

DATE:	AUGUST 13, 2018
NUMBER:	B.39
SUBJECT:	SHARED ACCOUNT WATCH COMMANDER LOGS
RELATED SECTIONS:	

PURPOSE

To establish a method of documenting daily activities and informational events affecting the overall operation of the facility.

POLICY

A shared computer account (Word Document) shall be established by each detention facility to record daily activities as compiled by the watch commander.

PROCEDURE

I. SHARED ACCOUNT ACCESS

- A. The Watch Commander Log can be used by any Sheriff's employee who is authorized access by the facility administrator. Authorized employees can read the Watch Commander Log directly from the terminal or print hard copies of any portion of the log. The shared watch commander account is accessed by logging on to the WC Log folder and selecting the current month.
- B. The shared Watch Commander Log administrator is responsible for maintaining and updating a list of account users who will be given access to the shared account with editing authority.

II. INFORMATION ENTRY

The watch commander, or their designee on each shift, shall record pertinent daily activities occurring during shift. A visiting supervisor will maintain a handwritten/typed log. The handwritten log shall be submitted to the shared account administrator, or the next shift supervisor, to enter the information into the computer.

Log entries should be written in short, precise, accurate and businesslike form. The logs are subject to subpoena. Entries shall be made which will facilitate the passing of information between shifts regarding the operational and daily activities of the facilities.

III. FORMAT

The account administrator will provide a new file for each month, titled with the current month and year (i.e., July 1994, August 1994). The watch commander, or their designee, will enter the watch commander's name and the name of each supervising sergeant from the daily deployment into the Watch Commander Log. The Watch Commander Log shall be maintained in

chronological order. Each new entry shall follow the last (without hard page breaks) to create a continuous document.

IV. OFFICIAL RECORD

At the end of each month, the administrative staff will electronically reserve, save, and archive the log to ensure retrieval for a period of time that satisfies legal, liability, and audit requirements. This stored log will become the official record and should be accessible in “read only” format to all personnel.