

Chapter 1 - Introduction

- **01-000/00 NCCF Unit Manual**

Los Angeles County Sheriff's Department

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| | Unit Order: #01-000/00 |
| CUSTODY SERVICES DIVISION | Effective Date: 01-01-1998 |
| GENERAL POPULATION | Reviewed Date: 06-24-2024 |
| NORTH COUNTY CORRECTIONAL FACILITY | |
| Subject: NCCF Unit Manual | |
| Reference: MPP CDM 1-09/000.00 | |
| Unit Commander Signature: | Date: |

PURPOSE OF ORDER: The purpose of this unit order is to establish the North County Correctional Facility (NCCF) Unit Manual.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at NCCF.

ORDER:

The official manual of NCCF is hereby established and is titled, "NCCF Unit Manual." It is a consolidation of unit orders with written procedures governing the operation of NCCF.

The operations lieutenant shall have overall responsibility for the unit manual. The operations deputy acts as the unit manual coordinator under the direction of the operations lieutenant and operations sergeant.

Statements in this manual found to be in conflict with the Manual of Policy and Procedures (MPP) or Custody Division Manual (CDM) shall be deemed invalid. Any section or statement in this manual found to be illegal, incorrect, or inapplicable shall not affect the validity of the remaining content.

PURPOSE OF THE MANUAL

- To standardize policies, rules and procedures within the unit
- To provide a ready reference of rules, policies, and procedures governing unit operations
- To comply with the California Board of Corrections Minimum Standards for Local Detention Facilities (Title 15 of the California Code of Regulations)

ACCESSIBILITY OF MANUAL

The NCCF Unit Manual has been posted on the home page of the NCCF intranet site and is accessible to all personnel.

• **01-000/05 Manual Organization and Numbering**

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| | Unit Order: #01-000/05 |
| CUSTODY SERVICES DIVISION | Effective Date: 01-01-1998 |
| GENERAL POPULATION | Revision Date: 03-12-2019 |
| NORTH COUNTY CORRECTIONAL FACILITY | Review Date: 03-12-2021 |
| Subject: Manual Organization and Numbering | |
| Reference: CDM 1-07/000.00, 1-07/010.00 & 1-07/020.00 | |
| Unit Commander Signature: ORIGINAL SIGNED | Date: 02/11/2019 |

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures for organizing, numbering, and cataloging all unit orders.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

The NCCF Unit Manual shall be subdivided into chapters, sections and subsections.

"Chapters" shall be designated by two (2) digits followed by a dash (numbers of one [1] digit shall be preceded with a zero). "Sections" shall be designated by three (3) digits followed by a slash (numbers of one [1] or two [2] digits shall be preceded by one or two zeros). "Subsections" shall be designated by two (2) digits (numbers under "10" shall be preceded by a zero).

The following is an example of this format:

CHAPTER SECTION SUBSECTION

01- 000/ 05

This number, 01-000/05, represents chapter 1, section 0, and subsection 5.

Each unit order shall be assigned to the appropriate chapter and section, based upon the subject matter of its content. Prior to adding any section, the order's subject/title shall be added to the manual index as well as the chapter index.

• **01-000/10 Unit Policy and Procedure Modifications**

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| | Unit Order: #01-000/10 |
| CUSTODY SERVICES DIVISION | Effective Date: 01-01-1998 |
| GENERAL POPULATION | Revision Date: 10-18-2016 |
| NORTH COUNTY CORRECTIONAL FACILITY | Review Date: |
| Subject: Unit Policy and Procedure Modifications | |
| Reference: CDM 1-09/000.00 | |
| Unit Commander Signature: | Date: |

PURPOSE OF ORDER: To facilitate updates, amendments, and changes without compromising the uniformity and integrity of the North County Correctional Facility (NCCF) Unit Manual.

SCOPE OF ORDER: Applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

The policy of this command is to continually seek ideas for improving the operation and management of NCCF. All personnel are encouraged to submit ideas and suggestions regarding improvements to the operation of NCCF.

Ideas for operational modifications shall be expressed via email. This email shall include the existing issue, recommendations to address the issue, and the potential benefits for incorporating the recommendation(s). It shall be directed to the originator's immediate supervisor who will review and forward it to the Operations Lieutenant.

The operations lieutenant shall review and forward potential recommendations to the unit manual coordinator who shall be responsible for placing the recommendation into the proper "pending" format and routing it through the proper channels for approval.

This approval process shall include reviewing any recommendations in light of existing laws and regulations as well as departmental and divisional directives and policies. Once completed, potential recommendations shall be submitted to the captains' secretary who will log and forward the recommendation to the operations sergeant and operations lieutenant for final review prior to submission to the NCCF unit commanders for final consideration and approval.

Both of NCCF's unit commanders are ultimately responsible for the contents of the NCCF unit manual and shall approve any modifications, deletions, or additions to the manual. Regardless of which unit commander signs their formal approval, both unit commanders shall be provided copies of revisions to unit orders and duty statements.

For recommendations that are rejected, an email shall be sent to the originator explaining the reason for the rejection.

For recommendations that are approved, the unit order shall be forwarded to the Custody Support Services (CSS) policy review team (CSS Policy Review) who will conduct a final review of the unit order.

When CSS Policy Review approves the unit order, the unit manual coordinator shall post it in the NCCF unit manual and brief the revision to all personnel through the Scheduling Management System (SMS).

Archives of all previous unit order revisions shall be retained by the unit manual coordinator in the NCCF operations share file folders where they are available for review at any time.

• **01-000/15 Grammatical Construction**

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| CUSTODY SERVICES DIVISION | | Unit Order: #01-000/15 |
| GENERAL POPULATION | | Effective Date: 01-01-1998 |
| NORTH COUNTY CORRECTIONAL FACILITY | | Revision Date: 03-07-2019 |
| | | Review Date: 03-07-2021 |
| Subject: | Grammatical Construction | |
| Reference: | CDM 1-06/000.00, 1-09/000.00 | |
| Unit Commander Signature: | ORIGINAL SIGNED | Date: 01/15/2019 |

PURPOSE OF ORDER: The purpose of this unit order is to facilitate updates, amendments and changes without compromising the uniformity and integrity of the North County Correctional Facility's (NCCF) Unit Manual.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at NCCF.

ORDER:

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
- Masculine gender pronouns are inclusive of females
- 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 non-sworn (civilian)
- "MPP" shall indicate Manual of Policy and Procedures
- "CDM" shall indicate Custody Division Manual
- "CCR" shall indicate California Code of Regulations
- "NCCF" shall indicate the North County Correctional Facility
- "Signature" shall refer to both written and electronic signatures

• **01-000/20 Distribution of Unit Manuals**

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| CUSTODY SERVICES DIVISION | Unit Order: #01-000/20 |
| GENERAL POPULATION | Effective Date: 01-01-1998 |
| NORTH COUNTY CORRECTIONAL FACILITY | Revision Date: 10-13-2016 |
| | Review Date: |
| Subject: Distribution of Unit Manuals | |
| Reference: CDM 1-09/000.00 | |
| Unit Commander Signature: | Date: |

PURPOSE OF ORDER: The purpose of this unit order is to establish the location of the North County Correctional Facility (NCCF) Unit Manual, Duty Statements, and miscellaneous unit related manuals (e.g. the NCCF Housekeeping Manual).

SCOPE OF ORDER: This order applies to NCCF manuals.

ORDER:

Location of Unit Manuals

The NCCF Unit Manual, duty statements, and miscellaneous unit-related manuals (e.g. the NCCF Housekeeping Manual) are accessible via the Sheriff's Data Network. NCCF maintains an intranet website with links to these and other department manuals.

• 01-005/00 Distribution and Maintenance of Manual of Policy and Procedures and Custody Division Manual

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|---|-----------------------------------|
| CUSTODY SERVICES DIVISION | Unit Order: #01-005/00 |
| GENERAL POPULATION | Effective Date: 01-01-1998 |
| NORTH COUNTY CORRECTIONAL FACILITY | Revision Date: 03-06-2019 |
| | Review Date: 03-06-2021 |

Subject: Distribution and Maintenance of Manual of Policy and Procedures and Custody Division Manual

Reference: CDM 1-07/030.00, 1-09/000.00; MPP 1-01/070.00, 1-01/090.00-090.30

Unit Commander Signature: ORIGINAL SIGNED Date: 01/15/2019

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures for the distribution and maintenance of the Manual of Policy and Procedures and Custody Division Manual within the North County Correctional Facility (NCCF)

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at NCCF.

ORDER:

The operations deputy acts as NCCF's unit manual coordinator and shall be responsible for coordinating the ongoing review and update of the NCCF's unit manual, ensuring it remains consistent with the Manual of Policy and Procedures (MPP), and the Custody Division Manual (CDM).

The MPP and CDM are accessible via the Sheriff's Data Network. The unit manual coordinator shall ensure links to the MPP and CDM on the NCCF's website remain current.

NCCF's unit manual coordinator shall review revisions to the MPP and CDM to determine their impact on unit procedures and update the unit manual as needed.

• **01-005/00 Distribution and Maintenance of MPP and CDM**

Los Angeles County Sheriff's Department

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|---|-----------------------------------|
| | Unit Order: #01-005/00 |
| CUSTODY SERVICES DIVISION | |
| GENERAL POPULATION | Effective Date: 01-01-1998 |
| NORTH COUNTY CORRECTIONAL FACILITY | Revision Date: 03-06-2019 |
| | Review Date: 03-06-2021 |
| Subject: Distribution and Maintenance of Manual of Policy and Procedures and Custody Division Manual | |
| Reference: CDM 1-07/030.00, 1-09/000.00; MPP 1-01/070.00, 1-01/090.00-090.30 | |
| Unit Commander Signature: ORIGINAL SIGNED | Date: 01/15/2019 |

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures for the distribution and maintenance of the Manual of Policy and Procedures and Custody Division Manual within the North County Correctional Facility (NCCF)

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NCCF's unit manual coordinator shall review revisions to the MPP and CDM to determine their impact on unit procedures and update the unit manual as needed.

Revision Date 03/07/2019

Revision Date 06/28/2015

Revision Date 05/27/2005

01/01/1998 NCCF

- **01-010/00 Unit Library**

Los Angeles County Sheriff's Department

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|---|-----------------------------------|
| | Unit Order: #01-010/00 |
| CUSTODY SERVICES DIVISION | |
| GENERAL POPULATION | Effective Date: 01-01-1998 |
| NORTH COUNTY CORRECTIONAL FACILITY | Revision Date: 10-13-2016 |
| | Review Date: |
| Subject: Unit Library | |
| Reference: None | |

Unit Commander Signature:

Date:

PURPOSE OF ORDER: The purpose of this unit order is to establish policy and procedures for the maintenance and loaning of Department Manuals.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER: All Department manuals are maintained on the Sheriff's Data Network (SDN) and accessible via the LASD Intranet page.

The NCCF unit manual is maintained on the SDN and accessible via the NCCF website located on the LASD Intranet.

NCCF maintains a virtual unit library on the NCCF website with links to departmental and unit manuals, forms and files. All personnel are encouraged to notify Operations when an additional item is needed in the unit library or an existing item is out of date.

Revision Date XX/XX/XXXX

Revision Date 10/13/2016

01/01/1998 NCCF
