



THE CITY OF NEW YORK
DEPARTMENT OF CORRECTION



DIRECTIVE

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| <input type="checkbox"/> NEW <input type="checkbox"/> INTERIM <input checked="" type="checkbox"/> REVISED | | | SUBJECT | | |
| EFFECTIVE DATE 10/13/15 | | *TERMINATION DATE / / | | HOUSING AREA LOGBOOKS | |
| CLASSIFICATION # 4514R-C | SUPERSEDES 4514R-B | DATED 01/16/15 | APPROVED FOR WEB POSTING <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | | |
| | | | DISTRIBUTION A | | PAGE 1 OF 9 PAGES |
| RECOMMENDED FOR APPROVAL BY REVIEW BOARD MEMBER | | | AUTHORIZED BY THE COMMISSIONER | | |
| MARTIN J. MURPHY, CHIEF OF DEPARTMENT SIGNATURE | | | JOSEPH PONTE SIGNATURE | | |

I. PURPOSE



The purpose of this Directive is to implement New York City Department of Correction (Department) policy and procedures standardizing the Department's use and maintenance of housing area logbooks to ensure the maintenance of legible and accurate records of activities/events that occur in housing areas within Departmental facilities. Department records are subject to review and inspection by external and internal investigative bodies and oversight agencies. Therefore, housing area officers must chronologically record all activities/events as they occur.

II. POLICY

- A. All Department facilities shall utilize logbooks to maintain accurate records of the events that occur in each housing area.
- B. Commanding Officers shall ensure compliance with the policies and procedures prescribed herein.



III. GUIDELINES

- A. The primary objective of this Directive is to standardize the use of housing area logbooks. However, each facility may, via command level orders, require additional logbook entries as needed.
- B. Logbook entries must be made without undue delay and must be recorded legibly, accurately, and concisely, in chronological order using military time. No entries shall be made prior to the actual inspection being conducted (e.g., staff should not record a "tour of inspection prior to the actual inspection being conducted").
- C. Correction Officers shall print legible entries in blue or black ink only. Uniformed supervisors shall print legible entries in red ink only.

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III. GUIDELINES (Cont.)

- D. All housing area fixed "A" posts shall maintain a hard covered 500-page bound ledger logbook, approximately 14 X 8¾ with horizontal lines, a margin line, and 500 consecutively pre-numbered pages.
- E. All housing area fixed "B" and "C" posts shall maintain a hard covered 300-page bound ledger logbook, approximately 14 X 8¾ with horizontal lines, a margin line, and 300 consecutively pre-numbered pages.
- F. Housing area officers who report any, missing, torn, or partially missing pages in any housing area logbook shall be required to submit a written report to the Commanding Officer through the appropriate channels explaining the condition of the log book.
- 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. Staff completing a logbook entry shall place an asterisk before any entry that is not recorded in chronological order.
- J. 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).
- K. No employee is authorized to erase any logbook entry or part thereof. 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. This line must not prevent the original entry from being read.
 - 2. The word "VOID" shall be printed in the left hand margin, adjacent to the voided entry.

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III. GUIDELINES (Cont.)

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 an inspection must acknowledge the voided entry by placing their initials in red ink next to the officer's signature.
- L. The outside cover of the logbook must be labeled as follows:
1. Housing Area Logbook
 2. Location: including the housing area name and, description of the housing area (e.g., Mental Observation, Administrative Escort, New Admission, etc.)
 3. Date, tour, and time started
 4. Date, tour, and time completed.
- M. 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. This verification 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, and
 - c. Tour, as continued from previous log.
- N. Correction officers assigned to the "A", "B" and "C" posts shall document the completion of each physical tour of the area in the housing area logbook. There are two types of tours of area that correction officers are required to conduct and both must be entered into the respective housing area logbook. Each tour entry shall clearly identify which type of tour was conducted in the logbook as follows:

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III. GUIDELINES (Cont.)

1. General supervision – this type of supervision shall apply to cell housing areas and is primarily employed during the 2100 x 0500 hours tour of duty and any other time inmates are secured in their individual cells or a holding cell. Correction officers responsible for the care, custody, and control of the inmates shall remain in their assigned areas and conduct visual observations at 30-minute intervals in accordance with the procedures outlined in Directive 4517R, "Inmate Count Procedures" (e.g., walking through the area and making a visual observation of each inmate when locked in their cell, observe signs of life, the cell is properly secured, etc.).
2. Active supervision – this type of supervision shall apply to all non-cell housing areas at all times. It shall also apply to cell housing areas during all lock out periods when inmates are allowed to freely move about the confines of the housing area (0500 x 2100 hours) and those inmates who remain in their cells during lock out hours. Some characteristics of such supervision include but are not limited to:
 - a. Direct and uninterrupted communication with each inmate, unaided by any electronic or other artificial amplifying device;
 - b. The conducting of Active Supervision tour at 30-minute intervals;
 - c. The ability of the officer on post to immediately respond to emergency situations; and
 - d. If a facility housing area houses 20 or more inmates, the continuous presence of an assigned correction officer within that housing area to ensure optimal safety and security are provided (SCOC Standards).
3. Logbook Entries shall be made as follows:
 - a. If the officer conducted a general supervision tour with no issues to report, the time entry is made followed by "general supervision tour of area completed, nothing unusual to report." The officer must then sign and input shield number;
 - b. If the officer conducted an active supervision tour with no issues to report, the time entry is made followed by "active supervision tour of area completed, nothing unusual to report." The officer must then sign and input shield number; or

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III. GUIDELINES (Cont.)

If there is an unusual incident, situation, or condition to report, the officer shall make a logbook entry describing the details of the event and the name of the supervisor who was notified.

IV. PROCEDURES

A. LOG BOOK ENTRIES



1. Each housing unit logbook must contain the following information:
 - a. Tour (0700 – 1531, etc.);
 - b. Date;
 - c. Name / Shield number of all officers assigned to the housing unit (each officer must sign the "A" post logbook upon assuming post);
 - d. Census at the beginning of the tour, including any adjustments to the in/out count. The out count shall indicate the number of inmates and the areas where they are being held as per the provisions set forth in Directive #4517, "Inmate Count Procedures."
 - e. The last name, first name, full NYSID number, and the destination of or point of origin of any inmate departing from or arriving to the housing area. A sample logbook entry is provided below:

SAMPLE LOGBOOK ENTRY FOR INMATE MOVEMENT

1123 - Three inmates departed for recreation
 Doe, John, NYSID #1234567Z
 Doe, Jack, NYSID #7654321Z
 Doe, Joseph, NYSID #9999999Z



CO J. Doe #123

- f. Name, shield number and signature of all relieving and relieved officers upon assumption and relinquishment of the post. The relinquishing officer shall note the reason he/she is being relieved (change of tour, meal period, etc.).

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IV. PROCEDURES (Cont.)

- g. The number of security keys and other equipment on post as required by institutional regulations.
 - h. Any matter that may affect security, such as broken keys, broken windows, inoperable cells, broken locks, etc., and the supervisor notified of the matter.
 - i. The name and shield number of the assigned housing area Supervisor (when that information becomes available).
 - j. All inmate activities (e.g., religious services, recreation, commissary, visits, sick call, medication, meal periods, lock-in/lock-out count periods, etc.), including the time the activity commenced/concluded and number of inmate participants.
 - k. Completed General and Active Supervision entries consistent with the requirements of the housing area.
 - l. Record of all housing area searches conducted during the tour.
 - m. Once identification is verified the following information shall be entered into the logbook. The name, rank/title, and ID/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.). The uniformed staff member on the post shall verify the identification of all non-uniformed staff and visitors seeking to enter a housing area prior to granting entry. Such verification shall include a face to photo identification and, if warranted, communication with the facility front entrance to establish the identity of the pass holder.
 - n. Any special instructions left by the area supervisor from the previous tour.
- Note: The officer must inform the on-duty area supervisor of any special instructions discovered upon reviewing the logbook.
- o. 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.

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IV. PROCEDURES (Cont.)

Note: The list above does not include all possible incidents that would fall under the term "unusual occurrence." For example, an "unusual occurrence" shall also include instances in congregate feeding facilities, where an inmate or inmates refuse to depart the housing area to attend the lunch or dinner feedings as required.

- p. Closing census at the end of each tour, (e.g. "END OF TOUR" 0700–1531) making 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, "supervisors shall make tours of inspections at frequent intervals" (2.25.010).



1. When conducting a routine tour of inspection, the housing area Supervisor shall:
 - a. Record the date and time entering the housing area (the time must be written in the margin). Print and sign his/her name, rank, and shield number.

SAMPLE START OF SUPERVISOR LOGBOOK ENTRIES

0700 - Captain J. Doe #123 on post to conduct a routine tour of inspection.

Note: An entry simply noting a tour of inspection is not acceptable. Entries must include any pertinent information as outline in b through f below.

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

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IV. PROCEDURES (Cont.)

- e. Note the condition of the post, such as the sanitation conditions of the housing area and any related instructions.
- f. Enter the time the tour of inspection was concluded (the time must be written in the margin) followed by the results of the inspection or of the incident/event responded to.

C. TOUR COMMANDER

When conducting a housing area tour of inspection, the Tour Commander shall:

1. Record the date and time entering the housing area (the time must be written in the margin). Print and sign his/her name, rank and shield number.

SAMPLE START OF TOUR COMMANDER LOGBOOK ENTRIES

0700 - Tour Commander Jones # 000 reported to housing area 6 upper to conduct a routine tour of inspection



Note: An entry simply noting a tour of inspection is not acceptable. Entries must include any pertinent information as outline in 2 through 5 below.

2. Review the logbook entries from the previous tour, take appropriate action, and 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.
5. Enter the time the tour of inspection was concluded (the time must be written in the margin).

V. REFERENCES

A. Departmental Rules and Regulations/Orders:

1. 2.25.010 (Captain – Tours of Inspection).

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V. REFERENCES (Cont.)

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 #4517R, entitled "Inmate Count Procedures," dated 06/18/14.
- B. New York State Commission of Correction Standards, Section 7003, Security and Supervision.

VI. SUPERSEDES

- A. Directive #4514R-B, entitled "Housing Area Logbooks", dated 1/16/15.