



Department of Justice and Public Safety
Adult Custody Services

Policy: **Institutional Logs D4**
Effective: March 2001
Revised: December 2022

MISSION STATEMENT

Adult Custody Services is committed to providing professional practices that respect human rights and ensure safety for all. To be successful we will deliver fair practices, incorporate transparent policies and procedures, ensure independent quality assurance processes, and provide program access that allows for educational, cultural, traditional, and faith-based services as well as mental wellness and community re-entry assistance.

PURPOSE

To establish procedural standards for staff members to record daily operational activity in an institutional logbook.

LEGISLATIVE AUTHORITY

[Corrections Act NB Regulation 35\(a\)](#)

SCOPE

This policy applies to all employees of the Adult Custody Services division of the Department of Justice and Public Safety.

POLICY GUIDELINES

An institutional log is an official legal document.

Each entry recorded in a log will be of a professional nature referring to the operation of the institution. Local policy for preparation, maintenance and storage will be developed.

Official logbooks contain information pertaining to the daily functioning of an institution.

Institutional logs will be in various areas of the institution and will be maintained by various members of staff.

PROCEDURE

Log Contents – Log Entries

All entries made are to be neat, legible, and written in ink. (Blue or Black)

All logbooks shall contain:

- Personnel on duty
- Client count
- Entry and exit of any persons

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- All admissions and releases of clients
- Any unusual occurrences, i.e.: suicides or attempts, murder or attempts, deaths, escapes or attempts, assaults, misconduct's, injury or illness, fires, disturbances, client movement, inspections, rounds, key counts, and security equipment checks.
- Logs shall provide the date, time, recording staff, and the initial on each entry.
- Logs are to be kept up to date and matters entered as they occur
- Corrections to log entries are to be made by drawing a straight line through the error and initialing the area. DO NOT use white out or erase an entry. No alterations or backdating of entries is permitted.
- No personal commentaries

Log Security

Logs are to be safely contained

Daily Review

Superintendent or designate will review and initial the log daily.

Log Labels

Logs are to be properly identified with labels on the inside of the log containing:

- Name of institution
- Superintendent
- Minister
- Type of log
- Location, date of first /last entry

Log User's Identity

Separate label for:

- Printed name of staff
- Signature
- initials

Bind Closed – December 31st

All logbooks are to be bound volumes, with pages numbered. They are to be closed by December 31st of each year.

RELATED POLICY

D1 Population Count
D3 Rounds
Adult Institutional Policy Manual NB