

 Department of Corrections and Community Supervision DIRECTIVE	TITLE Logbooks		NO. 4091
			DATE 10/24/2025
SUPERSEDES DIR #4091 Dtd. 02/02/24	DISTRIBUTION A	PAGES PAGE 1 OF 5	DATE LAST REVISED
REFERENCES (Include but are not limited to) ACA Expected Practices 5-ACI-3A-09, 2-CO-3A-01; Directives #2011, #2124, #4004, #4060, #4066, #4903, #4910, #4910B, #4930, #4945	APPROVING AUTHORITY 		

- I. **POLICY:** Facilities will establish individual logbooks for their general housing units, program areas (one for vocational tech. and one for education, depending on physical plant), health care, mental health units, drug/special watch, hazardous tool storage, facility arsenals, and one logbook at designated security posts in industry program areas. Additionally, the Superintendent may direct any other area to maintain a logbook when it is determined one is required.
- II. **DESCRIPTION:** Logbooks are historical documents and shall reflect, in chronological order, significant activity within a unit. They are to be bound with sequentially numbered pages. Chronological order must be further illustrated by entering the time of day preceding any entry placed in the logbook. Entries are to be made legibly (printed if necessary) in pen, and all changes will be initialed. All entries will be made in blue or black ink, except as outlined in subsections IV-A-5 and IV-B-5, and with the exception of Facility Superintendents, Executive Team, Supervisors, and Central Office staff, who will personally sign in RED ink. "Whiteout" products or highlighters are not to be used. If a mistake is made, draw a line through it and initial same. Completed books will be turned over to the Deputy Superintendent for Security for proper storage and concurrent acceptance of replacement books. Completed logbooks will be retained in accordance with established guidelines in Directive #2011, "Disposition of Departmental Records." This directive does not supersede any requirements placed by other directives.
- III. **ENTRIES:** A common sense approach will prevail when deciding whether to make an entry. Any potential error made should be in favor of overdocumenting. However, as a minimum, they will include:
 - A. An entry by each employee specifically assigned to the area at the beginning of their tour. Staff of a gender that is not the same as the gender classification of the facility/housing unit (i.e., opposite gender, non-binary, or gender diverse) shall verbally announce their arrival on a housing unit at a minimum upon each change of shift and when the gender-supervision on a housing unit changes from exclusively same gender to mixed or cross-gender supervision, in order to avoid unnecessarily invading the privacy of incarcerated individuals of the opposite gender, unless emergency conditions dictate otherwise. The announcement(s) by staff must be accomplished in a manner that is easily heard and/or understood by all incarcerated individuals on the unit. This announcement will be recorded in the unit logbook.
 - B. Key/equipment inventory receipt, [Form #2095](#), "Daily Safety Checklist," if required. See Directive #4066, "Facility Safety and Environmental Services Inspections," for additional information.

- C. Automatic External Defibrillators (AED), if assigned, are inspected and operational.
NOTE: If not operational, the Area Supervisor will be notified, who in turn will notify the Watch Commander. The Watch Commander will record the information in the Watch Commander's Log and will ensure the equipment is removed for repair and another AED, if available, is issued as a replacement. See Directive #2124, "Automatic External Defibrillators," for additional information.
- D. Count totals to be logged at the beginning and end of shifts, as well as any change in unit count.
- E. All cell and/or cube changes on the unit.
- F. All searches of the unit other than individual living quarters searches, as described in Directive #4910, "Control of & Search for Contraband." Security inspections as described in Directive #4910B, "Searches and Inspections of Facility Spaces." This includes routine block searches, area searches, or overall searches.
NOTE: A separate logbook shall be maintained to record searches of incarcerated individual living quarters to include common areas searched (e.g., slop sink, bathroom, shower, rec/TV, phone booth, etc.) of the assigned housing area/unit (see Directive #4910).
- G. Visitors to the unit and their purpose; all entries must be legible to clearly identify staff.
- H. Incidents which occur on or within units such as fires, fire alarms, fire drills, evacuations, fights, contraband recovery, use of force, etc., or unusual incidents as described in Directive #4004, "Unusual Incident Report." Fire drills or evacuations will also be noted on the last page of the logbook, as well as in the minutes of the log in accordance with Directive #4060, "Facility Fire Prevention." The Supervisor conducting the drill should ensure the recording of the drills, including the page number where they can be found, in the back of the unit or area logbook, as well as the minutes of the log. When starting a new logbook, the information from the last fire drill conducted, found on the last page of the old logbook, will be transferred to the last page of the new logbook.
- I. Counts will be conducted and logged as outlined in Directive #4945, "Incarcerated Individual Counts," to include time began, time cleared, in, out, and total; all master counts will be called in to a central control point as designated by the Superintendent and all night counts must be called in to the Watch Commander and logged as such.
- J. Rounds made, to include areas covered, staff name, and Rounds Tracker "PIPE," where equipped. Entries must be legible to identify staff.
NOTE: Any malfunction of the Rounds Tracker equipment will be reported immediately to the Area Supervisor and recorded in the area logbook. The Area Supervisor will notify the Watch Commander, who will record the information in the Watch Commander's Log and take appropriate action to ensure the equipment is removed for repair and another Rounds Tracker, if available, is issued as a replacement.
- K. Emergency sick call requests to include incarcerated individual name, Department Identification Number (DIN), Health Services staff contacted, and directions given/action taken.

- L. Office of Mental Health (OMH) referrals to include incarcerated individual name, DIN, OMH staff contacted, and direction given/taken. Area Supervisor/Watch Commander notified and action taken.
- M. Residential Crisis Treatment Program (RCTP): The Psychiatric Housing cell/room shall be thoroughly searched prior to and at the conclusion of the OMH admission. The Officer performing the search shall record the date, time, and findings in the logbook. Incarcerated individuals in an RCTP receiving OMH out-of-cell interviews will have the time they exited the cell, the time they returned to the cell, and the name of the OMH interviewer logged. RCTP cell side interviews should also be logged.
- N. The time an incarcerated individual is notified of a visit, the time the individual leaves the unit for a visit, and the time the individual returns to the unit from a visit.
- O. The time meals are delivered to the unit and note any meal refusals by confined incarcerated individuals (e.g., medical and OMH).
- P. Record when legal supplies and State-issued supplies (e.g., toilet paper and other toiletries) are distributed on the housing unit. The name and DIN of the incarcerated individual(s) will only be entered in the logbook when an incarcerated individual appears to be using an excessive amount of supplies, or if they claim to be having a problem receiving requested supplies.
- Q. Any abnormal occurrences not included above.
- R. An entry by the Fire/Safety Officer when conducting fire/safety-related functions in an area or housing unit.
- S. Supervisory staff during their rounds shall review logbooks for content and appropriateness, and to be aware of recent unit activity. The supervisor will then acknowledge such by signing in RED ink (entries must be legible to identify staff) and indicate that their round of the area was unannounced or announced. Logbook entries should be specific and include details definitive to the respective area (e.g., areas toured, reasons, observations, etc.).

NOTE: Each Security Supervisor will physically report to one of their assigned areas of responsibility for the inspections identified in Directive #4910B. This supervisor will observe security staff performing the inspections and ensure that proper procedures are followed. The Security Supervisor will indicate in the unit logbook their presence for the inspection and sign the logbook indicating that the inspection was observed. These inspections must be recorded in the Watch Commander's Logbook. The supervisor will report this inspection on [Form #4001B](#), "Daily Security Supervisor Report," for submission to the Watch Commander, who will ensure this report is forwarded to the Deputy Superintendent for Security for review and retention.
- T. All industry incarcerated individual movement is to be recorded in the Industry Post Logbook (e.g., visits, callouts, escorts, medical, etc.). If escorted, the name of the escorting employee must be logged.
- U. Any incarcerated individual who has been issued medical mobility and/or orthotic equipment will have that equipment checked daily.

These inspections must be recorded in the unit logbook indicating the Officer's name, the incarcerated individual's name, the incarcerated individual's DIN, the incarcerated individual's housing location, and the results of the inspection. For further information, please see the "All Superintendents Memorandum" issued by Deputy Commissioner O'Gorman, dated January 4, 2019.

- V. An entry indicating post orders were reviewed.
- W. If a chemical agent protective mask is assigned to a specific post, an entry in the area logbook will be made containing the monthly inspection results as outlined in Directive #4903, "Use of Chemical/Inflammatory Agents."
- X. If tools are stored in an area, the employee in charge of the area will account for all tools at the beginning and end of their shift. An entry will be made in the area logbook by the employee in charge indicating that all classes of tools assigned to the area are accounted for. The Area Supervisor will review the area's tool inventories for accuracy and accountability practices for completeness on a monthly basis. These entries will be noted in the area logbook in accordance with Directive #4930, "Tool Control."

IV. AUXILIARY LOGBOOKS: In the event it becomes necessary to remove an individual logbook or sign-in/out logbook from an assigned area for an authorized purpose (e.g., photocopying, litigation, ACA folder documentation, etc.), an auxiliary logbook may be utilized until the individual or sign-in/out logbook is returned to the area. All logbook removals require notification of the Area Supervisor and approval from the Watch Commander. The following guidelines shall apply:

A. Auxiliary (General Area) Logbook

1. Will be established in numbers sufficient to address facility needs (i.e., one or two of each) and stored in the Watch Commander's Office.
2. Will be sequentially numbered and labeled as such.
3. When deployed to a new area, the first entry will be made at the top of the next clean/unused page to include the date and time put into use. At the completion of the deployment, a diagonal line will be drawn from below the last entry to the bottom of the page to "close out" the page. Staff will sign, date, and indicate the time on the line.
4. If a logbook for a general area is to be removed for a short period of time (i.e., less than 30 minutes), the Watch Commander may authorize its removal without issuing the auxiliary logbook. Entries will be recorded on lined paper and later transcribed into the logbook upon its return.
5. Prior to removal and upon return, a notation (in RED ink) will be made in the individual logbook explaining why the log was removed, who authorized it, and who removed it, along with the date and time.

B. Auxiliary (Sign-In/Out) Logbook

1. Will be established in numbers sufficient to address facility needs (i.e., one or two of each) and stored in the Watch Commander's office.
2. Will be sequentially numbered and labeled as such.

3. When deployed to a new area, the first entry will be made at the top of the next clean/unused page to include the date and time put into use. At the completion of the deployment, a diagonal line will be drawn from below the last entry to the bottom of the page to “close out” the page. Staff will sign, date, and indicate the time on the line.
4. **Removal of a sign-in/out logbook requires immediate replacement with an auxiliary logbook.**
5. Prior to removal and upon return, a notation (in RED ink) will be made in the individual logbook explaining why the log was removed, who authorized it, and who removed it, along with the date and time.

NOTE: All entries will be made in blue or black ink, except as outlined in subsections IV-A-5 and IV-B-5, and with the exception of facility Superintendents, Executive Team, Supervisors, and Central Office staff, who will personally sign in RED ink. This directive does not supersede any requirements placed by other directives.

NEW YORK STATE DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION

_____ Correctional Facility

DAILY SECURITY SUPERVISOR REPORT

I. Name/Title _____ Date _____

Signature _____

Area of Assignment _____ Tour _____

A. Were rounds completed? Yes _____ No _____

If no, explain why rounds could not be completed.

B. Were rounds unannounced? Yes _____ No _____

If no, indicate what action, if any, was taken (Example: No action, called ahead to interview incarcerated individual, or discussed with staff the agency policy regarding calling ahead).

C. List any other areas you may have visited on your tour of duty.

D. Were the rounds you made in the other areas unannounced? Yes _____ No _____

If no, indicate what action, if any, was taken.

II. Deficiencies and operational problems (physical plant, cleanliness, health, safety or security, staff and/or incarcerated individual problems encountered).

III. Action taken or corrective action in process (Example: work orders, work completed, FSO notified, emergent conditions that required immediate action).

IV. Security Inspections, to include cell integrity, cell frisk, incarcerated individual industry workstation frisk, counts, and bar/hammer checks; observed and reported to the Watch Commander.
Comments/Recommendations:

NEW YORK STATE - DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION
DAILY SAFETY CHECKLIST

LOCATION AND BUILDING: _____

DATE: _____

# OF ITEMS	DESCRIPTION OF ITEMS	VISUAL CONDITION OF ITEMS			PROBLEMS NOTED FOR EACH ITEM
		SHIFTS			
		1	2	3	
	Extinguisher				
	Nozzle and Valve				
	Standpipe and Hose				
	SCBA				
	Fire Alarm System				
	Exit Signs				
	Posted Evacuation Signs				
	Dryer Lint Trap				
	First Aid Kit Seal #: _____ BVM/Narcan Kit				
	Stretcher				
	AED				
	Kiosk Tablet Synch Cable Present and Intact				

FOR EACH OF THE FOLLOWING, CHECK THE APPROPRIATE ANSWER. IF "N/A" PLEASE NOTE.

	SHIFT #1		SHIFT #2		SHIFT #3	
Exits and Passageways	SAT ___	UNSAT ___	SAT ___	UNSAT ___	SAT ___	UNSAT ___
Emergency Lights	SAT ___	UNSAT ___	SAT ___	UNSAT ___	SAT ___	UNSAT ___
Storage Spaces	SAT ___	UNSAT ___	SAT ___	UNSAT ___	SAT ___	UNSAT ___
Waste Receptacles	SAT ___	UNSAT ___	SAT ___	UNSAT ___	SAT ___	UNSAT ___
Rodent Pest Control	SAT ___	UNSAT ___	SAT ___	UNSAT ___	SAT ___	UNSAT ___
Storage/Handling of Flammables	SAT ___	UNSAT ___	SAT ___	UNSAT ___	SAT ___	UNSAT ___
Combustibles	SAT ___	UNSAT ___	SAT ___	UNSAT ___	SAT ___	UNSAT ___
Toxics	SAT ___	UNSAT ___	SAT ___	UNSAT ___	SAT ___	UNSAT ___
Caustics	SAT ___	UNSAT ___	SAT ___	UNSAT ___	SAT ___	UNSAT ___
Safety Devices have been inspected and are operational	SAT ___	UNSAT ___	SAT ___	UNSAT ___	SAT ___	UNSAT ___

Report the presence of any machinery hazards, repairs to be made to same, and/or recommendations for correction of same. Use back of this form if more space is needed. _____

Was a Maintenance Repair Request prepared for any of these deficiencies? YES ___ NO ___

SIGNATURE AND TITLE OF INSPECTORS: _____ 1st Shift
 _____ 2nd Shift
 _____ 3rd Shift*

* 3rd SHIFT GOING OFF WILL FORWARD TO FIRE/SAFETY OFFICER