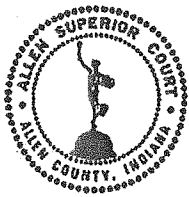


Security	
<u>Standard</u> <b>8-5-8</b>	<p>Written policy, procedure, and practice provide:</p> <p>(1) supervisory level staff:</p> <p>(A) conduct a daily inspection of all areas of the facility, including areas occupied by juveniles and unoccupied areas; and</p> <p>(B) submit a daily written report to their supervisor; and</p> <p>(2) the facility administrator, or designee, and a second intermediate-level or higher-level supervisory staff conduct and document visits to the facility's living areas at least weekly to:</p> <p>(A) encourage informal contact with staff and juveniles;</p> <p>(B) provide guidance to staff; and</p> <p>(C) informally observe the living and working conditions.</p>
<u>Documentation</u> <u>Demonstrating</u> <u>Compliance</u>	<p>Title, page number, and section of <u>Policy</u> demonstrating standard compliance:  Click here to enter text.</p> <p>Title, page number, and section of <u>Procedure</u> demonstrating standard compliance:  Click here to enter text.</p> <p>Title of document demonstrating <u>Proof of Practice</u>:  <i>(Suggested document(s): Daily inspection report; Daily report to supervisor; Unit log sheets documenting weekly visits)</i>  Click here to enter text.</p>

SELF – EVALUATION AGENCY PERSONNEL	AUDITOR DETERMINATION
<p>Staff Signature and Date:</p>   	<p>Auditor Signature and Date:</p>   
<p><input type="checkbox"/> Compliance</p> <p><input type="checkbox"/> Non-Compliance</p> <p><input type="checkbox"/> Non-Applicable (justification attached)</p>	<p><input type="checkbox"/> Compliance</p> <p><input type="checkbox"/> Non-Compliance</p> <p><input type="checkbox"/> Non-Applicable</p>
<p>NOTES:</p>      	



ALLEN SUPERIOR COURT – FAMILY RELATIONS DIVISION  
ALLEN COUNTY JUVENILE CENTER

## POLICY & PROCEDURE

SUBJECT: Security

NUMBER: 8-5-8

EFFECTIVE DATE: February 27, 2015

### POLICY:

The Allen County Juvenile Center shall follow the listed security measures:

(1) Supervisory level staff:

- (A) Conduct a daily inspection of all areas of the facility, including areas occupied by juveniles and unoccupied areas
- (B) Submit a daily written report to their supervisor

(2) The facility administrator, or designee, and a second intermediate-level or higher-level supervisory staff conduct and document visit(s) to the facility's living areas at least weekly to:

- (A) Encourage informal contact with staff and juveniles;
- (B) Provide guidance to staff; and
- (C) Informally observe the living and working conditions.

Suggested document(s): Daily inspection report; Daily report to supervisor; Unit log sheets documenting weekly visits

### PROCEDURE:

- (1) (A) Youth Care Workers conduct room searches. One YCW conducts the search while the other YCW supervises the juvenile(s) who are assigned to the room being searched. The YCW searching the room will start from the left side of the room and move clockwise until returning to the beginning position. Upon completion of the cells, the YCW(s) will search individual units including dayrooms, showers, sally ports, etc. The Shift Leader shall search unoccupied areas of the Allen County Juvenile Center or designate the YCW(s) accordingly.

(B) These findings shall be reported to Central Control. A log book entry will be completed by both the YCW and the Central Control Manager into the Quest Case Management System specific to their log book notes. Additionally, Staff will report daily to overlap.

**PROCEDURE CONTINUED:**

- (2) The facility administrator or designee shall conduct weekly visits to each living area and document their observations. During these weekly visits, the facility administrator or designee shall spend time promoting informal contact with staff and juveniles. The facility administrator or designee will document their observations in the Quest Case Management System. (See Shift Leaders' logbook notes)
- (A) The facility administrator or designee will encourage informal contact with staff and juveniles.  
(B) The facility administrator or designee will provide guidance to staff.  
(C) The facility administrator or designee will informally observe the living and working conditions.

---

Approved by: Shane Armstrong, Director of Detention

Superintendent / Chief Probation Officer	Approved Date:
Judge	Approved Date:

(1)  
(A)

## Log Book Notes

Enter criteria and press Submit

Log book: FUNIT - F Unit

Display entries between: 3/8/2015 and 3/9/2015

Date/time	By	Notes
Add new log book entry		
3/9/2015 3:00:14 PM	Y. Davis	Residents up for the evening
3/9/2015 2:51:30 PM	Y. Davis	Resident [REDACTED] is off unit with MHC intern
3/9/2015 2:41:50 PM	Y. Davis	Revised dinner tray count submitted to Central Control
3/9/2015 2:37:24 PM	Y. Davis	4 residents return to unit from school escorted by SL Rem. Searched and secured in room with snack by trainees Stuckey and Davis.
3/9/2015 2:33:35 PM	Y. Davis	[REDACTED] on unit. Resident was de-iced, showered, given clothing exchange, grooming bag, made phone call and provided a urine sample. Resident was secured in F22 which has been updated on the detention list. Resident recieved a snack. Resident is allergic to all SEAFOOD! NEW POPULATION 12
3/9/2015 2:30:50 PM	D. Stapleton	FYI- new resident [REDACTED] is allergic to ALL SEAFOOD, including fish. A note will be provided later. Thanks!
3/9/2015 2:00:56 PM	Y. Davis	Staff [REDACTED] and trainee [REDACTED] on duty. 5 keys, fob, cuffs, 3 radios/chargers/cases, rescue tool, 6 batteries and 25 blue cuffs all accounted for. POPULATION 11
3/9/2015 1:58:16 PM	N. Smith	Staff [REDACTED] and [REDACTED] off duty. 5 keys, fob, cuffs, 3 radios/chargers/cases, rescue tool, 6 batteries and 25 blue cuffs all accounted for. POPULATION 11
3/9/2015 1:05:30 PM	L. Fincher	Observation sheets completed
3/9/2015 12:39:16 PM	L. Fincher	6 residents to school with staff [REDACTED]. Phone calls complete except for those who want on second shift.(NS)
3/9/2015 12:25:59 PM	N. Smith	Resident [REDACTED] back in the building with staff [REDACTED] POPULATION 11
3/9/2015 12:23:55 PM	N. Smith	8 residents from lunch with staff Smith. WATCH TOURS RESUMED.
3/9/2015 11:45:09 AM	L. Fincher	10 residents return to unit from inside rec with staff [REDACTED] and Smith. Residents [REDACTED] and [REDACTED] secured in their rooms.
3/9/2015 11:15:43 AM	L. Fincher	Resident [REDACTED] return to inside rec
3/9/2015 11:12:12 AM	L. Fincher	Resident [REDACTED] from inside rec with staff Alan .
3/9/2015 11:08:41 AM	L. Fincher	4 from school to join inside rec all searched by staff [REDACTED]
3/9/2015 11:00:20 AM	L. Fincher	Resident [REDACTED] TR with staff [REDACTED]. NEW POPULATION 10 + 1
3/9/2015 10:46:59 AM	L. Fincher	6 residents to recreation with staff [REDACTED] and [REDACTED]. (NS)
3/9/2015 10:45:12 AM	L. Fincher	Counselor [REDACTED] on the unit to see residents. (NS)
3/9/2015 10:43:45 AM	L. Fincher	NO WATCH TOURS NEEDED. (NS)
3/9/2015 10:37:29 AM	L. Fincher	Room searches/inspections completed on F101 side nothing found called in by staff [REDACTED]. Cleaned all rooms door windows, tables, seats, mirrors, toilets swept

Date/time	By	Notes
		Room searches/inspections completed on F101 side nothing found called in by staff Fincher. Cleaned all rooms door windows, tables, seats, mirrors, toilets swept and mopped floors. Dayroom: cleaned all windows, tables, seats, and desks. Swept Dayroom
3/9/2015 10:13:12 AM	L. Fincher	1 resident to school with staff Smith
3/9/2015 10:07:50 AM	L. Fincher	Room searches/inspections/cleaning started on the F101 side. ys
3/9/2015 9:33:12 AM	L. Fincher	Resident [REDACTED] return to unit from SCHOOL, DISCIPLINARY secured in her room.
3/9/2015 9:20:27 AM	L. Fincher	[REDACTED] from return to unit from school with staff Smith searched and on unit
3/9/2015 8:58:32 AM	Z. Ortiz	Resident [REDACTED] ( [REDACTED] ) CLEAR LIQUID DIET X24HRS beginning with breakfast today thru breakfast tomorrow 03/10/15. May resume regular diet with lunch tomorrow 03/10/15. Thank you! :)
3/9/2015 8:28 AM	L. Fincher	Resident [REDACTED] from school with staff [REDACTED], searched and on unit
3/9/2015 8:15:38 AM	L. Fincher	Morris to school with staff [REDACTED]
3/9/2015 7:25:18 AM	L. Fincher	6 residents to school with staff [REDACTED]
3/9/2015 7:17:53 AM	N. Smith	10 residents from breakfast with staff [REDACTED].
3/9/2015 6:55:26 AM	N. Smith	10 residents to breakfast with staff [REDACTED]
3/9/2015 6:45:53 AM	N. Smith	No watch tours needed.
3/9/2015 6:27:42 AM	N. Smith	Nurse off the unit.
3/9/2015 6:23:44 AM	N. Smith	Nurse on the unit passing medication.
3/9/2015 6:20:23 AM	N. Smith	All residents groomed by staff [REDACTED]
3/9/2015 6:02:18 AM	N. Smith	No breakfast trays needed to be ordered all residents are up.
3/9/2015 5:59:39 AM	N. Smith	Staff [REDACTED] and [REDACTED] on duty for first shift. 5 keys, fob, cuffs, 3 radioschargers/cases, rescue tool, 6 batteries and 25 blue cuffs all accounted fro. POPULATION 11
3/9/2015 5:51:25 AM	S. Dasher	3rd shift, [REDACTED] off duty. Population #11 Leaving 5 keys, cuffs, fob, rescue tool, 3 radios/caseschargers, 6 batteries, and 25 evacuation cuffs.
3/9/2015 4:46:07 AM	S. Dasher	Office mopped and counters, microwave, door glass cleaned.
3/9/2015 12:01:36 AM	S. Dasher	Population count of #11 called into admissions.
3/8/2015 10:03 PM	S. Dasher	Population count of #11 called into admissions.
3/8/2015 10:00 PM	S. Dasher	3rd shift, [REDACTED] on duty. Population #11 Received 5 keys, cuffs, fob, rescue tool, 3 radios/caseschargers, 6 batteries, and 25 evacuation cuffs.
3/8/2015 9:54:52 PM	Y. Davis	2 shift off duty.
3/8/2015 9:00:58 PM	Y. Davis	SSR reading time started on F Unit
3/8/2015 8:58 PM	Y. Davis	All residents secured in room for evening.
3/8/2015 8:57:19 PM	Y. Davis	Snack trash collected.
3/8/2015 8:40:16 PM	Y. Davis	Snack passed to 11 residents.
3/8/2015 7:19:18 PM	Y. Davis	Nurse off unit.
3/8/2015 7:15:28 PM	Y. Davis	Nurse on unit medication passed.
3/8/2015 6:15 PM	Y. Davis	2 Residents back up . NO WATCH TOURS
3/8/2015 5:15:56 PM	Y. Davis	Watch tours started back up due to 2 residents in room for 1 hour.

# Log Book Notes

Enter criteria and press Submit

Log book:

Display entries between: 3/8/2015  and 3/9/2015

Date/time	By	Notes
Add new log book entry		
3/9/2015 3:15:25 PM	M. Peters	Room searches on F102 started
3/9/2015 3:10:09 PM	N. Marbury	[REDACTED] in route to F-unit
3/9/2015 3:04:21 PM	N. Marbury	Per Trainee G. [REDACTED]: A-unit room searches/inspections completed. Nothing found.
3/9/2015 3:04:07 PM	N. Marbury	VERIFIED FACILITY COUNTS: A Unit 24 B Unit 17 Detention Processing 0 F Unit 12 Holding Area 0 I Unit 8 L Unit 11 Temporary Release 2  TOTAL=72+2TR
3/9/2015 3:03:54 PM	N. Marbury	[REDACTED] w/Caring About People in the building to visit E. [REDACTED]
3/9/2015 3:03:46 PM	N. Marbury	[REDACTED] and [REDACTED] on duty for 2nd shift. 14 keys, 3 batteries, 3 radios, 2 chargers, 1 fob, 1 rescue tool with case, and 1 set of cuffs present.
3/9/2015 3:00:48 PM	R. Boyd	Boyd off duty. 14 keys, 3 batteries, 3 radios, 2 chargers, 1 fob, 1 rescue tool with case, and 1 set of cuffs present.
3/9/2015 2:54:45 PM	R. Boyd	L unit searches/inspections complete, nothing found.
3/9/2015 2:41:59 PM	R. Boyd	Per (TR) [REDACTED], A unit starting searches/inspections on the 102 side.
3/9/2015 2:08:58 PM	R. Boyd	Per staff [REDACTED], L unit starting searches/inspections on the 102 side.
3/9/2015 12:50:15 PM	R. Boyd	[REDACTED] is taking a Sick Day today.
3/9/2015 12:25:30 PM	R. Boyd	Resident [REDACTED] has a FWCS MD Hearing.
3/9/2015 10:37:07 AM	R. Boyd	F unit searches/inspections complete, nothing found. [REDACTED] is leaving the building.
3/9/2015 10:09:07 AM	R. Boyd	Per staff [REDACTED], F unit starting searches/inspections on the 101 side.
3/9/2015 10:06:12 AM	R. Boyd	A unit searches/inspections complete, nothing found.
3/9/2015 9:33:50 AM	R. Boyd	[REDACTED] is here to interview resident [REDACTED]. Per staff [REDACTED], A unit starting searches/inspections on the 102 side.
3/9/2015 7:15:39 AM	R. Boyd	Facility Counts: A-25 B-17 F-11 HA-0

(B)

Date/time	By	Notes
		I-06 L-11 TR-2 Total = 72
3/9/2015 7:09:58 AM	R. Boyd	Boyd on duty. 14 keys, 3 batteries, 3 radios, 2 chargers, 1 fob, 1 rescue tool with case, and 1 set of cuffs present.
3/9/2015 6:58:19 AM	R. Tubbs	Tubbs and S. [redacted] off duty: 14 keys/ 1 fob, 1 cuff set, 1 detention radio/cover, 1 maintenance radio, 1 weather radio, 2 chargers, 3 batteries, and 1 rescue tool.
3/9/2015 6:24:01 AM	R. Tubbs	[redacted] FMLA til 11:00am.
3/9/2015 6:11:21 AM	R. Tubbs	Per [redacted] all: B-unit starting room searches on 101 side.
3/9/2015 4:00:25 AM	R. Tubbs	[redacted] taking a FMLA day.
3/8/2015 11:07:44 PM	R. Tubbs	Facility counts verified with admissions: A-unit:25, B-unit:17, F-unit:11, I-unit:6, L-unit:11 T.R 2
3/8/2015 10:57:56 PM	R. Tubbs	Tubbs and S. [redacted] in Central with, 14 keys/ 1 fob, 1 cuff set, 1 detention radio/cover, 1 maintenance radio, 1 weather radio, 2 chargers, 3 batteries, and 1 rescue tool.
3/8/2015 10:55:25 PM	L. Chandler	Chandler and [redacted] are off duty with 14 keys/ 1 fob, 1 cuff set, 1 detention radio/cover, 1 maintenance radio, 1 weather radio, 2 chargers, 3 batteries, and 1 rescue tool/case.
3/8/2015 10:43:31 PM	L. Chandler	Phoned T. [redacted] to confirm that his number could be given to Z. [redacted].
3/8/2015 10:11:15 PM	L. Chandler	Per: [redacted] will need to enter into the kitchen to get water from the dry goods area. K-101 kitchen door was opened for Zahir.
3/8/2015 9:37:20 PM	T. Fowler	Staff [redacted] called and said she would be in at 8:00am on 3/9/15
3/8/2015 9:21:59 PM	L. Chandler	[redacted] returned from break.
3/8/2015 9:02:48 PM	L. Chandler	[redacted] is on break.
3/8/2015 8:33:23 PM	L. Chandler	K-101 kitchen door was opened for [redacted] to get snacks.
3/8/2015 8:21:57 PM	L. Chandler	[redacted] returned from break.
3/8/2015 8:08:06 PM	L. Chandler	[redacted] is on break.
3/8/2015 7:44:49 PM	L. Chandler	[redacted] returned from break.
3/8/2015 7:30:29 PM	L. Chandler	[redacted] is on break.
3/8/2015 7:26:51 PM	L. Chandler	[redacted] returned from break.
3/8/2015 7:12:34 PM	L. Chandler	[redacted] is on break.
3/8/2015 7:04:26 PM	L. Chandler	[redacted] returned from break.
3/8/2015 6:47:28 PM	L. Chandler	[redacted] is on break.
3/8/2015 6:36:27 PM	L. Chandler	[redacted] returned from break.
3/8/2015 6:28:22 PM	L. Chandler	[redacted] is on break.
3/8/2015 6:26:24 PM	L. Chandler	[redacted] returned from break.
3/8/2015 6:07:23 PM	L. Chandler	[redacted] is on break.
3/8/2015 5:53:20 PM	L. Chandler	[redacted] returned from break.
3/8/2015 5:44:49 PM	L. Chandler	Per: [redacted] schedule for a military Leave Monday, March 09, 2015.
3/8/2015 5:39:15 PM	T. Fowler	Nurse [redacted] on break. Staff [redacted] back fro, break
3/8/2015 5:25:02 PM	T. Fowler	Staff [redacted] on break
3/8/2015 4:37:53 PM	L. Chandler	

Date/time	By	Notes
		Per: [REDACTED], B-unit finished rooms search/inspection in pod B-102 and nothing found.
3/8/2015 4:18:37 PM	T. Fowler	F-unit completed room searches/inspections, nothing found per staff [REDACTED]
3/8/2015 4:17:16 PM	T. Fowler	B-unit started room searches/inspections on the 101 side per staff [REDACTED]
3/8/2015 3:46:26 PM	T. Fowler	F-unit started room searches/inspections on the 102 side per staff [REDACTED]
3/8/2015 3:00:27 PM	T. Fowler	Facility counts verified A Unit 23 B Unit 17 Det Pro 0 F Unit 11 Holding 0 I Unit 12 + 1 TR L Unit 8 Ttotal = 71 + 1 TR
3/8/2015 2:59:34 PM	T. Fowler	[REDACTED] and [REDACTED] on duty. 14 keys, 1 fob, 1 set of cuffs, 1 detention radio with 2 batteries, 1 security radio with 1 battery, 1 rescue tool with case.
3/8/2015 2:56:49 PM	R. Boyd	[REDACTED] off duty. 14 keys, 3 batteries, 3 radios, 1 fob, 2 chargers, 1 rescue tool with case, and 1 set of cuffs present.
3/8/2015 2:50:17 PM	R. Boyd	L and A units searches/inspections complete, nothing found.
3/8/2015 2:22:50 PM	R. Boyd	Per staff [REDACTED] and [REDACTED]ight, A and L units starting searches/inspections on the 102 side.
3/8/2015 10:39:29 AM	R. Boyd	F unit searches/inspections complete, nothing found.
3/8/2015 10:10:19 AM	R. Boyd	Per staff [REDACTED], F unit starting searches/inspections on the 1-1 side.
3/8/2015 9:14:15 AM	R. Boyd	Church is over. Pastor [REDACTED] is leaving the building.
3/8/2015 8:28:11 AM	R. Boyd	24 attending church.
3/8/2015 8:18:56 AM	R. Boyd	Pastor [REDACTED] is here for church.
3/8/2015 7:53:18 AM	R. Boyd	A unit searches/inspections complete, nothing found.
3/8/2015 7:30:57 AM	R. Boyd	Per staff [REDACTED], A unit starting searches/inspections on 101 side.
3/8/2015 7:08:21 AM	R. Boyd	Facility Counts: A-23, B-17, F-11, I-12, L-08, TR-1, Total = 72
3/8/2015 7:06:27 AM	R. Boyd	[REDACTED] on duty. 14 keys, 3 batteries, 3 radios, 2 chargers, 1 fob, 1 rescue tool with case, and 1 set of cuffs present.
3/8/2015 6:56:30 AM	J. Simmons	[REDACTED] off duty: 14 keys, 1 fob, 1 set of cuffs, 1 detention radio with 2 batteries, 1 security radio with 1 battery, 1 weather radio, and 1 rescue tool in Central.
3/8/2015 6:28:47 AM	J. Simmons	Per [REDACTED] B-Unit room searches/inspections 13-24 completed, nothing found.
3/8/2015 6:14:04 AM	J. Simmons	Per [REDACTED] L-Unit started room searches/inspections 13-24
3/8/2015 6:04:28 AM	J. Simmons	Per [REDACTED] B-Unit started room searches/inspections 13-24
3/8/2015 12:04:09 AM	J. Simmons	Verified Physical Count from units: A-UNIT 23 B-UNIT 17 F-UNIT 11 I-UNIT 10+1TR



Date/time

By

Notes

L-UNIT 8  
TOTAL 69+1TR

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DATE: 3/9/15CONDUCTED BY: Smith / KeithUNIT POPULATION: A 24 B 174 F 11 L 11 I 9 W N/ATOTAL RESIDENTS: 72+174

POTENTIALS	DISRUPTIVE	DUTIES COMPLETED ON 1 <sup>ST</sup> SHIFT
A <u>N/A</u>	A <u>N/A</u>	A <u>101 Clean, search, Acc, Shower</u>
B <u>N/A</u>	B <u>N/A</u>	B <u>101 Clean, Search, Acc (needs more), Book exchange</u>
F <u>N/A</u>	F <u>N/A</u>	F <u>101 clean, Search, Acc, Phone calls started</u>
L <u>Watch the unit</u>	L <u>N/A</u>	L <u>101 Clean, search, Acc</u>
I <u>N/A</u>	I <u>N/A</u>	I <u>101 Clean, Search, Acc, NOOE</u>
W <u>N/A</u>	W <u>N/A</u>	W <u>unit shut down</u>

RESTRICTIONS ON SPECIFIC RESIDENTSA. Cummings - up 3/10/15  
Moore - up 3/10/15

B.

F. Aldridge - up 3/10/15  
Dixon - up 3/11/15

L. Parker: meals on unit till 3/12/15

I.

W.

Residents who refused school: \_\_\_\_\_

Escape Risk: N/AMisc. Pertinent Information: Townsend(B) not to mix with Jackson(B)Williams (A) and Terry(A) alternate being in population. (no contact)Sanders(B) not to mix with Carson(B).Smock and Blanket Status: Alexander(L), Gustin(L), Selig(A),Sheikh(F), Sheilds(I), Wisniewski(F)Griffin(A)

## Log Book Notes

Enter criteria and press Submit

Log book:\* SH - Shift-Supervisor Log Book ▼Display entries between: 2/26/15 📅 and 2/28/15 📅

(2)

(A)

(B)

(C)

Date/time	By	Notes
Add new log book entry		
2/28/2015 8:25:26 PM	G. Silva	All units did well on fire drill.
2/28/2015 7:57:16 PM	G. Silva	Conducting a fire drill at the request of Todd Stubbs.
2/28/2015 7:00:20 PM	G. Silva	On I-Unit to test out resident able to move.
2/28/2015 5:40:30 PM	G. Silva	[REDACTED] called to take a vacation day, but stated that she had sick days left. I then told her that since she had call in time she would have to use that first. But she was adamant that she did not want to use her sick days and was wondering if she can take a vacation day. I advised her that I could approve the day if she was out of call in time. She said she had to use the sick days for her family reunion. I told her that I didn't understand, and she said well thats fine then. I then asked her to let me know if their is anything else I can do.
2/28/2015 5:15:19 PM	G. Silva	To Central for observation.
2/28/2015 3:36:53 PM	G. Silva	On B-Unit to encourage involvement between YCW and residents.
2/28/2015 3:25:58 PM	G. Silva	Inspection of W-Unit completed.
2/28/2015 3:06:25 PM	G. Silva	Inspection completed. All is well.
2/28/2015 2:35:33 PM	G. Silva	Starting building inspection and security check
2/28/2015 2:00:32 PM	G. Silva	Overlap with 2nd shift.
2/28/2015 1:58:28 PM	M. Smith	Sent staff [REDACTED] to Parkview Hospital to pick up the centers cuffs.
2/28/2015 1:30:32 PM	M. Smith	Having overlap with [REDACTED]
2/28/2015 1:24:45 PM	G. Silva	On duty
2/28/2015 12:50:06 PM	M. Smith	Having overlap with first shift staff.
2/28/2015 9:10:18 AM	M. Smith	Observing and helping in Central Control.
2/28/2015 8:15:48 AM	M. Smith	Completed the first week time cards.
2/28/2015 7:00:31 AM	M. Smith	Working on the first half of the pay period. Checking punch in time for staff.
2/28/2015 6:45:49 AM	M. Smith	Building inspection and security check completed. All is well.
2/28/2015 6:13:42 AM	M. Smith	Starting building inspection and security check of the facility.
2/28/2015 6:00:52 AM	M. Smith	Giving overlap information to first shift staff.
2/28/2015 5:45:42 AM	M. Smith	Proof reading one disciplinary report from 2/27/15.
2/28/2015 5:30:10 AM	M. Smith	Starting overlap paperwork for first shift staff.
2/28/2015 5:26:36 AM	M. Smith	Smith on duty. There is one disciplinary report to review and one disciplinary reports to proof read.
2/27/2015 3:05:06 PM	G. Silva	off duty

Date/time	By	Notes
2/27/2015 3:03:30 PM	G. Silva	Advised Staff [REDACTED] to let [REDACTED]s know to move the residents able to move.
2/27/2015 3:03:02 PM	G. Silva	All units given letter write material, and advised to get as much done as possible.
2/27/2015 2:03:52 PM	G. Silva	Overlap completed with 2nd shift. Salter moved to A-Unit Brown moved to I-Unit Awaiting order for transport of [REDACTED] to Parkview ER. Staff [REDACTED] and [REDACTED] will transport.
2/27/2015 1:47:32 PM	M. Smith	There is a need to test at least five I-unit residents off D.D.O.E. The unit is over populated on the 101 side of the unit because of a female resident on the 102 side.
2/27/2015 1:42:28 PM	M. Smith	This office was informed that I-unit resident [REDACTED] defecated on her bed room floor. She then smeared it on the walls and door of her room.
2/27/2015 1:35:46 PM	M. Smith	Having overlap with G. Silva.
2/27/2015 1:24:38 PM	M. Smith	***NOTE***

Whenever I-unit resident [REDACTED] is let out of her room for any reason, there need to be two or more staff present.

\*\*\*NOTE\*\*\*

This message was put in F and I-unit quest log book.

2/27/2015 1:00 PM	M. Smith	Started overlap with first shift staff.
2/27/2015 10:50:31 AM	M. Smith	Had to work in Central Control. Staff Holse informed me that she was taking FMLA time, beginning at 11:00am.
2/27/2015 9:50:40 AM	M. Smith	Taking I-unit resident [REDACTED] to receive one hour of recreation.
2/27/2015 8:00:27 AM	M. Smith	Collected resident access sheets.
2/27/2015 7:10:16 AM	M. Smith	Going overlap staff attendance.
2/27/2015 6:45:47 AM	M. Smith	Building inspection and security check completed. All is well.
2/27/2015 6:15:09 AM	M. Smith	Starting building inspection and security check of the facility.
2/27/2015 6:00:30 AM	M. Smith	Giving overlap information and paperwork to first shift staff.
2/27/2015 5:45:55 AM	M. Smith	Proof reading several incident reports from 2/26/15.
2/27/2015 5:30:28 AM	M. Smith	Preparing overlap information and paperwork for first shift staff.
2/27/2015 5:28:49 AM	M. Smith	[REDACTED] on duty. There are no disciplinary reports to review. There are reports to proof read.
2/26/2015 9:00 PM	R. Keith	Resident [REDACTED] is now on I-unit DOC hold. [REDACTED] is now up.
2/26/2015 8:15 PM	R. Keith	In central control so staff can get snacks.
2/26/2015 7:45 PM	R. Keith	Checking on resident [REDACTED]
2/26/2015 7:40 PM	R. Keith	Pastor [REDACTED] has left the building.