



**JUSTICE CABINET
DEPARTMENT OF
JUVENILE JUSTICE
POLICY AND
PROCEDURES**

**REFERENCES:
505 KAR 1:110
3-JTS-3A-09
3-JCRF-3A-06
1-JBC-3A-07
4-JCF-2A-10
2-CO-3A-01**

CHAPTER: Program Services

AUTHORITY: KRS 15A.0652

SUBJECT: Log and Shift Reports

POLICY NUMBER: DJJ 330

TOTAL PAGES: 3

EFFECTIVE DATE: 4/05/2019

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, COMMISSIONER

I. POLICY

Residential programs shall maintain a permanent log and prepare shift reports that record routine information and emergency situations.

II. APPLICABILITY

This policy shall apply to each group home and youth development center (YDC).

III. DEFINITION

Refer to Chapter 300.

IV. PROCEDURES

- A. Program daily logs shall be recordings kept for the purpose of communicating daily events, behaviors of youth, shift changes, and situations warranting staff attention. Examples of entries include: incidents, behavioral observations, head counts, discipline and sanctions, general medical notes, recreation, and youth movement, including any substantial movement by an individual or group on site or any movement by an individual or group off site.
- B. A shift report shall document all significant occurrences during that shift. Examples may include:
1. Incidents;
 2. Emergencies or restrictions;
 3. Suicide watches; or
 4. Miscellaneous information.

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- C. Program daily logs and shift reports shall be made available to appropriate personnel. Staff shall read all log entries since they were last on duty.
- D. The Superintendent shall determine the location of logs within the facility.
- E. Supervisors shall ensure logs are up to date and shift reports are completed.
- F. Logs shall be subject to the following standards:
 - 1. Clearly marked as “Confidential”.
 - 2. Under the direct control of the assigned staff or secured out of sight of youth or public.
 - 3. Staff shall not take logs off the premises without direct authorization of the Superintendent.
 - 4. Entries shall be legible and written in ink, typewritten, or computer processed.
 - 5. Each entry shall be written in narrative style and include the time of entry.
 - 6. The first entry made by a staff member shall include the date, time, signature, and title of the staff, with their subsequent entries on that same page requiring only the staff’s initials.
 - 7. If errors are made in the log, a line shall be drawn through the incorrect information and the staff making the change shall put their initials beside the change. Whiteout, reprinting of a document, or other means shall not be used to fully obscure the error.
 - 8. Entries shall be in chronological order. Delayed entries shall be clearly marked as such.
 - 9. Staff shall not include extraneous comments and statements of opinion.
- G. Medical personnel shall prepare medical notes in the log to brief each on-coming shift on a daily basis.
- H. Nurses shall give oral and written shift reports to on-coming nurses.

V. MONITORING MECHANISM

- A. The Superintendent or designee shall conduct a random review of logs weekly.

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B. The Quality Assurance (QA) Branch shall conduct annual program monitoring.