left in the unit. All undelivered mail will be returned to the Mail Room. During your shift, you are responsible for ensuring a comprehensive security inspection of the unit is completed and properly documented on the Security Inspection form. Cell sanitation on the unit and telephone calls will be conducted on the assigned days.

As time permits throughout the shift, you are to conduct searches of inmate cells. Discoveries of hard contraband will be reported to the Operations Lieutenant and documented in the unit confidential log report and the TRUSCOPE program. After completing at least five shake downs in your unit, reflect the correct information in the Shake Down portion of the TRUSCOPE program. The Shake-Down Log will reflect the room number; inmates name; register number; date; time; remarks (to indicate whether contraband was found; type of contraband; and disposition of contraband); and the searching officer's name. Discoveries of hard contraband will be reported to the Operations Lieutenant and documented in the TRUSCOPE program and Confidential Log Report. Begin making watch calls to the Control Center by calling extension 333 or via radio every half hour. These calls are mandatory and are designed for your safety as well as the security of the institution.

8:00 P.M.
Continue conducting the necessary paper work for the unit and ensure that all tasks have been accomplished through-out the shift. Begin conducting bar taps at this time. Social visiting concludes.

10:00 P.M.
The official (Stand-up) count will commence at this time. The use of the flashlight for this count may be necessary. Upon completing the count, call the count into the C&A Officer at extension "6468".

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Always ensure the correct time, date, and Officers printed name and signature conducting the count are noted on the count slip. Upon completion of the count continue to conduct checks of the unit. Trash call will be announced when there is a clear count. Place all trash in the sally port for pick-up.

11:40 P.M.
Ensure all pertinent information is annotated in the TRUSCOPE program.

12:00 A.M.
END OF TOUR
****DO NOT LEAVE YOUR POST UNTIL THE PROPER RELIEF HAS BEEN PROVIDED****

NOTE: In addition to Post Orders, the Special instructions must be read in conjunction with post orders. (Section 2) Staff assigned to this post must thoroughly familiarize themselves with the Program Statement and Institution Supplement on Entrance Procedures and Inmate Visiting Procedures. This is one of the most critical areas of the institution due to the potential for escape.

IT IS POLICY OF THE BUREAU OF PRISONS THAT IF AN INMATE(S) SHOULD APPROACH YOU OR YOUR POST WITH A STAFF MEMBER HOSTAGE, YOUR FIRST CONSIDERATION IS THE SECURITY OF THE INSTITUTION AND UNDER NO CIRCUMSTANCES WILL INMATES BE PERMITTED TO ESCAPE. ANY EMPLOYEE TAKEN HOSTAGE, REGARDLESS OF RANK, HAS NO AUTHORITY.

Post Orders and the TRUSCOPE program are confidential documents and should never be left unattended or in an area accessible to inmates.

Post Orders must be secured at all times when not in use by staff.

It is the responsibility of the employee to inform the employer of the fact they have not been able or afforded the opportunity to read such orders. The employer will then advise the employee of the general requirements of the post, and answer any questions.

EFTA00108352

METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
SPECIFIC POST ORDERS
SHU #4
THIS IS NOT AN ARMED POST

Employees assuming posts under these circumstances still have the responsibility of exercising sound correctional judgment based upon their training and experience and will make reasonable efforts to read the post orders as soon as practicable.

After reading the post orders, the employee must sign and date the Post Order Review Sheet which is located in Section 5 of this document

NOTE: IT IS POLICY OF THE BUREAU OF PRISONS THAT IF AN INMATE(S) SHOULD APPROACH YOU OR YOUR POST WITH A STAFF MEMBER HOSTAGE, YOUR FIRST CONSIDERATION IS THE SECURITY OF THE INSTITUTION AND UNDER NO CIRCUMSTANCES WILL INMATES BE PERMITTED TO ESCAPE. ANY EMPLOYEE TAKEN HOSTAGE, REGARDLESS OF RANK, HAS NO AUTHORITY.

These Post Orders are guidelines, not orders to work before or after regularly scheduled shifts.

There will be no additions or deletions to these post orders without the written consent of the Captain.

Jermaine C. Darden, Captain — Date 12/7/18

EFTA00108353

METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
SPECIAL POST ORDERS
SPECIAL HOUSING UNIT
THIS IS NOT AN ARMED POST

THIS IS AN OLEORESIN CAPSICUM (OC) AEROSOL SPRAY POST.

IF YOU ARE ASSIGNED A POST THAT REQUIRES YOU TO CARRY THE MK-4 PEPPER SPRAY AND YOU ARE NOT TRAINED OR QUARTERLY RE-CERTIFIED IT IS YOUR RESPONSIBILITY TO NOTIFTY THE OPERATIONS LIEUTENANT PRIOR TO ASSUMING THE POST.

STAFF TRAINING AND ACCOUNTABILITY:

All staff (including sick and annual reliefs) assigned to an OC aerosol dispenser post will receive the required training, and go through quarterly re-familiarization training prior to assuming their post each quarter. Training will include, but is not limited to, proper carry and security of an OC aerosol dispenser, use of force policy and the definition between immediate and calculated use of force. These post orders will be read prior to working designated posts or when this cannot be accomplished, the shift Lieutenant must be notified immediately. The Operations Lieutenant will ensure staff have read, understand and signed the post orders. Staff will be held responsible for guidance outlined in national and local policies, post orders, position descriptions, and general guidance issued related to posts designated with an OC aerosol dispenser. Officers and Lieutenants who have not received OC specialty training **are not authorized to carry an OC aerosol dispenser**.

If you believe you need additional training or unfamiliar with the OC aerosol dispenser, notify the Operations Lieutenant immediately.

USE OF FORCE/EMERGENCY RESPONSE PLANS

A post assigned with an OC aerosol dispenser is in addition to emergency response plans already in place. Local written procedures will continue to be in effect and the OC aerosol dispenser is an enhancement in staff and inmate safety, included in these post orders. These procedures will outline steps to be taken in case immediate force is required as a result of a serious assault, recreation yard incidents, or other serious incidents during all shifts. Trained officers can use immediate force without the presents of a supervisor.

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Once you have assumed your position/post, check the OC aerosol dispenser, along with the other equipment assigned to the post, for any defects. In the event there are defects or leakage to the OC aerosol dispenser, notify the Operations Lieutenant and/or the Security Officer, and document in TRUSCOPE program any defects noted.

In the event of an accidental discharge, decontaminate yourself and notify the Operations Lieutenant. Once you have decontaminated yourself with soap and water and notified the Operations Lieutenant, decontaminate the affected area with soap and water, and ventilation if possible.

The usage of an OC aerosol dispenser must be limited to the performance of official duties only. Staff are again reminded that use of the OC aerosol dispenser outside established policies and procedures will result in staff disciplinary action.

The preferred method of resolution is through verbal intervention. However, the safety of staff and inmates in any dangerous encounter is paramount and may require the use of an OC aerosol dispenser. Staff may use the necessary amount of force only as a last alternative after all other reasonable efforts to resolve the situation have failed. Staff may use the necessary amount of force to gain control of the inmate, to protect and ensure the safety of inmates, staff and others, to prevent serious property damage, and to ensure institution security and good order.

The OC aerosol dispenser must be carried in an approved holder, leather/nylon belt loop holster, specifically designed to hold an OC aerosol dispenser. No other method of carrying the OC aerosol dispenser is authorized, i.e., cargo pocket.

The full cone spray has an effective range of 10 to 12 feet but should not be used closer than 4 feet.

In the event the OC aerosol dispenser is required the following steps should be used:

1. Fingers of the drawing hand should be extended and firmly gripping the aerosol dispenser.
2. Staff should assume an appropriate defensive stance and continue with verbal commands.
3. Place thumb on the actuator.

EFTA00108355

4. Spray the facial area, specifically the eyes, delivering one two-second burst. Once the OC aerosol spray has been dispensed, staff should step back to avoid being contaminated by the spray and maintain direct supervision of the inmate(s). Continue with verbal commands.
5. Allow the OC aerosol spray to work while providing verbal commands to the inmate (e.g., lay face down with arms spread).
6. Evaluate the response of the inmate(s). If the inmate(s) does not submit to restraints and/or comply with staff orders within 15 seconds, a second two-second burst is authorized. After a second assessment, or if the inmate(s) has not complied with staff commands, alternative methods to control the situation may be pursued.
7. Decontamination procedures include fresh air and the use of soap and water within 15 minutes, or as soon as possible, after OC aerosol spray has been applied. Normally, this is done before the medical assessment.
8. Once the OC aerosol spray is used and the inmate(s) is in restraints, Health Services staff will be notified immediately. A medical assessment will be performed to determine if the inmate(s) sustained any injuries.
9. When an immediate use of force is necessary (e.g., involving serious bodily harm, etc.), staff are obligated to obtain a camera and begin recording the event as soon as it is feasible. As soon as control of the situation has been obtained staff must record information on: circumstances that required the need for immediate use of force; identification of the inmate(s); injuries; and staff, and others involved. (See PS 5566.06, *Use of Force and Application of Restraints).*

A reasonable correctional workers perception of the events would govern the use of the OC aerosol dispenser in situations which require an immediate response to an emergency situation. The Warden should be notified as soon as possible after any such use. Documentation is to be submitted in accordance with the Program Statement Use of Force and Application of Restraints.

EFTA00108356

Oleoresin Capsicum delivery systems are authorized to be used for immediate response to situations in which an inmate cannot be approached without danger to self or others; and it is determined that a delay in bringing the situation under control would constitute a serious danger to the inmate or others.

RETENTION AWARENESS:
Ensure the OC aerosol dispenser is properly fastened to your duty belt and firmly secured inside the holster. When confronting an inmate position your body so the OC aerosol dispenser faces away from the inmate, maintain a safe distance, and continue with verbal commands.

INTRODUCTION:
Staff will report for duty in the proper uniform. The primary responsibilities of the SHU OIC are security, supervision, safety, and accountability of inmates. Each inmate will be checked a minimum of once every thirty minute period at irregular intervals. The checks will be entered in the 30 Minute portion of the TRUSCOPE program. The officers are responsible for ensuring security inspection discrepancies are appropriately documented and routed. Sanitation of the unit is critical for the operation and will be maintained at the highest level. All emergencies will be reported to the Operations Lieutenant immediately.

Every officer must read and sign the Post Orders prior to assuming the duties of this position. As a SHU Officer you will be working under the direction of the SHU Lieutenant and/or the Operations Lieutenant. You are required to advise the Operations Lieutenant of your presence when you arrive for duty. You will maintain the TRUSCOPE program throughout your shift. The TRUSCOPE program will accurately reflect all pertinent information concerning the housing unit, equipment accountability, inmate population, unit count, and inmate activity as well as other specific information pertaining to your tour of duty.

All Correctional Services staff will review and sign the Inmate Posted Picture File on a monthly basis

ENTRANCE PROCEDURES:
The SHU #1 controls entrance to the Special Housing Unit. Only the SHU #1 will approve the opening of the entrance by the Control Center. The SHU #1 will ensure the inner door to the unit is secured prior to approving the opening of the outer door by the Control Center. The inner and outer doors will never be open at the same time.

EFTA00108357

No one will enter the Special Housing Unit without showing proper identification when requested by the SHU #1. All visitors whom are unknown will be challenged for proper identification. All inmates entering and exiting the Special Housing Unit will be visually searched and screened with a hand-held metal detector prior to entering the unit. The SHU #1 will ensure this procedure is completed.

ENTRANCE LOGS:

The Visitors Log will be maintained at the entrance of SHU. All persons visiting this unit will utilize this log to document their visit to the Special Housing Unit. The log is organized by discipline. On Saturday, the evening watch SHU #1 will collect the logs, and prepare the new logs for the new week.

VISUAL SEARCHES:

Any inmate who enters into, and/or departs from the Special Housing Unit will be visually searched, to include the hand-held metal detector, no exception. This includes inmates entering the unit for work details, UDC/DHO hearings, and the Unit Barber.

CELL INSPECTION FORMS:

The SHU OIC will ensure a Cell Inspection Report is completed; to include the inmates and the inspecting officer's name/signature. This report will be maintained in the inmates SHU File. The inmate must verify the condition of his cell on this form. If anything is broken, missing, cracked, etc., the inmate is responsible for advising staff upon admission to the cell. The inmate is responsible for the contents of his assigned cell. If the inmate refuses to sign the form, the officer will note on the form the inmate refused to sign.

CELL ROTATION AND CELL SEARCHES:

All SHU staff are expected to conduct searches of the Special Housing Unit. The morning watch officer(s) will conduct searches of the common areas and document their findings in the Search section of the TRUSCOPE program. The day watch officer(s) will conduct a search of every inmate's cell who attends recreation. The evening watch officer(s) will conduct a minimum of five (5) cell searches during their shift. **The entire Special Housing Unit will be searched each and every week.** Officers will pay particular attention to the sink/commodes, showers, and vents. Staff will inspect under the beds and desks. Inmates will be rotated to a new cell assignment, at a maximum of **every 21 days**. This will be performed by the SHU Officer(s) on the Day Watch.

EFTA00108358

The SHU #1 will document the rotations in sentry and the SHU report.

Note: If an inmate refuses a cell rotation, an incident report must be written and the SHU Lieutenant must be noticed.

CELL SANITATION:
The evening watch SHU Officers will provide inmates with the necessary cleaning supplies o to properly sanitize their assigned cells. The cleaning supplies will be issued to the inmates through the food slot. The SHU Officers will be responsible for delivery of the cleaning supplies to the inmates through the food slot.

Under no circumstances will cleaning equipment be allowed to remain in a cell after cleaning.

LAUNDRY:
When clean laundry is brought to the Special Housing Unit, the **SHU #1 MUST** ensure the clothing is thoroughly searched, to include use of a metal detector, prior to inmates receiving the clothing. Although this procedure is time consuming and tedious, it is very important to control the introduction of contraband.

LAN PASSWORD:
Staff working in SHU should have a computer LAN system password to access WORD documents and GroupWise. Additionally, staff should have a password to access sentry and the SHU Program.

DISPOSABLE RAZORS:
Inmates are permitted to use disposable razors to perform personal hygiene necessities. The razors will be issued, collected, and accounted for by the D/W SHU Range Officers. The SHU Range Officers will conduct an audit of the disposable razors as soon as they report for duty. The SHU Range Officers will offer and issue disposable razors to inmates on Monday, Wednesday, and Friday.

Note: Inmates assigned to the Special Housing Unit who are on trial, or who are scheduled to report to court, will be given the opportunity to shave, on any day, if they request to use the razor. Always direct the inmate to leave the razor on the food slot when he/she returns it to you. Never allow the inmate to hand you the razor to reduce the chance of an assault.

EFTA00108359

SHOWERS:
The SHU #1 will ensure the appropriate entries are completed on the inmates BP-292 when inmates are afforded the opportunity to shower. Special Housing unit inmates will be escorted by the range officers to the showers on Mondays, Wednesdays and Fridays. At this time the inmates will receive hygiene supplies (toilet paper, soap, toothbrush etc.

All toothbrushes will be no longer than three (3) inches in length.

COMMISSARY:
The approved Commissary List will be used for inmates housed in A/D and D/S status. All Commissary slips will be forwarded to the SHU Lieutenant for review prior to being sent to the Commissary.

LAW LIBRARY:
The SHU law library is available for the inmates. The inmate must submit an Inmate Request to Staff Member requesting use of the law library. The SHU #1 will place the inmate on a waiting list in the appropriate log book upon receipt of the request. The SHU #1 will record in the law library logbook when an inmate uses the library. Legal material not available in the SHU Law Library can be requested by the inmate from the Education Department. This is accomplished by the inmate submitting an Inmate Request to Staff to the Education Department.

SOCIAL TELEPHONE CALLS:
Inmates are permitted to use the telephone in the Special Housing Unit once every thirty (30) days while housed in the Special Housing Unit. An inmate will submit an Inmate Request to Staff prior to the day he/she requests to use the phone. Additionally, inmates will be authorized to utilize the telephone within the first 7 days of arrival to the special housing unit. The SHU#1 will record in the proper logbook each time an inmate is authorized to use the telephone.

LEGAL TELEPHONE CALLS:
Inmates must be permitted access to their attorneys. The inmate will submit an Inmate Request to Staff Member to their respective unit team. There is a Legal Telephone Log Book in the Special Housing Unit. All Legal calls will be recorded in this log book. Legal phone calls will be recorded by the Unit Team member affording the inmate the call.

EFTA00108360

RECREATION:

While assigned to the Special Housing Unit, inmates have the opportunity to recreate for five hours per week. The five hours will be broken down into one-hour increments throughout the week.

Inmate files, BP-292's, and any other pertinent information must be reviewed prior to scheduling the inmates for recreation. Staff must ensure all precautions are taken to prevent inmates with SEPARATION status, REC/CELL ALONE, or Protective Custody from recreation with other inmates.

The Recreation Officers will place the inmates in handcuffs, and then escort them from their assigned cells to the recreation area. The inmates will be pat searched and metal detected prior to entering the recreation cell. The recreation cell will be secured then the inmate's restraints will be removed. Staff will ensure the recreation cages are searched before and after inmates receive recreation.

****NOTE** In the event of inclement weather, e.g. cold weather, inmates will be issued jackets or other available inclement weather clothing for use on the recreation decks.*****

COUNTS:

The following procedures will be strictly adhered to and will be enforced by all staff. There will be no inmate movement during Official Counts. All inmates assigned as Orderlies will be secured in their cell during all counts. All counts will be conducted by two staff members. All count slips will be signed in blue or black ink by both staff members. All inmates in the unit will stand for the 4:00 P.M. and 10:00 A.M. count. The 10:00 A.M. count will be conducted on weekends and holidays. All official counts will be called into the **C&A Officer at ext. 6468.** The SHU#1 will log the count in the Unit Log Book.

HAIRCUTS:

Haircuts will be approved for once a month. The barber shop will be operational on the day watch shift, on Saturdays. The inmate will have to request a haircut via the "Request to Staff Member Form" (cop-out). The assigned Barber will be escorted to the Special Housing Unit. The inmate will be visually searched with the results documented in the search portion of the TRUSCOPE program.

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INMATE ORDERLIES:

Any inmate assigned as the orderly in the Special Housing Unit must be approved by the Captain. The SHU Lieutenant will route a memorandum seeking the Captains approval for all orderlies. It is the SHU Officers responsibility to ensure the SHU Orderlies are properly supervised and accounted for at all times.

All staff are responsible for ensuring restrained and un-restrained inmates do not have the opportunity to come into contact with each other. The SHU Orderlies must be secured behind a locked door before any inmate can be safely moved into or within the housing unit.

INMATE PROPERTY:

The SHU PROP Officer is responsible for the inmate's property while assigned to the Special Housing Unit. The SHU PROP Officer will ensure the property of inmates placed in SHU is reviewed, properly stored, and accounted for in the SHU Property Room. The SHU#1 Officer will secure all new commits to the unit property in the property cage when no property officer is available.

MAIL:

All outgoing general Correspondence must be left unsealed with the exception of legal mail, which will be sealed by the inmate. The SHU Officers must review and inspect the outgoing correspondence prior to sealing the envelopes. The staff members are searching for intelligence, and contraband. All outgoing legal mail will be bundled separately for the Mail Room Staff. All S.A.M.S. inmates, also inmates on the mail monitoring list mail will be forwarded to S.I.S. Mail will be passed out immediately following the official 4:00 P.M. count.

MEALS:

The SHU OIC will ensure all food carts are locked upon delivery to the Special Housing Unit. Food Carts will be searched inside and out, to prevent the introduction of contraband into the Special Housing Unit. All meals will be counted to verify the required meals have been delivered. Any discrepancies will be reported to the Food Service Foreman immediately.

The meals will be properly heated and distributed by the SHU staff. The inmate orderlies will not assist in the feeding of the unit population in any way.

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The SHU Officers issue the meals in the unit. The cell door food slot will be opened, food trays placed on the slot, and then secured. Food slots will not remain open during the meal. No more than one food slot is to be open at a time.

Staff will inspect and count all food trays and lids given to inmates for the meal. Any food service items which goes into the cell for the meal **MUST** come out of the cell after the meal. Ensure the food trays and lids are in the same condition as when they were delivered.

MEDICAL:

A Physician's Assistant will make daily rounds in the SHU to attend to the inmate's medical needs. Medical requests will be telephoned to the medical staff by the SHU #1 on an as needed basis. Medical appointments outside the unit will be coordinated by the medical staff through the SHU Lieutenant. The SHU #1 will ensure the Duty PA signs the BP-292's in the appropriate section each day.

RELEASE FROM ADMINISTRATIVE DETENTION (AD) & DISCIPLINARY SEGREGATION (DS) status:

The Disciplinary Hearing Officer (DHO) and the Unit Disciplinary Committee (UDC) have the authority to release an inmate from SHU. The Release Form must be completed and signed by the Captain or designee prior to an inmate being released. This is to ensure there are no separation issues or other security concerns which would preclude the inmate's release. The Control Center and the C&A Officer will be notified of all releases.

SECURITY PROCEDURES:

All inmates will be cuffed from behind prior to being moved. **If there are two inmates assigned to a cell, both inmates must be cuffed before the cell door is opened.** When preparing to move an inmate, the escorting staff must maintain constant visual supervision of the inmate. All offices and supply storage areas will be secured prior to any inmate movement. If there are two inmates in a cell then two staff will be present before opening the cell door. Both inmates must be restrained. For those inmates deemed as Three or Four-Man Hold, the Operations Lieutenant will be notified for additional staff assistance prior to opening the cell. A Lieutenant must be present when an inmate on this status is to be moved. At no time will the number of inmates being transported from one secure location in the unit to another exceed the number of staff present in the unit.

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The unit food slots will not be left unsecured. Any time a food slot is opened, a SHU Officer will be present at the food slot. If a staff member needs to speak to an inmate, the voice box, located on the cell door, will be utilized. If a staff member needs to provide the inmate with documents or any approved items, the SHU Officer will open the slot, allow the item(s) to be passed, and secure the slot immediately. The food slots are security devices and leaving the slot unsecured defeats the security. During main line feeding, one slot will be opened, the food items will be passed, and then the slot will be secured. No more than one slot will be opened at any time on the range.

INMATE FILES:

Upon the inmate's admission to the Special Housing Unit, the SHU #1 will create a SHU file. All forms will be typed, and completed in their entirety. Any discrepancies will be reported to the SHU Lieutenant immediately.

NOTE: The SHU #1, on the morning watch shift, is responsible for conducting an audit of the inmate SHU files each and every night. The SHU #1 will ensure all of the required forms are contained within each inmates SHU file. Any missing forms will be reported to the SHU LT in the morning. Any forms the SHU #1 is able to initiate, he/she will complete the forms to ensure the forms are maintained in the inmates SHU file.

SPECIAL HOUSING UNIT RECORDS FORM: (BP-292)

The Special Housing Record Form shall be used to record meals, recreation periods, and other pertinent information concerning the inmate's confinement in SHU.

FIRE AND SECURITY CHECKS:

Officers assigned to the special housing unit are required to conduct daily fire and security checks throughout the unit daily. The checks will be frequent but irregular so that a pattern does not develop. The security checks will be documented on the 30 Minute Log Book.

EMERGENCY SITUATIONS:

USE OF FORCE/USE OF RESTRAINTS:

P.S. 5566.06 states: The Bureau of Prisons authorizes staff to use force only as a last alternative after all other reasonable efforts to resolve a situation has failed. When authorized, staff shall use only the amount of necessary force to gain control of the inmate. This program statement must be read for a clear understanding of all required procedures.

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For inmates who are contained in a cell and present no immediate danger to themselves or others, but are exhibiting aggression or threatening behavior, the SHU Lieutenant or Operations Lieutenant will be notified immediately. **At no time will a cell be opened until sufficient staff is present to control the situation.**

For situations which present immediate danger to staff or inmates, again, only the amount of necessary force to contain the inmate(s) may be used, however, immediate request for assistance, i.e., body alarm, triple deuces alarm, or radio will be made.

Staff are authorized to begin the videotaping of an incident without the authorization of the SHU Lieutenant and/or the Operations Lieutenant. Videotaping is the first step in confrontation avoidance techniques. Many inmates calm down, and become compliant, once the videotaping begins. When the use of force team technique is applied, and an inmate is secured in restraints in a cell, the SHU #1 must ensure 15 minute checks are conducted by the SHU staff and documented on the back of the BP-292, and the 15 Minute Check form.

The inmate must be checked by a Lieutenant, afforded the opportunity to use the restroom, and/or turned over every two hours if he/she is restrained to the bed (four-pointed). The checks must be documented on the BP-292 and restraint check form. The inmate must be checked by the Duty PA twice in an eight-hour period. The SHU #1 will ensure this occurs and will document this occurrence on the BP-292 and restraint check form.

Any staff member participating in an immediate use of force, a calculated use of force, or is a victim of an assault, must submit a supporting memorandum regarding the incident to the Operations Lieutenant.

FIRST RESPONDER INSTRUCTIONS:

If a body alarm, deuces alarm or other institution emergency is sounded Special Housing Unit staff will not normally respond unless directed to by the Operations Lieutenant Staff in the Special Housing Unit must ensure enough staff are present before attempting to resolve any emergency in the Special Housing Unit. It will be the responsibility of the SHU #1 Officer on every shift to ensure the fire alarm panel is tested and is in working order. Any discrepancies will immediately be reported to the SHU or Operations Lieutenant.

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If a fire alarm is sounded in the unit, staff are responsible for checking each individual cell before clearing an alarm. If an inmate breaks a sprinkler head in his cell, staff will turn the water to the sprinkler head off pending repair.

Duress alarms in the unit are designated for use by inmates during medical or other emergency situations. Staff will be required to respond quickly to the activation of duress alarms to determine the nature of the emergency. Any inmate who activates the duress alarm for a nonemergency situation will be warned of the improper use of the duress alarm system. A second false activation will subject the inmate to disciplinary action specifically; an incident report will be issued for code 317, failure to follow safety regulations.

VISITING PROCEDURES:
Social visits will be conducted in the 9-South visiting room. Inmates housed in SHU, will visit on Mondays. All other inmates will conduct their legal and social visits in the visiting rooms located on the floor they are housed. Legal visits in SHU will be held in the attorney conference visiting rooms located on the third floor. High Security inmates will visit in Special Housing unless authorization is approved by the Captain to visit on the third floor

WORK DETAILS:
Any inmates entering the Special Housing Unit will be visually searched upon entry into the unit. The visual search will be documented in the TRUSCOPE program. All tools will be accounted for and inventoried on the SHU Tool Inventory forms. The Detail Foreman is responsible for the direct and constant supervision of their detail inmates while working in the Special Housing Unit. At no time will an inmate on a work detail have any contact with an inmate housed in SHU. The arrival/departure of the inmate details will be documented in the SHU logbook.

BAR TAPS:
The SHU #1 will ensure all bar taps are conducted on all bars and window frames throughout the unit once a week. Bar taps will take place on every shift. The result of the bar taps will be documented in the TRUSCOPE program.

Hostages Situation:
IT IS POLICY OF THE BUREAU OF PRISONS THAT IF AN INMATE(S) SHOULD APPROACH YOU OR YOUR POST WITH A STAFF MEMBER HOSTAGE, YOUR FIRST CONSIDERATION IS THE SECURITY OF THE INSTITUTION AND UNDER NO CIRCUMSTANCES WILL INMATES BE PERMITTED TO ESCAPE. ANY EMPLOYEE, REGARDLESS OF RANK, IF TAKEN HOSTAGE HAS NO AUTHORITY.

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METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
SPECIAL POST ORDERS
SPECIAL HOUSING UNIT
THIS IS NOT AN ARMED POST

These Post Orders are issued as guidelines for Officers and are not intended to completely describe all aspects of this post. Additional assignments and duties may be assigned by the shift supervisor after assuming your post. Each officer is expected to exercise good judgment and initiative during situations not specifically covered by these Post Orders. All Officers are expected to execute their duties in a competent and professional manner.

Jermaine C. Darden, Captain

12/7/18
Date

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METROPOLITAN CORRECTIONAL CENTER
NEW YORK, NEW YORK
GENERAL POST ORDERS
SPECIAL HOUSING UNIT
THIS IS NOT AN ARMED POST

INTRODUCTION:
The General Post Orders are designed to aid each Correctional Officer in understanding the correctional philosophy of the Bureau of Prisons, and as a basic guide to the policy and operations within your facility. It should be emphasized that these post orders are not intended to be a substitute for Bureau of Prisons policy, and should not be interpreted as such. The primary purpose is to provide the Correctional Officer with a general review of correctional procedures and serve as a resource to locate more detailed and specific information. Although the information in the General Post Orders is not classified, it will be treated as "Restricted". Caution should be exercised to assure that this material is not disseminated to unauthorized persons.

PERSONAL APPEARANCE:
All necessary articles of Officer's clothing are issued without cost. (Uniform allowance) It is the officer's responsibility to present a neat, professional appearance at all times. Only authorized Bureau of Prisons clothing is approved for wear while on duty of any post. If you wear a blazer, or a long sleeve shirt, you are required to wear a tie. Shoes should be shined at all times. All staff are required to wear the stab resistant vest which is supplied by the Bureau.

POSTED PICTURE FILE:
The posted is picture file is reserved for inmates considered as serious escape risks, sexually deviant, or who have a record of extreme assaultive behavior, etc. Inmates will be placed on this status by the SIS Department. Officers are required to review and sign this file on a monthly basis in order to be familiar with these inmates; especially those assigned to their work details or housing units. The Electronic Posted Picture Files are located on the sally port BOPWare Program for MCC New York.

POST ORDERS:
Post Orders are general instructions designed to aid the Correctional Officer in the daily operation of each custodial post. Each officer should review the Post Orders, prior to assuming the post for the first time, during a quarter. The master file of the Post Orders are maintained in the Lieutenants' Offices. A copy of the Post Orders shall also be kept on site, if adequate facilities are available to prohibit offenders from having access to them. Post Orders are to be treated as "Confidential" and kept secured and away from inmates at all times. No changes will be made to the post orders without authorization from the Captain.

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EMERGENCY PROCEDURES

EMERGENCY PLAN IMPLEMENTATION: Each officer is required to review the fifteen basic emergency plans which are located in the Command Center. Each staff member is required to sign indicating they have reviewed the contingency plans for the year. During emergency situations, officers assigned to a specific area are responsible for the accountability of all inmates and staff in their areas unless otherwise directed.

EMERGENCY WARNING SYSTEMS: The Control Center serves as the central receiving area for emergency warnings. The Control Center Officer will immediately notify the correctional supervisor and other authorized officials in order to summon help to the designated areas.

***Any person held hostage shall be considered under duress, and any orders issued by such person, regardless of rank, and including the Warden, shall be disregarded.**

TELEPHONE "222": This number is a system for reporting emergencies at the institution. Whenever possible, remain on the line to relay necessary information to the Control Center. If a situation occurs that makes it impractical to remain on the line, be sure the telephone is ringing the Control Center before leaving the immediate area. This number also rings into the Correctional Supervisor's Office. **The "222" telephone system will be tested weekly.**

BODY ALARMS:

"Body Alarms" should be considered only as an auxiliary to the emergency alarm system telephone number 222, and do not supersede the dial alarm if a telephone is convenient or appropriate to use. Only the "general area," e.g., specific unit, can be determined by the Control Center when this alarm is used. Officers will not tamper with or attempt to repair the transmitter units. The body alarm tests will be conducted in the following manner. The Control Center Officer will contact the staff member with the body alarm advising them that a body alarm test is being conducted. The Control Room Officer will verify the body alarm number and direct the staff member to activate the body alarm by depressing the red button located at the top of the unit. Once the test has been successful the Control Room Officer will advise the staff member that the test was a good test, and advise them to clear the alarm and conduct a radio test. After performing this procedure the unit is now ready to receive radio transmissions and send an alarm to summon staff assistance if needed.

WATCH CALLS:

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The watch call is an official report that everything on an officer's post is secure and in good order. Watch calls are made every thirty (30) minutes from 6:00 p.m. to 6:00 a.m. All officers should identify the watch call, and state his/her name and post. Watch calls will be made between the hours of 6:00PM and 6:00AM by dialing "333" using the telephone.

EQUIPMENT:

Equipment needed varies with each assignment and is outlined in the individual Post Orders. Generally, equipment issued will be a combination of keys, portable radio, and detail pouch. A flashlight is required during the evening and morning watch shifts.

- **Flashlight:** Flashlights and batteries are issued as needed from the Control Center and are receipted by key chits. All morning watch and evening watch officers are required to have a flashlight as part of the equipment for the post. Flashlights remaining on the unit need not be receipted for with key chits. Replacement batteries are available from the Security Officers, on an exchange basis.

- **Radios:** Radios are for employee use only. Employee using portable units normally identify themselves by stating their name and/or location/job assignment. Radios are issued by the Control Center and are receipted for with a key chit. Officers will have a radio only when specific assignments require its use. For emergencies, portable radios provide a direct contact with the Control Center.

- **Keys:** Keys issued to employees will be receipted by metal key chits. Only the necessary keys to work a specific job or assignment will be issued. Officers carrying keys away from the institution will be instructed to return them immediately. Employees are responsible for the number of keys included in any set issued to them and will never remove keys from the set. **Upon receipt of keys, each employee has the responsibility to count the number of keys on each set.**

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- **Detail Pouches:** Each employee in charge of a detail assumes responsibility for the custody, control and conduct of all inmates assigned to his/her detail. Both Unit Officers and those staff members having details will pick up their detail pouches prior to reporting to their assignment, and are responsible for turning them in at the end of the working day.

- **Body Alarm:** Unit Officers assigned to posts with body alarms are required to carry the body alarm on their person on every shift. If an individual is relieved from a post that is assigned a body alarm, the relieving officer will be given the body alarm to carry. Normally, body alarms will not be removed or carried from the post to which assigned but should it become necessary, the Control Center MUST be contacted and the staff member given authorization to move with the body alarm. The purpose of this is to allow the unit Officer to be in constant communication with the Control Center. A check of all issued units for proper functioning will be made at the beginning of every shift. Further instructions in the utilization of these transmitters will be explained in the Chapter entitled Emergency Procedures.

KEY CHITS:

Metal key chits are used as receipts for obtaining most equipment that you will be using. Replacement chits are available through the Security Officer. Key chits will not be left in the Control Center at the end of the work day, or upon return of the equipment. Paper tags/Paper chits utilized as key chits are not authorized. Use of any item other that a metal key chit will be subject to the approval of the OPS LT. Temporary Chits can be obtained from the Lieutenants' Office

SECURITY AND ACCOUNTABILITY:

Conduct daily security inspections of your entire area, paying particular attention to any defective locks or the tampering of locks, windows, doors, etc., and report the findings to the Operations Lieutenant in a timely manner. Daily security inspections of your entire area are required and are vital to the security of the institution. Minor repairs will require a work order to the department concerned through the Captain's Office. Defective locks will be brought to the attention of the Operations Lieutenant immediately. Security inspections shall be supplemented with periodic searches by regular search teams. The searches will be initiated by the Operations Lieutenant, under the direction of the Captain. As a Unit Officer, you are responsible for the accountability of your details, authorized lay-ins, and unassigned

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inmates. Report all absences to the Operations Lieutenant immediately and follow through to determine the location of the inmate(s). If the inmate should return, notify the Operations Lieutenant. Detail supervisors will screen carefully all individual inmate requests to leave their assigned area. This would include requests to go to the hospital and other areas and departments at times other than regularly scheduled for the department activity.

Ensure that inmates in your area are authorized to be there and require those under your supervision to remain in their area. Allow inmates on scheduled call-outs ample time (Approx. 10 minutes) so they may arrive at the calling department at the time specified.

INMATE DISCIPLINARY PROCEDURES

INCIDENT REPORT: Informal resolution of incidents involving violations of institutional rules or regulations is encouraged. However, when an officer witnesses or has a reason to believe that a violation of institutional rules has been committed by an inmate, the officer will prepare an incident report and forward it to the appropriate correctional supervisor. The correctional supervisor may informally resolve of the incident report or forward the incident report to the Unit Disciplinary Committee for further disposition if indicated. As these reports can be subpoenaed into court as legal evidence, all reports must be printed in ink or typed.

- **INVESTIGATION:** The investigations should be conducted within 24 hours from the time the violation is detected, unless circumstances beyond the control of the investigator intervene. The investigating officer will usually be a Lieutenant. The inmate will be given a copy of the incident report by the investigating officer at the beginning of the investigation. The investigator should also read the charges to the inmate and obtain the inmate's statement concerning the incident. After thoroughly investigating the incident, the inmate does not receive a copy of the investigation. However, should the case be forwarded to the Unit Disciplinary Committee, ultimately, the investigation may be given to the inmate's staff representative for use in the presentation on the inmate's behalf.

- **UNIT DISCIPLINARY COMMITTEE:** The authority to impose minor disposition and sanction shall be delegated to staff members of an inmate's unit. The Unit Manager will be responsible for the membership and supervision of thee Unit Disciplinary Committee (UDC) as set forth in the Unit Plan. The UDC can function with

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less than two(2) members. Where an alleged violation of institution rules or regulations warrants consideration for other than a minor sanction, the charge may be referred to the Disciplinary Hearing Officer for hearing and disposition.

- **DISCIPLINARY HEARING OFFICER (DHO):** The DHO shall conduct hearings and make findings, and may impose appropriate sanctions on incidents of inmate misconduct referred to him/her for disposition.

- **OFFICER RESPONSIBILITY:** All Correctional Officers should make a concentrated effort to ensure that incident reports contain the precise details of action(s) being reported. All facts about the incident which are known by the officer should be recorded. If there is anything unusual about the inmate's behavior, this should be noted. Completed incident reports should be forwarded to the Lieutenants' Office as soon as practical for disposition. Further information can be found in Program Statement 5270.07

ADMINISTRATIVE REMEDIES:

Administrative Remedies are formal complaints submitted by inmates concerning problems they were unable to resolve through normal channels. The inmate is to request the Remedy Form (BP-8, BP-9, and BP-10) from the Unit Team. It is normally returned to the Unit Team for processing, although the inmate may mail directly to the Region or Central offices for sensitive matters.

ENFORCEMENT OF RULES AND REGULATIONS:

All staff members must be familiar with the Inmate Discipline Program Statement. The rules and regulations must be adhered to, with firm but fair tactics used. You may at times be able to correct an inmate without writing an incident report. However, if the inmate's violation of the institution's rules and regulations is of a serious nature, an incident report must be written.

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SECURITY INSPECTIONS

PURPOSE OF INSPECTIONS: Security inspections are necessary to control the introduction of contraband and prevent escapes. One of the chief duties of the Chief Correctional Supervisor is to establish a formalized plan of inspections that will cover every part of the institution at least once a week. In general, these inspections include doors, locking devices, fire extinguishers, grills, windows, building walls, perimeter walls, etc. Inspections are required even if no discrepancies are found the day prior. All staff will conduct inspections within their area of responsibility for contraband and security violations. The staff will report any discrepancies to the OPS LT, and prepare a Minor Work Request to correct the concern. Staff responsible for their department will initial the security inspection form located by the control centers indicating they have checked their area of responsibility.

SEARCHING INMATES:

The human body can serve as a potential hiding place for contraband. For that reason, it may become necessary to strip and search an inmate at various times. Further information regarding the proper techniques for searching an individual can be found in institution policy and the Correctional Services Manual. In order to prevent the introduction of contraband, routine and unscheduled searches of inmate's person, housing units, work areas, or other facilities used or frequented by inmates must be conducted. This will include thorough searches of inmate's clothing, personal property at the time of admission; searches of inmate's person and quarters when it is suspected he/she is concealing contraband; his/her place of work, recreation areas on a routine or unscheduled basis as directed by supervising personnel. Such searches may be initiated on an individual inmate basis, or mass searches may be ordered when contraband is suspected of being in the possession of unknown individuals.

Pat Searches: Pat searches will be conducted on a routine basis solely as a means to control contraband. Before a pat search is conducted, the inmate will be asked to remove any head gear and the contents out of his/her pockets. The head gear and personal effects will be inspected after removal and placed out of reach from the inmate. Male and female inmates will be pat searched in the same manner, with the exception of the chest area. A staff member will search the female inmate's chest area using the back of the hand. Pat searches of the male inmate and the rest of the female inmate will be done with the inside, (palm and fingers), of the hand. The pat search will be conducted according to the procedure described on the approved Bureau pat search video tape.

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§ 115.15 Limits to cross-gender viewing and searches.

As of August 20, 2015, **or August 21, 2017 for a facility whose rated capacity does not exceed 50 inmates, the facility** shall not permit cross-gender pat-down searches of female inmates, absent exigent circumstances. Facilities shall not restrict female inmates' access to regularly available programming or other out-of-cell opportunities in order to comply with this provision.

See the Program Statement **Searches of Housing Units, Inmates, and Inmate Work Areas**, or current version of this policy.
Post assignments may not be restricted on the basis of gender. Institutions will evaluate operational concerns consistent with collective bargaining obligations, the Master Agreement, and other laws, rules, and regulations. The agency will continue to comply with Title VII and other Equal Employment Opportunity Commission authorities in implementing this policy.

(c) The facility shall document all cross-gender strip searches and cross-gender visual body cavity searches, and shall document all cross-gender pat-down searches of female inmates.

Visual Search(Strip Search):
All inmates entering the institution from court, transfers or trips out in the community, will be visually searched (strip searched), and screened with the hand held metal detector. Inmates will also be visually searched when leaving the institution for any reason, including release. A thorough search of the inmate's clothing will be completed. Except in emergency situations, all strip searches will be conducted by a staff member of the same sex as the inmate. At least one male and one female staff will be available 24 hours a day to conduct visual searches.

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CONTROL OF CONTRABAND:

Each officer should make a concentrated effort to make frequent searches of living quarters, utility corridors, and other areas in order to eliminate contraband, giving special attention to items which might be used in an escape attempt.

Contraband may be best defined as any item or article inside the institution that was not issued by the institution, purchased in the commissary, purchased through approved channels, or approved by an appropriate staff member.

All contraband seized must be placed in the log book in the Lieutenants' Office listing item, date and inmate. When money is confiscated, the appropriate receipt, available from the control center and/or ISM must be utilized. All coin and any currency is to be confiscated and duly recorded. During regular duty hours, contraband funds along with the confiscation forms are taken to the Cashiers Office. During non-duty hours, the confiscated funds and accompanying form will be placed in the night depository, located in the control center, until the next regular working day. Contraband, other than money, should be recorded on the Confiscation and Disposition of Contraband form and should accompany the confiscated articles.

SEARCHING INMATE LIVING QUARTERS:

When making a search of an inmate's living quarters, each officer should make sure that nothing is destroyed in the process. Officers should make every effort to return all articles to their place, excepting things which are determined to be contraband and are removed.

COMBINATION LOCKS:

Inmates are authorized to purchase combination locks from the commissary for individual use. The key ways are not to be plugged; any lock having a plugged key way will be considered contraband and will be seized as contraband

CIM (SEPARATIONS)

All inmate movement in MCC New York is supervised by staff members. There are serious security and safety concerns regarding the inmates housed in MCC New York and their CIMS status. An inmate's CIMS status is confidential and will not be shared with any inmate(s). The unit separations roster is a sensitive, confidential item which must be safeguarded at all times. The various inmate programs at MCC New York are scheduled by floors. This has been arranged to provide the inmates with a safe and secure environment during the appropriate program. This also alleviates the CIMS concerns for each program. The institution has determined separatees will not be

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housed on the same unit, therefore the programs should be clear of all separatees. It is the Unit Officer's responsibility to ensure all inmates are checked for CIMS concerns prior to any escort off of the unit. The Unit Officer will check the Unit separations roster to ascertain if the inmate's name appears on the roster. Ensure all inmates are checked for CIMS concerns prior to any escort off of the unit. The Unit Officer will check the unit separations roster to ascertain if the inmate's name appears on the roster. If the inmate's name does not appear on the roster, the inmate is cleared to be escorted off of the unit.

If the inmate's name does appear on the separations roster, the Unit Officer must clear the inmate prior to allowing the inmate to be escorted off of the unit.

Inmates must be properly cleared by the Unit Officer and requesting staff member prior to any escort. The requesting staff member must clear all inmate movement to their area with the C&A Officer at extension 5123. The C&A Officer must clear the inmate prior to the inmate departing from his/her assigned housing unit. The Unit Officer must also clear the inmate with the C&A Officer prior to allowing any inmate to depart from the unit. Even though, the Hospital Officer or the Visiting Room may be clearing the inmate(s), it is the Unit Officer's ultimate responsibility to ensure the inmate has been properly cleared. The Unit Officer must review the Unit Separations roster and check for the inmate's name and register number on the roster. If the inmate's name does not appear, the inmate is cleared for movement, and you do not need to contact the C&A Officer. If the inmate's name does appear on the Separations roster, the Unit Officer must contact the C&A Officer at extension 6468 and clear the inmate prior to allowing the inmate to depart from the unit.

Inmates must be properly identified and pat searched prior to departing from the housing unit. Every inmate must carry on their person the institution identification card. This is the means staff utilize to properly identify the inmate. It is the Unit Officer's responsibility to ensure the inmate has his/her identification card on his/her person prior to departing from the unit. The number of inmates escorted at one time on the elevator is directly related to the number of staff available to conduct the escort. One staff member can escort ten (10) inmates in the elevator at one time. Anything more than ten(10), inmates in the elevator causes security and safety concerns. During Inmate Visiting, the Intern Officers and the Activities Officers will assist the Visiting Officers in escorting inmates to and from the Visiting Rooms. The number of

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inmates escorted through the connecting link is directly related to the number of staff available to conduct the escort. Anytime In-Custody inmates are escorted through the connecting link, two staff members must be present for the escort. One staff member positioned at the front of the escort, and the second staff member positioned to the rear of the escort.

When an inmate is being escorted to or from the Special Housing Unit, two staff members must be present for the escort. A ratio of 2:1 will always be maintained when escorting inmates to or from the Special Housing Unit.

ENTRANCE PROCEDURES:

COVERAGE AND METHODS:

Entrance procedures include the control of inmates, employees, visitors or commercial traffic entering the institution. Because of the need for a broad knowledge of the institution and its function, along with a thorough understanding of security requirements, only those officers with such knowledge will normally be staffing these posts. Constant contact with the public requires that these officers display a neatness of appearance, ability to handle people, tactfulness in enforcing regulations and alertness in recognizing security hazards.

OUTSIDE INMATE DETAILS:

During normal duty hours, all outside inmate details, (Warehouse, Building 4, Admin Orderlies, etc.,), will depart from the institution through the Rear Gate. The inmates must be escorted from the unit by the detail supervisor, using the inmate elevator. The inmates must be properly identified, one detail at a time, by the Internal Officer, in the elevator sally port, utilizing the approved gate passes. Once the inmates have been positively identified, the Rear Gate Officer will request for the door leading through the 1st floor sally port to the rear dock. The detail will be further processed by the Rear Gate Officer. All required information will be recorded in the TRUSCOPE program. Any work performed in the Rear Gate is considered outside of the secured perimeter. This means any area on the rear dock to include, Warehouse, and Trash Compactor. The Rear Gate Officer will positively identify and properly process the inmate detail into Rear Sally Port to perform their assigned work. If needed after normal duty hours, weekends and federal holidays, the inmate details will be processed through the Control Center the Operations Lieutenant will designate a staff member to positively identify the detail, in the elevator sally port, utilizing the approved gate passes.

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VISITING

It is the policy of MCC New York to maintain visiting facilities for the purpose of maintaining family ties. Because of the nature of this facility, visits must be conducted under appropriate supervision so that security is maintained and the visiting privileges extended to inmates and their families are clearly communicated. For the purpose of this policy, the term pre-trial inmate refers to any inmate who is non-cadre, including holdovers, treaty transfers, BICE detainees, state inmates, and any designated inmate other than those assigned to the MCC New York Work Cadre Unit. Staff must be able to verify the identity of visitors before their admission into the institution. Acceptable means of identification are, government-issued identification, passport, state-issued photo identification (with a date of issue and expiration) and valid drivers' license. In cases where visitors do not have photo identification, they will be required to have three types of identification with signatures. These need not be the sole means of identification. However, identification cards from quick photo places, and check cashing establishments are not acceptable forms of identification. Tactful questioning may clear up doubtful cases. Visitors sixteen (16) and under do not have to show identification unless of course they appear to be older. In such cases, if a visitor under the age of sixteen cannot provide documentation, i.e., a birth certificate (when requested) to prove relationship and age, the visitor will not be allowed into the institution.

The following procedures will be in effect regarding authorized visiting lists. Each inmate will complete a visiting list. The visiting list will not exceed ten (10) approved visitors for pre-trial inmates and (12) for cadre inmates. Immediate family members and two (2) person of "meaning" will be placed on the visiting list absent strong circumstances that preclude visiting. Immediate family is defined as mother, father, step-parents, step-children, foster parents, grand-children, brothers, sisters, spouse and children. As the situation presents itself, other non-immediate family members will be allowed to visit at the approval of the Associate Warden of Programs (AWP).

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Further, in circumstances, when an inmate requests more than ten visitors to be placed on their visiting list, the Unit Manager will approve / deny any visitor exceeding the limit.

Attorney visiting can occur 24 hours a day. Attorneys may visit with their clients (one at a time) in the 3rd Floor Attorney Conference Room from 6:00 A.M. to 8:00 P.M. daily. They require no advance notice.

Official visitors including attorneys, interpreters, law enforcement personnel, probation officers, volunteers, etc. are to be searched at the Front Entrance using the "reasonable assurance standard." All visitors are subjected to random testing by utilizing the ION Spectrometry Device Program. Random selection for testing visitors must be conducted in an impartial and non-discriminatory method. Visitors may be tested out of random order when reasonable suspicion exists, suggesting they've had possible involvement with illegal substances.

Visits for Persons Not in General Population:

Inmates Hospitalized: Visitors requesting to see a designated or pretrial/ holdover inmate who is hospitalized will be reviewed by all pertinent staff, and the United States Marshals Service - if the inmate is a pretrial inmate. More specifically, the Health Services Administrator (HSA), Chief Correctional Supervisor and Unit Manager will determine whether they should permit the visit.

When the HSA recommends against the visit, if the inmate is suffering from an infectious disease, is in a psychotic or emotional state, not in a condition to see visitors, or there are other compelling health regulations that will prohibit the visit, the Health Services Administrator or designee must explain the situation(s) to the visiting party.

Special Housing Unit Inmates:

Ordinarily, an inmate retains visiting privileges while in the Special Housing Unit. Visiting may be restricted via a UDC/DHO sanction. If the restriction is not a UDC/DHO sanction, such restriction must be approved by the Warden. Unit 10-South social and legal visits shall be non-contact unless otherwise determined by the Warden to allow contact visits.

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Non-Contact Visits:
If the Warden deems it necessary to give an inmate a non-contact visit, the Warden will instruct the SHU Lieutenant to do so. The visit will be conducted in the 10 South Annex visiting room. This visit will be directly supervised to ensure all established visiting procedures are followed.

Clothing:
Appropriate dress is required and must be in good taste. Excessively provocative, immodest or revealing attire is reason to deny a visit. Visitors over the age of 12 will not be allowed into the institution in skirts, shorts, or dresses exceeding three inches above the kneecap in length. Bathing suits or any type of swim wear will not be permitted in the institution. See-through clothing, revealing sleeveless garments, halter tops, tube tops, tank tops and any kind of top that reveals the midriff area, low-cut shirts or blouses, revealing front and backless clothing, skin-tight clothing, spandex clothing, leotards, and sweat pants are **NOT** permitted. Any pants with holes in the knee or buttocks area are also prohibited. Additionally, hooded shirts of any kind, hats, caps, and head scarfs (except for religious reasons) are also prohibited. All visitors are required to wear footwear (no shower shoes of any kind) and undergarments (including bras for females). In accordance with OSHA guidelines, Visitors shoes are to be "closed toed" and have a strap around the heal of the foot. The front lobby officer will not permit visitors to wear jackets or blazers up to the visiting room. **Inmates are responsible for advising their visitors of the dress requirements for visitation.** Only a Correctional Supervisor and Institution Duty Officer may deny visits for noncompliance. Inmates' attire for visiting includes jumpsuit and bus shoes for pre-trial males; females must wear the blue uniform and bus shoes; cadres must wear khaki uniforms with institutional shoes. A random selection of visitors will be tested with the Ion Spectrometry

Special Visit Requirements:
At times, Clergymen, former or prospective employers, sponsors and parole advisors may request special visits. They must make these requests in writing with sufficient advance notice (72 hours). The request will be reviewed by the Unit Manager for approval.

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- **Business Visitor.** The Warden has the final authority on the admittance of business visitors and should be notified through the chain of command. Except for pretrial inmates, an inmate is not permitted to engage actively in business or profession. All questions regarding a business visitor should be addressed to the duty Lieutenant and Institution Duty Officer.
- **Consular Visitors.** When it has been determined that an inmate is a citizen of a foreign country, the Warden must permit the consular representative of that country to visit on matters of the legitimate business. After a request has been submitted from the inmate or consulate, a memorandum should be generated from the inmate's Unit Team for the Warden's approval. Once approved, a copy should be maintained in the Lieutenant's Office and the Front Lobby.
- **Representatives of Community Groups.** The Warden is the approving authority on visits from representative of Community based Groups. A memorandum should be generated and sent through the Chief Correctional Supervisor, Associate Warden, to the Warden for approval. Once approved, a copy should be maintained in the Lieutenant's Office and the Front Lobby.
- **Minister of Record/Clergy.** An existence of an established relationship prior to confinement for visitors does not apply to visitors in this category. These visitors ordinarily provide assistance in release planning, counseling, and discussion of family problems.
- **Minister of Record** An inmate must submit in writing their request to be approved for a visit from his Minister of Record. They must submit their request to the Chaplin. An inmate may only have one minister of record on his/her visiting list at a time. The Minister of Record does NOT count against the total number of authorized regular visitors/ social visitors.

Clergy An inmate must submit in writing their request to be approved for a visit from clergy. Visits from clergy (other than the Minister of Record) will be in accordance with the general visitor procedures, and WILL count against the total number of regular visits allowed. On both visits, an approved memorandum will be forwarded through the Chief Correctional Officer and posted in the Lieutenant's Office and the Front Lobby

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Children under the age of sixteen (16) who are placed on the visiting list must be accompanied by an adult who is also an approved visitor. A brief embrace and kiss is permitted when an inmate greets their visitor/child. The same applies upon termination of the visit. During the visit, any physical contact other than hand holding will be considered improper and is prohibited. Children are not permitted to be seated on inmates lap during the course of their visit. Visits with children are to take place only between the inmate identified on the official visiting form and the child listed on the official visiting form with the child's parent or guardian present.

TOOL CONTROL

- **PURPOSE OF TOOL CONTROL:** It is the policy of the Bureau of Prisons to maintain strict control and accountability of tools used and in storage at all institutions. Tool Control procedures are imperative for the following reasons: to provide a tool in good repair for the job at hand, to improve the general appearance of the shop or working area, and to prevent tools from being used to effect escape or assault.
- **CLASSIFICATION OF TOOLS:** All tools are classified as Class AA; Class A; or Class B. The Class AA group includes tools considered too dangerous to leave inside the institution. The Class A group includes tools most likely used in escape, or to do bodily harm to personnel or other inmates. The Class B group includes those of a less hazardous nature.

All tools, where possible, shall be stored on a shadow board as follows:

- All class "AA" tool shadow boards will have a white background with a bright (curb) yellow silhouette of each tool.
- All Class "A" tool shadow boards will have a white background with a red silhouette of each tool.
- All Class "B" tool shadow boards will have a white background with a black silhouette of each tool.

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STORAGE AND SUPERVISION OF CLASS "AA" TOOLS:
Class "AA" Tools must be removed from the institution at the end of each work day, stored in a combination locked safe in a Class "A" Tool Room, stored in the armory, or turned into the control center. Class "A" Tools must be stored in a metal cage or a class #1 concrete walled room physically separated from Class "B" Tools behind two (2) locked doors. When the Class "A" Tool Room is inside the Class "B" Tool Room, the lock on the Class "B" Tool Room serves as one (1) of the two (2) required locks for the Class "A" Tool Room. **Supervision of Class "AA" Tools will be under constant visual supervision.**

STORAGE AND SUPERVISION OF CLASS "A" TOOLS:
Class A tools will be kept on a shadow board in a locked room or cabinet. This storage area will be separate and secure from the Class B tools storage area. Only employees are authorized to issue and draw Class A tools from the Tool Room or places of storage. Class A tools will be under the supervision of an employee at all times. Inmates are not permitted to carry them about the institution without an employee escort nor use them without supervision. A complete inventory of Class A tools will be made at the beginning of the workday, before the detail is released for dinner and at the end of the workday. When a Class A tool is lost or misplaced, the Chief Correctional Supervisor will be notified immediately. All inmates who may have had access to the tool will be held at the work location until a thorough search has been made.

STORAGE AND SUPERVISION OF CLASS "B" TOOLS:
All tools not in the Class A or Class AA categories will be considered to be Class B tools. All Class B tools are under the supervision of the employees and must be accounted for at the end of the work day. These tools must be issued to inmates, in the presence of their supervisor. All Class B tools must be gathered from the work area and moved to the storage area at the end of the work day. When a Class B tools is lost or misplaced, a search for it will be initiated and a written report will be made to the Chief Correctional Supervisor and the department head covering the details of the loss at the end of the day.

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TOOL INVENTORIES:
Up-to-date inventories will be kept by all shops, industries, school and any other person having tools issued to them or stored under their supervision Unit Officers having items such as scissors, etc., on the unit should be particularly careful as to the whereabouts and the accountability of these items. The Tool Room Officer will maintain a record of all tools in possession of the institution.

BROKEN OR WORN-OUT TOOLS:
Broken or worn-out tools will be removed from the shadow board and returned to the Central Tool Room for replacement. If it is determined that they cannot be surveyed and replaced, Class A tools such a saw blades, etc., requiring replacement, will be returned to the Central Tool Room for disposal.

FOOD SERVICE TOOLS:
A knife and tool equipment cage with a shadow board and adequate locking device shall be located in the Food Service Department. All hazardous knives and tools will be marked with an identification symbol. All knives will be chitted out of the knife cage and attached to the cutting table by the responsible employee. The accountability of the knives will be checked at frequent intervals during the shift and at the end of the day.

CONTROLLED FOOD ITEMS:
Special attention must be given to food items such as yeast, nutmeg, fruits, and fruit juices. Of this group, yeast shall be locked in a secure box in a refrigerated area. An inventory shall be kept, indicating the date and quantity of issue, receipts, the balance on hand, and the initials of the responsible employee. Yeast shall be dispensed only by the Food Service employee and kept under strict supervision.

CONTROL OF HAZARDOUS AND POISONOUS CHEMICALS:
Inventories will be maintained of all poisonous and toxic fluids used in the institution, such as narcotics, wood alcohols, methyl-alcohol, ditto fluids, acids, gases etc. These items will be stored in a locked cabinet and will be drawn by an employee only, when authorized by the department supervisors. The issuing office will record the date, time, amount, and who received the item.

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KEY AND LOCK CONTROL

POLICY: It is the policy of the Bureau of Prisons to maintain proper control of keys and locks at all times. The purpose of this is to establish procedures for control and inventory of institution keys and locks. Further detailed information can be obtained by referring to BOP Program Statements.

All keys authorized for daily use will be stored on the Control Center key board when not in use. Sets of keys are identified by letter and number with the number of keys in that set indicated. Two listings of key locations identifying active and emergency keys can be found in the Control Center and in the office of the Security Officer.

RESTRICTED AND EMERGENCY KEYS:

Restricted keys have blue/black tags on the keyboard in the Control Center. The Watch Supervisor will be notified when it becomes necessary to draw keys for a department or post other than his/her assigned are, or to a restricted area, such as the commissary, storeroom, etc. The officer will prepare a Restricted Key Form indicating the purpose for entering such area. Emergency keys or red-lined keys will be issued only at the direction of the Warden, Chief of Correctional Services, Associate Warden, Watch Supervisor or the Institution Duty Officer. Acting positions may delegate the drawing of keys for a specific time period via memo through the Captain.

HANDLING OF KEYS:

Keys will be carried on a ring which is securely fastened to a chain affixed to the belt of the officer. Discussion of key numbers and reference to their use will be avoided in the presence of inmates. Keys should never be carelessly thrown around, dropped, or left unattended, etc. Always personally hand the keys to your relief so they remain in the personal possession of the officer at all times. Each officer has the responsibility to count the number of keys on each set to ensure that all keys are present. Inmates will never be permitted to handle keys designated for employee use at any time, or under any circumstances. Should an employee take keys home, the keys must be brought back to the institution immediately.

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LOST OR MISPLACED KEYS:
If a key or a set of keys is lost or misplaced, the officer will immediately report it to the Watch Supervisor by telephone or in person so that adequate safeguards may be placed in effect. The area the keys were last in will be immediately secured and all inmates in the area will be searched. This will be followed by a written report to the Chief of Correctional Services as soon as circumstances permit.

REPLACEMENT OF BROKEN OR DAMAGED KEYS:
Whenever a key is broken or damaged, the employee concerned will submit a request for replacement to the Security Officer. All parts of the broken key will be retrieved from the key way immediately to prevent inmates from gaining access to them. A replacement key will be issued by the Security Officer in accordance with established procedures. If the key is broken or damaged and immediate replacement is needed, the Watch Supervisor will be notified and will take appropriate action. If it is not possible to retrieve the broken portion from the lock, the employee will remain at the lock until the broken portion can be retrieved.

REQUEST FOR REMOVAL AND ADDITION OF KEYS:
When it becomes necessary for a new key to be added to your key ring, submit a Security Work Request to the Chief Correctional Supervisor for approval and signature, stating the reason the key is needed, your key ring number and the institution key number if possible. If a key is no longer needed, submit a Security Work Request to the Security Officer.

INMATE URINALYSIS PROGRAM:
Urine Surveillance and Narcotic Identification, inmate urine samples will be taken at different hours (early morning, noon, late evening). Therefore in order to accomplish this a weekly urinalysis test roster has been established for all inmates that fall under the random testing roster. It is critical that when inmates are notified for UA testing that they are not left unsupervised. They must be watched from the time of notification until they report for testing at the Lieutenants Office. It is also imperative that when conducting a UA test of an inmate that the subject is also tested for alcohol by using the Alco-Sensor III.

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CALL-OUTS:

Sufficient copies of the master call-out sheet for distribution to all units will be copied and forwarded to the Control Center Officer so that the Morning Watch Control Center Officer can place one in each detail pouch. Extra copies of the call-outs will be placed at the detail pouch cabinet. Unit officers will post the call-out in the housing units.

The employee who places an inmate on call-out must ensure the requested inmate arrives at the specified time. If the inmate does not arrive as scheduled, the requesting staff member shall contact the staff member responsible for the inmate's accountability. If the inmate(s) is/are found to be in an area other than the assigned callout area, it is the responsibility of the staff member(s) or department that has placed the inmate(s) on call-out to prepare an incident report for the inmate's failure to report to call-out. **If efforts to locate the inmate fail, the inmate shall be immediately reported to the shift lieutenant as missing and appropriate action initiated to locate the inmate.**

CELL ASSIGNMENT - SEXUAL OFFENDER/PROTECTIVE CUSTODY

Cell assignments will be determined in an methodical manner. This involves the SHU Lieutenant and OIC, Psychology staff, Unit Team as well as Investigative staff, in determining suitability of cellmates for inmates in protective custody and/or sexual offenders. Most inmates do not like to be housed with sexual offenders or protective custody inmates. Housing the wrong inmates with sexual offenders or protective custody inmates, can lead to serious assaults and/or homicide. Inmates cannot be allowed to choose their roommates, but it is understood that some inmates may be better housed with inmates of like backgrounds/affiliations, than arbitrarily housing the inmates without considering all variables. As noted earlier, protective custody and sexual offenders will be screened thoroughly. If there are no single cells available, this review will be crucial in minimizing the potential for assault.

HIGH RISK LIST

During the weekly SHU meeting, the Warden will be provided a list of those inmates who are considered high risk from a psychological and management stand point. The Captain and Chief Psychologist should be responsible for generating this list. This list will be provided to the Lieutenants' office and the Duty Officers so they are informed should a high risk inmate act out and be in need of medical or psychological attention.

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Additionally, the Captain should inform the Warden of any camera malfunctions, plumbing problems, or issues that may cause problems, as well as the corrective actions taken/attempted to rectify these issues. Inoperable security equipment, during serious incidents, prevents staff from being able to record and or/view the incident for possible prosecution or administrative action.

SUICIDE PREVENTION INFORMATION

BOP HIGH RISK GROUPS

- **New Inmates** - The first few hours and days after admission can be critical. Newly incarcerated inmates may experience feelings such as shame, guilt, fear, sadness, anger, agitation, depression, relationship problems, legal concerns, hopelessness, and helplessness, which can contribute to increased suicide risk.
- **Protective Custody** - Inmates who volunteer to enter protective custody are at high risk for suicide, especially during the first 72 hours in SHU. These inmates should be referred to psychology services immediately.
- **Long-term Protective Custody Inmates** - These inmates are particularly vulnerable to depression that can lead to a suicide attempt, and should be monitored closely while they are in SHU.
- **Inmates Taking Medication for Mental Health Reasons** - These inmates are vulnerable to developing suicidal thoughts and attempting suicide by overdosing on their medication. Inmates on medication should be monitored to make sure they are not hoarding medication. Any signs of distress, deterioration in hygiene, or sudden changes in behavior should be reported to psychology.

FACTORS THAT CAN INCREASE THE PROBABILITY THAT AN INMATE MAY BECOME SUICIDAL:

Mental Health Factors

History of mental illness

1. Is the inmate depressed, actively psychotic?
2. Has the inmate been compliant with psychotropic medication?
3. Have there been changes in eating, sleeping, hygiene, weight, recreation, activity level?

Prior suicide attempt

1. How lethal was the attempt?

2. How many attempts have been made?

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Inmate's current mood, affect, and behavior

1. Is the inmate emotionally upset, angry, and easily agitated?
2. Are the inmate's thoughts clear and goal directed (vs. delusional or psychotic in nature)?
3. Is the inmate depressed, has there been a recent loss?
4. Has hopelessness persisted even after the depression has lifted?
5. Has the inmate given away property, revised a will, or requested a phone call to say his goodbyes?

Medical Condition(s)/Chronic Pain

1. Does the inmate have a chronic life threatening medical illness?
2. Has the inmate's overall health diminished recently?
3. Is the inmate experiencing pain or other negative symptoms?

Relationship Difficulties

1. Has the inmate received a Dear John letter?
2. Have communications and or visits decreased?
3. Has there been a change in the relationship?

Situational Factors

1. Legal issues - pending indictment; loss of appeal to reduce sentence.
2. Difficulties with staff or other inmates.
3. Gambling debts, drugs.
4. Ending of a close relationship with another inmate.
5. Possible victim of a sexual assault.

REPORTING AND DOCUMENTING INMATE BEHAVIOR

Report Your Concerns: Any inmate behavior(s) that is questionable and may reflect a change in mental health status should be reported to the Shift Lieutenant immediately.

During non-working hours: Inform the Shift Lieutenant of any questionable inmate behavior. He/she will determine if the on-call psychologist needs to be contacted.

Segregation Log Book: Any changes in inmate behaviors should be noted in the TRUSCOPE program. A detailed note regarding the observed behavior is advisable. Documenting in the TRUSCOPE program serves two purposes. First, the entry serves as a means of communication for other staff members. Second, it provides an accurate account of activity during your shift. Documentation should be neat, legible, and professional.

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RESPONDING TO A SUICIDE EMERGENCY

A Segregation Officer observing an inmate in the act of committing suicide, causing other self-injurious behavior, or who appears to have committed suicide will call for back-up before entering the cell. The officer will notify the Control Center and the Lieutenant's Office by radio of the situation and request immediate back-up. **BACK-UP MUST BE PRESENT IN ORDER TO ENTER A CELL.** The "cut-down" tool is located in the storage closet on a shadow board. It is the #1 officer's responsibility to locate this item at the start of the shift. This tool is only authorized to be used in emergency situations. Miscellaneous use of this tool is not permitted and will result in dulling the blade of the tool. In the event an inmate commits suicide, the scene of the suicide will be treated in a manner consistent with the investigation of an inmate death. All measures necessary to preserve and document the evidence needed to support subsequent investigations will be maintained or otherwise adequately recorded.

SEXUAL ASSAULT PROTOCOL

Reporting

In all cases of reported sexually abusive behaviors (e.g., from alleged victim, staff, and/or "third party") the following will occur:

The Operations Lieutenant will be notified immediately and he/she will:

- Immediately safeguard the inmate (which will vary depending on the severity of the alleged sexually abusive behavior and could range from monitoring the situation, changing housing assignments, changing work assignment, placing alleged victim and perpetrator in Special Housing, etc.);
- Promptly refer all inmates reported or suspected of being the victim of sexually abusive behavior to Psychology Services for assessment of vulnerability and treatment needs;
- During business hours, ensure that the SIS, Chief of Correctional Services, Program Coordinator, and Warden are notified; and During non-business hours, ensure that the SIS, Chief of Correctional Services, Program Coordinator, Duty Officer, and the on-call Psychologist are notified.
- The Program Coordinator will review the psychological assessment and other relevant factors and make a determination as to whether or not to proceed with the full activation of the Response Protocol.

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Responding

Not all allegations of sexually abusive behavior will require full activation of the Response Protocol. In some cases, the Program Coordinator will determine that there is not sufficient reason to proceed (e.g., the alleged victim credibly recanted; the alleged perpetrator was not in the institution on the date of the allegation, the inmates involved independently report a non-coercive sexual encounter, etc.) and the Response Protocol may be terminated.

In cases where more information is needed, or in cases where there is a credible and serious allegation or instance of sexually abusive behavior, the full Response Protocol will be implemented. Once the Program Coordinator determines that the intervention should continue, a sensitive and coordinated response is necessary. Services will be provided in an environment that meets both security and therapeutic needs. The full Response Protocol, monitored by the Program Coordinator, involves the following components:

Protection

All appropriate staff will consult and determine the actions to be taken to prevent further sexually abusive behavior both **to** the alleged victim (e.g. change in work assignments, change in housing assignment, closer supervision, protective custody, transfer, etc.) and/or **by** the alleged perpetrator (e.g., remove from compound, change housing assignment, etc.).

The Captain will ensure that a STG category of **"V SA UNV"** is entered into SENTRY, and in instances where an inmate perpetrator is alleged, will enter the STG category of **"P SA UNV"** for that inmate (See Section 13.b. for further details).

PSYCHOLOGICAL:

Psychology staff are responsible for crisis intervention, assessment of treatment needs, documentation of the evaluation results, treatment, psychiatric referral, and/or other treatment options related to the alleged victim. In addition, Psychology staff provide guidance to Unit Management and Community Corrections staff regarding an inmate's post-release mental health needs. Inmate perpetrators (or alleged perpetrators) of sexually abusive behaviors will be referred by the Operations Lieutenant to Psychology Services. Inmates considered high-risk for sexual re-offending may be referred to specialty treatment and/or management programs, individual or group counseling, or may be managed through standard correctional techniques.

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If an inmate perpetrator is determined in need of treatment services and refuses treatment, Psychology Services staff will document the refusal and place it in the medical section of the Inmate Central File and notify the referring staff of the refusal. Documentation of treatment compliance or refusal ensures continuity of care within, between, and outside the Bureau.

Examination

Medical staff are responsible for examination, documentation, and treatment of inmate injuries arising from sexually abusive behaviors, including testing when appropriate for pregnancy, HIV and other sexually transmitted diseases (STDs). Where indicated, medical staff, trained in the collection of sexual assault evidence (i.e., "rape kit") should conduct an examination for physical evidence which may be used later in formal investigations. At institutions where Health Services staff are neither trained nor certified in sexual assault evidence gathering, the inmate will be examined at the institution by trained health care professionals from the local community or at the local community facility equipped (in accordance with local laws) to evaluate and treat sexual assault victims. Prophylactic treatment and follow-up for sexually transmitted diseases will be offered to all inmate victims, as appropriate. Whenever an inmate is referred to Health Services for examination and treatment of injuries related to sexually abusive behavior, staff will encourage the inmate victim to complete an Inmate Injury Assessment and Follow-up form (BP-S362) as required by the Program Statement on Patient Care.

Investigation

In cases where the full Response Protocol is activated, staff are trained to investigate allegations of sexually abusive behavior thoroughly. The information concerning the identity of the alleged inmate victim and the specific facts of the case are limited to those staff who need-to-know because of their involvement with the victim's welfare and the investigation of the incident. This is important not only to preserve the victim's privacy but also to preserve maximum flexibility to investigate the allegations.

Initial Notifications:

Upon activating the full Response Protocol, the investigation phase is initiated and the following notification(s) will be made:

Inmate Perpetrator on Inmate Victim:

In the event that an inmate is alleged to have perpetrated sexually abusive behavior against another inmate, the Special Investigative Agent (or SIS) will be notified immediately.

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Staff Perpetrator on Inmate Victim:
In the event that a staff member is alleged to have perpetrated sexually abusive behavior against an inmate, the Warden will be notified immediately. The Warden will notify the Regional Director and the Office of Internal Affairs (OIA), who will in turn notify the Office of the Inspector General (OIG), and when appropriate, will notify the Federal Bureau of Investigation (FBI).

Inmate Perpetrator on Staff Victim:
In the event that an inmate is alleged to have perpetrated sexually abusive behavior against a staff member, the SIA/SIS will be contacted immediately with follow-up notification to the Warden.

Crime Scene Preservation:
The staff first responder will preserve the crime scene. SIS staff will be responsible for collecting information/evidence. The investigation, in coordination with the agency to which the case may be referred, will follow the guidance given in the Special Investigative Supervisor's Manual that outlines gathering and processing procedures.

Physical Evidence Collection:
When there is a report of a **recent** Rape or Sexual Assault with an Object, or there is a strong suspicion that a recent, serious assault may have been sexual in nature, a thorough physical examination of the alleged victim - to include a "rape kit" will be completed immediately. Physical evidence collection may also include an examination of, and collection of physical evidence from the suspected perpetrator(s).

After Action Reviews of Violent Sexual Assaults:
Following any incident of Rape or Sexual Assault with an Object, the Warden, Program Coordinator, Chief of Correctional Services, Health Services Administrator, and Chief Psychologist will meet and review the incident. This review is to assess the reasonableness of the actions of staff following the incident, to ensure the security and treatment needs of the inmate victim have been addressed adequately and the management and investigation of the inmate or staff perpetrator is progressing appropriately. Within **two** working days after the initial reporting of the Rape or Sexual Assault with an Object, a written report highlighting the relevant facts should be produced and the Warden or designee will personally attest by his or her signature that the review has taken place and that the steps taken by staff were either appropriate or inappropriate. A copy of this report will be forwarded to the Regional Director.

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Consideration for staff impacted by the incident is necessary. Arrangements for debriefing affected staff and referral to appropriate services to mitigate the stress associated with these events should be offered.

Administrative Disciplinary Process and Prosecution:
In keeping with this "zero tolerance" policy, perpetrators of sexually abusive behavior will be disciplined and/or referred for prosecution.

Tracking Sexually Abusive Behavior:
Tracking and analyzing the incidents of sexually abusive behavior are critical to the safety and management of inmates and the security of all Bureau facilities. Monitoring these incidents allows the Bureau to assess the effectiveness of current policy and procedures in regard to the extent of sexual victimization. To ensure full and accurate reporting and analysis, the SIS will maintain secure investigative files which include data on:

- The victim(s) and perpetrator(s) of sexually abusive behavior;
- Crime characteristics;
- Formal and/or informal action(s) taken;
- All collateral reports, supporting memoranda, and videotapes;
- Medical forms; and
- Any other evidentiary materials pertaining to the allegation.

The Office of Internal Affairs will report the cumulated data on the inmate victims of staff and inmate sexually abusive behavior to all Chief Executive Officers and the Psychology Services Administrator at the end of each quarter and at the end of each fiscal year.

SUICIDAL SITUATION IN SHU OR THE HOUSING UNITS:
If you are the first person to notice an inmate hanging, you should call for staff assistance (Operations Lieutenant & Control Center)and remain calm and wait until sufficient staff and Lieutenant arrive prior to handcuffing the inmate=s cell mate(s) (if applicable) and unlocking the cell door. If feasible, obtain protective equipment from the above mentioned areas. Cut the inmate down, protecting the head and neck area. Always administer life-saving procedures.

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Post Orders, the TRUSCOPE program and log books are confidential documents and should never be left unattended or in an area accessible to inmates. Post Orders must be secured at all times when not in use by staff.
It is the responsibility of the employee to inform the employer of the fact they have not been able or afforded the opportunity to read such orders. The employer will then advise the employee of the general requirements of the post, and answer any questions.

Employees assuming posts under these circumstances still have the responsibility of exercising sound correctional judgment based upon their training and experience and will make reasonable efforts before assuming your post.

After reading the post orders, the employee must sign and date the Post Order Review Sheet which is located in Section 5 of this document. These post orders are not intended to describe in detail all the officers' responsibilities. Good judgment and common sense are expected in all situations not covered in these post orders.

NOTE: IT IS POLICY OF THE BUREAU OF PRISONS THAT IF AN INMATE(S) SHOULD APPROACH YOU OR YOUR POST WITH A STAFF MEMBER HOSTAGE, YOUR FIRST CONSIDERATION IS THE SECURITY OF THE INSTITUTION AND UNDER NO CIRCUMSTANCES WILL INMATES BE PERMITTED TO ESCAPE. ANY EMPLOYEE TAKEN HOSTAGE, REGARDLESS OF RANK, HAS NO AUTHORITY.

Jermaine C. Darden, Captain

12/7/18
Date

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INSTITUTIONAL SUPPLEMENTS/PROGRAM STATEMENTS

FIREARMS AND BADGES	P.S. 500.13
INMATE ACCOUNTABILITY	I.S. NYM 5511.06
INMATE PERSONAL PROPERTY	I.S. NYM 5580.07
SECURITY INSPECTIONS	I.S. NYM 5500.13
TOOL CONTROL	I.S. NYM 5500.13
MAIL MANAGEMENT	P.S. 5800.16
VISITING PROCEDURES	I.S. NYM 5267.08
INMATE CORRESPONDENCE	I.S. NYM 5265.14
ALCOHOL SURVEILLANCE/TESTING	I.S. NYM 6590.07
ENTRANCE PROCEDURES	I.S. NYM 5500.13
INMATE TELEPHONES	P.S. 5264.08
ION SCREENING	P.S. 5522.02
SEARCHING/DETAINING PERSONS	P.S. 5510.15
SEXUAL ABUSE PREVENTION/INTERVENTION	P.S. 5324.12
INMATE DISCIPLINE	P.S. 5270.09
SPECIAL HOUSING	P.S. 5270.10
SUICIDE PREVENTION	P.S. 5324.08
SEARCHES OF HOUSING UNITS/INMATES AND WORK AREAS	P.S. 5521.06
ESCORTED TRIPS	P.S. 5538.07
USE OF FORCE/APPLICATION OF RESTRAINTS	I.S. NYM 5566.06
POSTED PICTURE FILE	P.S. 5510.13
HUNGER STRIKES	P.S. 5562.05
ESCAPES DEATH NOTIFICATIONS	P.S. 5553.07

CHAPTER 7
FIREARMS AND BADGES

700. DEFINITIONS. Probable cause, reasonable determination, or reasonable belief means facts and circumstances known to the employee at the time of the use of firearms that would cause a reasonable employee to conclude that the action is appropriate.

701. CARRYING OF FIREARMS. Title 18 U.S.C. § 3050, authorizes the Attorney General to prescribe rules and regulations relating to the carrying of firearms by Bureau officers and employees. This authority is delegated to the Director in 28 CFR 0.96(o).

When approved by the Warden, institution staff are permitted to carry firearms when:

- transporting inmates,
- assigned to escape posts, and
- assigned to security posts which require firearms as standard issued equipment.

Carrying or the use of personal or privately owned firearms while on duty is prohibited.

Post orders, riot plans, and escape plans will include instructions for carrying firearms.

a. Duty Assignment. Employees must not be assigned to duties that require the carrying of firearms prior to successfully completing the firearms familiarization training course.

b. Staff Qualification. New employees must not be assigned to posts requiring the carrying of firearms before completing the Introduction to Correctional Techniques Training at the Federal Law Enforcement Training Center.

In extraordinary circumstances, an exception may be made for an employee who has completed the local firearms familiarization training with written approval of the Warden and Regional Director.

c. Re-qualification. Staff must complete satisfactorily the Bureau's approved firearms training course each year. Allowances will be made in accordance with applicable laws, rules, and regulations.

Chaplains, dentists, physicians, and other positions which the Director specifically exempts from carrying firearms are not required to complete the firearms familiarization training conducted at the institution and Staff Training Academy.

d. Other Use of Firearms. Only the Director or Director's designee may authorize, in writing, Bureau staff to carry Government-issued firearms for purposes not expressed in this Program Statement.

702. USE OF FIREARMS. Firearms must be used only when deemed necessary for the following Law Enforcement purposes:

- Prevent escapes;
- Prevent loss of life or serious physical injury;
- Protect government property, upon determination that the damage or loss of property would contribute directly to an escape, loss of life, or serious physical injury; and
- Maintain or restore control of a correctional institution.

The use of firearms is prohibited if force other than firearms appear reasonably sufficient to accomplish law enforcement purposes. Examples are, but not limited to:

- Prevention of escape;
- Prevention serious physical injury; and
- Restoration of control in a correctional institution.

The necessity to use firearms arises when all available means of achieving the law enforcement purpose have failed or are likely to fail.

An employee is not required to jeopardize personal safety or the safety of others before using firearms to prevent serious injuries/bodily harm or death.

If use of firearms is deemed necessary, staff must shoot the subject with every intention of hitting "center mass" to ensure the subject is stopped.

Staff will not attempt to shoot a limb which creates a lesser chance of stopping the subject and may pose a danger to staff, other inmates, or persons in the community. Firearms must not be used solely to disable moving vehicles or aircraft. Firearms will only be used against the driver or other occupants of a moving vehicle when the:

- Employee has a reasonable belief that the subject poses an imminent danger of death or serious physical injury to the employee or others.
- Public safety benefits of using such force outweigh the risks to the safety of the employee or others.

As soon as practicable, medical attention must be provided to any persons injured during an incident involving use of firearms.

Firearms will not be used if the employee recognizes a potential escapee as an inmate sentenced under the Juvenile Justice and Delinquency Prevention Act.

a. Escape Prevention. The use of firearms is authorized when deemed necessary to prevent an escape in the following situations.

(1) Perimeter Walls. At institutions secured with perimeter walls, prior to using firearms, staff must reasonably believe that an inmate has the capability to escape.

For example, the inmate may be carrying items that could be used to perpetrate an escape, such as, but not limited to, a ladder, grappling hook, or rope, suggesting an intent to escape.

An employee who determines an escape is in progress must issue a verbal warning, then fire a warning shot prior to shooting the subject.

(2) Multiple Perimeter Fences. At institutions secured with multiple perimeter fences, prior to using firearms, staff must reasonably believe that an inmate has the capability to escape.

For example, the inmate may be carrying items such as, but not limited to, a ladder, blankets, grappling hooks, ropes, broom handles, or sticks, that will perpetrate an escape.

An employee who determines an escape is in progress must issue a verbal warning, then fire a warning shot prior to shooting the subject.

Verbal warnings and warning shots are not required when the employee reasonably believes there is imminent threat danger of death or serious physical injury to self or others.

When authorized, throughout this policy, warning shots should be used only if there is no apparent danger to self, other staff and inmates, or the community.

Warning shots will be fired into the ground and never into the air or in an indiscriminate direction.

The inmate is not required to be on the first/inner perimeter fence before the employee issues the warning. When the inmate actually contacts the first/inner perimeter fence in an attempt to climb or demonstrates an attempt to get on or over the first/inner perimeter fence, and the employee reasonably determines an escape is being attempted, the employee may shoot the subject.

The employee is not required to wait until the inmate is between the perimeter fences or over the first/inner fences.

(3) Metropolitan Correctional Centers (MCCs) and Metropolitan Detention Centers (MDCs). When an employee reasonably determines that an escape is being attempted from a MCC or MDC, the employee should give a verbal warning. If the inmate continues, the employee may shoot the subject. Warning shots are prohibited due to the possibility of injury to innocent bystanders.

(4) Minimum Security Institutions. Ordinarily, firearms are not used to prevent escapes from minimum security level institutions. However, weapons are authorized when the escaping inmate has used or threatened to use force which is likely to cause serious physical injury or has manifested an imminent threat of death or serious physical injury to the employee, other staff and inmates, or the community.

Verbal warnings and warning shots should be used when feasible.

(5) Escapes with Outside Assistance. Firearms may be used against persons who are not inmates, if they are facilitating an escape and have used or threatened to use force which is likely

to cause death or serious physical injury against the employee, other staff and inmates, or the community.

Verbal warnings and warning shots must be used when feasible.

(6) Escape from Escorted Trip or Prisoner Transport. When an employee reasonably determines an escape is being attempted from an escorted trip or prisoner transport, the employee must issue a verbal warning. If the inmate continues and the escape is occurring within the immediate environs of a correctional institution, the employee will fire a warning shot, if feasible, prior to shooting the subject.

Outside the immediate environs of a correctional institution, the employee should not fire a warning shot prior to shooting the subject due to the possibility of injury to innocent bystanders.

Absent the use or threat of force which would likely cause serious physical injury or a manifested imminent threat of death or serious physical injury to the employee, other staff and inmates, or the community, it is not permissible to use firearms to prevent an escape of an inmate in transit to or from a minimum security level institution. The exception to the rule is when the escorting employees are transporting inmates at the same time to a minimum and non-minimum security level institutions.

(7) Once An Escape Has Occurred. After an escape from a transport vehicle or an institution, and the immediate environs has been successful, employees attempting to apprehend the escaped prisoner may not use firearms unless there is probable cause to believe:

(a) The subject has committed a felony involving the infliction or threatened infliction of serious physical injury or death.

(b) The subject's escape would pose an imminent danger of death or serious physical injury to the employee or others.

Note: The phrase "after an escape from a transport vehicle or an institution and the immediate environs has been effectuated" should be interpreted in the following manner:

- As long as a staff member is in continuous pursuit of an escaping inmate, whether the escape takes place from an institution, transport vehicle, or outside facility (such as a hospital), the escape has not yet been effectuated. The use of firearms is permissible under the escaping inmate standard.

- The immediate environs of an institution is defined as the property lines of the correctional facility. This boundary may be expanded by the Warden with the Regional Director's concurrence and should be defined as explicitly as possible.

A verbal warning should be given if it would not pose a risk of death or serious bodily injury to the officer or others.

Warning shots are prohibited due to the possibility of injury to innocent bystanders.

b. Prevent the Loss of Life or Serious Physical Injury. Staff may use firearms when reasonable belief exists that the subject poses a threat of death or serious physical injury to staff, inmates, or others.

Firearms will be used in the same manner as for escapes; verbal warnings and warning shots should be given, when feasible, prior to shooting the subject.

When authorized, warning shots should be used only if there is no apparent danger to other staff and inmates, or the community. Verbal warnings and warning shots are not required when the employee reasonably believes there is imminent danger of death or serious physical injury to self or others.

In a hostage situation, once it has been contained and attempts to negotiate have begun, only the Warden may order the use of firearms to resolve the hostage situation.

Warning shots will not be fired as in an attempt to resolve a hostage situation, nor used to create a diversion.

c. Protect Government Property. Firearms may be used to prevent damage to or destruction of Government property when the loss of that property could contribute directly to an escape or attempted escape, serious physical injury, or loss of life.

For example, the use of firearms may be necessary when persons are attempting to damage or disable a fire truck during a fire within the institution. If individuals attempt to break into a

building where weapons, gas, or other security risk items are stored, firearms may also be used.

Firearms must be used in the same manner as for escapes; verbal warnings and warning shots should be given, when feasible, prior to shooting the subject. When authorized, warning shots should be used only if there is no apparent danger to other staff, other inmates, or the community.

Verbal warnings and warning shots are not required when the employee reasonably believes there is imminent danger of death or serious physical injury to self or others.

d. Maintain or Restore Control of a Correctional Institution. Firearms may be used to maintain or restore control of a correctional institution when the employee reasonably believes the intended subject of the use of firearms is participating in a disturbance in a manner that threatens the safety of staff, other inmates, or the community.

Firearms must be used in the same manner as for escapes; verbal warnings and warning shots should be given, when feasible, prior to shooting the subject. When authorized, warning shots should be used only if there is no apparent danger to staff, other inmates, or the community.

Verbal warnings and warning shots are not required when the employee reasonably believes there is imminent danger of death or serious physical injury to self or others.

703. ARMED ESCORT BY COMMERCIAL AVIATION. The Warden may authorize staff to carry firearms when transporting an inmate by commercial air carrier.

Title 14 CFR Part 108.11, Carriage of Weapons, and Part 108.21, Carriage of Passengers Under the Control of Armed Law Enforcement Escorts (1995), allows law enforcement officials, while performing their duties, to travel while armed.

Staff must notify the air carrier prior to departing the institution of the intent to carry firearms. Staff must complete all required forms and provide required information to the carrier.

Staff must follow the procedures detailed in the above referenced regulations.

When not transporting inmates, Bureau staff, carrying firearms aboard commercial aircraft, must declare this to the carrier and have the weapon placed in checked baggage.

The above referenced regulations should be referred to for additional requirements concerning the placement of firearms in checked baggage.

704. REPORTING REQUIREMENTS. A written report must be submitted to the Warden upon the discharge of any firearm, privately owned or issued by the Bureau. This rule applies when the employees is on duty and off duty, except for training or recreational purposes.

For an incident while on duty, the report must be submitted prior to the end of the employee's duty shift.

For an incident while off duty, the report must be submitted prior to the end of the employee's next duty shift.

The discharge of any firearm, once reported, will be investigated and reviewed through the After-Action Reporting and Review processes.

705. IDENTIFICATION BADGES. Upon request, the Correctional Services Administrator, Central Office, will issue Bureau identification badges in leather carrying cases to each institution.

The Captain will maintain strict accountability of Bureau badges. Lost or stolen badges must be reported immediately in writing to the Correctional Services Branch, Central Office.

Except for tower and perimeter patrols and established stationary check points, staff assigned to duties which require the carrying of firearms will be issued a Bureau identification badge.

The badge must be displayed when necessary to establish the staff member's authorization to carry a firearm. Appropriate badge holders will be provided so as to allow the employee the ability to securely attach the badge to his or her outerwear.

Badges may not be used as methods of routine identification.

Employee procurement or possession of unauthorized badges, either official or duplicated, is prohibited (see the Program Statement on Standards of Employee Conduct).

706. NON-DISCLOSURE OF BUREAU STAFF NAMES IN SHOOTING INCIDENTS. Disclosure of an employee's name following a shooting incident will follow the guidelines as prescribed in the Program Statement on News Media Contacts.