

## 01-000/05 Manual Organization and Numbering

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

**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.

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