

 Official Policy Manual	Date issued 08/25/23	Supersedes 04/01/2007	Page 1 of 2	Section # A-3013
	Section: Administration			
	Directive: Maintaining the Department Blotter			
	Policy Owner: Director, Administrative Support Services Group			

A. Maintaining the Department Blotter

The Safety Department blotter is the official record of the Safety Department. It is also an official record for the facility and for the Office of Mental Health (OMH). It is a legal document and should be treated accordingly. This document may be subpoenaed in part or in whole at any time by any court or court officer. It is also material that is available under the Freedom of Information Law. Therefore, it is required that this blotter be completed in the proper format. Currently, OMH uses both electronic and paper blotters depending on the facility but will be fully converting to the use of the electronic blotter to streamline agency practices.

B. Facility Responsibilities:

Safety Supervisors	<ul style="list-style-type: none"> • Ensure Officers are trained and aware of the legal status of the blotter and how to properly complete entries into the blotter. • Ensure the blotter is being kept properly and accurately. • Ensure review at the end of the shift and initial.
Safety and Security Department Staff	<ul style="list-style-type: none"> • Treat the blotter as a legal document. • All entries into the blotter will be made in ink. • The ink will be black. • There shall be no erasures or white out materials used in the entries in the blotter. • Errors shall be corrected by drawing a single line through the error, adding the corrected information, and then initialing the change. • Each day will start with a new page. • The headline for the day will include the following: <ul style="list-style-type: none"> ○ the day of the week, ○ the month, date, and year, ○ the temperature, and ○ the weather • Audit department equipment to ensure all is accounted for and reflect results in blotter. • All proper names will be underlined in red and will be listed in the alphabetical index for the blotter book. • Each entry into the blotter will contain the following:

	<ul style="list-style-type: none">○ an individual blotter number,○ the time of the report and occurrence,○ a brief description of what was reported,○ references to other blotter entries regarding the same report or situation,○ notes of written reports filed,○ names of responding Officers and patients involved during call and○ notes to all tours should be documented in the blotter. <ul style="list-style-type: none">● Following each entry into the blotter a blank line will be left for the addition of reference blotter numbers.● Following the reference line, a red line will be drawn across the page to show the end of the entry.● At the end of a page a diagonal line will be drawn from the last entry to the bottom of the page from the inside out.● Blotters will be kept in secure storage for the required number of years according to record retention standards.
--	---

C. Correction of Sequential Numbering Errors:

- First entry that is in sequential error will be circled, a line drawn to top of page and explanation of correction including page number will be entered.
- On the corrected page the correction will be noted in the same manner.

D. Start of New Year:

- A new page will be started for the New Year and will reset blotter entry numbers back to one (1).