**INTEGRATED CASE MANAGEMENT SYSTEM (ICMS) AUTOMATED LOGBOOK
AND MANUAL LOGBOOK**

AUTHORITY:	Administrative Directive
	California Code of Regulations, Title 15, Section 1324 and 1328
	28 CFR Part 115, National Standards to Prevent, Detect, and Respond to Prison Rape
RESCINDS:	Procedure Manual Item 3-2-014, dated 11/15/12
	Procedure Manual Item 3-3-011, dated 12/30/11
	Procedure Manual Item 3-4-011, dated 03/22/12
	Procedure Manual Item 3-8-011, dated 04/25/11
FORMS:	Special Incident Report (F057-7018)
PURPOSE:	To establish a standard method of making Automated Logbook/Manual Logbook entries and managing the institutional population.

I.   GENERAL INFORMATION

   A.   The Automated Logbooks/Manual logbooks are a permanent record of the day-to-day operation of **each facility**. They also serve as a means of passing information concerning special problems, special instructions, and the feelings, attitudes, and modes of behavior of the **youth**. Automated Logbooks/Manual logbooks are legal documents which may be subpoenaed into court.

   B.   When not in use, lock the Automated Logbook by clicking on the padlock on the ICMS screen or keep the Manual logbooks closed on the staff desk. **Youth** are not allowed access to read them, nor are they to have excerpts read to them.

   C.   Entries are to be made in a professional manner with correct spelling and grammar. Express ideas in a clear, logical manner. Where conclusions are drawn, state the premises from which they are derived. Avoid editorializing.

   D.   Training help for the ICMS **Automated** log is available under the ███████████ ████████████████████████████████ The videos show staff how to use the various automated log functions. Staff are to use these training aides to become familiar with making entries in the ICMS Institutional log. A supervisor should also be consulted when in doubt of what or how an activity is to be noted.

   E.   The Automated Logbook will be stored indefinitely on the server. Forty eight hours of Automated Logbook information will be available in the Full View category.   However, additional data can be retrieved ███████████ █████████████████████████████████.

   F.   As Manual Logbooks are completed, the Supervising Juvenile Correctional Officer will ensure they are placed in storage located in the warehouse. New logbooks may

be obtained from the Supplies Clerk. On new Manual Logbooks, document the unit and usage dates on the front cover and spine of each new   logbook issued.

II.   PROCEDURE

A.   AUTOMATED LOGBOOKS / ICMS:

   1.   Log on to ICMS by opening the Internet Explorer program.

Internet Explorer.lnk

   2.   From the ███████████████████████████████
████████████████████.

   3.   ███.

   4.   ███
█████████████.

   5.   To log in or out of a shift, ██████████████████████. Or, if it is a ████████████████████████████████████. The system will set the staff field to the current user name, and the type of entry ████████ accordingly. The Automated Logbook will generate the time and date that you sign in/out of the unit.

All staff reporting for their shift or leaving their shift must make a log entry which includes the following in the "notes" section:

   a.   The shift hours scheduled to work

   b.   Equipment check

   c.   Equipment issued: ███████████████████████
██████████ if applicable.

   d.   Population counts.

Example: **6a-2p, EQ check complete,** ███████████████████

   6.   When leaving a unit, staff will make an automated log entry, which reflects their reason for leaving/destination. The exact time of return will also be logged.

   7.   The staff member working at the desk will keep the logs up-to-date, and make automated log entries at the time of their occurrence.

   8.   Automated logbooks will utilize ████████████████
██████ ████████████ adjustments, █████ for ██ ███████
███████████████████████████.

   9.   **During each structure, and as needed throughout the day, staff will inform the youth that persons of the opposite gender may enter the**

unit at any given time. Staff will advise the youth that they are to be fully clothed at all times and that they are to position themselves for modesty when changing their clothes or when tending to personal needs. A notation of this instruction and the name of the staff member giving the instruction will be entered into the unit log.

10. **Safety** checks must be completed and logged into the Automated Logbook **at random intervals, not to exceed** ▮▮▮▮▮ **of each other**. Make a visual check of each **youth** and log every ▮▮▮▮▮. If specific **youth** must be checked more frequently, make these entries as needed.

11. Record all disciplinary actions and consequences under the roster function and statuses category. If new notes need to be added, select the **youth's** name and the original entry and select the Add Notes button. Once they are completed, check them off by clicking on the off box.

12. Record all Special Incident Reports (SIR) in the Automated Log -Unit Activities Type: SIR. Attach the name of each **youth** that was involved in the Incident and include enough information that the next shift is sufficiently aware of the incident. In the note list the names of other Deputy Juvenile Correctional Officers who will be writing an SIR on the incident.

13. Record all court entries into the Automated Logbook. Include the case disposition in the "notes" section provided in the logbook and note any future court dates.

14. Daily mail distribution must be documented in the Logbook.

15. Document room inspection and room shakedowns. For room inspection failures and shakedowns, include the room number as well as the results.

16. Document issuing and resolved grievance forms. Include the **youth's** name, staff issuing grievance, grievance number and reason/resolution of the grievance.

17. Document all drills in the Logbook.

18. Document all unit programs and include the number of **youth** participating. If group is on split free time, list names of **youth** in group out for activity. Document that all **youth** have had the opportunity to use the phone.

19. Record Large Muscle Exercise (LME) and include the activity and where the activity is taking place (softball field, SRA-3, etc.) and the number of **youth** participating. If **a youth** declines LME, list the **youth's** name in the Automated Logbook and note that they declined. The time LME concludes must also be logged.

20. Unit Movements- Transfers and room assignments are to be documented in the Automated Log at the time the room assignment/**transfer** is completed. This entry is completed under the tab: ▮▮▮▮▮▮▮▮ by clicking on the **youth's** name and dragging the name to the room/**bed** the **youth** is being housed in.

21. Anytime a **youth** assigned to the unit is not physically in the unit/institution due to a field trip, temporary release (TR), etc., **he/ she is** to be listed in **ICMS** as a plus one and in the "Notes" section make an entry as to the whereabouts of the **youth**, i.e. Western Medical. When the **youth** returns, he/ she will come off the plus pop.

22. When the Automated Logbook system is down, start doing manual logbook entries. Once the Automated/**ICMS** system is back online, the manual logbook entries will be inputted into ICMS using the ███████████ ████████████████████████ **If not inputted by the DJCO II, it is the responsibility of the DJCO I to ensure that it gets completed**.

B.   MANUAL LOGBOOKS:

1. Make all entries in <u>black</u> ink. Exceptions will be addressed further in this Manual Item.

2. <u>Do not erase, white out or otherwise change entries.</u> If mistakes are made, draw a single line through the material to be deleted. Write "error" and your initials above the last word deleted before proceeding.

3. The person making the entry will legibly initial all entries. Keep the log up-to-date and log entries at the time of occurrence.

4. Begin each page on the <u>top</u> line, and fill each page all the way to the bottom line. Do not leave any lines blank. Use all pages before starting a new log.

5. Under no circumstances, leave blank lines to be filled in later. Make all entries in chronological order for effective record keeping. Put each entry on a separate line.

6. Sign-in and sign-out of the unit.

   All staff reporting for their shift or leaving their shift must make a log entry, which includes:

   a.   The exact time, as indicated on the unit's clock.

   b.   Full name (first and last are sufficient).

   c.   The shift hours scheduled to work/actually worked.

   d.   The date: month, day, year.

   e.   Equipment check

   f.   Equipment issued: ████████████████████████ ███████████████████████████

   g.   Population counts.

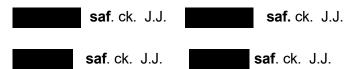   Example: 5:59 a.m. John Jones 6a-2p **12/23/XX** ████████████ ████████████████ pop. 20

7. At midnight each day, print the new day's date in the center of the next blank line in <u>red ink</u>. Lines are to be ruled all the way across the page immediately above and below the entry.
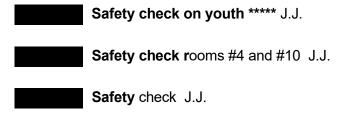
Saturday, January 26, 20**XX**

8. Special notices (emergencies/announcements must be surrounded on all four sides by a line and titled "Note."

```
 _____NOTE
 _____
 _____
 _____
 _____
 _____
 _____
 _____
 _____
```

9. Make a log entry of all Special Incident Reports, which includes the <u>full name</u> of each **youth** involved and enough information so that the next shift is sufficiently aware of the incident. Write "S.I.R." in the margin and block in the note using red ink.

10. ▮▮▮▮▮▮ **safety** checks.

 a. Make a visual check of each **youth** and log **at random intervals within** ▮▮▮▮▮▮ **of each other**. If <u>special</u> circumstances exist, make the visual checks as needed, but not to exceed every ▮▮▮▮▮ .

 b. Special circumstances (status) would be **youth** who are emotionally upset, rooms with more than one **youth**, and Level I suicide risk **youth**.

 c. After each room check, make logbook entries as follows and initial once completed:

 ▮▮▮▮▮▮ **saf**. ck. J.J.   ▮▮▮▮▮▮ **saf.** ck. J.J.

 ▮▮▮▮▮▮ **saf**. ck. J.J.   ▮▮▮▮▮ **saf**. ck. J.J.

 d. If specific **youth** must be checked more frequently, make the entry as follows: (Special status)

 ▮▮▮▮▮▮ **Safety check on youth** ***** J.J.

 ▮▮▮▮▮▮ **Safety check r**ooms #4 and #10 J.J.

 ▮▮▮▮▮▮ **Safety** check J.J.

11. Use of red, green, and blue felt pens.

a. When a **youth** is received in the unit, log the **youth's** full legal name in <u>red ink</u>, with the time and adjusted population. When a **youth** is released or transferred from the unit, log the **youth's** full name and destination in <u>green ink</u>, with the time and adjusted population.

b. "Plus" population:

Anytime a **youth** assigned to the unit is not physically in the unit due to a field trip, temporary release (TR), etc.

Example:

Western Medical Center, record it in the log as a plus population.

1.) Make the entry in green ink, and include the **youth's** name, destination, and the plus population.

Examples:

9:30 a.m. John Smith to Western Med with DJCO II John Jones

pop. 28 + 1 Western Med (green ink) J.J.

9:45 a.m. John Doe out on TR to doctor.

2.) When the **youth** returns, make an entry red ink. Include the **youth's** name, "returned from," the adjusted population count, and staff's initials.

Examples:

10:30 a.m. John Smith returned from Western Med w/John Jones

pop. 28 + 1 TR (red ink) J.J.

10:45 a.m. John Doe returned from temporary release

pop. 29 (red ink) J.J.

3.) Enter court log entries and block in blue ink. Include the time, **youth's** full name, and (once learned) the case disposition.

Examples:

8:45 a.m.   Court: Disposition (blue felt pen)

John Doe   Released

John Smith   Trial **12/10/XX**
John Jones   Plcmt, 15-day review **12/3/XX**

John Brown   Pretrial, **12/19/XX**

12.   Large Muscle Exercise (LME) must include the time activities start/finish, a brief explanation of the activity, and the staff initials in unit log entries.

Example

3:00 p.m. 20 minors/2 staff outside to softball field J.J.

13.   When a **youth** leaves the unit (but not the institution), make log entries (i.e., when a **youth** goes to the Medical Unit, on-site counseling). Make such log entries in black ink. Include the time, the **youth's** name, destination, and the staff's initials.

Example:

0715 John Jones to control for after court visit.

14.   Document **youth's name** in blue ink when mail is **distributed**.

15.   Document room/**locker** inspection in blue ink as well as the rooms/**lockers** inspected and the results of the inspection.

16.   Document issuing and resolved grievance forms in blue ink. Include the **youth's** name, staff issuing grievance, grievance number and reason/resolution of the grievance.

17.   Document all drills in red ink.

18.   Document all unit programs in blue ink and include the number of **youth** participating. If group is on split free time, list names of **youth** in-group out for activity. Document that all **youth** have had the opportunity to use the phone.

19.   Document medical sheets reviewed in blue ink.

20.   Every time a **youth** is sent to his/her room, and subsequently comes out of his/her room for any type of disciplinary room confinement, a log entry should be made.

21.   Record all disciplinary action resulting in room confinement, regardless of the length of time in the logbook with the **youth's** name underlined in red. (Remember that all serious disciplinary actions require the completion of a Special Incident Report.)

22.   Log group-counseling sessions as a "Note," and include a brief summary of the meeting. In the Automated Logbook log group counseling sessions as a Group counseling activity and include a brief summary of the meeting.

23.   The day and evening shifts should include a brief shift summary describing the activities of the day, the unit mood, and any areas of anticipated problems

that may arise out of the day's events. Block the entry in black ink, and title it "SHIFT SUMMARY."

REFERENCES:

Procedures:	3-1-003	Deterrence of Unacceptable Behavior
	3-1-005	Institutional Field Trips
	3-1-105	Medical or Emergency Temporary Release
	3-1-303	Special Incident Reports
	3-2-A	Deputy Juvenile Correctional Officer II Duties
	3-2-H	Deputy Juvenile Correctional Officer I Duties
	3-2-018	Releases
	3-2-020	Security
	3-2-039	Temporary Release and Furloughs from Juvenile Hall
	3-2-301	Accounting of Minors Assigned to Juvenile Hall
Policies:	A-1	Policy, Procedure and the Law
	B-3	Case File Management and Security
	G-3	Building Security and Safety

C. Grunewald

APPROVED BY: