

# WEBER COUNTY CORRECTIONAL FACILITY

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Volume

## ADMINISTRATION

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Chapter

## JB 08 - POST LOGS

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### FORMS AND EXHIBITS:

**Post Log (pg. 1)**

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**Supplemental Post Log**

JB 08.01.00 **GENERAL**

JB 08/01.01 **Purpose**

The purpose of this chapter is to provide the policy, rationale, and procedure for the use of Post Logs.

JB 08/01.02 **Cross Reference**

JB 08/01.03 **Definitions**

<b>1F #</b>	the computer access # assigned to each facility staff member; also used as a radio call #
<b>Booking</b>	refers to the Booking/Intake areas of the WCCF
<b>Central Control</b>	the main control center for the WCCF
<b>Duty Sergeant</b>	Sergeant assigned to supervise the Housing, Booking and Control Room Staff
<b>JMS</b>	Jail Management System; a computer networking system designed to manage inmates and jail functions
<b>Medical</b>	refers to the Medical/Exam area of the WCCF
<b>minute entry</b>	entry sufficient only to convey the exact event with the least amount of words
<b>OIC</b>	Officer-in-Charge; an officer assigned to assume the duties of the Sergeant in his/her absence
<b>Pod Control Room</b>	refers to a podular housing section containing the pod section control room for a certain section, or pod, of the WCCF
<b>post keys</b>	a set of keys grouped for a specific post to facilitate Officers with their assigned security duties
<b>property</b>	refers to the Property issue and Property storage areas of the WCCF
<b>WCCF</b>	Weber County Correctional Facility

JB 08/02.00 **POST LOGS**

JB 08/02.01 **Policy**

It is the policy of the WCCF that:

- A. post logs shall be kept for all shifts;
- B. designated posts shall maintain post logs;
- C. required duties performed and other events shall be noted using the post logs;
- D. post logs shall be retained by the WCCF for future reference.

JB 08/02.02 **Rationale**

Post logs provide:

- A. a summarized chronological sequence of routine duties;
- B. a capsulized summary of events;
- C. aid in reconstruction of events which assist in litigation;
- D. assistance in evaluating post proficiency;
- E. supervisory focus on critical areas;
- F. assistance in identifying operational short falls.

JB 08/02.03 **Procedure: Designated Posts**

The following posts shall be required to maintain a post log:

- A. Pod Control Room;
- B. Booking;
- C. Property;
- D. Central Control Room;
- E. Transportation;
- F. Medical Staff;
- G. Duty Sergeants;

- H. Programs; and
- I. Visiting.

JB 08/02.04 **Procedure: Maintaining Post Logs**

A. Officers

Officers assigned to a designated post shall:

1. be responsible for maintaining the post's log;
2. forward closed logs to the Duty Sergeant/OIC for review and approval.

B. Duty Sergeants

Duty Sergeants/OIC assigned to supervise designated posts shall be responsible to:

1. review logs for proper maintenance;
2. review logs for information and accuracy;
3. review logs for operational needs;
4. review logs for observations and action as necessary;
5. approve post logs; and
6. forward logs to the Watch Commander/designee.

C. Watch Commander/Designee

Watch Commanders/designee shall, on a regular basis, audit and:

1. review logs for information;
2. review logs for action as necessary;
3. forward as appropriate; and
4. maintain logs for future reference.

JB 08/02.05    **Procedure: Use of Post Logs**

A.    Log Entries

Staff not specifically assigned to maintain a log should utilize post logs by entering appropriate information in the respective post log.

B.    Opening Logs

The officer whose responsibility is to maintain the log, upon reporting to his post shall:

1.    obtain a new log sheet, WCCF-PL-01;
2.    provide the information as indicated on the top of the post log by entering:
  - a.    the date;
  - b.    the post which the log is to record;
  - c.    shift hours in military time;
  - d.    the name of the Duty Sergeant/OIC;
  - e.    the beginning count of inmates assigned to the post (for central control, this would be the total inmate population in the WCCF; for the pod, this would be the total inmates present in the pod housing sections; for the floor posts, this would be the total inmates present in all cell blocks of that posts responsibility);
  - f.    the name and 1F numbers of the officers assigned to the post and key count of the post keys;
  - g.    the words "log opened" followed with the military time on the first line of the comments portion of the log.

C.    Maintaining Logs

1.    Log entries shall be made and shall include the time each entry or event took place.
2.    Log entries should be limited to a minute entry, sufficient only to convey the exact substance of the intended information.
3.    Log entries which would require long detailed or expansive

explanations shall be noted in an incident report or inmate log of the JMS. Log entries of this type of event would then be entered on the post log with a minute entry followed by the incident report # or the inmate log #.

4. Log entries should include any information the logging staff member deems appropriate, to include but not limited to the following:
  - a. inmate head counts;
  - b. security checks of:
    - 1) doors;
    - 2) windows;
    - 3) common areas; and
    - 4) block ventilation grills, etc.;
  - c. inmate moves;
  - d. events;
  - e. problem areas;
  - f. incidents;
  - g. maintenance problems;
  - h. lock downs;
  - i. block/section activities; and
  - j. block/section visitors, etc.

D. Continuing Logs

When the comments portion of the log has been filled, the staff member shall:

1. enter on the last line of the comments portion "log continued" and sign his/her signature on the same line;
2. obtain a log supplementary sheet, WCCF-PL-01-S;
3. provide the information indicated on the top of the post log by

entering:

- a. the page # in the page \_\_\_\_/\_\_\_\_ portion of the log supplementary sheet;
- b. the date;
- c. the post which the log is recording;
- d. shift hours in military time;
- e. the name of the Duty Sergeant/OIC;
- f. the words "log continued" followed with the military time on the first line of the comments portion of the log supplementary sheet.

E. Closing Logs

1. When the Officer's tour of duty has ended or the Officer's relief has arrived on post, the Officer shall close the log by entering:
  - a. the words "log closed" on the next available line under the last entry in the comments portion of the post log;
  - b. the military time next to the log closed entry;
  - c. the officer's signature next to the military time;
  - d. the words "nothing follows" on the next available line.
2. The Officer shall then turn the log over to the Duty Sergeant / OIC.

JB 08/03.00 **LEARNING OBJECTIVES**

JB 08/03.01 **Post Logs**

Staff shall identify:

- A. what posts are required to keep post logs;
- B. who is responsible to maintain post logs.

JB 08/03.02 **Use of Post Logs**

Staff shall demonstrate an understanding of:

- A. opening;
- B. maintaining;
- C. continuing; and
- D. closing post logs.



A. **POST LOG (WCCF-PL-01)**

This form is used to maintain the post log.

B. **POST LOG SUPPLEMENTAL (WCCF-PL-01-S)**

This form is used to continue a post log when the comments portion has been filled.

# POST LOG

**PAGE: 1 of 1**

**POST:** \_\_\_\_\_

**DUTY SERGEANT:** \_\_\_\_\_

**SHIFT ENDING COUNT:**\_\_\_\_\_

**CORRECTIONS OFFICER(S) ON POST:**

NAME	1F#	KEYS	NAME	1F #	KEYS

**COUNTS:**

[illegible]

**SECURITY CHECKS: (Doors, windows, common areas, emergency systems, etc.)**

TIME	BLOCK/SECTION	1F #	TIME	BLOCK/SECTION	1F #

## INMATE MOVES:

INMATE	FROM	TO	TIME	INMATE	FROM	TO	TIME

**PAGE 2 of** \_\_\_\_\_

**COMMENTS:** (Events, problem areas, incidents, maintenance, lock down, block activities, block visitors, etc.)

**COMMENTS:** (Events, problem areas, incidents, maintenance, lock down, block activities, block visitors, etc.)

[illegible]

**Forward thru Duty Sergeant to Watch Commander**

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**Supervisors Signature**

# WEBER COUNTY CORRECTIONAL FACILITY SUPPLEMENTAL POST LOG

**POST:** \_\_\_\_\_

**DUTY SERGEANT:** \_\_\_\_\_

**COMMENTS:** (Events, problem areas, incidents, maintenance, lock down, block activities, block visitors, etc.)

[illegible]

Supervisor's Initials \_\_\_\_\_.