

# State of Iowa Department of Corrections

## Policy and Procedures

Policy Number: IO-SC-03

Applicability: Institutions

Policy Code: Public Access

Iowa Code Reference: N/A

Chapter 3: INSTITUTIONAL OPERATIONS

Sub Chapter: SECURITY & CONTROL

Related DOC Policies: IO-SC-05, IO-SC-06, IO-SC-07, IO-SC-14, IO-HO-05, IO-HO-07

Administrative Code Reference: N/A

Subject: LOGS AND OTHER RECORD-KEEPING SYSTEM

PREA Standards: N/A

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Effective Date: November 2024

Authority:

### 1. PURPOSE

To establish a system of logs and other record-keeping systems for the security program that shall sufficiently document the operational status of the Iowa Department of Corrections (IDOC) institutions and the services offered to incarcerated individuals.

### 2. POLICY

It is the policy of the IDOC to maintain a complete system of records that document important operational features of each institution and its security programs. These records are internal documents of the IDOC and are considered confidential.

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### **3. PROCEDURES**

#### **A. Shift Report**

The Associate Warden/Security shall ensure that records are kept, at a minimum, on the following subject areas:

1. Personnel on duty, including rosters and timekeeping
2. Incarcerated individual population and counts
3. Admission and release of incarcerated individuals
4. Shift activities
5. Entrance and exit of all non-employees
6. Use of force or chemical agents
7. Any unusual occurrences

#### **B. Area Logbooks**

1. Permanent computerized or bound logs shall be established in the following locations.
  - a. Shift Supervisors' office
  - b. Control Center
  - c. Armory/Key Control
  - d. Entrances
  - e. Receiving and Discharge

- f. All housing units
  - g. Other locations identified by the Warden
2. Logs shall be maintained on a shift-by-shift basis reflecting the activities of the post or other area and any emergency situations, unusual incidents, and other pertinent information regarding incarcerated individuals and activities on the post.
  3. All log entries shall be dated, shall identify the person making the entry and shall have documented periodic supervisory review.
  4. Entering and exiting by staff shall be recorded either electronically or by signing the log book.

### **C. Specialized Records**

In addition to logs, certain posts require specialized records. Please refer to DAS policy retention guidelines for further guidance. They include the following:

1. Entrances - Additional records on visitors, vehicles, and deliveries, as specified in IDOC Policy **IO-SC-05** *Entrance Procedures*.
2. Locked housing units - Additional individualized incarcerated individual records, as specified in IDOC policies **IO-HO-05** *Administrative Segregation* and **IO-HO 07** *Disciplinary Detention* on locked unit operations.
3. Armory and Control Center - Specialized records of entry and key and equipment issue, as specified in IDOC Policies **IO-SC-07** *Emergency Equipment and Armory Operations*, **IO-SC-06** *Security Operations* and **IO-SC-14** *Key Control*, respectively.

### **D. Retention**

1. When a bound logbook is full, it is to be turned in to the Shift Supervisor or Associate Warden/Security who shall place it in a designated storage area for future reference.

2. Logs may be discarded after five years, with approval from the Warden, if no major incidents have occurred during that time that requires the records for evidence. Please refer to the DAS Policy retention guidelines for further guidance.