



San Diego County

SHERIFF

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Sheriff

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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).

The screenshot shows the 'Area Activity' window with the following details:
Type: FACE CARDS
Fac: 001 SDCJ (San Diego Central Jail)
Area: 4
HU: [blank]
Activity Dt/Tm: 03-18-2024 1455
Count: [blank]
Description: Confirmed with OSB
Notes: [blank]

Equipment Checklist

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

The screenshot shows the 'Area Activity' window with the following details:
Type: EMER EQUIP CHECK
Fac: 001 SDCJ (San Diego Central Jail)
Area: 4
HU: [blank]
Activity Dt/Tm: 03-18-2024 1618
Count: [blank]
Description: All emergency equipment checked
Notes: [blank]

Mail Distributed

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

The screenshot shows the 'Area Activity' window with the following details:
Type: MAIL DISTRIBUTED
Fac: 001 SDCJ (San Diego Central Jail)
Area: 4
HU: [blank]
Activity Dt/Tm: 03-18-2024 1503
Count: [blank]
Description: All mail distributed
Notes: [blank]

Mail Collected

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

The screenshot shows the 'Area Activity' window with the following details:
Type: MAIL COLLECTED
Fac: 001 SDCJ (San Diego Central Jail)
Area: 4
HU: [blank]
Activity Dt/Tm: 03-18-2024 1613
Count: [blank]
Description: All mail collected
Notes: [blank]

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 InserviceTrainingUnit.Detentions@sdsheiff.org.



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