2-09/010.05 DIMMS (Defendant Inmate Movement Management System)

Court Services personnel are mandated to scan all inmates utilizing DIMMS and will be responsible for tracking, assigning and maintaining the equipment within their facility.

Maintenance of Equipment (Scanners):

- Malfunctioning or broken scanners shall be reported immediately via email message to the DIMMS Help-Desk to arrange for repair or replacement.
- A written request for repair explaining the malfunction shall accompany the scanner when sent for repair.
- It shall be each facility's responsibility to arrange for transport of the malfunctioning scanners.
- A SH-49 shall be written for scanners that are damaged or missing.
- The court lockups shall note any malfunctioning scanners in the Uniform Daily Activity (UDAL) /Title 15 Log and list the reporting person and who was notified.

Responsibility for Scanning Inmate Movement:

Court Services Transportation Bureau: CST personnel will scan all inmates entering a transportation vehicle (i.e. IRC/CRDF court line, station, jail, LCMC or other jail facility).

Court Lockup: Lockup personnel will scan all inmates received into, or sent out of the court lockup including:

- Remands
- New bookings
- Inmates brought into lockup via CST
- Inmates sent out of lockup via CST
- Releases
- Medical runs to any hospital (noting the name of the hospital and names of the transporting Deputies)
- Releases to outside agency (include agency and officer's name)

Lockup Supervisor: It is the Lockup Supervisor's responsibility to ensure that all inmates have been scanned out of their facility at the end of the day by checking the DIMMS System to ensure the Branch count indicates 0 (zero). This should be done in conjunction with a physical security check.

Branch Supervisor: The Branch Supervisor will conduct a random weekly audit to ensure compliance with this section and note such check in the Uniform Daily Activity (UDAL)/Title 15 Log.

Malfunction or Questions Regarding Dimms System: Should there be a problem with the DIMMS System or a question regarding its use, the lockup or CST Supervisor shall send an e-mail message to the "DIMMS Help Desk."