



**DEPARTMENT OF CORRECTIONS
PROBATION AND PAROLE DIVISION
OPERATIONAL PROCEDURE**

Procedure No.: PPD 3.1.300	Subject: LOGS AND RECORD-KEEPING SYSTEMS	
Reference: DOC 3.1.3	Page 1 of 1	
Effective Date: 05/28/15	Revised:	
Signature / Title: /s/ Kevin Olson, Probation and Parole Division Administrator		

This procedure is referenced as *ACCD 3.1.300 Logs and Record-Keeping Systems* in Section 3.H. Offender Management; Security/Counts, in the following contracts: Alternatives, Inc., Butte Prerelease, Gallatin County Reentry Program, Helena Prerelease, Passages, Connections Corrections Program (CCP), Elkhorn, Nexus, START, and WATCH Contract.

I. PURPOSE:

The Probation and Parole Division facilities will follow established procedures in maintaining a system of logs and records that document important operational features.

II. DEFINITIONS:

PPD-Probation and Parole Division – The Division oversees the Probation & Parole regional offices, interstate transfers, and the facilities providing assessments and sanctions, prerelease, and treatment services.

III. PROCEDURES:

A. RECORD-KEEPING

Site-specific operational procedures for record-keeping will be contained within each facility's operations manual. Facilities will ensure that records are kept, at a minimum, on the following subject areas:

1. Staff schedules;
2. Offender population and counts;
3. Offender admissions and releases;
4. Shift activity;
5. Use of force incidents
6. Searches (with the exception of routine pat searches);
7. Discovery of contraband;
8. Security audits and inspections; and
9. Unusual occurrences.

B. LOGS

Logs may be maintained on a shift-by-shift basis and reflect activity, emergencies, unusual incidents, and pertinent information about offenders, the unit, or the facility.

IV. CLOSING:

Questions regarding this procedure should be directed to the Facility Administrator.