



Tennessee Department of Children's Services

Protocol for Wilder Logbook Documentation

Supplemental to DCS Policy: 27.12 Youth Development Center Safety and Security Monitoring

I. PROFESSIONAL STANDARDS

Written policy, procedure, and practice require staff to maintain a permanent log and prepare shift reports that record routine information, emergency situations, and unusual incidents. Information about routine operations and unusual incidents that occur at all locations in the facility are consistently recorded. See DCS Policy [27.12 Youth Development Center Safety and Security Monitoring](#) .

II. PROCEDURE A: Logbook Documentation and Staff Responsibilities, General Guidelines

1. Staff responsible for making entries in logbooks receive training consistent with DCS Policy [27.12 Youth Development Center Safety and Security Monitoring](#) and this protocol.
2. All logbooks are bound with preprinted sequentially numbered pages and are to be titled.
3. The Logbook is used by staff assigned at each post to document scheduled and unscheduled activities and actions occurring at a post relating to routine operations, resident conduct, resident counts, incidents and emergency and critical incident situations. Anyone finding inappropriate logbook entries, incorrect entries, or other problems associated with a logbook are to contact his/her supervisor.
4. The Logbooks are maintained for the following locations/posts:
 - a) Central Operations Center (COC)
 - b) COC Access

- c) Confinement Sanctions
- d) Contraband
- e) Facility Visitors
- f) Living Units: (used for residents)
- g) Shift Supervisor

Original Effective Date: 04/24

Current Effective Date: 04/24

Supplemental to: DCS 27.12

RDA SW22

- h) Student Visitation
- i) Vehicle Salley Port

5. At a minimum, the following information must be documented in the Logbooks:

- a) Add Date, Shift, and Personnel on duty at the post (at the top of the page and at the start of each shift); also include debriefing and number of youth on dorm.
- b) All staff must print their name and sign their first entry in the logbook and shall initial all additional entries.
- c) Time of each event for which an entry is created.
- d) All persons (including supervisors) are recorded in the logbook, upon entering and exiting the area.

◆ Record all staff by name who enter dorm.

◆ Record all staff by name who exit dorm.

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RDA SW22

- ◆ Medical staff by name and who receives medication on dorm.
 - e) Resident population count information (including changes and adjustments)
 - ◆ Enter number of youth on dorm at start and end of supervision.
 - ◆ Record each youth (by name) who enter dorm.
 - ◆ Record each youth (by name) who exit dorm.
 - f) All critical incidents, emergencies, and use of force.
 - g) All other scheduled and unscheduled activities and actions.
 - h) Summarized entry of the event logged and rationale for staff action as appropriate (including who, what, where, and why, if known) and signature/initials of staff making the entry.
 - i) Results of fire drills, inspections, searches.
 - j) Vehicular and pedestrian traffic through perimeter security gates and doors as appropriate.
 - k) Other information as required by post orders or by supervisory staff.
6. Any time a logbook page is discovered to be missing the logbook is immediately closed out. A statement is written in the logbook to document the reason that the logbook was closed. An incident report is completed, and the shift supervisor is notified immediately. Logbook is turned over to Shift Supervisor to be stored as required by protocol.
7. Any staff member who knowingly or with conscious disregard for the accuracy makes a false entry, alters an entry (other than for correction of error in accordance with policy), and/or removes any page or portion thereof in any security log violates DCS Policy [27.12 Youth Development Center Safety and Security Monitoring](#) and may be subject to disciplinary action.

8. All logbook entries are legible and made in black or blue ink only. When a late entry is made, it is entered on the next available line of the logbook and includes both the time of the entry and the time of the event. It shall be identified by "late entry" at the end or beginning of the note.
9. Correction fluids such as 'white-out' are not used in logbooks. All corrections to entries must be made as follows:
 - ◆ Draw a single line through the error and are initialed by the staff member making the correction; and
 - ◆ Enter the correct information on the next available line of the log.
10. The Shift Supervisor and other supervisory security staff are responsible for:
 - a) Monitoring security log entries made on each shift for completeness, timeliness, detail, readability, and professionalism.
 - b) Ensuring that any incident requiring documentation be entered in the appropriate logbook.
 - c) Reviewing all logbooks, any problems or patterns are noted for training and/or corrective action as needed.
 - d) Conducting AND documenting unannounced PREA visits.
 - e) Signing the logbook stating that it has been reviewed along with any applicable comments.
11. Staff inform the appropriate security supervisor when a new logbook is needed. The supervisor makes arrangements for providing a new logbook. Logbooks may be copied or closed out prior to being filled only upon the authority of the Superintendent, or designee, and such action is appropriately documented. When logbooks are closed out prior to being filled, a replacement logbook is provided.
12. Logbooks and the information contained in them is NOT released outside the Department of Children's Services (DCS) without prior consultation with a DCS Attorney assigned to the Department.

III. Procedure B: Storage of Completed Logbooks

1. Completed logbooks are maintained and stored in a secure location designated by the Superintendent, or designee. Storage areas for logbooks are sufficient to protect the documents from water and fire damage and to prevent unauthorized access.
2. Stored logbooks are organized and filed consistent with records management procedures.
3. The logbooks shall be retained for five (5) years, after which they shall be disposed of by being shredded at the facility or being placed in a secure shredding bin for disposal by an authorized contractor.