

## **1-06/000.00 Grammatical Construction**

The content of this Manual shall be interpreted in accordance with the grammatical rules outlined as follows:

- The present tense shall also include the past and future,
  - The masculine gender also includes the feminine,
  - Inmate Reception Center (IRC) shall be inclusive to male intake centers and female intake centers.
  - The singular also includes the plural,
  - "Shall" is mandatory, "may" is permissive,
  - References to "employees," "members," and "personnel," include all personnel of this Department, both sworn and civilian,
  - Any reference to unit commanders shall also include directors, where applicable.
  - "Signature" shall refer to both written and electronic signature.
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