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CHAPTER 11: RECORDS		
	STATE of MAINE DEPARTMENT OF CORRECTIONS Approved by Commissioner: 	PROFESSIONAL STANDARDS: See Section VII
EFFECTIVE DATE: February 1, 2002	LATEST REVISION: January 17, 2017	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. CONTENTS

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

V. ATTACHMENTS

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

VI. 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 procedures 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, prisoner conduct, incidents and emergency and critical incident situations. (See Attachment A, Sample Page of Post Logbook entries).
3. The Post Logbook shall be located in a secure location at the workstation of the post.
4. Post Logbooks shall include, at a minimum, the following information:
 - a. personnel on duty at the post;
 - b. date and shift;
 - c. time of each event for which an entry is made (indicated in military time 2400-hour format);
 - d. summarized entry of the event logged and rationale for staff action as appropriate (including who, what, where, and why, if known) and signature/initials of staff making the entry. All staff shall print their name and sign their first entry in the logbook and shall initial all additional entries.
 - e. accountability for all post inventory;
 - f. results of alarm and other equipment testing;
 - g. prisoner population count information (including changes and adjustments);
 - h. vehicular and pedestrian traffic through perimeter security gates and doors as appropriate;
 - i. supervisors and staff not assigned to the post shall sign the logbook, in red ink, upon entering and exiting the area;
 - j. results of fire drills, inspections, shakedowns;
 - k. all critical incidents, emergencies, and use of force, shall be noted in green ink;
 - l. all other scheduled and unscheduled activities and actions; and
 - m. other information as required by post orders or by supervisory staff.
5. All manual entries shall be legible and made in black ink only, except as set out above. 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."
6. Correction fluids such as 'white-out' shall not be used in logbooks. All corrections to manual 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.

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7. The Shift Commander and other supervisory security staff shall review logbook documentation for completeness and accuracy when making rounds.
8. Entries and corrections in individual prisoner 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 prisoner logbooks shall be secured when not in use.
9. Entries shall be made in an individual prisoner logbook for each prisoner who is on a constant watch. The initial entry shall describe the event leading to the constant watch, including who, what, where, and why, as well as the placing authority and the appearance and behavior of the prisoner at the beginning of the watch. The last entry shall note the prisoner's removal from constant watch and removing authority.
10. 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 supervisor when a new logbook is needed. The supervisor shall make arrangements for providing a new logbook. 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.
11. 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.

VII. PROFESSIONAL STANDARDS

ACA:

ACI - 4-4183 **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.**

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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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