

Required Logging and Documentation

1722.1 OVERVIEW

Logging activities and documenting events are essential for operational transparency, accountability, audit support, incident investigation, and continuous improvement. All personnel shall record actions and notable events in accordance with the JMS Logging/Documentation Guide to ensure accuracy, consistency, and create auditable records.

1722.2 JMS LOGGING AND DOCUMENTATION GUIDE

[See attachment: JMS Logging and Documentation Guide.pdf](#)

Attachments

JMS Logging and Documentation Guide.pdf

JMS LOGGING/DOCUMENTATION GUIDE			
Positions	Facility 24-Hour Log (ServiceNow)	Guard Station Activity Log (Guardian)	Guardian Device
Deputies/CSA's <ul style="list-style-type: none"> Main Control 	-Any incident with a JI (major writeups, medical aid, use of force, crimes, court refusals, info reports...) -Completion of the following: <ul style="list-style-type: none"> Perimeter check Entire facility plumbing tunnel check Stairwell and evacuation route check Roof check -ERT activation -ERT training -Facility Count -FAST Search -Lockdown -Maintenance		
Deputies/CSA's <ul style="list-style-type: none"> Other work locations 		-Book exchange -Chow (start/end time) -Cleaning Supplies -Clothing exchange -Commissary -Count -Equipment Inventory -FAST search -Incidents (e.g., medical aid, fights) -Maintenance requests submitted -Meds -Mental Health call -Methadone -Plumbing tunnel -Sick call/Refusals -Tablet distribution -ID/DD Log Daily Check -Inmate orientation video	-Courts -Dayroom -Medical Movement -Outdoor Recreation -Perimeter Check -Plumbing Tunnel Check -Programs Movement -Roof Check -Safety Checks -Stairwell Check -Supplies issued -Visits
Sergeants	-Administrative assignment -"On Duty" status -Any incident with a JI (e.g., major writeups, medical aid, use of force, crimes, court refusals, info reports) -Briefing -ERT activation -FAST Search -Inmate disciplinary hearings -Inmate grievance -Staff training		-Grievance box -Housing check -Log reviews -Meal breaks -PREA line check -Hospital check -ID/DD Log daily check -Security/Sallyport Door Inspection
Lieutenants	-Assault/Battery -Completion of facility check -FAST Search -Log review -Medical aid -Use of force		-Facility check