



COMMUNITY CORRECTIONS FACILITIES AND PROGRAMS BUREAU FACILITY OPERATIONAL REQUIREMENT

Requirement:	FPB 6.2.412 LOGS AND RECORD-KEEPING SYSTEMS
Effective Date:	11/04/2020 Page 1 of 1
Revision Date(s):	08/11/2021; 04/24/2026
Signature/Title:	/s/ Scott Eychner, Rehabilitative and Enterprise Division 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

Community and Corrections Facilities and Programs Bureau (FPB) contract facilities will follow established requirements in maintaining a system of logs and records that document important operational features.

II. DEFINITIONS (see Glossary)

III. REQUIREMENTS

A. RECORDKEEPING

1. Site-specific operational procedures for recordkeeping will be contained within each facility's operations manual.
2. Facilities will ensure that records are kept, at 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 about this requirement should be directed to the Community Corrections Facilities and Programs Bureau.

V. REFERENCES

- A. 53-1-203, MCA