

## 01-000/10 Unit Policy and Procedure Modifications

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

**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.

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