

# POLICY AND PROCEDURES

NUMBER: 807

SUBJECT: *Event Log*

ACA STANDARDS: 4-ALDF-2A-11, 55

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 9/97 REVISION DATE: 12/99, 5/05,  
12/05, 3/11, 2/16



## I. POLICY

The St. Louis County Department of Justice Services shall maintain *Event Logs* to record the activities of staff and inmates in the facility. This information will be used to evaluate the operation of the facility, ensuring that all areas function effectively and professionally, affording the staff and the inmates a safe and productive environment.

## II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' custody staff are responsible for the following procedures.

## III. PROCEDURES

### A. General Information

- [1. Custody staff shall document all scheduled daily activities in the Integrated Jail Management System (IJMS). *The event log consists of 3 categories:*

**a.** *FACEVENT- Facility Level Events*

**b.** *HUEVENT- Housing Unit Events*

**c.** *HUSEC- Housing Unit Security Events*

Significant events occurring in the area will be documented in the IJMS, entered into the daily pass-down log, and supported with an Incident Report if necessary. All emergency situations will be supported with an Incident Report.

2. The *Event Log* is a legal document and may be subpoenaed by the courts as evidence. They will be completed in a professional manner and all entries must be accurate and concise.
3. *Event Log* information will be entered into the Integrated Jail Management System (IJMS) as events occur or as soon as possible by the officer assigned to a particular post. The Corrections Officer Lead and the Unit Manager will be responsible for reviewing the *Event Log* to ensure that they are properly completed and are completed in a timely manner.
4. Information contained in the *Event Log* is confidential in nature and will not be made accessible to the inmates.
5. The *Event Log* will be completed by:
  - a. Direct Supervision Housing Unit/Pre-Classification Officers
  - b. Indirect Control Center Officers
  - c. Unit Control Officer
  - d. Infirmary Officer
  - e. Intake Service Center (ISC) Security Officer
6. A Shift Report will be completed by:
  - a. ISC Shift Supervisor
  - b. Watch Commander.
7. Staff completing an *Event Log* will log on the computer upon the beginning of his/her shift.

B. Housing Unit/Infirmary Officers

1. Housing Unit Officers will enter all pertinent information into the *Event Log* when the following events occur:
  - a. Movement of inmates in or out of the housing unit for daily activities, (e.g., programs, work, caseworker, medical appointment, court, MDC, release, etc.).

- b.** Housing unit and cell searches, security checks, well-being checks and inspections.
  - c.** Medication delivery, sick call, medical restrictions and/or special treatments issued by the Corrections Medicine staff.
  - d.** Formal facility counts and informal counts conducted by the Housing Unit Officer.
  - e.** Services/activities offered to inmates on lockdown status in Indirect and Direct Supervision housing (enter a notation if refused by the inmate).
  - f.** Delivery and clean-up of inmate meals.
  - g.** Linen and uniform exchanges.
  - h.** Delivery of inmate personal and legal mail.
  - i.** Distribution and collection of inmate razors.
  - j.** Supervised staff visits to the housing unit or to specific inmates.
  - k.** Starting and ending times for staff breaks and meals.
  - l.** Inmate recreation sessions.
  - m.** Emergency situations and unusual events in the housing unit.
  - n.** Other significant events that may affect the orderly operation of the housing unit.
  - o.** Times of fire and emergency drills in the housing unit.
- 2.** Information for the *Event Log* in the Indirect Supervision housing units will be entered into the IJMS by the Indirect Unit Control Center Officer.

**C.** Unit Control Officers

- 1.** Unit Control Officers shall record significant activities in the Unit Control area. These will include, but may not be limited to:

- a. Transportation Officers ' arrival and departure with inmates for court, transfer to MDC, etc.
- b. Movement Officers ' arrival and departure with inmates for medical appointments, work assignments, transfers to housing units, etc.
- c. Arrival and departure of program facilitators, GED, instructors, religious leaders, attorneys in the contact visiting booth, professional visitors using the Unit Control interview room, etc.
- d. Housing Unit counts conducted, the totals called in to the Watch Commander, and the time the facility count is cleared.
- e. Unit Control staff breaks and meal breaks.
- f. Any unusual/emergency activity in the Unit Control area affecting the operation of the unit.
- g. The times fire/emergency drills are conducted in the unit.
- h. Restraint chair checks
- i. Nurse checks of inmates in restraint chair

D. Intake Service Center (ISC) Shift Supervisor

- 1. The ISC Shift Supervisor will complete an ISC Supervisor Shift Report. [\(See Attachment 1\)](#)
- 2. The completed form will be submitted to the ISC Manager who will verify that the information is accurate and complete.
- 3. The ISC Shift Supervisor will review the ISC Security Officer's *Event Log* at least one time per shift to ensure the officer is accurately logging the thirty (30) minute tours and all other pertinent information. This will be logged into the ISC Security Officer's *Event Log*.

E. Intake Service Center (ISC) Security Officer

- 1. ISC Security Officers will enter all pertinent information into the *Event Log*, when the following events occur:

- a. Movement of inmates in and out of the ISC area
- b. Holding cell and transfer cell searches security checks, well-being checks and inspections
- c. Corrections Medicine visits for Code Ones, assessments and other special medical treatments
- d. Formal counts and informal counts conducted by the ISC Security Officer
- e. Cleanup of the ISC area
- f. Delivery of meals
- g. Department of Public Works and vendors conducting repairs
- h. Starting and ending times for breaks and meals
- i. Emergency situations and unusual situations in ISC
- j. Other significant events that may affect the orderly operation of the ISC
- k. Times of fire and emergency drills in the ISC
- l. Times the ISC Security Officer departs the ISC area and his/her return to the area

NOTE: The ISC Shift Supervisor will assign another ISC Officer to keep notes of events and times while the ISC Security Officer has departed the area. The Security Officer will place this information in the *Event Log* upon his/her return.

F. Watch Commander

1. The Watch Commander will complete a Shift Report for activities that affect the entire facility. It will include, but not be limited to:
  - a. Activities during the shift briefing
  - b. Post assignments for Movement Officers

- c.** Radios issued from the Communications Room
  - d.** Facility counts
  - e.** Facility tours and inspections conducted by the Watch Commander
  - f.** Special arrangements approved by the Watch Commander concerning professional, clergy and/or social visits for inmates
  - g.** Emergency situations affecting the operation/security of the facility (these situations will be described in the appropriate reports)
  - h.** Required repairs in the facility requested by the staff.
- 2.** The Watch Commander's Shift Report will be submitted to the Superintendent of Security for distribution to the appropriate managerial and administrative staff.