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GC 7922.000 - Work Phone

August 12 , 2024

TRAINING BULLETIN

TIER JUMP RISK DOCUMENTATION

The purpose of this training bulletin is to familiarize staff with proper reporting procedures when an Incarcerated Person (IP) is determined to be a "Tier Jump Risk" by sworn or health staff. This training bulletin will guide staff to improve documentation via the Jail Information Management System (JIMS) Incarcerated Person Status Report (ISR).

When an IP is deemed a "Tier Jump Risk", place the IP in a secured area (holding cell, no access to dayroom with upper tier, etc.) pending new housing or transfer to a different facility. This measure is crucial, as it serves to mitigate any potential risks and prevents opportunities for further incidents from occurring.

DOCUMENTATION OF TIER JUMP RISK:

1. When an IP is identified as a "Tier Jump Risk" by sworn or mental health staff, it will be documented by a sworn staff member in a JIMS ISR. Staff must select "JMP" as the Incident Type Code to ensure the incident is accurately tracked for reporting purposes. The narrative will contain a synopsis of the incident (e.g., the individual jumps, attempts to jump, or verbally expresses they will jump from the upper tier, etc.) and indicate the name and ARJIS of the Mental Health Staff member who identified the IP as a "Tier Jump Risk," as well as the Jail Population Management Unit (JPMU) deputy who was notified about the IP's status.

Incident #:	244027195	Date:	07-03-2024 2016	Fac:	1	Area:		HU:	
Incident #:	244027195	Incident Date:	07-03-2024 2016						
Incident Type Code:	JMP	Additional Code 1:		Additional Code 2:					
Facility:	1	Area:	4	HU:	B				
Location:	4th Floor								
Action Taken:	Tier Jump Risk per Mental Health Staff # / JPMU Deputy # notified								
Use of Force?	<input type="checkbox"/>	CS Violence?	<input type="checkbox"/>	Inmate Violence?	<input type="checkbox"/>	Contraband?	<input type="checkbox"/>		
Facility Damage?	<input type="checkbox"/>	Disciplinary?	<input type="checkbox"/>	Hearing Required?	<input type="checkbox"/>				
Approval Action:									

This Training Bulletin was prepared by the Jail Population Management 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



2. If classification is unable to be reached via phone, the ISR **SHALL** be flagged as Major, and an email will be sent to the appropriate on-duty classification deputy.
 - Under the "Link Inmates" Tab, Select the Involvement "MAJOR". By selecting this option, JPMU will be flagged to review.

Example:

JIM	Book#	Name	Involvement	Adj. Type Code	Adj. Add. Code 1	Adj. Add. Code 2	Restrictions
400523765	23747531	DOE, JOHN	M	JMP			

Responsibility of the Approving Supervisor:

- Ensure the report is accurate, clear, and complete. Review the report's content to ensure proper spelling, punctuation, and grammar is utilized.
- **Ensure the involvement tab indicates "M" for major incidents.**
- Ensure all appropriate notifications have been made to JPMU and facility mental health staff, and it is documented within the report.