



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

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CHAPTER: Detention Services

AUTHORITY: KRS 15A.065

SUBJECT: Shift and Log Reports

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, COMMISSIONER

I. POLICY

Staff in Juvenile Detention Centers shall maintain a permanent log and prepare shift reports that record routine and emergency situations.

II. APPLICABILITY

This policy shall apply to all state-operated detention centers.

III. DEFINITION

Not Applicable

IV. PROCEDURES

- A. Program daily logs and shift reports shall be recordings kept by staff providing supervision of youth, and other program staff as necessary, for the purpose of communicating daily activities and events, behaviors of youth, shift changes, and situations warranting staff attention. Examples of entries include critical incidents, behavioral observations, discipline and sanctions, medical notes, recreation and youth movement (i.e., any substantial movement by an individual or group on site or any movement by an individual or group off site.)
- B. Log and shift reporting procedures shall be established in accordance with current DJJ policy by the Superintendent.
- C. Program daily logs and shift reports shall be made available to appropriate personnel. Logs are subject to the following standards:
 1. Logs shall be clearly marked "Confidential".

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2. Logs shall be either 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 on the log shall be legible and written in ink, typewritten, or computer processed. Each entry shall be written in narrative style and include the time of entry. The first entry on the page by each staff member shall include the date, the signature and his/her title with subsequent entries on that page requiring his/her initials only.
 5. Care shall be taken to avoid errors in recording. If errors are made, a line shall be drawn through the incorrect information and the staff making the change shall put their initials beside the change. No white-out or other means shall be used to fully obscure the error.
 6. Entries shall be in chronological order. Delayed entries shall be clearly marked as such.
 7. Extraneous comments and statements of opinion shall be avoided.
- D. Supervisors shall ensure logs are up-to-date and prepare shift reports.
- E. Staff shall read all log entries since they were last on duty.
- F. Medical personnel shall prepare medical notes on the log or on the shift report form, as well as verbally brief each oncoming shift (this can be done by tape recording) on a daily basis. Nurses shall give oral and written shift reports to on-coming nurses.
- G. Detention Centers shall record the occurrence of group counseling session on the log. Information regarding groups sessions shall be reported on the log if that information would impact the security or orderly operation of the facility and shall be reported through the administrative chain of command.

V. MONITORING MECHANISM

The Superintendent shall make random review of logs weekly. The superintendent is ultimately responsible for the accuracy and timely reporting in the log. The Division of Program Services shall conduct, at minimum, annual program audits.