

## **5-05/040.00 Update of Inmate Transfer Lines**

Upon receipt of an inmate transfer line, an immediate AJIS computer update of all inmates' locations shall be completed by the receiving facility.

All inmates housed in multi-person or dorm housing shall be transferred utilizing the "Transfers IN/OUT" feature in the electronic Uniform Daily Activity Log (e-UDAL).

All inmates housed in any single-man cell, or any other area in which no other inmates are housed, shall be transferred utilizing the "Cell Checklist" feature of the e-UDAL.

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