

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 17-12	Policy # 8.3
Applicability: { } All DJJ Staff { } Administration { } Community Services {x} Secure Facilities (RYDCs and YDCs)	Related Standards & References: ACA Standards: 4-JCF-2A-10, 3-JDF-3A-09 DJJ 5.1	
Chapter 8: SAFETY, SECURITY, AND CONTROL	Effective Date: 11/30/17	
Subject: LOGBOOKS	Scheduled Review Date: 11/30/18	
Attachments:	Replaces: 8/30/16	
None	Secure Facilities	
	APPROVED:  <hr/> Avery D. Niles, Commissioner	

I. POLICY

Each security post shall have access to a designated logbook. Staff assigned to the post shall make entries in the log regarding events affecting that post during their tour of duty. Logbooks shall be maintained in a confidential manner and shall not be shared with youth or other unauthorized persons.

II. DEFINITIONS:

Logbook: A permanently bound, hardback book with lined and numbered pages.

Reviewers: For the purposes of this policy, a facility Director, shift supervisor, Assistant Director of Programming, or Assistant Director of Security.

III. PROCEDURES

- A. The staff assigned to a post will make entries concerning significant events that occur at the post including, but not limited to:
1. Population counts;
 2. Incidents and other events that are out of the ordinary;
 3. Occurrences such as recreation periods, emergency drills;
 4. Equipment failure (work orders will also be submitted);
 5. Signing in and out of staff assigned to the post;
 6. Duties accomplished while on post (inventories, inspections, investigations, etc.); and

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7. Any change to a youth's level of observation.
- B. Shift supervisors will maintain a separate logbook. At shift change, incoming shift supervisors will review the logbook as well as be briefed by outgoing shift supervisors.
- C. All information in the logbook will be written in a legible manner in the following order: date, time, entry (if applicable), then draw a horizontal line to fill the remaining space before adding a signature at the end. Each entry will start on a new line so that no lines will be left blank in the logbook. Logbook entries will never be erased, written or scribbled over, whited out, or marked out making the original entry unreadable. Entries made in error will be lined through with a single, horizontal line, dated, and initialed.
- D. The name of the post will be permanently marked on the cover of the logbook. When the last line of a logbook is completed, it will be immediately replaced. The facility Director will retain the logbook in accordance with the Records Retention Schedule (see DJJ 5.1, Records Management). Logbooks that are included in litigation will be maintained until the litigation is resolved.
- E. The facility Director will review living units, education, and control room logbooks a minimum of five (5) times per week. Reviewers will sign the logbook, indicating his/her review in red ink.
- F. The facility Director will randomly review all other area logbooks. Reviewers will sign the logbook, indicating his/her review in red ink.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO