


DEPARTMENT OF CORRECTION 	COMMUNITY CORRECTIONS DIVISION Community Work Centers	DIRECTIVE NUMBER: 105.04.03.002	PAGE NUMBER: 1 of 2
		SUBJECT: Logs And Shift Reports	Reviewed: 06-2002 Revised: 10-28-02

01.00.00. POLICY OF THE DEPARTMENT

It is the policy of the Board of Correction that divisions of the Department of Correction establish standard notification and reporting procedures of major incidents in order to facilitate improved communication, management and research.

01.01.00. Purpose

Appropriate staff shall maintain chronological records and/or logs concerning offender or facility activities and information.

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03.00.00. REFERENCES

American Correctional Association (ACA) Performance-Based Standards 4-ACRS-2A-03, 4-ACRS-2A-04, 4-ACRS-2A-05 and 4-ACRS-2A-09.

Department Policy 105, Reporting Of Major Incidents.

IDAPA 06.01.01, Rules Of The Board Of Correction, Section 105, Victim Notifications.

04.00.00. DEFINITIONS

05.00.00. PROCEDURE

The employment development coordinator and psychological rehabilitation specialist shall maintain a chronological written record of their activities and communication with each offender. This chronology shall become part of the offender's permanent record.

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The correctional officer with control center duties shall maintain a shift log and prepare a shift summary report that captures routine information, emergency situations, and unusual incidents that occurred in the facility.

Administrator, Operations Division

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