



**DEPARTMENT OF CORRECTIONS  
MONTANA STATE PRISON  
OPERATIONAL PROCEDURE**

Procedure:	<b>MSP 3.1.3 MSP LOGS AND RECORD KEEPING SYSTEMS</b>	
Effective Date:	August 1, 2000	Page 1 of 4 and no Attachments
Revision Date(s):	May 13, 2009, August 23, 2017, October 4, 2017, June 15, 2020, August 6, 2021	
Reference(s):	DOC Policy 3.1.3	
Signature:	/s/ Jim Salmonsens / Warden	

**I. PURPOSE**

To ensure Montana State Prison (MSP) to include Riverside Special Needs Unit, and Montana Correctional Enterprises (MCE) record entries in post logbooks in a standardized manner. It is imperative legible, and accurate records of activities and events (i.e., searches, inmate movement and activities, inmate count, security checks, visitors, emergencies, etc.) are recorded. Staff must chronologically record events/activities as they occur. Logbooks are legal records that can be subpoenaed.

**II. DEFINITIONS**

**Cross-Gender** – Supervision circumstances involving a supervisor (or correctional officer) and an inmate who are not of the same gender.

**Logbook** – The official record of daily activities in an assigned area.

**Official Visitor(s)** – Means a person that has official business at MSP, RSNU or MCE. These persons may include: state and federal government officials/employees, attorneys (does not include inmate retained attorneys or attorneys whose purpose is to meet with an inmate), members of the Judiciary, legislators, local, state, or federal law enforcement personnel, state or federal correctional/law enforcement personnel, DOC or MCE Advisory Committee members, untrained contract or part-time service providers, or other dignitaries recognized by the Warden/MCE Administrator or member of their management team.

**PREA Cross-Gender Camera Viewing Logbook** – The official record used to record cross-gender viewing/monitoring of cameras of safety and observation cells.

**III. PROCEDURES**

**A. General Provisions**

1. The Associate Warden of Security is responsible for maintaining a system to issue new logbooks and properly store completed logbooks.
2. Logbooks will be kept in a uniform and acceptable manner.
3. Command Post staff will order, store, and issue all new logbooks.
4. Staff will forward completed logbooks to the Command Post.

5. The Property Officer will catalogue, and store completed logbooks chronologically by month and year.
  - a. logbooks will be stored for at least five years on site. After which time it can be destroyed.
  - b. in the event the logbook is needed for evidence, it will be stored until it is released by Department of Corrections Legal, after which it may be destroyed.

**B. Instructions**

1. The following instructions apply to all shifts and all Correctional Officers and staff required to keep an official logbook of daily activities.
2. When a new logbook is issued by Command Post, the assigned staff person is responsible for clearly marking the cover of the logbook in the manner shown here:

<unit/post/work area name>

**SECURITY OFFICE LOG**

STARTED:	<month>	<day>	<year>
ENDED:	<month>	<day>	<year>

3. At the start of each shift, the staff member assigned to maintain the logbook will begin the log on the top line of a new page. The first entry will read:  
 “Relieved \_\_\_\_\_ Shift, Unit Supervisor (i.e., Sergeant, Case Manager, or Unit Manager) \_\_\_\_\_, CO’s \_\_\_\_\_, \_\_\_\_\_ on duty.” (do not use nicknames).
4. Prior to departing the unit at the end of the shift, the Unit Manager or equivalent, Unit Sergeant or work area supervisor will check the logbook and ensure:
  - a. the log is in compliance with current procedure; and
  - a. all pertinent information is properly recorded; and
  - b. all entries are legible and complete; and
  - c. no inappropriate language or extraneous remarks are included.
  - d. if there are errors found in logbook, the Unit Manager or equivalent, Unit Sergeant or work area supervisor will immediately notify Command Post.
  - e. if no errors are found, the Unit Manager or equivalent, Unit Sergeant or work area supervisor will notate in the logbook the date and time the logbook was checked and sign the logbook.
    - 1) in the event a Unit Manager or equivalent, Unit Sergeant or work area supervisor is not available for a shift, the upcoming shift Sergeant or work area supervisor will ensure the logbook is checked;
    - 2) if there are errors in the logbook, Command Post will be immediately notified;
    - 3) if no errors are found the shift Sergeant will sign the logbook notating the date, and time the logbook was checked.

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5. The only authorized method of correcting an error or inappropriate entry is to draw a single line through the incorrect entry, initial the correction, and continue with the correct entry. Staff will not use whiteout or try to erase the entry.
6. After making sure the log is in compliance with current procedure, the staff member responsible for maintaining the logbook for the shift will sign their name below the last entry across the bottom of the page.

**C. Minimum Required Entries**

1. Each unit, work area, and security post where inmates are present will have two logbooks. One logbook will record daily activity and inmate movement, a separate logbook will be maintained for all searches.
2. The minimum required entries for searches are as follows:
  - a. date (month/day/year) and time (24-hour clock) of each entry;
  - b. area or group searched (cell, dayroom, cube, work crew, visiting, etc.)
  - c. number of clothed searches conducted;
  - d. number of unclothed searches including inmate's full name and DOC number.
3. The minimum required daily activity and movement entries for units, work areas, and security posts are as follows:
  - a. date (month/day/year) and time (24-hour clock) of each entry in real time without undue delay;
    - 1) in the event a late entry is made, the only change from a real time entry will be the abbreviation LE (late entry) placed in the Date column of the logbook;
  - b. entries will be recorded legibly, accurately and concisely in chronological order.
  - c. names of all officers or staff assigned to the unit, work area, or security post;
  - d. record of every shift change or relief or assumption of duty;
  - e. inmate counts;
  - f. all scheduled events and inmate movement activity, including but not limited to:
    - 1) unit walkthroughs
    - 2) inspections;
    - 3) yard;
    - 4) gym;
    - 5) library (movement only);
    - 6) chow;
    - 7) hobby (movement only); and
    - 8) visiting (movement only).
  - g. any unusual or unscheduled event that occurs in the unit, work area, or security post such as fire drills and security, safety, and sanitation inspections.
  - h. the person assigned to maintain the logbook will log all staff "in" and "out" whenever they enter or exit the unit, work area, or security post for any reason;
  - i. official visitors will be logged "in" and "out, this will include activities of the official visitor, (i.e., eight legislators toured Restrictive Housing).
  - j. all entries will be made in black or red ink as follows:
    - 1) black will be used for all normal activities; and
    - 2) red will be used for all counts, inmate housing unit changes and emergency events such as: medical emergencies and evacuations not associated with drills, any unaccounted-for inmate(s) or staff member(s).
  - k. any missing pages in the logbook will immediately reported Command Post.

#### **D. Specialized Records**

1. In addition to logbooks, certain posts may require more specialized records or additional logbooks including but not limited to;
  - a. entrances to MSP, MCE, and RSNU may require additional records on visitors, vehicles, deliveries, contractors, etc, in accordance with *MSP Procedure 3.1.5 Entrance Procedures and Detainment of Non-Offenders*.
  - b. Restrictive Housing (RHU), Secure Adjustment Unit (SAU), and Infirmary control cage(s) require an additional logbook which will be used to log cross-gender camera monitoring/viewing of safety/observation cell(s).
    - 1) cross-gender staff camera monitoring/viewing of an inmate where the inmate may be viewed in a state of undress where viewing of breasts, buttocks, or genitalia is permissible in exigent circumstances (for example a staff member of the same sex is not available for that specific post) and must be documented in the logbook. Documentation will include staff members name, inmate's name and DOC #, reason for cross-gender viewing, as well as the start and end time of viewing/monitoring.
  - c. Command Post will have a logbook in which to document any cross-gender monitoring/viewing that may occur while an inmate is in a safety/suicide cell(s) in RHU and SAU.
  - d. PREA cross-gender camera viewing logbook will have a purple cover and purple pages to distinguish it from the regular area logbook.
  - e. control centers and armories, key control, tool control and property, and visiting in accordance with; *MSP 3.1.6 Control Center Operations*, *MSP 3.1.7 Emergency Equipment and Armory Operations*, *MSP 3.1.13 Key Control*, and *MSP 3.1.14 Tool Control*, *MSP 4.1.3 Inmate Personal Property*, and *MSP 3.3.8 Inmate Visiting*.

#### **IV. CLOSING**

Questions concerning this procedure will be directed to the immediate supervisor.

#### **V. ATTACHMENTS**

None