

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:140 3-JDF-3A-09
CHAPTER: Detention Services		AUTHORITY: KRS 15A.065
SUBJECT: Shift and Log Reports		
POLICY NUMBER: DJJ 710		
TOTAL PAGES: 2		
EFFECTIVE DATE: October 5, 2018		
APPROVAL: Carey D. Cockerell		, COMMISSIONER

I. POLICY

Staff in regional 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 regional juvenile detention centers.

III. DEFINITION

Refer to Chapter 700.

IV. PROCEDURES

- A. Program daily logs and shift reports shall be recordings for the purpose of communicating daily activities and events, behaviors of the juveniles, shift changes, and situations warranting staff attention. Examples of entries include incidents, behavioral observations, head counts, discipline and sanctions, medical notes, recreation and juvenile movement, including any substantial movement by an individual or group on site or any movement by an individual or group off site.
- B. Daily logs and shift reporting procedures shall be established by the Superintendent in accordance with current DJJ policy.
- C. Program daily logs and shift reports shall be made available to appropriate personnel. Staff shall read all log entries made 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 “Confidential”.
 - 2. Under the direct control of the assigned staff or secured out of sight of the juveniles or public.

POLICY NUMBER DJJ 710	EFFECTIVE DATE 10/05/2018	PAGE NUMBER 2 of 2
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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.
 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 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. Entries shall be completed by the end of each daily shift. If a delayed entry must be made, it shall be clearly marked as such.
 9. Staff shall not make extraneous comments and statements of opinion.
- G. Medical personnel shall prepare medical notes for the shift report to brief each oncoming shift.
- H. Nurses shall give oral and written shift reports to on-coming nursing staff.
- I. Regional juvenile detention centers shall record the occurrence of group counseling sessions on the log. Information regarding group 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 responsible for the accuracy and timely reporting in the log. The Quality Assurance Branch shall conduct annual program audits.