STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE

Policy No. DOC 3.1.3	Subject: **LOGS AND RECORD-KEEPING SYSTEMS**
Chapter 3: FACILITY/PROGRAM OPERATONS	Page 1 of 3
Section 1: Security Operations	Effective Date: Feb. 1, 1997
Signature: /s/ Mike Batista, Director	Revised: 6/7/2013

I. POLICY

The Department of Corrections secure facilities will maintain a complete system of logs and records that document important operational features. These records are internal documents of the Department and considered confidential.

II. APPLICABILITY

Secure care facilities Department-owned and contracted, as specified in contract.

III. DEFINITIONS

Chief of Security – The staff person, regardless of local title (associate warden of security, director of operations), designated by the facility administrator to manage the facility security program.

IV. DEPARTMENT DIRECTIVES

A. Record-Keeping

1. General procedures for each facility's log and record keeping system are outlined below. Site-specific operational procedures will be contained within each facility's operations manual.

2. The chief of security will ensure that records are kept, at a minimum, on the following subject areas:
   a. staff on duty including rosters and time-keeping;
   b. offender population and counts;
   c. offender admissions and releases;
   d. shift activity;
   e. entrance and gate traffic;
   f. use of force;
   g. searches, with the exception of routine pat searches that do not result in the discovery of contraband or result in a disciplinary write-up;
   h. discovery of contraband;
   i. security audits and inspections; and
   j. unusual occurrences.

3. Staff will keep records according to the following guidelines:
   a. entries will be made in black ink;
   b. count changes and emergencies will be entered only in red ink;
   c. information will be legibly printed or written;
   d. entries will indicate the date and time;

e. entries will be legibly initialed or signed by staff; and
f. record-keeping errors may be corrected by drawing a single line through the incorrect entry, initialing, dating, and recording the correct entry on the next available line;
g. staff may not correct record-keeping errors with erasures or white-out (liquid paper);
h. highlighting and other extraneous markings on records are prohibited; and
i. pages may not be torn from logbooks or other records.

B. Logs

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

2. At the beginning of each shift, staff will:
   a. make the first entry on a new page in the log;
   b. date and sign each entry; and
   c. draw a diagonal line through the remainder of the page.

3. Supervisors are required to review and sign the log at the end of each shift.

4. Permanent, bound logs will be established in the following locations:
   a. shift supervisor's office;
   b. control center;
   c. armory;
   d. entrances;
   e. housing units; and
   f. other locations identified by the administrative staff.

5. Staff may utilize electronic logs when the following criteria are met:
   a. the electronic system must ensure that entries cannot be modified or deleted;
   b. entries must clearly identify who made the entry;
   c. corrected entries must be annotated as such; and
   d. the electronic system must have a backup system to ensure information retention.

6. Staff must submit full logbooks to the shift supervisor who will store the logbook in a designated storage area.

7. Logs may be destroyed after three years if no incident requires the log as evidence.

C. Specialized Records

1. In addition to logs, certain posts require specialized records including the following:
   a. entrances require additional records on visitors, vehicles, and deliveries in accordance with *DOC Policy 3.1.5, Entrance Procedures and Detainment of Non-offenders*;
   b. locked housing units require additional individualized offender records in accordance with *DOC Policy 3.5.1, Locked Housing Unit Operations*; and
   c. control centers and armories require specialized records of entry and key and equipment issue in accordance with *DOC Policies 3.1.6, Control Center Operations* and *3.1.7, Emergency Equipment and Armory Operations*.

V. CLOSING

Questions concerning this policy should be directed to the chief of security.

VI. REFERENCES

A. *2-15-112, MCA*
B. *4-4183; ACA Standards for Adult Correctional Institutions, 4th Edition*
C. *DOC Policies 3.1.5, Entrance Procedures and Detainments of Non-offenders; 3.1.6, Control Center Operations; 3.1.7 Emergency Equipment and Armory Operations; 3.5.1, Locked Housing Unit Operations*

VII. ATTACHMENTS

None