

	<b>MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES</b>	
	<b>Subject</b>  <b>SHIFT LOGS AND HARDBOUND LOGBOOKS</b>	<b>Policy Number</b> <b>DB-2</b> <b>Effective Date</b> <b>04-03-24</b>
<b>Related Information</b> DF-1, <i>Inmate Classification</i> DI-2, <i>Administrative Restrictive Housing</i> DI-3, <i>Restrictive Housing Operation</i> DI-4, <i>Special Management Review Committee</i> DJ-2, <i>Inmate Disciplinary Procedures</i>	<b>Supersedes</b>  DB-2 (02-05-20)	

## PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures for the use of the electronic Shift Logs and Hardbound Logbooks by detention personnel, which are used at various duty areas and locations within Office custody facilities.

## POLICY

It is the policy of the Office to maintain records regarding daily operations, incidents, or activities that occur within each Office custody facility.

## DEFINITIONS

***Hardbound Logbook:*** A hardbound logbook using consecutively numbered pages to record information concerning the daily operations, incidents, or activities in a specific duty area or location, usually in a custody facility. A hardbound logbook is normally used in areas that do not have access to SHIELD or as a backup log when SHIELD is down.

***Restrictive Housing:*** Any type of detention that involves: removal from the general inmate population, whether voluntary or involuntary; placement in a locked room or cell, whether alone or with another inmate; and the inability to leave the room or cell for the vast majority of the day, typically 22 hours or more.

***Sheriff's Inmate Electronic Data (SHIELD):*** An Office jail management system containing information about individuals who are, or have been, incarcerated or booked into an MCSO jail facility. Information is entered in this database when an individual is booked and updated throughout the term of incarceration. This includes but is not limited to: inmate charges; holds; court dispositions; bond and fine amounts; a list of inmate's personal property at the time of booking; locker assignments; housing locations; restrictions; emergency medical information; scheduled inmate appointments; and the day-to-day operations of an Office jail facility housing unit shift logs.

***Shift Logs:*** An electronic log used to record information concerning the daily operations, incidents, or activities in a specific duty area or location, usually in an Office custody facility. It is also used to record the activities of inmates who are placed into restrictive housing for classification, disciplinary, security, psychiatric, or medical reasons.

## PROCEDURES

1. **SHIELD Shift Logs:** Sheriff's Inmate Electronic Data (SHIELD) Shift Logs are utilized in designated Office custody facilities to enter truthful, factual, and complete information regarding custody operations. Shift Log entries completed by detention personnel shall be considered legal documentation. Personnel assigned to an area where the Shift Logs are utilized shall be responsible for reviewing entries made by the previous shift and for documenting general operational entries for their shifts.
  - A. General Operational Entries: Information regarding the daily operations, incidents, or activities shall be entered into the Shift Logs. This information includes, but are not limited to, the following:
    1. Inmate population counts for the jail facility, level, or housing unit;
    2. The names and serial numbers of employees assigned to the area where the Shift Logs are utilized and the names and serial numbers of the on-duty shift supervisors;
    3. The inventory of security and safety equipment, such as Self-Contained Breathing Apparatus (SCBA), fire extinguishers, jail facility keys, flashlights, and first aid kits;
    4. The operational status and air pressure of SCBAs;
    5. Starting and ending times of routine activities such as security walks, headcounts, and perimeter checks;
    6. Details of *Incident Reports* (IR) completed by detention officers assigned to the area. The entry shall consist of a synopsis of the incident including who, what, when, where, how, and the IR number; and
    7. All noteworthy incidents and emergency situations occurring within the area to include responding personnel.
  - B. Restrictive Housing Entries: Information that reflects the activities of individual inmates who are in restrictive housing, and are normally denied 16 hours of dayroom access, shall be entered into the Shift Logs. This would include restrictive housing placements for classification, disciplinary, security, psychiatric, or medical reasons. Entries shall include, but not be limited to, the following:
    1. The inmate's name and booking number;
    2. The date, time, and reasons for the inmate's assignment to, and release from, restrictive housing;
    3. Medical or psychiatric information as relayed by or to Classification or Correctional Health Services (CHS) personnel;
    4. The inmate's acceptance or refusal of meals, medication, visitation, recreation, or a service or program, such as religious services; and
    5. Any incident in which either an IR or a *Disciplinary Action Report* (DAR) is generated. The entry shall include the IR number, if applicable, and a synopsis of the incident including who, what, when, where and how.

2. **Shift Logs Closure:** Employees responsible for Shift Logs are required to close each entry in SHIELD prior to the end of their shift.
  
3. **Shift Logs Failure:** In the event of a power outage or unexpected computer system failure, each facility using Shift Logs shall use and maintain a Hardbound Logbook to record entries, as specified in this Office Policy. When Shift Logs become available, the on-duty employee with the primary responsibility for completing Shift Log entries shall be responsible for the following entries:
  - A. If the Shift Logs are unavailable for less than 24 hours, all handwritten entries from the Hardbound Logbook shall be transferred into the Shift Logs. An initial entry shall be made in the Shift Logs indicating the reason for the late entries. A notation shall be made in the Hardbound Logbook indicating that the information was transferred into the Shift Logs.
  - B. If the Shift Logs are unavailable for more than 24 hours, an entry shall be made in the Shift Logs indicating the date and the time it became unavailable, and that all entries made during the outage can be found in the Hardbound Logbook.
  
4. **Hardbound Logbook:** Hardbound logbooks may be used in the event the electronic SHIELD application is not operable. Hardbound Logbooks shall be treated as legal documents, and all entries shall be truthful, factual, and complete. The following procedures shall be followed when using Hardbound Logbooks:
  - A. Only ballpoint pens with black ink are authorized for entering information in the Hardbound Logbooks. The inmate population counts shall be entered with the number outlined in a square or circle for ease in identification purposes;
  - B. The only entries that are permitted to be in the left margin of Hardbound Logbooks are the date and time. Time shall be indicated as military time, and shall be the actual time of the entry, not the time of occurrence;
  - C. Entries shall be printed legibly, using one line at a time. Lines shall not be skipped or left blank. The employee making the entry shall write the time of the entry, the occurring event, and sign their name with a legible serial number immediately after the last word or number of the entry. The remainder of that line shall be left blank;
  - D. A single line shall be drawn through any mistakes or incorrect words. The use of correction fluid or erasures are prohibited. Employees shall legibly write their initials and serial number next to the line drawn and continue with the entry; and
  - E. Routine activities, such as a headcount, security walk, or perimeter check, shall be documented as follows:
    1. At the commencement of the activity, the actual time of the entry shall be made in the left margin. The activity being performed shall then be entered, leaving a blank space to indicate the time of completion.

**EXAMPLE:**

**0722** | Security walk started at **0720** hours by Officer Smith A1234. Completed at \_\_\_\_.

2. Upon conclusion of the activity, the employee who initiated the entry shall enter the completion time in the blank space, followed by their name and serial number.

5. **Shift Logs and Hardbound Logbook Review:** During their assigned shift, supervisors shall review all entries made in the Shift Logs and Hardbound Logbooks to verify that proper recording procedures are being followed. Supervisors shall inform the responsible employee of any action that requires follow up, correction, or completion prior to the end of their shift. After reviewing the records, supervisors shall make an entry indicating that a review has been completed, followed by their name and serial number.