BASE COUNT:

HOUSING UNIT LOG • MORNING WATCH

F4442,80318jl

DATE: (circle) Sun Mon Tue Wed Thu Fri Sat _____/_____/_____

Officer: (Print Name) __________________________________ **Signature:** ____

***REMEMBER:** YOU MUST SIGN POST ORDERS WHEN YOU INITIALLY ASSUME ANY POST*

SHAKE DOWNS: All six cell shakedowns must be fully documented. (Do not use “Mass Shakedown”.) Also, ensure that you document the cells you search on the weekly insert containing the unit diagram.

Room No.	Inmate Name	Registration No.	Date	Time	Remarks	Staff

COUNTS: All counts are double counted with one officer standing point while the other counts.

Time	Unit Count	Primary Officer Counting	Officer Backing Count
12:00 a.m.			
3:00 a.m.			
5:00 a.m.			

WATCH CALLS/ROUNDS: Initial below when watch calls are completed during your shift.

a.m.	a.m.	a.m.	a.m.	a.m.	a.m.
a.m.	a.m.	a.m.	a.m.	a.m.	a.m.

DAILY ACTIVITIES

Time	Activity

SAMPLE

BASE COUNT:

HOUSING UNIT LOG • DAY WATCH

F4442,7032jl

DATE: (circle) Sun Mon Tue Wed Thu Fri Sat _____/_____/_____

Officer: (Print Name) _____ **Signature:**_____

REMEMBER: *YOU MUST SIGN POST ORDERS WHEN YOU INITIALLY ASSUME ANY POST*

SHAKE DOWNS: All six cell shakedowns must be fully documented. (Do not use "Mass Shakedown".) Also, ensure that you document the cells you search on the weekly insert containing the unit diagram.

Room No.	Inmate Name	Registration No.	Date	Time	Remarks	Staff

CENSUS COUNTS

Time	Assigned	Accounted For	Discrepancies Noted

WEEKEND & HOLIDAY COUNTS

10:00 a.m. Count	Unit Count	Primary Officer Counting	Officer Backing Count

DAILY ACTIVITIES

Time	Activity

SAMPLE

BASE COUNT:

HOUSING UNIT LOG • EVENING WATCH

F4442,80318jl

DATE: (circle) Sun Mon Tue Wed Thu Fri Sat _____/_____/_____

Officer: (Print Name) _____ **Signature:** _____

REMEMBER: *YOU MUST SIGN POST ORDERS WHEN YOU INITIALLY ASSUME ANY POST*

SHAKE DOWNS: All six cell shakedowns must be fully documented. (Do not use "Mass Shakedown".) Also, ensure that you document the cells you search on the weekly insert containing the unit diagram.

Room No.	Inmate Name	Registration No.	Date	Time	Remarks	Staff

COUNTS: All counts are double counted with one officer standing point while the other counts.

Time	Unit Count	Primary Officer Counting	Officer Backing Count
4:00 p.m.			
9:00 p.m.			

WATCH CALLS/ROUNDS: Initial below when watch calls are completed during your shift.

p.m.	p.m.	p.m.	p.m.	p.m.	p.m.
p.m.	p.m.	p.m.	p.m.	p.m.	p.m.

DAILY ACTIVITIES

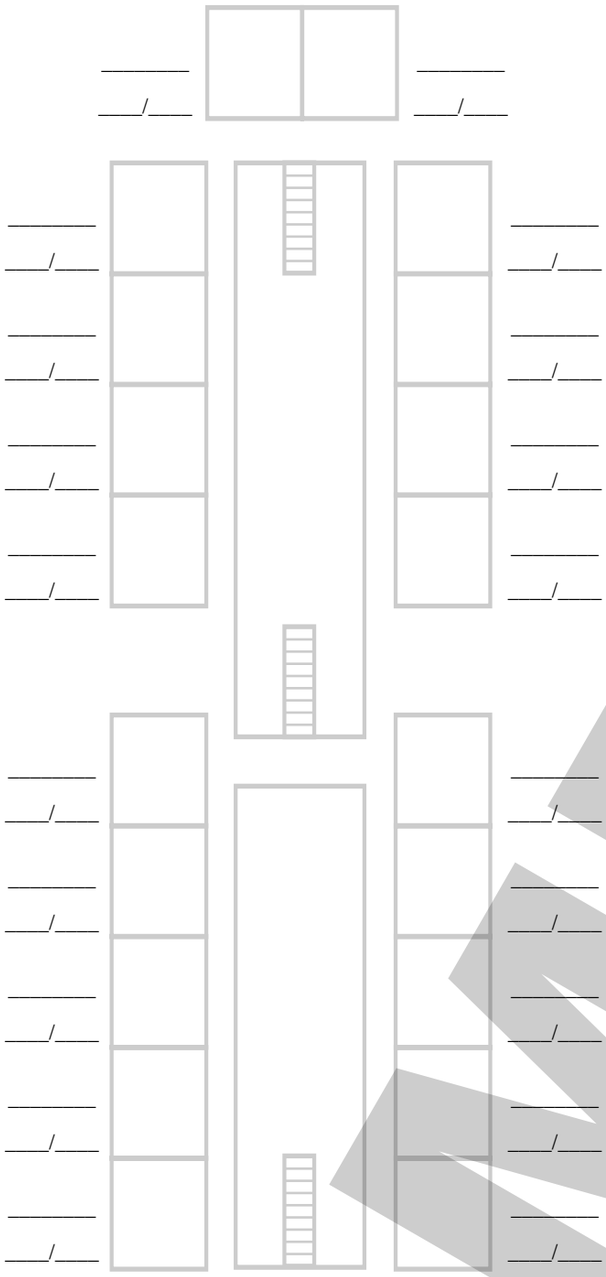
Time	Activity

SAMPLE

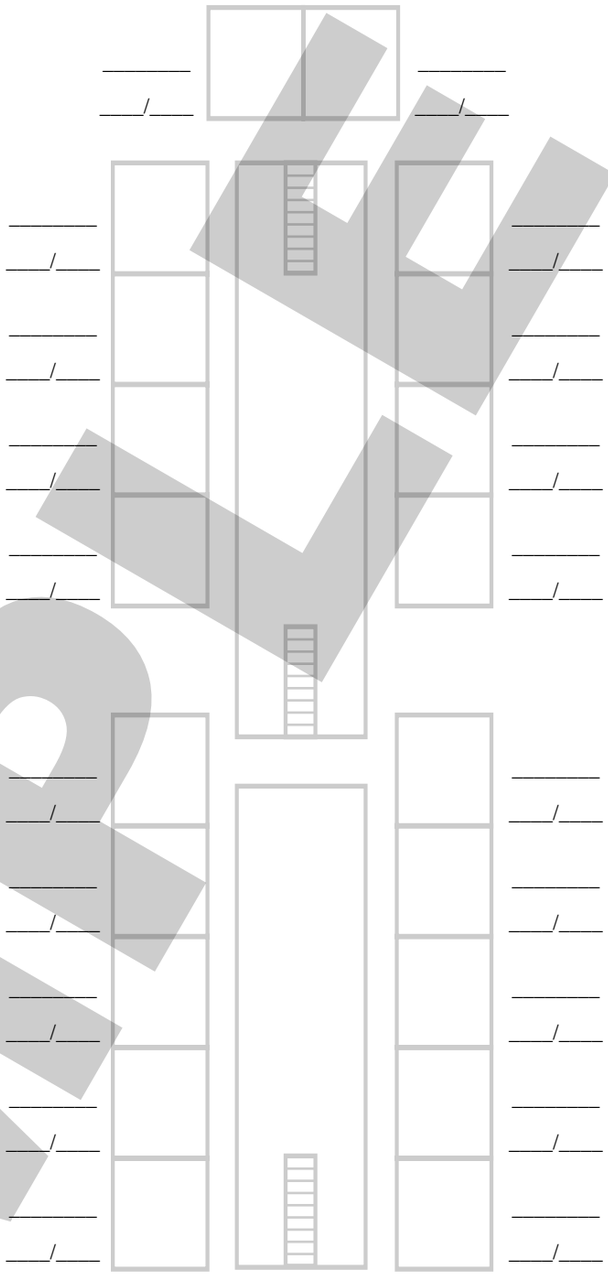
OPEN CELL FLOOR PLAN

F4442,60330jl

These blueprints represent the **open cell floor** plan of Oakdale housing units.
See the reverse side to document searches for the secured cell floor plan.



1st FLOOR



2nd FLOOR

SAMPLE

Upon completion of each cell shakedown, the corresponding cell on this form must be initialed and dated by the officer completing the shakedown. Each cell must be searched on a weekly basis. Any cell may be searched multiple times each week, but all cells will be searched at least once with staff initials documenting the completion of the shakedown.

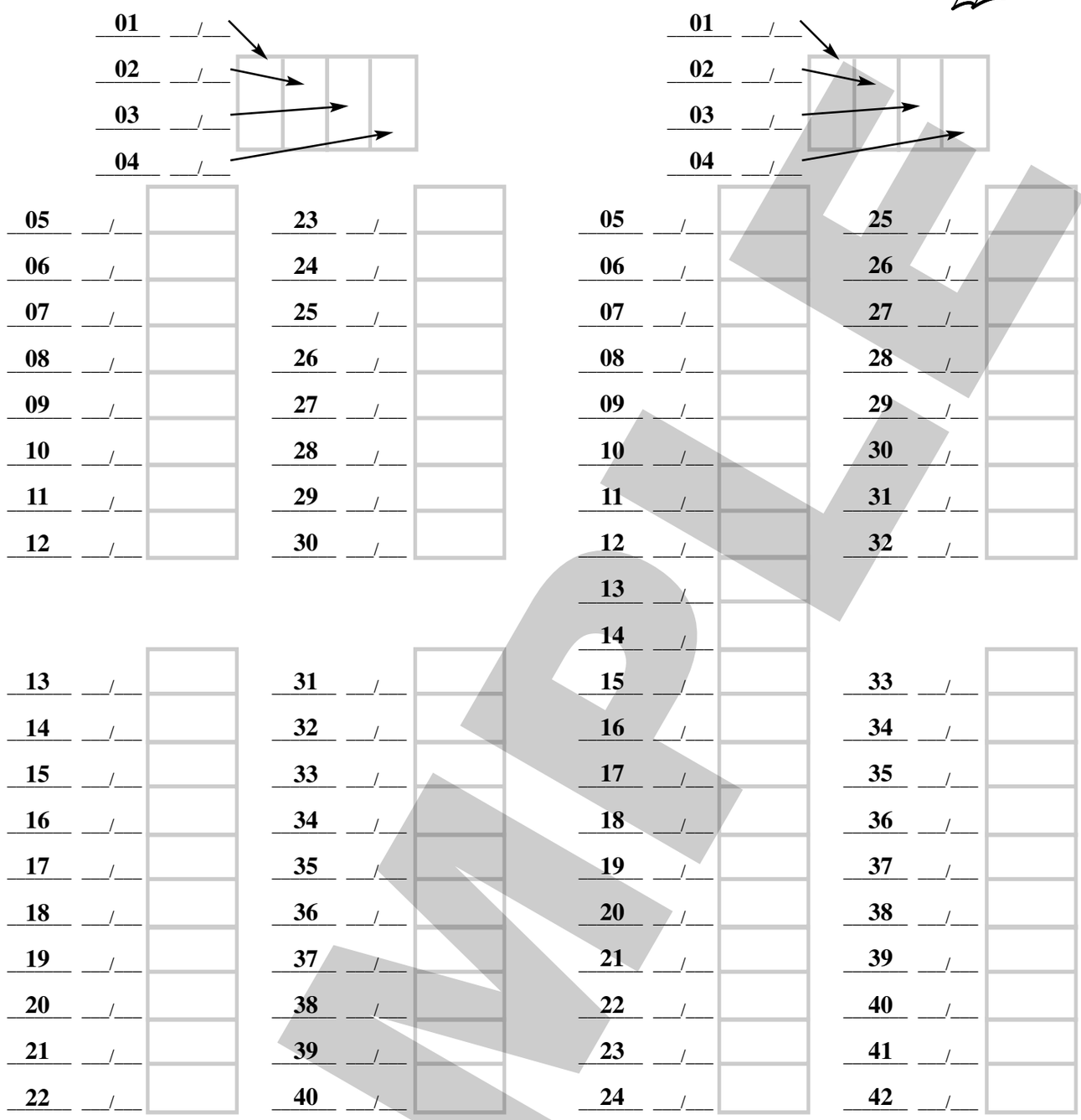
The day watch and evening watch officers will bar tap all bars each week. This will be documented below as completed. All bars shall be tapped at least once per week.

Area	Date	Shift	Staff Name	Signature	Discrepancies

SECURED CELL FLOOR PLAN

F4442,80318jl

These blueprints represent the **secured cell floor** plan of Oakdale housing units.
See the reverse side to document searches for the open cell floor plan.



1st FLOOR

2nd FLOOR

Upon completion of each cell shakedown, the corresponding cell on this form must be initialed and dated by the officer completing the shakedown. Each cell must be searched on a weekly basis. Any cell may be searched multiple times each week, but all cells will be searched at least once with staff initials documenting the completion of the shakedown.

The day watch and evening watch officers will bar tap all bars each week. This will be documented below as completed. All bars shall be tapped at least once per week.

Area	Date	Shift	Staff Name	Signature	Discrepancies

SAMPLE

F4442,60522db

UNIT RUNNING BASE COUNT

Date	Shift	Time	Inmate	Inmate #	From	To	New Base A B	Staff

SAMPLE

F4442,60330jl

ACTIVITY NOTES

DATE: (circle) Sun Mon Tue Wed Thu Fri Sat _____/_____/_____

DAILY ACTIVITIES

Time	Activity

SAMPLE