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Maintaining Logs	ACA Standards: 2-CO-3A-01 4-4183, 4-ACRS-2A-09		
Robert Patton, Director Oklahoma Department of Corrections		Signature on File	

Standards for Maintaining Logs

It is the policy of the Oklahoma Department of Corrections to maintain a system of records that document operational processes of each facility/district and the agency's security programs. These records are internal documents of the department and are considered confidential. (2-CO-3A-01)

I. Bound Logs

Logs will be permanently bound with sequentially numbered pages. Bound logs may be developed at the facility/district utilizing a binding system/machine. (4-4183, 4-ACRS-2A-09)

A. Establishment of Bound Logs

Bound logs will be established in the following posts/locations:

1. Shift supervisor's office (this log can be maintained in central control, but must be separate from the central control log);
2. Control Center;
3. Armory;
4. Facility/Unit Entrances;
5. Housing Units;
6. Infirmaries;
7. DOC Prisoner Public Works Project (PPWP) crew supervisors; and
8. Other locations identified by the facility head/district supervisor.

For those posts not requiring a log, a method will be established to record non-routine incidents (e.g., via shift supervisor or security control log). Such incidents will be supported with an incident report in accordance with [OP-050109](#) entitled "Reporting of Incidents."

B. Other Logs

Logs for the accountability, inventory and/or control of critical items to include, but not limited to: evidence and contraband, keys, tools, armory, caustics, toxics, flammables, cleaning supplies, kitchen utensils, medical instruments, control of syringes/sharps, as well as any other control log established at the facility/district, may be maintained either electronically or in a bound log.

C. Record Keeping

Facilities and probation and parole districts will maintain records of all routine information, emergency situations, unusual/extraordinary events, and inventory control.

1. Logs will be maintained in a sequential and continual order. Log entries will reflect the activities of the post or other areas and any emergency situations, unusual incidents, and other pertinent information regarding offenders and activities on the post. Supervisors are expected to review and sign the log when they enter an area.
2. Visitors will sign the log in areas accessible to the public. In restricted areas such as control rooms, the date, time of arrival, visitor's name, address or work location, reason for visit, and time of departure will be recorded by the appropriate staff person.

D. Log Entries

1. All log entries will be in black ink, with the date/time indicated and initialed or signed. Log entries for emergencies and count changes will be in red ink.
2. Blank lines between entries, highlighting, abbreviations, and other extraneous markings are prohibited.
3. Ditto marks are prohibited.
4. Log entries will be made in a consecutive fashion, with every line and column completed. A separate page is not required to be used for each day.
5. All log entries will be made as indicated by the log. For example, if

the log requires a signature, staff will enter a signature; initials are not acceptable. Signatures will be legible. If necessary, staff will print their name by their signature to ensure legibility.

6. Log entries will include, at a minimum, the following subject areas:
 - a. Personnel on duty/assuming duty;
 - b. Offender population and counts;
 - c. Shift activities;
 - d. All entrance and gate traffic;
 - e. Use of force or chemical agents; and
 - f. Any unusual occurrences.
7. Erasures will not be made.
8. The use of liquid paper or correction tape is prohibited.
9. Errors will be corrected by drawing a single line through the incorrect entry, initialing and dating; then entering the correct entry on the next available line.
10. Offenders will not have access to any log.
11. The correctional officer or employee in charge of the post will date and sign the log at the beginning of the shift and at the end of the shift and identify any equipment/keys assumed with the post. A log entry will also be made on the top line of each page, reflecting the date and shift.
12. Staff responsible for logs used to account for inventory and control of critical items, as noted in Section I. item B. of this procedure, will date and sign the log at the beginning and end of each shift, acknowledging accuracy and control of the inventory. Logs used for the accountability of tools require the supervisor conducting the inventory to make a notation at the end of each work day indicating, "All tools are accounted for."

E. Log Retention

1. All logs documenting contraband, evidence, and events under court order or scrutiny will be stored in a secure area in accordance with [OP-040109](#) entitled "Control of Contraband and Physical Evidence." These logs will be maintained for a minimum of three years and then may be submitted on proper documentation

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requesting destruction in accordance with Department of Libraries management schedule and [OP-020202](#) entitled "Management of Office Records", provided no legal action is pending. If legal action is pending, the material may be destroyed two years after exhaustion of all legal remedies, provided all records meet all other stipulated requirements.

2. All other logs will be stored for a minimum of three years after which time they will be submitted on proper documentation requesting destruction in accordance with the Oklahoma Department of Libraries management schedule and in accordance with [OP-020202](#) entitled "Management of Offender Records."

II. References

Policy Statement No. P-040100 entitled "Security Standards for the Oklahoma Department of Corrections"

OP-020202 entitled "Management of Office Records"

OP-040109 entitled "Control of Contraband and Physical Evidence"

OP-050109 entitled "Reporting of Incidents"

III. Action

The facility head/district supervisor is responsible for compliance with this procedure.

The associate director of Field Operations is responsible for the annual review and revisions.

Any exception to this procedure will require prior written approval from the director.

This procedure is effective as indicated.

Replaced: Operations Memorandum OP-040103 entitled "Standards for Maintaining Logs" dated March 27, 2014

Distribution: Policy and Operations Manual
Department Website