

## 01-000/15 Grammatical Construction

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

**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