

SDSD Detention Services Bureau—Vista Detention Facility Green Sheet

DATE:	January 6, 2021
NUMBER:	I.21.V
SUBJECT:	HOUSING UNIT AREA ACTIVITY LOG

PROCEDURE

The Control, Housing, and Intake Deputies in each housing unit will ensure all appropriate Jail Information Management System (JIMS) log entries are made in the Area Activity Log.

- In the event JIMS goes offline, all hard copies of the J-7 (JIMS offline Activity log) will be given to the Processing Sergeant.
- Administrative Segregation and Disciplinary Separation inmates will have Shower, Recreation yard, and Dayroom logged in their history.
- Please reference the Area Activity Checklist found on the VDF Sharepoint site for daily events to be logged