



**OREGON YOUTH AUTHORITY**  
**Policy Statement**  
**Part II – Youth Services (Facilities)**



*Subject:*

**JJIS Living Unit Logs**

*Section – Policy Number:*

**B: Order – 3.0**

*Supersedes:*

**II-B-3.0 (11/07)**  
**II-B-3.0 (4/01)**

*Effective Date:*

**07/25/2011**

*Date of Last*

*Review:*

**08/07/2019**

**Related Standards and References:**

- [OAR 166-005](#) Archives Division Policy Purpose, and Definitions
- American Correctional Association, *Standards for Juvenile Correctional Facilities*; 4-JCF-2A-10 (Permanent Log)
- [JJIS Policy](#): JJIS Security (Users)
- [OYA policy](#): I-E-2.0 (Records Retention, Destruction and Archiving)
- [JJIS form](#): JJIS Individual User Security Agreement

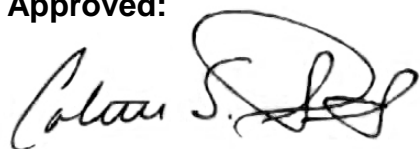
**Related Procedures:**

None

**Policy Owner:**

Facility Services Assistant Director

**Approved:**



Colette S. Peters, Director

**I. PURPOSE:**

This policy establishes general standards to be followed when OYA staff make entries into JJIS living unit logs.

**II. POLICY DEFINITIONS:**

**Juvenile Justice Information System (JJIS):** The Juvenile Justice Information System (JJIS) is a statewide-integrated electronic information system designed, developed, and implemented to support a continuum of services and shared responsibility among all members of the juvenile justice community.

**III. POLICY:**

OYA recognizes proper supervision of youth requires a formal written shift reporting system to record routine information, emergency situations and unusual incidents within an assigned work area. JJIS living unit logs are the primary form of communication concerning activities within the living unit.

Information related to the overall supervision of youth and inspection of their assigned areas will be recorded in JJIS living unit logs, along with any additional routine or unusual information to be shared with other staff.

All staff making log entries must be aware that these records represent a **legal record of activities and incidents occurring in the living unit and may be**

**subpoenaed into court as evidence.** Entries should be limited to actual events and conditions in the living unit.

#### **IV. GENERAL STANDARDS:**

##### **A. JJIS Living Unit Log Entries**

1. Only authorized staff and contractors may access JJIS living unit logs.

In order to protect confidentiality, JJIS users will not leave their JJIS screen accessible for unauthorized viewing or use by the public or any other unauthorized people.

2. Unit staff are responsible for reading previous entries and recording information that occurred during the shift. A JJIS living unit log entry can only be edited by the entry author within 15 minutes after it has been entered.
  - a) Each log entry will automatically contain the name of the staff logged onto JJIS, date and time of the entry.
  - b) Entries must be as brief as possible and contain only appropriate factual information.
  - c) JJIS living unit log entries must not contain opinions regarding other staff or policies. Personal information and information unrelated to the living unit are prohibited.
3. Staff must not duplicate information documented in other JJIS locations (such as details of youth contact sessions) in JJIS living unit logs.
4. Appropriate log information will include:
  - a) Unit staff initial sign-on indicating log reviewed.
  - b) End of shift report, which may be auto-generated by JJIS.
  - c) Events critical to:
    - (1) Youth behavior (e.g., unusual incidents, third-party interventions; mental health referrals, youth restrictive programs);
    - (2) Safety (e.g., fire drills, inventory of tools and sharps, injuries);
    - (3) Security (e.g., youth counts, youth unit exit/entry, area searches, security checks, confiscation of contraband);
    - (4) Physical plant (e.g., cracked window, defective plumbing, or resulting changes in routine protocol); and
    - (5) Inspections (e.g., perimeter checks, night checks; welfare checks, safety, unit, vehicle).

5. JJIS living unit logs must be retained for a minimum of 10 years.
6. Retention of any paper logs will follow guidelines listed in OYA policy I-E-2.0 (Records Retention, Destruction and Archiving).

**B. Log Writing Guidelines**

Staff must follow these JJIS log-writing guidelines:

1. Use proper spelling (use the JJIS spell-checker), grammar, and punctuation;
2. Use upper and lower case, not all capitalization;
3. Avoid terms like “seems” and “appears”;
4. Do not refer to staff or youth by nicknames;
5. When staff are mentioned, include their working titles;
6. Be brief and concise, using precise and descriptive terms; and
7. Use keywords whenever available or possible.

**C. Access and Training**

1. All staff and designated contractors must sign the JJIS Individual User Security Agreement (JJIS Form 2a) and have administrative approval prior to accessing the JJIS system.
2. OYA will provide initial JJIS training through the Juvenile Justice Training Academy or OYA Information Systems.

**D. Supplemental or Other Logs**

1. In case of temporary system failure, documentation of all required JJIS entries should be handwritten. The handwritten entries must be immediately entered into JJIS once restored.
2. Staff working at facilities with multiple unit logs or facility logs must ensure the information documented is entered into the appropriate log and avoid duplicate log entries.
3. Each facility and unit must limit paper logs and transfer the information into JJIS as feasible (e.g., fire drills, sharps counts, etc.).

**V. LOCAL OPERATING PROTOCOL REQUIRED: NO**