

**SDSD Detention Services Bureau—Las Colinas Detention and Reentry Facility Green Sheet**

<b>DATE:</b>	APRIL 17, 2023
<b>NUMBER:</b>	I.21.L
<b>SUBJECT:</b>	HOUSING UNIT AREA ACTIVITY LOG

**PROCEDURE**

I. JIMS OFFLINE

In the event JIMS goes offline, all hard copies of the J-7 forms (JIMS off-line log) will be forwarded to the watch commander or designee to ensure all information is accurate. The forms will then be forwarded to the Administrative Secretary for filing and archiving. J-7 forms will be archived for a period of six months.

II. ADMINISTRATIVE SEPARATION INCARCERATED PERSONS

Administrative separation incarcerated persons will have individual activity log entries (e.g., showers, recreation yard, dayrooms) logged in their history.