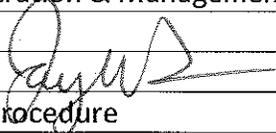




DEPARTMENT FOR CHILDREN AND FAMILIES
Family Services Division
Woodside Juvenile Rehabilitation Center

Chapter:	Organization, Administration & Management	
Subject:	Logbooks	Page 1 of 4
Approved:	Jay Simons, Director 	Effective: 4/1/18
Supersedes	Woodside Policy and Procedure	Dated: 3/23/18

Purpose

to establish a system of logs and a format by which log entries shall be made to sufficiently document the operational status of Woodside and its major components and services.

Table of Contents

Purpose 1

Reference 1

Definitions 1

Policy 2

 General Administration of Logs 2

 Correcting Log Entries 2

 Facility Logs 2

 Logbook Reviews 4

 Storage and Retention of Logs 4

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 activities by a shift Woodside.

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

Post: A fixed base of operations which is the focal point of activities for one (1) or more posts; e.g., Units or Desk.

Chapter:	Organization, Administration & Management	
Subject:	Logbooks	Page 2 of 4

Policy

General Administration of Logs

All staff assigned to posts that require logbook entries are responsible for maintaining thorough and complete records of all activities during their shift.

All logbook entries are to be made in *black* or *blue ink* except

- Residents placed on special observation, (entry will be highlighted with a marker);
- a supervisor conducting an inspection of any post shall make an entry in *red ink*;
- staff will record changes in headcount in *red ink*.

Information is entered into the logbook by date and shift. Entries noting an event include:

- Entries in chronological order;
- Entries mirror daily schedule;
- the starting and ending time of the event;
- the time of the log entry in the *left* margin;
- the clearly written initials of the staff person making the entry.

Each entry shall be legible, pertinent, and professionally drafted.

Correcting Log Entries

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.

Facility Logs

The Facility Log is maintained at the Front Desk post. The Desk Log will be compiled by the Desk Operator. At a minimum, entries shall include:

1. Date, time, shift and signature of desk operator assuming duty;
2. Official visits;



Chapter:	Organization, Administration & Management	
Subject:	Logbooks	Page 3 of 4

3. Tours, visits and inspections by Central Office (AHS & DCF) personnel and stakeholders (DRVT, Defender General, RLSI);
4. Area searches;
5. Fire or emergency alarms or drills;
6. Counts in accordance with directives;
7. Any unusual event;
8. Any information and/or observations by staff recorded for action and/or information for future shifts;
9. Any reportable incident in accordance with Reporting of Incidents procedures;
10. Major scheduled activities;
11. Any exception to regularly scheduled routine; and Facility log review as required by this directive.

Unit Logs

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

1. Date, time, staff on shift assuming station post, to include any changes in personnel during the shift;
2. Residents on unit;
3. Residents on special observation, type of observation, i.e. 10 minutes;
4. Admissions and releases (where applicable);
5. Population count, clearance, or change;
6. Room or bed changes with resident name, room number and reasons;
7. Level behaviors and interventions;
8. Any reportable incident in accordance with Reporting of Incidents procedures, to include names of staff involved and behavior level of residents (e.g. level three as evidenced by banging on the door with GMA), intervention used and result;
9. Any special management issue, including activities to comply with a directive; e.g., special observation or high-level intervention;
10. Physical security inspections of unit to include rooms, walls, windows, bars, locking mechanism, furnishings, vents, fire extinguishers, and other security and safety equipment;
11. Any unit search in accordance with procedures on Searches;
12. Any restriction of privileges to a unit or individual resident within the unit with the name of the staff authorizing the restriction;
13. Any remarkable event within unit responsibilities;
14. Any visit to the unit by any personnel or official guests.



- 15. Required tour of unit completed by staff; and
- 16. Required tour of station by Manager/Supervisor.

North Unit Log Book

If we have a resident in the North Unit, they are entitled to same quality of programming offered in the full milieu: meals, health, recreation, access to outdoors, education and counseling services, etc.

Staff will document North Unit entries in accordance with Woodside policy and procedure: 502 North Unit.

Any staff working with a resident in the North Unit will track the activities/services the resident is participating in or receiving. Staff will document any notable behaviors, etc. Staff are expected to document the above information when they complete their 1:1 rotation with the resident. This will be done before staff start working with residents on the milieu.

Logbook Reviews

Each log in the housing units and desk shall be reviewed and signed by the Operations Supervisor each day during the shift.

The Operations Supervisor shall read and sign the desk log at the beginning and end of each shift. Entries shall be read since the Operations Supervisor's last shift.

The Director and Assistant Directors shall review all new entries to the facility log at least once a week.

Storage and Retention of Logs

All logs will be kept in a secure and monitored location within the facility, and post.

All logs are official departmental documents and will be retained as outlined in the Department's records management and disposition plan.

The Director will be responsible for secure storage of all completed log books.