

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,

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- 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 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.
