
 <p>State of Connecticut Department of Correction</p> <p>ADMINISTRATIVE DIRECTIVE</p>	Directive Number 6.2	Effective Date 3/19/2015	Page 1 of 2
	Supersedes Facility Post Orders and Logs, dated 8/01/2005		
Approved By:  Commissioner Scott Semple	Title Facility Post Orders and Logs		

1. Policy. Each correctional facility and unit shall establish and maintain a post order for each authorized custodial post. Written logs shall be maintained to document routine and emergency activity.

2. Authority and Reference.
 - A. Connecticut General Statutes, Section 18-81.
 - B. American Correctional Association, Standards for the Administration of Correctional Agencies, Second Edition, April 1993, Standard 2-CO-3A-01.
 - C. American Correctional Association, Standards for Adult Correctional Institutions, Fourth Edition, January 2003, Standards 4-4178, 4-4179 and 4-4183.
 - D. American Correctional Association, Performance-Based Standards for Adult Local Detention Facilities, Fourth Edition, June 2004, Standards 4-ALDF-2A-04, 4-ALDF-2A-11 and 4-ALDF-2A-12.
 - E. Administrative Directive 6.1, Tours and Inspections, 6.12, Sexual Assault Prevention and Intervention.

3. Definitions. For the purposes stated herein, the following definitions apply:
 - A. Facility Log. A master daily record of events detailing significant security and operations activities by shift at a correctional facility.
 - B. Log. A permanent hardbound volume with pre-numbered pages used to document events in chronological order by day, shift and time respectively.
 - C. Post. A specific custodial work assignment within a correctional facility.
 - D. Post Orders. Written procedures, job requirements, guidelines and tasks for conducting operations at a specific post or station in a correctional facility.
 - E. Station. A defined base of operations which is the focal point of activity for one (1) or more posts (e.g., program and service areas).

4. Facility Post Orders. Each post shall have a corresponding post order which shall include the following information:
 - A. The purpose of the post and the duties and procedures to be followed on a daily basis, to include emergency response requirements.
 - B. A list of Administrative or Unit Directives which shall be maintained at the post or station.

Directive Number 6.2	Effective Date 3/19/2015	Page 2 of 2
Title Facility Post Orders and Logs		

5. Initial Post or Station Assignments. Prior to initial assignment to a post or station, and when a new log is started, an employee shall indicate in the dedicated section at the end of the station log by signature, date and time that the employee has read and understands the post order.
6. Log Entries. Each entry shall be legible, relevant and professionally drafted and shall include the name and title of the individual after each log entry. Each entry made in a log shall be in non-erasable ink. The Unit Administrator and Deputy Warden shall use green ink to record log entries, managers and supervisors shall use red ink, and line staff shall use black or blue ink.

No page shall be removed and nothing shall be erased in a log. Any error shall be corrected by drawing a single line through the incorrect entry. The date and time of the correction, along with the initials of the staff member making the correction, shall be entered next to the section being corrected. The use of correction fluid or tape shall be prohibited.
7. Facility Log. Each facility shall maintain a facility log to include, at minimum, entries in accordance with Attachment A, Facility Log Entries.
8. Station Log. A log shall be maintained at each post and station to include, at a minimum, entries in accordance with Attachment B, Station Log Entries.
9. Log Review. The review of logbooks shall be as follows:
 - A. Station Log. Each station log in housing units and high activity areas shall be reviewed and signed by a custody supervisor twice a shift in accordance with Administrative Directive 6.1, Tours and Inspections. All other station logs shall be reviewed and signed daily by the respective area supervisor (i.e., Maintenance Supervisor, Food Service Supervisor, etc.). Station logs shall be reviewed and signed weekly by the respective Unit Department Head or Deputy Warden.
 - B. Facility Log. Each custody supervisor shall read and sign the facility log at the beginning and end of each shift. Entries shall be read since the custody supervisor's last tour of duty. Each Deputy Warden shall review the Facility Log daily. The Unit Administrator shall review all new entries to the facility log at least once a week.
10. Inmate Access. Inmate access to any post order or log shall be prohibited.
11. Log Automation. Any log required under this Directive may be maintained on a computerized system as authorized by the appropriate Division Head. Any such system shall provide for routine backup and for a secure mechanism to prevent erasure of entries.
12. Exceptions. Any exception to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.