

## 2-01-020 Facility Policy and Procedure Revisions and Additions

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**Effective Date:** 10-02-07

**Revision Date:** 02-11-20

**Review Date:** 02-11-22

**Reference:** CDM 1-09/000.00

### PURPOSE OF ORDER:

The purpose of this order is to facilitate **establish procedures for** revisions and/or additions to the Pitchess Detention Center (PDC) South Facility Unit Manual without compromising the uniformity and integrity of the unit manual.

### SCOPE OF ORDER:

This order applies to all personnel assigned to, and working at PDC South Facility.

### ORDER:

The policy of this command is to **PDC South Facility** continually seeks ideas for improving personnel working conditions, the operation and management of the unit, and inmate safety and security. All personnel are encouraged to submit ideas and suggestions for improvements that could be made to existing, **as well as and** new, unit orders.

To initiate **propose** ideas for unit order additions or revisions, **personnel shall** write a memo explaining the **current issue**, the recommended revisions and/or additions, and the benefits **which may be realized by from** making the additions and/or revisions.

The memo **should shall** be addressed to **your a** direct supervisor who **will shall** review and forward it to the watch commander. After review and approval, the watch commander **will shall** forward it to the **unit manuals coordinator who will shall** be responsible for placing the suggestion into the proper "pending" unit manual **add the suggested additions to the appropriate unit order, or create a new unit order and forward the new/revised unit order to the proper channels for approval.** ~~format and routing it through the proper channels for approval (Refer to Custody Division Manual section 1-09/000.00, "Unit Manuals, Orders, and Duty Statements").~~

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~~The unit commander shall approve all revised or new unit orders.~~ The unit commander will **shall** have the ultimate responsibility for the manual contents.

When the revision and/or addition is approved, the unit order will **shall** be returned to the unit manuals coordinator who will **shall** ensure it is correct, properly numbered, labeled, dated and indexed. **New and revised unit orders shall be submitted to Custody Support Services (CSS) for approval** prior to being included in the unit manual. The unit manual coordinator will **shall** also assure the changes are properly disseminated to all personnel through unit watch briefings.

**Revision Date 02/11/20**

**Revision Date 12/01/16**

**10/02/07 SOUF**

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