

DATE:	NOVEMBER 20, 2015
NUMBER:	I.21
SUBJECT:	HOUSING UNIT AREA ACTIVITY LOG
RELATED SECTIONS:	

PURPOSE

To record routine and emergency situations involving inmates and overall housing unit activities.

POLICY

Deputies assigned to housing units on each shift shall maintain daily shift records of pertinent information regarding inmates and their activities.

PROCEDURE

- I. All entries will be made in the Operations Logging Activities section of JIMS. The log entries mostly relate to our obligations under Title 15. It is our way of documenting activities and events that occur during shifts to use for possible future reference.
- II. Log entries should be written in short, precise, accurate and businesslike form. The logs are subject to subpoena. Profanity and vulgarity will be avoided, unless quoting an inmate's statement (which will be shown as a quotation).

It is the responsibility of the oncoming deputy to review entries in the log as a briefing on problems in the housing unit. Log entries should contain that which is necessary for maintenance of good communication, and continuity, between shifts.

- III. The oncoming shift deputy shall review the following JIMS Web reports at the beginning of each shift; "Lower Bunk" and "Lower Bunk and Tier". Discrepancies will be resolved prior to end of shift. The JIMS Web report, "Prior Suicide Attempts" (PSA) will also be reviewed at the start of shift. Where feasible, inmates who have had a prior suicide attempt will be housed with a cellmate. Discrepancies will be addressed immediately. A JIMS entry shall be made in the area activity log confirming these reports were reviewed.
- IV. In the event that JIMS goes off-line for an extended period of time, the following procedures will be followed to ensure continuity of documentation until JIMS is back on-line.
 - A. Scheduled Maintenance
 - 1. Immediately prior to the time at which the system is scheduled to be taken off-line, make an entry in JIMS stating that JIMS will be off-line for maintenance.
 - 2. Maintain written logs for however long JIMS is unavailable, using the JIMS Off-Line Activity Log (J-7 form).
 - 3. When JIMS becomes available again, make a log entry stating that JIMS is back on-line.

4. Enter all information from the J-7 forms into JIMS, making sure the activity times are accurate.
- B. **Unscheduled Loss of the System**
1. Maintain written logs during the time JIMS is off-line, using a J-7 form.
 2. When JIMS becomes available again, make a log entry documenting the time at which JIMS went off-line.
 3. Make a second log entry stating that JIMS is back on-line.
 4. Enter all information from the J-7 forms into JIMS, making sure the activity times are accurate.
- C. **Follow-up Procedures**
1. J-7 forms will be reviewed by the team watch commander or designee to ensure that all information was accurately transcribed into JIMS.
 2. J-7 forms will be retained at the facility for six months after use, after which they may be destroyed.
- V. Sergeants are required to review JIMS Area Activity Logs at least twice during their shift. Reviews should be conducted in such a manner as to ensure compliance with the minimum standards required under Title 15. Sergeants will make a "Supervisor Log Review" entry in each area's Area Activity Log showing that the check has been completed.
- A. Each supervisor's log review will extend back to the previous log review, to include the end of the previous shift when necessary.
 - B. The supervisor will explain any discrepancies found in the note section of their log entry.
- VI. Lieutenants (watch commanders) are required to review JIMS Area Activity Logs at least once during their shift. The reviews should be conducted in the prescribed manner listed in Section V.