

Chapter 4

• 4-01-010 Reporting Routing Procedures

PURPOSE OF ORDER:

The purpose of this order is to ensure all required reports at Twin Towers Correctional Facility (TTCF) are completed in an expeditious manner and distributed accordingly.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at TTCF.

ORDER:

A reference number shall be obtained for all reports at TTCF. A Uniform Report Number (URN) shall be obtained for all occurrences involving a crime, suspected crime or injury. When an incident occurs, such as a Battery, 242 P.C., all reports associated to that incident shall be issued the same URN and reference number. The handling deputy/officer shall be responsible for obtaining the appropriate report numbers from Facility Control.

All personnel with any type of report assigned to them shall not leave TTCF until the report is read, approved, signed by a sergeant, and submitted to the watch sergeant. Only if the report is approved for deferral by the watch sergeant, may personnel leave TTCF for the day, prior to final submission.

All Incident Reports (SH-R-49) shall be submitted to the designated investigating unit within five (5) days of the initial reporting date.

In cases which may potentially result in inmate discipline being issued, wherein the report is deferred, the inmate shall not be moved to the Pre-Discipline Module. The inmate shall remain in his original module unless circumstances dictate that he be moved (i.e., involved in a fight, conflict with another inmate, etc.). The inmate shall then be moved only with the approval of the floor sergeant.

Incident Reports (SH-R-49)

Any time there is evidence that a crime, suspected crime, or other incident warranting the completion of an Incident Report (SH-R-49) has occurred (e.g. attempt suicide, lost property, etc.) in the facility, a corresponding Incident Report (SH-R-49) shall be generated.

Once completed, the report shall be given to the floor or watch sergeant for approval. The floor or watch sergeant shall assign the proper designated investigative unit(s) (e.g., Jail Investigations Unit, Narcotics, etc.), and sign the report. The sergeant shall then forward the report to the watch commander for review. Once reviewed by the watch commander, the report shall then be delivered to the TTCF Operations office for processing.

Inmate Discipline Report

An inmate discipline report documents inmate violations of jail rules for the purpose of administrative discipline. An inmate discipline report is completed via the Inmate Report Tracking System (IRTS).

When the incident requires the completion of an Incident Report (SH-R-49), discipline shall not be imposed unless an IRTS entry is submitted and is reviewed by the disciplinary sergeant during a Disciplinary Review Board (DRB) hearing.

An IRTS entry is prepared by the deputy or custody assistant directly involved in the incident of the alleged violation of jail rules. Under most circumstances, this report shall be completed, approved, and submitted prior to the end of the author's shift. The person preparing the discipline report shall also print a Notice of Disciplinary Violation (SH-J 380) which is delivered to the inmate.

Discipline charges pending against an inmate shall be acted on no sooner than 24 hours after the report has been submitted to the disciplinary sergeant and the inmate has been informed of the charges in writing. The 24 hour period begins after the report has been submitted and the inmate has received a notice that they are subject to discipline for their conduct.

Once a DRB hearing has been conducted, the report shall be reviewed by the watch sergeant for accuracy. The report will then be reviewed by the watch commander.

Inmate Injury/Illness Reports (SH-J-212)

Whenever an inmate is injured, an Inmate Injury/Illness Report (SH-J-212) shall be written. The inmate shall be escorted to the clinic and the medical staff's evaluation shall also be added to the report. Once the report has been completed, it shall be given to the floor sergeant for approval. The completed report shall be forwarded to the watch sergeant and watch commander for final review and approval. The completed reports shall be maintained by the TTCF Operations office.

If an ill inmate needs to be transported to Los Angeles County + USC Medical Center (LCMC), or another hospital for treatment, TTCF personnel shall complete an Inmate Injury/Illness Report (SH-J-212). If the ill inmate does not require treatment at a hospital, personnel from the inmate's assigned housing location shall make a note in the electronic Uniform Daily Activity Log (e-UDAL) that the inmate was escorted to the respective tower clinic for evaluation and treatment.

The report shall be approved and submitted prior to leaving TTCF. All reports shall be submitted as a complete package (e.g., Incident Report [SH-R-49], Inmate Incident Report, Inmate Injury/Illness Report [SH-J212] and Special Handling Card) to the watch sergeant.

• 4-01-020 Tracking and Timely Submission of Administrative Reports and Projects

PURPOSE OF ORDER:

A unit as large as Twin Towers Correctional Facility (TTCF) has numerous administrative related projects and reports that are generated and submitted to the Operations Office. These include, but are not limited to, Watch Commander Service Comment Report (WCSCR) packages, Force Investigations, Civil Claim

Responses, Administrative Traffic Collision/Incident Investigations, Unit Level Administrative Investigations, Inmate Complaints, Referred Inmate Complaints, Performance Evaluations, and other miscellaneous assignments as determined by the Unit Commander.

This Unit Order outlines TTCF's policies and procedures for the tracking and timely submission of the aforementioned projects to the Operations Office. This is to ensure strict compliance with Department mandates and improve the overall administrative efficiency of the Unit.

SCOPE OF ORDER:

Although the contents of this Unit Order primarily focus on what would be the duties of personnel at the rank of Lieutenant and Sergeant, they are applicable to all sworn and civilian employees who are tasked with any type of administrative related reports or projects.

ORDER:

Watch Commander's Duties

The on-duty Watch Commander shall ensure that all significant events brought to their attention are logged in the Shift Summary (Watch Commander Log). All personnel shall be diligent in their efforts to advise the on-duty Watch Commander of noteworthy incidents. They include, but are not limited to, the following:

- Use of Force Incidents, including allegations of such;
- Deputy-Involved Shootings;
- Vehicle Collisions/Incidents involving Department employees in a county or permittee vehicle;
- Public Complaints and Commendations (WCSCR);
- Significant incidents or crimes involving inmates;
- Employee injuries;
- Significant Inmate Complaints;
- Referred Inmate Complaints;
- Significant events that affect the normal operation of the facility;
- Noteworthy tours of the facility;
- Tours by Department executives (e.g., the Duty Commander visiting);
- Off-duty incidents by TTCF employees;
- Other notable events that the Unit Commander should have knowledge of;
- Inspections of the facility by outside agencies or groups.

NOTE: This does not preclude the Watch Commander from determining to not reference a particular incident in the Shift Summary if it is sensitive in nature and requires confidentiality. However, the Watch Commander shall then report the event to the Unit Commander via confidential memorandum or e-mail as soon as possible.

When logging information in the Shift Summary, it is imperative the Watch Commander provide adequate details of the incident. This includes, but is not limited to, the following:

- The names and identification numbers of the employees, inmates, or other parties involved;
- The location of the incident;
- In force incidents, the type of force used and its classification (significant, less significant, or allegation);
- Notifications (e.g., Internal Affairs Bureau, Duty Commander, etc.) that were made as a result of the incident;
- With complaints (Referred Inmate and WCSCR), the allegation and Unit Reference or WCSCR number;
- All applicable Uniform Report Numbers (URN) and Unit Reference Numbers;
- A brief narrative of the incident or allegation.

If a logged incident requires an investigation and/or a subsequent report, the Watch Commander shall list the name of the handling supervisor if it is known at the time.

Operations Office Duties

The Special Projects Lieutenant, or designated staff member, shall review all Watch Commander Shift Summaries for significant incidents. They will identify those that require some type of report or written response and confirm if one has been submitted to the Operations Office. If the report/project has not been turned in, the Operations Office shall generate a Task Detail Memorandum (TDM). An example accompanies this Unit Order.

The appropriate supervisor shall be identified (if they aren't already noted in the Watch Commander Shift Summary) and delegated the particular assignment. The Operations Office staff member completing the TDM will issue a due date based on the type of task and the protocols referenced in the Time Guidelines for the Submission of Projects section. The TDM will be given to the employee assigned the project.

Frequently, an administrative project, such as a Civil Claim, will arrive at the Operations Office from an external source and, therefore, is not brought to the attention of a Watch Commander. The Operations Office will assign these projects directly to the appropriate employee and submit a TDM outlining the details. In these cases, the Watch Commander is not required to log the task in their Shift Summary.

Duties of Personnel Assigned Projects

Upon receipt of a TDM, the concerned employee shall follow the instructions for completing the assignment and submit their work by the due date listed. If there is going to be a delay in completing the project within the identified time frame, it will be incumbent upon the assigned employee to submit a brief memorandum or e-mail, prior to the due date, to the Special Projects Lieutenant. This memorandum or e-mail will be considered a request to extend the deadline and it shall detail the reason for the delay and provide an estimated completion date. The Unit Commander shall have the final authority on approving any time extensions for the submission of work.

When personnel submit assignments to the Operations Office for review, they shall ensure the TDM, if one was generated, is attached to the top of the staff work package for quick identification.

Duties of Specialized TTCF Units

Specialized units, such as Scheduling, Training, Special Projects, etc. have their own sergeants and lieutenants and, consequently, do not generally report their activities to the Watch Commander. However,

when a significant incident as outlined in the Watch Commander's Duties section occurs and it involves personnel from a TTCF specialized unit, the concerned employee(s) or their supervisor shall immediately report it to the on-duty Watch Commander. The Watch Commander will then log the event in their Shift Summary.

Time Guidelines for the Submission of Projects

The following are the time guidelines for submitting the different types of administrative projects to the Operations Office. Unless otherwise noted, these deadlines apply to completing the entire assignment, including the submission of all necessary forms and memoranda. Many of the requirements are dictated by the Manual of Policy and Procedures (MPP) or Custody Division Manual (CDM), in which case the applicable MPP or CDM section reference is made.

Except in cases of Department or Custody Operations Division policy, the time limits set by this Unit Order are considered basic guidelines and some flexibility for extensions may be permitted in unique circumstances. Likewise, in the case of a high priority assignment, its submission may be required in less time than outlined below. The actual due date listed on a TDM shall be considered the final authority absent approval from the Unit Commander to extend the deadline.

Vehicle Incidents: Within ten calendar days of the incident. The exception is the submission of the *Report of Vehicle Accident or Incident* form (SH-AD-665), which is due within two business days of the event (MPP 3-09/070.30).

Use of Force Incidents: Within seven calendar days of the Use of Force Incident (includes alleged incidents). In cases wherein the on-call Internal Affairs Bureau is notified or when a suspect or prisoner is transported to a hospital for medical treatment, the time limit is within three business days of the incident (MPP 5-09/430.00).

Civil Claims/Lawsuits: Within fifteen calendar days of receipt of the claim at the Unit, or as determined by the Risk Management Bureau (MPP 5-07/280.00 and 5-07/290.00).

Inmate Complaints: Within ten calendar days from knowledge or assignment of the complaint (CDM 5-12/000.00, Revision #81). NOTE: A TDM will not be generated for inmate complaints unless they are received from outside TTCF or are have some significance associated with them.

Referred Complaints: These type of inmate complaints are due within ten calendar days from the receipt of the complaint.

Employee Injury Reports: The complete Injury Investigation package shall be submitted within three days of knowledge of the injury/illness (MPP 3-02/040.05).

Performance Evaluations: Ratings of efficiency of performance shall be made for permanent employees at least once each year beginning and ending on their current item anniversary dates, and for recurrent employees at the close of each seasonal work period (MPP 3-02/090.00). NOTE: A TDM will not be generated for performance evaluations, except in special circumstances.

WCSCR Packages: Within fifteen calendar days of the date the WCSCR form is assigned by the Operations Office.

Unit Level Investigations: Within forty calendar days of assignment by the Unit Commander, in conjunction with the mandates referenced in the Administrative Investigations Handbook.

Miscellaneous Projects: As determined by the Unit Commander/Operations Office.

• 4-01-300 Deferred Reports

PURPOSE OF ORDER:

To establish procedures for the deferring of report.

SCOPE OF ORDER:

This order shall apply to all personnel assigned and/or working in any capacity at Twin Towers Correctional Facility (TTCF).

ORDER:

When any of the following criteria apply to the report being considered for deferment, the report shall be completed before the employee goes home unless otherwise directed by the Watch Commander.

- The report would be critical to the follow-up investigation and the inmate's release is imminent, or his next court date is within 48 hours.
- The employee will be off for a period exceeding 48 hours.
- A noteworthy person is listed as the victim or suspect.
- The report will be assigned to a unit outside of Custody Division.
- The incident provided workable information which requires follow-up prior to the employee's return to work.
- A Deputy or Custody Assistant is listed as a victim or suspect.

The Watch Sergeant shall be the only person to approve the deferment of a report, and shall be notified prior to the end of the employee's shift of such a request. The Watch Sergeant shall determine if any of the above criteria apply to the report in question. Another option to consider before deferment, is to ask the on-coming shift to conduct follow-up inquiries/investigations and to write the appropriate supplementary reports.

The following reports shall not be deferred:

- Inmate Injury Report
- Behavioral Observation Report
- Special Handling Card

Once the report is cleared for deferment, the employee shall:

- Print the required information in the Deferred Report Log and present it to the Watch Sergeant who shall

affix his name.

- Fill in the face page of the report, complete with an URN and Unit Reference Number, and write "DEFERRED" in the upper right corner.
- Copy the completed face page and retain the original for completion. The copy will be submitted to the Watch Sergeant for attachment to the Deferred Report Log for reference.
- Complete the deferred report as soon as possible on the next shift worked and have it approved by the Floor or Watch Sergeant.
- Ensure that the deferred report is cleared from the Deferred Report Log.
- Notify the Watch Sergeant if there is a compelling, substantial reason why the report cannot be completed on schedule. No report shall be deferred longer than 48 hours.

NOTE: Watch Sergeant's shall follow up on all incomplete deferred log entries. The Watch Sergeant shall determine the proper course of action to ensure the completion of the report.

• 4-08-010 Court Orders

PURPOSE OF ORDER:

To establish procedures for processing court orders received at Twin Towers Correctional Facility (TTCF).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

ORDER:

Subpoenas duces tecum (wherein the Department or TTCF has been directed to provide documents, books, records, etc.) and court orders regarding TTCF inmates shall be forwarded to the TTCF Legal Unit for verification, execution and disposition. Court orders for court appearance by personnel shall be forwarded to the TTCF Operations Sergeant.

When an inmate presents TTCF staff with a court order, personnel shall immediately forward a copy of the court order to the TTCF Legal Unit for processing. If the Legal Unit is closed and the court order is of an exigent nature, the handling deputy shall forward the order to the on-duty watch commander who shall forward a copy of the order to the Legal Unit with the disposition (or action taken) duly noted on the order.

When an attorney, or other professional, presents TTCF Visiting staff with a court order, the deputy personnel shall immediately notify the Visiting bonus deputy, who shall forward a copy of the court order to the TTCF Legal Unit for verification, logging, and processing. If the Visiting bonus deputy is not available and the court order is of an exigent nature, the handling deputy shall forward the order to the on-duty watch commander, who shall forward a copy of the order to the Legal Unit with the disposition (or action taken) duly noted on the order.

The Legal Unit staff shall be responsible for entering all court orders in the Court Order Logbook maintained in the computer. The logbook can be reviewed by the watch commander through the computer. The Legal Unit

staff shall determine which module or unit should execute the court order, then forward a copy of the court order to the appropriate handling officer.

The Legal Unit staff shall forward a copy of unusual court orders, or those which substantially deviate from established departmental or facility policy or procedures, to the Unit Commander for disposition. A court order may be valid whether or not it bears a court seal. When the validity of a court order is suspect, the Legal Unit shall contact the Court for verification.

Once a court order has been completed, the handling officer shall write the following on the court order: name, employee number, date and time of completion. The handling officer shall then return the court order to the Legal Unit staff, who shall indicate the completion of the order in the Court Order Logbook and file it in the court order file.

Court orders for Medical Services and the Department of Mental Health are generally sent directly to the appropriate unit. In the event the Legal Unit receives an original court order for Medical Services or the Department of Mental Health it will be faxed to the appropriate unit. The fax log will serve as a receipt for the court order being sent to the appropriate unit.

The Legal Unit staff shall log, to acknowledge receipt, all court orders pertaining to medical issues (including, but not limited to, diet, physical welfare, health, appointed examination by physician) and then forward them to Medical Services. These court orders shall be handled and maintained by Medical Services to their conclusion and are not to be returned to the Legal Unit.

The Legal Unit staff shall log, to acknowledge receipt, all court orders pertaining to mental health issues and then forward them to the Department of Mental Health. These court orders shall be handled and maintained by the TTCF Department of Mental Health to their conclusion and are not to be returned to the Legal Unit.

All subpoenas duces tecum (SDT) shall be entered in a separate logbook. The Legal Deputy shall follow the guidelines set forth in the Manual of Policy and Procedures, section 5-07/240.00. The operations lieutenant shall review the SDT Logbook on a regular basis to ensure that all court orders are being completed in a timely manner.

The Legal Unit staff shall review the Court Order Logbook on a regular basis to ensure that all court orders are being completed in a timely manner. The operations lieutenant shall be responsible for auditing the Court Order Logbook on a regular basis.

Per Custody Division Manual section 4-13/000.00, Retention of Records, TTCF court orders shall be retained for a period of two (2) years.

• 4-08-300 American Civil Liberties Union Inquiry Log

PURPOSE OF ORDER:

To establish documentation procedures for American Civil Liberties Union (A.C.L.U) Inquiries.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to the Twin Towers Correctional Facility (TTCF).

ORDER:

All A.C.L.U. inquiries, other than Title 15 or Rutherford issues, shall be directed to the Unit Commander or his designee. Title 15 or Rutherford related issue inquiries shall be directed to the Custody Management Specialist.

The A.C.L.U. may initiate an inquiry by telephone, through an attorney or by submitting a written document. When an A.C.L.U. inquiry is received, a Custody Division A.C.L.U. Log form shall be completed. These forms are available in the Administration Office and Facility Control and shall be completed in ink. When written A.C.L.U. inquiries are received, the person accepting the correspondence shall follow the procedures for the Custody A.C.L.U. Log form distribution.

The Unit Commander shall be notified of all A.C.L.U. inquiries and his notification shall be documented on the form.

The form shall be dated at the top right-hand corner, checked for accuracy and promptly distributed as follows:

- One copy to the Area Commander
- One copy to the Unit Commander
- One to the Custody Management Specialist
- The original copy shall be placed in the Unit file titled "A.C.L.U. Inquiry" in chronological order and retained for two years from the filing date
- Custody Division Headquarters maintains a permanent file of all A.C.L.U. inquiries

The A.C.L.U. may interview inmates that they identify by name and booking number. These interviews shall take place in the attorney visiting station in each module.

• **4-08-310 Facility Log**

PURPOSE OF ORDER:

To establish the procedures for the facility log.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Twin Towers Correctional Facility (TTCF).

ORDER:

The Facility Log is a chronological account of all the day's events. The log shall start at 0000 hours and continues for the next 24 hours. The Facility Control Bonus Deputy is responsible for the preparation and accuracy of the log. The facility log shall be typed on computer or completed in ink if the computer is down.

Routine Entries

The following is a list of routine entries that shall appear on the facility log:

- Shift on/off duty,
- Clearing of keys and radios,
- Changing of CCTV tapes,
- Opening and closing of visiting,
- Inmate count,
- Perimeter patrol check,
- LCMC transportation,
- IM meal inspection by Watch Commander,
- URN Issuance,
- Inmate Disturbances.

Significant Entries

- Facility inspections,
- Dignitaries,
- Emergencies,
- Inmate medical emergencies,
- Emergency equipment inspections,
- Emergency maintenance repairs and requests,
- Any drills,
- Major searches,
- Employee injuries,
- Tours,
- Press inquires,
- Significant inmate injuries (routine inmate injuries do not need to be logged),
- Trouble alarms.

The Facility Log may also contain any information that the Captain or Watch Commander requests to be placed on the log.

Prior to the end of Early Morning (E.M.) shift the Facility Control Bonus Deputy shall print a copy of the log and present it to the Watch Sergeant and Watch Commander. The E.M. Watch Commander of shall review and sign a printed copy of the log for the last 24 hours prior to submission to administration each morning.

Prior to filing, the Operations Lieutenant and Captain shall review and sign the Facility Log each day.

• **4-08-330 Uniform Report Number**

PURPOSE OF ORDER:

To establish the procedures and to accurately classify and compile statistical information the following guidelines regarding Uniform Report Numbers (URN).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility (TTCF).

ORDER:

All URN's and Reference Numbers originate from Facility Control and are obtained via the Los Angeles Regional Crime Information System (LARCIS) and Custody Automated Reporting and Tracking System (CARTs). URN's are required on all occurrences involving crime or injury.

In the event an URN is assigned and later canceled, it is imperative that the Facility Control be notified and a Supplemental Report (detailing the changes) be submitted with the original report. As stated in MPP 4-01/020.40, Supplemental Reports: This report shall be used when there is a change in the reporting district number, the statistical code number or any change in any other element of the URN. Once a Supplemental Report has been submitted changing the URN, the new URN shall be used on subsequent reports.

NOTE: All personnel obtaining an URN shall also obtain a Reference Number. Refer to TTCF Unit Order #4-08-340, Reference Number.

All URNs shall be recorded in the Facility Log by the Facility Control Bonus Deputy. Refer to TTCF Unit Order #4-08-310, Facility Log.

• **4-08-340 Reference Number**

PURPOSE OF ORDER:

Reference Numbers are key to data consistency and integrity. The following guidelines shall be adhered to in order to accurately track all reports at Twin Towers Correctional Facility (TTCF).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

ORDER:

Unit Reference Numbers shall be issued by Facility Control personnel and recorded with all identifying data for each number on the Unit Reference Number Log. Unit Reference numbers shall be used to identify occurrences within TTCF with the exception of the Watch Commanders Service Comment Form.

Unit Reference Numbers only are required on the following:

- Inmate Incident Reports(Administrative Offenses)
- Inmate Complaints
- Mental Observation & Psychiatric Referral
- Restraint Memo
- Use of Force Allegation Memo
- Physical Contact Memo

If a crime or injury is involved, a Unit Reference Number and an Uniform Report Number (URN) are required.

All personnel requesting a Unit Reference Number shall provide Facility Control personnel the following information:

Name(s) of the inmate(s) involved:

- Booking number(s)
- Number of Injuries/Incidents
- Type of Incident and Location
- Handling Deputy/Officer, Shift & Employee Number
- Notification of a Force Package

The original copy of the Unit Reference Number Log is maintained in the TTCF Administration Office by the Stat Coordinator. A copy of the Unit Reference Number Log is also maintained in the Watch Sergeant's office. It is the responsibility of the Stat Coordinator to keep the log book current.

The following is the format for the Reference Number(s): Reporting District; Date (199XMMDD); Sequence Number. Example below:

<u>REPORTING DISTRICT</u>		<u>DATE</u>		<u>SEQUENCE NUMBER</u>
5800	-	YYYY-MMDD	-	XXX

• 4-08-350 Uniform Daily Activity Log

PURPOSE OF ORDER:

The Uniform Daily Activity Log (UDAL) was designed to document and ensure Title 15 compliance. The following system has been established for the use of the Uniform Daily Activity Log, and to provide information on the type of entries that should be made.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility (TTCF).

ORDER:

All entries into the UDAL shall be done in black ink. All line personnel including the control booth officer and supervisory staff, having oversight for the housing area, and for the inmates contained therein, are responsible for making complete and legible entries in the UDAL, throughout the shift, as follows:

Side I

Facility: Enter TTCF.

Location: Enter the module where you are working.

Date: Enter the numerical month/day/year.

Day: Enter the day of the week.

Capacity: Record the mandated capacity of the housing area. (Mandated capacity is the capacity set by Rutherford v. Block and/or agreed upon by the ACLU.)

Vacant: Record the number of vacant beds at shift count.

B/O Beds: Record the number of unusable beds due to a physical problem of the bed or cell.

Non-Bunk Sleepers: Record the number of inmates in the housing area without a bunk, and only having a mattress.

Staff Assigned: Record shift sergeant and bonus deputy's name.

Area Security Check: Record the time and name of the person conducting the security check of the module including, but not limited to doors, locks, outdoor recreation areas, windows, etc. These checks shall be recorded **twice per shift**.

Facility Counts: Record the time and number of inmates housed in the module, three times per shift.

Clothing Exchange: Record the time clothing exchange occurs on the day it occurs.

Staff Stations: Personnel must inspect the listed equipment and record the status.

Working Condition: Circle the status which applies for each area at the beginning of each shift.

Describe Problem/Deficiencies: If "NO" or "POOR" is circled, record why. If problem continues without resolution, continue to record the actual problem. **Do not** write "see previous page".

Action Taken: Record action taken to correct the problem, e.g., notified Facility Control or Facility Maintenance. Place a large "W" near the time column to indicate a work order has been submitted.

Inmate Activities: Record the start and end times of inmate activities. These areas are **not** shift specific. Refer to TTCF Unit Order #5-23-010, Inmate Exercise and Recreation for further detail regarding outdoor recreation.

Pill Call: Record, in real time, the start time of pill calls during the shift.

Sick Call: Record the start time, end time, and number of inmates attending sick call.

Doctor's/Dentist's Visit: Record the number of inmates who see the doctor or dentist during the shift.

Psychological Evaluation: Record the number of inmates receiving a psychological evaluation during the shift. This includes "one on one" evaluations conducted on the floor along with facility passes.

Medical Events: Record all medical events that occur during the shift. Include the name of the inmate, the booking number, time of occurrence, the nature of the problem and the **disposition**. All inmate injury reports shall be documented in this section, including file number and URN.

Inmate Visiting: Record the number of inmate visits during the shift.

Attorney Visits: Record the number of attorney visits during the shift.

Side II

Searches/Notable

Incidents/Movement: Record any search of cells, pods, and modules. Record the movement of inmates into and out of the housing location including the inmate's last name and booking number. Record notable information and/or significant incidents. Record hot water and vending and any facility drills or lock-downs.

Safety Checks: All inmates in our custody shall be visually checked at least once each hour to ensure their safety and welfare. A safety check consists of walking through the module and observing each inmate. Record all hourly walk-through safety checks in real time. Only personnel who actually conduct the safety check shall sign as completing that check. Refer to CDM 4-08/015.05, Inmate Safety Checks.

High observation and suicide risk inmates require two checks every half hour or more as directed by the mental health staff. A hand held electronic safety check system (Watchman System) is utilized for these checks on the 6th and 7th floors of Tower I and Module 232 of Tower II.

Unit Specific Information: List unit-specific information not specifically requested on the UDAL, e.g., status of video camera and equipment, male inmates shaving (mental health floors), missing contents of suicide and first aid kits, missing turn-out gear, inmate hair cuts, GED testing, Talk Program, Module 272- number of inmates out on outside work crews.

Supervisory Review: Shift sergeant and bonus deputy signatures, employee numbers, and times of signature signifying that the UDAL **has been correctly and completely** filled out during the shift.

Watch Commander: Watch commander signature and employee number signifying the watch commander's review of the UDAL.

Inmate Complaint P/U: Name of sergeant and the time of pick up of the Inmate Complaints from the housing area

Line Bonus Deputy

Each line bonus deputy shall visit each housing area(s) under their supervision not less than twice per shift, to review and audit the UDAL, checking for accuracy and completeness of the **previous** days entries for his current shift. The bonus deputy shall be aware of entries involving security issues, cleanliness, and compliance with Title 15 standards. Any place on the UDAL missing information shall be circled/highlighted and the person responsible notified to supply the necessary information. All supervisors shall be responsible for taking positive corrective action and providing necessary training when errors or omissions occur in the UDAL. The bonus deputy shall note the date and time of the visit in the appropriate supervisory review area for the date they reviewed, and sign the log with his first initial, last name and employee number.

Line Sergeant

Each line sergeant shall visit each housing area(s) under their supervision not less than twice per shift, to review and audit the UDAL, checking for accuracy and completeness of the **previous** days entries for his current shift. The sergeant shall be aware of entries involving security issues, cleanliness, and compliance with Title 15 standards. Any place on the UDAL missing information shall be circled/highlighted and the person responsible notified to supply the necessary information. All supervisors shall be responsible for taking positive corrective action and providing necessary training when errors or omissions occur in the UDAL. The sergeant shall note the date and time of the visit in the appropriate supervisory review area for the date they reviewed, and sign the log with his first initial, last name and employee number.

Watch Commander

Each watch commander shall, on a random basis, review the UDAL in each housing area under their command at least one time per week, to review and audit the UDAL, checking for accuracy and completeness of the previous days entries for his current shift. The watch commander shall be aware of entries involving security issues, cleanliness, and compliance with Title 15 standards. Any place on the UDAL missing information shall be circled/highlighted and the person responsible notified to supply the necessary information. All supervisors shall be responsible for taking positive corrective action and providing necessary training when errors or omissions occur in the UDAL. The watch commander shall document this review by noting the date and time and signing the log with his first initial, last name and employee number in the watch commander review area. In addition to signing the UDAL, the watch commander shall also document the review in the "Watch Commander's Shift Summary" log.

Retention of the Uniform Daily Activity Log (UDAL)

All Uniform Daily Activity Logs shall be maintained at the facility for a period of five years. Uniform Daily Activity Logs shall be considered a legal document and are subject to court subpoena. Falsification of log entries will not be tolerated.

The Title 15 Lieutenant shall review the UDAL's monthly and report completeness. He shall also cause training of staff to correct remissness.

• **4-13-300 Document Control and Record Retention**

PURPOSE OF ORDER:

To establish procedures for security and accountability of all records, reports, requests, manuals, etc., at Twin Towers Correctional Facility.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Twin Towers Correctional Facility.

ORDER:

The operations lieutenant or designee shall be responsible for the Administrative Office and document control. He shall ensure that all records, reports, requests, manuals, etc., are maintained in a secure environment.

The Administration Office is hereby declared the official keeper of the records for the Twin Towers Correctional Facility. All documents, files, records and reports shall be maintained for the period of time established in the Custody Division Manual. The following list of records shall be maintained in the following areas:

Administration Office

ACLU Inquiry Logs	5 yrs
Attorney/Bondsman Interview Records	2 yrs
Citations	2 yrs.
Court Refusal Videotapes	5 yrs.
Facility Count Sheets	2 yrs.
Facility Inspection Forms	3 yrs.
(Supervisory Check Off List)	
(Weekly Facility Inspection)	
Facility Logs (Incident, URN#, etc.)	5 yrs.
Inmate Complaint Forms	5 yrs.
Inmate Incident Reports (Major)	5 yrs.
Inmate Incident Reports (Minor)	Until Released
Inmate Injury Reports (Major)	Indefinitely

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Inmate Injury Reports (Minor)	1 yr.
Master Signature Lists and e-mail	2 yrs.
Tracking Logs for CDM additions or revisions	
Mental Observation Reports	5 yrs.
Monthly Statistical Reports	1 yr.
Pass-On Logs	5 yrs.
Strip Search Authorization Records	2 yrs.
Tactical Inventory	2 yrs.
Transmittals	30 days
Truck and Helicopter Logs	5 yrs.
Visiting Slips	3 yrs.

Inmate Programs Office

Uniform Daily Activity Logs (UDAL)	5 yrs.
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Prisoner Personnel Office

Behavioral Observation and Psychiatric Referral Sheets	5 yrs.
Inmate Worker Packets (CCHRS, AJIS, JDIC, Transfer Lists)	30 days

Mental Health Movement Lists	5 yrs.
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Special Handling Cards	7 yrs.
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Legal Unit

Court Orders	2 yrs.
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Subpoena Duces Tecum	2 yrs.
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Transfer Center

Inmate Transfer Cards	1 week
Inmate Transfer Lists	30 days
Inmate Inventory Lists	30 days
Release Passes	30 days

Training Office

Recurrent Briefings	2 yrs.
Training Records	2 yrs.

Logistics Office

Fire Equipment Inspection Forms	3 yrs.
Requisitions	2 yrs.

When any document is removed from the facility file, a "locator card" shall be inserted in its place. The "locator card" shall note the name of the employee removing the file and where the file is going.

Access to facility documents shall be restricted to those employees whose duties require access. Actual removal and refiling shall be performed by designated clerical staff. The operations lieutenant or designee shall periodically inspect the control and security system to ensure compliance.
