2-01/040.05 - Uniform Daily Activity Log (UDAL/eUDAL) / Title 15 Log

Note: The following policy regarding the Uniform Daily Activity Log refers to the preprinted Uniform Daily Activity (UDAL) books and the electronic Uniform Daily Activity Log (e-UDAL). In the event that there is a problem with the e-UDAL system, each court lockup shall maintain a sufficient supply of UDAL books.

The Uniform Daily Activity Log (UDAL) is an official housing location record of daily inmate activities, incidents, and special concerns. The log provides a means to document and evaluate compliance with Minimum Standards for Local Detention Facilities, Title 15 of the California Code of Regulations, and with Division and Unit Orders. It also provides a means to identify patterns of inmate conduct, and maintain accountability for on-site safety equipment.

The Uniform Daily Activity Log is also utilized to verify facility compliance during inspections, audits, or in legal proceedings. The importance of accurate and consistent documentation cannot be overemphasized.

Completing the Uniform Daily Activity Log (UDAL)
Housing, movement, prowler, supervisory, and other officers, having oversight for the housing area and for the inmates contained therein, are responsible for making complete and legible entries in the UDAL throughout the shift as follows:

Field Name	Description
Facility	The name of the court to which the log is assigned.
Housting Location	The lockup to which the UDAL is assigned (main, floor, etc.)
Date	The numerical Month/Day/Year in 00/00/0000 format.
Day	The day of the week.
Capacity	The mandated capacity of the housing area to which the log is assigned.
Required Count	Log inmate movement in/out of the court lockup as needed (CST, medical runs, etc.)
Equipment	Record the condition of the equipment in the housing area.
Housing Conditions	Record the conditions of the housing areas.
Inmate Money	Remands, surrenders, etc. who have in excess of $400.00 in cash shall be noted in the UDAL. Notations shall include the inmate’s name and booking number, the amount, and the supervisor who counted the money.
Medical and Psychological Events	Record any medical and/or psychological events, including a brief description about the inmate and the incident.
Reviewed By	Supervising line deputies and branch supervisors shall visit each lockup under their supervision to review and audit the UDAL twice per day.

Inmate Complaint Forms	Signed by the supervisor who received the complaint forms. This is to include the number of forms that were retrieved.
Reviewed by Watch Commander	Each area lieutenant should review and sign the UDAL in each court lockup under their supervision when they are in that courthouse.

Supervisors' Responsibility - Supervising Line Deputy

Each Supervising Line Deputy (Senior) shall visit each lockup area under their supervision not less than twice per shift, to review and audit the UDAL, checking for accuracy and completeness. The senior shall be aware of entries involving security issues, cleanliness, and compliance with Title 15 standards. The senior shall note the time of the visit in the UDAL, and sign the log with his first and last name, and employee number.

Branch Supervisor (Sergeant)

Each branch supervisor responsible for lockup shall visit each lockup under their supervision not less than twice per shift to review the UDAL, checking for accuracy, completeness of security checks, and other required officer activities. The sergeant shall note any items in the UDAL that need corrective action, and what corrective action has been taken to resolve the problem. The sergeant will note the time of the visit in the UDAL, and sign the log with his first and last name, and employee number. It is the responsibility of each branch supervisor to ensure a print-out of the e-UDAL daily entrees are kept in a binder for future inspection.

Branch Supervisors shall ensure all personnel are aware of this order and trained in the completion of the Uniform Daily Activity Log (UDAL) /Title 15 Log. Branch Supervisors will maintain at least a (3) month supply of logs. Additional logs can be ordered through Bureau Headquarters.

Area Lieutenant

Each area lieutenant shall, on a random basis, review the UDAL in each lockup under their command at least one time per week. The watch commander shall document this review by noting the time and signing the log with his first and last name, and employee number. All supervisors/managers shall be responsible for taking positive corrective action and providing necessary training when errors or omissions occur in the UDAL.

Retention of the Daily Activity Log (UDAL)

All Uniform Daily Activity Log (UDAL) books shall be maintained at the facility for a period of five years.