

DATE:	April 23, 2022
NUMBER:	I.21.S
SUBJECT:	HOUSING UNIT AREA ACTIVITY LOG

PURPOSE

To record routine and emergency situations involving incarcerated persons and overall housing unit activities

PROCEDURES:

- I. At the beginning of each shift, the Control Deputy shall review the JIMS Web report for the following, "Prior Suicide Attempts" list "Incarcerated Person with PSA/RCC Alerts and "Prescribed Lower Bunks: Lower Bunk and Tier" list and Arrest Requiring Livescan & Mugshots (rebooking list). In the Notes area the Control Deputy will note the name, booking number and housing assignment of the incarcerated person(s). The Control Deputy will then notify the affected station(s) to ensure the incarcerated person is housed appropriately. If there are no incarcerated persons on the list/s, the Control Deputy will log, "None" in the Description area.

The Control Deputy shall be responsible for logging Area 5 "11-53" Security Checks which include but not limited to the following areas, Control Holding cells, Court Holding cells (1-3), Disciplinary Separation Cells, Laundry, Kitchen area, upper/lower kitchen cells, Lower detention cells 1 and 2. Professional visit area, social visit area.

- II. The Control Deputy will be responsible for the following opening/daily entries:
 1. 10-8 Briefed
 2. Key and Radio Count
 3. Naloxone
 4. JIMS OFF/ONLINE (When scheduled)
 5. 11-53 Started (Hourly)
 6. Area Checklist
 7. Dayroom
 8. Incarcerated Person Meal
 9. Rec Yard Start/End – Total count Gone/Came Back (Along with Barber if available)
 10. Soft/Hard Count

11. Supervisor on the floor