Minnesota Department of Corrections

Policy Number:	**300.060**
Title:	**Written Report Systems/Required Operational Reports/Logs**
Effective Date:	**8/7/18**

PURPOSE: To ensure a concise, chronological written account of offender, staff and other facility activities.

APPLICABILITY: All facilities, department transportation, and health care facility.

DEFINITIONS:
Operational Reports – captain's/watch reports, unit logs, and security logs.

PROCEDURES:
A. Each facility must have post orders and/or operating procedures identifying specific posts to maintain operational reports.

B. Operational reports must contain, in chronological order, all pertinent data occurring on the watch (including such examples as: routine information, unusual incidents, and emergency situations). Operational reports must serve as a reference document regarding facility operations.

C. Each facility must use a uniform log format throughout the facility.

D. Operational reports must be retained at the facility according to the applicable post orders and/or security instructions.

E. Each facility must maintain a sign-in/out log at the facility entrance. All visitors (except those visiting offenders – see Policy 302.100, "Visiting"), contractors, and volunteers must sign in and out via the log. When the controlled access tracking system (CATS) is inoperable, department employees must also use the log.

INTERNAL CONTROLS:
A. Captain's reports, watch reports, unit logs, and security logs are retained at the facility according to post orders and/or operating procedures.

ACA STANDARDS: 4-4183, 4-4260

REFERENCES: Minn. Stat. § 241.01
Policy 103.0131, "Controlled Access Tracking System (CATS)"
Policy 302.100, "Visiting"

REPLACES: Policy 300.060, "Written Report Systems/Required Operational Reports/Logs," 3/17/15.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: None

APPROVALS:
Deputy Commissioner, Facility Services
Deputy Commissioner, Community Services
Assistant Commissioner, Facility Services
Assistant Commissioner, Operations Support

Instructions
300.060OPH, "Daily Schedule Compliance"