
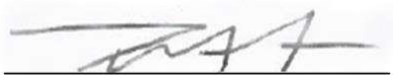


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CHAPTER 11: RECORDS		
	STATE of MAINE DEPARTMENT of CORRECTIONS Approved by Commissioner: 	PROFESSIONAL STANDARDS: See Section VIII
EFFECTIVE DATE: February 1, 2002	LATEST REVISION: June 24, 2025	CHECK ONLY IF APA []

I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A., Section 1403.

II. APPLICABILITY

All Departmental Adult Facilities

III. POLICY

It is the policy of the Department of Corrections that staff maintain accurate documentation of all scheduled and unscheduled activities occurring at each post within the facility. Logbook documentation is essential to effective record keeping practices.

IV. DEFINITIONS

1. Staff – for purposes of this policy, Department employee or a person in an adult facility providing services to an adult resident by agreement with or under contract with the Department (e.g., facility health care staff), but not including a volunteer, student intern, delivery person, etc.
2. Security staff – for purposes of this policy, corrections officer, corrections supervisor, or correctional investigative officer or other facility law enforcement officer.

V. CONTENTS

Procedure A: Logbook Documentation and Staff Responsibilities, General Guidelines
 Procedure B: Storage of Completed Logbooks

VI. ATTACHMENTS

Attachment A: [Sample Page of Post Logbook Entries](#)

VII. PROCEDURES

Procedure A: Logbook Documentation and Staff Responsibilities, General Guidelines

1. Each facility shall implement the establishment and use of logbooks. Staff responsible for making entries in logbooks shall receive training, consistent with this policy and training guidelines. All logbooks shall be bound with preprinted sequentially numbered pages and shall be titled.
2. A Post Logbook shall be used by staff assigned at each post to document scheduled and unscheduled activities and actions occurring at a post relating to routine operations, resident conduct, incidents and emergency and critical incident situations. See Sample Page of Post Logbook Entries (Attachment A). **5-ACI-3A-09 & 4-ACRS-2A-09**
3. The Post Logbook shall be located in a secure location at the workstation of the post.
4. Different colors of ink are used in Department logbooks, and each color serves a specific purpose, as described below:
 - a. black ink is used for entries, except that:
 - 1) green ink is used for:
 - a) all critical incidents (including drills), emergencies, and use of force; and
 - b) opposite gender announcements required by Policy 6.11.2, Sexual Misconduct (PREA and Maine Statutes), Prevention; and
 - 2) red ink is used for:
 - a) supervisors and staff not assigned to the post who enter and exit the area and who shall sign the logbook in red ink upon entry and exit; and
 - b) unannounced supervisor rounds referred to in Policy 6.11, Sexual Misconduct (PREA and Maine Statutes), General (the supervisor shall sign the logbook in red ink).
5. Each officer shall print their full name and sign their full name for the first entry. Every subsequent entry during the shift shall consist of initials.
6. The Post Logbooks shall include, at a minimum, the following information:
 - a. name of officer on duty at the post;
 - b. date and time of beginning of shift;
 - c. accountability for all post inventory;
 - d. results of alarm and other equipment testing, if applicable;
 - e. resident population count information (including changes and adjustments) (note whether formal or informal count – do not use abbreviations) e.g., 30 in-2 out-32 total (formal count).
 - f. all mass movements, such as chow, recreation, work crews, etc.;
 - g. time of each event for which an entry is made (indicated in military time 2400-hour format);

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- h. summarized entry of the event logged and rationale for staff action as appropriate (including who, what, where, and why, if known);
 - i. when mail was picked up (by who), delivered (by who), and handed out.
 - j. entries and exits by facility supervisors and staff not assigned to the post (supervisors and staff shall sign the logbook upon entry and exit in **Red Ink**);
 - k. unannounced supervisor PREA rounds (supervisor shall sign the logbook in **Red Ink**);
 - l. name and time of any visitor in the unit;
 - m. cell/room searches, area searches, and inspections, including results;
 - n. resident searches (clothed and unclothed), including results;
 - o. all critical incidents (including drills), emergencies, and use of force (noted in **Green Ink**);
 - p. opposite gender announcements (noted in **Green Ink**);
 - q. any problems or concerns with resident behavior, physical plant, etc.;
 - r. vehicular and pedestrian traffic through perimeter security gates and doors as applicable;
 - s. all other scheduled and unscheduled activities, events, and actions;
 - t. as required by post orders or by supervisory staff; and
 - u. date and time of end of shift.
2. When a late entry is made, it shall be entered on the next available line of the logbook and shall include both the time of the entry and the time of the event. It shall be identified by the notation "L.E." or "Late Entry."
 7. Correction fluids such as 'white-out' shall not be used in logbooks. All corrections to logbook entries must be made as follows:
 - a. striking through the entry with a single solid line, and signing and dating the entry; and
 - b. entering the correct information on the next available line of the log.
 8. The Shift Commander and other supervisory security staff shall review logbook documentation for completeness and accuracy when making rounds and shall document the review by making an entry in the logbook, including their signature.
 9. Entries and corrections in individual resident logbooks, such as constant watch logbooks, medical logbooks, and special needs logbooks, shall be made in the same manner as entries in Post Logbooks. Individual resident logbooks shall be secured when not in use.
 10. Entries shall be made in an individual resident logbook for each resident who is on a constant watch. The initial entry shall describe the event leading to the constant watch, including who, what, where, when, and why, as well as the placing authority and the appearance and behavior of the resident at the beginning of the watch. The last entry shall note the resident's removal from constant watch and removing authority.
 11. Each logbook shall remain at its post or otherwise be accessible to staff for two (2) weeks after the logbook is filled. The staff shall inform the appropriate security

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supervisor when a new logbook is needed. The supervisor shall make arrangements for providing a new logbook.

12. Logbooks may be copied or closed out prior to being filled only upon the authority of the Chief Administrative Officer, or designee, and such action shall be appropriately documented. When logbooks are closed out prior to being filled, a replacement logbook shall be provided.
13. Logbooks and the information contained in them shall not be released outside the Department of Corrections without prior consultation with an Assistant Attorney General assigned to the Department.

Procedure B: Storage of Completed Logbooks

1. Completed logbooks shall be maintained and stored in a secure location designated by the Chief Administrative Officer, or designee. Storage areas for logbooks shall be sufficient to protect the documents from water and fire damage and to prevent unauthorized access.
2. Stored logbooks shall be organized and filed consistent with records management procedures.
3. The logbooks shall be retained for ten (10) years, after which they shall be disposed of by being shredded at the facility, being placed in a secure shredding bin for disposal by an authorized contractor, or being burned at a departmental facility.

VIII. PROFESSIONAL STANDARDS

ACA

- 5-ACI-3A-09** **Written policy, procedure, and practice require that correctional staff maintain a permanent log and prepare shift reports that record routine information, emergency situations, and unusual incidents.**
- 4-ACRS-2A-09** **Information about routine operations and unusual incidents that occur at all locations in the facility are consistently recorded.**
- (a) Offender careworker staff maintains a permanent log.
- (b) Offender careworker staff prepares shift reports.

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