

SDSD Detention Services Bureau—San Diego Central Jail Green Sheet

DATE:	March 16, 2022
NUMBER:	I.21.C.1
SUBJECT:	HOUSING UNIT AREA ACTIVITY LOG

PROCEDURE

In the event JIMS goes offline, all hardcopies of the J-7 forms (JIMS off-line log) will be forwarded to the team watch commander or designee to ensure all information is accurate. The forms will then be sent to key control for collection. Once accounted for; the forms will be forwarded to the administrative deputy for placement into archives. J-7 forms will be archived for a period of six months.