

State of Vermont, Agency of Human Services Department of Corrections	Title: Facility Logbooks		Page 1 of 3
Chapter: Security & Supervision	# 403.02	Supersedes N/A	
Attachments, Forms & Companion Documents: N/A			
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PURPOSE & APPLICABILITY

The purpose of this administrative directive is to establish a system of logs and a format by which log entries shall be made to sufficiently document the operational status of a correctional facility and its major components and services.

This administrative directive applies to facilities only; anyone may have a copy of this document.

This is a statewide procedure; no further local procedure is required.

POLICY

It is the policy of the Department of Corrections to maintain a complete system of records that document important operational features, event, and incidents. Logbooks are official departmental records, and the information they contain must be concise, factual, and accurate.

AUTHORITY & REFERENCE

28 VSA § 102 (b) (1). American Correctional Association, Standards for Adult Correctional Institutions, Fourth Edition, January 2003, Standards 4-4183 and 4-4260.

DEFINITIONS

Facility Log: A master daily record of events detailing significant security and operations activities by a shift at a correctional facility.

Log: A permanent, hardbound volume with pre-numbered pages used to record events in a sequential order by day, shift and time respectively.

Station/Post: A fixed base of operations which is the focal point of activities for one (1) or more posts; e.g., housing unit, program area, or service area.

PROCEDURAL GUIDELINES

1. General Administration of Logs

- a. All officers assigned to posts that require logbook entries are responsible for maintaining thorough and complete records of all activities during their shift.
- b. All logbook entries are to made in *black* or *blue ink* except
 - a supervisor conducting an inspection of any post shall make an entry in *red ink*;
 - an Admissions Control Officer will record changes in headcount in *red ink*.

- c. Information is to be entered into the logbook by date and shift. Entries noting an event shall include the starting and ending time of the event. Each entry must include the time of the entry in the *left* margin. Each completed entry is to be followed by the clearly written initials of the staff person making the entry.
- d. Each entry shall be legible, pertinent, and professionally drafted. No log page shall be removed, and nothing shall be erased in a log. No correctional fluid or tape of any kind will be used to correct errors. Any error shall be corrected by drawing a single line through the incorrect entry. The date and time of the correction, along with the initial of the staff member making the correction, shall be entered next to the section being corrected.
- e. All logs will be kept in a secure and monitored location within the facility, station, and post.
- e. All logs are official departmental documents and will be retained as outlined in the Department's records management and disposition plan.
 - Superintendents will be responsible for secure storage of all completed log books.

2. Facility Log Contents

Each facility shall maintain a facility log compiled by the Shift Supervisor or the Security and Operations Supervisor. At a minimum, entries shall include:

- a. Date, time, shift and signature of Shift Supervisor or Security and Operations Supervisor assuming duty;
- b. Official visits;
- c. Tours and inspections by Central Office (AHS & DOC) personnel;
- d. Area searches;
- e. Inmate placement in medical isolation, suicide watch or in-cell restraint status in accordance with directives;
- f. Fire or emergency alarms or drills;
- g. Counts in accordance with directives;
- h. Any unusual event;
- i. Any information and/or observations by staff recorded for action and/or information for future shifts;
- j. Any reportable incident in accordance with Reporting of Incidents procedures;
- k. Major scheduled activities;
- l. Any exception to regularly scheduled routine; and
- m. Facility log review as required by this directive.

3. Station/Post Logs Contents

A primary log shall be maintained at each station to include, at a minimum, entries concerning the following:

- a. Date, time, shift, and signature of all staff assuming station posts, to include any changes in personnel during the shift;
- b. Admissions and releases (where applicable;)
- c. Population count, clearance, or change;
- d. Cell or bed changes with inmate name, cell/bed number and reasons;
- e. Any reportable incident in accordance with Reporting of Incidents procedures, to include names of staff involved;
- f. Any special management issue, including activities to comply with a directive; e.g., suicide watch, placement in restraints;
- g. Physical security inspections of station area to include cells, walls, windows, bars, locking mechanism, furnishings, vents, fire extinguishers, and other security and safety equipment;
- h. Any unit search in accordance with directives on Searches;
- i. Any restriction of privileges to a unit or individual inmates within the unit;
- j. Any remarkable event within station responsibilities;
- k. Any visit to the station by any personnel or official guests. Where a post exists in a high traffic area, no recording of walkthroughs is needed unless the walkthrough is part of visitor entry.
- l. Required tour of station (or post) completed by staff; and
- m. Required tour of station by Shift Supervisor.

4. Other Station Logs

Station logs for specific procedures such as mail, mattress sanitation, inmate money, etc. will be kept separate from the primary station log.

5. Logbook Reviews

- a. Each *station log* in housing units and high activity areas shall be reviewed and signed by a custody supervisor each shift. All other station logs shall be reviewed, at a minimum, once a week.
- b. The Shift Supervisor shall read and sign the *facility log* at the beginning and end of each shift. Entries shall be read since the Shift Supervisor's last shift. The facility Superintendent and Assistant Superintendent and Security and Operations Supervisor shall review all new entries to the facility log at least once a week.