2-01-010 Structure and Content of Unit Orders

Effective Date: 02-13-96

Revision Date: 02-11-20

Review Date: 02-11-22

Reference: CDM 1-07/000.00, 1-07/010.00, 1-07/020.00, 1-09/000.00

PURPOSE OF ORDER:

The purpose of this order is to establish an ordered system that promulgates the Pitchess Detention Center (PDC) South Facility's policies and procedures.

SCOPE OF ORDER:

This order applies to, unless specifically exempt, all employees assigned to, and working at PDC South Facility.

ORDER:

The unit order format shall be as set forth in Attachment "A", and be written utilizing the following structure:

PURPOSE OF ORDER

- Describes the necessity of the order
- Defines the nature of the activity or problem

SCOPE OF ORDER

- Defines the parameters of the order
- States when or in what circumstances the order applies
- Advises who is responsible for implementation

ORDER

- Defines the actual order itself

The PDC South Facility unit order numbering system shall be similar to that used by the Custody Division Manual (CDM). This will facilitate ease of inclusion into the Unit Manual when revisions, updates, or changes are made.

The Unit Manual shall be subdivided as follows:

- Chapter (indicated by one digit followed by a dash [-])
- Section (indicated by two digits followed by a dash [-])
- Subsection (preceded by a zero, if they are numbered under one hundred)

The following is an example of this format:

CHAPTER	SECTION	SUBSECTION
1	05	010

This number represents Chapter 1, Section 05, Subsection 010 (1-05-010).

The Unit Manual shall be divided into the following chapters and sections, and organized in the following manner:

Chapter I – Introduction and Table of Contents

01. Introduction of Unit Orders

- Introduction, approval, review and table of contents of unit orders

Chapter II – Organization and Functions

01. Conformance With Division Policies and Procedures

- Manual establishment, structure, content, organization, maintenance and purpose

Chapter III – Administrative Orders

01. Use of Force/Force Prevention

- Unit orders pertaining to use of force procedures

02. Personnel/Training/Scheduling

- Unit orders pertaining to personnel, training, and scheduling issues and facility management issue

03. Health and Sanitation

- Unit orders pertaining to health, wellness, and cleanliness of the facility

04. Facility Inspection/Management

- Unit orders pertaining to facility management issues

05. Facility security

- Unit orders pertaining to safety and security of the facility

06. Emergency Response, Prevention and Preparedness Policy

- Unit order pertaining to emergent situations and emergency handling procedures

07. ERT/Less Lethal/Weapons Deployment

- Unit orders pertaining to use, maintenance, and management of ERT/less lethal weapons

08. Vehicle Maintenance and Management

- Unit order pertaining to use, maintenance, and management of Sheriff's Department vehicles

Chapter IV – Reporting Procedures

01. Reporting Procedures

- Unit orders pertaining to reporting procedures, documentation, notifications, and accountability

Chapter V – Line Procedures

01. Supervision, Management, and Movement of Inmates

- Unit orders pertaining to the direct supervision, and management, and movement of inmates

02. Inmate Healthcare and Hygiene

- Unit orders pertaining to health, wellness, and cleanliness of inmates

03. Inmate laundry

- Unit orders pertaining to inmate clothing and laundry

04. Inmate Discipline

- Unit orders pertaining to inmate discipline

05. Inmate Grievances

- Unit orders pertaining to inmate complaints and requests

06. Inmate Visiting

- Unit orders pertaining to inmate visiting

07. Inmate Classification, Processing, and Screening

- Unit orders pertaining to inmate housing placement, and work assignments

08. Inmate Programs, Services, and Rights

- Unit orders pertaining to inmate programs, services, and rights

Chapter VI – Duty Statements

Chapter 6 is reserved for South Facility Duty Statements.

Chapter VII – ~~Deleted~~/Archived and Historical Unit Orders

Chapter 7 is reserved for ~~P~~past unit orders which either no longer apply, or have been repealed, and past versions of unit orders which have been revised.

Chapter VIII – Appendix and Forms

Attachments, forms, reference material, etc.

Other chapters and corresponding subsections may be added as necessary.

Each unit order ~~will~~ shall be assigned to the appropriate chapter with a corresponding unit order number. The subsection numbers ~~will~~ shall be numbered in a sequential order as the unit orders are written. For example, this unit order establishing the structure and content of PDC South Facility unit orders ~~will~~ shall be: Unit Order 2-01-010. All unit orders shall follow this format.

The author of each unit order ~~will~~ shall submit it in this form to the operations lieutenant, or their designee, who shall, after review, forward it to the unit commander for review and approval. The unit commander ~~will~~ shall direct the approved original to Custody Support Services (CSS) for final approval. Upon approval from CSS, the unit commander shall sign the approved version of the unit order and shall cause the unit order to be published and distributed to all concerned personnel.

Copies of the PDC South Facility unit orders shall be distributed as follows:

- Unit commander's office
- Operations lieutenant's office
- Watch commander's office
- Supervising operations assistant's office
- Watch sergeant's office
- Watch deputy's office
- Training office

The original of each unit order shall be maintained by PDC South Facility operations personnel and filed in the administrative files.

Unit orders found to be in conflict with the Department ~~Manual of Policy and Procedures~~ MPP ~~and/or~~ ~~Custody~~

~~Division Manual~~ <mark>CDM</mark> shall be deemed invalid, however, any statement(s) found to be illegal, incorrect or inapplicable shall not affect the validity of the remaining content.

Revision Date 02/11/20

Revision Date 02/01/16

02/13/96 SOUF