***SCPA YDF Documentation Recommendations***

I am sure everyone has heard the phrase, “if it’s not in writing, it didn’t happen.”  Documentation is vital as we address staff safety issues in the Youth Detention Facility. Staff have every right to document policy violations committed by administrators, as well as “visitors” (e.g., the PLO bringing cell phones into the institution). If a manager is directing you to do something that is unsafe or potentially unsafe, document it in an IIR, the Redbook, and in a personal work diary. A diary is not a legal document, but will show a continuous course of behavior that administration has directed you to perform. Also, a diary will allow you to go back to the exact dates and times that an incident occurred. It will also allow you to connect incidents directly to an administrator’s directive. We recommend dating the entry and citing as many pertinent details as possible.

Things to Document:

* - If there is agitation in the unit and you recommend running a modified program. The manager overrides and disregards your recommendation. No fight needs to have occurred.
* - A manager directs you to run program even if your unit is short staffed. No fight needs to have occurred.
* - If an incident occurs due to a manager’s directive, document in IIR, “per SPO\_\_\_\_ or ACD\_\_\_\_ I did …..” The IIR can be modified, but not changed, by the reviewing supervisor.
* -A manager does not respond when you alert him or her about safety issues.
* - Manager’s violating policy (e.g., cursing, bringing in their cell phone, etc).
* -If you have documented a resident’s poor behavior while on RC/ARC and Administration still removes them from restriction.
* -If you are assaulted by a resident and wish to press charges but Administration stops you from doing so.

Ways to Document

* When documenting, make sure you include the unit, description of what the situation was, the time, date, staff on duty, and any SPO, ACD or CD (administration) involved.
* Email Documentation- This is one of the best ways to keep the Association informed about what is occurring in the YDF and allows us to start intervening early on. Send emails to [Sowardst@scpa.ws](mailto:Sowardst@scpa.ws) and/or [Stuberg@scpa.ws](mailto:Stuberg@scpa.ws)
* Chrono- Use the PIP system to add a chrono in regards to a specific resident’s behavior.
* Journal- The Association can provide you with pocket notebooks, or you can purchase one in order to keep it with you for documentation purposes.
* Red Book- Red Book is a viable option but should be followed up with an email to the Association.