

	DEPARTMENT OF PUBLIC SAFETY CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: JUN - 8 2011	POLICY NO.: COR.05.08
		SUPERSEDES (Policy No. & Date): COR.05.08 & 12/01/2009	
SUBJECT: POST AND AREA LOGBOOKS		Page 1 of 7	

1.0 PURPOSE

The purpose of this Policy is to implement procedures to standardize the Department's policy regarding the recording of entries in post and area logbooks. It is imperative that the Corrections Division maintains legible and accurate records of activities/events that occur in housing areas of departmental facilities. These records are subject to review by External investigative bodies to the Department and are also subject to examination and inspection by internal components of the Department. Therefore, housing area officers must chronologically record all events/activities as they occur and facility management shall ensure uniformed supervisor responsibility to ensure compliance with the procedures prescribed herein. Failure to maintain accurate records could raise questions as to the integrity of the "log"; consequently, the Department could be the subject of unfair criticism. The Logbook is a legal document and may be subpoenaed as evidence in a Court of Law.

2.0 REFERENCES

. 1 References

- a. Hawaii Revised Statutes (HRS), Chapter 26-14.6, Department of Public Safety (PSD).
- b. HRS, Chapter 353C-2, Director of Public Safety, Powers & Duties.
- c. ADM.05.02 Public Access to Department Information.
- d. ADM.05.03 Records Organization and Reporting.
- e. Standards for Correctional Institutions, American Correctional Association (ACA) 4th Edition, 3-4183 Permanent Log

3.0 POLICY

- .1 Wardens are responsible for implementing the guidelines and procedures contained in this policy; which may also include provisions unique to operational considerations of their respective facility. However, the implemented procedure shall not be in conflict or inconsistent with the procedures contained in this Policy.

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- .2 All designated posts shall maintain a hard-covered "bound ledger" to record entries, which shall be documented in military time. The hard-covered bound ledgers may be requisitioned through State Procurement Office price list or established department-purchasing guidelines.

4.0 GUIDELINES

- .1 It is not the intent of this Policy to enumerate all of the entries that could be recorded in housing area logbooks. The primary objective of this Policy is to standardize the Department's procedures and to ensure that uniformity is being maintained in its application. Each facility because of their unique operational procedures shall require the recording of basic information into a logbook, which meets the needs of the facility.
- .2 All entries recorded by Correction staff shall be made in blue or black ink. Entries recorded by uniformed supervisors shall be made in red ink, using a ballpoint pen.
- .3 A chronological record of all events/activities as they occur shall be maintained.
- .4 The logbook entries of security checks shall be made in real time without undo delay and shall be recorded legibly, accurately and concisely, in chronological order every thirty minutes.
- .5 Any missing pages in the logbook shall be immediately reported to the designated supervisor via written report.
- .6 There shall be no erasures. If there is a need to alter any entry, the following procedure shall be adhered to:
 - a. A horizontal line shall be drawn through the entry, which shall not present the original entry from being read.
 - b. The word "VOID" printed in the left-hand margin, adjacent to the voided entry.
 - c. At the end of the line containing the voided information, write the words "Voided By" (print and sign name, rank) and note the reason for the alteration.

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- .7 The cover of the logbook shall be labeled as follows:
- Name of Designated Post or Area Logbook
 - Location: (include name of post area, i.e., Mental Observation, Protective Custody, New Admission Housing, etc.)
 - Date and time watch started printed inside area Logbook.
 - Date and time watch completed printed inside area Logbook.
- .8 Entries shall commence with the first line of each page and continue with each consecutive line thereafter. DO NOT SKIP LINES except when beginning and ending a watch. A blank line from the last entry of the previous watch shall separate the beginning of each watch. The oncoming watch shall make a one-line header by drawing two bold horizontal lines outlining the first line of the new watch entry. Within the header, the following information shall be entered. Identify the watch, i.e., 1st, 2nd, 3rd, the time, 0600-1400, 1400-2200, 2200-0600, starting census and the names of the employee(s) assigned to the post(s).
- .9 An asterisk shall precede entries that were not recorded in chronological order. With "Late Entry" written in the column.
- .10 Each branch procedure shall include a process for issuing new logbooks and processing completed logbooks. All completed logbooks shall be submitted to the Office of the Chief of Security, who shall maintain and preserve such records in accordance with departmental policy.
- a. All logbooks must be endorsed by a uniformed supervisor when completed, which must specify the date, time and watch in which the log was closed. Such entry shall be recorded on the next available space, directly beneath the last entry.
 - b. Each newly issued logbook must state the following on the opening page:
 - 1) Opening Date,
 - 2) Time (Military Time), Logbook Began,
 - 3) Watch, Continued from Previous Logbook.

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- .11 The logbook entries of the previous watches spanning the last three (3) days shall be reviewed by the oncoming Watch Officers and the respective Unit Watch Supervisors, to determine if there are any activities or security initiatives that requires further follow up. After conducting said review, an entry shall be recorded and endorsed, attesting to it, e.g., reviewed log entries of the previous watch (name, rank and shield number).

5.0 PROCEDURES

.1 Logbook Entries

Each Post and Area logbook shall contain the following information:

- a. Watch (0700 – 1500, etc.)
- b. Date
- c. Name of all officers assigned to the post. Each officer shall sign the logbook upon assuming his/her post.
- d. Census at beginning of watch, including any adjustments in the in/out counts. Out-count: note the number of inmates and the areas where they are being held.
- e. Names of all officers relieved upon assuming post and all officers who made reliefs during the watch. Enter reason for relief.
- f. The signature of each officer who departs the unit post, including the reason and time of departure must be entered.
- g. The number of security keys and other equipment required by institutional regulations for the report location.
- h. Any matter that affects security such as, broken windows, inoperable cells, broken locks, etc.
- i. The name of the assigned post watch supervisor.
- j. All inmate activities, i.e., religious services, recreation, commissary, visits, sick call, medication, meal periods, lock-in/lock-out periods, etc. Enter time activity commenced/concluded and number of inmate participants.

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- k. Headcounts made, listing the exact number of inmates accounted for. (These entries are to be made in red ballpoint ink.)
- l. Record into the logbook all admission/releases of inmates from custody of the confines of the correctional facility (These entries are to be made in green ballpoint ink pen)
- m. Record into the logbook all housing transfers into and out of the housing unit to other housing, infirmary or disciplinary lockup. (These entries are to be made in green ballpoint ink pen.)
- n. Inspection tour completed by unit post officers.
- o. Record of all housing and area searches.
- p. The name, rank/title of all persons entering the area, including time of arrival/departure and reason for presence in the area, i.e., linen exchange, medical/recreation escort, maintenance repairs, etc.
- q. Any special instructions left by the area supervisor of present or previous watches.

*****Informed by the on-duty area supervisor of said instructions. *****

- r. Any unusual occurrence or emergencies that took place on post during the watch, including but not limited to housing area alarms, inmate fights, inmate infractions, inmate injuries, suicides/suicidal gestures, etc. (These entries shall be made in the logbook using a red ballpoint ink pen)

****Apprise relieving officer of any of the above. ****

- s. Closing Census at the end of each watch, including any adjustments in the in/out counts. Out-count: note the number of inmates and the areas where they are being held. Example "END OF WATCH" 0700 – 1500 H/C #IN/#OUT. Make certain to leave sufficient space for the relieving officer to sign.

*Note: Log entries shall be brief but accurate and sufficiently detailed to allow for the reconstruction of an incident or activity (supplemented by incident or other reports as necessary).

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.2 Each entry shall note the time the entry is made and the approximate time the event or incident occurred.

.3 UNIT AND WATCH SUPERVISORS shall make watch inspections at frequent intervals throughout their watch.

a. Upon making a routine watch inspection, the housing area Supervisor shall:

1) Enter the date/time entering the area-inspected printing/signing his/her name and rank in red ballpoint ink.

Examples:

0700 – Supervisor reported to housing area Module 3, Block B to conduct a routine tour of inspection or Supervisor reported to the designated post to investigate a complaint. An entry simply noting a tour of inspection is not acceptable.

2) Review the logbook entries from the previous watch and take appropriate action. Endorse the entry, i.e., reviewed by, print/sign name.

3) Review the entries made by the officers on post to ensure the entries are being made in compliance with prescribed policy and procedures.

4) Enter any special instructions given to the officers on post, i.e., inmate placed on special observation (watch sheets), inmate transferred to protective custody, etc. Enter the condition of post.

5) Enter the time the tour of inspection was concluded, i.e., Supervisor Jones departed the housing area at 0735 and the results of the inspection or the results of the incident/event responded to.

Repeat steps 1 – 5 as appropriate.

.4 WATCH COMMANDERS shall adhere to the following upon making a housing area tour or inspection:

a. Enter the date/time entering the housing area. Supervisor shall print/sign his/her name and rank in red ballpoint ink.

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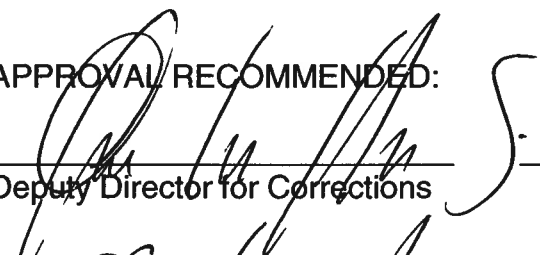
Note: Entry shall include an example of the following:

- 0700 – Lt. Jones reported to housing area to conduct a watch inspection; Officer on post appeared to be alert, area appears in order. If Lt. Jones had come to the area for any other reason, that reason must be logged in the logbook i.e., a call for backup.
- b. Review the logbook entries from the previous watch and take appropriate action. Endorse the entry, i.e., reviewed by, print/sign name.
 - c. Review the entries made by the Officers/Supervisors to ensure compliance with prescribed policy.
 - d. Enter any special instructions given to the officers on post by the assigned Supervisor.
 - e. Enter time the tour of inspection was concluded, i.e., Captain Jones departed the housing area at 0735 and the results of the watch or the results of the incident/event responded to.

6.0 SCOPE

This policy and procedure applies to all correctional facilities.

APPROVAL RECOMMENDED:


 Deputy Director for Corrections


 Date

APPROVED:


 Director


 Date