

 <p>Department of Corrections and Community Supervision</p> <p>DIRECTIVE</p>	TITLE Watch Commander's Log		NO. 4008
			DATE 12/12/2025
SUPERSEDES DIR #4008 Dtd. 03/20/23	DISTRIBUTION A	PAGES PAGE 1 OF 3	DATE LAST REVISED
REFERENCES (Include but are not limited to) ACA Expected Practice 5-ACI-3A-09; Directives #4004, #4027, #4900, #4910, #4910B, #4936, #4941, 4943, #4944, #4945	APPROVING AUTHORITY 		

- I. **POLICY:** Each facility Superintendent shall establish a logbook to be maintained on a daily basis by their respective Watch Commanders.
- II. **PURPOSE:** The log will be used to chronologically record all significant events as they occur during the course of each respective tour. It shall serve as a record of events and activities for reference by the Executive Team and supervisory staff.
- III. **DESCRIPTION:** The log shall be maintained in a bound book containing a minimum of 500 press-numbered pages. All entries will be made in pen and any changes shall be initialed.
- IV. **ENTRIES:** The Watch Commander shall make the appropriate entries concerning the items listed below showing times where appropriate.
 - A. Day, date, and the four-digit stamp number assigned to each gate.
 - B. Beginning and ending times of the shift.
 - C. Weather and temperature.
 - D. Names of the Watch Commander, Officer of the Day (OD), Fire/Safety Officer or Deputy Fire/Safety Officer, and Nurse on duty.
 - E. Incarcerated individual count at beginning and end of shift, all Master Counts, and all incarcerated individual counts and procedures, including all Tour I supervisory observations of the master count, as identified in Directive #4945, "Incarcerated Individual Counts."
 - F. The number of incarcerated individual admissions and releases, including drafts in and out.
 - G. All escorted outside trips from and/or to the facility will include departure and arrival times, both from and to the facility.
 - H. The number of incarcerated individuals (not names or DINs) leaving on or returning from temporary release, and their time of departure and return, except community-based facilities.
 - I. Any incident of sexual abuse shall be limited to date, time, location, and Unusual Incident (UI) number or, if the incident is not a UI, the Sexual Victimization Report log number; Sexual Victimization reporting will be logged in accordance with Directive #4027, "Sexual Victimization Prevention & Response."

- J. Any incarcerated individual admitted to a Special Housing Unit (SHU) and the reasons; to include the following notations: completion of [Form #3152](#), "Suicide Prevention Screening Guidelines for Incarcerated Individuals," whether a trigger was or was not identified and the action taken, and staff (name and title) from the Office of Mental Health (OMH) who saw the incarcerated individual.
- K. Any immediate mental health referral made to the Watch Commander that does not result in a suicide watch or a suicide watch that is ordered in the absence of facility OMH staff. In cases where a suicide watch is ordered, the log entry will include the name of the staff member who ordered the suicide watch and the safety precautions to be taken, the OMH staff member or Medical staff (MD, PA, NP, RN) that is notified in a facility with part time or no OMH staff, the time of notification, the staff member who made the notification, location of the watch, and notification of the OD.
- L. Any special instructions left by the Superintendent, OD, Deputy Superintendent for Security (DSS), to include the employee frisking procedures upon entering the facility, as determined by the Superintendent or designee, as outlined in Directives #4900, "Security in Gate Areas/Secure Posts," and #4936, "Search of DOCCS Employees."
- M. Any outside calls related to facility operations or status from the Commissioner, Executive Deputy Commissioner, Deputy Commissioners, Assistant Commissioners, Communication Control Center (CCC), Superintendent, Deputy Superintendents, Captain, or Facility OD received by the Watch Commander's Office (on weekends, holidays, night, and evening shifts).
- N. Problems or activities that occur which may not require a UI Report status, but require special attention by the Watch Commander, such as Points of Information (POI), fence trouble zones (to include FENCETZ emails), anyone taking photos or video of facility property, abnormal amount of employee absences, etc.
- O. Tour 1 Watch Commander's review of BWC footage in accordance with Directive #4943, "Body Worn Camera (BWC)."
- P. Any UI or Use of Force (UOF) event as required by Directive #4004, "Unusual Incident Report" (Enter CCC #, Facility Log #, and a brief description to include review and approval of UOF photos).
NOTE: If an incarcerated individual refuses to cooperate with Use of Force photographs, this refusal will be documented in accordance with Directive #4944, "Use of Physical Force."
- Q. Searches and frisks, including security inspections, as identified in Directive #4910, "Control of & Search for Contraband," and Directive #4910B, "Searches and Inspections of Facility Spaces."
- R. Accountability Boards will be reviewed by a security supervisor to verify the status of all facility employees and non-Departmental employees denoted on the designated Accountability Boards at the conclusion of each shift.
- S. Record the results of the arsenal/key room officer's inventory check, including any arsenal key/equipment turnover discrepancies noted upon turn-over or receipt of any assigned items.

- T. The issue and return of restricted keys (enter key designation, times, and reason for issue), the quarterly rotation of the A & B keys, and any use of a duplicate set.
NOTE: The quarterly key rotation must also be notated on the inside front cover of the logbook indicating page number, date, and time of the rotation.
- U. Upon completion of each meal, the number of incarcerated individuals who attended and ate the meal must be logged.
- V. The required mid-shift review of the Security Information Staffing Unit (SISU) chart must also be logged by the Watch Commander.
- W. Monthly tests of civilian personal alarms, including name of the tester and union representative observing the tests.
- X. Upon completion of an authorized removal of an individual or sign in/out logbook, a notation (in red ink) will be made explaining the reason for the removal along with the utilized auxiliary logbook number and page of the recorded minutes.
- Y. All facility vehicles have been accounted for on each shift.
- Z. Daily download and review of data from the Guard 1 Plus Timekeeping System, as outlined in Directive #4941, "Guard 1 Plus Timekeeping System."
- AA. In addition to the information required in subsections IV-A through Z, Watch Commanders should also log any additional information that, in their judgment, the relief Watch Commander should know, and all entries will be legible.
- BB. Sign the log when the tour of duty is finished.

V. UTILIZATION

- A. The Watch Commander, upon reporting for duty, shall review the log entries covering the period since they were last on duty and indicate such by signing the log, including the date and time of their review.
- B. Each weekday morning, the Superintendent, the Deputy Superintendents, the Captain(s), the Assistant Deputy Superintendent(s), and the OD shall review the log entries covering the periods since they were last on duty and indicate such by signing the log in red ink including the date and time of their review.
- C. Watch Commanders taking over each tour should share relevant information gleaned from the logbook to subordinate staff on a need-to-know basis at the beginning of each tour.

**NEW YORK STATE DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION
SUICIDE PREVENTION SCREENING GUIDELINES FOR INCARCERATED INDIVIDUALS**

This form will be completed immediately upon admission or readmission to SHU/RRU/SDP/RMHU/TBU/BHU/CAR/Diversion Unit. The form will be filled out by the Area Security Supervisor. The #3152 form will function as the mental health referral.

NAME	DIN	DATE	TIME
Name of Facility	Name of Screening Person	Type of Unit:	
Reason Incarcerated Individual (I/I) is admitted to unit			

Check appropriate YES or NO Response for Each Question

Observations of Area Security Supervisor

	YES	NO	NOTE: COMMENTS/OBSERVATIONS/RESPONSES
Area Security Supervisor observed bizarre behavior or behavior that may be a sign of suicide risk.	***		

Screening Questions

1. Do you have concerns about being able to adjust to unit? If YES, what are your concerns?			
2A. Have you tried to commit suicide within the last year?	***		
2B. At any time in your life have you tried to commit suicide?			
3. Have you had thoughts, either now or recently, about wanting to hurt yourself?	***		
4. Do you feel you have nothing in your life to live for?	***		

Behaviors/Appearance

5. I/I shows signs of depression (e.g. crying, withdrawn)			
6. I/I appears anxious, scared or suspicious	***		
7. I/I appears excessively irritable, angry or hyperactive	***		
8. I/I appears to have poor hygiene			
9. I/I appears confused, not following direction or responding appropriately (<i>If YES, please refer the I/I to DOCCS Medical immediately. I/I must be seen by Medical prior to Mental Health</i>)	***		
10. I/I appears to be under the influence of alcohol or drugs. (<i>If YES, please refer the I/I to DOCCS Medical immediately. I/I must be seen by Medical prior to Mental Health</i>)	***		

Actions:

- If any box marked with *** is checked, make an immediate referral to the Office of Mental Health (OMH) and notify the Watch Commander. If the incarcerated individual refuses to answer any of the screening questions where *** is marked note that fact in the comments section and make an immediate referral to OMH.
- If any of the other YES boxes are checked, make a regular referral to OMH.

Type of Mental Health Referral needed None Regular Referral Immediate Referral

How was notification made? Phone In-writing In-person

Name and title of clinician notified:

Name	Title	Date & Time
------	-------	-------------

- If for any other reason you feel there is a problem with the incarcerated individual, notify OMH and call the Watch Commander.

The source of a mental health referral and information provided on the referral may be protected from disclosure under Mental Health Law, Section 33.13 and 33.16 of the Mental Hygiene Law, if such disclosure could be detrimental to the referral source, to the patient, or other persons.

Distribution: **WHITE** – OMH *If no OMH referral was "required" or the facility does NOT have OMH staff, white copy to Guidance file
 CANARY – Area Security Supervisor (for unit file) **PINK** – Watch Commander **GOLDENROD** – Medical/Health Record Psych. Section