



DEPARTMENT OF CORRECTIONS  
PROGRAMS AND FACILITIES BUREAU  
FACILITY OPERATIONAL REQUIREMENT

Requirement:	<b>PFB 6.2.412 LOGS AND RECORD-KEEPING SYSTEMS</b>
Effective Date:	11/04/2020 <span style="float: right;">Page 1 of 2</span>
Revision Date(s):	08/11/2021
Reference(s):	53-1-203, MCA
Signature / Title:	/s/ Megan Coy, Programs and Facilities Bureau Chief

**This requirement 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, Elkhorn, Nexus, and START,.**

**This requirement is referenced as ACCD 3.1.300 Logs and Record-Keeping Systems in Section 2.2.7. Services; Offender Management; Security/Counts in the Connections Corrections Program (CCP) and WATCH contracts.**

**I. PURPOSE:**

The Programs and Facilities Bureau contract facilities will follow established requirements in maintaining a system of logs and records that document important operational features.

**II. DEFINITIONS:**

**PFB-Programs and Facilities Bureau** – The Bureau oversees the facilities providing assessments and sanctions, prerelease, and treatment services.

**III. REQUIREMENTS:**

**A. RECORD KEEPING:**

1. Site-specific operational procedures for record keeping will be contained within each facility's operations manual.
2. Facilities will ensure that records are kept, at a minimum, on the following subject areas:
  - a. Staff schedules;
  - b. Offender population and counts;
  - c. Offender admissions and releases;
  - d. Shift activity;
  - e. Use of force incidents
  - f. Searches (with the exception of routine pat searches);
  - g. Discovery of contraband;
  - h. Security audits and inspections; and
  - i. Unusual occurrences.

**B. LOGS:**

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

**IV. CLOSING:**

Questions regarding this requirement should be directed to the Programs and Facilities Bureau.