

KERN COUNTY SHERIFF'S OFFICE

Detentions Bureau Policies and Procedures

TITLE: JAIL LOGBOOKS **A-1050**

EFFECTIVE:	REVIEWED:	REVISED:	UPDATED:
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REFERENCE: DBPPM A-400; PREA §115.13, §115.15, DBPPM C-450

POLICY

Jail logbooks serve as documentation of operational activities in the Detentions Facilities, incarcerated people being guarded at hospitals, and a record of staff on duty at any given time. Jail personnel will maintain jail logbooks that contain complete and accurate information pertaining to the operational activities of each Detentions Facility.

DIRECTIVE #1

The jail logbooks will be ordered and placed annually by the Administrative Sergeant or their designee. The old logbooks will be collected by facility administrative staff and stored in a secure area for a period of at least ten years. The old logbooks will not be destroyed without first ensuring through Risk Management and County Counsel, that there is no longer an official need for the books. Refer to DBPPM A-400 for appropriate destruction timelines.

DIRECTIVE #2

The Lerdo Minimum Facilities do not have individual logbooks for each housing unit. All Security checks are recorded on an electronic spreadsheet by the Female Minimum Duty Deputy. At the end of each shift, the security check logs are sent via e-mail to the Facility Administrative Sergeant to be archived.

The Male and Female Facility Duty Deputies will record all other information as outlined in Procedure B in their respective Duty Office Logbooks.

DIRECTIVE #3

Staff will not use corrective tape or fluid in logbooks. Corrections will be made by crossing the error out with a single line and then writing in the correct entry. Staff will enter their CAD ID and initials next to any such correction.

DIRECTIVE #4

Any rejected bookings at Inmate Reception Center (IRC) will be documented in the IRC logbook. The entry will include:

- Time
- Name and CAD ID of Deputy
- Name, date of birth and identification (driver's license or social security number) of rejected incarcerated person
- Reason for the rejection

Procedure A: Logbook Placement

Each Squad will have a separate logbook for the following areas:

- Supervisor Office
- All facility control stations (Master Control or Duty Office)
- All incarcerated person housing areas (with the exception of Lerdo Minimum)
- Any workstation where incarcerated people are moved in or out of the facility

Each facility may have a single logbook for:

- Posts that are not manned 24 hours per day, but require documentation of activity
- Any workstation where incarcerated people are moved in or out of the facility.
- Any other location designated by the Section Manager.

Procedure B: Logging Duties of Personnel - Staff

All personnel that are assigned to work in an area where logbooks are placed are responsible for keeping the logbook complete and accurate.

Staff will:

- Review the previous shift logbook when reporting to duty and before relieving the on-duty deputy.
- Make complete and accurate logbook entries pertaining to their duties and activities during the shift.
- Staff supervising housing areas or holding cells where incarcerated people will be held for longer than thirty minutes will record the time of safety checks in the logbook and initial the entry per DBPPM C-450.

Staff Logbooks will include:

- Deputy on duty by name and CAD ID#
- Completion of all pre-stamped entries.
- Time and result of incarcerated people population counts
- Time of safety checks
- Documentation of gender announcement (i.e., male deputy entering female housing unit, or female deputy entering male housing unit).
- Time, name and booking numbers of incarcerated people received, transferred or released.
- Time meals are served
- Mail Pass
- Time cleaning supplies were issued
- Incarcerated person medical and mental health care including:

- Medication Pass,
- Doctor or Nurse Sick Call or Triage
- Blood Draws
- Correctional Behavioral Health (CBH) visits or evaluations.
- Laundry Pass
- Commissary pass
- Scheduled incarcerated people movements (Class, church, infirmary)
- Rec Yard (refusals, closure due to weather, maintenance issues, etc.)
- Professional visits or tele-conference.
- Time, description and case number of all shift incidents including
 - Incarcerated person fights (Code Yellow)
 - Incarcerated person assaulting deputy (Code Red)
 - Medical priorities
 - Safety cell placement or removal
 - Restraint chair placement or removal
 - Suicide cell placement or removal
 - Sobering cell placement or removal
 - Housing search
- Any lock downs
- Any other unusual occurrences

- Documentation of all late and missed safety checks, the reason for the delayed or missed check. Staff will notify the shift supervisor as soon as possible and document the name of the Supervisor notified and time of notification.

Procedure C: Logging Duties of Personnel – Hospital Guard

When an incarcerated person is transported to a hospital for emergency medical care or being guarded at a hospital after being admitted for treatment, a logbook will be maintained on scene to document all pertinent information and events.

Any deputy assigned to transport or escort an incarcerated person to a hospital for emergency treatment will take a hospital guard logbook from the facility where the incarcerated person is housed.

The hospital guard logbook will include:

- Transporting deputy 's name and CAD ID#
- Incarcerated person name and booking number
- Name of hospital transported to
- Type of restraints used
- Location in hospital
- Significant changes in medical condition or behavior of incarcerated person
- If the incarcerated person is admitted to the hospital
- Contact with hospital staff
- Any contact with non-hospital staff
- Authorized visits or phone calls
- Attempted contact by unauthorized persons
- Movement to a different area in the hospital
- Time the deputy went off duty

- Time incarcerated person returned to the facility

Once an incarcerated person has been admitted to a hospital for care, documentation will be continued in the hospital guard logbook from the facility where the incarcerated person was previously housed.

When the incarcerated person is discharged from the Hospital the logbook will be returned to the appropriate facility shift supervisor.

Procedure D: Logging Duties of Personnel – Shift Supervisor

The Shift Supervisor will:

- Review the previous Shift Supervisor's logbook when reporting to duty and before relieving the on-duty shift supervisor.
- Make complete and accurate entries in the Shift Supervisor's logbook pertaining to their duties and activities.
- Sign their name, CAD ID# and time in the corresponding logbook when conducting a supervisory check of a post or housing unit.
- Review all facility logbooks periodically to ensure that complete and accurate information is being recorded.
- Sign their name, CAD ID# and time in any logbook inspected.
- When notified by staff of a late check the Shift Supervisor will review the logbook and sign for the late check.

Shift Supervisor Logbooks will include:

- Shift Supervisor name and CAD ID#
- Name and assignments of all deputies working.
- Name and type of leave used for deputies taking time off.
- Name of deputies and type of coverage working overtime.

- Time, detailed description and case numbers of any unusual incidents occurring during the shift, including:
 - Incarcerated person fights (Code Yellow).
 - Incarcerated people assaulting deputies (Code Red).
 - Medical priorities.
 - Incarcerated people transported for emergency medical treatment (indicate whether ambulance or patrol car).
 - Safety cell placement or removal
 - Restraint chair placement or removal
 - Name and time of any deputies injured during the shift.
 - Any other unusual occurrences.

DIRECTIVE #5

Spare logbooks can be found in the Pre-Trial and Justice Facility secure storage. These are to be utilized only under the following circumstances:

- When a logbook page is filled, additional space is required to complete shift entries.
- When the regular logbook is temporarily removed from the work assignment for an inspection or investigation.

*Do not staple or tape additional pages into the facility logbooks, as these additions can be easily lost.

Procedure A: Utilizing Spare Logbooks:

- Make a notation in the regular logbook referring to the spare logbook usage (e.g., "Refer to Spare Logbook").
- Return the spare logbook to secure storage upon completion of use.