

City of St. Louis Department of Public Safety/Division of Corrections
POLICY & PROCEDURES

CHAPTER:	3	Institutional Operations	3.1.19
SECTION:	1	Security and Control	EFFECTIVE DATE: 8 / 5 / 2020
SUBJECT:	19	FACILITY LOGS	
STANDARDS: ACA – 4 – ALDF: 2A-11, 7D-22			
APPROVED: _____			REVIEW DATE: 8 / 5 / 20
Dale Glass COMMISSIONER OF CORRECTIONS			REVISION DATE 8 / 11 / 20
Rescinds: 3.1.19 dated 1/24/13 Cancel:			

I. POLICY

It is the policy of the St. Louis City Division of Corrections to maintain complete jail management system that includes electronic and manual record keeping processes that documents operational activity and events in each facility.

II. RESPONSIBILITIES

All Division of Corrections employees, contracted staff and volunteers are responsible for adhering to the following procedures.

III. DEFINITIONS

Electronic Record Keeping System: The concepts, personnel, and supporting technology for the collection, organization, recording and delivery of information for daily facility operations.

IJMS: Automated system that tracks admitted and pre-admitted inmates; collects, organizes and stores standard information and demand information. The application documents the activities on inmates within the Division of Corrections, including classification, cell history, incident reports, demographic information, personal property information, grievance reports, medical and social service history, chronological notes, and program participation. The system includes medical module.

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IV. PROCEDURES

A. General Information

1. Correctional employees are required to make electronic and manual log entries and prepare reports that record routine information, emergency situations, and unusual occurrences. (See policy #: 3.1.30: Incident Reporting).
2. Each work unit is required to document and maintain record of operational activities to which they are responsible for and to which official record keeping is required, in accordance with applicable federal, state or local statutes.
3. Falsification of information in a log entry is a serious infraction and will result in a hearing review including and up to termination.
4. Employees, contractors and volunteers are informed and will acknowledge in writing, that the Divisional logs are protected from unauthorized access and dissemination. (See policy # 1.1.22: Computers and Communication Resources).
5. Information from log entries relevant to routine job operations would be made accessible to employees as appropriate.
6. In the event of power failure, employees are required to keep manual log entries and complete the entries electronically when power is restored. In the event power is not restored by the end of tour of duty, the Area Supervisor will turn-in the manual log entries to the Shift Supervisor who files the record. The employee will make entries electronically the first opportunity. The Shift Supervisor/Area Supervisor will ensure that all entries turned in are electronically filed.

B. Electronic/Manual Record Keeping

1. Subject to system availability, employees will access the entry log in the IJMS and electronically document activities and events of the day in the IJMS event log.
2. The log entries will be accurate and concise, and indicate the full legal name of the person making the entry. The employee will spell check the electronic entries for accuracy.
3. If the IJMS is unavailable, manual permanent logs will be used to provide documentation of all routine information, emergency situations, unusual/extraordinary events, and inventory control.
4. Manual log entries will be accurate, concise, and indicate dates and times as well

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- as the full legal name of the person making the entry. The employee will ensure proper spelling for entry accuracy.
5. Manual entries will be made in sequential order on a shift-by-shift, hour to hour, day to day basis that reflect the activities of the post or other areas and any emergency situations, unusual incidents, and other information regarding inmates and activities on the post.
 6. Manual log entries will be in black ink unless otherwise indicated in the post order. Count recalls and emergencies entries will be in red ink. Manual log entries will be electronically stored as soon as possible.
 7. All electronic or manual record entries will be made at the time of event occurrence, or close to the time of the actual occurrence, or as soon as possible but no later than the end of tour of duty by the staff involved. All entries will include full legal names of individuals referenced in the occurring events; i.e., full name of inmate, reference number and housing unit; full name of an officer escorting an inmate, etc.
 8. Unit heads and Supervisors are required to review, for accuracy, the electronic log entries made in the IJMS event Log and other systems entries as appropriate.
 9. Extraneous markings such as ditto marks in these Logs and log entries are prohibited.
 10. Log entries will be made in a consecutive fashion, with every line and column completed when applicable. If an entry is made out of sequence an explanation will follow.
 11. Log entries will be complete and concise, of the following subject areas:
 - a. Personnel on duty,
 - b. Inmate population and counts,
 - c. Shift activities,
 - d. All entrance and gate traffic, and
 - e. Any unusual occurrences,
 12. Errors will be corrected in the following manner:
 - a. Drawing a single line through the incorrect entry, initialing and dating.
 - b. Entering the correct entry on the next available line.

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- c. No white-out (liquid paper) will be used.
 - d. No Erasures will be used
13. The Correctional Officer or employee in charge of the post will date and sign the manual log entries at the beginning and end of the shift.

C. Log Retention

- 1. When manual log book is full, the unit head/Area Supervisor will forward it to the Chief of Security. The Chief of Security will indicate the inclusive dates on the spine of the log book and forward it to the designated Record Room for storage.
- 2. All logs will be retained in accordance with applicable federal, state or local statutes.