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.