

Section 5: Security

Subject: Jail Log

Minimum Standard: 5120:1-8-03(5)

Revised: 10/2008, 12/2011, 09/2015, 07/2016

Authorized: _____ Effective date: _____
Sheriff Paul A. Sigsworth

POLICY

It is the Policy of the Erie County Jail for maintenance by staff to keep a log to record routine information, emergency situations, and unusual incidents.

PROCEDURE

1. All activities, (surveillance checks, security inspections, inmate counts, use of force, disciplinary actions, movement inside and outside the jail, medical treatment, feeding, critical incidents (e.g., fires, assaults, attempted/completed suicides and escapes and other deaths), inmate vandalism, (e.g., destruction of jail property, flooding, or other acts of vandalism) shall be documented by the officer supervising the inmates in the Jail Records Management System (JMS).
2. All Corrections Officers will make Jail Log Event Entries as they occur
 - a. The Jail Log Event will include;
 - i. Date and Time
 - ii. Jail Log Event Code (see list of Codes)
 - iii. Inmates Involved
 - iv. The unit number of the Corrections Officer entering the event

JAIL LOG EVENT CODES

Event	Description
AKEY	- To be logged at beginning of shift when ACON Rover receives keys
APPT	- When an inmate is transported for non-emergency treatment (i.e. NOMS)
ASLT	- When an inmate assaults a CO, Nurse, or any other non-inmate in the jail
BKEY	- To be logged at beginning of shift when BCON Rover receives keys
BOOK	- Computer generated event
CHWH	- If during booking any inmates personal clothing needs washed from being soiled
CLEN	- Any time anything in jail is cleaned
CLSP	- Logged when Cleaning Supplies are Issued/Collected
CMAC	- Logged when Commissary Machine Issued
COMM	- Logged when Commissary Pass Completed
DAYR	- Inmates from Medical or Holding are given access to a day room
DEATH	- In Custody Death
DEL BK	- Computer generated event
DEL CHRG	- Computer generated event
DEL INM	- Computer generated event
EKEY	- To be logged at beginning of shift when ECON Rover receives keys
ESC	- Inmate Escapes from Jail
FEED	- A Meal Pass is completed

Section 5: Security

Subject: Jail Log (Continued)

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- FGHT - Inmate on Inmate Fight
- FIRE - Fire inside jail
- FRCE - Use of Force
- GYMI - Inmates went to inside Rec
- GYMO - Inmates went to outside Rec
- HAIR - Inmates were given hair cuts
- HEAD - Head Count Completed
- HOSP - Inmate taken to ER
- HOUR - Inmate given hour out of lock down
- INC - Computer generated event
- BAYS - Inmate Program Bayshore Group
- IPFM - Inmate Program Firelands Mental Health Group
- IPLS - Inmate Program Life Skills Group
- KEY - Any time a key is removed from a key box
- LAUN - Laundry Pass completed
- LIBR - Inmate went to Library
- LOCK - Lock Down Completed
- LTLD - Less Than Lethal Device Issued/Returned
- MAIL - Mail Pass Completed
- MBOX - Medication placed into medical box in Garage/Lobby
- MEDS - Medication Pass (Logged by Nurse)
- MLOG - Logging outgoing or incoming Mail
- MLRF - Inmate Refused any meal
- MOV BK - Computer generated event
- NEWS - Newspapers passed to inmates
- PHON - Inmates without access to phone used a phone
- PROV - Professional Visitor (Attorney, Mental Health, Children Services, Detectives)
- RAZO - Razors passed to inmates
- REL - Computer generated event
- REN BK - Computer generated event
- REN JID - Computer generated event
- SASC - Suicide Attempted / Completed
- SAST - Sexual Assault
- SC - Jail Check
- SHAK - Shakedown Conducted
- SHWR - Inmate without access to shower given a shower
- SICK - Officer Called Off Sick
- SKEY - To be logged at beginning of shift when OIC receives keys
- TRAY - Food Trays Collected
- TRNG - Any time an officer is trained
- TRSH - Trash Removed
- VLOG - Visitation Log