



San Diego County

SHERIFF

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Sheriff

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GC 7922.000 - Work Phone

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TRAINING BULLETIN

AREA ACTIVITY LOG ENTRIES

The purpose of the Area Activity Logs utilized in the Jail Information Management System (JIMS) is to record routine and emergency situations involving incarcerated persons and housing unit activities. To efficiently track and monitor numerous tasks and activities occurring within the facilities, several area activity drop-down log entries have been reinstated. Please reference the following Area Activity drop down options below:

Face Cards

Verify and confirm all face cards correspond accurately with the designated housing unit in the Operations Status Board (OSB).

Equipment Checklist

Ensure all emergency equipment in the assigned area has been verified and accounted for.

Mail Distributed

All acceptable incoming mail shall be distributed before the end of shift.

Mail Collected

All acceptable outgoing incarcerated person's mail shall be collected and processed by the end of shift.

This Training Bulletin was prepared by the Detention In-Service Training Unit. If you have expertise in a particular subject and would like to write a training bulletin, please contact the Detention In Service Training unit at **GC 7927.700 - Pro Staff Phone-Home-Email-Birth-Medical-Test Score**



Restricted Movement (New Entry)

This log entry shall be utilized in the event a particular area of the facility has been impacted by facility activity limitations (e.g., low staffing, response to a planned tactical mission, or search).

The screenshot shows a software window titled "Area Activity" with two tabs: "Lookup" and "Detail". The "Detail" tab is active. The form contains the following fields:

- Type:** A dropdown menu set to "RESTRICTED MOVEMENT".
- Fac:** A dropdown menu set to "001 SDCJ (San Diego Central Jail)".
- Area:** A dropdown menu set to "4".
- HU:** A dropdown menu.
- Activity Dt/Tm:** A text field containing "03-18-2024 1621".
- Count:** A text field.
- Description:** A text field containing "Due to search on the 6th floor*".
- Notes:** A text area containing "1 Deputy on the floor".