

3-04-030 UDAL Logs

Reference: CDM 4 -11/020.00

PURPOSE OF ORDER:

The purpose of this order is to establish the use of a Uniform Daily Activity Log (UDAL) for each barrack at South Facility, to regulate its contents and to assign responsibility for its completion.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to South Facility.

ORDER:

~~I. GENERAL~~

The UDAL is an official record of barrack activities and incidents of special concern. This log provides a means to document and evaluate compliance with Minimum Jail Standards, Title 15, California Administrative Code, and Division and Unit Orders. It also provides the means to identify certain patterns of inmate conduct, and maintain an accountability for safety equipment that is on site.

The UDAL may be utilized to verify facility compliance during inspections, audits, or in judicial proceedings. The importance of accuracy and consistent documentation cannot be overemphasized.

~~RESPONSIBILITIES~~

~~In order to maintain the accuracy and integrity of this resource document, the following procedures shall be adhered to:~~

~~Compound Officers Responsibilities~~

Compound officers shall be responsible for the following:

- Log entries
 - ~~The primary responsibility for maintaining accurate and complete log entries rests with the assigned compound officer~~
 - He/she **Compound officers** shall make real time entries of all appropriate activities and events
 - Log entries shall be completed in ink (corrections shall be made by drawing a single ink line through the error, correcting the entry, and initialing the correction)

- All entries shall be completed prior to the end of shift and initialed by the employee making each entry
- The following shall be entered in the log at shift change:
 - Facility, location, date, day of the week, and shift
 - Name and employee number of the assigned Shift Officer/Deputy, Shift Line Sergeant and Senior Deputy
 - Inspection of fire/safety equipment. Conduct an inventory of barrack cleaning supply locker and record on log, under unit specific information. The ambient temperature in each barrack shall be captured and recorded in each UDAL, once per shift
 - Fire hose and/or extinguisher location
 - Facility counts (shift start, and subsequent counts during shift)
 - (1) — At start of each shift
 - (2) — All subsequent counts during said shift
 - Facility conditions, as noted, including any deficiencies, action taken by the officer and whether the problem was resolved
 - Maintenance problems, such as leaking or clogged toilets, sinks, drains, electrical problems, broken windows, B/O door locks, etc., must be logged and proper requests for service made (maintenance deficiencies and requests are to be logged daily until repairs have been made)
 - Inmate activities such as: (e.g., commissary, dayroom/Indoor Rec., library, linen Exchange, mail call, meals, outdoor recreation, outerwear exchange, pill call/nurse call, religious services, school, showers, telephones, underwear exchange, video orientation, etc.)
 - Any notable occurrences; i.e., (e.g., inmate incidents, or suspicious conduct, inspections, problems brought to staff's attention by inmates, etc.); are to be recorded.
 - Each compound officer will walk through their assigned barracks and make safety inspections at a minimum of once per hour. In the event the Intermec Scanning system is not functioning, the Title 15 Officer will be responsible to log and document security checks in the UDAL. Any safety problems will be noted in the log. If it is a problem that needs to be remedied immediately, the problem will be brought to the on-duty Watch Sergeant's attention. If it is a minor problem that can be addressed by a maintenance request, then a request will be submitted to the maintenance office.
 - Safety/security checks (once per hour)
 - In the event an inmate sustains a medical emergency or requires immediate medical care ("Man down"), the Compound Officer is responsible to log the inmate's full name, booking #, time, nature of the problem and the disposition on the back page of the UDAL, under Medical Events.
 - "Man down" or inmate medical emergencies (requires documentation of inmate name, booking number, description of emergency, and disposition)

~~B. — Line Sergeant's/Seniors Responsibilities~~

- ~~1. — The Line Sergeant and Senior shall inspect and sign barrack logs daily during the course of their tour of duty (once per shift). They shall assist Senior Deputies in the planning of~~

~~training sessions for compliance with regard to the maintenance of these logs. Inmate request/complaint forms from each compound, shall be collected, counted and documented in the UDAL once per shift by the Line Sergeant (minimum rank).~~

Line sergeants and supervising line senior deputies shall be responsible for the following:

~~C. Title 15 Sergeant's Responsibilities~~

~~1. When a barrack UDAL book has been completed, it shall be submitted to the Title 15 Sergeant and a new book obtained. The Sergeant shall ensure the starting and ending dates utilized in the log are clearly marked on the cover. The completed log will then be delivered to the Operations section and placed in the unit's archives. Log books shall be maintained for five years.~~

- Collect the UDAL books when they are completed and provide the compounds with a new supply (monthly)
- Ensure the start/end dates are clearly marked on the covers of completed UDAL books
- Deliver the completed UDAL books to operations

~~D. Watch Commander Responsibilities~~

~~Watch Commanders shall inspect and sign barrack logs at least once per week, during the course of their duties.~~

Watch commanders shall be responsible for the following:

- Inspect and sign all UDAL books at least once per week