

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

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

**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.

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