

POLICY

SUBJECT: Log Books
NUMBER: RF-733-17
APPLICABLE TO: Residential Facilities

APPROVED: _____ /s/ signature on original
Sam Abed, Secretary
DATE: _____ 1/22/18

I. POLICY

Each facility shall maintain a permanent record documented in logbooks of routine and daily activities, emergencies, and unusual incidents occurring at the facility. Log book entries shall be made for each shift. Log books shall be labeled and securely stored.

II. AUTHORITY

- A. Md. Code Ann., Human Services, §9-203, §9-204, and §9-227
- B. American Correctional Association (ACA) Standards, 4-JCF-2A-10 and 3-JDF-3A-09

III. DIRECTIVES/POLICIES RESCINDED

General Documentation of Log Books, RF-05-06 (Residential Facilities), eff. August 28, 2006

IV. FAILURE TO COMPLY

Failure to comply with the Department's Policy and Procedures shall be grounds for disciplinary action up to and including termination of employment.

V. STANDARD OPERATING PROCEDURES

Standard operating procedures have been developed.

VI. REVISION HISTORY

DESCRIPTION OF REVISION	DATE OF REVISION
<p>New policy issued. The old policy, General Documentation of Log Books Policy, RF-05-06, dated 8/28/06 was rescinded. Procedures revised.</p> <ul style="list-style-type: none">• Updated purpose statement to meet ACA standard• Updated definitions to distinguish a facility log book from a unit log book.	<p>1/22/18</p>

PROCEDURES

SUBJECT: Log Books
NUMBER: RF-733-17
APPLICABLE TO: Residential Facilities

APPROVED: _____ /s/ signature on original
Linda McWilliams, Deputy Secretary
DATE: _____ 12/11/17

I. PURPOSE

To provide procedures for the maintenance of permanent records documented in log books of routine and daily activities, emergencies, and unusual incidents occurring at each facility.

II. DEFINITIONS

Facility Log book means a legal ledger with durable cover and permanently bound pages that are numbered sequentially and is utilized to record daily activities or emergency situations, and unusual incidents occurring at each facility. Log entries shall include, but are not limited to youth behavior, youth movement according to the 24-hour schedule, master and official counts, releases, admissions, key and equipment issuance, vehicular movement on the grounds, and staff attendance.

Unit Log Book means a legal ledger with durable cover and permanently bound pages that are numbered sequentially and is utilized to record living unit daily activities, emergencies, and unusual incidents occurring on each living unit. Log entries shall include but are not limited to, the unit population, staff assigned, security equipment inventory, formal counts, youth admissions and releases, unit movement according to the 24-hour schedule, incidents of inappropriate behavior and programming.

III. PROCEDURES

A. General Procedures

1. Permanent records of routine and daily activities, emergencies, and unusual activities shall be established through log book entries completed for each shift. Superintendents shall designate required logs, however, at a minimum a log book shall be established to record comprehensive and chronological facility information, the *Facility Log Book*, and a log book shall be established specifically for each living unit, the *Unit Log Book*.
2. Each log book shall be a bound 8 1/2" X 11" or 14" ledger book.
3. The pages of the log book shall be numbered so that an audit of the

- log book can detect if any pages have been removed.
4. The pages of the log book will be horizontally lined to facilitate the making of entries.
 5. All entries shall be legible and in black ink.
 6. All entries shall be made on consecutive pages. Pages shall not be skipped, removed or attached in the log book.
 7. Consistent terminology shall be used in all log books. When necessary to abbreviate, a legend explaining the abbreviation shall be written in the beginning of the log book.
 8. Entries shall be made in chronological order of date and time. Time shall be recorded in an "am/pm" format, not in military time. If an entry was omitted by mistake, that entry shall begin with "Late Entry" to signify that it is out of order.
 9. All log entries shall be signed by the staff making the entry.
 10. The end of a shift's log entries shall be denoted by drawing a single line horizontally across the page beneath the last entry. The staff making the last entry shall sign his/her name under the line. Diagonal lines shall be drawn across any empty space to the bottom of the page.
 11. Every entry in the log book represents an official permanent record and is a legal document. Under no circumstance shall any entry in the log book be eliminated. There shall be no erasures or crossed-out sections which cannot be read as a result of being crossed-out. White-out (*liquid paper*) shall not be used. When a mistake is made, a single line shall be used to cross out the error and the employee making the entry shall initial the mistake.
 12. Employees coming on duty shall review all log entries made since their last work day to obtain updated information regarding facility operations.

B. Living Unit Log Book

1. The outer cover of the log book shall be labeled with the facility name, living unit name, and the log entry begin and end dates. The log book shall also be labeled "confidential".
2. All assigned staff on each shift are responsible for logging entries of routine and daily activities, emergencies and unusual incidents, however, duplicate entries are not required by assigned staff. Log entries shall include but are not limited to, all youth movement, youth admissions and releases, participation in programming, inappropriate behaviors and interventions, counts, special behavioral observations, and inventory of security equipment and security checks of the building.
3. At the beginning of each shift, entries shall begin at the top of the next sequential page. A heading shall be used in order to ensure the continuity of information, the proper communication of key events, and the current status of youth. This heading should include the following information:
 - a. The name of all staff assigned to the unit for the shift along with

- the signature of each staff;
- b. Documentation of the unit security check completed at the beginning of the shift, the outcome, and any corrective actions taken;
- c. Documentation of the receipt of unit keys and verification of the number of keys and security of the ring;
- d. Verification of the receipt of operable security equipment, ie., radio, handcuffs.
- e. The population count reported as follows:
 - 1) The number of youth assigned to the unit;
 - 2) The number of youth currently on the unit; and
 - 3) The total number and names of each youth off the unit, along with their location at the time of shift change (e.g., court, medical clinic, seclusion, etc.);
- f. Name of youth on suicide alert, including where the youth is housed, the level of alert, and any special instructions for supervision;
- g. The name of any youth in seclusion and the time the youth is assessed for removal from seclusion; and
- h. Any physical plant problems and corrective actions taken.

C. Facility Log Book

- 1. The cover of the log book shall be labeled “confidential” and include the name of the facility and the log entry begin and end dates. All information contained in the log book is considered confidential and shall be maintained in accordance with the *DJS Confidentiality Policy*.
- 2. Shift Commanders or their designee shall be responsible for documenting routine and daily activities, emergencies, and unusual incidents occurring at the facility per shift. Log entries shall include but are not limited to:
 - a. Name(s) of the Shift Commanders on duty;
 - b. Incoming telephone calls that impact youth or facility operations;
 - c. Staff call outs;
 - d. Staff unit assignments and reassignments made after the beginning of the shift;
 - e. All incidents in accordance with the *DJS Incident Reporting Policy and Procedures* including, but not limited to:
 - 1) type of incident;
 - 2) individual involved;
 - 3) notifications made; and
 - 4) status/resolution of the incident;
 - f. All incidents of youth placement in seclusion;
 - g. All youth movement from one location to another;
 - h. All youth admissions;

- i. Youth discharges including the name of the person accepting custody of the youth and the time of the discharge;
 - j. All calls to the on-call administrator noting the time and purpose of the call;
 - k. Master and official counts;
 - l. Visits by contractors, volunteers;
 - m. Company name of vehicles on grounds and their purpose; and
 - n. Completion of youth visual body searches based on reasonable belief/suspicion of possession of contraband. Documentation must include name of the administrator that authorized the search (Superintendent/DJS Secretary).
3. If a designee such as a control center staff is maintaining the Facility Log, the Shift Commander shall review the log at least **once during the shift and at the end of the shift** to ensure that required information is accurately documented. Reviews shall be documented in the log using red ink.
 4. The Shift Commander shall sign in and sign out for the shift in the Facility Log Book.

D. Administrative Review of Log Books

1. The Shift Commander or designee shall complete unannounced tours of each living unit at least once during their shift. Unit observations shall include but are not limited to, unit compliance with scheduled activities, safety and security, staff performance, youth behavior, and an audit of the log book for compliance with this policy and procedure. The Shift Commander or designee shall log completion of the tour in the Unit Log Book. The entry shall be made in red ink.
2. The Superintendent, Assistant Superintendent, and other designated department heads shall complete unannounced visits of living units at least **weekly**. They shall document visits in the unit log book in red ink.

E. Storage of Log Books

1. All completed log books shall be maintained in a secure location and must be available for review by authorized persons.
2. The Superintendent or designee shall destroy log books in accordance with the DJS Record Retention and Disposal Schedule.

IV. RESPONSIBILITY

Superintendents are responsible for implementation and compliance with this procedure.

V. INTERPRETATION

The Deputy Secretary for Operations shall be responsible for interpreting and granting any exceptions to these procedures.

VI. LOCAL OPERATING PROCEDURES REQUIRED

Yes

VII. DIRECTIVES/POLICIES REFERENCED

1. Confidentiality Policy
2. Incident Reporting Policy

VIII. APPENDICES-

None



DJS POLICY AND STANDARD OPERATING PROCEDURES

Statement of Receipt and Acknowledgment of Review and Understanding

SUBJECT: Log Book
NUMBER: RF-733-17
APPLICABLE TO: Residential Facilities and DJS Transportation Units

I have received and reviewed a copy (electronic or paper) of the above titled policy and procedures. I understand the contents of the policy and procedures.

I understand that failure to sign this acknowledgment form within five working days of receipt of the policy shall be grounds for disciplinary action up to and including termination of employment.

I understand that I will be held accountable for implementing this policy even if I fail to sign this acknowledgment form.

SIGNATURE

PRINT FULL NAME

DATE

WORK LOCATION

SEND THE ORIGINAL, SIGNED COPY TO THE DIRECTOR OF THE DJS OFFICE OF HUMAN RESOURCES FOR PLACEMENT IN YOUR PERSONNEL FILE.