**Security**

**Communication Log**

* Location/Department specific format (notebook at desk, google doc, etc)
* Housed locally at each location
* Accessible by all staff at that location, and staff are aware
* Used to communicate *any* concerns to other staff members (not just Security related information)
* Read by each staff member as they begin their desk shift
* Staff initial each entry to facilitate follow-up with Supervisor, when necessary
* Staff include date and time for each entry
* The Communication Log should:
	+ document situations addressed by any staff member, may result in being asked to leave for the day
	+ regarding security concerns: only include object, factual information about behavior - not opinion or personal feelings
	+ tracks 1st Level Offenses and Consequences for first and second offences
	+ reveal patterns and trends will help staff determine when to raise the consequence, involve a supervisor, and submit an incident report

**Incident Report**

* Incident Reports are emailed to Executive Director, COO, CFO, Rawlings Manager, Public Service Managers - may be emailed to specific staff involved in incidents
* May be reviewed by judges, lawyers, law enforcement, as necessary
* Information is stored centrally and accessible by Executive Director, COO, Rawlings Manager
* Incident Report Form is accessible by all staff, easily (link on Portal)
* Incident Reports are required for any request for security footage to be saved for future investigation or use
* Incident Reports should document the following:
	+ any incident staff think requires documentation
	+ Incident Reports should document any situation that may need be referenced in the future
	+ any level of offense that results in suspension (by a Supervisor or PIC) as a consequence
	+ Vandalism/Property Damage
	+ Medical or Injury related incidents
	+ Any situation where Law Enforcement, Paramedics, or other additional assistance is required