

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 303.00

EFFECTIVE DATE: 31 July 2024

SUBJECT: SHIFT LOGS

POLICY DIRECTIVE

PURPOSE:

To provide policy and procedure that require correctional staff to maintain a permanent log and prepare shift reports that record routine information, emergency situation, and unusual incidents. ensure consistent guidelines and procedures for the use of permanent daily shift logs.

REFERENCE:

ACA Expected Practices 5-ACI-3A-09, 5-ALDF-2A-10, 3-JDF-3A-09, 4-JCF-2A-10, and 2-CO-3A-01.

RESPONSIBILITY:

Superintendents of Bureau of Juvenile Services (BJS) and Bureau of Community Corrections (BCC) residential facilities are responsible for enacting Operational Procedures to ensure compliance with this Policy Directive.

Superintendents of all facilities are responsible for ensuring the requirements of this Policy Directive are included in applicable Post Orders.

CANCELLATION:

Any previous written instruction on the subject including DCR Policy Directive 303.00, dated 08 March 2021.

APPLICABILITY:

All facilities within the Division of Corrections and Rehabilitation (DCR). This Policy is available for general distribution.

DEFINITIONS:

None.

POLICY:

- I. Adequate supervision of adult inmates and juvenile residents requires a formal written reporting system. Correctional staff in each housing unit will maintain detailed records of pertinent information regarding individual inmates/residents and groups of inmates/residents on each shift.
 - A. All DCR facilities shall require correctional staff to maintain a permanent log and record routine information, emergency situations, and unusual incidents.
 - B. In all adult facilities, logs will be handwritten in permanent log books with pages that cannot be removed (i.e., not loose leaf paper).
 - C. Juvenile residential facilities shall continue to maintain logs in the Offender Information System (OIS).
- II. Bureau of Prisons and Jails (BPJ) facilities will maintain a list by name and OID number of all inmates in a housing unit/section/area; the list will be updated at least once per day and kept in each housing unit/section/area.
 - A. BPJ facilities shall log individual inmates (by name and OID number) in and out of the facility, and in and out of restricted housing areas (e.g., segregation, mental health, medical, etc.).
 - B. BPJ facilities will not log inmates individually for routine movement (e.g., recreation, meals, pill call, etc.). It is appropriate to log movement by group (e.g., 20 inmates from B-pod, section 1 to recreation yard).
 - C. To ensure compliance with Policy Directive 304.00, in areas where a sign-in log is not easily accessible, patrols, inspections, security checks and staff visits by supervisory and key staff shall be logged.
 - D. BPJ will ensure logs are maintained in the following areas:
 1. Jails will maintain logbooks at least in towers, control, and booking.
 2. Prisons will maintain logbooks anywhere a Correctional Officer is normally posted.
- III. Bureau of Juvenile Services (BJS) and Bureau of Community Corrections (BCC) residential facilities will designate in their facility-specific Operational Procedures the specific posts required to maintain shift logs and the specific information to be logged.
- IV. Log entries should contain enough detail that a reader can get a clear picture of what is being documented without asking for further information.
 - A. Shift logs are discoverable for legal purposes, so the following guidelines shall be followed:

1. Only record facts, do not add emotion or personal opinions.
 2. Do not use nicknames in entries, make sure to clearly state whom the entry involves.
- B. Shift logs shall be retained for a period of five (5) years and stored in order to easily access.

ATTACHMENT(S):

None.

APPROVED SIGNATURE: *William K. Marshall III* *07/31/2024*
William K. Marshall III, Commissioner Date