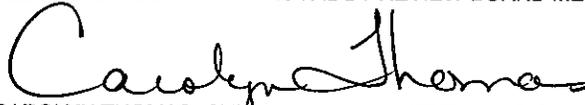
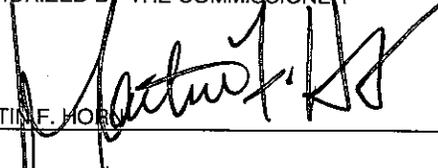




THE CITY OF NEW YORK
DEPARTMENT OF CORRECTION



DIRECTIVE

<input type="checkbox"/> NEW <input type="checkbox"/> INTERIM <input checked="" type="checkbox"/> REVISED			SUBJECT		
EFFECTIVE DATE 10/19/07		*TERMINATION DATE / /		HOUSING AREA LOGBOOKS	
CLASSIFICATION # 4514R-A	SUPERSEDES 4514	DATED 10/02/89	APPROVED FOR WEB POSTING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
RECOMMENDED FOR APPROVAL BY REVIEW BOARD MEMBER  CAROLYN THOMAS, CHIEF OF DEPARTMENT SIGNATURE			AUTHORIZED BY THE COMMISSIONER  MARTIN F. HORN SIGNATURE		

I. INTRODUCTION

It is imperative that the Department maintains legible and accurate records of activities/events that occur in housing areas within Departmental facilities. Department records are subject to examination and inspection by external and internal investigative bodies. Therefore, housing area officers must chronologically record all activities/events as they occur. The facility management must ensure that uniformed supervisors enforce compliance with policies and procedures prescribed herein.

II. PURPOSE

The purpose of this Directive is to implement policy and procedures to standardize the Department's policy regarding the recording of entries in housing area logbooks.

III. POLICY

A. In accordance with Departmental rules and regulations, Commanding Officers must effect the promulgation of a command level order implementing the provisions contained herein, which may also include provisions unique to operational considerations of the respective facility. However, the promulgated order must not be in conflict or inconsistent with the procedures contained in this Directive.

B. Description:

1. All housing area fixed "A" posts must maintain a hard covered 500-page bound ledger logbook. This 500-page logbook, as described, will be used to record entries in chronological order, which must be documented in military time.

Note: The ledger logbook must be, approximately 14 X 8¾ having horizontal lines, a margin line and consisting of 500 consecutively pre-numbered pages.

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III. POLICY (cont.)

2. All housing area fixed "B" and "C" posts are to maintain a hard covered 300-page bound ledger logbook. This 300-page logbook as described below will be used to record entries in chronological order, which must be documented in military time.

Note: The ledger logbook must be, approximately 14 X 8¾ having horizontal lines, a margin line and consisting of 300 consecutively pre-numbered pages.

IV. GUIDELINES

- A. It is not the intent of this Directive to enumerate all of the entries that could be recorded in housing area logbooks. The primary objective of this Directive is to standardize the Department's policy to ensure that uniformity is being maintained. However, each facility may, through their command level orders, require the recording of additional logbook entries as best suits their particular needs.
- B. All entries recorded by Correction Officers must be made in blue or black ink and in print utilizing legible block letters only. Entries recorded by all uniformed supervisors must be printed in legible block letters, with a red ink ballpoint or felt tip pen.
- C. Logbook entries must be made without undue delay and must be recorded legibly, accurately and concisely, in chronological order. No entries shall be made prior to the actual inspection being conducted (i.e., staff should not record a "tour of inspection prior to the actual inspection being conducted").
- D. Housing area officers who report any, missing, torn, or partially missing pages in any "housing area log book" shall be required to submit a written report to the Commanding Officer through channels explaining the condition of the log book.
- E. There shall be no erasing. If there is a need to alter an entry, the following procedure must be strictly adhered to:
 1. A single horizontal line shall be drawn through the entry, which must not prevent the original entry from being read.
 2. The word "VOID" printed in the left hand margin, adjacent to the voided entry.
 3. At the end of the line containing the voided information, write the words "Voided By" (print and sign name, rank and shield number) and note the reason for the alteration. The area supervisor conducting inspection must acknowledge the voided entry by placing their initials in red ink or felt pen next to the Officers signature at the end of the voided entry.

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IV. GUIDELINES (cont.)

- F. The outside cover of the logbook must be labeled as follows:
1. Housing area logbook
 2. Location: (include the housing area name and description of the housing area, i.e., Mental Observation, Administrative Escort, New Admission Housing, etc.)
 3. Date, tour, and time started
 4. Date, tour, and time completed
- G. The entries must commence with the first line of each page and continue with each consecutive line thereafter. **DO NOT SKIP LINES** except when beginning and ending a tour. The beginning of each tour must be separated by the drawing of a bold horizontal line, beginning with the next available space after the last entry of the previous tour.
- H. At the end of each entry, the name, rank and shield number of the employee inserting the entry shall be noted (print name followed by signature / rank / shield number).
- I. An asterisk shall precede entries that were not recorded in chronological order.
- J. Each Facility's Command Level Order shall include procedures for issuing new logbooks and processing completed logbooks. All completed logbooks shall be submitted to the Office of the Deputy Warden for Security, who must maintain and preserve such records in accordance with Departmental policy.
1. All logbooks must be endorsed by a uniformed supervisor when completed, which must specify the date, time and tour in which the log was closed. Such entry shall be recorded on the next available space, directly beneath the last entry.
 2. Each newly issued logbook must state the following on the opening page:
 - a. Opening date,
 - b. Time (military time), logbook began
 - c. Tour, continued from previous log
- K. The log entries of the previous tour shall be reviewed by the relieving "A", "B", or "C" Post Officers and the respective housing area supervisor, to determine if there are any activities or security initiatives that should be followed up. After conducting said review, an entry shall be recorded and endorsed, attesting to same, e.g., reviewed log entries of the previous tour (name, rank and shield number).

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V. PROCEDURES

A. LOG BOOK ENTRIES

A. Each housing unit logbook must contain the following information.

1. Tour (0700 – 1500, etc.)
2. Date
3. Name / Shield number of all officers assigned to the housing unit. Each officer must sign the logbook upon assuming post.
4. Census at beginning of tour, including any adjustments to the in/out count. Out count: note the number of inmates and the areas where they are being held.
5. Names/shield numbers of all officers relieved upon assuming post and all officers who made reliefs during the tour. Enter reason for relief.
6. The signature of each officer who departs the housing unit, including the reason and time of departure.
7. The number of security keys and other equipment on post as required by institutional regulations.
8. Any matter that affects security such as broken keys, broken windows, inoperable cells, broken locks, etc.
9. The name and shield number of the assigned housing area Supervisor.
10. All inmate activities, e.g., religious services, recreation, commissary, visits, sick call, medication, meal periods, lock-in/lock-out count periods, etc. Enter time activity commenced/concluded and number of inmate participants.
11. Completed Inspection tour entries consistent with the requirements of the housing area.
12. Record of all housing area searches.

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V. PROCEDURES (cont.)

A. LOG BOOK ENTRIES

13. The name, rank/title, I.D./shield number of all persons entering the housing area, including time of arrival/departure and reason for presence in the housing area (e.g., linen exchange, medical/recreation escort, maintenance repairs, etc).
14. Any special instructions left by the area Supervisor from the previous tour. The officer must inform the on-duty area supervisor of these instructions.
15. Any unusual occurrence that took place on post during the tour, such as housing area alarms, inmate fights, inmate infractions, inmate injuries, suicides/suicidal gestures, etc. The officer shall apprise the relieving officer of these occurrences.
16. Closing Census at the end of each tour, (e.g. "END OF TOUR" 0700–1500). Make certain to leave sufficient space for the relieving officer to sign.

B. HOUSING AREA SUPERVISORS

In accordance with Departmental Rules and Regulations and Institutional Policy, "supervisor shall make tours of inspections at frequent intervals." (2.25.010)

1. Upon making a routine tour of inspection, the housing area Supervisor shall:
 - a. Record the date and time entering the housing area. Print and sign his/her name, rank, and shield number.

The entry shall include an example of the following:

0700 - Housing area Supervisor Jones # 000 reported to housing area 6 upper, to conduct a routine tour of inspection, or Supervisor Jones reported to the housing area to investigate inmate disciplinary action, etc. An entry simply noting a tour of inspection is not acceptable.

- b. Review the logbook entries from the previous tour and take appropriate action. Endorse the entry, e.g., reviewed by, print/sign name, shield number, etc.

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V. PROCEDURES (cont.)

B. HOUSING AREA SUPERVISORS (cont.)

- c. Review the entries made by the officers on post to ensure the entries are being made in compliance with prescribed policy.
- d. Enter any special instructions given to the officers on post, e.g., inmate placed on special observation (watch sheets), inmate is being escorted to Mental Observation housing, etc. Enter the condition of the post, such as the sanitation conditions of the housing area.
- e. Enter the time the tour of inspection was concluded, e.g., Supervisor Jones departed the housing area at 0735 hours and the results of the inspection, or the results of the incident/event responded to.

Note: Repeat steps a through e, as appropriate.

C. TOUR COMMANDER

Upon making a housing area tour of inspection, the Tour Commander must:

1. Record the date and time entering the housing area. Print and sign his/her name, rank and shield number.

The entry must include an example of the following:

0700 - Tour Commander Jones # 000 reported to housing area 6 upper to conduct a routine tour of inspection or Tour Commander Jones reported to the housing area to examine a possible security breach, etc. An entry simply noting a tour of inspection is not acceptable.

2. Review the logbook entries from the previous tour and take appropriate action. Endorse the entry, e.g., reviewed by, print/sign name, shield number, etc.
3. Review the entries made by the officer and supervisor to ensure compliance with prescribed policy.
4. Enter any special instructions given to the officers on post or the assigned area supervisor.

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V. PROCEDURES (cont.)

5. Enter the time the tour of inspection was concluded, e.g., Tour Commander Jones departed the housing area at 0735 hours and the results of the incident or event.

VI. REFERENCE

A. Departmental Rules and Regulation/Orders:

1. 2.25.010 (Captain – Tours of Inspection).
2. 3.65.010 (Entries in Department Records).
3. 3.65.020 (All Department personnel will be required to use Military Time when documenting "Time of Day").
4. 4.35.020 (Correction Officer / Security Check – Inspection).
5. 4.35.030 (Correction Officer in charge shall make a complete inspection at least once every half hour and keep a record of inspection.)
6. 7.05.060 (Count & Post Relief Procedures – Officers/Captains).
7. 7.05.070 (Count & Post Relief Procedures – Officers/Captains).
8. 7.05.90 (Observation and Patrol of Post- Officer).
9. 7.05.180 (Logbook entries/ Supervisors).
10. Operations Order #29/89, entitled "Housing and Transfer Logbook", dated 06/29/89.
11. Directive #4508R-C, entitled "Control of and Search for Contraband", dated 08/13/07.

- B. State Commission of Correction Standards-Section 7003.3, Supervising of Prisoners in Facility Housing Areas.

VI. SUPERSEDES

Directive #4514, entitled "Housing Area Logbooks", dated 10/2/89.