

3-04-020 Facility Log

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Effective Date: 12-04-97

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Reference: CDM 4-11/010.00

PURPOSE OF ORDER:

The purpose of this order is to outline procedures for the preparation of the daily South Facility Log.

SCOPE OF ORDER:

This order applies to all personnel assigned to, and working at Pitchess Detention Center (PDC) South Facility, specifically the watch deputy, who is responsible for preparing and maintaining the facility Log.

ORDER:

The "Facility Log" is used to record all events and incidents which occur at the facility for each 24 hour period, from 0001 hours through 2400 hours. Log entries should be made as soon as possible after each event/incident occurs, to help ensure that the information is current. The log should be typed and not handwritten.

CONTENT

All unusual or noteworthy incidents shall be recorded on the "Facility Log". In addition, the recurrent events listed below shall also be included. This list is not all inclusive, and should serve as a guide to the types of information required.

- All inmate counts
 - Specifying in the narrative whether a body or wristband count was conducted.
- All inmate transfers
 - An "Inmate Transfer" indicates the inmate(s) are no longer going to be housed at the facility and are removed from the facility count.

- All inmate transfers into or out of the facility shall include the following:
 - The number of inmates
 - The departure and destination point
 - Mode of transportation; (i.e., e.g., via T.S.T., radio car, ambulance, etc.)
 - Unit transferring; (i.e., Adam/George unit, unit number, 7, G-7 with Deputy's name(s) and transferring deputy names)
 - Reason for transfer
 - Unit File or Uniform Report Number (URN)
- All inmate transports
 - "Inmate Transport" indicates inmates that are not at the facility, but their return is anticipated. These inmates shall remain part of the facility inmate count.
 - Required perimeter and security checks
 - Number of visitors and inmates who receive visits
 - Major mechanical failures
 - Escapes, including all notifications made
 - Fire Department notifications or responses to the facility
 - Training exercises, which disrupt normal operations
 - Use of chemical agents, taser, or other special weapons
 - Any significant incident of emergent or unusual occurrence
 - After-hours notifications for emergency facility repairs; the contact person at Emergency Maintenance (Twin Towers Correctional Facility), the estimated time of arrival (ETA) of the maintenance worker, and the name of the technician dispatched shall be listed.

The times listed should be as accurate as possible as the facility log is an important source for tracking our standard workload, as well as its variations.

The content on the left side of the log shall include general headings succinctly describing the type of entry being made. Headings used on the attached sample are considered standard and should be used whenever possible.

The content on the right side of the log shall be written in complete sentences, including the appropriate punctuation.

Abbreviations, slang terms, and jail specific terms such as "fish line" and "chow" shall be avoided; i.e., "fish line" and "chow".

Multiple incoming lines occurring near the same time may be consolidated into a single entry.

Outgoing lines going to the same destination may also be consolidated, with a breakdown as to the reason below it; i.e., (e.g., custody, probation hearing, court, Men's Central Jail, etc.).

Each entry involving an inmate count shall include a listing of the total number of pre-sentenced inmates, status 1 or 2, followed by number of sentenced inmates, status 3, then followed by the current total count.

For entries with containing numbers, other than count listings and transfers, will contain the numerical form in parentheses; i.e., (11) followed by the spelled out form; i.e., eleven. the numbers shall be documented in the following manner: three (3), five (5), eight (8), eleven (11), etc.

The time the "Inmate Orientation" video is played shall be logged daily.

APPROVAL & PROCESSING

The early morning watch deputy shall forward the completed "Facility Log," facility statistics and demographics report to the early morning watch commander for approval.

The early morning watch commander shall indicate that he/she has approved the contents of the "Facility Log" by signing the last page of the document.

The approved "Facility Log" shall then be placed on the clipboard in the watch commander's office and forwarded to operations. An electronic version of the log will be kept in the facility's computerized shared files.
