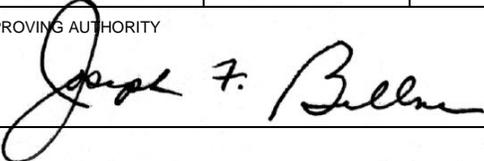


 Corrections and Community Supervision DIRECTIVE	TITLE Logbooks		NO. 4091
			DATE 02/02/2017
SUPERSEDES DIR #4091 Dtd. 10/18/2012	DISTRIBUTION A	PAGES PAGE 1 OF 4	DATE LAST REVISED
REFERENCES (Include but are not limited to) Dir. #2011, #4004, #4060, #4910, #4945	APPROVING AUTHORITY 		

- I. **POLICY:** Facilities will establish individual logbooks for their general housing units, program areas (one for vocational tech. and one for education, depending on physical plant), health care, Mental Health units, Drug/Special Watch, Hazardous Tool Storage, facility arsenals, and one logbook at every security post in Industry Program areas. Additionally, the Superintendent may direct that any other area maintain a logbook when it is determined that one is required.
- II. **DESCRIPTION:** Logbooks are historical documents and shall reflect, in chronological order, significant activity in a unit. Chronological order must be further illustrated by entering the time of day preceding any entry placed in the logbook. They are to be bound with sequentially numbered pages. Entries are to be made legibly (printed if necessary) in pen and all changes will be initialed. "Whiteout" is not to be used. If a mistake is made, draw a line through it and initial same. Completed books will be turned over to the Deputy Superintendent for Security for proper storage and concurrent acceptance of replacement books. Completed logbooks will be retained in accordance with established guidelines in Directive #2011, "Disposition of Departmental Records."
- III. **ENTRIES:** A common sense approach will prevail when deciding whether to make an entry. Any error should be in favor of over documentation. However, as a minimum, they will include:
 - A. Key/equipment inventory receipt;
 - B. An entry by each employee specifically assigned to the area at the beginning of their tour;
 - C. Count totals to be logged at the beginning and end of shifts, as well as any change in unit count;
 - D. All cell and/or cube changes on the unit;
 - E. All searches of the unit other than individual living quarters searches. Security inspections as described in Directive #4910, "Control of & Search for Contraband," Section V. This includes routine block searches, area searches or overall searches. Note: A separate logbook shall be maintained to record searches of inmate living quarters (see Directive #4910, Section V).
 - F. Visitors to the unit and their purpose, all entries must be legible to clearly identify staff;
 - G. Incidents which occur on or within units such as fires, fire alarms, fire drills, evacuations, fights, contraband recovery, use of force, etc., or unusual incidents as described in Directive #4004, "Unusual Incident Report;"

- H. Counts: Will be conducted and logged as outlined in Directive #4945, "Inmate Counts," to include time begun, time cleared, in, out, total; all master counts will be called in to a central control point as designated by the Superintendent, and all night counts must be called in to the Watch Commander and logged as such;
- I. Rounds;
- J. Fire drills or evacuations will also be noted on the last page of the logbook as well as in the minutes of the log in accordance with Directive #4060, "Facility Fire Prevention." The Supervisor conducting the drill should ensure the recording of the drills, including the page number where they can be found, in the back of the unit or area logbook as well as the minutes of the log. When starting a new logbook the information from the last fire drill conducted, found on the last page of the old logbook, will be transferred to the last page of the new logbook;

Note: The Psychiatric Housing cell/room shall be thoroughly searched prior to and at the conclusion of the OMH admission. The Officer performing the search shall record the date, time, and findings in the logbook.
- K. Emergency sick call requests; to include inmate name, DIN, Health Services staff contacted and directions given/action taken;
- L. Office of Mental Health (OMH) referrals to include; inmate name, DIN, OMH staff contacted and direction given/taken. Inmates in a Residential Crisis Treatment Program (RCTP) receiving OMH out-of-cell interviews will have the time they exited the cell, the time they returned to the cell, and the name of the OMH interviewer logged;
- M. Daily list/record of inmates requesting and receiving keeplock exercise and showers;
- N. The time an inmate is notified of a visit and the time the inmate leaves the unit for a visit;
- O. The time meals are delivered to the unit and note any meal refusals by confined inmates, e.g., keeplock, medical and OMH;
- P. Record when legal supplies and State issue supplies (e.g., toilet paper and other toiletries) are distributed on the housing unit. The name and DIN of the inmate(s) will only be entered in the logbook when an inmate appears to be using an excessive amount of supplies or if he or she claims to be having a problem receiving requested supplies;
- Q. Any abnormal occurrences not included above;
- R. An entry by the Fire/Safety Officer when conducting fire/safety related functions in an area or housing unit;
- S. Supervisory staff during their rounds shall review logbooks for content, appropriateness, and to be aware of recent unit activity. The Supervisor will then acknowledge such by signing in red ink (entries must be legible to identify staff) and indicate that their round of the area was unannounced or announced after reviewing and signing the logbook. Logbook entries should be specific and include details definitive to the respective area (e.g., areas toured, reasons, observation, etc.); and

Note: Each security supervisor will physically report to one of their assigned areas of responsibility for the inspections identified in Directive #4910 Section V. This supervisor will observe security staff performing the inspections and ensure that proper procedures are followed. The security supervisor will indicate in the unit log book his or her presence for the inspection, and sign the log book indicating that the inspection was observed. These inspections must be recorded in the Watch Commander's logbook. The supervisor will report this inspection on [Form 4001B](#), "Daily Security Supervisor Report" for submission to the Watch Commander who will ensure this report is forwarded to the Deputy Superintendent for Security for review and retention.

- T. All industry inmate movement is to be recorded in the Industry post logbook (e.g., visits, callouts, escorts, medical etc.) if escorted, the name of the escorting employee must be logged.

IV. AUXILIARY LOGBOOKS: In the event it becomes necessary to remove an individual logbook or sign in/out logbook from an assigned area for an authorized purpose (e.g., photocopying, litigation, ACA folder documentation, etc.) an auxiliary logbook may be utilized until the individual or sign in/out logbook is returned to the area. All logbook removals require notification of the area supervisor and approval of the Watch Commander.

The following guidelines shall apply:

A. Auxiliary (General Area) Logbook:

1. Will be established in numbers sufficient to address facility needs (i.e., 1 or 2 of each) and stored in the Watch Commander's office;
2. Will be sequentially numbered and labeled as such;
3. When deployed to a new area, the first entry will be made at the top of the next clean/unused page to include the date and time put into use. At the completion of the deployment, a diagonal line will be drawn from below the last entry to the bottom of the page to "close-out" the page. Staff will sign, date and indicate the time on the line;
4. If a logbook for a general area is to be removed for a short period of time, i.e., less than 30 minutes, the Watch Commander may authorize its removal without issuing the auxiliary logbook. Entries will be recorded on lined paper and later transcribed into the logbook upon its return; and
5. Prior to removal and upon return, a notation (**in red ink**) will be made in the individual logbook explaining why the log was removed, who authorized it and who removed it, along with the date and time.

B. Auxiliary (sign in/out) Logbook:

1. Will be established in numbers sufficient to address facility needs (i.e., 1 or 2 of each) and stored in the Watch Commander's office;
2. Will be sequentially numbered and labeled as such;
3. When deployed to a new area, the first entry will be made at the top of the next clean/unused page to include the date and time put into use. At the completion of the deployment, a diagonal line will be drawn from below the last entry to the bottom of the page to "close-out" the page. Staff will sign, date and indicate the time on the line;

4. **Removal of a sign in/out logbook requires immediate replacement with an auxiliary logbook;** and
5. Prior to removal and upon return, a notation (**in red ink**) will be made in the individual logbook explaining why the log was removed, who authorized it and who removed it, along with the date and time.

Note: All entries will be made in blue or black ink except as outlined in Sections IV-A-5 and IV-B-5 above, and with the exception of facility Superintendents, Executive Team, Supervisors, and Central Office staff who will personally sign in RED ink. This directive does not supersede any requirements placed by other directives.