

METROPOLITAN CORRECTIONAL CENTER  
NEW YORK, NEW YORK  
SPECIFIC POST ORDERS  
SHU #3  
THIS IS NOT AN ARMED POST

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**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.

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**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.

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SPECIFIC POST ORDERS  
SHU #3  
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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 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 observe 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 begin 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.**

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**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.**

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---

**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.

METROPOLITAN CORRECTIONAL CENTER  
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SPECIFIC POST ORDERS  
SHU #3  
**THIS IS NOT AN ARMED POST**

---

**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.

METROPOLITAN CORRECTIONAL CENTER  
NEW YORK, NEW YORK  
SPECIFIC POST ORDERS  
SHU #3  
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---

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.

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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.

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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.

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SPECIFIC POST ORDERS  
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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 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. 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.

METROPOLITAN CORRECTIONAL CENTER  
NEW YORK, NEW YORK  
SPECIFIC POST ORDERS  
SHU #3  
THIS IS NOT AN ARMED POST

---

**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.

METROPOLITAN CORRECTIONAL CENTER  
NEW YORK, NEW YORK  
SPECIFIC POST ORDERS  
SHU #3  
THIS IS NOT AN ARMED POST

---

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

METROPOLITAN CORRECTIONAL CENTER  
NEW YORK, NEW YORK  
SPECIFIC POST ORDERS  
SHU #3  
THIS IS NOT AN ARMED POST

---

**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

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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.

[REDACTED] Captain

12/7/18  
Date