	JUVENILE JUSTICE SERVICES Safety and Emergency Operations	Effective Date: 6/15/10
		Issue Date: 6/15/10
	Title: Permanent Logs	
	Procedure #: P.5.12	

1 ISSUING AGENCY Children, Youth and Families Department (CYFD)

2 SCOPE Juvenile Justice Service (JJS)

3 STATUTORY AUTHORITY NMSA 32A-2-1, 32A-2-2.E

4 FORMS None

5 APPLICABLE POLICY **8.14.5.12 PERMANENT LOGS:** Youth care specialist maintain a permanent log and prepare shift reports that record routine information, emergency situations and unusual incidents. These logs and reports are reviewed by designated staff and filed for future reference.

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7 DEFINITIONS None

8 POST LOGS

- 8.1 The facility superintendent shall establish post orders for each designated post at the facility detailing the logs and logs entries required for the post.
- 8.2 All required logs will be completed in “real-time” or entered at the time of occurrence.
- 8.3 Pre-completion or making entries into a log prior to the occurrence, event or happening is strictly prohibited and can result in disciplinary action up to and including dismissal.
- 8.4 All log entries shall be as accurate and concise as possible.
- 8.5 All entries in the log will be written in a legible manner, dated and timed.
- 8.6 No lines will be left blank in the log narrative or sequence.

- 8.7 Log entries will never be erased, covered with white-out or marked out making the original entry unreadable. Entries made in error will be lined out by a single line, dated and initialed.
- 8.8 Log entries will be in black or blue ink.
- 8.9 No extraneous markings or ditto marks shall be placed on the log.
- 8.10 Log entries will be made in a consecutive fashion, with every line and column completed and time referenced.
- 8.11 Each log will be designated by post name, printed assigned staff name, staff signature and each entry line or location information request area completed.
- 8.12 Clients shall not have access to any post log.

9 LOG CONTENTS

- 9.1 Staff assigned to complete a log(s) will make entries concerning scheduled, routine, non-routine, significant, emergent, urgent and emergency events occurring on the post during their respective tour of duty.
- 9.2 All logs indicated as required by the post order will be completed in their entirety, containing all the called for information and reflect the accurate state of affairs.
- 9.3 When a log is completed for the shift it will be immediately forwarded to the youth care specialist supervisor assigned to the unit.
 - 9.3.1 On a predetermined schedule, the youth care specialist supervisor assigned to the unit will review the logs for content and accuracy and forward them to the unit manager to retain.
- 9.4 At a minimum, log entries will include, but not be limited to inspections, inventories, counts, client and staff movements, incidents, recreational periods, scheduled events, emergency drills, equipment failures, staff or other types of visitors, investigations, patrols and rounds, searches, and work orders.

10 SUPERVISORY LOGS

- 10.1 Shift supervisors will maintain a pass-down log for each tour of duty. Relieving supervisors will review the pass-down log as well as be briefed by the outgoing shift supervisor at the beginning of each shift.
 - 10.1.1 If a supervisory employee is unassigned to the shift, the facility superintendent or designee will designate the staff member supervising the shift.
- 10.2 The on-call manager in charge will maintain a separate pass-down log for each tour of duty. Relieving on call managers will review the pass-down log as well as be briefed by the outgoing manager at the beginning of each tour.
 - 10.2.1 The outgoing manager shall also prepare a short synopsis of the week's activities for the facility superintendent and all department heads for reading at the weekly staff meeting.
- 10.3 Shift supervisors and on-call managers in charge are expected to review and sign logs during their respective tours of duty. These reviews and signatures should be completed on post.

- 10.4 For those posts not requiring a log, the shift supervisor will establish a protocol for non-routine events being log at the control center.
- 10.5 Clients shall not have access to any pass-down log.

11 SPECIALTY LOGS

- 11.1 The facility superintendent shall establish perpetual logs for the emergency and routine distribution and return of all inventory controlled items. This includes, but is not limited to the following:
 - 11.1.1 A perpetual log showing the current assignment and distribution of keys;
 - 11.1.2 A perpetual log showing the current assignment and distribution of tools, sharps or other instruments capable of causing serious injury or facilitating an escape;
 - 11.1.3 A perpetual log showing the current assignment and distribution of any caustic, toxic, flammable or otherwise hazardous material;
 - 11.1.4 A perpetual log showing the current assignment and distribution of kitchen utensils and sharps;
 - 11.1.5 In conjunction with the Health Service Administrator, a perpetual log showing the current assignment and distribution of medical instruments and sharps;
 - 11.1.6 A perpetual log showing the entrance and exit of visitors in areas accessible to the public.
 - 11.1.7 In restricted areas such as control centers and posts, a perpetual log showing the date, time of arrival, visitor or staff member's name, reason for visit, and time of departure.
 - 11.1.8 A perpetual log showing the reception, current location, accessibility, storage and if warranted disposition of any contraband, evidence or materials seized by the facility during an investigation.
- 11.2 All specialty logs will be forwarded to the youth care specialist supervisor at predetermined date or at the completion of the log.
 - 11.2.1 On a predetermined schedule, any youth care specialist supervisor assigned to monitor or supervise a location requiring specialty logs, will review the logs for content and accuracy and forward them to the unit manager in charge of the area to retain.
- 11.3 Any department head or area that purchases, uses or otherwise maintains any inventory controlled item, must submit a perpetual logging system that shows the current assignment and distribution mechanism to the facility superintendent for approval.
 - 11.3.1 On a predetermined schedule, the department head or area maintaining inventory controlled items will forward the logs to the facility superintendent for review and retention.

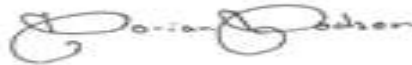
12 LOG RETENTION

- 12.1 The content of logs will be maintained in a system of records that documents the operational processes of each facility and its administration of programs. These records are the internal documents of the department and are considered confidential.
- 12.2 The unit manager, in conjunction with the records manager, will establish a retention and destruction cycle for logs that is consistent with the State Record's Act.
- 12.3 Any logs that are part of any pending litigation or any internal or external investigation, or otherwise designated by the Director of JJS or Office of General Counsel as likely to be targeted for litigation or external investigation shall not be destroyed regardless of timeframe.

13 CONTINUOUS QUALITY IMPROVEMENT

- 13.1 Each month the unit manager and specified department heads shall provide a report to the facility superintendent detailing the following information:
 - 13.1.1 Total number of logs due from each location under their supervision and the percentage of logs completed and turned in on time.
 - 13.1.2 A percentage rating of the overall appearance, readability, content and completeness of the logs being submitted.
 - 13.1.3 A summary report of any corrective action taken in respect to logs or logging information.

14. AUTHORIZED SIGNATURE:



6/15/10

APPROVED: _____

Dorian Dodson, Cabinet Secretary

Date

Children, Youth and Families Department