

Date: 1-3-22
Number: I.21.M
Subject: HOUSING UNIT AREA ACTIVITY LOG
Related Sections:

PROCEDURE:

- I. Deputies assigned to the Dorm Deputy positions shall be responsible for ensuring all dorm related activities/events are logged into the Jail Information Management System (JIMS) log for their specific area (A, B, C, or D.)

Deputies assigned to the Housing Unit areas (House 3 & 4) shall be responsible for ensuring all housing unit activities and 11-53 Security Checks are logged in their specific housing areas. Deputies assigned to Processing, Inside Kitchen and Final Release shall be required to maintain the JIMS log for their respective areas, to include 11-53 Safety Checks. Deputies assigned to areas outside of the facility, i.e., Main Kitchen and Main Laundry, shall also be required to maintain the JIMS log for their respective areas.

A. In compliance with Detentions Policy and Procedures Section I.21, all activity entries will be completed in JIMS using the appropriate section area as listed below:

1. CO – Control. All entries pertaining to the general operations affecting the entire camp area of the facility will be entered in this area.
 - a. CO/INT– All entries pertaining to Interview Rooms in Building 9 will be entered in this area
 - b. CO/PRG – All entries pertaining to classes and programs will be entered in this area
2. A, B, C, D – Dorms. All entries pertaining to dorm activities/events will be entered in their respective areas.
3. 3 and 4 – Housing Units. All entries pertaining to House 3 or 4 will be entered in this area by the respective Housing Unit Deputies.
3. KIT I – Inside Kitchen. All entries pertaining to the Inside Kitchen area will be entered in this area by the Processing or Inside Kitchen Deputy.
4. KIT M – Main Kitchen. All entries pertaining to the Main Kitchen area will be entered in this area by the Main Kitchen Deputies.
5. LAU – Main Laundry. All entries pertaining to the Main Laundry area will be entered in this area by the Laundry Deputy.

SDSD Detention Services Bureau- East Mesa Reentry Facility

Date: 1-3-22
Number: I.21.M
Subject: HOUSING UNIT AREA ACTIVITY LOG
Related Sections:

6. P – Processing. All entries pertaining to Processing will be entered in this area by the Processing Control Deputy.
 7. REL – Final Release. All entries pertaining to Final Release will be entered in this area by the Visit Deputy.
- II. When a late 11-53 is logged into the JIMS Area Activity Log, there will be an explanation of why the check was late in the NOTES section of the Area Activity Log. The area Sergeant or designee will immediately be notified of all late 11-53's. The Sergeant will log the notification with an explanation in JIMS.
 - III. The area Sergeant or designee will log at least two Supervisor JIMS reviews during their shift. Areas to review include: CO, CO/PRG, CO/INT, LAU, KIT I, KIT M, P, REL, House 3, House 4, Dorm A, Dorm B, Dorm C and Dorm D.