

## 5-07-030 Inmate Inventory Audit

**REFERENCE:** CDM Section 3-07/000.00, Automated Justice Information System (AJIS) Inmate Inventory Audit

### **PURPOSE OF ORDER:**

The purpose of this order is to establish guidelines for ensuring that inmates of high security levels are identified and transferred to an appropriate facility in a timely manner to reduce the likelihood of escapes.

### **SCOPE OF ORDER:**

This order applies to the designated Prisoner Personnel Office (PPO) officer, A.M. shift watch deputy, and desk officers at Pitchess Detention Center (PDC) South Facility.

### **ORDER:**

The designated PPO Officer will be responsible for purging the recent Automated Justice Information System (AJIS) inmate bail and location inventory daily. The officer will check for security discrepancies such as:

- No Bails
- High Bails, \$500,000 or higher
- Security Level 7 or higher
- Keep-aways other than K-3

The PPO Officer shall prepare a list of inmates who are identified as security violations and give the list to the on-duty watch deputy. The watch deputy shall arrange for the transfer of all listed inmates to an appropriate facility based on their security and/or classification level.

The watch deputy shall check the AJIS System Information (SI01) and Movement Control (MC01) screen to verify the information.

The A.M. shift watch deputy will be responsible for compiling the purge list on weekends, holidays, and other days when the PPO Officer is not on duty.

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