

3-08-026 Uniform Daily Activity Log (UDAL)

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the use and storage of the Uniform Daily Activity Log (UDAL)

SCOPE OF ORDER:

This order applies to all personnel assigned to and/or working in any capacity at Men's Central Jail (MCJ).

ORDER:

Record keeping shall be done through the electronic Uniform Daily Activity Log (e-UDAL) (refer to "Los Angeles County Sheriff's Department Title 15 e-UDAL Manual" for instructions on the use of the eUDAL).

The use of the e-UDAL is mandatory and shall be utilized in place of the UDAL printed book; however, MCJ shall maintain and utilize the UDAL printed book in the event there is a system failure.

UDAL printed books shall be collected by the MCJ Legal office every three (3) years for storage. The MCJ legal office shall issue a new UDAL printed book to the module/dorm officer upon collection of the old UDAL printed book. Each UDAL printed book will be identified by an assigned number which will be recorded on a log maintained by the MCJ Legal Unit.
